

Meeting Summary



Functional Area: Inventory Management Work Session #1

Sub-Function: Fleet Management

Meeting Date: April 30, 2008

Location: Richmond VA CRM 131

Meeting called by: Curtis Chisholm

Facilitators: Kathy Aebischer and Stefan Yssel

Angela Bartlett
Sheila Bowles
Beth Cooley

Jack Christian
Christie Horn

Sue Matthews
Justin Thomas

√ 7 out of 8 SME's Attended

Session Goals and Objectives:

1. Discuss and Name Fleet processes
2. Document "current" processes
3. Identify and Define Requirements and Domain Terms

Summary of Accomplishments:

Identified the following Scenarios:

- Add Vehicle
- Assign Vehicle
- Add Driver for Existing Position
- Add Driver for New Position
- Manage Accidents
- Manage DMV Owned Vehicle Maintenance and Repairs
- Manage Diesel Fuel
- Manage Enterprise Trucks
- Manage Fuel Cards
- Manage Mini-Pool Assignments
- Manage Pool Vehicle Maintenance and Repair
- Manage State Vehicle Reservations
- Manage Toll Passes
- Report Monthly Mileage
- Return Pool Vehicle
- Surplus DMV Owned Vehicle

Documented the Current process, requirements and defined terms in the following Scenarios:

- Add Vehicle
- Manage State Vehicle Reservations
- Add Driver for Existing Position
- Add Driver for New Position

Identified two (2) Process Improvements that could be accomplished prior to CSI.

Plans for Next Workshop:

Review and validate the following scenarios:

- Add Vehicle
- Manage State Vehicle Reservations
- Add Driver for Existing Position
- Add Driver for New Position

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

Homework for Next Workshop:

- Read the minutes from the April 30 session.
- Review the attached report and note any additional information or changes that may be needed.

