MEETING MINUTES

State of Louisiana ERP Project

LA-MD-003

Blueprint Workshop / Linear Assets: Asset Master Data & Location Referencing Master Data & Management

2 Days; 08/27/2008 & 08/28/2008 @ 08:30 to 4:30

Location: 1st Floor Class Room, 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.	Sarah Collins	Y	N	DOTD
9.	Doug Albert	Y	Y	DOTD
10.	Jim Mitchell	Y	N	DOTD
11.	James Lee	Y	Y	DOTD
12.	Chris Filastre	Y	Y	DOTD
13.	Ronnie Goynes	Y	Y	DOTD
14.	Darryl Mack	Y	Y	DOTD
15.	Jacqui Sanchez	Y	Y	DOTD
16.	Harvey Blanchard	Y	Y	DOTD
17.	Rhonda Foster	Y	Y	DOTD
18.	Lisa Leonard	Y	Y	DOTD
19.	Mike Moss	Y	Y	DOTD
20.	Connie Standige	Y	Y	DOTD
21.	Elnur Musa	Y	Y	DOTD
22.	Dom Cali	Y	N	DOTD
23.	Lori Humm	Y	Y	DOTD
24.	Karen Lemoine	Y	Y	DOTD
25.	Deana Sowards	Y	Y	ERP
26.	Amanda Ratcliff	Y	N	DOTD
27.	Deidre Hill	Y	Y	DOTD
28.	Bill Drake	Y	N	DOTD

29.	Darrell Johnson	Y	Y	DOTD
30.	Leticia Courville	Y	Y	DOTD
31.	Glenn Chutz	N	Y	DOTD
32.	John Lellig	N	Y	IBM
33.	Doug Glenn	N	Y	DOTD
34.	Leslie Mix	N	Y	DOTD

	Agenda Item and Notes	***Owner(s)***	***Action Items & Assignments***	***Comments / Follow-up***
1.	**Logistics, Ground Rules, & Introduction**	Mark Suarez	• None	
2.	**Project Timeline**	Mark Suarez	• None	
3.	**Workshop Objectives**	Mark Suarez	• None	
4.	**Business Process Review** • Glossary • Concepts & functionality • Leading practices • Enterprise readiness challenges	Charles Pilson	• See action items & assignments below.	Hard copies provided... Other comments

5. Action Items

Person Assigned	Action Item	Additional Comments/Notes
Mark Suarez/Charles Pilson	1. Email potential linear assets list to team for distribution to staff and get feedback	
Mark Suarez/Charles Pilson	2. Review potential linear assets list for anything that needs to be added	
Charles Pilson/Shanker Shrestha	3. Prepare a template for Mark Suarez to use for defining structure – email to DA and ADA of Operations and let them decide who to send it to	
Mark Suarez	4. Collect spreadsheets and databases from the group to fill the templates	
Mark Suarez	5. Identify GIS layers that will be made available in Agile Phase 1	
Mark Suarez/Charles Pilson	6. How to convert control sections into asset types?	
Mark Suarez/Charles Pilson	7. Talk to BMS folks to decide on potential interfaces`	
Mark Suarez/Charles Pilson	8. Talk to HPMS folks	
	9. Measured Control section data layer from mapping section (Darryl Mack)	
Mark Suarez/Charles Pilson	10. Meet with Ronnie Goynes to discuss databases and decide where the data will reside in the future	
	11. Tie Agile LRS to 1103 and 1004	
Mark Suarez/Charles Pilson	12. Talk to Terry Monaghan in Safety regarding accident data.	
	13. Setup the route/MP as a calculation in lieu of a new LRS	
Mark Suarez	14. Need to work with the water resources group	
Mark Suarez	15. Mark will coordinate gathering of asset types/dates /GIS layers	
Mark Suarez	16. Mark will coordinate with SMEs	

	to identify function codes per asset type	
Mark Suarez	17. Mark will define some guidelines with the group	

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 blueprint relevant 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.

The focus of this blueprint is twofold:

1. Asset inventory
2. Linear Referencing System
    a. Allows geometry of roads to be defined
    b. Allows data to be attached to the references, without having to store the data twice
    c. Focus on the maintenance of the road, not the linear references individually
    d. Connects with GIS

How are assets tracked in Agile Assets – first, there is no limit to the number of assets that can be defined. Also, no limit to the number of asset types. Each type will have a particular set of function codes that are customizable. The ability to add additional assets and define function codes after implementation will be possible for DOTD – the system is not locked down.

