Florida PALM

Planning, Accounting, and Ledger Management





EXECUTIVE STEERING COMMITTEE

DEPARTMENT OF FINANCIAL SERVICES
OCTOBER 30, 2024





ADMINISTRATIVE

TOMMY WERNER



Administrative

Budget

FY 2024-2025 Spend Plan Summary as of September 30, 2024

Category	Projected FYTD	Incurred FYTD	Released FYTD	Release Remaining
FLAIR System Replacement	\$5,867,037	\$5,690,971	\$11,595,340	\$5,904,369
SSI Implementation Services	\$2,250,000	\$2,250,000		
Facilities and Maintenance	\$103,923	\$103,923		
Production Support	\$2,506,739	\$2,597,544		
Production Support Administration	\$7,210	\$7,150		
Oracle Software and Maintenance	\$83,520	\$11,802		
Project Administration	\$124,337	\$27,865		
Additional Facilities	\$32,268	\$32,268		
ERP and OC Support Services	\$519,936	\$435,964		
QA Support Services	\$239,104	\$224,455		
IT Service Management	\$59,664	\$37,613	\$1,304,572	\$1,266,959
Contingency	\$0	\$0	\$0	\$0
Salaries & Benefits	\$2,471,616	\$2,243,108	\$10,146,991	\$7,903,883
HR Transfer and Risk Management Insurance	\$14,130	\$13,957	\$37,957	\$24,000
Total:	\$8,412,447	\$7,985,649	\$23,084,860	\$15,099,211





Administrative Risks and Issues

- No new Issues have been opened or closed
- No new Risks have been opened or closed
- Six remain with a score of 6+
 - Risk 2 Stakeholder Alignment
 - Risk 4 Agency Engagement
 - Risk 5 Timing and Efficiency of Information Sharing
 - Risk 6 Contracts Outside of the Project
 - Risk 8 Scope and Timing of Build Segments
 - Risk 9 Overlap of System Testing with UAT



Administrative Schedule

Stage Gate	Critical Path Item	Status			
	Establish DW/BI Environments (D647)	Complete			
	Build – Segment II (D648)	Complete			
	Security Roles Matrix (WP405)	Complete			
	Environment Builds – Mock Conversion Test Environment	Complete			
	Environment Builds – Interface Test Environment	Complete			
	Solution Design – DW/BI (D650)	Complete			
	Mock Conversion I (D651)	In Progress			
SG3 – Ready to Begin UAT	Build - Segment III (D649)	In Progress			
03/28/2025	Build – DW/BI – Segment I (D653)	In Progress			
Criteria: Design and Build are complete; System Test is at least 90% complete; UAT environment is ready for testing	System Test – Segment I (D652)	In Progress			
Approval Level: ESC	Mock Conversion II (System Test) (D655)	Future			
	Build – Segment IV (D654)	Future			
	Build – DW/BI – Segment II (D659)	Future			
	Environment Builds - UAT Test Environment	Future			
	System Test – Segment II (D656)	Future			
	Build – DW/BI – Segment III (D688)	Future			
	Mock Conversion III (UAT) (D657)	Future			
	System Test – DW/BI (D661)	Future			
		Flarida			



Administrative Schedule

Stage Gate	Critical Path Item	Status
COA Amenay Bandinasa	Training Build (I-WP110)	Future
SG4 – Agency Readiness	Role Mapping Worksheet (I-WP118)	In Progress
Criteria: Agency Readiness Certifications have been received	Readiness Workplan (I-WP126)	Complete
Approval Level: ESC	Agency Readiness Certification (I-WP128)	Complete



INDEPENDENT VERIFICATION AND VALIDATION (IV&V)

CONTENT PROVIDED BY PUBLIC CONSULTING GROUP



Amendment 10 Assessment

- The Florida PALM IV&V Team reviewed Amendment #10 to the Florida PALM SSI Vendor Contract
- Based on the review:
 - The Florida PALM IV&V Team supports the proposed changes to the Florida PALM SSI Vendor Contract and recommends the approval of Amendment #10
 - The Florida PALM IV&V Team recommends that the Florida PALM Project Team develop and document an approach for modifying Florida PALM screens using the Page and Field Configurator tool and evaluating potential downstream impacts to the existing Florida PALM design and business processes
 - The Florida PALM IV&V Team recommends that the Florida PALM Team use existing communication channels to provide updates on DW/BI availability for UAT and to help Agencies prioritize and sequence UAT test cases involving DW/BI functionality
 - The Florida PALM IV&V Team recommends that the Florida PALM Team align the remaining Test Script execution schedules for each System Testing Segment with the applicable Application Development (AD) document approval dates and continue to hold regular meetings with the Development and System Testing teams to coordinate the upcoming Build and testing activities



