

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

Independent Verification & Validation  
March 2024 Mid-Month Progress Report

Reporting Period March 1 – 15, 2024

March 20, 2024

Contract: 80101507-21-STC

Engagement: C213E8



## Table of Contents

Table of Contents.....	2
Executive Summary .....	4
Potential New Findings .....	8
Open Findings.....	8
Potential Findings Closing.....	8
Focus Area Update Details .....	9
Key Metrics or Analysis.....	13
IV&V Upcoming Schedule Activities .....	19
IV&V Information Requests .....	20
Appendix A – Documents Reviewed .....	21
Appendix B – IV&V Documents Delivered.....	26
Appendix C – Risk Priority Matrix.....	27

The information contained in this document may constitute confidential information that is exempt from disclosure under Florida or federal law including, but not limited to, section 119.0725, Florida Statutes. The information is intended only for the addressee(s) indicated herein. If you are not the intended recipient, you are hereby notified that any disclosure, dissemination, distribution, copying or taking of any action in reliance on the content within is strictly prohibited. If you have received this document in error, please notify Public Consulting Group LLC immediately by email at [nsuvada@pcgus.com](mailto:nsuvada@pcgus.com) and [scrouch@pcgus.com](mailto:scrouch@pcgus.com) and follow instructions thereafter.

## Executive Summary

The Florida PALM IV&V Mid-Month Progress Report acts as a progress report and is not intended to be an in-depth assessment. This report captures trends and keeps the Florida PALM Project Team and Stakeholders apprised of any developing Findings and IV&V progress between IV&V Monthly Assessment Report submissions.

For the Mid-Month Progress Report period of 3/1/24 through 3/15/24, the following lists the key items in the Florida PALM IV&V Team’s report:

- The overall risk rating for the Florida PALM Project is potentially on track to increase due to the increasing risk for Development caused by delays stemming from extensive review cycles and updates needed for certain application designs.
- The Florida PALM IV&V Team has reviewed D641 Completion of Solution Design (Requirements) – Segment III, and the results will be provided via a Deliverable Assessment Report (DAR).
- Seventeen out of 23 Functional Designs (FDs) planned for Segment IV have been drafted, showing a delay of less than one week from the current plan. The Florida PALM Project Team included an additional four weeks into the Deliverable Expectation Document (DED) for D644 - Completion of Solution Design (Requirements) Segment IV, which will allow additional time to review the FDs and ensure the documents continue to be high quality and complete.
- There is a total delay of 7 weeks for the drafting, initial review, and Team Manager review of Application Designs for Development. Due to these delays, the Florida PALM IV&V Team sees that the risk to the Development Focus Area is on track to increase.

The table below summarizes the Florida PALM IV&V Team’s updates for the various Focus Areas for the reporting period 3/1/24 to 3/15/24. These preliminary updates may continue to evolve as information becomes available for the next Florida PALM IV&V Monthly Assessment Report. This section intends to be a summary only; a more detailed capture regarding these Focus Areas is provided in this document’s Focus Area Update Details section further below. Some Focus Areas may be marked as Not Applicable (NA) as they have not started or there is no significant activity during this reporting period.

**Table 1: Focus Area Summary**

Focus Area	Last Month’s Indicator	Mid-Month Risk Trend	Rationale
Overall Project Indicator	Medium	Increasing	The Florida PALM IV&V Team sees the trend for the risk rating on track to increase for the overall Florida PALM Project during this reporting period. This is due to the increased risk rating for Development stemming from delays caused by extensive review cycles and updates required for some of the Application Designs.

Focus Area	Last Month's Indicator	Mid-Month Risk Trend	Rationale
Project Management	Low	Unchanged	<p>The risk rating is on track to remain unchanged for Project Management. The Florida PALM IV&amp;V Team is continuing to review the Agencies' participation in Readiness Workbook (RW) Task completion from a Project Management perspective. The current RW tasks are crucial for the progress of the Florida PALM Project. The inventories and documentation produced will be referenced during design work, test planning, and development activities to ensure that each Agency's needs are properly understood and addressed.</p>
Organizational Change Management	Low	Unchanged	<p>During this reporting period, the Florida PALM IV&amp;V Team focused on Readiness Tasks, Agency Status Reports, risk and issue reporting, and enhanced technical support during Readiness Touchpoint meetings. Readiness Coordinators have been providing support through various means such as monthly Touchpoint meetings, Task information sessions, assistance with SmartSheet, and integrating technical resources from both Readiness and the Florida PALM Project teams into discussions.</p> <p>The current Readiness Tasks in progress, Tasks 513 – 519, rely on technical information, support, and responses to technical inquiries. In March, there has been a noticeable uptick in technical meetings, particularly concerning interface information, and a heightened emphasis on addressing technical questions. The Florida PALM IV&amp;V Team recommends continuing with this elevated level of technical support and focusing on the forthcoming months to facilitate Agency support and task completion.</p> <p>Readiness Coordinators and Agencies are preparing for Florida PALM Data Day and upcoming Design Segment meetings. Readiness Coordinators have provided information to Agencies regarding meeting dates and upcoming calendar items, encouraging attendance. Agency participation in these sessions (especially Florida PALM Data Day) will be crucial for obtaining answers to technical questions and garnering support, which is essential for the completion of the ongoing series of tasks.</p> <p>This month, the Florida PALM IV&amp;V Team is examining Agency Status Reports and the reporting of Agency risks and issues. This focus aims to understand better the processes involved in Agency risk reporting, escalation, and consideration by the Florida PALM Project. Understanding the trends in Agency risks and monitoring progress in current</p>

Focus Area	Last Month's Indicator	Mid-Month Risk Trend	Rationale
			tasks will be critical factors in the ability of Agencies to maintain pace with the upcoming scope of work.
Requirements and Design	Medium	Unchanged	<p>The Florida PALM Project Team will conduct Segment III Design Workshops with Agency representatives during the last week of March and the first week of April. Similar workshops were conducted for Segment I and II Designs, providing an excellent platform for sharing the design with the Agencies and for the Agencies to ask questions and provide insights into specific business process impacts associated with the design. The Florida PALM IV&amp;V Team will also be attending these sessions.</p> <p>As of 3/15/24, 17 of the 23 FDs planned for Segment IV have been drafted. This indicates a delay of less than one week from the current plan. The total number of FDs planned for Segment IV is 144 (there are an additional 7 FDs in a Pending PCR stage). This count has decreased from the initial count of 153 at the end of February. However, it is still considerably higher than the 82 FDs that were part of Segment III. An additional four weeks were added to the DED D644 - Completion of Solution Design (Requirements) Segment IV, which will allow additional time to review the FDs.</p> <p>The Florida PALM IV&amp;V Team will continue to monitor progress on Segment IV design, but the risk level for Requirements and Design will remain unchanged during this reporting period.</p>
Development	Medium	Increasing	<p>The Segment I Build continues to be behind schedule. Of the 52 total Segment I Application Designs, 46 have been drafted as of 3/15/24. All 52 FDs were planned to be drafted by the end of February. This represents a 4-week delay from the original plan.</p> <p>The review of Application Designs is also behind schedule. Thirty out of 52 designs have undergone the initial review, despite the plan to complete all reviews by the second week of March. Overall, this represents an additional 1.5-week delay in addition to the 4-week delay for drafting the FDs.</p> <p>Delays in the initial review have subsequently affected the Team Manager review. Twenty-one out of 52 designs have undergone the Team Manager review, resulting in another delay of 1.5 weeks.</p> <p>The delays primarily stem from multiple cycles of review and update, mainly due to technical limitations not identified during the Functional Design phase or</p>

