

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 29, 2011.

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
Cille Litchfield, MMRS Administrator (non-voting)
Deputy Executive Director, Department of Finance and Administration

Others in attendance included:

Jenny Bearss, MMRS, CSIO, DFA
Becky Thompson, MMRS, MAGIC Project Manager, DFA
David Pitcock, MMRS, MAGIC Deputy Project Manager, DFA
Michele Blocker, Director, Internal Services, ITS
Carlton Rice, SAP Delivery Executive
James White, MMRS, MAGIC Basis Team Lead, DFA
Ann White, MMRS, Applications Infrastructure Manager, DFA
Nathan Frey, STA Consulting, Project Director
David Johnson, Accounting Manager, ITS
Laura Pentecost, Director, Data Services, ITS

The following member was absent:

Lynn Fitch, Vice-Chairman
Executive Director, State Personnel Board

Mr. Upchurch called for agenda item number one: Review and approve minutes for the October 25, 2011, meeting.

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

Mr. Upchurch called for agenda item number two: Actions Requiring Approval

Ms. Litchfield presented Interagency Agreement Number DFA0006 between DFA and ITS for the support of the MAGIC infrastructure. Ms. Litchfield described that the Agreement sets out expectations and the cost model for supporting both the mainframe and open systems components of the MAGIC infrastructure on a going forward basis as well as covers a one-time catch up payment for costs incurred from August 1, 2011 through October 31, 2011.

Mr. Upchurch moved for approval of the Agreement that includes a one-time "catch up" payment to ITS in the amount of \$254,485.00 and estimated maximum monthly charges going forward of \$51,092.00. Dr. Orgeron seconded the motion, and the Agreement was approved.

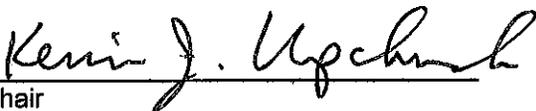
Mr. Upchurch called for agenda item number three: Discussion Items

- SAP Quality Assurance Report – Ms. Thompson and Mr. Rice discussed the purpose and frequency of the report and the benefits to both the State and SAP. The report looks at contract, methodology, and risk areas. Additional more extensive review elements are added as the project progresses. Ms. Thompson noted the State team participated extensively in the process. Overall the report was good but confirmed areas where issues had been identified by the team in organizational change management, the timely bringing of resources into the project, and the aggressive schedule. Ms. Litchfield reported that the final official report will be shared with the Committee when published.
- MAGIC Project Status and Risk Updates – Ms. Thompson and Ms. Litchfield led a discussion regarding ARM involvement and changes the State is making to put the right information in front of them at the right time. Additional risks with ARMs are that turnover could be significant with the incoming administration and that additional requirements are expected of key agency personnel. Mr. Upchurch discussed a possible strategy for briefing the Governor-elect on the status of the project. Mr. Upchurch also requested that a bulleted list of accomplishments that are reflective of shared services be developed.
- MAGIC Schedule Status – Ms. Thompson reported the project is on target but the schedule is aggressive and is taking its toll on staff. Blueprinting sessions have been consolidated and the process tweaked to improve the outcomes. Blueprinting is scheduled to conclude and be accepted in February 2012.

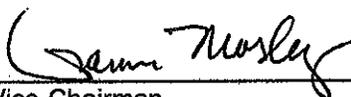
Mr. Upchurch called for agenda item number four: Other Business

Ms. Litchfield recommended that the next meeting of the Committee be moved to January 24, 2012, and that no December meeting be held unless there is reason for an emergency call. The Committee was in agreement.

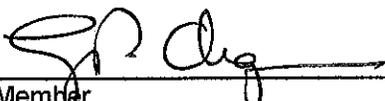
There being no further items of business, on a motion made by Dr. Orgeron, seconded by Mr. Upchurch, the meeting was adjourned.



 Chair
 Finance and Administration



 Vice-Chairman
 State Personnel Board



 Member
 Information Technology Services