Date	05/28/2025	Time	1:30 – 4:30 p.m.
Location	Department of Revenue		
Objective	Executive Steering Committee Meeting Minutes		
Committee Members	Jason Adank (FDOT); Steven Fielder, Chair (DFS); Sally Huggins (DBPR); Charlotte Jerrett (FWC); Mike Jones (EOG); Matt Kirkland (DOE); Tony Lloyd (DMS); Angie Martin (DFS); Mark Merry (DFS); ~~Jennifer Pelham (DFS)~~; ~~Warren Sponholtz (FL[DS])~~; Shannon Segers (DOR); Christina Smith (EOG); Lynn Smith (AHCA); ~~Brandon Spencer (DMS)~~; Martin Stevens (DEP); Scott Stewart (DFS); Scott Ward (AHCA)		
Speakers	Jimmy Cox (DFS); Sarah Crouch (PCG); John Gunnufsen (PCG), Steven Fielder (DFS); Nikki Klein (DFS); Stacey Terry (Accenture); Tommy Werner (DFS)		
Materials	Meeting Presentation		

Meeting Recording

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

Opening Remarks and Roll Call

Steven Fielder, Chair

Mr. Steven Fielder called the meeting to order at 1:30 p.m. with a roll call of the Executive Steering Committee (Committee) members. Fifteen members were present for the meeting.

Presentation

Budget, Risks and Issues; Tommy Werner

Mr. Tommy Werner gave an update on the Florida PALM Spend Plan for FY 24-25 with a detailed breakdown of expense categories. Mr. Werner gave an update on Project Risks and Issues; Issue 33, Inability to Achieve Stage Gate 3 on the Current Timeline, has been closed with the release of the updated Project Schedule on May 19, 2025 and the Readiness Workplan on May 27, 2025; no new Risks were opened or closed; Risks 2, 3, and 6 have a score of six and Risks 1, 4, and 5 have a score of 9 and remain open.

Independent Verification and Validation Update; Sarah Crouch, John Gunnufsen

Ms. Sarah Crouch and Mr. John Gunnufsen gave an Independent Verification and Validation (IV&V) report. Ms. Crouch shared their Risk Rating remained a medium score in April, with both sharing updates to the risk Findings. Mr. Gunnufsen reported all Financials Build Segment IV Application Development documents have been approved ahead of the milestone date. All but one Application Development documents for the Data Warehouse / Business Intelligence Build Segment III have been approved. Several RICEFW or Project Change Requests Application Development documents remain in development and review.

Finding 16; compounding delays in Mock Conversion 0 and 1 that led to a compressed timeline for Mock Conversion 2 which may cause impact to Interface Testing and Stage Gate 3 timing. Mr. Gunnufsen reported there are no open System Investigation Requests (SIR) for Mock Conversion 0 and 1, and all Mock Conversion 2 Test Scripts have been executed. The IV&V team has not observed impediments to the Project beginning Interface Testing Cycle 2 as scheduled.

Finding 15; high failure rate for RICEFW-related test scripts may impact Stage Gate 3. Ms. Crouch reported sustained improvement from December to March but observed an increased failure rate during April. However, May is trending back at a lower rate.

Finding 21; a preliminary concern was created for the impacts of Segment III execution on System Testing. The pace of test script execution has increased, and this task should complete on time. IV&V team is considering closing the preliminary concern. In addition, Regression Testing is 95% complete for Event 1 and is projected to fully complete as scheduled.

Finding 19; the Project could benefit from increased adherence and updates to the Risk and Issue management process. The IV&V team observed improvements in Issue documentation in April.

Finding 20; the delay of the Project Schedule. Ms. Crouch reporting Project Schedule has been re-baselined based on the execution of Amendment 12. She anticipates this risk will close.

Finding 17; overlap timing of UAT, Training activities, and Year End Close tasks. The IV&V team is assessing how this Finding will be impacted from the re-baselined Project Schedule.

Lastly, Ms. Crouch shared improved agency engagement and an improved timeliness in information flow after the question management process was updated. The IV&V team is reviewing Readiness Workplan task submissions and agency reported Risk and Issues. The IV&V team reported observing a positive trend in agency Risk and Issue management.

