Frederick National Laboratory
for Cancer Research

Accessioning System Consolidation Project (ASCP) Key Stakeholder Meeting

Jim Racheff and Jerry Burge

July 26, 2013

Agenda

❑ Project Overview:

    ❑ Project Summary

    ❑ Project Governance

    ❑ Project Focus

    ❑ Project Approach

❑ Communication and Oversight

❑ Project Milestones and Schedule

❑ Discussion and Questions

Project Summary

- Our charge is to acquire and develop a single "accessioning" system for requesting services that currently are entered into the CSAS and Yellow Task systems as well as the TSA Process.

- Our overarching goal is to develop a solution that provides a single entry point to all of our requesters and gather the necessary information and approvals to satisfy their request.

- Our direction is to predominately pursue the acquisition of a Commercial-Off-The-Shelf (COTS) solution to meet these requirements.

Project Governance

Steering Committee:

- Dr. James Cherry (NCI/OSO)
- Ms. Dianna Kelly (NCI/OSO)
- Mr. Paul Lyons (NCI/OSO)
- Ms. Patti White (NCI/MOSB)
- Dr. Dwight Nissley (SAIC-F/ATP)
- Mr. Richard Pendleton (SAIC-F/CPAD)
- Ms. Connie Suders (SAIC-F/CPAD)
- Mr. Randall Keller (SAIC-F/ISP)

Project Team (Current):

- Project Manager: Jim Racheff (DMS)
- Project Manager: Jerry Burge (SAIC-F/ CPAD)
- Ginny Whipp (SAIC-F/F&A)
- Darlene Grimes (SAIC-F/F&A)
- Matthew Costello (SAIC-F/C&A)
- Carol Caballero (SAIC-F/C&A)
- Melissa Castle (SAIC-F/ATP)
- Dominic Esposito (SAIC-F/ATP)
- Courtney Silverthorne (SAIC-F/TSA)
- Zach Thomas (DMS)

Project Focus

Commercial Acquisition Requires Focus on Core Requirements:

❑ Publish a catalog of services and products available from internal service providers

❑ Allow requesters to initiate requests for services/products

❑ Facilitate and capture communications between requesters and service providers

❑ Support the development of costs estimates by service providers and delivery of same to requesters

❑ Facilitate the review and approval of SOWs (i.e., "requests"), technical approach and cost estimates by designated system users (i.e., "approvers")

❑ Support the tracking of the status of requests through completion

❑ Integrate with Financial System (Deltek CostPoint) for Invoicing and Financial Reporting

❑ Support the creation of invoices for services rendered or products delivered

❑ Provide robust reporting capabilities for requesters, service providers and other system users

Project Approach

Services and Processes "Out-of-Scope":

- ❑ Contractor CRADA Process- outside of Technical Service Agreements (TSAs)

- ❑ CCR Resource Request System (CCR RRS)

- ❑ Repository Services

Phased Approach:

- ❑ Phase I – Survey commercial marketplace and refine requirements as necessary (RFI)

- ❑ Phase II- Finalize detailed requirements and performance standards, and acquire commercial solution (RFP)

- ❑ Phase III- Design and implement accessioning system solution

- ❑ Project Team membership will change to best address priorities of each phase

Key Stakeholder Involvement:

- ❑ Previous Stakeholder list of over 150 – difficult to engage and schedule

- ❑ Identify and Engage "Key" Stakeholders – subset of stakeholders with significant involvement with current systems and business processes

- ❑ Intended to be flexible – can add additional members as project progresses

Communications and Oversight

Steering Committee:

- ❏ Meet regularly to update project status and discuss outstanding issues
- ❏ Review and sign-off of all major deliverables

Key Stakeholder Engagement:

- ❏ Key stakeholder meetings
- ❏ Participation during RFP, system development, and implementation
- ❏ Augmented by broader stakeholder communications

Broader Stakeholder Communication:

- ❏ Stakeholder Website:
    - ❏ Project Overview
    - ❏ Status Updates Monthly (or More Frequently)
    - ❏ Reference Materials and FAQs
    - ❏ Direct Contact Information
- ❏ E-Mail Communications

Milestones and Schedule

Milestones to Date:

- ❑ Formation of Steering Committee and current Project Team

- ❑ Determination of project focus and scope

- ❑ Discussions and debrief with previous project managers from previous efforts

- ❑ Review and synthesis of documentation and requirements from previous efforts

- ❑ Review and sign-off of project approach and communication plan by Steering Committee

- ❑ Development and delivery of Stakeholder Website

- ❑ Development and delivery of draft RFI

- ❑ Initial identification and engagement of "Key" Stakeholder group

Upcoming Near-Term:

- ❑ Public release and targeted delivery of RFI (2 week response period) – on or before September 1, 2013

- ❑ Review of RFI responses and alignment with RFI requirements – October 2013

Discussion and Questions