

<b>Date</b>	01/27/2021	<b>Time</b>	2:00 – 4:00 p.m.
<b>Location</b>	Virtual Meeting		
<b>Objective</b>	January 27, 2021 Executive Steering Committee Meeting Minutes		
<b>Attendees</b>	<p><b>Executive Steering Committee:</b>                  Scott Fennell, Chair (DFS); Carlton Bassett (DFS); Jimmy Cox (DMS); Laurie Grasel (EOG); Renee Hermeling (DFS); Rosalyn (Roz) Ingram (DMS); Maria Johnson (DOR); Mike Jones (EOG); Tony Lloyd (DCF); Angie Martin (DFS); <del>Tanya McCarty (DFS)</del>; Darinda McLaughlin (DEP); Mark Merry (DFS); Robin Naitove (FDOT); Ryan Nolan (DFS)</p> <p><b>Speakers:</b>                  Matt Cole (Accenture); Mark Fairbank (ISG); Scott Fennell (DFS); Rachael Lieblick; Jason Shiver (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="#">Executive Steering Committee Meeting Presentation</a></li> </ul>		

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

Mr. Scott Fennell called the meeting to order at 2:00 p.m. with a roll call of the Executive Steering Committee (ESC) members. Fourteen of 15 members were present. Mr. Fennell thanked the ESC members for their attendance and commitment to Florida PALM. Mr. Fennell addressed the importance of assessing agency readiness before their transition for the CMS Wave in July. As the Project continues to share information from Agency Status Reports with legislative partners, the Project is reviewing agency awareness of the internal work needed to connect with Florida PALM and the potential need to modify agency business systems. He would also like to understand if additional information is needed to continue the internal agency work. Melissa will give us further details later in the presentation.

**Florida PALM Project Update: Facilitated by Matt Cole (Accenture); Rachael Lieblick (DFS); Jason Shiver (DFS), Melissa Turner (DFS)**

Ms. Turner shared an update on Project risks and issues. Since the last ESC meeting, one issue was logged, and one issue remains open. Issue 25 relating to Deal Management Interface and Conversion testing alignment remains open. The Project is actively managing the mitigation plan which aligns with the upcoming User Acceptance Testing (UAT) Go/No-Go Decision in March. Issue 26 was opened, and it is related to the format in which data is received from Wells Fargo and it not aligning with the Florida PALM configuration. A mitigation plan has been executed along with a change request to address both issues. Since the last ESC meeting, no risks were logged, one risk was closed, one risk remains open:

- (open) Risk 221: Central Wave build timeline and Central Wave work for MFMP build activities alignment. Continued collaboration is going well, and the risk is decreasing in trend.
- (closed) Risk 225: Committed schedule work may be defined/modified by Amendment 3. This risk was closed as a result of Amendment 3 being signed by the CFO in December.

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

Ms. Turner shared the spend plan as of December 31, 2020. It reflects the cost adjustments from Amendment 3; the software maintenance for Oracle was moved from the Software and System Integrator (SSI) contract and is now shown in the Florida PALM Spend Plan as its own line item. Ms. Turner acknowledged the amount in the Remaining Release column is low but shared the budget amendment was requested and Ms. Turner does not anticipate issues. The Project will mitigate future budget amendment requests through direct engagement with House and Senate partners to make sure planned Project activities meet expectations. Ms. Turner indicated the Project would begin sharing planned work for budget amendments for ESC awareness. Ms. Turner reminded the members about contractual Solution Components being available for unplanned work. The Project plans to consume Solution Components for a change request to mitigate Issues 25 and 26. Solution Components provide an opportunity to account for detailed unplanned work. The current Solution Components balance planned for the end of the SSI contract is approximately five million dollars.

Ms. Turner gave an update on the progress of the Fiscal Year Objectives. She then turned her attention to the CMS Wave timeline, mentioning the approaching 2021 implementation. Mr. Matt Cole, Deputy Project Director with Accenture, gave an update on testing. System testing is complete. There are very few remaining System Investigation Requests (SIRs) the Project team will retest and resolve. The Project is currently conducting interface testing with agencies. Cycle 1 of interface testing completed in November; Cycle 2 is in progress through March, and Cycle 3 is planned to begin March. The testing is serving its purpose to identify issues that need to be resolved before go-live. Ms. Renee Hermeling asked if Cycle 3 testing and UAT were the same. Mr. Cole replied they are different. Cycle 3 is focused on the transmitted interface files from Cycle 2 through the remainder of the Florida PALM application, while UAT is an opportunity for agencies to test the functionality of Florida PALM.

Mr. Cole shared additional information on the mitigation plan for Issues 25 and 26. A change request captures the worked taken to resolve the issues. After review by the Project team and the DFS Division of Treasury team, two new extensions will be added to Florida PALM. Interface testing schedule remains to be completed prior to UAT in March. Mr. Mike Jones asked why the Project was not aware of the Wells Fargo data configuration. Mr. Tanner Collins, DFS Division of Treasury's Division Director and Florida PALM Business Sponsor shared the unique ways subaccounts can be set up and managed. The misalignment was not recognized until testing began. Continuing the testing update, Mr. Cole shared representative agencies were invited to participate in UAT to validate Florida PALM functionality. UAT will be conducted virtually to confirm end users can perform their work functions in Florida PALM. UAT is scheduled to begin at the end of March and last 6 weeks.

