Florida Department of Financial Services

Planning, Accounting, and Ledger Management Project

Independent Verification & Validation

Monthly Assessment Report

November 2023

December 12, 2023

Contract: 80101507-21-STC

Engagement: C213E8

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Table of Contents

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Executive Summary

The following list summarizes the key items the Florida PALM IV&V Team details in the Monthly Assessment Report for November:

- The Florida PALM IV&V Team opened a new Finding in November, Risk 13: "The People First vendor not able to participate in Design discussions." This totals two open Findings that are being monitored by the Florida PALM IV&V Team.
- The Florida PALM Project Schedule showed a decrease in delayed tasks and a stabilized Schedule Performance Index (SPI).
- The Florida PALM IV&V Team is reviewing the September-October Bimonthly Agency Readiness Status Reports and is validating the information therein.

Focus Area Updates

The table below summarizes the Florida PALM IV&V Team's updates for the various focus areas since the last monthly assessment report. Detailed updates regarding these focus areas are provided in this document's Focus Area Updates section 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 Updates

Focus Area	Last Month Indicator	Current Month Indicator	Update Summary
Overall Project Risk Indicator	Low Risk	Low Risk	The Florida PALM IV&V Team rates the overall Project Indicator as Low Risk but trending slightly toward Medium Risk because of Requirements and Design and the introduction of a new Finding, Risk 13, "People First vendor not able to participate in design discussions."
Project Management	Low Risk	Low Risk	The Florida PALM Project Schedule demonstrates a decrease in the total number of delayed tasks and consistency in the overall Project's SPI. This demonstrates a stabilization of the workload and settled timelines.
Organizational Change Management	Low Risk	Low Risk	The Florida PALM IV&V Team is reviewing the September-October Bimonthly Agency Readiness Status Report to better understand Agency risks, issues, and assumptions and their potential impact on performing Florida PALM readiness activities. Validation and verification of the information in these reports is continuing.
Requirements and Design	Medium Risk	Medium Risk	The Florida PALM IV&V Team provided the Stage Gate Assessment for the Ready to Start Build Stage Gate on 11/1/23 with a recommendation to approve the Stage Gate. The Florida PALM Project Director approved the Ready to Start Build Stage Gate on 11/8/23. Currently, the Project has just started Segment III design sessions. As of the end of November, 11 of the 101 Segment III designs have been drafted.

			The Florida PALM IV&V Team is reviewing D637 – Completion of Solution Design (Requirements) Segment II as well as the associated Functional Designs (FDs) and the Requirements Traceability Matrix (RTM). IV&V identified one inconsistency between the RTM and D637 that was corrected prior to acceptance.

The Florida PALM Project will also conduct Financial Wave Business Process Models (BPM) review sessions in December with Agencies. Additionally, the Florida PALM Project Team will conduct solution design workshops with the Agencies in January.

Although Segment II was completed ahead of schedule, the scope of Segments III and IV is larger than Segment II. Additionally, many of the Payroll FDs are in Segment III. The Payroll FDs are complex interfaces, and design could be hampered since the People First Vendor is not able to participate in the design discussions until their change order is approved by the Department of Management Services (DMS). |
Development	NA	Low Risk	Segment I and II Functional Designs are being transferred to the developers to incorporate the technical information and start development activities. This activity is starting ahead of schedule due to the early approval of the Ready To Start Build Stage Gate.
Testing	NA	NA	The Florida PALM IV&V Team reviewed the test scenarios within all the Functional Design documents for Segment II. The IV&V Team has started some preliminary work on drafting test scenarios for Segment I based on the Business Process Models (BPMs) as a part of the independent testing efforts.
Conversion	NA	NA	The Florida PALM IV&V Team will begin reporting progress once conversion efforts start.
Implementation Readiness	NA	NA	The Florida PALM IV&V Team will begin reporting progress once implementation readiness efforts start.
Production Support	Low Risk	Low Risk	Florida PALM system components met service level expectations in November. The Florida PALM IV&V Team is monitoring the open production incidents, INC38993588, involving an outgoing $251 Million interbank transfer in January 2022 from a Wells Fargo account. This ticket was opened on 10/19/23.

New Findings

IV&V Finding Number: 13	Priority: High	Category: Design
Probability: Likely	Type: Preliminary Concern	Date Opened: 11/20/23
Impact: Significant		Trend: New

Finding: People First's Vendor has limited ability to participate in Functional and Technical Design Sessions. This could result in an incomplete design or even potentially delay the development and implementation of the payroll functionality in the Florida PALM Project.

Supporting Analysis: The Florida PALM IV&V Team observed that the Florida PALM Project Risk Log has an entry (Risk 5: Enterprise Partner's Vendor Unavailable for Design Discussions) and that the risk trend is increasing. The risk level is increasing because People First's Vendor is limited in their ability to participate in the design discussions due to delays in the finalization of their Change Order that is under negotiation with the Department of Management Services. The People First Vendor has been working on the People First solution since it was implemented and, as such, is critical to designing the People First to Florida PALM interfaces. They are also the only Vendor that could support the development of the interface functionality on the People First solution.

People First's Vendor not being available to finalize the functional and technical designs is a risk to Florida PALM solution design since People First is a critical component of the several integrations planned for Florida PALM. People First integrates with Florida PALM to send/receive payroll, personal, and job data in addition to the earnings and deductions data. All this information collectively is required for processing on-cycle payroll and on-time payments to the Florida state workforce. Finalizing the functional and technical design requires the Vendor Team's presence in the design discussions, and delaying such discussions may impact the project schedule.

In addition to potential delays in completing interface designs, if the People First Vendor continues to be unavailable, then this could result in delays to the development and testing of the People First/Florida PALM interfaces, which in turn could delay the implementation of the Florida PALM Project because of dependencies between the Payroll and Financials modules. Delays in implementing the Payroll functionality could result in additional costs to the Florida PALM Project.

It should be noted that the Florida PALM Project Team is proceeding with the current work at this time to try to mitigate the risk as much as possible and continues to make progress with the scheduled project tasks.

IV&V Recommendation: The Florida PALM IV&V Team recommends that People First and the Department of Management Services (DMS) leadership evaluate the cost-benefit of potential delays to the Payroll Wave implementation, which could be significant costs per month against any near-term contractual concerns with the People First Vendor Change Order. DMS should determine whether there is an opportunity to accelerate the review and approval of the Change Order for the People First Vendor and re-engage the vendor to avoid any impact on the Florida PALM Project Schedule, thereby avoiding any delays to on-time solution delivery.

Status Updates: Florida PALM leadership is working with the Department of Management Services (DMS) and People First leadership to address the pending change order to the contract with the vendor. Once this preliminary concern is resolved, the vendor will have the opportunity to engage in design discussions regarding the integration of People First and Florida PALM for the transmission of personal, payroll, and job data.

Open Findings

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

Impact Update: Moderate (Unchanged)

Probability Update: Possible (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 is reviewing traceability between D637- Completion of Solution Design (Requirements) Segment II, the RTM, and the requirements information in the individual FDs. The IV&V Team identified one inconsistency between the RTM and D637 that was corrected before the acceptance of D637. The IV&V Team also identified that there is additional supporting requirement information that is included in the FD but not in the RTM. The IV&V Team is discussing options for consistently tracing supporting requirements information between the FDs and the RTM with the Florida PALM Project Team.

Closed Findings

No Findings were closed in this reporting period.

Findings Metrics

The following shows the metrics related to IV&V Findings per month from July 2023.

