EXECUTIVE STEERING COMMITTEE

DEPARTMENT OF FINANCIAL SERVICES

DECEMBER 11, 2024

PROJECT CHANGE REQUESTS AND CONTRACT AMENDMENT REVIEW

MATTHEW BREEDING, SEAN BUCHANAN, JIMMY COX, STEVEN FIELDER, JENNIFER PELHAM AND DEANA METCALF

Project Change Request
Voting PCR 122

▸ Project Change Request 122: <u>Cost Collection</u> and Physical Inventory Customizations

▸ Customizations include:

◦ Enhancement to send relevant detailed information from the Inter/Intra Unit (IU) Module to the Project Costing Module.

◦ Enhancement to send Carry Forward Payable transactions from the Receiving Module to the Project Costing Module.

▸ Attachment 5.1 Business Requirements - Added

◦ 10.1014 – Provide the ability to cost collect project related Inter/Intra Unit and Receipt Accrual transactions to the Project Costing module. (C134)

◦ Attachment 5.2 Customizations – Added

• C134 –

• Inter/Intra Unit (IU) and Receipt Accrual Cost Collection

• Cost – $54,867

Project Change Request
Voting PCR 122

▸ Project Change Request 122: Cost Collection and <u>Physical Inventory Customizations</u>

▸ Customization to:

　◦ Automate the MFT file path for Assets interface files.

▸ Attachment 5.1 Business Requirements - Added

　◦ 40.1003 – Provide the ability to systematically populate the file naming path for posting inbound and outbound asset physical inventory interface files. (C135)

▸ Attachment 5.2 Customizations – Added

　◦ C135 –

　　• Asset Management (AM) Physical Inventory File Path

　　• Cost – $36,167

Project Change Request
Voting PCR 123 (Production PCR)

▸ Project Change Request 123: Automate ClearWater Error Tagging (Production Enhancement)

▸ PCR includes the following updates to Production Extension GLE009 Cash Reporting Solution:

  ◦ Update program logic to classify CLW cash transactions according to Treasury requirements for cash reporting.

  ◦ Update program logic to include cash transactions for CLW in the calculation of Treasury cash balances.

  ◦ Update program logic to include cash transactions for CLW in error and balance checking logic.

▸ Cost - $39,953

Amendment 11

▸ Changes are as follows:

  ◦ Attachment 2 Payment Schedule – Adds cost of new Deliverables from PCRs 122 and 123

  ◦ Attachment 5.1 Business Requirements – Adds new requirements from PCR 122

  ◦ Attachment 5.2 Customizations – Adds new customizations from PCR 122

  ◦ Attachment 8 – Adds new Deliverables for PCRs 121, 122 and 123

    • PCR 121 (Amendment 10) – Deliverables 696 and 697

    • PCRs 122 and 123 – Deliverables 698 - 700

Voting Actions

▸ PCR 122 – Cost Collection and Physical Inventory Customizations

  ◦ Request for public comment

  ◦ Voting action for PCR 122

▸ PCR 123 – Automate ClearWater Error Tagging (Production Enhancement)

  ◦ Request for public comment

  ◦ Voting action for PCR 123

▸ Amendment 11

  ◦ Request for public comment

  ◦ Voting action for Amendment 11

ADMINISTRATIVE

TOMMY WERNER

Administrative
Budget

FY 2024-2025 Spend Plan Summary as of November 30, 2024				
Category	**Projected FYTD**	**Incurred FYTD**	**Released FYTD**	**Release Remaining**
FLAIR System Replacement	**$13,052,291**	**$9,008,825**	**$17,337,427**	**$8,328,602**
SSI Implementation Services	$6,900,000	$3,450,000		
Facilities and Maintenance	$173,205	$173,205		
Production Support	$4,157,156	$4,157,156		
Additional Facilities	$53,781	$53,781		
Production Support Administration	$11,916	$11,916		
Oracle Software and Maintenance	$460,651	$35,728		
Project Administration	$85,251	$56,094		
ERP and OC Support Services	$838,700	$704,062		
QA Support Services	$377,631	$366,883		
IT Service Management	$190,245	$187,448	$1,304,572	$1,117,124
Contingency	$0	$0	$0	$0
Salaries & Benefits	$3,890,852	$3,798,648	$10,146,991	$6,348,343
HR Transfer and Risk Management Insurance	$25,957	$19,957	$37,957	$18,000
Total:	**$17,165,345**	**$13,014,878**	**$28,826,947**	**$15,812,069**

Administrative
Risks and Issues

▸ No new Issues have been opened or closed

▸ No new Risks have been opened or closed

▸ Six remain with a score of 6+

- Risk 2 – Stakeholder Alignment
- Risk 4 – Agency Engagement
- Risk 5 – Timing and Efficiency of Information Sharing
- Risk 6 – Contracts Outside of the Project
- Risk 8 – Scope and Timing of Build Segments
- Risk 9 – Overlap of System Testing with UAT

Administrative
Schedule

Stage Gate	Critical Path Item	Status
	Establish DW/BI Environments (D647)	Complete
	Build – Segment II (D648)	Complete
	Security Roles Matrix (WP405)	Complete
	Environment Builds – Mock Conversion Test Environment	Complete
	Environment Builds – Interface Test Environment	Complete
	Solution Design – DW/BI (D650)	Complete
	Mock Conversion I (D651)	In Progress
	Build – Segment III (D649)	In Progress
SG3 – Ready to Begin UAT	Build – DW/BI – Segment I (D653)	Complete
03/28/2025	System Test – Segment I (D652)	Complete
Criteria: Design and Build are complete; System Test is at least 90% complete; UAT environment is ready for testing	Mock Conversion II (System Test) (D655)	In Progress
Approval Level: ESC	Build – Segment IV (D654)	Future
	Build – DW/BI – Segment II (D659)	In Progress
	Environment Builds - UAT Test Environment	Future
	System Test – Segment II (D656)	In Progress
	Build – DW/BI – Segment III (D668)	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)	Complete

Administrative

Administrative
Schedule

Stage Gate	Critical Path Item	Status
SG5 – Deployment Readiness **12/17/2025** *Criteria: The following activities are completed and approved:* • *UAT (results, Known Issues and Enhancements list)* • *Enterprise Systems testing* • *Penetration Testing* • *Disaster Recovery Testing* • *Mock Go-Lives (includes conversions)* • *Deployment and Contingency Plans* Approval Level: ESC	Establish DW/BI Environments (D647)	Future
	D658 – Deployment and Contingency Plan	In Progress
	Environment Builds – Dry Run Test Environment	Future
	Environment Builds – Performance Test Environment	Future
	D662 – Mock Conversion IV	Future
	D663 – Interface Testing – Segment I	In Progress
	WP416 – Regression Testing	Future
	D667 – Mock Go-Live – Dry Run #1	Future
	D676 – Disaster Recovery Testing	Future
	D670 – Payroll Parallel testing	Future
	D671 – Interface Testing – Segment II	Future
	D673 – Mock Go-Live – Dry Run #2	Future
	D674 – Penetration Testing	Future
	D675 – Performance Testing	Future
	D678 – Final Known Issues & Enhancements List	Future
	D677 – Mock Go-Live – Dry Run #3	Future

INDEPENDENT VERIFICATION AND VALIDATION (IV&V)

CONTENT PROVIDED BY PUBLIC CONSULTING GROUP

Executive Steering Committee Meeting   12/11/2024

IV&V Update
PCR 122 & 123 and Amend. 11 Review Approach

▶ The Florida PALM IV&V Team is reviewing PCRs 122 & 123 and Amendment 11 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 customizations.
  ◦ If cost estimates for the customizations seem reasonable.

