

Transition Manager's Meeting

AIA Boardroom

October 25, 2006



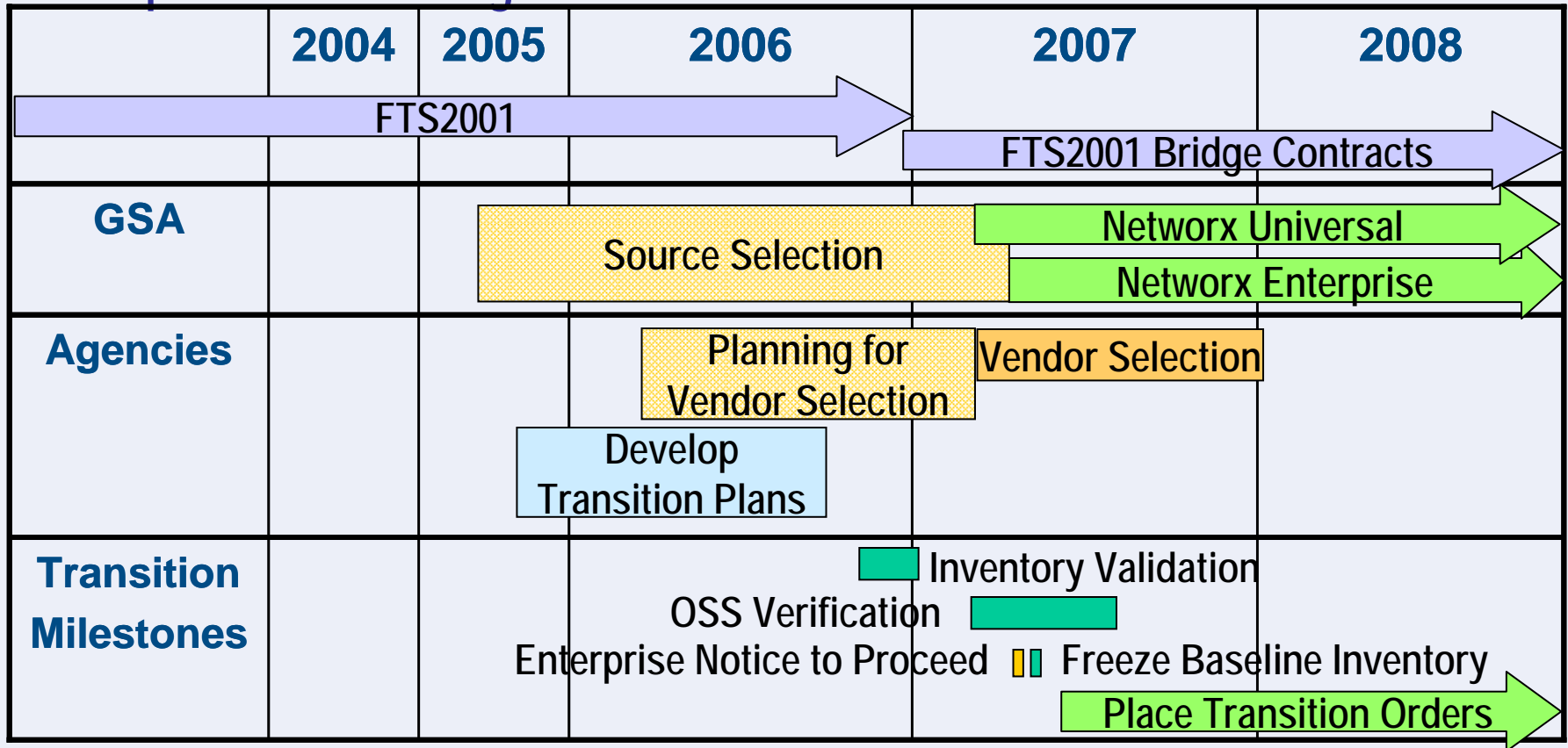
Meeting Topics & Agenda

- Introductions and Administrative Remarks
- Network Schedule
- Updates
 - GAO Audit/GAO Guiding Principles
 - Transition Summit Recap
 - Transition Coordination Center
- Reconciliation Process for Customer Design Documents
- Transition Baseline Inventory Tool & Validation
- TBI Testing
 - Planned Major Milestones
 - Proposed 2007 Meeting Schedule
- Adjournment



Networkx Schedule

GSA is working to ensure transition milestones and activities are completed according to schedule





Five Guiding Principles

*(GAO Report: Guidance Based On
Sound Practices)*

FTS provided transition guidance that fully addresses two of the five sound practices



Sound transition planning practice	Example of how the practice has been addressed
1. Strategic Analysis of Telecom Requirements	<p>Available guidance recommends that Agencies involve the enterprise architect to ensure that planning is consistent with enterprise architecture guidance and to determine, based on the level of complexity of the transition, whether any changes should be made before or after the transition.</p>
2. Resource Identification	<p>Available guidance indicates that necessary staffing and financial resources should be anticipated early and accurately and that Agencies should develop a forecast of required resources throughout the transition to Networx. Available guidance also suggests that Agencies examine current resources to determine if adequate personnel exists; address shortfalls that may require contractor support; and identify personnel to receive training, and the desired scheduled and locations of training.</p>

Guidance has not been provided on aspects of the three remaining practices

Sound transition planning practice	Aspect of the practice not addressed
3. Telecommunications Inventory	<p>FTS is compiling a baseline inventory to aid Agencies during the transition, <u>but has not provided guidance on establishing an inventory process that can be utilized to maintain telecommunications inventories during and after the transition.</u></p>
4. Structured Transition Management Approach	<p>Guidance provided suggests that transition managers should ensure that Agencies have adequate internal project management support for the expected transition workload, and, if appropriate, a hierarchy of transition teams at the sub-agency level. <u>However, the guidance reviewed does not address the importance of Agency use of project management, configuration management, and change management processes.</u></p>
5. Transition Plan	<p>Available guidance indicates that Agencies should identify transition goals and develop a prioritized list of tasks and a schedule with key dates to assist in transition management. <u>However, none of the guidance reviewed addressed Agencies establishing measures of success or performing a transition-specific risk assessment.</u></p>



