

# FloridaPALM

Planning, Accounting, and Ledger Management



# EXECUTIVE STEERING COMMITTEE

DEPARTMENT OF FINANCIAL SERVICES

OCTOBER 25, 2023



# ADMINISTRATIVE

TOMMY WERNER



# Administrative Budget

FY 2023-2024 Spend Plan Summary as of September 30, 2023				
Category	Projected FYTD	Incurred FYTD	Released FYTD <small>*As of 10/18/2023</small>	Release Remaining
<b>FLAIR System Replacement</b>	<b>\$7,079,331</b>	<b>\$7,920,601</b>	<b>\$18,867,226</b>	<b>\$10,946,625</b>
SSI Implementation Services	\$3,415,500	\$4,915,500		
Facilities and Maintenance	\$103,923	\$103,923		
Production Support	\$2,397,087	\$2,362,811		
Production Support Administration	\$7,216	\$7,153		
Oracle Software and Maintenance	\$616,717	\$0		
Project Administration	\$108,528	\$139,614		
ERP and OC Support Services	\$430,360	\$391,600		
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	\$2,263,701	\$1,520,320	\$9,743,087	\$8,222,767
HR Transfer and Risk Management Insurance	\$12,762	\$7,978	\$32,587	\$24,609
<b>Total:</b>	<b>\$15,408,855</b>	<b>\$15,501,960</b>	<b>\$36,695,961</b>	<b>\$21,194,001</b>



# Administrative Risks and Issues

*Slide updated 10/24/2023*

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- ▶ No new Risks or Issues have been opened or closed
- ▶ Three Risks with score of 6 or higher:
  - Risk 4 - Agencies' ability to adequately engage and participate may impact agency readiness
  - Risk 5 - The timing and efficiency of information sharing between enterprise partners and agencies, and the Project could impact the success of the Project
  - Risk 6 - The execution of contracts and procurement activities outside of the Project may impact Florida PALM implementation and agency readiness
- ▶ Risk 5 score changed to 6 due to change in Probability from 1 to 2. The Trend was also changed from Stable to Increasing.



# Administrative Schedule

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

Agency Readiness Certification (I-WP128)

Future  
**FloridaPALM**  
 Planning, Accounting, and Ledger Management



# ADVISORY COUNCIL UPDATE

JIMMY COX



# Advisory Council Update

## October Meeting

- ▶ Tracking of FCO Projects
- ▶ Allotment / Budget Alternatives – *Moved to Next Meeting*
- ▶ Document Management
- ▶ Agency Business System Remediation
- ▶ Segment I Design Workshops



# Advisory Council

## Segment I Design Workshops Feedback

- ▶ “Pleased to see, hear or discover”
  - Project team was listening
  - Similar issues/questions from other agencies
  - Mock reports, screenshots and system demos
  - Detailed walkthrough of reports
  - User-friendly system
  - Differences between FLAIR and Florida PALM
  - Ah-Ha moments

*“As a person who has worked in FLAIR, I am at the point where I would like to see more of the system's capabilities to gain a better understanding of the system. It was during the demo; I was able to make more connections of what will be happening in FL Palm.”*

*“My team thought of a new way to interface with PALM based on this workshop.”*



# Advisory Council

## Segment I Design Workshops Feedback

### ▶ “Unmet expectations”

- Demos with live data
- Designs that are included in future Segments
- ChartField values
- Sharing of actual “design documents”
- Data flow discussion
- More in-depth review of interfaces and mock-ups

### ▶ “Suggestions for next time”

- Opportunity to submit questions in advance
- Virtual option and different location
- Live demos and more visuals
- More information about:
  - Transaction lifecycle and components
  - Field level security
  - Reporting
  - Work Centers and Workflow



# Advisory Council

## Segment I Design Workshops Feedback

- ▶ How the feedback will impact future meetings:
  - Visually / graphically explain or connect concepts
  - Group content to allow for question-and-answer periods throughout
  - Explore other venues
  - Time reserved for non-”process” topics (e.g., Interfaces, Reports)



# INDEPENDENT VERIFICATION AND VALIDATION (IV&V)

CONTENT PROVIDED BY  
PUBLIC CONSULTING GROUP



# IV&V Update

## Project Management

- ▶ The IV&V Team is tracking the delayed tasks in the Florida PALM Project Schedule
  - As of mid-October, there were 312 total delayed tasks, with 294 related to the Design Segment II
  - The Schedule Performance Indicator (SPI) continues to stabilize and is showing a consistent 0.88 across the past several weeks, indicating that the Florida PALM Project Team is settling into a steady pace of work completion



