

Date	10/23/2019	Time	2:00 – 4:00 p.m.
Location	Department of Revenue 2450 Shumard Oak Boulevard Building 2, Room 1250 Tallahassee, FL 32301		
Objective	October 23, 2019 Executive Steering Committee Meeting Minutes		
Attendees	<p>Executive Steering Committee: Ryan West (DFS), Chair; Carlton Bassett (DFS); Jimmy Cox (DMS); Renee Hermeling (DFS); Rosalyn (Rez) 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); Ryan West (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"> • September 25, 2019 ESC Meeting Minutes • October 23, 2019 ESC Meeting PowerPoint Presentation 		
Action Items	<ul style="list-style-type: none"> • N/A 		

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

Chairman Ryan West 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. Chairman West welcomed the group and outlined the agenda items and then handed the floor to Ms. Melissa 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 September 25, 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 addressing questions received during the September 25, 2019 ESC meeting from Ms. Rosalyn Ingram. Ms. Turner reviewed each question and answer, pausing for discussion. Ms. Turner noted she met with Ms. Ingram and a few other members of DMS leadership prior to the ESC meeting to review the questions and answers since Ms. Ingram

was not able to attend the October ESC meeting. Ms. Ingram indicated to Ms. Turner that her questions had been addressed.

Since the last ESC meeting no new risks have been opened or closed. Ms. Turner reminded the members that risks and issues with a high probability will be shared with them through monthly reporting.

Ms. Turner gave an update on the budget by showing the spend plan for the projected and incurred budget as of September 30, 2019, as well as the budget amendment for the second quarterly release through December which had not yet been released.

Mr. Paul Lavery addressed the group and gave a high-level update regarding Major Project Deliverables and Project Timeline. Mr. Lavery reviewed the status of the components for the Go/No-Go Decision for Ready for RICEFW (Reports, Interfaces, Conversions, Extensions, Forms and Workflow) Build. He also gave an update for the Fiscal Year objectives.

Ms. Angie Robertson shared an update on the Chart of Accounts (COA) Design approach. Working meetings with the organizations are complete and office hours will be completed within the week. Ms. Robertson shared statistics on the attendance during working meetings and the number of hours offered to organizations for further discussion with the Project Team. The Project plans to publish responses to COA parking lot items once complete. The COA Design deliverable will be sent to the ESC so that it can be presented in January with a planned vote in February.

Ms. Robertson asked for ESC member feedback on the COA activities. Mr. Carlton Basset asked how the Project would like to see the ESC validate the COA Design. Ms. Robertson responded, similar to previous ESC approvals, the desire is to have members be satisfied with the approach taken and inputs provided. She also suggested gathering input from their organization's COA meeting participants, subject matter experts, and collaborating with each other during ESC meetings. Ms. Renee Hermeling said as members they are mindful in representing all state agencies when making decisions, as such it would be helpful to have access to COA questions and resolutions. Ms. Turner said the Project will share the COA parking lot items and resolutions upon completion with the ESC members. Ms. Robertson noted the January ESC meeting will be another opportunity to review COA agency questions, key themes, and resolutions as a group as they review the COA Design Major Project Deliverable. Mr. Danta White asked if the COA crosswalk of old to new values would be included in the Major Project Deliverable. Ms. Robertson said it will not be a component of the deliverable but would be developed upon confirmation of the COA Design.

Ms. Robertson continued with updates on the Interim Business Process Models approach. Working meetings with the Department of Financial Services (DFS) (Division of Accounting and Auditing, Division of Treasury, Office of Technology) and Florida Financial Management Information System (FFMIS) partners will continue, and are planned through, October. The recommended processes will be shared with organizations in November through workshops. Interim Business Process Models Workshops will discuss the temporary variances to the Standard Business Process Models, as well as additional RICEFW components that will be utilized at Pilot go-live.

