

Meeting Summary
Functional Area: Business Intelligence – External Audit

Meeting: BPR session
Date: April 2, 2008, 10:00 a.m.

Location: 133



Meeting called by: Linda Ford

Attendees:

Linda Ford, Judy Vesely, Greg Hopper, Stephen Nutter, Tammy West, Minni Powell

Preparation for meeting:

Read over minutes from last week's session and consider needs for IRP/IFTA audits.

Session Goals and Objectives:

1. Discuss and validate the progress last week
2. Write scenarios and requirements
3. Identify additional BI use cases

Summary:

Judy provided the group with an overview of the post-session work that the CSI team made to the diagrams after last week's meeting. Judy informed everyone of the reasoning that we used to make the changes and asked for feedback. The group agreed with the changes. The group then talked about what we accomplished last week and where we expect to get to in this session and in future sessions.

Then, the group began discussing the process Produce Audit Queue.

During the session five processes were discussed:

- o Produce Audit Queue - revised scenario and wrote requirements
- o Identify IRP/IFTA Audit Candidates – revised scenario and wrote requirements. This scenario was considered to be complete. We will validate this process next week.
- o Create Auditor Working Queue – revised scenario and wrote requirements
- o Manually Add to Audit Candidate Queue – discussed scenario – CSI team will write scenario based upon the discussion in the session.
- o Refine IRP/IFTA Audit Candidate Queue – use case deleted – group determined that this function is a part of the initial identification for the respective audit candidate queue and not a separate process.

The group had several discussions to ensure that the criteria used to allow (or exclude) certain carriers into the queue are determined correctly.

- o How is total miles calculated
- o What is a high-distance and low-distance carrier
- o How is the 3% IFTA and IRP audit requirement calculated

Each of these was resolved and appropriate requirements were captured.

Potential Process Improvements and Discussion:

- At this time, using the system to automate and apply criteria to the selection process is the expected process

improvement that CSI will bring to External Audit.

The session ended at 3:30.

Plans for Next Workshop:

Validate the CSI team's revision to the information and finalize the use cases listed above. Discuss the process Identify Rental Tax Audit Candidates with the goal of writing the scenario and requirements.

Homework for Next Workshop:

- Read over the documentation from last week's session and be prepared to discuss in the next session.
- The group was asked to address some issues in Fuels Tax to determine the future state for how Tax Services and Compliance Services will interact regarding audit processes. This discussion needs to take place prior to writing the scenario and requirements.
- Minni will obtain and disseminate the information used to create the MCAMS system; which can be used to aid in getting requirements for the future state.