

<b>Decision Log ID #</b>	202
<b>Requester Name</b>	Sean Buchanan
<b>Owner Name</b>	Melissa Turner
<b>Due Date</b>	October 31, 2020
<b>Track Ownership</b>	Project-Wide
<b>Decision Type</b>	Go/No-Go

## Description

This Go/No-Go Decision is presented to the Executive Steering Committee (ESC) to confirm the expected activities have been completed in preparation for the Cash Management System (CMS) Interface and Conversion Testing.

If the decision is approved, the Florida Planning, Accounting, and Ledger Management (PALM) Project (Project) and agency partners with CMS interfaces will move forward with scheduled testing activities.

## Background

The Software and System Integrator (SSI) Contract and Statement of Work describe a process for Go/No-Go Decision checkpoints. These checkpoints occur to assess the Project and provide the Department and the ESC the ability to determine whether or not to proceed with a subsequent Project stage or activity. This Go/No-Go decision is focused on the preparation of the CMS Wave interface and conversion testing activities with the Florida PALM Solution (Solution). There are 19 deliverables, listed below, that are prerequisites for this CMS – Ready for Interface and Conversion Testing Go/No-Go Decision.

1. Help Desk Strategy – The Help Desk Strategy documents the overall strategy that will define the help desk structure, services, roles and responsibilities as well as Key Performance Metrics, Staffing by Wave, Ticket Assignment/Escalation Procedures, and the Quality Assurance processes. The deliverable was accepted by the Project Director on October 21, 2020.
2. Production Support Strategy – This Production Support Strategy documents the Production Support services and the transfer of the services from implementation teams to operations teams in order to support the production operation of the Solution. The deliverable was accepted by the Project Director on April 24, 2020.
3. Training Needs Assessment – The Training Needs Assessment documents the activities completed to prepare, conduct, and analyze the Training Needs Assessment. It will include an analysis of the Training Needs Assessment responses. The deliverable was accepted by the Project Director on March 12, 2020.
4. Training Curriculum – The Training Curriculum documents the courses and content that will be designed and built to train and support end users. The deliverable was accepted by the Project Director on June 12, 2020.

## Business Process Standardization Deliverables

5. Master Data Configuration Workbook – The Master Data Configuration Workbook documents the tasks that guide the team through configuration activities and the completed configuration workbooks for each module. This documentation will be referenced to configure each environment including development, test and production. The deliverable was accepted by the Project Director on October 19, 2020.
6. Role Mapping Handbook – The Role Mapping Handbook provides a description of each role, associated business processes, relationships to other roles, and workflow decisions. The deliverable was accepted by the Project Director on July 30, 2020.
7. Testing Strategy – The Testing Strategy documents the testing methodology and describes testing tools, testing steps, the testing services, and the unique testing activities performed within each testing service. The deliverable was accepted by the Project Director on June 9, 2020.
8. Non-production Infrastructure Installation – The Non-production Infrastructure Installation documents the activities completed to install the Non-production infrastructure. The deliverable was accepted by the Project Director on April 21, 2020.
9. System Testing Plan – The System Testing Plan documents the process and activities for testing custom components of the wave within the related business process and identifying when they will be available for subsequent testing activities. The plan specifies the entry criteria to begin testing and the exit criteria to meet before advancing to the next phase of testing. The deliverable was accepted by the Project Director on July 8, 2020.
10. Conversion Extract Layouts – The Conversion Extract Layouts provides the conversion file layouts for capturing legacy system data for conversion into the Solution. The deliverable was accepted by the Project Director on August 26, 2020.
11. Published Interface Layouts – The Published Interface Layouts provides the published interface layouts available for identified interfaces of the Solution. The deliverable was accepted by the Project Director on August 21, 2020.
12. Technical Architecture Documentation – The Technical Architecture Documentation describes the attributes of the technical infrastructure and related system components as well as provide the related documentation. The deliverable was accepted by the Project Director on September 11, 2020.
13. Prototype 2 Delivery – Prototype 2 Delivery is the delivery of Prototype 2 which includes configurations. The deliverable was accepted by the Project Director on September 8, 2020.
14. Interface and Integration Testing Plan – The Interface and Integration Testing Plan documents the process and activities for performing end-to-end testing of the functional and business requirements, including the sequence and methodology of testing. The plan specifies the entry criteria to begin testing and the exit criteria to meet before advancing to the next phase of testing. The deliverable was accepted by the Project Director on October 12, 2020.

15. Regression Testing Plan – The Regression Testing Plan documents the process and activities required to retest business functions potentially impacted by changes caused by resolutions to known defects or system enhancements. The plan specifies the entry criteria to begin testing and the exit criteria to meet before advancing to the next phase of testing. The deliverable was accepted by the Project Director on October 22, 2020.
16. Application Development - Interfaces/Conversions – Application Development – Interfaces/Conversions documents the Interface and Conversion development completed for the wave per the RICEFW Inventory. The deliverable was accepted by the Project Director on October 22, 2020.
17. Data Management Plan – The Data Management Plan outlines how to manage data during the implementation and once the Project has moved into operations. The deliverable was accepted by the Project Director on October 22, 2020.
18. Penetration Testing Plan – The Penetration Testing Plan documents the process and activities required to successfully prepare and execute Penetration Testing. The plan specifies the entry criteria to begin testing and the exit criteria to meet before advancing to the next phase of testing. The deliverable was accepted by the Project Director on June 11, 2020.
19. Completion of Penetration Testing – Completion of Penetration Testing documents the activities completed to conduct Penetration Testing as defined by the Penetration Testing Plan. The deliverable was accepted by the Project Director on August 14, 2020.

## **Considerations**

The deliverables associated with the Go-No/Go Decision were prepared and submitted by the Project Team. The deliverables were presented with no major quality issues and were in alignment with the Statement of Work. Upon the completion of the prerequisites for this decision, the Project Team is requesting a Go/No-Go decision. A Go decision will allow the Project to move forward with scheduled project activities. A No-Go decision will require analysis of scheduled activities to determine impact, which could require the addition of unplanned activities to the Project Schedule. Additionally, a No-Go decision would result in the creation of a project issue.

## **Final Decision**

## **Decision By**