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| Project Sponsor: | <i>Scott Fennell, Deputy CFO</i> | Project Director: | <i>Melissa Turner</i> |
| Status Report Period: | <i>November 1st – November 30th</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, 2022)</i> |

1 – FLORIDA PALM STATUS OVERVIEW

A. Agency Engagement Required for R&C Category

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

- Held a [Production Support Round Table](#) open forum event
- Solved a Florida PALM outage and communicated with agencies
- Continued hosting collaborative [Module Workgroups sessions](#)
- Published educational materials to support agency understanding business process models
- Held one-on-one meetings with agencies to answer unique agency-specific questions to support their business transformation decisions
- Held multiple Executive Steering Committee [meetings](#) to discuss feedback on Amendment 6

B. Implementation Status Required for R&C Category

| | Yes | No | Explain: |
|--|-----|----|---|
| Is the project on schedule? <small><i>If no, explain why and what corrective action(s) are planned to bring the project back on schedule</i></small> | ✓ | | The current Schedule Performance Index (SPI) is 0.99. A detailed set of activities has been confirmed through the end of December and communicated to the Project Team and agencies. The detailed implementation schedule for the Financials Wave has been developed in anticipation of Amendment 6 and is using a framework similar to the existing Departmental Wave implementation schedule. |
| Will the project complete on schedule? | ✓ | | Amendment 6 accounts for schedule adjustments to activities but does not change the overall Project implementation timeline. The Project is actively monitoring risks associated with the 2024 scheduled implementation. |

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| <p>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></p> | <p>✓</p> | <p>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.</p> |
| <p>Will the project remain within budget?</p> | <p>✓</p> | <p>The Amendment 6 documents approved by the Executive Steering Committee do not increase the overall contract value but do identify a number of optional services for the Executive Steering Committee to consider. If approved by the Executive Steering Committee, legislative budget request(s) and contract value would be updated to reflect the value of the approved optional services.</p> |
| <p>Were any Project Change Requests approved during this reporting period?</p> | <p>✓</p> | <p>PCR 83 was completed during the reporting period: Removing the baselined dates for the tasks associated with D462 – [Financials Wave] Conversion Extract Layouts will allow the team to recast the dates in alignment with anticipated Amendment 6 changes.</p> |
| <p>Have any risks or issues impacted the project during the reporting period?</p> | <p>✓</p> | <p>One risk was opened during the reporting period (Risk 269), and all others from last period remain open: Risk 266: Unfunded required resources may impact Florida PALM transitions. Risk 265: There may be a misalignment of stakeholder expectations with Project Team activities. Risk 269: The IV&V team will have little time to review Amendment 6 and have limited access to key documents prior to approval.</p> <p>Issue 27 remained open during the reporting period: Amendment 6 delays prevented a timely committed project schedule. Issue 28 remained opened during the reporting period: FY22-23 LBR submitted with A5 pricing since A6 data not available. Issue 29 remained opened during the reporting period: Spend Plan calculations are based upon Amendment 5 figures.</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 |
| 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 conducted workgroups with agencies to further describe expected functionality and opportunities to connect agency business systems 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 |
| 27: Amendment 6 delays prevented a timely committed project schedule | Open | Critical | - Accenture and Project Leadership continue regular meetings to discuss and complete A6 changes (Ongoing) - Accenture PMO will provide a new Project Schedule through D563 (In-Progress) | | Scott Fennell |
| 28: FY22-23 LBR submitted with A5 pricing since A6 data not available | Open | High | - Execute A6 - Review A6 updated pricing, including optional services targeted for FY22-23 - Submit Amended LBR if necessary - Track budget process | | Scott Fennell |
| 29: Spend Plan calculations are based upon Amendment 5 figures | Open | High | - Monitor A6 for changes - Execute A6 - Update spend plan documents to reflect A6 changes - Complete A6/Baseline adjustment - Update SSI projections based on A6 | | Melissa Turner |

| 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 |
| 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 (In-progress). - Planned project work will be communicated to ESC, through agency sponsor messaging and readiness touchpoint meetings with agencies (Ongoing). | Mitigating | Melissa Turner |

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|--|------------------------|------------|--|------------|---|
| Risk Description | Status (Open / Closed) | Risk Score | Mitigation/Response Strategy | Status | Owner |
| 266: Unfunded required resources may impact Florida PALM transitions | Open | 20 | - Expected agency activities will continue to be shared through the Readiness Workbook and through other communications (i.e., agency sponsor messages) (In-progress) . - 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 (Ongoing) . - The Florida Digital Service will review agency LBRs submitted for IT services (Ongoing) . | Monitoring | Scott Fennell |
| 269: The lack of a detailed Project Schedule and an updated Project Management Plan (PMP) reflecting the Amendment 6 changes increases the risk that the new DDI approach will adversely affect the schedule, scope, and budget of the Florida PALM project. | Open | N/A | -Review draft version of the Project Management Plan that incorporates Amendment 6 changes pending Amendment execution (In-progress) . -Review proposed updated Project Schedule which incorporates Amendment 6 changes pending Amendment execution (In-progress) . | Mitigating | Nicolle Suvada |

4 – SPEND PLAN

The Florida PALM Project was appropriated \$35,730,838.00 for FY 2021-22. As of the end of this reporting period, \$14,114,585.56 in expenses has been projected, \$15,402,469.00 of the appropriated funds have been released, \$9,915,904.86 in expenses have been incurred, and \$9,261,029.11 has been paid. See the Florida PALM Project Spend Plan for additional details.

