



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

Meeting Details

| | |
|---|---|
| Process Area | Project Development to Closeout (PJT) – R1 |
| Meeting Date | Wednesday, December 3, 2014 |
| Meeting Time | 9:00am – 12:00pm |
| Meeting Location | Fletcher Building, Room B103 |
| Attendees | Lucinda Harris (DOC), Darren Fancher (DMS), Lisa Evans (DOT), Tom Parks (DCF), Mike Wolfe (DCF), Debra Evans (DOE), Don Crumbliss (DOE) , Suzanne Tart (DOE) , Maureen Castano (DOE) , Christina Smith (DFS), Tim Hsieh, (DFS), Travis Erven (DFS), Stanton Beazley (DFS), Melissa Turner (FCR), Angie Robertson (FCR), Deana Metcalf (FCR), Ryan Meikenhaus (DFS) |
| 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 Project Development to Closeout (PJT) process area is scheduled to have three sessions.

| | | |
|--------------|--|------------------------------------|
| Break | | 10 min (10:00am-10:10am) |
|--------------|--|------------------------------------|



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

| # | 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 PJT: <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 ○ Future Enhancement Considerations • 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. • 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. • The group reviewed the initially documented assumptions for PJT but recognizes there are others that may need to be added. • 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. • KPI/Measures should help us know how well we are managing our processes. Group members should consider what are good KPIs to include that will speak to how efficiently or effectively we're managing our processes. • The group discussed that costing will be a major component to this Process Area, therefore, the integration with and understanding of other modules (GL, P2P, etc.) will be important for the design of the standardized processes. DOT sets up projects to capture activity costs (cost accumulators) which are further stepped down to other projects. DCF does similar with OCAs in that they accumulate costs to certain pools that are further allocated. | | | |
| Break | | | 10-min (11:00am-11:10am) |
| Icebreaker | | Angie | 5-min (11:10am-11:15am) |
| 3 | Walkthrough of Process Flow <i>(Continued)</i> | Deana | 35 min (11:15am-11:50am) |
| 4 | Close Meeting <ul style="list-style-type: none"> • Action Items • Homework • Next Meeting Date / Time / Location | Angie | 10 min (11:50am-12:00pm) |



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

| # | Topic | Leader | Allotted Time |
|--|-------|--------|---------------|
| Notes: | | | |
| <ul style="list-style-type: none"> The group reviewed the action items and homework assignment. The next meeting is set for 12/18/14, Fletcher Building, Room B103 from 9am-12pm. Homework for the group is to review the flows and narrative, consider the information discussed, and be prepared to discuss in more detail for next meeting. | | | |

| Action Items | | | |
|---------------|---|-----------------------|----------|
| Action Item # | Description of Item | Assigned To | Due Date |
| 1 | Think about performance metrics (KPIs) (Section 5) | SME Workgroup Members | 1/9/15 |
| 2 | Think about future enhancements (Section 9) | SME Workgroup Members | 1/9/15 |
| 3 | Create examples of how to use a project in the process | SME Workgroup Members | 12/18/14 |
| 4 | Define "project" | SME Workgroup Members | 12/18/14 |
| 5 | Determine if Cash needs to be tracked at the Project level for your organization | SME Workgroup Members | 12/18/14 |
| 6 | Revise other process area integration / inputs into PJT 1.2 on flow chart | Deana | 12/18/14 |
| 7 | Add "Budget" to home plate above PJT 1.1 on flow chart | Deana | 12/18/14 |
| 8 | Bring example of cash checking at specific project level | Tom Parks | 12/18/14 |
| 9 | Add assumption that we will need to capability to set up and manage multi-year projects | Deana | 12/18/14 |
| 10 | Rename PJT 1.2 "Cost Management" | Deana | 12/18/14 |
| 11 | Rename "Construction" diamond to "Asset Acquisition" | Deana | 12/18/14 |
| 12 | Add "I" to PJT 1.1, 1.2 and 1.3 boxes | Deana | 12/18/14 |
| 13 | Add assumption for the ability to charge "Direct and Indirect costs" to projects | Deana | 12/18/14 |
| 14 | Add "Budget" to first control point in description | Deana | 12/18/14 |
| 15 | Add Section to the narrative document to be able to capture examples of Projects | Deana | 12/18/14 |