



MEETING MINUTES

State of Louisiana LaGov Project

PMO-BP-001 – Operating Budget Validation

December 2, 2008

Rm. 1-142 (Montana Rm.) Claiborne Building

Attendees:

No.	Name	Invited?	Attended?	Comments
1.	Hodges, Beverly	Y	N	LaGov
2.	Thigpen, Drew	Y	N	LaGov
3.	Fernandez, Paul	Y	Y	LaGov
4.	Jacob-John, Manoj	Y	Y	LaGov
5.	Montes, Rene	Y	Y	LaGov
6.	Selders, Janice	Y	Y	
7.	Patin, Marianne	Y	Y	
8.	Dusse, Barry	Y	N	OPB
9.	Beilkiewicz, Joey	Y	Y	DOC
10.	Ramsrud, Mary	Y	Y	LaGov
11.	Shaw, Beverly	Y	Y	
12.	Duncan, Marsha	Y	Y	DOTD
13.	Robinson, Linda	Y	Y	DSS
14.	Barbier, Mike	Y	Y	OPB
15.	Mumphrey, Jeff	Y	N	OPB
16.	Bunch, Steven	Y	N	OPB
17.	Kelly, Will	Y	Y	LaGov
18.	Barbier, Mike	Y	N	OPB
19.	Schmitt, L.J.	Y	N	OPB
20.	Burke, Ron	Y	N	LaGov

<i>Agenda Item and Notes</i>	<i>Owner(s)</i>	<i>Action Items & Assignments</i>	<i>Comments / Follow-up</i>
1. Logistics, Ground Rules, & Introduction	Paul Fernandez	<ul style="list-style-type: none"> • None 	
2. Workshop Objectives	Manoj Jacob-John	<ul style="list-style-type: none"> • None 	
3. Business Process Review <ul style="list-style-type: none"> • Process Improvement Opportunities • SAP Glossary • SAP concepts & functionality • Leading practices • Business process flow • Enterprise readiness challenges 	Paul Fernandez Manoj Jacob-John	<ul style="list-style-type: none"> • See action items & assignments below. 	Hard copies provided - Future Budget Prep Sessions, , SAP Glossary (current and future terms), Master Data Integration, Business Process Flow, BP-FM Design: Versions
4. <u>Action Items</u>	Paul Goggan	1. List out LaPas code and PI codes/BRASS <ul style="list-style-type: none"> • New LaPas • No cross walk • Tracks across fiscal year • System of record for performance measures 	
	Jeff	2. Get activity based budget data fro this budget year 3. Find out other States KPI reporting 4. What is the best function of a performance system	
	Steven Procopio	5. DOA's office to identify prototype of KPI's	
	Will Kelly	6. Investigate two way interface need.	
	Steven Procopio	7. List out Operational Plan item (not in LaPas) <ul style="list-style-type: none"> • Re-design operational plan? 	
<u>Key Decisions</u>		1. Follow-up on GAP for Performance Measures 2. Need for Performance in Budgeting 3. Develop a wish list with consistent Performance	

Measure/Indicator

- tracking across multiple year
4. Use this requirement list to evaluate options (see notes)
 5. Develop ideal operational plan
 - Evaluate together with activity based performance measures

Parking Lot

1.

Organizational Impacts

1.

Integration Points

1.

F.R.I.C.E.- W

1.

Law/Policy Change

1.

Discussion Points:

As-Is – Currently the development of performance measures is done in BRASS and the LaPas system is used for agencies to submit their performance measure information on a quarterly basis. Changes to performance measures from the agencies are submitted via BA7's to the OPB. Brass in only used for developing and LaPas is used for monitoring.

LaPas Replacement – The main topic of discussion was the replacement of LaPas system to collect and monitor information. There is not a current solution in SAP to replace LaPas, there is not a place to collect and maintain performance measure information.

There were three options that were presented.

Option 1 - Keep LaPas - Not re-invent the wheel

Option 2 - Custom solution (gives functionality that is required)

Option 3 - Look at additional pieces of software (EPM) (BO) PBF – There are some new solutions that will be coming out in the near future that could potentially replace LaPas.

An assessment of each the solutions needs to be completed, including pros and cons associated with each one of the solutions presented and the requirements for a replacement. Preliminary requirements include:

- Save electronically by agencies
- Enter on web
- No re-typing
- Low risk
- Enter 4th QTR/develop new for next year
- Historical info by time

The results are to be presented at a later meeting. The LaPas performance measure functionality was described as setting a goal, maintaining that goal and finally relating the goal. There could be multiple objectives for each activity. The currently organizational structure does not match up in with the new activity based reporting. An example is the attorney general's office; the activity level is currently the location of the each of the offices around the state. Each of the offices performs the desired activity to be captured (ex. Civil Litigation).

Reporting – New reporting functionality exists in SAP; including drag and drop, query building and a new tool in the future called Xcelsius. The new tool is mainly used for presentation of key performance information; dashboards. It is anticipated that each of the agencies will have their own dashboards with their own key performance indicators. Xcelsius is not used necessarily for the performance measure information that is in LaPas 6 Key Performance Indicators had previously been identified from the commissioner. Reporting is done by security role and there will be multiple levels of users ranging from casual user which would typically run a canned report to author which would write queries and reports.

Operating Plan and Performance Measures – A potential re-design of the operating plan and consequently performance measures was discussed.