

WORKGROUP MEETING MINUTES

Facilities Management – Facilities Information Systems

DATE:	Friday, March 13, 2009
TIME:	2:30 pm - 3:30 pm
MEETING LOCATION	FM 119
MEETING NAME:	Capital FM Support Workgroup
MEETING COODINATOR:	Facilities Information Systems
MEETING ATTENDEES:	Duff, Pamela; Ceallaigh, Sherry; Clay, Joyce; Neilson, John; Fessler, John; Witherspoon, Melanie; Fichter, Steve; Paquette, Noella; Sparks, Tom; Dinello, Ray

Meeting Topics

DISCUSSION		
	<ol style="list-style-type: none"> 1. SOP Review- walk through work flows and processes 2. SOP Approval deadline determination 3. FIS Development procedure 4. SOP changes 	
REQUESTED UPDATES		
	<p>SOP changes: Clarify that the PM initiates the project, not the OM Encumbrance completed by FBO All overages will go through the PM; Stopped WR status; PM may add additional funding to continue WR Add ability for FBO to alter account on individual WR invoices Add note about all aspects will be tracked/audited Change Capital FM Support Customer Role to "Capital Customer" 5 days for customer/PM to review instead of 10 days--if no action, goes to OM role; OM wil have 5 days; if no action, WR is sent for billing in Ready to Invoice status PC will have option to reassign a PM as needed to monitor/approve/reject FM support WR Return route for M & O to resolve issues/misunderstandings--M & O will have 5 days to review and resolve; when WR is rejected Managers on all levels will receive emails--Capital Customer, Shop Supervisor, Manager and M&O Director If John Fessler (OM role) must reject WR, he will add comments on why Add info concerning any updates such as amendment approvals, rejections, issues on costs that will be audited to track the last person responsible for the status of the work request.</p>	
NEW PROJECT REQUESTS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
SOP Approval	Capital FM Support Workgroup members	TBD
WF updates	FIS	
SOP Updates/changes	FIS	
NEXT MEETING SCHEDULED	TIME	LOCATION
	1-Apr-09 11:00 am - 12:00 pm	FM 119

