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Planning, Accounting, and Ledger Management Project

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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 September 2024:

- The overall Florida PALM Project Risk Rating remains a Medium Risk due to the increased (worsening) Risk Rating for the Testing Focus Area, the unchanged High Risk Rating for the Development Focus Area, the expected completion of Functional Designs (FDs) for Data Warehouse (DW)/Business Intelligence (BI) on target by 10/3/24, and the unchanged Risk Ratings for the remaining Focus Areas.
- Delayed Tasks have decreased by 21% from 552 in August to 437 in September. The Schedule Performance Indicator (SPI) also increased to .92. Due to this, the Project Management Focus Area Remains a Medium Risk.
- The Florida PALM IV&V Team continued to review, analyze, and perform Agency outreach for Critical/High-Severity Issues and Risks with a score of 9 in September, offering observations and recommendations in Appendix A.
- Fifty-three of the 56 FDs for DW/BI were approved as of 9/30/24. All the DW/BI FDs are targeted for approval by 10/3/24, and the Florida PALM IV&V Team expects that the remaining FDs will be approved on schedule.
- Build Segment III remains behind schedule. As of 9/30/24, 84 of the 129 targeted Application Development (AD) documents have been drafted. The targeted completion date for Build Segment III was 9/30/24. The DW/BI Build Segment I is also slightly behind schedule, with 14 of 19 planned AD documents drafted as of 9/30/24. The Florida PALM IV&V Team is projecting that the current delays for DW/BI Build Segment 1 will not impact the 12/6/24 targeted completion date. The Risk Rating for the Development Focus Area remains a High Risk due to ongoing delays in Build Segment III.
- Due to the volume of System Investigation Requests (SIRs) opened in comparison to the number of Test Scripts executed so far and the amount of retesting needed, as evidenced in the Test Execution Tracker (TEXT), the overlap of Development resources across ongoing Build and SIR Resolution activities, and the Initial Fail Rate for the Test Scripts associated with RICEFW Items in Cycles 2 and 3, the Risk Rating for the Testing Focus Area has increased (worsened) to a Medium Risk.
- The Florida PALM IV&V Team reviewed Project Change Request (PCR) 121 and concurred with the need for the extensions to meet the business needs of the Florida PALM Project and the requirements in 60GG.2 – State of Florida Cybersecurity Standards. If PCR 121 is approved by the Executive Steering Committee (ESC), then a new set of Designs and Development will be required that overlaps with other concurrent Development and Testing activities.

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 about 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	Medium Risk	Medium Risk	<p>The overall Florida PALM Project Risk Rating remains a Medium Risk due to the increased (worsening) Risk Rating for the Testing Focus Area, the unchanged High Risk Rating for the Development Focus Area, the expected completion of DW/BW FDs on target by 10/3/24, and the unchanged Risk Ratings for the remaining Focus Areas during this reporting period.</p> <p>If the overlap between Development and System Testing increases due to the delays to Build and an increase in SIRs opened for RICEFW Items in future System Testing Cycle, it could impact the current Florida PALM Project Schedule for the System Testing Cycles (Finding 14) and increase the overlap between System Testing and the start of UAT.</p>
Project Management	Medium Risk	Medium Risk	<p>Delayed Tasks have decreased by 21% from 552 in August to 437 in September. The Delayed Tasks primarily occur in the following areas:</p> <ul style="list-style-type: none"> • D649 – Completion of Build Segment III with 250 Delayed Tasks. • Configurations with Future Dependencies with 38 Delayed Tasks. • D653 – Completion of Build Segment I DW/BI with 50 Delayed Tasks. <p>Additional Work Products (WPs) and Internal Work Products (I-WPs) continue contributing to the high number of Delayed Tasks.</p> <p>The Risk Rating for this reporting period remains a Medium Risk.</p>
Organizational Change Management	Medium Risk	Medium Risk	<p>Agencies' reception to the presence of technical Readiness Coordinators (RCs) in the Readiness Touchpoints has been positive,</p>

Focus Area	Last Month Indicator	Current Month Indicator	Update Summary
			<p>resulting in productive and beneficial discussions with Agency Subject Matter Experts (SMEs) and technical staff.</p> <p>The Florida PALM IV&V Team has observed Agencies recommending grouping Readiness Workplan (RW) Tasks by categories such as Data, Project Management, etc., in the Readiness Touchpoints and agrees that this would be a simple yet effective approach to better manage and delegate responsibility for Agency Tasks. Agencies have expressed eagerness to learn more about User Acceptance Testing (UAT) and Training requirements, especially as they approach the UAT preparation and Training phases of the Florida PALM Project. Competing priorities and limited resources remain a concern for Agencies, as documented in the Risks and Issues log in Smartsheet.</p> <p>Agency self-reported and self-evaluated Risks and Issues saw a minimal increase in September. Open Issues have increased by 3% since August, with Critical or High-severity Issues increasing at the same rate. Open Risks have increased by 2% since August, and Risks scoring 6 or higher remained unchanged. The Florida PALM IV&V Team continued to review, analyze, and perform Agency outreach for Critical/High-Severity Issues and Risks with a score of 9 in September, offering observations and recommendations in Appendix A.</p> <p>The Risk Rating for this Focus Area remains a Medium Risk.</p>
Requirements and Design	Low Risk	Low Risk	<p>The Florida PALM IV&V Team reviewed WP439 – Completion of Solution Design (Requirements) Segment V and found the associated FDs to be high-quality, thorough, and complete.</p> <p>The FDs for DW/BI are nearly complete, with 53 of 56 approved as of 9/30/24. All the DW/BI FDs are targeted for approval by 10/3/24, and the Florida PALM IV&V Team expects that the remaining FDs will be approved on time.</p> <p>The Florida PALM IV&V Team reviewed PCR 121, which includes 5 new extensions that</p>

Focus Area	Last Month Indicator	Current Month Indicator	Update Summary
			<p>would need to be designed. The Florida PALM IV&V Team concurred with the need for the extensions to meet the business needs of the Florida PALM Project and the requirements in 60GG.2 – State of Florida Cybersecurity Standards. However, if PCR 121 is approved by the ESC, then a new set of design sessions and development will be required that overlaps with other concurrent Development and Testing activities.</p> <p>The Risk Rating for this Focus Area remains a Low Risk, but the Florida PALM IV&V Team will closely monitor future design efforts associated with PCR 121.</p>
Development	High Risk	High Risk	<p>Build Segment III remains behind schedule. As of 9/30/24, 84 of the 129 targeted AD documents have been drafted. The targeted completion date for Build Segment III was 9/30/24. The Florida PALM IV&V Team has observed a slight increase in the pace of drafting the Segment III AD documents but still projects that all the Segment III AD documents may not be approved until 11/15/24 (approximately 7 weeks behind schedule).</p> <p>Additionally, Build Segment IV will have another 105 AD documents that need to be developed, and the Florida PALM IV&V Team is projecting those may not be completed until mid-February 2025 (about 6 weeks behind schedule). The Florida PALM SSI Vendor continues to add Development resources (47% increase since June) to address the delays, but the Florida PALM IV&V Team has not observed a corresponding improvement in the Build pace. Additionally, PCR 121 includes 5 new complex extensions, which will need to be designed and developed concurrently with Build Segment IV.</p> <p>The DW/BI Build Segment I is also slightly behind schedule, with 14 of 19 planned AD documents drafted as of 9/30/24. There are a total of 28 ADs planned for this Segment. The Florida PALM IV&V Team is not projecting that the current delays will impact the 12/6/24 targeted completion date.</p> <p>In addition to the ongoing Development efforts, there is a need for the Florida PALM SSI</p>

Focus Area	Last Month Indicator	Current Month Indicator	Update Summary
			<p>Vendor to allocate resources for the resolution of SIRs identified during System Testing. The growing number of unresolved SIRs presents a potential bottleneck that may require additional Development resources to ensure timely resolutions.</p> <p>Due to continued delays in Build Segment III, the potential new effort associated with PCR 121 if approved, and the concurrent need to support SIR resolutions, the Risk Rating for this Focus Area remains a High Risk.</p>
Testing	Low Risk	Medium Risk	<p>System Testing for Cycle 0 – Configuration Validation, Cycle 1 – Security Validation, Cycle 2 – Financials Module Specific Processing, and Cycle 3 – Financials Interface Programs Validation is in progress according to the TEXT, a tool used by the Florida PALM SSI Vendor to track System Testing progress. SIRs from System Testing are logged in Jira, as outlined in D643 – Updated System Testing Plan.</p> <p>Additionally, the SSI Vendor is concurrently drafting Test Scripts for the remaining System Testing Cycles, as shown in the Test Script Work Unit Tracker (TSWUT), while System Test execution is in progress.</p> <p>Taking into consideration the volume of SIRs opened in comparison to the number of Test Scripts executed so far and the amount of retesting needed as evidenced in the TEXT, the overlap of Development resources across ongoing Build and SIR Resolution activities, and the Initial Fail Rate for the Test Scripts associated with RICEFW Items in Cycles 2 and 3, the Risk Rating for this Focus Area has increased (worsened) to a Medium Risk.</p>
Conversion	Low Risk	Low Risk	<p>The Florida PALM IV&V Team participated in Design review sessions with the Florida PALM Project Team, Enterprise Partners, and the SSI Vendor for Conversion files related to various areas, including Supplier and Ledger Balance. The Florida PALM Project Team continues to address outstanding issues from Design Segments II-IV in the drafting of the associated AD documents.</p>

Focus Area	Last Month Indicator	Current Month Indicator	Update Summary
			<p>The Florida PALM IV&V Team continues to monitor Mock Conversions. Mock Conversion 0A – Financials finished this month. For Mock Conversion 0B – Financials and Payroll, 18 tickets were logged that have since been Resolved or Closed.</p> <p>For Mock Conversion 1A – Payroll, 6 tickets were logged that have since been Resolved or Closed.</p> <p>The Florida PALM IV&V Team is reviewing WP407 – Mock Conversion Scripts as new Test Scripts are added and will provide feedback to the Florida PALM Project Team.</p> <p>The Risk Rating for this Focus Area remains a Low Risk.</p>
Implementation Readiness	NA	NA	<p>The Florida PALM IV&V Team will begin reporting progress once Implementation Readiness efforts start.</p>
Production Support	Low Risk	Low Risk	<p>Forty-two new Production Incidents were reported during September. All Incidents were marked as P3 (Medium Priority) or P4 (Low Priority). Of these, 33 have been Closed or Resolved.</p> <p>The Florida PALM IV&V Team reviewed the August Monthly Performance Report and verified that the SSI Vendor met all Service Level Expectations (SLEs).</p> <p>The annual Disaster Recovery (DR) Test was also conducted in September. The Florida PALM IV&V Team will review the results of the test and provide feedback to the Florida PALM Project Team.</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: Low (Unchanged)

Probability Update: Possible (Unchanged)

Priority Update: Low (Unchanged)

Finding Description: The Florida PALM IV&V Team had originally observed inconsistencies between the FDs and the Requirements Traceability Matrix (RTM) during the review of the Segment I Designs. The inconsistencies primarily stemmed from manual updates that needed to be made across multiple Excel spreadsheets to trace requirements to different Reports, Interfaces, Conversions, Extensions, Forms, and Workflows (RICEFW) Items and FDs. This led to discrepancies due to the need for more synchronization among these spreadsheets. The Florida PALM Project Team incorporated additional cross-checks to avoid future inconsistencies between the RTM and FDs.

Status Update: The Florida PALM IV&V Team reviewed WP439 – Completion of Solution Design (Requirements) Segment V and did not identify any inconsistencies between the individual FDs, Table 2 of the Work Product, and the RTM. The Florida PALM IV&V Team will perform a similar analysis for the DW/BI FDs that are currently being drafted and reviewed.

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

Date Opened: 3/29/24

Impact Update: Significant (Unchanged)

Probability Update: Likely (Unchanged)

Priority Update: High (Unchanged)

Finding Description: Build Segment I activities were 7 weeks behind schedule, and Build Segment II was approximately 3 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, the completion of System Testing or Stage Gate 3 – Ready to Begin UAT could be affected. Since Build Segments III and IV involve more Development activities than Segments I or II, ongoing delays could have a much larger and cumulative impact on the subsequent Build Segments.

Status Update: The pace of drafting Segment III AD documents continues to be well below target. As of 9/30/24 (projected finish date for Build Segment III), 84 of the 129 AD documents have been drafted. Although the Florida PALM SSI Vendor continues to add Development staff, there has not been a corresponding increase in the pace of Build Segment III or in drafting the AD documents.

The Table below shows the increased Development staff being brought onto the Florida PALM Project. Additional SSI Vendor Development staff are planned for October through March, but the impact of the additional staff is currently unknown.

Table 2: Changes Between Projected and Actual Development Staff

SSI Staffing Plan	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar
Development Staff (FTEs) As of 6/1/24 Staffing Plan	47	49	49	49	49	25	25	25
Development Staff (FTEs) As of 7/31/24 Staffing Plan	55	57	57	57	57	32	32	32
Development Staff (FTEs) As of 8/31/24 Staffing Plan	56	61	61	61	61	34	34	34
Development Staff (FTEs) As of 9/30/24 Staffing Plan	55.1	66.9	72	72	72	68	68	36
Difference between 6/1 and 9/30 Staffing Plans	8.1	17.9	23	23	23	43	43	11
% Difference	17.2%	36.5%	46.9%	46.9%	46.9%	172.0%	172.0%	44.0%

The Table below summarizes the current and estimated completion dates based on the projections of the Florida PALM IV&V Team.

Table 3: Key Design and Build Segment Counts and Dates

Segment	Count	Scheduled Finish	Actual Finish	IV&V Estimated Finish ¹
Segment I Build	52	3/20/24	5/10/24	NA
Segment II Build	75	6/28/24	7/22/24	NA
Segment III Build	129	9/30/24	NA	Mid-Nov 24
Remaining Build (Segment IV)	105	1/6/25	NA	Mid-Feb 25
Segment IV Functional Design		5/31/24	5/31/24	NA
Segment V Functional Design		8/2/24	8/2/24	NA
Stage Gate 2 – Ready to Begin System Testing (Milestone)		8/31/24	8/5/24	NA
System Testing - Segment II		1/29/25 ²	NA	Apr 25
Stage Gate 3 – Ready to Begin UAT (Milestone)		3/28/25	NA	Late Mar 25

¹ Based on SSI Vendor Development Staff and projected completion of Segment III Build

² 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.

Due to current delays in Build Segment III and the IV&V projected delays to Build Segment IV, there is a risk that System Testing may not be completed on time. This could result in an increased overlap between System Testing and UAT or a delay to Stage Gate 3 – Ready to Begin UAT. Additionally, with the expected overlap between System Testing and Development, careful coordination and management of both schedules will be necessary during System Testing planning and execution.

Closed Findings

No Findings were closed in this reporting period.

Findings Metrics

This section contains metrics related to the Florida PALM IV&V Findings.

IV&V Findings by Month

The Figure below shows a cumulative total of New, Open, and Closed Findings by month for the last year. Since April 2024, the Florida PALM IV&V Team has maintained two Open Findings and one Closed Finding.

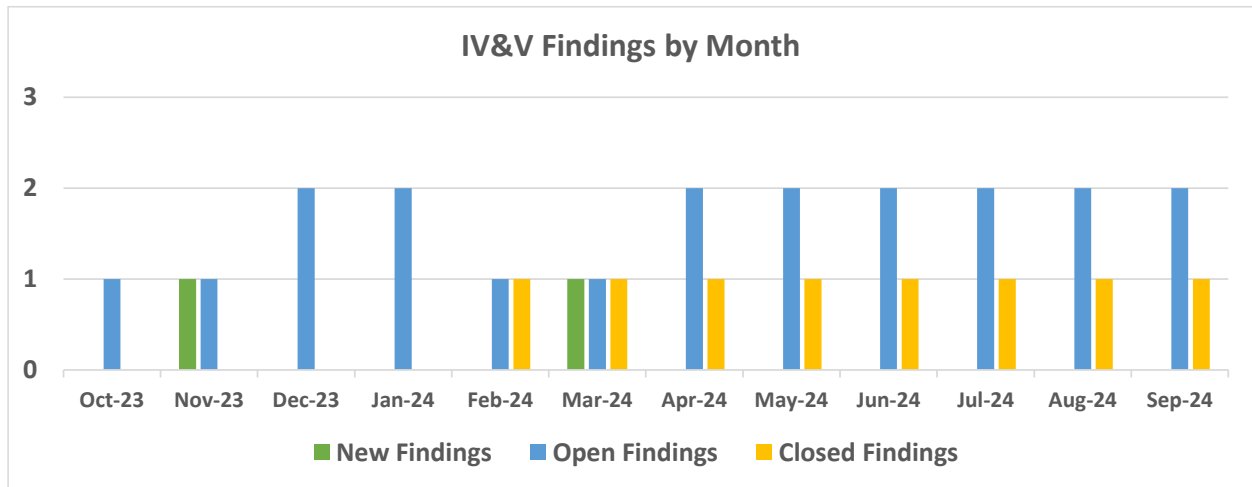
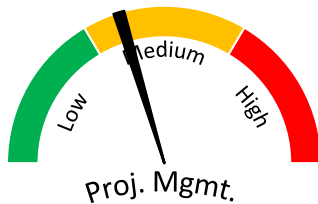


Figure 1: Florida PALM IV&V Team Cumulative Findings by Month

Focus Area Updates

Project Management



The Florida PALM Project Schedule is analyzed for Delayed Tasks and SPI using Steelray Project Analyzer. The SPI is captured using the Florida_PALM_Project_ScheduleEOM.mpp file, which has a status date of 9/30/24. Delayed Tasks are also tracked using the same Florida PALM Project Schedule and status date.

The Schedule SPI increased from .91 at the end of August to .92 at the end of September. An SPI of .92 indicates that the Florida PALM Project is progressing at 92% of the planned pace, which is slightly behind schedule.

The Florida PALM Project Schedule had 437 Delayed Tasks at the end of September, which represents a 21% decrease from the 552 Delayed Tasks at the end of August. Steelray defines a Delayed Task as one that should have started or finished but has yet to be completed.

Below is a figure of the Delayed Task by Category. The Florida PALM IV&V Team has categorized the Delayed Tasks into the following:

- Configuration.
- Deliverables.
- Administrative.
- Work Products.
- Internal Work Products.