IV&V New and Closed Findings By Month

Figure 1 shows Florida PALM IV&V Team Findings opened or closed by month since July 2023. IV&V will monitor progress as additional Findings are identified and whether the Florida PALM Project Team is actively addressing the Findings and recommendations in the future.
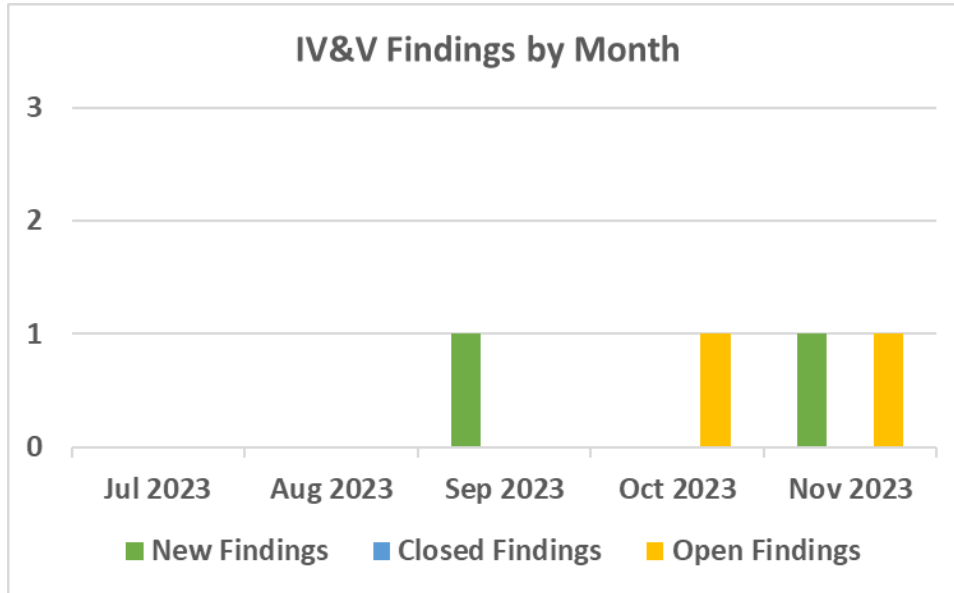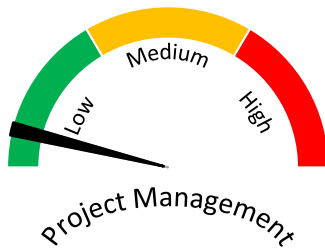

Figure 1: Florida PALM IV&V Findings Per Month

Focus Area Updates

Project Management[1]

The Florida PALM IV&V Team continues to assess the Florida PALM Project Schedule and is monitoring the late tasks. The overall Schedule Performance Index (SPI) for the Project Schedule continues to stabilize and has improved to 0.91 as of November Month End. The Florida PALM IV&V Team also analyzed the details of the Month End, and the total number of delayed tasks has decreased to 131 on the schedule. 95 of the 131 delayed tasks belong to D640 – Development of the Master Data Configuration Workbooks. This demonstrates improvement and stabilization of the project schedule, specifically the Requirements and Design tasks in the Project Schedule. The continued stabilization of the project schedule tasks and decreased overall delinquent tasks keep the overall risk rating level at a low-Green.

The Florida PALM IV&V Team continues to watch the Project Schedule projected finish dates against the baseline finish dates as there seems to be a misalignment between the two in looking at future key project milestones. Due to the way Microsoft Project automatically shifts start and finish dates based on dependencies, tasks can occur earlier or later than their intended period. This may lead to an inaccurate assessment of the overall Project timeline. The Florida PALM Project Team is aware of this discrepancy and is investigating and attempting to resolve the mismatch. There is no immediate concern with the key Project milestones, so the Florida PALM IV&V Team does not consider this a risk.

Organizational Change Management
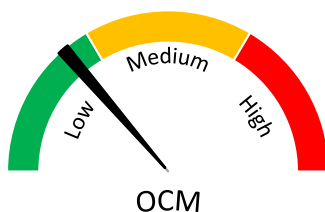
The Bimonthly Agency Readiness Status Report for the September – October 2023 period was published in November. These reports provide information on risks, issues, assumptions that Agencies have logged, and readiness activities conducted. The Florida PALM IV&V Team is reviewing the information that Agencies have provided in these reports to understand Agency risks, issues, and perspectives related to the Florida PALM Project. Reviewing this information will involve evaluating the accuracy through examination of available documents and discussions with the Florida PALM Project Team and Agency personnel to better understand the source of information. Some details, however, have already been validated. One of the most common trends among the risks and issues Agencies reported is a lack of funding and staff to complete Florida PALM-related work. This matches what Agencies told the Florida PALM IV&V Team when Agency interviews were conducted in October and November. While administrative funds from Legislative Budget Requests have begun to be released as of November for Agencies to hire additional resources, onboarding and integrating these new resources will require time before they can fully contribute to readiness activities. These additional resources are crucial because they increase the availability of Agency staff, a factor that has

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[1] The dial would include this month's indicator as well as a shadow that shows the previous indicator rating, similar to what is provided in the current monthly assessment report template.

impacted on the ability of Agencies to conduct Florida PALM readiness activities and complete Readiness Workplan tasks. Agencies have reported in touchpoints with the Florida PALM Project, that day-to-day activities can occupy much of the time that would otherwise be directed toward Florida PALM readiness. The fiscal year-end period in particular is impactful on availability of accounting resources at Agencies, resulting in delays to the start and completion of Readiness Workplan tasks. The Florida PALM IV&V Team will continue validation of the information in the Bimonthly Agency Readiness Status Reports and provide analysis in future reporting periods.

Requirements and Design
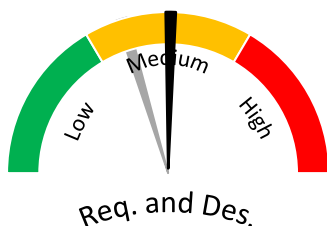
The Florida PALM IV&V Team issued a Stage Gate Assessment Report on 11/1/23. The report recommended moving forward with the Ready to Start Build Stage Gate. As part of the review, the IV&V Team reviewed whether the Stage Gate criteria were met and the Functional Designs quality. The criteria required that only 50% of the Segment II FDs be approved, but the Florida PALM Project had approved all the Segment II FDs by 10/30/23. The &V Team also found that the quality of the FDs was high and appeared complete and comprehensive. The Florida PALM Project Director approved the Ready to Start Build Stage Gate on 11/8/23.

The Florida PALM IV&V Team has raised the risk rating of Requirements and Design from low to medium-Yellow in November 2023. This increase stems from the opening of Finding 13 on the People First Vendor's limited ability to participate in Functional and Technical Design Sessions. People First is integral to the development of the Payroll Wave and their vendor plays a key role in these activities.

The Florida PALM IV&V Team is reviewing D637 – Completion of Solution Design (Requirements) Segment II, the associated Functional Designs, and the RTM. The IV&V team did identify one inconsistency between the RTM and D637 that was corrected before acceptance of the deliverable. Additionally, the IV&V Team identified supporting requirements outlined in the FDs that are absent in the RTM. The IV&V Team is discussing options for addressing how to ensure consistency between the supporting requirements in the FDs and the RTM. The Quality Assurance Team is also reviewing each FD's general testing guidelines section to identify potential missing test scenarios for consideration.

The Florida PALM Project Team will review the Financial Wave Business Process Models (BPMs) with the Agencies from 12/5/23 to 12/7/23. This will provide another opportunity for Agencies to understand and gain clarity on business process changes. The Florida PALM Project Team will also be conducting Segment II design sessions in January to review the detailed FDs. Finally, based on feedback and discussions from the Segment I design workshops, the Florida PALM Project Team may revise the FDs to provide Agencies with the flexibility to control or track budgets at the allotment level. This is further evidence that the design workshops provide a forum for Agencies to identify concerns related to the design and that the Florida PALM Project Team is willing to act on those concerns.

