# Florida **PALM**
Planning, Accounting, and Ledger Management

| | | | |
|---|---|---|---|
| **Project Sponsor:** | *Scott Fennell, Deputy CFO* | **Project Director:** | *Melissa Turner* |
| **Status Report Period**: | *January 1 – January 31, 2021* | **Current Project R&C Category:** | *4* |
| **Project Start Date:** | *Project funding began July 1, 2014* | **Project End Date:** | *June 30, 2027* *(Funding appropriated through June 30, 2021)* |

## 1 - PROJECT STATUS OVERVIEW

| **A. Overview of Project activities during reporting period:** | Required for R&C Category [1 2 3 4] |
|---|---|

During the month of January, the Florida PALM Project completed the following:

- Hosted a Leading Change Workshop and following Office Hours to assist agencies with their CMS Wave transition
- Provided a communication packet to agencies and enterprise partners to facilitate internal communications
- Published quarter two reporting update and shared with agencies and enterprise partners
- Invited representative agencies to participate in CMS Wave User Acceptance Testing
- Shared Florida PALM's Data Protection Approach for awareness
- Distributed feedback questionnaire from Deputy CFO to confirm agencies are assessing their potential need for business system mitigation and their readiness to transition for the CMS Wave go-live
- Expanded functionality in Smartsheet tool for agencies to easily access CMS and Central Wave interface layout files and interface information, including automated notifications of changes
- Published the sixth episode of PALMcast

| B.  Overall 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* | ✔ | | |
| **Will the project complete on schedule?** | ✔ | | |
| **Is the project currently within budget?** *If no, explain why and what corrective action(s) are planned to bring the project back within budget* | ✔ | | |
| **Will the project remain within budget?** | ✔ | | |
| **Were any Project Change Requests approved during this reporting period?** | | ✔ | PCR 69 accounts for the unplanned work in Issues 25 and 26.  As of the end of this reporting period it was under review for approval. |
| **Have any risks or issues impacted the project during the reporting period?** | ✔ | | Issues 25 and 26 were open during the reporting period.  More information on both is included in Section 3 – Project Issues/Risks below. |

| C.  **SPI & CPI** *Provide SPI and CPI for Current + Last 3 Reporting Periods* | | | | Required for R&C Category |
|---|---|---|---|---|
| | Past Reporting Period | Past Reporting Period | Last Reporting Period | **Current Reporting Period** |
| **Date** | *10/31/2020* | *11/30/2020* | *12/31/2020* | *01/31/2021* |
| **Project Schedule Performance Index (SPI)** | 0.99 | 0.98 | 0.96 | 0.98 |
| **Project Cost Performance Index (CPI)** | 0.90 | 0.90 | 0.90 | 0.90 |
| **Explanation of SPI or CPI Variance / Trend** | CPI and SPI are stable and within tolerance. | | | |

## 2 – PROJECT PROGRESS

| A. Project Go/No-Go Decision Progress | | | |
|---|---|---|---|
| *Provide status tracking for Go/No-Go Decisions and identify the status of each item listed (Completed, In Progress, Future).* Required for R&C Category | | | |
| Go/No-Go Decision Name | Contractual Due Date | Actual Finish Date *(completed)* | Status *(C=Completed IP= In Progress F=Future)* |
| D130: CMS - Ready for User Acceptance Testing (UAT)<br><br>• D99 Prototype 3 Delivery – In Progress<br>• D100 Disaster Recovery Plan – Complete<br>• D101 Completion of System Testing – In Progress<br>• D105 Workflow Administration Guide – In Progress<br>• D110 Deployment Strategy – Complete<br>• D112 Training Deployment and Measurement Plan – Complete<br>• D113 Security and Technical Compliance Administration Guide – Complete<br>• D115 User Acceptance Testing Plan – In Progress<br>• D117 Performance Testing Plan – In Progress<br>• D120 Help Desk Documentation – In Progress<br>• D123 Help Desk Training Plan – Complete<br>• D125 Training Materials Complete – In Progress<br>• D126 System Infrastructure Capacity Plan – In Progress<br>• D469 Application Development - Reports/Extensions/Forms/Workflows – Complete | 03/31/2021 | | IP |
| D471: Departmental - Ready to Start RICEFW Build<br><br>• D456 Updates to Standardized Business Process Models *(Departmental Wave Business Process Models)* – In Progress<br>• D457 RICEFW Inventory – In Progress<br>• D459 Requirements Traceability Matrix (RTM) – In Progress | 04/30/2021 | | IP |

