SpecsIntact Interagency Configuration, Control and Coordinating Board (SI-CCCB) Meeting Minutes

Date: **November 2, 2006**
Time: **9:00 am – 5:00 pm**
Location: **Kennedy Space Center, FL - OSB II**
Author: **Cheryl Fitz-Simon and Patricia Robinson**

Attendees:

	Invited	Attended	Name	Organization/ Location	E-Mail
	Y	Y	Carl Kersten	NAVFAC (Norfolk)	Carl.Kersten@navy.mil
	Y	Y	Miguel Morales	NASA (KSC)	Miguel.A.Morales@nasa.gov
	Y	Y	Frank Der	NASA (KSC)	Frank.D.Der@nasa.gov
	Y	Y	Steven P. Freitas	USACE (Sacramento)	Steven.P.Freitas@spk01.usace.army.mil
	Y	Y	Pete Rossbach	USACE (Washington)	Peter.J.Rossbach@hq02.usace.army.mil
	Y	N	Paul Dicker	USACE (Washington)	Paul.F.Dicker@hq02.usace.army.mil
	Y	Y	Sheron Belcher	USACE (Huntsville)	Sheron.G.Belcher@hnd01.usace.army.mil
	Y	Y	Sherri McMillion	NAVFAC(Norfolk)	Sherri.Mcmillion@navy.mil
	Y	Y	Pat Robinson	InDyne (KSC)	Patricia.Robinson@jbosc.ksc.nasa.gov
	Y	N	Rick Knutson	InDyne (KSC)	Rick.Knutson@jbosc.ksc.nasa.gov
	Y	N	Jim Brandenburg	InDyne (KSC)	James.Brandenburg@jbosc.ksc.nasa.gov
	Y	Y	Jim Whitehead	InDyne (KSC	Jim.Whitehead@jbosc.ksc.nasa.gov
	Y	Y	Cheryl Fitz-Simon	InDyne (KSC	Cheryl.Fitz-Simon@jbosc.ksc.nasa.gov
	Y	Y	Martha Muller	InDyne (KSC	Martha.Muller@jbosc.ksc.nasa.gov
	Y	Y	Jennifer Horvath	InDyne (KSC	Jennifer.Horvath@jbosc.ksc.nasa.gov
	Y	Y	Rick Hatcher	SGS (KSC)	Richard.Hatcher@jbosc.ksc.nasa.gov
	Y	Y	Richard Hungate	SGS (KSC)	Richard.Hungate@jbosc.ksc.nasa.gov

Meeting Objectives:

1) Status of Action Items from the May 4, 2006 Meeting
2) Resolution of UFGS Template
3) Discuss the schedule of items planned for the January UFGS Release
4) Summary of Working Group Meeting held October 31 – November 1, 2006
5) Discuss IHS new feature and SpecsIntact
6) Review New /Deferred Change Requests

7) Update of Technical Support
8) Update of Implementing Tables
9) Discuss using SI for Design Build
10) New functionality to translate the submittal register file (NAVY4288.TXT) into an XML file
11) Review General Note (carried over from the UFGS Working Group Meeting)

Subject 1: Review Action Items from the May 5, 2006 Meeting

1) See synopsis in the table at the end of the minutes.
2) The Information Handling Services (IHS) contract will be funded by the Office of the Secretary of Defense.
3) The SGS counter proposal was not submitted since it was determined they would not be able to match the proposal submitted by IHS.
4) IHS will maintain the Unified Master Reference List (UMRL).
5) The UMRL will be updated quarterly by IHS.
6) The Section template (UFGSmstr.tpl) was reviewed at the UFGS Working Group Meeting held May 1-2, 2006

