

Project Sponsor:	<i>Scott Fennell, Deputy CFO</i>	Project Director:	<i>Melissa Turner</i>
Status Report Period:	<i>April 1 – April 30, 2021</i>	Current Project R&C Category:	4
Project Start Date:	<i>Project funding began July 1, 2014</i>	Project End Date:	<i>June 30, 2027</i> <i>(Funding appropriated through June 30, 2021)</i>

1 - PROJECT STATUS OVERVIEW

A. Overview of Project activities during reporting period:

Required for R&C Category 

During the month of April, the Florida PALM Project completed the following:

- Published the [Quarter 3 Reporting Update](#)
- Hosted a [Reporting Workgroup](#) to review planned Florida PALM reports for the Central and Departmental Waves
- Published a new [PALMcast](#) on end user support following the CMS Wave implementation
- Asked agencies to monitor legislative changes that may affect their transition to Florida PALM
- Confirmed end users and their [roles](#) for the CMS Wave
- Received confirmation and approval for the updates to the Standardized Business Process Models from the Executive Steering Committee

B. Overall Status

Required for R&C Category 

	Yes	No	Explain:
Is the project on schedule? <i>If no, explain why and what corrective action(s) are planned to bring the project back on schedule</i>		✓	The ESC Decision related to Central Wave Conversion Testing was planned for April but did not occur. The Department has continued discussions related supplier data.
Will the project complete on schedule?	✓		Activities for the CMS remain on target, but discussions have begun for changes to future implementations.
Is the project currently within budget? <i>If no, explain why and what corrective action(s) are planned to bring the project back within budget</i>	✓		
Will the project remain within budget?	✓		

Were any Project Change Requests approved during this reporting period?	✓	D137 Submit Date Update (PCR71), ePayments Implementation Timeline (PCR73), Additional DEO Bank Account (PCR74), Federal Funding Impact to Interest Apportionment (PCR76)
Have any risks or issues impacted the project during the reporting period?	✓	Issue 25 remained open during the reporting period. Issue 26 was closed. Risk 221 is mitigating. More information on both is included in Section 3 – Project Issues/Risks below.

C. SPI & CPI <i>Provide SPI and CPI for Current + Last 3 Reporting Periods</i>				
	Required for R&C Category 3 4			
	Past Reporting Period	Past Reporting Period	Last Reporting Period	Current Reporting Period
Date	<i>01/31/2021</i>	<i>02/28/2021</i>	<i>03/31/2021</i>	<i>04/30/2021</i>
Project Schedule Performance Index (SPI)	0.98	0.95	0.98	0.97
Project Cost Performance Index (CPI)	0.90	0.90	0.91	0.90
Explanation of SPI or CPI Variance / Trend	CPI and SPI are stable and within tolerance.			

2 – PROJECT PROGRESS

A. Project Go/No-Go Decision Progress Provide status tracking for Go/No-Go Decisions and identify the status of each item listed (Completed, In Progress, Future).			
Go/No-Go Decision Name	Contractual Due Date	Actual Finish Date <i>(completed)</i>	Status <i>(C=Completed IP= In Progress F=Future)</i>
D130: CMS - Ready for User Acceptance Testing (UAT) <ul style="list-style-type: none"> • D99 Prototype 3 Delivery – Complete • D100 Disaster Recovery Plan – Complete • D101 Completion of System Testing – Complete • D105 Workflow Administration Guide – Complete • D110 Deployment Strategy – Complete • D112 Training Deployment and Measurement Plan – Complete • D113 Security and Technical Compliance Administration Guide – Complete • D115 User Acceptance Testing Plan – Complete • D117 Performance Testing Plan – Complete • D120 Help Desk Documentation – Complete • D123 Help Desk Training Plan – Complete • D125 Training Materials Complete – Complete • D126 System Infrastructure Capacity Plan – Complete • D469 Application Development - Reports/Extensions/Forms/Workflows – Complete 	03/31/2021	03/24/2021	<u>C</u>
D471: Departmental - Ready to Start RICEFW Build <ul style="list-style-type: none"> • D456 Departmental Wave Business Process Models (<i>Updates to Standardized Business Process Models</i>) – Complete • D457 RICEFW Inventory – Complete • D459 Requirements Traceability Matrix (RTM) – Complete 	04/30/2021	04/28/2021	<u>C</u>