**Florida PALM**
Planning, Accounting, and Ledger Management

| A. Project Go/No-Go Decision Progress | | | |
|---|---|---|---|
| *Provide status tracking for Go/No-Go Decisions and identify the status of each item listed (Completed, In Progress, Future).* | Required for R&C Category | | |
| Go/No-Go Decision Name | Contractual Due Date | Actual Finish Date *(completed)* | Status *(C=Completed IP= In Progress F=Future)* |
| **D502: Central - Ready for Conversion Testing**<br>• D199 Master Data Configuration Workbook – In Progress<br>• D460 Conversion Extract Layouts – Complete<br>• D468 System Testing Plan – In Progress<br>• D470 Prototype 2 Delivery – In Progress<br>• D500 Training Curriculum – In Progress<br>• D501 Application Development – Conversions – In Progress | 04/30/2021 | | IP |
| **D156: CMS - Ready to Deploy**<br>• D124 User Acceptance Test Environment Delivery – In Progress<br>• D129 Post-Implementation Continuous Learning Strategy – In Progress<br>• D131 Prototype 4 Delivery – In Progress<br>• D134 Disaster Recovery Testing Plan – In Progress<br>• D135 Deployment and Contingency Plan – In Progress<br>• D137 Production Support Operations Plan – In Progress<br>• D138 Production Environment Delivery – In Progress<br>• D139 Train-the-Trainer Complete – In Progress<br>• D141 Production Support Application Configuration Management Plan – In Progress<br>• D143 Production Infrastructure Installation – In Progress<br>• D144 Completion of Interface and Integration Testing – Future<br>• D146 Security and Technical Compliance Confirmation – In Progress<br>• D150 Completion of User Acceptance Testing – Future<br>• D152 Completion of a Mock Go-Live – Future<br>• D153 Post-Implementation Support Plan – In Progress | 06/18/2021 | | IP |

## 3 – PROJECT ISSUES / RISKS

| A. **Project Issues** *List all issues identified, open, occurring, or closed within this reporting period.* | | | | Required for R&C Category | |
|---|---|---|---|---|---|
| Issue Description | Status (Open/ Closed) | Priority | Resolution Approach | Resolution Date | Owner |
| Issue 25: Deal Management Interface and Conversion Testing does not align with certain Project milestone dates | Open | High | 1. Schedule additional time with Bloomberg to complete impact analysis; target completion by 12/18/2020 **COMPLETE** <br> 2. Complete functional design updates (WP16); target completion by 12/18/2020 **COMPLETE** <br> 3. Complete configuration and build updates (D88); target completion by 2/12/2021 <br> 4. Defer remaining System Test scripts to be executed during Interface and Integration Testing, however, continuing to revise test scripts leveraging System Test environment <br> 5. Modify Mock Conversion testing schedule for DMC001; target completion by 3/5/2021 <br> 6. Modify Interface Test Cycles; target completion by 3/19/2021 <br> 7. Complete training design and build for new Equity functionality; target completion by 3/31/21 | N/A | Derek Miller |
| Issue 26: Bank Account Hierarchy for Wells Fargo is not Aligned with Florida PALM Configuration and Processing | Open | High | Action Plan Status Configuration – WSD changed the approach from using the Bank Account Tree configuration and applied logic instead within CME004 to define an identifier for the bank account roll up Design <br><br> • CME004 BAI2 Allocate Sub Account Data – **Complete** <br> • CME005 Book to Bank Sub Account Data RollUp – **Complete** | N/A | Derek Miller |

| **A. Project Issues** *List all issues identified, open, occurring, or closed within this reporting period.* | | | | Required for R&C Category | |
|---|---|---|---|---|---|
| Issue Description | Status (Open/ Closed) | Priority | Resolution Approach | Resolution Date | Owner |
| | | | • CMR025 Master to Sub Account Reconciliation Report – **Complete**<br>• CME004 BAI2 Allocation Sub Account Data – **Complete**<br>• CME005 – In Progress – Expected completion 2/10<br>• CMR025 Master to Sub Account Reconciliation Report – In Progress – Expected completion 2/10<br>• System Test – Started 2/3/21; as planned<br>• Interface Test – Not Started; as planned | | |

| B. **Project Risks** *List risks identified, open, occurring, or closed within the reporting period with a risk score of 15 or greater.* | | | | | Required for R&C Category | |
|---|---|---|---|---|---|---|
| Risk Description | Status (Open / Closed) | Risk Score | Mitigation/Response Strategy | | Status | Owner |
| Risk 221: Florida PALM Central Wave build timeline and Central Wave work for MFMP build activities are not aligned | Open | 15 | 1. The Florida PALM and MFMP Teams will continue meetings to review and confirm interfaces that will be planned for Central Wave, including layouts, for this shared risk. 2. The Florida PALM can share information with the ESC on the confirmed MFMP interface connections for Central Wave, including anticipated level of effort. 3. The MFMP ESC representative can share an approach to keep other ESC members informed on progress of MFMP build activities as Go/No-Go Decisions approach, including estimated duration of build work. 4.The Florida PALM and MFMP Teams will continue to discuss contingency options for schedule alignment issues. | | Mitigating | Rachael Lieblick |

# 5 – PROJECT SPEND PLAN

The Florida PALM Project was appropriated $33,154,677.00 for FY 2020-21. As of the end of this reporting period, $13,677,178.48 in expenses has been projected, $11,904,345.00 of the appropriated funds have been released, $12,130,670.79 in expenses have been incurred, and $10,563,724.29 has been paid. See the Florida PALM Project Spend Plan for additional details.