

Date	03/24/2021	Time	2:00 – 4:00 p.m.
Location	Virtual Meeting		
Objective	March 24, 2021 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: Mathew Christovich (DCF); Matt Cole (Accenture); Mark Fairbank (ISG); Scott Fennell (DFS); Tony Lloyd (DCF); 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 		

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 the 15 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 and deployment planning, as well as conduct a voting action for the CMS Wave – Ready for User Acceptance Testing (UAT) Go/No-Go Decision.

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

Ms. Turner shared an update on Project risks and issues. Since the last ESC meeting, no issues were logged, and two issues remains open. An update will be shared on Issues 25 and 26 during the presentation. 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 February 28, 2021. She then acknowledged the completion of Oracle software license transition. She reminded the members the timing of this transition resulted in an increase to the overall SSI contract value and the payments directly to Oracle will be reduced by the same amount, so there is a no net cost difference to the fiscal year budget. Amendment 4 is also planned to include additional documentation for cyber security responsibilities, a new Help Desk tool (called ServiceNow), and an update to the Project's

Contract Manager. Mr. Fennell announced the new Contract Manager will be Sean Buchanan. Sean will transition his Florida PALM Project Management Office Team Lead responsibilities to focus on contract management duties.

Mr. Fennell shared a new model to retire the concept of Solution Components which includes a pay-in-advance and replace with Contract Contingency which is a pay-in-arrears. As a result, \$1.5 million will be credited to invoices associated to deliverables planned to be paid through June 30, 2021. \$500,000 will remain available for unplanned work in the current fiscal year with any unused balance being credited on invoices associated to current fiscal year deliverables planned to be paid by September 30, 2021 with carry forward funds. Amendment 5 is being planned to document the new model of Contract Contingency for fiscal year 2021-2022 through the end of the contract. This fiscal year's reversion of \$1.5 million is being requested for next fiscal year's contingency.

Ms. Turner said the Project team was continuing to progress through the Fiscal Year Objectives. She then displayed the timeline for Go/No-Go Decisions by wave, highlighting the current and upcoming Decisions. Weekly reports have been shared with the ESC members and interfacing agencies on the progress of interface testing. The Project will continue to share the progress on interface testing, as well as UAT.

Transitioning to the CMS Wave timeline and Project updates, Ms. Turner recognized the July go-live date. She announced the Project's website has a count-down clock and shared there are slightly more than 100 days until the planned July 6 go-live.

Mr. Matt Cole, Deputy Project Manager with Accenture, gave an update on testing and deployment planning for the CMS Wave. Last month, Mr. Cole reported the Project was behind with interface testing. He said the Project continues to prioritize testing and the progress increases daily. He announced Interface Testing Cycle 3 has begun. This cycle validates the downstream functionality operates from use of the interface data from Cycle 2. Thirteen of 27 interfaces are planned to be executed during UAT, beginning the fourth week of UAT sessions. Eleven of the 13 UAT interfaces have completed and passed interface testing, and the remaining two untested interfaces are impacted by Issue 25. Ms. McLaughlin asked which agencies were still completing interface testing. Mr. Cole replied the Department of Revenue was testing the same interface file as the Department of Environmental Protection. Ms. Renee Hermeling asked if UAT has a dependency on the completion of Cycle 2 and Cycle 3 Interface Testing. Mr. Cole said the 13 inbound interfaces being tested in UAT are needed in week 4 of UAT. UAT could begin and continue without any dependencies on interfaces for several weeks. Mr. Cole gave an update on Issues 25, reporting testing and resolutions progress remains underway. The training development relies on data items of Deal Management, therefore training development is trending behind schedule. Progress will be tracked as we approach their scheduled week of UAT Testing. Mr. Tanner Collins, Project Sponsor, and Director of DFS Division of Treasury, shared his observations on the current testing relating to Issue 25. His team is highly engaged with validating data for transactions and conversions and it is critical for them to continue their daily reviews and collaboration with third parties. Based on progress to date, he believes it would be beneficial to start UAT. Mr. Cole then reported Issue 26 is nearing a close. One remaining interface file has been shared for agency confirmation.

Mr. Cole shared the Project is ready to start UAT activities; a Kickoff was held March 23. The first session is planned for March 25. Ms. Turner highlighted the entry and exit criteria for UAT. She shared the scenarios were reviewed by DFS Division Accounting and Auditing and Treasury teams and the entry/exit criteria was confirmed with Project Sponsors. The UAT schedule has built in contingency weeks and additional flexibility can be implemented if needed. UAT progress will be communicated to ESC members and agencies throughout the testing schedule. At the conclusion, the Project will share issues or corrections, and their associated workarounds, if available. Ms. Turner reminded the members they will have an opportunity to have a conversation about result of UAT as they prepare for June GNG Ready to Deploy Decision.

