

Messaging COIN Charter

Background: VITA has reestablished the **C**ommunity of **I**nterest (COIN) group to inform the Agencies and Current Operations staff of the upcoming Messaging and Directory Migration. The COIN environment will provide a forum for technical meaningful dialogue between partnership staff and agency technical leads (AITR and Agency POCs) regarding the migration

Purpose: Provide a forum for dialogue between Agency staff, technical experts and service providers to facilitate a smooth transition to the Enterprise Messaging System and Commonwealth of Virginia (COV) Domain. The COIN will provide information to Agency and Service Delivery staff on the Messaging and Directory Migration. In addition, feedback will be requested and used to ensure a smooth transition to the Enterprise Messaging System and COV Domain.

Deliverables: Agenda's and Meeting minutes

Organization Governance

Sponsors

Chad Wirz, Senior Service Delivery Manager
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Facilitators

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Membership

- Agency staff (Agency IT Representatives and Agency POCs) that are interested in the Messaging and Directory Migration from each in-scope agency and service delivery staff responsible for messaging services is invited to participate.
- Transformation Partnership team members

Meeting Guidelines:

- **Meeting Frequency:** Meetings will be held monthly at 10:00 am and will be designed to last for approximately one hour 15 – 20 minutes for presentation and 30 – 40 minutes for questions and answer.
- **Agendas**
 - Established and coordinated 120 hours (5 business days) prior to meeting
 - Distributed a minimum of 48 hours (two business days) prior to the meeting
 - Supporting documentation distributed prior to meeting
- **Meeting Documentation**
 - Record attendance
 - Document decisions, positions and agreements, action items, and responsible owners
 - Draft minutes distributed via e-mail two days after meeting to partnership messaging team leads for approval
 - Final minutes distributed via e-mail to attendees no later than one day after approval of partnership messaging team leads