**ERA Business Requirements Group**

Priorities for FY12

On 1/24/12 the BRG discussed the top priority tasks from each instance using the prioritization criteria agreed upon at the 1/10/12 meeting. The prioritization criteria used were:

* Readiness of NARA to fully identify requirements for a particular task
* Likely readiness of the new contractor to do work of that complexity
* Importance of task to NARA (benefit/penalty to NARA of completing the work)
* Alignment with management priorities (3 LGT outcomes: support ERA roll out to agencies, provide more high-profile electronic records to the public via OPA, NARA staff can search, review and redact electronic records in our holdings)
* Number of users affected
* Dependencies and logical sequencing of tasks from an engineering perspective
* Appropriateness of task to be issued to contractor as a firm fixed price contract letter
* Fits definition of corrective and adaptive maintenance

Based on these criteria, the BRG recommends that the PMO issue the following tasks to the contractor in FY12 in the following order:

1) **Configure OPA storage and migrate existing OPA content to the new storage** (Task 100). NARA purchased 1.5 petabytes of storage for OPA at the end of FY11, but the storage was not configured for use. In order to take advantage of this storage capacity and move forward on other BRG tasks, such as making Bush 43 email records available in OPA, this storage must be set up and put into use.

This task should go first because it is well-understood, fairly simple, and should provide an early success for the new contractor.  It has no dependencies, but many other tasks are dependent on it.  It directly supports the goal of making more high-interest e-records available through OPA.

2) **Improve search and reporting capabilities in Base** (a preliminary part of Task 76): Enhance Business Object and Asset Catalog Search for both agency users and NARA staff, with the option to download full results in spreadsheet format. This task directly supports ERA’s ability to support the use of all Federal agencies by the end of FY12. In particular, this task will allow agencies and NARA accessioning staff to manage the workload of Transfer Requests generated by the Annual Move of paper records from the FRCs to the archives.  Agency users identified this function as one of their top two priorities in a focus group on the Annual Move.

3) **Make EOP records, particularly Bush 43 e-mail records, available through OPA** (Task 39). This task involves several steps necessary for using OPA to make Bush 43 electronic records available once archivists have reviewed the records and have created publicly-accessible output from EOP ERA in response to FOIA requests.  Records will be exported from EOP, e-mails will be converted to an access-friendly format (like PDF), the records will be loaded onto the new OPA storage, and OPA search results will enabled to find and view these high-volume records. This task supports the goal of providing increasing numbers of high-interest electronic records through OPA. It will also support the release of Bush 43 presidential records to the public when they become subject to FOIA in 2014, a major agency milestone.

The PMO believes that these three tasks can be issued to the contractor in FY12.

**Two other high priority tasks are undergoing PMO analysis in preparation for future work, to be determined.**

4) Analyzing next steps then standing up CERA equipment for use (Task 99)

5) Improving the ability of ERA Base to ingest large numbers of files and large files and generally improve ingest performance and reliability.

**BRG Prioritization Process**

With examples as of 3/2/2012

**Tier 1: Priorities for the Current Fiscal Year**

* Approved by management
* High degree of certainty
* Actively being planned by BRG and PMO
1. Configure purchased OPA storage so that it can be used
2. Search and export metadata functionality in Base
3. Make EOP electronic records available through OPA

**Tier 2: Emerging Priorities for the Next Two Fiscal Years**

* Candidates for the following year, not yet finalized or approved
* Longer list than will really get done in any given year
* Still in flux, subject to changes in NARA priorities, new input from Federal agencies, emerging problems
* Each summer, BRG will select items from this list to promote to Tier 1 for the following year. The number of items promoted will depend on guidance from the PMO on the number of tasks we can afford and the contractor can complete in a year.

**Conceptual Model of ERA**

Tier 2 currently includes 20-30 specific potential actions that support the following high-level goals for improving ERA:

1. Improve the public’s ability to **access** electronic records through OPA (both numbers of records available and flexibility in methods for delivering them)
2. Make the record **submission** process more streamlined, scalable, reliable, and flexible
3. Improve NARA staff ability to search and **access** records and information in ERA Base (Federal records)
4. Improve processes for capturing, storing, and updating **metadata** across instances/systems
5. Improve ERA architecture to promote scalable, evolvable, and cost-effective storage and records management services **(repository)**

**Tier 3: All other candidate tasks**

* Waiting for higher priority items to be done or their own priority to change
* New ideas for improvements are captured and tracked in a spreadsheet. Reports can be run on request.