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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 August 2024:

- The overall Florida PALM Project Risk Rating remains unchanged at Medium Risk due to the increasing delays in Build Segment III, which will impact future System Testing Cycles and could increase the overlap between System Testing and User Acceptance Testing (UAT) or delay the start of UAT.
- The number of Delayed Tasks in the Florida PALM Project Schedule has risen from 357 at the end of July to 552 in August, which represents a 55% increase. Due to this increase, the Risk Rating for the Project Management Focus Area has increased (worsened) to a Medium Risk.
- The remaining Functional Designs (FDs) for Segment V were approved on 8/2/24, as scheduled. Due in part to this, the Risk Rating for Requirements and Design Focus Area has decreased (improved) to a Low Risk.
- The Data Warehouse/Business Intelligence (DW/BI) FDs are slightly behind schedule for drafting, review, and approval. As of 8/31/2024, 48 of the 53 drafts have been completed, and 45 of the 51 targeted for approval have been approved. A recent Project Decision has reduced the number of FDs from 75 to 61, representing a 19% reduction in the FDs that must be completed by 10/4/2024.
- The Risk Rating for the Development Focus Area remains High due to delays in Build Segment III. As of 8/31/24, 48 of the 117 targeted Application Development (AD) documents have been drafted, with 129 AD documents planned for Build Segment III and another 105 for the remaining Builds. Based on the current SSI Vendor staffing plan and remaining workload, the Florida PALM IV&V Team estimates that all Development will be completed 5 weeks after the scheduled completion date.
- System Testing for the Financials and Payroll waves commenced on 8/5/24. In this Monthly Assessment Report, a new Risk Rating of Low Risk has been introduced for the Testing Focus Area as an initial rating. Given that 5 Test Scripts in Cycle 0 and Cycle 1 could not be executed and the fail rate for each Cycle, the Florida PALM IV&V Team will analyze the causes of these issues and their impact on further Testing dependencies.

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	Although Segment V Design was completed on schedule and System Testing is progressing

Focus Area	Last Month Indicator	Current Month Indicator	Update Summary
			<p>as planned for Cycles 0 and 1, the overall Florida PALM Project Risk Rating remains a Medium Risk due to ongoing delays in Build Segment III. These delays have increased the overlap between Development and System Testing, impacting the current Florida PALM Project Schedule for the System Testing Cycles (Finding 14). This could potentially lead to increased overlap between System Testing and UAT or delay the start of UAT.</p>
Project Management	Low Risk	Medium Risk	<p>Delayed Tasks have increased by 55% since the end of July. There were 357 at the end of July and 552 in August. The Delayed Tasks primarily occur in the following areas:</p> <ul style="list-style-type: none"> • D649 – Completion of Build Segment III with 318 Delayed Tasks. • Configurations with Future Dependencies with 111 Delayed Tasks. • D650 – Completion of Solution Design (Requirements) Segment IV DW/BI with 12 Delayed Tasks. • I-WP129 – Develop ETL Technical Specifications, Programs, and Unit Test Plans with 14 Delayed Tasks. • D653 - Completion of Build Segment I DW/BI with 15 Delayed Tasks. <p>Additional Work Products (WPs) and Internal Work Products (I-WPs) continue contributing to the high number of Delayed Tasks.</p> <p>Due to the significant increase in the number of Delayed Tasks, the Risk Rating for this Focus Area is increasing (worsening) to a Medium Risk.</p>
Organizational Change Management	Medium Risk	Medium Risk	<p>Agency Readiness Touchpoints focused on new Readiness Plan Tasks, continued Smartsheet reporting, Agency participation in upcoming Design Sessions and workshops, and additional Readiness Team support for UAT activities and Tasks. The Florida PALM Project Team provided additional information and direction for Agency Tasks related to UAT (Task #536) and continued to encourage Agencies to log UAT and other Florida PALM Project questions in Smartsheet. The Florida PALM IV&V Team observed that Agencies are</p>

Focus Area	Last Month Indicator	Current Month Indicator	Update Summary
			<p>actively working on current Tasks involving various Change Champion Network (CCN) members and making efforts to stay on track with both current and upcoming Tasks, as discussed in the Readiness Touchpoint meetings.</p> <p>The Florida PALM IV&V Team continues to review the Readiness Workplan (RW) Task completion for Tasks with a Direct or Indirect impact on the Florida PALM Project. The IV&V Team also conducted a review of Agency submissions for Task 526 – Data Readiness Analysis and Data Cleansing Activities for Segments III. The Task instructions and Task Rubric completion information were reviewed from an OCM, Agency Readiness, and PMO perspective. The results of these reviews will be included in a future report.</p> <p>The Florida PALM IV&V Team observed that the Agency-reported Open Risks and Issues have remained steady since the last Bimonthly Status Report, with minimal variation. Open Risks increased by 4.3%, and Open Issues increased by 1%. The Agencies self-report and self-assess risks and issues. The Florida PALM IV&V Team analyzed Critical and High-severity Issues and Risks with a Risk Score of 9. Given that 5 Test Scripts in Cycle 0 and Cycle 1 have not been executed yet and the fail rate for each Cycle, the Florida PALM IV&V Team will analyze the causes of these issues and their impact on further Testing dependencies.</p> <p>The Risk Rating for this Focus Area remains a Medium Risk.</p>
Requirements and Design	Medium Risk	Low Risk	<p>The last Functional Designs (FDs) for Segment V were approved on 8/2/24, as scheduled. The Florida PALM IV&V Team is currently reviewing the Segment V FDs as part of the evaluation of WP439 – Completion of Solution Design (Requirements) for Segment V.</p> <p>The Florida PALM IV&V Team also reviewed the 133 FDs and supporting documents included in D644 – Completion of Solution Design (Requirements) for Segment IV. The</p>

Focus Area	Last Month Indicator	Current Month Indicator	Update Summary
			<p>IV&V Team found that the FDs were complete, comprehensive, and high-quality.</p> <p>The DW/BI FDs are slightly behind schedule for drafting, review, and approval. As of 8/31/2024, 48 of the 53 drafts have been completed, and 45 of the 51 targeted for approval have been approved. With the approval of Project Decision DE336 – D650 DW/BI Solution Design Changes, the Florida PALM Project Team has reduced the number of FDs from 75 to 61, representing a 19% reduction in the FDs that must be completed by 10/4/2024.</p> <p>The Florida PALM IV&V Team estimates a delay of up to 1 week for completing the DW/BI FDs. The Risk Rating for this Focus Area has decreased (improved) to a Low Risk due to the Florida PALM Project Team reducing the estimated delay in completing the FDs from five weeks to one week and the timely completion of Segment V FDs.</p>
Development	High Risk	High Risk	<p>Build Segment III remains significantly behind schedule. As of 8/31/24, 48 of the 117 targeted Application Development (AD) documents have been drafted, with 129 AD documents planned for Build Segment III and another 105 for the remaining Builds. Despite the Florida PALM SSI Vendor's efforts to increase Development staff, the pace of Build Segment III has not improved significantly. Additional Development staff are being added between September and December, but their impact on the drafting and reviewing of AD documents is still uncertain.</p> <p>Based on the current SSI Vendor staffing plan and remaining workload, the Florida PALM IV&V Team estimates that all Development will be completed by mid-February 2025, representing a five-week delay from the current Florida PALM Project Schedule. These delays will affect the completion of some System Testing Cycles and may impact the overall completion of System Testing.</p> <p>The Risk Rating for this Focus Area remains High due to the continued delays and the risk</p>

Focus Area	Last Month Indicator	Current Month Indicator	Update Summary
Testing	NA	Low Risk	<p>posed to the timely completion of System Testing.</p> <p>System Testing for the Financials and Payroll waves commenced on 8/5/24, following the completion of System Test Readiness activities and the System Test Execution Kick-off meetings. The Florida PALM SSI Vendor began executing Test Scripts for Cycle 0 – Configuration Validation on 8/5/24, and for Cycle 1 – Security Validation in mid-August, in alignment with D643 – Updated System Testing Plan. System Test execution for both Cycles 0 and 1 is progressing as planned, as reflected in the Test Execution Tracker (TEXT). System Investigation Requests (SIRs) are being logged in JIRA, the tool the SSI Vendor uses to document and address defects identified during System Testing.</p> <p>Additionally, as outlined in D643, 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 underway.</p> <p>In this Monthly Assessment Report, a new Risk Rating of Low Risk has been introduced for this Focus Area as an initial rating due to the commencement of System Test execution for the Florida PALM Project. Given that 5 Test Scripts in Cycle 0 and Cycle 1 could not be executed and the fail rate for each Cycle, the Florida PALM IV&V Team will analyze the causes of these issues and their impact on further Testing dependencies.</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 Florida PALM SSI Vendor for Conversion files related to various areas, including Supplier, Open Encumbrance, Personal Data, and Life to Date Balances. Completing the Supplier Conversion files will require Agencies to add banking information and complete data cleansing activities on confidential Supplier information. The Florida PALM Project Team continues to address outstanding Issues for</p>

Focus Area	Last Month Indicator	Current Month Indicator	Update Summary
			<p>Segments II-IV as the AD documents are drafted and approved.</p> <p>The Florida PALM IV&V Team also attended the SSI Vendor/Florida PALM Conversion Payroll Meeting, where the discussion focused on testing files for Payroll such as Employee Payroll Data, Job Code, Position Data, W-4, and W-2. Future Mock Conversion testing includes these SSI Vendor files. The Florida PALM IV&V Team will review these files as they are made available. Additionally, the 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 Florida PALM IV&V Team monitors Mock Conversion 0, including Mock Conversion 0A (Financials) and 0B (Financials and Payroll). Forty-three defects were logged in JIRA for Mock Conversion 0, including Code, Migration, Configuration, and Technical defects. Two of these defects remained in Open status as of 8/31/24. The Development staff has resolved the other 41 defects, retested, and marked as Closed.</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 new Production Incidents were reported during August. All Incidents were marked as P3 (Medium Priority) and P4 (Low Priority). Of these, 35 have been Closed or Resolved.</p> <p>The Florida PALM IV&V Team reviewed the D319 – July Monthly Performance Report and observed that the Florida PALM SSI Vendor 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: Low (Decreased)

Probability Update: Possible (Unchanged)

Priority Update: Low (Decreased)

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 D644 – Completion of Solution Design (Requirements) Segment IV and reviewed bi-directional traceability between the Deliverable, the RTM, and the individual FDs. The Florida PALM IV&V Team observed some inconsistencies in the initial submission of the Deliverable, but these were corrected before Deliverable acceptance. The Florida PALM Project Team has also performed a similar analysis on 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 seven weeks behind schedule, and Segment II was approximately three 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 III and IV involve significantly more Development activities than Segment I or II, ongoing delays could have a much larger and cumulative impact on the subsequent Build Segments.

Status Update: The pace of drafting and reviewing Segment III AD documents is well below target. As of 8/31/24, 48 of the targeted 117 Segment III 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 Segment III Build or in drafting the ADs.

The Table below shows the increased Development staff being brought onto the Florida PALM Project. The additional staffing is forecasted to continue until December 2024. Additional SSI Vendor Development staff are planned for September through December, but the impact of the additional staff is currently unknown.

Table 2: Changes Between Projected and Actual Development Staff

SSI Staffing Plan	June	July	August	September
Development Staff (FTEs) As of 6/1/24 Staffing Plan	41	46	47	49
Development Staff (FTEs) As of 7/31/24 Staffing Plan	41	52.5	55	57
Development Staff (FTEs) As of 8/31/24 Staffing Plan	41	52.5	56	61
Difference	0	6.5	9	12

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	Early 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		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, 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.

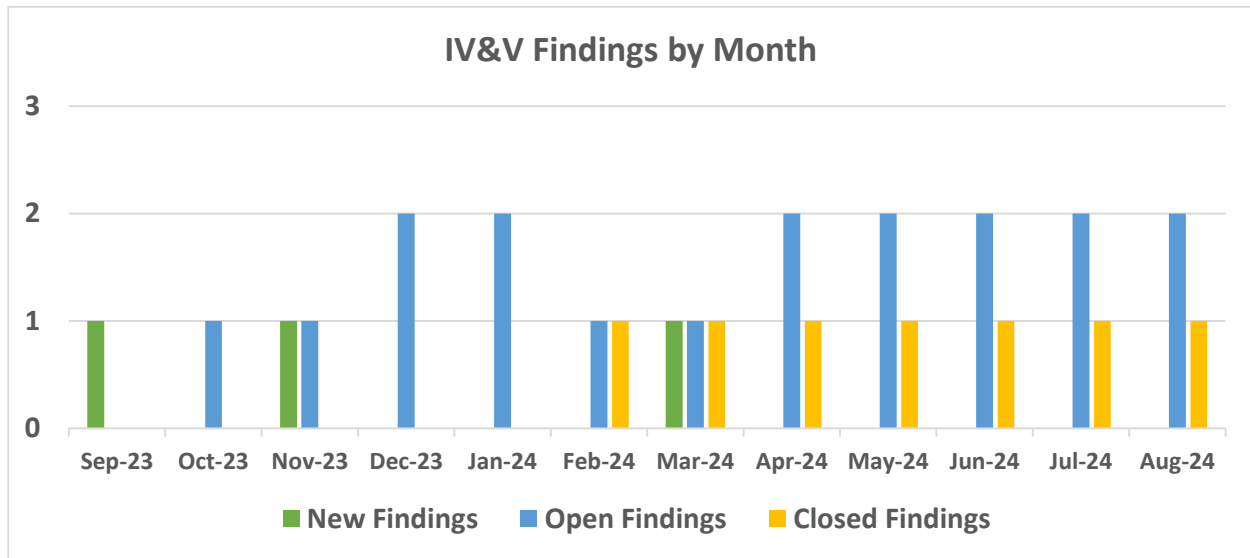
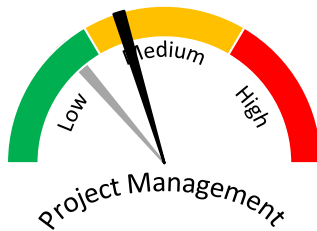


Figure 1: Florida PALM IV&V Team Cumulative Findings by Month

Focus Area Updates

Project Management



The Florida PALM IV&V Team reviews the Florida PALM Project Schedule for Delayed Tasks and SPI. The SPI is captured using the Florida_PALM_Project_ScheduleEOM.mpp file, which has a status date of 8/31/24. Delayed Tasks are tracked using Steelray Project Analyzer, which uses the same Florida PALM Project Schedule and status date.

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

At the end of August, the Florida PALM Project Schedule had 552 Delayed Tasks, a 55% increase from the 357 Delayed Tasks at the end of July. Steelray defines a Delayed Task as one that should have started or finished but has yet to be completed.

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

- D649 – Completion of Build Segment III with 318 Delayed Tasks.
- Configurations with Future Dependencies with 111 Delayed Tasks.
- D650 – Completion of Solution Design (Requirements) Segment IV DW/BI with 12 Delayed Tasks.
- I-WP129 – Develop ETL Technical Specifications, Programs, and Unit Test Plans with 14 Delayed Tasks.
- D653 – Completion of Build Segment I DW/BI with 15 Delayed Tasks.
- D651 – Completion of Mock Conversion I with 10 Delayed Tasks.

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.

The decrease from 50 to 12 Delayed Tasks for D650 – Completion of Solution Design (Requirements) Segment IV DW/BI is attributed to Project Decision DE336 – D650 DW/BI Solution Design Changes. This decision led to updates across various Deliverables and WPs to reflect changes in the Florida PALM Project Schedule as Design activities are being finalized.

