

Change Request Information <i>(completed by PCR Requestor)</i>																								
Requestor		Owner																						
Name	Jimmy Cox	Name	Matt Cole																					
Phone		Phone																						
Email	jimmy.cox@myfloridacfo.com	Email	matt.cole@myfloridacfo.com																					
Title	Florida PALM Project Director	Title	Accenture Project Manager																					
Requesting Department Name <i>(Use if requested from outside the Project)</i>	Department of Financial Services		Date Requested	05/05/2025																				
			Due Date	06/30/2025																				
PCR Need Description <i>(Include description of change, why it is needed, how it was discovered)</i>	<p>Amendment 12, Attachment 1 – Statement of Work (SOW) specifies the number of reports, interfaces, connections, forms, workflows, and WorkCenters that are included in Accenture's scope. Contractor maintains a tracker to manage the consumption of reports, interfaces, connections, forms, workflows, and WorkCenters throughout the Project lifecycle. Separately, Contractor is responsible for providing Project Team Training and maintains a tracker of the remaining Project Team Training budget.</p> <p>The purpose of this PCR is to exchange unconsumed reports, interfaces, and Project Team Training for additional connections. The SOW includes 600 connections, 88 were consumed for CMS functionality, and 512 are available for the remainder of the Contract Term. Using agency submitted data from RW tasks 557 - Confirm Interface Inventory for Cycle 2 Interface Testing, the Department identified the need for additional connections (as of May 9, 2025, the Project identified 523 total connections) and the Parties have agreed to the following exchange to add 104 connections with corresponding subtractions from reports, interfaces, and Project Team Training:</p> <table border="1"> <thead> <tr> <th>Component</th> <th>SOW Budget</th> <th>Exchange</th> <th>New SOW Budget</th> </tr> </thead> <tbody> <tr> <td>Connections</td> <td>600</td> <td>104</td> <td>704</td> </tr> <tr> <td>Reports</td> <td>300</td> <td>(42)</td> <td>258</td> </tr> <tr> <td>Interfaces</td> <td>200</td> <td>(10)</td> <td>190</td> </tr> <tr> <td>Consumption of Project Team Training budget</td> <td></td> <td>(\$127,800)</td> <td></td> </tr> </tbody> </table> <p>Connections will be consumed after the following activities are complete: 1) connection request is sent from Department to Accenture, 2) Accenture configures the connection in MFT (if needed) and the PeopleSoft custom configuration, and 3) Accenture provides evidence to the Department that the connection is configured. Connections removed by the Department prior to completion of these activities will not consume from the available connections budget.</p> <p>Deliverables D663 Completion of Interface Testing Segment I and D671 Completion of Interface Testing Segment II will include up to the number of connections from the original SOW. Once the connections are defined for the Deliverables, any connection removal from the Deliverables will reduce the number of connections tied to these Deliverables.</p> <p>A new Work Product will be created for the work associated with connections not included in the Deliverables for those connections that are known at the time the Work Product is defined. Connections identified after the Work Product commences will be worked outside the Work Product as individual efforts. Once connections are defined for the Work Product, any connection removal from the Work Product will reduce the number of connections tied to the Work Product.</p> <p>This PCR does not alter the obligation for Contractor to provide a refund to the Department for the cumulative amount of fees related to unconsumed reports, interfaces, and connections.</p>				Component	SOW Budget	Exchange	New SOW Budget	Connections	600	104	704	Reports	300	(42)	258	Interfaces	200	(10)	190	Consumption of Project Team Training budget		(\$127,800)	
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Business Benefit/Justification <i>(Provide the tangible/intangible value(s) that support the Project's goals)</i>																								
<p>This PCR realigns available budget within the Contract to the work that has been identified. This avoids the need to add money into the Contract for additional connections by reducing part of the budget for reports and interfaces that are not currently projected to be consumed.</p>																								

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>	The Department would not add connections to the scope and would need to prioritize which connections to include in the scope of the next Major Implementation. This would lead to agencies being unable to send or receive interface files.		
Project Goals <i>(Please choose all that apply)</i>	Goal		
	<input checked="" type="checkbox"/>	Reduce the State's risk exposure by harnessing modern financial management technology built on the premises of scalability, flexibility, and maintainability	
	<input checked="" type="checkbox"/>	Improve state and agency specific decision making by capturing a consistent and an expandable set of data	
	<input checked="" 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"/>	Increase internal controls by enabling standardization and automation of business processes within and between DFS and agencies	

