



Interagency Interoperability Oversight Group

Access Authentication – Phase II

Project Charter



Background

In May 2009 the Interagency Interoperability Oversight Group (IIOG) chartered and funded the original Access / Authentication Project. The project scope included the development of a method to allow Bureau of Land Management (BLM) or Forest Service (FS) employees to use a computer from either agency to access applications appropriate to their duties, regardless of employing agency. The initial project included access to a very limited set of applications (Paycheck, GovTrip, ROSS, SharePoint Server and FAMWEB). The pilot and proof of concept will occur December 2010 – March 2011.

Project Objectives

The Phase II project is intended to build upon the original project and bring full functionality for customer use.

- Develop, automate and document processes for identity and credential federation as well as user account provisioning including Human Resources, HSPD-12 and two-factor authentication functionality necessary to facilitate access to both USDA FS and DOI networks.
- Document the recommended technology solution and processes to allow each respective agency / bureau to access specific applications hosted on their networks.
 - Agencies will retain control of application authorization.
 - Documentation will include base standards and requirements and description of application of implementation framework.
- Update department, agency and bureau HR processes and security policies to facilitate access authentication in accordance with objectives of the Interagency Recognition of Security Controls and Credentials Memorandum of Understanding (MOU).
- Provide a cost/benefit analysis to aid in determining the best methodology for completion of Phase II of the Access Authentication Project.

Roles and Responsibilities

Project Sponsors: FS CIO – Doug Nash (Acting), DOI CIO - Bernard Mazer, BLM CIO - Ronnie Levine

Project Champions: IIOG Program Mgr - Kolleen Shelley, Service First Coordinator - Joan Guilfoyle

Project Manager: Eileen Richey

Customers: Interagency Wildland Fire and Service First Communities

Project Team		
Name	Role	Agency
Dan Glover	FS Project Lead	USFS
Steve Argo	DOI Project Lead	DOI
Dean Lindstrom	EEMS Lead	USDA
Alice Banks	Identity Ops Team Rep	USFS
Richard Coffee	USDA CIO Staff	USDA
Shari Shetler	NWCG IT	DOI-BLM
Lauro Garcia	ICAM Team	USFS
Laura Hill	NWCG IT	USFS
Matt Cnudde	NWCG IT	USFS
Joan Guilfoyle	Service First	DOI-BLM
Laurie Jakubowski	FS Cust Service Rep	USFS
Tom Wordell	IDIP Project Coord	DOI-BLM
Dan Boss	Active Directory	DOI-BLM
Pat Stingley	BLM office of CIO	DOI-BLM

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Project Team		
Name	Role	Agency
Joe McKelvey	Developer	Contractor
Eileen Richey	Project Manager	USFS
Jennifer Bowman	USDA HR Specialist ?	USDA
Mary Heard	USDA Security ?	USDA
Judy Snoich	DOI HR Specialist	DOI
Phyllis Lyndoe	FS HR Specialist	USFS
Jim McCallum	FS Security	USFS
TBD	Business Analyst	TBD

Project Approach

The project effort will build on the work done under the IIOG-AA Phase One effort. It contains two major components. The first is to develop and document recommendations for processes to provide automated cross account provisioning. The second is to develop and document recommendations for capability to provide cross application access between peer organizations. Both will be completed within the scope of the Inter-Departmental Memorandum of Understanding (MOU).

The team will work toward these recommendations, and reach out to include input from interdepartmental resources with a stake in these recommendations. In addition to the Information Technology Infrastructure group, input will be needed from Application Development, Security and Human Resources.

A cost/benefit analysis based on the recommendations will be completed. Primarily this will be to ensure that the investment associated with the recommendations is appropriate to the number of users and associated benefits.

Project Deliverables

- Peer profile documentation which will include: requirements, implementation guidelines, procedures, and tools for on-boarding, off-boarding and managing peer profiles. Authoritative source will remain with the individual's employing agency.
- Provide generalized guidance for accessing applications in each respective department, bureau, or agency.
- Documented processes for including additional applications in the list of those available through Access Authentication including the governance process around those additions.
- Cost benefit analysis to provide justification for expenses incurred in meeting the chosen deployment solution for Access Authentication Phase II.

Constraints and Assumptions

- External dependency on USDA EEMS effort to facilitate account management automation.
- External dependency on DOI Access or Equivalent to facilitate account management automation.
- DOI and FS Human Resource Involvement will be required to assist in framing identity to account management procedures.
- USDA ICAM Team and/or DOI Equivalent Availability participation will be needed to frame account management requirements, policies, and procedure recommendations.
- Interagency Recognition of Credentials MOU completion / signature to provide a basis to develop a recommended methodology.
- Budget and resource capacity is required in order to meet the desired timelines and objectives.

References

- Meeting notes and conference calls.
- Existing literature or previous efforts/studies
- Project requirements and architecture documentation from Phase I
- Interagency Recognition of Credentials MOU

Terminology and Abbreviations

Term	Definition
ICAM	Identify Credential Access Management
MOU	Memorandum of Understanding
EEMS	Enterprise Entitlement Management System
DOI	Department of the Interior
FS	Forest Service
HR	Human Resources
NWCG	National Wildfire Coordinating Group
USDA	Department of Agriculture
BLM	Bureau of Land Management
IIOG	Interagency Interoperability Oversight Group
HSPD-12	

Risk Management

Risk	Mitigation	Contingency Plan
Interagency Recognition of Credentials MOU will not be signed in a timely manner.	Have the IIOG members champion obtaining the signatures.	Stop or delay the project until signatures are obtained.
EEMS will not be ready when needed.	Use an alternative approach as a stop gap until EEMS is ready.	Wait for EEMS or continue with alternative approach.
DOI Access or equivalent will not be ready when needed.	Use a manual procedure until their automated scenario is ready.	Wait for DOI Access or continue with manual procedure.
Lack of resources from DOI and FS HR offices.	Request IIOG Membership support.	Wait for ICAM resources.
Lack of budget and core resources to complete the project in a timely manner.	Be prepared to move another team member in to fill the gap as necessary.	Delay the project until the new resources are on board.
Agency/bureau deliverables may not be ready in a timely manner.	Request IIOG support for mitigation and resolution.	Delay the project and wait for resolution.

Project Facilities and Resources

Need for additional funding is not anticipated. Remaining contract hours and funding for the original Access Authentication Project should nearly cover these efforts. However, information from the phase one pilot, and initial work on phase two is expected to identify any additional funding or resource needs. The current estimate is that an additional funding request would not exceed \$100k for FY 11.

There is a need for a qualified business management analyst to perform the cost benefit analysis mentioned above. The IIOG membership will need to identify a resource for this effort. Estimated time necessary for this analysis is 3 pay periods.

Performance Measures

- Objective Measurements:
 - Develop and document requirements, recommended implementation guidelines procedures and tools for completion of Peer Profile Documentation.
 - Develop and document requirements, recommended guidelines and tools for allowing cross application access within each respective Department, Bureau or Agency.
 - Develop cost benefit analysis for the recommended solutions.
- Subjective Measurements:
 - Successful cross Department integration of team efforts.
 - Ease of customer use, minimal impact for setup, use and management
 - Ease of maintaining currently required profiles, timely addition and removal of appropriate access.

Approval

This Charter for the Access Authentication – Phase II project is approved by the Interagency Interoperability Oversight Group (IIOG) as written.



Chair, Interagency Interoperability Oversight Group

11/18/2010

Date