CHIEF INFORMATION OFFICER (CIO) WORKGROUP

SEPTEMBER 18, 2015
Agenda

- Overview
- Organization & Accomplishments
- Updates
- Agency Support
FLORIDA PALM PROJECT

PROJECT OVERVIEW
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 Phases

- Pre-Design, Development, and Implementation (Pre-DDI)
- Procurement Activity
- Design, Development and Implementation
  - Phase 1 – Core Functions
  - Design and Build, Pilot, Agency Roll Out
- Design, Development and Implementation
  - Phase 2 – Non-Core Functions
  - Implement Improvements, Enhancements, and Upgrades
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 FLAIRD 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

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<tr>
<th>Functional</th>
<th>Technical</th>
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<tbody>
<tr>
<td>1. Accounts Payable</td>
<td>1. BI and Analytics</td>
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<td>2. Accounts Receivable and Billing</td>
<td>2. Data Management</td>
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<td>3. Asset Management</td>
<td>3. Enterprise Security</td>
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<td>5. Cash Management</td>
<td>5. Integration Architecture</td>
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<td>7. General Ledger</td>
<td>7. Reporting</td>
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<td>10. Travel</td>
<td>10. Workflow and UI</td>
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<td>11. Treasury Management</td>
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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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