

Florida **PALM**

Planning, Accounting, and Ledger Management



EXECUTIVE STEERING COMMITTEE

DEPARTMENT OF FINANCIAL SERVICES

AUGUST 26, 2020



PROJECT UPDATE

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Florida PALM Project Update

Risks and Issues

- ▶ Since the last ESC meeting, one issue was logged and one issue was closed
 - Logged: Functional Design delays impacting downstream activities
 - Closed: Functional Design delays impacting Role Mapping Workshops
- ▶ Since the last ESC meeting, one risk was opened
 - Interface impacts without MFMP acknowledgement of Central Wave build items
- ▶ 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

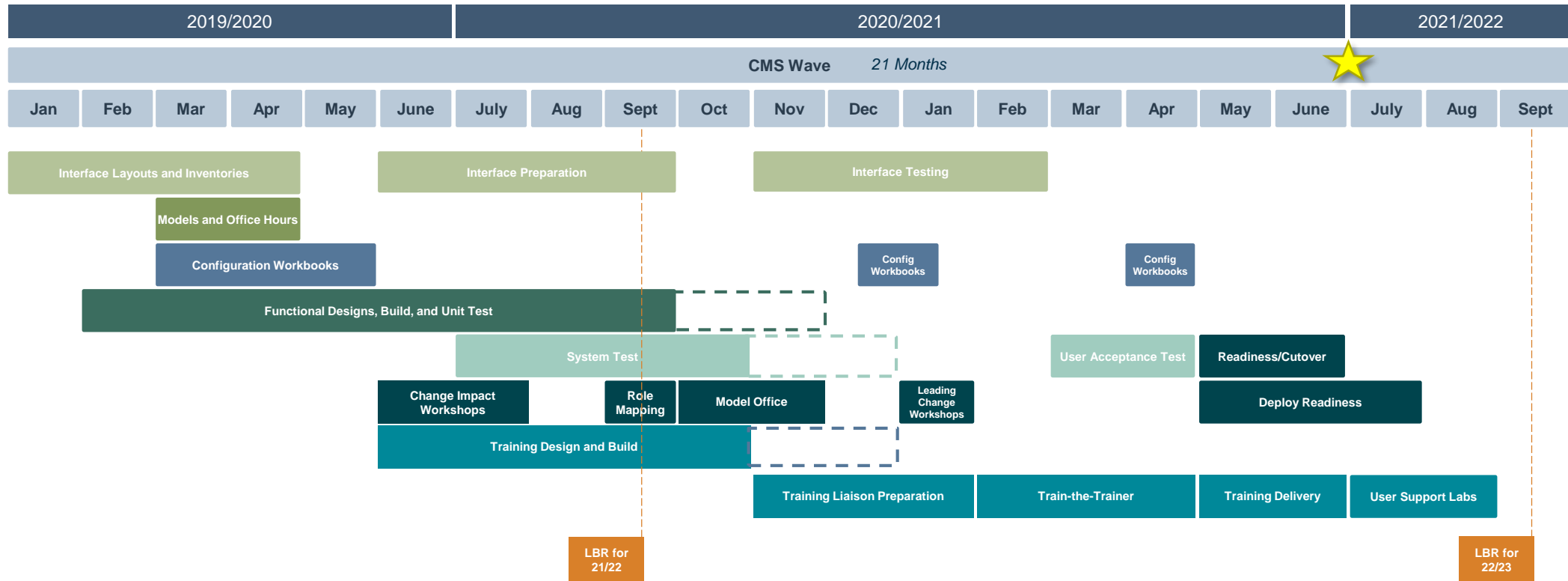
Budget – Fiscal Year 20-21

FY 2020-2021 Spend Plan Summary As of July 31, 2020				
Category	Projected FYTD	Incurred FYTD	Released FYTD	Release Remaining
Special Category	\$1,478,121	\$633,812	\$1,983,135	\$1,349,323
SSI Contract	\$1,139,127	\$496,518		
Project Admin	\$142,069	\$27		
Support Services	\$119,575	\$84,006		
IV&V	\$77,350	\$53,261		
Salaries and Benefits	\$485,915	\$497,841	\$1,522,534	\$1,024,693
DMS Transfer and Risk Management	\$22,173	\$0	\$22,173	\$22,173
Total	\$1,986,209	\$1,131,653	\$3,527,842	\$2,396,189



