

FloridaPALM

Planning, Accounting, and Ledger Management



ADVISORY COUNCIL

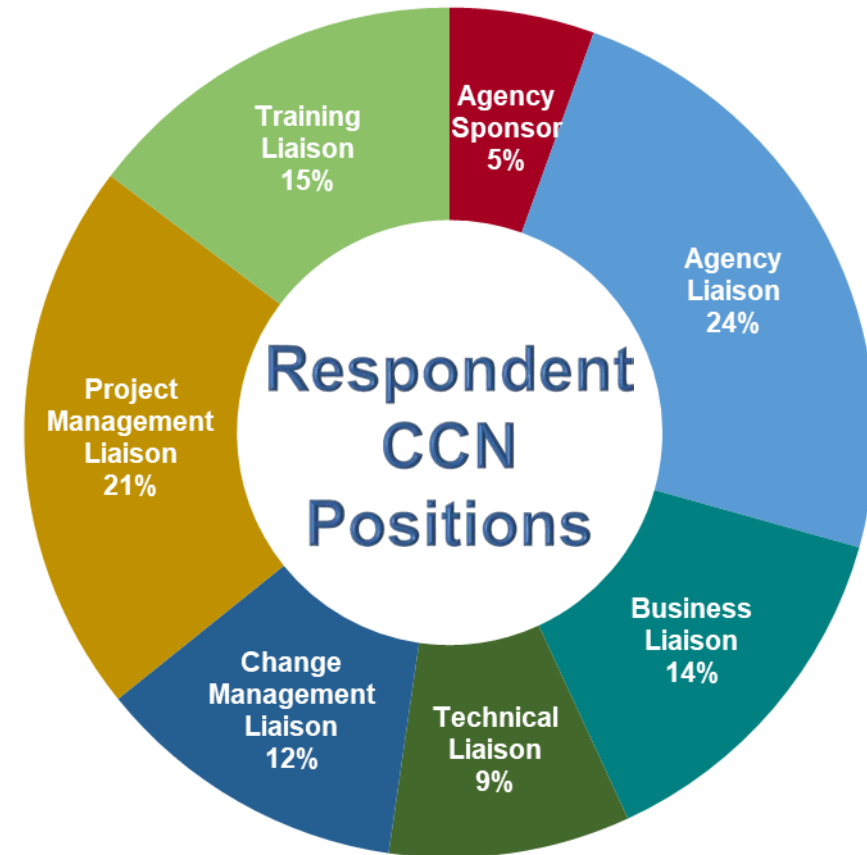
JANUARY 24, 2024



Readiness and Implementation

CCN Pulse Check January 2024

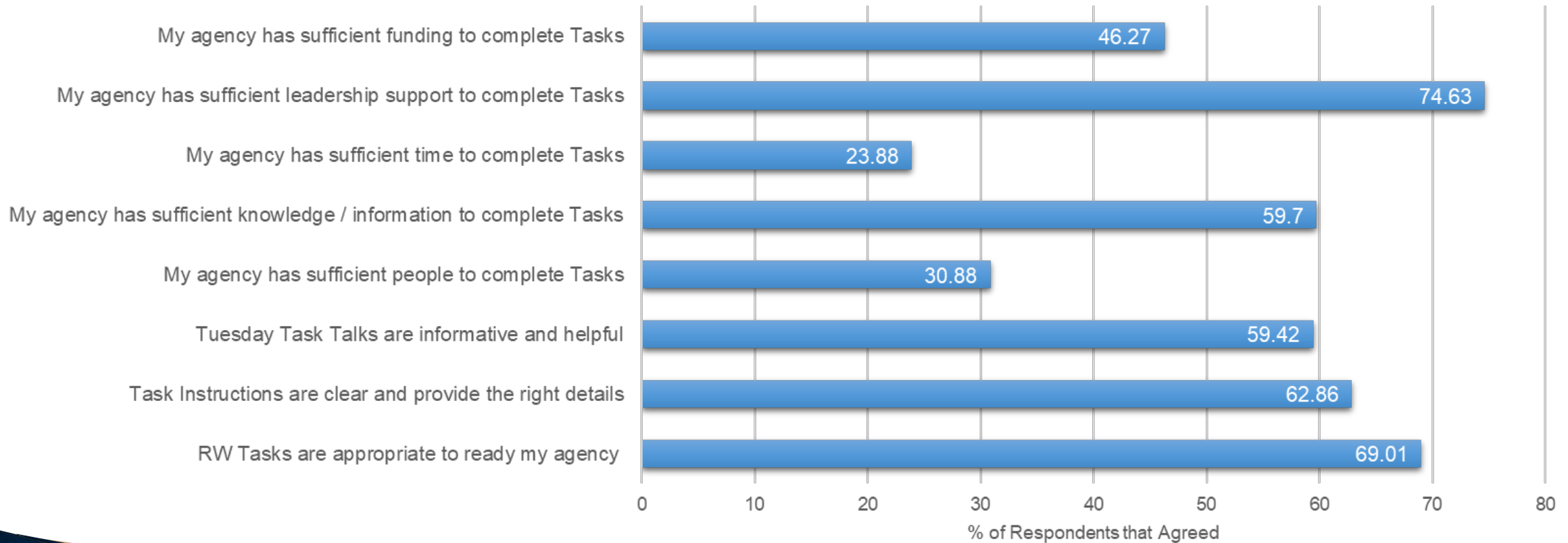
- ▶ **Purpose:** Hear from agency CCN members about their perspective on:
 - Readiness Workplan Tasks
 - Agency Readiness Engagement
- ▶ Sent to All CCN Members
- ▶ Two Weeks to Complete
- ▶ Overall Response Rate of 23.65%
 - Greatest representation was by Agency Liaisons and Project Management Liaisons
 - Lowest represented were Agency Sponsors and Technical Liaisons
- ▶ >64% served 2 or less years in the role



Readiness and Implementation

CCN Pulse Check January 2024

READINESS WORKPLAN



Readiness and Implementation

CCN Pulse Check January 2024

READINESS WORKPLAN FEEDBACK / OBSERVATIONS

- ▶ Tasks and Task Instructions are sufficient and well received, but the volume may be overwhelming
- ▶ All tasks do not fit equally across agencies
- ▶ Current CCN make up is not sufficient to complete some tasks (e.g., project management tasks) or to complete with high quality
- ▶ Completion expectations (minimum required outputs) could be clearer
- ▶ Access to information about Tasks is readily available
- ▶ Tuesday Task Talks do not provide additional information beyond instruction
- ▶ Some tasks have aggressive timelines



