

Florida Department of Financial Services
Planning, Accounting, and Ledger Management Project

Independent Verification & Validation
May 2024 Mid-Month Progress Report

Reporting Period June 1 – 15, 2024

June 19, 2024

Contract: 80101507-21-STC

Engagement: C213E8



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Executive Summary

The Florida PALM IV&V Mid-Month Progress Report acts as a progress report and is not intended to be an in-depth assessment. This report captures trends and keeps the Florida PALM Project Team and Stakeholders apprised of any developing Findings and IV&V progress between Florida PALM IV&V Monthly Assessment Report submissions.

For the Mid-Month Progress Report period of 6/1/24 through 6/15/24, the following lists the key items in the Florida PALM IV&V Team’s report:

- The overall Florida PALM Project Risk Rating is trending to decrease for this reporting period due to the progress made by the Florida PALM Project Team for the new Segment V Design.
- The Risk Rating for the Requirements and Design Focus Area is trending to decrease because the new Design Segment V is ahead of schedule, with several pre-Functional Design (FD) reviews already completed and one FD drafted.
- Segment II Build continues to experience delays. The Florida PALM SSI Vendor has increased developer staffing to mitigate potential delays to the remaining Build Segments. The Risk Rating for the Development Focus Area is trending to remain a High Risk for this reporting period.
- The number of Delayed Tasks on the Project Schedule is trending to increase, and the Schedule Performance Indicator (SPI) is trending to stay above .90 but continues to track behind the planned pace.

The table below summarizes the Florida PALM IV&V Team’s updates for the various Focus Areas for the reporting period 6/1/24 to 6/15/24. These preliminary updates may continue to evolve as information becomes available for the next Florida PALM IV&V Monthly Assessment Report. This section intends to be a summary only; a more detailed capture regarding these Focus Areas is provided in this document’s Focus Area Update Details section further below. Some Focus Areas may be marked as Not Applicable (NA) as they have not started or there is no significant activity during this reporting period.

Table 1: Focus Area Summary

Focus Area	Last Month’s Indicator	Mid-Month Risk Trend	Rationale
Overall Project Indicator	High	Decreasing	<p>The overall Florida PALM Project Risk Rating is trending to decrease for this reporting period due to the progress made by the Florida PALM Project Team for Segment V Design.</p> <p>The Florida PALM IV&V Team is projecting delays to Build Segments III and IV, which, if not addressed, could lead to an increased overlap between System Testing and the start of UAT, potentially affecting the Florida PALM Project Team and Agencies’ ability to conduct thorough testing. The Florida PALM IV&V Team observed that the Florida PALM SSI Vendor has increased development staffing for the remaining Build Segments in an effort to reduce the delay.</p>

Focus Area	Last Month's Indicator	Mid-Month Risk Trend	Rationale
Project Management	Low	Unchanged	<p>The Delayed Tasks for the Florida PALM Project Schedule continue to increase, particularly for D648 – completion of Build Segment II, D650 – completion of Solution Design (Requirements) Data Warehouse/Business Intelligence (DW/BI), and I-WP129 – Development of ETL Technical Specifications, Programs, and Unit Test Plans.</p> <p>The Florida PALM Project SPI is trending to stay above .90 but continues to track behind the planned pace. The Florida PALM IV&V Team will continue to monitor this trend.</p> <p>The Risk Rating for this Focus Area is trending to remain unchanged for this reporting period.</p>
Organizational Change Management	Medium	Unchanged	<p>Readiness Touchpoint Meetings with the Agencies focus on progress with recently released, ongoing, and overdue tasks to ensure they stay on track with the Florida PALM Project timeline and the Readiness Workplan. These meetings provide Agencies with information, direction, documentation, and support.</p> <p>The Florida PALM Project Team has continued releasing updates to the Florida PALM Knowledge Center, incorporating update logs so that users are able to track what changes have occurred. Additionally, there is continued discussion of emergency response plans for Tasks and planned expansion to the Readiness Team.</p> <p>Task 524 – End User Readiness Survey Analysis, due on 6/14/24, represents an important organizational change effort with many Agencies submitting on time. Task 513 – Complete Configuration Workbooks for Segments I and II is also nearly complete. The Florida PALM IV&V Team will continue to monitor these tasks as the Florida PALM Project Team verifies Agencies' submissions for complete and accurate data on Task 513 and reviews the results of the survey analysis for Task 524.</p> <p>The Risk Rating for this Focus Area is trending to remain unchanged for this reporting period.</p>
Requirements and Design	High`	Decreasing	<p>The Florida PALM Project Team approved the last Segment IV FDs on 5/31/24, as scheduled. A new Design Segment V was identified in May and includes 14 FDs, which will be completed by 8/2/24 and is not expected to impact the start of Stage Gate 2 – Ready to Begin System Testing. Segment</p>

Focus Area	Last Month's Indicator	Mid-Month Risk Trend	Rationale
			<p>V is ahead of schedule, with several pre-FD reviews already completed and one FD drafted.</p> <p>The Florida PALM IV&V Team is reviewing Work Product (WP) 438 – Data Migration & Modeling Strategy & Execution to clarify data modeling scope and ensure the protection of Personal Identifiable Information (PII) data, WP407 – Mock Conversion Scripts for data migration test execution, and D644 – Completion of Segment IV Design for design and implementation robustness. Additional follow-up questions for WP406 – Mock Conversion Testing Plan were submitted to the Florida PALM Project Team on 6/14/24.</p> <p>Based on the progress made so far in Segment V Design, the Risk Rating for this Focus Area is trending to decrease for this reporting period.</p>
Development	High	Unchanged	<p>Despite an increased pace in drafting and reviewing Segment II Application Designs, the Segment remains behind schedule. All 75 Application Designs were planned to be drafted by 6/7/24, but as of 6/15/24, 67 have been drafted. Of the 67 drafted, 37 have completed the initial review, and 27 have completed the Team Manager review. The final approval target for all Segment II Application Designs is 6/28/24, but the Florida PALM IV&V Team estimates completion by 7/15/24.</p> <p>Additionally, the Florida PALM IV&V Team is assessing potential delays for Build Segments III and IV, noting that increased developer staffing levels from the Florida PALM SSI Vendor from July to December 2024 have reduced the Florida PALM IV&V Team's projected delay for Segment IV from 2 months to 1 month.</p> <p>The Risk Rating for this Focus Area is trending to remain unchanged for this reporting period.</p>
Testing	NA	NA	<p>According to the Test Script Work Unit Tracker (TSWUT), the Florida PALM SSI Vendor has drafted a total of 325 System Test Scripts for Test Cycle 0 – Configuration Validation and 121 System Test Scripts for Test Cycle 1 – Security Validation as part of WP408 – System Testing Scripts. There are 248 placeholder System Test Scripts for Test Cycle 2 – Financials Module Specific Processing in the TSWUT as of 6/15/24. To track Test Script creation and review efforts, the Florida PALM SSI Vendor created and maintains the TSWUT as described in D643 – Updated System Testing Plan. The SSI Vendor updates this tracker</p>

Focus Area	Last Month's Indicator	Mid-Month Risk Trend	Rationale
			<p>frequently to show the progress made on the Test Scripts.</p> <p>The Florida PALM IV&V Team started a first draft of test scenarios based on the FDs for Segment III.</p>
Conversion	Low	Unchanged	<p>The Florida PALM IV&V Team participated in Design review sessions with the Florida PALM Project Team, focusing on Conversion files related to the General Ledger Balances Conversion, Customers, and Encumbrance balances. The Florida PALM IV&V Team also attended Interface and Conversion Design Reviews, where the Florida PALM Project Team, Agencies, and the Florida PALM SSI Vendor discussed the initial designs and configuration for several Interfaces.</p> <p>The Florida PALM IV&V Team has reviewed the Approved FD for Project Life to Date balances before it was sent to the Development team and observed that the Conversion-specific design documents are well-written and cover the required Conversion criteria, such as field mapping, data volume, and error handling of the Conversion Interfaces. The Florida PALM Project Team also continues to work on the outstanding Open issues from FDs for Segments II-IV.</p> <p>The Risk Rating for this Focus Area is trending to remain unchanged for this reporting period.</p>
Implementation Readiness	NA	NA	<p>The Florida PALM IV&V Team will begin reporting progress once Implementation Readiness efforts start.</p>
Production Support	Low	Unchanged	<p>The Florida PALM IV&V Team is currently reviewing open Incidents and Change Requests, along with May's Monthly Performance Report. Upon completion of the review, an update will be included in a future report.</p> <p>A connectivity issue, tracked in INC43433988, led to 2 additional incidents where expected files were not received on time. These delays were reportedly due to the Managed File Transfer (MFT) server shutdown noted in the initial incident. All 3 incidents have since been resolved. The IV&V Team is researching the incidents and will provide an update in a future report.</p> <p>The Risk Rating for this Focus Area is trending to remain unchanged for this reporting period.</p>

Potential New Findings

There are no new findings to report during this period.

