

# Florida **PALM**

Planning, Accounting, and Ledger Management



# EXECUTIVE STEERING COMMITTEE

DEPARTMENT OF FINANCIAL SERVICES

APRIL 22, 2020



# PROJECT UPDATE

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# Florida PALM Project Update

## Risks and Issues

- ▶ Since the last ESC meeting, three new risks have been logged:
  - COVID19 restrictions impact on team, agency engagement, and workload
  - Health advisory restrictions may delay Project onboarding activities
  - Delays in completion of re-planning tasks may delay completion of re-planned Project schedule
- ▶ Since the last ESC meeting, two new issues have been logged:
  - Project Schedule is not committed for the new implementation approach (*now CLOSED*)
  - Some Accenture resources are not able to access secure bay to perform Project work
- ▶ Risks and Issues with a high probability and impact will continue to be shared via monthly status reports and discussed (if necessary or as requested) with the ESC



# Florida PALM Project Update

## Budget – Fiscal Year 19–20

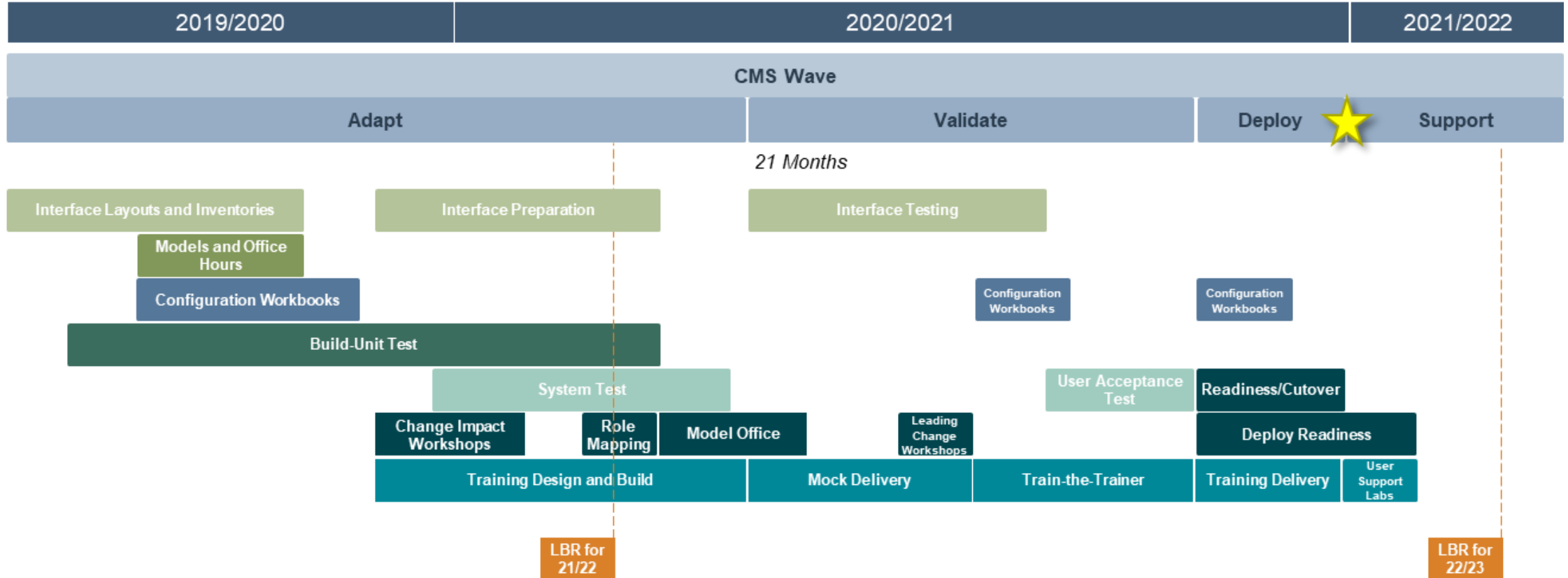
### FY 2019-2020 Spend Plan Summary As of March 31, 2020

