

Date	11/04/2015	Time	9 a.m. – 12 p.m.
Location	Winewood/DCF – Bldg. 4		
Objective	Requirements Workgroup Meeting – Enterprise Security, Reporting, and Business Intelligence (BI) & Analytics		
Attendees	<p>Alissa Martz (DMS), Andres Torrado (DFS), Andrew Gutsch (FDLE), Brenda Lundberg (DBPR), Bruce Wolin (DOH), Charles Ghini (DFS), Coleman Ayers (DACS), David Luke (DMS), Dennis Morreau (FDOT), Donny Crume (DEO), Greg Martin (AHCA), Heidi Fox (AHCA), Jennel Johnson (DOH), Jennifer Grant (DFS), Joe Wright (DOH), John Carter (DOR), Karen Sutterfield (DOH), Lee Boatwright (DOR), Liz Gentry (DACS), Mannix Hawkins (DEO), Mannix Hawkins (DEO), Michael McBride (FDOT), Michelle Marowski (DBPR), Mike Magnuson (AHCA), Nicholas Platt (DFS), Paul Yu (DOH), Robert Foster (DFS), Robin Kinsey (DFS), Roosevelt Sawyer Jr. (DFS), Ross Durant (FDVA), Sarah Close (FDOT), Sarah Hamilton (DMS), Scott Lindsay (DACS), Stephen Hobbs (DEO), Steve Grantham (DOEA), Tabitha Hunter (DFS), Teri Mann (DOR), Terry Frick (DFS), Victor Gaines (DHSMV), and Wendy Wu (DOR).</p> <p>Remote attendees: Denise Overstreet (SC), Derrick Thomas (DMS), Jane Essig (DACS), Karen Sutterfield (DOH), Steven Lane (DACS), and Travis Tackett (FDOT).</p> <p>Florida PALM Project Team: Allyson Adolphson (DFS), Eric Adair (DFS), Julian Gotreaux (DFS), Sean Cooley (DFS), and Sundar Ramanathan (DFS).</p>		
Attachments/ Related Documents	Requirements Review Workgroup – Enterprise Security, Reporting, and Business Intelligence (BI) & Analytics Presentation		

Topic	Facilitator
Welcome and Introductions	Julian Gotreaux
Notes: <ul style="list-style-type: none"> Julian welcomed the group, shared the ground rules, and provided an overview of the facility. Eric introduced the Project Team members. 	
Background and Purpose Overview of Technical Requirements	Eric Adair
Notes: <ul style="list-style-type: none"> Eric provided some background on the Project. Eric then provided an overview of the requirements, requirements review process, and architecture principles. He reminded attendees that reviewing requirements is just one part in a series of interactive steps to collaborate with agencies. 	
Technical Requirements	Eric Adair

Topic	Facilitator
<p>Notes:</p> <ul style="list-style-type: none"> Eric provided an overview of the Enterprise Security, Reporting, Business Intelligence (BI) & Analytics requirements. 	
<p>Break</p>	
Requirements Questions & Discussion	Eric Adair
<p>Notes:</p> <p>Requirements Questions, listed by Subcategory, presented during the Workgroup:</p> <p>Enterprise Security:</p> <p>Q. Michael McBride (DOT): Will everyone use enterprise data at the statewide level? A. Florida PALM Project: Yes, this is an enterprise-wide solution. This is not a solution just for DFS. It will be used by the entire State of Florida.</p> <p>Q. Bruce Wallace (FDLE): Requirement DRMT-75 – What defines a “super user”? A. Florida PALM Project: Administrative capabilities with various levels of authorization.</p> <p>Q. Are you referring to an administrator and not an agency “super user”? A. Florida PALM Project: This would be at the design level, where controls would be in place based on use case to provide that capability at various levels. Determining how such capabilities are used or even if they are used at all is a design level question. A. Florida PALM Project: It’s a technology capability that needs to be available but how it will be used will be determined at a later date.</p> <p>Q. Heidi Fox (AHCA): Can there be a more general requirement that allow us to cover a broader standard for security and encryption? We live in a changing world. A. Florida PALM Project: Yes, we already have more general requirements to cover such standards, including EY-95072, SDS-058, and SDS-059. C. Denise Overstreet (SC): Commentary on use of Federal Information Processing Standards (FIPS) general standard. Q. Michael McBride (DOT): Can I assume requirements will be adjusted as the “how” is detailed out? A. Florida PALM Project: We are accounting for updates to requirements based on agency feedback, policy decisions, and ERP solution capabilities. We know our requirements and the capabilities we’re planning for today are based on our existing knowledge; we assume we cannot precisely predict the future but are seeking a scalable and flexible solution to adapt to future needs.</p> <p>Reporting</p> <p>Q. Heidi Fox (AHCA): Will every report that is produced also be a data file or counterpart (not PDF)? Currently, we are using OnBase to create reports. A. Florida PALM Project: Requirement SDS 193 – Yes, we have general requirements that cover the ability to export data in a different formats.</p>	

