



## Blueprint VALIDATION Session Invitation

### FI-GTR-Validation Grantor

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: [Penny.Parker@la.gov](mailto:Penny.Parker@la.gov)

Title	Process Area	Session Date
FI-GTR-001	Grantor Master Data	09 -17- 2008 / 09 -18- 2008
FI-GTR-002	Grantor Program Management	09 -17- 2008 / 09 -18- 2008
FI-GTR-003	Applications and Agreements	09 -29- 2008 / 09 -30- 2008
FI-GTR-004	Grantor Budgeting	10 -07- 2008
FI-GTR-005	Grantor Claiming	10 -23- 2008
FI-GTR-06	Case Management & Reporting	10 -29- 2008
FI-GTR-07	Business Rules Framework, Master Data, & Conversion	11 -03- 2008

Additional Related Session:		
FI-BP-008	Integration with FM / GM	11 -12- 2008 / 11 -13- 2008



**Attendee List: FI-GTR-Validation: Grantor**

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 Team	Beverly Hodges	<a href="mailto:beverly.hodges@la.gov">beverly.hodges@la.gov</a>
DOA	ERP Team	Drew Thigpen	<a href="mailto:drew.thigpen@la.gov">drew.thigpen@la.gov</a>
DOA	ERP Team	Govinda Narayanan	<a href="mailto:Govinda.Narayanan@la.gov">Govinda.Narayanan@la.gov</a>
DOA	ERP Team	Kavita Gopalam	<a href="mailto:Kavita.Gopalam@la.gov">Kavita.Gopalam@la.gov</a>
DOA	ERP Team	Barbara Franklin	<a href="mailto:Barbara.Franklin@la.gov">Barbara.Franklin@la.gov</a>
DOA	ERP Team	Penny Parker	<a href="mailto:Penny.Parker@la.gov">Penny.Parker@la.gov</a>
DOA	ERP Team	Briant Beard	<a href="mailto:Brinat.Beard@la.gov">Brinat.Beard@la.gov</a>
DOA	ERP Team	Marlene Scott	<a href="mailto:Marlene.Scott@la.gov">Marlene.Scott@la.gov</a>
DOA	ERP Team	Babs Myers	<a href="mailto:Babs.Myers@la.gov">Babs.Myers@la.gov</a>
DOA	ERP Team	Katie O'Connor	<a href="mailto:Katie.O'Connor@la.gov">Katie.O'Connor@la.gov</a>
DOA	OCD	Carol Newton	<a href="mailto:Carol.Newton@la.gov">Carol.Newton@la.gov</a>
DOA	OCD-CDBG	Donna Ramirez	<a href="mailto:Donna.Ramirez@la.gov">Donna.Ramirez@la.gov</a>
DOA	OCD-CDBG	Dotty Tapscott	<a href="mailto:Dotty.Tapscott@la.gov">Dotty.Tapscott@la.gov</a>
DOA	OCD-CDBG	Laurie Durnin	<a href="mailto:Laurie.Durnin@la.gov">Laurie.Durnin@la.gov</a>
DOA	OCD-LGAP	Marc Parenti	<a href="mailto:Marc.Parenti@la.gov">Marc.Parenti@la.gov</a>
DOA	OCD-SGMS	Rebecca Tedford	<a href="mailto:Rebecca.Tedford@la.gov">Rebecca.Tedford@la.gov</a>
DOA	OFSS	Belinda Olivier	<a href="mailto:Belinda.Olivier@la.gov">Belinda.Olivier@la.gov</a>
DOA	OFSS	Beverly Smith	<a href="mailto:Beverly.Smith@la.gov">Beverly.Smith@la.gov</a>
DOA	OFSS	Pat Clough	<a href="mailto:Pat.Clough@la.gov">Pat.Clough@la.gov</a>
DOA	OSRAP	Donnie Ladatto	<a href="mailto:Donnie.Ladatto@la.gov">Donnie.Ladatto@la.gov</a>
DOE	Grantor Management	Mary Cavalier	<a href="mailto:Mary.Cavalier@la.gov">Mary.Cavalier@la.gov</a>
DOE	Grantor Management	Roxie Townley	<a href="mailto:Roxie.Townley@la.gov">Roxie.Townley@la.gov</a>
DEQ	Grantor Management	Karyn Andrews	<a href="mailto:Karyn.Andrews@la.gov">Karyn.Andrews@la.gov</a>
DOTD	Grantor Management	Daria West	<a href="mailto:DariaWest@dotd.la.gov">DariaWest@dotd.la.gov</a>
DOTD	Grantor Management	Donna Lavigne	<a href="mailto:donnalavigne@dotd.la.gov">donnalavigne@dotd.la.gov</a>
DOTD	Grantor Management	George White	<a href="mailto:Georgecwhite@dotd.la.gov">Georgecwhite@dotd.la.gov</a>
DOTD	Grantor Management	Randall Withers	<a href="mailto:rwithers@dotd.la.gov">rwithers@dotd.la.gov</a>
DOTD	Grantor Management	Terry Meliet	<a href="mailto:TerryMeliet@dotd.la.gov">TerryMeliet@dotd.la.gov</a>
DSS	Grantor Management	Cherry Lee	<a href="mailto:clee1@dss.state.la.us">clee1@dss.state.la.us</a>
DSS	Grantor Management	Valencia Sprull	<a href="mailto:vsprull@dss.state.la.us">vsprull@dss.state.la.us</a>
GOHSEP	Grantor Management	Keisha Payton	<a href="mailto:kpayton@ohsep.louisiana.gov">kpayton@ohsep.louisiana.gov</a>
GOHSEP	Grantor Management	Dana Michelli	<a href="mailto:dmichelli@ohsep.louisiana.gov">dmichelli@ohsep.louisiana.gov</a>
GOHSEP	Grantor Management	Tamara Brown	<a href="mailto:tbrown@ohsep.louisiana.gov">tbrown@ohsep.louisiana.gov</a>
LBOR	Grantor Management	Deesi Kirkland	<a href="mailto:Deesi.Kirkland@la.gov">Deesi.Kirkland@la.gov</a>
LBOR	Grantor Management	Jim Gershey	<a href="mailto:Jim.Gershey@la.gov">Jim.Gershey@la.gov</a>
LACLE	Accountant Manager	Jim Franklin	<a href="mailto:James@lcle.la.gov">James@lcle.la.gov</a>
LACLE	Grantor Claims	Tanya LaPorte	<a href="mailto:tanya@lcle.la.gov">tanya@lcle.la.gov</a>
LACLE	Grantor Management	Toby Miller	<a href="mailto:milmon@aol.com">milmon@aol.com</a>



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

	GOV Offices	Contact	Email / Phone
DOE	Dept. of Education	Beth Scioneaux	Beth.scioneaux@la.gov
DEQ	Dept. of Environmental Quality	Tom Sands	Tom.sands@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 into 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:

[Penny.Parker@la.gov](mailto:Penny.Parker@la.gov)