EXECUTIVE STEERING COMMITTEE

KNOTT BUILDING, ROOM 116

JULY 24, 2019

Florida PALM
Planning, Accounting, and Ledger Management

ROLL CALL AND OPENING REMARKS

FACILITATOR: RYAN WEST, CHAIR

REVIEW OF JULY 17, 2019 MEETING MINUTES

FACILITATOR: MELISSA TURNER

PROJECT UPDATE

FACILITATORS:
ANGIE ROBERTSON, MELISSA TURNER

Florida PALM Project Update
Scope – Major Project Deliverables

▸ Feedback received and clarifying questions from ESC members and their staff answered

▸ Most changes were administrative in nature (e.g., grammar, formatting)

▸ Some feedback resulted in clarification of narrative

▸ There were a few modifications suggested (e.g., process steps, reports)

Florida PALM Project Update
Scope – Standardized Business Process Models

- All (32 of 32) business processes were updated
- Several administrative changes were made that impacted many narratives:
  - Changed reporting frequency to use *Periodic*, *Monthly*, and *Annually* consistently throughout
  - Removed interface frequency from narrative recognizing interface design will confirm
  - Clarified the use of the terms process and subprocess
  - Ensured Revision History table is on all narrative documents
  - Clarified the source of any forms that are referenced

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Florida PALM Project Update
Scope – Process and Transaction Mapping Analysis

▸ The Overall section and five business process groupings were updated

▸ Most edits were grammar, formatting, and clarification changes

▸ There was one new suggested business process that was added to map from old to new

▸ One edit results in a refinement of a process that includes a modification to a planned Extension

Florida PALM Project Update
Decision 128 – Requirements Confirmation

▸ We received very few clarifying questions from ESC

▸ One "new" Phase 2 requirement is recommended for removal

◦ Provide ability to establish and maintain debt instruments (e.g., bond sales, loans)

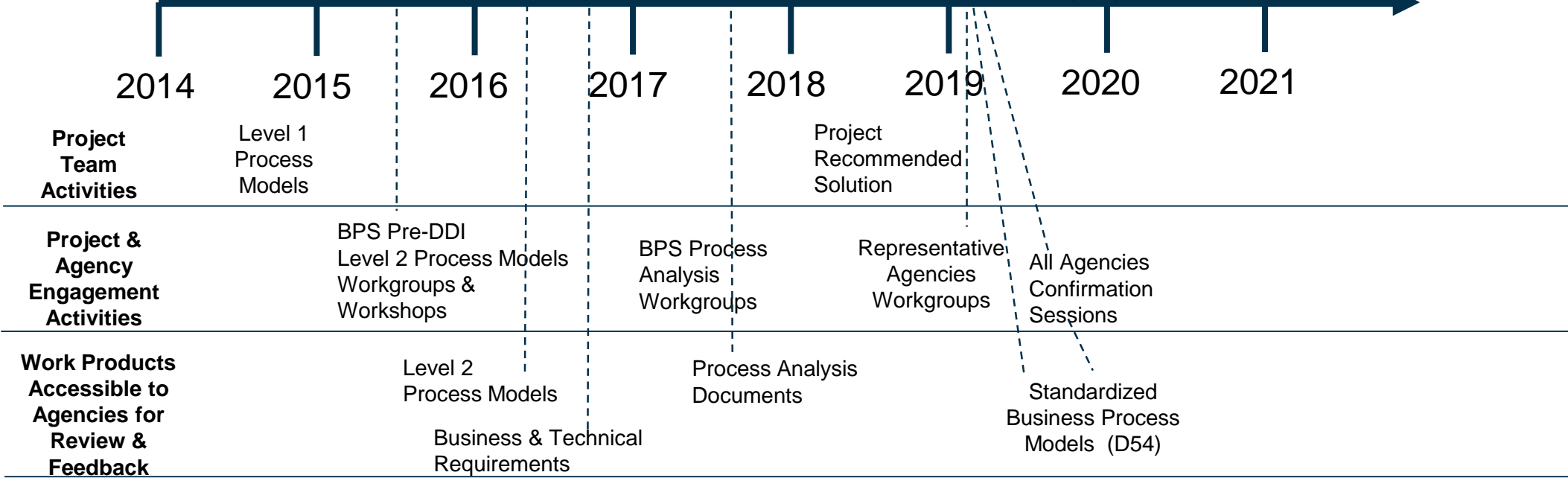# INDEPENDENT VALIDATION AND VERIFICATION (IV&V)

FACILITATOR: MARK FAIRBANK

IV&V Assessment
Standardized Business Process Models D54

- D54 is the culmination of continual work over 5 years to discover, confirm, create, and refine the State's vision for conducting business within Florida PALM
- Beyond participation in workgroups and workshops, agencies have had access to and provided input to business process and requirements documents at multiple points
- The process models contain an extraordinary level of detail on cross-functional integration and dependencies that will help to complete data specifications and improve test scenarios
- The overall quality of this deliverable is excellent; while changes may still occur, the risk of any having significant impacts is very low

	2014	2015	2016	2017	2018	2019	2020	2021
Project Team Activities		Level 1 Process Models			Project Recommended Solution			
Project & Agency Engagement Activities		BPS Pre-DDI Level 2 Process Models Workgroups & Workshops		BPS Process Analysis Workgroups		Representative Agencies Workgroups	All Agencies Confirmation Sessions	
Work Products Accessible to Agencies for Review & Feedback			Level 2 Process Models / Business & Technical Requirements		Process Analysis Documents		Standardized Business Process Models (D54)	

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IV&V Assessment
Process and Transaction Mapping Analysis D57

- It is rare for this type of analysis to be elevated to the level of a discrete deliverable and be completed at this point in the project
  - It is more commonly something that is produced nearer to implementation to facilitate change management and training activities
- The benefits of completing this earlier are apparent:
  - Improve conceptual agreement between Accenture and State on how the Florida PALM will fulfill business needs
  - Provide the Readiness Team with context and knowledge needed to interact effectively with agencies
  - Inform test plans and scenarios to ensure testing activities at each cycle are as comprehensive as needed
- The definitions contained in D57 are thorough and helpful to understanding:
  - How Florida PALM functions account for FLAIR and CMS functions
  - The relationship of Florida PALM functions to the overall business process

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VOTING ACTION

FACILITATORS:
RYAN WEST, MELISSA TURNER

Voting Action

▸ Request for public comment

▸ Major Project Deliverable: Standardized Business Process Models

▸ Major Project Deliverable: Process and Transaction Mapping Analysis

▸ Decision 128: Requirements Confirmation

NEW BUSINESS

FACILITATOR: MELISSA TURNER

NEXT MEETING

August 28, 2019

Knott Building, Room 116

CONTACT INFORMATION

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