

Florida **PALM**

Planning, Accounting, and Ledger Management



EXECUTIVE STEERING COMMITTEE

DEPARTMENT OF FINANCIAL SERVICES

JULY 26, 2023



ADMINISTRATIVE

JIMMY COX, TOMMY WERNER



Administrative

Budget – Fiscal Year 22-23

FY 2022-2023 Spend Plan Summary As of June 30, 2023

Category	Projected FYTD	Incurred FYTD	Released FYTD	Release Remaining
FLAIR System Replacement	\$25,360,829	\$25,017,247	\$26,862,096	\$1,844,849
CMS Remediation and Stabilization	\$1,000,000	\$1,000,000	\$1,000,000	\$0
Production Support	\$8,468,472	\$8,468,236	\$8,467,785	\$(451)
Oracle Software and Maintenance	\$1,905,929	\$1,694,097	\$1,905,929	\$211,832
Operational Project Administration	\$150,000	\$123,325	\$150,000	\$26,675
Staff Augmentation	\$1,236,630	\$1,185,721	\$1,250,430	\$64,709
Information Warehouse Assessment	\$487,096	\$487,096	\$500,000	\$12,904
Facilities and Maintenance	\$952,755	\$952,755	\$952,755	\$0
Revert/Appropriate from FY 21-22	\$8,495,197	\$8,441,267	\$8,495,197	\$53,930
Implementation Services	\$2,664,750	\$2,664,750	\$4,140,000	\$1,475,250
Contingency	\$0	\$0	\$0	\$0
Settlement Agreement	\$5,991,399	\$5,991,399	\$5,991,399	\$0
Salaries & Benefits	\$5,949,047	\$5,751,838	\$6,525,356	\$773,518
HR Transfer and Risk Management Insurance	\$23,315	\$23,377	\$23,377	\$0
Total:	\$37,324,591	\$36,783,861	\$39,402,228	\$2,618,368



Administrative

Budget – Fiscal Year 23-24 – Spend Plan Projections

Category	Appropriated	Projected
FLAIR System Replacement	\$44,440,408	\$43,851,949
SSI Implementation Services (FP004)		\$29,745,300
Facilities and Maintenance (FP004)		\$415,692
Production Support (FP004)		\$8,806,126
Production Support Administration		\$51,862
Oracle Software and Maintenance (FP005)		\$2,252,249
Project Administration		\$150,000
ERP and OC Support Services		\$1,702,720
QA Support Services		\$728,000
IT Service Management Implementation and Software	\$2,000,000	\$1,920,428
Contingency	\$1,500,000	\$0
DMS IV&V Transfer	\$6,053,061	\$6,053,061
Salaries & Benefits	\$9,230,956	\$9,054,805
HR Transfer and Risk Management Insurance	\$30,217	\$30,217
Total:	\$63,254,642	\$60,910,460

- ▶ First Quarter Release requested, which required:
 - SB2502 becoming law
 - Transfer of funds to DMS for IV&V services
 - Procurement of IV&V services by DMS
 - Execution of Amendment 9



Administrative

Budget – Fiscal Year 24-25 – LBR Request

- ▶ \$49.8M non-recurring budget request:
 - FLAIR System Replacement = \$46.4M
 - SSI Contract = \$38.6M
 - Administrative = \$264K
 - Additional Lease Space = \$416K
 - Oracle = \$2.5M
 - Support Services = \$4.6M
 - IT Service Management = \$1.9M (*\$1.1M Implementation and Support; \$800K Software*)
 - Contingency = \$1.5M
- ▶ \$15.1M in recurring and IV&V Transfer budget

Category	Projected
FLAIR System Replacement	\$46,381,361
SSI Implementation Services (FP004)	\$28,946,400
Facilities and Maintenance (FP004)	\$415,692
Production Support (FP004)	\$9,243,877
Production Support Administration	\$53,839
Additional Facilities	\$415,692
Oracle Software and Maintenance (FP005)	\$2,535,861
Project Administration	\$210,000
ERP and OC Support Services	\$3,048,000
QA Support Services	\$1,512,000
IT Service Management Implementation and Software	\$1,871,820
Contingency	\$1,500,000
DMS IV&V Transfer	\$6,053,061
Salaries & Benefits	\$9,054,805
HR Transfer and Risk Management Insurance	\$30,217
Total:	\$64,891,264



