

<b>Date</b>	02/26/2020	<b>Time</b>	2:00 – 4:00 p.m.
<b>Location</b>	Department of Financial Services 1579 Summit Lake Drive, Room 115 Tallahassee, FL 32317		
<b>Objective</b>	February 26, 2020 Executive Steering Committee Meeting Minutes		
<b>Attendees</b>	<p><b>Executive Steering Committee:</b>          Scott Fennell, Chair (DFS); Carlton Bassett (DFS); Jimmy Cox (DMS); Renee Hermeling (DFS); Rosalyn (Roz) Ingram (DMS); Maria Johnson (DOR); Mike Jones (EOG); Tony Lloyd (DCF); <del>Angie Martin (DFS)</del>; Tanya McCarty (DFS); Darinda McLaughlin (DEP); Mark Merry (DFS); Robin Naitove (FDOT); Ryan Nolan (DFS); <del>Renee Tondee (EOG)</del></p> <p><b>Speakers:</b>          Matt Cole (Accenture); Mark Fairbank (ISG); Scott Fennell, Chair (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="#">January 22, 2020 ESC Meeting Minutes</a></li> <li>• <a href="#">February 26, 2020 ESC PowerPoint Presentation</a></li> <li>• <a href="#">Project Change Request Form #42 – Go/No-Go Decision for RICEFW Build</a></li> </ul>		
<b>Action Items</b>	<ul style="list-style-type: none"> <li>• Chart of Accounts Design voting action</li> <li>• Project Change Request voting action</li> </ul>		

**Roll Call and Opening Remarks: Facilitated by Scott Fennell (DFS)**

Scott Fennell 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 members were present. Mr. Fennell welcomed Ryan Nolan as the newest ESC member, replacing Danta White and representing DFS Accounting and Auditing. Mr. Fennell stated the meeting would include a discussion and vote on the Chart of Accounts (COA) Design (Major Project Deliverable) and a Project Change Request (PCR). Mr. Fennell then handed the floor 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 or revisions to the draft January 22, 2020 Meeting Minutes distributed prior to the meeting. There were no comments or revisions to the minutes. They will be posted to the Florida PALM website following the meeting.

**Florida PALM Project Update: Facilitated by Matt Cole (Accenture); Scott Fennell (DFS); Angie Robertson (DFS); Melissa Turner (DFS)**

Ms. Turner shared an update on Project risks and issues. Since the last ESC meeting, the Project has logged two risks. The risks are associated with the quarter three budget amendment release and Microsoft Office Licensing. Both risks are being actively mitigated and are not currently

expected to become issues. Ms. Turner reminded ESC members that risks and issues with a high probability will be shared with ESC members through monthly status reporting.

Ms. Turner reviewed the fiscal year spend plan as of January 31, noting the quarter three release is expected to be available March 6 and a final budget amendment will be submitted for quarter four release in April.

PCR #42 requests to move the Ready for RICEFW Build Go/No-Go Decision, initially intended for the Pilot Wave, from February 28, 2020 to May 27, 2020 to reflect the agreed schedule change and the planned CMS wave implementation. The Go/No-Go Decision date change aligns CMS Wave readiness tasks for build to the new implementation approach. The Project will revisit business process models for CMS Wave functions that will interface with Central FLAIR. Solution Business Requirements will be reviewed to determine which requirements will be met at each wave's implementation. The RICEFW (reports, interfaces, conversions, extensions, forms, and workflow) Inventory for the CMS Wave will identify the subset of items required for the CMS Wave. Information on these components will be shared prior to the Go/No-Go Decision in May. Additionally, the PCR requests to change the Interim Business Process Models from a Major Project Deliverable to a written Project deliverable.

Ms. Turner paused for questions. Mr. Carlton Bassett asked if pushing the Decision date would affect the planned interface and conversion testing timeframe for the CMS Wave. Ms. Turner said the Project's focus has been on the next 90 days; however, she anticipates a future decision being presented to the ESC to move the Ready for Interface and Conversion Testing Go/No-Go Decision in August to a later date in the fall of 2020. This is not expected to impact the overall implementation for the CMS Wave, including the go-live date, since the amount of testing is less for CMS than that planned for the Pilot implementation. Ms. Turner displayed the overall timeline and mentioned the Project Team has been meeting with DFS partners to align department and Project milestones and is pleased with the progress.

