

Meeting Summary



Functional Area: Inventory Management Work Session #5

Sub-Function: Fixed, Controlled & Leased Assets

Meeting Date: [April 2, 2008](#)

Location: Richmond CRM 301

Meeting called by: Curtis Chisholm

Facilitators: Kathy Aebischer and Stefan Yssel

Gary Adams
Sheila Bowles
Beth Cooley

Susie Crump
Nancy Davis
Judy Griffin

Kathy Jarrell
Sue Matthews
Cherie McCoy

Gregg Parker
Nalini Premkumar
Justin Thomas

15 Subject Matter Experts invited, 12 attended

Preparation for Meeting:

- Read minutes from the [March 26](#) session.
- Review scenario report and note any additional information or changes that may be needed.

Session Accomplishments:

1. Discussed minutes from [March 26](#) Session.
2. Reviewed and validated the following scenarios:
 - Add Asset
 - Conduct Annual Asset Physical Inventory
 - Dispose Asset
 - Maintain Asset
3. Future stated and gathered additional requirements for the following Real Property scenarios:
 - Conduct Annual Real Property Risk Assessment
 - Conduct Maintenance Inspection for Real Property
 - Initiate Maintenance Repair for Real Property
 - Surplus Real Property

Plans for Next Workshop:

Review and validate the following scenarios:

- Conduct Annual Real Property Risk Assessment
- Conduct Maintenance Inspection for Real Property
- Initiate Maintenance Repair for Real Property
- Surplus Real Property

Define the following Domain Terms:

- DMV Real Property Risk Assessment Report
- DMV Property Exception Report

Identify if the following external systems should be referenced:

- DOA's Fixed Asset and Accounting System (FAACS)
- DOA's Leased Asset System (FAACS)

Homework for Next Workshop:

- Read the minutes from the [April 2](#) session.
- Review the Scenario Report and note any additional information or changes that may be needed.