Change Request Information *(completed by PCR Requestor)*

Requested by		Submitted By	
Name	Deana Metcalf	Name	Stacey Terry
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Title	Florida PALM Functional Architect	Title	Accenture Functional Lead

Requesting Department Name *(Use if requested from outside the Project)*	Department of Financial Services	Date Requested	10/17/2023

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 requirements be cancelled as they are not applicable to the Florida PALM solution: • 100.0159 - Provide ability to suspend or delete user data when a user's employment is terminated. Maintain security parameter settings for the user in an inactive status in case security is re-activated in the future. • 100.0374 - Provide ability to record the changes to electronic documents, pdf's, images and other digital assets. Records should be protected and ensure their accuracy and ready retrieval throughout the storage period. Access to audit trail should be limited to authorized and need to know personnel only. System should record the date and time of used entries and actions, modifications and deletion of records in system. 2) Request the following grant related requirement be removed from customization C45 – Grant Information Page as the requirement will be met through a custom report: • 10.0181 – Provide grant reporting for: Pending expiration or expired grant report. 3) Request the following requirement be removed from customization C21 – Asset Additional Fields and Repurposing. During Segment II design, a change in solution approach identified the requirement could be met using delivered fields, to include configuring an additional Asset Book to provide an alternate depreciation method. • 40.0108 – Provide ability to record, store, and report asset estimated useful life by multiple elements, such as time (years), units of production, mileage, cycles. 4) Request the following requirement be revised to remove the reference to "interfaces" as the SpeedKey design established under customization C69 – Accounting Tags / SpeedType / SpeedChart will only be applicable for spreadsheet uploads: • 100.0535 (Current) – Provide ability for interfaces and uploads to automatically expand ChartField values on a line based on the accounting tag entered. • 100.0535 (Revised) – Provide ability for uploads to automatically expand ChartField values on a line based on the accounting tag entered 5) Request the following new requirement be added to support the design established under customization C69 – Accounting Tags / SpeedType / SpeedChart: • 200.1099 (New) – Provide ability to only view and select active SpeedKeys on AR transactions. 6) Request to add a new requirement to support the new Default Amount Only Flag (C93) customization being requested below: • 30.1023 (New) – Provide ability to systematically designate encumbrances and payables to be vouchered by amount vs. quantity. 7) Request the following requirements related to multi-year encumbrances and recurring vouchers be moved from the Financials Wave implementation period to Optional Services: • 30.0055 – Provide ability to track contract expenditures and encumbrances across multiple fiscal years against contract budgets and ensure expenditures plus encumbrance balances do not exceed contractual amounts.

- 30.0060 – Provide ability to include the charts of accounts code structure for multiple fiscal years.
- 30.0280 – Provide ability to modify amount, accounting classification or payment terms on any recurring payment.
- 30.0308 – Provide ability to automatically establish recurring payments with an end date and established frequency (e.g., monthly, quarterly, annually), extension capability, and the ability to modify chart of accounts coding.
- 30.0454 – Provide ability to record, maintain, and report the following information, including but not limited to: the ability to establish and/or modify encumbrances for current fiscal year and amounts needed for future fiscal year encumbrances, based on chart of accounts code structure, for purchase orders or other procurement contracts and agreements.
- 30.0480 – Provide ability to require that recurring payment transactions obtain approvals via the standard Workflow process prior to making payment.
- 30.0518 – Provide ability to route encumbrances with future fiscal years through a budget check and approval flow when the future fiscal year becomes available.

Attachment 5.2 – Customizations:
1) Request to add a new Default Amount Only Flag (C93) customization. This customization would mark the 'Amount Only' flag as checked on encumbrances and Carry Forward payable receipts when a user selects a unit of measure value of "Amount" (i.e., AMT) to identify the resulting voucher will be processed to partially or fully pay the invoice based on the total merchandise amount vs. quantity. This ensures system matching rules and invoice payment processing is executed appropriately on vouchers.