Initial Review <i>(completed by PMO Team)</i>			
PCR Title	Exchange for Interface Connections		
PCR ID	124		
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
	Jimmy Cox		Florida PALM Project Director
	Matt Cole		Accenture Project Manager
	Enter Name		Enter Role
	Enter Name		Enter Role
		<input checked="" type="checkbox"/> Tier 1 (Project Director Approval)	<input type="checkbox"/> Tier 2 (ESC Approval)
Identify Approval Tier <i>(Select Tier 2 if one or more of cost, scope, and schedule meet the criteria of Tier 2)</i>	Cost	Changes that do not relate to additions or deletion of Business Requirements	Addition or deletion of Business Requirements
	Scope	Changes not associated with Major Project Deliverables or Stage Gate Decision due dates	Changes to Major Project Deliverables or Stage Gate Decision due dates
	Schedule	Changes within the budgeted spend plan categories, provided it does not result in overall Project cost overruns	Changes resulting in request for funds from the Legislative Budget Committee (LBC) or in the cost of a deliverable over \$250,000
Alternatives to Making the Change <i>(Describe solution options to fulfilling the change request)</i>	Viable	Department and Contractor could execute a Contract Amendment to add more Connections.	
	Not Viable	N/A	
Risk(s) Associated with Making the Change	Risk Category	N/A	
	Cost	<input type="checkbox"/>	
	Scope	<input type="checkbox"/>	
	Schedule	<input type="checkbox"/>	
Is the SSI Contract Impacted?	<input type="radio"/> Yes <input checked="" type="radio"/> No	The SSI Contract already contains connections, reports, interfaces, and Project Team Training. This PCR realigns available budget in each.	
Project Cost Impact		N/A	

Low - No impact to Cost			
Project Schedule Impact	N/A		
Low - No impact to Stage Gate Decisions			
Project Scope Impact	Florida PALM Project Director can approve the realignment of budget within the SSI Contract.		
Moderate - Adjustment requiring Project Director's approval			
Additional Resource Requirements <i>(insert rows as needed)</i>	Hours Effort	Hours Cost	Cost
Totals			\$0

Implementation Plan *(Completed by Florida PALM team member(s))*

The following implementation plan activities will be completed by June 30, 2025:

- 1) RICEFW Consumption Tracker (to be completed by Accenture PMO team):
 - Insert budget adjustment rows for connections (+104), reports (-42), and interfaces (-10)
- 2) Validate updates to the RICEFW Consumption Tracker (to be completed by Tommy Werner and Jenifer Hartsfield)
- 3) Contract Support Budget Tracker (to be completed by Accenture PMO team):
 - Insert row for connections exchange (-\$127,800) on the Training Budget Tracker
- 4) Validate updates to the Contract Support Budget Tracker (to be completed by Tommy Werner and Jenifer Hartsfield)
- 5) Create checklist for configuring connections and providing evidence to the Department (to be completed by Stu Williams)
- 6) Validate checklist for configuring connections (to be completed by Matt Breeding and Chris Slay)
- 7) Define new Work Product to capture related connections work (to be completed by Accenture PMO team)

Additional Reviewers

(Use this table only if needed)

Reviewer	Complete Date	Notes
<input checked="" type="checkbox"/> SSI Contract Manager	6/10/2025	
<input type="checkbox"/> Production Support Manager	N/A	
<input checked="" type="checkbox"/> Project Management Office	6/9/2025	
<input type="checkbox"/> Other	Choose a Date	

CCB Review

CCB Members	Member Recommendation	Member Recommendation Date
<input checked="" type="checkbox"/> Deputy Project Director	Approve	6/6/2025
<input checked="" type="checkbox"/> Financial Architect	Approve	6/2/2025
<input checked="" type="checkbox"/> Learning Architect	Approve	6/2/2025
<input checked="" type="checkbox"/> Payroll Architect	Approve	6/3/2025
<input checked="" type="checkbox"/> Readiness Architect	Approve	6/6/2025
<input checked="" type="checkbox"/> Reporting Architect	Approve	6/2/2025
<input checked="" type="checkbox"/> Technical Architect	Approve	6/6/2025

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.

Determination	Approved
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TIER 1 *(when applicable)*

Jimmy Cox
Signature

06/11/2025
Date

Jimmy Cox, CPA, PMP, FCCM, FCCN
Florida PALM Project Director

TIER 2 *(when applicable)*

Signature _____ Date _____

Steven Fielder, Chair
Florida PALM Executive Steering Committee