

Meeting Summary

Functional Area: Inventory Management Work Session #1

Sub-Function: General Inventory

Meeting Date: June 18, 2008

Location: Richmond VA CRM 131



Meeting called by: Curtis Chisholm

Facilitators: Kathy Aebischer and Stefan Yssel

Barry Browning
Carolyn Easley
Damian McInerney
Gary Adams

Glenda Browning
Joann McKay
Jenna Wilfong
Karen Hughes

Kim Vores
Michael Thomas
Sheila Bowles
Sue Matthews

Susie Crump
Terry Saunders
Vanessa Walker

Attendance:

- √ 0 out of 2 Business Partners
- √ 15 out of 17 SME's

Session Goals and Objectives:

1. Discuss Inventory Management Methodology, Approach and Future Goals
2. Name "Current" Inventory Management Processes
3. Organize "Current" Inventory Management Processes
4. Discuss Schedule for Future Workshops
5. Document "Current" Processes
6. Identify and Define Requirements and Domain Terms

Summary of Accomplishments:

Identified the following Scenarios:

- Add New License Plate Type
- Conduct Periodic Physical Numbered VIN Plate Inventory
- Conduct Periodic Physical License Plate Inventory
- Conduct Periodic Physical Raw Materials Inventory (Permit/Decal)
- Conduct Periodic Physical Title Inventory
- Conduct Physical Controlled Forms Inventory
- Deliver Decal/Permit to Vault
- Dispose License Plate
- Dispose Stock Items
- Distribute Decal/Permit
- Distribute License Plate
- Distribute Numbered VIN Plate
- Distribute and Receive Stock Item
- Distribute Title
- Inspect Title
- Inventory Stock Items
- Manage Decal/Permit Inventory
- Manage License Plate Inventory
- Manage Title Inventory
- Monitor Title Inventory
- Order Blank VIN Plate
- Order Controlled Forms
- Order Decal/Permit
- Order License Plate
- Order Numbered VIN Plate
- Order Stock Item

- Perform Daily Inventory Data Download
- Perform Daily Title Update
- Process Blank VIN Plate
- Process Controlled Forms Order
- Process Decal/Permit Order
- Process License Plate Order
- Process Numbered VIN Plate Order
- Process Stock Item
- Produce Decal/Permit
- Purchase Blank VIN Plate
- Purchase Controlled Forms
- Purchase Decal/Permit Raw Materials
- Purchase Numbered VIN Plate
- Purchase Stock Item
- Purchase Title
- Receive Controlled Forms
- Receive Controlled Forms at HQ
- Receive Dead Storage Report/Document
- Receive License Plate
- Receive Numbered VIN Plate
- Receive Stock Item at HQ
- Receive Title
- Receive and Process License Plate Order (VCE)
- Receive and Store Blank VIN Plate (Vault)
- Receive and Store Decal/Permit
- Receive and Store Numbered VIN Plate (Vault)
- Receive and Store Title (Vault)
- Receive Raw Materials
- Retrieve Report/Document from Dead Storage
- Return License Plate to Inventory
- Return Stock Item to Warehouse
- Transfer License Plate
- Transfer Report/Document to Dead Storage

Plans for Next Workshop:

Review and validate the following scenario:

- Create a License Plate

Document the “Current” processes, define terms and gather requirements for the following scenarios:

- Add New License Plate Type
- Conduct Periodic Physical License Plate Inventory
- Dispose License Plate
- Distribute License Plate
- Manage License Plate Inventory
- Order License Plate
- Perform Daily Inventory Data Download
- Process License Plate Order
- Receive License Plate
- Receive and Process License Plate Order (VCE)
- Return License Plate to Inventory
- Transfer License Plate

Homework for Next Workshop:

- Read the minutes from the June 18 session.
- Review the attached report and note any additional information or changes that may be needed.