Subject 2: Resolution of UFGS Template

1) Reviewed UFGS Template changes from the UFGS Working Group.
2) Discussion regarding the Submittal Classification and Reviewer on whether we should use the same formatting that is used in the new template throughout the UFGS Master.
   a) The agreed format is: [; G] [; G, [_____]]
   b) It was agreed to use the same format in both the UFGS Template and UFGS Master.
3) Modify Scope Note to agreed format.
   a) This Guide Specification covers the requirements for [scope]
   b) **Add below Scope Note paragraph**: Edit this guide specification for each project specific requirements by adding, deleting, or revising text. Choose applicable bracketed items(s) or insert appropriate information.
   c) While editing this section the designer is to remove information and/or requirements not related to the respective project regardless whether or not brackets are present.
   d) Delete "Use of electronic communication is encouraged."
   e) Delete "Brackets are used in the text to indicate designer choices or locations where text must be supplied by the designer".
   f) Example of changes shown below:

```
**********************************************************************
        NOTE:  This specification covers the requirements
        for [scope]._
        _
        Edit this guide specification for project specific
        requirements by adding, deleting, or revising text.
        For bracketed items, choose applicable items(s) or
        insert appropriate information.
        _
        Remove information and requirements not required in
        respective project, whether or not brackets are
        present.

        Comments and suggestions on this guide specification
        are welcome and should be directed to the technical
        proponent of the specification.  A listing of
        technical proponents, including their organization
        designation and telephone number, is on the
        Internet.

        Recommended changes to a UFGS should be submitted as
        a Criteria Change Request (CCR).

        Use of electronic communication is encouraged.
        _
        [This guide specification includes tailoring options
        for [[_____][, [_____],[ [_____],]] and
        ][ARMY][NAVY][NASA].  Selection or deselection of a
        tailoring option will include or exclude that option
        in the section, but editing the resulting section to
        fit the project is still required.—
        _
        ]Brackets are used in the text to indicate designer
        choices or locations where text must be supplied by
        the designer.
**********************************************************************
```

Subject 3: Schedule of Items for January UFGS Release

1) Once the New Titles have been reviewed by the discipline working groups and approved, Army and Navy will proceed with updating the MasterFormat 2004 Titles.
2) The UFGS Database will be rotated to Sheron Belcher January 2007.
3) Sheron will be changing the Submittal Classification and reviewer markup.
4) Change List is distributed to all Database Managers, and then the UFGS Database Manager compiles the lists into one. Once the List is merged, the Change List will then be redistributed amongst the individual Database Managers for final review before posting.
5) Once the compiled list is completed, it will be forwarded to SGS to update the Tracking Chart.

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6) Reference updates using the updated UMRL from IHS are projected for the January 2007 release, if not, it will be completed for the April 2007 release.
7) Cathy Wyatt is the point of contact for IHS.

Subject 4: Summary Of Working Group Meeting

1) Carl stated the contract with Information Handling Services (IHS) was initiated October 1 2006. The contract is funded by DoD.
2) Reviewed the agreed changes to the UFGS Template
3) Announced Army volunteered to become the UFGS Database Manager in January 2007 and NASA will become the UFGS Database Manager January 2008.
4) Discussed Change List distribution/updates
5) Reviewed the global changes to the UFGS Database
6) Stated the working group approved, rejected, and added to the listing of the 25 Groups that SGS had presented for unification.

Subject 5: Discuss IHS New Feature And Specsintact

1) Carl Kersten had requested that SpecsIntact assist Information Handling Services (IHS) in developing a method for SpecsIntact users to directly access from SpecsIntact IHS-maintained reference publications. Discussed two possible ways to allow the SpecsIntact Editor to direct a user to the IHS reference publication when the user double-clicked on a Reference Identifier (RID) in the Editor. Both options would require that an entity wishing to use this capability have the correct IHS subscription and have paid certain additional access fees to IHS.

   a) **Option A**: IHS would embed SpecsIntact URL tags around all RIDs in the UFGS. This option would require IHS to eliminate its own requirement for equal signs in its web addresses, because SpecsIntact does not currently allow equal signs in tag attributes. IHS included the cost of making this programming change in the estimate, along with the cost of updating all UFGS Sections.
   b) **Option B**: SpecsIntact would modify the Editor so that double-clicking on a RID tag would cause the Editor to automatically open a web page that redirected customers to the appropriate reference standard via a reference lookup table. Under this option, IHS would not modify any UFGS specifications, nor would it need to update these Sections if the web addresses changed or new RIDs were added.

2) The cost for option B was substantially lower than for option A, but both options required significant server access fee payments to IHS for each location from which IHS documents would be accessed.

3) The Board agreed it that this would be a nice feature to have, but it wasn't worth the expense required.

