

Aspire Meeting Minutes



Florida
Department of Financial Services
TOM GALLAGHER, CHIEF FINANCIAL OFFICER



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| Meeting Name: | Inter-Agency Work Group Meeting |
| Date: | 9/29/04 |
| Time: | 9:00 – 10:30 a.m. |
| Location: | Betty Easley Center – Room 148 |
| Requestor: | Project Management |

Attendees:

| Name | Title | Company |
|---------------------------|-------|---------|
| (see embedded list below) | | |
| | | |



IWG Attendance
2004-09-29.xls

Work Products Reviewed: See embedded presentation and Timeline spreadsheet:



IWG Presentation
2004-09-29.ppt



Agency Activities
Timeline (Sept-Dec).x

Agenda: Meeting Agenda Embedded:



IWG Agenda
2004-09-29.doc

DECISIONS [None]

ISSUES

- Make agencies aware of Project Aspire activities for the October through December, 2004 time period
- Review Timeline for Activities
- Questions and Answers Period



REQUIREMENTS *[None]*

DISCUSSION

- Presentation given by Christina Smith covering the following topics:

- o Data Mapping

Data will be mapped for enterprise fields and for agency fields. Enterprise fields include BU, Fund, Approp, Budget Detail, Org, Operating Unit, and Account (Alt Acct will be mapped by the Project). SME from the agencies will review new values. Agency Unique fields include Location, Chartfield 2, Chartfield 3, and Class. The Projects/Grants field will be unique for each agency but controlled by Enterprise. The Projects/Grants team will work with each agency independently.

- o Agency Implementation Plans

This detailed plan will be created for each agency separately. It will have to be approved and signed by agency management. The agency advocates, coordinators, management, tech and SME personnel will be involved in the creation of the plan. Project Aspire will provide the Agency Implementation Guidebook as a template for the agency unique plan structure.

- o Conference Room Pilots

Two CRPs are planned to see business scenarios in action. The first one in October will be at a fairly high level and the second one in December will be more detailed.

- o Role Mapping

Role mapping will assist with the agency's workforce impact assessment. Agencies can use the Business Process Design document in assigning roles. Financial leaders, supervisors for end-users, the agency advocate and coordinator will be involved in the role mapping process. The roles assigned will be used in the Learning Management System (LMS) for training purposes.

- o Pre-Conversion Clean-Up

The GL Master file in FLAIR needs to be cleaned up prior to conversion. Agencies need to identify obsolete records. The Project will work with DFS to do the reversal entries.

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- o Agency Configuration Activities

PeopleSoft has many flexible options. The Project will need the agencies to provide information for the configuration activities. Agencies may need to attend meetings with project team members in a particular module and/or provide agency specific information through questionnaires and surveys.

- Review of Project Timeline

Agency Implementation Plans will help drive the Wave Plans. Agencies need to be aware of the timing of Project meetings so they can keep their schedules free in order to attend.

- Questions and Answers

- o DEP – Barney Ray – Noted that the first CRP overlaps the Agency Implementation Plan Review Session and asked how the Project will handle the schedule. **Answer:** The Project will coordinate schedules so meetings are at different times during the scheduled week.
- o DCF – Angie Boyer – Asked when the Agency Implementation Plan Guidebook and Template was going to be available. **Answer:** The draft version will be available in the first week of October and the final version will be distributed prior to the workshop, which is being held in the week of October 11th-15th.
- o FDLE – Johnny Montford – Asked about the Derivation Engine. **Answer:** The Derivation Engine is being built for the conversion of FLAIR data into Aspire. Don't confuse this FLAIR to Aspire conversion with the agency's separate business systems.
- o FDLE – Johnny Montford – Asked about the availability of file layouts. **Answer:** The project is in the process of Data Mapping, then, there will be Pre-Conversion clean-up activities before we can get to the actual data conversion. The Agency Implementation Plan activities are the first step in deciding how and when the agency's separate business systems will be dealt with.

ACTION ITEMS *[fill in as appropriate]*

| Action | Responsible | Due Date |
|-------------|-------------|----------|
| <i>None</i> | | |

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Document Version Control

| Version Number | Release Date | Version Number Description | Description of Changes |
|----------------|--------------|----------------------------|---------------------------|
| 1 | 9/10/2003 | Baseline | |
| 2 | 9/12/2003 | Updates | Add DFS Logo |
| 3 | 9/15/2003 | PMO Review | PMO review |
| 4 | 9/24/2003 | PM Review | PM Review and Approval |
| 5 | 10/02/03 | Updates | Edits and Aspire branding |
| 6 | 10/13/03 | Updates | BE log removed |
| 7 | 11/3/03 | Updates | Added ASPIRE logo |
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