



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

Meeting Details

Process Area	Project Development to Closeout (PJT) – R2
Meeting Date	Thursday, December 18, 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), Janice Jackson, Ryan Meikenhou (DFS)
Meeting Objective	Review and Discuss Standardization Level 1 Business Process Flows
Attachments/ Related Documents	SME Workgroup Meeting Notes and Action Items – PJT – R1 PJT Standardization Level 1 (12-18-14) V 1.1.pdf BPS Track Planning – Project Dev 2 Closeout 121814.pdf

#	Topic	Leader	Allotted Time
1	<p>Welcome</p> <ul style="list-style-type: none"> • Introductions (<i>If new attendees</i>) • Overview of Today's Agenda • Review of Meeting Notes and Action Items • Thoughts from Workgroup Members 	Angie	20 min (9:00am-9:20am)
<p>Notes:</p> <ul style="list-style-type: none"> • The newest member of the BPS Team, Janice Jackson, introduced herself. She will serve as the General Ledger Lead. • The group discussed previous action items. • Attempted to define “project” as a finite time period, a need to track costs. A consensus could not be met regarding the definition of “project.” • Discussed and added example projects to Narrative. • Discussed a secure request location in the system to allow outside entities such as School Districts or other subrecipients/recipients to request funds. The idea was determined to be a potential requirement to be captured in Level 2. • “Need” category on the flow was debated. Ultimately decided to let agencies decide how they will determine if they utilize the flow. • Different policies, rules, laws and regulations were discussed to be added to PJT 1.1. The group was assigned to determine any policies, rules, laws or regulations which would affect the process points. 			
2	Deeper Dive into Process Flow	Deana	60 min (9:20am-10:20am)
<p>Notes:</p> <ul style="list-style-type: none"> • The group again discussed the need to track historical information about a grant across multiple years. There needs to be a requirement that the new system allow for accessing information about the grant for multiple historical periods. • It was again discussed that agencies will need to have the ability to interface their business systems to the new system. A policy will need to be developed as to the level of detail and timing of the interface. • Several new definitions were determined to be needed, some from A2D and GAC Process Areas. • Discussed process descriptions for 1.5 Cost Management and missing items. 			



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	<ul style="list-style-type: none"> Added assumption to include providing flexibility to capture different characteristics of the project (i.e. external projects, asset ownership, etc.) Discussed and added a reopening option to the closeout process for options to agencies should they need to make final/post adjustments. The group discussed the potential need for different control points before capitalizing. No further points were added. The group also discussed the potential need for a control point to Cost Management for reconciliation of actual to planned (i.e. milestones). Key performance indicators/measures included: trending of actual project expenditure, obligations under contract, actual indirect cost recovery compared to allowable, reverted project budget and timelines of project closeout activities. The group discussed the desire to have a portal where project managers and others could review project information, including status of payments. The level of access and information would be driven by the individual's role / profile. This is something that will need to be captured as part of the requirements and Level 2 process. Added assumptions regarding contracts and projects. It was determined projects could be used to complete a contract and contracts could be used to complete and project. Additional items under Cost Management were determined necessary. These include, but are not limited to: vendor reporting needs and other obligations. 		
Break			10 min (10:20am-10:30am)
Icebreaker		Angie	5 min (10:30am-10:35am)
2	Deeper Dive into Process Flow <i>(Continued)</i>	Deana	75 min (10:35am-11:50am)
3	Close Meeting <ul style="list-style-type: none"> Action Items Homework Next Meeting Date / Time / Location 	Angie	10 min (11:50am-12:00pm)
Notes:			
<ul style="list-style-type: none"> The group reviewed the action items and homework assignment. The next meeting is set for 1/9/15, 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	Define "Project" – Update other modules to reflect	Deana	1/9/15
2	Standardize language in "large box" above 1.2 on flow to read the same across all modules	Deana	1/9/15
3	Think about governing laws and policies that affect projects and be prepared to discuss at next meeting	SME Workgroup Members	1/9/15



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4	Provide governance in chapter 273 and CFO Memos regarding capital projects	Tim Hsieh	1/9/15
5	Provide SWCAP CFO/AA Memo	Tim Hsieh	1/9/15
6	A1- Add revenue – Debits and Credits	Deana	1/9/15
7	Define accounting entries @ A2 on A2D	Deana/ Tim Hsieh	1/9/15
8	Modify/clean up Section 2 of Narrative	Deana	1/9/15
9	Add Construction Work in Progress, Indirect Costs and Contract to “Definitions”	Deana	1/9/15
10	Think about control points	SME Workgroup Members	1/9/15