Florida PALM Project Update

Schedule – CMS Wave Activities



Key:

	Interfaces		Testing
	Business Processes		Readiness
	Configurations		Training
	Build		Go-Live



Florida PALM Project Update

Schedule – Central Wave Agency Activities



Key:

- Business Processes
- Interfaces
- Conversions
- Configurations
- Training
- Go-Live



Florida PALM Project Update

Schedule

- ▶ PCR 59 – Reclassification of Certain Major Project Deliverables
 - Proposing reclassification of certain Major Project Deliverables to written deliverables
 - Allows focus on Major Project Deliverables that influence the standardization of business processes



Florida PALM Project Update

Schedule

- ▶ At the time of the Florida PALM monthly status report submission, 32 of 34 agencies submitted reports on their progress and costs of agency business system interfaces and agency systems that requires updating or remediation for their transition to Florida PALM
- ▶ The Project Team collated the reports and submitted to the House, Senate, and Office of the Governor per Proviso



Florida PALM Project Update

Scope

-  Not Started
-  In Progress
-  Complete

▶ FY20-21 Project Objectives Update

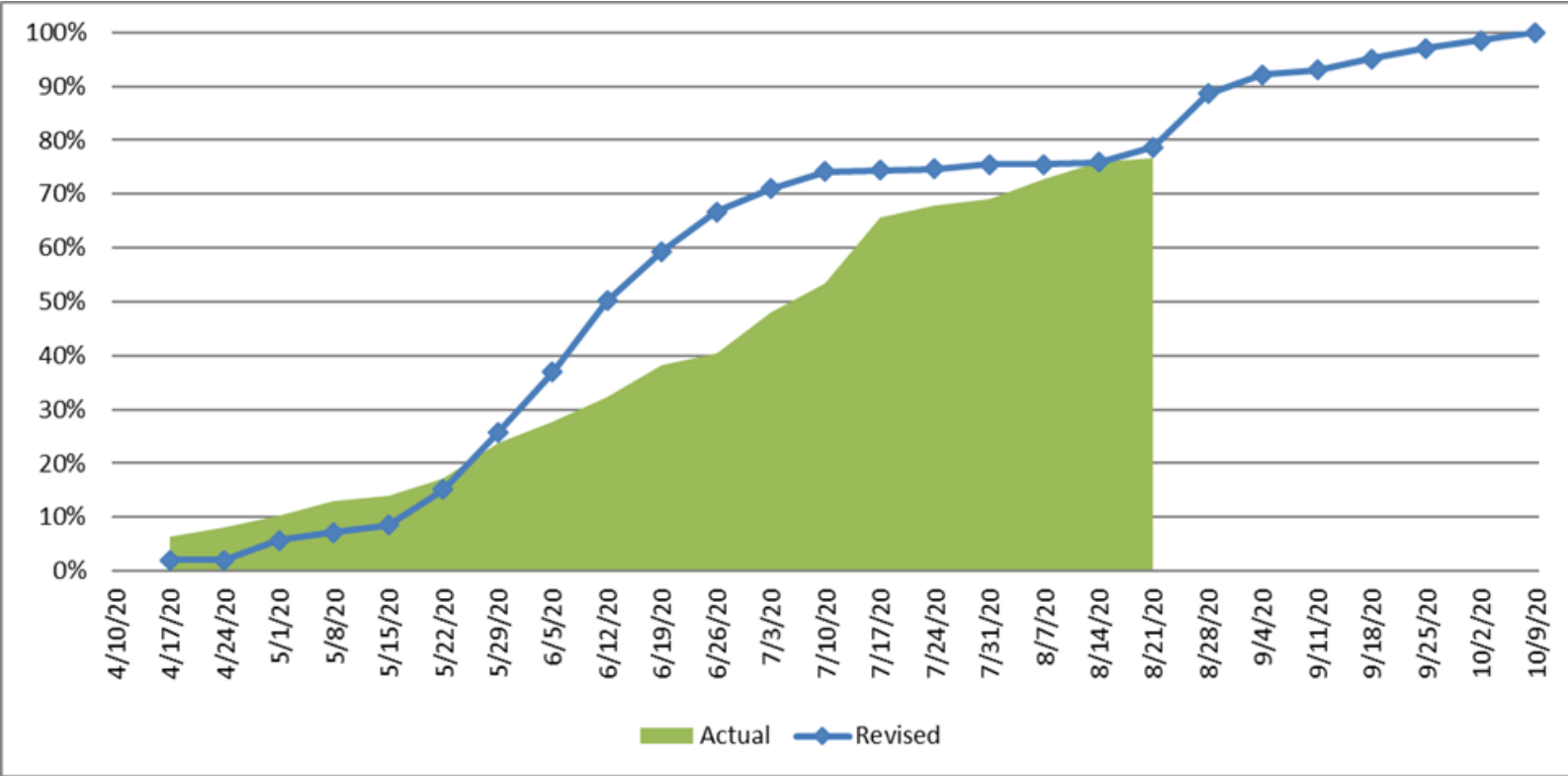
- Complete UAT testing for CMS Wave
- Conduct end user training for CMS Wave functionality
- Initiate CMS Wave deployment activities
- Conduct analysis of current Payroll functionality
- Complete Central Wave process models
- Complete Central Wave RICEFW inventory
- Complete Departmental Wave process models
- Complete Departmental Wave RICEFW inventory
- Confirm operational readiness for production support



