**Florida PALM**
Planning, Accounting, and Ledger Management

| | | | |
|---|---|---|---|
| **Project Sponsor:** | *Steven Fielder* | **Project Director:** | *Jimmy Cox* |
| **Status Report Period:** | *August 1, 2023 – August 31, 2023* | **Current Project R&C Category:** | *4* |
| **Project Start Date:** | *Project funding began July 1, 2014* | **Project End Date:** | *July 19, 2027*<br>*(Funding appropriated through June 30, 2024)* |

# 1 – FLORIDA PALM STATUS OVERVIEW

## A. Agency Engagement
Required for R&C Category 1 2 3 4

During the month of August, the Department completed the following:
- Designed a new webpage to display the schedule of meetings with the Advisory Council and agencies during the Design Phase
- Hosted the Segment I Financials Wave Business Process Models Review with the Advisory Council and agency subject matter experts for Disbursements Management, Budget Management, Cash Control, and Account Management and Financial Reporting
- Published the updated Chart of Accounts Design on the Florida PALM website
- Published a new Florida PALM Overview video for agencies to use as a change management resource
- Published a video on How to Read a Business Process Model as a resource for agencies attending Design meetings.
- Released a new PALMcast episode discussing Design Phase opportunities for agencies
- Released the Bimonthly Agency Readiness Status Report early, allowing more time to complete the first report
- Continued focused conversations with agencies in areas of specific importance and personalized support

## B. Implementation Status
Required for R&C Category 1 2 3 4

| | Yes | No | Explain: |
|---|:---:|:---:|---|
| **Is the project on schedule?**<br>*If no, explain why and what corrective action(s) are planned to bring the project back on schedule* | ✔ | | The Project Schedule includes implementation activities to be completed through go-live in January 2026 and through post-implementation support. Major implementation activity and Stage Gate dates have been established. |
| **Will the project complete on schedule?** | ✔ | | The accepted Project Schedule shows the solution going live on January 6, 2026. |
| **Is the project currently within budget?**<br>*If no, explain why and what corrective action(s) are planned to bring the project back within budget* | ✔ | | The Project is currently within budget. |
| **Will the project remain within budget?** | ✔ | | Spend Plan details provided in section four. |

| B. Implementation Status | | | | Required for R&C Category | 1 2 3 4 |
|---|---|---|---|---|---|
| | Yes | No | Explain: | | |
| **Were any Project Change Requests approved during this reporting period?** | ✔ | | Project Change Requests (PCR) 102 and 103 were approved during this period. | | |
| **Have any risks or issues impacted the project during the reporting period?** | | ✔ | No new risks or issues have been identified. | | |

| C. SPI *Provide SPI for Current + Last 3 Reporting Periods* | | | | Required for R&C Category 3 4 |
|---|---|---|---|---|
| | Past Reporting Period | Past Reporting Period | Last Reporting Period | **Current Reporting Period** |
| **Date** | May 2023 | June 2023 | July 2023 | August 2023 |
| **Project Schedule Performance Index (SPI)** | *0.85 | *0.99 | 0.78 | 0.89 |
| **Explanation of SPI Variance / Trend** | The current SPI is 0.89. The SPI has increased since the last reporting period due to more detailed reporting of configuration and design activities. This Schedule includes all activities needed to implement the Florida PALM Financial/Payroll Waves.<br><br>*The current Project Schedule was released for use as of July 1, 2023. The May and June 2023 SPIs were calculated based on the previous Schedule. | | | |

# 2 – IMPLEMENTATION PROGRESS

## A. Stage Gate Decision (Milestones and Critical Path Items)
*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).*

Required for R&C Category

| 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 | IP |
| SG3 – Ready to Begin UAT | 3/28/2025 | N/A | F |
| SG4 – Agency Readiness | 11/26/2025 | N/A | IP |
| 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. Scope Changes
*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.*

Required for R&C Category

| Scope Change Description | Cost Impact | Schedule Impact | Status *(if approved, include approval date and change control form number)* / Variance Explanation / Comment |
|---|---|---|---|
| PCR 102 – Production Enhancements Part 1 | NA | NA | Approved on 08/03/2023 - Implementation in progress during this reporting period |
| PCR 103 – New Segment II AP and AR Extensions | NA | Low | Approved on 08/23/2023 – Financials Wave requirement change and extension included in ongoing design activities during this reporting period |

