



Business Process Flowchart

Fleet Management

Packet Description

The Fleet Management Packet describes the State of Mississippi's vehicle master data, VINtelligence interface, functional locations, maintenance work centers, maintenance task lists, and preventive maintenance set-up.

MAGIC Roles

The MAGIC Roles used in these flows are:

- PM - Maint Technician
- PM - Maint Planner Scheduler
- PM - Fleet Coordinator

A description of each role can be found on the [MMRS Website](#).

MAGIC Flows

The individual MAGIC flows that are included in this packet are:

- Planned and Unplanned Vehicle Maintenance
- Pooled Asset Management Process
- Preventative Maintenance Process

Help or Questions

Click [here](#) to learn how to read a MAGIC Business Flowchart.

If you have a question, please use the [MAGIC Feedback](#) webpage to submit your question.



Business Process Flowchart

Fleet Management: Unplanned and Planned Equipment Repair

Significant Changes

- Maintenance Orders will be utilized.
- Agencies will be able to track actual costs for internal maintenance more accurately by including labor costs.
- There will be an integrated purchasing system (SRM) to procure items needed for the maintenance. Batch processes will create purchase requisitions from items on the maintenance order.



High Level Process Description

- Planning orders in advance
- Maintenance orders for all maintenance and repairs
- Five step maintenance order cycle:
 - Notification
 - Maintenance request created
 - Planned
 - Unplanned maintenance
- Planning
 - Reviews the maintenance requests
 - Plans components and time needed
 - Creates maintenance orders
- Scheduling
 - Schedules maintenance orders
 - Releases maintenance orders
- Execution
 - Vendors or internal shops perform the maintenance on equipment (vehicle)
- Completion
 - Verifies / inspects maintenance performed
 - Completes maintenance orders



Business Process Flowchart

Fleet Management: Preventative Maintenance Scheduling

Significant Changes

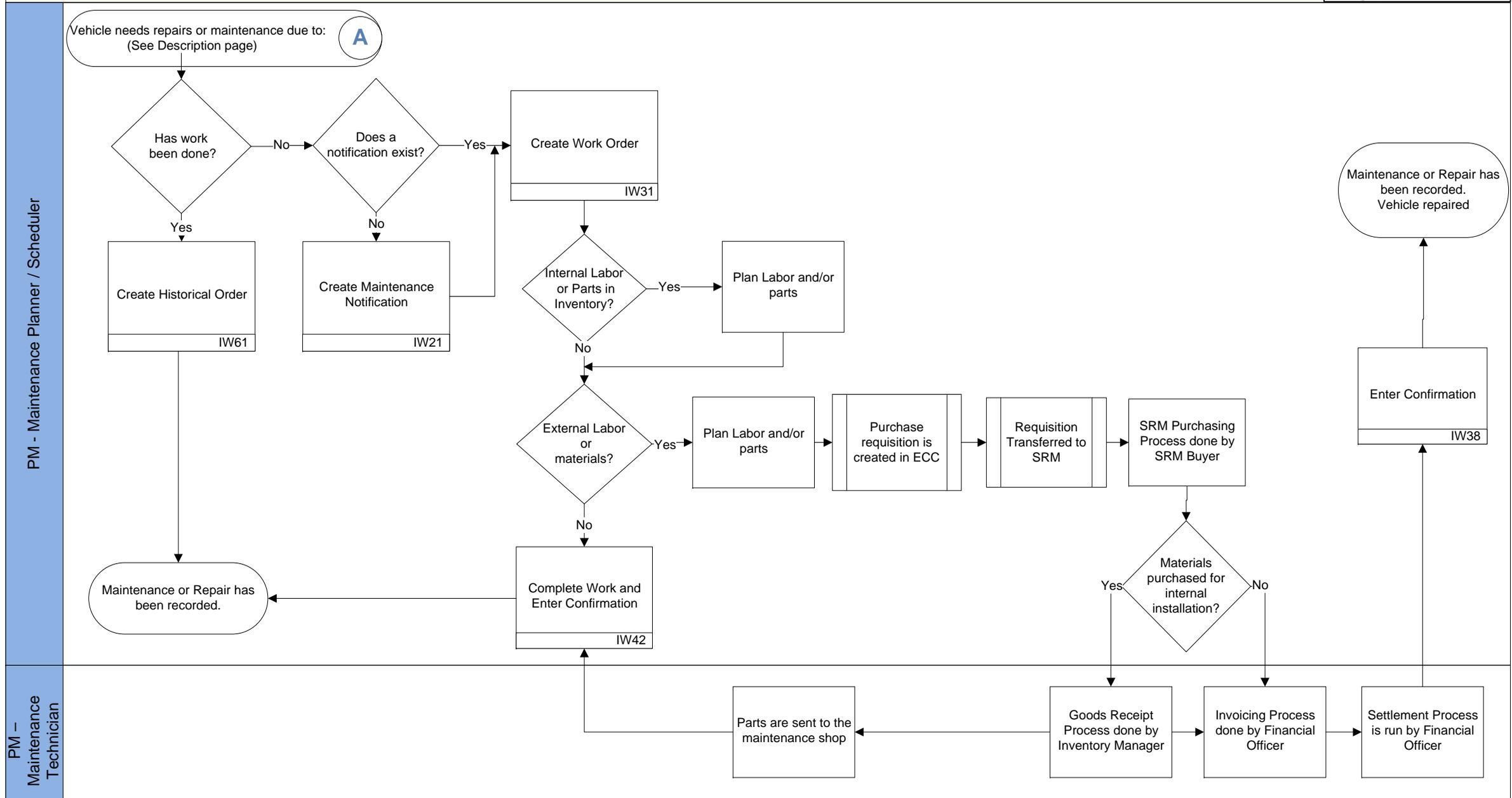
- Agencies will know when preventive maintenance is due for equipment (vehicle). The maintenance planner/scheduler will automatically receive a notification when a vehicle needs maintenance.
- Agencies will need to enter the odometer record properly for the notification process to work correctly.



