

Date	April 24, 2024	Time	2:00 – 4:00 p.m.
Location	Department of Children and Families 2450 North Monroe, Room C100 Tallahassee, Florida 32303		
Objective	Executive Steering Committee Meeting Minutes		
Attendees	Executive Steering Committee: Jason Adank (DOT); Steven Fielder, Chair (DFS); Sally Huggins (DBPR); Hunter Jones (FWC); Mike Jones (EOG); Matt Kirkland (DOE); Tony Lloyd (DMS); Angie Martin (DFS); Mark Merry (DFS); Jennifer Pelham (DFS); Leo Schoonover (FLDFS) ; Shannon Segers (DOR); Christina Smith (EOG) ; Brandon Spencer (DMS); Martin Stevens (DEP); Scott Stewart (DFS); Scott Ward (AHCA) Speakers: Jimmy Cox (DFS); Sarah Crouch (PCG); Steven Fielder (DFS); John Gunnufsen (PCG); Nikki Klein (DFS); Angie Robertson (DFS); Stacey Terry (Accenture); Tommy Werner (DFS)		
Attachments/ Related Documents	<ul style="list-style-type: none"> • Presentation • PCR 116 - Segment IV Payroll Customizations 		

The meeting can be viewed on: <https://myfloridacfo.com/floridapalm/oversight>.

Opening Remarks and Roll Call: Facilitated by Steven Fielder, Chair

Mr. Steven Fielder called the meeting to order at 2:00 p.m. with a roll call of the Executive Steering Committee (ESC) members. Fifteen members were present for the meeting.

Presentation: Facilitated by Jimmy Cox, Sarah Crouch, Steven Fielder, John Gunnufsen, Nikki Klein, Angie Robertson, Stacey Terry, Tommy Werner

Mr. Tommy Werner gave an update on the Florida PALM Spend Plan for fiscal year (FY) 23-24. Mr. Werner shared that no new Project Risks or Issues have been opened or closed since the prior ESC meeting; six Risks with a score of 6 or higher remain open. Mr. Werner then highlighted the Project Schedule’s critical path items that are “in progress” or “completed” for three of the seven Stage Gates.

The Independent Verification and Validation (IV&V) team gave a report of activities. Ms. Sarah Crouch shared an increase in delayed Schedule tasks revolving around Segment IV Design and Segment I Build activities. At this time, there is no impact to the overall Project Schedule. The IV&V team opened Finding 14 (new) documenting the delayed tasks for Segment I Build and the potential impact to system testing and the start of User Acceptance Testing (UAT). This finding is similar to the Project team’s Risk #8 which has defined mitigation steps. Ms. Crouch then shared the IV&V team interviewed members of the Florida PALM Readiness team to better understand how they assist agencies with their risks and issues management. She mentioned the IV&V team will similarly be reaching out to select agencies to better understand how agencies approach this activity. Ms. Crouch said the IV&V team will email a report to the ESC with their findings. Lastly, Ms. Crouch said the IV&V team reviewed Project Change Request (PCR) 116 and shared their

analysis, agreeing that the PCR customizations were needed. A report was sent to the ESC before the ESC meeting providing the IV&V team's assessment of this PCR.

Ms. Nikki Klein shared an agency readiness update. She displayed a visual snapshot of current and upcoming Readiness Workplan (RW) tasks, and themes were briefly discussed. Tasks over the next six months cover activities related to segment design, end user, and interface/conversions. These tasks were created to help agencies with workforce transformation planning, mock conversion that begins in the fall of 2024, and interface testing that begins in January 2025.

Ms. Klein then displayed a graphical snapshot of task submissions by all agencies, indicating five recent tasks submitted either on time, late, or not submitted. The five tasks relate to change impacts due to Florida PALM design Segments I & II. Of the submitted tasks, another graph displayed the verification of completeness. Ms. Klein talked through how the Readiness Coordinators support agencies to get tasks that were submitted incomplete to complete, the importance of completing the tasks, and tips for how agencies can get caught up if they are behind.

Ms. Angie Robertson shared training activities update. The Knowledge Center continues to be leveraged for Financials and Payroll design information, such as Business Process Models, reports, demo videos, and other resources. The training team is working on new learning tools to help agencies better understand Inter/IntraUnit and Conversion/Configuration concepts. The training team is currently developing curriculum topics and learning objectives based on Segments I, II, and III.

Ms. Stacey Terry reported on the six pillars of design activities, by design segment, sharing the progress for various implementation activities, noting Data Warehouse/Business Intelligence (DW/BI) design has begun. She reviewed the Segment IV functional design progress, stating the timeframe was extended by four weeks for reviews only. Activities are trending behind; however, progressive movement is expected due to mitigations and dependencies in place. Ms. Terry reviewed the Build for Segment I and II. Preparation activities for testing have begun. The target for Build Segment I should complete by the end of April.

Mr. Jimmy Cox reviewed and discussed, in detail, PCR 116 – Segment IV Customizations and Requirements Update, which included four new requirements and customizations. Mr. Cox discussed the PCR cost projections. He shared that Ms. Christina Smith was unable to attend the meeting but gave a “yes” vote to the Project Director before the meeting. Mr. Fielder asked for any public comments. With none, Mr. Fielder conducted a voting action held to approve PCR 116. A unanimous vote was given by the ESC to approve PCR 116.

Mr. Cox gave a summary of the April Advisory Council (Council) meeting. The Project team discussed the design topic ‘Carry/Certified Forward Process’ in preparation for Segment IV design, in detail, with the Council. Mr. Cox and members of the Project Team met with Ms. Smith and members of her Team to address her feedback, as well.

Mr. Fielder discussed the Sponsor Summit in April with Agency Sponsors. The meeting was focused on funding, Bimonthly Agency Readiness Status Report, and upcoming activities for their agency. Mr. Fielder is holding one-on-one meetings with Agency Sponsors who did not attend.

Agency Sponsors indicated they would like the next Summit to be in 2024, following Design Workshops with the addition of their subject matter experts.

Mr. Cox shared the upcoming design meetings begin in July and run through September. A recap of all Segments will be held in October.

Next Meeting: Facilitated by Steven Fielder

The meeting was adjourned at 3:10 p.m. The next meeting is scheduled for May 22, 2024, at the Department of Environmental Protection.