Focus Area	Last Month's Indicator	Mid-Month Risk Trend	Rationale
			<p>functionality not performing as expected. The initial reviews took, on average, a little over two weeks to complete, with nine of them taking more than three weeks.</p> <p>The SSI Vendor has added staff to support Build activities and shifted staff to address the delays.</p> <p>Due to these delays, the Florida PALM IV&amp;V Team sees the risk to the Development Focus Area on track to increase.</p>
Testing	NA	NA	<p>The Florida PALM Project Team continued to have meetings and discussions for System Testing. It made subsequent updates to the D643 - Updated System Testing Plan, Attachment B for D643, and the Work Product Expectation Document (WPED) for WP408 - System Test Scripts. A risk rating for this Focus Area will be provided as discussions about testing-related activities on the Florida PALM Project continue and updates to D643 - System Test Plan have generally concluded.</p> <p>For the Florida PALM IV&amp;V Team's independent testing activities, the Florida PALM IV&amp;V Team has started writing the first draft of the test scenarios based on the Interface FDs for Segment II.</p>
Conversion	Low	Unchanged	<p>The Florida PALM IV&amp;V Team has reviewed WP406 - Mock Conversion Testing Plan, which outlines the conversion activities necessary for the Financial and Payroll implementations. The results of the review will be provided via a Deliverable Assessment Report (DAR). The risk rating will remain unchanged for the Conversion Focus Area.</p>
Implementation Readiness	NA	NA	<p>The Florida PALM IV&amp;V Team will begin reporting progress once implementation readiness efforts start.</p>
Production Support	Low	Unchanged	<p>All currently Open tickets are classified as Medium or Low impact. Only one High-impact incident was opened during this reporting period and closed the same day. The Production Support Focus Area detail section includes more information about this incident.</p> <p>No significant risks or issues have been identified for Production Support, so the trend for the risk rating remains unchanged.</p>

## Potential New Findings

There are no new findings to report during this period.

## Open Findings

**Finding Number and Statement:** Finding 12 – Inconsistency in Requirements Traceability.

**Date Opened:** 9/15/23

**Impact Update:** Medium (Unchanged)

**Probability Update:** Medium (Unchanged)

**Priority Update:** Medium (Unchanged)

**Status Update:** Additional cross-checks were implemented to avoid future inconsistencies between the RTM and FDs. The Florida PALM IV&V Team has completed a review of the traceability of requirements for the Segment III Functional Designs (FDs). The review included bi-directional traceability between the individual FDs, the Requirements Traceability Matrix (RTM), and Table 2 in D641 - Completion of Solution Design (Requirements) Segment III. Results of the assessment will be provided via a Deliverable Assessment Report (DAR).

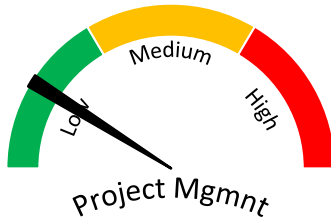
## Potential Findings Closing

No findings were closed during this reporting period.



## Focus Area Update Details

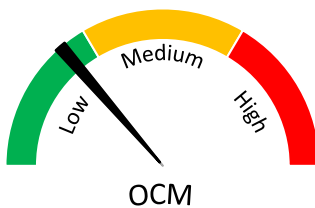
### Project Management



The Florida PALM IV&V Team reviewed the Florida PALM Project Schedule and is tracking delayed tasks. Since January, the Florida PALM Project has been progressing closer to the planned pace. One contributing factor to this improvement was the proactive action taken by the Florida PALM PMO Team, who requested from IV&V an analysis of the Florida PALM Project Schedule using Steelray. Steelray is a schedule analyzer that evaluates if the schedule adheres to best practices, reviewing its quality and overall performance. The Florida PALM PMO Team has been actively identifying and rectifying any non-conforming elements within the Florida PALM Project Schedule, such as missing predecessors or successors on Summary Tasks, tasks with

missing resources, and out-of-sequence tasks. The Florida PALM IV&V Team acknowledges the positive impact of this initiative on the overall schedule performance. The Florida PALM IV&V Team will continue to monitor for any emerging trends or impacts on the Florida PALM Schedule and provide those details to the Florida PALM PMO Team.

### Organizational Change Management



Agency Readiness Touchpoints continue to focus on the current series of tasks (Tasks 513 – 519), Readiness Touchpoints, technical meetings with Agencies, and discussions addressing technical concepts such as interfaces (Task 518) and preparation for Florida PALM Data Day. The inclusion of technical liaisons from both the Readiness Team and Florida PALM Project Team in Touchpoint Meetings has been well-received by Agencies, highlighting the importance of supporting interface work during March and April. The Florida PALM IV&V Team will continue to monitor the Agency’s progress on tasks scheduled from March through June 2024.

**Table 2: OCM Tasks**

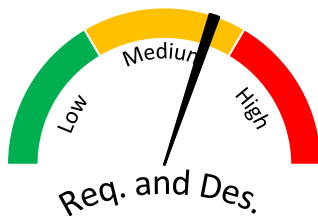
Task #	Task Description
Task 513	Complete Configuration Workbooks for Segments I and II
Task 514	Complete Data Readiness Analysis and Data Cleansing Activities for Segments I and II.
Task 515	Identify Change Impacts and Update Agency Business Process Documentation for Segments I and II.
Task 516	Update Agency Business System Documentation for Segment II
Task 517	Update Florida PALM Conversion Inventory for Segment II
Task 518	Update Florida PALM Interface Inventory for Segment II
Task 519	Remediate Agency Business Systems Based on Segment I

In addition to monitoring current task progress, the Florida PALM IV&V Team will continue to examine the previous series of tasks (Tasks 500 – 512) for Agency completion and progress. Understanding and examining the connection between Agency task completion (for prior and current tasks) and the impact and risk to the Florida PALM Project is important. The Florida PALM IV&V Team will also review various Agencies' completed task documentation to determine whether it meets the requirements and best practices.

