

<b>Date</b>	09/26/2018	<b>Time</b>	2:00 p.m.
<b>Location</b>	Department of Revenue 2450 Shumard Oak Boulevard, Building 2, Room 1250 Tallahassee, Florida 32399		
<b>Objective</b>	September 26, 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); Maria Johnson (DOR);</del> Michael (Mike) Jones (EOG); <del>Cynthia Kelly (EOG);</del> Angie Martin (DFS); <del>Tanya McCarty (DFS);</del> Darinda McLaughlin (DEP); <del>Kimberly McMurray (DCF);</del> Mark Merry (DFS); <del>Robin Naitove (FDOT);</del> Danta White (DFS)</p> <p><b>Invited Speakers:</b>                      Mark Fairbank (ISG); Carolyn Hicks (DFS); Renee Hermeling (DFS); Paul Lavery (Accenture); Rachael Lieblick (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="#">August 22, 2018 ESC Meeting Minutes</a></li> <li>• <a href="#">September 26, 2018 ESC Meeting PowerPoint Presentation</a></li> <li>• <a href="#">Department of Financial Services Data Management Project Presentation</a></li> </ul>		
<b>Action Items</b>	N/A		

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

Chair Ryan West called the meeting to order at 2:00 p.m. with a roll call of the ESC members. Nine of the fifteen ESC members were present. Chairman West welcomed Mr. Mark Merry as a new ESC member. Mr. Merry is replacing Rachael Lieblick from the Department of Financial Services (DFS).

Chairman West is pleased to see the growth of the Project since August when they began welcoming Accenture staff. Since the contract's execution, the Project Team has started work on 23 Deliverables and four Work Products. Chairman West is looking forward to learning more about deliverables coming up this fall for approval.



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

Ms. Turner asked ESC members if they had any comments on the draft August 22, 2018 Meeting Minutes distributed prior to the meeting. There were no revisions. The minutes will be posted to the Florida PALM website following the meeting.

**Florida PALM Project Update: Facilitated by Melissa Turner (DFS), Carolyn Hicks (DFS); Paul Lavery (Accenture), Rachael Lieblich (DFS); Angie Robertson (DFS)**

Ms. Turner began her presentation by sharing the Spend Plan as of August 31, 2018. The summary shows projected and incurred fiscal year spending. Ms. Turner added the Project has not incurred unplanned costs. On September 10, \$13.3 million in appropriated funds were released to the Project. \$18.8 million remains in reserve. Ms. Turner said the Project will begin preparing to make an additional request for release of funds following the ESC's approval of the Go/No-Go Decision for the Kickoff Complete so that funds are available in early 2019. The Project plans to revert the remaining balance.

Ms. Turner gave a staffing update by sharing the most current organizational structure. The structure included filled and vacant positions for the Department for 2018-2019 fiscal year. As requested, ESC members will be notified of Project positions advertised.

Ms. Turner introduced Mr. Paul Lavery to give an Accenture staffing update. Mr. Lavery shared a similar organization structure, explaining most positions have a one-to-one relationship with the Department staff; however, the Accenture organizational structure is only displaying positions expected to be filled through November 2018. The Accenture team will continue to steadily onboard through the fall and will ramp up for the Systems and Data Strategy team in early 2019.

Mr. Lavery continued, giving an update on the Project's schedule. He shared a transition schedule was developed to include Project activities performed August 1, 2018 through October 1, 2018. The purpose of the transition schedule was to account for activities related to start up and ongoing tasks while the team created a Design, Development, and Implementation (DDI) Schedule that begins November 1, 2018. The DDI schedule includes all activities for the life of the Project with more detail for the three-year period leading up to Pilot. The schedule will be progressively elaborated at various points in the Project. Schedule progress will be reported through monthly Status Report.

During the August ESC meeting, the Project's implementation timeline was shared. Mr. Lavery gave a quick review on planned Phases and Waves through implementation. Mr. Lavery further addressed the Pilot timeframe, giving details and expectations of the three-year period. Doing so, he briefly explained the Project stages within a Wave: Initiate, Adopt, Adapt, Validate, Deploy, and Support, and gave examples of activities seen in each stage. Mr. Lavery gave the floor back to Ms. Turner who then shared a summary of the Project's objectives for the fiscal year.

