



FLAIR and CMS Replacement Project (FCR) SME Workgroup Meetings Meeting Notes and Action Items

Meeting Details

Process Area	Asset Requisition to Disposal (A2D) – R1
Meeting Date	Thursday, November 20, 2014
Meeting Time	9:00am – 12:00pm
Meeting Location	Fletcher Building, Room B103
Attendees	Lucinda Harris (DOC), Greg Davis (DOE), Pamela White (DOE) , Steve Waters (DEP), Cherie Ferrell (DMS), Steve Burch (HSMV), Pauline Washington-McNeil (HSMV) , Christina Smith (DFS), Tim Hsieh (DFS), Trevor Molnar (DFS), Stanton Beazley (DFS), Melissa Turner (FCR), Angie Robertson (FCR), Deana Metcalf (FCR), Rachael Lieblick (DFS), Richard Gowdy (DOC)
Meeting Objective	Review and Discuss Standardization Level 1 Business Process Flows
Attachments/ Related Documents	SME Workgroup Guidelines

#	Topic	Leader	Allotted Time
1	Introduction <ul style="list-style-type: none"> General Housekeeping Name, Position/Role at Agency, Experience with Process Area 	Angie	15 min (9:00am-9:15am)
2	FCR Project Overview and Role of SME Workgroups	Angie	45 min (9:15am-10:00am)

Notes:

- The group reviewed the recommendation of the FLAIR Study including the vision and goals set forth for the FCR project.
- The group discussed the importance of balancing standardization, flexibility and efficiency.
- Common themes noted in the FLAIR Study were standardization, governance and adoption.
- This first phase of the project (identified as “Pre-DDI”) will include efforts across multiple tracks with the Business Process Standardization (BPS) team focused on standardization and requirements.
- The BPS team has established a set of 10 financial processes that will document end-to-end processes. The goal of the BPS Track is to design the standards for future state processes that will part of the new core business system.
- Agencies are being asked to participate in these workgroups to review and update process flows developed by the BPS team. DFS is challenging agencies to help keep the decision making boxes to a minimum resulting in less complexity which supports the ability for standardization.
- SME Workgroup Guidelines were provided to the group for reference.
- The BPS team is planning to bring in contract staff to support efforts in the BPS Track (target is to bring them onsite in February 2015).
- SME Workgroup Meetings (with small sets of agencies) are scheduled to occur October 2014 – February 2015 (for Level 1).
- Another round of SME Workgroup Meetings (with an expanded set of agencies) are scheduled to occur April 2015 – June 2015 (for Level 2).
- Workshops (to review Level 2s with all agencies) are scheduled to occur in June 2015.
- Some agency SMEs may be asked to support the requirements finalization.
- This Asset Requisition to Disposal (A2D) process area is scheduled to have three sessions.

Break		10 min (10:00am-10:10am)
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#	Topic	Leader	Allotted Time
Icebreaker		Angie	5 min (10:10am-10:15am)
3	Walkthrough of Process Flow <ul style="list-style-type: none"> • Overview of Template • Review of Flow and Narrative 	Deana	45 min (10:15am-11:00am)
Notes: <ul style="list-style-type: none"> • The group reviewed the format of the Business Process Standardization Model for Level 1 for A2D: <ul style="list-style-type: none"> ○ Business Process Standardization (which include scope, approach, SME workgroup members, assumptions, definitions) ○ Standardized Process Area Overview (Description and Workflow) ○ Standardized Process Area Details (with references to governing laws or policies) ○ Control Points ○ Key Performance Indicators/Measures ○ Reporting ○ Accounting Events ○ Integration • The drafted Level 1 process flow includes a legend to identify control points, reports needed, accounting events and integration points. • The drafted Level 1 process flow includes reference to other process areas. • The group discussed how property might be transferred (within the State) from one agency to another. The group discussed that the transfer process would fit best in the process for “Maintain Asset” (A2D 1.2). • Integration points will not be created for every agency sub-system; there will be consideration for the major business systems. Decisions will need to be made regarding what data is recorded in which system (for example, fleet management). There is an integration point for conducting physical inventories which is required at least yearly. • Asset functionality may be limited for DDI Phase 1 (to be consistent with what we have today for FLAIR). Expanded functionality (such as asset management, warehousing) will be considered for DDI Phase 2. The group should explore ideas for requirements related to warehousing so that it can be considered as part of the SSI procurement evaluation. • The group reviewed the initially documented assumptions for A2D but recognizes there are others that may need to be added. • Physical inventory must be completed by someone other than the custodian. • For reporting, there is a placeholder for Level 1. These will be expanded during Level 2. Some reports might be used for performance indicators and budget planning/forecasting. • Processes are intended to capture activities that occur both inside and outside of a system. Those within a system may be better represented in Level 2 flows but the group was asked to consider these for inclusion (especially with control points for A2D). • The FLAIR Study included an inventory of agency business systems by financial functions. The group will need to identify key systems that are required for recording of assets (for example: FLEET, FITS). The BPS team will send a filtered list of the inventory to identify systems related to asset management. • The group discussed several relevant topics for agencies to consider/discuss with others prior to next session: DEP = land, DOE = schools, DOC = volume / breadth of locations, DMS = Fleet, sale of property, HSMV = auction, sensitivity of assets. 			
Break			10 min (11:00am-11:10am)



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#	Topic	Leader	Allotted Time
Icebreaker		Angie	5 min <i>(11:10am-11:15am)</i>
3	Walkthrough of Process Flow <i>(Continued)</i>	Deana	35 min <i>(11:15am-11:50am)</i>
4	Close Meeting <ul style="list-style-type: none"> • Action Items • Homework • Next Meeting Date / Time / Location 	Angie	10 min <i>(11:50am-12:00pm)</i>
Notes: <ul style="list-style-type: none"> • The group recapped the action items. • As homework, SME Workgroup Participants were asked to be prepared to speak to how their agency handles assets and any upcoming asset changes (system or process). • The next meeting is scheduled for Thursday, December 4th. 			

Action Items			
Action Item #	Description of Item	Assigned To	Due Date
1	Update typo in SME Workgroup presentation (slide 11)	Angie	11/21/2014
2	Brainstorm ideas for warehouse requirements	SME Workgroup Participants	1/7/2015
3	Prepare additional assumptions for consideration for A2D	SME Workgroup Participants	1/7/2015
4	Review proposed roles (and names) for separation of duties related to assets	SME Workgroup Participants	12/4/2014
5	Add reference to insurance for scope section of A2D document	Deana	12/4/2014
6	Consider additional “nice to have” functionality and control points for assets	SME Workgroup Participants	12/4/2014
7	Send additional accounting entries to Deana (with varying fund types)	Tim	12/4/2014
8	Review proposed accounting entries for land sales	Steve	12/4/2014
9	Send filtered list of inventory of agency business systems from FLAIR Study for asset management	Angie	12/4/2014
10	Determine if your agency intends to update or implement a system that will interact with the Asset module	SME Workgroup Participants	12/4/2014