

Meeting Summary
Functional Area: Administer Infrastructure



Meeting: Workshop -- Process Mail

Date: 07/11/2007
Location: Room 505

Meeting called by: Nancy Saunders, with Jamie Habecker and Cindy Sussan

Attendees: Karen Hughes, Bridget King-Washington, Will Burke, Nancy Saunders, Jamie Habecker, Mike Worthington, Nick Danforth, Mike DePhillip, Chuck Wandling, Mike Farnsworth, Cindy Sussan. Visitors: Karen Chappell,

Absent: Theresa Gonyo, Nancy Nolde, Ron Giddings, Marie Greenberg

Session Goals and Objectives:

1. Review Process Incoming Accountable Mail scenarios and requirements.
2. Review Activity Diagrams for Process Incoming Regular Mail Scenarios
3. Develop Diagrams for Process Incoming Accountable Mail Scenarios

Summary

After covering administrative items, Cindy distributed the Proof of Concept Proposal (POC) that was approved by the Oversight Committee. This POC will be a proof of the OnBase e-forms and workflow functionality, as well as the Enterprise Architect (EA) software and the Iconix methodology using EA. The Oversight Committee has approved a limited-scope Grants application process to serve as one vehicle for a POC. A second POC candidate will be proposed before the end of the month for the Oversight Committee's consideration.

While a team is being assembled to produce the POC, as the AI Process Coordinator Nancy has oversight of the project. We discussed how members of the AI team would be able to assist the POC, and impact of the POC on the AI progress through Phase 2. The team identified several risks: the AITR participation, staffing, and the VITA N/G partnership. Vulnerabilities in these areas should be considered high risk, as the success of the POC is not optional. Additionally, Will raised the question of broken processes, i.e. the ownership and management of the Process Model once it is defined. It will be a critical challenge to maintain the model unless the management responsibility is defined right out of the gate. Nancy will keep the AI team apprised, and engaged.

The team reviewed last week's Process Mail scenarios and activity diagrams for Process Incoming Regular Mail, identifying and fixing gaps and making changes as necessary. We discovered that Stage Mail is actually a step in the Receive Mail process, as opposed to being a separate process.

During the afternoon session the team reviewed the Process Incoming Accountable Mail scenarios and created the activity diagrams. Jamie and Cindy remained with Bridget to review verbiage in the narratives. They discovered that Verify Mail is a step in the Open Mail process, as opposed to being a separate process. Jamie and Cindy will review the work the team did in the model, and do any cleanup that is necessary, and send the EA documentation to the team once it has been cleaned up.

Jamie, Mike D., Bridget, Karen and Cindy have begun interviewing work areas about what they do with the "mail" once they receive it. They have met about Data Integrity and Handicap Placard mail, along with JLIS mail. Meetings have been scheduled for Medical Review mail Thursday; Motor Carrier, Fuels Tax, Hauling Permit, IRP and Liquidated Damages for Tuesday of next week; Compliance, Insurance Verification, Judgment, Restoration, CAP, Court Suspension and Conviction Processing, Commercial License, CDL/NDR, Abstract and Driver Improvement mail on Wednesday.

Plan for Next Session Interview work areas. Therefore, no team agenda will be developed for 7/18.