

Florida **PALM**

Planning, Accounting, and Ledger Management



EXECUTIVE STEERING COMMITTEE

DEPARTMENT OF REVENUE
BUILDING 2
SEPTEMBER 26, 2018



FloridaPALM
Planning, Accounting, and Ledger Management

ROLL CALL AND OPENING REMARKS

FACILITATOR: RYAN WEST



REVIEW OF AUGUST 22, 2018 MEETING MINUTES

FACILITATOR: MELISSA TURNER



FLORIDA PALM PROJECT UPDATE

FACILITATORS: MELISSA TURNER,
CAROLYN HICKS, PAUL LAVERY,
RACHAEL LIEBLICK, ANGIE ROBERTSON



Florida PALM Project Update

Budget – FY 2018-2019 Spend Plan

FY 2018-2019 Spend Plan Summary As of August 31, 2018

Category	Projected FYTD	Incurred FTYD
Salaries and Benefits	\$689,803.51	\$576,616.13
Special Category	\$3,503,629.83	\$2,127,814.16
Risk Management Insurance	\$3,698.00	\$3,698.00
DMS Transfer	\$4,149.75	\$4,149.75
Total	\$4,201,281.09	\$2,712,278.04



Florida PALM Project Update

Budget

- ▶ \$13.3M previously held in reserve for SSI contract, released on September 10, 2018
- ▶ \$18.8M remains in reserve
- ▶ A second request for release is anticipated in early 2019 for remaining SSI contract funds needed for FY 18-19
- ▶ Processing initiated for first seven SSI contract invoices (for a value of \$1.9M)



