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Planning, Accounting, and Ledger Management Project

Independent Verification & Validation  
Monthly Assessment Report  
June 2024

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**PUBLIC**  
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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 June 2024:

- The overall Project Risk Rating has improved to a Medium Risk for this reporting period. This improvement is due to the progress made by the Florida PALM Project Team on Segment V Design and the Low Risk Ratings for many of the Florida PALM Project Focus Areas.
- The Risk Rating for the Project Management Focus Area remains a Low Risk but is increasing to high Green due to the increase in Delayed Tasks in the Florida PALM Project Schedule, which has risen to 395.
- The Florida PALM Project Team is ahead of schedule on Segment V Functional Designs (FDs), with 4 already drafted and under review, even though no FDs were targeted for completion in June.
- Development and review of the 75 Data Warehouse/Business Intelligence (DW/BI) FDs are behind schedule, with 16 out of the targeted 27 approved by 6/30/24. The Florida PALM IV&V Team does not anticipate that these delays will impact subsequent Development activities.
- The Risk Rating for the Development Area remains a High Risk due to delays to Build Segment II. While the Florida PALM IV&V Team does not anticipate any immediate impacts on System Testing or the start of UAT, there is a potential risk that System Testing Cycles may be disrupted and need to be rescheduled due to the availability of developed functionality.
- The Florida PALM Project Team approved all 325 System Test Scripts for Test Cycle 0 – Configuration Validation, including the 313 originally planned and 9 newly added Test Scripts as part of several Florida PALM Decisions. All 325 Test Scripts have also been marked as “Completed” in the Test Script Work Unit Tracker (TSWUT).

## Focus Area Update Summary

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	High Risk	Medium Risk	The overall Project risk rating has improved to a Medium Risk due to the progress made by the Florida PALM Project Team on Segment V Design and the Low Risk Ratings for many of the Florida PALM Project Focus Areas. The Florida PALM IV&V Team will continue to monitor several factors that could affect this Risk Rating in future reports, including delays to Build Segment II and its potential to increase the overlap between Test Cycles 8 and 9 from System Testing and the start of UAT and impact the current schedule for the

Focus Area	Last Month Indicator	Current Month Indicator	Update Summary
			<p>System Testing Cycles (Finding 14). The IV&amp;V Team will also continue to monitor the potential resource contention between the remaining Build Segments and Segment V Design.</p> <p>The Florida PALM IV&amp;V Team distributed the Florida PALM IV&amp;V Assessment of Project Change Requests (PCRs) 118 for Segment V Financials Customizations and 119 for Cancellation and Optional Services Related Requirement Changes prior to the ESC Meeting on 6/26/24, at which the ESC voted to pass PCR 118. The vote for PCR 119 was postponed until July, and PCR 120 for Requirement Text and Customization Alignment Changes did not require a vote from the ESC. The Florida IV&amp;V Team reviewed the documentation for PCR 120 and determined that no assessment was needed.</p>
Project Management	Low Risk	Low Risk	<p>The Delayed Tasks for the Florida PALM Project Schedule have seen a significant increase from 228 at the end of May to 395 at the end of June. The increase is in the following areas:</p> <ul style="list-style-type: none"> <li>• Configurations with Future Dependencies with 95 delayed tasks,</li> <li>• D650 – Completion of Solution Design (Requirements) Segment IV DW/BI with 61 delayed tasks, and</li> <li>• I-WP129 – Develop ETL Technical Specifications, Programs, and Unit Test Plans with 40 delayed tasks.</li> </ul> <p>Several project management-related tasks are also delayed, specifically the updates to the Project Management Plan, Legislative Budget Request (LBR) FY 25-26, and the Quarterly newsletter.</p> <p>Given the high number of Delayed Tasks, the Risk Rating for the Project Management Focus Area remains a Low Risk but is increasing to high Green.</p>
Organizational Change Management	Medium Risk	Medium Risk	<p>Readiness Coordinators (RCs) have continued to provide support for Agencies in Task approach and completion. They have also implemented changes to the agenda and reminder processes for Readiness Touchpoints. A new “Questions Log for User Acceptance Testing (UAT)” has been implemented to allow for additional focus on this topic.</p> <p>Agency Readiness Workplan Task completion for Tasks 500 – 505 has remained relatively static, but Task 513 saw an increase in the number of Agency submissions that were verified as complete. Of the 2 tasks due in June, all Agencies have reported 100% submission and have been verified complete for Task 524. Task 519 has</p>

Focus Area	Last Month Indicator	Current Month Indicator	Update Summary
			<p>13 delayed Agencies due to competing priorities and multiple dependencies waiting on Segment IV Design.</p> <p>Readiness Workplan Task 536 – Create Agency Specific User Acceptance Testing Plan was released on 6/17/24 and is due on 8/16/24. This Task is crucial for preparing agencies for User Acceptance Testing in 2025. Given the importance of this stage in ensuring Florida PALM functionality, several Agencies have brought on new team members or staff augmentation to help complete the Task.</p> <p>Open Agency Risks and Issues decreased in June. However, 84% of Issues are Critical or High Severity, and 55% of Risks are 6 or higher on a scale of 9 as reported by the Agencies.</p> <p>The Risk Rating for this Focus Area remains a Medium Risk.</p>
Requirements and Design	Medium Risk	Medium Risk	<p>The Florida PALM Project Team is ahead of schedule on Segment V Functional Designs (FDs), targeting an 8/2/24 completion date. Out of the 16 Segment V FDs, 4 have already been drafted and are under review, even though no FDs were targeted for completion in June. Based on the Florida PALM IV&amp;V Team's review, Segment V Design is not expected to impact Stage Gate 2 – Ready to Begin System Testing.</p> <p>The Florida PALM IV&amp;V Team is reviewing D644 – Completion of Solution Design (Requirements) Segment IV, assessing bi-directional traceability and the quality of the 133 FDs and 113 supporting documents. The Florida PALM IV&amp;V Team will provide the Florida PALM Project Team with comments or questions associated with the review.</p> <p>Additionally, the Florida PALM IV&amp;V Team is reviewing WP404 – Data Conversion Inventory, WP438 – Data Migration &amp; Modeling Strategy &amp; Execution (DW/BI), and D653 – Completion of Build Segment I DW/BI. Feedback and questions for these reviews will also be shared with the Florida PALM Project Team</p> <p>Development and review of the 75 Data Warehouse/Business Intelligence (DW/BI) FDs are behind schedule, with 16 out of the targeted 27 approved by 6/30/24.</p> <p>The Risk Rating for this Focus Area remains a Medium Risk since Segment V Design is currently ahead of schedule, and delays in DW/BI FDs are not expected to impact subsequent Development activities.</p>
Development	High Risk	High Risk	<p>The Segment II Build is behind schedule. Of the 75 Application Development (AD) documents scheduled for</p>

Focus Area	Last Month Indicator	Current Month Indicator	Update Summary
			<p>approval by 6/28/24, only 46 have been approved. Although the approval pace has increased recently, the Florida PALM IV&amp;V Team estimates all Segment II ADs will not be approved until 7/19/24.</p> <p>Segment III Build, which includes 131 ADs, is scheduled to start on 7/1/24. The Florida PALM IV&amp;V Team observed approximately a 25% increase in development staff per the SSI Vendor Staffing Plan.</p> <p>For Segment IV Build, there are 103 ADs remaining. A trend analysis by the Florida PALM IV&amp;V Team indicates that Segment IV Build might not be completed until late January 2025, which is approximately 4 weeks later than the current finish date of 1/6/25 on the Florida PALM Schedule. According to D643 – Updated System Test Plan, System Testing is expected to be completed by April 2025 with Stage Gate 3 – Ready to Begin UAT scheduled for 3/28/25. While there are no immediate impacts on System Testing or the start of UAT, there is a risk that System Testing Cycles may be disrupted and need to be rescheduled due to the availability of developed functionality.</p> <p>Based on the delays in Build Segments I and II and the potential risk to the System Testing Cycles, the Risk Rating for the Focus Area remains a High Risk.</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 Work Product (WP) 408 – System Testing Scripts. There are 340 placeholder System Test Scripts for Test Cycle 2 – Financials Module Specific Processing in the TSWUT as of 6/30/24. 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 frequently to show the progress made on the Test Scripts.</p> <p>The Florida PALM IV&amp;V Team completed a first draft of the Test Scenarios based on a sample of FDs for Segment III.</p>
Conversion	Low Risk	Low Risk	<p>The Florida PALM IV&amp;V Team participated in Design review sessions focused on Conversion files related to General Ledger Balance Conversion, Employee Payroll Balances, Grants for Accounting Purposes, Garnishment Conversion, Customers, and Encumbrance Balances. The IV&amp;V Team also attended interface and conversion design reviews with the Florida PALM Project Team, Enterprise Partners, and the</p>

Focus Area	Last Month Indicator	Current Month Indicator	Update Summary
			<p>Florida PALM SSI Vendor to discuss initial designs and configurations.</p> <p>The Florida PALM IV&amp;V Team reviewed approved FDs for Budgets, Projects for Accounting Purposes, Project Life to Date Balances, Garnishments, Department Budget Position Funding, and W-2 Employee Totals, noting that the Conversion-specific design documents were well-written and met the necessary criteria. The Florida PALM Project Team is also addressing outstanding issues from FDs for Segments II-IV.</p> <p>Additionally, the Florida PALM IV&amp;V Team discussed data conversion methodologies and data integrity validation with the Florida PALM Project Team, recommending the incorporation of hashing for validation. The Project Team stated that hashing would not be used but indicated that more details on their validation methods would be included in a future deliverable.</p> <p>The Risk Rating for this Focus Area remains a Low Risk.</p>
Implementation Readiness	NA	NA	<p>The Florida PALM IV&amp;V Team will begin reporting progress once Implementation Readiness efforts start.</p>
Production Support	Low Risk	Low Risk	<p>The Florida PALM IV&amp;V Team is actively monitoring open Production Incidents. Sixty-three new incidents were opened, all of which were Low or Moderate priority. Of these, 56 have been marked as Closed or Resolved.</p> <p>The Florida PALM SSI Vendor continued to troubleshoot issues encountered during the Mock 1 DR Test conducted on 05/12/24. The Florida PALM IV&amp;V Team will request to review the results of the Annual DR Test once the test has been completed. The Florida PALM IV&amp;V Team reviewed the May Monthly Performance Report (D302) and the Florida PALM SSI Vendor has met all Service Level Expectations (SLEs).</p> <p>The Risk Rating for the Focus Area remains a Low Risk.</p>



## New Findings

No new findings were opened in this reporting period.

## Open Findings

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

**Date Opened:** 9/15/23

**Impact Update:** Moderate (Unchanged)

**Probability Update:** Possible (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. This led 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 similar traceability assessments for Segments I-III Deliverables and had identified some initial inconsistencies, but these were all corrected during the review process 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. There was a risk identified by both the Florida PALM IV&V Team (Finding 14) and the Florida PALM Project Team (Risk #8) that if these delays continued into subsequent Build Segments II-IV, the completion of System Testing or Stage Gate 3 – Ready to Begin UAT could be affected. Since Build Segments II-IV involve significantly more development activities than Segment I, ongoing delays could have a much larger and cumulative impact on subsequent Segments.

**Status Update:** The pace of drafting and reviewing Segment II AD 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 7/19/24, which is approximately 3 weeks later than planned. The Florida PALM IV&V Team is also using the Florida PALM SSI Vendor 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 (approximately a 25% increase) being added between July and December 2024. Based on the revised Staffing Plan, the Florida PALM IV&V projected delay for Build Segment IV is approximately 4 weeks. The Table below provides a summary of current and estimated completion dates.

**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	7/1/24	9/30/24	Mid Oct 2024
Remaining Build (Segment IV and V)	103	10/1/24	1/6/25	Late Jan 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 <sup>1</sup>	April 2025
Stage Gate 3 – Ready to Begin UAT (Milestone)		3/28/25	3/28/25	Late March 2025

<sup>1</sup> 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.

While the current IV&V Team estimated completion dates for Segment IV Build do not pose a direct risk to the completion of System Testing or Stage Gate 3 – Ready to Begin UAT based on

this analysis, there is a risk that some System Testing Cycles may need to be shifted or rescheduled if the development of the associated RICEFW items is delayed, potentially impacting the completion of System Testing.

## **Closed Findings**

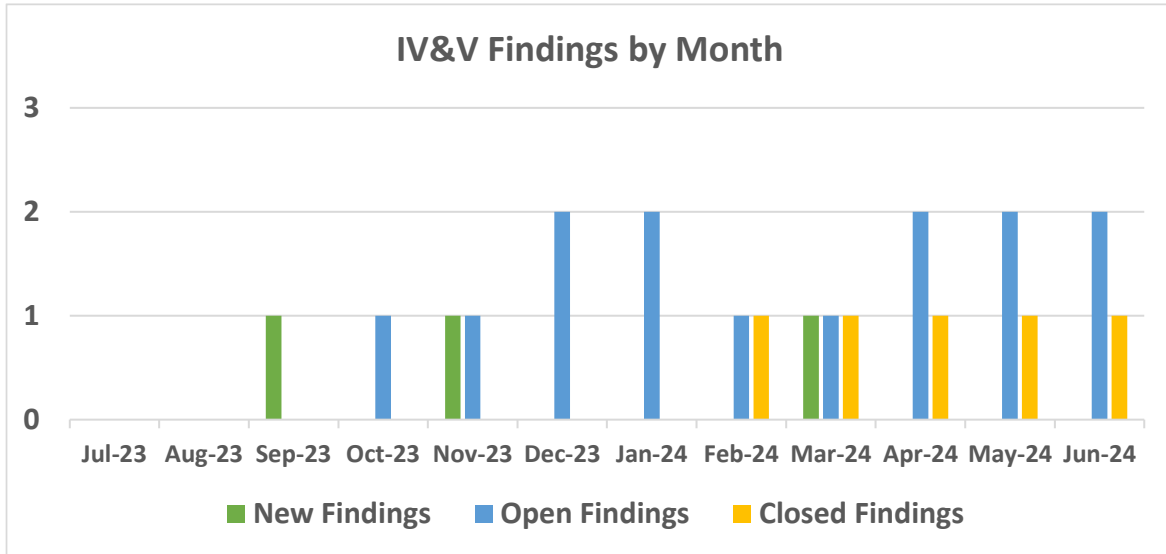
No findings were closed in this reporting period.

## 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*

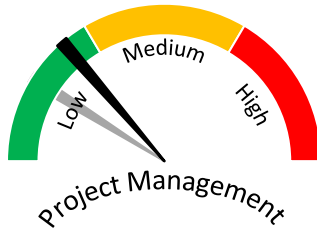
Figure 1 shows the Florida PALM IV&V Team Findings Opened or Closed by month since July 2023. The Florida PALM IV&V Team will monitor progress as additional Findings are identified and whether the Florida PALM Project Team is actively addressing the Findings and recommendations in the future.



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

## Focus Area Updates

### Project Management



The Florida PALM IV&V reviews the Florida PALM Project Schedule for Delayed Tasks and SPI. The SPI is gathered using the Florida\_PALM\_Project\_ScheduleEOM.mpp file, which has a status date of 6/30/24. Delayed Tasks are tracked using Steelray Project Analyzer, which uses the same Florida PALM Project Schedule.

The SPI has been holding steady at .94 since the end of May. The Project is still progressing at 94% of its planned pace, which is slightly behind schedule. To provide clarity on how both the SPI and the number of Delayed Tasks can be high, the SPI measures the ratio of the budgeted cost of work performed (BCWP) to the budgeted cost of work scheduled (BCWS). The BCWP represents the total value of work completed, while the BCWS represents the planned cost of the work up to a certain point.

For instance, consider a task with a planned duration of 4 days and a budget of \$100. After 2 days, according to the plan, 50% of the work should be completed, amounting to a BCWS of \$50 (50% \* \$100) and an SPI of 1. However, if a project resource or team was able to complete 60% of the task in 2 days, the actual progress at this point is 60% completed, amounting to a BCWP of \$60 (60% \* \$100). In this scenario, the SPI would be calculated as 1.2 (60 BCWP / 50 BCWS), which indicates that this task is progressing ahead of schedule.

Since there are approximately 6,200 tasks in the schedule, and each task is calculated using this same SPI formula, a high number of delayed tasks may not significantly impact the overall Project SPI if their durations are short. The Florida PALM IV&V Team monitors these delayed tasks to determine if they are on the critical path or are dependencies elsewhere in the Florida PALM Project Schedule.

The Florida PALM IV&V Team is concerned about the significant increase in Delayed Tasks for June. According to Steelray, which defines a delayed task as a task that should have started or finished but hasn't, the Delayed Tasks on the Florida PALM Project Schedule have increased from 228 in May to 395 as of 6/30/24. Currently, there are 414 In Progress tasks in the Project Schedule with a status of On Schedule or Late. The 395 Delayed Tasks represent 95% of these total In Progress tasks.

