

Project Sponsor:	<i>Scott Fennell, Deputy CFO</i>	Project Director:	<i>Melissa Turner</i>
Status Report Period:	<i>May 1 – May 31, 2021</i>	Current Project R&C Category:	<i>4</i>
Project Start Date:	<i>Project funding began July 1, 2014</i>	Project End Date:	<i>June 30, 2027 (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 May, the Florida PALM Project completed the following:

- Added a [count-down-to-launch clock](#) on the Florida PALM website
- Published updated [Standardized Business Process Models](#) that detail the end-state business processes
- Hosted a [Change Champion Network Town Hall](#) that focused on the CMS Wave launch
- Hosted a [Tier 0 Support Team Kickoff](#) meeting for agency's team members that will support end users internally after the CMS Wave launch
- Published [PALMcast episode 7](#) that discussed agency support for end users after the CMS Wave launch
- Shared a [communication packet](#) with agencies that support their internal communications
- Discussed a shift to the Florida PALM implementation [approach](#)
- Hosted instructor-led training courses for agency end users
- Facilitated an Accounting Workgroup to review planned Florida PALM accounting entries for cash management transactions

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>	✓		
Will the project complete on schedule?	✓		
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?	✓		Key Activities date changes for Central Wave (PCR72), Deal Management Deployment (PCR77), D152 Submission Date Update (PCR78)
Have any risks or issues impacted the project during the reporting period?	✓		Issue 25 and Risk 221 was closed during the reporting period. 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>02/28/2021</i>	<i>03/31/2021</i>	<i>04/30/2021</i>	<i>05/31/2021</i>
Project Schedule Performance Index (SPI)	0.95	0.98	0.97	0.98
Project Cost Performance Index (CPI)	0.90	0.91	0.90	0.89
Explanation of SPI or CPI Variance / Trend	CPI is slightly unstable and below tolerance. SPI is stable and within tolerance.			

2 – PROJECT PROGRESS

A. Project Go/No-Go Decision Progress <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 – Complete • D460 Conversion Extract Layouts – Complete • D468 System Testing Plan – Complete • D470 Prototype 2 Delivery – Complete • D500 Training Curriculum – Complete • D501 Application Development – Conversions – Complete 	04/30/2021	5/12/2021	<u>C</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 – Complete • 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 – In Progress • D153 Post-Implementation Support Plan – In Progress 	06/18/2021		<u>IP</u>

A. Project Go/No-Go Decision Progress <i>Provide status tracking for Go/No-Go Decisions and identify the status of each item listed (Completed, In Progress, Future).</i>			
			Required for R&C Category 2 3 4
Go/No-Go Decision Name	Contractual Due Date	Actual Finish Date <i>(completed)</i>	Status <i>(C=Completed IP= In Progress F=Future)</i>
D175: Central – Ready for Interface Testing <ul style="list-style-type: none"> • D205 Application Development – Interfaces – In Progress • D461 Published Interface Layouts – In Progress • D466 Regression Testing Plan – In Progress • D476 Interface and Integration Testing Plan – In Progress 	7/31/2021		<u>IP –</u> <u>subject to</u> <u>change</u> <u>based on</u> <u>ESC</u> <u>discussion</u> <u>for</u> <u>implementa</u> <u>tion</u> <u>approach</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	Closed	High	<ol style="list-style-type: none"> 1. Schedule additional time with Bloomberg to complete impact analysis; target completion by 12/18/2020 COMPLETE 2. Complete functional design updates (WP16); target completion by 12/18/2020 COMPLETE 3. Complete configuration and build updates (D88); target completion by 2/12/2021 COMPLETE 4. Defer remaining System Test scripts to be executed during Interface and Integration Testing phase Completed for Internal Securities; External Securities deferred as part of PCR77 5. Modify Mock Conversion testing schedule for DMC001; target completion by 3/5/2021 COMPLETE 6. Modify Interface Test Cycles; target completion by 3/19/2021 Completed for Internal Securities; External Securities deferred as part of PCR77 7. Complete training design and build for new Equity functionality <ol style="list-style-type: none"> a. Training design; COMPLETE b. Training build; target completion 3/1/2021 – 3/31/2021 Completed for Internal Securities; External Securities deferred as part of PCR77 	5/17/2021	Derek Miller

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	Removed	15	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.	Removed 5/24/2021 based on ESC discussion to combine Central and Departmental Wave implementations	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, \$26,621,062.58 in expenses has been projected, \$32,853,042.00 of the appropriated funds have been released, \$23,354,703.05 in expenses have been incurred, and \$22,644,171.30 has been paid. See the Florida PALM Project Spend Plan for additional details.