Open Findings

Finding Number and Statement: **Finding 12** – Inconsistency in Requirements Traceability.

Date Opened: 9/15/23

Impact Update: Medium (Unchanged)

Probability Update: Medium (Unchanged)

Priority Update: Medium (Unchanged)

Finding Description: The Florida PALM IV&V Team had originally observed inconsistencies between the FDs and the RTM during the review of the Segment I Designs. The inconsistencies primarily stemmed from manual updates needing to be made across multiple Excel spreadsheets used to trace requirements to different RICEFW items and Functional Designs, leading to discrepancies due to the lack of synchronization among these spreadsheets. The Florida PALM Project Team incorporated additional cross-checks to avoid future inconsistencies between the Requirements Traceability Matrix (RTM) and FDs.

Status Update: The Florida PALM IV&V Team is currently reviewing D644 – Completion of Solution Design (Requirements) Segment IV and reviewing bi-directional traceability between the Deliverable, the RTM, and the individual FDs. The Florida PALM IV&V Team will share any traceability inconsistencies identified with the Florida PALM Project Team. The Florida PALM IV&V Team has previously performed a similar traceability assessment for Segment I-III Deliverables and had identified some initial inconsistencies, but these were all corrected during the review process and prior to Deliverable acceptance.

Finding Number and Statement: **Finding 14** – Risk that Delays in Application Build Could Impact Completion of System Testing and Start of UAT

Date Opened: 3/29/24

Impact Update: Significant (Unchanged)

Probability Update: Likely (Unchanged)

Priority Update: High (Unchanged)

Finding Description: Build Segment I activities were 7 weeks behind schedule, and there was a risk identified by both the Florida PALM IV&V Team and the Florida PALM Project Team (Risk #8) that if delays continued into subsequent Build Segments II-IV, then completion of System Testing or Stage Gate 3 – Ready to Begin UAT could be impacted. Build Segments II-IV include significantly more development activities than Segment I, so if current delays continue, then the impact in subsequent Segments could be much larger and cumulative.

Status Update: The pace of drafting and reviewing Segment II Application Designs has increased, but the effort is still behind the defined targets. Based on the current pace over the last 3 weeks, the Florida PALM IV&V Team is projecting Build Segment II will not be completed until 7/15/24, which is approximately 2 weeks later than planned. The Florida PALM IV&V Team is also using the Florida PALM SSI Staffing Plan and results from Build Segment II to estimate future end dates for Build Segments III and IV. The Florida PALM IV&V Team did note a substantial increase in developer roles that was recently incorporated into the Staffing Plan, with an additional 10 developers being added between July and December 2024. Based on the revised Staffing Plan, the Florida PALM IV&V projected delay for Build Segment IV has decreased from 2 months to 1 month.

Table 2: Key Design and Build Segment Counts and Dates

Segment	Count	Scheduled Start	Scheduled Finish	IV&V Estimated Finish
Segment I Build	52	12/1/23	3/20/24	5/10/24 (Actual completion date)
Segment II Build	75	4/12/24	6/28/24	Mid July 2024
Segment III Build	131	8/12/24	10/4/24	Early Dec 2024
Remaining Build (Segment IV and V)	96	11/12/24	1/6/25	Early Feb 2025
Segment IV Functional Design		2/12/24	5/31/24	5/31/24 (Actual completion date)
Segment V Functional Design		6/3/24	8/2/24	Early Aug 2024
Stage Gate 2 – Ready to Begin System Testing		8/31/24	8/31/24	Late Aug 2024
System Testing - Segment II		11/4/24	1/29/25 ¹	April 2025
Stage Gate 3 – Ready to Begin UAT (Milestone)		3/28/25	3/28/25	Late March 2025

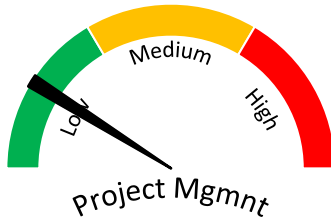
¹ The Scheduled Finish date for System Testing is being updated to April 2025 based on D643 – Updated System Testing Plan, but this change has not been reflected in the Florida PALM Project Schedule.

Potential Findings Closing

No findings were closed during this reporting period.

Focus Area Update Details

Project Management



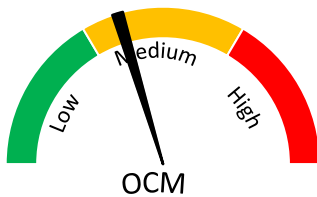
The Florida PALM IV&V Team continues to review and conduct a What-If Analysis of the Florida PALM Project Schedule. The SPI for the Florida PALM Project Schedule has seen little variance since the end of May. There has been an increase in the number of Delayed Tasks, which, according to Steelray, are tasks that should have started but didn't or should have finished (but didn't) since the end of May. The increase in Delayed Tasks pertains to 3 Florida PALM Project Documents: D648 – Completions of Build Segment II, D650 – Completion of Solution Design (Requirements) DW/BI, and I-WP129 – Develop ETL Technical Specifications, Programs, and Unit Test Plans. The Florida PALM IV&V Team continues to monitor Finding #14 and the effects the

additional developers in the Florida PALM SSI Vendor Staffing Plan will have on the overall Delayed Tasks for D648.

The Florida PALM IV&V Team is reviewing current updates and changes for both the Florida PALM Project Management Plan and Rule 60GG. The Florida PALM IV&V will provide feedback as necessary once the documents are closer to the final review stage.

The Risk Rating for this Focus Area is trending to remain unchanged for this reporting period. If the number of Delayed Tasks continues to increase and impacts future State Gates, this Risk Rating could change in a future report.

Organizational Change Management



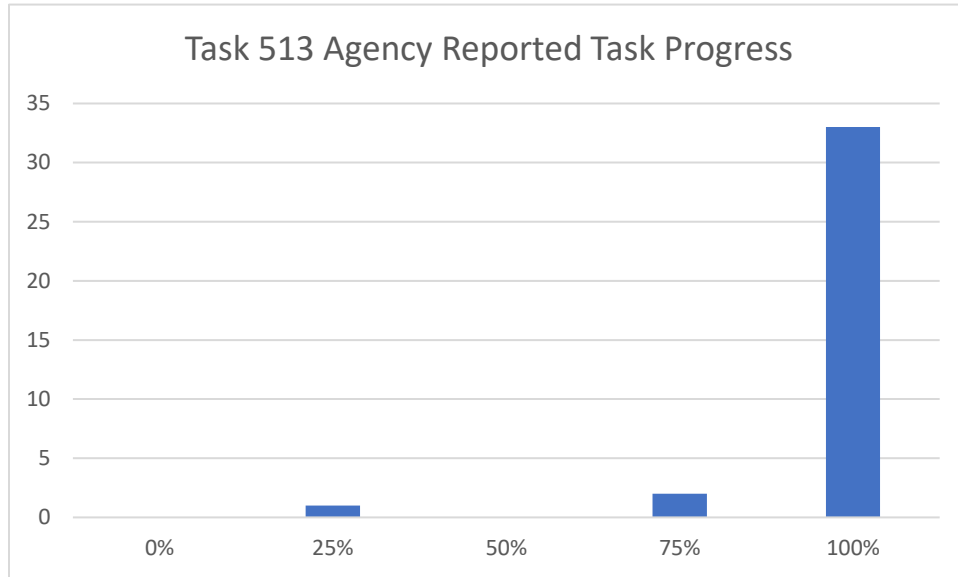
The Florida PALM Project Team continues to support Agencies with past due, recently released, and upcoming RW Tasks. With the State of Florida's Fiscal Year-end approaching, the Readiness Team is prioritizing efficient communication to help Agencies manage their tasks amid competing responsibilities. This includes providing clear instructions, technical support, and enhanced communication to ensure effective task completion.

