



COMMERCE EXECUTIVE PALM TEAM STATUS UPDATE

JUNE 2024

COMMERCE TOUCHPOINT SUMMARY

MEETING HELD ON *JUNE 13, 2024*

COM Touchpoint Summary	
Agency Updates	<ul style="list-style-type: none"> CCN composition updated to full CCN team with no duplicates (with the exception of the new Change Management Liaison going through onboarding process with vendor).
RW Task Status (Agency reported status)	<p><i>Tasks Past Due Date:</i></p> <ul style="list-style-type: none"> Task 514 - Complete Data Readiness Analysis and Data Cleansing Activities for Segments I and II, Due: April 12, 2024 (50%) <ul style="list-style-type: none"> RC clarified grant cleanup parameters. Tech Readiness verified grants in FLAIR. COM working on creating internal anticipated deadline. <p><i>Tasks Not Yet Due:</i></p> <ul style="list-style-type: none"> Task 519 - Remediate Agency Business Systems based on Segment I (50%) <ul style="list-style-type: none"> No anticipated roadblocks to completing on time. Task 526 - Complete Data Readiness Analysis and Data Cleansing Activities for Segment III (50%) <ul style="list-style-type: none"> COM indicated understanding of task with no issues at this time. Task 527 - Identify Change Impacts and Update Agency Business Process (25%) <ul style="list-style-type: none"> PML discussed plan to accomplish with working sessions involving managers. Task 528 - Update Agency Business System Documentation for Segment III (25%) Task 529 - Update Florida PALM Conversion Inventory for Segment III (50%) Task 530 - Update Florida PALM Interface Inventory for Segment III (25%) Task 531 - Remediate Agency Business Systems based on Segment II (25%)
Focused Discussions	<ul style="list-style-type: none"> BL and Florida PALM Payroll team discussed and resolved questions involving posting to certain payroll accounts and redistributions. Agency feedback: COM would like to have sample data files available with more rows to test expected volume. Tech Readiness discussed lack of Asset interfaces. COM plans to use Florida PALM for Assets instead of ABS.

DATA CLEANUP – GRANTS CLARIFICATION

EMAIL CONTENT FROM READINESS COORDINATOR, NICOLE JACOBİK ON JUNE 13, 2024:

TO ASSIST YOU IN A MORE EFFICIENT AND EFFECTIVE DATA CLEANUP EFFORT FOR GRANTS (TASK 514, DUE APRIL 12, 2024), I'D LIKE TO HIGHLIGHT SOME OF THE MATERIALS FLORIDA PALM HAS PROVIDED.

FIRST, IS IMPORTANT TO UNDERSTAND WHICH GRANTS WILL BE INCLUDED IN CONVERSION. SPECIFICALLY, GRANTS WILL BE CONVERTED FROM FLAIR **IF THEY ARE ACTIVE AND HAVE A FACTS INDICATOR OF "Y."** DATA READINESS EFFORTS SHOULD FOCUS ON VALIDATING AND UPDATING LEGACY DATA IN FLAIR THAT WILL BE SUBJECT TO CONVERSION OR CONFIGURATION FOR AGENCY SPECIFIC VALUES.

PLEASE REVIEW THE [AGENCY DATA READINESS GUIDANCE](#) (OVERVIEW ON PAGES 5-9, GRANT-SPECIFIC ON PAGES 15-18). REVIEWING THESE FEW PAGES PERIODICALLY MAY SAVE TIME AND EFFORT.

THE [KNOWLEDGE CENTER GRANTS](#) CONVERSION PAGE IS ALSO USEFUL FOR UNDERSTANDING FUTURE CONVERSIONS.

Source Data

The table below details the files from the integrating systems that will provide the source data for this conversion.

File Name	Source System	Description
	FLAIR	This file will contain grants with FACTS indicator = "Y" and a Grant record status of "A". The file will also contain all active grants for agencies exempt from use of FACTS where the FACTS indicator = "N" and the Grant status of "A".

