Florida PALM
Planning, Accounting, and Ledger Management

Department of Financial Services
Executive Steering Committee
Meeting Minutes

Date	February 28, 2024	Time	2:00 – 4:00 p.m.
Location	Department of Children and Families 2450 North Monroe, Room C100 Tallahassee, Florida 32303		
Objective	Executive Steering Committee Meeting Minutes		
Attendees	Executive Steering Committee: Jason Adank (DOT); Steven Fielder, Chair (DFS); Hunter Jones (FWC); Mike Jones (EOG); ~~Matt Kirkland (DOE)~~; Angie Martin (DFS); Mark Merry (DFS); ~~Jennifer Pelham (DFS)~~; ~~Edric Sanchez (DMS)~~; ~~Leo Schoonover (FL[DS])~~; Shannon Segers (DOR); Christina Smith (EOG); Lynn Smith (DBPR); Brandon Spencer (DMS); Martin Stevens (DEP); Scott Stewart (DFS); Scott Ward (AHCA) Speakers: Jimmy Cox (DFS); Sarah Crouch (PCG); Steven Fielder (DFS); John Gunnufsen (PCG); Nikki Klein (DFS); Stacey Terry (Accenture); Tommy Werner (DFS)		
Attachments/ Related Documents	• [Presentation](#) • [PCR 111 - Segment III Requirements Updates](#) • [PCR 112 - Segment IV Financials Customizations and Requirements Updates](#) • [PCR 113 - Segment IV Payroll Customizations and Requirements Updates](#)		

The meeting can be viewed on: https://myfloridacfo.com/floridapalm/oversight.

Opening Remarks and Roll Call: Facilitated by Steven Fielder, Chair
Mr. Steven Fielder called the meeting to order at 2:00 p.m. with a roll call of the Executive Steering Committee (ESC) members. Thirteen members were present for the meeting.

Presentation: Facilitated by Jimmy Cox, Sarah Crouch, Steven Fielder, John Gunnufsen, Nikki Klein, Stacey Terry, Tommy Werner
Mr. Tommy Werner gave an update on the Florida PALM Spend Plan for fiscal year (FY) 23-24. He noted the additional row on the Spend Plan identifying funds for facility maintenance. The Project received FY 23-24 quarter three funds and the quarter four funding request has been submitted. Mr. Werner shared that no new Project Risks or Issues have been opened or closed since the prior ESC meeting. Mr. Werner then highlighted the Project Schedule's critical path items that are "in progress" or "completed" for two of the seven Stage Gates.

The Independent Verification and Validation (IV&V) team gave a report of activities. Mr. John Gunnufsen noted delayed Project Schedule tasks and the Schedule Performance Index (SPI). The number of delayed tasks has reduced since last reported. The SPI is slightly behind schedule but is not a concern for creating a risk. Most delayed tasks are associated with Segment I Build activities. Mr. Gunnufsen had no new updates for Open Finding 12. Regarding Risk 13, Mr. Gunnufsen shared People First contractor is continuing to re-engage with the Project team by joining numerous meetings focusing on interface designs and conversions. The IV&V team

expects to lower the score of Risk 13. Mr. Gunnufsen shared Segment III Business Process Models and Design Workshops are very valuable, and the workshops are very effective. Mr. Gunnufsen said the IV&V team is monitoring the Project team's Segment IV planning. They increased the risk score to medium-high due to the volume of functional designs during Segment IV and the concurrent Segment I Build activities. Mr. Gunnufsen then shared the Readiness team is doing a good job of supporting agencies with the series of new tasks released in February. Lastly, Mr. Gunnufsen shared that they reviewed Project Change Requests (PCR) 112 and 113 and shared how their team assessed the need for the customizations. The IV&V team searched the Requirements Traceability Matrix for related requirements, reviewed today's ESC presentation on associated with PCRs, reviewed the PCR narrative, and they reviewed the additional resources spreadsheet and costing information. Mr. Gunnufsen and Ms. Sarah Crouch shared their analysis of the PCRs reflects the need for the customizations listed in the PCRs 112 and 113. A report was sent to the ESC directly before the ESC meeting providing the IV&Vs assessment of these PCRs.

