

Date	08/27/2025	Time	1:30 – 4:30 p.m.
Location	First District Court of Appeal		
Objective	Executive Steering Committee Meeting Minutes		
Committee Members	Jason Adank (FDOT); Rebecca Evers (DOR); Steven Fielder, Chair (DFS); Theresa Gagnon (EOG); Sally Huggins (DBPR); Charlotte Jerrett (FWC); Jesse Johnston (DMS); Matt Kirkland (DOE); Jon Manalo (AHCA); Jesse Marks (DMS); Angie Martin (DFS); Mark Merry (DFS); Jennifer Pelham (DFS); Warren Sponholtz (FL[DS]); Christina Smith (EOG); Martin Stevens (DEP); Scott Stewart (DFS)		
Speakers	Matthew Breeding (DFS); Sarah Crouch (PCG); Steven Fielder (DFS); Julian Gotreaux (DFS); Kimberly Kemp (DFS); Nikki Klein (DFS); Brandon Reed (PCG); Stacey Terry (Accenture)		
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 1:30 p.m. with a roll call of the Executive Steering Committee (Committee) members. All seventeen members were present for the meeting. Mr. Fielder shared he does not have an update on the User Acceptance Testing start date. Due to the far-reaching entities and stakeholders of the Project, along with schedule and budget changes, discussions and approvals are taking longer than expected. The level of importance and urgency remains.

Presentation

Budget, Risks and Issues; Julian Gotreaux

Mr. Julian Gotreaux gave an update on the Florida PALM Spend Plan for fiscal year (FY) 25-26 with a detailed breakdown of expense categories. Mr. Gotreaux gave an update on Project Risks and Issues; no new risks were opened, but Risk 12 was closed during the period and Issue 35 was opened regarding the start of User Acceptance Testing (UAT). The following Risks remain open; Risks 2 and 11 have a score of six and Risks 1, 2, 4, 5, and 13 have a score of 9.

Project Schedule; Julian Gotreaux

Mr. Gotreaux shared the Project Schedule's Critical Milestones, noting the three tasks that remain open related to Stage Gate 3 are in red/late status.

Document Updates; Julian Gotreaux

Mr. Gotreaux discussed the updates made to the Project Management Plan (PMP) to align with FY 25-26 Proviso requirements for Project status reporting. The updated PMP was shared prior to the meeting and Committee confirmed the adoption of the changes.

Independent Verification and Validation Update; Sarah Crouch, Brandon Reed

Mr. Brandon Reed shared the Independent Verification and Validation (IV&V) Risk Rating for the Project remained at a High-risk score; however, improvement is trending based on SSI vendor actions.

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. All critical and high Business Criticality System Investigation Requests (SIR)s have been resolved. SIRs may be found during the continuing State team's Quality Assurance review.

All files for Mock Conversion 3 have been converted and all critical and high-priority SIRs have been resolved. Medium-priority SIRs have an agreed-upon disposition. The Project is now focused on Mock Conversion 4.

Ms. Sarah Crouch updated the Committee on Interface Testing - Cycle 2 testing progress. Testing with enterprise partners began in June; however, some enterprise partner testing will begin in September or October. IV&V noted a potential for resources constraints and downstream impacts due to the volume of open (agency and enterprise) testing SIRs. The Committee asked if IV&V was concerned about the 50 percent pass-rate, to which they said no, that percentage is to be expected and does not have concern with the timing for resolution. Mr. Jimmy Cox also included the pass rate is representative of the testing of many systems, not solely Florida PALM. The reason for the test not passing could be related to an issue in Florida PALM or in the interfacing system. Mr. Cox also noted that additional content was being covered later in the meeting.

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. The initial test execution is complete (123 Test Scripts).

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. Of the executed test scripts, 14.6 percent failed. High Business Criticality SIRs are currently being worked to resolution. IV&V predicts a one-month delay due to retest.

Ms. Crouch gave a glance of overall open SIRs and their targeted resolution date based on planned UAT timing. She then shared trends of low-, medium-, and high-priority SIRs over time by week.

For the Project's Schedule performance indicators, there are three main contributors to the delayed Project tasks; UAT training materials, End User Manual, and Testing.

Finding 25 - Preliminary concern that the SSI vendor is not accurately reflecting the status of Florida PALM Project, was closed.

Lastly, Ms. Crouch reported the IV&V meetings with agencies are focusing on tasks that can improve their readiness or confidence level for UAT. She also noted agencies are participating in the Collaborative Risk Management Committee to strengthen risks and issue reporting.

