

**Isuite Planning Meeting
10/15-16/01**

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Attendees

Jeff Park—FS—R6
Sheri Elliott—FS—R5
Nora Holmquist—FS—R6
Ginny Vinson—FS—R5
Donna Tate—FS—R5
James Whiteside—FS—R5
Greg Sinnett—DNR--WA
Keith Smith—DNR--WA

Project Goals For FY2002

1. Software development.

- IAP functionality.
- Provide a robust and stable database environment.
- System analyst review of application relationships, etc.
- Prioritize and complete software enhancement and bug fixes.
- Increase functionality

2. Distribution/Training/Marketing

- Continue to establish user and team acceptance.
- Training and application marketing.

3. Update Project Framework

- Relationships to NWCG, National Offices, etc.
- Designate Project manager
- Application development

4. Update Helpdesk Framework

5. Continue building relationships with all NWCG organizations

Isuite Application Development

1. Database Stability & Structure

- Assign task of reviewing database structure to a workgroup.

2. Database Engine

- Review and test options for conversion to a more stable product including:
 - MSDE
 - My SQL
 - PostGres

- Access 2002
- Stay with current
- SQLAnywhere

3. Requested Bugs/Enhancements

- **Each project leader to evaluate and prioritize responses.**
- **Key Enhancements**
 - Multi Incident posting in ITS
 - Strike Teams
 - Development of IAP module.
 - Database stability
 - ITS interface

4. Reports

- Evaluate reporting tools

Project Management

1. Project Manager Role

- Barb Bonefeld and Sheri Elliott (Region 5) to handle the Project Manager Role as a Project Lead and deputy lead.

2. Individual Application Project Management

- Confirm Ginny's role as IRSS project lead.
- Donna to assume a deputy lead role in ITS behind Sheri.
- No changes in ICARS project lead role.

Distribution

1. Installation

- Complete Maintenance Pack process.
- Build Smart Install process.
- Stick with quarterly release schedule.
- Include ITS and ICARS patch, plus any other updates in November release.

2. CD Distribution

- Obtain CDs distributed to Cache's this year that weren't used
 - Define FY '02 CD distribution process
 - Regional Fire IRM contacts

Hardware

1. *Network and PC*

- Develop hardware recommendations for the following items.
 - Windows 2000 issues including admin access, 10-user file sharing limit and paging size.
- Networking—go wired unless the situation dictates going wireless (initial setup, etc.).
- Capture all 2001 technical experience into a document. This will include networking, setup, etc.
- Recommend each region get an EERA with a vendor for laptops, switches, printers, etc.
- Recommend putting the Incident image on all laptops prior to distribution.

2. *Barcoding*

- Coordinate implementation of printing bar codes on Forest Service RedCard System.
- Follow up on Qualls system (IQCS) for DOI

Funding

- Verify funding sources for FY2001 and look for additional funding as needed.

Web Site

- Link to separate linked pages for IRSS/ITS/ICARS.
- Look at Regional alternatives for webmaster.

Help Desk/Support

- Look at all alternatives for the helpdesk function in 2002 including
 - ROSS
 - Regional helpdesks
 - Three helpdesk lines—one for each app.
 - One central line for call tracking and forwarding.
 - Better use of the website as a helpdesk tool.
- Designate Regional (geographical) Champion as primary focal point.
- Determine FY 01 application utilization

Documentation

1. *General Information*

- Develop self-subscribing mail list for distribution of information on website
 - CTSP
 - Isuite Users

2. Application

- Quick Reference Guides
 - IRSS
- Networking/Hardware
- “How to Play in the Same Sandbox”
- Incident Mgt Team – Isuite Planning Guide

Training

- Sense from Regions what training they want for Isuite.
- Develop training plan after input from Gina.
- Use of Web for training.

ROSS

- Continue contact with ROSS personnel with goal of shared database information.