

Date	09/24/2025	Time	1:30 – 4:30 p.m.
Location	Department of Transportation		
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); Scott Stewart (DFS)		
Speakers	Sarah Crouch (PCG); Steven Fielder (DFS); Julian Gotreaux (DFS); Kimberly Kemp (DFS); Nikki Klein (DFS); 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. Fifteen members were present for the meeting. *(Names of members not in attendance appear with strikethroughs in the above table.)*

Mr. Fielder announced pre-UAT sessions will begin with Advisory Council member agencies in October. During this time, a limited number of subject matter experts can explore the UAT environment. More details will be shared with those agencies soon.

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. The following Risks remain open; Risks 6 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 status of the three remaining items for Stage Gate 3 and clarified the the two tasks in red/late status must be completed to initiate Stage Gate 3 vote.

Independent Verification and Validation Update; Sarah Crouch

Ms. Sarah Crouch shared the Independent Verification and Validation (IV&V) Risk Rating for the Project remained at a High-risk score because a new UAT start date has not been set. She said they will re-evaluate this rating after hearing Mr. Fielder's comments about pre-UAT sessions. Finding 26 – The issue that the SSI vendor did not meet all entry criteria for Stage Gate 3 was

closed in August after the UAT environment build and smoke testing tasks were complete; as well as the migration of Mock Conversion 3 data into the UAT environment.

Ms. Crouch gave a view of the overall open SIRs over time and how they trend by business criticality. She noted as of September 18, 2025, 122 new SIRs were recently logged but not yet classified. The Committee asked the Project how they classified the SIRs to which Mr. Jimmy Cox said by business criticality and priority (low, medium, high) during triage meetings that occur three times per week.

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. This Finding was closed in August because all SSI vendor Segment III Exit Criteria were met. 51 SSI vendor test scripts remain in review with the state Quality Assurance team. The Project's functional teams began testing in the UAT environment. SIRs are being logged and triaged; 17 were found to be high business criticality. Additional SIRs are likely to be opened as the state team testing continues.

Finding 23 is a preliminary concern for the current pace of DW/BI System Testing and its impact on the start of UAT. System Testing for DW/BI initial execution by the SSI vendor is complete. The state DW/BI team has validated the 121 test scripts that were executed and found the overall failure rate to be 19 percent.

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 96 open SIRs identified for DW/BI during smoke testing, system testing, and functional testing, 73 of those were related to code.

Referencing an earlier comment about the increased number of open SIRs, the Committee asked why the open SIR rate is increasing rather than decreasing. Mr. Cox explained there were a few points where there was an influx of SIRs due to migration issues and smoke testing, most of which are now resolved. The Committee asked for further details on the SIR total per category. Mr. Cox explained after SIRs are categorized by Financials, Payroll, or DW/BI, they are further grouped by the type of testing. For example, currently the Project is conducting testing for Financials in system testing, DW/BI testing is SIT environment, functional testing in UAT (Project team), interface testing, and performance testing. The amount of SIRs encompasses all testing.

ITEXT is one method for tracking the progress of Interface Testing - Cycle 2 testing. Ms. Crouch noted the lack of visibility it provides and therefore limits the IV&V team's analysis of the timely completions or potential delays. Mr. Cox said the agency-specific Smartsheets are one of several other tracking methods, where the Project can get real data reported from agencies on their progress. Smartsheet has been the key source to track interface testing because each interface connection is noted as pass/fail or needing a new run by the agency. The Project is working to sync ITEXT and Smartsheet reporting.

Ms. Crouch reported the IV&V team recommends the Project increase the volume of test script execution per day to meet the November 4, 2025, deadline. Mr. Cox noted IV&V is reporting on test scripts; however, the Project is not creating individual test scripts per individual connection. Agencies are responsible for creating and executing scripts.

Ms. Crouch said the Project team is progressing at 92 percent of their planned pace. The three main contributors to the delayed tasks include Mock Conversion 4, support for UAT Segment I, and the state testing team.

The Committee asked if the Project plans to create scripts to help agencies and how the Project will provide updates on any open SIRs that may impact system functionality and agencies' ability

to test. Mr. Cox answered twofold; Readiness Workplans tasks have been published to help agencies create user stories. The Project is also working to procure UAT support that will assist agencies in their test preparation and execution. When agencies begin UAT, the majority of functionality will be available for testing.

