Florida PALM
Planning, Accounting, and Ledger Management

Department of Financial Services
Executive Steering Committee
Meeting Minutes

Date	06/25/2025	Time	1:30 – 4:30 p.m.
Location	Department of Revenue		
Objective	Executive Steering Committee Meeting Minutes		
Committee Members	Jason Adank (FDOT); Rebecca Evers (DOR); Steven Fielder, Chair (DFS); Theresa Gagnon (EOG); Sally Huggins (DBPR); Charlotte Jerrett (FWC); Jesse Johnston (DMS); Matt Kirkland (DOE); Jesse Marks (DMS); Angie Martin (DFS); Mark Merry (DFS); Jennifer Pelham (DFS); Warren Sponholtz (FL[DS]); Christina Smith (EOG); Lynn Smith (AHCA); Martin Stevens (DEP); Scott Stewart (DFS); Scott Ward (AHCA)		
Speakers	Jimmy Cox (DFS); Sarah Crouch (PCG); Julian Gotreaux (DFS); Steven Fielder (DFS); Kimberly Kemp (DFS); Nikki Klein (DFS); Angie Robertson (DFS); Stacey Terry (Accenture)		
Materials	Meeting Presentation PCR 124: Exchange for Interface Connections		

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. All eighteen members were present for the meeting. Mr. Fielder welcomed new members, Rebecca Evers (DOR), Theresa Gagnon (EOG), Jesse Johnston (DMS), and Jesse Marks (DMS).

Presentation

Budget, Risks and Issues; Julian Gotreaux

Mr. Julian Gotreaux gave an update on the Florida PALM Spend Plan for FY 24-25 with a detailed breakdown of expense categories. Mr. Gotreaux then gave an update on Project Risks and Issues. There are no open Issues. There are two new Risks (11, 12) for a total of eight open Risks. An Open Risks Log can be found on the Florida PALM website.

Project Schedule; Julian Gotreaux

Mr. Gotreaux shared the Project Schedule's critical path items for Stage Gates 3-6, their trend (completed/accepted, on schedule, behind schedule, late), and their status (future task, in progress, accepted).

Mr. Gotreaux discussed the updates to the Project's Project Management Plan (PMP) in areas of Schedule, Change, Decision, and Deliverable Management. Updates were made to align with Amendment 12.

Independent Verification and Validation Update; Sarah Crouch

Ms. Sarah Crouch gave an Independent Verification and Validation (IV&V) report. Ms. Crouch shared their Risk Rating remains a medium score; however, they've seen improvement in several areas.

The Application Development documents for the Data Warehouse / Business Intelligence Build Segment III have been approved. The Design for the five Employee Self-Service (ESS) extensions completed in June, one month after targeted deadline. Five of the 13 RICEFW or Project Change Requests Application Development documents have been approved. Ms. Crouch shared a verbal update to her presentation. The ODI connection for Self-Service Reporting has been provided.

Finding 16: compounding delays in Mock Conversion 0 and 1. This Finding was closed in May. A few System Investigation Requests (SIR) remain open for Mock Conversion 2 and 3, but none are High priority. There are 22 interfaces targeted for testing between June 2 and June 18, 2025, with several being on schedule, 13 having a late start date, and 6 having a late finish date.

Finding 21: a preliminary concern was created for the impacts of Segment III execution on System Testing. This Finding was closed in May. However, IV&V projects not all Critical and High priority SIRs will be resolved by the June 30, 2025, target.

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 and June.

Finding 19: the Project could benefit from increased adherence and updates to the Risk and Issue management process. The IV&V team anticipates closing the Finding in June following the approval of the updated PMP.

Finding 20; the delay of the Project Schedule. This Finding closed in May after the Project Schedule was re-baselined.

Finding 17; overlap timing of UAT, Training activities, and Year End Close tasks. This Finding closed in May.

Lastly, Ms. Crouch recommends agencies update their Interface Test Planning worksheets often to communicate testing readiness. Thirteen percent of business systems associated with interfaces are reporting they may not be ready for Interface Cycle 2 – Technical Testing.

The Committee asked IV&V if agencies felt they have information needed to complete remediation. Ms. Crouch said yes, the agencies do feel like they have sufficient information; that the Project publishes information or changes timely.

Implementation Activities; Stacey Terry

Ms. Stacey Terry provided the status of System Testing Segment III for Financials. The testing is 99.4% complete with six test scripts remaining. Accenture is on target to complete testing, including the resolution of SIRs, by June 27, 2025. System Testing for Data Warehouse / Business Intelligence (DW/BI) Segment III is in progress but behind schedule; however, the target end date remains July 25, 2025. The Committee asked for the total number of DW/BI test scripts to which Ms. Terry answered, 144.

Interface Cycle 2 – Technical Testing is in progress with enterprise partners (LAS/PBS, MFMP, STMS, FRS, FACTS, DOR) and will begin with FLIPS in September 2025. Testing with Bank of America Works is delayed until their build is complete. Testing with third parties will begin in July 2025.

Mock Conversion 3 begins in July 2025 with FLAIR data as of June 30, 2025. Preparation activities are underway; Financial and Payroll mock conversion environments, resolution of Mock 2 SIRs, completing the Data Validation Reconciliation from Mock 2, and loading agency data.

Ms. Terry displayed the Stage Gate 3 criteria and the status of each criterion as it pertained to Design/Build (complete), contractor system testing (in progress), and the UAT environment (in progress).

The Committee asked when the data from Central FLAIR data would be pulled for Mock Conversion 3 purposes and Mr. Cox replied after year end closes and before the new fiscal year opens. Another question was presented about the timing of testing enterprise reports to which Mr. Cox said the testing would come after the July 2025, DW/BI System Testing Segment III target. The Committee also asked if any cash reports were part of white glove services and if so would they be included in UAT. Mr. Cox stated an answer to this will be provided at a later date. No cash reports are currently planned as part of white glove services and all planned cash reports are expected to be available at the start of UAT.

