

Project Team:	Florida PALM Reporting and Data Services
Period:	April 1, 2023 – June 30, 2023
Submission Date:	July 13, 2023

1 - PROJECT STATUS OVERVIEW WITH KEY HIGHLIGHTS

Overview of reporting activities for the current period:

During the fourth quarter of the fiscal year 2022-23, the Project focused on design activities for Financials Wave and Payroll Wave. The Project also continued to support production operations and agency readiness.

- The Project finalized its amendment to the Software and System Integrator Contract, which includes an updated implementation scope and timeline. A January 2026 go-live date is planned for the concurrent Financials and Payroll Waves. As part of this implementation, Florida PALM will replace Central and Departmental FLAIR and the FLAIR Information Warehouse. The Project shared information about this next [Major Implementation](#). The key dates and activities for Financials Wave and Payroll Wave, are described below:
 - Project design activities started in May 2023 and will continue through April 2024. The work is divided into four segments for Florida PALM business processes and a separate segment for the data warehouse and reporting solution. The Project will share information about the design of selected components, such as interfaces, reports, and more at the end of each segment. Information will be shared through Advisory Council discussions, agency workshops, and publications on the Project’s website.
 - Project build activities are scheduled to begin in January 2024 and continue through March 2025.
 - Testing activities are planned for September 2024 through December 2025. Agencies will have access to the User Acceptance Testing (UAT) environment nine months prior to go-live, during April 2025 through December 2025. UAT will occur from April through November 2025, but agencies will continue to have access to the UAT environment in December to allow them access for final readiness activities. During this time, agencies will test their connections between their agency business systems and Florida PALM and expose users to Florida PALM functionality. This extended period allows for agencies to confirm change impacts to their agency-specific business processes, desk procedures and other materials, and to complete other readiness activities as needed.
 - The Project will provide end user training during July 2025 through November 2025.
 - The Project will complete deployment activities during November 2025 through December 2025, with go-live for end users planned for January 6, 2026.
 - Hypercare (January – April 2026) and post implementation support (May – December 2026) will be provided for 12 months following go-live.
- Agency readiness activities continued to emphasize the importance of agencies building and documenting an understanding of their current state operations. As described in the Agency Current State Analysis Approach, agencies should understand how they use FLAIR data today; document agency business system functions and their criticality; identify current reports and their associated data elements; document how FLAIR end users perform their daily work. Additionally, end users should be engaged and understand that FLAIR is being replaced, not replicated; know that Financials and Payroll Wave goes live in January 2026; and understand what they are doing in FLAIR and why in order to make the transition smoother. These current state analyses include:
 - [Task 326: Update Current State Agency Business System Inventory and Documentation](#) – This task began in March 2023 and is due October 27, 2023. Agencies are asked to inventory their agency business systems, their current interfaces, and create, update, or confirm the current state documentation, from a functional and technical perspective, exists for each system and interface.

- [Task 327: Complete Reports Inventory](#) – This task began in April 2023 and is due July 28, 2023. Agencies are asked to identify their reports that include FLAIR data elements. These reports may include reports produced from FLAIR, Information Warehouse, or agency business systems. This inventory will support agency readiness and remediation planning to replace use of these reports as part of their business processes.
- Task 328: Document Current Agency Business Processes – This task is expected to begin in July 2023 and is due December 15, 2023. More information will be shared as part of the [Tuesday Task Talk](#) in August 2023.
- Agencies may continue to discover information through their ongoing analyses, after the conclusion of the task. Since this information is intended to support agency readiness and remediation activities, agencies should continue to update the current state analysis documents as needed through their agency workbook in Smartsheet.
- The Florida PALM website was updated to include an [Agency Exchange Library](#). This library was created for agencies to share resources with fellow agencies to support their transformation journey. Thank you to the agencies (DEP, DOAH, FWC, and DOR) that have already shared information with their fellow agencies.
- The Project shared an [Interactive Chart of Accounts tool](#). This tool allows users to explore the Florida PALM Chart of Accounts (COA), as compared to the FLAIR data elements that comprise the legacy COA. This information is available on the COA page and End User Training page of the [Florida PALM website](#).