



CHIEF FINANCIAL OFFICER
JIMMY PATRONIS
STATE OF FLORIDA

MEMORANDUM

DATE: February 19, 2020

TO: Change Champion Network Agency Sponsors

FROM: Scott Fennell, Deputy Chief Financial Officer

SUBJECT: Florida PALM Implementation Approach and Schedule

The CFO and the Florida PALM Project, with input from legislative staff, state agencies, and DFS sponsors have revised the implementation approach and schedule for Florida PALM.

With the new approach, all agencies transition together to Florida PALM in each wave. The plan continues to build upon success, better supports legislative budget request (LBR) cycles, and provides agencies and partners additional time to prepare for transitions. The new approach will support the state in meeting its objectives while addressing areas of opportunity and potential risks.

There are still four implementations planned for the first phase, all occurring within the original timeframe:

- The first implementation will transition the cash management system functionality as planned in July 2021
- The second implementation is planned for July 2022 to replace Central FLAIR functionality
- The third implementation is planned for January 2024 to replace FLAIR Payroll functionality
- The final implementation is planned for July 2024 to replace Departmental FLAIR functionality

When we first met to review the planned transition to Florida PALM, we discussed what a critical partner you will be in this journey. As the sponsor of your agency's Florida PALM support initiatives, I ask that you continue to champion the change, prioritizing transition efforts, and ensuring your teams have the necessary resources for successful implementations. Equally, the Florida PALM Team is committed to sharing an updated schedule of agency readiness activities, being a timely source for information, and remaining accessible to answer questions. As a reminder, I ask that you promptly escalate

any implementation impact concerns you have to me or our Project Director, Melissa Turner, so that we can work together to mitigate and resolve.

This shift in approach and schedule is a positive change for the State. We have attached an updated timeline for your reference. Please take note of the LBR submission dates included on the timeline. It is important to ensure each agency is analyzing their needs and request appropriate resources timely. We will send additional communications with more specific thoughts on LBR submissions, but please do not hesitate to reach out if you have questions surrounding resource needs at your agencies. Thank you in advance for your dedication and continued support of the Florida PALM Project.

Enclosure: Revised Implementation Schedule
cc: Melissa Turner, Project Director, Florida PALM Project