Florida PALM
Planning, Accounting, and Ledger Management

Date	09/23/2020	Time	2:00 – 4:00 p.m.
Location	Virtual Meeting		
Objective	September 23, 2020 Executive Steering Committee Meeting Minutes		
Attendees	**Executive Steering Committee:** 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); Tanya McCarty (DFS); Darinda McLaughlin (DEP); Mark Merry (DFS); Robin Naitove (FDOT); Ryan Nolan (DFS) **Speakers:** Matt Cole (Accenture); Mark Fairbank (ISG); Scott Fennell (DFS); Deana Metcalf (DFS); Derek Miller (Accenture); Leslie Gomez (DOR); Melissa Turner (DFS) *Members who were unable to attend are denoted by strikethrough text.*		
Attachments/ Related Documents	• [September 23, 2020 Executive Steering Committee Presentation](#)		
Action Items	N/A		

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. All 15 members were present. Mr. Fennell thanked the ESC members for their attendance and shared as a part of the meeting they will review two upcoming Go/No-Go Decisions, view a Florida PALM system demonstration, and hear from guest speaker.

Florida PALM Project Update: Facilitated by Matt Cole (Accenture); Leslie Gomez (DOR); Deana Metcalf (DFS); Derek Miller (Accenture); Melissa Turner (DFS)
Ms. Turner shared an update on Project risks and issues. Since the last ESC meeting, no issues were logged or closed; one issue remains open. Since the last ESC meeting no risks were logged or closed. One risk (Risk 221) remains open due to the Central Wave build timeline and Central Wave work for MyFloridaMarketPlace (MFMP) build activities not aligning. Ms. Turner shared updated language for Risk 221 including background information and the mitigation strategy that was reviewed with the MFMP team. Ms. Roz Ingram confirmed the updated language reflected the common understanding of the shared risk. Ms. Turner reminded ESC members that risks and issues with a high probability will be shared with ESC members through monthly status reporting.

Next, Ms. Turner shared the spend plan as of August 31, 2020. She then reviewed the fiscal year objectives, briefly discussing the objectives in progress. There were no significant changes since the last ESC meeting.

Ms. Turner reviewed the CMS Wave activities timeline which shows the extension of activities as a result of Issue 24. The Project is progressing through the activities and is on target with the implementation timeline. Prior to the upcoming Ready for Interface and Conversion Testing Go/No-Go Decision, Ms. Turner reviewed the Decision components, noting she does not currently anticipate any obstacles in completing the Go/No-Go Decision components before October's ESC meeting. The ESC members will be asked to consider the CMS Wave Go/No-Go Decision for action during the October meeting.

Ms. Turner communicated that the Project team shared a Chart of Accounts (COA) Configuration Workbook with agencies that documents Florida PALM COA values for the CMS Wave. The document, published on the Project's website, will help agencies build their interfaces to Florida PALM.

Mr. Matt Cole gave an update on the progress of creating CMS Wave functional designs. He noted the designs are complete for Interfaces, Conversions, Extensions, Forms, and Workflows, with Reports being the final component remaining to complete. The Project is currently on target. Subsequently, the build for those components is progressing and is trending to meet the expected build timeline.

Mr. Cole then shared that system testing is progressing on schedule and was receiving expected results. He stated the Project team is currently focused on Cycle 3 which includes the Application Security – the end user access within the system. Mr. Cole also shared the Project is preparing for Mock 1 Conversion Testing by testing conversion programs and loading real CMS data into the system. Mr. Carlton Bassett asked for the type of data the Project team will be converting and testing. Mr. Cole and Mrs. Deana Metcalf confirmed examples of data that will be converted includes invested cash balances, individual securities, and outstanding payments. A solution demonstration was given on Investment Securities. Mr. Derek Miller, CMS Wave Manager, facilitated the demonstration in Florida PALM's configured test environment for the Deal Management module. The function demonstrated will be performed by the Division of Treasury upon implementation. Following the demonstration, Ms. Tanya McCarty said the Treasury team is excited for the functionality in Florida PALM.

Shifting to discuss Central Wave activities, Ms. Turner showed the Central Wave activities timeline through the calendar year and reviewed the components for the Ready to Start RICEFW (Reports, Inventory, Conversions, Extensions, Forms, Workflows) Build Go/No-Go for Central Wave. The Decision components include the inventory of RICEFW items planned for the Central Wave build, Central Wave business process models, and the requirements that will be met at Central Wave go-live. Ms. Turner also shared the Catalog of Interface Offerings was published on the Project website as a tool and support for agencies to be used in conjunction with business process models

and COA as they estimate resources needed for and prepare to connect agency business systems to Florida PALM.