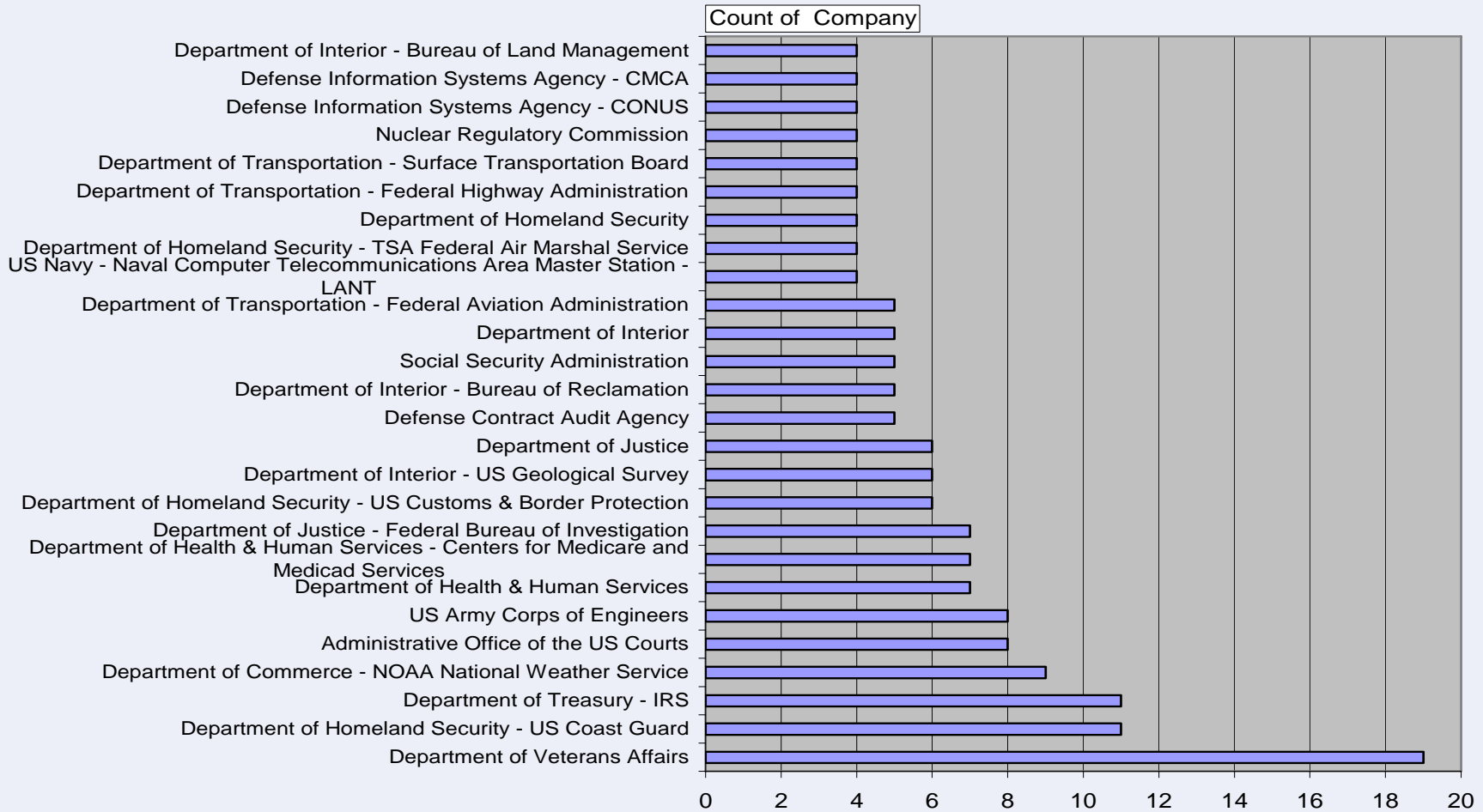
Networkx Transition Summit Summary

- Total Attendees: 904
- Subtotal—Government: 503
- Subtotal—Industry: 401
- Proposed Next Summit: January 30-31, 2007, same location

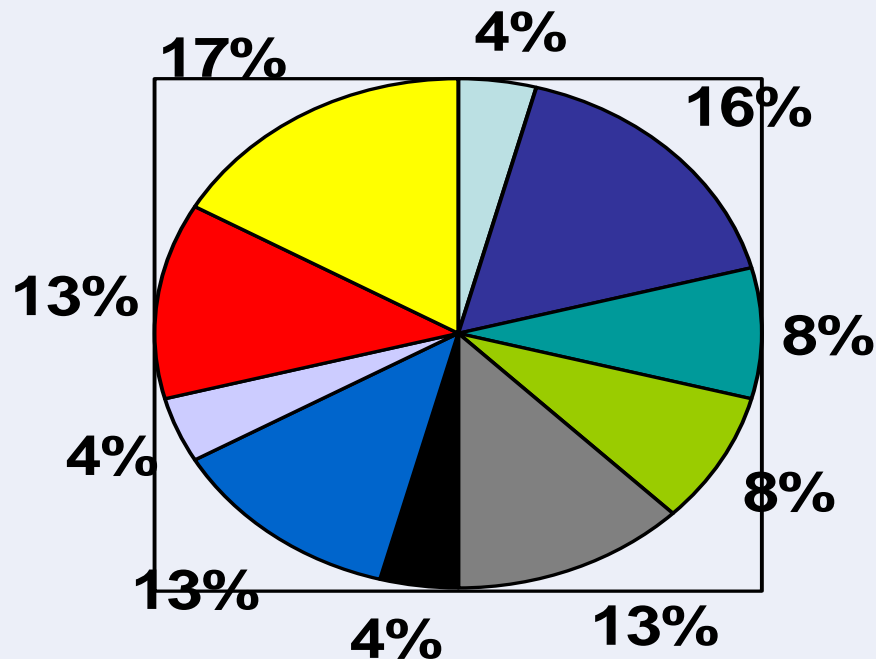


Top 20 Government Agencies in attendance

Total



Summit Questions



twenty-one answers posted to the Web site at gsa.gov/networktransition on the "Transition Summit" page



Transition Coordination Center (TCC)

- GSA currently refining Transition support activities:
 - Transition Tracking and Reporting
 - Strategic Guidance
 - Issue Resolution
 - Customer Outreach
 - Vendor Liaison
 - Cutover Planning Support
 - Schedule Coordination
 - Tier 2 Help Desk Referrals
 - Tier 3 Referrals
- Several of these functions may reside within the TCC
- GSA currently developing TCC CONOPS

Accommodating FTS-2001 Custom Designs in NETWORKX

October 25, 2006

***The slides on the FTS2001 CDD/MDDs are available on the
private Transition Website***



FTS2001 Transition Baseline Inventory Tool

Adam Lesser

GSA Networx Transition Team (Booz Allen Hamilton)

October 25, 2006

Introduction

- Agency Transition Planning begins with the Inventory
- The on-line Transition Baseline Inventory (TBI) tool is designed to assist Transition Managers and other Government authorized users with the validation of their FTS2001/Crossover transition baseline inventory (TBI)
- This briefing reviews the validation process and provides an introduction to the TBI tool using an overview of the TBI training
- Beta Testing on the TBI tool is scheduled for 3-17 Nov 2006
- Production release of the TBI tool will occur after successful TBI Beta testing

