Executive Steering Committee Meeting

Department of Revenue
Building 2, Room 1250
February 22, 2017
Roll Call and Opening Remarks

Facilitator: Robert (Budd) Kneip, Chair
Review of January 25, 2017 Meeting Minutes
Facilitator: Melissa Turner
Florida PALM Project Update

Facilitators: David Gilmore, Danielle Kosberg, & Melissa Turner
## Florida PALM Project Update

### Budget

#### FY 2016-2017 Spend Plan Summary

*As of January 31, 2017*

<table>
<thead>
<tr>
<th>Category</th>
<th>Projected</th>
<th>Incurred</th>
<th>Remaining Balance</th>
<th>% Remaining</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries and Benefits</td>
<td>$2,888,550.00</td>
<td>$1,415,479.20</td>
<td>$1,473,070.80</td>
<td>51%</td>
</tr>
<tr>
<td>Special Category</td>
<td>$3,572,105.00</td>
<td>$1,694,950.75</td>
<td>$1,878,154.25</td>
<td>53%</td>
</tr>
<tr>
<td>Risk Management</td>
<td>$3,504.00</td>
<td>$3,504.00</td>
<td>$0</td>
<td>0%</td>
</tr>
<tr>
<td>Insurance</td>
<td>$3,504.00</td>
<td>$3,504.00</td>
<td>$0</td>
<td>0%</td>
</tr>
<tr>
<td>DMS Transfer</td>
<td>$8,230.50</td>
<td>$6,290.25</td>
<td>$2,096.75</td>
<td>25%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$6,472,389.50</strong></td>
<td><strong>$3,120,224.20</strong></td>
<td><strong>$3,353,321.80</strong></td>
<td><strong>52%</strong></td>
</tr>
</tbody>
</table>
Florida PALM Project Update
Risks and Issues

- Closed two risks since last ESC meeting related to ITN responses and securing key support staff
- There were no new risks or issues reported since last ESC meeting
- Risks with high probability and impact will continue to be shared via monthly status reports and discussed (if necessary or as requested) with the ESC
Florida PALM Project Update

Scope (DDI Readiness Activities)

- Continued preparing for knowledge transfer to Project Team on Level 2 Standardized Business Process Models
- Continued analyzing new DecisionDirector tool for fit to support revised vendor responses to requirements during negotiation
- Began executing activities identified in the OCM Pre-SSI Strategic Plan
- Continued evaluating Project Support Tools
- Continued updating the Data Management Plan (DMP)
Florida PALM Project Update
Scope (DDI Readiness Activities)

- Project Management Plan (PMP)
  - Rolled-out to Project Team in waves beginning in September 2015
  - All Project Team members receive PMP training as part of onboarding
  - Currently updating PMP to consolidate standards and procedures
Florida PALM Project Update

Scope (DDI Readiness Activities)

Quality Management

- Deliverable Quality
  - Sets the standards for deliverables
  - Contains:
    - Deliverable Expectation Document (DED)
    - Author’s Deliverable Review (Peer Review)
    - Pre-Submission QC Review
    - Deliverable Review
Quality Management

- Service Quality
  - Sets the standards for services provided by contractors
  - Includes:
    - Communication
    - Availability
    - Recommendations which have a positive value
    - Timeliness
    - Professionalism
Performance Management

- Describes how the Project will measure its performance
- Identifies a standard set of measures
- Defines the processes used for collecting data, calculating measures, and reporting
Florida PALM Project Update

Scope (DDI Readiness Activities)

- Oversight Analysis
  - Executive Summary
    - Explains oversight purpose and background
    - Identifies reporting entities
  - Quarterly Scorecard
    - Compares AST, IV&V, and Project performance assessment findings
  - Will be published on the Florida PALM website
Florida PALM Project Update
Schedule (SSI ITN)


- BPS Support Services Contractor review of DD2 reports (Complete)
- Administrative review of replies (Complete)
- Evaluation Team begin review of replies (In progress)
- Respondents conduct software demonstrations and team presentations
- Evaluators complete scoring
- Scores are compiled to establish competitive range
Florida PALM Project Update

Schedule (SSI ITN)

Negotiation Activities (4/18/2017 – 2/20/2018)

- Appoint negotiators
- Prepare for negotiations
- Support negotiator strategy sessions
- Conduct negotiations
- Post Intent to Award
- Execute contract
Independent Verification & Validation (IV&V) Assessment

Facilitator: Brian Eppig
IV&V Assessment
Results – January 2017

- IV&V evaluation focused on DDI readiness
  - Project continuing to evolve and improve internal operations
  - Functional Tracks continuing to execute activities as planned; OCM, SDS, BPS
IV&V Assessment

Upcoming Focus

- Continue to focus on DDI Readiness
  - Managing impacts of procurement support
  - Executing project strategy and plan to ready the State to support implementation
    - OCM
    - SDS
    - BPS
Upcoming Activities

Facilitator: Melissa Turner
Upcoming Activities

- Support SSI ITN
- Execute DDI readiness activities across tracks
  - Conduct knowledge transfer to Project Team on Level 2 Standardized Business Process Models
  - Execute activities identified as part of the OCM Pre-SSI Strategic Plan
  - Conduct one-on-one meetings with ESC members to discuss the DMP
New Business & Open Discussion

Facilitator: Melissa Turner
Next Meeting

Wednesday, May 24, 2017
Building 2, Room 1250

March and April meetings canceled to accommodate Legislative session
Contact Information

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