

Florida **PALM**

Planning, Accounting, and Ledger Management



CHANGE CHAMPION NETWORK VIRTUAL TOWN HALL

APRIL 9, 2020



Welcome to the Florida PALM Change Champion Network Virtual Town Hall



Agenda

- Project Update
- Upcoming Activities
- Project Management Q&A
- Communication Resources
- Next Steps



PROJECT UPDATE



Florida PALM Proviso Language Excerpt

Reporting

- ▶ The project shall provide quarterly reports to state agencies on the design, development, and implementation of reporting functionality.
- ▶ By January 1, 2021, the Department of Financial Services shall provide the status of current Florida Accounting Information Resource (FLAIR) reports and data that will be retained in the [Florida] PALM system.



Florida PALM Proviso Language Excerpt

Work Plan

- ▶ The [Project's] operational work plan shall include, but not be limited to
 - (1) the project tasks to be completed by all state agencies that are necessary for remediation of their systems impacted by the [Florida] PALM project, and
 - (2) the tasks and deliverables needed to retain the current historical reporting functionality provided by the FLAIR Information Warehouse and inclusive of [Florida] PALM data.



Florida PALM Proviso Language Excerpt

Status

- ▶ Each [Project] status report must also provide an update on the progress and cost of each system interface and agency application remediation task, as provided by agencies, required for deployment of PALM functionality scheduled through December 31, 2022.

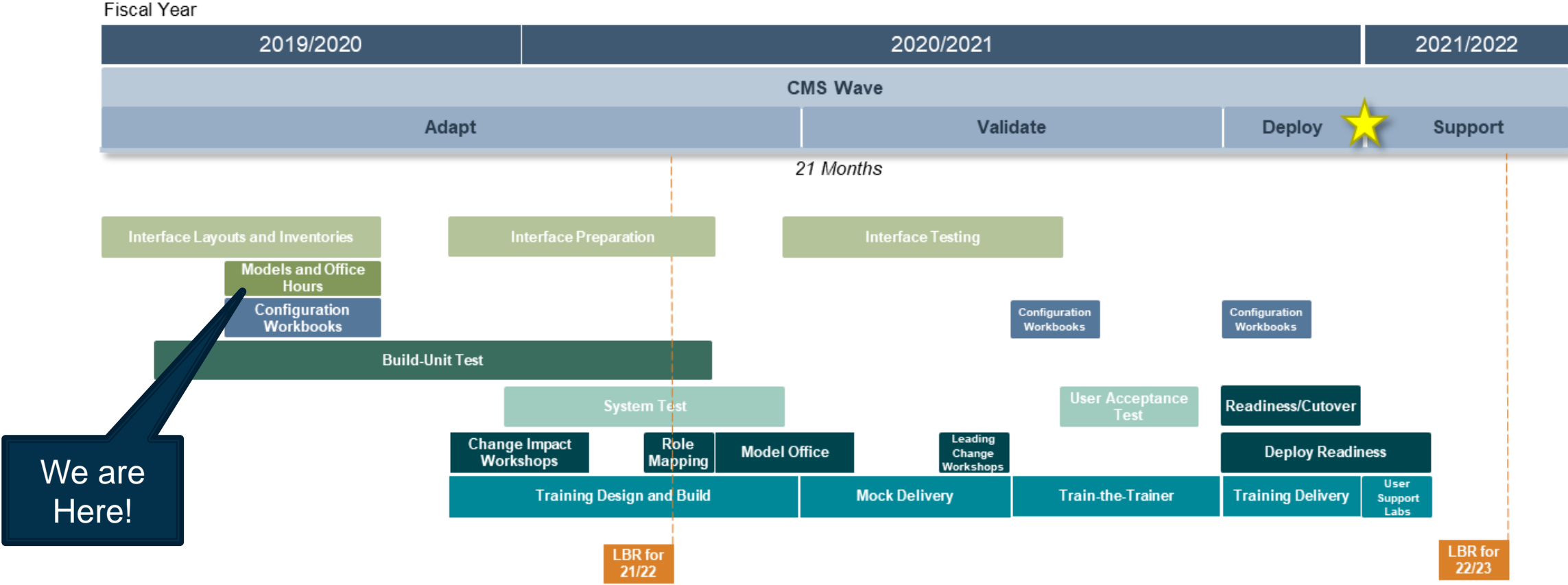


Florida PALM Proviso Language Reference

- ▶ Proviso Language Excerpts were taken from 2020 Legislative Session Conference Report for HB5001 – General Appropriations Act (752213)