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<p>Q. Michael McBride (DOT): Do the reporting requirements cover the pushing of data like for FLAIR?</p> <p>A. Florida PALM Project: We do not have any requirements that define “how” we want to expose data. Rather, there are more general requirements in another category (Data Management and Integration Architecture). There are also additional requirements that describe the ability to provide and expose data. See SDS-037 and EY-95050.</p>	
<p>Q. Andrew Gleech (FDLE): Are there capabilities for calling data through web services?</p> <p>A. Florida PALM Project: Yes, we have general requirements to cover the exposing data in many ways (e.g., EY-95050).</p>	
<p>Q. Andrew Gleech (FDLE): What are thoughts on real-time running systems? Should it be a requirement that agency web service calls be sent to our live system or call to an in-sync copy of the live system?</p> <p>A. Florida PALM Project: SDS-031 addresses this concern. We have requirements that cover the ability for the system to make available the freshest data possible whether that be from a data warehouse or a real-time warehouse (see Data Management and Integration Architecture categories).</p> <p>A. Florida PALM Project: Capacity constraints are design level details that will be determined during the design specifications.</p>	
<p>Q. Denise Overstreet (SC): Requirement SDS-031 – Will there be web Application Programming Interfaces (APIs)?</p> <p>A. Florida PALM Project: Yes, we plan to use web services with Simple Object Access Protocol (SOAP), Representational State Transfer (REST), and similar modern technologies.</p>	
<p>Julian reminded attendees to be sure to direct questions toward “requirements covering the ability to do...”</p>	
<p>Q. Michael McBride (DOT): Will everyone have access to reporting capabilities?</p> <p>A. Florida PALM Project: This is a system-wide solution so there are a number of capabilities for ad hoc reporting, custom queries, and creating custom reports. This not a DFS-specific functionality; it is a general capability across the board (see Reporting category).</p>	
<p>Q. Steven Hobbs (DEO): Can you also share data across agencies, as appropriate?</p> <p>A. Florida PALM Project: These capabilities are covered by the requirements (see EY-95002).</p>	
<p>Q. Michael McBride (DOT): Do we know we are getting an ERP solution?</p> <p>A. Florida PALM Project: Yes, an ERP solution is the best option for a financial system of our size. But in the scope of the solution, the “ERP component” is a part of the overall solution.</p>	

