Task Instructions

Task ID: *189*
Wave: *Financials*
Task Name: *Provide Agency Update for Project Status Reporting*
Task Type: *Sponsor*
Task Due Date: *June 10, 2023*

Task Overview

In accordance with Proviso language for FY 22/23, the Project is required to provide an update, as provided by agencies, on the progress and cost of each system interface and agency application remediation tasks required for deployment of PALM functionality scheduled through December 31, 2023.

*"The Department of Financial Services shall provide monthly project status reports to the Executive Office of the Governor's Office of Policy and Budget, the chair of the Senate Committee on Appropriations, and the chair of the House of Representatives Appropriations Committee. Each report must include progress made to date for each project milestone, deliverable, and task order, planned and actual completion dates, planned and actual costs incurred, and any current project issues and risks. Each status report must also include progress made to date for (1) each remediation and transition task required to replace FLAIR, (2) the implementation of a training and staffing plan for PALM help desk and production support utilizing current help desk and FLAIR resources, and **(3) provide an update on the progress and cost of each system interface and agency application remediation task, as provided by agencies, required for deployment of PALM functionality scheduled through December 31, 2023.***"

The Project Team created a status report template to gather your information as requested by the Proviso language for Fiscal Year 22/23. Each month you will be asked to submit information that represents cost and remediation updates your agency has and plans to incur for the deployment of Florida PALM functionality through April 2023. The current reporting period is April 1 – 30, 2023.

Guidance for Agency Monthly Status Report Completion

Consolidated Response

Each agency should submit one report per month and include any enterprise partner system(s) information, if applicable. Agencies are asked to only submit the completed Agency Status Report each month. Supporting documentation should be maintained by the agency and not requested to be submitted with the Agency Status Report.

Definitions

For the purpose of this report, reference the following definitions:

- Agency Business System is defined as, "A system owned and managed by an agency that interfaces with FLAIR or contain FLAIR data." For the purpose of this report, the terms "agency applications" and "Agency Business Systems" are used synonymously.
- Remediation is defined as, "Tasks needed to modify or retire agency business systems as a result of the Florida PALM implementation."

Cost Evaluations

For each activity, costs should be listed for the month and the cumulative cost for the fiscal year. Costs incurred should be calculated beginning FY22/23 and should not include costs prior to July 1, 2022. Additional cost considerations include:

- Costs should include associated contracted services (e.g., vendor contract or OPS) to address remediation activities.
- Costs should include the purchase of new hardware and software to support business application modifications required by a new interface with Florida PALM or business process resulting from the Florida PALM implementation.
- Costs associated with interface modification tasks should be listed by each interface and should be based on best estimates available.
- Costs should not include state FTE salaries unless those FTEs are fully dedicated to the remediation efforts.
- Costs should not include state staff that are providing oversight or subject matter expertise.

Section 1: Status Overview

Provide a highlight of key activities your agency engaged in during the month related to system interfaces and agency business system remediation for Florida PALM. Key activities may include work associated with the Master Readiness Workplan or agency-specific work. Identify the number of FTEs that are supporting the transition to Florida PALM on a full-time or part-time basis.

Section 2: Agency System Interface Process

List each identified interface your agency is requesting to be implemented for Florida PALM. For each interface listed:

- include only one interface per row;
- identify each interface using the Florida PALM Interface ID and/or the Florida PALM interface name
- identify your planned start and finish dates and actual finish dates of updating the internal interface;
- indicate the monthly and FYTD cumulative costs associated with the modification of the interface; and
- progress of interface work and any comments you would like to share.

At a minimum, this list of interfaces should be consistent with those identified by your agency for the Financials Wave in your Technical Workbook (TECH121), Interface Connection Inventory tab.

Section 3: Agency Application Remediation Process

List each business system needing remediation for Florida PALM. For each identified business system:

- include only one agency business system per row;
- identify your planned start and finish dates and actual finish dates of remediation activities;
- indicate the monthly and FYTD cumulative cost to remediate the business system; and
- progress of remediation work and any comments you would like to share.

Applications listed in the status report should be consistent with those identified by your agency for the Financials Wave in your Technical Workbook, Agency Business System Analysis tab.

Section 4: Florida PALM Production Support

List all incident reports submitted to the Florida PALM Solution Center more than 10 business days ago and currently open and unresolved. For each open incident:

- identify the date your agency contacted the Florida PALM Solution Center either by phone or email;
- indicate the Incident Number you received from the Florida PALM Solution Center (i.e., INC12345678); and
- provide a brief summary of the incident and the support requested of the Solution Center.

What will Florida PALM Team do with this Information?

The Florida PALM Team will collate the information you provide and include it in the Florida PALM Monthly Status Report (with agency submitted reports as an appendix) to satisfy the requirements of the Proviso language for FY 22/23.

Production Support information provided in Section 4 may be shared with the Florida PALM Solution Center, Department of Financial Services (Department) Accounting and Auditing, Treasury, and Office of Information Technology to support agencies. Information shared may result in outreach from the Department to gather more information or provide additional support.

Task Instructions

Please work with your Change Champion Network to coordinate who will be completing each of the items involved with this task.

Instructions

1) Complete the agency monthly status report template by entering your agency data in the yellow highlighted portion of the template:
    a. Agency Name
    b. Agency Sponsor
    c. Submitted by (name of individual who completed the template)
    d. Status Reporting Period
    e. Submitted on
    f. Section 1
    g. Section 2
    h. Section 3
    i. Section 4

2) If a section is not applicable for your agency, indicate this by inserting "N/A" in the field.
3) Provide one response per agency by emailing the completed template to FloridaPALM@myfloridacfo.com by the 10th of each month following the monthly reporting period.