# Overview

This is an optional resource that can be used when completing *Task 326: Update Current-State Agency Business System Inventory and Documentation*. It provides a guide to how you may consider documenting the design specifications of your current agency business systems that you plan to retain with Florida PALM. It also provides a way to begin documenting your remediation plans for those systems.

As you are documenting the functional and technical specification of your agency business systems consider the following:

* What does the system do (functional process)?
	+ Define and describe each process accomplished by the business system.
	+ Define offices and staff that produce or consume data in system, and for what purpose.
	+ Draw a FLAIR Current As-Is Workflow Process.
* Where does the system reside (platforms)?
* How does data move in and out of the system (e.g., manual, batch jobs, etc.)?
* How is information consumed from the system via reports (e.g., balances, reports, etc.)?
	+ Describe the reports created by the system, their purpose, and users.
* How are stakeholders and dependencies prioritized?
* How does the system connect to FLAIR to exchange data, and for what reason?
	+ What are the sources and targets for these data exchanges?
	+ Which fields are used in these data exchanges, and why?
	+ Is there a list of all file names used to exchange data with FLAIR, with their description?
* What are the field requirements for the business system?
	+ List all the destination tables.
	+ List all the interfaces.
	+ Define files with contain FLAIR data (e.g., Transaction Detail Record, Batch Control Record, File Control Record, Input Detail Record).
	+ Define file naming convention.
* Does the system make any correlation edits? If so, for what fields and why?
* How do users interact with the business system? Provide screenshots and narrative.
* What FLAIR reports does the business system consume or produce?
* Is there a requirement for historical FLAIR data? If so, what are those requirements?
* What is the FLAIR Historical Interface File Retention Schedule?

Additional considerations for business system review and documentation:

* Is funding needed for system remediation?
* Do you have business systems that are no longer supported but still receive FLAIR data?
* Do you have IT supported systems and/or systems developed within business areas (e.g., FoxPro, Access, Excel)?
* What is the name and server location an interface file is FTP’d to?
* What is the path/folder structure where the file is FTP’d to?
* What is the file name on the DFS Managed File Transfer (MFT) Server, if applicable?
* What is the path on the DFS MFT Server that the file is located in?

FLAIR to Florida PALM Implementation Project

Functional Design Document

[Division Name]

[Business System Name]

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# Version History

*Table 1: Version History*

|  |  |  |  |
| --- | --- | --- | --- |
| Version | Description | Author(s) | Last Updated |
|  |  |  |  |
|  |  |  |  |

# Approvals

*Table 2: Approvals*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Section(s) | Version | Approved By | Title/Role | Approved Date |
|  |  |  |  |  |
|  |  |  |  |  |

# Glossary

*Table 3: Glossary*

|  |  |
| --- | --- |
| Abbreviation\Term | Description |
|  |  |
|  |  |

# Document Purpose

This document outlines the design and process changes that must take place for a smooth transition from FLAIR to the new Florida PALM system. The document details and outlines the API interface files needed, data mapping, and the system design changes that must take place to ensure a successful transition for your agency business system.

# Current Application Process

## Description

Please provide a complete description of the agency business system.

## Development Platform

Please describe the development platform.

## Database Platform

Please describe the database platform.

## Batch Jobs Information

*Table 4: Batch Jobs Information*

|  |  |  |
| --- | --- | --- |
| **Job Name** | **Job Description** | **Job Frequency** |
|  |  |  |
|  |  |  |

## Reporting Platform Information

Please provide detailed reporting platform information.

## Application Usage and Dependencies

*Table 5: Application Usage and Dependencies*

| **Question** | **Response** |
| --- | --- |
| External Users (approx.) |  |
| Internal Users (approx.) |  |
| Are users from multiple divisions? If yes, please list divisions  |  |
| Does this system have cross application dependency? If yes, please list what systems |  |
| Does this system have cross data dependency? If yes, please list data sources |  |
| Is this system considered mission critical application? If yes, explain why |  |

# Current FLAIR Touch Points Process

## FLAIR As-Is Data Elements

Please describe the current FLAIR Central, FLAIR Department, FLAIR Payroll, and FLAIR Information Warehouse (IW) data points for your agency business system.

### Inbound Files and Data Elements

Please describe the current Inbound Files for your agency business system.

