

<b>Date</b>	07/30/2025	<b>Time</b>	1:30 – 4:30 p.m.
<b>Location</b>	Department of Environmental Protection		
<b>Objective</b>	Executive Steering Committee Meeting Minutes		
<b>Committee Members</b>	Jason Adank (FDOT); Rebecca Evers (DOR); Steven Fielder, Chair (DFS); Theresa Gagnon (EOG); Sally Huggins (DBPR); Charlotte Jerrett (FWC); <del>Jesse Johnston (DMS)</del> ; Matt Kirkland (DOE); Jesse Marks (DMS); Angie Martin (DFS); <del>Mark Merry (DFS)</del> ; Jennifer Pelham (DFS); <del>Warren Sponholtz (FLDFS)</del> ; Christina Smith (EOG); Martin Stevens (DEP); Scott Stewart (DFS); Scott Ward (AHCA)		
<b>Speakers</b>	Jimmy Cox (DFS); Sarah Crouch (PCG); Julian Gotreaux (DFS); , Steven Fielder (DFS); Nikki Klein (DFS); Brandon Reed (PCG), Angie Robertson (DFS); Nicolle Suvada (PCG), Stacey Terry (Accenture)		
<b>Materials</b>	<a href="#">Meeting Presentation</a>		

## 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 1:30 p.m. with a roll call of the Executive Steering Committee (Committee) members. Fifteen members were present for the meeting. *(Names of members not in attendance appear with strikethroughs in the above table.)*

## Presentation

*Budget, Risks and Issues; Julian Gotreaux*

Mr. Julian Gotreaux gave a close-out update on the Florida PALM Spend Plan for FY 24-25 with a detailed breakdown of expense categories. Mr. Gotreaux gave an update on Project Risks and Issues; there are no open Issues, and no Risks were opened or closed; however, several Risks increased in Risk Score from 6 to 9. Risks 2 and 11 have a score of six and Risks 1, 2, 4, 5, 12, and 13 have a score of 9.

*Project Schedule; Julian Gotreaux*

Mr. Gotreaux shared the Project Schedule's Critical Milestones, discussing the yellow and red indicators for Stage Gate 3.

*Document Updates; Julian Gotreaux*

Updates to align the Project Charter and ESC Charter to the 25-26 fiscal year Proviso were shared prior to the meeting and discussed for confirmation and adoption.

*Independent Verification and Validation Update; Sarah Crouch, Brandon Reed, Nicolle Suvada*

Ms. Nicolle Suvada introduced Mr. Brandon Reed as the new Deputy Project Manager for Public Consulting Group (PCG) and shared Ms. Sarah Crouch moved into the Project Manager role. Mr.

Reed shared the Independent Verification and Validation (IV&V) Risk Rating for the Project changed from a Medium to High. Four new Findings were opened and two were closed.

Ms. Crouch reported five Employee Self-Service (ESS) extensions have been drafted and are targeted to be available for testing in User Acceptance Testing (UAT) Full. Several miscellaneous RICEFW items remain in development and review. All are expected to be available for testing in UAT Full. Neither ESS nor miscellaneous RICEFW items are needed for the Stage Gate 3 Decision.

Ms. Crouch reported on conversion and interface testing activities. There are a few remaining outstanding System Investigation Request (SIR)s (low- and medium-priority) for Mock Conversion 2. The Project team is working through Mock Conversion 3 SIRs (low-, medium-, and high-priority) which may not be resolved until after the start of UAT. Interface Testing is underway and the Project team is likewise resolving SIRs as they occur.

Finding 23 is a preliminary concern for the current pace of System Testing for DW/BI and defect testing by the SSI vendor which may impact the start of UAT. Ninety-two (92) percent of Test Scripts have been executed with a missed deadline of July 28, 2025. Execution is targeted for July 31 and IV&V does not foresee blockers to meeting that deadline.

