

**AWIPS Configuration Control Board (AWCCB)
Meeting Minutes**

April 26, 2007

Attendees:

Chuck Piercy	Tim Hopkins	Jon Roe
Neal Dipasquale	Ken Davidson	Jim Lane
Martin Baron	Olga Brown Leigh	Susan Reiley

RCs REVIEWED AND THEIR NEW STATUS:

10,407 – Withdrawn, new version submitted this morning

10,640 – Approved

10,641 – Approved

10,648 – On HOLD, Tim Hopkins requested extension granted until May 3, 2007

10,578 – Conditionally approved, see Attachment A for a list of conditions

10,590 – On HOLD, waiting rewrite from OST, due date May 24, 2007

10,612 R1 – Waiting approval from Dan Starosta

Old Business:

N/A

Attachment A
Criteria for Completion of AWIPS RC # 10,578

NOAANet Corrective Action Schedule Plan

Action Item	Description	POC	Deliverable	Target Date	Status
Actions taken from AWIPS/MPLS Management Meeting:					
1	SEC Analysis generate and submit an AWIPS RC capture new AWIPS Requirement for approval: AWIPS requires that during routine maintenance activities on the MPLS edge routers, no operational downtime and no degradation to the operational WAN performance will occur, at the affected site(s).	O.Brown-Leigh	AWIPS RC#SEC_A100878	Submit initial RC no later than 4/6/2007	Done
2	OCIO plan to conduct an Independent Study of the NOAANet System vs. Sonet/Ring Technology, by a 3rd party.	Phil Cragg	Independent Verification and Validation of NOAANet design by an outside expert	Final deliverable due 4/30/07	SOW and IGE created. Package is In procurement
3	Conduct a successful Critical Design Review (CDR) of the AWIPS MPLS WAN that meet the new AWIPS requirements, no later than April 15, 2007.	Phil Cragg	NOAANet CDR	Scheduled for 4/13/07	Done
4	Redundant WAN communications equipment for ANCF, BNCF, and other critical sites;	Phil Cragg	Hot standby routers deployed at all RFCs, ANCF, BNCF. Completely diverse network service for ANCF/BNCF	Final deliverable due 6/30/07	Covered in 12
5	7x24 NOAANet Operations Center (NOC) support including appropriate staffing, and monitoring and control capabilities;	TOC (CIO14/CIO 12)	NOAANet NOC achieves IOC	5/31//07	On schedule
6	Documented policy and procedures, configuration management processes and troubleshooting guidelines (published, maintained, and provided and/or to all NOAANet partners/clients).	Phil Cragg	Finalized NOAANet Operational Procedures to be completed by NOC IOC 5/31/07	Date, detailed document list and status to be provided at 4/13/07 CDR. Final deliverable due 5/31/07	On schedule
7	Operating and Service level Agreements (OLA/SLA) must be completed and approved to ensure proper coordination and handoff of issues, and to ensure problems can be resolved quickly between NCF, CIO and Sprint.	Phil Cragg	Memorandum of Agreement including escalation procedures, and contact lists	First draft provided to AWIPS NLT 4/13/07	Submitted to AWIPS 4/10/07
8	Service Level Management Plan and Change Management Procedures must be defined and agreed upon prior to deployment of the new MPLS WAN.	Phil Cragg	Addressed by Action Item 6 & 7	Date to be provided at 4/13/07 CDR. Final deliverable due 7/31/07	On schedule
9	Procedures and performance metrics for problem reporting, tracking, resolution, and management reporting must also be agreed upon prior to deployment.	Phil Cragg	Standard set of reports as specified in the NOAANet SLA that document network performance and problem response and resolution	No Later Than IOC 5/31/07	On schedule
10	A "gate" meeting (i.e. Readiness Review) be established in the MPLS implementation project to review and approve these various agreements and procedures prior to "go live" of the new MPLS WAN.	Phil Cragg/Olga Brown-Leigh	Readiness Review	Date to be provided at 4/13/07 CDR. Conduct "gate" by 7/31/07	Ongoing
11	CIO will develop and fully document standard operating procedure (SOP) for planned maintenance outages and unplanned outages at AWIPS sites. The proposed SOP is to be submitted to the AWIPS Change Control Board (CCB) for approval.	Phil Cragg	Standard Operating Procedures (SOP)	Date to be provided at 4/13/07 CDR. Final deliverable due 5/31/07	Addressed above in redesign, MOA, SLA, notification and escalation procedures.6,7,and 12
12	CIO will redesign the proposed MPLS network to meet the new AWIPS requirements, including the implementation of a redundant router and circuit at the AWIPS NCF.	Phil Cragg	Hot standby routers deployed at all RFCs, ANCF, BNCF. Completely diverse network service for ANCF/BNCF	Present redesign at 4/13 CDR. Final deliverable due 6/30/07	On schedule
13	NCF/Raytheon and CIO work to complete the FMKs, including the cable labels.	Raytheon/Jami Casamento	Final FMK for AWIPS NOAANet rollout	Final deliverable due 7/31/07	Draft labeling matrix submitted to AWIPS
14	The OAT Team will field test(s) the Mod Notes and FMKs at one WFO and one National Center (NC), at a minimum, prior to national deployment.	Ken Stricklett	OAT completed in conjunction with Action Item 15	OAT to be conducted by 8/31/07	Ongoing