Why have asset types?

1. We want to be able to track work to assets. Can locate the work, and can identify the number of assets that are a part of that work. Will be able to also look at an asset and see all the work that has been performed in the past.
2. GASB reporting – we need to know total value of reporting.

Charles walked through the information required to setup an asset type. Classification code is a hierarchical structure; establish a code and a hierarchy.

- Status of an asset will be : Active, Closed, Under Construction.
- Admin unit: will likely be gang ("Gang" will be renamed with a term TBD). Will enter the system as a part of the gang, which means that a user will only see the assets that are a part of the gang. Another thing to be determined by the blueprints is what users will see – if they need to see assets from other gangs, those rules will have to be determined.
- Each asset type will have its own set of attributes. Those attributes will have to be defined by the group.
- Survey – determine if an asset needs to be surveyed.

Question: Will pavement management data be a part of this system? James Lee says pavement is tracked to .10 of mile. James asked if all signs will be tracked. Mark responded that is up to the sign people.

PDAs will be the most likely method of getting data into the system – most users will not see the screens as shown in the session handouts. On a PDA, an asset type will be selected, and GPS coordinates will be entered for each item for a work order, then a location is selected. An example of creating a work order: "Insert all items from this location" – location work order – can have multiple assets, or have multiple locations.

Standard Op procedures on how people will create work orders will be a part of what Mark will come up with (**Key Decision 3**).

What is an asset activity? It identifies which activities are part of an asset type.

Also need to determine: who will create new asset types and function codes? (**Action item 2, 15**)

Asset inventory:

Mark reminded the group that the purpose of today's session will be a high level discussion on what DOTD wants to inventory and track. Think about what is nice to have, what you want to have, and what you currently have that you don't need. Mark – think about what we are not doing now that we want to do. What could help us? Think about "have I ever wanted to know this…?"

The group reviewed a draft spreadsheet of asset types. Charles said that the link between the asset and GIS is very important. As the group reviewed Mark's spreadsheet, they were encouraged to be thinking about GIS and what information would GIS bring to the asset. In determining the list of assets, should think about the following:

(1) Do we want to know about it?
(2) Do we want to book work to it?
(3) Do we want to have the information, even if we don't currently use it – we might need to use the data because one day we might use it (this wouldn't show up in Agile until we need it)? **(Action item 5).**

Mark tried to think about every single thing we do work on – then we have to think about how we roll it up into assets and asset groupings. Do we really want to track the travel lane as an asset? Would it be a subsection or location of an asset? Is there anything on the list that does not make sense?

Are there any small access databases or spreadsheets that collect data that you currently use that could be brought into Agile Assets? Consider those other sources of data. The more asset types you have, the more you have to manage (**Action item 1, 2, 4**).

A control section is an asset and a location. We could call control section the location, and then have assets assigned as linear references to the location and then report up to the control section. A sign would have a location which is a control section.

Charles provided some guidance to the group: if an asset has a different set of attributes from a like asset, then it is it's own asset (a bridge with a bridge tender house would be a different kind of asset than a bridge without a tender house).

Pavement and GIS people need to think about what asset they want to book work to. What is the best way to solve the requirements of everyone?

Question: Will this be a GIS service like "org" server? We will have to talk about coordination with GIS. We need the control section layer with the information built in.

Question: Right-of-way – will that be tracked? SAP has a real estate module where that will be handled. We don't want to enter duplicate information in Agile Assets.

Another thing to think about – what attributes do we need to know about each of the assets on the list? What is an asset, what is an attribute?

The focus is on EXISTING DATA, we are not asking everyone to go out and do inventories to fill in the system. Mark says that we might hire people to do that later if management feels it is necessary. We do not want to create more work that does not give us more value.

Question to the group - How does the group work with control sections sub-sections?

Future blueprint sessions will be about: Definition of Structure and Data Conversion

Linear Referencing:

Planning and Programming has a project to develop a public road network. Currently only state maintained roads are in the system. Divided roads, connectors and frontage roads will be in there. There appears to be an effort to redefine a linear referencing system as a GIS effort. Data for non-state roads will be linearly referenced. Right now, there is a control section based by section layer (CR ROUTES).