Project Timeline

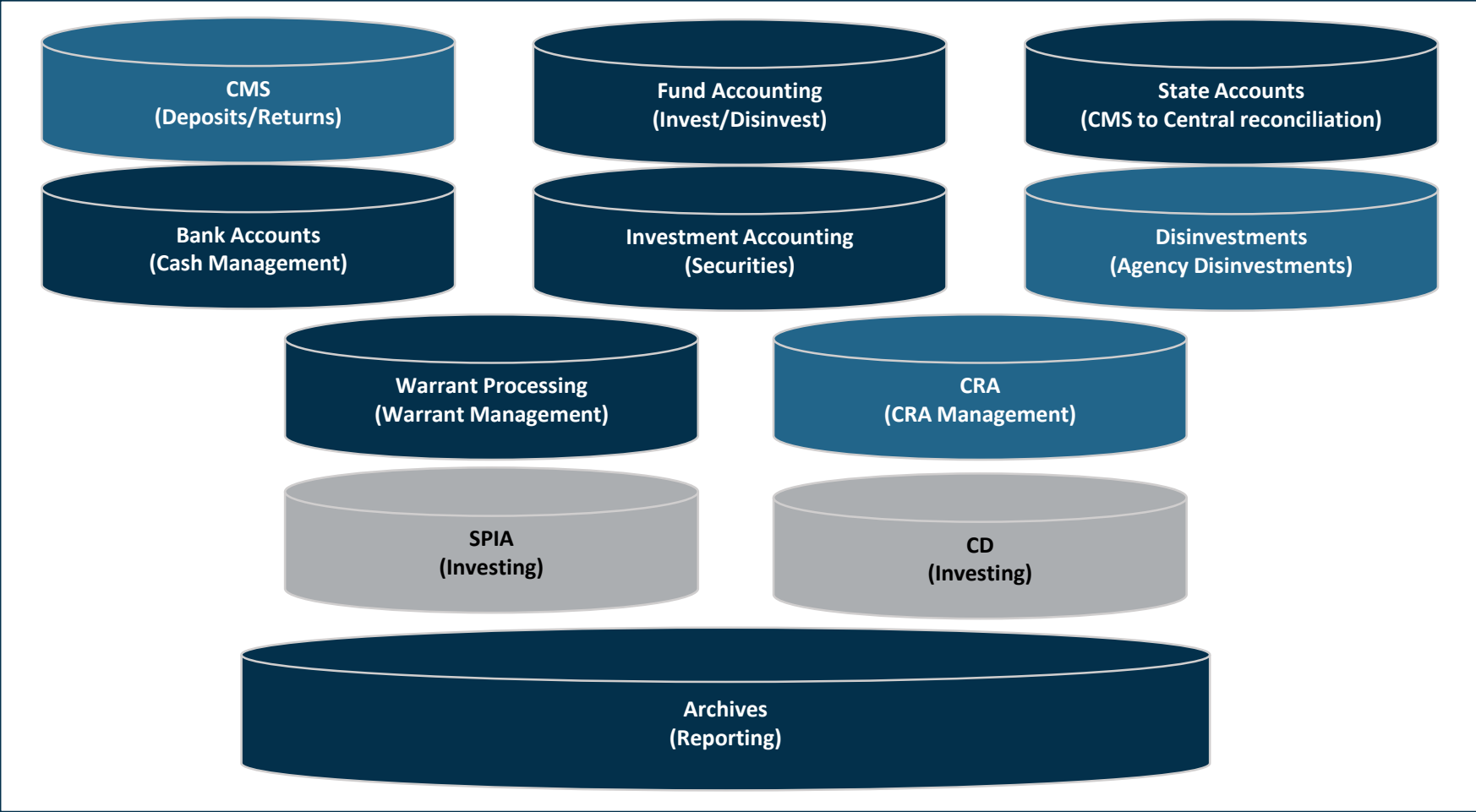


We are Here!