Inventory Establishment

- Accurate inventory identified as critical success factor for effective transitions
 - GAO Report “Guidance Based on Sound Practices”, June 2006
 - “Establish a telecommunications inventory” identified as one of five sound transition planning practices
 - “...the development of an accurate and reliable inventory is important to ensuring that the agency will be prepared to transition quickly.”
 - FTS2001 Lessons Learned document, March 2005
 - “A complete and accurate baseline inventory prior to contract award is critical.”
 - Developed by the IMC Transition Working Group (TWG)
 - Identified 28 “lessons learned”
- GSA has worked to compile a consolidated FTS2001 inventory known as the Transition Baseline Inventory (TBI)



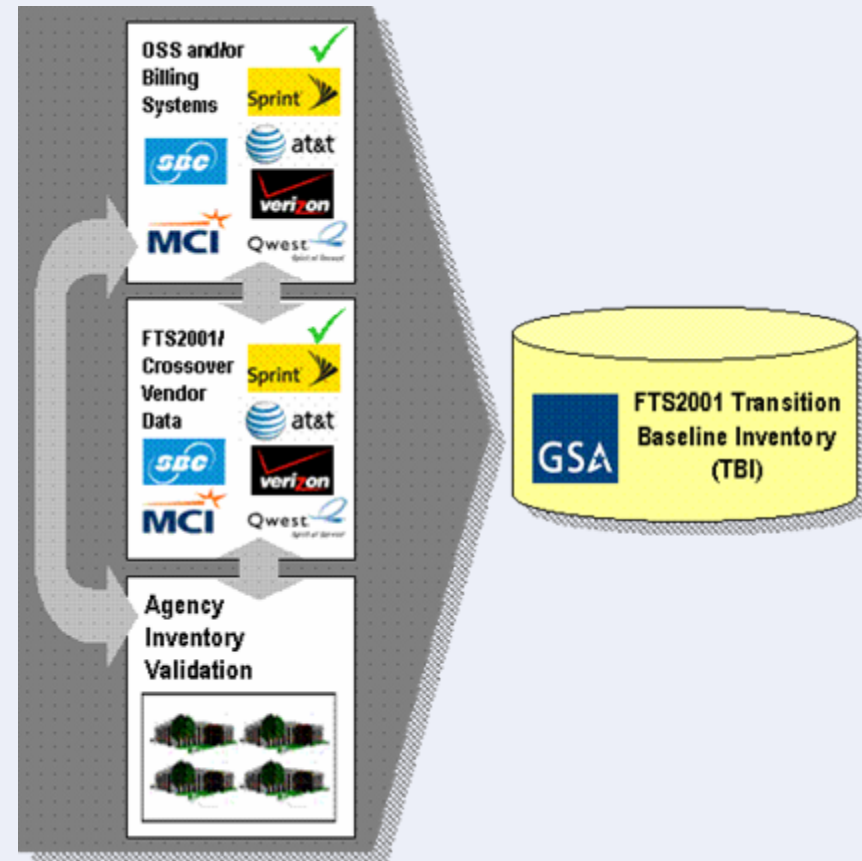
Inventory Template

- TWG developed an inventory template
 - Identified data elements for each service type
 - Requested consistent data from all vendors for TBI
 - Available for download on TM website (login req)

CSS Audio Teleconference Service						
Item Number	C.1	C.2	C.3	C.4	C.5	C.6
Data Elements	FTS2001 Contractor Name	Unique Inventory Record Id.	Agency Bureau Code	Agency Hierarchy Code	Agency Name	Sub Agency Name
Element Description		Up to 16 alphanumeric character code	4 character code	28 character code	Department, Agency	Bureau, division, etc.
Dedicated Transmission Service (DTS)						
Item Number	C.1	C.2	C.3	C.4	C.5	C.6
Data Elements	FTS2001 Contractor Name	Unique Inventory Record Id.	Agency Bureau Code	Agency Hierarchy Code	Agency Name	Sub Agency Name
Element Description		Up to 16 alphanumeric character code	4 character code	28 character code	Department, Agency	Bureau, division, etc.
Optical Wavelength Service (OWLS)						
Item Number	C.1	C.2	C.3	C.4	C.5	C.6
Data Elements	FTS2001 Contractor Name	Unique Inventory Record Id.	Agency Bureau Code	Agency Hierarchy Code	Agency Name	Sub Agency Name
Element Description		Up to 16 alphanumeric character code	4 character code	28 character code	Department, Agency	Bureau, division, etc.

Inventory Process

- GSA is developing a FTS2001/Crossover inventory
 - Requested that TWG inventory template be used
 - Captured data from FTS2001/Crossover vendors
 - Currently developing a plan for regular updates to maintain data
- GSA developed a preliminary TBI
 - Used for transition tracking and inventory validation
- Agency inventory validation will follow





Transition Baseline Inventory

- Transition Baseline Inventory (TBI) will support key activities in an Agency's transition to Networx
 - Supports the Fair Opportunity process
 - Aids in the development of Agency acquisition planning
 - Enhances the effectiveness of GSA provided tools
 - Establishes a baseline for transition tracking
 - Supports the transition credit reimbursement process
- Validating the TBI is needed to improve its accuracy
- GSA developed an online inventory validation tool (MORRIS) to facilitate the validation effort



Inventory Validation Process

- Agencies will access their inventory records online via the tool
- What is validation?
 - Validation is the confirmation from an Agency that a certain circuit or service is that Agency's
 - The purpose is to make sure all Agencies are aware of their inventories so they can effectively plan for their transition to Networx
- GSA and appropriate stakeholders will provide assistance with issues that arise from the inventory validation process, including billing issues
- Validation can occur using several methodologies

Inventory Validation Process

- Option #1: Validate records online using TBI tool
- Option #2: Validate inventory offline and upload the validated data back to TBI tool
- Option #3: Upload an existing Agency inventory to TBI

Browse Inventory Overview

In this application you are able to review and validate your FTE2001 and Crossover contract inventory.

You can either page through the entire set of inventory records or limit the records you need to work with via the Report Filters.

Once you have selected the records you are interested in, you can validate the record directly within the Browse List or view the record's detail by pressing the S/D button in the left-most column and then validate the record from within the detail screen.

If you prefer to review your records offline you can use the Report Filters to select the records of interest and then press the Download link below the Browse List. A comma-separated file will be created.

