

CHARTER

USGS Configuration Management Committee

This charter establishes basic operating procedures for the Configuration Management Committee and the Technical Review Board and their relationship with the Branch of Project Systems and the Reports Group.

I. Purpose.

The Configuration Management Committee (CMC) for the U.S. Geological Survey is a standing committee under the authority of the Associate Director for Administrative Policy and Services (AD for APS). The purpose of the CMC is to provide leadership to guide the life cycle of the Bureau's internal science program planning and budget execution system (BASIS+) and associated financial management systems. The CMC is responsible for reviewing, monitoring and strategically planning the development, upgrades and migration of these planning and financial management systems.

II. Roles and Responsibilities

The goal of the CMC is to recommend priorities for system enhancements ensuring these enhancements are in alignment with policy decisions on the Bureau's Common Business Practices, based on advice received from the committee's Technical Review Board (TRB) and other Ad-Hoc sub-committees. The CMC will ensure that all applicable systems are developed to maximize efficiency and reporting capabilities throughout the bureau.

The objective of the CMC is to provide the AD for APS, the structure for implementing changes or upgrades to the internal science program planning, budget execution, and associated financial management systems.

The CMC works with the TRB to approve requests for enhancements and direct the future development or upgrades of the respective systems.

The CMC is responsible for the following:

- Align system enhancements with policy decisions on common business practices
- Review and approve requests for new functionality in the system. Approved requests are forwarded to the AD for APS for final decision.
- Recommend priorities for current and future enhancements of the system (downloads and/or extracts to other tools) to the AD for APS for final decision.
- Monitor and measure progress and accomplishments.
- Identify future functionality based on projected need resulting from regulatory, bureau or departmental requirements.
- Hold teleconferences as needed and meet if a consensus cannot be reached via electronic mail and teleconference.
- Meet face-to-face as needed to review the status of system changes, resolve undecided issues, re-evaluate priorities, and vote on the rotation and nomination of members.

- Maintain and distribute meeting minutes, including action items, within 2 days of the meeting to all CMC members. Final posting on the web will be accomplished within 7 days.

The TRB ensures that all enhancements and change requests are tracked, monitored and resolved to satisfactory resolution. The TRB evaluates and decides if a change request impacts any other Bureau or Department system. If so, these types of change requests are discussed with the Geographic Information Office (GIO) representative to the TRB before processing. The TRB forwards enhancement or change requests to the CMC for decisions on approval or denial of such request and for prioritizing those that are approved for development.

The TRB is responsible for the following:

- Hold meetings as needed via teleconference calls or via email with decisions supported by those email communications.
- Review and determine impact of Change Requests.
- Forward completed Change Requests to the CMC for consideration and prioritization.
- Track and manage Change Requests through coordination with the Branch of Project Systems. Change Requests are tracked by status.
- Review all GS-Plus entries reported since the last meeting to verify that all reported issues have been resolved.
- Evaluate unresolved issues for classification as either “Reports Enhancements (RE)” or “Software Enhancement (SE)”.
- Monitor all Change Requests to ensure that requests are prioritized and followed to resolution.
- Communicate enhancements or resolutions of “bug fixes” to the software user community through coordination with the Branch of Project Systems.
- Maintain and distribute meeting minutes, including action items, within 2 days of the meeting to all TRB members. Final posting on the web will be accomplished within 7 days.
- All ad-hoc requests for system access will go through the Change Request process to determine system and time requirements.

The GIO representative to the TRB meets on an as needed basis to address issues that may impact bureau-wide and/or Department applications.

Branch of Project Systems, Office of Business Information Systems, APS (BPS) reports to the AD for APS. The purpose of this group is the creation and maintenance of BASIS+. The priorities of this group will be set by the CMC.

BPS is responsible for the following:

- Classify initial Change Requests as “bugs” (deficiencies), or enhancements.
- Provide final approval for bug fixes.
- Provide final approval for minor enhancements.
- Forward requests for major enhancements to TRB.
- Track and monitor all changes requests through resolution using appropriate management tracking software.

- Continue use of the 3-tiered software resolution structure: Tier - 1: Documentation; Tier 2 - GS-Plus composed of skilled super-users in the Fiscal Services Offices; Tier 3 - BASIS+ staff in the Branch of Project Systems.
- Define and update the User Documentation Manual of the Automated Tracking System.
- Coordinate deficiencies or enhancements with the Office of Accounting and Financial Management to ensure consistency with bureau official accounting system (FFS) programming requirements.

The Reports Group consists of Fiscal Services staff from the various regions and the Branch of Project Systems.

The Reports Group is responsible for the following:

- Consolidate new report requests and report enhancements.
- Flesh out user requirements ascertaining the validity of the request.
- Prioritize these requirements and forward them to the TRB for approval and submission to the CMC.
- Coordinate testing of the new report to ensure that the user intent was achieved and there are no obvious errors.

The CMC will identify the group or groups of individuals that will assist it in (1) the review of requested new functionality in the systems; (2) the prioritization of current enhancements to the program planning and financial management systems; and (3) the review of the design of future functions. The CMC may decide to use the (1) Business Leaders Team, (2) specialists from the respective systems project staffs, the GIO or other resources, (3) a combination of these, or (4) form a new group as needed. These new groups could be highly dynamic in nature, somewhat similar to a process-action team, assembled to perform a series of tasks and then released. Most recommendations on enhancements or change requests can be done through electronic mail, telephone or correspondence.

III. Nominations and Membership

Nominations will be requested from the Executive Leadership Team by the AD for APS.

Nominations for the CMC and the TRB will be reviewed and selection made by the AD for APS in consultation with the nominator and working with the chairs of the CMC and TRB. For the initial selection, a determination will be made as to which 1/3 has a 1 year-term, a 2 year-term or a 3-year term. Subsequent membership will be on a rotational basis.

Membership

1. The CMC and TRB members shall serve for three year terms after the initial committee membership is established.
2. The three year rotation for replacement will be coordinated to ensure that each region and discipline is represented.
3. There will be a 3 full term limit on representation (consecutive or non-consecutive) for members.
4. Replacements for the CMC or TRB positions vacated out of rotation will complete the term of the outgoing member.
5. Software Team Leads are permanent non-voting members.

Resignation and Replacement

1. Any CMC or TRB member may voluntarily resign their duties by submitting their written resignation to the chair of the CMC or the TRB (respectively).
2. If a member is replaced during their term, the replacement will serve the remainder of the term for the member being replaced.

IV. Operating Guidelines

1. The Chair sets the agenda for each meeting.
2. The use of a substitute when a member cannot attend a scheduled meeting is allowed provided that it was cleared with the Chair prior to the meeting.
3. Decisions will be made by majority vote of those in attendance.
4. The use of a proxy is allowed provided that it was cleared with the Chair prior to the meeting.
5. The Chairs of both committees have the authority to poll members or make the decision on High Priority –Time Sensitive issues; this would be used infrequently. The decision will be communicated to and discussed with committee members.