

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 <i>(Use if requested from outside the Project)</i>	Department of Financials Services	Date Requested	1/12/2024
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><u>Attachment 5.1 – Business Requirements:</u></p> <ol style="list-style-type: none"> 1) Request to add the following new requirement to support the addition of the Attachment Size Validation (C96) customization requested in the Attachment 5.2 – Customizations section below: <ul style="list-style-type: none"> • 100.0542 (New) – Provide ability to limit the size of online and interface file attachments. 2) Request to add the following new requirement to support the addition of the Default Asset Profile ID (C97) customization requested in the Attachment 5.2 – Customizations section below: <ul style="list-style-type: none"> • 30.1025 (New) – Provide ability to default an Asset Profile ID on asset related vouchers when a value is not provided. 3) Request to add the following new requirement to support the addition of the Asset InterUnit Transfer Security (C98) customization requested in the Attachment 5.2 – Customizations section below: <ul style="list-style-type: none"> • 40.1001 (New) – Provide ability to select the appropriate transfer to Business Unit and/or Organization value on asset InterUnit transfers. 4) Request to add the following requirement associated with the addition of the Bank Routing Number Validation (C99) customization requested in the Attachment 5.2 – Customizations section below: <ul style="list-style-type: none"> • 30.1024 (New) – Provide ability to validate ABA/routing numbers upon entry of supplier banking information against the Federal Reserve ABA Directory. 5) Request to cancel, revise the requirement text, How Met, or Implementation Period, as applicable, for the following business requirements that were designated with a How Met of “TBD” upon acceptance of Attachment 5.1: <ul style="list-style-type: none"> • <u>The following requirement is requested to be cancelled:</u> <ul style="list-style-type: none"> ○ 100.0170 – Provide ability to integrate with industry leading document management systems, to allow for storing and viewing of documents associated with information captured in the System. (preference is IBM FileNet P8). <ul style="list-style-type: none"> ▪ <u>Rationale:</u> As there is no single document management solution for the state, considerations for integrating attached documents in Florida PALM with a document management solution will not be implemented. Florida PALM will provide the ability for agency business systems to send and receive attachments in mass. • The <u>requirement text is requested to be revised</u> for the following business requirements: <ul style="list-style-type: none"> ○ 100.0367 (<u>Current</u>) – Provide functionality to distribute reports by a variety of methods including: Secure email with encryption and Printing. ○ 100.0367 (<u>Revised</u>) – Provide functionality to distribute reports by a variety of methods including: Email ○ 100.0487 (<u>Current</u>) – Provide ability to allow attachment of external files in Microsoft Office and/or PDF format as additional documentation or notes to Workflow events. ○ 100.0487 (<u>Revised</u>) – Provide ability to allow attachment of external files in Microsoft Office and/or PDF format as additional documentation. • The <u>How Met</u> is requesting to be <u>revised</u> from “TBD” to “<u>Delivered</u>” for the following requirements: <ul style="list-style-type: none"> ○ 100.0169 – Provide ability to link imaged documents with master records and/or specific transactions. 		

- 100.0426 – Provide ability to support multiple attachments in varied formats (e.g., Microsoft Office, PDF and image file formats).
- 100.0367 (Text requesting to be revised above) – Provide functionality to distribute reports by a variety of methods including: Email.
- 100.0487 (Text requesting to be revised above) – Provide ability to allow attachment of external files in Microsoft Office and/or PDF format as additional documentation.
- The How Met is requesting to be revised from “TBD” to “Configuration” for the following requirements:
 - 60.1004 – Provide the ability to properly account for AR Expenditure Refunds based on Enterprise guidance and allow agencies to track the outstanding AR.
 - 100.0086 – Provide ability to allow/restrict view/read only capabilities to data by defined criteria (e.g., user id, user group, agency, division, source system).
 - 100.0087 – Provide ability for administrators to perform update/refresh/delete processes by defined criteria (e.g., user id, user group, agency, division, source system).
 - 100.0275 – Provide ability to enable efficient and timely data refreshes to occur on different refresh schedules: 1) As a scheduled event; 2) Manually.
 - 100.0333 – Provide information on reports that indicates the type of data that was included/excluded based on security access. For example, if two users with different security access generate the same report there is a way to distinguish which information is included/excluded to avoid misinterpreting the report.
 - 100.0336 – Provide ability to only view rows and/or columns that the user is authorized to access consistent with Solution role-based security definitions.
- The How Met is requesting to be revised from “TBD” to “Interface” for the following requirements:
 - 30.1020 – Provide ability to collect W9 supplier information.
 - 100.0053 – Provide the ability to support near real-time integration with MyFloridaMarketPlace system running with Ariba.
 - 100.0523 - Provide the ability for agencies to export documents/attachments either individually or in mass for agency document management processes.

Attachment 5.2 – Customizations:

- 1) Request to add new Attachment Size Validation (C96) customization. This customization would enforce attachments entered online or interfaced to not exceed 10MB per document. If an attachment exceeds this limit, the system will display an error message stating the file size has been exceeded and prevent the document from being attached.

The new Attachment 5.1 – Business Requirement related to the C96 customization, as noted in the Attachment 5.1 – Business Requirements section above, is as follows:

- a. 100.0542 (New) – Provide ability to limit the size of online and interface file attachments.

- 2) Request to add new Default Asset Profile ID (C97) customization. This customization would identify vouchers that reference an asset related Account value and confirm the asset Profile ID is defined on the voucher distribution line. If the Profile ID is blank, the functionality would select the asset checkbox and default the Asset Management (AM) Business Unit and Asset Profile ID on asset related vouchers. A Profile ID is required to enable the purchased asset information to be integrated from the Accounts Payable (AP) module to establish the asset in the AM module. It is expected that this customization would mostly support entry of unencumbered vouchers as the Profile ID would be systemically populated from an asset related encumbrance referenced on a voucher.

The new Attachment 5.1 – Business Requirement related to the C97 customization, as noted in the Attachment 5.1 – Business Requirements section above, is as follows:

- a. 30.1025 (New) – Provide ability to default an Asset Profile ID on asset related vouchers when a value is not provided.

- 3) Request to add new Asset InterUnit Transfer Security (C98) customization. This customization would allow users to enter the Business Unit and Organization value of the transfer to agency when entering an asset InterUnit transfer. As delivered, Business Unit and ChartField (i.e., Organization) security will prevent a user from selecting a value that is not associated with their granted security

	<p>access.</p> <p>The new Attachment 5.1 – Business Requirement related to the C98 customization, as noted in the Attachment 5.1 – Business Requirements section above, is as follows:</p> <p>a. 40.1001 (New) – Provide ability to select the appropriate Business Unit and/or Organization value on asset InterUnit transfers.</p> <p>4) Request to add new Bank Routing Number Validation (C99) customization. This customization would provide a table to store the valid routing numbers received from the Federal Reserve in the API030 – Inbound Authorized Bank Titles File. In addition, when entering a routing number on a supplier record, the value entered would be validated against the Federal Reserve ABA Directory values stored in Florida PALM.</p> <p>The new Attachment 5.1 – Business Requirement related to the C99 customization, as noted in the Attachment 5.1 – Business Requirements section above, is as follows:</p> <p>a. 30.1024 (New) – Provide ability to validate ABA/routing numbers upon entry of supplier banking information against the Federal Reserve ABA Directory.</p>								
<p>Business Benefit/Justification <i>(Provide the tangible/intangible value(s) that support the Project's goals)</i></p>	<p>The respective changes to the requirements and customizations enable Florida PALM to design the appropriate solution for the Financials and Payroll Waves.</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>1) Requirements designated with a How Met of "TBD" and/or unclarified text would not be appropriately solutioned and tested in the Financials and Payroll Waves, as applicable. Additionally, requirements that should be aligned to Optional Services could not be implemented during the Financials and Payroll waves.</p> <p>2) The desired solution design and business requirements would not be met by delivered Florida PALM functionality. Failure to implement the requested customizations would result in the following implications:</p> <ul style="list-style-type: none"> • Attachment Size Validation (C96): <ul style="list-style-type: none"> ○ Agency users would be able to attach documents of any size which could impact system performance and storage. • Default Asset Profile ID (C97): <ul style="list-style-type: none"> ○ Failure to reference a Profile ID on an intended asset transaction would prevent the asset from being integrated from AP to AM systematically. Agencies would have to identify that the transaction was not categorized as an asset and enter (or interface) the asset directly in AM. • Asset InterUnit Transfer Security (C98): <ul style="list-style-type: none"> ○ Agency users would not be able to enter asset InterUnit transfers as they will only have access to their own agency Business Unit(s) and Organization values. • Bank Routing Number Validation (C99): <ul style="list-style-type: none"> ○ Valid routing numbers provided by the Federal Reserve ABA Directory file would not be stored in Florida PALM. Thus, the routing number could not be validated when the supplier bank account information is entered on the supplier record. As a result, ACH payments may fail to process successfully, resulting in a failed prenote. 								
<p>Project Goals <i>(Please choose all that apply)</i></p>	<table border="1"> <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 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> </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 type="checkbox"/>	Improve the State's financial management capabilities to enable more accurate oversight of budget and cash demands today and in the future
Goal									
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<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 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-109-Segment IV Financials Customizations and Requirement Updates		
PCR ID	PCR109		
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
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	1) There are no alternatives to not revising the requirement text, How Met, or implementation period, as applicable, for the noted requirements. 2) Alternatives to not implementing the requested customizations are as follows: <ul style="list-style-type: none"> • Attachment Size Validation (C96): <ul style="list-style-type: none"> ○ Allow agencies to attach documents of any size in Florida PALM. • Default Asset Profile ID (C97): <ul style="list-style-type: none"> ○ In addition to Florida PALM provided training, agencies could implement a business process or internal desktop procedure to know how to identify and enter the appropriate Asset Profile ID value on unencumbered vouchers. • Asset InterUnit Transfer Security (C98): <ul style="list-style-type: none"> ○ Agency users would have to be granted security access to other agency Business Units and Organization values which would allow them to view/transact for other agencies based on the security role access granted. ○ Alternatively, asset InterUnit transfers would have to be entered centrally by the appropriate business owner (e.g., DFS, DMS) on behalf of agencies.

		<ul style="list-style-type: none"> Bank Routing Number Validation (C99): <ul style="list-style-type: none"> Use delivered functionality to enter routing numbers without a validation against the Federal Reserve ABA Directory when entering bank account information on supplier records. The data in the Federal Reserve Directory would be stored outside of Florida PALM for reference for manual validation against the routing number value entered on the supplier record. 		
Risk(s) Associated with Making the Change	Risk Category	N/A		
	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 available GDN credit		
Low - No impact to Cost				
Project Schedule Impact		N/A		
Low - No impact to Stage Gate Decisions				
Project Scope Impact		Added four new business requirements and four new customizations to meet the new business requirements and cancelled two business requirements.		
Critical - Adjustment requiring ESC acceptance				
Additional Resource Requirements <i>(insert rows as needed)</i>		Hours Effort	Hours Cost	Cost
Functional Analyst		Enter Number of Hours	Enter Cost Per Hour	\$20,848
Functional Consultant		Enter Number of Hours	Enter Cost Per Hour	\$32,980
Functional Manager		Enter Number of Hours	Enter Cost Per Hour	\$34,510
Functional Director		Enter Number of Hours	Enter Cost Per Hour	\$10,379
Developer Offshore		Enter Number of Hours	Enter Cost Per Hour	\$3,887
Sr. Developer Offshore		Enter Number of Hours	Enter Cost Per Hour	\$8,812
Developer Onshore		Enter Number of Hours	Enter Cost Per Hour	\$2,975
Sr. Developer Onshore		Enter Number of Hours	Enter Cost Per Hour	\$7,359
See PCR109-Additional Resource Requirements_Segment IV Financials Customizations and Requirements Changes for additional costing details				
Totals		Enter Total Number of Hours	Enter Total Cost Per Hour	\$121,750

Implementation Plan <i>(Completed by Florida PALM team member(s))</i>	
The following implementation plan activities will be completed:	
1) Attachment 5.1 – Business Requirements Working (To be completed by Stacey Terry)	
<ul style="list-style-type: none"> Add new requirement 30.1024 associated to customization C99, that is aligned to Segment III (D641) functional design APE009 – Supplier Banking Security. Add new requirement 100.0542 associated to customization C96, that is aligned to Segment IV (D644) functional designs SDE023 – Attachment Size Validation (Financials) and SDE024 – Attachment Size Validation (Payroll) for the Financials and Payroll Wave implementation periods, respectively. Add new requirement 30.1025 associated to customization C97, that is aligned to Segment IV (D644) functional design APE019 – Default Asset Profile ID for the Financials Wave implementation period. 	

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

- Add new requirement 40.1001 associated to customization C98, that is aligned to Segment IV (D644) functional design AME004 – Asset InterUnit Transfer Security for the Financials Wave implementation period.
- Update the requirement text for requirements 100.0367 and 100.0487.
- Update the How Met for requirements 30.1020, 60.1004, 100.0053, 100.0086, 100.0087, 100.0169, 100.0275, 100.0333, 100.0336, 100.0367, 100.0426, 100.0487 and 100.0523.
- Cancel requirement 100.0170.
- Add a new Interface to Export Attachments to support requirements 100.0523.

2) Attachment 5.2 – Customizations Working (To be completed by Stacey Terry)

- Add customization C96 – Attachment Size Validation, associate requirement 100.0542, referenced as a technical solution and aligned to the Financials and Payroll Wave implementation periods.
- Add customization C97 – Default Asset Profile ID, associate requirement 30.1025, referenced as an Accounts Payable solution and aligned to the Financials Wave implementation period.
- Add customization C98 – Asset InterUnit Transfer Security, associate requirement 40.1001, referenced as an Asset Management solution and aligned to the Financials Wave implementation period.
- Add customization C99 – Bank Routing Number Validation, associate requirement 30.1024, referenced as an Accounts Payable solution and aligned to the Financials Wave implementation period.

