

Meeting Summary

Functional Area: Inventory Management Work Session #4

Sub-Function: Fleet Management

Meeting Date: May 21, 2008

Location: Richmond, VA CRM 301



Meeting called by: Curtis Chisholm

Facilitators: Kathy Aebischer and Stefan Yssel

Sheila Bowles
Beth Cooley

Judy Griffin
Justin Thomas

√ 4 out of 7 SME's Attended

Session Goals and Objectives:

1. Discuss minutes from May 14 Session
2. Review and validate scenarios documented on May 14.
3. Define terms, future and current state the remaining scenarios and gather requirements.

Summary of Accomplishments:

Review and validate the following Future State scenarios:

- Receive DMV Owned Vehicle
- Recognize Safe Drivers
- Surplus DMV Owned Vehicle

Review and validate the following current state scripted scenarios:

- Manage Fuel Card
- Manage Mini-Pool Assignments
- Modify Assignment of Vehicle
- Report Monthly Mileage
- Return Pool Vehicle

Documented the Future State for the following scenarios:

- Add Vehicle
- Manage Accidents DMV Owned Vehicle
- Manage Accidents Pool Vehicle
- Modify Assignment of Vehicle
- Perform Year-end Closeout
- Receive DMV Owned Vehicle
- Replace DMV Owned Vehicle
- Report Monthly Mileage
- Return Pool Vehicle
- Update VACCS

Added the following scenario:

- Identify Vehicles to Replace

Deleted the following scenarios:

- Manage Diesel Card
- Manage Enterprise Trucks

Homework for Next Workshop:

- Read the minutes from the May 21 session.
- Review the attached report and note any additional information or changes that may be needed.