

Date	12/01/2015	Time	3 – 4 p.m.
Location	Department of Management Services 4050 Esplanade Way, Room 360K		
Objective	Monthly update meeting with People First Team and Florida PALM Project Team		
Attendees	<ul style="list-style-type: none"> • Linda Allbritton (DMS) • Eric Adair (DFS) • Darren Brooks (DMS) • Jimmy Cox (DMS) • David DiSalvo (DMS) • Charles Ghini (DFS) • Julian Gotreaux (DFS) • Toni Estes (DMS) • Joanne Kriebberg-Wolin (AST) • Alissa Martz (DMS) • Janice Jackson DFS • Angie Robertson (DFS) • Christina Smith (DFS) • Melissa Turner (DFS) • Bob Ward (DMS) • Derrick Thomas (DMS) • Tony Hernandez 		
Attachments/ Related Documents	N/A		
Action Items	<ul style="list-style-type: none"> • Monthly status meetings to start in January focusing on procurement – Melissa Turner (DFS) • Check on the status of the request to set up NorthgateArinso as an ACH vendor – Christina Smith (DFS) • Coordinate Florida PALM Project / People First OCM discussions – Julian Gotreaux (DFS) • Provide Flow Diagram for FSA – Jimmy Cox (DMS) 		

- **Introductions & Agenda: Facilitated by Melissa Turner (DFS)**
- **Florida PALM Project (Project) Update: Facilitated by Melissa Turner (DFS)**
 - The scope of the Invitation to Negotiate (ITN) includes just the accounting and payment process of payroll
 - As discussed previously, considerations for modification to the governance structure to include FFMS partners as well as representatives from the Florida Association of State Agency Administrative Services Directors (FASAASD)
 - The status of the Project's procurement efforts for the Software and System Integrator (SSI)
- **Functional and Technical Requirements Gathering: Facilitated by Melissa Turner (DFS) and Eric Adair (DFS)**
 - Final feedback from agencies was received on Wednesday, November 25, 2015 for just under 4,000 requirements. The Project Team is working on triaging the feedback. There is still a large number of "how" questions being submitted. There were more comments for functional requirements than technical 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.
- **Architectural Principles: Facilitated by Eric Adair (DFS)**
 - The Project's seven Architectural Principles were presented. These principles are:

1. Presume Data Openness
 2. Secure Enterprise Data
 3. Centralize Core Functions
 4. Federate Non-Core Functions
 5. Enable Fast Decisions
 6. Avoid Duplication
 7. Focus on Sustainability
- During the discussion of Architectural Principles, Jimmy Cox provided information regarding the integration capabilities of SAP software products that are and will be used to support the People First (PF) application, indicating that true real-time data integration is not currently in place.
 - DMS is concerned about security challenges that could be introduced by allowing real-time access to source data. Eric Adair noted options exist for real-time (or near real-time) integration without external applications having access to the actual source databases. Jimmy Cox offered the possibility to share information through batch processes at established intervals (e.g., every 15 minutes, every hour). This would create an “almost real-time” data availability. Currently, extraction is to a data warehouse and is set at varying intervals depending on the need. It was acknowledged that real-time data integration is the goal and that the possibility will be further discussed in the future. The issue has been tabled for the time being; however, it is still on the team’s respective radars and will be revisited.
 - Charles Ghini discussed the topic of master data management and the need to have access to real-time or near real-time data integration in order to avoid duplication of data and timely reconciliation processes. For example, certain data elements are held in PF that are used by many agencies in Active Directory (Microsoft). Each agency currently replicates human resources (HR) data to their own systems.
 - As part of proviso in the General Appropriations Act 2015-2016, the Project was requested to create a Data Management Plan (DMP). The Project DMP will include the Architectural Principles discussed, document general master data considerations, and provide specifics for current financial accounting data.
 - The group agreed to continue discussions for options of exchanging data in the future.
- **People First Contract Update: Facilitated by: David DiSalvo (DMS)**
 - The PF contract has been awarded to NorthgateArinso (NGA) with a contract term through 2021.
http://www.dms.myflorida.com/content/download/122556/665448/people_first-next-generation_contract_final.pdf
 - The contract provides for optional services related to payroll. This allows for an option of looking into an alternative “end to end” payroll solution with PF performing more of the standard “HR” components of payroll, and FLAIR/Florida PALM continuing to perform accounting and payment related payroll processes.
 - The contract also identifies 8 major optimization initiatives (described in Appendix G of the Next Generation contract linked above):
 1. Flexible Spend Accounting (FSA)/Health Savings Account (HSA) Program Implementation
 2. Recruitment
 3. Performance Management

4. Functional Gap Analysis & Strategy Workshops
 5. Technical & Portal Upgrade
 6. SAP Business Objects (BO) Business Intelligence (BI) Suite on Data Warehouse
 7. Onboarding System
 8. Learning Management System
- The timeline for the initiatives can be found in Appendix H of the contract.
 - Due to the timing, several initiatives may have impacts on current FLAIR operations. DFS and DMS operational staff will schedule meetings separately to discuss.
 - One of the initiatives is for a functional gap analysis that will focus on reviewing core SAP functionality. One of the questions to be answered is “Are we using all of the core functionality available?” If no, why not? Have we duplicated functionality? The intended result is a “de-customization” of PF wherever possible. This information will be used in an upgrade planned for implementation by the end of August 2017.
 - There is no formal organizational change management (OCM) component built into the new contract. However, there are elements such as knowledge transfer and support for building training materials that will be provided by the contractor. The bulk of the OCM work will be handled in house by the PF Team. Melissa Turner suggested the PF and Florida PALM Project Teams coordinate to further discuss OCM strategies. Julian Gotreaux will serve as point of contact for the Florida PALM Project.
 - Other items of note:
 - There are currently 21 user roles in PF
 - The PF ITN included over 600 pages of detailed “as is” system and service center business processes
 - The PF Next Generation contract has service level agreements and financial consequences at multiple levels (not just on due dates)
- **Open Discussion/Future Meeting Agenda(s)**
 - Christina Smith proposed to resume a recurring touchpoint meeting between the Division of Accounting and Auditing (A&A) and the PF Team for operational topics. Melissa Turner suggested monthly meetings with alternating focus/participation (Project vs. operations).
 - Jimmy Cox indicated that NGA has agreed to transition flexible spending account (FSA) and health savings account (HSA) services by January 1, 2016. This requires setup for NGA as an ACH vendor. The request for authorization has been submitted to A&A. It is DMS’s understanding that the request could take four to six weeks to provide a decision. Christina Smith has offered to check on the status of the request. Jimmy Cox also agreed to provide flow diagram(s) for FSA changes.
 - Charles Ghini asked the group to think about “day after” issues. These are things that may occur after implementation and how we might better coordinate our efforts.
 - Melissa Turner asked if the PF Team would be open to having a follow-up meeting to discuss the PF procurement process. David DiSalvo agreed. The Project will bring their procurement staff, and David DiSalvo offered to attend with Jimmy Cox and Andrea Simpson.