

Florida Department of Financial Services Planning, Accounting, and Ledger Management Project

IV&V Monthly Assessment Report August 2023

September 13, 2023

Contract: 80101507-IVV-15-1

Engagement: P0058889



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Executive Overview

IV&V Services Start Date	IV&V Services End Date	IV&V Reporting Period
07/01/2023	6/30/2024	8/1/23 – 8/31/23

Project Health Summary

The Florida PALM Independent Verification and Validation (IV&V) Team assesses the overall health of the Florida PALM Project as remaining Low Risk (Green) in August. The Schedule Risk and Resource Risk remain mid-Green, with Scope Risk shifting to high-Green in August.

The Florida PALM IV&V Team assesses the Florida PALM Project Schedule remaining mid-Green due to the improved Schedule Performance Indicator (SPI), but with continued room for SPI improvement as there are still tasks reporting late. There are no immediate concerns with late tasks impacting the critical path. The Florida PALM Project Team is proactively reassigning and onboarding new resources to balance the workload and mitigate potential risks as the Project progresses through the timeline and the workload increases. These actions are to avoid increased schedule delays, including potential delays to the critical path.

The Florida PALM IV&V Team assesses the Florida PALM Project Governance Risk as remaining Green in August. Project governance processes functioned as expected in all areas. The IV&V Team discussed the data behind some Service Level Expectation (SLE) results with the Florida PALM Project Team. Still, the outcome of this discussion does not impact the outcome of the SLE measures or the criteria used for the SLE queries. The Executive Steering Committee approved the new Bimonthly Agency Readiness Status Report in August. Previous IV&V review of this report found.

The Florida PALM IV&V Team assesses the Change Readiness and Engagement Risk as remaining Green in August. The IV&V Team reviewed the Florida PALM Readiness Workplan in the drafting progress and found the draft to be of good quality. Execution will depend on Agency engagement.

Segment I Functional Designs (FDs) were all approved by August 4 as scheduled; however, about 19% of the FD reviews were approved more than one week past the target date. The number of FDs planned for Segment II is 70% greater than Segment I. The Project is implementing lessons learned to streamline the review process when possible and adding resources to the Payroll team. The amount of work associated with Segment II is one of the factors for increasing the risk level, although it is still in the Low-Risk area.

Overall Risk



The Florida PALM IV&V Team assessed the overall Risk to the Florida PALM Project as remaining Low Risk (Green). Consistent with the Florida PALM Project IV&V Management Plan, the Green rating is the possibility of a slight impact on product quality, manageability, cost, or schedule.



How to Interpret Risk Rating Dials

Each month, the Florida PALM IV&V Team will rate the Florida PALM Project’s Risk in terms of its respective Schedule, Scope, and Resources. The dials include an intuitive Green-Yellow-Red spectrum, where Green indicates a positive status or “Low” Risk rating, Yellow represents “Medium” Risk, and Red indicates a “High” Risk rating. A black hand on the dial represents the IV&V’s current monthly rating. Any grey hand on the dial shows that IV&V has changed its rating (increased or decreased) compared to the previous month.

Schedule

The Florida PALM IV&V Team assessed the ongoing management of the Florida PALM Project Schedule and continues to identify the Risk as Low Risk (Green) in August as the Impact and Probability remain at Level Two (2) to be Unlikely Probability and Minor Impact. The end-of-month Florida PALM project schedule has improved upon the Schedule Performance Index (SPI) since the July report, but it is showing as red. The Florida PALM IV&V Team understands that fluctuation among an SPI early in a project schedule is common. The IV&V Team is closely monitoring the tasks that directly or may indirectly impact the critical tasks leading to Stage Gate 1: Ready for Build, and there are no risks or issues at this time. Key Project Decisions, the acceptance of Deliverable Expectation Documents by the Florida PALM Project, and the completion of the Segment I Design tasks have all contributed to the improved SPI. The Florida PALM PMO Team also updated the tracking processes and methods to allow for a more accurate depiction of project

schedule tasks. These are improvements to the project schedule, but the increased workload remains part of the Segment II tasks. The Florida PALM Project Team is implementing a shift in workload for the functional teams, allowing for an increased distribution of resources to aid in the increased workload to keep the project schedule on track. The IV&V Team supports the proactive approach to mitigate workload and resource issues that may have impacted the critical path. The IV&V Team will monitor these changes as well as the stabilization of the project schedule throughout September.

Scope

The Florida PALM Project Team continues actively working and progressing through design sessions. As scheduled, the Functional Design (FD) specifications for Segment I were all approved by 8/4/2023. Although the milestone for approval of all Segment I specifications was completed on time, about 19% were approved more than one week later than expected. Fifty-two specifications were part of Segment I, but there are 88 planned for Segment II, a nearly 70% increase. There is also parallel work to complete configuration workbooks during Segment II. The Florida PALM Project has implemented lessons learned into the Segment II design approval process and added resources to address the workload in the Payroll area.

The Florida PALM IV&V team reviewed D636 – Completion of Solution Design (Requirements) – Segment I. It noted discrepancies between the deliverable and the working versions of the Requirement Traceability Matrix and the Report, Interface, Conversion, Extension, Form, and Workflow (RICEFW) inventory. The Florida PALM IV&V Team will also be providing more details on the Life Cycle Management (LCM) tools the Florida PALM Team could consider for managing requirement traceability throughout the project lifecycle. Overall, the Florida PALM IV&V Team still considers Scope a Low Risk (Green) area but recognizes that the risk level has increased since last month.

Resources

The Florida PALM IV&V Team assesses the Florida PALM Project Resources as remaining Low Risk (Green) in August. The Florida PALM Project Team and the SSI Vendor have been adding staff to their teams to accommodate the increased workload of the next Design Segments and future Project Stages. While the expansion will allow for more resources to handle tasks, a period of adjustment will occur as the staff becomes acquainted with the Florida PALM Project. The SSI Vendor's new PMO Lead was onboarded in August, representing a change in a key position. The Florida PALM IV&V Team will monitor the acclimation of new resources to ensure the effective continuation of Florida PALM Project activities.

Findings

The Florida PALM IV&V Team uses its proprietary Eclipse IV&V® methodology to define the types of Findings used in our IV&V practice:

- **Issue:** an event or condition that has already happened and has impacted or is currently impacting the Project objectives. There is no uncertainty or probability aspect associated with an issue. The issue probability rating is automatically set to the value five as the issue, by definition, has already occurred.
- **Risk:** an uncertain event or condition that, if it occurs, has a positive or negative effect on one or more project objectives such as scope, schedule, cost, or quality.
- **Preliminary Concern:** a condition, based on observations, where the Florida PALM IV&V Team has concerns but may have “limited visibility” of the subject area. More analysis and a better understanding of the Concern are necessary before classifying the item as a Risk or Issue and assessing the potential impact. This Finding may serve as notice of a concern the Florida PALM IV&V Team is researching.

Readers can find the definitions for probability, impact, and priority rating in Appendix A of this document and the IV&V Management Plan.

New Findings

No new Findings were opened during the month of August.

Updated Findings

No Findings remained open at the end of August.

Closed Findings

No Findings were closed in August.

IV&V Activities Completed

This section discusses the activities performed by the Florida PALM IV&V Team during the reporting period. This is not intended to be an exhaustive detailing of the activities but a high-level description.

Meetings Attended

This section contains the meetings the Florida PALM IV&V Team attended, detailing the event's subject, purpose, and timing during the reporting period.

Note: The Florida PALM IV&V Team attendees will only be tracked for meetings conducted by the Florida PALM IV&V Team.

Meeting Subject/Name	Purpose	Date/Time
Payroll Work Session	Review And Discuss Payroll Related Business Processes and Functional Design Considerations	8/1/23 8:30 AM - 11:00 AM
Project, Grants and Contract Working Session	Review Status of Current and Upcoming Tasks Related to Project, Grant, or Contract Functionality	8/1/23 9:30 AM - 11:00 AM
Tuesday Task Talk	Introducing Task 328 – Document Current Agency Business Processes	8/1/23 10:00 AM - 10:30 AM
Readiness Team	Readiness Team Weekly Planning Meeting	8/1/23 1:00 PM - 2:00 PM
Florida PALM Design Disposition with A&A and OIT/Treasury	Review of Design Dispositions with A&A, OIT, And Treasury	8/1/23 1:00 PM - 3:00 PM
Project Director Design Dispositions	Review Design Disposition Options with Project Director	8/1/23 3:00 PM - 5:00 PM
PR Work Session	Payroll Work Session	8/2/23 9:00 AM - 12:00 PM
BOSP/Florida PALM Payroll Business Process Work Session	Review Business Process Models With Bureau of State Payrolls (BOSP)	8/2/23 2:00 PM - 4:00 PM

Meeting Subject/Name	Purpose	Date/Time
PPA Team Working Session	PPA Team Working Session	8/2/23 2:00 PM - 4:00 PM
Payroll Accounting	Discuss Payroll Accounting Business Process Flow	8/3/23 9:00 AM - 11:00 AM
FL PALM/Citrus Meeting	Meeting to Discuss Task 327 Progress	8/3/23 9:30 AM - 10:00 AM
RW Review	Review of the Draft Readiness Workplan	8/3/23 10:30 AM - 12:00 PM
PR Work Session	Payroll Work Session	8/3/23 1:00 PM - 4:00 PM
Disposition Discussions with A&A/OIT/Treasury	Review of Design Dispositions with A&A, OIT, And Treasury	8/3/23 2:00 PM - 4:00 PM
BOSP/Florida PALM Payroll Business Process Work Session	Review Business Process Models With Bureau of State Payrolls (BOSP)	8/4/23 2:30 PM - 4:30 PM
Payroll Business Process Model Review	Review and Update Payroll Business Process Models	8/7/23 8:00 AM - 10:00 AM
Reporting Work Products	Review of Work Product Status For Reporting Team	8/7/23 10:00 AM - 11:30 AM
Functional Operational Team Meeting	Deliverable and Work Product Status Updates	8/7/23 1:00 PM - 2:00 PM
TRP Working Session	Trp Working Session	8/7/23 2:05 PM - 4:00 PM
PPA Team weekly meeting	PPA Team Weekly Status Meeting	8/7/23 2:00 PM - 4:00 PM
Payroll Business Process Model Review	Review and Update Payroll Business Process Models	8/8/23 08:00 AM - 10:30 AM

Meeting Subject/Name	Purpose	Date/Time
Project, Grants, & Contract Working Session	Review Status of Current And Upcoming Tasks Related to Project, Grant, or Contract Functionality	8/8/23 9:35 AM - 11:00 AM
FLPALM Dispositions with A&A/OIT/Treasury	Review of Design Dispositions With A&A, OIT, and Treasury	8/8/23 1:00 PM - 3:00 PM
Payroll Working Session	Review and Discuss Payroll Related Business Processes and Functional Design Considerations	8/8/23 1:00 PM - 4:00 PM
PMO Weekly Checkpoint	Weekly Checkpoint for PMO	8/8/2023 3:00 PM - 4:00 PM
Payroll Working Session	Review and Discuss Payroll Related Business Processes and Functional Design Considerations	8/9/23 9:00 AM - 11:00 AM
CRAIDL Meeting	Review of Florida PALM Project CRAIDL Logs	8/9/23 11:00 AM - 12:00 PM
Segment I Agency Design Engagement	Planning Agency Engagement for Review Of Segment I Designs	8/9/23 01:00 PM - 02:00 PM
BOSP/Florida PALM Payroll Business Process Work Session	Review Business Process Models with Bureau of State Payrolls (BOSP)	8/9/23 2:00 PM - 4:00 PM
PPA Team Working Session	PPA Team Working Session	8/9/23 2:00 PM - 4:00 PM
FACTS Field Mapping Discussion	Meeting With FACTS Team to Discuss Field Mapping to Florida PALM	8/9/23 4:00 PM - 4:30 PM
Payroll Business Process Model Review	Review and Update Payroll Business Process Models	8/10/23 8:30 AM - 10:30 AM
RW Review	Review of the Readiness Workplan Draft	8/10/23 10:30 AM - 12:00 PM

Meeting Subject/Name	Purpose	Date/Time
FLPALM/FDOT Project Costing Discussion	Discuss the Project Cost Risk and Gain an Understanding of the Payroll Aspect of Projects	8/10/23 1:00 PM - 2:00 PM
Payroll Working Session	Review and Discuss Payroll Related Business Processes and Functional Design Considerations	8/10/23 2:00 PM - 3:00 PM
RDNS/RW Meeting	Review of Readiness Workplan	8/11/23 8:30 AM - 10:00 AM
Week-end Managers Checkpoint	Week-end Managers Checkpoint Meeting	8/11/23 10:00 AM – 12:00 PM
Interunit discussion	Interunit Accounting Design Discussion	8/11/23 11:00 AM - 12:00 PM
Project, Grants, & Contract Working Session	Review Status of Current And Upcoming Tasks Related to Project, Grant, or Contract Functionality	8/11/23 9:35 AM - 11:00 AM
Cross Team Collaboration	Cross-Team Meeting on Design Topics	8/11/23 1:00 PM - 2:30 PM
BOSP/Florida PALM Payroll Business Process Work Session	Review Business Process Models With Bureau of State Payrolls (BOSP)	8/11/23 2:30 PM - 4:30 PM
Payments and Assets Team Planning meeting	Planning PPA Activities for the Coming Week	8/14/23 8:30 AM - 09:00 AM
AR Config Working Session	Discussion on Configuration for AR Items	8/14/23 9:30 AM - 11:00 AM
TRP Working Session	TRP Working Session	8/14/23 2:05 PM - 4:00 PM
100.7 Payroll Accounting Review	Review of BPM 100.7 Flow	8/15/23 10:00 AM - 12:00 PM
Weekly PUM Upgrade Touchpoint Meeting	Touchpoint on Progress of PUM Upgrade	8/15/23 1:30 PM - 2:00 PM

Meeting Subject/Name	Purpose	Date/Time
Payroll Work Session	Review And Discuss Payroll Related Business Processes And Functional Design Considerations	8/15/23 1:00 PM - 3:00 PM
PMO Weekly Checkpoint	Weekly Checkpoint For Accenture and Florida PALM PMO Teams	8/15/23 3:00 PM - 4:00 PM
Payroll Business process model review	Review and Update Payroll Business Process Models	8/16/23 8:00 AM - 10:00 AM
Advisory Council Meeting	August Advisory Council Meeting	8/16/2023 10:00 AM - 12:00 PM
Payroll Work Session	Review and Discuss Payroll Related Business Processes and Functional Design Considerations	8/16/23 10:00 AM - 12:00 PM
TRP Touchpoint-FACTS Data Interface Analysis	Analysis of FACTS Field Mapping and Data Interface	8/16/23 1:00 PM - 2:00 PM
APE007/APE016 Accounting Entries Discussion	Discussion on Extension Design Options	8/16/23 2:00 PM - 4:00 PM
BOSP/Florida PALM Payroll Business Process Work Session	Review Business Process Models With Bureau of State Payrolls (BOSP)	8/16/23 2:00 PM - 4:00 PM
SDW004 -SpeedKey Request Workflow - Pre FD Discussion	Planning for SDW004 Functional Design	8/17/23 8:00 AM- 09:30 AM
Payroll Business process model review	Review and Update Payroll Business Process Models	8/17/23 8:30 AM- 10:30 AM
Ticket Triage Meeting	Review of Open Production Support Tickets	8/17/23 9:30 AM- 10:30 AM
TRP FD Discussion (ARI009, ARI006)	Developing Functional Design for ARI006 And ARI009	8/17/23 9:45 AM- 11:15 AM
FLHSMV Hireback/Payroll	Review and Discuss The FLHSMV Hireback Process	8/17/23 10:30 AM - 12:00 PM

Meeting Subject/Name	Purpose	Date/Time
PALM & FL[DS] Touchpoint	Review of Florida PALM Project Schedule, Spend Plan, and Monthly Status Report	8/17/23 11:00 - 11:30 AM
DOS/FL PALM Monthly Readiness Touchpoint	Review and Discuss Design and Implementation Activities	8/17/23 2:00 PM - 3:00 PM
Florida PALM Disposition Discussions with A&A/OIT/Treasury	Review of Design Dispositions With A&A, OIT, and Treasury	8/17/23 2:00 PM - 4:00 PM
Florida PALM Change Advisory Board (CAB) Meeting	Review of Project and Production Changes	8/17/23 3:30 PM - 4:00 PM
Existing FD Discussion - GLI011	Discussion on Functional Design For GLI011	8/18/23 8:00 AM- 09:30 AM
Payroll Requirements Review	Review of Existing Payroll Requirements	8/18/23 8:30 AM- 11:00 AM
Cross Team collaboration	Cross-Team Meeting on Design Topics	8/18/23 1:00 PM - 02:30 PM
Payroll Discussion	Review and Discuss Payroll Related Business Processes and Functional Design Considerations	8/18/23 1:30 PM - 03:30 PM
Agency Engagement for Segment I	Planning Agency Engagement on Segment I Design Review	8/18/23 4:00 PM - 5:00 PM
API028, POI003, POC001, and KKI008 Internal Project Discussion	Review of Various Module Designs	8/21/23 9:00 AM - 10:00 AM
Functional Leads Touchpoint	Touchpoint Between Functional Leads of Different Teams	8/21/23 10:30 AM - 11:30 AM
Functional Operational Team Meeting	Deliverable and Work Product Status Updates	8/21/23 1:00 PM - 2:00 PM
PPA Team Weekly Meeting	Weekly Planning Meeting For PPA Team	8/21/23 2:00 PM - 3:00 PM

Meeting Subject/Name	Purpose	Date/Time
Segment II FD Planning	Planning Approach To Segment II Functional Designs	8/21/23 3:00 PM - 4:00 PM
AP/PO Pre-FD/FD Discussion	Functional Design Planning	8/22/23 8:00 AM - 9:30 AM
Interunit discussion	Interunit Accounting Design Planning Discussion	8/22/23 9:30 AM - 10:30 AM
Payroll Work Session	Review and Discuss Payroll Related Business Processes and Functional Design Considerations	8/22/23 8:30 AM - 9:30 AM
Florida PALM Disposition Discussions	Review of Design Disposition Log and Disposition Open Items	8/22/23 10:00 AM - 12:00 PM
BOSP/Florida PALM Touchpoint	Touchpoint Between BOSP and Florida PALM Project Team to Discuss Payroll Requirements	8/22/23 10:00 AM - 11:00 AM
Florida PALM Disposition Discussion: A&A/OIT/Treasury	Review of Design Dispositions With A&A, OIT, And Treasury	8/22/23 1:00 PM - 03:00 PM
Weekly PUM Upgrade Touchpoint Meeting	Touchpoint on Progress of PUM Upgrade	8/22/23 1:30 PM - 02:30 PM
Project Director Design Disposition	Review Design Disposition Options With Project Director	8/22/23 3:00 PM - 5:00 PM
DMS/Florida PALM Readiness Touchpoint	Review And Discuss Design And Implementation Activities	8/22/23 3:00 PM - 4:00 PM
AP/PO Pre-FD/FD Discussion	Discussion of Functional Design Items For AP/PO	8/23/23 8:00 AM - 9:30 AM
Enterprise Transaction Discussion	Planning Enterprise Transaction Requirements	8/23/23 10:00 AM - 12:00 PM
TRP Working Session	TRP Working Session	8/23/23 1:05 PM - 2:35 PM

Meeting Subject/Name	Purpose	Date/Time
PPA Team Weekly Meeting	Weekly Planning Meeting	8/23/23 2:00 PM - 04:00 PM
Florida PALM Executive Steering Committee Meeting	August Executive Steering Committee Meeting	8/23/23 2:00 PM - 4:00 PM
FDC & FCOR Readiness Touchpoint	Review and Discuss Design and Implementation Activities	8/23/23 3:00 PM - 4:00 PM
AP/PO Pre-FD/FD Discussion	Discussion of Functional Design Items For AP/PO	8/24/23 8:00 AM - 9:30 AM
Payroll Business Process Model Review	Review and Update Payroll Business Process Models	8/24/23 9:00 AM - 11:00 AM
Final planning session: CTE001 Contract Info Page and GME001 Grant Info Page	Design Planning For CTE001 and GME001	8/24/23 9:35 AM - 11:00 AM
Florida PALM Disposition Discussions with A&A/OIT/Treasury	Review of Design Dispositions With A&A, OIT, And Treasury	8/24/23 2:00 PM - 4:00 PM
AP/PO Pre-FD/FD Discussion	Discussion of Functional Design Items For AP/PO	8/25/23 8:00 AM - 9:30 AM
Interunit discussion	Interunit Accounting Design Planning	8/25/23 10:00 AM - 11:30 AM
Week-end Managers Checkpoint	Week-end Managers Checkpoint Meeting	8/25/23 10:00 AM – 12:00 PM
BOSP/Florida PALM Payroll Business Process Work Session	Review Business Process Models with Bureau of State Payrolls (BOSP)	8/25/23 2:30 PM - 4:30 PM
Design Planning Discussion	Design dispositions for Segment II	8/25/23 2:30 PM - 4:00 PM
Payroll BPM 100.3 Off Cycle Review	Review and update Payroll Business Process Models	8/28/23 8:30 AM - 11:30 AM
Accounting Entries Discussion	Discussion on managing accounting entries in PALM	8/28/23 9:00 AM - 10:00 AM

Meeting Subject/Name	Purpose	Date/Time
Functional Operational Team Meeting	Deliverable and Work Product status updates	8/28/23 1:00 PM - 2:00 PM
RW Review	Review of Readiness Workplan draft	8/28/23 1:00 PM - 2:00 PM
PPA Team Weekly Meeting	Weekly Planning Meeting	8/28/23 2:00 PM - 4:00 PM
Trp Working Session	Trp Working Session	8/28/23 2:05 PM - 4:00 PM
Djj/Florida Palm Readiness Touchpoint	Review and Discuss Design and Implementation Activities	8/28/23 2:30 PM - 3:30 PM
Tech Townhall Presentation Review/Update	Updates to Technical Liaisons Townhall Presentation	8/28/23 3:30 PM - 05:00 PM
AP/PO Pre-FD/FD Discussion	Discussion of Functional Design Items For AP/PO	8/29/23 8:00 AM - 9:30 AM
Payroll BPM 100.5 Miscellaneous Processing Narrative Review	Review and Update Payroll Business Process Models	8/29/23 9:00 AM - 12:00 PM
Tuesday Task Talk	Introduce Task 331 – Submit Bimonthly Agency Readiness Status Report	8/29/23 10:00 AM - 10:30 AM
Payroll BPM 100.7 Payroll Accounting Distributions Review	Review and Update Payroll Business Process Models	8/29/23 12:30 PM - 04:30 PM
Weekly PUM Upgrade Touchpoint Meeting	Touchpoint on Progress of PUM Upgrade	8/29/23 1:30 PM - 2:00 PM
Existing FD Discussion - GLW001	Discussion of Functional Design For GLW001	8/31/23 10:30 AM - 12:00 PM
FDOT/Florida PALM Touchpoint Meeting	Review and Discuss Design and Implementation Activities	8/31/23 1:00 PM - 2:00 PM

Meetings Conducted

This section contains the meetings the Florida PALM IV&V Team conducted during the reporting period.

Meeting Subject/Name	Purpose	Date/Time	Attendees
Florida PALM Project IV&V Weekly Review	Review Florida PALM IV&V Team Activities over the past week	8/4/23 9:30 AM – 10:00 AM	Florida PALM Project Director Florida PALM Deputy Project Director Florida PALM Contract Manager DMS IV&V Contract Manager Nicolle Suvada Hannah Sorber John Gunnufsen Srikanth Durvasula Rick Huff Sebastian Lende Preethi Kembhavi
Florida PALM Project IV&V Weekly Review	Review Florida PALM IV&V Team Activities over the past week	8/11/23 9:30 AM – 10:00 AM	Florida PALM Project Director Florida PALM Deputy Project Director Florida PALM Contract Manager DMS IV&V Contract Manager Nicolle Suvada Hannah Sorber John Gunnufsen Srikanth Durvasula Rick Huff Preethi Kembhavi

Meeting Subject/Name	Purpose	Date/Time	Attendees
Florida PALM Project IV&V Weekly Review	Review Florida PALM IV&V Team Activities over the past week	8/18/23 9:30 AM – 10:00 AM	Florida PALM Project Director Florida PALM Deputy Project Director Florida PALM Contract Manager DMS IV&V Contract Manager Nicolle Suvada Hannah Sorber John Gunnufsen Srikanth Durvasula Rick Huff Sebastian Lende Preethi Kembhavi
Florida PALM IV&V OCM SME Introduction	Introducing IV&V OCM SME Team Member to the Florida PALM Project Readiness Team	8/24/23 2:30 PM – 3:00 PM	Florida PALM Deputy Project Director Florida PALM Stakeholder Architect Florida PALM Readiness Team Manager Hannah Sorber Christi Jella Sebastian Lende
Florida PALM Project IV&V Weekly Review	Review Florida PALM IV&V Team Activities over the past week	8/25/23 9:30 AM – 10:00 AM	Florida PALM Project Director Florida PALM Deputy Project Director Florida PALM Contract Manager DMS IV&V Contract Manager Nicolle Suvada Hannah Sorber John Gunnufsen Srikanth Durvasula Rick Huff Sebastian Lende Preethi Kembhavi

Meeting Subject/Name	Purpose	Date/Time	Attendees
Florida PALM CPI/SPI Discussion	Review of Florida PALM Project CPI and SPI metrics	8/25/23 3:00 PM - 3:30 PM	Florida PALM Project Director Florida PALM Deputy Project Director Florida PALM Contract Manager Nicolle Suvada Hannah Sorber John Gunnufsen

IV&V Deliverables and Documentation Submitted

The following are the materials the Florida PALM IV&V Team delivered to the Florida PALM Distribution List during the reporting month.

Deliverable Name	SOW ID	Date Submitted
Florida PALM IV&V Monthly Assessment Report July 2023	IVV4-D7	8/10/23
Florida PALM IV&V Mid-Month Status Report August 2023	IVV4-D6	8/18/23

Project Documentation Reviewed

During August, IV&V reviewed the following documents.

Subject	Document in Review	Description
Design	Requirements Traceability Matrix	Identifies where and how requirements will be met in Florida PALM.
	RICEFW Inventory	An inventory of all Florida PALM Reports, Interfaces, Conversions, Extensions, Forms, and Workflows.
	Design Work Unit Tracker	List of design work items and dates for completion of drafting, review, and approval of each item.
	Design Disposition Log	Captures and tracks design decisions that the Florida PALM Project will be dispositioned.
	D636 – Completion of Solution Design (Requirements) – Segment I	Summarizes Functional Design specifications approved as part of Segment I
	DED D636 Completion of Solution Design (Requirements) Segment I	Deliverable Expectation Document for D636
	DED D636 Attachment A	Schedule tasks associated with D636 and the various Segment I FDs
	DED D643 Updated System Testing Plan	Deliverable Expectation Document for D643
	AME002_FD - Asset Additional Field Extension.docx	Segment I Functional Design
	AMR042_FD - Asset Staging Report.docx	Segment I Functional Design
	APE004_FD - Prompt Pay Dates, Interest Calculation and Interest Voucher Creation Extension.docx	Segment I Functional Design

Subject	Document in Review	Description
Design	APE008_FD - Voucher Additional Field Extension.docx	Segment I Functional Design
	APE009_FD - Supplier Banking Security.docx	Segment I Functional Design
	APE015_FD - Restrict Bank Account Access on Vouchers.docx	Segment I Functional Design
	API002_FD Inbound Voucher Load.docx	Segment I Functional Design
	API023_FD - Outbound Stale Payments File to UP.docx	Segment I Functional Design
	API023-Outbound Stale Payments File to UP-Layout.xlsx	Interface Layout
	API026_FD - Inbound DOR Supplier Levy Flag.docx	Segment I Functional Design
	API026-Inbound DOR Supplier Levy Flag - Layout.xlsx	Interface Layout
	API030_FD - Inbound Authorized Bank Titles.docx	Segment I Functional Design
	API030-Inbound Authorized Bank Titles-Layout.xlsx	Interface Layout
	API031_FD - Outbound Voucher and Payment Extract.docx	Segment I Functional Design
	ARE002_FD - Same Day Deposit Verification Approval Extension.docx	Segment I Functional Design
	ARE006_FD - Asset ID.docx	Segment I Functional Design
	ARE007_FD - Supplier ID.docx	Segment I Functional Design
	ARI007_FD - Inbound Deposit Data.docx	Segment I Functional Design
	ARI007-Inbound Deposit Data-Layout.xlsx	Interface Layout

Subject	Document in Review	Description
Design	ARI010_FD - Inbound Deposit Spreadsheet Upload.docx	Segment I Functional Design
	ARI010-Inbound Deposit Spreadsheet Upload Layout.xlsx	Interface Layout
	ARI020_FD - Outbound Returned Items Data.docx	Segment I Functional Design
	ARI020-Outbound Returned Items Data-Layout.xlsx	Interface Layout
	ARR007_FD - Deposit Report.docx	Segment I Functional Design
	ARR020_FD - Reconciled Deposits Report.docx	Segment I Functional Design
	ARR021_FD - Unreconciled Deposits Report.docx	Segment I Functional Design
	ARR024_FD - Debit Memo.docx	Segment I Functional Design
	ARR070_FD - DOR Agency Deposit Report.docx	Segment I Functional Design
	CMF001_FD - Banking Services Request Form.docx	Segment I Functional Design
	CMR001_FD - Agency Bank Deposit Extract Report.docx	Segment I Functional Design
	SDE008_FD - Enforce System Generated Transaction ID Numbers.docx	Segment I Functional Design
	SDE009_FD - Edit Interface Transactions.docx	Segment I Functional Design
	GLF001_FD - Fund Questionnaire.docx	Segment I Functional Design
	GLF002_FD - ChartField Request Form.docx	Segment I Functional Design
	GLI001_FD - Outbound ChartField Values.docx	Segment I Functional Design
GLI001-Outbound ChartField Values - Layout.xlsx	Interface Layout	

Subject	Document in Review	Description
Design	GLI001-Sample Data_1.txt	Sample Data File
	GLI001-Sample Data_2.txt	Sample Data File
	GLI002_FD - Outbound Actuals Extract.docx	Segment I Functional Design
	GLI002 - Outbound Actuals Extract-Layout.xlsx	Interface Layout
	GLI002 - 43000_Sample_File.txt	Sample Data File
	GLI002 - 11000_Sample_File.txt	Sample Data File
	GLI004_FD - Inbound Budgetary Code Values.docx	Segment I Functional Design
	GLI004 - Inbound Budgetary Code Values - Layout.xlsx	Interface Layout
	GLI004 - Sample Data.txt	Sample Data File
	GLI017_FD - Outbound ChartField Combination Extract.docx	Segment I Functional Design
	GLI017-Outbound ChartField Combination Extract-Layout.xlsx	Interface Layout
	GLI017 - 43000 Sample Data.txt	Sample Data File
	GLI017 -11000 Sample Data.txt	Sample Data File
	GLI039_FD - Inbound ChartField Mass Spreadsheet Upload.docx	Segment I Functional Design
	GLI039-Inbound ChartField Mass Spreadsheet Upload-Layout.xlsx	Interface Layout
	GLI039-Sample Data.zip	Sample Data File
	GLI051_FD - Outbound Detail GL Journal.docx	Segment I Functional Design
	GLI051-Outbound Detail GL Journal-Layout.xlsx	Interface Layout
	GLI051 - Sample Data.txt	Sample Data File

Subject	Document in Review	Description
Design	GLW002_FD - ChartField Request Workflow.docx	Segment I Functional Design
	GLW003_FD - Fund Questionnaire Workflow.docx	Segment I Functional Design
	KKF001_FD - Override Request Form.docx	Segment I Functional Design
	KKI001_FD - Inbound Budget Journal.docx	Segment I Functional Design
	KKI001- Inbound Budget Journal Interface-Layout.xlsx	Interface Layout
	KKI001 - Agency Sample Data.txt	Sample Data File
	KKI001 - LASPBS Sample Data.txt	Sample Data File
	KKI002_FD - Inbound Appropriation Budget Ledger Reconciliation.docx	Segment I Functional Design
	KKI002 - Inbound Appropriation Budget Ledger Reconciliation - File Layout.xlsx	Interface Layout
	KKI002 - Sample Data.txt	Sample Data File
	KKI009_FD - Outbound Budget Detail Extract.docx	Segment I Functional Design
	KKI009 - Outbound Budget Detail Extract - File Layout.xlsx	Interface Layout
	KKI009 - Sample Data.txt	Sample Data File
	KKI012_FD - Inbound Budget Journal Spreadsheet Upload.docx	Segment I Functional Design
	KKI012-Inbound Budget Journal Spreadsheet Upload.xlsx	Interface Layout
	KKI012-Sample Data.xls	Sample Data File
KKR019_FD - Budget Detail Activity Report.docx	Segment I Functional Design	

Subject	Document in Review	Description
Design	KKR022_FD - Appropriations Budget Ledger Balances Reconciliation Report.docx	Segment I Functional Design
	KKW001_FD - Budget Journal Workflow.docx	Segment I Functional Design
	KKW002_FD - Override Request Workflow.docx	Segment I Functional Design
Readiness Workplan	I-WP126 Readiness Workplan WPED	Sets expectations for the development of the Readiness Workplan
	I-WP126 Readiness Workplan	List of Agency activities to support readiness for transition to Florida PALM

Project Governance Assessment



Project Governance Risk Rating

Project Governance Risk Assessment

In August, the Florida PALM IV&V Team assessed the Florida PALM Project Governance as Low Risk (Green). Project governance activities continued effectively in August. The new Florida PALM Bimonthly Agency Readiness Status Report format was approved in the Executive Steering Committee (ESC) meeting. This Report will provide information on the status of Agency readiness activities and planning to the ESC and other Florida PALM Project stakeholders. Additionally, the Florida PALM IV&V Team received responses to the remaining questions surrounding Service Level Expectation (SLE) data, none of which would impact SLE achievement.

Service Level Expectations (SLE) Metrics Analysis

The Florida PALM IV&V Team reviewed the criteria and data to determine if the SLE is met. The Florida PALM IV&V Team did not find any issues with the criteria used but identified some questions related to the data and its measurement. There is an outstanding ticket to Micro Focus (system performance monitoring tool vendor) to explain some of the data related to system response times. Other questions provided to the Florida PALM Project have been addressed. None of the questions raised by the IV&V team would have impacted the SLEs' achievement. Once the Florida PALM IV&V team can review the responses from Micro Focus, this analysis can be completed.

Florida PALM Bimonthly Agency Readiness Status Report

The Florida PALM Project Executive Steering Committee (ESC) approved the format of the Bimonthly Agency Readiness Status Report (Bimonthly Status Report) during the August ESC meeting. Per the Fiscal Year 23-24 Appropriations Bill, this report replaces the prior Agency Monthly Status Report. Agencies and other stakeholders in the Florida PALM Project had the opportunity to review the Bimonthly Status Report throughout July and August. Reviewers were tasked with ensuring the format and content would best serve the reporting needs of the Agencies and the ESC. The Florida PALM IV&V Team also reviewed the new Bimonthly Status Report for the quality of the initial proposal. It made suggestions for improvement to different aspects of the report—such as the report template's consistency, quality, and accompanying instructions. To ensure the best utilization of the report, Agencies and the Florida PALM Project Team should work together to ensure that the first reports are being completed promptly and comprehensively.

Change Readiness and Engagement Initiatives Assessment



Change Readiness and Engagement Initiatives Risk Rating

Change Readiness and Engagement Risk Assessment

The Florida PALM IV&V Team assesses the Change Readiness and Engagement Risk as remaining Low Risk (Green) in August. The Florida PALM Project Team worked to finalize the Florida PALM Readiness Workplan, which documents Agency readiness activities. The Florida PALM IV&V Team review of the process showed effective collaboration and a strong Readiness Workplan. The Florida PALM Project Team continues to work with enterprise partners to make determinations on interfacing and other design decisions on time.

Readiness Workplan

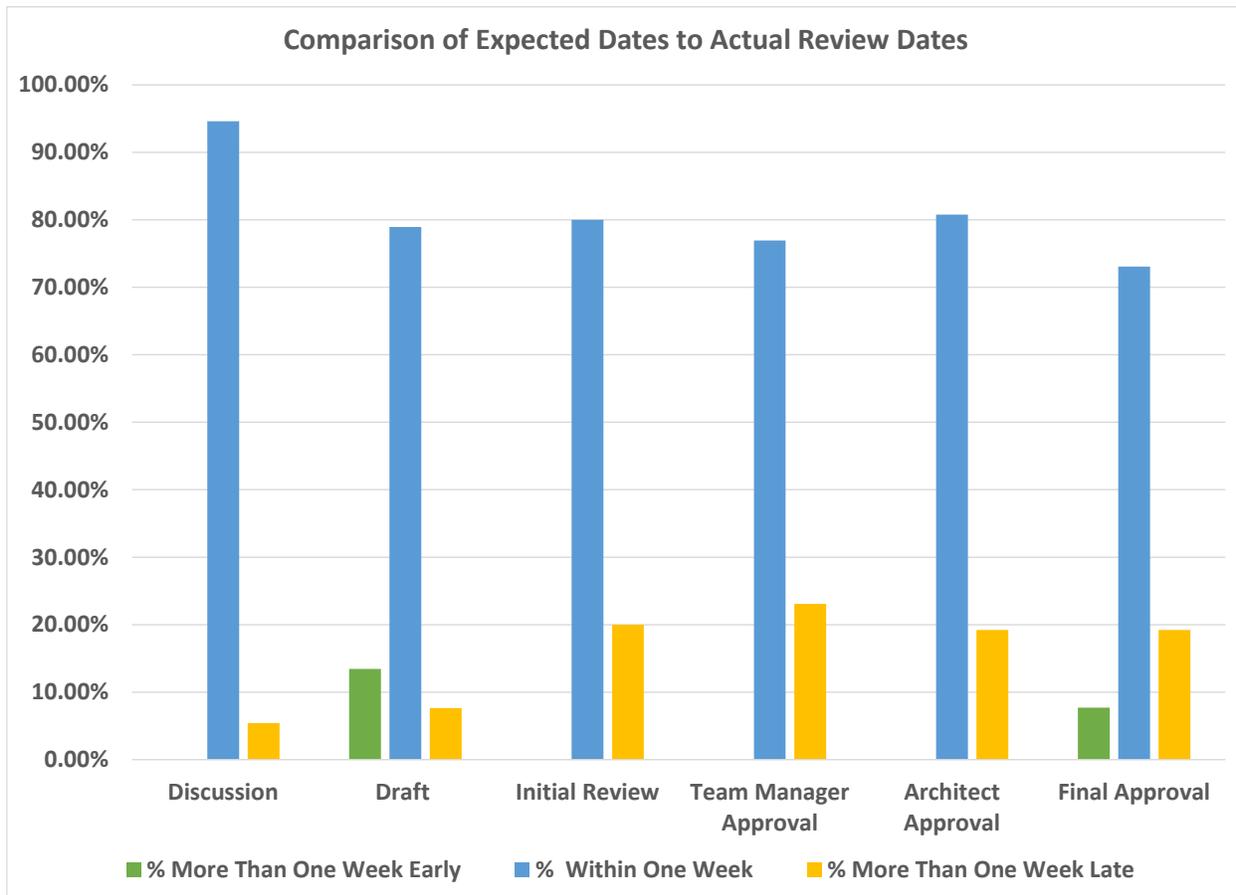
The Florida PALM Project Readiness Workplan, I-WP126, documents major activities that Agencies will perform to support their transformation to Florida PALM. Activities generally align with the different stages of the Florida PALM Project to move Agencies through them logically. Additionally, the Readiness work plan covers reporting that Agencies will conduct to inform the Florida PALM Project Team, Executive Steering Committee, and other stakeholders of their change readiness status. In August, the Florida PALM Project Readiness Team performed most of the development, including meeting with functional team leads, the Project Management Office, the SSI Vendor, and Florida PALM Project leadership to review the assumptions and timeline of activities. The Florida PALM IV&V Team observed the drafting and review process across various meetings and reviewed the Work Product as it was developed.

Drafting and review procedures were performed well at all stages. The Florida PALM Project Readiness Team considered many assumptions about the Agencies and the Florida PALM Project when drafting tasks and estimating dates. Tasks are aligned well with those from the Florida PALM Project Schedule. To ensure that the tasks accomplish their intended purpose, Agencies must be properly engaged in all tasks and confirm their understanding.

Design Phase

In August, the Florida PALM IV&V Team approved the 52 Functional Design (FD) specifications for Segment I on schedule. D636 – Completion of Solution Design (Requirements) – Segment I was also approved. This marks a significant achievement for the Florida PALM Project.

Although the Segment I FDs were completed within the overall timeframe, some did take longer to review than planned. About 19% of the FDs were approved more than one week after their expected approval date. The chart below shows the metrics for each review stage for Segment I.



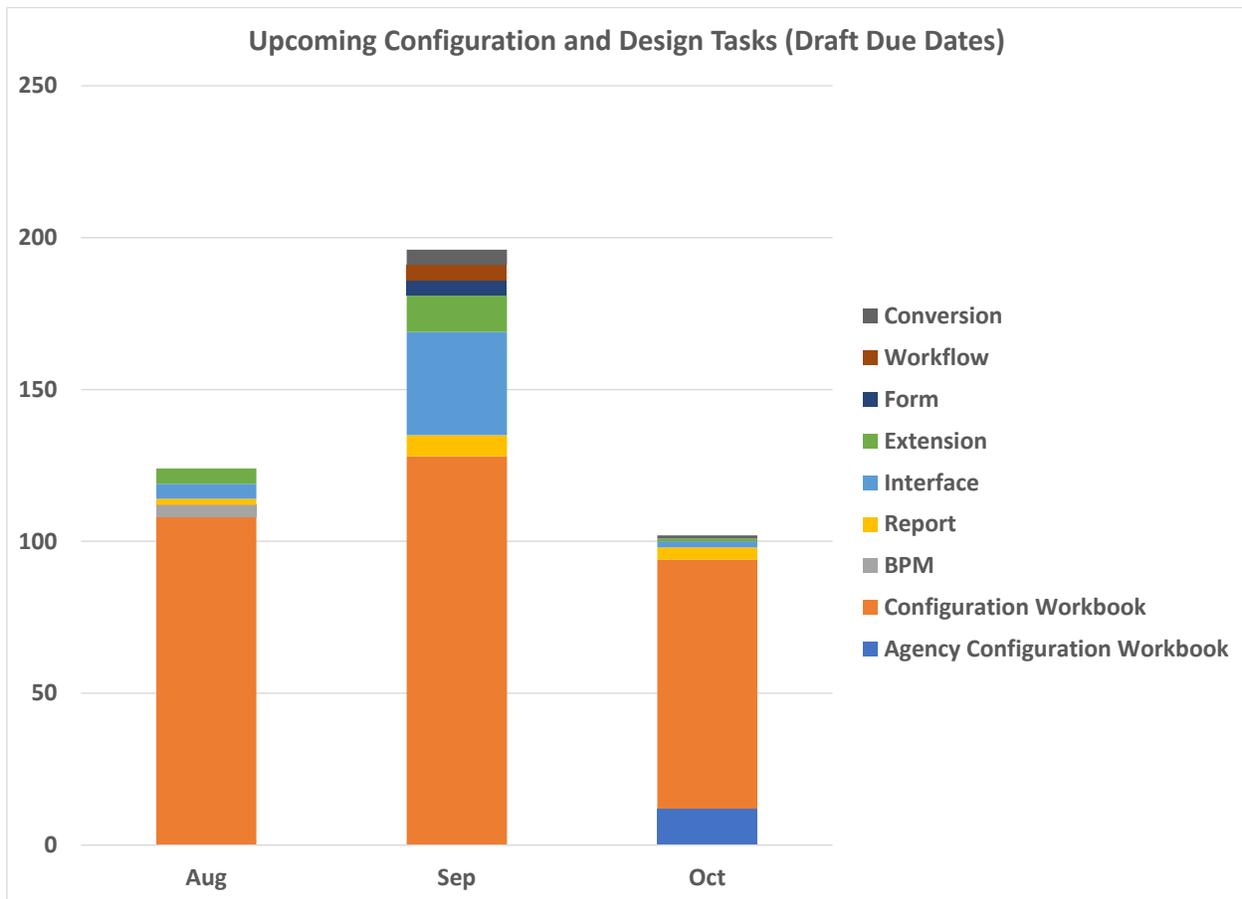
The Florida PALM IV&V team is also reviewing the individual FD specifications. Based on the review to date, the Functional Designs:

- Are well-written and complete,
- Appear reasonable,
- Incorporate feedback from the Florida PALM Project Team.

However, the Florida PALM IV&V Team did note that the requirements and RICEFW traceability in the FDs and D636 do not consistently match the working RTM and the working RICEFW inventory. Specific inconsistencies have been provided to the Florida PALM Project Team and were used to update D636.

The Florida PALM Project has started Segment II design and configuration working sessions. Based on the working RICEFW Inventory as of 8/31/2023, there are 88 FDs associated with

Segment II, a 69% increase from Segment I. Additionally, 342 configuration workbooks and 12 Agency configuration workbooks will be drafted between August and October 2023. The chart below shows the expected FDs or workbooks to be drafted between August and October 2023.



Many of the upcoming FDs and configuration workbooks were associated with Payroll functionality. The Florida PALM Project Team has split the payroll team separately from the Payables and Assets team and is increasing staffing levels for the new Payroll team to address the increased workload. The Florida PALM IV&V team will continue participating in the design discussions and analyze the timely completion and review of FDs and configuration workbooks going forward.

IV&V Independent Testing Team Activities

During August, the Florida PALM IV&V Independent Testing Team reviewed DED D643- Updated System Testing Plan and identified some questions and comments being reviewed internally and put together to be discussed with the FL PALM Team in September.

IV&V Activities Planned for Future Periods

Design Activities

The Florida PALM IV&V Team will:

- Complete review of all Segment I Functional Design (FD) Specifications,
- Provide Deliverable Assessment Report (DAR) for D636 – Completion of Solution Design (Requirements) Segment I,
- Continue participating in upcoming Functional Design updates and review sessions,
- Review ongoing updates to RTM, RICEFW, and configuration items inventory,
- Participate in joint meetings between Florida PALM and Enterprise Partners,
- Continue to track and monitor metrics related to functional design reviews and changes to RICEFW items,
- Participate in Segment II functional design discussions,
- Review and assess the scope for each Design Segment based on the finalized mapping of business processes to segments, and
- Participate in enterprise interface partners meetings to discuss interfaces' functional and technical design aspects.

Agency Engagement Outreach

The Florida PALM IV&V Team is scheduling meetings in September with several Agencies to discuss readiness for change in upcoming Florida PALM Project stages. The IV&V Team will also gather initial data/feedback about Agency efforts and experiences requesting additional funding from Specific Appropriation 2107. This initial data will be used to understand better the Agencies' participation in this process and receiving the funding/support needed for additional readiness resources. The results of these interviews will be analyzed and shared in a future IV&V report.

Project Management

The Florida PALM IV&V Team is reviewing the SSI Vendor's Executive Steering Committee "Readiness and Implementation - Implementation Activities" status update. The IV&V Team is assessing the data and metrics in the status update to ensure they sufficiently aid the ESC members with the information needed to make fully-informed project decisions and understand a true reflection of the implementation activities and related statuses. The IV&V Team will share the results of this review in an upcoming Florida PALM Project Touchpoint.

Documentation/Information Requests

The Florida PALM IV&V Team has no outstanding documentation or information requests.

Appendix A: Risk Priority Matrix

The Florida PALM IV&V Analysts will use the following table to assign a Risk probability rating to each identified Risk.

Risk Probability Rating	Probability of Occurrence	Probability Description
1	Improbable	Risk has between a 1%-19% likelihood of occurring.
2	Unlikely	Risk has between a 20%-39% likelihood of occurring.
3	Possible	Risk has between a 40%-59% likelihood of occurring.
4	Likely	Risk has between a 60%-79% likelihood of occurring.
5	Probable	Risk has between an 80%-99% likelihood of occurring.

The Risk Impact Criteria the Florida PALM IV&V Analysts will use to assign a Risk impact rating to each identified Risk are described in the table below.

Risk Impact Rating	Magnitude of Impact	Impact Description
1	Negligible	Risk will have an impact so small that it can be ignored when studying the larger effect.
2	Minor	Risk will have a small impact on the Project that should not be ignored when studying the larger effect.
3	Moderate	Risk will have a noticeable impact on the Project.
4	Significant	Risk will have a large impact on the Project
5	Critical	Risk will have a large impact and may jeopardize the success of the Project.

The table below outlines the Risk Priority Ratings for a Finding based on a combination of impact and probability of occurrence.

Probability of Occurrence	Magnitude of Impact				
	Negligible 1	Minor 2	Moderate 3	Significant 4	Critical 5
Probable 5	Low	Medium	High		
Likely 4			Medium	High	
Possible 3		Medium		High	
Unlikely 2				Medium	High
Improbable 1		Low	Medium	High	

The table below defines the levels of the Risk Priority Ratings.

Rating	Definition
High	The possibility of substantial impact to product quality manageability cost or schedule. Major disruption is likely, and the consequences would be unacceptable. A different approach is required. Mitigation strategies should be evaluated and acted upon immediately.
Medium	The possibility of moderate impact to product quality manageability cost or schedule. Some disruption is likely, and a different approach may be required. Mitigation strategies should be evaluated and implemented as soon as feasible.
Low	The possibility of a slight impact to product quality manageability cost or schedule. Minimal disruption is likely, and some oversight is needed to ensure that it remains low. Mitigation strategies should be evaluated and considered for implementation when possible.