



MEETING MINUTES

State of Louisiana LaGov Project

LOG-MO-001 - Mobile Solutions

11/17/2008 – 11/19/2008 @ 08:30 a.m. to 04:30 p.m.

Location: DOTD War Room

LaGov/Logistics Team Attendees:

Chris Pena	Mandar Trivei
Dave Gorman	Karen Lord
Bobby Hill	Boyd Barbier
Dwayne Wilkinson	Lisa Smith (Author)
Rodney Hinesman	Dev Dutt
Mike Leerhoy	Karen Pierce
Sterrie Elliott	Kenya Lipscomb
Chrishel Shelton	Herbert Olivier

Agency Attendees:

No.	Name	Agency	Invited?	Attended?	Comments
1.	Allatto, Gail	WLF	Y	Y	
2.	Bielkiewicz, Erin	DPS	Y	N	
3.	Chapman, Jim	DOTD	Y	N	
4.	Courville, Leticia	DOTD	Y	Y	
5.	Drake, Bill	DOTD	Y	Y	
6.	Dupuy, Roy	DOTD	Y	Y	
7.	Edwards, Robin	DHH	Y	Y	
8.	Frazier, Glenn	OSB	Y	N	
9.	Harrell, Scottie	LDAF	Y	N	
10.	Hebert, Billy	DAF	Y	N	
11.	Johnson, Darrel	DOTD	Y	Y	
12.	Kropog, Dennis	WLF	Y	N	
13.	McDonald, Marilyn	WFL	Y	N	
14.	Pennison, Melanie	LDAF	Y	N	
15.	Poche, Ashley	DHH	N	Y	In lieu of Sonya Pulliam
16.	Pulliam, Sonya	DHH	Y	N	
17.	Ramsey, Gary	CRT	Y	Y	
18.	Rushing, Shannon	CRT	Y	N	
19.	Selvaratnam, Jeya	DPS	Y	N	
20.	Schear, William	DOTD	Y	N	
21.	Tumulty, Emery	DPS	Y	N	
22.	Wintz, Morgan	DOC	Y	N	

<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		•	
2. Workshop Objectives		•	
3. Project Overview/Timeline		•	
4. Business Process Review		•	
5. Action Items		<ul style="list-style-type: none"> • Mobile Solution for DOTD auto shops. • IM/WM determine which type of device will be used. • PM will look into the “planning” aspect of the work order for different agencies. • Determine which data objects are upload only, download only, and bi-directional. • Determine who will be the Mobile Administrator for the devices (at the agency or OIS?) • Permit process to be decided by PM. • Get with State Purchasing on procurement of mobile devices on a state contract. • HR integration to device management. • IM/WM team has to find out if WLF requires “bar coding”. Also determine if IM requires “bar coding” functionality. • MAM team will follow-up with other agencies to find out if they are going to be a part of MAM. • How will DOTD handle 	

mobile related storage
location replenishment
per vehicle?

- Discuss with DOTD regarding which other storage locations need mobile devices IM/WM team will have a follow-up meeting?
 - Migration path for software tools for the devices to be included in PDDs.
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6. Key Decision

- IM/WM will use ITS infrastructure.
 - Group wants to empower Property Managers with a mobile device.
 - DOTD will have one "Mobile" device per field group.
 - Device management in Netweaver will not happen.
 - Mobile Management will not use RFID.
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7. Organizational Impact

- Existing laws need to be changed in and around electronic signatures.
 - Enterprise Readiness Team should reach out to agencies to get buy in on the changes resulting from Project.
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8. FRICE-W

- IM/WM will require screen enhancements depending upon the process requirement.
 - Discuss with PM how integration between IM/WM & PM is going to occur for work orders.
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9. Parking Lot

- Look for a mobile solution for tracking assets.
 - How will the security will be setup for users not having HR records?
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DISCUSSIONS

Chris explained the two wall charts: SAP Mobile End State & Infrastructure Areas

Netweaver (“turbo”) can handle up to 10,000 devices. The old models would have synchronization issues.

The Orchestration Engine is Netweaver.

Mobilization is about working in an off-line disconnected mode.

BAPI – Business Application Programming Interface

Bobby Hill gave the administrative overview.

If you’re on-line you’re not using this solution. This solution is off-line, for the occasional user (“disconnected user”).

Darrel – would the shop that you (Chris) looked at, be a disconnected user? Why are you trying to get the shop mobile? Is this about “disconnected” mode ... No, its not. It’s about the intuitiveness of SAP for the repair center.

Action Item: Mobile Solution for DOTD auto shops.

Darrel – in real time, can you “downsize” the system/screens? Yes, but it comes with a price tag.

DOTD (Bill) – it’s more about how we want them to use this system.

Chris discussed the various mobile devices.

Devices will be agency driven.

DOTD wants these devices to also be used as a phone. These devices can run SAP as well as other software.

Users review the work assigned to them from the device.

Mobile does not set a new business process for any module. Mobile only leverages the design settings and processes for predefined modules.

RCF connection allows communication up and down.

Chris asked that the agencies make a decision by Thursday as to whether their agency has a need for mobilization.

The infrastructure areas are set up in different boxes because each requires a separate setup.

The PI Integration is to allow a “plug & play” solution.

The Mobile Client exchanges information with the orchestration engine (netweaver server).

Dev – discussed inventory architecture. **Key Decision - IM/WM will use ITS infrastructure.**

FRICE-W – IM/WM will require screen enhancements depending upon the process requirement.

Action Item – IM/WM determine which type of device will be used. DPS has some guns, but Dev has not looked at them.

