Florida PALM
Planning, Accounting, and Ledger Management

Department of Financial Services
Florida PALM Executive Steering Committee
August 2016 Meeting Minutes

Date	08/24/2016	Time	1 p.m.
Location	Department of Revenue Building 1, Room 1820 2450 Shumard Oak Boulevard Tallahassee, Florida 32399		
Objective	August 2016 Florida PALM Executive Steering Committee Meeting		
Attendees	**Executive Steering Committee (ESC) Members*:** Robert (Budd) Kneip (DFS), Chair; Tanner Collins (DFS); David DiSalvo (DMS); Rosalyn (Roz) Ingram (DMS); ~~Maria Johnson (DOR)~~; Michael (Mike) Jones (EOG); ~~Cynthia Kelly (EOG)~~; Robin Kinsey (DFS); Rachael Lieblick (DFS); Angie Martin (DFS); Kimberly McMurray (DCF); Robin Naitove (FDOT); Jennifer Reeves Foster (DFS); Danta White (DFS); Bob Wilson (DEP) **Invited Speakers:** Brian Eppig (Grant Thornton); Angie Robertson (DFS); Melissa Turner (DFS) *Members who were unable to attend at denoted by strikethrough text.*		
Attachments/ Related Documents	• July 2016 Executive Steering Committee Meeting Minutes • Project Change Request #24 – Key Project Milestone Schedule Changes		
Action Items	N/A		

Roll Call and Opening Remarks: Facilitated by Robert (Budd) Kneip, DFS, Chair
Chair Robert (Budd) Kneip called the meeting to order at 1 p.m. starting with an introduction/roll call of the ESC members. Thirteen of the 15 ESC members were present.

Review of July 2016 Meeting Minutes: Facilitated by Melissa Turner, DFS
The ESC was provided the July 2016 Executive Steering Committee Meeting Minutes. There were no revisions or objections. The ESC was informed the meeting minutes would be posted on the Florida PALM Project website following the meeting.

Florida PALM Project Update: Facilitated by Angie Robertson, DFS; and Melissa Turner, DFS
Ms. Angie Robertson explained that the individual meetings with ESC members have been completed and that feedback and questions have been received from some members. The Project is working on individual responses to ESC member feedback and will provide additional information in future meetings.

Over the past few weeks, the Project has spent a lot of time with the Legislature and the Executive Office of the Governor (EOG) on process models, and continues to meet with that same group to develop the group's understanding of the Business Requirements. The review is by Business Requirement groupings, focusing on requested new functionality, rather than individually. Any

changes that may result from the review will be brought before the ESC for consideration as they are asked to accept the Business Requirements.

Ms. Rachael Lieblick clarified whether all feedback would be reflected in the changes brought before the ESC for consideration. Ms. Robertson confirmed that the updated requirements would include ESC member feedback, as well.

Ms. Melissa Turner provided an update on the Agency Business Case and advised that there has been a great deal of appreciation from State agencies. The pilot interview with DFS was successful and the Agency Business Case is progressing well.

Ms. Turner advised that the ESC would not be reviewing the Business Requirements for approval at this meeting. Ms. Turner reviewed the Business Requirements history and Software and System Integrator (SSI) Invitation to Negotiate (ITN) history. She informed the ESC that the Florida PALM Project will review the ITN with ESC members individually, and they should expect distribution of the ITN by 10/03/2016. The Project expects draft contract review to take the most time with outside counsel. The Project may need to consider some re-planning in light of Project Change Request #24 (PCR #24) Key Project Milestone Schedule Changes.

Ms. Turner went on to review the Project budget, and noted that the July Monthly Status Report is undergoing final modifications. Additional information is being added to the report for incurred vs. projected amounts and percentages. Ms. Turner completed the Project Update by reviewing current Risks and Issues.

Project Change Request #24 Key Project Milestone Schedule Changes: Facilitated by Robert (Budd) Kneip, DFS, Chair
Ms. Turner reviewed the details of PCR #24 and explained that no contracts would be affected, no additional costs would be incurred, there would be no scope changes, and three key performance measures (KPMs) would not be impacted. She further said that PCR #24 does not propose any changes to key Project deliverables.

Regarding Business Requirements finalization and ESC approval, Ms. Turner said that dates will need to be extended to incorporate feedback. Upon approval of the Business Requirements, they will be uploaded into DecisionDirector.

Regarding the DMP, Ms. Turner stated that the document does not need to be prepared prior to ITN approval, and this change only involves a name change from "Finalizing DMP" to "ESC Approval."

Mr. Tanner Collins asked if any risks would be created if the DMP is not finished before the ITN. Ms. Turner responded that the DMP has shaped the technical approach and will continue to do so, but no risks have been identified due to timing.

Ms. Lieblick asked if there are any risks associated with the draft of Business Requirements. Ms. Turner advised that there will be risks if the ESC does not approve Business Requirements within the September timeframe.

Regarding the ITN, Ms. Turner advised that outside counsel requested additional time for review which created a delay in the ESC reviewing the ITN. She went on the say that the planned delivery of the ITN to the ESC is 10/03/2016, and that the planned approval date is 10/31/2016.

There were no request cards submitted by meeting attendees to make public comment. Following discussion, Chair Kneip announced that PCR24 was approved without revision or objection.

Independent Verification and Validation Assessment (IV&V): Facilitated by Brian Eppig, Grant Thornton

Mr. Brian Eppig provided an update on the IV&V assessment, which is overall positive. He further stated that IV&V have no new findings for the month of July, and the identification and execution of Risks is progressing well. IV&V have also been providing perspective to the ITN. Mr. Eppig provided perspective to the ESC members that it's important to ask for desired functionality during the procurement process to ensure that the capabilities are available as the State desires or needs to implement that functionality in the future.

Ms. Turner noted that IV&V is an independent and dedicated resource for the Florida PALM Project. She offered the ESC an opportunity to meet with IV&V on an individual basis.

Upcoming Activities: Facilitated by Melissa Turner, DFS

Ms. Turner reviewed the Florida PALM Project's upcoming activities.

New Business/Open Discussion: Facilitated by Melissa Turner, DFS

The next meeting is scheduled for 09/28/2016. The ESC discussed meeting more frequently than once per month and agreed to do so in the future.

Mr. David DiSalvo inquired into the next steps for the DMP—specifically, will the ESC receive a red-lined version. Ms. Turner advised that the Florida PALM Project will spend time in September, based on the approval of PCR #24, determining the appropriate approach and timing for bringing back to the ESC.

Mr. DiSalvo asked how the ESC should handle ITN comments outside of meetings. Ms. Turner explained this is why the ESC will be meeting more frequently.

Finally, Mr. DiSalvo asked if Priority 2 and 3 Business Requirements are included as a requirement in the ITN, will the vendor have to price this out? Will this increase cost? Ms. Turner answered that the Project's approach will not be to require a price for an individual requirement, but the focus will be on how the vendor proposes to meet the requirements. Customization information will be obtained through this process.

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