

Date	12/09/2020	Time	2:00 – 4:00 p.m.
Location	Virtual Meeting		
Objective	December 9, 2020 Executive Steering Committee Meeting Minutes		
Attendees	<p>Executive Steering Committee: Scott Fennell, Chair (DFS); Carlton Bassett (DFS); Jimmy Cox (DMS); Laurie Grasel (EOG); 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); Ryan Nolan (DFS)</p> <p>Speakers: Matt Cole (Accenture); Mark Fairbank (ISG); Scott Fennell (DFS); Deana Metcalf (DFS); Jason Shiver (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"> • Executive Steering Committee Meeting Presentation 		
Action Items	<ul style="list-style-type: none"> • N/A 		

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

Mr. 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 15 members were present. Mr. Fennell thanked the ESC members for their attendance and commitment to Florida PALM. As the last meeting before the calendar year end, he wished everyone a safe and happy holiday and shared his excitement for 2021 and the first Florida PALM implementation.

Florida PALM Project Update: Facilitated by Matt Cole (Accenture); Deana Metcalf (DFS); Jason Shiver (DFS), Melissa Turner (DFS)

Ms. Turner shared an update on Project risks and issues. Since the last ESC meeting, one issue was logged, and one issue was closed. The Issue 24 mitigation plan was implemented and as a result the issue was closed with no subsequent activities. Issue 25 was logged (related to risk 223 previously reported) for Deal Management Interface and Conversion testing alignment. A mitigation plan has been identified; further detail will be given in today’s presentation. Since the last ESC meeting, no risks were logged, one risk was closed, one risk became an issue, and two risks remain open:

- (closed) Risk 224: Provisional ESC approval for the Central Wave RICEFW Go/No-Go Decision based on Amendment 3 timing. This was closed with the ESC approval of the Go/No-Go Decision during the October meeting.

- (open) Rick 221: Central Wave build timeline and Central Wave work for MFMP build activities alignment. Continued collaboration is going well, and the risk is decreasing in trend.
- (open) Risk 225: Committed schedule work may be defined/modified by Amendment 3. This risk will be closed as a result of Amendment 3 being signed by the CFO. It reflects the scheduled changes approved by the ESC in July and cost changes approved by the ESC approved in November.
- (New Issue 25) Risk 223: Investment data needed for Mock 2 conversion testing.

Ms. Turner reminded ESC members that risks and issues with a high probability will be shared with ESC members through monthly status reporting.

Ms. Turner shared the spend plan as of November 30, 2020. It included adjustments for Amendment 3. The Project is preparing a budget amendment for an additional release. She then reviewed the fiscal year objectives. Two objectives are complete, and one is in progress. Continuing to wave updates, Ms. Turner shared the CMS Wave timeline, noting the elongation of functional design and unit testing activities due to issue 24. Mr. Matt Cole gave an update on the progress of CMS Wave build progress. He reported the build concluded on time and as expected. He shared the status and progress of System Testing, noting cycles 1-5 are complete with cycle 6 on track to complete on time with expected results. Mr. Cole gave positive statistic updates for cycles 5 and 6 test scripts and System Investigation Requests (SIRs). Mock 2 Conversion concluded with better than expected results. The Project achieved a 96% or better load rate. Mr. Cole reported positive outcomes in both system testing and mock conversions.

A significant CMS Wave activity was held for agencies during November. Ms. Turner explained Model Office for Super Users was an opportunity for Super Users to have hands-on experience in Florida PALM with everyday CMS Wave functions. The Project provided 19 virtual sessions and were held over a three-week period. 160 individuals participated, representing all 34 agencies. Ms. Turner acknowledged some lessons learned in hosting this type of activity virtually.

Ms. Deana Metcalf shared additional information on Issue 25. Deal Management relates to investment security transactions. While monitoring Risk 223 it was determined the testing dates would not align with the Project Schedule and as a result an issue was opened. Due to the execution of a new contract with Bloomberg occurring in June, collaboration between Bloomberg and Florida PLAM could not begin until July. By this time, the Florida PALM interface layouts and conversions were complete with build activities were underway for the CMS Wave. Through collaboration with Bloomberg, the need for changes to configuration, layouts, functional designs, and build was identified. A mitigation plan was developed to extend the timeline for investment and securities interface and conversion testing, but this change does not affect the overall Project Schedule timeline. The Project is on target to complete activities prior to User Acceptance Testing in March 2021.

Mr. Jason Shiver, Systems and Data Strategy Track Manager, provided an update on CMS Wave interface testing. Mr. Shiver summarized the interface testing activities completed with agencies to date. The CMS Wave Interface Connection Inventory and interface layouts were shared, Managed File Transfer server connection information was provided, and workshops and office hours were held to discuss agency interface questions.

