

Army
Automated Document Conversion System
(ADCS)

***Performance Specification
Internal Progress Review Minutes***

Huntsville, AL
Wednesday, January 20, 1999
CDRL A003
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1.0 Introduction

The Army's Automated Document Conversion System (ADCS) Performance Specification Internal Progress Review (IPR) meeting was hosted by Paul Behrens at Redstone Arsenal, Huntsville, Alabama. The meeting was chaired by Mr. Peter Everitt of PDIT and was attended by approximately eight individuals. Appendix A represents those in attendance.

1.1 Purpose

The purpose of the meeting was to review the progress of the ADCS Performance Specification, the Detailed Definition Packages of functional requirements, and the ADCS Handbook.

2.0 Agenda

Mr. Everitt, opened the ADCS part of the meeting with a slide presentation (attached). Mr. Everitt described the changes and new direction that the documents in progress had taken. He described the new worksheets and the possibility of hyper-linking the final documents on a CD-ROM.

Mr. Everitt brought up the subject of Conversion Software and whether there should be recommendations in the Handbook. Discussion followed.

Mr. Behrens brought up the subject of a Joint Venture with other branches of the military. It was determined that it was not funded yet, but might be at a future time.

In response to Mr. Behrens remark, Mr. Everitt volunteered to make a presentation, to move toward a Partnership.

The subject of updating the data format information in MIL STD 2549 was brought up. Mr. Everitt said that PDIT had already reviewed the STEP formats and had some recommendations to give the person or group working on this standard.

Mr. McGlone requested that PDIT contact the group revising MIL STD 2549 with its review comments.

Mr. Simmons indicated that the cost/benefit analysis sections of the Handbook will be completed on schedule.

PDIT will provide, at Mr. Behrens request, a proposal for PDIT to produce and host an ADCS Homepage Web site.

PDIT will produce a "Wizard" that will produce a Performance Specification that Program Managers can attach to a contracts for conversion services.

Mr. McGlone agreed to Mr. Everitt's request to send out the Detailed Performance Definition Packets to individuals in those functional areas so the requirements can be verified. He gave Mr. Everitt some suggestions as to who would be a possible choice.

It was agreed that PDIT would wait for Army okay before sending anything to HMMWV. PDIT would like HMMWV to review the ADCS documentation as if they were actually using it to procure conversion services.

Mr. Everitt logged into the Army Survey on the WEB (cezar@pdit.com) and after some discussion, it was decided that PDIT will reduce the Army survey to approximately five questions which will provide the most useful information while allowing for a more detailed survey to be completed voluntarily.

PDIT will review draft Handbook and revise layout to enhance its ease of use by Program Managers.

3.0 Adjournment

Mr. Everitt encouraged all participants to continue to review the ADCS documents and to forward any ideas and concerns to PDIT. PDIT in turn will begin work on a 'Wizard' to automate the production of an ADCS Performance Specification that can be included in a Statement of Work and given to a Contractor to procure conversion services.

Appendix A

ADCS Performance Specification

IRB Meeting Attendees

Name	Organization/ Office Symbol	E-mail	Phone Com/DSN
Behrens, Paul	PM, EDMS Program Huntsville, AL	behrens- pw@redstone.army.mil	205-313-2255
Brooks, John	System and Solutions, Inc.	jbrooks@sasi000.net	314-355-0377
Everitt, Pete	P.D. I. T., Inc. Charleston, SC	peveritt@pdit.com	843-747-1470
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Simmons, Larry	P.D.I.T. Sub-Contractor		
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