



Blueprint VALIDATION Session Invitation FI-CO-Validation Controlling

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: Linn.McNary@la.gov or Babs.Myers@la.gov

Title	Business Process	Work Session Date
FI-CO-001	Cost Centers	August 5, 2008
FI-CO-002	Account Code Structure – Internal Orders	August 19, 2008
FI-CO-003	Labor Costing & Time Entry Postings	September 23, 2008
FI-CO-004	Inter Agency Transfers	October 1, 2008
FI-CO-005	Periodic Processing & Cost Allocations	October 14, 2008
FI-CO-006	Management Reporting	October 30, 2008



Attendee List: FI-CO-Validation:Controlling

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.

Dept	Agency or Subject Area	Session Attendee:	Email:
DOA	ERP – CO	Linn McNary	Linn.McNary@la.gov
DOA	ERP – CO	Patrick Johnson	Patrick.Johnson@la.gov
DOA	ERP – CO	Abdulla Meer	Abdulla.Meer@la.gov
DOA	ERP – CO/GL	Babs Myers	Babs.myers@la.gov
DOA	ERP – Finance	Beverly Hodges	Beverly.Hodges@la.gov
DOA	ERP – Finance	Drew Thigpen	Drew.Thigpen@la.gov
DOA	ERP – Project Manager	Kathy Sessums	Kathy.Sessums@la.gov
DOA	OSRAP	Afranie Adomako	Afranie.Adomako@la.gov
DOA	OSRAP	Kurt Demmerly	Kurt.Demmerly@la.gov
DOA	OIS/AFS	Jill Baggett	Jill.Baggett@la.gov
DOA	OIS	Rachel Anselmo	Rachel.Anselmo@la.gov
DHH	Fiscal	Jeff Reynolds	jreynolds@dhh.la.gov
DHH	Fiscal	Debbie Loper	dloper@dhh.la.gov
OPH	Fiscal	Ed Holmberg	eholmber@dhh.la.gov
DSS	Finance	Cathy Lockett	clockett@dss.state.la.us
DSS	Finance	Cheryl Sullivan	csullivan@dss.state.la.us
DSS	Finance	Tammy Martin	tmartin@dss.state.la.us
DOL	Finance	Wayne Knight	wknight@dol.state.la.us
DOTD	Finance	Sal Faldetta	Sal.faldetta@la.gov
DOTD	Finance	Monica Mealie	monicamealie@dotd.la.gov
DOE	Finance	Annette Chustz	Annette.chustz@la.gov
WLF	Finance/Grants	Kim Wagner	kwagner@wlf.louisiana.gov
WLF	Finance	Tammy Calix	tcenix@wlf.louisiana.gov

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

	GOV Offices	Contact	Email / Phone
DOE	Dept. of Education	Beth Scioneaux	Beth.scioneaux@la.gov
DHH	Dept. of Health & Hospitals	Keith Fitzgerald	kfitzger@dhh.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
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:

Linn.McNary@la.gov or Babs.Myers@la.gov