



IPHIS

Newsletter August, 2011

United States
Department of
Agriculture

Animal and
Plant Health
Inspection
Service

Plant Protection
and Quarantine

IPHIS Change Control Process

Rebecca Bech, USDA PPQ Deputy Administrator, recently announced plans for continuing improvements to the Integrated Plant Health Information System (IPHIS) through the IPHIS Change Control Process. This process will address your challenges and suggestions, and in doing so enhance the value of IPHIS for all users.

Updated Charters

A revitalized Change Control Board (CCB), comprised of users from the field, regions and headquarters, will ensure your feedback is consistently and promptly documented, understood and considered by knowledgeable peers. IPHIS' Executive Steering Committee (ESC) is comprised of PPQ and Cooperator senior managers. The ESC will verify that these changes and enhancements meet our business requirements.

Together, these two groups will ensure that IPHIS meets your needs and is effectively managed and supported throughout the system's lifecycle.

Providing Feedback

To start, contact the eAPPS Help Desk at 888-272-3181 or eAPPShelp@3ht.com. Your input will be evaluated by CCB members who may contact you for further details and/or post the topic to IPHIS' Message Forum under the Change Control category for outreach with the entire IPHIS community. Findings from this review will be presented to the overall Board for discussion and prioritization with other requests. Once approved, cost estimates will be gathered and submitted to the ESC.

Tracking Feedback

When contacting the eAPPS Help Desk you will be given a ticket number; use this number to track your request. Every week the IPHIS Message Forum will be updated with the latest status of all requests from new issues to those already implemented. In the Forum's Change Control category you'll soon find a topic labeled Status, and within this topic you'll find a list of IPHIS requests that you can search by ticket number.

Use the IPHIS Message Forum to find other topics of interest. Within the Forum's Change Control category you'll find topics on specific issues and enhancements, so read what your peers have to say on the issues and weigh in at any time.

Over the last three months the CCB has reviewed and prioritized many comments. Of these, nineteen have been forwarded to the ESC for approval and 54 have been grouped into eight outreach topics awaiting review through the IPHIS Message Forum. New issues are added weekly and continually reviewed by the CCB.

The IPHIS Change Control Process is working hard to make sure IPHIS meets your needs!

The following is a list of IPHIS Executive Steering Committee and Change Control Board members. Please see the attached charters for the specific role and procedures of the these two groups.

IPHIS Executive Steering Committee Members

Sponsor	John Payne, HQ - BISSM
Co-Chairs	Osama El-Lissy, HQ - EDP Matt Royer, HQ - EDP
CPHST	Ron Sequeira
Regions	Carlos Martinez, Eastern Region Dave McNeal, Western Region
National Plant Board	Carol Holko, Eastern Plant Board Julie Van Meter, Central Plant Board
CCB Co-Chairs	TBD, IPHIS Business Systems Manager TBD, Eastern Region Data Manager Dave Kowalski, Western Region Data Manager

Along with these IPHIS Executive Steering Committee Members, several State Plant Health Directors will participating on a regular basis to ensure operational challenges are being sufficiently addressed by PPQ.

IPHIS Executive Steering Committee SPHD Members

Joel Bard, Arkansas
Michael Brown, Missouri
John Burch, Ohio
Paul Hornby, Florida
Craig Kellogg, Michigan
Stuart Kuehn, Texas
Jerald Levitt, Arizona
Patrick McPherrren, Colorado

IPHIS Change Control Board Members

Co-Chairs	TBD, IPHIS Business Systems Manager TBD, Eastern Region Data Manager Dave Kowalski, Western Region Data Manager
Field representatives	Claire Franklin, FL Kristy Stultz, IN Justin Wall, TX Mike Wallace, AZ
CPHST Headquarters	Richard Zink John Bowers Paul Chaloux
National Plant Board IT Project Manager Business Analyst	TBD Nancy Matthews Jeff Sanders

Stay Informed – PPO Stakeholder Registry

Upcoming IPHIS Newsletters and other messages will be published through the PPO Stakeholder Registry. To subscribe, please visit the PPO Stakeholder Registry at <https://public.govdelivery.com/accounts/USDAAPHIS/subscriber/new>. Check the IPHIS box within the Electronic Databases – System Status section of the registry.

IPHIS Executive Steering Committee (ESC) Charter

Role and Purpose of the IPHIS Executive Steering Committee

The purpose of the ESC is to provide guidance and direction regarding resources, priority of work to be performed, alignment of system and organizational challenges, and schedules for delivery under the IPHIS investment. The ESC will resolve issues prepared by the IPHIS Change Control Board and/or others to ensure the future direction of the IPHIS investment is sound and there are adequate resources available to deliver and manage the system.

The ESC is convened under the authority of the PPQ Leadership Team. John Payne, Assistant Deputy Administrator for Business Information System Strategy and Management, was appointed the Sponsor of IPHIS.

Printed Name: John H. Payne Date: Aug 3, 2011

Authority Signature: John H. Payne

General activities of the ESC include, but are not limited to:

- Review and approve the funding level to cover schedule and scope of IPHIS.
- Review and approve annually, long-term plans and future direction of IPHIS.
- Review, adjust as necessary, and approve changes summarized by the CCB.
- Develop and implement policies that could facilitate change or support the business mission through IPHIS.
- Provide management and leadership to personnel resources to align PPQ in ways that will facilitate more efficient use of business information. The ESC will bring leadership to resolve outstanding policy issues at appropriate levels of the organization.
- Emphasize and foster communication through dedicated communication specialists.

