

# COMMERCE EXECUTIVE PALM TEAM MEETING

*January 3, 2024*

A promotional banner for a newsletter. The background features a blue sky and palm trees. The text is arranged as follows: 'Florida' in a sans-serif font with a globe icon for the 'o', 'PALM' in a bold sans-serif font, 'Agency Sponsor' in a smaller sans-serif font, and 'Scoop' in a large, blue, cursive script font. Below this, on a dark blue curved background, is the text 'View the latest newsletter to Agency Sponsors' and 'Stay in the know!' followed by a white right-pointing arrow and the words 'CLICK HERE' in a small sans-serif font.

Florida **PALM**  
Agency Sponsor *Scoop*

View the latest  
newsletter to  
Agency Sponsors

Stay in the know!  **CLICK  
HERE**

# PALM OFFICE UPDATE

## Commerce Touch Point Summary

<b>RW Task Status</b> (Agency reported status)	<ul style="list-style-type: none"> <li>• Task 326 – Update CS Agency Business System Inventory and Documentation &gt;&gt;100%&lt;&lt;</li> <li>• Task 328 – Document Current Agency Business Processes &gt;&gt;100%&lt;&lt;             <ul style="list-style-type: none"> <li>◦ RC review of submitted task: Agency does not have documentation complete for all processes.</li> </ul> </li> <li>• Task 500 – Create Agency Specific Project Charter &gt;&gt;100%&lt;&lt;</li> <li>• Task 501 – Create Agency Specific Risks and Issues Management Plan &gt;&gt;100%&lt;&lt;</li> <li>• Task 502 – Create Agency Specific Implementation Plan &gt;&gt;100%&lt;&lt;</li> <li>• Task 503 – Create Workforce Readiness Plan &gt;&gt;100%&lt;&lt;</li> <li>• <b>Task 504/505 – Segment I: Update Agency Business System Documentation &amp; Update Florida PALM Interface Inventory &gt;&gt;25%&lt;&lt;</b></li> <li>• Task 507 – Manage Agency Specific Implementation Schedule, Risks and Issues &gt;&gt;0%&lt;&lt;             <ul style="list-style-type: none"> <li>◦ Readiness Coordinator (RC) suggested submitting before holidays if CCN will be on leave.</li> </ul> </li> <li>• Task 508 – Review Payroll Business Process Models &gt;&gt;0%&lt;&lt;</li> </ul>
<b>Focused Discussions</b>	<ul style="list-style-type: none"> <li>• RW505 Check-in with Project Technical Team             <ul style="list-style-type: none"> <li>◦ Technical Team suggested/discussed the following Segment I interfaces:                 <ul style="list-style-type: none"> <li>▪ API002</li> <li>▪ API041</li> <li>▪ ARI007</li> <li>▪ ARI010</li> <li>▪ API031</li> <li>▪ GLI010</li> <li>▪ GLI017</li> <li>▪ GLI051</li> <li>▪ KKI001</li> </ul> </li> <li>◦ Technical Architect asked about Financial Management Mainframe retirement strategy; Agency Liaison (AL) shared agency will review available interfaces for each segment and determine strategy for retiring/remediating the system.</li> <li>◦ AL discussed approach to testing interface connectivity and intent to test response time of using Data Warehouse query versus using an interface for outbound file; timeliness of response will impact their final design decision.</li> <li>◦ AL asked about document retention options in Florida PALM and outbound options for agencies; Technical Team discussed potential option to use SDI009 to meet agency needs but part of future design strategy.</li> <li>◦ AL discussed reconciliation needs for agency benefits bank account, separate from concentration account.                 <ul style="list-style-type: none"> <li>▪ AL shared assumption that Florida PALM will have a solution to reconcile; RC suggested this be added to agency assumptions as it impacts their transformation planning.</li> </ul> </li> </ul> </li> </ul>
<b>Action Items</b>	<ul style="list-style-type: none"> <li>• RC confirmed date for Florida PALM EPA team to meet with agency to discuss manual payments; meeting is follow-up to discussion from Segment I BPM Review meetings.</li> <li>• RC shared in-person meeting request for January Touchpoints; RC to coordinate scheduling with AL and Project Management Liaison (PML).</li> <li>• Agency to update System Readiness selection in ABS following Technical Team discussion; Tier 1 systems should at least have Remediate Components.</li> <li>• As follow-up to RW326 review agency to update: Readiness Level of Effort, Planned Integration, and provide more information on Business Purpose.</li> <li>• RC shared Florida PALM Oversight page link with CCN for review of other Agency Status Reports for Assumptions, Risks and Issues being captured.</li> </ul>

# CURRENT IMPLEMENTATION TASKS

TASK	Checkpoint	Due Date	Progress Notes
504 – Update Agency Business System Documentation for Segment I	N/A	1/12/2024	<ul style="list-style-type: none"> <li>Team members are aware documentation should be 100%; as complete as possible at this time is considered 100%</li> </ul>
505 – Update Florida PALM Interface Inventory for Segment I	12/1/2023	1/12/2024	<ul style="list-style-type: none"> <li>Discussed during 12/14/23 Touchpoint Meeting (next slide)</li> <li>Lisa is working to gain approval from all program areas                             <ul style="list-style-type: none"> <li>Jan 4 recorded meeting</li> </ul> </li> </ul>
508 – Review Payroll Wave Business Process Models	N/A	1/26/2024	<ul style="list-style-type: none"> <li>Commerce Meetings                             <ul style="list-style-type: none"> <li>Jan. 8, 2024</li> <li>Jan. 12, 2024</li> </ul> </li> </ul>
509 – Submit Bimonthly Agency Readiness Status Report	N/A	1/12/2024	

