



# *Steering Committee Handbook*

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Comments or questions may be directed to:

Marc Lowe, AJLA-TS Director

America's Job Link Alliance-Technical Support

1430 SW Topeka Blvd, 2<sup>nd</sup> Floor

Topeka KS 66612-1354

E-mail: [mlowe@ajla.net](mailto:mlowe@ajla.net)

Voice: 785-296-5056 or 800-255-2458

Fax: 785-296-2119

Website: [www.ajla.net](http://www.ajla.net)

# America's Job Link Alliance History

America's Job Link Alliance (AJLA) is an alliance of organizations that provide workforce development services at the national, state and local levels. AJLA was created to maximize the return on investments in information systems and to help achieve the highest level of success in the workforce development strategies and business practices that surround the design, implementation, operation, management and improvement of those systems. AJLA members work to jointly develop system applications in an effort to reduce risks, lower cost and minimize deployment time.

AJLA merged with the America's Workforce Technology Solutions (AWTS) creating a sub-body of the Alliance, America's Job Link Alliance-Technical Support (AJLA-TS). Prior to the merger, AWTS had a thirty-year history of leadership in the field of employment systems while providing outstanding customer service. AWTS had become a nationally recognized repository of mainframe and web-enabled products in the field of workforce development, programming and maintenance of computer software. AJLA-TS carries the tradition forward for the expanding AJLA's suite of products.

The AJLA Steering Committee provides technical and programmatic guidance and recommendations to the AJLA Board and AJLA-TS. The responsibilities of the Steering Committee include their recommendation for new systems or products. The AJLA Board of Directors provides strategic direction and policies. The Kansas Department of Commerce, of which AJLA-TS is a Division, provides administrative oversight and ensures activities are consistent with the laws, rules, regulations, and policies of the state of Kansas. Funding is provided through an annual subscription of AJLA systems with the National Association of State Workforce Agencies (NASWA) acting as the financial body.

For more information about AJLA, visit [www.ajla.net](http://www.ajla.net).

## **AJLA Vision Statement**

The America's Job Link Alliance envisions a network of workforce development organizations working together to reduce the cost, risk and time of implementing systems that provide effective services to customers.

## **AJLA Mission Statement**

To provide quality, reliable workforce development software designed to meet the current and emerging business needs of the workforce development community. These products are to be robust, scalable, platform independent and distributed in a manner that protects the long-term customer interests.

## **AJLA-TS Vision Statement**

We envision a network of workforce development organizations receiving outstanding support and maintenance in their development and operational activities.

## **AJLA-TS Mission Statement**

To consistently provide product and services on time, within budget, and of a quality that anticipates and fully meets or exceeds our customers' expectations.

# **AJLA Steering Committee Work Flow Process**

## **AJLA Systems User Group**

The AJLA Systems User Group is comprised of members representing organizations that provide workforce services at the national, state and local levels. These workforce services include, but are not limited to, labor exchange, One-Stop, labor market information and associated support functions. The goal of this group is for an improved labor exchange and a One-Stop system that shares automation. To attain this goal and ensure that AJLA-supported products meet the needs of the workforce development community, while also meeting federal requirements, the User Group nominates members to a Steering Committee which provide AJLA-TS with strategic direction and planning.

## **AJLA Steering Committee**

It is the responsibility of the Steering Committee members to serve as the planning and administrative body for the User Group.

Steering Committee members must have the approval of their state administrator (or designee) in order to serve on the committee. Nomination forms are included in the Annual User Group and Workforce Information Exchange Meeting mailing or from AJLA-TS.

Each member will serve a one-year term beginning with the Annual National Conference and ending at the same conference in the following year. Individuals may serve more than one term but must be re-nominated by their administrator (or designee) each year.

While subscribing states may have more than one representative on the Steering Committee, they are entitled to only one vote on workflow or enhancement requests.

The Steering Committee is comprised of individuals representing national, state and local workforce development organizations. The preferred mixture of committee members includes persons from organizations using various information systems environments, as well as staff that use and support differing AJLA products.

