



Blueprint VALIDATION Session Invitation LOG-PM-Validation Plant Maintenance & Fleet Processing

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

- Day 1: **Tuesday, January 06, 2009** 8:30 a.m. – 4:30 p.m.
- Day 2: **Wednesday, January 07, 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 go to the LaGov website / Blueprint / Logistics and click on the appropriate module: <http://www.doa.louisiana.gov/ERP/blueprint.htm>

You may contact **Lisa Smith** at Lisa.Smith@la.gov if you need assistance.

Validation Session will include following Blueprint Sessions:

Title	Process Area	Session Date
LOG-PM-001	Functional Location (Edit Mask)	07/30/2008
LOG-MD-006	Maintenance Master Data	08/19/2008
LOG-PM-002	Planning/Scheduling	09/30/08 – 10/02/08 10/07/08
LOG-PM-003	Notifications	
LOG-PM-004	Work Order Processing	
LOG-PM-005	Time Reporting	
LOG-PM-006	Motor Pool Operations	10/22/08 – 10/23/08
LOG-PM-007	Facilities/Fleet Reporting	10/29/08



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: LOG-PM-Validation: Plant Maintenance & Fleet Processing

Dept	Agency or Subject Area	Session Attendee:	Email:
AG&F	Fleet	Billy Hebert	billy_h@daf.state.la.us
AG&F	Fleet	Melanie Pennison	mpennison@daf.state.la.us
AG&F	Facilities/Fleet Maintenance	Pete Rudesill	Pete_r@daf.state.la.us
AG&F	Fleet	Scottie Harrell	scott_h@daf.state.la.us
CRT	Office of State Parks	Gary Ramsey	gramsey@crt.state.la.us
CRT	Fleet / Property Management	Shannon Rushing	srushing@crt.state.la.us
DHH	Facilities	Ashley Denova	apoche@dhh.la.gov
DHH	Facilities	Cathy Setliff	csetliff@dhh.la.gov
DHH	Facilities (Mechanical Eng)	Curtis Badon	cbadon@dhh.la.gov
DHH	Facilities (Pinecrest)	Kenny Lonidier	klonidie@dhh.la.gov
DHH	Facilities	Paul Brand	p.brand@dhh.la.gov
DHH	Facilities	Ray Rutland	rrutland@dhh.la.gov
DHH	Facilities	Sarah Ray	smray@dhh.la.gov
DHH	Facilities (ELSH)	Shawn Hirtzler	shirtzler@dhh.la.gov
DOA	OFPC	Bill Morrison	bill.morrison@la.gov
DOA	OSB	Glenn Frazier	Glenn.frazier@la.gov
DOA	OSB	Jim Karr	Jim.karr@la.gov
DOA	OSB	Raymond Roussel	Raymond.roussel@la.gov
DOA	OSB	Ronnie Gilbert	Ronald.gilbert@la.gov
DOC	Fleet	Mary Altazan	maltazan@corrections.state.la.us
DOC	Fleet	Morgan Wintz	morganwintz@corrections.state.la.us
DOC	Buildings	William "Billy" Breland	wbreland@corrections.state.la.us
DOTD	Maintenance Division	Bill Drake	bill.drake@dotd.la.gov
DOTD	Traffic Services / Fleet	Darrel Johnson	Darrel.Johnson@dotd.la.gov
DOTD	Maintenance	Deana Sowards	deanasowards@dotd.la.gov
DOTD	Maintenance	Jim Chapman	jameschapman@dotd.la.gov
DOTD	Maintenance Division	Karen Lemoine	karenlemoine@dotd.la.gov
DOTD	Facilities	Mike Moss	mikemoss@dotd.la.gov
DPS	Fleet	Sgt Emery Tumulty	emery.tumulty@dps.la.gov
WLF	Facilities	Dennis Kropog	Dkropog@wlf.louisiana.gov
WLF	Facilities	Eileen Pourciau	epourciau@wlf.louisiana.gov
WLF	Fleet	Gail Allatto	gallatto@wlf.louisiana.gov
WLF	Fleet	Marilyn McDonald	mmcdonald@wlf.louisiana.gov



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

LDAF	Dept. of Agriculture & Forestry	Judy Fletcher	judy_f@ldaf.state.la.us
DOC	Dept. of Corrections	Thomas Bickham	tbickham@corrections.state.la.us
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
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; 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, notification that the minutes have been posted to the LaGov website. 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:

Lisa Smith at Lisa.Smith@la.gov.