

Project Sponsor:	<i>Scott Fennell, Deputy CFO</i>	Project Director:	<i>Melissa Turner</i>
Status Report Period:	<i>July 1 – July 31, 2020</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 July, the Florida PALM Project completed the following:

- Published PALMcast [episode 3](#)
- Shared [communication packets](#) with agencies to assist with internal communication
- Requested feedback for Internal Agency Readiness Indicators from Agency Sponsors
- Began working with third party interface partners that will interface with Florida PALM at CMS Wave go-live
- Confirmed IP addresses with agencies that will interface with Florida PALM at CMS Wave go-live
- Confirmed agency business systems that interface with Central FLAIR for reconciliation
- Shared [Role Mapping Approach](#) and [Security Access Manager Approach](#) with agencies
- Hosted [Change Champion Network Town Hall](#)
- Facilitated Training Focus Groups with select agencies
- Conducted [Central Wave Office Hours](#)
- Received 32 reports from agencies for status of each system interface and agency application remediation tasks as of 8/13/2020 (see Attachment 1 – Agency Status Reports)

B. Overall Status

Required for R&C Category 

	Yes	No	Explain:
Is the project on schedule? <small>If no, explain why and what corrective action(s) are planned to bring the project back on schedule</small>	✓		
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?	✓		Project Change Requests (PCR) 55 and 61 as detailed in the Project Change Request Log.
Have any risks or issues impacted the project during the reporting period?	✓		Issue 24 has been identified as detailed in section 3A. Project Issues.

C. SPI & CPI <i>Provide SPI and CPI for Current + Last 3 Reporting Periods</i>					Required for R&C Category
	Past Reporting Period	Past Reporting Period	Last Reporting Period	Current Reporting Period	
Date	04/30/2020	05/31/2020	06/30/2020	07/31/2020	
Project Schedule Performance Index (SPI)	0.98	0.96	0.94	0.97	
Project Cost Performance Index (CPI)	0.94	0.93	0.92	0.95	
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				Required for R&C Category
<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>	
D187: Central - Ready to Start RICEFW Build <ul style="list-style-type: none"> D185 RICEFW Inventory – In Progress D455 Central Wave Business Process Models – In Progress D458 Requirements Traceability Matrix (RTM) – In Progress 	10/30/2020		<u>IP</u>	

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).

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>
D108: CMS - Ready for Interface and Conversion Testing <ul style="list-style-type: none"> • D69 Testing Strategy – Complete • D71 Non-production infrastructure Installation – Complete • D74 System testing Plan – Complete • D75 Conversion Extract Layouts – In Progress • D76 Published Interface Layouts – In Progress • D77 Training Needs Assessment – Complete • D80 Technical Architecture Documentation – In Progress • D81 Training Curriculum – Complete • D83 Prototype 2 Delivery – In Progress • D88 Master Data Configuration Workbook – In Progress • D89 Role Mapping Handbook – Complete • D94 Interface and Integration Testing Plan – In Progress • D95 Regression Testing Plan – In Progress • D96 Application Development - Interfaces/Conversions – In Progress • D103 Help Desk Strategy – In Progress • D104 Data Management Plan – In Progress • D122 Penetration Testing Plan – Complete • D127 Production Support Strategy – Complete • D147 Completion of Penetration Testing – In Progress 	10/30/2020		<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>
D130: CMS - Ready for User Acceptance Testing (UAT) <ul style="list-style-type: none"> • D99 Prototype 3 Delivery – In Progress • D100 Disaster Recovery Plan – In Progress • D101 Completion of System Testing - Future • D105 Workflow Administration Guide – In Progress • D110 Deployment Strategy – In Progress • D112 Training Deployment and Measurement Plan – In Progress • D113 Security and Technical Compliance Administration Guide –Complete • D115 User Acceptance Testing Plan – In Progress • D117 Performance Testing Plan –Future • D120 Help Desk Documentation –Future • D123 Help Desk Training Plan – In Progress • D125 Training Materials Complete – In Progress • D126 System Infrastructure Capacity Plan – Future • D469 Application Development - Reports/Extensions/Forms/Workflows –Future 	03/31/2021		<u>IP</u>
D471: Departmental - Ready to Start RICEFW Build <ul style="list-style-type: none"> • D456 Departmental Wave Business Process Models – Future • D457 RICEFW Inventory – Future • D459 Requirements Traceability Matrix (RTM) – Future 	04/30/2021		<u>E</u>
D502: Central - Ready for Conversion Testing <ul style="list-style-type: none"> • D199 Master Data Configuration Workbook – In Progress • D460 Conversion Extract Layouts – In Progress • D468 System Testing Plan – In Progress • D470 Prototype 2 Delivery – Future • D500 Training Curriculum – Future • D501 Application Development – Conversions – In Progress 	04/30/2021		<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>
D156: CMS - Ready to Deploy <ul style="list-style-type: none"> • D124 User Acceptance Test Environment Delivery – Future • D129 Post-Implementation Continuous Learning Strategy – Future • D131 Prototype 4 Delivery – Future • D134 Disaster Recovery Testing Plan – In Progress • D135 Deployment and Contingency Plan – Future • D137 Production Support Operations Plan - Future • D138 Production Environment Delivery – Future • D139 Train-the-Trainer Complete – Future • D141 Production Support Application Configuration Management Plan – Future • D142 Production Support Infrastructure Configuration Management Plan – Future • D143 Production Infrastructure Installation - Future • D144 Completion of Interface and Integration Testing – Future • D146 Security and Technical Compliance Confirmation – Future • D150 Completion of User Acceptance Testing – Future • D152 Completion of a Mock Go-Live – Future • D153 Post-Implementation Support Plan – Future 	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>					
Required for R&C Category 2 3 4					
Issue Description	Status <i>(Open/ Closed)</i>	Priority	Resolution Approach	Resolution Date	Owner
Issue 23: <ul style="list-style-type: none"> • Role Mapping Workshops, as scheduled, will not contain the entirety of the design solution due to Functional Design delays. 	Closed	High	The Project will continue developing Role Mapping Workshop materials (WP14) as currently planned based on the information used to develop the Role Mapping Handbook (D89) and Security Roles Matrix (WP334). Per discussions with the BPS Team, it was determined that the information needed for to	07/22/2020	Amy Gendus a

