

Date	04/25/2018	Time	2:30 p.m.
Location	Department of Revenue 2450 Shumard Oak Boulevard, Building 2, Room 1250 Tallahassee, Florida 32399		
Objective	April 25, 2018 Executive Steering Committee (ESC) Meeting		
Attendees	<p>ESC Members*: Chair Ryan West (DFS), Chair; Carlton Bassett (DFS); David DiSalvo (DMS); Rosalyn (Roz) Ingram (DMS); Maria Johnson (DOR); Michael (Mike) Jones (EOG); Cynthia Kelly (EOG); Rachael Lieblich (DFS); Angie Martin (DFS); Tanya McCarty (DFS); Darinda McLaughlin (DEP); Kimberly McMurray (DCF); Robin Naitove (FDOT); Jennifer Reeves (DFS); Danta White (DFS)</p> <p>Invited Speakers: Graeme Finley (Grant Thornton); Melissa Turner (DFS)</p> <p><i>*Members who were unable to attend are denoted by strikethrough text.</i></p>		
Attachments/ Related Documents	<ul style="list-style-type: none"> • April 25, 2018 ESC Meeting PowerPoint Presentation 		
Action Items	N/A		

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

Chair Ryan West called the meeting to order at 2:30 p.m. with a roll call of the ESC members. Fourteen of the fifteen ESC members were present. Chair West introduced the newest ESC members, Darinda McLaughlin who replaced Bob Wilson and represents the Department of Environmental Protection, and Tanya McCarty, who replaced Tanner Collins and represents the Department of Financial Services, Division of Treasury.

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

The ESC was provided the [March 28, 2018 ESC Meeting Minutes](#) for review. Ms. Turner gave the members time for review and comments. A typo was identified. There were no further revisions or objections. The ESC was informed the meeting minutes would be corrected and posted on the Florida PALM Project website following the meeting.

Florida PALM Project Update: Facilitated by Melissa Turner (DFS)

Ms. Turner began the meeting by reviewing the Spend Plan by category, as of March 31, 2018. The Project has 29 percent of the projected budget remaining for the fiscal year. Details are listed in the Monthly Spend Plan.

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

Ms. Turner reviewed Project Change Request (PCR) 28 which accounted for additional capacity by the Project team to add two new deliverables and extended the acceptance date for one deliverable. She offered to share additional information related to PCR 28 if members were interested.

Ms. Turner stated there were no updates on the Software and Systems Integrator Invitation to Negotiate (SSI ITN) schedule to share at this time.

In last meeting, Ms. Turner shared the Project was appropriated 51 FTE positions. Ms. Turner reviewed the Project's latest organizational structure which incorporates all 51 positions. The Project will share an updated organization structure, should a decision be made to request additional positions in the future. As requested, ESC members will be notified of open positions.

Moving to the Project's scope updates, Ms. Turner briefly discussed Project Track accomplishments. An update on the Project's Stakeholder Assessments included outreach to four additional agencies since the last ESC meeting for a total of 16 agencies. The Project continues developing Process Analysis Documents to gain a further understanding of key business processes across 10 Process Areas. Ms. Turner detailed that group one, which included 15 business processes, were completed and accepted; group 2 included 18 business process and were submitted for review; and group 3 includes 6 business processes. Ms. Turner mentioned the Benefits Realization Strategy was accepted. Additionally, the Project has been preparing for anticipated approval of the Major Project Deliverable by conducting one-on-one meetings with members, and finalizing documents. Ms. Turner then opened the finalized Initial Draft Recommendations for Statutory Changes document, and began discussion and opportunity for live edits.

Voting Action (Approval of the Major Project Deliverable: Initial Draft Recommendation of Statutory Changes): Facilitated by Melissa Turner (DFS); Ryan West, Chair (DFS)

Moving to the voting action for the approval of Major Project Deliverable: Initial Draft Recommendation of Statutory Changes, Ms. Turner gave an opportunity for public comments. With no comments, Ms. Turner yielded to Chair West for the vote. Chair West requested all in favor for approving the Major Project Deliverable: Initial Draft Recommendation of Statutory Changes, say "aye", opposed, say "nay". The members voted unanimously for approval. Having no further comments or questions, Ms. Turner turned the floor over to Mr. Graeme Finley.

Independent Verification and Validation (IV&V): Facilitated by Graeme Finley (Grant Thornton)

Mr. Graeme Finley introduced himself as the head of advisory services and lead of acquisitions with Grant Thornton. In his role, he provides national perspective and lessons learned from

around the country. Mr. Finley stated recent IV&V activities focused on the Project's ability to execute readiness activities.

Stating DFS readiness reviews are performed quarterly, Mr. Finley said IV&V completed quarter three. During that time, they looked at proactive Pre-Design, Development, and Implementation (Pre-DDI) readiness with key stakeholders. He also commented that of the 11 original IV&V recommendations, eight have been completed by the Project. The recommendations are based on best practices seen over many large ERP implementations. The assessment of the Project overall, receives a green rating.

Further, Mr. Finley suggested as the Project transitions from Pre-DDI to DDI, to leverage tangible and intangible assets, such as people, technology tools, business requirements, as well as the culture of the Project. During the prior 18 months, the Project has shown a distinct culture with communication, service, adherence to policies and procedures, and a Team-focus. Mr. Finley communicated when merging with an SSI, a defined culture is an important factor for the pace of the Project. He also commented on the critical action of decision-making and the drivers behind deliberate decisions.

Upcoming Activities: Facilitated by Melissa Turner (DFS)

Ms. Turner stated the Project will continue to support procurement and readiness activities across all Tracks. Ms. Turner briefly discussed the upcoming activities including completing readiness activities the Project has planned through the fiscal year. Without questions, she moved to new business.

New Business: Facilitated by Melissa Turner (DFS)

Ms. Turner stated there was no new business. She opened the floor for discussion. Having no questions, she concluded the meeting.

Next Meeting

Ms. Turner announced the next ESC meeting is scheduled for May 23, 2018. Historically, ESC meetings were postponed due to agency fiscal year responsibilities. Ms. Turner asked the ESC members if they would like to have a combined meeting in early to mid-June. Members agreed to proceed with the May 23 meeting. The meeting adjourned at 3:15.