

Meeting Summary**Functional Area: Financial Management Services – Grants****Meeting: #3 – “Write Scenarios and Gather Requirements”****Date: December 12, 2007****Location: 133****Meeting called by: Martha Freeland****Attendees:**

Martha Freeland, Greg Hopper, Kathy Aebischer, Carroll Ernest, Gary Adams, Cherie McCoy, Karen Colgin, Alonzo Aldridge, Angelisa Jennings, Darlene Kelley, Elroy Bentick, John Saunders, Shuron Booker, Jeff Ryan, Kathryn Pegram, Thomasina Cunningham

Preparation for meeting:

Read the minutes and the scenarios.

Session Goals and Objectives:

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

Summary:

Martha opened the session with a brief description of the progress the group has made so far and that the group will make the transition to the future state. The group then began discussing the processes and the future state.

Future state scenarios were written and requirements gathered for:

- Obligate Funds in GTS – previously written future state was reviewed and revised
- Obligate Funds in Oracle
- Receive Reimbursement Voucher for Non-DMV Grants
- Create Equipment List for NHTSA
- Process Project Agreement Package
- Submit Progress Report
- Process Subgrantee Independent Audit Reports

The group dropped the following use cases for the future state:

- Submit Monitoring Report – This process will be incorporated into Submit Progress Report
- Submit Matching Report – The Matching Report (TSS-20) form will be combined with the Reimbursement Voucher (TSS-15), therefore negating the need to perform this process in the future.
- Process Mini Grant – This will be processed in the same manner as all other grants
- Evaluate Subgrantee Performance – This process is already captured in other use case scenarios

The group had an extended discussion on Create Highway Safety Plan (HSP) and Annual Report and what process needs to be done in the future state. Some of the issues discussed included data collection and sources of data (especially TREDIS), where the HSP fits in the Grants workflow, and that this is an ongoing effort and may not fit into a use case scenario. The discussion will be continued next week.

A new use case may need to be created called Line Item Changes. This will be discussed at the next session.

Potential Process Improvements and Discussion:

- A potential process improvement was identified to eliminate the Matching Report (TSS-20) and include necessary information on the Reimbursement Voucher (TSS-15).

The session ended at 4:00.

Plans for Next Workshop:

The group will validate the scenarios written this week, write future state scenarios for the remaining processes and gather requirements.

Homework for Next Workshop:

- Read the minutes from the 12/12 session.
- Review the attached reports and diagrams and note any additional information or changes that may be needed.
- Bring copies of the reports used to create the Highway Safety Plan
- Determine NHTSA requirements regarding the use of electronic signatures.
- Determine if DOA requires an Expenditure Authorization and/or can the needed information be included on the Reimbursement Voucher?