

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

Independent Verification & Validation  
Monthly Assessment Report  
December 2023

January 11, 2024

Contract: 80101507-21-STC

Engagement: C213E8



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## Executive Summary

The following list summarizes the key items the Florida PALM IV&V Team details in the Monthly Assessment Report for December:

- The change order to People First Vendor was signed as of 12/18/23. The Florida PALM IV&V Team will continue to monitor any progress in the re-engagement process and update Finding 13 accordingly.
- The Florida PALM Project Schedule data remains unchanged due to the Holiday break. The January Mid-Month report will include an updated analysis of any variances.
- The Florida PALM IV&V Team has reviewed D637 – Completion of Solution Design (Requirements) Segment II, the associated Functional Designs (FDs), and the Requirements Traceability Matrix (RTM) and will be sharing comments and questions with the Florida PALM Project Team.

## Focus Area Updates

The table below summarizes the Florida PALM IV&V Team’s updates for the various focus areas since the last monthly assessment report. Detailed updates regarding these focus areas are provided in this document’s Focus Area Updates section 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 Updates**

Focus Area	Last Month Indicator	Current Month Indicator	Update Summary
Overall Project Risk Indicator	Low Risk	Low Risk	The Florida PALM IV&V Team rates the overall Project Indicator as Low Risk but trending slightly toward Medium Risk because of Requirements and Design and the introduction of a new Finding during the Mid-Month report, Risk 13: “People First Vendor is not able to participate in design discussions.” While the change order was executed on 12/18/23, the risk will remain open until the new People First team has been fully re-engaged.
Project Management	Low Risk	Low Risk	The Florida PALM Project Schedule has demonstrated a stable SPI of .90, and the current risk remains unchanged.
Organizational Change Management	Low Risk	Low Risk	Readiness Touchpoints with the Agencies continue regularly. The Florida PALM Project Team is encouraging Agencies to take the lead by bringing topics for discussion. Additionally, the Florida PALM Project Team was preparing to return to in-person touchpoints.
Requirements and Design	Medium Risk	Medium Risk	The Florida PALM Project has started Segment III design sessions. As of the end of December, the Team Manager Approval of the Segment III Functional Designs (FDs) is on schedule.

			<p>The Florida PALM IV&amp;V Team reviewed D637 – Completion of Solution Design (Requirements) Segment II, as well as the associated Functional Designs (FDs) and the Requirements Traceability Matrix (RTM). The FDs are of high quality and complete. The Florida PALM IV&amp;V Team will be sharing any comments and questions from the document with the Florida PALM Project Team.</p> <p>The Florida PALM Project conducted Financial Wave Business Process Model (BPM) review sessions in December with the Agencies. Additionally, the Florida PALM Project Team will conduct Solution Design workshops with the Agencies in January.</p> <p>Although Segment II was completed ahead of schedule, the scope of Segments III and IV is larger than Segment II. Additionally, many of the Payroll FDs are in Segment III. The People First Vendor was not able to participate in design discussions for the last two months because of delays in approving a change order. The change order was approved on 12/18/23 and the Florida PALM Project is re-engaging with the People First Vendor.</p> <p>PCR 108 - Simplified Investments and Interest Apportionment was created and approved by the project. This was an enhancement to the Financials Wave requirements based on changes from Amendment 8.</p>
Development	Low Risk	Low Risk	<p>The 52 FDs selected for Build Segment I are being provided to the development team on a flow basis so that the additional technical design can be added and development can start. This effort is 3 weeks ahead of schedule since the Ready to Start Build Stage Gate was approved early.</p>
Testing	NA	NA	<p>Until the Florida PALM Project Team begins their testing-related activities, a risk rating will not be reported for this Focus Area. The Florida PALM IV&amp;V Team has completed a first draft of the test scenarios for Segment I based on the Business Process Models (BPMs) and the team will begin writing test scenarios for Segment I Functional Designs (FDs) as a part of their independent testing efforts.</p> <p>The Florida PALM IV&amp;V Team reviewed the test scenarios within all the Functional Design documents for Segment II and included the results in the review of D637.</p>
Conversion	NA	Low Risk	<p>The Florida PALM IV&amp;V Team has reviewed WP107 Conversion Inventory which includes financial and payroll implementation is well documented with the list of interfaces required for conversion. The information covered to date indicates positive work in this space.</p>

Implementation Readiness	NA	NA	The Florida PALM IV&V Team will begin reporting progress once implementation readiness efforts start.
Production Support	Low Risk	Low Risk	The Florida PALM system components met service level expectations in December. The Florida PALM IV&V Team is monitoring Open production incidents. The month of December shows 57 new incidents with 44 marked as Closed or Resolved.

## New Findings

No new Findings were opened in this reporting period.

## Open Findings

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

**Impact Update:** Moderate (Unchanged)

**Probability Update:** Possible (Unchanged)

**Priority Update:** Medium (Unchanged)

**Status Update:** Additional cross-checks were implemented to avoid future inconsistencies between the RTM and FDs. The Florida PALM IV&V Team reviewed traceability between D637-Completion of Solution Design (Requirements) Segment II, the RTM, and the requirements information in the individual FDs. The Florida PALM IV&V Team identified one inconsistency between the RTM and D637 that was corrected before the acceptance of D637. The IV&V Team also identified that there is additional supporting requirement information that is included in the FD but not in the RTM. Since the additional supporting requirement information is not directly related to the FDs, the Florida PALM Project Team has elected to remove the supporting requirements from future FDs, eliminating the need to maintain the information in the RTM.

**Finding Number and Statement:** Finding 13 – People First Vendor unable to participate in design discussions.

**Impact Update:** Significant (Unchanged)

**Probability Update:** Medium (Unchanged)

**Priority Update:** High (Unchanged)

**Status Update:** The People First Contract Change Order was executed on 12/18/23. The Florida PALM IV&V Team will continue to observe any updates to the vendor re-engagement process and will participate in design discussions with vendor participation.

## Closed Findings

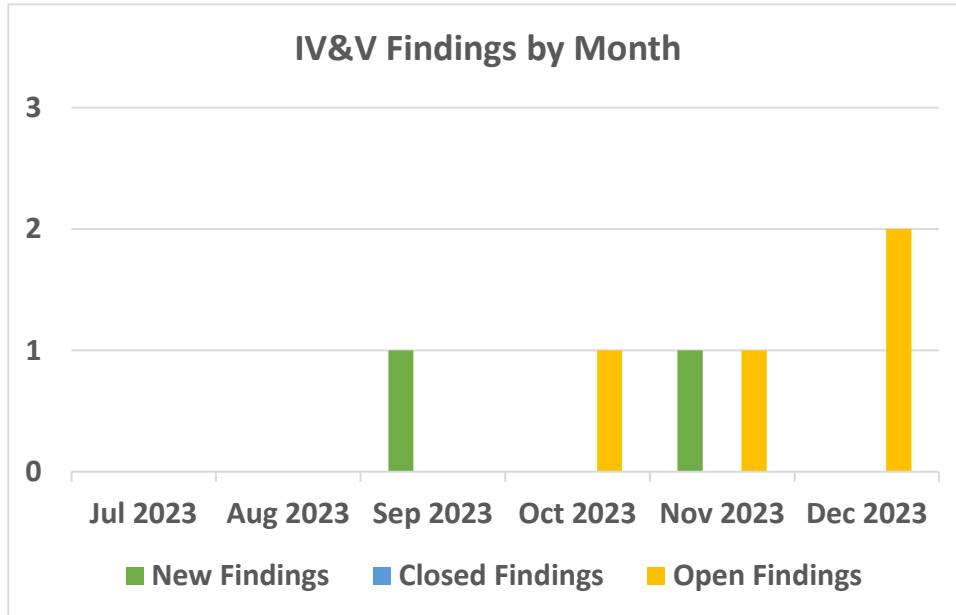
No Findings were closed in this reporting period.