Florida PALM Project Update

Scope

▶ Functional Design Progress for CMS Wave*



Status	Count
Not Started	22
In Process	12
Ready for ACN Lead Review	7
Ready for State Lead Review	4
Ready for Team Manager Review	3
On Hold	0
Completed	48
Total	96

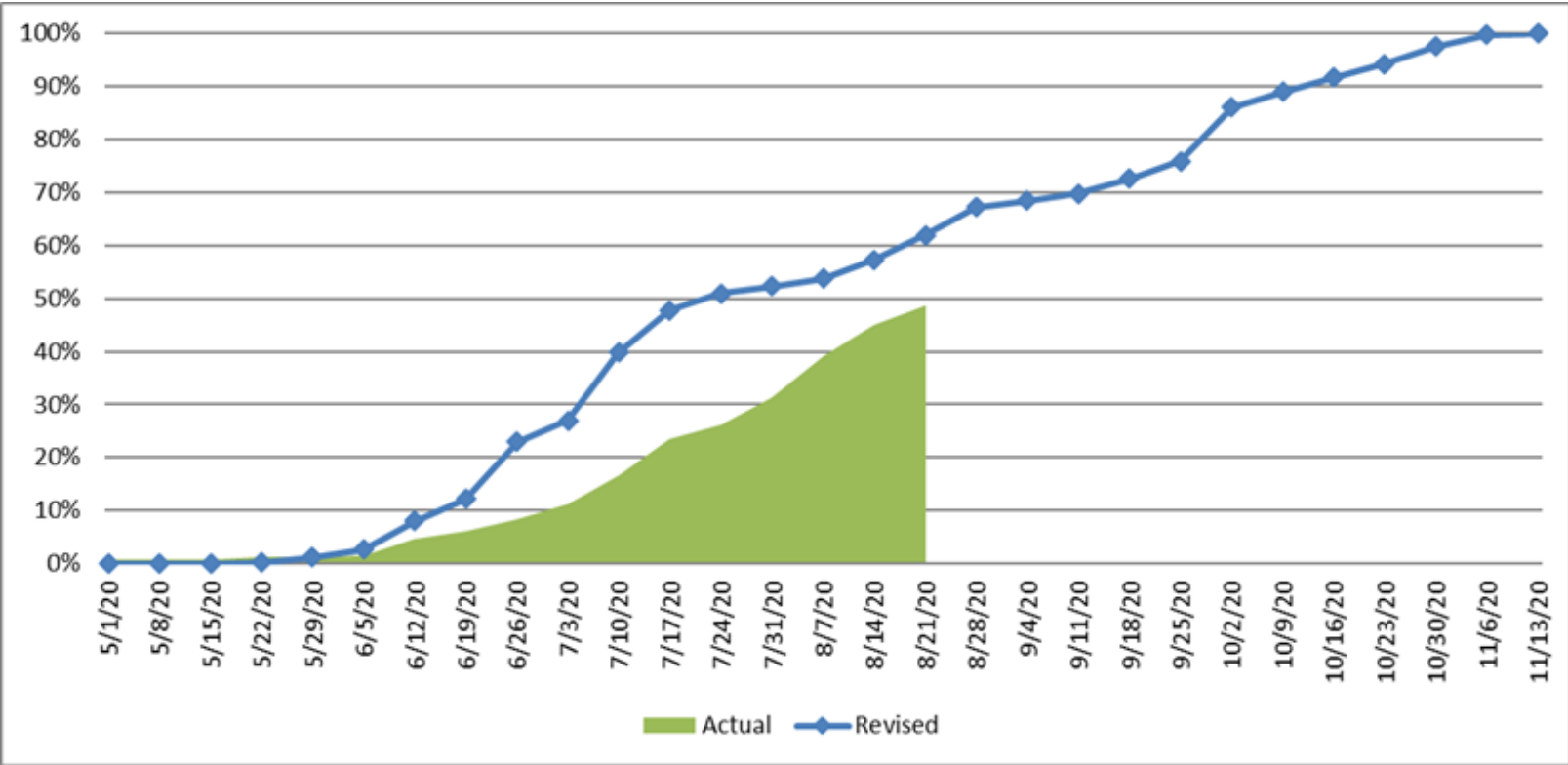
*As of 8/21/2020



Florida PALM Project Update

Scope

► Build Progress for the CMS Wave*