Administrative

Risks and Issues 23-24

- ▶ No new Risks or Issues have been opened or closed
- ▶ Two Risks with score of 6 or higher remain open
 - Risk 4 - Agency participation levels may impact agency readiness
 - Risk 6 - The execution of contracts and procurement activities outside of the Project may impact Florida PALM implementation and agency readiness
- ▶ Posted the Project's Risks on Florida PALM website



INVESTMENT ACCOUNTING SOLUTION

TANNER COLLINS



Investment Accounting Solution

- ▶ Treasury is live in Clearwater and working in the system daily
 - Receiving ad hoc training on report building, as needed
- ▶ Compliance Matrix initial setup is complete
 - Treasury is working with Clearwater on adjustments that are needed for compliance rules
- ▶ Clearwater and Florida PALM are working together on SFTP connection for the Custom Entry File
- ▶ General Ledger is coded; Treasury is working with Clearwater on adjustments, as needed
- ▶ The Bloomberg AIM reconciliation file builds are complete and are in testing



INDEPENDENT VALIDATION AND VERIFICATION (IV&V)

CONTENT PROVIDED BY
PUBLIC CONSULTING GROUP



IV&V Team Services

- ▶ The IV&V Team is operating under a new contract as of 07/01/2023
- ▶ The IV&V Team has expanded according to the Proviso language and to better align IV&V's expertise and focus to the Florida PALM modules
- ▶ The IV&V Team will work with Florida PALM Project Team, SSI Vendor, and the agencies to provide expertise, lessons learned, project risk insight, and risk mitigation recommendations for consideration



IV&V Team Services

- ▶ Changes forthcoming to the structure of the IV&V reports, identifying specific focus areas to make it easier to identify feedback, risks, and recommendations by module and area
- ▶ Access to the IV&V Teams experts in:
 - Project Management
 - Project Management
 - Financial/PeopleSoft Systems
 - Data Migration
 - Interface
 - OCM
 - Quality Assurance
 - Contract Management
 - Project Costing
 - Governance
 - Reporting
 - The Payable, Payroll & Assets (PPA), Treasury, Revenues & Projects (TRP), and Ledger Management & Control Functional modules
 - Technical and Security
 - Similar ERP Implementations



IV&V Update

Project Schedule

- ▶ The IV&V Team worked closely with the Project Team over the past several months, providing real-time feedback on the D635 Project Schedule as it was being developed
 - Feedback included Steelray (a project schedule assessment tool) reports that highlight outlying tasks that may not meet the defined criteria for scheduled tasks, resources, task durations, predecessors, successors, etc
- ▶ The IV&V Team reviewed and delivered the D635 Project Schedule Deliverable Assessment Report on 6/28/23. Due to the ongoing collaborative effort and the high-quality work of the SSI Vendor PMO Team and the Florida PALM DFS PMO Team, the schedule had no identified IV&V Risks or Issues and was accepted by the Florida PALM Contract Manager on 6/29/23.
- ▶ The IV&V Team has moved the overall risk rating for the Project Schedule to Low (Green) to reflect the on-time delivery and acceptance of a well-developed project schedule and demonstrating marked improvement in its content



IV&V Update

Design Planning

- ▶ The Florida PALM IV&V Team observed continued progress in preparing for Functional Design (FD) reviews
- ▶ The Florida PALM IV&V Team is routinely capturing monthly snapshots of the RICEFW inventory to assess changes as the Project Team works through the functional design
 - The IV&V Team understands that in this phase of the project life cycle, a working document is expected to undergo consistent change
 - The tracking is to ensure the IV&V Team stays up-to-date with the latest activity and is ready to identify and communicate anomalies or concerns to the Florida PALM Project Team



IV&V Update

Agency CCN Update Review

- ▶ The Florida PALM IV&V Team reviewed the results of Task 329, Update Change Champion Network (CCN) and Project Contacts, in June
- ▶ While some agencies still have a high proportion of single personnel performing multiple roles, agencies generally decreased the occurrence of this overall and increased the number of unique resources assigned to their CCNs
- ▶ Based on this update and other readiness activities, the IV&V Team decreased the Change Readiness and Engagement Risk from Medium (yellow) to Low (green) in the June Monthly Report