IV&V Update Open Findings

- ▶ Finding 12 Inconsistency in Requirements Traceability:
 - Opened in the Florida PALM IV&V September 2023 Monthly Assessment Report
 - Additional cross-checks are in place to mitigate future inconsistencies between the RTM and the FDs
 - The Florida PALM IV&V Team is performing a traceability analysis as part of reviewing D650 – Completion of Solution Design (Requirements) DW/BI
 - Inconsistencies previous identified during the review phase have always been corrected prior to Deliverable Acceptance



IV&V Update Open Findings

- ▶ Finding 14 Risk that Delays to Build Could Impact the Completion of System Testing and the Start of UAT:
 - Build Segment I completed about 7 weeks behind schedule
 - Build Segment II completed about 3 weeks behind schedule
 - Build Segment III is significantly behind target for drafting and reviewing AD documents
 - The pace of drafting the AD documents has increased (115 of 129 have been drafted)
 - These drafted AD documents are being reviewed, but sometimes, multiple cycles of updates are required to address questions or comments identified
- The Florida PALM IV&V Team estimates that Development may not be completed until the end of February, which is 8 weeks after the scheduled date
 - Significant risk that System Test Cycles may be impacted, which could impact the overall completion of System Testing and Stage Gate 3 – Ready to Begin UAT



IV&V Update Requirements and Design

- DW/BI Design:
 - Includes 56 FDs for DW/BI reports
 - Project Decision DE336 reduced the number of FDs from 75
 - All the DW/BI FDs were approved by 10/3/24 (on schedule)
 - The Florida PALM IV&V Team is currently reviewing D650 Completion of Solution Design (Requirements) DW/BI
 - Previous reviews of the Segments I through V FDs have all shown them to be of high quality, accurate, and complete
 - Except for designs associated with PCR 121, all other design activities are complete



IV&V Update Development

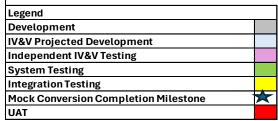
- Build Segment III:
 - Targeted for completion by 9/27/24 but is significantly behind schedule
 - As of 10/18/24, 115 of the 129 AD documents have been drafted
 - Additional Development staff have been and continue to be added
 - Accelerated pace of drafting Segment III AD documents over the last three weeks
 - Multiple cycles of updates are required during the review process to address comments
 - The Florida PALM IV&V Team estimates that Segment III may not be completed until the beginning of December
- Build Segment IV (not including DW/BI):
 - 103 remaining FDs that are part of Build Segment IV
 - Planned to be completed by 1/6/25
 - The Florida PALM IV&V Team estimates that Segment IV may not be completed until the end of February (at the start of the last Cycle of System Testing)



Overlap of System Testing and Development

- Significant overlap between Dev and System Testing
- Requires extensive coordination between Dev and Testing teams
- Risk that delays in Dev could force rescheduling of Testing Cycles, which could impact the overall System Testing and Stage Gate 3 timeline (IV&V Finding 12 and Project Risk #8)

Task	7/1	7/16	8/1	8/16	9/1	9/16	10/1	10/16	11/1	11/16	12/1	12/16	1/1	1/16	2/1	2/16	3/1	3/16	4/1	4/16	5/1	5/16	6/1	6/17	7/1	7/16	8/1	8/16	8/30
Build Segment III																			Ţ										
IV&V Projected Build Segment III																													
Build Segment IV																													
IV&V Projected Build Segment IV																													
Cycle 0-Configuration Validation																													\Box
Cycle 1-Security Validation																													
Cycle 2-Financials Module Specific Processing																													\Box
Cycle 3-Financials Interface Programs Validation																													
Cycle 4-Financials Cross Module Processing																													
Cycle 5-Core Payroll Processing																													
Cycle 6-Miscellaneous Payroll Processing																													
Cycle 7-Cross Application Processing						ate																							
Cycle 8-Financials Year End Close Processing						t D																							\Box
Cycle 9-Payroll Year End Close Processing						ren																							
Independent IV&V Testing						ਹ																							
Interface Testng - Segment I																													\Box
Interface Testing - Segment II																													
Mock Conversion Cycle 1 (Milestone)						7	7																						\Box
Mock Conversion Cycle 2 (Milestone)												×	-																
Mock Conversion Cycle 3 (Milestone)																$\overline{\mathbf{A}}$	1												
Stage Gate 3 - Ready to Begin UAT																		Y	٨										
UAT Segment I																													
UAT Segment II																													
UAT Segment III (Extends thru 11/21/25)																													