Liaisons of the Steering Committee will, at a minimum, include representatives from NASWA, America's Job Bank, and the U.S. Department of Labor.

The AJLA Steering Committee may establish Sub-Committees, as it deems necessary to carry out its responsibilities.

## **Mission**

The steering committee is to provide guidance to AJLA-TS in product functionality, design, operational efficiency, and provide recommendations to the AJLA Board of Directors.

# AJLA Steering Committee Work Flow Process

## Functions

- Provides a forum for exchanging information and making recommendations about AJLA-TS supported products.
- Plans, schedules, and conducts an annual National Conference. At this meeting, AJLA-TS and the Steering Committee will present its plans and activities.
- Makes recommendations AJLA-TS in the preparation of its annual budget, associated subscription fees, reviewing any modifications to the budget as well as status.
- Makes recommendations in the development and modifications of the AJLA-TS Annual Work Plan for recommendation to the AJLA Board of Directors.
- Initiates project proposals resulting from surveys, NASWA committee actions, state-requested enhancements or from other sources.
- Provides guidance in preparation of AJLA-TS short and long-range plans.
- Prepares and receives reports relating to user group activities.
- Recommends training and funding of such training by AJLA-TS staff.
- Maintains continuous dialogue on Workforce Development issues with liaisons of NASWA, America's Job Bank, and the U.S. Department of Labor.

## Objectives

- Assist AJLA-TS in planning and developing systems that promote operational efficiency and effectiveness through automation including introduction of new products.
- Support system flexibility, enabling workforce development organizations to respond to changes in environmental conditions in a timely and effective manner.
- Ensure increased effectiveness of AJLA-TS supported systems.

## AJLA Steering Committee Officers and Duties (serving 2-year terms)

### Chair

- Conduct AJLA Steering Committee Meetings
- Conduct annual business meetings of AJLA Steering Committee
- Assist with planning of the Annual Workforce Information Exchange Meeting.
- Conduct the AJLA Annual Workforce Exchange Meeting.

### Vice Chair

- Assist AJLA Steering Committee Chair
- Conduct Steering Committee meeting during Steering Committee Chair's absence

### Secretary

- Record minutes of the Steering Committee Meetings
- Distribute Steering Committee meeting minutes per distribution guidelines
- Present previous meeting's minutes during subsequent meetings

### Sub-Committee Chairpersons

- Conduct meetings of Sub-Committees
- Report on items discussed at Sub-Committee meetings to Steering Committee

# **AJLA Steering Committee Work Flow Process**

## **AJLA Steering Committee Member Responsibilities**

Steering committee members should be prepared to participate in meetings and assist in the development of the annual user group and workforce information exchange meeting.

## **AJLA Associate Steering Committee Member Responsibilities**

Associate committee members are encouraged to participate in all committee meetings and the annual user group meeting, but are not obligated to do so. Associate members work with the steering committee to stay informed on committee issues, but do not have voting privileges. Any interested individual may be considered for associate membership. Any Steering Committee member, upon request, may become an associate member.

## **AJLA Steering Committee Meeting Format**

- Announcements
- Reading and approval of Minutes from previous meeting
- Sub-Committee Reports
- State Updates

## **Annual Meeting**

- Announcements
- Reading of Minutes from Previous Meeting
- Sub-Committee Reports
- Updates from national, state or local workforce development organizations.
- User Group Nomination of Steering Committee
- Election of Steering Committee Officers and each Sub-Committee Chairperson
- NASWA Rep.
- AJB Rep
- VETS Rep.

## **AJLA Steering Committee Meeting Minutes Distribution Guidelines Full Minutes and Meeting Summary**

- AJLA Steering Committee Members, Associate Members and Liaisons
- NASWA IT Committee Chair
- NASWA E&T Committee Chair
- NASWA Rep.
- AJLA-TS Rep.
- AJB Rep
- VETS Rep.
- Posted on Website

## **Summary Only**

- AJLA-TS Coordinators
- Non-AJLA Subscribing States

# AJLA Steering Committee Work Flow Process

Work requests involving problem resolutions are given the highest priority and are the sole responsibility of AJLA-TS, not the Steering Committee. A problem work request may be reported to the AJLA-TS Help Desk by a subscriber, the National Office, a NASWA committee, an AJLA-TS staff person, etc. Requests shall be made to the Help Desk and logged to the System Investigation Request (SIR) system, then assigned to staff for research. AJLA-TS staff will review the request and complete their research, then re-contact the requesting entity, if necessary, to obtain additional information and confirm any questions.

