Florida PALM
Planning, Accounting, and Ledger Management

Date	07/22/2020	Time	2:00 – 4:00 p.m.
Location	Virtual Meeting		
Objective	July 22, 2020 Executive Steering Committee Meeting Minutes		
Attendees	**Executive Steering Committee:** Scott Fennell, Chair (DFS); Carlton Bassett (DFS); Jimmy Cox (DMS); Laurie Grasel (EOG); Renee Hermeling (DFS); Rosalyn (Roz) Ingram (DMS); ~~Maria Johnson (DOR)~~; Mike Jones (EOG); ~~Tony Lloyd (DCF)~~; Angie Martin (DFS); Tanya McCarty (DFS); Darinda McLaughlin (DEP); ~~Mark Merry (DFS)~~; Robin Naitove (FDOT); Ryan Nolan (DFS) **Speakers:** Matt Cole (Accenture); Mark Fairbank (ISG); Scott Fennell (DFS); Tabitha Hunter (DFS); Shannon Segers (DOR); Melissa Turner (DFS) *Members who were unable to attend are denoted by strikethrough text.*		
Attachments/ Related Documents	• July 22, 2020 Executive Steering Committee Presentation • PCR58 – Go/No-Go Decisions for duration of the Project • PCR59 – Reclassification of certain Major Project Deliverables		
Action Items	• Project Change Request 58 voting action		

Roll Call and Opening Remarks: Facilitated by Scott Fennell DFS)
Mr. Scott Fennell called the meeting to order at 2:00 p.m. with a roll call of the Executive Steering Committee (ESC) members. Thirteen of the 15 members were present; a quorum. Ms. Rosalyn Ingram was confirmed in attendance after roll call. Mr. Fennell thanked the ESC members for attending another virtual ESC meeting and continuing to support Florida PALM during the COVID-19 challenges. Mr. Fennell reminded the group they have two voting actions and will also hear from two guest speakers.

Florida PALM Project Update: Facilitated by Matt Cole (Accenture); Tabitha Hunter (DFS); Shannon Segers (DOR); Melissa Turner (DFS)
Ms. Turner shared an update on Project risks and issues. Since the last ESC meeting, one issue was logged, but was also closed as of July 22, 2020. The issue was associated with the upcoming Role Mapping Workshops and the inclusion of information from functional designs. The issue was closed as a result of the Project Team obtaining requisite information for the Role Mapping Workshops outside of the functional designs. The risk for delayed functional designs is now logged as an issue. The Project Team is working on a mitigation plan and will discuss further with the ESC. The FY 19-20 Q4 budget amendment release risk was closed. Ms. Turner also shared a risk has been created related the initial release holdback and planned spending for Q1 of FY20-21. Ms. Turner reminded ESC members that risks and issues with a high probability will be shared with ESC members through monthly status reporting.

Ms. Turner shared the spend plan as of June 30, 2020. She then shared the current fiscal year spend plan projections as of July 1, 2020. The projections align with the revised implementation approach contract updates. There will be no changes to appropriations; however, there will be shift in fiscal allocation as the State of Florida will assume the payment of Oracle® PeopleSoft licenses. This shift will be offset by a reduction in the contract with Accenture so there will be no overall cost impact as a result of the license transition.

Moving to schedule updates, Ms. Turner shared two new Project timeline graphics. Both CMS Wave and Central Wave timelines, by month, are shown from an agency's perspective, outlining planned Master Readiness Tasks (MRW) activities.

ESC members previously received a communication related to two Project Change Requests (PCRs) prior to the meeting. PCR58 proposes to align Go/No-Go Decision names and dates with the revised implementation approach for the remainder of the Project's duration. PCR59 proposes a reclassification of certain Major Project Deliverables to written deliverables. This would allow ESC members to focus deliverable reviews around standardization of business processes.

Mr. Mike Jones asked if there would be an impact to the Project's cost by updating the dates of the Go/No-Go Decisions. Ms. Turner said there was a cost associated to the revised implementation approach that is included as part of Amendment 3. However, there would not be an associated cost change to the Project to align the Go/No-Go Decisions.

