



# MEETING MINUTES

## State of Louisiana ERP Project

### LA-MD-002

#### *Blueprint Workshop / Linear Assets: Maintenance Project Creation & Management*

1 Day; 08/26/2008 @ 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
3.	Richard Lozano	Y	N	ERP
4.	Charles Pilson	Y	Y	ERP
5.	Shanker Shrestha	Y	Y	ERP
6.	Arif Beg	Y	N	ERP
7.	Chris Pena	Y	N	ERP
8.	Simone Ardoin	Y	Y	DOTD
9.	Ronald Broadbent	Y	Y	DOTD
10.	Janice Williams	Y	N	DOTD
11.	Mike Moss	Y	Y	DOTD
12.	Rhett Desselle	Y	N	DOTD
13.	Rhonda Foster	Y	N	DOTD
14.	Bill Drake	Y	Y	DOTD
15.	Vince Latino	Y	Y	DOTD
16.	Karen Lemoine	Y	Y	DOTD
17.	Steven Sibley	Y	Y	DOTD
18.	John M Harter	Y	Y	DOTD
19.	Kevin Reed	Y	Y	DOTD
20.	Sarah Collins	Y	N	DOTD
21.	Connie Standige	Y	N	DOTD
22.	Linda Kimmel	Y	Y	DOTD
23.	Dom Cali	Y	Y	DOTD
24.	Lori Humm	Y	Y	DOTD
25.	Lisa Leonard	Y	Y	DOTD
26.	Elnur Musa	Y	Y	DOTD
27.	Deana Sowards	Y	Y	DOTD
28.	Amanda Ratcliff	Y	N	DOTD

29.	Deidre Hill	Y	N	DOTD
30.	Darrel Johnson	Y	N	DOTD
31.	Leticia Courville	N	Y	DOTD
32.	Robert Tessier	N	Y	DOTD
33.	Sal Faldetta	N	Y	DOTD
34.	Kent Hardin	N	Y	DOTD
35.	Glenn Chutz	N	Y	DOTD

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

**5. Action Items**

<b>Person Assigned</b>	<b>Action Item</b>	<b>Additional Comments/Notes</b>
Mark Suarez/ Charles Pilson	1. Talk to Christine Lee, regarding reimbursement projects (all example projects)	
Mark Suarez/ Charles Pilson/Dom Cali	2. Discuss with the project structures group the possibility of extending T#	In progress
Mark Suarez/ Charles Pilson	3. Find out/confirm that T# is hierarchical (work through fed aid ailing)	
Mark Suarez /Lori Humm	4. Confirm that a MN person is in the federal aid billing blueprints	
Mark Suarez/ Charles Pilson	5. Confirm that all work is to captured against projects	

Mark Suarez/ Charles Pilson	6. Confirm that project creation process handled in SAP	
Lori Humm	7. Collect a list of current DOTD systems that are affected by the implementation of Agile/SAP	
	8. Confirm that projects will be created in SAP and sent to Agile or if projects will be created in Agile.	
	9. Create a validation rule that to be sure that once data has been sent, any changes that are made are disallowed	

## Glossary

DOTD Term	Agile Term	SAP Term
Daily Wk Report	Day Cards	Activity Report
District/Gang	Admin unit	Cost Center
Maintenance Project	WBS	WBS
Work Order	Work Order	Work Order
Function Codes	Activities/Activity Codes	TBD

## Discussion:

Mark Suarez started the session with a review of the agenda, logistics of the session, roles of attendees and presenters, introductions (see sign-in sheets), and timeline of the project.

The Linear Assets module provides a unique opportunity to review DOTD processes and integrate the maintenance management strengths of Agile Assets with the financial strengths of SAP.

