

<b>Date</b>	11/05/2015	<b>Time</b>	9:00 a.m. – 12:00 p.m.
<b>Location</b>	Dept. of Children and Families – Bldg. 4		
<b>Objective</b>	Requirements Review Workgroup – Project Development to Closeout (PJT)		
<b>Attendees</b>	<p>Alex Szigeti (DEO), Amber Burns (FWC), <del>Becky Devlin (DACS)</del>, Dawn McWilliams (APD), Dee Ann Warren (APD), Dianne Screws (FDOC), Eddie Kay Harris (APD), Eric Thiele (DBPR), Jamie Stern (DEO), Jennel Johnson (DOH), Jerilyn Robinson (DJJ), <del>Jerry Todd (DACS)</del>, Joanne Lane (DOH), <del>Joe Wright (DOH)</del>, Kedra Lewis (DJJ), Linda Rizzo (FDVA), Lisa Simpson (DEO), Marvin Rumsey (DEO), Mike Wolfe (DCF), Nona McCall (AHCA), Robert Herron (DOH), Sandra Lewis (DJJ), Sandra Moten (DJJ), <del>Sandra Wells (FDVA)</del>, Sheila Cole (FWC), Stephanie Dupree (DOL), Terri Mulkey (DOE), <del>Theral Mackey (FSDB)</del>, <del>Thomas Poucher (DACS)</del>, and Tom Parks (DCF).</p> <p>Florida PALM Project Team:                  Allyson Adolphson (DFS), Angie Robertson (DFS), Brenda Lovett (DFS), Deana Metcalf (DFS), Deb Gries (DFS), Eric Adair (DFS), Janice Jackson (DFS), Julian Gotreaux (DFS), Manpreet Singh (DFS), Mark Fairbank (DFS), Robert Bolton (DFS), Robert Hicks (DFS), Sean Cooley (DFS), and Stanton Beazley (DFS)</p>		
<b>Attachments/ Related Documents</b>	Requirements Review Workgroup – Project Development to Closeout		

Topic	Facilitator
Welcome and Introductions	Julian Gotreaux
<b>Notes:</b> <ul style="list-style-type: none"> <li>Julian welcomed the group, shared the ground rules, and provided an overview of the facility.</li> <li>Angie introduced the Project Team members and asked each participant to introduce themselves including their agency, their role in the requirements review activities, and past participation in a Florida PALM Project Workgroup or Workshop.</li> </ul>	
Background and Purpose Overview of Requirements	Angie Robertson
<b>Notes:</b> <ul style="list-style-type: none"> <li>Angie provided a background purpose for the Project. She then provided an overview of the requirements and requirements review process.</li> </ul>	
Process Area Requirements	Brenda Lovett
<b>Notes:</b> <ul style="list-style-type: none"> <li>Brenda provided an overview of the PJT requirements, describing the key “areas of focus”.</li> </ul>	
<b>Break</b>	

Topic	Facilitator
Requirements Questions & Discussion	Brenda Lovett
<p><b>Notes:</b>            No questions were submitted in advance of the Workgroup.</p> <p>Requirements questions, listed by subcategory, presented during the Workgroup:</p> <p>Project Accounting</p> <p>Q. <b>Lisa Simpson (DEO):</b> PA045 – These appear to be multiple requirements. Are you going to leave as is? It feels like it’s doing a lot.</p> <p>A. <b>Florida PALM Project:</b> This could have been an Aspire requirement, which was multi-layered. We will break this out into multiple requirements like we did in Grants.</p> <p>Q. <b>Marvin Rumsey (DEO):</b> PA1004 is similar in the Grants requirements. Will you check to see if this needs to be broken out as well?</p> <p>A. <b>Florida PALM Project:</b> We will make the wording similar to the one in Grants.</p> <p>Q. <b>Lisa Simpson (DEO):</b> PA059 – Is this supposed to cover if something happens and one of the other components is closed like a grant or a contract and would be eligible for purging?</p> <p>A. <b>Florida PALM Project:</b> Yes.</p> <p>Q. <b>Joanne Lane (DOH):</b> Are we really purging? Or archiving?</p> <p>A. <b>Florida PALM Project:</b> It’s both. There are times the system will have to purge due to system performance. PA080 talks about purging and archiving.</p> <p>Q. <b>Mike Wolfe (DCF):</b> What records are you referring to in PA080? Are there other records like object code or category? What records are you referring to?</p> <p>A. <b>Florida PALM Project:</b> This sounds like a “how” question. During implementation, we will be able to discuss and specify what schedule each type of record goes on.</p> <p>Project Management</p> <p>Q. <b>Lisa Simpson (DEO):</b> PA274 and PA285 – Are we identifying a one-to-one relationship or a one-to-many? Between the project and the contractor or between the project and the sub? They sound like one-to-one to me.</p> <p>A. <b>Florida PALM Project:</b> Technically you can specify one-to-one and one-to-many. For PA274, it would be plausible that there would be multiple contractors on a project, so we would need the ability to specify multiple contractors. For requirement PA285, we are going to categorize it in such a way that we can relate them (projects to subprojects). If it’s not clear, please provide a suggested rewrite in DecisionDirector. Also, please look at the other requirements surrounding this one.</p> <p>Workflow</p>	

