

Integration Management Council Meeting (IMC) –
07/21/05



Tom Gallagher
Chief Financial Officer



Meeting Name:	Integration Management Council
Date:	Wednesday, July 21, 2005
Time:	10:00 am – 11:30 am
Location:	Shared Resource Center, Room 124, 2585 Shumard Oak Boulevard, Tallahassee, Florida
Requestor:	Scott Ward & Donna Vollertsen

Attendees

Name	Company/Agency
Herb Fillyaw	Aspire/State Project Director
Donna Vollertsen	Aspire/Deputy State Project Director
Scott Ward	Department of Financial Services
Angela Boyer	Agency for Workforce Innovation
Elisa Durfee	Aspire/Organizational Change Management Group/Communications
Matt Kirkland	Department of Health
Donna Livingstone	Department of Health
Chris Kinsley	Department of Education
Charles Ghini	Aspire/Technical Group
Roosevelt Sawyer	Aspire/Technical Group
Robin Kinsey	Aspire/Technical Group

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Name	Company/Agency
Diana Flagg	Aspire/Application Software Group
Thomas Lemacks	Department of Corrections/Agency Advocate
Alexander Weimorts	Department of Education/Agency Advocate
Mike Kyvik	Aspire/Organizational Change Management
Kathy McAvoy	Department of Children and Families
Gary Hill	Department of Community Affairs
Chris Noel	Department of Financial Services
Ken Snyder	Fish & Wildlife Conservation
Matt Kirkland	Department of Health
Paula Shirley	Department of Health Care Administration
Sherry Allen	Department of Highway Safety and Motor Vehicles
Joseph Franklin	Department of Juvenile Justice
Anton Hurst	Department of Revenue
Mike Phinazee	Department of Management Services
Vicki Bradford	Department of Transportation
Charlie Bradford	Agency for Health Care Administration
Ella Hinson	Department of Health

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Name	Company/Agency
Rhonda Vause	Department of Corrections
Bill Tremper	Department of Corrections
Elwood McElhaney	Aspire/Department of Children and Families
Kayren McIntyre	Department of Environmental Protection
Pam Stevens	Legislative Services
Trish Young	Department of Health
Linda Willis	Florida Department of Law Enforcement
Mike Wolfe	Department of Children and Families
Conference Call	Agency for Health Care Administration
Conference Call	Department of Education
Conference Call	Department of Elder Affairs
Conference Call	Legislative Services
Jon Winter	Department of Education
Demarco Speight	Aspire/Project Management Office

Work Products Reviewed:

- *Integration Management Council Presentation July 21, 2005 (Aspire Technical Integration with Agencies)*

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Management Council\

Agenda:

- Opening Remarks and Old Business – *Scott Ward*
 - Charter and Scope
 - Meeting Minutes
- New Business - Aspire Technical Integration with Agencies – *Charles Ghini*
 - Where we are on Interfaces
 - Interface Operations Guides (IOGs)
 - Interfacing with Aspire
 - Aspire Tools
 - i. General Ledger Bridge
- Future Topics – *Charles Ghini*

DECISIONS:

- **Decisions Made:** IMC Charter and Scope accepted by the IMC.
- **Decisions Pending:** N/A

DISCUSSION

- Scott Ward began the meeting taking roll of the callers who were on the conference line. He then turned the meeting over to Herb Fillyaw.
- Herb stated that as State Project Director, one of his first tasks, per the request of Chief Financial Officer Tom Gallagher, is to perform an assessment of where the project currently is and what steps need to be made going forward. Currently the



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assessment is still underway. Although the project is currently behind schedule the Aspire team is diligently working to provide agencies with a top notch product in an efficient and effective manner.

