

Business Gateway Advisory Group Meeting Notes
August 9, 2006

Participants:

Nancy Sternberg, Program Manager
Gordon Keller, DOC
Sharon Hopkins, DOD
Barbara Bingham, DOL
Cesar DeGuzman, DOL
Steven Lott, DOT
Tracy Back, EPA
Carolyn Scully, EPA
Nate Zuckerberg, GSA
John Bebris, USDA
Martin Gold, SBA
Holli Rice, HUD
Donna Eden, HUD
Bernie Gordon, DOI
Joyce Hardy, SBA
Glynis Long, SBA
Patrick Hyousse, VA

Bob Egge, USAID
Erica Youngman, USAID
Daisy Matthews, USAID
Sonny Bhatia, BG PMO
Jiyoung Chung, BG PMO
Cameron Hogan, BG PMO
Bob Keating, BG PMO
Franklyn Matthews, BG PMO
Brad Pantuck, BG PMO
Charlotte Warman, BG PMO

Phone participants:

Janine Lafayette, VA
Carole Campbell, SSA
Wendy Liberante, OMB
Jack Stoute, HHS
Bill Burdett, DOJ
Lynne Smith, UniSys

Meeting Time and Location

Wednesday, August 9, 2006, 10:00am – 11:30am

Small Business Administration, Eisenhower Conference Room

- ❖ This Advisory Group Meeting has been recorded to benefit those Advisory Group Members that are not in attendance of today's meeting. Please contact bgpmo@sba.gov for listening access.

Agenda

- PROJECT MANAGEMENT REVIEW:
 - FY07 eGov Appropriations Strategy
 - Benefits Analysis
 - AG Communications
- PROJECT STATUS:
 - Outreach Plan/Activities
 - Portal Update
 - Business Case Update & Next Steps
 - Forms Catalog Update
 - Forms/ROCIS Integration
- NEXT STEPS:
 - August 11, 2006 Business Case Comments
 - Week of August 14, 2006 Beta Testing
 - Beta Testing completed. Results and feedback emailed to: bgpmo@sba.gov
 - August 29, 2006 Governance Board Meeting
 - Business Case Vote

PROJECT MANAGEMENT REVIEW:

FY07 eGov Appropriations Strategy

- **Benefits Analysis**
 - The BG Team is beginning to work on an Analysis that will clearly articulate the benefits that Business Gateway provides both agencies and businesses.
- **Communications with Advisory Group**

- Business Gateway is committed to ensuring that all necessary communications are shared with Advisory Group members.
- http://www.business.gov/general/pmo_doc/pmo_documents.html
- **Nancy Sternberg will be participating in the CIO Offsite to discuss the FY07 eGov Appropriations Strategy.**

PROJECT STATUS:

Outreach Plan/Activities

- **What BG Needs from Partner Agencies:**
 - **Conduct Meetings with Agency Communications Offices**
 - Please schedule a teleconference with us if you haven't already
 - **Provide Rotating Banner Ad Artwork and Dates**
 - These ads will be placed on the Business.gov home page to highlight timely conferences, compliance deadlines, or other business-related events (BG will provide a style guide)
 - Please provide dates for conferences, newsletters, distribution lists, potential working groups, etc.
- **BG is preparing for the October, 2006 Press Event.**
 - More details will be available as the date approaches.

DEVELOPMENT STATUS:

Both development areas are on schedule and coordinated.

BEA Portal

- Update Portal Framework.
 - Incorporate feedback on look, feel, & usability.
 - Complete development of Business Library.
 - Support transition from development to hosted environment.
- Key Milestones
 - Complete development & move to Alpha Testing in early August.
 - Beta Testing with Advisory Group volunteers in mid-August.

Search Portlet

- Update Search Portlet
 - Incorporate feedback on look, feel, and usability.
 - Update search topics and secondary search pages.
 - Focus search index and enhance relevancy algorithms.
 - Focusing on solidifying the content of the site.
- Prepping for Beta Testing
- Key Milestones
 - New versions of the search portlet in early August.

Business.gov Demo and Design Highlights

- Search engine and search functionality are the core of the site.
 - Simplicity; content driven by use.
 - Business Library should be up and running in the next few weeks.
- Questions/Comments discussed
 - “It is important for Beta Testers to do cross agency checks during their session while asking the question ‘is this really the best/ most relevant information?’.”
 - “We really want this to be the 1 stop shop for compliance and businesses aren’t going to be coming back if it’s not useful.”

Business.gov: Beta Testing

Each beta tester is to use their individual domain experience and understanding of how small business users may utilize www.business.gov.

- **Focus of beta testing:**
 - Bugs and technical problems
 - Missing resources
 - Recommendations for improvements
- **The Beta Test Process**
 - Each Partner Agency has identified beta testers to participate.
 - Each beta tester will receive instructions via email
 - Return all completed feedback forms to BG by COB August 18, 2006.
 - Please contact Sonny Bhatia (703-856-2242) with issues, concerns, or problems with access.

Business Case Update and Next Steps

Status-

- Submitted second draft to Advisory Group Members on August 4, 2006.
- Making additional changes based upon Advisory Group comments and feedback.
- Requesting additional assistance from AG members to reach out to Governance Board members in preparation for August, 2006 vote.
 - BG requests Advisory Group members touch base with their Governance Board member the week of August 21, 2006 to ensure they are comfortable with the document prior to voting at the Governance Board Meeting.
 - Please contact Franklyn Matthews, franklyn_matthews@sra.com with questions or concerns.
- Although some information that was in the 300 last year has been removed from the template, BG has this information for Advisory Group Members upon request.
 - Changes in the draft format will be shown to the Governance board members on August 18, 2006.
 - Please send UPI addresses and direct questions to Franklyn Matthews, frnaklyn_matthews@sra.com.
 - “Voice Vote” is permitted in voting for/against the document at the Governance Board meeting.

Next Steps-

- Review and comment schedule for FY08 Business Case
- BG thankfully requests that all comments be provided to Franklyn Matthews, franklyn_matthews@sra.com by August 11, 2006.
- BG will submit business case to Governance Board members August 18, 2006.
- BG will conduct vote with Governance Board members on August 29, 2006.
- Project Management and Oversight of the Exhibit 300 continues to be an ongoing task for the BG team.

Forms.gov Update

- The primary vendor is Raytheon, with SAVVIS as the hosting provider.
- New hosting successfully launched with Raytheon Friday, August 4, 2006.
- Version 2.3 requirements have been completed, and a launch will be coordinated with the re-designed Business.gov in September.
- ROCIS interface complete.
 - Training will be held at GSA on August 16, 2006.
 - A DVD will be available for attendees as well as non-attendees.
- Comments:

- Currently working to identify and separate forms associated with businesses from forms associated with individuals/ households. Also identifying “Small Business” forms and “Self-Employed” forms, the differences between them, and the importance of each to the users’ search.

Next Steps

- Receive comments on second Business Case Draft August 11, 2006
- Conduct Beta Testing August 14, 2006
- Submit Business Case to Governance Board August 18, 2006
- Conduct Next Governance Board Meeting August 29, 2006
- **Tentative agenda items include:**
 - **FY08 300 Vote**
 - **Re-Launch Expectations**
 - **Overview of Outreach Activities**
 - **FY07 eGov Appropriation Strategy**
 - **Benefits Analysis**