IV&V Update

Agency Bimonthly Readiness Status Report Review

- ▶ The Project Team provided an example Agency Bimonthly Readiness Status Report Review and supporting material to the Advisory Council, ESC, and other parties such as IV&V for review and input
- ▶ The IV&V Team conducted a review of the material and provided verbal feedback to the Florida PALM Project Team for consideration
- ▶ IV&V's feedback stated the new report format is a strong improvement over the previous version. The IV&V Team noted some small recommendations to strengthen the report but otherwise found it to be good quality with no material changes or findings recommended
- ▶ The full Deliverable Assessment Report (DAR) will be provided at a later date



IV&V Update

Open Findings

- ▶ IV&V currently has no Open Findings



READINESS AND IMPLEMENTATION

JIMMY COX, NIKKI KLEIN, STACEY TERRY



Readiness and Implementation

Readiness Activities

► Forums

- Project Management Liaisons
 - 32 attendees, 20 agencies represented

It was such a positive for all of us...the buzz was very comforting for all in that it helped the PM's measure where we are on this journey...

APD Project Management Liaison

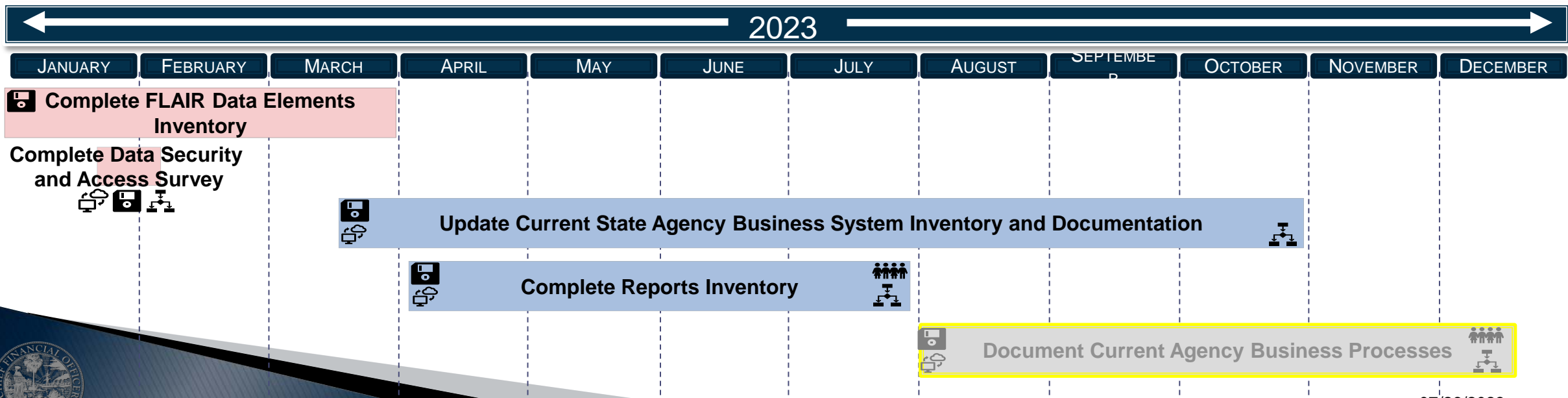
- Change Management and Training Liaisons Forum - July 25



Readiness and Implementation

Readiness Activities

- ▶ Readiness Workplan – September release
- ▶ Current State Analysis
 - Getting agencies ready for future tasks
 - Inventories are living documents to be updated
 - Document Current Agency Business Processes is next task



