Date	10/30/2024	Time	2:00 – 5:00 p.m.
Location	Department of Revenue		
Objective	Executive Steering Committee Meeting Minutes		
Committee Members	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); ~~Warren Sponholz (FL[DS])~~; Shannon Segers (DOR); ~~Christina Smith (EOG)~~; Lynn Smith (AHCA); Brandon Spencer (DMS); Martin Stevens (DEP); Scott Stewart (DFS); Scott Ward (AHCA)		
Speakers	Matt Cole (Accenture); Jimmy Cox (DFS); Sarah Crouch (PCG); Steven Fielder (DFS); John Gunnufsen (PCG); Nikki Klein (DFS); Stacey Terry (Accenture); Tommy Werner (DFS)		
Materials	Meeting Presentation		

Meeting Recording

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

Opening Remarks and Roll Call

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. Sixteen members were present for the meeting.

Presentation

Budget, Risks & Issues, Schedule; Tommy Werner

Mr. Tommy Werner gave an update on the Florida PALM Spend Plan for FY 24-25 with a detailed breakdown of expense categories. The Project Legislative Budget Request for fiscal year 25-26 was submitted. The Project Change Request (PCR 121) that was approved by the ESC on October 8, 2024, will be paid from fiscal year 25-26 funds, as described in Amendment 10, and it is to be determined if there will be a need for use of the Project contingency funding. Mr. Werner shared that no new Project Risks or Issues were opened or closed since the previous meeting. Mr. Werner then highlighted the Project Schedule's critical path items that are "in progress" or "completed" for two of the seven Stage Gates.

Independent Verification and Validation; Sarah Crouch, John Gunnufsen

Ms. Sarah Crouch and Mr. John Gunnufsen gave an Independent Verification and Validation (IV&V) report. Mr. Gunnufsen shared their assessment of Amendment 10, sharing they support the proposed changes and recommends approval. He shared a few recommendations for the Project relating to contract execution. Mr. Gunnufsen reviewed the two open findings; no new findings were opened or closed since the previous meeting. Segment V Design and the DW/BI Functional Designs were completed and are of high quality. The Build for Segment III remains in progress and is running behind schedule. Additional development staff have been, and continue to be, added to increase the pace of development. The IV&V team estimates all Build Segments will be completed in late-February. These delays cause an overlap with System Testing activities;

therefore, the Project needs to create a coordinated plan between development and testing teams.

Mr. Gunnufsen shared that System Test script development is in progress with over 2,400 drafted and 1,500 reviewed or being actively reviewed. He reported the progress on System Test Execution for cycles 0-4. There was a higher failure rate for test scripts in cycles 2 and 3. The development team is working to resolve the errors and retest.

Mr. Gunnufsen discussed the mock conversion and interface testing activities, sharing mock conversion 0A-Financials is complete will all defects closed; 0B-Payroll is in progress; 1A-Financials is in progress with retests scheduled; and connectivity testing is 86 percent complete with no open defects.

Ms. Crouch shared the Project is progressing at above 90 percent of the planned pace.

Ms. Crouch discussed their observations of Organizational Change Management and Agency Readiness Activities. She shared the IV&V team has expanded their team so they can have a dedicated focus on agencies. These team members will periodically reach out to agencies to proactively evaluate for potential risks that may impact their timeliness, quality or adoption of the Florida PALM system. Recommendations will be included in their monthly report.

Amendment 10; Jimmy Cox, Steven Fielder

Committee members received Amendment 10 documents for their review prior to the meeting. Jimmy Cox discussed the changes the Amendment 10 contract and Attachments 2, 5.1, and 5.2 contained from Amendment 8 (slides 24-26).

Mr. Cox reviewed Payment Schedule to show the additional amounts related to the PCRs approved by the ESC since the execution of Amendment 8 through the effective date of Amendment 10.

Following the discussion, Mr. Fielder asked for public comment and then proceeded with a voting action. A unanimous vote was given by the ESC to approve Amendment 10.

ESC Charter, Project Charter, Project Management Plan Updates;
Angie Robertson, Steven Fielder

Ms. Angie Robertson shared the updates to the ESC Charter, Project Charter, and Project Management Plan (slide 29) with the majority of the updates focusing on clarifying the authority for the governance tier 1 (Project Director) and 2 (ESC). Other updates amend the document to better align with Project operational processes and best practices. Mr. Fielder conducted a vote to approve the updates. A unanimous vote was given by the ESC to approve all documents.

Agency Engagement and Activities; Nikki Klein

Ms. Nikki Klein gave an agency readiness update; sharing the recent changes to the Readiness Workplan tasks, to include date changes, timing alignment, and the creation of subtasks. She then reviewed the Readiness Workplan (RW) task timeline graphic representing current and upcoming tasks. She noted the number of task completions relating to Segments I, II and III, and also all outstanding tasks from Task 328 – 559 (current).

Ms. Klein then shared a graphic depicting the various inputs and outputs from their change analysis agencies will need to consider. A change analysis tool will be released in December associated with an RW task and will be due at the end of January, with a goal of preparing agencies for User Acceptance Testing and training activities.

Implementation; Stacey Terry

Ms. Stacey Terry reported on the six areas of design activities, sharing the progress for various implementation activities. She noted the completion of all activities with the exception of Agency Configuration Workbooks, which agencies are currently working to complete. Ms. Terry reviewed the five areas of Build activities, sharing Segment III is progressing but is still behind schedule.

Mr. Matt Cole gave an update on the strategies, previously discussed in ESC meetings, Accenture is taking to aid delayed Build Segment III reviews. He addressed Accenture continues to implement the following strategies:

- deeper engagement by the functional team
- reorganizing development staff
- additional review of materials before State review creating a higher quality of materials
- onboarding senior development staff

Ms. Terry said they are seeing benefits of the strategies in Build Segment III, and Accenture is preparing for Build Segment IV reviews, scheduled to begin in early November. She then reviewed the five areas of Data Warehouse/Business Intelligence (DW/BI) activities, noting the Design is complete and Build is progressing. Mr. Fielder asked Ms. Terry to address the issue of testing failure rates. Ms. Terry spoke to the issues and clarified various types of testing and how they are tracked by reviewing System Test preparations and execution activities. The Project has executed 87 percent of planned system test scripts to date, with an 81% pass rate and a 19% fail rate. System testing failures can be due to various reasons, such as code errors, interdependencies, missing data, migration issues, unclear test scripts (human misinterpretation), and security or role issues. She said the timing of the initial execution will become more effective once all Build items are complete.

Mr. Cole told the Committee there is likely a one-month delay between the time Accenture implements strategies to address testing errors and delayed Build reviews and the time the impacts are seen by the Project and Committee. Mr. Jimmy Cox said the Project is also working to onboard additional Quality Assurance (QA) testers. Ms. Robertson committed to conducting a deeper review of logged agency risks and issues reported through their Bimonthly Readiness Status Reports with regards to truncated time to complete RW tasks, year-end duties, and UAT.

Next Meeting and Adjournment
Steven Fielder, Chair

The meeting was adjourned at 4:00 p.m. The next meeting is scheduled for December 11, 2024, at the Department of Financial Services, Division of Workers' Compensation.