Legislative I/T Environment: Status and Initial Assessment

Edition #3

Updated as of
Wednesday, February 15, 2012

Prepared By: Jim Miller, LCITO With Input From
Alan Weis, Director of Applications Services and
Terri Clark, Director of Technical Services

Edition	Updated as of:	Provided to:		Edition	Updated	Provided to:
# 1	01/13/2012	JCIT on 01/19/2012				
# 2	01/27/2012	Government Efficiency Comm. on 01/30/2012				
# 3	02/15/2012	JCIT on 02/15/2012 – Status Only				

Attachment 1
JCIT 2-16-12

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Status: Current Situation

a. Overview

As we approach the end of week six of the 2012 Session, the process of managing the work item queue is stabilizing as the participants in the process adapt to the structure and familiarity of a standardized process for adding work items to the queue, prioritizing work items and re-prioritizing as the situation changes, assigning actions and follow up tasks, and conducting daily progress checks. This overall process is anchored by daily scrum[1] meetings led by Alan Weis (Director of Applications Services) and weekly KLISS Leadership meetings.

The management process has also evolved in its ability to deal with the "crisis of the moment" such that a "crisis" is now viewed as a critical problem that needs to be addressed with a focused sense of urgency while leveraging a deliberate, coordinated, workman-like style and avoiding the chaos of "drop everything, the sky-is-falling" approaches to dealing with the occasional critical problem. It should be noted that much of this improvement in our management processes and the improving state of legislative systems is the result of the detailed involvement, leadership, and support provided by the Revisor of Statutes, the Chief Clerk of the House, and the Secretary of the Senate with each of these individuals playing essential roles as members of the KLISS Leadership Team.

Status: Current Situation

b. Legislative Applications

In the Legislative Applications space (KLISS[2], IRC[3], Sliq-Scribe Pilot[4]) current status is a mix of positives and negatives with the overall trend moving in the positive direction.

KLISS: We continue to resolve existing issues with KLISS at a productive and responsive pace so as to enable the effective and efficient business processes of the Legislature. It should be noted that, as these existing issues are resolved and kinks are worked out of the system's flow, the legislative user community continues to learn how to better leverage the functionality of KLISS and concurrently develops a better understanding of the system's quirks and limitations. To the extent that these quirks and limitations are viewed as important by the KLISS Leadership Team and not addressable in "quick fix" mode during the Session, these work items are forming the post-Session project portfolio (with the appropriate level of additional scrubbing, definition, and prioritization).

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[1] A bit of history for those who are interested and, like me, know nothing about rugby: Scrum is a form of agile project management. Scrum's origins date back to 1986 when Hirotaka Takeuchi and Ikujiro Nonaka described a new tactic that would increase speed and flexibility and the cost of design and quality, based on case studies from manufacturing firms. They called this the *holistic or rugby approach*, as the whole process is performed by one cross-functional group across multiple overlapping phases, where the group "tries to go the distance as a unit, passing the ball back and forth" hence the word *scrum* which, in rugby, refers to the manner of restarting the game after a minor infraction.

[2] KLISS – Kansas Legislative Information System and Services

[3] IRC – International Role Call - system used to manage voting process in Senate and House and also displays voting information in the House. This system is integrated with KLISS (calendar items passed to IRC, voting info passed back to KLISS).

[4] Sliq-Scribe Pilot often referred to as Sliq is the system used by Committee Assistants and Research to organize calendars, minutes, and testimony and will eventually enable inclusion of video. This system is not yet integrated with KLISS and work is currently underway with vendor to define integration requirements.

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The process we have implemented for managing the KLISS workload is based on a "Work Item Log" structure - this is a comprehensive, consolidated list of open KLISS issues and requirements from across all Legislative functions/divisions and provides key information about each issue including narrative description, status chronology, priority, ownership, and task accountability. An updated working copy of application work items is attached to hardcopy of this document as **Exhibit A. Application Work Item Status Log** (sorted by Work Item Priority). Digital copies are also available as a MS-Excel workbook.

Near-term the challenge for the KLISS Leadership Team and members of the Division staffs is to continue recent progress in collectively developing the additional structure and discipline required to shift from the historic management habits (including combinations of ineffective attributes such as crisis-driven, reactive, open-loop, non-communicative, high-friction interaction, personal programmer silos, ...).

Extending recent progress, the functionality and performance of the KLISS web applications (both internal, ILI, and external, ELI) continues to improve. Recent improvements in the sites include the ability to link to the maps related to redistricting bills.

IRC: Several critical integration issues between KLISS and IRC were resolved over the past several weeks. The push of data from KLISS to IRC (calendars, bill info) and the return of data from IRC to KLISS (voting info on bills) is working much more smoothly. Several improvements to this integration remain to be implemented to improve information formatting and the operational stability of the overall process. Also, the long-term viability of the IRC system and its related hardware components will be an open question for post-Session consideration.

Sliq-Scribe Pilot: A new version of this system was implemented recently on all user PCs (Admin Assistants and Committee Assistants). This new version included fixes to several critical functionality issues and also remedied system stability problems. The primary issue at the current time continues to be bringing all users up the learning curve on how to use the system. Don Kossler (Customer Support Manager) and members of his team have focused significant energy and time on providing training on the Sliq application. System acceptance is growing but we have an ongoing focus on training and providing on-the-spot remediation to system issues and usage difficulties.

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c. Session Technical Support and Training

Session Technical Support and Training activity remain well organized and well received by the Legislative user community. The first six weeks of the 2012 Session have been relatively calm and orderly with credit going to several factors:

-- Solid follow up to HelpDesk calls by Session Support Technicians has extended the very good prep done to "check" on-site PC hardware and software, printer operation, IP addresses and drivers, telephone functionality, etc.

-- Ongoing communications including "tip-of-the –day" emails have extended the good start provided by effective hardcopy and online communications and instructions provided to re-entering staff.

-- Ongoing staff training continues re new and updated functions in Sliq and KLISS.

-- Session support staff continue to execute their roles with a service attitude (i.e., own the solution, establish a constructive, positive on-the-floor presence, be proactive, take care of the little things quickly, strive for an empty queue at end of day).

