

Change Request Information *(completed by PCR Requestor)*

Requestor		Owner	
Name	Deana Metcalf	Name	Stacey Terry
Phone	850.879.2225	Phone	512.350.6460
Email	deana.metcalf@myfloridacfo.com	Email	stacey.terry@myfloridacfo.com
Title	Florida PALM Financials Architect	Title	Accenture Functional Lead

Requesting Department Name <i>(Use if requested from outside the Project)</i>	Department of Financial Services	Date Requested	12/2/2024
		Due Date	12/6/2024

PCR Need Description <i>(Include description of change, why it is needed, how it was discovered)</i>	<p>After execution of Amendment 10 and as a result of Financials Wave solution design conversations, the Department of Financial Services (DFS) has requested the following changes to Attachment 5.1 – Business Requirements and Attachment 5.2 – Customizations.</p> <p><u>Attachment 5.1 – Business Requirements:</u></p> <ol style="list-style-type: none"> Request to add the following requirement with a How Met of “Extension” to support the addition of the IU-Receipt Accrual Cost Collection (C134) customization requested in the Attachment 5.2 – Customizations section below: <ul style="list-style-type: none"> 10.1014 – Provide the ability to cost collect project related Inter/IntraUnit and Receipt Accrual transactions to the Project Costing module. Request to add the following requirement with a How Met of “Extension” to support the addition of the AM Physical Inventory File Path (C135) customization requested in the Attachment 5.2 – Customizations section below: <ul style="list-style-type: none"> 40.1003 – Provide the ability to systematically populate the file naming path for posting inbound and outbound asset physical inventory interface files. <p><u>Attachment 5.2 – Customizations:</u></p> <ol style="list-style-type: none"> Request to add new Inter/IntraUnit (IU) and Receipt Accrual Cost Collection (C134) customization. This customization will cost collect project related Inter/IntraUnit and Receipt Accrual transactions to Project Costing (PC). (Cost \$54,867). <p>As delivered, transactions entered within a module that reference project related ChartFields are integrated to the PC module via the Cost Collection process. This provides the ability to report on project costs from a central table.</p> <p>For IU transactions, the initial intent was to utilize delivered functionality to cost collect IU transactions from the General Ledger (GL) module, once the IU transactions were journal generated to the GL. However, the IU transactions would be at a summarized level within the GL, instead of the detail level within IU which is consistent with transactions that are cost collected to PC from other source modules. In addition, IU encumbrances would not be journal generated to the GL and thus would not have a delivered mechanism to be cost collected to PC.</p> <p>Additionally, as delivered, project related Carry Forward Payable transactions entered in the Receiving module that are processed through the Receipt Accrual program are not integrated to the PC module. Hence, customization C134 would provide a mechanism to extract project costs from these modules and post them to a staging table. A delivered Transaction Loader process would load the data from the staging table to PC.</p> <ol style="list-style-type: none"> Request to add new Asset Management (AM) Physical Inventory File Path (C135) customization. This customization will predefine the MFT file path and file name, where applicable, for inbound and outbound physical inventory interface files. (Cost \$36,167).
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	<p>As delivered, users will run a process to extract asset information from Florida PALM to an outbound file to upload to a scanner or mobile device to perform physical inventory of assets. Once the assets are identified and scanned, the results are loaded via an inbound file back into Florida PALM to reconcile with the asset information within the system. The delivered run control page used to generate the outbound file requires a user to key in the file path and file name. Each agency will have a Manage File Transfer (MFT) folder to obtain and post interface files to. Users would be required to key in the file path and file name for processing the following AM physical inventory files:</p> <ul style="list-style-type: none"> • AMI008 – Inbound Asset Physical Inventory CSV File Load • AMI010 – Inbound Asset Physical Inventory Scanner File Load • AMI004 – Outbound Asset Physical Inventory CSV File Extract • AMI009 – Outbound Asset Physical Inventory Scanner File Extract <p>Hence, customization C135 would provide a mechanism to systematically define the appropriate agency MFT folder path and file name for outbound files, and the MFT folder path for inbound files as agency users will provide the file name.</p>										
<p>Business Benefit/Justification <i>(Provide the tangible/intangible value(s) that support the Project's goals)</i></p>	<p>The requested requirements and customizations enable Florida PALM to design the appropriate solution meeting requirements for the Financials Wave. Transactions would be processed through the respective IU, PO (i.e., for receipt accruals) and AM business processes in a systematic and efficient manner.</p>										
<p>Implications of Not Making the Change <i>(If we do nothing, what is our "Impact Prediction" to the project in terms of risk or issue)</i></p>	<p>The desired solution design and business requirements would not be met by delivered Florida PALM functionality. Failure to implement the requested customization would result in the following implications:</p> <p>Inter/IntraUnit and Receipt Accrual Cost Collection (C134):</p> <ul style="list-style-type: none"> • Inter/IntraUnit and Receipt Accrual transactions that reference project information would not be systematically integrated to the PC module to enable reporting from the PC module. <p>AM Physical Inventory File Path (C135):</p> <ul style="list-style-type: none"> • Users would need to know the MFT file path and key it into the run control page to generate or load physical inventory interface files. Keying in the incorrect information could prevent the file from being placed in the appropriate location for processing. 										
<p>Project Goals <i>(Please choose all that apply)</i></p>	<table border="1"> <thead> <tr> <th colspan="2">Goal</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>Reduce the State's risk exposure by harnessing modern financial management technology built on the premises of scalability, flexibility, and maintainability.</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>Improve state and agency specific decision making by capturing a consistent and an expandable set of data.</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Improve the State's financial management capabilities to enable more accurate oversight of budget and cash demands today and, in the future.</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>Increase internal controls by enabling standardization and automation of business processes within and between DFS and agencies.</td> </tr> </tbody> </table>	Goal		<input checked="" type="checkbox"/>	Reduce the State's risk exposure by harnessing modern financial management technology built on the premises of scalability, flexibility, and maintainability.	<input checked="" type="checkbox"/>	Improve state and agency specific decision making by capturing a consistent and an expandable set of data.	<input type="checkbox"/>	Improve the State's financial management capabilities to enable more accurate oversight of budget and cash demands today and, in the future.	<input checked="" type="checkbox"/>	Increase internal controls by enabling standardization and automation of business processes within and between DFS and agencies.
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Initial Review <small>(completed by PMO Team)</small>			
PCR Title	Cost Collection and Physical Inventory Customizations		
PCR ID	122		
PCR Historical Information <small>Please enter the following IDs from the Project SharePoint logs (when applicable)</small>			
Decision ID	Enter Decision ID	Decision Name	Enter Decision Name
Risk ID	Enter Risk ID	Risk Name	Enter Risk Name