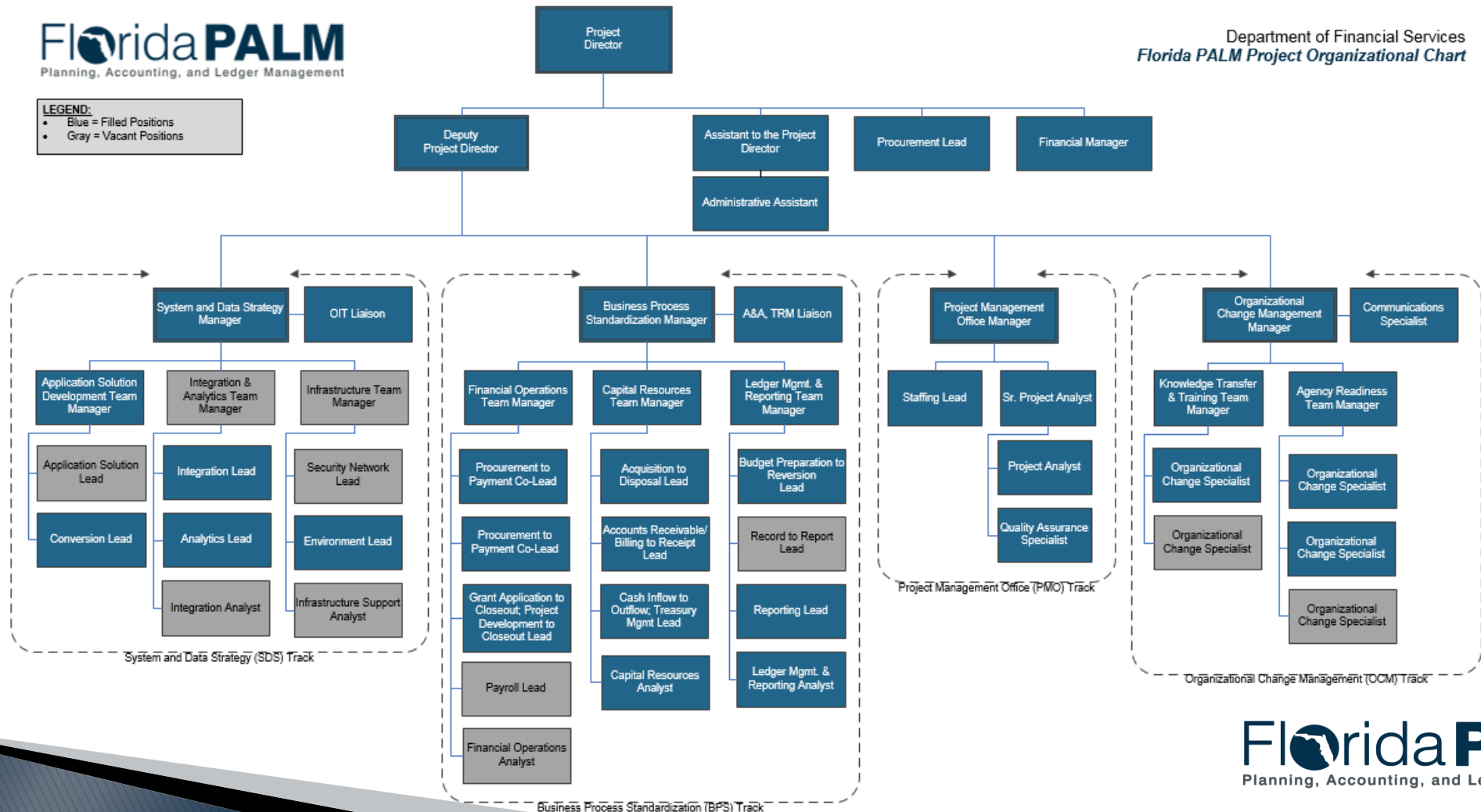
Florida PALM Project Update

Staffing Update



Department of Financial Services
Florida PALM Project Organizational Chart

LEGEND:
 • Blue = Filled Positions
