

<b>Date</b>	12/13/2017	<b>Time</b>	2 p.m.
<b>Location</b>	Department of Revenue 2450 Shumard Oak Boulevard, Building 2, Room 1250 Tallahassee, Florida 32399		
<b>Objective</b>	December 13, 2017 Executive Steering Committee (ESC) Meeting		
<b>Attendees</b>	<p><b>ESC Members*:</b>          Chair Ryan West (DFS), Chair; Tanner Collins (DFS); David DiSalvo (DMS); Rosalyn (Roz) Ingram (DMS); Maria Johnson (DOR); Michael (Mike) Jones (EOG); <del>Cynthia Kelly (EOG); Robin Kinsey (DFS);</del>          Rachael Lieblich (DFS); Angie Martin (DFS); <del>Kimberly McMurray (DCF); Robin Naitove (FDOT);</del> Jennifer Reeves (DFS); Danta White (DFS); Bob Wilson (DEP)</p> <p><b>Invited Speakers:</b>          Brian Eppig (Grant Thornton); Judson Freeman (DMS); Carolyn Hicks (DFS); Mike Jones (EOG); Melissa Turner (DFS)</p> <p><i>*Members who were unable to attend are denoted by strikethrough text.</i></p>		
<b>Attachments/ Related Documents</b>	<ul style="list-style-type: none"> <li>• <a href="#">December 13, 2017 ESC Meeting PowerPoint Presentation</a></li> </ul>		
<b>Action Items</b>	N/A		

**Roll Call and Opening Remarks: Facilitated by Ryan West, DFS, Chair**

Chair Ryan West called the meeting to order at 2 p.m. with a roll call of the ESC members. Eleven of the ESC members were present.

**Review of Meeting Minutes: Facilitated by Melissa Turner (DFS)**

The ESC was provided the [November 1, 2017 ESC Meeting Minutes](#) for review. 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 Carolyn Hicks (DFS); Melissa Turner (DFS)**

Ms. Turner began the Project update by reviewing the Spend Plan, as of November 2017, citing the remaining percentage in each category. Having no comments or questions, Ms. Turner proceeded to discuss risks and issues.

There were no new risks or issues created or closed since the previous meeting. The Project will continue to report on high impact or probability in the Monthly Project Status Reports.

Ms. Turner then updated the members on the Project schedule regarding the SSI ITN. Negotiation sessions will continue; strategy sessions are being held as needed.

During the previous meeting, a member requested an updated Project schedule to reflect revised timeline due to PCR#26 – Key Project Milestone Schedule Change. Ms. Turner discussed a visual timeline, listing several fiscal year activities, including the major project deliverable, intent to award, execution of the contract, and the transition from Pre-Design, Development, and Implementation (DDI) Phase to DDI Phase.

Ms. Turner turned her attention to the Project scope and accomplishments. The Project conducted readiness collaboration sessions with DFS Division of Accounting and Auditing, Division of Treasury, and the Office of Information Technology. The Project also completed the Interface Inventory Analysis Pilot for DFS where the Project took a deeper dive into a set of current interfaces. The Project established a staging area for a Data Assessment that will analyze current data from FLAIR and CMS for structure, meaning, and quality.

Ms. Turner announced the planning for the major Project deliverable, Initial Draft of Recommended Statutory Changes, had been completed. An internal review will start with Project sponsors. Anticipated fields to be used in the deliverable template was also shared. Mr. Tanner Collins asked who would be populating the template. Ms. Turner replied, once the Project had populated the template with initial recommendations, it will be sent to ESC members and Project sponsors for comments. Mr. Collins followed up with asking, if members can add policy issues. Ms. Turner said yes, individuals could add to the template and it would be discussed with the group.

Having no further questions, Ms. Turner proceeded to discuss the Project's remaining fiscal year activities. Ms. Turner explained the Process Analysis Documents will address current financial processes at a finer detail. The work product will include previous work flows and narratives.

Ms. Turner continued the fiscal year activities by briefly mentioning the Benefits Realization Management Process; Data Retention Analysis – Cycle 2; Report Analysis Workgroup; Case for Change; Stakeholder Assessments; DDI Website Strategy; Project Team Knowledge Transfer; Integration Point Gap Analysis – Cycle 3; Data Assessment – Cycle 2; Project Staffing Strategy; Internship Strategy; Communication Exchange Hub; Revised Decision Management Strategy; and Pre-DDI Closeout Plan.

