

Date	08/22/2018	Time	2:00 p.m.
Location	Department of Revenue 2450 Shumard Oak Boulevard, Building 1, Room 1820 Tallahassee, Florida 32399		
Objective	August 22, 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); Tanya McCarty (DFS); Darinda McLaughlin (DEP); Kimberly McMurray (DCF); Robin Naitove (FDOT); Jennifer Reeves (DFS); Danta White (DFS)</p> <p>Invited Speakers: Mark Fairbank (ISG); Paul Lavery (Accenture); 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"> • July 25, 2018 ESC Meeting Minutes • August 22, 2018 ESC Meeting PowerPoint Presentation 		
Action Items	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. Thirteen of the fifteen ESC members were present. Chairman West welcomed Ms. Renee Hermeling as a new ESC member. Ms. Hermeling is replacing Jennifer Reeves from the Department of Financial Services (DFS).

Chairman West shared his enthusiasm for the Project, stating it is a tier 1 initiative for the CFO and it continues to have his full support. Chairman West stated he and the CFO are proud of the Project's accomplishments to this point. Chairman West mentioned future ESC meetings would have a focus on implementation activities, responsibilities, and timelines. He pointed out the criticality of the commitment from ESC members as we move forward on the journey.

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

Ms. Turner asked ESC members if they had any comments on the draft July 25, 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) and Paul Lavery (Accenture)

Ms. Turner began her presentation by sharing the Prologue video, an animated story created to precede the Florida PALM Story. The video describes the State's financial transformation; from FLAIR/CMS inception to current day, honoring the legacy systems. Following the meeting, the video will be posted to the website and members are encouraged to share with their agency staff and continue to share the Florida PALM Story.

Ms. Turner transitioned to discuss Project scope and schedule updates. In a combined presentation with Accenture, the update included details around the Florida PALM Software and System Integrator (SSI) contract. Even though the contract was not executed until July 20, 2018, Ms. Turner shared the Project was currently on schedule for the targeted implementations. The contract has been posted in the Florida Accountability Contract Tracking System (FACTS). The FACTS location will also be linked on the Project website.

Ms. Turner proceeded to share a brief overview of the contract components; Terms and Conditions, and Attachments 1 – 13. Ms. Turner mentioned she would be happy to walk through the contract in further detail one-on-one, should any member have that request.

During the discussion, Ms. Robin Naitove asked if the customizations were going to cause issues in the future with system upgrades. Ms. Turner responded, the process to upgrade software is modern; it allows selective adoption. She indicated the conversation around customizations will continue through solution and analysis and design. She also mentioned the ability to see a high-level description of identified customizations in Attachment 5.

Ms. Turner introduced Mr. Paul Lavery. Mr. Lavery, Accenture's Project Manager, began his portion of the presentation by sharing Accenture's knowledge and expertise in the industry and with the software. He then discussed the approach to the Florida PALM Solution. Information included timeline, conceptual software solution, interfaces, technical infrastructure, delivery approach, and upcoming agency engagement.

As part of the budget portion of the Project update, Ms. Turner shared information from the contract's Attachment 2, Payment Schedule. She mentioned the attachment includes deliverables, cost reimbursement, and renewal pricing. Ms. Turner explained deliverables are aligned with Go/No-Go decisions and hold-back compensation. The Project will release holdback amounts once there is a "Go" decision. The payment schedule is laid out by fiscal year and aligns with expected acceptance dates.

Moving on to the spend plan, Ms. Turner said the Project received an initial release for monies anticipated through month of July. The Project has submitted a request for an additional release for funds needed through the end of December and anticipates submitting another request for release of funds to align with the first Go/No-Go decision.

Having no questions, Ms. Turner turned the floor over to Mr. Mark Fairbank for an update.

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

Mr. Fairbank shared the Project has an asset; during the Invitation to Negotiate (ITN) process, members from the Project and Accenture were able to build relationships. This has created benefits for the partnership in the implementation period. The teams have a high degree of familiarity and there is evidence of trust, collaboration, and cooperation. Mr. Fairbank assessed work as proceeding at a pace higher than other comparable projects at this point. Mr. Fairbank also mentioned he is in the process of setting up one-on-one meetings, so he can begin to build a relationship with ESC members.

Upcoming Activities: Facilitated by Melissa Turner (DFS)

Discussing upcoming activities, Ms. Turner listed Major Project Deliverables by acceptance date planned for ESC approval within the next 6 months. She recapped the process of reviewing those deliverables and discussing deliverable feedback/information as a group and in one-on-one meetings. Considering decision dates, Ms. Turner shared potential meeting dates through December. September and October meetings are anticipated to remain on the normal cadence. November and December dates are being reviewed and will most likely change due to holidays and deliverable acceptance activities. Dusti Kincl will be reaching out to coordinate calendars and schedule meetings. She reminded the members a quorum is needed in decision-making meetings and to notify the Project if they have any conflicts with meeting dates as soon as possible.

Mr. DiSalvo asked if the Project Management Plan (PMP) deliverable would be developed by the Florida PALM SSI, if they are responsible for its maintenance throughout partnership, and if the Project planned to create additional separate plans. Ms. Turner briefly shared with the group the purpose of a PMP. She explained the entire Project will work from one PMP, with defined roles and responsibilities. Ms. Turner said the PMP will be updated when necessary through the lifecycle of the Project.

Mr. DiSalvo asked about customization control and cost. Ms. Turner discussed the Project's goal to minimize customizations by enabling standardized processes and the Solution's ability to selectively adopt new features in future versions of the software. She also reassured the group the conversation on customizations will continue as the Project proceeds. Additionally, she shared the contract provisions for Solution components which allow the State to direct additional efforts to items that are within scope but were not are not yet specifically identified.

Mr. DiSalvo asked if Model Office was the same thing as User Acceptance Testing (UAT). Ms. Turner replied that Model Office is an activity that provides for hands-on access to the Solution (using various prototypes) prior to testing that will initially be targeted for DFS staff but subsequently expanded to agencies.

New Business: Facilitated by Melissa Turner (DFS)

There was no new business.

Next Meeting

Ms. Turner announced the next ESC meeting is scheduled for September 26, 2018. The meeting adjourned at 3:22 p.m.