

Meeting Summary
Functional Area: Financial Management Services – Grants

Meeting: #1 – “Orientation and Named Processes”
Date: November 28, 2007

Location: 133



Meeting called by: Martha Freeland

Attendees:

Martha Freeland, Greg Hopper, Kathy Aebischer, Carroll Ernest, Gary Adams, Cherie McCoy, Angela Bartlett, Tera Kovanes, Karen Colgin, Alonzo Aldridge, Angelisa Jennings, Darlene Kelley, David Mosley, Elroy Bentick, Ernestine Barrett, John Saunders, Shuron Booker, Kathryn Pegram

Preparation for meeting:

None.

Session Goals and Objectives:

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

Summary:

This was the first session for the Grants team. Martha gave an introduction of the purpose of the session, what we plan to accomplish and why the participants were invited. Martha and Greg then presented an orientation to the CSI project including the philosophy and objective, the methodology, the goals for the work sessions, progress to date and the plan for the future. A brief introduction to Enterprise Architect (EA) was provided to the group as a lead in to the work session.

The group then discussed the grants processes. We discussed the following processes:

- Obligate Funds in GTS – Current state scenario was written.
- Obligate Funds in Oracle – Current and future state scenarios were written.
- Create Highway Safety Plan – the group discussed this as a process and as a business intelligence activity, without a true process. This will be discussed further at the next session.
- Process Project Package Agreement - Current state scenario was written.
- Process Mini Grant - Current state scenario was written.

The group decided that the activity of requesting funds (from the federal government) was not a process that needed to be written. Instead, it begins the scenario of obligating the funds. The group also decided that two other possible processes were determined not to be true processes and were dropped. These are Categorize Funds and Conduct Applicant Training.

Kathy gave a description of what the Grants Proof of Concept (POC) team is doing and how it connects to the work that we will do in the Grants work sessions. At a high level, the activities included in the POC are: notification, application, review and allocate the recommendation, finalize the recommendation and finalize the award.

Potential Process Improvements and Discussion:

- There are multiple reviews and signoffs of the grant documents by within DMV after the award is finalized. This is currently routed manually. The process improvement is to route electronically (via OnBase) eliminating the movement of paper, the potential for the documents to be misplaced, and the need for the grants personnel to administer the routing and signoff process.
- In conjunction with the contracts CSI work session, a potential improvement is to write the contract for recurring grants so it is valid for multiple years (5 years was suggested). For each year that the entity is awarded a grant, the contract would not need to be written, but a less complex addendum could be created with only the information specific to that grant (e.g. budget, award amount, scope of work).
- Currently, a copy of the signed grant contract is sent to the Program Manager. If the future state has the contract image associated with the electronic records, this process could be obsolete. Further discussion next week.

The session ended at 4:00.

Plans for Next Workshop:

The group will validate the scenarios written this week, define terms, future state the processes and gather requirements. New processes will be defined and written as well.

Homework for Next Workshop:

- Read the minutes from the 11/28 session.
- Review the attached reports and diagrams and note any additional information or changes that may be needed.
- Visit the CSI intranet site: <http://intranet/intranet/administrations/systemsredesign/index.shtml> and the CSI sit on the internet: <http://www.dmv.virginia.gov/csi/>