

Florida **PALM**

Planning, Accounting, and Ledger Management



EXECUTIVE STEERING COMMITTEE

DEPARTMENT OF FINANCIAL SERVICES

MAY 24, 2023



PROJECT RISKS/ISSUES, BUDGET, DEAL MANAGEMENT

TANNER COLLINS, TOMMY WERNER



Florida PALM Project Update

Budget – Fiscal Year 22-23

FY 2022-2023 Spend Plan Summary As of May 11, 2023

Category	Projected FYTD	Incurred FYTD	Released FYTD	Release Remaining
FLAIR System Replacement	\$21,704,595	\$20,674,091	\$26,862,096	\$6,188,005
CMS Remediation and Stabilization	\$1,000,000	\$1,000,000	\$1,000,000	\$0
Production Support	\$6,895,217	\$6,890,330	\$8,467,785	\$1,577,455
Oracle Software and Maintenance	\$1,136,069	\$1,134,848	\$1,905,929	\$771,081
Operational Project Administration	\$132,622	\$63,787	\$150,000	\$86,213
Staff Augmentation	\$1,001,765	\$958,136	\$1,250,430	\$292,294
Information Warehouse Assessment	\$487,096	\$487,096	\$500,000	\$12,904
Facilities and Maintenance	\$793,865	\$793,865	\$952,755	\$158,890
Revert/Appropriate from FY 21-22	\$8,343,211	\$8,311,029	\$8,495,197	\$184,168
Implementation Services	\$1,914,750	\$1,035,000	\$4,140,000	\$3,105,000
Contingency	\$0	\$0	\$0	\$0
Settlement Agreement	\$5,991,399	\$5,991,399	\$5,991,399	\$0
Salaries & Benefits	\$4,913,249	\$4,793,886	\$6,525,356	\$1,731,470
HR Transfer and Risk Management Insurance	\$23,315	\$19,269	\$23,377	\$4,108
Total:	\$32,632,558	\$31,478,645	\$39,402,228	\$7,923,583



Florida PALM Project Update

Risks and Issues 22-23

- ▶ Since the last ESC meeting, one Issue has been closed and no Risks have been opened
- ▶ Issue 27 – Schedule delays prevented a fully committed Project schedule has been closed
- ▶ There are no open Risks with a score of 6 or greater



Florida PALM Project Update

New Investment Accounting Solution

- ▶ Asset Reconciliation and Load Parallels are complete
- ▶ Currently on the website and receiving training on report building
- ▶ First look at the Compliance Matrix has been sent over for review
- ▶ The GL/Custom Entry File coding is in progress
 - Florida PALM team and Clearwater have been communicating to ensure the file layouts match
- ▶ The Bloomberg AIM file builds are currently in progress, and the Cash positions file is complete
- ▶ Go Live date is set for July 1, 2023



INDEPENDENT VALIDATION AND VERIFICATION (IV&V)

CONTENT PROVIDED BY
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IV&V Update

Project Schedule

- ▶ The Florida PALM IV&V Team is closely engaged with the Schedule Management activities, including the activities surrounding the creation of the D635 Project Schedule.
 - Supporting Project artifacts accepted and utilized in May in support of the D635 Project Schedule include the Deliverable Expectation Document and the Project Roadmap. The Florida PALM IV&V Team looked closely into both artifacts and found them to be helpful in planning and kicking off the Project Schedule creation activities.
 - The Florida PALM IV&V Team utilizes a Project Schedule assessment tool to support Schedule reviews. IV&V will run the Project Schedule through the assessment tool as the Project Team works through intermittent review cycles to aid in identifying risks or issues with the schedule prior to Schedule submission in June.



IV&V Update

Interfaces

- ▶ The Florida PALM Project Team, alongside the People First Team, continue in-depth reviews of interfaces between the Florida PALM System and People First.
 - The Florida PALM IV&V Team recognizes these activities and discussions occurring early in the project life cycle and understand that these actions mitigate future risks associated with the interface.
- ▶ The Florida PALM Project Team has also begun discussions with other enterprise partners and agencies on interface elements.
- ▶ IV&V will continue to attend interface discussion meetings and provide guidance on best practices for resolving interface difficulties.



IV&V Update

RICEFW and Business Process Model Updates

- ▶ The Florida PALM IV&V Team attended various meetings which covered planned updates to and synchronization of the RICEFW log and Business Process Models.
- ▶ IV&V noted the Florida PALM Project progressed in reviews and updates to the RICEFW across the Treasury, Revenue & Projects (TRP), Payables, Payroll, and Assets (PPA), and Ledger Management and Control (LMC) teams.



IV&V Update

Project Management Updates

- ▶ The Florida PALM Project Team is updating the Project Management Plan (PMP) to align with language from Amendment 8 and other changes that have occurred in the Florida PALM Project/Proviso. IV&V is reviewing the draft PMP changes and will provide feedback to the Florida PALM Project Team.



