

Florida **PALM**

Planning, Accounting, and Ledger Management



EXECUTIVE STEERING COMMITTEE

DEPARTMENT OF FINANCIAL SERVICES

JANUARY 25, 2023



PROJECT RISKS/ISSUES AND BUDGET

TOMMY WERNER



Florida PALM Project Update

Budget – Fiscal Year 22-23

FY 2022-2023 Spend Plan Summary As of December 31, 2022

Category	Projected FYTD	Incurred FYTD	Released FYTD	Release Remaining
FLAIR System Replacement	\$13,763,846	\$12,573,820	\$14,144,212	\$1,570,392
CMS Remediation and Stabilization	\$963,904	\$963,904	\$1,000,000	\$36,096
Production Support	\$4,153,117	\$4,166,832	\$4,231,508	\$64,676
Oracle Software and Maintenance	\$806,951	\$806,277	\$806,951	\$674
Operational Project Administration	\$116,722	\$50,277	\$127,068	\$76,791
Staff Augmentation	\$519,260	\$431,095	\$717,600	\$286,505
Information Warehouse Assessment	\$487,096	\$487,096	\$500,000	\$12,904
Facilities and Maintenance	\$476,085	\$476,085	\$476,085	\$0
Revert/Appropriate from FY 21-22	\$6,240,711	\$5,192,254	\$6,285,000	\$1,092,746
Implementation Services	\$0	\$0	\$0	\$0
Contingency	\$0	\$0	\$0	\$0
Settlement Agreement	\$5,991,399	\$5,991,399	\$5,991,399	\$0
Salaries & Benefits	\$3,052,077	\$2,958,969	\$6,525,356	\$3,566,387
HR Transfer and Risk Management Insurance	\$15,160	\$15,160	\$23,377	\$8,217
Total:	\$22,822,482	\$21,539,348	\$26,684,344	\$5,144,996



Florida PALM Project Update

Risks and Issues 22-23

- ▶ Since the last ESC meeting, no Risks or Issues have been opened or closed
- ▶ Issue 27 – Schedule delays prevented a fully committed Project schedule
- ▶ There are no open Risks with a score of 15 or greater



INDEPENDENT VALIDATION AND VERIFICATION (IV&V)

CONTENT PROVIDED BY
PUBLIC CONSULTING GROUP



IV&V Update

SSI Vendor Deliverable - Documentation and Agency Assistance Services

- ▶ The Florida PALM IV&V Team reviewed the SSI Vendor's Documentation and Agency Assistance Services deliverable. The deliverable is a report that documents the services provided by SSI Vendor in each month, such as meetings attended, and requirements reviewed.
- ▶ The Florida PALM IV&V Team submitted this Deliverable Assessment Report on 12/21/2022.
- ▶ IV&V found that the deliverable met its associated Deliverable Acceptance Criteria as agreed in Amendment 7. Details of this Assessment are in the report.



IV&V Update

Florida PALM Project Monthly Status Reports

- ▶ The Florida PALM IV&V Team reviewed the Florida PALM Monthly Status Report which the Florida PALM PMO Team distributes to internal and external stakeholders.
- ▶ The IV&V Team confirmed the selected Monthly Status Reports reviewed met PMP criteria, had accurate content, and were synchronous with the Florida PALM Project schedule.
- ▶ IV&V suggested the Status reports 1) note Project Change Requests are not included until they are approved and 2) Include Tasks' associated Work Products or deliverables, for easier tracing.
- ▶ Details of this validation and recommendations are in the 12/23/2022 & 01/06/2023 Florida PALM IV&V Weekly Status Reports.



IV&V Update

Agency Resource Challenges

- ▶ IV&V has been speaking with the Florida PALM Project Team regarding agencies' challenges in obtaining and retaining resources with the FLAIR and accounting expertise needed for the upcoming Financials and Payroll Waves.
- ▶ Agencies require agency Subject Matter Experts (SMEs) to explain their customized processes in FLAIR, which has limited documentation.
- ▶ Agency SMEs will also be needed for validating the Florida PALM solution.
- ▶ IV&V recommends agencies ensure their LBRs are strategic, specific, and focus on resources needed to document agency business systems and plan for and support the Florida PALM transition.



IV&V Update

Readiness Workplan

- ▶ The Florida PALM Project Readiness Workplan includes tasks to engage agencies in analyzing their current FLAIR and related processes and prepare for the upcoming PALM Financials and Payroll waves.
- ▶ These Agency engagement tasks include Task 324 - Complete FLAIR Data Elements Inventory, which is in progress now. Other tasks are not yet scheduled to begin.
- ▶ The Florida PALM IV&V Team will review the Florida PALM Project Readiness Workplan to understand better the work the agencies are to complete via these tasks and the mechanisms in place to help support the agencies' efforts.



