Project Sponsor:	*Steven Fielder*	Project Director:	*Jimmy Cox*
Status Report Period*:*	*October 1, 2024 – October 31, 2024*	Current Project R&C Category:	*4*
Project Start Date:	*Project funding began July 1, 2014*	Project End Date:	*July 19, 2027* *(Funding appropriated through June 30, 2025)*

1 – FLORIDA PALM STATUS OVERVIEW

A. Agency Engagement
Required for R&C Category

During the month of October, the Department completed the following:

- Published a new issue of the Sponsor Scoop to keep Agency Sponsors aware of current and upcoming Project activities.
- Published an updated statewide COA Configuration Workbook, containing Financials and Payroll COA values, to the Knowledge Center.
- Hosted the Project Management Liaison Forum where Project Managers could collaborate and discuss various strategies, obstacles, and plans for leading their agency's transition to Florida PALM.
- Published the first Project Newsletter, outlining all agency and Project activities from the first quarter of fiscal year 2024-2025.
- Published five (5) resources, as requested from agencies, in the Agency Exchange Library to share knowledge with other agencies in areas of People, Process, Technology, Data, or Project Management.
- Continued to meet in person with agencies for Agency Touchpoints.
- Continued focused conversations with agencies and enterprise partners in areas of specific importance and personalized support.

B. Implementation Status
Required for R&C Category

	Yes	No	Explain:
Is the project on schedule? *If no, explain why and what corrective action(s) are planned to bring the project back on schedule*		✔	Some Project Schedule tasks were trending late during the month of October; however, these tasks are not impacted Stage Gates or the overall implementation schedule for the Project.
Will the project complete on schedule?	✔		The accepted Project Schedule shows Florida PALM going live on January 6, 2026.
Is the project currently within budget? *If no, explain why and what corrective action(s) are planned to bring the project back within budget*	✔		The Project is currently within budget.
Will the project remain within budget?	✔		Spend Plan details provided in Section 4.

B. Implementation Status			Required for R&C Category
	Yes	No	Explain:
Were any Project Change Requests approved during this reporting period?	✔		PCR121– Employee Self-Service has been approved.
Have any risks or issues impacted the project during the reporting period?		✔	No new risks or issues have been identified.

C. SPI *Provide SPI for Current + Last 3 Reporting Periods*				Required for R&C Category
	Past Reporting Period	**Past Reporting Period**	**Last Reporting Period**	**Current Reporting Period**
Date	July 2024	August 2024	September 2024	October 2024
Project Schedule Performance Index (SPI)	0.92	0.91	0.91	0.91
Explanation of SPI Variance / Trend	The SPI has decreased since the last reporting period due to delayed tasks in Build Segment III.			

2 – IMPLEMENTATION PROGRESS

A. Stage Gate Decision (Milestones and Critical Path Items) *Provide status tracking for Stage Gate Decisions planned for action by the Project Director and/or Executive Steering Committee and identify the status of each item listed (Completed, In Progress, Future).*			Required for R&C Category
Stage Gate Decision Name	Contractual Due Date	Actual Finish Date *(completed)*	Status *(C=Completed IP= In Progress F=Future)*
SG1 – Ready to Start Build	12/29/2023	11/08/2023	C
SG2 – Ready to Begin System Testing	08/30/2024	08/05/2024	C
SG3 – Ready to Begin UAT	03/28/2025	N/A	IP
SG4 – Agency Readiness	11/26/2025	N/A	IP
SG5 – Deployment Readiness	12/17/2025	N/A	F
SG6 – Confirm Deployment	12/30/2025	N/A	F

FloridaPALM
Planning, Accounting, and Ledger Management

A. Stage Gate Decision (Milestones and Critical Path Items)

Provide status tracking for Stage Gate Decisions planned for action by the Project Director and/or Executive Steering Committee and identify the status of each item listed (Completed, In Progress, Future).

Required for R&C Category

Stage Gate Decision Name	Contractual Due Date	Actual Finish Date *(completed)*	Status *(C=Completed IP= In Progress F=Future)*
SG7 – Go-Live	01/06/2026	N/A	F

B. Scope Changes

List all scope changes (any changes from the original project objectives and deliverables that impact the project schedule or budget) identified during this reporting period, including those that may impact the project in later reporting periods.

