



MEETING MINUTES

State of Louisiana ERP Project

LA-OP-001

Blueprint Workshop / Linear Assets: LEM Day Card

1 Day; 10/22/2008 @ 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 | N | ERP |
| 3. | Lori Humm | Y | Y | DOTD |
| 4. | Charles Pilson | Y | Y | ERP |
| 5. | Shanker Shrestha | Y | Y | ERP |
| 6. | Deirdre Hill | Y | Y | DOTD |
| 7. | Mike Moss | Y | N | DOTD |
| 8. | Chad Vosberg | Y | N | DOTD |
| 9. | Michael Cannon | Y | Y | DOTD |
| 10. | James White | Y | N | DOTD |
| 11. | Deana Sowards | Y | Y | ERP |
| 12. | Buzzy Wegener | Y | N | DOTD |
| 13. | Clyde Davis | Y | N | DOTD |
| 14. | Darrell Goza | Y | N | DOTD |
| 15. | Doug Glenn | Y | N | DOTD |
| 16. | Gene Caldwell | Y | N | DOTD |
| 17. | Jill Skinner | Y | N | DOTD |
| 18. | John Sanders | Y | N | DOTD |
| 19. | Kirk Gallien | Y | N | DOTD |
| 20. | Roland Maurin | Y | N | DOTD |
| 21. | Teresa Scivicque | Y | N | DOTD |
| 22. | Thomas Hale | Y | N | DOTD |
| 23. | Chris Morvant | Y | N | DOTD |
| 24. | Connie Standige | Y | N | DOTD |
| 25. | Frank Standige | Y | N | DOTD |
| 26. | Frederick Wetekamm | Y | N | DOTD |
| 27. | Lyle LeBlanc | Y | N | DOTD |
| 28. | Terri Hammack | Y | N | DOTD |
| 29. | Carmen Hernandez | Y | N | DOTD |

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|-----|-----------------------|---|---|------------------------------------|
| 30. | John Lellig | Y | Y | ERP |
| 31. | Rhonda Foster | Y | Y | DOTD |
| 32. | Amanda Ratcliff | Y | Y | DOTD |
| | District 02 | | | Via Video Conference – Names Later |
| 1. | Scott Rome | Y | Y | DOTD |
| 2. | Paul Delaune | Y | Y | DOTD |
| 3. | Samuel Paternostro | Y | Y | DOTD |
| 4. | Richard Baudier | Y | Y | DOTD |
| 5. | Jane W. Gonzales | Y | Y | DOTD |
| 6. | Gregory J. Carter Jr. | Y | Y | DOTD |
| 7. | Shelia Fauchaux | Y | Y | DOTD |
| 8. | Marvin J. Hess | Y | Y | DOTD |
| | District 03 | | | Via Video Conference – Name Later |
| 1. | Patt Klein | Y | Y | DOTD |
| 2. | Roylene Hulin | Y | Y | DOTD |
| 3. | Betty Malbrough | Y | Y | DOTD |
| | District 04 | | | Via Video Conference – Name Later |
| 1. | James Pixley | Y | Y | DOTD |
| 2. | Vonceil Baylis | Y | Y | DOTD |
| 3. | Lori Whatley | Y | Y | DOTD |
| 4. | Judy Sadler | Y | Y | DOTD |
| | District 07 | | | Via Video Conference – Name Later |
| 1. | Kristi Pitre | Y | Y | DOTD |
| 2. | Dallas Thibodeaux | Y | Y | DOTD |
| 3. | Millie Richard | Y | Y | DOTD |
| 4. | Paul Gautreaux | Y | Y | DOTD |
| 5. | Jerome Carter | Y | Y | DOTD |
| 6. | Damon Cooley | Y | Y | DOTD |
| | District 08 | | | Via Video Conference |
| 1. | Kent Hardin | Y | Y | DOTD |
| 2. | Robert Martin | Y | Y | DOTD |
| 3. | Thelma Woodward | Y | Y | DOTD |
| 4. | Pam Gates | Y | Y | DOTD |
| 5. | Paula Futrell | Y | Y | DOTD |
| | District 58 | | | Via Video Conference – Name Later |
| 1. | Kenneth Morris | Y | Y | DOTD |
| 2. | Thomas Hale | Y | Y | DOTD |
| 3. | Connie King | Y | Y | DOTD |
| 4. | Nicole Nobles | Y | Y | DOTD |
| 5. | Karen Calhoun | Y | Y | DOTD |
| | District 61 | | | Via Video Conference – Name Later |
| 1. | Jackie Rogillio | Y | Y | DOTD |
| 2. | Christine Thompson | Y | Y | DOTD |