The increase in Delayed Tasks falls primarily in the following areas within the Florida PALM Project Schedule:

- Configurations with Future Dependencies have roughly 95 delayed tasks.
- D650 – Completion of Solution Design (Requirements) Segment IV DW/BI has 61 delayed tasks.
- D648 – Completion of Build Segment II has 73 delayed tasks.
- I-WP129 – Develop ETL Technical Specifications, Programs, and Unit Test Plans has 40 delayed tasks.
- Additional WPs and Internal Work Products (I-WPs) are also contributing to the high number of Delayed Tasks, including:
  - I-WP127 – User Acceptance Testing Plan

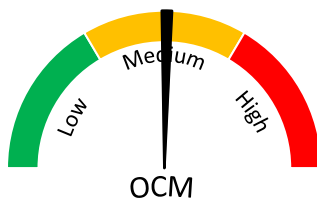
- WP402 – Requirements Traceability Matrix
- WP403 – RICEFW Inventory
- WP404 – Data Conversion Inventory-Work Product Activities
- WP434 – Update Reporting Strategy
- I-WP101 – Segment IV Financials Wave Business Process Models
- WPED WP439 – Completion of Solution Design (Requirements) Segment V

The Florida PALM IV&V Team has observed minimal discussion about mitigation strategies or anticipated completion dates regarding these and other Project Management-related Delayed Tasks, such as Create LBR for FY 25-26, updates to the Project Management Plan, and the Quarterly Newsletter for Q4.

The Florida PALM IV&V Team is monitoring a potential risk that the delayed tasks for D650 could create additional resource conflicts for DW/BI FD approvals, Segment V Design, and the review and approval of Segment II and Segment III AD documentation. Additionally, the number of delayed tasks for D648 increased from 56 at the end of May to 73 at the end of June. With Build Segment II delayed by 3 weeks, the Florida PALM IV&V Team estimates that this could impact the current schedule for the System Testing Cycles if not mitigated.

Given the numerous concurrent activities across the PMO, Design, Development, and Agency Readiness and the increase in Delayed Tasks, the risk rating for the Project Management Focus area was at a Low Risk but is increasing to high Green.

### Organizational Change Management



#### *PALM Organizational Change Management*

June Agency Readiness Touchpoint meetings focused on Agency progress, questions, and guidance for the current group of Readiness Workplan Task. RCs continued to ask Agencies for their plan and target completion dates to encourage timelines and completion efforts. They also encouraged Agencies to add status comments in Smartsheet if timelines can't be met. Task Talks continue to focus on providing Agencies with information and support for upcoming Tasks, including specific examples of how to approach Tasks and work items.

The Florida PALM Readiness Team adjusted the agenda and reminder process for Readiness Touchpoints. Agencies have made several favorable comments regarding RC reminders for upcoming meetings, events, Tasks, and recommendations on where the Agencies should focus their efforts. The RC Team regularly focuses on making improvements and adjustments to better support the Agencies, like offering “office hours” to sponsor discussions for Agencies on specific topics and share ideas between Agencies for task completion. The RC Team has also moved Agency questions from the original General Questions Log into Agency-specific folders and encouraged Agencies to submit UAT questions to the new UAT Questions Log. The Florida PALM IV&V Team has observed positive feedback from the Agencies regarding the General Questions and UAT Questions logs, the continued support of the RCs, and regular discussions about Florida PALM Project-related information in meetings.

Task 524 – End-User Readiness Surveys is an important Organizational Change Management (OCM) Task and an indicator of end-user awareness and engagement. Reviewing the results of

these surveys will be an important activity for the Readiness Team and the Florida PALM Project Team.

### *Agency Task Completion*

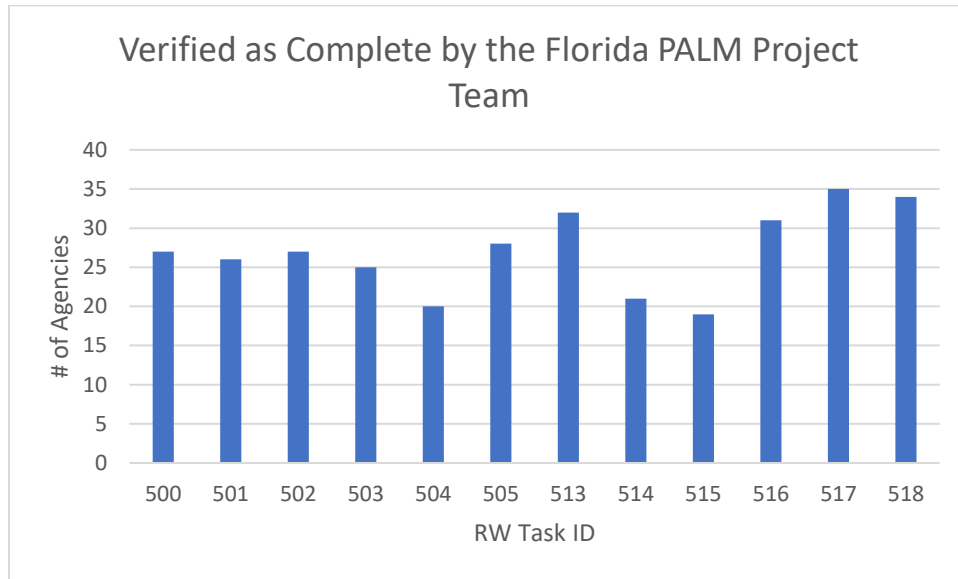
The Florida PALM IV&V Team continues to assess the progress and the completion of Tasks. Using data extracted from Smartsheet as of 6/30/24 for Tasks with a due date prior to 6/1/24, the following was observed:

- There was minimal progress made for Tasks 500-505, with most Agencies needing to resubmit updated/corrected information for verification. Some reasons for the delay in resubmission are that the Agencies are waiting to onboard temporary staff and/or dedicated project managers, or plan to follow the Florida PALM Project Readiness implementation schedule rather than developing their own Agency-specific implementation schedule. Additionally, the notes in the Project comment section in Smartsheet for many of the Agencies are outdated, making it difficult to form a clear picture of the status or follow-up on these Tasks.
- Task 513 – Complete Configuration Workbooks for Segments I and II experienced a decrease in the number of submissions that had not been Verified as Complete by the Florida PALM Project, from 10 at the end of May to 3 as of 6/30/24. Since this Task has a Direct Impact on the Florida PALM Project, it was discussed in the RDNS/RW meeting that Florida PALM Project Leadership will be following up with the Agency Sponsors of Agencies that have not yet completed this Task.
- Completion of Task 514 — Complete Data Readiness Analysis and Data Cleansing Activities for Segments I and II and Task 515 — Identify Change Impacts and Update Agency Business Process Documentation for Segments I and II—showed minimal progress in June. Both tasks are awaiting submission from Agencies for various reasons, such as ensuring thorough data cleansing, ongoing processes, and needing Segment IV feedback, vendor information, and budget information. Several Agencies have indicated in Smartsheet that they will not complete these tasks until July, August, or September.
  - It is critical to complete Task 514 to ensure successful data conversion from legacy systems to Florida PALM. If not properly cleansed, data could result in errors during mock conversions, requiring remediation. Poor-quality data will also affect Agency interface testing, UAT, and the ability to complete readiness activities. Task 515 will help Agencies identify business changes and understand resource needs for Readiness activities.

Agencies' inability to complete these prior tasks accurately and thoroughly may result in the following issues:

- Lack of awareness within their Agency and among stakeholders.
- Inadequate planning of activities and resources for successful implementation.
- Failure to identify and address risks and issues throughout the Florida PALM Project and develop resolution plans.
- Inability to accurately identify staffing needs and skill sets.
- Inability to support organizational change efforts, as well as create a Readiness plan for the future workforce.
- Insufficient understanding of the scope, effort, and resource needs for business system transformation and the timeline for remediation.

The Figure below shows the number of Agency submissions by Task that have been Verified as Complete by the Florida PALM Project Team. Tasks Verified as Complete are those where an Agency has reported 100% progress and the submitted information or data has been verified by the Project Team as complete. This does not include Tasks where the Florida PALM Project Team has reviewed the information and determined it to be insufficient or incomplete, requiring resubmission by the Agency.



**Figure 2: Tasks Verified as Complete by the Florida PALM Readiness Team**

Below are the Tasks with a due date of 6/1/24 or later. 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: Tasks Completed 6/1/24 or Later**

Task ID	Task Name	Task Planned Start Date	Task Planned End Date	Task Progress as Reported by the Agencies					Verified as Complete by the Florida PALM Project
				0%	25%	50%	75%	100%	
519	Remediate Agency Business Systems based on Segment I	1/29/2024	6/28/2024	1	5	5	2	22	14
524	Complete and Submit End User Readiness Survey Analysis	4/15/2024	6/14/2024	0	0	0	0	35	35



Task ID	Task Name	Task Planned Start Date	Task Planned End Date	Task Progress as Reported by the Agencies					Verified as Complete by the Florida PALM Project
				0%	25%	50%	75%	100%	
526	Complete Data Readiness Analysis and Data Cleansing Activities for Segment III	4/29/2024	7/12/2024	8	5	11	6	5	3
527	Identify Change Impacts and Update Agency Business Process Documentation for Segment III	4/15/2024	7/12/2024	8	7	9	9	2	2
528	Update Agency Business System Documentation for Segment III	4/15/2024	7/12/2024	9	7	6	7	6	4
529	Update Florida PALM Conversion Inventory for Segment III	4/29/2024	7/12/2024	9	3	9	9	3	4

Task ID	Task Name	Task Planned Start Date	Task Planned End Date	Task Progress as Reported by the Agencies					Verified as Complete by the Florida PALM Project
				0%	25%	50%	75%	100%	
530	Update Florida PALM Interface Inventory for Segment III	4/15/2024	7/12/2024	8	4	7	10	6	6
531	Remediate Agency Business Systems based on Segment II	4/29/2024	9/27/2024	11	10	6	3	5	5
533	Manage Agency Specific Implementation Schedule, Risks and Issues	5/1/2024	6/28/2024	2	1	1	2	28	N/A
535	Update Workforce Readiness Plan	6/17/2024	8/2/2024	15	16	2	1	1	0
536	Create Agency Specific User Acceptance Testing Plan	6/17/2024	12/13/2024	16	17	2	0	0	0
537	Update Authorized Smartsheet Users	6/24/2024	7/12/2024	15	5	4	4	7	0

Task 519, due in June, is crucial as it allows the Agencies to prepare for and participate in connectivity testing, technical interface testing, internal Agency business system testing, full integration testing during UAT, and Go-live. The reasons for Agency delays in submitting this Task includes:

- System issues affecting the Agencies' ability to remediate, requiring additional time.
- Remediation and data dependencies are contingent on Segment IV and the recap in October.
- Multiple dependencies that prevent remediation without all Segments being rolled out.

Task 524, also due in June, was 100% Verified as Complete. Feedback from these surveys will help Agencies identify end users' awareness, understanding, and acceptance of Florida PALM. This understanding helps Agencies identify Readiness gaps and prepare strategies to address them. According to the self-reported Agency Readiness information in Smartsheet, roughly 14% of Agencies had lower-than-expected internal awareness, indicating the need for additional strategies. Several strategies from all Agencies to increase awareness included:

- Holding bi-weekly meetings with all administration staff to discuss the Florida PALM conversion process, Readiness activities, and impacts to the end users.
- Providing status reports on Florida PALM Development and implementation progress, and communication campaigns.
- Creating a dedicated SharePoint for Florida PALM information, news, and updates.
- Conducting interactive workshops.

The Florida PALM IV&V Team is particularly focused on Task 536 - Create Agency-Specific UAT Plan. This Task, along with its subtasks, will ensure the Agencies are ready for UAT and have created their Agency-specific plans. The IV&V Team observed that I-WP127 – User Acceptance Testing Plan for the Florida PALM Project is significantly behind schedule without a confirmed completion date. While some draft components of the Florida PALM Project Team's UAT Plan have been shared with the Agencies to help them understand, develop, and coordinate their own plans, they may need additional insights into how the Project Team plans to conduct testing, as many have not yet participated in a testing phase of this size and complexity.

The Florida PALM IV&V Team has additional concerns regarding the Agencies' ability to write their own test scripts, query writing, and data pulling. The Agencies' specific activities for UAT should be included in their implementation schedules, and any risks around UAT should be identified in their Risks and Issues logs. To ensure proper coordination and that Agencies tailor these activities to their specific needs, the Florida PALM IV&V Team recommends requiring Agencies to submit their updated Agency-specific implementation schedules as well as UAT-specific Risks and Issues when completing Tasks related to managing Agency-specific Implementation Schedule, Risks, and Issues.

The Florida PALM IV&V Team has observed progress over the past couple of months, but many Agencies are still trending late with Tasks that have not been submitted or Verified as Complete. Failure to complete these Tasks in a timely manner may impact their ability to plan properly and prepare for Florida PALM Go-live.

### *Agency Readiness*

Various Agencies have reported using staff augmentation to manage their Readiness efforts. These new staff members often take on project management roles or assist in preparing the Agency for the upcoming Florida PALM testing phases. UAT is a critical step in the Agency Readiness journey, and the majority of Agencies will be participating in this activity for the first time. As discussed above, Task 536 will see the Agencies write testing plans, execution management, and UAT success criteria. Understanding both the Agency's business systems and testing practices is crucial for effective planning, especially when transferring this knowledge to new employees and staff-augmented personnel. RCs have also advised Agencies to collaborate

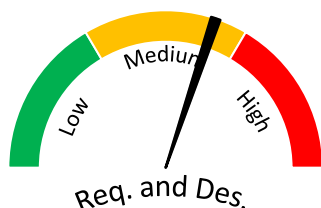
with each other to share best practices in test planning and script development. This cooperative approach would enhance the thoroughness of Agency UAT preparedness by allowing Agencies to exchange solutions for similar business processes.

The Agencies have made significant progress in addressing open Issues and Risks, marking an improvement from the previous month:

- The number of open Issues decreased by 18.5%, with Critical or High severity Issues decreasing by 16%.
- The number of open Risks decreased by 7%, and Risks scoring 6 or higher decreased by 5%.

Despite this positive trend, 84% of the remaining open Issues are Critical or High severity, and 55% of the remaining open Risks have a score of 6 or higher. The Florida PALM IV&V team recommends prioritizing the resolution of these Critical and High severity issues and high score Risks to mitigate potential negative impacts on the Florida PALM Project.

### Requirements and Design



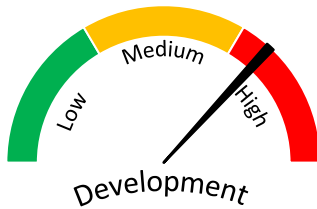
The Florida PALM Project Team is in the process of completing the Segment V FDs. With the approval of Project Change Request (PCR) 118, 16 FDs are part of Segment V and the targeted completion date is 8/2/24. The Florida PALM Project Team is currently ahead of schedule for drafting the Segment V FDs. No draft FDs were targeted for completion in June, but 4 have been drafted, and the review process has started. Based on the Florida PALM IV&V Team’s review, Segment V Design is not expected to impact Stage Gate 2 – Ready to Begin System Testing.

Concurrently with Segment V FDs, the Florida PALM Project Team is also developing and reviewing FDs for DW/BI reports. This effort involves 75 DW/BI FDs, which are currently behind the targeted pace for review and approval. As of 6/30/2024, 27 of the FDs should have been approved, but only 16 have been approved.

The Florida PALM IV&V Team is reviewing D644 - Completion of Solution Design (Requirements) Segment IV, focusing on bi-directional traceability and the quality of 133 FDs and 113 supporting documents. The IV&V Team will provide the Florida PALM Project Team with comments or questions related to this review. Additionally, the Florida PALM IV&V Team is assessing WP404 - Data Conversion Inventory, WP438 - Data Migration & Modeling Strategy & Execution (DW/BI), and D653 - Completion of Build Segment I DW/BI. Feedback and questions for these reviews will also be shared with the Florida PALM Project Team.

The Risk Rating for this Focus Area remains at a Medium Risk as Segment V Design is currently ahead of schedule, and delays in approving DW/BI FDs are not expected to impact subsequent Development activities.

## Development



The Segment II Build is behind schedule. Of the 75 ADs that were scheduled to be approved by 6/28/24, 46 have been approved. The Florida PALM IV&V Team has observed that the pace of approving the ADs has increased over the last month, but even with the increased pace, the Florida PALM IV&V Team estimates that all the Segment II ADs may not be approved until 7/19/24.

