

Meeting Summary



Functional Area: Inventory Management Work Session #1

Sub-Function: Fixed, Controlled & Leased Assets

Meeting Date: March 5, 2008

Location: Richmond VA CRM 131

Meeting called by: Curtis Chisholm

Facilitators: Kathy Aebischer and Stefan Yssel

Andrea Hott	Beth Cooley	Gary Adams	Judy Griffin
Kathryn Pegram	Nancy Davis	Sheila Bowles	Susie Crump
Angela Bartlett	Cherie McCoy	Gregg Parker	Kathy Jarrell
Nalini Premkumar	Sharita Bryant	Sue Matthews	

Preparation for meeting:

Resources provided prior to session:

CSI website <http://www.dmv.virginia.gov/csi/>

Current DMV policies and procedures <http://mydmv/intranet/administrations/fms/fixassresp.shtml>

Session Goals and Objectives:

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

Summary:

Identified the following Scenarios:

- Add Asset
- Conduct Annual Asset Inventory
- Conduct Quarterly Real Estate Inspection
- Dispose Asset
- Dispose Real Estate
- Inspect Asset
- Inspect Real Estate
- Inventory Real Estate
- Maintain Asset
- Maintain Real Estate
- Procure Assets
- Procure Real Estate
- Receive Asset
- Receive Real Estate

Documented the Current process in the following Scenarios:

- Add Asset
- Conduct Annual Asset Inventory
- Dispose Asset

- Maintain Asset

Plans for Next Workshop:

Review and validate the following scenarios:

- Add Asset
- Conduct Annual Asset Inventory
- Dispose Asset
- Maintain Asset

Define terms, current state the remaining scenarios and gather requirements.

Homework for Next Workshop:

- Read the minutes from the March 5 session.
- Review the attached report and note any additional information or changes that may be needed.

Scenario Report with Requirements

Package: Inventory Management

Detail:	
Use Case Name:	Add Asset
Status:	Identified
Author:	Inventory Management
Created on:	3/5/2008 Modified on: 3/6/2008
Notes:	<p>This process describes the steps necessary to add an Asset to the DMV Asset Management System(DMV AMS)</p> <p>Current Process Basic flow</p> <ul style="list-style-type: none"> - Inventory Coordinator assigns and affixes DMV Property Tag to Asset <p>See Alt flow: no Property Tag</p> <ul style="list-style-type: none"> - Inventory Coordinator obtains Asset Information - Inventory Coordinator enters the Asset Information into the system <p>See Alt flow: Asset Description not shown</p> <ul style="list-style-type: none"> - Asset Management Accountant reviews Asset Information - Asset Management Accountant verifies that the Asset Information is complete <p>Alt flow: no Property Tag</p> <ul style="list-style-type: none"> - Inventory Coordinator requests Property Tag Batch from Asset Management Accountant - Asset Management Accountant records Property Tag Batch Information - Asset Management Accountant mails Property Tag Batch to Inventory Coordinator <p>Alt flow: Asset Description not shown</p> <ul style="list-style-type: none"> - Inventory Coordinator contacts Asset Management Accountant to verify if Asset is required to be added - Asset Management Accountant adds Asset Description and Asset Type to system <p>See Alt flow: Asset not required to be added</p> <p>Alt flow: Asset not required to be added</p> <ul style="list-style-type: none"> - Asset Management Accountant informs Inventory Coordinator Asset does not need to be added
Linked Requirements:	
<p>Name: The system shall keep track of Asset Information</p> <p>Notes: Property Tag Number</p> <p>Asset Description</p> <p>Asset Type</p> <p>Cost Code</p> <p>Acquired Date</p> <p>Serial Number</p> <p>Brand Name</p> <p>Model</p> <p>Condition</p> <p>Acquired Date</p>	

Use Case Name:	Conduct Annual Asset Inventory		
Status:	Identified		
Author:	Inventory Management		
Created on:	3/5/2008	Modified on:	3/5/2008
Notes:	<p>This scenario specifies the process of reconciliation of the report data to the physical asset</p> <p>Current Process Basic flow</p> <ul style="list-style-type: none"> - Inventory Coordinator prints Asset Management by Property Tag Number Report - Inventory Coordinator physically locates and identifies Asset <p>See Alt flow: discrepancy - asset not on report See Alt flow: discrepancy - asset not found</p> <ul style="list-style-type: none"> - Inventory Coordinator verifies Asset Management by Property Tag Number Report Data Elements - Inventory Coordinator generates, saves and emails Asset Management by Property Tag Number Report and Certification Statement to Asset Management Accountant - Asset Management Accountant verifies Asset Management by Property Tag Number Report against Outstanding Issues <p>See Alt flow: verification fails</p> <ul style="list-style-type: none"> - Asset Management Accountant notifies the Inventory Coordinator of Inventory status ok <p>Alt flow: discrepancy - asset not on report</p> <ul style="list-style-type: none"> -invoke- Inventory Asset <p>Alt flow: discrepancy - asset not found</p> <ul style="list-style-type: none"> - Asset Management Accountant determines that the Asset needs to have a status change <p>See Alt flow: Asset Management Accountant determines that the Asset needs to be disposed</p> <ul style="list-style-type: none"> -invoke- Maintain Asset <p>Alt flow: verification fails</p> <ul style="list-style-type: none"> - Asset Management Accountant notifies Inventory Coordinator of Outstanding Issues to be corrected - Inventory Coordinator corrects Outstanding Issues <p>Alt flow: Asset Management Accountant determines that the Asset needs to be disposed</p> <ul style="list-style-type: none"> -invoke- Dispose Asset 		
Linked Requirements:			

