



Committee Management JAD

Date: October 2, 2002, Wed.
Time: 1:00–4:00 p.m.
Location: Rockledge 2, Room 7111
Advocate: Anna Snouffer
Team Leader: Krishna Collie
Next Meeting: **October 16, 1–4 p.m., Rockledge 2, Room 7111**

Update

Krishna Collie reviewed the schedule for the testing and release of the CM Fast Track Module. Next week, Oct. 9, each person on the JAD will meet individually with Krishna, Colleen Blizard and Anna Snouffer for 45 minutes. During this time, the person will test the new module and provide input. Krishna will send out the schedule for the sessions.

The schedule for release is as follows:

Month	Phase	Description
November		Training Sessions
December		Training Sessions with Cheat Sheets/Job Aids
January	1	Meetings and Roster modules released. Ten Fast Track Use Cases.
January		User Manual and “cheat sheet” released.
Jan.–Mar.		Pilot Test. The first release will be tested and refined.
March	2	Release of balance of Fast Track Use Cases, including Reports (pending budget).
July	3	Release of FRN and Voucher modules (pending budget approval).

Action: (Krishna) Send Sandy a list of the Phase 1 and Phase 2 Use Cases.

Krishna said that the base of ICs testing the CM module will be expanded in March, depending on the pilot test. By late spring or early summer, all ICs should have one person using the system.

Phase 1 Use Cases

1. CM Home and Menu
2. Search Meetings
3. Maintain Meetings
4. FRN Agendas
5. Maintain Locations
6. Amend/Cancel/Reset

7. Combine Council Subcommittees
8. Identify Workgroups
9. Roster Maintenance (less COI Tracking Changes)
10. System IDs
11. Maintain SREA
12. Administrative Expenses

Phase 2 Use Cases

1. Verify Roster
2. List Applications
3. View Degrees
4. Copy Roster
5. Voucheer Status
6. Meeting Roster Report
7. Mailing Label Report
8. Cmte Roster
9. Invitation to Travel
10. NIH-1715 Report

Review of Screens

The group reviewed the screens for the new system and provided the following input.

Screen	Description	Changes/Suggestions
Home Page		Tip of the Day and What's New will be added to this page.
	Telephone numbers	No parentheses on home page. Use hyphen between each part of the number, e.g., 301-455-5555.
	January March	Take out the commas in text after January and March.
Query Meeting		Move acronym to first choice on left. Flex to right. IC, Cmte Types, SRA name.

Screen	Description	Changes/Suggestions
	Hit lists	<p>Add a warning box that pops up if the results of the search will result in more than 1,000 hits. For example:</p> <p><i>There are (xxxx) number of hits. Do you want to continue?</i></p> <p>Add text at top that gives succinct instructions for conducting a search with meaningful parameters.</p> <p>Also include the option for stopping the process.</p> <p>It was noted that, currently, the <i>Cancel</i> button takes the user back to the homepage, which is not traditional. Remove the Cancel button from the page.</p>
Meeting Data	Order of items	<p>Change the order of table columns for the pilot as follows: Council Round, Date, SRA, acronym, SRA Des, Flex, Grp, Grp Ext., Council, Location, etc., Roster Complete at end. There may be other changes later as people test the system.</p> <p>The default sort should remain the same, i.e., by council round. Leave all column sorts as is.</p> <p>Add sort help text information on the screen to help people understand sorting by table title.</p> <p>Fix font size in SRE Desig column.</p> <p>Add meeting time.</p> <p>Locations: for NIH, will only say "NIH" so will have to drill down for exact location.</p>
Edit Meeting		<p>Make font size standard.</p> <p>Add letter code to Group Extension pick list. Investigate how to add to this pick list (can wait until the March release).</p>
Query Federal Staff		No changes.
Rosters	Maintenance	No changes.
	Edit Federal Staff Attendee	Internal comments will be deleted.

Screen	Description	Changes/Suggestions
Meetings	Travel Type	Spell out the following: <ul style="list-style-type: none"> ■ Voucher ■ Travel Order ■ Other Select Add option—edit.
	Current Committee Members	Name first, member Type, Appt Type, then as is. Add an instruction line at top of page to indicate query (from description of types page). See if can add a button that allows user to jump to bottom of screen.
	Previous Committee Members	No changes.
	Committee Staff	CMTE ID to be removed.

Attendees

Blizard, Colleen (NGIT)

Cheng, Alice (OD)

Collie, Krishna (RN Solutions)

David, Tracey (CSR)

Johnson, Rebecca (NIGMS)

Nuss, Mary (NIAID)

Seppala, Sandy (LTS/OCO,
recorder)

Sinnett, Ev (CSR)

Snouffer, Anna (OD)

Thee, Linda (CSR)

Valeda, Kathryn (NHLBI)

Whelan, Kate (NIMH)