Initial Review <i>(completed by PMO Team)</i>			
Issue ID	Enter Issue ID	Issue Name	Enter Issue Name

Impact Analysis *(completed by Florida PALM Project team members)*

PCR Analysis Resources	Name		Role
	Deana Metcalf		State Functional Architect
	Stacey Terry		Accenture Functional Lead
	Enter Name		Enter Role
	Enter Name		Enter Role
Enter Name		Enter Role	

		<input type="checkbox"/> Tier 1 (Project Director Approval)	<input checked="" type="checkbox"/> Tier 2 (ESC Approval)
Identify Approval Tier <i>(Select Tier 2 if one or more of cost, scope, and schedule meet the criteria of Tier 2)</i>	Cost	Changes that do not relate to additions or deletion of Business Requirements	Addition or deletion of Business Requirements
	Scope	Changes not associated with Major Project Deliverables or Stage Gate Decision due dates	Changes to Major Project Deliverables or Stage Gate Decision due dates
	Schedule	Changes within the budgeted spend plan categories, provided it does not result in overall Project cost overruns	Changes resulting in request for funds from the Legislative Budget Committee (LBC) or in the cost of a deliverable over \$250,000

Alternatives to Making the Change <i>(Describe solution options to fulfilling the change request)</i>	Viable	N/A	
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Alternatives to Making the Change <i>(Describe solution options to fulfilling the change request)</i>	Not Viable	Alternatives to implementing the requested customizations, which are not viable, are as follows: Inter/IntraUnit and Receipt Accrual Cost Collection (C134): <ul style="list-style-type: none"> Agency users could key Inter/IntraUnit and Receipt Accrual transactions directly into the Project Costing module, which could be inefficient and time consuming. AM Physical Inventory File Path (C135): <ul style="list-style-type: none"> Agency users would key the MFT folder path and file name into the run control page to generate or load physical inventory interface files. 	
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Risk(s) Associated with Making the Change	Risk Category	N/A	
	Cost	<input type="checkbox"/>	
	Scope	<input type="checkbox"/>	
	Schedule	<input type="checkbox"/>	

Is the SSI Contract Impacted?	<input checked="" type="radio"/> Yes <input type="radio"/> No	Updates to Attachment 5.1 – Business Requirements and Attachment 5.2 – Customizations. This PCR will be included within Amendment 11. A deliverable will be referenced within the Amendment to track the build completion and payment.	
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Project Cost Impact	Additional expenditure is planned to be incurred and paid in the FY24/25 budget year.		
Moderate - Impact within budgeted Spend Plan and does not result in overall Project cost overruns			

