

# FloridaPALM

Planning, Accounting, and Ledger Management



# EXECUTIVE STEERING COMMITTEE

DEPARTMENT OF FINANCIAL SERVICES

MARCH 27, 2024



# ADMINISTRATIVE

STEVEN FIELDER, TOMMY WERNER



# Administrative – Budget

| FY 2023-2024 Spend Plan Summary as of February 29, 2024 |                     |                     |                     |                     |
|---|---------------------|---------------------|---------------------|---------------------|
| Category  | Projected FYTD      | Incurred FYTD       | Released FYTD       | Release Remaining   |
| <b>FLAIR System Replacement</b>                         | <b>\$24,347,180</b> | <b>\$24,116,122</b> | <b>\$32,635,645</b> | <b>\$8,519,523</b>  |
| SSI Implementation Services                             | \$15,505,400        | \$15,505,400        |                     |                     |
| Facilities and Maintenance                              | \$277,128           | \$277,128           |                     |                     |
| Production Support                                      | \$5,947,226         | \$5,947,226         |                     |                     |
| Production Support Administration                       | \$38,349            | \$38,305            |                     |                     |
| Oracle Software and Maintenance                         | \$1,339,513         | \$1,245,311         |                     |                     |
| Project Administration                                  | \$109,979           | \$58,817            |                     |                     |
| Additional Facilities                                   | \$0                 | \$0                 |                     |                     |
| ERP and OC Support Services                             | \$1,129,585         | \$1,043,935         |                     |                     |
| QA Support Services                                     | \$0                 | \$0                 |                     |                     |
| IT Service Management                                   | \$826,568           | \$665,807           | \$2,000,000         | \$1,334,193         |
| Contingency   | \$0                 | \$0                 | \$0                 | \$0                 |
| DMS IV&V Transfer                                       | \$6,053,061         | \$6,053,061         | \$6,053,061         | \$0                 |
| Salaries & Benefits                                     | \$4,691,046         | \$4,445,087         | \$9,743,087         | \$5,298,000         |
| HR Transfer and Risk Management Insurance               | \$20,283            | \$26,435            | \$32,587            | \$6,152             |
| <b>Total:</b>   | <b>\$35,938,138</b> | <b>\$35,306,512</b> | <b>\$50,464,380</b> | <b>\$15,157,868</b> |



# Administrative

## Legislative Budget Update

- ▶ Project Proposed Appropriations
  - Proposed GAA includes \$59.3M total
    - FLAIR System Replacement = \$46.4M
    - ServiceNow: Unused funds from FY 23-24 will revert and appropriate to FY 24-25
    - Contingency = \$3M
    - Salaries and Benefits: \$9.9M
- ▶ Appropriations for Additional Florida PALM Services
  - \$7.9M appropriated to DFS Office of General Counsel
    - IV&V Services = \$5.9M
    - QA Testing = \$1.3M
    - Reserve = \$650k
- ▶ Agencies Florida PALM Readiness Proposed Appropriations
  - Total = \$72.5M
    - Direct to Agencies = \$52.5M
    - Administered Funds = \$20M



# Administrative Risks and Issues

- ▶ No new Issues have been opened or closed
- ▶ Three Risks with score of 6 or higher:
  - Risk 4, Risk 5, Risk 6
- ▶ Three new proposed Risks
  - Design Segment IV (Score 6)
  - Build Segments (Score 6)
  - System Testing (Score 9)



# Administrative

## Risks and Issues

- ▶ The Project is currently in the process of opening three new Project risks, each with a risk score of 6:
  - Risk 7 - Impacts to the Implementation schedule resulting from the scope and length of Design Segment IV
  - Risk 8 - Scope and timing of Build Segments III and IV may impact the Project's ability to meet Stage Gates 2 and 3 and several Critical Path Items
  - Risk 9 - Overlap of System Testing with the Start of UAT
- ▶ *Reason for Risk Score –*
  - Multiple mitigating techniques are underway to prevent an impact to the overall project schedule, which results in a Probability of 2. However, if a delay to the schedule occurs it could be extremely impactful resulting in an impact rating of 3.



# Administrative Risks and Issues

*Risk 7 - Impacts to the Implementation schedule resulting from the scope and length of Design Segment IV*

| Risk Score                      | Trend      | Status     |
|---------------------------------|------------|------------|
| 6 (Probability = 2; Impact = 3) | Increasing | Mitigating |

▶ *Background –*

- During Design Segments I – III, several functional designs were identified as being dependent on some of the more complex designs that have always been scheduled for Segment IV. As a result, these additional functional designs were moved to Segment IV.
- This has resulted in an extremely large number of functional designs being included in Segment IV.
- To ensure adequate time to complete Design Segment IV, the project extended this segment by four weeks.
- This extension does not change any planned delivery dates on information being shared with agencies or enterprise partners.





# Administrative Risks and Issues

## *Risk 7 - Impacts to the Implementation schedule resulting from the scope and length of Design Segment IV*

### ▶ *Risk Summary –*

- Extension of Design Segment IV directly extends the overlap of Design and Build activities, and other key activities.
- The impact results in an increased number of tasks the Project Team must complete simultaneously (i.e., must assist the Application Development (AD) team with Build Segments I and II, review AD documentations to confirm build, work on Functional Design for Design Segment IV, work on Functional Designs for the Data Warehouse, etc.).
- As scheduled, this does not anticipate any delays to any of the Stage Gates or when information will be shared with agencies. However, If the overlap results in an impact to either of these the implementation schedule will be at risk.



# Administrative

## Risks and Issues

*Risk 8 - Scope and timing of Build Segments III and IV may impact the Project's ability to meet Stage Gates 2 and 3 and several Critical Path Items*

| Risk Score                      | Trend      | Status     |
|---------------------------------|------------|------------|
| 6 (Probability = 2; Impact = 3) | Increasing | Mitigating |

### ► *Background –*

- Build Segment I includes 52 build items and Build Segment II includes 76 build items for a total of 128
- This leaves approximately 230 build items to be completed during Build Segments III and IV
- Build Segment IV is scheduled to be completed January 6, 2025



# Administrative

## Risks and Issues

*Risk 8 - Scope and timing of Build Segments III and IV may impact the Project's ability to meet Stage Gates 2 and 3 and several Critical Path Items*

▶ *Risk Summary –*

- Delays in completing Build Segment III or IV will directly impact the system testing timeline and could lead to a delay in starting User Acceptance Testing (UAT) and in conducting interface testing.
- If a delay in completing build occurs and if that delay impacts the completion of downstream activities, the likely result is a reduction in UAT, which could impact the agencies and enterprise partners ability to be ready for implementation in January 2026.



# Administrative Risks and Issues

## *Risk 9 - Overlap of System Testing with the Start of UAT*

| Risk Score                      | Trend      | Status     |
|---------------------------------|------------|------------|
| 6 (Probability = 2; Impact = 3) | Increasing | Mitigating |

### ► *Background –*

- The Project Schedule was designed to allow overlap of non-dependent activities.
- The Project Schedule was created and approved with a 5-month overlap of build starting and design concluding, and a 5-month overlap of system testing beginning and build concluding.
- While Amendment 8, Attachment 1 - Statement of Work, requires that System Testing must be 90% completed prior to asking the ESC to approve Stage Gate 3 – Ready to Begin UAT, an overlap of system testing and UAT was not planned.
- The SSI Vendor has requested to extend system testing through April 2025, creating an overlap with UAT of approximately 1-month.



# Administrative Risks and Issues

## *Risk 9 - Overlap of System Testing with the Start of UAT*

### ▶ *Risk Summary –*

- A delay in timely achieving 90% of system testing will result in a delay in presenting the Stage Gate 3 – Ready to Begin UAT decision to the ESC. A delay in presenting this decision will result in a reduction of the UAT period, which could impact the agencies and enterprise partners' ability to be ready for implementation January 2026.
- Overlapping system testing and UAT will likely lead to more issues being discovered during UAT, which would impact the integrity of UAT.
- Overlapping system testing and UAT will require splitting of project resource availability to assist with UAT support, likely resulting in delays responding to some questions or resolving issues during UAT.



