Project Sponsor:	*Steven Fielder*	**Project Director:**	*Jimmy Cox*
Status Report Period:	*November 1, 2022 – November 30, 2022*	**Current Project R&C Category:**	*4*
Project Start Date:	*Project funding began July 1, 2014*	**Project End Date:**	*June 30, 2027* *(Funding appropriated through June 30, 2023)*

1 – FLORIDA PALM STATUS OVERVIEW

A. Agency Engagement
<div align="right">Required for R&C Category</div>

During the month of November, the Department completed the following:

- Updated the Florida PALM End User Manual on the website to include enhancements and additional functionality detail
- Republished project Approach Documents outlining planned methods for accomplishing implementation tasks
- Hosted a Personalized Agency Working Sessions Checkpoint for agencies to hear from other agencies and the Project team
- Participated in Personalized Agency Working Sessions with Citrus, DBPR/FGCC DEP, DOEA, DOH, DOR, FDACS, FDLE, LEG, SCS
- Published new learning tools for end users:
  - WorkCenter Graphic
  - Understanding WorkCenters (In Real Life video)
  - Customizing Your Homepage (In Real Life video)

B. Implementation Status
<div align="right">Required for R&C Category</div>

	Yes	No	Explain:
Is the project on schedule? *If no, explain why and what corrective action(s) are planned to bring the project back on schedule*		✔	The Project Schedule being used at this time is limited to key administrative activities, required reporting activities and requirements reviews. A new timeline and the requisite Contract amendment are being developed.

B. Implementation Status			Required for R&C Category 1 2 3 4
	Yes	No	Explain:
Will the project complete on schedule?	✔		The detailed Project Schedule for the Financials and Payroll Waves is dependent upon the next Contract amendment (Amendment 8). While Amendment 8 is in progress, there are several inputs into the project schedule, as described in the 2022-23 General Appropriations Act, that must be considered before the project schedule can be finalized. As a result, the short-term project schedule remains focused on key administrative activities, required reporting activities and requirements reviews (including personalized agency working sessions). Issue 27 was created for impacts in establishing an updated schedule. The Project is actively monitoring risks associated with the schedule. Action Item 1534 was created to research and create tasks for the Project Schedule to document Project activities through FY 22-23 Q3.
Is the project currently within budget? *If no, explain why and what corrective action(s) are planned to bring the project back within budget*	✔		The Project is currently within budget.
Will the project remain within budget?	✔		Spend Plan details provided in section four.
Were any Project Change Requests approved during this reporting period?		✔	Project Change Requests (PCR) 92 and 93 were approved during this period.
Have any risks or issues impacted the project during the reporting period?	✔		During the reporting period, no Issues were opened or closed. Issue 27 remains open, as defined in section three.

C. SPI & CPI *Provide SPI and CPI for Current + Last 3 Reporting Periods*				Required for R&C Category 3 4
	Past Reporting Period	Past Reporting Period	Last Reporting Period	**Current Reporting Period**
Date	August 2022	September 2022	October 2022	November 2022
Project Schedule Performance Index (SPI)	0.85	0.89	0.89	0.86
Project Cost Performance Index (CPI)	1.01	1.01	1.00	1.00

Explanation of SPI/CPI Variance / Trend	The current Schedule Performance Index (SPI) is 0.86. The Project Schedule being used at this time is limited to key administrative activities, required reporting activities and requirements reviews. A new Contract amendment is being developed that will inform a new or updated Project Schedule.

2 – IMPLEMENTATION MILESTONE PROGRESS

A. Implementation Go/No-Go Decision Progress

Provide status tracking for Go/No-Go Decisions planned for action by the Executive Steering Committee and identify the status of each item listed (Completed, In Progress, Future).

Required for R&C Category

Go/No-Go Decision Name	Contractual Due Date	Actual Finish Date *(completed)*	Status *(C=Completed IP= In Progress F=Future)*
Amendment 8 will align Go/No-Go Decisions for the Financials and Payroll Waves.	**TBD**	**N/A**	**N/A**

B. Scope Changes

List all scope changes (any changes from the original project objectives and deliverables that impact the project schedule or budget) identified during this reporting period, including those that may impact the project in later reporting periods.

