

Change Request Information <i>(completed by PCR Requestor)</i>			
Requested by		Submitted By	
Name	Melissa Turner	Name	Scott Fennell
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Title	Florida PALM Project Director	Title	Florida PALM Executive Sponsor
Requesting Department Name	Florida PALM Directors Office	Date Requested	10/28/2020
PCR Need Description <i>(Include description of change, why it is needed, how it was discovered)</i>	The Executive Steering Committee recognized the benefits of the revised implementation approach and through a series of discussions and voting actions provided support for the associated work. The revised implementation plan requires a team to design, build, and support agencies with each Wave. The focus on functionality by Wave results in additional Business Process Models and additional temporary interfaces to FLAIR. Since 2018, there is an increase in planned build items (RICEFW). There is additional functional and technical testing required across Wave releases. The overlap in Wave activities results in increased infrastructure staff needs due to additional environment management and more complex configuration management. An additional analysis is needed to identify impacts of implementing Payroll functionality prior to Departmental FLAIR functionality. There is an opportunity for early transitions to the Department for a subset of services. Several OCM-related activities are planned for transition to the Department over the time period of August 2020 to July 2022. Management of the Project Schedule is planned for transition to Department by September 2021. The management of Oracle licenses is planned for transition to the Department in Q2 FY20-21. This PCR proposes cost changes as described in the attached supporting document (Amendment3-Cost-Analysis) which includes re-allocation of existing appropriations for the current FY (20-21) from the Project Administration (\$1.3M) and Support Services (\$151,200) spend plan line items. In addition, the Department will initiate a 5% transfer from Salaries & Benefits for the balance of increased Amendment 3 costs for FY20-21. The Department plans to use the LBR process to adjust funding requests for future years. A new spend plan line item is introduced to record the Department's payment of software licenses directly to Oracle. While Accenture is anticipating an increased effort to support the revised implementation plan, the SSI contract value would decrease since Accenture would no longer be responsible for paying Oracle software licenses on behalf of the State.		
Business Benefit/Justification <i>(Provide the tangible/intangible value(s) that support the for the Project's goals)</i>	By approving the cost changes included in Amendment 3, the Florida PALM Project will be able to continue moving forward with the revised implementation plan as scheduled.		
Implications of Not Making the Change <i>(If we do nothing, what is our "Impact Prediction" to the project in terms of risk or issue)</i>	By not approving the cost change associated to Amendment 3, the Florida PALM Project will need to pause planned activities to evaluate feedback and associated impacts, which may impact the planned go-live for the CMS Wave.		
Project Goals <i>(Please choose all that apply)</i>	Goal		
	<input type="checkbox"/>	Reduce the State's risk exposure by harnessing modern financial management technology built on the premises of scalability, flexibility, and maintainability	
	<input type="checkbox"/>	Improve state and agency specific decision making by capturing a consistent and an expandable set of data	
	<input type="checkbox"/>	Improve the State's financial management capabilities to enable more accurate oversight of budget and cash demands today and in the future	
<input type="checkbox"/>	Improve staff productivity, reduce operational complexity and increase internal controls by enabling standardization and automation of business processes within and between DFS and agencies		
Initial Review <i>(completed by PMO Team)</i>			
PCR Title	Amendment 3 Cost Changes		
Initial Review Date	10/29/2020	PCR ID	PCR 67
PCR Historical Information <i>Please enter the following IDs from the Project SharePoint logs (when applicable)</i>			

Decision ID	Enter Decision ID	Decision Name	Enter Decision Name	
Risk ID	225	Risk Name	The Project has committed work in schedule that aligns with ESC approval of implementation approach but some work is added/modified by Amendment 3	
Issue ID	Enter Issue ID	Issue Name	Enter Issue Name	
Impact Analysis <i>(completed by Florida PALM Project team members)</i>				
PCR Analysis Resources	Name		Role	
	Enter Name		Enter Role	
	Enter Name		Enter Role	
	Enter Name		Enter Role	
	Enter Name		Enter Role	
Tier Specification	<input type="radio"/> Tier 1 (Project Director Approval Required) <input checked="" type="radio"/> Tier 2 (ESC Approval Required)			
Scope	Changes that do not relate to additions or deletion of Business Requirements	Addition or deletion of Business Requirements		
Schedule	Changes not associated with Major Project Deliverables or Go/No-Go Decision due dates	Changes to Major Project Deliverables or Go/No-Go Decision due dates		
Cost	Changes within budgeted Spend Plan categories and no overall Project cost overrun	Results in request for funds from the Legislative Budget Committee (LBC)		
Alternatives to Making the Change <i>(Describe solution options to fulfilling the change request)</i>	Viable		Enter Alternative Solution	
	<input type="radio"/> Yes <input checked="" type="radio"/> No			
Risk(s) Associated with Making the Change	Risk Category		Explain Impact	
	Select			
	Select			
Is Contract Affected?	<input checked="" type="radio"/> Yes <input type="radio"/> No		Attachment 2-Payment Schedule will be aligned with cost changes. Attachment 8-Deliverable Acceptance Criteria includes new deliverables introduced by Amendment 3.	
Project Schedule Impact		Explain Impact		
Choose an Item				
Project Scope Impact		Explain Impact		
Choose an Item				
Project Cost Impact		While there are no plans to request funds through the LBC, cost changes are required to continue with the revised implementation approach. These cost changes are planned to use existing appropriations for the current FY and are planned to be included in the Department's LBR process for future fiscal years.		
Critical - Changes resulting in request for funds from the Legislative Budget Committee				
Implementation Plan <i>(document name)</i>		Enter Document Name		
Additional Resource Requirements <i>(insert rows as needed)</i>		Hours Effort	Hours Cost	Cost
Enter Resource Name		Enter Number of Hours	Enter Cost Per Hour	Enter Total Cost
Enter Resource Name		Enter Number of Hours	Enter Cost Per Hour	Enter Total Cost
Enter Resource Name		Enter Number of Hours	Enter Cost Per Hour	Enter Total Cost
Enter Resource Name		Enter Number of Hours	Enter Cost Per Hour	Enter Total Cost
Totals		Enter Total Number of Hours	Enter Total Cost Per Hour	Enter Total Cost

CCB Recommendation <i>(completed by Department PMO)</i>			
CCB Members Approved	Final CCB Recommendation	CCB Approval Date	10/29/2020
<input checked="" type="checkbox"/> Deputy Project Director <input checked="" type="checkbox"/> BPS Track Manager <input checked="" type="checkbox"/> OCM Track Manager <input checked="" type="checkbox"/> PMO Track Manager <input checked="" type="checkbox"/> SDS Track Manager	Approved	Comments	
		<i>CCB recommends for ESC approval</i>	
Authorization			
This PROJECT CHANGE REQUEST is bound to the signed <u>Project Charter and/or Contract Statement of Work</u> and the PCR approval date. The following signatures authorize work described herein to be performed.			

TIER 1

 Signature

 Date

Melissa Turner, PMP, FCCM
 Florida PALM Project Director

TIER 2 *(when applicable)*

 Signature

 Date

Scott Fennell, Chair
 Florida PALM Executive Steering Committee