IV&V Update System Testing

- Test Script Development for System Testing Cycles is in progress, as seen from the TSWUT
 - The overall Test Script count for System Testing is 2,490 as of 10/24
 - 1,552 Test Scripts have either been reviewed by the State or are actively being reviewed by the State
- System Test Execution Status as seen from the TEXT:
 - Cycle 0 Configuration Validation Test Execution is almost complete with an overall Pass Percentage of 96%
 - Cycle 1 Security Validation Test Execution is almost complete with an overall Pass Percentage of 93%
 - Cycle 2 Financial Module Specific Processing is in progress with an overall Pass Percentage of 67%
 - Cycle 3 Financials Interface Programs Validation is in progress with an overall Pass Percentage of 58%
- The Florida PALM IV&V Team observed a High Failure Rate for Test Scripts related to RICEFW Items for Cycles 2 and 3
 - As of 10/25/24, 206 SIRs related to code issues, as seen in the Root Cause field in Jira, have been opened since the beginning of System Testing
- The overall SIR backlog is increasing as System Testing progresses. This represents a need for increased effort from the Development Team to resolve them.
 - Increased overlap between Development activities and resolving the SIRs may further impact current delays to Build
 - Re-testing efforts may delay the overall System Testing timeline



Mock Conversion and Interface Testing

Mock Conversion:

- Mock Conversion 0A Financials has been completed with all defects closed
- Mock Conversion 0B Payroll is in progress with 3 open (New status) SIRs in Jira
- Mock Conversion 1A Financials is in progress. All 10 Test Scripts have been executed and there is 1 open defect in Retest status as of 10/24

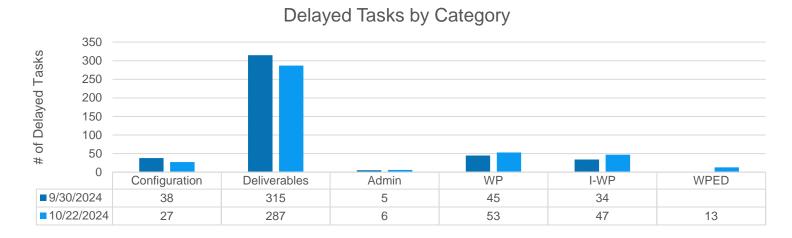
Interface Testing:

- Connectivity testing is in progress with 118 of the 138 Test Scripts executed successfully
 - 86% completion rate with no open defects as of 10/24



Project Management

- Delayed Tasks have decreased from 437 at the end of September to 433 as of the 10/18/24 status date in the Florida PALM Project Schedule. The late tasks fall primarily in:
 - D649 Completion of Build Segment II with 200
 - D653 Completion of Build Segment I DW/BI with 53
 - Configurations with Future Dependencies with 27



The SPI continues to hold steady above .90. This means the Florida PALM Project is progressing at above 90% of the planned pace.

Organizational Change Management

- At the Florida PALM OCM Team's request, the Florida PALM IV&V Team provided a Change Impact Analysis document with insights and tools to help Agencies create and manage user stories that capture changes to their existing business processes
- ▶ The Florida PALM IV&V Team reviewed Agency submissions for Task 526
 - Compared the Task Rubrics used to verify completion against the corresponding data submitted in Smartsheet and observed some discrepancies
 - The Florida PALM IV&V Team has mentioned this to the Florida PALM OCM Team and will be analyzing more Tasks submissions



Organizational Change Management

- Florida PALM IV&V observations from Agency Readiness Touchpoints, Task Talks, and Florida PALM Readiness Meetings:
 - RCs continued to meet with agencies to plan for current and upcoming Tasks, review Task completion status, discuss upcoming meetings (ESC, PML Forum), and prepare for training and UAT.
 - Training discussions focused on the Train-the-Trainer (TTT) Program. Having the TED Lead available for direct conversations allowed agencies to gain valuable insights and a clearer understanding of their ongoing roles and responsibilities within TTT.
 - During the week of 10/21, updates were announced for the Readiness Workplan and Implementation Roadmap, covering tasks related to Change Analysis, Part C of the UAT Plan, and updates for future Florida PALM end-users. These updates are scheduled for release after the Design Recap and Testing Preparation Workshops in November and are aligned with upcoming training activities.
 - The Project Management Liaison Forum on 10/30 provides a good opportunity for the Florida PALM Project Team and agencies to discuss Tasks, relevant updates, UAT preparation, and TTT/training. It also offers agencies a valuable platform to collaborate on challenges they are encountering, allowing them to address these issues directly with their counterparts and Florida PALM team.



