DCCi Tool – Working Session

Date: 10/17/2016

# Attendees

GSA: Matthew

Ventera: Khanh Phan, Nicholas Crismali, Ray Lo Presti, Justin, Sara

# Purpose

Grooming of initial backlog of user stories; get some questions answered (technical & business); prioritization;

# Agenda

1. Review DCCi tool scope / vision diagram
2. Review current business process/workflow diagram
3. Go over current list of user stories + functional questions
4. Prioritization
5. Wrap-up/ Next Steps

# Action Items

|  |  |  |
| --- | --- | --- |
| Owner | Item | Status |
| Mathew | Send NDA form(s) to Ventera, subsequently send models for cost savings / avoidance calculations. | New |
| Ventera | Sign & send NDA form back to Mathew. | New |
| Mathew | Send the following additional documents to Ventera:   1. Current business workflow diagram 2. ~~Samples of spreadsheets from last quarter (that SSO fills out)~~ 3. Sample of report submitted to OMB 4. OMB Data Points user guide | In Progress; Spreadsheet samples sent. |

# Notes

* **Data Input & Validation:**
  + Current process:
    - Currently Mathew (M) send POCs in SSOs (Services Staff Offices) spreadsheets containing last quarter’s data with highlighted columns to indicate which pieces of info requires updates on a quarterly basis.
    - M gets back reports from multiple POC’s
    - Frequent data mistakes: duplicates, missing data 🡪 M send back to SSO’s to correct (but doesn’t catch every mistake so likely undiscovered issues could cause problem uploading data report to OMB later on)
    - M consolidate all data sheets into 1 spreadsheet and calculates cost savings and avoidance figures per data center using pre-defined formulas
      * Cost models are static
      * M will send to Ventera after NDA has been completed
    - M send to a PM/IE group (Jonah) for validation of calculation
    - M uploads an excel sheet containing cost figures to Data Point (service on OMB-side)
      * Data Points system also validates data 🡪 rejects report and M will need to correct them before he can submit it again.
      * M will send to Data Point user guide to Ventera
  + Some validation rules (when M reviews these data sheets):
    - Check for overlapping data with previous quarter, other data centers, etc.
  + New data centers
    - Depends on OMB definition of what qualifies as an “open” data center
    - Could be added every quarter as needed (recent quarter – added 57 new data centers)
    - New data center info added manually at the consolidation stage to be included in the report uploaded to OMB’s Data Point
      * Does not contain performance data like the existing active/open data centers, since they’re new. Data for these DC’s will be reported in the next quarter.
      * Question: Do you currently retrieve new data center info from Service Now as well or how do you handle this input?
  + \*\* Ultimate goal is to extract data from Service Now system to eliminate SSO manual input (POC for Service Now: Patrick -?)
    - Current manual process messy and painful;
    - Too many people involved in data input process – leads to confusion and mistakes
    - To be discussed further on technical complexity.
* Reporting
  + Most important features: search/query and generate report to manage data center performance
  + Desired functionality: search by Data Center ID or Data Center Name, along with ~3 other criteria (up to user) and be able to generate a report.
* Audit Trail
  + M wants an audit trail on when, who, and what was updated for any report
  + Possibly at field level?

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