Status	Count
Not Started	51
In Process	14
Ready for ACN Lead Review	9
Ready for State Lead Review	10
Ready for Team Manager Review	7
On Hold	0
Completed	5
Total	96

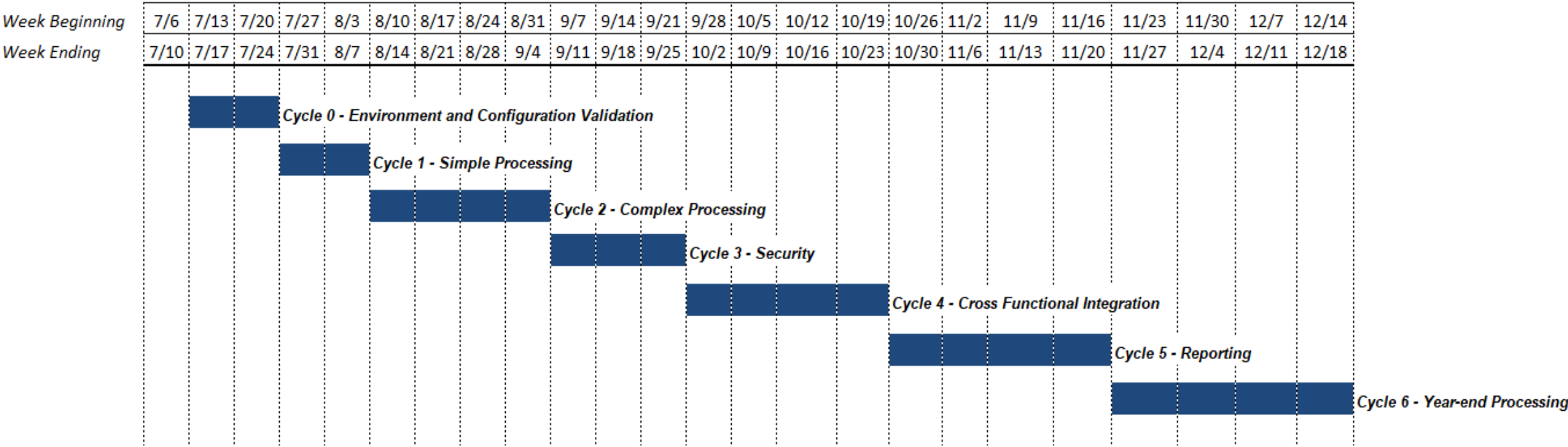
*As of 8/21/2020



Florida PALM Project Update

Scope

- ▶ System Testing validates that the Florida PALM Solution works as planned and addresses business requirements