Mr. Matt Cole shared an update on the RICEFW Inventory. Reports, Interfaces, and Conversions require collaboration with organizations to create the list of build items. The Project plans to send a list of planned Florida PALM reports to Pilot organizations for confirmation. Individual interface meetings with Pilot organizations and FFMIS partners are underway in order to collect information for each identified interface planned between Florida PALM and organization business systems. Collaboration with Wave organizations is planned to begin in November. Conversion discussions will occur with organizations in November, supported through individual meetings and the Interim Business Process Model Workshops. Extensions, Forms, and Workflows represent internal Project work. The identified extensions have been reviewed and validated with Project Sponsors. RICEFW components will be compiled by December and is a significant component of the planned ESC Go/No-Go Decision for Ready to Build RICEFW.

Mr. Bassett asked if Pilot organizations will be involved in conversion and interface testing planned to begin in August 2020. Mr. Cole responded, yes, Pilot organizations will participate in testing in 2020 and follow a similar time period as the FLAIR testing schedule. Mr. Bassett asked if the ESC members could be given the key milestones to help monitor organizational progress prior to August. Mr. Cole said yes, the Project would follow up to provide additional information in preparation for upcoming Go/No-Go Decisions.

Following the RICEFW update, Mr. Cole shared a demonstration of Process Vouchers and Review and Approve Vouchers using the prototype environment. The prototype environment has not yet been modified to reflect Florida specific information or functionality. Mr. Cole addressed demonstration specific functionality questions asked by ESC members.

Ms. Turner continued the Project updates by discussing the Organizational Readiness Survey which included end users. The Project received a 40% response rate which is very good compared to survey response benchmarks. She reminded the members of the Change Commitment Curve and its measurable progress points. Ms. Turner shared all Pilot organizations reached the awareness progress point. Wave organizations are trending positively towards awareness. The Project Team will continue to manage and track change commitment progress, as well as share information with organizations.

Ms. Turner recognized the importance of Change Champion Liaisons within each organization and encouraged ESC members to engage with their organization's CCN. Ms. Turner showed how the Department of Justice Administrative Commission (JAC) included Florida PALM information in an internal newsletter. This is an indicator of successful communications, organizational buy-in, and commitment. Ms. Turner mentioned the Project's website has a new page called Solution. The page will be updated with additional information as the Solution evolves.

Ms. Turner followed up on the statutory changes sent to the members following the last ESC meeting. She paused for questions. Hearing none, Ms. Turner said the Project would submit their recommendations along with draft legislation to the House on November 1, 2019. With no further questions, Ms. Turner handed the floor to Mr. Mark Fairbank for the Independent Verification and Validation assessment.

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

Mr. Mark Fairbank gave an assessment for the month of September. 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. There is no overall change from the prior month. IV&V has called out, and the Project Team has recognized, the dependencies on the work partner systems need to complete which has resulted in a creation of a risk. Therefore, IV&V has given a yellow rating a for the Project Time Management metric. The Project is fully engaged in working meeting with partner systems, and the work is productive and cooperative. To resolve the risk, the Project should share information timely for other parties to begin their build activities. Additionally, a firm commitment is needed by partner organizations to the current Project schedule.

Observations were shared on the governance role of ESC members. Mr. Fairbank discussed the importance of reviewing and understanding business and technical implications and sharing that information within respective organizations to enable assessment of the impacts and risks. It is important to understand the importance of sharing draft information which will develop as through collaboration and as feedback is provided in order to finalize. The IV&V Team offered their assistance for questions and guidance to support their governance role.

Upcoming: Ms. Melissa Turner (DFS)

In closing, Ms. Turner shared upcoming activities. The Project will submit a list of statutory recommendations and proposed legislation to the House, Senate, and Governor's Office by November 1. The Project Team will conduct the Training Needs Assessment, Interim Business Process Model Workshops, and Interim Business Process Model Office Hours. The Project Team will collaborate with organizations on Reporting, Interface, and Conversion activities and complete the Non-Production infrastructure build.

Next Meeting: Ms. Melissa Turner (DFS)

Due to the holidays, the group briefly discussed meeting date options and determined to hold a meeting on Thursday, December 5 to replace the scheduled November and December meetings. The meeting adjourned at 3:33.