Executive Steering Committee Meeting

Department of Revenue
Building 2, Room 1250
June 8, 2016
Roll Call and Opening Remarks

Facilitator: Robert (Budd) Kneip, Chair
Review of
May 2016 Meeting Minutes
Facilitator: Robert (Budd) Kneip, Chair
Public Records Requests
Facilitator: Drew Parker
Public Records Requests

How a Public Records Request is made

- A requestor does not need to identify herself/himself. They may remain anonymous. They need not provide a reason or purpose for the public records request.
- A requestor does not have to use any specific or “magic” language to make a request for records.
- There is no right or wrong way for someone to submit a request for records. Examples include:
  - In Person
  - Telephone
  - Email
  - U.S. Mail
  - Letter
  - Fax
- Any request for a document or information should be treated as a public records request.
Public Records Requests

What to do with a Public Records Request

- Immediately forward the Florida PALM related records request to Jenifer Hartsfield.
- You can reach Jenifer by email at Jenifer.Hartsfield@myfloridacfo.com or by phone at 850-410-9025.
- Also inform Jenifer if you have any records responsive to the request.
- Talk with Jenifer if you are not sure whether a record in your possession is a public record or is responsive to the request.
- If you receive a follow-up inquiry from the requestor, please forward that communication to Jenifer.
- Please contact Jenifer or Chasity O’Steen by phone at 850-413-4132 or by email at Chasity.O’Steen@myfloridacfo.com, if you have any questions about your public records obligations in your capacity as an Executive Steering Committee member.
Florida PALM Project Update

Facilitators: Eric Adair, Danielle Kosberg, Angie Robertson, and Melissa Turner
Florida PALM Project Overview

Budget

- FY 2014-2015
  - Appropriated: $8,992,432
  - Actual: $2,209,546.20

- FY 2015-2016 (through end of April 2016)
  - Appropriated: $11,328,570
  - Projected:
    - Annual: $8,441,680
    - Year to Date: $7,629,775.74
  - Incurred: $6,787,328.67
  - Actual: $6,680,661.72

- Spend Plan being finalized for FY 2016-2017 to reflect Appropriations $8,777,123 and monthly projections
### Florida PALM Project Overview

#### Timeline – Business Requirements

<table>
<thead>
<tr>
<th>Activity</th>
<th>Timeframe</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Draft Completed and Reviewed with DFS Divisions (Cycle 1)</td>
<td>October 7, 2015</td>
<td>Complete</td>
</tr>
<tr>
<td>All Agencies Review and Updates Incorporated (Cycle 2)</td>
<td>April 28, 2016</td>
<td>Complete</td>
</tr>
<tr>
<td>Create Payroll and Amend Budget Requirements (Draft Cycle 3)</td>
<td>June 15, 2016</td>
<td>In Progress</td>
</tr>
<tr>
<td>All Agencies Review and Updates Incorporated (Cycle 3)</td>
<td>July 20, 2016</td>
<td>In Progress</td>
</tr>
<tr>
<td>ESC Review of Cycle 2</td>
<td>Beginning July 1</td>
<td>Not Started</td>
</tr>
<tr>
<td>ESC Review of Cycle 3</td>
<td>Beginning July 21</td>
<td>Not Started</td>
</tr>
<tr>
<td>ESC Approval Business Requirements</td>
<td>During August 24, 2015 ESC Meeting</td>
<td>Not Started</td>
</tr>
</tbody>
</table>
# Florida PALM Project Overview

## Timeline – Data Management Plan

<table>
<thead>
<tr>
<th>Activity</th>
<th>Timeframe</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initial Draft Complete</td>
<td>November 19, 2015</td>
<td>Complete</td>
</tr>
<tr>
<td>Gartner, IV&amp;V, BPS Contractor Review and Updates Incorporated</td>
<td>November 30, 2015</td>
<td>Complete</td>
</tr>
<tr>
<td>DFS Review and Updates Incorporated</td>
<td>January 5, 2016</td>
<td>Complete</td>
</tr>
<tr>
<td>AST and IV&amp;V Review and Updates Incorporated</td>
<td>February 17, 2016</td>
<td>Complete</td>
</tr>
<tr>
<td>Review with FFMIS Entities, FSU/FAMU and Updates Incorporated</td>
<td>August 31, 2016</td>
<td>In Progress</td>
</tr>
<tr>
<td>ESC Review</td>
<td>Beginning September 1, 2016</td>
<td>Not Started</td>
</tr>
<tr>
<td>ESC Approval of the Data Management Plan</td>
<td>During Sept 28, 2016 ESC Meeting</td>
<td>Not Started</td>
</tr>
</tbody>
</table>
# Florida PALM Project Overview

