

Project Sponsor:	Scott Fennell, Deputy CFO	Project Director:	Melissa Turner
Status Report Period:	August 1 st – August 31 st	Current Project R&C Category:	4
Project Start Date:	Project funding began July 1, 2014	Project End Date:	June 30, 2027 (Funding appropriated through June 30, 2022)

1 – FLORIDA PALM STATUS OVERVIEW

A. Agency Engagement Required for R&C Category

During the month of August, the Department completed the following:

- Shared reference guide for '[who to contact](#)' for implementation vs. production support questions
- Reminded agencies the Reports Catalog is a [post-launch resource](#)
- Introduced [Module Workgroups](#)
- Hosted the [Change Champion Network Town Hall and Module Workgroup Kickoff](#) with 250 attendees
- Restructured the [Project website](#) to better facilitate information sharing for the Financials Wave implementation and Florida PALM [production] user support
- Shared all Financials Wave interface and conversion layouts
- Began hosting Tuesday Task Talks with agencies to discuss new Master Readiness Workplan (MRW) tasks for their upcoming implementation responsibilities

B. Implementation 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>	✓		The current Schedule Performance Index (SPI) is 1. A detailed set of activities has been confirmed through the end of September and communicated to the Project Team and agencies. The detailed implementation schedule for the Financials Wave will be documented as part of Amendment 6 and is anticipated to use the framework of the existing Departmental Wave implementation schedule.
Will the project complete on schedule?	✓		While the timing of activities for the Financials Wave implementation schedule may adjust, the overall Project implementation timeline is not expected to change.

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>	✓		The current Cost Performance Index (CPI) is 0.84. The spend plan reflects projections from the current contract (Amendment 5), with expenditures under budget to date.
Will the project remain within budget?	✓		The spend plan will be updated accordingly when the Executive Steering Committee approves contract Amendment 6 (and the associated Payment Schedule).
Were any Project Change Requests approved during this reporting period?		✓	
Have any risks or issues impacted the project during the reporting period?	✓		<p>One new risk was opened during the review period (266). 3 other risks remain open from the last period:</p> <p>Risk 266: Unfunded required resources may impact Florida PALM transitions</p> <p>Risk 262: Agencies may encounter delays in funding releases for transition activities.</p> <p>Risk 261: Without an executed contract amendment to define 2024 implementation approach, the Project implementation and agency adoption schedules are at risk.</p> <p>Risk 265: There may be a misalignment of stakeholder expectations with Project Team activities.</p> <p>There were no issues open during the review period.</p>

2 – IMPLEMENTATION MILESTONE PROGRESS

A. Implementation Go/No-Go Decision Progress			
<i>Provide status tracking for Go/No-Go Decisions planned for action by the Executive Steering Committee 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>
<i>Amendment 6 is in progress which will align future Go/No-Go Decisions with the Financials, Payroll, and Expansion Waves. The Florida PALM Team shared all interface and conversion layouts with agencies in August in preparation for their work to connect agency business systems to Florida PALM for the Financials Wave.</i>	TBD	N/A	N/A

3 – IMPLEMENTATION ISSUES / RISKS

A. Implementation Issues <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 2 3 4
Issue Description	Status (Open / Closed)	Priority	Resolution Approach	Resolution Date	Owner	
N/A	N/A	N/A	N/A	N/A	N/A	N/A

B. Implementation Risks <i>List risks identified, open, occurring, or closed within the reporting period with a high probability or impact</i>						Required for R&C Category 2 3 4
Risk Description	Status (Open / Closed)	Risk Score	Mitigation/Response Strategy	Status	Owner	
261: Without an executed contract amendment to define the 2024 implementation approach, the Project implementation and agency adoption schedules are at risk.	Open	20	<ul style="list-style-type: none"> - The Contract Manager and Project leadership, will meet twice weekly to review contract recommendations (Complete) - The Contract Manager will provide Accenture Project Manager with detailed information on recommended contract changes (Complete) - Accenture leadership, Project leadership, and the Contract Manager will agree to a 90-day revised implementation schedule and Master Readiness Workplan (Complete) - Accenture leadership will delegate recurring Project meetings to the SDS track manager to enable them to work on the contract amendment (Complete) - Accenture leadership and the Contract Manager will agree to an Amendment 6 work plan and the Contract Manager will report progress to the Project Sponsors weekly <i>(In Progress)</i> 	Mitigating	Scott Fennell	

