

WORKGROUP MEETING MINUTES

Facilities Management – Facilities Information Systems

DATE:	Thursday, April 02, 2009
TIME:	2:30 pm - 3:30 pm
MEETING LOCATION:	FM & Police Building RM 119
MEETING NAME:	MIPS Customer Workgroup
MEETING COORDINATOR:	Facilities Information Systems
MEETING ATTENDEES:	Ray Dinello, Pamela Duff, Jeff Ross, Mac Fake, Brenda Anderkin, Niki Moseley, Noella Paquette and Amanda Felock

Meeting Topics

DISCUSSION		
<p>1. Review Project Requests/Updates</p> <ul style="list-style-type: none"> a. Motor Fleet button will be added into Production b. Funding Identifier Tag <ul style="list-style-type: none"> i. Goal to Flag for DS; identify funding for projects as a whole--state funding v/s non state; also would be available for FAM, Ops Mgr, FBO, customers, etc ii. The funding terminology can be confusing; need to define for customers--need Hierarchy of funding source iii. Will not be a mandatory field however, when a project goes to Construction, must know the type of funding! iv. Audit tracking will be necessary v. Issue. funding can be changed before completion vi. There is no logic; will have to be a manual process vii. This project will be entered into FIS Project queue and assigned a priority 9 since will need further review and discussion to determine course of action. <p>2. Additional Improvement suggestions--none</p> <p>3. Change of meeting timeframe from Monthly to Quarterly</p> <ul style="list-style-type: none"> a. The decision was agreed upon by all attendees to meet Quarterly; b. Next meeting timeframe will be changed to July 		
PROJECT REQUEST UPDATES		
<p>1. Motor Fleet Activity button--completed & in development--added by AOS</p> <p>2. FIS Project # 20090284 Notification for those with both PAM and FAM role "You are also the FAM, please also approve to move the project along"--Suggestion for a pop-up Form to review options Approval process for both roles at same time</p> <p>3. FIS Project # 20090323 Project with Incomplete External Charge; Active Projects- view outstanding ext charges Inactive PO report-- shows POs with Project #s--Completed</p> <ul style="list-style-type: none"> i. Concern that POs are open and nothing is paid ii. Enables DS to know what POs are out there open and tied to a project <p>4. FIS Project # 20090330 Change Order/Amendment changes: ability to change orders to decrease or increase the amount.</p>		
NEW PROJECT REQUESTS		
<p>1. FIS Project # 20090418 MIPS Funding Tag; Request by Design Services for Tag to show type of money--Central funds, one-time money, end-of-year funding, rollovers etc. -to distinguish between the types of money; OM edit pts; drop down box--will need more than one field to put in the funding since may be more than one funding stream for a project.</p>		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Move Motor Fleet button to Production	FIS	
NEXT MEETING SCHEDULED	TIME	LOCATION
Thursday, July 09, 2009	1:30 pm - 3:00 pm	FM & Police Bldg Conference Rm 119