Once it is determined that a problem with a system exists, a Problem Resolution statement is completed and necessary system and documentation changes are identified. A severity level of 03 is assigned to the problem by AJLA-TS staff, based upon the impact of the problem on the system and the SIR is updated accordingly by AJLA-TS staff.

3 = Critical - The system won't run or erroneous data is produced.

2 = Necessary - Severe impact on system's integrity.

1 = Non-Critical - Minimal impact on system's integrity.

0 = Drop from the SIR.

AJLA-TS staff then plans, codes, and tests the resolution and makes any necessary changes to the system manuals. The system and documentation changes are sent to subscribers twice a year, in May and November, based on the AJLA-TS mailing schedule. Until fully implemented, the AJL enhancements may be sent more often. If a problem is determined to be high priority and falls between mailings, AJLA-TS will notify subscribers of the effected system, and the problem resolution and modified code can be downloaded from the AJLA website at [www.ajla.net](http://www.ajla.net), or emailed to subscribers.

# AJLA Steering Committee Work Flow Process

The following workflow process is required for major projects. Minor systems enhancements or problem corrections may include some, but not all, of the following steps.

Areas of concern may be forwarded to the Steering Committee from one or more of the following:

- AJLA-TS Staff
- NASWA Committee
- Steering Committee Members
- NASWA Board Members
- USDOL
- AJLA Board of Directors
- AJLA-TS Coordinators

Any concern may be brought before the Steering Committee for consideration. If action is deemed necessary, the Steering Committee will forward a request for a proposal/work plan to AJLA-TS.

AJLA-TS will evaluate the request and prepare either a formal proposal or work plan contingent on the type of request. The Steering Committee will then review the proposal/work plan to determine its feasibility. If it requires a change in policy, the committee will forward the item to the AJLA Board of Directors for consideration.

When an item is approved by the Steering Committee, the proposal/work plan will be returned to AJLA-TS, with any modifications, for action. Once the proposal/work plan has received final approval, AJLA-TS will complete a full project management study to prepare documentation needed for the projects. Copies of the documentation will be returned to the Steering Committee.

Periodic project reports will be issued to the Steering Committee, and Board of Directors, on a schedule determined by the committee at the time of project approval. If necessary, Steering Committee meetings will be called for the purpose of reviewing past efforts and making key decisions on how to proceed.

Upon completion, a project report will be forwarded to the Steering Committee for approval and product release. If project completion requires a policy decision, an appropriate request will be made to the AJLA Board of Directors. Following approval, AJLA-TS will deliver the system and associated support to subscribing organizations.

# AJLA-TS System Enhancement Requests

## Evaluation and Prioritizing Procedures

An enhancement is defined as a post-implementation change to system specifications that improves efficiency without changing the system philosophy. Subscribers requesting an enhancement complete an AJLA-TS Enhancement Work Request form and submit it to AJLA-TS.

Upon receipt of the AJLA-TS Enhancement Work Request form, AJLA-TS staff will post the requested enhancement to the Systems Investigation Report (SIR) and insure that the work request meets the definition of an enhancement, clarifying any uncertainties with the submitting subscriber. AJLATS will distribute a copy of the work request to all subscribers using the affected systems within 15 days of receiving the enhancement.

## Priority Ratings

All affected subscribers will analyze the enhancement work request's impact upon their operations and provide comment. Subscribers should rate the enhancement work request based on their analysis using the following priority ratings:

- 5—High
- 4—Medium High
- 3—Medium
- 2—Medium Low
- 1—Omit
- 0—Other (Not used in calculations)

Subscribers are given 15 days to complete their analysis and return their comments and ratings to AJLA-TS. AJLA-TS staff will then analyze the impact the request will have on current AJLA-TS systems, determine staff availability, and estimate resource requirements involved to complete the enhancement.

