Florida PALM

Planning, Accounting, and Ledger Management

CHIEF FINANCIAL OFFICER
Jimmy Patronis
FLORIDA DEPARTMENT OF FINANCIAL SERVICES

Executive Steering Committee

Department of Financial Services

August 21, 2024

Florida PALM
Planning, Accounting, and Ledger Management

ADMINISTRATIVE

TOMMY WERNER

Administrative
Budget

FY 2024-2025 Spend Plan Summary as of July 31, 2024				
Category	**Projected FYTD**	**Incurred FYTD**	**Released FYTD**	**Release Remaining**
FLAIR System Replacement	**$3,724,004**	**$3,754,459**	**$11,595,340**	**$7,840,881**
SSI Implementation Services	$2,250,000	$2,250,000		
Facilities and Maintenance	$34,641	$34,641		
Production Support	$1,134,539	$1,225,344		
Production Support Administration	$2,403	$2,384		
Oracle Software and Maintenance	$27,840	$0		
Project Administration	$22,097	$3,269		
Additional Facilities	$10,756	$10,756		
ERP and OC Support Services	$159,536	$149,537		
QA Support Services	$82,192	$78,528		
IT Service Management	$38,576	$0	$1,304,572	$1,304,572
Contingency	$0	$0	$0	$0
Salaries & Benefits	$823,872	$697,273	$9,886,462	$9,189,189
HR Transfer and Risk Management Insurance	$14,130	$0	$32,587	$32,587
Total:	**$4,600,582**	**$4,451,732**	**$22,818,961**	**$18,367,229**

Administrative

Risks and Issues

- No new Issues have been opened or closed
- One Risk has been closed and five remain with a score of 6+
  - Risk 7 – Design Segment IV – CLOSED
  - Risk 4 – Agency Engagement
  - Risk 5 – Timing and Efficiency of Information Sharing
  - Risk 6 – Contracts Outside of the Project – Trend changed to increasing
  - Risk 8 – Build Segments – Updated to include DW/BI
  - Risk 9 – System Testing – Updated to include DW/BI
- One Risk with a score of 3 has been updated
  - Risk 2 – Updated to add include agency impacts and DW/BI

Administrative
Schedule

Stage Gate	Critical Path Item	Status
SG2 - Ready to Begin System Testing **08/30/2024** Criteria: Design is at least 95% complete and Segment I Build is complete Approval Level: Project Director - ESC Awareness	Solution Design – Segment III (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)	Complete
	Update Process Models – Financials – Segment IV (I-WP101)	In Progress
	Environment Builds – System Test Environment	Complete

Administrative
Schedule

Stage Gate	Critical Path Item	Status
SG3 – Ready to Begin UAT **03/28/2025** Criteria: Design and Build are complete; System Test is at least 90% complete; UAT environment is ready for testing Approval Level: ESC	Establish DW/BI Environments (D647)	Complete
	Build – Segment II (D648)	Complete
	Security Roles Matrix (WP405)	In Progress
	Environment Builds – Mock Conversion Test Environment	In Progress
	Environment Builds – Interface Test Environment	Future
	Solution Design – DW/BI (D650)	In Progress
	Mock Conversion I (D651)	In Progress
	Build – Segment III (D649)	In Progress
	Build – DW/BI – Segment I (D653)	In Progress
	System Test – Segment I (D652)	In Progress
	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
Schedule

Stage Gate	Critical Path Item	Status
SG4 – Agency Readiness **11/26/2025** Criteria: Agency Readiness Certifications have been received Approval Level: ESC	Training Build (I-WP110)	Future
	Role Mapping Worksheet (I-WP118)	In Progress
	Readiness Workplan (I-WP126)	Complete
	Agency Readiness Certification (I-WP128)	In Progress

Independent Verification and Validation (IV&V)

Content provided by Public Consulting Group

IV&V Update

Project Management

- Delayed Tasks have increased from 395 in the June Monthly Assessment Report to 534 as of the 8/9/24 status date in the Florida PALM Project Schedule
  - D649 – Completion of Build Segment II has 194
  - Configurations with Future Dependencies has 166
  - D650 - Completion of Solution Design (Requirements) DW/BI has 53
  - I-WP129 – Develop ETL Technical Specifications, Programs, and Unit Test Plans has 22
  - Additional WPs, Internal Work Products (I-WPs), and Project Management-related tasks continue to make up the rest
- The SPI continues to hold steady above .90, this means the PALM Project is progressing at above 90% of the planned pace

IV&V Update
Open Findings

- Finding 12 – Inconsistency in Requirements Traceability
  - Opened in the Florida PALM IV&V September 2023 Monthly Assessment Report
    - Additional cross-checks are in place to mitigate future inconsistencies between the RTM and the Functional Designs
  - Florida PALM IV&V performed a traceability analysis as part of reviewing D644 – Completion of Solution Design (Requirements) Segment IV
    - Inconsistencies noted in the initial review were corrected prior to Deliverable acceptance
  - The Florida PALM IV&V Team will conduct a similar analysis on Segment V and DW/BI designs

IV&V Update

Open Findings

- Finding 14 – Risk that Delays to Build Could Impact the Completion of System Testing and the Start of UAT
  - Build Segment I completed about 7 weeks behind schedule
  - Build Segment II completed about 3 weeks behind schedule
  - Build Segment III is also currently behind targets for drafting Application Development (AD) documents
  - Additional Development Staff (16% increase) is planned for August through December to accelerate remaining Build activities
- The Florida PALM IV&V Team estimates that Development will be completed by the end of January, which is four weeks after the scheduled date
  - At this point, there is no direct impact on the end of System Testing or Stage Gate 3 - Ready to Begin UAT
  - There is a risk that System Test Cycles may be impacted, which could impact System Testing if Development and System Test Scripts are not planned and coordinated

IV&V Update

Functional Design

- Segment V Design:
  - Successfully completed on 8/2/2024 (on schedule)
  - Florida PALM IV&V reviewed D644 – Completion of Solution Design (Requirements) Segment IV and the Design documentation is complete and thorough
- DW/BI Design:
  - Includes 74 Functional Designs (FDs) for DW/BI reports
  - Designs are currently behind schedule, and the Florida PALM IV&V Team estimates that completion will be about 6 weeks behind schedule at the current pace
  - The Florida PALM IV&V Team will assess the quality of the DW/BI FDs as part of reviewing D650 – Completion of Solution Design (Requirements) DW/BI

