

Meeting Details

Meeting Date	Wednesday, April 15, 2015	Meeting Time	1:30 pm to 4:30 pm
Meeting Location	Department of Revenue Building 2 - Room 1220/1221 2450 Shumard Oak Boulevard		
Meeting Objective	Review and Discuss Draft Level 2 Flows and Process Models		
Invitees	<p>Level 2 SMEs: Carolyn Jones (DMS), Shannon Martin (DMS), Lisa Evans (DOT), Teresa Mast (DOT), Asheema Vemuri (DCF), Mike Wolfe (DCF), Paul Munyon (DOE), Patty Thurman (DOE), Maureen Castano (DOE), Libby Grimes (DJJ), Kedra Lewis (DJJ), Travis Erven (A&A), Emma Dugger (DOC), Lavitta Stanford (DOC), Annemarie Whalen (DVA)</p> <p>Florida PALM BPS Team: Angie Robertson, Mark Fairbank, Manpreet Singh, Tanner Collins, Stanton Beazley</p>		
Attachments/ Related Documents	DRAFT Level 1 Process Flow and Narrative DRAFT Level 2 Process Flow and Narrative PJT Process Area Definitions		

Meeting Topics

Topic	Presenter	Allotted Time
Introduction and Welcome <ul style="list-style-type: none"> General Housekeeping Participant Introductions 	Angie Robertson	15 min (1:30 pm-1:45 pm)
Review of Draft Level 1 Flows	Angie, Mark Fairbank	25 min (1:45 pm-2:10 pm)
<p>Notes: All participants except for Annmarie Whalen with DVA attended in person. After introductions and orientation by Julian and Angie, Angie presented a review of Level1 documents and then turned over the meeting to Mark for a Level 2 walkthrough. The agenda was slightly modified to combine the summary overview with a more detailed walkthrough.</p>		
Overview of Level 2 Flows and Narratives	Angie, Mark	55 min (2:10 pm - 3:05 pm)
Break		10 min (3:05 pm - 3:15 pm)
<p>Notes: Mark walked the group through an overview of the three process flows. Mark initiated with explaining the benefits of the functionalities of the project modules that most systems will have. He also explained the purpose of the ledger in the projects module and stated that project modules have a ledger that can be used for modeling, execution planning and for budget controls. Most projects modules give the capability to forecast, do budget transfers, etc. The project module can be used to develop a detailed project plan and tracking method which might currently be done in other Project Management tools (e.g. MS Project) in some agencies. Mark also explained to the</p>		

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<p>group on how the Project module interacts with other modules. He mentioned that 'work in progress asset booking' is a big feature that can be utilized in the Project module.</p> <p>Angie mentioned that the Project, with input from the SME Workgroup, will need to decide what will be the core functionalities for phase 1 and functionalities that can be evaluated for implementation in phase 2 to ensure that we can maximize the return on investment.</p> <p>PROJECT TRACKING</p> <p>Mark inquired if anybody in the group is not using project code to track projects? A few people in the group answered that they are using OCAs to track the project. Some agencies also stated that they are using information from the project field in FLAIR just for reconciliation purposes, that most of the activity related to projects is within their agency business system or outside of FLAIR.</p> <p>During the fiscal year-end, funds for projects still underway need to be encumbered so that they do not revert. Agencies use project codes during the fiscal year end to identify these funds to ensure that money is not reverted (most agencies have 18 months to exhaust funds, DOE is permitted an additional 12 months).</p> <p>DOT mentioned that FM is their financial management system which interfaces directly with the Federal system.</p> <p>PROJECT FUNDING</p> <p>Some group members mentioned that we need to do estimates for and need to figure up front source of funding for budgetary purposes. Some agencies do allocation at the back end. They accumulate costs out of their funds in the front end and then allocation to the other account is done at the back end. A key example is when payroll is produced, the charge hits one account at that time and then is allocated later. The group also discussed post production cost allocation during the session. As with the GAC workgroup, there is the need to accumulate costs in one location and allocation to others.</p> <p>CONTRACTS</p> <p>Mike Wolfe from DCF inquired on how contracts get associated with projects and why would the team not include contracts in the flow? Mark answered that contracts can be associated in 3 ways:</p> <ul style="list-style-type: none"> • Traditional GL method – Any project code attached to a contract disbursement will be visible in the general ledger for reporting. • Procurement – The project code associated with the contract will be visible when the contract history in the procurements module is reviewed. • Project – Within the projects module / ledger, any associated contract will be visible. 		

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Annemarie from DVA inquired how Contracts are captured in the system. Mark responded that contracts are posted /developed in the P2P module and are captured there.		
CLOSEOUT Mark clarified on the Project Closeout subprocess that Closing the project would mean deactivating the project code.		
Icebreaker	Angie	10 min (3:15 pm -3:25 am)
Overview of Level 2 Flows and Narratives (Continued)	Angie, Mark	55 Min (3:25 pm - 4:20 pm)
Close Meeting <ul style="list-style-type: none"> • Action Items • Homework • Next Meeting Date / Time / Location 	Angie, Mark, Manpreet Singh	10 min (4:20 pm-4:30 pm)
Note: Action Items and the location and time of the next meeting were discussed. The meeting will be Wednesday, April 22 from 9am-12pm in the same location.		

Action Items			
Action Item #	Description of Item	Assigned To	Due Date
1	Post production allocation to be added to the process flow for payroll costs (add a loop in PJT - Capture Costs/ Revenue)	Manpreet	04/22/2015
2	Document the requirements coming from the meeting (<i>See table below</i>)	Manpreet	04/22/2015
3	Add final allocation to the closeout process for Journal Transfers	Manpreet	04/22/2015

Needs/Requirements Identified or Discussed During Meeting:

1. The ability to connect/lookup projects via contracts to financial postings
2. The ability to connect/lookup contracts via projects to financial postings