AJLA-TS will forward Enhancement Work Requests to the Steering Committee members at least two weeks prior to each meeting for final ratings. Any requests not previously prioritized by the Steering Committee will be identified by the appropriate Sub-Committee Chairperson and made available to all Steering Committee members at least two weeks prior to the meeting at which new Enhancement Work Requests are to be rated.

The Sub-Committee Chairperson will calculate the enhancement work request's average rating. This average rating will determine the ranking of the enhancement within the overall list provided to all members at each Steering Committee meeting.

Upon receipt of the list of ranked enhancements, each member of the Steering Committee should review the list sent to them immediately. The Steering Committee members will then determine the priority of the enhancement.

# AJLA-TS System Enhancement Requests

The Sub-Committee Chairperson will:

1. Present the recommended ranking of enhancements to the full committee during its meeting;
2. Identify all enhancements that are pending prioritization by the Steering Committee; and
3. Identify any enhancements that appear to significantly change system philosophy or which may involve policy issues.

After presentation by the Sub-Committee Chairperson, the list will be open to discussion by the full committee. Any Steering Committee member can recommend a change in the ranking of the enhancements; however, any change in that ranking can only be approved by the majority vote of the Steering Committee members present. The Steering Committee can also deem that the work request does not meet the definition of an enhancement.

In the event an enhancement appears to significantly change system philosophy or involve policy issues, the Steering Committee will discuss and, by majority vote, determine the appropriate course of action. After all recommended changes by the Steering Committee members have been resolved; the Steering Committee Chairperson will call for approval of the amended priority list by the full committee. A majority approval by all Steering Committee members present will constitute acceptance of the Sub-Committee report as amended by the full Steering Committee.

Once the prioritized list has been approved by the Steering Committee, the Sub-Committee Chairperson will make the final approved revisions and send the list to AJLA-TS within 5 days following the Steering Committee meeting.

AJLA-TS will post the final approved priority for each enhancement to the Systems Investigations Report (SIR), and incorporate it into the AJLA-TS work plan to the extent resources are available.

Any AJLA-TS enhancement rated less than 2 will be removed from the SIR. Subscribers that submitted any enhancement, which received a rating of less than 2, may resubmit the enhancement work request if they can present further evidence of need. Any enhancement resubmitted will be re-circulated through the entire review process.

## **Re-Evaluation of Two-Year-Old Enhancements**

Two months prior to the Steering Committee meeting, AJLA-TS will send the Sub-Committee Chairs a list of two-year-old enhancements with an evaluation. These enhancements will be re-evaluated and re-prioritized by the Sub-Committee.

## **Enhancement Evaluation Guidelines**

As each evaluator's rating carries significant weight in an enhancement's prioritization, he or she should avoid taking a strictly parochial view when scoring an enhancement. While it is appropriate to give an enhancement of importance to an individual subscriber's operation a higher rating, evaluators need to also consider what is in the best interest of all systems' customers.

- If a subscriber has implemented a proposed enhancement and found it beneficial to the operation, it is inappropriate to give that proposed enhancement a score of "0" because

# AJLA-TS System Enhancement Requests

you would prefer resources be utilized on another enhancement. Having seen the advantage of the enhancement's value to the operation, score it as if you had not already implemented it. To share a previously implemented enhancement with other states contact AJLA-TS.

- The following situations should result in an evaluator leaving an enhancement without a rating, rather than scored with a "0":
  - a) Lack of familiarity with the system
  - b) Insufficient information to evaluate
  - c) Enhancement has merit, but should be put on hold
  - d) No opinion

Each member of the appropriate Sub-Committee will review the comments and ratings given to the enhancement work request by the states using the product, and based on their analysis; recommend a final rating using the above scale.

