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, January 22, 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:

> Lynn Ainsworth, Director, ISS, ITS
> Michele Blocker, Chief Administrative Officer, ITS
> Cindy Crocker, MMRS, MAGIC Project Director, DFA
> Nathan Frey, Project Executive, ISG-One (STA)
> David Pitcock, MMRS, MAGIC Deputy Project Director, 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 October 15, 2012, meeting.

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

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

MAGIC Project Update

Ms. Crocker reported that Integration Testing Cycle I (IT1) was not as inclusive, as the State had intended; however, the exercise did provide valuable knowledge transfer to the State staff. As of today, there were 167 defects (35 still open) reported out of IT1. The preparation for Integration Testing Cycle 2 (IT2) has begun. The testing scenarios will be improved as a result of IT1. IT2 testing is scheduled to begin in February.

> Dr. Orgeron asked how many scenarios are being tested and are they manually executed. Ms. Crocker responded that there are approximately 200 scenarios with an average of 15 steps per scenario and the test scenarios are manually executed.

Ms. Crocker stated that the project team is monitoring the number of HPQC Licenses (used for testing defect tracking) and we may have to purchase additional licenses in the future.

Ms. Crocker reported that the development of the Logistics and Business Intelligence (BI) was scheduled to be completed by 2/4/2013; however, it is now scheduled to be completed by 2/21/2013.

Ms. Crocker stated that due to a better understanding of the system that there is analysis work underway to determine if changes need to be made to the General Ledger structure. The State will know additional information in a few weeks and determine how to proceed at that point.

Mr. Frey reported that it is not uncommon to see this type of change in an ERP project.

Ms. Crocker shared that the project team has started planning for the post go-live support. The State of Kentucky has provided their support plan and we will be talking with them to gain insight into how they structured their support. Also the project team has had initial conversations with Mississippi Industries for the Blind for their call center to serve as a "triage" service at go-live.

MAGIC Change Control Update

Ms. Crocker provided an update on the change control request that have been submitted:
- 206 change request (Phase I & II) have been submitted
- 27 were closed due to being duplicates
- 2 for Phase I and 9 for Phase II are in process
- 137 for Phase I and 31 for Phase II have been approved
- 9,458 development credit hours available to the State
- -5,050 hours impact of change request to the project

MAGIC Organizational Change Management Update

Mr. Pitcock stated there are currently 17 agency data collection tasks published to the agencies. The project team continues to work with the agencies that have not completed their data collection tasks.

Mr. Pitcock reported that the project team conducted a Statewide meeting on December 4, 2012. There were 290 attendees representing 78 agencies. The project team plans to conduct more frequent meetings with the agencies. For the first round of visits, the project team will group like agencies together. Once these visits are complete, one-on-one agency visits will be held. The project team will start to increase the level of communication with the agencies. Newsletters will be published on a more frequent basis and a new communication vehicle will be deployed soon. The new communication will be sent directly to employees email addresses. This will allow the employees to refer back to the communication as needed.

Mr. Pitcock shared that we currently have 106 agency volunteers participating in the SuperUser program. The SuperUser program is to teach the agency personnel the system so that they can provide end-user training. He believes that this program is working well and will be a key success to the MAGIC implementation.
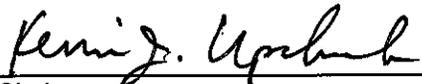
Mr. Upchurch called for Agenda Item #3: Other Business
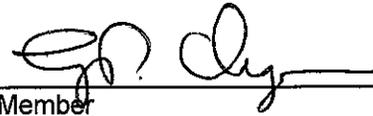
There were no other items of business.

Next Meeting:

Ms. Thompson stated that there are currently no proposed agenda items for the scheduled Tuesday, February 26, 2013 meeting. If no agenda items are identified the meeting can be canceled.

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

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Chair
Finance and Administration

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Vice-Chairman
State Personnel Board

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Member
Information Technology Services