

Meeting Minutes



Meeting Name:	Integration Management Council (IMC)
Date:	Wednesday, May 3, 2006
Time:	10:00am – 11:30am
Location:	Department of Transportation, Burns Auditorium, 605 Suwannee Street, Tallahassee, FL
Requestor:	Scott Ward & Donna Vollertsen

Attendees

Name	Company/Agency
Felix Adams	Department of Community Affairs
Ethel Ball	Department of Agriculture and Consumer Services
Angie Boyer	Agency for Workforce Innovation
Herb Fillyaw	Department of Financial Services
Ken Granger	Department of Management Services
Gary Hill	Department of Community Affairs
Anton Hurst	Department of Revenue
Kathy McAvoy	Department of Children and Families
Kayren McIntyre	Department of Environmental Protection
Chris Noel	Department of Financial Services
Kathy Ott	Department of Business and Professional Regulation
Bill Tremper	Department of Corrections
Scott Ward	Department of Financial Services
Bill Wyman	Department of Health
Julie Griffith	Agency for Persons with Disabilities
Bill Wyman	Department of Health
Cliff Sowell	Department of Environmental Protection
Rita Smith	Department of Business and Professional Regulation
Donna Vollertsen	Department of Financial Services
Ella Hinson	Department of Health
Anita Collins	Department of Agriculture and Consumer Services
Elwood McElhaney	Department of Children and Families
David Mick	Project Aspire
Neal Bretz	MIS, Inc.
Brandy Tunnell	Justice Administration Council
Mausumi Das	Justice Administration Council

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Name	Company/Agency
Wayne Meyer	Justice Administration Council
Kevan Bussey	Department of Law Enforcement
Kyong-A Minter	Department of Education
Angelica Stern	Department of Transportation
Kim Hansen	Department of Transportation
Gary VanDam	Department of Transportation
Juan Mestre	Department of Health
Joanne Krieger-Wolin	Project Aspire
Jennifer Rocks	Project Aspire
John Corbett	Project Aspire
Michele Tallent	Department of Agriculture and Consumer Services
Scott Lindis	Department of Agriculture and Consumer Services
Bruce Wolin	Department of Health
Charles Ghini	Project Aspire
Robert Altavilla	Project Aspire
Thomas Lemacks	Department of Corrections
Mike Wolfe	Department of Children and Families
Eddie Hutton	
Barney Ray	Agency for Persons with Disabilities
Pat Spence	Department of Lottery
Jim Bidy	Department of Revenue
Lisa Williams	Fish and Wildlife Conservation Commission
Christina Poter	Agency for Persons with Disabilities
Sharlene Turner	Department of Community Affairs
Chris Kusly	Department of Education
Jon Manalo	Department of Education
Alexandra Weimorts	Department of Education
Janice Carraway	Department of Management Services
Haynes McDaniel	Department of Education
Gary Hamrick	Department of Highway Safety and Motor Vehicles
Paula Shirley	Agency for Health Care Administration
Bill Hemberger	Auditor General
Ray Colletti	Department of Law Enforcement
Jennifer Mackie	Project Aspire
Laurie Keen	Project Aspire
Elisa Durfee	Project Aspire
Don Northam	Project Aspire

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Work Products Reviewed:



050306_IMC
Dashboard.xls



050306 IMC
Remediation Presenta

Objective:

This meeting of the Project Aspire Integration Management Council (IMC) was a workgroup session to provide an opportunity for Agencies to communicate their specific remediation needs to Project Aspire and benefit from information exchanged with other Agencies.

Agenda:

- IMC Dashboard – Scott Ward
 - Council Roundtable/Workgroup Session – Don Northam, Facilitator
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DECISIONS:

- **Decisions Made:**
 - a. Scott Ward presented the IMC Dashboard and the dashboard was accepted without any further changes.
 - b. The SAW group agreed to develop a forum of Agency subject matter experts to identify specific items needed from Project Aspire in order to remediate Agency business systems.
- **Decisions Pending:** Next IMC Meeting Date

DISCUSSION

Council Roundtable/Workgroup Session – Don Northam

Don began the workgroup session by reviewing the meeting objectives. He expressed his desire to deliver information related to the Aspire system that Agencies can begin utilizing now to remediate their Agency business systems.

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Each attendee was provided with a CD that contained functional specifications for interfaces and conversions, Interface Operations Guides (IOGs), and Chart of Account (COA) rules for chartfields. Don announced that all of the general purpose IOGs have been completed and are available on the Aspire website. He encouraged attendees to contact him if they needed additional information.

Don asked attendees to convey the specific items needed by their Agency in order to move forward with remediating Agency business systems affected by the implementation of Aspire. Participant responses were recorded and displayed during the meeting. The following workshops were requested by the participants: Payroll, Labor Redistribution, General Cost Allocation, Agency and Enterprise Unique Combination Edits, and Error Handling.

Don emphasized the need for Agencies to complete business system remediation activities before User Acceptance Testing (UAT) which will be conducted January through March 2007. He explained that the next scheduled opportunity for Agency testing will be during Wave Testing which will occur approximately three months prior to an Agency's scheduled go-live date.

Each Agency representative was asked to take action on three items:

- 1. System Remediation Question Sheet: Submit completed sheets to Don Northam.**
- 2. Information Requests: Submit a list to Don Northam of information needed to assist with business system remediation.**
- 3. One-on-One Meetings: Sign up for a meeting with Don Northam, if needed, to discuss in more detail Agency specific needs related to business system remediation.**

Don concluded the meeting by proposing the establishment of weekly meetings with Agency subject matter experts to further identify information needed from Project Aspire to support the remediation of Agency business systems. All interested parties were encouraged to get involved in the charter and direction of this group.

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ACTION ITEMS

Action
Schedule workshops for the following: <ul style="list-style-type: none">• Payroll• Labor Redistribution• General Cost Allocation• Agency and Enterprise Unique Combination Edits• Error Handling
Provide the file layout for ADML 31 if requested by Agencies.
Provide File Transfer Protocol (FTP) Output for outbound interfaces, file layouts, and transaction history.
Provide information on when Agencies will have access to the Aspire test environment.
Determine how long data will be stored in the Enterprise Performance Management (EPM) component of Aspire.
Publish questions and answers related to IOGs that are sent to Project Aspire.
Set meeting for functional and technical Agency representatives to review ADMLs and IOGs to support the necessary collaboration between these groups.
Update the dashboard so that it indicates if a system is small, medium or large.
Establish a weekly forum of Agency subject matter experts to identify business system remediation needs.