IV&V Update

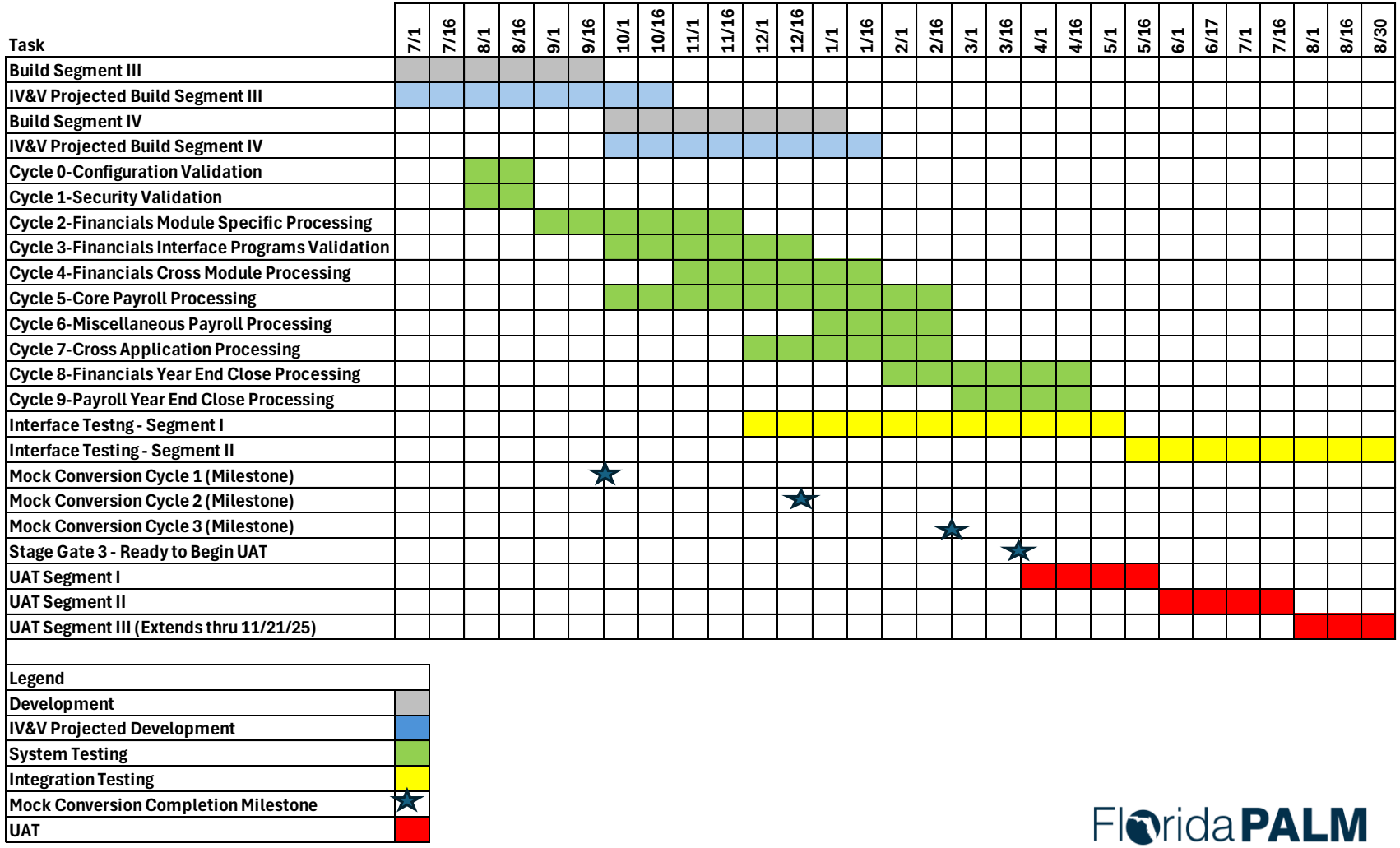
Development

- Build Segment II
  - Completed on 7/22/24 (about 3 weeks behind schedule)
  - The Florida PALM IV&V Team reviewed Segment II Application Development (AD) documents, provided questions to the Florida PALM Project Team, and received responses
  - No significant concerns were identified during the review and the documents were high quality
- Build Segments III and IV
  - 129 FDs are part of Build Segment III
    - Started at the beginning of July and targeted to be complete by 9/30/24 but is behind schedule
    - The Florida PALM IV&V Team estimates that Segment III will not be completed until early November
  - 105 FDs are part of Build Segment IV
    - Planned to be completed by 1/6/25
    - An increase of 8 Development Staff starting in July (16% increase) should accelerate Segment III and IV Build

IV&V Update

Overlap of System Testing and Development

- Significant overlap between Dev and System Testing
- Requires extensive coordination between Dev and Testing teams
- Risk that delays in Dev could force rescheduling of Testing Cycles, which could impact the overall System Testing timeline (IV&V Finding 12 and Project Risk #8)



IV&V Update

Organizational Change Management

- Agency Readiness Touchpoints:
  - Readiness Coordinators (RCs) have advised agencies to update Smartsheet with comments and status for overdue Tasks
  - Some RCs offer pre-submission reviews of Readiness Workplan (RW) Tasks to agencies; Florida PALM IV&V Team encourages all RCs to adopt this as part of Task verification
- Design Workshop Attendance:
  - RCs encouraged registration and in-person attendance at Segment IV Design Workshops; IV&V recommends emphasizing to agencies that sending Subject Matter Experts instead of PMs or liaisons can help maximize the workshops' benefits
  - Some agencies conducted post-workshop debriefs to share insights and integrate new information into their Florida PALM Project work; RCs and the Readiness Team also promote this practice as part of OCM; IV&V recommends continuing this approach for its peer-learning benefits
- Florida PALM Information Dissemination:
  - The Florida PALM Readiness Team is exploring sharing questions and answers from the Questions Log across agencies; IV&V recommends implementing this change and suggests using other methods, like Task Talks, if Smartsheet isn't viable

IV&V Update

Agency Readiness

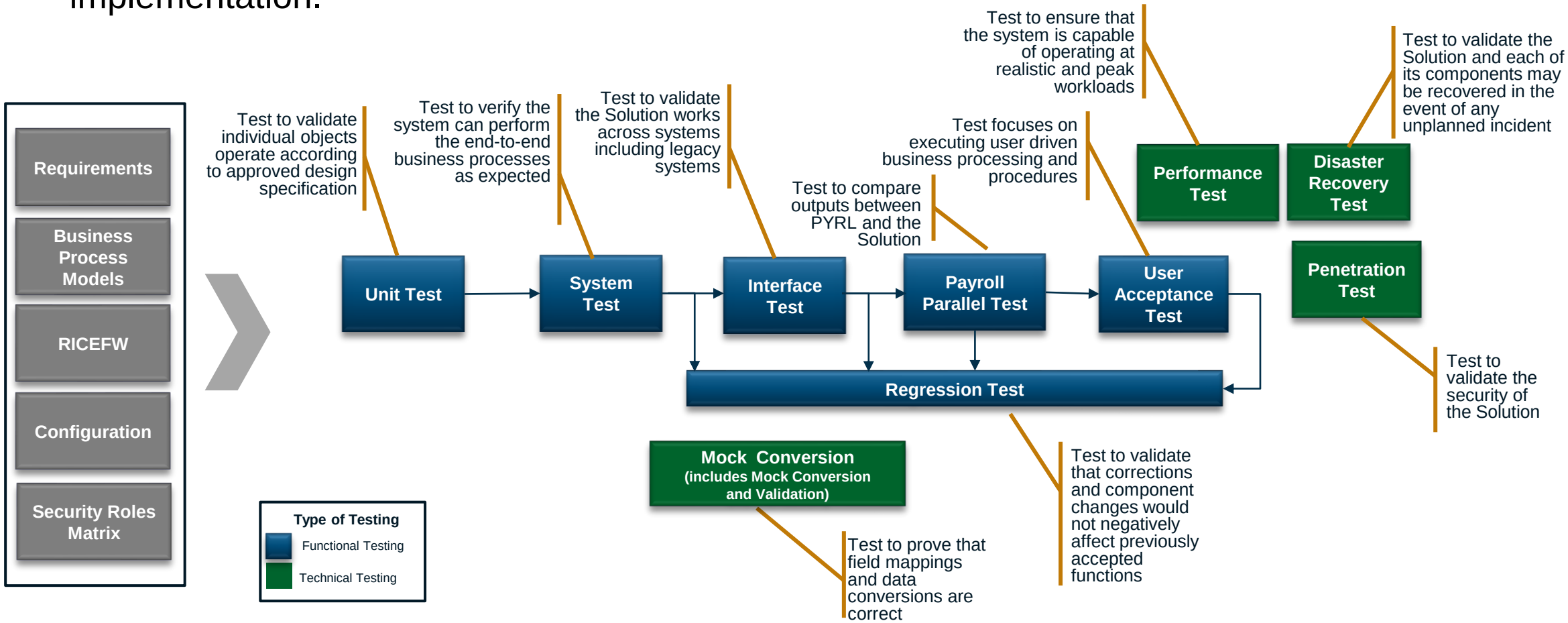
- The Florida PALM IV&V Team has observed a recent increase in the Open Risks and Issues reported by the agencies
  - The Florida PALM IV&V Team is reviewing the critical Risks and Issues and contacting agencies to better understand their Risk management processes and mitigation strategies
- Agencies are continuing to make progress through the assigned critical Tasks, but some have difficulties keeping pace with current work
  - Several agencies with new Project Managers and staff were observed during Agency Touchpoints strategizing on how to complete Tasks 500-505; this practice is encouraged to continue improving task completion and reducing risk
  - The Florida PALM IV&V Team will review the agency submissions for Data Readiness Analysis and Data Cleaning Activities regarding Agency Readiness for Mock Conversion, Interface Testing, and UAT