Summary of HelpDesk Activity:

Week of:	Level 1 Tickets[1]			Level 2 Tickets[2]			Totals		
	Opened or Open	Closed	Open EoW[3]	Opened or Open	Closed	Open EoW	Opened or Open	Closed	Open EoW
01/09	307	306	1	97	57	40	404	363	41
01/16	416	179	237	70	41	29	486	220	266
01/23	272	224	48	48	23	25	320	247	73
01/30	216	194	22	22	13	9	238	207	31
02/06	161	144	17	33	32	1	194	176	18
02/13									
Totals	1064	1047	17	167	166	1	1231	1213	18

[1] HelpDesk issues classified as Level 1 have minor to moderate impact and low to moderate degree of difficulty to resolve.
[2] HelpDesk issues classified as Level 2 have moderate to severe impact and high to very high degree of difficulty to resolve.
[3] EoW = abbreviation for End of Week referring to the number of tickets remaining open at the end of that particular week.

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Self-Service[1] Passwords: During January we experienced an issue with password security resulting from an internal procedural failure. As an outcome of this issue Terri Clark (Director of Technical Services) and I decided to bring forward the date for converting to self-service passwords (this shift eliminates the need for a "password list" and allows each individual to set their own password). Implementing self-service requires converting our wireless authentication from the old Novell-based system to the newer Active Directory system. This conversion requires assistance from and coordination with OITS[2].   This new method for authentication has been established and is currently being tested. If this testing goes as planned we will communicate the pending change to the Legislative community during the week of February 20th and implement the change on Sunday, February 26th. This change will not require any immediate change on the part of users. Once the change is implemented, users will have the opportunity to change their password at any time during a two month window (March and April). At the end of this two month window existing passwords are set to expire and the users will be prompted (i.e., required) to change their passwords. When a user changes their password, the passwords in their individual devices will also need to be changed – this includes i-phones, smart phones, tablets, personal PC devices, etc. Technical Services staff will be available to provide assistance as needed to make these changes on personal devices (for state-owned devices no special work is required).

An updated working copy of all technical services work items is attached to hardcopy of this document as **Exhibit B. Technical Work Item Status Log** (sorted by Work Item Priority). Digital copies are also available as a MS-Excel workbook.

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[1] The transition from dictated passwords to self service passwords will eliminate the process of assigning passwords to Legislators and their Assistants. This change will allow users to control their own password for access to the state network, VPN and email systems. When the change is implemented, users will be prompted to create a new password when they log in. They will be prompted to generate a secure password using special characters, numbers and upper-case letters. Transitioning to self service passwords brings Legislative I/T into compliance with ITEC Policies 7230 and 7230A, Enterprise Security Policy and Procedures.

This will mean a change in how Service Technicians now access legislator laptops during a help call. Computer Services staff will not have access to the legislators' passwords and may need legislators to be available during the help call. Once the change is implemented, users will have the opportunity to change their password during a two month window before their existing passwords are set to expire. Users may change their passwords any time during this two month window (March and April).

When a user changes their password, the passwords in their individual devices will also need to be changed – this includes i-phones, smart phones, tablets, personal PC devices, etc. Technical Services staff will be available to provide assistance as needed to make these changes.

[2] OITS is the Office of Information Technology Services a division of the Executive Branch I/T organization which provides centralized computer processing and overall telecommunications and networking services.

Exhibits

> **Exhibit A.1   Application Work Item Status Log**   *(this Exhibit begins on the next page)*
>
> **Exhibit A.2   Technical Work Item Status Log**   *(this Exhibit begins after Exhibit A.1)*

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Exhibit A. Application Work Item Status Log

Sorted by Priority

Work Item #	Work Item Name	Priority	Owner	Task Manager	Status	Function	Related Tickets
							Log entries in reverse chronological order (latest on top). // prefix indicates Plan or Assign is completed. – Status Update, format= Update event date-author; event name (if any); narrative re update, issues, next steps. – Task Assignment, format= Assign due date; person assigned to; description of task and/or deliverable. – Action Plan, format= Plan expected date of action; activity or action planned and any narrative explanation.
42.0	3R. Table styles - functioning properly. Original WI #45 6R. Testing - table formatting.	0	MT	JL	O	LM	Update: 02/10-AW Issue identified with table styles in deltas, ticket logged and being worked. Also issue with table styles coming into journals on amendments. ..... Update: 01/17-AW Table styles carry through to Chamber introduction has been verified, properly formatted tables will format correctly with introduction in Chamber. ..... Update: 01/05-JL Table styles do not carry through to Chamber; believe issue is with chamber code. Need to get this resolved or table style issues from 2011 will return. From Original Work Item # 45: Update: 01/17-AW Tax bill with 5 tables has been created in Revisor Office. Revisor staff currently creating styled tables for bill. Once the styles are created, the bill will be tested in UAT for proper formatting on introduction in Chamber.
51.0	12R. End User report to verify statutory language unchanged.	0	MT		O	LM	Update: 02/03-AW Ticket assigned to developer for resolution. ..... Update: 01/05-JL // Training for end users on diff report function w/o dec19. Diff report function fails if sections in bill draft are moved or removed. Proposed workaround solution of modifying metadata is unacceptable as end user workaround... 4012.
73.1	Original WI#77 Publishing of statute images to the LI.	0	MT JL	BK	O	LM	Update: 02/15-AW Item is being worked, RS staff is creating list of statutes with images, grids, and forms. ..... Update: 02/03-AW Meeting held on 2/2/12 with Mary, Bruce, Chad, Alan, Tyson, & Beth in which a plan was created
115.0	Search in DS zone	0	AD	LL	O	DS	Update: 02/15-AW Issue on removing deleted docs from indexes fixed and needs deployed to production. Awaiting a change request for deployment. ..... Update: 02/10-AW Rework of DS TPOZ needed during interim to add needed search capability. Current search will be used through session. -- note 02/10-jcm: will change the priority of item #115 to "5 - Out-Session Priority - Required:" for next leadership meeting to reflect situation noted above. ..... Update: 01/17-AW Search issues, still not returning expected results. LuAnn working with John to test search function.