Required for R&C Category

Scope Change Description	Cost Impact	Schedule Impact	Status *(if approved, include approval date)* / Variance Explanation / Comment
SSI Contract, Amendment 10	$2,094,123	N/A	Approved October 31, 2024. Amendment 10 includes: • Termination of State use of Contractor Instance of ServiceNow • Addition of Employee Self-Service access to ePay • Additional Security Software • Cost Adjustments for the following Deliverables: • D652 Completion of System Test Segment I • D654 Completion of Build Segment IV • D656 Completion of System Test Segment II • D666 Support of UAT Segment I • Addition of the following deliverables: • D696 Completion of System Test Segment III • D697 Completion of Employee Self-Service Build

3 – IMPLEMENTATION ISSUES / RISKS

A. Implementation Issues

List all issues identified, open, occurring, or closed within this reporting period related to implementation of the Financials or Payroll Waves.

Required for R&C Category

Issue Description	Status (Open/ Closed)	Priority	Resolution Approach	Resolution Date	Owner
N/A					

B. Implementation Risks

List risks identified, open, occurring, or closed within the reporting period with risk score of 6 or greater.

Required for R&C Category

Risk Description	Status (Open / Closed)	Risk Score	Mitigation/Response Strategy	Trend	Owner
Risk 2 - External stakeholders (e.g., Legislature, EOG) and agencies expectations may not be aligned with the Florida PALM cost, schedule, or scope.	Open	6	Project Directors will provide Project cost, schedule, and scope updates to external stakeholders regularly using the monthly Project status report, other required reports per Proviso, legislative meetings (e.g., committee meetings) and other ad hoc opportunities. The Project will: 1. Share information about business process models, interface designs and reports designs through the Knowledge Center as they are approved. 2. Share comprehensive details about the Solution (FIN/Payroll/DW) as it becomes available and is ready for distribution. 3. Hold Design Workshops (respectively) to support agencies understanding of the to be Solution (FIN/Payroll/DW). 4. Work with agencies as needed to educate agencies on available reports, queries, and interface files, and to support the agencies determinations on whether their agency critical business needs are met by these Solutions, or if additional agency specific Solutions are required. 5. Address agency questions during Readiness Touchpoints and as follow-ups to agency submitted questions. 6. Support agency evaluation of business system needs as they relate to data and reporting.	Increasing	Jimmy Cox

B. Implementation Risks

List risks identified, open, occurring, or closed within the reporting period with risk score of 6 or greater.

Required for R&C Category

Risk Description	Status (Open / Closed)	Risk Score	Mitigation/Response Strategy	Trend	Owner
Risk 4 – Agencies' ability to adequately engage and participate may impact agency readiness.	Open	6	The Project will utilize one or more of the following mitigations to manage the risk: 1. Conduct monthly meetings between Readiness Coordinators and agency Change Champion Network members to discuss their internal readiness and preparation to transition to Florida PALM. 2. Conduct meetings between Project leadership and agency sponsors to discuss the agency's progress and any concerns, needs, or roadblocks that the agency is facing in their transition activities. 3. Lead meetings and workshops designed to share timely and relevant information with agencies throughout the project lifecycle. 4. Provide tools and information (e.g., graphics and content) to support messaging and communication within the agency regarding key implementation activities and change impacts. 5. Review bimonthly agency status reports for indicators and trends relating to engagement difficulties.	Increasing	Angie Robertson

Risk 5 – The timing and efficiency of information sharing between enterprise partners and agencies and the Project could impact the success of the Project.	Open	6	The Project will leverage existing meetings and schedule additional as needed to discuss:
			1. The Project's timeline and status identifying timing for key work to be completed.
			2. Projected changes to:
			   a. Enterprise systems and their potential impact on the Project.
			   b. The Project and its potential impact on enterprise systems.
			3. Progress of integration.
			4. The Project will look for potential connections between the applications and Florida PALM identified during design and development and their impacts to enterprise partners.
				Increasing	Jimmy Cox

B. Implementation Risks

List risks identified, open, occurring, or closed within the reporting period with risk score of 6 or greater.