Testing Activities

Jimmy Cox

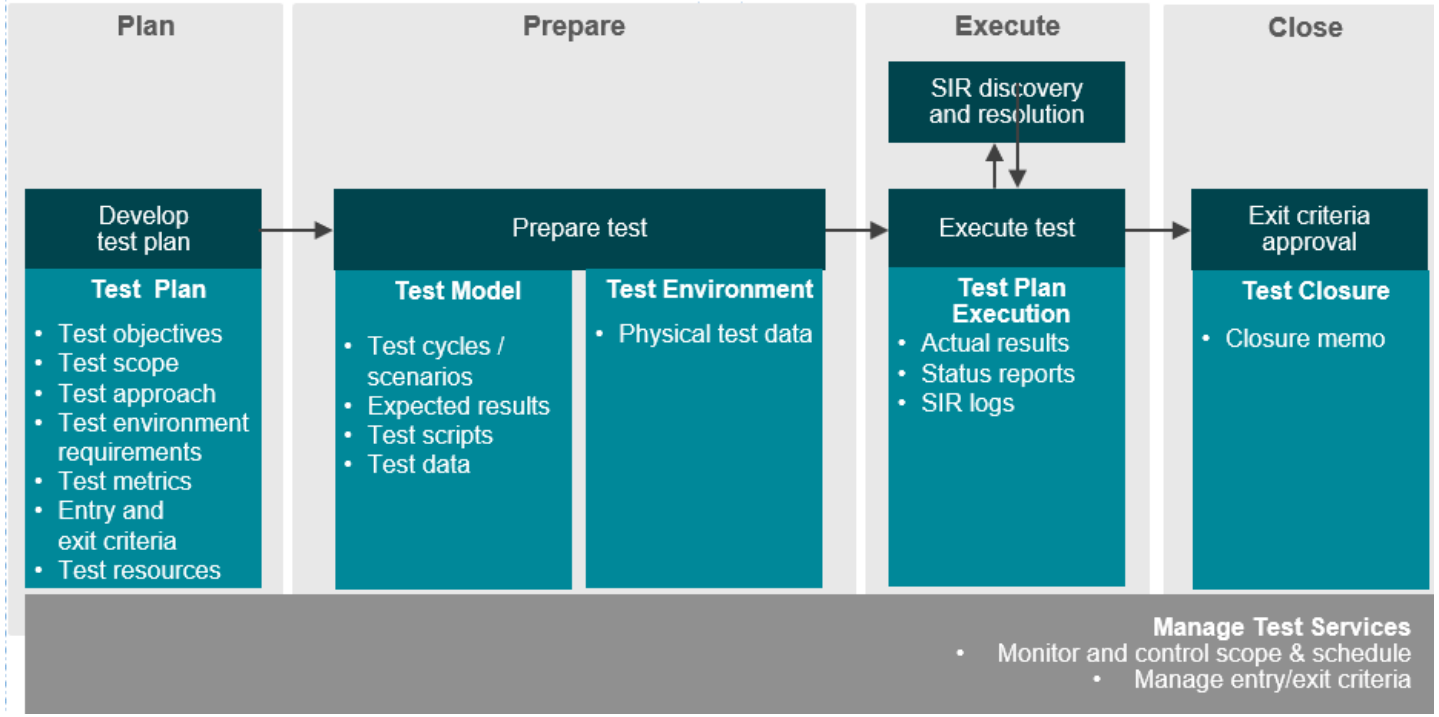
Testing Summary

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



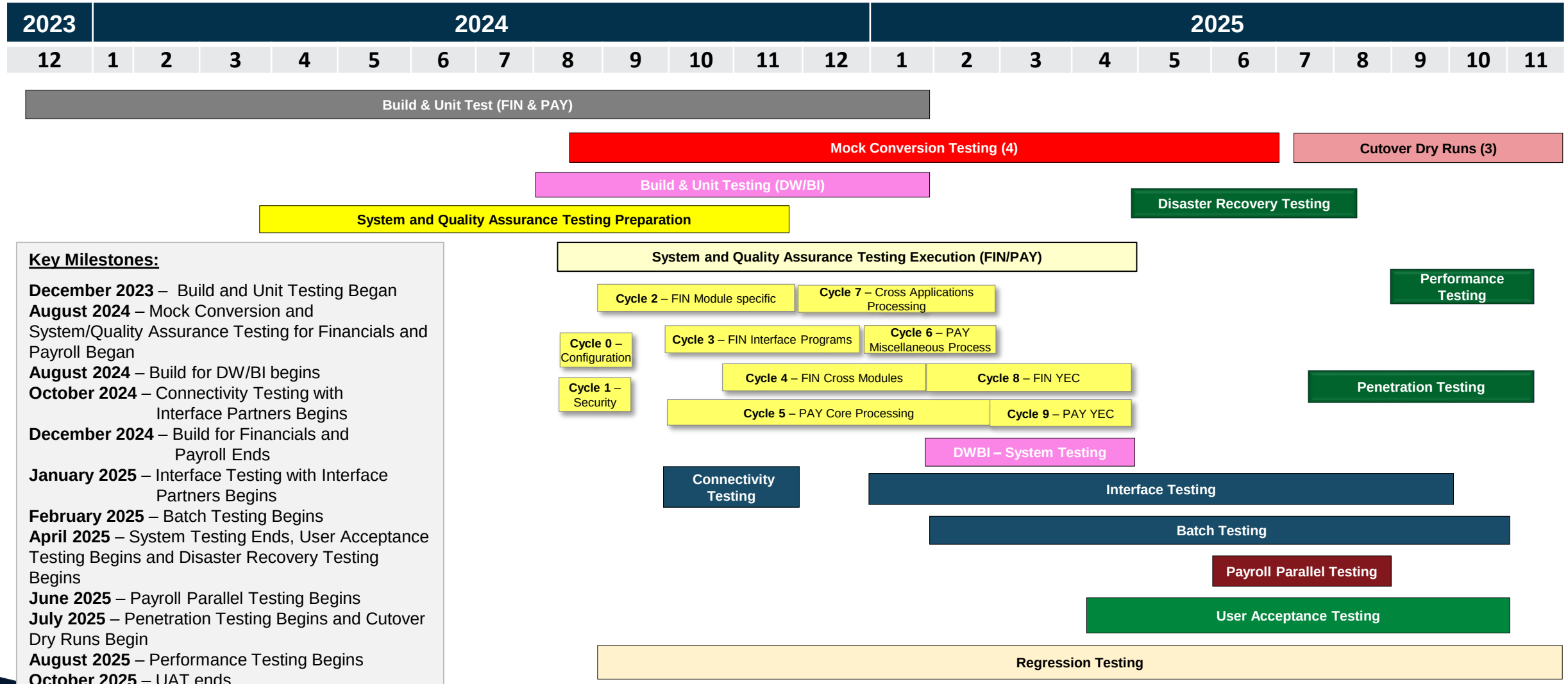
Testing Methodology

- The Florida PALM testing methodology includes repeatable set of steps for test planning, preparation, execution and close, applicable to each testing service.



- **Develop Test Plan** – Overview of the testing methodology, tools anticipated to be utilized, and kickoff meetings to facilitate inter-team communication on processes, procedures, deliverables, schedules, and deadlines. Developing test cycles and creating and prioritizing test scenarios and expected results.
- **Prepare Test** – Test model with test scripts, test data, and the expected results given the input test data. Test environment setup for each test stage service with sufficient lead-time to keep the project on schedule; the technical environment consists of directories, source code, database(s), data, user ids, and security access necessary to test the system.
- **Execute Test** – Execution of test scripts, and verification of actual results against expected results; discrepancies identified, resolved and regression tested following the SIR management process.
- **SIR Discovery and Resolution** – Log for SIRs as they are identified, prioritized, managed, assigned for resolution, and resolved.
- **Exit Criteria Approval** – Summary of information about the test and approval by all relevant parties.
- **Manage Test Stages** – Monitoring and controlling scope, schedule, resources, and risks; quality is managed using entry/exit criteria and metrics, and communication and coordination among Project Teams must be in place to discuss hindrances, risks, issues, and status.

System Testing Timeline



Key Milestones:

December 2023 – Build and Unit Testing Began
August 2024 – Mock Conversion and System/Quality Assurance Testing for Financials and Payroll Began
August 2024 – Build for DW/BI begins
October 2024 – Connectivity Testing with Interface Partners Begins
December 2024 – Build for Financials and Payroll Ends
January 2025 – Interface Testing with Interface Partners Begins
February 2025 – Batch Testing Begins
April 2025 – System Testing Ends, User Acceptance Testing Begins and Disaster Recovery Testing Begins
June 2025 – Payroll Parallel Testing Begins
July 2025 – Penetration Testing Begins and Cutover Dry Runs Begin
August 2025 – Performance Testing Begins
October 2025 – UAT ends

Testing Activities

Stage Gate 2 – Ready to Begin System Testing

- Stage Gate 2 – Ready to Begin System Testing
  - Entry Criteria – Contractual
    - √ Financials Payroll Design is at Least 95% Complete – 100% Complete
    - √ Build Segment I is Complete – Build Segments I and II are Complete
  - Entry Criteria – Additional Considerations
    - √ System Testing Environments are Ready
    - √ User Access Has Been Created
    - √ Smoke Testing Has Been Conducted
    - √ System Investigation Request Tool is Ready
    - √ Initial Test Scripts (Cycle 0 and 1) are Approved
  - Stage Gate 2 Approved on August 5, 2024
  - System Testing Began on August 5, 2024

