

# Florida **PALM**

Planning, Accounting, and Ledger Management



# EXECUTIVE STEERING COMMITTEE

HOUSE OF REPRESENTATIVES  
KNOTT COMMITTEE ROOM 116  
NOVEMBER 28, 2018



# ROLL CALL AND OPENING REMARKS

FACILITATOR: RYAN WEST, CHAIR



# REVIEW OF NOVEMBER 14, 2018 MEETING MINUTES

FACILITATOR: MELISSA TURNER



# PROJECT UPDATE

FACILITATORS: CAROLYN HICKS,  
ANGIE ROBERTSON, MELISSA TURNER



# Florida PALM Project Update

## Risks and Issues

- ▶ Since the last ESC meeting, there have been no new risks reported or closed
- ▶ Risks and Issues with a high probability and impact will continue to be shared via monthly status reports and discussed (if necessary or as requested) with the ESC



# Florida PALM Project Update

## Budget – FY 18-19 Budget Releases

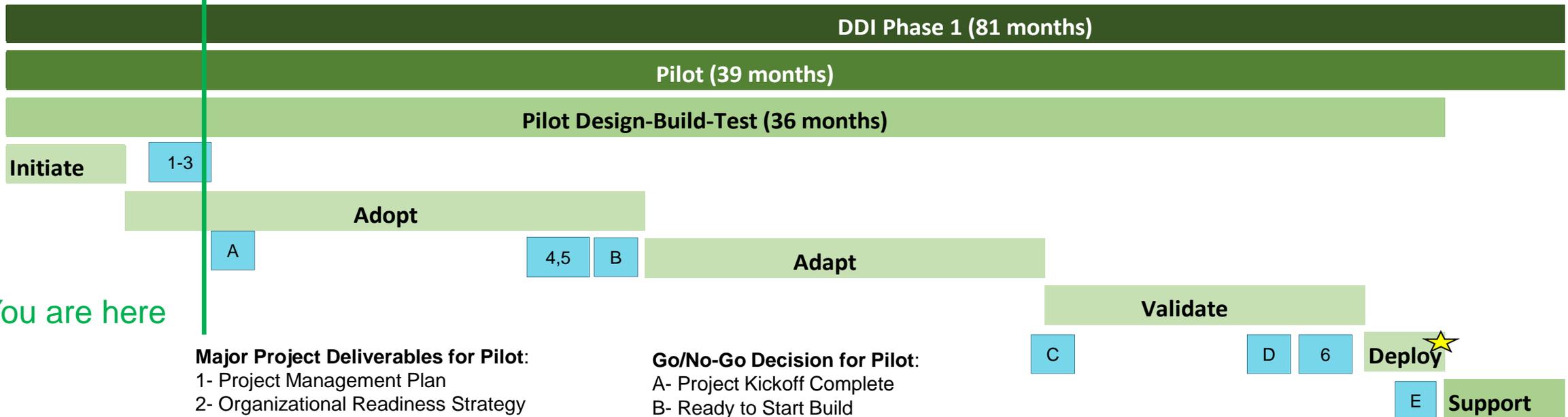
- ▶ Project received full release of Salary & Benefits, DMS Transfer, and Risk Management
- ▶ Project received initial releases of \$13.6M for Special Category
- ▶ Project anticipates submitting a request for release for \$10M in Special Category for remainder of FY 18-19
  - SSI Contract \$9.3M
  - Support Services, IV&V, and Project Administration \$677K



# Florida PALM Project Update

## Schedule

2018						2019						2020						2021																				
FY 18/19 (Year 1)						FY 19/20 (Year 2)						FY 20/21 (Year 3)																										
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39
Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep



You are here

**Major Project Deliverables for Pilot:**

- 1- Project Management Plan
- 2- Organizational Readiness Strategy
- 3- Solution Analysis and Design Strategy
- 4- Standardized Business Process Models
- 5- Process and Transaction Mapping Analysis
- 6- Production Support Strategy

**Go/No-Go Decision for Pilot:**

- A- Project Kickoff Complete
- B- Ready to Start Build
- C- Ready for Integration Testing
- D- Ready for User Acceptance Testing (UAT)
- E- Ready to Deploy



