

<b>Date</b>	08/26/2020	<b>Time</b>	2:00 – 4:00 p.m.
<b>Location</b>	Virtual Meeting		
<b>Objective</b>	August 26, 2020 Executive Steering Committee Meeting Minutes		
<b>Attendees</b>	<p><b>Executive Steering Committee:</b>                  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); <del>Tony Lloyd (DCF)</del>; Angie Martin (DFS); Tanya McCarty (DFS); Darinda McLaughlin (DEP); Mark Merry (DFS); Robin Naitove (FDOT); Ryan Nolan (DFS)</p> <p><b>Speakers:</b>                  Matt Cole (Accenture); Mark Fairbank (ISG); Scott Fennell (DFS); Jennifer Reeves (DFS); Laurie Kershaw (FWC); 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="#">August 26, 2020 Executive Steering Committee Presentation</a></li> <li>• <a href="#">PCR59 – Reclassification of certain Major Project Deliverables</a></li> </ul>		
<b>Action Items</b>	N/A		

**Roll Call and Opening Remarks: Facilitated by Melissa Turner (DFS)**

Ms. Melissa Turner called the meeting to order at 2:00 p.m. with a roll call of the Executive Steering Committee (ESC) members due to some initial audio issues for Chairman Fennell that were subsequently resolved before the Project Update. Fourteen of the 15 members were present.

**Florida PALM Project Update: Facilitated by Matt Cole (Accenture); Laurie Kershaw (FWC); Jennifer Reeves (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 Project closed the issue associated with the functional design delays impacting Role Mapping Workshops. The issue logged is associated with functional design delays impacting downstream activities. The mitigation steps were previously shared in the Project’s monthly status report. The mitigation plan includes 1) increasing the number of meetings between the Project and Treasury teams to quickly resolve design decisions; 2) prioritizing the completion of functional design and build for interfaces, conversions, and extensions; 3) extending System Testing by two months to allow additional time to complete functional designs, build and system extensions, interfaces, forms, workflows, and reports without affecting the start of interface testing planned for November; 4) providing a catalog of interface offerings for the Central Wave to assist agencies in estimating their analysis and build effort; 5) publishing interface and conversion layouts that will impact Central Wave business systems; and

6) providing monthly office hours to focus on detailed topics. One new risk was logged associated to Central Wave interface impacts for MFMP. Ms. Rosalyn Ingram shared concerns on the wording of the risk. Ms. Turner thanked Ms. Ingram and said the Project will work with her to update the risk language before the next ESC meeting.

Ms. Turner shared the spend plan as of July 31, 2020. The Project obtained an additional release which increased the overall available release for special category. She then shared schedule updates, showing an amended CMS Wave timeline depicting the continued work for functional design and the impact to system testing and to training designs. There were no changes for the Central Wave timeline graphic for activities, however the LBR indicator will be adjusted to align with the October 2020 submission.

ESC members were presented with Project Change Request (PCR) 59 Reclassification of Certain Major Project Deliverables at a previous ESC meeting and were provided supporting information for additional context and discussion prior to this meeting. Mr. Fennell said the original classification of Major Project Deliverables was determined during the Project's negotiation with the Software and System Integrator. Several ESC members expressed support to retain original classifications for Major Project Deliverables. Mr. Fennell offered that if ESC members preferred to keep the Major Project Deliverables with their original classification, he suggested tabling PCR 59 and the ESC would evaluate Major Project Deliverables on an annual basis. Based on the ESC discussion, Ms. Turner noted the PCR would be documented as withdrawn.

Ms. Turner reviewed the fiscal year objectives. There were no significant changes since the last ESC meeting. Ms. Turner said she shared the information Mr. Jimmy Cox mentioned during the July ESC meeting with regards to the "conduct analysis of the Payroll functionality" objective with the Project Team.

Mr. Matt Cole gave an update on the progress of creating CMS Wave functional designs by showing a graph. The graph depicted the revised plan and actual progress. He noted the graph reflects the mitigation plan and has been extended two months. The Project is currently on target. Mr. Jimmy Cox asked the Treasury ESC representative to share the Project's approach to completing functional designs and the progression of the work. Ms. Tanya McCarty said the weekly meetings between the Project and Treasury teams have been beneficial and believes both Treasury and Project are on track to complete the work as planned. Mr. Cole then shared an update on the build progress by showing a similar presentation. The graph reflects a two-month extension for the build schedule. He said the Project added developers and staff to the team and expects to achieve the planned timeline.