With 318 Delayed Tasks in D649 – Completion of Build Segment III, there remains a risk of completing System Testing on schedule (Finding 14). These delays will impact the timeliness of specific Testing Cycles, which may impact overall System Testing execution and Stage Gate 3 – Ready to Begin UAT. Continued coordination and management will be essential throughout System Testing (both planning and execution), especially if the overlap between System Testing and Development increases due to these delays.

The approval of Project Decision DE341 – Project Schedule Task Updates for ENV Tasks marks a positive step in tracking the progress of technical validation and environment buildout. This Decision introduces environment tasks for Interface, Mock Conversion, UAT, Dry Run, Performance Testing, and DR and adds new tasks for Training, Parallel Testing, and DW/BI Test Environments to the Florida PALM Project Schedule.

The Florida PALM IV&V Team met with Florida PALM Project leadership to discuss observations about the current Schedule management processes on 8/21/24. The goals of the discussion were to:

- Gain a better understanding of the Florida PALM Project Schedule Management processes.
- Convey observations and assessment of downstream impacts from the IV&V Team.
- Provide examples as a guideline for demonstrating the IV&V Team's questions.

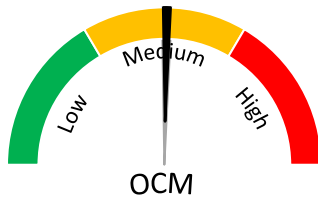
Based on this discussion, the Florida PALM IV&V will be providing several recommendations to the Florida PALM Project Team, including:

- A process for updating Start and Finish dates in the Schedule to reflect accurate estimated dates with minimal effort.
- An analysis document to show the magnitude of the dependencies and potential options for linking System Testing activities to RICEFW Items currently in Development.
- A process for updating downstream tasks in the Florida PALM Project Schedule, along with how many and which tasks need to be updated by the task coordinator and how many will be updated by linked predecessors.

The Florida PALM IV&V Team will continue to monitor the Florida PALM Project Schedule in these key areas. Ongoing internal discussions will focus on ensuring the Schedule follows best practices and addresses the Florida PALM IV&V Team's concerns that it may not provide an accurate view of the overall Project health or reflect the remaining work necessary for an on-time implementation.

The Risk Rating for this Focus Area is increasing (worsening) to a Medium Risk due to the significant increase in the number of Delayed Tasks on the Florida PALM Project Schedule.

Organizational Change Management



Readiness activities focused on Task progress and completion, upcoming Tasks to prepare for UAT, upcoming dates and workshops, and addressing technical questions. Agencies, Readiness Coordinators (RCs), and the Florida PALM IV&V Team continue to monitor Task completion and progress closely. The Florida PALM Project Team continues to validate Task completion in Smartsheet and encourages Agencies to update their Task progress, Risks, and Issues. While the Project Team provides strong support, Agencies continue to face challenges in completing Tasks and keeping pace with the Florida PALM Project and the RW. The number of open Agency-related Issues and Risks has

also remained relatively steady.

Florida PALM Organizational Change Management

RCs conducted monthly Agency Touchpoint meetings, providing support through Task progress discussions, assistance for UAT tasks and preparations, answering questions, and offering connections and references for needed information. Agencies are preparing for upcoming UAT activities and working to keep pace with current Tasks and activities. In addition to RW Task progress and Smartsheet updates, Agency Touchpoint meetings have focused on preparing for upcoming Design Workshops (encouraging onsite participation and registration), logging UAT and general Florida PALM Project questions, and referencing documentation in the Knowledge Center, Task Instructions, and Task Talks.

The Florida PALM IV&V Team observed the following in August.

- **Agency Touchpoint Meetings and RC Preparedness:** With UAT approaching, Agency Touchpoint meetings will become increasingly important. Providing timely information during these meetings will help Agencies make progress on critical tasks and focus on their own activities with greater preparedness. For questions that cannot be answered by the RCs during these Touchpoints, timely follow-up through the Agency's Question Log will ensure that Agencies have the necessary information to complete their work.
- **Task Verification by RCs:** The Task Completion Verification process has been in use for several months, and some RCs have offered to complete pre-submission reviews for Agencies with questions or those seeking a second look before submission. The Florida PALM IV&V Team recommends that all RCs offer this pre-submission review service to Agencies and encourage them to participate to reduce the potential for rework. The IV&V Team will also review the quality and completeness of Task verifications in the coming months, providing feedback and recommendations to the Florida PALM Project Team.
- **Additional Information for UAT Activities and Task 536:** The Florida PALM IV&V Team has previously recommended providing Agencies with additional information regarding UAT planning activities, specifically for Task 536 – Create Agency Specific UAT Plan, which has been divided into three sub-tasks. Splitting the work into more manageable parts (listed below) allows Agencies to make progress and receive iterative feedback that might not have been otherwise given if it were a singular Task.

- Task 536-A – Establish testing objectives, scope, key activities, and Agency roles and responsibilities (due 8/16/2024).
- Task 536-B – Identify key components of test execution, including test management (due 10/14/2024).
- Task 536-C – Confirm business process to be tested and identify UAT success criteria (due 12/13/2024).

The Florida PALM Project Team presented additional information as part of Task 536-B in the Task Instructions in August. Providing additional detail and guidance is a valuable approach to supporting Agencies, as it clarifies both what needs to be accomplished and how to approach the Task, along with important considerations. The Florida PALM IV&V Team recommends continuing this practice, especially for UAT-related Tasks, to ensure Agencies can effectively complete these critical work items.

In addition to Task instructions, the Florida PALM Project Team continues to look for creative and innovative ways to share information related to UAT. Agencies were directed to a new flyer on the Florida PALM website titled “5 Tips for Who Should Attend User Acceptance Testing.” The RCs also regularly referenced website information on UAT and encouraged Agencies to engage with these resources. The Florida PALM IV&V Team will assess how Agencies receive and understand this information and recommend that the Florida PALM Project Team continue to explore effective ways to communicate UAT concepts. Agencies should fully utilize all available resources to support their Readiness activities and ensure thorough completion.

- **Design Session & Workshop Attendance:** RCs reminded Agency CCN members of the upcoming Design workshops and encouraged in-person/onsite attendance. Additionally, RCs encouraged Agencies to submit questions and prepare to engage in Design discussions by reviewing Knowledge Center materials, working with internal teams to prepare questions, etc., ahead of time, as these Design workshops will be critical for Agencies to understand information related to UAT activities.
- **Encouraging Agencies to Report Progress and Provide Status Comments in Smartsheet:** Agency Touchpoint meetings and reminders from RCs encourage Agencies to provide status updates in Smartsheet for overdue or in-progress tasks, which will be essential for completing the upcoming Agency Bi-Monthly Status Reports due in September. RCs continue to emphasize the importance of transparency in Task reporting and updating Agency Risks, Issues, and Assumptions for ongoing review by the Florida PALM Project Team. These progress updates are crucial in maintaining the feedback loop between the Readiness Team and other stakeholders, enabling the Florida PALM Project Team and stakeholders to better understand the Agencies’ progress and challenges.

Overall, there has been an increase in UAT preparation activities and greater Agency engagement in this area. Based on Agency Touchpoint Meetings and discussions, Agencies are actively submitting questions for RCs to address relating to UAT preparation. This level of engagement, along with progress and completion of UAT tasks, is a positive sign and should be closely monitored and encouraged by the Florida PALM Project Team.

Agency Task Completion

The Florida PALM IV&V Team continues to assess 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. 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 8/31/24.

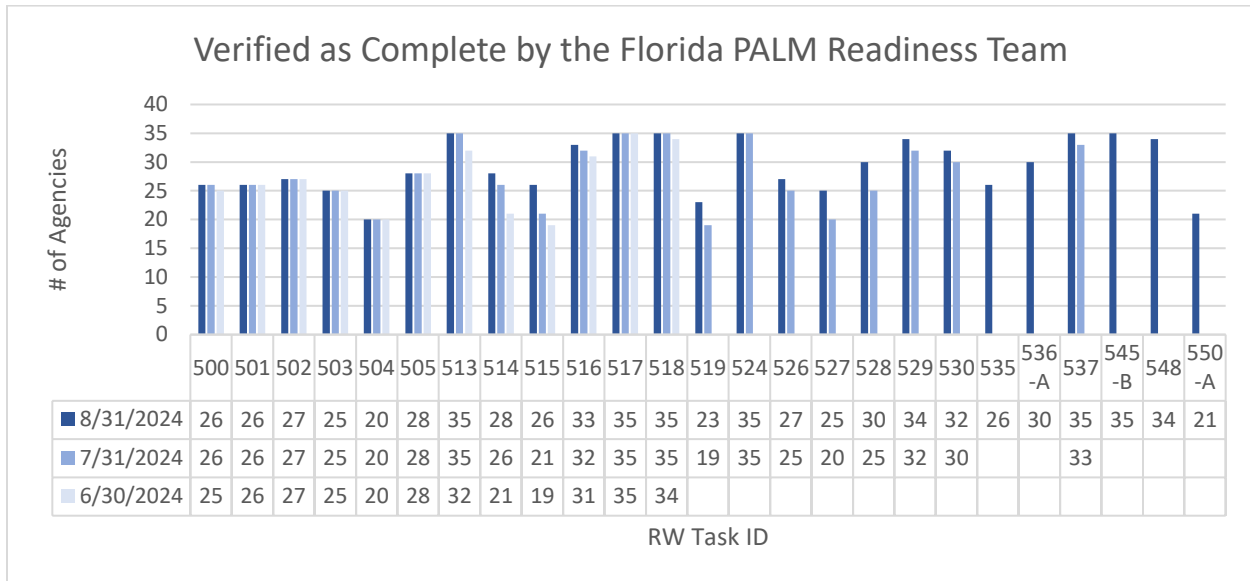


Figure 2: Tasks Verified as Complete by the Florida PALM Readiness Team

The Florida PALM IV&V Team observed the following based on data extracted from Smartsheet as of 8/31/24:

- For Tasks 500-505, no additional Agencies have been Verified as Complete.
- Approximately 7 Agencies have not yet been Verified as Complete 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. These tasks are critical to ensure that Agencies have their data cleansed and ready for conversion. The Florida PALM IV&V Team is conducting an analysis of the data submitted for these tasks. will provide the results in a future report.

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's progress.

Table 4: Tasks Due 9/1/24 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%	
541-A	Complete configuration Workbooks for Segment IV	7/22/24	9/6/24	6	7	4	4	14	11
541-B	Complete configuration Workbooks for Segment IV	7/22/24	9/6/24	6	4	1	2	3	2
545-A	Update and Finalize Florida PALM Conversion Inventory for Segment IV	7/22/24	9/6/24	16	6	5	1	6	5
546	Update Florida PALM Interface Inventory for Segment IV	07/22/24	10/18/24	18	6	5	2	4	3
549	Submit Training Survey	08/12/24	09/20/24	13	2	5	2	13	11
536-B	Create Agency-Specific UAT Plan	08/19/24	10/11/24	21	8	4	2	0	0
541-C	Complete Configuration Workbooks for Segment IV	08/26/24	09/27/24	23	10	2	0	0	0

The Florida PALM IV&V Team will conduct further follow-up and analysis on this and other related Tasks. This includes reviewing Task 541-A and B – Complete Configuration Workbooks for Segment IV, focusing on Agencies' submissions related to the instructions and rubric. This task is critical for Agencies to remediate their business systems and document business process changes.

Additionally, the Florida PALM IV&V Team will review Task 545-A and B – Update and Finalize the Florida PALM Conversion Inventory for Segment IV. 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 Wave Launch. Failure to complete these tasks accurately could impact Interface Testing and UAT, potentially resulting in inaccurate reporting issues.

Another task under review that directly impacts the Florida PALM Project is Task 549 – Submit Training Survey. The data collected will be crucial for future Tasks involving the Training Plan for

Agency Managed End User Training, preparation for Train-the-Trainer sessions, and overall participation in Training efforts.

Agency Readiness and Risks/Issues

The Florida PALM IV&V Team has observed that the Agency-related Open Issues and Risks did not change significantly compared to the July reporting period.

Table 5: Agency Risks and Issues

Issues	May-24	Jun-24	Jul-24	Aug-24	Risks	May-24	Jun-24	Jul-24	Aug-24
Open Issues	70	57	80	81	Open Risks	245	227	253	264
Critical or High	57	48	64	64	Risks Score 6+	131	124	136	138

Open Issues have increased by 1% since July, with Critical or High-severity Issues remaining unchanged. Open Risks have increased by 4% since July, and Risks scoring 6 or higher have increased by 1.5%. The Agencies self-report and self-assess risks and issues.

The Florida PALM IV&V Team is conducting an in-depth review and analysis of the Critical and High-severity Issues and Risks with a score of 9. This includes outreach to several Agencies to better understand their risk management processes for identifying, documenting, rating, and mitigating Risks and Issues related to the Florida PALM Project. The efforts of the IV&V Team, which began in August, will continue into September. Below are some of the Florida PALM IV&V Team’s observations so far:

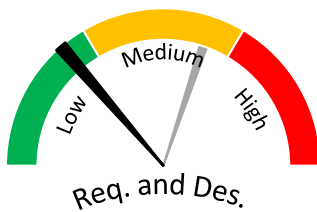
- There are Agencies that are not following standard risk management practices, as their Risks and Issues are not accurately documented. The description field lacks critical details, such as the specific challenge or constraint being experienced or the potential risks that could arise. The resolution plan and comments fields are being used as Risk/Issue description extensions. Examples include “Agency Grant field” or “Compatibility Issues between old and new systems” as the only description text provided.
- There are Agencies that are not following standard risk management practices when rating Risks. Their recent comments show that the Risks have either been accepted or addressed with a workaround. Despite this, the Risks continue to be rated with a score of 9, indicating a High impact and High probability of occurrence, which does not accurately reflect the current status or mitigations in place. Examples of documented Mitigation/Response strategies for these Risks include “Accept - Monitor PALM schedule and adjust [Agency] schedule as needed” and “Last update on 11/23: This Risk has already occurred, and we are Accepting it with a workaround being proceeding with the best information we have been provided and our best education guesses.”
- 32% of the Issues and 30% of the Risks are related to staffing constraints that Agencies are experiencing to support Florida PALM RW Task completion. These challenges relate to funding needed for staff augmentation or the lack of available trained staff or skilled resources. During the outreach conducted by the Florida PALM IV&V Team, Agencies raised concerns about staffing and funding issues.

- 13 Agencies report a lack of skilled resources to conduct and document current Agency business processes as a constraint.
- 6 Agencies report training new staff as a constraint. Loss of experienced resources and staff unavailability means new hires do not receive ideal levels of training on Agency business processes. This leads to a degradation in the ability to prepare Agency business systems for transition to Florida PALM.
- Nine Issues and 3 Risks have been documented by Agencies for incomplete Tasks. These Issues are rated as High, and the Risks are rated 9, with resolution responsibility resting solely on the Agencies. No dependencies on the Florida PALM Project Team were documented for these Risks and Issues. The Risk/Issue Description includes “Tasks completion not meeting deadlines” and “Task 504 - Update Agency Business System Documentation for Segment I.”

The Florida PALM IV&V Team recommends that RCs tailor the Agency Readiness Touchpoint agendas to address any Risks and Issues that have not been updated in a while, as well as longstanding questions. Agencies, in turn, should proactively raise these matters during Touchpoints if the RCs do not bring them up. Further recommendations will be provided upon completion of the Florida PALM IV&V Team’s analysis and results in this Focus Area in September.

