

Date	03/28/2018	Time	2 p.m.
Location	Department of Revenue 2450 Shumard Oak Boulevard, Building 2, Room 1250 Tallahassee, Florida 32399		
Objective	March 28, 2018 Executive Steering Committee (ESC) Meeting		
Attendees	<p>ESC Members*: Chair Ryan West (DFS), Chair; Carlton Bassett (DFS); David DiSalvo (DMS); Rosalyn (Rez) Ingram (DMS); Maria Johnson (DOR); Michael (Mike) Jones (EOG); Cynthia Kelly (EOG); Rachael Lieblich (DFS); Angie Martin (DFS); Kimberly McMurray (DCF); Robin Naitove (FDOT); Jennifer Reeves (DFS); Danta White (DFS); Bob Wilson (DEP)</p> <p>Invited Speakers: Brian Eppig (Grant Thornton); Stacey Pollock (DFS); Melissa Turner (DFS)</p> <p><i>*Members who were unable to attend are denoted by strikethrough text.</i></p>		
Attachments/ Related Documents	<ul style="list-style-type: none"> • March 28, 2018 ESC Meeting PowerPoint Presentation 		
Action Items	N/A		

Roll Call and Opening Remarks: Facilitated by Ryan West, DFS, Chair

Chair Ryan West called the meeting to order at 2 p.m. with a roll call of the ESC members. Eleven of the ESC members were present. Chair West welcomed the newest ESC member, Carlton Basset, who replaced Robin Kinsey, as the Office of Information Technology representative from the Department of Financial Services. Ms. Turner added, that due to the appointment of Mr. Tanner Collins to Director of Treasury, he transitioned to a Project Sponsor role, and the CFO will appoint a replacement representative from the Division of Treasury on the ESC.

Review of Meeting Minutes: Facilitated by Melissa Turner (DFS)

The ESC was provided the [December 13, 2017 ESC Meeting Minutes](#) for review. There were no revisions or objections. The ESC was informed the meeting minutes would be posted on the Florida PALM Project website following the meeting.

Florida PALM Project Update: Facilitated by Stacey Pollock (DFS); Melissa Turner (DFS)

Ms. Turner began the meeting by reviewing the Spend Plan, as of February 2018, citing the projected and remaining balances in each category. Similar to an activity completed in 2016, the Project made a one-time baseline adjustment to the spend plan to recognize the savings from the timeframe of July through December 2017, and revised the projections from the timeframe of January through June 2018 for a more accurate representation of spend data for the remainder of the fiscal year (FY).

Ms. Turner discussed the Project's allocated appropriations for FY 17-18. She stated the Project has continued authority for the 51 positions and recurring salary and benefits in FY 18-19. While no additional positions were requested for FY 18-19, the Department may consider requests in future FY to increase positions depending on responsibilities required by the State. Ms. Turner further discussed the appropriation and related timing expectations around the award of a multi-year contract with a Systems and Services Integrator (SSI). Further, Ms. Turner discussed funds appropriated for IV&V services in FY 18-19. The Project will be required to continue to provide status reports to the House of Representatives, the Senate, and the Office of Policy and Budget.

Moving forward to risks and issues, Ms. Turner stated there were no new risks or issues created or closed since the previous meeting. The Project will continue to report on high impact and probability in the Monthly Project Status Reports.

Reviewing the Project schedule as it related to readiness activities, Ms. Turner shared updates for Project Change Request (PCR) 27 which extended the acceptance dates on five deliverables. Additionally, this change removed one deliverable that was determined no longer necessary during the current phase of the Project and added two new deliverables: Reporting Inventory Analysis and Interface Inventory Analysis Addendum. Ms. Robin Naitove asked which deliverable was removed. Ms. Turner informed the members there will be not be a second cycle of the Data Assessment this FY. Instead, the timeframe for first cycle was extended to spend more time analyzing the data.

Ms. Turner then stated, there are no updates on the schedule regarding negotiations, at this time.

Moving to the Project's scope update, Ms. Turner briefly discussed Project accomplishments. She shared the Organizational Change Management (OCM) Stakeholder Assessment interviews have been successful and beneficial to the Project. The initiative has increased agency collaboration and has had a positive response from agencies. Ms. Turner asked Ms. Maria Johnson, who participated in a Stakeholder Assessment interview with the Department of Revenue (DOR), if she would like to share her experience. Ms. Johnson shared her agency's interview was a good checkpoint with the Project and quite beneficial. Ms. Naitove asked at what level of agency employment the Project is engaging. Ms. Turner replied that in an effort to keep the interviews small, outreach was made to mostly the Director-level. However, they were encouraged to extend the invite to other appropriate staff with subject matter knowledge. Ms. Johnson commented DOR staff was appropriately represented; having financial and technical staff present.

