



MEETING MINUTES

State of Louisiana ERP Project

LA-MD-001

Blueprint Workshop / Linear Assets: Organizational Structure

1 Day; 10/30/2008 @ 08:30 to 4:30

Location: N-214 & N-215, DOTD HQ Annex Building

Attendees:

No.	Name	Invited?	Attended?	Comments
1.	Mark Suarez	Y	Y	ERP
2.	Boyd Barbier	Y	Y	ERP
4.	Charles Pilson	Y	Y	ERP
5.	Shanker Shrestha	Y	Y	ERP
6.	Vince Latino	Y	Y	DOTD
7.	Deana Sowards	Y	Y	ERP

	<i>Agenda Item and Notes</i>	<i>Owner(s)</i>	<i>Action Items & Assignments</i>	<i>Comments / Follow-up</i>
1.	Logistics, Ground Rules, & Introduction	Mark Suarez	• None	
2.	Project Timeline	Mark Suarez	• None	
3.	Workshop Objectives	Mark Suarez	• None	
4.	Business Process Review <ul style="list-style-type: none">• Glossary• Concepts & functionality• Leading practices•	Charles Pilson	• None	
5.	Action Items			

Discussion:

1. Charles presented an overview of how Administrative Units work In Agile. He showed how a user logs into a specific Admin Unit and thereafter a lot of the information is limited automatically to what is pertinent to that Admin Unit.
2. Charles and Mark noted that SAP had not yet made a final decision of the Cost Centers in SAP but that it was almost certain that the current Gangs would translate into Cost Centers (at least every time Charles has asked Mary this question, Mary says that Gangs will be Cost Centers).
3. As a result of this, Charles and Mark noted that the plan is to map Agile Admin Units one-to-one with Cost Centers in SAP. Under the assumption that Gangs will be Cost Centers, this means that at the lowest level, Administrative Units in Agile are equivalent to Gangs. So when a user logs into the system, he will be logging into a particular Gang. Administrative Units will be maintained in the hierarchy but this exact hierarchy will be finally defined by the Cost Center structure. The hierarchical arrangement will aid in the roll up of financial costs for budgeting purpose.
4. Vince indicated that a one-to-one mapping was a good decision assuming that Gangs will be Cost Centers

FRICE – W (Forms, Reports, Interfaces, Conversions, Enhancements, Workflows)

- None. (Initial load of Admin Units will likely be manual; future updates will be so infrequent that manual synchronization will be implemented with no interface needed.)

Key Decisions

- Admin Units will map one-to-one with SAP Cost Centers

Integration Points

- SAP Financials (Cost Centers)

Organizational Impact

- Field personnel will be logging in to Admin Units in Agile which will map one-to-one with SAP Cost Centers but because they are already familiar with Gangs, this should result in no major organizational impact.

Parking Lot

1. Report on control section cost out of SAP? (Sal)