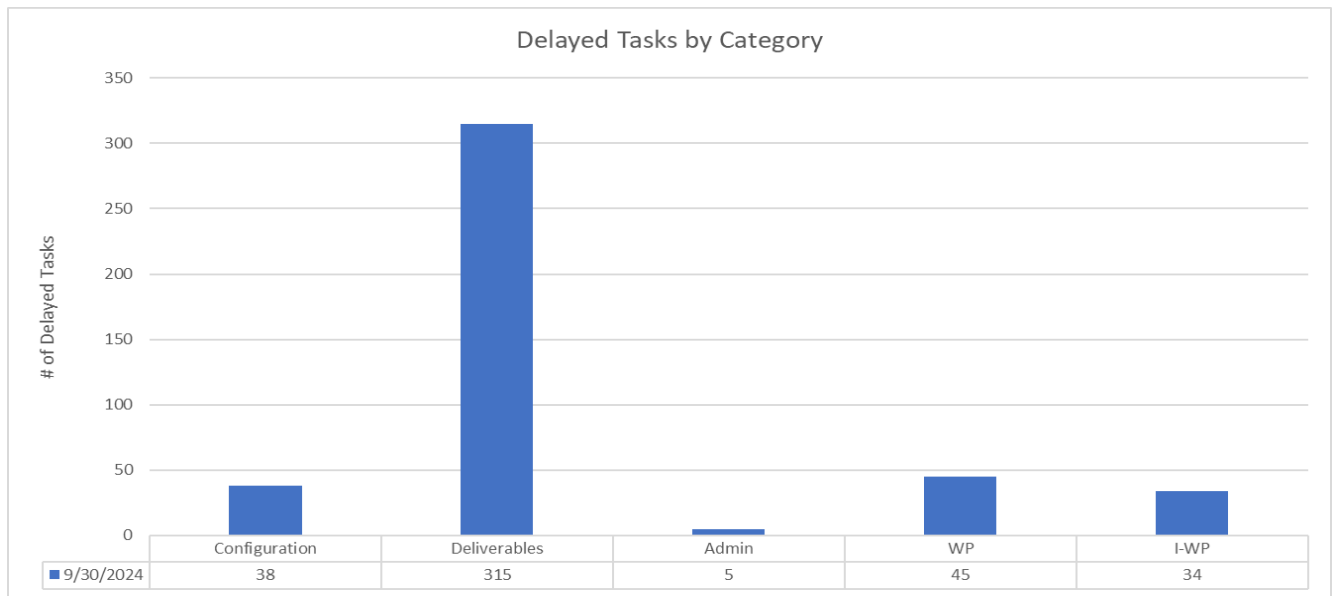


Figure 2: Delayed Tasks by Category

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

- D649 – Completion of Build Segment III with 250 Delayed Tasks (a decrease from 318 in August).
- Configurations with Future Dependencies with 38 Delayed Tasks (a decrease from 111 in August).
- D653 – Completion of Build Segment I DW/BI with 50 Delayed Tasks (an increase from 15 in August).

Additional WPs and I-WPs are also contributing to the high number of Delayed Tasks, including:

- I-WP127 – User Acceptance Testing Plan.
- WP433 – Updated Protected Data Inventory Plan.
- I-WP108 – Training Curriculum.
- I-WP111 – UAT Training Materials

While the Florida PALM Project Schedule experienced a decrease in 68 Delayed Tasks for D649 – Completion of Build Segment III, the schedule for this is running approximately 7 weeks behind. If approved, PCR 121 will add 5 new extensions that need to be designed and developed in addition to the Build Segment IV scope. These factors pose a risk to completing specific System Testing Cycles on time, which may affect overall System Testing execution and Stage Gate 3 – Ready to Begin UAT.

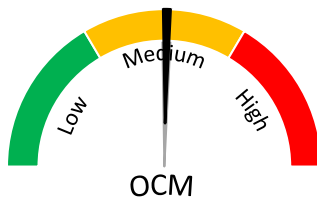
The Florida PALM IV&V Team delivered 3 documents containing recommendations to Florida PALM Project Leadership on 9/30/24 based on the outcome of the Schedule Management discussion in August. The following is a summary of the recommendations.

- For updating Start or Finish dates in the Florida PALM Project Schedule, the IV&V Team provided recommended process controls to prevent unauthorized changes to the Schedule and provide an approach for updating Start and Finish dates to reflect estimated dates.
- For updating downstream Tasks in the Florida PALM Project Schedule, the IV&V Team identified tasks that, if updated, would have the most significant downstream impact based on Predecessor/Successor linkage.
- For linking System Testing activities to RICEFW Items, the IV&V Team provided an analysis of the remaining RICEFW Items in Development compared to the inventory of System Test Scripts listed in the TSWUT. The IV&V Team assessed the potential number of additional tasks that may need to be incorporated into the Florida PALM Project Schedule and provided several options for linking the existing RICEFW Items in Development to System Testing activities in the Schedule, including the pros and cons for each.

The Florida PALM IV&V Team will continue to review the Florida PALM Project Schedule in these key areas. The IV&V Team will also focus on verifying that the Schedule follows best practices so that it can provide an accurate view of the overall health of the Florida PALM Project and the work remaining.

The Risk Rating for this Focus Area remains a Medium Risk.

Organizational Change Management



Readiness Touchpoint Meetings in September focused on addressing technical and non-technical challenges, meeting Task submission deadlines, and completing overdue Tasks and Training needs for UAT preparation. RCs are continuing to engage with Agencies, but the Florida PALM IV&V Team observed common concerns from Agencies surrounding UAT, specifically for Training, Testing, and Technical Readiness.

Florida PALM Organizational Change Management

RCs continue to support Agencies by engaging them in Agency Touchpoint meetings, weekly Task Talks, and other Readiness meetings. RCs also continue to monitor Agency progress on Tasks and verify completion against the Task Rubric and instructions. The Design Summary and Test Preparation Workshop, originally scheduled for 10/1/24-10/3/24 and 11/13, respectively, has been consolidated and moved to 11/12/24-11/14/24. Agencies will be receiving registration emails to sign up for them soon. This will be an important meeting for all Agencies to participate in. Agencies can register up to 3 staff members from their Change Champion Networks (CCN) or other technical SMEs for in-person participation with a virtual option for others.

The Florida PALM IV&V Team observed the following in September:

- **Agency Touchpoint Meetings and RC Preparedness:** RCs are actively engaging with Agencies, providing support for Task prioritization and organization. They are also verifying that effective communication is taking place, particularly during Agency-specific Readiness touchpoints and in meetings such as Task Talks. This level of engagement should continue to be maintained to support Agencies through key project stages, such

as upcoming activities for UAT and Training. Identification and consideration of Agency resources and competing priorities should be a key focus, as these factors could impact the level of support Agencies can provide for Florida PALM Project-related activities. While the Florida PALM Project Team may perceive that they have firm commitments from Agencies, resource constraints or shifting priorities may lead to gaps in support. Agencies have expressed the need for greater clarity on how the testing processes will be executed, including the roles, responsibilities, and expectations during testing.

- **Task Grouping:** RCs during Agency Touchpoint meetings have recommended Task Grouping as an approach to simplify task management and subsequent completion. Categorically grouping related tasks can help Agencies better manage and delegate Tasks, identify the appropriate staff to work on the Tasks, and provide better monitoring of their progress. This is a simple and effective suggestion that RCs have made during Agency Touchpoints that proactively look for ways Agencies can efficiently organize and assign the work. The Florida PALM IV&V Team recommends the continuation of this Task organization.
- **Training and Readiness:** Most Agencies have completed Task 549 – Submit Training Survey that was due on 9/20/24 to identify Train the Trainer participants. Agencies are eager to learn more about Training but have expressed initial confusion about Agencies' responsibilities for Training versus the Florida PALM Project Team's needs and resources, demands, timing, etc. Given the complexities surrounding Training, particularly with the upcoming UAT and general Florida PALM Training set to begin around Summer 2025, the Florida PALM IV&V Team recommends that the RCs continue to have frequent conversations with the Agencies and provide reminders of available Florida PALM information sources.
- **Agency Questions Log:** The Florida PALM Project published a shared Questions Log to the public Florida PALM webpage in September. Previously, Agencies had been provided with their own sheets in Smartsheet to track specific questions they had about the Florida PALM Project but had little to no insight into the questions and answers that others were asking or receiving. Introducing a public Questions Log with the most frequently asked questions is a helpful step that Agencies can leverage. Seeing different answers can lead Agencies to consider different ways the Florida PALM solution may interact with their own business systems.
- **Smartsheet and Bimonthly Agency Readiness Status Report:** The Florida PALM Project Team continues to adjust Smartsheet and the Agency Status Reports, which are produced with the information from Smartsheet. A recent positive change has been the inclusion of reporting on Florida Enterprise Partners, such as People First and MyFloridaMarketPlace (MFMP), in the Agency Status Reports. Given the criticality of these systems to State functions, improving visibility on their Readiness separate from the Agencies they are housed under will allow a more accurate assessment of potential risks for implementation and remediation options.

Agency Task Completion

The Florida PALM IV&V Team continues to gauge the progress and completion of RW Tasks. 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 Florida PALM Project Team as Complete against the Task Rubric and instructions. 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. These Tasks had a completion date on or before 9/30/24.

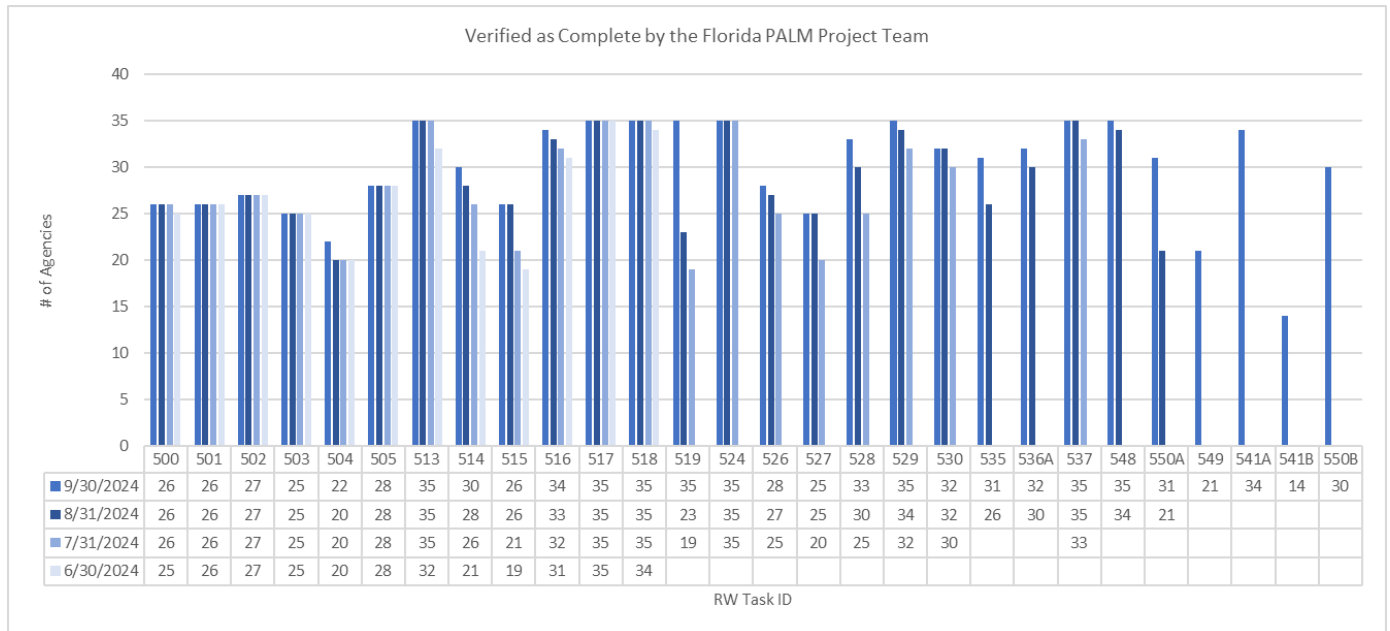


Figure 3: Tasks Verified as Complete by the Florida PALM Readiness Team

The Florida PALM IV&V Team observed the following based on data extracted from Smartsheet as of 9/30/24:

- There is little change in the Verification status for Tasks prior to 513.
- For Task 514 – Data Readiness Analysis and Data Cleansing Activities for Segments I and II and Task 526 – Data Readiness Analysis and Data Cleansing Activities for Segments III, there has been a slight increase in Agencies being Verified as Complete. These Tasks are critical to ensure that Agencies have their data cleansed and ready for Conversion. The Florida PALM IV&V Team will be following up with the Florida PALM Project Readiness Team to discuss the Task instructions, data input, and Rubric completion in the month of October and the outcome of this discussion will be provided in a future report.
- Tasks 541 A and B – Complete Configuration Workbooks for Segment IV (Project Costing and Cash Management) had a completion date of 9/6/24. This Task has an Indirect Impact on the Florida PALM Project and will use the final configuration workbooks to complete Mock Conversion. The Agencies’ configuration data will be loaded into the Florida PALM solution in preparation for System Testing, UAT, and Go-Live activities. The Florida PALM IV&V Team will be monitoring to verify that the outstanding Agencies have completed these Tasks so that real configuration values can be used for Testing rather than default or mocked data. The Florida PALM IV&V Team used a sample set of 15 Agencies that have been Verified as Complete and observed

that there are inconsistencies in the completion of the Task Rubric among RCs, which will be discussed with the Florida PALM Project Team.

- Task 549 – Submit Training Survey was used to identify Train the Trainer participants. Eight Agencies, or roughly 23%, confirmed they have an interest in participating in Train the Trainer. This would allow Agency trainers to learn and practice delivering the Florida PALM Project-specific Training as Project co-trainers. It is not intended to prepare Agencies to deliver training to end users for their specific business processes or provide early access for end users to the Florida PALM solution. The Train the Trainer strategy aims to mitigate the risk of disparate Agency locations lacking access to Florida PALM training before implementation. Agencies have expressed limited resources and time to participate in this program, given all the upcoming activities affecting RW Tasks.
- Task 550 A and B – Participate in Technical Meeting to Receive Credentials and Access have a Direct Impact on the Florida PALM Project. These Tasks verify that Agency-identified File Managers can access the Florida PALM Managed File Transfer (MFT) Server for future Interface Testing activities. The Florida PALM IV&V Team was encouraged to see 100% Task completion.

Below are the Tasks due on or after 9/1/24 that have been identified as having a Direct or Indirect Impact on the Florida PALM Project. These tasks serve as indicators of Agency involvement and help Agencies prepare for critical upcoming milestones, thereby supporting the overall progress of the Florida PALM Project.

Table 4: Tasks Due 9/1/24 or Later

Task ID	Task Name	Project Impact	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%	
545-A	Update and Finalize Florida PALM Conversion Inventory for Segment IV	Direct	7/22/24	10/18/24	7	12	6	1	9	8
546	Update Florida PALM Interface Inventory for Segment IV	Direct	07/22/24	10/18/24	8	12	7	2	6	4
536-B	Create Agency-Specific UAT Plan	Indirect	08/19/24	10/11/24	6	9	12	6	1	0
541-C	Complete Configuration	Direct	08/26/24	10/04/24	5	5	12	10	3	0

Task ID	Task Name	Project Impact	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%	
	Workbooks for Segment IV - Payroll (PR) and SpeedKey									
553	Prepare for Interface Testing	Indirect	9/16/24	10/18/24	9	14	4	2	0	0
554	Participate in Connectivity Testing for Cycle 1 Interface Testing	Direct	9/16/24	10/4/24	2	3	2	1	21	13

The Tasks due in October address several key areas, such as Conversion inventory, Agency-specific UAT planning, and preparation for Interface Testing. These Tasks provide insight into the planned data Conversion and allow Agencies to prepare their data for upcoming activities, such as Certification of Data Readiness for Mock Conversions and participation in those activities leading up to the Financial and Payroll Waves launch. Failure to complete these Tasks accurately could impact Interface Testing and UAT.

Agency Readiness and Risks/Issues

The Florida PALM IV&V Team has observed a slight increase in Agency-related Open Issues and Risks compared to the August reporting period.

Table 5: Agency Risks and Issues

Issues	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Risks	May-24	Jun-24	Jul-24	Aug-24	Sep-24
Open Issues	70	57	80	88	91	Open Risks	245	227	253	283	288
Critical or High	57	48	64	68	70	Risks Score 6+	131	124	136	142	142

Open Issues have increased by 3% since August, with Critical or High-severity Issues increasing at the same rate. Open Risks have increased by 2% since August, and Risks scoring 6 or higher remained unchanged. The Agencies self-report and self-assess Risks and Issues.

The Florida PALM IV&V Team’s efforts to conduct an in-depth review and analysis of the Critical and High-severity Issues and Risks with a score of 9 continued in September. This included outreach to Agencies to better understand their Risk management processes for identifying,

documenting, rating, and mitigating Risks and Issues related to the Florida PALM Project. Below are the Florida PALM IV&V Team's observations in addition to those reported in the August report:

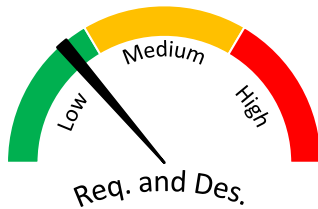
- There are Agencies that have documented Risks and Issues related to the segmentation approach of the Florida PALM Project affecting Task completion or resulting in rework. While Agencies agree that the Florida PALM Project segmentation approach makes sense, they claim that the respective Agencies' unique business processes do not align with the order of the RW Tasks or that the Agencies' applications contain dependencies on various data and information across multiple segments. An example of this is "Awaiting finalized requirements and process flows, configurations so that the [Agency] can calculate the remediation effort and project timelines for completion of tasks."
- Agencies have identified Technology-related Risks and Issues that may affect their ability to conduct effective testing and maintain operations after Go-Live. Examples include "There is a mismatch between the Interface Layout and sample data files provided by the Florida PALM Project Team" and "Allocation to Object Code. [Agency] does not allocate to the Object Code level. This would be a severe impact to the [Agency] processes and need for additional FTE."
- There are data-related Risks and Issues regarding the mapping and conversion of specific Agency fields from the FLAIR system to the Florida PALM solution. As this is not a one-to-one mapping, Agencies do not have clarity on some of the field names or the location where the data resides in the new Florida PALM solution. An example of this is "The new 'Account' CoA field will be replacing the GL and Object codes. [Agency] needs the specifications for how to crosswalk GL and object codes to account in PALM."

The Florida PALM IV&V Team recommends that:

- Agencies should proactively inform their respective RCs about any delays in Task completion or dependencies that may have arisen due to the segmentation approach. Timely communication can aid both the Agencies and the Florida PALM Project Team in identifying a feasible solution to address the challenges.
- RCs should continue to include Technical and Functional leads as needed in the Agency Readiness Touchpoint meetings to address any business process and technology Risks and Issues, as well as open questions.
- Agencies should consider other communication methods to follow up on open Critical Issues, Risks, and Questions besides documenting and reporting on the Florida PALM dashboard and Questions Log.
- Agencies should review the various Florida PALM resources that the Florida PALM Project has made available in the Knowledge Center, on the public Florida PALM Project website, etc., to find the information they need prior to logging a question or Risk/Issue in Smartsheet.