IV&V Update Agency Readiness

- Open Risks and Issues have remained unchanged since September
- ▶ The agencies self-report and self-assess Risks and Issues
 - Agencies have documented Risks and Issues related to the segmentation approach of the Florida PALM Project affecting Task completion or resulting in rework
 - Agencies have identified Technology-related Risks and Issues that may affect their ability to conduct effective testing and maintain operations after go-live
 - There are data-related Risks and Issues regarding the mapping and conversion of specific agency fields from the FLAIR system to the Florida PALM Solution



Agency Readiness

- The Florida PALM IV&V Team recommends that:
 - Agencies should proactively inform their respective RCs about any delays in Task completion or dependencies that may have arisen due to the segmentation approach
 - RCs should continue to include Technical and Functional leads as needed in the Agency Readiness Touchpoint meetings to address any business process and technology Risks and Issues, as well as open questions
 - Agencies should consider other communication methods to follow up on open Critical Issues, Risks, and Questions besides documenting and reporting on the Florida PALM dashboard and Questions Log
 - Agencies should review the various Florida PALM resources that the Florida PALM Project has made available in the Knowledge Center, on the public Florida PALM Project website, etc., to find the information they need prior to logging a question or Risk/Issue in Smartsheet
- The Florida PALM IV&V Team included results of the in-depth outreach effort regarding agency-reported Risks and Issues as Appendix A in the September Monthly Assessment Report



IV&V Update IV&V Expanded Agency Readiness Team

- The Florida PALM IV&V Team has recently onboarded additional staff to provide an increased IV&V presence with the Agencies. Each new IV&V Agency Readiness staff member will be assigned to a specific set of agencies so that they can become familiar with those agencies' specific processes, staff responsible for Florida PALM Readiness Tasks, and Risks and Issues.
- ▶ The Florida PALM IV&V Agency Outreach Team will perform the following:
 - Conduct periodic outreach activities with the agencies assigned to each IV&V Team member
 - o Conduct comprehensive reviews and analyses of agency personnel, processes, technology, and data to assess readiness
 - Identify potential risks within each agency that could impact the timeliness, quality, or adoption of the Florida PALM system, and provide actionable feedback and recommendations to agencies for addressing risks
 - Contribute analysis, risk assessment, Findings, recommendations, and conclusions to the Monthly IV&V Assessment Reports
- ▶ The Florida PALM IV&V Agency Readiness Team members are:
 - Marie Stinnett
 - Barbara Thompson
 - Jivonta Montgomery
 - Karen Baltrip-Cobb
 - Oghogho Owie



AMENDMENT 10

SEAN BUCHANAN, JIMMY COX, STEVEN FIELDER



Amendment 10

- Contract clean-up for items missed in Amendment 8 (i.e., #'s 2, 3, 9 and 14)
- Establishes process to remove ServiceNow requirements and Exhibits (i.e., #4)
- Moves GDN requirements from current ServiceNow Exhibit to Attachment 1 Statement of Work (i.e., 4c), since ServiceNow Exhibits will be deleted
- Incorporates changes to Attachments 5.1 Business Requirements and 5.2 Customizations based on Project Change Requests (PCRs) 99 – 121, which were approved after Amendment 8 was executed



Amendment 10

- New contract requirements (i.e., #'s 5-6)
 - #5 is to include an additional virus scanning solution to scan attachments prior to saving the attachment to the database
 - #6 is to provide the Department access to complete additional configuration capabilities
- Clarifications to the Stage Gate entry criteria for Stage Gate 3 and 5
 - For Stage Gate 3 Ready to Begin UAT, removes requirement of Data Warehouse to be included as part of entry criteria (as discussed at the October 8th ESC meeting)
 - For Stage Gate 5 Deployment Readiness, the change is to remove the letter "s" from Deployment and Contingency Plans, as these will both be in a single plan



Amendment 10

- Applied additional cost from PCRs 99 118 (119 and 120 are no cost PCRs) as follows:
 - D654 Build Segment IV Increased by \$400,000
 - D666 UAT Segment I Increased by \$260,000
- New Deliverables
 - D696 Completion of System Test Segment III
 - Extends system testing through April to include additional scope added through PCRs 99 118
 - Cost redistributed between system testing segments to align to the anticipated scope of each segment
 - D652 and D656 reduced by \$574,100 respectively; moved to D696
 - \$230,640 is from PCRs 99 118
 - D697 Completion of Employee Self-Service Build
 - Separates out PCR121 as its own Deliverable
 - Will complete in August of FY 25-26



Amendment 10 Voting Action

- Request for public comment
- Voting action for Amendment 10





PROJECT MANAGEMENT PLAN AND CHARTER UPDATES

ANGIE ROBERTSON





PMP and Charter Updates

- Removed CPI as a Project Key Performance Indicator
- Provided more detail on the Project's defined "Critical Path Items"
- Included reference to Work Products to reflect Project processes
- Updated Support Services Quality description to reflect improved process
- Clarified the responsibilities of the Project Director and ESC for project changes

- Updated the ESC and Project Charters to be consistent with the clarified responsibilities the PMP
- Refined the probability rating criteria for risk rating
- Updated the DED / WPED process to reflect Project processes
- Clarified text and updated references in various sections throughout



