Date	04/28/2021	Time	2:00 – 4:00 p.m.
Location	Virtual Meeting		
Objective	April 28, 2021 Executive Steering Committee Meeting Minutes		
Attendees	**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) **Speakers:** Sean Buchanan (DFS); Matthew Christovich (DCF); Matt Cole (Accenture); Mark Fairbank (ISG); Scott Fennell (DFS); Tony Lloyd (DCF); Melissa Turner (DFS) *Members who were unable to attend are denoted by strikethrough text.*		
Attachments/ Related Documents	• [Executive Steering Committee Meeting Presentation](#)		

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. Thirteen of the 14 members were present. Mr. Fennell thanked the ESC members for their attendance and commitment to Florida PALM. Mr. Fennell said the Project will share updates on testing, deployment planning, and readiness, as well as conduct two voting actions.

Florida PALM Project Update: Facilitated by Sean Buchanan (DFS); Matthew Christovich (DCF); Matt Cole (Accenture); Tony Lloyd (DCF); Melissa Turner (DFS)

Ms. Melissa Turner shared an update on Project risks and issues. Since the last ESC meeting, no issues were logged, one issue was closed, and one issue remains open. Issue 26 relating to Bank Account Hierarchy for Wells Fargo was closed. Mr. Tanner Collins, Director of the Department of Financial Services (DFS) Division of Treasury, and Business Sponsor, gave an update on Issue 25, explaining the remaining outstanding interface will be ready for testing within the week, with resolution of the Issue following. He made himself available to those who may want more detail on the mitigation plan for Issue 25. Since the last ESC meeting, no risks were logged or closed, and one risk remains open. Risk 221 relates to the 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. Ms. Turner reminded ESC members that risks and issues with a high probability/impact will be shared with ESC members through monthly status reporting.

Ms. Turner shared the spend plan as of March 31, 2021. A few additional expenses were incurred to support the Project state team returning to the office, however they remained within the spend plan goals. Mr. Sean Buchanan, Contract Manager, shared an update on Amendments 4 (signed) and 5 (in progress). He then discussed several recently approved Project Change Requests (PCRs) within the Project. The PCRs do not require ESC approval.

Beginning the Departmental Wave updates, Mr. Matthew Christovich with Department of Children and Families (DCF) gave a recommendation from the Grants Lifecycle Workgroup. The Workgroup does not request the Project make changes to the Departmental Wave requirements and timeline to include Phase 2 functionality. The current requirements and implementation schedule of Phase 1 and Phase 2 will meet their needs. Ms. Turner began Project updates for the Departmental Wave by reminding the members the updated Standardized Business Process Models are ready to be accepted and published following their vote. Interface layouts will be shared with agencies in July 2021 through Smartsheet. Agencies will be asked to complete the Interface Connection Inventory in August 2021. Agencies will also be asked to identify the business systems they plan to retire following the Departmental Wave implementation.

Focusing on the Ready to Start RICEFW Build Go/No-Go Decision, Ms. Turner discussed the deliverables and status that were scheduled for completion prior to Go/No-Go Decision. All deliverables were accepted with the exception of the updated Standardized Business Process Models, which was pending input and approval by the ESC. Mr. Fennell asked Mr. Buchanan if he was ready to accept the deliverable pending the ESC decision, to which Mr. Buchanan confirmed he was. Prior to voting, Mr. Fairbank gave an assessment of both the Decision to approve the Standardized Business Process Models and the Decision for the Ready to Start RICEFW Build. He said the business process models have excellent detail and require little customization. He said there was no risk in approving the updates to the Standardized Business Process Models. Mr. Fairbank also agreed with the Decision to begin the RICEFW build for the Departmental Wave.

Voting Action: Chairman Scott Fennell (DFS)
Proceeding with the vote, Mr. Fennell asked if there was a request for public comment. There being none, Mr. Fennell proceeded with the vote to approve the updates to the Standardized Business Process Models. The ESC members unanimously voted to approve the updates to the Standardized Business Process Models. Mr. Fennell proceeded with the vote to approve the Central Wave - Ready to Start RICEFW Build Go/No-Go Decision. The ESC members unanimously voted to approve the Go/No-Go Decision.

Florida PALM Project Update, continued:
Ms. Turner shared Central Wave updates. The Central Wave Ready to Start Conversion Testing Go/No-Go Decision was previously scheduled for the April meeting, however, she requested it be postponed until the May meeting. Ms. Turner reminded the members the Project does not anticipate significant agency involvement in Central Wave Conversion Testing; however, it may be needed if data cleanup activities are identified.