## Findings Metrics

The following shows the metrics related to the Florida PALM IV&V Findings per month from July 2023.

### *IV&V New and Closed Findings by Month*

Figure 1 shows the Florida PALM IV&V Team Findings Opened or Closed by month since July 2023. The Florida PALM IV&V Team will monitor progress as additional Findings are identified and whether the Florida PALM Project Team is actively addressing the Findings and recommendations in the future.

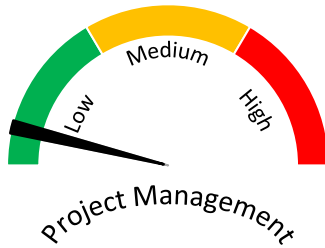


**Figure 1: Florida PALM IV&V Team Findings by Month**



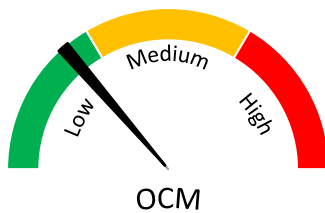
## Focus Area Updates

### Project Management<sup>1</sup>



The Florida PALM IV&V Team has continued to review and assess the Florida PALM Project Schedule delayed tasks. Due to the Holiday break, the end-of-month schedule data was not available for analysis at the time of this report. The Florida PALM PMO Team communicated this well in advance to the Florida PALM IV&V Team. As such, the analysis of the end-of-month statics will be included in the January Mid-Month report. The overall Schedule Performance Index (SPI) for the Project Schedule was .90, with 176 delayed tasks. Given there is no change to the data, the risk rating level will remain at a low Green.

### Organizational Change Management



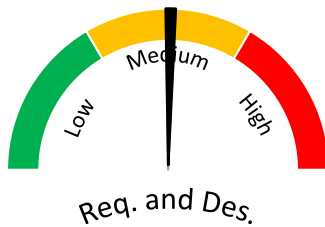
Organizational Change Management remains Low Risk (Green) in December. Agencies have reported in Readiness Touchpoints with the Florida PALM Project that day-to-day activities can occupy much of the time that would otherwise be directed toward Florida PALM readiness. Agency touchpoint meetings continue to be conducted with regularity. The shift in November and December to encourage agency staff to take the lead in meetings and present status on tasks, risks, barriers, and staffing changes is an excellent and encouraging direction. Agencies appear willing to share openly with readiness coordinators, and coordinators work to provide additional support by bringing agencies and technical teams

together for specific topics and technical discussions. Readiness touchpoints are appreciated by the agencies for clarification on tasks, status, and for discussion on upcoming design sessions.

The Florida PALM Project Team continued preparations in December for returning to in-person Readiness Touchpoints at Agency locations. It is clear Agency touchpoints are proving to be an effective tool for communication and engagement between the agencies and the Florida PALM Project Team, and are recommended to continue with the current pattern, agenda, direction, and frequency.

<sup>1</sup> The dial would include this month's indicator as well as a shadow that shows the previous indicator rating, similar to what is provided in the current monthly assessment report template.

## Requirements and Design



The Florida PALM IV&V Team participated in the review of the Financial Business Process Models (BPMs) with the Agencies from 12/5/23 to 12/7/23. The reviews covered several topics such as encumbrances, payments, assets, journals receipts, grants, and contracts. In addition to these topics, the interface error handling processes and how the error alerts are managed were covered. Overall, these BPM review sessions are well-organized and provide the Agencies with the opportunity to share any feedback and discuss any Agency-specific scenarios related to these business processes.

The Florida PALM IV&V Team has completed review of D637 – Completion of Solution Design (Requirements) Segment II and is currently preparing a Deliverable Assessment Report (DAR). Observations identified in this report have been shared with the Florida PALM Project Team to update the Requirements Traceability Matrix (RTM) and ensure the accuracy of traceability. The Florida PALM IV&V Team is also reviewing D640 - Development of Master Configuration Workbooks. The Florida PALM IV&V Team will share any comments related to D640 once the review is complete.

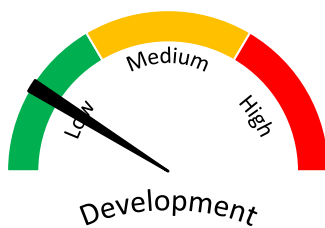
The Florida PALM IV&V Team is also participating in the Segment III design sessions and monitoring the approval of the Segment III FDs. The Florida PALM IV&V Team is focusing on monitoring the status of the Team Manager approval of the FDs, which historically has taken longer than expected because of the thoroughness and coordination required. However, as of 12/31/23, the Team Manager's approval of the Segment III FDs is on schedule.

The Florida PALM IV&V Team received an update to the contract Change Order for the People First Vendor. With the approved change order, the vendor can participate in the design discussions on the People First and Florida PALM integration. The Florida PALM IV&V team will continue to participate in the design discussions and observe any impact on the project schedule.

Overall, the Florida PALM IV&V Team continues to rate requirements and design as a medium yellow risk in December 2023 due to Segment III's scope and the need to assess if the People First Vendor can quickly re-engage with design activities.

PCR 108 - Simplified Investments and Interest Apportionment was created and approved by the project. This was an enhancement to the Financials Wave requirements based on changes from Amendment 8.

## Development



The 52 Functional Designs (FDs) selected for Segment I Build are being transferred to the development team to add detailed technical design and start development. The updated FDs will become the Application Design documents and include both the functional and technical designs, as well as the unit test results. As of 12/31/23, 24 Application Designs are in the process of being drafted and 2 have been drafted and are starting the review process. The development effort has started about 3 weeks early since the Ready to Start Build Stage Gate was approved ahead of schedule. The Florida PALM IV&V Team considers this to be a Low-Risk Focus Area.

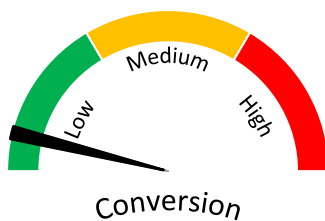
## Testing

The Florida PALM Project Team will conduct testing activities further into the project and following the Ready to Begin System Testing Stage Gate in 2024. As such, the Florida PALM IV&V Team will not yet report a risk rating for this section as the rating depends on the Florida PALM Project Team’s work.

The Florida PALM IV&V Team completed a first draft of the test scenarios for Segment I Business Process Models (BPMs) and will begin writing test scenarios for a sample of Segment I Functional Designs (FDs) as a part of the independent testing efforts. The Florida PALM IV&V Team is also attending the ongoing design sessions.

The Florida PALM IV&V Team has completed its review of the “General Guidelines for Testing” section of all Functional Design documents in Segment II and has captured recommendations in the DAR for D637, which will be shared with the Florida PALM Project Team.