Charter Updates Voting Action

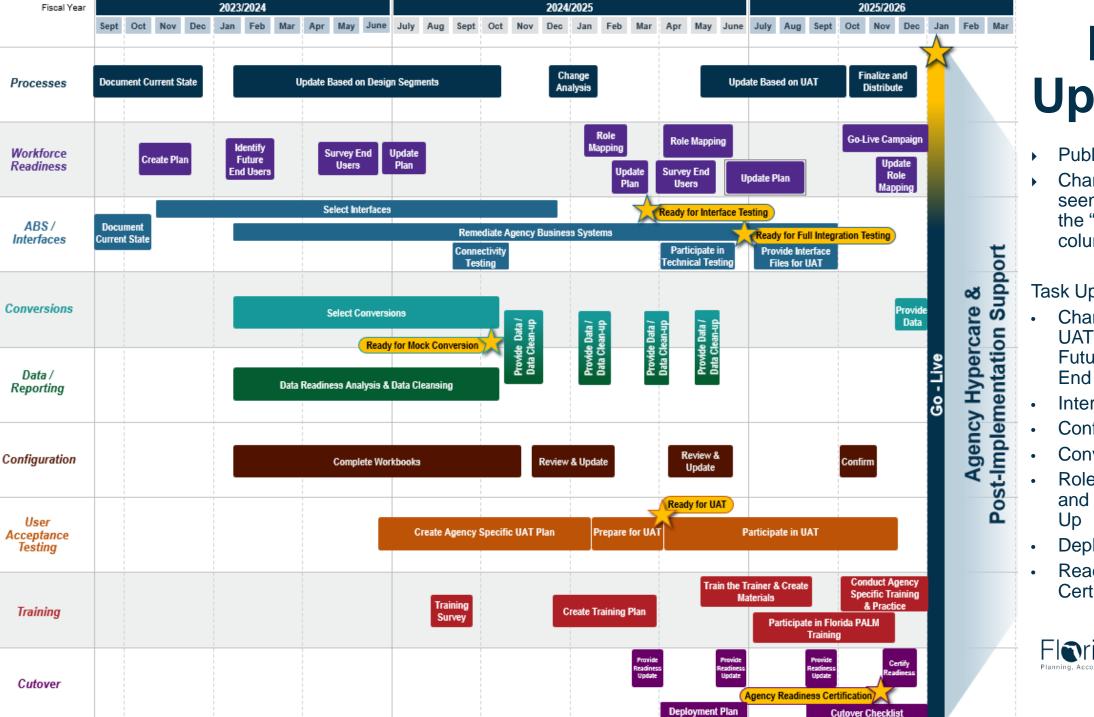
Voting action for Charter Updates



AGENCY ENGAGEMENT AND ACTIVITIES

NIKKI KLEIN





RW 32 Updates

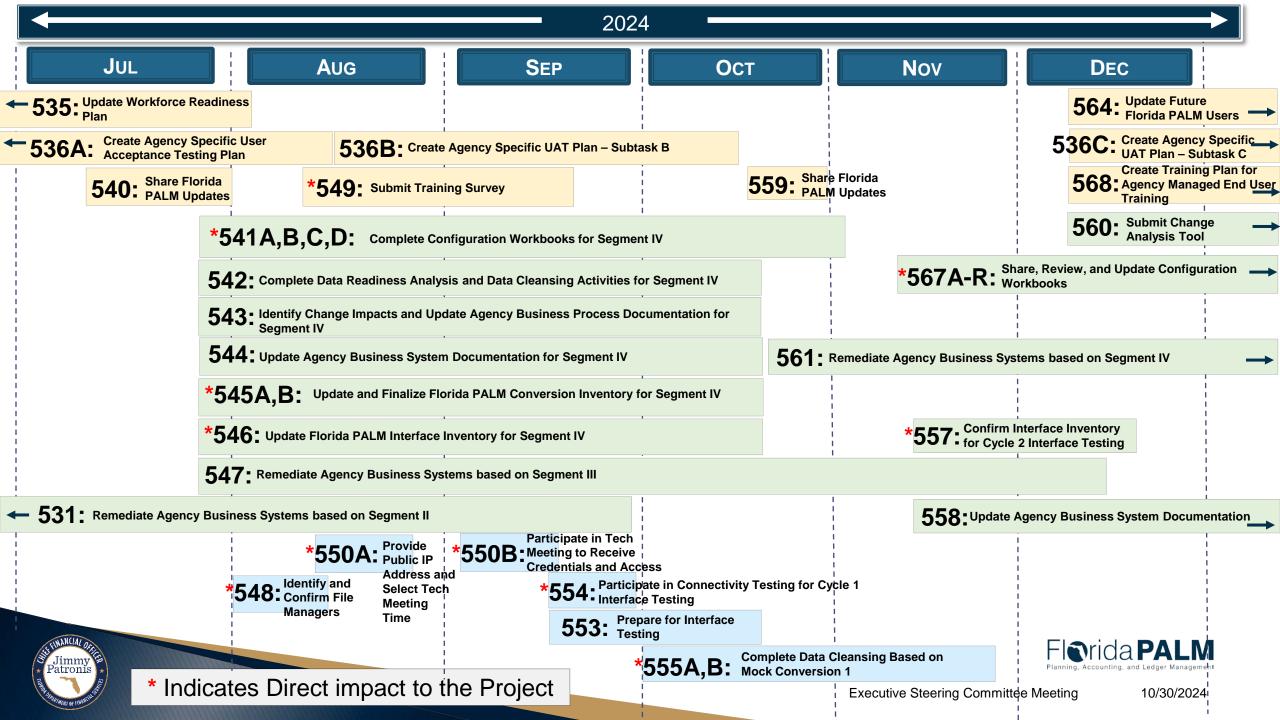
- Published 10/21
- Changes can be seen by filtering on the "Date Released" column for 10/21/24

