

Meeting Summary

Functional Area: Inventory Management Work Session #7

Sub-Function: General Inventory

Meeting Date: July 30, 2008

Location: Richmond VA CRM 131

Meeting called by: Curtis Chisholm

Facilitators: Kathy Aebischer and Stefan Yssel



Barry Browning
Brian Whitt
Cherie McCoy
Damian McInerney
Gary Adams

Glenda Browning
Jack Christian
Jenna Wilfong
Joann McKay

Judy Griffin
Karen Hughes
Michael Thomas
Perry Whitaker

Sheila Bowles
Sue Matthews
Susie Crump
Terry Saunders

Attendance:

- √ 0 out of 0 Business Partners
- √ 17 out of 19 SME's

Session Goals and Objectives:

- Reviewed Minutes and Scenario Report from the July 23 session
- Verified Decal "Current" processes documented on July 23
- Documented "Future" process for Decal processes
- Identified and Defined Requirements and Domain Terms

Documented "Future" processes for Decals

- Manufacture Decal and Deliver to Vault
- Produce Monthly Decal Production Report

The following scenarios were deleted and combined with existing scenarios for "Future" processes

- Conduct Periodic Inventory for Secured Items (Vault) to Inventory Stock Item
- Conduct Periodic Physical Raw Materials Inventory (Decals) to Inventory Stock Item
- Order Decal/VIN Plate from Vault to Order Stock Item
- Order Raw Materials for Decals to Order Stock Item
- Receive and Store Decal/VIN Plate to Receive Stock Item
- Receive Raw Materials to Receive Stock Item

VIN Plate scenarios:

- Conduct Periodic Physical numbered VIN Plate Inventory to Inventory Stock Item
- Distribute Numbered VIN Plate
- Order Blank VIN Plate to Order Stock Item
- Order Numbered VIN Plate to Order Stock Item
- Process Blank VIN Plate to Order Stock Item
- Process Numbered VIN Plate to Order Stock Item
- Purchase Blank VIN Plate to Purchase Stock Item
- Purchase Numbered VIN Plate to Purchase Stock Item
- Receive Numbered VIN Plate to Receive Stock Item
- Receive and Store Blank VIN Plate (Vault) to Receive Stock Item at HQ
- Receive and Store Numbered VIN Plate (Vault) to Receive Stock Item at HQ

Documented “Current” and “Future” processes for Dead Storage Documents

- Dispose Dead Storage Report/Document
- Receive Dead Storage Report/Document
- Retrieve Report/Document from Dead Storage

August 6 Session Goals and Objectives:

- Review Minutes and Scenario Report from the July 30 session
- Document “Current” and “Future” processes for Titles
- Discuss the need for Controlled Forms – already documented in other processes
- Identified and Defined Requirements and Domain Terms