The new Attachment 5.1 – Business Requirements related to the C93 customization is as follows:
- 30.1023 (New) – Provide ability to systematically designate encumbrances and payables to be vouchered by amount vs. quantity.

Business Benefit/ Justification *(Provide the tangible/intangible value(s) that support the Project's goals)*	This PCR, 1) removes two requirements from the Financials Wave that are not in scope for the solution design, 2) removes two requirements from existing customizations, 3) revises an existing requirement, 4) adds two new requirements, 5) adds a new customization to meet one of the new business requirements, and 6) moves seven requirements to Optional Services.
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 solutions 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	PCR107-Default Amount Only Flag and Requirement Updates		
Initial Review Date	10/19/2023	**PCR ID**	PCR107
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

Florida**PALM**
Planning, Accounting, and Ledger Management

Department of Financial Services
Project Change Request (PCR) Form
PCR107-Default Amount Only Flag and Requirement Updates

Initial Review *(completed by PMO Team)*

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	N/A
	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	Removed two requirements from the Financials Wave scope, removed a requirement from existing customization C21 and customization C45, revised an existing requirement, and added two new requirements, added a new customization to meet one of the new business requirements, and moves eight requirements to Optional Services.
Critical - Adjustment requiring ESC acceptance	

Additional Resource Requirements *(insert rows as needed)*	Hours Effort	Hours Cost	Cost
Functional Analyst	Enter Number of Hours	Enter Cost Per Hour	$1,576
Functional Consultant	Enter Number of Hours	Enter Cost Per Hour	$2,438
Functional Manager	Enter Number of Hours	Enter Cost Per Hour	$2,400
Functional Director	Enter Number of	Enter Cost Per	$826

	Hours	Hour	
Developer Offshore	Enter Number of Hours	Enter Cost Per Hour	$233
Sr. Developer Offshore	Enter Number of Hours	Enter Cost Per Hour	$526
Developer Onshore	Enter Number of Hours	Enter Cost Per Hour	$175
Sr. Developer Onshore	Enter Number of Hours	Enter Cost Per Hour	$446
Totals	Enter Total Number of Hours	Enter Total Cost Per Hour	**$8,620**

Implementation Plan *(Completed by Florida PALM team member(s))*

Enter Implementation PlanThe following identifies the PCR implementation plan:

1) Attachment 5.1 – Business Requirements Working (To be completed by Stacey Terry)
   - Cancel requirements 100.0159 and 100.0374
   - Update requirement 10.0181 to change the 'How Met' from 'Extension' to 'Report' and remove the reference to the C45 customization.
   - Update requirement 40.0108 to change the 'How Met' from 'Extension' to 'Delivered' and remove the reference to the C21 customization.
   - Revise requirement 100.0535 to remove the reference to "interfaces".
   - Add new requirement 200.1099 that references customization C69 and is aligned to Segment III (D641) functional design SDE018.
   - Add new requirement 30.1023 that references customization C93 and is aligned to Segment III (D641) functional design POE001.
   - Move requirements 30.0055, 30.0060, 30.0280, 30.0308, 30.0454, 30.0480, and 30.0518 from the 'Financials Wave' implementation period to 'Optional Services'.

2) Attachment 5.2 – Customizations Working (To be completed by Stacey Terry)
   - Remove requirement 40.0108 from customization C21.
   - Remove requirement 10.0181 from customization C45.
   - Add requirement 200.1099 to customization C69.
   - Add customization C93 – Default Amount Only Flag and associate requirement 30.1023.

3) Requirements Traceability Matrix (RTM) Working (To be completed by Stacey Terry)
   - Cancel requirements 100.0159 and 100.0374
   - Update requirement 10.0181 to change the 'How Met' from 'Extension' to 'Report' and remove the reference to the C45 customization.
   - Update requirement 40.0108 to change the 'How Met' from 'Extension' to 'Delivered' and remove the reference to the C21 customization.
   - Revise requirement 100.0535 to remove the reference to "interfaces".
   - Add new requirement 200.1099 that references customization C69 and is aligned to Segment III (D641) functional design SDE018.
   - Add new requirement 30.1023 that references customization C93 and is aligned to Segment III (D641) functional design POE001.
   - Move requirements 30.0055, 30.0060, 30.0280, 30.0308, 30.0454, 30.0480, and 30.0518 from the 'Financials Wave' implementation period to 'Optional Services'.

