

Project Overview & Accomplishments

- ✓ Completed Level 2 and Functional Requirements Review Workshops in September 2015
- ✓ Published Toolkit for Agency Review Coordinators on Florida PALM Website. Toolkit includes:
 - Roster of Review Coordinators by Agency
 - Instructions on DecisionDirector and Requirements Review
 - Cycle 1 Business Requirements
 - DRAFT Level 2 Standardized Business Process Models – Version 1.0
 - Cycle 1 Business Requirements Categories
 - Summary of Level 2 Standardized Business Process Model Updates
- ✓ Held Technical Requirements Review Kick-Off Meeting with Agencies on 10/13/2015
- ✓ Conducted four out of the eight scheduled Functional Requirements Workgroup Meeting with Agencies

Business Process Standardization (BPS)

Agency Engagement and Requirements Review

BPS concluded the Level 2 and Functional Requirements Review Workshops in September 2015 and received positive feedback from attendees. BPS continues to support agencies during their review of the functional Cycle 1 Business Requirements (“BPS11”) through email responses to emails sent to FloridaPALM@myfloridacfo.com and Requirements Workgroup Meetings. About 74 percent (28/38) of Functional Requirements Review Coordinators have created DecisionDirector accounts (DecisionDirector is the tool that will be used for agencies to submit feedback to the Project). As a reminder, all feedback is due to DecisionDirector by 5 p.m. on November 23, 2015.

Agency Functional Requirements Workgroup Meetings

Agencies may attend optional Requirements Workgroup Meetings as an opportunity to get requirements-related questions answered from the Project Team. To register, agency personnel should work with their agency’s Functional Requirements Review Coordinator. These meetings are designed to answer specific questions regarding the individual requirements and the review process. The BPS Team is not reviewing the updated Process Models in these meetings, and agency personnel should come prepared with knowledge of the Florida PALM Project and Process Models in the toolkit. So far, the following agencies have attended or registered for a functional Requirements Review Workgroup: AHCA, APD, AST, DACS, DBPR, DCF, Citrus, DEO, DOE, DOEA, DFS, DOH, DJJ, DMS, DOR, DOL, FDOT, FDVA, DOAH, EOG, FWC, FDLE, FSDB, JAC, PSC, and SC.

The following functional Requirements Review Workgroup meetings are completed:

- **Record to Report (R2R):** Monday, October 26, 2015
 - 75 percent of those registered actually attended
- **Budget Preparation to Reversion (BUD):** Tuesday, October 27, 2015
 - 67 percent of those registered actually attended
- **Procurement to Pay (P2P) #1:** Wednesday, October 28, 2015
 - 84 percent of those registered actually attended

- **Grant Application to Closeout (GAC):** Thursday, October 29, 2015
 - 80 percent of those registered actually attended

The remaining functional Requirements Review Workgroup meetings are below:

- **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)

OCM continued to provide assistance for the requirements review activities for agencies.

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)

Agency Technical Requirements Review

Technical Requirements Review Coordinators are coordinating state agencies' technical response to the Cycle 1 Business Requirements. There are also Requirements Workgroup Meetings next week for the technical requirements, and agency personnel should work with their agency's Technical Requirements Review Coordinator to register.

<u>Date & Time</u> <i>All meetings are at Winewood/DCF (Bldg. 4) 1317 Winewood Blvd., Tallahassee, FL 32399</i>	<u>Cycle 1 Business Requirements Categories</u>
11/04/2015 (9 a.m. - 12 p.m.)	Enterprise Security, Reporting, and BI & Analytics
11/05/2015 (1:30 - 4:30 p.m.)	Data Management, Support, Operations Management, and Transaction System
11/06/2015 (1:30 - 4:30 p.m.)	General System, Integration Architecture, and Workflow & UI