

Change Request Information <i>(completed by PCR Requestor)</i>			
Requested by		Submitted By	
Name	Deana Metcalf	Name	Stacey Terry
Phone	850.410.9023	Phone	512.350.6460
Email	deana.metcalf@myfloridacfo.com	Email	stacey.terry@myfloridacfo.com
Title	Florida PALM Functional Architect	Title	Accenture Functional Lead
Requesting Department Name	Department of Financial Services	Date Requested	7/5/2023
PCR Need Description <i>(Include description of change, why it is needed, how it was discovered)</i>	<p>After execution of Amendment 8, the Department of Financial Services (DFS) has requested the following changes to Attachment 5.1 – Business Requirements and Attachment 5.2 – Customizations.</p> <p>Attachment 5.1 – Business Requirements:</p> <ol style="list-style-type: none"> 1) Request the following grant related asset tracking requirements be moved from the Financials Wave Implementation Period to Optional Services which are associated with customization C21 – Asset Additional Fields and Repurposing: <ul style="list-style-type: none"> • 40.0195 – Provide ability to flag assets with disposal restrictions and display the restriction message for user handling. • 200.0191 – Provide ability to maintain Grantor disposal restrictions. <p>Attachment 5.2 – Customizations:</p> <ol style="list-style-type: none"> 1) Request to remove the Budget Pre-check Interface Transactions (C75) customization as the budget checking will be completed once transactions are loaded into Florida PALM. <ul style="list-style-type: none"> • The related Attachment 5.1 – Business Requirements for the C75 customization are as follows: <ul style="list-style-type: none"> ○ 100.0538 – Provide the ability to do a budget precheck for interfaces before it is loaded to Florida PALM. 2) Request to add a new ChartField Structure Request Retain Attributes (C89) customization. This customization expands on the delivered functionality to allow for final update of a ChartField value while retaining any previously entered attributes as the request moves through the approval process. <ul style="list-style-type: none"> • The related Attachment 5.1 – Business Requirements for the C89 customization are as follows: <ul style="list-style-type: none"> ○ 10.0003 – Provide the ability to create a template for setting up fund profiles. ○ 10.0004 – Provide the ability to create a mandatory fund profile to associate with every fund. ○ 10.0005 – Provide the ability to create custom rules for certain trust funds around fields (e.g., invest (Y/N), restrictions, balance to be maintained). ○ 10.0007 – Provide the ability to store trust fund characteristics as outlined in Florida Statute 215.32. ○ 10.0042 – Provide ability to capture an indicator on each unique Revenue Object Code and Revenue Category to which a General Revenue service charge is applicable. ○ 10.0043 – Provide the ability to include Revenue Cap indicator for categories. ○ 10.1010 (New) – Provide the ability for attribute information to be retained from request through approval when a placeholder chart of account value is entered within a form. <p>This PCR makes the following changes:</p> <ol style="list-style-type: none"> 1) Attachment 5.1 – Business Requirements: <ul style="list-style-type: none"> • Update requirements 40.0195 and 200.0191 to change the Implementation Period from ‘Financials Wave’ to ‘Optional Services’ • Cancel requirement 100.0538 per removal of customization C75 • Add C89 customization reference to requirements 10.0003, 10.0004, 10.0005, 10.0007, 10.0042 and 10.0043 • Add new requirement 10.1010 and reference C89 customization 2) Attachment 5.2 – Customizations: <ul style="list-style-type: none"> • Remove requirements 40.0195 and 200.0191 from customization C21 – Asset Additional Fields and Repurposing • Remove customization C75 – Budget Pre-check Interface Transactions • Add customization C89 – ChartField Structure Request Retain Attributes 3) The Requirements Traceability Matrix (RTM) Working document will be updated to: 		

