

<b>Project Sponsor:</b>	<i>Steven Fielder</i>	<b>Project Director:</b>	<i>Jimmy Cox</i>
<b>Status Report Period:</b>	<i>June 1, 2023 – June 30, 2023</i>	<b>Current Project R&amp;C Category:</b>	<i>4</i>
<b>Project Start Date:</b>	<i>Project funding began July 1, 2014</i>	<b>Project End Date:</b>	<i>July 19, 2027 (Funding appropriated through June 30, 2024)</i>

# 1 – FLORIDA PALM STATUS OVERVIEW

<b>A. Agency Engagement</b>		Required for R&C Category <span style="border: 1px solid black; padding: 2px;">1 2 3 4</span>
<p>During the month of June, the Department completed the following:</p> <ul style="list-style-type: none"> <li>• Hosted a project management focused <a href="#">forum</a> for agency CCN, providing a highly collaborative environment for agency Project Management Liaisons to share ideas, engage and ask questions, and make contacts/network with each other in-person</li> <li>• Published a <a href="#">new webpage</a> to support agencies sharing their unique Florida PALM resources with other agencies with a focus on people, process, technology, data, and project management</li> <li>• Distributed the <a href="#">Agency Sponsor Scoop</a>, a newsletter that shares updates and information from the Project’s Executive Sponsor to the Agency Sponsors</li> <li>• Published a new <a href="#">task</a> for the review of Smartsheet access within their agency’s CCN and team</li> <li>• Shared a draft <a href="#">Bimonthly Agency Readiness Status Report</a> for feedback from Advisory Council and Executive Steering Committee members</li> <li>• Continued focused conversations with agencies in areas of specific importance and personalized support</li> </ul>		

<b>B. Implementation Status</b>		Required for R&C Category <span style="border: 1px solid black; padding: 2px;">1 2 3 4</span>
	Yes	No
	Explain:	
<p><b>Is the project on schedule?</b>  <small>If no, explain why and what corrective action(s) are planned to bring the project back on schedule</small></p>	✓	<p>The Project Schedule used during June contains key administrative activities, required reporting activities, requirements reviews, and the development of deliverable expectation documents and work product expectation documents supporting implementation activities begun following the execution of Amendment 8 to the SSI Contract on April 26, 2023. This Project Schedule also included implementation activities planned to start through early FY 23-24. Major implementation activity dates have been established. The first deliverable, the Project Schedule for the next major implementation, was accepted on June 29, 2023.</p>
<p><b>Will the project complete on schedule?</b></p>	✓	<p>The accepted Project Schedule shows the solution going live on January 6, 2026.</p>

<b>B. Implementation Status</b>				Required for R&C Category <span style="border: 1px solid black; padding: 2px;">1 2 3 4</span>
	Yes	No	Explain:	
<b>Is the project currently within budget?</b> <i>If no, explain why and what corrective action(s) are planned to bring the project back within budget</i>	✓		The Project is currently within budget.	
<b>Will the project remain within budget?</b>	✓		Spend Plan details provided in section four.	
<b>Were any Project Change Requests approved during this reporting period?</b>		✓		
<b>Have any risks or issues impacted the project during the reporting period?</b>		✓	No new risks or issues have been identified.	

<b>C. SPI &amp; CPI</b> <i>Provide SPI and CPI for Current + Last 3 Reporting Periods</i>					Required for R&C Category <span style="border: 1px solid black; padding: 2px;">3 4</span>
	Past Reporting Period	Past Reporting Period	Last Reporting Period	<b>Current Reporting Period</b>	
<b>Date</b>	March 2023	April 2023	May 2023	June 2023	
<b>Project Schedule Performance Index (SPI)</b>	0.83	0.85	0.85	0.99	
<b>Project Cost Performance Index (CPI)</b>	0.99	0.98	0.94	0.90	
<b>Explanation of SPI/CPI Variance / Trend</b>	The current Schedule Performance Index (SPI) is 0.99. Amendment 8 to the SSI Contract defined the Project's updated implementation strategy and timeline, including the creation of a new Project Schedule. During the creation of the new Project Schedule, implementation tasks were identified. Upcoming tasks were added to the current Project Schedule to keep the Project team on track, causing a shift in SPI.				