Key Decision 2 was made: base linear referencing system on GIS data/control section log mile.

Key Decision 3 was made: based measures on control section

Discussion of how various sections use control sections. Real Estate does not use control sections. How mileage is used was also discussed. It was determined that we will need to cross reference with MP. (**Action item 6**).

Leslie Mix talked about 1104s and updating data. Delayed data coordination would affect the GIS information in the handheld devices; they would not be updated immediately. At the same time, Agile data would need to provide data to 1103 and 1104. Ronnie Goynes asked how he will get his data into Agile . Service Type Log is the database for NEEDS, and TAHI also draws from this database. It is the "bible" and the data is used to report to the feds. It contains geographic features. Charles has some samples of databases but has not met with the team individually (**Action item 8**). Mark reiterated that ERP does not want to take ownership of the existing databases, but would like to have easy access to the 1103 and 1104 databases. (**Action item 11**, **key decision 7**.)

As far as GIS (ArcMap) how many layers are needed, do we need to create new layers to track assets (LRS). Data updated in DTM needs to be updated in Agile as well. (**Organizational impact**).

Darrel Johnson says signal crews use Control section log mile; sign crews use MP; state police use MP as well. Charles asks, does an alternate LRS system be setup for sign crews? The surface type log file cross refs MP. Glenn says that in the Surface Type Log file, the control section is the secondary key with the route being the primary key. There is another problem where the MP can increase while the control section number can decrease because it is measured in the opposite directions. In 2008, MP will no longer be used. Charles would like to know

if accident reports do get translated in control section log mile and Glenn says that they do. But, Charles will meet with the safety folks to talk about how they use control section log mile (**Action item 12**). Charles asked what else gets measured: latitude/Longitude, control section log mile, route mile point and rte mile post. When you make the change to LRS, it will automatically update all the information from all the data in the system.

Control section log mile will be the base for LRS, route MP will not be the base of the LRS, that information will be maintained by the groups that – if an alternative section is required, we can revisit that. Mark is suggesting that a lookup table for route MP needs to be accessible in Agile so that, for example, a customer who calls with an issue on a MP identifying the control section log mile would be difficult. The person maintaining route MP will have to notify Agile to send updates, as well as the person maintaining control section log files. Mark wants to avoid a separate LRS.

Leslie explained the control section link versus the Surface Type Log measurement. The measurement will be different.

Charles asks Planning to think about how they will maintain their data.

The Surface Type Log is a mainframe database and there are lots of programs that are written that use that data. Mark explained – data is needed to tie work orders to location, that's Agile's purpose. If the mainframe goes away, the issues of what will happen with the programs is something that needs to be discussed. How do we make this happen? How do we not impact Planning? How do we not impact the mapping guys by asking them to add layers? These are things we need to know.

Charles feels that we will start with a measured control section layer as the starting linear referencing system. In two years when the new system is complete, Agile will get the data from the new system. We will also doing to cross-walk with route/MP table. We need to find out the resources that water resources uses, and consider adding a layer for them to generate work orders. We need to know what attributes and assets we will maintain in agile for water resources and what kind of work order do they generate, or do they do everything under contract. We will pay lots of attention to the linear assets contract, but we should set ourselves up to take advantage of what it will provide. (**Action item 9, 13**).

Darryl says that right now the LRS ID is control number. The new LRS ID will be "control number – 1-010".

Railroad crossing data – not going to be a part of this. Public transportation – will be handled in Grants Management.

Water resources group need to be met with (**Action item 14**) to determine if they have assets that need to be tracked.

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

1. Conversion of all asset types
2. Potential interface with the Pavement Management System (PMS) to get current indices (condition)
3. Potential interface to PMS to send maintenance WO's for relevant function codes
4. Interaction with GIS layers and assets
5. Potential integration with SAP Assets

Key Decisions

1. Asset types will be associated with GIS layers where possible
2. Base LRS on GIS
3. Control sections log miles are basis for LRS

4. Insert update of the Agile LRS into the 1103/4 processes (Control Section Assets)

Integration Points

- GIS
- SAP
- PMS
- PONTIS/BMS
- RSIS?

Organizational Impact

1. Mark: Define SOPs on how/when field personnel book work to assets

2. Org impact to Mapping Group for creating new GIS layers for additional asset types

Parking Lot

1. Attendees: Need a list of inspections so that we can talk about them in a blueprint session