

<b>Date</b>	11/28/2018	<b>Time</b>	2:00 p.m.
<b>Location</b>	House of Representatives Knott Committee Room 116 402 South Monroe Street Tallahassee, Florida 32399		
<b>Objective</b>	November 28, 2018 Executive Steering Committee (ESC) Meeting		
<b>Attendees</b>	<p><b>ESC Members*:</b>                      Chair Ryan West (DFS), Chair; Carlton Bassett (DFS); David DiSalvo (DMS); Renee Hermeling (DFS); <del>Rosalyn (Roz) Ingram (DMS)</del>; Maria Johnson (DOR); Michael (Mike) Jones (EOG); <del>Cynthia Kelly (EOG)</del>; Angie Martin (DFS); Tanya McCarty (DFS); Darinda McLaughlin (DEP); Kimberly McMurray (DCF); Mark Merry (DFS); Robin Naitove (FDOT); Danta White (DFS)</p> <p><b>Invited Speakers:</b>                      Mark Fairbank (ISG); Carolyn Hicks (DFS); Angie Robertson (DFS); Melissa Turner (DFS)</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="#">November 14, 2018 ESC Meeting Minutes</a></li> <li>• <a href="#">November 28, 2018 ESC Meeting PowerPoint Presentation</a></li> </ul>		
<b>Action Items</b>	<ul style="list-style-type: none"> <li>• <a href="#">Solution Analysis and Design</a> approval</li> <li>• <a href="#">Organizational Readiness Strategy</a> approval</li> <li>• Project [Phase] Kickoff Complete Go/No-Go Decision approval</li> </ul>		

**Roll Call and Opening Remarks: Facilitated by Ryan West, Chair (DFS); Melissa Turner (DFS)**

Chairman West called the meeting to order at 2:00 p.m. with a roll call of the Executive Steering Committee (ESC) members. Thirteen of the fifteen ESC members were present. Chairman West handed the meeting to Ms. Melissa Turner.

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

Ms. Turner asked the ESC members if they had any comments on the draft November 14, 2018 Meeting Minutes distributed prior to the meeting. There were no comments or revisions. The minutes will be posted to the Florida PALM website following the meeting.

**Florida PALM Project Update: Facilitated by Carolyn Hicks (DFS); Angie Robertson (DFS); Melissa Turner (DFS)**

Ms. Turner began the presentation by sharing an update on risks and issues. No new risks have been reported. The Project will continue to share risks and issues with high probability and impact via monthly status reports.

Ms. Turner shared the Project received full release of Salary and Benefits, DMS Transfer, and Risk Management, an initial release for Special Category, and will need to submit a request for the remaining fiscal year release for Special Category. Special Category funds are used for the Software and Services Contract, Support Services, Independent Verification and Validation (IV&V), and Project Administration.

Ms. Turner presented the timeline for Pilot implementation. The timeline focused on activities the ESC will be involved with leading up to the Pilot go-live, listing the Major Project Deliverables and Go/No-Go Decisions for ESC approval.

Ms. Turner displayed the Project [Phase] Kickoff Complete Go/No-Go Decision Form, listing the 11 components of the Decision. All components have been completed except for the pending approval of the two Major Project Deliverables scheduled for voting action today and the Project acceptance of the Service Level Expectation (SLE) Report.

Ms. Turner presented an option for the group to take action on the Decision today during the scheduled voting actions by making a provisional decision, which would only become effective with approval of the Major Project Deliverables and the acceptance of the SLE Report.

Ms. Turner asked for questions on the Go/No-Go components, and if the group wished to consider a provisional vote of the Decision. Ms. Renee Hermeling stated she felt it was appropriate approving a provisional "Go", as long as two Major Project Deliverables were also approved with no issues. Ms. Turner said the group will proceed with action on Major Project Deliverables asking for a provisional determination on the Decision.

Continuing with additional Project updates, Ms. Turner shared the components for next fiscal year's Go/No-Go Decision, Ready to Start Build. She stated the Project will share progress on the components in future meetings. The Ready to Start Build Decision vote is planned for October 2019.