B. Implementation Risks <i>List risks identified, open, occurring, or closed within the reporting period with a high probability or impact</i>					Required for R&C Category 2 3 4	
Risk Description	Status (Open / Closed)	Risk Score	Mitigation/Response Strategy	Status	Owner	
262: Agencies may encounter delays in funding releases for transition activities	Open	20	-The Project Leadership will relay all updates to the MRW timely to ensure agencies are aware of the direction to move forward for the 1st QTR of FY 2021/22. -The Project Readiness Coordinators will follow up with agencies for information needed from Florida PALM for their 1st quarterly release.	Mitigating	Scott Fennell	
265: There may be a misalignment of stakeholder expectations with Project Team Activities	Open	15	-The Project will continue to discuss legacy and interface updates with all agencies. - Planned project work will be communicated to ESC, through agency sponsor messaging and readiness touchpoint meetings with agencies.	Mitigating	Melissa Turner	
266: Unfunded required resources may impact Florida PALM transitions	Open	20	-Expected agency activities will continue to be shared through the MRW and through other communications (i.e., agency sponsor messages). - Agency activities will be reviewed with the ESC to determine if there are any impacts to agency appropriations that will affect transitions to Florida PALM. - The Florida Digital Service will review agency LBRs submitted for IT services.	Monitoring	Scott Fennell	

4 – SPEND PLAN

The Florida PALM Project was appropriated \$35,701,558.00 for FY 2021-22. As of the end of this reporting period, \$9,051,533.73 in expenses has been projected, \$8,222,291.00 of the appropriated funds have been released, \$5,775,994.31 in expenses have been incurred, and \$1,896,861.50 has been paid. See the Florida PALM Project Spend Plan for additional details.

**The Project received a release in the amount of \$7,150,898.00 on September 2, 2021, which will be represented in the September 2021 report.*

5 – OPERATIONAL SUPPORT FOR FLORIDA PALM PRODUCTION

Interest Apportionment

Journals entered online and system generated transactions are used in the interest apportionment process. An issue related to accounting templates has prevented the automated execution for interest apportionment in August and September for July and August data. Consistent with the process used for the legacy Cash Management System, the Treasury team entered journals online so interest could be apportioned on August 24 for July data. The Treasury team has entered journals online for the August data and is working with two agencies to correct some investment entries before running interest apportionment. Interest apportionment for the August period is planned to be executed on the week of September 20. Accounting templates to automate the journals entered online are in review and planned to be used for interest apportionment process in October (for September data).

Externally managed transactions

Due to the complexity of new data to account for externally managed investments, additional analysis, configuration, and testing is required to automate the load into Florida PALM. The Treasury team has been entering journals online for externally managed investment activities, consistent with the process used for the legacy Cash Management System. Florida PALM is continuing to test interfaces with Bloomberg with a target completion this fall.

ePayments

During testing with NIC and Wells Fargo (WF), it was identified that NIC and WF cannot provide the unique identifier, as provided in the current Bank of America (BOA) file, required to link transactions between the bank statements, addenda, and return file to support the existing Florida PALM solution for processing ePayments data. As a result, Florida PALM will need to be modified to enable processing of ACH deposits and returns from NIC and WF. It is anticipated the system update will be completed in the fall 2021. In the meantime, the Treasury team will work with agencies to onboard them to the NIC platform and support manual processes for any returns received but not reconciled. Currently, the plan for full implementation to NIC begins in September and is expected to continue through next spring (2022).

Interest for retirement contributions

The DOR deposit process is used to remit statutorily required retirement contributions from participating entities. DMS then uses their Integrated Retirement Information System (IRIS) to apply monies to each entity's account and upload the accounting detail in Departmental FLAIR. IRIS then reports the amount available to transfer to SBA for investment. Florida PALM is recording deposits timely directly into Central FLAIR, but information that was previously used for IRIS is not available until data is received from the bank and processed in Florida PALM. DMS has implemented a manual workaround for IRIS to avoid loss of interest. DFS is collaborating with DOR and DMS on a new process, which includes DOR sending a new file to DMS; DMS will update IRIS to automate the processing of the information provided by DOR and eliminate the current manual workaround.

Reconciliation of Consolidated Revolving Account (CRA) accounts

Agencies need to combine two different reports in Florida PALM to reconcile their CRA accounts. A new, single report is in the process of being developed. Implementation of the new report is expected in October.

Batch Processing of Bank Files

There have been a number of issues in receiving timely bank files (not related to Florida PALM) which have impacted downstream processing including processing by DOR, processing by FLAIR, and delayed reporting for agencies. The Treasury team is working with the banks to understand the root cause of these issues and determine corrective actions.