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

Requirements and Design



The Florida PALM IV&V Team reviewed 18 FDs and supporting documents as part of WP439 – Completion of Solution Design (Requirements). The IV&V Team found the FDs to be complete, comprehensive, and high-quality.

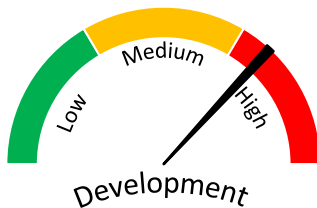
The Florida PALM IV&V Team has observed that the drafting, reviewing, and approval of DW/BI FDs is slightly behind schedule. As of 9/6/24, 52 FDs have been drafted, and 48 have been reviewed and approved, compared to the target of 53 for each category. In the July 2024 report, the IV&V Team projected that all DW/BI FDs would not be approved until 11/17/24 rather than the targeted completion date of 10/2/24. Since then, the Florida PALM Project Team has approved the Project Decision DE336 – D650 DW/BI Solution Design Changes to reduce the number of FDs from 75 to 61, representing a 19% reduction in the number of FDs required by 10/4/24. Despite the reduction in the number of FDs, based on the current average rate of drafting, reviewing, and approving FDs each month, it appears unlikely that the 10/4/24 target date can be met if the Project Team maintains its current pace. The Florida PALM IV&V Team estimates that an additional week may be necessary to complete all the FDs.

The Florida PALM IV&V Team reviewed WP439 – Completion of Solution Design, assessing the quality and completeness of 18 FDs and 18 supporting documents and providing questions and feedback to the Florida PALM Project Team. Additionally, the IV&V Team reviewed WPED I-WP388—Updated Data Governance Plan DW/BI and I-WP102—Data Inventory.

The Florida PALM IV&V Team participated in the Design workshops for intra- and interunit Accounting, Asset Accounting, and Management. These well-organized workshops covered various transaction types in intra- and interunit Accounting, including encumbrances, accruals, expenditures/revenues, and transfers.

The Risk Rating for this Focus Area has decreased (improved) to a Low Risk due to the Florida PALM Project Team’s effort to reduce the estimated delay for the DW/BI FDs from five weeks to one week and the timely completion of the Segment V FDs.

Development



Build Segment III continues to be significantly behind schedule. As of 8/31/24, 48 of the targeted 117 Application Development (AD) documents had been drafted. A total of 129 AD documents are planned for Build Segment III, with another 105 planned for the remaining Builds.

Although the Florida PALM SSI Vendor added Development staff in July and August 2024, the pace of Build Segment III has not substantially increased. Additional Development staff will be added in September 2024, but it is currently unknown if they will significantly impact the pace of drafting and reviewing the AD documents. The Table below outlines the SSI Vendor Development staffing level changes over the last few months. The staffing levels will remain the same from September through December 2024.

Table 6: Changes Between Projected and Actual Development Staffing

SSI Staffing Plan	June	July	August	September
Development Staff (FTEs) As of 6/1/24 Staffing Plan	41	46	47	49
Development Staff (FTEs) As of 7/31/24 Staffing Plan	41	52.5	55	57
Development Staff (FTEs) As of 8/31/24 Staffing Plan	41	52.5	56	61
Difference	0	6.5	9	12

Based on the SSI Vendor Staffing Plan and the remaining effort, the Florida PALM IV&V Team extrapolates that all Development will not be complete until mid-February 2025, which is approximately a five-week delay from the current Schedule. The Table below outlines the Florida PALM IV&V Team’s estimates for completing Build Segments III and IV.

Table 7: Build Segment Estimated Finish Analysis

Build Segments	Baseline Finish ¹	Current Finish	Avg Development Staff FTE	RICEFW Count	IV&V Estimated Finish
Build Segment III	10/4/24	9/30/24 ²	52.63	129	11/8/24
Build Segment IV	1/6/25	1/6/25	61.00	105	2/10/25

¹ Baseline Finish date from the current Florida PALM Project Schedule.

² Current targeted approval date for the last Build Segment III AD document in the DWUT.

The Florida PALM IV&V Team’s analysis estimates that Build Segment IV may be delayed until mid-February 2025, about five weeks behind the current schedule of 1/6/25. The Figure below illustrates the overlap between Development and future System Testing activities.

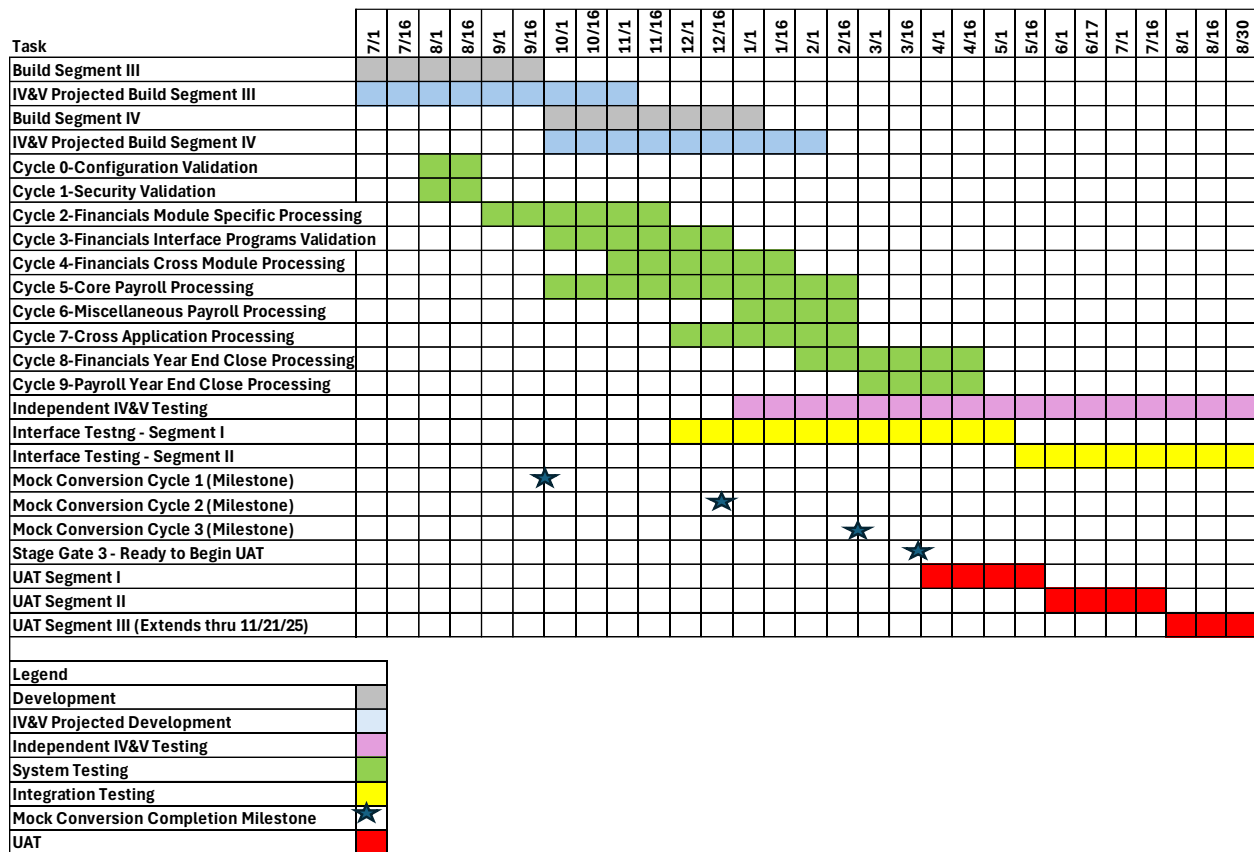


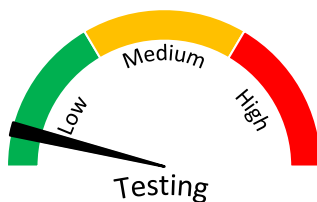
Figure 3: Overall Development and System Testing Schedule

According to the Florida PALM IV&V Team's projections, all RICEFW Items will not be available until one month after the start of System Testing Cycle 8 and only two weeks before the start of the final System Testing Cycle 9. As a result, several System Testing Cycles will commence without having all RICEFW items in place. 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 defect resolution and ongoing Build Segments III and IV activities effectively.

Due to the delays in Build Segments I, II, and III, the Risk Rating for this Focus Area remains High. These delays will impact the completion of some Testing Cycles and pose a risk to the timely completion of System Testing and Stage Gate 3 – Ready to Begin.

Testing



The Florida PALM Project Team began System Testing on 8/5/24 after approval for Stage Gate 2 – Ready to Begin System Testing was given by Florida PALM Project leadership. In preparation for the start of System Testing, the Florida PALM SSI Vendor presented a System Test Readiness Checklist with various tasks and activities that needed to be completed before the start of System Testing. The SSI Vendor also conducted System Test Readiness and Test Execution Kick-Off meetings in early August. Per the testing timeline in D643 – Updated System Testing Plan, System Test execution began with Cycle 0 – Configuration Validation and Cycle 1 – Security Validation. The execution for both

these Cycles progressed as planned according to the Test Execution Tracker (TEXT). The SSI Vendor added additional Test Scripts to Cycle 0, as seen in the TSWUT and the TEXT, due to the approval of Project Decision DE337 – Post Configuration Build III Updates on 7/30/24.

Test Execution for Cycles 0 and 1 is progressing as planned, and the SSI vendor has logged the SIRs from the System Test execution efforts in JIRA per D643. The IV&V Team has observed that SIRs are being triaged and remediated in a timely manner during the SIR Triage Meetings, which are held twice a week.

The Table below represents a snapshot of the System Test execution for Cycles 0 and 1. It shows the planned vs. actual number of Test Cases executed for Cycles 0 and 1 with their Pass and Fail counts as of 8/31/24.

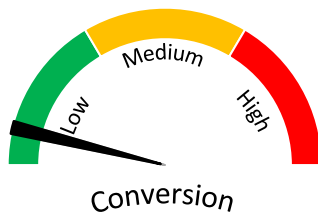
Table 8: Planned and Actual Number of Test Cases

Cycle	Planned No of Test Cases for Execution as of 8/30/2023	Actual No of Test Cases Executed as of 8/30/2024	Pass	Fail	Pass %	Fail %
Cycle 0	281	280	259	21	93%	8%
Cycle 1	67	63	47	16	75%	25%
Grand Total	348	343	306	37	89%	11%

Test planning and Test preparation activities will be an ongoing effort for the Florida PALM Project, and it is expected that the Florida PALM SSI Vendor will continue to draft the Test Scripts for the other System Test Cycles, as seen in the TSWUT. Per the System Test schedule in D643, the Test Scripts for Cycle 2 – Financials Module-Specific Processing and Cycle 3 – Financials Interface Programs Validation were being developed and reviewed during the month of August.

This Monthly Assessment Report introduces a Risk Rating for the Testing Focus Area due to the commencement of System Test execution for the Florida PALM Project. The Risk Rating for this Focus Area is a Low Risk as an initial rating. Given that 5 Test Scripts in Cycle 0 and Cycle 1 could not be executed and the fail rate for each Cycle, the Florida PALM IV&V Team will analyze the causes of these issues and their impact on further Testing dependencies.

Conversion



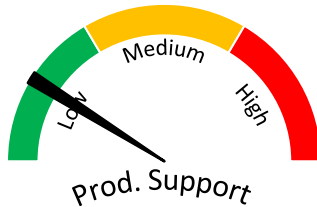
The Florida PALM IV&V Team participated in Design review sessions with the Florida PALM Project Team, Enterprise Partners, and the Florida PALM SSI Vendor for Conversion files related to various areas, including Supplier, Open Encumbrance, Personal Data, and Life of Data Balances. Completing the Supplier Conversion files will require Agencies to add banking information and complete data cleansing activities on confidential Supplier information. The Florida PALM Project Team continues to address outstanding Issues for Segments II-IV as the AD documents are drafted and approved.

The Florida PALM IV&V Team monitors Mock Conversion 0, including Mock Conversion 0A (Financials) and 0B (Financials and Payroll). Forty-three defects were logged in JIRA for Mock Conversion 0, including Code, Migration, Configuration, and Technical. Two of these defects remained in Open status as of 8/31/24. The Development staff has resolved the other 41 defects, retested them, and marked them as Closed.

The Florida PALM IV&V Team also attended the SSI Vendor/Florida PALM Conversion Payroll Meeting, where the discussion focused on testing files for Payroll such as Employee Payroll Data, Job Code, Position Data, W-4, and W-2. Future Mock Conversion testing includes these SSI Vendor files. The Florida PALM IV&V Team will review these files as they are made available. Additionally, the 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.

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

Production Support



Forty new Production Incidents were reported during August. All Incidents were marked as P3 (Medium Priority) and P4 (Low Priority). Of these, 35 have been Closed or Resolved.

The Florida PALM IV&V Team completed a review of the July Production Support Change Requests (CRQs) for Federal Information Processing Standard (FIPS) implementation. Two routes were established: one with FIPS enabled and one without. Proper testing was conducted on both routes to verify functionality and ensure compliance.

The Florida PALM IV&V Team reviewed the D319 – July Monthly Performance Report, which demonstrated 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 SLEs. The Florida PALM IV&V Team is conducting a more detailed analysis of the monthly performance report and supporting documentation and will provide the results in a future report.

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 3.6% 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.

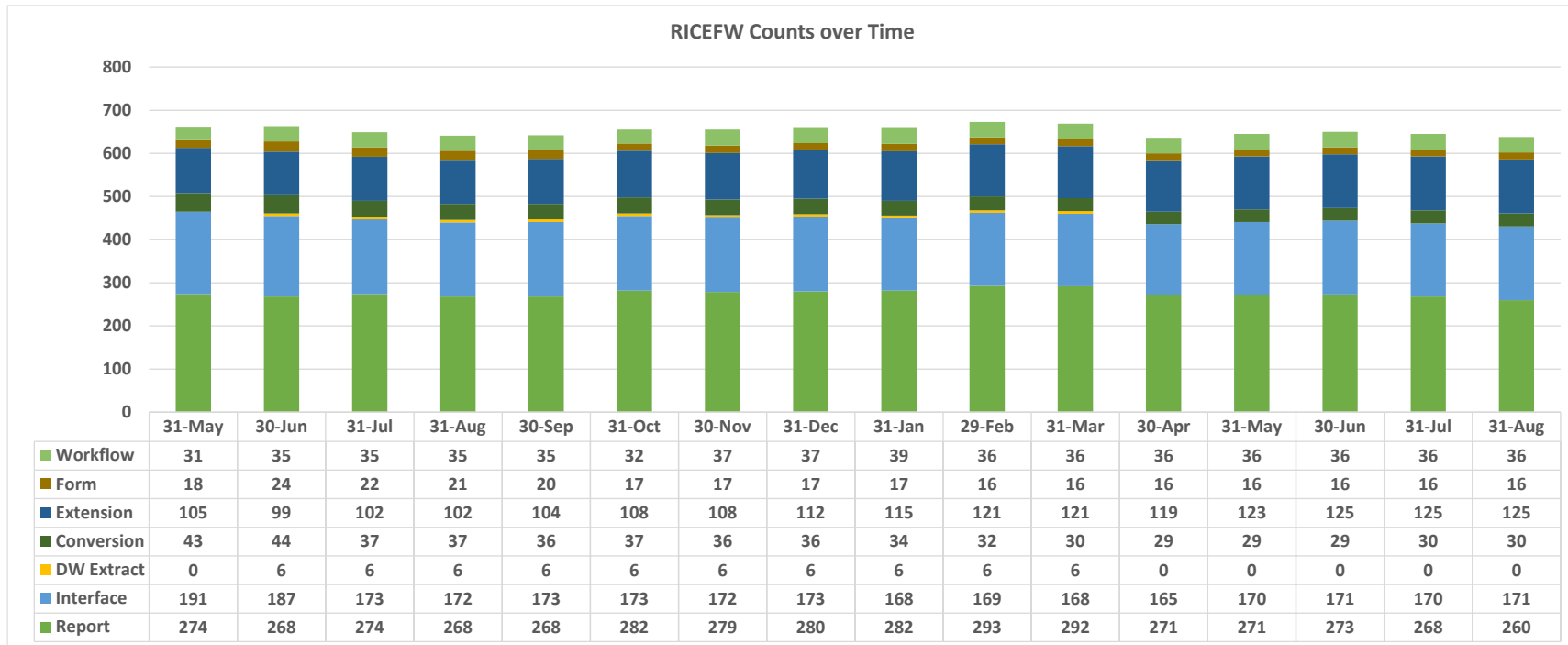


Figure 4: RICEFW Counts Over Time

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 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 61.

