

Date	01/22/2020	Time	2:00 – 4:00 p.m.
Location	Department of Revenue 2450 Shumard Oak Boulevard Building 2, Room 1250 Tallahassee, FL 32301		
Objective	January 22, 2020 Executive Steering Committee Meeting Minutes		
Attendees	<p>Executive Steering Committee: Scott Fennell, Chair (DFS); Carlton Bassett (DFS); Jimmy Cox (DMS); Renee Hermeling (DFS); Rosalyn (Roz) Ingram (DMS); Maria Johnson (DOR); Mike Jones (EOG); Tony Lloyd (DCF); Angie Martin (DFS); Tanya McCarty (DFS); Darinda McLaughlin (DEP); Mark Merry (DFS); Robin Naitove (FDOT); Renee Tondee (EOG)</p> <p>Speakers: Brian Cliburn (Accenture); Matt Cole (Accenture); Mark Fairbank (ISG); Scott Fennell, Chair (DFS); Jason Shiver (DFS); Angie Robertson (DFS); Melissa Turner (DFS)</p> <p><i>*Members who were unable to attend are denoted by strikethrough text.</i></p>		
Attachments/ Related Documents	<ul style="list-style-type: none"> • December 5, 2019 ESC Meeting Minutes • January 22, 2020 ESC PowerPoint Presentation • Timeline Handout 		
Action Items	<ul style="list-style-type: none"> • N/A 		

Roll Call and Opening Remarks: Facilitated by Ryan West and Scott Fennell (DFS)

Scott Fennell called the meeting to order at 2:00 p.m. with a roll call of the Executive Steering Committee (ESC) members. Fourteen of the fifteen members were present. Mr. Fennell announced Danta White has taken an opportunity outside of DFS and DFS is considering a replacement to the ESC. Mr. Fennell stated the meeting would include a discussion on the Chart of Accounts Design, Project updates, and two demonstrations. Mr. Fennell then handed the floor to Ms. Turner.

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

Ms. Turner asked the ESC members if they had any comments on or revisions to the draft December 5, 2019 Meeting Minutes distributed prior to the meeting. There were no comments or revisions to the minutes. They will be posted to the Florida PALM website following the meeting.

Florida PALM Project Update: Facilitated by Brian Cliburn (Accenture); Matt Cole (Accenture); Scott Fennell (DFS); Jason Shiver (DFS); Angie Robertson (DFS); Melissa Turner (DFS)

Ms. Turner shared an update on Project risks and issues. Since the last ESC meeting, there have been no new risks or issues added, and two risks were closed. The closed risks were related to DFS resource availability at year end, and alignment to a project schedule for DFS to manage FLAIR changes. Ms. Turner reminded ESC members that risks and issues with a high probability will be shared with ESC members through monthly reporting.

Being halfway through the fiscal year, Ms. Turner reviewed the baseline adjustments of the spend plan. The baseline adjustments included the original projected amounts, revised projected amounts, and anticipates savings. She also reviewed the spend details for the current fiscal year as of January 1, 2020.

Mr. Fennell gave a schedule update. Project leadership reflected on feedback from agencies, partners, legislative staff, and the Project Team and have executed a replan of the Project's implementation approach and schedule. The new approach will allow the State to meet its objectives while addressing concerns and potential risks. Mr. Fennell shared a handout that showed the updated timeline. Mr. Fennell explained the original approach focused on a progressive user and function implementation. The new approach has a focus on transitioning one system component (CMS, FLAIR) per implementation. Four implementations remain for Phase 1. The first implementation will transition CMS functionality as planned in July 2021. The second implementation is planned for July 2022 to replace Central FLAIR functionality. The third implementation is planned for January 2024 to replace Payroll functionality. The final implementation is planned for July 2024 to replace Departmental FLAIR functionality. The updated timeline has the completion of Phase 1 six-month earlier than the previous timeline. The updated timeline was developed by the Accenture and Project Team, vetted with the Project's Business Sponsors, and approved by the Chief Financial Officer. The plan was shared with the legislative partners and was positively received. The plan builds upon established success, supports legislative budget request (LBR) cycles, and gives agencies additional preparation time for the implementations.

