

## MMRS Steering Committee

A meeting of the Mississippi Management and Reporting System (MMRS) Steering Committee was held at 2:00 PM in the 13<sup>th</sup> Floor Conference Room, Woolfolk State Office Building, Jackson, Mississippi, on Monday, June 17, 2013.

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:

Jenny Bearss, MMRS, CSIO, DFA  
Michele Blocker, Chief Administrative Officer, ITS  
Chuck Burkhart, Project Manager, ISG-One (STA)  
Cindy Crocker, MMRS, MAGIC Project Director, DFA  
Tom Fischer, Delivery Executive, SAP  
David Pitcock, MMRS, MAGIC Deputy Project Director, DFA  
Laura Pentecost, Division Director, ITS  
James White, MMRS, MAGIC Technical Lead, 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 February 26, 2013, 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

### Mainline Information Systems, Inc. (ITS Project 3659)

Ms. Thompson requested approval to acquire Mainline Information Systems, Inc., services to automate the process required for the operational support of MAGIC for a total not to exceed cost of \$225,000.00. These services would be to automate the current manual process of completing the MAGIC backups and routine mainframe maintenance.

Mr. Upchurch asked if this money is part of the MAGIC budget. Ms. Thompson reported that it was included in the budget.

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

### Mainline Information Systems, Inc. (ITS Project 3728)

Ms. Thompson requested approval for the acquisition, delivery, and installation of a DS8800 upgrade with 300GB drives for a three-year lifecycle cost not to exceed \$325,442.54. This upgrade will allow the State to have additional disk space.

Mr. Upchurch asked if the project team felt that additional storage would be needed later. Ms. Thompson reported that we are not sure at this point.

Dr. Orgeron stated that the project team is scheduled to run additional analysis on the sizing in July. Ms. Thompson stated that is correct.

Mr. Upchurch asked if the project team is concerned about maintaining that amount of data. Ms. Crocker reported that the project team is concerned about this and will be monitoring it going forward.

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

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

#### HP Quality Center Additional Licenses

Ms. Crocker reported that at the September 27, 2012 meeting the Committee approved the purchase of an additional 20 HP Quality Center testing licenses for a total two year lifecycle additional cost not to exceed \$380,000. These licenses would provide the team additional access to the tool used to log issues, defects, change control items, and testing results.

The project team has reached a point in the project where the purchase of these additional licenses is needed. The State has worked to negotiate the purchase of 30 HP Quality Center licenses for a total not to exceed \$244,000.

#### MAGIC Project Update

Ms. Crocker reported that seven data collection tasks have released in the last couple of weeks. The project team has conducted multiple workshops over the last month to help the agencies complete their data collection tasks. MMRS has met with DFA/Office of Fiscal Management, DFA/Office of Financial Reporting, and DFA/Office of Budget and Fund Management to discuss their staff involvement in the data collection and validation. The State continues to call agencies to work through any collection efforts. There are some tasks that have yet to be sent out, because the State still needs guidance from SAP on what data is needed.

Dr. Orgeron asked if dummy data can be used for the testing. Ms. Thompson stated that it was important to have the real data for the testing; however, the project team is reviewing each item on a case by case basis. The State is depending on SAP's guidance in the type of data that is needed.

A motion was made by Ms. Mosley that the MAGIC Project Team send a letter to all agency executive directors, on behalf of the Committee, regarding the importance and urgency in the completion of the data collection tasks. The motion was second by Dr. Orgeron and passed by a 3 – 0 vote, with members Upchurch, Orgeron, and Mosley voting affirmatively.

Ms. Crocker reported that the MAGIC training environment was created. ITS was very instrumental in the creation of the environment. The development of the training material has started and is on target to be completed by the end of August. The project team is on target to begin training registration in mid-August and start the end-user training in mid-September.

The project team has started Integration Testing Cycle 2 (ITC2). The number of defects has been extremely high. Some of the defects are expected because this is the first time that some of the functionality and security is being tested. MMRS security staff has been resolving the security defects along with assistance from SAP. The staff has been working overtime and weekends. Staff will be working the next two weeks to try to catch-up on the testing.

Ms. Crocker reported that the MAGIC Project Management Office (PMO) has been working to determine the future MAGIC billing structure for the agencies. The agency FY2015 billing letter will be released soon.

The Phase II project team is making good progress. Most of the conversion specifications have been completed. The development for Phase II Integration Testing Cycle 1 (ITC1) is on track to be completed. The N+1 system environment was built on May 31, 2013. Again, ITS was very instrumental in the creation of the environment.

Ms. Crocker provided an update on MMRS Personnel. There have been three staff resignations this month. There are two student interns that are working on the MAGIC technical team. MMRS has also hired several contract workers to provide staff augmentation. MMRS is also contacting several retired State retirees for potential contract work.

Searchable website for public meetings – SB2070

Ms. Bearss reported that in accordance with Senate Bill 2070, MMRS has been working with Mississippi Interactive (MSI) to create a single online location where information regarding all state agency meetings can be easily obtained by all citizens. When the site is ready for public use, a letter will be sent to all agencies.

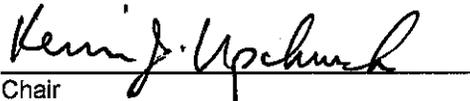
Dr. Orgeron asked if the site will go through the State's portal. Ms. Bearss answered that once the site is live it will be migrated through the State's portal.

Ms. Mosley asked if the agencies will be required to post the meeting agenda on the website. Ms. Bearss stated that the bill did not require agendas to be posted; however, there is a place where agencies could post the meeting agenda if desired.

Mr. Upchurch called for Agenda Item #4: Schedule Next Steering Committee Meeting

Ms. Thompson will coordinate with the Committee members in scheduling the next meeting.

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