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<p>Q. <b>Dawn McWilliams (APD):</b> PA079 – Can we reopen the project if we get receivable revenue after the project is closed?</p> <p>A. <b>Florida PALM Project:</b> Yes, and we have requirements to allow an “old” item to post but not a new item and requirements surrounding refunds. Please refer to PA083 and PA256.</p>	
<p>General Questions:</p>	
<p>Q. <b>Marvin Rumsey (DEO):</b> When do you expect to issue the Invitation To Negotiate (ITN)?</p>	
<p>A. <b>Florida PALM Project:</b> Right now, the Project envisions the ITN to be released in the spring of 2016.</p>	
<p>Q. <b>Dawn McWilliams (APD):</b> How do we track Fixed Capital Outlay (FCO) equipment?</p>	
<p>A. <b>Florida PALM Project:</b> The Level 2 Process Flows and Narrative describes the relationship with Asset to Disposition (A2D).</p>	
<p>Q. <b>Alex Szigeti (DEO):</b> Will the system tell you that you can’t purge because a component of the project is still active?</p>	
<p>A. <b>Florida PALM Project:</b> Yes – there will be an alert of some type.</p>	
<p>Q. <b>Alex Szigeti (DEO):</b> There are many controls that will be available, including the General Appropriations Act (GAA)-level control, allotment-level control, and grant- and project-level controls. Will the system limit us based on what controls we have entered?</p>	
<p>A. <b>Florida PALM Project:</b> Yes. For example, if the grants manager establishes too tight of a control that does not allow an invoice to be paid, the system will alert the user.</p>	
<p>Q. <b>Amber Burns (FWC):</b> What about if you want to move an expenditure after the project is closed?</p>	
<p>A. <b>Florida PALM Project:</b> You will be able to resurrect the project to make this move.</p>	
<p>Q. <b>Dawn McWilliams (APD):</b> How does that impact an adjustment in a prior fiscal year?</p>	
<p>A. <b>Florida PALM Project:</b> PA050 addresses this question.</p>	
<p>Q. <b>Eddie Kay Harris (APD):</b> Will the system trigger an alert that identifies when the item can be purged/archived according to Department of State (DOS) standards?</p>	
<p>A. <b>Florida PALM Project:</b> System administrators will be able to forecast when they need to purge. However, you may use reports to identify when items should be archived. Please refer to PA080 which specifically deals with this request.</p>	
<p>Q. <b>Stephanie Dupree (DOL):</b> With reference to modules, how do they work with the ERP solution?</p>	

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<p>A. <b>Florida PALM Project:</b> Years ago, modules were sold and purchased separately. Now companies have the modules integrated into an ERP solution, and, while they work independently, they act together as a single system.</p> <p>Q. <b>Mike Wolfe (DCF):</b> Is the Office of Planning and Budget (OPB) considering leaving the Legislative Appropriations System/Planning and Budgeting Subsystem (LAS/PBS) (which is on FLAIR) and going on the Budget module?</p> <p>A. <b>Florida PALM Project:</b> Not at this time.</p> <p>Q. <b>Dawn McWilliams (APD):</b> Will the trial balance be uploaded into LAS/PBS?</p> <p>A. <b>Florida PALM Project:</b> Please review the Budget Level 2 Process Flows and Narrative and note we have mirrored our Budget requirements as with FLAIR's current interactions with LAS/PBS.</p>	
<p>The audience was asked to submit any questions to <a href="mailto:FloridaPALM@myfloridacfo.com">FloridaPALM@myfloridacfo.com</a>.</p>	
Meeting Closeout	Julian Gotreaux
<p><b>Notes:</b>          Julian thanked the group and asked that they complete the survey they would receive through Survey Monkey in the next day or so.</p>	