Segment III Build is scheduled to start on 7/1/24. There are 131 ADs that are part of Segment III. Based on the remaining FDs, there will be 103 ADs that are part of Segment IV Build. The Florida PALM IV&V Team reviewed the SSI Vendor Staffing Plan and has observed a substantial increase in Development staff (approximately 25%) for the upcoming months. The table below shows the increased Development staffing levels through March 2025.

**Table 4: Developer Staffing**

Total Dev FTE Count	Jun 24	Jul 24	Aug 24	Sep 24	Oct 24	Nov 24	Dec 24	Jan 25
Staffing Plan (5/31/24)	37	37	38	39	39	39	39	22
Staffing Plan (6/30/24)	41	46	47	49	49	49	49	25
<b>Difference</b>	<b>4</b>	<b>9</b>	<b>9</b>	<b>10</b>	<b>10</b>	<b>10</b>	<b>10</b>	<b>3</b>
<b>% Difference</b>	<b>10.8%</b>	<b>24.3%</b>	<b>23.7%</b>	<b>25.6%</b>	<b>25.6%</b>	<b>25.6%</b>	<b>25.6%</b>	<b>13.6%</b>

The Florida PALM IV&V Team assessed the expected hours per RICEFW Item based on the anticipated Segment II completion date and the Development FTE staffing levels (i.e., the number of hours associated with staffing levels divided by the number of Development items completed). The analysis indicates that, on average, approximately 245 Development hours are required for the build and approval of each AD. Using this information and considering the size of the remaining Builds, the Florida PALM IV&V Team estimated the duration for the remaining Builds based on the increased staffing levels and the count of RICEFW Items. The table below presents the results of this analysis.

**Table 5: Build Segment Estimated Finish Analysis**

Build Segments	Baseline Finish	Current Finish	Avg Staffing FTE	RICEFW Count	Effort in Hours	IV&V Estimated Finish
Build Segment II	6/28/24	7/10/24	35.33	75	18373	7/19/2024
Build Segment III	10/4/24	9/30/24	47.33	131	32092	10/25/2024
Build Segment IV	1/6/25	1/6/2025	49.00	103	25232	1/30/2025

The Florida PALM IV&V Team analysis indicates that Segment IV Build may not be completed until the end of January 2025. The current schedule is to complete Segment IV Build by 1/6/2025. This represents approximately a 4-week delay from the current schedule. System Testing is not expected to be completed until April 2025 per D643 – Updated System Test Plan and Stage Gate 3 – Ready to Begin UAT is scheduled for 3/28/25. Although there do not appear to be any direct impacts to System Testing or the start of UAT based on the current Florida PALM IV&V Team

estimated finish date, there is a potential risk that the System Testing Cycles may be disrupted and need to be rescheduled based on the availability of developed functionality.

The Florida PALM IV&V Team projected potential approval dates for Segment III and Segment IV ADs to determine how many RICEFW Items may be available at the start and end of each System Testing Cycle. The results are provided in the table below:

**Table 6: Assessment of Functionality Available in System Test Cycles**

Cycle	Name	Testing Dates	Financial % RICEFW Approved (Start of Cycle)	Financial % RICEFW Approved (Finish of Cycle)	Payroll % RICEFW Approved (Start of Cycle)	Payroll % RICEFW Approved (Finish of Cycle)
Cycle 0 <sup>1</sup>	Configuration Validation	Aug-2024	53.5%	70.4%	0.0%	21.6%
Cycle 1	Security Validation	Aug-2024	53.5%	70.4%	0.0%	21.6%
Cycle 2	Financials Module Specific Processing	Sep–Nov 2024	70.4%	89.6%	21.6%	70.3%
Cycle 3	Financials Interface Programs Validation	Oct–Dec 2024	82.6%	95.7%	45.9%	88.3%
Cycle 4	Financials Cross Module Processing	Nov 2024–Jan 2025	82.6%	100.0%	45.9%	100.0%
Cycle 5	Core Payroll Processing	Oct 2024–Feb 2025	82.6%	100.0%	45.9%	100.0%
Cycle 6	Miscellaneous Payroll Processing	Jan–Feb 2025	95.7%	100.0%	88.3%	100.0%
Cycle 7	Cross Application Processing	Dec 2024 – Feb 2025	89.6%	100.0%	70.3%	100.0%
Cycle 8	Financials Year End Close Processing	Feb-Apr 2025	100.0%	100.0%	100.0%	100.0%
Cycle 9	Payroll Year End Close Processing	Mar–Apr 2025	100.0%	100.0%	100.0%	100.0%

Based on the analysis, many of the System Testing Cycles will begin without all the RICEFW Items available. This presents a potential risk that the System Testing Cycle schedules may need to be adjusted to accommodate Development delays, which could impact the overall System Testing timeline. The Florida PALM IV&V Team recommends establishing robust processes to keep Testing and Development activities in sync. Joint Testing and Development meetings should be initiated when Testing starts to coordinate and manage upcoming Testing activities and ensure the Development is complete for those items.

<sup>1</sup> Cycle 0 and Cycle 1 are not reliant on RICEFW functionality and therefore this testing can be accomplished without having the RICEFW items available.

Based on the delays to Build Segments I and II and the potential risk to the System Testing Cycles, the Risk Rating for this Focus Area remains a High Risk.

### Testing

As of 6/30/24, the Florida PALM Project Team approved all 325 System Test Scripts for Test Cycle 0 – Configuration Validation, including the 313 originally planned and 12 newly added Test Scripts as part of Florida PALM Decisions DE324 – Segment IV Solution Design Changes (approved in April) and DE329 – Segment IV FD (approved in May). All 325 Test Scripts have also been marked as “Completed” in the TSWUT.

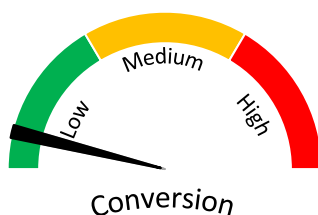
The Florida PALM Project Team uploads and maintains the System Test Script Inventory in the WP408 System Test Scripts folder under the Work Product Library in SharePoint. While the files associated with the Test Scripts are maintained in the WP408 folder, the Florida PALM SSI Vendor tracks and frequently 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. According to the TSWUT, 120 are in an “In State Review” status. One Test Script has been reviewed and marked as “Completed.” Per the Planned State Review Completion Date in the TSWUT, the Florida PALM Project Team should have reviewed all 121 Test Scripts for Cycle 1 by 06/30/2024.

The Florida PALM Project Team has also added placeholders for 340 System Test Scripts as part of Test Cycle 2 – Financials Module Specific Processing of System Testing in the TSWUT, which is almost 100 Test Scripts more than what was seen as of mid-June. Eighty-two Test Scripts for Cycle 2 have been drafted in the WP408 System Test folder on the SharePoint site. Of the 82 Test Scripts that are in SharePoint, 17 are currently included in the TSWUT. The remaining 323 Test Scripts from the TSWUT have not yet been added to the WP408 System folder as of 6/30/24, nor have the remaining 65 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 completed drafting test scenarios based on a sample of the FDs for Segment III.

### Conversion



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, Employee Payroll Balances, Grants for Accounting Purposes, Garnishment Conversion, Customers, and Encumbrance balances. The IV&V Team also attended Interface and Conversion Design Reviews, during which the Florida PALM Project Team, Agencies, and the Florida PALM SSI Vendor discussed the initial designs and configuration for several Interfaces.

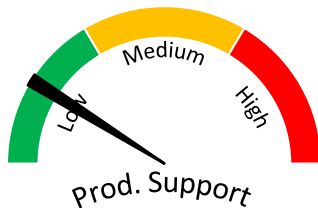
The Florida PALM IV&V Team has reviewed the Approved FDs for Budgets, Projects for Accounting Purposes, Project Life to Date Balances, Garnishments,

Department Budget Position Funding, and W-2 Employee Totals before they were sent to the Development team and observed that the Conversion-specific design documents were well-written and covered 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 Florida PALM IV&V Team also participated in a discussion about the data conversion methodologies and data integrity validation outlined in WP406 – Mock Conversion Testing Plan with the Florida PALM Project Team. The IV&V Team made a recommendation to incorporate hashing as a validation methodology and emphasized the need for a plan to detect data corruption at a granular level. The Florida PALM Project Team indicated that hashing would not be used to validate converted data but that additional details regarding the types of validation they would use would be included in a future Deliverable.

The Risk Rating for this Focus Area remains a Low Risk. The Florida PALM IV&V Team will closely monitor potential resource constraints between the new Segment V Design and Build Segments II-IV as they can potentially impact the Mock Conversion scheduled for September 2024.

### Production Support



The Florida PALM IV&V Team is actively monitoring open Production Incidents. Sixty-three new Incidents were opened, all of which were Low or Moderate-priority incidents. Of these, 56 have been marked as Closed or Resolved. The IV&V Team also completed reviews of INC42787351 and INC43433988.

INC42787351, which was opened on 6/1/24 was a Medium Impact and Priority, concerned the lack of a process to inactivate accounts with balances. The Help Desk proposed 3 options to resolve the issue and the Division of Treasury is currently evaluating these options before selecting a solution that will address this and similar scenarios in the future.

INC43433988 involved the Managed File Transfer (MFT) server failing to receive Inbound Returned Item Check Data (ARI022) and Inbound NIC Return Deposit Data (ARI033) files due to a shutdown of the MFT database server during troubleshooting on 6/2/24. This unplanned service outage caused connectivity issues. The issue was resolved on 6/3/24 by restarting the MFT server, creating a new process with a fresh Process ID (PID), and restoring normal operations.

The Florida PALM Project Team implemented CHG1093928, CHG1093929, and CHG1096896 to troubleshoot and fine-tune issues encountered during Mock Disaster Recovery Test 1 (Mock 1 DR) conducted on 5/12/24 (CHG1077997) in preparation for the Annual DR Test. CHG1099918 was opened to update changes in the Production/DR environment and to test the resolution on servers currently not in use to avoid any impact to the Production environment. The Florida PALM IV&V Team will request to review the results of the Annual DR Test once they are available. Due to the confidentiality of the information, the Florida PALM IV&V Team’s review will be shared directly with the Florida PALM Project Team.

The Florida PALM IV&V Team reviewed the May Monthly Performance Report (D302) and determined that the Florida PALM SSI Vendor was within acceptable parameters for System availability, batch processing time, defect resolution, response time, and other performance parameters defined in the Service Level Expectations (SLEs), meeting performance standards.



The Risk Rating for the Focus Area remains a Low Risk.

## Key Metrics and Analysis

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

### Requirement and Design Metrics

#### RICEFW Counts Over Time

The diagram in the Figure below 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 1.8% since the end of May 2024. This indicates that the scope of the RICEFW Items is well controlled. Most of the recent decrease has been due to the cancellation of DW/BI reports that were not needed. Currently, there are 2 extensions that are in a pending PCR status.

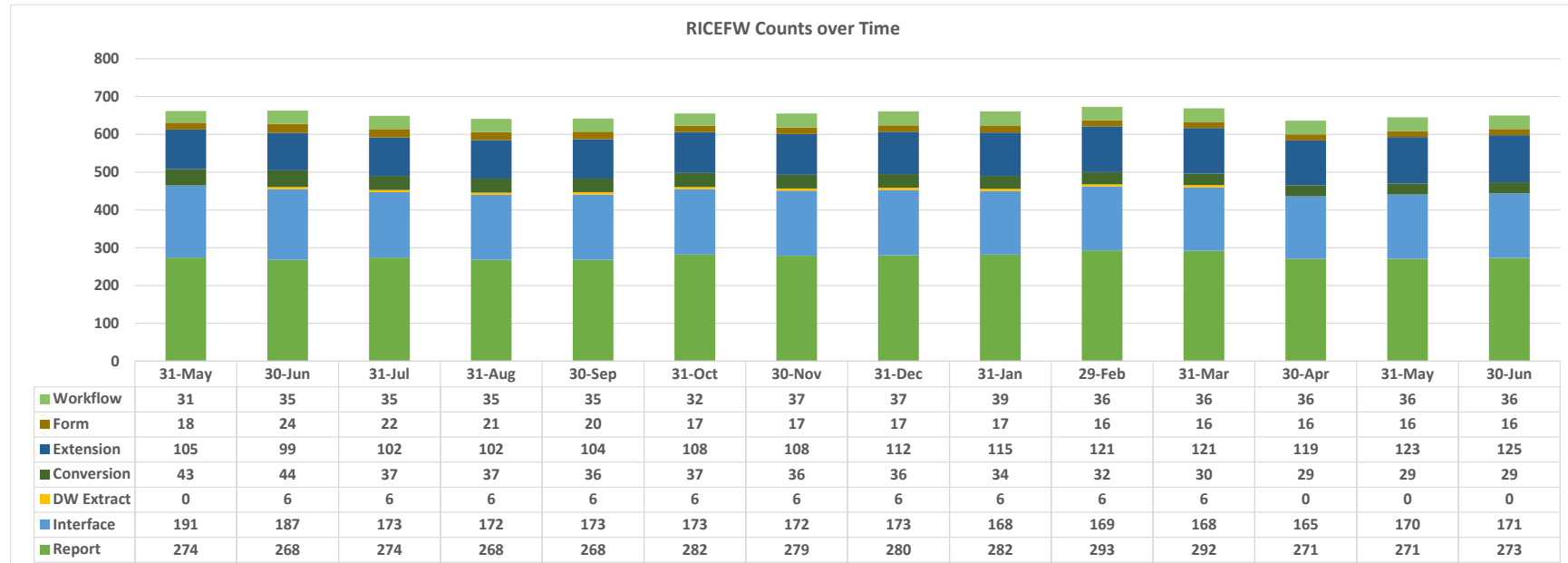
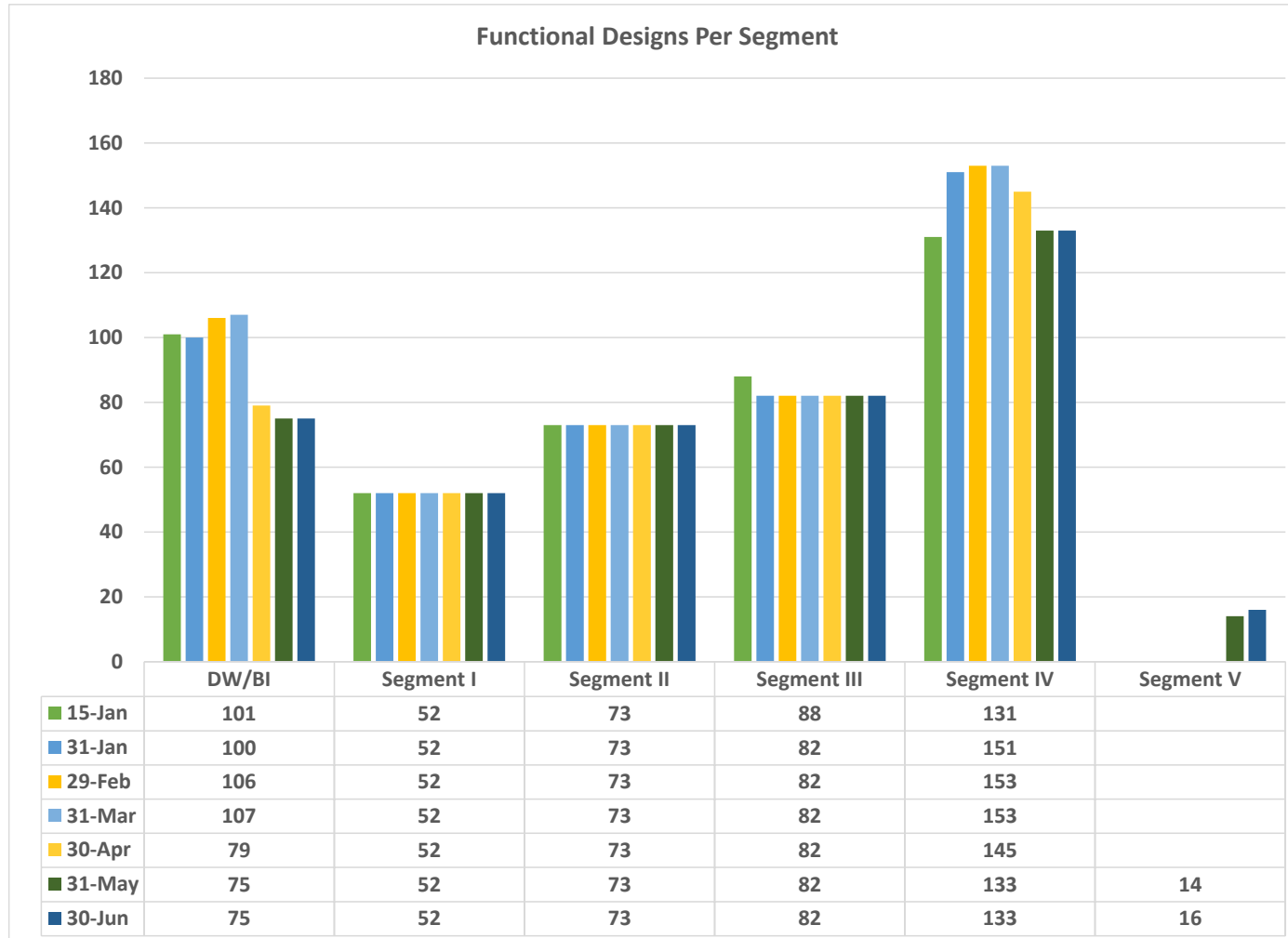


