

Change Request Information *(completed by PCR Requestor)*

Requested by		Submitted By	
Name	Shelley McCabe	Name	Kurt Meisner
Phone	850.410.9064	Phone	352-223-7428
Email	shelley.mccabe@myfloridacfo.com	Email	kurt.meisner@myfloridacfo.com
Title	Florida PALM Operations Manager	Title	Application Development Lead
Requesting Department Name	Department of Financial Services	Date Requested	1/12/2022

PCR Need Description
(Include description of change, why it is needed, how it was discovered)

This PCR creates two new RICEFW items to enhance the ability of the Department of Financial Services (DFS) to perform its duties in the Florida PALM production environment:

- Automate Book to Bank Reconciliation Selection Process
- Create Chart of Accounts crosswalk maintenance spreadsheet upload

Automate Book to Bank Reconciliation Selection Process

DFS utilizes delivered functionality in Florida PALM to perform the Book to Bank Reconciliation process to compare the balances in the General Ledger against those provided by the Bank. The delivered process only allows the ability to process the accounts one at a time. Currently Florida PALM processes 572 accounts that must be run one at a time via a manual update process. This enhancement would automate the selection of the bank accounts for the Book to Bank Reconciliation process.

Create Chart of Accounts crosswalk maintenance spreadsheet upload

DFS utilizes online functionality to maintain the Chart of Accounts crosswalk. This enhancement would create a spreadsheet upload process that can be used to add a group of new entries to the Chart of Accounts crosswalk, rather than having to enter each entry individually.

Deliverables and Deliverable Acceptance Criteria

The following deliverables and Deliverable Acceptance Criteria will be created.

Deliverable #	Deliverable Name	Deliverable Description	Deliverable Acceptance Criteria	Cost
616	Application Development – Automate Book to Bank Reconciliation Selection Process	This deliverable will document the RICEFW development for this RICEFW item.	RICEFW application development documentation provided for items included in this RICEFW item, where applicable for this enhancement: <ul style="list-style-type: none"> • Considerations and outcomes for applicable types • Overview description of RICEFW item • List of assumptions • Functional design • Issues (Issue, Status, Resolution) • Impacted objects • Programming source (i.e., App Designer Project Name) • Unit test(s) conducted and related results • Unit test document revision log (Date, Author, Change Description) • Report impacts • Extension/Form/Workflow impacts • Other impacts Testing scenarios Migration to production	\$28,303
617	Application Development – Create Chart of Accounts crosswalk maintenance	This deliverable will document the RICEFW development for this RICEFW item.	RICEFW application development documentation provided for items included in this RICEFW item, where applicable for this enhancement: <ul style="list-style-type: none"> • Considerations and outcomes for applicable types 	\$27,000

	spreadsheet upload			<ul style="list-style-type: none"> • Overview description of RICEFW item • List of assumptions • Functional design • Issues (Issue, Status, Resolution) • Impacted objects • Programming source (i.e., App Designer Project Name) • Unit test(s) conducted and related results • Unit test document revision log (Date, Author, Change Description) • Report impacts • Extension/Form/Workflow impacts • Other impacts Testing scenarios Migration to production 										
<p>CPI The following CPIs are in effect for these deliverables:</p> <table border="1"> <thead> <tr> <th>CPI #</th> <th>CAT</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>2</td> <td>Deliverable</td> <td>Measure the timeliness of Contractor's submission of written Project Deliverable for Acceptance in relation to their due date</td> </tr> <tr> <td>3</td> <td>Deliverable</td> <td>Measures the quality of Contractor's Written (Major or Project) Deliverables submitted for acceptance</td> </tr> </tbody> </table>					CPI #	CAT	Description	2	Deliverable	Measure the timeliness of Contractor's submission of written Project Deliverable for Acceptance in relation to their due date	3	Deliverable	Measures the quality of Contractor's Written (Major or Project) Deliverables submitted for acceptance	
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<p>Business Benefit/Justification (Provide the tangible/intangible value(s) that support the for the Project's goals)</p>	<p><u>Automate Book to Bank Reconciliation Selection Process</u> The book to bank process is run monthly to verify that the transactions recorded in Florida PALM sum to the balances stated at the banks. DFS is requesting the enhancement to the delivered Book to Bank reconciliation to process all accounts at once instead of running the process bank account by bank account. This will reduce staff time each month for making manual selections and allow staff to focus on reconciliation results.</p> <p><u>Create Chart of Accounts crosswalk maintenance spreadsheet</u> Chart of Accounts crosswalk maintenance is performed when new Chart of Accounts values are created and when DFS changes the mapping from FLAIR to Florida PALM. DFS is requesting a spreadsheet upload process that can be used to add new entries to the Chart of Accounts crosswalk. This will reduce staff time for making online updates and allow for review of crosswalk data before it is loaded into Florida PALM. This will be particularly useful at fiscal year-end when DFS creates a large number of new Chart of Accounts values that need to be added to the crosswalk.</p>													
<p>Implications of Not Making the Change (If we do nothing, what is our "Impact Prediction" to the project in terms of risk or issue)</p>	<p>DFS will continue to use staff time to complete these activities.</p>													
<p>Project Goals (Please choose all that apply)</p>	<table border="1"> <thead> <tr> <th colspan="2">Goal</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>Reduce the State's risk exposure by harnessing modern financial management technology built on the premises of scalability, flexibility, and maintainability</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Improve state and agency specific decision making by capturing a consistent and an expandable set of data</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Improve the State's financial management capabilities to enable more accurate oversight of budget and cash demands today and, in the future,</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>Improve staff productivity, reduce operational complexity, and increase internal controls by enabling standardization and automation of business processes within and between DFS and agencies</td> </tr> </tbody> </table>				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 checked="" 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
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<p>Initial Review (completed by PMO Team)</p>														
<p>PCR Title</p>	<p>B2B and COA</p>													

Initial Review Date	1/21/2022	PCR ID	85	
PCR Historical Information <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	
Impact Analysis <i>(completed by Florida PALM Project team members)</i>				
PCR Analysis Resources	Name		Role	
	Tanner Collins		Director, Treasury	
	Renee Hermeling		Assistant Director, A&A	
	Kurt Meisner		Application Development Lead	
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	DFS could continue to use staff time to complete these activities.		
	<input checked="" type="radio"/> Yes <input type="radio"/> No			
Risk(s) Associated with Making the Change	Risk Category			
	Select			
	Select			
Is Contract Affected?	<input type="radio"/> Yes <input checked="" type="radio"/> No			
Project Schedule Impact				
Low - No impact to Go/No-Go Decisions				
Project Scope Impact				
Critical - Adjustment requiring ESC acceptance				
Project Cost Impact				
Moderate - Impact within budgeted Spend Plan and does not result in overall Project cost overruns				
Implementation Plan <i>(document name)</i>				
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
Totals		Enter Total Number of Hours	Enter Total Cost Per Hour	\$55,303

CCB Recommendation <i>(completed by Department PMO)</i>			
CCB Members Approved	Final CCB Recommendation	CCB Approval Date	Choose a Date
	Choose an Item		Comments

- Deputy Project Director
- BPS Track Manager
- OCM Track Manager
- PMO Track Manager
- SDS Track Manager

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