High Level Process Description

- Maintenance orders set up for planned and unplanned maintenance.
- Set up preventive maintenance plans.

Planned and Unplanned Maintenance

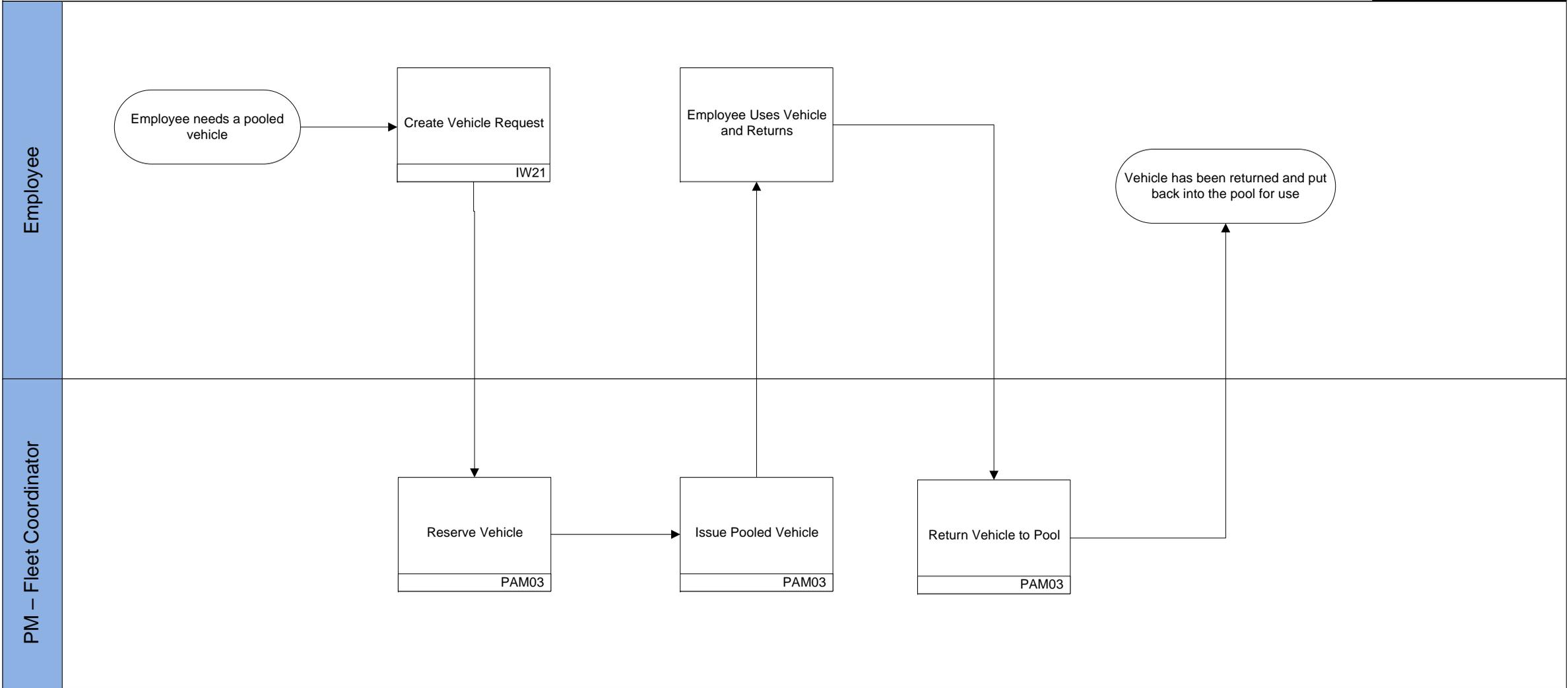


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Vehicle needs repairs or maintenance due to:

- A maintenance notification is created by a driver indicating repairs or maintenance needs to be done.
- A maintenance notification is generated by a maintenance plan indicating that maintenance needs to be performed.
- The Maintenance Planner / Scheduler determines that maintenance or repairs need to be done. May be due to running the Notification Workbench transaction IW28.
- A driver verbally requests that maintenance or repairs be done to the vehicle.
- A governing authority determines maintenance needs to be performed on the Fleet.
- A driver has informed the Maintenance Planner / Scheduler that maintenance or repairs have already been made.

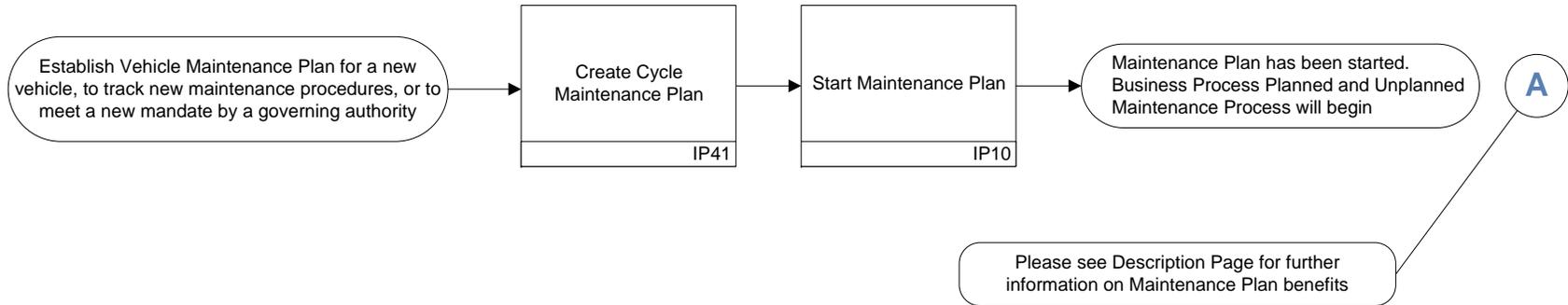
Pooled Asset Management



Preventive Maintenance Planning



PM – Fleet Coordinator



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Maintenance Cycle Plans can be established as a counter or time based plan.

- **Time based plans** will begin a count-down for the next due maintenance. Once the appropriate amount of time has passed, as set in the Maintenance Plan, a maintenance notification will be automatically generated.
- **Counter plans** must have a beginning value and will use counters to determine the next due maintenance. All counter plans defined by OPTFM will use odometer for the counter. However, new maintenance plans may use other metrics.
- **Imports from the Fuel Card Interface** as well as manual entries by the PM – Maintenance Planner/Scheduler will be totaled by the system and will generate maintenance notifications once the threshold is reached.
- Once maintenance notifications are generated by the Maintenance Plan, the Planned and Unplanned Maintenance Process will begin.