Figure 3: RICEFW Counts Over Time

*Changes to Counts of Functional Designs Per Segment*

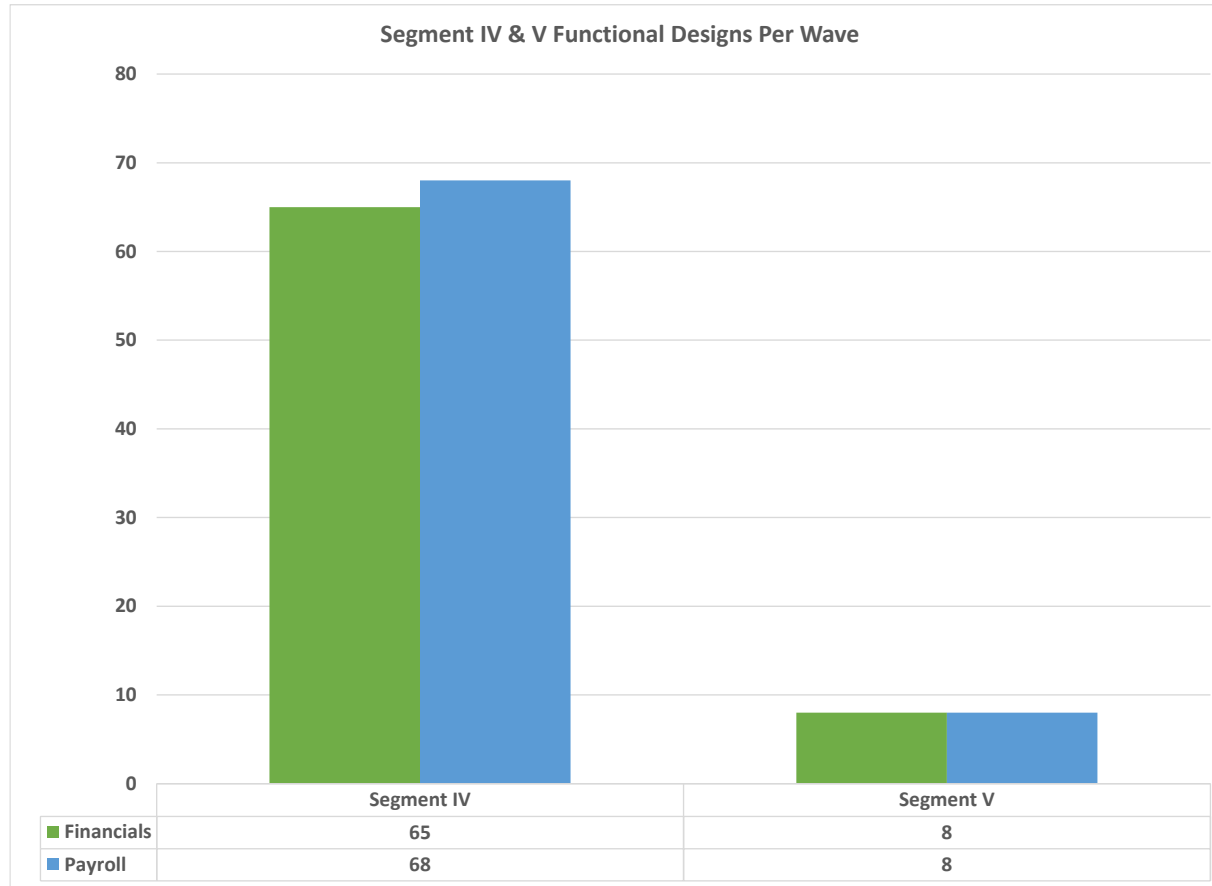
The diagram in the Figure below compares the expected count of FDs in each Segment and how they have changed over time. This shows that the number of FDs decreased at the end of Segment IV as FDs were canceled. The Florida Project Team defined a new Segment V, which includes 14 FDs that were identified late in Segment IV and 2 additional extensions approved by PCR118.



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

*Financials Versus Payroll Wave Functional Designs for Segment IV*

The diagram in the Figure below shows how many FDs for Segments IV and V are associated with Payroll or Financials. Most of the FDs for Segment IV represented increasingly complex functionality and have been completed since 5/31/24. Segment V includes 14 FDs identified late in Segment IV, as well as 2 additional extensions approved in PCR118 (16 in total).



**Figure 5: Financials Versus Payroll Functional Designs for Segment IV**

### Segment V Functional Design (FD) Draft

The diagram in the Figure below shows the targeted count of FDs to be drafted per week for Segment V. There are currently 16 FDs in Segment V, and the last ones are targeted for approval by 8/2/24. The drafting of these FDs is slightly ahead of schedule, as 4 have been drafted so far, even though none were planned to be complete prior to July.

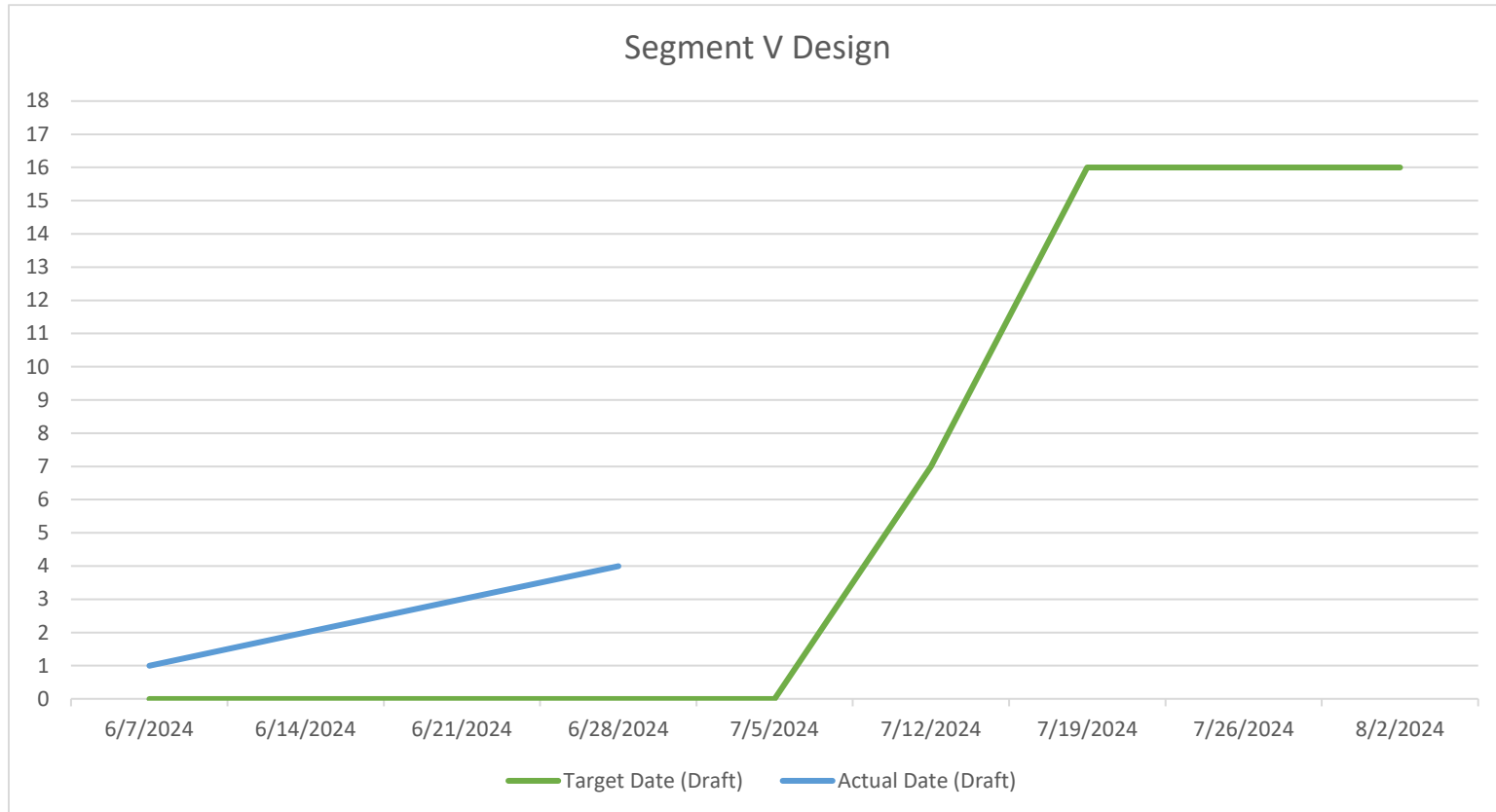


Figure 6: Segment IV Functional Design Final Approval

## Development Metrics

### Segment II Build Draft

The diagram in the Figure below shows the targeted count of drafted Application Builds versus the completed count for Segment II Build. As of 6/30/24, 74 of the 75 planned Application Designs have been drafted. There are a total of 75 Application Designs planned for Segment II.

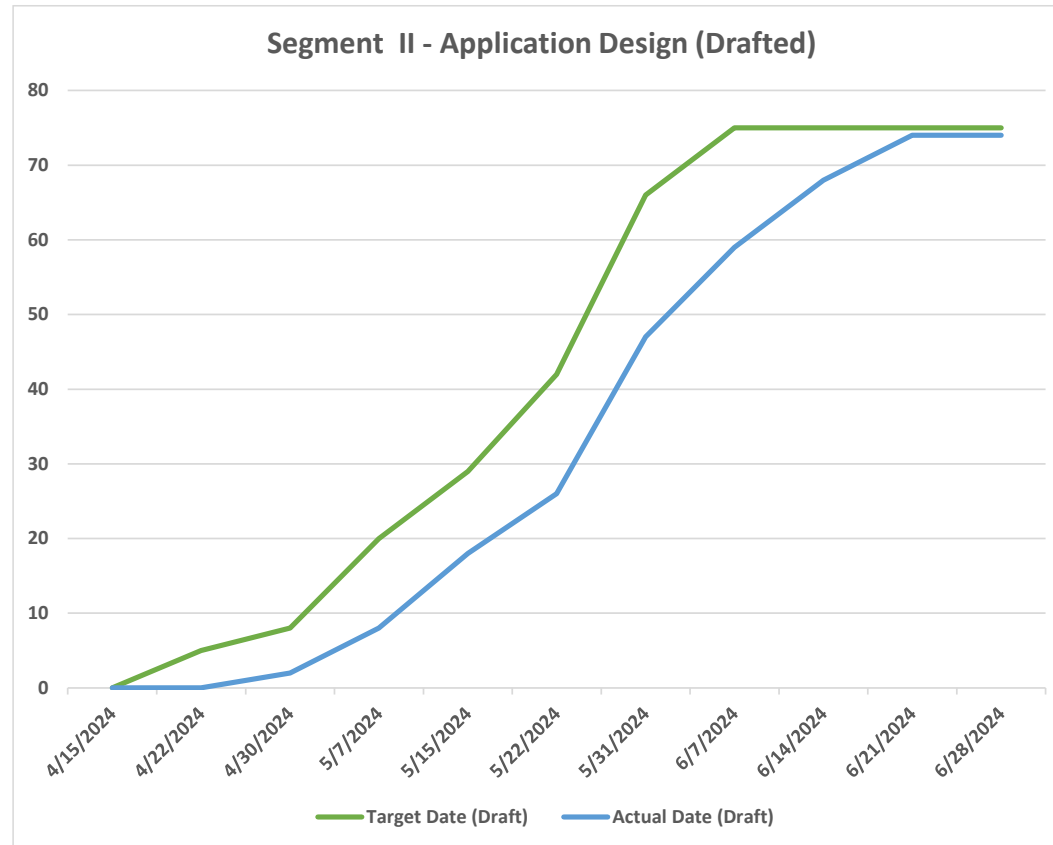


Figure 7: Segment II Build – Draft

### Segment II Build – Initial Review

The diagram in the Figure below shows the targeted count of Application Builds that should have completed an initial review versus the completed count for Segment II Build. As of 6/30/24, 60 of the 75 planned Application Designs have completed an initial review. There are a total of 75 Application Designs planned for Segment II. The pace of completing the initial review has increased over the last 4 weeks.

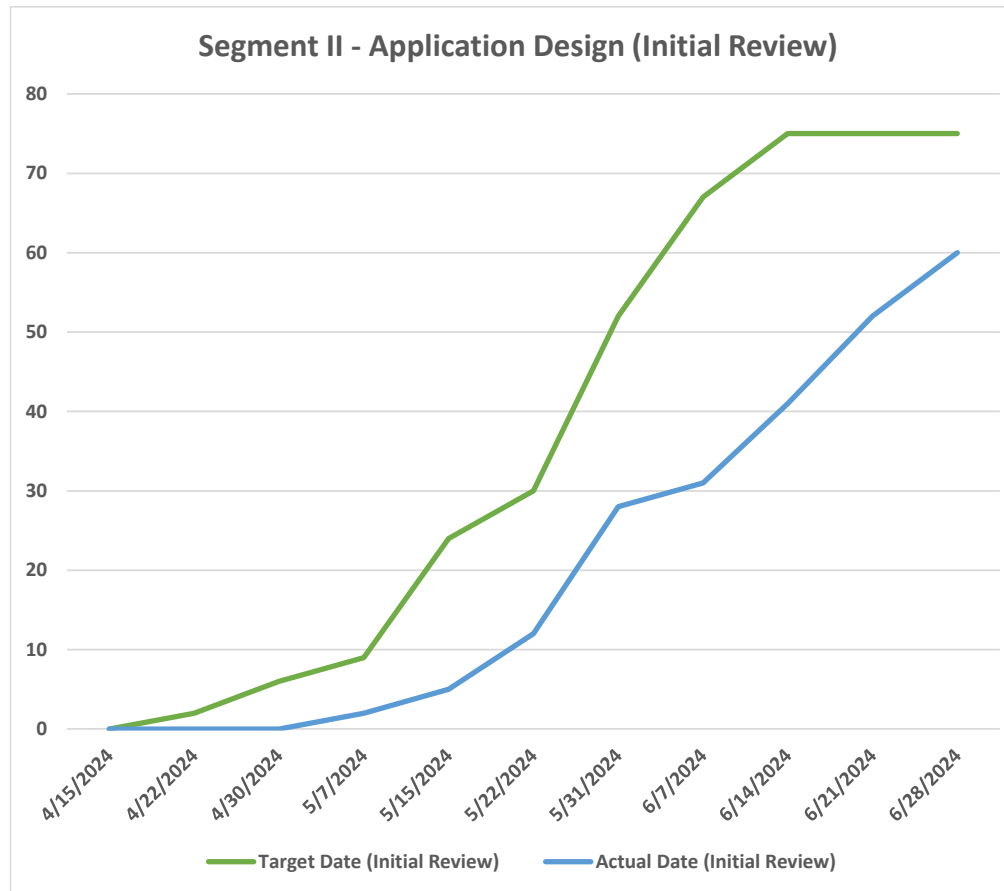


Figure 8: Segment II Build – Initial Review

### Segment II Build – Final Approval

The diagram in the Figure below shows the targeted count of Application Builds that should have been approved versus the ones that have actually been approved. As of 6/30/24, 46 of the 75 planned Application Designs have been approved. There are a total of 75 Application Designs planned for Segment II. Despite the increased pace of approving the Application Designs over the last 4 weeks, the Florida PALM IV&V Team estimates that all the Build Segments will not be approved until 7/19/24.

