

Project Overview & Accomplishments

- ✓ Published Toolkit for Agency Review Coordinators on Florida PALM Website. Toolkit includes:
 - Roster of Review Coordinators by Agency
 - Instructions on DecisionDirector and Requirements Review
 - Cycle 1 Business Requirements
 - DRAFT Level 2 Standardized Business Process Models – Version 1.0
 - Cycle 1 Business Requirements Categories
 - Summary of Level 2 Standardized Business Process Model Updates
- ✓ Held Technical Requirements Review Kick-Off Meeting with Agencies on 10/13/2015

Systems and Data Strategy (SDS)

The SDS Team continued to work on developing the Project's Data Management Plan (DMP). The DMP will provide support and information for the solicitation.

FFMIS Collaboration

SDS also coordinated and met with external (outside of DFS) Florida Financial Management Information Systems partners including People First, MyFloridaMarketPlace (MFMP), and LAS/PBS.

Agency Technical Requirements Review

The SDS Manager and Project Team hosted the Technical Requirements Review Kickoff Meeting on Tuesday, October 13, 2015 with more than 30 participants including representatives from 26 agencies. The meeting covered the following items:

- Project Overview
- Project Accomplishments
- Florida PALM Architecture Principles
- Requirements Review Activities and Overview

Agencies have six weeks to review the functional and technical requirements (October 12 - November 23). The Project received technical coordinator names from 28 agencies, and CIOs were designated by default for agencies that did not submit a name to the Project. Technical coordinators should coordinate their review and feedback with technical subject matter experts within the agency as well as the agency's functional coordinator.

The SDS Team will also host a set of optional Workgroup meetings early next month to support Technical Requirements Review Coordinators. Additional details for these meetings will be shared with the Technical Requirements Review Coordinator for each meeting. The following are scheduled:

- Morning of November 4, 2015
- Afternoon of November 5, 2015
- Afternoon of November 6, 2015

Business Process Standardization (BPS)

BPS published a draft of the Level 2 Standardized Business Process Models (process flows + narratives), which provide an overview of the vision for the who, what, and when for Florida PALM's 10 financial management process areas.

The BPS Team also continues to support the functional requirements review activities for the Project and conducted Level 2 and Functional Requirements Review Workshops at the end of September 2015. BPS has scheduled optional workgroup meetings for agency personnel involved in the functional requirements review process to answer questions about the review process and further support agencies. The details for the optional Functional Requirements Review Workgroup meetings are below:

- **Record to Report (R2R):** Monday, October 26, 2015 from 9 a.m. – 12 p.m. at Betty Easley (Room 180)
- **Budget Preparation to Reversion (BUD):** Tuesday, October 27, 2015 from 1:30 – 4:30 p.m. at DOR Bldg. 1 (Room 1820)
- **Procurement to Pay (P2P) #1:** Wednesday, October 28, 2015 from 9 a.m. – 12 p.m. at Winewood/DCF (Bldg. 4)
- **Grant Application to Closeout (GAC):** Thursday, October 29, 2015 from 9 a.m. – 12 p.m. at Winewood/DCF (Bldg. 4)
- **Asset Requisition to Disposal (A2D):** Monday, November 2, 2015 from 9 a.m. – 12 p.m. at Winewood/DCF (Bldg. 4)
- **Procurement to Pay (P2P) #2:** Tuesday, November 3, 2015 from 9 a.m. – 12 p.m. at DOR Bldg. 1 (Room 1220)
- **Cash In-Flows to Out-Flows (CSH), Treasury Management (TRM), Accounts Receivable / Billing to Receipt (ARB):** Wednesday, November 4, 2015 from 1:30 – 4:30 p.m. at Winewood/DCF (Bldg. 4)
- **Project Development to Closeout (PJT):** Thursday, November 5, 2015 from 9 a.m. – 12 p.m. at Winewood/DCF (Bldg. 4)

Organizational Change Management (OCM)

Requirements Review Activities

OCM assisted the Project by coordinating and support the technical and functional requirements review activities for agencies.

Collaboration

The OCM Team also coordinated collaboration meetings with the States of Arizona, South Carolina, Hawaii, and Texas to discuss lessons learned from their ERP solution implementations and/or financial management processes.

Project Management Office (PMO)

The SSI Procurement contractor, PMO, DFS Purchasing, DFS Legal, Outside Legal Counsel, members from all Project Tracks, and Project Sponsors continue to work on various deliverables and confirming timeline of activities related to the SSI Procurement.