

# Shared Services Email Project Steering Committee

## Meeting Minutes

February 23, 2011 9:00 – 11:00

Forum Bldg, 1<sup>st</sup> Flr Conference Rm

**Steering Committee Attendees:** DRS: Lyle Tillet; DSHS: Lem McCleary; DFI: Ron Seymour; DOC: Doug Hoffer; ESD: Bob DeShaye; DOE: Debbie Stewart; OIC: Dave Marty; DOR: Vikki Smith and David Sorrell; DNR: Michelle Benton; DIS: Christy Ridout. Not attending: GA; MIL.

**Other Attendees:** Heidi Brownell, Project Manager; Melissa Rohwedder, Project Technical Manager; Laura Parma, Project Implementation Manager; Baird Miller, facilitator to review requirements; Amanda Jones, Project Business Analyst; Scott Gruenemeier, Project Technical Team; Jim Hammond, Project Implementation Team – Small Agency Client Liaison; Paul Warren Douglas, DIS Enterprise Architecture Committee

Agenda Item	Discussion
Review clarified requirements based on agency responses	<ul style="list-style-type: none"><li>• Notes captured in the requirements matrix</li><li>• Heidi will send out updated Requirements Document today**</li><li>• Members will send feedback by Friday**</li></ul>
Review new requirements submitted via agency responses	<ul style="list-style-type: none"><li>• Reviewed new requirements submitted by agencies. Secure Email, Disaster Recovery/Business Continuity, and Archiving</li><li>• As part of the Implementation Team deliverables, Laura will create a template for agencies to report their application interfaces</li><li>• Laura will identify a way for Records Officers across agencies to share their knowledge</li></ul>
Review Implementation Strategy , Order, and Agency Re-Engagement Plan	<ul style="list-style-type: none"><li>• Laura presented the updated criteria for creating the agency order, the Draft agency groupings, and the Draft Re-engagement Plan.</li><li>• Members will send feedback by Friday**</li></ul>
Other	<ul style="list-style-type: none"><li>• The Project Charter was sent out last week. Feedback is due by Friday**</li></ul>
Next Meeting	March 9, 2011 9:00 – 11:00 Forum Bldg, 1st Flr Conference Rm

Minutes prepared by Heidi Brownell, \*\* Indicates Action Items

# Agenda

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February 23, 2011

9:00 a.m. to 11:00 a.m.

DIS Forum Building – 1<sup>st</sup> floor  
Conference room

### Agenda Topics

- Introductions
- Review clarified requirements based on agency responses
- Review New Requirements
  - Secure Email
  - Disaster Recovery/Business Continuity
  - Archiving
  - Other
- Implementation Strategy and Order – Laura Parma
- Agency Re-Engagement Plan – Laura Parma