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Exhibit A. Application Work Item Status Log

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4.0	3S. Correctly skinning bills. (Priority)	1	PS SK		O	S/H	Update: 02/15-AW: The LM client build #1149 was released and installed on 2/10/12.
							.....
							Update: 02/10-AW: An issue has turned up in the current production LM client, it is locking up sometimes when saving a delta. The newer build for deployment does not have the issue. The team discussed doing an ECR to deploy the new LM client even if testing is not complete because of the issue.
							.....
							Update: 02/03-AW: LM deployment delayed, date of deployment currently being reviewed by change control board. Deployment scheduled for Friday 10 February to avoid risks inherent in installing new build in LM in week of high volume, quick turn activity.
							.....
							Update: 01/26-AW LM Deployment scheduled for 2/1/12.
							.....
7.0	6S. Enrolling bills—templates and netting of engrossed bill.	1	PS/ SK		O	S/H	Update: 01/17-AW Issues with skinning, 12pt font, tabs, and double-line spacing have been ...... Update: 01/26-AW Ticket being worked by developer.	3947
							.....
							Update: 01/19-AW Matt and Timothy are going through older tickets to ensure work has been completed.
							.....
	Original WI#8: 7S. correctly formatted bills for the KS Register and Session Laws.						6S. Enrolling bills—templates and formatting. ODT's to printing plant.
							.....
							From Original WI#8 - consolidated into WI#7 here: 7S. No way to provide Secretary of the State correctly formatted bills for the Kansas Register and Session Laws unless done by the State Printer
							.....
	Original WI#102: Enrolling Bills						From Original WI#102: Kristy to work with Alan to obtain actual Margin sizes for Enrolled bills. (The only information we have is that the bill is 25 pica's wide per the Print shop). Propylon will make corrections and re-test. Pat & Susan will check open ticket on formatting. Chambers to test enrolled bills as part of end-to-end testing and determine if issues have been resolved. Need demo from Matt on updated enrolling process when it's ready. David Higgins is now free to work on template updates defined in tickets. Train staff week of 1/9/11. Review by 12/8/11. Susan got instructions yesterday and needs to test. Pat has sent some changes. According to Beth, Kristi is working on it.

Exhibit A. Application Work Item Status Log

Sorted by Priority

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Work Item #	Work Item Name	Priority	Owner	Task Manager	Status	Function	Related Tickets
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14.0	13S. Styles on documents going into the Journal.	1	PS		O	Sen	Update: 02/03-AW Journal issue resolution plan done and developer working on issues. ..... Update: 01/26-AW Met with House and Senate staff to identify journal issues. Developer meeting schedule on 1/27 to plan resolution. ..... 13S. Styles on documents going into the Journal—this includes Committee Reports, Amendments, Conference Committee Reports and Committee Reports for appointments. (This is one of the priority areas.)
16.0	15S. Electronic amending and deltas.	1	PS SK		O	S/H	Update: 02/15-AW: The LM client build #1149 was released and installed on 2/10/12. ..... Update: 02/10-AW: An issue has turned up in the current production LM client, it is locking up sometimes when saving a delta. The newer build for deployment does not have the issue. The team discussed doing an ECR to deploy the new LM client even if testing is not complete because of the issue. ..... Update: 02/03-AW LM deployment delayed, date of deployment currently being reviewed by change control board. Deployment scheduled for Friday 10 February to avoid risks inherent in installing new build in LM in week of high volume, quick turn activity. ..... Update: 01/26-AW Scheduled for the 2/1/12 LM deployment .....

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37.0	1H. Integrity of process for amending, enrolling bills	1	PS SK		O	S/H	Update: 02/15-AW: The LM client build #1149 was released and installed on 2/10/12. ..... Update: 02/10-AW: An issue has turned up in the current production LM client, it is locking up sometimes when saving a delta. The newer build for deployment does not have the issue. The team discussed doing an ECR to deploy the new LM client even if testing is not complete because of the issue. ..... Update: 02/03-AW LM deployment delayed, date of deployment currently being reviewed by change control board. Deployment scheduled for Friday 10 February to avoid risks inherent in installing new build in LM in week of high volume, quick turn activity. ..... Update: 01/26-AW Scheduled for the 2/1/12 LM deployment ..... Update: 01/19-AW The fixes to amendatory language are in testing and will be rolled out in a build	
38.0	2H. Integrity of process for creating Journals. Original WI#10 9S. Order of Daily Journal by Order of Business.	1	SK		O	Hou	Update: 02/03-AW Journal issue resolution plan done and developer working on issues. ..... Update: 01/26-AW Met with House and Senate staff to identify journal issues. Developer meeting schedule on 1/27 to plan resolution. ..... Update 01/20-jcm: Discussion during 01/20 Ldrshp meeting regarding broad set of problems with Journal content. one critical issue is the order of content specifically the elements under "order of business". Meetings to review issues/requirements set for M23jan 01:30PM with House reps and T24jan 10:00 AM with Senate reps - AW&co facilitating both meetings. ..... 2H. Process of creating Journals currently does not work correctly and/or consistently including converting content and styles from draft (8.5x11) to journal format (6x9), importing content, ... From Original WI#10 - consolidated into WI#38 here: Update 01/25-BR/jcm: with the clarification of the issues re Journals to include the "order of content in the order of business section" of the Journals, WI#38 can be consolidated with WI#10: WI#10 9S. Order of Daily Journal by Order of Business instead of by time. Need master template.	