Sub-Committee members are not bound by the ratings given by subscribers, but should take these ratings into consideration as a means of making a thorough analysis of the recommended enhancements. They can evaluate an enhancement even though their organization may not subscribe to that particular system and can, if necessary, determine that the work request does not meet the definition of an enhancement. They are to advise the Steering Committee Chair of any proposals that appear to significantly change system philosophy that may involve policy issues.

## **Emergency Enhancement Request Procedures**

The Emergency Enhancement Request (EER) procedures offer a method for the Steering Committee to generate an enhancement request to deal with unforeseen circumstances. By its nature, an Emergency Enhancement Request must be of significant import to justify disruption of the approved work plan.

If an enhancement is deemed an "emergency" by a Sub-Committee, the ERR will be brought before the entire Steering Committee for action. Any Sub-Committee requesting an EER must explain to the satisfaction of a majority of the remaining Steering Committee why this is an emergency, what impact it will potentially have on the work plan and why failure to address this enhancement as an emergency will have a negative impact of the user states. Members' debate, however, they can not vote on the approval or disapproval of the request. Once approved by the Steering Committee as an emergency enhancement, the Committee passes along its recommendation to AJLA-TS for action.

Action by AJLA-TS includes, but is not limited to:

- Ensure the EER fits into the Business Plan;
- Review the EER for cost effectiveness;
- If necessary, send the EER to the Board of Directors for approval;
- Send the EER back to the Sub-Committee for further study of clarification; or
- Approve the EER for immediate implementation pending final comments from interested parties.

# AJLA-TS System Enhancement Requests

Upon approval of the ERR, the Sub-Committee Chair will work with AJLA-TS staff to ensure notice of the enhancement is sent to all interested parties. Interested parties will have 30 days from the issuance of the notice to respond with any comments or concerns. AJLA-TS will begin work of the EER during the comment period. The AJLA-TS and the Sub-Committee Chair will communicate all comments received to the Steering Committee. After review of the comments and input from the Steering Committee and AJLA-TS, the Chair will make the final determination whether to proceed with the EER or to return the EER to the normal enhancement cycle.

## 2006-2007 AJLA Steering Committee Members

Name	Telephone #	State/Organization / E-Mail
<b>EXECUTIVE MEMBERS:</b>		
Abramowitz, Les (Vice)	413-499-2220	Massachusetts / labramowitz@detma.org
Chandler, Marcia	501-682-5217	Arkansas / marcia.chandler@arkansas.gov
Coleman, Dave	601-321-6055	Mississippi / dcoleman@mdes.ms.gov
Coman, Robyn	405-557-5318	Oklahoma / robyn.coman@oesc.state.ok.us
Copeland, David	802-828-4348	Vermont / david.copeland@state.vt.us
Duncan, Judy	870-886-3556	Arkansas / judy.duncan@arkansas.gov
Eller, Jon (Sec)	405-557-7149	Oklahoma / jon.eller@oesc.state.ok.us
Giurlani, Susie	775-684-0323	Nevada / sagiurlani@nvdetr.org
Hill, Judy	502-564-0871	Kentucky / judyp.hill@ky.gov
Jeffries, Garry	501-682-3369	Arkansas / garry.jeffries@arkansas.gov
Lindsey, Rick	317-232-7706	Indiana / rlindsey@dwd.in.gov
Little, Rick	801-526-9719	Utah / ricklittle@utah.gov
Monaco, Sandy	501-682-3131	Arkansas / sandy.monaco@arkansas.gov
Nazeri, Mehdi	573-751-4398	Missouri / mehdi.nazeri@ded.mo.gov
Ortmeyer, Donna (Chair)	573-751-4384	Missouri / donna.ortmeyer@ded.mo.gov
Pinter, Elizabeth	312-793-6213	Illinois / elizabeth.pinter@illinois.gov
Scheve, Vicky	620-227-2149	Kansas / vscheve@kansascommerce.com
St. Clair, Nancy	775-684-0325	Nevada / njstclair@nvdetr.org
Terrell, Jo Ann	404-232-3533	Georgia / joann.terrell@dol.state.ga.us
<b>ASSOCIATE MEMBERS:</b>		
Clarkin, Robert	302-761-8102	Delaware / robert.clarkin@state.de.us
Davis, Charlie	803-737-2639	South Carolina / cdavis@sces.org
McElaney, Dawn	617-626-5736	Massachusetts / dmcelaney@detma.org
Hueser, Jackie	603-229-3470	New Hampshire / jheuser@nhworkforce.org
Hunt, John	404-656-6334	Georgia / john.hunt@dol.state.ga.us
Jensen, Jim	801-526-9792	Utah / jdjensen@utah.gov
Shortt, Leslie	801-634-4646	Utah / lshortt@utah.gov
White, David	334-242-8016	Alabama / david.white@dir.alabama.gov
Wormwood, Rick	802-786-8833	Vermont / rick.wormwood@state.vt.us
<b>LIAISONS:</b>		
Harris, Curt	202-434-8020	NASWA / charris@naswa.org
Langley, Pam	202-693-4708	USDOL/VETS / langley.pamela@dol.gov
Rowe, Keith	214-767-4961	USDOL/ETA-OUS / rowe.keith@dol.gov
Thompson, Judy	518-457-2905	AJB / judy.thompson@labor.state.ny.us

