



MEETING MINUTES

State of Louisiana ERP Project

LA-MD-006

Blueprint Workshop / Linear Assets: Activity Master Data

1 Day; 09/18/2008 @ 08:00 to 11:30

Location: 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.	Charles Pilson	Y	Y	ERP
4.	Shanker Shrestha	Y	Y	ERP
5.	Rhonda Foster	Y	Y	DOTD
6.	Lori Humm	Y	Y	DOTD
7.	Deana Sowards	Y	Y	ERP
8.	John Lellig	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	Charles Pilson	• See action items & assignments below.	
		<ul style="list-style-type: none">• Glossary• Concepts & functionality• Leading practices• Enterprise readiness challenges	

ACTION ITEMS

	1. Get QCIP Function Code Groupings for Future LA Sessions. (Lisa Leonard) ¹
	2. Create specific function codes for miscellaneous functions codes that are in overhead now – Review all function codes (Mark/Charles) ¹
Mark Suarez/Charles Pilson/Lori Humm	3. Find out about where legacy data (MOPS and financial system) will be stored in BI/Access. (Susan Zhang already has it in access.)
Vince Latino	4. Get finalized list of function codes to SAP FI Team. - List needs to include hierarchy including Parent ID. - List needs to include measurement units for each function codes
Sal Faldetta	5. Find out how the DOTD budgeting works in SAP (whether it is a property of the activity).
Lori Humm	6. Meet with ADAs to convey that Dye Mgmt planning model will take place in Agile.
Mark Suarez	7. Get the list of certifications/licenses required per asset type/activity combination

¹ Copied from LA-MD-002 Parking Lot

Discussion:

Function codes: discussion of the edit mask of the function codes (**Key Decision 1, 2, 3**)

Charles reiterated that the list of function codes must be correct, and to expect not to make changes to the list. (related **Action item 2**)

Discussion of legacy data: what is currently done is a comparison of functions over the years. There is a need to create those reports. (**Action item 1**)

Presentation of Agile activity screens –

- Discussion of Activity/Parent ID (**Action item 2**)
- Unit cost – don't use because want to be able to compare actual to planned

Budget categories are assignable to activities, if the activities map to budget codes. If not, then this will not be included. (related to **Action item 3**)

FRICE-W

Interfaces

None identified

Conversions

1. Conversion of activity master list
2. Convert licenses

Reports

None identified

KEY DECISIONS

1. Agile activity will be displayed as 5 digit number with a hyphen and a description (e.g. 412-01 Pothole...)
2. DOTD Function codes become Agile activities.
3. Agile activities will map to SAP functional areas
4. Unit cost will be empty; will be handled by quantity guidelines
5. Function codes will be called ACTIVITIES
6. Maintenance manual descriptions will be made available when they are finalized; not critical to be put in the system
7. Will not need an interface between SAP functional areas and Agile; new codes will have to be added in both SAP and Agile, otherwise the interface will "break"

INTEGRATION POINT

SAP FI-AP

ORGANIZATIONAL IMPACT

Changing the terminology of maintenance function codes (to activities)

PARKING LOT

None