Although the Florida PALM Project Team has successfully completed Segment I and Segment II FDs by the defined end date, the scope of Segments III and IV are larger than either Segment I or II. As of 11/15/23, there are 101 FDs identified for Segment III and 132 for Segment IV. Respectively, there were 52 for Segment I and 73 for Segment II.

Development
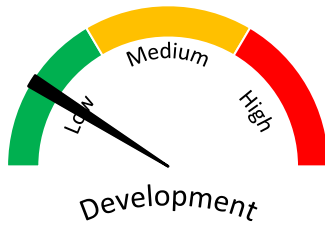
The Project Director approved the Ready to Start Build Stage Gate on 11/8/23. Segment I and II Functional Designs with no open issues or dependencies on future FDs are being transferred to the developers to incorporate the technical information and start development planning activities. This activity is starting ahead of schedule due to the earlier approval of the Ready To Start Build Stage Gate. Since this effort is starting ahead of schedule, the Florida PALM IV&V Team considers this a low-risk focus area.

Testing

The Florida PALM Project Team will conduct testing activities after the Ready to Begin System Testing Stage Gate in 2024. In the meantime, the Florida PALM IV&V Team has completed its review of the "General Guidelines for Testing" section of all Functional Design documents in Segment II and will share recommendations in December. The IV&V Team is also writing preliminary test scenarios based on the Business Process Models from Segment I as part of the IV&V Team's independent testing effort.

Production Support
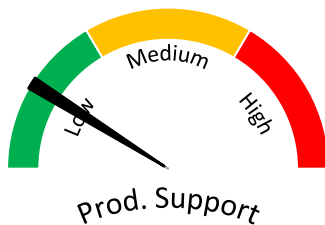
The Florida PALM IV&V Team reviewed the Service Level Expectations for 95% system uptime and confirmed compliance with the standard.

The Florida PALM IV&V Team continues to monitor one of the open ServiceNow incidents, INC38993588. The incident, created on 10/19/23, involves an outgoing $251M interbank transfer in January 2022 from a Wells Fargo account. There was no offsetting debit transaction recorded, leading to an unreconciled amount. The bank statement transaction was reconciled; however, it has not been matched or reconciled to any Florida PALM system transaction. This issue affects additional transactions as well. The root cause is believed to be a denied correction. An update is expected on 12/07/23, when the proposed solution will be reviewed with the Division of Accounting and Auditing and the Division of Treasury.

There is testing being performed in lower environments for PeopleSoft Update Manager 47. A deployment of these objects to the production environment is planned for January 2024.

Key Metrics or Analysis

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

Requirement and Design Metrics

How Requirements Are Met by Wave

The diagram in Figure 2 shows how requirements are met and which are associated with each implementation wave. This metric is derived from the Requirements Traceability Matrix (RTM) working version as of 11/30/23. The metric indicates that most requirements will be implemented with the Financials/Payroll Wave (58%); about 67% are met through either configuration or delivered PeopleSoft functionality. This illustrates the overall scope of the Financials/Payroll wave and the effort to use delivered functionality when possible.

How Requirements Are Met By Wave

	CMS	CMS, Financials	Financials	Payroll	Optional Services
■ Configuration/Delivered	418	6	1377	127	473
■ DW/BI			119		4
■ RICEFW Item	85	65	583	112	176
■ TBD			13		61
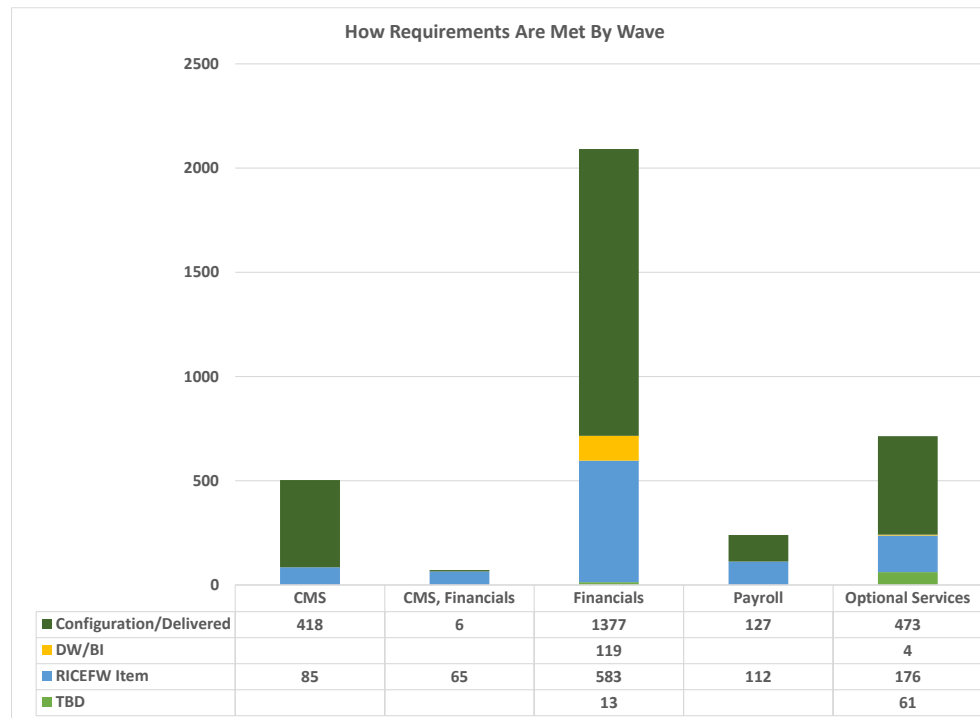
Figure 2: How Requirements Are Met by Wave

RICEFW Counts Over Time

The diagram in Figure 3 compares snapshots of the Reports, Interfaces, Conversions, Extensions, Forms, and Workflows (RICEFW) inventory over time. It is based on the RICEFW inventory working file. Overall, there have not been any significant increases in the number of RICEFW items. The total count of RICEFW items has decreased by 1.1% since the end of May 2023. This indicates that the scope of the RICEFW items is well controlled.

