

Date	07/17/2019	Time	2:00 – 4:00 p.m.
Location	House of Representatives Knott Committee Room 116 402 South Monroe Street Tallahassee, Florida 32399		
Objective	July 17, 2019 Executive Steering Committee (ESC) Meeting Minutes		
Attendees	<p>Executive Steering Committee: Ryan West (DFS), Chair; 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); Danta White (DFS).</p> <p>Speakers: Matt Cole (Accenture); Mark Fairbank (ISG); Paul Lavery (Accenture); Angie Robertson (DFS); Melissa Turner (DFS) <i>*Members who were unable to attend are denoted by strikethrough text.</i></p>		
Attachments/ Related Documents	<ul style="list-style-type: none"> • May 22, 2019 ESC Meeting Minutes • July 17, 2019 ESC Meeting PowerPoint Presentation 		
Action Items	N/A		

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

Chairman West called the meeting to order at 2:05 p.m. with a roll call of the Executive Steering Committee (ESC) members. There were 14 of 15 ESC members present. Chairman West introduced Tony Lloyd, replacing Kimberly McMurray representing the Department of Children and Families. Chairman West said there are two Major Project Deliverables being discussed during the meeting as well as the decision presented to the ESC related to requirements confirmation. Chairman West reminded members they are scheduled to vote on these deliverables at the July 24, 2019 meeting.

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 May 22, 2019 Meeting Minutes distributed prior to the meeting. There were no comments or revisions. The minutes will be posted to the Florida PALM website following the meeting.

Florida PALM Project Update: Facilitated by Matt Cole (Accenture); Paul Lavery (Accenture); Angie Robertson (DFS); Melissa Turner (DFS)

Ms. Turner began the presentation by sharing an update on risks and issues. Since the last ESC meeting, one risk related to the participation in All Agencies Confirmation (AAC) activities had been closed. Ms. Turner identified two risks have been opened. The first regarding Fiscal Year (FY) 20-21 Proviso language and its' potential effect on the Project Schedule. The second related to the readiness of organizations in relation to the transition of their business systems, specifically with the changes involving Central FLAIR. Ms. Turner reminded ESC members that risks and issues with a high probability will be shared with ESC members through monthly reporting.

Ms. Turner reviewed the spend plan as of June 30, 2019. Ms. Turner verified the difference in each spend category between the Projected FYTD costs and the Incurred FYTD spending. She then reviewed the FY 19-20 approved appropriations for the Project.

Moving to the schedule portion of the Project update, Ms. Turner presented an updated timeline for Pilot implementation. The timeline focused on activities the ESC will be involved with leading up to the July 2021 Pilot go-live, listing the Major Project Deliverables and Go/No-Go Decisions for ESC approval.

Ms. Turner transitioned to discuss updates regarding two Project Change Requests (PCRs). The PCRs did not affect a Major Project Deliverable or a Go/No-Go Decision, therefore they were within the approval authority of the Project Director. Approved on June 26, PCR 29 moved the submission date of the RICEFW Inventory to December 2019 and removed a related RICEFW ID as an acceptance criterion from two deliverables. The PCR was requested to align the timing of the deliverable with engagement of organizations around interfaces. Approved July 2, PCR 30 was created to remove four data conversion tasks from the work related to the Update Current State Data Analysis. An action item has been created to map the data tasks for conversion after the Conversion Strategy is accepted. Both PCRs have been incorporated into the Project schedule. Ms. Turner turned the meeting over to Mr. Paul Lavery to further discuss the schedule.

Reviewing the Ready to Start Build Go/No-Go Decision, Mr. Lavery noted significant progress on deliverables. Mr. Lavery informed the members, the work being done on the deliverables form a foundation for the Project's success in the next phase.

Mr. Lavery introduced two important resources the Project will provide organizations; the Master Readiness Workplan (MRW) and the Open Items Tracker. The MRW identifies the activities organizations will be asked to perform in preparation for Florida PALM implementation. Tasks may differ between organizations due to their specific needs or transition timing. Mr. Lavery described the MRW as a living, customizable document that will serve as an organization's framework for planning work related to their transition. The Open Items Tracker will track organization's specific requests, questions, or outstanding items that need resolution.