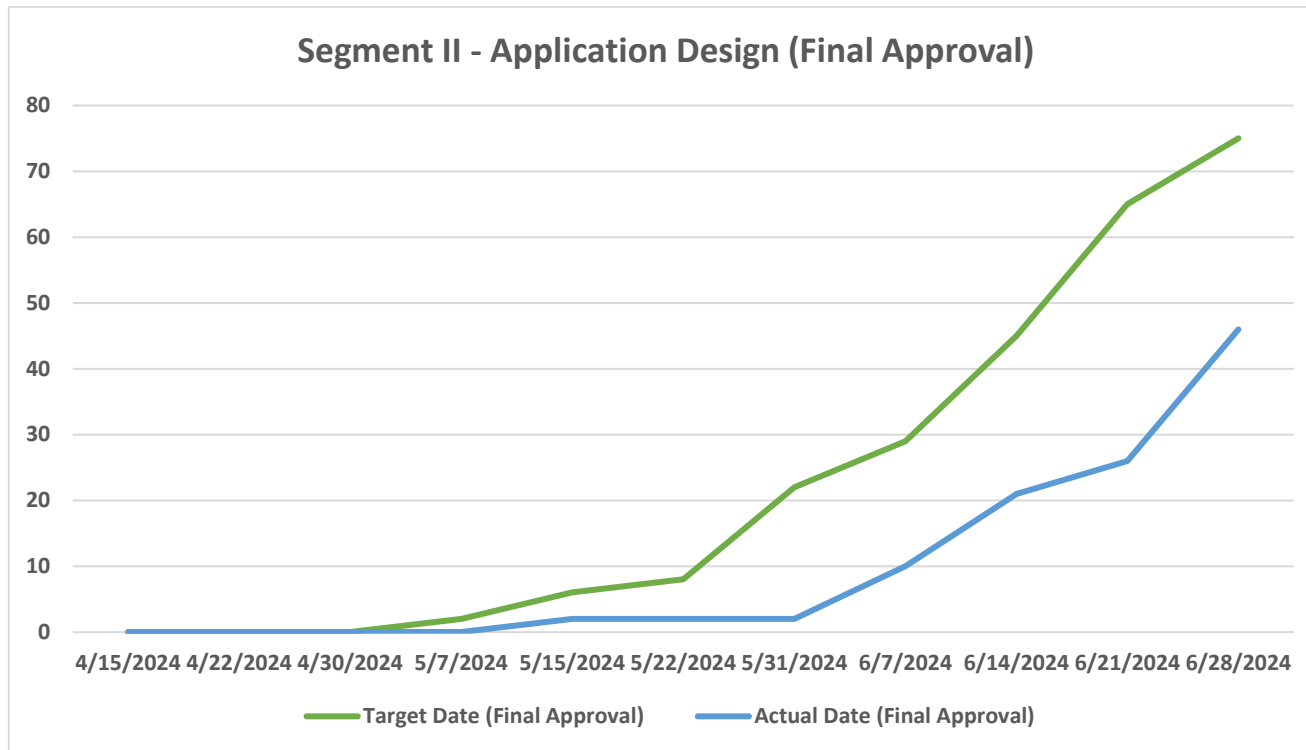


Figure 9: Segment II Build - Final Approval



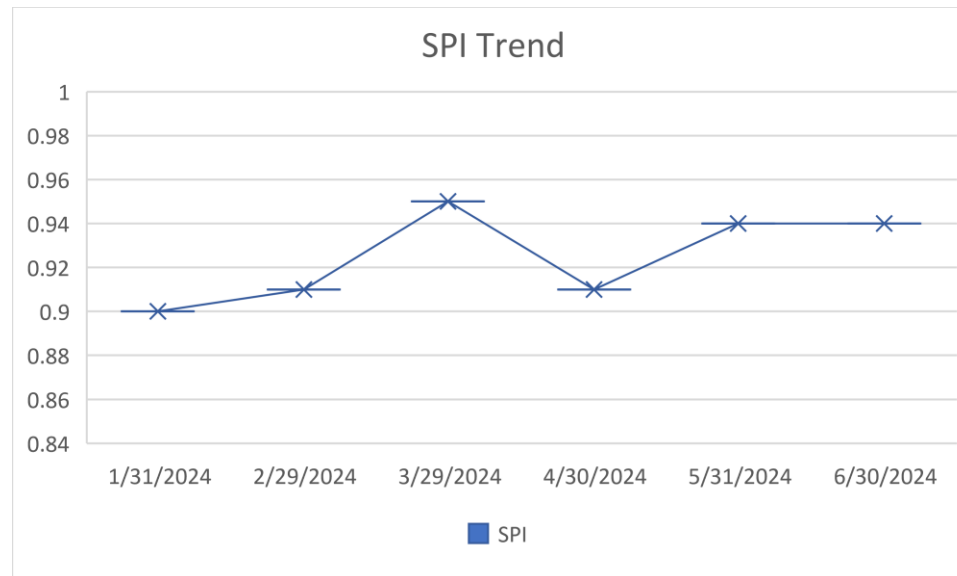
### *SPI Trend for the Florida PALM Project Schedule*

The chart in the Figure below 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 value and the planned value. The data represents the relative number of tasks that are behind or ahead of schedule. The SPI of .94 means the Florida PALM Project is progressing at 94% of the planned pace, indicating it is slightly behind schedule. 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 10: SPI Trend for the Florida PALM Project Schedule**

### Agency Open Issues Trend

The diagram in the Figure below shows the total number of Agency open Issues versus the Critical and High severity issues since May 2024.

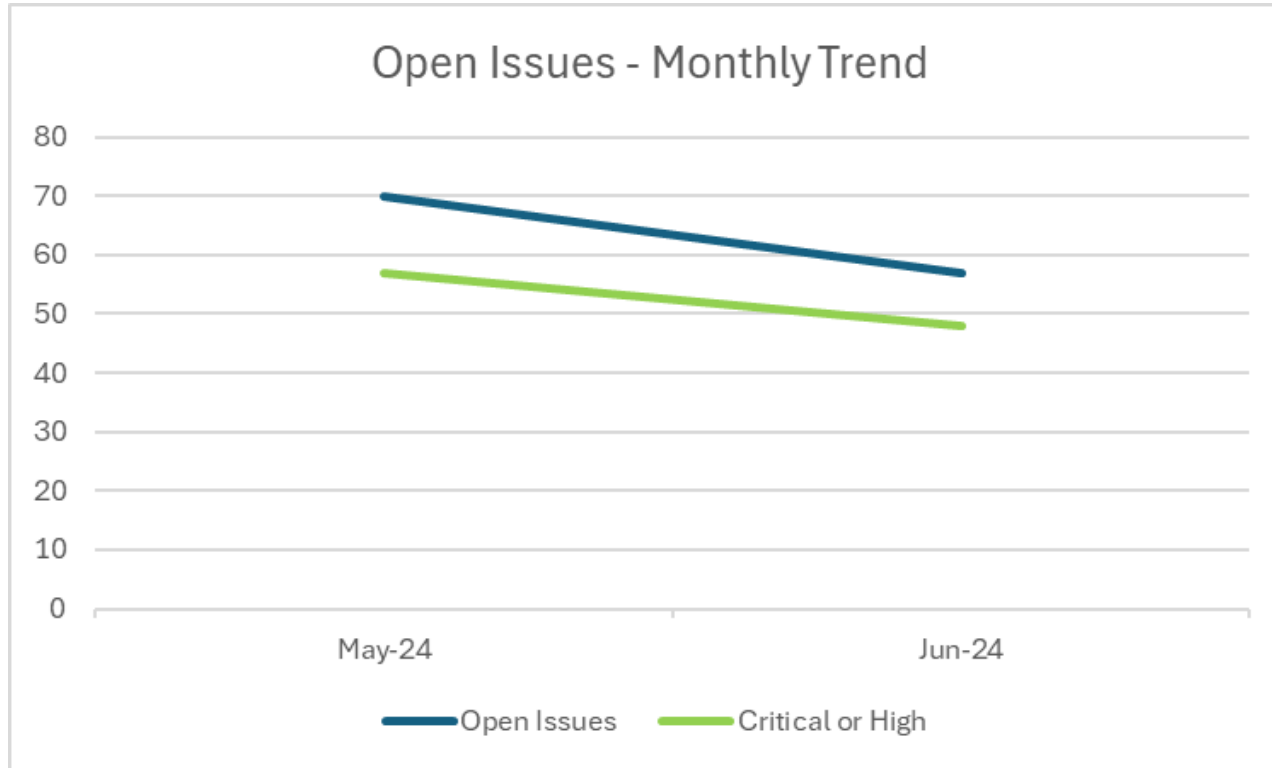


Figure 11: Open Issues Trend for the Florida PALM Project Schedule

### Agency Open Risks Trend

The diagram in the Figure below shows the total number of Agency open Risks versus the Risks with scores of 6 or higher since May 2024.

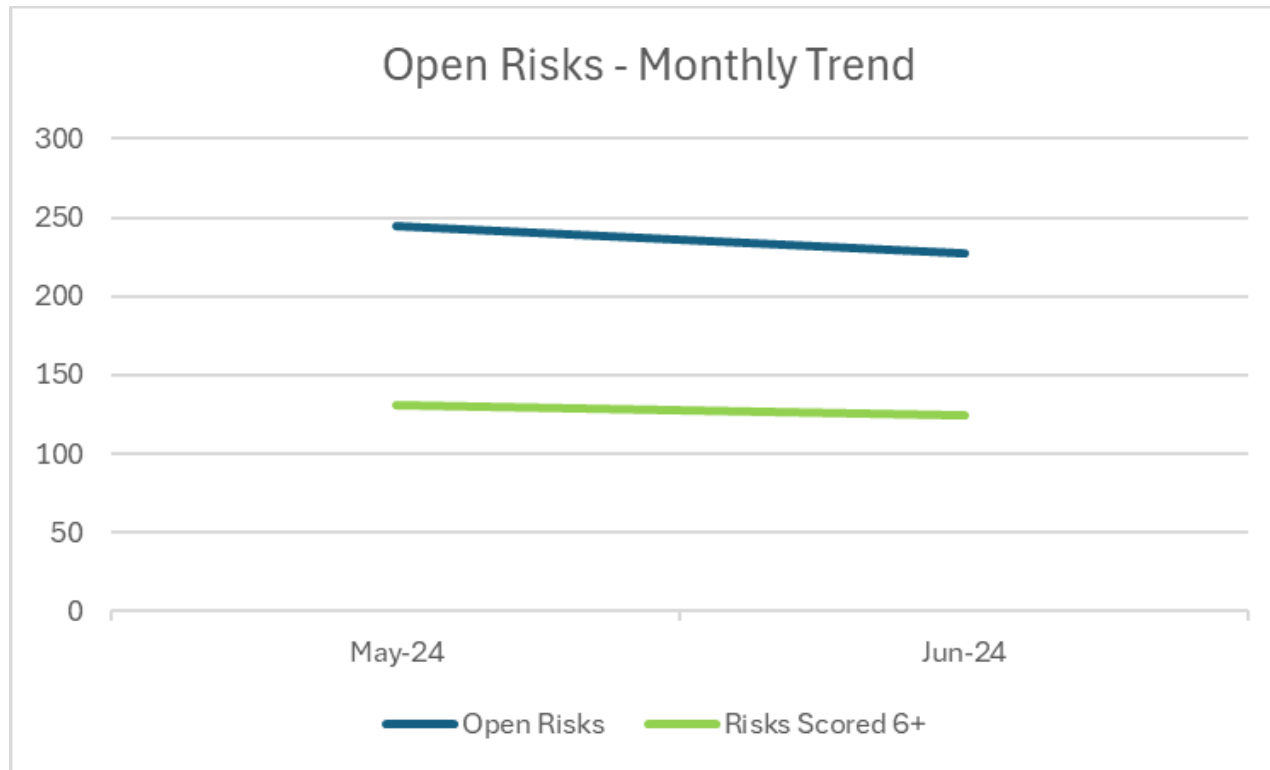
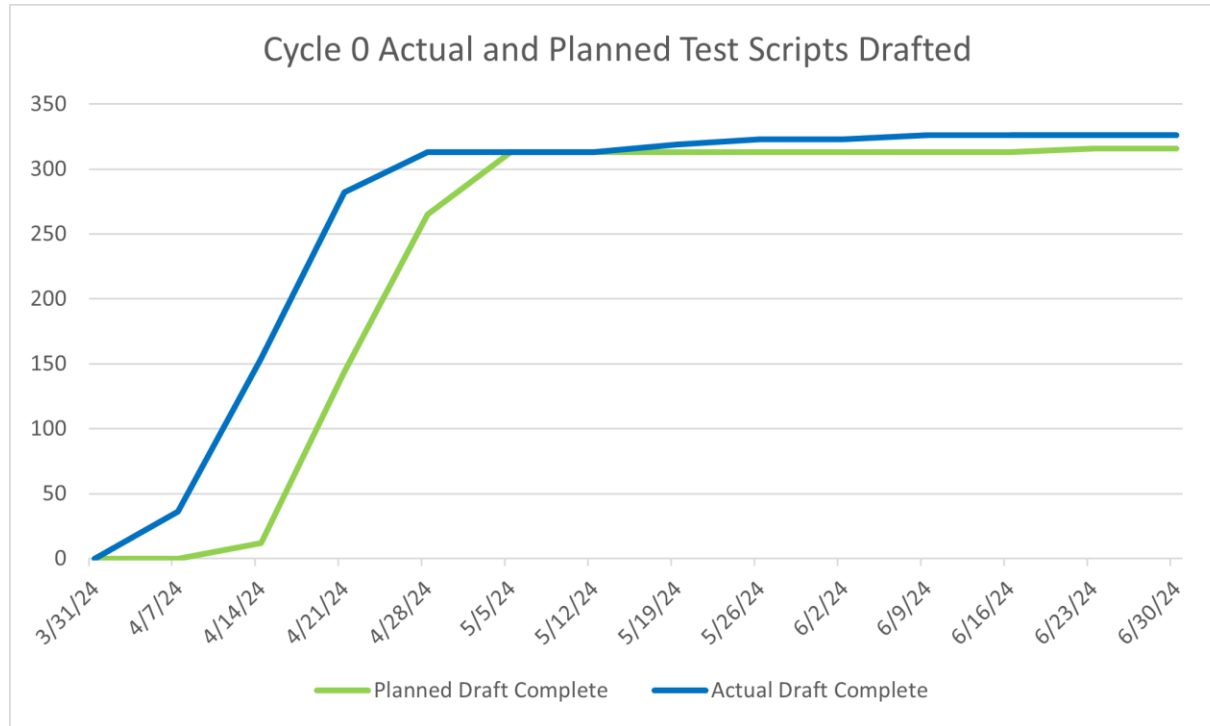


Figure 12: Open Risks Trend for the Florida PALM Project Schedule

### Cycle 0 System Test Scripts Drafted Planned versus Actual

The diagram in the Figure below shows the number of planned versus actual System Test Scripts drafted for Test Cycle 0 of System Testing. As of 6/30/24, 325 Test Scripts have been drafted, which is 12 more than planned.



**Figure 13: Cycle 0 Actual and Planned Test Scripts Drafted**

### Cycle 1 System Test Scripts Drafted Planned versus Actual

The diagram in the Figure below shows the number of planned versus actual System Test Scripts drafted for Test Cycle 1 of System Testing. As of 6/30/24, 121 Test Scripts have been drafted, which matches the planned number.