Continuing, Mr. Fennell said the ESC will need to discuss the Interim Business Process Models as a Major Project Deliverable. The deliverable efforts were valuable, but the models for the CMS wave will need to be revised. Mr. Fennell recommends the ESC remove the current Interim Business Process Models as a Major Project Deliverable. The response to the recommendation will be in the form of a vote during the February ESC meeting.

The Project has an upcoming Go/No-Go Decision for the RICEFW Build. The decision components and timing are based on the concept of Pilot implementation. Mr. Fennell asked the Project Team for an evaluation of the components to determine how it aligns with the new implementation approach. Mr. Fennell said he recommends the ESC discuss and vote on alternative dates for the Go/No-Go Decision during the February ESC meeting.

Mr. Fennell opened the floor for discussion or questions. Mr. Jimmy Cox asked for the ESC representatives from DFS Treasury and the Department of Revenue to share their initial thoughts of the new implementation plan, as they will be impacted the most by the first implementation wave. Ms. Tanya McCarty said the Treasury team is excited for the CMS replacement into Florida PALM. Her team will be pleased with the dedicated resources and support for the transition and look at this as a positive change. Ms. Maria Johnson views the dedicated CMS replacement as a positive change. Ms. McCarty asked for confirmation that all agencies will be impacted at July

2021. Mr. Fennell confirmed that was correct; all agencies will be impacted the same at each implementation.

Ms. Rosalyn Ingram asked if the Project has a plan to align agencies to the new plan with regard to readiness. Ms. Turner replied the planned project work remains in place, but with a priority on the activities to transition the cash management functions. The Project Team will evaluate and adjust tasks on the Master Readiness Workplan to align with the new plan. Mr. Fennell said LBR cycles were identified in the timeline to support agency's resource analysis.

Mr. Carlton Bassett asked if all go-live dates are scheduled for July 1. Mr. Fennell said yes, with the exception of the Payroll wave which is scheduled for January 1, 2024.

Ms. Ingram asked if the interim business processes would no longer be needed. Ms. Turner said they will not as they are defined now, specifically MFMP will not need to interface with Florida PALM for Departmental FLAIR functions until July 2024.

Ms. Robin Naitove asked for information regarding the concerns that brought forth the discussion of a new implementation approach. Additionally, she asked if the target dates for interface work remain. Mr. Fennell said the scheduled dates are being reviewed and will be shared as soon as determined. It is likely the dates to support the July 2021 implementation may be adjusted. With respect to the approach, Mr. Fennell mentioned the timing, funding for agencies, and interim processes were the notable concerns. The new plan addresses known concerns and is a more simplified way to reach the State's goals.

Mr. Bassett asked if the new approach will influence Project cost, given the scope and schedule are remaining the same. Mr. Fennell said he is unsure of the cost impact and the Project Team is working to understand those better.

Ms. Turner briefly spoke about the fiscal year's objectives, stating in February, the ESC will have an opportunity to reconfirm the objectives realigned to the new plan for the remaining of the fiscal year.

Ms. Angie Robertson began her discussion briefly sharing feedback received on the Interim Business Process Models. Ms. Robertson reviewed the completed Chart of Account (COA) Design. Ms. Robertson invited Mr. Robert Herron with the Department of Health to share the department's role in the design process and the perspective of the proposed COA. As the State's largest transacting department, their input into the design was crucial. Mr. Herron said they are pleased with the COA Design.

Ms. Robertson invited DFS Business Sponsors, Mr. Tanner Collins and Mr. Paul Whitfield, to also speak on the behalf of their involvement and the development of the proposed COA. Mr. Collins, Director of DFS Treasury, shared that his review of the deliverable included his staff; they do not see any issue with the layout of the proposed COA structure. Mr. Whitfield, Director of DFS Accounting and Auditing, shared four members of the ESC are on his staff and they are comfortable with and support the proposed COA design.