# 3 – IMPLEMENTATION ISSUES / RISKS

## A. Implementation Issues
*List all issues identified, open, occurring, or closed within this reporting period related to implementation of the Financials or Payroll Waves.*

Required for R&C Category

| Issue Description | Status (Open/ Closed) | Priority | Resolution Approach | Resolution Date | Owner |
|---|---|---|---|---|---|
| N/A | | | | | |

## B. Implementation Risks
*List risks identified, open, occurring, or closed within the reporting period with risk score of 6 or greater.*

Required for R&C Category

| Risk Description | Status (Open / Closed) | Risk Score | Mitigation/Response Strategy | Status | Owner |
|---|---|---|---|---|---|
| Risk 4 – Agencies' ability to adequately engage and participate may impact agency readiness. | Open | 6 | The Project will utilize one or more of the following mitigations to manage the risk:<br> 1. Conduct monthly meetings between Readiness Coordinators and agency Change Champion Network members to discuss internal readiness and preparation to transition to Florida PALM.<br>2. Conduct meetings 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.<br>3. Lead meetings and workshops designed to share timely and relevant information with agencies throughout the Project lifecycle.<br>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. | Mitigating | Carolyn Hicks |

## B. Implementation Risks

*List risks identified, open, occurring, or closed within the reporting period with risk score of 6 or greater.*

| Risk Description | Status (Open / Closed) | Risk Score | Mitigation/Response Strategy | Status | Owner |
|---|---|---|---|---|---|
| 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:<br>1. Provide the Project's timeline and key Project dates essential for agency and enterprise partner readiness (e.g., milestones).<br>2. Engage regularly with agency and enterprise partners to share information and to report progress towards key milestone dates.<br>3. Request updates and status reporting on key readiness activities.<br>4. Provide support or information to support agency, enterprise partner, or oversight body planning or decision making or needs. | Mitigating | Angie Robertson |

# 4 – SPEND PLAN

The Florida PALM Project was appropriated $63,255,676 for FY 2023-24. As of the end of this reporting period, $20,736,045 has been released, $13,767,011 has been projected, $12,578,382 has been incurred, and $8,369,578 has been paid. See the Florida PALM Project Spend Plan for additional details.