# AJLA Steering Committee

## SUB-COMMITTEES:

### **Reporting Committee Members:**

Abramowitz, Les  
Coleman, David  
Giurlani, Susie  
Hill, Judy  
Lindsey, Rick  
Little, Rick (**Chair**)  
Nazeri, Mehdi  
Ortmeyer, Donna  
Pinter, Elizabeth  
St. Clair, Nancy  
Terrell, Jo Ann

### **AJL Committee Members:**

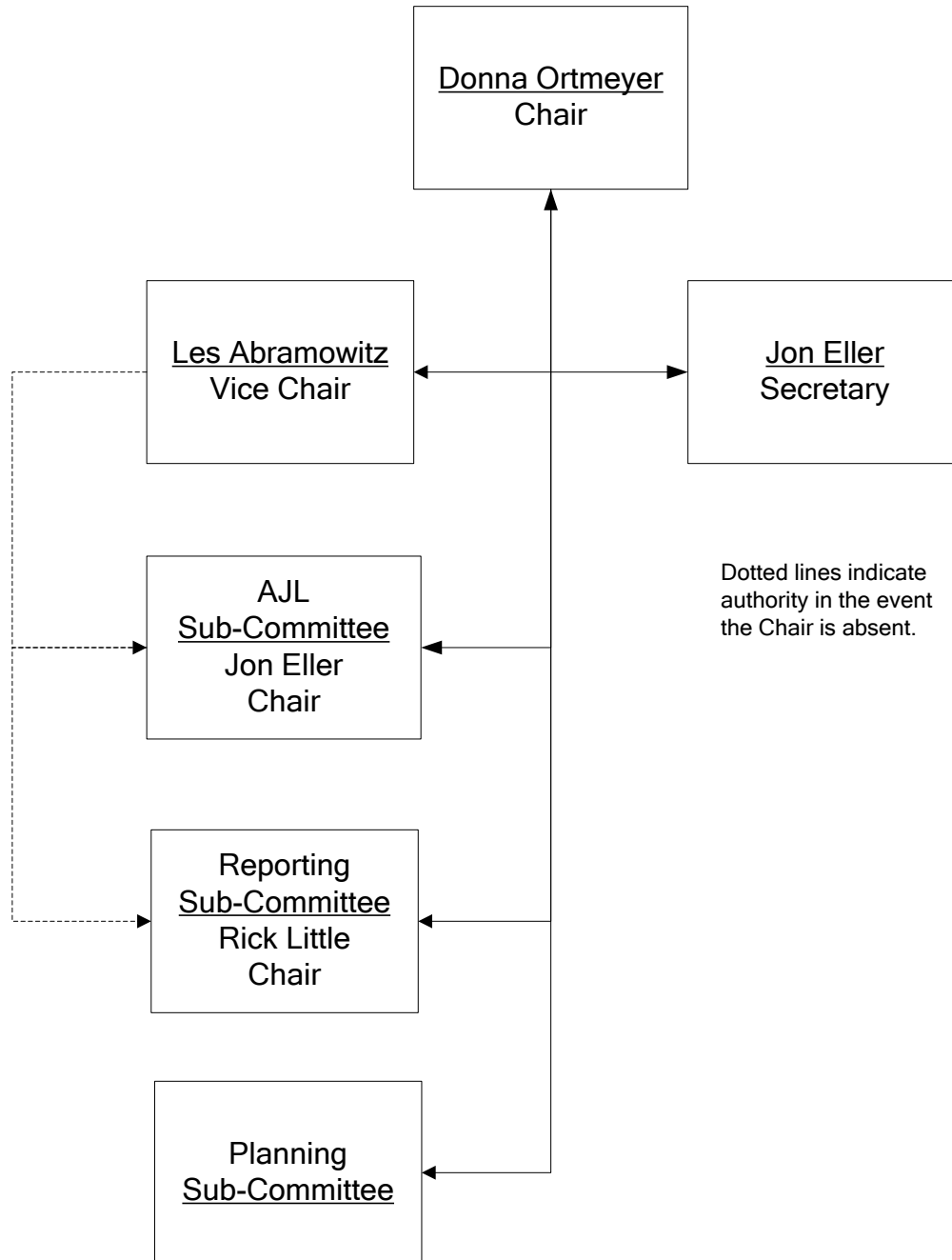
Chandler, Marcia  
Coman, Robyn  
Copeland, Dave  
Duncan, Judy  
Eller, Jon (**Chair**)  
Jeffries, Garry  
Monaco, Sandy  
Scheve, Vicki