Finding 24 – Risk that the high failure rate of DW/BI Test Scripts may indicate potential quality issues related to the DW/BI environment, data, or configuration. Twenty-five (25) percent of Test Scripts have failed. IV&V projects not all critical or high business criticality SIRs will be resolved prior to planned start of UAT.

Finding 22 – Risk that not all System Testing Segment III Exit Criteria will be met by SSI vendor before the ESC Stage Gate 3 Decision. IV&V does not recommend beginning UAT until all Exit Criteria are met.

The Committee asked for clarification on 'business criticality' SIRs. Mr. Jimmy Cox responded that it is an issue that impacts testing progression. Business Criticality has become the focus of the Project's triaging of SIRs, rather than focusing on categorizing SIRs as low- medium- or high-priority. Business Criticality and Priority will be used to evaluate SIRs; however, Business Criticality will be the driver for resolution importance.

The Committee asked Ms. Crouch if the IV&V team has seen an impact on quality of testing. Ms. Crouch said they have not seen a decline in quality. Mr. Cox shared the process for System Testing by the vendor and the State teams, including the State QA team review and gap test scripts creation and testing.

The Schedule Performance Index is at 91 percent of its planned pace. There are three main contributors to the delayed Project tasks; completion of Mock Conversion III, UAT training materials, and Testing.

Finding 25 is a preliminary concern that the SSI vendor is not accurately reflecting the status of Florida PALM Project, specifically the June ESC presentation. Ms. Stacey Terry addressed this during her Implementation Activities presentation.

The UAT Prerequisite Training materials were published in the People First Learning Management System (LMS) on July 2, 2025. There are still remaining UAT training materials to be provided, but the information provided but IV&V observed quality and availability for UAT training provided by the Project team should effectively prepare end users for UAT Online.

The Committee asked if there is adequate time for Subject Matter Experts (SMEs) to complete UAT Prerequisite training before the start of UAT Online. Ms. Angie Robertson explained that all

UAT Prerequisite Training Materials were published and are available. All SMEs will be given access to the whole UAT environment at the same time, while Process Steps, the other element of the UAT training materials, and pre-session materials (e.g., demonstration videos) will be given 'just in time' prior to the subject's hosted session. There is time for SMEs to log in to the environment, test transactions, and feel prepared before attending the Project-hosted session.

Lastly, Ms. Crouch reported that IV&V continues to monitor agencies on various readiness tasks. All agencies completed Agency Readiness Certification #1. Some were submitted after the due date but that all has submitted by Monday, July 21.

### *Implementation Activities; Jimmy Cox, Stacey Terry*

Ms. Stacey Terry addressed IV&V preliminary Finding (25):

#### *Addressing System Testing*

System Testing completed on schedule. SIR triage and resolution was focused by low-, medium- and high-priority. During Segment III, the strategy for prioritizing SIRs shifted to focus on Business Criticality first, and priority second. In doing so, each SIR was reevaluated, taking time and potentially impacting overall testing progress. In the June presentation, Ms. Terry reported metrics based on priority trends, which was before the Project shifted their approach. The Committee asked a few questions, including confirming the SIR review process moving forward (the Project meets twice a week to triage), DW/BI number of SIRs, and deadline of System Testing SIR resolution (currently 6 High/Business Critical, which the Project is focusing on those that impact UAT).

#### *Addressing DW/BI*

In June, Ms. Terry presented metrics on executed reports. The Project took a strategic pause because Extract, Transform and Load (ETL) processes were not performing as expected, causing extra SIRs to be created. The vendor and State are conducting consecutive System Testing reviews (rather than the standard order of review) to expedite progress, which created a large number of SIRs.

#### *Standard Presentation*

Ms. Terry gave an update on System Testing Segment III execution – 6 total outstanding High-priority or Business Critical SIRs remain unresolved. These need to be resolved before the UAT environment is ready for testing. The DW/BI System Testing execution is tracking behind schedule. Initial testing for DW/BI Reports, Subject Areas, and Security are complete. DW/BI ETL testing is in progress. The vendor staffed additional resources to support ETL testing. Mr. Cox noted the table on slide 20, indicating #5 Complete development and testing of custom fields to respective subject areas, has not begun.

Ms. Terry shared metrics on the Financials and Payroll Load to Target that were complete, in progress and not started. The Committee asked if converted balance data would be available. Ms. Terry advised that available data depends on the conversion. Conversions of the assets and balances will be loaded to the UAT environment. Mr. Cox pointed out that the Schedule indicator should not be green as activities are behind schedule and were not completed before the ESC meeting on July 30 as planned.

The readiness of the UAT Environment was presented and discussed as a checklist with complete and in-progress status. The progress is behind with several items in progress or not started. Interface Testing Cycle 2 execution is underway. Testing began with enterprise partners, executing 51 of 56 planned interfaces with LAS/PBS, LEG, People First, FACTS, STMS, MFMP, and FRS.

Third parties (banking) will start in August and FLIPS is projected to start in September. The Committee asked why third-party testing was delayed. Mr. Cox said for contractual reasons which reflected in their readiness to test. Mr. Cox does not feel the delayed testing will impact overall Cycle 2 Testing. An oversight was noted on this slide.

Mr. Cox discussed completion rates for areas being assessed for UAT readiness: agency engagement based on UAT tasks, UAT environment, FIN/PAY testing status, and DW/BI testing status.

### *Readiness Activities; Nikki Klein*

Ms. Nikki Klein presented the Agency Readiness Certification #1 (Ready for UAT and Interface Testing) self-reported metrics submitted by Agency Sponsors. Certification criteria was broken down into four areas: people, process, technology, and data. All agencies submitted a certification, with two being submitted after the deadline. A new webpage was published with results and shared with Committee members prior to the meeting. There was a total of 16 Readiness Criteria for each agency; 88 percent "Met" the Criteria, nine percent Criteria was "Not Met, and three percent was "Not Applicable". The overall confidence level of agencies was reported by six agencies as "Very Confident", 28 agencies as "Moderately Confident", and one agency as "Somewhat Concerned". Ms. Klein further reported on each criterion by people, process, technology and data.

The Agency Readiness Bimonthly Report was submitted for the May-June reporting period. Ms. Klein gave a report on agency risks and issues, noting 97 new risks were opened with 36 percent relating to UAT, and 22 new issues were opened with 29 percent related to UAT. Themes include lack of training, resource constraints, agency business system remediation, and UAT schedule.

The Committee asked if the two agencies who reported red in all categories, and who also reside outside of Tallahassee, would receive additional support? Mr. Cox said that the Project has and continues to offer to provide information and support for agencies that request. As we enter UAT, we will remain ready to assist those that need Project support.

### *Training Activities; Angie Robertson*

Ms. Robertson shared the Training Team has been focused on getting users ready for UAT. A new page was published in the Knowledge Center, housing information and resources for UAT materials. She reiterated the UAT prerequisite training was published in the People First LMS and Training Liaisons are tracking training completions via Smartsheet. Process Steps and pre-session materials will also be published on this page.

### *Other; Jimmy Cox*

The fiscal year 25-26 Proviso requirements and their impact on UAT Online and UAT Full were listed and shared as part of the ESC Presentation materials prior to the meeting. Mr. Cox noted one Proviso requirement for procuring an independent software quality and testing provider to support UAT; he said the procurement was currently issued and pending vendor responses.

The Committee asked if the delay in the Stage Gate 3 Decision will impact the start of UAT. Mr. Fielder said, yes. The Committee asked if and how the Project was preserving the UAT timeframe for agencies to test. Mr. Cox replied that Amendment 12 has additional time built into the timeline as a buffer for UAT. More information will be shared with the ESC and agencies once finalized.

### Next Meeting and Adjournment, Steven Fielder

The meeting was adjourned at 3:50 p.m. The next meeting is scheduled for August 27, 2025, at the First District Court of Appeal.