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<p>Florida PALM Project: Yes, a 2014 study recommended the replacement of FLAIR and CMS with an ERP solution.</p>	
<p>Q. Alesia Martz (DMS/People First): Is the ERP solution an accounting system?</p>	
<p>A. Florida PALM Project: Yes, the ERP solution will be financial management system.</p>	
<p>Q. Scott Lindsay (DACS): When the ERP solution is selected, will certain requirements be removed or changed?</p>	
<p>A. Florida PALM Project: We are accounting for updates to requirements based on agency feedback, policy decisions, and ERP solution capabilities. We know our requirements and capabilities we're planning for today are based on our existing knowledge; we assume we cannot precisely predict the future but are seeking a scalable and flexible solution to adapt to future needs.</p>	
<p>Q. Bruce Wallace (FDLE): Has it been considered how far back data will be stored?</p>	
<p>A. Florida PALM Project: We have requirements to meet retention schedules (see EY-95239). We cannot speak to the longevity of any specific pieces of data, but we are considering data retention schedules. The access to the data in Florida PALM will be in accordance to retention schedules and other policies, but how long agencies choose to store their own data in their own systems is a decision left up to each agency.</p>	
<p>Julian reminded attendees that data retention is a matter of policy and not related to requirements.</p>	
<p>Q. Michael McBride (DOT): Do we have requirements for agencies providing data back to the ERP solution?</p>	
<p>A. Florida PALM Project: Yes, that is covered in the Integration category of the requirements (see Data Management and Integration Architecture categories).</p>	
<p>Q. Joe Carter (DACS): Will there be data to support cashing and accrual basis?</p>	
<p>A. Florida PALM Project: The ability to report on both cashing and accrual basis are throughout the functional requirements.</p>	
<p>Business Intelligence (BI) & Analytics:</p>	
<p>Q. Michael McBride (DOT): What is the purpose of BI & Analytics versus Reporting regarding joining with external sources?</p>	
<p>A. Florida PALM Project: Historical data and data needed for analytics will be stored in the data warehouse. Agency data requirements are not intended to be taken over by this warehouse, however there need to be a lot of external data flowing into the ERP solution other than the ERP solution's data—for example, data from People First and MyFloridaMarketPlace (MFMP). Such external data needs to flow into the ERP solution so that the transactions make sense. The ERP solution's data warehouse is basically a financial warehouse and will not house all of an agency's data or its requirements.</p>	

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<p>A. Florida PALM Project: We have put capabilities in the Cycle 1 Business Requirements that cover the BI and analytics to some degree with regard to exposing the data so agencies can get the financial reporting they need for BI and analytic requirements. Computing capacity is a big part of BI and analytics as well, and we will evaluate similar dimensions. This area will be a key differentiator of the vendor market regarding practices in other states.</p>	
<p>Q. Heidi Fox (AHCA): Where in the requirements will the specific BI capabilities for the ERP solution be covered—rather than the general BI for every agency?</p>	
<p>A. Florida PALM Project: It is assumed that the ERP solution will be, at a minimum, very specific to financial data.</p>	
<p>Q. Steven Hobbs (DEO): Requirement DRMT-130 – Real-time updating of the warehouse?</p>	
<p>A. Florida PALM Project: Assuming that the transaction is complete, once it is finished the data will be sent out and made available as soon as possible.</p>	
<p>A. Florida PALM Project: The warehouse will not only be built of aggregate data. If your code or file is changing it will be updated on a frequent basis (within minutes of the complete transaction). So, instead of having many batches there will be quick updates on a frequent basis. And this is a technology capability, turning it on or off will be based on and driven by business needs.</p>	
<p>Open Forum:</p>	
<p>Q. Michael McBride (DOT): When will we be able to consume Florida PALM?</p>	
<p>A. Florida PALM Project: It is a still years out. This requirements review period is part of our Pre-Design, Development and Implementation (Pre-DDI) Phase, and we must complete a set of procurement activities before a System and Software Integrator (SSI) is selected. There will then be a design period where agencies will continued to be involved in in collaboration activities. Once we get through the procurement activities, we will have a better idea of what the capabilities are and what the ERP solution will look like. The Project intends on frequently sharing information with the agencies regarding the process and status of the Project.</p>	
<p>Julian reviewed Florida PALM Project Overview and tentative timeline.</p>	
<p>Q. Heidi Fox (AHCA): What's the projected timeline for procurement?</p>	
<p>A. Florida PALM Project: We intend to release the Invitation to Negotiate (ITN) in the spring of 2016.</p>	
<p>Q. Is the deadline still November 23, 2015 to submit the feedback for the Cycle 1 Business Requirements?</p>	
<p>A. Florida PALM Project: Yes.</p>	
<p>Q. Victor Gaines (DHSMV): Do we need to comment on every requirement?</p>	

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<p>A. Florida PALM Project: No, only provide feedback on the requirements that are of interest to you and your agency.</p> <p>The audience was asked to submit any further questions to FloridaPALM@myfloridacfo.com.</p>	
Meeting Closeout	Julian Gotreaux
<p>Notes:</p> <ul style="list-style-type: none"> Julian reviewed the times and location of the future Workgroups. He encouraged the group to visit the Florida PALM website for more information on the Project. He thanked the group and asked that they complete the survey sent from Survey Monkey. 	