

Meeting Summary

Functional Area: Inventory Management Work Session #4

Sub-Function: General Inventory

Meeting Date: July 9, 2008

Location: Richmond VA CRM 131

Meeting called by: Curtis
Chisholm (Absent)

Facilitators: Kathy Aebischer and Stefan Yssel



Barry Boothe (VCE)	Jenna Wilfong
Carolyn Easley	Judy Griffin
David Hollis (VCE)	Michael Thomas
David Leatherwood	

Attendance:

- √ 2 out of 2 Business Partners
- √ 5 out of 19 SME's

Summary of Accomplishments:

- Reviewed Minutes and Scenario Report from the July 2 session
- Continued to Document "Current" and "Future" License Plate Processes
- Documented "Current" Stock Item Processes
- Identified and Defined Requirements and Domain Terms

Completed documenting "Current" and the "Future" processes for the following scenarios:

License Plate

- Conduct Online Dealer Yearly Physical License Plate Inventory
- Conduct Periodic Physical License Plate Inventory (Special Plates)
- Reconcile VCE License Plate Invoice (Not a future process)

Documented the "Current" process for the following scenarios:

Stock Item

- Dispose Stock Item
- Inventory Stock Item
- Order and Process Stock Item
- Receive Stock Item
- Receive Stock Item at HQ
- Return Stock Item to Warehouse

Plans for July 16 Session:

Finish documenting "Current" process for the following scenarios:

- Purchase Stock Item (Sheila)
- Dispose Stock Item (Sheila) – regarding recycling receipt and check

"Future" state Stock Item scenarios

Outstanding Item: Copy of Online Dealer Procedures Manual (Jenna)

Process Improvement Opportunity: Interface with VCE's system to transmit license plate orders to eliminate manual keying by VCE.