PROJECT UPDATE AND VOTING ACTION

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Florida**PALM**
Planning, Accounting, and Ledger Management

Florida PALM Project Update
Risks and Issues

- Since the last ESC meeting, no new issues were logged and one issue was closed, and one issue remains open
  - Open (Issue 25): Deal Management Interface and Conversion Testing is not aligned with Project Milestones
  - Closed (Issue 26): Bank Account Hierarchy for Wells Fargo is not Aligned with Florida PALM Configuration and Processing
- Since the last ESC meeting, no risks were logged or closed; one risk remains open
  - Open (Risk 221): Central Wave build timeline and Central Wave work for MFMP build activities are not aligned
- 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 20-21

FY 2020-2021 Spend Plan Summary
As of March 31, 2021

Category	Projected FYTD	Incurred FYTD	Released FYTD	Release Remaining
Special Category	$16,235,260	$12,904,624	$24,352,347	$11,447,723
SSI Contract	$14,423,466	$11,613,716		
Software Maintenance	$158,450	$0		
Project Admin	$239,682	$105,863		
Support Services	$723,472	$645,796		
IV&V	$690,190	$539,249		
Salaries and Benefits	$4,420,075	$4,394,095	$6,300,830	$1,906,735
DMS Transfer and Risk Management	$22,173	$17,952	$26,872	$8,920
Total	**$20,677,508**	**$17,316,671**	**$20,987,767**	**N/A**

Florida PALM Project Update
Contract Management

▸ Amendment 4 – Executed 4/20/21

  ◦ Contract Manager

  ◦ Oracle Licensing

  ◦ Service Now

▸ Amendment 5

  ◦ Cyber Security
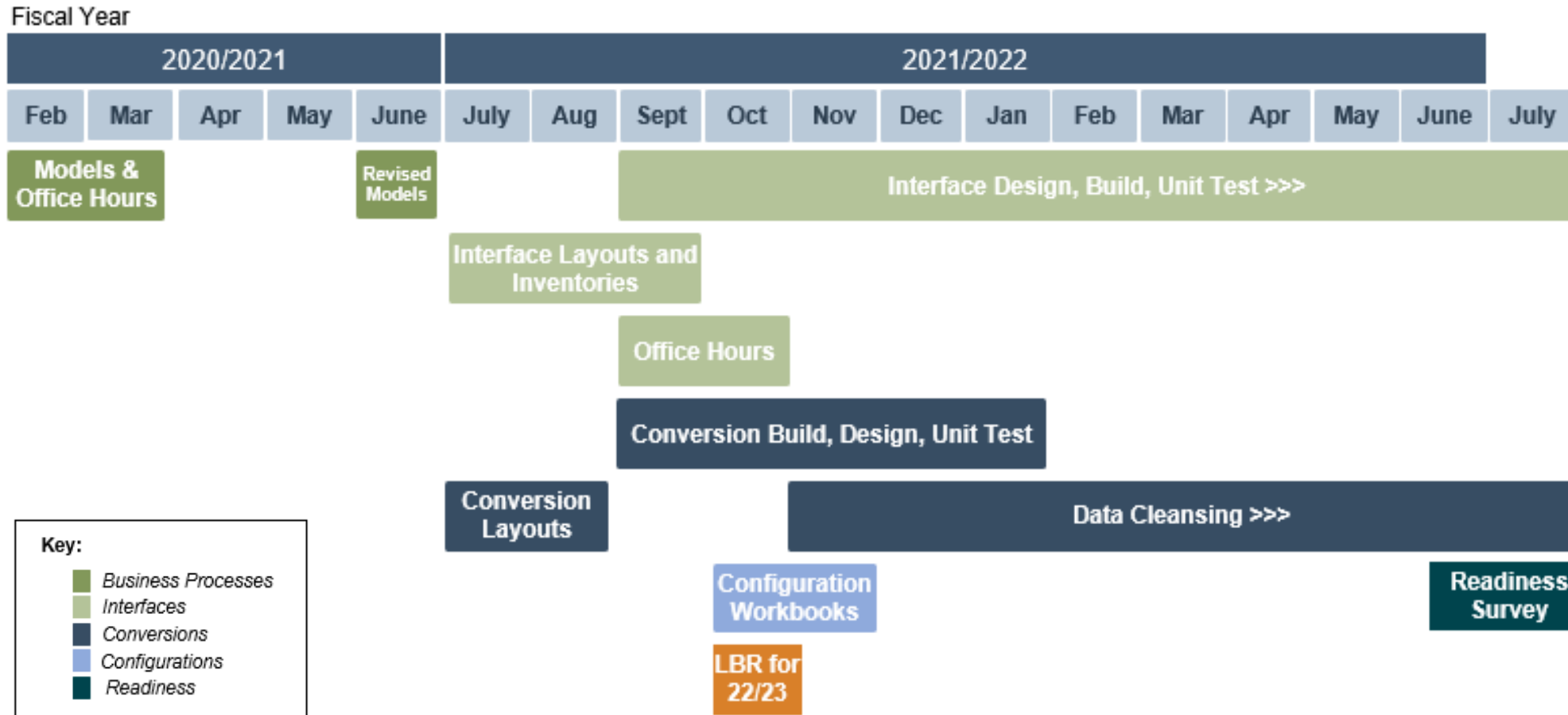
  ◦ Contract Contingency

