**Department of Financial Services**  
**MFMP/Florida PALM Meeting Summary**

<table>
<thead>
<tr>
<th>Date</th>
<th>11/13/2015</th>
<th>Time</th>
<th>3:30 – 4:30 p.m.</th>
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<tbody>
<tr>
<td>Location</td>
<td>Fletcher B103</td>
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<td>Objective</td>
<td>Monthly update meeting with MyFloridaMarketPlace Team and Florida PALM Project Team.</td>
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**Attendees**  
Eric Adair (DFS), Linda Allbritton, (DMS-Remote), Sean Cooley (DFS), Judson Freeman, (DMS), Charles Ghini (DFS), Rez Ingram (DMS), Danielle Kosberg (DFS), Joanne Krieberg-Wolin (AST), Kelly McMullen (DMS), LeighAnne Payne (DMS), Anne Rabon (DMS), Angie Robertson (DFS), Erin Rock (DMS), Christina Smith (DFS), and Melissa Turner (DFS).

**Attachments/Related Documents**  
N/A

**Action Items**  
- Judson Freeman to find meeting location at DMS for December 2015 meeting (scheduled for 12/08/2015)

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

- **Project Status: Facilitated by Melissa Turner (DFS)**  
  - The Independent Verification & Validation (IV&V) vendor began onsite in August 2015  
  - The Florida PALM Project Team and MyFloridaMarketPlace (MFMP) Team have met as various needs have arisen, and these overall Florida PALM Project and MFMP overview meetings will continue monthly  
  - Several procurements for support services have been executed:  
    - Outside Counsel for Procurement Support and  
    - Outside Counsel for ERP support  
  - One procurement related to a staff augmentation for Enterprise Architect support services was released and is currently in the interviewing stages  
  - The Project has started collaborating with FFMIS Partners on the Project’s Data Management Plan  
  - Eric Adair, Systems and Data Strategies (SDS) Manager, has previously shared the Project’s Architecture Principles (which will be included in the Data Management Plan)  
  - A change in the Project’s governance structure may be coming and MFMP may be invited to join the Project’s Steering Committee

- **Functional and Technical Requirements Gathering: Facilitated by Melissa Turner (DFS)**  
  - Agencies are encouraged to review and provide feedback on the Cycle 1 Business Requirements from October 12, 2015 through November 23, 2015  
  - Kickoff meetings, Workgroup meeting, and Office Hours were all conducted to support agency requirements review activities  
    - Last set of Office Hours are Thursday, November 19, 2015  
  - The Project is requesting agencies focus on the “what” (capabilities) instead of the “how” (design) during this phase of the Project  
  - In addition to the DMS agency requirements review coordinators, DMS has identified requirements review coordinators specifically for MFMP and People First  
  - Agencies continue to show interest in collaborating with the Project
The deliverable for the Cycle 2 Business Requirements is expected to be submitted in January 2016.

Agencies will be responsible for assessing impacts and coordinating efforts to either update or shut down their Agency Business Systems.

- **Business Process Models: Facilitated by Melissa Turner (DFS)**
  - The Project is engaging with other public entities who have implemented ERPs like the City of Tallahassee, Florida State University, and Florida A&M University.
  - Angie Robertson, Business Process Standardization (BPS) Manager, noted agencies continue to show interest in the policy-related items identified during BPS Level 1 and Level 2 activities and the appropriate DFS divisions will own the policy change processes with the Project team serving in a support role.
  - Updates to the requirements and process models are being driven by agency engagement and feedback.
  - DFS and DMS will need to coordinate a future meeting to continue previous discussions for the DMS EDI approach and interfaces.
  - Data retention, data warehousing, and data reporting will need to be considered for agency reporting and FACTS.

- **Open Discussion/Future Meeting Agenda(s): Facilitated by Melissa Turner (DFS)**
  - Next meeting may discuss EDI-related items and will be at DMS.