

# Florida **PALM**

Planning, Accounting, and Ledger Management



# REQUIREMENTS REVIEW WORKGROUP

BUDGET PREPARATION TO REVERSION (BUD)

OCTOBER 27, 2015



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

# Agenda

- ▶ Welcome and Introductions
- ▶ Background & Purpose
- ▶ Overview of Requirements
- ▶ Process Area Requirements
- ▶ Requirements Questions & Discussion
- ▶ Meeting Closeout



# WELCOME AND INTRODUCTIONS



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# Welcome and Introductions

- ▶ Ground Rules
- ▶ Housekeeping
- ▶ Project Team Introductions
- ▶ Participant Introductions
  - Name
  - Agency
  - Role in Requirements Review



# BACKGROUND & PURPOSE



Florida **PALM**  
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# Background & Purpose

## Project Vision

- ▶ Implement a statewide financial management system that enforces standardization, acts as a scalable foundation to evolve as business needs change, and positions Florida for future innovation as it considers true enterprise-wide solution



# Background & Purpose

## Overview

- ▶ Agency collaboration has been key to the Project's development of the Cycle 1 Business Requirements
  - 70+ collaborative meetings (Level 1 and 2 Workgroups and Workshops) so far
  - 370+ agency personnel involved so far
  - Process Evaluation Questionnaires
  - Collaboration activities with FFMIS Partners (FLAIR, CMS, MFMP, PF, and LAS/PBS) and FASAASD (Administrative Services Directors)





# Background & Purpose

## Requirements

- ▶ Use of Requirements as part of ITN
- ▶ Toolkit for Agency Requirements Review Coordinators
  - <http://www.myfloridacfo.com/floridapalm/ProjectReferences.htm>
  - Cycle 1 Business Requirements – Agency Working Copy (Excel Spreadsheet)
  - Draft Level 2 Standardization Business Process Models



# Background & Purpose

## Requirements vs. Process Models

### Requirements Are:

- ▶ Expected capabilities and functionality of the system
- ▶ Critical activities of an enterprise that must be performed to meet organizational objective(s) while remaining solution independent

Example: Provide ability to produce a Trial Balance report organized by unique fund, fund type, and fund group.

### Requirements Are Not:

- ▶ Objectives or step-by-step process descriptions
- ▶ Detailed specifications
- ▶ Descriptions of “how” the system will perform the desired functions

Example: Produce and deliver via email on the first day of the following month, a monthly Trial Balance by fund and budget entity.



# Background & Purpose

## Requirements vs. Process Models

### Process Models Are:

- ▶ High-level vision of future business processes describing a series of linked activities
- ▶ Descriptions of the State's objectives for implementation of Florida PALM
- ▶ Supported by one or more many business requirements

### Process Models Are Not:

- ▶ Detailed steps that translate to requirements
- ▶ Step-by-step process descriptions
- ▶ Procedures for how a user will accomplish a task



# OVERVIEW OF REQUIREMENTS



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# Overview of Requirements

- ▶ Requirements are available in:
  - Excel Spreadsheet
  - DecisionDirector (coordinators only)
- ▶ Areas of Focus:
  - General (G)
  - Florida Specific (F1)
  - High Impact Subcategory (F2)
  - Agency Interest/Questions (F3)



# Overview of Requirements

Type	Count	Percentage
Areas of Focus		
General (G)	2,049	52%
Florida Specific (F1)	101	3%
High Impact Subcategory (F2)	1,145	29%
Agency Interest/ Questions (F3)	650	16%
<b>Total</b>	<b>3,945</b>	<b>100%</b>



# Overview of Requirements Excel Spreadsheet

► Available to everyone

Cycle 1 Business Requirements - Agency Working Copy							
<i>This document is a draft and should not be relied upon for preparation of any proposals.</i>							
					For Internal Agency Collaboration Use		
Category	Subcategory	Number	Requirement	Area of Focus (Focus/General)	Clarification Needed (Yes/No)	Suggested Rewrite (Yes/No)	Agency Comments (required if Clarification Needed or Suggested Rewrite selected)
Asset Management	Additions and Maintenance	AD001	Provide ability to direct input asset information into the system.	F3			
Asset Management	Additions and Maintenance	AD002	Provide ability to track and maintain pertinent data on capitalized assets based upon a user-specified criteria, including amount threshold by asset class type.	G			

Identification of Areas of Focus (only available on Excel spreadsheet and does not appear in DecisionDirector)

Add comment if clarify or rewrite is needed



# Overview of Requirements DecisionDirector

- ▶ Available only to coordinators

COLLABORATION

Section: Additions and Maintenance [176] Printer Friendly Window

Location: KP : Functional Requirements, Asset Management

Reviewer Instructions: Please review each requirement. Check "Clarify?" if you have a question about a requirement, and enter your question in the Comments field. If you think the requirement should be reworded, check the "Suggested Rewrite?" box and enter your revision in the Comment field. Enter any relevant comments in the Comments field. Space is provided at the bottom for any new requirements you might suggest. PLEASE BE SURE TO SAVE YOUR WORK. Thanks!