▶ As part of the review, the IV&V Team is:

  ◦ Searching the Requirements Traceability Matrix for related requirements.
  ◦ Reviewing the PCR narratives.
  ◦ Reviewing additional resource spreadsheet and costing information.

IV&V Summary
Risk Rating Trends

▶ Overall Project Risk Rating:

◦ Raised to a High Risk in October.

◦ Continues to be a High Risk for November.

◦ Contributing factors include:

- Open Finding 14 for the Delays to Build and Finding 15 for the RICEFW-related Test Script Failure Rate.

- New Finding 16 for Delays to Mock Conversion and Finding 17 for the Overlapping Timeline of UAT, Training, and YEC.

- High Risk Rating for the Development Focus Area and Declining Risk Ratings for OCM and Data, Conversion, and Interfaces Focus Area.

IV&V Update
New Finding

- Finding 16 – Preliminary concern that compounding delays in Mock Conversion 0 and 1 have led to a compressed timeline for Mock Conversion 2, which may impact multiple downstream activities, specifically Interface Testing and Stage Gate 3 – Ready to Begin UAT.

  - Mock Conversion 0B experienced delays due to the delayed development of Payroll Conversion Interfaces in Build, and the timeline was pushed to November.

  - This delay in completing Mock Conversion 0B has impacted the schedule for Mock Conversion 1B, pushing its completion from late November to early December, and Mock 2, pushing its start date from the end of November to mid-December.

  - If the delays continue, Mock Conversion 2 data may not be available at the scheduled time for Interface Testing Cycle 2, and Mock Conversion 3 data may not be available prior to starting UAT in April.

IV&V Update
New Finding

▸ Finding 17 – Preliminary concern that the overlapping timing of UAT, Training activities and YEC tasks may create resource constraints, increase SME and end user change fatigue and burnout, and reduce the effectiveness of Training delivery.

◦ Florida PALM IV&V is concerned about potential resource constraints caused by the parallel execution of UAT, Training, and YEC activities. Without proper planning, these challenges may limit the agencies' ability to fully utilize UAT and Training to prepare for PALM go-live.

◦ While BPMs and FDs are complete, Build (AD Documents) and System Testing are not, which impacts the Florida PALM Project Team's ability to create Training and UAT materials.

IV&V Update
Open Findings

▸ **Finding 14 – Risk that Delays to Build Could Impact the Completion of System Testing and the Start of UAT.**

- While all Build Segment III AD Documents have been drafted, 42 of the 123 were not approved as of 11/30/24.
- Draft DED for D654 – Completion of Build Segment IV includes a schedule showing final AD Documents will not be approved until 3/18/25 (about 9 weeks behind original target date).
  - Build Segment IV pre-meetings are occurring to review Designs with Development staff.
  - Additional Development staff are being added, but there is insufficient data to determine if the pace of Build Segment IV will improve.
  - Build overlaps with review and approval of Segment III AD Documents.
- Significant risk that completion of System Testing and Stage Gate 3 – Ready to Begin UAT will be delayed.

IV&V Update
Open Findings

‣ Finding 15 – Risk that High Failure Rate For RICEFW-related Test Scripts May Impact Stage Gate 3 – Ready to Begin UAT

- ◦ RICEFW-related Test Scripts continue to have a high initial failure rate.

  - • As of 11/31/24, 73.3% of Test Scripts fail initial execution run.

  - • Of those that fail, 34% fail a second time, and of those, 6% fail a third time before they are passed.

- ◦ Majority of SIRs are identified as "code" defect type (62.5% for November).

  - • Development staff will be required to resolve these SIRs.

- ◦ Number of High Priority SIRs is decreasing, but there is an increasing number of Medium & Low Priority SIRs being opened.

- ◦ Development resource constraints may impact either remaining Development or slow resolution of SIRs and passing of Test Scripts.

IV&V Update
Development

▸ Build Segment III:
- Targeted for completion by 9/27/24. As of 11/30/24, 81 of the 123 ADs have been approved.

  • Average of 5 ADs approved per week.

- Multiple cycles of updates are required during the review process to address comments.
- Review and Approval is concurrent with the start of Build Segment IV.

▸ Build Segment IV (not including DW/BI or PCR121 extensions):
- 111 FDs are part of Build Segment IV (an increase from the 103 FDs originally identified).
- Draft DED D654 – Completion of Build Segment IV schedule shows approval of last AD Documents on 3/18/25.
- Overlaps with final cycle of System Testing and is only two weeks prior to current date for Stage Gate 3 milestone.
- Risk that both completion of System Testing and Stage Gate 3 will be impacted.

IV&V Update
Mock Conversion and Interface Testing

▸ Mock Conversion 0A completed with all defects closed.
▸ Mock Conversion 0B:

- Test Script execution for 10 conversion interfaces has been completed.
- Test Script execution for 3 conversion interfaces is 50% complete
- Test Script execution for 1 conversion interface is 25% complete.
- Resolutions for 2 High Priority and 10 Medium Priority defects are in progress.

▸ Mock Conversion 1A:

- Initial Test Script execution has been completed for all conversion interfaces.
- Resolutions for 2 High Priority and 10 Medium Priority defects are in progress.

IV&V Update
Mock Conversion and Interface Testing

▸ Mock Conversion 1B

- Test Script execution for 2 conversion interfaces has been completed.
- Test Script execution for 1 conversion interface is 50% complete.
- Test Script execution for 7 conversion interface has not started yet.
- No defects have been reported as of 12/6/24.

▸ Interface Testing:

- Connectivity testing for 138 out of 140 (98%) of the Interfaces has been completed.

IV&V Update
System Testing

▸ Project Decision DE350, approved on 11/11/24, Canceled 37 Test Scripts and Deferred 85 Test Scripts from Test Segment I to a future Testing Segment.

▸ While Florida PALM IV&V has observed that the overall pass percentage of the Test Scripts executed has increased in November, there continues to be a high initial fail rate for Test Scripts related to RICEFW items (Finding 15) and the volume of newly opened SIRs and unresolved SIRs is increasing.

  ◦ Increased overlap between Development activities and resolving the SIRs may further impact current delays to Build.

  ◦ Re-testing efforts may delay the overall System Testing timeline.

IV&V Update
System Testing

▸ Execution status for all 4 System Testing Cycles as of 11/30/24:

Cycle	Total Test Scripts	Test Scripts Canceled/ Deferred	Test Scripts Executed	Pass	Fail	Pass % (Based on Executed)	Fail % (Based on Executed)
Cycle 0	347	27	320	319	1	99%	1%
Cycle 1	192	29	163	162	1	99%	1%
Cycle 2	395	58	337	308	29	91%	9%
Cycle 3	295	17	277	253	24	91%	9%
Grand Total	1230	131	1097	1042	55	95%	5%

IV&V Update
Organizational Change Management

▸ Delays to Build have impacted the availability of information that will be used to develop UAT and Training materials.

▸ Florida PALM IV&V has opened Finding 17 based on a preliminary concern regarding the condensed Training timeline and the overlap between Training, UAT, and YEC.

▸ Florida PALM IV&V observations from Agency Readiness Touchpoints, Task Talks, and Florida PALM Readiness Meetings:

　◦ RCs engaged with agencies through workshops and meetings on UAT, Training, and routine Touchpoints.

　◦ The Florida PALM Training Strategy is evolving with UAT as the primary mechanism.

　◦ Florida PALM IV&V recommends, finalizing and announcing a decision about TTT.

