

**Information & Resource Management Technical and Programmatic Training Meeting  
Kansas City, MO  
May 3-5, 2011**

**Agenda  
Monday, May 2, 2011**

**8:30 – 5:00**

**SIMWG Steering Committee**

**Robin Richardson (OSWER), Paul Leonard (R3)**

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**Agenda  
Tuesday, May 3, 2011**

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| <b>IMC/BC/RM/SA/DS/Web Plenary Session</b>  |  |
| <p><b>9:00 – 9:45 Introduction/Welcome</b>     <b>Cecilia Tapia, Superfund Division Director – R7, Robin Richardson (OSWER)</b><br/> <b>9:45 – 10:50 Budget State of the State</b>     <b>Art Flaks (OSRTI), Alice Ludington (OSRE), Josh Woodyard (OEM), Brendan Roache (FFRRO)</b></p> <p><u>Purpose:</u>     Inform the group on the status of the FY11 and FY12 budget and potential program impacts<br/> <u>Description:</u>     Each Program Presenter will review their resource picture highlighting specific program challenges and resulting possible impacts<br/> <u>Outcome:</u>     The group has a common understanding of the resource picture moving forward</p>  |  |
| <b>10:50 – 11:00     Break</b>  |  |
| <p><b>11:00 – 12:00 OEI Update and Questions/Answers</b>     <b>Maja Lee</b></p> <p><u>Purpose:</u>     Inform the group of government and Agency-wide IT initiatives that will impact the Superfund Program<br/> <u>Description:</u>     Provide overview of recent OMB guidance, directions and requirements on emerging technologies and the Agency's plans for implementation<br/> <u>Outcome:</u>     Ensure common understanding of Agency direction on information management and systems development</p>  |  |
| <b>12:00 – 1:00     LUNCH</b>   |  |
| <p style="text-align: center;"><b>BC/IMC/SA/DS Session</b></p> <p><b>1:00 – 1:30 Data Quality Tools</b>     <b>Randy Hippen</b></p> <p><u>Purpose:</u>     Provide understanding of Site Assessment reporting and tracking tools<br/> <u>Description:</u><br/> <u>Outcome:</u></p> <p><b>1:30 – 2:00 Collaborative Tools</b>     <b>Renee Hamilton</b></p> <p><u>Purpose:</u>     Educate and get feedback on types of collaboration tools available to update and edit documents<br/> <u>Description:</u>     Provide training on different tools to gather feedback on their functionality<br/> <u>Outcome:</u>     Recommendation on preferred tool</p> <p><b>2:00 – 2:30 Reports/Measures</b>     <b>Trish Gowland</b></p> <p><u>Purpose:</u>     Inform group of report needs collected to date and planned approach for future reporting<br/> <u>Description:</u>     Share information collection approach and results and ideas for future reporting<br/> <u>Outcome:</u>     Establish common understanding of high priority reports and measures and receive feedback to inform future report development</p> | <p style="text-align: center;"><b>RM Session</b></p> <p><b>1:00 – 2:30 Records Management Session</b>     <b>Bill Bushee (OSRTI)</b></p> <p><u>Purpose:</u>     Educate the group and establish a comprehensive list of Records Management Issues and challenges<br/> <u>Description:</u>     Review outstanding Records Management issues and develop approach for resolving them<br/> <u>Outcome:</u>     A consensus on priority topics, identify issue leads, and next steps</p> |
| <b>2:30 – 2:45     Break</b>  |  |
| <b>IMC/BC/RM/SA/DS/Web Plenary Session</b>  |  |
| <p><b>2:45 - 3:15     FFRRO</b>     <b>Brendan Roache</b></p> <p><u>Purpose:</u>     Inform group of current FFRRO initiatives<br/> <u>Description:</u>     Review current guidance<br/> <u>Outcome:</u>     Establish common understanding of efforts and programmatic impacts within the Federal Facility program</p>   |  |

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**3:15 – 4:00 OneEPA, SF Web - Special Project Richard Hammond**

**Purpose:** Update the group on the Agency's One EPA Web effort and the programmatic impact of SF's status as the Agency's first "Special Projects"

**Description:** Review Agency guidance and direction, revised SF National Site Profile template and general approach forward

**Outcome:** Collect feedback and establish network to address these efforts

**4:00 – 4:45 eFOIA/Discovery Steve Wyman, ORC – Rgs 5&7**

**Purpose:** Educate the participants on the Agency's new initiatives which impact SF practices

**Description:** Review new directives and discuss business processes and potential impacts

**Outcome:** Enhanced understanding of Agency requirements and future training needs to ensure proper programmatic implementation

**4:45 – 5:00 Workgroup Report Out & Next Steps**

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**Agenda**  
**Wednesday, May 4, 2011**