A Look Inside CMS Wave Functionality

Cash Management System (CMS) Applications



In Scope - Agency
In Scope - Treasury
Out of Scope



A Look Inside CMS Wave Functionality

CMS Financial Processes



Request
Banking
Services



View
Deposit
Reports



View CRA
Bank
Statement
Reports



View
Investment
Report



Disinvest
Cash

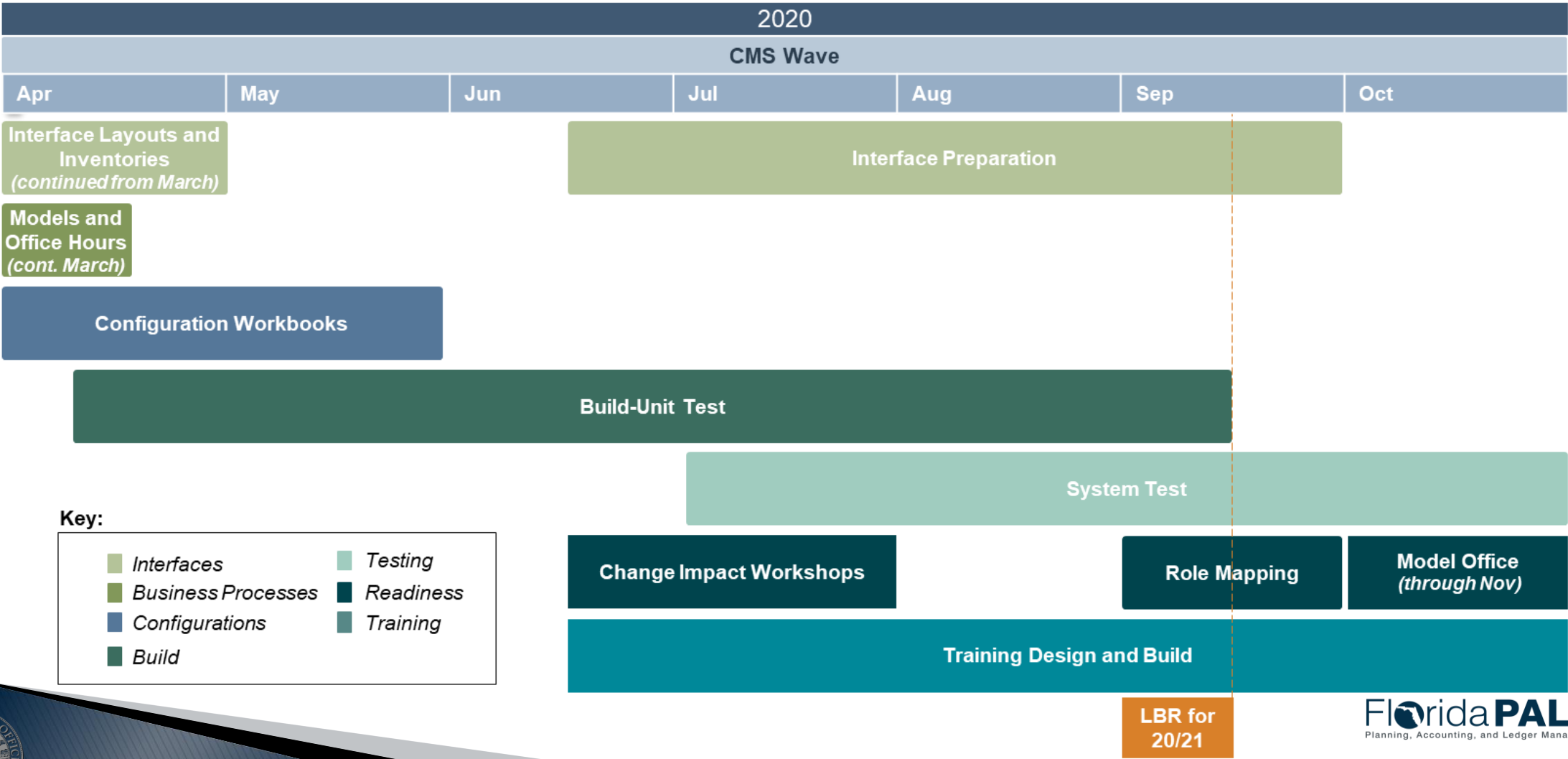


UPCOMING ACTIVITIES



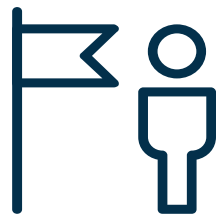
What is Coming Up?

Six Month Look Ahead



Planning is Everything

Master Readiness Workplan



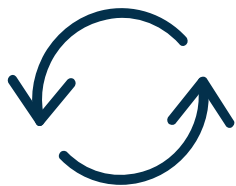
TASK TYPE

Can be used to help determine task assignments between Liaisons or Subject Matter Experts



APPLICABLE WAVE

Can be used to help prepare for internal resource planning



CHANGE HISTORY & DATE RELEASED/ RE-RELEASED

Can be used to help identify changes in tasks



Preparing End Users

Workforce Transition Activities



Agency End Users

How will the CMS Wave:

- Affect my end users?
- Change their roles and responsibilities?



