

FloridaPALM

Planning, Accounting, and Ledger Management



EXECUTIVE STEERING COMMITTEE

DEPARTMENT OF FINANCIAL SERVICES

JUNE 26, 2024



ADMINISTRATIVE

TOMMY WERNER



Administrative – Budget

FY 2023-2024 Spend Plan Summary as of May 31, 2024				
Category	Projected FYTD	Incurred FYTD	Released FYTD	Release Remaining
FLAIR System Replacement	\$38,492,536	\$38,127,600	\$43,537,735	\$5,410,135
SSI Implementation Services	\$26,329,800	\$26,329,800		
Facilities and Maintenance	\$381,051	\$381,051		
Production Support	\$8,087,751	\$7,975,251		
Production Support Administration	\$45,499	\$46,044		
Oracle Software and Maintenance	\$1,734,718	\$1,716,850		
Project Administration	\$141,438	\$119,622		
Additional Facilities	\$73,894	\$29,637		
ERP and OC Support Services	\$1,566,385	\$1,471,865		
QA Support Services	\$132,000	\$57,480		
IT Service Management	\$723,314	\$695,427	\$2,000,000	\$1,304,573
Contingency	\$0	\$0	\$0	\$0
DMS IV&V Transfer	\$6,053,061	\$6,053,061	\$6,053,061	\$0
Salaries & Benefits	\$6,626,246	\$6,526,840	\$9,743,087	\$3,216,247
HR Transfer and Risk Management Insurance	\$32,587	\$32,587	\$32,587	\$0
Total:	\$51,927,744	\$51,435,515	\$61,366,470	\$9,930,955



Administrative Risks and Issues

- ▶ No new Issues have been opened or closed
- ▶ Six Risks with score of 6 or higher:
 - Risk 4 – Agency Engagement
 - Risk 5 – Timing and Efficiency of Information Sharing
 - Risk 6 – Contracts outside of the Project
 - Risk 7 – Design Segment IV
 - Risk 8 – Build Segments
 - Risk 9 – System Testing



Administrative Schedule

Stage Gate	Critical Path Item	Status
<p>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</p>	Solution Design – Segment III (D641)	Complete
	Process Models – Payroll (D639)	Complete
	Master Data Configuration Workbooks (D640)	Complete
	Updated Technical Architecture Design (D642)	Complete
	Update Process Models – Financials – Segment III (I-WP101)	Complete
	Build – Segment I (D646)	Complete
	Solution Design – Segment IV (D644)	In Progress
	Update Process Models – Financials – Segment IV (I-WP101)	In Progress
	Environment Builds – System Test Environment	Future
<p>SG4 – Agency Readiness 11/26/2025 Criteria: Agency Readiness Certifications have been received 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>SG3 – Ready to Begin UAT 03/28/2025 Criteria: Design is at least 95% complete and Segment I Build is complete Approval Level: ESC</p>	Establish DW/BI Environments (D647)	Complete
	Build – Segment II (D648)	In Progress
	Security Roles Matrix (WP405)	In Progress
	Environment Builds – Mock Conversion Test Environment	Future
	Environment Builds – Interface Test Environment	Future
	Solution Design – DW/BI (D650)	In Progress
	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	



Administrative Statutory Changes

- ▶ Recommend removal of FLAIR and Florida Accounting Information Resource Subsystem references
 - Where applicable replace with Financial Management Subsystem
 - Applies to numerous sections
- ▶ Update references to issuing a duplicate warrant with replace warrant (s. 17.13)
 - Florida PALM process will issue a new warrant number, not retain original
- ▶ Recommend removal of semimonthly payroll (s. 110.113)
 - State personnel system employers are all either biweekly or monthly
 - Semimonthly payroll has not been used historically and is not planned to be used
- ▶ Recommend change to prompt payment language to support paying interest from location other than where invoice is being paid (s. 215.422)
- ▶ Recommend clarification on definition of Financial Management Subsystem (s. 215.93 and s. 215.94)
- ▶ Recommend replacing reference to Statewide Document Number with Voucher Number (s. 215.985).
 - Statewide document number will not exist in Florida PALM



INDEPENDENT VERIFICATION AND VALIDATION (IV&V)

CONTENT PROVIDED BY PUBLIC
CONSULTING GROUP



IV&V Update

Project Management

- ▶ Florida PALM IV&V is tracking delayed tasks and SPI in the Florida PALM Project Schedule.
 - Delayed tasks have increased from 170 in the May Monthly Assessment Report to 297 as of the 6/14/24 status date in the Florida PALM Schedule.
 - The majority are related to D648 – Completion of Build Segment II, D650 – Completion of Solution Design (Requirements) DW/BI, and I-WP129 – Development of ETL Technical Specifications, Programs, and Unit Test Plans.
 - The SPI has been holding steady above .90 This means the project is progressing at above 90% of the planned pace.
- ▶ Continued delays to Build Segments could impact future Stage Gates (Finding #14).



IV&V Update

Open Findings

- ▶ Finding 12 – Inconsistency in Requirements Traceability
 - Opened in the Florida PALM IV&V September Monthly Report.
 - Additional cross-checks are in place to mitigate future inconsistencies between the RTM and the Functional Designs.
 - Florida PALM IV&V is performing a traceability analysis as part of reviewing D644 – Completion of Solution Design (Requirements) Segment IV.
 - Florida PALM IV&V has performed a similar analysis on previous Deliverables and identified inconsistencies, but these were corrected prior to Deliverable acceptance.



IV&V Update

Open Findings

- ▶ Finding 14 – Risk that Delays in Application Build Could Impact Completion of System Testing and Start of UAT
 - Build Segment I completed about 7 weeks behind schedule.
 - Build Segment II is behind schedule for drafting and initial review of Application Development documents.
 - Build Segment II-IV will be much larger than Build Segment I.
 - Florida PALM Project is implementing mitigation activities as part of Risk #8:
 - Daily Standups to assess Development status and blockers.
 - Shifting Application Design review to ERP Support Services when possible.
 - Adding Development staff (10 additional developers added through December 2024).
 - Florida PALM IV&V is estimating a one-month delay to completion of Development



IV&V Update

Functional Design

- ▶ Segment IV Design
 - Successfully completed on 5/31/2024 (on schedule).
 - Florida PALM IV&V is reviewing D644 – Completion of Solution Design (Requirements) Segment IV to assess the continued quality of the Design documentation.
- ▶ Segment V Design
 - Includes 14 Functional Designs that were identified or approved late in the Segment IV Design.
 - Scheduled to complete on 8/2/24.
 - Review sessions have started, and Segment V appears to be ahead of schedule.



IV&V Update

Development

▶ Segment II Build

- 75 Functional Designs are part of Segment II Build.
- Starting behind schedule for drafting and review.
 - Pace of drafting and review of Application Development documents has increased over the last several weeks.
 - Florida PALM IV&V currently projects completion of Segment II Build in Mid-July (about two weeks behind schedule).

▶ Segment III-IV Build

- 131 FDs are part of Segment III Build and 96 for the remaining Builds.
- Florida PALM SSI Staffing Plan shows an increase of 10 developers starting in July.
- Florida PALM IV&V is estimating a one-month delay to completion of the last Build Segment (Mid-February 2025).
 - System testing completes in April 2025 per D643 – System Test Plan.
 - Stage Gate 3 – Ready to Begin UAT is on 3/28/25



IV&V Update

Organizational Change Management

- ▶ As the State approaches its Fiscal Year End, the Florida PALM Project is prioritizing support for Readiness Workplan Tasks due in July and August.
- ▶ Florida PALM Project continues to update the Florida PALM Knowledge Center both in terms of content and usability.
 - New information is published on a regular basis to ensure Agencies have the most up-to-date information regarding the technical and functional aspects of Florida PALM.
 - Change logs have been implemented to track what adjustments have been made, which should improve Agencies' ability to incorporate changes into their readiness activities.
- ▶ Florida PALM Readiness Team has added a new team member to increase workload capacity.



IV&V Update

Agency Readiness

- ▶ Agencies and Readiness Coordinators continue to cover Task progression/completion, Risks and Issues, and technical support as needed in Readiness Touchpoints.
- ▶ Agencies are making progress through critical Tasks, but some are struggling to complete Tasks as scheduled and keep pace with current work.
- ▶ The Configuration Workbooks (Task 513) for Segments I and II were submitted by 32 Agencies, which is an increase from last month.
 - Identified as a Direct Impact to the PALM Project.
 - All Agencies will need to submit by the end of June.
 - 3 Agencies have not submitted and 1 Agency is pending Resubmission.
 - Florida PALM Project has completed verification for those that have submitted.



IV&V Update

PCR 118 Review Approach

- ▶ Florida PALM IV&V's review approach for PCR 118 included assessing:
 - If existing requirements already address 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 for PCR 118, Florida PALM IV&V:
 - Compares against RTM, RICEFW Inventory, Design Work Unit Tracker, and Previous PCRs.
 - Reviews the PCR narrative (available on DFS SharePoint 6/20/24).
 - Reviews additional resource spreadsheet and costing information (available on DFS SharePoint 6/20/24).



