

Date	04/22/2020	Time	2:00 – 4:00 p.m.
Location	Virtual Meeting		
Objective	April 22, 2020 Executive Steering Committee Meeting Minutes		
Attendees	<p><b>Executive Steering Committee:</b>  <del>Scott Fennell, Chair (DFS)</del>; Carlton Bassett (DFS); Jimmy Cox (DMS);  Renee Hermeling (DFS); <del>Resalyn (Rez) Ingram (DMS)</del>; Maria Johnson (DOR); Mike Jones (EOG); Tony Lloyd (DCF); Angie Martin (DFS); Tanya McCarty (DFS); Darinda McLaughlin (DEP); Mark Merry (DFS); Robin Naitove (FDOT); Ryan Nolan (DFS); Renee Tondee (EOG)</p> <p><b>Speakers:</b>  Tanner Collins (DFS); Mark Fairbank (ISG); Philip Harman (DEP); Deana Metcalf (DFS); Derek Miller (Accenture); Melissa Turner (DFS); Kim York (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"> <li><a href="#"><u>April 22, 2020 Executive Steering Committee Presentation</u></a></li> </ul>		
Action Items	<ul style="list-style-type: none"> <li>N/A</li> </ul>		

#### **Roll Call and Opening Remarks: Facilitated by Melissa Turner (DFS)**

Ms. Melissa Turner called the meeting to order at 2:00 p.m. with a roll call of the Executive Steering Committee (ESC) members, noting Chairman Fennell was unable to attend due to unforeseen circumstances. Thirteen of the 15 members were present. Ms. Turner thanked the ESC members for attending the first virtual ESC meeting and continuing to support Florida PALM during the COVID-19 challenges. Ms. Turner reminded the group they received briefing materials in March in lieu of the March meeting. Therefore, there were no associated meeting minutes.

The Project is still on schedule to go live with CMS functionality in July 2021.

Ms. Turner acknowledge the critical participation of all agency partners and recognized the Department of Revenue (DOR) and Department of Financial Services' (DFS) Divisions of Treasury, Accounting & Auditing, and Office of Information Technology for their heightened interaction with the cash management functions.

The Project's Readiness Coordinators (RCs) meet regularly with Agency Liaisons to discuss agencies' ability to complete MRW tasks and prepare for the CMS implementation. RCs are communicating status and bringing potential opportunities or challenges to Scott Fennell, Agency Sponsor and Executive Sponsor. All agencies have expressed, at this time, there are no

confirmed impediments to supporting transition activities to Florida PALM. Ms. Turner said the Project will continue to monitor and assess any sustained COVID-19 impacts to the schedule.

**Florida PALM Project Update: Facilitated by Tanner Collins (DFS); Philip Harman (DEP); Deana Metcalf (DFS); Derek Miller (Accenture); Melissa Turner (DFS); Kim York (DFS)**

Ms. Turner shared an update on Project risks and issues. Since the last ESC meeting, the Project logged three risks. The risks are associated with COVID-19 restrictions on the Project team, agency engagement, and workload; health advisory restrictions on Project team onboarding; and delays in re-planning tasks and the Project Schedule. Risks are being actively monitored. Two new issues have also been logged. The issues are associated with the Project Schedule (this issue is now closed) and Accenture resources accessing secure bay to perform Project work. 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 March 31, 2020. She then shared a detailed timeline for the CMS Wave with activities from an agency point of view. The timeline identifies the timing of major activities, such as agency work related interfaces, business processes, configurations, build, testing, readiness, and training. The timeline also identifies the legislative budget request cycles so agencies will remember to consider as they prepare for future wave implementations.

Ms. Turner shared a brief update on the Project's fiscal year objectives, indicating no new updates since February's meeting. Ms. Turner introduced Proviso expectations for the Project in February's ESC meeting. While the Proviso is currently awaiting approval, she shared these expectations have also been communicated to agencies. Additionally, the Project is working on a status template for agencies to report status and cost of their associated Florida PALM work.

Mr. Carlton Bassett asked when the Project expects to request updates from agencies for their business systems remediation status for the Departmental Wave. Ms. Turner acknowledged while some of those activities have already begun, the majority will begin in earnest as the Project progresses with the Departmental Wave engagement. The Project will seek clarification when the agency status template is reviewed with Legislative appropriations staff.

Ms. Deana Metcalf, Florida PALM Business Process Standardization (BPS) Track Manager and State CMS Wave Manager, gave an update on the CMS Wave Office Hours held in April 2020. The Office Hours covered the CMS Wave Business Process Models, interfaces, and configuration work that will impact agencies. The main purpose of the virtual meetings was to provide an opportunity for agencies to ask questions. Twenty-eight agencies participated. Mr. Derek Miller, Accenture CMS Wave Manager, gave an update on interface work with agencies. The Project has shared nine interface layouts with agencies; five layouts with all agencies, and four agency-specific layouts. Agencies were asked to review and share which interfaces they plan to use with their agency business systems. The Project team will use this information to complete the Florida PALM functional designs and share the final interface layouts with agencies. All 29 CMS Wave interfaces are currently on schedule to be finalized by the end of May.

