Florida PALM

Planning, Accounting, and Ledger Management

Executive Steering Committee

Department of Financial Services

August 23, 2023

FloridaPALM
Planning, Accounting, and Ledger Management

ADMINISTRATIVE

JIMMY COX, STEVEN FIELDER, TOMMY WERNER

Administrative

Potential Project Charter Update

- Additional text to allow ESC member delegates
  - Delegate may not be utilized for more than two meetings per fiscal year
  - Voting authority remains with the ESC member only
- Additional text to allow Project Director delegate to provide required updates to the ESC
- Administrative Correction to State CIO Appointed By

Role(s)	Agency	Appointed By
Florida Fish and Wildlife Conservation Commission Representative	FWC	Chair FWC
Department of Transportation (Administrative Services Director, Comptroller, or equivalent)	DOT	Governor
Department of Education Budget Director or their designee	DOE	DOE Budget Director
Executive Sponsor of the Florida Health Care Connection (FX) System	AHCA	AHCA Secretary
State Chief Information Officer	Florida Digital Service	~~Implementing Bill~~DMS Secretary

Executive Steering Committee Meetings

The ESC will meet monthly or as required, at the call of the Chair. Input on agenda items will be requested and the meetings will be scheduled at least two weeks in advance with ESC members and publicly noticed at least one week prior to the meeting date with a proposed meeting agenda. The Project Director or designated Project team member will prepare and distribute the final agenda, status reports, a list of deliverables for review (if needed), and other supporting documentation as appropriate prior to each meeting.

The CFO or Executive Project Sponsor chairs the ESC. A quorum of the ESC consists of at least 10 members present (including delegates). Any ESC action shall be taken by a vote of at least eight members voting in the affirmative, with the CFO or the Executive Project Sponsor voting on the prevailing side. ESC members may send a delegate to no more than two (2) meetings during a fiscal-year period for the purpose of ensuring committee representation and agency participation. Voting authority may not be delegated, only the principle appointee, as identified or assigned in accordance with the annual Implementing Bill, may vote on actionable items presented to the committee for consideration.

The Project Director, or delegate, will update the ESC on matters related to the Project's scope, schedule, budget, current issues and risks, recent decisions made by the Project Director, current and recent change requests, resources, and other relevant Project information. In addition, the contractor will provide an update on the Project progress.

Administrative
Budget

FY 2023-2024 Spend Plan Summary as of July 31, 2023				
Category	**Projected FYTD**	**Incurred FYTD**	**Released FYTD**	**Release Remaining**
FLAIR System Replacement	**$1,318,419**	**$1,183,502**	**$3,420,777**	**$2,237,275**
SSI Implementation Services	$0	$0		
Facilities and Maintenance	$34,641	$34,641		
Production Support	$1,068,287	$1,034,011		
Production Support Administration	$2,405	$2,384		
Oracle Software and Maintenance	$9,750	$0		
Project Administration	$63,936	$2,136		
ERP and OC Support Services	$139,400	$110,330		
QA Support Services	$0	$0		
IT Service Management	$0	$0	$2,000,000	$2,000,000
Contingency	$0		$0	$0
DMS IV&V Transfer	$6,053,061	$6,053,061	$6,053,061	$0
Salaries & Benefits	$754,567	$496,926	$9,230,956	$8,734,030
HR Transfer and Risk Management Insurance	$12,762	$0	$30,217	$30,217
Total:	**$8,138,809**	**$7,733,489**	**$20,735,011**	**$13,001,522**

Administrative

Risks and Issues

- No new Risks or Issues have been opened or closed
- Two Risks with score of 6 or higher remain open: Risk 4 and Risk 6
- Enhancement to Risk 4 Language:
  - **Title:** **Agencies' ability to adequately engage and participate** ~~Agency participation levels~~ may impact agency readiness
  - **Background:** Inadequate agency **engagement and** participation in readiness activities, not completing tasks in a timely manner, and not including knowledgeable staff in work efforts may impact ~~their agencies'~~ **an agency's** readiness to implement Florida PALM and contribute to a misunderstanding of the Florida PALM scope and implementation timeline**. An agency's ability to engage may be impacted by several factors, including inadequate funding or staffing (resources), lack of planning, or other unplanned events.**

Administrative
Schedule

Stage Gate	Critical Path Item	Status
SG1 - Ready to Start Build 12/29/2023 Criteria: Design Segment I has been completed and Design Segment II is 50% complete Approval Level: Project Director - ESC Awareness	Project Schedule (D635)	Complete
	Solution Design – Segment I (D636)	Complete
	Solution Design – Segment II (D637)	In Progress
	Update Process Models – Financials – Segment I (I-WP101)	In Progress
	Update Process Models – Financials – Segment II (I-WP101)	Future
SG2 - Ready to Begin System Testing 08/30/2024 Criteria: Design is at least 95% complete and Segment I Build is complete Approval Level: Project Director - ESC Awareness	Solution Design – Segment III (D638)	Future
	Process Models – Payroll (D639)	In Progress
	Master Data Configuration Workbooks (D640)	Future
	Updated Technical Architecture Design (D642)	Future
	Update Process Models – Financials – Segment III (I-WP101)	Future
	Build – Segment I (D646)	Future
	Solution Design – Segment IV (D644)	Future
	Update Process Models – Financials – Segment IV (I-WP101)	Future
	Environment Builds – System Test Environment	Future
SG4 – Agency Readiness 11/26/2025 Criteria: Agency Readiness Certifications have been received Approval Level: ESC	Training Build (I-WP110)	Future
	Role Mapping Worksheet (I-WP118))	Future
	Readiness Workplan (I-WP126)	In Progress
	Agency Readiness Certification (I-WP128)	Future

Advisory Council Update

Tony Lloyd

Independent Validation and Verification (IV&V)