# Administrative Schedule

| Stage Gate  | Critical Path Item   | Status      |
|---|--|-------------|
| <p><b>SG2 - Ready to Begin System Testing</b><br/> <b>08/30/2024</b><br/>                     Criteria: Design is at least 95% complete and Segment I Build is complete<br/>                     Approval Level: Project Director - ESC Awareness</p> | Solution Design – Segment III (D641)                       | Complete    |
|   | Process Models – Payroll (D639)                            | Complete    |
|   | Master Data Configuration Workbooks (D640)                 | Complete    |
|   | Updated Technical Architecture Design (D642)               | In Progress |
|   | Update Process Models – Financials – Segment III (I-WP101) | In Progress |
|   | Build – Segment I (D646)                                   | In Progress |
|   | Solution Design – Segment IV (D644)                        | In Progress |
|   | Update Process Models – Financials – Segment IV (I-WP101)  | Future      |
|   | Environment Builds – System Test Environment               | Future      |
| <p><b>SG4 – Agency Readiness</b><br/> <b>11/26/2025</b><br/>                     Criteria: Agency Readiness Certifications have been received<br/>                     Approval Level: ESC</p>  | Training Build (I-WP110)                                   | Future      |
|   | Role Mapping Worksheet (I-WP118)                           | Future      |
|   | Readiness Workplan (I-WP126)                               | Complete    |
|   | Agency Readiness Certification (I-WP128)                   | In Progress |



# Administrative Schedule

| Stage Gate  | Critical Path Item                                    | Status      |
|---|---|-------------|
| <p><b>SG3 – Ready to Begin UAT</b><br/> <b>03/28/2025</b><br/>                     Criteria: Design is at least 95% complete and Segment I Build is complete<br/>                     Approval Level: ESC</p> | Establish DW/BI Environments (D647)                   | In Progress |
|   | Build – Segment II (D648)                             | Future      |
|   | Security Roles Matrix (WP405)                         | Future      |
|   | Environment Builds – Mock Conversion Test Environment | Future      |
|   | Environment Builds – Interface Test Environment       | Future      |
|   | Solution Design – DW/BI (D650)                        | Future      |
|   | Mock Conversion I (D651)                              | Future      |
|   | Build – Segment III (D649)                            | Future      |
|   | Build – DW/BI – Segment I (D653)                      | Future      |
|   | System Test – Segment I (D652)                        | Future      |
|   | Mock Conversion II (System Test) (D655)               | Future      |
|   | Build – Segment IV (D654)                             | Future      |
|   | Build – DW/BI – Segment II (D659)                     | Future      |
|   | Environment Builds - UAT Test Environment             | Future      |
|   | System Test – Segment II (D656)                       | Future      |
|   | Build – DW/BI – Segment III (D688)                    | Future      |
|   | Mock Conversion III (UAT) (D657)                      | Future      |
|   | System Test – DW/BI (D661)                            | Future      |



# INDEPENDENT VERIFICATION AND VALIDATION

CONTENT PROVIDED BY  
PUBLIC CONSULTING GROUP





# IV&V Update

## Project Management

- ▶ Florida PALM IV&V Team tracks delayed tasks and SPI in the Florida PALM Project Schedule
  - SPI is trending stable over the prior reporting periods
  - Delayed tasks have increased
    - Most are in D644 - Completion of Solution Design (Requirements) Segment IV and D646 - Completion of Build Segment I
  - The Florida PALM Project Schedule will experience upcoming changes to account for the Deliverable Expectation Documents (DED) and PCR changes
  - Once changes have been finalized, the Florida PALM IV&V Team will be able to better analyze the overall impacts on the Florida PALM Project



# IV&V Update

## Open Findings

- ▶ Finding 12 – Inconsistency in Requirements Traceability
  - Opened in the Florida PALM IV&V September Monthly Report
  - Additional cross-checks in place to mitigate future inconsistencies
  - Florida PALM IV&V Team performs a bi-directional requirements traceability review between the Completion of Solution Design (Requirements) deliverables, the Requirements Traceability Matrix (RTM), and the individual Functional Designs that are part of each Segment
    - Minor traceability inconsistencies were noted for Segment II, and these were corrected prior to acceptance of D637 Completion of Solution Design (Requirements) Segment II
  - Florida PALM IV&V Team has completed the traceability assessment as part of reviewing D641 Completion of Solution Design (Requirements) Segment III
    - Results of the assessment will be shared with the Florida PALM Project Team



# IV&V Update

## Closed Findings

- ▶ Finding 13 – People First System Vendor unable to participate in design discussions
  - Change Order was signed on 12/18/23
  - The Florida PALM Project Team, People First Team, and People First System Vendor convened in January to identify design discussion topics and develop a meeting schedule around the interfaces and conversion data
  - Regularly scheduled meetings between the Florida PALM Project Team, the People First Team, and the People First System Vendor are proceeding, with both the People First Team and the People First System Vendor actively participating in design discussions
  - Florida PALM IV&V closed this finding in the February Monthly Assessment Report but will continue to monitor the People First System Vendor's adherence to the Florida PALM Project timeline



# IV&V Update

## Functional Design

### ▶ Segment III Design Workshops

- Design workshops are being held this week and next week with the various agency representatives
- Florida PALM IV&V Team is attending the design workshops to assess agency feedback

### ▶ Segment IV Design

- Segment IV design sessions are underway
- As of 3/15/24, 144 FDs are included in Segment IV design and an additional 7 are pending PCR approval (151 total)
- As of 3/15/24, 17 of the planned 23 FDs have been drafted but the pace of these increase significantly over the next few months



# IV&V Update

## Development

- ▶ Segment I Development – Build
  - As of 3/15/24, the Segment I Build effort is behind schedule
    - 21 of the planned 52 FDs have completed Team Manager review
  - Main driver for delays is the need to conduct multiple review cycles and updates
    - Technical limitations are not known during functional design
    - Functionality not aligning with expectations
  - Additional resources to support the effort
    - Support updates to Application Designs
    - Provide additional expertise to ensure FDs are fully understood by the Build Team and incorporate any technical limitations into future FDs



# IV&V Update

## Organizational Change Management

- ▶ **Agency Readiness Task Progress:** OCM is reviewing agency progress through current tasks (Tasks 513 – 519) and previously due tasks to identify possible risks/impacts to the Florida PALM Project
  - Some agencies are still completing previously due tasks
    - Represents a possibility of agencies falling behind in work progress, which will impact current and future tasks
  - Florida PALM IV&V continues to attend Agency Readiness meetings
    - Goal is to understand risks, issues, and barriers encountered by agencies in completing the Readiness Tasks, which can impact overall Florida PALM Project progress
  - Florida PALM IV&V Team is reviewing a sample of agencies completed RW Tasks documentation to ensure they are completed according to the requirements and within the timeframe defined in the instructions



# IV&V Update

## Organizational Change Management

- ▶ **Technical (Interface) Tasks / Technical Readiness Team Members & Support:** Technical discussions have been well-received, and agencies have been actively engaged
  - Continue support for technical and interface tasks through Agency Readiness Touchpoint Meetings; support for technical/interface questions will be key to timely completion
- ▶ **Florida PALM Data Day & Design Sessions:** Florida PALM Data Day is welcomed by agencies and is necessary for technical support
  - Continue offering similar meetings to ensure questions are answered, and agencies get the details needed to support work
- ▶ **Agency Status Reporting:** The Florida PALM IV&V Team is reviewing trends from Agency Status Reports, Readiness Touchpoint discussions, and SmartSheet





