**SPECSINTACT Interagency Configuration,
Control and Coordinating (SI-CCCB) Meeting**

**January 25-26, 2005
Kennedy Space Center, Florida**

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Attendees:**

**Miguel A. Morales, NASA
Frank Der, NASA
Steven P. Freitas, USACE (Sacramento)
Pete Rossbach, USACE (Washington)
Jim Quinn, USACE (Huntsville)
Carl Kersten, NAVFAC (Norfolk)
Sherri McMillion, NAVFAC (Norfolk)
Rick Knutson, InDyne
Jim Brandenburg, InDyne
Pat Robinson, InDyne
Maggie Muller, InDyne
Jim Whitehead, InDyne
Cheryl Fitz-Simon, InDyne
Jennifer Horvath, InDyne
Ken Tichy, InDyne
Richard Hungate, SGS
Nathan Proper, SGS**

Web-Ex Participants:

Bill Brodt, NASA Headquarters

Introduction **– Miguel Morales, NASA**

- Welcomed everyone to the meeting.

Congressional Inquiry – Miguel Morales, NASA

- Distributed the letter from Construction Sciences Research Foundation, Inc. to Senator Mikulski.
- Distributed a draft response letter for everyone to review.

- Stated that the response letter does not set a date for when the feature to support alternate paragraph numbering will be incorporated into SpecsIntact.
- When alternate paragraph numbering is implemented it will not include a conversion utility. It will require manually tagging the specifications to conform to the SpecsIntact format.
- The response letter will be sent to NASA Headquarters Washington, D.C.

UFGS Memorandum of Understanding (MOU) – Bill Brodt

- NASA Headquarters, Air Force, and Army Corp of Engineers have signed the MOU. The MOU is at Naval Facilities Engineering (NAVFAC) Headquarters in Washington, D.C.

- When it returns to NASA Headquarters, it will have to be signed again because of the changes made during the approval process.

Criteria Change Request (CCR) System – Jim Quinn, USACE

- CCR is a system for recommending changes to agency criteria documents.
- The system was developed and is maintained by the Construction Engineering Research Laboratory (CERL), located in Champagne Illinois.
- The CCR is open to the public; anyone can submit requested changes to Criteria.
- If the request is approved, the Database Manager changes and republishes the document.
- The Database Manager is responsible for closing the request.

Update on NASA Joining UFGS/UFGS Uniformity – Frank Der, NASA

- NASA is performing a gap analysis to identify and incorporate into the UFGS as text revisions any unique NASA requirements.
- When NASA's specifications are added to the UFGS database, NASA will delete the corresponding NASA.
- For NASA's UFGS specifications, NASA will designate a NASA employee as the Technical Proponent, and an SGS employee as the Technical Representative. Frank Der will work out these details with Bill East.

> **ACTION: InDyne will send Carl Kersten NASA's recommendations for updating the UFGS specifications, as determined during the gap analysis. Carl Kersten will execute the revisions on the specifications, and then place them in the UFGS database.**

Overview/Analysis of 27 sections submitted to UFGS – Richard Hungate, SGS

- 27 sections were submitted to the Criteria Management System (CMS) Board using the Criteria Change Request (CCR) on 7/15/04.
  - ➢ 6 sections (ARMY) were "approved" and "incorporated".
  - ➢ 14 sections have not been evaluated.
  - ➢ 7 sections (NAVY) have been "approved", but have not been incorporated.
- After reviewing the "approved" sections, SGS found that not all of the recommended changes were implemented.

> **ACTION: Frank Der will provide Bill East the list of NASA Technical Proponents and Technical Representatives for the NASA Specifications that will be incorporated into the UFGS database**.
>
> **ACTION: Carl Kersten and Jim Quinn will send an e-mail to the UFGS working groups describing the procedures for incorporating the NASA gap analysis specifications into the UFGS.**

Update of Industry converting to MasterFormat™ 2004 – Richard Hungate, SGS

- AIA – MASTERSPEC is projected to have their data base converted to MasterFormat™ 2004 by June 1, 2005.
  - ➢ Will maintain both MasterFormat™ 1995 and MasterFormat™ 04.
- McGraw Hill Construction SWEETS projected to have their data base converted to MasterFormat™ 2004 by June 2005.
  - ➢ Will maintain both MasterFormat™ 1995 and MasterFormat™ 2004
- RS Means projected is projected to have their data base converted to MasterFormat™ 2004 by December 2005
  - ➢ Will maintain both MasterFormat™ 1995 and MasterFormat™ 2004.
- McGraw Hill Construction DODGE is projected to have their data base converted to MasterFormat™ 2004 by June 2005
  - ➢ Will maintain both MasterFormat™ 1995 and MasterFormat™ 2004
- Carl Kersten stated the UFGS database will only maintain MasterFormat™ 2004.
  - ➢ They will maintain cross reference file to assist the users in locating specifications.

