

<b>Change Request Information</b> <i>(completed by PCR Requestor)</i>			
Requested by		Submitted By	
Name	Deana Metcalf	Name	Stacey Terry
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Email	Deana.Metcalf@myfloridacfo.com	Email	Stacey.terry@myfloridacfo.com
Title	Florida PALM Functional Architect	Title	Accenture Functional Lead
Requesting Department Name	Department of Financials Services	Date Requested	4/27/2023
PCR Need Description <i>(Include description of change, why it is needed, how it was discovered)</i>	<p>After execution of Amendment 8, the Department of Financial Services (DFS) has requested that the Processing Payroll ACH/EFT Cancellation (C59) and Project Mass Upload (C65) customizations be removed from Attachment 5.2 – Customizations.</p> <p>The related Attachment 5.1 – Business Requirements for the C59 and C65 customizations are as follows:</p> <ul style="list-style-type: none"> <li>• C59 – Processing Payroll ACH/EFT Cancellation                             <ul style="list-style-type: none"> <li>○ 200.1022 – Provide ability to receive payroll related EFT cancellations confirmation from the bank per the banking contract.</li> </ul> </li> <li>• C65 – Project Mass Upload                             <ul style="list-style-type: none"> <li>○ 10.0184 – Provide for minimum information to establish and maintain a Project code through an upload/interface from agency business systems.</li> </ul> </li> </ul> <p>This PCR makes the following changes:</p> <ul style="list-style-type: none"> <li>• Attachment 5.1 – Business Requirements:                             <ul style="list-style-type: none"> <li>○ Cancel requirement 200.1022 per removal of customization C59.</li> <li>○ Update requirement 10.0184 to remove the reference to customization C65, as well as change the How Met from 'Extension' to 'Interface'.</li> </ul> </li> <li>• Attachment 5.2 – Customizations will be updated to remove C59 and C65.</li> <li>• The Requirements Traceability Matrix (WP402) working document will be updated to remove C59 and C65 from the related requirements.</li> <li>• The BPD team will exclude C59 and C65 from the RICEFW Inventory working document.</li> <li>• The BPD team will exclude C59 and C65 from the final Requirements Traceability Matrix once created.</li> </ul> <p><u>Note:</u> The Financials and Payroll Business Process Models do not make reference to the customizations, hence they do not need to be updated.</p>		
Business Benefit/Justification <i>(Provide the tangible/intangible value(s) that support the for the Project's goals)</i>	<p>This PCR removes unnecessary customizations, which is consistent with the Project's goal to carefully consider each customization to determine if it is needed to meet business requirements or to support operations.</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>Florida PALM will implement customizations that the State plans not to use.</p>		
Project Goals <i>(Please choose all that apply)</i>	<b>Goal</b>		
	<input type="checkbox"/>	Reduce the State's risk exposure by harnessing modern financial management technology built on the premises of scalability, flexibility, and maintainability	
	<input type="checkbox"/>	Improve state and agency specific decision making by capturing a consistent and an expandable set of data	
	<input checked="" 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	

<b>Initial Review</b> <i>(completed by PMO Team)</i>				
PCR Title	Remove C59 and C65 Customizations			
Initial Review Date	4/27/2023	PCR ID	99	
<b>PCR Historical Information</b> <i>Please enter the following IDs from the Project SharePoint logs (when applicable)</i>				
Decision ID	Enter Decision ID	Decision Name	Enter Decision Name	
Risk ID	Enter Risk ID	Risk Name	Enter Risk Name	
Issue ID	Enter Issue ID	Issue Name	Enter Issue Name	
<b>Impact Analysis</b> <i>(completed by Florida PALM Project team members)</i>				
PCR Analysis Resources	Name		Role	
	Deana Metcalf		State BPD Lead	
	Stacey Terry		Accenture BPD Lead	
	Enter Name		Enter Role	
	Enter Name		Enter Role	
Tier Specification	<input type="radio"/> Tier 1 (Project Director Approval Required) <input checked="" type="radio"/> Tier 2 (ESC Approval Required)			
Scope	Changes that do not relate to additions or deletion of Business Requirements      Addition or deletion of Business Requirements			
Schedule	Changes not associated with Major Project Deliverables or Go/No-Go Decision due dates      Changes to Major Project Deliverables or Go/No-Go Decision due dates			
Cost	Changes within budgeted Spend Plan categories and no overall Project cost overrun      Results in request for funds from the Legislative Budget Committee (LBC)			
Alternatives to Making the Change <i>(Describe solution options to fulfilling the change request)</i>	Viable		Enter Alternative Solution	
	<input type="radio"/> Yes <input checked="" type="radio"/> No			
Risk(s) Associated with Making the Change	Risk Category		N/A	
	Select			
	Select			
Is Contract Affected?	<input checked="" type="radio"/> Yes <input type="radio"/> No		Updates to Attachment 5.1 – Business Requirements and Attachment 5.2 – Customizations.	
Project Schedule Impact			N/A	
Low - No impact to Go/No-Go Decisions				
Project Scope Impact			Removing requirements and customizations	
Critical - Adjustment requiring ESC acceptance				
Project Cost Impact			Reduced scope will become a credit available for future PCRs	
Low - No impact to Cost				
Implementation Plan <i>(document name)</i>			N/A	
Additional Resource Requirements <i>(insert rows as needed)</i>		Hours Effort	Hours Cost	Cost
C59 Processing Payroll ACH/EFT Cancellation				\$124,560 credit
C65 Project Mass Upload				\$98,157 credit

<b>Totals</b>			<b>\$222,717</b> This credit is available for DFS to apply to future PCRs.
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<b>CCB Recommendation</b> <i>(completed by Department PMO)</i>			
CCB Members Approved	Final CCB Recommendation	CCB Approval Date	Choose a Date
<input type="checkbox"/> Deputy Project Director <input type="checkbox"/> Reporting Architect <input type="checkbox"/> Technical Architect <input type="checkbox"/> Functional Architect <input type="checkbox"/> Engagement and Training Architect	Choose an Item		Comments
		CCB Comments	

**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.

**TIER 1**

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

\_\_\_\_\_  
 Date

**TIER 2** *(when applicable)*

\_\_\_\_\_  
 Signature  
 Steven Fielder, Chair  
 Florida PALM Executive Steering Committee

\_\_\_\_\_  
 Date