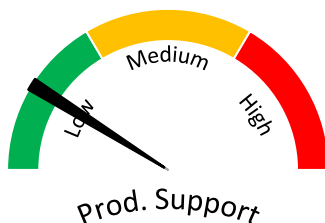
## Conversion



The Florida PALM IV&V Team reviewed the WP107 Conversion Inventory and the interface design covered in Segment II. The review consisted of the Segment II Functional Designs (FDs), including conversion design that is focused on Asset and Property, Customer, Grant Information, and Encumbrances data. The Conversion Inventory WP107 is well documented and has a list of all the interfaces required for conversion. The Florida PALM IV&V Team Will review the design documents for these conversion interfaces as they become available. At this time, the Florida PALM IV&V Team does not consider this a risk to the Florida PALM Project, and will continue to participate in the conversion design discussions. The Florida PALM IV&V Team also participated in

design discussions related to conversions and observed that the design team worked on resolving Open issues in the functional design.

## Production Support



The Florida PALM system components met service level expectations in December. December shows 57 new incidents with 44 marked as Closed or Resolved recorded in ServiceNow.

There is testing being performed in lower environments for PeopleSoft Update Manager 47. The deployment of these objects to the Production environment is planned for January 2024.

## Key Metrics or Analysis

This section provides metrics used by the Florida PALM IV&V Team to assess processes or activities.

### Requirement and Design Metrics

#### How Requirements Are Met by Wave

The diagram in Figure 2 shows how requirements are met and which are associated with each implementation wave. This metric is derived from the Requirements Traceability Matrix (RTM) working version as of 12/31/23. The metric indicates that most requirements will be implemented with the Financials/Payroll Wave (58%); about 67% are met through either configuration or delivered PeopleSoft functionality. This illustrates the overall scope of the Financials/Payroll wave and an effort to use delivered functionality when possible.

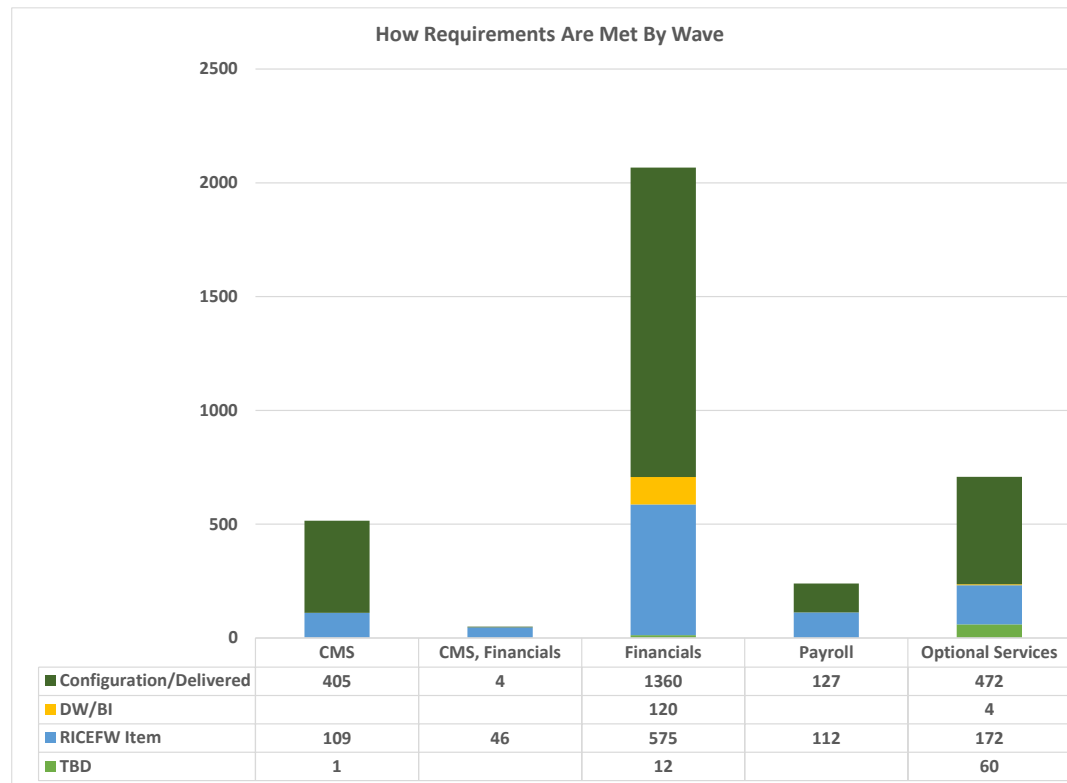
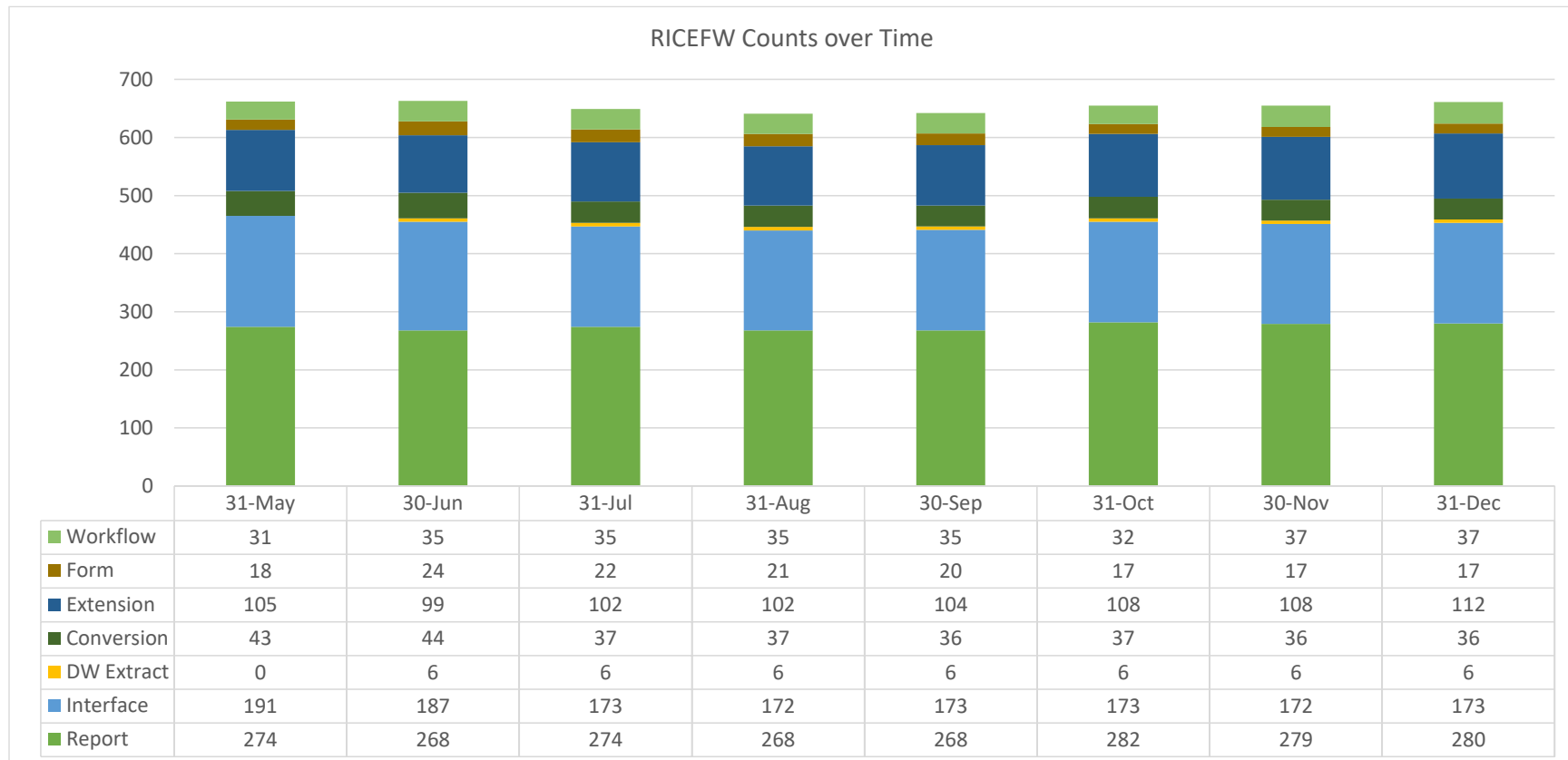