Project Schedule Impact	The customizations will not be included in the criteria for Stage Gate 3 Ready for UAT. However, these customizations are expected to be available for the Full UAT period which begins in July 2025.		
Low - No impact to Stage Gate Decisions			

Project Scope Impact	1) Added two requirements 2) Added two new customizations		
Critical - Adjustment requiring ESC acceptance			

Additional Resource Requirements <i>(insert rows as needed)</i>	Hours Effort	Hours Cost	Cost
Functional Analyst			\$14,196
Functional Consultant			\$22,848

Functional Manager			\$24,070
Functional Director			\$7,542
Developer Offshore			\$2,472
Sr. Developer Offshore			\$5,228
Developer Onshore			\$6,650
Sr. Developer Onshore			\$8,028
Totals	Enter Total Number of Hours	Enter Total Cost Per Hour	\$91,034

Implementation Plan (Completed by Florida PALM team member(s))

The following implementation plan activities will be completed:

- 1) Attachment 5.1 – Business Requirements Working (to be completed by Stacey Terry):
 - Add requirements 10.1014 and 40.1003 and associate to customizations C134 and C135, respectively.
- 2) Attachment 5.2 – Customizations Working (to be completed by Stacey Terry):
 - Add customization C134 – Inter/IntraUnit and Receipt Accrual Cost Collection, reference as a Project Costing solution, aligned to the Financials Wave implementation period and associate requirement 10.1014.
 - Add customization C135 – AM Physical Inventory File Path, reference as an Asset Management solution, aligned to the Financials Wave implementation period and associate requirement 40.1003. C135 should be related to customization C128 – Asset Physical Inventory Scan Date.
 - Update customization C128 – Asset Physical Inventory Scan Date and relate it to C135.
- 3) Requirements Traceability Matrix (RTM) Working (to be completed by Stacey Terry):
 - Add requirements 10.1014 and 40.1003 and associate to customizations C134 and C135, respectively.
- 4) RICEFW Inventory Working (to be completed by Stacey Terry):
 - Add PCE004 – Inter/IntraUnit and Receipt Accrual Cost Collection associated to customization C134.
 - Add AME006 – AM Physical Inventory File Path associated to customization C135.
- 5) WP402 Requirements Traceability Matrix (to be completed by Stacey Terry):
 - Add requirements 10.1014 and 40.1003 and associate to customizations C134 and C135, respectively.
- 6) WP403 RICEFW Inventory is submitted for Segment V (to be completed by Stacey Terry):
 - Add PCE004 – Inter/IntraUnit and Receipt Accrual Cost Collection associated to customization C134.
 - Add AME006 – AM Physical Inventory File Path associated to customization C135.
- 7) Confirm updates to RTM Working file (to be completed by Tommy Werner)
- 8) Confirm updates to RICEFW Working file (to be completed by Shirley Combass)

Note: Extensions are not bucket items, hence, no updates are needed to the RICEFW Consumption Tracker. In addition, an Amendment will be documented to capture the deliverable and schedule details. As a result, an Attachment A will be associated with the Amendment instead of this PCR.

Additional Reviewers
(Use this table only if needed)

Reviewer	Complete Date	Notes
<input checked="" type="checkbox"/> SSI Contract Manager	12/4/2024	
<input type="checkbox"/> Production Support Manager	Choose a Date	N/A
<input checked="" type="checkbox"/> Project Management Office	12/4/2024	
<input type="checkbox"/> Other	Choose a Date	

CCB Review

CCB Members	Member Recommendation	Member Recommendation Date
<input checked="" type="checkbox"/> Deputy Project Director	Approve	12/3/2024
<input checked="" type="checkbox"/> Financial Architect	Approve	12/3/2024
<input checked="" type="checkbox"/> Learning Architect	Approve	12/3/2024
<input checked="" type="checkbox"/> Readiness Architect	Approve	12/3/2024
<input checked="" type="checkbox"/> Reporting Architect	Approve	12/3/2024
<input checked="" type="checkbox"/> Technical Architect	Approve	12/3/2024
<input checked="" type="checkbox"/> Payroll Architect	Approve	12/3/2024

Authorization

This PROJECT CHANGE REQUEST is bound to the signed Project Charter and/or Contract Statement of Work and the PCR approval date. The following signatures authorize work described herein to be performed.

Determination Choose an Item

TIER 1 *(when applicable)*

 Signature Date
 Jimmy Cox, CPA, PMP, FCCM, FCCN
 Florida PALM Project Director

TIER 2 *(when applicable)*

 Signature Date
 Steven Fielder, Chair
 Florida PALM Executive Steering Committee