Mr. Matt Cole, Accenture Deputy Project Manager, began the CMS Wave updates by sharing testing progress. Weekly interface and user acceptance testing statuses have been shared with ESC members and interfacing agencies. Twenty-six of the 27 interfaces are complete. The outstanding interface is related to Issue 25 and it is expected to be tested within the week.

Interface cycle 3 testing is complete. User Acceptance Testing (UAT) is concluding this week. The Project was able to accommodate agencies requesting additional testers and testing scripts. Two guest speakers, Ms. Rosemarie Zubler from the Department of Agriculture and Consumer Services, and Lisa Simpson from the Department of Economic Opportunity shared their agency's perspective on UAT participation. Mr. Jimmy Cox asked Mr. Cole if all planned scripts have been tested. Mr. Cole said there are two that were not started in week 2. All scripts will be completed by at least one tester. Mr. Cox asked if regression testing was performed on failed and then resolved scripts, to which Mr. Cole confirmed regression testing was performed. Ms. Robin Naitove asked Ms. Zubler to clarify her experience with Excel downloads. Ms. Zubler replied it appeared HTML files were produced from search screens and Excel documents were produced from reports screens. The Project team will follow up on this experience. Ms. Maria Johnson also shared a high-level experience from the Department of Revenue's perspective as a lesson learned. She said it's helpful to manage the participants expectations; that instead of simulating daily functionality, they are following a scripted scenario to test functionality. The overall experience was very positive.

Mr. Cole continued CMS testing updates by sharing the mock conversion testing concluded with >99% load and validation rates. Performance testing is underway and has completed two of the five cycles. Disaster Recovery testing is planned for May. Full Dress Rehearsal for cutover activities starts April 29 and will conclude on May 4. Operational Readiness Testing is planned for mid-May through early June. End-to-end batch testing with DFS Office of Information Technology is planned to begin next week. Mr. Cole reminded the members of the Deployment Readiness Assessments. The Project completed two of six assessments. Mr. Cole shared the assessment categories and results with the ESC members and said we were on track.

Ms. Turner moved to readiness activities and gave Mr. Christovich an opportunity to further discuss their readiness initiatives. Mr. Christovich said during the Grants Lifecycle Workgroup DCF found opportunities to better prepare their agency to transition to Florida PALM and wants to encourage everyone to rethink how operations will be performed. The technology is vastly different from the current accounting system. He suggests that viewing how operations will be performed will help transition current processes and the use of internal business systems. Mr. Lloyd said he is confident Florida PALM will cover DCF accounting needs inside the system without the need to remediate and use current agency business systems.

The Agency Internal Readiness Indicators survey was distributed to Agency Sponsors. The results will be shared during the May meeting. As a reminder, the survey will help gauge agency's readiness to transition to Florida PALM in the areas of people, process, technology, and project management. The third and final organizational readiness assessment results show a 45% response rate, and at least one response from each agency. Change Champion Network members and end users met their progression points and are on target. PALM Tech trainings are available on the statewide LMS. Twenty-nine of 34 agencies have participated in web-based training. Instructor-led training will begin May 4 and end in June.

Before concluding the updates, Mr. Fennell thanked the guest speakers for sharing their experiences. He encouraged continued small-group collaboration between agencies. He mentioned that similar to the approach DCF took to closely review grants functionality, the Project created an accounting workgroup to review planned Florida PALM accounting entries before the CMS launch.

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

Mr. Mark Fairbank gave an assessment for the month of February. He reported an overall green status for the Project based on the 15 metrics identified for IV&V reviews. One item is in yellow status that pertains to Project time management. His team continues to monitor Issue 25 which should resolve this week. As the state moves towards July there is a concern with the complexity of the overlapping waves. The workload is high, and the resources are few. He suggests keeping tasks simple and obtainable. Mr. Fairbank observed the Project and Treasury teams work together on a daily basis. He said the Treasury team should be commended for their work in owning the implementation.

Ms. Turner followed up on questions entered through the virtual platform, Ms. Zubler asked if other agencies will be offered an opportunity to participate in future Grants Reporting Workgroups. Ms. Turner said additional agencies are welcome.

Upcoming: Ms. Melissa Turner (DFS)

Ms. Turner briefly discussed upcoming activities by 30 days, 90 days, and six months. She discussed how the Project's Fiscal Year Objectives were now included in the upcoming tasks. They are bolded to easily identify.

Next Meeting: Ms. Melissa Turner (DFS)

Ms. Turner suggested to hold a May 12 meeting to share timely information as we approach CMS Wave implementation. The meeting will be planned as virtual. However, if there is a change, a physical location will be communicated. The meeting adjourned at 3:18 p.m.