

Date	11/14/2018	Time	2:00 p.m.
Location	House of Representatives Knott Committee Room 116 402 South Monroe Street Tallahassee, Florida 32399		
Objective	November 14, 2018 Executive Steering Committee (ESC) Meeting		
Attendees	<p>ESC Members*: Chair Ryan West (DFS), Chair; Carlton Bassett (DFS); David DiSalvo (DMS); Renee Hermeling (DFS); Rosalyn (Roz) Ingram (DMS); Maria Johnson (DOR); Michael (Mike) Jones (EOG); Cynthia Kelly (EOG); Angie Martin (DFS); Tanya McCarty (DFS); Darinda McLaughlin (DEP); Kimberly McMurray (DCF); Mark Merry (DFS); Robin Naitove (FDOT); Danta White (DFS)</p> <p>Invited Speakers: Matt Cole (Accenture); Mark Fairbank (ISG); Carolyn Hicks (DFS); Rachael Lieblick (DFS); 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"> • October 24, 2018 ESC Meeting Minutes • November 14, 2018 ESC Meeting PowerPoint Presentation 		
Action Items	Project Management Plan approval		

Roll Call and Opening Remarks: Facilitated by 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. Fourteen of the fifteen ESC members were present. Chairman West noted the meeting included a voting action. He thanked the members for their time reviewing the Major Project Deliverable in preparation for the meeting. He turned the meeting over 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 October 24, 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 Rachael Lieblick (DFS); Melissa Turner (DFS)

Ms. Turner began the presentation by sharing risks and issues. No new risks have been reported. The risk reported last meeting related to the facilities buildout is increasing in trend due to availability of contractors and supplies in the area. The issue relating to the Hurricane Michael office closure presented last meeting has been closed. The Project will continue to share risks and issues with high probability and impact via monthly status reports.

Ms. Turner shared the Project's spend plan as of October 31. The summary showed projected and incurred fiscal year spending.

Ms. Turner presented the timeline for Pilot implementation. The timeline focused on activities the ESC will be involved with until implementation. It listed the Major Project Deliverables and Go/NoGo Decisions for ESC approval through the Pilot go-live.

The Project [Phase] Kickoff Complete Go/No-Go decision components were shared, along with a status for each component. Several deliverables have been accepted, including the new Project Schedule. The Project has concluded use of the Transition Schedule which ended October 31, and now has a full schedule for remainder of implementation.

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.

Ms. Turner thanked the ESC members for their review of the Project Management Plan (PMP). She opened the PMP document to address member feedback and to amend the document, if needed. Edits incorporated prior to the meeting were displayed in track changes. Ms. Rachael Lieblick 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. Robin Naitove asked for clarification on the escalation path for risks reported to the ESC. Her concern centered around having input into the corrective action decisions and the timing of when ESC members were notified of the critical risk (risk rating of 20). Mr. Carlton Bassett also asked for clarification on the reporting criteria for risks. Ms. Turner showed the risk chart in the PMP, and Mr. Mark Fairbank spoke about the Project's current process of reporting critical risks to the ESC. As a group, it was decided the ESC will be notified of high probability risks (risk rating of 15), in addition to those that are critical. Ms. Turner said all references within the PMP document will be changed to reflect the discussed approach.

Having no further discussion, Ms. Turner asked Mr. Fairbank to share his monthly report, as well as an assessment on the PMP.

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

Mr. Mark Fairbank shared IV&V is reporting the Project as a green status. The Project is proceeding as expected and has a positive trend. Momentum has increased towards producing deliverables and achieving Project milestones. He suggested the Project should focus on the budget request to release cycle during the holidays due to the time in which the process may take. Project staffing continues to increase, securing necessary resources to produce work products and deliverables according to plan.

Mr. Fairbank said the PMP is comprehensive, covering all aspects of how the State and Accenture will work together to execute the Project. It serves as an important resource, providing protocols and acceptable standards of day-to-day performance. Mr. Fairbank said IV&V regularly observes the Project Team activities executed that would be in accordance with the PMP.

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

Proceeding with the voting action for the PMP, Chairman West gave the opportunity for public comment. With no requests for comment, the Chairman proposed the members vote to approve the PMP. The PMP was approved by the ESC with a unanimous vote of approval. Ms. Turner indicated she would subsequently accept the PMP as approved by the ESC.

Chairman West started a vote acknowledgement form for ESC members signatures.

Ms. Turner offered a break; however, it was requested to forgo the break and proceed.

Upcoming Activities: Facilitated by Melissa Turner (DFS)

Mr. Matt Cole, Business Process Standardization Tack Manager for Accenture, shared an overview of the Solution Analysis and Design Strategy. Ms. Carolyn Hicks, Organizational Change Management Track Manager for the Department, also shared an overview of the Organizational Readiness Strategy. Both Strategies were presented and discussed with members during one-on-one briefings prior to the meeting.

Having no questions for either Strategies, Ms. Turner thanked Mr. Cole and Ms. Hicks. She shared the upcoming ESC approval actions and dates. Both Strategies presented at the meeting are scheduled for voting action during the following November 28, ESC meeting.

Ms. Rosalyn Ingram asked if the webinar and call-in feature would be available for the next meeting. Ms. Turner replied the Project is incorporating the call-in ability on meetings requiring a voting action.

New Business: Facilitated by Melissa Turner (DFS) No new business.

Next Meeting

Ms. Turner asked the members their preference on meeting location. The group agreed to have the next meeting in the Knott Building and continue the discussion for locations of future meetings.

Ms. Turner announced the next ESC meeting is scheduled for November 28, 2018. The meeting adjourned at 3:24 p.m.