Mr. Shiver then discussed the structure and objectives of interface testing cycles, and the status of testing. Connectivity testing (cycle 1) is complete, and cycle 2 is in progress, with cycle 3 planned to begin in January. While reviewing statistics, he mentioned all cycle 1 SIRs have been resolved. Mr. Shiver then explained Identity and Access Management (IAM) testing activities and progress. IAM is how the Project and agencies manage system access. Agencies identified the Identify Provider they will use for Florida PALM. The Project and agencies have tested their Identity Providers' connection to the non-production environment and are currently testing production environment connectivity. Next, training for agency Security Access Manager (SAM) will be given for the Florida PALM IAM tool prior to IAM testing and User Acceptance Testing. Mr. Shiver shared statistics on the collaboration with agencies for these IAM activities.

Shifting to discuss Central Wave activities, Ms. Turner showed the Central Wave timeline through 2022 Central Wave go-live. Ms. Metcalf shared an update on Central Wave activities. She shared 189 individuals representing 25 agencies attended the November Interface Office Hours. This gave agencies the opportunity to ask questions regarding Central Wave interface layouts. She reported 25 agencies and enterprise partners determined they need to interface with Florida PALM at the Central Wave. The Project team is confirming these connections with agencies and enterprise partners as well as following up on current and planned needs for web services. Sharing his support for Florida PALM, Mr. Paul Whitfield, Director of DFS Accounting and Auditing (A&A) and one of Florida PALM's Business Sponsors, gave remarks on the effective collaboration between his and Florida PALM's team. He mentioned they are heavily engaged with one-another, meet weekly, and act as subject matter experts on business processes. Additionally, A&A's Payroll team was included in a PeopleSoft training with the Project team. Mr. Whitfield said he is excited about discovering new ways to conduct business in efficient ways. His team is reviewing potential policy changes due to new business processes and has also initiated data clean up with agencies to further help the transition of data to Florida PALM. Thanking Mr. Whitfield, Ms. Metcalf then asked for questions, to which Mr. Jimmy Cox asked how the identified connections to Florida PALM for the Central Wave compared to the connections to FLAIR today, and also asked for an example of the agencies who have chosen not to connect to Florida PALM. Ms. Metcalf responded that many agencies use the Information Warehouse for Central FLAIR information rather than directly connecting to FLAIR. Ms. Metcalf provided the agencies that were not planning to have an interface connection at the Central Wave. Ms. Turner noted the Project team is looking at opportunities for agencies to provide additional information on monthly status reports to indicate which Florida PALM interfaces are associated to existing FLAIR interfaces and which are new connections.

Ms. Metcalf moved into a Departmental Wave discussion by showing the Departmental Wave timeline through fiscal year 2021-2022. The Project has begun reviewing the Standardized Business Process Models for changes. The intention for starting the review early is to get agencies and enterprise partners information as soon as possible as this transition will have a significant impact. Revisions made to the previously approved Standardized Business Process Models, will be brought back to the ESC for review and approval through a Decision vote. Ms. Renee Hermeling asked if Standardized Business Process Models for the Departmental Wave and the End State Business Process Models would be the same. Ms. Metcalf said the Departmental models would be the same as the End State models for Phase 1, however they will not be referred to as End State until the completion of Phase 2.

Ms. Turner concluded the Project update topics by sharing the progress of readiness activities. The Training Needs Assessment for the Central Wave identified potential end users by function and location. The Project anticipates the number of end users will increase each Wave. The Training Liaison Preparation kickoff and office hours gave agencies an opportunity to review and discuss training curriculum, delivery methods, and timelines. Agency feedback will be incorporated into Florida PALM training materials and delivery. Agencies completed their End CMS Wave User Role Mapping Worksheet with information to support access in Florida PALM and prepare for training. To date, 32 roles and 580 end users have been identified for the CMS Wave. The training approach was modified for the CMS Wave; where the original approach included a Train-the-Trainer (TTT) model. Florida PALM will deliver all end user training, through web-based or instructor led courses, for the CMS Wave. The TTT approach is planned for future waves.

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

Mr. Mark Fairbank gave an assessment for the month of October. Due to the early timing of the December meeting, Mr. Fairbank will publish the November report and share with the ESC members following the meeting. He reported an overall green status for the Project based on the 15 metrics identified for IV&V reviews. One item remains in yellow status that pertains to time management and scheduling.

There is concern over time management due to timeline misalignment with an enterprise system, Amendment 3 delays, and the Treasury and Bloomberg (Issue 25) challenges. The Project continues to proactively manage production of deliverables and provide agencies, partner systems, and third parties with information needed to assess overall impacts, understand timelines, and take action.

Upcoming: Ms. Melissa Turner (DFS)

Ms. Turner briefly discussed upcoming activities by 30 days, 90 days, and 6 months.

Next Meeting: Ms. Melissa Turner (DFS)

The next meeting is scheduled for January 27, 2021. The meeting will be planned as virtual. However, if there is a change, a physical location will be communicated. The meeting adjourned at 3:00 p.m.