Readiness and Implementation

CCN Pulse Check January 2024

READINESS WORKPLAN FEEDBACK / OBSERVATIONS - CONTINUED

- ▶ CCNs are not fully staffed or CCN members cannot dedicate sufficient time because of day-to-day tasks and responsibilities
- ▶ Small agencies cannot dedicate CCN members
- ▶ Budget approval delay has caused delay in obtaining resources
- ▶ Recruiting struggles and staffing vacancies mean less resources to support the agency as a whole
- ▶ CCN members and SMEs have similar bandwidth issues
- ▶ Design activities and RW Tasks compound the competing priorities for CCN members and SMEs



Readiness and Implementation

CCN Pulse Check January 2024

READINESS WORKPLAN FEEDBACK / OBSERVATIONS - CONTINUED

- ▶ Leadership is supportive but may not be experienced in this type of change
- ▶ Leadership struggles (or fails) to see the value in completing readiness tasks
- ▶ Funding, received after the start of the fiscal year, is not timely or sufficient
- ▶ Project Managers are critical to help manage tasks and internal awareness
- ▶ Task Instructions should identify which role should support
- ▶ Open sessions for general questions (i.e., after Tuesday Task Talk) to help keep tasks moving, share information, and collaborate with other agencies
- ▶ More examples and role playing (walk throughs) would be helpful