Florida PALM Project Update
Contract Management

▸ PCR 71 – D137 Production Support Operations Plan submit date change

▸ PCR 73 – ePayments Implementation Timeline

▸ PCR 74 – Additional DEO Bank Account

▸ PCR 75 – Correct DAC for D131 due to Clerical Error

▸ PCR 76 – Federal Funding Impact to Interest Apportionment

Florida PALM Project Update
Schedule – Departmental Wave Agency Activities

Fiscal Year

2020/2021					2021/2022												
Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July

Models & Office Hours (Feb–Mar)

Revised Models (June)

Interface Design, Build, Unit Test >>> (Sept–June)

Interface Layouts and Inventories (July–Aug)

Office Hours (Sept)

Conversion Build, Design, Unit Test (Sept–Jan)

Conversion Layouts (July–Aug)

Data Cleansing >>> (Oct–June)

Configuration Workbooks (Oct–Nov)

LBR for 22/23 (Oct)

Readiness Survey (July)

Key:
- Business Processes
- Interfaces
- Conversions
- Configurations
- Readiness

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Florida PALM Project Update
Scope – Grants Lifecycle Workgroup

▸ *Update from Matthew Christovich*

Florida PALM Project Update
Scope – Departmental Wave

▸ Updates to Standardized Business Process Models

▸ Interface layouts will be shared with agencies in July 2021

▸ Agencies will be asked to complete the Interface Connection Inventory in August 2021

▸ Identification of agency business systems for retirement

Florida PALM Project Update
Scope – Departmental Wave – Ready to Start RICEFW Build Go/No-Go Decision

◯ Not Started
◑ In Progress
⬤ Complete

Decision Planned for April 2021

Go/No-Go Components	
◑ **Updates to Standardized Business Process Models***	⬤ Requirements Traceability Matrix
⬤ RICEFW Inventory	

*Presented to ESC for decision (to update previously approved Major Project Deliverable)

Florida PALM Project Update
Voting Action

▶ Independent Validation and Verification Assessment

▶ Request for Public Comment

▶ Updates to the Standardized Business Process Models Decision

▶ Departmental Wave – Ready to Start RICEFW Build Go/No-Go Decision

Florida PALM Project Update
Schedule – Central Wave Agency Activities

Florida PALM Project Update
Scope – Central Wave

Conversions planned for Florida PALM

	Data	Anticipated Source System	Level of Data Conversion
DDI Phase I, Central Wave	Budgets	FLAIR	Budgets accounting for Carry Forward and Certified Forward appropriations and releases
	Suppliers	FLAIR	Active vendors/payees
	1099 Balances	FLAIR	Calendar Year-to-Date 1099-eligible payment by vendor
	Employee Data	FLAIR	Active employees