Mr. Jones, Ms. Renee Hermeling, and Mr. Jimmy Cox mentioned their desire to stay informed on the deliverables proposed for reclassification and asked if they could review and share feedback on certain deliverables. Ms. Turner said the Florida PALM Team is happy to share any deliverables and would welcome feedback. Mr. Matt Cole, Accenture, said there is still a high level of collaboration needed with agencies and the ESC members to complete many of these deliverables and coordination with these partners will continue. Ms. Robin Naitove said if agency communication continues through Change Champion Networks as it is presently, agencies and ESC members will be informed, thus had no problems with the Major Project Deliverable reclassification. Ms. Darinda McLaughlin asked how the reclassified deliverables would be shared with ESC members since the deliverables would remain components of Go/No-Go Decision votes. Ms. Turner and Mr. Fennell said that while the ESC may not formally vote to approve a written deliverable, Go/No-Go Decisions are the pause points to review progress, check alignments, and confirm any impacts to future progress points. Ms. Turner offered to share drafts and final versions of any deliverable, should an ESC member request to review. Ms. Turner also noted the Project Team would continue to give updates associated with these deliverables in the ESC meetings. Mr. Carlton Bassett shared they would like the opportunity for the ESC to have in-depth conversation for the completion of system testing. Ms. Tanya McCarty suggested the Project Team consider individual meetings with ESC members to support detailed deliverable discussions, as has been done in the past. The ESC has discussed and assessed what deliverables should be classified as major in previous ESC meetings. PCR59 was intended to be proactive in facilitating a discussion among the ESC to review major deliverables originally identified through the negotiations process for the duration of the Project instead of handling individually. Ms. Turner confirmed there are no concerns in retaining the classification of deliverables. Mr. Jones requested to postpone the vote for PCR59. Mr. Fennell agreed to postpone the vote until the next ESC meeting and there would be further discussion on the plan for sharing deliverables with ESC members.

Moving through the schedule updates, Ms. Turner showed a visual representation of the Go/No-Go Decisions, if PCR58 were approved. It depicts the repetitive milestone activities across all waves. Ms. Turner noted the go-live dates have not changed.

Ms. Turner reviewed the proposed fiscal year objectives and asked the ESC to share feedback. Mr. Cox asked who the involved partners would be in the "conduct analysis of current Payroll functionality" objective. Ms. Turner replied that a variety of partners would be involved, including the Bureau of State Payroll, People First, and select agencies and partners. Mr. Cox shared his desire to be a part of those conversations and to suggest partners (i.e., DOT, DCF) that may be helpful.

Mr. Matt Cole gave an update on the progress of creating CMS Wave functional designs by showing a graph. The graph depicted the baseline plan, the revised plan, and actual progress. Though behind schedule for internal design activities, go-live dates across all waves are not anticipated to be impacted. Contributing factors for delay include staff unavailability due to COVID and the need for additional collaboration with the DFS Division of Treasury and third parties. Several mitigations have been implemented including increasing time spent with Division of Treasury; escalating design decisions to leadership for review and decision; and planning for future functional design. Also, the Project Team continues to assess priorities within the Project Schedule to shift internal goals while maintaining and meeting external goals so there is minimal impact to agencies. Ms. McCarty mentioned the staff at the Division of Treasury are reviewing and understanding the process flows, forms, and reporting capabilities at a deeper level, understanding the system, and asking questions with good feedback. Mr. Cox asked if there were anticipated impact to subsequent waves with the delay in functional design progress. Mr. Cole replied that the work to prioritize and work ahead on future functional designs will minimize impact of the delayed CMS Wave functional designs to future waves.