The Risk Rating for this Focus Area remains a Medium Risk.

Requirements and Design



The Florida PALM IV&V Team participated in the Segment IV Design workshops that focused on Carry/Certified Forward & Budget Close, Cash Checking, Statewide and Agency ChartField Values, Allotments Budget Structures/Transactions, Financial Statements, and Year End Close processes. During one of the sessions, the IV&V Team observed an Agency sharing its thought process and naming convention for Speedkeys. This knowledge-sharing may help other Agencies to adopt standardized or similar naming conventions. The Design workshops will conclude with a Design recap session planned for November to review the outcome of all Design Segments and next steps for the Florida PALM

Project.

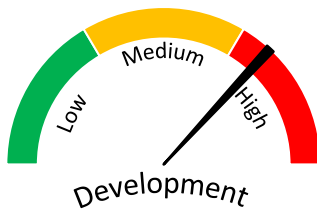
The Florida PALM IV&V Team reviewed WP439 – Completion of Solution Design (Requirements) Segment V, assessing the quality and completeness of the 18 FDs and 18 supporting documents. Overall, the Florida PALM IV&V Team found the FDs were of high quality, thorough, and complete. The Florida PALM IV&V Team did provide clarifying questions to the Florida PALM Project Team and those were addressed either with clarifications or through administrative updates to the FDs.

The FDs for DW/BI are nearly complete, with 53 approved of the 56 targeted for approval as of 9/30/24. All the DW/BI FDs are targeted for approval by 10/3/24, and the Florida PALM IV&V Team expects that the remaining 3 FDs will be approved on time.

The Florida PALM IV&V Team reviewed PCR 121, which includes 5 new extensions. The IV&V Team concurred that the extensions are needed to meet the business needs of the Florida PALM Project and the requirements in 60GG.2 – State of Florida Cybersecurity Standards. If PCR 121 is approved by the ESC, it will require a new round of Design sessions and Development efforts. These activities will overlap with ongoing Development and Testing, potentially creating resource and schedule conflicts with other concurrent Florida PALM Project work.

The Risk Rating for this Focus Area remains a Low Risk but the Florida PALM IV&V Team will closely monitor future potential Design efforts associated with PCR 121.

Development



Build Segments III and IV

Build Segment III remains behind schedule. As of 9/30/24 (which was the targeted date for completing Build Segment III), 84 of the 129 targeted AD documents have been drafted. While the Florida PALM IV&V Team has noticed a slight increase in the pace of drafting the Segment III AD documents, the IV&V Team still projects that all the Segment III AD documents may not be approved until 11/15/24 (approximately 7 weeks behind schedule). The Florida PALM IV&V Team has observed several root causes contributing to the delays in Build Segment III, including:

- Development staff misunderstanding content in the FDs, leading to rework.
- Development staff needing to make multiple rounds of updates to AD documents based on feedback and clarifications from the Florida PALM Project Team.
- Onboarding newly added Development staff that do not have background knowledge of the Florida PALM Project.
- Development staff underestimating the scope and complexity of Build Segment III.

Additionally, Build Segment IV will have another 105 ADs that need to be developed, and the Florida PALM IV&V Team is projecting those may not be completed until mid-February 2025 (approximately 6 weeks behind schedule). PCR 121 also includes 5 new complex extensions, which will need to be designed and developed concurrently with Build Segment IV.

The Florida PALM SSI Vendor continues to add Development staff (there has been a 47% increase from what was originally projected in June 2024) to address the delays, but the Florida PALM IV&V Team has not observed a corresponding improvement in the Build pace. The Table below shows the increased Development staff being brought onto the Florida PALM Project. Additional SSI Vendor Development staff are planned for October through March, but the impact of the additional staff is currently unknown.

Table 6: Changes Between Projected and Actual Development Staff

SSI Staffing Plan	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar
Development Staff (FTEs) As of 6/1/24 Staffing Plan	47	49	49	49	49	25	25	25
Development Staff (FTEs) As of 7/31/24 Staffing Plan	55	57	57	57	57	32	32	32
Development Staff (FTEs) As of 8/31/24 Staffing Plan	56	61	61	61	61	34	34	34
Development Staff (FTEs) As of 9/30/24 Staffing Plan	55.1	66.9	72	72	72	68	68	36
Difference between 6/1 and 9/30 Staffing Plans	8.1	17.9	23	23	23	43	43	11
% Difference	17.2%	36.5%	46.9%	46.9%	46.9%	172.0%	172.0%	44.0%

Despite the increase in Development staff, the pace of completing Development and drafting the AD documents has only slightly increased. In September, an average of 8.75 AD documents were drafted per week, as opposed to 7.67 in the previous weeks prior to September.

The current Build Segment III and the projected delays to Build Segment IV pose a risk to the timely completion of the SSI Vendor’s System Testing and may impact Stage Gate 3 – Ready to Begin UAT.

DW/BI Build Segment I

The DW/BI Build Segment I is also slightly behind schedule, with 14 of 19 planned AD documents drafted as of 9/30/24. There are a total of 28 AD documents planned for this Segment. The Florida PALM IV&V Team is projecting that the current delays will not impact the 12/6/24 targeted completion date.

Support for SIR Resolution

Development resources are also supporting the resolution of SIRs that are being identified during the Florida PALM SSI Vendor’s System Testing. The Figure below illustrates the overlap between current and future Development and Testing activities.

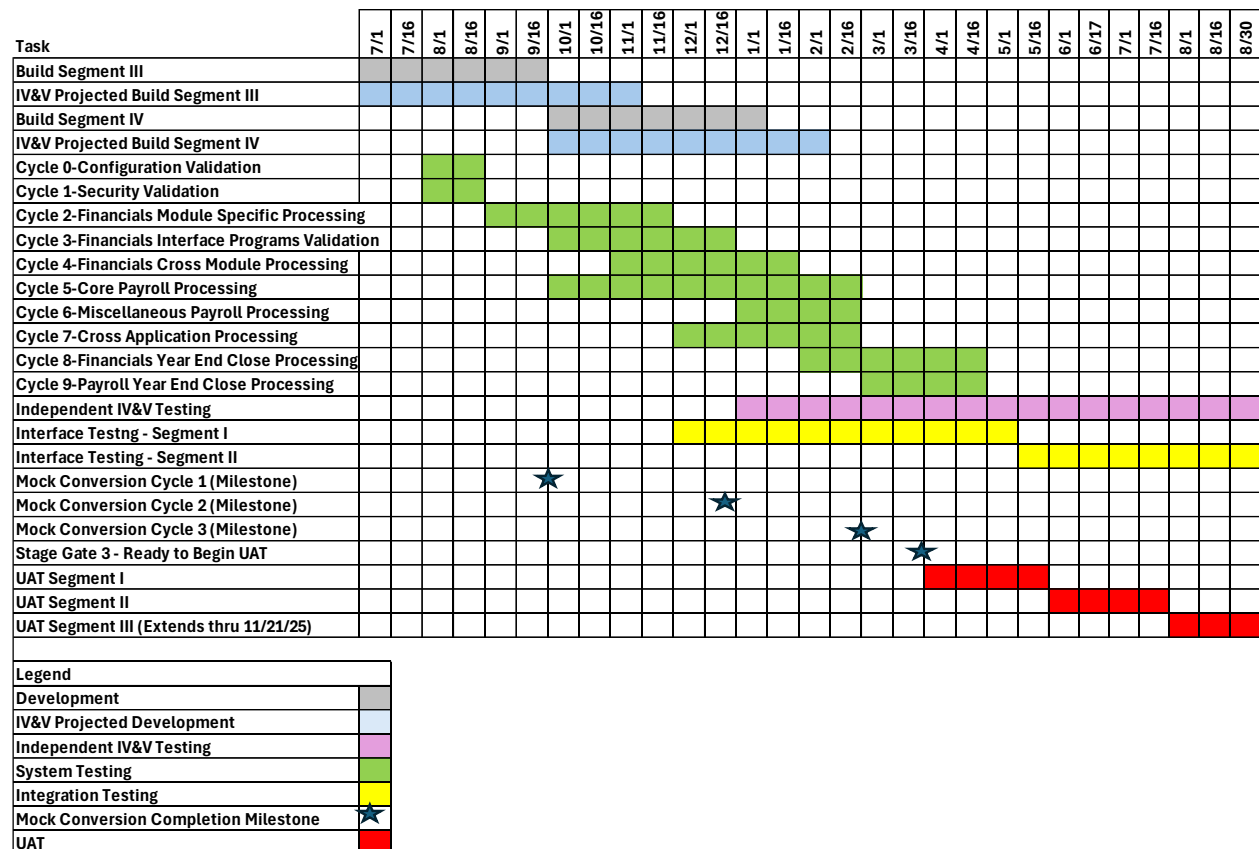


Figure 4: Overall Development and System Testing Schedule

The overlap between Development and System Testing poses a risk that Development resources may not be sufficient to address both the Build activities as well as resolving SIRs identified in System Testing.

The backlog of open SIRs has grown as System Testing progresses. The Figure below shows the count of open SIRs per week and by priority.

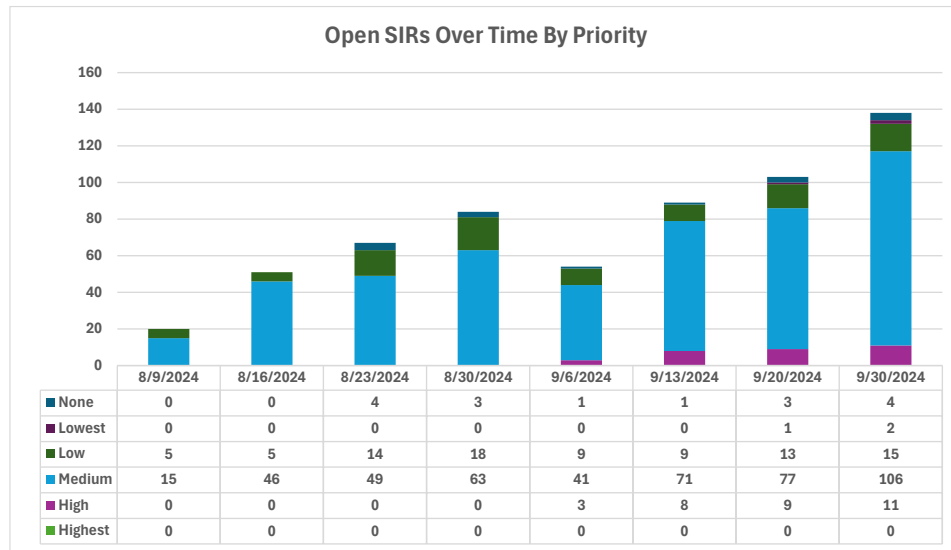


Figure 5: Open SIRs over Time

The growth in outstanding SIRs is primarily within the Medium-priority category, as High-priority SIRs are being resolved within 3.5 calendar days on average. Due to the current pace of resolution for the High-Priority SIRs, the Florida PALM Project Team has not observed an overall impact on the System Testing schedule so far.

The Figure below shows the test execution failure rates based on Test Scripts related to Configurations, RICEFW Items, and Other.

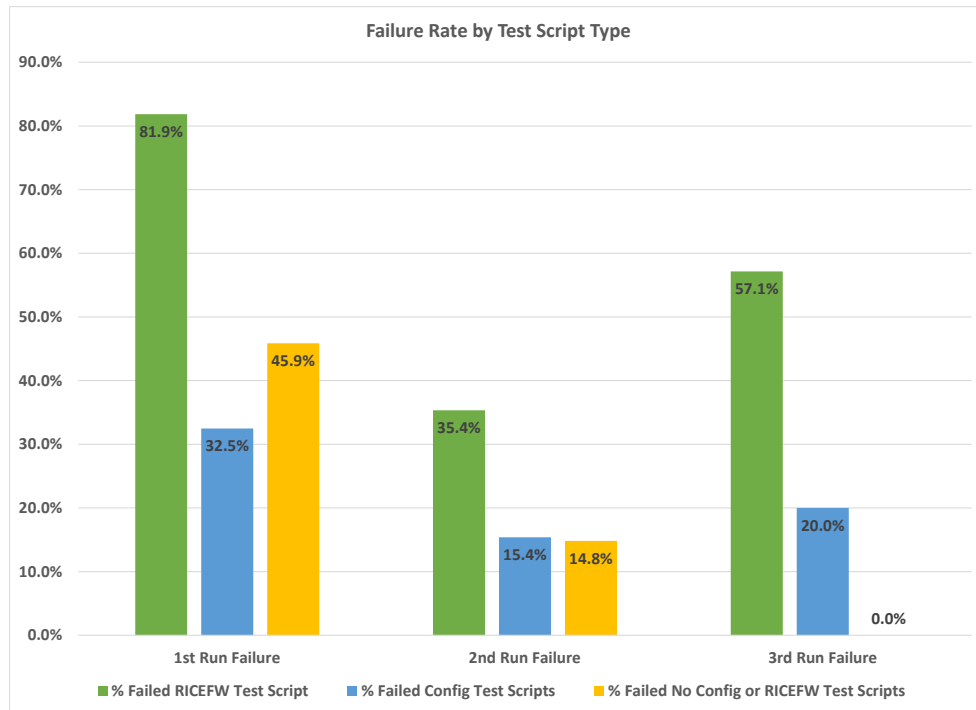


Figure 6: Test Failure Rate for Configuration or RICEFW Items (See Note)

The 2nd Run Failure rate is based on Test Scripts that failed the 1st Run and require retesting. For example, of the 81.9% of RICEFW Test Scripts that failed the 1st Run, 35.4% also failed the 2nd Run. Additionally, 1st Run, 2nd Run, and 3rd Run do not correlate to System Testing Cycles 1, 2, and 3. A Run is the execution of a specific Test Script to verify whether a particular functionality, feature, or system component performs as expected. The System Test Cycles are defined as “logical groupings of related Test Scripts to facilitate an efficient test execution” in D643 – Updated System Testing Plan.

While the Initial Failure Rate for RICEFW-related Test Scripts in Cycles 2 and 3 of System Testing is high at approximately 82% compared to other projects of similar size and complexity, the failure rates for the 2nd and 3rd Runs are closer to average. Additionally, not all SIRs represent defects in core functionality. Some are triggered by unexpected results due to a tester error or the need to update an FD with what was actually developed.

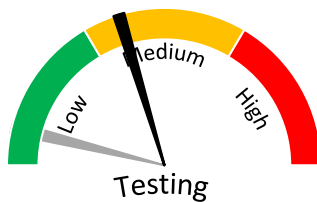
While the High-priority SIRs have been resolved in a timely manner, if the initial failure rate continues, then additional Development resources may be required to ensure System Testing can stay on target and avoid potential impacts to the completion of the remaining Build Segments. This emphasizes the need for continuous coordination and planning between Development and the System Testing Cycles to:

- Align Test Script execution schedules with AD document approval dates.
- Hold regular meetings to coordinate upcoming Development and System Testing activities.
- Prioritize SIR resolution and ongoing Build Segments III and IV activities effectively.

- Designate separate Development staff to work on remaining Builds versus SIR resolutions.

Due to continued delays in Build Segment III, new effort associated with PCR 121 if approved, and the concurrent need to support SIR resolutions, the Risk Rating for this Focus Area remains a High Risk.

Testing



As of 9/30/24, the Florida PALM SSI Vendor is slightly behind schedule for System Test execution of Cycles 0, 1, and 2. However, they have started ahead of schedule for Cycle 3 – Financials Interface Programs Validation, as reported in the TEXT. As noted in the Development Focus Area, the Florida PALM IV&V Team observed that Test Scripts related to RICEFW Items in Cycles 2 and 3 had a high 1st Run fail rate. While not all SIRs represent defects in core functionality, if the current failure rates continue, there is a risk to the System Testing schedule. The IV&V Team has also observed that the SIRs are being resolved promptly.

The Table below gives a snapshot of the overall test execution status for all 4 System Testing Cycles as of 9/30/2024.

Table 7: Planned and Actual Number of Test Cases

Cycle	Planned No of Test Cases for Execution	Actual No of Test Cases Executed	Pass	Fail	Pass % (based on executed)	Fail % (based on executed)
Cycle 0	315	311	283	28	91%	9%
Cycle 1	163	159	125	34	79%	21%
Cycle 2	145	144	103	41	72%	28%
Cycle 3	117	112	37	75	33%	67%
Grand Total	740	726	548	178	76%	24%

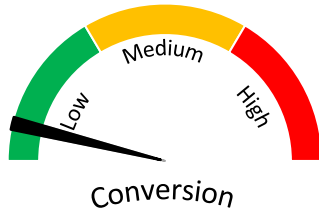
System Testing planning and preparation activities will be ongoing, and the Florida PALM SSI Vendor is expected to continue drafting Test Scripts for other Cycles concurrently with System Testing execution, as seen in the TSWUT. Specifically, the SSI Vendor developed additional Test Scripts for Cycles 5, 6, and 7 during the month of September.

Additionally, efforts were made by the Florida PALM Project Team and the Florida PALM SSI Vendor to enable secure connections for file transfers using MFT by whitelisting IP addresses in the non-production environment to support Interface Testing.

Given the Initial Fail Rate of Test Scripts, the volume of SIRs opened compared to the number of Test Scripts executed, the overlap of Development resources between Build and SIR resolution, and the anticipated retesting efforts following SIR resolutions, there is potential for delays to the

System Testing timeline. As a result, the Risk Rating for this Focus Area has increased (worsened) to a Medium Risk.

Conversion



The Florida PALM IV&V Team participated in Design review sessions with the Florida PALM Project Team, Enterprise Partners, and the SSI Vendor for Conversion files related to various areas, including Supplier and Ledger Balance. The Florida PALM Project Team continues to address outstanding issues from Design Segments II-IV during Build while drafting the associated AD documents.

The Florida PALM IV&V Team continues to monitor Mock Conversions. Mock Conversion 0A – Financials was completed successfully. Eighteen defects associated with code migration and configuration issues were logged for Mock Conversion 0B – Finance and Payroll, with 1 High-priority ticket entered for Project Life-To-Date Balances. The root cause documented for this SIR in Jira is that there was no check for a transaction source option when a specific ChartField combination validation was performed. The ticket was Resolved within an acceptable time frame. The remaining Medium and Low defects have been Resolved or Closed as of 9/30/24.

Six tickets were logged for Mock Conversion 1A – Financials, with one High-priority ticket for Open Account Balances. The root cause documented for this SIR in Jira is that a cache on the Application Server and Process Scheduler needed to be cleared. The ticket was Resolved within an acceptable time frame. The remaining Medium and Low defects have been Resolved or Closed as of 9/30/24. The number of defects is reduced compared to Mock Conversion 0.

The Table below gives a snapshot of the overall status of the SIRs entered in Jira for Mock Conversion as of 9/30/2024.

