

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

Meeting: #3 – “Scenarios and Requirements”
Date: January 23, 2008

Location: 133



Meeting called by: Martha Freeland

Attendees:

Martha Freeland, Greg Hopper, Mike Baxter, Elroy Bentick, Thomasina Cunningham, Nancy Davis, Carroll Ernest, John Gazzola, Ron Giddings, Steve Hudson, Kathy Jarrell, Cherie McCoy, David Mosley, Kathryn Pegram, Carrie Robinson, John Saunders, Justin Thomas, CT Wicker

Preparation for meeting:

None

Session Goals and Objectives:

1. Review and validate use cases from last week
2. Write scenarios and gather requirements
3. Begin future state discussions

Summary:

Martha opened the session with a description on how we will proceed with the sessions and that we will go through each of the use cases currently identified.

Justin provided a current state scenario for Initiate and Administer Capital Outlay Projects. This use case incorporated the previously named Provide Real Property, which was subsequently dropped.

Mike provided the current state scenario for Administer Capital West COOP Agreement. Later in the session, the group created a future state and gathered requirements for this use case.

The group discussed several processes that involve Accounts Payable, which may have already been written in AP. Martha and Greg will research those and discuss them with Angie Bartlett. Those processes are: Set Up Electronic Payment Agreements for Vendor and Set Up Electronic EDI for DMV Employee.

The use case Administer Pass Through Grant Contracts will be examined closer by David Mosley to determine if this process was covered in the Grants BPR sessions.

A lengthy group discussion was held regarding the types of MOUs administered by the agency and the varying areas who administer them. The identified use cases Administer Government to Government MOU, Administer Virginia Correctional Enterprises MOU and Provide Administrative Services to Other Agencies were discussed to help to determine how to start these or if there was one or multiple processes involved. A consensus was not attained and this topic will be readdressed at another session.

The following processes were discussed and the current state scenarios were written:

- Provide Temporary Staffing
- Process Criminal History Check (name changed from Process Criminal Background Check)

The following processes were discussed with the future state scenarios written and requirements gathered:

- Approve Request for Facility Usage

- Initiate and Administer Capital Outlay Projects
- Administer Capital West COOP Agreement

A new use case was named as Provide Temporary IT Staffing was identified to get the process for IT/VITA staffing which was deemed to be different than the process named Provide Temporary Staffing.

Potential Process Improvements and Discussion:

- A potential process improvement was mentioned to create a template for the several types of MOUs in which the language and standard information will not need to be recreated each time a new MOU is written.
- A potential process improvement was identified to not allow an access card to be issued until the fingerprinting process is complete for a temporary staff member.
- A potential process improvement to tie the budget into the requisition and approval process would allow better control of costs. In addition, by including the proper cost codes at the requisitioning stage, expenditures can be better aligned to both the budget and to the procurement process.

The session ended at 3:45.

Plans for Next Workshop:

The group will continue to write scenarios and gather requirements.

Homework for Next Workshop:

- Read over the minutes and documentation and provide feedback.