Readiness and Implementation

CCN Pulse Check January 2024

READINESS WORKPLAN FEEDBACK / OBSERVATIONS - CONTINUED

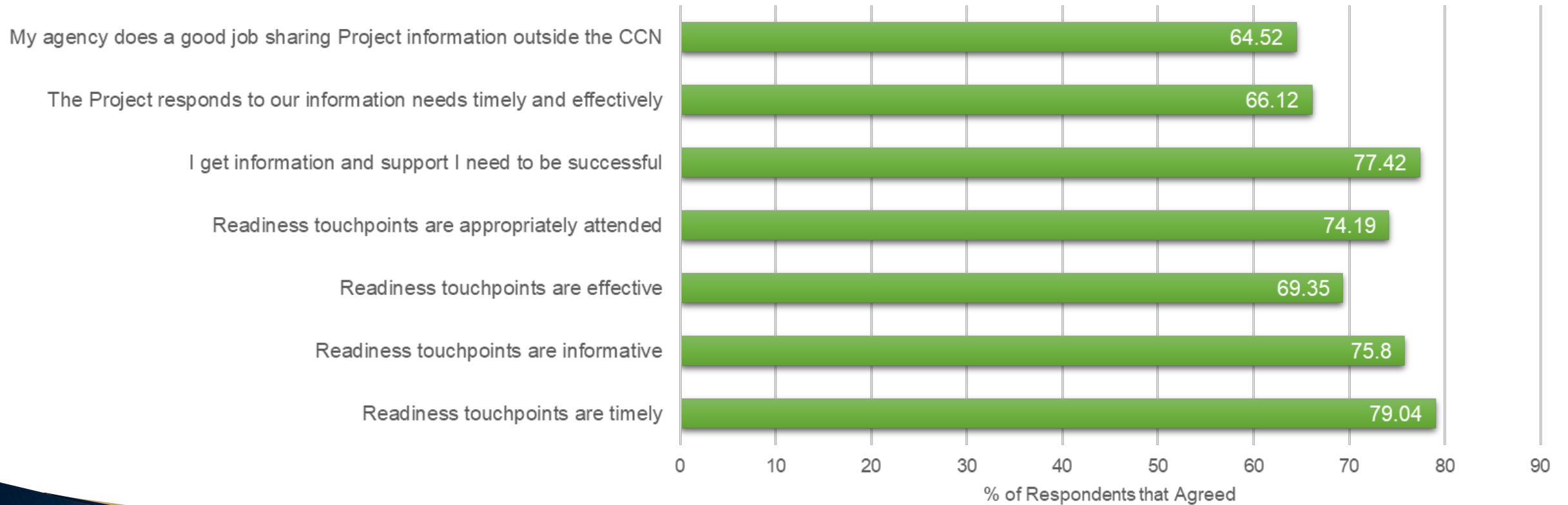
- ▶ Illustrate how Tasks tie / build upon one another
- ▶ Agencies are not sharing their documents and resources
- ▶ Completing tasks without full design information – piecemeal information
- ▶ Leverage / expand the Knowledge Center
- ▶ “There is an understanding that some of the tasks are limited in time due to the requirement to meet the 1/2026 go live date.”



Readiness and Implementation

CCN Pulse Check January 2024

AGENCY READINESS ENGAGEMENT



Readiness and Implementation

CCN Pulse Check January 2024

AGENCY READINESS ENGAGEMENT

- ▶ Meetings are timely (monthly seems sufficient) and efficient
- ▶ The right people are brought to the table to help resolve questions
- ▶ Touchpoints allow the agency to get their specific needs addressed, but could include an expanded attendance (e.g., from Project and agency CCN)
- ▶ Some CCN members have never participated in a Touchpoint
- ▶ CCNs share information through:
 - Division Points of Contacts and SMEs
 - Weekly project updates
 - Breaking down information into smaller, more consumable bites
 - Meetings, emails, websites, newsletters – lots of media



Readiness and Implementation

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AGENCY READINESS ENGAGEMENT - CONTINUED

- ▶ Expand SMEs
- ▶ “Engagement will increase as the implementation date approaches and people believe it will actually happen.”
- ▶ Expanding awareness is difficult while also managing Tasks and day-to-day
- ▶ Agencies sharing information with their sister agencies can help generate ideas and strategies
- ▶ “Stakeholders understanding that they have to learn the materials now, not just before go live.”
- ▶ Some respondents could not answer or contribute meaningful responses because they admitted to not being engaged in the Project



Readiness and Implementation

CCN Pulse Check January 2024

AGENCY READINESS ENGAGEMENT - CONTINUED

- ▶ CCN vacancies
- ▶ Face-to-face meetings can help agency staff to realize they will be impacted
- ▶ Increasing sense of urgency - Some have it and some feel it's missing
- ▶ Agency comfort is growing as the design is being shared
- ▶ Emphasize the importance of reading the published materials BEFORE attending a meeting / workshop
- ▶ “Still think the PALM project team (and DFS) do not understand the struggles at agencies to continue day-to-day work and also make plans for such fundamental changes required by PALM. Also, still do not believe that PALM/DFS understand agency business system remediation issues.”