Subject 6: Review New / Deferred Change Requests

1) Six Change Requests were reviewed. Below is a summary of the Change Requests reviewed:
   a) Accepted – 4
   b) Rejected – 1
   c) Requirement Analysis - 1

Subject 7: Update of Technical Support

1) Reviewed statistics for User Counts
   a) October 2004 – September 2006
   b) Fiscal Year 2005 – 2006
2) Reviewed statistics for Technical Support
   a) Fiscal Year 2005 – 2006
   b) Fiscal Year 2004 - 2005
3) Technical Support Call Duration
   a) Fiscal Year 2005 – 2006
   b) Fiscal year 2004 – 2005

Subject 8: Update of Implementing Tables

1) Reviewed possible implementation methods, including option discussed at previous meeting to have SpecsIntact call on a third-party application to handle table display and editing. Discussed significant shortcomings with this third-party application approach, including the inability to

   a) use SpecsIntact markup in third-party applications;

   b) have SpecsIntact process submittals, references, etc. in third-party applications;

   c) perform searches in tables from the Editor or SpecsIntact Explorer;

   d) save table data in SpecsIntact Section files (separate files would be required for tables).

2) Also, pointed out that this third-party application approach would still require a major programming effort, and might not significantly reduce development effort required.

3) After discussions of these shortcomings with board members and others, all agreed that a native SpecsIntact table implementation would better satisfy SpecsIntact requirements. Under this approach, SpecsIntact will be responsible for editing and processing tables, and storing table data. This will overcome the shortcomings of maintaining tables in a third-party application identified above, and would allow support for most of SpecsIntact's important capabilities and features.

Other points:

1) Do not expect the first release of tables to be fully functional, and anticipate our customers to begin submitting CRs.

2) The new tables will support right, left and center justify.

3) SpecsIntact will continue to support older (existing) table formatting (<TBL> <THD>) as long as older Jobs and Sections with these tables still need to be processed.

4) The new tables will not be supported in older SI-SGML format. The new tables take advantage of XML tools, and so will require the newer SI-XML format.

5) We will introduce a new table tag to support the new tables, as well as possible additional tags for table row and cell markup.

6) The earliest possible release date is projected for October 2007.

Subject 9 : Discuss using SI for Design Build

1) Sherri McMillion stated she would need to get approval from the Design Build Counsel to use SpecsIntact for Design Build Projects..
   a) Design Build uses uniformat for the numbering scheme within the specification.
2) The Performance Technical Specification (PTS) work in conjunction with our UFCs
3) The USACE Construction community wants to have SpecsIntact in order to produce the Submittal Register and submittal data file for the Resident Management System (RMS).
4) The submittals have been removed from the PTS.
5) NAVFAC would like to see the Design Build specs under the SpecsIntact umbrella.
6) The Design Build Working Group has contacted the US Coast Guard in regards to them joining and developing a macro program in Word similar to what the Building System Design, Inc. (BSD) uses.
7) The Group expressed their concerns on why we would want to pay another entity to come up with another program when SpecsIntact can do what they need.
8) This conversation was held to see if it would be possible for SpecsIntact to handle the Design Build format.
9) Steve Freitas stated that the disciplines would prefer the Design Build Specifications to be managed by SpecsIntact, but also stated that the Project Managers would prefer they remain in Word format.
10) Steve Freitas also stated that the USACE Design Build Contractors would support this effort since USACE Construction requires the Submittal Register to be produced through SpecsIntact.
11) Pete Rossbach stated that if Navy incorporated their Design Build Specifications in SpecsIntact format, then Army would be more eager to use them.
12) NAVFAC Design Build Web Site
    a) Division 1 is being done by the project designers using Word
    b) Division 2 are being done by the Spec Writers using SpecsIntact
    c) Document published using Adobe PDF and posted.
13) Sherri McMillion stated the format could not be changed since this has already been addressed and attempted.
14) If the SI-CCCB Members agree, Sherri will still need to meet with the Design Build Counsel to promote the use of SpecsIntact for their Design Build Specifications.
15) Due to the NAVFAC re-organization Sherri has become more aware of the number of SpecsIntact users.
16) The SI-CCCB Members agree it is worth Sherri promoting the concept of SpecsIntact for the Design Build projects forward.

Subject 10 : New Functionality - Translate Submittal Register File (Navy4288.Txt) into an XML File

1) Ken Tichy presented the concept of having the Submittal Register has an XML file. Customers consistently ask us if they can import the NAVY4288.TXT file into Microsoft Excel. They like the spreadsheet functionality to manipulate their submittal data. They want to sort it, format their documents, enter their own fields and make good use of Excel's many functions.
2) XML offers a way to transform the NAVY4288.TXT file into an excellent format to be imported into Excel or any other spreadsheet program, including several free (open source) versions. The customer could then use spreadsheet software with which he is already familiar to edit, print, and save the Submittal Register data as the project progressed. .