Use Case Name:	Conduct Quarterly Real Estate Inspection		
Status:	Identified		
Author:	Inventory Management		
Created on:	3/5/2008	Modified on:	3/5/2008
Notes:			
Linked Requirements:			

Use Case Name:	Dispose Asset		
Status:	Identified		
Author:	Inventory Management		
Created on:	3/5/2008	Modified on:	3/5/2008
Notes:	<p>This process describes the steps necessary for DMV to dispose an Asset</p> <p>Current Process Basic flow</p> <ul style="list-style-type: none"> - Inventory Coordinator identifies Asset to be disposed of - Inventory Coordinator notifies the Surplus Coordinator about the condition of the Asset - Surplus Coordinator determine DMV ownership of Asset <p>See Alt flow: not owned by DMV</p> <ul style="list-style-type: none"> - Surplus Coordinator determines to Dispose of the Asset <p>See Alt flow: State Surplus Asset</p> <ul style="list-style-type: none"> - Surplus Coordinator instructs Inventory Coordinator to remove all DMV Information from Asset - Surplus Coordinator instructs Inventory Coordinator to dispose the Asset <p>See Alt flow: Asset too big See Alt flow: Firearms See Alt flow: Vehicles</p> <ul style="list-style-type: none"> - Inventory Coordinator notifies Asset Management Accountant of the Asset Disposal Information <p>Alt flow: not owned by DMV</p> <ul style="list-style-type: none"> - Surplus Coordinator instructs the Inventory Coordinator to report the issue to the Asset owner <p>Alt flow: State Surplus Asset</p> <ul style="list-style-type: none"> - Surplus Coordinator completes DPS-15 - Surplus Coordinator arranges pick-up or delivery with DGS <p>Alt flow: Asset too big</p> <ul style="list-style-type: none"> - Surplus Coordinator instructs designated staff to bring the asset back to DMV HQ for disposal 		
Linked Requirements:			

Use Case Name:	Dispose Real Estate		
Status:	Identified		
Author:	Inventory Management		
Created on:	3/5/2008	Modified on:	3/5/2008
Notes:			
Linked Requirements:			

Use Case Name:	Inspect Asset		
Status:	Identified		
Author:	Inventory Management		
Created on:	3/5/2008	Modified on:	3/5/2008
Notes:			

Linked Requirements:

Use Case Name:	Inspect Real Estate		
Status:	Identified		
Author:	Inventory Management		
Created on:	3/5/2008	Modified on:	3/5/2008
Notes:			

Linked Requirements:

Use Case Name:	Inventory Real Estate		
Status:	Identified		
Author:	Inventory Management		
Created on:	3/5/2008	Modified on:	3/5/2008
Notes:			

Linked Requirements:

Use Case Name:	Maintain Asset		
Status:	Identified		
Author:	Inventory Management		
Created on:	3/5/2008	Modified on:	3/5/2008

Notes:	<p>This process describes the steps necessary to update Asset Information in the DMV Asset Management System(DMV AMS)</p> <p>Current Process Basic flow</p> <ul style="list-style-type: none">- Inventory Coordinator changes the Asset Status- Inventory Coordinator completes the applicable Asset Status Information depending on the action - transfer, out on repair, back from repair, stolen, surplus, lease terminated or replaced- Asset Management Accountant verifies that the Asset Status Information is complete <p>See Alt flow: verification fails</p> <p>Alt flow: verification fails</p> <ul style="list-style-type: none">- Asset Management Accountant notifies Inventory Coordinator to explain Asset Status Information- Inventory Coordinator resolves Asset Status Information		
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Linked Requirements:

Use Case Name:	Maintain Real Estate		
Status:	Identified		
Author:	Inventory Management		
Created on:	3/5/2008	Modified on:	3/5/2008
Notes:			

Linked Requirements:

Use Case Name:	Procure Assets		
Status:	Identified		
Author:	Inventory Management		
Created on:	3/5/2008	Modified on:	3/5/2008
Notes:			
Linked Requirements:			

Use Case Name:	Procure Real Estate		
Status:			
Author:	Inventory Management		
Created on:	3/5/2008	Modified on:	3/5/2008
Notes:			
Linked Requirements:			

Use Case Name:	Receive Asset		
Status:			
Author:	Inventory Management		
Created on:	3/5/2008	Modified on:	3/5/2008
Notes:			
Linked Requirements:			

Use Case Name:	Receive Real Estate		
Status:	Identified		
Author:	Inventory Management		
Created on:	3/5/2008	Modified on:	3/5/2008
Notes:			
Linked Requirements:			

Package: Controlled Assets

Package: Fixed Assets

Package: Inventory Management Requirements

Package: Leased Assets