



ROSS Change Control Board (CCB)

Meeting Notes July 23-24, 2014

Phacil Offices, Denver, Colorado

Membership

	Name	Title	Agency/Office
*	Kenan Jaycox	Change Control Board Chair	Southwest Coordination Center
	Susie Stingley	Business Lead, Dispatch	National Coordination Center
	Sarah Fisher	Business Lead, Incident Business	US Forest Service, NIFC
*	Annette Box (phone)	ROSS Project Manager	US Forest Service
*	Dave Hendren (phone)	National Interagency Coordination Center (NICC) Rep	National Interagency Coordination Center
*	Lauren Hickey	Geographic Area Coordination Center (GACC) Rep	Alaska Interagency Coordination Center
*	Kathy Pipkin	Geographic Area Coordination Center (GACC) Rep	Northern Rockies Coordination Center
*	Bonita (Bonny) Johnson (phone)	Local Dispatch Center Representative	Kentucky Interagency Dispatch Center
	Angie Hinker	Local Dispatch Center Representative	Great Plains Interagency Dispatch Center
*	Molly Campbell (phone)	Local Dispatch Center Representative	Illinois Interagency Dispatch Center
*	Greg Adams	California Agency Representative (USFS/CALFIRE)	Operations, Southern California
*	Beth Spencer	Configuration Management Coordinator	US Forest Service, ROSS Team
*	Mary Gausen (phone)	Soon to be ROSS CMC taking over for Beth	US Forest Service, ROSS Team
*	Christine Dingman	Phacil	Phacil
*	Wendall Oaks	Project Lead/Phacil	Phacil
*	Karen Beck	ROSS Team/Security	US Forest Service
*	Traci Beaudin	ROSS Team	US Forest Service

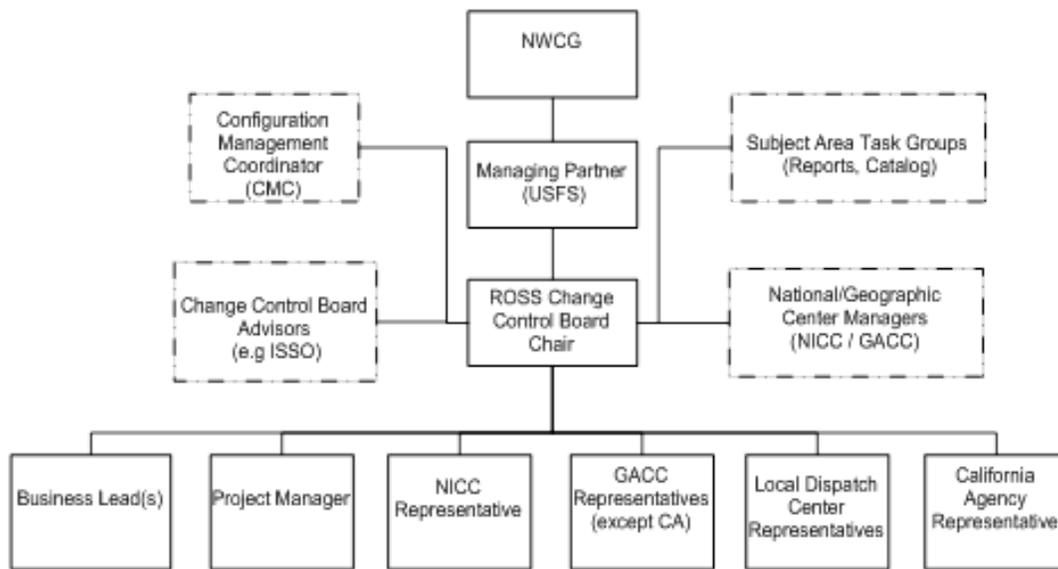
- **Introductions**
- **Tour of Phacil Offices**

Action Items are in bold

ROSS Configuration Management Plan Training - Beck

All members participated in this required training. The plan is currently dated February 2014, but a few of the sections need updating, so will be a newer version late this year. The plan involves all aspects regarding the management of ROSS and the operations of the ROSS CCB. It establishes methodologies for Configuration Control, Releases, and Changes/Business Rules.

- Reviewed the Org Chart for the ROSS CCB and external groups they interface with (see below).



- ROSS is currently in Operations and Maintenance mode and not in Development as of yet, the ROSS CCB will be an important player as the transition occurs within these phases.
- Reviewed the functions and roles of the ROSS CCB.
 - Identify priorities for Change Request (CR) reviews
 - Consult advisors regarding CRs
 - Ensure alignment with NWCG application and data standards
 - Make Decisions
 - Approve/disapprove CR
 - Meets ~ twice per year
 - More if necessary
 - Less frequently (due to budget, activity level)
- Reviewed the functions and roles of the ROSS CCB Chair
 - Leads CCB
 - Review CRs with CMC and PM before CCB meetings
 - Meeting notes and decisions
 - Create and manage decision documents
- Reviewed the functions and roles of Configuration Management Coordinator (CMC)
 - Entry point for all CRs
 - Reviews CRs for completeness
 - Categorizes CRs
 - Enters CRs in the repository
 - Coordinates reviews
 - If approved, facilitates implementation and testing

- Reviewed the Change Request (CR) Forms
 - User CR Form (to be renamed **Suggestion Form**)
 - ROSS CCB CR Form
 - Security Impact Analysis Form

- Reviewed the Type of CRs
 - Urgent, Non-Urgent, and Emergency

- **The CMP is in need of further revision – Mary Gausen will take the lead in this.**
- **A current charter will also be developed, to be signed by Annette Box.**

Review process of ROSS Suggestions and how the ROSS CCB manages these requests was reviewed. Edits will be made in the Configuration Change Control Process Flowchart to better reflect the chronological flow from the User all the way to development.

Many suggestions from previous years (and the current year) have been approved by the ROSS CCB and are going to be included as requirements for ROSS 3.0. The ROSS CCB compiled all “defer to 3.0” suggestions into 1 spreadsheet, then reviewed them as still being a valid change .

The ROSS CCB prioritized all the suggestions slated for 3.0 into a Low, Moderate, or High rating. These will be given to the Requirements contractor.

There are a few other suggestions the CCB would like to see. **CCB members need to have these submitted by mid-August.**

Next call is September 5, 2014 at 1230mdt.

Next face to face is September 15-17, 2015 timeframe, location TBD.

Attachments:

- **Powerpoint – ROSS CMP Training**
- **ROSS CMP Feb 2014**
- **ROSS 3.0 Approved Suggestions**