# Tasks 504 & 505 – ABS Documentation & Interfaces

- Lisa has completed task 505 but we need approval/input from program areas (best practice)
- Email sent out on Thursday, Jan. 4 with no responses
- Resent email this morning (Jan. 8)
- I will contact each program manager beginning tomorrow, Jan. 9 if no responses today
- Brainstorm ideas to get better engagement

C	D	E	F	G	H
			ABS Documentation Status based on Segment I		
s Purpose	Planned Integration	Florida PALM Interface Selection(s)	ABS Documentation Status based on Segment I	ABS Remediation St	ABS Docun
s Purpose	Planned Integration	Florida PALM Interface Selection(s)	ABS Documentation Status based on Segment I	ABS Remediation St	ABS Docun
	Data Load from Data Warehouse	[API002] - Inbound Voucher Load [API031] - Outbound Voucher and Payment Extract [API041] - Inbound Voucher Spreadsheet Upload [ARI007] - Inbound Deposit Data [ARI010] - Inbound Direct Journal Deposit Spreadsheet Upload [ARI020] - Outbound Returned Items Data [GLI001] - Outbound ChartField Values [GLI002] - Outbound Actuals Extract [GLI017] - Outbound ChartField Combination Extract [GLI039] - Inbound ChartField Mass Spreadsheet Upload [GLI051] - Outbound Detail GL Journal [KKI001] - Inbound Budget Journal [KKI009] - Outbound Budget Detail Extract [KKI012] - Inbound Budget Journal Spreadsheet Upload	Evaluation Complete		
on ongoing nage entory and egrate with hased	Uncertain at this time		Evaluation Complete		
	Both: Standard Interface and Data Warehouse	[KKI001] - Inbound Budget Journal [KKI009] - Outbound Budget Detail Extract [KKI012] - Inbound Budget Journal Spreadsheet	Evaluation Complete		
receipt ository for ses.	Both: Standard Interface and Data Warehouse	[API031] - Outbound Voucher and Payment Extract			
	Both: Standard Interface and Data Warehouse	[API031] - Outbound Voucher and Payment Extract [GLI001] - Outbound ChartField Values	Evaluation Complete		
PAS/TSPPS his reporting re ad-hoc in not require ore than the PS at	Both: Standard Interface and Data Warehouse	[API031] - Outbound Voucher and Payment Extract [GLI001] - Outbound ChartField Values [GLI017] - Outbound ChartField Combination Extract	Evaluation Complete		

# Segment II Design Workshops

Date	Time	Topic(s) of Discussion	Attendees
Jan. 9, 2024 Tuesday	8:30a – 5p	<ul style="list-style-type: none"> <li>30.2 Set Up and Maintain Encumbrances</li> </ul>	<ul style="list-style-type: none"> <li>Michelle Harvey</li> <li>Dean Modling</li> <li>Lisa Simpson</li> </ul>
Jan. 10, 2024 Wednesday	8:30a – 5p	<ul style="list-style-type: none"> <li>30.4 Process Payments</li> <li>30.5 Manage Payments</li> </ul>	<ul style="list-style-type: none"> <li>Michelle Harvey</li> <li>Dean Modling</li> <li>Lisa Simpson</li> </ul>
Jan. 11, 2024 Thursday	8:30a – 5p	<ul style="list-style-type: none"> <li>40.1 Acquire and Set Up Assets</li> <li>40.3 Set Up and Maintain Asset Controls</li> </ul>	<ul style="list-style-type: none"> <li>Stephen Hobbs</li> <li>Dean Modling</li> <li>Elijah Lawson</li> </ul>
Jan. 16, 2024 Tuesday	8:30a – 5p	<ul style="list-style-type: none"> <li>60.2 Deposit and Apply Receipts</li> </ul>	<ul style="list-style-type: none"> <li>Lisa Simpson</li> <li>Dean Modling</li> <li>Aniseh Abou-Saeb</li> </ul>
Jan. 17, 2024 Wednesday	8:30a – 5p	<ul style="list-style-type: none"> <li>90.2 Create and Maintain Grants</li> <li>90.3 Create and Maintain Contracts</li> <li>120.1 Interface Error Handling Process</li> </ul>	<ul style="list-style-type: none"> <li>Lisa Simpson</li> <li>Dean Modling</li> <li>Michelle Ayer</li> <li>Stephen Hobbs</li> </ul>
Jan. 18, 2024 Thursday	8:30a – 5p	<ul style="list-style-type: none"> <li>10.2 Enter and Process Journals</li> </ul>	<ul style="list-style-type: none"> <li>Lisa Simpson</li> <li>Dean Modling</li> <li>Stephen Hobbs</li> </ul>