Mr. Bassett asked if an update on the Interim Business Process Models would be shared with the ESC. Ms. Turner relayed that the Project Team is available to discuss any deliverable, however, the plan for this particular deliverable is to close out since it was aligned to the previous implementation approach and focus on CMS Wave business process models.

While a focus will remain on the CMS Wave, the Project Team will continue to collaborate with agencies and work in parallel on tasks for future waves. Ms. Turner and Mr. Fennell mentioned the overall feedback from sharing new approach timeline with multiple groups across the State has been positive.

Ms. Turner spoke briefly on the Project's fiscal year objectives, noting the strikethrough of one objective related to identification of Wave 1/Wave 2 organizations and the anticipated closure of the Interim Business Process Models objective. Mr. Fennell suggested the Project Team share highlights of the differences in the CMS Wave business process models and the Standardized Business Process Models/Interim Business Process Models.

Mr. Bassett asked how the ESC could hear readiness updates from Treasury without violating sunshine law. Ms. Turner said members from Treasury may co-present updates at ESC meetings. Other highly impacted partners, such as Department of Revenue, will also be welcomed to share

their perspective on readiness. Mr. Tanner Collins shared that the Treasury and the Project Teams are diligently and thoroughly reviewing the draft CMS Wave business process models. He offered his availability to discuss ESC member questions independently or in future ESC meetings.

Ms. Turner mentioned the two primary PeopleSoft modules that are planned for implementation in the CMS Wave are Cash Management and Deal Management. Limited functionality will also be enabled in the Accounts Receivable, Accounts Payable, General Ledger, and Commitment Control modules.

Ms. Angie Robertson began her discussion of the COA Design. Ms. Robertson mentioned Lisa Simpson with the Department of Economic Opportunity reviewed the deliverable from a user's perspective. Ms. Robertson also reminded the group each ESC member had a one-on-one meeting to review the document in detail and ask clarifying questions. The group walked through proposed edits in the deliverable individually. After reviewing the document's edits, there was one small typo corrected but there were no further significant proposed changes. Ms. Robertson displayed two emails from ESC members not in attendance. Emails from Angie Martin and Renee Tondee were shared with the group indicating their support of the COA Design and PCR. In the previous meeting, members shared interest in hearing the views of fellow ESC members regarding the COA Design prior to approval. Ms. Robertson opened the floor for dialogue between the members. All ESC members discussed their review process and positive sentiment on the COA Design.

Ms. Robertson announced this was her last ESC meeting as she has accepted another position outside of state government. Ms. Turner, Mr. Fennell, and the ESC members shared their heartfelt thanks and best wishes to Ms. Robertson. Ms. Turner announced that Rachael Lieblick will maintain responsibility as Deputy Project Director and Deana Metcalf will be assuming the role of the Business Process Standardization Track Manager.

Mr. Matt Cole gave a RICEFW Inventory update. Mr. Cole shared a side-by-side comparison of the inventory metrics for the CMS, Central, and Departmental waves versus the original Pilot Wave. The metrics account for the CMS transition interfacing with Central FLAIR and the exclusion of the interim business processes that are no longer needed. The Payroll Wave metrics are not included because they have not yet been gathered and are not expected to be impacted by the new implementation approach. Ms. Renee Hermeling asked if the Project Team anticipated having the Payroll interface inventory by the Go/No-Go Decision in May. Ms. Turner replied that the Team's focus will remain on the CMS Wave.

Continuing with Project updates, Ms. Turner shared the Project Team hosted a Change Champion Network Open House in January. Thirty-one agencies took the opportunity to visit the Project site, to network with each other, see Solution demonstrations, discuss communication strategies, and interact with Project Team members and leadership.

Ms. Turner mentioned the Training Needs Assessment was sent to agencies and received an impressive 100% response. The assessment identified training needs and preferences of agencies across the state.

