

Meeting Summary
Functional Area: Financial Management Services – Contracts and Procurement

Meeting: #1 – “Orientation and Named Processes”

Date: January 9, 2008

Location: 133



Meeting called by: Martha Freeland

Attendees:

Martha Freeland, Greg Hopper, Gary Adams, Angela Bartlett, Mike Baxter, Charles Browning, Jack Christian, Thomasina Cunningham, Nancy Davis, Carroll Ernest, John Gazzola, Ron Giddings, Ronna Howard, Steve Hudson, Kathy Jarrell, Cherie McCoy, David Mosley, Nancy Nolde, Carrie Robinson, Jeff Ryan, John Saunders, Justin Thomas, Janet Williams

Preparation for meeting:

None

Session Goals and Objectives:

1. Orientation to CSI
2. Introduce Enterprise Architect
3. Identify named processes and begin scenarios

Summary:

Martha opened the session with a welcome and a brief overview of the CSI project. Group introductions followed. Martha and Greg presented the CSI Orientation to the group. The orientation included the 5 Characteristics of CSI, the Future State vision, Lean Thinking, the Iconix process and the logistics of the workshop sessions.

Following the orientation, the group was shown the HTML version of the model and the actual Enterprise Architect tool. A description of the terms that we will be using during the sessions (i.e. use case, actor, scenario, nouns, and requirements) was discussed.

The group then brainstormed types of contracts, Memorandum of Understanding, Use Agreements and associated documents. These were categorized under several broad headings: Monetary, Non-Monetary, Purchase Order, MOU, Government Source/Entity, Non-Government Source/Entity, et. al. This activity led into a discussion of named processes. Thirteen processes were named and each had a purpose for the process written.

Two items were put into a parking lot for later discussion:

- One regards tort claims, how these are handled and whether these should be included with the contracts session.
- The second issue was a comment that the process for coordinating travel within the agency is difficult and may benefit from an examination similar to what is being accomplished in the CSI BPR work sessions. Though not a part of the contracts sessions, this issue may relate to the Accounts Payable iExpenses initiative that is underway.

Potential Process Improvements and Discussion:

- None identified yet.

The session ended at 3:45

Plans for Next Workshop:

The group will continue to name processes and will begin writing scenarios and gathering requirements.

Homework for Next Workshop:

- Read over the minutes, orientation materials and documentation and be prepared to provide feedback.