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46.0	7R. Drafting appro bills and comm, fl, and cc amendments to appropriation bills.	1	MT	TD	O	LM	Update: 01/26-AW Appropriations work continuing based on other priorities in DS & LM. ..... Update: 01/17-AW Appropriations work scheduled for week of 1/17 for both Law Making and Decision Support. ..... Update: 01/05-JL Bapp for sharing appropriation bills is not available for production at this time. RO plans to perform appropriation functions in LM the same as last year.	
49.0	10R. Netting and engrossing functions w/p formatting.	1	MT	DH	O	LM	Update: 02/15-AW: The LM client build #1149 was released and installed on 2/10/12. ..... Update: 02/10-AW Issues resolved and will be in the LM client deployment. ..... Update: 02/03-AW Tickets assigned for resolution. ..... Update: 01/05-JL Need to test/verify fixes to tickets that have been closed. To be done during 2012 session and tickets will be opened as issues are identified. New tickets must have high priority.	3996 3995 3990 3961 3960 3918 3886
50.0	11R. Locking of text of current law.	1	MT	JL	O	LM	Update: 02/03-AW Ticket assigned to developer for resolution. ..... Update: 01/05-JL New ticket opened on issue of bill draft text automatically switching between new and old language..	3860
52.0	13R. Usable statute search function. Original WI #107 Search implementation in Law Making and Chamber	1	MT	SS	O	LM	Update: 02/10-AW Scenarios defined and work on advanced search proceeding. ..... Update: 02/03-AW Advanced search functions needed, basic search scenarios created for testing functions. ..... Update: 01/26-AW Indexing of LM complete, testing of search to be started. ..... Update: 01/18-AW ISYS is being purchased for another year. ..... Update: 01/17-AW Law Making repository currently being indexed. After indexing, staff will test search with defined test scenarios.	

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63.0	Delta process during 2012 session	1			O	LM S/H	Update: 02/03-AW Alan will update documentation from the 11/30/2011 meeting. ..... Update 01/27-jcm: Do we need clarification and/or documentation re process and roles for floor amendments??? Status of amendatory language issues??? ..... Update: 01/05-JL Item #44 related to this item as testing function drove the delta process discussions. Delta process has been agreed to for 2012 session. ..... A meeting was held on 11/30/11 to decide on the delta process. An outcome of the meeting is to test amendatory language by using deltas from the 2011 session. Alan downloaded the bills that became law in the 2011 session and saved to the SVN for testing. Revisor Office has requested time from the Computer Services test team to run the tests. The test team has created deltas based on the 2011 bill amendments and produce test amendatory language documents. The testing results were turned over to the Revisor Office for review. Jason Long provided a list of issues needing addressed. Steve Lang is unavailable until 1/9/2012 to code fixes. .	
82.0	Implement Research Tab on LI	1			O	DS	Update: 02/15-AW: Amy would like to meet on this, also need documentation. ..... Update: 01/19-AW Implemented. ..... Research tab on LI – Propylon will assign resource to complete. Beth will discuss with Steve and Tyson. Amy will provide requested info to Austin Item completed. XML tags removed.	
83.0	Appointments on CI and in the Calendars	1	PS	MS	O	S/H	Update: 02/10-AW Calendar issues and plan turned over to developers. Calendar will be worked after Journal. ..... Update: 01/17-AW Ticket logged to Dave Higgins on Appointments on Appointments not showing under Reference of Appointments on Calendar.	3293

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85.0	The UAM is not matching production	1	AD		O	DS	Amy asked if Sub committees will have a unique KPID. Beth will check. Amy also noted that special characters in the KPID are causing issues. Amy and Beth are in process of checking this. 12/21/11.	
122.0	XMPP login issue for notifications	1	All	BR	O	All	..... Update 01/25-BR/jcm: Update: Barnum fix completed and ready for testing. Email sent to Alan Weis 1/24/12. New Barnum included in build folders but not specified to be used in build. Jordan can execute that when ever desired. Note: Barnum changes can have a pervasive impact if something were to be wrong. This is a small change, however it's recommended that thorough testing be done to ensure it's functioning in all zones with the latest builds of KS Base functionality prior to roll out.	3933
126.0	Ordering of BA sections in UAM not working	1	AD	AW2	O	DS	Update 02/10-AW Per Amy there is a short term workaround. Longer term need to refactor this in UAM. Update: 01/17-AW This is a core issue and has been turned over the Propylon's Dublin group to ..... Issue indentified on 1/27/12. Ordering of BA sections in UAM not working.	
127.0	DS documents need to overwrite files when sent to CA for LI	1	AD	AW2	O	DS	Issue indentified on 1/27/12. DS documents need to overwrite files when sent to CA for LI. Change chamber folder to overwrite files when new version of file with same name is sent from DS to allow revised versions of files to be loaded and displayed on LI	3397
128.0	Budget Analysis Gasp	1	AD		O	DS	Update: 02/10-AW Issues listed in related tickets fixed and turned back to KLRD for review. Tested on 2/10/12 by KLRD. ..... Budget Analysis, (Publication Verification - This is ongoing). Budget Analysis Gasp functionality- have not had a successful test of pulling together all 2,000 pages of the budget analysis without some manual intervention; next planned test on Tuesday January 31st. Issues include page numbering, biennial agencies mini-gasp not working correctly. Publication planned for distribution electronically week of Feb 6 (and send to printer on Feb 3rd).	3524; 3517

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2.0	1S. Tails on Daily Calendar	2	PS		O	S/H	Update: 02/10-AW Calendar issues and plan turned over to developers. Calendar will be worked after Journal. ..... Update: 02/03-AW Meeting held with Pat and Susan on 1/31/12 to document all calendar issues. Developers will resolve issues based on the documentation.
	Original WI #3 2S. Tails on white board		SK				1S. All tails on Daily Calendar. Combine 3 and 4. They are actually the same. Trac 3648 From Original WI #3 - consolidated into WI #2 here: Original Work Item #3: 2S. All tails on white board for Senate Majority Leader to set General Orders. (Priority) .....
17.0	16S. Appointments - back of daily calendar.	2	PS		O	Sen	Update: 02/10-AW Calendar issues and plan turned over to developers. Calendar will be worked after Journal. ..... Update: 02/03-AW Meeting held with Pat and Susan on 1/31/12 to document all calendar issues. Developers will resolve issues based on the documentation.
29.0	28S. Process for handling Substitute bills.	2	PS SK		O	S/H	Update: 02/10-PS The bills skin correctly, but the titles are not updating. ..... 28S. Substitute bills—were done manually in 2011 session. Short titles must be correct in meta data. Headings were not correct.
44.0	5R. Testing - amendatory language.	2	MT		O	LM	Update: 02/15-AW: The LM client build #1149 was released and installed on 2/10/12. ..... Update: 02/10-AW: An issue has been turned up in the current production LM client, it is locking up sometimes when saving a delta. The newer build for deployment does not have the issue. The team discussed doing an ECR to deploy the new LM client even if testing is not complete because of the issue. ..... Update: 02/03-AW LM deployment delayed, date of deployment currently being reviewed by change control board. Deployment scheduled for Friday 10 February to avoid risks inherent in installing new build in LM in week of high volume, quick turn activity. ..... Update: 01/17-AW Tickets completed by developer. Function currently in testing. Test report will be available by 1/20.

Exhibit A. Application Work Item Status Log

Sorted by Priority

Work Item #	Work Item Name	Priority	Owner	Task Manager	Status	Function		Related Tickets
							Log entries in reverse chronological order (latest on top). // prefix indicates Plan or Assign is completed. – Status Update, format= Update event date-author; event name (if any); narrative re update, issues, next steps. – Task Assignment, format= Assign due date; person assigned to; description of task and/or deliverable. – Action Plan, format= Plan expected date of action; activity or action planned and any narrative explanation.	
47.0	8R. Constl amendment resolutions - ability to create w/p formatting.	2	MT		O	LM	Update: 02/15-AW: The LM client build #1149 was released and installed on 2/10/12. ..... Update 02/10-AW: An issue has turned up in the current production LM client, it is locking up sometimes when saving a delta. The newer build for deployment does not have the issue. The team discussed doing an ECR to deploy the new LM client even if testing is not complete because of the issue. ..... Update: 02/03-AW LM deployment delayed, date of deployment currently being reviewed by change control board. Deployment scheduled for Friday 10 February to avoid risks inherent in installing new build in LM in week of high volume, quick turn activity. ..... Update: 01/26-AW Updates will be in the 2/1/2012 LM deployment. ..... Update: 01/17-AW RS staff will input ticket to fix the template.	
64.0	Conference Committee Report distribution from chambers to law	2			O	LM S/H	..... Update: 02/10-AW Scheduled for deployment on 2/16/2012. ..... Update: 01/19-AW Propose to use RSS feeds. Coding would be done for chamber events. Then RS	3749
84.0	Summary of Legislation	2	AD		O	DS	Summary of Legislation GASP demo held on 7/27/11. LI content discussion held with KLRD and Kristy. Delivered 8/31/11 – Tested and tickets entered. KLRD will test further. They will not test until after session starts. Book won't come out until late March. ..... related tickets: 3208; 3678; 3525; 3522; 3337; 3464; 3379; 3494; 3499; 3377; 3332; 3331; 3325; 3324; 3224	3208; 3678; 3525; 3522; 3337; 3521; 3464; ~~~~
100.0	Updating short and long titles during the amending process.	2			O	LM S/H	..... Update: 02/10-AW Process to update short title documented, provided to RS staff, and posted to KLISS help wiki. ..... Update: 01/05-JL	

Exhibit A. Application Work Item Status Log

Sorted by Priority

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101.0	Document styles review	2	MT	BR	O	LM	Update 01/20-jcm: Ldrshp group questioned delivery of "Rosetta Stone" documentation. Tyson/Beth commented that until we settle in on "how to" re tables, completing this documentation is not practical since the tables portion makes up a large, integrated chunk of the content. ..... Update: 01/05-JL No documentation delivered yet. ..... Document styles review – Beth stated Propylon will write a definitive guide for metadata and all document styles. Put in the KLISS documentation.	
114.0	Statute subhead and annotation file names and metadata	2	All	CC	O	LM	Update: 01/26-AW Script will be written to fix the files, detailed in ticket. Statute pull in query fix will stop these from pulling in. Moved this from a priority 1 to 2. ..... Update: 01/17-AW Meeting held on 1/17 to decide corrective action. Ticket will be written describing the action to take.	
129.0	Bill Explainer	2	AD		O	DS	Update: 02/15-AW: Issues fixed and ECR released on 2/10/12 for deployment. ..... Bill Explainer - (AW2: Supp Bill due 02/03?). Need to test bill explainer with real data from bill, as well as revised KPID data after UAM update.	3529
130.0	Fiscal Impact Reports	2	AD		O	DS	Requested reports for fiscal impact of bills needed by mid March.	3690; 3512
11.0	10S. Automatic paging of journal actions.	3	PS SK		O	S/H	Update: 02/10-AW Extensive editing of journal is cause loss of hidden bookmarks in compiled journals which are required for automated paging function to work. Journal rework should eliminate most of the editing of the journal and allow use of the function. ..... Update: 01/19-AW Automated function implemented in Senate and House. Done. ..... 10S. Automatic paging of journal actions.	
13.0	12S. Ability to do Calendar within system.	3	PS		O	Sen	Update: 02/10-AW Calendar issues and plan turned over to developers. Calendar will be worked after Journal. ..... 12. Half of the Calendar is done outside of the system. This includes agendas.	