Moving on to the scope portion of the Project update, Mr. Lavery reported all FY 18-19 objectives had been completed. He then reviewed the new FY19-20 objectives, recognizing the importance of the activities as they will help organizations prepare for testing, training, and transition to Florida PALM.

Ms. Turner resumed the presentation and shared the addition of the Division of Administrative Hearings for inclusion in the Pilot Wave. Five organizations are now planning to transition to Florida PALM in 2021: Department of Economic Opportunity, the Department of Environmental Protection, the Department of Financial Services, the Department of Management Services, and the Division of Administrative Hearings.

To support the transitions, the Florida PALM Team has been conducting kickoff meetings with organizations' Change Champion Networks. Ms. Turner mentioned all Pilot organizations have finalized their full Change Champion Network within their organization. Wave organizations have been asked to identify Agency Sponsors and Agency Liaisons at a minimum and will continue to build their network as the implementation progresses.

Ms. Turner introduced the Readiness Scorecard to be used by the Project in conducting monthly assessments of an organization's progress on MRW tasks. The most recent scorecard will be shared during Agency Sponsor briefings.

Ms. Turner asked if there were any questions and received none. She then passed the presentation to Ms. Angie Robertson.

Ms. Robertson gave a presentation on the Standardized Business Process Models, one of the two Major Project Deliverables. Ms. Robertson shared the deliverable timeline depicting the segments of work. Ms. Robertson briefly summarized Project activities and outcomes during those segments. Ms. Robertson noted while the design work was broken into different sequential segments, Chart of Accounts (COA) design has remained a constant activity throughout the period.

Ms. Robertson highlighted the involvement with organizations through Representative Agencies Workgroups (RAW) and All Agencies Confirmations (AAC) sessions. Ms. Robertson discussed the level of feedback provided by 26 of the 33 organizations represented in the AAC meetings. Ms. Robertson expressed the documents represent input from organizations, the Division of Treasury, the Division of Accounting and Auditing, and FFMS partners. Ms. Robertson offered the ESC an opportunity for questions.

Ms. Tanya McCarty questioned how Florida PALM plans to respond to the specific responses received from stakeholders as part of their written AAC feedback. Ms. Robertson said the Florida PALM Team is currently reviewing the responses and will determine the best approach to share in a future forum. Ms. McCarty asked if there is a timeframe that has been identified for working through configuration and some of the "how" questions stakeholders included in their feedback. Ms. Robertson said the configuration and design activities have begun and are scheduled to occur with organizations in spring 2020.

Ms. Robertson handed the meeting to Mr. Matt Cole who presented on the Process and Transaction Mapping Analysis, the second Major Project Deliverable. Mr. Cole stated that the deliverable explains how legacy processes and terms will crosswalk to the new Florida PALM end-state. The document is a tool to build end-user understanding and can be useful in readiness and training activities. The document contains the same business process groupings used in the Standardized Business Process Models. Mr. Cole offered the ESC an opportunity for questions.

Ms. Naitove asked if ESC members will have responses to the questions and comments submitted prior to the voting meeting. Mr. Cole responded all feedback, questions, or comments given by July 22 will be incorporated into the deliverable and will be discussed during the July 24 meeting.

Mr. Bassett asked about the expectation of the ESC members regarding the level of detail in terms of document review and feedback. Mr. Cole responded there has been a variety of review tactics discussed in one-on-one meetings by the ESC members. Some ESC members have reviewed each of the documents in detail, some use on their team's expertise, while others have expressed confidence in the deliverable development and review process.

Ms. Ingram followed up asking for the expectation of the ESC as a governing body rather than individuals interpreting the data. Ms. Turner responded the group acts as a body, giving direction to the Project. Each member has unique qualities and expertise to share during discussion and matters of action. Ms. Ingram phrased the ESC as "a collective board," to which Ms. Turner agreed.

