

Task Instructions

Task ID: FUNC41

Wave: Financials

Audience: All Agencies

Task Name: *Begin Agency Business Systems Analysis for the Financials Wave*

Task Type: Business Processes

Task Due Date: September 3, 2021

Task Overview

Florida PALM is a business transformation project and it is providing statewide standardization. Your agency should review the planned functionality for Florida PALM by utilizing the [Standardized Business Process Models](#) (FUNC47), the Catalog of Interface Offerings (TECH112), and the [Reports Catalog](#) to understand the business functionality and data access that Florida PALM will provide in the Financials Wave.

Begin analyzing your agency business systems that currently interface with FLAIR or contain FLAIR data. The [Business Case for Maintaining Agency Business Systems](#) completed in 2016 may be a helpful resource as it lists if a business system is planned for inclusion in Florida PALM according to the review at the time. Perform a gap analysis to identify your agency business needs that Florida PALM will not provide. If there is no gap in business functionality between Florida PALM and an agency business system, you may consider retiring that system. If there is a gap in business functionality, you may consider retaining that business system. Discuss the retainment of an agency business system with your Readiness Coordinator to confirm why the Florida PALM functionality will not meet your business needs. If a business system is retained, you will need to build an interface to Florida PALM or another agency business system that will connect to Florida PALM. You can begin to internally document any gaps in functionality as reasons to retain any agency business system.

In the upcoming MRW task (FUNC52), a template will be provided for you to document which agency business systems you plan to retire and which you plan to retain after the Financials Wave launch and submit to the Florida PALM Team in November 2021.

Task Instructions

Work with your agency's CCN and functional and technical subject matter experts familiar with your agency business systems, agency business needs, and the Standardized Business Process Models to coordinate who will be completing each of the items involved with this task.

Instructions

- 1) *Begin reviewing planned Florida PALM functionality to be included at the Financials Wave*
 - a. *Standardized Business Process Models*
 - b. *Interface Catalog*
 - c. *Reports Catalog*
 - d. *Business Case for Maintaining Agency Business Systems*
- 2) *Perform a gap analysis comparing your agency business system functions to the planned functionality for Florida PALM. Begin documenting which agency business systems will be retired and which will be retained and why.*

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- 3) *Discuss your gap analysis and an approach to documenting and submitting agency business systems for the upcoming MRW task FUNC52 with your Readiness Coordinator.*
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Supporting Materials and Resources:

- [Standardized Business Models](#)
- [Reports Catalog](#)
- *Catalog of Interface Offerings (protected publication in Smartsheet)*
- [Business Case for Maintaining Agency Business Systems](#)