### **Planning Committee Members:**

*The duties of this committee are shared with all members.*

# AJLA Steering Committee

## AJLA Steering Committee Organizational Chart



# AJLA-TS

## AJLA-TS Coordinators

<b>Organization/State</b>	<b>Coordinator</b>
Alabama	David White
Arkansas	Garry Jeffries
Delaware	Robert Clarkin
Georgia	Jo Ann Terrell
Illinois	Tom Revane
Indiana	Patrik Madaras
Kansas	Vicki Scheve
Kentucky	Greg Dempsey
Massachusetts	Marilyn Boyle
Mississippi	David Coleman
Missouri	Darla Horman
Montana	Cathy Shenkle
Nevada	Susie Giurlani
New Jersey	Steve Reenstra
Oklahoma	Jon Eller
Pennsylvania	Cindy Gnech
South Carolina	Charles Davis
Utah	Rick Little
Vermont	David Copeland
Virginia	Terry Ferguson

Idaho, Nebraska, and New Mexico do not subscribe to products but wish to be members of the Alliance.

## **AJLA-TS**

**The following forms are included in this handbook:**

- Work Plan Assignments
- Work Plan Modification
- AJLA-TS Problem Resolution Request
- AJLA-TS Enhancement Form
- AJLA-TS Impact Form
- State Comment Form

These are also available on the America's Job Link Alliance web site at [www.ajla.net](http://www.ajla.net)

# AJLA-TS

## AJLA-TS Work Plan Assignments

<b>Originator:</b>	<b>Contact Name:</b>	
	<b>and Telephone Number:</b>	
<b>Modification Requested (Be specific and add documentation, if needed):</b>		
<b>Implications of Change (Include business impact, resources saved, etc):</b>		
<b>Entity Requesting Modification:</b>	<b>Signature:</b>	<b>Date:</b>
<input type="checkbox"/> <b>Approved</b>	<b>AJLA-TS Signature:</b>	<b>Date:</b>
<input type="checkbox"/> <b>Disapproved</b>		
<input type="checkbox"/> <b>Approved</b>	<b>Change Management Work Group Signature:</b>	<b>Date:</b>
<input type="checkbox"/> <b>Disapproved</b>		

Fax to: 785.296.2119 or email to: [ajladesk@ajla.net](mailto:ajladesk@ajla.net)



