

Date	May 22, 2024	Time	2:00 – 4:00 p.m.
Location	Department of Environmental Protection 3800 Commonwealth Blvd., Carr Building, Room 170 Tallahassee, Florida 32303		
Objective	Executive Steering Committee Meeting Minutes		
Attendees	<p>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)</p> <p>Speakers: Jimmy Cox (DFS); Sarah Crouch (PCG); Steven Fielder (DFS); John Gunnufsen (PCG); Kimberly Kemp (DFS); Nikki Klein (DFS); Stacey Terry (Accenture); Tommy Werner (DFS)</p>		
Attachments/ Related Documents	<ul style="list-style-type: none"> • Meeting Presentation • PCR 117: Financials and Payroll Wave Customizations • Draft ESC Charter 		

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. Thirteen members were present for the meeting.

Presentation: Facilitated by Jimmy Cox, Sarah Crouch, Steven Fielder, John Gunnufsen, Kimberly Kemp, Nikki Klein, 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 Build Segment II activities. At this time, there is no impact to the overall Project Schedule. Mr. John Gunnufsen reviewed their open findings – Finding 12 which is an ongoing review after each Segment completes; and Finding 14 documenting the delayed tasks for Segment I Build and the potential impact to system testing and the start of User Acceptance Testing (UAT). The Project has mitigation strategies in place as part of Project Risk #8. Mr. Gunnufsen discussed the progress of Functional Designs, noting Segment IV Design remains behind schedule but the drafting and pace of review has increased; Build Segment II is in progress. Ms. Crouch shared the IV&V team will be reviewing Readiness Workplan (RW) task 513 Configuration Workbook submissions and verifications as the task has a direct impact on the Project. In addition, the IV&V

team interviewed select agencies to better understand how agencies approach RW task completions and risk/issue management. Ms. Crouch said the IV&V team will be finalizing and distributing a report to the ESC with their findings. Lastly, Ms. Crouch said the IV&V team reviewed Project Change Request (PCR) 117 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 shared statistics on the submissions and completions of current and past due RW tasks. Many of these tasks are iterative for each Design Segment. Agencies who are behind can continue to work on completing Segments I and II while working on Segment III.

The most critical task, the one with the direct impact to the Project, is the Configuration Workbook task. As of the meeting time, the task is "complete" for 10 agencies. The Project will load agency information into the system for system testing. The group discussed the potential reasons for some of the delays in completing. Mr. Jimmy Cox noted that if agencies do not share configuration information with the Project, then the Project will convert the agencies' FLAIR data into the system as default data (e.g., for Org Codes, drop the first two characters of the FLAIR Org Code and add a zero at the end to create the default Org Code values).

Ms. Klein then shared observations and trends from the Bimonthly Agencies Readiness Status Report for the March – April reporting period. She also shared that a new webpage was created for publishing the bimonthly reports, as well as the summary of the Agency Dashboard dials.

Ms. Kimberly Kemp gave a training update. Currently, the focus has been to update the Knowledge Center with information beneficial to agencies, such as process lifecycles, updated business process models, and terms for the glossary. The Florida PALM training webpage up restructured to focus on Financial and Payroll Waves rather than CMS content.

Ms. Stacey Terry reported on the six areas of design activities, sharing the progress for various implementation activities. She reviewed the Segment IV functional design progress, noting Segment IV is on track to complete by May 31. Ms. Terry reviewed the five areas of build activities, sharing Segment I completed on May 10, and Segment II is in progress with a June 28 target completion date. She then reviewed the five areas of Data Warehouse/Business Intelligence (DW/BI) activities, noting that design has begun and is trending well.

Mr. Cox discussed the Project is currently preparing for testing activities. He highlighted System/Quality Assurance Testing, sharing Accenture and the Florida PALM state team will work in parallel to conduct system testing. Florida PALM onboarded a separate QA testing team, made up of staff aug resources, to run parallel with the Accenture system testing team and is currently onboarding the QA Lead, which will be a state resource. System testing is broken into nine cycles. He shared the unique testing focus and timeline for each cycle. There is a separate cycle for the DW/BI activities.

He then shared the progression and timing of all testing activities, briefly discussing high-level components of each. Mr. Tony Lloyd gave an update that People First and Florida PALM team are working weekly to discuss functional designs. He feels they are back on pace. Mr. Cox shared the conversion files for agencies are being built from FLAIR by the Project team whereas People First is building conversion files for HR, therefore having an additional scope than other agencies and enterprise partners. Mr. Cox noted Florida PALM also meets consistently with other enterprise partners. He then shared a timeline of agency testing activities. He emphasized the importance of getting and keeping data clean, among other agency priorities for testing.

Mr. Cox reviewed the reasoning for Design Segment IV requirements that are cancelled and removed. These are reflected through Project Change Requests (PCR) and through the Project Decision process. Mr. Cox discussed the addition of Design Segment V for extensions determined necessary in April and May. Most Segment V functional designs have no agency impact. Segment IV Design Workshops and the Design Recap sessions remain unchanged.

Mr. Cox reviewed and discussed, in detail, PCR 117 – Segment IV Customizations and Requirements Update and the cost projections. Ms. Deana Metcalf supported questions on specific functionality and reasoning. Mr. Fielder conducting a voting action held to approve PCR 117. A unanimous vote was given by the ESC to approve PCR 117.

Mr. Fielder asked the ESC if they had feedback on the updates to the ESC Charter, which was sent prior to the meeting. Mr. Fielder reviewed the updates by reviewing the document in track changes. Changes included the addition of an ESC member per GAA Implementing Bill requirement and electronic vote requirements, should one be necessary. Receiving no concerns or questions, the Project will codify the changes.

Next Meeting: Facilitated by Steven Fielder

The meeting was adjourned at 4:10 p.m. The next meeting is scheduled for June 26, 2024, at the Department of Children and Families.