MMRS Steering Committee

A meeting of the Mississippi Management and Reporting System (MMRS) Steering Committee was held at 2:00 PM in the 14th Floor Conference Room, Woolfolk State Office Building, Jackson, Mississippi, on Friday, July 12, 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
       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

The following member was absent:
       Deanne Mosley, Vice-Chairman
            Executive Director, State Personnel Board

Others in attendance included:

       Lynn Ainsworth, Director, ISS, ITS
       Jenny Bearss, MMRS, CSIO, DFA
       Michele Blocker, Chief Administrative Officer, ITS
       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 June 17, 2013, meeting.

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

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

       <u>MAGIC Phase I Go-Live Date</u>

       Ms. Thompson stated that the current go-live date for Phase I is August 1, 2013. The State and SAP worked together on a revised project plan with a December 1, 2013 go-live date for Phase I. Ms. Thompson stated she was bringing the December 1, 2013 go-live date for Phase I to the Committee for approval consideration.

            Mr. Upchurch asked if the December 1, 2013 date is what SAP asked for and if the State is in agreement with that date. Ms. Thompson stated that this is correct and the State is in agreement with that date.

            Mr. Upchurch stated we have previously communicated the December 1, 2013 date to the agencies and that it was pending approval from the Committee. Ms. Thompson stated that this is correct.

            Dr. Orgeron asked if the December 1, 2013 go-live date was submitted by SAP in a project plan deliverable, and if so, if it is a payment deliverable. Ms. Thompson stated that SAP submitted a project plan with December 1, 2013 as the go-live date and it is a payment deliverable.

            Dr. Orgeron asked what the next steps are if the Committee approves the December 1, 2013 go-live date for Phase I. Ms. Thompson stated that the State would approve

the project plan deliverable and move forward with the project implementation.

Dr. Orgeron asked if the Committee approved the December 1, 2013 go-live date for Phase I, if the remaining steps would be administrative. Ms. Thompson stated that this is correct. The project team would accept the project plan and issue payment to SAP.

On a motion by Dr. Orgeron, seconded by Mr. Upchurch, the Committee approved December 1, 2013 as the go-live date for Phase I.

Mr. Upchurch stated that since there has been a lot of discussion regarding the go-live date it might be good to send something to the agencies that the date has been accepted.

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

MAGIC Project Update

Ms. Thompson reported that the project team continues to work with agencies in the collection of data. The project team has been working one-on-one with the agencies to collect the data, as well as to make sure that the data is correct. This process is time consuming because it is a training exercise as well. The State believes that the time being spent with the agencies is going be a benefit when the agencies start to use the system because they will have an understanding of the how the data works in the system. SAP has commented that the data that has been loaded is good data. There are still several collection tasks that the State and SAP are working on to gather more data.

The project team is in the process of sending the letter from the Committee to all agency executive directors regarding the importance of completing the data collection tasks in a timely manner.

Dr. Orgeron stated that if we spend the time now working with the agencies to get good data, the better the State will be in the long term. Ms. Thompson stated that this is correct.

Ms. Thompson reported that Integration Testing Cycle 2 (ITC2) has made progress. In order to stay on track, the team needs to be complete about 45 tests a day. Based on project priorities, the team is able to complete more on some days than others. The average for this week has been around 45 a day. These tests are made up of multiple steps and some tests are lengthy, and may require multiple resources to complete. The project team has worked two weekends in a row to continue testing. Integration Testing Cycle 1 (ITC1) for Phase II has started and the team is making great progress.

Mr. Upchurch asked if the plan included the amount of time to fix problems and how long it takes to fix a problem. Ms. Thompson stated that it depends on the complexity of the problem. The retest may also be delayed because the system transport has to run in order for the retest to occur.

Dr. Orgeron asked if the problem can be fixed through configuration or custom code. Ms. Thompson stated that it could be a combination of both.

Ms. Ainsworth stated that when you correct a defect then go back to retest you might get another defect. Ms. Thompson stated that this is correct.

Mr. Upchurch asked who is fixing the problems. Ms. Thompson stated that SAP is fixing all defects.

Mr. Upchurch asked if the agencies are involved in the testing. Ms. Thompson stated they are not at this point. We wanted to get the system as stable as possible before

agencies are asked to test.

Ms. Thompson stated that the project team has started conducting agency site visits. During these meetings, the project team is stressing the importance of the agency data collection. The project team is also reviewing the business process changes to get the agencies familiar with the changes before training starts.
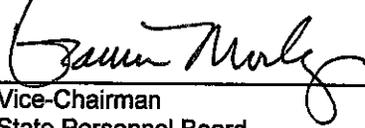
Next Meeting:

Ms. Thompson stated that there are currently no proposed agenda items for the scheduled Tuesday, July 23, 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.
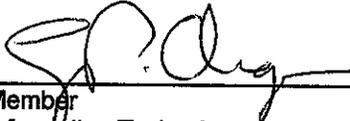

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