CMS Wave schedule as of 8/21/2020



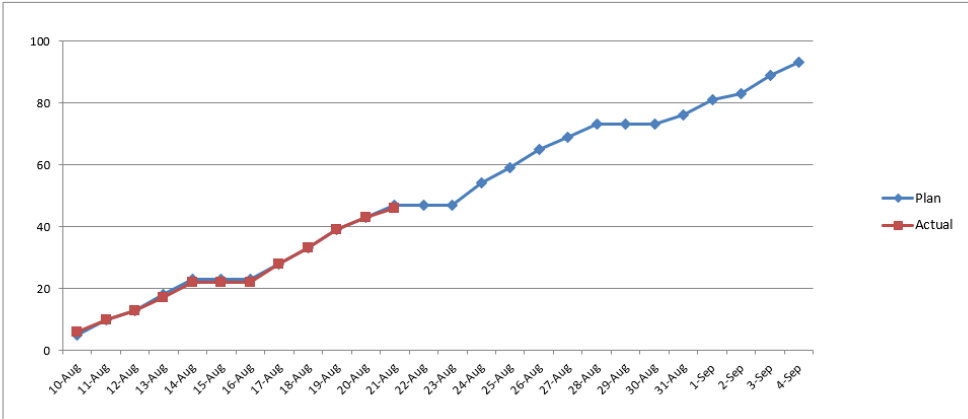
Florida PALM Project Update

Scope

- ▶ System Testing is progressing on schedule and is achieving the desired results for CMS Wave*

Cycle	# of Scripts Executed	# of Scripts Passed	# of valid SIRs identified	# of SIRs open
0 – Env and Config Validation	124 (100%)	117 (94%)	52	7
1 – Simple Processing	69 (100%)	67 (97%)	38	6
2 – Complex Processing	53 of 93 (57%)	52 (56%)	14	5