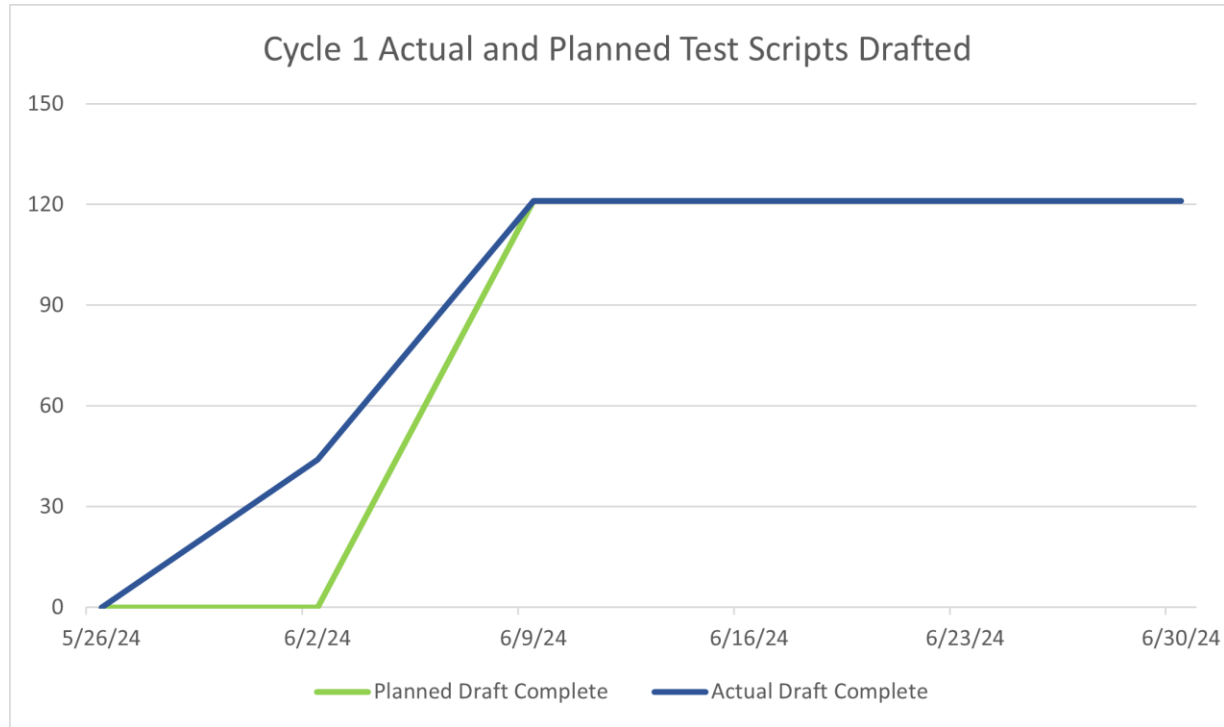
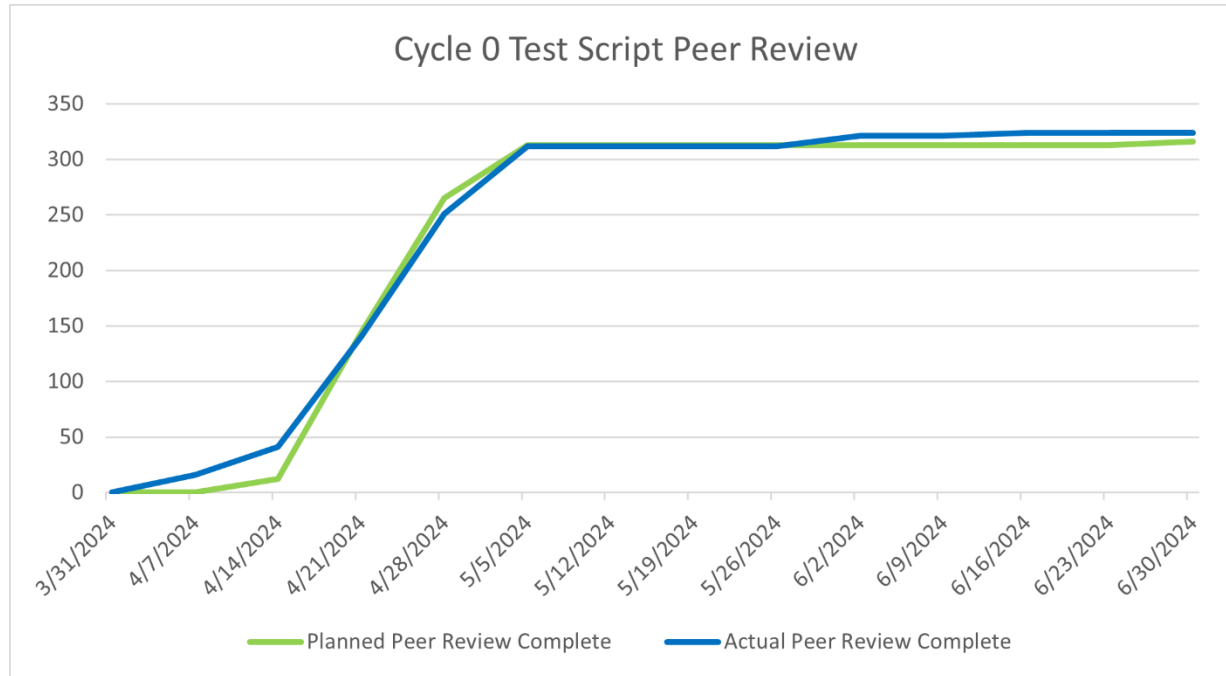


Figure 14: Cycle 1 Actual and Planned Test Scripts Drafted

### Cycle 0 System Test Scripts Peer Review Planned versus Actual

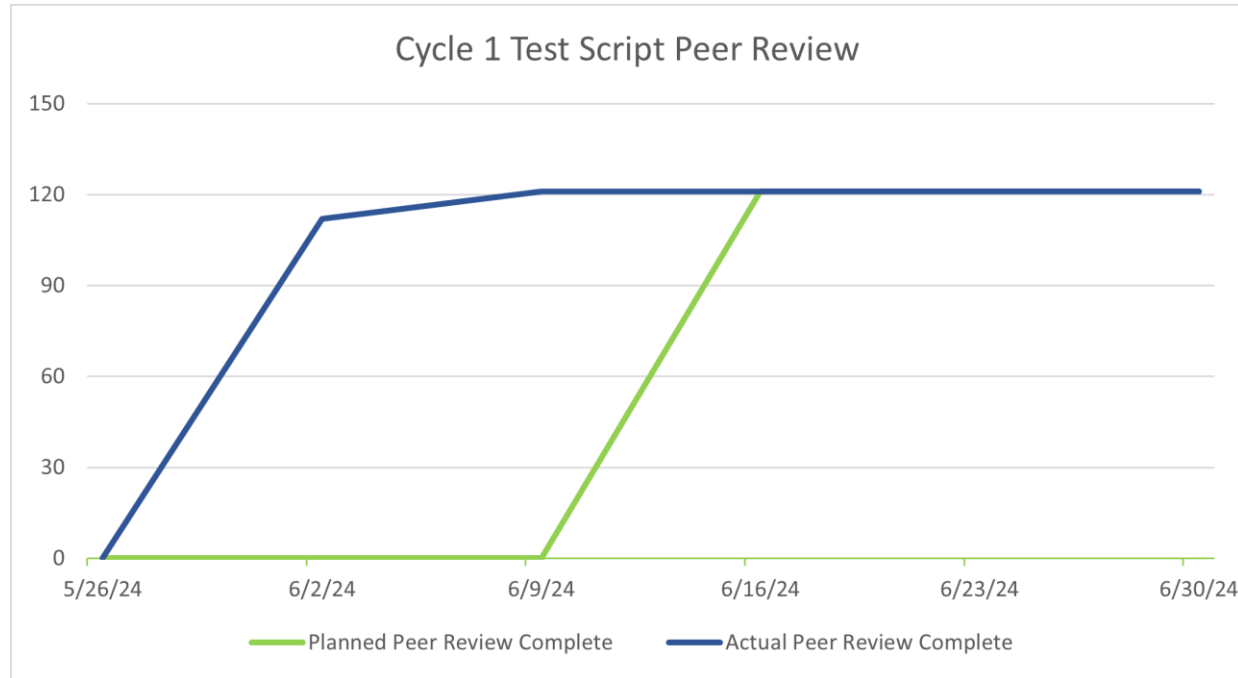
The diagram in the Figure below shows the number of planned versus actual System Test Scripts peer-reviewed for Test Cycle 0 of System Testing. As of 6/30/24, 324 Test Scripts have been peer-reviewed, which is 8 more than the target of 316 planned.



**Figure 15: Cycle 0 Test Script Peer Review**

### Cycle 1 System Test Scripts Peer Review Planned versus Actual

The diagram in the Figure below shows the number of planned versus actual System Test Scripts peer-reviewed for Test Cycle 1 of System Testing. As of 6/30/24, 121 Test Scripts have been peer-reviewed, which matches the target of 121 planned.



**Figure 16: Cycle 1 Test Script Peer Review**

## IV&V Upcoming Schedule of 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.
- Continue to review upcoming Florida PALM Project Decisions, PCRs, and Risks to determine their impact on the Florida PALM Project.
- Continue to review Agency Readiness Task completion and the impact to the overall Florida PALM Project.

### Organizational Change Management

- Continue reviewing the completeness of all Project Management RW Tasks in progress at the Agency level, monitoring Agency trends, Risks and Issues, and uncovering potential completion barriers for the Florida PALM Project Schedule and their impact on Agency Readiness.
- Continue to monitor and analyze the Florida PALM Readiness Workplan, Agency Readiness Task releases, instructions/documentation, Task Talks, and Readiness Team support.
- Continue to review OCM practices, processes, and procedures of the Readiness and the Florida PALM Project Teams and present recommendations and suggestions as identified.
- Observe and analyze Agency attendance of and reaction to Segment IV Design Workshops.

### Requirements and Design

- Continue to review and analyze the Design Work Unit Tracker, RICEFW Inventory, and RTM.
- Continue development and updates of metrics to track Segment V Design.
- Participate in Functional Design sessions.
- Review Functional Design Specifications.
- Attend Segment IV Design Workshops

### Development

- Continue reviewing and analyzing the Design Work Unit Tracker for Application Development and review.
- Participate in Pre-Build review sessions.
- Participate in Application Development review meetings.
- Review Application Designs.
- Review the effectiveness of mitigation strategies associated with Project Risk #8.



## Testing

- Continue monitoring testing-related activities for System Testing.
- Begin drafting Test Scenarios based on a sample of the FDs for Segment IV.
- Attend meetings for upcoming testing-related tasks and discussions.
- Continue reviewing the System Test Scripts as and when they are drafted.

## Conversion

- Participate in Pre-Build review sessions.
- Continue to attend Conversion Design meetings.
- Continue to review WPs related to Conversion.
- Continue to review approved FDs for Finance and Payroll.

## Production Support

- Continue to review support tickets as they are reported.
- Continue to attend meetings that pertain to Issue resolutions and changes to Production functionality.
- Review the Monthly Performance report
- Monitor the approval of Change Requests (CRQs) in the Change Advisory Board (CAB) against the established process.

## IV&V Information Requests

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

**Table 7: IV&V Information Requests**

Information Request	Date of Request	Status

## Appendix A – Meetings Attended

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

**Table 8: IV&V Meetings Attended**

Meeting Name	Date	Start Time	End Time	Location
GME003 Build Meeting	6/3/2024	8:30 AM	9:00 AM	Online
DW/BI Report	6/3/2024	10:30 AM	12:00 PM	Online
TRP Working Session	6/3/2024	3:00 PM	4:00 PM	Online
EPA Team Weekly Meeting	6/3/2024	3:00 PM	4:00 PM	Online
Payroll Working Session	6/4/2024	8:30 AM	10:30 AM	Online
ARI034 Build Meeting	6/4/2024	9:00 AM	9:30 AM	Online
LMC Weekly Round Up	6/4/2024	9:30 AM	11:00 AM	Online
DW/BI Report	6/4/2024	10:00 AM	11:30 AM	Online
JPMorgan Chase Bank Account Configuration and Testing	6/4/2024	11:30 AM	12:00 PM	Online
GLC001 Balance Conversion Discussion	6/4/2024	1:00 PM	5:00 PM	Online
Payroll Working Session	6/4/2024	2:00 PM	4:00 PM	Online
APE002/POI001 Build Meeting	6/5/2024	8:00 AM	9:00 AM	Online
SDE001 Build Meeting	6/5/2024	8:30 AM	9:00 AM	Online
DEP-Florida PALM Payables Discussion	6/5/2024	9:00 AM	10:00 AM	Online
ARI011/ARR025 Build Meeting	6/5/2024	9:00 AM	10:00 AM	Online
CME012 Internal FD continued	6/5/2024	10:00 AM	11:30 AM	Online
DW/BI Group	6/5/2024	1:00 PM	2:00 PM	Online
MFMP/Florida PALM Weekly Meeting	6/5/2024	1:00 PM	2:30 PM	Online
Payroll Working Session	6/5/2024	2:00 PM	4:00 PM	Online

Meeting Name	Date	Start Time	End Time	Location
InterUnit Team Meeting	6/5/2024	2:30 PM	4:30 PM	Online
DW/BI Reports	6/5/2024	3:00 PM	4:30 PM	Online
ARE008/ARI024 Build Meeting	6/6/2024	8:30 AM	9:30 AM	Online
People First / Florida PALM Weekly Meeting V1	6/6/2024	9:00 AM	11:00 AM	Online
DOR/Florida PALM Monthly Readiness Touchpoint	6/6/2024	11:00 AM	12:00 PM	Online
IW Schema Review	6/6/2024	1:00 PM	2:00 PM	Online
Project Trees	6/6/2024	1:00 PM	2:00 PM	Online
Florida PALM Disposition Discussions with A&A/OIT/Treasury	6/6/2024	2:00 PM	4:00 PM	Online
Payroll Working Session	6/6/2024	2:00 PM	4:00 PM	Online
Florida PALM Change Advisory Board (CAB) Meeting	6/6/2024	3:30 PM	4:00 PM	Online
ARI002 Build Meeting	6/7/2024	8:00 AM	8:30 AM	Online
Tech Team Weekly	6/7/2024	9:30 AM	10:00 AM	Online
CTI003/CTE001 Build Meeting	6/7/2024	8:30 AM	9:30 AM	Online
Segment V Payroll Pre-FD/FD Meeting	6/7/2024	8:30 AM	10:30 AM	Online
SCS / Florida PALM (LMC): Org Structure Review	6/7/2024	10:00 AM	11:00 AM	Online
Cross Team Collaboration	6/7/2024	1:00 PM	2:30 PM	Online
Functional Leads Touchpoint	6/10/2024	10:30 AM	11:30 AM	Online
DFS/ FL PALM Monthly Readiness Touchpoint Meeting	6/10/2024	11:00 AM	12:00 PM	Online
Payroll Working Session	6/10/2024	2:00 PM	4:30 PM	Online
EPA Team Weekly Meeting	6/10/2024	3:00 PM	4:00 PM	Online

Meeting Name	Date	Start Time	End Time	Location
POC001 Build Meeting	6/11/2024	8:30 AM	9:00 AM	Online
STMS/Florida PALM Weekly Meeting	6/11/2024	9:00 AM	10:00 AM	Online
Configuration Workbook: Payroll	6/11/2024	9:30 AM	10:30 AM	Online
LMC Weekly Round Up	6/11/2024	9:30 AM	11:00 AM	Online
AP/PR/CM Cross team discussions	6/11/2024	10:30 AM	11:30 AM	Online
GLC001 Balance Conversion Discussion	6/11/2024	1:30 PM	5:00 PM	Online
Payroll Working Session	6/11/2024	2:00 PM	4:00 PM	Online
PMO Weekly Touchpoint	6/11/2024	3:00 PM	4:00 PM	Online
Segment V Payroll Pre-FD/FD Meeting	6/12/2024	8:30 AM	10:30 AM	Online
CRAIDL Meeting	6/12/2024	11:00 AM	12:00 PM	Online
ARC002 Build Meeting	6/12/2024	1:30 PM	2:00 PM	Online
Readiness Team	6/12/2024	1:00 PM	2:00 PM	Online
MFMP/Florida PALM Weekly Meeting	6/12/2024	1:00 PM	2:30 PM	Online
EPA Team Working Session: AP/PO BPM Review	6/12/2024	2:30 PM	4:00 PM	Online
GLR115/GLI012/KKR044 Build Meeting	6/13/2024	8:00 AM	9:30 AM	Online
People First / Florida PALM Weekly Meeting	6/13/2024	9:00 AM	11:00 AM	Online
Thursday Task Talk	6/13/2024	10:00 AM	10:30 AM	Online
DW/BI Functional Working Session	6/13/2024	10:30 AM	12:00 PM	Online
Commerce - Florida PALM Readiness Touchpoint Meeting	6/13/2024	11:00 AM	12:00 PM	Online
Payroll Team Meeting	6/13/2024	1:00 PM	2:00 PM	Online

Meeting Name	Date	Start Time	End Time	Location
Florida PALM Disposition Discussions with A&A/OIT/Treasury	6/13/2024	2:00 PM	4:00 PM	Online
Citrus Readiness Touchpoint Meeting	6/13/2024	3:00 PM	4:00 PM	Online
APE006/APR141 Build Meeting	6/14/2024	8:30 AM	9:30 AM	Online
RDNS/RW Meeting	6/14/2024	8:45 AM	9:55 AM	Online
Tech Team Weekly Touchpoint	6/14/2024	9:30 AM	10:00 AM	Online
Design Disposition Discussions	6/14/2024	1:00 PM	5:00 PM	Online
EPA Working Sessions	6/14/2024	2:00 PM	4:00 PM	Online
Configuration Workbooks: SpeedKey	6/17/2024	11:00 AM	12:00 PM	Online
Functional Operational Team Meeting	6/17/2024	1:00 PM	2:00 PM	Online
Payroll Working Session	6/17/2024	3:00 PM	4:30 PM	Online
TRP Working Session	6/17/2024	2:05 PM	4:00 PM	Online
SDI009 Build meeting	6/18/2024	8:30 AM	9:00 AM	Online
LMC Weekly Round Up	6/18/2024	9:30 AM	11:00 AM	Online
GMC001 Build Meeting	6/18/2024	11:00 AM	11:30 AM	Online
Florida PALM Disposition Discussions with A&A/OIT/Treasury	6/18/2024	1:00 PM	3:00 PM	Online
DCF Florida PALM Touchpoint	6/18/2024	1:00 PM	2:00 PM	Online
Payroll Working Session	6/18/2024	2:00 PM	4:00 PM	Online
PMO Weekly Touchpoint	6/18/2024	3:00 PM	4:00 PM	Online
Project Director Design Dispositions	6/18/2024	3:00 PM	5:00 PM	Online
GLE008 Build Meeting	6/19/2024	8:00 AM	8:30 AM	Online
Segment V Payroll Pre-FD/FD Meeting	6/19/2024	8:30 AM	10:30 AM	Online

