

Date	June 26, 2024	Time	2:00 – 4:00 p.m.
Location	Department of Children and Families 2415 N Monroe Street Room C100 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 • Proposed Statutory Changes FY25-26 • PCR 118: Segment V Financials Customizations • PCR 119: Cancellation and Optional Services Related Requirement Changes • PCR 119: Cancellation and Optional Services Related Requirement Changes Spreadsheet • PCR 120: Requirement Text and Customization Alignment Changes • PCR 120: Requirement Text and Customization Alignment Changes Spreadsheet 		

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

Opening Remarks and Roll Call: Facilitated by Steven Fielder

Mr. Steven Fielder called the meeting to order at 2:00 p.m. with a roll call of the Executive Steering Committee (ESC) members. Fourteen 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 and shared the Project plans to revert approximately 6.3 million dollars. 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.

Mr. Jimmy Cox discussed proposed statutory changes. These changes are needed to align with the implementation of Florida PALM Financials and Payroll Waves and include the removal or updating of terminology, clarification of definitions, and removal of a process. Mr. Cox asked about questions or concerns over the proposed changes. There were no questions or objections to the Project to share the proposed changes with the Legislature.

The Independent Verification and Validation (IV&V) team gave a report of activities. Ms. Sarah Crouch shared there is an increase in delayed Schedule tasks revolving around 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 II 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. The Project plans to also onboard 10 additional developers that will further help the delayed tasks. Mr. Gunnufsen discussed the progress of Functional Designs, noting Segment IV Design completed on time and Segment V Design is ahead of schedule. Build Segment II is behind schedule by an estimated two to three weeks. The Committee engaged in a back-and-forth discussion with Mr. Gunnufsen and Ms. Crouch regarding the methodology of their reviews, the overall approach of the IV&V, as well as their thoughts on the SSI contractor's onboarding process. Ms. Crouch shared that the Florida PALM Readiness Coordinators are supporting agencies with Readiness Workplan (RW) tasks as competing priorities for year-end activities occur. Lastly, Ms. Crouch said the IV&V team reviewed Project Change Requests (PCRs) 118 and 119 and shared their analysis, agreeing that the PCRs 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 interfaces and conversions. Ms. Klein then shared statistics on the submissions and completions of past due RW tasks. She then discussed the recently submitted Readiness Workplan (RW) task 524 End User Readiness Survey that assessed end users' awareness, understanding, acceptance, and commitment to the Florida PALM transition. She shared agency trends and general observations.

Ms. Klein also discussed the newly released RW task 536 Create an Agency-Specific User Acceptance Testing Plan. The six-month task has been broken down into 3 subtasks (A, B, and C) to help them plan, identify, and prepare for UAT activities in 2025. The Project expects all agencies to participate in UAT. Project-hosted sessions will begin in April 2025 for agencies' subject matter experts. Following, agencies will lead their own sessions with future end users.

Ms. Kimberly Kemp shared that training curriculum is being developed. The approach is to review the business process models and functional designs and collaborate closely with the functional and technical Florida PALM teams in order to develop training courses, topics and learning objectives, and define target audiences. The training curriculum will feed UAT materials, training materials, and eventually, the end user manual. Ms. Kemp highlighted the continuing updates to the Knowledge Center, including the recent Reports Catalog, Interface Catalog, Lifecycle pages, and the top five visited articles.

Ms. Stacey Terry reported on the six areas of design activities, sharing the progress for various implementation activities. She noted the completion of design Segments I-IV with Segment V in process. Ms. Terry reviewed the five areas of build activities, sharing Segment II is nearing completion. She then reviewed the five areas of Data Warehouse/Business Intelligence (DW/BI) activities, noting that design has begun and is trending well. She discussed testing activities, focusing on System Testing. She outlined the 10 test cycles included in System Testing for Financials and Payroll Waves. Ms. Christina Smith requested more information at a future

meeting to better understand the components and timing of system testing. Ms. Terry then shared the Test Preparation Timeline and the Test Execution Timeline.

Due to time restraints, Mr. Cox did not review the June Advisory Council meeting.

Mr. Cox reviewed and discussed PCR 118 – Segment IV Customizations. Mr. Fielder conducted a voting action to approve PCR 118. A unanimous vote was given by the ESC to approve PCR 118.

Mr. Cox reviewed and discussed PCR 119 – Cancellation and Optional Service-Related Requirement Changes. The ESC members requested to move the voting action to July, giving them more time to review the proposed cancellations. The voting action for PCR 119 is scheduled for a virtual meeting on July 8 at 8:30 a.m.

PCR 120 – Requirement Text and Customization will be discussed during the July 8 meeting and will be approved by the Project Director, following the voting action on PCR 119.

Next Meeting: Facilitated by Steven Fielder

The meeting was adjourned at 4:20 p.m. The next virtual meeting to vote on PCR 119 is scheduled for July 8. The next monthly ESC meeting is scheduled for July 17, 2024, at the Department of Transportation.