

# Meeting Summary



**Functional Area:** Inventory Management Work Session #4

**Sub-Function:** Fixed, Controlled & Leased Assets

**Meeting Date:** March 26, 2008

**Location:** Richmond CRM 301

**Meeting called by:** Curtis Chisholm

**Facilitators:** Kathy Aebischer and Stefan Yssel

Gary Adams	Susie Crump	Cherie McCoy
Sheila Bowles	Nancy Davis	Gregg Parker
Sharita Bryant	Judy Griffin	Jack Christian

15 Subject Matter Experts invited, 9 attended

## Preparation for meeting:

- Read minutes from the March 19 session.
- Review scenario report and note any additional information or changes that may be needed.
- Definitions for items in #3.

## Session Goals and Objectives:

1. Discussed minutes from March 19 Session.
2. Reviewed and validated the following scenarios:
  - Maintain Asset
  - Initiate Maintenance Repair for Real Property
  - Surplus Real Property
  - Conduct Maintenance Inspection for Real Property
  - Conduct Annual Real Property Risk Assessment
3. Defined the following terms:
  - Facility Inspector
  - Facility Technician
  - Facility Manager
  - Facility District Manager
  - Risk Management Coordinator
  - Facility Services
  - DMV Real Property Asset
  - DMV Real Property Component
  - DMV Facility Evaluation Worksheet
  - Monthly Manager Checklist
  - District Quarterly Checklist
  - Department of General Services
  - Virginia Agency Property System (VAPS)
4. Future stated and gathered additional requirements for the following scenarios:
  - Add Asset
  - Conduct Annual Asset Physical Inventory
  - Dispose Asset
  - Maintain Asset

## Plans for Next Workshop:

Review and validate the following scenarios:

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

Define terms, future state the remaining scenarios and gather any additional requirements.

**Homework for Next Workshop:**

- Read the minutes from the March 26 session.
- Review the Scenario Report and note any additional information or changes that may be needed: