

# Florida **PALM**

Planning, Accounting, and Ledger Management



# EXECUTIVE STEERING COMMITTEE

DEPARTMENT OF FINANCIAL SERVICES

FEBRUARY 27, 2023



# PROJECT RISKS/ISSUES AND BUDGET

TOMMY WERNER



# Florida PALM Project Update

## Budget – Fiscal Year 22-23

### FY 2022-2023 Spend Plan Summary As of February 17, 2023

Category	Projected FYTD	Incurred FYTD	Released FYTD	Release Remaining
<b>FLAIR System Replacement</b>	<b>\$15,860,514</b>	<b>\$14,602,881</b>	<b>\$20,100,103</b>	<b>\$5,497,222</b>
CMS Remediation and Stabilization	\$1,000,000	\$1,000,000	\$1,000,000	\$0
Production Support	\$4,916,493	\$4,930,147	\$6,131,839	\$1,201,692
Oracle Software and Maintenance	\$828,595	\$827,922	\$1,114,424	\$286,502
Operational Project Administration	\$121,973	\$55,651	\$135,620	\$79,969
Staff Augmentation	\$657,616	\$519,281	\$1,073,300	\$557,019
Information Warehouse Assessment	\$487,096	\$487,096	\$500,000	\$12,904
Facilities and Maintenance	\$555,530	\$555,530	\$714,420	\$158,890
Revert/Appropriate from FY 21-22	\$7,293,211	\$6,227,254	\$8,392,500	\$2,165,246
Implementation Services	\$0	\$0	\$1,035,000	\$1,035,000
Contingency	\$0	\$0	\$0	\$0
Settlement Agreement	\$5,991,399	\$5,991,399	\$5,991,399	\$0
Salaries & Benefits	\$3,569,976	\$3,424,799	\$6,525,356	\$3,100,557
HR Transfer and Risk Management Insurance	\$19,207	\$19,269	\$23,377	\$4,108
<b>Total:</b>	<b>\$25,441,096</b>	<b>\$24,038,348</b>	<b>\$32,640,235</b>	<b>\$8,601,887</b>



# Florida PALM Project Update

## Risks and Issues 22-23

- ▶ Since the last ESC meeting, no Risks or Issues have been opened or closed
- ▶ Issue 27 – Schedule delays prevented a fully committed Project schedule
- ▶ There are no open Risks with a score of 15 or greater



# INDEPENDENT VALIDATION AND VERIFICATION (IV&V)

CONTENT PROVIDED BY  
PUBLIC CONSULTING GROUP



# IV&V Update

## Amendment 8 Attachments Reviewed in 2023

- ▶ IV&V received and reviewed the Amendment 8 Statement of Work and Definitions documents.
- ▶ IV&V discussed our questions on the documents with Florida PALM, Project Team representatives and DMS during the week of 02/06/2023.
- ▶ IV&V provided the results of the review and recommendations on 02/10/2023.
- ▶ IV&V's review included recommendations for some items to have the contractual language updated. DFS has stated some of those items already have language in additional contract documents. IV&V is reviewing to determine if any items are sufficiently covered elsewhere and will provide an update to any recommendations if needed.



# IV&V Update

## Amendment 8 Attachments Pending Review in 2023

The Florida PALM IV&V Team is scheduled to receive and review these remaining Amendment 8 documents:

Attachments	Description	IV&V Review Dates*
8	Deliverable Acceptance Criteria	TBD
2	Payment Schedule	TBD
5	Business Requirements	TBD

*\*IV&V review dates are determined based on the direction from the Florida PALM Contract Manager; IV&V review will occur after the negotiation with the SSI Vendor and before the documents are submitted to the ESC for review.*



# IV&V Update

## User Stories

- ▶ During IV&V's review of Amendment 8, IV&V noted that there is no plan to implement User Stories for the Financials and Payroll Waves.
- ▶ User Stories are an integral part of a development project as they document user processes and can be used to test the system once configured. They also allow users to understand how they will accomplish tasks in Florida PALM by referencing what a user does by role.
- ▶ IEEE 830, PMBOK®, and the BABOK® Guide all recognize User Stories as a critical part of the end user perspective.
- ▶ For best implementation practice, User Stories should be linked to associated requirements from the Requirements Traceability Matrix and business process models.



