

**Configuration Management Steering Group (CMSG)  
March 31, 2003 10:00 – 12:00**

Session two of the CMSG was held on March 31, 2003. The objectives of the meeting were:

- Discuss CMSG structure and membership
- Review CMPP impacts in regards to current FAA organization and recent CM Evaluation Report findings and recommendations
- Provide status of current NAS CCB CM Operations
- Discuss proliferation on non-baselined systems

Rebecca T. King, Program Director for NAS Configuration Management and Evaluation, ACM-1, chaired the CMSG meeting.

This summary package includes:

- CMSG Action Items from both CMSG sessions (3/17 and 3/31)
- Major Actions and Agreements Summary
- Meeting Discussion Summary
- List of Attendees

**CMSG Action Items**

<b>Action Item</b>	<b>Assigned Date</b>	<b>Lead Action</b>	<b>Due Date</b>	<b>Status</b>
1. ACM provide the CMSG Charter and Operating procedures to CMSG members to review for discussion at the 3/31/03 CMSG meeting.	3/17/03	ACM-1	3/21/03	<b>Closed</b>
2. Provide CMSG members with a prioritized list of 3/17/03 meeting discussion items.	3/17/03	ACM-1	3/21/03	<b>Closed</b>
3. Conduct a follow-on meeting to discuss relationships between the NAS Architecture and CM.	3/17/03	ACM-1 and ASD-100	4/30/03	Open
4. Review CMPP and provide comments to ACM-1 or ACM-20.	3/17/03	CMSG members	3/27/03	CMPP to be revised based on 3/31/03 CMSG (initial meeting; follow-up meetings to be held)
5. Meet with ATB-300 to discuss WebCM implementation and organization requirements	3/17/03	ACM-20	3/31/03	<b>Closed</b> 3/25/03
6. Revise CMPP for reflect current year 2003 and 2004 activity. Incorporate new ideas and address evaluation inputs. Provide to CMSG members for review prior to next CMSG.	3/31/03	ACM-1	6/03	Open

7.	Schedule another CMSG meeting in two months. Agenda to include discussions on ACM investment analysis activity and CMPP	3/31/03	ACM-1	Late June/Early July 2003	Open
8.	Revise CMSG Charter to reflect 3/31/03 CMSG guidance	3/31/03	ACM-1	Mid-June 2003	Open
9.	Schedule a meeting to address proliferation of non-baselined systems.	3/31/03	ACM-1 ARQ-2 ACM-20	4/30/03	<b>Closed</b> 5-12-03
10.	Hold a CM Core Team (CMCT) meeting. Include discussion on revised versions of the CMPP (action item 6).	3/31/03	ACM-20	6/03	Open

## Major Actions and Agreements Summary

1. **CMSG Charter and Operating Procedures:** ACM-1 took an action to update the CMSG Charter and Operating Procedures to reflect guidance provided by the CMSG. The CMSG guidance included updating membership to reflect current organizational participation, noting agreed upon meeting frequency and other related changes. (Action Item 8)
  
2. **CM Program Plan/CM Core Team:** It was determined that the CMPP will be revised to reflect this year's (CY-03) activity. The subsequent revision would reflect activity for CY-04 including agreed upon activity resulting from the CM Evaluation Report and appropriate CM tasking changes. The CMPP is to be provided at the next CM Core Team (CMCT) meeting scheduled in the June 2003 timeframe. It will be provided to the CMSG for endorsement by July 2003. (Action Items 6 and 10)
  
3. **Proliferation of Non-Baselined Systems:** A meeting will be held to discuss how best to address and communicate the proliferation of non-baselined systems. Communication of this and other issues to executive management will also be discussed. ACM-20 will participate in a working group on the subject currently supported by ARQ-2. (Action Item 10)

## CMMSG Meeting Summary

Rebecca T. King opened session 2 of the CMMSG, welcomed the attendees and recapped the previous meeting. She noted that up until session 1, the CMMSG had not met in over a year. The last meeting had a number of actions items that required follow up (included in the summary of action items). Ms. King then presented the agenda.