Ms. Metcalf shared an update on configuration work with agencies, stating for the CMS Wave, only two configurations require agency input. Fund configuration workbooks have been shared with agencies. It provided the FLAIR values with proposed mappings to the new Florida PALM

values. Agencies are asked to review and confirm that all funds were identified. The Bank Information configuration workbooks will be shared with agencies in fall 2020. These will be used to establish banks and bank branch information. Mr. Bassett asked when the interfaces to FLAIR are planned to be shared. Mr. Miller said work on these interfaces has begun with the objective of using existing interface layouts wherever possible. For DFS interfaces, the focus is to confirm first with Division of Treasury and share updates with other DFS groups to finalize CMS Wave interfaces. Ms. Renee Hermeling asked if the configuration workbooks had values for the CMS Wave only. Ms. Metcalf confirmed the current workbooks include values needed for transactions to be performed in Florida PALM at CMS Wave go-live. Future workbooks will be shared to confirm values for future waves.

Ms. Kim York and Ms. Kathryn Harrell, both Florida PALM Readiness Coordinators, shared a system demonstration on how to record a deposit not associated with a receivable. These are known in PeopleSoft as Direct Journal Payments.

Following the demonstration, Ms. Turner gave an update on readiness activities. The updated Master Readiness Plan was published on the Project's website. The Change Champion Town Hall was conducted through a virtual meeting, with an impressive 34 agencies in attendance. To support agency change management activities, agencies have been asked to gather operational procedures for cash management functions in preparation for the Change Impact Workshops planned for summer 2020. The Project team is preparing to send the second iteration of the Readiness Survey in May. The survey measures agency progress along the Change Commitment Curve. Agencies have also been asked to review their Change Champion Network (CCN) and confirm roles based on their areas of expertise in alignment with tasks for the CMS Wave. Ms. Johnson said DOR reevaluated their CCN and brought in subject matter experts for General Tax Administration for the CMS Wave, and added a project manager into their network. She expects DOR to change the CCN composition as necessary, as different waves approach.

Mr. Tanner Collins, Director of DFS Treasury, gave an update on how his team is progressing with Project tasks during the COVID-19 challenges. He said they are still meeting with the Project team through telecommunication, as well as being flexible with Project requests for information and validation of interfaces. Treasury is in the process of finalizing the agreement with Bloomberg AIM.

Mr. Philip (Phil) E. Harman shared the CCN approach the Department of Environmental Protection (DEP) has implemented. He shared project management objectives and strategies DEP put into place to assist a personalized and successful transition to Florida PALM. Ms. Turner thanked Mr. Harman for sharing DEP's organization readiness strategies and offered other ESC members the opportunity to share their agency's perspective in future meetings.

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

Mr. Mark Fairbank gave an assessment for the month of March. He reported an overall green status for the Project based on the 15 metrics identified for IV&V reviews. Two items reflect yellow status. The Project must secure commitment from partner system agencies to fulfill critical dependencies. Otherwise, there is no risk to the Project Schedule. Also, there is a risk associated with turnover in key positions.

Additional observations include the establishment of a committed, detailed schedule through May 2020 as a result of the updated Master Readiness Workplan. The Project also created a comprehensive schedule of CMS Wave activities through July 2021 with a detailed focus through October 2020. Mr. Fairbank said these are significant following the adopted new implementation approach. The dependency on staff from DFS and other key agencies for Florida PALM's design and functionality during the COVID-19 challenges could cause delays in the schedule should the challenges persist. Mr. Fairbank said the Project has been able to successfully telecommute and conduct business in a very effective way. Progress of activities remains strong.

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

Ms. Turner introduced the concept of agency internal readiness indicators to the ESC. Agency internal readiness indicators will help ESC focus assessment of readiness across four areas: people, process, technology, and project management. These draft indicators will be developed with input from ESC members. Ms. Turner reminded the ESC of the Go/No-Go Decision for RICEFW Build for CMS Wave coming up in May. Mr. Bassett asked if the Project team was going to hold individual meetings with the ESC prior to the Go/No-Go Decision in May. Ms. Turner responded the team would be happy to meet if ESC members requested. Lastly, Ms. Turner welcomed Scott Stewart as the new DFS Chief Information Officer and Business Sponsor. He replaces Charles Ghini who retires at the end of April 2020. She also noted she expected reviews are underway to evaluate resources needed for the Central FLAIR Wave implementation in preparation for the fall legislative budget request cycle.

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

The next meeting is scheduled for May 27, 2020. The meeting will be planned as virtual, however if the COVID-19 challenges change, a physical location will be communicated. The meeting adjourned at 3:36 p.m.