EXECUTIVE STEERING COMMITTEE

DEPARTMENT OF REVENUE
BUILDING 2
APRIL 25, 2018
Roll Call and Opening Remarks

Facilitator: Ryan West, Chair
REVIEW OF MARCH 28, 2018 MEETING MINUTES

FACILITATOR: MELISSA TURNER
Florida PALM Project Update

Facilitator: Melissa Turner
## Florida PALM Project Update

### Budget – FY 2017-18 Spend Plan

#### FY 2017-2018 Spend Plan Summary

As of March 31, 2018

<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>$3,033,104.88</td>
<td>$2,162,707.49</td>
<td>$870,397.39</td>
<td>29%</td>
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<tr>
<td>Special Category</td>
<td>$2,311,692.03</td>
<td>$1,653,646.13</td>
<td>$658,045.90</td>
<td>28%</td>
</tr>
<tr>
<td>Risk Management Insurance</td>
<td>$3,304.00</td>
<td>$3,304.00</td>
<td>$0.00</td>
<td>0%</td>
</tr>
<tr>
<td>DMS Transfer</td>
<td>$16,770.00</td>
<td>$12,577.50</td>
<td>$4,192.50</td>
<td>25%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$5,364,870.91</strong></td>
<td><strong>$3,832,235.12</strong></td>
<td><strong>$1,532,635.79</strong></td>
<td><strong>29%</strong></td>
</tr>
</tbody>
</table>
Florida PALM Project Update

Risks and Issues

- Since the last ESC meeting, there have been no new risks or issues reported or closed
- Risks and issues 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 – Readiness Activities

- Processed PCR 28
  - Accounted for additional capacity by the Project Team
  - Extended acceptance date for one deliverable
  - Added two deliverables
    - Benefits Register Template
    - Technical Naming Standards Approach
Florida PALM Project Update
Schedule – SSI ITN

- Negotiation Activities (04/18/2017 – 06/20/2018)
  - Appoint negotiators (08/16/2017)
  - Support negotiator strategy sessions (*In Progress*)
  - Conduct negotiations (*In Progress*)
  - Make recommendation
  - Post Intent to Award
  - Execute contract
Florida PALM Project Update
Scope – Accomplishments

- Conducted Stakeholder Assessments with 16 entities
  - Administrative Hearings
  - Agriculture and Consumer Services
  - Children and Families
  - Elder Affairs
  - Environmental Protection
  - Financial Services
  - Highway Safety and Motor Vehicles
  - Health
  - Legal Affairs
  - Lottery
  - Management Services
  - Military Affairs
  - Professional and Business Regulation
  - Public Service Commission
  - Revenue
  - State
Florida PALM Project Update

Scope – Accomplishments

- Continued development of Process Analysis Documents
  - Ongoing collaboration with DFS Divisions/offices, agencies, and FFMIS partners to gain a further understanding of key business processes across 10 Process Areas
  - Closed out 15 business processes and provided final documents to contributing entities
  - Continued development of 24 additional business processes
Florida PALM Project Update

Scope – Accomplishments

- Accepted Benefits Realization Management Strategy
- Prepared Major Project Deliverable for ESC approval
  - Conducted remaining one-on-one meetings with ESC members
  - Finalized draft document for ESC review/approval
VOTING ACTIONS

FACILITATOR: MELISSA TURNER
Voting Actions

- Approval of Major Project Deliverable – Initial Draft
- Recommendations of Statutory Changes
INDEPENDENT VERIFICATION AND VALIDATION (IV&V) ASSESSMENT

FACILITATOR: GRAEME FINLEY
IV&V Assessment
DFS Readiness Assessment Update

- Complete for Q3 of FY 2017-18
  - Proactive review focused on the ability of DFS to meet likely needs of DDI
  - Independently reviewed capabilities and processes within Florida PALM Project and support divisions
- Eight of eleven original recommendations completed and being monitoring
- Nearly complete
  - Florida PALM to develop a formal process for requesting and tracking input from its DFS Stakeholders
  - DFS Stakeholders should establish and provide a business calendar that identifies peak operational periods
- In Process
  - DFS Functional Stakeholders should initiate a data quality review for the data elements most likely to be required by Florida PALM
IV&V Assessment
Monthly Assessment – March 2018

- IV&V evaluation focused on Project and Department DDI readiness
  - Pre-DDI activity execution progressing as expected
  - Focus continues to be on better understanding current state

Overall Pre-DDI Execution Assessment Status

Green
On track per current timeline
IV&V Assessment
Changing Gears – Transition to DDI

- Pre-DDI formed the foundation
  - Project Vision: definition and goals
  - Team structure: organization, roles, and responsibilities
  - Solution Selection: software and system integrator

- Leverage the Florida PALM culture
  - Open and direct communication
  - External / service orientation
  - Adherence and compliance with polices
  - Team development focus
Frequent drivers of ERP project success:
- Effective governance
- Sponsor support and commitment
- User buy-in and adaptation to new processes
- Ability to make and stick to decisions is a common factor in all of the above

Questions to Answer before Making a Decision
- Do you have enough information to make a decision?
- Have all stakeholders weighed in?
- Do the benefits outweigh cost, and/or schedule impact?
- Does the decision increase or decrease risk?
- Does this decision align with the Project vision and goals?
UPCOMING ACTIVITIES

FACILITATOR: MELISSA TURNER
Upcoming Activities

- Continue work on:
  - Reporting Workgroup Strategy
  - Case for Change Materials
  - Stakeholder Assessments
  - Florida PALM DDI Website Strategy
  - Knowledge Transfer Sessions with the Project Team
  - Integration Point Gap Analysis – Cycle 3
  - Data Assessment
  - Reporting Inventory Analysis
  - Technical Naming Standards Approach
  - Internship Strategy for Florida PALM
  - Pre-DDI Closeout Plan
  - Communication Exchange Hub Analysis
  - Benefits Register Template

- Support SSI ITN
NEW BUSINESS & OPEN DISCUSSION

FACILITATOR: MELISSA TURNER
NEXT MEETING

WEDNESDAY, MAY 23, 2018
BUILDING 2, ROOM 1250
CONTACT INFORMATION

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