Decision Log ID #	236
Requester Name	Sean Buchanan
Owner Name	Melissa Turner
Due Date	March 31, 2021
Track Ownership	Project-Wide
Decision Type	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 CMS Wave User Acceptance Testing.

If the decision is approved, the Florida Planning, Accounting, and Ledger Management (PALM) Project (Project) and impacted agency partners can move forward with scheduled build 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 User Acceptance Testing preparation activities with the Florida PALM Solution (Solution). There are fourteen deliverables, listed below, that are prerequisites for this CMS Wave User Acceptance Testing Go/No-Go Decision.

1. D99 – Prototype 3 Delivery – This deliverable provides an update of the Prototype environment with RICEFW components for the CMS Wave. The deliverable was accepted by the Project Director on March 8, 2021.
2. D100 – Disaster Recovery Plan – This deliverable outlines the approach to recovery of the Solution in the event of a disaster in the production environment. The deliverable was accepted by the Project Director on October 19, 2020.
3. D101- Completion of System Testing – This deliverable describes the outcomes and results of the system testing for Cash Management System (CMS). The deliverable was accepted by the Project Director on March 19, 2021.
4. D105 – Workflow Administration Guide – This deliverable creates the Workflow Administration Guide that provides a reference of the system, transition, and user specific workflow configurations and set up. The deliverable was accepted by the Project Director on February 23, 2021.
5. D110 – Deployment Strategy – This deliverable documents the overall Deployment Strategy that will define the rollout of Florida PALM Solution to users, including objectives, critical success factors, deployment activities, timelines and deployment close-out criteria. The deliverable was accepted by the Project Director on January 14, 2021.
6. D112 – Training Deployment and Measurement Plan – This deliverable details the activities to plan, deploy, and measure end user training for CMS Wave. The deliverable was accepted by the Project Director on January 22, 2021.
7. D113 – Security and Technical Compliance Administration Guide – This deliverable provides a reference for security standards and the process for governing system changes. The deliverable was accepted by the Project Director on June 23, 2020.

8. D115 – User Acceptance Testing Plan – This deliverable outlines the User Acceptance Plan for the CMS Wave. The deliverable was accepted by the Project Director on March 16, 2021.

9. D117 – Performance Testing Plan – This deliverable documents the process and activities required to successfully prepare and execute the Performance Testing service. The deliverable was accepted by the Project Director on March 19, 2021.

10. D120 – Help Desk Documentation – This deliverable provides the documentation that will be used by the Florida PALM Tier 1 Help Desk related to the functional and technical areas of the Solution. The deliverable was accepted by the Project Director on March 10, 2021.

11. D123 – Help Desk Training Plan – This deliverable will document the training approach for Florida PALM Tier 1 Help Desk resources. The deliverable was accepted by the Project Director on January 12, 2021.

12. D125 – Training Materials Complete – This deliverable documents the CMS Wave Training materials. The deliverable was accepted by the Project Director on March 8, 2021.

13. D126 – System Infrastructure Capacity Plan – This deliverable provides an assessment of infrastructure capacity used and projected system demand based on planned usage. The deliverable was accepted by the Project Director on March 19, 2021.

14. D469 – Application Development – Reports/Extensions/Forms/Workflows – This deliverable provides Application Development Documentation which consists of the Functional Design, Technical Design, and Unit Test documentation for each Report, Extension, Form, and Workflow in the CMS RICEFW Inventory. The deliverable was accepted by the Project Director on January 27, 2021.

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