 • Gray = Vacant Positions



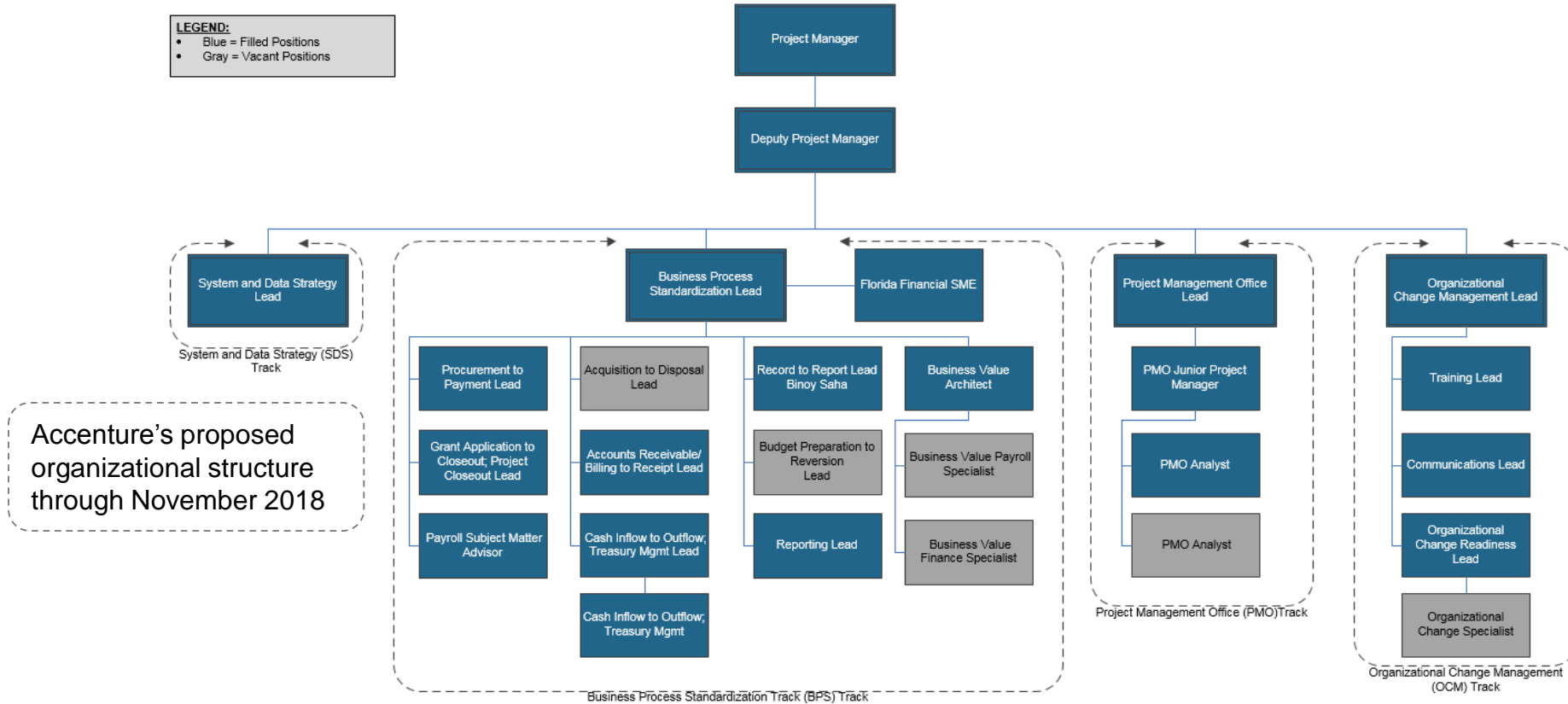
Florida PALM Project Update

Staffing Update



Department of Financial Services
Florida PALM Project Accenture Organizational Chart

