

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 Thursday, September 27, 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
Becky Thompson, MMRS Administrator (non-voting)
Deputy Executive Director, Department of Finance and Administration

Others in attendance included:

Lynn Ainsworth, Director, ISS, ITS
Jenny Bearss, MMRS, CSIO, DFA
Bill Bevil, SAP Project Director, SAP Public Services
Michele Blocker, Chief Administrative Officer, ITS
Chuck Burkhart, Project Manager, ISG-One (STA)
Cindy Crocker, MMRS, MAGIC Testing Lead, DFA
Joe Gioffre, SAP Delivery Executive, SAP Public Services
Lisa McCann, National Vice President, SAP Public Services
David Pitcock, MMRS, MAGIC Deputy Project Manager, DFA

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 August 28, 2012, meeting.

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

Mr. Upchurch called for Agenda Item #2: Actions for Approval Consideration

MMRS Revolving Fund Recovery – Ms. Thompson requested approval to invoice \$4,467,425.39 eligible expenses for FY2012 for the MMRS Revolving fund. Ms. Thompson answered general questions. She reported that invoices would be mailed next week.

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

MSI – Project to migrate MERLIN.net to the ms.gov portal template – Ms. Bearss requested approval to migrate MERLIN.net to the ms.gov portal template to improve the user interface under the terms of the ms.gov portal agreement for a five year total not to exceed \$67,293 (\$37,385 fixed fee development; 20% maintenance per year for 4 years).

Ms. Bearss stated that the current system runs well; however, the “look and feel” needs

to be updated. She also reported that with this upgrade the system will look like the current ms.gov portal. Dr. Orgeron asked if the system would still run on the MERLIN box at ITS. Ms. Bearss answered that the system would continue to run on the new MERLIN box at ITS.

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

HP Quality Center Additional Licenses – Ms. Thompson stated MMRS is seeking approval to purchase an additional 20 HP Quality Center testing licenses for a total two year life-cycle additional cost not to exceed \$380,000. Ms. Thompson stated that these licenses will provide the SAP and MAGIC Project Team the necessary access to the HP Quality Center application. Ms. Thompson further stated that the tool provides the team a central place to log issues, defects, change control items, and testing results.

Mr. Upchurch asked if the license fee was an annual cost. Ms. Thompson stated that it was an annual cost; however, the licenses would not be purchased unless they were absolutely needed. Ms. Thompson also stated that the State was able to negotiate a lower rate for these new licenses than the cost of the original licenses.

A motion was made by Dr. Orgeron that the MMRS Steering Committee Board approve the future purchase of the additional licenses, provided they are only purchased when absolutely needed. Dr. Orgeron also requested that the Committee be informed if the licenses are purchased. The motion was seconded by Ms. Mosley and passed by a 3 – 0 vote, with members Upchurch, Orgeron, and Mosley voting affirmatively.

MAGIC Change Control Board (CCB) Membership Nominations – Mr. Pitcock stated in accordance with the MAGIC Governance Policy, the MMRS Steering Committee must approve the membership of the CCB. Mr. Pitcock also stated that each MAGIC Agency Readiness Manager (ARM) for the affected agencies has been contacted to discuss and/or confirm the recommended staff to represent their agency.

Agency / Role	Recommended Staff
MMRS Administrator (Chair)	Becky Thompson
DFA/Office of Fiscal Management	Diane Langham
DFA/Office of Purchasing, Travel, and Fleet Management	Lance Fulcher
State Personnel Board	Cheryl Lunsford
State Personnel Board / Personal Services Contract Review Board	Terri Ashley
Information Technology Services	David Johnson
Information Technology Services / Procurement	Lynn Ainsworth
Department of Mental Health	Leslie Smith
Mississippi Department of Transportation	Janet Lee
Mississippi Library Commission	Christy Williams
Office of State Aid Road Construction	Dan Jordan
Department of Public Safety	Carla Hutson

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

Mr. Upchurch called for Agenda Item #3: Discussion Items

MAGIC Project Update – Ms. Thompson stated that the project team has made great

progress over the past month. Ms. Thompson mentioned the following achievements:

- The unit testing is currently underway.
- The project team is working with ITS to setup the new hardware box this coming weekend.
- There have been a series of 10 Finance and Logistics demonstrations of the configured SAP software to the project team and business owners. These demonstrations have gone well and have helped the State gain knowledge transfer of the system. There is another round of demonstrations tentatively scheduled for the first part of November.

Mr. Upchurch asked if these demonstrations were part of the SAP contract cure process. Mrs. Thompson stated that they were part of the cure process.

- A realization kickoff meeting was conducted with approximately 150 MMRS and SAP staff members in attendance. Ms. Thompson stated the project team will continue to have full team meetings throughout the project to increase communication among the entire project team.

Ms. Thompson asked Ms. Crocker to provide an update on the change control requests that have been submitted. Ms. Crocker reported that 59 change requests have been submitted and approved. Of these requests, the State has a development credit of 5,638 hours that can be used, at the State's discretion, for additional SAP development work. Ms. Crocker also stated that the change requests approved to date are at no additional cost to the State.

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

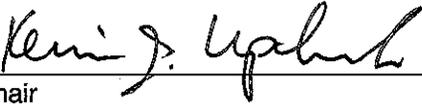
There were no other items of business.

Next Meeting:

Due to a scheduling conflict, Ms. Thompson recommended that the next meeting of the Committee be moved to Monday, October 15, 2012, at 9:00 AM in the Woolfolk 13th Floor Conference Room. Proposed agenda topics include:

- Considerations for Approval:
 - ITS Project 39704 (RFP 3696) – SAP Mainframe Upgrade

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



Chair
Finance and Administration

Vice-Chairman
State Personnel Board



Member
Information Technology Services