

# FloridaPALM

Planning, Accounting, and Ledger Management



# EXECUTIVE STEERING COMMITTEE

HOUSE OF REPRESENTATIVES  
KNOTT COMMITTEE ROOM 116  
NOVEMBER 14, 2018



**FloridaPALM**  
Planning, Accounting, and Ledger Management

# ROLL CALL AND OPENING REMARKS

FACILITATOR: RYAN WEST, CHAIR



# REVIEW OF OCTOBER 24, 2018 MEETING MINUTES

FACILITATOR: MELISSA TURNER



# PROJECT UPDATE

FACILITATORS: RACHAEL LIEBLICK,  
MELISSA TURNER



# Florida PALM Project Update

## Risks and Issues

- ▶ Since the last ESC meeting, there have been no new risks reported or closed
- ▶ The risk related to the facilities buildout is increasing in trend, due to the competing demand for contractors and supplies in the area
- ▶ The Hurricane Michael Office Closure issue was 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 2018-2019 Spend Plan

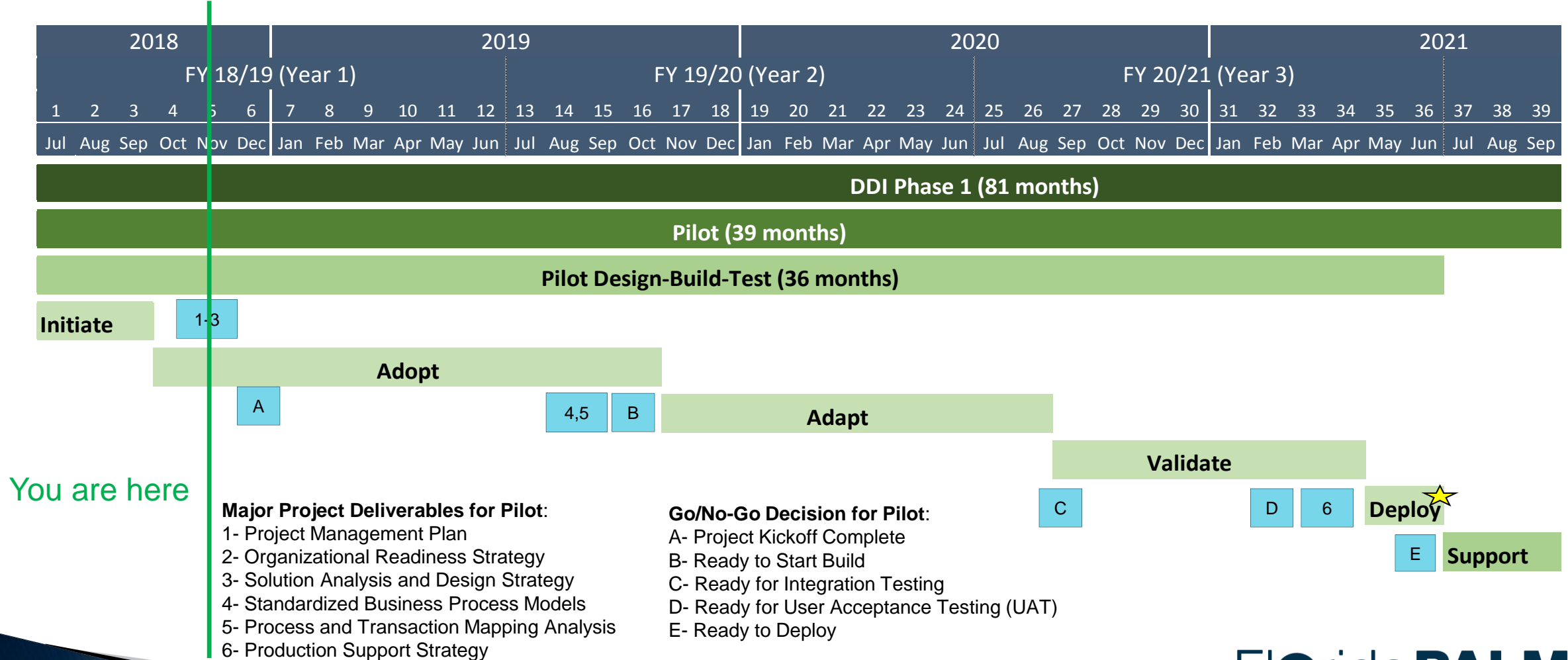
### FY 2018-2019 Spend Plan Summary As of October 31, 2018