Mr. Cole concluded the testing update by sharing the five additional test executions planned for the CMS Wave. End-to-End batch test with DFS Office of Information Technology verifies the batch schedule is working in coordination between Florida PALM and FLAIR. Performance Testing verifies the system performs as expected. This includes the online, user experience and back-end processing. Disaster recovery testing verifies the system can be recovered if an unplanned incident occurs. Full Dress Rehearsal verifies the cutover checklist is complete and results in a useable environment. Operational Readiness Testing verifies the system is correctly installed with right configuration, data, connectivity, and services in the production environment.

The deliverables scheduled for competition prior to the Ready for User Acceptance Testing Go/No-Go Decision was displayed with completed status. Prior to the meeting, the Decision form listing all deliverables was shared with the ESC members. Ms. Turner asked if the group had questions. Mr. Carlton Bassett asked for a high-level review of the UAT Plan. Ms. Turner replied it included the preparation of test scripts and scenarios, collaboration with partners, identification of participants, confirmation of entry and exit criteria, facilitation of a kickoff and a schedule of testing sessions, and entry and exit criteria. The plan also lists the 13 inbound interfaces included in UAT. Mr. Bassett asked if the Project team was comfortable testing a subset (13 of 27) interfaces during UAT. Mr. Cole replied, he was, and shared the 13 interfaces are inbound, which affects the data a tester needs with regard to the user experience.

Voting Action: Chairman Scott Fennell (DFS)

Before voting action began, Mr. Fennell asked if there was a request for public comment. There being none, Mr. Fennell proceeded with the vote to approve the CMS Wave Ready for User Acceptance Testing Go/No-Go Decision. The ESC members unanimously voted for the approval of the Go/No-Go Decision.

Florida PALM Project Update, continued:

Mr. Cole reminded the members of the Deployment Readiness Assessments. The Project begun the first of six assessments. The Project team will share the assessment criteria and initial results with the ESC.

Ms. Turner began the Central Wave updates by displaying the Central Wave timeline. The Project gathered information related to the agency build and design activities for the Central Wave. A theme of contrasting information between the build and design task and agency status reports was identified. She shared some follow ups by Mr. Fennell and Project leadership are required. In preparation for the Ready to Start Conversion Testing Go/No-Go Decision in April, the Project will continue to share Central Wave information. Listing the deliverables scheduled for completion for that Decision, 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.

The Departmental Wave updates included the office hours held for agencies to review the updates to the Standardized Business Process Models. The Project is planning for an ESC Decision during the April meeting to approve the updates to the Standardized Business Process Models. Ms. Turner offered individual meetings with the members to discuss the updates prior to their decision. There is an additional decision in April, Ready to Start RICEFW Build Go/No-Go.

During the readiness update, Ms. Turner shared additional information and follow up actions for the Feedback Questionnaire; a survey to assess agency's readiness to transition in July 2021. She announced PALM TECH published web-based trainings on the statewide Learning Management System (LMS) and is available for agency staff and end users. Instructor-led training will be available in May and June for CMS Wave functionality. Ms. Turner then displayed the Agency Internal Readiness Indicators (AIRI) questions, previously sent to the ESC members for review. She discussed their feedback of the questions that will be shared with Agency Sponsors to assess their readiness in areas of people, process, technology, and project management. Questions will be sent in April, with results shared with the ESC in May, prior to upcoming June CMS Wave – Ready to Deploy Go/No-Go Decision.

The Project published an updated Reports Catalog to add the reports planned for the Central and Departmental Waves. There are now 471 reports in the catalog with information available by wave and audience. Agencies are reviewing the Reports Catalog and sharing feedback on the listed reports. Reporting workgroups will review agency feedback and look to address additional reporting needs. The Project completed the reporting assessment for the CMS Wave reports and published the results of those activities to the Florida PALM website. These activities are planned to be repeated to support the Project's completion of a Reporting Assessment applicable to Central Wave and Departmental Wave, which is planned to be completed by the end of this calendar year.

Mr. Tony Lloyd and Mr. Mathew Christovich gave an update on the Grants Lifecycle Workgroup. Four of the seven weeks have been completed. Mr. Christovich shared the areas of exploration by the group and the approach for the remaining weeks, as well as a plan for an upcoming recommendation.

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 Issues 25 and 26. There is a slight misalignment seen in agency status reports. The Project team is evaluating those trends in a proactive way. The Project works above capacity, daily, and collaboration remains high. Mr. Fairbank validates the overall trend of Project remains stable. He said the members should be confident in their approval to begin User Acceptance Testing. He then displayed and spoke about excerpts from IV&V's assessment on time, scope, and testing.

Upcoming: Ms. Melissa Turner (DFS)

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

Next Meeting: Ms. Melissa Turner (DFS)

The next meeting is scheduled for April 28, 2021. The meeting will be planned as virtual. However, if there is a change, a physical location will be communicated. The meeting adjourned at 3:21 p.m.