NOAANet Corrective Action Schedule Plan

Action Item	Description	POC	Deliverable	Target Date	Status
Actions taken from AWIPS/MPLS Management Meeting:					
15	The OAT Team will test the proposed SOP for fail-over due to an unplanned outage, fail-back during the recovery from an unplanned outage, and a planned maintenance outage. These tests are to be conducted at the AWIPS NCF, a WFO site, and a RFC site. Please note, these tests may be coordinated with the planned rollout of the AWIPS MPLS WAN.	Ken Stricklett	OAT plan and subsequent OAT to be conducted at the start of the AWIPS rollout (Pre-Deployment)	Plan to be completed and coordinated in parallel with AWIPS NOAANet implementation plan. OAT to be conducted by 8/31/07	Ongoing
Carry over actions from the 2/15 AWIPS Post-Pilot Review:					
16	Ensure that the TCP SYN check feature is explicitly tested for use in the AWIPS communications network after the transition to SMTP (RTS).	Raytheon	Conduct testing during Alpha & Beta	April/May 2007 timeframe	Ongoing
17	Develop a contingency plan to ensure the continuity of PAMS data in the event that the backup NCF is activated (NCF, Randy Chambers, et al.).	Randy Chambers/NCF	Tested and Verified PAMS data flow at BNCF March 2007	3/30/2007	Completed - Verfield w/ OAT Team
18	OCIO (Phil Cragg) to develop and provide the NOAANet Postmortem Report to OST and SEC Analysis Branch (Olga Brown-Leigh).	Phil Cragg	OCIO Postmortem	3/20/2007	Completed on 3/19/07
19	OCIO (Phil Cragg) to develop and provide the NOAANet's Test Plan and provide Sprint's Test Plan to OST and SEC Analysis Branch (Olga Brown-Leigh). The Test Plans need to include/highlight untested roll back capability.	Phil Cragg	NOAANet Test Plan & Sprint Test Plan	Final deliverable due 5/31/07	On schedule
20	OCIO (Phil Cragg) to develop and provide the NOAANet's Standard Operating Procedure (SOP) that identifies the roles and responsibilities of all parties to OST and SEC Analysis Branch (Olga Brown-Leigh). The SOP should include an escalation process and communications plan for informing NOAANet customers (i.e. AWIPS Program).	Phil Cragg	Standard Operating Procedures (SOP)	Date to be provided at 4/13/07 CDR. Final deliverable due 5/31/07	Addressed above in redesign, MOA, SLA, notification and escalation procedures. 6,7, and 12
Carry over actions from the 4/13 NOAANet CDR Review:					
21	OCIO (Phil Cragg) to schedule a Technical Interchange Meeting with ITSO to discuss removal of the Open Campus network connectivity between the TCN to NOAANet.	Phil Cragg	TIM Meeting and proposed design solution	Final deliverable due 6/30/07	On schedule
22	OCIO convene user requirements forum in regards to site bandwidth requirements and Internet access within two weeks of CDR. (CIO, Regions, AWIPS, ROC, NCEP, NESDIS)	Phil Cragg	NOAANet User Requirement Forum	Final deliverable due 4/30/07	On schedule
23	OCIO and SEC Analysis review HW Replacement for 27 sites "Next Business Day" -- Meet 4 hour rule	Phil Cragg/Olga Brown-Leigh	TIM Meeting and proposed solution	Final deliverable due 5/31/07	Meeting schedule for 4/24/07
24	OCIO (Phil Cragg) Define "High" and "Low" Impacts in coordination with SEC Analysis/Raytheon's template within O&M Operational Procedures \ Escalation Procedures	Phil Cragg/Olga Brown-Leigh	Finalized NOAANet Operational Procedures to be completed by NOC IOC 5/31/07	Final deliverable due 5/31/07	On schedule
25	OCIO conduct OAT Readiness Review prior to OAT resumption and schedule Deployment Readiness Review prior to deployment.	Phil Cragg/Olga Brown-Leigh	Readiness Review	Date to be provided at 4/13/07 CDR. Conduct "gate" by 7/31/07	Ongoing
26	OCIO estimate potential downtime due to CE Router Maintenance (OS upgrades, patches, etc...)	Phil Cragg	Technical Interchange Meeting	Final deliverable due 6/30/07	On schedule
27	OCIO augment all WFO circuit capacities by 1 T1.	Phil Cragg	Technical Interchange Meeting and proposed solution	Final deliverable due 6/30/07	On schedule
28	OCIO elevate the Security Categorization of NOAANet from Moderate to High.	Phil Cragg	Capture during NOAANet Certification & Accreditation (C&A)	Final deliverable due 4/30/07	On schedule