

**MINUTES OF THE UNEMPLOYMENT COMPENSATION (UC)  
CLAIMS AND BENEFITS INFORMATION SYSTEM PROJECT  
EXECUTIVE STEERING COMMITTEE MEETING  
MEETING DATE: February 8, 2012**

**A) Call To Order**

The twenty-seventh 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 February 8, 2012. The meeting was convened at 10:30 a.m. with Mr. Clendenning presiding as Chair.

**B) Members in Attendance**

- Tom Clendenning, Chair and Director, Workforce Services, Department of Economic Opportunity (DEO)
- David Hagen, Vice Chair & Government Operations Consultant III, DEO
- 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**

- Jim Evers, Program Director, General Tax Administration, Department of Revenue (DOR)

**D) Non-Members in Attendance**

- Cliff Atkinson, Consultant, DEO
- Atish Banerjee, Ernst & Young
- Gary Didio, Senior Manager, Ernst & Young
- Linda Fuchs, Project Connect, PMO Project Manager, KPMG
- John Hugill, Principal, Deloitte
- Dean Izzo, Chief Information Officer, DEO
- Tanya Jackson, Contract Manager, DEO
- Laura Jennings, Purchasing Manager, DEO
- Tom McCullion, Project Connect Director, DEO
- David Minkinen, Principal, Deloitte
- John Perry, Senior Attorney, DEO
- Stuart Pollins, Budget, DEO
- Joanne Putnam, Contract Administrator, DEO
- Al Rehwinkel, UC IT, DEO (via phone)
- Altemese Smith, UC Operations Manager, DEO
- Nancy Snow, PMO Communications Coordinator, KPMG
- Audra Wiggins, Program Manager, DEO

## **E) Committee Member Reports**

### **1) Approval of Minutes**

A motion was made by Mr. Hagen and seconded by Ms. Wilson to approve the minutes of the January 11, 2012 meeting. The motion carried.

### **2) Project Status Report**

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

- Budget and Timeline
  - Overall, the project continues to be under budget.
  - Delays in completing the Design Phase have changed the timing of some of the planned payments and caused increases in other costs.
  - Some pending Change Requests may have significant costs which will require use of Contingency and Management Reserves.
  - Changes to the baseline Integrated Master Schedule (IMS) and detailed development schedule are not complete and are needed to track progress going forward.
- Current Activities
  - Design and Development Phases
    - Significant work remains for Design artifact acceptance by February 24.
    - The project will not move past the Design Phase Gate until all artifacts are mature and complete.
    - Work continues on designing the approach and requirements for integration with Workforce Florida to meet statutory requirements.
    - The Organizational Design consultant is on board.
    - The Project Connect Intranet site has added content and will continue to provide additional information via this avenue.
    - For Data Conversion, the focus is on continuing to define potential impacts and mitigating those risks as the project matures.
    - Validating and tracking the development schedule is essential to knowing if the Development Phase Gate can be passed successfully and User Acceptance Testing (UAT) can begin as planned.
  - Change Requests
    - Continuing the disciplined approach to Change Requests is necessary to meet the Go Live date. Mr. McCullion discussed priority levels and how the determination was being made as to which requests will be implemented in Release 1.0. Change Requests are expected to taper off as the Design Phase wraps up.

### **3) IV&V Status Update**

- Mr. Didio provided highlights from the January Monthly Assessment Report.
- He expressed continued confidence in the project team's ability to manage the project. There are no open deficiencies.
- There are concerns over the draft IMS and development plans. In response to a question from Mr. Northrup about resource over-allocations, Mr. Didio explained the different Microsoft Project calendars used for Deloitte and DEO resources and the work to level resources. Deloitte plans on a maximum of 60 hours a week while DEO resources and other contractors plan on a maximum of 40 hours a week.
- From an Earned Value Management perspective, Schedule (SPI) and Work Effort (CPI) continue to trend negative with associated increases in projected milestone slippage.
- Ms. Wilson asked when the new IMS would be complete. Mr. McCullion assured that the project will not leave the Design Phase gate without a realistic IMS and Development schedule. This is part of the overall project health assessment that takes place at phase gates.

### **4) Other Business – None**

#### **F) Public Comments – None**

#### **G) Review Of Actions From Meeting**

- Motion carried to approve the minutes of the January 11, 2012 meeting.
- The next meeting will be March 14, 2012.

#### **H) Adjournment**

- The meeting was adjourned at 11:20 a.m.