Ms. Turner briefly spoke on each objective; Project Team mobilization, facility relocation, solution design; stakeholder engagement, and the technical environment setup to identify current state interfaces.

Ms. Turner reported the Project Charter has been updated to reflect DDI references and make appropriate changes. Examples include references to the contract, distinguishing sponsors as

Project and Business Sponsors, removal of templates, and clarification or details from implementing bill that defines the ESC.

Ms. Rachael Lieblich presented a summary on one of the Major Project Deliverables, the Project Management Plan (PMP). She explained the PMP is a document or tool the Project uses to establish and communicate standards and processes the Project will follow through life of Project. The Project leveraged the Pre-DDI PMP as a baseline, carried forward Department themes, incorporated Accenture's methodology, and distinguished Department and Accenture roles and responsibilities.

Ms. Angie Robertson then shared information on the second Major Project Deliverable, the Solution Analysis and Design Strategy. The Strategy will set the stage for how the Project will design the Solution to include all Waves and Phases. Ms. Robertson explained the Strategy covers design only, not configuration. Examples include, all process, people, time, and tools needed for a comprehensive Solution. Ms. Robertson showed a graphic that depicts segments of the Strategy through each stage of a Phase. The segments are iterative and will repeat in each Wave and Phase.

Lastly, Ms. Carolyn Hicks reviewed the third Major Project Deliverable, the Organizational Readiness Strategy. She stated the Strategy would detail how to support agencies through the implementation. She gave engagement examples, such as, coaching stakeholders, training the workforce, and assisting and assessing agency readiness.

Ms. Turner thanked Ms. Lieblich, Ms. Robertson, and Ms. Hicks for the Major Project Deliverable introduction. She reminded the group the Project will reach out to hold one-on-one meetings to discuss each Major Project Deliverable in-person. She then turned the floor over to Mr. Mark Fairbank for an update.

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

Mr. Fairbank has been very pleased with the working meetings, discipline in planning, and quality standards adherence across all levels of the Project. This builds momentum and results to be carried through to the next stage of the Project. The Teams are continuing to build trust. Mr. Fairbank said there is a large amount of collaboration on strategies; willingness from both parties to work together for clarity and value. He mentioned no imminent risks emerged in August and currently there are no barriers. Mr. Fairbank will continue to meet with ESC members through November.

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

Reviewing the upcoming ESC actions, Ms. Turner listed the three Major Project Deliverables and Go/No-Go Decision. She reviewed the following schedule for each action: the PMP deliverable will target one-on-one discussions in late October/early November and obtain approval in November 14 meeting; the Solution Analysis and Design Strategy and the Organizational Readiness Strategy will combine one-on-one discussions in early/mid-November, and obtain approval in November 28 meeting. Ms. Turner said the members will receive the deliverables for review prior to the one-on-one meetings.

**New Business: Facilitated by Melissa Turner (DFS), Renee Hermeling (DFS)**

Ms. Turner introduced Ms. Renee Hermeling from DFS Division of Accounting and Auditing. Ms. Hermeling gave a presentation on the Division's current statewide initiative: Data Management Project. The project is a continuation of standardization activities the Division has implemented over previous years. Ms. Hermeling explained the Data Management Project would improve the validity and accuracy of State's accounting system, standardize and streamline data, and improve reporting. This included a revenue object code standardization activity that impacts accounting and reporting statewide. Job aids for agencies on how to find and cleanup historical and current data have been created. Ms. Hermeling shared the Data Management Project website address and contact information and mentioned the Department will track and share agency process quarterly.

**Next Meeting**

Ms. Turner announced the next ESC meeting is scheduled for October 24, 2018. She noted there is a change in meeting location. The meeting will be held in the House of Representatives, Knott Committee Room, 116. The meeting adjourned at 3:00 p.m.