Figure 2: How Requirements Are Met by Wave

### RICEFW Counts Over Time

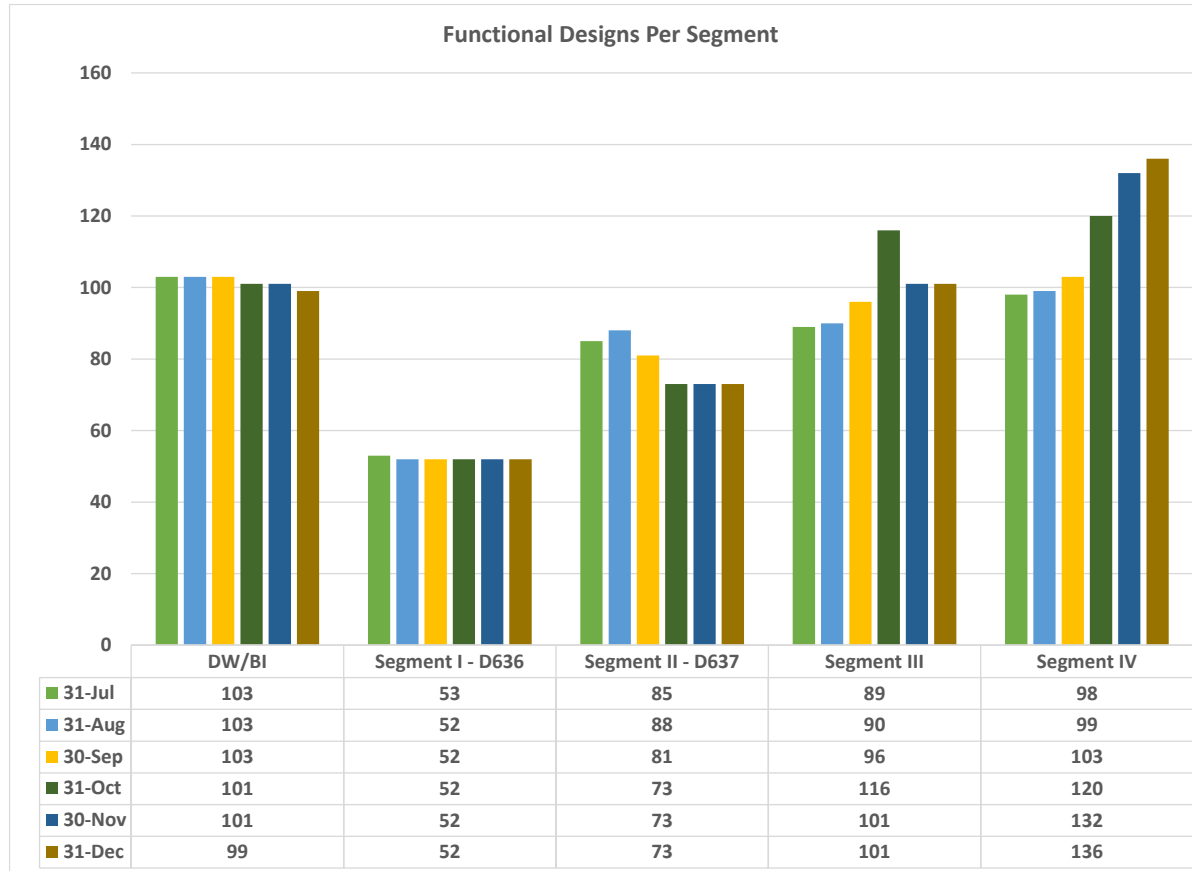
The diagram in Figure 3 compares snapshots of the Reports, Interfaces, Conversions, Extensions, Forms, and Workflows (RICEFW) inventory over time. It is based on the RICEFW inventory working file. Overall, there have not been any significant increases in the number of RICEFW items. The total count of RICEFW items has decreased by .2% since the end of May 2023. This indicates that the scope of the RICEFW items is well controlled.



**Figure 3: RICEFW Counts Over Time**

*Changes to Counts of Functional Designs Per Segment*

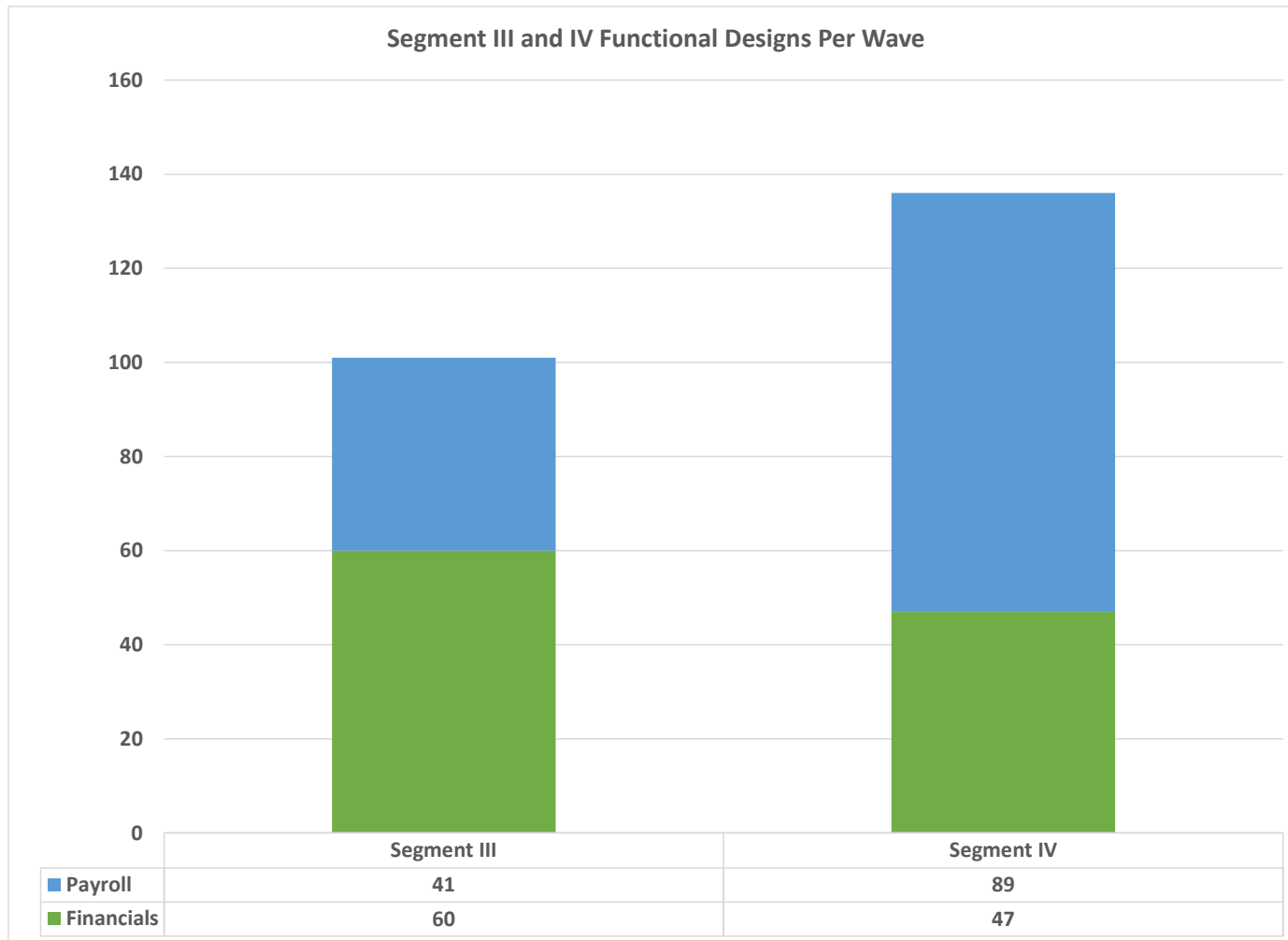
The diagram in Figure 4 compares the expected count of Functional Designs in each Segment and how they have changed over time. The shows that the count of Functional Designs decreased in Segment II and has dramatically increased for Segments III and IV. Additionally, Project Change Requests (PCRs) may be required for some of the proposed Functional Designs associated with Segments III and IV, as they are new extensions and would require Project Director approval.