# IV&V Update

## Florida PALM Project Monthly Agency Status Reports

- ▶ The Florida PALM Project Team is required to provide monthly Status Reports with Agencies' ongoing Project efforts required for deployment of PALM functionality (*General Appropriation Act FY 22-23, Specific Appropriation 2395*).
- ▶ IV&V is reviewing the Agency Status Reports, validating that the information conveyed is complete and accurate.
- ▶ Additionally, IV&V is reviewing industry best practices in relation to status reporting and engagement, and leveraging our experience to assess what has worked in similar projects conducted in other states.
- ▶ Once our review is complete, IV&V will share the results and recommendations with the Florida PALM Project Team.



# IV&V Update

## Readiness Workplan

- ▶ The Florida PALM Project Readiness Team uses the Readiness Workplan to assign agencies tasks to engage them in analyzing their current FLAIR processes and prepare for upcoming PALM Financials and Payroll waves.
- ▶ The Florida PALM IV&V Team completed a review of the Florida PALM Project Readiness Workplan.
- ▶ In this review, IV&V interviewed the Florida PALM Project Team and selected agencies and studied active Readiness Workplan tasks and related materials.
- ▶ This review is provided in a report scheduled for distribution on 02/24/2023.



# IV&V Update

## Open Findings

- ▶ IV&V currently has no Open Findings



# IV&V Update

## Florida PALM Comprehensive Assessment

- ▶ Submitted Comprehensive Assessment Draft Report Deliverable #6 on 02/01/2023.
- ▶ Submitted Draft report to DFS on 02/14/2023
- ▶ Feedback on the Draft report received from DFS on 02/22/2023
- ▶ Working with DFS on timeline for implementing recommendations

**Next Step:** Submit Comprehensive Assessment Final Report Deliverable #7 to DMS



# PROJECT UPDATE

TANNER COLLINS, JIMMY COX,  
TONY LLOYD



# Florida PALM Project Update

## New Investment Accounting Solution

- ▶ Florida Treasury Client and Account have been set up in Clearwater
- ▶ Lot Level Assets and Transactions have been loaded into the system
- ▶ Reconciliation of the data between Treasury, Bloomberg, and Bank of New York is currently underway
- ▶ Next steps after reconciliation, is to load Custom Entry File (GLI006)
  - Currently set to take place beginning in April



# Florida PALM Project Update

## Advisory Council

- ▶ Advisory Council Report Out
  - Requirements Review



# Florida PALM Project Update

## Advisory Council

Monday	Tuesday	Wednesday	Thursday	Friday
		1 10:00 a.m. – 4:00 p.m. Disburse Funds	2 10:00 a.m. – 12:00 p.m. Assets  2:00 – 4:00 p.m. Setup COA; GL Journal Processing	3 10:00 a.m. – 12:00 p.m. Q&A session for the current week’s topics
6 10:00 a.m. – 12:00 p.m. Record Receivables and Collect Funds	7 10:00 a.m. – 4:00 p.m. Budget Control and Management; Cash Control and Management; Perform Closing	8 10:00 a.m. – 12:00 p.m. Setup and Maintain Grants; Setup and Maintain Projects  2:00 – 4:00 p.m. Contracts (Disbursements and Revenue); InterUnit Transactions; Offsets; Banking	9 10:00 a.m. – 12:00 p.m. Transaction Edits and Controls; Security  2:00 – 4:00 p.m. Reporting; Technical	10 10:00 a.m. – 12:00 p.m. Q&A session for the current week’s topics
13 10:00 a.m. – 12:00 p.m. Payroll	14 2:00 – 4:00 p.m. Q&A session for all topics	15 10:00 a.m. – 12:00 p.m. Florida PALM Advisory Council Meeting (including requirement Q&A)	16	17



