

Date	August 21, 2024	Time	2:00 – 4:00 p.m.
Location	Department of Revenue 2450 Shumard Oak Blvd. Building 2, Room 1250 Tallahassee, Florida 32399		
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: Matt Cole (Accenture); Jimmy Cox (DFS); Sarah Crouch (PCG); Steven Fielder (DFS); John Gunnufsen (PCG); Nikki Klein (DFS); Deana Metcalf (DFS); Angie Robertson (DFS); Nicolle Suvada (PCG); Stacey Terry (Accenture); Tommy Werner (DFS)</p>		
Attachments/ Related Documents	Meeting Presentation		

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. Thirteen members were present for the meeting.

Presentation: Facilitated by Matt Cole (Accenture); Jimmy Cox (DFS); Sarah Crouch (PCG); John Gunnufsen (PCG); Nikki Klein (DFS); Deana Metcalf (DFS); Angie Robertson (DFS) Nicolle Suvada (PCG); Stacey Terry (Accenture); Tommy Werner (DFS)

Mr. Tommy Werner gave an update on the Florida PALM Spend Plan for FY 24-25 with a detailed breakdown of expense categories. Mr. Werner shared that no new Project Issues have been opened since the prior ESC meeting; one Risk (7) has been closed and five Risks with a score of six or higher remain open. Mr. Werner shared the updates made to Risks 2, 6, 8, and 9. It was discussed that the trend for Risk 6 was updated to “increasing” because of procurements that still needed to be executed for systems that interact with Florida PALM. The updated Risk Log will be published on the Florida PALM website. Mr. Werner then highlighted the Project Schedule’s critical path items that are “in progress” or “completed” for three of the seven Stage Gates. He reported Stage Gate 2 is complete.

Ms. Nicolle Suvada introduced a new member of the Independent Verification and Validation (IV&V) team, Mr. Keenan Bynum. Following this, the IV&V team gave a report of activities. Ms. Sarah Crouch shared a continued increase in delayed Schedule tasks largely due to Build Segment II activities. The Project is still progressing above 90% of the planned pace. 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. Committee Members expressed their concerns on the delays. To address members' shared concern for build and testing impacts on larger efforts to come (e.g., Stage Gate 3 Ready to Begin UAT), Mr. Matt Cole with Accenture discussed the status of Build Segment III and their strategies for remediating the activities and improving the delay. Remediation by Accenture includes a deeper engagement from the Deputy Project Manager, reorganizing development staff, adding functional team members, and continued onboarding of senior developers to support timely execution of the Build Segments. The team is system testing build items as soon as they are available to test. He concurred with the IV&V assessment that at this point, there is not a need to change larger milestones, such as the start of UAT. Accenture will monitor the completion of Build Segment IV (January 2025) and System Test execution in order to evaluate larger milestones start dates.

Ms. Crouch discussed the progress of Functional Designs, noting Segment V Design completed on time and is of high quality. The DW/BI Functional Designs are behind schedule. Mr. Gunnufsen shared a graph representing the overlap of development and system testing. There is a risk that delays in development could force a rescheduling of testing. Ms. Crouch shared activities the Readiness Team continues in order to better support agencies.

Mr. Jimmy Cox discussed the Project's testing approach by reviewing the unique testing services, including Mock Conversion activities, that will be conducted during the Financials and Payroll Waves. The Florida PALM testing methodology includes a repeatable set of steps for test planning, preparation, execution and close, applicable to each testing service. To support this, he then shared a system testing timeline. Ms. Christina Smith requested a future meeting topic on how the Department plans to confirm FLAIR ending balances and validate opening balances in Florida PALM. Mr. Cox reiterated Stage Gate 2 – Ready to Begin System Testing – is complete and was approved on August 5, 2024. Following, system testing began on August 5, 2024. Mr. Cox briefly discussed the quality assurance team and their responsibilities in overseeing testing activities.

Ms. Nikki Klein shared an agency readiness update and displayed an updated timeline graphic representing current and upcoming RW Tasks. Indicators were added to the tasks that have a direct impact on the Project. She reviewed a summary view of the Agency Dashboards, highlighting an increase in a green status for CCN composition and an increase in the yellow status for task completeness. She noted some agencies have a strategy to complete the segment (repeatable) tasks at the end of Segment IV which alters the metrics (yellow status) some. Ms. Klein shared an update on outstanding tasks and an overview of the submitted tasks, including trends on complete, resubmission, and not submitted. The RCs continue to look at how to better support agencies with completing tasks. Ms. Klein discussed newly released task 536-B – Create Agency Specific UAT Plan. Ms. Klein answered questions from the members about current and future expectations regarding UAT, system remediation, and data cleansing.

Ms. Angie Robertson gave a brief training update. She described the opportunities agencies will have to learn the Florida PALM system by participating in UAT and through trainings. She explained the series of opportunities through Project-hosted UAT sessions, agency-led UAT sessions, Project-hosted training, and agency-specific training. End users will have access to the UAT environment before and after Financials and Payroll Waves go live.

Ms. Stacey Terry reported on the six areas of design activities, sharing the progress for various implementation activities. She noted the completion of all Functional Designs (Segments I-V). Ms. Terry reviewed the five areas of Build activities, sharing Segment II is complete and Segment III has started. She then reviewed the five areas of Data Warehouse/Business Intelligence (DW/BI) activities, noting that while Design is not yet complete, Build has begun.

Ms. Deana Metcalf gave a summary of Design Segment IV sessions to date, including attendance and take-aways. After the Project Costing (PC) Design Workshop, a separate meeting was conducted with a small number of agencies to talk through more scenario-based PC discussions to help the participating agencies to determine if they want to use the PC functionality at Financials Wave go live. A [recording](#) has been made available of the discussion. Two remaining workshops for Segment IV are scheduled for the last week of August and in September.

While reviewing upcoming activities, Mr. Cox asked for a consensus from the members on combining the November and December ESC meetings. The group agreed to combine the two meetings and hold one in December.

Next Meeting: Facilitated by Steven Fielder

The meeting was adjourned at 4:13 p.m. The next meeting is scheduled for September 25, 2024, at the Department of Children of Families.