



MEETING MINUTES

State of Louisiana LaGov Project

Blueprint Workshop / Functional Locations

07/30/2008 @ 08:30 to 11:30

Location: 1-153 Iowa, Claiborne

LaGov/Logistics Team Attendees:

Belinda Miller	Bobby Hill
Brad Denham	Boyd Barbier
Jack Ladhur	Lisa Smith (Author)
Dave Gorman	Jamie Meidhof
Dwayne Wilkinson	Samuel Feinberg
Rodney Hinesman	

Agency Attendees:

No.	Name	Agency	Invited?	Attended?	Comments
1.	Allatto, Gail	WLF	Y	Y	
2.	Badon, Curtis	DHH	N	Y	On Behalf of Keith Fitzgerald
3.	Betts, Roderick	DOA/OSB	N	Y	On Behalf of Billy Wilson
4.	Breland, Billy	DOC	Y	Y	
5.	Clement, Kirt	DOTD	Y	N	
6.	Fitzgerald, Keith	DHH	Y	N	
7.	Frazier, Glenn	DOA/OSB	N	Y	On Behalf of Billy Wilson
8.	Hebert, Billy	DAF	Y	Y	
9.	Johnson, Darrel	DOTD	Y	N	
10.	Kropog, Dennis	WLF	Y	N	
11.	LeBlanc, Kerry	DPS	Y	N	
12.	Lemoine, Karen	DOTD	Y	Y	
13.	Messina, Joe	DHH	N	Y	On Behalf of Keith Fitzgerald
14.	Morrison, Bill	OFPC	Y	Y	
15.	Moss, Mike	DOTD	N	Y	
16.	Ramsey, Gary	CRT	Y	Y	
17.	Rudesill, Pete	DAF	Y	N	
18.	Rushing, Shannon	CRT	Y	Y	
19.	Sowards, Deana	DOTD	N	Y	
20.	Speights, Rhoama	DOA/OIS	N	Y	
21.	Tumulty, Emery	DPS	Y	Y	
22.	Wilson, Billy	DOA/OSB	Y	N	
23.	Wintz, Morgan	DOC	Y	Y	

<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	Bobby Hill	• None	
2. Workshop Objectives	Bobby Hill	• None	
3. Project Overview/Timeline	Bobby Hill	• None	
4. Business Process Review <ul style="list-style-type: none"> - SAP terms glossary - Process improvement opportunities - SAP concepts & functionality - Leading practices - Edit mask example - Enterprise readiness challenges 	Dave Gorman	• Lisa Smith – get contact name at DOE, OMH, & OCDD to discuss Edit Mask.	Hard copies were provided for the SAP glossary, Functional Location Session Description, and Functional Location Hierarchy Example
5. Action Items		• Rhoama Speights – Look at the state site code in SLABS to see if they are unique numbers across the state.	See attached response from Rhoama  Blueprint follow up.msg

Discussion:

In Edit Mask:

- A – Alpha Only
- N - Numeric Only
- S – Special Character
- X – Alpha/Numeric

Facilities:

Some concern on edit mask from CRT ... emphasized that they are under Lt. Governor – CRT – then sites.

Rhoama Speights asked for clarification ... example: 01 for Region and 01 for Parish. Dave stated we could use other characters to differentiate.

Brad Denham asked to clarify XXs and dashes of edit mask for attendees.

DPS stated they have sections “within” the agency for costing before going to Parish/Region. Use 4 characters for section codes.

SOB – uses 4 characters for “sections”. Use cost centers. Write work orders to the room. Need to add another layer to the Edit Mask after Floor, for room.

Add "Section" between Agency and Parish on Edit Mask

Dave revised Edit Mask as:

XXXX-XXXX-XXX (third level will be 3 characters for Parish/Region/Section)

Jack stated we could use P for Parish, R for Region, and S for Section.

DOE (Education) needs to be contacted about Edit Mask. OMH (Mental Health) and OCDD (Developmental Disabilities) need to be contacted about Edit Mask because they have "areas" (after agency level).

CRT – requested changing City/Town to "Site" (4 digits).

DOTD – stated their buildings are 9 digits (control section) ... could possibly use 6 digit building code.

Change Dept place holder on Edit Mask to 2 characters.

Change Agency place holder to 3 characters.

Change Site place holder to 3 characters.

Edit Mask should look like this: XX-XXX-XXX-XXXX-XXXXXX-XX-XXXX

Dept-2/Agency-3/PRS-3/Site-4/Building-6/Floor-2/Room-4 (30 characters).

Fleet:

Same Edit Mask will be used for both Facilities Maintenance & Fleet Maintenance.

DPS will stop at the site level.

OSB and other agencies will stop at the building level.

ADDENDUM: PLAYBACK MINUTES – August 6, 2008 – Room 1-165 Claiborne:

Team Attendees: Dave Gorman, Boyd Barbier, Dwayne Wilkinson, Lisa Smith, James Harris, Rodney Hinesman, Bobby Hill

Agency Attendees: Gail Allatto-WLF, Curtis Badon-DHH, Billy Hebert-DAF, Darrel Johnson-DOTD, Dennis Kropog-WLF, Karen Lemoine-DOTD, Joe Messina-DHH, Gary Ramsey-CRT, Shannon Rushing-CRT, Deana Sowards-DOTD, Rhoama Speights-DOA, Emery Tumulty-DPS, Morgan Wintz-DOC

New Attendees: Bill Drake – DOTD (on behalf of Kirt Clement) and Lori Rumfola – DOE (on behalf of Babs Myers)

Dave presented Edit Mask example: XX-XXX-XXX-XXXX-XXXXXX-XX-XXXX (Dept 2 – Agency 3 – Section/Parish/Region 3 – Site 4 – Building 6 – Floor 2 – Room 4).

NOTE: Section/Parish/Region – 1st character will be (S, P, R) which will define whether it's a Section, Parish, or Region.

Curtis Badon explained what he and Joe Messina came up with as far as combining Floor and Room; then the site code. Need to revise Edit Mask – change the "X" to "S" for the room number and the site code to allow special characters (such as the period).

Rhoama Speights explained that we do not necessarily need the "Planning District" placeholder within the "site" level because it does not make the site unique.

Bobby Hill asked if we really should combine the floor and room ... or leave them separate.

Rhoama Speights emphasized that some agencies are so large that they need to be able to designate section and region.

Gary Ramsey asked if Slabs is going away and SAP will be the building numbering system? Yes. There will be a crosswalk of the old building numbers to the new numbers.

Curtis Badon asked if the 30 character Edit Mask was "iron clad" (didn't think it was enough). Needed more clarification on Edit Mask.

Rhoama Speights asked for clarification on multiple tenants in the building.

Joe Messina asked for Room number clarification (after seeing the Location and Room fields on the "Location Tab" of the Functional Location Master Data screen). The room number is required in the Edit Mask to provide that level of reporting.

Shannon Rushing – will this index coding (Edit Mask) be used for other systems ... fleet, property, moveable property? Only used within plant maintenance for facilities and fleet.

Emery Tumulty – asked for clarification on costing ... it was stated this was not financial but then reference was made to cost center for the building.

Curtis Badon– does the old site code used by Facility Planning identify all of the sites? Can we take one place holder from the room number and add it to the site code? If combined, you will lose the level of reporting on the parish.

Morgan Wintz – is the building number changing from what is currently in SLABS? Yes.

Gary Ramsey – is the building number going to be consistent no matter what system? Yes.

Team will work with the Edit Mask as is for now. No changes were made. (Dept 2 – Agency 3 – Section/Parish/Region 3 – Site 4 – Building 6 – Floor 2 – Room 4).