Testing Activities

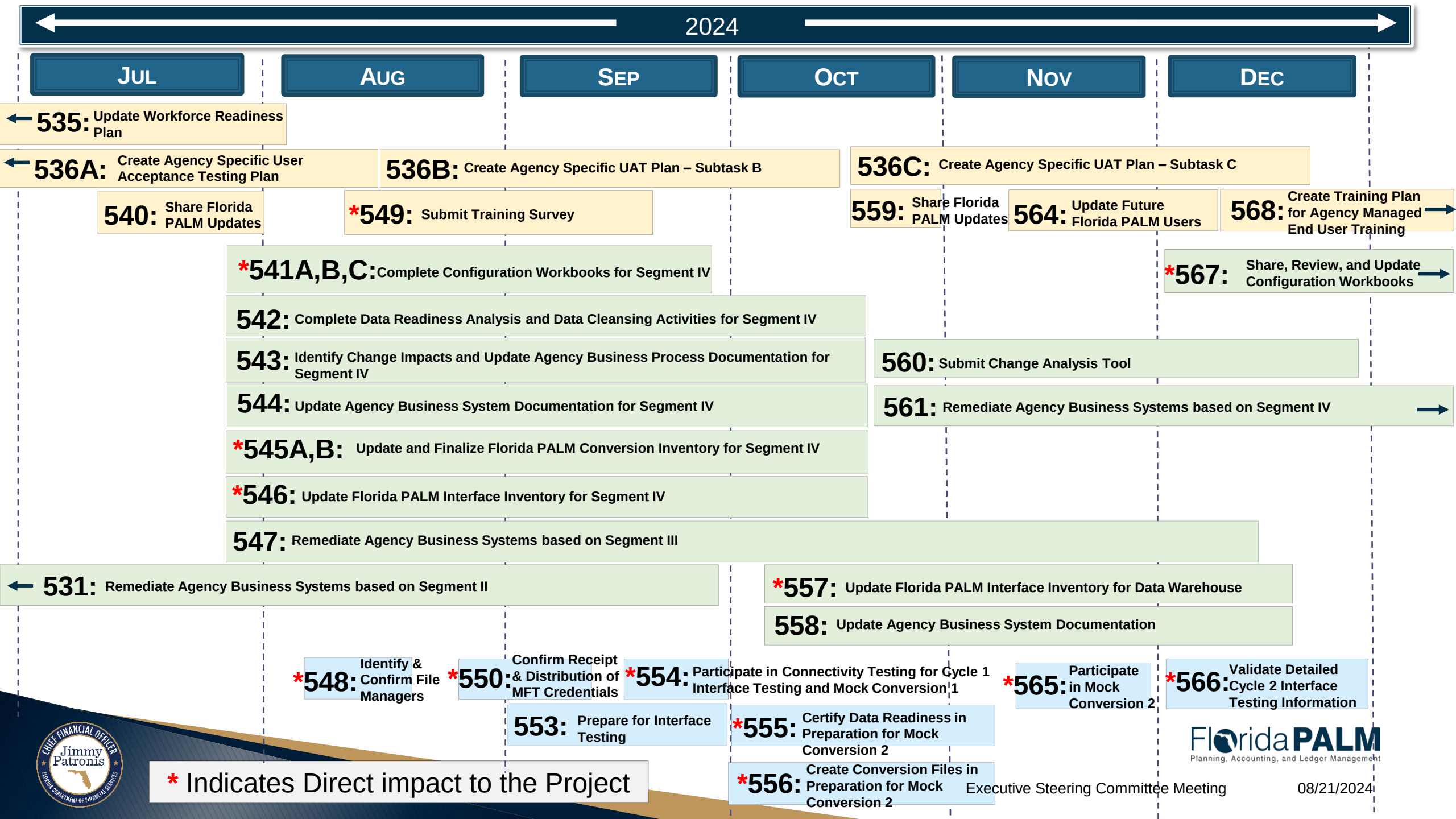
Quality Assurance Testing

- State Project Team Quality Assurance Testing
  - Quality Assurance Team and Primary Responsibilities
    - Formed in April – June 2024
    - Six (6) Team Members
    - Reviews Contractor Test Scripts
    - Creates Additional Test Scripts
    - Validates Test Execution Completed by Contractor
    - Executes Quality Assurance Testing Scripts

Readiness and Implementation

Nikki Klein, Angie Robertson,
Stacey Terry

AGENCY READINESS ACTIVITIES


2024
JUL
AUG
SEP
OCT
NOV
DEC
535: Update Workforce Readiness Plan
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: Share Florida PALM Updates
*549: Submit Training Survey
559: Share Florida PALM Updates
564: Update Future Florida PALM Users
568: Create Training Plan for Agency Managed End User Training
*541A,B,C: Complete Configuration Workbooks for Segment IV
*567: Share, Review, and Update Configuration Workbooks
542: Complete Data Readiness Analysis and Data Cleansing Activities for Segment IV
543: Identify Change Impacts and Update Agency Business Process Documentation for Segment IV
560: Submit Change Analysis Tool
544: Update Agency Business System Documentation for Segment IV
561: Remediate Agency Business Systems based on Segment IV
*545A,B: Update and Finalize Florida PALM Conversion Inventory for Segment IV
*546: Update Florida PALM Interface Inventory for Segment IV
547: Remediate Agency Business Systems based on Segment III
531: Remediate Agency Business Systems based on Segment II
*557: Update Florida PALM Interface Inventory for Data Warehouse
558: Update Agency Business System Documentation
*548: Identify & Confirm File Managers
*550: Confirm Receipt & Distribution of MFT Credentials
*554: Participate in Connectivity Testing for Cycle 1 Interface Testing and Mock Conversion 1
*565: Participate in Mock Conversion 2
*566: Validate Detailed Cycle 2 Interface Testing Information
553: Prepare for Interface Testing
*555: Certify Data Readiness in Preparation for Mock Conversion 2
*556: Create Conversion Files in Preparation for Mock Conversion 2
* Indicates Direct impact to the Project

Readiness and Implementation

Dashboard Summary

CCN Composition

Green - 23
Yellow - 11
Red - 1

Completeness

Green - 24
Yellow - 11
Red - 0

Timeliness

Green - 30
Yellow - 5
Red - 0

Participation

Green – 35
Yellow - 0
Red - 0

Observations:

- Increase in Green for CCN Composition
- Increase in Yellow for Completeness
- 7 agencies with two Yellows, up from 5 in July

Agency	CCN Composition	RW Task Completeness	RW Task Timeliness	Project-led Meeting Participation
AHCA				
APD				
CITRUS				
DBPR				
DCF				
DEM				
COM				
DEP				
DFS				
DJJ				
DLA				
DMA				
DMS				
DOAH				
DOE				
DOEA				
DOH				
DOL				
DOR				
DOS				
DVA				
EOG				
FCOR				
DACS				
FDC				
FDLE				
FDOT				
FGCC				
FLHSMV				
FSDB				
FWC				
JAC				
LEG				
PSC				
SCS				

Readiness and Implementation

Outstanding Tasks

- 22 outstanding / late tasks (+6 from last month)
- 28 agencies with outstanding / late tasks (+4 from last month)
  - Concentration around Data Readiness, Change Impacts, ABS Remediation, and Update Workforce Readiness Plan tasks
  - 5 of 28 agencies have only one outstanding task for Segment I ABS Remediation (-2 from last month)
- 8 agencies have not submitted File Managers in preparation of Connectivity Testing (Task has Direct Impact)

Readiness and Implementation

Segment II RW Task Completion Updates

Tasks Due 4/12/2024

Task	Complete *(Change since last month)*	Submitted – Pending Review	Pending Resubmission	Not Submitted
514 – Complete Data Readiness Analysis and Data Cleansing for Segments I and II	27 (+1)	0	3	5
515 – Identify Change Impacts and Update Agency Business Process Documentation for Segments I and II	23 (+3)	4	3	5
516 – Update ABS Documentation For Segment II	33 (+1)	0	0	2
517 – Update Conversion Inventory for Segment II ***(All Agencies Marked Complete)***	35 (+0)	0	0	0
518 – Update Interface Inventory for Segment II ***(All Agencies Marked Complete)***	35 (+1)	0	0	0

As of 8/17/2024

Readiness and Implementation

Segment III RW Task Completion Updates

Tasks Due 7/12/2024

Task	Complete	Submitted – Pending Review	Pending Resubmission	Not Submitted
526 – Complete Data Readiness Analysis and Data Cleansing for Segment III	25	1	2	7
527 – Identify Change Impacts and Update Agency Business Process Documentation for Segment III	20	4	4	7
528 – Update ABS Documentation For Segment III	27	2	2	4
529 – Update Conversion Inventory for Segment III	32	1	1	1
530 – Update Interface Inventory for Segment III	30	1	2	2