Content provided by Public Consulting Group

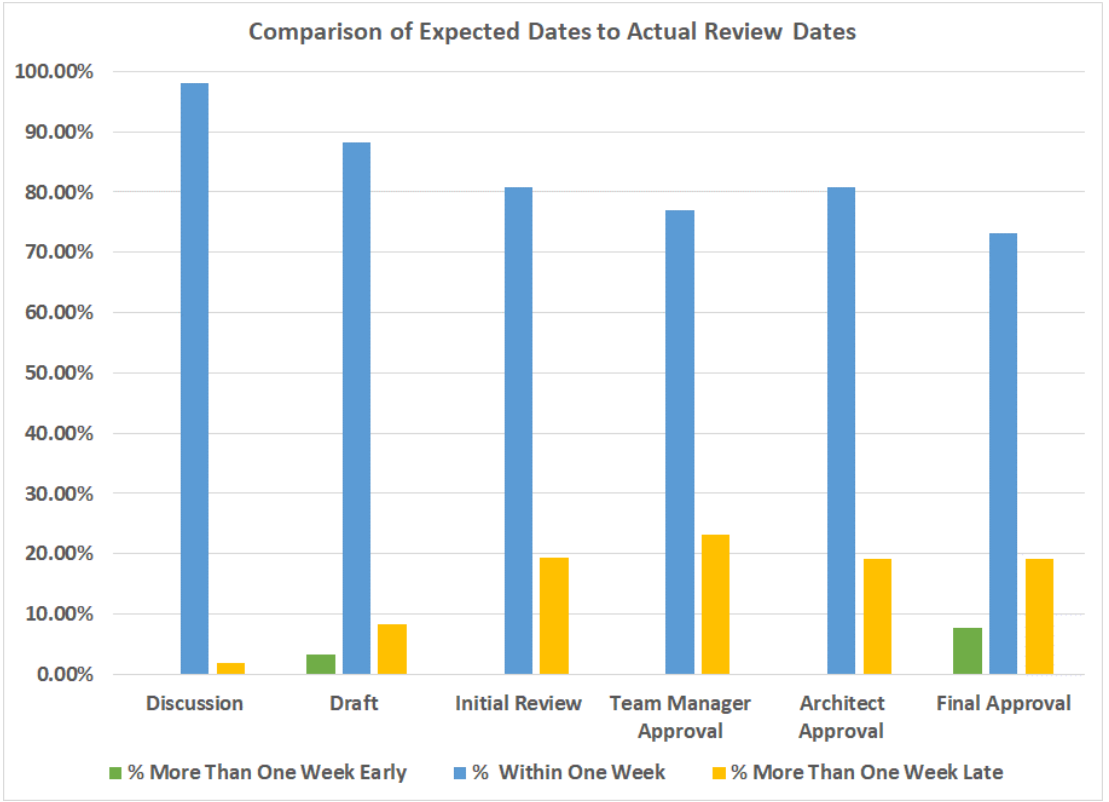
IV&V Update

Project Schedule

- The Florida PALM IV&V Team is closely monitoring the changes to the Florida PALM Project Schedule to reflect the completion of Design Segment I as well as the incorporation of key Project Decisions.
- The Florida PALM Project Schedule was showing late tasks at the end of July and the beginning of August; however, the Florida PALM Team has since completed all tasks for Segment I Functional Design. Lessons learned from Segment I are being applied to the other Segments to accurately define the Project Schedule.
- As of mid-August, there are no immediate high risks to the Project Schedule. The IV&V Team will continue to track the Project Schedule closely and will provide real-time feedback and recommendations to the Florida PALM Team should any trends be identified that may impact critical tasks for the Florida PALM Project.

IV&V Update
Functional Design

- All the Segment I Functional Designs were approved by the 8/4/23 scheduled date
  - Review of some of the Functional Designs did take longer than expected (19% were approved more than a week late) but this did not impact the overall Segment I timeline
  - Florida PALM Project Team is incorporating lessons learned from Segment I to streamline and consolidate reviews when possible
- Increase in the number of Functional Designs & Configuration Workbooks that need to be drafted and reviewed between August & October 2023
  - 86 Functional Designs for Segment II versus 52 for Segment I
  - 318 Configuration Workbooks and 12 Agency Configuration Workbooks
- IV&V will closely monitor and track review activities to identify any substantial variances



IV&V Update

Readiness Workplan and Agency Engagement for Segment I

- The Florida PALM IV&V Team attended Readiness Coordinator meetings and observed updates to the Readiness Workplan (I-WP126) and activities listed in the workplan.
  - As of early August 2023, Readiness Coordinators and Change Champion Network (CCN) staff worked on updating the master template for the training curriculum.
  - In addition, the approach to documenting the agencies' current state of business processes and process mapping was discussed.
  - During monthly agency touchpoint meetings, the Florida PALM Readiness Coordinators discussed any agency-specific needs, including training needs.
- Agency Engagement for Segment I Design:
  - The Florida PALM IV&V Team observed during the participation of agency engagement discussions that the conversation is to a good start of identifying possible approach to engage agencies on the Segment I specific design items and how to map the agency-specific business processes.
  - The Florida PALM IV&V Team will be participating in the subsequent discussions around finalizing the plans for agency engagement.

IV&V SMEs Subject Matter Alignment

Role	Summary of Activities	Name
Treasury, Revenue, and Projects Team	Participates and monitors all design, development, and configuration for this subject area. Once testing starts, monitors the fixes for any defects identified while the IV&V QA team monitors the re-testing activities.	John Gunnufsen
Ledger Management and Control Team	Participates and monitors all design, development, and configuration for this subject area. Once testing starts, monitors the fixes for any defects identified while the IV&V QA team monitors the re-testing activities.	John Gunnufsen
Payables, Payroll and Assets Team	Participates and monitors all design, development, and configuration for this subject area. Once testing starts, monitors the fixes for any defects identified while the IV&V QA team monitors the re-testing activities.	Srikanth Durvasula
Conversion	Participates and monitors data mapping, conversion, cleanup, and reconciliation across the Teams.	Sujith Vanga
Interfaces	Participates and monitors interface design, development, and initial interface partner testing. Once system testing starts, then monitors defect resolution for interfaces, while the IV&V QA team monitors overall testing activities.	John Gunnufsen Srikanth Durvasula
Technology	Monitors infrastructure, production support and handful of tech team RICEFW items.	Rick Huff
Data Warehouse Business Intelligence	Participates and monitors standup, design, and development of reports in Data Warehouse. Monitors defect resolution once testing starts.	Ewan Sin
Project Management	Participates and monitors schedule, risks, issues, PCRs, and other PM activities.	Jeff Hellzen
Organizational Change Management (OCM)	Participates and monitors OCM outreach activities, including Agency Business Process Transformation activities.	Christine Jella
Readiness Workplan/ Implementation Readiness	Monitors readiness work plans, implementation, cutover planning, and execution activities, including training.	Christine Jella
QA Testing Team	Develops and runs weekly and monthly metrics on a variety of areas, including PM, Design, etc. Then transitions to the quality assurance testing effort. Participates and monitors system testing and UAT planning and execution; plans and conducts independent testing and coordinates results with Florida PALM Project Team.	Preethi Kembhavi Olga Zimnyakova Bill Patton Sivani Pogulakonda
IV&V Business Analyst	Provides general support across the areas and IV&V team members.	Sebastian Lende Matthew Berg