IV&V Update
Agency Readiness

- Florida PALM IV&V Agency Team has begun conducting outreach meetings with their assigned agencies.
  - Florida PALM IV&V has observed a trend among agencies related to Interface Inventory Tasks.
    - Some agencies have submitted the Tasks and were informed during Readiness Touchpoint meetings that they completed them incorrectly.
    - Other agencies have expressed the need for further explanation and review before they can complete the Tasks.
    - The Florida PALM Project Team is conducting Interface discussions with select agencies as a proactive effort to assist with clarifications about their specific Interface Inventories
  - Florida PALM IV&V is concerned about the agencies' ability to manage the workload resulting from the parallel execution of UAT, Training, and YEC activities.
    - Some agencies have onboarded additional staff or consultants to mitigate the strain on their resources.

IV&V Update
Agency Readiness

▸ Overdue Tasks with a Direct Impact as of 12/6/24:

◦ Task 541D – Complete Configuration Workbooks for Segment IV (GL) due 11/1/24.

  • 1 Agency has not reported 100% Submitted.

◦ Task 545A – Update and Finalize Florida PALM Conversion Inventory for Segment IV due 10/18/24.

  • 2 Agencies have not reported 100% Submitted.

◦ Task 546 – Update Florida PALM Interface Inventory for Segment IV due 10/18/24.

  • 2 Agencies have not reported 100% Submitted.

◦ Task 555A – Complete Data Cleansing Based on Mock Conversion 1 due 11/22/24.

  • 2 Agencies have not reported 100% Submitted for Task 555A.

  • 7 Agencies have not reported 100% Submitted for Task 555B.

IV&V Update
Project Management

- Delayed Tasks have decreased from 371 at the end of October to 300 as of the 11/30/24 status date in the Florida PALM Project Schedule. The late tasks fall primarily in:
  - D649 – Completion of Build Segment II
  - Several I-WPs related to Training.
  - WP408 – System Test Scripts for Cycles 4-9
- The SPI continues to hold steady above .90. This means the Florida PALM Project is progressing above 90% of the planned pace.
- The Florida PALM IV&V is reviewing 7 Project Decisions that were submitted in November.
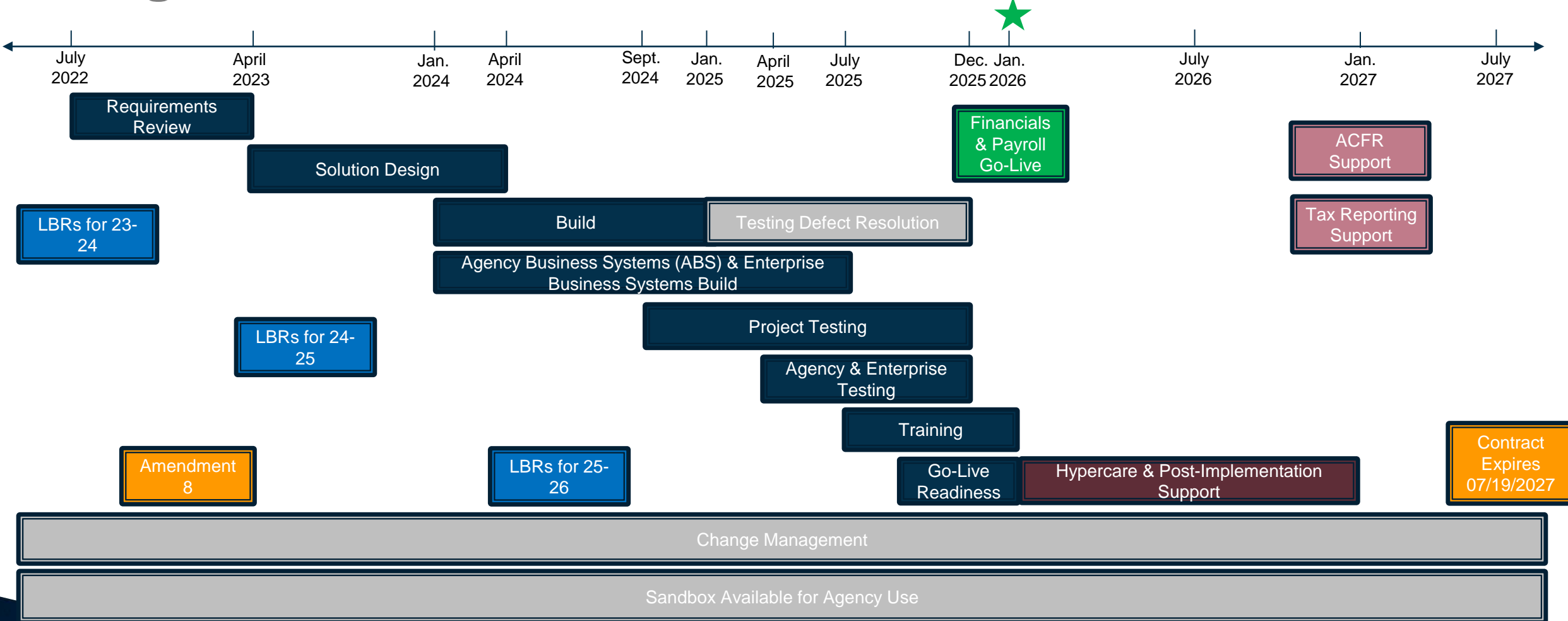
IMPLEMENTATION ACTIVITIES