DATA CLEANUP – GRANTS CLARIFICATION

EMAIL CONTENT FROM READINESS COORDINATOR, NICOLE JACOBIC ON JUNE 13, 2024 CONTINUED...:

PRACTICALLY SPEAKING, THIS DOES NOT MEAN THE FLORIDA PALM PROJECT EXPECTS ALL COMMERCE GRANTS TO BE COMPLETELY CLEAN AND ACCURATE. WE ARE ASKING THAT AGENCIES FIRST FOCUS THEIR EFFORTS ON CLEANSING THE GRANTS THAT WILL BE IMPACTED AT FLORIDA PALM GO-LIVE. AGENCIES ARE WELCOME TO CONTINUE CLEANSING AS THEY SEE FIT, BUT **THE FOCUS FOR THIS TASK IS ON CLEANSING CURRENT GRANTS AS MUCH AS POSSIBLE NOW BECAUSE WE WILL BE COMPLETING MOCK CONVERSIONS PRIOR TO GO-LIVE. FLORIDA PALM IMPACTED DATA SHOULD BE CLEANSED BY SEPTEMBER 2024.** IT SHOULD ALSO BE NOTED THAT DISCREPANCIES NOT PREVIOUSLY CAUGHT IN THE DATA CLEANUP EFFORTS POTENTIALLY MAY BE CAUGHT DURING UAT.

PLEASE DO WHAT YOU CAN AND LET ME KNOW WHEN YOU HAVE DONE WHAT IS IN YOUR AGENCY'S CONTROL TO CLEAN UP FOR CURRENT GRANTS THAT WILL BE CONVERTED.

PLEASE LET ME KNOW IF YOU WOULD LIKE TO DISCUSS GRANTS FURTHER WITH YOUR TEAM OR IF YOU HAVE ANY QUESTIONS. I WOULD LOVE TO HOP ON A TEAMS CALL OR COME IN PERSON TO DISCUSS WITH YOUR TEAM IF THAT WOULD BE HELPFUL.

HAVE AN AMAZING DAY,

NICOLE

NICOLE JACOBIC, CPM, PMP®

READINESS COORDINATOR

FLORIDA PALM PROJECT, FLORIDA DEPARTMENT OF FINANCIAL SERVICES

850.410.9074

EMAIL: NICOLE.JACOBIC@MYFLORIDACFO.COM

CURRENT IMPLEMENTATION TASKS STATUS

<u>Task</u>	<u>Lead SME</u>	<u>Task Instructions & Related Material</u>	<u>Due Date</u>	<u>Status</u>	<u>Notes</u>
514 – Complete Data Readiness Analysis and Data Cleansing Activities for Segments I & II	Dean	Click Here	April 12, 2024	Complete	<ul style="list-style-type: none"> Grants team recently reorganized; cleanup process is ongoing. Team weekly status update meeting on Thursdays at 1:30 pm.
519 – Remediate Agency Business Systems based on Segment I	Lisa S.	Click Here	June 21, 2024	Complete	<ul style="list-style-type: none"> Lisa and Matt meet each Wednesday. Task instructions and information available via Teams Channel.
524 – Complete and Submit End User Readiness Survey Analysis	Tulani H.	Click Here	June 14, 2024	Complete	<ul style="list-style-type: none"> Submitted 6-5-2024 Marked Complete 6-6-2024
526 – Complete Data Readiness Analysis and Data Cleansing Activities for Segment III	Lisa S.	Click Here	July 9, 2024	50% In Progress	<ul style="list-style-type: none"> Team met on 6-4-2024; task instructions reviewed; Lisa and Ramona worked through Contracts line item. Junior is working on FLAIR to FACTS clean up. Junior attended PALM Touchpoint meeting on 6-13-2024. Readiness Coordinator (Nicole Jacobik) reviewed Agency Data Readiness guide relating to contracts clean-up process. Team met on 6-13-2024 for work session. Junior emailed contracts data clean-up plan to Tulani on 6-14-2024