Task Update Summary:

- Change Analysis, UAT Plan, and **Future Florida PALM End User Update**
- **Interface Testing**
- Configuration
- Conversion
- Role Assignment and End User Set
- **Deployment**
- Readiness Certification



10/30/2024



Readiness and Implementation Completion of Segment Related Tasks

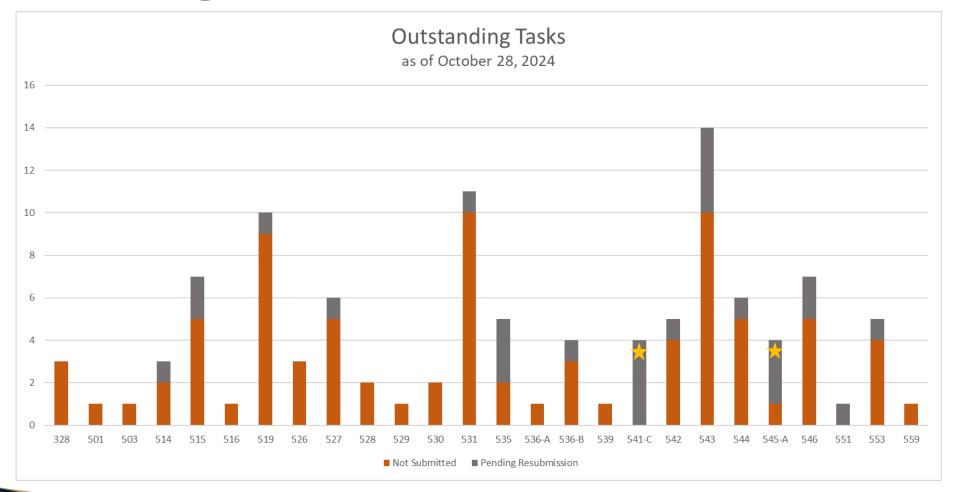
Task	Complete for Segment II (Due 4/12/24)	Complete for Segment III (Due 7/12/24)	Complete for Segment IV (Due 10/18/24)
Complete Data Readiness Analysis and Data Cleansing	31 (+1)	30 (+2)	29
Identify Change Impacts and Update Agency Business Process Documentation	27 (+0)	26 (+1)	10
Update ABS Documentation	34 (+0)	33 (+2)	17
Update Conversion Inventory	35 (+0)	34 (+0)	28
Update Interface Inventory	35 (+0)	32 (+0)	17

