Executive Steering Committee Meeting

Department of Revenue
Building 1, Room 1820
August 24, 2016
Roll Call and Opening Remarks
Facilitator: Robert (Budd) Kneip, Chair
Review of July 2016 Meeting Minutes

Facilitator: Melissa Turner
Florida PALM Project Update
Facilitators:
Angie Robertson and Melissa Turner
Florida PALM Project Update

Budget

- FY 2016-2017
  - Appropriated: $8,776,810
  - Released FTYD: $5,462,710
    - Special Category: $2,592,882
      - IV&V: $600,000
      - Business Case: $300,000
    - Salaries & Benefits: $2,861,441
    - DMS Transfer: $8,387
  - Incurred: $282,562.45
  - Actual: $221,548.45

- Additional data added to monthly spend plan to track Incurred vs. Projected amounts (monthly and FTYTD) and % of remaining release balance
Florida PALM Project Update
Risks and Issues

- Closed 4 risks since last ESC meeting related to funding for Outside Counsel, agency feedback on Business Requirements and team experience
- Issue reported in July is now closed – All resources committed to the Business Case initiative have been assigned
- Critical risks and all issues will continue to be shared via monthly status reports and discussed (if necessary) with the ESC
Florida PALM Project Update

Scope – Business Requirements

- Completed one-on-one meetings with each ESC member
- Received feedback on Business Requirements and began incorporating
- Completed high level walk-throughs with Legislative and Governor’s Office partners to review all 10 Process Areas
- Scheduling additional meetings with partners to focus on developing an understanding of the Priority 2 Business Requirements which represent new capabilities to be performed in Florida PALM
Florida PALM Project Update

Scope – Business Requirements

- Priority assists the Project Team in identifying the requirement’s functionality significance

<table>
<thead>
<tr>
<th>Priority</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>A requirement for functionality to replace FLAIR/CMS or technology necessary to support the new standard business processes for Florida PALM</td>
</tr>
<tr>
<td>2</td>
<td>A requirement for functionality to improve the business process from current FLAIR/CMS functionality or enhance the supporting technology</td>
</tr>
<tr>
<td>3</td>
<td>A requirement for functionality or technology that will either increase the performance or value of Florida PALM</td>
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</tbody>
</table>
Florida PALM Project Update
Scope – Business Requirements

- Organizing the additional review of Business Requirements with Legislative and Governor’s Office partner into four Groups:
  - Group 1 – Budget Management, Cash Management, Treasury Management, General Ledger
  - Group 2 – Accounts Receivable and Billing
  - Group 3 – Accounts Payable, Contracts, Asset Management
  - Group 4 – Grants, Projects, Payroll

- As we complete our reviews with our Legislative partners, we will provide any updates Business Requirements to the ESC

- Updates may include edits, strikethroughs, and new requirements (highlighted to denote change from the original Business Requirements shared with ESC)
Florida PALM Project Update

Scope – Agency Business Case

- Agency Business System Functionality Profile distributed to all agencies July 27, 2016
- Agency interviews scheduled to gather additional information
- Business Case Team has conducted 52 agency interviews (as of August 19, 2016)
- No current issues or major risks are impacting the November 1, 2016 deliverable submission date
Florida PALM Project Update
Schedule – Project Change Request 24

- **Proposed New/Updated Key Project Milestones**
  - ESC Approval of the Business Requirements - 9/28/2016
  - Business Requirements Finalized for ITN – 10/26/2016
  - ESC Approval of the ITN documentation – 10/31/2016
  - ESC Approval of the Data Management Plan – 1/25/2017

- **Existing Key Project Milestones (unchanged)**
  - ITN Release (Date Range) – 11/1/2016 - 1/17/2017
  - Vendor Responses Due (Date Range) – 1/18/2017 - 4/11/2017
  - ITN Evaluation, Negotiation and Contract Award (Date Range) – 4/12/2017 - 2/20/2018
### Florida PALM Project Update

#### Schedule – Business Requirements

<table>
<thead>
<tr>
<th>Activity</th>
<th>Timeframe</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Draft Completed and Reviewed with DFS Divisions (Cycle 1)</td>
<td>October 7, 2015</td>
<td>Complete</td>
</tr>
<tr>
<td>All Agencies Review and Updates Incorporated (Cycle 2)</td>
<td>April 28, 2016</td>
<td>Complete</td>
</tr>
<tr>
<td>Create Payroll and Amend Budget Requirements (Draft Cycle 3)</td>
<td>June 15, 2016</td>
<td>Complete</td>
</tr>
<tr>
<td>All Agencies Review and Updates Incorporated (Cycle 3)</td>
<td>July 20, 2016</td>
<td>Complete</td>
</tr>
<tr>
<td>ESC Review of Part 1 (Cycle 2)</td>
<td>Beginning July 14</td>
<td>In Progress</td>
</tr>
<tr>
<td>ESC Review of Part 2 (Cycle 3)</td>
<td>Beginning July 21</td>
<td>In Progress</td>
</tr>
<tr>
<td>Business Requirements updates based on feedback</td>
<td>August - September 2016</td>
<td>In Progress</td>
</tr>
<tr>
<td>ESC Approval Business Requirements</td>
<td>During September 28, 2016 ESC Meeting</td>
<td>Not Started</td>
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</tbody>
</table>
## Florida PALM Project Update