Meeting Name	Date	Start Time	End Time	Location
APR013 Build Meeting	6/19/2024	9:30 AM	10:00 AM	Online
ARI008 Build Meeting	6/19/2024	8:30 AM	9:00 AM	Online
Readiness Team	6/19/2024	11:00 AM	12:00 PM	Online
MFMP/Florida PALM Weekly Meeting	6/19/2024	1:30 PM	2:30 PM	Online
DMA Readiness Touchpoint with Florida PALM	6/19/2024	2:00 PM	3:00 PM	Online
Carry/Certified Forward BPMs	6/19/2024	2:30 PM	4:00 PM	Online
CTE001 Demo	6/20/2024	8:00 AM	8:30 AM	Online
API059 Build Meeting	6/20/2024	9:00 AM	9:30 AM	Online
GLE008 Demo	6/20/2024	9:00 AM	9:30 AM	Online
Ticket Triage Meeting	6/20/2024	9:30 AM	10:30 AM	Online
Thursday Task Talk	6/20/2024	10:00 AM	10:30 AM	Online
DW/BI Functional Working Session	6/20/2024	10:00 AM	12:00 PM	Online
FLHSMV Florida PALM Touchpoint	6/20/2024	10:30 AM	11:30 AM	Online
Payroll Team Meeting	6/20/2024	1:00 PM	2:00 PM	Online
DOS/ FL PALM Monthly Readiness Touchpoint Meeting	6/20/2024	2:00 PM	3:00 PM	Online
Florida PALM Disposition Discussions with A&A/OIT/Treasury	6/20/2024	2:00 PM	4:00 PM	Online
Payroll Working Session	6/20/2024	2:00 PM	4:00 PM	Online
AME001 Build Meeting	6/21/2024	8:00 AM	8:30 AM	Online
Segment V Payroll Pre-FD/FD Meeting	6/21/2024	8:30 AM	10:30 AM	Online
GMI010 Build Meeting	6/21/2024	8:30 AM	9:00 AM	Online

Meeting Name	Date	Start Time	End Time	Location
CME012 FD Discussion	6/21/2024	9:00 AM	10:30 AM	Online
Tech Team Weekly Touchpoint	6/21/2024	9:30 AM	10:00 AM	Online
DBPR/FL PALM Monthly Readiness Touchpoint Meeting	6/21/2024	11:00 AM	12:00 PM	Online
Cross Team Collaboration	6/21/2024	1:00 PM	2:30 PM	Online
FDACS/FL PALM Monthly Readiness Touchpoint Meeting	6/21/2024	1:00 PM	2:00 PM	Online
Design Disposition Discussions	6/21/2024	2:30 PM	5:00 PM	Online
POI002/POI004 Build Meeting	6/24/2024	8:00 AM	9:00 AM	Online
EPA Team Working Session: AP/PO Segment IV Solution Design Workshop Planning	6/24/2024	9:00 AM	10:30 AM	Online
Functional Leads Touchpoint	6/24/2024	10:30 AM	11:30 AM	Online
Functional Operational Team Meeting	6/24/2024	1:00 PM	2:00 PM	Online
Payroll Working Session	6/24/2024	2:00 PM	4:30 PM	Online
TRP Working Session	6/24/2024	2:05 PM	4:00 PM	Online
DJJ/Florida PALM Readiness Touchpoint Meeting	6/24/2024	2:30 PM	3:30 PM	Online
FDOT/Florida PALM Task Check-in	6/24/2024	3:00 PM	4:00 PM	Online
KC Touchpoint	6/24/2024	4:00 PM	4:30 PM	Online
GLF002/GLW002 Demos	6/25/2024	8:00 AM	9:00 AM	Online
GME001/GME003 Demos	6/25/2024	9:00 AM	10:00 AM	Online
LMC Weekly Round Up	6/25/2024	9:30 AM	11:00 AM	Online
Rescheduled Triage	6/25/2024	1:00 PM	2:00 PM	Online
PMO Weekly Touchpoint	6/25/2024	3:00 PM	4:00 PM	Online



Meeting Name	Date	Start Time	End Time	Location
FDC & FCOR Readiness Touchpoint Meeting	6/25/2024	3:00 PM	4:00 PM	Online
Project Director Design Dispositions	6/25/2024	3:00 PM	5:00 PM	Online
DW Report	6/26/2024	9:30 AM	10:30 AM	Online
Garnishment Areas Discussion	6/26/2024	11:00 AM	12:00 PM	Online
Financial Reporting Design Sessions	6/26/2024	9:30 AM	12:00 PM	Online
MFMP Weekly Florida PALM meeting	6/26/2024	1:00 PM	2:30 PM	Online
Negative Receipts Discussion	6/26/2024	2:00 PM	3:00 PM	Online
Readiness Team	6/26/2024	11:00 AM	12:00 PM	Online
Florida PALM Executive Steering Committee Meeting	6/26/2024	2:00 PM	4:00 PM	Onsite
MFMP/Florida PALM Readiness Touchpoint	6/26/2024	1:00 PM	2:30 PM	Online
People First / Florida PALM Weekly Meeting	6/27/2024	9:00 AM	11:00 AM	Online
Configuration Workbook - Segment IV Recap (PC&CM)	6/27/2024	11:00 AM	12:00 PM	Online
DW/BI Working	6/27/2024	11:00 AM	12:00 PM	Online
API031 - SPIA Payments	6/27/2024	2:00 PM	3:00 PM	Online
Payroll Working Session - Security Roles Matrix	6/27/2024	3:00 PM	4:15 PM	Online
RDNS/RW Meeting	6/27/2024	3:30 PM	4:30 PM	Online
Segment V Payroll Pre-FD/FD Meeting	6/28/2024	8:30 AM	10:30 AM	Online
FGCC/FL PALM Monthly Readiness Touchpoint Meeting	6/28/2024	10:00 AM	11:00 AM	Online
Garnishment Conversion Discussion	6/28/2024	10:00 AM	11:00 AM	Online

Meeting Name	Date	Start Time	End Time	Location
RW Task 546: Update Florida PALM Interface Inventory for Segment IV	6/28/2024	11:00 AM	12:00 PM	Online
Payroll Team Meeting	6/28/2024	2:00 PM	3:00 PM	Online
PRC003 - OIT Conversion Discussion	6/28/2024	1:00 PM	2:00 PM	Online

## Appendix B – Meetings Conducted

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

**Table 9: IV&V Meetings Conducted**

Meeting Name	Date	Start Time	End Time	Location	Attendee(s)
Florida PALM IV&V Weekly Status Meeting	6/7/2024	9:30 AM	10:00 AM	Online	Florida PALM Project Director Florida PALM Deputy Project Director Florida PALM Contract Manager DMS IV&V Contract Manager Nicolle Suvada Sarah Crouch Anne Frost John Gunnufsen Preethi Kembhavi Sebastian Lende
Florida PALM IV&V Lessons Learned Report Review	6/10/2024	2:30 PM	3:00 PM	Online	Florida PALM Project Director Florida PALM Deputy Project Director Florida PALM Contract Manager DMS IV&V Contract Manager Sarah Crouch Anne Frost John Gunnufsen Preethi Kembhavi Srikanth Durvasula Sebastian Lende
Florida PALM IV&V May Monthly Report Review	6/12/2024	4:00 PM	5:00 PM	Online	Florida PALM Project Director Florida PALM Deputy Project Director Florida PALM Contract Manager DMS IV&V Contract Manager Nicolle Suvada Sarah Crouch Anne Frost John Gunnufsen Preethi Kembhavi Srikanth Durvasula Sebastian Lende

Meeting Name	Date	Start Time	End Time	Location	Attendee(s)
Florida PALM IV&V June Mid-Month Report Review	6/19/2024	4:00 PM	5:00 PM	Online	Florida PALM Project Director Florida PALM Deputy Project Director Florida PALM Contract Manager DMS IV&V Contract Manager Nicolle Suvada Sarah Crouch Anne Frost John Gunnufsen Preethi Kembhavi Srikanth Durvasula Sebastian Lende
Onscreen Review of DAR 645, D646, DED 650	6/27/2024	04:30PM	5:00 PM	Online	Florida PALM Project Director Florida PALM Deputy Project Director Florida PALM Contract Manager DMS IV&V Contract Manager Sarah Crouch Rahul Rai Sarabjit Man John Gunnufsen

## Appendix C – Documents Reviewed

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

**Table 10: Documents Reviewed**

Document Name	Date	Version
Florida CRAIDL Logs	Weekly	Working
Florida PALM Open Risks Log	Weekly	Working
Florida_PALM_Project_Schedule.mpp	Weekly	Working
PCR-118-Segment V Financials Customizations	6/21/24	Final
PCR-119-Cancellation and Optional Services Related Requirement Changes	6/21/24	Final
PCR-120-Requirement Text and Customization Alignment Changes	6/21/24	Final
Project Management Plan	Weekly	5.0
Project Risk #7	Weekly	Working
Project Risk #8	Weekly	Working
Project Risk #9	Weekly	Working
Smartsheet-Variou reports and Agencies status	Weekly	Working
Project Schedule QC Checklists	Weekly	Working
RADAR-Report	Weekly	Working
RICEFW Inventory Working	Weekly	Working
RTM Working	Weekly	Working
Project Dependency Tracker	Weekly	Working
Design Work Unit Tracker	Weekly	Working
WP402 – Requirements Traceability Matrix Segment IV	6/13/24	Draft
WP402 – RICEFW Inventory Segment IV	6/13/24	Draft
D644 – Completion of Solution Design (Requirements) Segment IV	6/14/24	Draft
AME004_FD - Asset InterUnit Transfer Security.docx	6/14/24	Draft
APE012_FD - Automate AP Pay Cycles.docx	6/14/24	Draft
API058_FD - Inbound PCard Disbursement.docx	6/14/24	Draft
API058-Inbound PCard Disbursement Load_DataElements.xlsx	6/14/24	Draft
API058-Inbound PCard Disbursement Load-Layout.xlsx	6/14/24	Draft
API058-Sample Data.txt	6/14/24	Draft

Document Name	Date	Version
API128_FD - Inbound 1099 Spreadsheet Upload.docx	6/14/24	Draft
API128-Inbound 1099 Spreadsheet Upload_Data Elements.xlsx	6/14/24	Draft
API128-Inbound 1099 Spreadsheet Upload-Layout.xlsx	6/14/24	Draft
API128-Sample Data.xlsm	6/14/24	Draft
CME001_FD - Bank Account Security.docx	6/14/24	Draft
CME014_FD - Generate Payroll Payment Cash-Cash Clearing Accounting Entries.docx	6/14/24	Draft
CMI002_FD - Outbound AP ACH File.docx	6/14/24	Draft
CMI002-Outbound AP ACH File layout specifications and Sample Data-1.pdf	6/14/24	Draft
CMI002-Outbound AP ACH File - layout specification - Addenda-2.pdf	6/14/24	Draft
CMI005_FD - Inbound External Transactions.docx	6/14/24	Draft
CMI005_INT_D_20240315-0701-Sample File.txt	6/14/24	Draft
APR102_FD - AP ACH Returns and Reissued Warrants.docx	6/14/24	Draft
APR126_FD - Cash Check Errors (WorkCenter).docx	6/14/24	Draft
GLR079_FD - GR Cash Balance and Activity Report.docx	6/14/24	Draft
GLR110_FD - Capital Assets Account Reconciliation Report.docx	6/14/24	Draft
GLR170_FD - Revolving Fund Attribute Report.docx	6/14/24	Draft
IUR005_FD - Inter-IntraUnit Transaction Detail Report.docx	6/14/24	Draft
IUR006_FD - Inter-IntraUnit Budget-Cash Check Errors WorkCenter Report.docx	6/14/24	Draft
PRE022_FD - Payroll Accounting Department Budget Table Entry Changes.docx	6/14/24	Draft
PRE024_FD - Payroll Payment Reissue and Cancellation Process.docx	6/14/24	Draft
PRE027_FD - Tax Deposit Tracking and Reporting.docx	6/14/24	Draft
PRE028 - FD Load W-2c Process.docx	6/14/24	Draft
PRE034_FD - HCM SpeedKey Functionality.docx	6/14/24	Draft
PRE036_FD - Payment Requests and Non-Cash Adjustments.docx	6/14/24	Draft
PRE038_FD - Overpayment Extension.docx	6/14/24	Draft
IUE001_FD - Inter-IntraUnit Transaction Processing.docx	6/14/24	Draft
IUI001_FD - Inbound Inter-IntraUnit Spreadsheet Upload.docx	6/14/24	Draft
IUI001 - Inbound Inter-Intraunit Spreadsheet Upload_Data Mapping.xlsx	6/14/24	Draft
IUI001-Inbound Inter-IntraUnit Spreadsheet Upload Layout.xlsx	6/14/24	Draft

Document Name	Date	Version
IUI001-Inbound Inter-IntraUnit Spreadsheet Upload.xls	6/14/24	Draft
IUI001-Inbound Inter-IntraUnit Spreadsheet Upload_Sample Data.xls	6/14/24	Draft
IUI002_FD - Inbound Inter-IntraUnit Interface.docx	6/14/24	Draft
APE018_FD - Default Asset Profile ID.docx	6/17/24	Draft
APE019_FD - Suppress Supplier Registration User Profile.docx	6/17/24	Draft
API131_FD Outbound PCard COA and SpeedKeys.docx	6/17/24	Draft
API131-Outbound PCard COA and SpeedKeys_Data Elements.xlsx	6/17/24	Draft
API131-Outbound PCard COA and SpeedKeys-Layout.xlsx	6/17/24	Draft
API131-Sample Data.txt	6/17/24	Draft
API132_FD - Outbound PCard Error Details.docx	6/17/24	Draft
API132-Sample Data.txt	6/17/24	Draft
CMI005-Inbound External Transactions_DataElements.xlsx	6/17/24	Draft
CMI005-Inbound External Transactions-Layout.xlsx	6/17/24	Draft
CMI016- FD Outbound AP Retiree ACH File.docx	6/17/24	Draft
CMI018_FD Outbound Payroll Reconciled Warrants Prenotes and ACH NOCs.docx	6/17/24	Draft
CMI018 - Outbound Reconciled Payroll Warrant Payments Interface Summary Log Mockup.txt	6/17/24	Draft
CMI018 - Outbound Reconciled Payroll Warrant Payments_Data Elements.xlsx	6/17/24	Draft
IUR007_FD - Pending Submission IU Transactions (WorkCenter).docx	6/17/24	Draft
IUR008_FD - Received IU Transactions (WorkCenter).docx	6/17/24	Draft
IUR009_FD - IU Pending Approval (WorkCenter).docx	6/17/24	Draft
IUR010_FD - Denied IU Transactions (WorkCenter).docx	6/17/24	Draft
IUR011_FD - IU Edit Errors (WorkCenter).docx	6/17/24	Draft
KKR018_FD - Agency Commitments Report.docx	6/17/24	Draft
KKR046_FD - February Reversion FCO Projects Worksheet Report.docx	6/17/24	Draft
PRE040_FD - Historical W-2, Individual Earnings, and Annual Earnings Statements.docx	6/17/24	Draft
PRE043_FD - Payroll Accounting Entries.docx	6/17/24	Draft
PRI007_FD - Outbound Salary Detail File.docx	6/17/24	Draft
PRI007 - Error Log Mockup Outbound Salary Detail File.txt	6/17/24	Draft
PRI007 - Outbound Salary Detail File Layout.xlsx	6/17/24	Draft
PRI007 - Outbound Salary Detail File Sample Data.txt	6/17/24	Draft