As of 8/17/2024

Readiness and Implementation

Current Task - 536-B Create Agency Specific UAT Plan

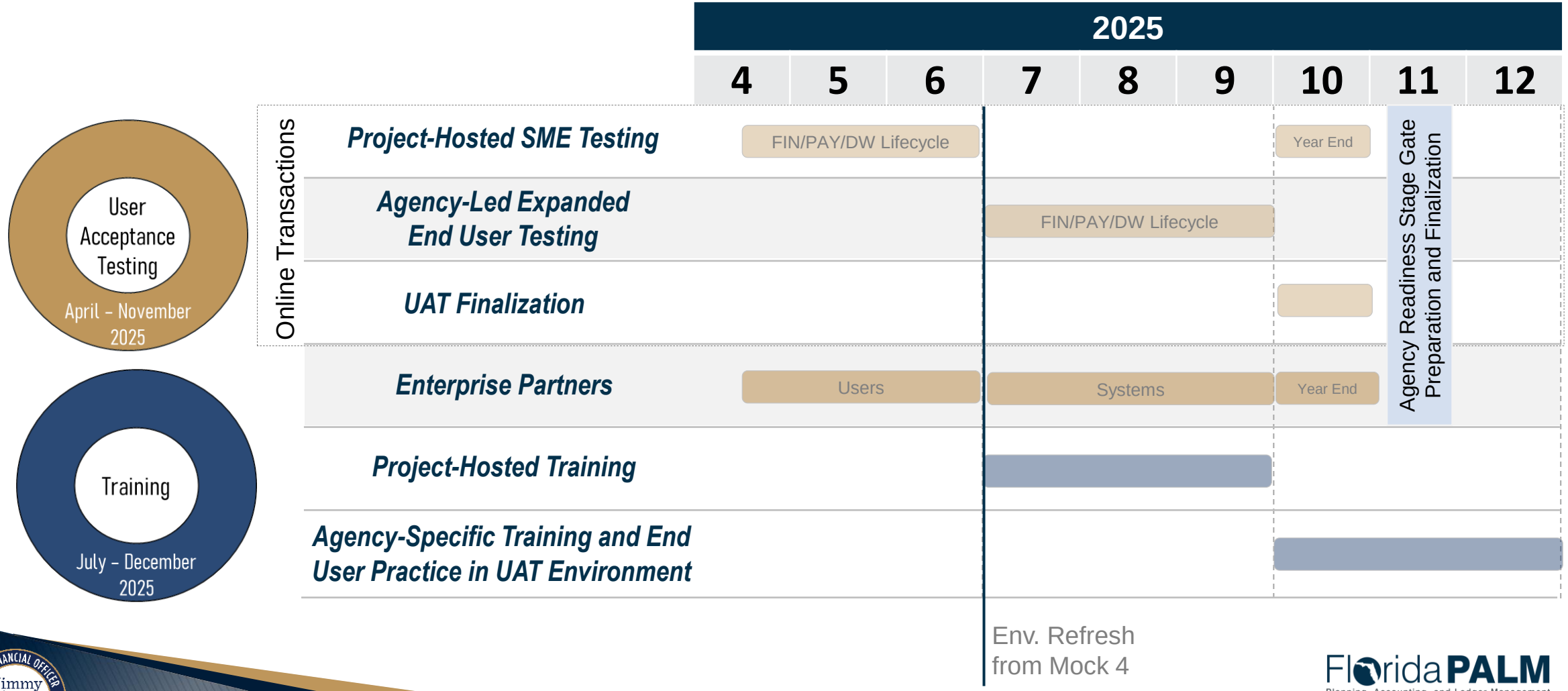
- Released 8/19; Due 10/11
- Continuation of 536-A
  - 27 agencies have submitted 536-A
- Updated UAT Approach
- Agency Logged Questions
  - Enterprise Partner Readiness
  - UAT materials
  - Data
  - Testing errors
  - Agency and Project communication

- Agencies should plan for:
  - Testing participants
  - Testing logistics
  - Testing materials
  - Testing data
  - Testing progress tracking and reporting
  - Test error management
  - Test coordination

Training Update

Readiness and Implementation

Timeline for End User Learning



Readiness and Implementation

Project-Led Training Activities

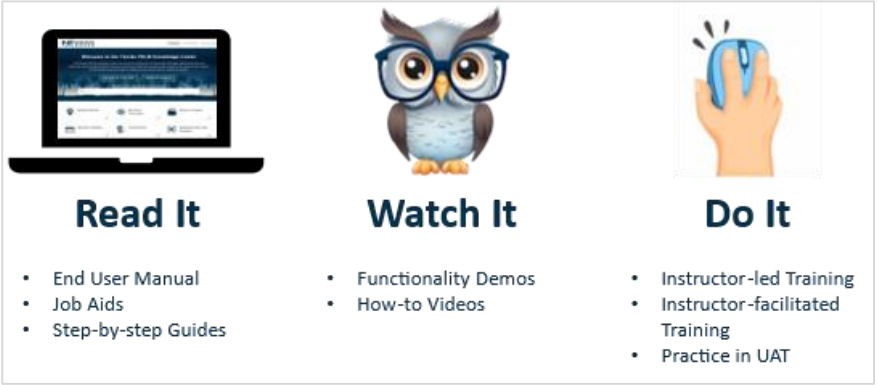
When will it be conducted?	July to September 2025
Who is expected to participate?	All Agency End Users
Where will these activities be conducted?	Live (In-Person or Virtual) and Web-based/Online

What can participants expect?	• Learning paths identified for user roles
	• Project-Hosted learning for Florida PALM 'core':
	  ○ Instructor-Led
	  ○ Online / web-based
	  ○ Support sessions (in-person and virtual)
	• Materials provided in Knowledge Center
	• Knowledge Checks and confirmation of learning

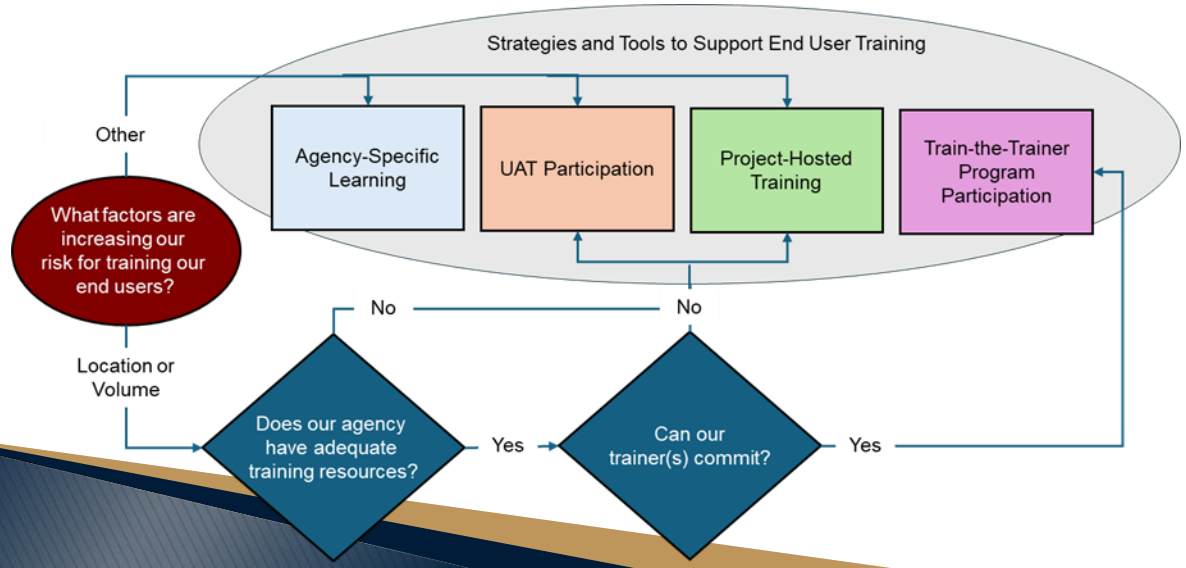
Readiness and Implementation

Current Task - 549 Submit Training Survey

- Released 8/12; Due 9/9
- The task asks agencies to express a desire to participate in a Train-the-Trainer program, based on their assessed “need” and “commitment”