Support may be needed for data cleanup through conversion activities

Florida PALM Project Update
Schedule – CMS Wave Activities
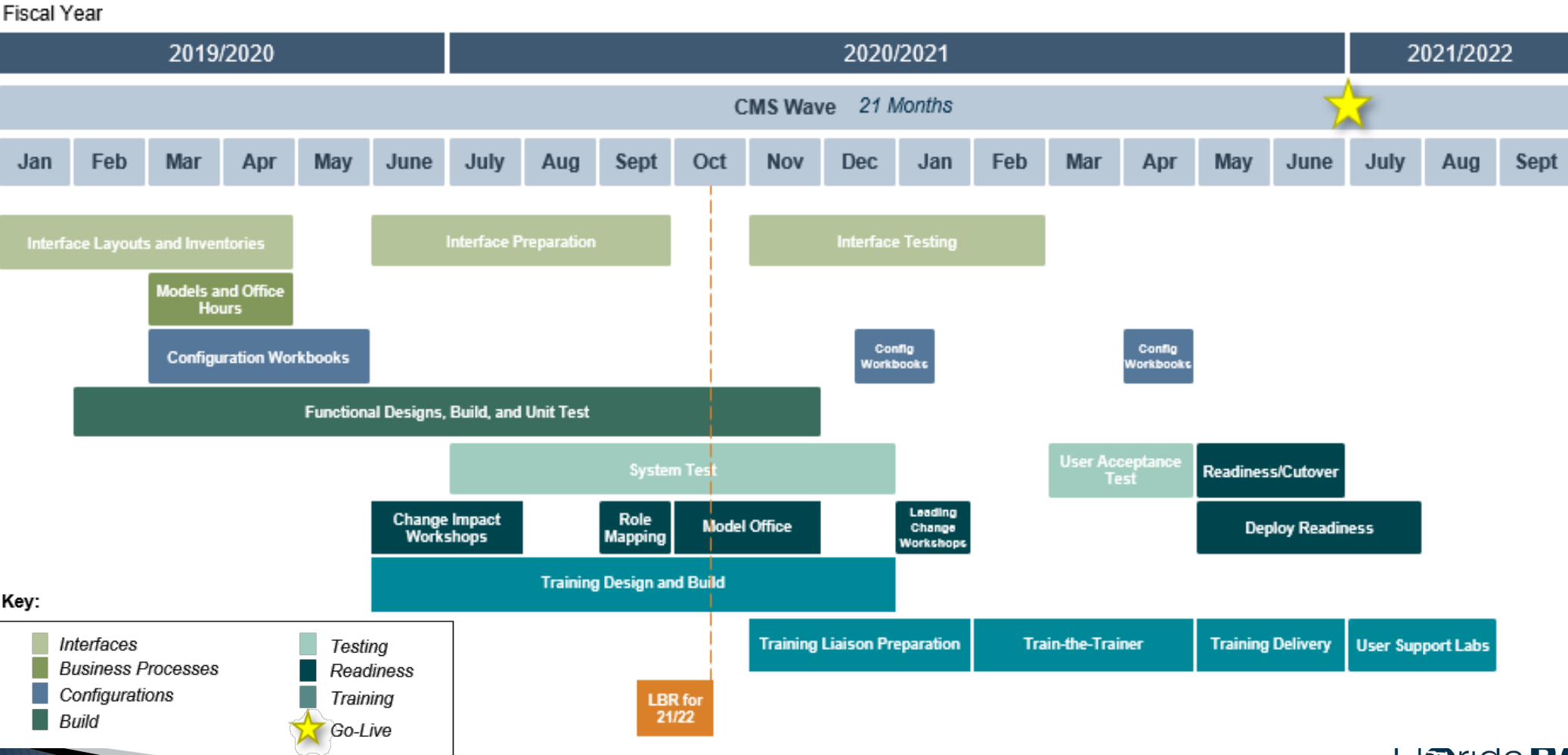
Florida PALM Project Update
CMS Wave Interface Testing

➤ Interface Testing Cycle 2 (Technical Testing) in progress through April 2021*
   ◦ 27 total interfaces (25 completed, 2 in progress, 0 not started)
   ◦ Inbound interfaces from 2 agencies; outbound interfaces to 7 agencies
   ◦ Interfacing with 4 external partners
   ◦ Testing results: 330 SIRs identified; 60 SIRs open
     • 28 High, 29 Medium, 3 Low priority
     • 15 open SIRS related to Interfaces

➤ Interface Testing Cycle 3 (Functional Testing) in progress
   ◦ Does not test interfaces; validates other functionality (e.g., forms, reports) using data from the interfaces. Cycle 3 Testing conducted by the Florida PALM team only
   ◦ 56 total scripts (55 completed, 1 in progress, 0 not started)

*As of 04/20/2021*

Florida PALM Project Update
Scope – CMS Wave

▶ User Acceptance Testing (UAT)

Summary by Agency/DFS Division Participation - Weekly Progression

Week	Planned Execution		Actual Execution		Execution Rate			End of Week Metrics			
	Weekly	Cumulative	Weekly	Cumulative	Planned %	Actual %	Variance	Passed	Failed	In Progress	Not Started
Week 1	39	39	39	39	14%	14%	0%	38	1	0	0
Week 2	175	214	176	215	74%	75%	1%	162	14	0	4
Week 3	0	214	0	215	74%	75%	1%	0	0	0	0
Week 4	61	275	66	281	96%	98%	2%	63	3	0	0
Week 5	10	285	0	281	99%			0	0	0	10
Week 6	2	287	0	281	100%			0	0	0	2

Agency/DFS Division Participation:
Plan vs. Actual
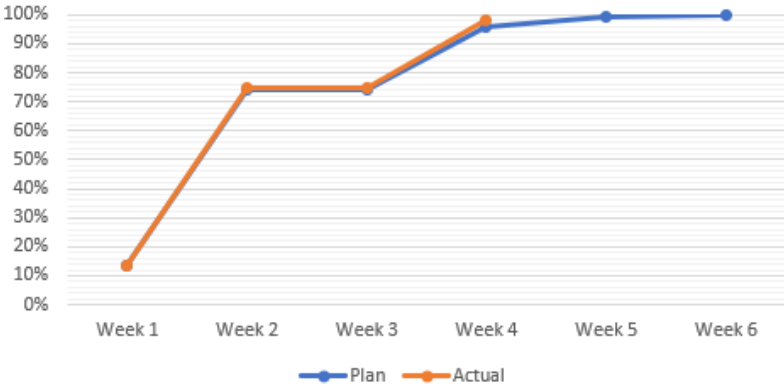
*Total number of agencies/DFS Divisions executing scripts by week.