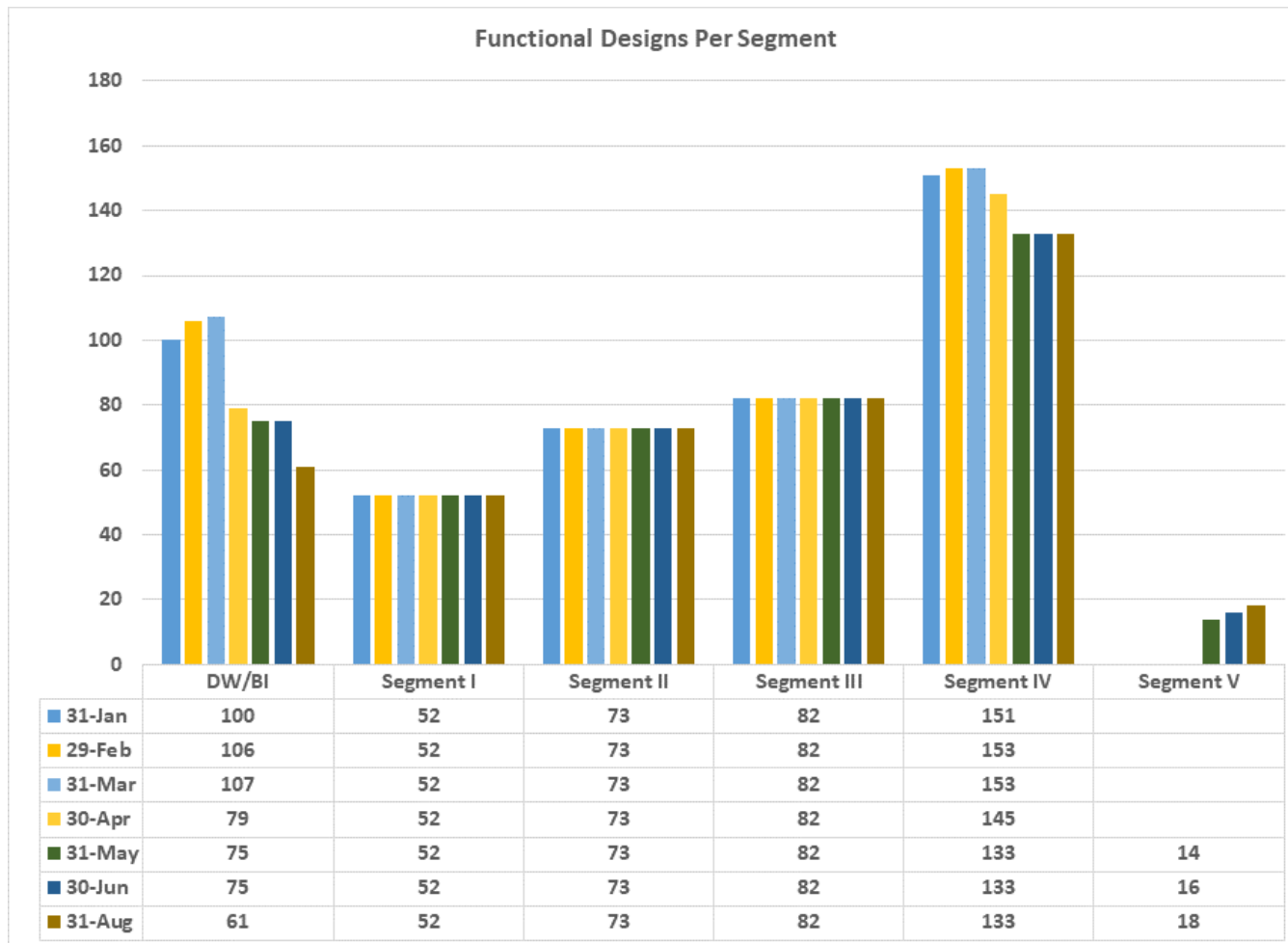


Figure 5: Changes to Count of FDs Per Segment

Segment V Functional Design (FD) Final Approval

The Figure below shows the targeted number of FDs to be approved per week for Segment V. There are currently 18 FDs in Segment V, and all the FDs were approved on schedule by 8/2/24.

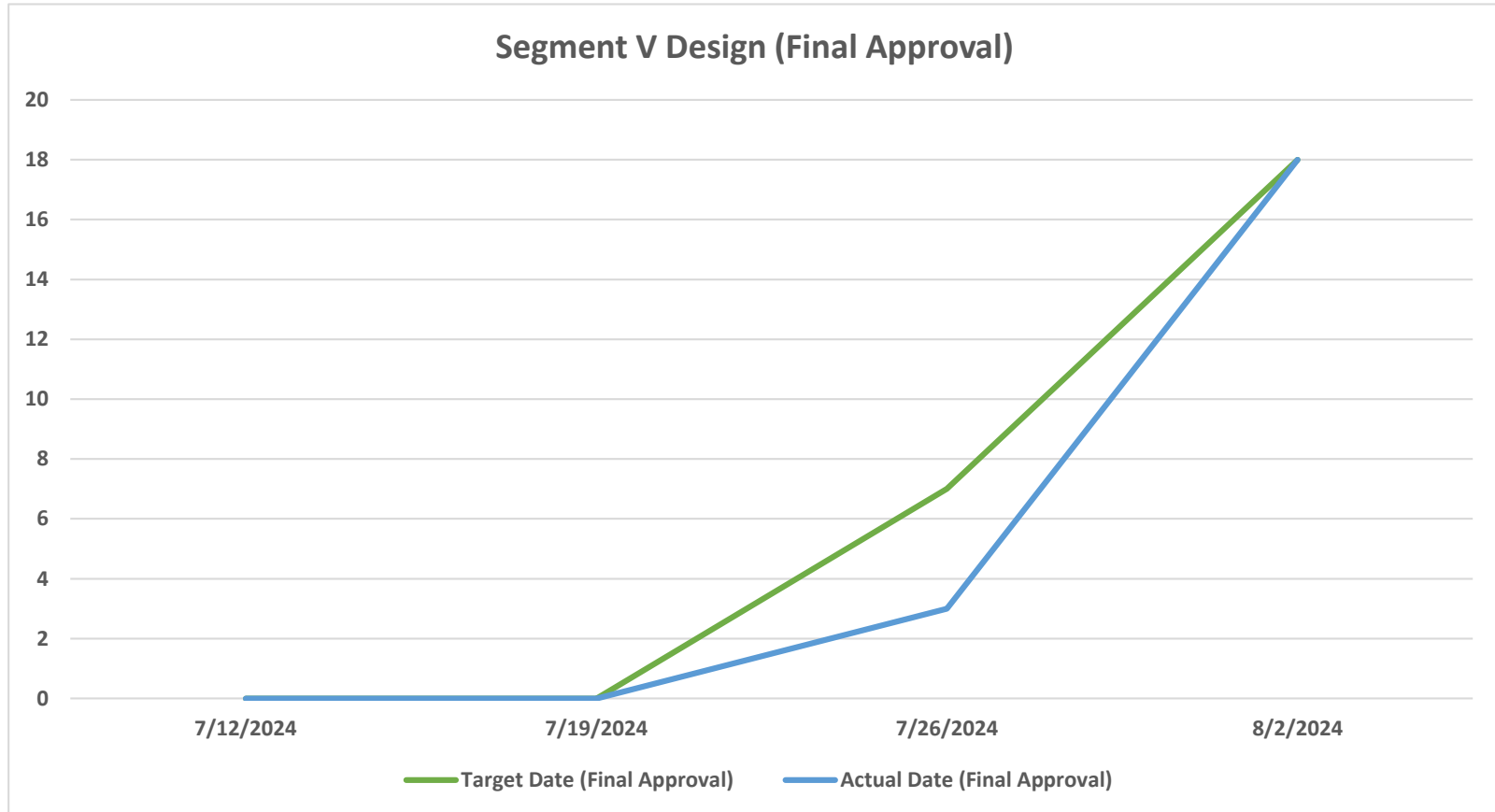


Figure 6: Segment V Functional Design Final Approval

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 8/31/24, the Florida PALM SSI Vendor has drafted 48 of the 117 planned AD documents. There are 129 AD documents planned for Build Segment III.

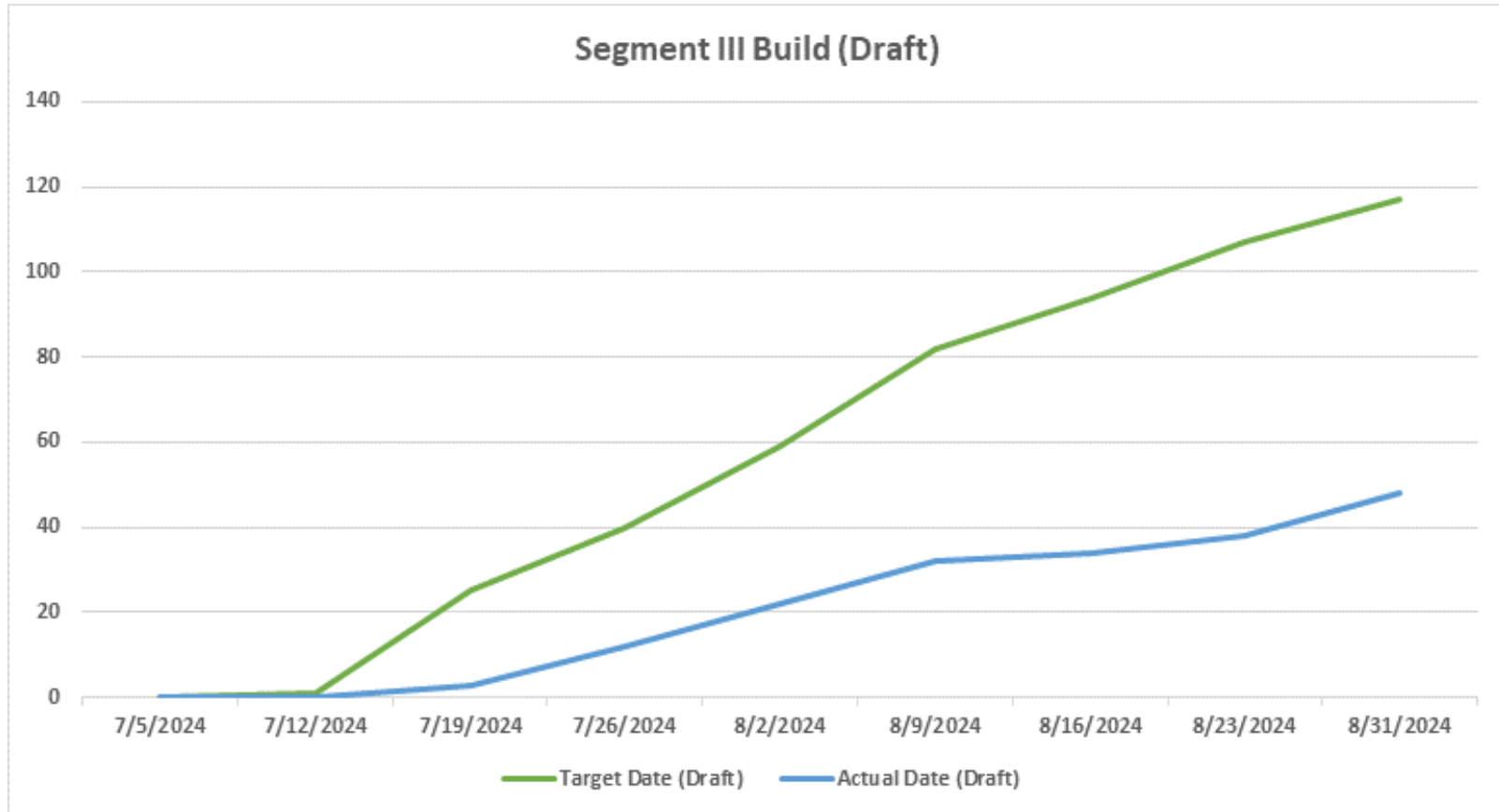


Figure 8: Segment III AD Documents – Draft

Build DW/BI Segment I Draft

The Figure below shows the targeted number of drafted AD documents versus the completed count for Build DW/BI Segment I. As of 8/31/24, the Florida PALM SSI Vendor has drafted 6 of the 11 planned AD documents. There are 28 AD documents planned for Build DW/BI Segment I.

