

Meeting Summary

Functional Area: Inventory Management Work Session #8

Sub-Function: General Inventory

Meeting Date: August 6, 2008

Location: Richmond VA CRM 131

Meeting called by: Curtis Chisholm

Facilitators: Kathy Aebischer, Stefan Yssel and Nalini Premkumar



Barry Browning	Gary Adams	Martha Freeland
Carolyn Easley	Jenna Wilfong	Sheila Bowles
Cherie McCoy	Judy Griffin	Sue Matthews
Damian McLnerney	Michael Thomas	

Attendance:

- √ 0 out of 2 Business Partners
- √ 11 out of 19 SME's

Session Goals and Objectives:

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

Documented "Current" and "Future" processes for Blank Vehicle Titles

- Purchase Blank Vehicle Titles
- Receive and Store Blank Vehicle Titles in Vault
- Distribute Blank Vehicle Titles
- Receive Blank Vehicle Titles

The following scenarios were deleted because items have already been previously documented:

- Conduct Periodic Physical Inventory Blank Vehicle Titles
- Blank Vehicle Titles to
- Purchase Controlled Forms
- Receive Controlled Forms at HQ
- Order Controlled Forms
- Process Controlled Forms Order
- Receive Controlled Forms
- Conduct Periodic Physical Inventory Controlled Forms

The Sample Plate order for the new plate design process was added to Add New License Plate Design