Note: Not a sum of all Florida PALM IV&V Positions

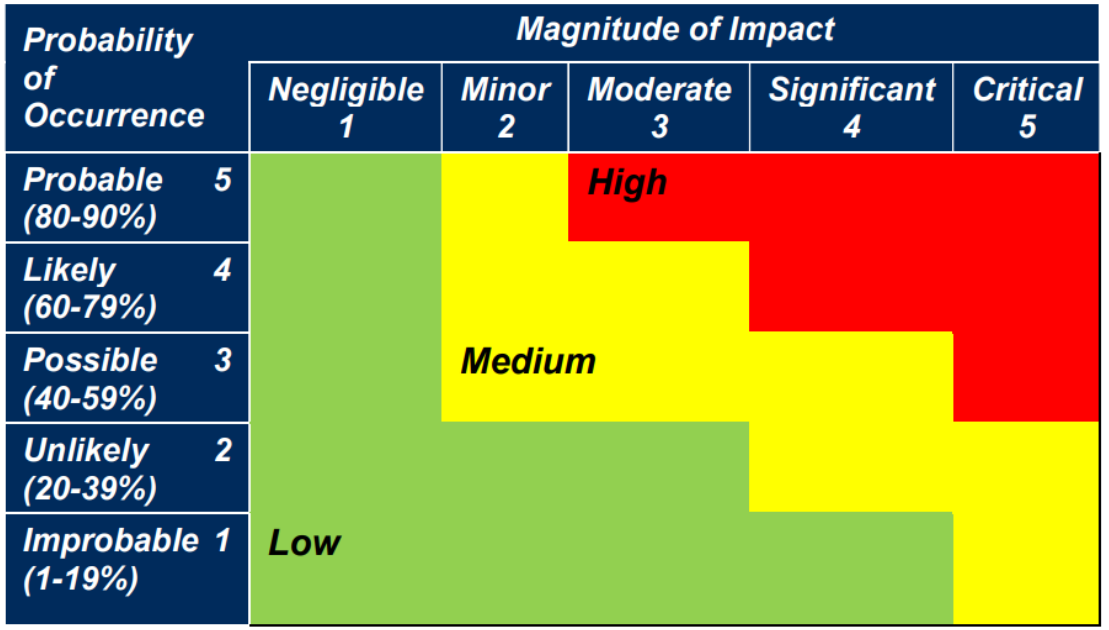
IV&V Risk Assessment & Management

5 Steps to IV&V Risk Assessment and Management:

1) **Risk Identification:** Verify and validate Project deliverables and processes align with applicable state and federal standards and guidelines and industry best practices.
2) **Risk Analysis:** Review the cause or event that introduces the risk to the project and the impact the risk may have on the project (Preliminary Concern, Risk, or Issue).
3) **Risk Response Planning:** Provides structure that ensures a comprehensive process of systematically identifying risks at a consistent level (change management, requirements verification, training materials, etc.).
4) **Risk Reporting:** Communicating the identified IV&V risks to key stakeholders through the IV&V Findings Log.
5) **Risk Monitoring, Tracking, and Controlling:** IV&V is not responsible for implementing risk recommendations and mitigation strategies but will routinely monitor the risk. IV&V will track risk planning and implementation of risk responses, whether risk response actions are effective, and whether Project assumptions are still valid to name a few.

IV&V Risk Assessment & Management

- Risk Impact Levels: Magnitude of Impact against Probability of Occurrence
- Determines Risk Priority Levels
  - **High**: Possibility of substantial impact on the Project, major disruption likely, and consequences would be unacceptable.
  - **Medium**: Possibility of moderate impact on the Project; some disruption is likely, and different approaches may be required.
  - **Low**: Possibility of a slight impact on the Project, minimal disruption is likely, and a different approach may be required.



IV&V Update

Open Findings

- IV&V currently has no Open Findings.

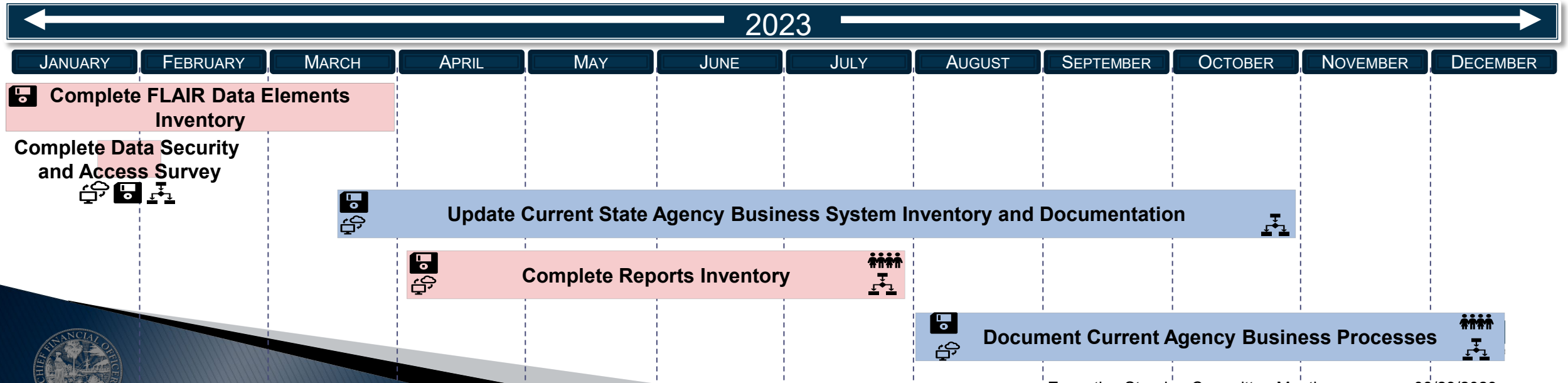
Readiness and Implementation

Nikki Klein, Stacey Terry

Readiness and Implementation

Readiness Activities

- Readiness Workplan – September release
- Current State Analysis
  - Getting agencies ready for future tasks
  - Reports Inventory was due July 28 – eight agencies still working (as of Monday)
  - Document Current Agency Business Processes released July 31



