

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



Meeting: #2 – “Named Processes and Scenarios”
Date: January 16, 2008

Location: 133

Meeting called by: Martha Freeland

Attendees:

Martha Freeland, Greg Hopper, Gary Adams, Ernestine Barrett, Angela Bartlett, Mike Baxter, Charles Browning, Karen Colgin, Thomasina Cunningham, Nancy Davis, Carroll Ernest, John Gazzola, Steve Hudson, Kathy Jarrell, Cherie McCoy, David Mosley, Kathryn Pegram, Carrie Robinson, Justin Thomas, CT Wicker, Janet Williams

Preparation for meeting:

None

Session Goals and Objectives:

1. Review and validate use cases from last week
2. Identify named processes and begin writing scenarios
3. Write scenarios and gather requirements

Summary:

Martha opened the session with a brief recap of our progress from last week. The group then went through the types of contracts that were written on post-it notes generated from the brainstorming exercise in the last session. This aided the group to identify additional use cases this week.

The group identified twelve new processes and each had a purpose for the process written. One previously identified use case was renamed to Administer Government to Government MOU.

The group discussed whether the newly named use case Purchase Goods and Services is really one use case or should be split into multiple use cases. There were four categories identified for potential use case: goods, services, technology, and credit card purchases. The decision was made to wait until we explore these processes further to determine if additional use cases will need to be created.

The current state scenario was written for the use cases named Approve Request for Facility Usage, Provide Leased Real Property, and Administer DMV Selects. The Administer Pass Through Grant Contracts process may already be included in the Grants uses cases and may not need to be included in with the contracts. This will be examined further with David Mosley.

During the afternoon, the majority of the group was let go at 1:45 so we could concentrate on the agreements administered in the User Services area with Janet Williams. Three scenarios were written and requirements gathered. Several previously named processes (Execute Information Use Agreement, Provide Extranet Access to Information Recipient, Provide Extranet Access for Information Provider, Process LVR Access) were dropped as the processes were incorporated into the ones written. The full group was reconvened at 3:00.

Potential Process Improvements and Discussion:

- A potential process improvement from the Approve Request for Facility Usage process was sending the request forms and approvals to and from the facility user electronically. It was noted that much of the internal transmission of documents was done through email.
- A potential process improvement to combine the License Agent Agreement with the Extranet Agreement was

mentioned during the discussion on Administer DMV Selects.

The session ended at 4:10.

Plans for Next Workshop:

The group will continue to write scenarios and gather requirements.

Homework for Next Workshop:

- Read over the minutes, orientation materials and documentation and be prepared to provide feedback.
- Assignments to write scenarios for the following use cases:
 - Justin Thomas
 - Provide Real Property
 - Obtain Construction-Related Professional Services
 - Provide Capital Outlay Construction Services
 - Nancy Davis
 - Purchase Goods and Services
 - Purchase Out-of-Scope Technology Goods and Services
 - Administer Government to Government MOU
 - Mike Baxter
 - Administer Capital West COOP Agreement
 - John Gazzola
 - Provide Temporary Staffing
 - Process Criminal Background Check