Category	Projected FYTD	Incurred FYTD	Released FYTD
Special Category	\$15,750,517	\$13,909,895	\$17,371,527
SSI Contract	\$13,944,591	\$12,244,091	
Project Admin	\$312,291	\$292,513	
Support Services	\$812,125	\$777,149	
IV&V	\$681,510	\$596,142	
Salaries and Benefits	\$3,907,613	\$3,756,681	\$6,464,626
DMS Transfer and Risk Management	\$20,426	\$20,426	\$24,887
<b>Total</b>	<b>\$19,678,556</b>	<b>\$17,687,002</b>	<b>\$23,861,040</b>











# Florida PALM Project Update

Fiscal Year



Key:

 Interfaces	 Testing
 Business Processes	 Readiness
 Configurations	 Training
 Build	 Go-Live



# Florida PALM Project Update

## Scope

-  Not Started
-  In Progress
-  Complete

### ▶ FY19-20 Objectives Update

- Complete Interim Process Models
- Conduct Training Needs Assessment
- Confirm Chart of Accounts design, including crosswalk
- Complete detailed design and configuration
- Identify required interfaces and confirm layouts
- Identify conversions and associated cleansing opportunities
- Establish non-production infrastructure and environments
- Confirm Production Support Strategy



# Florida PALM Project Update

## Scope

- ▶ 2020 Proviso (HB5001) – Reporting
  - The project shall provide quarterly reports to state agencies on the design, development, and implementation of reporting functionality.
  - By January 1, 2021, the Department of Financial Services shall provide the status of current Florida Accounting Information Resource (FLAIR) reports and data that will be retained in the [Florida] PALM system.





# Florida PALM Project Update

## Scope

- ▶ 2020 Proviso (HB5001) – Work Plan
  - The [Project's] operational work plan shall include, but not be limited to
    - (1) the project tasks to be completed by all state agencies that are necessary for remediation of their systems impacted by the [Florida] PALM project, and
    - (2) the tasks and deliverables needed to retain the current historical reporting functionality provided by the FLAIR Information Warehouse and inclusive of [Florida] PALM data.



# Florida PALM Project Update

## Scope

- ▶ 2020 Proviso (HB5001) – Status
  - Each [Project] status report must also 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, 2022.



# Florida PALM Project Update

## Scope

- ▶ CMS Wave Office Hours
  - Business Process Models
  - Interfaces
  - Configuration
  
- ▶ Conducted through GoToMeeting on April 1 – 2, April 7 – 8
  - 27 organizations participated
  - 161 participants



# Florida PALM Project Update

## Scope

- ▶ Interface Layouts
  - 9 of 9 have been shared with agencies
  - Agencies have an opportunity to review the layouts
  - Agencies requested to identify agency business systems using the layouts by April 24



# Florida PALM Project Update

## Scope

- ▶ Configuration Workbook
  - Fund configuration workbooks shared with agencies
    - Provides FLAIR fund values mapped to the Florida PALM fund values
    - Agencies confirm mapped values and provide comments by May 27
  - Bank Information configuration workbooks will be shared in the fall
    - Requests bank account information for bank accounts not managed by Treasury



# Florida PALM Project Update

## Scope

- ▶ Solution demonstration – Entering a Deposit



# Florida PALM Project Update

## Scope

- ▶ Readiness Update
  - Published updated MRW to the Project's [website](#)
  - Conducted [CCN Town Hall](#) GoToMeeting on April 9
  - Agencies are gathering cash management procedures
  - Preparing for the second iteration of the Readiness Survey
  - Agencies confirming Change Champion Network members



# Florida PALM Project Update

## Scope

- ▶ Treasury updates
  - Balance of limited staff/hours and meeting deadlines
  - Florida PALM current and upcoming tasks





# Florida PALM Project Update

## Scope

- ▶ Florida Department of Environmental Protection
  - Organizational readiness and project management



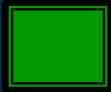
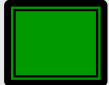