Report Filter

AHC Begins With:

Service Type: Vendor:

Validation Status: Connection Status:

Browse Baseline Inventory

Item ID	Agency	Phone No.	Circuit ID	Description	S/D					
100100IDMCI0001MAI000000000	S	SVS	S	B	C	Phone No.	Circuit ID	Description	-	<input type="checkbox"/>
100100IDMCI0001MAI000000000	S	SVS	V	B	C	SC Ref. No.	Circuit ID	Description	-	<input type="checkbox"/>
100100IDMCI0001MAI000000000	S	SVS	V	B	C	SC Ref. No.	Circuit ID	Description	-	<input type="checkbox"/>
100100IDMCI0001MAI000000000	S	SVS	V	B	C	SC Ref. No.	Circuit ID	Description	-	<input type="checkbox"/>
100100IDMCI0001MAI000000000	S	SVS	V	B	C	SC Ref. No.	Circuit ID	Description	-	<input type="checkbox"/>

Download Inventory

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Revised 10/07/2015

Inventory Validation Process - Option 1

- Once a user logs into the system, the user can access and begin validating its inventory data
 - Navigation on screen will allow users to scroll through data
 - Use filters to limit data
 - Data will be “locked” once validated

Browse Baseline Inventory

View/Edit	AHC	Vendor	Service Type	Validation Status	Sources	Con / Discon Status				Check All
Edit	10010OXDIMDXDD01MAXC00000000	S	SVS	S	B	C	Phone No.:	Circuit ID:	Description:	<input type="checkbox"/>
Edit	10010OXDIMDXDD01MAXS00000000	S	SVS	S	B	C	Phone No.:	Circuit ID:	Description:	<input type="checkbox"/>
View	10010OXDIMDXDD01MAXC00000000	S	SVS	V	B	C	SC Ref. No.:	Circuit ID:	Description:	-
View	10010OXDIMDXDD01MAXC00000000	S	SVS	V	B	C	SC Ref. No.:	Circuit ID:	Description:	-
View	10010OXDIMDXDD01MAXC00000000	S	SVS	V	B	C	SC Ref. No.:	Circuit ID:	Description:	-
View	10010OXDIMDXDD01MAXS00000000	S	SVS	V	B	C	SC Ref. No.:	Circuit ID:	Description:	-

1 - 6

 Download Inventory

[Validate Checked Items](#)

Inventory Validation Process – Option 2

- Conduct offline data comparison and validation
 - Maintain inventory template format
 - All address and service features can be modified
 - Once validated, upload inventory back to the TBI tool
 - Preferred for Agencies with existing inventory data

Download as a Data File

Select File Format

Comma Delimited

Excel

Fixed Length

Tab Delimited

Options

Include Column Headers

File Name (optional)

Notional



Inventory Validation Process – Option 3

- Agency is responsible for providing its own validated data set to be uploaded to the TBI tool
 - Data should maintain the same format as the download file for consistency
 - Data should include complete unique identifier fields
 - Once uploaded, the data will be assumed to be “validated”



Inventory Validation Process

- Validated data will be “locked” as validated in the TBI tool
 - Users can “unlock” validated data, if additional changes are needed
 - By validating the data, an Agency accepts ownership for that inventory item
- Agencies may also encounter data sets that are unknown
 - The TBI tool will allow Agencies to identify these data sets
 - Agencies should work with GSA to resolve



TBI Tool Training Overview

- The Networx team established training objectives to cover all of the on-line Transition Baseline Inventory (TBI) tool validation options
- Each training objective contains useful information on how to understand and complete the required steps
 - Detailed descriptions of the system functionality
 - Step-by-step processes to complete the objective(s) within MORRIS
 - Some objectives contain short review questions to understand basic concepts and processes



Objectives

Objective Number	Objective Description
1	Successfully login to the MORRIS system on the first attempt and understand system access restrictions
2	Navigate MORRIS inventory screens and locate a specific functionality by the second attempt
3	Successfully upload and download inventory data by the second attempt
4	Explain the fields that can be modified, difference between validated and un-validated records, and demonstrate validation of records



Objectives

Objective Number	Objective Description
5	Understand the methodologies for online validation and be able to explain those restrictions to other potential users
6	Understand the process for resolution of issues, including data accuracy issues, unknown data issues, etc., and recall or locate the contact points to get help
7	Understand GSA schedules for updating records in the inventory and for backing up data
8	Locate helpful information from the user's guide or through the Networx PMO help desk on the first attempt

Objective 1 – Logging In

- Objective: Successfully login to the TBI tool and understand system access restrictions
 - User id and password required to log in
 - Passwords must follow MORRIS password guidelines
 - Login restricted by AB Code for each user
 - New accounts requested via the MORRIS Help Desk

MORRIS
Monthly Online Records and Reports of Information-Technology Services

Welcome to Morris!

Federal Relay Service (FRS) Rate

Email Us

Hotline

Hours of Operation are continuous except the second weekend of each month, or as announced

Connect to morris.ftsbilling.gsa.gov

MORRIS Authentication

User name:

Password:

OK Cancel

Following Dates

Reports : August 2006

Reports (max): April 2003

Miscellaneous DOCUMENTS as of 05/09/06

WARNING: This is a U.S. General Services Administration Federal government computer system that is "FOR OFFICIAL USE ONLY". This system is subject to monitoring. Therefore, no expectation of privacy is to be assumed. Individuals found performing unauthorized activities are subject to disciplinary action including criminal prosecution.

Suggestions Request AdHoc LOA Acrobat Reader

To view Reports from this site, you must have Adobe Acrobat Reader

Video

GSA Objective 2 - Navigation

- Objective: Navigate TBI tool screens and locate a specific functionality by the second attempt
 - Inventory Browse Page
 - Review records, based on applied filters
 - View/Edit individual records
 - Contains Report Filer region
 - Sort by AHC, Vendor, Service Type, State, Validation Status, etc.
 - All filters use pull-down menus except AHC and City

Browse Baseline Inventory Download Inventory Upload Validated Inventory Help

AHC Begins With...
 Vendor
 Service
 City
 State
 Val. Status
 Conn. Status
 Sort By
 Sort Direction

View/Edit	AHC	Vendor	Service Type	Circuit ID	Phone #	Address	City	State	Sources	Active/Disconnected	Validation Status	Check All
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Objective 2 - Navigation

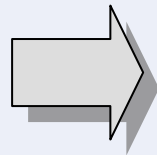
- Objective: Navigate inventory screens and locate a specific functionality by the second attempt
 - View/Edit page
 - Allows for viewing/modification of record data
 - Functionality depends on validated/unvalidated status

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Browse Baseline Inventory

AHC Begins With... Vendor

View/ Edit	AHC
<input type="button" value="Edit"/>	05000000000000000000000000000000
<input type="button" value="Edit"/>	05000000000000000000000000000000
<input type="button" value="View"/>	14250000000000000000000000000000
<input type="button" value="View"/>	14250000000000000000000000000000
<input type="button" value="View"/>	14250000000000000000000000000000
<input type="button" value="View"/>	14250000000000000000000000000000



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Return to [Home](#)

SERVICE IDENTIFICATION

C4 AHC 14250000000000000000000000000000	C3 ABCODE 4724	C25 MRC 0	C26 IIRC 0
C1 FTS2001 CONTRACTOR NAME MCIWORLD.COM Communications, I	C15 FTS2001 SERVICE CATEGORY CSS	C16 SERVICE TYPE SVS	

SERVICE LOCATION

C5 AGENCY NAME GSA	C6 SUBAGENCY NAME FTS - Telecom. Facilitie	C7 LOCATION ADDRESS1 #1 TOWER CIRCLE	C8 LOCATION ADDRESS2 NA
C9 CITY 5 MILES N OF EBENSBURG	C10 STATE AK	C11 ZIP 123	C12 COUNTRY US

SERVICE ELEMENTS

C14 ASR IIO NCRCTX203	C2 UBI CS17754102	C17 CLIH NA	C20 BANDWIDTH NA
C13 FTS2001 SDP ID VON000000000000	C19 CIRCUIT ID NA	C22 CONTRACTOR ID1 91266724	C23 CONTRACTOR ID2 Y1682352
C24 CDD MDD SOW ID NA	C21 CONTRACTOR SERVICE NAME Switched Voice Service		

Objective 3 – Upload/Download

- Objective: Successfully upload and download inventory data by the second attempt
 - Several validation methodologies require uploading/downloading
 - 1 upload/download per service type
 - Must adhere to TBI template format
 - .CSV (comma delimited) format required

Upload Validated Inventory

File to Load...