Readiness and Implementation

Bimonthly Agency Readiness Status Reports

Upcoming Report Changes

- ▶ CCN and Participation Dials moved to the top
- ▶ Updated RW Task dial
- ▶ New RW Task Project verification status – Complete or Incomplete




Readiness and Implementation

Bimonthly Agency Readiness Status Reports

Upcoming Report Changes

CCN Composition




The Change Champion Network dial reflects the completeness of your CCN makeup.

Change Champion Network:

- Unique Filled Role = 6
- Duplicate Filled Role = 5
- Vacant Role = 3

RW Task Timeliness




The Readiness Workplan Tasks dial reflects the timeliness of your agency's submission of all RW tasks to date.

Readiness Workplan Tasks:

Score = 82.35%

- Submitted On Time = 11
- Submitted Late = 4
- Pending Submission = 2

Project-led Meeting Participation



The Participation dial reflects your agency's attendance at Project-led meetings.

Meeting Participation:

- Meetings Attended = 3
- Meetings Missed = 1

RW Tasks - Completed or Open Items								
Critical Operational Element	Task ID	Task Name	Task Planned Start Date (dates subject to change)	Task Planned End Date (dates subject to change)	Agency Reported Task Progress	Agency Submission Date	Status Comments	Project Verification of Completion
Technology	326	Update Current State Agency Business System Inventory and Documentation	03/13/23	10/27/23	75% - Consolidating/Inputting Information for Submission		Finishing current-state documentation on agency business systems.	
People	328	Document Current Agency Business Processes	07/31/23	12/15/23	100% - Submitted in Requested Format	12/01/23		Submission Complete
N/A	500	Create Agency Specific Project Charter	10/02/23	12/15/23	100% - Submitted in Requested Format	12/16/23		Submission Incomplete