# IV&V Update

## Project Management Cont.

- ▶ The IV&V Team reviewed the Implementation Activities slides used in ESC Presentations, utilizing the September ESC Slides for the review
- ▶ The IV&V Monthly Assessment Report detailed recommendations for how the slides may include additional information to provide more insight for the ESC members
  - These recommendations do not change the risk level associated with the Project Management Focus Areas, they are suggestions to add clarity and detail to the activities related to Design in keeping the ESC members up to date
  - Suggestions include:
    - Demonstrating future trends based on the current pace
    - Detailing the Actuals versus Planned and further insight into the pie charts
    - Detailing the legend and meanings behind the pie charts and how the ESC can interpret the message being told by those diagrams



# IV&V Update

## Open Findings

- ▶ Opened an Issue in the IV&V September Monthly Report: Finding 12 – Inconsistency in Requirements Traceability
  - The Florida PALM IV&V Team provided a list of identified inconsistencies associated with D636, which were addressed before the deliverable's acceptance
  - The Florida PALM Project Team incorporated additional cross-checks of requirement traceability between documents before submitting the subsequent Completion of Solution Design deliverables
  - Discussed the option for only updating the RTM or RICEFW and then referencing those documents in the subsequent deliverables to avoid future inconsistencies
    - SSI Vendor preferred to continue embedding requirement traceability in Functional Designs, so developers have all the information in one place
    - The Florida PALM IV&V Team will validate if additional cross-checks are sufficient to avoid inconsistencies between documents



# IV&V Update

## Functional Design

- ▶ The IV&V Team attended:
  - Payroll Business Process Model reviews and Technical Town Hall meetings (9/18 - 9/19)
  - Segment I Design Workshops (10/3 - 10/4)
  - All sessions were well attended by Agencies, provided key information, generated questions, and provided clarification on Florida PALM functionality
- ▶ Segment II Design Sessions are continuing but are behind schedule
  - If the current trend of functional design approvals continues, then Segment II Design completion could be delayed by 4 weeks
  - Segment II delays are not expected to impact the Ready to Start Build Stage Gate
    - Only 50% (39) of Segment II design specifications need to be approved
    - The criteria have been met as of 10/20/23



# IV&V Update

## Readiness Tasks and Agency Engagement

- ▶ The Florida PALM Project Team released Tasks 500 – 504 in October, which aim to improve agency project management planning for the Florida PALM transition. The Florida PALM IV&V Team views these tasks as providing a positive direction to improve agency readiness.
- ▶ The Florida PALM IV&V Team has scheduled discussions with several agencies to discuss their experiences and challenges with funding requests and planning for the transition to Florida PALM
  - The IV&V Team completed some agency discussions. IV&V will be consolidating all responses and analyzing them for common trends.
  - The results of the outreach and any IV&V recommendations will be shared with the Florida PALM Distribution List in a future report

