4th Quarter OLAO All-Hands Meeting

August 17, 2017

Neuroscience Center
Conference Room C
OLAO Quarterly Agenda
August 17, 2017

• 9:30 am Opening comments  
  Brian Goodger
• 9:40 am Employee Recognition  
  Brian Goodger
• 9:50 am Guest Speaker – NIAID  
  Joe Croghan
• 10:20 am Closing Remarks  
  Brian Goodger
OLAO Quarterly All-Hands

• **Quarter 1 (every October).** Division Directors provide a report card on the previous FY & goals for new FY.

• **Quarter 2 (every January).** Deputy Division Directors to provide status of projects and news and notes.

• **Quarter 3 (every April).** Division staff members to present on special topics.

• **Quarter 4 (every July).** Brief updates and then a guest speaker.
News & Notes

• Happenings in govt. (USG wide, HHS, and NIH)

• Heart of the FY end is upon us

• Biggest internal contracts in OLAO:
  – Sobran re-compete & i-Power re-compete

• Staff shortages

• De-obligations/stale obligations/expiring lines and register CPAR actions

• Assisted Acquisition end of FY actions

• Supply’s push to finish solvent

• Property Portal

• Discovery Network’s “First in Humans”
OLAO Recognition

• Employee of the Quarter (for Q. 3)
  – Bridget Gauer

• Honorable Mention
  – Mary Rainey
  – Lou Kuta
  – Ben Meyers
  – Robert Burdette

• DLS awards

• OLT meets Wednesdays 9am to 10am
Guest Speaker

• Joe Croghan
  NIAID
  Software Engineering Branch
  Branch Chief
Software Engineering Branch
Overview

August 17, 2017
Who We Work For

- **Dr. John McGowan (JJ),**
  - Executive Officer, NIAID
  - Director, Office of Science Management and Operations
- Previously:
  - Director DEA, NIAID
  - Acting Deputy Director for Management, NIH/OD

- **Jill Harper**
  - Deputy Director, OSMO

Diagram:
- NIAID
  - DEA
  - DAIDS
  - OSMO
  - DMID
  - OCICB
Who We Work For

Mike Tartakovsky, CIO, Director, Office of Cyber Infrastructure and Computational Biology (OCICB)

Alex Rosenthal, CTO, NIAID
SEB Vision Statements (circa 2011)

- We will deliver quality software solutions in partnership with the NIAID community
- Our partners will see us as innovative problem-solvers, who anticipate and support their business needs
- We will engage in and support ongoing professional development and training
- We will work together with respect and trust to support operational efficiency, effectiveness, and excellence.
SEB At A Glance

Line of Business, Custom Software Development Programs

- Administrative
  - Human Cap Systems
- Contracts Management
- International
- Grants Management
- Sci. Reporting
- Extramural
- Financial Systems

Enterprise Platforms

- Collab and Communication
- EDRMS

Analytics

- Visualization
- Data

Development Support

- Analysis
- Technology
- QA, RM & CM
SEB Scale

- Approximately **74 different** custom development projects/activities
  - 47 Development projects
  - 27 Maintenance projects
  - Other Activities (Data Modeling, UI/UX, QA, New Project Investigation)
- EDRMS Program
  - **66+ projects** in project portfolio
- Collaboration and Communication Program
  - Collab/eCollab/Inside
  - SharePoint support
  - Other Collaboration Projects (e.g. DAIDS Learning Portal)
- Analytics Program
  - **35+ Active projects**
Representative NIAID Administrative System Custom Developed by SEB

- NIH Property Management Portal (NPMP)
  - System used for NIH staff to maintain their property records to enhance Sunflower functionality.
- Acquisition Management Budget Information System (AMBIS)
  - Requisitioning, purchase order and status tracking system to complement and enhance NBS functionality.
- P-Card Audit system
  - Review P-Card purchases to support audits and anomalies.
- Phone Assignment System (PAT)
  - Generates a valid phone number for the onboarding process
- Workstation Delivery Scheduler
  - Helps schedule the in-person delivery of workstations
Representative NIAID Administrative Dashboards

- Tickets (IT, Facilities)
- Compliance (Training, Ethics Paperwork, etc.)
- Workload
- Skype
- Purchasing
- Seating

Management tools, or operational tools?

Getting the data right is the hard part
Tickets and Tasks

CSB Ticket Trending Storyboard

CSB Ticket Trend Analysis Dashboard | 10 Day Ticket Traffic

10 Day Line Chart

10 Day Top 10 Incidents by Ticket Category

10 Day Top 10 Service Request by Ticket Category

10 Day Ticket Details Table

Ticket Status
- Pending
- Opened
- Closed
Tickets and Tasks

Conference Services

Booking Counts Requiring Set-Up

Total Booking Count

Booking Count by Organization

Event Type

Status

Set-up Required

Yes

No
Mandatory Training

Compliance Dashboard

Annual Security Training – Due Date: 08/31/17

Office of the Director

Chief of Staff for the Immediate Office of the Director: 60.8%
Office of Science Management and Operations: 60.8%
No Sub-Organization: 66.7%

Office of Mission Integration and Financial Management
Office of Workforce Solutions
Technology Transfer and Intellectual Property Office
Office Workforce Effectiveness and Resources
Office Administrative Services

Employee Details

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<tr>
<th>Last Name</th>
<th>First Name</th>
<th>SAC Code</th>
<th>Organization Description</th>
<th>Employee Type</th>
<th>Last Completion Date</th>
<th>Due Date</th>
<th>Status</th>
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<td>Habtamu</td>
<td>HNM1A2</td>
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<td>8/31/17</td>
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### Property Tracking Dashboard

**Property Tracking Compliance**

Please click the doughnut chart for additional information.

