Meeting Details

Meeting Date	Tuesday, May 12, 2015	**Meeting Time**	1:30 pm to 4:30 pm
Meeting Location	Betty Easley Conference Center - Room 180		
Meeting Objective	Project Development to Closeout (PJT) Review and Discuss Draft Level 2 Flows and Process Models		
Invitees	***Level 2 SMEs:*** Carolyn Jones (DMS), Shannon Martin (DMS), ~~Lisa Evans (DOT)~~, Teresa Mast (DOT), Asheema Vemuri (DCF), Mike Wolfe (DCF), Paul Munyon (DOE), ~~Patty Thurman (DOE)~~, Maureen Castano (DOE), ~~Libby Grimes (DJJ)~~, Travis Erven (A&A), ~~Emma Dugger (DOC)~~, ~~Levitta Stanford (DOC)~~, Annemarie Whalen (DVA), ~~Linda Rizzo (DVA)~~, Kedra Lewis (DJJ) ***Florida PALM BPS Team:*** Angie Robertson, Mark Fairbank, Manpreet Singh, Tanner Collins, ~~Robert Hicks~~, ~~Janice Jackson,~~ ~~Deb Gries,~~ Stanton Beazley, ~~Deana Metcalf~~, Brenda Lovett, Sean Cooley		
Attachments/ Related Documents	Revised DRAFT Level 2 Process Flow and Narrative (v 1.3) PJT Level 2 Workgroup Meeting #2 Notes (04/22/2015)		

Meeting Topics

Topic	Presenter	Allotted Time
Welcome • Overview of Agenda • Participant Introductions *(If new participants)* • Recap of Action Items	Angie Robertson	**15 min** (1:30 pm-1:45 pm)
All participants except Annemarie Whalen with DVA attended in person. After an introduction, the group reviewed the action items from 04/22/2015 PJT workgroup. The team introduced Brenda Lovett to the group as the new PJT lead.		
Deeper Dive in Level 2 Flows and Narratives	Mark Fairbank	**60 min** (1:45 pm - 2:45 pm)
Notes: **Budget edits:** Mark started with a walkthrough of how the project level budget edits work in conjunction with the statewide budget edits. The project budget controls will be configurable at each agency as needed. He stated that project budget structures and controls do not supersede or override statewide structures/controls. It was discussed that if an agency uses allotments, the project ledger will reflect the allotment, items processed using a project code will be controlled by the budget-level allotment; the PJT functionality can be used to create additional segments within the allotment.		

Topic	Presenter	Allotted Time

Q: Does the PJT module maintain a balance as commitments are processed?
A: The PJT project ledger is updated to reflect any project-coded and appropriation level activity occurring in BUD and the GL.

Q: Will there be multiple queries and reports that can be run out of the PJT module?
A: Yes, some reports are listed in the process narrative. Reporting/querying from the PJT module should offer the ability to organize data and extract data in ways that are different than GL reports. For example, if an agency's appropriations are not aligned with its organization or operating structure, the PJT module will offer the ability to create reports organized by the operating structure rather than organized by the GL account code string.

Q: Will PJT project codes map to GL object codes?
A: Agencies will be able to organize their project codes as they see fit. The project codes are saved and used in the system in combination with, not in lieu of, object codes.

Reporting:

Q: Can we get a report on all projects by funding source (e.g. grants, other)
A: Grants funded (grants-coded) projects can be identified by reporting from the GAC module. (Mike stated that there are areas where a project might be associated to multiple grants.) The PJT module can also be used to characterize the project funding source so that reporting is facilitated.

Q: Will there be a report that shows the starting budget, allotments, transactions processed, and current balances?
A: Requirements will be updated to include a Life-to-Date and Period-to-Date reports capability.

Q: Can we use PJT to track volunteer hours to substantiate matching?
A: User defined fields can be used to annotate transactions. Documents used to report hours can be attached to transactions. The PJT module will not likely be able to calculate volunteer hours and rate to determine matching values.

KPI's were discussed by the team. Below are some of the KPI's that the team suggested.

- Completion of Milestones (data and $) with respect to the schedule.
- Capture information around change orders (the number of them, the complexity of them, and/or the value of them expressed in comparison to total project value).
- Trending of budget to actual expenditures could be a KPI as well as a report.

Topic		Presenter	Allotted Time
Mark discussed again that the adoption of the PJT modules can be done by the agencies based on their respective needs. The primary objectives will be in Florida PALM in addition to some additional options. FloridaPA.org, which manages Florida's FEMA Public Assistance (PA) grant from application through closeout, was also discussed. The team discussed emergency management needs based on Teresa's input. Q: BUD follow up: Should the PJT model reflect certified forward, in particular FCO? A: No, the encumbrance will be in BUD and the payable will be in P2P.			
Break			**15 min** (2:45 pm - 3:00 pm)
Icebreaker		Angie	**15 min** (3:00 pm -3:15 pm)
Deeper Dive in Level 2 Flows and Narratives *(Continued)*		Angie, Mark	**65 Min** (3:15 pm - 4:20 pm)
Close Meeting • Action Items • Next Steps		Angie, Mark, Manpreet Singh	**10 min** (4:20 pm-4:30 pm)

Action Items			
Action Item #	**Description of Item**	**Assigned To**	**Due Date**
1	Send the team a copy of the BUD slide.	Angie/Brenda	05/21/2015
2	Add reports and KPI's identified in the session to the process flow and narrative	Manpreet	05/21/2015
3	Capture all requirements in the requirements log	Manpreet	05/21/2015

Needs/Requirements Identified or Discussed During Meeting:

1. The ability to report life-to-date and user defined period-to-date activity as well as budget/allotments.
2. The ability to load balances related to a project.
3. Time/match storage system as a requirement.
4. Ability to override project level edits.
5. Ability to see cost variance and schedule on one report. We currently have it in two separate reports.