# Florida PALM Project Update

## Schedule – Project [Phase] Kickoff Complete

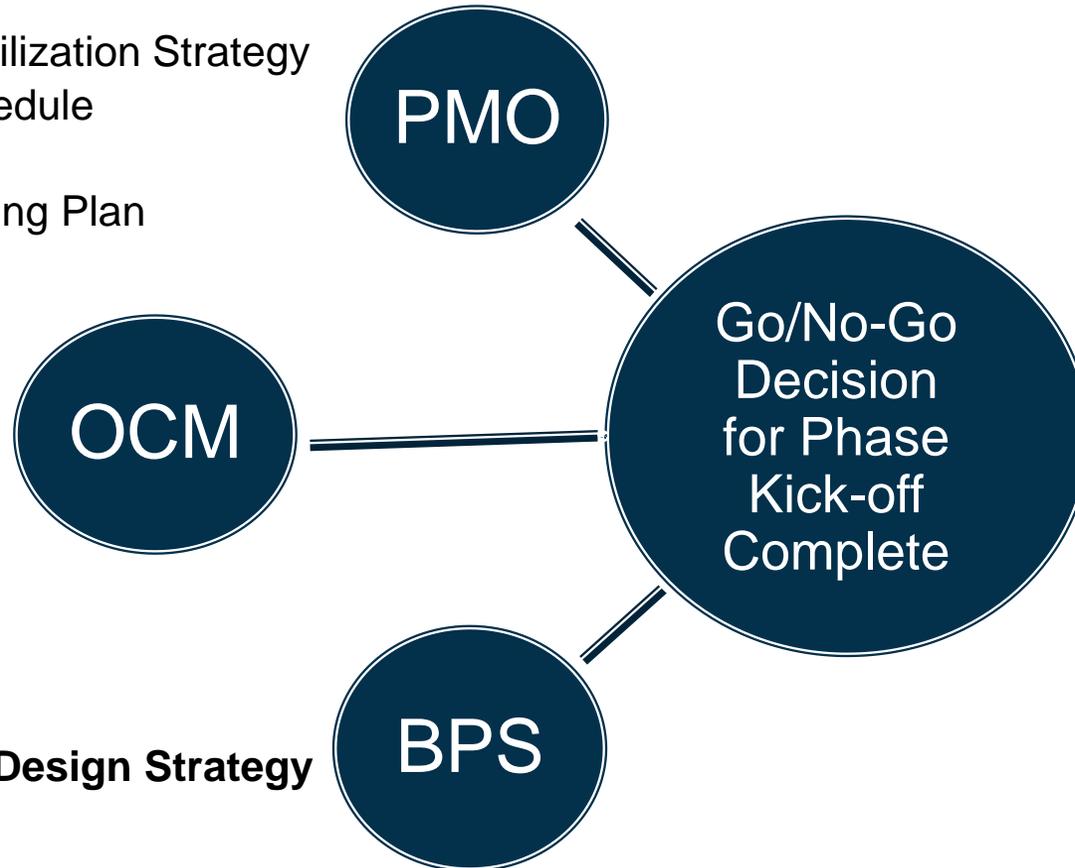
-  Not Started
-  In Progress
-  Complete

### ▶ Go/No-Go Decision components

-  Project Mobilization Strategy
-  Project Schedule
-  **PMP**
-  SLE Reporting Plan

-  KT Curriculum Plan
-  Project Team Training
-  Communication Strategy
-  Knowledge Transfer Strategy
-  Change Champion Plan
-  **Organizational Readiness Strategy**

-  **Solution Analysis & Design Strategy**



# Florida PALM Project Update

## Schedule – Ready to Start Build

-  Not Started
-  In Progress
-  Complete

### ▶ Go/No-Go Decision components



-  Application Configuration and Development Strategy
-  Gap Inventory
-  Leading Practice Decisions and Outcomes
-  **Process and Transaction Mapping**
-  Reporting Strategy
-  Requirements Management Plan
-  Requirements Traceability Matrix Standardized
-  **Standardization Business Process Models**

-  Data Architecture Strategy
-  Data Conversion and Migration Strategy
-  Data Conversion Inventory
-  Information Technology Controls Strategy
-  Security and Technical Compliance Strategy
-  System Infrastructure Strategy
-  Technical Architecture Strategy

-  Communications Measurement Plan
-  Communications Plan
-  Knowledge Transfer Plan
-  Organizational Readiness Assessment
-  Organizational Readiness Plan
-  Training Strategy

