

<b>Date</b>	04/06/2016	<b>Time</b>	10 – 11 a.m.
<b>Location</b>	Department of Management Services 4050 Esplanade Way, Room 360K		
<b>Objective</b>	Florida PALM Project Update		
<b>Attendees</b>	Eric Adair (DFS), <del>Linda Allbritton (DMS)</del> , <del>Sean Cooley (DFS)</del> , Judson Freeman (DMS), LeighAnne Frechette (DMS) via phone, Charles Ghini (DFS), Julian Gotreaux (DFS), Jillian Green (DMS), Lisa Hopkins (AST), <del>Rosalyn Ingram (DMS)</del> , Robin Kinsey (DFS), Danielle Kosberg (DFS), <del>Joanne Kriebeg Wolin (AST)</del> , <del>Kelly McMullen (DMS)</del> , Angie Robertson (DFS), <del>Erin Rock (DMS)</del> , Christina Smith (DFS), Melissa Turner (DFS), and Bob Ward (DMS)		
<b>Attachments/ Related Documents</b>	N/A		
<b>Action Items</b>	<ul style="list-style-type: none"> <li>• Christina Smith (DFS) will provide documents / supporting information regarding travel systems that FASAASD has reviewed to Bob Ward (DMS)</li> <li>• Develop a list of current projects/agency-involved initiatives that may have statewide impact and require agency participation                             <ul style="list-style-type: none"> <li>○ Christina Smith (DFS) will provide information for Accounting and Auditing (A&amp;A) projects</li> <li>○ Bob Ward (DMS) will provide information for DMS projects</li> </ul> </li> </ul>		

- **Welcome: Facilitated by Danielle Kosberg (DFS)**
- **Introductions:**
  - Meeting attendees introduced themselves
  - Jillian Green has recently joined the Department of Management Services (DMS) as the MyFloridaMarketPlaces (MFMP) Buyer Subject Matter Expert replacing Ann Rabon
- **Project Status: Facilitated by Melissa Turner (DFS)**
  - The Project will be adopting and implementing a new Executive Steering Committee structure. Two of the Committee’s responsibilities will be to review and approve:
    - Solicitation documents (including business requirements); and
    - Major Project deliverables
  - The release date for the Software and System Integrator (SSI) Invitation to Negotiate (ITN) has been changed to align with Proviso which states the SSI ITN cannot be released prior to November 1, 2016. The ITN release will occur no later than early 2017.
  - The Project’s Data Management Plan (DMP) will focus only on Florida PALM data only. (I.e. only data managed within Florida PALM). The planned delivery date for the DMP is targeted for the next fiscal year.
  - The Project is collaborating with Agency for State Technology (AST) to support AST’s Data Management workgroups with State agencies.
  - The Project’s System and Data Strategy (SDS) Track is performing a Gap analysis between current Florida Accounting Information Resource (FLAIR) and the Cash Management System (CMS) interfaces and the integration points identified in the

- Project's Level 2 Standardized Business Process Models developed by the Project's Business Standardization (BPS) Track. This exercise will verify that the Process Models only contain interfaces that have been verified to be needed and those where the need to keep them is unknown. Any interface that has been identified as no longer needed should not be included in the Process Models.
- Christina Smith shared that Accounting and Auditing (A&A) recently participated in a series of "Gap Analysis" meetings with People First (PF). She suggested that the data shared with MFMP may be a dataset that could be shared with PF currently. There is opportunity to validate data in PF similar to the validation process used by MFMP. She suggested PF connect with MFMP to discuss.
  - Agency Business System (ABS) Business Case Study
    - Proviso language specifies that the business case include:
      - a detailed description of the functionality provided by the agency business system;
      - confirmation that the agency business system's functionality is not planned to be included in the replacement of the FLAIR subsystem and the CMS; and
      - documentation, including federal and/or state law, rule, policy, which validates that the agency is required to maintain the functionality provided by the agency business system instead of modifying its business processes.
    - The Project will be contracting with a third party to complete the business case. The Project is developing the procurement and will be offering State agencies the option to participate in the review of the Request for Quote (RFQ).
    - Lisa Hopkins asked if MFMP and PF will be part of the analysis -- It was confirmed that they will since these systems are included as part of Attachment 2 of the FLAIR Study.
  - Charles Ghini asked what are upcoming or ongoing initiatives that have statewide or agency impact.
    - The Florida PALM Project will include agency involvement in reviewing the Cycle 3 Business Requirements, which focus on Payroll and Budget Business Requirements.
    - Christina Smith indicated that A&A is putting together a calendar that includes its various initiatives.
    - Bob Ward indicated that there are several initiatives, including the MFMP business case, which will impact agencies.
    - The group agreed to collaborate and build a calendar that the group could reference in future planning, and perhaps include on the Florida Association of State Agency Administrative Services Directors (FASAASD) website.
  - **Open Discussion/Future Meeting Agenda(s): Facilitated by Melissa Turner (DFS)**
    - **Christina Smith – Travel System**
      - A&A and FASAASD have reviewed several travel system solutions; all of them have gaps between what they provide and what the agencies may need.
      - A&A is currently working on implementation of the new P-Card system. A&A would like to ensure that there is no redundancy with the new systems. Christina would like to coordinate with the team developing the new travel system.

- Bob Ward indicated that DMS was already looking at development of the travel system. DMS is preparing to go through procurement, however they have been redirected at this time. Bob Ward agreed that there needs to be a cooperative effort moving forward. He will notify the team when DMS has a more defined direction.
- Christina offered that current requirements for Florida PALM have travel included. Based on the outcome of the new travel system's implementation, the Florida PALM Project will need to determine whether to keep travel in the Florida PALM solution or to remove it.
- The team decided to suspend the Florida PALM/MFMP meetings for June and July, but may choose to conduct the May meeting currently scheduled for May 10. That meeting will be used to discuss of the Project's DMP.