Executive Steering Committee Meeting

Department of Revenue
Building 2, Room 1250
May 24, 2017
Roll Call and Opening Remarks

Facilitator: Robert (Budd) Kneip, Chair
Review of Meeting Minutes
Facilitator: Melissa Turner
Review of Meeting Minutes

- February 22, 2017
- May 10, 2017
Florida PALM Project Update

Facilitators: Eric Adair & Melissa Turner
Florida PALM Project Update

Budget

<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>$2,047,842.06</td>
<td>$840,707.94</td>
<td>29%</td>
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<tr>
<td>Special Category</td>
<td>$3,572,105.00</td>
<td>$2,625,123.61</td>
<td>$946,981.39</td>
<td>27%</td>
</tr>
<tr>
<td>Risk Management Insurance</td>
<td>$3,504.00</td>
<td>$3,504.00</td>
<td>-</td>
<td>0%</td>
</tr>
<tr>
<td>DMS Transfer</td>
<td>$8,387.00</td>
<td>$8,387.00</td>
<td>-</td>
<td>0%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$6,472,546.00</strong></td>
<td><strong>$4,684,856.67</strong></td>
<td><strong>$1,787,689.33</strong></td>
<td><strong>28%</strong></td>
</tr>
</tbody>
</table>

FY 2016-2017 Spend Plan Summary

As of April 30, 2017
Closed three risks since the last ESC meeting:
- Two OCM risks related to communications
- One PMO risk related to contracted resources

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
Schedule (SSI ITN)


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

Executive Steering Committee Meeting

May 24, 2017
Florida PALM Project Update
Schedule (SSI ITN)

Negotiation Activities (4/18/2017 – 2/20/2018)
- Appoint negotiators *(Not Started)*
- Support negotiator strategy sessions
- Conduct negotiations
- Post Intent to Award
- Execute contract
Florida PALM Project Update

Scope (DDI Readiness Activities)

- Continued knowledge transfer to Project team on Level 2 Standardized Business Process Models
- Continued executing activities identified in the OCM Pre-SSI Strategic Plan
- Continued evaluating Project Support Tools
- Conducted working sessions with DFS leadership to discuss several technical areas
- Updated project management documentation and delivered Project team training
Florida PALM Project Update

Scope – Data Management Plan (DMP)

- Review and discuss edits to the DMP Document
- Discuss the plan for reviewing:
  - Attachment A - Florida PALM Architecture Principles
  - Attachment B - FLAIRM/CMS Current-State Interfaces
  - Attachment C - General Appropriations Act (GAA) DMP Requirements Traceability
  - Attachment D - FLAIRM and CMS Conceptual Data Models
Voting Actions

Facilitator: Melissa Turner
Voting Actions

- Approval of the Pre-DDI Data Management Plan (excluding attachments)
Independent Verification & Validation (IV&V) Assessment

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

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

Overall Pre-DDI Execution Assessment Status
Green
IV&V Assessment

Upcoming Focus

- Focus on DDI Readiness (within OIT, Treasury, A&A)
  - Synchronization between FLAIR/CMS and PALM
  - Data
  - Interfaces
  - Procedures
  - Staffing
Upcoming Activities

Facilitator: Melissa Turner
Upcoming Activities

- Support SSI ITN
- Execute DDI readiness activities across tracks
- Conduct FY 17-18 Planning Activities (schedule, resources, spend plan, and risk brainstorming)
- Collect initial Agency profile data (Part 1)
- Obtain ESC approval of the DMP attachments
New Business & Open Discussion

Facilitator: Melissa Turner
Next Meeting

To Be Confirmed:
Wednesday, June 28, 2017
Building 2, Room 1250
Contact Information

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