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|----|----------------|---|---|-----------------------------------|
| | Section 45 | | | Via Video Conference – Name Later |
| 1. | Tina Blanchard | Y | Y | DOTD |

| <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. | |

- Glossary
- Concepts & functionality
- Leading practices
- Enterprise readiness challenges

5. Action Items

| Person Assigned | Action Item | Additional Comments/Notes |
|----------------------------|--|---|
| Charles Pilson | 1. Look into capturing absent attendance (AA) | |
| Charles Pilson/Mark Suarez | 2. How will the standard CAT2 screen look like in SAP | Specifically looking to see how close it will look to the current CAT2 screen. It shows planned versus actual hours. |
| Charles Pilson | 3. How to handle the issue of statewide crew members who aren't syncing everyday | Statewide Crews who do not come into office daily to up/download from/to PDA/Laptop |
| Charles Pilson/Mark Suarez | 4. Investigate the use of warehouse number 01 – Talk to Mandar Trivedi | Reporting that 01 to mean material to be used on a road. It appears that 01 is used in every case. |
| Charles Pilson/Mark Suarez | 5. Handle salvage material for reimbursable item | Salvage material, i.e. guardrail that is reused. DOTD recommends not using salvage material for "known" reimbursable item. |
| Charles Pilson/Mark Suarez | 6. Review use of "frequency" on Accomplishment Day Cards | Want to combine with accomplishment somehow. Only identified to be used on 3 function codes. |
| Charles Pilson/Mark Suarez | 7. Remove the requirement to close work orders daily by fixing the reporting requirement and providing a capability to track | Reporting issue and a location issue – currently closing work orders daily because of inability to track accomplishment location for multiple |

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| | location on a daily basis | accomplishments on one work order, i.e. pothole patching. |
| Charles Pilson/Mark Pilson | 8. Investigate how to handle Rental Equipment Rates. | Using dollars to track unit of measure for rental equipment currently. |
| Charles Pilson/Mark Suarez | 9. Investigate sending mileage to Fleet Management for Mileage Reports. | |
| Charles Pilson/Mark Suarez | 10. Investigate use of materials that "go negative". (both in SAP and Agile) | Materials received directly to site, i.e. concrete, that currently aren't received in the warehouse. |
| Charles Pilson/Mark Suarez | 11. Investigate where Direct Cost will end up in SAP | |
| Missy Sowards | 12. Investigate into Intersection # in Work Order for Signal Repairs. | District 04 Judy Sadler- using Intersection Number instead of TSI # |

Discussion

Please fax a list of participants to Mark Suarez at 225-379-1700, or email the list to Mark.Suarez@la.gov. Please contact Mark with any questions at 225-978-7671.

Focus of today's session: How to record labor, equipment and materials. Focus of discussion on labor, equipment and Materials tabs (on ZWORD) – capturing what is on the screen.

The work objectives of the day:

1. What will be the process for recording day cards?
2. How will day cards captured in Agile be transmitted to SAP for processing (interface)?
3. How (and at what level) will processed (costed) transactions be received back from SAP (interface)?

Overview of the process: Information comes into Agile and is pushed out to relevant places in SAP. SAP will be the data of record. Agile information will be captured in PDAs in the field.

- Transaction = day cards
- Labor Day = per day
- Material = how much material
- Direct Cost = Petty Cash (buying on the fly – some districts have different procedures for purchasing from places like Home Depot. Same petty cash – some use P.O. not being tracked to work orders currently)

Current Cat2 screen

- Cost ID = work order #
- PPMS Task = leave blank
- Standard Task = leave blank
- User request = leave blank
- AA Type = Absent attendance – Agile might not capture this
- Total hours = the hours that a person works (4/10 or 5/8) come from HR, but a change can be made using a PA-71 if needed
 - A basic issue will be whether the maximum number of hours check will be done in Agile; at the moment we are assuming that it will only be done on the CAT2 screen. Will Agile get the planned hours from SAP HR?
- Clerks can only enter time for their gang, or section

Equipment Day Cards

- Operator is required for FEMA reporting – would you like people to put in the operator all the time? YES
 - The current operator everybody in the gang

- To add another operator, use their ISIS number to add them; then send the work order to the clerk for that gang and the clerk for that gang will enter their time
- Add a column for Operator for Agile Equipment Day Card (**Key Decision 1**)
- Equipment day cards can be configured to have people assigned (like a crew) where the only thing required is to unselect who was not on the job that day; this is opposed to having large pick lists and having populate a crew every time equipment is used. For clerks, this should be transparent because the crews will already be populated. The foreman will update the day card with the crew, and the clerks will take the information uploaded from the PDA. Clerks will be responsible for ensuring the data is correct.