1429290 - [AD001] Provide ability to direct input asset information into the system. <input type="checkbox"/> Accept Defaults	<a href="#">Clarify?</a> <input type="checkbox"/>	<a href="#">Suggested Rewrite?</a> <input type="checkbox"/>
Comments		
1429291 - [AD002] Provide ability to track and maintain pertinent data on capitalized assets based upon a user-specified criteria, including amount threshold by asset class type. <input type="checkbox"/> Accept Defaults	<a href="#">Clarify?</a> <input type="checkbox"/>	<a href="#">Suggested Rewrite?</a> <input type="checkbox"/>
Comments		

Comments are entered in this field





# Overview of Requirements DecisionDirector

## ▶ Adding New Requirements

<b>1431844</b> - Would you like to add a requirement? Please suggest a new requirement in the comment box below. <input type="checkbox"/> Accept Defaults	<a href="#">Clarify?</a> <input type="checkbox"/>	<a href="#">Suggested Rewrite?</a> <input type="checkbox"/>
<b>Comments</b>		
<b>1431845</b> - Would you like to add a requirement? Please suggest a new requirement in the comment box below. <input type="checkbox"/> Accept Defaults	<a href="#">Clarify?</a> <input type="checkbox"/>	<a href="#">Suggested Rewrite?</a> <input type="checkbox"/>
<b>Comments</b>		



# PROCESS AREA REQUIREMENTS

BUDGET PREPARATION TO REVERSION



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# Process Area Requirements

## Budget Preparation to Reversion Subcategories

- ▶ Budget Management
  - Agency Budget Submission
  - Appropriation Accounting
  - Budgetary Control – Allotments
  - Budgetary Control – Operating Budgets
  - Document Management
  - Inquiry and Reporting
  - Internal Agency Budget
  - Security
  - Workflow



# Process Area Requirements

## Budget Preparation to Reversion Areas of Focus

- ▶ Subjects identified as an Area of Focus
  - Florida Specific (F1)
    - Requirements related to Carry Forward (Operating) and Certified Forward (Fixed Capital Outlay)
  - High Impact Subcategory (F2)
    - Agency Budget Submission
    - Appropriation Accounting
    - Budgetary Control – Allotments
    - Budgetary Control – Operating Budgets
    - Document Management
    - Inquiry and Reporting
    - Internal Agency Budget
    - Security
    - Workflow
  - Agency Interest/Questions (F3)
    - Budgetary Control – Operating Budgets



# Process Area Requirements

## Budget Preparation to Reversion Overview

### ► Budget Management

Type	Count	Percentage
Areas of Focus		
General (G)	341	71%
Florida Specific (F1)	12	2%
High Impact Subcategory (F2)	118	25%
Agency Interest/Questions (F3)	8	2%
<b>Total</b>	<b>479</b>	<b>100%</b>



# REQUIREMENTS QUESTIONS & DISCUSSION

BUDGET PREPARATION TO REVERSION



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# Requirements Questions & Discussion

## Questions (Budget Preparation to Reversion Subcategories)

- ▶ Budget Management
  - Agency Budget Submission
  - Appropriation Accounting
  - Budgetary Control – Allotments
  - Budgetary Control – Operating Budgets
  - Document Management
  - Inquiry and Reporting
  - Internal Agency Budget
  - Security
  - Workflow



# Requirements Questions & Discussion

## Budget Preparation to Reversion

- ▶ Open Questions from Audience





# MEETING CLOSEOUT



# Meeting Closeout

- ▶ Overall Questions?
- ▶ Next Steps
  - Upcoming Requirements Review Workshops for other Process Areas
  - Coordinator must submit all agency feedback through DecisionDirector by November 23, 2015 by 5 p.m.
- ▶ Thank you for your participation
- ▶ A survey will be emailed following the Workgroup



# CONTACT INFORMATION

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[myfloridacfo.com/floridapalm/ProjectReferences.htm](http://myfloridacfo.com/floridapalm/ProjectReferences.htm)



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