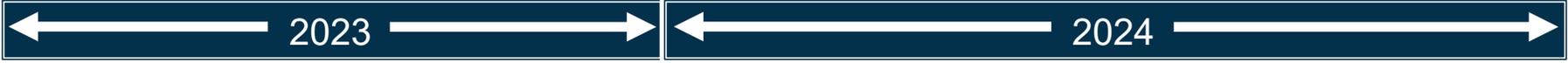


# READINESS AND IMPLEMENTATION

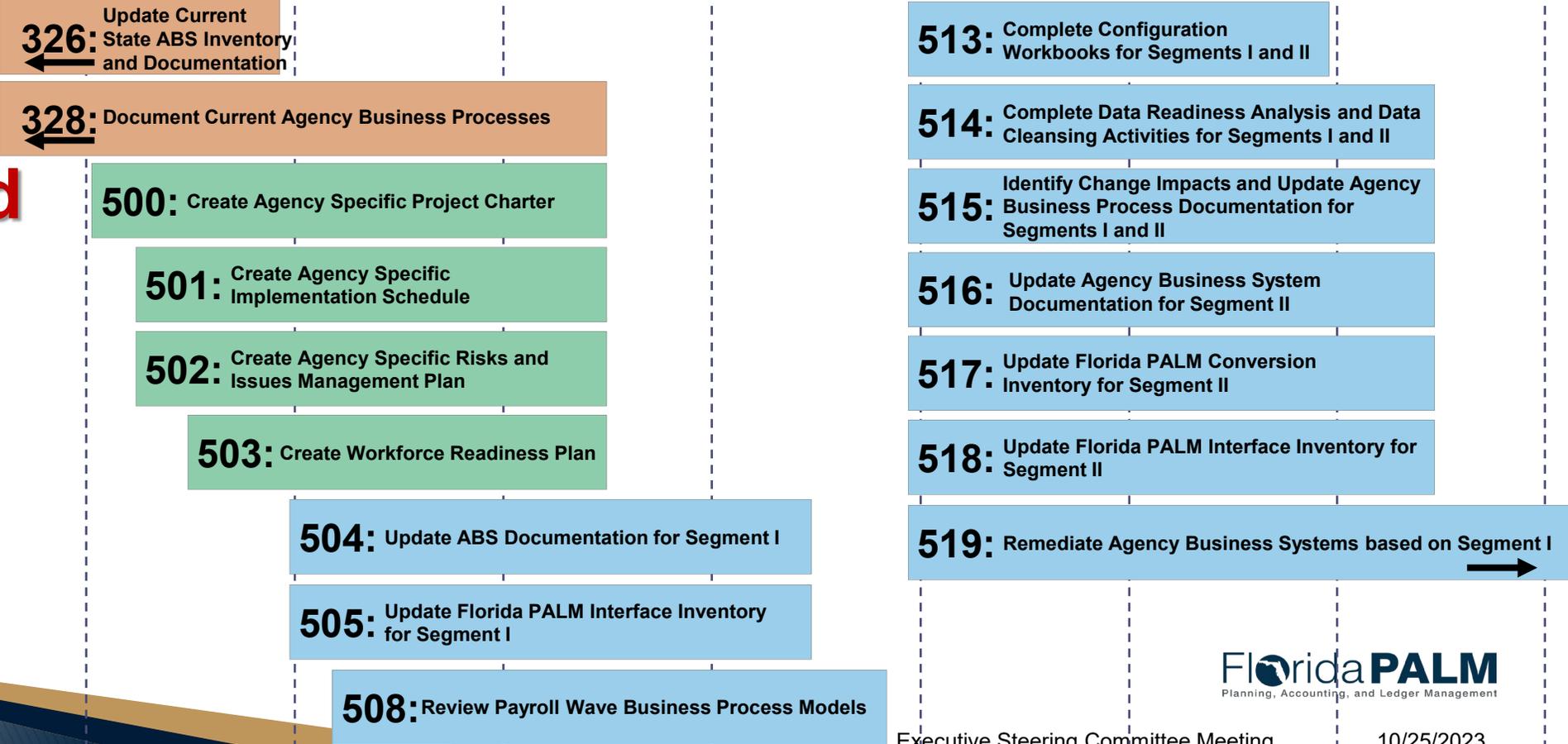
NIKKI KLEIN, STACEY TERRY



# Readiness and Implementation



## Current and Upcoming RW Tasks



# Readiness and Implementation

## Agency Engagement



### OCM PALMcast Series

Episode 1 – What is OCM and Why is it Important?