Required for R&C Category

Scope Change Description	Cost Impact	Schedule Impact	Status *(if approved, include approval date and change control form number)* / Variance Explanation / Comment
PCR 92 – CMS Enhancements – Part 4	Moderate	Low	Approved 11/10/2022
PCR 93 – Interface with Investment Accounting Solution	Low	Low	Approved 11/15/2022

3 – IMPLEMENTATION ISSUES / RISKS

A. Implementation Issues
List all issues identified, open, occurring, or closed within this reporting period related to implementation of the Financials or Payroll Waves.

Required for R&C Category

Issue Description	Status (Open/ Closed)	Priority	Resolution Approach	Resolution Date	Owner
27: Schedule delays prevented a fully committed project schedule	Open	Critical	Accenture and Project leadership continue regular meetings to discuss and complete the new Contract amendment **(Ongoing)**	N/A	Jimmy Cox

B. Implementation Risks
List risks identified, open, occurring, or closed within the reporting period with risk score of 15 or greater.

Required for R&C Category

Risk Description	Status (Open / Closed)	Risk Score	Mitigation/Response Strategy	Status	Owner
N/A					

4 – SPEND PLAN

The Florida PALM Project was appropriated $63,548,688 for FY 2022-23. As of the end of this reporting period, $20,410,019 in expenses has been projected, $26,684,344 of the appropriated funds have been released, $18,892,946 in expenses have been incurred, and $17,347,830 has been paid. See the Florida PALM Project Spend Plan for additional details.

5 – REMEDIATION AND TRANSITION TASKS REQUIRED TO REPLACE FLAIR

Remediation and Transition Tasks

Provide status tracking for remediation and transition tasks required to replace FLAIR and identify the status of each item listed (Completed, In Progress, Future).

Required for R&C Category

Task Name	Due Date	Actual Finish Date *(completed)*	Status *(C=Completed IP= In Progress F=Future)*
Reconciliation of Functional and Technical Requirements	**4/3/2023**	**N/A**	**IP**
Personalized Agency Working Sessions	**1/31/2023**	**N/A**	**IP**
FLAIR Functions and Subfunctions Meetings	**1/31/2023**	**N/A**	**IP**
*Additional tasks will be defined once the Project Schedule is defined	**TBD**	**N/A**	**F**

6 – TRAINING AND STAFFING FOR HELP DESK AND PRODUCTION SUPPORT.

Training and Staffing Plan Provide the status of the implementation of a training and staffing plan for PALM help desk and production support utilizing current help desk and FLAIR resources and identify the status of each item listed (Completed, In Progress, Future).			Required for R&C Category
Task Name	**Due Date**	**Actual Finish Date** *(completed)*	**Status** *(C=Completed IP= In Progress F=Future)*
Q1 Update to the Training Plan	**09/30/2022**	**9/30/2022**	**C**
Q1 Update to the Staffing Plan	**09/30/2022**	**9/30/2022**	**C**
Q2 Update to the Training Plan	**12/29/2022**	**N/A**	**IP**
Q2 Update to the Staffing Plan	**12/29/2022**	**N/A**	**IP**
Q3 Update to the Training Plan	**3/31/2023**	**N/A**	**F**
Q3 Update to the Staffing Plan	**3/31/2023**	**N/A**	**F**
Q4 Update to the Training Plan	**6/30/2023**	**N/A**	**F**
Q4 Update to the Staffing Plan	**6/30/2023**	**N/A**	**F**

7 – SYSTEM INTERFACE AND AGENCY APPLICATION REMEDIATION

See the Florida PALM Agency Status Report for November 2022 for an update on the progress and cost of each system interface and agency application remediation task, as provided by agencies, required for deployment of Florida PALM functionality.