



**MINUTES OF THE UNEMPLOYMENT COMPENSATION (UC)
CLAIMS AND BENEFITS INFORMATION SYSTEM PROJECT
EXECUTIVE STEERING COMMITTEE MEETING
MEETING DATE: April 13, 2011**

A) Call To Order

The eighteenth 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 April 13, 2011. The meeting was convened at 10:30 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 Chief Information Officer (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
- Gary Didio, Sr. Manager, Ernst & Young
- Linda Fuchs, Project Connect PMO Project Manager, KPMG
- Lindy Gonzalez, Office of Legislative Information Technology
- Alyene Gramley, Analyst, Ernst & Young
- Denise Haney, IT Business Consultant Mgr., 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
- Dan Mirones, Senior Manager, Ernst & Young
- Michelle Mullins, Legislative Analyst, House Appropriations
- John Perry, Senior Counsel, AWI
- Joanne Putnam, Contract Administrator, AWI
- John Tyson, IT Business Consultant Mgr., AWI
- Donna Winsloe, DOR (*via phone*)



D) Committee Member Reports

1) Approval Of Minutes

A motion was made by Mr. Clendenning and seconded by Mr. Northrup to approve the minutes of the March 9, 2011 meeting with two minor corrections regarding attendees. Motion carried.

2) Project Status Report

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

- Project Name Introduction
 - The new integrated claims and benefits system will be called *Connect*. *Project Connect* will refer to the overall project to deliver the new system.
- Budget and Timeline
 - Currently running slightly under budget.
 - Mr. Northrup asked if we are showing a trend of delayed or below expenses now. Per Mr. McCullion, this could be both and we will note the reason. For instance, the Oracle software license was less expensive than planned and is an example of savings to the project that could be used later on to balance any cost increases that may occur or returned at the end of the project as final savings.
 - Spend plan has now been incorporated as an attachment to the Status Report.
 - In the next couple of months we will also report on Earned Value Management (EVM) that will provide a view of work effort of cost variance trending.
 - Project remains on schedule.
- Project Activities
 - Deliverable Expectation Documents (DEDs) which describe each deliverable for the entire project as well as the acceptance criteria for each, and some of the Planning Phase Deliverables, are due by the Kick-off Plans Interim Gate - April 29
 - The next phase of the project, Define or Requirements Validation, will begin on May 2 with the kick-off of the Joint Requirements Management (JRM), sessions.
 - Ms. Wilson asked if there have been conversations about a freeze on the legacy system. Mr. Northrup responded that discussions and meetings have been ongoing with program management to establish a formal process to handle any legacy system change requests that may impact the project through an Integrated Change Management Process.
- Project Risks and Issues
 - Revision to s. 443.1113, F.S. to align statutes to the project schedule is attached to SB 2156 which also addresses reorganization.



- Mr. Pollins mentioned that the coresponding House Bill did not have the schedule change language. Mr. McCullion responded that he would address that concern with the Agency’s Legislative Office.
- Mr. Evers asked if SB 728 is being tracked. Mr. Hagen responded yes, the Agency is tracking this as well as SB 7005.
- Mr. McCullion provided an overview of Organizational Change Management (OCM) and the Benefits Realization processes that have been initiated

3) IV&V Status Update

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

- Alignment of the project with leading practices enhances confidence in the overall health of the project, which was described as “very good”
- No open deficiencies within the UC Project
- Ms. Wilson asked if communication includes communications to the project team on the expectations from the IV&V perspective and any practices to apply. Per Mr. McCullion, a good example occurred with Integrated Master Schedule (IMS) expectations, and what the team could incorporate to enhance.

4) 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 with two minor corrections from the March 9, 2011 meeting.
- June ESC meeting moved from June 8 to June 22 to align with June 17 Phase Gate.
- Next meeting will be May 11, 2011.

G) Adjournment

The meeting was adjourned at 11:23 a.m.