

<b>Change Request Information</b> <i>(completed by PCR Requestor)</i>			
Requested by		Submitted By	
Name	Rachael Lieblick	Name	Matt Duke
Phone	(850) 410-9033	Phone	850-694-5319
Email	Rachael.Lieblick@myfloridacfo.com	Email	Matt.Duke@myfloridacfo.com
Title	Deputy Project Director/ PMO Track Manager	Title	Accenture PMO Track Manager
Requesting Department Name	PMO	Date Requested	7/15/2020
PCR Need Description <i>(Include description of change, why it is needed, how it was discovered)</i>	Based on the Florida PALM Project reimagination and re-planning effort, the Project requests that the following Major Project Deliverables be reclassified to Written Deliverables:  <u>DDI Phase 1</u> D216 Deployment and Contingency Plan (Central) D281 Completion of System Testing (Departmental) D291 Deployment and Contingency Plan (Departmental) D318 Completion of System Testing (Payroll) D326 User Acceptance Testing Plan (Payroll) D337 Deployment and Contingency Plan (Payroll)  <u>DDI Phase 2</u> D384 Gap Inventory D403 Completion of System Testing D409 Deployment and Contingency Plan D413 User Acceptance Testing Plan D418 Completion of Interface and Integration Testing  The above Deliverables will still be discussed with the ESC as part of their vote on the respective Go/No-Go Decisions.		
Business Benefit/Justification <i>(Provide the tangible/intangible value(s) that support the for the Project's goals)</i>	The ESC will be able to focus its review of Major Project Deliverables on those that influence the standardization of business processes (D274 Standardized Business Process Models (Payroll), D275 Process and Transaction Mapping Analysis (Payroll), D387 Standardized Business Process Models (Phase 2), D388 Process and Transaction Mapping Analysis (Phase 2)).		
Implications of Not Making the Change <i>(If we do nothing, what is our "Impact Prediction" to the project in terms of risk or issue)</i>	Time spent by ESC members for Florida PALM support would be disproportionately focused on Deliverable reviews, rather than assessment of readiness and Go/No-Go Decisions.		
Project Goals <i>(Please choose all that apply)</i>	Goal		
	<input type="checkbox"/>	Reduce the State's risk exposure by harnessing modern financial management technology built on the premises of scalability, flexibility, and maintainability	
	<input type="checkbox"/>	Improve state and agency specific decision making by capturing a consistent and an expandable set of data	
	<input type="checkbox"/>	Improve the State's financial management capabilities to enable more accurate oversight of budget and cash demands today and in the future	
<input type="checkbox"/>	Improve staff productivity, reduce operational complexity and increase internal controls by enabling standardization and automation of business processes within and between DFS and agencies		
<b>Initial Review</b> <i>(completed by PMO Team)</i>			
PCR Title	PCR-59 – Reclassification of Certain Major Project Deliverables		
Initial Review Date	7/16/2020	PCR ID	59
<b>PCR Historical Information</b> <i>Please enter the following IDs from the Project SharePoint logs (when applicable)</i>			
Decision ID	Enter Decision ID	Decision Name	Enter Decision Name

Risk ID	Enter Risk ID	Risk Name	Enter Risk Name	
Issue ID	Enter Issue ID	Issue Name	Enter Issue Name	
<b>Impact Analysis</b> <i>(completed by Florida PALM Project team members)</i>				
PCR Analysis Resources	Name		Role	
	Melissa Turner		Project Director	
	Sharon Studley		Accenture Project Manager	
	Rachael Lieblick		Deputy Project Director	
	Brian Cliburn		Accenture Deputy Project Manager	
	Matt Duke		Accenture PMO Track Manager	
	Matt Cole		Accenture BPS Track Manager	
	Deana Metcalf		BPS Track Manager	
	Jason Shiver		SDS Track Manager	
	Shankar Gaur		Accenture SDS Track Manager	
Carolyn Hicks		OCM Track Manager		
Amy Gendusa		Accenture OCM Track Manager		
Tier Specification	<input type="radio"/> Tier 1 (Project Director Approval Required) <input checked="" type="radio"/> Tier 2 (ESC Approval Required)			
Scope	Changes that do not relate to additions or deletion of Business Requirements	Addition or deletion of Business Requirements		
Schedule	Changes not associated with Major Project Deliverables or Go/No-Go Decision due dates	Changes to Major Project Deliverables or Go/No-Go Decision due dates		
Cost	Changes within budgeted Spend Plan categories and no overall Project cost overrun	Results in request for funds from the Legislative Budget Committee (LBC)		
Alternatives to Making the Change <i>(Describe solution options to fulfilling the change request)</i>	Viable	Enter Alternative Solution		
	<input type="radio"/> Yes <input checked="" type="radio"/> No			
Risk(s) Associated with Making the Change	Risk Category	Explain Impact		
	Select			
	Select			
Is Contract Affected?	<input checked="" type="radio"/> Yes <input type="radio"/> No	Contract changes align to those documented in Amendment 3.		
Project Schedule Impact		Explain Impact		
Choose an Item				
Project Scope Impact		Explain Impact		
Choose an Item				
Project Cost Impact		Explain Impact		
Choose an Item				
Implementation Plan <i>(document name)</i>		Enter Document Name		
Additional Resource Requirements <i>(insert rows as needed)</i>		Hours Effort	Hours Cost	Cost
Enter Resource Name		Enter Number of Hours	Enter Cost Per Hour	Enter Total Cost
Enter Resource Name		Enter Number of Hours	Enter Cost Per Hour	Enter Total Cost
Enter Resource Name		Enter Number of Hours	Enter Cost Per Hour	Enter Total Cost
Enter Resource Name		Enter Number of Hours	Enter Cost Per Hour	Enter Total Cost

Totals	Enter Total Number of Hours	Enter Total Cost Per Hour	Enter Total Cost
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<b>CCB Recommendation</b> <i>(completed by Department PMO)</i>			
CCB Members Approved	Final CCB Recommendation	CCB Approval Date	7/16/2020
<input checked="" type="checkbox"/> Deputy Project Director <input checked="" type="checkbox"/> BPS Track Manager <input checked="" type="checkbox"/> OCM Track Manager <input checked="" type="checkbox"/> PMO Track Manager <input checked="" type="checkbox"/> SDS Track Manager	Approved	Comments	
		CCB Comments	

**Authorization**  
 This PROJECT CHANGE REQUEST is bound to the signed Project Charter and/or Contract Statement of Work and the PCR approval date. The following signatures authorize work described herein to be performed.

**TIER 1**

\_\_\_\_\_  
 Signature                      Date

Melissa Turner, PMP, FCCM  
 Florida PALM Project Director

**TIER 2** *(when applicable)*

\_\_\_\_\_  
 Signature                      Date

Scott Fennell, Chair  
 Florida PALM Executive Steering Committee