



**IADISC Meeting Minutes**  
Sunday, September 17, 2006

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Location: Minneapolis, USA

**Present:** Duncan Bolton (EAZA), Frands Carlsen (EAZA), Sue DuBois (AZA), Robert Erhardt (AZA), Nilda Ferrer (AZA), Kevin Johnson (ARAZPA) (Chair)

Hassan Syed (ISIS), Nate Flesness (ISIS), Jaime Meyer (ISIS) also attended.

**Welcome**

Welcome to everyone and thanks to ISIS for hosting the meeting for us.

**Introductions and Updates**

Kevin reported that it has been very helpful to have additional support for tasks from the Executive Committee to enable him to stay on as Chair.

EAZA, ARAZPA, AZA Regional ADISC updates were submitted prior to the meeting and will be available for review as separate documents.

**Communication:**

We discussed how we could improve communication amongst the group. Kevin suggested an IADISC Executive Committee list serve to discuss some of the timely and ongoing issues. We talked about using the existing IADISC list but decided that this was too broad a group and it would be more efficient to send just the summaries to the full IADISC list serve. Kevin will compile the comments and outcomes from the Executive Committee list and send an update to IADISC fortnightly.

Kevin reported on his attendance at the ISIS Board meeting in Germany. It was disappointing that the meeting was cut short. He expressed concern that there was a lack of time to fully address pertinent project issues at the ISIS Board. There was some discussion about what level of project detail is relevant for Board decision and whether the IADISC Chair, as a member of the Board should be providing more updates between the bi-annual meetings. Kevin asked Nate about Frands attending the ISIS Board meeting in March in his place. Nate said he would have to get Board approval for this since the Board specified representation on a person-by-person basis. It was noted that Kevin had written an issue paper for the recent ISIS Board meeting, but this did not get discussed as the Board meeting was cut short. Kevin will seek clarification and approval for Frands to attend.

**Membership:**

Kevin had a request from FUNPZA for IADISC membership. Kevin wrote back to the email address he had received the request from, [mmamanzana@yahoo.com](mailto:mmamanzana@yahoo.com), but has not received a response since then. Kevin reported that John Inkson (ARAZPA) would like to stay on IADISC even though he has been unable to make the last few meetings and has not been able to stay as involved in the project. He felt that he could take on some tasks in the near future and everyone agreed that John should be encouraged to stay on IADISC. Sandra Silinski (EAZA) has had a change in her status and will be removed from IADISC list.

We discussed getting more regional involvement and Kevin will send an email to regional association executives asking for review of appointments or new appointments.

**ISIS Update:**

Jaime Meyer, the new Communications/Development Specialist for ISIS, was introduced. Nate Flesness provided an update on funding. The Packard loan allows ISIS to pay the remainder for construction (\$400K). ISIS is still seeking funds, 3.5 million, for deployment costs,

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training, and help desk support over 4 years. E-learning – web-based –\$750,000 estimate to develop by CGI, which would include about 122 topics. ISIS should hear from IMLS by mid-September about a \$386,000 grant to develop online training. ISIS is waiting to hear on an appropriations bill for \$400K for 2007 currently in the US House. (ISIS received ½ million from US Congress in 2005.) Hans Keller is working on funding from Microsoft - \$1.5M for collaborative showcase. Another possibility being explored is the Google Foundation whose Chair, Larry Brilliant, has an interest in epidemiology. Tracy McNamara, WCS, submitted a ZIMS proposal to Google for funding. A grant application from Emerson for \$250,000 is currently being drafted.

The ISIS Board is considering other means of funding ZIMS including a one-time deployment fee of five times the annual fee, with a maximum of \$60,000 (maximum annual membership fee is currently \$12,000), a membership fee increase, a ZIMS training fee, or possibly increased phys-norm marketing. They are also considering expense reduction ideas such as outsourcing application development, reducing support levels, and no further development of ZIMS. ISIS is also gearing up four developers to handle any programming changes. We can expect change orders to ZIMS as it is deployed and Hassan estimated ISIS should allot \$200-250K for changes.

Nate reported that the ISIS Board is considering a restructure of Board-level committees: the Campaign Committee, TAC, and SAC. They have requested input from IADISC. (Jeff Bonner, Greg Geise, Chris West and Jonathan Wilcken are the Board members researching restructuring). We discussed the suggestion that IADISC could become a committee of ISIS and there was unanimous agreement that IADISC should not become an ISIS committee to best serve the user community.

### **ZIMS Project Manager's Update**

Hassan provided a breakdown of project costs noting the difference between Construction Expense vs Deployment Expense:

To date:

Development/Construction of software - \$3.3M software development

External service - \$0.8M

Workshops/travel - \$0.6M

Staffing/ communication/ misc \$2.8M

Total - \$7.4M

Total Deployment costs projected - \$14M originally, has been down adjusted each year to:

\$6.3M - 2004

\$4.5M - 2005

\$2.5M 2006 – which includes Hosting @ \$1.1M, Training @ \$0.92M, and other deployment expenses @ \$0.5M

### **ZIMS Project Timeline**

Hassan reported on the ZIMS Project saying there are 458 screens, 428 complete (not necessarily with code behind), 183 reports identified with 101 sent to CGI, 238 data standards, 97 of which have been ratified by IADISC, and 566 issues have been resolved by the Oversight Committee. There are 1247 program logic units (will be more like 5000 by completion) and 957 have been completed. ARKS/SPARKS data conversion coding is 90% complete and MedARKS coding has not been started yet. ZIMS will contain one million lines of code by the finish.