Mr. Cole continued on to discuss the CMS Wave build progress, stating the functional designs and build processes have a direct correlation. With a similar presentation, the graph shows the build status is behind schedule. He mentioned the addition of new Project Team resources that will increase the pace of work. Mr. Jones asked for clarification on the impact to Project cost if functional designs and build are delayed, and if it impacted agency work and cost. Mr. Cole confirmed there are no cost increases for the onboarding of additional Project Team members since there was no change in scope. Mr. Cole restated how the priority of internal activities continue to be assessed to avoid impacts to future Go/No-Go Decisions. Mr. Jones expressed the consideration of Project schedule changes that could impact an agency's ability to complete agency-specific tasks. Acknowledging Mr. Jones, Mr. Cole reiterated the work-ahead effort for the Central Wave and noted the progress he shared today was for the CMS Wave and that there are no current delays for Central Wave activities.

Mr. Cole moved to the solution demonstration portion and introduced the reports inquiry and reports query demonstrations. Mr. Jones asked if the demonstrations were shared with end users. Mr. Cole said they were demonstrated during the Project's Open House, the July Town Hall, and are published on the Project website.

Ms. Turner provided an update on scope activities, sharing the Project held a Change Impact Workshop which had 100% agency participation, held a Change Champion Network (CCN) Town Hall, and is currently holding training focus groups this week with select agencies to provide input

on training curriculum. The third PALMcast episode has been published featuring Tanner Collins, Director of DFS Division of Treasury. The Florida PALM website is on schedule for migration to a new system application. Per Proviso, an Agency Status Report has been created to gather information from agencies to be included in the Project's monthly status report. Additional guidance on how to complete the form is being finalized.

Draft agency readiness indicators were sent to ESC members prior to the meeting requesting feedback. During the meeting, Ms. Turner reviewed feedback received to date and asked for additional comments. Ms. Turner edited the indicators in a Word document with track changes to address live edits. The indicators will be shared with agencies in July as a part of an MRW task for Agency Sponsors.

Mr. Shannon Segers, Department of Revenue (DOR) Agency Liaison, addressed how DOR is managing MRW tasks and briefly discussed their remediation plan and impacts to their agency business systems. Ms. Tabitha Hunter, DFS Technology Technical Liaison, addressed the coordination of Office of Information Technology and Florida PALM activities and the addition of the Technical Project Management Liaison to help manage activities through standard project management practices.

Mr. Fennell thanked Shannon and Tabitha for sharing their experience. Ms. Hermeling also thanked the two guest speakers sharing it was helpful to hear from agencies' CCNs.

Independent Verification and Validation (IV&V) Assessment: Mr. Mark Fairbank (ISG)
Mr. Mark Fairbank gave an assessment for the month of June. He reported an overall green status for the Project based on the 15 metrics identified for IV&V reviews. One item remains in yellow status that pertains to time management and scheduling.

Additional observations included factors that affect risk to the Project Schedule. The delay in CMS Wave functional designs, the combination of year end demands and COVID-19 challenges, and the readiness of enterprise partner systems being prepared to test interfaces according to the Schedule. Mr. Fairbank said the risks are managed on a daily basis and there are strong indicators the delay in CMS Wave functional design will not affect quality or delay in go-live. There are no quality risks with delay in CMS Wave design and build.

The Project has kept productivity up during the COVID-19 challenges. The pandemic has not impaired the Project from completing work. IV&V continues to monitor all partner systems are aligned to and fully committed to the Project timeline.

Voting Action: Chairman Scott Fennell (DFS)
Mr. Fennell said there will be no vote on PCR59 during today's meeting. Before voting action began for PCR58, Mr. Fennell asked if there was a request for public comment. There being none, Mr. Fennell proceeded with the vote to approve the PCR58 Go/No-Go Decision through remainder of the Project. The ESC members unanimously voted for the approval of PCR58.

Upcoming: Ms. Melissa Turner (DFS)

Ms. Turner briefly discussed upcoming activities. Central Wave Office Hours will be held in July to review the Central Wave Business Process Models. Status reporting required through the Proviso begins in August for the July reporting period. Role Mapping Workshops will be held in September.

Next Meeting: Ms. Melissa Turner (DFS)

The next meeting is scheduled for August 26, 2020. The meeting will be planned as virtual. However, if there is a change, a physical location will be communicated. The meeting adjourned at 3:56 p.m.