As of 10/27/2024



Readiness and Implementation

Outstanding Tasks



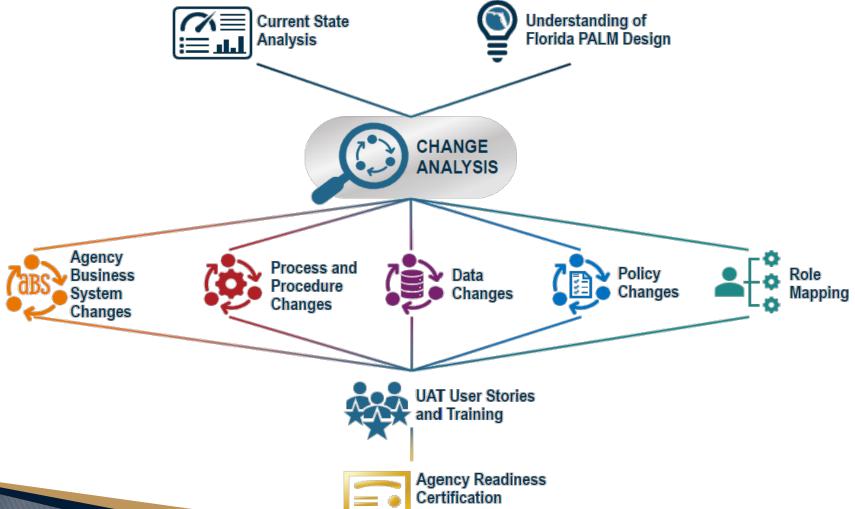






Readiness and Implementation

Path to Agency Readiness





IMPLEMENTATION ACTIVITIES

STACEY TERRY



Readiness and Implementation Implementation Activities – Solution Design



Requirements **Traceability Matrix**

May 2023 - August 2024

Review/Update RTM Segment I



Review/Update RTM Segment II

Review/Update



Review/Update RTM Segment IV





RICEFW Inventory

May 2023 - August 2024

Review/Update RICEFW Segment I



Review/Update RICEFW Segment II

Review/Update



RICEFW Segment III Review/Update

RICEFW Segment IV



Review/Update RICEFW Segment V



Business Process Models

May 2023 - July 2024









Update Financials BPMs by Segment

Update Payroll BPMs



Configuration Workbooks

May 2023 - September 2024





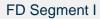


Complete Agency Configuration Workbooks



Functional Design **Specifications**

May 2023 - August 2024





FD Segment II



FD Segment IV



FD Segment V



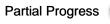
Security Roles Matrix

May - July 2024

Define Security Roles Matrix

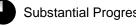


Key



















Readiness and Implementation

Implementation Activities – App Dev Build



Application Development

December 2023 -February 2025

Build/Review Segment I

Build/Review Segment II

Build/Review Segment III

Build/Review Segment IV



Requirements **Traceability Matrix**

December 2023 -February2025

Review/Update RTM Segment I

Review/Update RTM Segment II

Review/Update RTM Segment III

Review/Update RTM Segment IV



Test **Planning**

November 2023 - May 2024

Project Testing Plan (i.e., System Test)

User Acceptance Testing (UAT) Plan





Deployment Planning

January 2024 - April 2024

Deployment Strategy





Manage Technical Architecture

January 2024 - March 2024

Updated Technical Architecture Design









Partial Progress (



Progressing -

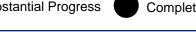


Substantial Progress



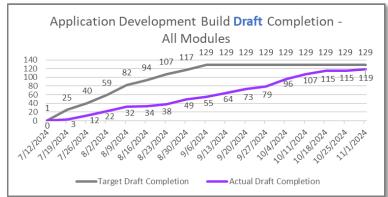
Complete

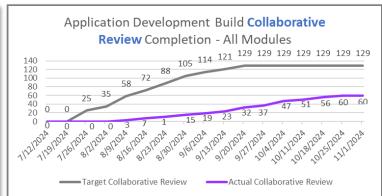


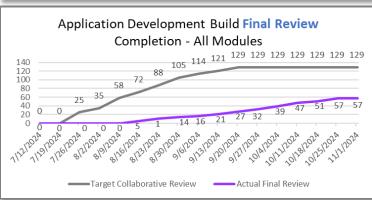


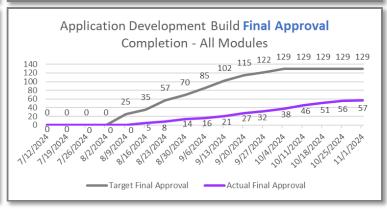


Readiness and Implementation Implementation Activities – App Dev Build









Segment III App Dev Build

- Targeting submission of remaining 10 drafts by 11/1
- Targeting to complete reviews/approvals by 11/22

Segment IV App Dev Build

- Targeting to begin Segment IV build early November
 - Conducting internal knowledge transfer sessions prior to starting Pre-AD meetings
- Onboarding additional senior developers with key skill sets

Segment III App Dev Build Status
(as of 10/27/2024)





