



EMPOWHR 9.0 UPGRADE UAT STRATEGY MEETING NOTES

June 24, 2008

ATTENDEES: Pat Bonds, Chris Elwood, Billy Dantagnan, Jane Ladner, Mary Arnold, Cheryl Ruf, Liza Hazard, , John Ward, Rick Osborne, Thomas Bennett, Tracey Stackhouse, Grindl Legrand-Brewer, Keshia Herndon, Mary Ann Murray, Joe Belkoski, Rajani Prasad, Shane Griffith, Brandon Lee, Tony Padua, Wes Dahlem, Rande Young, Darlene Herald, Lisa Lee, Kenneth Lawrence,

AGENDA/DISCUSSION ITEMS

1. Welcome/Introductions

Reviewed handouts to be discussed during the meeting:

1. UAT General Information
2. UAT DPR Flow with details/instructions
3. Sample DPR Form
4. Payroll/Personnel Processing Schedule
5. QAT Exit Criteria
6. Sample Signoff Form
7. Sample DPR Report

Added document with Forest Service UAT exit criteria

2. UAT General Information (Handout #1)

- Plan to have orientation/kickoff 1st day of Session (8/11/08), location TBD.
 - Audience for kickoff will be Agency UAT Coordinators who will communicate information discussed to their individual testers.
- Plan to create a UAT Command Center (CC) comprised of Unisys and NFC reps to support testing
 - Soft copy DPR report
 - Process Flow
 - List of unresolved QA DPRs
 - URL for instances

All Agencies would like copy of Open and Closed DPRs from QAT

NFC will supply the following:

- Defect Problem Report (DPR) Template
- UAT DPR Flow with instructions
- Report of open DPRs from QAT
- URL for the UAT environment (distributed the first day of UAT)
- Names of support staff at the CC (distributed the first day of each UAT week)

Users should have the following (provided by agency UAT coordinator):

- Appropriate security access to the new UAT PPS - IDMS61/Paymain2
- Test Scripts (soft copy to be forwarded in the event of an error, and, if desired, hard copy)
- UserIDs associated with the roles for the functions to be tested (e.g., HR, Manager, etc)
- Familiarity with test scripts

Users would like to have a single list of open and closed DPRs reported daily during UAT



3. Department/Agency Test Coordinators for UAT (Agency Action Item)

- Looking for Departmental coordinators
 - Information was requested earlier but not all agencies responded
 - Requested that Department Coordinators provide this information to Billy again
- Coordinators will filter out less important issues
- Participate in daily UAT meetings and communicate information to their agency UA testers

4. Detailed Description of the UAT DPR Process (Handouts 2, 3 & 7)

Discussion of providing DPR status vs. Issues List

- DPR Report only contains information that Agency Test Coordinators believe are related to system defects and intended to go to developers
- Agencies would like information on both
 - Decision that Agency Reps would create and maintain their own issue log of items that are not passed to NFC as DPRs. This information will be shared as appropriate to facilitate identification of areas needing further documentation or training.

5. Payroll/Personnel System (PPS) Processing Schedule (Handout #4)

Reviewed schedule provided

- BEAR process will be run
- Need to clarify times system will be available to users for UAT
 - When will nightly import/export processes start and finish
 - Users would like to start testing early in the morning (6AM EDT)

6. QAT Exit and UAT Go/No Go Criteria Discussion (Handout #5 &6)

- Discussion about how QAT Exit Criteria should be measured
 - % open DPRs vs. test scripts successfully completed and # criticality 2 and 3 DPRs open
 - Plan to send sample input for UAT go/no go criteria to users
 - Within next 2 weeks, need to schedule concall with agencies to finalize UAT go/no go process
- Agencies feel schedule is very tight with not enough time between QAT and UAT for making go/no go decision.
- Will schedule concall with agencies on 8/06/2008 to make the go/no go decision for UAT
 - Input for the go/no go decision will include report of QAT open and closed DPRs and other QAT stats
 - Reports will be run as of Monday, 8/4/2008 and sent to agencies in advance so they have time to review and discuss internally prior to 8/6/2008 call.
- Agencies want to understand process and criteria for making go/no go decision to go through with upgrade.

7. Security Requirements for 9.0 UAT PPS

Covered under item 5.

8. Additional Items

- Procedure for communicating system status for unscheduled outages
 - Billy will communicate system status information to agency UAT coordinators
- Concern raised about how system performance will be measured prior to 9.0 go live – this will be addressed during July agency status meeting



MEETING ACTION ITEMS	OWNER	DEADLINE
1. Provide copy of open and closed DPRs from QAT prior to UAT go/no go decision and daily during UAT	Chris	8/4/2008 8/11/2008
2. Identify UAT Coordinators (primary and secondary) and send to Billy	Agency Reps	ASAP
3. Setup and maintain individual agency issue logs for UAT	Agency UAT Coordinators	8/11/2008
4. Agency Security Officers (ASO) to request access using current methods for UAT participants to IDMS61/Paymain2	Agency Reps	ASAP
5. Provide EmpowHR Export/Import window for UAT	John/Billy	ASAP
6. Send sample of QAT reports to agencies and schedule concall to discuss UAT go/no go decision process	Jane/Chris	8/06/2008
7. Describe how performance testing can be accomplished for 9.0 prior to going live.	Unisys	Discuss @ July Agency Status Mtg
8. Resend QA Test Scripts (some unable to open first attempt)	Billy	ASAP
9. Develop and communicate agency Go/No Go Process for Upgrade	Billy/Brenda	ASAP
10. Send Sample DPR Stats report to users	Jane	ASAP
11. QA Team to determine and communicate daily cut-off time for reporting DPR's	Jane/Chris	ASAP
12. DHS to provide soft copy of "Issues Log" to group	Brandon	ASAP