Thursday Task Talks continue weekly and are well-received by Agencies who appreciate the clear documentation and recordings available for reference. Agencies have demonstrated engagement by attending or listening to recordings to gain insights and tips for task reporting and completion. While most Agencies report understanding the tasks, ensuring resource availability, and balancing other priorities remain concerns for timely completion. Monitoring task understanding, progress, and completion will be crucial as additional tasks are added in the months ahead.

The Florida PALM IV&V Team is also reviewing Agency Bi-Monthly Status Reports, submitted in March, monitoring for task completion, risks and issues, and Agency readiness activities and communication. In addition to Status Reports, Agency risks and issues are being reviewed, with an examination of Agency risk escalation/review processes and impacts on the Florida PALM Project.

### Requirements and Design



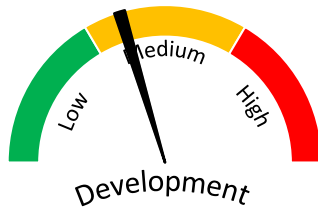
The Florida PALM IV&V Team has completed a review of D641 - Completion of Solution Design (Requirements) – Segment III and included a review of each of the FDs associated with Segment III. The results of the review will be provided via a DAR. The Florida PALM Project Team will be conducting Segment III Design Workshops with Agency representatives during the last week of March and the first week of April. Similar workshops were conducted for Segment I and II Designs, providing an excellent platform for sharing the design with the Agencies and for the Agencies to ask questions and provide insights into specific business process impacts associated with the design. The Florida

PALM IV&V Team will also be attending these sessions.

Segment IV is underway, and as of 3/15/24, 17 of the 23 FDs planned for Segment IV have been drafted. This indicates a delay of less than one week from the current plan. The total number of FDs planned for Segment IV is 144 (there are an additional 7 FDs in a Pending PCR stage). This count has decreased from the initial count of 153 at the end of February. However, it is still considerably higher than the 82 FDs that were part of Segment III. The Florida PALM Project Team included an additional four weeks into the DED for D644 - Completion of Solution Design (Requirements) Segment IV. This will allow additional time to review the FDs and ensure the documents continue to be high quality and complete.

The Florida PALM IV&V Team will continue to monitor progress on Segment IV design, but the risk level remains unchanged because of the potential Florida PALM Project Schedule change and the progress made so far.

## Development



The Segment I Build continues to be behind schedule. Of the 52 total Segment I Application Designs, 46 have been drafted as of 3/15/24. All 52 FDs were planned to be drafted by the end of February. This represents a 4-week delay from the original plan.

The review of Application Designs is also behind schedule. Thirty out of 52 designs have undergone the initial review, despite the plan to complete all reviews by the second week of March. Overall, this represents an additional 1.5-week delay on top of the 4-week delay for drafting the FDs.

Delays in the initial review have subsequently affected the Team Manager's review. Twenty-one out of 52 designs have undergone the Team Manager review, resulting in another delay of 1.5 weeks.

The delays have largely been driven by multiple cycles of review and update. This was primarily due to technical limitations not identified when the Functional Design was developed or functionality not working as expected. The initial reviews took, on average, a little over two weeks to complete, with nine of them taking more than three weeks.

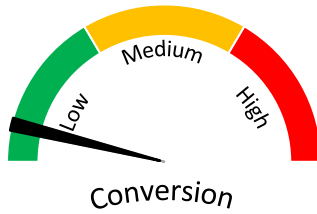
The SSI Vendor has added staff to support Build activities and shifted staff to address the delays. Due to these continued delays, the Florida PALM IV&V Team sees the risk to the Development Focus Area on track to increase.

## Testing

The Florida PALM Project Team continued to have meetings and discussions related to System Testing, D643 - Updated System Testing Plan, Attachment B for D643, and WPED for WP408 - System Test Scripts. The System Test Plan continues to undergo updates and changes based on the feedback received from the different parties involved in the review process. The Attachment B - Initial Test Scenarios Inventory continues to evolve as the count of test scenarios increases. A risk rating for this Focus Area will be provided as discussions about testing-related activities on the Florida PALM Project continue and updates to D643 - System Test Plan have generally concluded.

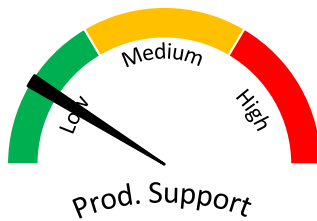
The Florida PALM IV&V Team has started writing the first draft of the test scenarios for the IV&V Team's independent testing activities based on the Interface FDs for Segment II.

## Conversion



The Florida PALM IV&V Team has reviewed WP406 - Mock Conversion Testing Plan, which outlines the conversion activities necessary for the Financial and Payroll implementations. The results of the review will be provided via a DAR. Meetings were scheduled with the People First System Vendor, People First Team, and the Florida PALM Project Team on 3/6/24 and 3/14/24 to discuss the conversion of Payroll. The Florida PALM IV&V Team also observed that the Florida PALM Project Team continues to work on resolving Open issues in the FDs. At this time, the risk rating will remain unchanged for the Conversion Focus Area.

## Production Support



The Florida PALM IV&V Team reviewed one High-impact ticket, INC41749719, reported on 3/4/24. This incident, associated with the retrieval of the CMI013 file from the Florida PALM server by a Florida Department (name withheld), was likely caused by the implementation of Change Request CHG1046566 on 3/3/24. This change was to enable Federal Information Processing Standards (FIPS) Security mode in Production Managed File Transfer (MFT). This implementation led to connectivity issues, resulting in three incidents (1 High and 2 Medium) being reported. A new change was implemented on 3/4/24 at 9:00 am EST, the same day the High-impact incident was reported, to roll back CHG1046566.

Subsequently, all connectivity issues were successfully resolved after the rollback. Florida PALM IV&V will research the quality assurance testing performed before the approval to apply the change to the production environment.

