Date	09/25/2015	Time	3 – 4 p.m.
Location	Department of Management Services 4050 Esplanade Way, Room 235K		
Objective	Monthly update meeting with People First Team and Florida PALM Project Team		
Attendees	• ~~Eric Adair, DFS~~ • Linda Allbritton, DMS • Sean Cooley, DFS • Jimmy Cox, DMS • David DiSalvo, DMS • Charles Ghini, DFS	• Joanne Krieberg-Wolin, AST • Stacey Pollock, DFS • Angie Robertson, DFS • Christina Smith, DFS • Melissa Turner, DFS • ~~Bert Wilkerson, DFS~~	
Attachments/ Related Documents	N/A		
Action Items	• Schedule next meeting – Melissa Turner (DFS)		

- **Introductions & Agenda: Facilitated by Melissa Turner (DFS)**

- **FFMIS Engagement Strategy/Approach: Facilitated by Melissa Turner (DFS)**
  o The Project Director highlighted the approach to agency engagement so far, including the Business Process Standardization (BPS) activities. These activities include:
    ▪ Documenting the State's business processes end-to-end for the first time ever
    ▪ Conducting Level 1 and Level 2 BPS agency meetings (Workgroups and Workshops) to develop the proposed business processes with hundreds of agency subject matter experts (SMEs)
  o At this point, the Florida PALM Project Team has interacted with every agency, and all agencies have been invited to attend various BPS-related Workshops and Workgroups. Agencies were also encouraged to submit responses to Process Evaluation Questionnaires (PEQs), which were an opportunity for agencies to provide feedback to on the proposed future business processes.
  o Florida PALM will have a significant amount of interaction with the State of Florida's FFMIS partners, including People First, MyFloridaMarketPlace (MFMP), and Legislative Appropriation System/Planning, Budgeting System (LAS/PBS). Ongoing engagement and collaboration with FFMIS partners is critical because of the significant amount of interaction between existing systems. There was also discussion about data management, and People First's approach to data management. Master data management will need to be developed and coordinated with all FFMIS partners. To date, no external entities have approached People First to discuss master data management.

- **Procurement Update/Vendor Forum: Facilitated by Melissa Turner (DFS)**
  o The Project has held two vendor forums so far (January and August 2015) to share information with the vendor community interested in related procurements.
  o The Project has planned agency requirements review activities, including meetings to review updates to proposed future business process, during the next few months. There are expected to be approximately 4,000 requirements, developed from agency collaboration, Project Aspire, our consultant's public sector ERP expertise, and DFS

internal review with the Divisions of Accounting & Auditing, Treasury, and Information Systems. Standardized process models (process flows + narratives) were developed with agency collaboration on the future statewide process, with the final future design dependent on the software selected.

o The Cycle 1 Business Requirements, which include both functional and technical requirements, will be posted to the Florida PALM Project's website for agency review. Feedback from agencies will be submitted through on web-based toolset called DecisionDirector. Agency feedback will drive the development of Cycle 2 Business Requirements which will be leveraged to finalize requirements used in the procurement of a Software and System Integrator (SSI). The Project intends to have vendors use DecisionDirector to respond to requirements. At a high level, DFS is looking to identify capabilities. Details such as integration frequency and integration technologies will be further refined through the negotiation and design processes.

- **Open Discussion/Future Meeting Agenda(s): Facilitated by All Attendees**
  o Options for replacing payroll functionality were discussed and common requirements will be placed in the Invitation to Negotiate (ITN) as it relates to a payroll solution. Regardless of how the State moves forward, Florida PALM will do all payment processing and will be the accounting source of the financial payroll record. The Project intends to mitigate risk when it comes to FLAIR/CMS replacement.
  o DFS is working to identify existing interfaces with FFMIS partners. However, there may be more modern technology available when exchanging data with Florida PALM, so those interfaces may change to some extent. The Project will also have a Data Management Plan to support implementation and procurement activities.
  o The group agreed that bi-monthly would be ideal in the beginning, with adjusting to more or less frequent as we move forward. Melissa Turner agreed to coordinate with David DiSalvo for future People First/Florida PALM Technical Collaboration Meetings.