

Date	11/06/2015	Time	1:30 – 4:30 p.m.
Location	Winewood/DCF – Building 4		
Objective	Requirements Review Workgroup – General System, Integration Architecture, Workflow and User Interface		
Attendees	<p>Alissa Martz (DMS), Anne Rabon (DMS), Brenda Lundberg (DBPR), Bruce Wolin (DOH), David Luke (DMS), Donny Crume (DEO), Jennel Johnson (DOH), Joe Wright (DOH), John Carter (DOR), Liz Gentry (DACS), Mannix Hawkins (DEO), Michael McBride (FDOT), Michelle Marowski (DBPR), Paul Yu (DOH), Roosevelt Sawyer Jr. (DFS), Ross Durant (DVA), Sarah Hamilton (DMS), Sarah Close (FDOT), Scott Lindsay (DACS), Stephen Hobbs (DEO), Steve Grantham (DOEA), and Victor Gaines (DHSMV).</p> <p>Attended remotely: 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), Angie Robertson (DFS), Deb Gries (DFS), Eric Adair (DFS), Julian Gotreaux (DFS), Robert Hicks (DFS), Sean Cooley (DFS), and Sundar Ramanathan (DFS).</p>		
Attachments/ Related Documents	Requirements Review Workgroup – General System, Integration Architecture, Workflow and User Interface		

Topic	Facilitator
Welcome and Introductions	Julian Gotreaux
Background and Purpose	Eric Adair
<p>Notes:</p> <ul style="list-style-type: none"> Eric presented the background and purpose of the Project. He then provided an overview of the Project’s collaborative efforts, architecture principles, and requirements review process. 	
Requirements Questions & Discussion <i>General System</i>	Eric Adair
<p>Notes:</p> <p>Q. Michael McBride (FDOT): EY-90204 states, “Provide user documentation that is comprehensive, clear, and easy to use.” Who does “user” refer to? A: Florida PALM Project: Florida PALM will provide documentation for all technical and functional users covering every part of the ERP solution.</p> <p>Q: Brenda Lundberg (DBPR): Please explain what “user-defined” means in requirements SDS-164 and SDS-165. A: Florida PALM Project: “User-defined” refers to a feature that functional users request in addition to what is provided by the ERP solution.</p> <p>Q: Brenda Lundberg (DBPR): In SDS-165, does “upgrade path” mean there is an upgrade to the product? A: Florida PALM Project: Yes.</p>	

Topic	Facilitator
<p>Q: Michael McBride (FDOT): EY-95016 reads, "Provide user access to core business reports via the web without installation of client software 100% of the time." Who owns the client? Will each agency have to buy and install the client?</p> <p>A: Florida PALM Project: This requirement refers to web-based plug-ins.</p> <p>Q: Michael McBride (FDOT): Push technology will need to be statewide for staff working in other districts.</p> <p>A: Florida PALM Project: There will be a way to distribute software from a central location.</p> <p>Q: Victor Gaines (DHSMV): EY-90204 refers to functional system documentation. Should technical coordinators provide feedback to this requirement?</p> <p>A: Florida PALM Project: This requirement crosses over between functional and technical sides. Either the technical or functional coordinator may provide feedback, but please make sure to coordinate with each other and provide one, clear response.</p> <p>Q: Sarah Close (FDOT): Requirements SDS-31 and SDS-68 use the word "state." Does "state" reference a name in this context?</p> <p>A: Florida PALM Project: This refers to the State of Florida. The word "State" will be capitalized.</p> <p>Q: Michael McBride (FDOT): Why does EY-95062 state a preference for IBM FileNet P8?</p> <p>A: Florida PALM Project: DFS already uses IBM FileNet 8, and it can be leveraged with the ERP solution. The requirement only mentions that DFS has this capability, and the vendor can integrate with it.</p>	Eric Adair
<p>Requirements Questions & Discussion <i>Integration Architecture</i></p>	Eric Adair
<p>Notes:</p> <p>Q: Michael McBride (FDOT): EY-95095 states, "Provide the ability to perform incremental loads, or take advantage of pipelined and partitioned parallelism to meet acceptable timeframes." FDOT will have to maintain a parallel load until fully converted to the new system. Recommend changing "or" to "and."</p> <p>A: Florida PALM Project: "Or" will be changed to "and."</p>	
<p>Requirements Questions & Discussion <i>Workflow & User Interface</i></p>	Eric Adair
<p>Notes:</p> <p>Q: Stephen Hobbs (DEO): Will there be a way to automate workflow so one person doesn't get overwhelmed with a large queue?</p> <p>A: Florida PALM Project: The requirements (Workflow and UI Category) include the request for automation capabilities.</p> <p>Q: Michael McBride (FDOT): EY-90078 states, "Provide an 'inbox' within ERP system for the each user with Workflow items to be reviewed." Does this mean that each agency has an inbox, or individual users have inboxes?</p> <p>A: Florida PALM Project: It is envisioned that each individual user will have their own inbox.</p>	
Office Hours	Eric Adair

Topic	Facilitator
<p>Notes: Q: Michael McBride (FDOT): What is the procedure for functional and technical coordinators to enter their information into DecisionDirector? A: Florida PALM Project: Each agency has two DecisionDirector accounts: one for the functional coordinator and one for the technical coordinator. Both coordinators should enter their feedback into their own DecisionDirector account.</p>	
Meeting Closeout	Julian Gotreaux
<p>Notes:</p> <ul style="list-style-type: none"> • Virtual “Office Hours” will be offered next week. Additional details will be emailed to Agency Requirements Review Coordinators. • Julian thanked the group and asked that they complete the survey they would receive through SurveyMonkey within the next few days. 	