Mr. Basset asked what the planned build date is for the COA. Mr. Cole said the build activities including configuration have begun based on the proposed COA design. The bi-directional crosswalk is nearly complete, and the Project Team will begin development in the next few weeks. System testing is expected in the summer, prior to interface testing. Mr. Bassett asked if the book of record will be affected with the new wave implementation approach. Ms. Turner replied it is likely the Solution will have multiple books of records until all the Departmental Wave is deployed.

**Independent Verification and Validation (IV&V) Assessment: Mr. Mark Fairbank (ISG)**

Mr. Mark Fairbank gave an assessment for the month of January. He reported an overall green status for the Project based on the 15 metrics identified for IV&V reviews. One item remains in yellow status. The Project must secure commitment from partner system agencies to fulfill critical dependencies. Otherwise, there is no risk to the Schedule. The Project trend is stable as work towards executing the statement of work and producing deliverables is proceeding according to plan. Mr. Fairbank listed the positive attributes of the new implementation approach. He also mentioned IV&V's review of the Project's organization change management (OCM) activities, the level of service the OCM Team can provide agencies, and the workforce transition approach. His final observations will be shared in the upcoming ESC meeting.

**Voting Action: Chairman Scott Fennell (DFS)**

Mr. Fennell asked if there was a request for public comment for the Chart of Accounts Design. There being none, Mr. Fennell proceeded with the vote to approve the Major Project Deliverable. The ESC members unanimously voted for the approval of the Chart of Accounts Design. Mr. Fennell asked Ms. Turner to route the approval form for members' signatures.

Mr. Fennell asked if there was a request for public comment for the Project Change Request #42. There being none, Mr. Fennell proceeded with the vote to approve the PCR. The ESC members unanimously voted for the approval of Project Change Request (PCR #42) Go/No-Go Decision.

**Upcoming: Ms. Melissa Turner (DFS)**

Ms. Turner reviewed the upcoming Project activities. The Project Team will continue collaborative re-planning activities, aligning to the new implementation approach. The Master Readiness Workplan (MRW) will be updated with agency-related tasks and shared with agencies. Tasks will be categorized by wave with detail that will continue to be expanded. This will help agencies sort and track current, future, and concurrent tasks. Configuration activities have begun. Agencies will be asked, as needed, for feedback in the spring. The Project Team is currently working to confirm security providers within agencies and partners. This will help confirm with the single sign-on approach within Florida PALM. CMS Wave interface layouts will be shared with identified agencies so they can begin reviewing, designing, and building interfaces in anticipation of testing with the Project. The Project is planning to introduce a podcast series called PALMcast in March. The podcast will be hosted on the Project's website. The Florida PALM training curriculum will be developed with agency input beginning in the spring.

Mr. Fennell spoke on proposed legislative Proviso for the Project for fiscal year 2020 - 2021. The Project Team will begin working with agencies and partners to gather information requested by the Legislature. Mr. Fennell highlighted the following proposed requests:

- Collection of agency tasks needed to complete mediation of business systems impacted by Florida PALM.

- Report by agencies of their progress and cost of system interface and application remediation tasks required to transition to Florida PALM.
- Inventory showing how current reports are used by agencies in FLAIR and how that data will be available in Florida PALM.

Ms. Rosalyn Ingram asked if there was a deadline for the first item. Mr. Fennell replied the language appears to be associated to the next fiscal year's quarter one release. Ms. Turner anticipates tasks being added to the MRW for agencies to provide information to support the Proviso request. The Project Team plans to collaborate with legislative appropriations staff to develop a template to help agencies share cost information so it can be reported by the Project. Mr. Jimmy Cox asked if the Proviso requirements were specific to agency business systems and/or enterprise business systems. Mr. Fennell expects is includes both; however, they are still seeking details on the Proviso requirements. Ms. Turner indicated the language was associated to monthly status reporting so there may be an opportunity for information to be evolve over time.

**Next Meeting: Ms. Melissa Turner (DFS)**

The next meeting is scheduled for March 25, 2020. The location will be at the same DFS office at Summit East complex. The meeting adjourned at 3:55 p.m.