Readiness and Implementation

Implementation Activities – DW/BI



Requirements **Traceability Matrix**

April 2024 - October 2024

Review/Update RTM DW/BI



RICEFW Inventory

April 2024 - October 2024

Review/Update RICEFW DW/BI





Functional Design **Specifications**

April 2024 - October 2024

DW/BI Segment





Application Development

August 2024 – April 2025

DW/BI Build/ Review Segment I

DW/BI Build/ Review Segment II

DW/BI Build/ Review Segment III



Security Roles Matrix

August - December 2024

Define Security Roles Matrix







Key





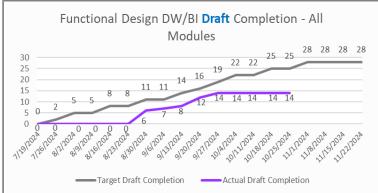


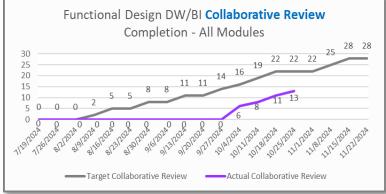
Substantial Progress

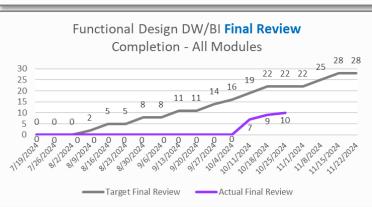


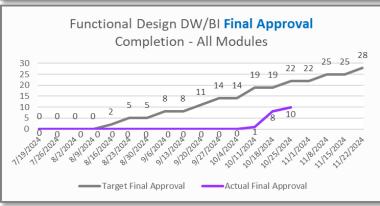


Readiness and Implementation Implementation Activities – DW/BI – Design









DW/BI Design Segment

DW/BI Design completed on schedule

DW/BI Design Build

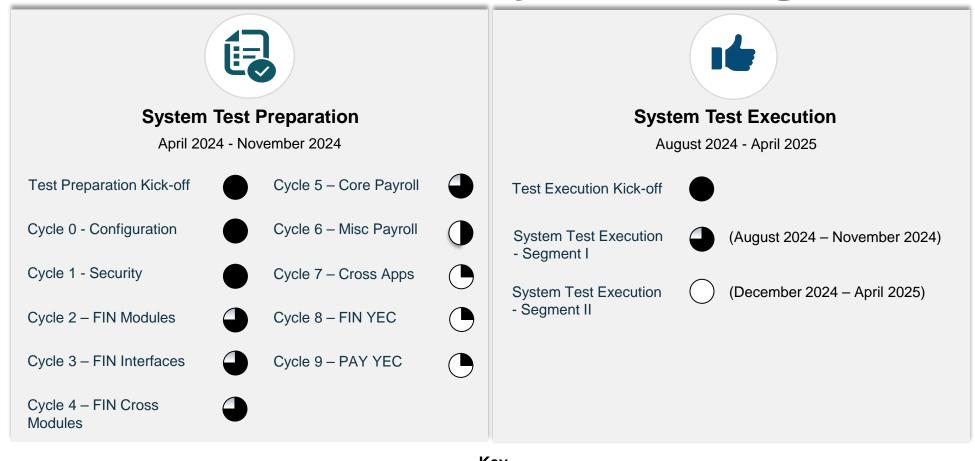
- Build Segment I of III is in progress and targeting to complete on schedule
 - Initial delays due to establishing ETLs and staging data
 - 14 AM reports have been built and are in review/approval
 - o 14 AP reports are in draft

DW/BI Design Segment Status
(as of 10/25/2024)





Readiness and Implementation Implementation Activities – System Testing









Readiness and Implementation Implementation Activities – System Testing

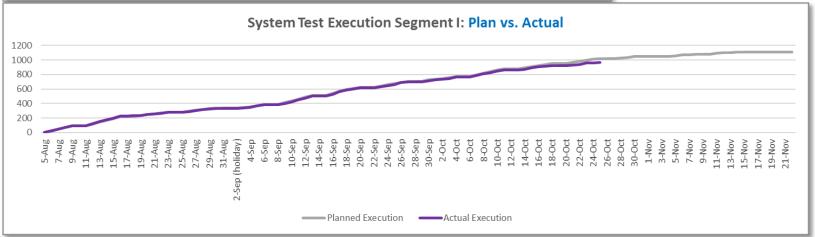
System Test Execution Segment I	Count	% Against Total	% Against Executed to Date
Original Total Number of Scripts	1063	-	-
New Total Number of Scripts	1107	1	-
Planned to Date	1018	92.0%	-
Executed to Date	965	87.2%	-
Pass Rate	785	71%	81%
Fail Rate	180	16%	19%

System Test Preparation - Cycles 0 - 9

- Test scripts complete for Cycles 0 1
- Finalizing test scripts and reviews for Cycles 2 5
- Drafting test scripts for Cycles 6 9

System Test Execution – Segment I

- Segment I completes on 11/22; tracking on schedule
- System Testing continues to appropriately identify defects for resolution







UPCOMING

JIMMY COX



Upcoming

- Design Summary and Test Preparation Workshop (November 12-14)
- Sponsor Summit (December 4)



NEXT MONTHLY MEETING

DECEMBER 11, 2024

DEPARTMENT OF FINANCIAL SERVICES, WORKERS' COMPENSATION





CONTACT US

FLORIDAPALM@MYFLORIDACFO.COM

PROJECT WEBSITE

WWW.MYFLORIDACFO.COM/FLORIDAPALM/

KNOWLEDGE CENTER

HTTPS//:MYFLORIDACFOFLORIDAPALM.US.DOCUMENT360.IO