# INDEPENDENT VALIDATION AND VERIFICATION (IV&V)

CONTENT PROVIDED BY MARK FAIRBANK



# IV&V Assessment

## March 2020 Reporting Period

Overall Status			
Current Period	Prior Period	Overall Trend	Observations
			<ul style="list-style-type: none"> <li>• The DDI Phase has been rescheduled to adjust phases. Observed planning activities are consistent with the Project Management Plan and standard practices.</li> <li>• As part of a multi-faceted organizational change management program, the Project regularly conducts proactive communications to stakeholders, including partner system organizations such as FFMIS and state agencies. The Project has made good use of available technologies to support remote operations during the COVID-19 emergency.</li> <li>◆ The rescheduling provides extended time for many activities to be completed. This should enable the Project to secure commitment from partner system organizations and agencies to fulfill critical dependencies. Otherwise, there is a risk to the schedule.</li> <li>• Risks and Issues are being managed proactively and with an appropriate sense of urgency. The Project is actively managing risk to execution of project activities and the implementation schedule.</li> <li>◆ The risk associated with turnover in key positions remains high, as the Project has experienced such, and the multi-year, multi-phase implementation approach increases the probability of occurrence.</li> <li>• The Project trend is stable as work toward executing the statement of work and producing deliverables is proceeding according to plan.</li> </ul>



# IV&V Assessment

## Additional Observations

- ▶ The Project achieved two important objectives essential to maintaining agency engagement and responding to the situations presented by the COVID-19 national emergency.
  - Established a committed schedule through May 2020 and as a result update and publish the Master Readiness Workplan (MRW) for agency use.
  - Created a comprehensive schedule of CMS Wave activities through July 2021 with a detailed focus on planned activities through October 2020.
- ▶ This represents significant progress following the decision earlier this year to adopt a revised approach to the phasing of the implementation.
  - Near-term details organize and plan work for the CMS Wave (2021).
  - Activities for subsequent Waves to replace Central FLAIR, Payroll, and Departmental FLAIR are also identified and scheduled, as they occur in parallel with the initial CMS Wave.



# IV&V Assessment

## Additional Observations

- ▶ Dependency on staff from DFS and other agencies is most critical to designing and developing the functionality of Florida PALM that will interface with FLAIR and agency business systems during the transition state.
- ▶ Design details for interfaces, as well as data conversion, appear to be for the most part known and understood by the Project.
  - With that information, the project team should be able to complete designs and begin development of outbound interfaces and conversion programs.
  - Some aspects of functionality required for interfacing with FLAIR depend on knowledge of and expertise with FLAIR coding.
- ▶ If resource unavailability persists, the Project may incur delays to the development of functionality needed to interface with FLAIR and agency business systems.



# UPCOMING

MELISSA TURNER



# Florida PALM Project Update

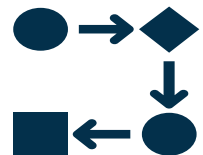
## Upcoming

- ▶ Readiness Indicators – help understand an agency’s and/or enterprise partner’s preparedness to transition to the Solution



### People

- Roles & Responsibilities
- Knowledge & Skills



### Process

- Internal Operating Procedures
- Reference Documentation



### Technology

- Interfaces
- Security
- Data







### Project Management

- Master Readiness Workplan (MRW) tasks
- Schedule
- Status



# Florida PALM Project Update

## Upcoming

-  Review and confirm purpose of readiness indicators
-  Review proposed readiness indicators
-  Provide guidance and input
-  Confirm readiness indicators and reporting mechanism





# Florida PALM Project Update

## Upcoming

- ▶ Ready for RICEFW Build for CMS Wave Go/No-Go Decision
  - Scheduled for ESC approval: May 27
  - Cash Management business process models have been confirmed
  - RICEFW inventory has been delivered
  - Chart of Accounts has been finalized and shared with agencies
  - Master Readiness Workplan has been updated and shared with agencies
  - Environments have been established
  - Interface Layouts are being shared with agencies
- ▶ Resource needs for FY 21/22 should be underway by agencies to support fall 2020 LBR submission



# NEXT SCHEDULED MEETING

MAY 27, 2020

LOCATION/FORMAT TO BE DETERMINED



# CONTACT INFORMATION

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