

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 28, 2012.

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

Others in attendance included:

Becky Thompson, MMRS, MAGIC Project Manager, DFA
David Pitcock, MMRS, MAGIC Deputy Project Manager, DFA
James White, MMRS, MAGIC Basis Team Lead, DFA
Jenny Bearss, MMRS, CSIO
Michele Blocker, Director, Internal Services, ITS
Lynn Ainsworth, Director, ISS, ITS
Laura Pentecost, Director, Data Services, ITS
Mike Lang, Data Services, ITS
Carlton Rice, SAP Delivery Executive
Nathan Frey, Project Executive, ISG-One (STA)

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 January 27, 2012, meeting.

On a motion made by Ms. Mosley, seconded by Dr. Orgeron, the minutes were approved.

Mr. Upchurch called for Agenda Item #2: Discussion Items

MAGIC Project Status and Key Risks: Ms. Thompson discussed the MAGIC Project Status and Key Risks (included in the members' packets). Ms. Thompson reported that business process design reviews with the business process owners began that day (2/28/2012); the process includes review of 106 documents in at least 55 sessions, and is targeted for completion on 4/12/2012. Revisions to the business process documentation are addressed during the review session in "real time". Business owners seem pleased with the process.

MAGIC Schedule Review: Ms. Thompson discussed the ongoing review of the phased delivery schedule for MAGIC. The PMO met offsite 2/22/2012 to look at issues and risks associated with a "big bang go live date". While SAP has not notified the State officially that the 1/1/2013 date for Phase I will not be met, the project plan and resources do not support that date being met, so some adjustment in schedule is forthcoming. Included in

the discussion are options for fallback should the schedule slip again if a schedule change is approved.

Ms. Litchfield stated that the potential "big bang" schedule cannot be supported by the existing project resources and that the layering of other schedules affected including, but not limited to, budget planning, resource procurement cycles, third party product vendors tied to MAGIC, as well as renegotiation of the Statement of Work for the professional services agreement will impact any schedule revisions.

Infrastructure Sizing Issues and Impact: Ms. Thompson reported that the State (DFA and ITS) continue to work with SAP and IBM on a sizing exercise for the MAGIC landscapes. Recommendations made to date include the purchase of an additional 25TB of storage (giving us a total of 75TB) and 640GB of memory (for a total of 896GB). Additional analysis regarding processor and related functions is underway. The State expects to receive the complete recommendation from IBM on March 2, 2012. This sizing exercise does not include an additional review that will be required to size the business intelligence environment (scheduled for later this spring).

Ms. Litchfield expressed concern that these resource requirements continue to grow and that responsibility for the configuration acquired in June 2011 by the State and its sizing is vague. In any future related procurement efforts, the State will require proposing vendor(s) to fully document all assumptions and will hold the vendor to those assumptions moving forward. Once the State receives the sizing assessment from SAP and IBM, next steps will be determined. Ms. Litchfield also expressed concern that the sizing and build-out of the various landscapes is not tied to the overall project plan and that accepting that more resources are required when nothing is technically running on the resources today is difficult.

Adjustment to prior approval – Mainline Information Systems: Ms. Thompson reported the final approved scope of work with Mainline will be for \$57,000. The approved amount by the MMRS Steering Committee in its January 27, 2012, meeting was not to exceed \$354,150. The State removed tasks from the scope of work where estimated levels of effort escalated significantly when the State required the estimates to be firm fixed price.

General – Legislative Impacts: Ms. Litchfield reported that Legislation is being tracked which might impact either legacy operations or the MAGIC project. Once the bills are pared back at the first committee deadline, a closer examination will occur to address specific issues. Staff are looking at various bills to do impact assessments.

General – Budget Projections: Ms. Litchfield reported that detail planning for the MMRS FY2014 budget request and the process to estimate what agencies should budget for MAGIC and/or Legacy operation costs for their FY2014 requests are underway.

Mr. Upchurch called for Agenda Item #3: Actions for Approval Consideration

Infrastructure Resources: Ms. Litchfield reported that until the sizing exercise can be completed, no action can be taken on this request. Ms. Litchfield has opened a procurement request with ITS as a placeholder. Ms. Litchfield stated she may request a special called meeting to address this issue.

Technical Resources: Ms. Litchfield requested approval to proceed with the acquisition via a Letter of Configuration being issued for the University Medical Center technical resources to augment the State staff at a total cost for FY2012-FY2013 not to exceed \$1.5M. Mr. Upchurch asked whether the budget would support this request. Ms. Litchfield acknowledged this was part of the planned contingency.

On a motion by Ms. Mosley, seconded by Dr. Orgeron, the request was approved.

PayModeX – SAP Invoice Interface and Lockbox Processing Proposal: Ms. Litchfield reported that until additional clarifications can be obtained from Bank of America (BoA), no action can be taken on this request. A conference call is scheduled with BoA for March 6, 2012. Ms. Litchfield has opened a procurement request with ITS as a placeholder and will bring this back to the committee when the proposal has been fully vetted.

Mr. Upchurch called for Agenda Item #4: Other Business

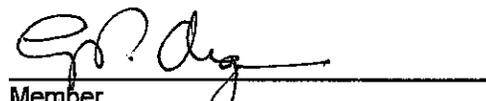
Ms. Thompson discussed the meeting with Jesse Graham and Laura Jackson, the Deputy Executive Directors of the Office of the State Treasurer, held earlier today. Their questions centered around how Treasury would work with MAGIC from an enterprise perspective and what plans were made by the prior administration to address requirements assigned to the Treasury. Other questions regarding available funding and future full implementation in MAGIC were discussed. Ms. Thompson will follow up with them and provide options for resources that may help them in their planning efforts.

The Committee confirmed the next scheduled meeting will be held on March 27, 2012, at 9AM in the Woolfolk 13th Floor Conference Room.

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