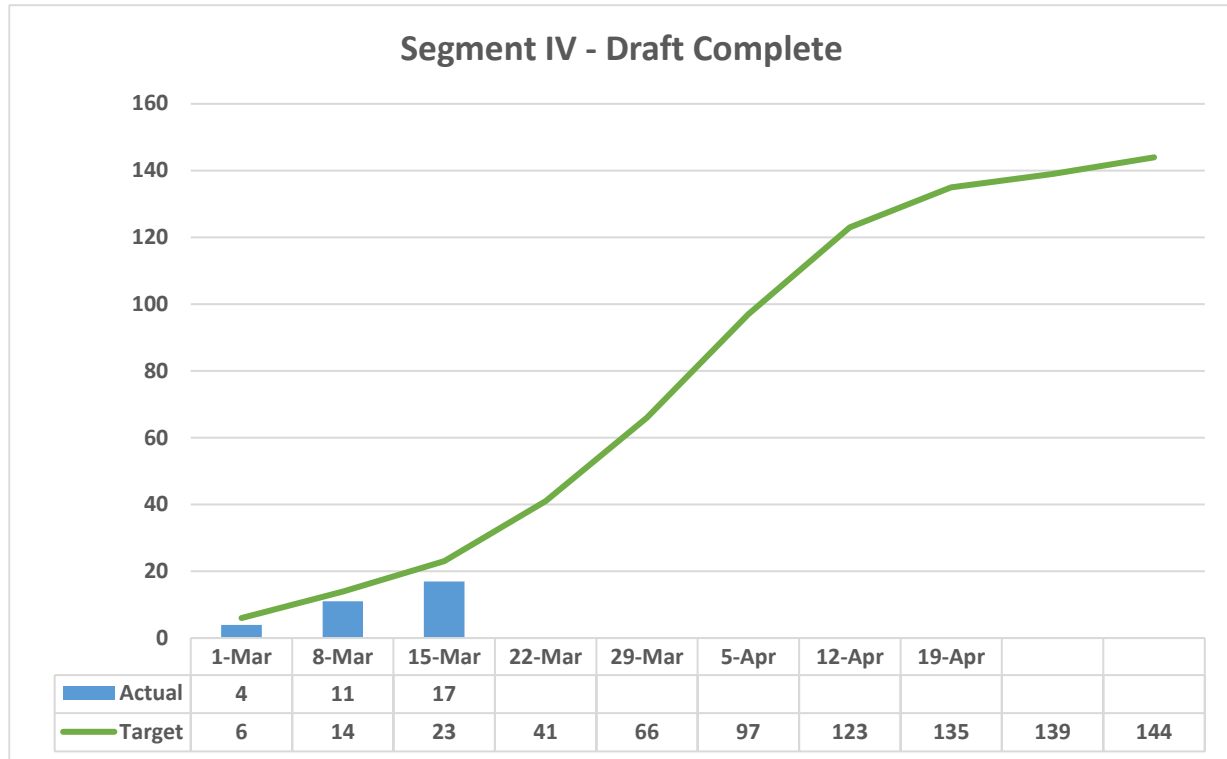
## Key Metrics or Analysis

This section provides metrics used by the Florida PALM IV&V Team to assess processes and activities.

### *Planned versus Actual Segment IV Draft Completion*

The diagram in Figure 1 shows the planned and actual count of Segment IV Functional Designs (FDs) that have been drafted as of 3/15/24. Seventeen of the planned 23 FDs have been drafted.

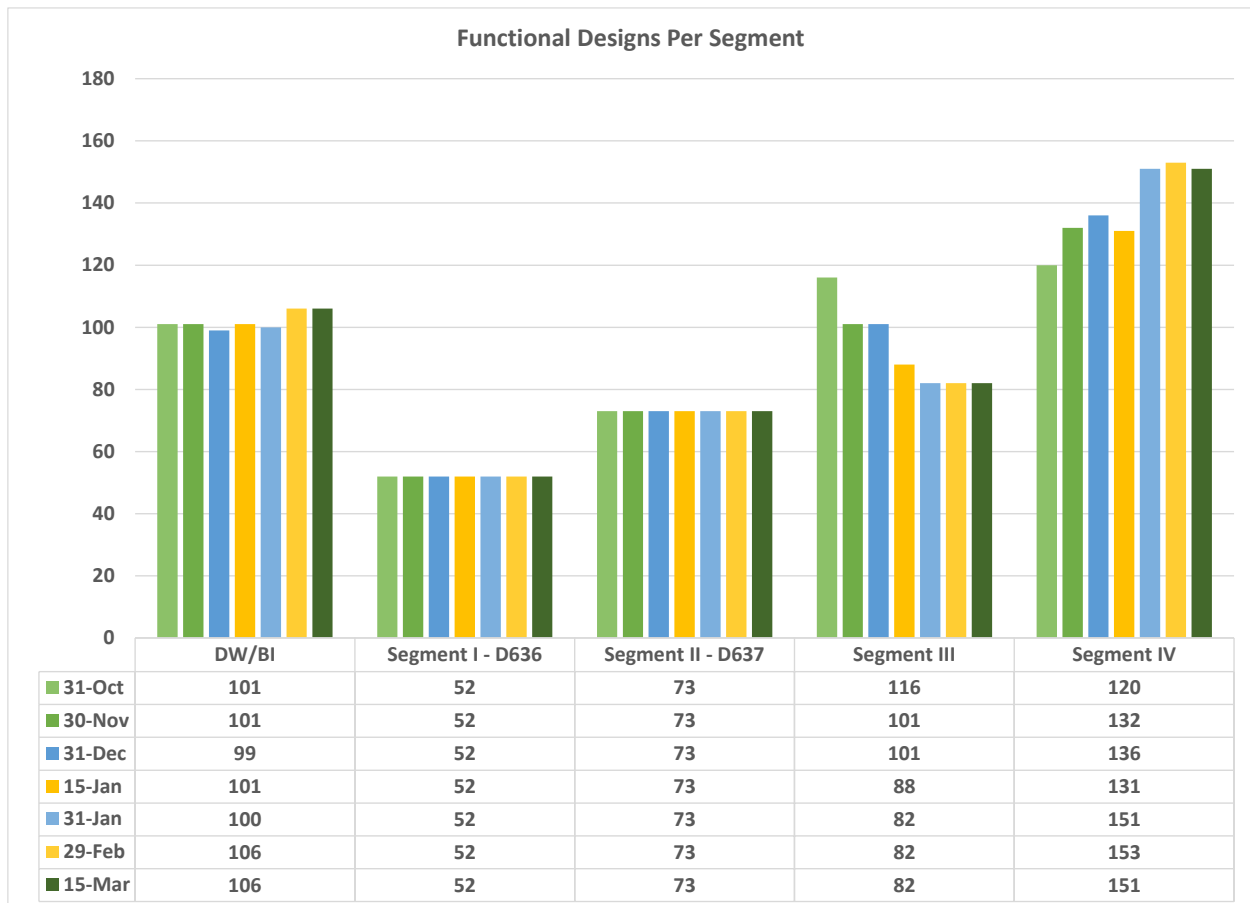
**Figure 1: Planned versus Actual Segment IV Approvals**



*Changes to Counts of Functional Designs Per Segment*

The diagram in Figure 2 shows the expected counts for each of the Design Segments and how they have changed over time. The projected count of FDs for Segment IV is 151 compared to 82 for Segment III. Seven of the FDs are in a Pending PCR stage. Concurrent with Segment IV, there is also the need to review the remaining Application Designs from Segment I Build. The scope and overlap of designs and development reviews do pose a risk to the Florida PALM Project.