*Featuring special guest: FDACS Change Management Liaison*

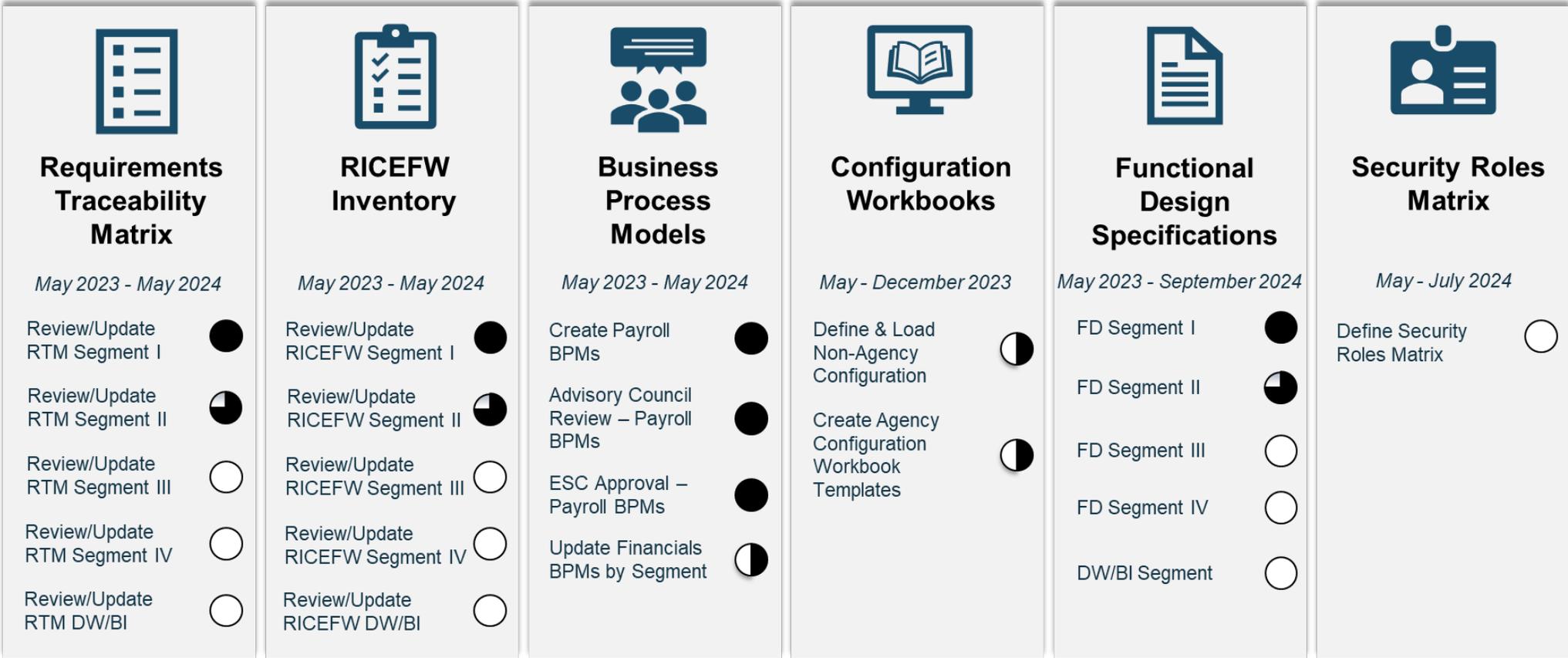


### Forums Tomorrow (10/26)

Project Manager Liaisons – *AM session*  
Change Management Liaisons and Training Liaisons – *PM session*



