State Government Council
Charter
Lotus Interagency Collaboration Work Group
(Revisions Adopted: 11 OCT 2001)

Purpose	**To identify, research and propose solutions to technical issues related to the implementation and support of the Lotus Domino Infrastructure while educating, collaborating, and facilitating methods needed to enhance the use of Lotus Notes to support the business needs of state government.**
Sponsor	Steve Henderson, Information Management Services
Scope / Boundaries	As a standing work group, the Lotus Interagency Collaboration Work Group may include topics on any aspect of state business related to the technology and application of Lotus products limited only by resources available to pursue each identified topic.
Desired Goals and Outcomes	**Educate** state agencies and policy makers about the capabilities of Lotus Notes technology. **Collaborate** by discussing and recommending methods for implementation, configuration and administration of the Lotus infrastructure to provide a secure and stable environment and by recommending methods for sharing knowledge about Lotus Notes and business applications in State Government. The work group may: - Maintain a group list of all state agency staff and business partners interested in receiving announcements about Lotus Notes Collaboration efforts. - Identify operational methods for a Lotus Notes Application clearinghouse. - Survey agencies about common needs and priorities for collaborative efforts. **Share Resources** by recommending methods for cost and resource sharing for issues with interagency impact. **Promote Participation** by pursuing all state agencies that use Lotus products to participate on this work group to help promote communication, and coordination of Lotus project implementation. **Measure Progress** by recommending methods for documenting accomplishments of the work group. **Plan** by recommending methods, standards, policies and procedures to support sharing Lotus Notes applications in State Government and by evaluating and recommending criteria for making Lotus Notes applications accessible from the inter/intranet.
Committees And/or Work Groups	Four groups are involved in Lotus Interagency Collaboration. - The first is the **Lotus Notes Application Work Group**, which is involved in the development of applications used in the Lotus Infrastructure. - The second is the **Lotus Domino Infrastructure and Administration Work Group**, which is involved in the collaborative efforts of installation, configuration, maintenance, support, and security of the Lotus Infrastructure and the products using it. - The third is the **Interagency Collaboration Work Group**, which is responsible for educating, collaborating, and facilitating. - The fourth is the **Steering Committee**, which is responsible for leading and direction setting for the work groups.
Authority	**Steering Committee** - Make recommendations to the State Government Council regarding standards, policies, and procedures required to support Lotus Notes & Domino. - Identify issues related to Lotus Notes & Domino and recommend priorities for resources and actions. - Approve proposed actions and recommendations made by the workgroups, which will be determined by consensus or by vote of members. - Responsible for all grants, resource requests and allocations. - Determine scope and involvement of the workgroups and individuals on Research & Development projects. **Collaboration Work Group** Promote agency collaboration, sharing of resources and education on the benefits of Lotus products. **Administration Work Group** - Evaluate infrastructure related issues including, but not limited to, the security, performance, and ongoing maintenance, of Lotus products and how they integrate with other systems. **Application Work Group**

	Responsible for research, testing, and sharing of development techniques and code.
Membership	**Collaboration Facilitator** – Kevin Keller – DAS/IMS **Application Facilitator** – Mike Berggren – DAS/IMS **Administration Facilitator** – Dale Hermsen – DAS/IMS **Steering Committee Facilitator** – Kevin Keller – DAS/IMS Meeting agendas will be established through an interagency steering committee. Minutes will also be approved by the steering committee. **Steering Committee Members** – Any State Agency, with a Domino server in the NEBRLN domain, may designate their steering committee member by notification to the Steering Committee Facilitator. **Collaboration Members** – Any state employee is eligible with approval of their management. **Application Members** – Any Notes Developer or IT manager with approval of management. **Administration Members** – Any Domino Administrator or IT manager with a Domino server in the NEBRLN domain, can send a membership request to the Administration Facilitator after the approval of their management. **Scribe** - DAS/IMS will assign staff to take minutes, maintain group lists, process group communications, and post business to group sponsored web site.
Reporting	The Steering Committee will report to the State Government Council once every four months (sooner when group recommendations are ready for presentation.) Agendas, meeting minutes and team recommendations will be posted on the CIO's web site. The Application and Administration Committees will give a report at the monthly collaboration meeting. The committee and work group facilitators will attend, report and participate in the monthly steering committee meetings.
Timeframe	The Lotus Interagency Collaboration Work Group is a standing work group of the State Government Council and will end only at their directive.