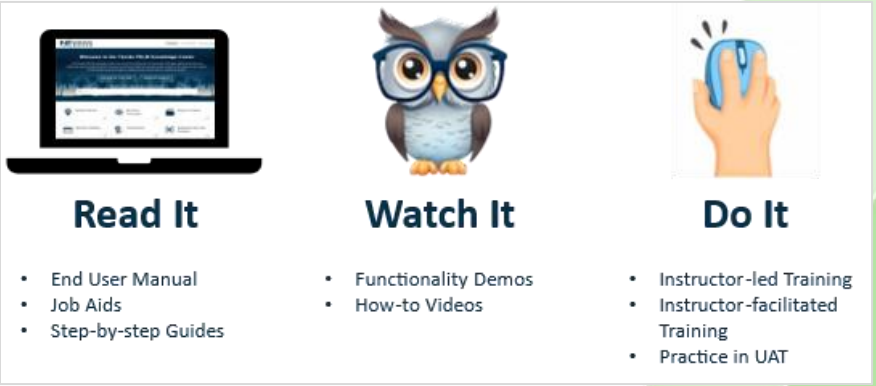
Updated Training Approach Also Released



Readiness and Implementation

Current TED Team Activities

Reviewing CMS Materials
Drafting the TOC →
Creating Template



Reviewing CMS Materials
Creating Template →

Finalizing Addition of Segment IV
Creating Materials Matrix →

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

Knowledge Center Stats

- Total Site Visits: 83,590
- Highest Visits:
  - BPMs (>8,000)
  - Interfaces (>3,300)
  - Reports (>2,300)
  - COA Design (>1,700)
- Least Visits: End User Roles

- Total Articles: 531 (+96 in the past 3 months)
- Time Spent:
  - BPMs (>600 hours)
  - Interfaces (>300 hours)
  - 10.1 - Set Up and Maintain COA Reports (>200 hours)
  - ARI034 – Outbound AR Data (>190 hours)

Implementation Activities

Readiness and Implementation

Implementation Activities – Solution Design

Requirements Traceability Matrix

May 2023 - August 2024

- Review/Update RTM Segment I ●
- Review/Update RTM Segment II ●
- Review/Update RTM Segment III ●
- Review/Update RTM Segment IV ●
- Review/Update RTM Segment V ●

RICEFW Inventory

May 2023 - August 2024

- Review/Update RICEFW Segment I ●
- Review/Update RICEFW Segment II ●
- Review/Update RICEFW Segment III ●
- Review/Update RICEFW Segment IV ●
- Review/Update RICEFW Segment V ●

Business Process Models

May 2023 - July 2024

- Create Payroll BPMs ●
- Advisory Council Review – Payroll BPMs ●
- ESC Approval – Payroll BPMs ●
- Update Financials BPMs by Segment ●
- Update Payroll BPMs ●

Configuration Workbooks

May 2023 – September 2024

- Define & Load Non-Agency Configuration ●
- Create Agency Configuration Workbook Templates ●
- Complete Agency Configuration Workbooks ◑

Functional Design Specifications

May 2023 - August 2024

- FD Segment I ●
- FD Segment II ●
- FD Segment III ●
- FD Segment IV ●
- FD Segment V ●

Security Roles Matrix

May - July 2024

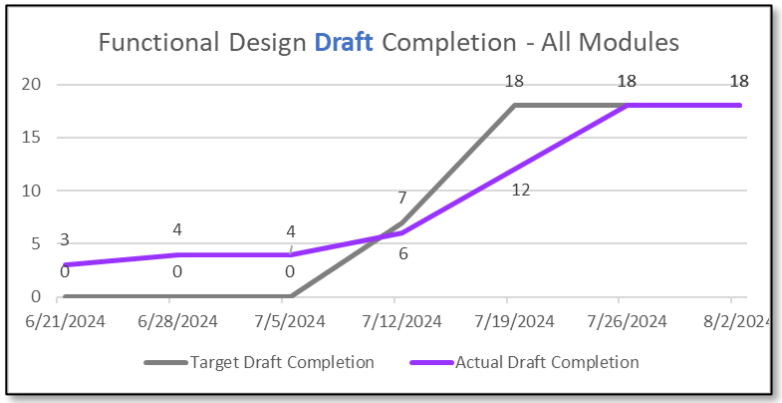
- Define Security Roles Matrix ●

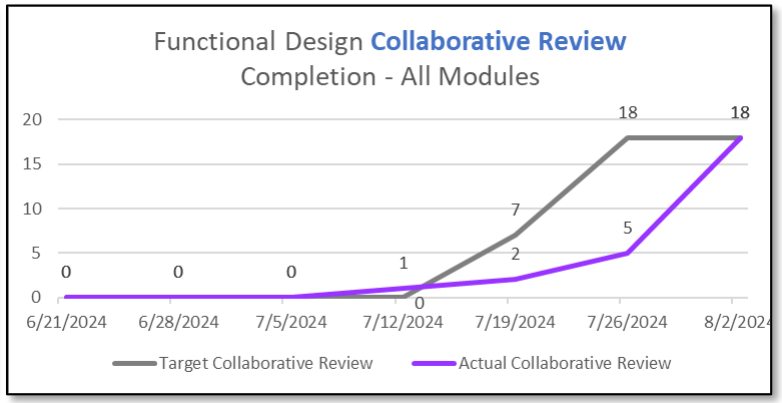
Key

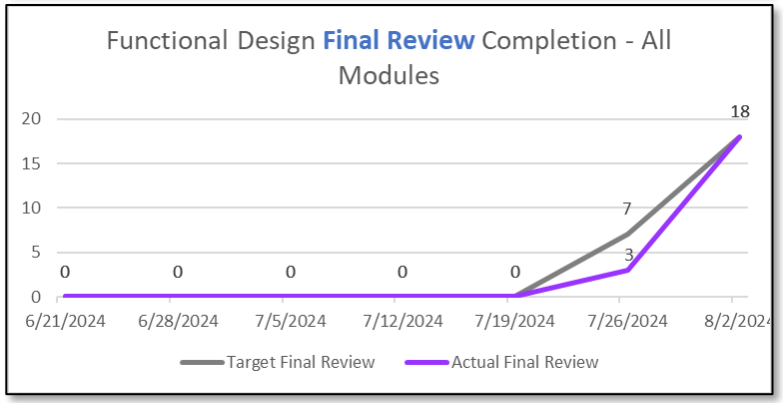
○ Not Started ◔ Partial Progress ◑ Progressing ◕ Substantial Progress ● Complete

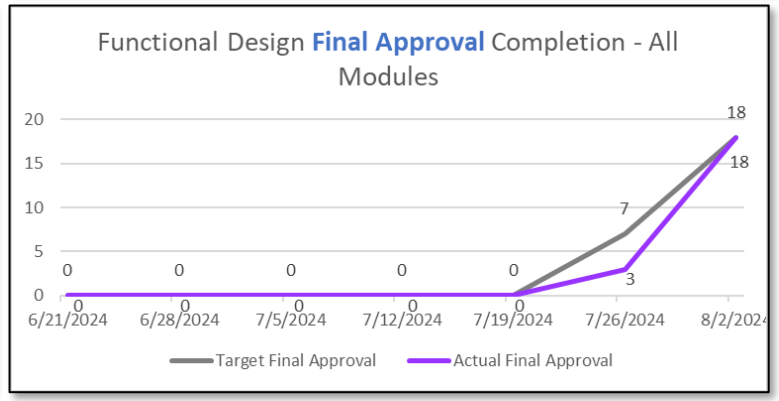
Readiness and Implementation

Implementation Activities – Solution Design









Segment V Functional Designs

- FDs completed on schedule (/8/2)
- Associated RTM completed ahead of schedule (8/2)
- RICEFW Inventory completed on schedule (8/2)

Segment V Functional Design Status

(as of 8/2/2024)

Readiness and Implementation

Implementation Activities – App Dev Build

Application Development

December 2023 – July 2025

- Build/Review Segment I ●
- Build/Review Segment II ●
- Build/Review Segment III ◑
- Build/Review Segment IV ○

Requirements Traceability Matrix

December 2023 - July 2025

- Review/Update RTM Segment I ●
- Review/Update RTM Segment II ●
- Review/Update RTM Segment III ◑
- Review/Update RTM Segment IV ○

Test Planning

November 2023 - May 2024

- Project Testing Plan (i.e., System Test) ●
- User Acceptance Testing (UAT) Plan ◑

Deployment Planning

January 2024 - April 2024

- Deployment Strategy ●

Manage Technical Architecture

January 2024 - March 2024

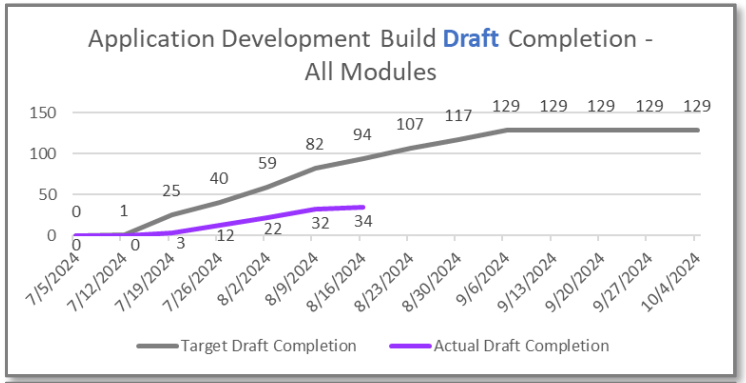
- Updated Technical Architecture Design ●

