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, April 24, 2012.

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
> Deanne Mosley, Vice-Chairman
>   Executive Director, State Personnel Board
> 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:

> Becky Thompson, MMRS, MAGIC Project Manager, DFA
> David Pitcock, MMRS, MAGIC Deputy Project Manager, DFA
> Jenny Bearss, MMRS, CSIO
> Michele Blocker, Director, Internal Services, ITS
> Lynn Ainsworth, Director, ISS, ITS
> Laura Pentecost, Director, Data Services, ITS
> Carlton Rice, SAP Delivery Executive
> Joe Gioffre, SAP Delivery Executive
> Bill Bevil, SAP Project Manager
> Nathan Frey, Project Executive, ISG-One (STA)

Mr. Upchurch called the meeting to order and opened the meeting with prayer.

Mr. Upchurch called for the first agenda item: Review and approve minutes for the March 27, 2012, meeting.

> On a motion made by Ms. Mosley, seconded by Dr. Orgeron, the minutes were approved.

Mr. Upchurch called for Agenda Item #2: Discussion Items

> MAGIC Project Status and Key Risks Status – Ms. Thompson reported that the Blueprint documents are scheduled to be completed and signed off by Friday of this week. Much progress has been made in bringing closure to this phase. The combined procurement business process leaders for procurement will be in the final extensive session on April 25 to complete their combined review of cross and shared agency processes. Ms. Thompson stated that the two primary risks remain schedule and funding.

> MAGIC Key Decisions – Ms. Thompson reported the State and SAP teams jointly recommend that the Office of Surplus Property (OSP) be removed from the MAGIC scope and replaced by integrating the existing OSP functions in AssetWORKS to SAP. SAP indicated the OSP requirements can be delivered but would require the development of extensive custom code. Since this product is stable and has already

been approved for handling surplus at both the state and federal levels, it is a good candidate system for remaining in place. Mr. Upchurch asked if this needed the Committee's approval. Ms. Litchfield responded that the Key Decision Document (KDD) is still in review and once that is approved, the Committee will need to act on this scope change since it will require the retention, in part, of one of the defined legacy systems. Dr. Orgeron asked what the offset savings will be. Ms. Litchfield responded that this was not fully documented in the KDD and was why the original document was rejected.

MAGIC Schedule Change (ITS Project 39756) Status – Review of Options under Consideration and the Funding Impact: Ms. Thompson described the process now underway to vet the schedule for Realization forward and presented three options for proceeding that the State team is considering based on the uncertainty of funding from this Legislative Session. The following options were discussed:

Option 1 (No L.'12 Funding Approved)
- Actions:
  - Complete Business Blueprint
  - Hibernate project until funding is available
  - Re-plan remainder of project when funding is again available
- Risks:
  - SAAS viability
  - Significant restart costs
  - Loss of SAP and possibly State team members tied to the project

Option 2 ($22 Million Authorized for L'12)
- **Actions:**
  - Phase I
    - Finance, Procurement, Grants Management, Travel, Enterprise Learning, Mini-Master for HR
    - Go-Live July 1, 2013
  - Phase II
    - HR/Payroll
    - Go-Live July 1, 2014
  - Follows originally agreed to schedule in Agreement but accounts for current delay of at least six months
- Risks:
  - If funding is not continued per DFA's plan in L'13 and overlapping realization continues, the State may not be in a position to bring any portion of SAP live or may have to shut down Phase II in process
  - Restart costs
  - SAAS viability

Option 3 ($22 Million Authorized for L'12)
- Actions:
  - Phase I Only
    - Finance, Procurement, Grants Management, Travel, Enterprise Learning, Mini-Master for HR
    - Go-Live July 1, 2013
  - Phase II replanning initiated post Phase I Go-Live as funding again becomes available
  - Opportunity to Go-Live with most critical components
- Risks:
  - Restart costs could be significant

Ms. Litchfield reported that the State and SAP teams will continue working on vetting the project plan for Realization forward this week and will meet next week to work out contractual language tied to the schedule change. Mr. Upchurch reported that conversations with the Legislative leadership regarding funding for L'12 has been positive but will have to see what is included in the conference report. Ms. Thompson stated that once the funding decision is confirmed then a final recommendation will be brought to the MMRS Steering Committee in May for consideration and then submitted to the ITS Board for consideration, if approved by the MMRS Steering Committee.

