

Meeting Summary



Functional Area: Inventory Management Work Session #2

Sub-Function: Fixed, Controlled & Leased Assets

Meeting Date: March 12, 2008

Location: Richmond VA CRM 133

Meeting called by: Curtis Chisholm

Facilitators: Kathy Aebischer and Stefan Yssel

Andrea Hott	Cherie McCoy	Sue Matthews
Angela Bartlett	Gary Adams	Judy Griffin
Nalini Premkumar	Sheila Bowles	Susie Crump
Beth Cooley	Gregg Parker	Jack Christian

Preparation for meeting:

- Minutes from the March 5 session.
- Scenario report and note any additional information or changes that may be needed.

Session Goals and Objectives:

1. Discuss minutes from March 5 Session
2. Review and validate scenarios documented on March 5.
3. Define terms, current state the remaining scenarios and gather requirements.

Summary:

Group deleted the following scenarios due to being out of the scope of Inventory Management processes:

- Inspect Asset
- Inspect Real Estate
- Inventory Real Estate
- Procure Assets
- Procure Real Estate
- Receive Asset
- Receive Real Estate

Group combined Conduct Quarterly Real Estate Inspection into the Maintain Asset scenario.

Verified the current process, defined terms and requirements in the following scenarios:

- Add Asset
- Conduct Annual Asset Inventory
- Dispose Asset

Plans for Next Workshop:

Review and validate the following scenario:

- Maintain Asset

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

Homework for Next Workshop:

- Read the minutes from the March 12 session.
- Review the following Scenario 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: 3/13/2008
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 DMV 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"> - The system notifies the Asset Management Accountant when an Asset is added - Asset Management Accountant reviews Asset information <p>See alt flow: Asset information incomplete</p> <ul style="list-style-type: none"> - Asset Management Accountant verifies that the Asset information is complete <p>End flow</p> <p>Alt flow: no DMV Property Tag</p> <ul style="list-style-type: none"> - Inventory Coordinator requests DMV Property Tag Batch from Asset Management Accountant - Asset Management Accountant records DMV Property Tag Batch Information - Asset Management Accountant mails DMV 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 <p>Alt flow: Asset information incomplete</p> <ul style="list-style-type: none"> - Asset Management Accountant notifies Inventory Coordinator of incomplete Asset information - Inventory Coordinator adds missing Asset information
Linked Requirements:	
Name: The Asset Management Accountant shall mail DMV Property Tag Batch to Inventory Coordinator	
Notes:	
Name: The Asset Management Accountant shall notify the Inventory Coordinator of incomplete Asset information	

Notes:

Name: The Asset Management Accountant shall record DMV Property Tag Batch Information

Notes:

Name: The Asset Management Accountant shall review and verify that the Asset information is complete

Notes:

Name: The Inventory Coordinator shall affix DMV Property Tag to Asset

Notes:

Name: The system shall allow the Asset Management Accountant to add the Asset Description and the Asset Type to the system

Notes:

Name: The system shall allow the Inventory Coordinator to enter Asset information into the system

Notes:

Name: The system shall keep track of Asset Information

Notes: Property Tag Number

Asset Description

Asset Type

Cost Code

Acquired Date

Serial Number/VIN

Brand Name

Model

Condition

Acquired Date

Cost Code Description

Plate Number

DMV Vehicle Number

Asset Status

Name: The system shall notify the Asset Management Accountant when an Asset has been added to the system

Notes:

Use Case Name:	Conduct Annual Asset Physical Inventory		
Status:	Identified		
Author:	Inventory Management		
Created on:	3/5/2008	Modified on:	3/13/2008
Notes:	This scenario specifies the process of reconciliation of the report data to the physical asset Current Process Basic flow - Inventory Coordinator prints DMV Property Tag Report - Inventory Coordinator physically locates and identifies Asset See Alt flow: discrepancy - Asset not on DMV Property Tag Report See Alt flow: discrepancy - Asset not found - Inventory Coordinator verifies DMV Property Tag Report data elements - Inventory Coordinator generates, saves and emails DMV Property Tag Report and certification to Asset Management Accountant - Asset Management Accountant verifies DMV Property Tag Report against outstanding issues See Alt flow: verification fails - Asset Management Accountant notifies the Inventory Coordinator of final acceptance End flow		

