Florida PALM
Planning, Accounting, and Ledger Management

Department of Financial Services
Project Change Request (PCR) Form

Change Request Information *(completed by PCR Requestor)*

Requested by		Submitted By	
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Title	Florida PALM Functional Architect	Title	Accenture Functional Lead
Requesting Department Name	Department of Financial Services	Date Requested	9/19/2023

PCR Need Description *(Include description of change, why it is needed, how it was discovered)*	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. Attachment 5.1 – Business Requirements: 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: • 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: • 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: • 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: • 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. Attachment 5.2 – Customizations: 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. The new Attachment 5.1 – Business Requirements related to the C94 customization are as follows: • 10.1011 (New) – Provide the ability to support the configuration of budgetary code combinations from the General Appropriations Act (GAA) load process. o <u>Note</u>: 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

Appropriation Act (GAA) load.

This PCR makes the following changes:
1) Attachment 5.1 – Business Requirements Working:
   - 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:
   - 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:
   - 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:
   - 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):
   - 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):
   - Include RICEFW ID GLI086 in Segment II associated with customization C94, when documented.

Note: The Financials and Payroll Business Process Models do not make reference to the customizations, hence they do not need to be updated.

Business Benefit/ Justification *(Provide the tangible/intangible value(s) that support the for the Project's goals)*	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.
Implications of Not Making the Change *(If we do nothing, what is our "Impact Prediction" to the project in terms of risk or issue)*	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.
Project Goals *(Please choose all that apply)*	Goal
	☐ Reduce the State's risk exposure by harnessing modern financial management technology built on the premises of scalability, flexibility, and maintainability

	☐	Improve state and agency specific decision making by capturing a consistent and an expandable set of data
	☒	Improve the State's financial management capabilities to enable more accurate oversight of budget and cash demands today and in the future
	☒	Increase internal controls by enabling standardization and automation of business processes within and between DFS and agencies

Initial Review *(completed by PMO Team)*

PCR Title	PCR-106-Segment II Customization and Requirement Updates		
Initial Review Date	9/22/2023	PCR ID	106

PCR Historical Information *Please enter the following IDs from the Project SharePoint logs (when applicable)*

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 *(completed by Florida PALM Project team members)*

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	⚪ Tier 1 (Project Director Approval Required)	⦿ 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 *(Describe solution options to fulfilling the change request)*	Viable ⚪ Yes ⦿ No	N/A

Risk(s) Associated with Making the Change	Risk Category	Explain Impact
	Cost ☐	
	Schedule ☐	
	Scope ☐	

Is Contract Affected?	⦿ Yes ⚪ 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	

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 *(document name)*	Enter Document Name		
Additional Resource Requirements *(insert rows as needed)*	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 *PCR-106-Additional Resource Requirements_Segment II Customization and Requirement Updates* for additional costing details			
Totals	**Enter Total Number of Hours**	**Enter Total Cost Per Hour**	**$8,014**

CCB Recommendation *(completed by Department PMO)*

CCB Members	Final CCB Recommendation	CCB Recommendation Date	9/24/2023
☒ Deputy Project Director ☐ Reporting Architect ☒ Technical Architect ☒ Functional Architect ☒ Stakeholder Architect	Approved	Comments	
		CCB Comments	

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

TIER 2 *(when applicable)*

_____   _____

Signature   Date

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

_____   _____

Signature   Date

Steven Fielder, Chair
Florida PALM Executive Steering Committee