

| 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 | 9/19/2023 |
| 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 IRS Form 1042, Annual Withholding Tax Return for U.S. Income of Foreign Persons, reporting related requirement be moved from the ‘Financials Wave’ Implementation Period to ‘Optional Services’. This is requested as IRS Form 1042 reporting will be considered for implementation under Optional Services: <ul style="list-style-type: none"> • 30.0171 – Provide ability to roll up expenditures reportable on IRS Form 1042S to provide to the employee and to the IRS. 2) Request the following requirement be disassociated from customization C5 – Confidential Transactions and Data as a delivered “Contacts” field will be utilized instead of creating a custom field that would have been established under Segment II functional design AME001 - Asset Confidential Transactions and Data Extension: <ul style="list-style-type: none"> • 40.0052 – Provide ability to maintain detailed property information required to identify, properly account for, and safeguard all assets, including but not limited to the following: Contact Information. This field can be updated as needed by users with proper security. 3) Request the following requirement, which is currently aligned to customization C79 – ALN (CFDA)/CSFA Configuration Page, to also be aligned to customization C21 – Asset Additional Fields and Repurposing. The correlating Segment I functional design AME002 – Asset Additional Field Extension incorporated the field to support the C79 customization solution that would be addressed in Segment II functional design GME003 – ALN/CSFA Configuration Page: <ul style="list-style-type: none"> • 40.0056 – Provide ability to maintain and record detailed property information required to identify, properly account for, and safeguard all assets, including but not limited to the following: ALN(s) (Required if Federal Funds Indicator marked.) This field can be updated as needed by users with proper security. 4) Request to create the following new requirements to support the new General Appropriation Act (GAA) table (C94) customization noted for Attachment 5.2 – Customizations below: <ul style="list-style-type: none"> • 10.1011 (New) – Provide the ability to support the configuration of budgetary code combinations from the General Appropriations Act (GAA) load process. • 10.1013 (New) – Provide the ability to store budgetary code combinations from the General Appropriation Act (GAA) load. <p>Attachment 5.2 – Customizations:</p> <ol style="list-style-type: none"> 1) Request to add a new General Appropriation Act (GAA) table (C94) customization. This customization establishes a custom record to store data loaded by the Inbound Annual GAA Load Values interface (GLI086) from LAS/PBS, which includes new codes associated with the annual General Appropriation Act. This customization will also enable the Annual GAA Load Values report (GLR169) that will provide the combination of budgetary codes from the General Appropriation Act Load. Agencies will use the report to identify new funds, combination edits, and SpeedKeys that will need to be requested annually for use in the new fiscal year. The new record would be included within the GLI086 interface functional design to support a cohesive design. <p>The new Attachment 5.1 – Business Requirements related to the C94 customization are as follows:</p> <ul style="list-style-type: none"> • 10.1011 (New) – Provide the ability to support the configuration of budgetary code combinations from the General Appropriations Act (GAA) load process. <ul style="list-style-type: none"> ○ Note: This requirement will have a How Met of ‘Extension, Interface’ in the RTM as the new record will be designed/built as a part of GLI086. • 10.1013 (New) – Provide the ability to store budgetary code combinations from the General | | |