**Figure 2: Changes to Counts of Functional Designs Per Segment**

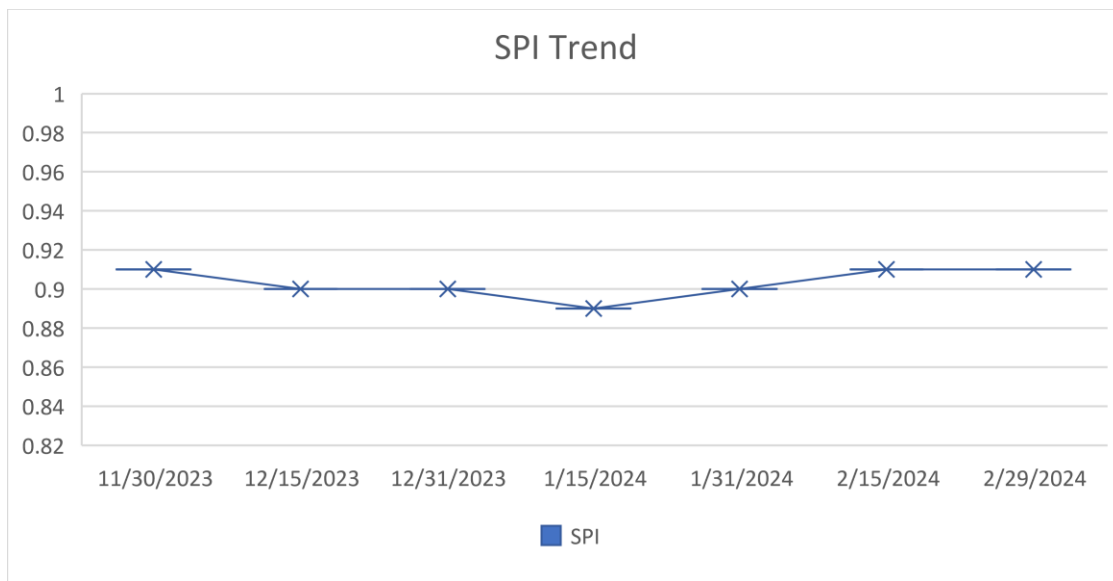


### SPI Trend for the Florida PALM Project Schedule

Figure 3 shows the SPI trend for the Florida PALM Project Schedule over the last three months. The SPI measures schedule efficiency as the ratio of earned value and planned value. It is used to assess the magnitude of the variation to the original schedule baseline and how efficiently the Florida PALM Project Team is accomplishing the work. Since the Mid-Month report is intended to provide a high-level analysis and will not contain specific metrics going forward, the chart will only contain end-of-month data. The interpretation of SPI is as follows:

- If SPI = 1, the project is on schedule.
- If SPI < 1, the project is behind schedule.
- If SPI > 1, the project is ahead of schedule.

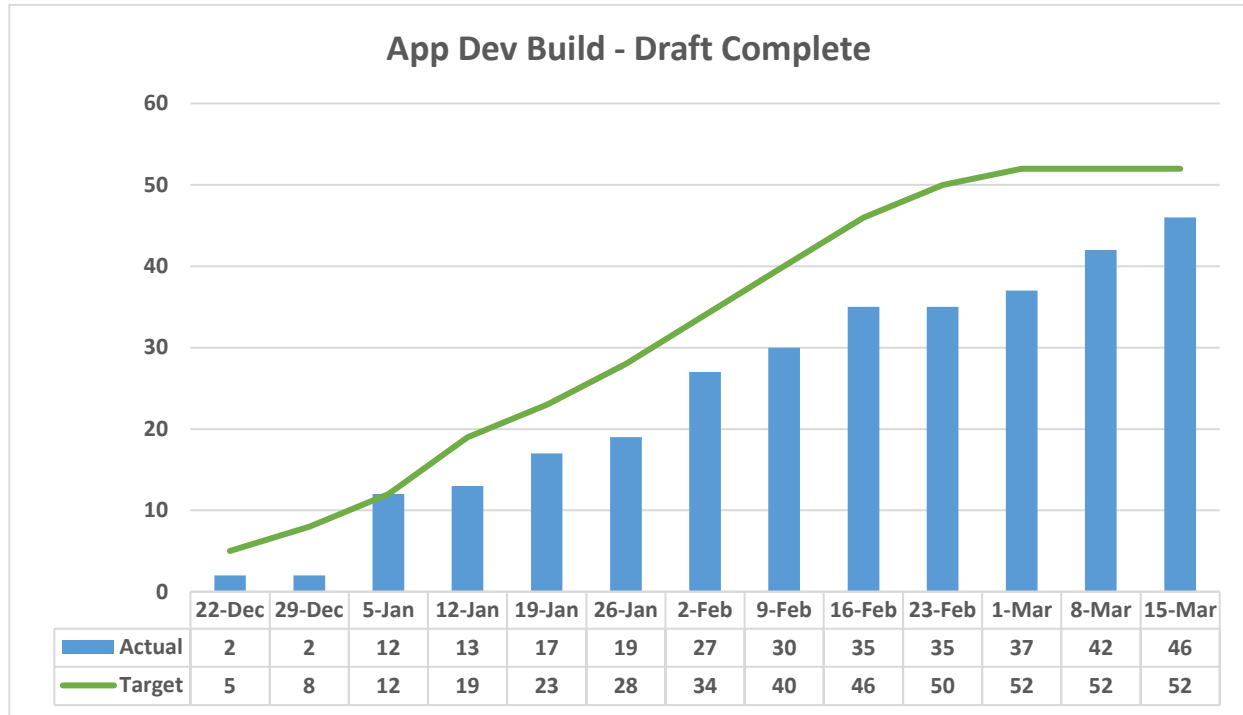
**Figure 3: SPI Trend for the Florida PALM Project Schedule**



*Segment I Application Build*

The diagram in Figure 4 shows the targeted count of Application Builds versus the actual count that has been drafted. The application development continues to be behind schedule with 46 of the 52 completed. This represents about a 4-week delay from the original plan.