RICEFW Counts over Time

	31-May	30-Jun	31-Jul	31-Aug	15-Sep	30-Sep	31-Oct	30-Nov
Workflow	31	35	35	35	37	35	32	37
Form	18	24	22	21	17	20	17	17
Extension	105	99	102	102	103	104	108	108
Conversion	43	44	37	37	36	36	37	36
DW Extract	0	6	6	6	6	6	6	6
Interface	191	187	173	172	173	173	173	172
Report	274	268	274	268	279	268	282	279
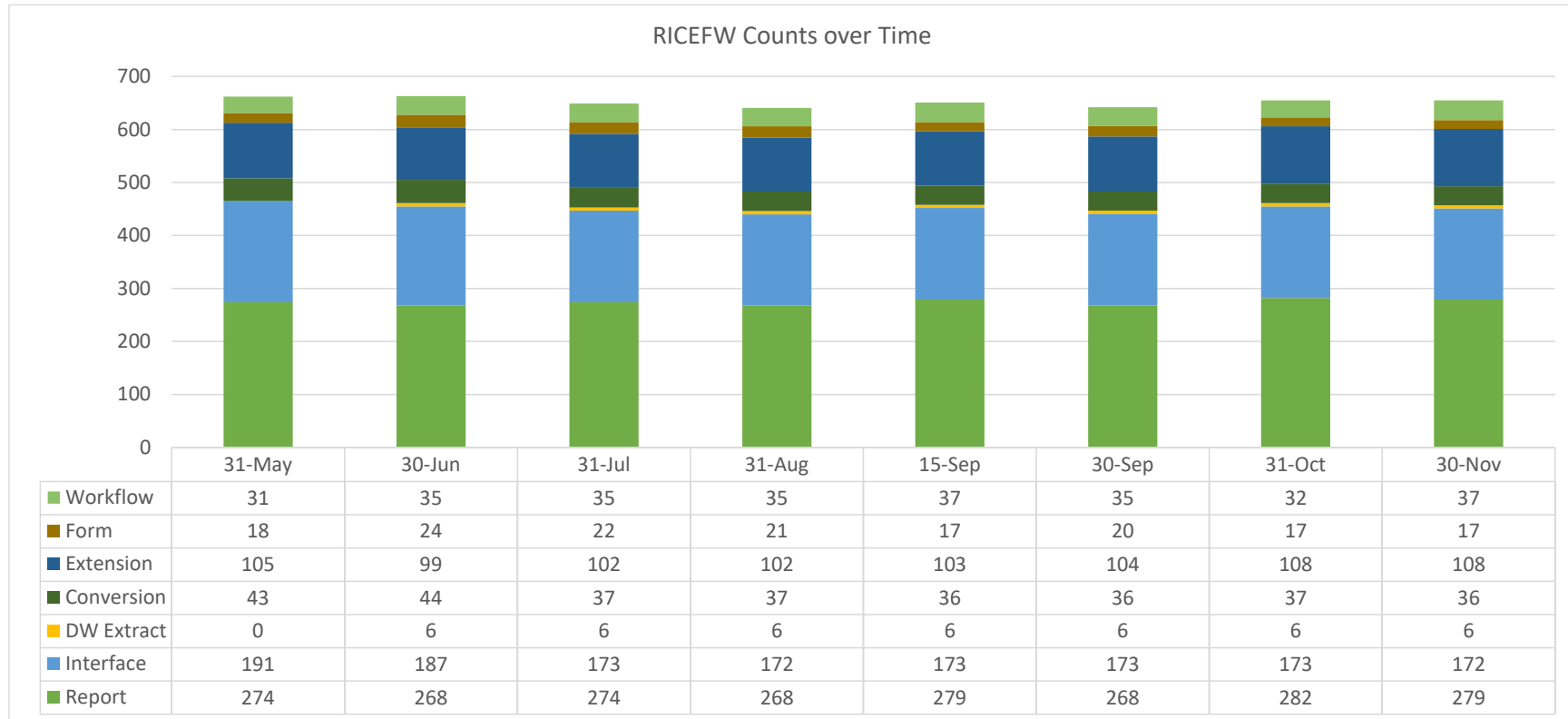
Figure 3: RICEFW Counts Over Time

Changes to Counts of Functional Designs Per Segment

The diagram in Figure 4 compares the expected count of Functional Designs in each Segment and how they have changed over time. The shows that the count of Functional Designs decreased in Segment II and has dramatically increased for Segments III and IV. Additionally, Project Change Requests (PCRs) may be required for some of the proposed Functional Designs associated with Segments III and IV, as they are new extensions and would require Project Director approval.

Functional Designs Per Segment

	DW/BI	Segment I - D636	Segment II - D637	Segment III	Segment IV
31-Jul	103	53	85	89	98
31-Aug	103	52	88	90	99
30-Sep	103	52	81	96	103
31-Oct	101	52	73	116	120
15-Nov	99	52	73	100	131
30-Nov	101	52	73	101	132
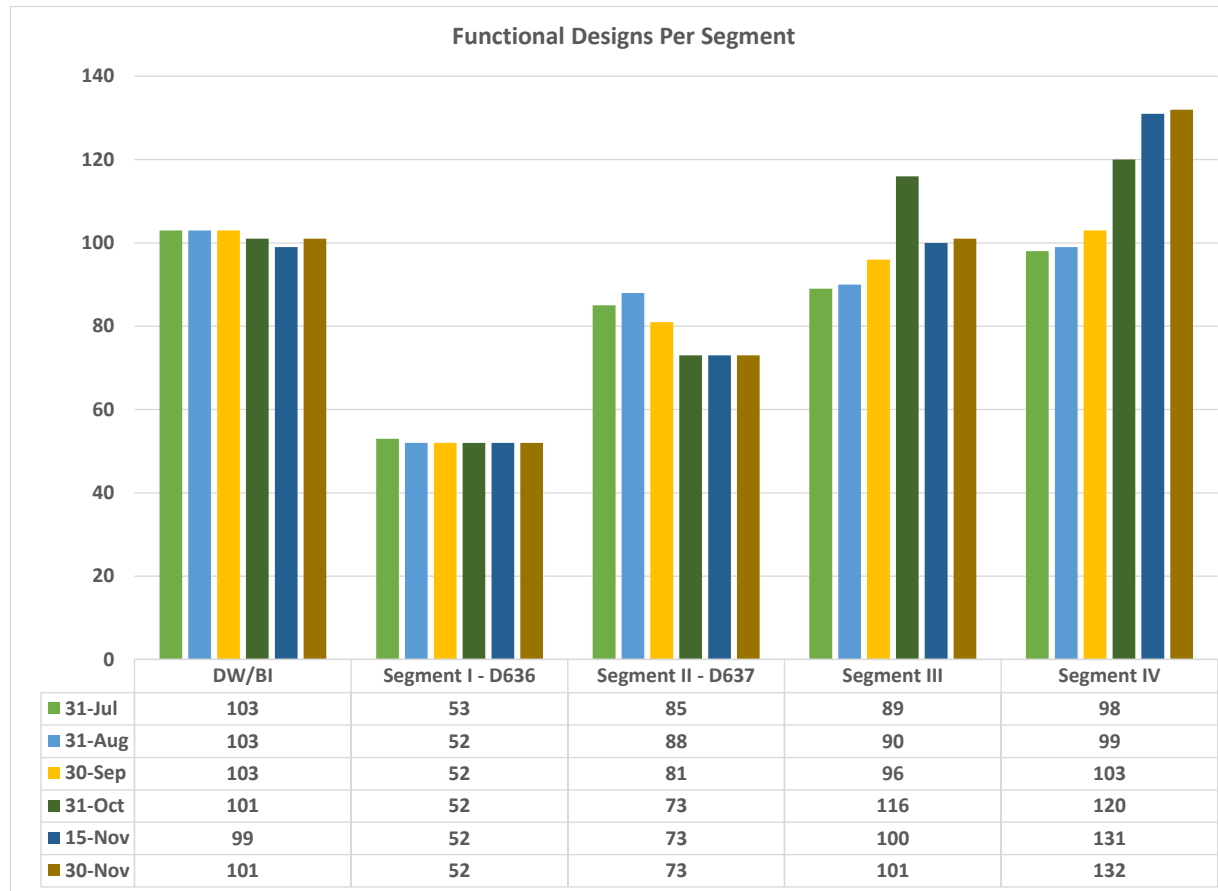
Figure 4: Changes to Count of Functional Designs per Segment

Financials Versus Payroll Wave Functional Designs for Segment III and IV

The diagram in Figure 5 shows how many Functional Designs for Segments III and IV are associated with Payroll or Financials. Most of the Functional Designs for Payroll will be in Segments III and IV and represent increasingly complex functionality. Also, additional Functional Designs have been identified in the Payroll area that must go through the PCR process.