4) RICEFW Inventory Working (To be completed by Stacey Terry)
   - Add new RICEFW ID SDE018 – Display Active SpeedKeys that references customization C69 on AR Transactions aligned to the Financials Wave.
   - Add new RICEFW ID POE001 – Default Amount Only Flag that references customization C93 aligned to the Financials Wave.

5) FD Segment Analysis (To be completed by Stacey Terry)
   - Add new RICEFW ID SDE018 – Display Active SpeedKeys that references customization C69 on AR Transactions and is aligned to Segment III.
   - Add new RICEFW ID POE001 – Default Amount Only Flag that references customization C93 and is aligned to

Segment III.

6) WP402 Requirements Traceability Matrix (To be completed by Stacey Terry)
   - Cancel requirements 100.0159 and 100.0374
   - Update requirement 10.0181 to change the 'How Met' from 'Extension' to 'Report' and remove the reference to the C45 customization.
   - Update requirement 40.0108 to change the 'How Met' from 'Extension' to 'Delivered' and remove the reference to the C21 customization.
   - Revise requirement 100.0535 to remove the reference to "interfaces".
   - Add new requirement 200.1099 that references customization C69 and is aligned to Segment III (D641) functional design SDE018.
   - Add new requirement 30.1023 that references customization C93 that is aligned to Segment III (D641) functional design POE001, when documented.
   - Denoted the implementation period as 'Optional Services' for requirements 30.0055, 30.0060, 30.0280, 30.0308, 30.0454, 30.0480, and 30.0518.

7) WP403 RICEFW Inventory (To be completed by Stacey Terry)
   - Include RICEFW ID SDE018 in Segment III associated with customization C69, when documented.
   - Include RICEFW ID POE001 in Segment III associated with customization C93, when documented.

8) D636 – Completion of Solution Design (Requirements) Segment I (To be completed by EPA Team)
   - Update functional design AME002 - Asset Confidential Transactions and Data Extension
     i. Add a new Design Disposition (i.e., DD ID) to track the update to AME002 as an open item.
     ii. Document the DD ID on the Design Work Unit Tracker for re-approval of AME002 once the updates have been completed. <u>Note</u>: AME002 is not eligible for inclusion in D646 – Completion of Build Segment I.
     iii. Update AME002 to remove the reference to requirement 40.0108 as well as the custom fields included in the design aligned to requirement 40.0108.
     iv. AME002 will be re-approved, the DD ID will be resolved, and the Design Work Unit Tracker will be updated to show the open issue as closed.

<u>Note</u>: The Financials and Payroll Business Process Models do not make reference to requirements or customizations, hence they do not need to be updated.

Additional Reviewers *(Use this table only if needed)*	Comments
☐ SSI Contract Manager	Enter Comments
☐ Production Support Manager	Enter Comments
☐ Project Management Office	Enter Comments
☐ Other	Enter Comments

CCB Review		
CCB Members	Member Recommendation	Member Recommendation Date
☒ Deputy Project Director	Approved	10/20/2023
☒ Reporting Architect	Approved	10/20/2023
☒ Technical Architect	Approved	10/20/2023
☒ Functional Architect	Approved	10/21/2023
☒ Stakeholder Architect	Approved	10/20/2023

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.

Determination	Choose an Item

TIER 1 *(when applicable)*   **TIER 2** *(when applicable)*

Authorization

_____   _____   _____   _____

Signature   Date   Signature   Date

Jimmy Cox, CPA, PMP, FCCM, FCCN   Steven Fielder, Chair
Florida PALM Project Director   Florida PALM Executive Steering Committee