

Aspire Meeting Minutes



Meeting Name:	Integration Management Council (IMC)
Date:	July 26, 2006
Time:	10:00 a.m. – 11:30 a.m.
Location:	Department of Transportation, Burns Auditorium 605 Suwannee Street, Tallahassee, FL
Requestor:	Scott Ward

Attendees

Name	Company/Agency
Scott Ward	Department of Financial Services
Donna Vollertson	Project Aspire/Deputy Director
Herb Fillyaw	Project Aspire/State Project Director
Ray Zaso	Project Aspire/Engagement Managing Director
Rich Wilson	Advocate for DMA, FSOB, DCA
Robin Kinney	Agency for Health Care Administration
Julie Griffith	Agency for Persons with Disabilities
Joella McGoogan	Agency for Workforce Innovation
Debbie DuBose	Agency for Workforce Innovation
Larry McGraw	Agency for Workforce Innovation
Ethel Ball	Department of Agriculture and Consumer Services
Anita Collins	Department of Agriculture and Consumer Services
Ethel Ball	Department of Agriculture and Consumer Services
Scott Linh	Department of Agriculture and Consumer Services
Denise Duggan	Department of Business and Professional Regulation
Rita Smith	Department of Business and Professional Regulation
Elwood McElhaney	Department of Children and Families
Mike Wolfe	Department of Children and Families
Kristi Hek	Department of Community Affairs
Lily Stone	Department of Community Affairs
Bill Tremper	Department of Corrections
Eileen Darling	Department of Corrections
Kayren McIntyre	Department of Environmental Protection
Mary Marchman	Department of Environmental Protection
Cliff Sowell	Department of Environmental Protection

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Name	Company/Agency
Deborah Stevens	Department of Financial Services
Kip Wells	Department of Financial Services
Jennifer Grant	Department of Financial Services
Clarence Myers	Department of Lottery
Clarence Myers	Department of Lottery
Anton Hurst	Department of Revenue
Kim Straubinger	Department of Revenue
Steve Cousins	Department of State
Vicki Bradford	Department of Transportation
Jim Oakley	Department of Transportation
Angelica Stern	Department of Transportation
Fred Martin	Florida Legislature
Keith Veitinger	Highway Safety and Motor Vehicles
Gary Hamrick	Highway Safety and Motor Vehicles
Richard Kessler	IAPI – AG
Mausumi Das	Justice Administration Council
William Hemberger	Office of Attorney General
Jeff Haisley	Project Aspire
Vlad Soren	Project Aspire
Krishna Kuchibhotla	Project Aspire
John Deahl	Project Aspire
John Corbett	Project Aspire
David Mick	Project Aspire
Diana Flagg	Project Aspire/Application Software
Jennifer Rocks	Project Aspire/Organizational Change Management

Work Products Reviewed:

- *Update on items requested by Agencies*



Items Requested by
Agencies - Followup.c

➤ *T005 website address*



T005 Application
Development Standar

➤ *ADML Interface List*



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ordered_by_no_of_a

➤ *Testing Strategy Presentation*



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Agenda:

- **Update on Items Requested by Agencies** – Scott Ward
- **Remediation Information eXchange (RIX) Activities** – Don Northam
- **Testing Strategy for Aspire** – Herb Fillyaw and Ray Zaso

DECISIONS

- Decisions Made: none
- Decisions Pending: none

DISCUSSION

Update on Items Requested by Agencies - Scott Ward

- Eleven out of twenty-three Agencies have stated that they need to receive Aspire's version of BOSP's File 13. A change request has been submitted to the Project Management Office for review.

- Financial and EPM data will be stored for at least three years. The archiving strategy will be adapted as needed after Aspire goes live.
- The date for the Allocation Workshop is still being planned.

Remediation Information eXchange (RIX) Activities - Don Northam

- A spreadsheet was presented that rank orders the ADML interfaces by the number of Agency business systems that will use the interface. ADML 7, *Journal Entries for Agency Use*, will be used by 44 systems and is the most used ADML. ADML 95, *Expense Payments*, will be used by 43 business systems and is the second most used ADML. This spreadsheet is available on the Aspire Website at http://aspire.dfs.state.fl.us/Meetings_and_Workshops/docs/RIX/RIX_072506_Handout6_ADML_interface_list_ordered_by_no_of_agency_bus_sys.pdf
- Two RIX meetings have been held so far. The first meeting included a field-by-field presentation of Interface Operations Guide (IOG) 95 – *Expense Payments*. The second meeting concluded IOG 95 and began IOG 170 – BOA-Receipts Information..
- One goal of these meetings is to prepare Agencies to remediate their business systems and to prepare them to get started now.
- Audio recordings of RIX sessions are available on the Aspire website at http://aspire.dfs.state.fl.us/Meetings_and_Workshops/remediation_information_exchange.asp

Testing Strategy for Aspire - Herb Fillyaw and Ray Zaso

- The testing strategy for Aspire is being updated to accommodate Agencies concerns about configuration data. Changes to the process will allow configuration data to be finalized later than previously planned and will leverage the planned Wave Testing window for updated configuration.
- The major testing phases for Project Aspire were reviewed which include: Functional Testing, System Testing- Cycles 1 & 2, User Acceptance Testing (UAT), Technical Testing and Wave Testing.
- A plan was proposed to modify Wave Testing. Wave 1 Agencies would not be affected. The timeframe for Waves 2 -4 would be extended. During these timeframes the Agencies would complete their preparation, configuration, system testing and wave testing.

- A question was raised about how the Project Aspire team plans to test the functionality of Agencies that have needs different than the Wave 1 Agencies. Ray responded that they will either take one of the Wave 1 Agencies and modify some of their configuration or they will test the functionality of the Agency with the unique requirements. He assured the Agencies that all functionality will be tested.
- Ray encouraged all Agencies to participate in User Acceptance Testing (UAT) even though only Wave 1 data is being tested. He stated that this is the Agencies first opportunity to use the system and to see it from end-to-end. They can also provide feedback.
- A question was raised as to how the scripts were written. Ray responded that they worked with the state and consultant team leads to identify areas to be tested and wrote the scripts looking at all of the functionality of the system.
- An attendee asked when the Sandbox would be available. Ray responded that they are still deciding when they can make the sandbox available.
- Another question was raised by an attendee who wanted to know how batch processes would be scheduled. Ray answered that there are requirements that must be met and that they are currently working through this as part of the testing plan.
- An attendee asked about Batch 10 mapping and the translation from FLAIR to Aspire. Vlad Soran replied that the best place to get information on this topic is the upcoming Remediation Information eXchange (RIX) meeting on ADML 007.
- Ray stated that it is in everyone's collective interest that each Agency's system has been tested, is operating and has configuration in place and that each Agency is comfortable with the system.
- Ray affirmed that Agencies will have multiple opportunities to test their data.
- Ray explained that once Wave 1 is complete, the whole system will be configured. He assured the attendees that Waves 2-4 will go through the same level of testing as was provided to Wave 1.
- Ray reviewed the draft wave deployment schedule. The only change since the schedule was last published is that State Courts (SCS) has moved from Wave 1 to Wave 3.
- Herb asked the council to indicate by a show of hands if they supported the proposed plan. The council indicated that they did.
- Scott Ward adjourned the meeting.

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ACTION ITEMS

Action	Responsible	Priority	Due Date
Publish the date for the Allocation Workshop	OCM		
Publish a RIX meeting schedule	Don Northam		
Take the high level proposed plan and drill down timelines for the testing activities.	Ray/Herb		
Provide the Advocates with a list of the unique test scenarios.			