

Meeting Summary



Functional Area: Service Delivery

Sub-Function: IFTA and Fuel Tax Data Elements for 360 View

Meeting Date: April 23, 2008

Location: Richmond VA CRM 131

Meeting called by: Terry Witt

Facilitators: Martha Freeland

Robin Brown
Martha Freeland
Gary Ham
Betty Jessie

Terry Witt
Ronnie Jones
Tammy West
Ritta Carroll
Margaret Robinson

Preparation for meeting:

- Service Delivery team met to develop the agenda. Martha and Robin gathered tax forms and consolidated the data elements on one document.

Session Goals and Objectives:

1. Identify data elements needed for the 360° View for IFTA tax and associating those elements with the appropriate actors or roles.
2. Identify data elements needed for the 360° View for Fuel tax and associating those elements with the appropriate actors or roles.

Summary:

This BPR session was held using just the SMEs that have expertise in IFTA (Margaret Robinson) and Fuel tax. (Ritta Carroll) The goals of the day were:

- Validate the actors and roles already identified prior to the meeting
- Review definitions for accuracy and finalize for the domain
- Gather data elements needed for the customer 360° view

The actor and role model was reviewed. Data element brainstorming was held using the existing tax documents and forms provided. Any valued elements were added to the model and assigned at the appropriate level in the hierarchy.

The tax use cases were reviewed to determine that all actors and roles were on the model.

Robin Brown updated the EA model with the data items assigned.

Plans for Next Workshop:

The focus of the next BPR session will be in scheduling the topics for the future. No SMEs or BPs will be required to attend on April 30.

Homework for Next Workshop: