

# Meeting Minutes

## Financial and Cash Management Policy Workgroup



<b>Meeting Name:</b>	Financial and Cash Management Policy Workgroup
<b>Date:</b>	01/09/09
<b>Time:</b>	9:00 to 11:00
<b>Location:</b>	2103, Capitol
<b>Requestor:</b>	Kimberly McMurray, Project Director

### Attendees:

Name	Entity
Kimberly McMurray	DFS/Acct & Audit
Christina Smith	DFS/Acct & Audit
Bruce Gillander	DFS/Treasury
Joseph Brigham	House / Senate
Angela Rowe	DFS/ Acct & Audit
Susan Sloan	DFS/Acct & Audit
John Douglas	EOG-OPB
Michael Rodriguez	DFS/Acct & Audit
Jean-Maree Phillips	AEIT
Kristin Pingree	OBP
Eric Steinkuehler	OBP

### Agenda

- Introductions
- Review Enterprise Project Governance Example
- Review FFMS Revisions
- Review Legislative Outline and Draft Language
- Meetings Next Week:
  - Task Force Meeting – Wednesday, January 14
    - ✓ Review Legislative Outline
    - ✓ Finalize Approach for Enterprise Project Governance
  - Policy Workgroup Meeting – Friday, January 16<sup>th</sup>
    - ✓ Finalize Legislation
    - ✓ Finalize Enterprise Project Governance Document
    - ✓ Review Strategic Business Plan Draft

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- Adjourn

Christina opened the meeting and directed the group to a new Enterprise Project Governance diagram. At the last Task Force meeting, the members asked Christina to prepare an example of who would be assigned each role in the enterprise project governance structure. Christina developed an example for implementing a financial and cash management system. The group reviewed the diagram and suggested the following revisions:

- Title needs to be revised to include CMS. The new title should be “Implementing Financials and Cash Management”
- The Project Steering Committee should have someone representing the agencies with the proper decision-making authority. Recommend that the Agency’s Administrative Services Director is the appropriate person to be on the Steering Committee
- The Project Director does not necessarily have to be someone currently on staff in the Department of Financial Services. For projects of this size, it is not uncommon for a person to be hired with the appropriate skills and experience for the Project Director’s position.
- The Project Manager for budget should be revised to state “System Manager” because it is the LAS/PBS System’s staff that will have the appropriate skills and experience to manage

Christina also explained her reasoning for selecting project managers that cross the agencies (e.g., the HR Project Manager and the Procurement Project Manager are from DMS). During Project Aspire, DMS provide assistance with the development of interfaces between PeopleFirst, MyFloridaMarketPlace and Aspire. However, the staff from both agencies has to work around other assignments and schedules. If the Project Manager is assigned to the impacted agency, it may avoid some of the resource and schedule conflicts that were encountered previously.

### FFMIS Revisions

Christina directed the group to the next handout which identified the strike-through and underlining of changes to the FFMIS Section of law, Section 215.90-215.96. She explained to the group that her intention was to keep most of the FFMIS language intact and only change areas that address the FFMIS Board and FFMIS Coordinating Council.

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She asked the group to look at her changes and let her know if there were concerns/suggestions before the next meeting.

### Legislative Outline and Draft Language

Christina asked the group to review the Legislative Outline and draft language. She explained that the documents are “very rough” and she expects there to be many revisions. The outline was developed to make sure the key components of the recommended Enterprise Governance structure are included in the draft legislation. Christina walked the group through the outline and draft legislation. The group made the following suggestions:

- The duties and responsibilities for the agency or the Officer do not include anything on the rules/policies for establishing project governance or the review/approval of project charts
- The duties and responsibilities are weak in control/enforcement by the enterprise owners and agencies. What is being controlled (e.g., scope, resources, budget, schedule)?
- The agency’s authority to establish rules may conflict with the authority of the functional owners. Need to better define the scope for rule making.

Christina reviewed the schedule for upcoming meetings and adjourned the meeting.