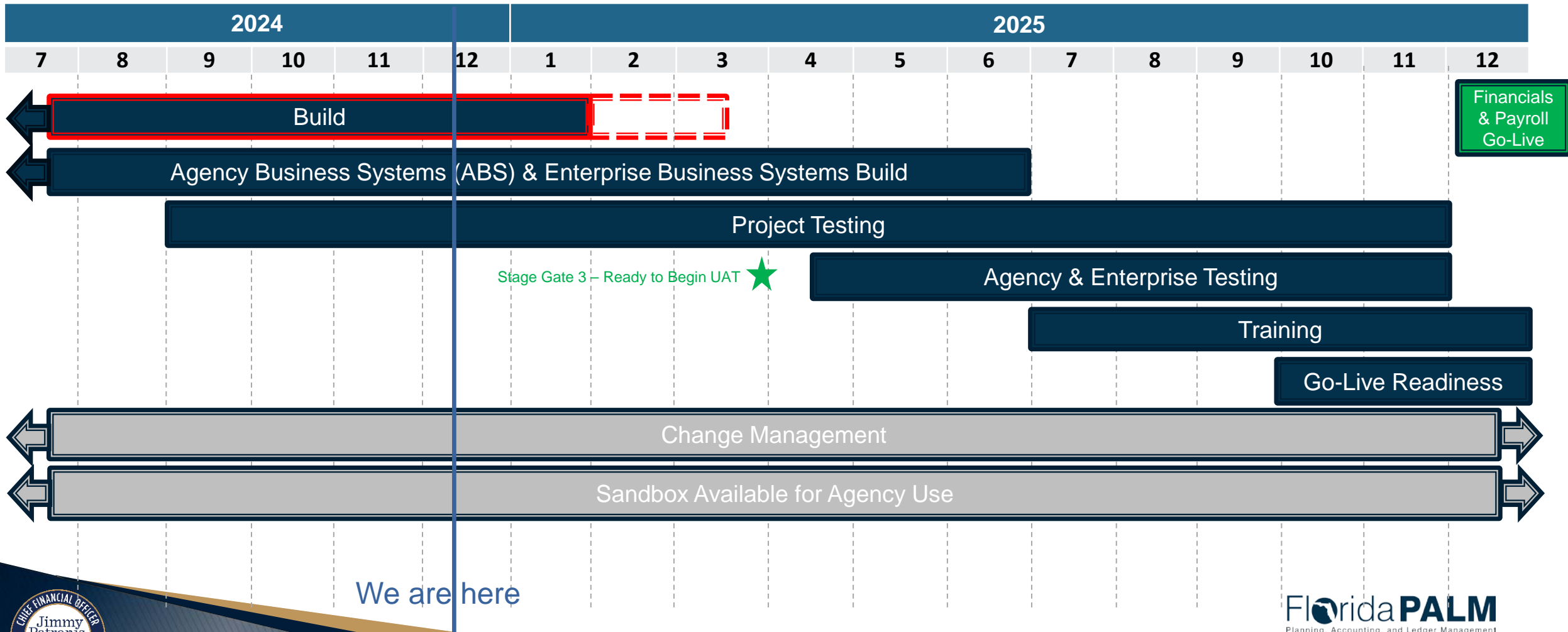MICHELLE MCGINLEY

STACEY TERRY

Implementation Activities
Original Amendment 8 Timeline
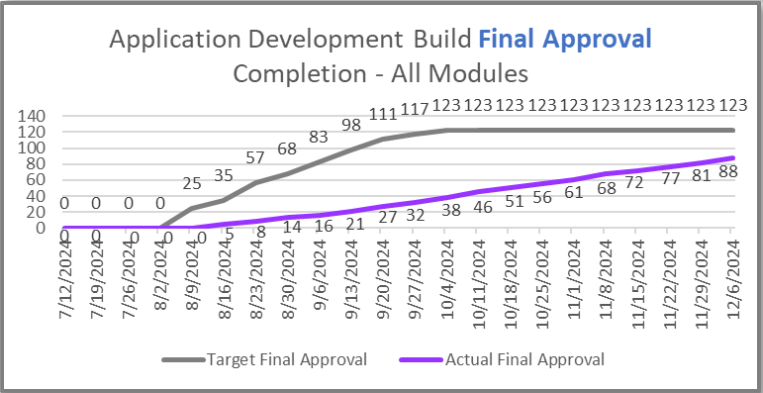
Implementation Activities
Project Overall Timeline
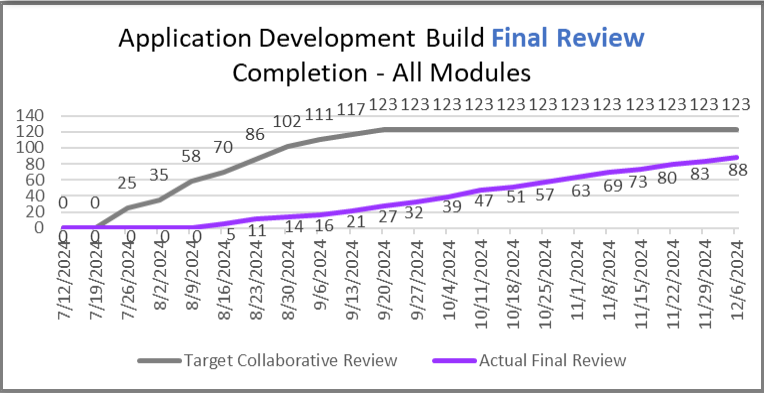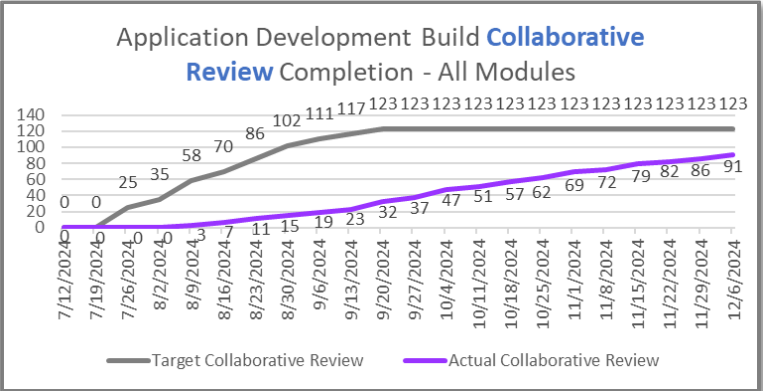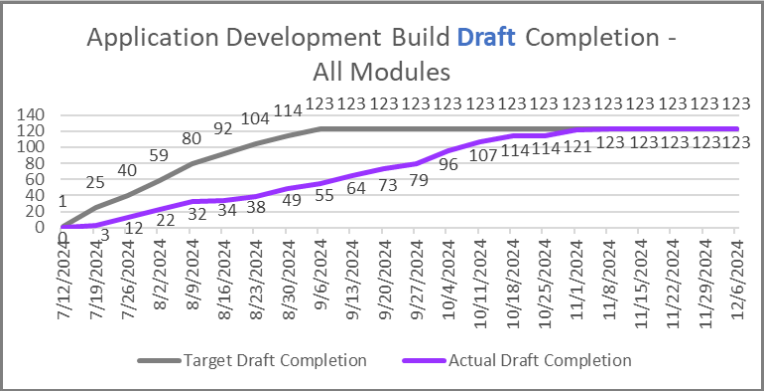

2024						2025											
7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12

Build

Financials & Payroll Go-Live

Agency Business Systems (ABS) & Enterprise Business Systems Build

Project Testing

Stage Gate 3 – Ready to Begin UAT ★

Agency & Enterprise Testing

Training

Go-Live Readiness

Change Management

Sandbox Available for Agency Use

We are here

Jimmy Patronis — CHIEF FINANCIAL OFFICER — FLORIDA DEPARTMENT OF FINANCIAL SERVICES

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

Executive Steering Committee Meeting   12/11/2024

33

Implementation Activities
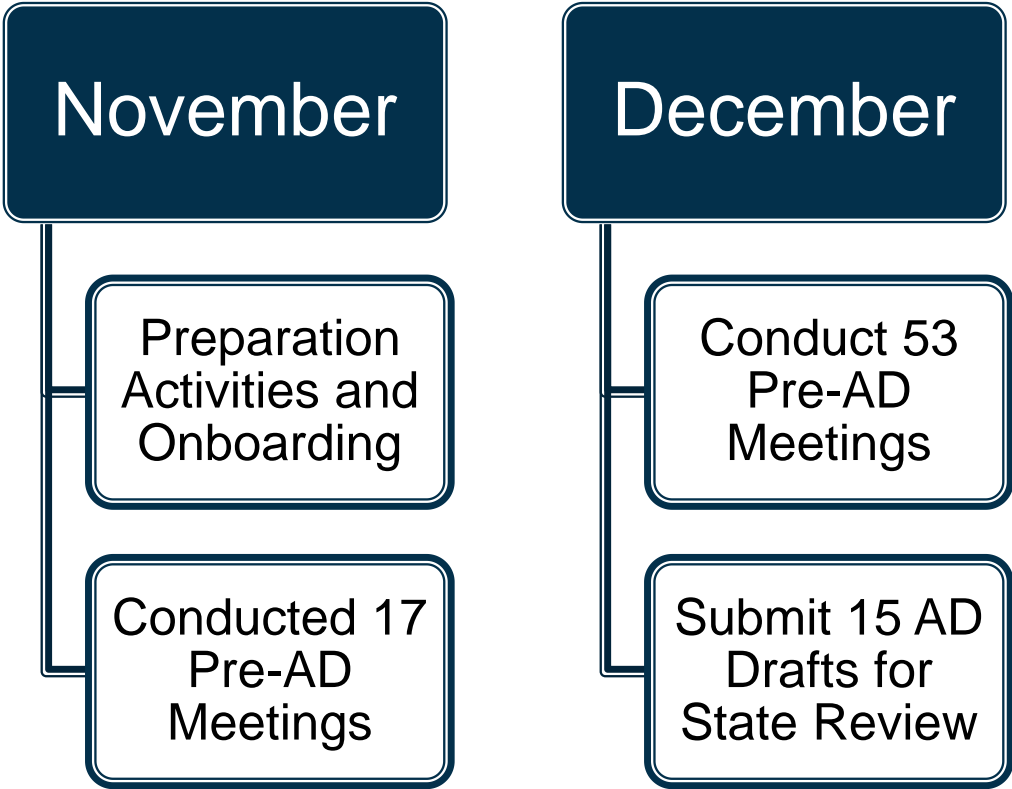## App Dev Build

