

**MINUTES OF THE UNEMPLOYMENT COMPENSATION (UC)
CLAIMS AND BENEFITS INFORMATION SYSTEM PROJECT
EXECUTIVE STEERING COMMITTEE MEETING
MEETING DATE: October 12, 2011**

A) Call To Order

The twenty-fourth regular meeting of the Unemployment Compensation Claims and Benefits Information System Project Executive Steering Committee was held in the Caldwell Building, Room B-49, Tallahassee, Florida, on October 12, 2011. The meeting was convened at 10:30 a.m. with Mr. Hagen presiding as Chair.

B) Members in Attendance

- David Hagen, Vice Chair & Government Operations Consultant III, Department of Economic Opportunity (DEO)
- Jim Evers, Program Director, General Tax Administration, Department of Revenue (DOR) (*via phone*)
- Allen Northrup, UC IT Manager, DEO
- Susan Wilson, Deputy Program Director, DOR

Four Committee members were in attendance and therefore a quorum was met.

C) Members Not in Attendance

- Tom Clendenning, Chair & Director of Workforce Services, DEO

D) Non-Members in Attendance

- Bob Daub, SI Project Manager, Deloitte Consulting
- Gary Didio, Senior Manager, Ernst & Young
- Linda Fuchs, Project Connect, PMO Project Manager, KPMG
- Tanya Jackson, Contract Manager, DEO
- Laura Jennings, Purchasing Manager, DEO
- Wendy Ling, Project Connect, PMO Communications Coordinator, DEO
- Skip Martin, Chief Legislative Analyst, Senate Budget Subcommittee on Transportation, Tourism, and Economic Development (*via phone*)
- Tom McCullion, Project Connect Director, DEO
- Michelle Mullins, Legislative Analyst, House Appropriations
- Tom Pankey, Managing Director, KPMG
- John Perry, Senior Counsel, DEO
- Stuart Pollins, Budget, DEO
- Joanne Putnam, Contract Administrator, DEO
- Nancy Salmon, UC Project Manager, DEO
- Altemese Smith, UC Operations Manager, DEO

E) Committee Member Reports

1) Approval Of Minutes

Mr. Northrup asked for clarification about the status of the Massachusetts User Acceptance Test. Mr. McCullion stated that the preliminary results of the tests did not match Massachusetts expectations. The lesson learned for Florida was to ensure we had detailed, agreed upon, and signed off requirements and design documentation.

A motion was made by Ms. Wilson and seconded by Mr. Hagen to approve the minutes of the September 14, 2011 meeting. The motion carried.

2) Project Status Report

Mr. McCullion provided the status of the UC Claims and Benefits Project.

- Budget and Timeline
 - Trending favorably at or below budget.
 - Project remains on schedule.
- Current Activities
 - Unemployment Appeals Commission (UAC) and Workforce Integration requirements and design work continues.
 - Organizational Change Management activities moving forward with Organizational Design kickoff becoming a priority for the Department.
 - Ms. Wilson asked if the majority of the responsibility for change management rested with the Department. Mr. McCullion explained that the organizational change management responsibility belongs to the project team, while the organizational design responsibility belongs to the Program areas within the Department and that coordinated efforts to address this are already under way with UC and IT.
 - Deliverable reviews underway of 114 Iteration 1 design artifacts received October 8; 78 artifacts are remaining to be completed.
 - The Department decided to hold off on implementing the Treasury Offset Program (TOP) in the legacy environment for 2011.
 - This mitigates Risk #30: Conflicting workloads for UC-IT.
 - Plan is to implement TOP in Connect for 2012 and review the project's status in early 2012 to determine if there is risk of delay. If so, the Department may elect to implement TOP in the legacy environment for 2012.
 - Contract Change Orders for the first set of project scope Change Requests are being prepared.
 - First set of Change Orders will require allocating \$1.7M of the \$9.9M of contingency/management reserve funding. Working with budget to ensure adequate LBC spending authority is available.

- Earned Value Metrics – The metrics are used to track performance, with a tight tolerance (5%) due to the tight schedule. Overall schedule performance and cost performance are good.
- Risks and issues
 - Risk #33 Missing Design Interim or Phase Gates, is the key risk. The first Interim Gate may be in jeopardy but the more important date is December 16, 2011 (Design Phase Gate). There is more flexibility in the Development Phase schedule, if more time is needed now to achieve the needed quality of the design artifacts.
 - Issue #4 Outstanding Action Items is now closed as the project schedule has been adjusted giving priority to the open actions items as well as reviewing the draft releases of the design documentation.
 - Issue #5 Availability of Experienced Deloitte UI Resources is closed as Deloitte has brought on 8 additional Business Analysts in the recent weeks.

3) IV&V Status Update

Mr. Didio provided highlights from the September Monthly Assessment Report for the period ending October 7, 2011.

- Project risk state is Amber now but expects to resolve the one outstanding deficiency related to the consistent collection of the metrics and move to Green state this month.
- Explained new graphs being used to show overall project performance.

4) Other Business - None

F) Public Comments

No comments.

G) Review Of Actions From Meeting

Summary of the key actions from the meeting:

- Motion carried to approve the minutes from the September 14, 2011 meeting.
- Next meeting will be November 9, 2011. Mr. Evers may need to call in for this meeting.

H) Adjournment

The meeting was adjourned at 11:17 a.m.