The Florida PALM Project Team continues to update the Florida PALM Knowledge Center both in terms of content and usability. New information is published on a regular basis to ensure Agencies have the most up-to-date information regarding the technical and functional aspects of Florida PALM. Additionally, change logs have been implemented to enable tracking of what changes have been made to the information in the Florida PALM Knowledge Center. This should improve Agencies' ability to track and incorporate these changes into their RW Task submissions and internal planning activities. The Florida PALM Readiness Team also plans to add a new team member to increase workload capacity.

The Florida PALM IV&V Team is monitoring the progress and completion of various Tasks, with a particular focus on Task 513 – Complete Configuration Workbooks for Segments I and II, which was due on 5/13/24 and has a direct impact on the Florida PALM Project (as noted in SmartSheet on the Readiness Workplan). As of 6/15/24, there were 3 Agencies that have not submitted their workbooks. Of the 32 Agencies that have submitted their Workbooks, 4 of them have not been verified as complete by the Florida PALM Project Team. The Florida PALM IV&V Team continues

to monitor the Florida PALM Project Team’s verification activities of Agency-provided configuration values and is assessing the potential impact and risks of using default values for Agencies that have not submitted their own. The figure below provides a breakdown of the Agency-reported Task progress.

Figure 1: Agency Reported Task Progress



The Florida PALM IV&V Team continues to monitor the Readiness Tasks and the Agencies' progress. The table below lists the current Readiness Tasks. These Tasks are indicators of Agency involvement and help Agencies prepare for important upcoming milestones, thereby supporting the Florida PALM Project's progress.

Table 3: Current Readiness Tasks

Task ID	Project Impact	Task Planned Start Date	Task Planned End Date	Critical Operational Element	Task Name
524	N/A	04/15/24	06/14/24	People	Complete and Submit End User Readiness Survey Analysis
526	N/A	04/29/24	07/12/24	Data	Complete Data Readiness Analysis and Data Cleansing Activities for Segment III
527	N/A	04/15/24	07/12/24	Processes	Identify Change Impacts and Update Agency Business Process Documentation for Segment III

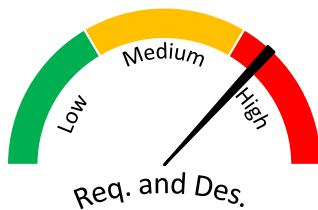
Task ID	Project Impact	Task Planned Start Date	Task Planned End Date	Critical Operational Element	Task Name
528	N/A	04/15/24	07/12/24	Technology	Update Agency Business System Documentation for Segment III
529	Indirect	04/29/24	07/12/24	Technology	Update Florida PALM Conversion Inventory for Segment III
530	Indirect	04/15/24	07/12/24	Technology	Update Florida PALM Interface Inventory for Segment III
531	N/A	04/29/24	09/27/24	Technology	Remediate Agency Business Systems based on Segment II

Many agencies have submitted data for Task 524, which was due on 6/14/24 and is significant from an overall organizational change perspective. The Florida PALM IV&V Team will provide an analysis of the survey results and the Florida PALM verification process in a future report.

The Florida PALM IV&V Team continues to monitor the Agencies' open Risks and Issues. Four Issues and 6 Risks have been closed by the Agencies since the end of May. The Florida PALM Project Team has been actively engaged with the Agencies through Readiness Touchpoint meetings. Critical barriers to Agency task completion are discussed during the calls to determine potential mitigation plans.

The Risk Rating for this Focus Area is trending to remain unchanged for this reporting period.

Requirements and Design



The Florida PALM Project Team approved the last Segment IV Functional Designs (FDs) on 5/31/24 as scheduled. The Florida PALM Project Team defined a new Design Segment V, which includes 14 FDs identified too late for inclusion in the Segment IV review cycle. Segment V Design is targeted for completion on 8/2/24 and is not expected to impact the start of Stage Gate 2 – Ready to Begin System Testing. Currently, Segment V is ahead of schedule as several of the pre-FD reviews have already been completed, and one FD has been drafted.

The Florida PALM IV&V Team attended several Segment V meetings, including pre-FD/FD Design and Build sessions and a Florida PALM Project trees demo. In addition to these Design discussions, the Florida PALM Project Team is planning the BPM Design review workshop with the Agencies, which the Florida PALM IV&V Team will also attend.

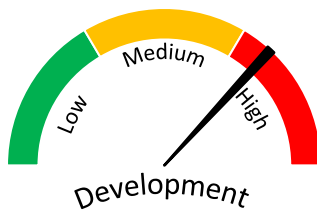
The Florida PALM IV&V Team is currently reviewing WP438 – Data Migration & Modeling Strategy & Execution Final Deliverable (DW/BI). This critical document outlines the scope of data to be migrated from the Legacy Information Warehouse (IW) to Florida PALM. The legacy data and Florida PALM data need to be modeled into dimensional models (Fact and Dimension Tables) within the Data Warehouse (DW) before being consumed by Business Intelligence (BI) tools such as reports and dashboards. As part of the review process, the Florida PALM IV&V Team will

submit questions and feedback to the Florida PALM Project Team regarding the scope of data modeling and to ensure that the protection measures for PII data are robust.

Additionally, the Florida PALM IV&V Team sent follow-up questions about data integrity included in WP406 – Mock Conversion Testing Plan to the Florida PALM Project Team on 6/14/24. The Florida PALM IV&V Team is also currently reviewing D644 – Completion of Segment IV Design and WP407 – Mock Conversion Scripts, which describes the execution of data migration scripts from the legacy system to Florida PALM. The Florida PALM IV&V Team is evaluating whether data sharing with third-party or other agencies is auditable, ensuring that any shared data can be tracked and scrutinized for compliance and security purposes.

Based on the progress made so far in Segment V Design, the Risk Rating for this Focus Area is trending to decrease for this reporting period.

Development



Although the pace of drafting and reviewing Segment II Application Designs has increased, the Segment is still behind the planned targets. All 75 Application Designs were planned to be drafted by 6/7/24, but as of 6/15/24, 67 have been drafted. Of the 67 drafted, 37 have completed the initial review, and 27 have completed the Team Manager review. The target for final approval of all Segment II Application Designs is 6/28/24. Based on the average pace of review over the last 3 weeks, the Florida PALM IV&V Team estimates that Build Segment II will not be completed until 7/15/24.

The Florida PALM IV&V Team has also started estimating potential delays to Build Segments III and IV based on developer staffing levels and the average pace of Segment II so far. It is worth noting that the Florida PALM SSI Vendor substantially increased the projected developer staffing levels from July until December 2024. Based on the previous staffing levels, the Florida PALM IV&V Team had projected a 2-month delay in completing Build Segment IV. The new Florida PALM IV&V projected delay based on the revised staffing has decreased to 1 month.

The Risk Rating for this Focus Area is trending to remain unchanged for this reporting period.

