



Record of Decision

Date: May 30, 2014

Subject: Approval of Access Authentication 3-phase project approach and commitment of resources to implement Phase 1 at three pilot sites.

Introduction/Background:

The Access Authentication Team held a 3-Day Workshop at the end of April to re-confirm the AA Project Goal – “To create collaboration workspace access to agencies home business and shared business applications (e.g. Timesheet, e-mail, Collaboration, shared printers, etc.) for DOI/USDA and non-federal employees.” From this meeting, the team:

- Established an agreed upon Course of Action in 3 Phases
- Identified key resources needed to complete the project

Proposal

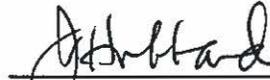
Request management commitment and approval for the following:

- Preliminary Phase 1, Phase 2, and Phase 3 AA Implementation Strategy
- Proceed with Phase 1 Implementation Plan
 - Deliverables from Phase 1 will include:
 1. Identification of Risks and the development of a Risk Mitigation Plan. This plan will incorporate appropriate lessons learned from pilot site implementations.
 2. Detailed Project Plan and cost estimate for Phase 2 based on lessons learned. A request to proceed with Phase 2 will come before the EB by Nov. 2014 following review and recommendation by the PB and FMB.
- Management commitment for identified resources
 - Specifically Two Project Co-Leads
 - Tim Quinn will represent DOI OCIO
 - Clinton Swett will represent USDA OCIO
- Recommended Phase 1 Pilot Sites
 - Great Basin Coordination Center-Salt Lake
 - Boise Interagency Dispatch Center
 - Central Oregon Interagency Dispatch Center

Decision:



Kim Thorsen
WFIT EB Co-Chair



Jim Hubbard
WFIT EB Co-Chair

Decision: Approved Not Approved Conditional Approval

Additional Comments/Actions/Conditions:

The proposal presented to the WFIT Executive Board is approved as follows. A Tiger Team as outlined in the proposal will be created to execute Phase 1. The Tiger Team will provide a Phase 1 report to the Executive Board in approximately six months, with a target for presentation at the November 2014 meeting. The report will include a project plan for completion of Phases 2 and 3, documentation of risks and analysis/assessment of risks, and an estimate of costs/resources necessary to implement Phases 2 and 3. Executive Board approval of the project plan for Phases 2 and 3 will be necessary.

Supporting Information

Life Cycle Status:

Planning

Business Need Summary:

Employees that work in an interagency environment (such as shared facilities or with duties that service multiple agencies) *are required to have more than one computer to access mission and administrative applications and to use peripheral devices.* These facilities have multiple wiring, routers, etc. (maintained by separate agencies) to support the employees. Wildland fire is a major user group affected by this, but it also impacts Service First offices and other mission areas.

Consistency with Business and Technical Architectures:

Inter-operate USDA and DOI architectures to meet fire business needs, leveraging "as is" architectures and implementing services at the boundary between those architectures.

Feasibility Analysis:

Subject Matter Experts representing the USDA and DOI OCIO met in DC at the end of April to reassess the feasibility of this one desktop solution. Participants at the workshop

reached a consensus on a course of action in 3 phases – each phase is dependent upon the successful completion and lesson learned in the previous phases.

Funding:

Other than the commitment of IT resources and possibly some travel, there is not a funding request to implement Phase 1.

Phase 2 will require additional funding based upon lessons learned in the Phase 1 pilot testing and an approved access authentication course of action. Implementation (detailed Project Plan and cost estimate) of Phase 2 will come in front of the EB following review and recommendation by the PB and FMB.

Phase 3 will also require additional funding based upon lessons learned in Phase 2. Implementation (detailed Project Plan and cost estimate) of Phase 3 will come in front of the EB following review and recommendation by the PB and FMB.

Project Management:

Project has a proposed Tiger Team including a Project Manager and two project co-leads representing DOI OCIO and USDA OCIO.

Operations & Maintenance Plan:

This will be determined and prepared under Phase 2.

Schedule

	Action – Phase 1	Lead(s)	When
1.	Approve Phase 1, Phase 2, and Phase 3 Plan resulting from the AA Collaboration Workshop	WFIT Executive Board	May 2014
2.	Approve request to proceed with Phase 1 Implementation Plan	WFIT Executive Board	May 2014
3.	Approve Identified Resources (Funding and SMEs) for Project Effort	WFIT Executive Board & Department CIOs	May 2014
5.	Approve 3 Proposed Pilot Sites	WFIT Executive Board	June 2014
4.	Extend MOU	Doug Nash/ Tim Quinn	June 2014
6.	Extend Inter Service Agreement (ISA)	Don Cannatti (FS)/Larry Ruffin (DOI)	June 2014
7.	Update the Project Plan with the help from AA co-project Leads	Eileen Ritchie	May-June 2014

8.	Active Directory Team to deliver analysis, design, risk, and cost for proposed COAs	AD Team Lead	June-July 2014
9.	Network/Security Team Meeting	Network Team Lead	May - June
10.	Site Visit	Tiger Team	June-July
11.	Implementation of Phase 1	Tiger Team	July - TBD
12.	Document Lessons Learned and Update Project Plan for Phase 2; Develop Phase 2 cost estimates	Eileen Ritchie	Oct-Nov
13.	Approve Phase 2 Project Plan and cost estimates	WFIT Executive Board	Nov

Point of Contact for this Document:

Dorothy Albright
 USDA Forest Service FAM IT
 dpalbright@fs.fed.us