Members are expected to attend and participate in meetings and to make decisions affecting the future direction of the IPHIS investment, their respective unit, resources and/or job functions. Members include:

Role	Name
Sponsor	John Payne
Co-Chair, HQ – EDP	Osama El-Lissy
Co-Chair, HQ – EDP	Matt Royer
CPHST	Ron Sequiera
Western Region	Dave McNeal
Eastern Region	Carlos Martinez
CCB Co-Chairs	David Kowalski
National Plant Board	Julie Van Meter, Carol Holko

Other meeting attendees provide vital input to the process of managing a large system with diverse users. These attendees may include subject matter experts, State representatives, the contractor or developers, or others such as the National Information Technology Center. These invitees will be provided invitations when their participation is needed.

Operating Procedures/Administration for the ESC

Distributed leadership models will be used within the ESC. It is the responsibility of each member to bring issues to the attention of the appropriate group for resolution. It is the responsibility of the co-chairs of the CCB to coordinate agendas, presentations, and other materials to be reviewed. All materials are to be distributed with adequate time for review prior to any discussion.

Meetings may occur weekly or bi-weekly and shall be scheduled in advance and at a convenient time for all members to attend. Initially there will be a need for more frequent meetings. Conference calls and webinars will be scheduled for each meeting.

It is the responsibility of the IPHIS Leadership Team Sponsor to provide decision support to the IPHIS ESC. For decisions to be made and approvals to occur the IPHIS ESC will:

- Circulate an agenda prior to any meeting detailing all decisions to be made or any tasks seeking approval.
- Provide at least a quorum of $\frac{3}{4}$ group representation at any given meeting where decisions will be made or approvals will occur. Members not present will abide by any decisions made by the attending group.
- A consensus by the ESC will be needed to put any decision into place or for any approval to occur. This means that the group has not necessarily reached consensus in agreement for the decision but has reached consensus on the ability to support the decision.
- Communicate back to all group members through the meeting minutes any decisions that were made.
- The LT Sponsor and ESC chairs are responsible for ensuring that timely communication occurs with the appropriate levels of PPQ management to resolve issues or provide essential information.

IPHis Change Control Board (CCB) Charter

Role and Purpose of the IPHis CCB

The purpose of the CCB is to control IPHis within the parameters set by the ESC. In particular, the CCB will provide oversight for bug fixes as well as the addition of new functionality and ensure that new capabilities are fully integrated and use standard data structures and lists.

The CCB is convened under the authority of the PPQ Leadership Team. John Payne, Assistant Deputy Administrator for Business Information System Strategy and Management, was appointed the Sponsor of IPHis.

Printed Name: John H. Payne Date: Aug 2, 2011

Authority Signature: John H. Payne

General activities of the CCB include, but are not limited to:

- Evaluate and document business related needs to facilitate better or more efficient use of IPHis. Action may be directly taken by CCB members or items may be prioritized and presented to the IPHis ESC for discussion and action.
- Evaluate, document, review, and summarize for ESC decision all enhancements to existing system functionality. This may, or may not, include coordination of requirement documentation.
- Evaluate, document, review, and summarize for ESC decision all bugs or changes to existing system functionality that impact schedule and/or cost.
- Provide business analysis and further documentation of requested changes.
- Facilitate immediate resolution for bugs or changes to existing system functionality that have no impact on schedule and/or cost but enhance use of IPHis.
- Coordinate support materials including, but not limited to, training guides, implementation plans, guidance documents, and informational websites.
- Administer web based solutions to enhance continuous communication to IPHis stakeholders regarding priorities, status updates, and management discussions.
- Emphasize, foster, and coordinate communication through dedicated communication specialists.
- Act as ambassadors or organizational leaders for the IPHis project to all levels of employees.
- Membership will be reviewed periodically to provide opportunity for others to reside and gain experience in change management.

Members are expected to attend and participate in meetings and to make decisions affecting the future direction of IPHis, their respective unit, resources and/or job functions. Members include:

Role	Name
Co-Chair, HQ	IPHis BSM (David Kowalski)
Co-Chair, WRO	Jeffrey Marker

Co-Chair, ERO	Brad Jones
IT Project Manager	Nancy Matthews
Business Analyst	Jeff Sanders
CPHST	Richard Zink
Headquarters	John Bowers
Field Representative – TX	Justin Wall
Field Representative – AZ	Mike Wallace
Field Representative – FL	Claire Franklin
Field Representative – IN	Kristy Stultz
National Plant Board Liaison	<To Be Determined>

Other meeting attendees provide vital input to the process of managing a large system with diverse users. These attendees may include subject matter experts, State representatives, the contractor or developers, or others such as the National Information Technology Center. These invitees will be provided invitations when their participation is needed.

Operating Procedures/Administration for the ESC

Distributed leadership models will be used within the CCB. It is the responsibility of each member to bring issues to the attention of the appropriate group for resolution. It is the responsibility of the co-chairs of the CCB to coordinate agendas, presentations, and other materials to be reviewed. All materials are to be distributed with adequate time for review prior to any discussion.

Meetings will occur weekly and shall be scheduled in advance at regular and convenient times for all members to attend. Initially there will be a need for more frequent meetings. Conference calls and webinars will be scheduled for each meeting.

It is the responsibility of the IPHIS ESC to provide decision support to the IPHIS CCB. For decisions to be made and approvals to occur the IPHIS CCB will:

- Circulate an agenda prior to any meeting detailing all decisions to be made or any tasks seeking approval.
- Provide at least a quorum of ¾ group representation at any given meeting where decisions will be made or approvals will occur. Members not present will abide by any decisions made by the attending group.
- A consensus by the CCB will be needed to put any decision into place or for any approval to occur. This means that the group has not necessarily reached consensus in agreement for the decision but has reached consensus on the ability to support the decision.
- Communicate back to all group members through the meeting minutes any decisions that were made.