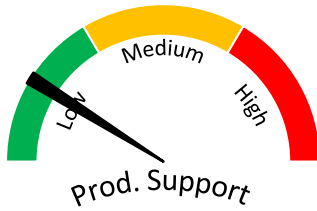
Table 8: Jira SIR Status for Mock Conversions

SIR Status in Jira	Mock Conversion 0A	Mock Conversion 0B	Mock Conversion 1A
New	0	0	0
Open	0	0	0
Retest	0	0	0
Closed	0	12	3
Resolved	0	6	3
Total	0	18	6

The Florida PALM IV&V Team is reviewing WP407 – Mock Conversion Scripts for Mock Conversion 1 and will provide feedback to the Florida PALM Project Team.

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

Production Support



Forty-two new Production Incidents were reported during September. All Incidents were marked as P3 (Medium Priority) and P4 (Low Priority). Of these, 33 have been Closed or Resolved. Most of the reported incidents were related to general access issues and issues with user permissions in the Production environment.

The Florida PALM IV&V Team reviewed the August Monthly Performance Report and noted that a complete data set was not included in the application response time SLE calculation. After correcting the formula to include the missing data, the report confirmed that the Florida PALM SSI Vendor remained within the SLE for application response times. Additionally, the SSI Vendor met the system availability, batch processing time, defect resolution, response time, and other performance parameters defined in the SLEs. The annual DR Test was also conducted in September. The Florida PALM IV&V Team will review the results and provide feedback to the Florida PALM Project Team

The Risk Rating for this 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 Figure below compares snapshots of the 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 3.9% since the end of May 2023. 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.

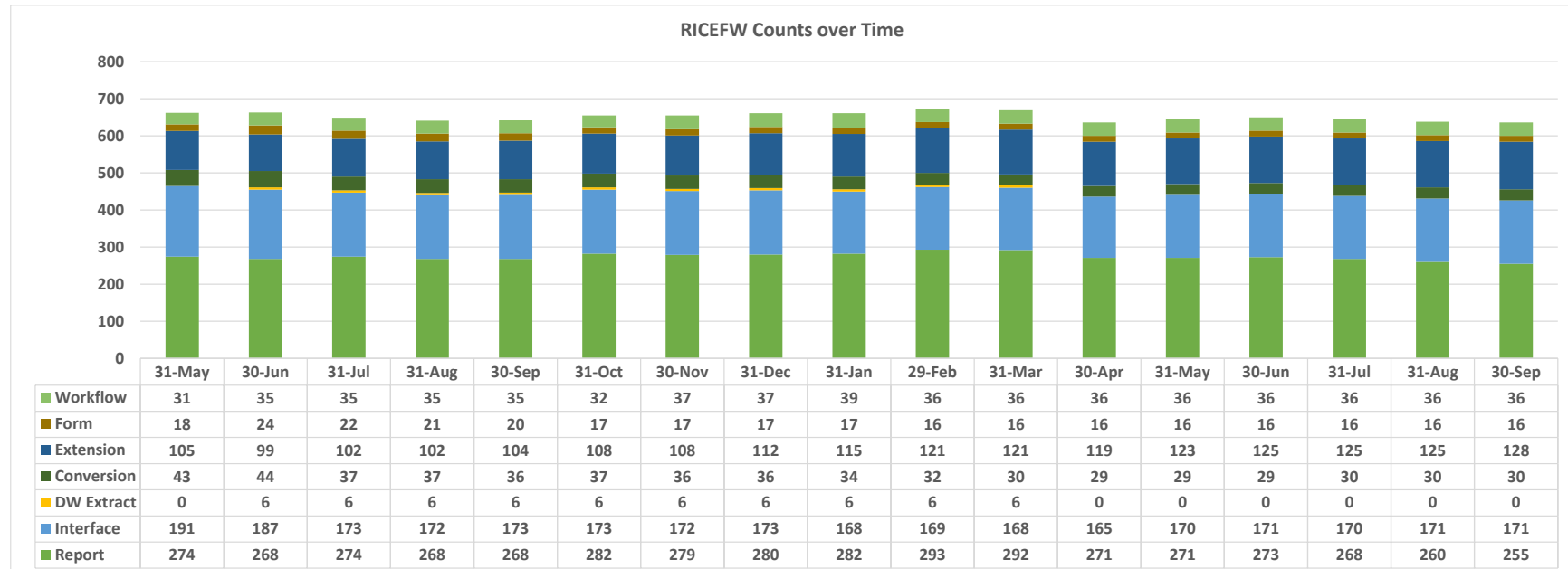


Figure 7: RICEFW Counts Over Time

Changes to Counts of Functional Designs Per Segment

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 PALM Project Team also completed approval of Segment V Designs on 8/2/24, which was on schedule. The only remaining Design activity is the DW/BI Designs that are in process. Several of the DW/BI Designs have been canceled to reduce the count from 75 to 56. PCR 121 does contain 5 new and complex extensions that need to be designed.

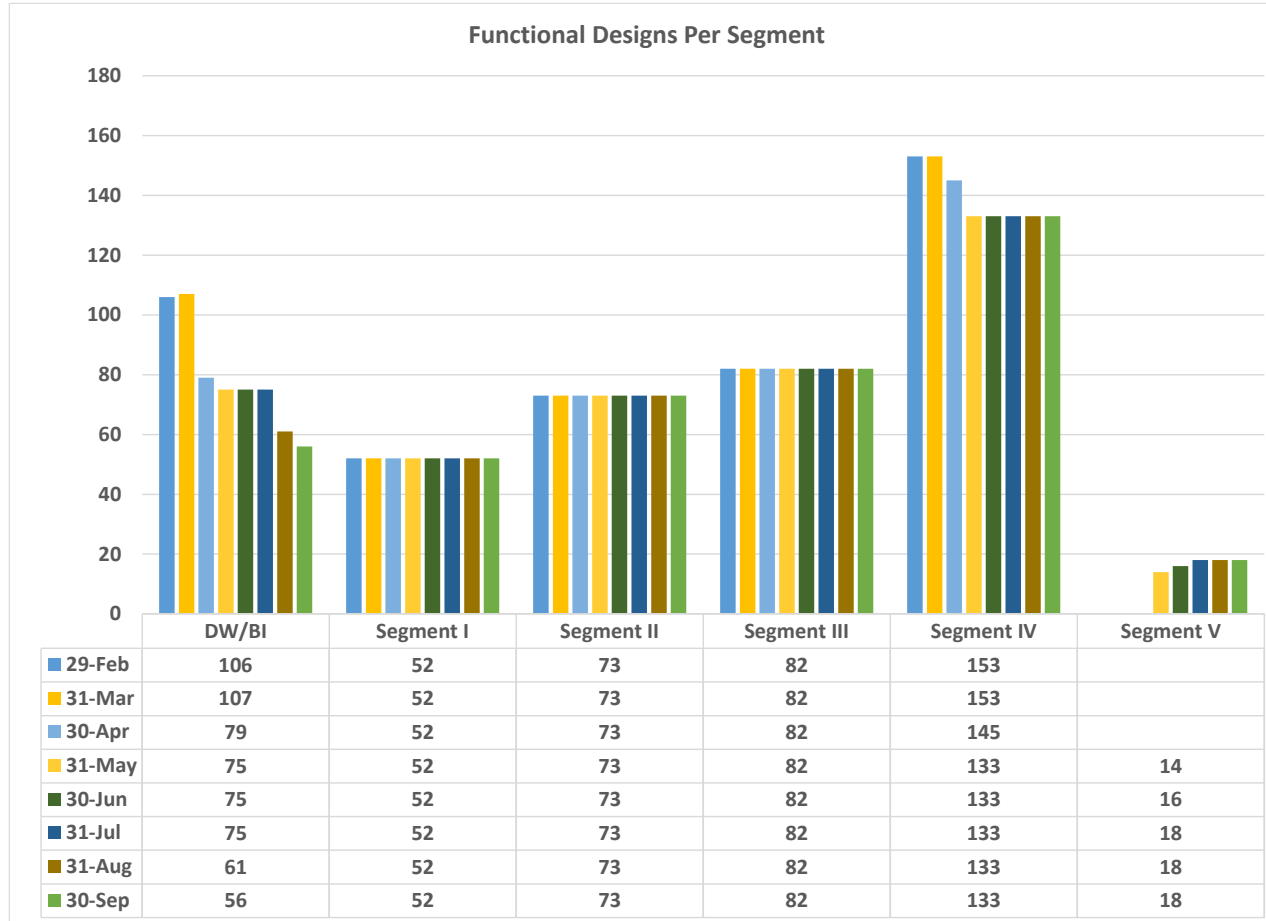


Figure 8: Changes to Count of FDs Per Segment

Design Metrics

DW/BI Design

The Figure below shows the targeted number of approved FDs versus the actual count for DW/BI Design. As of 9/30/24, the Florida PALM SSI Vendor has approved 53 of the 53 planned FDs. There is a total of 56 FDs for DW/BI Design that are targeted for approval by 10/3/24. The Florida PALM IV&V Team expects all the DW/BI FDs to be approved on schedule.

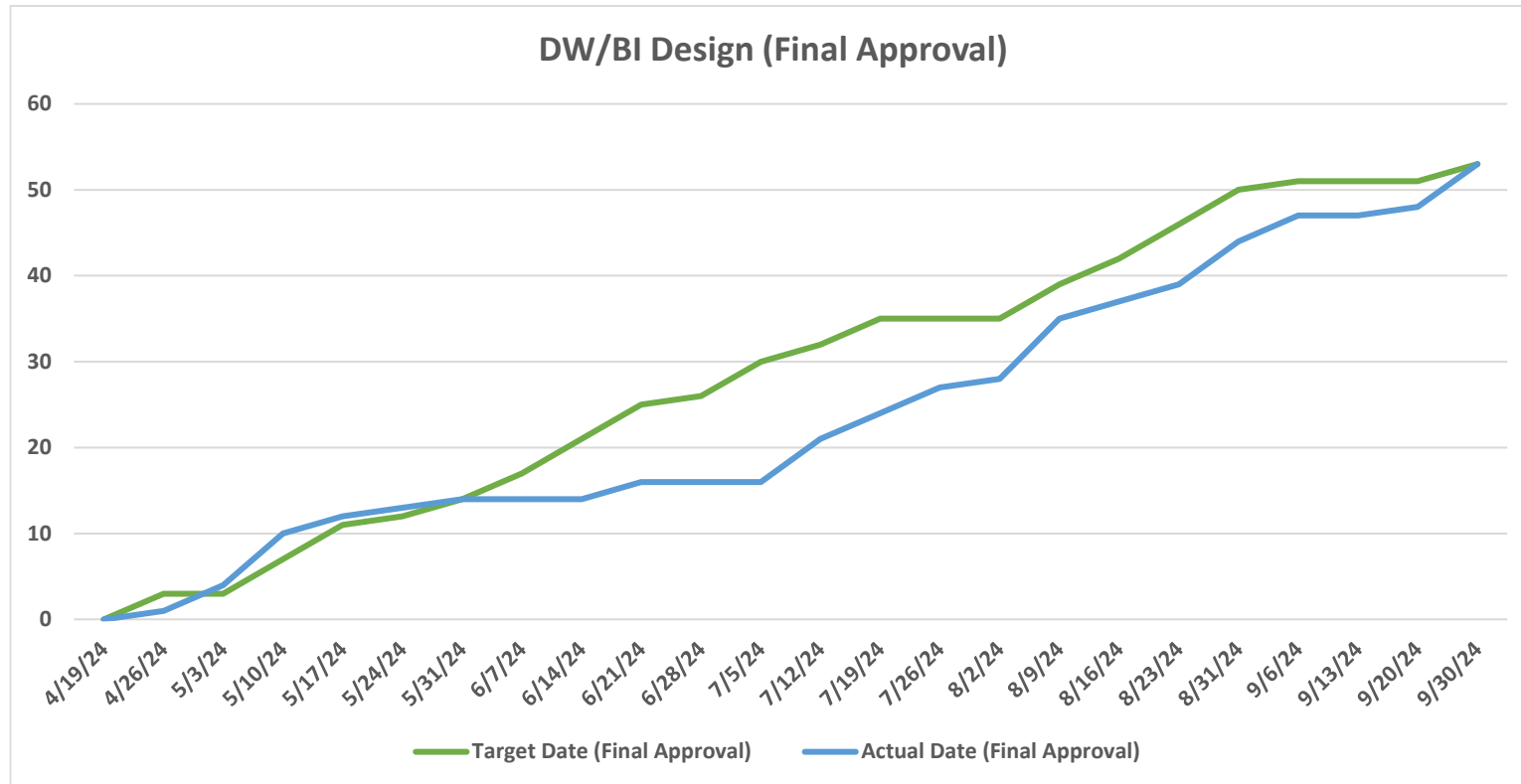


Figure 9: DW/BI Design – Final Approval

Development Metrics

Build Segment III Draft

The Figure below shows the targeted number of drafted AD documents versus the completed count for Build Segment III. As of 9/30/24, the Florida PALM SSI Vendor has drafted 84 of the 129 AD documents. All 129 Segment III AD documents were targeted to be approved by 9/30/24.

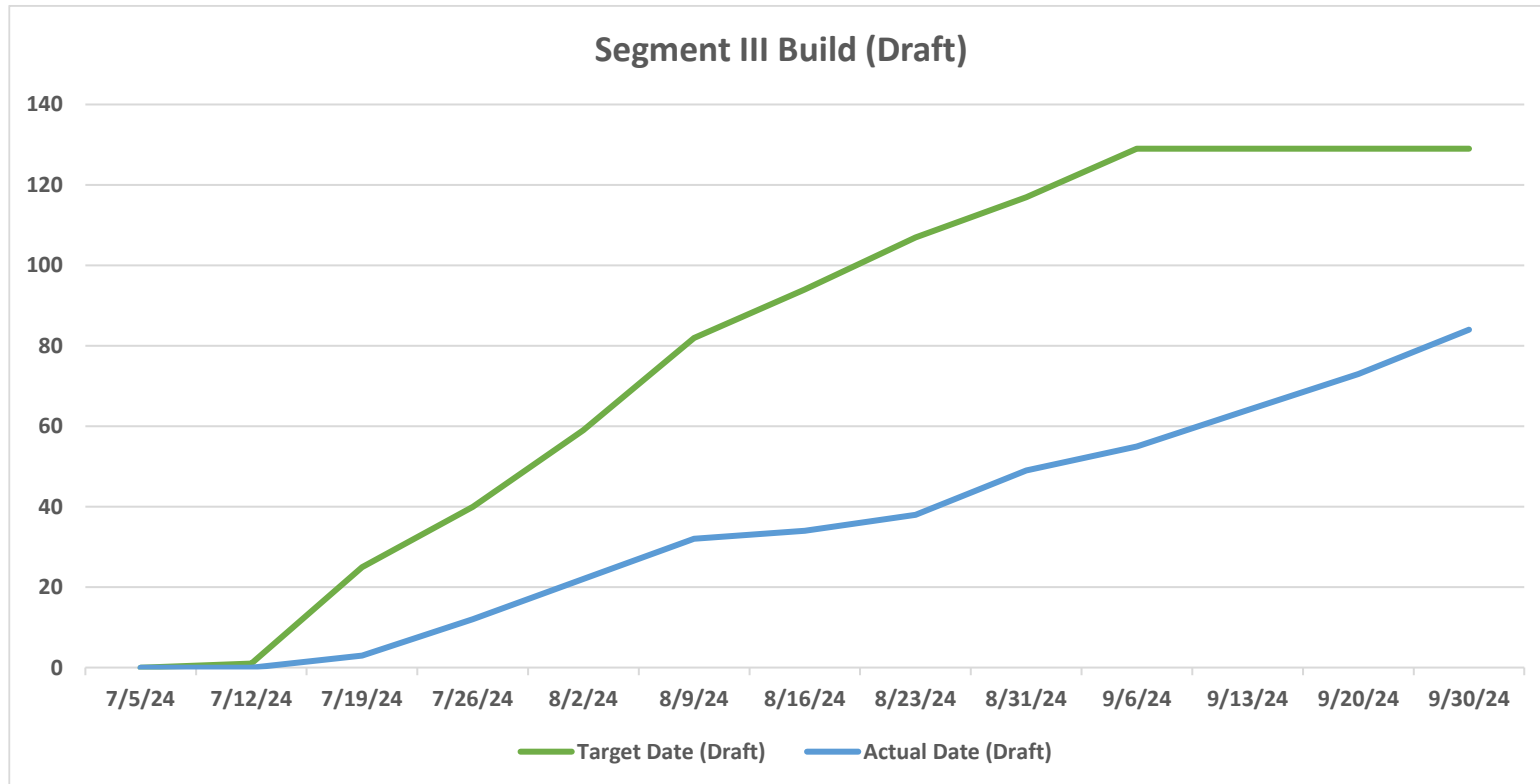


Figure 10: Segment III AD Documents – Draft

DW/BI Build Segment I Draft

The Figure below shows the targeted number of drafted AD documents versus the completed count for DW/BI Build Segment I. As of 9/30/24, the Florida PALM SSI Vendor has drafted 14 of the 19 planned AD documents. There are 28 AD documents planned for DW/BI Build Segment I.