**Figure 4: Changes to Count of Functional Designs Per Segment**

*Financials Versus Payroll Wave Functional Designs for Segment III and IV*

The diagram in Figure 5 shows how many Functional Designs for Segments III and IV are associated with Payroll or Financials. Most of the Functional Designs for Payroll will be in Segments III and IV and represent increasingly complex functionality. Also, additional Functional Designs have been identified in the Payroll area that must go through the PCR process.



**Figure 5: Financials Versus Payroll Functional Designs for Segments III and IV**

### Segment III Functional Design (FD) Team Manager Approval

The diagram in Figure 6 shows the targeted count of FDs to complete Team Manager approval versus the actual count that has been completed. As of 12/31/23, the Team Manager approvals are on schedule (11 targeted for approval and 12 have actually been approved). There will be an increase in the number of FDs that need to be approved per week as Segment III progresses.

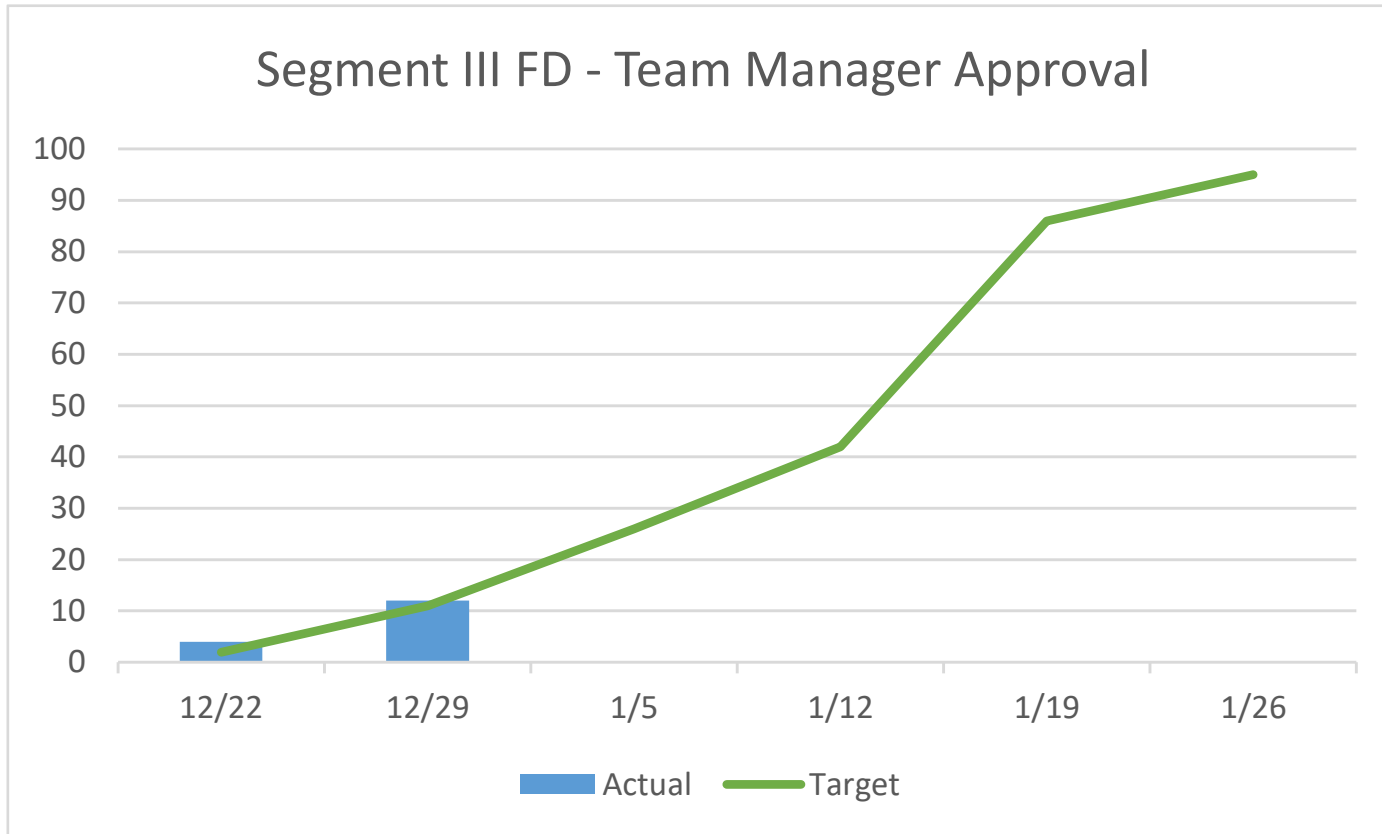


Figure 6: Segment III Functional Design Team Manager Approval



### Segment I Application Build

The diagram in Figure 7 shows the targeted count of application builds versus the actual count that has been drafted. Currently, the application builds are behind the targets; however, this is not unusual due to the recent holidays. The Florida PALM IV&V Team will closely monitor ongoing application build activities to see if the current trend continues. The Florida PALM IV&V Team does not consider this a risk at this point since application build is starting ahead of schedule.

