# IS Rapid Work Flow Workshop Notes: 4/29/2020

# Zoom meetings, Wed. 9:00 to 11:00 - Capital budget

## Attendee: Amy Frye, Jennifer Raupauch, Jacob Brown, Clifford Duong, Fang Lu, IS staff, Consultant

* Capital budget process, prioritization process,
* Problems, solutions, Benefits

# Zoom meetings, Wed. 2:00 to 4:00 - Capital Planning

## Attendee: Amy Frye, Jennifer Raupauch, Jacob Brown, Clifford Duong, Fang Lu, IS staff, Consultant

* Used Asset Management modules as process
* Problems, solutions, Benefits

# Zoom meetings, Thurs. 9:00 to 12:00 - Capital Grants (grants process)

## Attendee: Amy Frye, Jennifer Raupauch, Jacob Brown, Clifford Duong, Fang Lu, IS staff, Consultant

## Discussion:

1. Project scope – Elizabeth, Josh, Phillip organized a two-phased OnBase Scripted Testing for Databank product :

Quality Assurance Test (QAT)is the verification performed by Databanks on the OnBase product and service under development. The test included an entire framework of different criteria for each group of users; C&G was responsible for eight manual testing cases by users (Chi, Jennifer).

User Assurance Test (UAT) will be the test suite that the final users perform to accept the OnBase product and services.

4/15/20 – 4/20.20 Participate in Script Testing Trials completed.

* + [Test results are on H:](file:///\\ggbhtd.internal\FileData\Department\Capital_Grants\ADMINISTRATIVE\C&G%20Guidance%20and%20Procedures\Retention%20and%20Digital%20Archive%2020180507%20to%20present\OnBase_Testing_04202020.zip) or in share file.

1. Project schedule - With shelter-in-place until May 31, the current milestones are pushed out another month.  During April, I am participating in the acceptance testing and working on the proof of concept and refine the retention policy flow chart.

* Feb 22, 2020                   Box 000 – TSGP already to Ricoh
* March 27, 2020              Box 001, 005, 006, 007, 008, 009 ready to go to Ricoh
* July 28, 2020          Boxes in the office go to Ricoh
* August 25, September 25, 2020 Boxes from the basement will go in two batches (if the boxes are full)

1. Next steps –

* 5/15/20 Check with Amy and Clifford on the Draft Retention Policy to CalOES.
* 6/17/20 test box of TSGP grants loaded into ONBase.
* 7/28/20          Batch one - Boxes in the office go to Ricoh
* 8/25/20 Batch two – Boxes from basement go to Ricoh
* 9/25/20 Batch three - Last boxes to go Ricoh