



# Aspire

Detailed Operational Work Plan  
3<sup>rd</sup> Quarter FY2003-4

December 2003 Update  
Addendum

Rebecca W. Sutton, State Project Director



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# Introduction<sup>1</sup>

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This DOWP (Detailed Operational Work Plan) is intended as a quarterly performance report on Project Aspire's 2<sup>nd</sup> Quarter and a work plan for the Project's 3<sup>rd</sup> Quarter for FY 2003-4.

Mid-January addendum:

- A monthly Project spending plan for FY2003-4 will be submitted mid-January when the Project has actual expenditures through December 2003 and has executed the change order for Option 1.
- An update to the Organizational Change Management Section will be submitted in mid-January. This section will report on 2<sup>nd</sup> Quarter performance and 3<sup>rd</sup> Quarter plans for the Requirements Confirmation Phase.
- As of this writing, a formal Communications Plan, deliverable #O005, is being reviewed by the Project. Should this plan be accepted by the State by mid-January, appropriate updates to this DOWP will be submitted.

It is envisioned that future DOWP will be submitted by the Project's phases, as opposed to calendar quarters. This timing will provide more meaningful performance reporting.

This plan has been prepared in accordance with the State Technology Office and the Technology Review Workgroup's Detailed Operational Work Plan Template version 2.0. Static aspects of this DOWP are being migrated to the Project's website, and will therefore be eliminated from the next performance report.

Performance data is current as of the 12/18/03 update of the project plan. The next project plan update will be 1/8/04. The next performance report will be contained in the January Monthly Status Report.

A cross walk to the Project's response to the TRW Review 2Q03-04 of Project Aspire's DOWP dated 9/8/03 can be found in Appendix D. An interim DOWP was published on 9/30/03.

Deliverable documents, such as P013, the Risk Management Plan, are referenced throughout this DOWP, but are not replicated here. They can be found on the Project's website: [http://www.dbf.state.fl.us/flair\\_replacement/](http://www.dbf.state.fl.us/flair_replacement/).

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<sup>1</sup> This Detailed Operational Work Plan is intended to describe status and plans for Project Aspire (AKA the FLAIR & CMS Replacement Project), a project of the Florida Department of Financial Services, in sufficient depth that fiscal staff can make sound decisions about release of funds.

## IV. Project Spending Plan for FY2003-4

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An updated monthly Project spending plan for FY2003-4 will be submitted mid-January when the Project has actual expenditures through December 2003 and has executed the change order for Option 1.

A brief description of each individual, organizational entity, or unit follows.

1. Chief Financial Officer

The Chief Financial Officer is the project sponsor of Project Aspire. For details concerning the Project Aspire role of the Chief Financial Officer, please see the DRAFT *Governance and External Project Integration Procedures* deliverable found in Appendix C.