

<b>Date</b>	09/29/2015	<b>Time</b>	1:30 – 2:30 p.m.
<b>Location</b>	Claude D. Pepper Building, Room G08E 111 West Madison Street, Tallahassee, Florida, 32399		
<b>Objective</b>	To begin discussions with State staff regarding data management and integration capabilities for Florida PALM and MFMP.		
<b>Attendees</b>	<ul style="list-style-type: none"> <li>• Eric Adair, DFS</li> <li>• Linda Allbritton, DMS</li> <li>• Sarah Hamilton, DMS</li> <li>• Angie Robertson, DFS</li> <li>• Melissa Turner, DFS</li> <li>• Allyson Adolphson, DFS</li> <li>• Charles Ghini, DFS</li> <li>• LeighAnne Payne, DMS (via phone)</li> <li>• Roosevelt Sawyer, Jr., DFS</li> <li>• Bob Ward, DMS</li> </ul>		
<b>Attachments/ Related Documents</b>	N/A		

**1. Introductions: Eric Adair, DFS**

**2. DMS CIO Office Background: Linda Allbritton, DMS**

2.1. The CIO Office represents DMS technology and technology pockets. Several areas are outsourced to other contractors, which may require DMS coordination with those contractors to support future collaboration activities.

2.1.1. The CIO Office intends to develop a policy requiring all data to go through an EDI hub with internal and external integration, including People First data. Currently, OPB does not want any more system customizations, so DMS receives data, customizes it, and then provides it.

2.1.2. Bob Ward is the new DMS CIO and liaison with AST.

2.1.3. All communications for DMS applications will now go through the CIO Office instead of directly to programs.

2.2. DMS understands that Florida PALM has functional and technical work streams that will interface with MFMP. DMS will designate a technical coordinator for the Cycle 1 Business Requirements review activities.

**3. High-Level Data Management and Integration Discussion: Eric Adair, DFS**

3.1. FFMIS is an acronym for Florida Financial Management Information Systems. There are five FFMIS subsystems (see s. 215.93, F.S.). DFS manages FLAIR and CMS; DMS manages MFMP and PF; and EOG manages LAS/PBS.

3.2. Florida PALM is interacting with all 34 distinct agencies that use FLAIR. The process flows call out integration with FFMIS partners. Florida PALM is committed to continuing conversations with these partners until an ERP solution is in place.

3.2.1. As a FFMIS partner, DMS will require additional collaboration to account for the specific activities related to MFMP and PF and the ongoing procurements necessary to support them. It is key to have a CIO representative engaged with Florida PALM.

3.3. The FLAIR Study justified the need to replace FLAIR and CMS. It provided the recommendation to choose a commercial-off-the-shelf (COTS) ERP. The Study also included a listing of agency business systems that interface with FLAIR. A number of

systems have changed since the time of the Study. The Project will work with agencies to define and implement future functionality but agencies will be responsible for determining which business systems can be sunset.

- 3.4. Florida PALM is managing risk by proceeding in an incremental way by starting with core functionality and then expanding to additional functionality. By leveraging standardized processes, the ERP solution will require fewer customizations.
- 3.5. Each agency will be responsible for managing the LBRs to make changes to their business systems, and Florida PALM is responsible for managing agency expectations.
- 3.6. Florida PALM's seven proposed architecture principles that will be included in the upcoming Data Management Plan 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, and 7) Focus on sustainability.
  - 3.6.1. These principles will be shared at the Technical Requirements Kickoff Meeting.
- 3.7. All requirements will be posted on the Florida PALM website to increase transparency. Florida PALM is accepting feedback through a defined process from all agencies through coordinators.
  - 3.7.1. There are approximately 4000 business requirements. The functional requirements that have been divided into general (core) and areas of focus (Florida-specific). Within the approximate 500 technical requirements, Florida PALM highlighted those addressing integration and reporting. The agency functional and technical coordinators are expected to collaborate during their requirements review.

#### **4. Wrap-Up and Next Steps: Eric Adair, DFS**

- 4.1. Florida PALM would like to learn more about the DMS integration hub approach. A separate meeting for that purpose will be scheduled.
- 4.2. Florida PALM will schedule recurring meetings with functional and technical groups to continue collaboration.