



Data Steward Work Session

September 30, 2008

- Discuss VEAP SharePoint Portal
- Data Standardization Process
 - draft document to be emailed for comment this week
 - post comments on SharePoint
 - discuss feedback received at 10-14-08 work session
- Start discussing Chart of Account data entities
- Agenda for 10-07-08 Work Session
 - review draft of metadata requirements
 - continue review of Chart of Account data entities
 - review Agency, Control Agency, Secretarial Area, Branch data entities
- Homework between 10-1 and 10-14
 - Time and Attendance Work Group – continue to draft
 - Supply Chain Management Work Group – continue to draft
 - Review and provide feedback on data standardization process draft

Meeting Summary and Outcomes

- Meeting Attendees
 - Bob Weaver - DHRM
 - Bob Sievert - DGS
 - Jan Fatouros - DGS
 - Gary Janak - DPB
 - Martha Laster - DOA
 - Nadine Hoffman - VEAP

- Reviewed agenda, topics for next work session, and homework (see slide 2)

- Reviewed the VEAP SharePoint site during the meeting
 - Site URL: <https://webpoint.vi.virginia.gov/sites/veap/standards/default.aspx>
 - We will use SharePoint as a way to share deliverables and communicate about meetings
 - Data Standards has a file folder tab on the VEAP SharePoint portal. A user guide to assist you in understanding the site is under Documents/Project Management/Reference Documents. Copy and paste this line into internet explorer to get to the guide:
<https://webpoint.vi.virginia.gov/sites/veap/standards/Project%20Management/Forms/AllItems.aspx?RootFolder=%2fsites%2fveap%2fstandards%2fProject%20Management%2fReference%20Documents&FolderCTID=&View=%7b885DF300%2dE43B%2d4BAA%2d840E%2dEDDEF30876A%7d>
 - The calendar shows upcoming meetings and our program documents have been uploaded.

- Reviewed the VEAP SharePoint site during the meeting
 - Action items for Nadine
 - Manage the request to setup sharepoint accounts for all participants in Data Management Program
 - Check with the VEAP business intelligence group to see how they are managing feedback on their work products (check-in / check-out process, commenting versus tracking changes within the document)
 - Define a process for how the data steward group will “comment” on work products.
 - Review this process with the group at the next meeting.
 - I confirmed that sharepoint access has nothing to do with getting a Dogwood account. Dogwood accounts are associated only with access to ProSight.

- Data Standardization Process – Draft Review
 - Expect draft from Eric Perkins (VITA) on 10-1-08
 - Nadine will review draft and distribute to data stewards for feedback.
 - If sharepoint accounts are setup and a process for review is defined, we will try to “comment” on the draft for the data standardization process during the next two weeks.
 - If sharepoint is not ready in the near-term, Nadine will just email the document out for review and ask everyone to individually add their comments and submit them back to her for consolidation.

- We did some level setting around chart of account work that has been done to date to bring everyone up to speed.
 - Action Items for Nadine
 - Need to get copies of the draft COA for data stewards (the Blue Book).
 - Check with Stacy McCracken (VDOT) on the following:
 - what is the status of the COA review process?
 - Was HR or Higher Ed resources involved in COA review? If they weren't are they planning to review the final draft with them.
 - Talk with Randy and Stacy to determine who can provide guidance for modeling basic finance and COA data entities. This work needs to be drafted before it is reviewed by the data steward group.

■ Supplier Review

- We began reviewing data entities under Supply Chain Management
 - Supplier Headquarters
 - Supplier
 - Supplier Contacts
 - Supplier Addresses
 - Supplier Licensure
 - Supplier Certification

- Briefly discussed E-Verify being driven by the Federal Government. We need to understand more about the business and data implications of this in our “to be” data model.
- Here is a link I found from the Department of Homeland Security related to this subject.
 - http://www.dhs.gov/xprevprot/programs/gc_1185221678150.shtm