Ms. Robertson continued, giving an overview to the deliverable approach, the collaboration with agencies and partners throughout the process, the role the new COA will play, configuration

activities, and next steps. Ms. Robertson also briefly spoke to the differences and similarities between FLAIR and Florida PALM.

Ms. McCarty asked if the new plan affects the COA process. Ms. Robertson said an assessment and analysis of the CMS wave was conducted and the new approach should not affect the COA. COA will be implemented in steps appropriate with wave implementations, becoming a full set of values at the completion of Phase 1. She further explained said the Project Team is evaluating the concept of multiple book of records. For example, the book of record for treasury will occur with the CMS wave, whereas the cash and appropriation values will be added with the Central wave. She mentioned the final book of record would not be implemented until the Departmental wave. Fennell clarified the COA Design is not impacted by the new approach.

Mr. Matt Cole continued the COA discussion by reviewing the proposed budget structure. Mr. Michael Jones stated they are confident the COA will work, however, as a committee member he requests a confirmation that other major stakeholders have reviewed and shared input on the Design. Mr. Fennell and Mr. Cole acknowledged his request. Following, he shared a software demonstration to support COA functionality. The demonstration included Account ChartField Set Up and Tree Manager. Mr. Cole then shared an update on the RICEFW inventory, including metrics for each component (reports, interfaces, conversions, extensions, forms, and workflows).

Mr. Fennell reminded the Chart of Accounts Major Project Deliverable is scheduled for a vote in February.

Mr. Brian Cliburn and Mr. Jason Shiver shared an Oracle demonstration. The demonstration shared the tools used to monitor the Oracle Cloud Infrastructure. They presented Oracle Cloud Infrastructure console which is Infrastructure as a Service. This service can elastically expand resources as Florida PALM grows. The also presented Oracle Management Cloud which is software as a service that uses analytics to monitor the health of the infrastructure.

Independent Verification and Validation (IV&V) Assessment: Mr. Mark Fairbank (ISG)
Mr. Mark Fairbank gave an assessment for the month of December. He reported an overall green status for the Project based on the 15 metrics identified for IV&V reviews. He said the Project continues to progress according to plan. The IV&V Team recognizes the intense focus on contingency planning for risks to the schedule. The yellow element for one metric is associated to the risk of achieving goals on time with the commitment and readiness of partners. The IV&V Team will reach out to ESC members for one-on-one meetings to gauge and help assess needs as a steering body.

The work of the Interim Business Process Models technically satisfies the needs of the accounting structure and business process of the original plan. However, the feedback from agencies following that effort indicated capacity and operational concerns. The new approach alleviates those concerns as well as additional potential risks. This greatly enhances the opportunity for success which is already very high.

Upcoming: Ms. Melissa Turner (DFS)

Ms. Turner reviewed the upcoming activities for the Project and ESC members. The new approach will be communicated to agencies as well as an internal schedule update. The Project

plans to host a Change Champion Network (CCN) open house in January, providing an opportunity for open discussion on the new approach. The February ESC meeting has a scheduled vote for the COA Design. Feedback provided by ESC members to the Project Team by February 21 will be included in the document presented in the February 26 meeting. A vote for the removal of the Interim Business Process Models as a Major Project Deliverable, and the Go/No-Go Decision date change will also be in February.

Ms. Naitove asked what changes were being made in Phase 2. Ms. Turner stated Phase 2 remains the same which includes extending Florida PALM functionality. Ms. Darinda McLaughlin asked how agencies will be notified of the new approach. Ms. Turner said a communication will be sent to the CCN at each agency following the ESC meeting and prior to the CCN open house. An iterative process to communicate to agencies and partners through multiple channels to share the message is planned. Mr. Bassett asked for an update on Decision 156. Ms. Turner said the proposed updates to the requirements previously shared were linked to the Interim Business Process Models therefore the ESC will not be asked to take action on that Decision at this time.

Next Meeting: Ms. Melissa Turner (DFS)

The next meeting is scheduled for February 26, 2020. The location will be at DFS Workers' Compensation at Summit East complex. The meeting adjourned at 3:55 p.m.