3) When XML files are imported into spreadsheet applications, the columns would be labeled and formatted in a way that would make it easy for the user to start using the file immediately.
4) SI will be modified to generate the NAVY4288.TXT along with a NAVY4288.XML file.
5) SI will have the e-mail functionality available to send these files to other users for processing. .
6) Is it important that the Submittal Register Columns are generated in the same order as they appear on the current Submittal Register produced by SpecsIntact.

Subject 11: Wrap-Up

1. Priorities remain the same as the last SI-CCCB Meeting.
2. Next meeting will be held May 1 – 3, 2007, possibly in Washington D.C.

Action Items:

#	Action Item	Person	Assign Date	Due Date	Item Status
1	Follow-up on the IHS proposal to verify when the contract will begin.	Carl Kersten	05/06	9/06	Complete
2	Follow-up on Steve Freitas' suggestion to have the UMRL Maintenance funded by the DOD.	Carl Kersten	11/05	12/05	Complete
3	Submit an alternate proposal via email to counter the IHS.	Rick Hatcher	11/05	12/05	Complete
4	Once all proposals have been submitted, Carl Kersten will follow-up with Pete Rossbach and Miguel Morales to review the proposals by IHS and SGS.	Carl Kersten	11/05	01/06	Complete
5	E.mail the UFGS Sections with revisions that include NASA's recommendations to Carl Kersten, Sheron Belcher and Frank Der.	Maggie Muller	11/05	12/05 02/06	Complete
6	Distribute the revised UFGS Sections to the appropriate personnel. This is in reference to the Criteria Change Requests that were previously submitted and approved, but were not implemented.	Carl Kersten, Sheron Belcher	05/06	No Date	Complete
7	Email to the UFGS Working Groups informing them NASA has joined the UFGS and Frank Der is the NASA contact	Carl Kersten	11/05	11/06	Complete
8	Email the Comparison List to NAVFAC for updating the UMRL for the April 2006	Maggie Muller	11/05	06/06	Complete

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#	Action Item	Person	Assign Date	Due Date	Item Status
9	Email the Open Change Request Report, sorted by priority, for the Board Members to review.	Jennifer Horvath	11/05	11/05	Complete
10	All agencies database mangers convert their database to XML prior to the April 2006 release	Maggie Muller Sheron Belcher Tara Moeller	11/05	04/06	Complete
11	Provide a link to the prototype web page for Maggie Muller to test prior to publishing –	Bob Payn	11/05		*Incomplete*
12	Provide a CD with the latest version of SpecsIntact to Carl Kersten for publishing.	Jim Whitehead	11/05	12/05	Complete
13	Publish the updated version for the Unified Facilities Criteria (UFC) 1-300-02, dated October 2004.	Carl Kersten	11/05 and 05/06		*In Progress*
14	Update UFC 1-300-02	Steve Freitas	11/05 and 05/06		*In Progress*
15	Email a copy of the UFGS Section template he developed to the SI-CCCB Members and SpecsIntact staff.	Steve Freitas	11/05	11/06	Complete
16	Publish a workaround procedure in the Knowledge Base that will provide the instructions for getting Brackets in Bold or Highlight tags.	Cheryl Fitz-Simon	11/05	03/06	Complete
17	Compile a tracking chart for posting that shows the history of what sections have been merged, deleted, or renumbered. This spreadsheet will combine the current "A and N Conversion List", the UFGS Listing of Changes" and the "UFGS Listing of Changes Archives" into one spreadsheet.	SGS/InDyne	11/05	12/05	Complete
18	Setup Teleconference with Pat Robinson, Maggie Muller, Richard Hatcher, Sheron Belcher, and Tara Moeller to establish a process for releasing the UFGS database.	Pat Robinson	05/06	05/06	Complete
19	SI will post the UFGS Template for download along with instructions. Provide link to Alynne for posting on the WBDG.	Cheryl Fitz-Simon	11/06		

20	Report status of meeting regarding using SpecsIntact to produce Design Build projects.	Sherri McMillon	11/06		