Mr. Bassett asked if there would be a reviewers' consensus of the documents. Ms. Turner said ESC feedback will be included in the documents presented at the July 24 meeting as track changes. The ESC will be able review and further request edits to the documents live, obtaining any necessary clarifications before the vote. Ms. Turner mentioned upon reviewing the changes during the July 24 meeting, if the ESC feels uncomfortable voting at that time, an alternative date for voting can be arranged.

Ms. Naitove inquired about the opportunity to participate remotely for the July 24 meeting. Ms. Turner said a call-in/webinar option could be available.

Ms. Hermeling expressed she would like to see the specific changes made to business processes since the AAC sessions. Ms. Robertson responded the Project has the change list and would provide it to all ESC members.

Mr. Bassett made a comment of awareness, recognizing the timing of interface testing and agency readiness is fast approaching.

Ms. Naitove added with Central FLAIR is going away in 2021, organizations might need to submit Legislative Budget Requests this year, which may not be anticipated by many organizations. Ms. Turner reiterated implementation cycles and budget cycles do not necessarily align. The Project continues to encourage organizations to review their business systems, especially where they connect to Central FLAIR, to determine their organization's impact for the transition to Florida PALM. The Project will continue to provide information to agencies for interface purposes as information is available.

Mr. Cole transitioned to the update on the Requirements Confirmation process. The original business requirements were reviewed to clarify the language and to determine how they would be met. Approximately 75% will be met through delivered functionality of the Solution. The remaining requirements will be met through a Business Process Change, Report, Interface/Form/Workflow, or Extension. Mr. Cole commented based on his experience, the number of changes in requirements are extremely low in this type of financial management

transformation. Mr. Cole discussed a handful of requirements that will shift between phase one and two.

Breaking the assessment down, 145 requirements were identified for modification. Further, Mr. Cole presented the recommendation of 14 new requirements, as well as the cancellation of 58 requirements. Mr. Cole reminded members supporting documentation was sent to them on July 16 which included rationale for adding or cancelling requirements.

Mr. Cole discussed two Decisions. Decision 127 is for the approval of changes to the requirements wherein the Project Director has approval authority. Decision 128 is for the approval of the new and cancelled requirements to be approved by the ESC.

Ms. Tondee asked is there flexibility to change business requirements or business processes during implementation should a change need to be made. Ms. Turner said there will be opportunities should changes need to be made and the Project will follow the established change process.

Mr. Bassett asked for the date by which the ESC should approve the new and cancelled business requirements. Ms. Turner said the scheduled vote is July 24. Ms. Turner offered an opportunity to schedule a one-on-one meeting before July 24 to discuss the requirements further if any ESC members are interested. Having no further comments or questions, Ms. Turner handed the floor to Mr. Mark Fairbank.

Independent Verification and Validation (IV&V) Assessment: Mr. Mark Fairbank (ISG)

Mr. Fairbank said the Project is reporting a green status. The Project has a stable trend even as activities have increased.

Mr. Fairbank reiterated the low number of business requirement changes is unique and sees no material impact in terms of loss of functionality, stating the requirement review process has been exceptionally thorough. Mr. Fairbank has reviewed the two Major Project Deliverables and found them of high quality, a result of highly collaborative efforts.

Mr. Fairbank said the Project is working to adjust scheduled activities to increase agency collaboration in FY 19-20. He also emphasized the importance of maintaining an environment where staffing resources are not overly burdened. Readiness continues to be a constant and appropriate priority.

Upcoming Activities: Ms. Melissa Turner (DFS)

Ms. Turner reminded the ESC of the July 24 meeting with voting actions for the two Major Project Deliverables and Decision 128 - Requirements Confirmation.

New Business: Ms. Melissa Turner (DFS)

Ms. Turner asked for new business. None was presented.

Next Meeting: Ms. Melissa Turner (DFS)

The next meeting is July 24. Meeting is adjourned at 3:46 p.m.