Category	Projected FYTD	Incurred FTYD
Salaries and Benefits	\$1,579,377.24	\$1,300,168.56
Special Category	\$7,753,306.35	\$5,015,244.05
Risk Management Insurance	\$3,698.00	\$3,698.00
DMS Transfer	\$8,299.50	\$8,299.50
<b>Total</b>	<b>\$9,344,681.09</b>	<b>\$6,327,410.11</b>



# Florida PALM Project Update

## Schedule





# Florida PALM Project Update

## Schedule



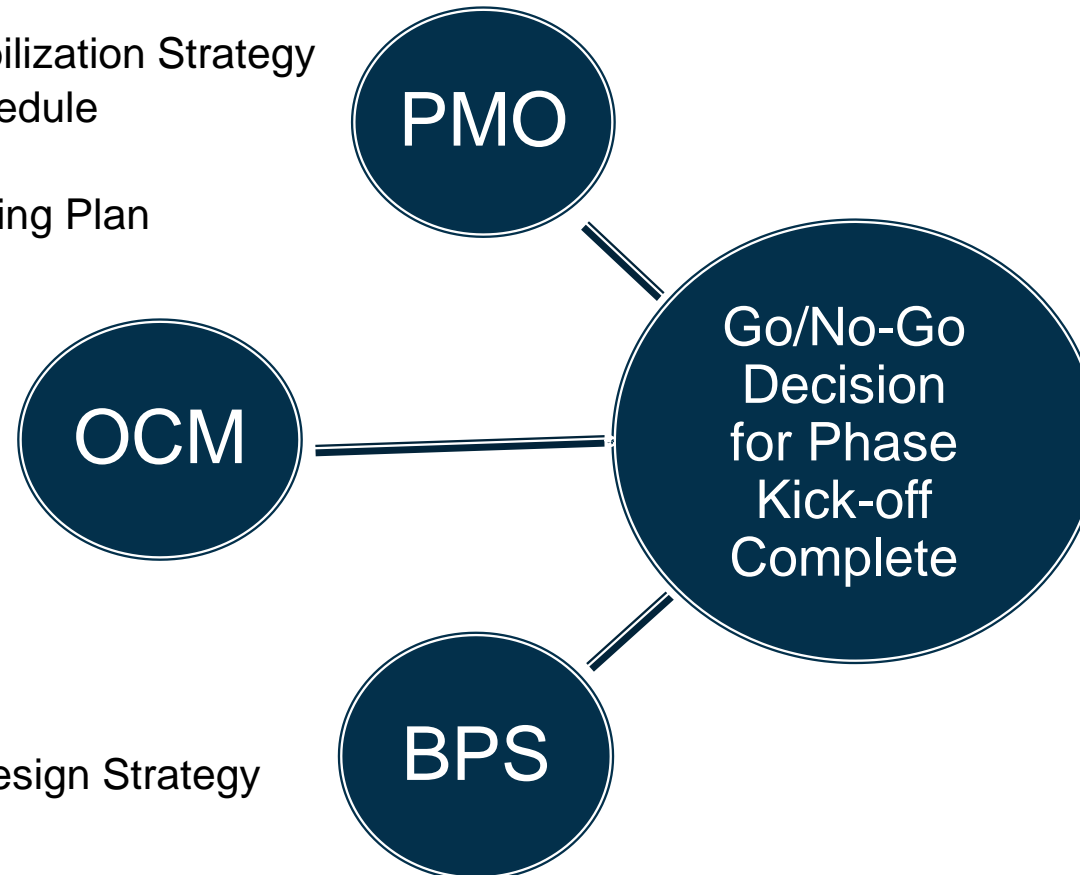
9

### ► 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

## Scope



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- ▶ 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 in the Project Management Plan






