

Florida **PALM**

Planning, Accounting, and Ledger Management



EXECUTIVE STEERING COMMITTEE

DEPARTMENT OF FINANCIAL SERVICE

FEBRUARY 26, 2020



ROLL CALL AND OPENING REMARKS

FACILITATOR: SCOTT FENNELL



REVIEW OF JANUARY 22, 2020 MEETING MINUTES

FACILITATOR: MELISSA TURNER



PROJECT UPDATE

FACILITATORS:

MATT COLE, SCOTT FENNELL,
ANGIE ROBERTSON, MELISSA TURNER



Florida PALM Project Update

Risks and Issues

- ▶ Since the last ESC meeting, two new risks have been logged:
 - Q3 Budget Amendment Release
 - Microsoft Office Licensing
- ▶ 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 – Fiscal Year 19–20

FY 2019-2020 Spend Plan Summary As of January 31, 2020

Category	Projected FYTD	Incurred FYTD	Released FYTD
Special Category	\$10,686,917	\$10,309,275	\$12,371,527
SSI Contract	\$9,304,605	\$8,964,605	
Project Admin	\$291,069	\$270,933	
Support Services	\$578,306	\$575,467	
IV&V	\$512,937	\$498,270	
Salaries and Benefits	\$2,942,769	\$2,884,777	\$6,464,626
DMS Transfer and Risk Management	\$20,426	\$20,426	\$24,887
Total	\$13,650,112	\$13,214,478	\$18,861,040



Florida PALM Project Update

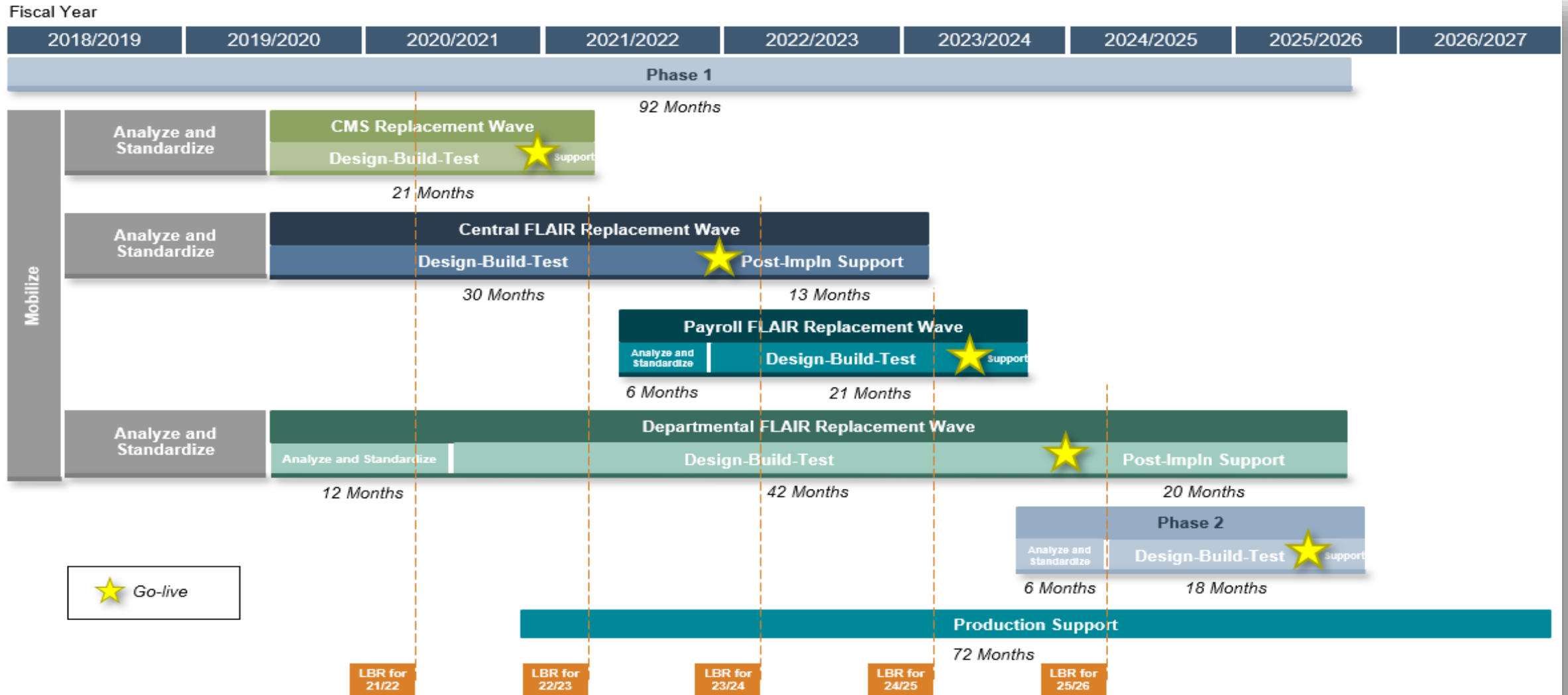
Schedule

- ▶ PCR 42 - update on D65 and Go/No-Go changes
 - Requests to move RICEFW Go/No-Go decision to May 27th
 - Requests to change D65 – Interim Business Process Models to a written deliverable



