EXECUTIVE STEERING COMMITTEE

KNOTT BUILDING, ROOM 116
JULY 24, 2019
ROLL CALL AND OPENING REMARKS

FACILITATOR: RYAN WEST, CHAIR
Review of July 17, 2019 Meeting Minutes

Facilitator: Melissa Turner
PROJECT UPDATE

FACILITATORS:
ANGIE ROBERTSON, MELISSA TURNER
Florida PALM Project Update

Scope – Major Project Deliverables

- Feedback received and clarifying questions from ESC members and their staff answered
- Most changes were administrative in nature (e.g., grammar, formatting)
- Some feedback resulted in clarification of narrative
- There were a few modifications suggested (e.g., process steps, reports)
Florida PALM Project Update
Scope – Standardized Business Process Models

- All (32 of 32) business processes were updated
- Several administrative changes were made that impacted many narratives:
  - Changed reporting frequency to use *Periodic, Monthly, and Annually* consistently throughout
  - Removed interface frequency from narrative recognizing interface design will confirm
  - Clarified the use of the terms process and subprocess
  - Ensured Revision History table is on all narrative documents
  - Clarified the source of any forms that are referenced
Florida PALM Project Update
Scope – Process and Transaction Mapping Analysis

- The Overall section and five business process groupings were updated
- Most edits were grammar, formatting, and clarification changes
- There was one new suggested business process that was added to map from old to new
- One edit results in a refinement of a process that includes a modification to a planned Extension
Florida PALM Project Update
Decision 128 – Requirements Confirmation

- We received very few clarifying questions from ESC
- One “new” Phase 2 requirement is recommended for removal
  - Provide ability to establish and maintain debt instruments (e.g., bond sales, loans)
INDEPENDENT VALIDATION AND VERIFICATION (IV&V)

FACILITATOR: MARK FAIRBANK
IV&V Assessment

Standardized Business Process Models D54

- D54 is the culmination of continual work over 5 years to discover, confirm, create, and refine the State’s vision for conducting business within Florida PALM
- Beyond participation in workgroups and workshops, agencies have had access to and provided input to business process and requirements documents at multiple points
- The process models contain an extraordinary level of detail on cross-functional integration and dependencies that will help to complete data specifications and improve test scenarios
- The overall quality of this deliverable is excellent; while changes may still occur, the risk of any having significant impacts is very low
IV&V Assessment

Process and Transaction Mapping Analysis D57

- It is rare for this type of analysis to be elevated to the level of a discrete deliverable and be completed at this point in the project
  - It is more commonly something that is produced nearer to implementation to facilitate change management and training activities
- The benefits of completing this earlier are apparent:
  - Improve conceptual agreement between Accenture and State on how the Florida PALM will fulfill business needs
  - Provide the Readiness Team with context and knowledge needed to interact effectively with agencies
  - Inform test plans and scenarios to ensure testing activities at each cycle are as comprehensive as needed
- The definitions contained in D57 are thorough and helpful to understanding:
  - How Florida PALM functions account for FLAIR and CMS functions
  - The relationship of Florida PALM functions to the overall business process
VOTING ACTION

FACILITATORS:
RYAN WEST, MELISSA TURNER
Voting Action

- Request for public comment
- Major Project Deliverable: Standardized Business Process Models
- Major Project Deliverable: Process and Transaction Mapping Analysis
- Decision 128: Requirements Confirmation
NEW BUSINESS

FACILITATOR: MELISSA TURNER
NEXT MEETING

AUGUST 28, 2019
KNOTT BUILDING, ROOM 116
CONTACT INFORMATION

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