

CHANGE MANAGEMENT BOARD MEETING NOTES 12/03/13

In attendance: Becky Robertshaw-Chair, Mac Weaver- Co-Chair, Ricardo Reynoso, Amanda Rohrich, Doug Benton, Pat Nooney, Andy Gray, Jeri Billiard

- Not enough voting members present for a final vote on Enhancement Change Requests, only four of the seven required per the CMB SOP. Mac will send out the notes requesting feedback from the other voting members NLT 12/06/13 (this is the request)

- Old business reviewed:

- Quality Center is available and anyone desiring access please email Becky with your request.

- Andy gave a synopsis of ICBS from the past year and future endeavors:

- This past year there were 4 business releases, 52 change requests implemented, and the NAP integration.

- With more interfaces, NAP, ROSS, etc..., we experienced several USDA outages

- The ICBS team put forth great efforts to improve system performance

- Major upgrade for the COTS program will take place after this fire season which could affect the amount of change request implemented due to the high level of effort needed to complete the upgrade process.

- Due to the CUPS server failure (BLM) looking at more back up print servers to prevent future outages

- Possible .pdf print options could become available to utilize local printers by users as an alternative to print servers. Pat Nooney will gather more information regarding this possibility and send to Andy.

- Jeri went over all CR's for review with the board. (See attached spreadsheet for individual results) She also discussed each defect. Keep in mind that CR's listed as defects do not need CMB approval. They are for informational purposes for the CMB, but do not require group consensus. Next deployment scheduled for January 14, 2014.

****Any voting member not able to make this conference call please review the CR spreadsheet and provide input to Becky and/or myself NLT 12/06/13****