Testing

As of 6/15/24, the Florida PALM Project Team approved all 313 originally planned System Test Scripts for Test Cycle 0 – Configuration Validation, along with 9 newly added scripts, marking them all as “Completed” in the TSWUT. The additional 9 scripts resulted from Florida PALM Decisions DE324 – Segment IV Solution Design Changes, approved in April, and DE329 – Segment IV FD and Configuration Updates, approved in May. Additionally, 3 more scripts were added this month due to DE324, bringing the total number of Cycle 0 Test Scripts to 325, with these new additions currently in an “In State Review” status.

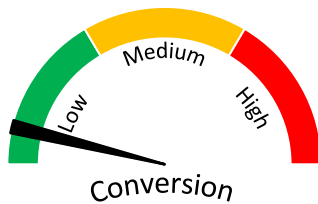
The Florida PALM Project Team uploads and maintains the System Test Script Inventory in the WP408 System Test Scripts folder under the Work Product Library in SharePoint. While the actual Test Scripts are maintained in the WP408 folder, the Florida PALM SSI Vendor tracks and frequently updates all the activity and the progress on these Test Scripts in the TSWUT.

The Florida PALM Project Team added 121 Test Scripts for Test Cycle 1 – Security Validation of System Testing, which are all in an “In State Review” status as seen in the TSWUT. The Florida PALM Project Team has also added placeholders for 248 System Test Scripts as part of Test Cycle 2- Financials Module Specific Processing of System Testing in the TSWUT and drafted 82 Test Scripts for Cycle 2 in the WP408 System Test folder on the SharePoint site. Only 8 Test

Scripts for Test Cycle 2 from the TSWUT are included in the 82 that have been drafted in the WP408 System Test folder. The remaining 240 Test Scripts from the TSWUT have not been added to the WP408 System folder as of 6/15/24, nor have the remaining 74 Test Scripts from the WP408 System Test folder been added to the TSWUT. The Florida PALM IV&V Team has notified the Florida PALM Project Team of these discrepancies, and additional details will be provided in a future report once the Florida PALM Project Team has provided a response.

The Florida PALM IV&V Team has begun drafting test scenarios based on a sample of the FDs for Segment III.

Conversion

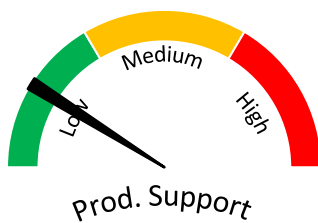


In June, the Florida PALM IV&V Team participated in Design review sessions with the Florida PALM Project Team, focusing on Conversion files related to the General Ledger Balance Conversion, Customers, and Encumbrance balances. The Florida PALM IV&V Team also attended Interface and Conversion Design Reviews, where the Florida PALM Project Team, Agencies, and the Florida PALM SSI Vendor discussed the initial designs and configuration for several Interfaces.

The Florida PALM IV&V Team has reviewed the Approved FD for Project Life to Date balances before it was sent to the Development team and observed that the Conversion-specific design documents are well-written and cover the required Conversion criteria, such as field mapping, data volume, and error handling of the Conversion Interfaces. The Florida PALM Project Team also continues to work on the outstanding Open issues from FDs for Segments II-IV.

The Risk Rating for this Focus Area is trending to remain unchanged for this reporting period. The Florida PALM IV&V Team will closely monitor potential resource constraints between the new Segment V Design and Build Segment II as they can potentially impact the Mock Conversion scheduled for September 2024.

Production Support



All opened Incidents for June are classified as Low or Moderate Impact and Priority. There were 30 new Incidents opened, of which 22 were Closed or Resolved. Three Incidents were reported due to a connectivity issue resulting from the shutdown of the MFT server. The primary incident, INC43433988, contains information about the connectivity issue, while INC43432913 and INC43432785 were associated with the Inbound Returned Item Check Data (ARI022) and Inbound NIC Return Deposit Data (ARI033) files not being received due to the connectivity issue. All 3 incidents have since been resolved. The Florida PALM IV&V Team is currently reviewing these incidents and will provide an update in a future report.

For incident INC42787351, which indicated the absence of a process to inactivate accounts with balances in Florida PALM and was opened on 6/1/24 as a Medium Impact and Priority, the Help Desk has proposed 3 options for resolution. The Division of Treasury is currently evaluating these options before selecting a solution that will address this and similar scenarios in the future.

Additionally, the Florida PALM IV&V Team is reviewing May's Monthly Performance Report and will provide an update in a future report. The Florida PALM IV&V Team will submit follow-up

questions regarding incidents, change requests (CRQs), or the monthly performance report to the Florida PALM Project Team.

The Risk Rating for this Focus Area is trending to remain unchanged for this reporting period.

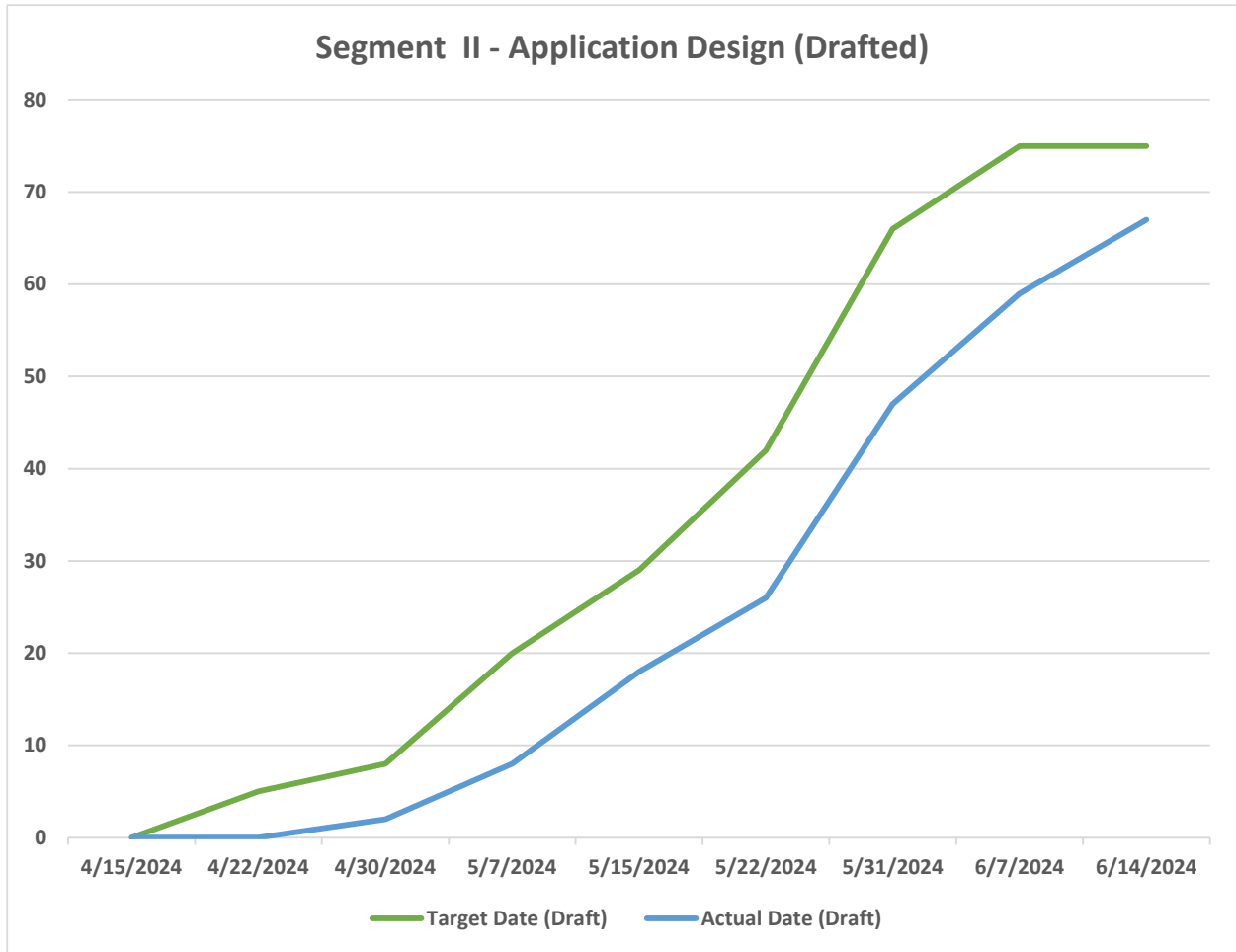
Key Metrics or Analysis

This section provides metrics the Florida PALM IV&V Team uses to assess processes and activities.

