



**MINUTES OF THE UNEMPLOYMENT COMPENSATION (UC)
CLAIMS AND BENEFITS INFORMATION SYSTEM PROJECT
EXECUTIVE STEERING COMMITTEE MEETING
MEETING DATE: JUNE 22, 2011**

A) Call To Order

The twentieth 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 June 22, 2011. The meeting was convened at 10:40 a.m. with Mr. Clendenning presiding.

B) Members in Attendance

- Tom Clendenning, Chair & Assistant Director, Agency for Workforce Innovation (AWI)
- David Hagen, Vice Chair & Government Operations Consultant III, AWI
- Allen Northrup, Acting CIO, AWI
- Jim Evers, Program Director, General Tax Administration, Department of Revenue (DOR)
- Susan Wilson, Deputy Program Director, DOR

All committee members were in attendance and therefore a quorum was met.

C) Non-Members in Attendance

- Bob Daub, SI Project Manager, Deloitte Consulting, LLP
- Linda Fuchs, Project Connect PMO Project Manager, KPMG
- Lindy Gonzalez, Office of Legislative Information Technology
- Laura Jennings, Purchasing Manager, AWI
- Tanya Jackson, Contract Manager, AWI
- Dan Johnson, IT Business Consultant Mgr., AWI
- Pete Kroshefskie, TEKsystems
- Wendy Ling, Project Connect PMO Communications Coordinator, AWI
- Tom McCullion, Project Connect Director, AWI
- Daniel Mirones, Senior Manager, Ernst & Young
- Sangeet Mohanty, Ernst & Young
- Michelle Mullins, Legislative Analyst, House Appropriations
- John Perry, Senior Counsel, AWI
- Kristin Pingree, Budget Director, AWI
- Stuart Pollins, Budget, AWI
- Joanne Putnam, Contract Administrator, AWI
- John Tyson, IT Business Consultant Mgr., AWI



D) Committee Member Reports

1) Approval Of Minutes

A motion was made by Mr. Clendenning and seconded by Mr. Hagen to approve the minutes of the May 11, 2011 meeting. Motion carried.

2) Project Status Report

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

- Budget and Timeline
 - Currently trending under budget
 - Planning Phase is complete and the Planning Phase Gate was approved on June 17, 2011
 - Project remains on schedule
- Project Activities
 - Define Phase turbulence - about 15% of requirements for Iteration 1 still to be reviewed and agreed upon. The Interim Phase Gate may not be met on 6/24/11 but more will be known at the end of the week. If there are any major issues delaying the Interim Phase Gate, ESC members will be contacted individually to be informed.
 - Continuing Define Phase work for Iterations 2 and 3 requirements
 - Large volume of hardware and software purchases is in process. Amendment #2 to Deloitte contract being drafted to reflect shift of some purchases from Deloitte to AWI.
 - Mr. Northrup asked if the upgrade to the Microsoft Operating System was not part of the original proposal; Mr. McCullion explained the reasoning behind the upgrade to have maximum use of the platform and memory.

3) IV&V Status Update

Mr. Mirones provided highlights from the May Monthly Assessment Report—period ending June 7, 2011.

- Continued confidence in the overall health of the project, which was described as “very good”
- Key findings - two deficiencies identified related to visibility and forecasting with positive trending of the deficiencies
- Identified some issues with the Integrated Master Schedule (IMS)
 - Some tasks were not dynamic and this went against industry best practices
 - Some resources were over allocated
 - Project team is already working to address findings
 - Ms. Wilson asked if there was an order of magnitude or weighting of the findings reported. Mr. Mirones noted that the cube illustrates deviations



from best practices and the amber/yellow color indicates the level of concern. However, the direction of trending illustrates a positive direction for addressing. Per Ms. Wilson, it would be helpful to see some measure of understanding on the critical issues. As the project continues, there will likely be more than two findings and more information on the magnitude or impact of the findings would be helpful going forward. Per Mr. Mirones, the two current findings are weighted the same and are associated with project risks that could become serious. If nothing happens to the issues identified, then the risk increases and the magnitude indicated would move from amber to red. Amber/yellow covers a large swath of issues and at this time, Mr. Mirones indicated the findings would be considered the very low end of yellow.

4) Requested approval to move forward on the project

- Based on the current project status as reported today, and the Project Director's recommendation, Mr. Clendenning made a motion and Mr. Hagen seconded to proceed with the project.

5) Other Business

No additional business.

E) PUBLIC COMMENTS

No comments.

F) Review Of Actions From Meeting

Below is a summary of the key actions from the meeting:

- Motion carried to approve the minutes from the May 11, 2011 meeting.
- Motion carried to proceed with the project.
- Next meeting will be July 13, 2011. Mr. Clendenning will not be in attendance.

G) Adjournment

The meeting was adjourned at 11:22 a.m.