**Figure 4: Segment I Application Build**

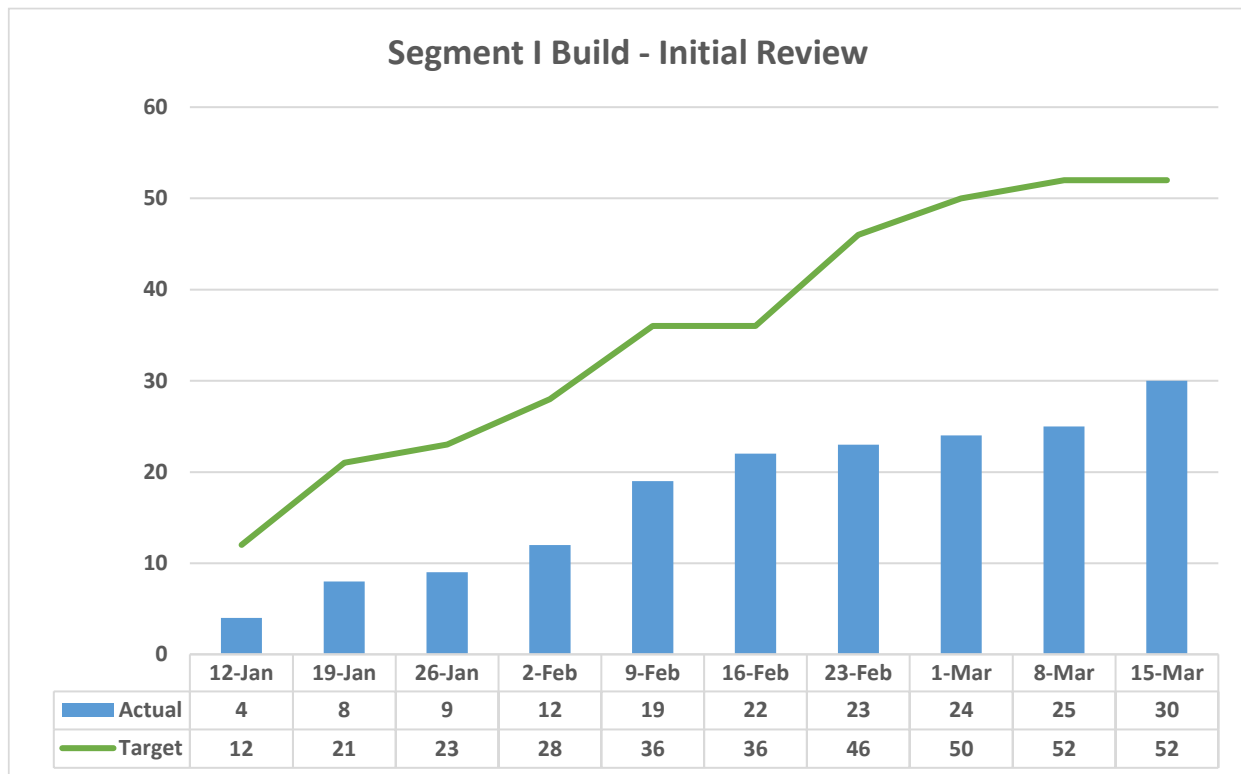




### Segment I Application Build Review

The diagram in Figure 5 shows the number of planned Application Build reviews to actual number completed. The Application Design reviews continue to be behind schedule with 30 of the 52 planned reviews completed. This represents an additional 1.5-week delay to the 4-week delay in drafting the Application Designs. Additionally, review of some of the Application Designs is taking much longer than planned. Nine of the Application Designs have been in review for more than 3 weeks and there have been multiple cycles of updates. The multiple revisions are based on both the build not functioning as expected and limitations in the technical designs that were not known when the FD was developed.

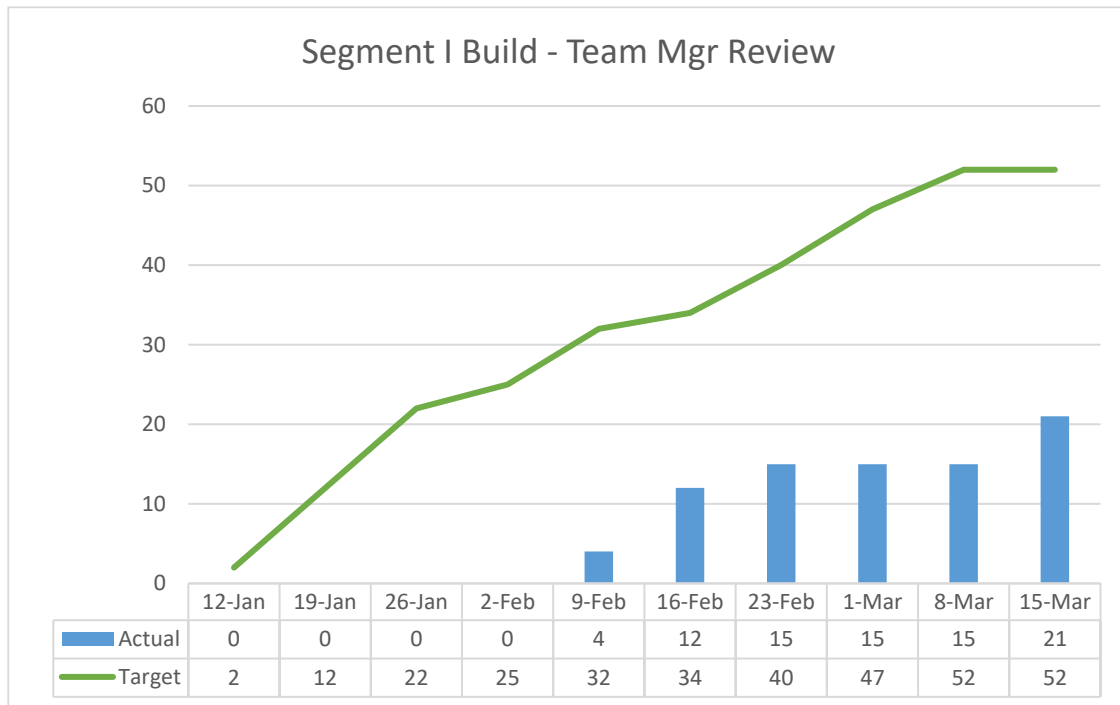
**Figure 5: Segment I Application Build Reviews**



*Segment I Application Build Team Manager Review*

The diagram in Figure 6 shows the number of planned Application Build Team Manager reviews to actual number completed. The Application Design reviews continue to be behind schedule with 21 of the 52 planned Team Manager reviews completed. This represents an additional 1.5-week delay to the 5.5-week delay in drafting the Application Designs and the initial review. In total, the Segment I build is about 7 weeks behind schedule.

**Figure 6: Segment I Application Build Team Manager Reviews**



## IV&V Upcoming Schedule Activities

### Project Management

- Continue to assess the Florida PALM Project Schedule SPI, schedule variances, and potential impacts of Delayed Tasks to the Critical Path and Stage Gates.
- Continue attending Readiness meetings, review at the Agency level for completeness of all RW Tasks in progress, monitor Agency trends, risks, and issues, and uncover potential completion barriers for the Florida PALM Project Schedule and impact on to Agency Readiness.
- Continue to review the upcoming and Decisions and Risks for impact on the overall project.

### Organizational Change Management

- Review and monitor Agency progress with Tasks 510 and 512 – 519, released on 1/29/24 and due in the coming months (March – June 2024). See the task list in the OCM Section.
- Continue to review and monitor Agencies' who are continuing to complete overdue tasks, such as RW Tasks 500, 501, 502, and 503 (due in December 2023); Tasks 504, 505, and 508 (due in January); and any potential impacts on the Readiness plan.
- Review Agencies' Risks, Issues, and PMO-related RW tasks for concerns or issues that could impact the Agencies' readiness and the overall Florida PALM Project.
- Analyze the processes to review, manage, and escalate Agency risks.