IV&V Update

PCR 119 Review Approach

- ▶ Florida PALM IV&V's review approach for PCR 119 included assessing:
 - If cancelling or moving requirements impacts Design, Development, or Testing scope.
 - If functionality is being decreased from what is available in the current system.
 - If sufficient justification is provided for the requirement change.
- ▶ As part of the review for PCR 119, Florida PALM IV&V:
 - Compares against RTM, RICEFW Inventory, Design Work Unit Tracker, and Previous PCRs.
 - Reviews the PCR narrative (available on DFS SharePoint 6/20/24).
 - Reviews additional resource spreadsheet and costing information (available on DFS SharePoint 6/20/24)



READINESS AND IMPLEMENTATION

KIMBERLY KEMP, NIKKI KLEIN,
STACEY TERRY



AGENCY READINESS ACTIVITIES



APR

MAY

JUN

JUL

AUG

SEP

OCT

519: Remediate Agency Business Systems based on Segment I

541: Complete Configuration Workbooks for Segment IV

558: Update Agency Business System Documentation

524: Complete and Submit End User Readiness Survey Analysis

535: Update Workforce Readiness Plan

526: Complete Data Readiness Analysis and Data Cleansing Activities for Segment III

542: Complete Data Readiness Analysis and Data Cleansing Activities for Segment IV

527: Identify Change Impacts and Update Agency Business Process Documentation for Segment III

543: Identify Change Impacts and Update Agency Business Process Documentation for Segment IV

528: Update Agency Business System Documentation for Segment III

544: Update Agency Business System Documentation for Segment IV

529: Update Florida PALM Conversion Inventory for Segment III

545: Update and Finalize Florida PALM Conversion Inventory for Segment IV

530: Update Florida PALM Interface Inventory for Segment III

546: Update Florida PALM Interface Inventory for Segment IV

531: Remediate Agency Business Systems based on Segment II

557: Update Florida PALM Interface Inventory for Data Warehouse

547: Remediate Agency Business Systems based on Segment III

561: Remediate Agency Business Systems based on Segment IV

534: Update CCN and Contacts

537: Update Authorized Smartsheet Users

540: Share Florida PALM Updates

549: Submit Training Survey

559: Share Florida PALM Updates

536A: Create Agency Specific User Acceptance Testing Plan

536B: Create Agency Specific UAT Plan – Subtask B

536C: Create Agency Specific UAT Plan – Subtask C

540: Identify & Confirm File Managers

550: Confirm Receipt & Distribution of MFT Credentials

553: Prepare for Interface Testing

554: Participate in Connectivity Testing for Cycle 1 Interface Testing and Mock Conversion 1

555: Certify Data Readiness in Preparation for Mock Conversion 2

556: Certify Conversion Files in Preparation for Mock Conversion 2

560: Submit Change Analysis Tool

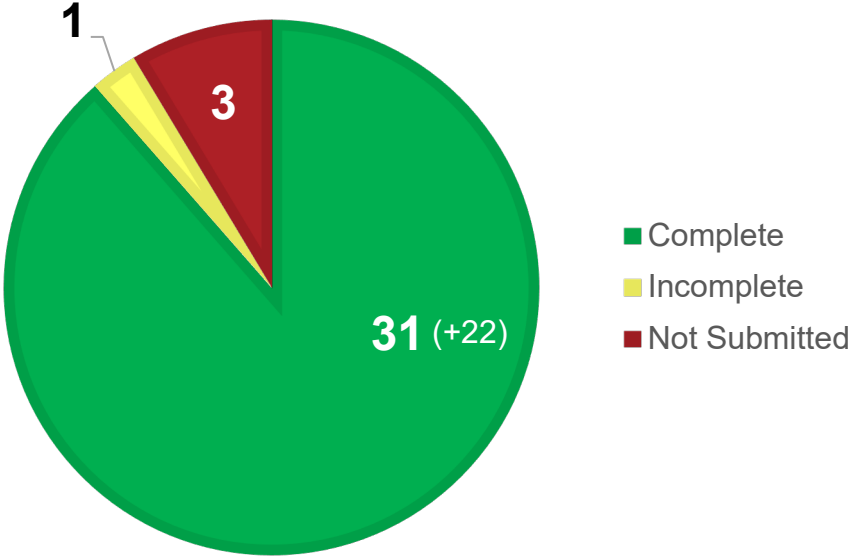


Readiness and Implementation

Task 513: Complete Configuration Workbooks for Segments I and II

Task Due May 13 with “Direct Impact” to Project

Module	Configuration Workbooks
Accounts Receivable (AR)	Distribution Code Worksheet
Asset Management (AM)	<ul style="list-style-type: none"> Location Definition Worksheet Area ID Values Worksheet
Commitment Control (KK)	Allotments Budget Structure Control Worksheet
General Ledger (GL)	<ul style="list-style-type: none"> Organization Worksheet Other Accumulator 1 (OA1) Worksheet Other Accumulator 2 (OA2) Worksheet Budgetary Value Combination Edit Worksheet Local Funds Worksheet



*Task Status as of 6/20



Readiness and Implementation

Segment II RW Task Completion Updates (Tasks Due 4/12/2024)

Task	Project Impact	Complete (Change since last month)	Pending Resubmission	Not Submitted
514 – Complete Data Readiness Analysis and Data Cleansing for Segments I and II	N/A	21 (+5)	3	11
515 – Identify Change Impacts and Update Agency Business Process Documentation for Segments I and II	N/A	19 (+5)	2	14
516 – Update ABS Documentation For Segment II	N/A	31 (+6)	0	4
517 – Update Conversion Inventory for Segment II <i>(All Agencies Marked Complete)</i>	Indirect	35 (+3)	0	0
518 – Update Interface Inventory for Segment II	Indirect	34 (+2)	0	1

Current RW Tasks for Segment III – Due July 12



Readiness and Implementation

Task 524: Complete and Submit End User Readiness Survey

- ▶ Task Due June 14, 2024
- ▶ Questions should be designed to provide insight across four domains:
 - Awareness of Florida PALM
 - Understanding of Florida PALM readiness activities within the agency
 - Acceptance that Florida PALM will impact their jobs
 - Commitment to participate in the change
- ▶ Agencies will analyze results and provide summary
 - Expectation vs outcome
 - Any outliers across end user groups
 - Action steps to increase levels across the domains



Readiness and Implementation

Task 524: Complete and Submit End User Readiness Survey

General Observations

- ▶ 41% survey response rate
 - 5,420 surveyed
 - 2,233 responded
- ▶ Most agencies received results as expected
- ▶ Higher levels across all domains for those actively working on Florida PALM implementation activities (CCN, SMEs, Leadership)
- ▶ Common End User Gaps
 - Users outside F&A
 - New employees
 - Users of Agency Business Systems vs FLAIR



Readiness and Implementation

Task 524: Complete and Submit End User Readiness Survey

General Observations

- ▶ Some agencies identified gaps in understanding of COA changes
- ▶ Identification of change resistance, particularly in those who are planning to retire before implementation
- ▶ Action Items include:
 - Update/create communication plans and change management plans
 - Increase communications – frequency, methods (meetings, Town Halls, newsletters, posters, SharePoint sites, etc.)
 - Engage more end users in Florida PALM activities
 - Promotion of the Knowledge Center
 - Starting to consider training strategies



Readiness and Implementation

Task 536: Create Agency Specific User Acceptance Testing Plan

- ▶ Task divided into 3 subtasks

Subtask	Subtask Planning Objectives	Planned Dates
536-A	536-A will require agencies to establish their testing objectives, scope, key activities and their agency roles and responsibilities.	June 17, 2024 – Aug. 16, 2024
536-B	536-B will require agencies to identify key components of test execution including test management.	Aug. 19, 2024 – Oct. 11, 2024
536-C	536-C will require agencies to confirm their business processes to be tested and to identify UAT success criteria.	Oct. 14, 2024 – Dec. 13, 2024

➤ Task Elements

- Review UAT Approach
- Begin Creating UAT Plan
- Log UAT Questions

➤ Supporting Documentation

- UAT Approach Document
- UAT Plan Template
- UAT Planning Question Log



Readiness and Implementation

Task 536: Create Agency Specific User Acceptance Testing Plan

UAT Approach

- ▶ All agencies are expected to participate in UAT
- ▶ They will be expected to:

Test and validate:

- All updated agency business processes from end-to-end, including processes that integrate with their agency business systems and other enterprise systems (People First, MFMP, etc.)
- Business system remediation (where applicable)
- End user role assignments
- Agency specific configurations
- Reporting needs and solutions

