



## Peer Review JAD Kick Off Meeting

---

**Date:** January 24, 2005,  
**Time:** 10:00 a.m. – 12:00 p.m.  
**Location:** Rockledge 2, Room 6087  
**Advocate:** Eileen Bradley  
**Business Analysts:** Mark Siegert; Sophonia Simms

**Requirements Analyst:** Daniel Fox

**Next Meeting:** Monday, January 31, 10:00 a.m. –12:00 p.m., Rockledge 2, Room 6087

---

### Action Items

1. (Mark Siegert) Solicit participation from other OPDiv representatives.
2. (Sophonia Simms) Forward NIH Peer Review business process diagrams to OPDivs for review and request feedback regarding their specific business processes.
3. (Arthur Petrosian) Deliver presentation on knowledge management.
4. (Daniel Fox) Deliver presentation on eRequests.
5. (Unknown) Deliver presentation on eNotification.
6. (Sophonia Simms): Incorporate diagram depicting Peer Review roles into BPM activities.

### Documents

- The following documents were distributed during the meeting.
  - [Peer Review business process activities diagram](#)
  - Peer Review business process model example, Organize Meeting
  - [Peer Review Redesign, JAD presentation and business process modeling overview](#)

### Introductions

Eileen opened the meeting. She indicated that the purpose of the group is to begin the redesign of the Peer Review module. Participants gave introductions and indicated their roles and organizations.

### Presentation – “Peer Review Redesign: Vision, Flexibility, Teamwork”

Eileen highlighted the following topics during the presentation.

- The redesign will not be a migration.
- There will be end to end processing which meets customer demands.

- Flexibility will be a key component of the new system along with adaptability to change. End users will be provided the capability to work from anywhere with real-time responses.
- JAD participants should work within a visionary framework and not be concerned with constraints such as time and budget.
- One assumption is that all proposals will come in electronically.
- The needs of the OPDivs will be met.
- The Peer Review process includes specific inputs which undergo a review process. The results of review are various output products.
- The new system should provide an infrastructure providing access to all information needed by Peer Review.
- The redesign should leverage technology to include knowledge management and voice recognition.
- There should be a consolidated infrastructure with components such as phone/email, chat rooms, and ECARES interfaces.
- Regarding the receipt of applications, the data will be split; one path to Receipt and Referral and the other to an IRG.

The current Peer Review architecture has become obsolete. More flexibility is needed. Kay Valeda indicated that CMO ESAs enter raw data into committee management as well as data for reimbursement. The ESAs must have knowledge of Peer Review, Committee Management, and the Persons Module. There should be better communication between modules to facilitate the process.

## **Presentation – “Peer Review Redesign: Joint Application Development (JAD)”**

Sophonia addressed the following topics in the JAD presentation:

- JAD provides a forum where stakeholders can collaborate to identify problems and possible solutions regarding an information system.
- The outcome for the JAD sessions will be a vision document identifying solutions and features as well as a set of preliminary solution requirements.
- Some of the benefits associated with JAD sessions include the reduction in function creep and an improvement in the capture and quality of requirements.
- Business Process Modeling (BPM) will be an integral component of Peer Review JAD sessions. This technique is employed in the life cycle redesign of information systems. It primarily focuses on the relationships and flow of documents and information between business areas including flows between external partners and internal business areas. BPM is useful as a tool for identifying areas of change or process improvement. Some stakeholders to be included in BPM are end users, policy officials, business area advocates, eRA resources, and OPDivs.

- The Peer Review strategy will be to construct an “as is” model in order to verify activities in the business process. The goal is to model activities by showing the flow of information, i.e., who and what entities and artifacts are created.
- BPM provides an opportunity to identify areas of process improvement and whether re-engineering of processes need to occur.
- For our JAD, we invite presenters to discuss various technologies that might be leveraged. Dr. Petrosian will address knowledge management. Daniel will give a presentation regarding eRequests. Another presentation will be given regarding eNotification.

In addition to the activities diagram, Dr. Petrosian suggested a diagram depicting Peer Review roles vs activities and time. Sophonia will plan to incorporate these diagrams into the BPM activities.

**Action: (Arthur Petrosian) Deliver presentation on knowledge management.**

**Action: (Daniel Fox) Deliver presentation on eRequests.**

**Action: (Unknown) Deliver presentation on eNotification.**

**Action: (Sophonia Simms): Incorporate diagram depicting Peer Review roles into BPM activities.**

## Attendees

Bradley, Eileen (CSR)  
 Ellis, Bonnie (OD/DEAS)  
 Fox, Daniel (OD)  
 Greenberg, Linda (AHRQ)  
 Jaffe, Deborah (NCI)  
 Li, Xiang-Ning  
 (CSR/SBIB)

Liberman, Ellen (NEI)  
 Luo, Weihua (CSR)  
 Moyer, Skip (AHRQ)  
 Musto, Neal (NIDDK)  
 Petrosian, Arthur  
 (CSR/SBIB)  
 Shabestari, Behrouz (CSR)

Siegert, Mark (OD)  
 Sigler, Kristeena (CSR)  
 Simms, Sophonia (OD)  
 Soto, Tracy (OD)  
 Valeda, Kay (NHLBI)  
 Wojik, Brian (NCI)