# INDEPENDENT VALIDATION AND VERIFICATION (IV&V)

MARK FAIRBANK



# IV&V Assessment

## October 2018 Reporting Period

Overall Status			
Current Period	Prior Period	Overall Trend	Observations
Based on standardized IV&V scoring			
			<ul style="list-style-type: none"> <li>• The DDI Phase continues to progress according to plan.</li> <li>• Strategies developed with clear goals, practicable approaches, and reasonable measures of success.</li> <li>• Risks and Issues are being managed proactively and with a reasonable sense of urgency.</li> <li>• Quality control, financial control, and vendor processes are established and consistently executed.</li> <li>• Planning and deliverable creation activities are focused on practical, value-added outputs and proceeding at an acceptable pace.</li> <li>• An effective organizational structure combined with positive morale among staff is fostering a collaborative environment.</li> <li>• Collaboration between the State Project Team and Accenture Team continues to produce results without some of the more typical challenges that occur when new teams are merged.</li> <li>• <b>The IV&amp;V Team has identified no significant risks to DDI Phase activities.</b></li> <li>• <b>The Project trend is positive as momentum increased toward producing deliverables and achieving project milestones.</b></li> </ul>



# IV&V Assessment

## October 2018 Reporting Period – Addt'l Observations

- ▶ The Project continues to fill open State positions and roll-on Accenture staff to provide resources necessary to produce work products and deliverables according to plan
  - The importance of completing staffing activities grows weekly as the planned workload increases
- ▶ As observed, the cycle time from request to release of budgeted funds can take weeks
  - This indicates the Project should plan and communicate requests with sufficient lead time for decision-makers to process and release funds to avoid timely payment complications



# IV&V Assessment

## October 2018 Reporting Period – Addt'l Observations

- ▶ Observed high degree of organization and effectiveness of PMO operations during October's hurricane
  - In advance of the storm, the team assessed work in progress and took steps to reduce the impact to productivity should Project offices be without power
  - During the storm, the Project communicated efficiently using call trees to confirm well-being, convey status, and answer questions
  - Upon State offices reopening, the team conducted a thorough review of impacts due to lost time
- ▶ Due to the preparations made and close supervision of work in progress, impacts to Project activities were minimal, and the Project was able to maintain course without major revisions to deadlines





# IV&V Assessment

## October 2018 Reporting Period – PMP Review

- ▶ The Project Management Plan (PMP) presented today represents the combined efforts of all Tracks and includes significant additions, clarifications, and refinements to the Pre-DDI PMP
  - Comprehensive covering all aspects of how the State and Accenture will work together to execute the Project
  - Clear and accessible to all levels of the Project team
  - Serves as an important resource providing protocols and acceptable standards of day to day performance
- ▶ IV&V regularly observes Project Team activities executed that would be in accordance with the PMP



# VOTING ACTION

FACILITATOR: RYAN WEST, CHAIR,  
MELISSA TURNER



# Voting Action

## Approval

- ▶ Request for public comment
- ▶ Approval of major deliverable - Project Management Plan



# BREAK

15 MINUTES



# UPCOMING ACTIVITIES

FACILITATOR: MATT COLE,  
CAROLYN HICKS



# Upcoming Activities

## Solution Analysis and Design Strategy

- ▶ A roadmap to design the Solution with standardized statewide business processes
- ▶ Describes engaging with stakeholders frequently and throughout the Solution design
- ▶ Introduces the “why” for each associated deliverable or work product
- ▶ Does not describe the “who, how, and when” for each associated deliverable or work product