### Requirements and Design

- Participate in Segment IV Design sessions.
- Finalize D641 – Completion of Solution Design (Requirements) - Segment III DAR.
- Continue review and analysis of Design Work Unit Tracker, RICEFW Inventory, and RTM.
- Attend the Segment III Design Workshops.
- Review FD Specifications.

### Development

- Attend pre-Build discussions.
- Continue monitoring and tracking of application development completion.
- Review of Application Design documents.

### Testing

- Continue monitoring any testing-related activities for System Testing.
- Complete the review of the updated version of D643 - Updated System Testing Plan and Attachment B of the test plan (high-level test scenarios).
- Continue writing test scenarios based on the Interface FDs for Segment II as a part of the independent testing efforts.
- Attend meetings for upcoming testing-related tasks and discussions.

### Conversion

- Continue to attend the Conversion Design Meetings for Segment IV.
- Continue to review WP406 Mock Conversion testing plan which is scheduled for Update and Approval in April/May.
- Continue to review approved Functional Designs for Finance and Payroll.

### Production Support

- Continue to review support tickets as they are reported.
- Attend meetings that pertain to issue resolutions and changes to production functionality.
- Research the testing performed on High-impact ticket, INC41749719, reported on 3/4/24.

## IV&V Information Requests

The table below includes the status of the outstanding Florida PALM IV&V Team information requests from the Florida PALM Project Team.

**Table 3: IV&V Information Requests**

Information Request	Responsible Party	Date of Request	Status
None	None	None	None

## Appendix A – Documents Reviewed

The table below shows documents the Florida PALM IV&V Team reviewed during the period.

**Table 4: IV&V Documents Reviewed**

Document Name	Date	Version
Florida_PALM_Project_Schedule.mpp	Weekly	Working
RADAR-Report	Weekly	Working
Design Work Unit Tracker	Weekly	Working
RICEFW Inventory	Weekly	Working
RTM	Weekly	Working
Smart Sheet	Daily	Working
Bimonthly Agency Status Report.pdf	3/14/24	1.0
Project Schedule QC Checklists	Weekly	Working
Project Management Plan	Weekly	5.0
D643 - System Testing Plan	Weekly	Draft
Attachment B - Test Scenario Inventory	Weekly	Draft
AMW001_FD - Asset Disposal Workflow.docx	3/1/24	Draft
AMW001 - Sample Email Templates.xlsx	3/1/24	Draft
AMW002_FD - Asset InterUnit Transfer Workflow.docx	3/1/24	Draft
AMW002 - Sample Email Templates.xlsx	3/1/24	Draft
AMW003_FD - Asset IntraUnit Transfer Workflow.docx	3/1/24	Draft
AMW003 - Sample Email Templates.xlsx	3/1/24	Draft
PRC010-Retirement Benefit Conversion File-Layout.xlsx	3/4/24	Draft
PRC010_FD - Retirement Benefit Conversion.docx	3/4/24	Draft
PRC010- Sample Data.txt	3/4/24	Draft
PRC010 - Retirement Benefit Conversion Mapping Layout.xlsx	3/4/24	Draft
PRE001_FD - Annual Earnings Statement.docx	3/4/24	Draft
PRE008_FD Escheat Payroll Warrants to Unclaimed Property.docx	3/4/24	Draft
PRE008 - Sample Escheatment Accounting Transactions.xlsx	3/4/24	Draft
PRI001-Inbound Job and Payroll Data-Layout.xlsx	3/4/24	Draft

Document Name	Date	Version
PRI001_PeopleFirst PAR Actions and Reason Codes for Job Data.xlsx	3/4/24	Draft
PRI001_FD - Inbound Job and Payroll Data.docx	3/4/24	Draft
PRI001 - Sample Data.txt	3/4/24	Draft
PRI002_FD - Inbound Non-ePay W-4.docx	3/4/24	Draft
PRI002 - Sample Data.txt	3/4/24	Draft
PRI002 - Inbound Non-ePay W-4 File Layout.xlsx	3/4/24	Draft
PRI004-Sample Data.txt	3/4/24	Draft
PRI004-Outbound Stale Payments File to Unclaimed Property-Layout.xlsx	3/4/24	Draft
PRI004_FD - Outbound Stale Payments to Unclaimed Property.docx	3/4/24	Draft
PRI005-Inbound Earnings File-Layout.xlsx	3/4/24	Draft
PRI005_FD - Inbound Earnings File.docx	3/4/24	Draft
PRI005 - Sample Data.txt	3/4/24	Draft
PRI010_FD - Outbound CMDV Website Data File.docx	3/4/24	Draft
PRI010 Outbound CMDV Website Data File Layout.xlsx	3/4/24	Draft
PRI010 - Sample Data.txt	3/4/24	Draft
AMW004_FD - Mass Transaction Manager Workflow.docx	3/5/24	Draft
AMW004 - Sample Email Templates.xlsx	3/5/24	Draft
APE006_FD - Confidential Transactions and Data Extension.docx	3/5/24	Draft
APR091_FD - AP Holds by Hold Type Report.docx	3/5/24	Draft
APR141_FD - Voucher Audit Criteria Report.docx	3/5/24	Draft
APW003_FD - Supplier Registration Workflow.docx	3/5/24	Draft
APW005_FD - Supplier Change Request Workflow.docx	3/5/24	Draft
APW005 - Sample Email Templates.xlsx	3/5/24	Draft
ARR025_FD - AR Data Report.docx	3/5/24	Draft
ARR025 - Sample Report Layout.xlsx	3/5/24	Draft
ARW003_FD-Accounts Receivable Workflow.docx	3/5/24	Draft
ARW007_FD - Maintenance Write-Off Worksheet Workflow.docx	3/5/24	Draft