Ms. Nikki Klein shared an agency readiness update. She displayed a visual snapshot of current and upcoming Readiness Workplan (RW) tasks and themes were briefly discussed. She mentioned the RW will be updated and reshared this week in order to align some tasks better with the design segments which will also give agencies additional time to complete those tasks. The Project is engaging new strategies for sharing information with agencies; the third Organizational Change Management (OCM) PALMcast episode was published. The episode provides practical tips for agencies on how to build 'Desire' for the upcoming implementation among their team. Desire is one of the five Prosci change management methodology components. Task Talks, hosted by Readiness Coordinators to support agencies with completing RW tasks, are now held every Thursday. Project technical team members will participate in March touchpoints to answer questions about interface selection, business system remediation, and conversions. The Project is holding a Change Champion Network (CCN) Town Hall on Leap Day, February 29, to focus on **L**everaging Resources, **E**ngaging Stakeholders, **A**ccelerating Learning, and **P**reparing for Florida PALM.

Ms. Klein shared additional changes to the Agency Dashboard following feedback from the January Executive Steering Committee (ESC). There is a new Completeness Dial and updated Timeliness Dial. The RW Tasks Tracker report was also updated to show Project Impact, Project Verification of Completions, and Agency Corrected Submission Date. In addition, a new Completeness Review will be applicable for current and future tasks, results provided on a new form, progress values for new/updated task progression. The ESC agreed with the proposed changes. Ms. Klein advised the changes would be implemented by Friday, March 1, in conjunction with the Bimonthly Agency Readiness Status Report tasks.

Ms. Stacey Terry reported on the six pillars of design activities, by design segment, sharing the progress for various implementation activities. Ms. Terry reviewed the development and progress status of the Segment I App Dev Build. She noted while the activities are behind schedule the Accenture team has implemented/is implementing several remediation steps to correct the delay and prevent similar issues with futures design segments.

Mr. Cox gave a summary of February's Advisory Council (Council) meeting. The Council reviewed the additional Agency Dashboard updates and discussed three follow-up topics from Segment III Business Process Review sessions. The remainder of the meeting centered on discussing planned Org Security functionality within Florida PALM. The Council agreed with the Project team

to implement Org Security for the Accounts Payments and Purchase Orders modules. The Council shared reasons for also including Org Security for the Assets Management (AM) module, to which the Project agreed to following the meeting. AM module will also implement Org Security. Other modules will use the business unit securities.

Mr. Cox reviewed PCR 111 – Segment III Requirements Update. PCR 111 was approved by the Project Director and did not require a vote. The PCR included red text to indicate the updates to current requirements to better support the state's design, clarify requirements, and align to a future vendor portal.

Mr. Cox reviewed and discussed, in detail, PCR 112 – Segment IV Financials Customizations and Requirements Update. If approved, PCR 112 will consume credits with a zero-dollar impact to the Project. A unanimous vote was given by the ESC to approve PCR 112.

ESC members mentioned the risk of approving customizations on a process not fully designed. They requested to see the 'whole picture' of cost and impact of the customizations to the state. Mr. Cox understood their concern. He explained the necessity of approving customizations as they are identified in order to continue design for downstream or other reliant processes. Ms. Christina Smith mentioned her concern over reviewing the Carry/Certified Forward future state processes, as well as the related customizations (C118). Mr. Fielder gave the ESC the option to remove C118 from the PCR vote; however, the ESC agreed to vote on the PCR, including C118, with the Project's acknowledgement that the Project will not begin build activities until further discussion is held with the ESC. Ms. Christina Smith will request this topic for a future ESC meeting.

Mr. Cox reviewed and discussed, in detail, PCR 113 – Segment IV Payroll Customizations and Requirements Update. If approved, PCR 113 will consume all remaining credits and will require additional Project funding via the Contingency Fund. The FY 24-25 Contingency Fund will be used to support the items approved in PCR 113. Mr. Fielder noted the FY 24-25 Contingency Fund was increased for any unanticipated design implications or testing issues.

Mr. Cox displayed the credit tracker showing the financial impacts of PCR 112 and 113. A voting action was held to approve PCR 113. A unanimous vote was given by the ESC to approve PCR 113.

Mr. Cox reminded the members of the upcoming CCN Town Hall to be held tomorrow, and other agency engagements in March and April; Data Day, Segment III Design Workshops, and a Sponsor Summit.

Next Meeting: Facilitated by Steven Fielder
The meeting was adjourned at 4:10 p.m. The next meeting is scheduled for March 27, 2024, at the Department of Children and Families.