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

| Remediation and Transition Tasks<br>*Provide status tracking for remediation and transition tasks required to replace FLAIR and identify the status of each item listed (Completed, In Progress, Future).* | | Required for R&C Category | |
|---|---|---|---|
| Task Name | Due Date | Actual Finish Date<br>*(Completed)* | Status<br>*(C=Completed*<br>***IP**= In Progress*<br>*F=Future)* |
| **Stage Gate 1 – Ready to Start Build** (includes the following critical path items):<br><br>• Project Schedule (D635) – ***Accepted***<br>• Solution Design – Segment I (D636) – ***Accepted***<br>• Solution Design – Segment II (D637) – ***In Progress***<br>• Update Process Models – Financials – Segment I (I-WP101) – ***Complete***<br>• Update Process Models – Financials – Segment II (I-WP101) – ***In Progress*** | 12/29/23 | N/A | IP |
| **Stage Gate 2 – Ready to Begin System Testing** (includes the following critical path items):<br><br>• Solution Design – Segment III (D641)<br>• Process Models – Payroll (D639) – ***In Progress***<br>• Master Data Configuration Workbooks (D640) – ***In Progress***<br>• Updated Technical Architecture Design (D642)<br>• Update Process Models – Financials – Segment III (I-WP101)<br>• Build – Segment I (D646)<br>• Solution Design – Segment IV (D644)<br>• Update Process Models – Financials – Segment IV (I-WP101)<br>• Environment Builds – System Test Environment | 08/30/24 | 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 *(Completed)* | Status *(C=Completed IP= In Progress F=Future)* |
|---|---|---|---|
| **Stage Gate 3 – Ready to Begin UAT** (includes the following critical path items): <ul><li>Establish DW/BI Environments (D647)</li><li>Build – Segment II (D648)</li><li>Security Roles Matrix (WP405)</li><li>Environment Builds – Mock Conversion Test Environment</li><li>Environment Builds – Interface Test Environment</li><li>Solution Design – DW/BI (D650)</li><li>Mock Conversion I (D651)</li><li>Build – Segment III (D649)</li><li>Build – DW/BI – Segment I (D653)</li><li>System Test – Segment I (D652)</li><li>Mock Conversion II (System Test) (D655)</li><li>Build – Segment IV (D654)</li><li>Build – DW/BI – Segment II (D659)</li><li>Environment Builds – UAT Test Environment</li><li>System Test – Segment II (D656)</li><li>Build – DW/BI – Segment III (D668)</li><li>Mock Conversion III (UAT) (D657)</li><li>System Test – DW/BI (D661)</li></ul> | 03/28/25 | N/A | F |
| **Stage Gate 4 – Agency Readiness** (includes the following critical path items): <ul><li>Training Build (I-WP110)</li><li>Role Mapping Worksheet (I-WP118)</li><li>Readiness Workplan (I-WP126) – ***In Progress***</li><li>Agency Readiness Certification (I-WP128)</li></ul> | 11/26/25 | 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 *(Completed)* | Status *(C=Completed IP= In Progress F=Future)* |
|---|---|---|---|
| **Stage Gate 5 – Deployment Readiness**<br>• Environment Builds – Disaster Recovery Test Environment<br>• Deployment and Contingency Plan (D658)<br>• Environment Builds – Dry Run Test Environment<br>• Environment Builds – Performance Test Environment<br>• Mock Conversion IV (D662)<br>• Interface Testing – Segment I (D663)<br>• Regression Testing (WP416)<br>• Mock Go-Live – Dry Run #1 (D667)<br>• Disaster Recovery Testing (D676)<br>• Payroll Parallel Testing (D670)<br>• Interface Testing – Segment II (D671)<br>• Mock Go-Live – Dry Run #2 (D673)<br>• Penetration Testing (D674)<br>• Performance Testing (D675)<br>• Final Known Issues & Enhancements List (D678)<br>• Mock Go-Live – Dry Run #3 (D677) | 12/17/25 | N/A | F |
| **Stage Gate 6 – Confirm Deployment** | 12/30/25 | N/A | F |
| **Stage Gate 7 – Go-Live** | 01/06/26 | N/A | F |

## 6 – TRAINING PLANS.

| Training Plans for Department Staff | | | |
|---|---|---|---|
| *Provide the status of the implementation of training plans for Department staff and identify the status of each item listed (Completed, In Progress, Future).* Required for R&C Category | | | |
| Deliverable / Work Product / Activity Name | Due Date | Actual Finish Date *(Completed)* | Status *(C=Completed IP= In Progress F=Future)* |
| Update Training Strategy (I-WP122) | 02/29/24 | | F |
| Update Training Deployment and Measurement Plan (I-WP123) | 02/29/24 | | F |
| ILT Training Delivery Plan (I-WP113) | 06/28/24 | | F |
| Training Curriculum (I-WP108) | 11/15/24 | | IP |
| UAT Training Materials (I-WP111) | 02/13/25 | | F |
| Training Designs (I-WP109) | 05/29/25 | | F |
| Training Build (I-WP110) | 06/10/25 | | F |
| End User Manual (I-WP112) | 08/05/25 | | F |
| Train the Trainer (I-WP115) | 08/08/25 | | F |
| Conduct Training | 11/26/25 | | F |

## 7 – REMEDIATION PROGRESS OF AGENCY BUSINESS SYSTEMS

| Remediation Progress of Agency Business Systems |
|---|
| *Provide an update on the remediation progress for each agency business system required for deployment of PALM functionality.* Required for R&C Category |

Chapter 2023-240, implementing the 2023-2024 General Appropriations Act, directs agencies to submit bi-monthly status reports to the Florida PALM Executive Steering Committee. The agency-specific, bi-monthly status reporting tool (Readiness Workplan Task 331) was released to agencies on August 28, 2023, with a due date of September 10, 2023 for completing the requested information and providing Agency Sponsor confirmation. As of this report date, all agencies have provided their bimonthly status report. The summary dashboard for each agency has been combined into one document and published on the Florida PALM website.