**Complete Status: 91.8%**

**Office of the Director**

#### Employee Details

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<tr>
<th>Last Name</th>
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<th>Organization Description</th>
<th>Employee Type</th>
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<th>Completion Status</th>
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<td>Carolyn</td>
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**Data Last Updated:** [Insert date]
More Property Tracking

Property Tracking Dashboard

Filter Data by Organization Name

Filter Data by Employee Name

Division Microbiology and Infectious Diseases

% Complete: 89.8%
# Complete: 177
# Not Complete: 20
Total: 197

Property Tracking Compliance

Please click the dropdown icon for additional information.

Division Allergy, Immunology and Infectious Diseases
Division Extramural Activities
Division Microbiology and Infections Disease
Division of AIDS
Division of Intramural Research
Office of the Director
Vaccine Research Center

Completion Status

- Bacteriology and Mycology Branch: 76.5%
- Enteric & Hepatic Diseases Branch: 66.7%
- Office of Biodefense Research Resources and Translational Research: 91.7%
- Office of Clinical Research Affairs: 85.7%
- Office of Clinical Research Affairs: 88.0%

Sub-Organization Level 1 Status

- Basic Sciences Section: 66.7%
- Research Resources Section: 71.4%
- Influenza, SARS, Other Viral Respiratory Diseases Section: 83.3%
- Biodefense Drug Development Section: 85.7%

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<table>
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<tr>
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<th>Employee Type</th>
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<td>Agbakoba</td>
<td>Vivien</td>
<td>HN055</td>
<td>ENTERIC &amp; HEPATIC DISEASES BRANCH</td>
<td>Contractor</td>
<td>2</td>
<td>2</td>
<td>0.00%</td>
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<td>Booth</td>
<td>Virginia</td>
<td>HN054</td>
<td>OFFICE OF SCIENTIFIC COORDINATION AND TRANSLATIONAL RESEARCH</td>
<td>Contractor</td>
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<td>Broughton</td>
<td>Robyn</td>
<td>HN05403</td>
<td>BIODEFENSE DRUG DEVELOPMENT SECTION</td>
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<td>7</td>
<td>85.7%</td>
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<tr>
<td>Cassetti</td>
<td>Maria cristina</td>
<td>HN054</td>
<td>VIROLOGY BRANCH</td>
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<td>Deal</td>
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<td>SEXUALLY TRANSMITTED DISEASES BRANCH</td>
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<td>Dixon</td>
<td>Dennis</td>
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<td>BACTERIOLOGY AND MYCOTOLOGY BRANCH</td>
<td>Employee</td>
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<td>Embleding</td>
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<td>DIVISION MICROBIOLOGY AND INFECTIOUS DISEASES BRANCH</td>
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Workload Management
Skype Usage

NIAID Business Analytics

Lync Dashboard | Peer-to-Peer

Select Metric: Session Count
Select Date Range: April 21, 2014 - August 11, 2017

Audio & Video Session Count

Search to Filter User

Media Types:
- Application Sharing
- File Transfer
- IM
- Remote Assistance
- Video
- Unknown

Origin/Destination Session Count

Media Type Session Count

Data Dictionary:
- PD Session: Any instance of a Lync user initiating use of a new media type when communicating with another individual user.

NIH National Institute of Allergy and Infectious Diseases

21
Purchasing

Business Analytics | P-Card Transaction History

Vendor Spending

Gross Purchasing by Branch / Section

Purchase Frequency

Month of Transaction

Repeat Purchasing Heat Map

Total Spend Trends

Transaction Details
Document Management and Business Process Automation

- Electronic Documents Repositories
  - Simplified Acquisitions document repository
  - Building Drawings
  - Cyber Security Documents
  - Ethics Documents

- Business workflows
  - Telework approval
  - Remote access approval
  - PC Purchases
  - HR Actions
  - Security exemptions
  - Inter Agency Agreements
  - Key Card Management
Document Repositories

![Image of Document Repository Interface]

The image shows a screenshot of a document repository interface, possibly from the National Institutes of Health (NIH). The interface includes options for filtering by name, type, status, and more, with a list of documents and their details such as name, type, and description. The repository interface is designed to manage and access internal and non-FTE (fully time-equivalent) documents.
# Telework and Remote Access

![Image of a webpage interface showing a section titled 'Telework and Remote Access' with a table listing several rows of data related to remote access applications and their statuses.]
Remote Access Workflow

Remote Access Approval

Remote access connectivity to NIH/NIAID resources may be authorized by management when there is a clear mission-related need. Check the box below that best describes the requestor’s remote access requirement(s).

- [ ] The requester is authorized to travel and will need remote access to perform necessary work functions.
- [ ] The requester requires regular remote access privileges for the NIAID network due to the nature of their work and/or assigned duties.

Comments

Comments

[Approve] [Return] [Reject]
Questions?
Closing Remarks

• 33 business days left in the FY
• NBS Shut-Down Saturday, September 30 at 12 noon
• System back on Tuesday, October 10
• LSS Class November 27 – December 1
• Move to Rockledge delayed until spring, 2020
• Next OLAO Quarterly is October 5, 2017 (FY 17 report card by each Division Director)