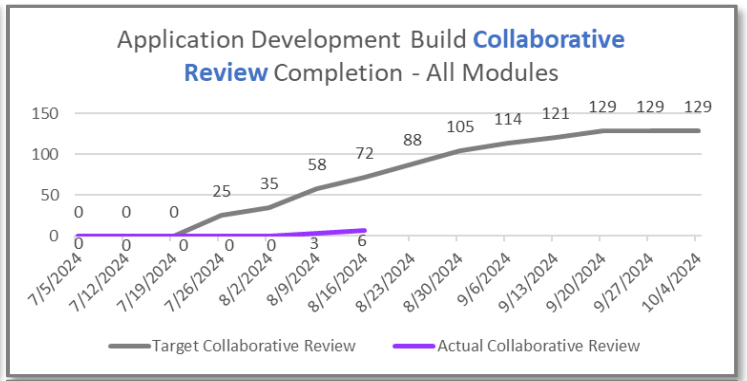
Key

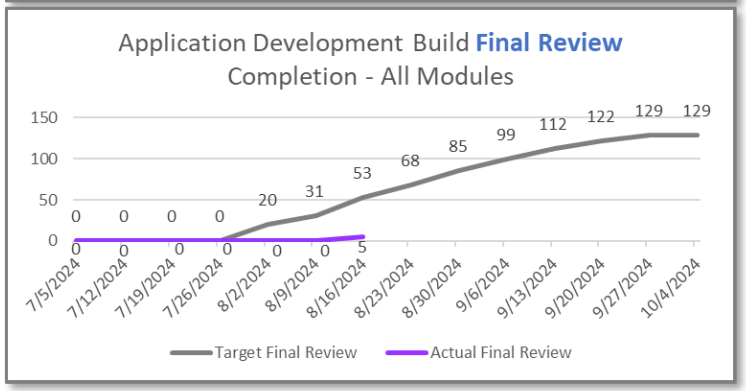
○ Not Started ◔ Partial Progress ◑ Progressing ◕ Substantial Progress ● Complete

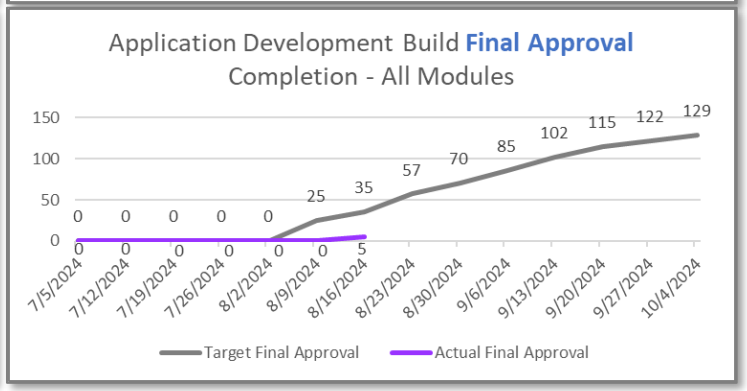
Readiness and Implementation

Implementation Activities – App Dev Build









Segment III App Dev Build

- Build activities are trailing behind for the following key reasons:
  - Various impacts delaying creation of App Dev Build drafts
  - Rework and cycle time delays
- Remediation activities include the following:
  - Deeper engagement from Deputy PM
  - Reorganizing development staff to increase build throughput
  - Adding functional team smoke testing prior to state review
  - Continue onboarding of senior developers to support timely execution of Build Segment IV

Segment III App Dev Build Status

(as of 8/16/2024)

Readiness and Implementation

Implementation Activities – DW/BI

Requirements Traceability Matrix

April 2024 - October 2024

- Review/Update RTM DW/BI

RICEFW Inventory

April 2024 - October 2024

- Review/Update RICEFW DW/BI

Functional Design Specifications

April 2024 - October 2024

- DW/BI Segment

Application Development

August 2024 – January 2025

- DW/BI Build/ Review Segment I
- DW/BI Build/ Review Segment II
- DW/BI Build/ Review Segment III

Security Roles Matrix

August - December 2024

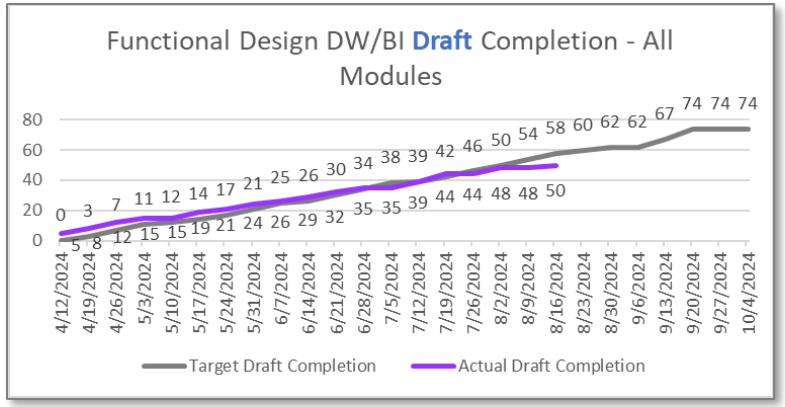
- Define Security Roles Matrix

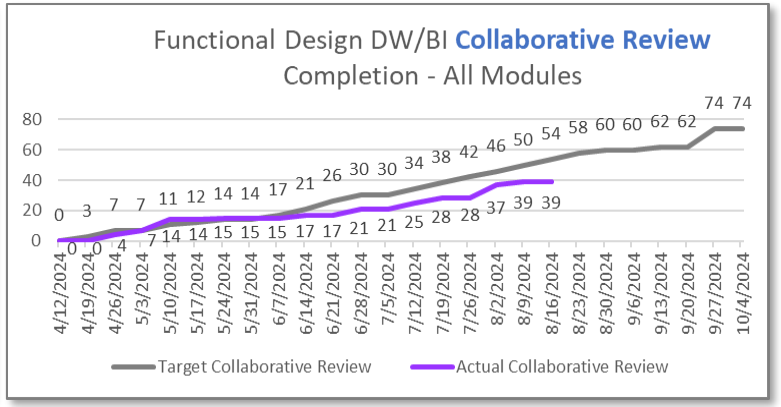
Key

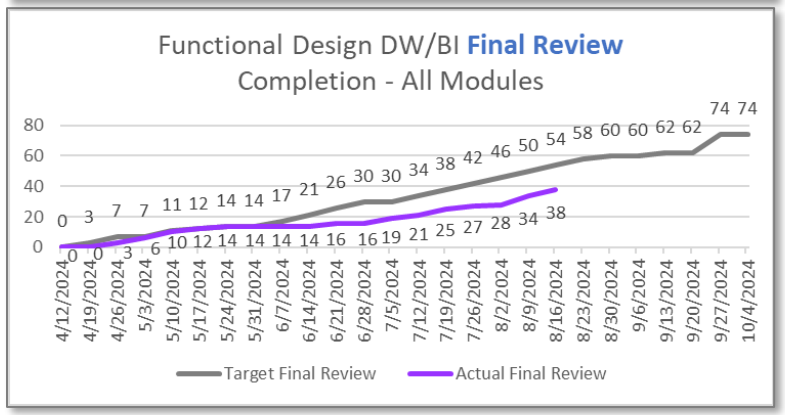
Not Started | Partial Progress | Progressing | Substantial Progress | Complete

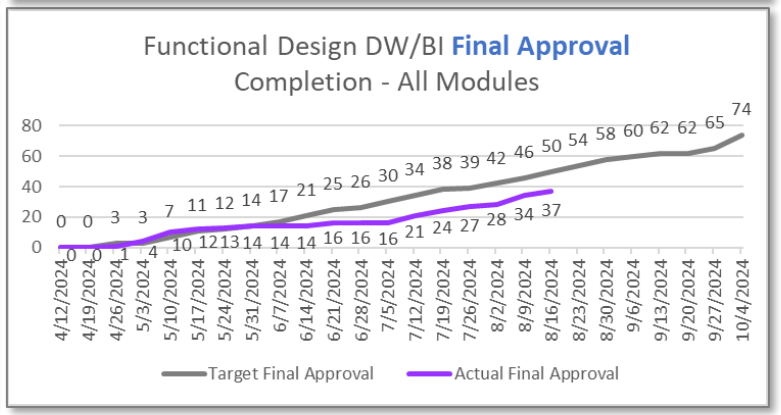
Readiness and Implementation

Implementation Activities – DW/BI – Design









DW/BI Design Segment

- FDs have been completed for the following modules:
  - EPA: AM/AP/PO
- FDs are in progress for the following modules:
  - LMC: GL/KK
  - IU
  - PAY: HR/Payroll
  - TRP: AR/CM/CT/GM
- RTM and RICEFW Inventory updates are in progress:
  - Decision pending to consolidate/eliminate redundant reports
- Began IW data modeling and data migration activities
- Conducted demo of delivered DW/BI tool capabilities