Agency-Specific Processes

How will my agency update:

- Business Processes?
- Forms and materials?
- Reports?



Agency-Specific Systems

How will the CMS Wave impact:

- Internal business systems?
- Current interfaces to CMS?



Preparing Trainers and Training End Users

Training Approach



Agency-Specific Training

How will my agency train on:

- Chart of Accounts?
- ChartFields?
- Internal business processes change?



Train-the-Trainer

How will my agency:

- Provide Instructor-Led Training?
- Partner with other agencies?
- Manage Resources?



End Users

Which end users will be:

- Assigned roles relating to CMS Wave functionality?
- Attending CMS Wave training?



PROJECT MANAGEMENT Q&A

WITH
DIVISION OF STATE TECHNOLOGY



Project Management Q&A with DST

- ▶ **Benefits of Project Management**
 - Unified agency strategy
 - Shared understanding of objectives
 - Prioritization of agency resources

- ▶ **Project Management Tools & Methods**
 - Charters and Plans
 - Status Meetings and Reports
 - Project Schedules
 - Tracking Logs
 - Analysis



Project Management Q&A with DST

- ▶ Progress/ Status Reports
 - Provide to leadership at least monthly, may provide in shorter increments as needed

- ▶ Impediments
 - Report on as soon as possible
 - Request assistance from your leadership



Project Management Q&A with DST

Department of Management Services

Business Operations Workforce Operations Agency Administration Other Programs About Us Opportunities at DMS

Fleet Management and Federal Property Assistance

Private Prison Monitoring

Real Estate Development and Management

State Purchasing

State Technology

COVID-19 (CORONAVIRUS)

LATEST UPDATES VISIT FLORIDAHEALTH.GOV/COVID-19

Florida HEALTH

Department of Management Services

Business Operations Workforce Operations Agency Administration

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Florida Department of Management Services

State Technology

The Florida Division of State Technology provides direction on a variety of transformational technology solutions, analytics, while also providing the following services:

Cybersecurity Resources

SUNCOM

Public Safety

Communications

Project Management and Oversight

Rules and Statutes

Contact Us

DST manages the State Data Center (SDC) for agencies, and contracts essential telecommunications services at competitive prices. The division helps agencies order from several master processes to provide customers with only telecommunications services.

DST plays a vital role in contracting, coordinating communications and technology through

[Florida Department of Management Services](#) > [Business Operations](#) > [State Technology](#) >

Project Management and Oversight

Required Forms

- [Status Report](#) (73.37 KB)
- [Risk and Complexity](#) (982.42 KB)

Optional Templates

Initiation

- [Business Case](#) (175.24 KB)
- [Charter - Long](#) (294.79 KB)
- [Charter - Short](#) (106.09 KB)
- [Stakeholder List](#) (68.56 KB)
- [IV&V SOW](#) (73.30 KB)

Planning

- [Communications Plan](#) (46.86 KB)
- [Decision Escalation Matrix](#) (11.25 KB)
- [Deliverable Expectation Document](#) (125.50 KB)
- [Human Resource Plan](#) (51.90 KB)
- [Project Management Plan](#) (296.15 KB)
- [Project Plan Summary](#) (214.73 KB)
- [RACI Chart](#) (13.31 KB)
- [Requirements Traceability Matrix](#) (87.88 KB)
- [Team Roster](#) (67.49 KB)
- [Tips for Effective Schedule Development](#) (1.13 MB)

Execution

- Operations and Maintenance - *Coming Soon*

Monitoring and Controlling

- [Deliverable Workbook](#) (71.41 KB)
- [Project Log Workbook](#) (424.92 KB)
- [Spending Plan](#) (80.67 KB)

Closing

- Closeout Document - *Coming Soon*
- Post Implementation Report - *Coming Soon*



Project Management Q&A with DST

DMS Website Address

<https://www.dms.myflorida.com/>

Questions about Project Manage Tools from DST

DSTProjectAssurance@dms.myflorida.com



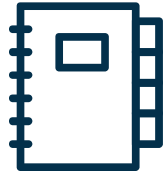
Communication Resources



<https://www.myfloridacfo.com/floridapalm>



Next Steps



Collect CMS Process and Procedure Materials



Review Internal Training Processes



Review the Re-released MRW



CONTACT INFORMATION

CONTACT US

FLORIDAPALM@MYFLORIDACFO.COM

PROJECT WEBSITE

WWW.MYFLORIDACFO.COM/FLORIDAPALM/