# AJLA-TS

## AJLA-TS Issue Resolution Request

<b>1. Reporting Subscriber:</b>	<b>2. Reporting Date:</b>
<b>3. Contact Person:</b>	<b>4. Telephone Number:</b>
<b>5. System: DART / AJL / AWS/Rpt Solutions / Other (Specify):</b>	
<b>Issue Reported (be specific - attach additional sheets if necessary):</b>	
<b>7. Detailed specification of issue reported (if necessary, attach additional sheets showing sample screens, report layouts, etc.):</b>	
<b>8. Benefits to be derived from issue Resolution:</b>	
<b>9. Signature of AJLA-TS Coordinator</b>	<b>10. Date Signed:</b>

Fax to: 785.296.2119 or e-mail to: [ajladesk@ajla.net](mailto:ajladesk@ajla.net)

# AJLA-TS

## AJLA-TS Enhancement

<b>1. Requesting Subscriber:</b>	<b>2. Request Date:</b>
<b>3. Contact Person:</b>	<b>4. Telephone Number:</b>
<b>5. System: AJL / AWS / DART / Other (Specify):</b>	
<b>6. Enhancement requested (be specific - attach additional sheets if necessary):</b>	
<b>7. Detailed specification of Enhancement requested (if necessary, attach additional sheets showing sample screens, report layouts, etc.):</b>	
<b>8. Benefits to be derived from Enhancement:</b>	
<b>9. Signature of AJLA-TS Coordinator</b>	<b>10. Date Signed:</b>

Fax to: 785.296.2119 or e-mail to: [ajladesk@ajla.net](mailto:ajladesk@ajla.net)

# AJLA-TS

## AJLA-TS Impact Form

<b>1. Log-ID:</b>	<b>2. Date Received:</b>						
<b>3. System(s):</b>	<b>4. Originating Subscriber:</b>						
<b>5. Description:</b>							
<b>6. Impact/Effect:</b>							
<b>TIME ESTIMATES</b>							
<b>ACTIVITY</b>	<b>Research</b>	<b>Design</b>	<b>Code</b>	<b>Test Unit</b>	<b>Resolutions</b>	<b>Manuals</b>	<b>Test Regression</b>
<b>TIME EST.</b>							
<b>7. Programs/Copybooks/Documentation Affected:</b>							
<b>Programs</b>			<b>Copybooks</b>			<b>Documentation</b>	

Fax to: 785.296.2119 or email to: [ajladesk@ajla.net](mailto:ajladesk@ajla.net)

# AJLA-TS

## Enhancement and Issue Resolution Comment Form

1. Requesting Subscriber:	2. Request Date:
3. Contact Person:	4. Telephone Number:
5. System: AJL / DART / AWS/Rpt. Solutions / Other (Specify):	
6. Enter the impact that this enhancement will have on your organization, if implemented. Include the impact on computer resources, ADP staff, administrative staff, and end users. Indicate if this enhancement (or one of a similar nature) is already in place in your organization. Indicate any additional modifications to this enhancement that would make it more attractive to your organization.	
7. Rank for your organizations value of this enhancement. 5=High 4=Medium High 3=Medium 2=Medium Low 1=Omit 0=Other	
8. Rank anticipated value for this enhancement. High Medium-high Medium Medium-low Omit Other	
9. Signature of AJLA-TS Coordinator	10. Date Signed:

Fax to: 785.296.2119 or e-mail to: [ajladesk@ajla.net](mailto:ajladesk@ajla.net)

**AJLA-TS**

**AJLA  
2006-2007 Steering Committee**

**Nomination Form**

Nominee's Name:
Nominee's Job Title:
Nominee's Mailing Address:
Nominee's Telephone Number:
Nominee's Fax Number:
Nominee's E-Mail Address:
Brief Description of Nominee's Job Duties:
In making this nomination, I am aware that the nominee, if selected, will participate in Steering Committee Meetings of approximately three days duration twice annually as well as the annual user group meeting. Costs of such travel are the responsibility of the nominating agency.  Authorized Signature: _____ Date: _____  Title: _____

**Please return nominations to:**

**John Williamson  
AJLA-TS  
1430 SW Topeka Blvd  
Topeka, KS 66612-1354  
FAX: 785-296-2119**