# IV&V Update

## PCR 114 & 115 Review Approach

- ▶ The Florida PALM IV&V Team is reviewing PCRs 114 and 115 to assess:
  - If existing requirements already addressed the customizations
  - If customizations can be met through PeopleSoft core functionality
  - If there is a justifiable business case for the customization
  - If cost estimates for the customization seem reasonable
- ▶ As part of the review, the IV&V Team:
  - Searches Requirements Traceability Matrix for related requirements
  - Reviews PowerPoint presentation associated with the PCR
  - Reviews the PCR narrative
  - Reviews additional resource spreadsheet and costing information





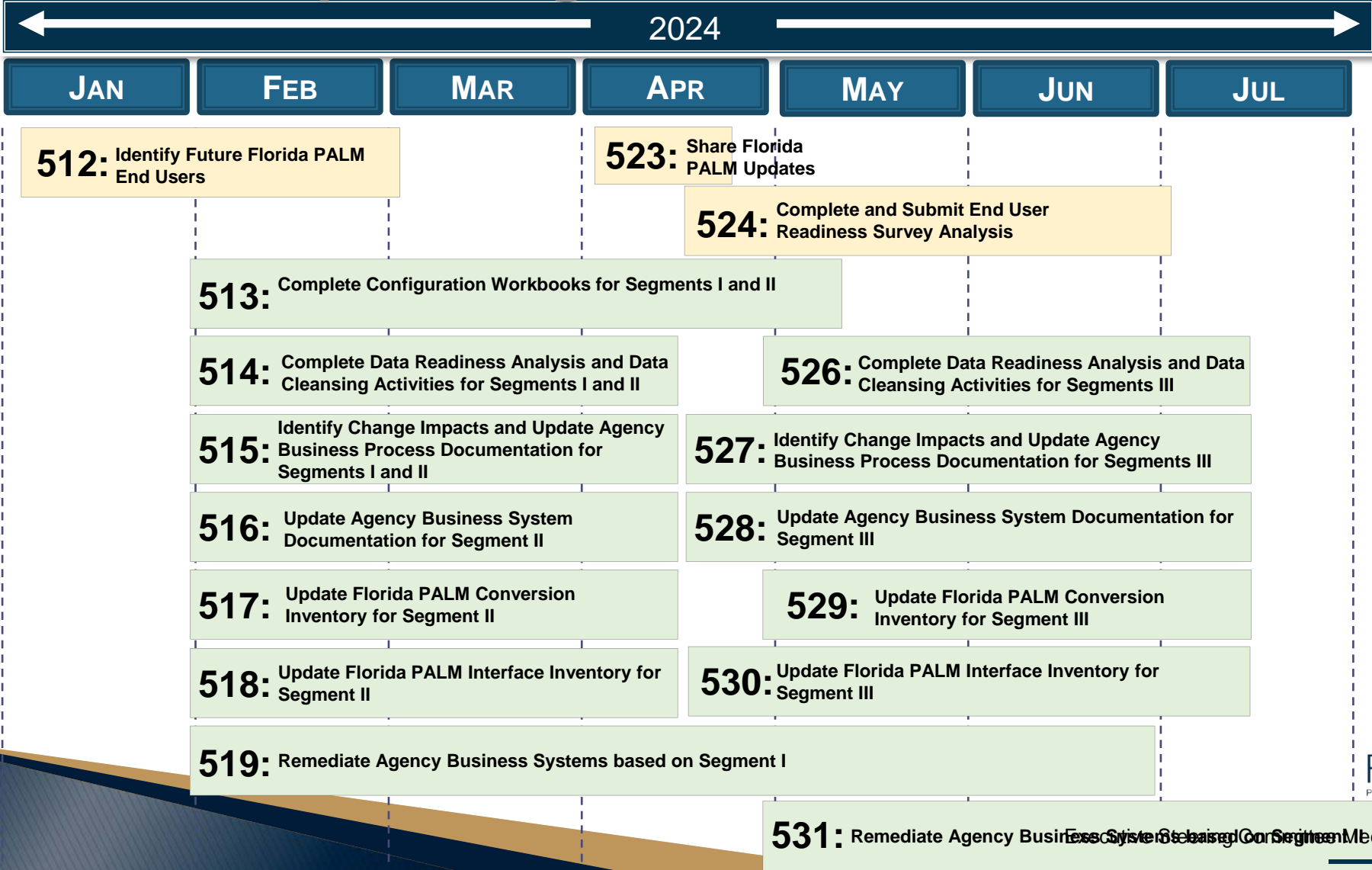
# READINESS AND IMPLEMENTATION

MATT COLE, KIMBERLY KEMP,  
NIKKI KLEIN,



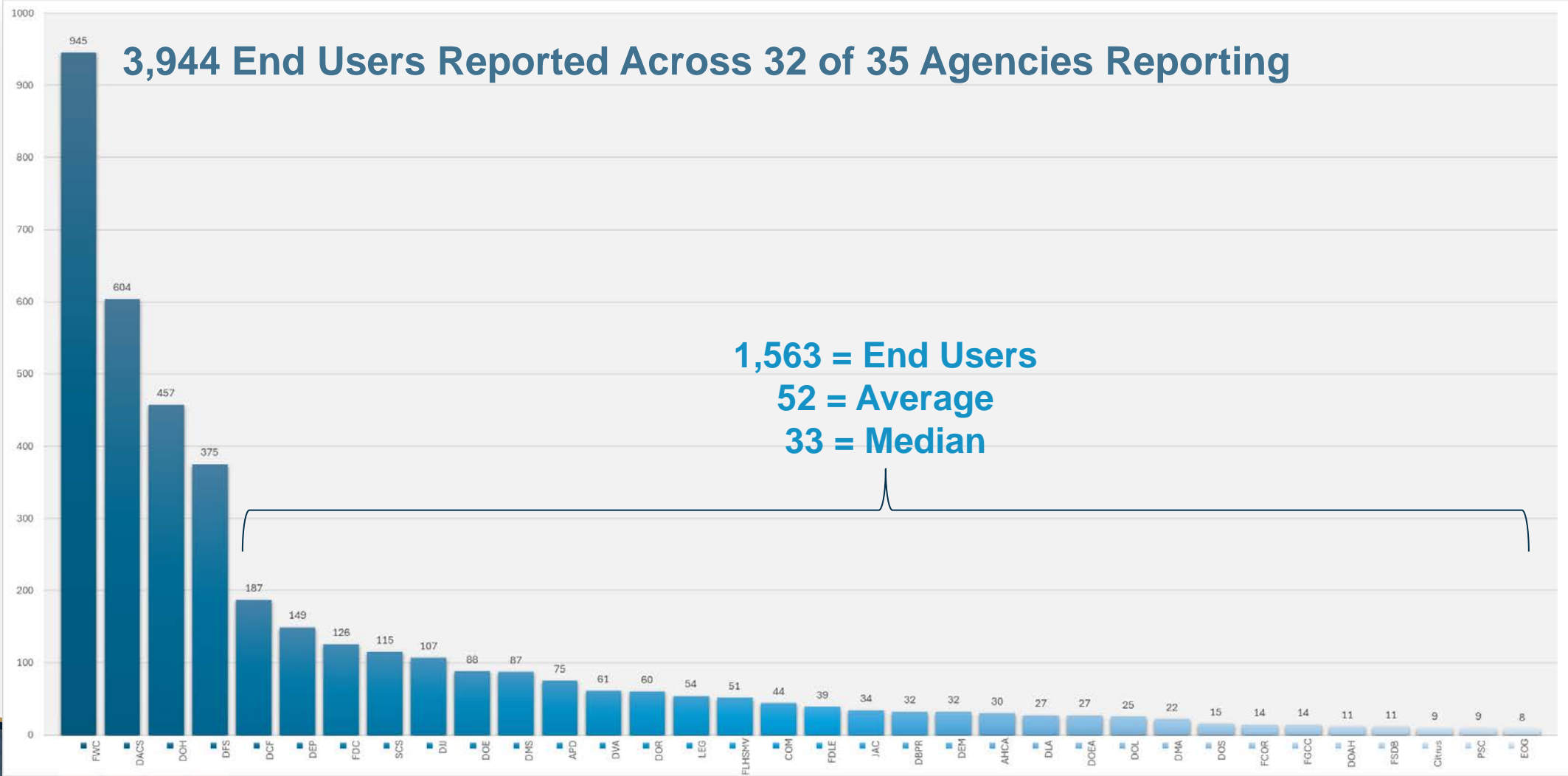
# Readiness and Implementation

## Current and Upcoming Tasks



# Readiness and Implementation

## Task 512 – Identify Future Florida PALM End Users



# Readiness and Implementation

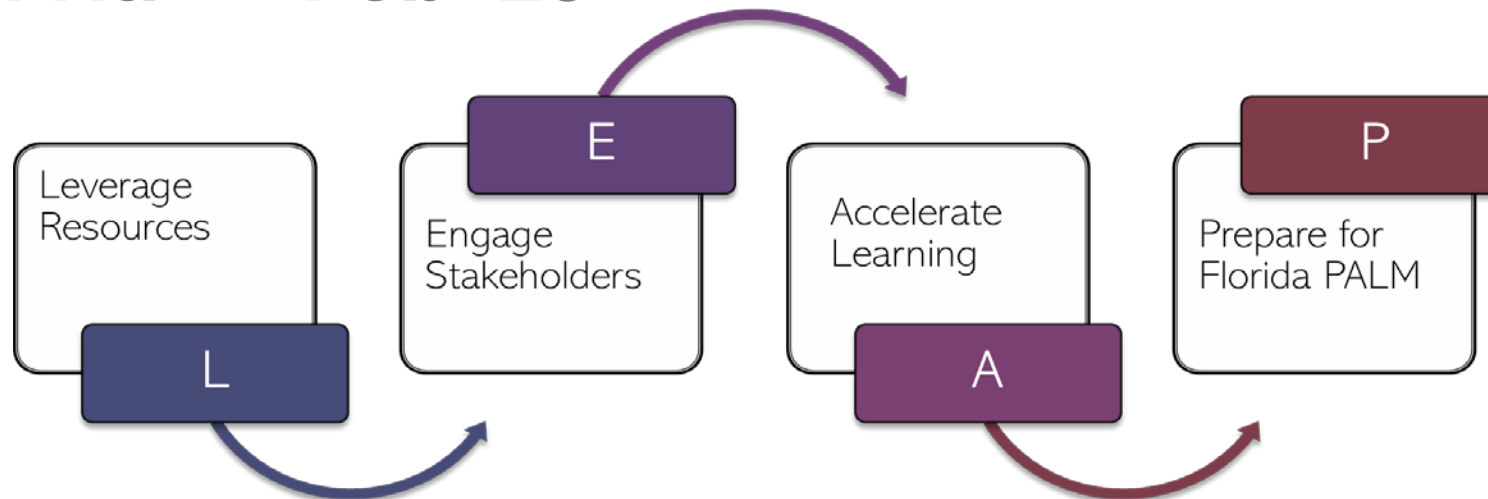
## Task 512 – Identify Future Florida PALM End Users

- ▶ Largest End User Group – Disbursement Management with more than 2,000 users identified
- ▶ Some agencies expecting increase in end users due to:
  - System workflow
  - Retirement of ABS
- ▶ What next – Agencies will use End User list to:
  - Communicate Florida PALM updates (April)
  - Survey end users for awareness (April)
  - Updated Workforce Readiness Plan (June)
  - Inform Agency Specific UAT Plan (June)



# Readiness and Implementation

## CCN Town Hall – Feb. 29



- ▶ 95 attendees representing 30 agencies
- ▶ Agency exchange
  - DEP – OCM Strategy
  - FDC – Learning Now Strategy

- ▶ Discussed
  - Strategies to Stay on Track
  - Everyone Plays a Part
  - Engaging Managers of End Users
  - Learning Now

# Readiness and Implementation

## Bimonthly Agency Readiness Status Reports

### General Observations

#### ▶ Submission:

- 4 agencies submitted after the due date (+2 from last bimonthly)
- Sign off for 7 agencies was by other than Sponsor (+1 from last bimonthly)
- Two Agency Sponsor roles vacant (+1 from last bimonthly)

#### ▶ Completed or Open Items:

- New columns added showing Project Impact and completion verification
- Many agencies are not updating and providing % complete throughout the task timeline – Use this as a way to track and report status
- Some agencies are taking advantage of the status comment field
- 32 outstanding / late tasks across 15 agencies, concentrated around Current State and Project Management Tasks (due December 2023)



# Readiness and Implementation

## Bimonthly Agency Readiness Status Reports

### General Observations - *Continued*



**CCN Composition**

Green - 16  
Yellow - 18  
Red - 1



**Completeness**

Green - 31  
Yellow - 0  
Red - 4



**Timeliness**

Green - 31  
Yellow - 4  
Red - 0



**Participation**

Green - 34  
Yellow - 1  
Red - 0