Exhibit A. Application Work Item Status Log

Sorted by Priority

Work Item #	Work Item Name	Priority	Owner	Task Manager	Status	Function	Log entries in reverse chronological order (latest on top). // prefix indicates Plan or Assign is completed. -- Status Update, format= Update event date-author; event name (if any); narrative re update, issues, next steps. -- Task Assignment, format= Assign due date; person assigned to; description of task and/or deliverable. -- Action Plan, format= Plan expected date of action; activity or action planned and any narrative explanation.	Related Tickets
19.0	18S. Appointments - under Consideration of Appointments	3	PS		O	Sen	Update: 02/10-AW Calendar issues and plan turned over to developers. Calendar will be worked after Journal. ..... Update: 02/03-AW Meeting held with Pat and Susan on 1/31/12 to document all calendar issues. Developers will resolve issues based on the documentation. ..... 18S. Appointments appearing on Calendar under Consideration of Appointments after a Committee Report has been read in. Final action on appts. Vote not always coming in. Cannot page appointments.	3204
24.0	23S. Training on styles.	3	SK		O	S/H	Update: 01/17-AW Training on styles was conducted the week of 1/3 as part of journal creation. Will complete training on styles for calendar when scheduled. .....23S. Training on styles. Need continued training.	
32.0	31S. Training on changes to BAPPS or new BAPPS	3	PS		O	Sen	Update: 01/19-AW Training was conducted the week of 1/3. Will complete training on calendar when scheduled. ..... 31S. Training on changes to BAPPS or new BAPPS We don't know if there are any new BAPPS or changed BAPPS	
36.0	35S. Tools/training re composition and publishing work.	3	PS SK		O	S/H	Need detail. ..... 35S. The chamber is now providing many of the functions that the Printing Plant use to do. Our staff is being asked to do publication without training and without proper software.	
43.0	4R. Training - end user re formatting, styles.	3	MT		O	LM	Update: 01\05-JL // Training completed w/o dec19. As software continues to be upgraded/modified training will be a necessity for end users.	

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Exhibit A. Application Work Item Status Log

Sorted by Priority

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108.0	Liberty Migration	3			O	DS	Copied from Tech Status Log: Update 2/3 TC: 22,120 documents in the KLRD Public folder have been exported. These still need initial validation and have not been released to Propylon yet. ..... Copied from Tech Status Log: Update 1/26 TC: 17,300 documents in the KLRD Public folder have been exported. These still need initial validation and have not been released to Propylon yet. An attempt to install Liberty on another pc to speed up the export process failed. ..... Update: 01/18 TC; exports underway in background mode as time allows. Export Liberty documents and metadata Propylon will import documents and metadata into KLISS repository KLRD will verify migration
111.0	Training Schedule	3			O	LM S/H	Update 02/10-AW LM drafting training was completed on 12/21/2012. Chamber training was completed the week of January 1/2/2012 except for Calendars. Calendar training will be complete with Calendar issues are fixed and the new Calendar system is deployed. Legislator training is currently being conducted. ..... Update 02/03 jcm: ?? since the training schedule is completed, have we conducted the training? ..... Update: 01/05-JL RO training schedule is completed. ..... Need to schedule training on Open Office in the client, OO Styles, and Templates for Chamber, KLRD, and Revisor staff. Chamber staff training on 1/3/11 (week of 1/2/11, 1/2/11 is a holiday). Need to schedule training for Revisor and KLRD. Need list of trainees for Revisor and KLRD. Set meeting with Pat and Susan to develop schedule. Alan will combine chamber training and Staff training schedules. Create a table to summarize training for staff with dates, trainers and trainees.

Exhibit A. Application Work Item Status Log

Work Item #	Work Item Name	Priority	Owner	Task Manager	Status	Function		Related Tickets
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125.0	IRC operation: 1. move laptop application function to server and 2. secure access to config files	3	PS	TC	O	Sen	Update 01/27-TC/jcm: Pat and Terri discussed the move issue and decided to hold off on moving the IRC Messenger app for now. Pat understands the risk presented by the laptop app and has addressed the issue with a manual procedure at this time. Other IRC app issues need to be addressed prior to reconfiguring the existing application. Passwords on the config files will be implemented on 01/27. ..... IRC operation: 1. move laptop application function to server and 2. secure access to config files	
133.0	Subcommittee report auto populate table	3	AD		O	DS	Complete work to auto populate data in Subcommittee reports with Budget Analysis data.	
1.0	Organize KLISS work item list and prioritize (provided to show examples of log entries and suggested formatting)	4	MT PS SK AC jcm	jcm	O	All	Update 02/10-jcm: Work queue management process is stabilizing. Prioritization, change management work, and related communications is improving. Work yet to do on making process totally inclusive and still need to improve ongoing communication/visibility. ..... Update 01/25-jcm: ongoing updates to status log based on input Update: 01/17-AW Alan Weis updated list with top priority issues from daily scrums. ..... Update:01/11; Revisor's feedback and updates received 01/05 from JL; ..... Plan: jcm to meet with AC/AD&team late during w/o 02jan or early in w/o 09jan to review 2do list/prioritizing and solicit input..... Plan:	none
25.0	24S. List of styles for Journal, Calendar and flagged bills.	4	PS SK		O	S/H	....24S. List of styles for Journal, Calendar and flagged bills. Need Rosetta stone document completed from Propylon.	

Exhibit A. Application Work Item Status Log

Sorted by Priority

Work Item #	Work Item Name	Priority	Owner	Task Manager	Status	Function		Related Tickets
							Log entries in reverse chronological order (latest on top). // prefix indicates Plan or Assign is completed. -- Status Update, format= Update event date-author; event name (if any); narrative re update, issues, next steps. -- Task Assignment, format= Assign due date; person assigned to; description of task and/or deliverable. -- Action Plan, format= Plan expected date of action; activity or action planned and any narrative explanation.	
48.0	9R. End User validation tools and training.	4	MT		O	LM	Update 02/10-jcm: team is assessing work effort required to "simplify" validator reports and improve usability (focus on "necessary" elements -- short title issue) ..... Update: 01/05-JL // Training for end users on diff report function w/o dec19. No other validation tools useable for end users; reports must be modified to format that is useful for non-IT user. ..... From Original WI#62: Validators will be used by RO IT staff. Andrew will provide descriptions of validators. A test bill will be set up to train RO staff on packaging error. Tyson is drafting documentation on importing text into drafts. Validator description document now on KLISS wiki.	
	Original WI#62 Law Making Validators						From Original WI#62 - consolidated into WI#48 here: Validators will be used by RO IT staff. Andrew will provide descriptions of validators. A test bill will be set up to train RO staff on packaging error. Tyson is drafting documentation on importing text into drafts. Validator description document now on KLISS wiki.	
123.0	Global UAT app server needs more resources	4			O	GL	Update: 02/15-AW Server has be performing satisfactorily now. Team will monitor the server. ..... Update: 02/10-AW Major Chapman, Mike Baker, and Warren reviewed server resources to free up resources and apply to this server.	
131.0	Appropriations Reports	4	AD		O	DS	Update: 01/17-AW Alan will check with tech services group on resource availability ..... Gasping and verification of templates for Appropriations Report (Published in July). Appropriations Report (AW2: Needs testing, and output verified for any other fixes or work changes that need to be made).	3502
12.0	11S. Ability to change errors on the bill status.	5	PS		O	Sen	This item will take considerable architecture changes and coding. This is a post-session enhancement project. AW ..... 11S. Senate must go through vendor in order to change errors on the bill status. Need directions on correcting errors on bill status.	
30.0	29S. Calendar - agendas from Sliq.	5	PS	SK	O	S/H	Update: 01/17-AW Sliq to KLISS interface currently planned and ready to be designed, target date for implementation is 9/30/12 ..... 29S. Calendar—agendas from Sliq Agendas must be in correct format.	