### Outbound Files and Data Elements

Please describe the current Outbound Files for your agency business system.

## FLAIR Current As-Is Workflow Process

Please describe the current workflow process for FLAIR Central, FLAIR Department, FLAIR Payroll, and FLAIR Information Warehouse (IW) that interact with your agency business system.

## FLAIR User Interface Elements

### Screen Name #1

Please provide a screen shot of the user interface elements that contains FLAIR information.

### Screen Name #2

Please provide a screen shot of the user interface elements that contains FLAIR information.

## FLAIR Reports and Cadence (e.g., Daily, Weekly, Monthly)

Please list the reports used from FLAIR for your agency business system.

*Table 6: FLAIR Reports and Cadence*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Report Key** | **Source** | **Report Name** | **Report Description** | **Frequency** |
|  |  |  |  |  |
|  |  |  |  |  |

## FLAIR Historical Data Access Requirements

Please describe if any FLAIR Historical Data Access for your agency business system.

*Table 7: FLAIR Historical Data*

| **Functional Area** | **Description (List Data Entities if any)** | **Access Duration** |
| --- | --- | --- |
|  |  |  |
|  |  |  |

## FLAIR Historical Interface File Retention

Please describe if any Historical Interface file data retention.

*Table 8: FLAIR Historical Interface*

|  |  |  |
| --- | --- | --- |
| **Interface Name** | **Inbound / Outbound** | **Retention Time** |
|  |  |  |
|  |  |  |

# Future Florida PALM Touch Point Process

## Florida PALM Business Process and Approach

Please review and describe the Florida PALM module(s) and workflow(s) associated with the agency business system interfaces and business processes.

## Florida PALM Future Workflow Process

Please describe the future workflow process of the Florida PALM integration with your agency business system.

## Florida PALM – Interface Connections

Please describe the interfaces your agency business system will use for transition.

*Table 9: Florida PALM Interfaces*

|  |
| --- |
| **Florida PALM Interfaces/APIs** |
| **#** | **Interface #** | **Interface Name** | **Interface Description** | **Module(s)** | **Business Process Area(s)** | **Frequency** |
| 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |

## Florida PALM Reports & Cadence

Please describe any Florida PALM reports that need to be used as part of agency business system workflow.

*Table 10: Florida PALM Report IDs*

|  |
| --- |
| **Florida PALM Report IDs** |
| **Key** | **ID** | **Report Name** | **Report Description** | **Business Process Area(s)** | **Report Type** | **Frequency** |
| R1 |  |  |  |  |  |  |
| R2 |  |  |  |  |  |  |

## Florida PALM Historical Interface File Retention

Please describe any historical interface file data retention requirements.

## Agency Business System to Florida PALM Data Mapping

Please provide information for the agency business system to Florida PALM data mapping integration.

# Additional Application Information

Please provide additional information unique for this application for the Florida PALM integration.

# Agency Business System Technical Solution

## Application User Interface Changes

Please provide user interface design changes per item (e.g., web page(s), user screen(s)) that are needed for the Florida PALM integration.

## Application Programming (Middle Tier or Backend) Changes

Please provide middle tier or backend application programming design changes that are needed for the Florida PALM integration.

## Application Interface File Changes

Please provide application interface file design changes for each Florida PALM interface file used.

## Report Changes

Please provide report design changes that are needed for the Florida PALM integration.

## Database Changes

Please provide database design changes that are needed for the Florida PALM integration.

## Batch Job Changes

Please provide batch job(s) design changes that are needed for the Florida PALM integration.

## Configuration Changes

Please provide agency business system configuration changes if needed for the Florida PALM integration.

## Unit Test

Please provide unit test plans for testing all design changes that are needed for the Florida PALM integration.

# Testing

## System Testing Plan

Please provide the system test plan for testing all remediation changes that are needed for the Florida PALM integration.

## User Acceptance Test Plan

Please provide the user acceptance test plan for testing all remediation changes that are needed for the Florida PALM integration.

# Cutover Plan and Deployment

## Cutover Plan

Please provide the cutover plan for implementation and deployment activities that are needed for the Florida PALM Go-Live.

## Rollback Plan

Please provide a rollback plan.

# Post Implementation Support

Please provide the post implementation support plan after a Florida PALM Go-Live.