# Upcoming Activities

## Solution Analysis and Design Strategy

- ▶ The Strategy document includes:
  - Executive Summary
  - Introduction
  - Solution Analysis and Design Approach and Timeline
    - Approach
      - Inputs
      - Activities
    - Timeline
  - Functionality by Module and Business Processes
  - Documentation Approach
  - Appendix



# Upcoming Activities

## Solution Analysis and Design Strategy

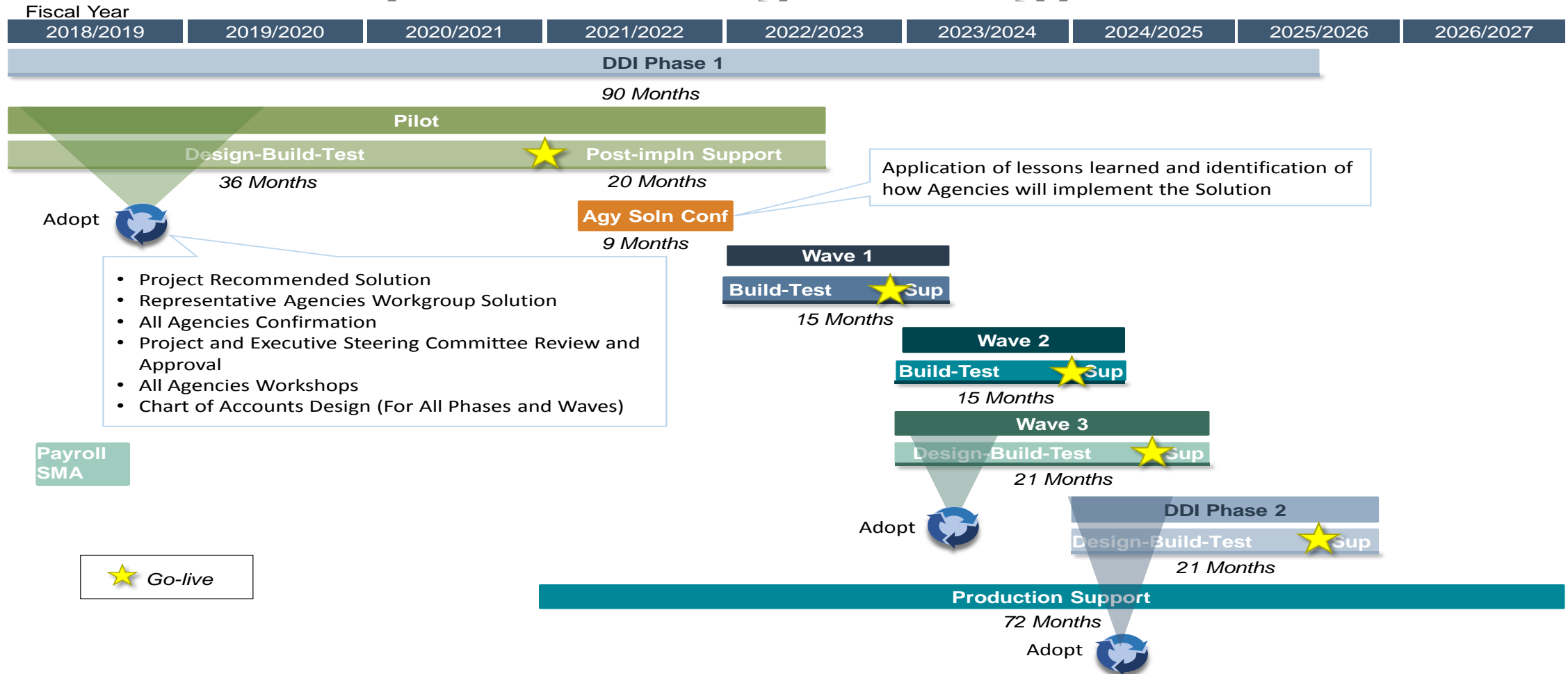
- ▶ Strategy covers Solution design activities across all Phases and Waves
- ▶ Each Phase and Wave is made up of the following five segments that represent the progressive development of the Solution design:
  1. Project Recommended Solution
  2. Representative Agencies Workgroup Solution
  3. All Agency Confirmation
  4. Project and Executive Steering Committee Review and Approval
  5. All Agencies Workshops
- ▶ Chart of Account Design is a sixth segment that will define for all Phases and Waves, during the Pilot period