Provide all end users exposure to and practice in Florida PALM

Develop agency-specific end user training and education materials

Confirm agency change impacts to people, processes, technology and data



Readiness and Implementation

Task 536: Create Agency Specific User Acceptance Testing Plan

UAT Approach

- ▶ UAT will begin in April 2025 with in-person project-hosted sessions with agency SMEs
- ▶ SMEs will be expected to conduct agency-hosted UAT session with end users
- ▶ Full integration testing will begin in July 2025
- ▶ Completion of UAT activities will be included in Agency Readiness Certification, in support of Stage Gate #4 – Agency Readiness



Readiness and Implementation

Task 536: Create Agency Specific User Acceptance Testing Plan

UAT Approach

► Project Responsibilities

- Initial load of end users and role assignments prior to the start of UAT, as provided by agencies (*RW Task 573 – Role Mapping*)
- Initial load of agency-specific configuration values, as confirmed by agencies (*RW Task 567 – Confirm/Update Configuration Workbooks*)
- Initial load of agency conversion data, based on Mock Conversion 3 (*RW Task 571 – Data Cleansing Based on Mock 2 & RW Task 583 – Participate in Mock 3*)
- Create access to the UAT environment for all end users with an agency assigned role
- Host UAT sessions for SMEs
- Provide training materials (navigation, process steps) to support SME and end user UAT activities
- Implement a mechanism for agency UAT participants to log and track testing errors
- Provide support during testing activities



Readiness and Implementation

Task 536: Create Agency Specific User Acceptance Testing Plan

Critical Operational Element	Readiness Criteria to Begin UAT (March 2025)	Related RW Tasks
People	<ul style="list-style-type: none"> All end users have been assigned end user roles based on job functions. UAT Roles and Responsibilities have been identified in agency-specific UAT Plan. SMEs have been identified and prepared to participate in UAT. 	<ul style="list-style-type: none"> 536 – Create Agency-Specific User Acceptance Testing Plan 573 – Complete and Submit End User Role Mapping Worksheet 579 – Identify, Prepare, and Confirm Understanding of User Acceptance Testing Participants 585 – Update Workforce Readiness Plan
Processes	<ul style="list-style-type: none"> Change impacts have been identified for all processes. Process documentation has been updated for all processes. Agency-specific testing materials including user stories have been developed. 	<ul style="list-style-type: none"> 560 – Submit Change Analysis Tool 574 – Prepare Documentation for User Acceptance Testing 580 – Update Agency Business Process Documentation
Technology	<ul style="list-style-type: none"> Agency Identity Provider (IDP) has been configured with Florida PALM UAT environment. Agency end users have been added to the agency's IDP. Agency specific Mock Conversion 3 files have been provided (if any). 	<ul style="list-style-type: none"> 578 – Confirm Identity Provider for Florida PALM 583 – Participate in Mock Conversion 3 591 – Confirm IDP Configuration for Florida PALM 592 – Agency IDP SMEs Add Identified User Acceptance Testing Participants to Agency's Identity Provider
Data	<ul style="list-style-type: none"> Agency specific configurations have been confirmed. Agency test data has been identified. Agency data is cleansed, based on Mock Conversion 2 results. Agency has an approach to meet reporting needs. 	<ul style="list-style-type: none"> 567 – Share, Review, and Update Configuration Workbooks 571 – Complete Data Cleansing Based on Mock Conversion 2 581 – Update Reports Inventory

TRAINING ACTIVITIES



Readiness and Implementation

Learning Journey

Output

Training Curriculum

Objectives

- Identify Courses
- Identify Training Topics
- Identify Learning Objectives
- Identify Target Audience

Approach

- Review BPMs and FDs
- Consult with Functional & Technical teams



End User Manual

- **Objective:** Create an online resource for end users seeking to learn more about navigating, interacting with, and processing within Florida PALM.
- **Audience:** Expands upon the Training Build activities and will be accessible to all current and future end users.
- **Output:** An updated Knowledge Center with Financials and Payroll Wave processing information and articles.

Training Build

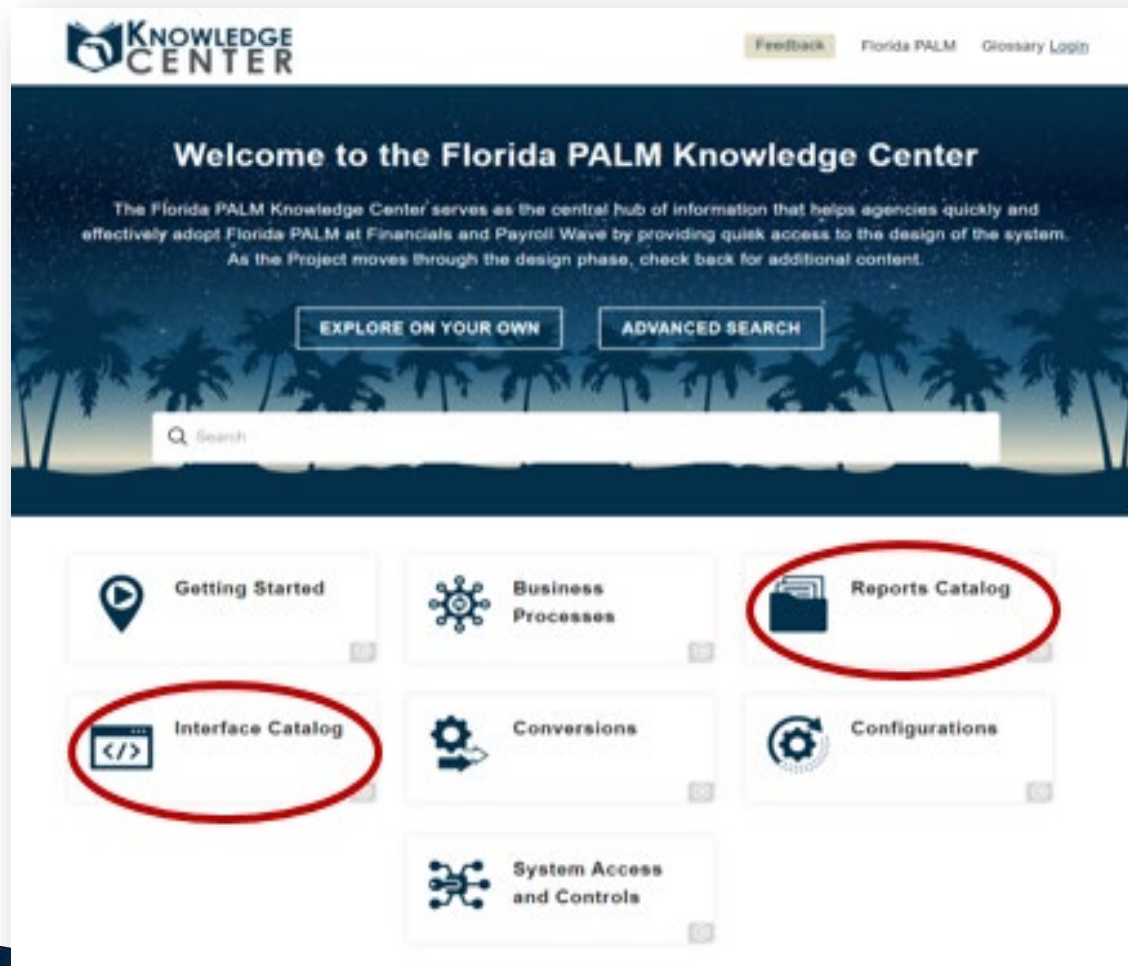
- **Objective:** Create structured, topic-based training materials for use by end users to learn to complete business functions in Florida PALM.
- **Audience:** Builds upon the “how” from UAT Training Materials to explain “why, who, and when” to end users.
- **Output:** Training materials by course topic, defined in the Training Curriculum.

UAT Training Materials

- **Objective:** Create materials showing “how” to navigate in, interact with, and complete business process activities in Florida PALM.
- **Audience:** End users, including SMEs, completing work (testing activities) in the UAT environment.
- **Output:** Step-by-step, with screenshots, for specific Business Process Models or transactions.