Material Day Cards

- Stock number
- Quantity has 4 decimal places
- Unit of measure – currently no conversions but would like to. Agile will be setup with the ability to do the conversions
- Use Date - OK
- Description – OK
- D = District - Always filled in
- P = Parish – Always filled in
- S = Stockpile – Always filled in – it is a location in a district (District 04 shows 01, 05, 06, 09...)
 - Stocknumber = the type of material
- W = Warehouse --- 01 designates the item as a material to be used on a road (**action item**)
- R = Reclaim – Used/Salvage Material is really what it is – Reclaim is the name of a material actually used. Reclaim materials never goes physically into an inventory. There is no cost on the work order to use it and it must appear on the work order. When item is used as reimbursable, there is no way to reclaim the cost. (**Action item 5**)
- If it comes out a stockroom and it will be a goods issue in SAP. A stockpile is from a yard.

Accomplishment Day Cards

- Frequency – prefer to have that incorporated into the function code. The accomplishment is captured in the amount of materials. The initial purpose was to capture what was being done. Issue was not resolved in the meeting (**action item 6**)
- Percent completion – 100% automatically closes the work order. A percent must be entered each day.

District 08: Use one warehouse number but different stockpile numbers. SAP will be the place for warehouse management. Sterrie Elliott is the point person on this and is aware of how the stockpiles are used.

Charles sees a need for report for checking out problem areas. DOTD Time Entry Error Report (ZT29) – tells how many hours each employee has for each day.

Paul Gautreaux (07) asked about electronic signatures for internal control purposes. Data from the PDA can be printed out and signed; there is an approval check box that tracks who exactly approved the day card. Similar to current payroll signatures.

Question about having the date entered on the first screen follow you to each screen. (Using CAT2) It appears that the date field for separate tabs does not function as the users would like. Indicated that we would make sure this was implemented correctly in AgileAssets.

Work orders are closed at the end of a pay period because of a reporting issue. If daily work and the location of that work can be tracked, then the work order would not have to be closed at a pay period. (Action item 7) Want to keep work orders open until a job is finished – the question is how you define a “job”.

Rhonda asked about having a PO number attached. Work orders are not tied to a PO but it would be preferred to tie a work order to a PO. There was a discussion on the use of a bogus stock number.

Charles demonstrated the Agile Assets Sandbox for Day Cards (Daily Work Report).

- Equipment, Materials, etc. can be set up prior to go live date.
- Rhonda Foster – Dollars are used for unit of measure for rental equipment. **(See Action Item 8)**
- Total cost will be done in SAP
- Rhonda asked about tracking mileage for Fleet Management. **(See Action Item 9)**
- District 08 asked about uploading and downloading. Charles said that uploading and downloading will all be done through Agile Assets. Interfacing with SAP will be behind the scenes.
- Currently categories for DOTD – Regular Pay, Extension of the Day, Call-Out Overtime (Extension of the Day = Comp Time) (Call-Out Overtime = Paid Overtime)
- District 61 asked about working overtime on the weekends and entering payroll on Monday mornings. Can overtime be entered into Agile before payroll Monday instead of having to call all of the gang to see if they did work over the weekend?
- Question was asked if “clerks” can enter/override Day Cards in Agile Assets incase of foremen not being able to enter. The answer is yes.
- Charles asks who sets up new Stockpiles? DOTD Headquarters sets up the new Stockpile numbers.
- Fuel Man ticket entry: seems like each District is handling this in a different way. Fuel Man will be done in SAP under Fleet Management. Some clerks have requirements that others don't regarding data capture for fuel man tickets. See Parking Lot.

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

1. ENHANCEMENT: Enter the Equipment Operator all the time on Equipment Day Card
2. ENHANCEMENT: Date field to be added to Inv Items tab
3. ENHANCEMENT: Automatic Date changing needs to be fixed
4. ENHANCEMENT: Add a column for Operator for Agile Equipment Day Card
5. ENHANCEMENT: Overtime will be entered on the PDA
6. REPORT: ZT29 (DOTD Time Entry Report)
7. INTERFACE: Interface of Equipment Day Card out to SAP should contain mileage for (Fleet Management) Mileage Report.

Key Decisions

1. None

Integration Points

1. Integrating SAP HR with Labor Day Cards
2. Integrating SAP PM with Equipment Day Cards
3. Integrating SAP MM/MM with Materials Day Cards
4. Possible integration with SAP PM for Mileage on Equipment
5. Possible integration with SAP BI to get Day Card level data

Organizational Impact

1. Use of PDA to capture Day Card information by Foremans/Superintendents is a significant change from the way the business is currently conducted

Parking Lot

1. How are the clerks going about entering Fuel Man tickets in SAP? – Investigate