# Upcoming Activities

## Solution Analysis and Design Strategy



# Upcoming Activities

## Solution Analysis and Design Strategy

- ▶ The Solution design is documented in the Standardized Business Process Models and supported by:
  - Requirements Traceability Matrix
  - Gap Inventory
  - RICEFW Inventory
  - Process and Transaction Mapping Analysis
  - Chart of Accounts Design
- ▶ Design activities are supported by Prototype environment(s)



# Upcoming Activities

## Solution Analysis and Design Strategy

### Inputs

- Requirements
- Business Process Models
- AESG Process Flows
- Prototype 1
- Model Office Scripts



### Outputs

- Requirements Traceability Matrix *(Draft)*
- Gap Inventory *(Draft)*
- User Stories *(Draft)*
- RICEFW Inventory *(Draft)*
- Standardized Business Process Models *(Draft)*
- Process and Transaction Mapping Analysis *(Draft)*
- ★ Project Guidelines and Operating Principles\*
- ★ Leading Practice Decisions and Outcomes\*
- Chart of Accounts Design\* *(Draft)*
- Reporting Strategy *(Draft)*

### Outputs

- Requirements Traceability Matrix *(Draft)*
- Gap Inventory *(Draft)*
- User Stories *(Draft)*
- RICEFW Inventory *(Draft)*
- Standardized Business Process Models *(Draft)*
- Process and Transaction Mapping Analysis *(Draft)*
- Chart of Accounts Design\* *(Draft)*
- ★ Reporting Strategy

### Outputs

- ★ Requirements Traceability Matrix
- ★ Gap Inventory
- User Stories *(Draft)*
- ★ RICEFW Inventory
- Standardized Business Process Models *(Draft)*
- Process and Transaction Mapping Analysis *(Draft)*
- Chart of Accounts Design\* *(Draft)*

### Outputs

- User Stories *(Draft)*
- ★ Standardized Business Process Models
- ★ Process and Transaction Analysis
- Chart of Accounts Design\* *(Draft)*

### Outputs

- ★ User Stories
- ★ Demonstration of Final Standardized Business Processes
- ★ Chart of Accounts Design\*

\* Pilot Only

★ Indicates final deliverable / work product



# Upcoming Activities

## Solution Analysis and Design Strategy

- ▶ The Solution discussion with Agencies will be organized around six Workstreams:
  - A – Record to Report, Budget, Asset Acquisition to Disposal\*
  - B – Procurement to Payment, Asset Acquisition to Disposal\*
  - C – Grant Application to Closeout, Project Development to Closeout, Accounts Receivable/Billing to Receipt\*
  - D – Cash In-Flows to Out-Flows, Treasury Management, Accounts Receivable/Billing to Receipt\*
  - E – Technical
  - F – Payroll Hire to Separation

*\* Some functionality from these Business Processes will align to different Business Process Workstreams. The BPS Team will work collaboratively to associate the appropriate content with the appropriate Business Process Workstream.*



# Upcoming Activities

## Solution Analysis and Design Strategy

- ▶ Pilot segments are planned for 12 months beginning in October

Adopt Stage	2018			2019									
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct
<b>Project Recommended Solution</b>													
Define Solution													
Conduct Strategic Design Sessions													
<b>Representative Agencies Workgroup Solution</b>													
Conduct CRP													
Refine Solution													
<b>Conduct Feedback Workshops with All Agencies</b>													
Conduct Agency Confirmation Sessions													
Refine Solution													
<b>Project and Executive Steering Committee Review and Approval</b>													
Conduct Review Sessions													
Finalize and Approve Solution													
<b>All Agencies Workshops</b>													
Conduct All Agencies Workshops													
Finalize Solution Design Documents													
<b>COA Design</b>													
Design COA													
Refine COA													



# Upcoming Activities

## Organizational Readiness Strategy

What is Organizational Readiness?