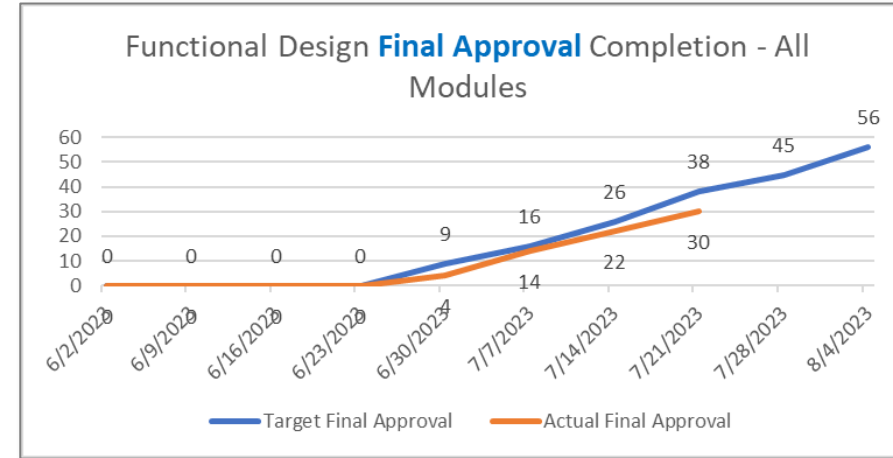
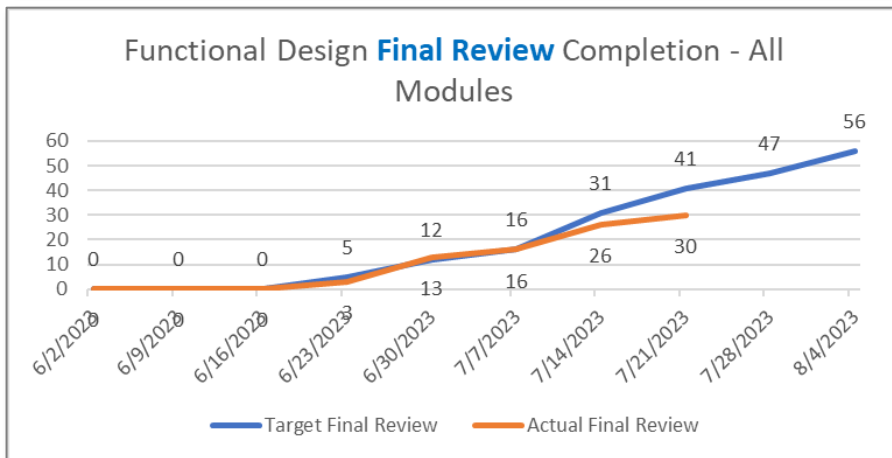
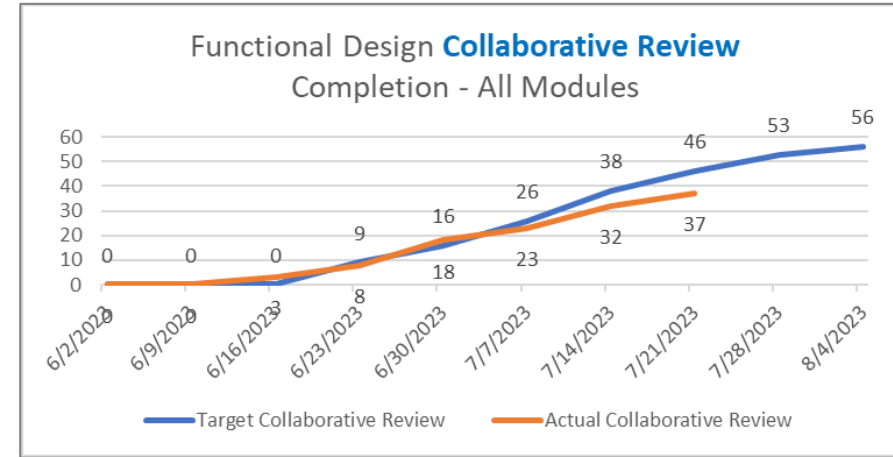
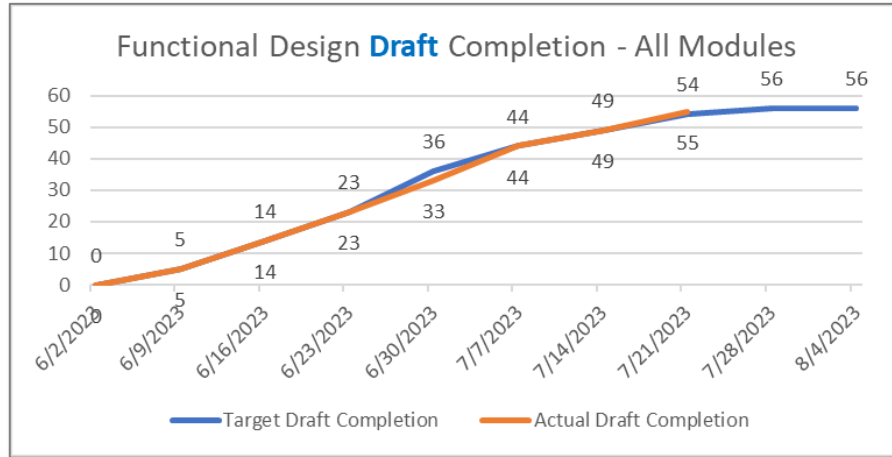
Readiness and Implementation

