

<b>Date</b>	05/26/2021	<b>Time</b>	2:00 – 4:00 p.m.
<b>Location</b>	Virtual Meeting		
<b>Objective</b>	May 26, 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); <del>Rosalyn (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); <del>Robin Naitove (FDOT)</del></p> <p><b>Speakers:</b>                  Sean Buchanan (DFS); Matt Cole (Accenture); Mark Fairbank (ISG); Scott Fennell (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. Twelve of the 14 members were present. Mr. Fennell thanked the ESC members for their attendance and commitment to Florida PALM.

**Florida PALM Project Update: Facilitated by Sean Buchanan (DFS); Matt Cole (Accenture); Mark Fairbank (ISG); Scott Fennell (DFS); Melissa Turner (DFS)**

Ms. Turner shared an update on Project risks and issues. Since the last ESC meeting, no new issues were logged, and Issue 25 relating to Deal Management was closed. Mr. Tanner Collins, DFS Division of Treasury Director and Project Business Sponsor discussed how his team worked the issue to close by identifying the deployment plan for internally and externally managed transactions. Since the last ESC meeting, no new risks were logged, and risk 221 relating to Central Wave build timeline and work for the MFMP build activities not aligning was closed. 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 April 30. Ms. Turner reviewed fiscal year 2021-2022 Proviso expectations that are similar to previous fiscal years, as well as the new expectations. Mr. Scott Stewart, DFS Office of Information Technology (OIT) Chief Information Officer discussed production support and operations and maintenance transitioning to OIT. Mr. Sean Buchannan, Contract Manager, then briefly shared expectations relating to his role within Proviso and then gave an update on Amendment 5 (target completion soon) and Amendment 6 (target completion

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in August). Mr. Buchanan mentioned he and Ms. Turner have begun meeting with ESC members to discuss their feedback for Amendment 6.

Mr. Matt Cole, Deputy Project Manager, shared a Full-Dress Rehearsal (FDR) was conducted in May to test the deployment process. Processes were updated to address key findings and a second FDR is being conducted to implement lessons learned. Ms. Tanya McCarty discussed her team's experience during FDR of validating information before and after it was loaded into the Florida PALM. Her team enjoyed learning about Florida PALM query functionality. Ms. Renee Hermeling's team had a similar experience during FDR with query functionality and observing query writers getting familiar with the functionality. Operational Readiness Testing (ORT) is in progress and is planned to conclude May 28. This testing examines if operations of system functions are ready for production. Batch End-to-End Testing with OIT is in progress. This testing verifies interfaces run in batch and confirms downstream data processing between Florida PALM and FLAIR. Mr. Cole addressed the delays in weeks 2 and 3. The Project team worked through processes and resolved issues. The testing is back on track and target to conclude next week.

Mr. Cole gave an update on deployment readiness. He shared the results of the fifth deployment readiness assessment. The majority of items are complete or trending on-track. Items in yellow and red status are being managed. Red items are related to Batch End-to-End Testing. Mr. Cole expects these items will be yellow or green status at the time of the next assessment. He also mentioned a System Investigation Request (SIR) is what is logged when a function is tested and then needs attention. Open SIRs are likely at deployment. These are "known issues" that are acceptable or have a workaround. The Project team will share the list of known issues with the ESC prior to the Ready to Deploy Go/No-Go Decision and with agencies at deployment.

Looking ahead to the CMS Wave - Ready to Deploy Go/No-Go Decision scheduled for June 16, Mr. Cole displayed the deliverable criteria for the Decision and the status of each deliverable. Mr. Fennell mentioned he invited Agency Sponsors to the June 16 meeting for an opportunity to hear from them prior to their decision.

Ms. Turner gave an update on readiness activities; the Project hosted a Change Champion Townhall to discuss CMS launch activities. One hundred and fifty individuals, representing 31 agencies attended. Agencies have confirmed their Tier 0 Support Team and a Kickoff meeting being held for their team members on May 27. The Florida PALM Training team completed week three of Instructor-led training with 175 participants, representing 24 of the 34 agencies in attendance; thirty-two of 34 agencies have accessed the web-based training. She thanked People First for helping them gather information from the Learning Management System for the monitoring of training completion.

In preparation for the Ready to Deploy Go/No-Go Decision, an Agency Internal Readiness Indicators (AIRI) survey was shared with Agency Sponsors to assess the readiness to transition to Florida PALM in July. Ms. Turner displayed and discussed the results across areas of people, process, technology, and project management. Thirty-one of 34 agencies responded. The overwhelming response shows agencies are on track and ready for CMS Wave launch.

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

Mr. Mark Fairbank gave an assessment for the month of April. 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

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that pertains to Project time management. The assessment reflects April before discussion of the implementation shift. At the time, the Project worked across multiple waves which causes risk due to the complexity of paralleled activities. The work to streamline the implementation approach has begun with immediate benefits identified. The consolidation of Central and Departmental Waves into a single implementation should reduce risk by simplifying business processes, eliminating FLAIR dependencies and customizations, and clarifying the functionality for agencies.

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

Ms. Turner said the Project has paused all Central Wave tasks which has been communicated to agencies. She reviewed the upcoming CMS Wave and Departmental Wave activities within the next 30 days, 90 days, and 6 months.

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

The next meeting is scheduled for June 2. The meeting will be planned as virtual. However, if there is a change, a physical location will be communicated. The meeting adjourned at 3:09 p.m.