Note: Uploaded records that have not been marked as Unclaimed are automatically validated and locked.

Future changes to these records will require that they be unlocked within the Baseline application.

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[Return to MORRIS Main](#)

Browse Baseline Inventory [Download Unvalidated Records](#) [Upload Validated Inventory](#) [Help](#)

AHC Begins With... Vendor Service City State Val. Status Conn. Status Sort By Sort Direction

View/ Edit	AHC	Vendor	Service Type	Circuit ID	Phone #	Address	City	State	Sources	Active/ Disconnected Status	Validation Status	Check All
Edit	05000000000000000000000000000000	MCI	SVS	NA	2025128357	#1 TOWER CIRCLE	5 MILES N OF EBENSBURG	AK	V	C	S	<input type="checkbox"/>
Edit	05000000000000000000000000000000	MCI	SVS	NA	2025128299	#1 TOWER CIRCLE	5 MILES N OF EBENSBURG	AK	V	C	S	<input type="checkbox"/>
View	14250000000000000000000000000000	MCI	SVS	NA	2023275900	#1 TOWER CIRCLE	5 MILES N OF EBENSBURG	AK	VA	C	V	-
View	14250000000000000000000000000000	MCI	SVS	NA	2023275903	#1 TOWER CIRCLE	5 MILES N OF EBENSBURG	AK	VA	C	V	-
View	14250000000000000000000000000000	MCI	SVS	NA	2023275904	#1 TOWER CIRCLE	5 MILES N OF EBENSBURG	AK	VA	C	V	-
View	14250000000000000000000000000000	MCI	SVS	NA	2023275902	#1 TOWER CIRCLE	5 MILES N OF EBENSBURG	AK	VA	C	V	-

Objective 3 – Upload/Download

- Uploading inventory data
 - Select “Upload Validated Inventory” from Browse page
 - Select “Browse” to locate the validated inventory file and select “Go” to begin the upload.
 - Verify that the upload was successful by looking for their submitted job in the “Upload” page.
 - Repeat for additional uploads, if necessary.

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Return to MORRIS Main

Browse Baseline Inventory

Download Unvalidated Records Upload Validated Inventory Help

AHC Begins With... Vendor Service City State Val. Status Conn. Status Sort By

ALL ALL ALL ALL ALL ALL Ascending Go Reset

View/Edit	AHC	Vendor	Service Type	Circuit ID	Phone #	Address	City	State	Sources	Active/Disconnected Status	Validation Status	Check All
Edit	05000000000000000000000000000000	MCI	SVS	NA	2025128357	#1 TOWER CIRCLE	5 MILES N OF EBENSBURG	AK	V	C	S	<input type="checkbox"/>
Edit	05000000000000000000000000000000	MCI	SVS	NA	2025128299	#1 TOWER CIRCLE	5 MILES N OF EBENSBURG	AK	V	C	S	<input type="checkbox"/>
View	14250000000000000000000000000000	MCI	SVS	NA	2023275300	#1 TOWER CIRCLE	5 MILES N OF EBENSBURG	AK	VA	C	V	<input type="checkbox"/>
View	14250000000000000000000000000000	MCI	SVS	NA	2023275303	#1 TOWER CIRCLE	5 MILES N OF EBENSBURG	AK	VA	C	V	<input type="checkbox"/>
View	14250000000000000000000000000000	MCI	SVS	NA	2023275304	#1 TOWER CIRCLE	5 MILES N OF EBENSBURG	AK	VA	C	V	<input type="checkbox"/>
View	14250000000000000000000000000000	MCI	SVS	NA	2023275302	#1 TOWER CIRCLE	5 MILES N OF EBENSBURG	AK	VA	C	V	<input type="checkbox"/>

Upload Validated Inventory

File to Load... Browse... Go

[Return to Inventory Browse](#)

Note: Uploaded records that have not been marked as Unclaimed are automatically validated and locked.

Future changes to these records will require that they be unlocked within the Baseline application.

Objective 3 – Upload/Download

- Downloading inventory data
 - Select a service from the inventory headings
 - Apply filters, if required and click “Go” to display selected inventory data on the screen.
 - Click on the “Download Unvalidated Records”
 - Save to desired location and/or open downloaded file for viewing.
 - Repeat as needed

The screenshot displays the GSA MORRIS 'Browse Baseline Inventory' web application. The interface includes a header with the GSA logo and 'MORRIS' branding, and a navigation bar with buttons for 'Download Unvalidated Records' (circled in red) and 'Upload Validator Inventory'. Below the header is a search and filter section with dropdown menus for 'All', 'Vendor', 'Service', 'City', 'State', 'VAC Status', 'Comp. Status', and 'Sort Direction'. A table of inventory items is visible, with columns for 'Item List', 'AHC', 'Address', 'City', 'State', 'Source', 'Actual Classification', 'Status', 'Validation Status', and 'Check All'. A 'Download Baseline Inventory' dialog box is open in the center, indicating that 213 rows have been downloaded. A second dialog box, 'Opening SWS_20960CT11124411.csv', is also open, showing the file name and options to 'Open with Microsoft Office Excel (default)', 'Save to Disk', or 'Do this automatically for files like this from now on'.

