Florida PALM
Planning, Accounting, and Ledger Management

Project Sponsor:	*Scott Fennell, Deputy CFO*	**Project Director:**	*Melissa Turner*
Status Report Period:	*November 1 – November 30, 2020*	**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 November, the Florida PALM Project completed the following:

- Held Model Office for Super Users; a virtually facilitated, hands-on experience in Florida PALM for common CMS Wave functions
- Began interface testing for the CMS Wave following Executive Steering Committee approval
- Held the third of four Reporting Workgroups to further review CMS Wave reports
- Held Interface Office Hours to further discuss Central Wave interfaces following the Interface and Conversion Workshop
- Shared expectation to begin designing and building Central Wave interfaces with agencies following Executive Steering Committee approval
- Released a monthly Executive Sponsor communication to Agency Sponsors
- Received an affirmative vote from the Executive Steering Committee to approve the cost changes for Amendment 3
- Received feedback from all agencies on the Training Needs Assessment for the Central Wave
- Held Training Liaison Preparation discussions for all agencies

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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?	✔		Project Change Request (PCR) 67 includes cost changes associated to the Software and System Integrator Contract Amendment 3. PCR 67 was approved by the Executive Steering Committee on 11/10/2020. The Project Spend Plan has been updated to align with PCR 67/Amendment 3. Requests for additional funding in future Fiscal Years will be included within the annual Legislative Budget Request process.
Were any Project Change Requests approved during this reporting period?	✔		Project Change Request (PCR) 67 as detailed in the Project Change Request Log.
Have any risks or issues impacted the project during the reporting period?	✔		Issue 25 has been opened as detailed in section 3A. Project Issues.

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	*08/31/2020*	*09/30/2020*	*10/31/2020*	*11/30/2020*
Project Schedule Performance Index (SPI)	0.94	0.96	0.99	0.98
Project Cost Performance Index (CPI)	0.92	0.91	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)*
D187: Central - Ready to Start RICEFW Build • D185 RICEFW Inventory • D455 Central Wave Business Process Models • D458 Requirements Traceability Matrix (RTM)	10/30/2020	10/28/2020	C
D108: CMS - Ready for Interface and Conversion Testing • D69 Testing Strategy • D71 Non-production infrastructure Installation • D74 System testing Plan • D75 Conversion Extract Layouts • D76 Published Interface Layouts • D77 Training Needs Assessment • D80 Technical Architecture Documentation • D81 Training Curriculum • D83 Prototype 2 Delivery • D88 Master Data Configuration Workbook • D89 Role Mapping Handbook • D94 Interface and Integration Testing Plan • D95 Regression Testing Plan • D96 Application Development - Interfaces/Conversions • D103 Help Desk Strategy • D104 Data Management Plan • D122 Penetration Testing Plan • D127 Production Support Strategy • D147 Completion of Penetration Testing	10/30/2020	10/28/2020	C

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) • D99 Prototype 3 Delivery – In Progress • D100 Disaster Recovery Plan – Complete • D101 Completion of System Testing – In Progress • D105 Workflow Administration Guide – In Progress • D110 Deployment Strategy – In Progress • D112 Training Deployment and Measurement Plan – In Progress • D113 Security and Technical Compliance Administration Guide – Complete • D115 User Acceptance Testing Plan – In Progress • D117 Performance Testing Plan – In Progress • D120 Help Desk Documentation – In Progress • D123 Help Desk Training Plan – In Progress • D125 Training Materials Complete – In Progress • D126 System Infrastructure Capacity Plan – In Progress • D469 Application Development - Reports/Extensions/Forms/Workflows – In Progress	03/31/2021		IP
D471: Departmental - Ready to Start RICEFW Build • D456 Departmental Wave Business Process Models – In Progress • D457 RICEFW Inventory – In Progress • D459 Requirements Traceability Matrix (RTM) – In Progress	04/30/2021		IP
D502: Central - Ready for Conversion Testing • D199 Master Data Configuration Workbook – In Progress • D460 Conversion Extract Layouts – Complete • D468 System Testing Plan – In Progress • D470 Prototype 2 Delivery – In Progress • D500 Training Curriculum – In Progress • D501 Application Development – Conversions – In Progress	04/30/2021		IP

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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)*
D156: CMS - Ready to Deploy • D124 User Acceptance Test Environment Delivery – In Progress • D129 Post-Implementation Continuous Learning Strategy – In Progress • D131 Prototype 4 Delivery – In Progress • D134 Disaster Recovery Testing Plan – In Progress • D135 Deployment and Contingency Plan – In Progress • D137 Production Support Operations Plan – In Progress • D138 Production Environment Delivery – In Progress • D139 Train-the-Trainer Complete – In Progress • D141 Production Support Application Configuration Management Plan – In Progress • D143 Production Infrastructure Installation – In Progress • D144 Completion of Interface and Integration Testing – Future • D146 Security and Technical Compliance Confirmation – In Progress • D150 Completion of User Acceptance Testing – Future • D152 Completion of a Mock Go-Live – Future • 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 2. Complete functional design updates (WP16); target completion by 12/18/2020 3. Complete configuration and build updates (D88); target completion by 2/12/2021 4. Defer remaining System Test scripts to be executed during Interface and Integration Testing, however, continuing to revise test scripts leveraging System Test environment 5. Modify Mock Conversion testing schedule for DMC001; target completion by 3/5/2021 6. Modify Interface Test Cycles; target completion by 3/19/2021 7. Complete training design and build for new Equity functionality; target completion by 3/31/21	N/A	Derek Miller

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
Risk 223: • Completion of interface and conversion testing at risk due to potential inability to obtain data needed prior to Mock 2 conversion testing.	Closed	15	1. Communicate and clarify data needed from Bloomberg and BoNY. 2. Obtain relevant layout/specification/sample file information from BoNY and Bloomberg to determine what information is available. 3. Map Inbound Treasury Master (DMI001) fields to Bloomberg and BoNY fields per interface layout. 4. Identify fields that are not available in either Bloomberg or BoNY. 5. Develop plan for populating missing data (if any.) 6. Determine approach for developing DMI001 formatted file by combining Bloomberg, BoNY, and manually sourced data. 7. Determine which milestone dates and deliverables may be impacted. 8. Develop conversion file for Mock 2.		Closed-Became Issue	Derek Miller

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, $6,607,274.71 in expenses has been projected, $9,303,847.00 of the appropriated funds have been released, $6,517,969.76 in expenses have been incurred, and $6,383,705.26 has been paid. See the Florida PALM Project Spend Plan for additional details.