

<b>Project Sponsor:</b>	<i>Scott Fennell, Deputy CFO</i>	<b>Project Director:</b>	<i>Melissa Turner</i>
<b>Status Report Period:</b>	<i>December 1 – December 31, 2020</i>	<b>Current Project R&amp;C Category:</b>	<i>4</i>
<b>Project Start Date:</b>	<i>Project funding began July 1, 2014</i>	<b>Project End Date:</b>	<i>June 30, 2027 (Funding appropriated through June 30, 2021)</i>

## 1 - PROJECT STATUS OVERVIEW

### A. Overview of Project activities during reporting period:

Required for R&C Category 

During the month of December, the Florida PALM Project completed the following:

- Launched an updated, modern [Project website](#)
- Surveyed all agencies on planned web services to better understand agency interfacing needs
- Held the final [Reporting Workgroup](#) to assess the CMS Wave reporting needs
- Shared the updated [Reports Catalog](#) for CMS Wave reports available at CMS Wave go-live, and the updated [Reporting Approach](#)
- Introduced Smartsheet with agencies as a new web-based collaboration tool for sharing information (i.e., Catalog of Interface Offerings)
- Held an [Executive Steering Committee Meeting](#)
- Published the [FY 20-21 reporting assessment](#) pursuant to Proviso
- Released a monthly Executive Sponsor communication to Agency Sponsors

### B. Overall Status

Required for R&C Category 

	Yes	No	Explain:
<b>Is the project on schedule?</b> <i>If no, explain why and what corrective action(s) are planned to bring the project back on schedule</i>	✓		
<b>Will the project complete on schedule?</b>	✓		
<b>Is the project currently within budget?</b> <i>If no, explain why and what corrective action(s) are planned to bring the project back within budget</i>	✓		

<b>Will the project remain within budget?</b>	✓	
<b>Were any Project Change Requests approved during this reporting period?</b>	✓	Project Change Request (PCR) 68 as detailed in the Project Change Request Log.
<b>Have any risks or issues impacted the project during the reporting period?</b>	✓	Issue 25 remains open. See details in section 3A. Project Issues. Issue 26 has been opened as detailed in section 3A. Project Issues.

<b>C. SPI &amp; CPI</b> <i>Provide SPI and CPI for Current + Last 3 Reporting Periods</i>				Required for R&C Category <span style="border: 1px solid black; padding: 0 2px;">3 4</span>
	Past Reporting Period	Past Reporting Period	Last Reporting Period	Current Reporting Period
<b>Date</b>	09/30/2020	10/31/2020	11/30/2020	12/31/2020
<b>Project Schedule Performance Index (SPI)</b>	0.96	0.99	0.98	0.96
<b>Project Cost Performance Index (CPI)</b>	0.91	0.90	0.90	0.90
<b>Explanation of SPI or CPI Variance / Trend</b>	CPI and SPI are stable and within tolerance.			

## 2 – PROJECT PROGRESS

<b>A. Project Go/No-Go Decision Progress</b> <i>Provide status tracking for Go/No-Go Decisions and identify the status of each item listed (Completed, In Progress, Future).</i>			
			Required for R&C Category <span style="border: 1px solid black; padding: 0 2px;">2</span>
Go/No-Go Decision Name	Contractual Due Date	Actual Finish Date <i>(completed)</i>	Status <i>(C=Completed IP= In Progress F=Future)</i>
D130: CMS - Ready for User Acceptance Testing (UAT) <ul style="list-style-type: none"> <li>• D99 Prototype 3 Delivery – In Progress</li> <li>• D100 Disaster Recovery Plan – Complete</li> <li>• D101 Completion of System Testing – In Progress</li> <li>• D105 Workflow Administration Guide – In Progress</li> <li>• D110 Deployment Strategy – In Progress</li> <li>• D112 Training Deployment and Measurement Plan – In Progress</li> <li>• D113 Security and Technical Compliance Administration Guide – Complete</li> <li>• D115 User Acceptance Testing Plan – In Progress</li> <li>• D117 Performance Testing Plan – In Progress</li> <li>• D120 Help Desk Documentation – In Progress</li> <li>• D123 Help Desk Training Plan – In Progress</li> <li>• D125 Training Materials Complete – In Progress</li> <li>• D126 System Infrastructure Capacity Plan – In Progress</li> <li>• D469 Application Development - Reports/Extensions/Forms/Workflows – In Progress</li> </ul>	03/31/2021		<u>IP</u>
D471: Departmental - Ready to Start RICEFW Build <ul style="list-style-type: none"> <li>• D456 Departmental Wave Business Process Models <i>(Updates to Standardized Business Process Models)</i> – In Progress</li> <li>• D457 RICEFW Inventory – In Progress</li> <li>• D459 Requirements Traceability Matrix (RTM) – In Progress</li> </ul>	04/30/2021		<u>IP</u>