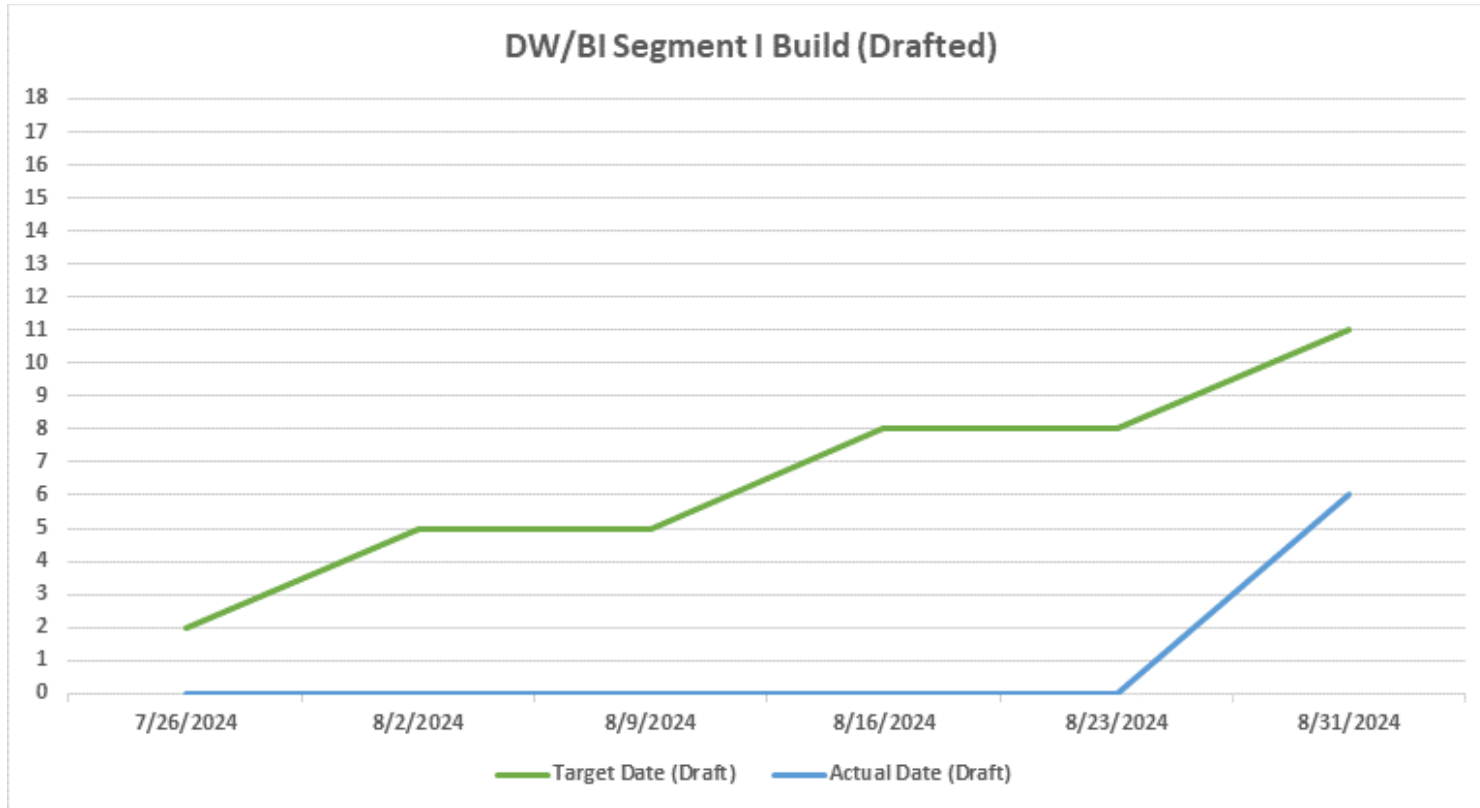


Figure 9: DW/BI Segment I AD Documents – Draft

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 .91 means the Florida PALM Project is progressing at 91% of the planned pace, indicating it is slightly behind schedule. An SPI of .91 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.

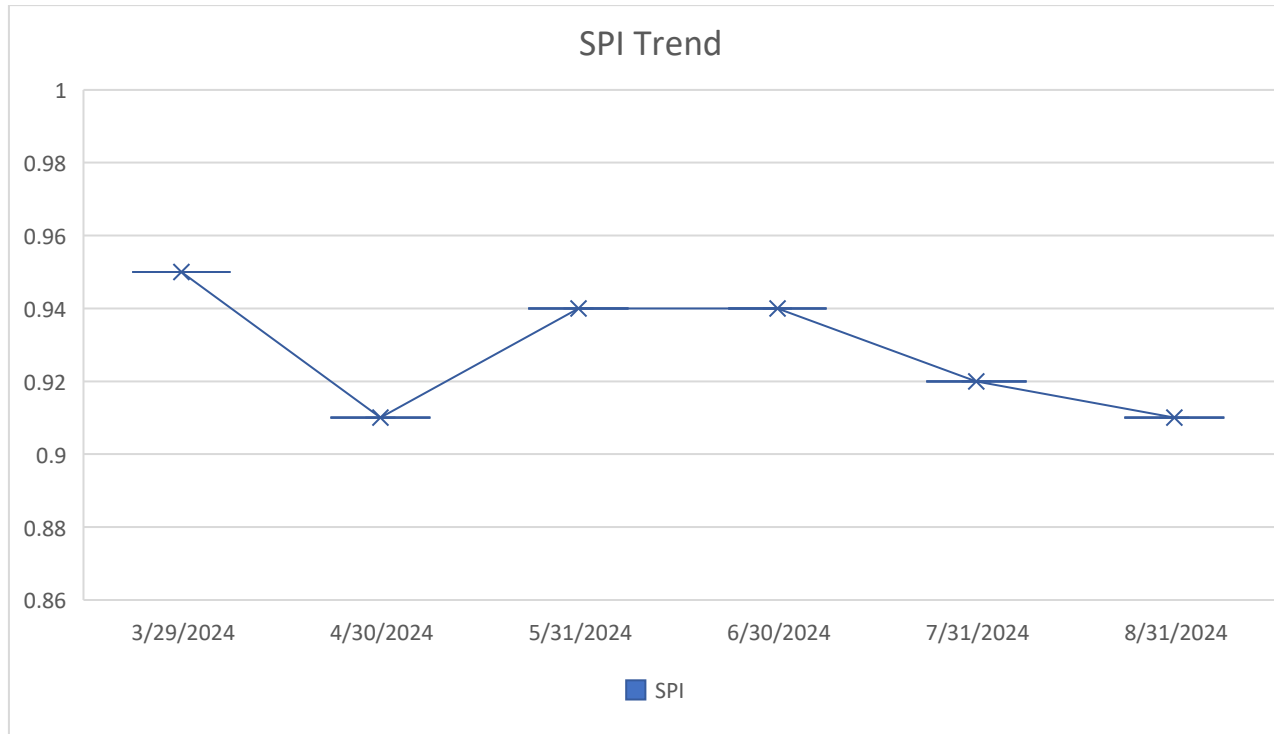


Figure 10: SPI Trend for the Florida PALM Project Schedule

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.

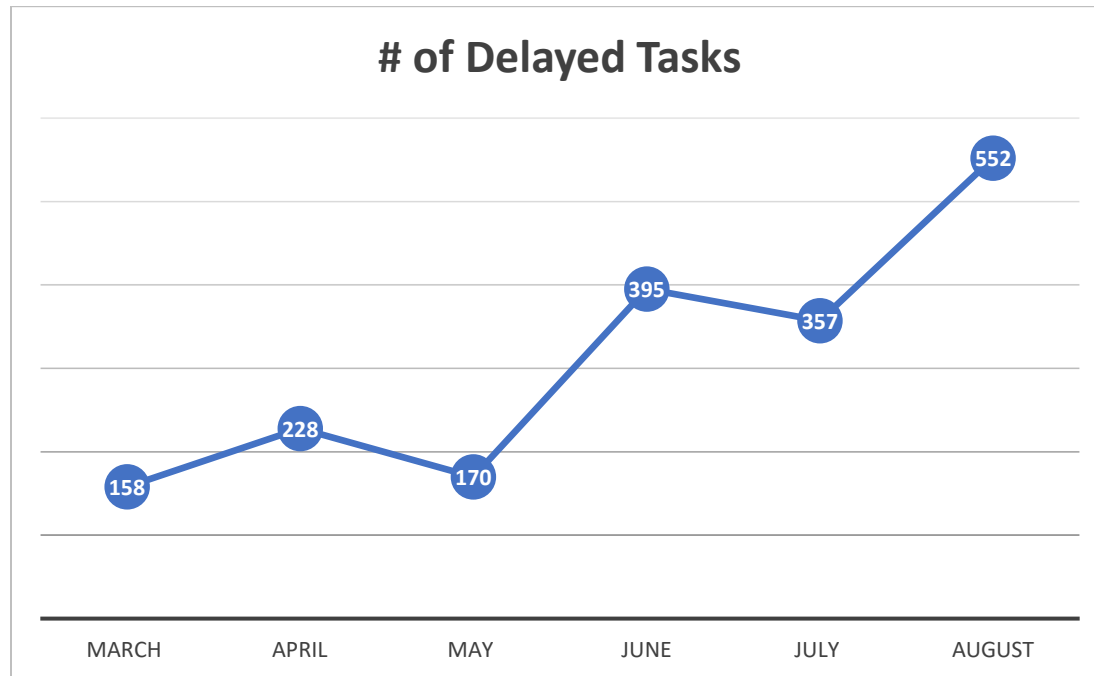


Figure 11: Delayed Task Trend for the Florida PALM Project Schedule

Agency Open Issues Trend

The Figure below shows the total number of Open Issues versus Critical or High-severity Issues since May 2024. The Agencies self-report and self-assess risks and issues.

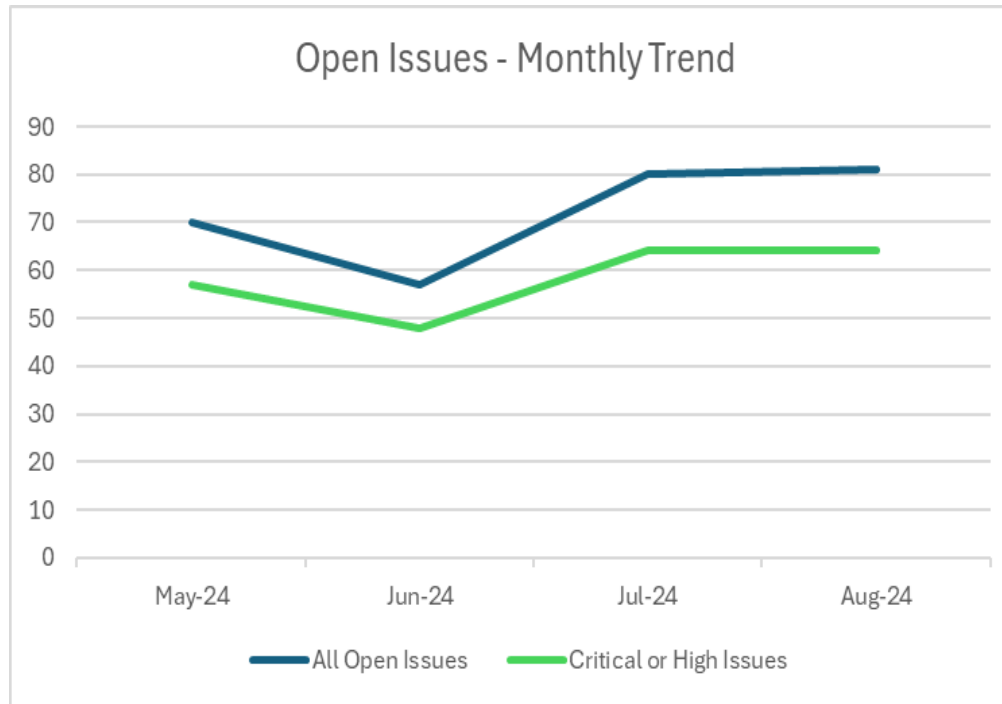


Figure 12: Open Issues Trend for the Florida PALM Project Schedule

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 and Issues are self-reported and self-assessed by the Agencies.

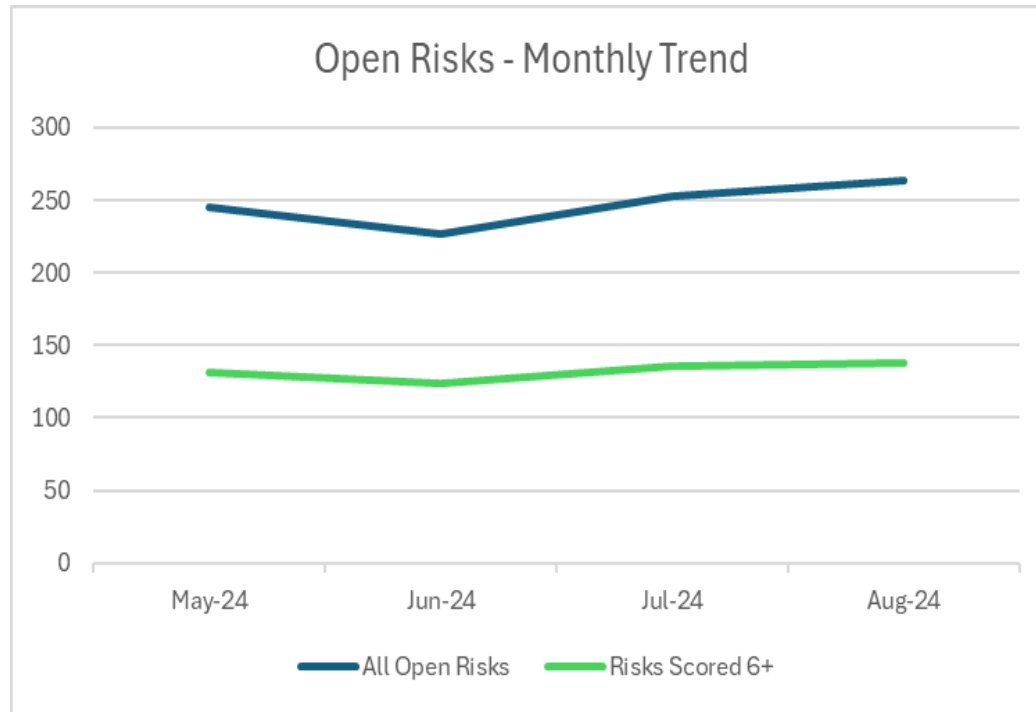


Figure 13: Open Risks Trend for the Florida PALM Project Schedule

Cycle 2 System Test Scripts Drafted Planned versus Actual

The Figure below shows the number of planned versus actual System Test Scripts drafted for Test Cycle 2 of System Testing. As of 8/31/24, the Florida PALM SSI Vendor had drafted 620 test scripts, which is 153 fewer than planned.

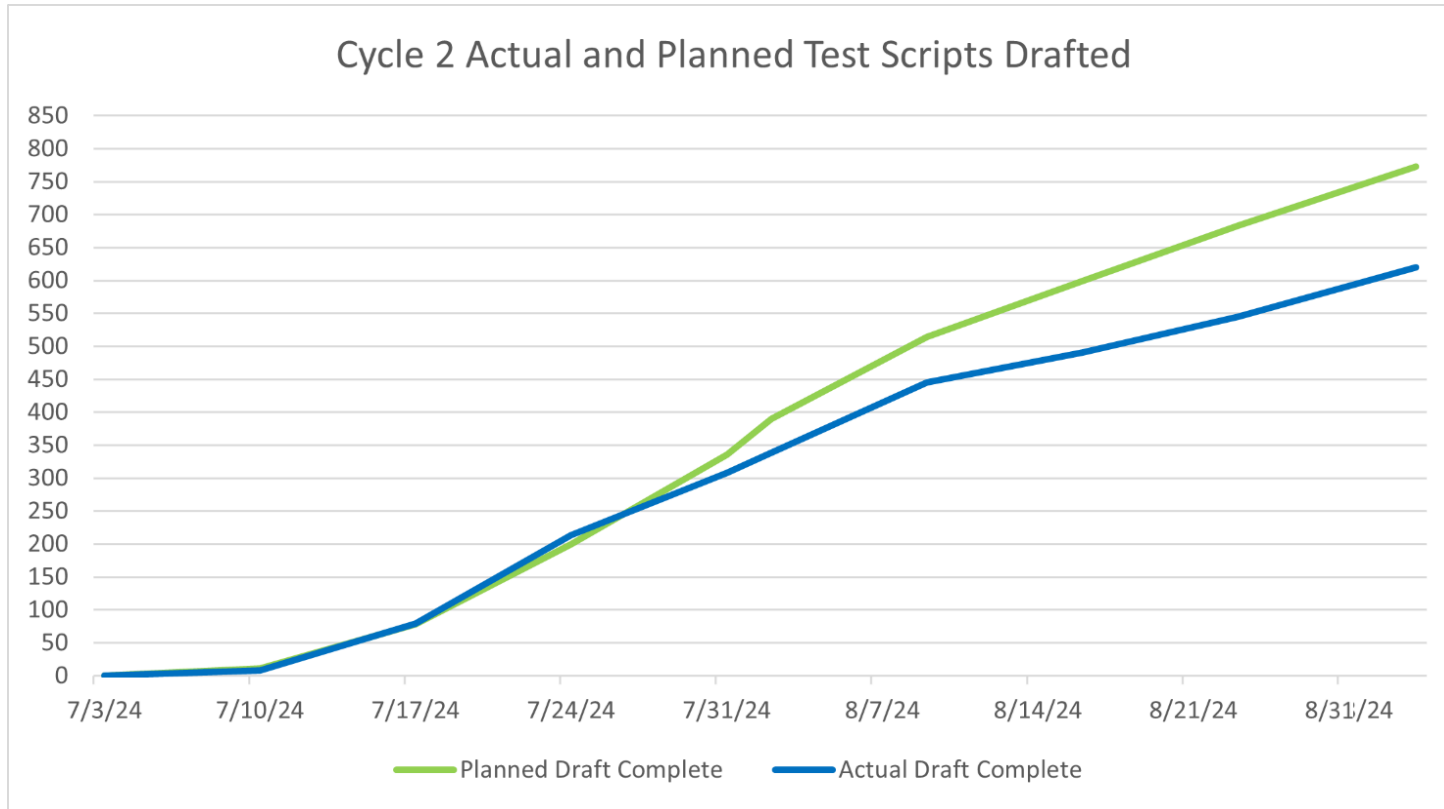


Figure 14: Cycle 2 Actual and Planned Test Scripts Drafted

Cycle 3 System Test Scripts Drafted Planned versus Actual

The Figure below shows the number of planned versus actual System Test Scripts drafted for Test Cycle 3 of System Testing. As of 8/31/24, the Florida PALM SSI Vendor had drafted 433 test scripts, which is 10 fewer than planned.