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Exhibit A. Application Work Item Status Log

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						Log entries in reverse chronological order (latest on top). // prefix indicates Plan or Assign is completed. -- Status Update, format= Update event date-author; event name (if any); narrative re update, issues, next steps. -- Task Assignment, format= Assign due date; person assigned to; description of task and/or deliverable. -- Action Plan, format= Plan expected date of action; activity or action planned and any narrative explanation.	
40.0	1R. Statute hoist, ability to verify accuracy. Original WI#76: Statute update in statute base.	5	MT		O	LM	Update: 01/17-AW Tentatively scheduled a post-publication meeting to discuss these issues on 1/20. ..... Update: 01/05-JL 2011 hoist process complete w/o dec26. Documentation of hoist process (including a file movement diagram) is needed before June. Also, need to establish reliable verification process to ensure hoist is successful each year. ..... From Original WI#76: Sandy and Jordan are working on the hoist application. Jason informed the committee that testing is not completed. He emphasized that without a hoist there can't be a session and questioned whether we needed additional resources to facilitate testing. Beth stated that she would look for help from Propylon. Will have a meeting of the affected staff at 3:30 (following this meeting). Jason reported that the Hoist has been completed. The intent is to run volume 2A for a final check. 12/28/11- Clean up is completed, hoist is complete. Any issues discovered will be fixed in statute base.	
41.1	Upgrade print code to eliminate excessive manual composition	5	MT		O	LM	Upgrades to print code to eliminate excessive manual composition - priority 5. Break out from Original WI#41/75 consolidated.	
132.0	Interim Committee Reports	5	AD		O	DS	Interim Committee Reports templates and Gasp need completed (Published in January) manual workaround for 2012 Session.	
5.0	4S. LI screens for Senators to use when we are in session.	6	PS		O	Sen	4S. LI screens for Senators to use when we are in session. (Priority)	
92.0	SLIQ integration	6			O	DS	Need to develop an API specification for integration. Warren, Austin, Terri, Don K., and Nick Cote (SLIQ) to define API. Work on this during session for implementation during summer 2012.	
93.0	SLIQ integration	6			O	DS	Committee agendas will be sent to chambers in word format.	
94.0	SLIQ integration	6			O	DS	IRC testing didn't start this morning as scheduled. Systems are ready to go per Beth, they just need to test.	
95.0	SLIQ integration	6			O	DS	Pat requested an overview of how the system works. Beth offered to have Kristi put a document together for Pat's review.	

Exhibit B. Technical Work Item Status Log

Work Item #	Work Item Name	Priority	Owner	Task Manager	Status	Function	Related Tickets
						Log entries in reverse chronological order (latest on top). // prefix indicates Plan or Assign is completed. -- Status Update, format= Update event date-author; event name (if any); narrative re update, issues, next steps. -- Task Assignment, format= Assign due date; person assigned to; description of task and/or deliverable. -- Action Plan, format= Plan expected date of action; activity or action planned and any narrative explanation.	
8.0	Wireless Network Authentication	0	TC	SR TC	O	All	Update 2/15 TC; Additional network programming was identified to allow personal devices to continue accessing the KS Agency wireless network without a service disruption. This work will add another week to the project. The cutover is scheduled for Sunday, 2/26, during the maintenance window. This will still allow for the change to self-service passwords to go into effect on 2/28. ..... Update 2/10 TC; The Windows Server 2008 utilizing NPS has been built and tested. This allows the Windows Server to provide RADIUS authentication for the wireless network. The RADIUS connection to OITS' RADIUS server has also passed testing. Emergency work on the power in the Landon Building on Sunday has moved the cutover date to Saturday, 2/11. Steve and Terri will meet with the department IT staff to review the change. On Monday, 2/13, Service Techs will be in the committee hearings to assist with wireless connections as necessary. ..... Update 2/3 TC; Work Item #3 is dependent on this task. The wireless network continues to use Novell to authenticate users. The Novell user accounts are maintained manually by system administrators. Users who have self service passwords either must go to a Novell console and create their wireless credentials, or use assigned credentials that are different from their network credentials. Computer Services staff are working with OITS to move wireless authentication services to Windows Server 2008 using NPS services. This is the model used by all other state agencies. Terri, Steve and Travis met with OITS Engineers 2/1 to design the Active Directory authentication network and plan the work tasks. 2/2 The Windows Network Policy System (NPS) server was built. Steve and Travis began configuring the NPS services.	
9.0	North Wing Wiring	0	jcm	TC	O	I/T	Update 2/10 TC: The North Wing data and telecom wiring project planning has started. A request for quote for the audio systems has been sent to Mission Electronics. They will respond by 3/2. The State Library data and phone jack counts are being finalized. Once the jack counts are set OITS can provide a quote on the wiring costs. Due 3/2. The project plan will be drafted and filed with the EPMO by 3/23.	