Objective 4 – Understanding Data

- Objective: Explain the fields that can be modified, difference between validated and un-validated records, and demonstrate validation of records
 - Data can be modified using the “Edit” function
 - Data must be in “Unlocked” status
 - Certain record identifying fields can not be edited
 - Data can be saved by selecting “Validate & Save” at the bottom of the Edit page
 - Validation can occur individually by record, or multiple records at a time

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Browse Baseline Inventory

AHC Begins With... Vendor

View/ Edit	AHC
Edit	05000000000000000000000000000000
Edit	05000000000000000000000000000000
View	14250000000000000000000000000000
View	14250000000000000000000000000000
View	14250000000000000000000000000000
View	14250000000000000000000000000000

Return to Inventory Browse **Validate & Save** Unclaim

Objective 4 – Understanding Data

- Data can also be validated multiple records at a time
 - Click “Validate” check boxes from the Browse page
 - Select “Validate Checked Items”
 - All checked records will be validated

<input type="checkbox"/>	1300000000000000000000000000000000	MCI	SVF	NA	2022070001	#1 TOWER CIRCLE	3 MILES N OF INDEPENDENCE	AK	V	C	F	<input type="checkbox"/>
<input type="checkbox"/>	1300000000000000000000000000000000	MCI	SVF	NA	2022070001	#1 TOWER CIRCLE	3 MILES N OF INDEPENDENCE	AK	V	C	F	<input type="checkbox"/>
<input type="checkbox"/>	1300000000000000000000000000000000	MCI	SVF	NA	2022070001	#1 TOWER CIRCLE	3 MILES N OF INDEPENDENCE	AK	V	C	F	<input type="checkbox"/>
<input type="checkbox"/>	1300000000000000000000000000000000	MCI	SVF	NA	2022070001	#1 TOWER CIRCLE	3 MILES N OF INDEPENDENCE	AK	V	C	F	<input type="checkbox"/>
<input type="checkbox"/>	1300000000000000000000000000000000	MCI	SVF	NA	2022070001	#1 TOWER CIRCLE	3 MILES N OF INDEPENDENCE	AK	V	C	F	<input type="checkbox"/>
<input type="checkbox"/>	1300000000000000000000000000000000	MCI	SVF	NA	2022070001	#1 TOWER CIRCLE	3 MILES N OF INDEPENDENCE	AK	V	C	F	<input type="checkbox"/>
<input type="checkbox"/>	1300000000000000000000000000000000	MCI	SVF	NA	2022070001	#1 TOWER CIRCLE	3 MILES N OF INDEPENDENCE	AK	V	C	F	<input type="checkbox"/>
<input type="checkbox"/>	1300000000000000000000000000000000	MCI	SVF	NA	2022070001	#1 TOWER CIRCLE	3 MILES N OF INDEPENDENCE	AK	V	C	F	<input type="checkbox"/>
<input type="checkbox"/>	1300000000000000000000000000000000	MCI	SVF	NA	2022070001	#1 TOWER CIRCLE	3 MILES N OF INDEPENDENCE	AK	V	C	F	<input type="checkbox"/>
<input type="checkbox"/>	1300000000000000000000000000000000	MCI	SVF	NA	2022070001	#1 TOWER CIRCLE	3 MILES N OF INDEPENDENCE	AK	V	C	F	<input type="checkbox"/>

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Objective 4 – Understanding Data

- Validated data might require changes
 - Click “View” to view an individual record from the Browse page
 - Select “Unlock” to invalidate that record
 - Once unvalidated, click on the “Edit” page to modify the record
 - Click “Validate and Save”

View	14250000000000000000000000000000
View	14250000000000000000000000000000
View	14250000000000000000000000000000
View	14250000000000000000000000000000

ACCESS ELEMENTS

A1 MPX NOX NA	A2 SMC CLM NA	A3 LEC NA	A4 LEC ACCESS CKT ID NA
A5 LEC ACCESS CKT TYPE NA	A6 ACCESS CKT CHANNELS NA	A7 TSP NA	A8 VENDOR MANAGED FIREWALL NA
A9 TRAFFIC MONITORING NA			

BVS - SWITCHED VOICE SERVICE

C14 OUTBOUND PHONE NO NA	C12 RANGE (OUTBOUND END PHONE) NA	C13 BILL TO NO NA	C14 INBOUND PHONE NO NA
C15 RANGE (INBOUND END PHONE) NA	C16 NUMBER BEHIND CENTREX NA	C17 GSA CONT. SVY NO NA	

Return to Inventory

Objective 5 – Validation Methodologies

- Objective: Understand the methodologies for online validation and be able to explain those restrictions to other potential users

Methodology Number	Methodology Description
1	Users validate their complete inventory online
2	Users download their Agency's inventory data for offline comparison with any existing Agency data
3	Users upload their existing inventory data



Objective 5 – Validation Methodologies

- Users validate their complete inventory online
 - Check one or multiple inventory element(s) or “Check All” from to identify which record elements should be validated
 - Click “Validate Checked Items”
 - Repeat as necessary until all data records indicate they have been validated

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Return to MORRIS Main

Browse Baseline Inventory

Download Inventory Upload Validated Inventory Help

AHC Begins With... Vendor Service City State Val. Status Conn. Status Sort By Sort Direction

ALL MCI IPS ALL VA ALL (Active) AHC Ascending Go Reset

View/Edit	AHC	Vendor	Service Type	Circuit ID	Phone #	Address	City	State	Sources	Active/Disconnected Status	Validation Status	Check All
View	1208020818XX090060XX14XX000XX	MCI	IPS	F0086832	F0086832	1948 OLD GALLOWS ROAD	VIENNA	VA		A	V	-
View	1208020818XX090060XX14XX000XX	MCI	IPS	F0086821	F0086821	1948 OLD GALLOWS ROAD	VIENNA	VA		A	V	-
Edit	1208020818XX090060XX15XX0R0XX	MCI	IPS	F0136012	F0136012	1948 OLD GALLOWS ROAD	VIENNA	VA		A	S	<input type="checkbox"/>
View	1208020818XX090060XX15XX0R0XX	MCI	IPS	F0136014	F0136014	1948 OLD GALLOWS ROAD	VIENNA	VA		A	V	-
Edit	1208020818XX090060XX15XX0R0XX	MCI	IPS	F0136013	F0136013	1948 OLD GALLOWS ROAD	VIENNA	VA		A	S	<input type="checkbox"/>
Edit	1208020818XX090060XX16XX0A0XX	MCI	IPS	F0136010	F0136010	1948 OLD GALLOWS ROAD	VIENNA	VA		A	S	<input type="checkbox"/>
Edit	1208020818XX090060XX16XX0R0XX	MCI	IPS	F0136008	F0136008	1948 OLD GALLOWS ROAD	VIENNA	VA		A	S	<input type="checkbox"/>
Edit	1208020818XX090060XX17XX000XX	MCI	IPS	F0086824	F0086824	1948 OLD GALLOWS ROAD	VIENNA	VA		A	S	<input type="checkbox"/>
Edit	1208020818XX090060XX18XX000XX	MCI	IPS	F0086860	F0086860	1948 OLD GALLOWS ROAD	VIENNA	VA		A	S	<input type="checkbox"/>
Edit	1208020818XX090060XX18XX000XX	MCI	IPS	F0086827	F0086827	1948 OLD GALLOWS ROAD	VIENNA	VA		A	S	<input type="checkbox"/>
Edit	1208020818XX090060XX18XX0R0XX	MCI	IPS	F0136015	F0136015	1948 OLD GALLOWS ROAD	VIENNA	VA		A	S	<input type="checkbox"/>
Edit	1208020818XX090060XX18XX0R0XX	MCI	IPS	F0136016	F0136016	1948 OLD GALLOWS ROAD	VIENNA	VA		A	S	<input type="checkbox"/>
Edit	1208020818XX090060XX18XX0R0XX	MCI	IPS	F0136017	F0136017	1948 OLD GALLOWS ROAD	VIENNA	VA		A	S	<input type="checkbox"/>