### Schedule – SSI ITN Document

<table>
<thead>
<tr>
<th>Activity</th>
<th>Timeframe</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Draft ITN - Part 1 (PROC3)</td>
<td>September 28, 2015</td>
<td>Complete</td>
</tr>
<tr>
<td>Draft ITN - Part 2 (PROC13)</td>
<td>November 16, 2015</td>
<td>Complete</td>
</tr>
<tr>
<td>Draft ITN – All Parts (PROC5)</td>
<td>March 30, 2016</td>
<td>Complete</td>
</tr>
<tr>
<td>Project Team Updates Incorporated</td>
<td>May 31, 2016</td>
<td>Complete</td>
</tr>
<tr>
<td>DFS Sponsor Review</td>
<td>June 2016</td>
<td>Complete</td>
</tr>
<tr>
<td>DFS Legal/Purchasing Review</td>
<td>July 2016</td>
<td>Complete</td>
</tr>
<tr>
<td>Outside Counsel Review</td>
<td>August - September 2016</td>
<td>In Progress</td>
</tr>
<tr>
<td>ESC Review of ITN documentation</td>
<td>Beginning September 15, 2016</td>
<td>Not Started</td>
</tr>
<tr>
<td>ESC Approval of ITN documentation</td>
<td>October 31, 2016</td>
<td>Not Started</td>
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## Florida PALM Project Update

### Schedule – Data Management Plan

<table>
<thead>
<tr>
<th>Activity</th>
<th>Timeframe</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initial Draft Complete</td>
<td>November 19, 2015</td>
<td>Complete</td>
</tr>
<tr>
<td>Gartner, IV&amp;V, BPS Contractor Review and Updates Incorporated</td>
<td>November 30, 2015</td>
<td>Complete</td>
</tr>
<tr>
<td>DFS Review and Updates Incorporated</td>
<td>January 5, 2016</td>
<td>Complete</td>
</tr>
<tr>
<td>AST and IV&amp;V Review and Updates Incorporated</td>
<td>February 17, 2016</td>
<td>Complete</td>
</tr>
<tr>
<td>Updates incorporated based on FFMIS Entities, FSU/FAMU, and other stakeholder review</td>
<td>August 31, 2016</td>
<td>In Progress</td>
</tr>
<tr>
<td>Re-planning based on PCR24</td>
<td>September 2016</td>
<td>Not Started</td>
</tr>
</tbody>
</table>
Voting Actions

Facilitator: Robert (Budd) Kneip, Chair
Voting Actions

PCR 24

- PCR24 - Key Project Milestone Schedule Changes
Independent Verification and Validation Assessment

Facilitator: Brian Eppig
Independent Verification and Validation Assessment

July Focus

- Transition of tracking and reporting to new fiscal year
- Transition to new AST reporting format
- Ongoing execution with significant deliverables looming
  - Requirements review and finalization
  - ITN development and release
  - Business Case development
Independent Verification and Validation Assessment

Results – July 2016

- No new findings during the month of July
- Project transitioned to updated AST reporting format and increased the detail in schedule and expenditure reporting
Independent Verification and Validation Assessment

What's Next

- Preparation for Procurement
  - Review of ITN
  - Review of evaluation approach and criteria

- Communications and outreach
  - Review and support of FY 2017-18 LBR assumptions and content
  - Agency participation in Business Case

- Continuous monitoring of:
  - Project execution metrics
  - Procurement and contracting
  - Quality management
Upcoming Activities
Facilitator: Melissa Turner
Upcoming Activities

- Work with OCM Support Services Contractor to develop Pre-SSI OCM Strategy
- Onboard SDS Data Architect Support Services Contractor and incorporate activities for the DMP
- Update Master Project schedule to incorporate PCR 24 *(contingent upon ESC approval)*
- Distribute updates to Business Requirements to ESC
- Prepare for ESC approval of Business Requirements
New Business & Open Discussion

Facilitator: Melissa Turner
Next Meeting

September 28, 2016*
Department of Revenue
Building 2, Room 1250

*according to current meeting cadence
Contact Information

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