-  Project Guidelines and Operating Principles



# Florida PALM Project Update

## Scope

-  Not Started
-  In Progress
-  Complete

### ▶ FY18-19 Objectives Update

- Project Team Mobilization
  - Onboard Accenture resources
  - Coordinate PeopleSoft training for BPS Project Team
- Facility relocation
  - Execute lease
  - Solicit contractors and obtain permits
- Solution Design
  - Develop Solution Analysis and Design Strategy
  - Develop Requirements Management Plan



# Florida PALM Project Update

## Scope

### ▶ FY18-19 Objectives

- Stakeholder Engagement
  - Present contract and timeline overview for various stakeholders
  - Conduct current state interface research and analysis
  - Create communication to share Project activities for upcoming months
  - Develop Change Champion Plan as part of Change Champion Network
  - Identify/Confirm Pilot Agencies
- Technical Environment Setup



# Florida PALM Project Update

## Scope

- ▶ Address Executive Steering Committee member feedback by live editing:
  - Solution Analysis and Design Strategy
  - Organizational Readiness Strategy



# INDEPENDENT VALIDATION AND VERIFICATION (IV&V)

FACILITATOR: MARK FAIRBANK



# IV&V Assessment

## Solution Analysis and Design Strategy

- ▶ Strategy represents a collaborative effort wherein Accenture adapted methodology to recognize the State's approach and work products
- ▶ Strategy begins with the analysis, knowledge, and insights accomplished by the Project over the past four years
- ▶ Current prototype based on Level 2 analysis represents a comprehensive, vetted, and negotiated design that provides a strong foundation
- ▶ Strategy to refine the design, validate feasibility, and has been used before and proven successful for the Project
- ▶ Observations conclude the Strategy is comprehensive and practicable



# IV&V Assessment

## Organizational Readiness Strategy

- ▶ Strategy based largely on Accenture methodology and incorporates State insights on approach and experience
- ▶ Strategy includes methods of communication, assessment, analysis, and planning for support of agencies in preparation for implementation
- ▶ Approach accounts for agencies with different levels of need for support from the Project, and includes ways of measuring progress at agencies



# IV&V Assessment

## Organizational Readiness Strategy

- ▶ Strategy includes proactive Project-led activities, as well as guidance to agencies for their independent execution of operational changes needed for successful implementation
- ▶ Observations conclude the Strategy is thorough, compatible with standard ERP project and Florida PALM practices



# IV&V Assessment

## Project [Phase] Kickoff Complete Go/No-Go Decision

- ▶ Deliverables accepted to date form a solid foundation for the Project
- ▶ The concepts, clarity, and details are mutually understood and agreed to by the State and Accenture Teams
- ▶ At this point of the Project, no significant risks have emerged during the production of deliverables or otherwise
- ▶ The deliverables developed by each Project Track complement each other



# IV&V Assessment

## Project [Phase] Kickoff Complete Go/No-Go Decision

- ▶ The SLE Reporting Plan deliverable is thorough, detailed, and focused on providing clear accountabilities with formulas that have been scrutinized to ensure the measurements are valuable
  - The discrete service levels and factors of performance measurement and associated financial consequences are based on the negotiated results contained in Attachment 10 of the SSI Contract
- ▶ Observations conclude the deliverable creation process has not encountered any resistance and will be completed without delay



# VOTING ACTION

FACILITATORS: RYAN WEST, CHAIR,  
MELISSA TURNER



# Voting Action

## Approval

- ▶ Request for public comment
- ▶ Major Project Deliverable: Solution Analysis and Design Strategy
- ▶ Major Project Deliverable: Organizational Readiness Strategy
- ▶ Decision #103: Project [Phase] Kickoff Complete



# UPCOMING ACTIVITIES

FACILITATOR: MELISSA TURNER



# Upcoming Activities

## FY 18-19

- ▶ Establish Change Champion Network
- ▶ Identify/Confirm Pilot Agencies
- ▶ Buildout Project Facility
- ▶ Establish Technical Strategies
- ▶ Review/Confirm Business Requirements
- ▶ Engage Agencies in Solution Analysis and Design Activities



# NEW BUSINESS

FACILITATOR: MELISSA TURNER



# NEXT MEETING

WEDNESDAY, DECEMBER 12, 2018 OR WEDNESDAY, JANUARY 23, 2019

LOCATION TBD



# CONTACT INFORMATION

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