Having no questions, Ms. Turner turned the floor over to Ms. Carolyn Hicks who presented two readiness activities the Organization Change Management (OCM) Team completed. She discussed the OCM Change Champion Strategy and OCM Success Measures.

Ms. Rosalyn Ingram had a question regarding the timeline for the Change Champion Strategy. She asked if the Change Champion Network would be implemented after contract award and the start of DDI Phase. Additionally, she asked if the Project would work with agency heads in the selection of Champions. Ms. Hicks responded yes, the Project will work with agencies and this was “a” strategy, not the strategy. The Project intends to work with the selected vendor to establish a Change Champion Network. Ms. Ingram stated the importance of communication and collaboration with a variety of folks so that all parties are represented because Agency needs are varied. Ms. Turner responded that the Project will provide support to agencies as necessary.

Mr. DiSalvo asked, if any of the 11 OCM measures will measure agency performance. Ms. Hicks responded that OCM will gather data at an agency level and will aggregate up. Mr. DiSalvo asked a clarifying question regarding a colored scorecard per agency. Ms. Turner stated more discussion agency readiness scorecards will be held during the DDI phase.

Regarding the Change Champion Strategy, Mr. DiSalvo recommended the Project identify the top five benefits to an agency to aid the Change Champion Network and the Project. Ms. Hicks responded that yes, written benefits are being established through the Project’s Case for Change and Stakeholder Assessments.

Following Ms. Hicks’s presentation, Ms. Turner showed a Project organizational chart, depicting the Project’s structure as of December, 2017. The Project will post the organizational chart on the Project website.

**Independent Verification and Validation: Facilitated by Brian Eppig (Grant Thornton)**

Mr. Brian Eppig stated IV&V focused on the Project’s ability to execute readiness activities. The assessment for November was green. Project outreach and readiness activities have and are expected to increase. Mr. Eppig then shared a brief overview on the basic tenants and characteristics of an ERP.

Ms. Maria Johnson asked a question regarding the agency’s ability to have assessment data. Mr. Eppig responded that he expected they would. Ms. Turner also responded that as a group, there will be many discussions on implementation impacts to schedule and cost. She acknowledged that agencies will be affected differently.

Mr. Disalvo stated that a challenge the Project could face during DDI will be individual agency’s request for unique customizations. He wanted to know how the Project would make decisions regarding those requests. Ms. Turner responded that customization would be limited. Mr. DiSalvo asked if the ESC would be involved in the process and decision making, and Ms. Turner said that changes to decision management processes would be discussed as a group.

**Upcoming Activities: Facilitated by Melissa Turner (DFS)**

Ms. Turner stated the Project will continue to support procurement and readiness activities across all Tracks. Additionally, after internal review of the Initial Draft of Recommended Statutory Changes, the document will be shared with ESC members and meetings will be set up to discuss input beginning in January.

**New Business: Facilitated by Melissa Turner (DFS)**

Ms. Turner reminded the group of the importance of partnership. She announced two partners would be sharing a presentation on their field of expertise. Ms. Turner introduced Mr. Judson

Freeman, Deputy Director, Bureau of Operations, State Purchasing with DMS for a presentation of Source to Pay, the State's enterprise procure-to-pay system, known as MyFloridaMarketPlace (MFMP).

Following the presentation, the floor shifted to Mr. Mike Jones for a presentation on the Transparency Florida website. Ms. Rachael Lieblick asked for the web address to be shared. Mr. Jones replied, [Transparencyflorida.gov](http://Transparencyflorida.gov). Mr. Tanner Colling asked, how quickly appropriations were loaded into the website once passed by the EOG and loaded into FLAIR. Mr. Jones replied that usually by July 14.

Mr. Disalvo asked who maintained the website and the data uploads. Mr. Jones replied it was handled in-house, but not by a single full-time position. The website is updated nightly.

Ms. Turner concluded by thanking the presenters and the group for the discussion.

**Next Meeting**

Ms. Turner announced the next ESC meeting is scheduled for January 24, 2018; however, previously during the Legislative Session the ESC meetings had been cancelled. The group agreed to follow suit and cancel the January and February 2018 meetings, holding the next meeting in March, 2018.

The meeting adjourned at 3:53.