

FINANCIAL MANAGEMENT IMPROVEMENT PROGRAM (FMIP)
MINUTES – February 26, 2002

Attendees: Program Analysts, Administrative Officers
Recorder: Mary Granese
Location: ACT-1 Conference Room
Start: 1:30 PM

Attendees: Kathy Fleming, Pat Lui, Mary Storoz, Charlie Bilardo, Karen Rivera, Jim Hogan, Jean McNeil, Sandy Herbert, Jean Druce, Mike Chappine, Larry Barts, Connie Moran, Michael King, Pat Brown, Alex Storoz, Mary Ann Reynolds, Tina Dilanni, Diane Burgan, Brenda Martello, Nora Taylor, Karen Jost, Claudia Gardner, Christine Karovic, Arlene Smith, Ann Dunphy, Carol Bralski, Biafra Carrington-Smith, Donna Turner, Cyndi Flournoy, Kim VanDongen, Mary Shields, Lynn Jones, Kathy Henuset, Donna Elbertson, Lois Greis, Michael Bralski

Opening Remarks / Delphi Update– Joe Martirone

Delphi (new financial system to replace DAFIS) is scheduled to begin on November 5, 2002. For the financial community at the Technical Center, life as we presently know it, will end on October 5, 2002 (day when DAFIS is scheduled to go down forever). The Delphi Team will be holding Conference Room Pilots (CRP) here at the Tech Center. These sessions will identify areas requiring changes made by the financial community in their present practices. Beginning at the end of September 2002, train the trainer sessions will begin and last until the end of October 2002.

Implementation of Prizm – Joe Martirone

Prizm is a web based purchase order system. It will replace ACQUIRE. Its implementation date is November 6, 2002. Training for Prizm will precede implementation. Lisa will update as news develops.

Cost Accounting System (CAS) Implementation Timeline – Charlie Bilardo (Handout)

Charlie encouraged the attendees to periodically look at the website to see the progress of the implementation team. The website address is http://172.27.70.71/ARA_comm2/aracomm2.asp

Quality Assurance System (QAR) Roles & Responsibilities – Charlie Bilardo (Handout)

Quality Assurance Representative (QAR) Training is scheduled for June 25 and 26 with a makeup date session on June 27. This should be a 6 hour class held here at the Technical Center. The employee training dates are scheduled for July 2, 3, and 9 thru 11. The employee makeup date is July 12. This training session should be 3 hours with 27 training session all total to be offered to employees. The employee makeup sessions will consist of 3 to 4 makeup sessions.

Budget Update – Jim Hogan

The SLT approved the initial strawman about two weeks ago. **ACTION:** If you can't live with that number let budget know right away.

FY 2004 ARA Operations Budget – Mary Ann Reynolds

FY 2004 R,E&D Transfer to F&E – Michael King

F&E (282A) Recission Status – Karen Rivera

ODF – Larry Barts

ACTION: The open document review (ODF) is due to Larry Thursday, February 28.
The next ODF is August.

Closing out Credit Card Accruals – Mike Bralski

ACTION: Email any other adjustments that need to be made in the credit card system to Mike. All other adjustments (about 700) will be completed by February 28.

Accounting Update– Mike Chappine

We have three new employees in Accounting. Karl Fischer and Ginny Kisby will be working on contracts. Anila Pastakia will be supporting the travel help desk. Another employee will be joining Anila supporting the travel team.

NEXT MEETING: - April 23, 2002; 1:30 p.m.;
ACT-1 CONFERENCE ROOM.