IV&V Update

Amendment 8 Attachments Pending Review in 2023

- ▶ The Florida PALM IV&V Team is scheduled to receive and review these documents according to this schedule:

Attachments	Description	IV&V Scheduled Review Dates*
1, 6	SOW & Definitions	TBD – TBD
8	Deliverable Acceptance Criteria	1/30/23 – 2/9/23
2	Payment Schedule	2/1/23 – 2/9/23
5	Business Requirements	2/27/23 – 3/3/23

**IV&V review dates are determined based on the direction from the Florida PALM Contract Manager; IV&V review will occur after the negotiation with the SSI Vendor and before the documents are submitted to the ESC for review.*



IV&V Update

Open Findings

- ▶ IV&V currently has no Open Findings



IV&V Update

Florida PALM Comprehensive Assessment

Florida PALM IV&V Team has completed the following assessment actions:

- ▶ Submitted Comprehensive Assessment Draft Report Deliverable #6 Table of Contents to DMS
- ▶ Documented Findings and appendices for the assessment
- ▶ Completed an extraction of prevailing themes from qualitative feedback collected during agency interviews and developed corresponding charts/graphs

Next Step: Submit Comprehensive Assessment Draft Report Deliverable #6 to DMS no later than 02/01/2023



AMENDMENT 8 AND PROJECT STATUS

JIMMY COX, NIKKI KLEIN



Florida PALM Project Update

Agency Readiness



LEGEND

People Processes Technology Data

Shaded tasks have not been released



Road Traveled...

- ✓ Cash Management System Wave Implementation
- ✓ Cash Management System Wave Remediation
- ✓ Cash Management System Enhancements
- ✓ Amendment 7 – Project Pause
- ✓ Personalized Agency Working Sessions
- ✓ Requirements Review
- ✓ FLAIR Functions/Subfunctions Reconciliations
- ✓ Information Warehouse Assessment
- ✓ Audit of Treasury Calculations in Florida PALM
- ✓ Amendment 8
 - ✓ Contract
 - ✓ Service Level Agreement (Attachment 10)



On-going Major Activities

- ▶ IV&V Requirements Review (Draft Report is Due February 1st and the Final Report is Due March 1st)
- ▶ Amendment 8
 - **Statement of Work (Attachment 1)**
 - Payment Schedule (Attachment 2)
 - Requirements Finalization (Attachment 5.1)
 - Documenting Customizations and Extensions (Attachment 5.2)
 - Definitions (Attachment 6)
 - Deliverable Acceptance Criteria (Attachment 8)
- ▶ Transition to a New Investment Accounting Solution (Summer 2023)



Florida PALM Project Update

Amendment 8 Review Schedule

► Updated Review Schedule

	Contract Document	Review Effort	To ESC for Review	ESC Meeting
✓	SSI Contract	Minimal	Nov. 23, 2022	Dec. 14, 2022
✓	Att. 10 – Service Level Agreement	Moderate	Nov. 23, 2022	Dec. 14, 2022
N/A	Att. 12 – Parent Company Agreement	Minimal	Nov. 23, 2022	Dec. 14, 2022
N/A	Att. 13 – Software Source Code	Minimal	Nov. 23, 2022	Dec. 14, 2022
	Att. 1 – Statement of Work	Major	Feb. 10, 2023	Feb. 27, 2023
	Att. 6 – Definitions	Minor	Feb. 10, 2023	Feb. 27, 2023
	Att. 2 – Payment Schedule	Moderate	March 6, 2023	March 27, 2023
	Att. 8 – Deliverable Acceptance Criteria	Major	March 6, 2023	March 27, 2023
	Att. 5 – Business Requirements	Major	March 6, 2023	March 27, 2023



Florida PALM Project Update

Amendment 8 and Project Status

- ▶ Presentation for Amendment 8 and Project status



UPCOMING

JIMMY COX



Florida PALM Project Update

Upcoming Meetings

- ▶ February 22 – Cancelled
- ▶ February 27 – March 3 (Monday – Friday)
 - 2/27 Regular Monthly Meeting
 - 2/28 – 3/3 Amendment 8 Discussions
- ▶ March 22 – Cancelled
- ▶ March 27 – 31 (Monday – Friday)
 - 3/27 Regular Monthly Meeting
 - 3/28 – 3/31 Amendment 8 Discussions
- ▶ Meeting invitations with locations to follow this meeting



CONTACT INFORMATION

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