Solution Design Activities



Readiness and Implementation

Segment I Functional Design Status

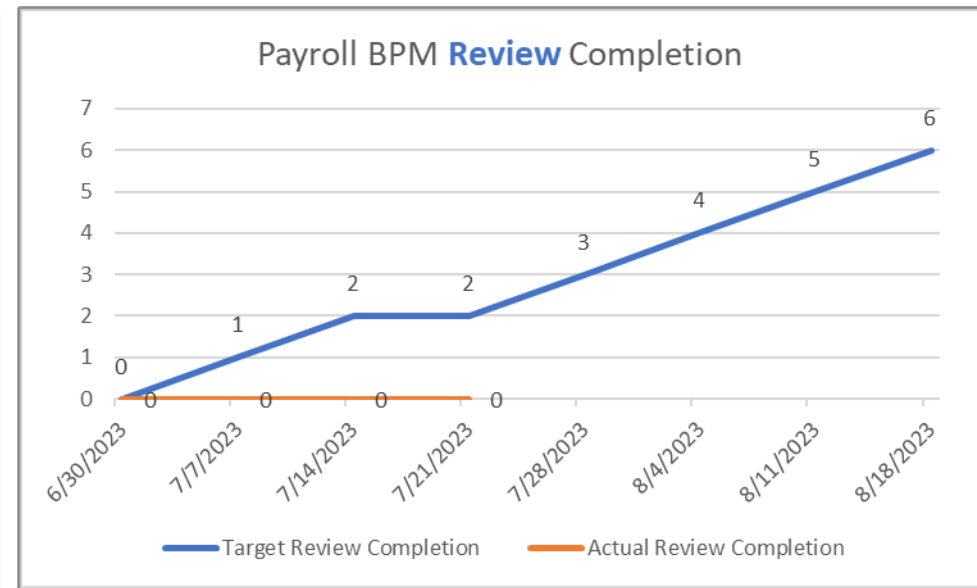
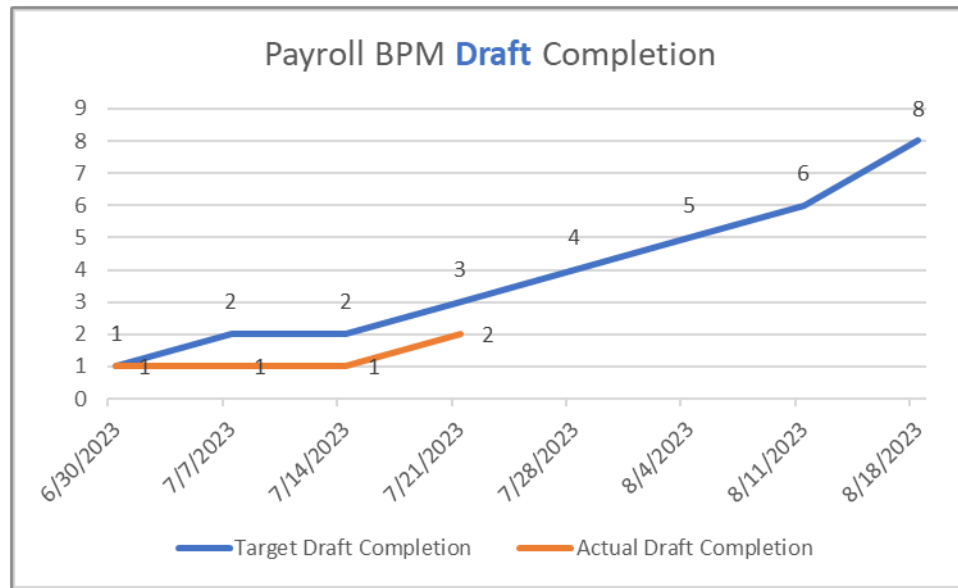


(as of 7/21/23)



Readiness and Implementation

Payroll Business Process Model Status



(as of 7/21/23)



Readiness and Implementation

Project Change Requests – PCR 100

- ▶ Project Change Request 100: IAM Remove User Roles
 - No Business Requirements (Attachment 5.1) or Customizations (Attachment 5.2) impacted
 - Change to existing integration between IAM and PeopleSoft to synchronize inactivated users' security roles
 - Change includes:
 - Removing security roles in both IAM and PeopleSoft when a user is inactivated
 - Currently:
 - The user is inactivated in IAM
 - User roles remain in both IAM (tied to inactive user) and PeopleSoft
 - User cannot login to Florida PALM as user if inactive in IAM
 - Creating an audit log of the access that was removed in PeopleSoft
 - Cost is \$13,431 which will be applied against the existing GDN credit
 - PCR was approved by Project Director



