



CHIEF FINANCIAL OFFICER
JIMMY PATRONIS
STATE OF FLORIDA

MEMORANDUM

DATE: June 8, 2020

TO: Change Champion Network Agency Sponsors

FROM: Scott Fennell, Deputy Chief Financial Officer

SUBJECT: Florida PALM Implementation Approach and Schedule

The Florida PALM implementation [approach and schedule](#) provides agencies opportunities to plan and prepare for each implementation wave. As we look ahead to the Central FLAIR Wave scheduled to go-live in July 2022, now is the time to review resources needed to complete the FY 21–22 readiness tasks. In preparation for the upcoming legislative budget request cycle, your team should review the Master Readiness Workplan (MRW), internal resource needs, and impacts to agency business systems. Your team should also review anticipated interfaces needed at the Central FLAIR Wave go-live and impacts resulting from transitioning to the Florida PALM Chart of Accounts values. Additional information related to the Central FLAIR Wave, including the Business Process Models, will be shared with your Agency Liaison this summer.

As your team considers resource needs for FY 21-22 in support of your agency's transition to Florida PALM in July 2022, it may be helpful to collaborate with other agencies. A list of Change Champion Network members from each agency is available on the [Florida PALM website if you would like to contact each other directly](#). In addition, I will be sending out a meeting invitation in the next few weeks for this group to discuss upcoming budget requests, with a focus on the consistency and uniformity of supporting information submitted. When you receive it, please forward or invite any additional team members you think would benefit from the discussion. If your agency decides to submit a FY 21-22 Legislative Budget Request, the Project asks that the status be communicated with your Florida PALM Readiness Coordinator.

As a reminder, I ask that you promptly escalate any implementation concerns you have to me or our Project Director, Melissa Turner, so that we can work together to mitigate and resolve. Thank you in advance for your dedication and continued support of the Florida PALM Project.

cc: Melissa Turner, Project Director, Florida PALM Project