Readiness and Implementation

Implementation Activities

Requirements Traceability Matrix

May 2023 - May 2024

- Requirements Review
- Review & Update RTM by Segment

RICEFW Inventory

May 2023 - May 2024

- Review & Update RICEFW Inventory by Segment

Business Process Models

May 2023 - May 2024

- Update BPMs - Financials
- Create BPMs – Payroll
- Advisory Council Review
  - Financials (8/14 – 8/15)
  - Payroll (8/28 – 8/30; 9/6)
- ESC Approval - Payroll
- Share Financials & Payroll BPMs

Configuration Workbooks

May - December 2023

- Define & Load Non-Agency Configuration
- Create Agency Configuration Workbooks

Functional Design Specifications

May 2023 - September 2024

- FD Segment 1
- FD Segment 2
- FD Segment 3
- FD Segment 4
- DW Segment

Security Roles Matrix

May - July 2024

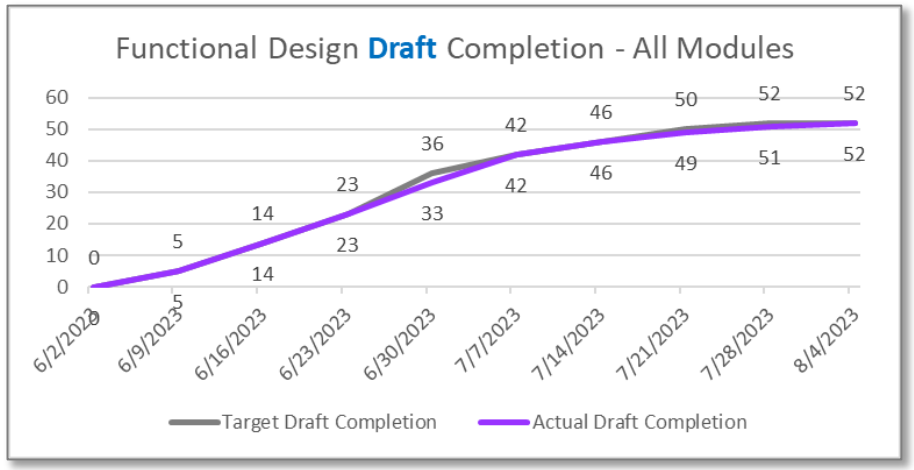
- Define Security Roles Matrix

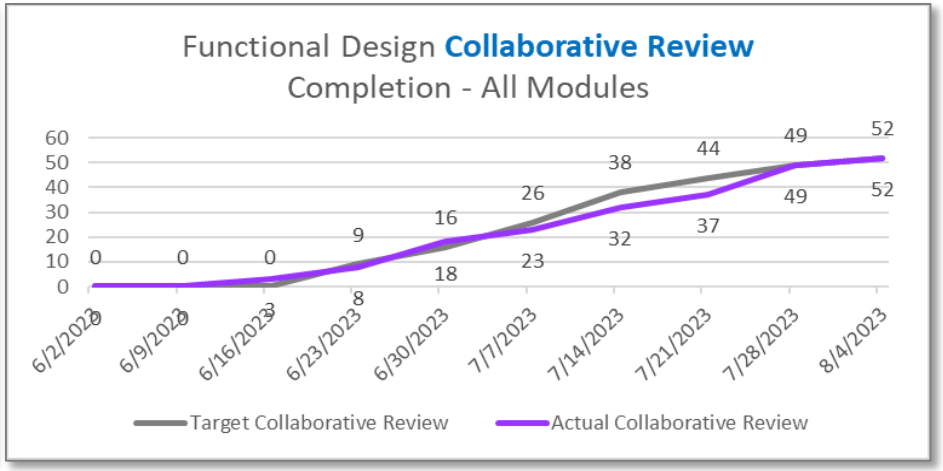
Key

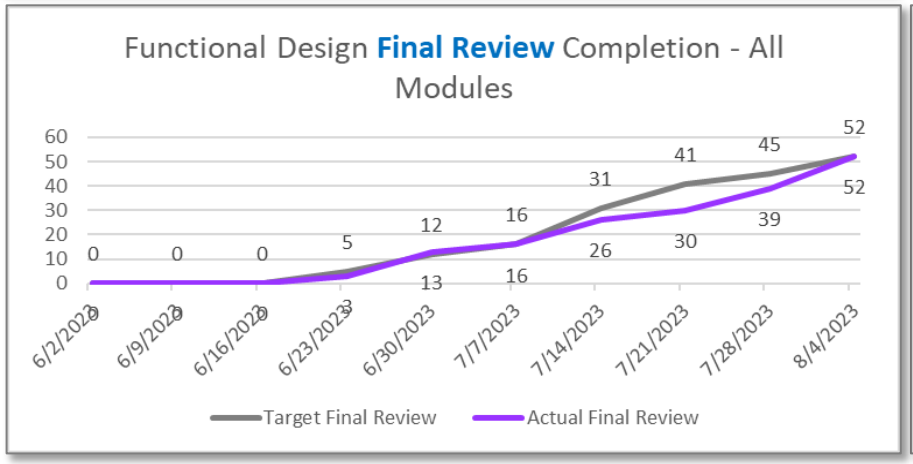
Not Started | Partial Progress | Progressing | Substantial Progress | Complete