LEGEND:
• Blue = Filled Positions
• Gray = Vacant Positions



Florida PALM Project Update

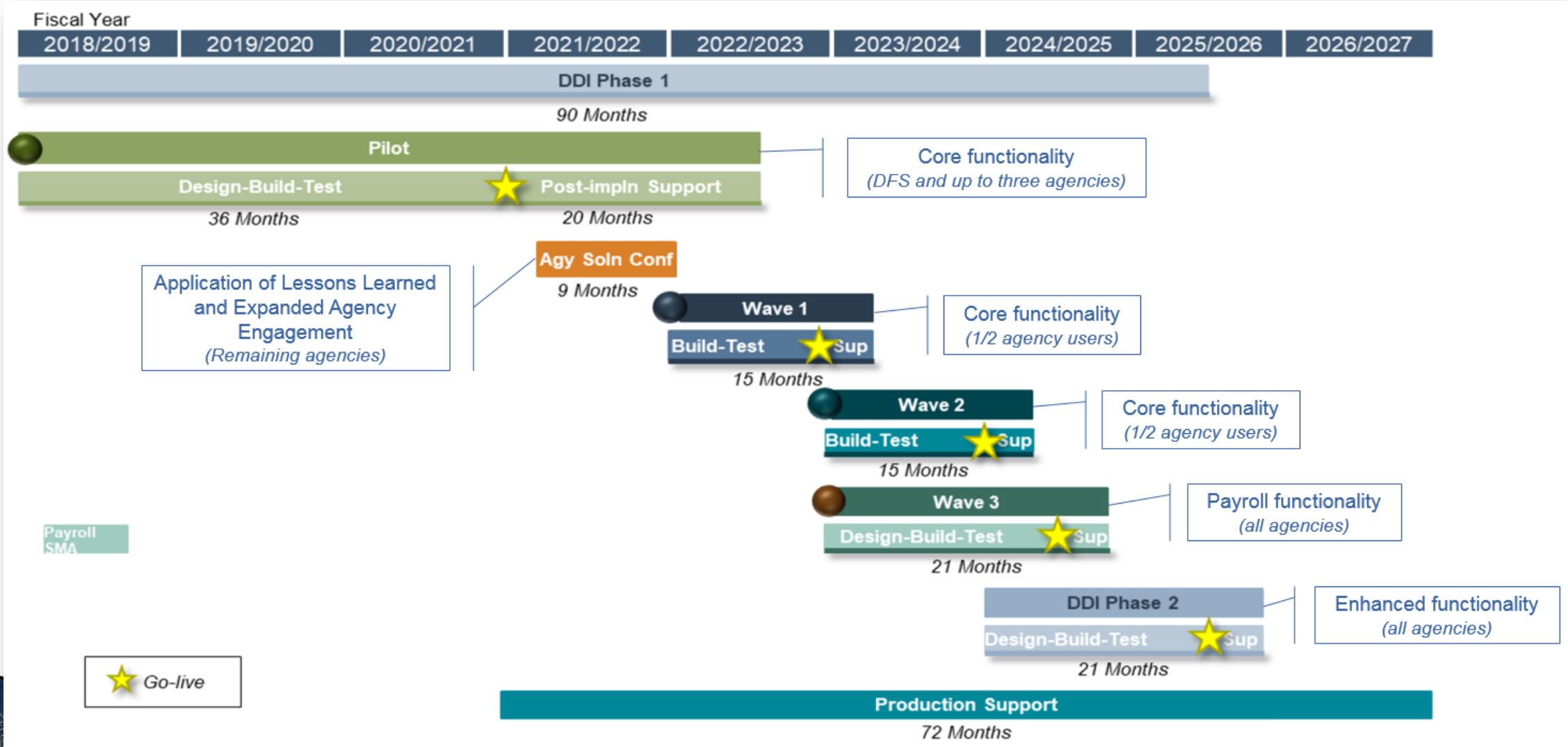
Schedule

- ▶ Transition Schedule
 - August 1, 2018 to October 31, 2018
- ▶ DDI Project Schedule
 - Begins November 1, 2018
 - Includes tasks through Pilot Wave
 - Includes detailed tasks for at least the upcoming 6+ months
 - Will be progressively elaborated as Deliverable Expectation Documents (DEDs) are completed
 - Includes Department and Accenture resource task assignments
- ▶ Schedule performance reported through the Monthly Status Report



Florida PALM Project Update

Schedule



Florida PALM Project Update

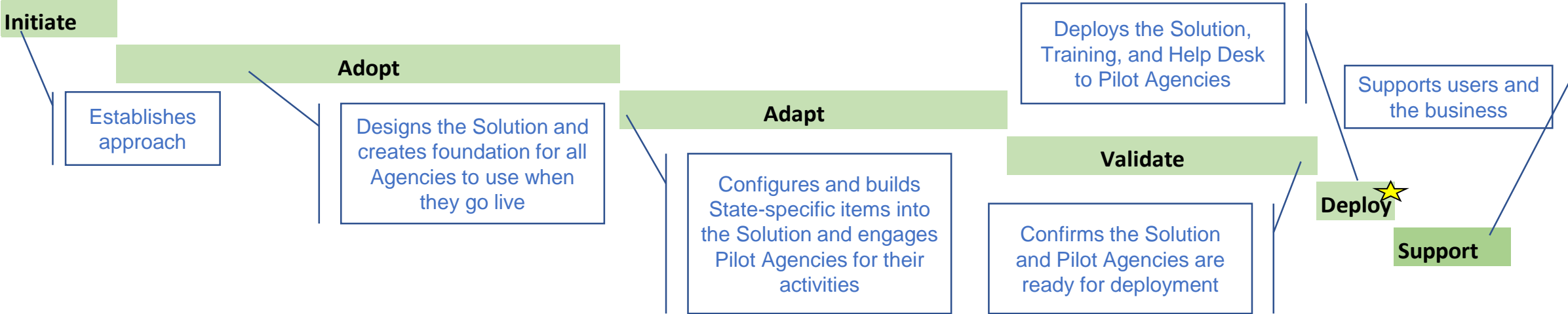
Schedule

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

DDI Phase 1 (81 months)

Pilot (39 months)

Pilot Design-Build-Test (36 months)



Florida PALM Project Update

Scope

- ▶ FY18-19 Objectives
 - Project Team Mobilization
 - Onboard Accenture resources
 - Coordinate PeopleSoft training for State 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 at 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

- ▶ Project Charter Update
 - Reflects changes consistent with the DDI phase, including references to the SSI contract
 - Distinguishes sponsors as Business Sponsors or Project Sponsor
 - Removes ESC meeting agenda template
 - Adds clarifications or details from implementing bill that defines ESC