Segment III App Dev Build

- Draft submissions are complete
- Remaining 32 pending State reviews, revisions, and approval

Segment III App Dev Build Status
(as of 12/6/2024)

Implementation Activities
App Dev Build

November

Preparation Activities and Onboarding

Conducted 17 Pre-AD Meetings

December

Conduct 53 Pre-AD Meetings

Submit 15 AD Drafts for State Review

Segment IV App Dev Build

- Segment IV build began mid-November
    - Conducted internal knowledge transfer sessions prior to starting Pre-AD meetings
    - Pre-AD meetings began week of 11/25
        - 17 of 17 Pre-ADs conducted in November
        - 27 of 53 Pre-ADs planned for December have been conducted as of 12/6
- Onboarding additional senior developers with key skill sets

Segment IV App Dev Build Status
(as of 12/6/2024)

Implementation Activities
DW/BI – Build
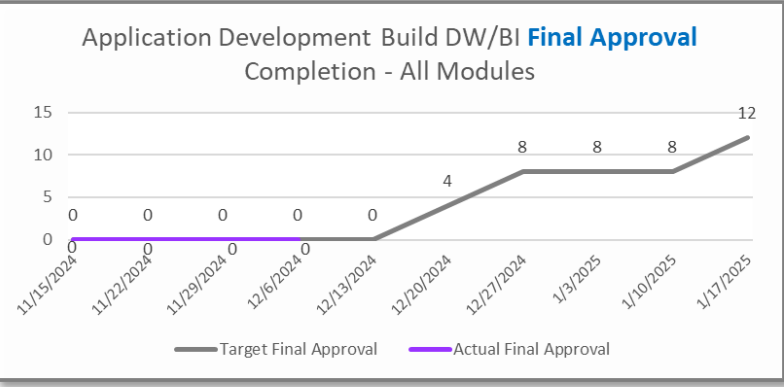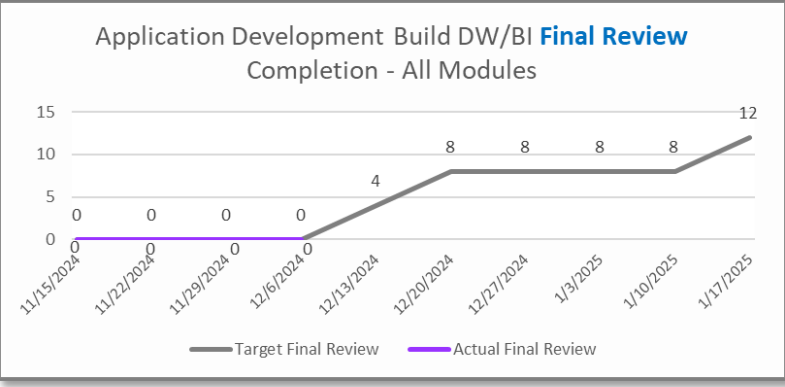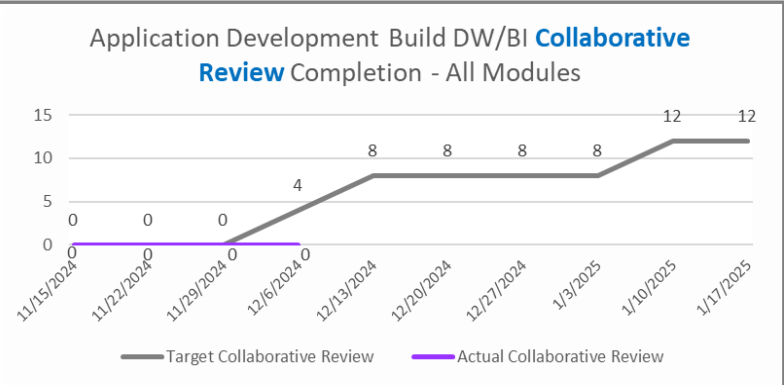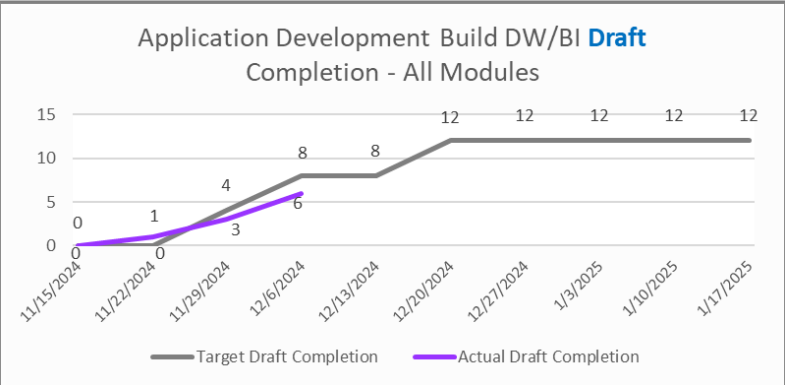
DW/BI Build Segment I

- DW/BI Build Segment I completed on schedule 12/6.

DW/BI Build Segment II

- DW/BI Build Segment II started on schedule in late November.

DW/BI Build Segment II Status
(as of 12/6/2024)

Implementation Activities
Project Overall Timeline

2024						2025											
7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12

Build

Financials & Payroll Go-Live

Agency Business Systems (ABS) & Enterprise Business Systems Build

Project Testing

Stage Gate 3 – Ready to Begin UAT ★

Agency & Enterprise Testing

Training

Go-Live Readiness

Change Management

Sandbox Available for Agency Use

We are here

Florida**PALM**
Planning, Accounting, and Ledger Management
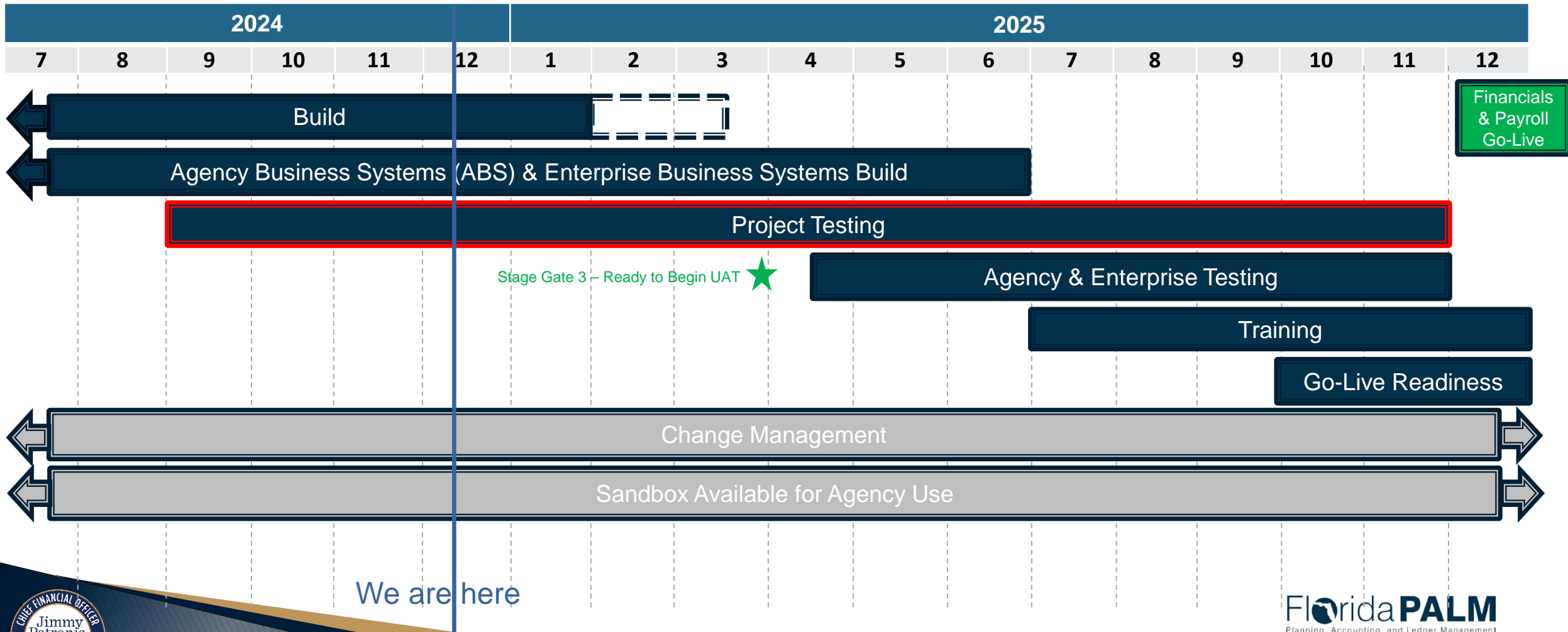
Implementation Activities
System Testing