The following agenda items were covered:

### **CMMSG Charter and Operating Procedures**

- Rebecca T. King asked CMMSG members what it would take to more closely involve the Program Directors in the CMMSG. Another question posed to the group was the how best to identify issues that would strengthen the role of the CMMSG and communicate those issues to Executive Management. Deborah Johnson, AOP-1 suggested that the CMMSG should meet quarterly and provide key information to the Service Directors on a semi-annual basis. This would support better communication, prioritization of issues and decision-making based on a more complete picture of issues affecting CM and the Agency. Other suggestions included: update of performance plans to include participation in CM related activities; and implementation of mechanisms for communicating current issues affecting the Agency. Prevailing issues that impact the NAS CM process include the lack of well defined monitoring and oversight activities at the headquarters and Regional levels, CM of commercial-off-the-shelf equipment/systems, proliferation of non-baselined systems and the modification process/Configuration Control Decision action item closure.
- Ms. King also asked the CMMSG to consider centralizing certain CM activities versus having them distributed among various IPTs and other organizations. The CM Program Evaluation conducted by ACM-10 revealed a lack of understanding of CM. It is important to identify and close gaps so the processes are consistent. The AMS describes the processes for lifecycle CM. The onset of IPTs has created multiple processes, which have allowed the stove piping of information. The role of national CM is to ensure consistency in the application of CM throughout the Agency. With the implementation of the CM automation program, the capability to monitor and track CM activity, collect metrics, and provide better visibility will be in place. The automated CM system will provide a true closed loop system.
- Ms. King noted that a stronger CM Core Team that promotes, identifies, prioritizes and recommends solutions is necessary. Planning for the next CM Core Team meeting is to begin. The next CM Core Team meeting is tentatively scheduled for the June 2003 timeframe, prior to the next CMMSG.

## **Proliferation of Non-Baselined Systems**

The proliferation of non-baselined systems was a key discussion point during the meeting. AOP-1 noted that it is an important issue to be resolved. It was noted that the agency needs a robust system that ensures no system is placed in the NAS without having been properly identified and placed under effective configuration control. The issues regarding the proliferation of non-baselined systems included:

- The lack of union involvement with the process.
- The use of test NCPs needs to be addressed – noted as test and local NCPs in scope, these changes may not be identified and processed properly
- The identification of requirements: the field is putting non-baselined equipment in facilities. In some cases, it is more a question of the equipment development and installation meeting a “want” versus “need”.
- There are no penalties for not following policy and established procedures
- Headquarters cannot respond fast enough to the needs in the field

Wayne MacKenzie, ATP-401 provided the ATP position on fielding non-baselined systems. From that perspective, it appears information is being stove-piped within IPT's. Additionally, the Group discussed that headquarters and the Regions need to be more proactive in the management of the needs of the field. Field personnel install solutions they feel are needed for optimum systems performance since they feel that the agency does not act quickly enough to address their needs. An effective mechanism for determining what is required for effective system performance needs to be established.

## **Monitoring and Oversight**

CM personnel throughout the agency, including the Regions need the capability to oversee and monitor the impacts of proposed changes to the NAS. As a start, the implementation of WebCM and the follow-on automation of additional CM functions will provide that insight and allow CM personnel to identify issues early on and take action as appropriate.

## **Change Implementation**

The Group discussed closure of CCD actions. While some IPTs, such as AND-700, have been actively working closure, there are still many issues to be addressed. Those issues include:

- Timeframes for completion of action items
- Traceability of modifications to the NAS CCD action items, particularly approved changes implemented differently than originally proposed

ACM and AOP have been working on providing traceability of approved NCPs and assigned CCD actions to the resulting modifications. WebCM will be able to provide that traceability with an interface to the modification tracking system.

## **Meeting Closure**

Action items from this meeting are summarized in the table at the beginning of these minutes.

Ms. King summarized the results of the meeting and suggested the next meeting focus on the CMPP and CMSG Charter and Operating Procedures. Ms. King thanked the CMSG members for their attendance and for their support. The meeting adjourned at 1:00 PM.

### **CMMSG Meeting Attendees**

<b><u>NAME</u></b>	<b><u>ORGANIZATION</u></b>	<b><u>TELEPHONE</u></b>
Rebecca T. King, Chair	ACM-1	202.358.5294
V. Faye Jordan	ACM-20	202.385.7275
Darrell Wyrick	ACM-20	202.385.7287
James Winbush	ACM-20	202.385.7289
Peter Nguyen	ACM-20	202.385.7285
Avdesh Kaushiva	ACM-20	202.386.7288
Don Lombard	AFZ-700	202.267.8511
Jim Eck	AND-300	202.493.4650
Jim Rizzolo	AND-700	202.493.4723
Neil Angelotti	ANI-6	202.267.3267
Deborah Johnson	AOP-1	202.267.3034
Roger Mull	AOS-2	202.267.3052
Vanessa Waddy	ARQ-2	202.385.7600
Wayne MacKenzie	ATP-401	202.267.5789
Allen Dames	AUA-400	202.493.0044
Terry Moore	AUA-600	202.366.5148
Anthony Ianni	ACM/SETA	202.548.5525
John Thomas	ACM/SETA	202.548.5537
Greta Gadson	ACM/SETA	202.548.5549
Jane Austin	ACM/SETA	202.548.5262