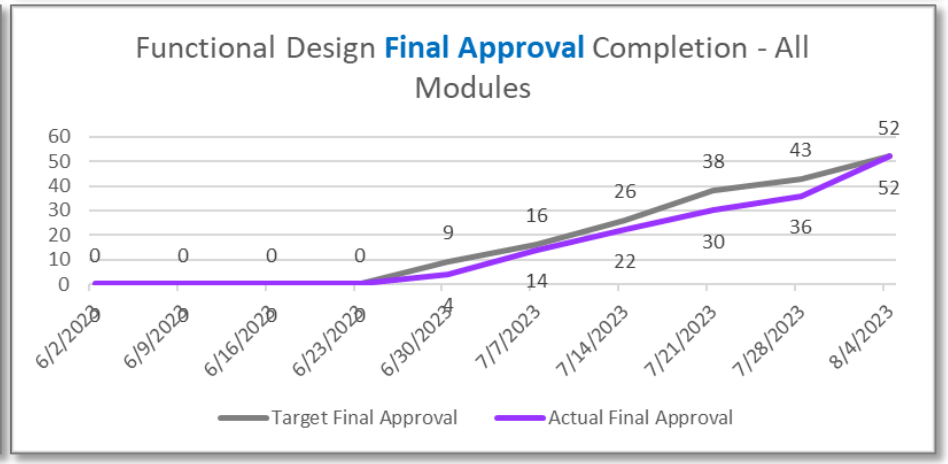
Readiness and Implementation

Implementation Activities







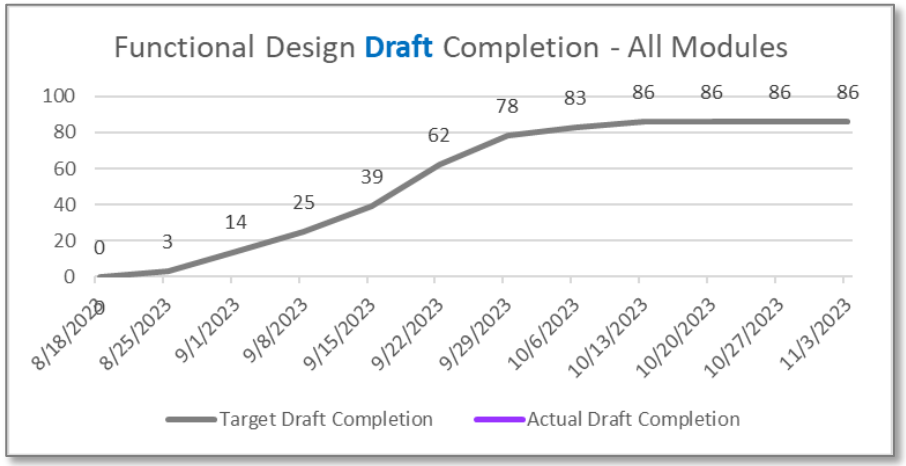


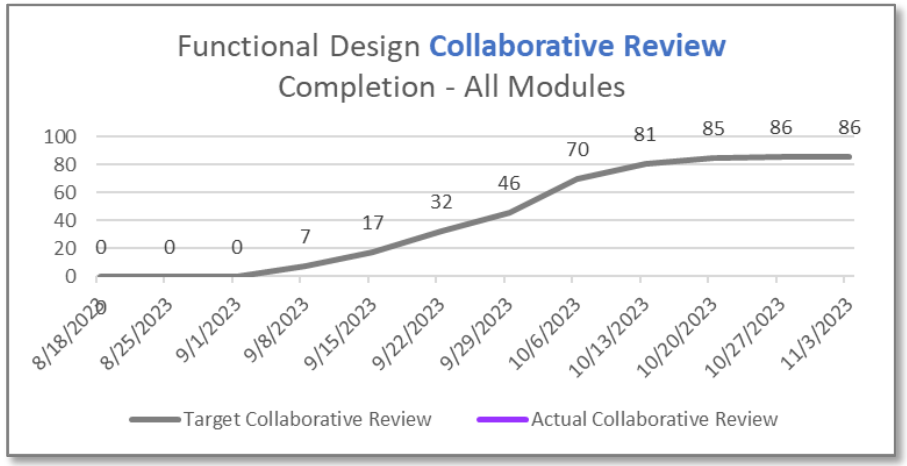
Segment I Functional Design Status

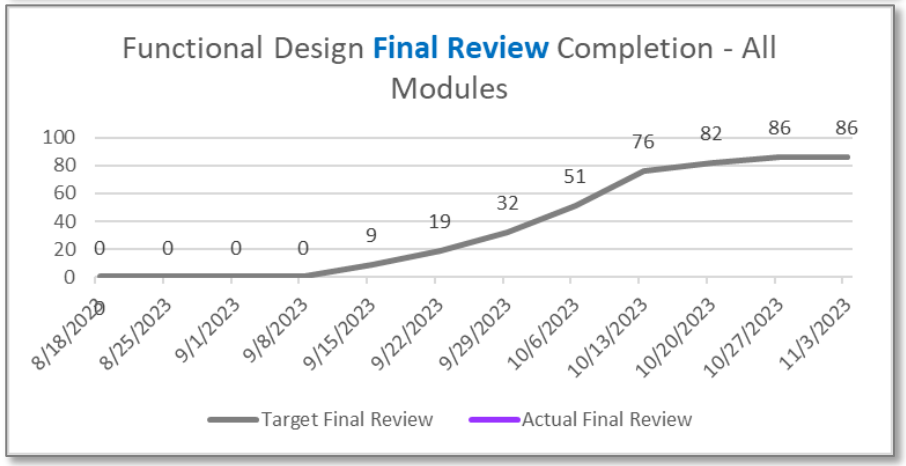
(Complete on 8/4/2023)

