

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, November 19, 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, ISS Division Director, Information Technology Services
Jenny Bearss, CSIO, Department of Finance and Administration
Michele Blocker, Chief Administrative Officer, Information Technology Services
Cindy Crocker, MAGIC Project Director, Department of Finance and Administration
Craig Davis, Senior Vice-President & General Manager, SAP Public Services
Tom Fischer, Delivery Executive, SAP Public Services
Nathan Frey, Executive, ISG-One (STA)
Lisa McCann, National Vice President, SAP Public Services
Freddie M. Phillips, Deputy Executive Director, Department of Finance and Administration
David Pitcock, MAGIC Deputy Project Director, Department of Finance and Administration
Steve Seale, Wise Carter Child & Caraway
Cindy Vautrin, SAP Project Director, SAP Public Services

Mr. Upchurch called for the first agenda item: Review and approve minutes for the October 22, 2013, meeting.

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

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

MAGIC Project Update

Ms. Crocker reviewed the attached MAGIC Executive Dashboard.

Mr. Upchurch asked how many MRTL tasks are left to be pushed to the agencies.
Ms. Crocker stated that, as of today, there are two for Phase I and three for Phase II left to be issued. She stated that some of these tasks are go-live dependent and we will have enough data for system testing.

Mr. Upchurch asked who is the vendor handling the purchase system. Ms. Crocker stated that P-Card is going through UMB.

Ms. Thompson stated that the difference between the first short interval schedule and the second short interval schedule is that the team will have multiple work streams. She stated that the team recognizes this is a different mindset and will need to be

managed differently than the first interval schedule.

Mr. Upchurch called for Agenda Item #3: MAGIC Data Collection

Ms. Thompson stated that the team continues to work with the agencies in the collection of data. She stated that we have not had to escalate any collection issues; however, we may need for the Committee to send a letter to the agencies stressing the importance of completing the data collection tasks.

Next Meeting:

Ms. Thompson stated that the agenda for the next scheduled meeting, Tuesday, December 17, 2013, included:

1. MAGIC Project Update

Ms. Thompson will send an updated agenda before the scheduled 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



MAGIC Executive Dashboard - November 19, 2013

	<p>Data Issuance (MRTL) Tasks (Phase I)</p>	
	<p><u>Key Metric:</u> 12 new tasks to be issued</p>	<p><u>Due Date:</u> 11/8/13</p> <p>Completed by Due Date</p>
<p>Status: Green</p> <p>Completed</p>	<p><u>Key Points:</u></p> <ol style="list-style-type: none"> All task to be issued by 11/8 have been pushed to the agencies. Two new tasks identified during 1st interval schedule to be issued during 2nd interval schedule 	
	<p>Data Collection/Validation (Phase I & II)</p>	
	<p><u>Key Metric:</u> 100% data received</p>	<p><u>Due Date:</u> 1/17/14 (Phase I)</p>
<p>86% received 83% validated 51 total tasks</p> <p>Status: Yellow</p> <p>Trending Up</p>	<p><u>Key Points:</u></p> <ol style="list-style-type: none"> Status does not reflect MRTLs not-yet-issued No items placed in escalation status; no schedule impact until ITC2 (1/17/14) 	
	<p>2nd Short Interval Schedule</p>	
	<p><u>Key Metric:</u> TBD</p>	<p><u>Due Date:</u> 1/24/14</p>
<p>Status:</p> <ol style="list-style-type: none"> Project plan completed Kickoff meeting held with project team 		

Legend:

Green: tasks are proceeding as scheduled; Yellow: some tasks are behind schedule; Red: significantly behind schedule

	<p>Priority Issues List</p>	
	<p><u>Key Metric:</u> 92 Items Completed</p>	<p><u>Due Date:</u> 11/8/13</p>
<p>Status: Green</p> <p>Trending Up</p>	<p><u>Key Points:</u></p> <ol style="list-style-type: none"> 89 of 92 items (99% of work tasks) completed in the 8th reporting period (11/7-11/13) 3 remaining items – 2 known items moved to next schedule (Pcard and Z3 Budget); 1 item pending final testing with vendor No items placed in escalation status 	
	<p>BI/BW</p>	
	<p><u>Key Metric:</u> 117 BI Reports for ITC2 + 40 Standard Reports</p>	<p><u>Due Date:</u> 1/24/2014</p>
<p>Status: Yellow</p>	<p><u>Key Points:</u></p> <ol style="list-style-type: none"> Review of transparency laws completed and potential impact on development of custom reports Project plan completed and included in the 2nd interval plan Finalize security requirements for standard reports 	
	<p>Phase II Overall</p>	
	<p><u>Key Metric:</u> Short interval schedule to ITC2</p>	<p><u>Due Date:</u> 12/2/2013</p>
<p>Status: Green</p> <p>Trending Neutral</p>	<p><u>Key Points:</u></p> <ol style="list-style-type: none"> Compensation budget design completed awaiting signoff Agency crosswalk will impact ITC2 start – mitigation plan is in place 	