CURRENT IMPLEMENTATION TASKS STATUS

<u>TASK NAME</u>	<u>Lead SME</u>	<u>Task Instructions & Related Material</u>	<u>Due Date</u>	<u>Status</u>	<u>Notes</u>
527 – Identify Change Impacts and Update Agency Business Process Documentation for Segment III	Lisa S.	Click Here	July 9, 2024	25%	<ul style="list-style-type: none"> • Business Processes documentation emailed sent to managers on 6-11-2024 • Work session scheduled for 6-20-2024
528 – Update Agency Business System Documentation for Segment III	Lisa S.	Click Here	July 9, 2024	25%	<ul style="list-style-type: none"> • Lisa will have work session with Matt Pendleton this week
529 – Update Florida PALM Conversion Inventory for Segment III	Lisa S.	Click Here	July 9, 2024	25%	Same update as 526
530 – Update Florida PALM Interface Inventory for Segment III	Lisa S.	Click Here	July 9, 2024	25%	<ul style="list-style-type: none"> • Lisa will have work session with Matt Pendleton this week • Lisa will send me plan/dates after meeting

CURRENT IMPLEMENTATION TASKS STATUS

<u>TASK NAME</u>	<u>Lead SME</u>	<u>Task Instructions & Related Material</u>	<u>Due Date</u>	<u>Status</u>	<u>Notes</u>
531 – Remediate Agency Business Systems based on Segment II	Lisa S.	Click Here	September 27, 2024	25%	Same update as 519
533 – Manage Agency-Specific Implementation Schedule, Risks and Issues	Tulani H.	Click Here	June 28, 2024	100%	<ul style="list-style-type: none"> Submitted 6-13-2024
534 – Update CCN and Project Contacts	Tulani H.	Click Here	June 14, 2024	95%	<ul style="list-style-type: none"> Submitted 6-13-2024 (will be incomplete until we have Change Management Liaison)
535 – Update Workforce Readiness Plan	Tulani H.	Click Here	August 2, 2024	25%	<ul style="list-style-type: none"> Task released 6-17-2024 PML will compile information to complete task and present to leadership team
536 – Create Agency Specific User Acceptance Testing Plan	Tulani H.	Click Here	August 16, 2024	0%	<ul style="list-style-type: none"> Task released 6-17-2024 PML will compile information to complete task and present to leadership team

CURRENT IMPLEMENTATION TASKS STATUS

<u>TASK NAME</u>	<u>Lead SME</u>	<u>Task Instructions & Related Material</u>	<u>Due Date</u>	<u>Status</u>	<u>Notes</u>
537 -					

<u>Date</u>	<u>Time</u>	<u>Topic(s) of Discussion</u>	<u>Attendees</u>	<u>Location</u>
Tuesday, July 23, 2024	8:30a – 5p	Project Costing 90.1 Create and Maintain Projects	<ul style="list-style-type: none"> • Dean Modling • Ken Heim • Michelle Ayer 	Tallahassee Community College Student Union Ballroom 444 Appleyard Drive Tallahassee, FL 32304
Wednesday, July 24, 2024	8:30a – 5p	Project Costing 90.1 Create and Maintain Projects	<ul style="list-style-type: none"> • Dean Modling • Ken Heim • Michelle Ayer • Lisa Simpson 	Tallahassee Community College Student Union Ballroom 444 Appleyard Drive Tallahassee, FL 32304
Thursday, July 25, 2024	8:30a – 5p	Accounts Payable & Purchase Order 30.7 Manage Accounts Payable Transactions	<ul style="list-style-type: none"> • Dean Modling • Lisa Simpson • Michelle Harvey • Ken Heim 	Tallahassee Community College Student Union Ballroom 444 Appleyard Drive Tallahassee, FL 32304

