

Meeting Summary



Functional Area: Infrastructure Services

Meeting: Workshop

Date: 04/23/2008

Location: Room 505

Meeting called by: Nancy Saunders

Attendees: Doug Mack, Dave Brown, Ron Giddings, Chuck Wandling, Nancy Saunders, Will Burke, Nick Danforth, Jamie Habecker

Did Not Attend: Cindy Sussan (SP), Mike Farnsworth

Session Goal:

To continue the progress made the past few sessions in exploring IS General requirements/activities and External System actors analysis.

Summary

For the first segment of the session, the entire team discussed progress and issues since last week's session.

- The PC/Analyst sub-team continued interviewing SSG staff to gather information regarding External System actors (ESAs). This week they reviewed 15 ESAs in the Financial and Motor Carrier areas.
- Ron mentioned that the Virginia Enterprise Application Program (VEAP) plans to implement a statewide enterprise resource planning (ERP) solution to replace accounting and budgeting systems that are approximately 30 years old. The new ERP technology solution also will address other areas of the state's business needs. VEAP has four main components: financial management/performance budgeting; human resources/payroll; supply chain management; and administration. Ron will contact Dave Burhop to get a copy to share with Nancy and the rest of the group. **Update:** Nancy distributed the VEAP information to the team during the afternoon.
- Doug and Ron will continue to work independently to gather their requirements and activities into Word documents. Mike DePhillip will also be working to include his activities as the Document Management Administrator into EA as well.
- Will, Nick, Chuck and Dave will continue to add and categorize the Commonwealth's Enterprise Technical Architecture Standards Requirements into EA in preparation for assigning them around Use Cases.

2. The break-out sessions focused on the following:

Analysts/PC: Jamie began attaching use cases to the ESAs that are currently automated. Follow up will occur for the numerous ESAs lacking sufficient information to establish a use case. Those interfaces that are future state only will be set aside for examination later. Essentially, each ESA will have its own use case.

SMEs: Continued the work mentioned above to gather the information necessary to be ready to identify additional activities and requirements that will require use cases.

The SMEs have targeted COB today, 4/23/08, to have all of the requirements and activities identified to date included in EA.

Plans for Next Work Session

Begin to identify use cases from the Commonwealth's Enterprise Technical Architecture Standards Requirements and SME current activities.

Note: A number of the SME's will be absent for much of next week due to DLCI project obligations. The rest of the team will meet as usual on Wednesday.