



Blueprint VALIDATION Session Invitation
FI-BP-Validation
Budget Preparation – Session 1: Operating Budget

This Blueprint Session is **1** day(s) in duration.

- Day 1: **Tuesday, December 02, 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: Paul.Fernandez@la.gov

Session #	Session Description/Major Business Process Group	Schedule
FI-BP-001	Budget Prep Overview (merged with FI-FM-002)	17-18 Sep
FI-BP-002	Operating Budget: Central controlling perspective	14-Aug
FI-BP-003	Operating Budget: Details & Systems	27-28 Aug
FI-BP-004	Operating Budget: Agencies' perspective	23-25 Sep
FI-BP-008	Integration with FM/GM (Retraction details)	12-13 Nov
FI-BP-009	Budget Data Conversion (incl. Historical Data)	05-06 Nov
FI-BP-010	Budget Reports, Publishing of Budget	29-Oct
FI-BP-011	Performance Measures: Process & Tools	19-Nov



Attendee List:

FI-BP-Validation: Budget Preparation – Session 1: Operating Budget

You have been identified as an attendee at a previous blueprint session on the work process to be discussed in this validation session. Your participation is critical to the successful redesign of the relevant business processes 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 this Validation session, participation levels must be closely monitored and only those individuals invited are encouraged to attend.

Dept	Agency or Subject Area	Session Attendee:	Email:
DOA	ERP Team	Beverly Hodges	beverly.hodges@la.gov
DOA	ERP Team	Drew Thigpen	Drew.thigpen@la.gov
DOA	ERP Team	Barbara Franklin	Barbara.franklin@la.gov
DOA	ERP Team	Marlene Scott	Marlene.scott@la.gov
DOA	ERP Team	Drew Thigpen	Drew.Thigpen@la.gov
DOA	ERP Team	Paul Fernandez	Paul.Fernandez@la.gov
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DOA	ERP Team	Manoj Jacob-John	Manoj.Jacob-John@la.gov
DOA	ERP Team	Rene Montes	Rene.Montes@la.gov
DOA/OFSS	Budget Finance	Marianne Patin	Marianne.Patin@la.gov
DOA/OFSS	Budget Finance	DeKaya Guillory	DeKaya.Guillory@la.gov
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OPB	Budget	Mike Barbier	mike.barbier@la.gov
DOA	Finance	Gene Knecht	gene.knecht@la.gov
DOA	ERP Team	Will Kelly	Will.kelly@la.gov
CRT	Budget	Beverly Shaw	Beverly.shaw@la.gov
DOC	Budget	Joey Bielkiewicz	jbielk@corrections.state.la.us
DNR	Fiscal Management	Janice Sellers	Janice.Sellers@la.gov
DOE	Budget	Hazel Pendarvis	Hazel.Pendarvis@LA.GOV
DSS	Budget	Linda Robinson	lrobinson@dss.state.la.us
DOTD	Dye mgmt.	Marsh Duncan	mduncan@dyemanagement.com
GOHSEP	Fiscal Management	Raquel Compton	rcompton@ohsep.louisiana.gov
DOTD	Budget	Marianne Buchanan	mariannebuchanan@dotd.la.gov
DOTD	Budget	Debbie Schexnaydre	debbieschexnaydre@dotd.la.gov
LSD	Budget	Pete LaFleur	plafleur@mail.lsd.state.la.us
DHH	Budget	Susan Stockstill	sstockst@dhh.la.gov



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

	GOV Offices	Contact	Email / Phone
DOC	Dept. of Corrections	Thomas Bickham	tbickham@corrections.state.la.us
DOE	Dept. of Education	Beth Scioneaux	Beth.scioneaux@la.gov
DHH	Dept. of Health & Hospitals	Keith Fitzgerald	kfitzger@dhh.la.gov
DNR	Dept. of Natural Resources	Robert Harper	Bob.harper@la.gov
DSS	Dept. of Social Services	Duane Fontenot	dfontenot@dss.state.la.us
DOTD	Dept. of Transportation & Dev	Dom Cali	domcali@dotd.la.gov
DOTD	Dept. of Transportation & Dev	Lori Humm	lhumm@dyemanagement.com
GOHSEP	Gov Off of Homeland Security	Gaye Smith	gsmith@ohsep.louisiana.gov
GOHSEP	Gov Off of Homeland Security / Grants	Keisha Payton	kpayton@ohsep.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:

Paul.Fernandez@la.gov