TRANSMITTAL SLIP

DATE 28 Feb 86

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Dc/oc/imss -

ROOM NO.	BUILDING

REMARKS:

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ROOM NO.	BUILDING	EXTENSION

(47)

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28 February 1986

MEMORANDUM FOR THE RECORD:
25X1 FROM: [ ]
SUBJECT: CLAS Kickoff Meeting on 26 February 1986

25X1   1. [ ] chaired the meeting [ ] and the
Agency attendees included just about the same folks as attended
the earlier MSA Orientation (17 January 1986) with the
25X1 addition of [ ] as the policy advisor for the inventory
25X1 module. [ ] as the policy advisor for purchasing, and
25X1 [ ] as the policy advisor for accounts payable.
25X1 [ ] chief of IMSS and [ ] boss, was also in
attendance. On the MSA side, Bob Hunt, the head of the
Washington support office, was there in addition to Virgil
Bagdones, the integrator and senior coordinator for the Agency
contract, John Holmes, the chief support person for the
inventory control (which is included in the manufacturing
package that will do much of the integrating of purchasing and
accounts payable), and Ed Winkler, the chief support person for
the purchasing module. Vince Lopano, the accounts payable
manager was not there. Don Moen, the manager for TRW of the
site support for the test facility, was also in attendance with
two of his people who will work on the test under OIT direction.

     2. Bagdones emphasized the importance of doing a careful
environmental analysis, i.e. definition of what you want done,
without succumbing to "analysis paralysis". He also advised
that the Agency thoroughly familiarize itself with the MSA
packages and design their operations to utilize the MSA
functional capabilities most effectively and develop "hard
procedures" only after acquiring some experience in using the
packages even if this experience is gained only in a trial or
test situation. He indicated that the implementation
methodology guide would be of great value. He cautioned
against modifying MSA programs and repeatedly urged that policy
questions be addressed up front.

     3. Holmes also stressed that successful implementation was
dependent upon good planning by the customer. Hunt noted that
the Agency had negotiated an extended support agreement that
assured that MSA support people would be available to assist in
the further enhancement of capabilities as the system began to
be used more extensively in a real-world situation. In
25X1 response to [ ] comment that the Agency had spent some
four years in defining its procedures for purchasing and
inventory, Bagdones recommended that the present documentation
be revalidated because in his experience procedures often
changed substantially over such a span a time. He noted that

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the Agency processes needed to be mapped to MSA screens and reports but that a work flow diagram would probably be sufficiently detailed for this purpose. Hunt urged that the Applications Guides be studied closely.

4. In response to a question as to what the major pitfalls of implementing MSA software were likely to be, Bagdones said they included:
    a) failure to establish a steering committee to monitor the project and/or failure to have the project team report to the steering committee on a regular basis -- say monthly.
    b) making changes to the MSA programs in the process of tailoring the system.
    c) poor communications among people working on the project both laterally and vertically.

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5. ⬚ closed out the morning session by describing the TRW test environment. He introduced ⬚ who will assist him in the technical effort, and ⬚ who is from the corporate data base staff and is assigned for the duration of the test. It appears that the key Agency people will have access to the facility 24 hours a day, seven days a week. While the installation is unclassified for purposes of this test (hence its use for CLAS), badges will be required for access.
    6. An afternoon session was held but I was unable to attend.