## Timeline – SSI ITN Document

<table>
<thead>
<tr>
<th>Activity</th>
<th>Timeframe</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Draft ITN - Part 1 (PROC3)</td>
<td>September 28, 2015</td>
<td>Complete</td>
</tr>
<tr>
<td>Draft ITN - Part 2 (PROC13)</td>
<td>November 16, 2015</td>
<td>Complete</td>
</tr>
<tr>
<td>Draft ITN – All Parts (PROC5)</td>
<td>March 30, 2016</td>
<td>Complete</td>
</tr>
<tr>
<td>Project Team Updates Incorporated</td>
<td>May 31, 2016</td>
<td>Complete</td>
</tr>
<tr>
<td>DFS Sponsor Review</td>
<td>June 2016</td>
<td>In Progress</td>
</tr>
<tr>
<td>DFS Legal/Purchasing Review</td>
<td>July 2016</td>
<td>Not Started</td>
</tr>
<tr>
<td>Outside Counsel Review</td>
<td>August 2016</td>
<td>Not Started</td>
</tr>
<tr>
<td>ESC Review</td>
<td>Sept 1- Oct. 15, 2016</td>
<td>Not Started</td>
</tr>
</tbody>
</table>
Two key Project activities during Pre-DDI:

- Development of Standardized Business Process Models
- Development of Business Requirements

Supported by BPS and SDS Teams and contractor staff

Engaged with agencies through Workgroups, Workshops, questionnaires, and feedback on proposed documents

One of the first activities was to identify the 10 Process Areas
Florida PALM Project Overview

Business Process Areas

1. Accounts Receivable / Billing to Receipt (ARB) – billing and receiving payments
2. Asset Requisition to Disposal (A2D) – recording, depreciating, and reporting assets
3. Budget Preparation to Reversion (BUD) – budget management lifecycle from request to reversion
4. Cash In-Flows to Out-Flows (CSH) – verifying deposits, reconciliation, tracking receipts and warrants, and cash reporting
5. Grant Application to Closeout (GAC) – establishing, managing, and reporting on grants
Florida PALM Project Overview

Business Process Areas

6. Payroll Hire to Separation (PAY) – financial transactions related to accounting for employee salary and benefits
7. Procurement to Payment (P2P) – purchasing and paying for goods and services
8. Project Development to Closeout (PJT) – establishing, managing, and reporting on projects
9. Record to Report (R2R) – establishing ledger coding and record keeping through financial reporting
10. Treasury Management (TRM) – treasury functions required to manage and maintain custody of cash and investment resource
# Florida PALM Project Overview

## Process Models vs. Requirements

<table>
<thead>
<tr>
<th>Process Models Are:</th>
<th>Process Models Are Not:</th>
</tr>
</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>
Florida PALM Project Overview

Process Models vs. Requirements

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.
Represent the proposed future financial management processes for the State of Florida, which includes current and enhanced functionality

Include process flows and narratives, which provide graphical and textual details about the State’s needs and vision

Include information about the process including:
- Reports / Reporting Requirements
- Control Points
- Integration Points
- Accounting Events
Florida PALM Project Overview

Process Models

- Level 1 – High-level, end-to-end depiction of each of the 10 Process Areas
  - Developed by State staff with support from 99 agency SMEs from 17 agencies via 29 individual Workgroup meetings
  - Finalized in July 2015

- Level 2 – More detail about sub-processes within the Level 1 process models
Florida PALM Project Overview

Process Models

- Level 2 Standardized Business Process Models – Version 1.0
  - Conducted over 35 Workgroups and Workshops April – June 2015, which were attended by over 400 participants
  - All agencies were represented through attendance at meetings or through feedback via questionnaire
  - Process Models were finalized in November 2015 and contain over 300 pages of process flows and narrative

- Developing updates to Process Models for Budget and Payroll Process Areas (Version 2.0)

- Process Models will be included as reference materials in the ITN for the SSI
Florida PALM Project Overview

Process Models – Process Flow

Level 2 Business Process Workflow: ARB – Accounts Receivable and Billing to Receipt