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Exhibit B. Technical Work Item Status Log

Sorted by Priority

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2.0	Sliq-Scribe Pilot Issues	1	TC	DK TC	O	DS	Update 2/15 TC; The process to publish minutes and testimony to the LI/ELI has been documented and staff trained.	none
							To help committee assistants manage document styles in Word more easily, a macro is being installed on their laptops this week. This will help them in publishing agendas and minutes outside of the Sliq system.	
							.....	
							Update 2/10 TC; In an effort to streamline the process to publish committee testimony and agendas to the LI/ELI changes were made in the work process. File naming was standardized, and Patti Magathan will be added to agenda email distribution lists.	
							One-on-one training continues. The number of help calls has dropped significantly.	
							.....	
							Update 2/3 TC; Working through change control process identified bugs in version 1.0.4, Change Request was approved for version 1.0.6, deployed 1/30.	
							.....	
							Update 1/26 TC; 1/26/12 Version 1.0.4 received from Sliq. Initial testing passed on identified issues with one exception on printing. Working with Sliq to recreate and resolve the printing issue. Targeting release into production on 1/27/12 or 1/30/12.	
							.....	
							Update: 01/18 TC; training and targeted support continue	
							Training and acceptance of Sliq-Scribe Pilot is slow	
							Minor issues tickets open with Sliq	
5.0	Liberty Migration	2	AD	TC	O	DS	Update 2/15 TC; approximately 26,000 documents in the KLRD Public folder have been exported. These still need initial validation and have not been released to Propylon yet.	none
							.....	
							Update 2/3 TC; 22,120 documents in the KLRD Public folder have been exported. These still need initial validation and have not been released to Propylon yet.	
							.....	
							Update 1/26 TC; 17,300 documents in the KLRD Public folder have been exported. These still need initial validation and have not been released to Propylon yet.	
							An attempt to install Liberty on another pc to speed up the export process failed.	
							.....	
							Update: 01/18 TC; exports underway in background mode as time allows.	
							Export Liberty documents and metadata	

File= Work_Item_List_20120217_jcm1v.xlsx
Tab=Tech Status by WI Priority

Exhibit B. Technical Work Item Status Log (sorted by WI Priority)

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Exhibit B. Technical Work Item Status Log

Sorted by Priority

Work Item #	Work Item Name	Priority	Owner	Task Manager	Status	Function	Log entries in reverse chronological order (latest on top). // prefix indicates Plan or Assign is completed. -- Status Update, format= Update event date–author; event name (if any); narrative re update, issues, next steps. -- Task Assignment, format= Assign due date; person assigned to; description of task and/or deliverable. -- Action Plan, format= Plan expected date of action; activity or action planned and any narrative explanation.	Related Tickets
6.0	Transition from Dictated Passwords to Self Service Passwords	4	jcm	TC	O	I/T	Update 2/10 TC; The cutover to self service passwords is scheduled for Tuesday, 2/28. ..... Update 2/3 TC; The transition to self service passwords is dependent on moving the wireless network authentication to Active Directory. See Work Item #8. The upcoming change has been publicly announced through committee testimony. Additional notifications will be sent to affected users. ..... Update added 01/27-TC: Transition from Dictated Passwords to Self Service Passwords The transition from dictated passwords to self service passwords will be a minor change for users. Most people are accustomed to this process in other business transactions and online systems. This change will allow users to control their password for access to the state network, vpn and email systems...	none
4.0	Streaming Video/Audio Switching	5	TC	MC TC	O	DS	Update 2/15 TC; av+ design will be onsite 2/28 to troubleshoot audio issues with current video switcher equipment. ..... Update 2/10 TC; Have finalized the vendor agreement with av+ design and verified funding for this work is still available from the original system installation budget. ..... Update 2/3 TC; av+ design moving very slowly and unsure of role in audio system support, have requested Mission Electronics to schedule an engineer to complete this work ..... Update 1/26 TC; Sent more technical information to av+ design per request	none
7.0	Conversion of Phone System to Voice over Internet Protocol (VOIP)	5	jcm	TC	O	I/T	Update 2/10 TC; Dan Glotzbach (OITS) will schedule initial planning meeting for the week of 2/29. ..... Update 2/3 TC; Terri and Karen Clowers have started high level planning ..... Conversion of phone system to Voice over Internet Protocol (VOIP) Four years ago the Office of Information Technology Services (OITS) began implementing the state-wide Cisco Layer 3 network, provisioning voice, data and video over a single connection. The Legislature converted to the new network in the summer of 2008. The new voicemail system was implemented during the summer of 2010......	

Exhibit B. Technical Work Item Status Log (sorted by WI Priority)

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Exhibit B. Technical Work Item Status Log

Sorted by Priority

1-26

Work Item #	Work Item Name	Priority	Owner	Task Manager	Status	Function		Related Tickets
							Log entries in reverse chronological order (latest on top). // prefix indicates Plan or Assign is completed. -- Status Update, format= Update event date-author; event name (if any); narrative re update, issues, next steps. -- Task Assignment, format= Assign due date; person assigned to; description of task and/or deliverable. -- Action Plan, format= Plan expected date of action; activity or action planned and any narrative explanation.	
1.0	Random internet outage	xc 0	TC TC	SR TC	C	All	Update 1/26 TC; 1/23/12 OITS identified an issue in the Cisco Intrusion Prevention Devices. These devices have been taken offline and a Cisco TAC opened. Cisco is investigating. ..... 1/17/12 Outage reported last 3 weekends 1/17/12 Discussion with Justin O'Brien, recommends focus investigation on DNS	OITS Ticket #4494
3.0	Password Leak	xc 0	TC TC	SR TC	C	All	Update 2/3 TC; Self service password rollout dependent on moving wireless network authentication to Active Directory. See Work Item #8. ..... Update 1/26 TC; 1/23/12 New passwords were distributed on 1/20/12. Developing "self service" model for all passwords. ..... Update: 01/18 TC; new passwords will be distributed on January 19 or 20. Change in process going forward - will transition to "self service" model for passwords as soon as technical preparation work is complete. Password file leak w/o 01/16 resulting in reissuance of all passwords. Internal I/T staff error caused the problem. Understand what happened and when but not able to clearly identify source of error. Minimal exposure prior to deleting file.	none