Readiness and Training Activities; Kimberly Kemp, Nikki Klein

Ms. Nikki Klein discussed agency Readiness Workplan (RW) tasks by highlighting the tasks that are in progress and also past due. She reviewed the outstanding tasks that have a direct impact to the Project. They relate to role mapping, data cleansing, conversion and configuration which are all impactful to UAT and Mock Conversion 3.

The first of four Agency Readiness Certification tasks was released. A new certification dashboard was created for agency reporting against 14 Agency Readiness Certification criteria. Agencies must provide a status and a required mitigation plan if they select the criteria as 'not met'. These reports will be available for the Committee's review to support their Stage Gate 3 Decision in July.

Ms. Kimberly Kemp reported the themes and observations from the submitted agency training plans. She announced the Project has a target to publish UAT prerequisite trainings by July 2, 2025, on the Learning Management System (LMS). By publishing in the LMS, agencies can track completions, as prerequisite trainings are required before Subject Matter Experts can participate in UAT Online.

The process steps, including screenshots, are in development and will be published before the start of UAT, on the Knowledge Center. Process steps are step-by-step actions to complete an activity in Florida PALM. Following, the end user manual will be developed and published in draft, also on the Knowledge Center, where it will be continually refined through go-live.

Further discussing UAT prerequisite training, Ms. Kemp shared there will be two training categories; one that will share an overview and navigation of the system, and another that includes actions, terminology, and accounting activities specific to business processes. SMEs will understand which prerequisite training to complete by reviewing their end user role in the Learning Path article in the Knowledge Center.

Testing Activities; Jimmy Cox, Angie Robertson

Mr. Cox reviewed portions of the Interface Testing and Conversion Workshop presentation hosted by the Project on June 11, 2025.

As stated previously, Interface Cycle 2 Testing began with enterprise partners. Agency Master Balance files were shared in agency folders, as well, in preparation for their testing activities beginning in August. Mr. Cox reviewed a diagram depicting all Testing cycles and the corresponding testing environments for which agencies have, or do not have, access. He then reviewed another diagram depicting test data with regards to the timing of data cleansing in relation to Mock Conversions and the data that will be used for Interface Testing Cycles 2 and 3, Dry Runs, and Cutover. Mr. Cox noted the importance of agencies updating their configuration

workbooks as changes are recognized (following each Mock Conversion results and during UAT) for more accurate agency testing. During Interface Cycle 3 – End-to-End Testing agencies will test processes with interface connections; this testing mimics production and is the agency's opportunity to discover and correct data, processes, or interface issues through system remediation.

Mr. Cox pointed out agencies need to reflect on the impacts of not completing data mapping for conversions. If not completed by agencies, the Project will be forced to leave a field blank or insert a default value, resulting in ChartFields and related values looking different than the agency may desire at the start of UAT. Agencies should validate conversions. Results will be shared with agencies after each Mock Conversion. They can also validate during Interface Testing Cycles 2 and 3 and run error reports during Dry Runs.

Reviewing the Interface Cycle 2 – Technical Testing purpose with the Committee, Mr. Cox discussed the type of data agencies should be testing. He also suggested testing the 'happy path' first and confirm it works before testing the 'unhappy' path and troubleshooting errors. Agencies must complete Interface Cycle 2 – Technical Testing before beginning Interface Cycle 3 – End-to-End Testing. Mr. Cox also shared that if agencies are not ready to begin Cycle 2 testing by October 2025, then their selected interfaces will be removed for that business system for that integration partner and deferred for at least one year after go-live.

The Committee asked what support will be available to agencies when they run into testing issues. Mr. Cox said the Project will provide one-on-one support, in addition to the LMS trainings, Knowledge Center materials, and the internal provisions from agency training plans.

Ms. Angie Robertson gave a brief reiteration on UAT information shared during the previous ESC meeting. She also shared the Project is working on the order and cadence of topics that will be presented during UAT Online. Registration will open based on order of topics and the end user roles assigned to each topic. Agencies should keep UAT role mapping task worksheets current.

Ms. Robertson reviewed how agencies should be preparing for UAT across people, processes, technology, and data. Mr. Cox then shared a 'Path to UAT' representing both technical and end user perspectives. The end user path defines activities agencies must follow to ready their participants and agency data, while the technical path defines activities the Project must follow to ready the UAT environment and data. Completion progress was shown for the seven activities within the technical path. All planned activities should be complete prior to the Stage Gate 3 Decision in July 2025.

Project Change Request (PCR); Jimmy Cox, Steven Fielder

PCR 124 – Exchange for Interface Connections was approved by the Project Director. The changes were made in Amendment 12, Attachment 1, to better support agencies interface connections. This PCR has a $0 cost. The Committee requested that the PCR be shared and it was agreed that the document would be posted with this meeting's materials.

Fiscal Year 25-26 Funding and Activities; Steven Fielder

Mr. Fielder gave an update on the items included in the 2025-2026 fiscal year General Appropriations Act; ten Florida PALM Solution Center positions moved under the Florida PALM budget; the Project requested ten new positions; the Projects' Legislative Budget Request and the IV&V were fully funded; and new funding was approved to procure services to support agencies during UAT.

The Proviso has new reporting requirements. The Implementing Bill reduced the ESC membership by one, but retains the ESC responsibilities, quorum, and voting requirements.

Next Meeting and Adjournment, Steven Fielder

The meeting was adjourned at 4:00 p.m. The next meeting is scheduled for July 30, 2025, at the Department of Environmental Protection's Douglas Building.