Segment II Application Build Draft

The diagram in Figure 2 shows the number of planned versus actual Application Designs drafted. As of 6/15/24, 67 of the planned 75 Application Designs have been drafted.

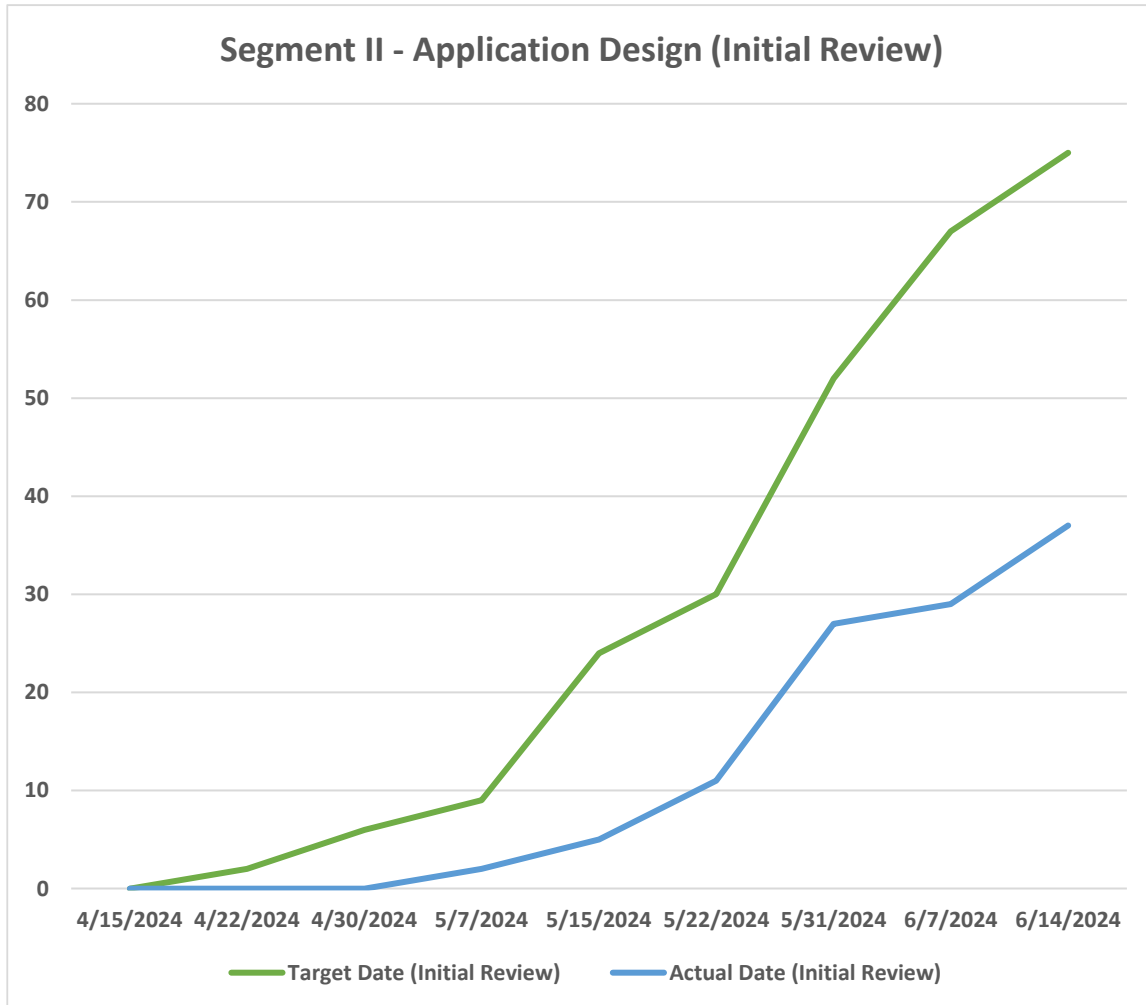
Figure 2: Segment II Application Designs Drafted



Segment II Application Build Initial Review

The diagram in Figure 3 shows the number of planned versus actual Application Designs that have completed initial reviews. As of 6/15/24, 37 of the planned 75 have completed initial reviews.

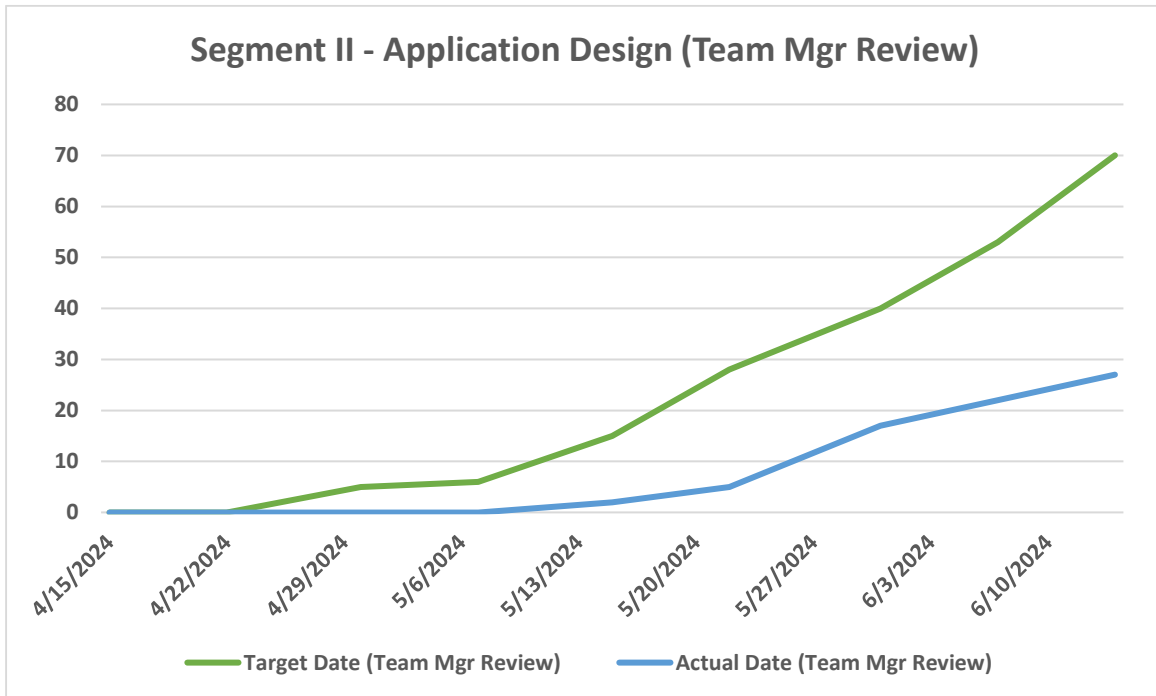
Figure 3: Segment II Application Design Initial Review



Segment II Application Build Team Manager Review

The diagram in Figure 4 shows the number of planned versus actual Application Designs that have completed Team Manager reviews. As of 6/15/24, 27 of the planned 70 have completed Team Manager reviews.