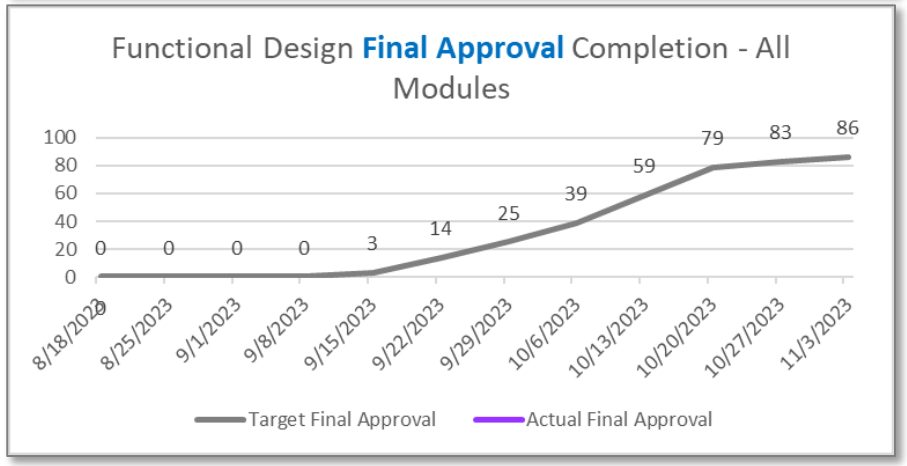
Readiness and Implementation

Implementation Activities







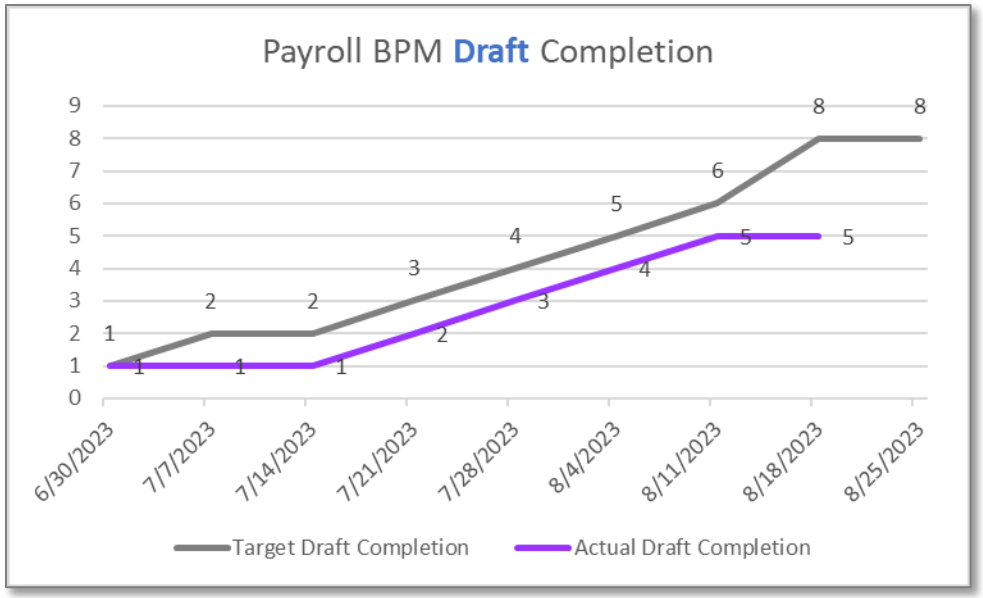


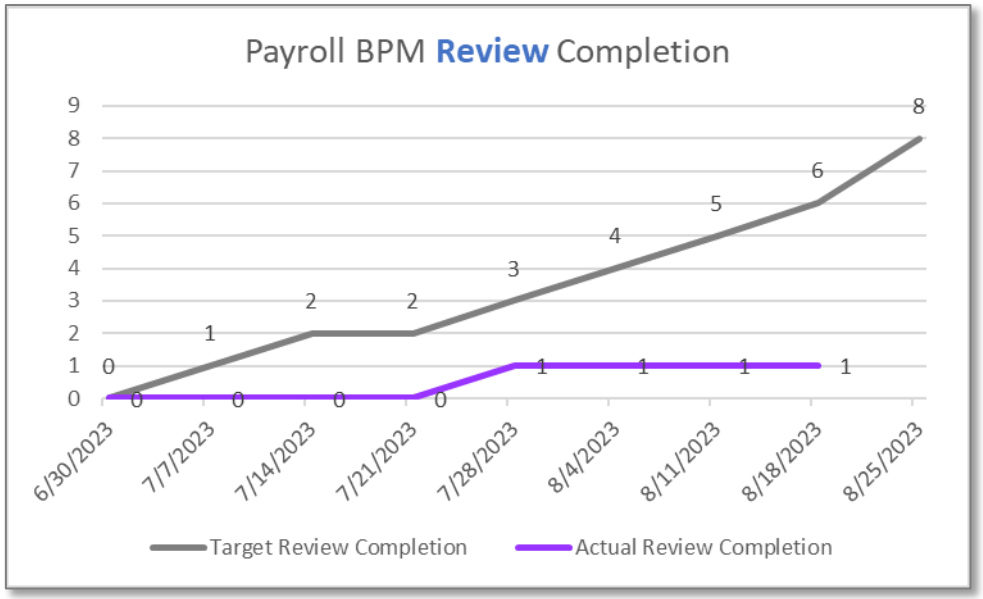
Segment II Functional Design Status

(as of 8/18/2023)

Readiness and Implementation

Implementation Activities





Payroll Business Process Model Status

(as of 8/18/2023)

OTHER

JIMMY COX, STEVEN FIELDER,
ANGIE ROBERTSON

Other

Project Change Requests – PCR 102

- Project Change Request 102: Production Enhancements Part 1
  - No Business Requirements (Attachment 5.1) or Customizations (Attachment 5.2) impacted
  - Change includes:
    - Modify CMI017 (Inbound Previous Day Bank Statement Addenda (NIC) file) to end in a Warning status and update the back dated NIC transactions to the previous day's date
    - Modify ARI020 (Outbound Returned Items Data file) to include unposted entries for only previously sent items
  - Cost – $0
  - PCR was approved by Project Director

Other

Project Change Requests – PCR 103

- Project Change Request 103: Segment II AP and AR Extensions
  - Attachment 5.1 Business Requirements
    - *Moved to Optional Services:* 40.0098 (tied to grants module which is Optional Services)
    - *Updated:*
      - The following requirements are updated to align to customization 21 (Assets Additional Fields) – 40.0035, 40.0050, 40.0070, 40.0071, 40.0185, 40.0191 and 40.0199
      - The requirement 40.0041 is being updated to remove reference to customization 21 as it is met by delivered functionality
      - Requirements 30.0287 and 30.0325 are updated to change the 'How Met' from 'Delivered' to 'Extension' (customization 90 included in this PCR)
      - Requirements 60.1008 is updated to change the 'How Met' from 'Configuration' to 'Extension' (customization 91 included in this PCR)
    - *Canceled:* 40.0206 (Deleted status for assets dispositions which is tied to customization 20 which is proposed for cancellation)
    - *Add:* Requirement 30.1021 – Provide ability for systematic creation of the appropriate accounting entries for current and prior year payments once a payment cancellation has been approved