Cycle 2 : Planned vs Actual



*As of 8/21



Florida PALM Project Update

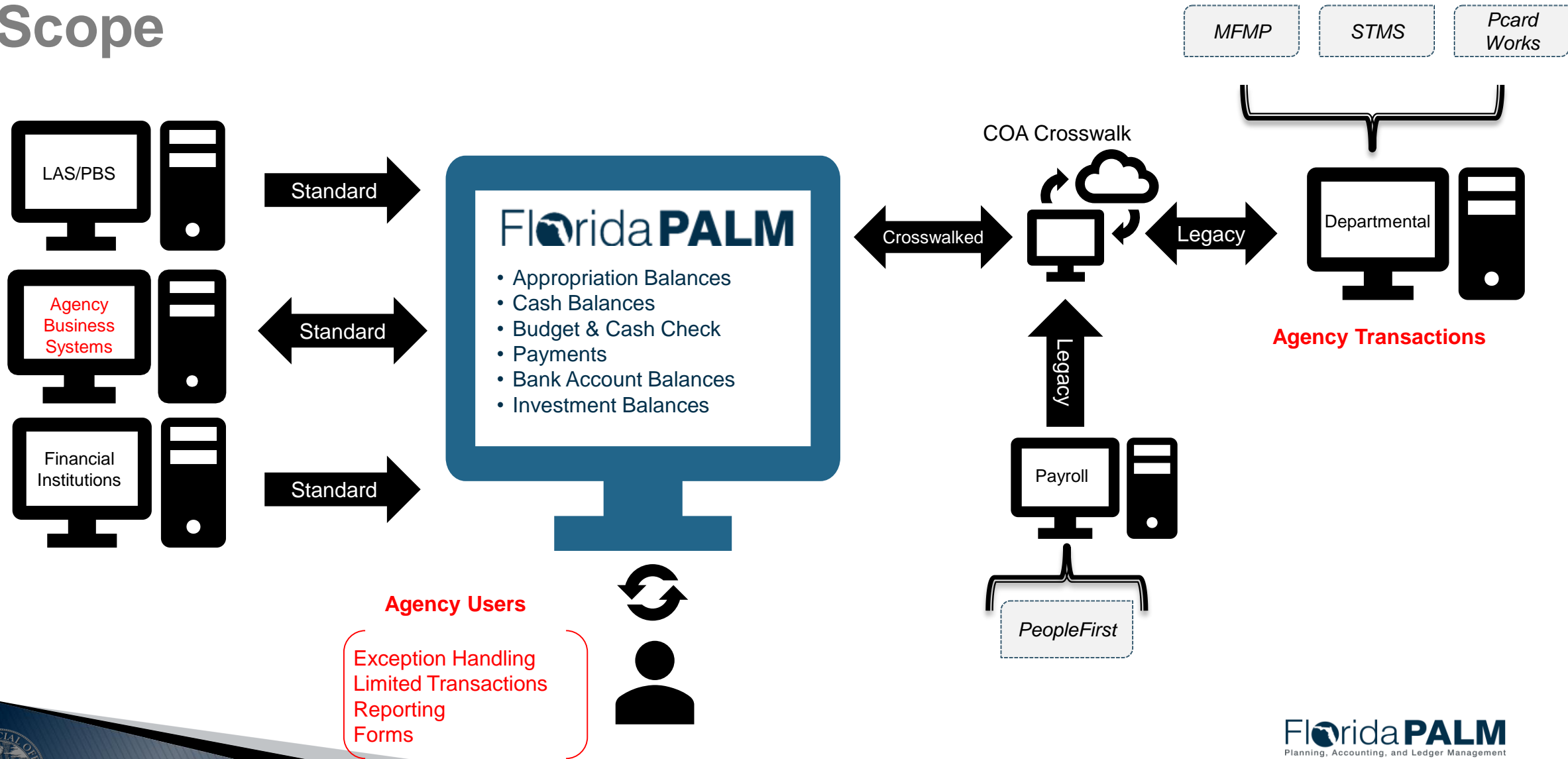
Scope

- ▶ Central Wave Office Hours
 - Conducted virtually on July 28 – 30
 - Provided business process overviews and answered specific business process model questions
 - 28 Agencies participated
 - 171 agency participants



Florida PALM Project Update

Scope



Florida PALM Project Update

Scope

- ▶ MRW Task – Provide Agency Reconciliation Business Systems
 - 27 agencies responded to MRW task RDNS226
 - 21 agencies identified business systems
 - 44 business systems perform reconciliation activities
 - 28 business systems use the Central FLAIR Transaction History (TR1) file
 - 15 business systems use the Central FLAIR Master Balance (MB) file
 - Intent is to create two legacy-like crosswalked files to provide data similar to the TR1 and the MB files



Florida PALM Project Update

Scope

- ▶ Proviso requests Project to report on the design, development, and implementation of reporting functionality, and the status of legacy reports and data that will be retained in the Florida PALM system
- ▶ As a result, Project will be conducting the following:
 - Quarterly Reporting Update – The first update on Florida PALM reports will be provided to agencies at the conclusion of Q1 FY 20/21
 - Reporting Assessment – An assessment of the Florida PALM report inventory, analysis of agency report needs, and status of legacy reports and data will be provided to House, Senate, and Office of the Governor by January 1, 2021



Florida PALM Project Update

Scope

- ▶ CMS Wave Reporting activities

2020				2021
Sep	Oct	Nov	Dec	Jan
Agency Survey and Review of CMS Report Catalog				
Reporting Workgroup Kickoff Meeting	Workgroup	Workgroup	Workgroup – Review Reporting Assessment	
Quarterly Reporting Update			Quarterly Reporting Update	Publish Reporting Assessment



