



# MEETING MINUTES

## State of Louisiana ERP Project

### LA-SC-003

#### *Blueprint Workshop / Linear Assets: Preventative Maintenance W/O Scheduling*

1 Day; 10/21/2008 @ 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		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		DOTD
8.	Chad Vosberg	Y		DOTD
9.	Michael Cannon	Y	Y	DOTD
10.	James White	Y		DOTD
11.	Deana Sowards	Y	Y	ERP
12.	Buzzy Wegener	Y		DOTD
14.	Clyde Davis	Y		DOTD
15.	Darrell Goza	Y		DOTD
16.	Doug Glenn	Y		DOTD
17.	Gene Caldwell	Y		DOTD
19.	John Sanders	Y	Y	DOTD
21.	Kirk Gallien	Y		DOTD
23.	Robert Martin	Y		DOTD
24.	Roland Maurin	Y		DOTD
26.	Teresa Scivicque	Y		DOTD
28.	Thomas Hale	Y		DOTD
29.	Chris Morvant	Y		DOTD
30.	Connie Standige	Y		DOTD
31.	Frank Standige	Y		DOTD
33.	Lyle LeBlanc	Y		DOTD
35.	Terri Hammack	Y		DOTD
36.	Carmen Hernandez	Y	Y	DOTD

37.	John Lellig	Y		ERP
38.	Beth Adams	Y		ERP
39.	Rhett Desselle	Y		DOTD
40.	Amanda Ratcliff	Y	Y	DOTD
	District 02			Via Video Conference
1.	James Jarrel	Y	Y	
2.	Scott Rome	Y	Y	DOTD
3.	Paul Delaune	Y	Y	DOTD
4.	Samuel Paternostro	Y	Y	DOTD
5.	Frederick Wetekamm	Y	Y	DOTD
6.	Richard Baudier	Y	Y	DOTD
	District 04			Via Video Conference
1.	Jill Skinner	Y	Y	DOTD
2.	Ken Roberts	Y	Y	DOTD
3.	James Pixley	Y	Y	DOTD
	District 08			Via Video Conference
1.	Thelma Woodward	Y	Y	DOTD
2.	Kent Hardin	Y	Y	DOTD

<i>Agenda Item and Notes</i>	<i>Owner(s)</i>	<i>Action Items &amp; Assignments</i>	<i>Comments / Follow-up</i>
<b>1. Logistics, Ground Rules, &amp; Introduction</b>	Mark Suarez	• None	
<b>2. Project Timeline</b>	Mark Suarez	• None	
<b>3. Workshop Objectives</b>	Mark Suarez	• None	
<b>4. Business Process Review</b>	Charles Pilson	• See action items & assignments below.	
<ul style="list-style-type: none"> <li>• Glossary</li> <li>• Concepts &amp; functionality</li> <li>• Leading practices</li> <li>• Enterprise readiness challenges</li> </ul>			

## 5. Action Items

Person Assigned	Action Item	Additional Comments/Notes
Mark Suarez/Charles Pilson	1. Follow up on SAP to Agile interface for equipment	
Mark Suarez/Charles Pilson	2. Check out possibilities for capturing data from Visidata ( <i>eg: Guardrail: location, length</i> ); check whether we should use only Agile or retain the current databases (Lotus notes, Access); use of PONTIS?	

## Discussion

The purpose of this blueprint will be to consider the process for Work order scheduling – putting in a work order before the time. This will also have a lot to do with defining policy – whether work orders are scheduled and by who, how the schedule is adjusted, etc. The possible use and definition of PM schedules will be decided on. Use of the PDA application will be discussed. Again, these decisions will be key in training.

Planned locations will be discussed. Will locations be put in as simple descriptions – or will they be explicit locations chosen from a map? Will the PDA be used? Will all these methods be acceptable?

- Are there existing policies regarding work order scheduling and will they remain in effect? Are new policies and procedures to be developed?
- Will PMs be defined and loaded or will these be left to users to define as they desire? (**Key decisions 1 and 2**)
- What will be the process for identifying and conveying planned location information?

Charles asked if anyone currently schedules a work order? No one does. Charles is suggesting that the functionality will be in Agile to be used if they want, it will not be required. Charles will demonstrate how this functionality works in Agile.

Preventative maintenance (PM): a user can setup a rule to automatically schedule PM based on an asset type and asset class. Charles used an example of Asset type: shoulder type, Asset class: gravel shoulder. Can setup specific activities - the example has 3 PMs each with a specific "trigger", such as perform after  $n$  days, perform on defined month, perform  $n$  times on  $M$  month. A user can also schedule PM for an individual asset by inventory code, then pick up a trigger, and specify the parameters (month, number of days).

Does anyone know of any PM type stuff that you would like to setup in the system initially – or do users see this as functionality to be setup as each district uses it? (**Key decision 1**)

- Movable bridges, motors
- Pump stations
- Traffic signals
- Overhead lights – are municipality managed
- Shoulder maintenance (after cotton and cane season)
- Sweeping in urban areas

Equipment and fleet, materials, warehousing will be in SAP – when we maintain equipment in the fleet it will be done in SAP. The interface between SAP and Agile has not been completed yet. (**Action item 1**)

Day Cards: Work orders can be setup way ahead of time and have it appear in a manner similar to a PM. Charles demonstrates how to schedule work orders ahead of time, and then based on the gang/crew, can see all the work orders in a Gantt-style chart. Can look at them by a foreman, and then schedule them on the chart. Can always reschedule a work order and have it adjust all the other dates accordingly. The decision is to not have it be a specific procedure, (**key decision 2**)

How do we identify the location that the work will be performed?

- Do not currently “download” a location to a PDA at all. Will they download location to PDAs and will it be a planned or actual location? Can utilize the GPS functionality, and can add a comment to describe the location).
- Will a foreman create a WO in the field? Will he enter a planned location and then will the actual location be downloaded the next day to perform the work?
  - The caution is that agile could get populated with planned locations
  - Example: a foreman locates five locations for potential work and uploads the locations to the system, however, when the crew goes out and they download the five planned locations. The crew works on three of the 5, what happens to the planned
  - Currently, planned locations are not downloaded to the PDA (**key decision 3**)

The issue of work orders closing at the end of a pay period is likely to be a policy that is changed. It was a limitation that was built into ZWORD. Agile does not have the limitation – so the requirement will be eliminated. Work orders will have to be closed at the end of a fiscal year, but work orders will now be closed when they are done.

Data Issues

- Visidata will still be utilized (**Action item 2**). Can the guardrail database that is currently in Lotus notes be put in PONTIS?

*To the group: Continue to think about the attributes or data that need to be managed and convey this to Mark and Charles. The list of assets that Mark has circulated, everyone should be looking at those assets and thinking about each piece of data that they would need for each asset.*

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

1. None identified

**Key Decisions**

1. Agile Assets will be configured to take advantage of PM with no initial data in the setup
2. Agile Assets will not configure scheduling as a formal process; will have it available as an option
3. Planned locations will not be downloaded to the PDA

**Integration Points**

1. None

**Organizational Impact**

1. No changes in current procedures (since Preventative Maintenance will be optional functionality)

**Parking Lot**

1. No items