



Blueprint VALIDATION Session Invitation FI-CM-Validation Cash Management

This Blueprint Session is 1 day in duration.

- Day 1: **Tuesday, January 27, 2009** **8:30 a.m. – 4:30 p.m.**

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 goto the LaGov website / Blueprint / Logistics and click on the appropriate module: <http://www.doa.louisiana.gov/ERP/blueprint.htm>

You may contact **Katie O'Connor** at **Katie.O'Connor@la.gov** if you need assistance.

Validation Session will include following Blueprint Sessions:

Title	Process Area	Session Date
FI-CM-002	Bank Accounting	8/27/08 & 8/28/08
FI-CM-001	Cash Reporting & Forecasting	10/16/08
FI-CM-003 & 004 & 005	Investments/Debt/Interest Allocation	10/30/08
FI-CM-006	Cash Receipting (Revenue and Interfaces)	11/18/08
FI-CM-007	Imprest Funds & Replenishments	11/19/08



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-CM-Validation: Cash Management

Agency or Subject Area	Session Attendee:	
CRT	Mary Canella	mcanella@crt.state.la.us
DHH	Peggy Matherne	pmathern@dhh.la.gov
DPS	Denise Autin	dautin@dps.state.la.us
DPS	Kay DeBenedetto	kay.debenedetto@dps.la.gov
DPS	Tara Pocorello	tara.pocorello@dps.la.gov
LDR	Joyce Anderson	Joyce.Anderson@la.gov
OSRAP	Afranie Adomako	Afranie.Adomako@la.gov
OSRAP	Donnie Ladatto	Donnie.Ladatto@la.gov
OSRAP	Kurt Demmerly	Kurt.Demmerly@la.gov
OSRAP	Rachelle Thompson	Rachelle.Thompson@la.gov
STO	Debbie Courville	dcourville@treasury.state.la.us
STO	Gary Hall	ghall@treasury.state.la.us
STO	Glenda Hannaman	ghannaman@treasury.state.la.us
STO	Jama Scivicque	jscivicque@treasury.state.la.us
STO	John Broussard	jbroussard@treasury.state.la.us
STO	Nanette Fisher	nfisher@treasury.state.la.us
STO	Trudy Jackson	tjackson@treasury.state.la.us
WLF	Kris Horsley	khorsley@wlf.louisiana.gov
ERP	Beverly Hodges	Beverly.Hodges@la.gov
ERP	Diana Schoenfield	Diana.Schoenfield@la.gov
ERP	Eileen Scherich	Eileen.Scherich@la.gov
ERP	Julie Mun	Julie.Mun@la.gov
ERP	Katie O'Connor	Katie.O'Connor@la.gov
ERP	Marlene Scott	Marlene.Scott@la.gov
ERP	Mary Ramsrud	Mary.Ramsrud@la.gov
ERP	Pat Cane	Pat.Cane@la.gov

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

Agency	GOV Offices	Contact	Email / Phone
CRT	Dept. of Culture, Rec & Tourism	Beverly Shaw	bshaw@crt.state.la.us
DHH	Dept. of Health & Hospitals	Keith Fitzgerald	kfitzger@dhh.la.gov
DPS	Dept. of Public Safety	Erin Bielkiewicz	Erin.bielkiewicz@la.gov
LDR	Dept. of Revenue	Clarence Lymon	Clarence.Lymon@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, hence, 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:

Katie O'Connor at **Katie.O'Connor@la.gov**.