

## MARS Council Meeting Notes – 1/24/08

### Attendees:

NMFS (Maureen Pulver, Tonya Coleman, Mark Blades)

NWS (Mary Rieck, Carla Kirby)

OAR (Dinara Holmes, Cindy Loitsch, Eugene Burger, Sylvia Scott)

NESDIS (Jim Lewis)

NOS (Carmen Solis, Renee Galloway)

Program Support (Peter Boyle, Marie Lovern)

NMAO (Gerald Thomas)

MARS Developers/Support (Lynn Blackwell, Marina Rubina, Lonnie Kemp, Sonny Tallapragada, Ajith Abraham)

Review of Action Items from Meeting held Thursday, January 10, 2008.

- Maureen – Follow up on CBS re-certification of user access policies.
  - Per Steven Elko, CBS has an annual re-certification process. MARS will follow suit.
- Carmen – Email Mary regarding upcoming training.
  - Training will be pushed to March. Training room to be reserved based on the number of people who plan to attend.
  - Carmen & Renee will need training in BOBJ. She will coordinate a session with Mary via email.
- MARS Team – Work on determining the values to be used for Priority and definitions and terms for CCR Types.
  - Revised CCR Priority and CCR Types reviewed. The Council agreed to proposed changes.
  - Eugene suggests that an additional system category of “MARS Web Page” be added. Per Mary, the previously suggested category of “Data Entry/Reporting (Both)” category would encompass changes to the web page. Team agreed to use the “Data Entry/Reporting (Both)” category.

### Discussion

Calls regarding MARS are going to CBS Client Services instead of the MARS Help Desk. Marie is to follow up with Jackie's group.

Per Cindy, the link to the Match User guide is broken. The Data Entry team will look into it.

Help Desk tickets may have been “closed” erroneously. MARS team needs to go back and look at all closed help tickets to determine if any need to go into Change Control Request (CCR) system.

## CCR System

Per Sonny, the ability to upload files has been added. A limit of the number and types of files should be set to avoid space issues. Team agreed to the following:

- Limit the number of files to 2
- Limit the types of files to word documents, PDF, Excel and CSV (absolutely NO exe files).
- Email notification will go to requestor and support team members.
- Change priority levels from 1, 2, 3 to High, Medium, Low.

## Status of Development Efforts

Issue#	Comment
1	Bop Upload Will be needed in Production by February 4 <sup>th</sup> .
38	NFC Pack e-mail notifications To be moved to production on 01/25/08 to accommodate pp1 download.
44	Auto-Ob Process Changes Needed to complete by Qtr 2
50	Dynamic Web Page Elements Per Eugene, he's waiting when Sonny is able to spend some time to work on the set-up.
54	Pay Differentials It doesn't appear that NWS model (premium pays as % values for FMC) is going to work for other LOs. Most LOs now are looking into applying overtime per Employee per PP (hours). LOs to send requirements to Tonya via e-mail.
63	Affected Reference Number problems Per Mary Rieck, BOBJ anticipates new fields in NDW_AP_Trans table to help with number consistency. Put on hold pending NDW changes.
65	Surcharges (leave and benefits) set at Org3 Level Per Peter Boyle, they should be OK for now with a quick fix of choosing one particular Org3 surcharge for the whole FMC because they do their budgets on the FMC level. However, Other LOs (NMAO, NOS, OAR) may be setting their surcharges on the Org3 level in the future. LOs to send requirements to Maureen or Tonya.
68	Ceiling Report Ceiling/FTE Summary Report is in Production. Ceiling Form and initial data population are under development. Ceiling Form update should be open only to the LO Admins.
79	DEMO

### Other Issues/Concerns

- Carmen Solis asked about procedures for notifications when new MARS users are created.
- Tonya is working on the list of instructions for the Help Desk for the e-mail notifications when new user accounts are created.

### Action Items

- Marie - follow up with Jackie's group to insure that MARS questions/issues are addressed to MARS Help Desk.
- Carmen – e-mail Mary for additional BOBJ training.
- Lynn/Marina – Check the Match User's Guide link.
- MARS Support – Look at all “closed” help desk tickets to determine if they should have been closed or should be put in CCR system.
- Tonya – Follow up on Help Desk notification for new user accounts.
- Mary/BOBJ Team – Schedule BOBJ Reports Open House.
- Mary – Let Tonya know who the contact is for reserving 2<sup>nd</sup> floor, SSMC #2 training room.
- All LOs except NWS – Send e-mail to Tonya with labor projection overtime requirements.
- NWS and OAR – Send e-mail to Tonya regarding minimum thresholds for commitments.
- Maureen – Schedule O&M meeting to discuss OAR database resource requirements.