Required for R&C Category

Risk Description	Status (Open / Closed)	Risk Score	Mitigation/Response Strategy	Trend	Owner
Risk 6 – The execution of contracts and procurement activities outside of the Project may impact Florida PALM implementation and agency readiness.	Open	6	The Project will utilize one or more of the following strategies to manage the risk: 1. Provide the Project's timeline and key Project dates essential for agency and enterprise partner readiness (e.g., milestones). 2. Engage regularly with agency and enterprise partners to share information and to report progress towards key milestone dates. 3. Request updates and status reporting on key readiness activities. 4. Provide support or information to support agency, enterprise partner, or oversight body planning or decision making or needs. 5. Continue regular meetings and develop mitigation actions should specific contracts not be executed and applications ready at Florida PALM Launch.	Increasing	Angie Robertson
Risk 8 – Scope and timing of Build Segments may impact the Project's ability to meet Stage Gate 3 and several Critical Path Items.	Open	6	The Project will utilize one or more of the following strategies to manage the risk: 1. Onboard additional application development staff to supplement the existing staff. 2. Hold daily build update meetings (i.e., 15-minute stand-ups) to discuss the current progress of build activities, including any delays. 3. Increase the involvement of ERP Support Services team members to speed up reviews of application development documentation. 4. Reduce the number of reviewers for each application development document. 5. Hold internal working meetings to identify additional dependencies and schedule tasks to assist with work planning and execution.	Increasing	Jimmy Cox

11/18/2024

B. Implementation Risks

List risks identified, open, occurring, or closed within the reporting period with risk score of 6 or greater.

Required for R&C Category

Risk Description	Status (Open / Closed)	Risk Score	Mitigation/Response Strategy	Trend	Owner
Risk 9 – Overlap of System Testing with the Start of User Acceptance Testing (UAT) may result in a delay of UAT and higher defects and issues	Open	6	The Project will utilize one or more of the following strategies to manage the risk: 1. Hold daily update meetings (i.e., 15–30-minute stand-ups) to discuss the current progress of Project activities, including any delays. 2. Increase the number of SSI Vendor system testers (e.g., supplement with current production support staff) in order to complete system testing activities quicker. 3. Combine the State and SSI Vendor system testing resources to speed up the system testing timeline, instead of each group testing independently. 4. Monitor progress to determine if other mitigation approaches are needed. 5. Onboard additional state resources to support DW/BI activities. 6. Hold internal working meetings to identify additional dependencies and schedule tasks to assist with work planning and execution.	Increasing	Jimmy Cox

4 – SPEND PLAN

The Florida PALM Project was appropriated $60,870,881 for FY 2024-25. As of the end of this reporting period, $28,826,947 has been released, $14,049,132 has been projected fiscal year to date, $10,092,358 has been incurred, and $9,602,614 has been paid. See the Florida PALM Project Spend Plan for additional details.

5 – REMEDIATION AND TRANSITION TASKS REQUIRED TO REPLACE FLAIR

Remediation and Transition Tasks *Provide status tracking for remediation and transition tasks required to replace FLAIR and identify the status of each item listed (Completed, In Progress, Future).*		Required for R&C Category
Task Name	Due Date	Actual Finish Date *(Completed)*	Status *(**C**=Completed **IP**= In Progress **F**=Future)*
Stage Gate 1 – Ready to Start Build (includes the following critical path items): • Project Schedule (D635) – *Accepted* • Solution Design – Segment I (D636) – *Accepted* • Solution Design – Segment II (D637) – *Accepted* • Update Process Models – Financials – Segment I (I-WP101) – *Complete* • Update Process Models – Financials – Segment II (I-WP101) – *Complete* **Items do not need to be complete for the decision to start build.*	12/29/23	11/08/23	C
Stage Gate 2 – Ready to Begin System Testing (includes the following critical path items): • Solution Design – Segment III (D641) – *Accepted* • Process Models – Payroll (D639) – *Accepted* • Master Data Configuration Workbooks (D640) – *Accepted* • Updated Technical Architecture Design (D642) – *Accepted* • Update Process Models – Financials – Segment III (I-WP101) – *Complete* • Build – Segment I (D646) – *Accepted* • Solution Design – Segment IV (D644) * – *Accepted* • Update Process Models – Financials – Segment IV (I-WP101) * – *Complete* • Environment Builds – System Test Environment – *Complete* **Items do not need to be complete for the decision to begin system testing*	08/30/24	08/05/24	C