Validate Checked Items



Objective 5 – Validation Methodologies

2. **Users download their Agency's inventory data for offline comparison with any existing Agency data**
 - Select a service from the inventory headings (i.e. SVS, ATM, FR, etc) and apply filters
 - Click "Go" once selected inventory data is on the screen.
 - Click on the "Download Unvalidated Records" and save
 - Conduct data validation/modification analysis offline.
 - Upload validated data back into the TBI tool by selecting "Upload Validated Inventory" icon
 - Repeat, if necessary



Objective 5 – Validation Methodologies

3. Users upload their existing inventory data
- Make sure data is in the TBI tool template format
 - Select “Upload Validated Inventory” and locate upload file
 - Repeat for additional uploads, if necessary

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Return to MORRIS Main

Browse Baseline Inventory

Download Unvalidated Records Upload Validated Inventory Help

AHC Begins With... Vendor Service City State Val. Status Conn. Status Sort By

ALL ALL ALL ALL ALL ALL AHC Ascending Go Reset

View/Edit	AHC	Vendor	Service Type	Circuit ID	Phone #	Address	City	State	Sources	Active/Disconnected Status	Validation Status	Check All
Edit	05000000000000000000000000000000	MCI	SVS	NA	2025129357	#1 TOWER CIRCLE	5 MILES N OF EBENSBURG	AK	V	C	S	<input type="checkbox"/>
Edit	05000000000000000000000000000000	MCI	SVS	NA	2025128299	#1 TOWER CIRCLE	5 MILES N OF EBENSBURG	AK	V	C	S	<input type="checkbox"/>
View	14250000000000000000000000000000	MCI	SVS	NA	2023275300	#1 TOWER CIRCLE	5 MILES N OF EBENSBURG	AK	VA	C	V	<input type="checkbox"/>
View	14250000000000000000000000000000	MCI	SVS	NA	2023275303	#1 TOWER CIRCLE	5 MILES N OF EBENSBURG	AK	VA	C	V	<input type="checkbox"/>
View	14250000000000000000000000000000	MCI	SVS	NA	2023275304	#1 TOWER CIRCLE	5 MILES N OF EBENSBURG	AK	VA	C	V	<input type="checkbox"/>
View	14250000000000000000000000000000	MCI	SVS	NA	2023275302	#1 TOWER CIRCLE	5 MILES N OF EBENSBURG	AK	VA	C	V	<input type="checkbox"/>

Upload Validated Inventory

File to Load... Browse... Go

[Return to Inventory Browse](#)

Note: Uploaded records that have not been marked as Unclaimed are automatically validated and locked.

Future changes to these records will require that they be unlocked within the Baseline application.

Objective 6 – Issue Resolution

- Objective: Understand the process for resolution of issues, including data accuracy issues, unknown data issues, etc., and recall or locate the contact points to get help
 - Disputes may arise as a result of the comparison
 - Users may “Unclaim” records
 - Contact the Networx PMO Help Desk, as needed

The screenshot displays a data entry interface for Networx. It is divided into two main sections: 'ACCESS ELEMENTS' and 'SVS - SWITCHED VOICE SERVICE'. Each section contains several data fields with labels and values, many of which are 'NA'. At the bottom of the form, there are two buttons: 'Return to Inventory' and 'Unclaim'. The 'Unclaim' button is highlighted with a red circle.

ACCESS ELEMENTS			
A1 WPA XXX	A2 WPC CLLI	A3 LEC	A4 LEC ACCESS CRT ID
NA	NA	NA	NA
A5 LEC ACCESS CRT TYPE	A6 ACCESS CRT CHANNEL S	A7 TSP	A8 VENDOR MANAGED FIREWALL
NA	NA	NA	NA
A9 TRAFFIC MONITORING			
NA			

SVS - SWITCHED VOICE SERVICE			
C11 OUTBOUND PHONE NO	C12 RANGE OUTBOUND END PHONE NO	C13 BILL TO NO	C14 INBOUND PHONE NO
0000000000	NA	0000000000	NA
C15 RANGE INBOUND END PHONE NO	C16 NUMBER BEHIND CENTREX	C17 GSA CONS SW NO	
NA	NA	NA	

Buttons: Return to Inventory, **Unclaim**

Objective 7 – MORRIS Updates

- Objective: Understand GSA schedules for updating records in the inventory and for backing up data
 - Effectively time Agency validation activities without corrupting data records
 - TBI updated monthly to maintain accurate inventory data
 - Existing data will not be changed

The screenshot shows the MORRIS website interface. On the left, there is a navigation menu with the GSA logo, 'User Survey' and 'AT&T Notice' buttons, a 'Login to MORRIS' button, and sections for 'WEB SITES' (GSA Home, GSA/FTS Home, GSA Customer Svc List, GSA Pricing Tool, TOPS Ordering, TOPS Billing, MORRIS Home), 'Reference Documents' (Complete User Guide, F-A-Q, Software Compatibility), and 'Shrink This Panel' for FTS2001 Statements.

The main content area features a 'Welcome to Morris!' message, a 'Federal Relay Service (FRS) Rate' button, an 'Email Us' button, and a 'Hotline' button. Below this is a table titled 'Reports Available for the Following Dates' with the following entries:

Report Name	Availability Date
FTS2001 Monthly Statement, FTS2001 Agency Reports	August 2006
AT&T Crossover Contract	August 2006
Qwest Crossover Contract	August 2006
Wireless: Sky Tel Monthly Stmt	August 2006
Wireless: G2 Monthly Stmt	August 2006
AT&T ISB Extension	November 2002
FTS2000 Monthly Statement, FTS2000 Agency Reports (max)	April 2003
IDDD (ID3) Monthly Statement	November 2003
Federal Wireless Statement	January 2006

Below the table is a button for 'Miscellaneous DOCUMENTS as of 05/09/06'. A warning box states: 'WARNING: This is a U.S. General Services Administration Federal government computer system that is "FOR OFFICIAL USE ONLY". This system is subject to monitoring. Therefore, no expectation of privacy is to be assumed. Individuals found performing unauthorized activities are subject to disciplinary action including criminal prosecution.'

At the bottom, there are buttons for 'Suggestions', 'Request AdHoc', 'LOA', 'Acrobat Reader', and 'Video'. A note says 'To view Reports from this site, you must have Adobe Acrobat Reader'. A link for 'More Information about MORRIS and other GSA FTS Products' is provided, along with the text 'Generated on October 12, 2006'.