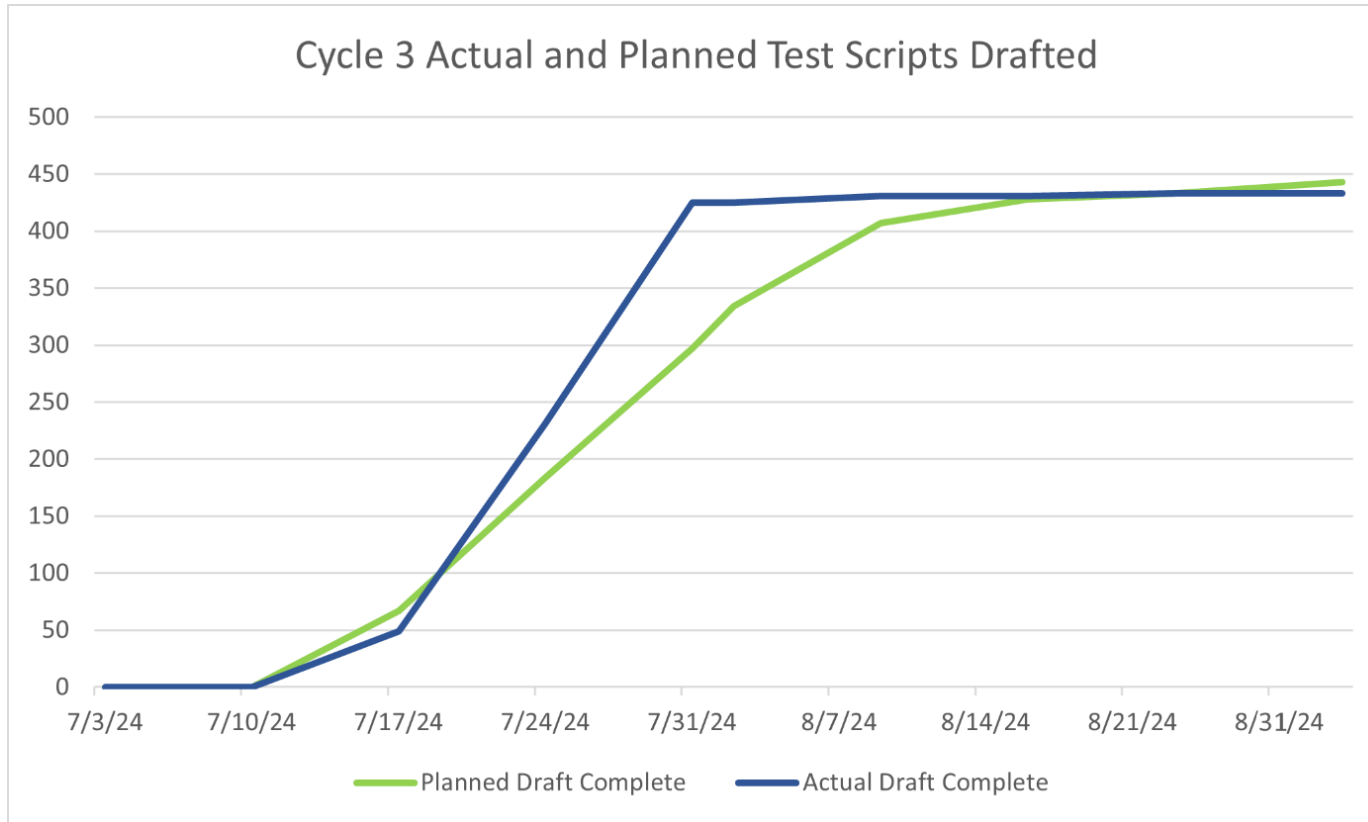


Figure 15: Cycle 3 Actual and Planned Test Scripts Drafted

Cycle 2 System Test Scripts Peer Review Planned versus Actual

The Figure below shows the number of peer-reviewed planned versus actual System Test Scripts for Test Cycle 2 of System Testing. As of 8/31/24, the Florida PALM Project Team has peer-reviewed 349 test scripts, which is 350 fewer than planned.

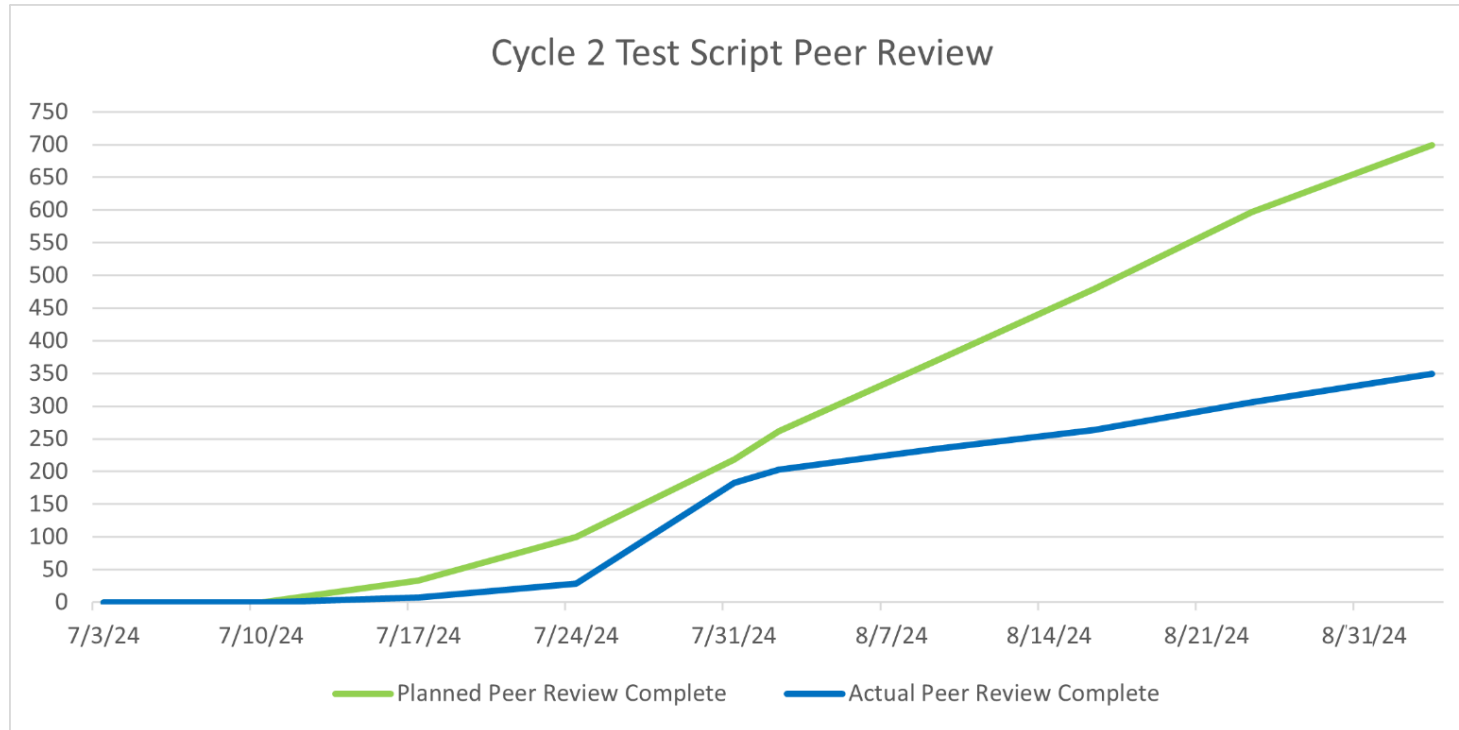


Figure 16: Cycle 2 Test Script Peer Review

Cycle 3 System Test Scripts Peer Review Planned versus Actual

The Figure below shows the number of peer-reviewed planned versus actual System Test Scripts for Test Cycle 3 of System Testing. As of 8/31/24, the Florida PALM Project Team had peer-reviewed 418 test scripts, which is 14 fewer than planned.

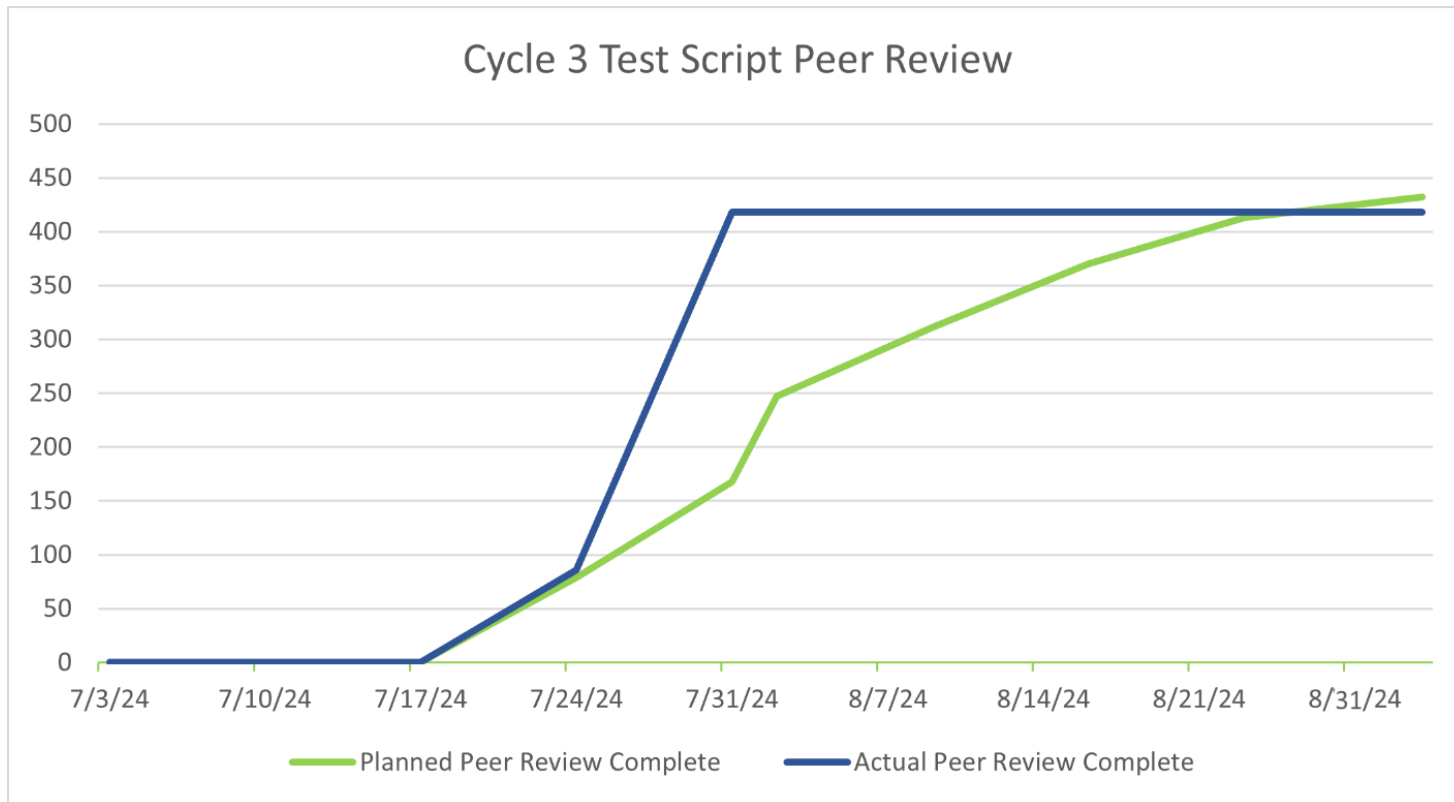


Figure 17: Cycle 3 Test Script Peer Review

Cycle 0 System Test Scripts Executed Planned versus Actual

The Figure below shows the number of planned System Test Scripts versus actual System Test Scripts executed for Test Cycle 0 of System Testing. As of 8/31/24, the Florida PALM SSI Vendor had executed 283 Test Scripts, which is 2 more than planned.

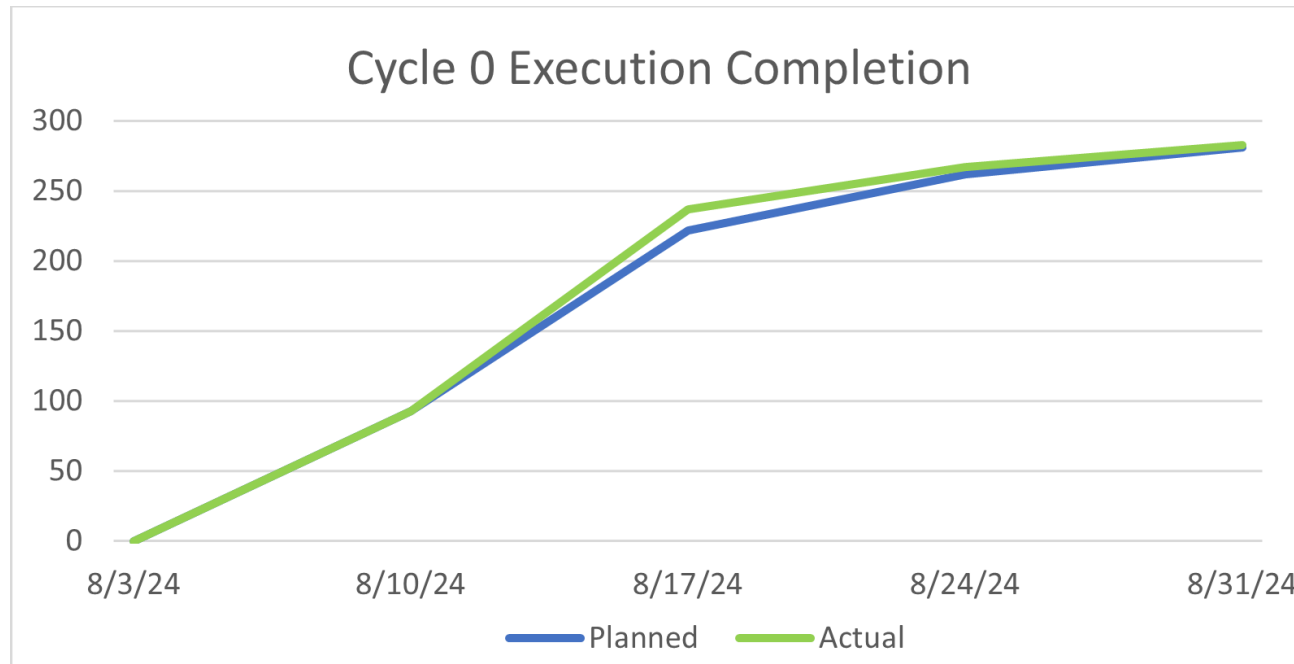


Figure 18: Cycle 0 System Test Scripts Executed Planned versus Actual

Cycle 1 System Test Scripts Executed Planned versus Actual

The Figure below shows the number of planned System Test Scripts versus actual System Test Scripts executed for Test Cycle 1 of System Testing. As of 8/31/24, the Florida PALM SSI Vendor had executed 65 tests, which is 2 fewer than planned.