# Florida PALM Project Update

## Advisory Council

Proposed Updates	Count
Implemented in CMS wave	547
No Change	2425
Proposed Cancel	121
Proposed Implementation Period Change	287*
Proposed New	162*
Proposed Rewrite	174*
Proposed Rewrite, Proposed Implementation Period Change	22*
<b>Grand Total</b>	<b>3738</b>

\*1 implementation period change and 16 rewrites (4 to new requirement text) were based on AC requirement review feedback



# Florida PALM Project Update

## Advisory Council

Topic	Implemented in CMS Wave	Financials	Payroll	Optional Services	Final Count (Excludes Propose Cancel)
Assets		335		3	338
Banking	144	5		4	153
Budget Control & Management	2	315		9	326
Cash Control & Management	4	33			37
Contracts		6		120	126
Disburse Funds	9	540		10	559
General Ledger Journal Processing	77	103		10	190
InterUnit Transactions		23			23
Payroll			244	4	248
Perform Closing	27	39			66
Record Receivables and Collect Funds	122	128		148	398
Reporting		61		36	97
Security	9	36			45
Set up COA	58	77			135
Setup and Maintain Grants		35		183	218
Setup and Maintain Projects		85		156	241
Technical	98	275		15	388
Transaction Edits and Controls	11	18			29
<b>Grand Total</b>	<b>561~</b>	<b>2114</b>	<b>244</b>	<b>698</b>	<b>3617</b>

~ 900 requirements were implemented in CMS Wave; Of those, 561 reflect the requirements with no additional implementation effort in future waves



# Florida PALM Project Update

## Production Support

- ▶ PeopleSoft PeopleTools 8.59 Upgrade
  - Applied to the PeopleSoft Florida PALM application
  - Scheduled to go Live in Florida PALM the weekend of March 10<sup>th</sup>
- ▶ Homepage Changes
  - Global Search Bar
  - Quick Access Bar
  - Homepage Selector
  - Homepage Numbering
- ▶ Process Monitor Improvements



# Florida PALM Project Update

## Amendment 8

- ▶ Amendment 8 Attachment Review



# UPCOMING

JIMMY COX



# Florida PALM Project Update

## Amendment 8 Review Schedule

### ▶ Updated Review Schedule

	Contract Document	Review Effort	To ESC for Review	ESC Meeting
✓	SSI Contract	Minimal	Nov. 23, 2022	Dec. 14, 2022
✓	Att. 10 – Service Level Agreement	Moderate	Nov. 23, 2022	Dec. 14, 2022
N/A	Att. 12 – Parent Company Agreement	Minimal	Nov. 23, 2022	Dec. 14, 2022
N/A	Att. 13 – Software Source Code	Minimal	Nov. 23, 2022	Dec. 14, 2022
✓	Att. 1 – Statement of Work	Major	Feb. 10, 2023	Feb. 27, 2023
✓	Att. 6 – Definitions	Minor	Feb. 10, 2023	Feb. 27, 2023
	Att. 2 – Payment Schedule	Moderate	March 6, 2023	March 27, 2023
	Att. 8 – Deliverable Acceptance Criteria	Major	March 6, 2023	March 27, 2023
	Att. 5 – Business Requirements	Major	March 6, 2023	March 27, 2023



# Florida PALM Project Update

## Upcoming Meetings

- ▶ March 21 – CCN Town Hall
- ▶ March 27 – 31 (Monday – Friday) – ESC Meetings
  - 3/27 Regular Monthly Meeting
  - 3/28 – 3/31 Amendment 8 Discussions



# CONTACT INFORMATION

[FLORIDAPALM@MYFLORIDACFO.COM](mailto:FLORIDAPALM@MYFLORIDACFO.COM)

[MYFLORIDACFO.COM/FLORIDAPALM](https://MYFLORIDACFO.COM/FLORIDAPALM)