Objective 8 – Help Guide

- Locate helpful information from the user's guide or through the Networx PMO Help Desk on the first attempt
 - Viewed through the "Help" feature
 - "Help" feature allows users to search the TBI tool User Guide for information and/or identify relevant points of contact
 - Help Desk should be used to get tier 2 or tier 3 assistance

MORRIS
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Return to MORRIS Main

Browse Baseline Inventory

Download Inventory Upload Validated Inventory Help

AHC Begins With... Vendor Service City State Val. Status Conn. Status Sort By Sort Direction

ALL MCI IPS ALL VA ALL Active AHC Ascending Go Reset

View Edit	AHC	Vendor	Service Type	Circuit ID	Phone #	Address	City	State	Sources	Active/Disconnected Status	Validation Status	Check All
View	1203020815XX090060XX14XX00XX	MCI	IPS	R0036832	R0036832	1945 OLD GALLOWES ROAD	VIENNA	VA		A	V	-
View	1203020815XX090060XX14XX00XX	MCI	IPS	R0036821	R0036821	1945 OLD GALLOWES ROAD	VIENNA	VA		A	V	-
Edit	1203020815XX090060XX15XX0RXX	MCI	IPS	R0136012	R0136012	1945 OLD GALLOWES ROAD	VIENNA	VA		A	S	<input type="checkbox"/>
View	1203020815XX090060XX15XX0RXX	MCI	IPS	R0136014	R0136014	1945 OLD GALLOWES ROAD	VIENNA	VA		A	V	-
Edit	1203020815XX090060XX15XX0RXX	MCI	IPS	R0136013	R0136013	1945 OLD GALLOWES ROAD	VIENNA	VA		A	S	<input type="checkbox"/>
Edit	1203020815XX090060XX16XX0RXX	MCI	IPS	R0136010	R0136010	1945 OLD GALLOWES ROAD	VIENNA	VA		A	S	<input type="checkbox"/>
Edit	1203020815XX090060XX16XX0RXX	MCI	IPS	R0136008	R0136008	1945 OLD GALLOWES ROAD	VIENNA	VA		A	S	<input type="checkbox"/>
Edit	1203020815XX090060XX17XX00XX	MCI	IPS	R0036824	R0036824	1945 OLD GALLOWES ROAD	VIENNA	VA		A	S	<input type="checkbox"/>
Edit	1203020815XX090060XX18XX00XX	MCI	IPS	R0036860	R0036860	1945 OLD GALLOWES ROAD	VIENNA	VA		A	S	<input type="checkbox"/>
Edit	1203020815XX090060XX18XX00XX	MCI	IPS	R0036827	R0036827	1945 OLD GALLOWES ROAD	VIENNA	VA		A	S	<input type="checkbox"/>
Edit	1203020815XX090060XX18XX0RXX	MCI	IPS	R0136015	R0136015	1945 OLD GALLOWES ROAD	VIENNA	VA		A	S	<input type="checkbox"/>
Edit	1203020815XX090060XX18XX0RXX	MCI	IPS	R0136016	R0136016	1945 OLD GALLOWES ROAD	VIENNA	VA		A	S	<input type="checkbox"/>
Edit	1203020815XX090060XX18XX0RXX	MCI	IPS	R0136017	R0136017	1945 OLD GALLOWES ROAD	VIENNA	VA		A	S	<input type="checkbox"/>

Validate Checked Items



Next Steps

- What can Agencies do now to prepare for validation?
 - Become familiar with TBI template
 - Collect inventory data
 - Develop an approach for inventory validation
 - Identify resources to conduct validation
 - Request TBI user accounts through MORRIS
 - Be prepared to begin validation in Nov 2006



Next Steps

- Request for MORRIS Beta Testers
- Conduct MORRIS Beta Tests (3 November – 17 November)
- Release MORRIS Inventory Validation Tool
- Conduct Inventory Validation

Questions: networkx.transition@gsa.gov



TBI Beta Testers

- Beta Testers should represent the following areas
 - Large, Medium and Small Agencies
 - Diversity of providers and number of providers
 - Diversity in services used
 - Centralized and Decentralized Telecom Mgt
 - Centrally billed and direct billed
 - Using TBI data and Agency loaded data



TBI Beta Testers

- Requirements
 - 5 to 9 Agencies
 - Familiarity with telecom inventory
 - Testers available to devote time to work with the TBI over a 2 week period 3-17 Nov 06
 - Willing to participate and submit written feedback
- Nomination forms due COB 31 Oct
- TWG will select on 1 Nov if needed



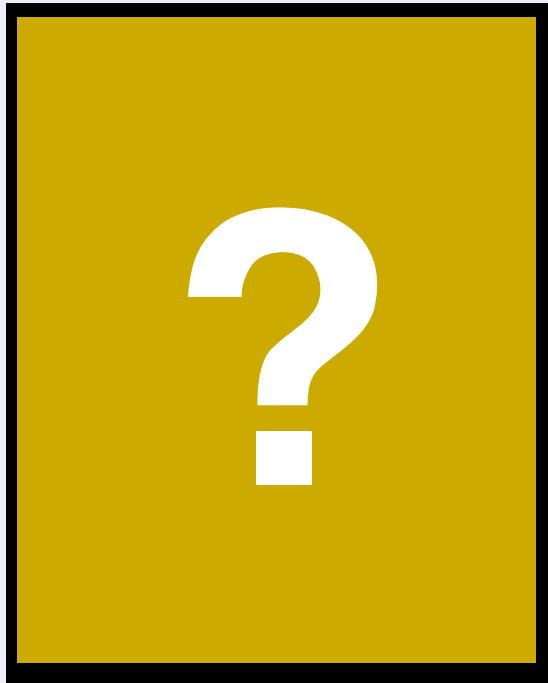
Planned Major Milestones (5/06)

- Finalize Transition Credit Concept Oct 2006
- Propose Transition Tracking Methodology Oct 2006
- Begin Testing Initial Inventory Verification Tool 3-17 Nov,06
- Provide Baseline Validation Tool Nov 2006
- Negotiate Mods For XSN Support Dec 2006
- Transition Summit II 30-31 Jan
- TSMP 2QFY2007
- Validate Baseline 2QFY2007
- Activate TCC 2QFY2007
- Snapshot to establish 100% Baseline NTP +30

Tentative TM Meeting Schedule for 2007

- The proposed meeting schedule for 2007 is noted below:
 - February 21
 - March 21
 - May 16
 - June 13
 - July 18
 - September 19
 - October 24
 - November 14
 - December 12
- Provide comments to networx.transition@gsa.gov
- Meetings will be held at the American Institute of Architects (AIA) building at 1735 New York Ave. (NW)
- Visit AIA's website for directions at www.aia.org and click "Contact Us/Directions"
- Meetings are scheduled from 9:30am until noon

Questions?





Thank You for Attending!

Next Transition Manager Meeting

Dec 13 2006