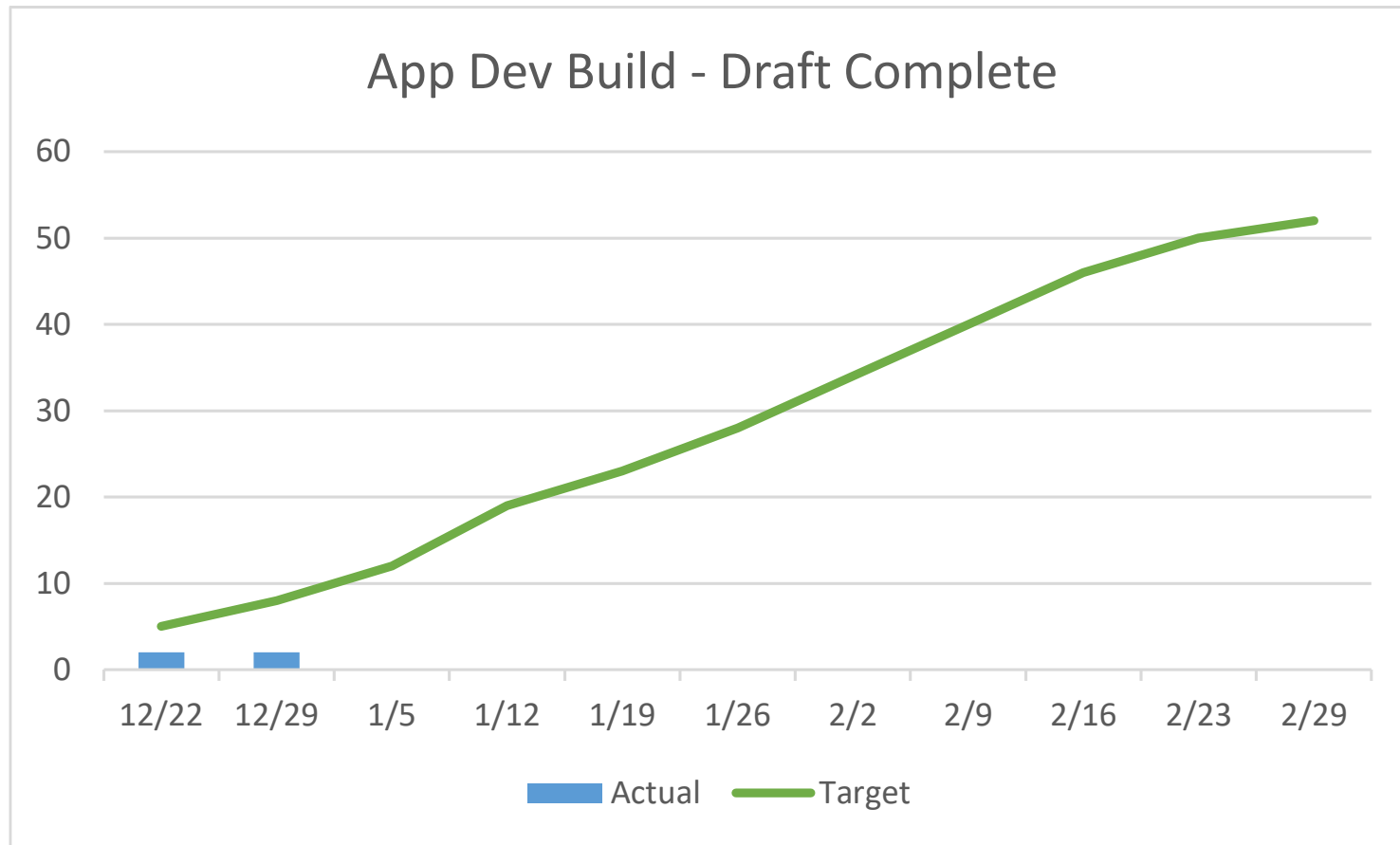


Figure 7: Segment I Application Build

### SPI Trend for the Florida PALM Project Schedule

Figure 8 shows the Schedule Performance Index (SPI) trend for the Florida PALM Project Schedule over the last three months. The SPI measures schedule efficiency as the ratio of earned value and the planned value. The data represents the relative number of tasks that are behind or ahead of schedule. The SPI of .90 means the project is progressing at 90% of the planned pace, indicating it is slightly behind schedule. At this time, the Florida PALM IV&V Team does not consider this a risk to the Florida PALM Project. 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.

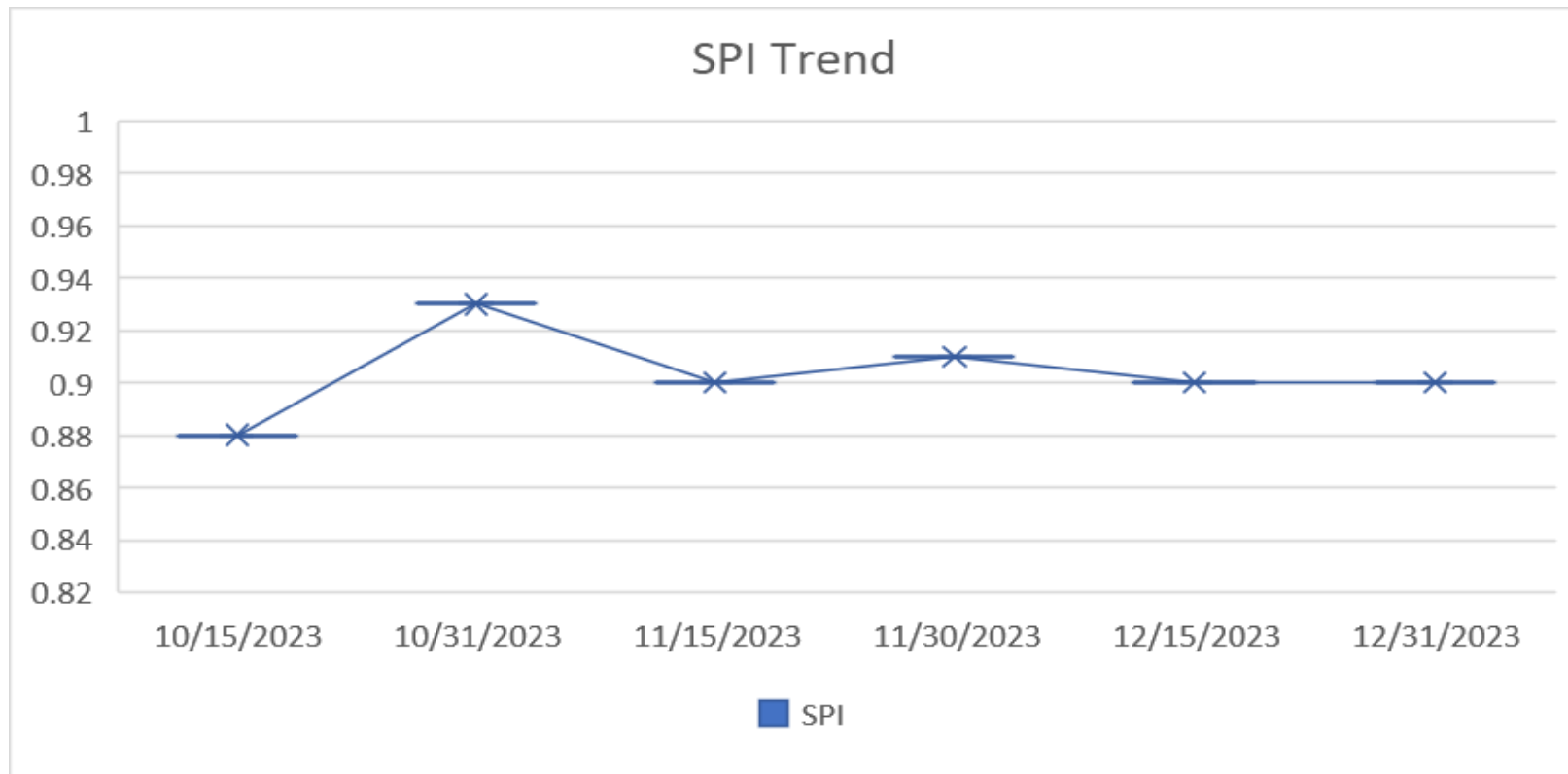


Figure 8: SPI Trend for the Florida PALM Project Schedule

## IV&V Upcoming Schedule of Activities

### Project Management

- Continue to assess the Florida PALM Project Schedule SPI and schedule variances, and potential impacts of delayed tasks to the Critical Path.