# Readiness and Implementation

## Bimonthly Agency Readiness Status Reports

### Risks

| Summary of Agency Risks Reported |            | Risk Probability     |                      |                      |
|----------------------------------|------------|----------------------|----------------------|----------------------|
|                                  |            | Low = 1              | Medium = 2           | High = 3             |
| Risk Impact Rating               | Low = 1    | Score = 1<br>7 (+2)  | Score = 2<br>5 (+0)  | Score = 3<br>1 (+0)  |
|                                  | Medium = 2 | Score = 2<br>14 (+3) | Score = 4<br>52 (+3) | Score = 6<br>16 (-3) |
|                                  | High = 3   | Score = 3<br>20 (+0) | Score = 6<br>49 (+3) | Score = 9<br>52 (+8) |

| Risk Metric        | Prior Report | Current Report |
|--------------------|--------------|----------------|
| Agencies Reporting | 33           | 34             |
| Open Risks         | 200          | 216            |
| Closed Risks       | 14           | 16             |
| Risks Scored 6+    | 119          | 125            |

► Observations:

- Some are not reviewing risks regularly
- Timing of Segment IV still a concern
- Concern about understanding data by reviewing interface layout only

- Risks reflect positive impact due to:
  - New resources
  - Mapping COA values
- More retirements of key staff are coming
- Change impacts
- Participation by internal stakeholders





# Readiness and Implementation

## Bimonthly Agency Readiness Status Reports

### Issues

- ▶ Observations:
  - Some are not reviewing issues regularly – Planned or Actual Resolution Dates have passed
  - Lack of technical documentation limits ability to remediate
  - Issues closing due to:
    - COA listing provided
    - More information about Florida PALM functionality has been provided

| Issue Metric                   | Prior Report | Current Report |
|--------------------------------|--------------|----------------|
| Agencies Reporting             | 24           | 23             |
| Open Issues                    | 60           | 52             |
| Closed Issues                  | 19           | 26             |
| Issues Scored Critical or High | 50           | 48             |

- Many vacancies being filled
- Funding received
- Onboarding of new Project support resources



# Readiness and Implementation

## Bimonthly Agency Readiness Status Reports

### Assumptions

- ▶ Observations:
  - Some agencies still not reporting assumptions
  - Assumptions appear to need to be revisited
  - Newly logged include:
    - Many related to data / understanding of data
    - Change impacts can / will be defined
    - Enterprise system / partner readiness

| Assumptions Metric | Prior Report | Current Report |
|--------------------|--------------|----------------|
| Agencies Reporting | 29           | 30             |
| Assumptions Logged | 114          | 128            |

- Florida PALM functionality (how it will work)
- Access to continued funding
- Information availability from other partners (i.e., not the Project)