Training Curriculum

Readiness and Implementation Learning Journey



Published 405 articles

9,817 Views in the last month

Top 5 Visited Articles

- Interface Catalog
- Business Processes
- Set up and Maintain Customers
- Record AR
- Voucher Matching







Viewed Globally

IMPLEMENTATION ACTIVITIES



Readiness and Implementation

Implementation Activities – Solution Design

 <p>Requirements Traceability Matrix</p> <p><i>May 2023 - August 2024</i></p>	 <p>RICEFW Inventory</p> <p><i>May 2023 - August 2024</i></p>	 <p>Business Process Models</p> <p><i>May 2023 - July 2024</i></p>	 <p>Configuration Workbooks</p> <p><i>May 2023 – September 2024</i></p>	 <p>Functional Design Specifications</p> <p><i>May 2023 - August 2024</i></p>	 <p>Security Roles Matrix</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 ●	Complete Agency Configuration Workbooks ◐	FD Segment III ●	
Review/Update RTM Segment IV ◐	Review/Update RICEFW Segment IV ◐	Update Financials BPMs by Segment ◐		FD Segment IV ●	
Review/Update RTM Segment V ○	Review/Update RICEFW Segment V ○	Update Payroll BPMs ◐		FD Segment V ◐	

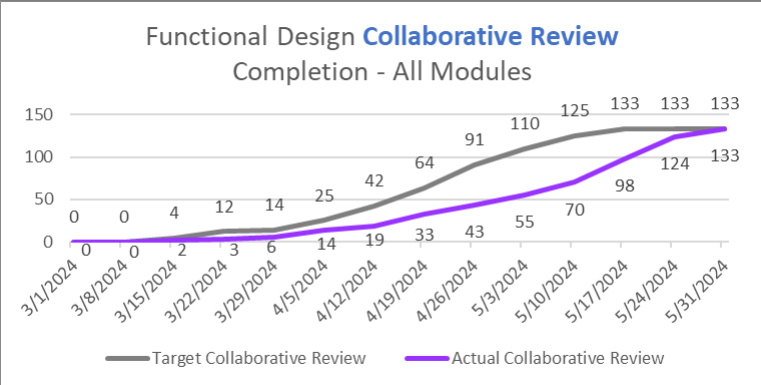
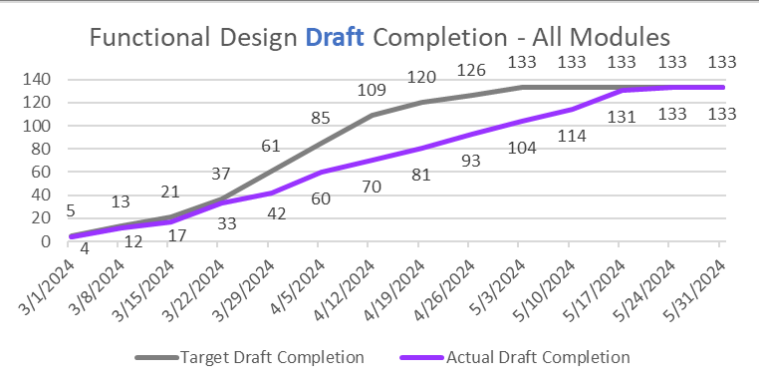
Key

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



Readiness and Implementation

Implementation Activities – Solution Design

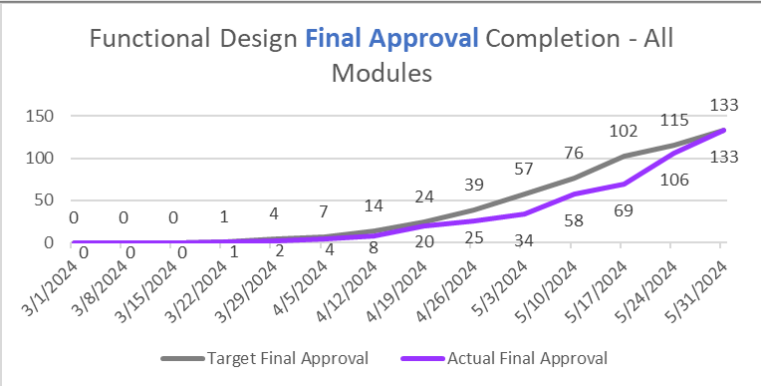
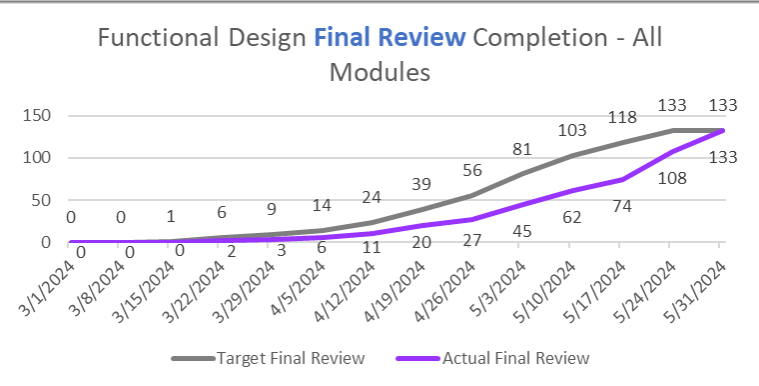


Segment IV Functional Designs

- Completed 133 FDs on track (5/31)

Segment V Functional Designs

- Begins 6/24; Target Completion 8/2
 - 14 FDs are included in Segment V
 - Approval of PCR-118 would add 2 additional FDs to Segment V

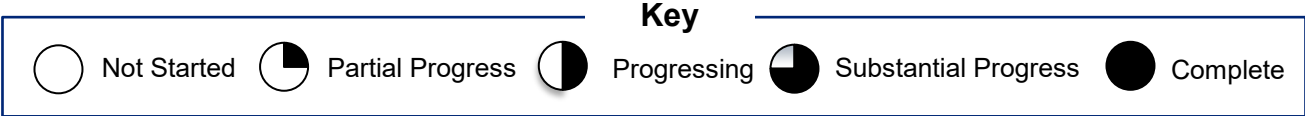
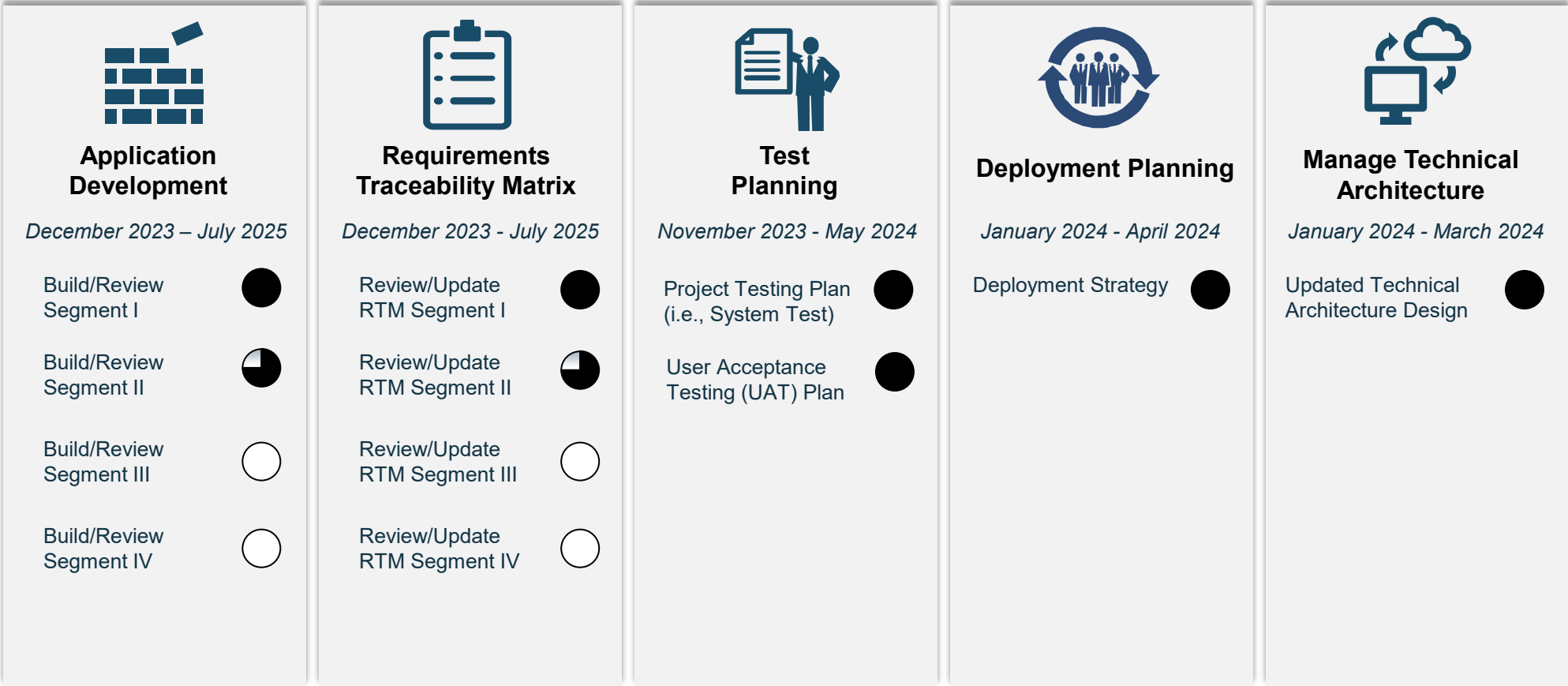


Segment IV Functional Design Status (as of 5/31/2024)