Readiness and Implementation

Project Change Requests – PCR 101

- ▶ Project Change Request 101: Segment I Requirements and Customizations Updates
 - Attachment 5.1 Business Requirements
 - Updates:
 - 10.0003, 10.0004, 10.0005, 10.0007, 10.0042 and 10043 to Reference new customization - C89 ChartField Structure Request Retain Attributes
 - Moved to Optional Services:
 - 40.0195 – Provide ability to flag assets with disposal restrictions and display the restriction message for user handling
 - 200.0191 – Provide ability to maintain Grantor disposal restrictions
 - Canceled:
 - 100.0538 – Provide the ability to do a budget precheck for interfaces before it is loaded to Florida PALM
 - Add:
 - 10.1010 – Provide the ability for attribute information to be retained from request through approval when a placeholder chart of account value is entered within a form



Readiness and Implementation

Project Change Requests – PCR 101

- ▶ Project Change Request 101: Segment I Requirements and Customizations Updates
 - Attachment 5.2 Customizations
 - Update:
 - C21 – Asset Additional Fields and Repurposing – Remove requirements 40.0195 and 200.0191 (moved to Optional Services)
 - Cancel:
 - C75 – Budget Pre-check Interface Transactions
 - Add:
 - C89 – ChartField Structure Request Retain Attributes
 - Creates an additional credit of \$99,575 for use against unplanned enhancements
 - PCR requires a vote by the ESC



Readiness and Implementation

Project Change Requests - Voting Action

- ▶ Project Change Request 101: Segment I Requirements and Customizations Updates
 - Public Comments
 - Voting Action



Readiness and Implementation

Project Change Requests - Credit Tracker

- ▶ Total Available Credits: \$1,715,540

Credit	Source	Credit Change	Credit Balance
Credits available as of June 30, 2023		\$ 0.00	\$ 1,629,396.00
IAM Remove User Roles	PCR 100	\$ (13,431.00)	\$ 1,615,965.00
Segment I Changes (pending vote in July 2023 meeting)	PCR 101	\$ 99,575.00	\$ 99,575.00
		Total Remaining Credit:	<u>\$ 1,715,540.00</u>



OTHER

JIMMY COX, STEVEN FIELDER,
ANGIE ROBERTSON



Bimonthly Agency Readiness Status Report

- ▶ Advisory Council feedback
 - The information being reported may need to evolve over the life of the Project
 - Want to ensure that agencies are reporting meaningful information to the ESC
 - Sponsor engagement and confirmation is critical for Project and Agency transparency
- ▶ Updates based on Advisory Council feedback:
 - Ability to identify Risks, Issues and Assumptions by People, Process, Technology, Data
 - Ability to describe Risk and Issue updates during the period
 - Definition of Risks and Issues to task instructions
 - Changed Risk and Issues Owner to Owner/Coordinator



Bimonthly Agency Readiness Status Report

▶ ESC Feedback:

- Section 1 - Provide additional guidance for Risks, Issues and Assumptions identification and reporting
- Section 2 – additional tasks outside of RW are nice to know, but uncertain if these are true measure of readiness
- Agency data management efforts should be captured, valuable for ESC



Bimonthly Agency Readiness Status Report

1 – Agency Readiness Risks, Issues, and Assumptions

A. Agency Readiness Risks

List existing risks including risks opened or closed within the reporting period.

Risk Description	Status (Open or Closed)	Risk Rating (Impact / Probability)	Critical Operational Component (People, Process, Technology, Data)	Mitigation / Response Strategy	Reporting Period Comments or Updates	Date of Status Change	Owner/Coordinator
<insert>	<insert>	<insert>	<insert>	<insert>	<insert>	<insert>	<insert>

B. Agency Readiness Issues

List existing issues and issues opened or closed within the reporting period.