# Readiness and Implementation

## Bimonthly Agency Readiness Status Reports

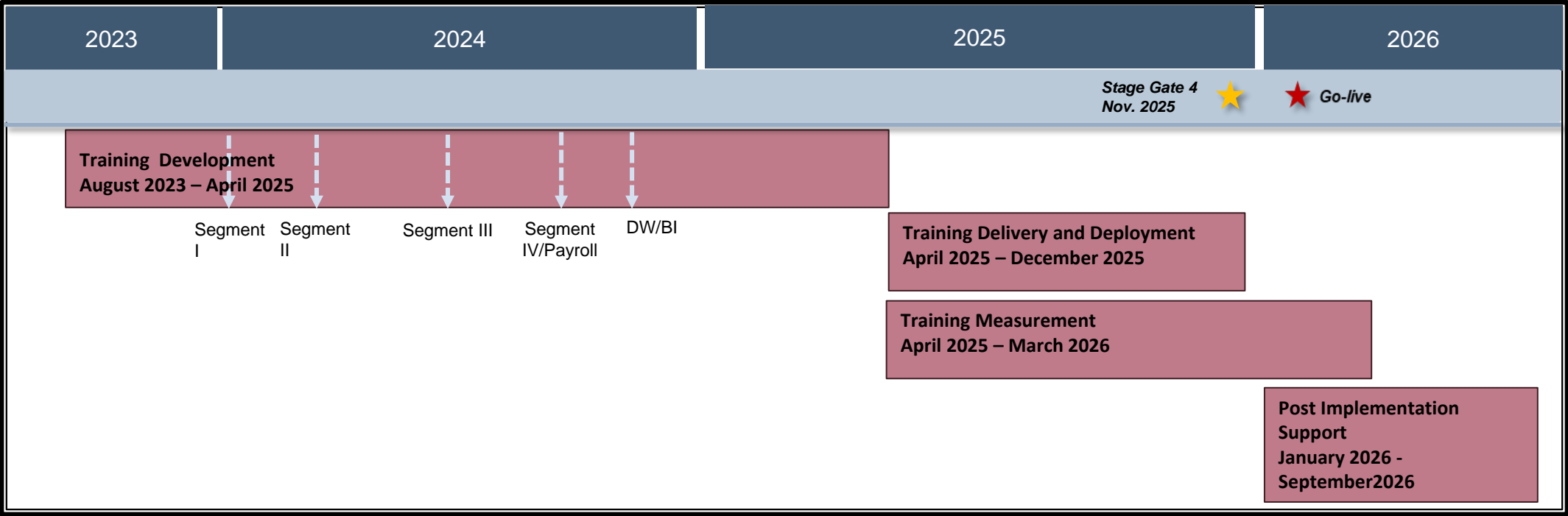
### Readiness Activities

- ▶ 23 agencies reported 500+ activities since the last reporting period
- ▶ Observations:
  - Marked increase since last bimonthly
  - Still seeing some agencies only reporting RW Tasks and Project-led activities
  - More and more diverse meetings to support RW task completion
  - Separate meetings with large system / agency stakeholders
  - Collaboration with other agencies
  - More data analysis / clean up
  - Business Process Mapping training
  - Post workshop debriefs
  - Creating messaging for future end users (surveys, email distribution, handouts / flyers)



# Readiness and Implementation

## Training Strategy



# Read it, Watch it, Do it



# Readiness and Implementation

## Journey to Learning – Project Activities

- Training Curriculum
- UAT Training Materials
- Training Delivery Plan
- End User Manual
- Training Build

