



FLAIR and CMS Replacement Project (FCR) SME Workgroup Meetings Meeting Notes and Action Items

Meeting Details

Process Area	Project Development to Closeout (PJT) – R3
Meeting Date	Friday, January 9, 2015
Meeting Time	9:00am – 12:00pm
Meeting Location	Fletcher Building, Room B103
Attendees	Lucinda Harris (DOC), Darren Fancher (DMS), Lisa Evans (DOT), Tom Parks (DCF), Mike Wolfe (DCF), Debra Evans (DOE), Don Crumbliss (DOE), Suzanne Tart (DOE), Maureen Castano (DOE), Tim Hsieh, (DFS), Travis Erven (DFS), Stanton Beazley (DFS), Melissa Turner (FCR), Angie Robertson (FCR), Deana Metcalf (FCR), Janice Jackson (FCR), Ryan Meikenhou (DFS)
Meeting Objective	Review and Discuss Standardization Level 1 Business Process Flows
Attachments/ Related Documents	SME Workgroup Meeting Notes and Action Items – PJT – R2 BPS Track Planning – Project Dev 2 Closeout 121814 WG.pdf PJT Standardization Level 1 (12-18-14) V 1.2WG.pdf

#	Topic	Leader	Allotted Time
1	Welcome <ul style="list-style-type: none"> Overview of Today's Agenda Review of Meeting Notes and Action Items Thoughts from Workgroup Members 	Angie	20 min (9:00am-9:20am)
Notes: <ul style="list-style-type: none"> Team reviewed action items – Discussed SWCAP necessity. Decided SWCAP consideration was not necessary for the PJT module. Reviewed definitions added – Capitalized Asset, Contract, and Indirect Cost Discussed details to be tracked – No further details were listed. 			
2	Review of Process Flow and Narrative	Deana	60 min (9:20am-10:20am)
Notes: <p>PJT 1.1 – Establish/Maintain</p> <ul style="list-style-type: none"> Group discussed identifiers at the project level –Ability to see start and end date, phases, budget, etc. Added Assumption that feasibility study and cost-benefit analysis has been conducted. <p>PJT 1.2 – Cost Management</p> <ul style="list-style-type: none"> Discussed identifier for what the item was purchased for initially. Federal number will follow the item regardless. (Is project ID necessary to track?) Group answer was “No.” The group indicated that there would be an ability to capitalize vs. not capitalize particular costs of a project (design fees, training, etc.) <p>PJT 1.3 - Closeout</p> <ul style="list-style-type: none"> Discussed retention periods depending on specifics of the project. It was determined each agency would determine the period based on their particular project and the retention period associated with the details. Discussed project management oversight control points to include post audit, reconciliation, etc. The group discussed what policy and governing laws effected particular projects. Added Ch 489.145 – energy savings and 287.055 to list. Opened the floor for further examples of laws and policies – No others were presented. 			



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	<ul style="list-style-type: none"> Discussed future enhancements and added robust project costing/billing capabilities and electronic workflow. 		
Break			10 min (10:20am-10:30am)
Icebreaker		Angie	10 min (10:30am-10:40am)
2	Review of Process Flow and Narrative <i>(Continued)</i>	Deana	70 min (10:40am-11:50am)
3	Close Meeting <ul style="list-style-type: none"> Action Items and / or Homework 	Angie	10 min (11:50am-12:00pm)
Notes: <ul style="list-style-type: none"> The group reviewed the action items. There was no homework as this was the last of the first round of meetings. The group will be contacted in the following months to participate in further meetings. 			

Action Items			
Action Item #	Description of Item	Assigned To	Due Date
1	Look up AST site and 337.	Deana	1/16/15
2	Provide P3 to Deana	Lisa	1/16/15
3	Provide subsection of F.S. 1013 for governing law – construction	Darren	1/16/15