Ms. Turner briefly discussed status updates for the Project's fiscal year objectives (Project Team mobilization, facility relocation, solution design, stakeholder engagement, and technical environment setup). The Project will continue to give status updates on these objectives through completion.

Moving to the Major Project Deliverables, Ms. Turner opened the Solution Analysis and Design Strategy document to address member feedback and to amend the document, if needed. Edits incorporated prior to the meeting were displayed in track changes. Ms. Angie Robertson facilitated the discussion by addressing and clarifying each edit. After all edits were reviewed as a group, Ms. Turner asked for further discussion or questions on document.

Following the Solution Analysis and Design discussion and review, Ms. Turner opened the Organizational Readiness Strategy document to likewise, amend the document and walk through the track changes as a group. Ms. Carolyn Hicks facilitated the discussion by addressing and clarifying each edit. After all edits were reviewed as a group, Ms. Turner asked for further discussion or questions on document.

Ms. Turner thanked the ESC members for their review of the Solution Analysis and Design Strategy, and the Organizational Readiness Strategy. Having no further discussion requested by the ESC members, Ms. Turner asked Mr. Fairbank to share observations and assessments on the Project, including the two Major Project Deliverables and the Go/No-Go Decision planned for ESC action.

**Independent Verification and Validation (IV&V): Facilitated by Mark Fairbank (ISG)**

Mr. Mark Fairbank shared IV&V observations for the Major Project Deliverables and Go/No-Go Decision. The Solution Analysis and Design Strategy characterizes a collaborative effort between the Project and Accenture teams. A current prototype based on Level 2 analysis has been created and represents a comprehensive and strong foundation. The Strategy is practicable, using proven methods; has an approach for refining the design, and validating feasibility.

The Organizational Readiness Strategy is based largely on Accenture methodology, incorporating State insight and experience. The Strategy explains how agencies will be supported, accounting for agencies with different levels of need. It defines proactive Project-led activities, as well as guidance to agencies for their independent execution of operational changes needed for successful implementation.

The deliverables that make up the components of the Go/No-Go Decision are a solid foundation for the Project. Consistent concepts, clarity, and details are seen across Track deliverables. At this point, no significant risks have emerged during the production of the deliverables or otherwise. The SLE Reporting Plan deliverable is thorough, detailed, and focused on providing clear accountabilities. Observations conclude the SLE Report will be completed without delay.

**Voting Actions Facilitated by: Chairman Ryan West (DFS) and Melissa Turner (DFS)**

Moving forward to the voting actions, Chairman West gave the opportunity for public comment. With no requests for comment, the Chairman proposed the members vote to approve the Solution Analysis and Design Strategy. The Solution Analysis and Design Strategy was approved by the ESC with a unanimous vote of approval. Ms. Turner indicated she would subsequently accept the Strategy as approved by the ESC.

Chairman West proceeded to the next voting action and proposed the members vote to approve the Organization Readiness Strategy. The Organization Readiness Strategy was approved by the ESC with a unanimous vote of approval. Ms. Turner indicated she would subsequently accept the Strategy as approved by the ESC.

A vote acknowledgement form for both Strategies was circulated for ESC members signatures.

Chairman West asked the group if they wished to proceed with a provisional determination for the Go/No-Go Decision that would only become effective upon the Project Director's acceptance of the SLE Reporting Plan. The group indicated they would to proceed with a vote. Chairman West

proposed the members vote a provisional “Go” for the Project [Phase] Kickoff Complete Go/No-Go Decision becoming effective upon the Project’s acceptance of the SLE Reporting Plan deliverable. The decision was unanimous to approve the provisional “Go”.

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

Ms. Turner briefly discussed the upcoming activities for the remainder of the fiscal year.

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

No new business.

**Next Meeting**

Ms. Turner said the Project does not anticipate a substantial amount of information to share in the December meeting, offering to forego the December meeting and proceed with a scheduled January meeting. The ESC members agreed to the change. Additionally, a decision was made to hold the January meeting at the Department of Revenue and continue to interchange locations. Ms. Turner said the meeting invitations will be updated accordingly. Meeting adjourned at 2:46.