# Readiness and Implementation Implementation Activities



# Readiness and Implementation

## Implementation Activities

Slide added 10/24/2023

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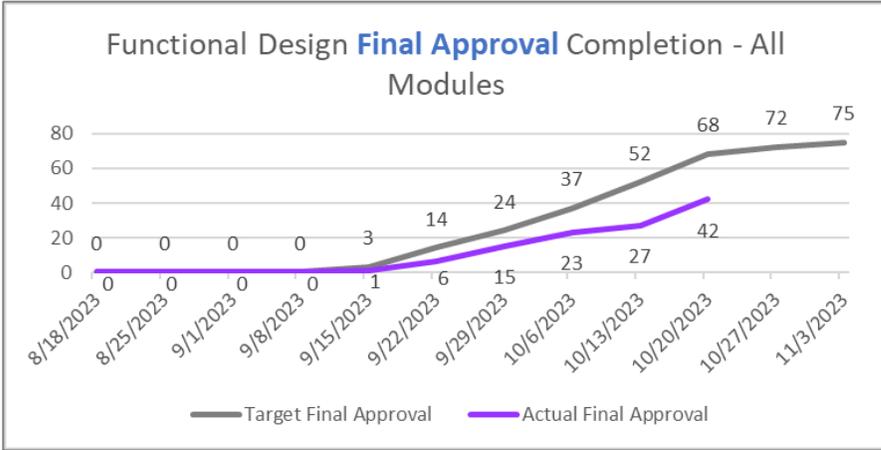
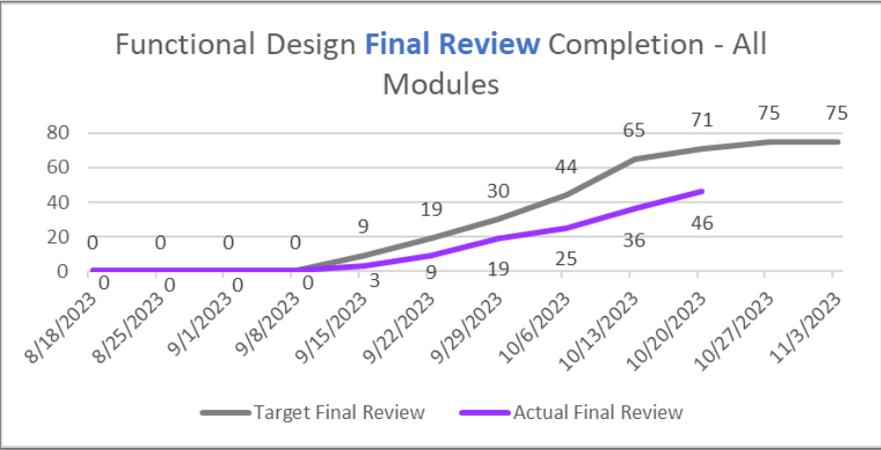
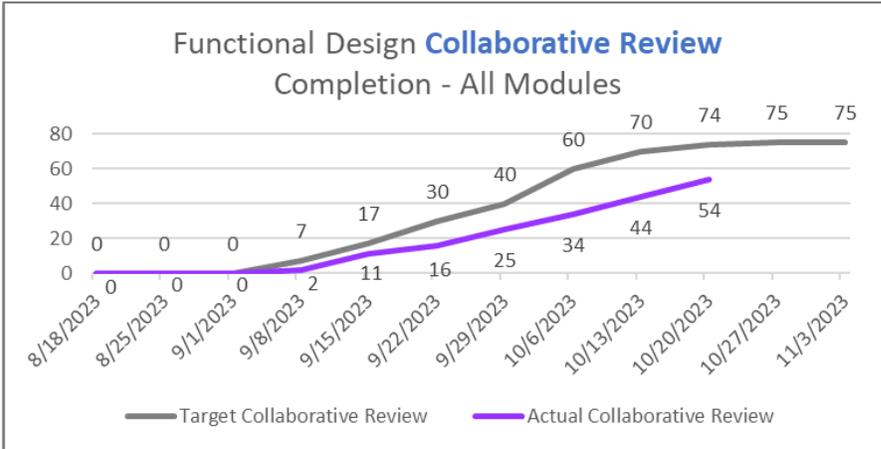
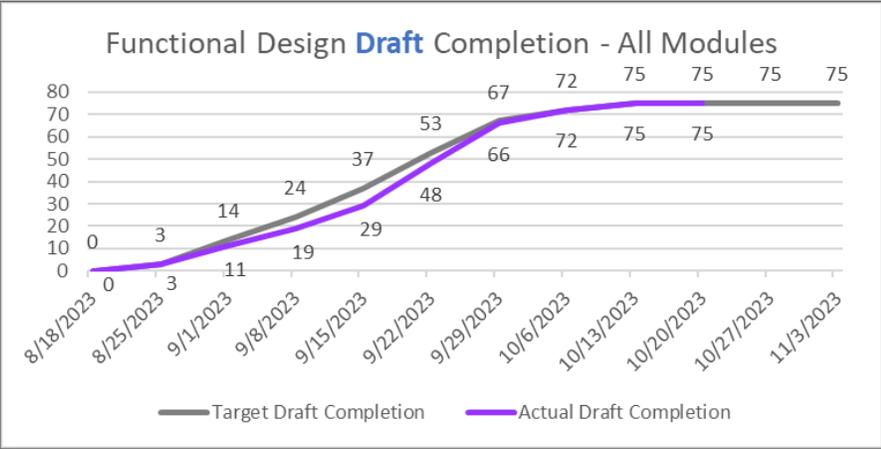
### Functional Designs Removed from Segment II

<b>Prior Count of Segment II Functional Designs</b>	<b>81</b>
Aligned to Future Segment due to External Dependencies <ul style="list-style-type: none"><li>• Pending Third Party Information (2)</li><li>• Pending Enterprise Partner Solution Design (1)</li></ul>	(3)
Aligned to Future Segment due to Internal Design Dependencies	(2)
On Hold Pending Solution Approach	(2)
Cancelled	(1)
<b>Current Count of Segment II Functional Designs</b>	<b>73</b>