Florida PALM Project Update

Scope

- ▶ Change Impact Tool
- ▶ Training Focus Groups
- ▶ Agency Sponsor discussion
- ▶ Security Access Manager (SAM)
- ▶ Agency Internal Readiness Indicators



Florida PALM Project Update

Scope

- ▶ Florida Fish and Wildlife Conservation Commission
 - Laurie Kershaw, Agency Liaison



COMPLETING MRW TASKS

- Treat Florida PALM implementation as a project, with an assigned Project Manager
- Utilize MS Project to manage the tasks and schedule.
- Use an internal SharePoint site for information specific to FWC; refer team members to the Florida PALM website for project specific information.
- Use the published MRW to add upcoming tasks to the internal Project schedule
- Once MRW tasks are officially assigned, update dates accordingly and assign tasks to team members
- To ensure we are completing tasks accurately, we are collaborating internally using MS Teams and also reaching out to fellow agencies when needed.

COMPLETING THE CHANGE IMPACT TOOL

- We are taking a very collaborative approach to completing the Change Impact Tool.
- We formed a team of subject matter experts that is meeting weekly to complete the journey maps.
- We started with AMFR and have been working our way through the different areas.
- Once we complete our journey maps, we will work together to complete the Change Impact Tool.
- While we are working to complete this task, we are also updating our Agency Cash Management Documentation as needed.

INDEPENDENT VALIDATION AND VERIFICATION (IV&V)

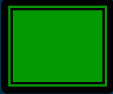
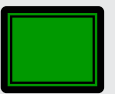

CONTENT PROVIDED BY MARK FAIRBANK



IV&V Assessment

July 2020 Reporting Period

Overall Status

Current Period	Prior Period	Overall Trend	Summary Observations
			<p>Overall, the Project is in a green status. The project management area of time/schedule management remains in a yellow status for reasons explained on the slide that follows. The DDI Phase has been rescheduled to adjust phases. Observed planning activities are consistent with the Project Management Plan and standard practices.</p> <p>As part of a multi-faceted organizational change management program, the Project regularly conducts proactive communications to stakeholders, including partner system organizations such as FFMIS/STMS and state agencies.</p> <p>Risks and Issues are being managed proactively and with an appropriate sense of urgency. The Project is actively managing risk to execution of project activities and the implementation schedule. The project's managerial and reporting structure supports staff development, process definition, quality assurance, and other functions necessary for project success.</p> <p>Cost management and resource allocation are monitored closely by Track Managers and PMO. Quality control, financial control, and vendor processes are established and consistently executed. Collaboration between the State Project Team and Accenture Team continues to produce acceptable results.</p> <p>The Project trend is stable as work toward executing the statement of work and producing deliverables is proceeding according to plan.</p>

IV&V Assessment

Additional Observations

- ▶ **At the end of July, three major factors continued to affect the IV&V assessment of risk to the Project Schedule**
 - The delay in completion of BPS functional design documents has caused downstream delays in the development of select RICEFW items, test designs
 - The fiscal year-end/begin demand for resources within the Department and agencies statewide, and operational impacts of COVID-19, while largely mitigated within the Project, still present challenges to conducting analytical and readiness activities involving external resources
 - There remained some uncertainty that all enterprise partner systems (FFMIS/STMS) are aligned to complete work and be ready to test interfaces according to the Project Schedule. As of this report, IV&V has contacted the representatives of each partner system to assess alignment and confirmed LAS/PBS, People First, and STMS are committed to the Project Schedule for interface testing in July 2021.



VOTING ACTION

SCOTT FENNELL



Florida PALM Project Update

Voting Action

- ▶ Request for public comment
- ▶ Project Change Request 59 – Reclassification of Certain Major Project Deliverables



UPCOMING

MELISSA TURNER



Florida PALM Project Update

Upcoming

- ▶ Role Mapping Workshops
- ▶ Interface and Conversion Workshops
- ▶ Reporting Workgroup kickoff



NEXT SCHEDULED MEETING

SEPTEMBER 23, 2020

LOCATION/FORMAT TO BE DETERMINED



CONTACT INFORMATION

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