Other

Project Change Requests – PCR 103

- Project Change Request 103: Segment II AP and AR Extensions
  - Attachment 5.2 Customizations
    - *Updated:* Customization 21 (Assets Additional Fields) was updated to reference requirements 40.0035, 40.0050, 40.0070, 40.0071, 40.0185, 40.0191 and 40.0199 and to remove reference to requirements 40.0041 (Delivered) and 40.0098 (moved to Optional Services)
    - *Canceled:* Customization 20 – New Asset Disposal Code (Deleted)
    - *Add:*
      - Customization 90 AP Payment Cancellation Page
      - Customization 91 Deposit Type Restriction
  - *Cost:* $189,534 (using credit)
  - *Approval:* Requires ESC Approval (Vote)

Other

Project Change Requests - Voting Action

- Project Change Request
  - Public Comments
  - Voting Action for PCR 103

Other

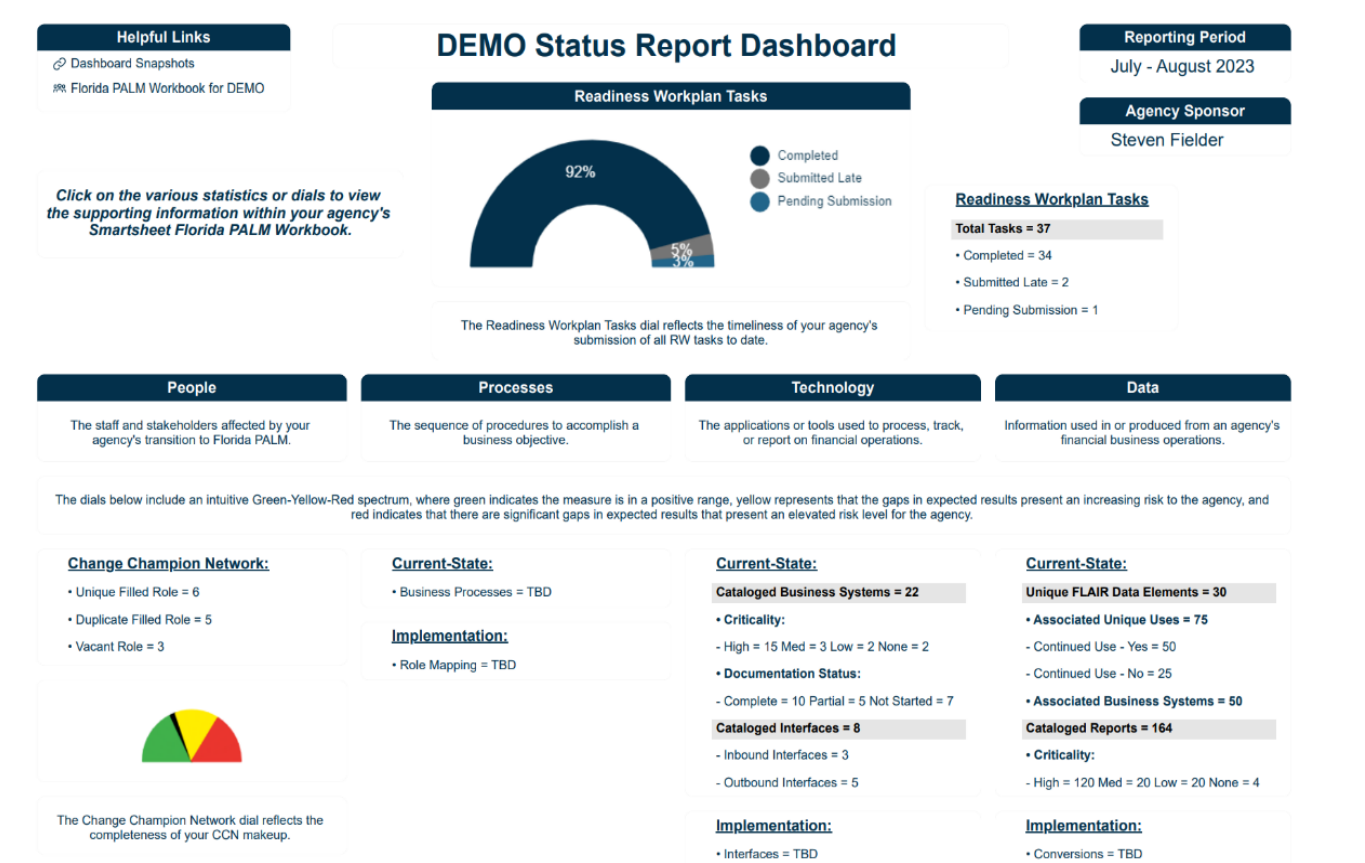
Project Change Requests - Credit Tracker

- Total Available Credits: $1,526,006

Credit	Source	Credit Change	Credit Balance
Credits available as of July 31, 2023		$ 0.00	$ 1,715,540.00
Segment II AP and AR Extensions	PCR 103	$ (189,534.00)	$ 1,526,006.00
		Total Remaining Credit:	**$ 1,526,006.00**

Other

Bimonthly Agency Readiness Status Report



Helpful Links
- Dashboard Snapshots
- Florida PALM Workbook for DEMO

DEMO Status Report Dashboard

Reporting Period
July - August 2023

Agency Sponsor
Steven Fielder

Click on the various statistics or dials to view the supporting information within your agency's Smartsheet Florida PALM Workbook.

Readiness Workplan Tasks

92%

Completed
Submitted Late
Pending Submission

The Readiness Workplan Tasks dial reflects the timeliness of your agency's submission of all RW tasks to date.

Readiness Workplan Tasks
Total Tasks = 37
- Completed = 34
- Submitted Late = 2
- Pending Submission = 1

People	Processes	Technology	Data
The staff and stakeholders affected by your agency's transition to Florida PALM.	The sequence of procedures to accomplish a business objective.	The applications or tools used to process, track, or report on financial operations.	Information used in or produced from an agency's financial business operations.

The dials below include an intuitive Green-Yellow-Red spectrum, where green indicates the measure is in a positive range, yellow represents that the gaps in expected results present an increasing risk to the agency, and red indicates that there are significant gaps in expected results that present an elevated risk level for the agency.

