

# **Project Review Team – Meeting Minutes – May 15, 2019**

## **The following Departments/Agencies participated in the meeting:**

Department of Agriculture (USDA DM)  
Department of Commerce (DOC)  
Department of Homeland Security (DHS)  
Department of Treasury (TR)  
Smithsonian Institution (SI)

NFC, GESD Representatives

- Keith Piner, Project Control Office (PCO)
- Lisa Stafford, Systems Requirements Branch (SRB)
- Cheryl Carroll, Applications Testing Branch (ATB)

## **Meeting Materials Provided**

- Agenda May 2019
- PRT Meeting Presentation May 2019
- Schedule Release CY19 06 Community-Wide PRT May 2019
- Customer User Acceptance Test (CUAT) PRT May 2019

## **Welcome and Introductions – Keith Piner**

Keith welcomed and thanked everyone for their attendance. Roll-call was taken.

## **PRT Updates – Keith Piner**

- PRT Standard Slides – Software Change Request statistics and Incident Report statistics were provided for PPS, EmpowHR, and webTA. Callers were instructed to review the slides and if there were any questions, send a request to [PRTeam@nfc.usda.gov](mailto:PRTeam@nfc.usda.gov).
- PRT Reports – Reports were provided on Monday, May 13, 2019.  
**Note:** If you are not receiving the reports, please send an email to [PRTeam@usda.gov](mailto:PRTeam@usda.gov).

## **Ongoing Initiatives/Project Discussion**

- **Review Scheduled Release – CY19 PP14 – Lisa Stafford**  
Lisa presented Project 36479, 2019 Personal Benefits Statements, a community-wide project rescheduled for CY19 14. The tentative deadline for submitting agency specific requirements was December 19, 2018. The tentative CUAT dates are June 17, 2019 through July 5, 2019.
- **CUAT – Cheryl Carroll**  
A handout was provided for CUAT.  
CY19 CUAT Scheduled Release Dates were provided.  
Conducting CUAT for the following:

- Preparing to conduct CY19 PP11, Project 38501, WebTA 3.8.35 SP3, SP3.1 and RSO: May 7, 2019 – May 31, 2019
- Preparing to conduct CY19 PP12, Project 31554, USA Staffing DOJ (UT/EI): May 21, 2019 – June 4, 2019
- Preparing to conduct CY19 PP13, Schedule Release: June 4, 2019 – June 28, 2019
- Preparing to conduct CY19 PP13, Project 30799, CFTC Monster Integration: June 4, 2019 – June 28, 2019

Completed CUAT for the following testing initiatives:

- CY19 PP09 Project 37896, USDA WebTA 4.2.10 SP 9 April 9, 2019 – May 3, 2019
- CY19 PP09 Project 37738, Paycheck 8 Release 19.1.22.1 April 23, 2019 – May 3, 2019
- CY19 PP09 Project 32602, EmpowHR MRR for DOJ DEA April 9, 2019 – May 3, 2019

**Customer Comments** – There were no comments

**Closing Remarks – Keith Piner**

The next meeting is scheduled for August 7, 2019, 10:00 a.m. eastern time. An email will be issued approximately three weeks prior to the meeting requesting submission of any questions that you would like to discuss.