- ▶ Organizational Readiness - The support for State agencies' readiness to transition to, and use, the Florida PALM Solution
- ▶ Organizational Readiness Strategy - Identifies, at a high-level, the approach by:
  - Assessing agencies' ability to transition to the Florida PALM Solution
  - Preparing agencies to transition to the Florida PALM Solution
  - Enabling and supporting agencies' transition to Florida PALM Solution



# Upcoming Activities

## Organizational Readiness Strategy

### Assessing

- ▶ Change Capacity Survey
  - Questionnaire that measures an agency's capacity for change
  - Informs readiness activities
- ▶ Agency Readiness Survey
  - Questionnaire that determines an agency's engagement and readiness
- ▶ Agency Readiness Scorecard
  - Monthly assessment of each agency's progress for completing Project tasks





# Upcoming Activities

## Organizational Readiness Strategy

### Preparing

- ▶ Master Readiness Workplan
  - Provides a comprehensive list of tasks that agencies will execute to prepare for the transition to the Florida PALM
- ▶ Readiness Workshops
  - Informs and equips agencies to be able to talk about what is needed for the Florida PALM Solution
- ▶ Agency Open Items Tracker
  - Tracks each agency's specific open items that need to be mitigated before the agency can transition to the Solution





# Upcoming Activities

## Organizational Readiness Strategy

### Enabling

- ▶ The Change Champion Network is designed to enhance collaborative relationships and communication between the agencies and the Project