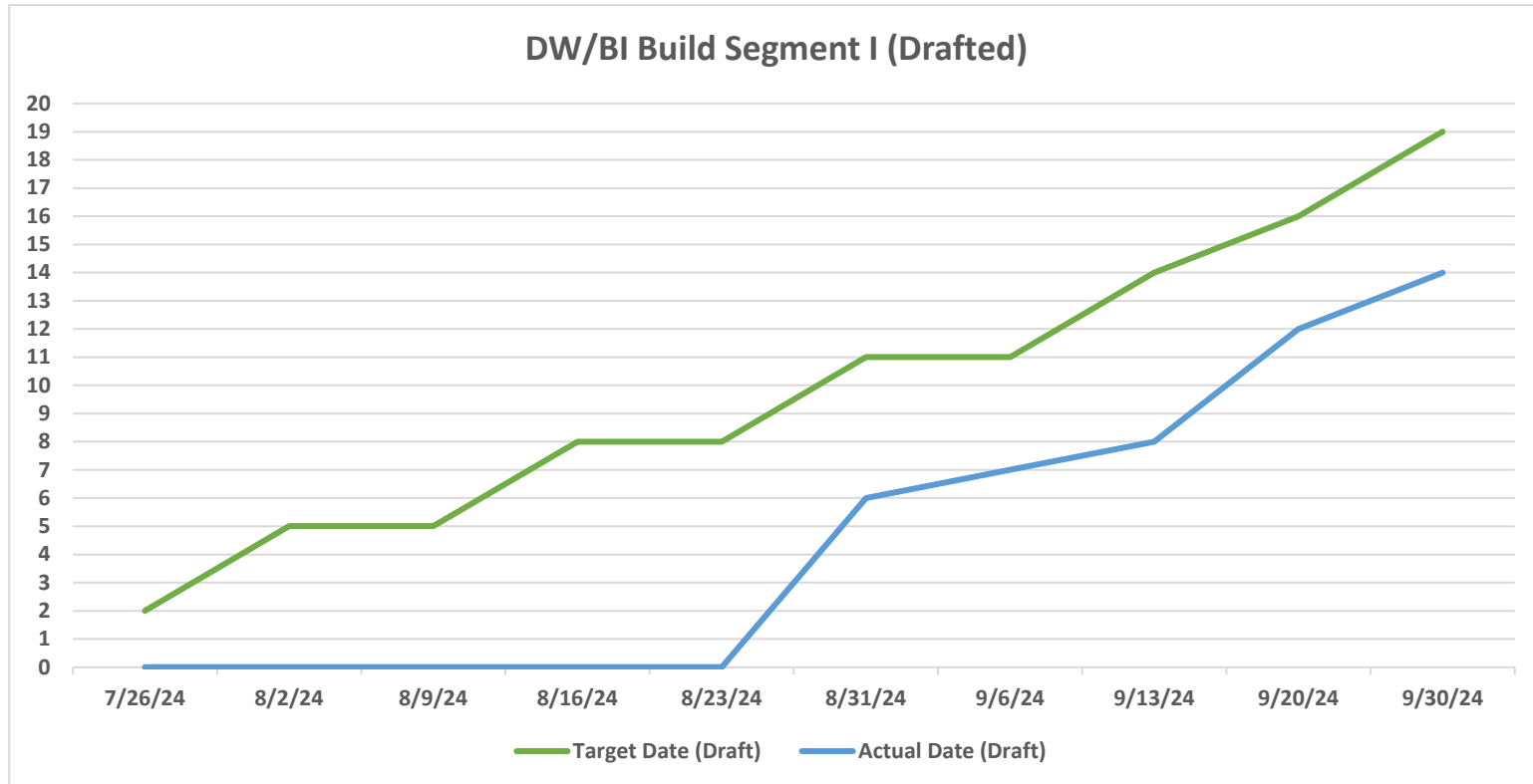


Figure 11: DW/BI Segment I AD Documents – Draft

SPI Trend for the Florida PALM Project Schedule

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 and planned value. The data represents the relative number of tasks that are behind or ahead of schedule. The SPI of .92 means the Florida PALM Project is progressing at 92% of the planned pace, indicating it is slightly behind schedule. An SPI of .92 does not fall within the range of a defined risk to the Florida PALM Project, as shown in Appendix E – Risk Priority Matrix. 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.

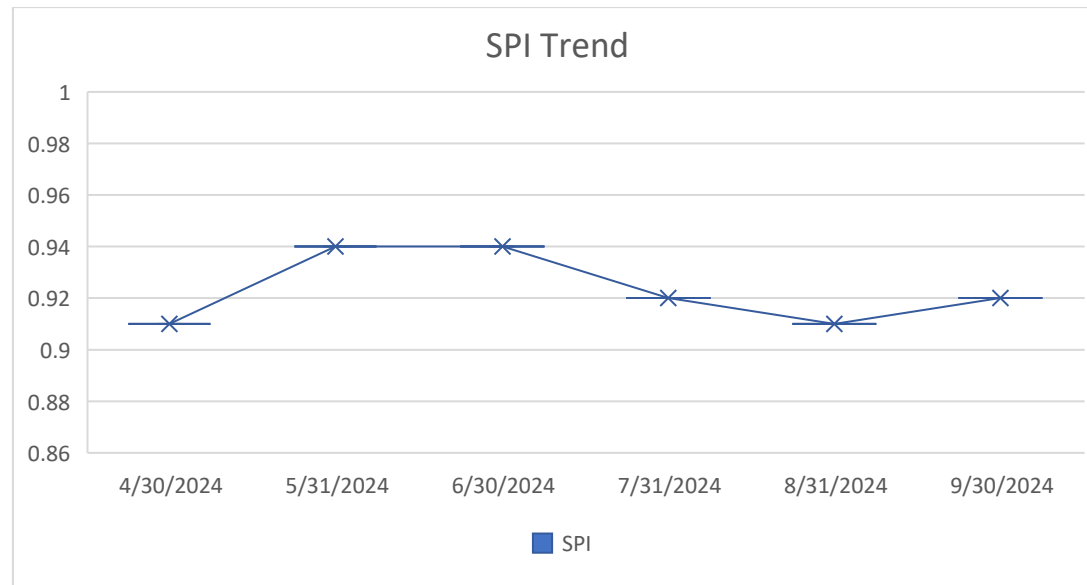


Figure 12: SPI Trend for the Florida PALM Project Schedule

Delayed Tasks Trend for the Florida PALM Project Schedule

The Figure below shows the trend of Delayed Tasks for the Florida PALM Project Schedule over the last 6 months. Delayed Tasks are defined as tasks that were scheduled to Start or Finish but have not yet been completed.

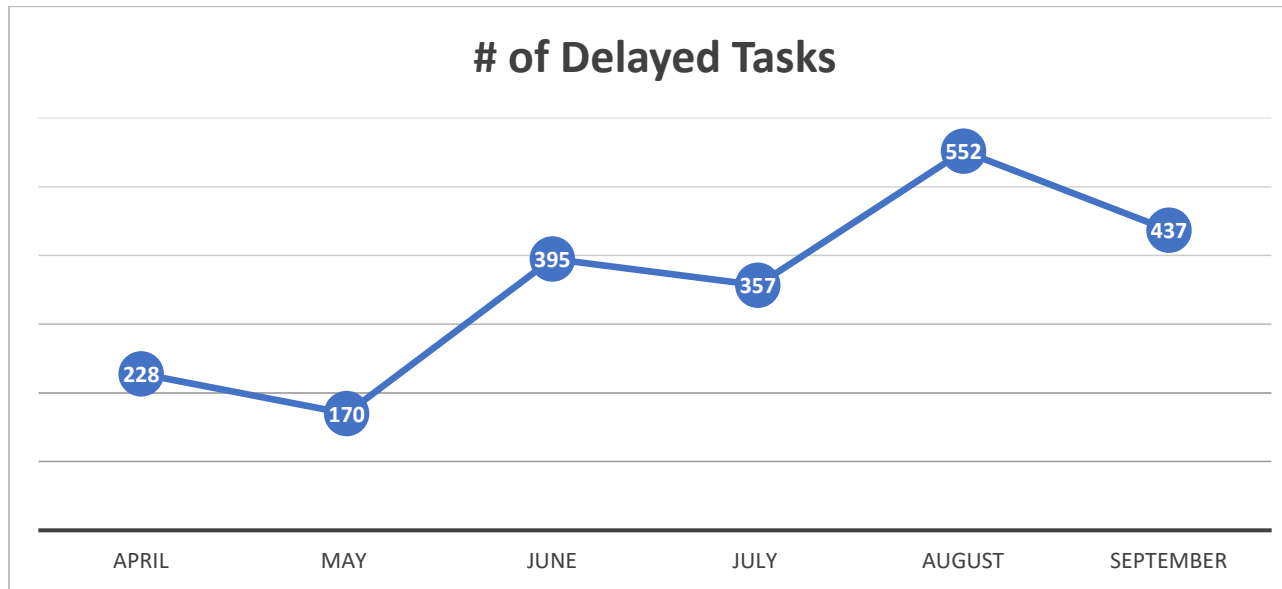


Figure 13: Delayed Task Trend for the Florida PALM Project Schedule

Agency Open Issues Trend

The Figure below shows the total number of Open Issues versus Critical or High-severity Issues since May 2024. Issues are self-reported and self-assessed by the Agencies.

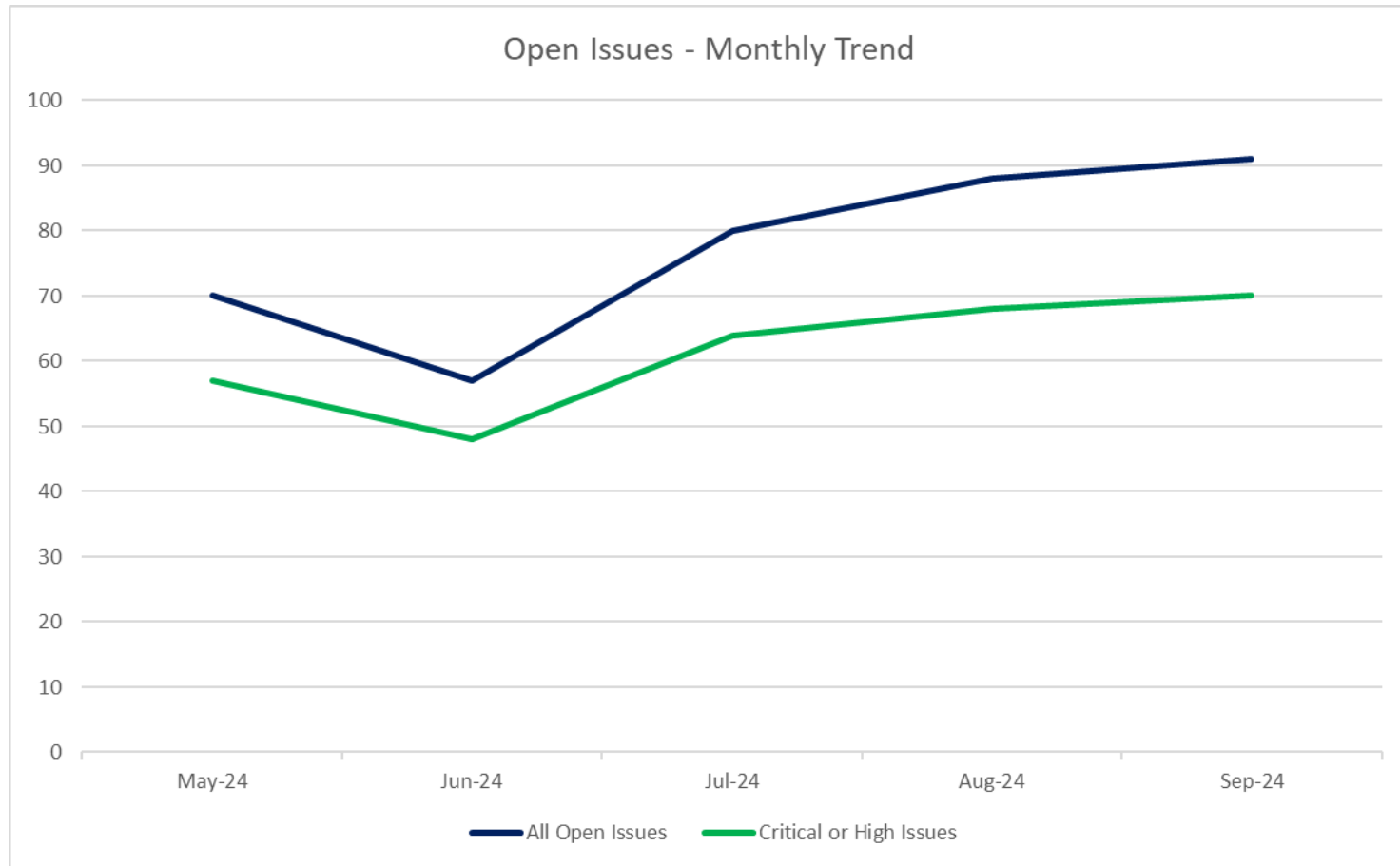


Figure 14: Open Issues Trend for the Florida PALM Project Schedule

Agency Open Risks Trend

The Figure below shows the total number of Open Risks versus the Risks with scores of 6 or higher since May 2024. Risks are self-reported and self-assessed by the Agencies.

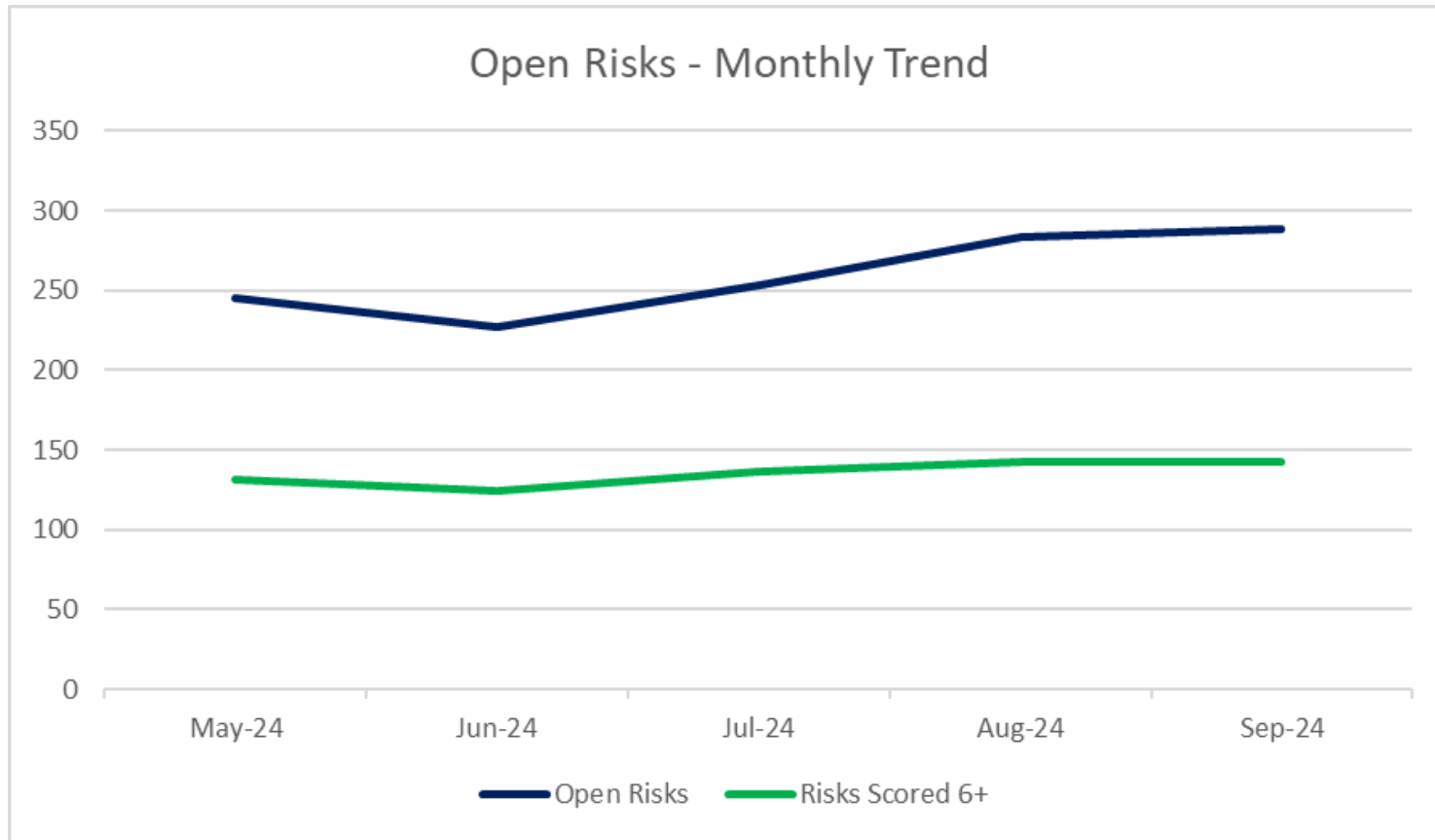


Figure 15: Open Risks Trend for the Florida PALM Project Schedule

System Testing Cycle 2 Test Scripts Drafted Planned versus Actual

The Figure below shows the number of planned versus actual Test Scripts drafted for Cycle 2 of System Testing. As of 9/30/24, the Florida PALM SSI Vendor had drafted 679 test scripts, which is 293 fewer than planned.

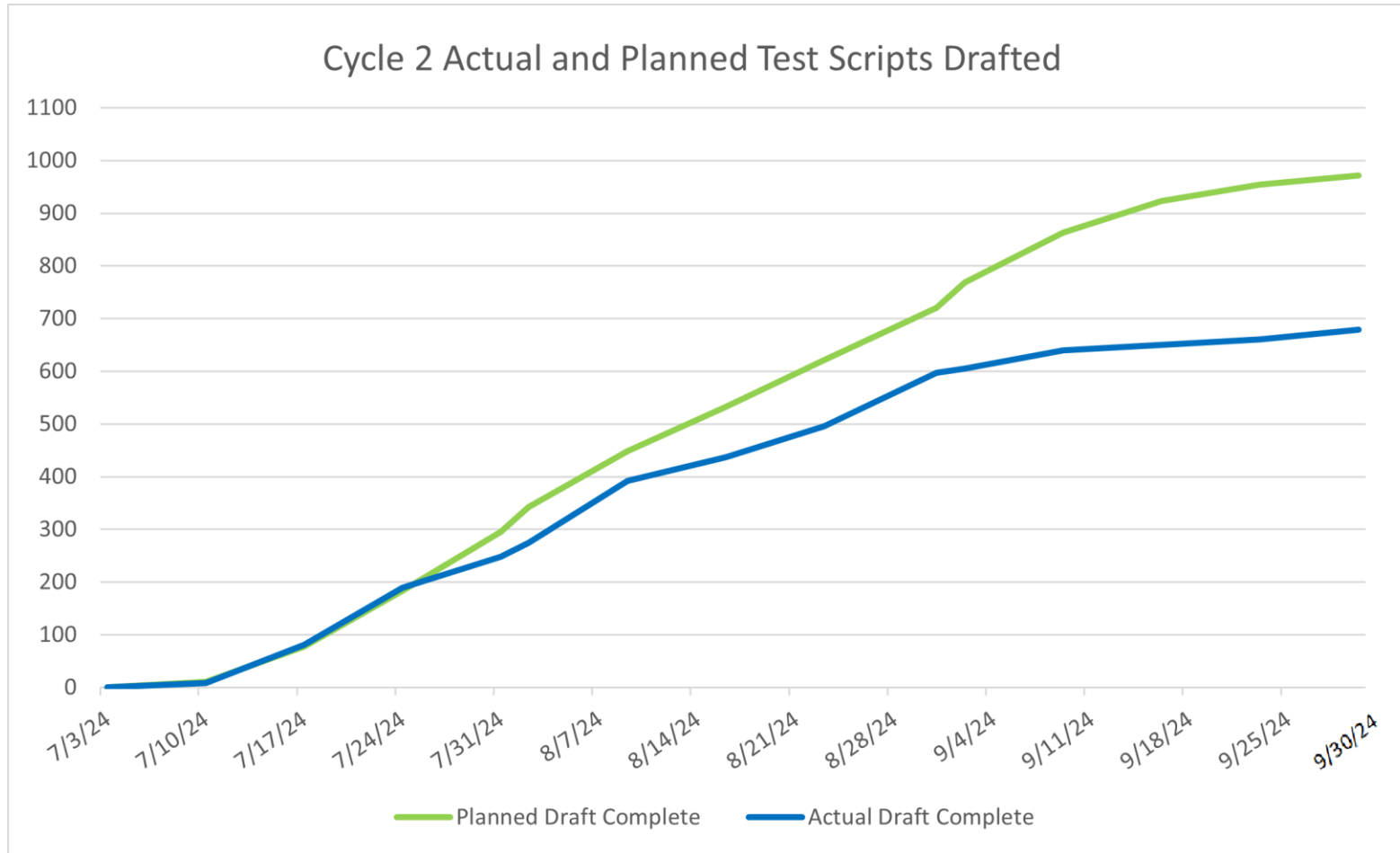


Figure 16: Cycle 2 Actual and Planned Test Scripts Drafted

System Testing Cycle 3 Test Scripts Drafted Planned versus Actual

The Figure below shows the number of planned versus actual Test Scripts drafted for Cycle 3 of System Testing. As of 9/30/24, the Florida PALM SSI Vendor had drafted 483 test scripts, which is 9 fewer than planned.

