

Meeting Summary

Functional Area: Inventory Management Work Session #3

Sub-Function: Fleet Management

Meeting Date: May 14, 2008

Location: Richmond, VA CRM 618



Meeting called by: Curtis Chisholm

Facilitators: Kathy Aebischer and Stefan Yssel

Sheila Bowles
Beth Cooley

Judy Griffin
Christie Horn

Sue Matthews
Justin Thomas

√ 5 out of 7 SME's Attended

Session Goals and Objectives:

1. Discuss minutes from May 6 Session
2. Review and validate scenarios documented on May 6.
3. Define terms, future and current state the remaining scenarios and gather requirements.

Summary of Accomplishments:

Reviewed and validated the following Scenarios:

- Receive DMV Owned Vehicle
- Surplus DMV Owned Vehicle
- Manage DMV Owned Vehicle Maintenance and Repairs
- Manage Accidents DMV Owned
- Manage Pool Vehicle Maintenance and Repair
- Manage Accidents Pool Vehicles
- Perform Year-end Closeout
- Recognize Safe Drivers

Future State the following scenarios:

- Perform Year-end Closeout
- Recognize Safe Drivers
- Surplus DMV Owned Vehicle

Two Process Improvements Identified:

- Provide Fleet Coordinator with access to CARS to produce needed reports
- Provide Fleet Coordinator with access to NADA to download vehicle values rather than from Kelly Blue Book Website.

Homework for Next Workshop:

- Read the minutes from the May 14 session.
- Review the attached report and note any additional information or changes that may be needed.