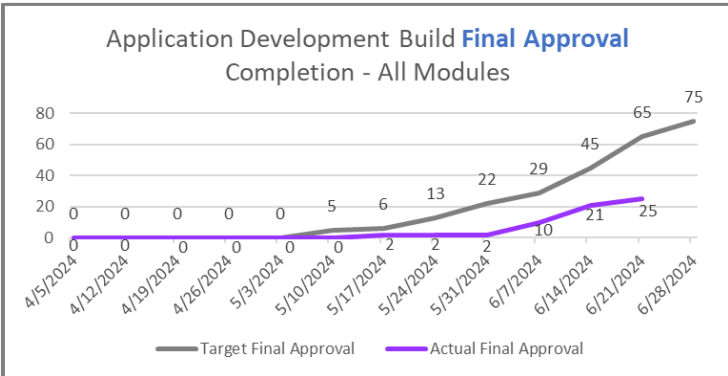
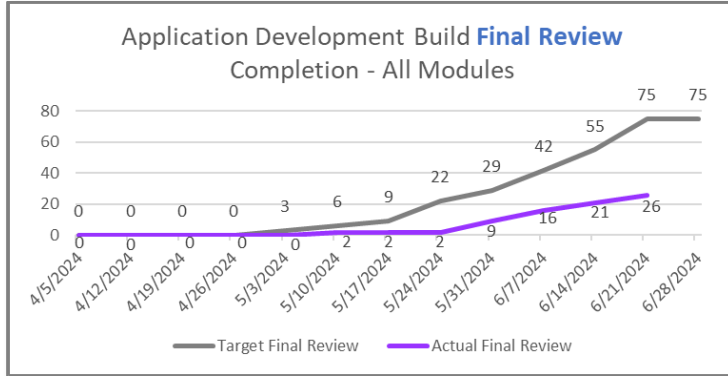
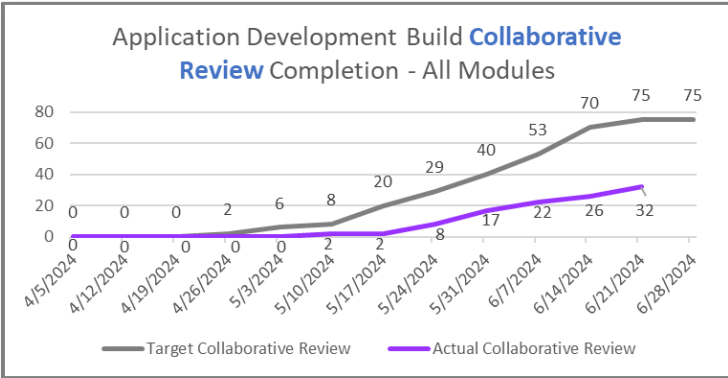
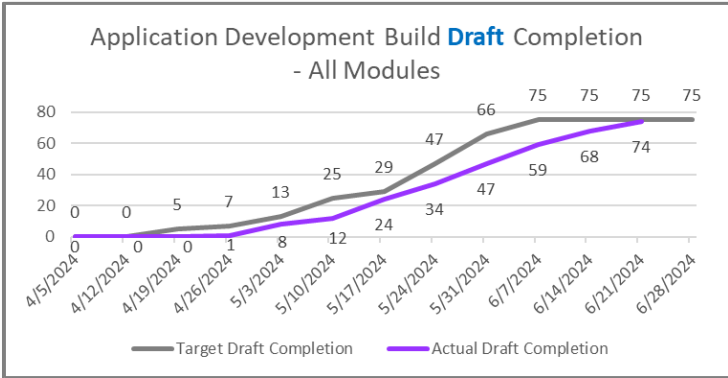
Readiness and Implementation

Implementation Activities – App Dev Build



Readiness and Implementation

Implementation Activities – App Dev Build



Segment II App Dev Build

- Build Segment II trending behind

Segment III App Dev Build







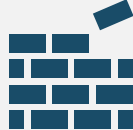





- Build Segment III targeted to begin July 1:
 - 131 App Dev items in Build III
 - App Dev resources will be assigned 3 build items on average

Segment II App Dev Build Status (as of 6/21/2024)






Readiness and Implementation

Implementation Activities – DW/BI

 <p>Requirements Traceability Matrix</p> <p>April 2024 - October 2024</p> <p>Review/Update RTM DW/BI </p>	 <p>RICEFW Inventory</p> <p>April 2024 - October 2024</p> <p>Review/Update RICEFW DW/BI </p>	 <p>Functional Design Specifications</p> <p>April 2024 - October 2024</p> <p>DW/BI Segment </p>	 <p>Application Development</p> <p>August 2024 – January 2025</p> <p>DW/BI Build/Review Segment I </p> <p>DW/BI Build/Review Segment II </p> <p>DW/BI Build/Review Segment III </p>	 <p>Security Roles Matrix</p> <p>August - December 2024</p> <p>Define Security Roles Matrix </p>
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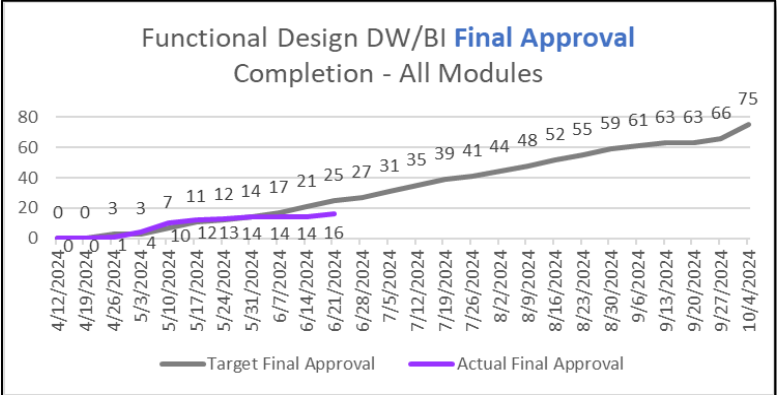
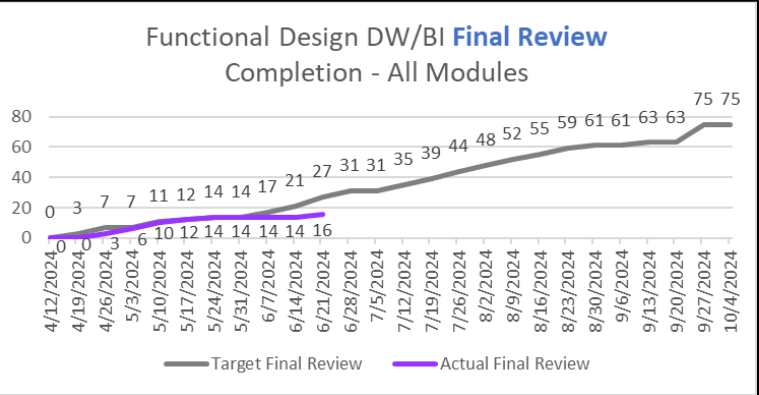
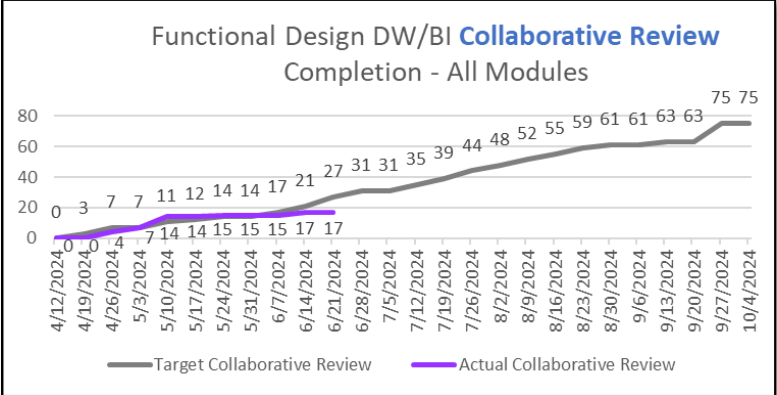
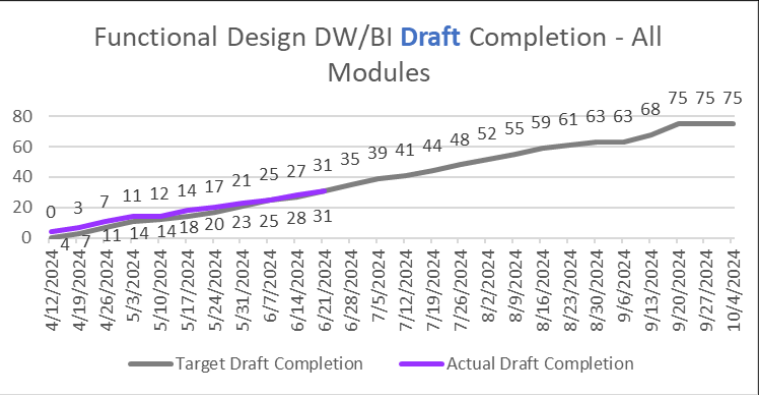
Key