SpecsIntact Accomplishments/Reduction in Support – Pat Robinson, InDyne

- Update on work priorities established at the July 2004 SI-CCCB Meeting
  - ➢ Completed SpecsIntact version to run directly from CD
  - ➢ Currently analyzing requirements for new CSI MasterFormat™ 2004

- ➢ Added a survey to the SI Website to query users on support for implementing alternate paragraph numbers or improved tables.
  - ▪ Current Survey Results (Sept 15, 2004 through Jan 20, 2005)
    - ❖ Tables 158
    - ❖ Alternate Paragraphs 67
- ➢ Completed stand-alone version of SI Editor. It is currently being tested in house.
- ➢ Released SI Version 4.1.0.653 - October 2004.
- Funding reductions from Army and Navy have impacted the next software release.
  - ➢ Next release supporting MasterFormat™ 2004 was planned originally for October 2005.
  - ➢ This release date has been delayed to April 2006.
- Funding reductions from Army and Navy have impacted the Help Desk support.
  - ➢ Help Desk support reduced to 4.5 hours per day. Support will be 0800 to 1230 (EST) Monday through Friday.
  - ➢ Requested a point of contact from Army and Navy to assist users in the afternoon. The SpecsIntact team will post these names on the SpecsIntact web site.

> **ACTION: Pat Robinson will update and distribute quarterly the user count chart, number of users helped, and survey results.**

SpecsIntact and Design-Build Projects - Jim Whitehead, InDyne

- Discussed current use of SpecsIntact for Design-Build projects.
- SpecsIntact currently can be used for Design-Build projects.
- USACE Sacramento District developing Design-Build masters using SpecsIntact.
- SpecsIntact could be improved to better support Design-Build projects.
- Not currently used by NAVFAC for Design-Build performance specifications.
- Described NAVFAC Design-Build performance specification format.
- Suggested modifications to SpecsIntact to provide better support for UNIFORMAT specifications similar to NAVFAC's performance specifications:
- o Allow more than 3 parts for UNIFORMAT Sections
- o Eliminate requirement for "PART 1", "PART 2", etc. in Part titles for UNIFORMAT specifications
  - ▪ This would require changes to the way the Editor hyperlinks between reports and Sections for Masters and for Jobs processed without paragraph renumbering
- o Permit three (A20) to seven (A202002) character UNIFORMAT Section numbers

- o Allow UNIFORMAT Section number in "Submittals" paragraph title, e.g.: 1.8   A20 – Submittals
- o Permit bold tags in Subpart and Section titles and Section numbers
- Suggested that some of these changes could benefit Design-Build projects outside of NAVFAC
- Expressed doubts that NAVFAC would consider switching to SpecsIntact for preparation of its performance specifications.

Software Lifecycle Initiative – Ken Tichy, InDyne

- Goals
  - More Stable Software
  - Applications Easier to Update
  - Diminished Discrepancies
  - Better Overall Organization
  - Less Programming Required
  - SGS Process Compliance
- Software Lifecycle Practices
  - Listen to User Needs
  - Gather Requirements
  - Detailed Design
  - Implementation
  - Thorough and Effective Testing
  - Deployment
  - Maintenance
- Software Requirements and Specification (SRS)
  - •SRS document written with over 1000 requirements identified
  - •Test Document mapped to SRS
  - •Traceability Matrix
- Improved Testing
  - •About 90% less manual documentation created for any release.
  - •Testing procedures automatically created.
  - •Documentation created from database source (reusable).
  - •Consistency
- Design and Peer Reviews
  - •Catch design flaws early in the process
  - •Minimize later impact
  - •Build more structured and usable code
  - •Fixing problems early in the game before they go too far down the waterfall
- CMMI
  - •All about Process Control.
  - •Consistent practices make problems easier to spot.
  - •Fewer problems leads to more productivity and better products
  - Better, Faster & Cheaper

Review of Open Change Requests – Jennifer Horvath, InDyne
Nine change requests were reviewed. Below is a summary of the results of the change requests reviewed:
- Accepted - 3
- Rejected – 5
- Requirements Analysis – 1

Open Issues – Round Table
- NASA 2005 Facilities Engineering and Real Property Conference will be held in April.
- Requested SGS to develop a proposal for maintenance of +/- 800 UFGS sections for Fiscal Year 2007.
- Board members agreed that the SpecsIntact should accommodate five-level MasterFormat™ 2004 Section numbers.
- Veterans Affairs (VA) is still planning to join the UFGS. They have a contactor working on their specifications.
- Carl Kersten became the new chairman of the SI-CCCB, as Miguel Morales rotated out of this position.

> **Action: Bill Brodt requested for Miguel to prepare 1 or 2 charts on the KSC success of using Dr.Checks.**

Priorities Established at the Meeting – Round Table

- Finish MasterFormat 2004 work
- Implement a File Attachment/Graphic tag that supports the editing and printing of non-SI documents
- Implement Alternate Paragraph Numbering
- Implement Better Table Handling
- Complete Submittal Tracker

Wrap-Up

The next meeting will be held June 7-8, 2005.