Implementation Activities; Stacey Terry

Ms. Stacey Terry gave an update on implementation activities, beginning with a Stage Gate 3 update. The Payroll environment is complete, the Financials environment is complete apart from smoke testing, and DW/BI system testing schedule is being confirmed with the State team.

DW/BI initial test script execution is complete and SIRs are being resolved. Work is ongoing regarding Gap Analysis and refining of subject areas for inclusion. The UAT environment for

DW/BI will be finalized once system testing is complete as the same environment is utilized for both.

Mock Conversion 3 is complete. A total of 37 SIRs are pending resolution that are needed prior to the start of Mock Conversion 4. Open data cleansing SIRs will be resolved during Mock Conversion 4. An early execution of Supplier and Grants conversion will be performed to better support agency configuration and SpeedKey mapping. The remaining will run during the normal Mock Conversion 4 window.

The following activities remain in progress for the UAT environment preparation; finalizing financial data (i.e., budget check encumbrance) occurring from downstream conversion activities; smoke testing for the financials application; continued migration of SIRs following resolution; and loading of GAA files from LAS/PBS into the UAT environment for testing. The following activities have not started; resolution of Oracle SIRs that are impacting the delivered functionality for data masking; and finalizing the Batch Schedule for UAT Online (Financials).

Ms. Terry shared an update on interface testing with enterprise partners, agencies, and third parties. All but one enterprise partner is making good progress with testing; agencies began testing in August, with 113 files processed, 109 in-progress, and 198 remain to be started; and third-party testing has begun with FIS, with others scheduled to begin in late August/ early September. She reported the overall number of open SIRs and mentioned they do not include the SIRs that represent agency data needing to be remediated (i.e., invalid Supplier ID).

The Committee asked for an estimated time when the remaining Stage Gate 3 required activities will be completed. Mr. Cox said the majority of activities are very close. The exception lies with DW/BI system testing, which was at least three months away from being ready.

Interface Testing; Matt Breeding

Mr. Matt Breeding shared statistics on the progress of interface testing, to date. He shared cost impacts of agencies adding or removing interface connections once testing began. Seven entities requested connection 'adds' resulting in a cost increase of approximately \$340,000, and seven entities requested connection 'removes' resulting in a 'sunk' cost of approximately \$175,000. Five entities requested more than two connection changes. The Committee asked where / how the sunk cost monies may be returned. Mr. Fielder explained the monies are not returned due to the work the SSI vendor completed based on agency interface selections. During agency interface selections, the Project strongly encouraged agencies to review their selections and explained the cost impacts. Since then, selected interfaces have been built by the SSI vendor and are available for agencies regardless of if they use them. Mr. Cox further explained there is a cost association with both the interface build and interface connection. Both have been completed by the SSI vendor. The remaining interface activity lies with agencies testing, which is where we are seeing agencies add or remove selections.

Mr. Breeding then gave an interface testing overview of that captured activities the Project is doing that's going well, opportunities for improvement, and general testing reminders to help agencies have successful results. He also shared this presentation with agencies during a Thursday Task Talk.

The Committee asked how the schedule for interface testing will affect the start of UAT and how UAT can be performed without completing interface testing first. Mr. Cox said there are no impacts from Interface Cycle 2 – Technical Testing on UAT as it was always meant to be concurrent with UAT Online; Interface Cycle 3 – End to End Testing will include testing interfaces within the UAT environment.

Readiness Activities; Nikki Klein

Ms. Nikki Klein shared agency activities in preparation for Mock Conversion 4. Role mapping workbooks are open and an ongoing task. The Project has seen an increase in SAM role assignments or adjustments to clear SOD conflicts. Agencies continue to work on preparing for UAT by documenting user stories, collecting real data to test, creating agency-specific materials, and completing UAT prerequisites. They are also testing interfaces and cleaning up data based on their Mock Conversion 3 results.

Ms. Klein debuted the agency's new and recurring task – the monthly progress report. She shared that each month, metrics will be captured for the tasks they are current working on. Interface testing was the focus for August, and data readiness will be added for September's report. Agency Sponsors are expected to submit the reports at the end of each month.

Training Activities; Kimberly Kemp

Ms. Kimberly Kemp discussed training activities, sharing statistics and trends on UAT prerequisite training progress and completions. The Knowledge Center continues to be updated with UAT information for agencies. A 'How To' guide to help agencies access the required UAT trainings was recently added; UAT Process Steps and pre-session materials are planned to be published on a rolling basis starting mid-September.

Next Meeting and Adjournment, Steven Fielder

The meeting was adjourned at 2:55 p.m. The next meeting is scheduled for September 24, 2025, at the First District Court of Appeal.