- Herb stated that a new team (possibly called the Agency Integration Team) headed by Don Northam is being formed that will work closely with the IMC to give agencies that extra direction and attention they need during the remediation and integration processes.
- Matt Kirkland, Department of Health, asked if UAT and EUAT are still on schedule to begin in September. Herb's response was that they will not begin in September, but that a better timeframe will be given as a result of the re-planning effort that is still in progress.
- Matt Kirkland, Department of Health, asked when the new Agency Integration Team was set to begin. Herb replied that it should start sometime in August.
- Kathy McAvoy, Department of Children and Families, asked who would be on the Agency Integration Team. Herb replied that Don Northam was the only resources thus far, but that he is looking to possibly add an integrator/programmer to assist Don.
- Matt Kirkland, Department of Health, asked when the Business Process Design (BPD) review will be completed. Mike Kyvik responded that the review is scheduled to be completed within the next seven to ten days. Matt was also concerned about the Agency Implementation Plan having to be updated, and Herb assured him that it would need to be re-visited and updated accordingly.
- Angie Boyer, Agency for Workforce Innovation, asked would agency advocate and consultants contracts be extended. Mike Kyvik replied that they are working on contract extensions now and should have the advocate agreements sent out in the next few weeks.
- Mike Wolfe, Department of Children and Families, was concerned about the integration of FFMS groups such as Payroll, Treasury, MFMP, and PeopleFirst. Herb assured him that the project team is diligently working on those issues.
- Matt Kirkland, Department of Health, asked if there would still be a sandbox. He stated that he wanted to be able to work in the sandbox environment for at least six to eight months, the longer the better. Herb explained that yes there would still be a sandbox, but made no commitment as to the length or time frame.



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OLD BUSINESS

- Scott Ward brought-up the drafted IMC Charter and Scope discussed in the previous IMC meeting. Angie Boyer, of the Agency for Workforce Innovation (AWI) asked for one addition/edit. She asked for the additional topic listing of “Interface Testing” to be added to the bullet list in the Charter. The motion to accept the IMC Charter and Scope with the one addition was “moved” and accepted by the Council. Scott Ward asked Aspire communications team members for the amended Charter and Scope be made available on the Aspire/IMC web page.
- Scott Ward re-visited the request of Matt Kirkland, Department of Health (DOH), to develop some sort of “dashboard” for agencies to have showing when project remediation deadlines and accomplishments are shown. Scott Ward stated that he and Donna Vollertsen would try to provide samples at the next IMC.

NEW BUSINESS

- Charles Ghini, Aspire Technical Group Manager began the presentation to discuss Aspire Technical Integration with agencies and he entertained questions throughout.
- Angie Boyer, AWI asked what the timeframe was for completing all ADMLs and getting them into the Interface Operations Guides (IOGs). Charles explained that an exact date could not be determined as of yet due to the re-planning effort which is still in progress, but that they will be completed after System Testing and before User Acceptance Testing.
- Matt Kirkland, DOH, asked how the questions concerning the IOGs will be funneled. Charles replied that there is a master list with all the questions and concerns which is accessible to the agency advocates. He further stated that any new issues/concerns with the IOGs can also be addressed through the agency advocates.
- Matt Kirkland, DOH, asked if the Aspire Tool – [BETA] General Ledger Bridge File Converter was only accessible at the Forrest Building. Charles responded that currently the tool is only accessible at the Forrest Building, but that some components of it could be web accessible in the near future.
- The next IMC meeting is tentatively scheduled for Wednesday, August 10, 2005, at the Shared Resource Center, Room 124 - 2585 Shumard Oak Boulevard, Tallahassee, Florida.
- Scott Ward adjourned the meeting.

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ACTION ITEMS:

Action	Responsible	Priority	Due Date
Samples of Agency Remediation “Dashboards”	Scott Ward & Donna Vollertsen	Normal	Next IMC Meeting

Document Version Control

Version Number	Release Date	Version Number Description	Description of Changes
1	07-21-05	DRAFT	Demarco J. Speight
2	07-25-05	Edits/Final	Scott Ward