

<b>Date</b>	09/27/2017	<b>Time</b>	2 p.m.
<b>Location</b>	Department of Revenue 2450 Shumard Oak Boulevard, Building 2, Room 1250 Tallahassee, Florida 32399		
<b>Objective</b>	September 27, 2017 Executive Steering Committee (ESC) Meeting		
<b>Attendees</b>	<p><b>ESC Members*:</b>                      Chair Ryan West (DFS), Chair; Tanner Collins (DFS); David DiSalvo (DMS); Rosalyn (Roz) Ingram (DMS); <del>Maria Johnson (DOR)</del>; Michael (Mike) Jones (EOG); <del>Cynthia Kelly (EOG)</del>; Robin Kinsey (DFS); Rachael Lieblich (DFS); Angie Martin (DFS); Kimberly McMurray (DCF); Robin Naitove (FDOT); Jennifer Reeves (DFS); Danta White (DFS); Bob Wilson (DEP)</p> <p><b>Invited Speakers:</b>                      Brian Eppig (Grant Thornton); Charles Ghini (DFS); Carolyn Hicks (DFS); Melissa Turner (DFS); Brian Woods (EY)</p> <p><i>*Members who were unable to attend are denoted by strikethrough text.</i></p>		
<b>Attachments/ Related Documents</b>	<ul style="list-style-type: none"> <li>• <a href="#">September 27, 2017 ESC Meeting PowerPoint Presentation</a></li> <li>• <a href="#">Project Change Request 26: Key Project Milestone Schedule Change</a></li> </ul>		
<b>Action Items</b>	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 an introduction/roll call of the ESC members. Thirteen of the 15 ESC members were present. He announced he would serve as the Executive Sponsor for the Project. He then thanked the members for their support of the Project.

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

The ESC was provided the [August 9, 2017 ESC Meeting Minutes](#) for review and approval. 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 Carolyn Hicks (DFS); Melissa Turner (DFS); Brian Woods (EY)**

Ms. Melissa Turner opened by saying the Project reflected over the past year of meeting topics and how best to keep ESC meetings interactive. Ms. Turner noted individual meetings with several ESC team members had been conducted to gather feedback on meetings going forward. Ms. Turner asked that if members have suggestions for meeting topics, please share them with the Project.

Ms. Turner led a review of the Spend Plan updates, as of August, 2017. She noted the table depicts projected, incurred, and remaining balances. She stated any time the Project has a change, it will be stated in release notes. For fiscal year (FY) 17-18, the Project was appropriated 26 additional FTEs for a total of 51 FTEs. Currently 26 of those positions are filled. The salaries and benefits section of the spend plan will be updated as we bring on staff. The Project does not anticipate filling all 51 positions by June 30. Therefore, the Project does not anticipate to incur all salary and benefits appropriations for FY 17-18.

Ms. Turner shared the Legislative Budget Request (LBR) was submitted for FY 18-19. She stated the Project continues to use the FLAIR Study as a means for projections until the contract for implementation services has been negotiated. Included in the LBR is a line item for contracted support services the Project will continue to pursue.

Moving forward, Ms. Turner discussed Project risks and issues stating there were no new risks or issues reported or closed since the August 9 meeting. The Project will continue to report on risks and issues in the Project's Monthly Status Report and encouraged ESC members to contact the Project if they would like to discuss risks or issues further.

Ms. Turner provided a brief update on the Software and System Integrator (SSI) Invitation to Negotiate (ITN) activities. She announced the names of appointed negotiators and told the members they have begun strategy sessions. The vendor negotiations are scheduled to begin in October. Ms. Turner said based on the sequence of activities leading up to vendor negotiations beginning in October, the four-month delay was anticipated to shift all negotiations activities by the same timeframe. She noted that later in the meeting, the members will have an opportunity to vote on a Project Change Request to align the Project Schedule to the shifted timeline identified by the negotiations team. If approved, this would shift the end of the Pre-DDI phase from February, 2018 to June, 2018. The schedule change would allow the Project to further develop readiness activities. Ms. Turner noted one impact would be to the SSI Procurement Support Services due to the contract term ending in February, 2018. If the PCR was approved, this contract would need to be renegotiated to align with the Project's updated schedule. Based on the information available at this time, the Project does not anticipate the approval of the PCR would cause a financial impact.

Moving forward, Ms. Turner discussed a scope update. She announced the finalization of the Agency Activities Timeline, Stakeholder Terminology Standardization, and specifications for a Project and Portfolio Management (PPM). Ms. Turner then spoke on the submission of Accounting Entries Analysis Template and the completion of the Organizational Change Management (OCM) Knowledge Transfer sessions.

Ms. Turner then turned the floor over to Ms. Carolyn Hicks and Mr. Brian Woods for a brief knowledge transfer session on Organizational Change Management.

**Voting Action (Including Public Comment) – Project Change Request (PCR) #26: Key Project Milestone Schedule Change**

Chair West stated that no requests for public comment had been submitted. He provided additional opportunity for the public to speak; however, no public comments were made. Chair West inquired if there were any final questions or comments from the ESC members, and there were none. He proposed that the ESC take a vote to approve PCR # 26 as recommended by the Project, proposing to change the milestone for the ITN Negotiations and Contract Award date from 02/20/2017 to 06/20/2017. The vote passed unanimously.

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

Mr. Brian Eppig stated that while all internal Project activities are on schedule, the Project is currently assessed as “yellow”. Since the last assessment in August, the Project has shown signs of improvement, particularly due to the appointment of negotiators. Additionally, by voting in favor for PCR #26, concerns for schedule risks decrease. He explained that IV&V reviews the Project in four main readiness areas: benefits realization, process, resources, and technology. Through each area there has been significant progress moving towards the State’s readiness for integration.

**Upcoming Activities: Facilitated by Melissa Turner (DFS)**

Ms. Turner stated that the Project will be focused on supporting the SSI ITN activities and, based on the approval of PCR # 26, will continue to conduct DDI Readiness activities across all Project Tracks through June 2018. The Project is planning for the Major Project Deliverable for FY 17-18: Initial Draft of Statutory Changes and will share expectations for ESC involvement in upcoming meetings prior to the June 1, 2018 submission deadline.

**New Business: Facilitated by Melissa Turner (DFS)**

Ms. Turner turned the floor over to Mr. Charles Ghini for a presentation on the Cloud.

During the presentation, Mr. Tanner Collins asked a question about who defines security roles with a shared application (State or the provider). Mr. Ghini responded that the State should be able to define roles.

Mr. David DiSalvo explained that his agency found that a hybrid model was the best fit for People First. Mr. DiSalvo shared his thoughts on having confidential data on premise for better security/control. When explaining the cloud approach for People First’s performance and talent management component (Success Factors), Mr. DiSalvo took the opportunity to reiterate and clarify the State’s Personally Identifiable Information (PII) like social security numbers (SSN) was stored on premise. Mr. DiSalvo then asked which model the Department was considering. Mr. Ghini indicated the negotiations process will further explore options. Ms. Turner added the SSI ITN provided flexibility to consider all models. Mr. DiSalvo closed the conversation by stating he wanted the group to be aware there were advantages of Software as a Service (SaaS), from his experience. There were no other items of discussion for the group.

**Next Meeting**

Ms. Turner announced the next ESC meeting will be held October 25, 2017. The date falls during legislative committee week and if conflict arises the Project will work with members to reschedule.

The meeting adjourned at 3:16.