BUSINESS CASE FOR MAINTAINING AGENCY BUSINESS SYSTEMS

NOVEMBER 29, 2016

CAI
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AGENDA

Executive Summary

Business Case Approach

Business Case Findings

Conclusions

EXECUTIVE SUMMARY

BACKGROUND

As required per Proviso language, The Florida Planning, Accounting, and Ledger Management (PALM) Project (the "Project") engaged Computer Aid, Inc. (CAI), to complete the Business Case for Maintaining Agency Business Systems identified in the FLAIR Study, Attachment 2 after the Florida Department of Financial Services Florida Accounting and Information Resource (FLAIR) subsystems and the Cash Management System (CMS) are replaced.

EXECUTIVE SUMMARY

BUSINESS CASE SCOPE

Per Proviso language in Section 2317A of the 2016 General Appropriations Act, the Business Case includes the following:

- A detailed description of the functionality provided by the Agency Business System.

- Confirmation that the Agency Business System's functionality is not planned to be included in the replacement of the FLAIR subsystem and CMS.

- Documentation including federal and state law, rule, or policy, which validates that the agency is required to maintain the functionality currently provided by the agency business system instead of modifying its business processes.

EXECUTIVE SUMMARY

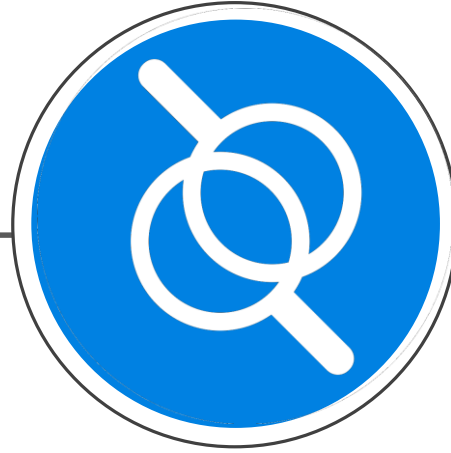# BUSINESS CASE SCOPE (CONTINUED)

It does **not** include:

- A determination of the feasibility to keep, replace, or remediate any Agency Business System.

- A recommendation to keep, replace, or remediate any Agency Business System.

- Any efforts to add business requirements.

BUSINESS CASE APPROACH

Phase 1 – Discovery

Phase 2 - Analysis and Findings

Phase 3 - Document and Publish

BUSINESS CASE APPROACH

DISCOVERY

The purpose of the Discovery Phase was to gather the information needed to complete the Business Case and update Attachment 2. Two key tools were used to help gather information:

- Agency Business System Functionality Profile
- Agency Interview

- A total of 33 Agencies participated in the profile and interview processes during August and September 2016, which began with a kickoff meeting for all agencies on July 21, 2016.

- One Agency was not interviewed and did not provide profiles because they were determined exempt from the review process.

BUSINESS CASE APPROACH

ANALYSIS AND FINDINGS

Using the information gathered during the Discovery Phase, the Analysis and Findings Phase consisted of three key activities:

- An analysis to confirm that the Agency Business System's functionality is not planned to be included in the replacement of the FLAIR subsystem and CMS.

- An analysis to validate the Federal law, State law, rule, or policy provided by the Agency, is valid for 2016.

- Addition of information in Attachment 2.

BUSINESS CASE APPROACH

DOCUMENT AND PUBLISH

The Document and Publish Phase included the development of key outputs:

- A Business Case document, which summarizes the development approach and findings.

- An updated Attachment 2, which includes:

  - Detailed information about each business system, including summary of functionality.

  - Determination of whether Florida PALM business requirements include that business system's functionality.

  - Federal and State law, rule, or policy, cited by the Agency.

  - Observations from CAI about the basis for the determination of whether the functionality is included, about the business system itself, or about legal citation provided by the Agency.

BUSINESS CASE FINDINGS

BUSINESS CASE FINDINGS

AGENCY BUSINESS SYSTEMS

Agency Business Systems were determined to be in one of four categories:

- N/A – Not included in business case.

- Not Planned – Functionality is not planned for inclusion in Florida PALM.

- Planned – Full – All functionality is planned for inclusion in Florida PALM.

- Planned – Partial – Some functionality is planned for inclusion and some is not or is not fully known.

BUSINESS CASE FINDINGS

AGENCY BUSINESS SYSTEMS

Summary of determinations:

- 58 business systems were not analyzed due to retirement since the FLAIR Study.

- 171 business systems were determined as "Not Planned".

- 151 business systems were determined "Planned-Full".

- 71 business systems were determined "Planned-Partial".

CONCLUSIONS

CONCLUSIONS

- Outstanding Agency participation.
- Some of the functionality being provided by Agency Business Systems:
    - Is not part of standard ERP functionality.
    - Is part of standard ERP functionality but further analysis is needed to understand interrelationships system size, transaction volume, and complexity.
    - The State is encouraged to periodically review and update the information included in Attachment 2, considering areas such as current retention of historical data, and continued changes to systems.

QUESTIONS?

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