

# Florida **PALM**

Planning, Accounting, and Ledger Management



# CHIEF INFORMATION OFFICER (CIO) WORKGROUP

SEPTEMBER 18, 2015



# Agenda

- ▶ Overview
- ▶ Organization & Accomplishments
- ▶ Updates
- ▶ Agency Support



# FLORIDA PALM PROJECT

## PROJECT OVERVIEW



# Florida PALM Project Overview

## The FLAIR Study

- ▶ 2013 GAA Proviso set forth the requirement that a study ([the FLAIR Study](#)) be performed to provide recommendation to either enhance or replace FLAIR.
- ▶ The [FLAIR Study](#) (completed in March 2014) recommended the State of Florida pursue the replacement of FLAIR and CMS with a “Commercial off the Shelf” (COTS) Enterprise Resource Planning (ERP) solution.
- ▶ The 338 page study provides detailed analysis and information, including recommendations for many aspects of project planning



# Florida PALM Project Overview

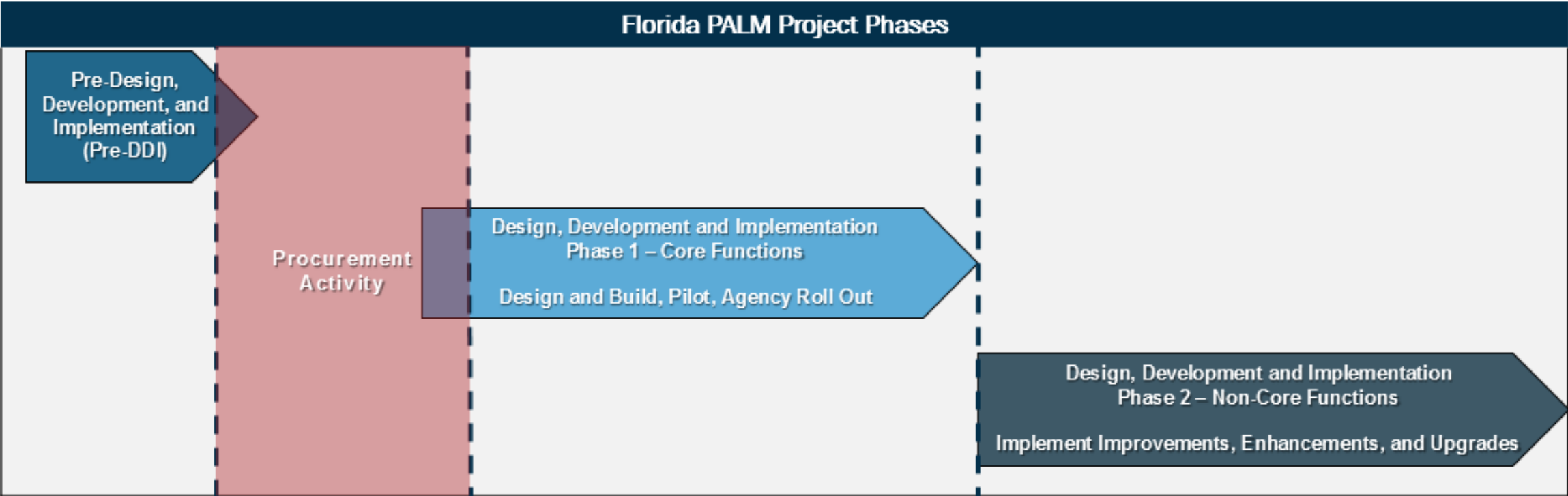
## Solution Goals

- ▶ Reduce the state's risk exposure by harnessing modern financial management technology built on the premises of scalability, flexibility, and maintainability
- ▶ Improve state and agency-specific decision making by capturing a consistent and an expandable set of data
- ▶ Improve the state's financial management capabilities to enable more accurate oversight of budget and cash demands today and in the future.
- ▶ Improve productivity, reduce operational complexity and increase internal controls by enabling standardization and automation of business processes within and between DFS and agencies