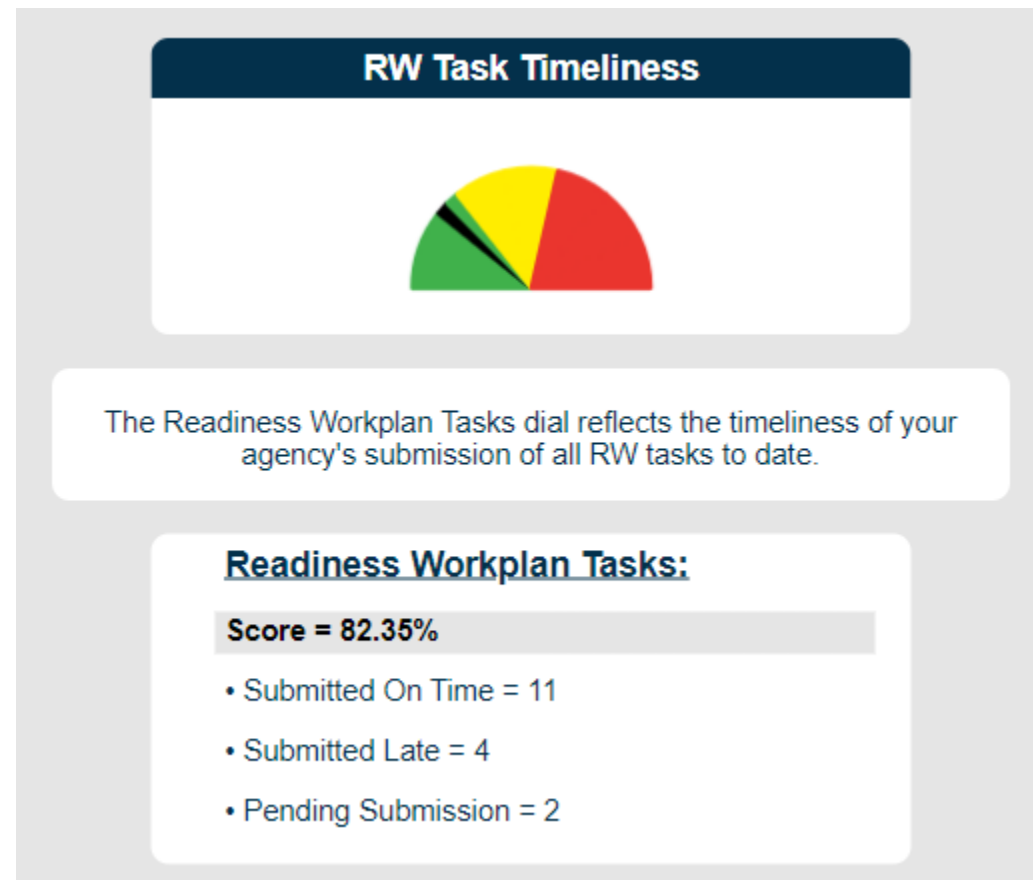


Readiness and Implementation

Bimonthly Agency Readiness Status Reports

Upcoming Report Changes

- ▶ RW Task Timeliness Dial
 - Green/Yellow/Red
 - To show timeliness of RW tasks
 - 100% when submitted on time
 - 10% reduction each week past due
 - Based on a calculated average
 - Green – 100% - 80%
 - Yellow – 79% - 50%
 - Red – 49% - 0%



Purpose of Design Workshops

- ▶ Share the design for the processes and functions being discussed
- ▶ Answer your questions as they relate to these processes and functions
- ▶ Help agencies understand the design so they can take action within their agency
- ▶ Expand agency staff engagement



Important Design Notes

- ▶ Build has already started → design is completely locked for those items
- ▶ We still have lots of designs to finalize in Segments III, IV and DW (i.e., we cannot answer every question yet)
- ▶ Every agency is impacted → Business processes, technology, reporting
- ▶ Following Segment IV, we will discuss everything financials and payroll related (DW will still be a future discussion)



Cutover Considerations

- ▶ Cutover discussions are just beginning! → A lot of information to come, all will be known and shared at the end of Design Segment IV
- ▶ Mid-year closing will have to occur to support cutover from FLAIR to Florida PALM
- ▶ Conversions will generally be balances, not transactions
- ▶ Historical transactions, including transactions for FY 25-26 will not be converted to Florida PALM, their results (balances) will be converted
- ▶ Plan is to start UAT with a simulated mid-year cutover for FY 24-25



SPEEDKEYS



SpeedKeys – Agency Feedback

- ▶ Concerns raised during Design Workshops:
 1. Inability to change the ChartField values assigned to a SpeedKey once the Speedkey is created
 2. Limitation of two decimal places for allocation within a SpeedKey line



SpeedKeys

- ▶ The SpeedKey concept and functionality was created purely for data entry occurring in Florida PALM via direct entry and spreadsheet upload
- ▶ While the SpeedKey concept is custom, the concept is using multiple shortcut concepts that are available in the applicable modules in PeopleSoft
 - The ability and flexibility of these shortcut concepts is different between the modules, which limits overall flexibility, including limiting to two decimal places
- ▶ SpeedKeys are 100% optional in Financials and are not enforced
 - I.e., Valid Chartfield combinations are enforced, not SpeedKeys
- ▶ Pcard Works Transactions will be required to have a SpeedKey
- ▶ Payroll funding will require the use of at least one SpeedKey; in payroll percentages are assigned to each SpeedKey



SpeedKeys

- ▶ SpeedKeys are not valid for use in transaction-based interface files from Agency Business Systems (ABS)
- ▶ SpeedKey is not a replacement for Expansion Option (there is no replacement for Expansion Option)
- ▶ While on the surface SpeedKeys appear to be similar to Expansion Option, SpeedKeys do not operate in the same manner
- ▶ SpeedKeys available for use on transactions are always the most recent effective dated active SpeedKey. The SpeedKey is not dynamically updated when changes to ChartField values occur.
 - i.e., you cannot transact against a SpeedKey using different effective dates and get different values; results would be based on the values on the day of entry