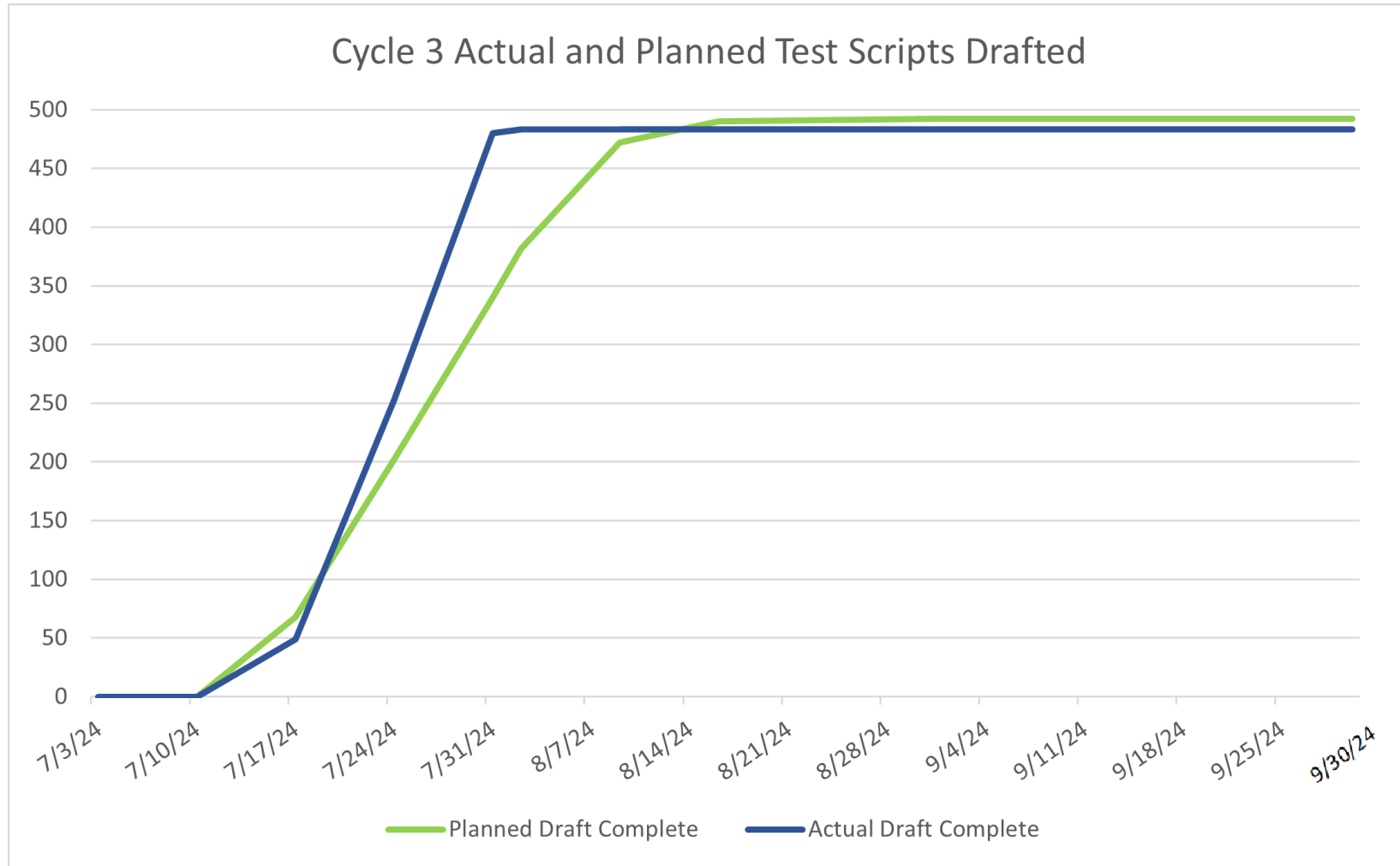


Figure 17: Cycle 3 Actual and Planned Test Scripts Drafted

System Testing Cycle 2 Test Scripts Peer Review Planned versus Actual

The Figure below shows the number of peer-reviewed planned versus actual Test Scripts for Cycle 2 of System Testing. As of 9/30/24, the Florida PALM Project Team has peer-reviewed 382 test scripts, which is 572 fewer than planned.

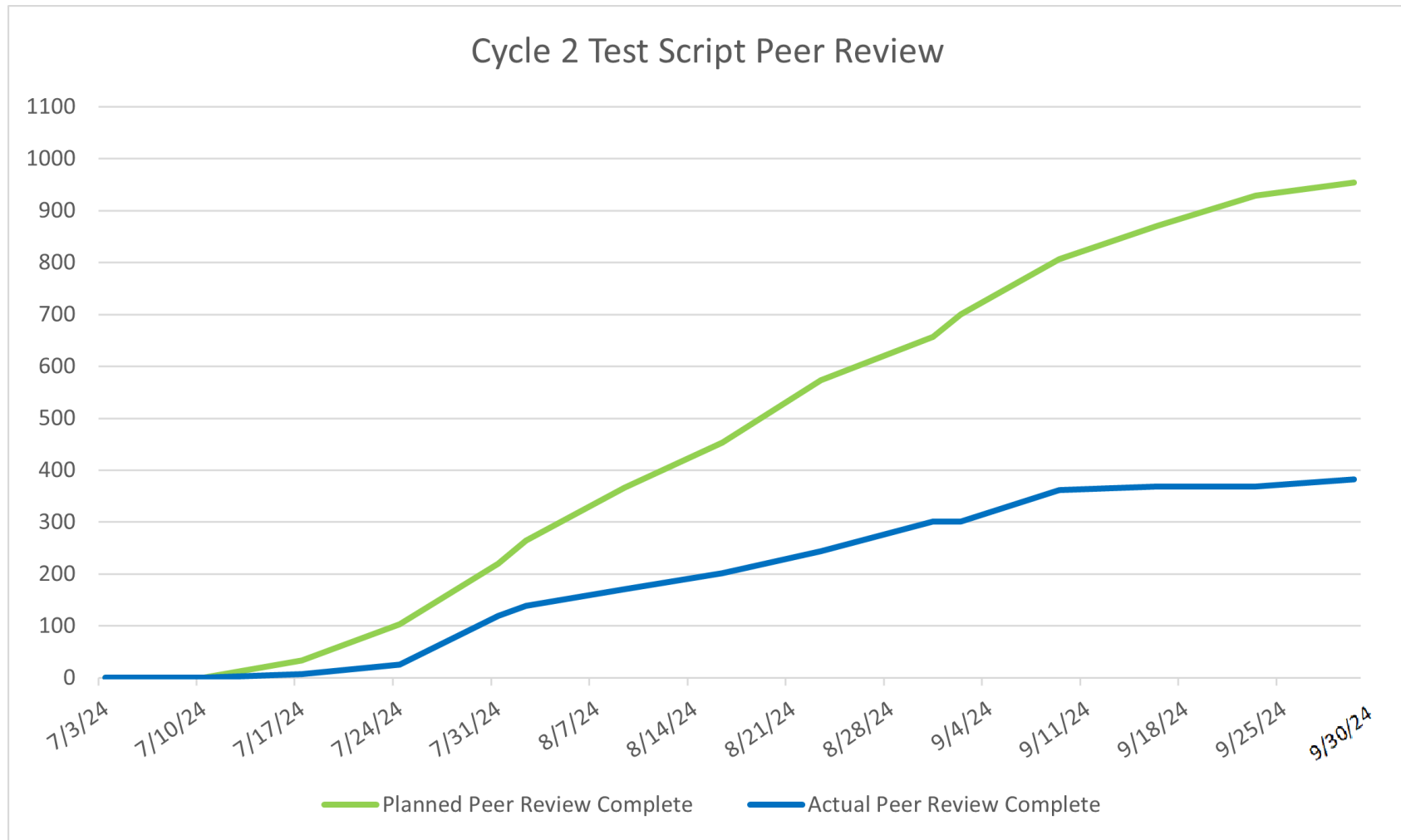


Figure 18: Cycle 2 Test Script Peer Review

System Testing Cycle 3 Test Scripts Peer Review Planned versus Actual

The Figure below shows the number of peer-reviewed planned versus actual Test Scripts for Cycle 3 of System Testing. As of 9/30/24, the Florida PALM Project Team had peer-reviewed 480 test scripts, which is 12 fewer than planned.

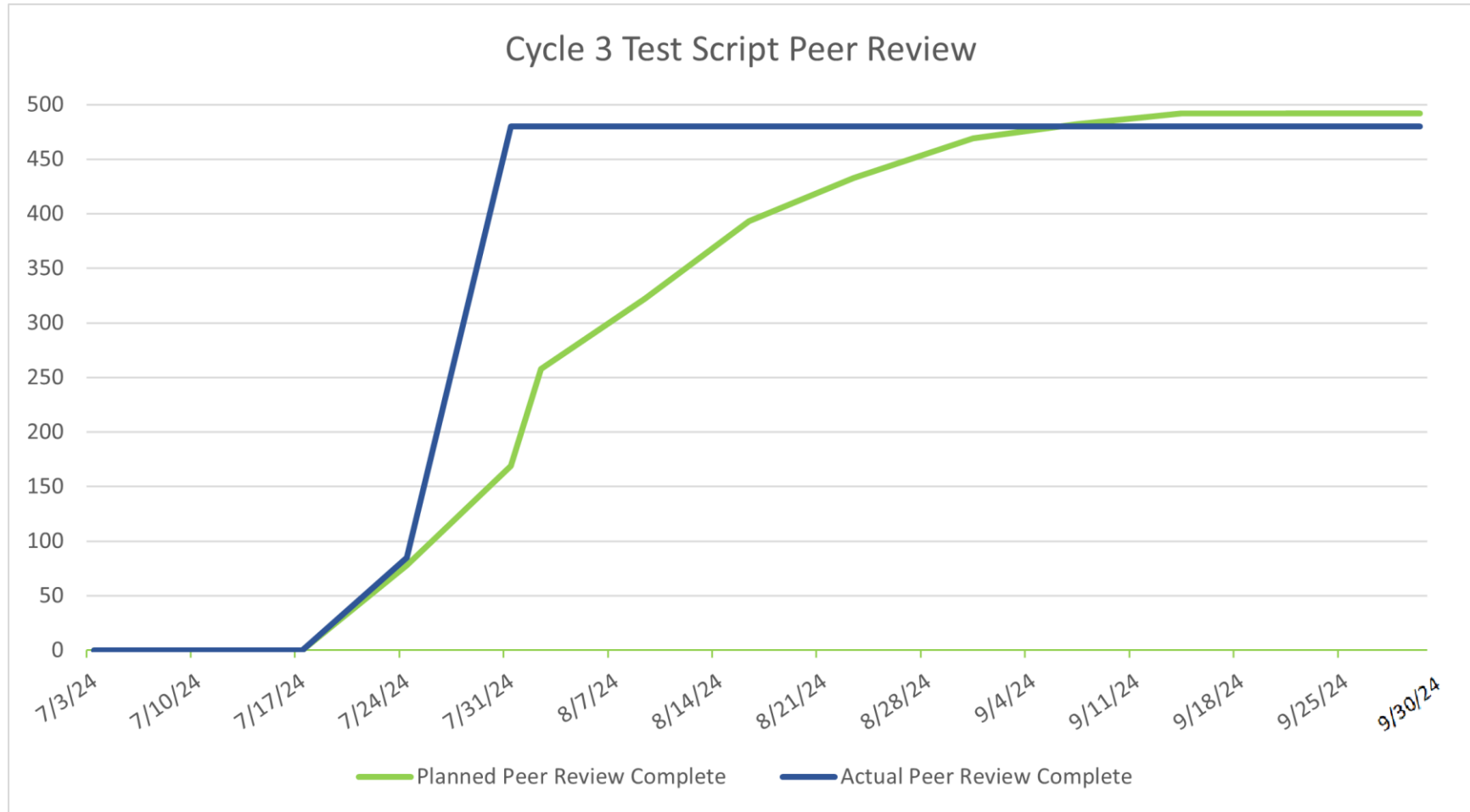


Figure 19: Cycle 3 Test Script Peer Review

System Testing Cycle 0 Test Scripts Executed Planned versus Actual

The Figure below shows the number of planned versus actual Test Scripts executed for Cycle 0 of System Testing. As of 9/30/24, the Florida PALM SSI Vendor had executed 311 Test Scripts, which is 4 less than planned.

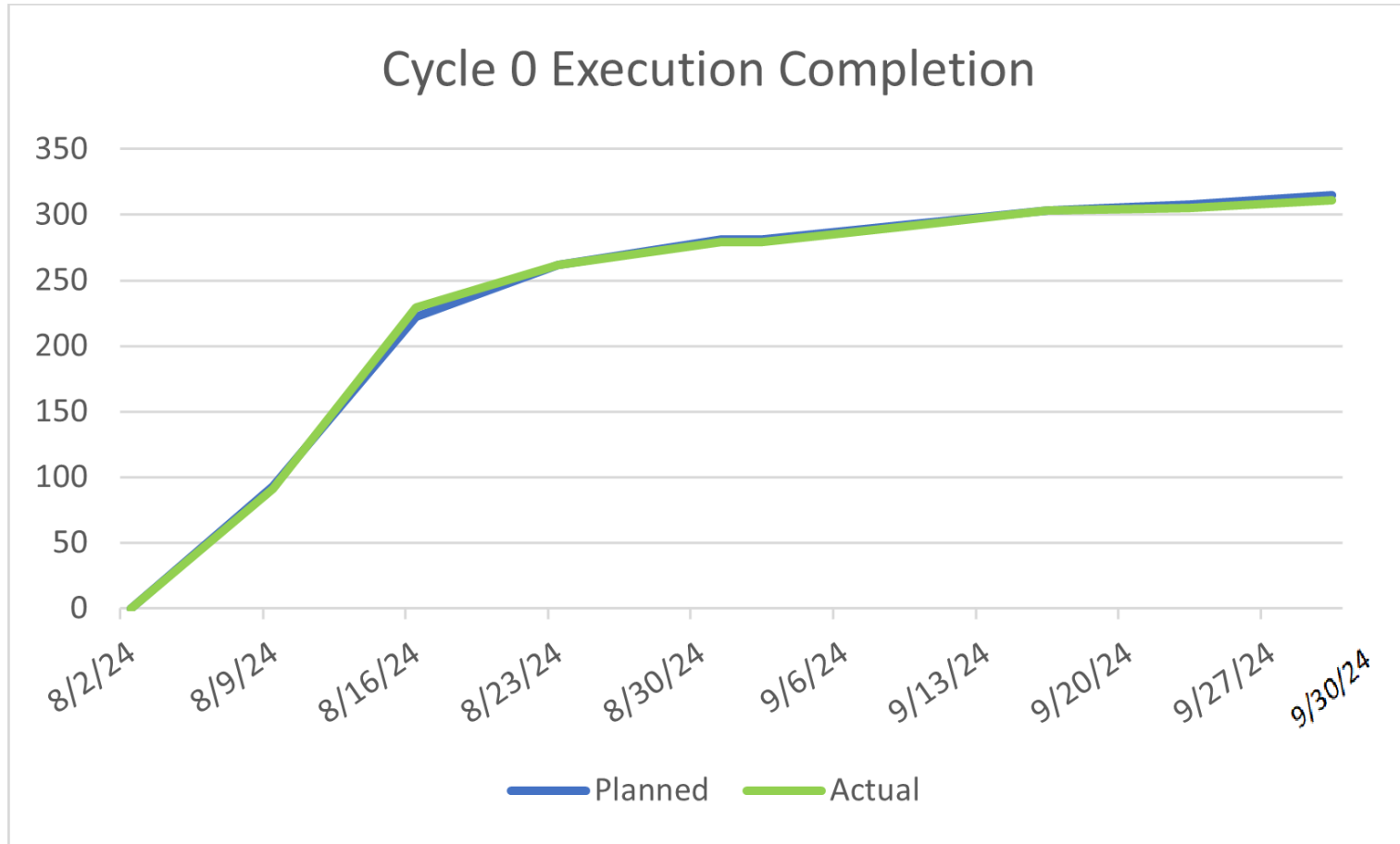


Figure 20: Cycle 0 Test Scripts Executed Planned versus Actual

System Testing Cycle 1 Test Scripts Executed Planned versus Actual

The Figure below shows the number of planned versus actual Test Scripts executed for Cycle 1 of System Testing. As of 9/30/24, the Florida PALM SSI Vendor had executed 159 tests, which is 4 fewer than planned.

