Requirements Review Workgroup

Budget Preparation to Reversion (BUD)
October 27, 2015
Agenda

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

- Ground Rules
- Housekeeping
- Project Team Introductions
- Participant Introductions
  - Name
  - Agency
  - Role in Requirements Review
BACKGROUND & PURPOSE
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.
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](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

<table>
<thead>
<tr>
<th>Requirements Are:</th>
<th>Requirements Are Not:</th>
</tr>
</thead>
<tbody>
<tr>
<td>▶ Expected <strong>capabilities</strong> and functionality of the system</td>
<td>▶ Objectives or step-by-step process descriptions</td>
</tr>
<tr>
<td>▶ Critical activities of an enterprise that must be performed to meet</td>
<td>▶ Detailed specifications</td>
</tr>
<tr>
<td>organizational objective(s) while remaining solution independent</td>
<td>▶ Descriptions of “how” the system will perform the desired functions</td>
</tr>
</tbody>
</table>

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

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

<table>
<thead>
<tr>
<th>Process Models Are:</th>
<th>Process Models Are Not:</th>
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</thead>
<tbody>
<tr>
<td>- High-level vision of future business processes describing a series of linked activities</td>
<td>- Detailed steps that translate to requirements</td>
</tr>
<tr>
<td>- Descriptions of the State’s objectives for implementation of Florida PALM</td>
<td>- Step-by-step process descriptions</td>
</tr>
<tr>
<td>- Supported by one or more many business requirements</td>
<td>- Procedures for how a user will accomplish a task</td>
</tr>
</tbody>
</table>
OVERVIEW OF REQUIREMENTS
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

<table>
<thead>
<tr>
<th>Type</th>
<th>Count</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Areas of Focus</td>
<td></td>
<td></td>
</tr>
<tr>
<td>General (G)</td>
<td>2,049</td>
<td>52%</td>
</tr>
<tr>
<td>Florida Specific (F1)</td>
<td>101</td>
<td>3%</td>
</tr>
<tr>
<td>High Impact Subcategory (F2)</td>
<td>1,145</td>
<td>29%</td>
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<tr>
<td>Agency Interest/Questions (F3)</td>
<td>650</td>
<td>16%</td>
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<tr>
<td><strong>Total</strong></td>
<td>3,945</td>
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Overview of Requirements

Excel Spreadsheet

- Available to everyone

<table>
<thead>
<tr>
<th>Category</th>
<th>Subcategory</th>
<th>Number</th>
<th>Requirement</th>
</tr>
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<tbody>
<tr>
<td>Asset Management</td>
<td>Additions and Maintenance</td>
<td>AD001</td>
<td>Provide ability to directly input asset information into the system.</td>
</tr>
<tr>
<td>Asset Management</td>
<td>Additions and Maintenance</td>
<td>AD002</td>
<td>Provide ability to track and maintain pertinent data on capitalized assets based upon a user-specified criteria, including amount threshold by asset class type.</td>
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</tbody>
</table>

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

Comments are entered in this field
Overview of Requirements
DecisionDirector

- Adding New Requirements

<table>
<thead>
<tr>
<th>1431844</th>
<th>Would you like to add a requirement? Please suggest a new requirement in the comment box below.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Clarify?</td>
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<td>Comments</td>
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<td>Comments</td>
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PROCESS AREA REQUIREMENTS

BUDGET PREPARATION TO REVERSION
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**

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<th>Percentage</th>
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<td><strong>Areas of Focus</strong></td>
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<td>General (G)</td>
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</tr>
<tr>
<td>Florida Specific (F1)</td>
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<td>2%</td>
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<tr>
<td><strong>High Impact</strong></td>
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<tr>
<td>Subcategory (F2)</td>
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<td>25%</td>
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<tr>
<td><strong>Agency Interest/Questions (F3)</strong></td>
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<td>2%</td>
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<tr>
<td><strong>Total</strong></td>
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<td>100%</td>
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REQUIREMENTS QUESTIONS & DISCUSSION

BUDGET PREPARATION TO REVERSION
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

FloridaPALM@myfloridacfo.com

myfloridacfo.com/floridapalm/ProjectReferences.htm