Issue Description	Status (Open or Closed)	Priority (Critical, High, or Low)	Critical Operational Component (People, Process, Technology, Data)	Resolution Plan	Reporting Period Comments or Updates	Planned or Actual Resolution Date	Owner/Coordinator
<insert>	<insert>	<insert>	<insert>	<insert>	<insert>	<insert>	<insert>



UPCOMING

STEVEN FIELDER, DEANA METCALF



Upcoming

- ▶ Agency IT staff engagement
- ▶ Business Process Models Review
- ▶ Solution Design Workshops



Upcoming

Business Process Models – Advisory Council Review

▶ Financials Wave Business Process Model Updates – Segment I

- Monday, August 14, 1:00 – 5:00 p.m.
 - 30.3 Enter and Process Vouchers
- Tuesday, August 15, 1:00 – 5:00 p.m.
 - 10.1 Set Up and Maintain Chart of Accounts
 - 20.1 Enter and Process Budget Journals

Future Segments	Planned Discussion/Meeting Dates
Segment II	November 6 – 21, 2023
Segment III	February 5 – 27, 2024
Segment IV	April 29 – May 3, 2024

▶ Payroll Wave Business Process Models Review

- Monday, August 28 – Wednesday, August 30, 1:00 – 5:00 p.m.
- Wednesday, September 6, 1:00 – 5:00 p.m.



Upcoming Solution Design Workshops – All Agencies

Process Grouping	Business Process	Segment I Sep/Oct 2023	Segment II Dec 2023/ Jan 2024	Segment III Mar/Apr 2024	Segment IV Jun/Jul 2024
Account Management and Financial Reporting ¹	10.1 Set Up and Maintain Chart of Accounts	X			
	10.2 Enter and Process Journals		X		
	10.3 Analyze and Reconcile Accounts			X	
	10.4 Close General Ledger and Consolidate Results				X
Budget Management and Cash Control ¹	20.1 Enter and Process Budget Journals	X			
	20.2 Budget Execution and Management				X
	20.3 Perform Budget Close				X
Disbursements Management	30.1 Set Up and Maintain Suppliers			X	
	30.2 Establish and Maintain Encumbrances		X		
	30.3 Enter and Process Vouchers	X			
	30.4 Process Payments		X		
	30.5 Manage Payments			X	
	30.6 Manage Tax Reporting ²				X
	30.7 Manage Accounts Payable Reporting				X
Asset Accounting and Management	40.1 Acquire and Set Up Assets		X		
	40.2 Deploy and Maintain Assets			X	
	40.3 Set Up and Maintain Asset Controls		X		
	40.4 Asset Management Period Close				X

¹ Fund cash management functionality (previous 80 series business processes) has been incorporated into these process groupings

² Enterprise Business Process



Upcoming Solution Design Workshops – All Agencies

Process Grouping	Business Process	Segment I Sep/Oct 2023	Segment II Dec 2023/ Jan 2024	Segment III Mar/Apr 2024	Segment IV Jun/Jul 2024
Revenue Accounting	50.1 Set Up and Maintain Customer			X	
Accounts Receivables	60.1 Enter and Maintain Receivables			X	
	60.2 Deposit and Apply Receipts		X		
	60.2.2 AR Deposits			X	
Banking	70.1 Manage Banking Relationships				X
	70.2 Manage and Reconcile Bank Statements ²				X
	70.4 Process Bank Cash Transfers ²				X
	70.5 Reconcile Book to Bank Balances ²				X
Projects Management	90.1 Create and Maintain Projects				X
Grants Management	90.2 Create and Maintain Grants		X		
	90.2.4 Monitor CMIA			X	
Contracts Management	90.3 Create and Maintain Contracts		X		
Inter/IntraUnit Transactions ¹	110.1 Inter/IntraUnit Transaction Processing				X

¹ Fund cash management functionality (previous 80 series business processes) has been incorporated into these process groupings

² Enterprise Business Process



Upcoming

Solution Design Workshops – All Agencies

Process Grouping	Business Process	Segment I Sep/Oct 2023	Segment II Dec 2023/ Jan 2024	Segment III Mar/Apr 2024	Segment IV Jun/Jul 2024
Payroll Management	100.1 Set Up and Maintain Positions				X
	100.2 Set Up and Maintain Employees				X
	100.3 On Cycle Payroll Run				X
	100.4 Off Cycle Payroll Run				X
	100.5 Ad Hoc Payroll				X
	100.6 Payroll Adjustments				X
	100.7 Payroll Accounting Distributions				X
	100.8 End of Period Processing				X



NEXT MONTHLY MEETING

AUGUST 23, 2023

DEPARTMENT OF TRANSPORTATION



CONTACT INFORMATION

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