Bobby – Asset Management – Scan and validate, which includes blind audits. Currently, mobile devices are not required. This is a functionality question ... How will this be accomplished if a mobile device will not be used? He strongly encourages some type of scanning device.

Gary – agencies will be allowed to keep the asset legacy numbers? Yes. What will this scan off of – bar codes or SAP assigned numbers? You can do both.

Darrel – the less time that they have to have someone enter data, the better it is.

Mobilization does not define business processes. Only certain predefined objects can be used with Mobile.

Key Decision – Group wants to empower Property Managers with a mobile device.

Note by Robin Edwards: Karen Goudeau from DSS should be in these sessions.

Day 2

Attendees: Darrel Johnson, Leticia Courville, Gary Ramsey. and Gail Allatto.

ERP: Karen Lord, Dev Dutt, Mandar Trivedi, Herbert Olivier, Boyd Barbier, Dwayne Wilkinson, Bobby Hill, Rodney Hinesman, David Gorman, Lisa Smith.

DOTD (Darrel) – would want the worker to continue to post work, regardless of inventory. Currently, they have cases where their system goes into negative inventory.

Work Centers – are more on an individual basis for mobile. The work centers have to be unique. The foreman will look at the jobs and push them to the work center.

Key Decision – DOTD will have one “Mobile” device per field group.

“Planning” is very important in the mobile environment.

Leticia – would like to see something along the line of “overhead” charges to the work order. This is not standard practice nor advisable.

Planning will not be by capacity planning.

Action Item: PM will look into the “planning” aspect of the work order for different agencies.

Movie was shown.

Action Item: Determine which data objects are upload only, download only, and bi-directional.

DOTD will be bi-directional communication.

For Mobile – existing BAPIs will be used.

For Outbound Data – we will use Option 3 which means data changes are held in a device que until the device synchronizes. Upon synchronization, the device is updated and the data que is emptied.

Action Item: Determine who will be the Mobile Administrator for the devices (at the agency or OIS?)

Key Decision – Device management in Netweaver will not happen???

Boyd received the actual mobile devices. Discussion of devices followed.

Key Decision – Mobile Management will not use RFID.

CRT (Gary) – ORM requires Lock Out/Tag Out permits; it's specific to the agency.

In Mobile, if a permit is attached to the work order, the permit will not come over. It will come over as long text.

Action Item – Permit process to be decided by PM.

CRT (Gary) – someone should put the devices on state contract.

Action Item – Get with State Purchasing on procurement of mobile devices on a state contract.

Action Item – HR integration to device management.

Leticia – does SAP have the software for device management (such as Motorola – i.e. condition, battery power, etc.)? No.

Can you put multiple applications on the same device? Yes.

Bobby – does that include connected as well as disconnected applications? Yes.

Rodney – when you have changes in SAP and the device, how does the system know in what order to make changes? The changes are date and time stamped; so, it goes accordingly.

Bobby talked to the As-Is and To-Be Process Flows

In the To-Be Process the planning and scheduling piece needs to be revisited.

CRT (Gary) – Uses COGZ for scheduling work orders with task lists.

SAP is the system of record.

PI – Process Integration allows you to bring information in. PI (“broker”) is an application that sits on the netweaver server but its tools are not part of it. It provides “plug & play” functionality.

BAPI – Business Application Programming Interfaces that come with the system. BAPIs get the data to and from the Data Orchestration Engine.

Parking Lot – Look for a mobile solution for tracking assets. The Group is interested in a mobile solution to accomplish this.

Chris demonstrated BAPIs in the system.

Organizational Impact – Existing laws need to be changed in and around electronic signatures.

Mark explained using Adobe Forms at DOTD for SAP fleet work orders in order to avoid having to learn 2 different work order systems.

Action Item – IM/WM team has to find out if WLF requires “bar coding”. Also determine if IM requires “bar coding” functionality.

Action Item – MAM team will follow-up with other agencies to find out if they are going to be a part of MAM.

Day 3

Attendees: Darrel Johnson, Leticia Courville, Gary Ramsey. and Gail Allatto.

Dev Dutt talked to the Inventory – Materials Management with Mobile Use Slide

Leticia asked about SRM. Chris explained that SRM is an ongoing process that is being addressed.

Mobile for Facilities/Fleet can have only one storage location per device. This will not work for DOTD. DOTD will need to have a Foreman pull from multiple trucks. DOTD needs to know what is on the truck.

Mike Leerhoy sees multiple trucks to a storage location "virtual".

Action Item: How will DOTD handle mobile related storage location replenishment per vehicle?

Integration Point: Discuss with PM how integration between IM/WM & PM is going to occur for work orders.

Action Item: Discuss with DOTD regarding which other storage locations need mobile devices IM/WM team will have a follow-up meeting?

Mobile does not "technically complete" a job.

Mobile device role authorization is based on SAP security/roles/authorizations.

Parking Lot – How will the security will be setup for users not having HR records?

Time Confirmation/Order Closing using CATS will be discussed off-line between Chris and Dave Gorman.

Enterprise Readiness Challenges – Training, equipment, policy (who / how), electronic signatures, money. CRT (Gary) – would like to see an "on-going" SAP training program.

Leticia – new generation of devices (end-of-life/backwards compatibility). Chris will provide migration path of devices based on SAP upgrades.

Action Item: Migration path for software tools for the devices to be included in PDDs.

Organizational Impact – Enterprise Readiness Team should reach out to agencies to get buy in on the changes resulting from Project.