Charles Pilson presented a brief overview of Agile Assets. He distributed a handout of screen shots to the group. Charles reviewed what has been happening in other blueprint sessions, and talked about what has been happening in other blueprint sessions. In particular, Charles talked about the separation of what SAP will do and what Agile Assets will do. Anything with dollars and cents must come out of SAP. Examples would include: paying contractors, reporting on how much something costs (work order, job). Dollars and cents will be attached to Agile, but come from SAP.

Charles talked about where data originates. Data capture will come from Agile, most of the time from PDAs; the information is passed to SAP where costs are provided, and passed back to Agile so cost reports can come out of Agile.

**Charles presented an overview of how projects work In Agile. All work orders go against a project.** Every work order has a project. Projects are defined in Agile. There needs to be future discussion of whether they will be created in Agile or SAP (Action item 10). Projects are specific to an administrative unit. Admin units are district/section/gang ("gang" is going to be called a new name, yet to be determined). Asset types and activities are limited to what the project specifies. Account codes will come from SAP. Some of the questions that come out of this overview and must be determined in these blueprint sessions are:

1. What do we want SAP account codes to handle?
2. Do we want Agile account codes to map to SAP?
3. Do we want them to be separate?

Question: Are projects what DOTD calls function codes? No. Activity maps to function codes. **(Parking lot items 1, 2, 3 are related to this discussion.)**

There was a request for a list of what systems are being replaced by this. **(Action item 9)**

Charles talked about what is purpose of the blueprint session: It is to understand and define how to use the project structure in Agile and how will it relate to SAP.

What's currently being done? Examples of what types of projects are being done. Are these SAP projects or Agile? The group came up with this matrix but did not fill it in.

Type of Project	SAP	Agile
Reimbursement (truck hitting bridge)		
Turning lane		
Standing projects (interstate maintenance)		
Disaster		
Preservation		
Maintenance Operations		
Water resources		
Bridge Maintenance		
Bridge Inspection: fed reimburses 80% of inspections. TOPS has 3 project numbers that capture whether the work is in field, office, train/support		
Permits (ex: Walmart wants a turn lane built, they will reimburse)		
582/Maintenance project requests (MPR)		

Dom Cali talked about the new project numbering scheme. Some things that get a project number now will not get one anymore. For example, some maintenance functions will no longer have a project number. Instead, it will use a WBS structure and be hierarchical. The proposed number is T.000000.1 ; We will get a list of function code groupings **(Action item 1; related action item 7)**.

There was a general discussion of functions - Kent wondered how overhead activities can be captured in the project numbers. The team will need to create specific function codes for miscellaneous functions codes that are in overhead now, so a review all function codes will happen **(Action item 2.)**

Mark and Charles will find out about how reimbursement projects will work **(Action item 3)**.

*Question: Will all projects in Agile Assets have to go against an SAP account code?* Agile will be considered a sub-ledger of SAP. Charles would like to be able to have SAP account codes that send to Agile and back. The answer is that Control sections are not going away, they will remain in the master data. For example, we will still be able to know how much a section of road costs to maintain. **(Parking lot items 1 ,2 3, 3a, 5 are related to this.)**

These was a discussion of water resources; get the types of projects that are a part of this group. Include grants management/professional services/construction projects. Ensure that all aspects of this work are captured somewhere.

When you create a work order and are charging costs against something, what are the categories of how we charge work? Assume that the list will be setup as individual entities in SAP. Remember that the purpose of the blueprint is to determine how projects will be done in Agile. Need to know – which admin unit will be booking to the project?

Charles presented two scenarios to the group to consider for how a WBS can be setup.

**Scenario 1: WBS created in SAP.** (one to one mapping)

- Automatically appear in Agile as a project, under a specific gang.
- User will have to add asset types and activities/function codes.
- User has to add project to any other gangs/admin units; also create work orders under project

### Scenario 2: Standing WBS in SAP that can be setup in Agile.

- Non standing projects not setup

### Scenario 3: WBS from SAP are added to Coding Block pane in Agile at WO creation (before any day cards approved)

Every transaction will have a number so it can be reported

- Asset(s)
  - Control section will be a separate field
- Cost center/admin unit
- Function Code/Activity
- Work order #
- Account code (WBS/T number)

The group worked through each scenario and it was determined that scenario 3 would be the best approach and the group decided to explore all the impacts of this decision. A discussion of the purpose of the project number/T # occurred with the result being a number of action items (Action item 2, 3, 7).