### THE PRIMARY GOALS OF THE CHANGE CHAMPION NETWORK



Delivery of Project communications and status updates



Readiness for deployment and adoption of new processes, tools, and behaviors



Continual feedback and monitoring progress



Support for agency's awareness, learning, and progress



# Upcoming Activities

## Organizational Readiness Strategy

### Enabling

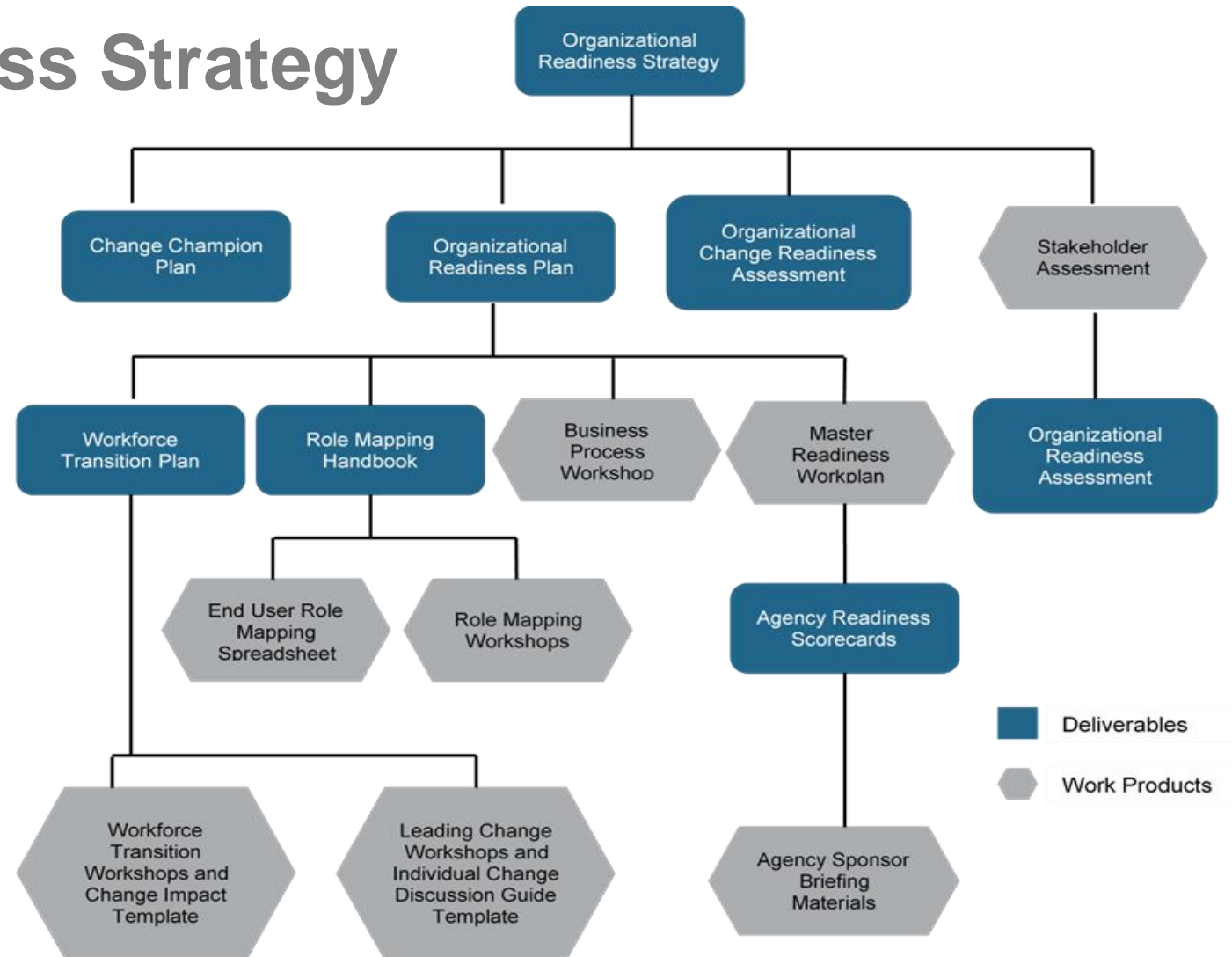
- ▶ Agency Sponsor Briefing
  - Recurring meetings between an agency's Agency Sponsor and the Project leadership
  - Used to review agency status and escalate items as necessary
- ▶ Agency Touchpoint
  - Bi-weekly meeting between an agency's Change Champion Network and the Project
  - Used to review agency readiness activities and discuss any open items



# Upcoming Activities

## Organizational Readiness Strategy

Organizational Readiness  
related Deliverables and  
Work Products



# Upcoming Activities

## ESC Review and Feedback

- ▶ ESC review process of the two Strategies
  - Complete one-on-one review meetings with ESC members
  - Feedback can be provided through:
    - Direct from one-on-one meetings
    - Comments provided via email
    - Comments provided via Deliverable Review Form
  - Updates will be reflected in the deliverable via track changes
  - Inclusion of feedback will be discussed during the November 28 ESC meeting



# Upcoming Activities

## ESC Actions

- ▶ November 28, 2018 – Major Project Deliverables
  - Solution Analysis and Design Strategy approval
  - Organizational Readiness Strategy approval
- ▶ December 12, 2018 – Go/No-Go Decision
  - Phase Kickoff Complete approval



# NEW BUSINESS

FACILITATOR: MELISSA TURNER



# NEXT MEETING

WEDNESDAY, NOVEMBER 28, 2018

KNOTT BUILDING, ROOM 116



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# CONTACT INFORMATION

[FLORIDAPALM@MYFLORIDACFO.COM](mailto:FLORIDAPALM@MYFLORIDACFO.COM)

[MYFLORIDACFO.COM/FLORIDAPALM](https://MYFLORIDACFO.COM/FLORIDAPALM)



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