There has been an eight month delay to date which is due to several factors including:

- System complexity underestimated by CGI

- Process adjustments – iterative to waterfall development method

- Community driven design –

- Inadequate progress reports

- Fewer progress check points

The current timeline, which may be adjusted following this week's walkthrough, is:

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Construction completion – Oct 20  
First application release – Nov 16  
UAT - Nov 20  
Early Adopter Deployment – Feb 21 Early Adopters

Hassan reported that a three week delay is possible. A new timeline will arrive from CGI this week. The PMO requested that CGI not change the population management venue in Mexico. There may be a delay in the Veterinary walkthrough currently scheduled for October.

Hassan provided an update on the RFP for hosting. In May the lowest bid came back at \$500K/year. The RFP was reposted and came with a lower minimum - \$200K – the top three vendors have been selected and the final vendor will be selected by 2006 November 2006.

**Deployment Planning** – each region is working on their regional plans. There is a teleconference on Tuesday to discuss as a smaller group in more detail.

We discussed IADISC's role with Alpha and Early Adopters (ISIS view on this in advance). Concern was expressed that we still do not have a deployment/training plan and that it is difficult to know how to scale a deployment/training plan until we know what resources are available. Early adopter training planning is done. There was mention of using the ZIMS Discussion Forum for help, FAQ type documentation for deployment and training as one way that IADISC could provide support to the user community.

### **Data Standards Update:**

There are 267 data total standards (including ISIS championed, admin, etc) and 97 have been ratified by IADISC. Nilda is looking for four more champions for standards lacking champions. There are currently 18 up on the forum for voting. Some need re-work IADISC will get more for ratification in the next two weeks. All are due by the end of September. There may be any extension of the deadline due to the delays in the project.

We discussed how we should handle the future data standards process and noted that there are two different processes to consider, one that requires Data Structural Change or programming changes such as additional screens. This is the long process that we have already defined. The second is the need for a new value or term for an existing standard. This should be a much faster process as follows:

- Kevin will build spreadsheet with names all of the SMEs who voted on each standard.
- There will be two areas on the ZIMS Discussion Forum – one for existing, one for the new 'fast' process
- A SME can request modifications to an existing standard
- It will be posted one week on forum (for anyone to review)
- John Inkson will also send an email to the targeted SMEs from Kevin's spreadsheet
- Targeted SMEs will review on forum area and comment
- IADISC will be notified of change and review
- John will notify ISIS to add term/value
- If there is no agreement, it goes to Oversight Committee

The whole 'fast' process should take no more than two weeks in total.

### **Risk Management Plan**

We reviewed a sampling of the risks to determine whether we should be concerned about a lack of focus on risk management. We reviewed the risk of "Insufficient access to SMEs" and confirmed that there is still a high risk SME burnout. We still need SMEs to help finishing standards and reports, but bringing new SMEs in at this time is not feasible. We could use fresh eyes to look at system at some point during the development of training material. We also reviewed the risk of disproportionate representation of users and determined that it is still high.

**UAT process and IADISC role -**

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Rescheduling has been a challenge. We won't know until Thursday when the next invitations should go out. Kevin will send out invitations. The UAT process will involve SME commitment of 15 hours/wk for 6 weeks over a 12 week period. Nilda expressed concern that this is the 3<sup>rd</sup> date change and it is difficult for SMEs to make a commitment when the dates keep changing. They will need to attend the full week for two days UAT training, and three days group UAT.

Then UAT will be two weeks on, two weeks off. There will be 76 testers, testing 1000 + scenarios – identified by BUCs. Each tester will get 20-30 scenarios. Severity one – crash – stops testing. Severity 2 – will be fixed during UAT. These 20-30 scenarios will be the testers' primary set of tests that they will go through for each build of ZIMS. ISIS is performing a Gap analysis of the test scenarios against SUCs. Role of IADISC – Need some super SMEs to help field how-to questions to help UAT testers.

Final build – no severity two in final build. The fourth iteration of UAT – will test data conversion. Several IADISC members expressed concern about having real datasets from institutions to test.

### **IADISC Strategic Planning**

We decided the six month plan is covered by the updated task list. The group discussed modifications to the IADISC mission statements as follows:

*The International Animal Data Information Systems Committee (IADISC) will serve as a global forum for the user community's involvement necessary to move forward with the accurate and timely recording and use of data for the advancement of animal management and research pertaining to animal populations, for husbandry, and for data sharing.*

We then discussed our goals and several strategic objectives for a three year plan. Sue will summarize the discussion in a draft of the three-year strategic plan and circulate for further online discussion.

### **Next meeting**

We decided to schedule the next IADISC meeting after we have more information about upcoming meetings. Possible locations for the next IADISC meeting are PAAZAB, Japan, or ALPZA – mid-year Mar '07 – next ISIS Board of Trustees meeting

Summary and Task Review: We reviewed the existing task list and new task assignments from this meeting. (see attached)