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| <b>Date</b>                           | 07/25/2018   | <b>Time</b> | 2:00 p.m. |
| <b>Location</b>                       | Department of Revenue<br>2450 Shumard Oak Boulevard, Building 2, Room 1250 Tallahassee, Florida 32399  |             |           |
| <b>Objective</b>                      | July 25, 2018 Executive Steering Committee (ESC) Meeting   |             |           |
| <b>Attendees</b>                      | <p><b>ESC Members*:</b><br/>         Chair Ryan West (DFS), Chair; <del>Carlton Bassett (DFS)</del>; David DiSalvo (DMS); Rosalyn (Roz) Ingram (DMS); Maria Johnson (DOR); Michael (Mike) Jones (EOG); <del>Cynthia Kelly (EOG)</del>; Rachael Lieblick (DFS); Angie Martin (DFS); Tanya McCarty (DFS); Darinda McLaughlin (DEP); Kimberly McMurray (DCF); Robin Naitove (FDOT); Jennifer Reeves (DFS); Danta White (DFS)</p> <p><b>Invited Speakers:</b><br/>         David DiSalvo (DMS); Mark Fairbank (ISG); Nathan Frey (ISG); Julian Gotreaux (DFS); Dusti Kincl (DFS); Melissa Turner (DFS)</p> <p><i>*Members who were unable to attend are denoted by strikethrough text.</i></p> |             |           |
| <b>Attachments/ Related Documents</b> | <ul style="list-style-type: none"> <li>• April 25, 2018 ESC Meeting Minutes</li> <li>• <a href="#">July 25, 2018 ESC Meeting PowerPoint Presentation</a></li> <li>• <a href="#">People First Portal Upgrade Best Practices Presentation</a></li> <li>• <a href="#">Pre-Design, Development, and Implementation Closeout Report</a></li> </ul>  |             |           |
| <b>Action Items</b>                   | N/A  |             |           |

**Roll Call and Opening Remarks: Facilitated by Ryan West, Chair (DFS)**

Chair Ryan West called the meeting to order at 2:00 p.m. with a roll call of the ESC members. Thirteen of the fifteen ESC members were present.

**Review of Meeting Minutes: Facilitated by Melissa Turner (DFS)**

Ms. Turner asked ESC members if they had any comments on the draft April 25, 2018 Meeting Minutes distributed prior to the meeting. There were no revisions. The minutes will be posted to the Florida PALM website following the meeting.

**Florida PALM Project Update: Facilitated by Julian Gotreaux (DFS); Dusti Kincl (DFS); Melissa Turner (DFS)**

Ms. Turner began the meeting by reviewing the Spend Plan by category as of June 30, 2018, and pointed out only five percent of projected expenditures remained. A summary of the Fiscal Year (FY) 2017-2018 Appropriations, which included anticipated reversion amounts, was reviewed. Spend Plan categories anticipated for FY 2018-2019 was presented which included funds released for July 2018 only. The Project is working on a budget amendment to release additional funds. The Spend Plan for FY 2018-2019 will continue to be shared with ESC members with the Monthly Project Status Report distribution.

Ms. Turner stated all Pre-Design, Development, and Implementation (Pre-DDI) risks were closed as part of the Pre-DDI Closeout activities. The Project will conduct brainstorming sessions to identify risks for the next Project phase (DDI). The Project will continue to report on high impact and probability risks in the Monthly Project Status Reports.

Moving to the Project schedule, Ms. Turner provided an update on the negotiations process which included a June 15, 2018 public meeting of the negotiations team to make a recommendation for a software and systems integrator. A notice of a decision for an intent to award was posted on the Vendor Bid System on June 19, 2018. As a result of receiving a formal protest to the decision, the Project began work on an Interim schedule starting July 1, 2018. The protest was subsequently withdrawn, and a contract was executed on July 20, 2018 with Accenture LLC. Ms. Turner mentioned the awarded contract is in compliance with the scope and cost outlined in Proviso.

Ms. Robin Naitove asked when the Project was going to post the contract. Ms. Turner stated the redacted contract will be posted on the Florida Accountability Contract Tracking System (FACTS) within the required 30 days.

Ms. Turner discussed the Project's Pre-DDI Closeout Report and major activities. A copy of the Report is on the Florida PALM Project website and was sent to ESC members prior to the meeting. The Report includes completion criteria as established in the Project Charter, budget and financial summaries, Risks, Issues, Decisions, and Lessons Learned.

Ms. Dusti Kincl, the Communication Specialist for the Organizational Change Management (OCM) Track shared a Case for Change presentation. The Case for Change materials are designed to present information about the need for the State to embark on the journey for a new financial management solution, as well as share how the Project will impact stakeholders.

Mr. Julian Gotreaux, Agency Readiness Team Manager for the OCM Track, presented an overview of findings from the Stakeholder Assessments which were conducted with 16 agencies.

**Independent Verification and Validation (IV&V): Facilitated by Nathan Frey (ISG); Mark Fairbank (ISG)**

Ms. Turner shared the role of the Information Services Group (ISG), as the new IV&V contractor which began on June 4, 2018. ISG's first report on the Project will be released in August for the July timeframe.

Mr. Nathan Frey, Managing Director at ISG, reviewed the purpose and role of IV&V on the Project. ISG does not take an audit approach rather they are proactive. While remaining independent and objective, ISG will bring their years of experience to provide perspectives and analyses while focusing on quality and engagement for a successful implementation.

Mr. Mark Fairbank, ISG's Project Manager for IV&V services, reviewed their process for assessing deliverables, vendor performance, and the Project's performance. Monthly Assessment Reports will be produced and will include a dashboard which address fifteen areas.

**Upcoming Activities: Facilitated by Melissa Turner (DFS)**

Ms. Turner stated the Project has begun working on Interim Activities and planning for DDI. Ms. Turner thanked the Florida Financial Management Information System (FFMIS) partners for their participation during negotiations.

**New Business: Facilitated by David DiSalvo (DMS)**

Mr. David DiSalvo, People First Division Director, provided a presentation on the best practices deployed for the recent People First portal upgrade. He provided an overview of the People First Program, which included the Program's organizational profile, the systems and services supported by NorthgateArinso, various statistics and data points, and the People First Next Generation Roadmap. Mr. DiSalvo then began the portal upgrade discussion by covering an overview of the portal upgrade and the success criteria that were successfully met. He shared the top 10 best practices from his experience, ranging from the significant planning activities to effective management tools to the significant communication, testing, and training efforts. Ms. Turner mentioned a copy of the presentation will be posted on the Florida PALM Project's website.

**Next Meeting**

Ms. Turner announced the next ESC meeting is scheduled for August 22, 2018. The meeting adjourned at 3:25 p.m.