A. Project Go/No-Go Decision Progress			
Provide status tracking for Go/No-Go Decisions and identify the status of each item listed (Completed, In Progress, Future).			
Go/No-Go Decision Name	Contractual Due Date	Actual Finish Date <i>(completed)</i>	Status <i>(C=Completed IP= In Progress F=Future)</i>
D502: Central - Ready for Conversion Testing <ul style="list-style-type: none"> <li>D199 Master Data Configuration Workbook – In Progress</li> <li>D460 Conversion Extract Layouts – Complete</li> <li>D468 System Testing Plan – In Progress</li> <li>D470 Prototype 2 Delivery – In Progress</li> <li>D500 Training Curriculum – In Progress</li> <li>D501 Application Development – Conversions – In Progress</li> </ul>	04/30/2021		<u>IP</u>
D156: CMS - Ready to Deploy <ul style="list-style-type: none"> <li>D124 User Acceptance Test Environment Delivery – In Progress</li> <li>D129 Post-Implementation Continuous Learning Strategy – In Progress</li> <li>D131 Prototype 4 Delivery – In Progress</li> <li>D134 Disaster Recovery Testing Plan – In Progress</li> <li>D135 Deployment and Contingency Plan – In Progress</li> <li>D137 Production Support Operations Plan – In Progress</li> <li>D138 Production Environment Delivery – In Progress</li> <li>D139 Train-the-Trainer Complete – In Progress</li> <li>D141 Production Support Application Configuration Management Plan – In Progress</li> <li>D143 Production Infrastructure Installation – In Progress</li> <li>D144 Completion of Interface and Integration Testing – Future</li> <li>D146 Security and Technical Compliance Confirmation – In Progress</li> <li>D150 Completion of User Acceptance Testing – Future</li> <li>D152 Completion of a Mock Go-Live – Future</li> <li>D153 Post-Implementation Support Plan – In Progress</li> </ul>	06/18/2021		<u>IP</u>

### 3 – PROJECT ISSUES / RISKS

A. Project Issues <i>List all issues identified, open, occurring, or closed within this reporting period.</i>					
Issue Description	Status (Open/Closed)	Priority	Resolution Approach	Resolution Date	Owner
Issue 25: Deal Management Interface and Conversion Testing does not align with certain Project milestone dates	Open	High	<ol style="list-style-type: none"> <li>Schedule additional time with Bloomberg to complete impact analysis; target completion by 12/18/2020 <b>COMPLETE</b></li> <li>Complete functional design updates (WP16); target completion by 12/18/2020 <b>COMPLETE</b></li> <li>Complete configuration and build updates (D88); target completion by 2/12/2021</li> <li>Defer remaining System Test scripts to be executed during Interface and Integration Testing, however, continuing to revise test scripts leveraging System Test environment</li> <li>Modify Mock Conversion testing schedule for DMC001; target completion by 3/5/2021</li> <li>Modify Interface Test Cycles; target completion by 3/19/2021</li> <li>Complete training design and build for new Equity functionality; target completion by 3/31/21</li> </ol>	N/A	Derek Miller
Issue 26: Bank Account Hierarchy for Wells Fargo is not Aligned with Florida PALM Configuration and Processing	Open	High	<ol style="list-style-type: none"> <li>Complete functional designs to create 2 new extensions and 1 new report; Due 12/31/2020 - In Progress</li> <li>Build and Unit Test; Due 1/29/2021 - Not Started</li> <li>Complete Interface Testing; Due 3/12/2021 - Not Started</li> </ol>	N/A	Derek Miller

B. Project Risks <i>List risks identified, open, occurring, or closed within the reporting period with a risk score of 15 or greater.</i>					Required for R&C Category <span style="border: 1px solid black; padding: 0 2px;">2 3 4</span>
Risk Description	Status (Open / Closed)	Risk Score	Mitigation/Response Strategy	Status	Owner
Risk 221: Florida PALM Central Wave build timeline and Central Wave work for MFMP build activities are not aligned	Open	15	1. The Florida PALM and MFMP Teams will continue meetings to review and confirm interfaces that will be planned for Central Wave, including layouts, for this shared risk. 2. The Florida PALM can share information with the ESC on the confirmed MFMP interface connections for Central Wave, including anticipated level of effort. 3. The MFMP ESC representative can share an approach to keep other ESC members informed on progress of MFMP build activities as Go/No-Go Decisions approach, including estimated duration of build work. 4. The Florida PALM and MFMP Teams will continue to discuss contingency options for schedule alignment issues.	Mitigating	Rachael Lieblick

## **5 – PROJECT SPEND PLAN**

The Florida PALM Project was appropriated \$33,154,677.00 for FY 2020-21. As of the end of this reporting period, \$12,121,611.18 in expenses has been projected, \$11,904,345.00 of the appropriated funds have been released, \$10,063,633.27 in expenses have been incurred, and \$9,936,943.77 has been paid. See the Florida PALM Project Spend Plan for additional details.