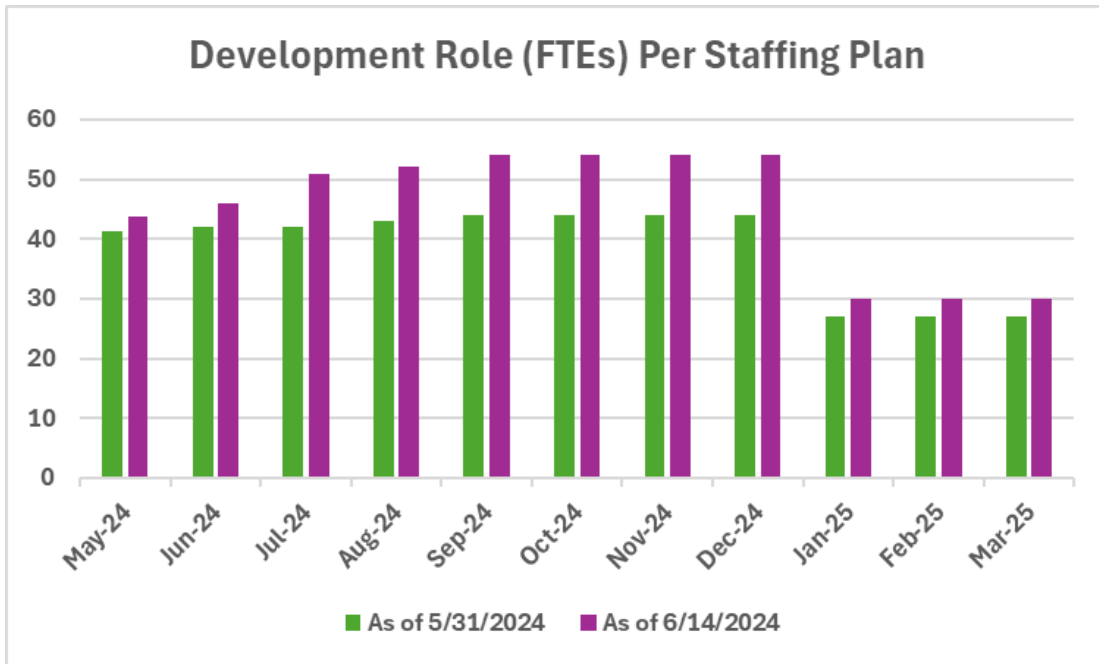
Figure 4: Segment II Application Design Initial Review



Developer Staffing Changes in Staffing Plan

The diagram in Figure 5 shows the total FTE count for all developer roles between May 2024 and March 2025. It shows updates to the Florida PALM SSI Vendor Staffing Plan between 5/31/24 and 6/15/24.

Figure 5: Developer Staffing Levels

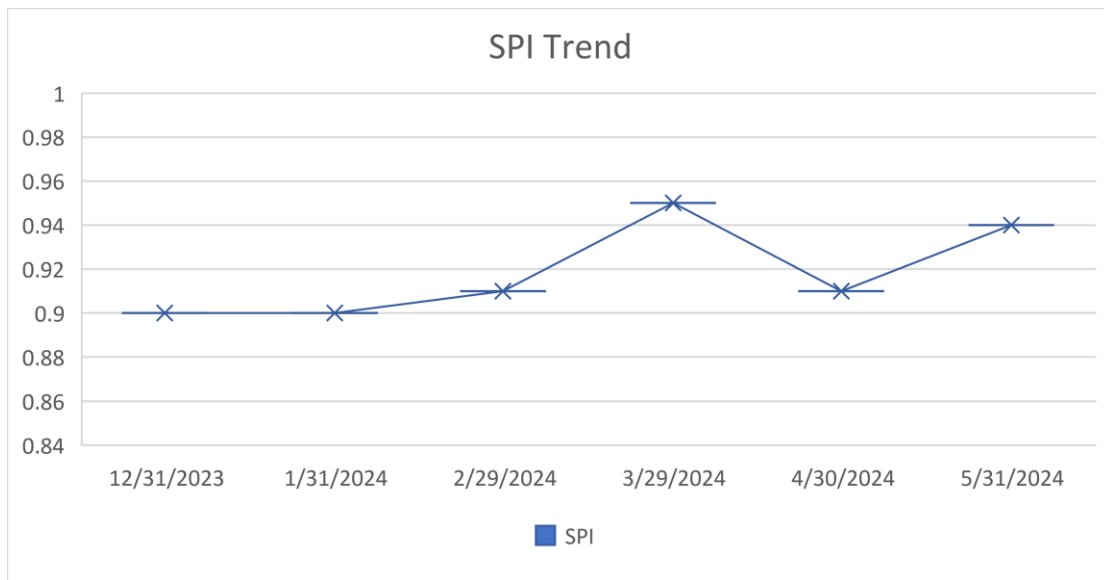


SPI Trend for the Florida PALM Project Schedule

Figure 6 shows the SPI trend for the Florida PALM Project Schedule over the last 6 months. The SPI measures schedule efficiency as the ratio of earned and planned value. It is used to assess the magnitude of the variation to the original schedule baseline and how efficiently the Florida PALM Project Team is accomplishing the work. The interpretation of SPI is as follows:

- If SPI = 1, the project is on schedule.
- If SPI < 1, the project is behind schedule.
- If SPI > 1, the project is ahead of schedule.

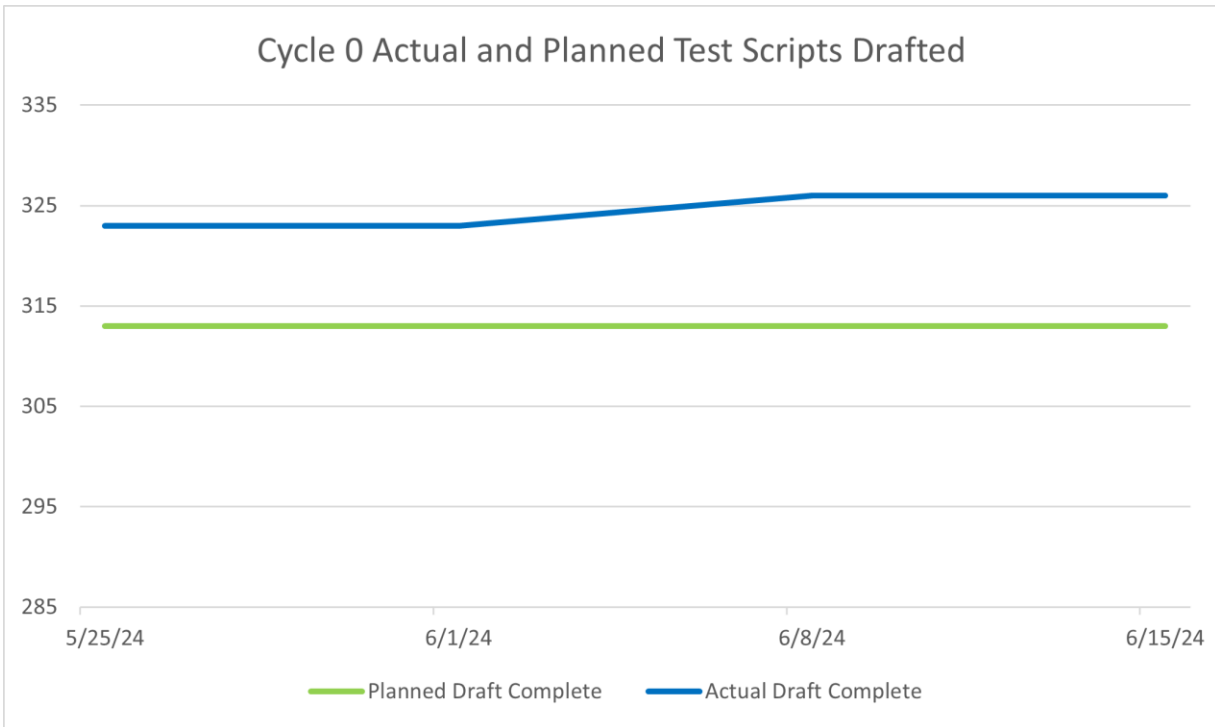
Figure 6: SPI Trend for the Florida PALM Project Schedule