Document Name	Date	Version
CMR028_FD - CRA Activity Statement Report.docx	3/5/24	Draft
CMR028 - Sample Report Layout.xlsx	3/5/24	Draft
GLR099_FD-Trial Balance Report.docx	3/5/24	Draft
GLR099 - Sample Report Layout.xlsx	3/5/24	Draft
KKR058_FD - Budget and Cash Checking Exceptions- Warnings Report.docx	3/5/24	Draft
KKR058 - Sample Report Layout.xlsx	3/5/24	Draft
PRC018_FD - Jobcode Conversion.docx	3/5/24	Draft
PRC018 - Sample Data.txt	3/5/24	Draft
PRC018 - Jobcode Conversion Mapping Layout.xlsx	3/5/24	Draft
PRC018 - Jobcode Conversion Layout Template.xlsx	3/5/24	Draft
PRR012_FD-Payroll Summary Report.docx	3/5/24	Draft
PRR012 - Sample Report Layout.xlsx	3/5/24	Draft
PRR016_FD-Payroll Deductions Report.docx	3/5/24	Draft
PRR016 - Sample Report Layout.xlsx	3/5/24	Draft
SDE011_FD - Automated Source Module to GL Reconciliation.docx	3/5/24	Draft
SDE012_FD-Auto Close and Delete Transactions.docx	3/5/24	Draft
SDE018_FD - Display Active SpeedKeys.docx	3/5/24	Draft
SDI009-Inbound Attachments-Layout.xlsx	3/5/24	Draft
SDI009_Sample Data.txt	3/5/24	Draft
SDI009_FD - Inbound Attachments.docx	3/5/24	Draft
PRI020-Sample Data.txt	3/6/24	Draft
PRI020-Inbound Deferred Compensation File-Layout.xlsx	3/6/24	Draft
PRI020_FD - Inbound Deferred Comp Elections.docx	3/6/24	Draft
PRI020 - Inbound Deferred Comp Election Mapping Layout.xlsx	3/6/24	Draft
PRI023 - Sample Data.txt	3/6/24	Draft
PRI023 - Outbound Deferred Comp Employee Data File Layout.xlsx	3/6/24	Draft
PRI023_FD - Outbound Deferred Comp Employee Data.docx	3/6/24	Draft

Document Name	Date	Version
PRI030-Sample Data.txt	3/6/24	Draft
PRI030_FD - Outbound Retirement Plan File.docx	3/6/24	Draft
PRI030 - Outbound Retirement Plan File-Layout.xlsx	3/6/24	Draft
PRI039_FD - Outbound Payroll ACH File.docx	3/6/24	Draft
PRI039 - Sample Data.txt	3/6/24	Draft
PRI039 - Outbound Payroll ACH File-Layout.xlsx	3/6/24	Draft
PRI042-Sample Data.txt	3/6/24	Draft
PRI042_FD - Outbound Payroll Payment File.docx	3/6/24	Draft
PRI042 - FD - Outbound Payroll Payment File-Layout.xlsx	3/6/24	Draft
PRI043_FD - Outbound Payroll Warrant Print Extract.docx	3/6/24	Draft
PRI043 Sample Warrant.pdf	3/6/24	Draft
PRI043 Sample Payroll Warrant.pdf	3/6/24	Draft
PRI012-Sample Data.txt	3/7/24	Draft
PRI012_FD - Outbound Child Support ACH Payment and Addenda File.DOC	3/7/24	Draft
PRI012 - Outbound Child Support ACH Payment and Addenda File-Layout.xlsx	3/7/24	Draft
PRI015-Inbound Retirement Data File-Layout.xlsx	3/7/24	Draft
PRI015_FD - Inbound Retirement Data.docx	3/7/24	Draft
PRI015 - Sample Data.txt	3/7/24	Draft
PRI015 - Inbound Retirement Data Mapping Layout.xlsx	3/7/24	Draft
PRI025-Outbound People First Flexible Spending Account File-Layout.xlsx	3/7/24	Draft
PRI025_FD - Outbound People First Flexible Spending Account File.docx	3/7/24	Draft
PRI025 - Sample Data.txt	3/7/24	Draft
PRI026_FD - Outbound People First Health and Life File.docx	3/7/24	Draft
PRI026 - Sample Data.txt	3/7/24	Draft
PRI026 - Outbound People First Health and Life Insurance File Layout.xlsx	3/7/24	Draft
PRI036_FD - Inbound Shared Savings Account Rewards.docx	3/7/24	Draft
PRI036 – Shared Savings Account Rewards CSV Layout.xlsx	3/7/24	Draft



Document Name	Date	Version
PRI036 - Sample Data.txt	3/7/24	Draft
PRI036 - Sample CSV Data.txt	3/7/24	Draft
PRI036 – Inbound Shared Savings Account Rewards Layout.xlsx	3/7/24	Draft
PRI044_FD - Inbound Payment Reconciliation.docx	3/7/24	Draft
PRI044- Sample Data.txt	3/7/24	Draft
PRI044 - Inbound Payment Reconciliation File-Layout.xlsx	3/7/24	Draft
PRI045-Sample Data.txt	3/7/24	Draft
PRI045-Outbound Positive Pay File Layout.xlsx	3/7/24	Draft
PRI045-Bank Sample Data.txt	3/7/24	Draft
PRI045_FD - Outbound Payroll Positive Pay File.docx	3/7/24	Draft
PRI046-Sample Data.csv	3/7/24	Draft
PRI046-Excel-Sample-UserEntry-sheet.xlsm	3/7/24	Draft
PRI046_FD - Inbound Payroll Payments Spreadsheet.docx	3/7/24	Draft
PRI046 - Inbound Payroll Payments Spreadsheet File-Layout.xlsx	3/7/24	Draft
PRI052-Sample Data.txt	3/7/24	Draft
PRI052-Outbound Position Funding File-Layout.xlsx	3/7/24	Draft
PRI052_FD - Outbound Position Funding File.docx	3/7/24	Draft
PRI053-Inbound DMA Earnings and Taxes-Layout.xlsx	3/7/24	Draft
PRI053_FD - Inbound DMA Earnings and Tax File.docx	3/7/24	Draft
PRI053 - Sample Data.txt	3/7/24	Draft
PRI054-Inbound DMA New Hire and W4 File-Layout.xlsx	3/7/24	Draft
PRI054_FD - Inbound DMA New Hire and W-4 File	3/7/24	Draft
PRI054 - Sample Data.txt	3/7/24	Draft
SDE013_FD - Edit Interface Transactions (Payroll).docx	3/7/24	Draft
WPED WP406 - Mock Conversion Testing Plan	3/12/24	Draft
WPED WP408 - System Test Scripts	3/13/24	Draft

## Appendix B – IV&V Documents Delivered

The table below shows documents the Florida PALM IV&V Team delivered during the period.

**Table 5: IV&V Documents Delivered**

Document Name	Document Date	Version	Delivered Date	Follow Up Required
Florida PALM IV&V4-D2 IT IV&V Schedule 03042024	03/04/24	1.0	03/04/24	None
Florida PALM IV&V4-D2 IT IV&V Schedule 03112024	03/11/24	1.0	03/11/24	None
Florida PALM IVV Monthly Assessment Report February 2024	03/12/24	1.0	03/12/24	None

## Appendix C – Risk Priority Matrix

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

**Table 6: Risk Probability Rating**

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.

**Table 7: Risk Impact Rating**

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.

**Table 8: Risk Probability vs Impact**

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

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

**Table 9: Risk Rating Definition**

<b>Rating</b>	<b>Definition</b>
<b>High</b>	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.
<b>Medium</b>	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.
<b>Low</b>	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.