### Organizational Change Management

- Ongoing review and analysis of the Florida PALM Agencies' participation data regarding RW Tasks 500, 501, 502, and 503 and any potential impacts on the readiness plan.

### Requirements and Design

- Continue review and analysis of Design Work Unit Tracker, RICEFW Inventory, and RTM.
- Continue development and updates of metrics to track Segment III Design.
- Participate in Functional Design sessions.
- Review Functional Design Specifications.
- Complete review of D637 – Completion of Solution Design (Requirements) Segment II.
- Complete review of D640 – Development of Master Configuration Workbooks
- Participate in upcoming Segment II Design Workshops with the Agencies
- Compile a list of Lifecycle Management tools to streamline requirements management, test preparation, and execution activities.
- Continue attending the ongoing Design Sessions focused on Segment III.

### Testing

- Start writing test scenarios based on a sample of Functional Designs (FDs) for Segment I.
- Continue attending the ongoing Design Sessions focused on Segment III.

### Production Support

- Review PUM (PeopleSoft Update Manager) Image 47 and PeopleTools 8.60 Upgrade work to be released in January.

## IV&V Information Requests

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

**Table 2: IV&V Information Requests**

Information Request	Date of Request	Status
None	None	None

## Appendix A – Meetings Attended

The table below shows the meetings the Florida PALM IV&V Team attended during the period.

Meeting Name	Date	Start Time	End Time	Location
AM Pre-FD Discussion - AMW003 Asset Interunit Transfer workflow	12/1/23	8:00 AM	9:30 AM	Online
Payroll Pre-FD/FD/Config Meeting (PRI044 & PRI045)	12/1/23	8:30 AM	10:00 AM	Online
Questions related to traceability between D637, RTM, and individual FDs	12/1/23	9:00 AM	9:30 AM	Online
Cross Team Collaboration	12/1/23	1:00 PM	2:30 PM	Online
Payroll Pre-FD/FD/Config Meeting (PRC005, PRI023, PRR012)	12/1/23	3:00 PM	4:30 PM	Online
Pre- FD Discussion - SDE018 - Display Active SpeedKeys	12/4/23	11:30 AM	12:00 PM	Online
Segment II Business Process Models Review: Disbursements Management	12/5/23	8:30 AM	12:00 PM	Onsite
Segment II Business Process Models Review: Asset Accounting & Management	12/5/23	1:30 PM	5:00 PM	Onsite
PMO Weekly Touchpoint	12/5/23	3:00 PM	4:00 PM	Online
Segment II Business Process Models Review: Acct Mgmt & Financial Reporting / System Access & Controls	12/6/23	8:30 AM	12:00 PM	Onsite
Inter/IntraUnit Team Meeting	12/6/23	2:00 PM	4:00 PM	Online
Pre-FD APE003/APE015	12/7/23	8:00 AM	9:30 AM	Online
Segment II Business Process Models Review: Accounts Receivables	12/7/23	8:30 AM	12:00 PM	Onsite
Segment II Business Process Models Review: Grants Management & Contracts Management	12/7/23	1:30 PM	5:00 PM	Onsite

Meeting Name	Date	Start Time	End Time	Location
Payroll State Payments to Unclaimed Property	12/7/23	3:00 PM	4:00 PM	Online
AM Pre-FD Discussion - AMW004 Mass Transaction Manager Workflow	12/8/23	8:00 AM	9:30 AM	Online
APE017 Internal Open Issue Discussion	12/8/23	10:30 AM	12:00 PM	Online
Payroll Team Meeting	12/8/23	1:15 PM	2:30 PM	Online
Design Disposition Discussions	12/8/23	2:30 PM	5:00 PM	Online
Pre-FD/FD Draft Review Discussion: APE017 & API038	12/11/23	9:00 AM	11:00 AM	Online
DFS/ FL PALM Monthly Readiness Touchpoint Meeting	12/11/23	11:00 AM	12:00 PM	Online
Functional Operational Team Meeting	12/11/23	1:00 PM	2:00 PM	Online
DOL/Florida PALM Readiness Touchpoint Meeting	12/11/23	1:00 PM	2:00 PM	Online
EOG Readiness Touchpoint	12/11/23	2:00 PM	3:00 PM	Online
Supplemental Tax Conversation	12/11/23	2:00 PM	3:00 PM	Online
TRP Working Session	12/11/23	2:05 PM	4:00 PM	Online
Payroll Disposition Meeting	12/11/23	3:00 PM	5:00 PM	Online
AM FD Discussion - AMI004/AMI009 Outbound Physical Inventory	12/12/23	8:00 AM	9:30 AM	Online
Pre-FD Review Discussion: API016 and API019	12/12/23	8:30 AM	10:30 AM	Online
TRP Pre-FD Discussion (ARR025(	12/12/23	9:30 AM	10:00 AM	Online
DCF/Florida PALM Monthly Readiness Touchpoint Meeting	12/12/23	10:30 AM	11:30 AM	Online
Supplier Approach Dispositions	12/12/23	11:00 AM	12:00 PM	Online

Meeting Name	Date	Start Time	End Time	Location
SPIA & API031 Outbound Voucher and Payment Extract	12/12/23	1:00 PM	2:30 PM	Online
SCS/Florida PALM Touchpoint	12/12/23	1:00 PM	2:00 PM	Online
PMO Weekly Touchpoint	12/12/23	3:00 PM	4:00 PM	Online
Functional Leads Touchpoint	12/12/23	3:00 PM	4:00 PM	Online
AM FD Discussion - AMI008/AMI010 Inbound Physical Inventory	12/13/23	8:00 AM	9:30 AM	Online
Florida PALM Advisory Council Meeting	12/13/23	9:00 AM	12:00 PM	Onsite
EPA Solution Design Working Session	12/13/23	10:30 AM	12:00 PM	Online
Florida PALM/OFFE Training Touchpoint	12/13/23	11:00 AM	12:00 PM	Online
Florida PALM Executive Steering Committee Meeting	12/13/23	2:00 PM	5:00 PM	Onsite
Payroll Pre-FD/FD/Config Meeting	12/13/23	2:00 PM	4:00 PM	Online
MFMP-STMS/Florida PALM Design Meeting	12/13/23	2:00 PM	4:00 PM	Online
Pre-FD Review Discussion: API020 and API059	12/14/23	8:30 AM	10:30 AM	Online
CRAIDL Meeting	12/14/23	11:00 AM	12:00 PM	Online
PRC001 - W-4 and Lock-In Letter Open Item Discussion	12/14/23	11:00 AM	12:00 PM	Online
Payroll Team Meeting	12/14/23	1:00 PM	2:00 PM	Online
Florida PALM Disposition Discussions with A&A/OIT/Treasury	12/14/23	2:00 PM	4:00 PM	Online

