

MMRS Steering Committee

A meeting of the Mississippi Management and Reporting System (MMRS) Steering Committee was held at 9:00 AM in the 13th Floor Conference Room, Woolfolk State Office Building, Jackson, Mississippi, on Tuesday, October 25, 2011.

A quorum being present, Kevin J. Upchurch, Chairman, called the meeting to order.

The following members attended:

Kevin J. Upchurch, Chairman
Executive Director, Department of Finance and Administration
Craig P. Orgeron, Ph.D., Member
Executive Director, Information Technology Services
Cille Litchfield, MMRS Administrator (non-voting)
Deputy Executive Director, Department of Finance and Administration

Others in attendance included:

Jenny Bearss, MMRS CSIO, DFA
David Pitcock, MMRS, MAGIC Deputy Project Manager
Michele Blocker, Director, Internal Services, ITS
Carlton Rice, SAP Delivery Executive

The following member was absent:

Lynn Fitch, Vice-Chairman
Executive Director, State Personnel Board

Mr. Upchurch called for agenda item number one: Review and approve minutes for the September 27, 2011, meeting.

On a motion made by Dr. Orgeron, seconded by Mr. Upchurch, the minutes were approved.

Mr. Upchurch called for agenda item number two: Actions Requiring Approval

- Approval to award the W-2/1099 production services contract for Tax Years 2011-2013 to Peregrine. Peregrine had the lowest total estimated cost (based on per unit costs) for the three years. The agreement will be for a total not to exceed \$40,529.00 based on the units provided in the specification. The State is required to pay for postage increases and for the total number of units produced even if more than the estimates used for the proposal. Ms. Litchfield reported the contract is in legal review.
 - On a motion made by Dr. Orgeron, seconded by Mr. Upchurch, the request was approved.
- Approval to pursue experienced Netweaver support via contract.
 - Ms. Litchfield reported that MMRS is working with ITS to attempt to modify the Agreement with Mainline Information Systems to use the unused services component of that previously approved authorization to fill this need. No approval is required at this time.

Mr. Upchurch called for agenda item number three: Discussion Items

- Mr. Pitcock provided a MAGIC project status, reporting that the project prep phase is nearly complete, deliverables and ARMs all identified, all requirements have been mapped to SAP

business processes, business owners from all key business areas identified, and initial project team training has occurred. Blueprinting began October 11. An estimated 205 blueprinting sessions will occur before this phase concludes in February.

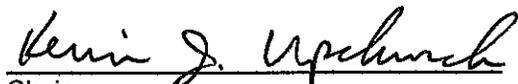
Mr. Pitcock further reported that MMRS is attempting to notify agencies a minimum of three weeks in advance of all blueprinting sessions. Each blueprinting session is followed by a post session debriefing. The team then attempts to turn around meeting notes and handouts to all participants within four hours of the debriefing via a tool shared by SAP known as "SAP MAT".

- Mr. Pitcock reported that the infrastructure is presently on target. Ms. Litchfield reported that the SAP mainframe and the storage subsystem components have been officially inventoried to DFA and that plans to transition the storage subsystem components to ITS have been developed.

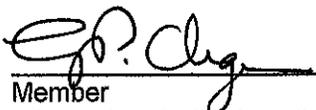
Mr. Upchurch called for agenda item number four: Other Business

- Ms. Litchfield recommended that the next meeting of the Committee be moved to November 29, 2011 due to the impact of Thanksgiving. The Committee was in agreement. The proposed agenda for that November 29, 2011, meeting will include a MAGIC status, status of the Service Level Agreement with ITS, and possibly a recommendation on testing software and staff augmentation. Ms. Litchfield also plans to share the SAP MAGIC Quality Assurance Findings at that meeting. MMRS will receive that report on November 8, 2011.

There being no further items of business, on a motion made by Dr. Orgeron, seconded by Mr. Upchurch, the meeting was adjourned.


Chair
Finance and Administration

Vice-Chairman
State Personnel Board

 11/29/11
Member
Information Technology Services