

Project Overview & Accomplishments

- ✓ Pre-Design, Development, and Implementation (Pre-DDI) Independent Verification & Validation (IV&V) contractor on-site on August 31, 2015
- ✓ Scheduled Level 2 and Functional Requirements Review Meetings with Agencies
- ✓ Scheduled Technical Requirements Review Kick-Off Meeting with Agencies

Business Process Standardization (BPS)

EY submitted Business Requirements – Cycle 1 (BPS11) to the State on August 31, 2015, and the Project is seeking agency input on these requirements which will support solicitation. Functional agency personnel are attending Level 2 and Functional Requirements Review Workshops to learn more about the updates to the Process Models (Process Flows and Narratives) based on agency feedback since the last round of Workshops in June 2015 and to learn about the functional requirements review process for agencies. The Florida PALM Project Team conducted two Workshops this week (9/22 and 9/23), and two Workshops are scheduled for next week. So far, the following agencies have attended these Workshops: AHCA, Citrus, DACS, DC, DEO, DFS, DHSMV, DJJ, DLA, DMA, DOE, DOR, FDOT, FWC, EOG, and JAC. Attendees can register for next week's Workshops in the DFS Learning Management System by noon today (accessible here: <https://apps8.fldfs.com/lms/Home.aspx>). Details for the remaining Workshops are below:

- **Monday, September 28, 2015** from 1:30 – 4 p.m. at Betty Easley (Room 152)
- **Tuesday, September 29, 2015** from 10:00 a.m. – 12:30 p.m. at Betty Easley (Room 152)

To facilitate agency review of the business requirements, agencies are asked to designate one functional and one technical requirements review coordinator by emailing FloridaPALM@myfloridacfo.com by October 2, 2015. **Administrative Services Directors were asked to submit the name of the agency's functional requirements review coordinator**, and Chief Information Officers (CIOs) were asked to submit the name of the agency's technical requirements review coordinator. The Project will post the names of the assigned coordinators on the Project website for agency reference. The expectations of the functional requirements review coordinators include:

- Coordinating the requirements review process with SMEs,
- Formulating one functional response for the agency,
- State of Florida employee (e.g., not contracted), and
- Collaborating with technical coordinators.

BPS has also scheduled optional Functional Requirements Review Workgroup meetings for agency personnel involved in the requirements review process to answer questions about the requirements review process and further support agencies. Additional details, including information about these optional Workgroups, will be sent to the functional requirements review coordinators in the coming weeks. 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)

Pre-DDI Project Management Plan

The OCM Team conducted training for the Project Team on the Pre-DDI Project Management Plan (PMP). The PMP details the approach to project management in first phase of the Florida PALM Project.

Requirements Review Activities

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

Collaboration

The OCM Team coordinated collaboration meetings with the States of Hawaii and Texas to discuss lessons learned from their ERP solution implementations.

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.

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.

Agency Technical Requirements Review

The SDS Manager and Project Director met with the State CIOs at their monthly AST workgroup meeting to discuss the technical requirements review process. CIOs were encouraged to coordinate with their agency's Administrative Services Directors for the requirements review process. CIOs were asked to submit the name of the agency's technical requirements review coordinator to FloridaPALM@myfloridacfo.com by October 2, 2015. A Kickoff Meeting for the Technical Requirements Review Coordinators is scheduled for the afternoon of October 13, 2015 at Winewood/DCF (Bldg. 4).