Florida PALM Project Update

Schedule



Florida PALM Project Update

Scope

-  Not Started
-  In Progress
-  Complete

► FY19-20 Objectives Update

- Complete Interim Process Models
- Conduct Training Needs Assessment
- Confirm Chart of Accounts design, including crosswalk
- Complete detailed design and configuration
- Identify required interfaces and confirm layouts
- Identify conversions and associated cleansing opportunities
- Establish non-production infrastructure and environments
- ~~◦ Establish approach to identify Wave 1 and Wave 2 organizations~~
- Confirm Production Support Strategy



Florida PALM Project Update

Scope

- ▶ Chart of Accounts Design (COA) Major Project Deliverable
 - Address ESC feedback by live editing COA Design document



Florida PALM Project Update

Scope

▶ RICEFW breakdown

RICEFW Type	Pilot Count
Reports	544
Interfaces	246
Conversions	18
Extensions	22
Forms	8
Workflows	21
Total	859



RICEFW Type	CMS Count	Central Count	Departmental Count	Total
Reports	50	208	281	539
Interfaces	54	140	63	257
Conversions	6	3	9	18
Extensions	7	8	7	22
Forms	4	3	2	8
Workflows	5	3	15	23
Total	126	365	377	868

Counts as of 02/13/2020



Florida PALM Project Update

Scope

- ▶ Change Champion Network Open House
 - 31 organizations represented
 - 112 participants
 - 24 demo sessions
 - 2 organization communication panels
 - 2 open discussion areas
 - Facility tours
 - 2 breakout areas

CCN Role	Attendees
Agency Sponsors	2
Change Management Liaisons	3
Training Liaisons	7
Technical Liaisons	9
Business Liaisons	14
Non CCN Participants	20
Agency Liaison	29
Super Users	28





Florida PALM Project Update

Scope

- ▶ Training Needs Assessment Survey Results
 - Introduced Florida PALM training approach and activities
 - 100% response rate – all 34 organizations
 - Identified training needs and preferences of organizations:
 - Potential audience for business process groupings and technical areas by location
 - Preference for instructor-led versus web-based training
 - Availability of trainers
 - Availability of computer-lab type training facilities






INDEPENDENT VALIDATION AND VERIFICATION (IV&V)

FACILITATOR: MARK FAIRBANK



IV&V Assessment

January 2020 Reporting Period

Overall Status			
Current Period	Prior Period	Overall Trend	Observations
			<p>Based on standardized IV&V scoring</p> <ul style="list-style-type: none"> The DDI Phase is undergoing a rescheduling to adjust phases. Observed planning activities are consistent with the Project Management Plan and standard practices. The Project regularly conducts proactive communications to stakeholders including agencies and partner system organizations, such as FFMIS. The Project has developed and consistently conducts a multi-faceted organizational change management program. The rescheduling provides extended time for many activities to be completed. This should enable the Project to secure commitment from partner system organizations and agencies to fulfill critical dependencies. Otherwise, there is a risk to the schedule. Risks and Issues are being managed proactively and with an appropriate sense of urgency. The Project is actively managing risk to the implementation schedule and has begun to restructure the Wave deployment schedule to address concerns relative to alignment of fiscal cycles. This restructuring does not alter the planned project duration. The Project trend is stable as work toward executing the statement of work and producing deliverables is proceeding according to plan.



IV&V Assessment

Additional Observations

- ▶ The shift from an approach that included phasing by function (Central/CMS/Departmental) and phasing by increments of the organization (Pilots/Wave1/Wave2) to phasing by function only (whereby all agencies implement at the same time for each function) is very positive because:
 1. It streamlines and simplifies the approach, which makes it easier to explain and easier for agencies to understand
 2. It achieves the budget-timing objective of granting more time for agencies to develop Legislative Budget Requests (LBRs)
 3. It eliminates the need for interim business processes associated with inter-agency business, which was the most complex and onerous aspect of interim business processes
- ▶ The new approach does retain portions of the interim concept, as Florida PALM will first replace Central FLAIR and become the book of record for budget and cash in July 2022, and then replace Departmental FLAIR in 2024
- ▶ For 2 years, agencies will input their transactions and accounting adjustments in FLAIR, and these transactions will be interfaced each day to Florida PALM from which warrant/checks/payments will be issued



VOTING ACTION

SCOTT FENNELL



Florida PALM Project Update

Voting Action

- ▶ Request for public comment
- ▶ Major Project Deliverable: Chart of Accounts Design
- ▶ Project Change Request



UPCOMING

MELISSA TURNER



Florida PALM Project Update

Upcoming

- ▶ Collaborative re-planning activities
- ▶ Update Master Readiness Workplan (MRW)
- ▶ Configure Florida PALM
- ▶ Confirm authentication approach
- ▶ Share interfaces layouts for CMS functions with Florida PALM
- ▶ Produce PALMcast
- ▶ Develop training curriculum



NEW BUSINESS

FACILITATOR: MELISSA TURNER



NEXT MEETING

MARCH 26, 2020

LOCATION TO BE DETERMINED



CONTACT INFORMATION

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