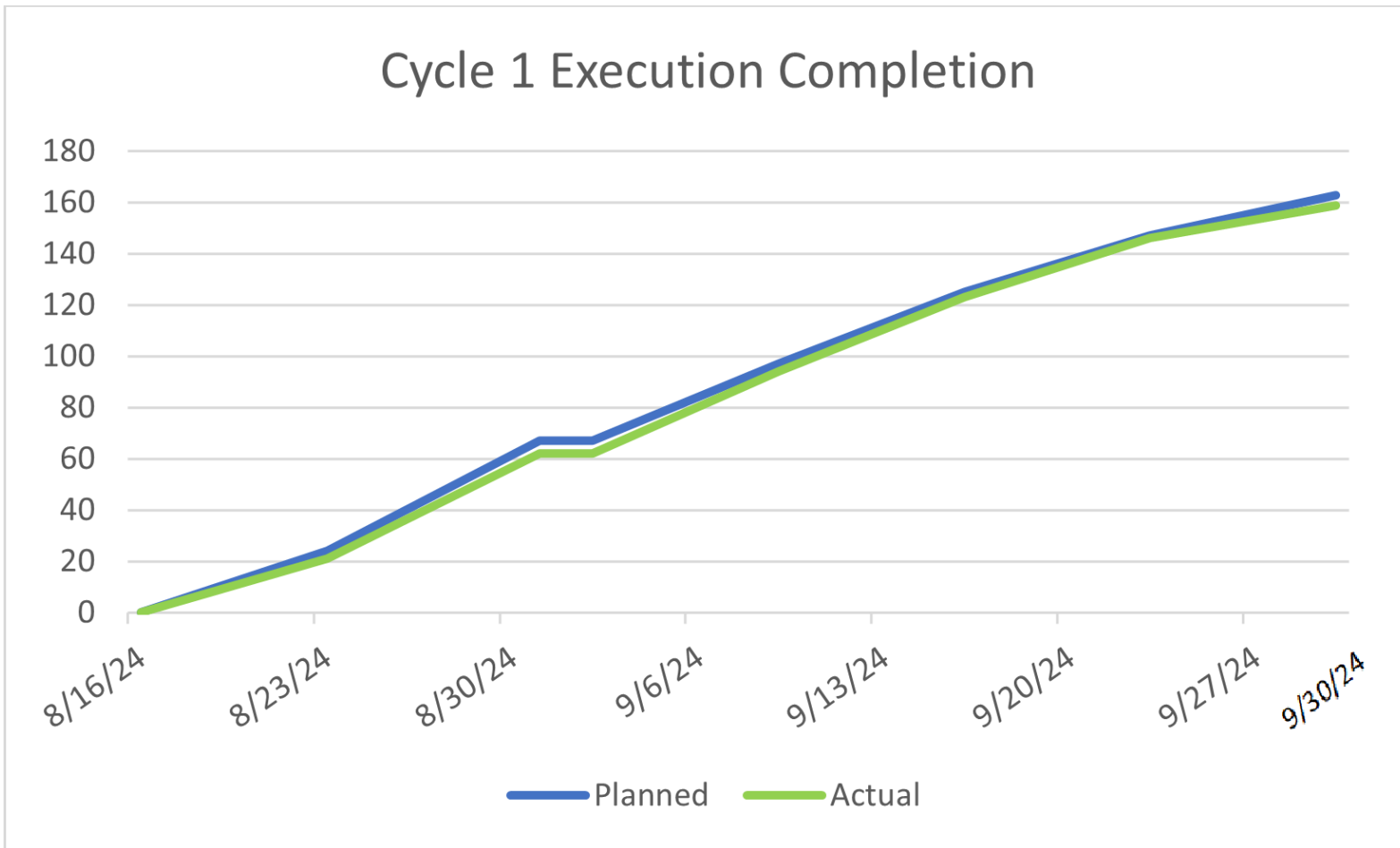


Figure 21: Cycle 1 Test Scripts Executed Planned versus Actual

System Testing Cycle 2 Test Scripts Executed Planned versus Actual

The Figure below shows the number of planned versus actual Test Scripts executed for Cycle 1 of System Testing. As of 9/30/24, the Florida PALM SSI Vendor had executed 144 tests, which is 1 fewer than planned.

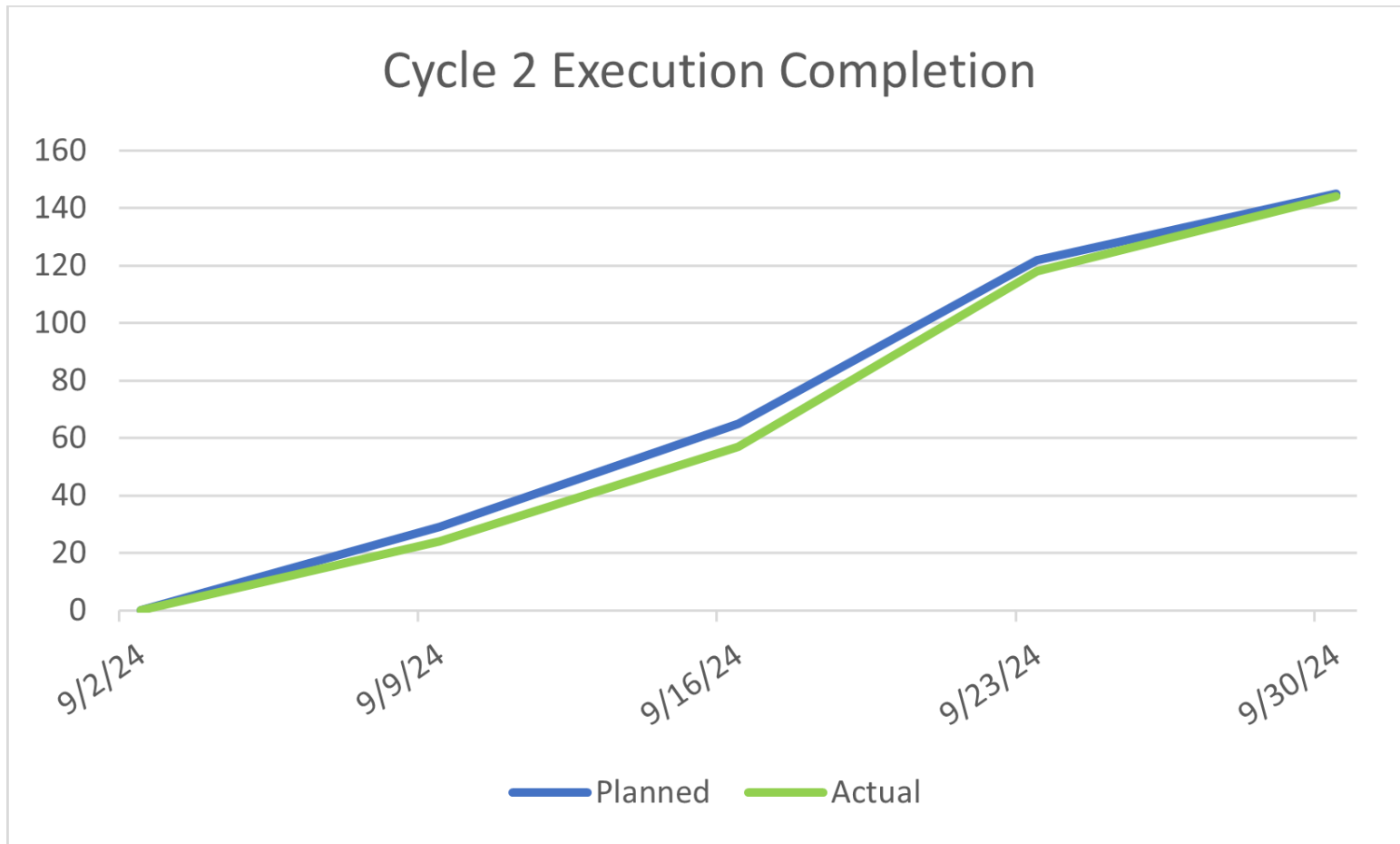


Figure 22: Cycle 2 Test Scripts Executed Planned versus Actual

System Testing Cycle 3 Test Scripts Executed Planned versus Actual

The Figure below shows the number of planned versus actual Test Scripts executed for Cycle 3 of System Testing. As of 9/30/24, the Florida PALM SSI Vendor had executed 112 tests, which is 1 fewer than planned.

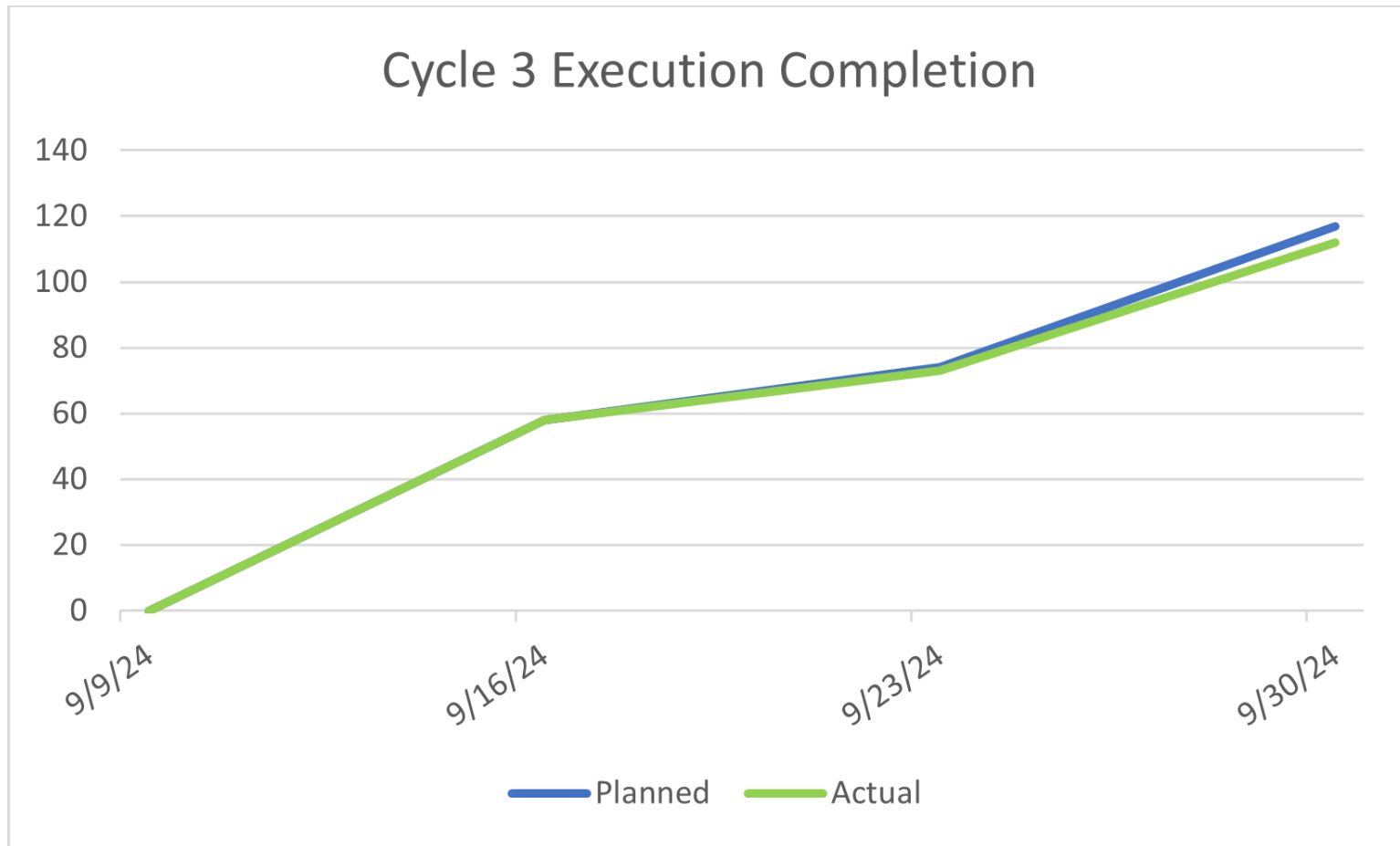


Figure 23: Cycle 3 Test Scripts Executed Planned versus Actual

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/Issues to determine their impact on the Florida PALM Project.
- Continue to review the Florida PALM Project Schedule for PMI Schedule Management best practices.

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 and their impact on Agency Readiness.
- Continue to monitor and analyze the Florida PALM Project RW, Agency RW Task releases, instructions/documentation, Task Talks, and Florida PALM Project Readiness Team support.
- Continue to review the Florida PALM Project Team's OCM practices, processes, and procedures and present recommendations and suggestions as needed.
- Continue to review the Florida PALM Readiness Team's process and work to review/validate Agency Tasks for completion using Task Rubrics.
- Provide suggestions for the Florida PALM Readiness Team related to Change Impact Analysis Tools.
- Review the Florida PALM Readiness Team's UAT preparation and general Training efforts.

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 DW/BI Design.
- Participate in DW/BI Functional Design sessions.
- Review DW/BI Functional Design specifications.
- Attend Design Recap Workshops.
- Review WP402 – Requirements Traceability Matrix (DW/BI).
- Review WP403 – RICEFW Inventory (DW/BI).
- Review D650 – Completion of Solution Design (Requirements) DW/BI.

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 AD documents.
- Review the effectiveness of mitigation strategies associated with Project Risk #8.
- Review D649 – Completion of Build Segment III.
- Review D653 – Completion of Build Segment I (DW/BI).

Testing

- Continue to monitor System Testing execution activities of the Florida PALM SSI Vendor.
- Document the plan and process for drafting the end-to-end business scenarios in preparation for the Florida PALM IV&V Team's independent testing.
- Finalize the drafting of the Florida PALM IV&V Team's Test Management Plan for conducting independent testing of the Florida PALM solution.
- Attend SIR Triage and other meetings for ongoing System Testing-related tasks.
- Continue reviewing the System Testing execution results in the D652 folder on the Florida PALM SharePoint.
- Continue to monitor the SIR logging and resolution activities in Jira and the Test Execution and SIR Triage Reports.

Conversion

- Participate in Pre-Build review sessions.
- Continue to attend Conversion Design meetings.
- Review WP407 – Mock Conversion Scripts.

Production Support

- Continue to review Production 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 for September.
- Monitor the approval of Change Requests (CRQs) 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 9: IV&V Information Requests

Information Request	Date of Request	Status
None	NA	NA

Appendix A – Agency Outreach

Overview

The Florida PALM IV&V Team conducted outreach with a sample of Agencies to assess their Readiness for Task completion and clarify questions related to Agency activities, open Risks, and open Issues.

Executive Summary

This report outlines key observations, challenges, and Risks/Issues identified by the Agencies involved in the Florida PALM Project. Common concerns across Agencies include Florida PALM Project timeline delays, insufficient resources, and communication gaps between Agencies and the Florida PALM Project Team. While there has been positive feedback regarding recent improvements in communication, Risks/Issues remain that could impact the overall success of Agency Readiness and the Florida PALM Project.

Detailed Analysis

Progress

- Agencies have shown improved quality in Task performance compared to earlier phases.
- Communication with the Florida PALM Project Team has improved.
- Agencies report a marked positive shift in engagement and communication compared to previous years.
- Agencies have acknowledged and appreciated the Florida PALM Project Team's efforts to address their concerns and consider enhancements to the OCM and RW processes.
- The UAT Planning template provided by the Florida PALM Project Team has been thorough and beneficial to the Agencies.
- Design reviews and workshops led by the Florida PALM Project Team have resonated well with Agency representatives.

Concerns

- Agencies are primarily concerned about the need for additional funding, staffing shortages, and the loss of institutional knowledge.
- There is a lack of standardized Risk and Issue management processes across Agencies, resulting in critical Issues and Risks remaining unresolved for extended periods.
- Delays in Segment IV Design rollouts, combined with the introduction of Segment V (which was introduced in a recent Project Decision), have raised concerns about the feasibility of completing the remaining Tasks.
- Overlap between Fiscal Year-End activities and Florida PALM Project UAT Tasks may hinder UAT completion for Agencies.
- Agencies responsible for managing data that lacks an interface within the Florida PALM solution are concerned about the inefficiency of manually uploading large volumes of data through Excel.
- Agencies have business processes and applications that span multiple segments, creating interdependencies that complicate Task completion.

- Agencies lack comprehensive documentation of existing business processes and are having to identify business systems and processes as part of the remediation process.
- Critical questions remain unanswered in the Question Log, posing potential risks to the UAT.
- Agencies have limited hands-on experience with PeopleSoft and are relying on paper designs, which raises concerns about the accuracy of remediation until UAT occurs and could potentially lead to rework.

Key Observations

- **Staffing Challenges:** Agencies are experiencing staffing shortages, which may impede their Readiness by the Florida PALM Project's implementation deadline.
- **Communication Gaps:** While Agencies have critical unresolved Risks, Issues, and questions, they have not explored alternative communication channels beyond reporting on the Florida PALM Smartsheet dashboards and Question Logs.
- **Business Process Documentation:** Agencies have not adequately identified and documented existing business applications and processes. This lack of documentation is hindering efforts to define future processes and remediate applications.
- **Interface and Data Issues:** Due to changes in file formats between the current FLAIR system and the Florida PALM solution, Agencies are facing challenges with data Conversion, mapping, and Interface layouts.
- **Risk and Issue Management:** Agencies do not have a standardized Risk and Issue management process to document, track, and manage Risks and Issues internally. The lack of a standard process is a contributor to the delay in resolving Critical Issues and Risks scores higher than 6.

Recommendations

- **Streamlined Communication:** Agencies should utilize Florida PALM information that has been made available on the Florida PALM Knowledge Center, public website, Design Review workshops, Agency Sponsor Summits, Advisory Council meetings, ESC meetings, etc., to answer any questions they may have pertaining to the design of the Florida PALM solution. If they are unable to find the information they need, Agencies should come prepared to discuss their questions, outstanding Risks and Issues, and potential roadblocks for Task completion to the Readiness Touchpoints.
- **Resource Allocation:** Agencies should diligently and promptly submit requests for Florida PALM-administered funding to hire additional staff needed to complete Florida PALM project Tasks.
- **Standardized Risk and Issue Management process:** Agencies should consider adopting industry standards like the Project Management Book of Knowledge (PMBOK) to identify, prioritize, and monitor the Risks and Issues.

