

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

- Transitioned CMS Wave training materials to DFS Office of Financial Education
- Shared the [quarterly report](#) of Florida PALM reporting activities
- Continued hosting collaborative [Module Workgroups sessions](#)
- Published a video on [How to Read Business Process Models](#)
- Published an educational communication on agency design, build, and test activities

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 December 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 a framework similar to 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? <small>If no, explain why and what corrective action(s) are planned to bring the project back within budget</small>	✓		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 which may shift deliverable timing but not increase any anticipated expenditures for the current fiscal year).
Were any Project Change Requests approved during this reporting period?		✓	
Have any risks or issues impacted the project during the reporting period?	✓		<p>No major risks were opened or closed during the reporting period, but all others from last period remain open:</p> <p>Risk 266: Unfunded required resources may impact Florida PALM transitions</p> <p>Risk 265: There may be a misalignment of stakeholder expectations with Project Team activities.</p> <p>Issue 27 remained open during the reporting period: Amendment 6 delays prevented a timely committed project schedule.</p> <p>Issue 28 was opened during the reporting period: FY22-23 LBR submitted with A5 pricing since A6 data not available</p> <p>Issue 29 was 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 
Issue Description	Status (Open/Closed)	Priority	Resolution Approach	Resolution Date	Owner
27: Amendment 6 delays prevented a timely committed project schedule	Open	Critical	<ul style="list-style-type: none"> - 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	<ul style="list-style-type: none"> - 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	<ul style="list-style-type: none"> - 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 
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	<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 (Ongoing). 	Mitigating	Melissa Turner

B. Implementation Risks *List risks identified, open, occurring, or closed within the reporting period with a high probability or impact*

Required for R&C Category 2
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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	<ul style="list-style-type: none"> - 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

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, \$12,731,489.67 in expenses has been projected, \$15,402,469.00 of the appropriated funds have been released, \$8,437,688.24 in expenses have been incurred, and \$4,393,160.65 has been paid. See the Florida PALM Project Spend Plan for additional details.

5 – OPERATIONAL SUPPORT FOR FLORIDA PALM PRODUCTION

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 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 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 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, seven of 40 entities successfully transitioned to the NIC, and nine are currently testing. 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 two new files to DMS daily, and DMS updating IRIS to automate the processing of the information provided by DOR. DMS has confirmed that these two new files can be used to automate the FLAIR correcting entries which are currently being created manually. Programming changes have been completed for IRIS to create the FLAIR correcting entries. The target implementation date is within the first two weeks of December 2021.

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 2021.

Additional workarounds

Starting in November, the Project's Executive Sponsor will be 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 additional functionality (i.e. data validation) that may need to be implemented in Florida PALM.