Ms. Crouch noted the publication of UAT process steps and demonstration videos in the Knowledge Center, in addition to the various resources the Project team makes available to agencies. Lastly, it was reported that the agencies are 15 percent complete with cycle 2 interface testing; however, IV&V is not expecting any impact to readiness.

The Committee asked if the Project was processing data in Interface Cycle 2 – Technical Testing to which Mr. Cox said yes, if agencies send an inbound file with data, there is processing of the data, which is then reflected on the outbound. End-to-end UAT/Interface Testing is where all interfaces, spreadsheet uploads, and transactions processed online will occur in the same environment and will occur after Interface Cycle 2 – Technical Testing is complete.

Implementation Activities; Stacey Terry

Ms. Stacey Terry gave an update on implementation activities, beginning with a Stage Gate 3 update. System Testing Segment III Exit Criteria was achieved on August 5, 2025. DW/BI System Testing execution is complete pending state team validation which is due by October 2025 and November 2025 (custom fields). The UAT environment was complete on September 8, 2025. The state team is conducting smoke testing. The DW/BI environment is pending testing validation.

Sharing test execution results for DW/BI, Ms. Terry said 100 percent of the test scripts have been executed. Open SIRs are in progress; 41 are with the SSI vendor for system resolution, and 45 are with the state team for maintenance and updates to delivered functionality. The Committee asked about the testing on custom fields, to which Ms. Terry said the testing metrics do not include DW/BI custom field progress, only system testing on the reports. Reports are tested to see if reporting data aligns in the DW/BI and PeopleSoft. UAT will further help test the flow of data.

Ms. Terry shared an update on interface testing with enterprise partners, agencies, and third parties. There are a total of 498 interface connections being tested; 422 (updated metrics) are planned to date and 323 have been executed to date; 67 are delayed due to various reasons as seen in the details table. Enterprise testing is making good progress. 25 agencies have begun testing agency business systems, with the 5 remaining agencies planning to start in October. Third-party testing is underway and has begun with JP Morgan. Mr. Cox stated testing with Bank of America (PCard Works) is still pending and has not started.

Readiness Activities; Nikki Klein

Ms. Nikki Klein shared the newly published interface testing articles in the Knowledge Center. These were created to better communicate updates and tips with interfacing agencies. Agencies were encouraged to “follow” each article so they can be notified by the Knowledge Center when any updates are made to the articles. This form of communication is encouraged for updates on UAT materials, as well.

Agencies continue to prepare for Mock Conversion 4 and UAT. While UAT start is delayed, the Project extended many Readiness Workplan tasks, so agencies have additional time to refine user stories and to continue data cleanup for conversion and configuration efforts (including taking care for special characters).

The agencies' Bimonthly Status Report was submitted for the July-August reporting period. There are no red indicators for task timeliness or task completeness; however, the number of yellow

indicators (indicating incomplete work) is increasing on tasks that have a direct impact on the Project. Ms. Klein said the most common theme for agency-reported risk is UAT, and the most common theme for agency-reported issue is staffing/loss of institutional knowledge, information sharing, and interface testing and data readiness. Assumption themes include impacts of UAT and the Project's communication of process steps, testing activities, and cutover details.

Training Activities; Kimberly Kemp

Ms. Kimberly Kemp shared a visual representation of an end user's learning journey for working in Florida PALM. It includes the order of activities (Project and agency provided) in which an end user would take in order to successfully work in Florida PALM. Ms. Kemp updated the Council on the completion metrics for the UAT Prerequisites trainings. New to the Knowledge Center, UAT Process Steps and demonstration videos were published for the subject matter, *Readying the System for Process and Supporting Cash and Budget Needs*. Ms. Kemp shared the number of views and article subscriptions for the newly published materials.

Next Meeting and Adjournment, Steven Fielder

The meeting was adjourned at 2:55 p.m. The next meeting is scheduled for October 22, 2025, at the First District Court of Appeal. The Committee asked if the previously planned SAM/IdP workshop would occur, now that Pre-UAT sessions are starting. Mr. Cox said, not at this time. The Project team is currently acting as SAMs while the Project team conducts testing in the UAT environment and will continue to do so to support Pre-UAT sessions.