Florida PALM Project Update

Scope

- ▶ Major Project Deliverable: Project Management Plan (PMP)
 - Pre-DDI PMP was the starting point for the DDI PMP
 - 16 management process defined

Performance Management	Cost Management	Schedule Management	Procurement Management
Resource Management	Collaboration Management	Project Scope and Change Management	Risk Management
Communication Management	Issue Management	Decision Management	Deliverable Management
Action Item Management	Content Management	Lessons Learned Management	Quality Management



Florida PALM Project Update

Scope

- ▶ Major Project Deliverable: Project Management Plan
 - Updates to responsibilities to include the Department and Accenture
 - Incorporates Accenture methodologies
 - Transitions from Pre-DDI to Solution implementation
 - While all management processes are being reviewed, the following have more significant updates:
 - Resource Management – added asset management
 - Decision Management – updated multi-tiered governance structure defined in the Project Charter
 - Communication Management – updated to focus on communicating Project status
 - Schedule Management – updated format and structure
 - Quality Management – included Accenture’s quality processes
 - Issue Management – updated escalation process
 - Planning one-on-one meetings with ESC members in October and November



Florida PALM Project Update

Scope

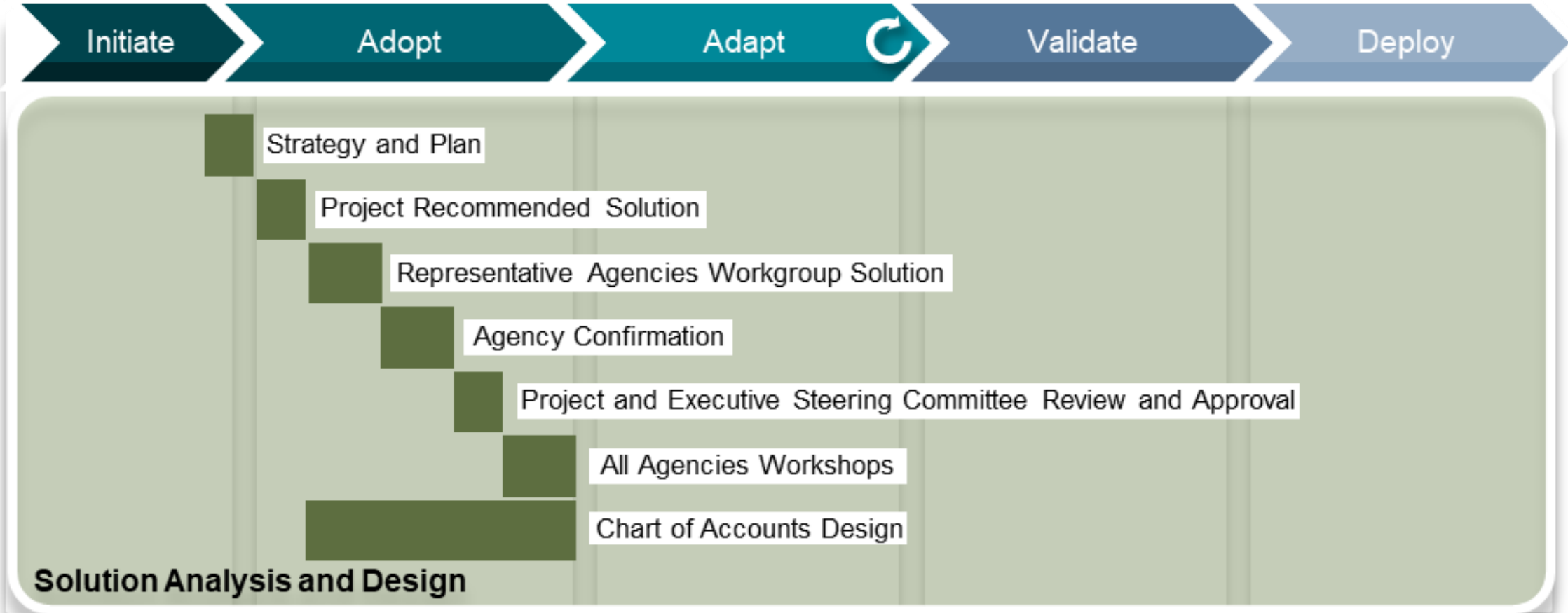
- ▶ Major Project Deliverable: Solution Analysis and Design Strategy
 - Objective is to document the strategy, processes, and tools to be used in the analysis and development of solution designs for all Waves and Phases
 - Description of the design approach and timeline; including tools, processes, and activities
 - Description of planned business processes by Wave and Phase
 - Description of the approach for documenting the outcomes of the design activities
 - Approach for design activities in iterative segments:
 - Project recommended solutions
 - Representative Agencies Workgroup Solution
 - Agency Confirmation
 - Project and Executive Steering Committee Review and Approval
 - All Agency Workshops
 - Chart of Accounts Design
 - Planning one-on-one meetings with ESC members in November