1.1 ARB – Create Customer and Create AR and Billing
Florida PALM Project Overview

Process Models – Process Flow
# Florida PALM Project Overview

## Process Models – Process Narrative

<table>
<thead>
<tr>
<th>Process Flow Page 1 of 4: ARB – Create Customer and Create AR and Billing</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Swim Lanes – Definition</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Process Step ID</th>
<th>Process Name</th>
<th>Description of Process</th>
<th>Governing Laws and Policies</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARB 1.1</td>
<td>Good or Service Provided or Obligation to State Recognized</td>
<td>• The action of goods or services being provided or an obligation being incurred will initiate the billing process for the agency.</td>
<td>• Agency Specific Authority</td>
</tr>
<tr>
<td>ARB 1.2</td>
<td>Capture/Record Customer Billing Information</td>
<td>• Once the obligation is incurred, the agency will capture and record the customer billing information. This information can be entered directly into Florida PALM, brought in from an agency business system, or populated from another Process Area.</td>
<td>None identified</td>
</tr>
</tbody>
</table>
Florida PALM Project Overview

Business Requirements

- Completed Cycle 1 - Based on Level 1 and Level 2 meetings, Project Team (State and Contractor), Knowledge Packs, and DFS Division input
Florida PALM Project Overview

Business Requirements

- Completed Cycle 2* - Based on agency review and feedback on Cycle 1 requirements
  - Conducted 20 events from Workgroups and Workshops to Office Hours, with over 140 participants from 27 agencies, including technical staff
  - Received over 1,300 comments
  - Resulted in changes to over 400 requirements, over 100 requirements added, and over 100 requirements deleted for a revised total of 3,438 requirements
  - Published feedback and actions taken in April 2016

*Includes all Process Areas except Payroll and Budget
Florida PALM Project Overview

Business Requirements

- Currently developing Cycle 3 Business Requirements
  - Focus on Payroll and Budget
  - Includes agency review and feedback
Florida PALM Project Overview
Business Requirements - Payroll

- Held Workgroups with Bureau of State Payroll (BOSP) and Division of Information Systems (DIS) to develop the Cycle 3 Business Requirements and Process Models
- Held Workshops with agencies on June 1 and June 2, 2016 to provide an overview of the information and to support questions
- Agency feedback is requested by June 15, 2016 using the documents posted on the website
Working meetings are ongoing with LAS/PBS staff and stakeholders to revise Business Requirements and Process Models as part of Cycle 3.

Revised Requirements and Process Models will be shared with agencies in middle of June with feedback requested by June 30, 2016.
Florida PALM Project Overview

Business Requirements – ESC Review

- Conduct review of Business Requirements in two parts:
  - Part 1 = Cycle 2 starting in early July
  - Part 2 = Cycle 3 starting in late July
- Approve Business Requirements at the August ESC Meeting
The Open Group Architecture Framework (TOGAF®):

A succinct description of the Target Architecture that describes its business value and the changes to the enterprise that will result from its successful deployment. It serves as an aspirational vision and a boundary for detailed architecture development.
Florida PALM Project Overview

Draft Architecture Principles

1. Presume Data Openness
2. Secure Enterprise Data
3. Centralize Core Functions
4. Federate Non-Core Functions
5. Enable Fast Decisions
6. Avoid Duplication
7. Focus on Sustainability
Architecture principles create context for Technical Business Requirements
  ◦ Florida PALM Requirements *identify capabilities* (the *what* versus the *how*)
  ◦ Florida PALM Requirements are not design specs

Architecture principles serve as basis for Data Management Plan
Florida PALM Project Overview

Upcoming Activities

- **Agency Business Systems Business Case RFQ**
  - Released – May 12, 2016
  - Responses received – May 27, 2016
  - Vendor scheduled to begin work – July 1, 2016

- **Organizational Change Management Support Services RFQ**
  - Released – May 27, 2016
  - Responses due – June 17, 2016
  - Vendor scheduled to begin work – August 1, 2016
Florida PALM Project Overview

Upcoming Project Activities

- Finalize Cycle 3 Business Requirements for Executive Steering Committee review
- Review and Make Updates to Data Management Plan
- Update Florida PALM website
- Continue FY 2016-17 planning incorporating defined activities in the Master Project Schedule
New Business & Open Discussion

Facilitator: Robert (Budd) Kneip, Chair
Next Meeting

July 27, 2016

*Time and Location TBD*
Contact Information

FloridaPALM@myfloridacfo.com

myfloridacfo.com/FloridaPALM