

# Meeting Minutes



<b>Meeting Name:</b>	Integration Management Council (IMC)
<b>Date:</b>	Wednesday, March 29, 2006
<b>Time:</b>	9:00 a.m.- 10:30 a.m.
<b>Location:</b>	Department of Transportation, Burns Auditorium 605 Suwannee Street, Tallahassee, Florida
<b>Requestor:</b>	Scott Ward & Donna Vollertsen

## Attendees

Name	Company/Agency
Ethel Ball	Department of Agriculture and Consumer Services
Kathy McAvoy	Department of Children and Families
Jon Winter	Department of Education
Kayren McIntyre	Department of Environmental Protection
Chris Noel	Department of Financial Services
Scott Ward	Department of Financial Services
Patrick Sampley	Fish and Wildlife Conservation
Clarence Myers	Department of Lottery
Barney Ray	Agency for Persons with Disabilities
Anton Hurst	Department of Revenue
Vicki Bradford	Department of Transportation
Angie Boyer	Agency for Workforce Innovation
Gary Hamrick	Department of Highway Safety and Motor Vehicles
Alexander Weimorts	Department of Education
Rita Smith	Department of Business and Professional Regulation

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Name	Company/Agency
Bill Wyman	Department of Health
Denise Duggan	Department of Business and Professional Regulation
Charles Byrne	Department of Financial Services
David Mick	Department of Financial Services
Steve Waters	Department of Environmental Protection
Christine Logan	Department of Management Services
Mike Wolfe	Department of Children and Families
Donna Vollertsen	Department of Financial Services
Danny Cobb	Florida Legislature
Kyong-A Minter	Department of Education
Gary VanDam	Department of Transportation
Herb Fillyaw	Department of Financial Services
Don Northam	Department of Financial Services
Charles Ghini	Department of Financial Services

## Work Products Reviewed:



IMC  
Presentation.ppt



032306\_IMC  
Dashboard.xls

## Agenda:

- Opening Remarks and Project Status – *Herb Fillyaw*
- IMC Dashboard – *Scott Ward*
- Interface Operations Guides (IOGs) Update – *Charles Ghini*
- Agency Remediation Update / System Remediation Tracking Tool (SRTT) – *Don Northam*
- Next Meeting – *Scott Ward*

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## DECISIONS:

- **Decisions Made:** Review and update the IMC Dashboard based on the Council's input.
- **Decisions Pending:** Next IMC Meeting Date

## DISCUSSION

### Opening Remarks – Herb Fillyaw

Herb Fillyaw announced that the design for Project Aspire is now complete and that there are no open design issues. He stated that the final project plan will be forthcoming.

Herb conveyed the importance of agency participation in the coming months and specifically for current activities involving the mapping of Chart of Account (COA) values and collecting configuration data. He stated the collection of agency configuration data at this point of the Project is essential to ensure agency-specific data is included in User Acceptance Testing (UAT).

Herb informed the Council that he would be meeting one-on-one with Agency leadership during April and May to discuss: the status of the project, the project plan, the status of Agency remediation efforts and a draft rollout schedule for Aspire. He noted that information will be shared with the Agency Implementation Support Teams (AIST's) prior to the Agency head meetings.

## **IMC Dashboard – Scott Ward**

Scott Ward reiterated that the goal of the IMC Dashboard is to facilitate collaboration between Council members, Agency Advocates and Agency Implementation Support Team (AIST) leads. A quarterly goal was proposed for completing the dashboards and submitting them to Scott who will take responsibility for keeping track of the responses.

Scott explained that the 13 Interface Operations Guides (IOGs) that are currently available are enough information to allow work to begin. He added that it is very important to fill out the comment section **of the dashboard** to clarify a status if needed.

Council members and attendees discussed the formula for reporting the remediation status of agency business systems. It was proposed that the Council use average percentages when reporting remediation status using the dashboard. It was also recommended that the color codes red, yellow and green be used to communicate status.

An attendee asked for clarification on how the IMC dashboard will be used. Don Northam replied that it provides a basis for Agency questions. He added that it also provides the Project with a status of where an Agency is in its remediation process and where it is in terms of remediation efforts that need to be taken.

## **Interface Operational Guides (IOG) – Charles Ghini**

Charles Ghini gave a presentation on the Interface Operational Guides (IOGs) (attached). The purpose of the presentation was to update the Council on the status of IOGs, to convey the purpose of the IOGs, how they are to be used and to allow time to address questions from the meeting participants.

Charles explained that an IOG contains interface specific information that integrates with Aspire for inbound and outbound files. He added that IOGs communicate two points: programming remediation and operational use.

Charles stated that the IOG is not intended to answer all remediation questions and need to be read and analyzed along with the functional specifications (ADML's) in order to provide an understanding of what the data is and where it needs to go in Aspire. He emphasized that an understanding between technical and functional roles is very important. He added that the IOGs are the book of record for all file layouts and described the process for developing and approving IOGs.

Charles explained that the file layouts in the IOG should be 98% accurate and that operational information will be added as the process continues. He stated the goal is to

have all IOGs completed by the end of the development phase in the end of June. He noted that there will be a few exceptions to this, for example the Salary Detail file.

Charles directed Agency questions and feedback to the Aspire In-Box at [Aspire\\_Inbox@fldfs.com](mailto:Aspire_Inbox@fldfs.com). He added that the Project will hold workshops to address issues if needed.

### **The System Remediation Tracking Tool (SRTT) and Agency Remediation – Don Northam**

Don Northam, Department of Financial Services provided a presentation (attached) on the initial analysis results of data collected through the System Remediation Tracking Tool (SRTT). He explained that the SRTT is a web-based SharePoint survey tool that was created to assemble facts about Agency business systems.

Don conveyed that the initial analysis indicates 380 business systems in the SRTT and that the planned end-state is to create some kind of remediation or translation for the 283 systems identified for remediation. He added that one in eight systems listed will need to be retired or replaced.

He emphasized the importance of mobilizing Agency remediation efforts now to ensure Agencies will be ready during the implementation of Aspire. He explained that the Project would like to deliver remediation support, but needs to know what Agency management expectations are and what Agencies need to reach their goals.

Don reiterated several times that his primary job with Project Aspire is to be a liaison between the Agencies and the Project for remediation support. He urged members to contact him if special assistance is needed.

An attendee expressed that Agencies need a better definition of “data conversion” due to the limiting factors and lack of clarification surrounding the current data conversion definition. It was conveyed that some systems are currently not flagged remediation due to the need for additional information relating to data conversion.

### **Closing**

Scott Ward closed by stating the “green light” is on to begin systems integration efforts. While the new Chart of Accounts (COA) has created changes, IOGs are now available for review by Agencies.

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Scott also announced that the April IMC meeting may be deferred due to the Legislative Session and Agency schedules. However, a meeting in May is expected.

## **ACTION ITEMS**

<b>Action</b>	<b>Responsible</b>	<b>Priority</b>	<b>Due Date</b>
Redraft IMC Dashboard / Column for Testing	Scott Ward	High	