| | <p>Appropriation Act (GAA) load.</p> <p>This PCR makes the following changes:</p> <ol style="list-style-type: none"> 1) Attachment 5.1 – Business Requirements Working: <ul style="list-style-type: none"> • Update requirement 30.0171 to change the Implementation Period from ‘Financials Wave’ to ‘Optional Services’. • Update requirement 40.0052 to change the ‘How Met’ from ‘Extension’ to ‘Delivered’ and remove the reference to the C5 customization. • Update requirement 40.0056 to reference the C21 customization. • Add new requirements 10.1011 and 10.1013 that reference the C94 customization. 2) Attachment 5.2 – Customizations Working: <ul style="list-style-type: none"> • Remove requirement 40.0052 from customization C5 – Confidential Transactions and Data. • Add requirement 40.0056 to customization C21 – Asset Additional Fields and Repurposing. • Add customization C94 – General Appropriation Act and associate requirements 10.1011 and 10.1013. 3) Requirements Traceability Matrix (RTM) Working: <ul style="list-style-type: none"> • Update requirement 30.0171 to change the Implementation Period from ‘Financials Wave’ to ‘Optional Services’. • Update requirement 40.0052 to change the ‘How Met’ from ‘Extension’ to ‘Delivered’ and remove the reference to the C5 customization. • Update requirement 40.0056 to reference the C21 customization. • Add new requirements 10.1011 (with a How Met of Extension, Interface) and 10.1013 that reference the C94 customization. 4) RICEFW Inventory Working: <ul style="list-style-type: none"> • Include the design of the new GAA table within the existing RICEFW ID GLI086 – Inbound Annual GAA Load Values interface related to customization C94. 5) Requirements Traceability Matrix (RTM) Work Product (WP402): <ul style="list-style-type: none"> • Change requirement 30.0171 to reflect the Implementation Period of ‘Optional Services’. • Align requirement 40.0052 to Segment II that is identified with a How Met of ‘Delivered’ and does not reference C5. • Include requirements 10.1011 and 10.1013 in Segment II associated with customization C94, when documented. 6) RICEFW Inventory Work Product (WP403): <ul style="list-style-type: none"> • Include RICEFW ID GLI086 in Segment II associated with customization C94, when documented. <p><u>Note:</u> The Financials and Payroll Business Process Models do not make reference to the customizations, hence they do not need to be updated.</p> | | | | |
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| <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 a requirement from the Financials Wave that is not in scope for the solution design, 2) aligns a requirement to an existing customization, and 3) adds two new requirements, and 4) 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, and 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> </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 |
| 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 | | | | |

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| | <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 |
| Initial Review <i>(completed by PMO Team)</i> | | |
| PCR Title | PCR-106-Segment II Customization and Requirement Updates | |
| Initial Review Date | 9/22/2023 | PCR ID 106 |
| 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 | Enter Risk ID | Risk Name Enter Risk Name |
| 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 |
| | Deana Metcalf | State Functional Architect |
| | Stacey Terry | Accenture Functional Lead |
| | 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 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> | <input type="checkbox"/> Viable <input type="radio"/> Yes <input checked="" type="radio"/> No | N/A |
| | | |
| Risk(s) Associated with Making the Change | Risk Category | Explain Impact |
| | Cost <input type="checkbox"/> | |
| | Schedule <input type="checkbox"/> | |
| | Scope <input type="checkbox"/> | |
| 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 | Planned to deduct from credit available for future PCRs | |
| Low - No impact to Cost | | |
| Project Schedule Impact | N/A | |
| Low - No impact to Stage Gate Decisions | | |
| Project Scope Impact | | |

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| Critical - Adjustment requiring ESC acceptance | Added two new requirements and a new customization, revised the implementation period for a requirement, removed a requirement from the Financial Wave scope, and aligned an existing requirement to customization C21. | | |
| Implementation Plan <i>(document name)</i> | Enter Document Name | | |
| Additional Resource Requirements <i>(insert rows as needed)</i> | Hours Effort | Hours Cost | Cost |
| Functional Analyst | Enter Number of Hours | Enter Cost Per Hour | \$1,353 |
| Functional Consultant | Enter Number of Hours | Enter Cost Per Hour | \$2,168 |
| Functional Manager | Enter Number of Hours | Enter Cost Per Hour | \$2,390 |
| Functional Director | Enter Number of Hours | Enter Cost Per Hour | \$826 |
| Developer Offshore | Enter Number of Hours | Enter Cost Per Hour | \$210 |
| Sr. Developer Offshore | Enter Number of Hours | Enter Cost Per Hour | \$446 |
| Developer Onshore | Enter Number of Hours | Enter Cost Per Hour | \$175 |
| Sr. Developer Onshore | Enter Number of Hours | Enter Cost Per Hour | \$446 |
| Subtotal | | | \$8,014 |
| See <i>PCR-106-Additional Resource Requirements_Segment II Customization and Requirement Updates</i> for additional costing details | | | |
| Totals | Enter Total Number of Hours | Enter Total Cost Per Hour | \$8,014 |

| CCB Recommendation <i>(completed by Department PMO)</i> | | | |
|---|--------------------------|-------------------------|-----------|
| CCB Members | Final CCB Recommendation | CCB Recommendation Date | 9/24/2023 |
| <input checked="" type="checkbox"/> Deputy Project Director <input type="checkbox"/> Reporting Architect <input checked="" type="checkbox"/> Technical Architect <input checked="" type="checkbox"/> Functional Architect <input checked="" type="checkbox"/> Stakeholder Architect | Approved | 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 _____

Date _____

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

TIER 2 *(when applicable)*

Signature _____

Date _____

Steven Fielder, Chair
 Florida PALM Executive Steering Committee