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| Date | 02/27/2019 | Time | 2:00 – 4:00 p.m. |
| Location | Department of Revenue 2450 Shumard Boulevard Building 2, Room 1250 Tallahassee, Florida 32399 | | |
| Objective | February 27, 2018 Executive Steering Committee (ESC) Meeting | | |
| Attendees | <p>ESC Members*: Chair Ryan West (DFS); Carlton Bassett (DFS); David DiSalvo (DMS); Renee Hermeling (DFS); Rosalyn (Roz) Ingram (DMS); Maria Johnson (DOR); Michael (Mike) Jones (EOG); Angie Martin (DFS); Tanya McCarty (DFS); Darinda McLaughlin (DEP); Kimberly McMurray (DCF); Mark Merry (DFS); Robin Naitove (FDOT); Renee Tondee (EOG); Danta White (DFS)</p> <p>Invited Speakers: Matt Cole (Accenture); Scott Fennell (DFS); Nathan Frey (ISG); 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"> • November 28, 2018 ESC Meeting Minutes • February 27 ESC Meeting PowerPoint Presentation • Change Champion Network Flyer | | |
| Action Items | N/A | | |

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

Chairman West called the meeting to order at 2:00 p.m. with a roll call of the Executive Steering Committee (ESC) members. All members were present. The Chairman welcomed Renee Tondee who replaces Cynthia Kelly and represents the Executive Office of the Governor. 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 28, 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 Matt Cole (Accenture); Scott Fennell (DFS); Melissa Turner (DFS)

Ms. Turner began the presentation by sharing an update on risks and issues. One risk was closed related to the provisional approval for the Go/No-Go Decision for [Phase] Kickoff Complete upon the acceptance of the final deliverable in December. An issue was logged related to construction delays resulting in additional facility costs for January – March 2019 for the Pepper building. The issue was closed after updating the Spend Plan to account for additional facility cost. The Project will continue to share risks and issues with high probability and impact via monthly status reports.

Ms. Turner reviewed the spend data for December 2018 and January 2019. She also reviewed the Fiscal Year 2018-19 budget, highlighting the release received to-date and the anticipated reversion amount. A contract amendment has been proposed to align the timing of anticipated payments within Attachment 2 to Project Schedule activities. The amendment accounts for shifting of deliverables across fiscal years and release of payments previously held back. The proposed amendment does not include changes to Go/No-Go Decisions, changes to Major Project Deliverables acceptance dates, or changes to the total contract cost.

Moving to schedule, 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.

Reviewing the Ready to Start Build Go/No-Go Decision, Ms. Turner notes nearly all deliverables have begun, and three have been completed. Next, 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.

Mr. Scott Fennell, Deputy CFO and Project Sponsor, shared an update on legislative proposals, mentioning the Department's review of Initial Draft of ESC Recommendations for Statutory Changes in anticipation of the 2019 legislative session. Mr. Fennell also introduced the Florida PALM Change Champion Network and explained he and the Project are beginning to work with all agencies to build a network to support the transition to Florida PALM. The network will be used as the primary communication channel between the Project and agencies. Having several roles defined within the network, the goal is to identify Agency Sponsors and Agency Liaisons with all agencies by May. Mr. Fennell announced himself as the Department's Agency Sponsor. The Change Champion Network Kickoff is targeted to take place in May.

Mr. Matt Cole, Accenture Business Process Standardization Lead, presented a summary of the Leading Practice Workshops held in December 2018. The workshops are a part of the Solution Analysis and Design activities. The workshops presented leading practices in five topic areas, and gathered feedback from participants on the perceived benefits, obstacles, and value of implementing those leading practices. Mr. Cole reminded the members this activity was not intended to determine the Solution design but be an input into future design discussions and workgroups.

Mr. David DiSalvo asked about the type of solution the Project will be using specially for reporting. Mr. Cole responded the Project intends to use an out-of-the box Oracle Business Intelligence application with ability to access both historical and production data.

Independent Verification and Validation (IV&V): Facilitated by Nathan Frey (ISG)

Mr. Nathan Frey shared a reporting summary and observations on the Project for the month of January. IV&V is reporting the Project as green. Mr. Frey said the Project is meeting productivity goals and is executing well based on the 15 IV&V assessment areas. He further mentioned the success of the Leading Practice workshops, stating participants placed a high value on almost all of the leading practices presented. Overall, the Project continues to produce work and deliverables according to the Schedule and reflects a good collaborative effort between the State and Accenture. IV&V suggests having a continued focus on the budgetary request-to-release cycle to avoid potential liquidity issues and risks to productivity.

Upcoming Activities: Facilitated by Melissa Turner (DFS)

Ms. Turner briefly discussed the upcoming activities for the remainder of the fiscal year. She shared currently logged decisions to be determined by either the Project Director (Tier 1) or the ESC (Tier 2). These include when to replace Central FLAIR, using Learning Management System for training logistics, identification of Pilot agencies, and the Ready to Start Build Go/No-Go Decision. Ms. Turner then shifted the discussion to agency engagement and highlighted progression on the Solution Analysis and Design activity chart. She noted the Project is currently holding Representative Agencies Workgroups; a small group of representative agencies participating over several sessions to review and refine the draft standardized business process models. Following, she mentioned all agencies will have the opportunity to provide input into the draft standardized business process models through activities beginning in May 2019. Lastly, Ms. Turner furthered Mr. Fennell's Change Champion Network introduction by listing upcoming activities by date for launching a unique network within each agency.

New Business: Facilitated by Lisa Evans (DOT)

Ms. Lisa Evans, Deputy Comptroller at the Department of Transportation (DOT), serves as the Functional Coordinator for the Work Program Integration Initiative. The current DOT project is a multi-year project to replace outdated technology and address process improvement. Ms. Evans presented the project's solution goals, accomplishments, timeline, and keys to success. Ms. Evans also mentioned important interfaces between DOT's new solution and Florida PALM.

Next Meeting

Ms. Turner thanked Ms. Evans and noted the next planned ESC meeting date in March. Mr. DiSalvo requested to cancel the March and April meetings due to time commitment and schedule during legislative session. The members agreed to meet again in May. Ms. Turner said the Project will continue to send the monthly status reports and communicate Project updates as needed. The meeting invitations will be updated accordingly. Meeting adjourned at 3:20.