Meeting Name	Date	Start Time	End Time	Location
People First / Florida PALM Meeting - Insurance Benefits Files (Updated Agenda)	12/14/23	3:00 PM	5:00 PM	Online
AM FD Discussion - AMW002 Asset InterUnit Transfer Workflow	12/15/23	8:00 AM	9:30 AM	Online
SDE011 - Automated Source Module to GL Reconciliation - Collaborative Review	12/15/23	8:30 AM	10:00 AM	Online
Pre-FD Review Discussion: API005	12/15/23	9:00 AM	10:30 AM	Online
Design Disposition Discussions	12/15/23	2:30 PM	5:00 PM	Online
Pre-FD Review Discussion: APR141	12/18/23	9:00 AM	10:30 AM	Online
EPA Team Weekly Meeting	12/18/23	2:00 PM	4:00 PM	Online
Prep for Pre-FD/FD/Config Meetings	12/18/23	2:00 PM	4:00 PM	Online
TRP Working Session	12/18/23	2:05 PM	4:00 PM	Online
AC Security Discussion Debrief	12/18/23	3:00 PM	5:00 PM	Online
Pre-Build GLF001/GLW003/KKI009 Meeting	12/19/23	8:00 AM	9:30 AM	Online
LMC Weekly Round Up	12/19/23	9:30 AM	11:00 AM	Online
PRE010 - Confidential Payroll Employee Supplier Information to Accounts Payable	12/19/23	9:30 AM	11:00 AM	Online
Receivable accounting conversion discussion	12/19/23	11:30 AM	12:00 PM	Online
GLR099 Trial Balance	12/19/23	1:00 PM	3:00 PM	Online
Project VS Funding	12/19/23	1:00 PM	2:00 PM	Online
POI003 Touchpoint	12/19/23	2:00 PM	3:00 PM	Online
PMO Weekly Touchpoint	12/19/23	3:00 PM	4:00 PM	Online



Meeting Name	Date	Start Time	End Time	Location
Project Director Design Dispositions	12/19/23	3:00 PM	5:00 PM	Online
GLI012 - Inbound Combo Edit Validation Web Service - Collaborative Review	12/20/23	8:00 AM	9:30 AM	Online
Pre-FD Review Discussion: APR078 and APR091	12/20/23	9:00 AM	10:30 AM	Online
Payroll Team Meeting	12/20/23	10:00 AM	11:30 AM	Online
PRC008 Position Data Conversion retirement impacts	12/20/23	3:00 PM	4:00 PM	Online
Discuss PRR012	12/21/23	8:30 AM	10:00 AM	Online
Pre-Build APR024 Meeting	12/21/23	8:30 AM	9:00 AM	Online
Pre-FD Review Discussion: APR126	12/21/23	9:00 AM	10:30 AM	Online
Florida PALM Disposition Discussions with A&A/OIT/Treasury	12/21/23	2:00 PM	4:00 PM	Online
Pre-FD Review Discussion: APR102	12/22/23	9:00 AM	10:30 AM	Online

## Appendix B – Meetings Conducted

The table below shows the Florida PALM IV&V Team’s meetings during the period.

Meeting Name	Date	Start Time	End Time	Location	Attendee(s)
Questions related to traceability between D637, RTM, and individual FDs	12/1/23	9:00 AM	9:30 AM	Online	Florida PALM Project Director Florida PALM Deputy Project Director Florida PALM Contract Manager DMS IV&V Contract Manager Florida PALM Functional Architect SSI Vendor Deputy Project Manager/Functional Lead Nicolle Suvada Hannah Sorber John Gunnufsen
Florida PALM IV&V Weekly Review Meeting	12/4/23	1:30 PM	2:00 PM	Online	Florida PALM Project Director Florida PALM Contract Manager DMS IV&V Contract Manager Nicolle Suvada Hannah Sorber John Gunnufsen Srikanth Durvasula Bill Patton Jack Harris Rick Huff Preethi Kembhavi Sebastian Lende
Florida PALM IV&V Weekly Review Meeting	12/8/23	9:30 AM	10:00 AM	Online	Florida PALM Project Director Florida PALM Contract Manager DMS IV&V Contract Manager Hannah Sorber John Gunnufsen Srikanth Durvasula Rick Huff Sebastian Lende Jack Harris

Meeting Name	Date	Start Time	End Time	Location	Attendee(s)
Florida PALM IV&V November Monthly Report Review	12/12/23	2:00 PM	2:30 PM	Online	Florida PALM Project Director Florida PALM Deputy Project Director Florida PALM Contract Manager DMS IV&V Contract Manager Nicolle Suvada Hannah Sorber John Gunnufsen Srikanth Durvasula Rick Huff Bill Patton Jack Harris Sebastian Lende
Florida PALM IV&V Mid-Month, Lessons Learned, and D637 DAR Reviews	12/20/23	3:30 PM	4:30 PM	Online	Florida PALM Project Director Florida PALM Deputy Project Director DMS IV&V Contract Manager Nicolle Suvada Hannah Sorber John Gunnufsen Srikanth Durvasula Rick Huff Bill Patton Anne Frost Sebastian Lende

## Appendix C – Documents Reviewed

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

Document Name	Date	Version
D640 Development of Master Configuration Workbooks	12/14/23	Draft
RTM Working	12/1/23	Working
RICEFW Inventory Working	12/1/23	Working
Design Work Unit Tracker	12/1/23	Working
Attachment 1 – Statement of Work_unredacted.pdf	12/6/23	NA
RTM Working	12/8/23	Working
RICEFW Inventory Working	12/8/23	Working
Design Work Unit Tracker	12/8/23	Working
Readiness Workplan	12/14/23	NA
RTM Working	12/15/23	Working
RICEFW Inventory Working	12/15/23	Working
Design Work Unit Tracker	12/15/23	Working
Project Performance Measures.xlsx	12/18/23	NA
Florida PALM Monthly Performance Report.xlsx	12/18/23	NA
RTM Working	12/22/23	Working
RICEFW Inventory Working	12/22/23	Working
Design Work Unit Tracker	12/22/23	Working
RTM Working	12/29/23	Working
RICEFW Inventory Working	12/29/23	Working
Design Work Unit Tracker	12/29/23	Working
Florida_PALM_Project_Schedule	Weekly	Working
RADAR Report	Weekly	Working
Florida CRAIDL Logs	Weekly	Working
Florida PALM Project Management Plan	Weekly	NA
Florida PALM Monthly Performance Report	11/30/23	Working

## Appendix D – IV&V Documents Delivered

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

Document Name	Date	Version	Delivered Date	Follow Up Required
Florida PALM IVV Monthly Assessment Report November 2023	12/12/23	1.0	12/12/23	None
Florida PALM IVV Lessons Learned Report October-December 2023	12/22/23	1.0	12/22/23	None
Florida PALM IVV December 2023 Mid-Month Progress Report	12/22/23	1.0	12/22/23	None

## Appendix E – Risk Priority Matrix

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

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.

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.

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

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

Rating	Definition
<b>High</b>	The possibility of substantial impact on 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.
<b>Medium</b>	The possibility of moderate impact to 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.
<b>Low</b>	The possibility of a slight impact to 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.