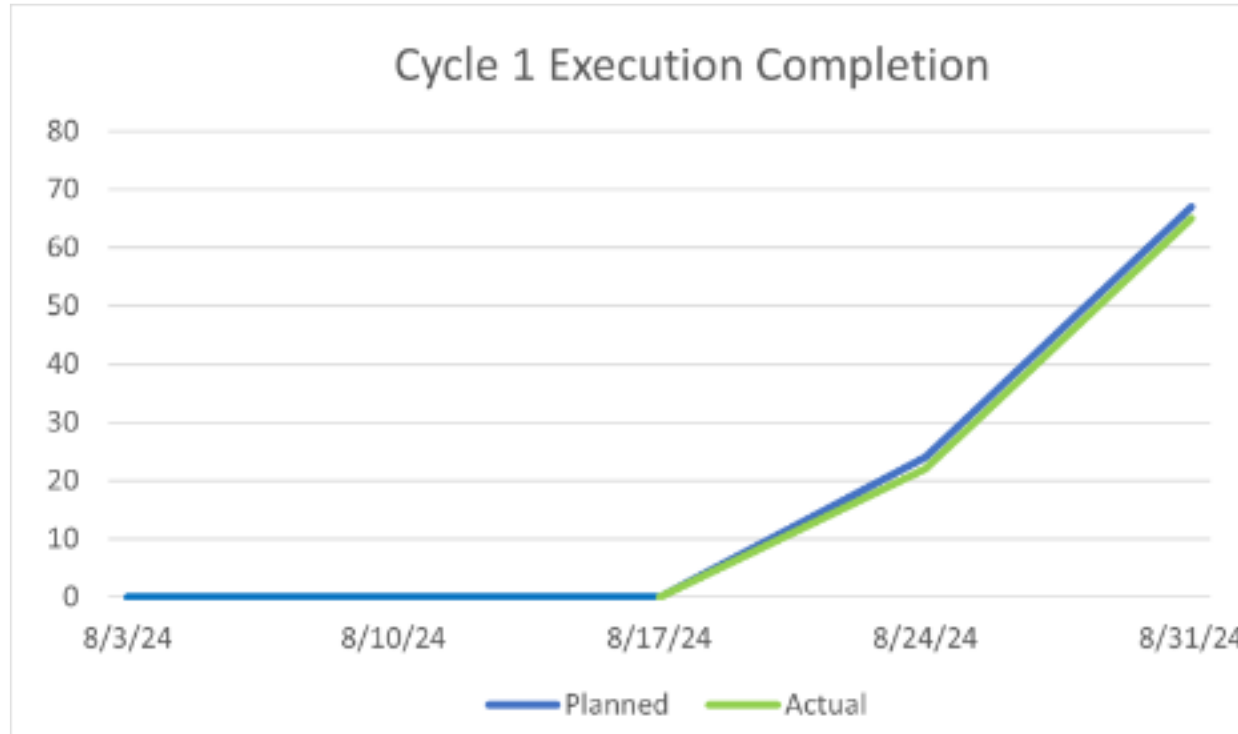


Figure 19: Cycle 1 System Test Scripts Executed Planned versus Actual

Defect Disposition by Week

The Figure below shows the number of Defects entered and closed in JIRA each week starting in August.

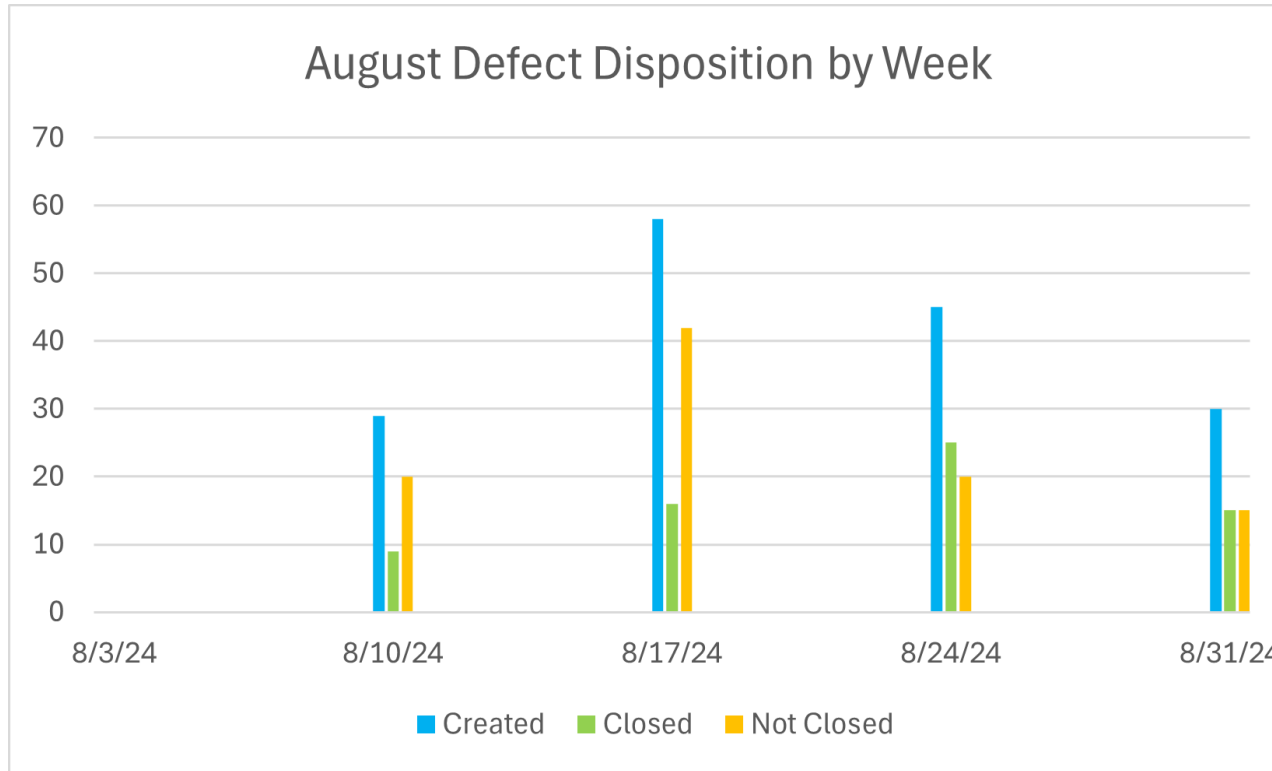


Figure 20: Defect Disposition by Week

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, Project Change Requests (PCRs), and Risks/Issues to determine their impact on the 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 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.

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 Segment IV Design Workshops.
- Complete review of WP439 – Completion of Solution Design (Requirements) Segment V.

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.

Testing

- Continue monitoring System Test execution activities of the Florida PALM SSI Vendor.
- Begin drafting Test Scenarios based on Segment IV BPMs.

- Attend SIR Triage and other meetings for ongoing System Testing-related tasks.
- Continue reviewing the System Test Scripts as and when they are drafted.
- Monitor the SIR Logging and Resolution activities in JIRA and the Test Execution and Defect Triage Reports.

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.
- Continue to attend Mock Conversion meetings.

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 Assessment Report for August.
- Monitor the approval of CRQs in the Change Advisory Board (CAB) meetings 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 – 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
PRE019/PRR061 Build Meeting	8/1/2024	8:30 AM	9:30 AM	Online
People First / Florida PALM Weekly Meeting	8/1/2024	9:00 AM	11:00 AM	Online
Thursday Task Talk	8/1/2024	10:00 AM	10:30 AM	Online
IU DW/BI reports meeting	8/1/2024	10:30 AM	11:30 AM	Online
DOR/Florida PALM Monthly Readiness Touchpoint	8/1/2024	11:00 AM	12:00 PM	Online
Florida PALM Testing Alignment with PCG (IV&V)	8/1/2024	10:00 AM	12:00 PM	In person
AMW003 Build Meeting	8/2/2024	8:30 AM	9:00 AM	Online
RDNS/RW Meeting	8/2/2024	8:45 AM	10:00 AM	Online
Tech Team Weekly Touchpoint	8/2/2024	9:30 AM	10:00 AM	Online
POC001 - Open Encumbrances Data Analysis Meeting 2	8/2/2024	11:00 AM	12:00 PM	Online
Review DW Report Inventory	8/2/2024	3:00 PM	5:00 PM	Online
TRP Working Session	8/5/2024	2:05 PM	4:00 PM	Online
PCC002 Build Meeting	8/6/2024	8:30 AM	9:00 AM	Online
PRE015 Pre-Build/PRI023 Build Meeting	8/6/2024	8:30 AM	9:30 AM	Online
LMC Weekly Round Up	8/6/2024	9:30 AM	11:00 AM	Online
Commerce - Florida PALM Readiness Touchpoint	8/6/2024	10:00 AM	11:00 AM	Online
DLA/FL PALM Touch point	8/6/2024	1:30 PM	2:30 PM	Online
DMA Readiness Touchpoint with Florida PALM	8/6/2024	1:00 PM	2:00 PM	Online
Spend Plan Review	8/6/2024	1:00 PM	2:00 PM	Online
IU Reports - Data Availability & Security	8/6/2024	1:00 PM	2:00 PM	Online
Payroll Working Session	8/6/2024	2:00 PM	4:00 PM	Online
PMO Weekly Touchpoint	8/6/2024	3:00 PM	4:00 PM	Online
SCS/Florida PALM Touchpoint	8/6/2024	3:00 PM	4:00 PM	Online

Meeting Name	Date	Start Time	End Time	Location
Project Director Design Dispositions	8/6/2024	3:00 PM	5:00 PM	Online
People First / Florida PALM Conversion/Payroll Meeting V2	8/7/2024	8:00 AM	5:00 PM	Online
DEP/Florida PALM Touchpoint Meeting	8/7/2024	9:00 AM	10:00 AM	Online
Readiness Team	8/7/2024	11:00 AM	12:00 PM	Online
ACHA PALM Monthly Touchpoint	8/7/2024	1:00 PM	2:00 PM	Online
MFMP/Florida PALM Weekly Meeting	8/7/2024	1:00 PM	2:30 PM	Online
People First / Florida PALM Conversion/Payroll Meeting V2	8/8/2024	8:00 AM	5:00 PM	Online
KKR008/KKR018 Build Meeting	8/8/2024	8:30 AM	9:30 AM	Online
Ticket Triage Meeting	8/8/2024	9:30 AM	10:00 AM	Online
Thursday Task Talk	8/8/2024	10:00 AM	10:30 AM	Online
Deposit Corrections Discussion	8/8/2024	1:00 PM	2:00 PM	Online
DW/BI Functional Working Session	8/8/2024	1:30 PM	4:00 PM	Online
Citrus Readiness Touchpoint Meeting	8/8/2024	3:00 PM	4:00 PM	Online
KKC001 Build Meeting	8/9/2024	8:30 AM	9:00 AM	Online
RDNS/RW Meeting	8/9/2024	8:45 PM	11:00 AM	Online
Tech Team Weekly Touchpoint	8/9/2024	9:30 AM	10:00 AM	Online
RESCHEDULED FWC Readiness Touchpoint	8/9/2024	11:00 AM	12:00 PM	Online
Cross Team Collaboration	8/9/2024	1:00 PM	2:30 PM	Online
System Test Execution Kickoff Meeting	8/9/2024	2:30 PM	3:30 PM	Online
RESCHEDULED EOG Readiness Touchpoint	8/9/2024	3:00 PM	4:00 PM	Online
Design Disposition Discussions	8/9/2024	3:30 PM	5:00 PM	Online
PRI025/PRR062 Build Meeting	8/12/2024	8:30 AM	9:30 AM	Online
Business Requirements Document - Meeting with A&A	8/12/2024	9:00 AM	10:00 AM	Online
DFS/ FL PALM Monthly Readiness Touchpoint Meeting	8/12/2024	11:00 AM	12:00 PM	Online
Functional Operational Team Meeting	8/12/2024	1:00 PM	2:00 PM	Online
DOL FL PALM Monthly Readiness Touchpoint Meeting	8/12/2024	1:30 PM	2:00 PM	Online

Meeting Name	Date	Start Time	End Time	Location
DMS-FRS/Florida PALM Readiness Touchpoint Meeting	8/12/2024	2:00 PM	3:00 PM	
TRP Working Session	8/12/2024	2:05 PM	4:00 PM	Online
Payroll Working Session	8/12/2024	3:30 PM	4:30 PM	Online
Segment IV Workshop	8/13/2024	8:30 AM	5:00 PM	Online; Onsite
STMS/Florida PALM Weekly Meeting	8/13/2024	2:00 PM	3:00 PM	Online
PMO Weekly Touchpoint	8/13/2024	3:00 PM	4:00 PM	Online
Segment IV Workshop	8/14/2024	8:30 AM	5:00 PM	Online, Onsite
MFMP/Florida PALM Weekly Meeting	8/14/2024	1:00 PM	2:30 PM	Online
Segment IV Workshop	8/15/2024	8:30 AM	5:00 PM	Online
People First / Florida PALM Weekly Meeting	8/15/2024	9:00 AM	11:00 AM	Online
Payroll Team Meeting	8/15/2024	1:00 PM	2:00 PM	Online
PRC005 Build Meeting	8/15/2024	2:00 PM	2:30 PM	Online
PRR045/PRR053 Build Meeting	8/16/2024	8:30 AM	9:30 AM	Online
RDNS/RW Meeting	8/16/2024	8:45 AM	10:00 AM	Online
IU DW/BI reports	8/16/2024	9:30 AM	10:30 AM	Online
CRAIDL Meeting	8/16/2024	11:00 AM	12:00 PM	Online
DBPR FL PALM Monthly Readiness	8/16/2024	11:00 AM	12:00 PM	Online
Configuration and Conversion - Fields which Require Agency Input	8/16/2024	1:00 PM	2:30 PM	Online
SIR Triage Meeting	8/16/2024	2:30 PM	3:30 PM	Online
Design Disposition Discussions	8/16/2024	2:30 PM	5:00 PM	Online
PRR055 Build Meeting	8/19/2024	8:30 AM	9:00 AM	Online
Payroll Working Session	8/19/2024	9:00 AM	10:30 AM	Online
Functional Operational Team Meeting	8/19/2024	1:00 PM	2:00 PM	Online
ACH Payment Addenda information	8/19/2024	2:00 PM	3:00 PM	Online
FLHSMV Florida PALM Touchpoint	8/19/2024	2:00 PM	3:00 PM	Online
TRP Working Session	8/19/2024	2:05 PM	4:00 PM	Online
EPA Team Weekly Meeting	8/19/2024	3:00 PM	4:00 PM	Online