DW/BI Design Segment Status

(as of 8/16/2024)

Readiness and Implementation

Implementation Activities – System Testing

System Test Preparation

April 2024 - November 2024

Test Preparation Kick-off	Cycle 5 – Core Payroll
Cycle 0 - Configuration	Cycle 6 – Misc Payroll
Cycle 1 - Security	Cycle 7 – Cross Apps
Cycle 2 – FIN Modules	Cycle 8 – FIN YEC
Cycle 3 – FIN Interfaces	Cycle 9 – PAY YEC
Cycle 4 – FIN Cross Modules	

System Test Execution

August 2024 - April 2025

Test Execution Kick-off	
System Test Execution - Segment I	(August 2024 – November 2024)
System Test Execution - Segment II	(December 2024 – April 2025)

Key

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

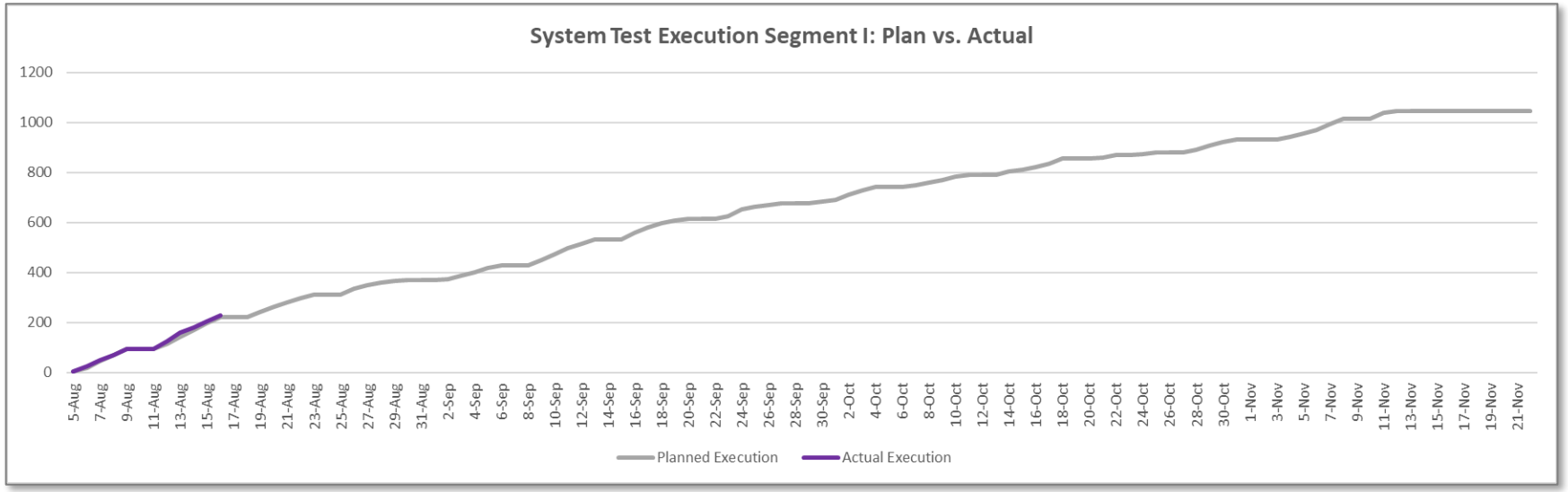
Readiness and Implementation

Implementation Activities – System Test Execution

System Test Execution Segment I	Count	% Against Total	% Against Executed to Date
Original Total Number of Scripts	1057	-	-
New Total Number of Scripts	1046	-	-
Planned to Date	223	21.3%	-
Executed to Date	228	21.8%	-
Pass Rate	181	17%	79%
Fail Rate	47	4%	21%

System Test Execution – Segment I

- Stage Gate 2 was approved to begin System Test Execution on 8/5
- Completed smoke testing of the SIT environments
- Configuration validation is in progress
- Security validation began on 8/19
- System Investigation Request (SIR) tracking and management process has been implemented



Design Segment IV Summary

Deana Metcalf

Design Segment IV Summary

- July 23 – 24
  - Project Costing – 154 attendees from 29 agencies
    - Take Away – Usage of PC module for Grants discussion held on 8/20/24 (DOH, DEP, Comm, DCF)

- July 25
  - Accounts Payable / Purchase Order – 185 attendees from 31 agencies
    - Take Away – usage of Multi-line SpeedKey in MFMP
    - Take Away – Minority Vendor usage in PCard Works

Design Segment IV Summary

- August 13 – 14
  - Inter/IntraUnit – 250 attendees from 31 agencies
  - Action Item – consider how receiving agencies can identify what group within their agency needs to process transactions received from another agency

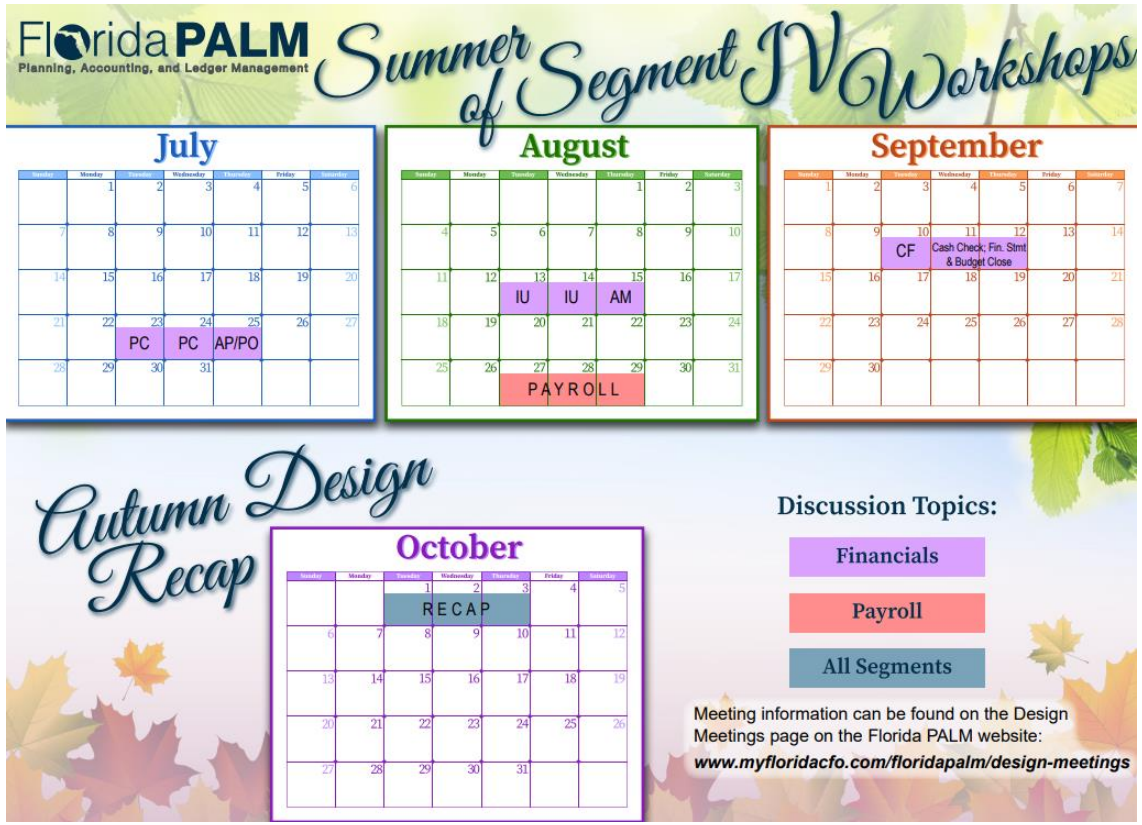
- August 15
  - Asset Management –145 attendees from 32 agencies
  - Action Item – method to capture salary costs in Work in Progress (WIP)
  - Action Item – how WIP can be identified in FLAIR and converted into Florida PALM

UPCOMING

JIMMY COX

Upcoming

- Segment IV Design Workshops *(August, September)*
- Testing Town Hall
- All Design Segments Recap *(October)*
- Sponsor Summit *(November)*
- Combine ESC November & December meetings



Next Monthly Meeting

September 25, 2024

Department of Children and Families

FloridaPALM
Planning, Accounting, and Ledger Management

Contact us

FloridaPALM@myfloridacfo.com

Project Website

www.myfloridacfo.com/floridapalm/

Knowledge Center

https//:myfloridacfofloridapalm.us.document360.io

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