Continuing with the Project's scope and accomplishments, Ms. Turner highlighted the Project Team's participation in several Project Team Knowledge Transfers (PTKT) and Lunch and Learns on various Project and industry-related subjects. The Project will continue to pursue professional development opportunities for the Team.

Ms. Turner shared the Business Process Standardization (BPS) Track has been focused on the Process Analysis Documents, which analyzes current state business processes. The BPS track collaborated with DFS Division/Offices, as well as select agencies. The analysis documents include narratives and process flows.

Ms. Turner shared the Project has been working on a Benefits Realization Management Strategy. The Project is also working on a Staffing Strategy which identifies resources, including sources, and considers impacts to departmental operations.

Continuing, Ms. Turner focused on the Revised Decision Management Strategy, acknowledging the structure in Pre-DDI may need additional support due to the complexity of the next phase. The Project reviewed best practices, which include empowering Project Team members and requesting support groups with subject matter expertise to review options and make recommendations. Further, Ms. Turner explained the Project proposed categorizing decisions into two types: 1) ordinary, day to day operations and execution, 2) material, having an impact to scope, cost, or schedule. The strategy includes escalation and delegation considerations. Next steps will be creating a decision management plan, which includes the SSI. Ms. Johnson asked where the Change Control Board fit into the proposed decision operating model. Ms. Turner responded, the change control board is a decision support group intended to provide information and recommendations to the Project Director or the ESC.

Continuing the scope and accomplishments, Ms. Turner shared the Systems and Data Strategy (SDS) track has identified additional information regarding key financial events and fiscal data supported by FLAIR and CMS. The SDS track also completed the Interface Inventory Analysis which piloted several DFS business systems and focused on matching data from the 2016 Business Case for Agency Business Systems with current-state FLAIR/CMS interface inventory collected as part of the Data Management Plan. Ms. Stacey Pollock further explained the Project's pilot, conclusions, and the next steps.

Ms. Turner concluded the Project's scope and accomplishments by discussing the Major Project Deliverable (Initial Draft Recommendations of Statutory Changes), reminding the ESC members the intention for approval at the April ESC meeting. Ms. Turner then read each of the 14 statutory changes listed for consideration. ESC members were given a chance to discuss, ask questions, and edit each line item. Ms. Rachael Lieblich asked if line item number three (Chief Financial Officer; powers and duties in investment of certain funds) should be included, as it is not a required function for the implementation of Florida PALM. Ms. Turner replied, the line item explains a design decision for how Florida PALM could be implemented. Ms. Turner asked if Mr. Tanner Collins had any comments to share. Mr. Collins confirmed Ms. Turner's comments and said, the future proposed business process is scoped to invest the eligible trust funds allowable by Florida Statutes. He suggested there may be a way to mitigate resulting impacts and believed the line item three adds value to the State. Ms. Lieblich replied, a language clarification may be needed as to why this line item is unique. Ms. Turner reminded the members DFS plans to follow standard procedures for submitting formal requests for modifying legislation. Ms. Naitove commented there needs to be thought around the written changes. Ms. Naitove commented that while line item eight (Direct deposit of funds; Direct deposit of public funds) language was fine, agencies have to keep the validation process so there will be sufficient controls. Ms. Turner concluded the discussion on the Major Project Deliverable by reminding the members to consider all line items

(including line item three) in anticipation to the approval of the deliverable, at the next ESC meeting in April. Having no further questions or comments, Ms. Turner turned the floor over to Mr. Brain Eppig.

Independent Verification and Validation: Facilitated by Brian Eppig (Grant Thornton)

Mr. Brian Eppig stated IV&V focused on the Project's ability to execute readiness activities. The assessment for February was green.

During the previous months, a review of action items, outcomes, and deliverables the Project expected to complete during the timeframe, revealed the Project remained on schedule. The Project was able to add readiness deliverables and tasks to the schedule, and has been able to move forward and deep dive into current state analysis. Knowledge Transfer sessions with contract service providers was cited as a tool the Project is utilizing to ready the team for DDI.

Upcoming Activities: Facilitated by Melissa Turner (DFS)

Ms. Turner stated the Project will continue to support procurement and readiness activities across all Tracks. Ms. Turner briefly discussed the upcoming readiness activities the Project has planned through the fiscal year.

New Business: Facilitated by Melissa Turner (DFS)

Ms. Turner stated there was no new business. She opened the floor for discussion.

Next Meeting

Ms. Turner announced the next ESC meeting is scheduled for April 25, 2018. The meeting adjourned at 3:53.