**Training Development**

- Training Build
- UAT
- Florida PALM Training

**Delivery & Deployment**

- Florida PALM Training
- Training Measurement Report

**Measuring & Reporting**

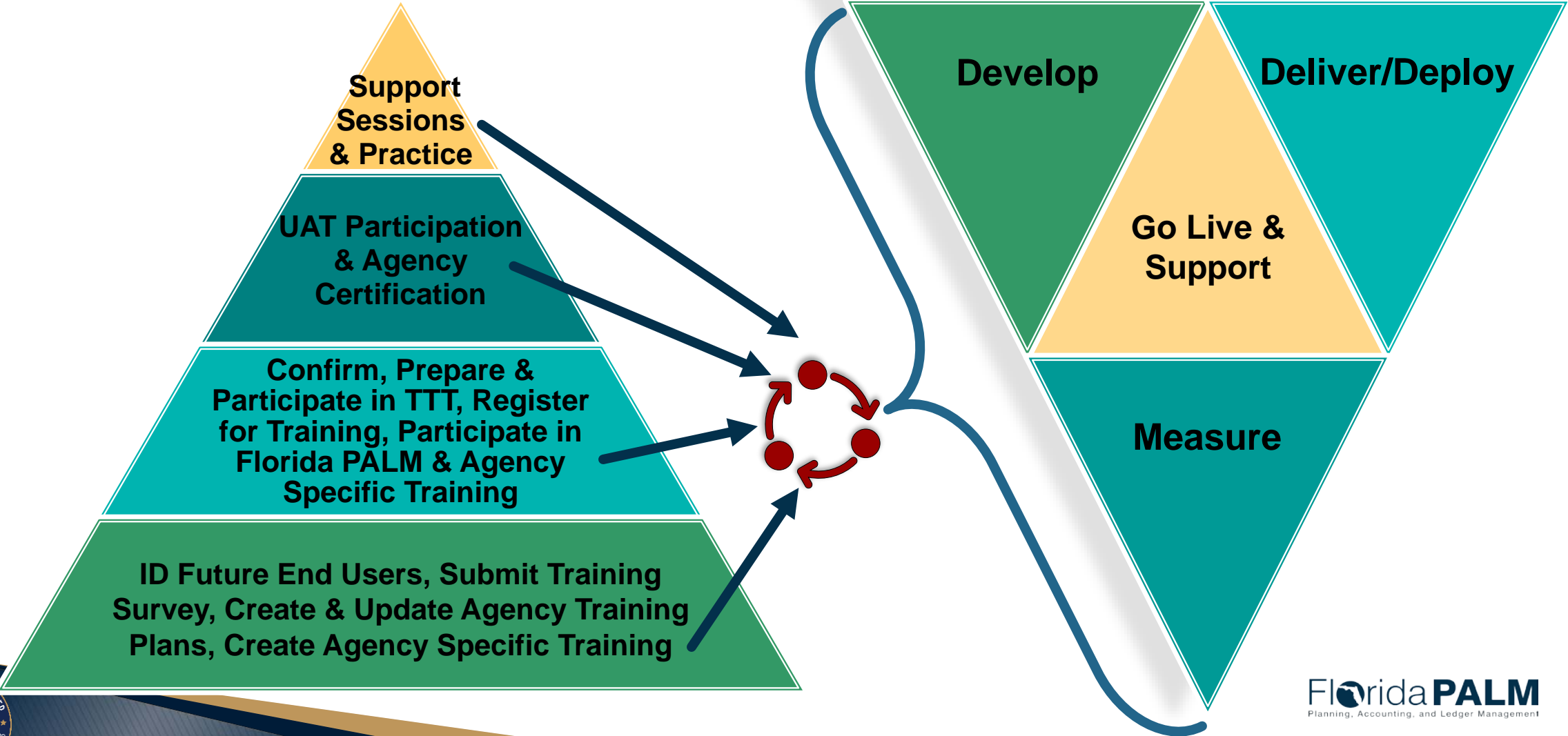
- User Support Sessions

**Post Implementation**



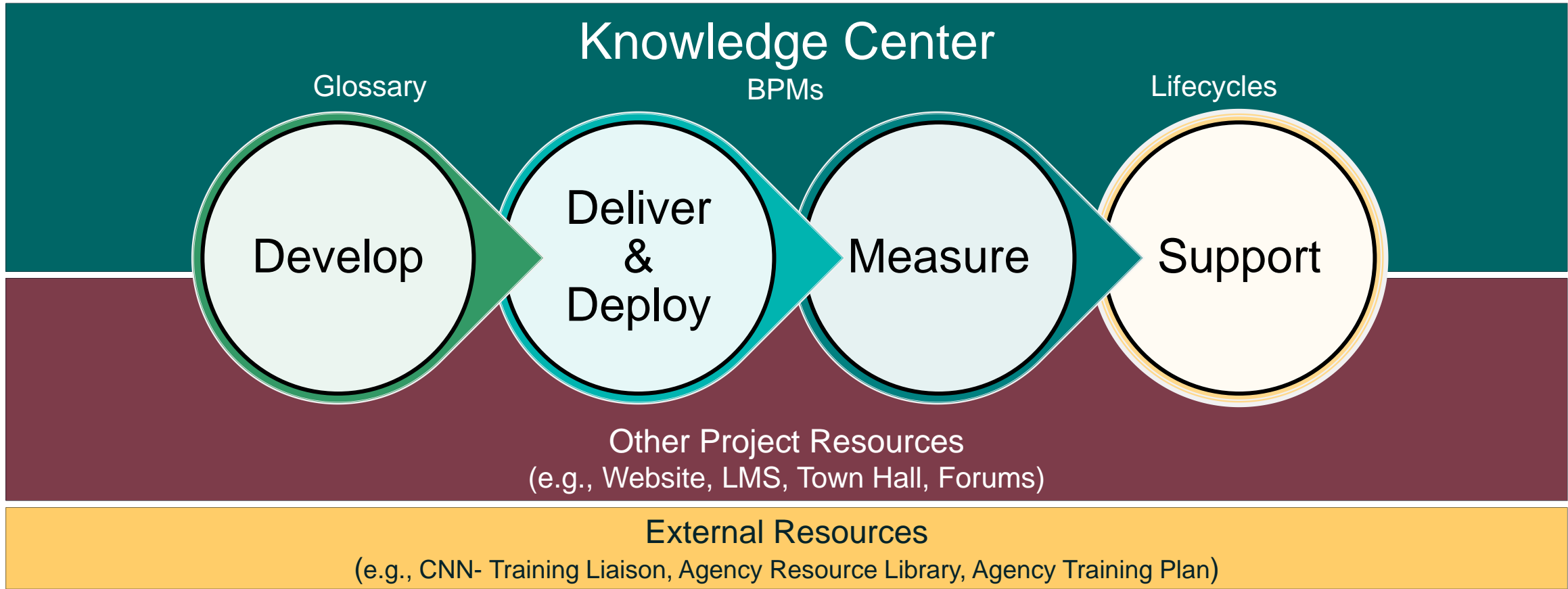
# Readiness and Implementation

## Journey to Learning – Agency Activities








# Readiness and Implementation

## Resources to Get There



# Readiness and Implementation

## Implementation Activities

|  <p><b>Requirements Traceability Matrix</b></p> <p><i>May 2023 - May 2024</i></p> |  <p><b>RICEFW Inventory</b></p> <p><i>May 2023 - May 2024</i></p> |  <p><b>Business Process Models</b></p> <p><i>May 2023 - May 2024</i></p> |  <p><b>Configuration Workbooks</b></p> <p><i>May - December 2023</i></p> |  <p><b>Functional Design Specifications</b></p> <p><i>May 2023 - September 2024</i></p> |  <p><b>Security Roles Matrix</b></p> <p><i>May - July 2024</i></p> |
|--|--|---|---|--|---|
| Review/Update RTM Segment I ●  | Review/Update RICEFW Segment I ●   | Create Payroll BPMs ●   | Define & Load Non-Agency Configuration ●  | FD Segment I ●   | Define Security Roles Matrix ○  |
| Review/Update RTM Segment II ●   | Review/Update RICEFW Segment II ●  | Advisory Council Review – Payroll BPMs ●  | Create Agency Configuration Workbook Templates ●  | FD Segment II ●  |   |
| Review/Update RTM Segment III ●  | Review/Update RICEFW Segment III ●   | ESC Approval – Payroll BPMs ●   |   | FD Segment III ●   |   |
| Review/Update RTM Segment IV ◐   | Review/Update RICEFW Segment IV ◐  | Update Financials BPMs by Segment ◐   |   | FD Segment IV ◐  |   |
| Review/Update RTM DW/BI ○  | Review/Update RICEFW DW/BI ○   |   |   | DW/BI Segment ○  |   |

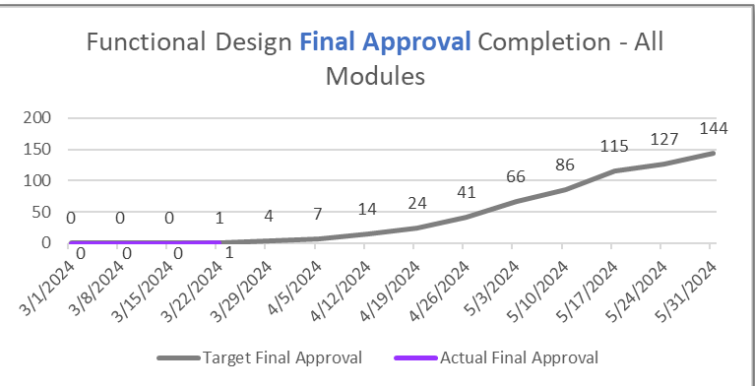
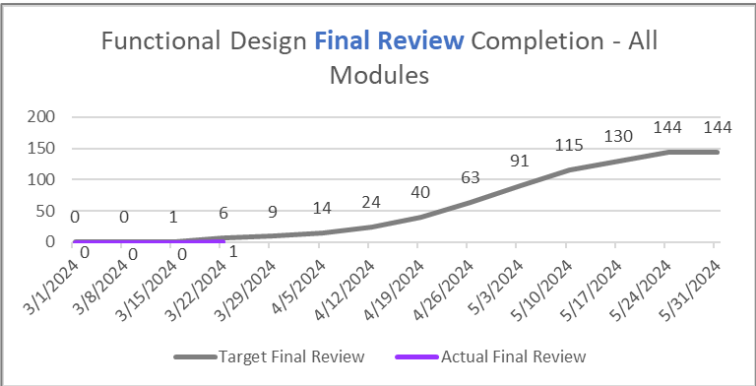
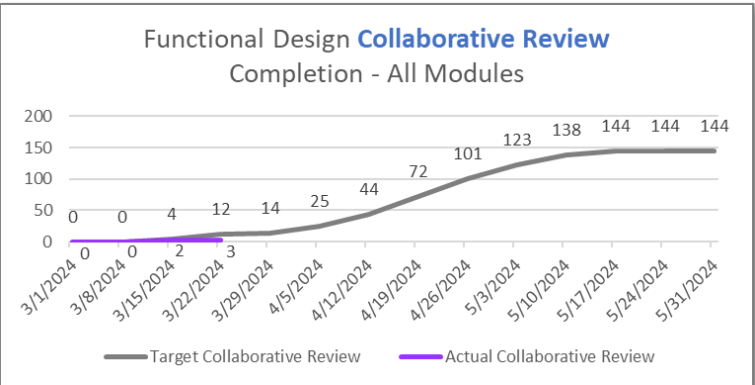
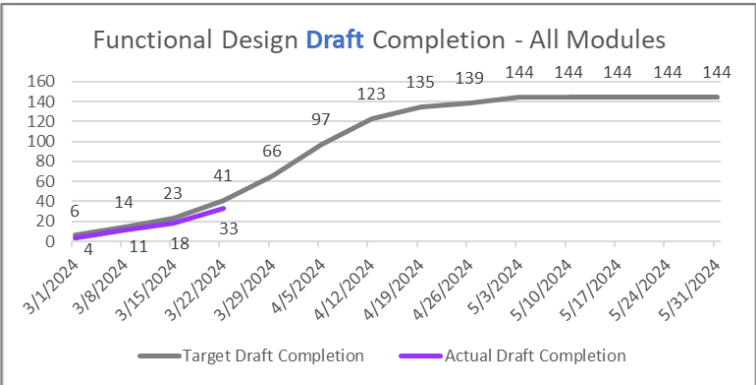
**Key**