System Test Scripts Creation Planned versus Actual

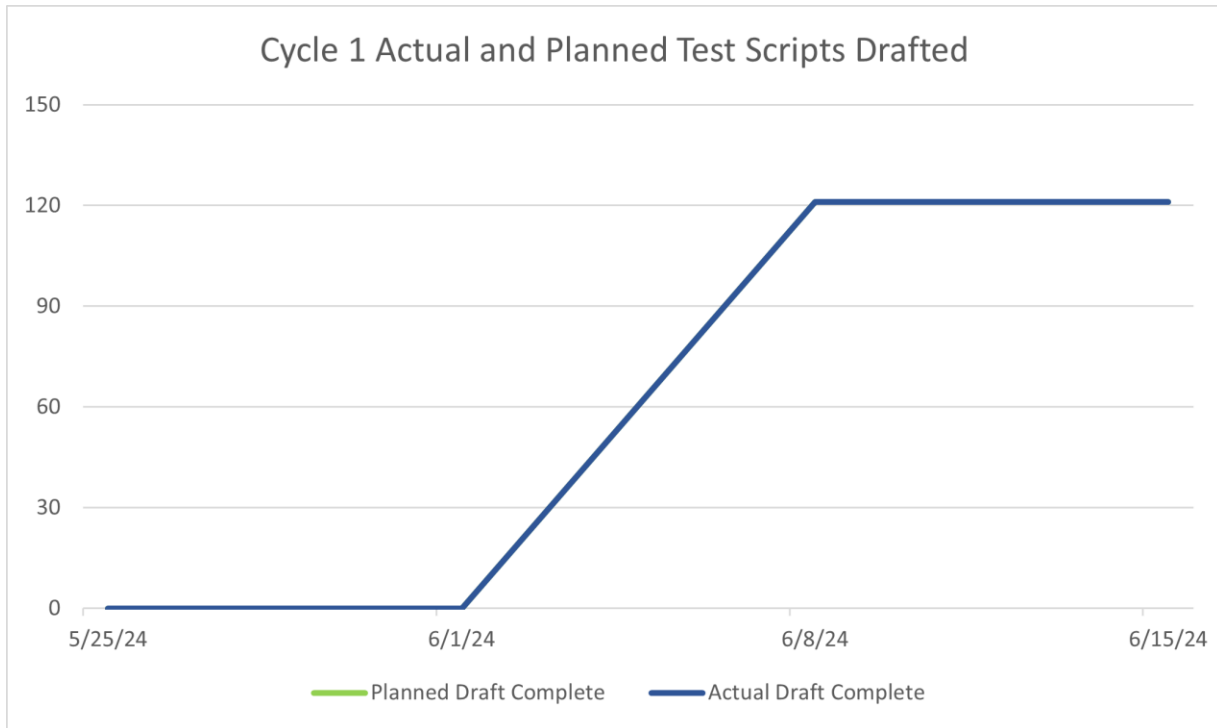
The diagram in Figure 7 shows the number of planned versus actual System Test Scripts drafted for Test Cycle 0 of System Testing. As of 6/15/24, 325 test scripts had been drafted, as seen in TSWUT. This is 12 more than planned.

Figure 7: Cycle 0 Actual and Planned Test Scripts Drafted



The diagram in Figure 8 shows the number of planned versus actual System Test Scripts drafted for Test Cycle 1 of System Testing. As of 6/15/24, 121 test scripts had been drafted, as seen in TSWUT. This matches the 121 planned. Please note that the Actual Draft Complete overlaps the Planned Draft Complete in the diagram since the rate at which the Test Scripts were drafted matches the planned rate.

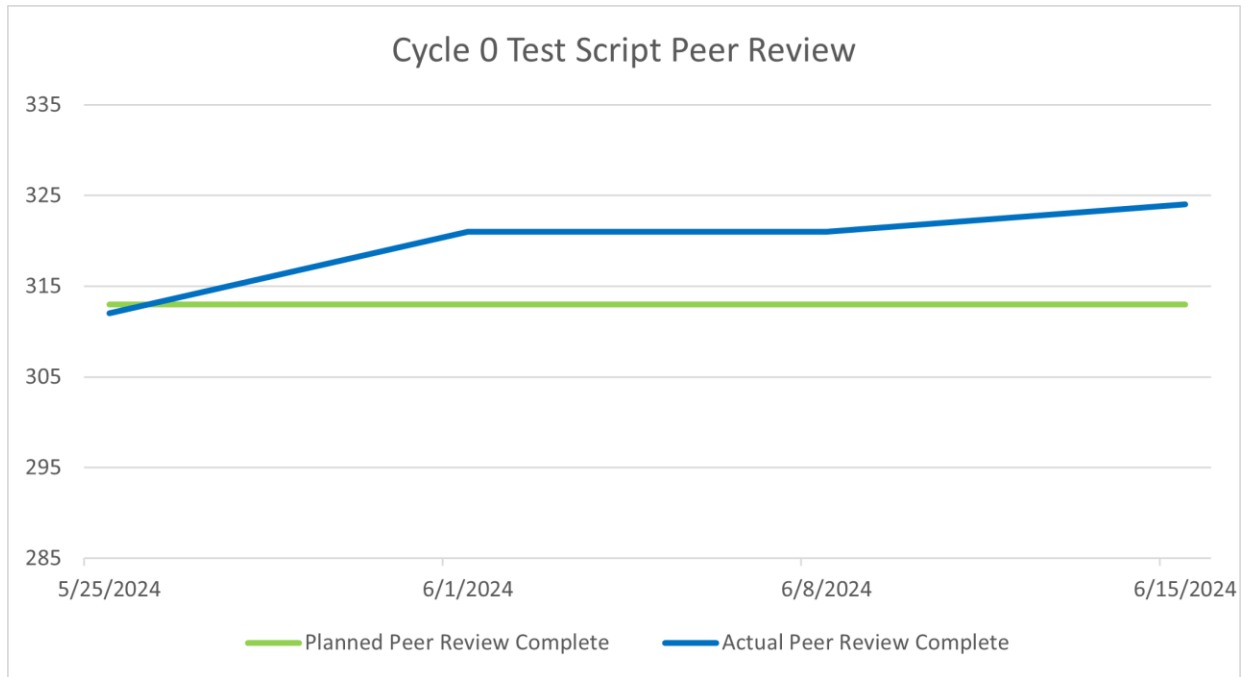
Figure 8: Cycle 1 Actual and Planned Test Scripts Drafted



System Test Scripts Peer Review Planned versus Actual

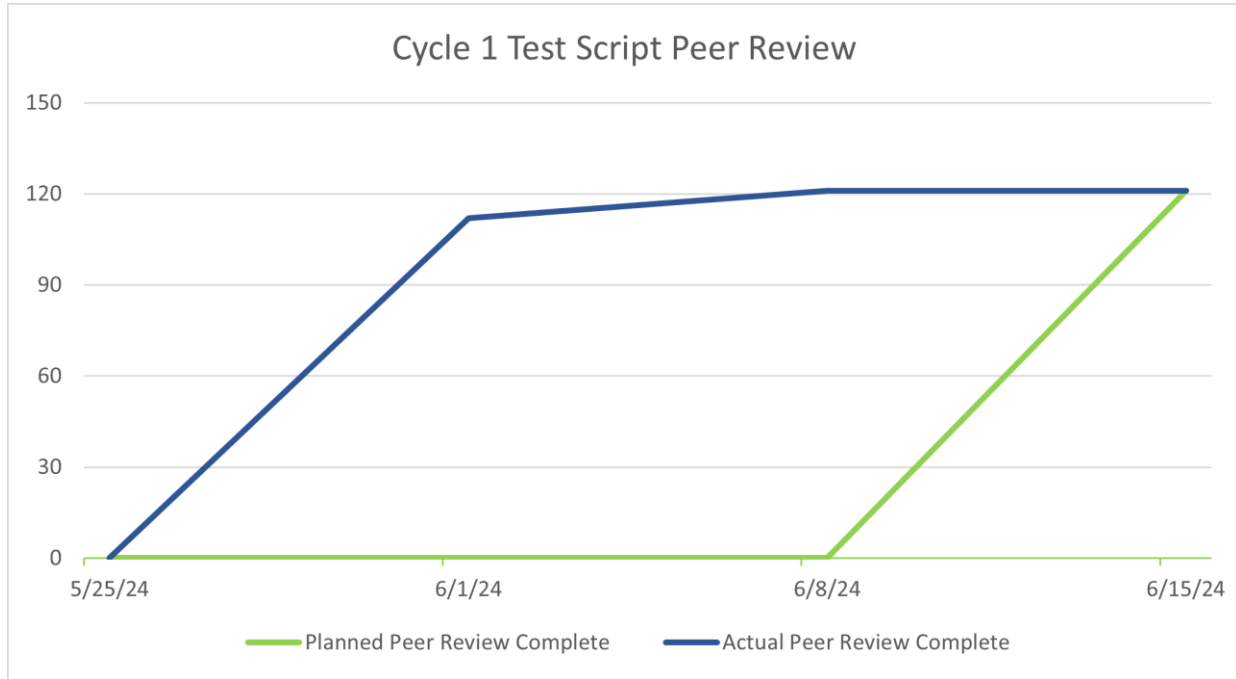
The diagram in Figure 9 shows the number of planned versus actual System Test Scripts peer-reviewed for Test Cycle 0 of System Testing. As of 6/15/24, 322 Test Scripts have been peer-reviewed as seen in the TSWUT.

