

Meeting Summary

Functional Area:

Credentialing Work Sub Session Issue and Renew – Continue Promotional Plates

Date:

February 20, 2008

Location:

Richmond VA CRM 131



Meeting called by: Angela Burrell

Carolyn Easley

Eula Moore-Anderson

Preparation for meeting:

Prior minutes were distributed.

Session Goals and Objectives:

Document and Validate Detailed Title and Registration Process Flows in EA:

Create a Plate - Alternate Silk Screening

Summary:

Completed the following Scenarios :

- **Create a Plate – Alternate Silk Screening**
- **Create a Plate - Alternate Redesign Existing Plate**

Plans for Next Workshop:

Movie Plate

Homework for Next Workshop:

Carolyn Easley – document Movie Plate work flow

Scenario Report with Requirements

Package: Create a Plate

Detail:			
Use Case Name:	Create a Plate		
Status:			
Author:	Credential Team		
Created on:	2/12/2008	Modified on:	2/20/2008
Notes:	<p>Definition: Create a plate transaction is used for all new license plates to be made after legislative approval. This is the original design of the plate.</p> <p>Basic Flow:</p> <ul style="list-style-type: none"> -Special Plates Program Coordinator verifies legislative approval for plate -Special Plates Program Coordinator receives Plate Sponsor contact information -Special Plates Program Coordinator sends information packet to Plate Sponsor -Plate Sponsor submits 350 pre-paid applications, if required -Special Plates Program Support Technician enters fees into system (Reserve or Non-Reserve) <p>Invoke Submit Payment</p> <ul style="list-style-type: none"> -Plate Sponsor submits plate design (art work) -Plate Sponsor submits authorization to use plate art work -Plate Sponsor submits signed agreement for all Colleges and Universities -Special Plates Program Coordinator reviews all information submitted by Plate Sponsor -Special Plates Program Coordinator forwards agreement to Legal and Legislative Services -Legal and Legislative Services forwards to Assistant Commissioner for signature -Assistant Commissioner signs agreement -Assistant Commissioner forwards signed agreement to Special Plates Program Coordinator -Special Plates Program Coordinator reviews art work for design specifications -Special Plates Program Coordinator performs estimated sales analysis to determine plate development process -Special Plates Program Coordinator forwards art to sheeting manufacturer with order form <p>See Alternate Silk Screening</p> <ul style="list-style-type: none"> -Sheeting manufacturer sends plate prototype to Special Plates Program Coordinator -Special Plates Program Coordinator reviews plate prototype -Special Plates Program Coordinator selects available plate series from Plate Type Table -Special Plates Program Coordinator establishes plate type file requirements on written form -Special Plates Program Coordinator sends prototype and request for embossing to Virginia Correctional Enterprise (VCE) -VCE sends requested embossed prototype to Special Plates Program Coordinator (could be multiple prototypes of the same plate) -Special Plates Program Coordinator reviews prototype -Special Plates Program Coordinator sends prototype to Plate Sponsor, DMV Management and State Police (if applicable) for approval -Special Plates Program Coordinator receives approved prototype and/or approval letter -Special Plates Program Coordinator sends sheeting request to plate manufacturer/sheeting manufacturer, if applicable 		

- Special Plates Program Coordinator sends plate type file requirements to SSG
- SSG creates plate type file on system
- Special Plates Program Coordinator confirms sheeting order has been received by VCE
- Special Plates Program Support Technician sends consignment to VCE
Invoke Inventory
- Special Plates Program Support Technician processes plate applications
Invoke Issue Special Plates
- Special Plates Program Coordinator sends request to add plate to Internet
- Special Plates Program Coordinator creates Field Communication and agency wide communication of new plate
Invoke Communicate with Customer
See Alternate Redesign Existing Plate

Alternate Silk Screening

- Plate manufacturer sends plate prototype to Special Plates Program Coordinator
- Special Plates Program Coordinator reviews plate prototype
- Special Plates Program Coordinator selects available plate series from Plate Type Table
- Special Plates Program Coordinator establishes plate type file requirements on written form
- Special Plates Program Coordinator sends prototype and request for embossing to Virginia Correctional Enterprise (VCE)
- VCE sends requested embossed prototype to Special Plates Program Coordinator (could be multiple prototypes of the same plate)
- Special Plates Program Coordinator reviews prototype
- Special Plates Program Coordinator sends prototype to Plate Sponsor, DMV Management and State Police (if applicable) for approval
- Special Plates Program Coordinator receives approved prototype and/or approval letter
- Special Plates Program Coordinator sends approved plate and memo to VCE
- Special Plates Program Coordinator sends plate type file requirements to SSG
- SSG creates plate type file on system
- Special Plates Program Support Technician sends consignment to VCE
Invoke Inventory
- Special Plates Program Support Technician processes plate applications
Invoke Issue Special Plates
- Special Plates Program Coordinator sends request to add plate to Internet
- Special Plates Program Coordinator creates Field Communication and agency wide communication of new plate
Invoke Communicate with Customer

==

Alternate Redesign Existing Plate

- Special Plates Program Coordinator receives Plate Sponsor contact information
- Special Plates Program Coordinator sends information packet to Plate Sponsor
- Plate Sponsor submits plate design (art work)
- Plate Sponsor submits authorization to use plate art work
- Special Plates Program Coordinator reviews all information submitted by Plate Sponsor
- Special Plates Program Coordinator reviews art work for design specifications
- Special Plates Program Coordinator performs estimated sales analysis to determine plate development process
- Special Plates Program Coordinator forwards art to sheeting manufacturer with order form
See Alternate Silk Screening for Existing Plate Redesign
- Sheeting manufacturer sends plate prototype to Special Plates Program