## 2 – IMPLEMENTATION MILESTONE PROGRESS

<b>A. Implementation Stage Gate Decision Progress</b>			
<i>Provide status tracking for Stage Gate Decisions planned for action by the Project Director and/or Executive Steering Committee and identify the status of each item listed (Completed, In Progress, Future).</i>			Required for R&C Category <span style="float: right;">2 3 4</span>
Stage Gate Decision Name	Contractual Due Date	Actual Finish Date (completed)	Status (C=Completed IP= In Progress F=Future)
SG1 – Ready to Start Build	12/29/2023	N/A	IP
SG2 – Ready to Begin System Testing	8/30/2024	N/A	F
SG3 – Ready to Begin UAT	3/28/2025	N/A	F
SG4 – Agency Readiness	11/26/2025	N/A	F
SG5 – Deployment Readiness	12/17/2025	N/A	F
SG6 – Confirm Deployment	12/30/2025	N/A	F
SG7 – Go-Live	1/6/2026	N/A	F

<b>B. Scope Changes</b>			
<i>List all scope changes (any changes from the original project objectives and deliverables that impact the project schedule or budget) identified during this reporting period, including those that may impact the project in later reporting periods.</i>			Required for R&C Category <span style="float: right;">2 3 4</span>
Scope Change Description	Cost Impact	Schedule Impact	Status (if approved, include approval date and change control form number) / Variance Explanation / Comment
N/A			

## 3 – IMPLEMENTATION ISSUES / RISKS

<b>A. Implementation Issues</b>					
<i>List all issues identified, open, occurring, or closed within this reporting period related to implementation of the Financials or Payroll Waves.</i>					Required for R&C Category <span style="float: right;">2 3 4</span>
Issue Description	Status (Open/Closed)	Priority	Resolution Approach	Resolution Date	Owner
N/A					

<b>B. Implementation Risks</b> <span style="float: right; font-weight: normal; font-size: small;">Required for R&amp;C Category <span style="border: 1px solid black; padding: 0 2px;">2</span>  <span style="border: 1px solid black; padding: 0 2px;">3</span> <span style="border: 1px solid black; padding: 0 2px;">4</span></span>					
<i>List risks identified, open, occurring, or closed within the reporting period with risk score of 6 or greater.</i>					
Risk Description	Status (Open / Closed)	Risk Score	Mitigation/Response Strategy	Status	Owner
Risk 4 - Agency participation levels may impact agency readiness	Open	6	The Project will utilize one or more of the following mitigations to manage the risk: <ol style="list-style-type: none"> <li>1. Conduct monthly meetings between Readiness Coordinators and agency Change Champion Network members to discuss their internal readiness and preparation to transition to Florida PALM.</li> <li>2. Conduct meetings with between Project leadership and Agency Sponsors to discuss the agency's progress and any concerns, needs, or roadblocks that the agency is facing in their transition activities.</li> <li>3. Lead meetings and workshops designed to share timely and relevant information with agencies throughout the project lifecycle.</li> <li>4. Provide tools and information (e.g., graphics and content) to support messaging and communication within the agency regarding key implementation activities and change impacts.</li> </ol>	Stable	Jimmy Cox
Risk 6 - The execution of contracts and procurement activities outside of the Project may impact Florida PALM implementation and agency readiness	Open	6	The Project will utilize one or more of the following strategies to manage the risk: <ol style="list-style-type: none"> <li>1. Provide the Project's timeline and key Project dates essential for agency and enterprise partner readiness (e.g., milestones).</li> <li>2. Engage regularly with agency and enterprise partners to share information and to report progress towards key milestone dates.</li> <li>3. Request updates and status reporting on key readiness activities.</li> <li>4. Provide support or information to support agency, enterprise partner, or oversight body planning or decision making or needs.</li> </ol>	Stable	Angie Robertson

## **4 – SPEND PLAN**

The Florida PALM Project was appropriated \$63,548,688 for FY 2022-23. As of the end of this reporting period, \$37,324,591 in expenses have been projected, \$39,402,228 of the appropriated funds have been released, \$36,783,861 in expenses have been incurred, and \$35,226,375 has been paid. See the Florida PALM Project Spend Plan for additional details.

## **5 – REMEDIATION AND TRANSITION TASKS REQUIRED TO REPLACE FLAIR**

<b>Remediation and Transition Tasks</b>			
<i>Provide status tracking for remediation and transition tasks required to replace FLAIR and identify the status of each item listed (Completed, In Progress, Future).</i>			Required for R&C Category 
Task Name	Due Date	Actual Finish Date <i>(completed)</i>	Status <i>(C=Completed IP= In Progress F=Future)</i>
<b>Stage Gate 1 – Ready to Start Build</b> (includes the following critical path items): <ul style="list-style-type: none"> <li>• D635 – Project Schedule - <b>Accepted</b></li> <li>• D636 – Solution Design – Segment I – <b>In Progress</b></li> <li>• D637 – Solution Design – Segment II</li> <li>• I-WP101 – Update Process Models – Financials – Segment I – <b>In Progress</b></li> <li>• I-WP101 – Update Process Models – Financials – Segment II</li> </ul>	11/22/23	N/A	IP
<b>Stage Gate 2 – Ready to Begin System Testing</b> (includes the following critical path items): <ul style="list-style-type: none"> <li>• D638 – Solution Design – Segment III</li> <li>• D639 – Process Models – Payroll – <b>In Progress</b></li> <li>• D640 – Master Data Configuration Workbooks</li> <li>• D642 – Updated Technical Architecture Design</li> <li>• I-WP101 – Update Process Models – Financials – Segment III</li> <li>• D646 – Build – Segment I</li> <li>• D644 – Solution Design – Segment IV</li> <li>• I-WP101 – Update Process Models – Financials – Segment IV</li> <li>• Environment Builds – System Test Environment</li> </ul>	05/31/24	N/A	IP