IV&V Update

Agency Outreach and Readiness

- ▶ The Florida PALM Project Team hosted three important meetings the week of 5/15/23:
 - The Florida PALM Sponsor Summit on 5/16/23;
 - The Florida PALM April Advisory Council on 5/17/23; and
 - The Florida PALM Change Champion Network (CCN) Townhall.
- ▶ Purpose is to build understanding between Agency Sponsors, Advisory Council Members, CCN Members, and the Florida PALM Project Team.
- ▶ The Florida PALM IV&V Team attended these meetings in-person and observed good dissemination of information to the agencies.
- ▶ IV&V views these meetings as having helped establish a solid start for agency engagement with the Florida PALM Project in the Financials and Payroll Waves.



IV&V Update

Open Findings

- ▶ IV&V currently has no Open Findings.



PROJECT UPDATE

MATT COLE, STEVEN FIELDER,
NIKKI KLEIN, ANGIE ROBERTSON,
STACEY TERRY



Florida PALM Project Update

- ▶ Legislative Session
 - Proviso
 - New Agency Status Report Template
- ▶ Sponsor Summit
 - Held on May 16 for Agency Sponsors
 - 28 of 35 agencies attended



Florida PALM Project Update

Readiness Activities

- ▶ CCN Town Hall was held on May 18
- ▶ Continued focus on Current State Analysis tasks
- ▶ Two new Readiness Workplan tasks
 - 329 Update CCN and Project Contacts
 - 330 Update Authorized Smartsheet Users
- ▶ New Forums
 - Project Management Liaison Forum in June
 - Change Management and Training Liaisons Forum in July



Florida PALM Project Update

Solution Design Activities

6 Pillars of Solution Design

1 Requirements Traceability Matrix (RTM)

A document that captures the business requirements for the Financials and Payroll Waves including the Data Warehouse. The RTM specifies how business requirements will be met in the Florida PALM Solution.

2 RICEFW Inventory

A document that captures the list of custom reports, interfaces, conversions, extensions, forms and workflows necessary to support the functions of Florida PALM.

3 Business Process Models

Documents the Financials and Payroll Wave business processes through the use of flow diagrams and supporting narratives.

4 Configuration Workbooks

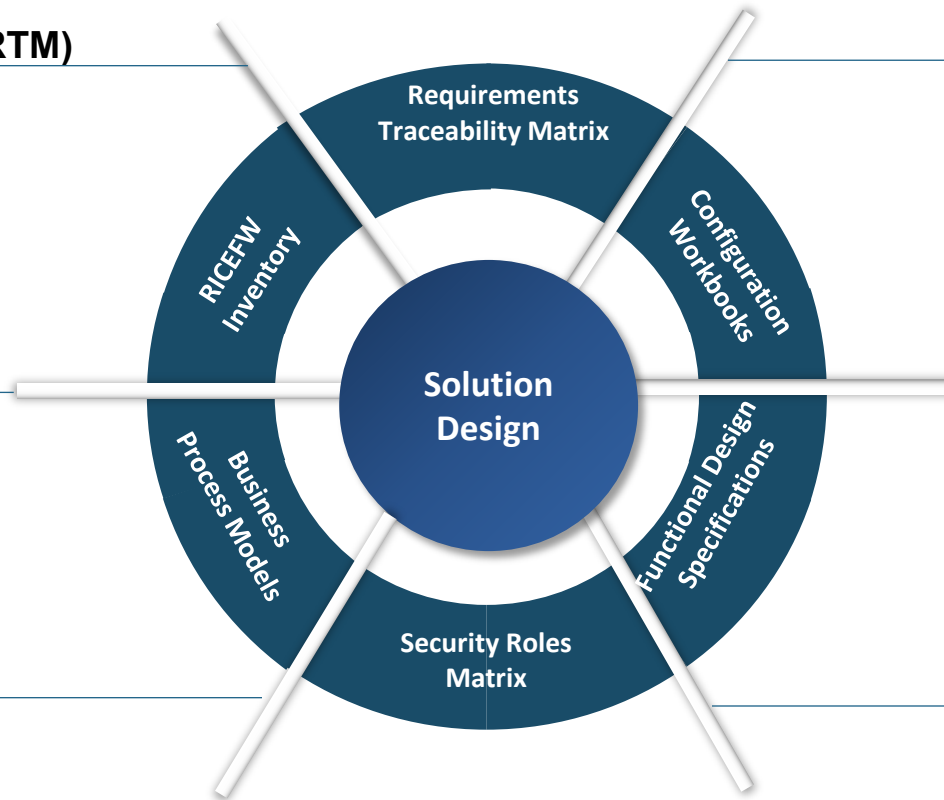
Documents the detailed configuration data values including setup values for core system tables that will be loaded into Florida PALM. This includes the creation of Agency specific configuration workbooks.

5 Functional Design Specifications

Documents the expected functionality of the RICEFW Inventory items. Conversion and interface functional design specifications will include a conversion layout and interface layout, respectively.