○ Not Started
◐ Partial Progress
◑ Progressing
◒ Substantial Progress
● Complete





# Readiness and Implementation Implementation Activities



### Segment IV Functional Design

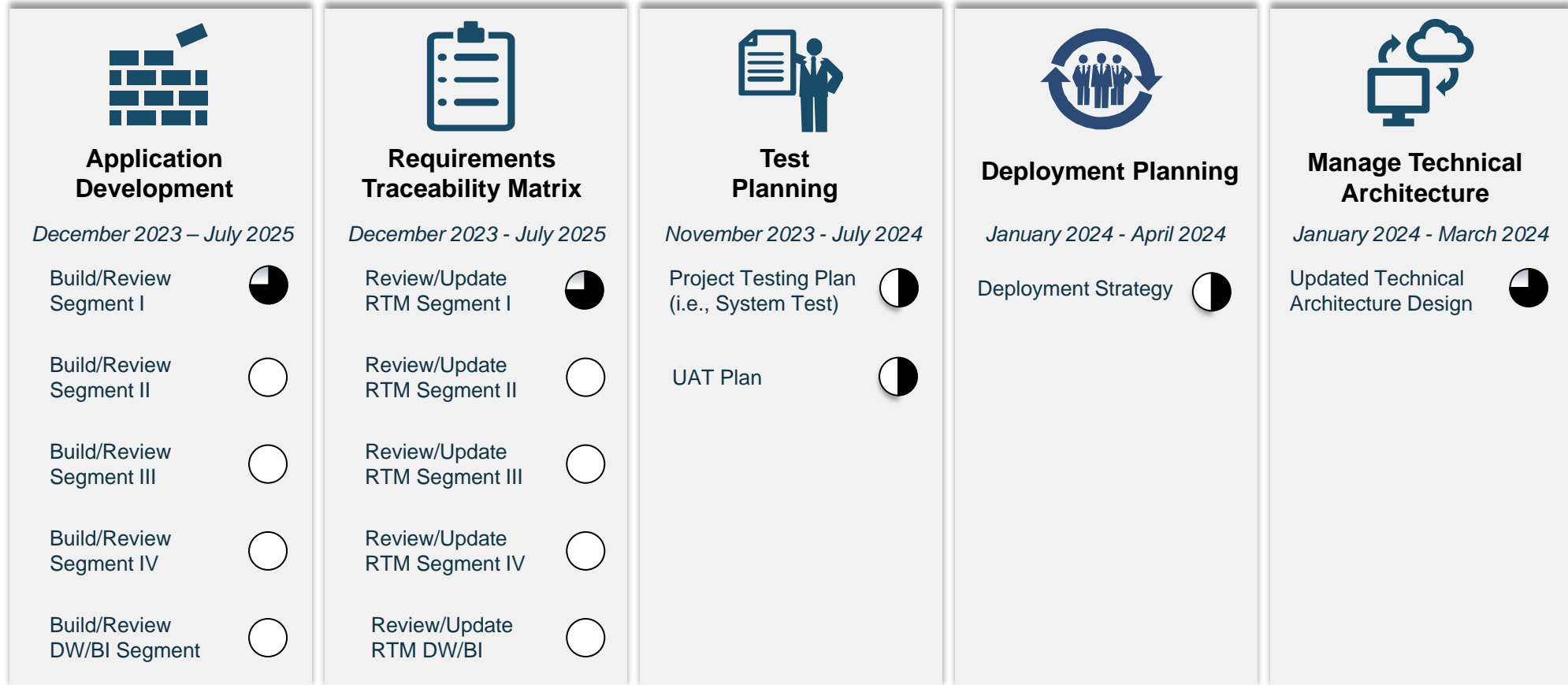
- Segment IV completion has been extended from 5/3 to 5/31:
  - Provides additional time to complete FD reviews/approval
- Targeted draft and collaborative review completion are trending slightly behind
  - 80% of FD drafts have started; 30% are in a level of review
  - Approximately 50% of the outstanding drafts relate to 3<sup>rd</sup> party designs (e.g., PCard, bank files)
  - Approximately 25% of collaborative review items correlate to outstanding design decisions

## Segment IV Functional Design Status (as of 3/22/2024)



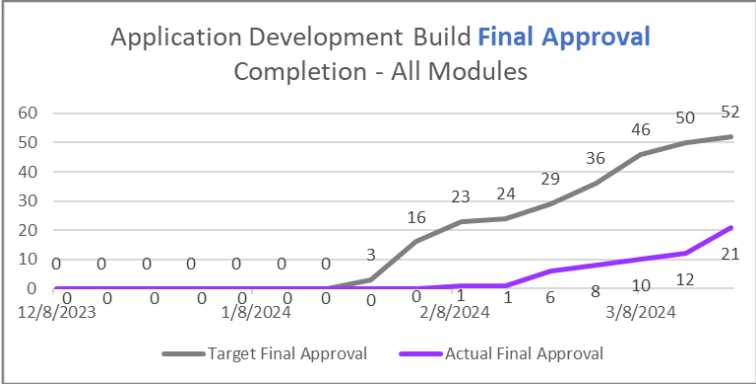
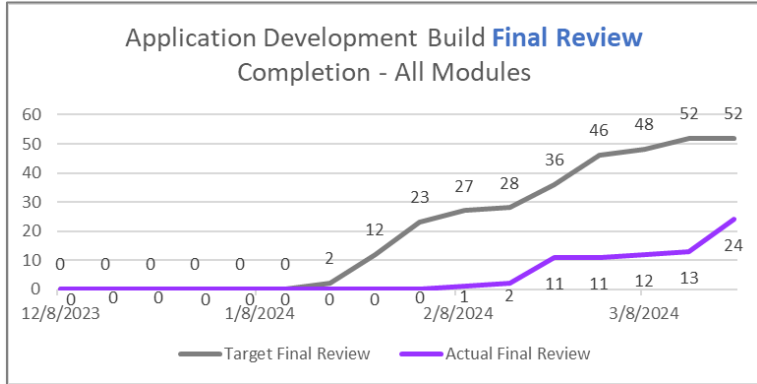
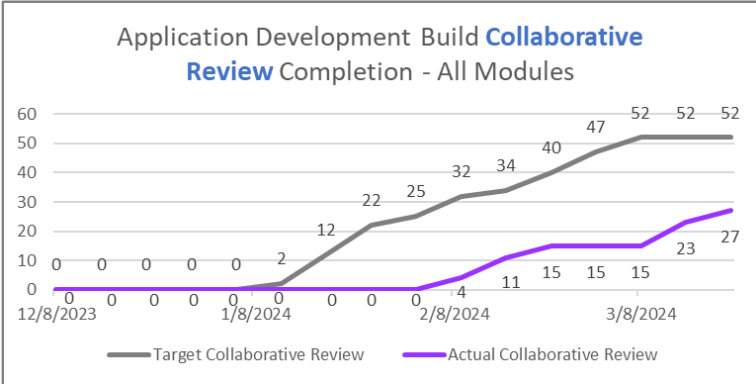
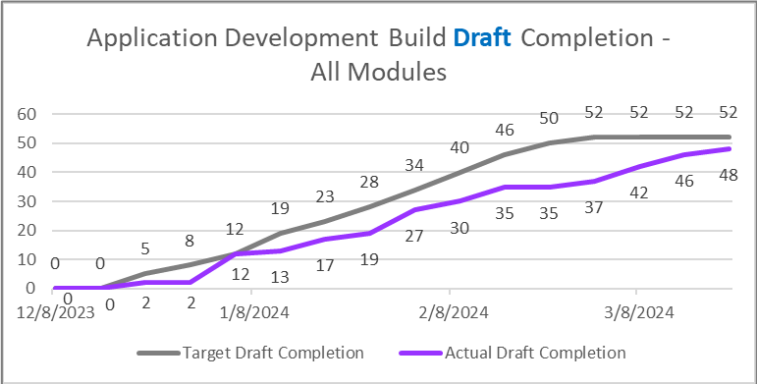
# Readiness and Implementation