As of 04/16/2021

Florida PALM Project Update
Scope – CMS Wave

▸ Mock Conversion 3

◦ Concluded with >99% load and validation rates

▸ Performance Testing

◦ Completed 2 out of 5 cycles; planned completion in early June

▸ Disaster Recover Testing

◦ Planned for weekend of May 8-9

▸ Full Dress Rehearsal

◦ Plan to rehearse July 1-5 Cutover on April 29-May 4

▸ Operational Readiness Testing

◦ Planned for mid-May to early-June

Florida PALM Project Update
Scope – CMS Wave

▸ Deployment Readiness Assessment

| | Not Started | Complete | On Track | Requires Attention | Not on Track |

Category	Sub-Categories	Status	Reasoning/Mitigation
Florida PALM Readiness	Application Readiness	2 / 4 / 3 / 4	Impacted by Issue 25
Florida PALM Readiness	Infrastructure Readiness	6 / 1	
Florida PALM Readiness	Solution Center and Production Support	3 / 1 / 9	
Agency Readiness	Agency Readiness	1 / 4 / 1	Impacted by Issue 25
Agency Readiness	Training	2 / 1	
Stakeholder Readiness	Treasury	1 / 5	
Stakeholder Readiness	A&A	1 / 1 / 2	
Stakeholder Readiness	OIT - FLAIR	1 / 1 / 3	
Stakeholder Readiness	OIT - BEA	7	
Stakeholder Readiness	OIT - Infrastructure	6	
Stakeholder Readiness	Third Party	1 / 1	Impacted by Issue 25

As of 04/15/2021

Florida PALM Project Update
Scope – CMS Wave

▸ Agency Internal Readiness Indicators
  ◦ Survey distributed to Agency Sponsors
  ◦ Responses will be shared during May ESC meeting

▸ End of Wave Organizational Readiness Assessment
  ◦ CCN members reached progress point of acceptance
  ◦ End users reached progress point of understanding

▸ PALM Tech Training
  ◦ Web-based trainings are available in the statewide LMS
 ◦ End users are starting to take training classes

INDEPENDENT VALIDATION AND VERIFICATION (IV&V)

CONTENT PROVIDED BY MARK FAIRBANK

IV&V Assessment March 2021 Reporting Period

Summary Observations From the March 2021 IV&V Assessment			
Current Period		**Prior Period**	**Trend** STABLE

Project Management planning and supervisory activities, fiscal controls, and quality controls are consistent and adhere to standard industry practices. Transparency is demonstrated and observable.
Productivity remains high with priority given to timeliness and enforcement of quality standards.
Scope control is evident and designs require minimal customization.
Positive collaboration between the State and Accenture teams continues to be demonstrated.

Activities are underway for CMS Wave, Central Wave, Payroll Wave, and Departmental Wave. The parallel activities present risks to schedule due to complexity, dependencies, and resource capacity.

CMS Wave Issue 25 involves new accounting activities with new data to be used at Treasury. While the issue remains open, it affects an isolated set of activities that Treasury and the Project appear to have sound business contingency plans in place to manage should the issue persist. : Each has a resolution plan with activities behind schedule at the end of March. While each issue presents schedule risks, these issues do not threaten the overall CMS Wave implementation.
At this time, Issue 26 appears to be resolved with closure pending downstream activities.

The multi-wave/multi-phase approach to implementation has inherent risks to the schedule due to the complexities of managing wave activities in parallel and the resulting potential to exceed resource capacity limits.

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UPCOMING

MELISSA TURNER

Florida PALM Project Update
Upcoming

KEY:
- CMS Wave
- Central Wave
- Departmental Wave
- Non-Wave Specific

30 days

- **UAT Testing**
- **Updated Standardized Business Process Models**
- **RICEFW Inventory**
- CCN Town Hall
- Reporting Workgroup
- **End User Training**
- **Operational Readiness Testing**
- Tier 0 Support Kickoff
- **Deployment activities**

90 days

- **End User Training**
- **Deployment activities**
- Agency Cutover Checklist
- Interface and Conversion Layouts
- Reporting Workgroup
- Testing Approach
- Go-Live
- User Support Labs
- Quarterly Reporting Update
- Training Topics

6 months

- Role Mapping Office Hours
- Cycle 1 & 2 Interface Testing
- Reporting Workgroup
- Interface Connection Inventory
- Interface Office Hours
- CCN Town Hall
- Model Office for Super Users

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NEXT SCHEDULED MEETING

MAY 2021

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