Segment III and IV Functional Designs Per Wave

	Segment III	Segment IV
Payroll	41	86
Financials	60	46
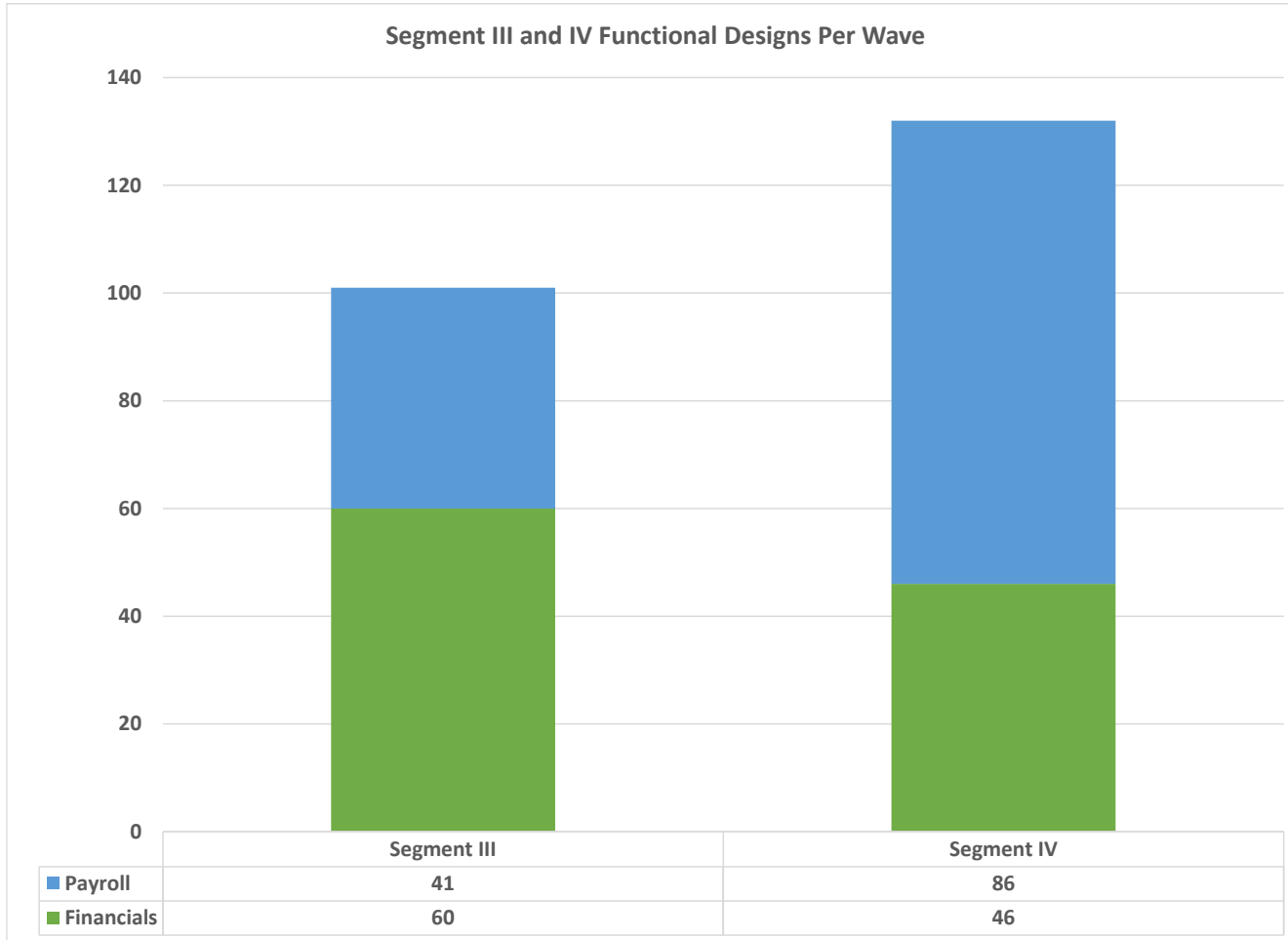
Figure 5: Financials Versus Payroll Functional Designs in Segments III and IV

IV&V Upcoming Schedule of Activities

Project Management

- Gather metrics on the tasks showing Start and Finish dates earlier than Baseline Start and Baseline Finish to provide more insight on what may factors may be influencing the mismatched as described in the Focus Area Updates section for Project Management.

Requirements and Design

- Continue review and analysis of Design Work Unit Tracker, RICEFW Inventory, and RTM.
- Continue development and updates of metrics to track Segment III Design.
- Participate in Functional Design sessions.
- Review Functional Design Specifications.
- Participate in Segment II Business Process Model (BPM) Reviews.
- Complete review of D637 – Completion of Solution Design (Requirements) Segment II.
- Compile a list of Lifecycle Management tools to streamline requirements management, test preparation, and execution activities.

Testing

- Continue writing scenarios based on the BPMs for Segment I.
- Continue attending the ongoing Design Sessions focused on Segment III.

Organizational Change Management

- Collaborate with the Florida PALM Project Team to review the I-WP121 – Update D27 Readiness Plan.
- Continue to analyze and verify information the Agencies have reported in the Bimonthly Agency Readiness Status Reports.

IV&V Information Requests

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

Table 2: IV&V Information Requests

Information Request	Date of Request	Status
None	None	None

Appendix A – Meetings Attended

The table below shows the meetings the Florida PALM IV&V Team attended during the period.

Meeting Name	Date	Start Time	End Time	Location
Weekly Project Status Update Meetings (ACN & State Project Leadership)	11/1/23	10:00 AM	11:00 AM	Online
Inter/IntraUnit Team Meeting	11/1/23	2:00 PM	3:00 PM	Online
Payroll State Tax and W2 Email Notification Meeting	11/1/23	2:00 PM	3:00 PM	Online
DOE/Florida PALM: Payroll Budget Entity Code	11/2/23	9:00 AM	11:00 AM	Online
Amended Ticket Triage Meeting - agenda added	11/2/23	9:30 AM	10:00 AM	Online
AP/PO PRE-FD/FD Discussion	11/2/23	9:00 AM	11:00 AM	Online
Config Application Review for PC Items	11/2/23	10:00 AM	12:00 PM	Online
Payroll Team Meeting	11/2/23	1:00 PM	2:00 PM	Online
DLA/Florida PALM Monthly Touchpoint	11/2/23	2:00 PM	3:00 PM	Online
LTD balances	11/2/23	2:00 PM	3:00 PM	Online
Prep for Pre-FD Meetings	11/2/23	2:00 PM	4:00 PM	Online
Payroll Config Review	11/3/23	8:30 AM	10:30 AM	Online
Cross Team Collaboration	11/3/23	1:00 PM	2:30 PM	Online
Design Disposition Discussions	11/3/23	2:30 PM	5:00 PM	Online
Segment III approach	11/6/23	9:00 AM	10:00 AM	Online
Functional Operational Team Meeting	11/6/23	1:00 PM	2:00 PM	Online
EPA Team Weekly Meeting	11/6/23	2:00 PM	4:00 PM	Online
Prep for Pre-FD/FD/Config Meetings	11/6/23	2:00 PM	4:00 PM	Online
TRP Working Session	11/6/23	3:05 PM	5:00 PM	Online