Charles walked the group through a consideration of organizational impact of **scenario 3**.

Charles began going through the FRICE-W requirements. Much of this will be addressed in some later blueprint. A discussion of T# took place, and it was suggested that a project number for each emergency type of repair, so that all costs can be captured. Questions about how the control section will be tracked (see **parking lot item 1**).

Federal aid billing what type of data is going to need to be captured. (**Action item 6**.)

Discussion of gang/authorization number – sometimes they are the same, sometimes they are different. Why are they different? (**Action Item 3a**).

Charles reminded the group that the point of getting the answers to how things are reported is to define what information that we want to get out of SAP and then determine what needs to be captured in Agile.

Charles talked about **key decisions** that need to be made by the group: Will agile projects be kept separate from SAP projects? There will never be enough information in SAP to reliably recreate in Agile. Will we capture the SAP T# on relevant work orders? We need to get an incoming interface of active T# from SAP for validation. Charles pointed out that account codes should not be changed once data begins to be sent to SAP. To prevent that, the group should consider a validation rule that to be sure that once data has been sent, any changes that are made are disallowed (**Action item 11**).

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

- Need a list of valid T# from SAP

### **Key Decisions**

- WBS from SAP are added in coding block pane in agile at WO creations , before any day cards are created
- Keep agile project separate from SAP Projects T#.
- Capture SAP T# on relevant work order.
- Incoming interface of valid T# from SAP needed.
- Disallow edit of T# if any transactions have been sent to SAP.
- Guideline on when/if field users may want to create Agile projects

### Integration Points

- None identified in this session

### Organizational Impact

- Field personnel knowing meaning of T number (project number in SAP)
- Will need to come up with some Guidelines on when/if Field users may want to Create Agile Projects
- Will need to redefine TOPS projects in terms equivalent to SAP construct (T #)

### Parking Lot

1. Report on control section cost out of SAP? (Sal)
2. Report on function code cost out of SAP? (Sal)
3. System code/functional class reporting out of SAP
4. Reporting by authorization/gang in SAP (is that a cost center?)
5. Tie GPS functionality to work orders (LRS blueprint Team)
6. Find out about object code reporting. (Sal)
7. Find out whether Ctrl Section should be added as an Account Code in Agile -> SAP transaction interface (GASB – expensed or capitalized)
8. Get QCIP Function Code Groupings for Future LA Sessions. (Lisa Leonard)
9. Create specific function codes for miscellaneous functions codes that are in overhead now – Review all function codes (Mark/Charles)

### Function Code Groupings

000-399	Construction costs
400-699	Maintenance costs
700-799	Service Centers and Clearing Accounts
800-899	Administration and Engineering

### System Code

Code	State System	Notes
1	Interstate	Codes 1, 2, 3 or 4 should be used when work is performed on any roadway or structure on the State Highway System. Color coded maps are available to show the official system designation for all highways. Revised maps will be prepared and distributed periodically to show changes in the systems.
2	Primary	
3	Secondary	
4	Farm-to-Market	

5	Buildings & Grounds	Code 5 should be used when working on buildings and grounds of DOTD.
6	Overhead and Undistributed Expense	Code 6 should be used for overhead and undistributed work functions (i.e. leave, material handling, radio communications, administration, etc.)
	<b>Off System</b>	
7	Parish road	Code 7, 8, 9 should be used when work is on a parish road, city street, parking lot, driveway or any other facility that is not related to the State Highway System or the DOTD building and grounds.
8	City Street	
9	Parking lot, driveway, etc.	