Mr. Upchurch requested the SAP and STA representatives in the room explain their roles in the project. Mr. Upchurch also thanked Mr. Rice who is leaving SAP after this week for his work on MAGIC.

Mr. Upchurch called for Agenda Item #3: Actions for Approval Consideration:

Move from FY2013 to FY2012 Purchase of MMRS Workstations (ITS – EPL Project) – MMRS is seeking approval to acquire replacement PCs for all MMRS staff and contract workers as well as do a complete refresh of both Training Rooms. This is the regular refresh cycle for MMRS but our normal process is to move replaced workstations to the Training Rooms and move the Training Room work stations to surplus. Due to the requirements of MAGIC for Windows 7 based PCs, this move was planned for FY2013. Since some additional budget authority is available in FY2012 to complete this, MMRS is requesting to move this forward in our plan. The source of funding for this replacement will be the MMRS Revolving Fund.

On a motion made by Dr. Orgeron, seconded by Ms. Mosley, the request was approved.

Mr. Upchurch called for Agenda Item #4: Other Business

VitalChek vs. MSI TPE for payment services – Department of Health – Ms. Litchfield discussed that this continues to be an issue. Health has requested that Mississippi Interactive provide a list of where Vital Records services are provided through the State's portal agreement. MMRS is not sure this has been done. MSI has delivered to Health a proposal that would be break even for consumers if VitalChek is willing to renegotiate their fee structure to not charge for the payment component in the fulfillment fee. Ms. Litchfield expressed concerns that VitalChek may not agree to this. Dr. Orgeron asked to what extent Health was "grandfathered". Ms. Litchfield reported that ITS and DFA had worked together to negotiate an amendment with VitalChek and Health that states they would not take further action without ITS and DFA's express approval with the vital records application and that they would migrate to enterprise payment services when they became available under the new (MSI) agreement. This VitalChek amendment included an expiration date of the contract for May 2012.

Dr. Orgeron asked who is involved at Health. Ms. Litchfield reported Mike Lucius and Ms. Bearss reported that Richard Smith is also a key person in the discussion. Ms. Litchfield stated since this is an ITS contract, we need ITS at the table to assist in moving this forward to some sort of conclusion.

ITS Escalated PINs: Ms. Litchfield expressed concern over proposed appropriation bill language for FY2013 that would impact the five MMRS positions escalated through ITS. Mr. Upchurch reported that the impact is actually broader than just these pins. The Committee discussed a strategy for meeting with Legislative leadership to resolve this issue.

Next Meeting:

Ms. Litchfield reported the next scheduled meeting of the Committee is Tuesday, May 22, 2012, at 9AM in the Woolfolk 13th Floor Conference Room. Proposed agenda topics will include:

- Legislative updates
- Considerations for Approval:
  - AssetWORKS Proposal for OSP
  - (ITS Project 39804) – STA Agreement Assignment and Extension
  - (ITS Project 39704) – SAP Schedule Change
  - MMRS FY2014 Agency Billing Estimates
  - MMRS FY2014 Budget Request

There being no further items of business, Mr. Upchurch adjourned the meeting.
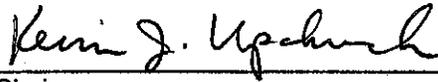
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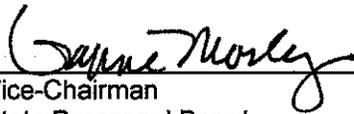
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State Personnel Board

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Member
Information Technology Services