Mr. Cole reminded the members of the upcoming Go/No-Go Decision in March to assess the readiness to begin UAT. The deliverables scheduled for competition prior to the ESC Decision in March was shown and their status will be updated and shared in February's meeting.

Mr. Cole shared the Project team is working on deployment planning. Deployment is a process where multiple workstreams (people, process, technology, data) converge to prepare for and execute the deployment of the Solution. It includes agencies, enterprise partners, and third parties. Deployment activities will be described as pre-cutover, cutover, and post-cutover. The terminology "cutover" is a narrowly focused, isolated timeframe when, for example, systems are down, data is moving, and security is enabled. Mr. Cole mentioned the Project is also working on contingency planning. More information on both deployment and contingency plans will be shared as planning continues.

Ms. Turner reviewed the Central Wave Timeline and then introduced Mr. Jason Shiver, Systems and Data Strategy Track Manager. Mr. Shiver provided an update on Central Wave interface preparation. Mr. Shiver summarized the Interface Connection Inventory and the Catalog of Interface Offerings, both shared with agencies in the fall of 2020. The Catalog lists the interfaces and associated layouts for the CMS and Central Waves. It allows agencies to be informed when selected interfaces are updated based on agency feedback. Agencies use the Interface Connection Inventory to communicate to the Project which interfaces they will use. Agencies were supported through workshops, office hours, and 18 individual meeting to refine interface selections. Mr. Shiver shared that as a result, for the Central Wave, 62 interfaces were chosen from the 71 interfaces offered. From the 62 interfaces selected, 254 connections between agencies and Florida PALM have been identified. All 34 agencies and five third parties were engaged in these activities.

Shifting to discuss Departmental Wave activities, Ms. Rachael Lieblick, Deputy Project Director, shared the Departmental Wave timeline and upcoming activities. In March, the Project will host office hours to discuss standardized business process models. It is an opportunity for the Project team to answers questions about planned business processes. Interface and conversion layouts will also be shared in the summer with office hours provided to further support agencies. These activities will conclude before the 2021-2022 Legislative Budget Request submission date. A payroll analysis will be conducted by the Project to review payroll requirements and current state business processes. The Project team will conduct a demonstration of payroll functionality to DFS Bureau of State Payrolls and People First, as well as provide information on business processes, a list of anticipated interfaces and conversions, and a list of interdependencies with financial modules. These activities are scheduled to be completed by April 2021.

Ms. Turner concluded the Project update by sharing the progress of readiness activities. A Leading Change Workshop was held for CMS Wave supervisors of end users to support their transition. Security Access Manager (SAM) training will be offered online through the statewide Learning Management System (LMS) in February. The End User Role Mapping Handbook was updated on the Project's website and shared with agencies. Key updates include roles for reporting and Separation of Duties. There are 36 Florida PALM roles; 12 are relevant for all agencies, two are specific for Department of Economic Opportunity, one is specific for the Department of Revenue, and 21 are specific for DFS. Agencies have been asked to update their identification of end users that will fill the Florida PALM roles. Agency SAMs will be able to manage

end user access after go-live. Ms. Turner touched on importance of the status reports agencies are submitting monthly and how the interfaces on the status report should match an agency's interface connection inventory. Ms. Turner then shared the questions from the Agency Feedback Questionnaire Mr. Fennell addressed when introducing the meeting. Ms. Turner said trends in responses and mitigations will be shared in the following meeting. Mr. Fennell plans to follow up with agencies to discuss their response if needed.

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

Mr. Mark Fairbank gave an assessment for the month of December. He reported an overall green status for the Project based on the 15 metrics identified for IV&V reviews. One item is in yellow status that pertains to Issues 25 and 26. Barring the issues, the observations are the Project is on course to quality implementation. Testing results are extraordinarily good. Additional observations include the Project Schedule is at risk due to the complex approach to implementations, dependencies and other partner system commitments, and Issues 25 and 26. The Issues are isolated to interfaces therefore do not impact Florida PALM functionality. The mitigation approach plans for full end-to-end testing. The Project resolved previous Issues by following similar mitigation methods. Mr. Fairbank addressed Mr. Jones' previous question about Issue 26 and offered that "subaccount" terminology is widely used and the accounting associated with it. There was a difference in how the term was interpreted in the Florida PALM requirements and is a lesson learned moving forward.

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

Ms. Turner briefly discussed upcoming activities by 30 days, 90 days, and 6 months.

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

The next meeting is scheduled for February 24, 2021. The meeting will be planned as virtual. However, if there is a change, a physical location will be communicated. The meeting adjourned at 3:10 p.m.