

Date	05/24/2016	Time	1:30 PM to 3:30 PM
Location	AST Building 4050 Rm 101		
Objective	Update status of the Florida PALM Data Management Plan (DMP) development and discuss the Project's collaboration approach with AST.		
Attendees	Tony Giroti, DFS; Eric Adair, DFS; Angie Robertson, DFS; Bert Wilkerson, DFS; Christina Smith, DFS; Roosevelt Sawyer Jr, DFS; Charles Ghini, DFS; Melissa Turner, DFS; Jonathan LaBeaud, DFS; Curtis Unruh, AST; Rebekah Poston, AST; Tara Kyvik, AST; Eric Larson, AST; Scott Jecko, AST; Lisa Hopkins, AST; Joanne Kriberg-Wolin, AST; Jane Mathews, AST		
Attachments/ Related Documents	Florida PALM Collaboration Approach with AST Presentation (printed)		

- **Introductions- Facilitated by: Eric Adair (DFS)**
 - The meeting was kicked off by Eric Adair. The attendees (above) introduced themselves
 - Eric A. provided a summary of where the Florida PALM Project are on the Data Management Plan (DMP). Eric A. also provided a timeline for the DMP, and the Project is expected to deliver a final draft to the legislature in October, according to the current Project schedule
 - The Project is also actively working on the Enterprise Architecture Strategy and Data Architecture is one of the first focus areas.
 - Next step(s) for the Project is to socialize the DMP with the FFMIS partners.

- **Data Management Plan (DMP) Development Update-Facilitated by: Eric Adair (DFS)/ Tony Giroti(DFS)**
 - Tony reviewed the current state of Florida PALM Enterprise Architecture strategy work being done, and explained how the Project will touch every agency (sometime in the future) in the state. Project team members are currently working on mitigating risks and there are processes / mechanisms in place. He mentioned that the Project team/Stakeholders will need to “right-size” the Project for optimum collaboration. “Right-sizing” refers to not overextending the scope of the Project while leveraging the industry methodologies in a meaningful way so that it achieves the Project objectives.
 - Data is an asset of the state; like a capital asset, a financial asset and any tangible asset. Data has value as an asset if used.
 - The Project is working to incorporate the following into its architecture and strategy:
 - Standard components - Influenced by the various stakeholders - Data governance, security, integration; Dev Ops; Standardization
 - Shared Data Framework, Agency Integration - Both are impactful to the AST, and will be addressed in the Project's the DMP.

- Curt Unruh shared that there is a "green field" of possibilities that is open to the Project - There are no existing statewide standards from a data architecture perspective.
- **Collaboration Approach with AST- Facilitated by: Tony Giroti (DFS)**
 - Eric Larson of AST stated that Florida PALM "Florida PALM's request for assistance is what the AST needs to be able to move the process forward. The work of the DMP can be a catalyst to areas they have identified as opportunities forward.
 - Tony recommended engaging "progressive" agencies to ascertain how Florida PALM can provide them with more efficient data.
 - Curt recommended DOR as one of the most progressive agencies. From a consuming agency perspective, DOH has a "great vision for the opportunity". Tara Kyvik suggested DEO and DOT as collaborators.
 - Tony pointed us to the "Enterprise Architecture for Florida PALM Project" diagram. Some agencies, but not all, will initially be included for meaningful dialogue.
 - Curt mentioned that this is similar to Federal enterprise architecture. Tony suggested that using industry best practices and frameworks that are "right sized" will be crucial to achieving our objectives.
 - Enterprise Architecture for Florida PALM
 1. Starting with the business objectives - Future state business processes and requirements will become the business architecture
 2. Application Architecture to Procurement (i.e., the solution) will ask the vendor to describe their recommended proposal
 3. Integration Architecture is the highest risk item because we've never done like this before. The Project intends to put together a strawman integration architecture. This will be a mechanism for Florida PALM to have services.
 4. Data Architecture was discussed
 5. Infrastructure Architecture was briefly discussed as well.
 6. Three additional cross-cutting areas were mentioned per the diagram: Compliance, Security and Governance.
 - Per Curt, during procurement, it will be necessary that the Project will ask for vendor input without being prescriptive. He added that it will be a "delicate balance" and that as the State, we will need to set requirements so we can get what we need.
 - Tony shared that vendors should focus more on "configuration" not "customization". These Commercial Off the Shelf Systems (COTS) mitigate risks and reduces timeline.
 - When asked "what part of the architecture is in the ITN?", Tony explained that he recommended utilizing parts of SDS2 and SDS3 as deliverables or documents to describe integration and data architecture strategy.
 - After handing out the Data Architecture Activities and Dependencies graphic, Curt explained that this was part of the necessary strawman that will need to be introduced to agencies for buy-in. He added that this will help explain the business value of a new system, as many agencies are so comfortable with FLAIR. Charles Ghini stated that these were the "rules of engagement" with data that we will need to establish and follow. Data governance is one of the most important elements.

- In regards to risk and mitigation strategies, Curt stressed the project should document and manage as a risk related to agencies' clear understanding of the business value of Enterprise Architecture. A common risk state-wide with similar projects is a lack of a clearly articulated and understood business value. Eric Larson suggested that Florida PALM Project technical requirements could be filtered to consider what may be useful for practices across an enterprise. Scott suggested that the Project and AST will need to start with "what will be shared", within these practices, and subsequently determine "how it will be shared".
- Tony and Eric Adair shared information related to the proposed Architecture Review Board. This would be a group that reviews and approves the architecture. Artifacts created and agreed upon by this group would need to be memorialized. A working committee could also be created to support the board
- The group discussed collaborative steps between AST and the Project.
- Curt talked about adoption and how to go about it. Tony suggested the following approach followed in private industry to identify::
 - Visionaries - Agencies on the cutting edge of data management;
 - Early Adopters- Agencies that can assist with pilots;
 - Early Majority - Agencies that will adopt data management plans early;
 - Late Majority - Agencies that will adopt data management plans later in process, and;
 - Laggards - Agencies that will adopt data management practices sluggishly.
- Tony indicated that getting the visionaries and early adopters to "buy-in" will sell the business value.
- HSMV was recommended as a visionary due to their progressive efforts. Additionally, the CTO workgroup is looking at data identity and access management. HSMV has developed some documents as a part of their Motorist Modernization effort.
- DOR is an important partner with a progressive attitude with an, advanced architecture. DOH could be seen as a consuming agency.