Ms. Metcalf further shared an update on Central Wave progress. She shared the percentage of the functional requirements per business area grouping that will be met at Central Wave go-live. At the time of Central Wave go-live, the implemented functionality will meet 35% of the Project's Phase One functional requirements. Florida PALM will continue to have two books of records until Departmental Wave implementation; budget and cash control will be in Florida PALM; payments will be issued from Florida PALM; and the majority of transactions will remain in Departmental FLAIR until Departmental Wave implementation.

Ms. Metcalf shared a breakdown of identified RICEFW items for the Central Wave, totaling 248. She then reviewed the breakdown of the 91 interfaces for the Central Wave by audience, noting a subset of those are identified for use by agencies. Interface layouts have already been shared and will continue be shared with agencies through October.

Ms. Turner gave an update on the reporting information shared in the previous meeting, sharing the first reporting workgroup was held and the materials are published on the website. The reporting survey was released, and the Project is currently gathering responses, to then be reviewed with the workgroup in October.

Sharing a workforce transition depiction, Ms. Turner mentioned that future readiness tasks for agencies will build on previous tasks and are designed to help them prepare for the transition over time. Last week the Project held Role Mapping Workshops to guide agencies through identifying roles for their end users to implement at CMS Wave go-live. The workshops were attended by 102 participants and represented all 34 agencies.

The Agency Internal Readiness Indicators (AIRI) survey results were shared with the ESC members. Mr. Turner reminded the members the survey was developed as one of the ways to assess an Agency Sponsor's perspective on the internal readiness of their agency. All agencies completed the survey. During their discussion, Mr. Fennell reminded the members he has begun sending direct communications to Agency Sponsors on strategic level concepts, including the COA, for awareness and to facilitate support for readiness tasks. Ms. Turner asked if Mr. Tony Lloyd would like to share recent Department of Children and Families changes to their CCN. Mr. Lloyd acknowledged DCF hired a Project Manager (FTE) to be fully dedicated to coordinating Florida PALM activities. He encouraged other agencies to evaluate their CCN and readiness progress.

Ms. Leslie Gomez, a Project Manager from Department of Revenue (DOR), was a guest speaker. She detailed DOR's strategy for CMS Wave testing. Following Ms. Gomez's presentation, Maria Johnson asked Ms. Turner to confirm the testing timeline was to begin in November. Ms. Turner confirmed the testing planned to begin in November is focused on connectivity with more detailed functionality to begin in December. As a result, DOR will more time to prepare for functional testing of interfaces. Mr. Bassett asked for the number of interfaces DOR will be testing with Florida

PALM. Ms. Gomez replied they have planned to test six interfaces for the CMS Wave. Ms. Turner thanked Ms. Gomez for sharing DOR's experience.

Independent Verification and Validation (IV&V) Assessment: Mr. Mark Fairbank (ISG) Mr. Mark Fairbank gave an assessment for the month of August. 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 that pertains to time management and scheduling.

Additional observations included the Agency Internal Readiness Indicators and the indication agencies are unaware of previously provided Project information. To compensate, the Project team has increased efforts to guide agencies and is preparing additional communications to generate interest, simplify access, and improve awareness.

Mr. Fairbank then mentioned the multi-wave tasks in the Project Schedule is a risk due to the complexity of parallel tasks. The implementation approach is streamlined but retains concurrent multi-wave activities of analysis, configuration, and development and a transition period that depends on FLAIR.

Upcoming: Ms. Melissa Turner (DFS)
Ms. Turner gave an update on upcoming activities. The Interface and Conversion Workshop will be held on October 1, 2020. Following, Office Hours will be held in November, and on a regular cadence, for agencies to discuss questions as they continue build activities for their interfaces.

Agencies are completing an Identity Access Management (IAM) checklist that will enable authentication for end users with Florida PALM. Florida PALM is planning for a single sign-on approach, similar to the Statewide Travel Management System (STMS).

The Project is preparing for Model Office for Super Users in November. This is a facilitated, handson opportunity for agencies to perform common activities that will be available for the CMS Wave implementation. It gives Super Users early exposure to system functions, as they will be the agency's internal support for end users after CMS go-live.

Following the Role Mapping Workshops, agencies will complete End User Role Mapping Worksheets where they identify roles for their end users, accounting for Separation of Duties.

Ms. Turner shared progress on Amendment 3 and anticipates sharing updates during the October meeting. Mr. Fennell also mentioned the Amendment 3 updates are taking longer than anticipated, but the reviews have been deliberate, and he expects a good result for the State and for the Project.

Ms. Turner reminded the members of the upcoming Go/No-Go Decisions for consideration during the October meeting. The Project will reach out to schedule individual discussions with ESC members who would like to further discuss components of the Go/No-Go Decisions.

Next Meeting: Ms. Melissa Turner (DFS)

The next meeting is scheduled for October 28, 2020. The meeting will be planned as virtual. However, if there is a change, a physical location will be communicated. The meeting adjourned at 3:17 p.m.