11/18/2024

Remediation and Transition Tasks			
Provide status tracking for remediation and transition tasks required to replace FLAIR and identify the status of each item listed (Completed, In Progress, Future).		Required for R&C Category	
Task Name	Due Date	Actual Finish Date *(Completed)*	Status *(C=Completed IP= In Progress F=Future)*
Stage Gate 3 – Ready to Begin UAT (includes the following critical path items):	03/28/25	N/A	IP
• Establish DW/BI Environments (D647) – *Accepted* • Build – Segment II (D648) – *Accepted* • Security Roles Matrix (WP405) – *Accepted* • Environment Builds – Mock Conversion Test Environment – *Complete* • Environment Builds – Interface Test Environment – *Complete* • Solution Design – DW/BI (D650) – *Complete* • Mock Conversion I (D651) – *In Progress* • Build – Segment III (D649) – *In Progress* • Build – DW/BI – Segment I (D653) – *In Progress* • System Test – Segment I (D652) – *In Progress* • Mock Conversion II (System Test) (D655) • Build – Segment IV (D654) • Build – DW/BI – Segment II (D659) • Environment Builds – UAT Test Environment • System Test – Segment II (D656) • System Test – Segment III (D696) * • Build – DW/BI – Segment III (D668) * • Mock Conversion III (UAT) (D657) • System Test – DW/BI (D661) * *Items do not need to be complete for the decision to begin user acceptance testing.*			
Stage Gate 4 – Agency Readiness (includes the following critical path items):	11/26/25	N/A	IP
• Training Build (I-WP110) • Role Mapping Worksheet (I-WP118) – *In Progress* • Readiness Workplan (I-WP126) – *Complete* • Agency Readiness Certification (I-WP128) – *Complete*			

Remediation and Transition Tasks *Provide status tracking for remediation and transition tasks required to replace FLAIR and identify the status of each item listed (Completed, In Progress, Future).*	Required for R&C Category		
Task Name	Due Date	Actual Finish Date *(Completed)*	Status *(C=Completed IP= In Progress F=Future)*
Stage Gate 5 – Deployment Readiness • Environment Builds – Disaster Recovery Test Environment • Deployment and Contingency Plan (D658) • Environment Builds – Dry Run Test Environment • Environment Builds – Performance Test Environment • Mock Conversion IV (D662) • Interface Testing – Segment I (D663) • Regression Testing (WP416) • Mock Go-Live – Dry Run #1 (D667) • Disaster Recovery Testing (D676) • Payroll Parallel Testing (D670) • Interface Testing – Segment II (D671) • Mock Go-Live – Dry Run #2 (D673) • Penetration Testing (D674) • Performance Testing (D675) • Final Known Issues & Enhancements List (D678) • Mock Go-Live – Dry Run #3 (D677)	12/17/25	N/A	F
Stage Gate 6 – Confirm Deployment	12/30/25	N/A	F
Stage Gate 7 – Go-Live	01/06/26	N/A	F

6 – TRAINING PLANS.

Training Plans for Department Staff *Provide the status of the implementation of training plans for Department staff and identify the status of each item listed (Completed, In Progress, Future).*	Required for R&C Category		
Deliverable / Work Product / Activity Name	Due Date	Actual Finish Date *(Completed)*	Status *(C=Completed IP= In Progress F=Future)*
Update Training Strategy (I-WP122)	02/29/24	03/13/24	C

Training Plans for Department Staff

Provide the status of the implementation of training plans for Department staff and identify the status of each item listed (Completed, In Progress, Future).

Required for R&C Category

Deliverable / Work Product / Activity Name	Due Date	Actual Finish Date *(Completed)*	Status *(C=Completed IP= In Progress F=Future)*
Training Curriculum (I-WP108)	11/15/24		IP
ILT Training Delivery Plan (I-WP113)	01/03/25		IP
UAT Training Materials (I-WP111)	04/10/25		IP
Training Build (I-WP110)	06/27/25		F
End User Manual (I-WP112)	08/05/25		IP
Conduct Training	11/26/25		F

7 – REMEDIATION PROGRESS OF AGENCY BUSINESS SYSTEMS

Remediation Progress of Agency Business Systems

Provide an update on the remediation progress for each agency business system required for deployment of Florida PALM functionality.