Change Champion Network:
- Unique Filled Role = 6
- Duplicate Filled Role = 5
- Vacant Role = 3

The Change Champion Network dial reflects the completeness of your CCN makeup.

Current-State:
- Business Processes = TBD

Implementation:
- Role Mapping = TBD

Current-State:
Cataloged Business Systems = 22
- **Criticality:**
- High = 15 Med = 3 Low = 2 None = 2
- **Documentation Status:**
- Complete = 10 Partial = 5 Not Started = 7

Cataloged Interfaces = 8
- Inbound Interfaces = 3
- Outbound Interfaces = 5

Implementation:
- Interfaces = TBD

Current-State:
Unique FLAIR Data Elements = 30
- **Associated Unique Uses = 75**
- Continued Use - Yes = 50
- Continued Use - No = 25
- **Associated Business Systems = 50**

Cataloged Reports = 164
- **Criticality:**
- High = 120 Med = 20 Low = 20 None = 4

Implementation:
- Conversions = TBD

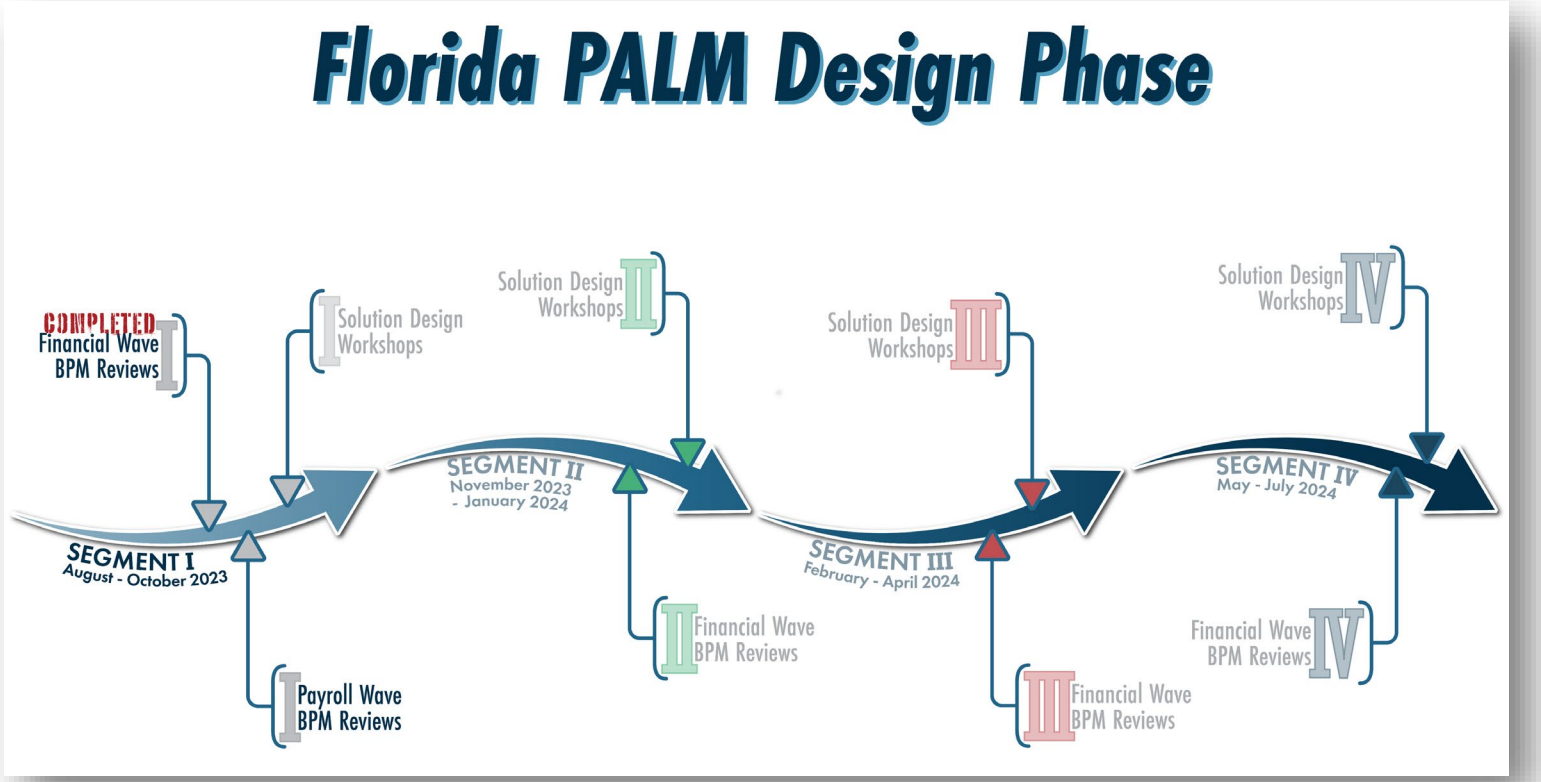
- Fully incorporated in Smartsheet for easy submission
- Dashboard view provides a summary of agency reported and Project collected data
- ESC to receive PDF of all agency dashboards
- Project to summarize trends at ESC meetings
- Timing
  - Early release – August 28
  - Due bimonthly on the 10th

UPCOMING

STEVEN FIELDER, DEANA METCALF

Upcoming

- Payroll Wave Business Process Models Review
  - Wednesday, September 6, 1:00 – 5:00 p.m.
  - Thursday, September 7, 1:00 – 5:00 p.m.
- Solution Design Workshops (September / October)



Upcoming

Design Workshops

Business Process Groupings	Business Processes	Segment I September - October 2023	Segment II December 2023 - January 2024	Segment III March - April 2024	Segment IV June - July 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
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		
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
Inter/IntraUnit Transactions [1]	110.1 Inter/IntraUnit Transaction Processing				X
System Access and Controls	120.1 Interface Error Handling Process		X		

[1] Fund cash management functionality (previous 80 series business processes) has been incorporated into these process groupings
[2] Enterprise Business Process

FloridaPALM
Planning, Accounting, and Ledger Management

Next Monthly Meeting

September 27, 2023

Department of Financial Services, Workers' Compensation

FloridaPALM
Planning, Accounting, and Ledger Management

Contact Information

FloridaPALM@MyFloridaCFO.com

MyFloridaCFO.com/FloridaPALM

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