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 – February 2025)

System Test Execution - Segment III ○ (March 2025 – April 2025)

Key

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

Implementation Activities
System Testing

System Test Execution Segment I	Count	% Against Total	% Against Executed to Date
Original Total Number of Scripts	1063	-	-
New Total Number of Scripts	1097	-	-
Planned to Date	1097	100.0%	-
Executed to Date	1097	100.0%	-
Pass Rate	1041	95%	95%
Fail Rate	56	5%	5%

System Test Execution – Segment I

- Completed on time with 95% pass rate and 0 open critical or high SIRs

System Test Execution – Segment II

- Starting on time with Build Segment III items that are approved

System Test Execution Segment I: Plan vs. Actual
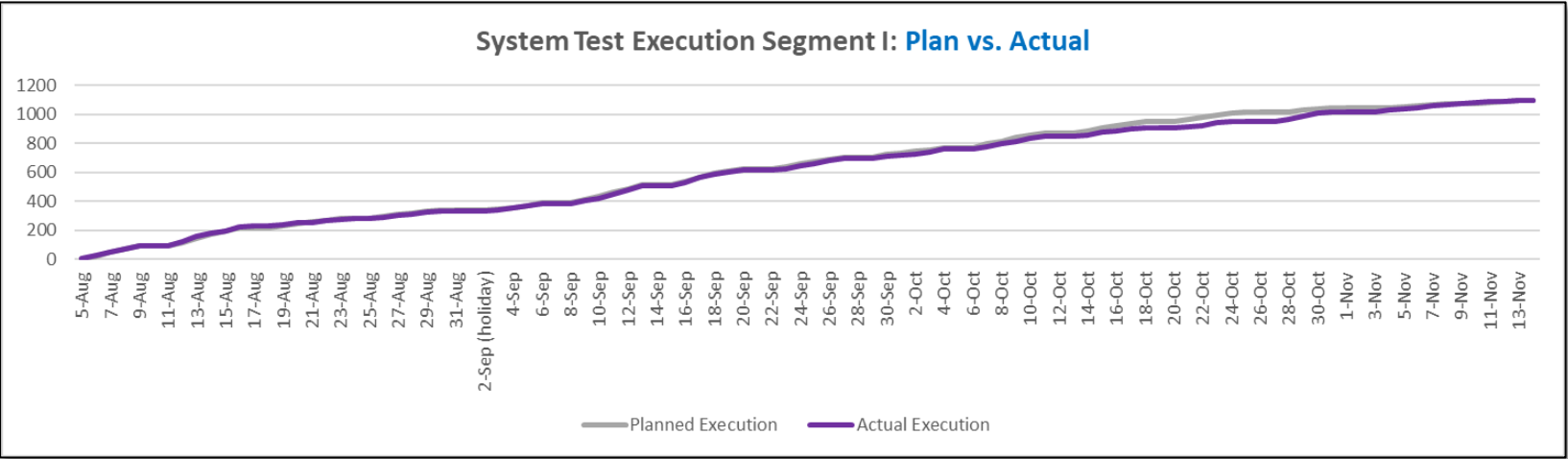
System Testing Segment I
(as of 12/6/2024)

Implementation Activities
Conversion

▸ Mock 1

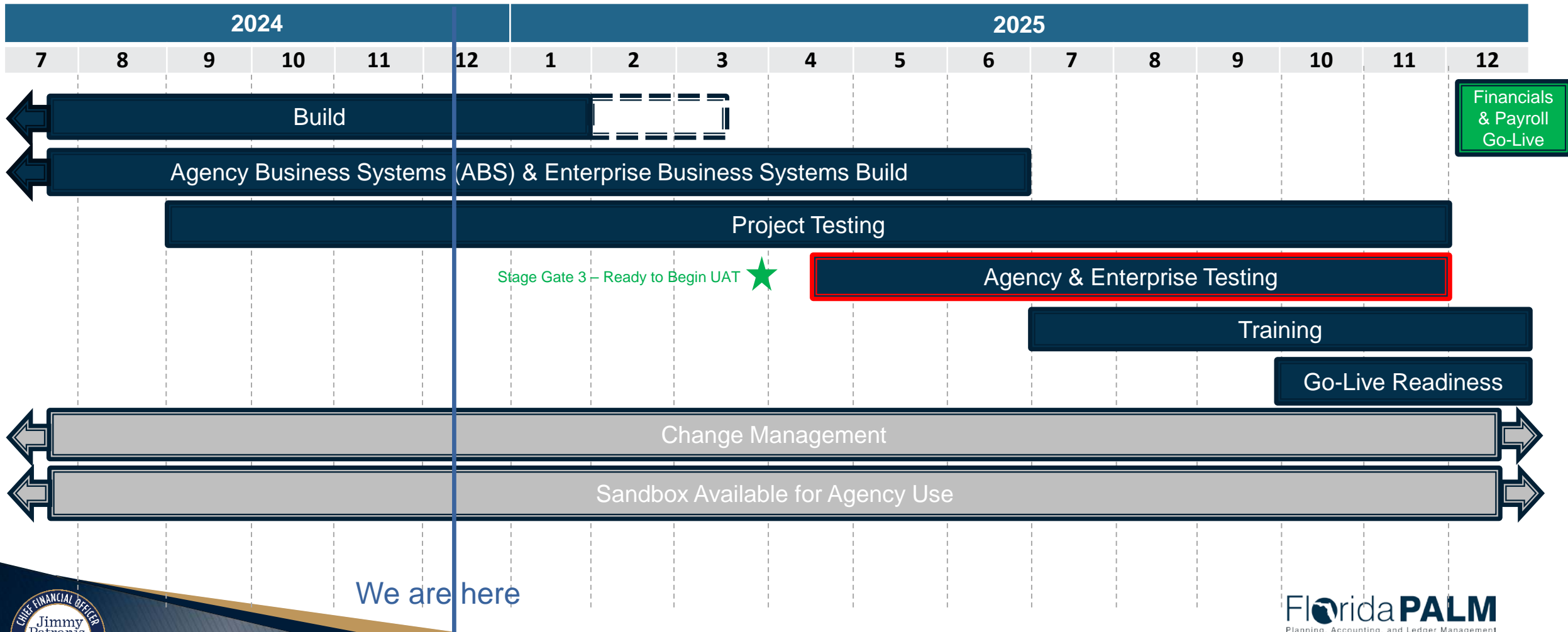- Focus on Financials and Payroll
- Financials portion is complete; Payroll conversion is continuing
- > 90% load rate has been achieved across both