# Readiness and Implementation

## Implementation Activities



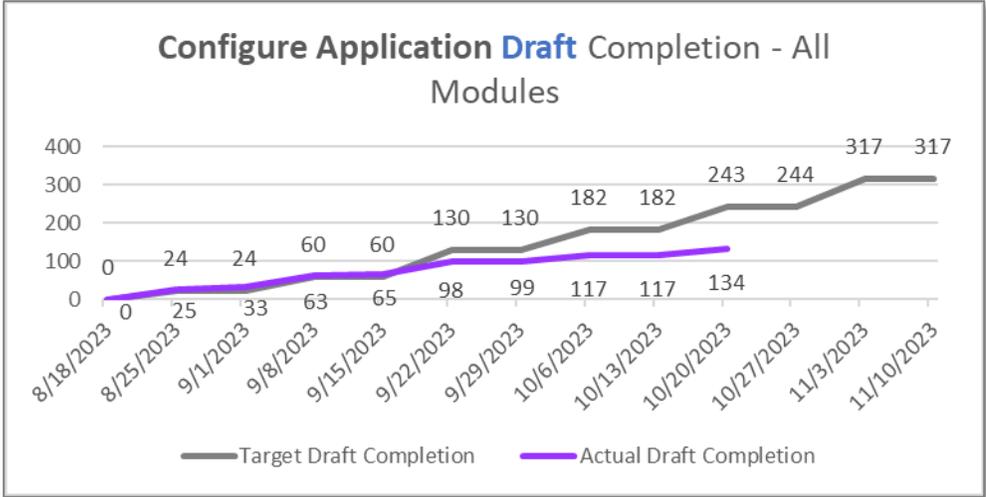
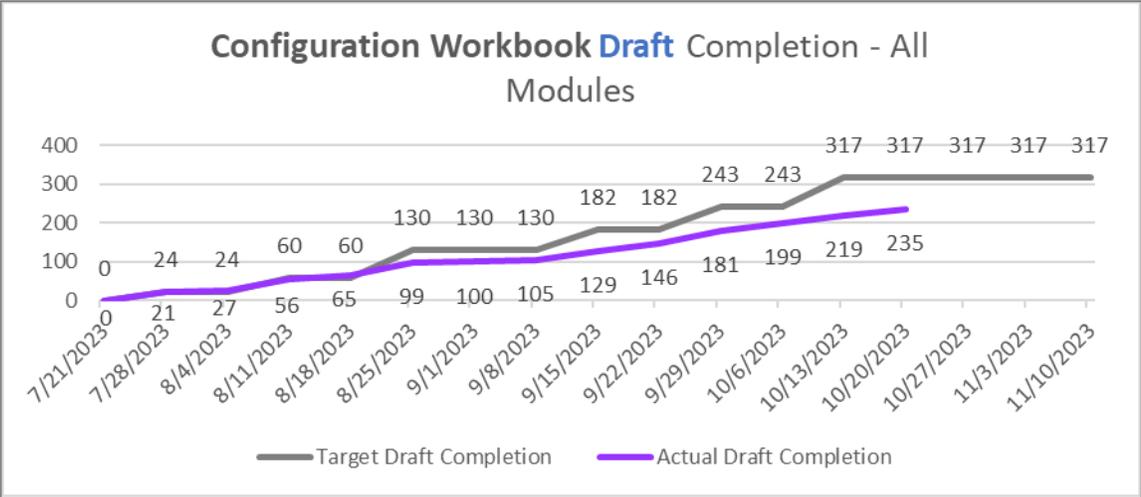
### Segment II Functional Design Status (as of 10/20/2023)



# Readiness and Implementation

## Implementation Activities

- 317 configurations across 12 workbooks (align to 12 modules)
- 12 agency configurations across 6 workbooks



### Configuration Status (as of 10/20/2023)



# OTHER

JIMMY COX, STEVEN FIELDER



# Stage Gate 1 – Ready to Build

## ▶ Stage Gate Contractual Definition:

A defined point in the Project at which the Department or the Executive Steering Committee makes a decision whether to proceed with a subsequent Project Stage or activity.