Coordinator

- Special Plates Program Coordinator reviews plate prototype
- Special Plates Program Coordinator selects available plate series from Plate Type Table
- Special Plates Program Coordinator establishes plate type file requirements on written form
- Special Plates Program Coordinator sends prototype and request for embossing to Virginia Correctional Enterprise (VCE)
- VCE sends requested embossed prototype to Special Plates Program Coordinator (could be multiple prototypes of the same plate)
- Special Plates Program Coordinator reviews prototype
- Special Plates Program Coordinator sends prototype to Plate Sponsor, DMV Management and State Police (if applicable) for approval
- Special Plates Program Coordinator receives approved prototype and/or approval letter
- Special Plates Program Coordinator sends sheeting request to plate manufacturer/sheeting manufacturer, if applicable
- Special Plates Program Coordinator sends plate type file requirements to SSG (for old plate and redesign plate)
- SSG creates plate type file on system
- Special Plates Program Coordinator confirms sheeting order has been received by VCE
- Special Plates Program Support Technician sends consignment to VCE

Invoke Inventory

- Special Plates Program Coordinator sends request to add plate to Internet and remove existing plate
- Special Plates Program Coordinator creates Field Communication and agency wide communication of plate redesign

Invoke Communicate with Customer

Alternate Silk Screening for Existing Plate Redesign

- Plate manufacturer sends plate prototype to Special Plates Program Coordinator
- Special Plates Program Coordinator reviews plate prototype
- Special Plates Program Coordinator selects available plate series from Plate Type Table
- Special Plates Program Coordinator establishes plate type file requirements on written form (for old plate and redesign plate)
- Special Plates Program Coordinator sends prototype and request for embossing to Virginia Correctional Enterprise (VCE)
- VCE sends requested embossed prototype to Special Plates Program Coordinator (could be multiple prototypes of the same plate)
- Special Plates Program Coordinator reviews prototype
- Special Plates Program Coordinator sends prototype to Plate Sponsor, DMV Management and State Police (if applicable) for approval
- Special Plates Program Coordinator receives approved prototype and/or approval letter
- Special Plates Program Coordinator sends approved plate and memo to VCE
- Special Plates Program Coordinator sends plate type file requirements to SSG
- SSG creates plate type file on system
- Special Plates Program Support Technician sends consignment to VCE

Invoke Inventory

- Special Plates Program Coordinator sends request to add plate to Internet and remove old plate
- Special Plates Program Coordinator creates Field Communication and agency wide communication of new plate

Invoke Communicate with Customer

Linked Requirements:

Name: Legal and Legislative Services shall forward the agreement to the Assistant Commissioner for signature for approval in the plate design process.

Notes:

Name: Plate manufacturer shall send plate prototype to Special Plates Program Coordinator

Notes:

Name: Plate Sponsor shall submit 350 pre-paid applications for desired plate, if required

Notes:

Name: Plate Sponsor shall submit a signed agreement for all Colleges and Universities requesting a plate design

Notes:

Name: Plate Sponsor shall submit authorization for the use of the plate artwork

Notes:

Name: Plate Sponsor shall submit the plate design (artwork) to Special Plates.

Notes:

Name: Plate Sponsor, DMV Management and State Police (if applicable) shall send approval documents to Special Plates Program Coordinator

Notes:

Name: Sheeting manufacturer shall send plate prototype to Special Plates Program Coordinator

Notes:

Name: Special Plates Program Coordinator shall create Field Communication and agency wide communication of new plate

Notes:

Name: Special Plates Program Coordinator shall establish plate type file requirements on written form (manual form)

Notes:

Name: Special Plates Program Coordinator shall forward artwork to sheeting manufacturer with and order form

Notes:

Name: Special Plates Program Coordinator shall forward the signed agreement to Legal and Legislative Services for approval in the plate design process

Notes:

Name: Special Plates Program Coordinator shall perform an estimated sales analysis to determine plate development process

Notes:

Name: Special Plates Program Coordinator shall select an available plate series from Plate Type Table

Notes:

Name: Special Plates Program Coordinator shall send information packet with procedures to Plate Sponsor

Notes:

Name: Special Plates Program Coordinator shall send prototype and request for embossing to Virginia Correctional Enterprise (VCE)

Notes:

Name: Special Plates Program Coordinator shall send prototype to Plate Sponsor, DMV Management and State Police (if applicable) for approval

Notes:

Name: Special Plates Program Coordinator shall send request to Web Services to add new plate to Internet process

Notes:

Name: Special Plates Program Coordinator shall send sheeting request to plate manufacturer/sheeting manufacturer,

Notes:

Name: Special Plates Program Coordinator shall verify legislative approval for requested plate design

Notes:

Name: Special Plates Program Support Technician shall enter fees for pre-paid applications into system (Reserve or Non-Reserve)

Notes:

Name: SSG shall create plate type file on system for new plate design

Notes:

Name: VCE shall send requested embossed prototype to Special Plates Program Coordinator

Notes:

Name: Virginia Colleges/Universities shall submit verification from State Council of Higher Education of Virginia (SCHEV) of scholarship program approval as regulated by XXX

Notes: