

Change Request Information <i>(completed by PCR Requestor)</i>			
Requested by		Submitted By	
Name	Jimmy Cox	Name	Jason Cherry
Phone	850-251-4412	Phone	210-801-3042
Email	jimmy.cox@myfloridacfo.com	Email	jason.cherry@myfloridacfo.com
Title	Florida PALM Project Director	Title	Accenture PMO Lead
Requesting Department Name <i>(Use if requested from outside the Project)</i>	Department of Financial Services	Date Requested	2/14/2024
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) is requesting the following changes to Attachment 5.1 – Business Requirements:</p> <p><u>Attachment 5.1 – Business Requirements</u></p> <p>1) The following requirement was recently updated through approved PCR110; however, after the Project team’s further review, it has been determined that general deductions are being used for both State and Local taxes, not just State taxes:</p> <ul style="list-style-type: none"> 200.1092 (Current) – Provide the ability for a user to update tax balances to enable reporting of state taxes on Form W-2 as required by the IRS and each state when general deductions were used to deduct the state tax from the employees' pay. 200.1092 (Revised) – Provide the ability for a user to update tax balances to enable reporting of state and local taxes on Form W-2 as required by the IRS and each state or local government entity when general deductions were used to deduct the state and local taxes from the employees' pay. <p>2) Request to revise the following TIN Matching related requirements as the DFS Substitute W-9 System or Vendor Portal will be the system of record for TIN Matching. As a result, Florida PALM will receive TIN Matching information from the DFS System to support supplier processing and reporting from Florida PALM.</p> <ul style="list-style-type: none"> 30.0033 (Current) – Provide ability to obtain data from the DFS Substitute W9 website for the purpose of TIN matching with the IRS. 30.0033 (Revised) – Provide ability to obtain data from the DFS Substitute W-9 System or Vendor Portal with the results of TIN Matching and the Business Designation. 30.0034 (Current) – Provide ability to send the results of the IRS/TIN Matching to an external database (e.g., MFMP). 30.0034 (Revised) – Provide ability to send the results of the IRS/TIN Matching as received from the W-9 System or Vendor Portal to an external database (e.g., MFMP). 30.0381 (Current) – Provide ability to send and receive data with external databases (e.g., the IRS' Federal Tax Identification System Substitute W-9 System, Vendor Portal) to support vendor/payee management. 30.0381 (Revised) – Provide ability to send and receive data with external databases (e.g., the Substitute W-9 System, Vendor Portal) to support vendor/payee management. 		
Business Benefit/Justification <i>(Provide the tangible/intangible value(s) that support the Project's goals)</i>	The respective changes to the requirements will enable Florida PALM to design the appropriate solution for the Financials and Payroll Waves.		

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>	Failure to update the payroll requirement would inaccurately reflect the process for reporting taxes which should align with the same solution being implemented at the Financials Wave. Additionally, failure to revise the TIN Matching related requirements would lead to the design for solutions for business processes that are out of scope for the Financials Wave.
Project Goals <i>(Please choose all that apply)</i>	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 checked="" 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 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-111-Segment III Requirements Updates		
PCR ID	PCR111		
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
	Jimmy Cox	State Project Director
	Jason Cherry	Accenture PMO Lead
	Enter Name	Enter Role
	Enter Name	Enter Role
Tier Specification	<input checked="" type="radio"/> Tier 1 (Project Director Approval Required) <input 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>	Viable: <input type="radio"/> Yes <input checked="" type="radio"/> No	N/A
	Risk(s) Associated with Making the Change	N/A
	Risk Category: <input type="checkbox"/>	
	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		
Project Cost Impact		N/A		
Low - No impact to Cost				
Project Schedule Impact		N/A		
Low - No impact to Stage Gate Decisions				
Project Scope Impact		Modifying existing business requirements		
Low - No adjustment to Scope				
Additional Resource Requirements <i>(insert rows as needed)</i>		Hours Effort	Hours Cost	Cost
Enter Resource Name		Enter Number of Hours	Enter Cost Per Hour	Enter Total Cost
Enter Resource Name		Enter Number of Hours	Enter Cost Per Hour	Enter Total Cost
Enter Resource Name		Enter Number of Hours	Enter Cost Per Hour	Enter Total Cost
Enter Resource Name		Enter Number of Hours	Enter Cost Per Hour	Enter Total Cost
Totals		Enter Total Number of Hours	Enter Total Cost Per Hour	Enter Total Cost

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

The following implementation plan activities will be completed:

- 1) Attachment 5.1 – Business Requirements Working (To be completed by Stacey Terry)
 - Revise requirement 200.1092 requirement text as follows: Provide the ability for a user to update tax balances to enable reporting of state and local taxes on Form W-2 as required by the IRS and each state or local government entity when general deductions were used to deduct the state and local taxes from the employees' pay.
 - Revise requirement 30.0033 requirement text as follows: Provide ability to obtain data from the DFS Substitute W-9 System or Vendor Portal with the results of TIN Matching and the Business Designation.
 - Revise requirement 30.0034 requirement text as follows: Provide ability to send the results of the IRS/TIN Matching as received from the W-9 System or Vendor Portal to an external database (e.g., MFMP).
 - Revise requirement 30.0381 requirement text as follows: Provide ability to send and receive data with external databases (e.g., the Substitute W-9 System, Vendor Portal) to support vendor/payee management.
- 2) Requirements Traceability Matrix (RTM) Working (To be completed by Stacey Terry)
 - Revise requirement 200.1092 requirement text as follows: Provide the ability for a user to update tax balances to enable reporting of state and local taxes on Form W-2 as required by the IRS and each state or local government entity when general deductions were used to deduct the state and local taxes from the employees' pay.
 - Revise requirement 30.0033 requirement text as follows: Provide ability to obtain data from the DFS Substitute W-9 System or Vendor Portal with the results of TIN Matching and the Business Designation.
 - Revise requirement 30.0034 requirement text as follows: Provide ability to send the results of the IRS/TIN Matching as received from the W-9 System or Vendor Portal to an external database (e.g., MFMP).
 - Revise requirement 30.0381 requirement text as follows: Provide ability to send and receive data with external databases (e.g., the Substitute W-9 System, Vendor Portal) to support vendor/payee management.

Additional Reviewers <i>(Use this table only if needed)</i>	Review Complete Date
<input checked="" type="checkbox"/> SSI Contract Manager	2/14/2024
<input checked="" type="checkbox"/> Production Support Manager	2/19/2024
<input checked="" type="checkbox"/> Project Management Office	2/19/2024
<input type="checkbox"/> Other	Choose a Date

CCB Review		
CCB Members	Member Recommendation	Member Recommendation Date
<input checked="" type="checkbox"/> Deputy Project Director	Approve	2/19/2024
<input checked="" type="checkbox"/> Functional Architect	Approve	2/19/2024
<input checked="" type="checkbox"/> Readiness Architect	Approve	2/20/2019
<input checked="" type="checkbox"/> Reporting Architect	Approve	2/19/2024
<input checked="" type="checkbox"/> Technical Architect	Approve	2/19/2024
<input checked="" type="checkbox"/> Training Architect	Approve	2/20/2019

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)

Jimmy Cox
 Signature

02/20/2024
 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