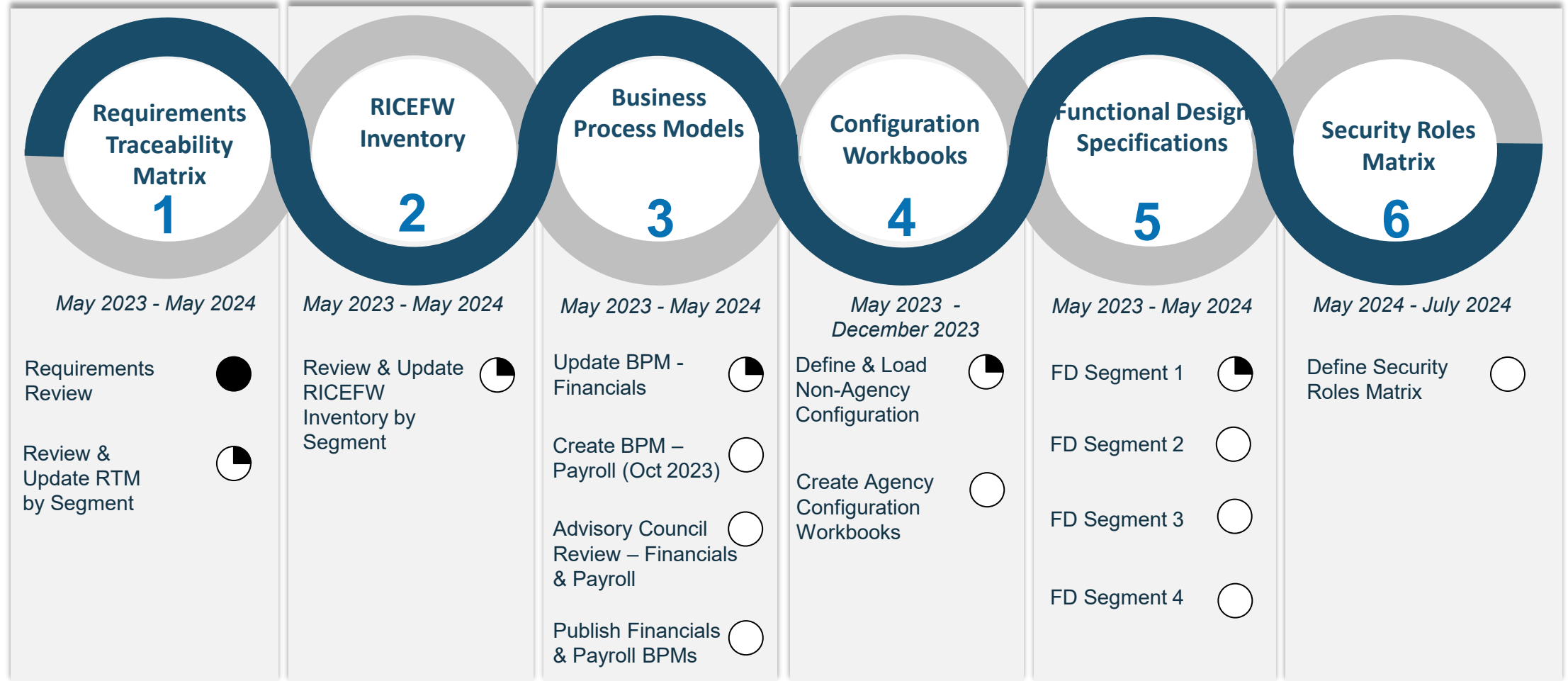
6 Security Roles Matrix

Documents that end-user security roles, page access, and permissions.



Florida PALM Project Update

Solution Design Activities



Florida PALM Project Update

Project Change Requests

- ▶ Project Change Request (PCR) 99 Removal of Customizations
 - C59: Process Payroll ACH/EFT
 - C65: Project Mass Upload
- ▶ Voting Action



Florida PALM Project Update

PMP Updates

- ▶ Draft documents sent on 5/15/23

Charter Updates

- ▶ Aligned with Amendment 8
- ▶ Updated organizational structure
- ▶ Replaced roles and responsibilities with role descriptions
- ▶ Clarified ESC authority, roles and responsibilities, and aligned with current legislative expectations

PMP Updates

- ▶ Aligned with Amendment 8
- ▶ Updated organizational structure
- ▶ Consolidated information
- ▶ Relocated information to SOPs
- ▶ Clarified Contract Manager vs. Project Director authority and responsibility
- ▶ Added Work Product expectation doc
- ▶ Added reference to Advisory Council



UPCOMING

STEVEN FIELDER



Florida PALM Project Update

Upcoming

- ▶ During the June meeting, we will:
 - Present the draft Project Schedule
 - Present the draft template for the new Bi-Monthly Agency Status Report
 - Discuss the FY23-24 Budget
- ▶ New meeting date: June 21



CONTACT INFORMATION

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