Meeting Name	Date	Start Time	End Time	Location
PGM Segment 3 Planning	11/6/23	4:00 PM	5:00 PM	Online
Payroll Pre-FD/FD/Config Meeting	11/7/23	8:30 AM	10:00 AM	Online
Tuesday Task Talk	11/7/23	10:00 AM	10:30 AM	Online
LMC Weekly Round Up	11/7/23	10:30 AM	12:00 PM	Online
Florida PALM Project Team Meeting (Mandatory)	11/7/23	10:30 AM	12:00 PM	Online
Florida PALM Disposition Discussions with A&A/OIT/Treasury	11/7/23	1:00 PM	2:00 PM	Online
People First / Florida PALM Action/Action Reason working session	11/7/23	2:00 PM	5:00 PM	Online
PMO Weekly Touchpoint	11/7/23	4:00 PM	5:00 PM	Online
Project Director Design Dispositions	11/7/23	4:00 PM	5:00 PM	Online
Payroll Pre-FD Meeting	11/8/23	8:30 AM	10:00 AM	Online
Review PCard Mapping	11/8/23	10:00 AM	11:00 AM	Online
Stage Gate 1 - Ready to Build Final Review Meeting Before Project Director Approval	11/8/23	9:00 AM	9:30 AM	Online
CRAIDL Meeting	11/8/23	11:00 AM	12:00 PM	Online
Inter/IntraUnit Team Meeting	11/8/23	2:00 PM	4:00 PM	Online
Payroll Pre-FD/FD/Config Meeting	11/8/23	2:00 PM	4:00 PM	Online
Budget Entity to State Program Analysis Discussion	11/8/23	4:00 PM	5:00 PM	Online
Payroll Pre-FD/FD/Config Meeting	11/9/23	8:30 AM	11:00 AM	Online
DCF People First Payroll Values Meeting	11/9/23	11:00 AM	12:00 PM	Online

Meeting Name	Date	Start Time	End Time	Location
Commerce - Florida PALM Readiness Touchpoint Meeting	11/9/23	12:00 PM	1:00 PM	Online
Accounting Events	11/9/23	1:00 PM	2:00 PM	Online
Payroll Team Meeting	11/9/23	1:00 PM	2:00 PM	Online
Payroll Pre-FD/FD/Config Meeting	11/9/23	2:00 PM	4:00 PM	Online
Conversions Approach	11/9/23	3:00 PM	4:00 PM	Online
TRP Pre-FD Discussion	11/13/23	9:30 AM	11:00 AM	Online
Functional Operational Team Meeting	11/13/23	1:00 PM	2:00 PM	Online
TRP Working Session-CONFIG SESSION ONLY	11/13/23	2:05 PM	5:05 PM	Online
AM Pre-FD Discussion - AMI004/AMI009 Outbound Physical Inventory	11/14/23	8:00 AM	9:30 AM	Online
Payroll Pre-FD/FD/Config Meeting	11/14/23	9:30 AM	11:00 AM	Online
Tuesday Task Talk	11/14/23	10:00 AM	10:30 AM	Online
AP/PO Configuration Review	11/14/23	11:00 AM	12:00 PM	Online
Florida PALM Disposition Discussions with A&A/OIT/Treasury	11/14/23	1:00 PM	1:30 PM	Online
AP/PO Pre-FD/FD Discussion	11/14/23	1:30 PM	3:30 PM	Online
PMO Weekly Touchpoint	11/14/23	3:00 PM	4:00 PM	Online
API002 Inbound voucher load	11/15/23	9:00 AM	11:00 AM	Online
Florida PALM Advisory Council Meeting	11/15/23	10:00 AM	12:00 PM	In Person
Florida PALM Executive Steering Committee Meeting	11/15/23	2:00 PM	4:00 PM	In Person
Payroll Pre-FD/FD/Config Meeting	11/15/23	2:00 PM	4:00 PM	Online
Payroll Pre-FD/FD/Config Meeting	11/16/23	8:30 AM	10:00 AM	Online

Meeting Name	Date	Start Time	End Time	Location
Pre-FD Discussion: APE017 Retiree Payment Remittance Extension	11/16/23	9:30 AM	11:00 AM	Online
Ticket Triage Meeting	11/16/23	9:30 AM	10:00 AM	Online
APD People First Payroll Values (Intra-Department Number, OCA, Warrant Distribut...	11/16/23	11:00 AM	12:00 PM	Online
DCF/Florida PALM Monthly Readiness Touchpoint Meeting	11/16/23	10:30 AM	11:30 AM	Online
FLHSMV Florida PALM Touchpoint	11/16/23	11:30 AM	12:30 PM	Online
DOS/ FL PALM Monthly Readiness Touchpoint Meeting	11/16/23	2:00 PM	3:00 PM	Online
TRP Pre-FD Discussion (ARI011, ARI008, ARC002)	11/17/23	8:30 AM	10:00 AM	Online
Payroll Pre-FD/FD/Config Meeting	11/17/23	8:30 AM	10:00 AM	Online
Cross Team Collaboration	11/17/23	1:00 PM	2:30 PM	Online
TRP Working Session	11/20/23	2:05 PM	4:00 PM	Online
DEM Florida PALM Touchpoint	11/21/23	11:00 AM	12:00 PM	Online
LEG/Florida PALM Readiness Touchpoint Meeting	11/21/23	2:00 PM	3:00 PM	Online
Review Proposed CMIA Design	11/27/23	10:00 AM	11:00 AM	Online
PC Project Teams and Trees	11/27/23	11:00 AM	12:00 PM	Online
Functional Operational Team Meeting	11/27/23	1:00 PM	2:00 PM	Online
TRP Working Session	11/27/23	2:05 PM	4:00 PM	Online
TRP Pre-FD Discussion (ARI024, ARI034)	11/28/23	8:30 AM	10:00 AM	Online
LMC Weekly Round Up	11/28/23	9:30 AM	11:00 AM	Online
InterUnit Demo	11/28/23	11:00 AM	12:00 PM	Online

Meeting Name	Date	Start Time	End Time	Location
Weekly PUM Upgrade Touchpoint Meeting	11/28/23	1:30 PM	2:00 PM	Online
DMA Payroll SAD FSG Follow-up	11/28/23	2:00 PM	3:00 PM	Online
MFMP/Florida PALM Readiness Touchpoint	11/28/23	3:00 PM	4:00 PM	Online
PMO Weekly Touchpoint	11/28/23	3:00 PM	4:00 PM	Online
Project Director Design Dispositions	11/28/23	3:00 PM	5:00 PM	Online
UAT Plan (I-WP127) - Approach and Timeline Discussion	11/29/23	10:00 AM	11:00 AM	Online
Pre-FD Discussion: API022 and APC003	11/29/23	10:30 AM	12:00 PM	Online
APD Budget Allotments	11/29/23	11:00 AM	12:00 PM	Online
Pre-FD Discussion - KKR058 Budget and Cash Checking Exceptions/Warnings Report	11/29/23	1:00 PM	2:00 PM	Online
Inter/IntraUnit Team Meeting	11/29/23	3:00 PM	5:00 PM	Online
Pre-PRE-FD Discussion CMR008 ACH/NOC Failures and NOC Report	11/29/23	3:00 PM	4:00 PM	Online
DOEA/PALM Monthly Touchpoint	11/30/23	10:00 AM	11:30 AM	Online
Ticket Triage Meeting	11/30/23	9:30 AM	10:30 AM	Online
PCE002 Touchpoint	11/30/23	10:30 AM	10:45 AM	Online
FDC & FCOR Readiness Touchpoint Meeting-Microsoft Teams Meeting Added	11/30/23	1:00 PM	2:30 PM	Online
Florida PALM Disposition Discussions with A&A/OIT/Treasury	11/30/23	2:00 PM	4:00 PM	Online

Appendix B – Meetings Conducted

The table below shows the Florida PALM IV&V Team's meetings during the period.