3) Requirements Traceability Matrix (RTM) Working (To be completed by Stacey Terry)

- Add new requirement 30.1024 associated to customization C99, that is aligned to Segment III (D641) functional design APE009 – Supplier Banking Security.
- Add new requirement 100.0542 associated to customization C96, that is aligned to Segment IV (D644) functional designs SDE023 – Attachment Size Validation (Financials) and SDE024 – Attachment Size Validation (Payroll) for the Financials and Payroll Wave implementation periods, respectively.
- Add new requirement 30.1025 associated to customization C97, that is aligned to Segment IV (D644) functional design APE019 – Default Asset Profile ID for the Financials Wave implementation period.
- Add new requirement 40.1001 associated to customization C98, that is aligned to Segment IV (D644) functional design AME004 – Asset InterUnit Transfer Security for the Financials Wave implementation period.
- Update the requirement text for requirements 100.0367 and 100.0487.
- Update the How Met for requirements 30.1020, 60.1004, 100.0053, 100.0086, 100.0087, 100.0169, 100.0275, 100.0333, 100.0336, 100.0367, 100.0426 and 100.0487.
- Update the Implementation Period to Optional Services for 100.0170.

4) RICEFW Inventory Working (To be completed by Stacey Terry)

- Update RICEFW item APE009 – Supplier Banking Security to include being associated to C99, in addition to the existing association to C5 – Confidential Transactions and Data.
- Add technical RICEFW items SDE023 – Attachment Size Validation (Financials) and SDE024 – Attachment Size Validation, associated to C96, and aligned to the Financials and Payroll Wave implementation periods, respectively.
- Add AP RICEFW item APE019 – Default Asset Profile ID, associated to C97, and aligned to the Financials Wave implementation period.
- Add AM RICEFW item AME004 – Asset InterUnit Transfer Security, associated to C98 and aligned to the Financials Wave implementation period.

5) WP402 Requirements Traceability Matrix (To be completed by Stacey Terry)

- Add new requirement 30.1024 associated to customization C99, that is aligned to RICEFW ID APE009, once WP402 is documented for Segment III.
- Add new requirement 100.0542 associated to customization C96, that is aligned to RICEFW IDs SDE023 and SDE024, once WP402 is documented for Segment IV.
- Add new requirement 30.1025 associated to customization C97, that is aligned RICEFW ID APE019, once WP402 is documented for Segment IV.
- Add new requirement 40.1001 associated to customization C98, that is aligned RICEFW ID AME004, once WP402 is documented for Segment IV.
- Update the requirement text for requirements 100.0367 and 100.0487, once WP402 is documented from Segment III.
- Update the How Met for requirements 30.1020, 60.1004, 100.0053, 100.0086, 100.0087, 100.0169, 100.0275,

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

100.0333, 100.0336, 100.0367, 100.0426 and 100.0487, once WP402 is documented from Segment III.

- Update the Implementation Period to Optional Services for 100.0170, once WP402 is documented from Segment III.

6) WP403 RICEFW Inventory (To be completed by Stacey Terry)

- Add technical RICEFW items SDE023 – Attachment Size Validation (Financials) and SDE024 – Attachment Size Validation, associated to C96, and aligned to the Financials and Payroll Wave implementation periods, respectively, once WP403 is documented for Segment IV.
- Add AP RICEFW item APE019 – Default Asset Profile ID, associated to C97, and aligned to the Financials Wave implementation period, once WP403 is documented for Segment IV.
- Add AM RICEFW item AME004 – Asset InterUnit Transfer Security, associated to C98 and aligned to the Financials Wave implementation period, once WP403 is documented for Segment IV.

Note: WP403 does not include a reference to the Attachment 5.2 customization number so there is no need to update RICEFW item APE009 – Supplier Banking Security to reference C99.

Additional Reviewers (Use this table only if needed)	Review Complete Date
<input checked="" type="checkbox"/> SSI Contract Manager	1/12/2024
<input type="checkbox"/> Production Support Manager	N/A
<input checked="" type="checkbox"/> Project Management Office	1/12/2024
<input type="checkbox"/> Other	Choose a Date

CCB Review		
CCB Members	Member Recommendation	Member Recommendation Date
<input checked="" type="checkbox"/> Deputy Project Director	Approve	1/16/2024
<input checked="" type="checkbox"/> Reporting Architect	Approve	1/16/2024
<input checked="" type="checkbox"/> Technical Architect	Approve	1/15/2024
<input checked="" type="checkbox"/> Functional Architect	Approve	1/16/2024
<input checked="" type="checkbox"/> Stakeholder Architect	Approve	1/12/2024

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.

Determination Choose an Item

TIER 1 (when applicable)

TIER 2 (when applicable)

Signature

Date

Signature

Date

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

Steven Fielder, Chair
 Florida PALM Executive Steering Committee