SpeedKeys

- ▶ SpeedKey set up cannot be updated; once created, it can either be used or inactivated. Users can manually replace specific values populated in a transaction by a Speedkey (which diminishes its reporting value).
 - If SpeedKey setup changes are needed based on the nature of the agencies business or error in setting up Speedkey, the agency should consider including versioning in the name of their SpeedKeys



FACTS INTEGRATION



FACTS Integration – Agency Feedback

- ▶ Concerns raised during design workshops
 1. Updates in Florida PALM when FACTS is right, but Florida PALM has different values
 2. Contract amounts do not change in Florida PALM when the Contract amount changes in FACTS
 3. Use of the Grant ChartField when it will not be used long-term



FACTS Integration Overview

- ▶ Files from FACTS contain the data from the last five (5) days
 - Data is based on rolling 5 days; e.g., data on Monday is for the prior Wednesday through Sunday. Data on Tuesday is for the prior Thursday through Monday.
 - If data is not updated from initial file, update would be captured and processed in subsequent run.
 - Minimal chance of being out of sync. Contingency will be to process a spreadsheet upload through the Solution Center with approval from A&A (TBD on who) if data is out of sync.
- ▶ Initial Contract Amount is not updated if amount changes
 - This is true today in FLAIR and will continue to be true in Florida PALM at the Financials Wave implementation
 - Amount uses extremely complicated calculations within FACTS and cannot be easily or accurately reported in some cases after the initial value



FACTS Integration Overview

- ▶ Exempt Agencies – Ability to maintain Contracts and Grants directly in Florida PALM
- ▶ Non-Exempt Agencies – Contracts and Grants details must be maintained in FACTS; information is fed to Florida PALM
 - Both the Grant and Contract IDs are provided from FACTS to Florida PALM (i.e., not created by the agency in Florida PALM)
 - Grant ID is required on grant related revenues as this field is how FACTS will associate the revenues to the Grant (if not included agency may be in violation of State Statute)
 - Grant ID is not required on contract expenditures; however, if not included the agency must have another mechanism to link the expenditure to the correct Grant
 - Important Note: While the Grant ID is not required on expenditures in Florida PALM, the Grant ID may be required for audit purposes



PROJECT VALUES



Project Level Details



Data Element	FLAIR field
Project ID	Project ID
Project Type <input type="text"/>	
Title	Short Title
Description	Long Title
Long Description	
Start Date	Start Date
End Date	End Date
Project Status <input type="text"/>	
Location <input type="text"/>	Location Code
Additional Fields	
3 Open Text fields	
3 Amount fields	
2 Date fields	



Activity Level Details

The Activity ChartField tracks specific tasks that make up a Project and records transactional details. Each Project must have at least one associated Activity and may have multiple Activities.



Data Element	FLAIR field
Activity ID	
Activity Type	🔍
Description	
Long Description	
Start Date	
End Date	
Activity Status	🔍
Location	🔍
Additional Fields	
5 Open Text fields	
3 Amount fields	
2 Date fields	



Transaction Level Details

**PC
Chartfields**

Data Element	FLAIR field
PC Source Type	🔍
PC Category	🔍
PC Subcategory	🔍
Additional Information	



Project Values – Activity Code

- ▶ Concerns raised during design workshops

1. Requiring use of Activity Code

- a) Required functionality of the software

2. Use of Standard Activity Code Values

- a) Standard is required for FCO Reporting
- b) Agency Unique values are an option, but changes must be completed through Solution Center



Activity Codes – Current Configuration

Activity	Description	Project Type
FCO1	Design	FCO
FCO2	Equip	FCO
FCO3	Construction/Contingency	FCO
FCO4	Maintenance	FCO
FCO5	Planning	FCO
FCO6	Reserve	FCO
ALLO	Operating - All Costs	OPER
ADM1	Administration	OPER
DIR1	Direct Costs	OPER
PAY1	Payroll	OPER
INDR	Indirect	OPER
AUD	Audit Costs	OPER
CMPL	Compliance Costs	OPER
INVT	Inventory	OPER