	<p>Alt flow: discrepancy - Asset not on report -invoke- Add Asset</p> <p>Alt flow: discrepancy - Asset not found - Inventory Coordinator determines that the Asset needs to have an Asset Status change -invoke- Maintain Asset</p> <p>Alt flow: verification fails - Asset Management Accountant notifies Inventory Coordinator of outstanding issues to be corrected - Inventory Coordinator corrects outstanding issues -invoke- Maintain Asset</p>
--	--

Linked Requirements:

Name: DMV shall conduct an annual physical inventory of Assets

Notes:

Name: The Asset Management Accountant shall verify the completeness of the DMV Property Tag Report

Notes:

Name: The Inventory Coordinator shall certify the accuracy of the DMV Property Tag Report

Notes:

Name: The system shall keep track of the Asset Status

Notes:

Name: The system shall produce a DMV Property Tag Report

Notes: The report must list assets by location

Use Case Name:	Dispose Asset		
Status:	Identified		
Author:	Inventory Management		
Created on:	3/5/2008	Modified on:	3/13/2008
Notes:	<p>This process describes the steps necessary for DMV to dispose an Asset</p> <p>Current Process Basic flow - Inventory Coordinator identifies Asset to be disposed of See Alt flow: Firearm sold See Alt flow: Dispose DMV owned Vehicle - Inventory Coordinator notifies the Surplus Coordinator about the condition of the Asset - Surplus Coordinator determines DMV ownership of Asset See Alt flow: not owned by DMV - Surplus Coordinator determines to dispose of the Asset See Alt flow: State Surplus Asset - Surplus Coordinator instructs Inventory Coordinator to remove DMV Property Tag from Asset - Surplus Coordinator instructs Inventory Coordinator to dispose the Asset See Alt flow: Asset too big - Inventory Coordinator notifies Asset Management Accountant of the Asset disposal information - Asset Management Accountant updates Asset Status</p>		

	<p>-invoke- Maintain Asset End flow</p> <p>Alt flow: Firearm sold - Inventory Coordinator notifies Asset Management Accountant of the Asset disposal information - Asset Management Accountant updates Asset Status -invoke- Maintain Asset</p> <p>Alt flow: Dispose DMV owned Vehicle - DMV Employee delivers vehicle to Fleet Coordinator -invoke- Future Surplus Vehicle Process - Fleet Coordinator notifies Asset Management Accountant of the Asset Disposal Information - Asset Management Accountant updates Asset Status -invoke- Maintain Asset</p> <p>Alt flow: not owned by DMV - Surplus Coordinator instructs the Inventory Coordinator to report the issue to the Asset Owner</p> <p>Alt flow: State Surplus Asset - Surplus Coordinator completes Surplus Property Report(DGS-44-001) - Surplus Coordinator arranges pick-up or delivery with DGS</p> <p>Alt flow: Asset too big - Surplus Coordinator instructs designated staff to bring the asset back to DMV HQ for disposal</p> <p>Alt flow: Dispose DMV owned Vehicle - DMV Employee delivers vehicle to Fleet Coordinator -invoke- Future Surplus Vehicle Process - Fleet Coordinator notifies Asset Management Accountant of the Asset Disposal Information - Asset Management Accountant updates Asset Status -invoke- Maintain Asset</p>
--	--

Linked Requirements:

Name: The Inventory Coordinator shall identify assets to be disposed

Notes:

Name: The Inventory Coordinator shall notify the Surplus Coordinator about the condition of the Asset

Notes:

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:	Maintain Asset
----------------	----------------

Status:	Identified		
Author:	Inventory Management		
Created on:	3/5/2008	Modified on:	3/12/2008
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 <p>See Alt flow: Asset has been disposed</p> <ul style="list-style-type: none"> - 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: Asset has been disposed</p> <ul style="list-style-type: none"> - Inventory Coordinator notifies Asset Management Accountant of disposal - Asset Management Accountant updates the Asset Status information to disposed <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 		
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:			

Package: Inventory Management Requirements