SEGMENT IV DESIGN WORKSHOPS

<u>Date</u>	<u>Time</u>	<u>Topic(s) of Discussion</u>	<u>Attendees</u>	<u>Location</u>
Tuesday, August 13, 2024	9a – 5p	Inter/IntraUnit 110.1 Inter/IntraUnit Transaction Processing	<ul style="list-style-type: none"> • Dean Modling • Lisa Simpson • Michelle Harvey • Aniseh Abou-Saeb • Ken Heim • Michelle Ayer 	Tallahassee Automobile Museum 6800 Mahan Drive Tallahassee, Fl 32308
Wednesday, August 14, 2024	9a – 5p	Inter/IntraUnit 110.1 Inter/IntraUnit Transaction Processing	<ul style="list-style-type: none"> • Dean Modling • Lisa Simpson • Michelle Harvey • Aniseh Abou-Saeb • Ken Heim • Michelle Ayer 	Tallahassee Automobile Museum 6800 Mahan Drive Tallahassee, Fl 32308
Thursday, August 15, 2024	9a – 5p	Asset Accounting & Management 40.4 Asset Management Period Close	<ul style="list-style-type: none"> • Dean Modling • Stephen Hobbs • Elijah Lawson or Darrell Morrow • Arianna Green 	Tallahassee Automobile Museum 6800 Mahan Drive Tallahassee, Fl 32308

SEGMENT IV DESIGN WORKSHOPS

<u>Date</u>	<u>Time</u>	<u>Topic(s) of Discussion</u>	<u>Attendees</u>	<u>Location</u>
Tuesday, August 27, 2024	9a – 5p	Payroll Management 100.1 Set Up and Maintain Positions 100.2 Set Up and Maintain Employees 100.3 On Cycle Payroll Run	<ul style="list-style-type: none"> • Dean Modling • Lisa Simpson • Jonathan Valdez • 2 HR Staff 	Tallahassee Community College Student Union Ballroom 444 Appleyard Drive Tallahassee, FL 32304
Wednesday, August 28, 2024	9a – 5p	Payroll Management 100.4 Off Cycle Payroll Run 100.5 Ad Hoc Payroll 100.6 Payroll Adjustments	<ul style="list-style-type: none"> • Dean Modling • Lisa Simpson • Jonathan Valdez • 2 HR Staff 	Tallahassee Community College Student Union Ballroom 444 Appleyard Drive Tallahassee, FL 32304
Thursday, August 29, 2024	9a – 5p	Payroll Management 100.7 Payroll Accounting Distributions 100.8 End of Period Processing	<ul style="list-style-type: none"> • Dean Modling • Lisa Simpson • Jonathan Valdez • 2 HR Staff 	Tallahassee Community College Student Union Ballroom 444 Appleyard Drive Tallahassee, FL 32304

SEGMENT IV DESIGN WORKSHOPS

<u>Date</u>	<u>Time</u>	<u>Topic(s) of Discussion</u>	<u>Attendees</u>	<u>Location</u>
Tuesday, September 10, 2024	9a – 5p	Carry/Certified Forward	<ul style="list-style-type: none"> • Dean Modling • Lisa Simpson • Michelle Harvey • Ken Heim 	Tallahassee Community College Student Union Ballroom 444 Appleyard Drive Tallahassee, Fl 32304
Wednesday, September 11, 2024	9a – 5p	Check Cashing, Financial Statement & Budget Close	<ul style="list-style-type: none"> • Dean Modling • Lisa Simpson • Stephen Hobbs • Ken Heim 	Tallahassee Community College Student Union Ballroom 444 Appleyard Drive Tallahassee, Fl 32304
Thursday, September 12, 2024	9a – 5p	Check Cashing, Financial Statement & Budget Close	<ul style="list-style-type: none"> • Dean Modling • Lisa Simpson • Stephen Hobbs • Ken Heim 	Tallahassee Community College Student Union Ballroom 444 Appleyard Drive Tallahassee, Fl 32304

SEGMENT IV DESIGN WORKSHOPS