Meeting Name	Date	Start Time	End Time	Location	Attendee(s)
Florida PALM IV&V Stage Gate Assessment Report Review	11/1/23	3:30 PM	4:00 PM	Online	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 Preethi Kembhavi Sujith Vanga Sebastian Lende
Florida PALM IV&V Team Agency Readiness Outreach - Department of Children and Families	11/2/23	3:00 PM	4:00 PM	Online	Agency Staff Agency Staff Nicolle Suvada Christi Jella Sebastian Lende
Florida PALM IV&V Weekly Review Meeting	11/9/23	9:30 AM	10:00 AM	Online	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 Preethi Kembhavi Sujith Vanga Sebastian Lende

Meeting Name	Date	Start Time	End Time	Location	Attendee(s)
Florida PALM IV&V October Monthly Report Review	11/13/23	4:00 PM	4:30 PM	Online	Florida PALM Deputy Project Director Florida PALM Contract Manager DMS IV&V Contract Manager Nicolle Suvada John Gunnufsen Srikanth Durvasula Rick Huff Sebastian Lende
Florida PALM IV&V Weekly Review Meeting	11/17/23	9:30 AM	10:00 AM	Online	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 Sebastian Lende
Florida PALM IV&V November Mid-Month Report Review	11/20/23	4:00 PM	4:30 PM	Online	Florida PALM Project Director DMS IV&V Contract Manager Nicolle Suvada Hannah Sorber John Gunnufsen Srikanth Durvasula Preethi Kembhavi Sebastian Lende

Appendix C – Documents Reviewed

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

Document Name	Date	Version
Bimonthly Agency Readiness Status Report September – October 2023	11/16/23	Final
AMC001_FD - Asset and Property Conversion.docx	11/17/23	Draft
AMC001_Conversion Mapping Layout.xlsx	11/17/23	Draft
AMC001 - Asset and Property Conversion Layout.xlsx	11/17/23	Draft
AMC001_SAMPLE DATA.txt	11/17/23	Draft
AME001_FD - Asset Confidential Transactions and Data Extension.docx	11/17/23	Draft
AMI002_FD - Inbound Asset Transfers and Disposal Request.docx	11/17/23	Draft
AMI002-Inbound Asset Transfers and Disposal Request-Layout.xlsx	11/17/23	Draft
AMI002-Sample Data.txt	11/17/23	Draft
AMI003_FD - Asset Outbound Extract.docx	11/17/23	Draft
AMI003-Outbound Asset Extract-Layout.xlsx	11/17/23	Draft
AMI003-Sample Data.txt	11/17/23	Draft
AMI006_FD - Inbound Asset Additions, Adjustments and Physical Updates.docx	11/17/23	Draft
AMI006-Inbound Asset Additions, Adjustments and Physical Updates-Layout.xlsx	11/17/23	Draft
AMI006-Sample Data.txt	11/17/23	Draft
AMI007_FD - Inbound Asset Spreadsheet Upload.docx	11/17/23	Draft
AMI007-Inbound Asset Spreadsheet Upload-Layout.xlsx	11/17/23	Draft
AMI007-Sample Data.xls	11/17/23	Draft
AMR023_FD - Asset Depreciation Forecast Report.docx	11/17/23	Draft
AMR045_FD - Asset Workflow Status Report.docx	11/17/23	Draft
APE002_FD - Workflow Reason Code Extension.docx	11/17/23	Draft
APE005_FD - 1099 Reportable Transaction Extension.docx	11/17/23	Draft
APE007_FD - Fund Based Escheatment Extension.docx	11/17/23	Draft
API006_FD - Inbound Payment Cancellation.docx	11/17/23	Draft
API006-Inbound Payment Cancellation_Layout.xlsx	11/17/23	Draft
API006 - Sample Data.txt	11/17/23	Draft

Document Name	Date	Version
API007_FD - Outbound Warrant Print Extract.docx	11/17/23	Draft
API007-APY2021_CRYSTAL_CHECKS.xlsx	11/17/23	Draft
API007-Print Check.rtf	11/17/23	Draft
API007-Print Check - Technical Mapping.rtf	11/17/23	Draft
API007-Print Check - Mock up.rtf	11/17/23	Draft
API007-Print Advice - Mock up.rtf	11/17/23	Draft
API008_FD - Outbound 1099 IRS.docx	11/17/23	Draft
API008-Outbound 1099 IRS_Layout.xlsx	11/17/23	Draft
API008-Sample Data TestFile.TXT	11/17/23	Draft
API008-Sample Data CorrectionFile.TXT	11/17/23	Draft
APR014_FD - Voucher Workflow Status Report.docx	11/17/23	Draft
APR033_FD - Warrant Printing Report.docx	11/17/23	Draft
APR050_FD - Payment Cancellation Report.docx	11/17/23	Draft
APW001_FD - Voucher Workflow.docx	11/17/23	Draft
APW002_FD - Payment Cancellation Workflow.docx	11/17/23	Draft
APE016_FD - AP Payment Cancellation Page.docx	11/17/23	Draft
ARC001_FD - Customers.docx	11/17/23	Draft
ARC001-Customers Conversion-Layout.xlsx	11/17/23	Draft
ARC001-Sample Data.txt	11/17/23	Draft
ARE003_FD - Agency Deposit Number Extension.docx	11/17/23	Draft
ARI002_FD - Outbound Customer Data.docx	11/17/23	Draft
ARI002-Outbound Customer Data-Layout.xlsx	11/17/23	Draft
ARI002-Sample Data.txt	11/17/23	Draft
ARI006_FD - Inbound Customer Spreadsheet Upload.docx	11/17/23	Draft
ARI006-Inbound Customer Spreadsheet Upload-Layout.xlsx	11/17/23	Draft
ARI006-Sample Data.xls	11/17/23	Draft
ARI009_FD - Inbound Customer Data.docx	11/17/23	Draft
ARI009-Inbound Customer Data-Layout.xlsx	11/17/23	Draft
ARI009-Sample Data.txt	11/17/23	Draft

Document Name	Date	Version
ARI022_FD - Inbound Returned Item Check Data.docx	11/17/23	Draft
ARI022-Inbound Returned Item Check Data-Layout_Financials.xlsx	11/17/23	Draft
ARI022-Sample Data.xml	11/17/23	Draft
ARI033_FD - Inbound NIC Return Deposit Data.docx	11/17/23	Draft
ARI033-Inbound NIC Return Deposit Data-Layout_Financials.xlsx	11/17/23	Draft
ARI033-Sample Data.log	11/17/23	Draft
ARW002_FD - Direct Journal Workflow.docx	11/17/23	Draft
ARE008_FD - Deposit Type Restrictions.docx	11/17/23	Draft
CMF003_FD - E-Payment Request Form.docx	11/17/23	Draft
CMF004_FD - CRA Stop Payment Cancellation Request Form.docx	11/17/23	Draft
CMF006_FD - Order Supplies.docx	11/17/23	Draft
CMF007_FD - Research Request Reconciliation Assistance.docx	11/17/23	Draft
CTE001_FD - Contract Information Page.docx	11/17/23	Draft
CTI001_FD - Inbound Contract ChartField.docx	11/17/23	Draft
CTI001-Inbound Contract ChartField-Layout.xlsx	11/17/23	Draft
CTI001-Sample Data.txt	11/17/23	Draft
CTI002_FD - Inbound Contracts Spreadsheet Upload.docx	11/17/23	Draft
CTI002-Inbound Contract Spreadsheet Upload-Layout.xlsx	11/17/23	Draft
CTI002-Sample Data.txt	11/17/23	Draft
GLE008_FD - Investment Activity Entry Page.docx	11/17/23	Draft
GLE011_FD - Zero-Dollar Investment Budget Journals.docx	11/17/23	Draft
GLE013_FD - ChartField Structure Request Retain Attributes.docx	11/17/23	Draft
GLI006_FD - Inbound Journal Entry.docx	11/17/23	Draft
GLI006 - Inbound Journal Entry-Layout.xlsx	11/17/23	Draft
GLI006 - Sample Data File.txt	11/17/23	Draft
GLI011_FD - Inbound Journal Spreadsheet Upload.docx	11/17/23	Draft
GLI011 - Inbound Journal Spreadsheet Upload-Layout.xlsx	11/17/23	Draft
GLI011 - Sample Data.xml	11/17/23	Draft
GLI084_FD - Inbound Combination Edit Spreadsheet Upload.docx	11/17/23	Draft