Required for R&C Category

Chapter 2024-228 implementing the 2024-2025 General Appropriations Act, directs agencies to submit bimonthly status reports to the Florida PALM Executive Steering Committee. The agency-specific, bimonthly status reporting tool was released to agencies, through Readiness Workplan Task 562 for the period of September - October 2024, on November 1, 2024, with a due date of November 12, 2024, for completing the requested information and providing Agency Sponsor confirmation. The Primary Agency Sponsors for 33 agencies submitted their bimonthly status for the period of September to October 2024. One agency bimonthly status report was submitted by someone other than the Primary Agency Sponsor and two agencies remain unsubmitted as of November 14, 2024. Agency reports and the summary dashboards are published on the Florida PALM website.

Agencies completed (noted with a check mark), continued, or began working on the following readiness tasks included in the Readiness Workplan during October:

Direct Project Impact

✓ Task 541-B – Complete Configuration Workbooks for Segment IV - Cash Management (CM) – Released: 07/22/2024 – Due: 09/06/2024
   o 16 out of 16 agencies have submitted and have been verified as complete
✓ Task 545-A – Update and Finalize Florida PALM Conversion Inventory for Segment IV – Released: 07/22/2024 – Due: 10/18/2024
   o 32 out of 35 agencies have submitted and have been verified as complete
✓ Task 546 – Update Florida PALM Interface Inventory for Segment IV – Released: 07/22/2024 – Due: 10/18/2024

Remediation Progress of Agency Business Systems
Provide an update on the remediation progress for each agency business system required for deployment of Florida PALM functionality.

Required for R&C Category

- o   29 out of 35 agencies have submitted and have been verified as complete
- ✓ Task 549 – Submit Training Survey – Released: 08/12/2024 – Due: 09/20/2024
  - o   34 out of 35 agencies have submitted and have been verified as complete
- ✓ Task 541-C – Complete Configuration Workbooks for Segment IV - Payroll (PR) and SpeedKey – Released: 08/26/2024 – Due: 10/04/2024
  - o   34 out of 35 agencies have submitted and have been verified as complete
- ✓ Task 554 – Participate in Connectivity Testing for Cycle 1 Interface Testing – Released: 09/16/2024 – Due: 10/04/2024
  - o   28 out of 29 agencies have submitted and have been verified as complete
- • Task 541-D – Complete Configuration Workbooks for Segment IV - General Ledger (GL) – Released: 10/07/2024 – Due: 11/01/2024
- • Task 555-A – Complete Data Cleansing Based on Mock Conversion 1 - Projects (PCC001) – Released: 10/07/2024 – Due: 11/22/2024
- • Task 555-B – Complete Data Cleansing Based on Mock Conversion 1 – Released: 10/28/2024 – Due: 11/22/2024

Indirect Project Impact

- ✓ Task 536-B – Create Agency Specific User Acceptance Testing Plan – Released: 08/19/2024 – Due: 10/11/2024
- ✓ Task 553 – Prepare for Interface Testing – Released: 09/16/2024 – Due: 10/18/2024

N/A Project Impact

- ✓ Task 531 – Remediate Agency Business Systems based on Segment II – Released: 04/29/2024 – Due: 10/04/2024
- ✓ Task 542 – Complete Data Readiness Analysis and Data Cleansing Activities for Segment IV – Released: 07/22/2024 – Due: 10/18/2024
- ✓ Task 543 – Identify Change Impacts and Update Agency Business Process Documentation for Segment IV – Released: 07/22/2024 – Due: 10/18/2024
- ✓ Task 544 – Update Agency Business System Documentation for Segment IV – Released: 07/22/2024 – Due: 10/18/2024
- • Task 547 – Remediate Agency Business Systems based on Segment III – Released: 07/22/2024 – Due: 12/13/2024
- ✓ Task 552 – Manage Agency Specific Implementation Schedule, Risks and Issues – Released: 08/30/2024 – Due: 10/31/2024
- ✓ Task 559 – Share Florida PALM Updates – Released: 10/14/2024 – Due: 10/25/2024
- • Task 547 – Remediate Agency Business Systems based on Segment IV – Released: 10/21/2024 – Due: 03/14/2024