	<ul style="list-style-type: none"> • Cancel requirement 100.0538 per removal of C75 <p>4) The RICEFW Inventory Working document will be updated to:</p> <ul style="list-style-type: none"> • Cancel RICEFW ID SDE010 related to customization C75 • Add new RICEFW ID GLE013 related to customization C89 <p>5) The BPD team will exclude C75 and include C89 on the Requirements Traceability Matrix (WP402) once created.</p> <p>6) The BPD team will exclude C75 and include C89 on the RICEFW Inventory (WP403) once created.</p> <p>Note: The Financials and Payroll Business Process Models do not make reference to the customizations, hence they do not need to be updated.</p>												
<p>Business Benefit/Justification <i>(Provide the tangible/intangible value(s) that support the for the Project's goals)</i></p>	<p>This PCR, 1) removes requirements from the Financials Wave that are not in scope for the solution design, 2) removes an unnecessary customization, which is consistent with the Project's goal to carefully consider each customization to determine if it is needed to meet business requirements or to support operations, and 3) adds a new customization to meet the applicable business requirements.</p>												
<p>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></p>	<p>Florida PALM will, 1) design solutions that are out of scope for the Financials Wave, 2) implement customizations that the State plans not to use, and 3) fail to meet business requirements that cannot be met by delivered functionality.</p>												
<p>Project Goals <i>(Please choose all that apply)</i></p>	<table border="1" style="width: 100%;"> <thead> <tr> <th colspan="2" style="text-align: center;">Goal</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td>Reduce the State's risk exposure by harnessing modern financial management technology built on the premises of scalability, flexibility, and maintainability</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td>Improve state and agency specific decision making by capturing a consistent and an expandable set of data</td> </tr> <tr> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td>Improve the State's financial management capabilities to enable more accurate oversight of budget and cash demands today and in the future</td> </tr> <tr> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td>Increase internal controls by enabling standardization and automation of business processes within and between DFS and agencies</td> </tr> </tbody> </table>	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 checked="" 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 checked="" type="checkbox"/>	Increase internal controls by enabling standardization and automation of business processes within and between DFS and agencies		
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<p>Initial Review <i>(completed by PMO Team)</i></p>													
<p>PCR Title</p>	<p>AM Business Requirements Implementation Period and Attachment 5.2 Changes</p>												
<p>Initial Review Date</p>	<p>7/19/2023</p>												
<p>PCR ID</p>	<p>101</p>												
<p>PCR Historical Information <i>Please enter the following IDs from the Project SharePoint logs (when applicable)</i></p>													
<p>Decision ID</p>	<p>Enter Decision ID</p>												
<p>Risk ID</p>	<p>Enter Risk ID</p>												
<p>Issue ID</p>	<p>Enter Issue ID</p>												
<p>Impact Analysis <i>(completed by Florida PALM Project team members)</i></p>													
<p>PCR Analysis Resources</p>	<table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 50%;">Name</th> <th style="width: 50%;">Role</th> </tr> </thead> <tbody> <tr> <td>Deana Metcalf</td> <td>State BPD Lead</td> </tr> <tr> <td>Stacey Terry</td> <td>Accenture BPD Lead</td> </tr> <tr> <td>Enter Name</td> <td>Enter Role</td> </tr> <tr> <td>Enter Name</td> <td>Enter Role</td> </tr> <tr> <td>Enter Name</td> <td>Enter Role</td> </tr> </tbody> </table>	Name	Role	Deana Metcalf	State BPD Lead	Stacey Terry	Accenture BPD Lead	Enter Name	Enter Role	Enter Name	Enter Role	Enter Name	Enter Role
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	Stacey Terry	Accenture BPD Lead											
	Enter Name	Enter Role											
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Tier Specification	<input type="radio"/> Tier 1 (Project Director Approval) <input checked="" type="radio"/> Tier 2 (ESC Approval)		
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 Stage Gate Decision due dates	Changes to Major Project Deliverables or Stage Gate Decision due dates	
Cost	Changes within the budgeted spend plan categories, provided it does not result in overall Project cost overruns	Changes resulting in request for funds from the Legislative Budget Committee (LBC) or in the cost of a deliverable over \$250,000	
Alternatives to Making the Change <i>(Describe solution options to fulfilling the change request)</i>	Viable <input type="radio"/> Yes <input checked="" type="radio"/> No	N/A	
	Risk(s) Associated with Making the Change Risk Category Cost <input type="checkbox"/> Schedule <input type="checkbox"/> Scope <input type="checkbox"/>	N/A	
Is Contract Affected?	<input checked="" type="radio"/> Yes <input type="radio"/> No	Updates to Attachment 5.1 – Business Requirements and Attachment 5.2 – Customizations.	
Project Cost Impact	Explain Impact		
Low - No impact to Cost	Planned credit available for future PCRs		
Project Schedule Impact	N/A		
Low - No impact to Stage Gate Decisions			
Project Scope Impact	Added a business requirement, removed a customization and added a new customization.		
Critical - Adjustment requiring ESC acceptance			
Implementation Plan <i>(document name)</i>	Enter Document Name		
Additional Resource Requirements <i>(insert rows as needed)</i>			
C75 Budget Pre-check Interface Transactions Cancellation	Enter Number of Hours	Enter Cost Per Hour	\$113,094 credit
Functional Analyst	Enter Number of Hours	Enter Cost Per Hour	\$2,239
Functional Consultant	Enter Number of Hours	Enter Cost Per Hour	\$3,518
Functional Manager	Enter Number of Hours	Enter Cost Per Hour	\$3,760
Functional Director	Enter Number of Hours	Enter Cost Per Hour	\$1,245
Developer Offshore	Enter Number of Hours	Enter Cost Per Hour	\$465
Sr. Developer Offshore	Enter Number of Hours	Enter Cost Per Hour	\$1,050
Developer Onshore	Enter Number of Hours	Enter Cost Per Hour	\$350
Sr. Developer Onshore	Enter Number of Hours	Enter Cost Per Hour	\$892
C89 Subtotal			\$13,519
See PCR-101-Additional Resource Requirements Attachment 5.1 and 5.2 Changes-Unredacted for additional costing details	Enter Number of Hours	Enter Cost Per Hour	Enter Total Cost

Totals	Enter Total Number of Hours	Enter Total Cost Per Hour	\$99,575 (credit) This credit is available for DFS to apply to future PCRs.
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CCB Recommendation <i>(completed by Department PMO)</i>			
CCB Members Approved	Final CCB Recommendation	CCB Approval Date	Choose a Date
<input type="checkbox"/> Deputy Project Director <input type="checkbox"/> Reporting Architect <input type="checkbox"/> Technical Architect <input type="checkbox"/> Functional Architect <input type="checkbox"/> Stakeholder Architect	Choose an Item		Comments
		CCB Comments	

Authorization
 This PROJECT CHANGE REQUEST is bound to the signed Project Charter and/or Contract Statement of Work and the PCR approval date. The following signatures authorize work described herein to be performed.

TIER 1

 Signature
 Jimmy Cox, CPA, PMP, FCCM, FCCN
 Florida PALM Project Director

 Date

TIER 2 *(when applicable)*

 Signature
 Steven Fielder, Chair
 Florida PALM Executive Steering Committee

 Date