A. Project Go/No-Go Decision Progress Required for R&C Category 2 3 4			
<i>Provide status tracking for Go/No-Go Decisions and identify the status of each item listed (Completed, In Progress, Future).</i>			
Go/No-Go Decision Name	Contractual Due Date	Actual Finish Date <i>(completed)</i>	Status <i>(C=Completed IP= In Progress F=Future)</i>
D502: Central - Ready for Conversion Testing <ul style="list-style-type: none"> D199 Master Data Configuration Workbook – In Progress D460 Conversion Extract Layouts – Complete D468 System Testing Plan – In Progress D470 Prototype 2 Delivery – Complete D500 Training Curriculum – Complete D501 Application Development – Conversions – In Progress 	04/30/2021		<u>IP</u>
D156: CMS - Ready to Deploy <ul style="list-style-type: none"> D124 User Acceptance Test Environment Delivery – Complete D129 Post-Implementation Continuous Learning Strategy – Complete D131 Prototype 4 Delivery – In Progress D134 Disaster Recovery Testing Plan – Complete D135 Deployment and Contingency Plan – In Progress D137 Production Support Operations Plan – In Progress D138 Production Environment Delivery – In Progress D139 Train-the-Trainer Complete – Complete D141 Production Support Application Configuration Management Plan – In Progress D143 Production Infrastructure Installation – Complete D144 Completion of Interface and Integration Testing – In Progress D146 Security and Technical Compliance Confirmation – In Progress D150 Completion of User Acceptance Testing – In Progress D152 Completion of a Mock Go-Live – Future D153 Post-Implementation Support Plan – In Progress 	06/18/2021		<u>IP</u>

3 – PROJECT ISSUES / RISKS

A. Project Issues <i>List all issues identified, open, occurring, or closed within this reporting period.</i>					
Issue Description	Status (Open/Closed)	Priority	Resolution Approach	Resolution Date	Owner
Issue 25: Deal Management Interface and Conversion Testing does not align with certain Project milestone dates	Open	High	<ol style="list-style-type: none"> Schedule additional time with Bloomberg to complete impact analysis; target completion by 12/18/2020 COMPLETE Complete functional design updates (WP16); target completion by 12/18/2020 COMPLETE Complete configuration and build updates (D88); target completion by 2/12/2021 COMPLETE Defer remaining System Test scripts to be executed during Interface and Integration Testing phase IN PROGRESS Modify Mock Conversion testing schedule for DMC001; target completion by 3/5/2021 IN PROGRESS Modify Interface Test Cycles; target completion by 3/19/2021 COMPLETE Complete training design and build for new Equity functionality 3/31/2021 IN PROGRESS 	N/A	Derek Miller
Issue 26: Bank Account Hierarchy for Wells Fargo is not Aligned with Florida PALM Configuration and Processing	Closed	High	Action Plan Status Configuration – WSD changed the approach from using the Bank Account Tree configuration and applied logic instead within CME004 to define an identifier for the bank account roll up Design <ul style="list-style-type: none"> CME004 BAI2 Allocate Sub Account Data – COMPLETE CME005 Book to Bank Sub Account Data Roll-Up – COMPLETE CMR025 Master to Sub Account Reconciliation Report – COMPLETE Build 	4/20/2021	Derek Miller

A. Project Issues <i>List all issues identified, open, occurring, or closed within this reporting period.</i>					
Required for R&C Category 2 3 4					
Issue Description	Status (Open/Closed)	Priority	Resolution Approach	Resolution Date	Owner
			<ul style="list-style-type: none"> • CME004 BAI2 Allocation Sub Account Data – COMPLETE • CME005 – COMPLETE • CMR025 Master to Sub Account Reconciliation Report – COMPLETE • System Test – Started 2/3/2021; COMPLETE • Interface Test – Started 2/5/2021; COMPLETE 		

B. Project Risks <i>List risks identified, open, occurring, or closed within the reporting period with a risk score of 15 or greater.</i>					
Required for R&C Category 2 3 4					
Risk Description	Status (Open / Closed)	Risk Score	Mitigation/Response Strategy	Status	Owner
Risk 221: Florida PALM Central Wave build timeline and Central Wave work for MFMP build activities are not aligned	Open	15	<ol style="list-style-type: none"> 1. The Florida PALM and MFMP Teams will continue meetings to review and confirm interfaces that will be planned for Central Wave, including layouts, for this shared risk. 2. The Florida PALM can share information with the ESC on the confirmed MFMP interface connections for Central Wave, including anticipated level of effort. 3. The MFMP ESC representative can share an approach to keep other ESC members informed on progress of MFMP build activities as Go/No-Go Decisions approach, including estimated duration of build work. 4. The Florida PALM and MFMP Teams will continue to discuss contingency options for schedule alignment issues. 	Mitigating	Rachael Lieblick

5 – PROJECT SPEND PLAN

The Florida PALM Project was appropriated \$33,154,677.00 for FY 2020-21. As of the end of this reporting period, \$23,632,322.27 in expenses has been projected, \$30,680,049.00 of the appropriated funds have been released, \$20,957,787.34 in expenses have been incurred, and \$18,455,530.29 has been paid. See the Florida PALM Project Spend Plan for additional details.