<b>Remediation and Transition Tasks</b> <span style="float: right;">Required for R&amp;C Category <span style="border: 1px solid black; padding: 2px;">2 3 4</span></span>			
<i>Provide status tracking for remediation and transition tasks required to replace FLAIR and identify the status of each item listed (Completed, In Progress, Future).</i>			
Task Name	Due Date	Actual Finish Date <small>(completed)</small>	Status <small>(C=Completed IP= In Progress F=Future)</small>
<b>Stage Gate 3 – Ready to Begin UAT</b> (includes the following critical path items): <ul style="list-style-type: none"> <li>• D647 – Establish DW/BI Environments</li> <li>• D648 – Build – Segment II</li> <li>• WP405 – Security Roles Matrix</li> <li>• Environment Builds – Mock Conversion Test Environment</li> <li>• Environment Builds – Interface Test Environment</li> <li>• D650 – Solution Design – DW/BI</li> <li>• D651 – Mock Conversion I</li> <li>• D649 – Build – Segment III</li> <li>• D653 – Build – DW/BI – Segment I</li> <li>• D652 – System Test – Segment I</li> <li>• D655 – Mock Conversion II (System Test)</li> <li>• D654 – Build – Segment IV</li> <li>• D659 – Build – DW/BI – Segment II</li> <li>• Environment Builds – UAT Test Environment</li> <li>• D656 – System Test – Segment II</li> <li>• D668 – Build – DW/BI – Segment III</li> <li>• D657 – Mock Conversion III (UAT)</li> <li>• D661 – System Test – DW/BI</li> </ul>	03/28/25	N/A	F
<b>Stage Gate 4 – Agency Readiness</b> (includes the following critical path items): <ul style="list-style-type: none"> <li>• I-WP110 – Training Build</li> <li>• I-WP118 – Role Mapping Worksheet</li> <li>• I-WP126 – Readiness Workplan – <b>In Progress</b></li> <li>• I-WP128 – Agency Readiness Certification</li> </ul>	11/05/25	N/A	IP

Remediation and Transition Tasks			
Provide status tracking for remediation and transition tasks required to replace FLAIR and identify the status of each item listed (Completed, In Progress, Future).			
Task Name	Due Date	Actual Finish Date <small>(completed)</small>	Status <small>(C=Completed IP= In Progress F=Future)</small>
<b>Stage Gate 5 – Deployment Readiness</b> <ul style="list-style-type: none"> <li>• Environment Builds – Disaster Recovery Test Environment</li> <li>• D658 – Deployment and Contingency Plan</li> <li>• Environment Builds – Dry Run Test Environment</li> <li>• Environment Builds – Performance Test Environment</li> <li>• D662 – Mock Conversion IV</li> <li>• D663 – Interface Testing – Segment I</li> <li>• WP416 – Regression Testing</li> <li>• D667 – Mock Go-Live – Dry Run #1</li> <li>• D676 – Disaster Recovery Testing</li> <li>• D670 – Payroll Parallel testing</li> <li>• D671 – Interface Testing – Segment II</li> <li>• D673 – Mock Go-Live – Dry Run #2</li> <li>• D674 – Penetration Testing</li> <li>• D675 – Performance Testing</li> <li>• D678 – Final Known Issues &amp; Enhancements List</li> <li>• D677 – Mock Go-Live – Dry Run #3</li> </ul>	12/11/25	N/A	F
<b>Stage Gate 6 – Confirm Deployment</b>	12/19/25	N/A	F
<b>Stage Gate 7 – Go-Live</b>	01/02/26	N/A	F

## **6 – TRAINING AND STAFFING FOR HELP DESK AND PRODUCTION SUPPORT.**

<b>Training and Staffing Plan</b>			
<i>Provide the status of the implementation of a training and staffing plan for the Florida PALM help desk and production support utilizing current help desk and FLAIR resources and identify the status of each item listed (Completed, In Progress, Future).</i>			
			Required for R&C Category <span style="border: 1px solid black; padding: 2px;">2 3 4</span>
Task Name	Due Date	Actual Finish Date <i>(completed)</i>	Status <i>(C=Completed IP= In Progress F=Future)</i>
Q4 Update to the Training Plan	6/30/2023	6/30/2023	C
Q4 Update to the Staffing Plan	6/30/2023	6/30/2023	C

## **7 – SYSTEM INTERFACE AND AGENCY APPLICATION REMEDIATION**

See the Florida PALM Agency Status Report for June 2023 for an update on the progress and cost of each system interface and agency application remediation task, as provided by agencies, required for deployment of Florida PALM functionality.