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| <b>IMC/BC/RM/SA/DS/Web Plenary Session</b>  |   |  |
| <b>8:45 - 9:00</b>  | <b>Introduction into the Day</b>  | <b>Robin Richardson</b>  |
| <b>9:00 - 9:45</b>  | <b>SEMS Status</b>  | <b>Steve Wyman</b>   |
| <u>Purpose:</u> Provide overview of SEMS development progress and future deployments  |   |  |
| <u>Description:</u> Review project schedule and system architecture   |   |  |
| <u>Outcome:</u> General understanding of SEMS development and deployment approach   |   |  |
| <b>9:45 - 10:30 Demonstration/Training on SEMS Tools</b> <b>Joshua Woodyard, Steve Wyman</b>  |   |  |
| <u>Purpose:</u> Demonstrate and train user community on SEMS Sandbox  |   |  |
| <u>Description:</u> Online review of SEMS capabilities to collect feedback for continuous system improvement and answer questions                                 |   |  |
| <u>Outcome:</u> Increase regional use of SEMS Sandbox to build capability for user acceptance testing   |   |  |
| <b>10:30 – 10:45 BREAK</b>  |   |  |
| <b>10:45 – 12:00 BUG Update (Templates)</b> <b>Gene Gunn (R7), Steve Wyman</b>  |   |  |
| <u>Purpose:</u> Provide overview of SEMS development progress and future deployments with the COTS tool, Primavera  |   |  |
| <u>Description:</u> Review project schedule and system architecture   |   |  |
| <u>Outcome:</u> General understanding of SEMS development and deployment approach   |   |  |
| <b>SEMS Change Management</b> <b>Steve Wyman</b>  |   |  |
| <u>Purpose:</u> Provide overview of SEMS development progress and future deployments  |   |  |
| <u>Description:</u> Review project schedule and system architecture   |   |  |
| <u>Outcome:</u> General understanding of SEMS development and deployment approach   |   |  |
| <b>Q&amp;A Session</b>  |   |  |
| <b>12:00 – 1:00 LUNCH</b>   |   |  |
| <b>IMC/BC/RM/SA/DS/Web Plenary Session, Cont.</b>   |   |  |
| <b>1:00 – 2:00 SEMS Wrap-Up</b> <b>Steve Wyman</b>  |   |  |
| <b>BC Session</b>   | <b>IMC/SA/DS Session</b>  | <b>RM Session</b>  |
| <b>2:00 – 3:00 State/SF Cost Share</b> <b>Alan Youkeles</b>   | <b>2:00- 3:00 Round Robin Discussions</b><br>– <b>Releases, Data Entry,</b><br><b>Time Line</b> | <b>2:00 – 3:00 Workgroup Sessions</b>  |
| <u>Purpose:</u> Disseminate information on a variety of issues associated with managing programmatic and financial aspects of Superfund state cost share          |   | <u>Purpose:</u> Further define high priority issue or challenge  |
| <u>Description:</u> Review OCFO draft guidance; develop consolidated regional comments; feedback on possible SSC module in SEMS; discuss cost share credit issues |   | <u>Description:</u> Educate and discuss issue and scope effort   |
| <u>Outcome:</u> Revitalize interest in financial and programmatic aspects of SSC management   |   | <u>Outcome:</u> Identify possible solutions (e.g., training, guidance, tools) and develop plan forward |
| <b>3:00 – 3:15 BREAK</b>  |   |  |

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| <b>BC Session</b>  | <b>IMC/SA/DS Session</b>   | <b>RM Session</b>  |
| <p><b>3:15 – 4:00 Special Accounts</b><br/><b>Tracey Stewart/Alan Youkeles</b><br/><u>Purpose:</u> Update the regions on recent special account initiatives and provide training/discussion on how to identify costs eligible for reclassification.<br/><u>Description:</u> Discuss and review draft guidance and share best practices in the regions; review FDW inquiries to identify costs<br/><u>Outcome:</u> Enhanced understanding of the implementation of CERCLIS planning and reclassification of Special Account resources</p> | <p><b>3:15 – 4:45 Round Robin</b><br/><b>Discussions Con't</b></p>   | <p><b>3:15 - 4:00 Workgroup Sessions</b><br/><u>Purpose:</u> Further define high priority issue or challenge<br/><u>Description:</u> Educate and discuss issue and scope effort<br/><u>Outcome:</u> Identify possible solutions (e.g., training, guidance, tools) and develop plan forward</p> |
| <b>BC Session</b>  | <b>IMC/DS Session</b>  | <b>RM Session</b>  |
| <p><b>4:00 – 4:45 COMPASS Alan Youkeles</b><br/><u>Purpose:</u> Educate BC community on potential impacts of the Agency's proposed implementation of its new financial management system, COMPASS and identify regional concerns<br/><u>Description:</u> Review and discuss current Agency plans<br/><u>Outcome:</u> Enhanced understanding of the implementation of COMPASS, its impact on the program and compilation of concerns</p>  | <p><b>4:00 – 4:45 Security Training (SAs Only) Trish Gowland</b></p> | <p><b>4:00 – 4:45 Workgroup Sessions</b><br/><u>Purpose:</u> Further define high priority issue or challenge<br/><u>Description:</u> Educate and discuss issue and scope effort<br/><u>Outcome:</u> Identify possible solutions (e.g., training, guidance, tools) and develop plan forward</p> |
| <b>4:45 – 5:00 Workgroup Report Out &amp; Next Steps</b>   |  |  |

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**Thursday, May 5, 2011**

**IMC/BC/RM/SA/DS/Web Plenary Session**

**8:30 – 9:30      SEMS Communication Plan                      Paul Leonard, Cheryl Upton**

Purpose:      Provide overview of SEMS development progress and future deployments

Description: Review project schedule and system architecture

Outcome:    Feedback on how best to engage and maintain momentum for each group

**10:00 – 11:30      Group Report Out                                      IMC Lead, BC Lead, RM Lead, SA Lead, DS Lead)**

Purpose:      Provide overview of SEMS development progress and future deployments

Description: Review project schedule and system architecture

Outcome:    General understanding of SEMS development and deployment approach

**11:30 – 12:00      Summary Recap, Next Steps                      Robin Richardson**