Meeting Name	Date	Start Time	End Time	Location
DOAH *Rescheduled* Readiness Touchpoint	8/19/2024	3:00 PM	4:00 PM	Online
Payroll Working Session	8/19/2024	3:30 PM	4:30 PM	Online
PC/Grants Meeting	8/20/2024	9:00 AM	11:00 AM	Online
LMC Weekly Round Up	8/20/2024	9:30 AM	11:00 AM	Online
DOE Monthly Touchpoint Meeting	8/20/2024	9:30 AM	10:30 AM	Online
DEM Florida PALM Touchpoint	8/20/2024	11:00 AM	12:00 PM	Online
DCF Florida PALM Touchpoint	8/20/2024	1:00 PM	2:00 PM	Online
FDOT Tasks Review	8/20/2024	2:00 PM	3:00 PM	Online
WP438 Data Migration & Modeling	8/20/2024	2:00 PM	3:00 PM	Online
Payroll Working Session	8/20/2024	2:00 PM	4:00 PM	Online
Interface Approach & Testing Town Hall	8/20/2024	2:00 PM	3:00 PM	Online
PMO Weekly Touchpoint	8/20/2024	3:00 PM	4:00 PM	Online
Project Director Design Dispositions	8/20/2024	4:00 PM	5:00 PM	Online
SIR Triage Meeting	8/20/2024	3:00 PM	4:00 PM	Online
JAC Monthly Touchpoint	8/20/2024	3:00 PM	4:00 PM	Online
AHCA Pulse Check	8/21/2024	8:30 AM	9:00 AM	Online
PRE044/PRE046 Pre-Build Meeting	8/21/2024	8:30 AM	9:30 AM	Online
FDLE/FL PALM Monthly Readiness Touchpoint Meeting	8/21/2024	9:00 AM	10:00 AM	Online
Workshop Planning - Carry Forward	8/21/2024	10:00 AM	12:00 PM	Online
Readiness Team	8/21/2024	11:00 AM	12:00 PM	Online
MFMP/Florida PALM Weekly Meeting	8/21/2024	1:00 PM	2:30 PM	Online
PSC/Florida PALM Readiness Touchpoint Meeting	8/21/2024	2:00 PM	3:00 PM	Online
Florida PALM Executive Steering Committee Meeting	8/21/2024	2:00 PM	5:00 PM	Onsite
Payroll Working Session	8/21/2024	2:00 PM	4:00 PM	Online
APE019 Build Meeting	8/22/2024	8:30 AM	9:00 AM	Online
People First / Florida PALM Weekly Meeting	8/22/2024	9:00 AM	11:00 AM	Online
ServiceNow UAT Discussion	8/22/2024	9:30 AM	10:00 AM	Online

Meeting Name	Date	Start Time	End Time	Location
Thursday Task Talk	8/22/2024	10:00 AM	10:30 AM	Online
DOEA/PALM Monthly Touchpoint	8/22/2024	11:00 AM	12:00 PM	Online
Payroll Team Meeting	8/22/2024	1:00 PM	2:00 PM	Online
POC001 - Collaborative Review	8/22/2024	1:00 PM	2:00 PM	Online
ACH Payment File and addenda info	8/22/2024	2:00 PM	3:00 PM	Online
FDOT/FL PALM LMC, PC Discussion	8/22/2024	2:00 PM	3:00 PM	Online
FSDB/PALM Monthly Touchpoint Meeting	8/22/2024	2:00 PM	3:00 PM	Online
DOH Focused Dialog	8/22/2024	2:00 PM	3:30 PM	Online
PALM DW/BI Meeting	8/22/2024	2:00 PM	3:00 PM	Online
Payroll Working Session	8/22/2024	2:00 PM	4:00 PM	Online
RDNS/RW Meeting	8/26/2024	1:00 PM	2:00 PM	Online
Tech Team Weekly Touchpoint	8/23/2024	9:30 AM	10:00 AM	Online
Combo Edits - Fund	8/23/2024	9:30 AM	11:00 AM	Online
OCM and Training for Phase 1 Discussion w/ FL[DS]	8/23/2024	1:00 PM	2:00 PM	Online
Carry Forward/Certified Forward Session 2	8/23/2024	1:00 PM	2:00 PM	Online
PRC006 Build Meeting	8/23/2024	1:30 PM	2:00 PM	Online
APC001 - Collaborative Review	8/23/2024	2:00 PM	3:00 PM	Online
SIR Triage meeting	8/23/2024	2:00 PM	3:30 PM	Online
Design Disposition Discussions	8/23/2024	2:30 PM	5:00 PM	Online
FDC & FCOR Readiness Touchpoint Meeting-Microsoft Teams Meeting added	8/26/2024	9:00 AM	10:00 AM	Online
APC001 Build Meeting	8/26/2024	10:00 AM	11:00 AM	Online
FGCC/FL PALM Monthly Readiness Touchpoint Meeting	8/26/2024	11:00 AM	12:00 PM	Online
DJJ/Florida PALM Readiness Touchpoint Meeting	8/26/2024	2:30 PM	3:30 PM	Online
LMC DW/BI	8/26/2024	2:30 PM	3:30 PM	Online
APD Readiness Touchpoint	8/26/2024	3:00 PM	4:00 PM	Online
Payroll Working Session	8/26/2024	3:30 PM	4:30 PM	Online

Meeting Name	Date	Start Time	End Time	Location
DMS Florida PALM Readiness Touchpoint	8/26/2024	4:00 PM	4:30 PM	Online
Segment IV Workshop	8/27/2024	8:30 AM	5:00 PM	Online
Segment IV Workshop	8/27/2024	8:30 AM	5:00 PM	Online
PALM DW/BI Meeting	8/27/2024	11:00 AM	12:00 PM	Online
STMS/Florida PALM Weekly Meeting	8/27/2024	2:00 PM	3:00 PM	Online
Payroll Working Session	8/27/2024	2:00 PM	4:00 PM	Online
LM DW/BI Reports	8/27/2024	2:00 PM	3:00 PM	Online
PMO Weekly Touchpoint	8/27/2024	3:00 PM	4:00 PM	Online
SIR Triage Meeting	8/27/2024	3:00 PM	4:00 PM	Online
Segment IV Workshop	8/28/2024	8:30 AM	5:00 PM	Online
Segment IV Workshop	8/28/2024	8:30 AM	5:00 PM	Online
MFMP/Florida PALM Weekly Meeting	8/28/2024	1:00 PM	2:30 PM	Online
LMC DW/BI Reports	8/28/2024	2:00 PM	3:00 PM	Online
STMS/Florida PALM Readiness Touchpoint	8/28/2024	2:00 PM	3:00 PM	Online
Payroll Working Session	8/28/2024	2:00 PM	4:00 PM	Online
LMC DW/BI Reports	8/28/2024	2:00 PM	3:00 PM	Online
MFMP/Florida PALM Readiness Touchpoint	8/28/2024	3:00 PM	4:00 PM	Online
Thursday Task Talk	8/29/2024	10:00 AM	10:30 AM	Online
Payroll Team Meeting	8/29/2024	1:00 PM	2:00 PM	Online
Payroll Working Session	8/29/2024	2:00 PM	4:00 PM	Online
PALM DW/BI Meeting	8/29/2024	2:00 PM	3:00 PM	Online
RDNS/RW Meeting	8/30/2024	8:45 AM	9:55 AM	Online
DOSFL PALM August Readiness Touchpoint	8/30/2024	11:00 AM	12:00 PM	Online
FRS/Florida PALM Design Review	8/30/2024	9:00 AM	11:00 AM	Online
Design Disposition Discussions	8/30/2024	1:00 PM	2:30 PM	Online
SIR Triage Meeting	8/30/2024	2:30 PM	3:30 PM	Online
FDACS FL PALM Monthly Readiness Touchpoint Meeting	8/30/2024	2:30 PM	3:30 PM	Online

Meeting Name	Date	Start Time	End Time	Location
APC001 - Collaborative Review #2	8/30/2024	3:00 PM	4:00 PM	Online

Appendix B – 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	8/9/2024	9:30 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
Review of Florida PALM IV&V July 2024 Monthly Report	8/12/2024	2:30 PM	3:30 PM	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
Follow-up Review of Florida PALM IV&V July 2024 Monthly Report	8/12/2024	5:30 PM	6:00 PM	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

Meeting Name	Date	Start Time	End Time	Location	Attendee(s)
Florida PALM IV&V Weekly Status Meeting	8/16/2024	9:30 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
Florida PALM IV&V Weekly Status Meeting	8/23/2024	9:30 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

Appendix C – 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	8/30/24	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
APR033 AD - Warrant Printing Report.docx	8/1/24	Draft
APR091_AD - AP Holds by Hold Type Report.docx	8/1/24	Draft
CTI001 AD - Inbound Contract ChartField.docx	8/1/24	Draft
CTI002 AD - Inbound Contract Spreadsheet Upload.docx	8/1/24	Draft
CTI003 AD - Outbound Contract Expenditures.docx	8/1/24	Draft
AMI007 AD - Inbound Asset Spreadsheet Upload.docx	8/2/24	Draft
AMR023 AD - Asset Depreciation Forecast Report.docx	8/2/24	Draft
APR141 AD - Voucher Audit Criteria Report.docx	8/2/24	Draft
ARE008 AD - Deposit Type Restrictions.docx	8/2/24	Draft
ARR025 AD Build Review Checklist.xlsx	8/2/24	Draft
ARW003 AD - Accounts Receivable Workflow.docx	8/2/24	Draft
CMF001 AD - Banking Services Request Form.docx	8/2/24	Draft
CMR001 AD - Agency Bank Deposit Extract Report.docx	8/2/24	Draft
CMW001 AD - Banking Services Request Workflow.docx	8/2/24	Draft

Document Name	Date	Version
GLI012 AD - Inbound Combo Edit Validation Web Service.docx	8/2/24	Draft
GLI084 AD - Inbound Combination Edit Spreadsheet Upload.docx	8/2/24	Draft
WP 405 - Security Roles Matrix	8/3/24	Draft
AMC001 AD - Asset and Property Conversion.docx	8/5/24	Draft
AMR045 AD - Asset Workflow Status Report.docx	8/5/24	Draft
AMW001 AD - Asset Disposal Workflow.docx	8/5/24	Draft
CMR028 AD - CRA Activity Statement.docx	8/5/24	Draft
CMW003 AD - E-Payment Request Workflow.docx	8/5/24	Draft
CMW004 AD - CRA Payment Cancellation Request Workflow.docx	8/5/24	Draft
CMW006 AD - Order Supplies Workflow.docx	8/5/24	Draft
CMW007 AD - Research Request Reconciliation Workflow.docx	8/5/24	Draft
CTE001 AD - Contract Information Page.docx	8/5/24	Draft
GLE008 AD - Investment Activity Entry Page.docx	8/5/24	Draft
GLE011 AD - Build Review Checklist.xlsx	8/5/24	Draft
GLE013 AD - ChartField Structure Request Retain Attributes.docx	8/5/24	Draft
GLR099 AD - Trial Balance Report.docx	8/5/24	Draft
SDE001 AD - Confidential Attachment Data Checkbox Extension .docx	8/5/24	Draft
SDI009 AD - Inbound Attachments.docx	8/5/24	Draft
APE002 AD - Build Review Checklist.xlsx	8/6/24	Draft
ARC001 AD - Customers.docx	8/6/24	Draft
GLF002 AD – ChartField Request Form.docx	8/6/24	Draft
GLI011 AD - Inbound Journal Spreadsheet Upload.docx	8/6/24	Draft
GLI086 AD - Build Review Checklist.xlsx	8/6/24	Draft
GLW001 AD GL Journal Approval Workflow.docx	8/6/24	Draft
GLW002 AD - Chartfield Request Workflow.docx	8/6/24	Draft
GME001 AD - Grant Information Page.docx	8/6/24	Draft
GME003 AD - ALN CSFA Configuration Page.docx	8/6/24	Draft
GMI001 AD - Inbound Grant Data.docx	8/6/24	Draft
GMI004 AD - Outbound Grant Receipt Details.docx	8/6/24	Draft
GMI008 AD - Inbound Grant Spreadsheet Upload.docx	8/6/24	Draft

Document Name	Date	Version
GMI010 AD - Inbound ALN-CSFA Spreadsheet Upload.docx	8/6/24	Draft
GMI011 AD - Outbound ALN and CSFA Extract.docx	8/6/24	Draft
PCE002 AD - Project Costing Period Date.docx	8/6/24	Draft
APE006 AD - Confidential Transactions and Data Extension.docx	8/7/24	Draft
ARC002 AD - Open Accounts Receivable.docx	8/7/24	Draft
GLR115 AD - Adjustment Period 998 GL Journal Entry Report.docx	8/7/24	Draft
GLR169 AD - Annual GAA Load Values Report.docx	8/7/24	Draft
KKR044 AD - Continuing Appropriations Balances Report.docx	8/7/24	Draft
PCE001 AD - Build Review Checklist.xlsx	8/7/24	Draft
POI001 AD - Outbound Encumbrance Extract.docx	8/7/24	Draft
POI002 AD – Inbound Encumbrance Load.docx	8/7/24	Draft
POI004 AD – Inbound Encumbrance Spreadsheet Upload.docx	8/7/24	Draft
POR009 AD - Outstanding Encumbrance Error Report.docx	8/7/24	Draft
API005 AD - Outbound Positive Pay File.docx	8/8/24	Draft
CTC001 AD - Contracts (for Accounting Purposes).docx	8/8/24	Draft
GMC001 AD - Grant Information Conversion.docx	8/8/24	Draft
POC001 AD - Open Encumbrances.docx	8/8/24	Draft
API008 AD - Outbound 1099 IRS.docx	8/9/24	Draft
API059 AD - Outbound Employee Extract.docx	8/9/24	Draft
APR007 AD - Scheduled Payments Report.docx	8/9/24	Draft
APR014 AD - Voucher Workflow Status Report.docx	8/9/24	Draft
DED D652 Completion of System Test Segment I	8/10/24	Draft
WPED I-WP118 Role Assignment Resource	8/13/24	Draft
WP403 - RICEFW Inventory Segment V	8/20/24	Draft
WP402 - RTM Segment V	8/23/24	Draft
WPED WP409 - Regression Testing Plan	8/28/24	Draft

Appendix D – 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
Florida PALM IVV Stage Gate Review Ready to Begin System Testing Assessment	8/1/24	1.0	8/1/24	None
D647 – Establish Data Warehouse/Business Intelligence (DW/BI) Environments Deliverable Assessment Report	8/9/24	1.0	8/9/24	None
DED for D649 – Deliverable Expectations Document for the Completion of Build Segment III Deliverable Assessment Report	8/9/24	1.0	8/9/24	None
DED for D651 – Deliverable Expectations Document for the Completion of Mock Conversion 1 Deliverable Assessment Report	8/9/24	1.0	8/9/24	None
Florida PALM IV&V Monthly Assessment Report July 2024	8/12/24	1.0	8/12/24	None
Florida PALM IV&V Deliverable Assessment Report for DED D652	8/16/24	1.0	8/16/24	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	High
Unlikely 2				Medium	Medium
Improbable 1		Low	Medium	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.