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
			complete the materials is available for inclusion the Role Mapping Workshop materials.		
Issue 24: <ul style="list-style-type: none"> Functional designs are not being completed by planned dates causing impacts to technical design/build and other downstream cross track activities 	Open	High	<ol style="list-style-type: none"> Schedule additional time with the Division of Treasury to resolve outstanding design decisions. Standing meetings are planned to continue through completion of applicable functional designs. Prioritize completion of functional designs and build for interfaces, conversions and extensions and over forms, workflows and reports. Extend System Testing by two months to allow additional time to complete functional designs, build and system test extensions, interfaces, forms, workflows and reports without affecting the start of interface testing planned to start in November. Create and share a Central Wave Catalog of Interface Offerings to support agencies' efforts to estimate impacts of Central Wave. Prioritize the publishing of Central Wave Conversion Layouts and Central Wave Interface Layouts to those that impact Agency Business Systems, FFMIS, and Enterprise partners to support timing of FY21-22 LBR requests. In addition to Interface and Conversion Workshop in September 2020, host monthly Office Hours to focus on additional detailed interface topics until Central Wave interface testing (planned to begin in July 2021). 		Stacey Terry

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 211: <ul style="list-style-type: none"> Functional Design (FD) delays could result in delays in downstream activities such as solution build and testing 	Closed	15	Action plan for mitigating delay of 30 FDs due through 7/1, by category: <ol style="list-style-type: none"> Project Decision Required - Using RAIDL process to determine resolution; target 7/17 completion (3 FDs) External Info Required - Meeting with Treasury 4 hours/week to resolve outstanding items; target 7/17 completion (5 FDs) Internal Info Required - Engaging Deana in Workstream discussions to assist in making decisions; target 7/10 completion (3 FDs) Workstream Prioritization - Prioritizing FDs over competing tasks, as appropriate; target 7/2 or 7/10 completion (19 FDs) 	Closed – Became Issue	Matt Duke
Risk 221: <ul style="list-style-type: none"> If the Project does not obtain acknowledgement from MFMP on the items needed to be built for Central Wave, interface activities may be impacted. 	Open	15	To mitigate this risk, the Project will leverage regular meetings with MFMP to confirm the defined number of interfaces planned and discuss preparation activities for the build of Central Wave items. The Project will also collaborate with the MFMP ESC representative in anticipation of ESC meetings where readiness progress of all interfacing partners will be assessed as part of the ESC discussion and voting actions.	Mitigating	Rachael Lieblick

5 – PROJECT SPEND PLAN

The Florida PALM Project was appropriated \$32,925,838.00 for FY 2020-21. As of the end of this reporting period, \$1,983,946.94 in expenses has been projected, \$3,527,842.00 of the appropriated funds have been released, \$1,131,653.08 in expenses have been incurred, and \$497,867.83 has been paid. See the Florida PALM Project Spend Plan for additional details.