▸ Mock 2

- Financials data commencing
- Payroll will commence once Mock 1 is closed out and new data provided from People First, Military Affairs and Legislature

▸ Mock 3 will be the basis for the data in the UAT environment

Implementation Activities
Project Overall Timeline

2024						2025											
7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12

Build

Financials & Payroll Go-Live

Agency Business Systems (ABS) & Enterprise Business Systems Build

Project Testing

Stage Gate 3 – Ready to Begin UAT ★

Agency & Enterprise Testing

Training

Go-Live Readiness

Change Management

Sandbox Available for Agency Use

We are here

Implementation Activities
Key Asks of Agencies

➤ Need the following tasks to complete for test preparation:
- ◦ 567 A-I Complete Configuration Workbook – feeds mock conversions to load as much data as possible and UAT environment setup (Due Friday, 12/13)
- ◦ 557 Interface Inventory for Cycle 2 Interface Testing – feeds interface test planning for February and interface environment setup (Due Friday, 12/13)
- ◦ 555 C - Complete data cleansing for Mock 1 – feeds into later mock conversions

➤ Others – Discussed in Agency Engagement and Activities section

READINESS ACTIVITIES

NIKKI KLEIN

Readiness Activities

▶ RW Tasks Summary

◦ Where we are and what's coming?

▶ Bimonthly Agency Readiness Status Reports Summary

◦ What was shared by agencies for the Sept/Oct period?

◦ What would you like to see changed for future reports?

▶ Agency Readiness Certification

◦ What's included and when are they to be submitted?

2024

JUL	AUG	SEP	OCT	NOV	DEC

535: Update Workforce Readiness Plan

564: Update Future Florida PALM Users

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

568: Create Training Plan for Agency Managed End User Training

*541A,B,C,D: Complete Configuration Workbooks for Segment IV

560: Submit Change Analysis Tool

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

*567A-R: Share, Review, and Update Configuration Workbooks

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

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

*557: Confirm Interface Inventory for Cycle 2 Interface Testing

547: Remediate Agency Business Systems based on Segment III

531: Remediate Agency Business Systems based on Segment II

558: Update Agency Business System Documentation

*550A: Provide Public IP Address and Select Tech Meeting Time

*550B: Participate in Tech Meeting to Receive Credentials and Access

*548: Identify and Confirm File Managers

*554: Participate in Connectivity Testing for Cycle 1 Interface Testing

553: Prepare for Interface Testing

*555A,B,C: Complete Data Cleansing Based on Mock Conversion 1
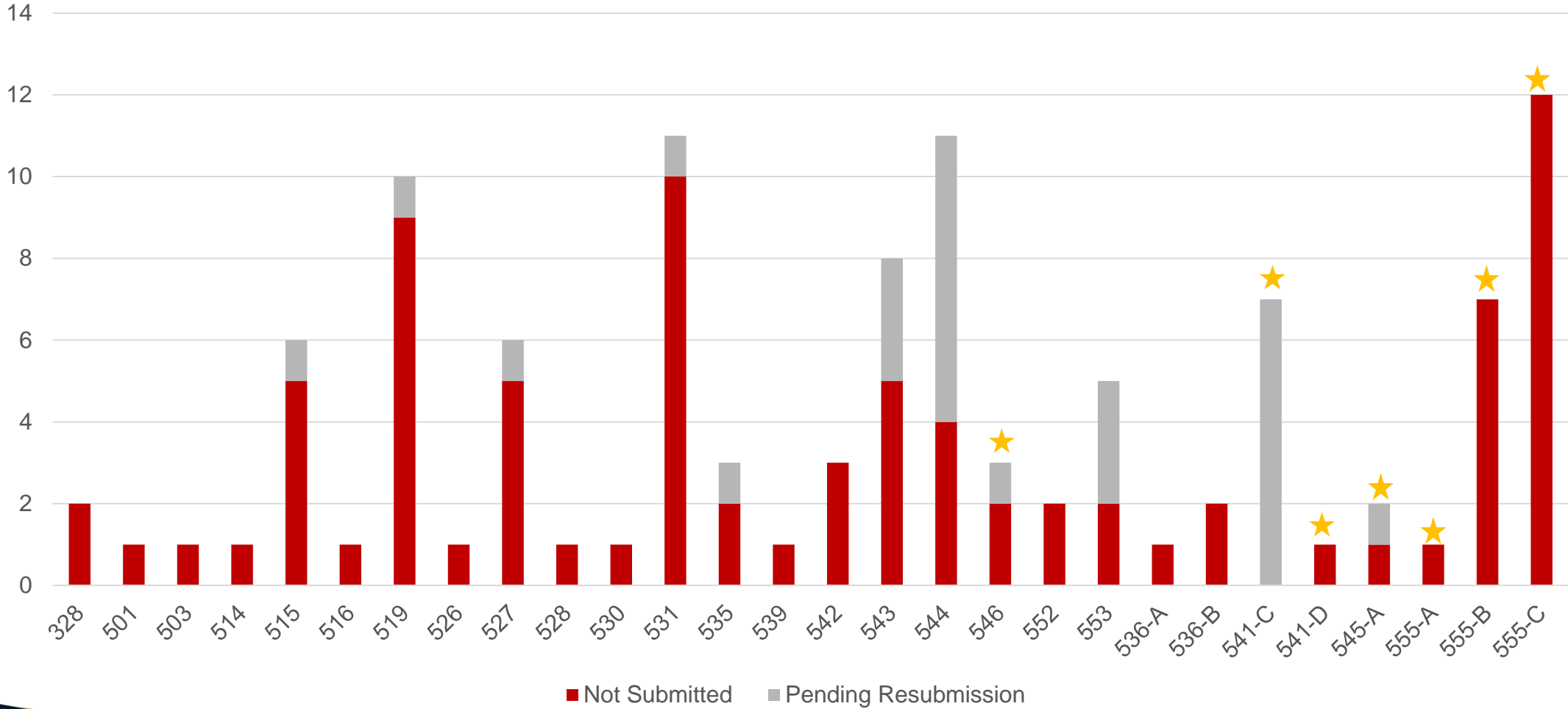
* Indicates Direct impact to the Project

Chief Financial Officer Jimmy Patronis — Florida Department of Financial Services

Florida PALM
Planning, Accounting, and Ledger Management

Executive Steering Committee Meeting   12/11/2024

Readiness Activities
Outstanding RW Tasks

As of 12/07/2024

Legend: ■ Not Submitted ■ Pending Resubmission

★ Indicates Direct Project Impact

Readiness Activities

▶ Upcoming in January

- More Configuration Workbooks – primarily Payroll
- Review of Mock 2 Conversion data and related data readiness
- Agency Business System preparation for Interface Testing
- Role Mapping of SMEs for UAT
- Identify, Prepare, and Confirm Understanding of UAT Participants
- Confirm Agency Identity Provider

▶ Second Round Verification

- All RW tasks are reviewed and verified by the Readiness Coordinators
- All Direct Impact task submissions will receive a secondary review to ensure all required task elements are complete

Readiness Activities
Bimonthly Agency Readiness Status Reports
General Observations

▶ Submission of Bimonthly (Task 562):

  ○ 1 agency is Submission Incomplete, submitted by someone other than the Primary Sponsor

  ○ 4 agencies submitted after the due date (3 more from last bimonthly)

  ○ Zero Agency Sponsor roles vacant (no change from last bimonthly)

▶ Completed or Open Items:

  ○ 24 outstanding / late tasks (-3 from last bimonthly)

  ○ 27 agencies with outstanding / late tasks (+6 from last bimonthly)

    • Concentration around Data Readiness, Change Impacts and ABS Remediation tasks

Readiness Activities
Bimonthly Agency Readiness Status Reports *As of 12/04/2024*

CCN Composition
Green - 24
Yellow - 10
Red - 1

Completeness
Green - 32
Yellow - 3
Red - 0

Timeliness
Green - 30
Yellow - 5
Red - 0

Participation
Green – 35
Yellow - 0
Red - 0

Observations:

- No update for CCN Composition

- Increase in Green for Completeness

- Increase in Green for Timeliness

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

Readiness Activities
Bimonthly Agency Readiness Status Reports

Summary of Agency Risks Reported		Risk Probability		
		Low = 1	Medium = 2	High = 3
Risk Impact Rating	Low = 1	Score = 1 16 (+0)	Score = 2 4 (+0)	Score = 3 1 (+0)
	Medium = 2	Score = 2 25 (+9)	Score = 4 85 (+13)	Score = 6 29 (+0)
	High = 3	Score = 3 34 (+11)	Score = 6 66 (+0)	Score = 9 65 (+1)

Risk Metric	Prior Report	Current Report
Agencies Reporting	33	34
Open Risks	265	325
Closed Risks	36	4
Risks Scored 6+	136	160

Issue Metric	Prior Report	Current Report
Agencies Reporting	24	24
Open Issues	84	106
Closed Issues	19	13
Issues Scored Critical or High	66	75

Assumptions Metric	Prior Report	Current Report
Agencies Reporting	31	28
Assumptions Logged	218	202

Readiness Activities
Bimonthly Agency Readiness Status Reports

- Many agency risks and issues are:
  - Continue to be outdated – past planned resolution date or no new reporting period comments
  - Vague, not clearly written
  - Appear to be questions
- RCs continue to remind agencies
  - The purpose of the status report and difference between the report and Agency Question Management Log
  - The importance of regular review of risks, issues, and assumptions – at least bi-monthly to align with their status reporting
- A bi-monthly task requires this review: Task 563 – Manage Agency-specific Implementation Schedule, Risks and Issues (Due on 12/27)

Readiness Activities
Bimonthly Agency Readiness Status Reports

Themes Across Risks, Issues, and Assumptions

▸ ***Staffing and Resource Availability*** – Internal and external, competing agency projects

▸ ***Timing and Finality of Information Sharing*** – Interface layouts, batch schedule, lack of prototype, information on DW

▸ ***Data Cleansing*** – Availability of staff time and scale of changes needed

▸ ***Timeline*** – Testing and remediation

Readiness Activities

▸ 27 agencies reported 800+ activities since the last reporting period

Readiness Activities
Agency Readiness Certification Criteria

▸ Agencies will begin providing updates to Agency Readiness Certification in March 2025 with final submission in November 2025

TRAINING ACTIVITIES

KIMBERLY KEMP
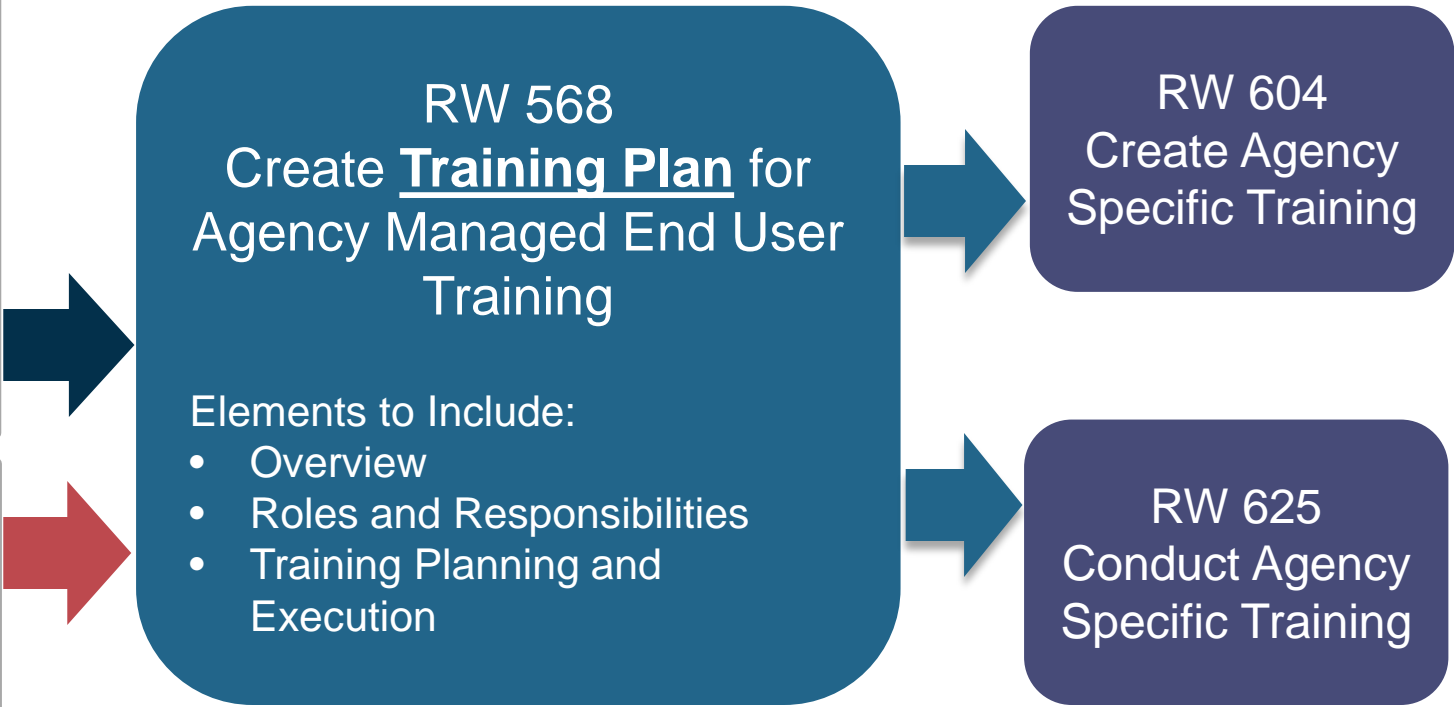
Training Activities
Agency Training Plan

Readiness Tasks

- RW 560 – Submit Change Analysis Tool
- RW 564 – Update Future Florida PALM Users
- RW 567 – Share, Review, and Update Configuration Workbooks
- RW 573 – Complete and Submit End User Role Mapping Worksheet

Topics and Activities List

Agency Knowledge

- Schedule
- Logistics
- Participant Management
- Content Delivery
- Assessment and Evaluation
- Feedback Collection

RW 568
Create **Training Plan** for Agency Managed End User Training

Elements to Include:
- Overview
- Roles and Responsibilities
- Training Planning and Execution

RW 604
Create Agency Specific Training

RW 625
Conduct Agency Specific Training

OTHER UPDATES

STEVEN FIELDER

Agency Sponsor Summary

- Attended by 32 agencies, including 35 Sponsors and 20 other CCN members
- Presentation Topics included:
  - A look back at Project and Agency accomplishments since the last Summit in April 2024
  - Key activities for 2025, in preparation for Go Live, including Agency Readiness Certification

Key Themes / Takeaways:

- The readiness tasks are and will continue to be numerous and their implications increasing
- The timeline feels ever shrinking
- Decisions made or delayed today have downstream impacts
- The opportunity for friction will increase in 2025

NEXT MONTHLY MEETING

JANUARY 22, 2024

DEPARTMENT OF TRANSPORTATION

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