



# MEETING MINUTES

## State of Louisiana ERP Project

### LA-PL-003

#### *Blueprint Workshop / Linear Assets: Tradeoff Analysis*

1 Day; 10/8/2008 @ 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	Y	DOTD
13.	Terry Hammack	Y	Y	DOTD
14.	Scott Rome	Y	Y	DOTD
15.	Rhonda Foster	Y	Y	DOTD
16.	Dom Cali	Y	Y	DOTD
17.	Vicki Cairns	Y	Y	DOTD
18.	Joe Bond	Y	Y	DOTD

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	<i>Agenda Item and Notes</i>	<i>Owner(s)</i>	<i>Action Items &amp; Assignments</i>	<i>Comments / Follow-up</i>
1.	<b>Logistics, Ground Rules, &amp; Introduction</b>	Mark Suarez	• None	
2.	<b>Project Timeline</b>	Mark Suarez	• None	
3.	<b>Workshop Objectives</b>	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

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5. **Action Items**

Person Assigned	Action Item	Additional Comments/Notes
Lori Humm	1. FIND OUT what the formula for distribution is and if it is legislatively mandated.	
John Sanders/Buzzy Wegener	2. Will email their budgets and send some explanation	
Mark Suarez	3. Find out if the Budget takes into account the # of miles of Contract mowing (Lori/Mark).	

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**Discussion:**

TOPIC: Quantity standards, trade off analysis, resource need allocation and analysis, detailed annual work programs and budgets.

What level of planning is currently being done in the state? How the plans are put together (comprehensive, portions of budget)? Are plans and budgets the same or not? Will trade-off analysis be conducted?

How do you plan? John Sanders: Used to do the annual inventory; depends on the economy, the budget allocation to maintenance and operations. Budgets are done by district (VMT by district, area, total lane miles, and equitable distribution). *Find out what the formula is and if it is legislatively mandated. (Action item 1)*

In John's district budget is split in three ways: area engineer adds fuel, hot mix, mowing. There is no penalty for the number of mowing contracts – this does not come directly out of the district's budget. Terri says she does not do it that way. Buzzy says he does not divide it.

Talking about how the districts would like to plan – it is understood that districts don't currently submit a budget based on a plan, but rather they get the budget, then redistribute, this is an opportunity to consider the effects of planning on the budget .

John Sanders; took budget and backed out fuel, hot mix, mowing, then distributed. Fuel costs cut into the hot mix budget this year, so the mowing cycles were adjusted. **(Action item 2)** The contracts are handled like payroll; they are not controlled by the districts. Districts should have more control over the contracts.

Charles demonstrates how to do some planning in Agile Assets: System tab, Setup, Plans, the ability to setup multiple plans, Per administrative unit, can enter an activity, inventory quantity, man hours. These are "quantity standards" in Agile, but are also in the Team 9 Dye spreadsheets. Quantity \* level of effort \* activity guidelines = individual labor costs, equipment costs, material costs. Can look at it in a monthly distribution – can use the plan to show what you want to do for the year per gang, per activity, can also look at it by month.

The Team 9 spreadsheets will be implemented in Agile. Look at the spreadsheets, what is in there that is useful to you? Let Mark know.

Rhonda asked about comparison from year to year. Charles says the data is in there and a report can be produced. You just need to define what you want the report to look like. Rhonda asked if the plan could be drilled down to daily level. When gangs borrow from other gangs, a parish appears to be "shut down". In Agile, you can specify what is available per month. If you are borrowing then your plan should show that you need more people than you have. Charles says that everyone needs to think about any kind of reports that you would want, because you can get reports that show what the requirements are.

Charles mentioned that there is another type of planning: "Maintenance Analysis". Charles has a presentation on this that he will go through it with anyone who is interested. Consider the hierarchies, what services do you feel are more important than others, then do a trade-off analysis. Can look at the overall level-of-service, compared to the cost of getting the index. You can look at the index in Agile before you get the budget. LA does not currently have maintenance indices (weighting performance metrics against each other).

NEED INPUT FROM ALL PARTICIPANTS – jot down ideas; send examples of how you are doing things now. Especially types of reports you currently use, reports you use.

Work order creation session is coming up: can you send names of people who actually do work orders and handle work requests to Boyd.

#### EMAIL ADDRESSES

[Charles.Pilson@la.gov](mailto:Charles.Pilson@la.gov)

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[Boyd.Barbier@la.gov](mailto:Boyd.Barbier@la.gov)

#### **Integration Points**

1. Potential Integration with SAP Budgeting (Planning).
2. Agile Actuals (Plan Vs Actuals Comparison/Reporting).

#### **Organizational Impact**

1. Although the tool provided may be used by the Districts in various ways, we currently envision that this will be optional and as a result no major Organizational Impact will occur.

#### **Key Decisions**

1. Use DYE (Team 9) spreadsheets as a starting point for Planning & Budgeting Activities (Trade-off Analysis will not be implemented at the initial Phase).

#### **FRICE- W (Forms, Reports, Interfaces, Conversions, Enhancements, Workflows)**

1. Conversion from Team 9 (DYE) Data.

#### **Parking Lot**

1. Follow up Overhead Costs with SAP (Make sure Overhead Costs are accounted in SAP).