



Blueprint VALIDATION Session Invitation FI-PS-Validation Project Systems

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

- Day 1: **Wednesday, December 10, 2008** **8:30 a.m. – 4:30 p.m.**
- Day 2: **Thursday, December 11, 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: John.Hodnett@la.gov or Larry.Hofstad@la.gov

Title	Business Process	Work Session Date
FI-PS-001	Project Structures - DOTD	August 6-7
FI-PS-002	Project Structures - Facilities	August 12-13
FI-PS-003	Project Structures - Other	August 26
FI-PS-004	Project Budgeting and Control	September 24-25
FI-PS-005	Project Planning	October 29
FI-PS-006	Project Accounting	October 7-9
FI-PS-007	FHWA Billing	October 14-15
FI-PS-008	Project Management	November 19-20
FI-PS-009	Capital Projects Periodic Processing	November 12-13



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-PS-Validation:Project Systems

Dept	Agency or Subject Area	Session Attendee:	Email:
DOA	OIT - ERP	Hidalgo, Lucie	Lucie.Hidalgo@LA.GOV
DOA	OIT - ERP	Hodges, Beverly	Beverly.Hodges@LA.GOV
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USDOT	FHWA-Louisiana Division	Stringfellow, Mary	Mary.Stringfellow@fhwa.dot.gov

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

	GOV Offices	Contact	Email / Phone
	DNR Dept. of Natural Resources	Robert Harper	Bob.harper@la.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:

John.Hodnett@la.gov or Larry.Hofstad@la.gov