	Not Started		Partial Progress		Progressing		Substantial Progress		Complete
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Readiness and Implementation

Implementation Activities – DW/BI



DW/BI Design Segment

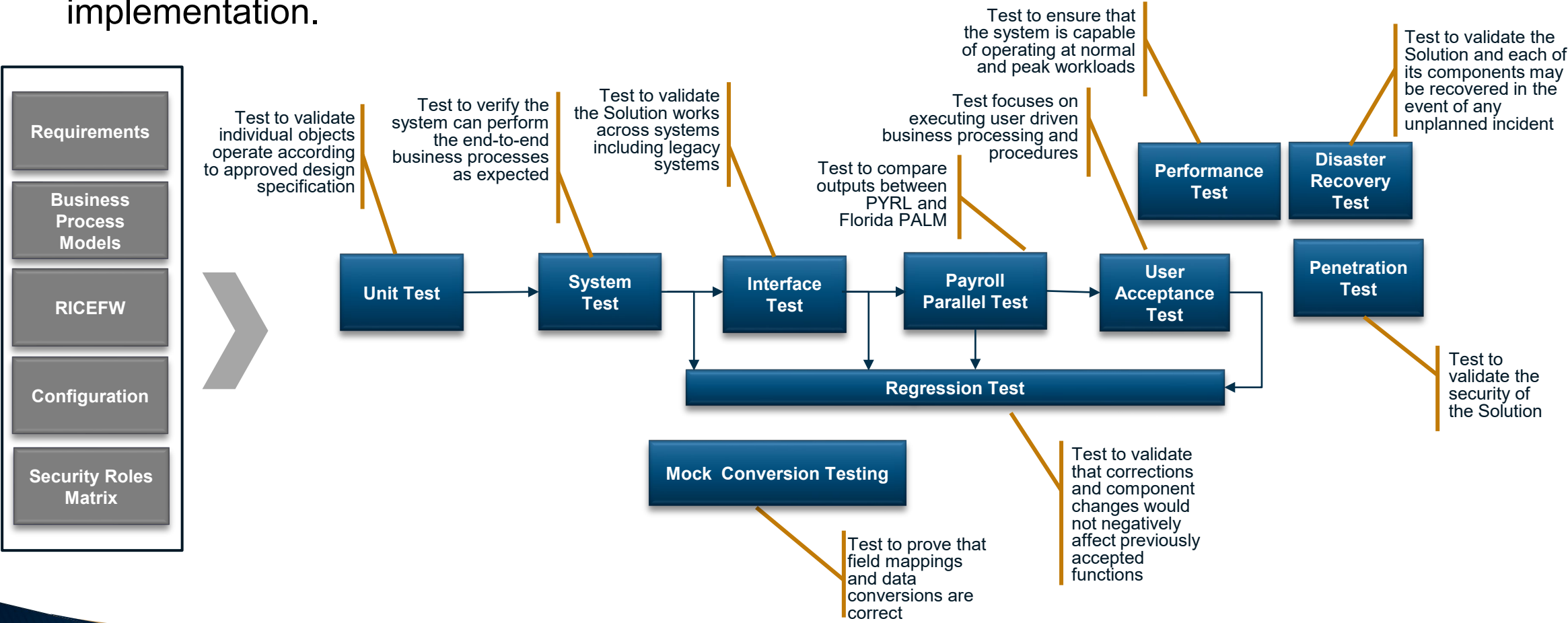
- DW/BI design is trending on target
- Designs are being completed in module groups for efficiency

DW/BI Design Segment Status (as of 6/21/2024)

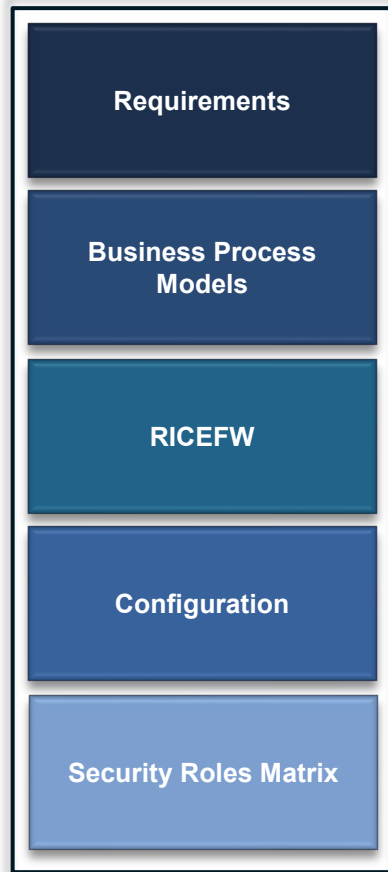
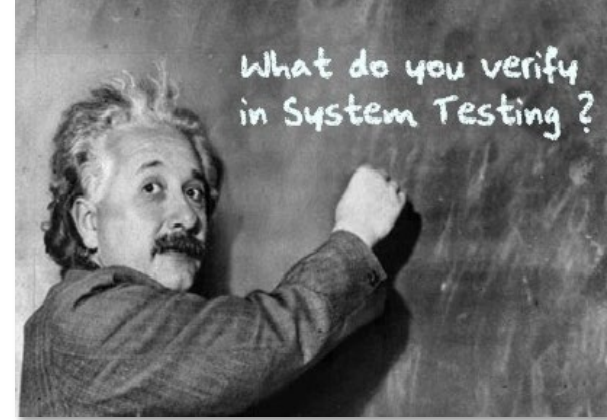


Testing Service Summary

Ten (10) unique testing services will be conducted during the Financials and Payroll Waves implementation.



System Testing Scope



Business Requirements for Financials and Payroll Waves
(DW/BI will be tested separately)

Business Process Models for the Financials and Payroll Waves

Reports, Interfaces, Conversions, Extensions, Forms and Workflows
App Dev built during Segments I, II, III, and IV

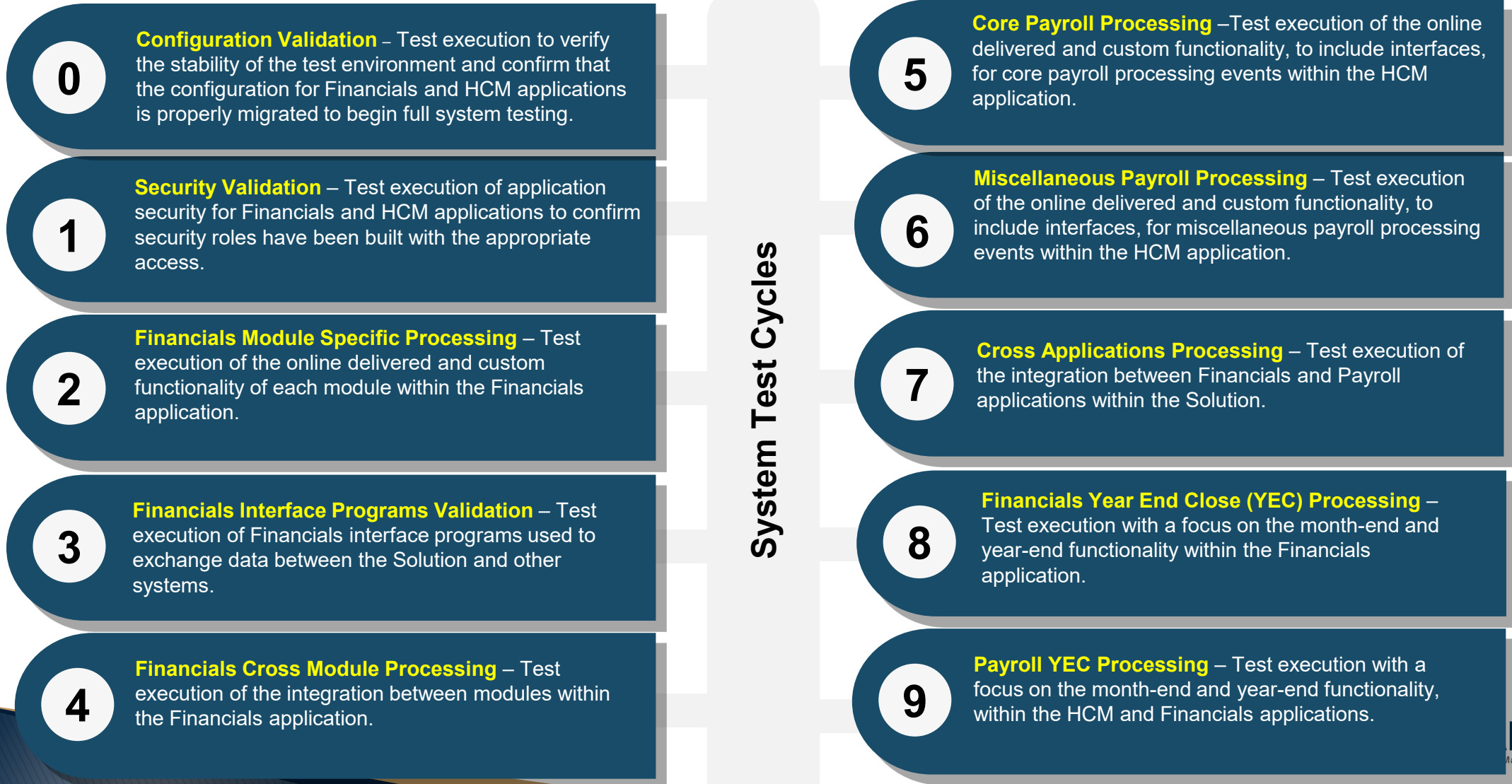
Application Configuration per Master Data Configuration Workbooks