Mr. Cole shared a visual representation of system testing. The visual showed seven cycles of system testing, the timing, and dependencies on one another. System testing is one of 11 test services Florida PALM will undergo before each go-live. System testing validates the solution is working as designed and addresses the functional and technical requirements listed within the requirements traceability matrix. Mr. Cole gave an example of how the Project measures the progress of testing and confirmed the test results are yielding what the Project was expecting. Mr. Carlton Bassett asked for more details on what is being tested in the current cycle. Mr. Cole said current testing focused on the online application. It is the end user's perspective of the system. He explained the following cycles test interfaces in the environment with mock data in preparation for actual data that will be tested in the fall of 2020.

Mr. Cole gave an update on the Central Wave Office hours held in July to review Central Wave Business Process Models. 28 agencies and 171 individuals participated in the Office Hours. He discussed how agency business processes will be by showing a visual map of agencies and enterprise partners interacting with Florida PALM at Central Wave go-live. Based on feedback from agencies, the Project is planning to create legacy like crosswalk files to provide data similar to Central FLAIR Transaction History (TR1) and Central FLAIR Master Balance (MB) files to minimize changes to agencies' reconciliation process between Departmental FLAIR and Florida PALM. Mr. Bassett asked how the Chart of Accounts (COA) build was progressing. Mr. Cole said the COA design and Crosswalk design is complete. The COA build is currently being completed and will be tested in the fall of 2020 with planned interfaces.

Ms. Turner introduced Ms. Jennifer Reeves as the Project's Reporting Lead. Ms. Reeves gave an update on Proviso requests and what reporting information the Project will provide to agencies. She then highlighted the planned reporting activities for agencies including an upcoming workgroup of representative agencies and survey for all agencies. She said the reporting support activities will repeat in each wave.

Ms. Turner provided the following update on scope activities: agencies are using the Change Impact Tool to assess their individual transition impacts across people, process, and technology; the first virtual focus group was attended by 15 agencies and 28 individual to help plan for training designs; a meeting was hosted by Mr. Fennell with Agency Sponsors to coordinate and discuss agencies' LBR requests; a Security Access Manager (SAM) role was identified for agencies to grant access to Florida PALM based on function; and the Agency Internal Readiness Indicators survey responses are being collated and will be shared in the September ESC meeting. Mr. Fennell shared that he is communicating with Agency Sponsors to ensure understanding and impacts of transition activities for their agency and will continue to communicate on a monthly basis.

Ms. Laurie Kershaw, Fish and Wildlife Conservation Commission (FWC) Agency Liaison, was a guest speaker. She described FWC's approach to completing MRW tasks and the Change Impact Tool for the CMS wave. Ms. Turner thanked Ms. Kershaw for sharing FWC's experience.

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

Mr. Mark Fairbank gave an assessment for the month of July. 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.

Additional observations included three factors that attributed to the Project Schedule. The delay in functional designs caused downstream delays in the other Schedule items, which is documented as part of the mitigation for Issue 24. The fiscal year-end/begin and COVID-19 challenges remain. While largely mitigated, conducting analytical and readiness activities involving external resources remain a challenge.

The IV&V team contacted the representatives of each enterprise partner to ensure alignment to the Project Schedule, and as of the July report, confirmed LAS/PBS, People First, and STMS are committed to the Project Schedule for interface testing in July 2021.

**Upcoming: Ms. Melissa Turner (DFS)**

Ms. Turner briefly discussed upcoming activities. Role Mapping Workshops will be held in September and will review the Florida PALM end user roles and separation of duties. Interface and Conversion Workshop will likely be held in early October (to avoid certified forward/carry forward processing in late September) and will further review shared Central Wave interfaces and conversion information, as well as data cleansing activities. The first of four reporting workgroup meetings will begin in September.

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

The next meeting is scheduled for September 23, 2020. The meeting will be planned as virtual. However, if there is a change, a physical location will be communicated. The meeting adjourned at 3:30 p.m.