

Date	July 17, 2024	Time	2:00 – 4:00 p.m.
Location	Department of Transportation, Burns Auditorium 605 Suwannee Street Tallahassee, Florida 32399		
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)		
Attachments/ Related Documents	Speakers: Jimmy Cox (DFS); Sarah Crouch (PCG); Steven Fielder (DFS); Kimberly Kemp (DFS); Nikki Klein (DFS); Stacey Terry (Accenture); Tommy Werner (DFS)		
	<ul style="list-style-type: none"> 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. Eleven members were present for the meeting.

Presentation: Facilitated by Jimmy Cox, Sarah Crouch, Steven Fielder, Kimberly Kemp, Nikki Klein, Stacey Terry, Tommy Werner

Mr. Tommy Werner gave an update on the Florida PALM Spend Plan and Carry Forward for fiscal year (FY) 23-24 and shared the Spend Plan for FY 24-25 with a detailed breakdown of expense categories. 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. Future documents.

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. Ms. Crouch 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 through December of 2024 that will further help the delayed tasks. Ms. Crouch 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 three weeks. Ms. Crouch shared a new 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. She then briefly shared how agencies are progressing through their Readiness Workplan tasks.

Ms. Nikki Klein shared an agency readiness update and displayed an updated timeline graphic representing current and upcoming RW Tasks. Ms. Klein discussed the newly implemented Agency Question Log for supporting agency questions for the Project, as well as the newly available Secure File Share portal where agencies and the Project team can share sensitive banking information and future configuration task information. Ms. Klein shared updates on past due tasks and future tasks. She then discussed the process and importance of preparing for UAT. The foundation consists of the Current State documented in 2023. Design Segment tasks build on that foundation while future change analysis tasks will bring it all together. Ms. Klein shared the general observations and trends for the Bimonthly Agency Readiness Status Reports for the May-June timeframe.

Ms. Kimberly Kemp shared a timeline for training activities illustrating that UAT will overlap with Training which will also overlap with the End User Manual. She broke down how each area will build on the next. There was a discussion among the committee regarding UAT preparation and end user learning that will be available in UAT and during Training.

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 and Segment III has started. She then reviewed the five areas of Data Warehouse/Business Intelligence (DW/BI) activities, noting that design has begun and is trending well, and that Build will start soon. She discussed testing activities, focusing on System Testing. She outlined the 10 test cycles included in System Testing for Financials and Payroll Waves. Ms. Terry then shared the Test Preparation Timeline and the Test Execution Timeline.

Next Meeting: Facilitated by Steven Fielder

The meeting was adjourned at 3:40 p.m. The next meeting is scheduled for August 21, 2024, at the Department of Revenue.