User Security Roles and Permission Lists (page access and actions)

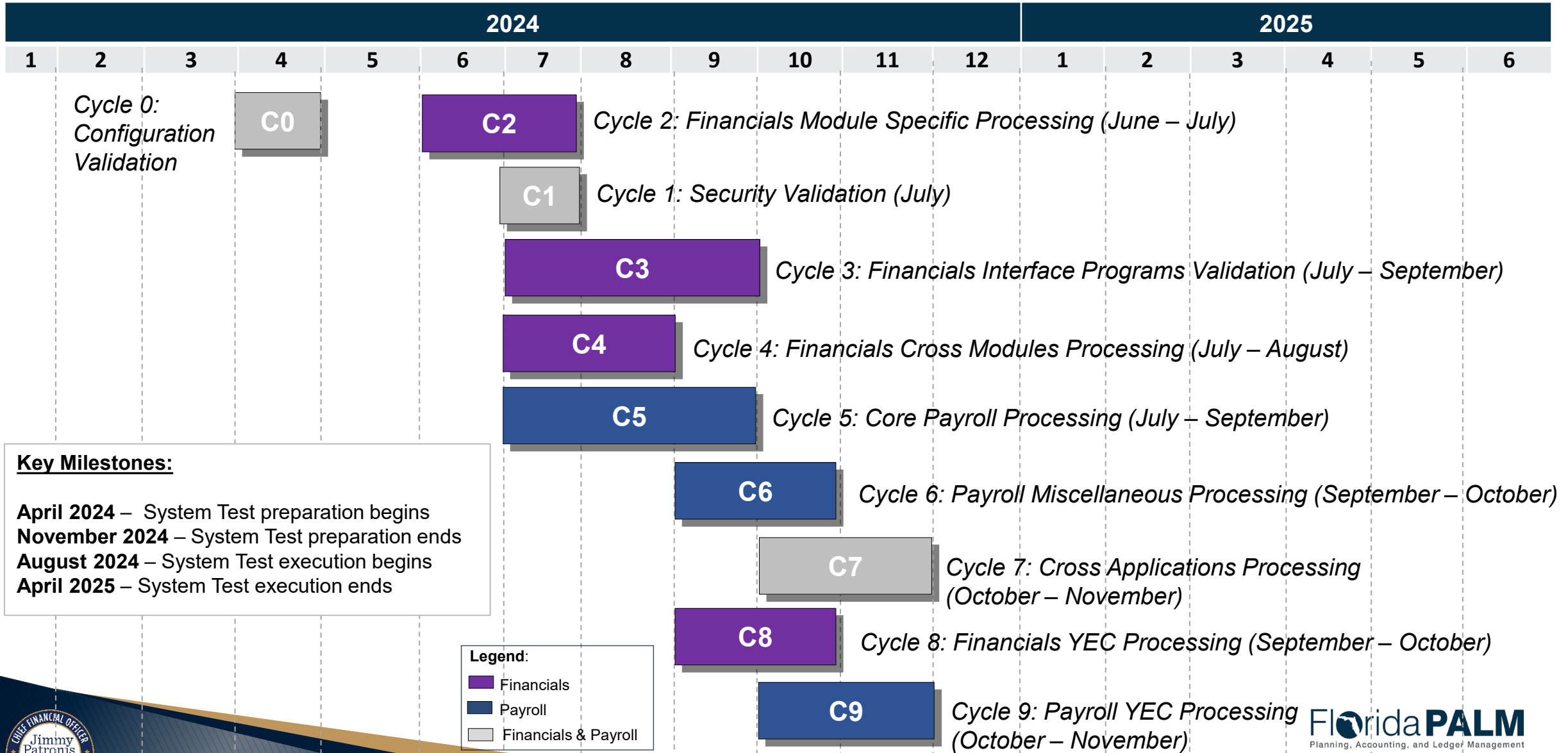


System Test Cycles

- ▶ There are 10 test cycles (Cycle 0 – 9) planned to be executed for System Testing.



System Test Preparation Timeline



Key Milestones:

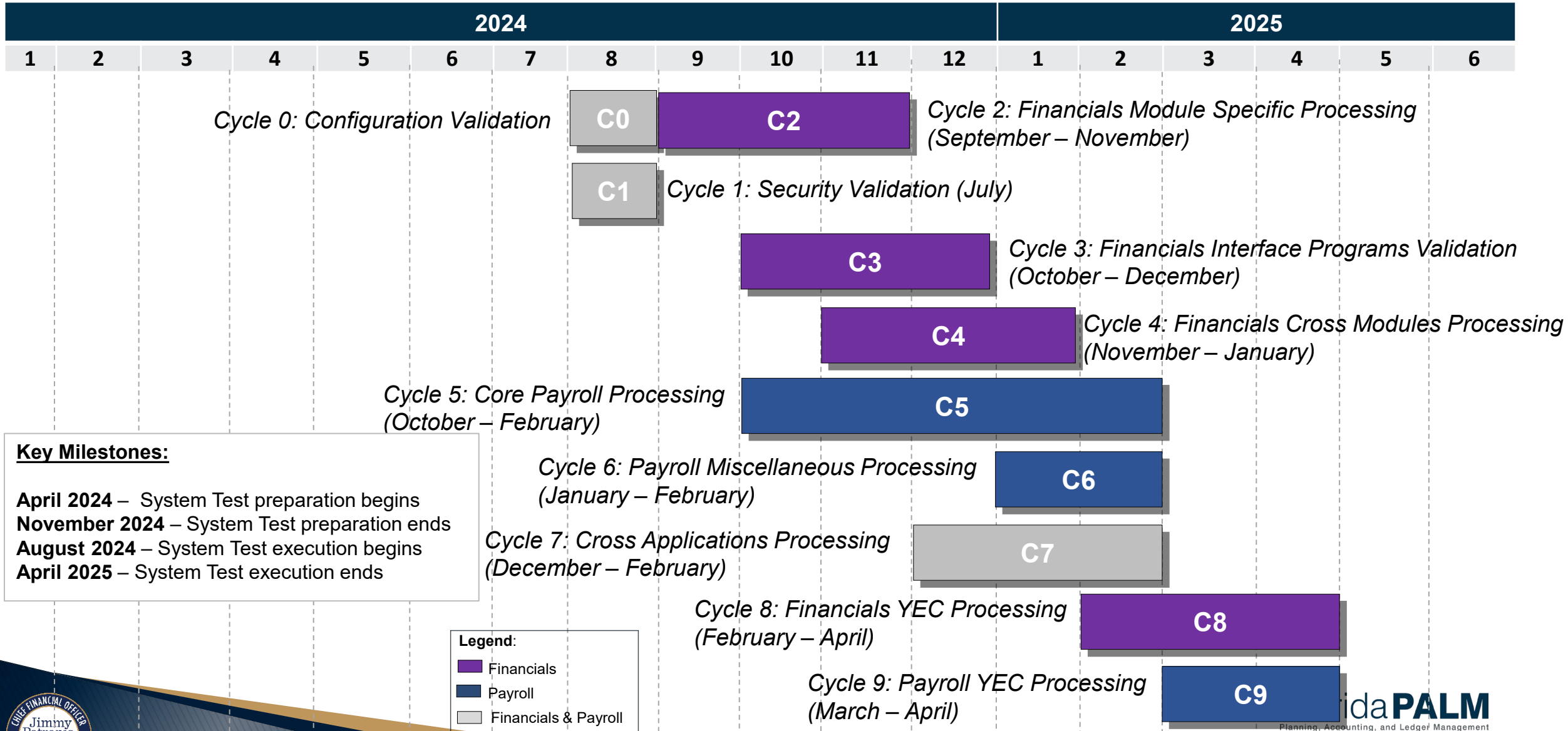
- April 2024** – System Test preparation begins
- November 2024** – System Test preparation ends
- August 2024** – System Test execution begins
- April 2025** – System Test execution ends

Legend:

- Financials
- Payroll
- Financials & Payroll



System Test Execution Timeline



Key Milestones:

- April 2024 – System Test preparation begins
- November 2024 – System Test preparation ends
- August 2024 – System Test execution begins
- April 2025 – System Test execution ends

