

Project Sponsor:	Scott Fennell, Deputy CFO	Project Director:	Melissa Turner
Status Report Period:	September 1 st – September 30 th	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 September, the Department completed the following:

- Hosted collaborative Module Workgroup sessions with agency subject matter experts
- Published a new tool, the [Pathfinder](#), for that connects Florida PALM business processes to Florida PALM interfaces, conversion, and reports
- Shared the CFO [implementation decisions](#) with the Executive Steering Committee Meeting and agencies
- Printed a wall [poster](#) for agencies to celebrate the journey towards the 2024 launch
- Published the [Readiness Workplan](#) with activities through December 2021
- Continued Tuesday Task Talks with agency Change Champions to discuss new agency tasks

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.

<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>	✓	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>Will the project remain within budget?</p>	✓	The spend plan will be updated accordingly when the Executive Steering Committee approves contract Amendment 6 (and the associated Payment Schedule which may shift deliverable timing but not increase any anticipated expenditures for the current fiscal year).
<p>Were any Project Change Requests approved during this reporting period?</p>	✓	
<p>Have any risks or issues impacted the project during the reporting period?</p>	✓	Two risks were closed during the reporting period (Risks 261 and 262), but 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. Issue 27 was opened during the reporting period: Amendment 6 delays prevented a timely committed project schedule. Additional impacts for the delayed execution of Amendment 6 are under analysis.

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>
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.	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
Amendment 6 delays prevented a timely committed project schedule	Open	Critical	Accenture and Project Leadership continue regular meetings to discuss and complete A6 changes. - Accenture PMO will update Project schedule with new activities.		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
261: Without an executed contract amendment to define the 2024 implementation approach, the Project implementation and agency adoption schedules are at risk.	Closed	20	- 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 (Moved to Issue 27 Mitigation Plan)	Closed – Became Issue	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	Closed	20	<ul style="list-style-type: none"> - The Project Leadership will relay all updates to the Readiness Workplan timely to ensure agencies are aware of the direction to move forward for the 1st QTR of FY 2021/22 (Complete). - The Project Readiness Coordinators will follow up with agencies for information needed from Florida PALM for their 1st quarterly release (Complete). 	Closed	Scott Fennell
265: There may be a misalignment of stakeholder expectations with Project Team Activities	Open	15	<ul style="list-style-type: none"> -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. 	Mitigating	Melissa Turner
266: Unfunded required resources may impact Florida PALM transitions	Open	20	<ul style="list-style-type: none"> - Expected agency activities will continue to be shared through the MRW 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

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, \$10,636,035.60 in expenses has been projected, \$15,402,469.00 of the appropriated funds have been released, \$7,044,466.37 in expenses have been incurred, and \$2,512,573.06 has been paid. See the Florida PALM Project Spend Plan for additional details.

5 – OPERATIONAL SUPPORT FOR FLORIDA PALM PRODUCTION

Interest Apportionment

Journals entered online and system generated transactions are used in the interest apportionment process. Accounting templates were used to automate the execution for interest apportionment for September data on October 20th. The first automated execution of this process caused some additional updates for August data which were also addressed on October 20th. The automated interest apportionment process is expected to return to its typical run schedule and result in November for October 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 calendar year.

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. 3 of 40 entities transitioned to the NIC to date. 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. DMS has implemented a manual workaround for IRIS to avoid loss of interest. DFS, DOR, and DMS have collaborated on a new process, which includes DOR sending a new file to DMS and DMS updating IRIS to automate the processing of the information provided by DOR. These updates are expected to be completed in November, which would 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 November.