## Implementation Activities



# Readiness and Implementation

## Implementation Activities



### Segment I App Dev Build

- Remediation activities have been implemented; overall progress is improving
  - Targeting to complete Build Segment I in April
  - 92% of drafts are complete
  - Collaborative reviews are over 50% complete

## Segment I App Dev Build Status (as of 3/22/2024)



# Project Change Request

## Voting PCR 114

- ▶ Project Change Request 114: Segment IV Customizations and Requirement Updates
  - Attachment 5.1 Business Requirements
    - *Added:*
      - 200.1102– Provide ability for updates made to Position Funding earnings to automatically be applied to Position Funding Deductions and Taxes. (C103)
      - 200.1103 – Provide ability to designate a primary funding source within position funding setup. (C103)
      - 200.1112 – Provide the ability for agencies to review and make adjustments to payroll cost distributions prior to payroll being confirmed.(C110)
      - 200.1117 – Provide the ability to generate payroll accounting liability and cash lines that can be recorded to the Enterprise Business Unit / Fund. (C116)
      - 30.1026 – Provide ability to prevent the systematic generation of a supplier user profile when creating a new supplier via the Supplier Registration Form. (C121)



# Project Change Request

## Voting PCR 114

- Attachment 5.1 Business Requirements
  - *Updated:* (updates in red font)
    - 200.0160 (current) – Provide ability to ~~notify a collection recipient or garnishment vendor of deduction adjustments~~ based upon CCPA limitations (e.g., prorated deductions, dropped deductions). (C53 Proposed for Cancellation)
    - 200.0160 (revise) – Provide ability to **generate a report that identifies adjustments to garnishment deductions** based upon CCPA limitations (e.g., prorated deductions, dropped deductions). (C53 Proposed for Cancellation)
  - *Updated How Met: (disassociated from C53 and change how met to a Report)*
    - 200.0160 (revise) – Provide ability to generate a report that identifies adjustments to garnishment deductions based upon CCPA limitations (e.g., prorated deductions, dropped deductions).



# Project Change Request

## Voting PCR 114

- Attachment 5.2 Customizations - Added
  - C103 – Payroll Accounting Department Budget Table Entry Changes (\$64,054)
    - Simplifies end user entry of accounting details per position and creates a primary funding source. Primary funding sources will be communicated between Florida PALM and the related Human Resource Information Systems.
    - As delivered the process requires separate COA (SpeedKey) entries at the department and position level and requires entry per earnings type, including deductions.
    - Without this customization:
      - Agencies would have to manage funding at both the department and position levels, as well as the earnings and deductions level.
      - Primary funding would be assigned purely based on the percentage assigned to a SpeedKey and not tied to the default funding for the position, likely leading to incorrect information being contained in the Human Resource Information Systems.



# Project Change Request

## Voting PCR 114

- Attachment 5.2 Customizations - Added
  - C110 – Payroll Accounting Position Allocation Process (\$134,002)
    - Customization to support processing payroll actuals calculations multiple times for each payroll run. Process will support agencies in identifying potential issues (e.g., insufficient budget) that need to be resolved in advance of payroll being finalized.
    - Additionally, this customization supports processing the payroll actuals calculations for off-cycle payrolls.
    - Without this customization payroll actuals calculations would not be processed until payroll is confirmed. This would result in agencies not knowing accounting or budget issues until the day prior to payroll warrant date. Additionally, off-cycle accounting entries would not be created or posted until the next on-cycle payroll run.





# Project Change Request

## Voting PCR 114

- Attachment 5.2 Customizations - Added
  - C116 Payroll Accounting Entries (\$153,596)
    - Customization required to support State of Florida specific budgetary and accounting processes. Process will take funding from agencies, including cash, and place into the appropriate enterprise accounts for distribution.
    - As delivered, all payments are distributed from the original source funding and are not moved to or distributed from an enterprise account.
    - Without this customization, cash would not be consumed from agencies until the Warrant Date, creating negative cash balances on payment date. Additionally, the state would lose transparency and tracking for the enterprise funds and would not be able to consume the non-operating appropriations for these funds.





# Project Change Request

## Voting PCR 114

- Attachment 5.2 Customizations - Added
  - C121 Suppress Supplier Registration User Profile (\$26,038)
    - As delivered, the Supplier Registration functionality allows Supplier's to register themselves, creating a unique supplier user ID and password.
    - As delivered, the supplier registration process requires entry of information that is not applicable in Florida PALM.
    - Further, suppliers will not be registering in Florida PALM, rather Suppliers will be added either through interface, agency entry or through enterprise entry.
    - To prevent unnecessary information from being entered, to avoid end-users having to create a separate user ID and password per supplier they register, this customization is proposed to streamline the process by removing unnecessary fields from the registration process.



# Project Change Request

## Voting PCR 114

- Attachment 5.2 Customization – Cancel (credit of \$8,560)
  - C53 – Garnishment Change Notification
    - Ability to notify garnishment vendors when the full garnishment deduction cannot be taken in accordance with the CCPA limits.
  
- ▶ *Cost: Approval:* Requires ESC Approval (Vote)



# Project Change Request

## Voting PCR 115

- ▶ Project Change Request 115: Segment IV Payroll Redistribution Customization
  - Attachment 5.1 Business Requirements - Added
    - 100.0544 (New) – Provide the ability to redistribute payroll accounting entries as IntraUnit transactions that are posted to the General Ledger (GL) and Financials HR Accounting Line.
  - Attachment 5.2 Customizations – Added (\$98,019)
    - C122 – Payroll Redistributions
      - Supports Payroll Redistributions using the InterUnit Solution.
      - Once approved, budget checked and posted, the accounting entries would be posted to the General Ledger as summarized journals.
      - The resulting journal IDs would be recorded to the redistributed accounting entries on the Inter-IntraUnit Accounting Line for reference.
- ▶ *Cost: Approval: Requires ESC Approval (Vote)*



# Project Change Request

## Voting Action

- ▶ Request for public comments
- ▶ Voting action for PCR 114 and 115
  
- ▶ If approved, Additional Funding will be requested from Florida PALM Contingency Funding for FY 24/25.

| Enhancement                                     | Source   | Additional Funding | Total                       |
|---|----------|--------------------|-----------------------------|
| Segment IV Payroll Customizations               | PCR #113 | \$ 173,940.00      | \$ 173,940.00               |
| Segment IV Customizations                       | PCR #114 | \$ 369,130.00      | \$ 543,070.00               |
| Segment IV Payroll Redistribution Customization | PCR #115 | \$ 98,019.00       | \$ 641,089.00               |
| <b>Total Additional Funding</b>                 |          |                    | <b><u>\$ 641,089.00</u></b> |



# OTHER

JIMMY COX, STEVEN FIELDER



# Advisory Council Update

## March Meeting

- ▶ Advisory Council Update:
  - Inter/IntraUnit design approach for implementation
- ▶ Data Day
  - Focused on supporting agencies in making decisions related to data, including:
    - Giving actionable guidance to evaluate legacy data readiness
    - Set general expectations for future activities
    - Information about interfaces and conversions
    - Expectations for agency configuration workbooks
    - Baseline for evaluating and preparing agency data
  - Over 313 individuals attended (online and in person), representing all agencies



# UPCOMING

JIMMY COX



# Upcoming

- ▶ Segment III Design Workshops – March 27-28, April 3-4
- ▶ Advisory Council Carry/Certified Forward Discussion – April 9
- ▶ Agency Sponsor Summit – April 11





# NEXT MONTHLY MEETING

APRIL 24, 2024

DEPARTMENT OF CHILDREN AND FAMILIES



# CONTACT INFORMATION

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