

Meeting Summary**Functional Area: Financial Management Services – Contracts and Procurement****Meeting: Various meetings for future state scenarios and requirements****Date: Week of January 28 – February 1, 2008****Location: 133****Meeting called by: Martha Freeland****Attendees:**

Martha Freeland, Greg Hopper, John Gazzola, Debbie Hughes, Kathy Jarrell, Joann McKay

Preparation for meeting:

None

Session Goals and Objectives:

1. Review and validate current use cases
2. Write future state scenarios
3. Gather requirements

Summary:

The large group has been broken up into tactical sub-team meetings to write future state scenarios and gather requirements for specific uses cases and topics identified by the group. Over the next few weeks, these work sessions will be scheduled with the appropriate persons to complete these scenarios and gather requirements.

The minutes will be distributed to the entire group.

The entire model is available on the intranet at the following address.:

<http://www.dmv.virginia.gov/csi/eahtml/index.htm>

This site is usually updated over each weekend and available by Monday morning with everything updated during the previous week. You are encouraged to look at this and let us know if you have any questions or comments.

Provide Temporary Staffing and Process Criminal History Check – January 29, 2008, 2:00-3:45

- Future state written and requirements gathered.
- Potential PIO regarding modifying the HRO-503 form to include requested pay rate information may reduce the number of contacts needed to decide upon the terms of the agreement. This will be pursued by HR.
- The decision was made that Process Criminal History Check was really not a contract process, but an HR process. We will keep the scenario and requirements gathered, as this process is invoked by Provide Temporary Staffing, but the future state for this process is primarily an outside of DMV process and is not in scope of CSI.

Administer DMV Select – January 30, 2008, 9:00-10:15

- Future state written and requirements gathered.
- Discussion regarding the Attachment A and whether this can be included in the License Agent Agreement. This may not be desirable due to the renewal of the agreement, which may or may not require the attachments, or that different agreements may require different attachments. The Extranet MOU is currently under consideration to combine with the License Agent Agreement.

Administer Online Dealer Contracts – January 30, 2008, 1:30-3:00

- Future state written and requirements gathered.
- Determined that this process needs to be broken into three use cases. There are different bodies that need to be involved in determining good standing and a vehicle fleet is administered differently than a dealership.
 - Administer Online Dealer Contract – describes the process of getting an applicant to become an online dealer.
 - Determine Dealership Standing – describes the process of contacting the other area or agency required to determine if the applicant is in good standing with the appropriate governing body
 - Administer Online Fleet Contract – describes the process of getting an applicant to act like an online dealer for titling and registering their fleet of vehicles.

Real Property and Construction-Related Contracts – February 1, 2008, 1:30-2:15

- Future state written and requirements gathered for
 - Initiate and Administer Capital Outlay Projects
 - Provide Leased Real Property
 - Initiate and Administer Construction-Related Professional Services

Potential Process Improvements and Discussion:

- A potential PIO regarding modifying the HRO-503 form to include requested pay rate information may reduce the number of contacts needed to decide upon the terms of the agreement. This will be pursued by HR.

Plans for Next Workshop:

Martha and Greg will continue to schedule and meet with individuals or small groups to write future state scenarios and gather requirements.

Homework for Next Workshop:

- Read over the minutes and documentation and provide feedback.
- Look at the intranet version of the model each week and provide feedback.