

CECI-P

Circular
No. 25-1-320

28 August 2008

EXPIRATION DATE 28 AUGUST 2010
Information Management
ENTERPRISE IT BUSINESS SOLUTIONS POLICY

1. **Purpose**. This circular establishes and implements policy and guidance for the governance of U.S. Army Corps of Engineers (USACE) Enterprise IT Business Solutions.

2. **Applicability**. This policy applies to the U.S. Army Corps of Engineers.

3. **Distribution**. This document is approved for public release. Distribution is unlimited.

4. **References**.

4.1. USACE CIO 700-Day Plan, Feb 2007.

5. **Introduction**.

a. Separate circulars will provide implementing guidance, including capabilities, business processes, and standard operating procedures (SOPs) for specific IT Business Solutions (Microsoft Office Groove 2007, Microsoft Office SharePoint Server (MOSS) 2007, and the Enterprise Data Warehouse (EDW)).

b. In order to better serve USACE business requirements, ensure continued mission success, and become more efficient and cost-effective, an enterprise-wide service model is being implemented. As described in the CIO 700-Day Plan, "the Directorate of Corporate Information (CECI) will establish a standards –based enterprise-wide environment that fully leverages IM/IT products and services that best support each organization within the Corps." This enterprise approach is being taken toward IT Business Solutions so as to provide maximum interoperability, technology innovation, systems modernization, information security, and to facilitate knowledge sharing.

c. Microsoft Office SharePoint Server (MOSS) 2007, Microsoft Office Groove 2007, and the Enterprise Data Warehouse (EDW) are the chosen Enterprise IT Business Solutions that directly assist with a wide range of USACE business requirements.

6. **Policy**.

a. This policy implements governance of IT Business Solutions (systems, projects and investments). It is effective immediately unless an exemption is obtained from the CIO's office.

b. Microsoft Office SharePoint Server (MOSS) 2007 was deployed in FY07 as the USACE enterprise tool for the USACE intranet and internet and to be used in conjunction

with Microsoft Office Groove 2007 to support teaming and collaboration within USACE. These are the software tools sanctioned by senior management for the sharing and communication of unstructured data within and outside of USACE.

(1) MOSS 2007 Capabilities. MOSS 2007 is a Commercial-Off-The-Shelf (COTS) tool that provides the following areas of functionality:

(a) Collaboration – Customizable collaboration sites with various functions, including discussions, surveys, blogs, wikis, document libraries and various alert features to keep all team members coordinated on a project or initiative. Functionality extended offline and for teams beyond the enterprise by Office Groove 2007.

(b) Portals – Easy to build portals for intranet, internet, & extranet that are intuitive to maintain so that no webmaster is necessary.

(c) Search – Search beyond documents and across repositories to unlock information, find people, and locate expertise. MOSS can search file shares, web sites, SharePoint sites, Exchange Public folders, and more.

(d) Enterprise Content Management – Organize and classify content within a centralized document repository to provide a consistent method for organizing, categorizing, navigating through, and quickly searching for the right information. Configuration management and version control of important documents.

(e) Business Process and Forms – Integrated and tailored workflows to drive and track business rules and processes, connected with web-based customizable form templates.

(2) MOSS Environments and uses – MOSS will be deployed in three (3) environments, each for communication among different populations.

(a) Intranet – The SharePoint intranet environment will replace all other intranet solutions as a means for secure collaborating, teaming, and communicating among USACE personnel. This environment is entirely behind the USACE firewall.

(b) Internet – The SharePoint internet environment will replace all other methods for publishing USACE content onto the internet.

(c) Extranet – The SharePoint extranet environment will fill the previously unmet requirement of providing a secure means for collaborating, teaming, and communicating between USACE personnel and external partners to USACE.

(3) Duplication of services – No other IT solutions and/or services duplicating those of MOSS 2007 will be authorized unless a waiver from the CIO's office has been granted.

c. Microsoft Office Groove 2007 is being deployed in FY08 to allow small teams to work together dynamically for short periods of time. Office Groove 2007 complements MOSS functionality by adding dynamic workspaces for small teams even when offline.

(1) Office Groove 2007 Capabilities. Office Groove 2007 is a Commercial-Off-The-Shelf (COTS) item that provides the following areas of functionality:

(a) Enhanced integration with MOSS 2007 to allow even easier access to SharePoint content (including Document Libraries) even when offline.

(b) Dynamic Teaming in temporary workspaces including a variety of tools from file-sharing to discussions.

(c) Content saved locally which enables productivity enabled while offline.

(2) Duplication of services – no other IT solutions and/or services duplicating those of Office Groove 2007 will be authorized unless a waiver from the CIO's office has been granted.

d. An Enterprise Data Warehouse (EDW) will be deployed in 4th quarter, FY08. The development of the EDW is a shared initiative between CECI, and the CEFMS and P2 Automated Information Systems (AISs). Once deployed, the EDW will be the official data warehouse (repository, silo, data mart, database, etc) of corporate data sanctioned by senior management for enterprise IT data sharing within the USACE, among its partners and customers, and for upward reporting to Army, DoD, and OMB, when appropriate.

(1) The EDW Architecture. The following tools, products, Commercial-Off-The-Shelf (COTS) items, were acquired in support of the EDW:

(a) Netezza database appliance – is a data warehouse appliance that integrates database, server and storage, the Netezza Performance Server (NPS) system stores, filters, and processes terabytes of data within a single unit, analyzing only the relevant information for each query.

(b) IBM WebSphere (formerly Ascential Software) – helps you understand the structure, content and quality of your data sources; integrates data across multiple platforms and high volumes of data sources and target applications; provides enterprise-class data integration for batch-oriented extraction, transformation, and loading (ETL); and ensures your systems delivery of accurate, complete information to business users across the enterprise.

(c) Business Objects – A Business Intelligence (BI) platform that provides a set of common services to simplify deployment and management of BI tools, reports and analytics. The Business Objects tool suite provides performance management products and services that assist users in aligning with strategy by tracking and analyzing key business metrics/ goals via management dashboards, scorecards, analytics, and alerting.

(2) Duplication of services – no other IT solutions and/or services duplicating those of the EDW or any part of its architecture will be authorized unless a waiver from the CIO's office has been granted.

e. Existing systems, projects or investments that contain an IT data sharing component, interface or capability with multiple AISs; or serves as a repository, data mart, warehouse, etc for data sharing and upward reporting, are required to contact the Programs and Project Management Division, CECI-P, to determine if migration to the EDW is warranted.

7. Training. General training will be provided for all of the Enterprise IT Business Solutions outlined in this document. Following the Enterprise Service Model, additional in-depth training will be provided to different groups with unique needs at their own expense.

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8. **Exemptions/Waivers.** Exemptions and/or waivers to this policy can be granted by the office of the CIO. A complete business case is required to request an exemption. For guidance please, contact your CECI-P, Information Technology Program Manager (ITPM), Point-of-Contact (POC). The CECI IT PM POC list is available at <https://kme.usace.army.mil/ci/ciorganization/ppm>

FOR THE COMMANDER:



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