

Change Request Information <i>(completed by PCR Requestor)</i>			
Requested by		Submitted By	
Name	Jennifer Reeves	Name	Kurt Meisner
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Email	Jennifer.Reeves@myfloridacfo.com	Email	Kurt.meisner@myfloridacfo.com
Title	Florida PALM Reporting Architect	Title	Application Development Lead
Requesting Department Name	Department of Financial Services	Date Requested	8/15/2022
PCR Need Description <i>(Include description of change, why it is needed, how it was discovered)</i>	<p>Background</p> <p>The Consolidated Revolving Account (CRA) system consists of a single bank account at a financial institution with the capability to track activity of multiple statewide participants using "sub-accounts". The consolidated revolving account concept allows state agencies to establish signatory authority, write checks, and fund disbursement activity on their individualized sub-account.</p> <p>A sub-account numbering system allows the Treasury to operate an internal system to sort and post transactions and prepare monthly statements.</p> <p>Only Risk Management (4344) and Highway Safety (0890) use positive pay files, which are shared with Wells Fargo. The remainder of CRA accounts do not use positive pay files, which makes it difficult for the bank to verify that checks are valid for cashing. The bank clears the checks assuming they are valid.</p> <p>Treasury requests a report to validate that the checks cleared by the bank are valid and there is no fraudulent activity.</p> <p>Deliverables and Deliverable Acceptance Criteria</p> <p>No new deliverables are created for this PCR.</p>		
Business Benefit/Justification <i>(Provide the tangible/intangible value(s) that support the for the Project's goals)</i>	Implementing this new CMR027 – CRA Fraud Report will systematically assist Treasury in monitoring checks cleared by the bank. It will also help to identify fraudulent activity if there is any.		
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>	Treasury does not have visibility into transactions where positive pay files are not being sent to the bank. Due to the absence of an internal control, fraudulent activity is not able to be tracked.		
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 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	
Initial Review <i>(completed by PMO Team)</i>			
PCR Title	CMR027 CRA Fraud Report		
Initial Review Date	8/15/2022	PCR ID	90
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
	Renee Hermeling		Assistant Director, A&A
	Jennifer Reeves		Reporting Architect
	Deana Metcalf		Functional Architect
	Stanton Beazley		Data Analyst
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		
Schedule	Changes not associated with Major Project Deliverables or Go/No-Go Decision due dates		
Cost	Changes within budgeted Spend Plan categories and no overall Project cost overrun		
Alternatives to Making the Change <i>(Describe solution options to fulfilling the change request)</i>	Viable		
	<input type="radio"/> Yes <input checked="" type="radio"/> No		
Risk(s) Associated with Making the Change	Risk Category		
	None identified		
	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		Addition of new report.	
Critical - Adjustment requiring ESC acceptance			
Project Cost Impact		The cost for this PCR will utilize the available custom reports as defined in section 4.6 Reporting of Attachment 1-A5 Statement of Work.	
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
Totals			Utilize 1 Custom Report Item

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

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

TIER 2 *(when applicable)*

 Signature

 Date

Steven Fielder, Chair
 Florida PALM Executive Steering Committee