Document Name	Date	Version
PRI007 - Outbound Salary Detail File Sample Records.xlsx	6/17/24	Draft
IUI002-Inbound Inter-IntraUnit Interface Layout.xlsx	6/17/24	Draft
IUI002-Inbound Inter-IntraUnit Interface Sample File.txt	6/17/24	Draft
IUI002-Inbound Inter-IntraUnit Interface_Data Mapping.xlsx	6/17/24	Draft
IUI003_FD - Outbound Inter-IntraUnit Interface.docx	6/17/24	Draft
IUI003 - Sample Data.txt	6/17/24	Draft
IUI003-Outbound Inter-IntraUnit Interface-Layout.xlsx	6/17/24	Draft
KKC001_FD - Budgets.docx	6/17/24	Draft
GLE006_FD - Interest Apportionment Process.docx	6/18/24	Draft
GLE009_FD_Cash Reporting Solution.docx	6/18/24	Draft
GLE014_FD - Financial Reporting Ledger.docx	6/18/24	Draft
GLE015_FD - Update Integration Broker between Payroll and GL HR.docx	6/18/24	Draft
GLI009_FD – Outbound Unreserved Balances File.docx	6/18/24	Draft
GLI009 - Sample Data.txt	6/18/24	Draft
GLI009-Outbound Unreserved Balances File-Layout.xlsx	6/18/24	Draft
POE001_FD - Default Amount Only Flag.docx	6/18/24	Draft
POE002_FD - Carry Forward Receipt Accrual.docx	6/18/24	Draft
CMI018 Outbound Reconciled Payroll Warrant Payments File Layout.xlsx	6/18/24	Draft
CMR008_FD - ACH EFT Failures and Notice of Changes Report.docx	6/18/24	Draft
SDE003_FD - Batch Run Control Error _Log_Notifications.docx	6/18/24	Draft
SDE004_FD - Batch Run Control Update.docx	6/18/24	Draft
SDE006_FD - Audit Trail Audit Logging.docx	6/18/24	Draft
SDE019 - FD - Audit TrailAudit Logging (Payroll).docx	6/18/24	Draft
SDE023_FD - Attachment Size Validation.docx	6/18/24	Draft
KKR057_FD - Tentative Carry Forward Certified Forward Balances Report.docx	6/18/24	Draft
KKR059_FD - Trust Fund Cash Balance and Activity Report.docx	6/18/24	Draft
KKR067_FD - Budget Period Close Report.docx	6/18/24	Draft
PCR013_FD - FCO Certified Forward Request Detail Report.docx	6/18/24	Draft
PCR015_FD - Appropriations Budget vs Project Budget Report.docx	6/18/24	Draft
PRR001_FD - HR Accounting Line Report.docx	6/18/24	Draft



Document Name	Date	Version
PRR005_FD - Garnishment Payment Report.docx	6/18/24	Draft
PRI007 - Outbound Salary Detail File_DataElements.xlsx	6/18/24	Draft
PRI007 - Summary Log Mockup Outbound Salary Detail File.txt	6/18/24	Draft
PRI008_FD - Outbound Reemployment Assistance Wage Data.docx	6/18/24	Draft
PRI008 - Outbound Reemployment Assistance Wage Data - Layout.xlsx	6/18/24	Draft
PRI008 - Outbound Reemployment Assistance Wage Data_DataElements.xlsx	6/18/24	Draft
PRI008 - Sample Data.txt	6/18/24	Draft
PRI008 - Summary Log Mockup Outbound Reemployment Assistance Wage Data.txt	6/18/24	Draft
KKC001 - Budgets Conversion Layout.xlsx	6/18/24	Draft
PCC001_FD - Projects (For Accounting Purposes).docx	6/18/24	Draft
PCC001 - Projects (For Accounting Purposes) Layout.xlsx	6/18/24	Draft
PCC001 - Sample Data.txt	6/18/24	Draft
PCC002_FD - Project Life-to-Date Balances.docx	6/18/24	Draft
PCC002 - Sample Data.txt	6/18/24	Draft
GLI071_FD - Outbound Disbursement Load.docx	6/19/24	Draft
GLI071-Outbound Disbursement Load-Layout.xlsx	6/19/24	Draft
GLI071_LASPBS_Y_Process Instance_YYYYMMDD-HHMMSS_Sample_File.txt	6/19/24	Draft
GLI071_LASPBS_D_Process Instance_YYYYMMDD-HHMMSS_Sample_File.txt	6/19/24	Draft
KKE001_FD - Spendable Cash Checking Extension.docx	6/19/24	Draft
PRR007_FD - Earnings Register.docx	6/19/24	Draft
PRR010_FD - Payroll Register.docx	6/19/24	Draft
PRR011_FD - Payroll Tax Report.docx	6/19/24	Draft
PRR013_FD - Garnishment Order Report.docx	6/19/24	Draft
PRR014_FD - Payroll Prior Year Adjustment Report.docx	6/19/24	Draft
PRR021_FD - Payroll Period Compare Report.docx	6/19/24	Draft
PRR023_FD – Preliminary Payroll Cash and Budget Balance Report.docx	6/19/24	Draft
PRE023_FD - FRS Retroactive Adjustments.docx	6/19/24	Draft
PRE029_FD - FRS Retroactive Calculation.docx	6/19/24	Draft
PRI034_FD - Outbound Personal and W-4 Data.docx	6/19/24	Draft

Document Name	Date	Version
PRI034 - Outbound Personal and W-4 Data - Layout.xlsx	6/19/24	Draft
PRI034 - Outbound Personal and W-4 Data_DataElements.xlsx	6/19/24	Draft
PRI034 - Sample Data.txt	6/19/24	Draft
PRI034 - Summary Log Mockup Outbound Personal and W-4 Data.txt	6/19/24	Draft
PRI037_FD - Outbound Collections Website Garnishment Remit File.docx	6/19/24	Draft
PRI037 - Error Log Mockup.txt	6/19/24	Draft
PCC002 - Project LTD Balances- Data Elements.xlsx	6/19/24	Draft
PCC002 - Project LTD Balances- File Layout.xlsx	6/19/24	Draft
PRC004_FD - Garnishments.docx	6/19/24	Draft
PRC004 - Sample Data.txt	6/19/24	Draft
PRC004 - Garnishments - Mapping.xlsx	6/19/24	Draft
PRC004 - Garnishments - Layout.xlsx	6/19/24	Draft
PRC004 - GARN_SPEC Sample Data.txt	6/19/24	Draft
KKI005_FD - Outbound Tentative and Reversion Balances.docx	6/20/24	Draft
KKI005_Sample_File.txt	6/20/24	Draft
KKI005-Outbound Tentative and Reversion Balances -Layout.xlsx	6/20/24	Draft
KKI011_FD - Outbound Agency Incurred Obligations - FCO Projects (Carry-Certified Forward Requests).docx	6/20/24	Draft
KKI011-Summary Log Mockup.txt	6/20/24	Draft
KKI011-Sample Data.txt	6/20/24	Draft
KKI011-Outbound Agency Incurred Obligations - FCO Projects (CarryCertified Forward Requests)-Layout.xlsx	6/20/24	Draft
KKI011-Outbound Agency Incurred Obligations - FCO Projects (CarryCertified Forward Requests)-DataElements.xlsx	6/20/24	Draft
PRR028_FD - Payroll Paysheet Transaction Changes Report.docx	6/20/24	Draft
PRR029_FD - Payroll Error Messages.docx	6/20/24	Draft
PRR030_FD - Actuals Funding Report.docx	6/20/24	Draft
PRR035_FD - Payroll Warrant Status Report.docx	6/20/24	Draft
PRR036_FD - Editing Paysheets Changes Report.docx	6/20/24	Draft
PRR038 _FD - Daily Tax Activity Report.docx	6/20/24	Draft
PRR039_FD - Projected Tax Liability Report.docx	6/20/24	Draft
PRE032_FD – Consolidated AP Supplier Payment Voucher.docx	6/20/24	Draft

Document Name	Date	Version
PRE042_FD - Garnishment Attachments.docx	6/20/24	Draft
PRI037 - Outbound Collections Website Garnishment Remit File - Layout.xlsx	6/20/24	Draft
PRI037 - Outbound Collections Website Garnishment Remit File_DataElements.xlsx	6/20/24	Draft
PRI037 - Sample Data.txt	6/20/24	Draft
PRI037 - Summary Log.txt	6/20/24	Draft
PRI038_FD - Inbound Agency Position Funding Spreadsheet Upload.docx	6/20/24	Draft
PRI038-Error Log Mockup.txt	6/20/24	Draft
PRI038-Inbound Agency Position Funding Spreadsheet Upload_Data Elements.xlsx	6/20/24	Draft
PRC004 - GARN_SCHED Sample Data.txt	6/20/24	Draft
PRC004 - GARN_RULE Sample Data.txt	6/20/24	Draft
PRC004 - GARN_EMPL_DED Sample Data.txt	6/20/24	Draft
PRC017_FD - Department Budget Position Funding Load.docx	6/20/24	Draft
PRC017 - Department Budget Position Funding Load Conversion Layout.xlsx	6/20/24	Draft
PRC017 - Department Budget Position Funding Load Conversion Mapping Layout.xlsx	6/20/24	Draft
PRC017-Sample Data.csv	6/20/24	Draft
PCE003_FD - Default Project Budget Ledger.docx	6/21/24	Draft
PCI001_FD - Outbound Project Information Extract.docx	6/21/24	Draft
PCI001-Outbound Project Information Extract_DataElements.xlsx	6/21/24	Draft
PCI001-Outbound Project Information Extract-Layout.xlsx	6/21/24	Draft
PCI001-Sample Data.txt	6/21/24	Draft
PCI001-Summary Log.txt	6/21/24	Draft
PRR041_FD - Tax Reconciliation Report.docx	6/21/24	Draft
PRR042 - FD - Tax Deposit Report.docx	6/21/24	Draft
PRR043_FD Quarterly 941 Report.docx	6/21/24	Draft
PRR044_FD Quarterly 941X Report.docx	6/21/24	Draft
PRR045_FD - Employee W-4 Exempt Status.docx	6/21/24	Draft
PRR049_FD - W2c Audit Report.docx	6/21/24	Draft
PRR051_FD - Position Funding Report.docx	6/21/24	Draft
PRI038-Inbound Agency Position Funding Spreadsheet Upload-Layout.xlsx	6/21/24	Draft

Document Name	Date	Version
PRI038-Sample Data.csv	6/21/24	Draft
PRI038-Summary Log Mockup.txt	6/21/24	Draft
PRI050_FD - Outbound W2 Print File.docx	6/21/24	Draft
PRI051_FD - Inbound Moving Expense Reimbursement.docx	6/21/24	Draft
PRI051-Summary Log Mockup.txt	6/21/24	Draft
PRI051-Inbound Moving Expense Reimbursement_Data Elements.xlsx	6/21/24	Draft
IUE002_FD - Inter-IntraUnit WorkCenter.docx	6/21/24	Draft
IUE003_FD - Payroll Redistributions.docx	6/21/24	Draft
PRC021_FD - W-2 Employee Totals.docx	6/21/24	Draft
PRC021 - YE_W2C_AMOUNTS Sample File.txt	6/21/24	Draft
PRC021 - YE_W2C_DATA Sample File.txt	6/21/24	Draft
PRC021 - YE_EE Sample File.txt	6/21/24	Draft
PRC021 - YE_DATA Sample File.txt	6/21/24	Draft
PRC021 - YE_AMOUNTS Sample File.txt	6/21/24	Draft
PRC021 - W2c Data Conversion Mapping Layout.xlsx	6/21/24	Draft
PCI006 - FD- Inbound Project Details.docx	6/24/24	Draft
PCI006 - Inbound Project Details Layout.xlsx	6/24/24	Draft
PCI006 - Sample Data.txt	6/24/24	Draft
PCI006-Inbound Project Details Summary Log.txt	6/24/24	Draft
PCI006-Inbound Project Details-Data Elements.xlsx	6/24/24	Draft
PCI008_FD-Project Costing Budget Spreadsheet Upload.docx	6/24/24	Draft
PCI008-Project Costing Budget Spreadsheet Sample Data.xlsx	6/24/24	Draft
PRR052_FD - Pre-Paysheet Creation Audit Messages.docx	6/24/24	Draft
PRR053_FD - Pre-Calculatation Audit Messages.docx	6/24/24	Draft
PRR055_FD - Payroll Deductions Not Taken.docx	6/24/24	Draft
PRR059_FD - Inactive Position Funding SpeedKeys Report.docx	6/24/24	Draft
PRR061_FD - Payroll Error Messages-Query.docx	6/24/24	Draft
PRR062_FD - Deductions Register.docx	6/24/24	Draft
PRR068_FD - Expired W-4 Exemption.docx	6/24/24	Draft
PRI051 - Error Log Mockup.txt	6/24/24	Draft

Document Name	Date	Version
PRI055_FD - Inbound Authorized Bank Titles (Payroll).docx	6/24/24	Draft
PRI055 - Summary Log Mockup Inbound Authorized Bank Titles (Payroll).txt	6/24/24	Draft
PRI055 - Sample Data.txt	6/24/24	Draft
PRI055 - Inbound Authorized Bank Titles (Payroll)_DataElements.xlsx	6/24/24	Draft
PRI055 - Inbound Authorized Bank Titles (Payroll) Interface-Layout.xlsx	6/24/24	Draft
PRI055 - Error Log Mockup Inbound Authorized Bank Titles (Payroll).txt	6/24/24	Draft
IUW001_FD - Inter-IntraUnit Workflow.docx	6/24/24	Draft
PRC021 - W2c Conversion Layout.xlsx	6/24/24	Draft
PRC021 - W2 Data Conversion Mapping Layout.xlsx	6/24/24	Draft
PRC021 - W2 Conversion Layout.xlsx	6/24/24	Draft
PRE002_FD - Tuition Waiver Verification Statement.docx	6/24/24	Draft
PRE003_FD - Payment Thresholds.docx	6/24/24	Draft
PRE005_FD - Employee Payroll Notification.docx	6/24/24	Draft
PRE007_FD - Prohibit Cancellation of Reconciled Payroll Payments.docx	6/24/24	Draft
PRE019_FD - Updates to Third Party Paysheet Transaction Page.docx	6/24/24	Draft
PCI008-Project Costing Budget Spreadsheet Upload Template.xlsx	6/25/24	Draft
PCI008-Project Costing Budget Spreadsheet Upload_DataElements.xlsx	6/25/24	Draft
PCI008-Project Costing Budget Spreadsheet Upload-Layout.xlsx	6/25/24	Draft
POI005_FD - Inbound Carry Forward Payable Spreadsheet Upload.docx	6/25/24	Draft
POI005 - Inbound Carry Forward Payable Spreadsheet Upload Interface-DataElements.xlsx	6/25/24	Draft
POI005 - Inbound Carry Forward Payable Spreadsheet Upload Interface-Layout.xlsx	6/25/24	Draft
POI005-Carry Forward Payable Spreadsheet Upload-Template.xlsm	6/25/24	Draft
POI005-Sample Data.xlsm	6/25/24	Draft
PRI056_FD - Outbound Payroll ACH File to Bank.docx	6/25/24	Draft
PRI056-Sample Data.txt	6/25/24	Draft
PRI056 - Outbound Payroll ACH File to Bank-Layout.xlsx	6/25/24	Draft
PRI057_FD - Outbound W2c Print File.docx	6/25/24	Draft
PRI057 - Outbound W-2c Print File Mockup.docx	6/25/24	Draft
PRE009_FD - Update Integration Broker between Payroll and GL HR.docx	6/25/24	Draft

Document Name	Date	Version
PRE012_FD - Include AP Employee Payments in ePay.docx	6/25/24	Draft
PRE013_FD - Prior Fiscal Year Payroll Adjustments.docx	6/25/24	Draft
PRE014_FD - Editing Paysheets.docx	6/25/24	Draft
PRE015_FD Payroll Accounting Position Allocation Process.docx	6/25/24	Draft
PRE020_FD - Beneficiary Payment Process.docx	6/25/24	Draft
WPED WP439 Completion of Solution Design (Requirements) Segment V	6/26/24	Draft

## Appendix D – IV&V Documents Delivered

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

**Table 11: IV&V Documents Delivered**

Document Name	Date	Version	Delivered Date	Follow Up Required
IVV4-D05 Florida PALM IVV Lessons Learned Report March – June 2024	6/10/24	1.0	6/10/24	None
Florida PALM IVV Monthly Assessment Report May 2024	6/12/24	1.0	6/12/24	None
Florida PALM IVV Mid-Month Progress Report June 2024	6/19/24	1.0	6/19/24	None
D645 Updated Deployment Strategy Deliverable Assessment Report	6/27/24	1.0	6/27/24	None
D646 Completion of Build Segment I Deliverable Assessment Report	6/27/24	1.0	6/27/24	None
DED for D650 Completion of Solution Design (Requirements) DWBI Deliverable Assessment Report	6/27/24	1.0	6/27/24	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.

**Table 12: Risk Priority Matrix**

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 13: Risk Rating Impact**

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 14: Risk Priority Rating**

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		High			
Unlikely 2		High			
Improbable 1		High			

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

**Table 15: Risk Rating Definition**

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.