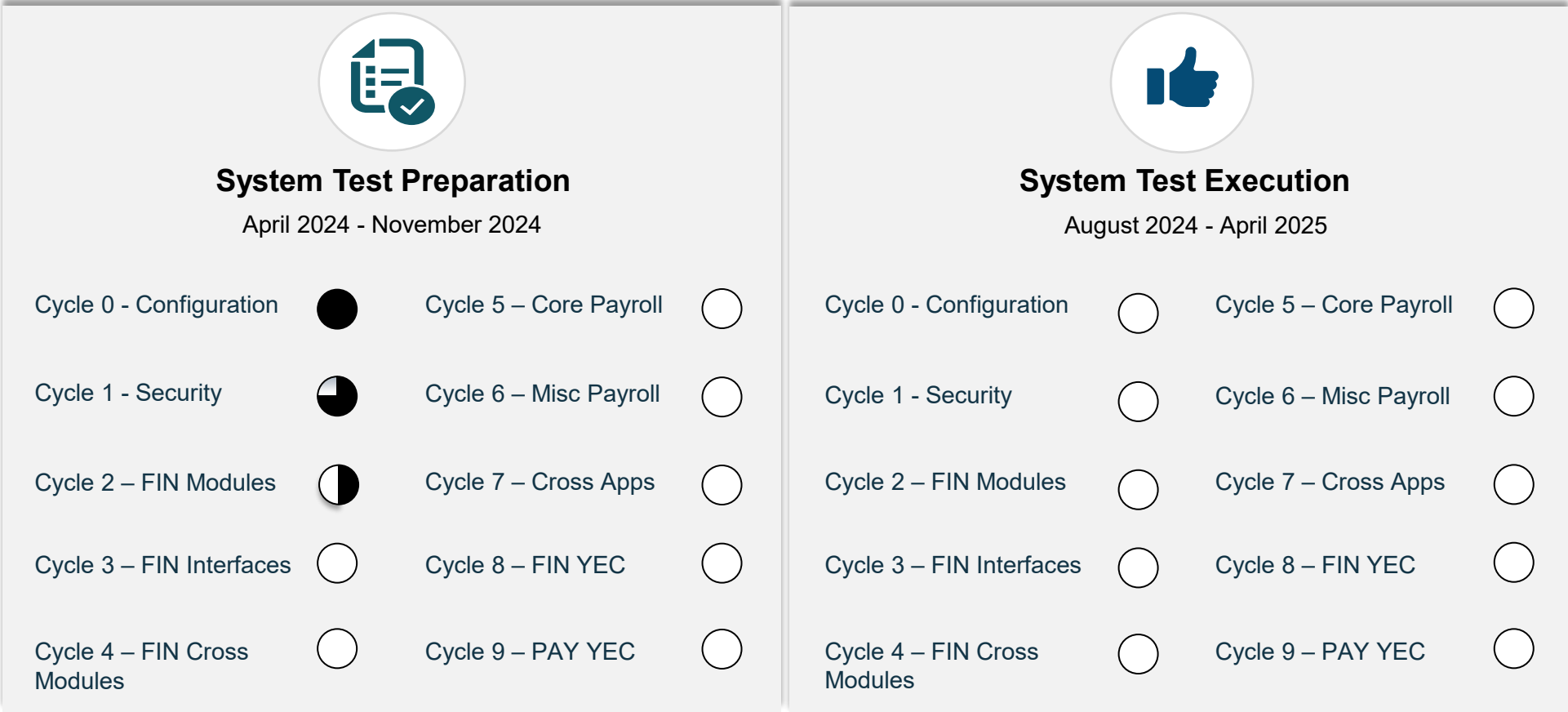
Legend:

- Financials
- Payroll
- Financials & Payroll



Readiness and Implementation

Implementation Activities – System Testing



Key

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



OTHER

JIMMY COX, STEVEN FIELDER



Advisory Council

Meeting Overview

- ▶ *Governmental Fund Asset Accounting* – proposed enhancement (PCR 118) related to asset purchase vs. asset ownership funds
- ▶ *Supplier Portal* – vendors registering for payments vs. procurements
- ▶ *Translation Engine Approach* – transitioning from FLAIR to Florida PALM values
- ▶ Readiness Workplan Tasks – recently completed End User Readiness Survey (RW 524) and newly released User Acceptance Testing Plan (RW 536)
- ▶ Walk On Topics: Grant Conversion (FLAIR / FACTS); Track with Budget; Auto-Generation of Payables from Receipts



Project Change Request

Voting PCR 118

- ▶ Project Change Request 118: Segment V Financials Customizations
 - Attachment 5.1 Business Requirements
 - *Change How Met from Delivered (manual process) to Extension (C131)*
 - 40.0061 – Provide the ability to designate the relationship of Governmental Funds (purchase fund) with General Fixed Assets Account Group (ownership fund) when recording capitalized assets.
 - *Added:*
 - 30.1027 (New) – *Provide the ability for adjustment vouchers to only be processed once the related voucher is paid and the adjustment voucher balances to zero. (C132)*



Project Change Request

Voting PCR 118

- Attachment 5.2 Customizations - Added
 - C131 Governmental Fund Assets Customization (\$97,770)
 - As delivered, the process requires manually updating the accounting entries to move from the governmental fund to the ownership fund.
 - Customization will create a process to automate the accounting entries to reclassify to the ownership fund.
 - Customization will apply to purchases, moves and depreciation.
 - If not approved, agencies will have to manually reclassify accounting entries in the general ledger.
 - C132 Adjustment Voucher Validations Customization (\$46,087)
 - As delivered, adjustment vouchers are intended to allow flexible adjusting and assumes that the process knows when offsetting entries are required. Additionally, there is no forced tie to the original voucher (i.e., user could enter an incorrect voucher number)
 - Customization will check to make sure the original voucher number exist and has been posted. Additionally, customization will enforce balanced entries.
 - If not approved, adjustment vouchers will not have appropriate controls, which will lead to reconciliation and out of balance issues.
- *Cost: Approval: Requires ESC Approval (Vote)*



Project Change Request

Voting PCR 119

- ▶ Project Change Request 119: Cancellation and Optional Service Related Requirement Changes
 - Attachment 5.1 Business Requirements
 - Proposed Cancel – 18 Requirements
 - Reasons for Cancellations
 - Functionality not in scope of Florida PALM
 - Functionality met by other requirements
 - Requirement not applicable based on final design
 - Move from (19) / to (23) Optional Services
 - Reason for moves: Align with final financials, payroll and data warehouse design
 - *Approval:* Requires ESC Approval (Vote)



Project Change Request

PCR 120

- ▶ Project Change Request 120: Requirement Text and Customization Alignment Changes
 - Attachment 5.1 Business Requirements
 - Updated requirement text to clarify final design – 43 requirements
 - Updated to align to or remove from applicable customization – 35 requirements
 - Attachment 5.2 Customizations
 - Updated to align to or remove requirement references – 14 extension updated
 - *Approval*: Project Director Approval



Project Change Request

PCR Cost Projection

- ▶ Request for public comments
- ▶ Voting action for PCR 118 and 119
- ▶ If approved, the amount of Additional Funding needed from the Florida PALM Contingency Funding for FY 24/25 will be increased by \$143,857.00.

Enhancement	Source	Additional Funding Requ
Segment IV Payroll Customizations	PCR #113	\$173,940.00
Segment IV Customizations	PCR #114	\$369,130.00
Segment IV Payroll Redistribution Customization	PCR #115	\$98,019.00
Segment IV Payroll Requirements and Customizations	PCR #116	\$219,525.00
Segment IV Financials and Payroll Customizations	PCR #117	(\$113,831.00)
Segment IV Financials and Payroll Customizations	PCR #118	\$143,857.00
Contingency Funding FY 24-25		\$3,000,000.00
Total Additional Funding Required		\$890,640.00
Remaining Contingency Funding FY 24-25		\$2,109,360.00



UPCOMING

JIMMY COX



Upcoming

- ▶ July's meeting was moved one-week earlier due to Design Workshops
- ▶ Segment IV Design Workshops (*July, August, September*)
- ▶ All Design Segments Recap (*October*)
- ▶ Sponsor Summit (*November*)

Florida **PALM**
Planning, Accounting, and Ledger Management

Summer of Segment IV Workshops

July

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	PC	PC	AP/PO		

August

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
			1	2	3	
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	IU	IU	AM		
22	23	24	25	26	27	28
29	30	PAYROLL				

September

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	CF	Cash Check, Fin. Stmt & Budget Close	19	20	21
22	23	24	25	26	27	28
29	30					

Autumn Design Recap

October

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Discussion Topics:

- Financials
- Payroll
- All Segments

Meeting information can be found on the Design Meetings page on the Florida PALM website:
www.myfloridacfo.com/floridapalm/design-meetings

NEXT MONTHLY MEETING

JULY 17, 2024

DEPARTMENT OF TRANSPORTATION



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