Project Sponsor:	*Scott Fennell, Deputy CFO*	**Project Director:**	*Melissa Turner*
Status Report Period:	*August 1 – August 31, 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

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

- Hosted discussion with Agency Sponsors for FY21/22 LBRs
- Released monthly Executive Sponsor communication to Agency Sponsors
- Identified Reporting Workgroup participants from representative agencies, and provided a Reporting Approach for the CMS Wave
- Requested that agencies review their current business systems and identify if systems will be retired after Central Wave go-live
- Shared Central Wave conversion layouts with applicable agencies
- Provided a Catalog of Interface Offerings to agencies
- Shared Central Wave interface layouts with agencies.

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*	✔		While there have been delays in the functional designs for CMS Wave (documented by Issue 24), there have been no impacts identified for agency activities, upcoming Executive Steering Committee Go/No-Go Decisions, or the overall project end date.
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?	✔		Project Change Requests (PCR) 56, 57, 60, and 63 as detailed in the Project Change Request Log.

Have any risks or issues impacted the project during the reporting period?	✔		Issue 24 has been identified 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 3 4

	Past Reporting Period	Past Reporting Period	Last Reporting Period	**Current Reporting Period**
Date	*05/31/2020*	*06/30/2020*	*07/31/2020*	*08/31/2020*
Project Schedule Performance Index (SPI)	0.96	0.94	0.97	0.94
Project Cost Performance Index (CPI)	0.93	0.92	0.95	0.92
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 2 3 4

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 – In Progress • D455 Central Wave Business Process Models – In Progress • D458 Requirements Traceability Matrix (RTM) – In Progress	10/30/2020		IP

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)*
D108: CMS - Ready for Interface and Conversion Testing • D69 Testing Strategy – Complete • D71 Non-production infrastructure Installation – Complete • D74 System testing Plan – Complete • D75 Conversion Extract Layouts – Complete • D76 Published Interface Layouts – Complete • D77 Training Needs Assessment – Complete • D80 Technical Architecture Documentation – In Progress • D81 Training Curriculum – Complete • D83 Prototype 2 Delivery – In Progress • D88 Master Data Configuration Workbook – In Progress • D89 Role Mapping Handbook – Complete • D94 Interface and Integration Testing Plan – In Progress • D95 Regression Testing Plan – In Progress • D96 Application Development - Interfaces/Conversions – In Progress • D103 Help Desk Strategy – In Progress • D104 Data Management Plan – In Progress • D122 Penetration Testing Plan – Complete • D127 Production Support Strategy – Complete • D147 Completion of Penetration Testing – Complete	10/30/2020		IP

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 – In Progress • D101 Completion of System Testing - Future • 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 – Future	03/31/2021		IP
D471: Departmental - Ready to Start RICEFW Build • D456 Departmental Wave Business Process Models – Future • D457 RICEFW Inventory – Future • D459 Requirements Traceability Matrix (RTM) – Future	04/30/2021		F
D502: Central - Ready for Conversion Testing • D199 Master Data Configuration Workbook – In Progress • D460 Conversion Extract Layouts – In Progress • D468 System Testing Plan – In Progress • D470 Prototype 2 Delivery – Future • D500 Training Curriculum – In Progress • D501 Application Development – Conversions – In Progress	04/30/2021		IP

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 – Future • D129 Post-Implementation Continuous Learning Strategy – In Progress • D131 Prototype 4 Delivery – Future • D134 Disaster Recovery Testing Plan – In Progress • D135 Deployment and Contingency Plan – Future • D137 Production Support Operations Plan – In Progress • D138 Production Environment Delivery – Future • D139 Train-the-Trainer Complete – In Progress • D141 Production Support Application Configuration Management Plan – Future • D142 Production Support Infrastructure Configuration Management Plan – Future • 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 – Future	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 24: • Functional designs are not being completed by planned dates causing impacts to technical	Open	High	1. Schedule additional time with the Division of Treasury to resolve outstanding design decisions. Standing meetings are planned to continue through completion of applicable functional designs.		Stacey Terry

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
design/build and other downstream cross track activities			2. Prioritize completion of functional designs and build for interfaces, conversions and extensions and over forms, workflows and reports. 3. Extend System Testing by two months to allow additional time to complete functional designs, build and system test extensions, interfaces, forms, workflows and reports without affecting the start of interface testing planned to start in November. 4. Create and share a Central Wave Catalog of Interface Offerings to support agencies' efforts to estimate impacts of Central Wave. 5. Prioritize the publishing of Central Wave Conversion Layouts and Central Wave Interface Layouts to those that impact Agency Business Systems, FFMIS, and Enterprise partners to support timing of FY21-22 LBR requests. 6. In addition to Interface and Conversion Workshop in September 2020, host monthly Office Hours to focus on additional detailed interface topics until Central Wave interface testing (planned to begin in July 2021).		

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 $32,994,092.00 for FY 2020-21. As of the end of this reporting period, $3,444,485.57 in expenses has been projected, $6,665,628.00 of the appropriated funds have been released, $2,050,877.39 in expenses have been incurred, and $1,897,466.39 has been paid. See the Florida PALM Project Spend Plan for additional details.