

29 September 1983

MEMORANDUM FOR: Requirements and Technology
Acquisition Working Group

FROM: [REDACTED] Chairman

SUBJECT: Minutes of 22 September 1983 Working Group Meeting

1. The Requirements and Technology Acquisition Working Group met on Thursday, 22 September 1983. Participants included [REDACTED]

Monitoring the meeting was [REDACTED]

2. [REDACTED] convened the meeting, asking for corrections to the minutes of the 8 September meeting. [REDACTED] noted that his component is IMS, as opposed to IRS. No other corrections were noted. [REDACTED]

3. [REDACTED] presented a briefing on the OC requirements cycle. He explained that OC is trying to formalize the requirements process, including the call for communications requirements from Agency components, but there really are two requirements processes. The first, which OC is doing fairly well, addresses future levels of existing services. The second, which OC is doing less well, addresses the need for new and different services. In the discussion prompted by [REDACTED] remarks, it was clear that any requirements methodology has to deal effectively with both types of requirements. [REDACTED]

4. [REDACTED] handed out some material extracted from Managing the Systems Development Process and recommended the group adopt this book as the basis for its requirements methodology. The group agreed after some discussion of how much should be included in the requirements process. The group's focus will be a fairly narrow one, leaving the larger issues to the Information Services Planning Working Group. (Copies of the book were ordered and will be distributed as soon as they arrive.) [REDACTED]

5. Discussion of the scope of the group's work led to a review of the proposed working group charter. The group wanted more emphasis on the technology acquisition aspects of our work and several other changes. A revised draft will be circulated prior to our next meeting. [REDACTED]

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6. The next meeting of the working group is scheduled for Thursday, 6 October 1983, at 0930 in Room 4C32. (Note the change of time to accommodate the ISB meeting at 1100). The agenda for that meeting, which is scheduled for 60 minutes, is as follows:

- a. Approval of minutes of the previous meeting.
- b. Miscellaneous old business.
- c. A final review of the working group charter.
- d. Discussion of deliverables for the ISB.
- e. Discussion of a requirements methodology.

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O/Compt/IHG/ [REDACTED] (28 Sep 83)

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