Appendix B – Meetings Attended

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

Table 10: IV&V Meetings Attended

Meeting Name	Date	Start Time	End Time	Location
PRI036/PRR007 Build Meeting	9/3/2024	8:30 AM	9:30 AM	Online
Payroll Working Session	9/3/2024	9:30 AM	11:30 AM	Online
Carry/Certified Forward Planning	9/3/2024	11:00 AM	12:00 PM	Online
PALM DW/BI Meeting	9/3/2024	11:00 AM	12:00 PM	Online
STMS/Florida PALM Weekly Meeting	9/3/2024	2:00 PM	3:00 PM	Online
SIR Triage Meeting	9/3/2024	3:00 PM	4:00 PM	Online
PMO Weekly Touchpoint	9/3/2024	3:00 PM	4:00 PM	Online
SCS Florida PALM Touchpoint Meeting	9/3/2024	3:00 PM	4:00 PM	Online
Project Director Design Dispositions	9/3/2024	4:00 PM	5:00 PM	Online
PCE003/PCR013 Build Meeting	9/4/2024	8:30 AM	9:30 AM	Online
APC001 Build Meeting - Part II	9/4/2024	9:00 AM	10:00 AM	Online
DMS MFT Credentials Meeting	9/4/2024	9:30 AM	10:00 AM	Online
DOAH MFT Credentials Meeting	9/4/2024	10:00 AM	10:30 AM	Online
Test MFMP MFT Connectivity to PALM	9/4/2024	10:30 AM	11:00 AM	Online
FGCC MFT Credentials Meeting	9/4/2024	11:00 AM	11:30 AM	Online
Readiness Team Meeting	9/4/2024	11:00 AM	12:00 PM	Online
FWC Readiness Touchpoint	9/4/2024	1:00 PM	2:00 PM	Online
MFMP/Florida PALM Weekly Meeting	9/4/2024	1:00 PM	2:30 PM	Online
DOE MFT Credentials Meeting	9/4/2024	2:00 PM	2:30 PM	Online
AHCA MFT Credentials Meeting	9/4/2024	3:00 PM	3:30 PM	Online
Payroll Working Session	9/4/2024	3:00 PM	4:30 PM	Online
KKR046 Build Meeting	9/5/2024	8:30 AM	9:00 AM	Online
premeeting for DW/BI Payroll	9/5/2024	10:00 AM	11:00 AM	Online
Ticket Triage Meeting - agenda added	9/5/2024	10:00 AM	10:30 AM	Online
Thursday Task Talk	9/5/2024	10:00 AM	10:30 AM	Online

Meeting Name	Date	Start Time	End Time	Location
Test STMS MFT Connectivity to PALM	9/5/2024	10:30 AM	11:00 AM	Online
Payroll DW Reports	9/5/2024	11:00 AM	12:00 PM	Online
FDOT: FHWA Certification Milepost meeting	9/5/2024	11:00 AM	12:00 PM	Online
DOR/Florida PALM Monthly Readiness Touchpoint	9/5/2024	11:00 AM	12:00 PM	Online
FDOT MFT Credentials Meeting	9/5/2024	1:00 PM	1:30 PM	Online
APD MFT Credentials Meeting	9/5/2024	1:30 PM	2:00 PM	Online
DEM MFT Credentials Meeting	9/5/2024	2:00 PM	2:30 PM	Online
General Ledger Allocation	9/5/2024	3:30 PM	4:30 PM	Online
PRC008/PRI016/PRI042 Build Meeting	9/6/2024	8:30 AM	10:30 AM	Online
RDNS/RW Meeting	9/6/2024	8:45 AM	10:00 AM	Online
Finalize CF Presentation	9/6/2024	1:00 PM	2:00 PM	Online
Tech Team Weekly Touchpoint	9/6/2024	1:00 PM	1:30 PM	Online
PRI054 Build Meeting	9/6/2024	2:00 PM	2:30 PM	Online
SIR Triage Meeting	9/6/2024	2:00 PM	3:30 PM	Online
Payroll Working Session	9/6/2024	2:30 PM	4:30 PM	Online
Design Disposition Discussions	9/6/2024	3:30 PM	5:00 PM	Online
Task 555 & 556	9/9/2024	9:00 AM	10:00 AM	Online
DJJ MFT Credentials Meeting	9/9/2024	10:30 AM	11:00 AM	Online
DEP MFT Credentials Meeting	9/9/2024	11:00 AM	11:30 AM	Online
Spend Plan Review	9/9/2024	11:30 AM	12:30 PM	Online
DLA/Florida PALM Readiness Touchpoint meeting	9/9/2024	3:00 PM	4:00 PM	Online
DOL/Florida PALM Readiness Touchpoint Meeting	9/9/2024	1:00 PM	2:00 PM	Online
FWC MFT Credentials Meeting	9/9/2024	1:00 PM	1:30 PM	Online
DACS MFT Credentials Meeting	9/9/2024	2:00 PM	2:30 PM	Online
TRP Working Session	9/9/2024	2:05 PM	4:00 PM	Online
Citrus MFT Credentials Meeting	9/9/2024	3:30 PM	4:00 PM	Online
Payroll Working Session	9/9/2024	3:30 PM	4:30 PM	Online

Meeting Name	Date	Start Time	End Time	Location
Segment IV Workshop	9/10/2024	8:30 AM	5:00 PM	Online; Onsite
LMC Weekly Round Up	9/10/2024	9:30 AM	11:00 AM	Online
DVA MFT Credentials Meeting - Part 2	9/10/2024	11:00 AM	11:30 AM	Online
PALM DW/BI Meeting	9/10/2024	11:00 AM	12:00 PM	Online
Payroll DW Reports	9/10/2024	4:00 PM	5:00 PM	Online
Segment IV Workshop	9/11/2024	8:30 AM	5:00 PM	Online; Onsite
PMO Weekly	9/10/2024	2:00 PM	3:00 PM	Online
DMA MFT Credentials Meeting	9/11/2024	10:30 AM	11:00 AM	Online
Payroll DW Reports	9/11/2024	10:30 AM	12:00 PM	Online
Payroll Working Session	9/11/2024	2:00 PM	4:00 PM	Online
Segment IV Workshop	9/12/2024	8:30 AM	5:00 PM	Online; Onsite
Payroll Team Meeting	9/12/2024	1:00 PM	2:00 PM	Online
Payroll Working Session	9/12/2024	2:00 PM	4:00 PM	Online
PALM DW/BI Meeting	9/12/2024	2:00 PM	3:00 PM	Online
Mock Conversion 1A Kickoff Meeting	9/12/2024	4:00 PM	4:30 PM	Online
DFS/FL PALM Monthly Readiness Touchpoint Meeting	9/13/2024	1:00 PM	2:00 PM	Online
SIR Triage Meeting	9/13/2024	2:00 PM	3:30 PM	Online
Design Disposition Discussions	9/13/2024	3:30 PM	5:00 PM	Online
API016/APW005 Build Meeting	9/16/2024	8:30 AM	10:00 AM	Online
CRAIDL Meeting	9/16/2024	11:00 AM	12:00 PM	Online
DOAH Readiness Touchpoint	9/16/2024	3:00 PM	4:00 PM	Online
TRP Working Session	9/16/2024	3:00 PM	4:00 PM	Online
Payroll Working Session	9/16/2024	3:30 PM	4:30 PM	Online
Payroll Working Session	9/17/2024	9:00 AM	11:00 AM	Online
DW/BI AM build	9/17/2024	9:00 AM	10:30 AM	Online
PALM DW/BI Meeting	9/17/2024	11:00 AM	12:00 PM	Online
Payroll DW Reports	9/17/2024	1:00 PM	3:00 PM	Online
Payroll Working Session	9/17/2024	2:00 PM	4:00 PM	Online

Meeting Name	Date	Start Time	End Time	Location
STMS/Florida PALM Weekly Meeting	9/17/2024	2:00 PM	3:00 PM	Online
SIR Triage Meeting	9/17/2024	3:00 PM	4:00 PM	Online
JAC Monthly Touchpoint	9/17/2024	3:00 PM	4:00 PM	Online
PMO Weekly	9/17/2024	3:00 PM	4:00 PM	Online
APE005/APE018 Build Meeting	9/18/2024	8:30 AM	9:30 AM	Online
Payroll Working Session	9/18/2024	9:30 AM	11:00 AM	Online
PRC004 Build Meeting	9/18/2024	1:00 PM	1:30 PM	Online
MFMP/Florida PALM Weekly Meeting	9/18/2024	1:00 PM	2:30 PM	Online
DMA Readiness Touchpoint	9/18/2024	2:00 PM	3:00 PM	Online
Payroll Working Session	9/18/2024	2:00 PM	4:00 PM	Online
CMI002 Build Meeting	9/19/2024	8:30 AM	9:00 AM	Online
APE005 Build Meeting Part 2	9/19/2024	9:00 AM	9:30 AM	Online
APW003 Build Meeting with APE019 Review	9/19/2024	9:30 AM	10:30 AM	Online
Ticket Triage Meeting	9/19/2024	9:30 AM	10:30 AM	Online
Payroll DW Reports	9/19/2024	9:30 AM	11:00 AM	Online
Room Reservation for Readiness Thursday Task Talks	9/19/2024	9:30 AM	11:00 AM	Online
Thursday Task Talk	9/19/2024	10:00 AM	10:30 AM	Online
FLHSMV Touch Point	9/19/2024	11:00 AM	12:00 PM	Online
DW/BI AM Build	9/19/2024	1:00 PM	2:00 PM	Online
Payroll Working Session	9/19/2024	2:00 PM	4:00 PM	Online
GLI006 Updates discussion	9/19/2024	4:00 PM	4:30 PM	Online
PALM DW/BI Meeting	9/19/2024	2:00 PM	3:00 PM	Online
FDOT/FL PALM Readiness Touchpoint	9/19/2024	3:00 PM	4:00 PM	Online
DOEA/PALM Monthly Touchpoint	9/19/2024	3:00 PM	4:00 PM	Online
CMI016 Build Meeting	9/20/2024	8:00 AM	8:30 AM	Online
SDE023 Build Meeting	9/20/2024	8:30 AM	9:00 AM	Online
RDNS/RW Meeting	9/20/2024	8:45 AM	9:55 AM	Online
Florida PALM/FRS Design Discussion - Inter/IntraUnit	9/20/2024	9:00 AM	11:00 AM	Online

Meeting Name	Date	Start Time	End Time	Location
FWC Palm Monthly Readiness Touchpoint Meeting *Rescheduled*	9/20/2024	10:30 AM	11:00 AM	Online
FDACS/FL PALM Monthly Readiness Touchpoint Meeting	9/20/2024	1:00 PM	2:00 PM	Online
RW Conversion Alignment/planning	9/20/2024	1:00 PM	2:30 PM	Online
General Ledger Allocation	9/20/2024	2:00 PM	3:00 PM	Online
SIR Triage Meeting	9/20/2024	2:00 PM	3:30 PM	Online
Design Disposition Discussions	9/20/2024	3:30 PM	5:00 PM	Online
Florida PALM/Treasury meeting: GLI006 Updates	9/23/2024	9:30 AM	10:00 AM	Online
Functional Operational Team Meeting	9/23/2024	1:00 PM	2:00 PM	Online
EOG Readiness Touchpoint	9/23/2024	2:00 PM	3:00 PM	Online
DJJ Readiness Call	9/23/2024	2:30 PM	3:30 PM	Online
TRP Working Session	9/23/2024	2:05 PM	4:00 PM	Online
EPA Weekly team meeting	9/23/2024	3:00 PM	4:00 PM	Online
DEP/Florida PALM Readiness Touchpoint Meeting	9/24/2024	9:00 AM	10:00 AM	Online
FACTS - CTI003 Discussion	9/24/2024	9:30 AM	10:30 AM	Online
LMC Weekly Round Up	9/24/2024	9:30 AM	11:00 PM	Online
PALM DW/BI Meeting	9/24/2024	11:00 AM	12:00 PM	Online
SIR Triage Meeting	9/24/2024	3:00 PM	4:00 PM	Online
Project Director Design Dispositions	9/24/2024	4:00 PM	5:00 PM	Online
FDC & FCOR Readiness Touchpoint Meeting	9/24/2024	3:00 PM	4:00 PM	Online
API002 Build Meeting	9/25/2024	9:00 AM	10:00 AM	Online
SIR Triage Meeting	9/27/2024	2:00 PM	3:30 PM	Online
PRI001/PRI045/PRE046 Build Meeting	9/30/2024	8:30 AM	10:00 AM	Online
API129/API127 Build Meeting	9/30/2024	9:00 AM	10:30 AM	Online
SCS/Florida PALM Touchpoint *Oct. Rescheduled*	9/30/2024	11:30 AM	1:30 PM	Online
Functional Operational Team Meeting	9/30/2024	1:00 PM	2:30 PM	Online
APD Readiness Touchpoint	9/30/2024	2:00 PM	3:00 PM	Online
TRP Working Session	9/30/2024	2:30 PM	4:30 PM	Online

Meeting Name	Date	Start Time	End Time	Location
EPA Weekly team meeting	9/30/2024	3:00 PM	4:00 PM	Online

Appendix C – Meetings Conducted

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

Table 11: IV&V Meetings Conducted

Meeting Name	Date	Start Time	End Time	Location	Attendee(s)
Florida PALM IV&V Weekly Status Meeting	9/6/2024	9:00 AM	10:00 AM	Online	Florida PALM Project Director Florida PALM Deputy Project Director Florida PALM Contract Manager Nicolle Suvada Sarah Crouch John Gunnufsen Preethi Kembhavi Bill Patton Srikanth Durvasula Sebastian Lende Rahul Rai
Florida PALM IV&V Weekly Status Meeting	9/13/2024	9:00 AM	10:30 AM	Online	Florida PALM Project Director Florida PALM Deputy Project Director Florida PALM Contract Manager Nicolle Suvada Sarah Crouch John Gunnufsen Preethi Kembhavi Bill Patton Srikanth Durvasula Sebastian Lende Rahul Rai

Meeting Name	Date	Start Time	End Time	Location	Attendee(s)
Florida PALM IV&V Weekly Status Meeting	9/20/2024	9:00 AM	10:00 AM	Online	Florida PALM Project Director Florida PALM Deputy Project Director Florida PALM Contract Manager Nicolle Suvada Sarah Crouch John Gunnufsen Preethi Kembhavi Bill Patton Srikanth Durvasula Sebastian Lende Rahul Rai Ravi Peri

Appendix D – Documents Reviewed

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

Table 12: Documents Reviewed

Document Name	Date	Version
Florida CRAIDL Logs	Weekly	Working
Florida PALM Project Schedule.mpp	Weekly	Working
Project Schedule Tasks Updates for ENV Tasks.pdf	9/30/24	Final
Project Management Plan	Weekly	5.0
Project Risk #7	Weekly	Working
Project Risk #8	Weekly	Working
Project Risk #9	Weekly	Working
Smartsheet (Various reports and Agencies status)	Weekly	Working
Project Schedule QC Checklists	Weekly	Working
RADAR Report	Weekly	Working
DWUT	Weekly	Working
RICEFW Inventory Working	Weekly	Working
RTM Working	Weekly	Working
10.2 Enter and Process Journals.docx	9/1/24	Working
10.2 Enter and Process Journals.vsdX	9/1/24	Working
10.3 Analyze and Reconcile Accounts.docx	9/1/24	Working
10.3 Analyze and Reconcile Accounts.vsdX	9/1/24	Working
10.4 Close General Ledger and Consolidate Results.docx	9/1/24	Working
10.4 Close General Ledger and Consolidate Results.vsdX	9/1/24	Working
20.3 Perform Budget Close.docx	9/3/24	Working
20.3 Perform Budget Close.vsdX	9/3/24	Working
30.6 Manage Tax Reporting.docx	9/3/24	Working
30.6 Manage Tax Reporting.vsdX	9/3/24	Working
40.4 Asset Management Pre-Period.docx	9/3/24	Working
WP405 Security Roles Matrix	9/3/24	Final
WP439 Completion of Solution Design Segment V	9/3/24	Final
WPED WP409 Regression Testing Plan	9/3/24	Final

Document Name	Date	Version
WPED WP418 Disaster Recovery Plan	9/3/24	Final
20.1 Enter and Process Budget Journals.docx	9/4/24	Working
20.1 Enter and Process Budget Journals.vsdX	9/4/24	Working
20.2 Budget Execution and Mgmt.vsdX	9/4/24	Working
20.2 Budget Execution and Mgmt.docx	9/4/24	Working
40.1 Acquire and Set Up Assets.docx	9/4/24	Working
40.1 Acquire and Set Up Assets.vsdX	9/4/24	Working
40.2 Deploy and Maintain Assets.docx	9/4/24	Working
40.2 Deploy and Maintain Assets.vsdX	9/4/24	Working
40.3 Set Up and Maintain Asset Controls.docx	9/4/24	Working
40.3 Set Up and Maintain Asset Controls.vsdX	9/4/24	Working
50.1 Set Up and Maintain Customer.docx	9/4/24	Working
50.1 Set Up and Maintain Customer.vsdX	9/4/24	Working
60.1 Enter and Maintain Receivables.pdf	9/4/24	Working
90.1 Create and Maintain Projects.docx	9/4/24	Working
90.1 Create and Maintain Projects.vsdX	9/4/24	Working
90.2 Create and Maintain Grants.docx	9/4/24	Working
90.2 Create and Maintain Grants.vsdX	9/4/24	Working
90.3 Create and Maintain Contracts.docx	9/4/24	Working
90.3 Create and Maintain Contracts.vsdX	9/4/24	Working
110.4 Inter-Intra Unit Period Close and Year-End Processing.docx	9/5/24	Working
110.4 Inter-Intra Unit Period Close and Year-End Processing.vsdX	9/5/24	Working
60.2 Deposit and Apply Receipts.docx	9/5/24	Working
60.2 Deposit and Apply Receipts.vsdX	9/5/24	Working
70.2 Manage and Reconcile Bank Statements.docx	9/5/24	Working
70.2 Manage and Reconcile Bank Statements.vsdX	9/5/24	Working
120.1 Interface Error Handling Process.docx	9/6/24	Working
120.1 Interface Error Handling Process.vsdX	9/6/24	Working
D644 – Completion of Solution Design (Requirements) Segment IV	9/6/24	Final
110.1 Establish and Maintain Inter_IntraUnit Encumbrances.docx	9/9/24	Working

Document Name	Date	Version
110.1 Establish and Maintain Inter_IntraUnit Encumbrances.vsdX	9/9/24	Working
110.3 Inter_IntraUnit Transaction Processing.docx	9/9/24	Working
110.3 Inter_IntraUnit Transaction Processing.vsdX	9/9/24	Working
110.2 Establish and Maintain Inter_IntraUnit Accruals.docx	9/10/24	Working
110.2 Establish and Maintain Inter_IntraUnit Accruals.vsdX	9/10/24	Working
WPED for WP419 – Disaster Recovery Testing Plan	9/16/24	Final
WPED for I-WP113 – ILT Training Delivery Plan	9/16/24	Final
I-WP106 – Interface Catalog	9/16/24	Final
I-WP101 – Financials Wave Business Process Models - Segment IV	9/16/24	Final
PCR 121	9/20/24	Working
D648 – Completion of Build Segment II	9/23/24	Final
I-WP102 – Data Inventory	9/23/24	Final
I-WP107 – Conversion Inventory	9/23/24	Final
I-WP118 – Role Assignment Resources for Agency AP Processor	9/23/24	Final
Role Assign Approach	9/23/24	Final
I-WP128 – Agency Readiness Certification	9/23/24	Final

Appendix F – IV&V Documents Delivered

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

Table 13: IV&V Documents Delivered

Document Name	Date	Version	Delivered Date	Follow Up Required
D644 Completion of Segment IV Design Deliverable Assessment Report	9/6/24	1.0	9/6/24	None
Florida PALM IV&V Monthly Assessment Report August 2024	9/12/24	1.0	9/13/24	None
Florida PALM IV&V Assessment for PCR 121 for Employee Self-Service	9/20/24	1.0	9/20/24	None
D648 Completion of Build Segment II Deliverable Assessment Report	9/23/24	1.0	9/23/24	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 14: 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 15: 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 16: 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		Medium		High	
Unlikely 2				Medium	High
Improbable 1		Medium			High

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

Table 17: Risk Rating Definition

Rating	Definition
High	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.
Medium	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.
Low	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.