



PNNL Portal Update

Establishing Successful Governance

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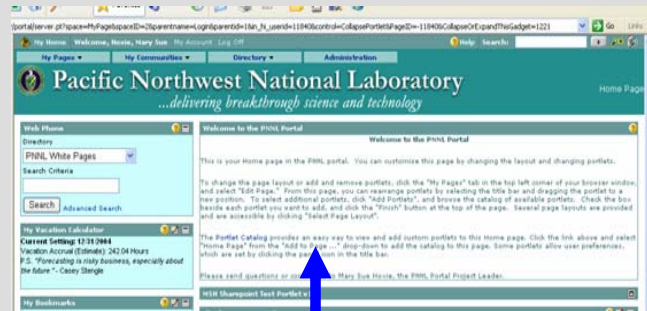
Portal Governance Diagram

Custodian

Portal

Function

Governance
Comm.



Capability

Customer
Infrastructure

Portlets & Content



Components
& Content

Infrastructure

Enablers

Infrastructure

Crawlers

API

Web Services

Frameworks

Data

Governance Model

- ▶ **Steering Committee – oversees portal content**
 - homepage content providers
 - community owners
 - community managers
 - content providers
 - portlet owners
 - portlet developers
- ▶ **Information Resources Management System – oversees/owns systems operations/infrastructure**
 - Change Management Board
- ▶ **Communications – owns branding**

Steering Committee

► Purpose

- promotes the responsible dissemination of information to Pacific Northwest National Laboratory (PNNL) staff via the portal
- promotes responsible stewardship of portal content delivered via communities, portlets, and services.

Steering Committee (contd)

► Membership

- chaired by the Manager of the Scientific and Technical Information Division
- standing members include
 - Representatives from Lab business units, such as
 - Facilities & Operations
 - Environmental Safety, Health, & Quality
 - Communications
 - Human Resources
 - Operations Security
 - Research & Development Directorates
 - IT Services Data Management
 - Business Services
- ad hoc members are invited as appropriate to address specific issues and include Legal, Web Services, and various subject matter experts.

Steering Committee (contd)

► Responsibilities

- review new portlet or community development concepts for appropriateness for staff consumption, alignment with PNNL's business goals, audience applicability, compatibility with existing business systems, and adherence to developed standards.
- assist in the development of portlet standards
- review content for portal Homepage, including what will be mandatory content.
- accountable to the Business Information Systems Council to ensure appropriate use of the portal software, in keeping with PNNL business systems data integration guidelines and standards.

IRMS

► Role

- defines and executes standards and procedures for acquiring, developing, and managing Laboratory and client information resources
- plans, oversees, administers, and assesses IRMS delivered services, products, and projects, as well as activities related to PNNL compliance with DOE directives, guidance, plans, assessments, and standards pertaining to IRM.

► Responsibilities

- maintenance and operations for portal
- define portal development standards and best practices

Communications

▶ Role

- help set the overall tone & message of the portal

▶ Responsibilities

- take ownership for branding the portal
- help promote the portal to Lab staff
- integrate main staff communication venues into the portal

The FY04 Plan was...

- ▶ Establish governance board
- ▶ Establish taxonomy
- ▶ Implement online service request system
- ▶ Marketing
- ▶ Develop initial portlet set
 - Data Aggregation Engine
- ▶ Determine Homepage content.
- ▶ Rollout early CY05.

The FY05 reality is...

- ▶ Governance Board established
- ▶ Taxonomy established
- ▶ Online request system developed, but not yet rolled out
- ▶ Minimal marketing
 - Educational brown bags
 - Posters
- ▶ Initial portlet set
 - Heavy on project management portlets
- ▶ Homepage content set
- ▶ Rolled out FY05-end.

Portlet Catalog

▶ Employee Resources Benefits

- [My Vacation Calculator](#)

▶ Time Reporting

- [My Current Weekly Time Charges](#)
- [My Fiscal Year Time Charges](#)
- [My Fiscal Year Time Summary](#)
- [My Work Authorization List](#)

▶ Facilities & Property

- [My Property](#)

▶ Finance

- [Invalid Transactions](#)

▶ Line Management

- [Staff Under Goal - My Dept\(s\)](#)
- [Unsigned Time Forms - My Dept\(s\)](#)

▶ Policies & Procedures

- **SBMS**
 - [Find SBMS Subject Areas by Keyword](#)

▶ Project Management

- [Check Project Spending](#)
- [Financial Responsibility List](#)
- [My PPS Cost Sheets](#)
- [PPS Escalation and Out-Year Rates](#)
- [Project Expiration](#)
- [Project Expiration Details](#)

▶ Staff Communications

- [Inside PNNL](#)
- [My SharePoint Sites](#)

▶ Tools

- [ATS List](#)
- [Dictionary](#)
- [Encyclopedia](#)
- [My Bookmarks](#)
- [RSS News Feeds](#)
- [Thesaurus](#)
- [WebPhone](#)