Project Schedule; Tommy Werner

Mr. Werner shared the Project Schedule has been re-baselined and was released May 19, 2025. Updates align with the Amendment 12 timeline and includes all tasks listed in the SSI Contract. Additional detail was added for high level tasks. Administrative updates will be made through the weekly process and substantive updates will be made through Project Decisions with approval from the Project Director. Mr. Werner discussed the four major metrics used to analyze the Project Schedule; Schedule Performance Indicator calculating the overall health of the Project; the Status of individual tasks; the Finish Variance between actual and baselined dates; and the Delayed Tasks.

Mr. Fielder announced Tommy Werner as the new Florida PALM Software and System Integrator (SSI) Contract Manager.

Implementation Activities; Stacey Terry

Ms. Stacey Terry addressed the outstanding Development items that stemmed from Build Segment IV and were mentioned during IV&V's presentation. She confirmed 13 Application Development documents are in various stages of design and build. The work is trending well and their expected completion dates are staggered over the next few months.

Ms. Stacey Terry shared an update on Build. Financials Build Segment IV is complete. The DW/BI Build Segment III is on schedule and targeted to complete in May, with one Application Development document remaining for approval. DW/BI System Test preparation is in progress.

She then provided the status of System Test execution for Financials Segment III. The testing has reached the halfway mark with some SIRs still open from Segment I and II; however, System Testing is tracking on schedule. Initial failure rates have decreased due to the corrections during Testing Segments I and II. Regression Testing Event 1 is on schedule to complete by May 30. Event 2 will begin after Interface Cycle 2 Testing.

Mock Conversion 2 is complete. All High SIRs have been resolved, while Medium and Low are actively being resolved. Ms. Terry then gave an overview of Interface Testing for Segment I. Cycle

1 is complete except for one enterprise partner who remains testing; Cycle 2 will begin in June 2025; and Cycle 3 will run in parallel with UAT Full and begin in December 2025. To date, 523 interface connections have been identified.

Readiness Activities; Nikki Klein

Ms. Nikki Klein shared reporting trends from the Agency Bimonthly Readiness Status Report from the March/April 2025 reporting period. She also discussed themes across agency reported risks, issues, and assumptions.

The Readiness Workplan was updated and republished on May 27, 2025, aligning to Amendment 12 and with tasks through July 2027. A new column was added to help with the categorization of tasks. 29 new tasks were added, 29 tasks were updated, and 45 tasks were removed. New tasks include progress reporting for testing, training, and cutover.

Ms. Klein also shared the Testing Timeline has been updated to include interactive features, where details on each activity can be found. She noted a few minor timeline adjustments to give agencies additional time or to better align timing with RW task submissions. Ms. Klein also noted a new dashboard on the Florida PALM Testing webpage has been added, reporting a live view of agencies' progress in their build and unit test in preparation for Interface Cycle 2 Testing.

Stage Gate 3; Jimmy Cox

Mr. Cox reminded the Committee about the upcoming Stage Gate 3 (Ready to Begin UAT) ESC decision that is planned for July 30. He asked if the Committee had additional requests beyond the Stage Gate criteria that they would like the Project to provide or discuss prior to the decision in July.

Ms. Christina Smith asked for the Project to share the status of agency's role mapping submissions relative to UAT participation. Mr. Cox said the Project can provide that but cautioned that while a consideration, should not be a determining factor for the vote. Ms. Smith asked if the Committee would have all the agency certifications before the decision vote. Mr. Cox said, yes. A brief discussion included the purpose and use of the agency certifications and the concerns of not completing a certification on time. Ms. Smith also asked the Project to share a summary of Mock Conversion 3 results, to which Mr. Cox agreed.

Upcoming; Jimmy Cox

Mr. Cox shared the upcoming Interface Testing and Conversion Workshop that will be held in June. The workshop will address questions about interfaces, their impacts to conversions, and their relationship. At a minimum, agencies' Business Liaisons and Technical Liaisons should attend.

Mr. Tony Lloyd and Mr. Michael Jones announced they would be retiring in June and therefore, this would be their last ESC meeting. Appointments of replacement members for their roles will be forthcoming.

Next Meeting and Adjournment, Steven Fielder

The meeting was adjourned at 3:00 p.m. The next meeting is scheduled for June 25, 2025, at the Department of Revenue.