## ▶ Stage Gate 1 – Ready to Build:

- *Planned Decision (contract)* – November/December
- *Criteria (contract)* –
  - Design Segment I is complete (accepted on Aug. 29, 2023)
  - Design Segment II is at least 50% complete (expected to be 100% by November 3, 2023)
- *Anticipated Decision* – November 9, 2023



# Recommended Statutory Changes

- ▶ SB2502 – GAA Implementing Bill, which creates the Florida PALM ESC, requires that the ESC:

(4)(a) Identify and recommend to the Executive Office of the Governor, the President of the Senate, and the Speaker of the House of Representatives any statutory changes needed to implement the replacement subsystem that will standardize, to the fullest extent possible, the state's financial management business processes.

- ▶ Recommended Statutory Change

215.422(16) Nothing contained in this section shall be construed to be an appropriation. Any interest which becomes due and owing pursuant to this section ~~shall only~~ should be ~~payable~~ paid from the appropriation charged for such goods or services or from an available and allowable appropriation for such charges.



# Project Change Request

## Voting PCR 107

- ▶ Project Change Request 107: Default Amount Only Flag and Requirement Updates
  - Attachment 5.1 Business Requirements
    - *Moved to Optional Services:* All are related to multi-year encumbrances and recurring vouchers which will not be implemented at the Financials Wave
      - 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.



# Project Change Request

## Voting PCR 107

- ▶ Project Change Request 107: Default Amount Only Flag and Requirement Updates
  - Attachment 5.1 Business Requirements
    - *Cancelled:*
      - 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.
    - *Added:*
      - 200.1099 (New) – Provide ability to only view and select active SpeedKeys on AR transactions.
        - Supports creation of SpeedKeys using as much delivered functionality as possible.
      - 30.1023 (New) – Provide ability to systematically designate encumbrances and payables to be vouchered by amount vs. quantity.
        - Supports proposed customization C93 Default Only Flag, which simplifies the on-line encumbrance process



# Project Change Request

## Voting PCR 107

- ▶ Project Change Request 107: Default Amount Only Flag and Requirement Updates
  - Attachment 5.1 Business Requirements
    - *Updated:*
      - 10.0181 – Provide grant reporting for: Pending expiration or expired grant report.
        - Remove reference to C45 Custom Grants Page; this will be met through reporting.
      - 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.
        - Remove reference to C21 Assets Additional Fields as this is met using delivered fields.
      - 100.0535 (Revised) – Provide ability for uploads to automatically expand ChartField values on a line based on the accounting tag entered
        - Remove references to interfaces as SpeedKeys cannot be processed through standard interfaces. Accounting details are required in interfaces.



# Project Change Request

## Voting PCR 107

- ▶ Project Change Request 107: Default Amount Only Flag and Requirement Updates
  - Attachment 5.2 Customizations
    - *Updated:*
      - C45 – Remove reference to 10.0181.
      - C21 – Remove reference to 40.0108 Assets Additional Fields as this is met using delivered fields.
    - *Added:*
      - C93 – Default Amount Only Flag
  - *Cost:* \$8,620
  - *Approval:* Requires ESC Approval (Vote)



# Project Change Requests

## Credit Tracker

- ▶ Total Available Credits:
  - Balance as of September 30, 2023: \$1,447,952
  - If PCR Approved: \$1,439,332

Enhancement Description	Source	Credit Change	Credit Balance
Default Amount Only Flag	PCR 107	\$ (8,620.00)	\$ 1,439,332.00

**Total Remaining Credit: \$ 1,439,332.00**



# Project Change Requests

## Voting Action

- ▶ Project Change Request
- ▶ Public Comments



# UPCOMING

JIMMY COX



# Upcoming CCN Liaison Forums

- ▶ Change Champion Network Liaison Forums:
  - Project Management Liaisons – October 26 (AM), DCF
  - Change Management and Training Liaisons – October 26 (PM), DCF



