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, February 25, 2014.

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, 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)
> Sherri Hilton, Communications Director, Department of Finance and Administration
> Freddie M. Phillips, Deputy Executive Director, Department of Finance and Administration
> David Pitcock, MAGIC Deputy Project Director, Department of Finance and Administration
> Romaine Richards, Special Assistant Attorney General (representing DFA)
> Steve Seale, Wise Carter Child & Caraway
> Cindy Vautrin, SAP Project Director, SAP Public Services

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 November 19, 2013, 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 reviewed the attached MAGIC Executive Dashboard.
>
> > Dr. Orgeron asked if the time interface would be the same for all agencies. Ms. Crocker stated that it is a standard file layout for all agencies.
> >
> > Dr. Orgeron asked if the BI/BW reporting is more customization or is it "out of the box." Ms. Vautrin stated that all the transparency reports are customized for the State. She also stated that there are 40 standard reports, but the remaining reports are customized for the State.
> >
> > Mr. Upchurch asked if the State's inventory reporting would be part of the BI/BW reporting. Ms. Vautrin stated that the assets would be a type of BI/BW report.

Ms. Thompson stated that the team has encountered several security issues while testing and they are working through the issues. She stated that weekend work is scheduled for the team to continue testing.
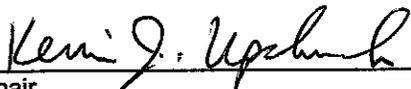
Next Meeting:

Ms. Thompson stated that the agenda for the next scheduled meeting, Tuesday, March 25, 2014, included:
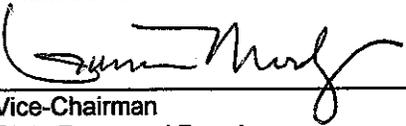
1. MAGIC Project Update

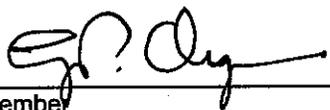Ms. Thompson will send an updated agenda before the scheduled meeting.

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
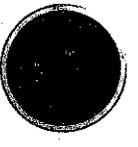
MAGIC Executive Dashboard – February 25, 2014

2nd Short Interval Schedule

Key Metric:	Due Date:
617 tasks completed	1/24/14

Status:
Yellow

Trending Up

Key Points:
1) 525 tasks completed
2) Mitigation plan for training proceeding as planned
3) IT2 conversion loads completed

Integration Test Cycle 2 for Phase I

Key Metric:	Due Date:
2838 test completed	4/4/14

Status:
Yellow

Trending Up

Key Points:
1) 1195 tests completed
2) Weekend work scheduled for 2/22 & 3/1

Data Collection/Validation (Phase I & II)

Key Metric:	Due Date:
100% data received	1/17/14 (Phase I)

Status:
Yellow

Trending Up

93% received
91% validated
56 total tasks

Key Points:
1) Status does not reflect MRTLs not-yet-issued
2) Data collection requests have been escalated
3) Starting 2/28 will include status for all data for dry run 3

Priority Issue List

Key Metric:	Due Date:
92 items completed	11/8/13

Status: Green

Trending Neutral

Key Points:
1) Pcard – 85% complete; vendor to provide feedback on 2/21
2) Paymode – Paymode file currently in review

Phase II Overall

Key Metric:	Due Date:
ITC2 Short Interval Schedule 3316 Tests	3/14/2014

Status: Green

Trending Up

Key Points:
1) Team working on additional items (i.e. defects, training design, interfaces, parallel payroll testing preparation)
2) Passed 2116 of 3316 test cases; on track
3) Time entry testing schedule being developed

BI/BW Reporting for Phase I

Key Metric:	Due Date:
215 tasks completed	TBD

Status: Red

Trending Neutral

Key Points:
1) 30 tasks completed
2) 5 outstanding questions
3) Technical QA scheduled for 2/24
4) SAP Project Manager starting 2/24

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