5 – OPERATIONAL SUPPORT FOR FLORIDA PALM PRODUCTION

Externally managed transactions (INC22304785)

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 continued to enter 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 in January 2022.

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 by the end of the calendar year. 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. To date, 32 of 52 entities (representing 13 of 21 agencies) successfully transitioned to the NIC. Transitions are 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. As a result, DMS implemented a manual workaround for IRIS to avoid loss of interest. DFS, DOR, and DMS collaborated on a new process, which includes DOR sending two new files to DMS daily, and DMS updating IRIS to automate the processing of the information provided by DOR. Changes were implemented for IRIS. Manual correcting entries are no longer needed. This item will not be included on future status reports.

Reconciliation of Consolidated Revolving Account (CRA) accounts (RITM0885665)

Agencies need to combine two different reports in Florida PALM to reconcile their CRA accounts. A new, single report has been developed and is being tested. If testing is successful, the target implementation date of the new, consolidated report is December 29, 2021.

Misclassification on the Investment Activity Report (INC24838754)

The Investment Activity Report (GLR083) has misclassification issue for some investment transactions. As a workaround, a delivered General Ledger Activity report can be used to view balances and transactions associated to investment accounts. If testing is successful, the target implementation date of fix for the GLR083 is scheduled for January 6, 2021.

Cash Flow entries are not automatically created after selling the deals (INC25183942)

The interface to load deal management data (DMI001) is not creating Cash Flow entries after selling the deals. As a workaround, Florida PALM is executing a manual fix to create Cash Flow entries. Testing for the fix completed successfully. The Treasury team requested the fix be implemented after interest apportionment was run in December (for the November 2021 period). The fix is planned for implementation on December 29, 2021.

Zero-dollar deposits reconciliation (INC22302090)

The \$0 deposits go to the internal interunit bank account. Because this is an internal account, there is no bank statement, so it cannot be reconciled automatically. As a workaround, the Treasury team accesses the manual reconciliation page, selects a date range, and selects all items to reconcile.

Revenue to Revenue transfers (INC24828406)

The interface to process FLAIR Journals (GLI065) needs to include Revenue to Revenue Transfers transactions. The fix for the interface is planned for implementation on January 3, 2022 so that all revenue to revenue transfers starting in 2022 will be available in Florida PALM. Additional efforts are under way to convert and load revenue to revenue transfers that occurred July – December 2021.

Processing of addenda data for wire transfers (INC24613026)

Logic is needed to distinguish the subaccount number and the description of a wire transfer in the addenda so it will properly allocate to the correct subaccount. As a workaround, Treasury performs manual processing to allocate funds to the appropriate subaccounts when this data scenario occurs. The target implementation date of the fix is January 2022.

Access for the SPIA Reconciliation Report (INC23706992)

Report access for the SPIA Reconciliation Report (GLR087) was originally designed for the following roles: DFS COA Maintainer, DFS GL Reconciliation Processor, DFS Investment Journal Processor, Agency CM Reporter, Agency CRA Processor, DFS Investment Override Processor, Agency Fund Cash Processor, and GL Reporter. Upon discussion with DFS operational staff, it was determined the access for this report should be limited to the DFS GL Journal Processor role. The target implementation date of the fix is January 2022.

New periods for Accounts Receivable Budget Checking process (INC24266863)

The Accounts Receivable Budget Checking process is not updating transactions as expected on the first and/or second day of the new open period. The Accounts Receivable Budget Check process needs to flag the Deposit record in order for the entry to be posted to the General Ledger. As a workaround, the Florida PALM team is executing a temporary fix to properly budget check deposit records. The target implementation date of the fix is January 2022.

Additional notice when Florida PALM system is unavailable (INC24915588)

Users currently receive communication when the system is unavailable (planned and unplanned). A new page will be created to display a pre-defined message to the users when the system is unavailable. The target implementation date of the new maintenance page is January 2022.

Additional controls for fund selection on disinvestments (RITM0965382)

When processing a disinvestment, agencies can either manually type in or select a fund from a list. There are controls in place to prevent agencies from processing funds for disinvestments outside of their agency. However, agencies need additional assistance to select the proper chart of accounts combination (including the fund). The Florida PALM team met with several agencies (DBPR, DMS, and FDOT) to discuss options for using the Speed Type functionality to default accounting on the disinvestment transactions.

Deal management accounting templates for partial sales (INC24687417)

The Deal Management accounting templates are incorrect for partial sales. As a workaround, the Treasury team is monitoring the activity and correcting as needed. The target implementation date of the fix is February 2022.

Book to Bank timing differences (INC24686664)

There is a timing differences for book to bank reconciliation between the General Ledger and bank statement causing delay in reconciliation. As a workaround, reports and queries have been provided to identify and explain the timing differences. A job aid is also being created to assist with analyzing the timing differences going forward. A Service Request have been logged with Oracle and a resolution is planned for release in March 2022.

Additional workarounds

Starting in November, the Project's Executive Sponsor has been reaching out to Agency Sponsors to review expectations and further clarify any additional manual processes agencies are utilizing within Florida PALM. This information will be used to help prioritize resolutions for system defects and identify functionality (i.e. data validation) that may need to be implemented in Florida PALM.