# Upcoming Design Meetings

## Design Meetings

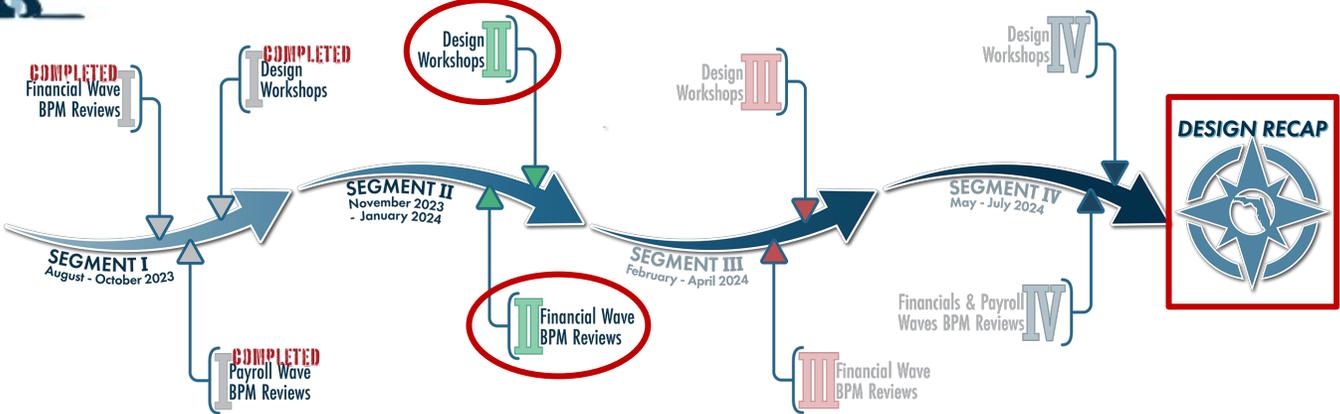
A series of meetings to review business process models and final designs



**Review Meetings:** ←  
Initial Payroll Wave BPMs  
Proposed Final Financials Wave BPMs

**Design Workshops:** ←  
Final Designs

## Florida PALM Design Phase



# Upcoming

## Design Meetings – BPM Reviews

Meeting Date and Time	Business Process Grouping	Business Process
Tuesday, 12/5 8:30am – 12pm	Disbursements Management	30.2 Establish and Maintain Encumbrances 30.4 Process Payments 30.5 Manage Payments
Tuesday, 12/5 1:30pm – 5pm	Asset Accounting and Management	40.1 Acquire and Set Up Assets 40.3 Set Up and Maintain Asset Controls
Wednesday, 12/6 8:30am – 12pm	Account Management and Financial Reporting System Access and Controls	10.2 Enter and Process Journals 120.1 Interface Error Handling Process
Thursday, 12/7 8:30am – 12pm	Accounts Receivables	60.2 Deposit and Apply Receipts
Thursday, 12/7 1:30pm – 5pm	Projects, Grants and Contracts Management	90.2 Create and Maintain Grants 90.3 Create and Maintain Contracts

### BPM Review Meetings:

- Support Advisory Council review
- Open to all agencies
- Discuss drafts of known changes to the BPMs
- Limited in-person, but includes virtual meeting attendance option



# Upcoming

## Design Meetings – Design Workshops

Meeting Date and Time	Business Process Grouping	Business Process
Tuesday, 1/9 All Day	Disbursements Management	30.2 Establish and Maintain Encumbrances
Wednesday, 1/10 All Day		30.4 Process Payments 30.5 Manage Payments
Thursday, 1/11 All Day	Asset Accounting and Management	40.1 Acquire and Set Up Assets 40.3 Set Up and Maintain Asset Controls
Tuesday, 1/16 All Day	Accounts Receivables	60.2 Deposit and Apply Receipts
Wednesday, 1/17 All Day	Projects, Grants and Contracts Management	90.2 Create and Maintain Grants 90.3 Create and Maintain Contracts
Thursday, 1/18 All Day	Account Management and Financial Reporting System Access and Controls	10.2 Enter and Process Journals  120.1 Interface Error Handling Process

### Design Workshops:

- For all agencies
- Expands business process discussion
- Includes review of layouts (e.g., for interfaces and reports)
- Larger in-person capacity – no virtual meeting attendance option



# NEXT MONTHLY MEETING

NOVEMBER 15, 2023

DEPARTMENT OF FINANCIAL SERVICES, DIVISION OF WORKERS'  
COMPENSATION



# CONTACT INFORMATION

[FLORIDAPALM@MYFLORIDACFO.COM](mailto:FLORIDAPALM@MYFLORIDACFO.COM)

[MYFLORIDACFO.COM/FLORIDAPALM](https://MYFLORIDACFO.COM/FLORIDAPALM)

