

SDC Steering Committee

September 7, 2011
1500 Jefferson Street
Olympia, Washington

Welcome/Introductions

Rob St. John, DSHS, welcomed the participants to the SDC Steering Committee meeting and provided an overview of the agenda topics.

The attendees included: Rob St. John, Co-Chair (DSHS/ISSD), Christy Ridout, Co-Chair (DIS), Mike Ricchio (DIS), Ron Seymour (DFI), Mike McVicker (ESD), Grant Rodeheaver (WSDOT), Bob Lanouette (LNI), Rich Campbell (HCA), Marcus Bailey (DOL), Cathy Munson (LSC), Bob Micielli (OCIO/DIS) and Dan Mercer (DIS)

Committee Charter Update

Rob St. John, DSHS, provided an update on the Charter Workgroup. Rob will review the current Charter, make edits, and send to the Workgroup by the end of this week. The Workgroup is scheduled to meet next week to start their review on the new charter. The draft charter will be an agenda item at the October 5, 2011 SDC meeting scheduled.

SDC Migration Project Charter

Dan Mercer, DIS, provided an overview of the draft SDC Migration Project Charter. The project includes the following: preparing and building out the State Data Center (SDC) facilities; physical security; operational procedures; implementing the core infrastructure; and migrating computer systems operating in OB-2 to the SDC. The physical migration of other agency data centers into the SDC will be a separate project, and will be coordinated with the Office of the CIO.

Heidi Brownell will be Senior Project Manager but this will not impact her current role as the Project Manager for the Shared Services Email project. A communication will be sent to the Shared Services Email committee.

Dan stated objective number 4, measure 7, and objective 7 will be removed and the revised draft charter will be sent to the Committee members. Feedback is due to Dan by Wednesday, September 14, 2011.

Cloud Services Procurement Overview

Dan Mercer, DIS, provided an overview of the Cloud Services Procurement. Laura Parma, DIS, will be working on the procurement while continuing her work on the Shared Services Email project.

The main objective of cloud services procurement is to move to the state's vision of utility computing. The Shared Services Hosting group's input and knowledge will be used as the requirements are developed.

TPI will be onsite on September 13, 2011 to assist with the business and technical requirements. By early to mid-November, the RFP will be posted and the procurement is scheduled to be completed by the end of 2011.

The charter for the private cloud is in progress. A high-level schedule will be sent to the committee members.

CTS Organizational Update

Mike Ricchio, DIS, provided an update on the Consolidated Technology Services (CTS) organization. The CTS organizational chart was posted internally and sent out to all CTS staff. DOP is scheduled to have the review of the proposed exemption positions completed in mid-September.

Mike noted that ninety percent of the work to create CTS has been completed so the agency can be up and running by the October 1, 2011 implementation date. Conversations are ongoing concerning the data center, rates, email, service catalog review, and funding.

Mike also stated that he would continue to provide updates at the Customer Advisory Board and the SDC Steering Committee to keep the lines of communication open with the IT community.

CTS Website and IT Transformation Update

A new CTS website will be live on October 1, 2011. The site will include minutes and handouts from the SDC Steering Committee meetings. The transformation information currently on the DIS website will be moved to the CTS site.

Action Items

- The Committee draft charter will be an agenda item at the October 5, 2011 SDC meeting.
- The revised SDC Migration draft charter will be sent to the Committee members. Feedback is due to Dan by Wednesday, September 14, 2011.
- Heidi Brownell will be Senior Project Manager for the SDC Migration but this will not impact her current role as the Project Manager for the Shared Services Email project. A communication will be sent to the Shared Services Email committee.
- The preliminary milestone schedule for the Cloud Procurement will be sent to the committee members.

Next Meeting

October 5, 2011
Conference Center Room 2208
1500 Jefferson Street
Olympia, WA