



MEETING MINUTES

State of Louisiana ERP Project

LA-PL-001

Blueprint Workshop / Linear Assets: Identification of Defects, Conditions, Performance Measures

1 Day; 9/30/2008 @ 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
3.	Charles Pilson	Y	Y	ERP
4.	Shanker Shrestha	Y	Y	ERP
5.	Deana Sowards	Y	Y	ERP
6.	Connie Standige	Y	N	DOTD
7.	Lori Humm	Y	Y	DOTD
8.	John Sanders	Y	Y	DOTD
9.	Mike Moss	Y	Y	DOTD
10.	Buzzy Wegener	Y	Y	DOTD
11.	Deirdre Hill	Y	Y	DOTD
12.	Amanda Ratcliff	Y	Y	DOTD
13.	Leticia Coureville	Y	Y	DOTD
14.	Terry Hammack	Y	Y	DOTD
15.	Scott Rome	Y	Y	DOTD
16.	Rhonda Foster	Y	Y	DOTD
17.	Dom Cali	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	

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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
Boyd Barbier	1. Define survey forms format for data collection	Work with Rhonda
Boyd Barbier	2. Define the format of any ARAN, PMS and PONTIS data to be imported	
Boyd Barbier/Rhonda Foster	3. Define the final set of performance measures	Through discussions with others

Discussion:

Identify the defects that need to be measured

Need to capture:

1. What the performance measures are
2. What the actual costs spent for each measure are

Open discussion of Performance Measures – performance based planning; have an idea of what the level of service is in the network. Review of Work Stream 9: Dye Management report. “Level of Service Data Collection Manual”. Careful to understand what are the measures going to be used for? How do I relate spending more money to what the future performance of the asset is?

- Question 1: Are we collecting the data? Yes, all the districts are.
- Question 2: Is there something we want to change about the document/criteria?
 - Every other year is acceptable. Collecting the Visidata from the ARAN is too costly every year.
 - If to be used for budget, then should be collected every year (although Charles pointed out that performance based budgeting could also be done every 2 years).
 - Does all the data need to be collected?

Bridge discussion: What section 51 does with PONTIS (bridge condition) versus what the district does with a bridge (maintenance) are very different. Districts do maintenance on bridges and that is measureable. A review of function codes will provide the performance measurement data that is related to bridges. Data that comes out of bridge inspection is not going to provide the data that is useful for performance measurement. Separate the functions into a “bridge maintenance” set of activities.

How satisfied we are with Team 9 list? Could get QCIP to reform the team to complete identification of items on the list but know the districts can’t afford that effort at this time (**Action item 3**). We can always add more items later – it is not a problem to add items to Agile. (**Key Decision 1, 2**)

Who will be responsible for the initial definition of defects?

Boyd and Rhonda will be responsible for definition of the defects (**Action item 3**)

How will the defect categories be maintained in the system?

Boyd and Rhonda will likely manage these.

How will it tie to the Activity/Function Codes?

- Need to review the activity and function codes sheet – everyone needs to start to review. Need to add the functions that are missing, remove the ones that are not being used anymore. (These action items are covered under the LA-MD-006 Activity Master Data blueprint.)

What measures or indices will be used to measure the defects?

Level of service: If I throw more money at the problem, does it get better, and if so, how much? Need a model to connect the amount of money to the level of service. What is known now is what level of service for what amount of money. The scale is defined, but there is no scale of “inter” level of service, balancing the condition of one asset off another.

Another part of maintenance management: Planning versus assumptions: planning what needs to be done versus assumptions over what is expected of the service itself.

No indices connecting/weighting different performance measures currently exist.

Who will be responsible for the initial definition of the measures?

This effort will not be undertaken until all the other pieces are in place and may not form part of the initial implementation. This will be discussed further in the LA-PL-003 Planning blueprint.

How will the measures be maintained in the system?

Team 9 Process: The current module is too complex (spreadsheet).

Work order in the new system: has the ability to calculate the labor rates for each person + calculate equipment costs + material costs, all tied to control section → this will allow for long term planning. It will also allow for some unit cost analysis.

Afternoon Session

What are we trying to get out of the LoS?

What would you like people to see on a dashboard?

It should reflect what is really done, ensuring that things are weighted properly based on being in the same category (roads with low ADT are clumped with roads with high ADT).

Need to see by some hierarchy - district, statewide, corridors.

What do people want to see when making decisions about work? Assignment to group is to be thinking about this.

Preparation for blueprints for next week: performance guidelines and general quantity standards.

Performance Guidelines: for any activity, how many of each classification of person is assigned to a crew, percentage of people, productivity.

Reconsider the measure for : Sweeping only applies to metropolitan areas and most metro areas have their own contracts – not done by the state.

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

- Forms for raw survey data
- Import for ARAN data
- Convert LoS measures and associated data (activity percentages, LoS, etc.)
- Possible import of data from PONTIS
- Possible import of data from PMS

Key Decisions

1. Set up performance measures, method and process using the current Team 9 work (Dye Level of Service Data Collection manual and Level of Service Budget manual) as they exist (the YES items)
2. Setup software to be flexible allow for adding later
3. Aim to allow raw survey data to be input into Agile Forms.

4. Aim to import data from ARAN flat files
- 5.

Integration Points

1. For survey data: from PONTIS
2. For survey data: PMS
3. For survey data: Roadway/ARAN/Dayton

Organizational Impact

- None identified at this time

Parking Lot

1. None