

## **Project Overview & Accomplishments**

- ✓ Published the Level 2 Workgroup Summary Report to Project Website
- ✓ Published the Level 2 Workgroup Survey Summary Report to Project Website
- ✓ Published the Level 2 Workshop Summary Report to Project Website
- ✓ Published the Level 2 Workshop Survey Summary Report to Project Website
- ✓ Continued holding collaboration meetings with MyFloridaMarketPlace and People First
- ✓ Processed Decision 87: Include requirements for current FLAIR payroll functionality in Software & System Integrator (SSI) ITN solicitation

### **Business Process Standardization (BPS)**

#### *Requirements Traceability Matrix Tools (BPS18)*

The Project accepted BPS18 – Requirements Traceability Matrix Tools. This document provides a tracking mechanism for requirements from conception to implementation.

#### *Cycle 2 Business Requirements (BPS20)*

The Cycle 2 Business Requirements (BPS20) were delivered to the Project by the BPS Support Services Contractor and are currently in review by the BPS Team. The Cycle 2 Business Requirements incorporated updates made to the requirements based on agency feedback submitted in November 2015. The BPS Team is finalizing the approach for sharing comments received from agencies during the agency review period of the Cycle 1 Business Requirements and what action was taken (if any) by the Project.

### **Organizational Change Management (OCM)**

The OCM Team finalized the Pre-Design, Development and Implementation (Pre-DDI) Communications Plan and continued work on Project website improvements. In addition, the OCM Team finalized and published the Level 2 Workshops and Workgroup Summary Reports. These reports are available here: <http://www.myfloridacfo.com/floridapalm/meetings.htm>.

### **Project Management Office (PMO)**

The SSI Procurement contractor, PMO, DFS Purchasing, DFS Legal, Outside Legal Counsel, members from all Project Tracks, and Project Steering Committee members continue to work on various deliverables and confirming timeline of activities related to the SSI procurement. The PMO Team also continued implementing the Continuous Improvement Plan to address items in the monthly Independent Verification & Validation (IV&V) assessment.

### **Systems and Data Strategy (SDS)**

The SDS Track is preparing the Data Management Plan (DMP) as required by proviso in the General Appropriation Act. The SDS Team shared the draft DMP with the Agency for State Technology and Project Sponsors for feedback. The Project anticipates accepting the DMP in February 2016.