Florida PALM Project Update

Scope

Major Project Deliverable: Solution Analysis and Design Strategy



Florida PALM Project Update

Scope

- ▶ Major Project Deliverable: Organizational Readiness Strategy
 - Objective is to define the approach to prepare agencies for the transition to the Florida PALM Solution by:
 - Leading and coaching stakeholders through the change
 - Communicating with agencies
 - Training the workforce to use the Solution
 - Assisting and assessing agency readiness
 - Planning one-on-one meetings with ESC members in November



Florida PALM Project Update

Scope

Major Project Deliverable: Organizational Readiness Strategy





INDEPENDENT VERIFICATION AND VALIDATION (IV&V)

FACILITATOR: MARK FAIRBANK



IV&V Assessment

August 2018 Reporting Period

Overall Status		
Current Period	Prior Period	Observations
		<ul style="list-style-type: none"> • The Pre-DDI PMP is in effect and referred to actively. The DED for the DDI PMP is approved and the DDI PMP is under development. • The Project has a long-established process to manage risks and is consistently monitoring and assessing potential risks. • There are presently no open risks or issues. The Project has identified seven initial risks, none of which are imminent, with respective mitigation plans during August and these are in process to be logged during the next reporting period. • The process for managing risks is part of a comprehensive process designed to identify, vet, monitor and manage the following: risks, action items, issues, decisions, and lessons learned (RAIDL) on a recurring and timely basis. • Project scope as defined in the SOW is communicated and affirmed. No potentially out-of-scope items have emerged. • PMO consistently demonstrates strong cost management practices. • The Project has adopted quality assurance processes that assure vendor accountability and quality upon delivery/submission. • The Project continues to maintain a comprehensive, multi-channel communication planning log. The OCM team has approved DED for communication strategy and is in the process of developing the strategy. • Current contracts encompass all aspects of services/goods necessary to complete the Project. All known needs are specified and contracted at this time. • Track management and PMO demonstrate accountability and performance management practices are in place and exercised.



UPCOMING ACTIVITIES

FACILITATOR: MELISSA TURNER



Upcoming Activities

ESC Actions

- ▶ Major Project Deliverables in the next six months
 - Project Management Plan – Discuss in October meeting and obtain approval by November 14
 - Solution Analysis and Design Strategy – Discuss in early/mid November meetings and obtain approval by November 28
 - Organizational Readiness Strategy – Discuss in early/mid November meeting and obtain approval November 28
- ▶ Go/No-Go Decisions in the next 6 months
 - Pilot – Kickoff Complete – obtain approval by December 12



Upcoming Activities

Future ESC Meeting Dates

- ▶ October 24, 2018 (*preparation for upcoming Major Project Deliverables*)
- ▶ November 14, 2018 (*Major Project Deliverable Approval*)
- ▶ November 28, 2018 (*Major Project Deliverable Approval*)
- ▶ December 12, 2018 (*Go/No-Go Decision*)



NEW BUSINESS

FACILITATOR: MELISSA TURNER



NEXT MEETING

WEDNESDAY, OCTOBER 24, 2018

KNOTT BUILDING, ROOM 116



CONTACT INFORMATION

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