



MEETING MINUTES

State of Louisiana ERP Project

LA-PL-002

Blueprint Workshop / Linear Assets: Performance Guidelines

1 Day; 10/7/2008 @ 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.	Lori Humm	Y	Y	DOTD
7.	John Sanders	Y	Y	DOTD
8.	Mike Moss	Y	Y	DOTD
9.	Buzzy Wegener	Y	Y	DOTD
10.	Deirdre Hill	Y	Y	DOTD
11.	Amanda Ratcliff	Y	Y	DOTD
12.	Leticia Coureville		Y	DOTD
13.	Scott Rome	Y	Y	DOTD
14.	Rhonda Foster	Y	Y	DOTD
15.	Chad Vossberg	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. To find out if DOTD can have non-leaf nodes in the class code hierarchy	
Rhonda Foster/Boyd Barbier/Missy Sowards	2. Validate the Team 9 activities on the spreadsheet	
Boyd/Rhonda	3. Validate that DOTD has Activity Guideline for every Activity.	
	4. Make sure Bobby Hill is aware of Rental Rates.	

Discussion:

Today's session is about:

- How will activity standards (performance guidelines, activity guidelines) be defined?
- Who is responsible for initial definition and maintenance?

Walkthrough of Agile Environment

The Agile "Sandbox" environment is available for anyone to look at through the DOTD network. Contact Boyd Barbier for access to the system.

Today's session is looking at the following screens in Agile.

- Roadway TAB
- Setup/Inventory -> Activity Standards

Administrative units will be gangs/crews.

Each activity standard can be customized down to a gang/crew.

Each district will be setup with its own activity standards, and equipment is different district to district.

(Can create your own custom activity standard (override).)

Activity Guidelines

Setting up activity standards helps us plan:

- How much will it cost?
- How many people of each class will I need?
- How much material will I need?
- What equipment will I need?

Decision was already made to use the Team 9 spreadsheets for the classifications. **(Action item 2)**

There is a problem with going down to the lowest level for labor classifications in the activity guidelines **(Action item 2)**. Rhonda and Boyd will finalize final activities and codes.

In materials, there are two levels of classifications: a general code and master code level which is higher. Since this is about planning not actual.

Key Decisions

1. Activity Standards (performance guidelines) will be called ACTIVITY GUIDELINES.
2. Use material classification code, not material master code which is more specific. Same for equipment (DOTD series).
3. For labor, we will try to use non-leaf classifications in the activity guidelines.
4. Will use the Team 9 spreadsheets as a starting point.
5. Rates for equipment will be DOTD "operation rates". This name will be reflected on the Agile screen.

Integration Points

1. Agile planning and budgeting
2. Agile resource and classification tables

Organizational Impact

- No major impacts identified at this time

Parking Lot

1. FEMA and FHWA ER reimbursements

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

- Convert new activity guidelines based on Rhonda and Boyd's final list from team 9 spreadsheets.