Document Name	Date	Version
GLI084-Inbound Combination Edit Spreadsheet Upload - Layout.xlsx	11/17/23	Draft
GLI084 Sample File.csv	11/17/23	Draft
GLI086_FD - Inbound Annual GAA Load Values.docx	11/17/23	Draft
GLI086-Inbound Annual GAA Code Values-Layout.xlsx	11/17/23	Draft
GLI086-Sample Data.txt	11/17/23	Draft
GLR083_FD - Investment Activity Report.docx	11/17/23	Draft
GLR115_FD - Adjustment Period 998 GL Journal Entry Report.docx	11/17/23	Draft
GLR169_FD - Annual GAA Load Values Report.docx	11/17/23	Draft
GLW001_FD - GL Journal Approval Workflow.docx	11/17/23	Draft
GMC001_FD - Grant Information Conversion.docx	11/17/23	Draft
GMC001-Grants Conversion-Layout.xlsx	11/17/23	Draft
GMC001-Sample Data.txt	11/17/23	Draft
GME001_FD - Grants Information Page.docx	11/17/23	Draft
GME003_FD - ALN CSFA Configuration Page.docx	11/17/23	Draft
GMI001_FD - Inbound Grant Data.docx	11/17/23	Draft
GMI001-Inbound Grant Data-Layout.xlsx	11/17/23	Draft
GMI001-Sample Data.txt	11/17/23	Draft
GMI004_FD - Outbound Grant Receipt Details.docx	11/17/23	Draft
GMI004-Grant Receipt Detail Data-Layout.xlsx	11/17/23	Draft
GMI004-Sample Data.txt	11/17/23	Draft
GMI008_FD - Inbound Grants Spreadsheet Upload.docx	11/17/23	Draft
GMI008-Inbound Grant Spreadsheet Upload-Layout.xlsx	11/17/23	Draft
GMI008-Sample Data.txt	11/17/23	Draft
GMI010_FD - Inbound ALN-CSFA Spreadsheet Upload.docx	11/17/23	Draft
GMI010-Inbound ALN-CSFA Spreadsheet Upload-Layout.xlsx	11/17/23	Draft
GMI010-Sample Data.xls	11/17/23	Draft
GMI011_FD - Outbound ALN and CSFA Extract .docx	11/17/23	Draft
GMI011-Outbound ALN and CSFA Extract-Layout.xlsx	11/17/23	Draft
GMI011-Sample Data.txt	11/17/23	Draft

Document Name	Date	Version
KKE002_FD - Commitment Control Inquiry Page Field Relabeling.docx	11/17/23	Draft
KKR008_FD - Schedule of Allotment Balances Report.docx	11/17/23	Draft
KKR044_FD - Continuing Appropriations Balances Report.docx	11/17/23	Draft
POC001_FD-Open Encumbrances.docx	11/17/23	Draft
POC001-Open Encumbrances Mapping Layout.xlsx	11/17/23	Draft
POC001-Open Encumbrances Layout.xlsx	11/17/23	Draft
POC001 - Sample Data.txt	11/17/23	Draft
POI001_FD - Outbound Encumbrance Extract.docx	11/17/23	Draft
POI001-Outbound Encumbrance Extract-Layout.xlsx	11/17/23	Draft
POI001-Sample Data.txt	11/17/23	Draft
POI002_FD - Inbound Encumbrance Load.docx	11/17/23	Draft
POI002-Inbound Encumbrance Load Interface - Layout.xlsx	11/17/23	Draft
POI002 - Sample Data.txt	11/17/23	Draft
POI004_FD - Inbound Encumbrance Spreadsheet Upload.docx	11/17/23	Draft
POI004-Inbound Encumbrance Spreadsheet Upload Interface - Layout.xlsx	11/17/23	Draft
POI004-Sample Data.xlsm	11/17/23	Draft
POR009_FD - Outstanding Encumbrance Errors Report.docx	11/17/23	Draft
PRI003_FD - Inbound Personal Data and Privacy Indicators Functional Design.docx	11/17/23	Draft
PRI003-Inbound Personal Data and Privacy Indicators-Layout.xlsx	11/17/23	Draft
PRI003-Sample Data.txt	11/17/23	Draft
PRI006_FD - Inbound Deductions File.docx	11/17/23	Draft
PRI006 - Inbound Deductions File-Layout.xlsx	11/17/23	Draft
PRI006-Sample Data.txt	11/17/23	Draft
PRI016_FD - Inbound Position Data Interface Functional Design.docx	11/17/23	Draft
PRI016-Inbound Position Data File-Layout.xlsx	11/17/23	Draft
PRI016 - Sample Data.txt	11/17/23	Draft
SDE001_FD - Confidential Attachment Data Checkbox Extension.docx	11/17/23	Draft
SDE007_FD - SpeedKey Setup Page.docx	11/17/23	Draft

Document Name	Date	Version
SDI004_FD - Inbound SpeedKey Spreadsheet Upload.docx	11/17/23	Draft
SDI004-Inbound SpeedKey Spreadsheet Upload-Layout.xlsx	11/17/23	Draft
SDI004-Sample Data.csv	11/17/23	Draft
SDI007_FD - Inbound SpeedKey Interface.docx	11/17/23	Draft
SDI007-Inbound SpeedKey-Layout.xlsx	11/17/23	Draft
SDI007 - Sample Data.txt	11/17/23	Draft
SDI008_FD - Outbound SpeedKey.docx	11/17/23	Draft
SDI008-Outbound SpeedKey-Layout.xlsx	11/17/23	Draft
SDI008-Sample Data AgencyFile.txt	11/17/23	Draft
SDI008-Sample Data EnterpriseFile.txt	11/17/23	Draft
SDR003_FD - SpeedKey Report.docx	11/17/23	Draft
SDW004_FD - SpeedKey Request Workflow.docx	11/17/23	Draft
D637 Completion of Solution Design (Requirements) Segment II	11/17/23	Draft
RTM Working	11/3/23	Working
RICEFW Inventory Working	11/3/23	Working
Design Work Unit Tracker	11/3/23	Working
RTM Working	11/10/23	Working
RICEFW Inventory Working	11/10/23	Working
Design Work Unit Tracker	11/10/23	Working
RTM Working	11/17/23	Working
RICEFW Inventory Working	11/17/23	Working
Design Work Unit Tracker	11/17/23	Working
RTM Working	11/27/23	Working
RICEFW Inventory Working	11/27/23	Working
Design Work Unit Tracker	11/27/23	Working
RTM Working	11/30/23	Working
RICEFW Inventory Working	11/30/23	Working
Design Work Unit Tracker	11/30/23	Working
Florida_PALM_Project_Schedule	11/30/23	Working

Document Name	Date	Version
Imp Road Map_Financials and Payroll with WPs_DRAFT_internal	11/30/23	Draft
Florida PALM Monthly Performance Report	11/30/23	Working

Appendix D – IV&V Documents Delivered

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

Document Name	Date	Version	Delivered Date	Follow Up Required
Florida PALM IVV Stage Gate Assessment Report Ready to Start Build	11/01/23	1.0	11/01/23	None
Florida PALM IVV Monthly Assessment Report October 2023	11/13/23	1.0	11/13/23	None
Florida PALM IVV Mid-Month Report November 2023	11/20/23	1.0	11/20/23	None

Appendix E – 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			High		
Likely 4					
Possible 3	Medium				
Unlikely 2					
Improbable 1	Low				

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

Rating	Definition
High	The possibility of substantial impact on 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.