Figure 9: Cycle 0 Test Script Peer Review



The diagram in Figure 10 shows the number of planned versus actual System Test Scripts peer-reviewed for Test Cycle 1 of System Testing. As of 6/15/24, 121 Test Scripts have been peer-reviewed, which matches the 121 planned, as seen in the TSWUT.

Figure 10: Cycle 1 Test Script Peer Review



IV&V Upcoming Schedule Activities

Project Management

- Continue to assess the Florida PALM Project Schedule SPI, schedule variances, and potential impacts of Delayed Tasks to the Critical Path and Stage Gates.
- Review upcoming changes to the Florida PALM Project Management Plan and Rule 60GG.
- Continue to review upcoming Florida PALM Project Decisions, PCRs, and Risks to determine their impact on the Florida PALM Project.

Organizational Change Management

- Review and monitor Agency progress with previously due Readiness Tasks, newly released/current Tasks in progress due in the coming months (June - August 2024), and any potential impacts to Agency Readiness efforts and the PALM Project. See the Task list in the OCM Section.
- Review Agencies' Risks, Issues, and RW Tasks to determine concerns or issues that could impact the Agencies' readiness and the overall Florida PALM Project.
- Analyze the processes to review, manage, and escalate Agency Risks.

Requirements and Design

- Participate in Segment V Design sessions.
- Continue a review and analysis of the Design Work Unit Tracker, RICEFW Inventory, and RTM.
- Review FD Specifications.
- Review D644 Completion of Solution Design (Requirements) Segment IV.
- Review WP 402 – Requirements Traceability Matrix (Segment IV).
- Review WP 403 – RICEFW Inventory (Segment IV).

Development

- Attend pre-Build discussions.
- Continue monitoring and tracking of Application Development completion.
- Review Application Design documents.

Testing

- Continue monitoring the creation of Test Scripts for System Testing.
- Conduct reviews of the Test Scripts that have been peer-reviewed by the Florida PALM SSI Vendor and are being reviewed by the State.
- Continue writing Test Scenarios based on FDs for Segment III as a part of the independent testing efforts.
- Attend meetings for upcoming testing-related tasks and discussions.

Conversion

- Attend Conversion Design meetings for Segment IV.

- Continue to review WP406 – Mock Conversion Testing Plan, which is scheduled for update and approval in June.
- Continue to review approved FDs for Finance and Payroll.

Production Support

- Review CHG1086287 and share follow-up questions with the Florida PALM Project Team.
- Continue to review support tickets as they are reported.
- Attend meetings that pertain to issue resolutions and changes to Production functionality.

IV&V Information Requests

The table below includes the status of the outstanding Florida PALM IV&V Team information requests from the Florida PALM Project Team.

Table 4: IV&V Information Requests

Information Request	Responsible Party	Date of Request	Status

Appendix A – Documents Reviewed

The table below shows documents the Florida PALM IV&V Team reviewed during the period.

Table 3: IV&V Documents Reviewed

Document Name	Date	Version
Smartsheet	Daily	Working
Florida_PALM_Project_Schedule.mpp	Weekly	Working
RADAR-Report	Weekly	Working
Design Work Unit Tracker	Weekly	Working
RICEFW Inventory	Weekly	Working
RTM	Weekly	Working
Project Schedule QC Checklists	Weekly	Working
Project Management Plan	Weekly	5.0
WP406 – Mock Conversion Testing Plan	Weekly	Draft
Project Risk Log	Weekly	Working
Project Issues Log	Weekly	Working
WP408 – System Test Scripts	Weekly	Draft
Test Script Work Unit Tracker (TSWUT)	Weekly	Working
WP438 – Data Migration & Modeling Strategy & Execution Final Deliverable (DW/BI)	6/5/24	Draft
WPED WP438 - Data Migration & Modeling Strategy & Execution (DW/BI)	6/11/2024	1.0
WP407 – Mock Conversion Scripts	6/11/24	Draft
D644 Completion of Segment IV Design	6/14/24	Draft

Appendix B – IV&V Documents Delivered

The table below shows documents the Florida PALM IV&V Team delivered during the period.

Table 4: IV&V Documents Delivered

Document Name	Document Date	Version	Delivered Date	Follow Up Required
IVV4-D05 Florida PALM IV&V Lessons Learned Report	6/10/24	1.0	6/10/24	None
Florida PALM IV&V Monthly Assessment Report May 2024	6/12/24	1.0	6/12/24	None

Appendix C – Risk Priority Matrix

The Florida PALM IV&V Analysts will use the following table to assign a Risk probability rating to each identified Risk.

Table 5: Risk Probability Rating

Risk Probability Rating	Probability of Occurrence	Probability Description
1	Improbable	Risk has between a 1%-19% likelihood of occurring.
2	Unlikely	Risk has between a 20%-39% likelihood of occurring.
3	Possible	Risk has between a 40%-59% likelihood of occurring.
4	Likely	Risk has between a 60%-79% likelihood of occurring.
5	Probable	Risk has between an 80%-99% likelihood of occurring.

The Risk Impact Criteria the Florida PALM IV&V Analysts will use to assign a Risk impact rating to each identified Risk are described in the table below.

Table 6: Risk Impact Rating

Risk Impact Rating	Magnitude of Impact	Impact Description
1	Negligible	Risk will have an impact so small that it can be ignored when studying the larger effect.
2	Minor	Risk will have a small impact on the Project that should not be ignored when studying the larger effect.
3	Moderate	Risk will have a noticeable impact on the Project.
4	Significant	Risk will have a large impact on the Project
5	Critical	Risk will have a large impact and may jeopardize the success of the Project.

The table below outlines the Risk Priority Ratings for a Finding based on a combination of impact and probability of occurrence.

Table 7: Risk Probability vs Impact

Probability of Occurrence	Magnitude of Impact				
	Negligible 1	Minor 2	Moderate 3	Significant 4	Critical 5
Probable 5	Low	Medium	High		
Likely 4					
Possible 3					
Unlikely 2					
Improbable 1					

The table below defines the levels of the Risk Priority Ratings.

Table 10: Risk Rating Definition

Rating	Definition
High	There is a possibility of a substantial impact to product quality, manageability cost, or schedule. Major disruption is likely, and the consequences would be unacceptable. A different approach is required. Mitigation strategies should be evaluated and acted upon immediately.
Medium	There is a possibility of a moderate impact on product quality manageability cost or schedule. Some disruption is likely, and a different approach may be required. Mitigation strategies should be evaluated and implemented as soon as feasible.
Low	There is a possibility of a slight impact on product quality manageability cost or schedule. Minimal disruption is likely, and some oversight is needed to ensure that it remains low. Mitigation strategies should be evaluated and considered for implementation when possible.