

PLAN OF ACTION & MILESTONES (POA&M) TELECONFERENCE

10/15/2003

1.0 DATE AND TIME.

Wednesday, 15 October 2003 @ 1515.

2.0 LOCATION.

Teleconference.

3.0 ATTENDEES.

- Schoolfield
- Henningsen
- Clements
- King
- Drennon

4.0 ADMINISTRATIVE NOTES.

None.

5.0 SCOPE OR PURPOSE.

The group's general objective was to reconcile the SLAM PMO schedule milestones with New Breed milestones.

6.0 AGENDA.

None.

7.0 DISCUSSION.

Schoolfield brought session to order. Some discussion ensued regarding the types of milestones that should be identified and tracked. Henningsen reported that New Breed has a detailed schedule for the initial 90 days of the project. Schoolfield identified that the recent CEMT POA&M (10-10-2003.mpp) was also available. Schoolfield reported that there may be some redundancy between the two schedules. All agreed to integrate critical milestones into a single project schedule so that any impacts/improvements could be communicated clearly and expeditiously to management.

During the conference, other items were discussed:

- a. Henningsen noted that initial process enclosures were similar to some of the work that New Breed was doing in preparation of their draft Supply Chain Management Plan (due 11/15/2003). Schoolfield clarified that the

work was not redundant, but complementary. Schoolfield stated that the work New Breed was doing referred to operations inside the CSF network and the work that the Hub was doing referred to the relationships between the CSF network, the CEMT, and the Marine Corps. The enclosures were planned to deliver information that Marines need to know about the CEMT and CSF Network and that the CSF Network need to know about the Marines, not necessarily all the information required to run the CSF network.

- b. Clements asked about the reality of the Hawaii Pilot in Jan 2004. Henningsen stated that initial capability (inventory visibility and initial issuance) was possible in that timeframe given facilities and trained personnel. Schoolfield identified that, while Hawaii was not the favored location due to geography, it was a good move to include MARFORPAC in initial activities to promote buy-in.

7.1 Meeting Adjourned.

The session adjourned at 1620.

8.0 ACTION ITEMS.

8.1 Draft preparation.

Henningsen and Clements will work together to prepare an 80% draft for group review. Henningsen plans to review representative schedules from past projects while Clements will use 10-10-2003.mpp to organize identified tasks into the newly defined segments. Schoolfield offered a session – location/date/time TBD – to step through the 80% draft in a detailed fashion. Henningsen/Clements agreed that it was a required step.

9.0 FUTURE PLANS.

The group resolved to break the next 15 months up into three distinct segments:

- (1) Definition (Sep 2003 – Dec 2003): the work products from this segment include, but are not limited to, appropriate Marine Corps communications and policy changes, documented business processes (CSF/CEMT, CEMT/USMC), completed facility assessments, etc.
- (2) Implementation (Jan 2004-Jul 2004): the work products from this segment include, but are not limited to, further Marine Corps communication/coordination, upfit of all CSF sites, collection of MARFOR NBCD inventory, and 'go-live' operation of the CSF network.
- (3) Assessment (Aug 2004-Dec 2004): the work products from this segment include, but are not limited to, a formal test period and operational assessment report.