

<b>Date</b>	05/12/2021	<b>Time</b>	2:00 – 3:00 p.m.
<b>Location</b>	Virtual Meeting		
<b>Objective</b>	May 12, 2021 Executive Steering Committee Meeting Minutes		
<b>Attendees</b>	<p><b>Executive Steering Committee:</b>                  Scott Fennell, Chair (DFS); Carlton Bassett (DFS); Jimmy Cox (DMS); <del>Laurie Grasel (EOG)</del>; Renee Hermeling (DFS); Rosalyn (Roz) Ingram (DMS); <del>Maria Johnson (DOR)</del>; Mike Jones (EOG); Tony Lloyd (DCF); Angie Martin (DFS); Tanya McCarty (DFS); Darinda McLaughlin (DEP); Mark Merry (DFS); Robin Naitove (FDOT)</p> <p><b>Speakers:</b>                  Sean Buchanan (DFS); Matt Cole (Accenture); Mark Fairbank (ISG); Scott Fennell (DFS); Melissa Turner (DFS)</p> <p><i>*Members who were unable to attend are denoted by strikethrough text.</i></p>		
<b>Attachments/ Related Documents</b>	<ul style="list-style-type: none"> <li>• <a href="#">Executive Steering Committee Meeting Presentation</a></li> </ul>		

**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. Twelve of the 14 members were present. Mr. Fennell thanked the ESC members for their attendance and commitment to Florida PALM.

**Florida PALM Project Update: Facilitated by Sean Buchanan (DFS); Matt Cole (Accenture); Mark Fairbank (ISG); Scott Fennell (DFS); Melissa Turner (DFS)**

Project updates began with Mr. Sean Buchannan, Contract Manager, giving an update on Amendment 5. He is reviewing draft Amendment 5 documents for Cyber Security and Contract Contingency and hopes to finalize the amendment soon.

The deliverables associated with the Central Wave – Ready for Conversion Testing Go/No-Go Decision have been accepted. Ms. Melissa Turner paused for questions before requesting action on the decision. Mr. Fennell gave Mr. Mark Fairbank an opportunity to share observations leading to the Decision. Mr. Fairbank said he has no hesitations and recommends moving forward to with a Go Decision.

**Voting Action: 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 Central Wave – Ready for Conversion Testing Go/No-Go Decision. The ESC members unanimously voted to approve the Central Wave – Ready for Conversion Testing Go/No-Go Decision.

**Florida PALM Project Update, continued:**

Prior to the meeting, Mr. Fennell emailed the ESC members with a recommendation to shift the implementation approach, in preparation for their discussion. Through agency feedback and observation, the Project team, acknowledges the challenge and risk of completing tasks for multiple waves at once. After reviewing options and consulting with the Chief Financial Officer, Business Sponsors, stakeholders, and third parties, the Department recommends combining the Central Wave and Departmental Wave into one implementation. Further, the Project is looking into implementing Phase 2 functionality with the combined Central and Departmental implementation. The Payroll Wave would be implemented following the combined Central and Departmental Wave. Mr. Fennell brings this approach and recommendation to the ESC for conversation and feedback.

Mr. Fennell discussed the key benefits of the implementation shift. He then shared a proposed timeline depicting all waves and their implementation timing. The combined Central and Departmental launch, including Phase 2 functionality, would be planned for July 2024 with the Payroll Wave in January 2025.

ESC members shared their opinions on the benefits of implementing the Central and Department Wave together with Mr. Fennell, sharing benefits including not having to remediate internal business systems twice, thus reducing rework; having full functionality of one system at one time; a reduction in technical risk for not having to change legacy systems; and more time to complete tasks and test the system. Similarly, they discussed concerns, asking if including Phase 2 functionality earlier was necessary, if the “big bang” approach is common in statewide software deployments, and a change in contract costs.

Mr. Fennell assured the members the intent in implementation shift is to give agencies more time to review and plan for the transition, not push tasks to a later date. The momentum will continue. Mr. Fennell said the implementation details will be documented in an Amendment which will include any financial and/or scope changes to the ESC for approval. Mr. Buchanan will reach out to each ESC member to gather their feedback and address questions to further help the Project in planning for a revised implementation approach.

Mr. Matt Cole, Deputy Project Manager, gave an update on CMS Wave testing, noting the completion of Interface Testing and User Acceptance Testing. The Full Dress Rehearsal and Operational Readiness Testing are in progress and on target.

**Next Meeting: Ms. Melissa Turner (DFS)**

The next meeting is scheduled for May 26. The meeting will be planned as virtual. However, if there is a change, a physical location will be communicated. The meeting adjourned at 3:09 p.m.