



Blueprint VALIDATION Session Invitation FI-AP-Validation Accounts Payable

This Blueprint Session is **2** day(s) in duration.

- Day 1: **Monday, December 08, 2008** **8:30 a.m. – 4:30 p.m.**
- Day 2: **Tuesday, December 09, 2008** **8:30 a.m. – 4:30 p.m.**

Blueprint Session Narrative

This validation session will focus on reviewing and confirming the key decisions and processes agreed upon in the individual blueprint workshops leading up to this session.

Please review your prior Blueprint Sessions' MINUTES in advance of attending this validation session. If you did not receive a copy of certain session minutes, please contact: Marietta.Holliday@la.gov

Title	Business Process	Work Session Date
FI-AP-001	Account Code Structure – Vendor Master Data	08/18/08
FI-AP-002	Accounts Payable Processing Vendor Invoice through Payment	09/17/08-09/18/08; 09/23/08
FI-AP-003	Check Management	09/30/08-10/01/08
FI-AP-004	1099 Processing Data Review Form and File Creation/Transmission	10/22/08
FI-AP-005	Non Payable Invoices	10/21/08
FI-AP-006	Purchasing Card Processing	10/30/08



You have been identified as a subject matter expert for this validation session and your participation is critical to ensure the successful redesign of the relevant business process in the new SAP ERP system. **If you cannot attend please suggest or arrange an alternate.** Due to the sharp focus and the expeditious decision-making process of the sessions, participation levels must be closely monitored and only those individuals invited are encouraged to attend.

Attendee List: FI-AP-Validation: Accounts Payable

Dept	Agency or Subject Area	Session Attendee:	Email:
ERP Team		Eileen Scherich	Eileen.scherich@la.gov
ERP TEAM		Gerry Hanson	Gerry.hanson@la.gov
DOA	Finance	Judy Davidson	Judy.davidson@la.gov
DOA	Finance	Saysa Leduff	Saysa.leduff@la.gov
DOA	OSRAP / Finance	James Lodge	James.lodge@la.gov
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DOA	Finance	Jenepher Mitchell	Jenepher.mitchell@la.gov
DOA	Finance	Jennifer Wells	Jennifer.wells@la.gov
DOA	OSRAP / Finance	Angela Murphy	Angela.murphy@la.gov
DOA	OSUP / Finance	Paula Rotolo	Paula.rotolo@la.gov
DOA	OSP / Finance	Tammy Touns	Tammy.touns@la.gov
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CRT	Finance	Tommy Politz	tpolitz@crt.state.la.us
DEQ	Finance	Frances Falke	Fran.falke@la.gov
DHH	Finance	Peggy Matherne	pmathern@dhh.la.gov
DHH	Finance	Thomas Schulze	tschulze@la.gov
DOC	Finance	Nelson Green	ngreen@corrections.state.la.us
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DVA	Finance	Sondra Sloper	Sondra.sloper@la.gov
LDR	Finance	Elizabeth Kunjappy	Elizabeth.kunjappy@la.gov



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STO	Finance	Trudy Jackson	tjackson@treasury.state.la.us
WLF	Finance	Yvette Buckner	ybuckner@wlf.louisiana.gov
WLF	Finance	Kris Horsley	khorsley@wlf.louisiana

Agency Single Point Of Contact (SPOC)... *Optional Attendees*

	GOV Offices	Contact	Email / Phone
DOC	Dept. of Corrections	Thomas Bickham	tbickham@corrections.state.la.us
CRT	Dept. of Culture, Rec & Tourism	Beverly Shaw	bshaw@crt.state.la.us
DEQ	Dept. of Environmental Quality	Tom Sands	Tom.sands@la.gov
DHH	Dept. of Health & Hospitals	Keith Fitzgerald	kfitzger@dhh.la.gov
DNR	Dept. of Natural Resources	Robert Harper	Bob.harper@la.gov
DPS	Dept. of Public Safety	Erin Bielkiewicz	Erin.bielkiewicz@la.gov
LDR	Dept. of Revenue	Clarence Lymon	Clarence.Lymon@la.gov
DSS	Dept. of Social Services	Duane Fontenot	dfontenot@dss.state.la.us
TREAS	Dept. of the Treasury	Gary Hall	ghall@treasury.state.la.us
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DOTD	Dept. of Transportation & Dev	Lori Humm	lhumm@dyemanagement.com
DVA	Dept. of Veterans Affairs	David Perkins	David.perkins@la.gov
WLF	Dept. of Wildlife & Fisheries	Wynette Kees	wkees@wlf.louisiana.gov

Blueprint Validation Session Scope:

Validation sessions are designed to review the “as designed” end-to-end process or functionality as decided within a given blueprint workshop. Validation Sessions are delivered at a higher level and typically follow business process flows. Since Validation Sessions are delivered at a higher level, there are a reduced number of Validation Sessions as compared to the original number of blueprint workshops.

The desired work product (or main deliverable) of the Business Blueprint Phase are the **Process Design Documents**, or **PDD’s**. Therefore, the Validation Sessions are essentially a high level public review of a given PDD.

Blueprint Validation Session Purpose:

The purpose of the Blueprint Validation Session includes:

1. Identification, assembly, review, and presentation of the results of a given business process or module functionality as designed in a given workshop session to the SME’s and core team members who originally attended the workshop sessions.



2. Providing a forum to make changes or updates to the design decisions reached in a given workshop session.
3. Demonstrating the State's understanding, internalization, and ownership of the design decided upon within a given workshop session.

Blueprint Validation Session Objectives:

The goals of the blueprint Validation Sessions include:

1. Achieving decision consensus of the business process or module functionality going in to the Realization Phase of the project in order to permit baseline and advanced configuration of the SAP system.
2. Initiating transition of process and design ownership to the State Core Team functional and technical leadership.

Blueprint Validation Session Roles:

Blueprint sessions will be comprised of State Agency Subject Matter Experts (SMEs) and ERP Project Team Members. Several key roles are as follows:

1. The Project Functional Teams for Finance and Logistics:
 - a. The State of Louisiana ERP Project Functional Team Leads and Members
 - b. The Consulting Functional Team Members
 - c. State Agency Subject Matter Experts (SMEs)
2. The Project Technical Teams (as needed):
 - a. The FRICE-W Technical Team
 - b. The Infrastructure Technical Team
 - c. The Business Intelligence Team

Blueprint Validation Session Delivery:

While the Blueprint Workshop is a key methodology component for gathering information and building general consensus for the new business process environment ... the Blueprint Validation '**Playback**' is a key element in reviewing, validating, and reaching decision consensus on the blueprint design elements for a given business process. This includes an active and formal review of key design elements with audience acknowledgement, active participation, and consensus with what is being presented. These sessions are specifically designed to review the content and findings of each PDD, discuss open issues, generally clarify decisions and resolve open concerns.



After the Blueprint Validation Session:

After the session, generally two to three business days, you will receive, via email, the minutes of the session. Please review the minutes for accuracy and completeness and provide comments, if necessary, in reply to the session owner. Additionally, if you are assigned a follow up item during the session, respond with the results to the business owner by the identified date.

At the end of the Blueprint Phase, the results of these sessions will have been formally documented in the Process Design Documents (PDD's). The PDD's will receive several levels of State review and approval. PDD's serve as the design basis for the build of the new SAP ERP system.

Questions:

Any questions or suggestions regarding this invitation should be addressed to:

Marietta.Holliday@la.gov