



Consolidated Technology Services • WA

Agenda

SDC Projects Steering Committee

October 17, 2012
1:00 pm to 2:00 pm
Conference Room 2208

- SDC Projects Reports – Service Owners
- SDC Issues
- Facilities Policies and Procedures
- SDC Design Decisions
- CTS CTO

Next Meeting: November 7, 2012



Consolidated Technology Services • WA

Meeting Minutes

**State Data Center Projects
Steering Committee
October 17, 2012
1500 Jefferson, Rm 2208**

Steering Committee Attendees: Dan Mercer, Doug Hieronymus, Dan Davis, Bruce Shurtz, Heidi Brownell, Bob Walk, Lance Calisch, Wendy Huff, Christy Ridout, John Vargas, Jim Hammond, Kay Metsker, Phil Davis, Aaron Robel **Not present:** Gordon Ice, Agnes Kirk, Debbie Kendall

Other Attendees: Rick Cook, Sally Alhadeff, Toni Backstrom

ISSUES AND/OR DISCUSSION	
Agenda Topic	Discussion
SDC Projects Reports	<p>SDC Program:</p> <ul style="list-style-type: none"> We are working on an SLA template in advance of WSP needing one. An update was posted to the Project Management Plan on SharePoint. Should be of interest to Project Managers. Zayne is working with OFM to establish rates. He is also working on a decision package. VMAX contract is pending signature, which is the trigger for ordering equipment. Ron V. has it scheduled to place the order on Monday. <p>Facilities:</p> <ul style="list-style-type: none"> Finished rack and stack. Scheduled to get lab done next week. LTS enclosures will be finished as of COB Monday. A quote is out for structure cabling. DC Power install is complete. <p>Heat Reduction:</p> <ul style="list-style-type: none"> The final report is close to being complete. Continuing data input and updating as needed. Take a second look at August report. <p>Firewall:</p> <ul style="list-style-type: none"> Lab gear has been mounted and fiber connected. Architects and Cisco to build lab and test. Very tight timeline. Engineer onsite for a year starting November. <p>Network Core:</p> <ul style="list-style-type: none"> Installation of GPS antenna complete. Installer said excellent signal. Cisco installed 98 network devices including SAN switches. Folks will be onsite Monday for cabling work. Final cable list tomorrow by noon. Cisco 9513 gen 4 cards arrived today. Installation scheduled next week. <p>Storage:</p> <ul style="list-style-type: none"> Howard S. Wright engineer and KPFF Structural Engineer wanted to see examples of VMAX seismic brace design for raised floor. EMC scheduled engineers/contractors to meet at an EMC site in Seattle to see example.



ISSUES AND/OR DISCUSSION	
Agenda Topic	Discussion
	<p>WSP:</p> <ul style="list-style-type: none"> • IAA draft complete. WSP is reviewing and will provide feedback. <p>OB2 Phase 1:</p> <ul style="list-style-type: none"> • Phase 1 investment plan completed and in Rob's office. • Working server requirements, migration sequence, and relationship with VLAN renumbering effort. • Freeing up resources biggest challenge. • Need a strong communications plan for outages. Customers need timeframes and impact. Communication needs to go beyond "business as usual". <p>Cloud Utility Servers Project:</p> <ul style="list-style-type: none"> • Working on investment plan to refresh servers and evolve existing service using cloud technologies. <p>VTL:</p> <ul style="list-style-type: none"> • Meeting next week to discuss the strategy.
Top Issues	<p>#132- Roles & Responsibilities for Storage Switches/Converged Network.</p> <ul style="list-style-type: none"> • Working with legal to determine maintenance contracts. EMC to support end of month resolution date. <p>#145- SDC Charge Back Rates.</p> <ul style="list-style-type: none"> • Zayne is working with OFM to determine rate structure. We have two budget related meetings with OFM on Friday. <p>#206- Procurement rules are changing</p> <ul style="list-style-type: none"> • Rules changing Jan 1st. Waiting for information from DES to see what their policies will look like. <p>#207- 9509 Project issues are surfacing and may impact SDC Projects</p> <ul style="list-style-type: none"> • This is an external project, but is a necessary predecessor for SDC projects. Additional research is needed.
Facilities Policies and Procedures	<ul style="list-style-type: none"> • The draft and interim policies are posted in SharePoint. The link was sent last week. • Steering Committee members should review SharePoint documents and send comments to Doug.
Design Decisions	<ul style="list-style-type: none"> • Still pending signature for storage switching placement. • Previously approved security design decisions are being reviewed/refreshed based on current SDC designs.
CTS CTO	<ul style="list-style-type: none"> • Dan has been appointed the CTS CTO. He will continue to be the SDC Project Sponsor, but will need to focus on broader CTS strategies. Heidi will be continue to be the Sr. Project Manager of the SDC projects.



The [meeting presentation](#) can be found on the project's [SharePoint](#) site.

1. New Action Items

Item	Action Item	Assignee	Target Due Date	Comments
1	Steering Committee members should review SharePoint documents and send comments to Doug.	Steering Committee members.	11/30/12	
2	VTL strategy discussion to occur next week which will help to update the open project issue.	Carolee Rogers	10/26/12	

2. Upcoming Meetings

Meeting	Details
Next Meeting	November 7, 2012, 1:00-2:00, Room 5092

SDC Steering Committee Meeting

October 17, 2012



Agenda

- SDC Projects Reports – Service Owners
- SDC Issues
- Facilities Policies and Procedures
- Design Decisions
 - Recently approved
 - Pending signature
 - Upcoming reviews
- CTS CTO



SDC Projects Updates

- SDC Program
- OB2 Heat Reduction
- Facilities
- Network Core
- Firewall
- Storage
- OB2 Move Ph1
- WSP
- Server Infrastructure / Cloud Utility
- VTL



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Issue #132

Priority	Project	Title	Issue Description	Reviewer Comments	Assigned To	Resolution Due Date
(1) High	SDC Program	Roles & Responsibilities are not defined for the Storage Switches and converged network	<p>A long term owner needs to be identified for the SDC fiber channel switches. This includes:</p> <ul style="list-style-type: none">- roles and responsibilities for maintenance- change management- maintenance and support agreements- stakeholder management (including requirements validation)- troubleshooting <p>The SDC Program will facilitate discussions between CSD and TSD to form a recommendation for management consideration.</p>	<p>9/27/12 Meeting notes</p> <p>9/21/12 HB: Gordon provided the annual maintenance/support cost for the SAN switch gear. Gordon provided current FTE count. Mike Lilly to meet with Gordon to discuss requirements. A meeting next week will cover roles and responsibilities.</p>	Matheney, 2012-10-31 Jeff (CTS)	



Issue #145

Priority	Project	Title	Issue Description	Reviewer Comments	Assigned To	Resolution Due Date
(1) High	SDC Program	A decision is needed re: SDC charge back rates	Potential SDC Customers will need to know the billing rates for SDC products and services before they move into the SDC. Both DSHS and WSP have stated that they will not move into the SDC until they know what ongoing operations will cost.		Elrod, Zayne (CTS)	9/14/12



Issue #206

Priority	Project	Title	Issue Description	Reviewer Comments	Assigned To	Resolution Due Date
(2) Normal	SDC Program	Procurements methods/timeline	Procurement rules change at the beginning of 2013. Work is underway to identify new processes. Assessment needs to be completed regarding any impact to SDC procurements needed at the end of 2012 or beginning of 2013.		Brownell, Heidi	12/12/12



Issue #207

Priority	Project	Title	Issue Description	Reviewer Comments	Assigned To	Resolution Due Date
(1) High	SDC Program	9509 project issues may impact multiple SDC Projects	The SDC migration projects are dependent on the 9509 project issues being resolved. Recent issues uncovered need to be documented and resolved to avoid impact.		Brownell, Heidi	11/21/12



Facilities Policies/Procedures

The screenshot shows a SharePoint interface for 'Facilities'. At the top left is the 'cts' logo and the word 'Facilities'. A navigation bar includes 'State Data Center Projects' and other categories like 'Project Management', 'Network Core', 'Storage', 'Security', 'Server Infrastructure / Cloud Utility', 'OB2 Move', 'Customer', 'Vendors', and 'Cloud Procurement'. A dropdown menu shows 'This List: Shared Documents'. The breadcrumb trail is 'State Data Center Projects > Facilities > Shared Documents > Policies and Procedures'. The main heading is 'Shared Documents' with a folder icon. Below it is a message: 'Share a document with the team by adding it to this document library.' There are menu options for 'New', 'Upload', 'Actions', and 'Settings'. On the right, it says 'View: All Documents'. A table lists documents:

Type	Name	Modified	Modified By
Folder	Draft Policies and Procedures (Permanent)	10/5/2012 3:33 PM	Brownell, Heidi (CTS)
Folder	Interim Policies and Procedures	10/5/2012 3:32 PM	Brownell, Heidi (CTS)

On the left side, there is a sidebar with navigation options: 'View All Site Content', 'Documents' (with 'Shared Documents' selected), 'Lists' (with 'Calendar' and 'Tasks'), 'Discussions' (with 'Team Discussion'), 'Sites', 'People and Groups', and 'Recycle Bin'.



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Facilities Policies/Procedures

The screenshot displays a SharePoint interface for a document library. At the top left is the CTS logo and the word 'Facilities'. A navigation bar includes 'State Data Center Projects' and various other site sections. The breadcrumb trail reads: 'State Data Center Projects > Facilities > Shared Documents > Policies and Procedures > Interim Policies and Procedures'. The main heading is 'Shared Documents'. Below it, a message says 'Share a document with the team by adding it to this document library.' A toolbar contains 'New', 'Upload', 'Actions', and 'Settings'. On the right, it says 'View: All Documents'. A table lists four documents with columns for 'Type', 'Name', 'Modified', and 'Modified By'. A left-hand navigation pane includes sections for 'Documents', 'Lists', 'Discussions', 'Sites', and 'People and Groups'.

Type	Name	Modified	Modified By
	Interim SDC Access Procedure 9 28 12	10/5/2012 3:34 PM	Brownell, Heidi (CTS)
	Permanent Work Station Access Procedures 9 28 12	10/5/2012 3:34 PM	Brownell, Heidi (CTS)
	SDC Access Request Form 9 28 12	10/5/2012 3:34 PM	Brownell, Heidi (CTS)
	SDC Interim Guidelines (5-21-12)	10/5/2012 3:36 PM	Brownell, Heidi (CTS)



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Design Decisions

- Recently Approved
 - N/A
- Pending Signature
 - SDC-028 Storage Switching Placement
- Upcoming Reviews
 - SDC-007A SDC Security Connectivity
 - SDC-019 DH1 Internet Facing Services Connectivity
 - SDC-021 DH1 Inter-row Cabling Strategy
 - SDC-032 9509 Switch End-of-Life and ISL needed to connect to SDC
 - SDC-036 Converged Network



CTS CTO

- Dan will continue to act as program sponsor for all projects necessary to bring the new State Data Center to full production and to migrate CTS systems and services.
- In addition, the Dan is responsible for managing multiple professional functions including Strategic Information Technology (IT) Planning/Architecture, Research and Development, IT Professional Services, and Data Center Facilities Management.



Questions

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