Activity Codes – Current Configuration Continued

Activity	Description	Project Type
ALLG	Grant - All Costs	GRANT
GY01	Year 1	GRANT
GY02	Year 2	GRANT
GY03	Year 3	GRANT
GY04	Year 4	GRANT
GY05	Year 5	GRANT
G001	Program Income	GRANT
G002	Benefit Costs	GRANT
G003	Construction	GRANT
G004	Contractual	GRANT
G005	Equipment	GRANT
G006	Fringe Benefits	GRANT
G007	Other	GRANT
G008	Participant Support	GRANT
G009	PassThru	GRANT
G010	Personnel	GRANT



Activity Codes – Current Configuration Continued

Activity	Description	Project Type
G012	Supplies	GRANT
G013	Travel	GRANT
ALLM	Match - All Costs	GRANT
M002	Match - Benefit Costs	GRANT
M003	Match - Construction	GRANT
M004	Match - Contractual	GRANT
M005	Match - Equipment	GRANT
M006	Match - Fringe Benefits	GRANT
M007	Match - Other	GRANT
M008	Match - Participant Support	GRANT
M009	Match - PassThru	GRANT
M010	Match - Personnel	GRANT
M012	Match - Supplies	GRANT
M013	Match - Travel	GRANT



Activity Codes – Current Configuration Continued

Activity	Description	Project Type
ALLIT	All Costs	IT
IT01	Planning	IT
IT02	Procurement	IT
IT03	Design	IT
IT04	Testing	IT
IT05	Implementation	IT
IT06	Monitoring	IT
IT07	IT Equipment	IT
ALLED	All Costs - Educational	EDUC
ALLC	All Costs - Community	CMNTY
ALLAD	All Costs - Admin	ADMIN



Other Feedback

- ▶ Consider adding Budget Period to the Schedule of Allotment Balance (KKR008)
- ▶ Consider adding Posting Date to Investment Balance Report (GLR083)
- ▶ Location Code for Assets – Area ID



Area ID

Purpose

- ▶ To allow agencies to provide a more specific area within a location for their assets

Attributes

- ▶ Area ID: 10 char
- ▶ Description: 30 char
- ▶ Area Detail: 2G char

The screenshot displays the FloridaPALM web application interface. The breadcrumb trail at the top reads: Favorites > Main Menu > Set Up Financials/Supply Chain > Product Related > Asset Management > Physical Definitions > Area Definition. The FloridaPALM logo is visible in the top left, and a search bar with 'All' and 'Search' is in the top right. The main content area is titled 'Area Definition' and shows the following details:

- SetID: 43000
- Location: 52F429580 ST SUCIE BUILDING
- Area ID: COURTROOM1

Below this is the 'Area Information' section, which includes:

- *Effective Date: 01/01/1901
- *Status: Active
- *Description: Small Claims Court
- Area Detail: Small Claims actions may be brought only in the county where the defendant resides.

At the bottom of the form, there are several action buttons: Save, Notify, Add, Update/Display, Include History, and Correct History.

Area ID

Agency Use

- ▶ Agencies have the option to select an Area ID when setting the location of an asset

The screenshot displays the FloridaPALM software interface. The main window shows an asset record for Unit 43000, Asset ID 00000000223, titled 'Building Improvement Work'. The 'Location' section is expanded, showing details for 'ST SUCIE BUILDING' at 9800 4TH STREET, ST PETERSBURG, FL. A 'Look Up Area ID' dialog box is open, displaying search results for 'COURTROOM1 Small Claims Court' under the 'Description' column. The dialog also includes fields for '*SetID' (43000), 'Location Code' (52F429580), and filters for 'Area ID' and 'Description' (both set to 'begins with'). Buttons for 'Look Up', 'Clear', and 'Cancel' are visible, along with a 'Basic Lookup' link. The search results table shows one entry: 'COURTROOM1' with description 'Small Claims Court'.



CONTACT INFORMATION

CONTACT US

FLORIDAPALM@MYFLORIDACFO.COM

PROJECT WEBSITE

WWW.MYFLORIDACFO.COM/FLORIDAPALM/