# Florida PALM Project Overview

## Project Phases



# FLORIDA PALM PROJECT

## ORGANIZATION & ACCOMPLISHMENTS

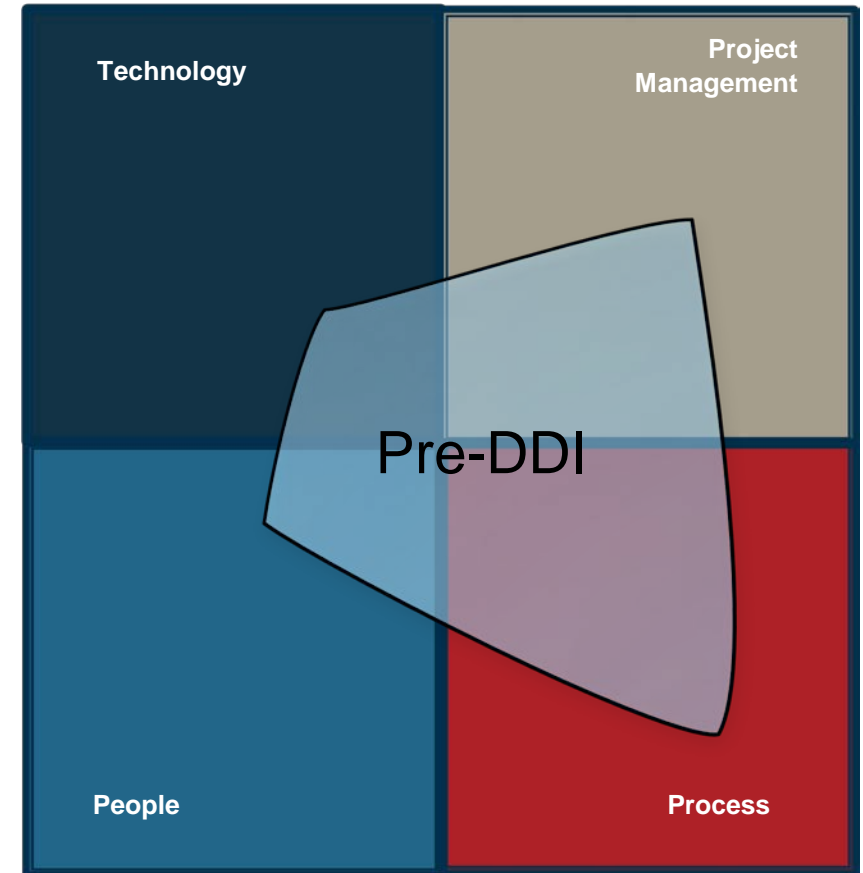




# Florida PALM Project Organization

## Project Tracks

- ▶ Pre-DDI work divided across four tracks:
  - Project Management Office (PMO)
  - Business Process Standardization (BPS)
  - Organizational Change Management (OCM)
  - Systems & Data Strategy (SDS)
- ▶ 25 FTEs allocated for FY2015-16 across four tracks



# Florida PALM Project Accomplishments

## Project Management Office (PMO)

- ▶ On-boarded 19 FTEs
- ▶ Created Project Charter and Project Management Plan
- ▶ Executed contracts for PMO Support Services
- ▶ Executed contract for Software and System Integration (SSI) Procurement Support Services
- ▶ Executed contracts for Outside Counsel Support Services
- ▶ Executed contract for Independent Verification & Validation (IV&V) Support Services
- ▶ Began work on various SSI procurement-related deliverables



# Florida PALM Project Accomplishments

## Business Process Standardization (BPS)

- ▶ Identified **10** key financial process areas for standardization
- ▶ Conducted **29** Level 1 Agency SME Workgroups Meetings
- ▶ Executed contract for BPS Support Services
- ▶ Conducted **29** Level 2 Agency SME Workgroups Meetings
- ▶ Conducted **8** Level 2 All Agency Workshops
- ▶ Established Level 2 Process Models across all 10 processes areas
- ▶ Coordinated with DFS Accounting & Accounting and DFS Treasury to develop and review Cycle 1 functional requirements



# Florida PALM Project Accomplishments

## Organizational Change Management (OCM)

- ▶ Established Project branding
- ▶ Supported January 2015 and August 2015 Vendor Forum
- ▶ Facilitated BPS Level 2 Workgroups and Workshops
- ▶ Initiated collaboration with other government entities who have implemented ERPs
- ▶ Initiated collaboration with FFMIS partners



# Florida PALM Project Accomplishments

## Systems and Data Strategy (SDS)

- ▶ Confirmed current state interfaces for FLAIR and CMS
- ▶ Coordinated with DFS Division of Information Services (DIS) to develop and review Cycle 1 technical requirements
- ▶ Confirmed integration points and reports across 10 financial process areas
- ▶ Initiated development of a Data Management Plan



# FLORIDA PALM PROJECT

## AGENCY REVIEW ACTIVITIES



# Requirements Review

## Overview

- ▶ Gather agency feedback on Cycle 1 Business Requirements to develop Cycle 2 Business Requirements
  
- ▶ Cycle 1 Requirements Developed From:
  - Project Aspire
  - KnowledgePacks (provided by BPS vendor)
  - Functional Workgroups and Workshops
  - DFS internal review (A&A, DIS, and Treasury)
  
- ▶ Approximately 4,000 Cycle 1 Requirements:
  - General vs. Areas of Focus
  - Categories:
    - 11 for Functional
    - 10 for Technical



# Requirements Review

## Categories

Functional	Technical
1. Accounts Payable	1. BI and Analytics
2. Accounts Receivable and Billing	2. Data Management
3. Asset Management	3. Enterprise Security
4. Budget Management	4. General System
5. Cash Management	5. Integration Architecture
6. Contracts	6. Operations Management
7. General Ledger	7. Reporting
8. Grants	8. Support
9. Projects	9. Transaction System
10. Travel	10. Workflow and UI
11. Treasury Management	





# Requirements Review

## Approach

- ▶ All requirements (functional and technical) provided via Excel spreadsheet on the Florida PALM Project's website
- ▶ Two agency coordinators identified to review requirements: (1) technical and (2) functional
- ▶ Requirements feedback consolidated by coordinators and submitted through online collaboration tool (Decision Director)

*Note: Technical and functional agency coordinators are strongly encouraged to collaborate during their review of respective requirements*



# Requirements Review

## Next Steps

- ▶ Request submitted to agency Admin Directors to designate one coordinator for review of functional requirements
- ▶ Request submitted to agency CIOs to designate one coordinator for review of technical requirements
- ▶ Invite for “Kickoff” meeting distributed to technical coordinators *(targeting first or second week in October)*
- ▶ Invites for workgroup meetings distributed to requirement reviewers *(end of October / beginning of November)*
- ▶ Status updates provided in October and November CIO Workgroup Meetings



# Questions?



# Contact Information

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