

Project Overview & Accomplishments

- ✓ Conducted Eight Agency Functional and Three Technical Requirements Review Workgroup Meetings
- ✓ Conducted Agency Requirements Review Office Hours
- ✓ Received Feedback from Agencies and FFMS Partners (CMS, FLAIR, LAS/PBS, MFMP, and People First) on Cycle 1 Business Requirements
- ✓ Received Initial Independent Verification and Validation (IV&V) Report

Business Process Standardization (BPS)

Functional Agency Engagement and Requirements Review

Agencies and FFMS Partners had more than six weeks to provide feedback on the Cycle 1 Business Requirements. This feedback will be used to develop the final set of requirements in Florida PALM's ITN. Twenty-five agencies provided feedback on the Cycle 1 Business Requirements.

During the review period, Functional Requirements Review Coordinators at each agency coordinated their agency's response to the functional requirements, and the Project hosted several events to support agency review of these requirements. Thirty-two agencies attended the Level 2 and Functional Requirements Review Workshops in September 2015. Twenty-six agencies attended the Functional Requirements Review Workgroup Meetings. Three agencies attended the Functional Requirements Review Office Hours, which were conducted virtually.

Standardized Business Process Models (Version 1.0)

After receiving feedback from agencies and recent collaborative meetings with agencies, the Project accepted BPS13 Standardized Business Process Models (Version 1.0). This is a major accomplishment for the State of Florida as this is the first set of documented process models for the State's financial management processes. Updates to these models are expected as the Project continues collaboration activities with agencies and a Software and System Integrator (SSI) is selected.

Evaluation Matrix Tool/Template

On December 17, 2015, the Project also accepted BPS 12 - Evaluation Matrix Tool/Template. This document outlines the approach and method for scoring the business requirements through a toolset called DecisionDirector.

Organizational Change Management (OCM)

OCM provided assistance and support for the recent agency collaboration activities including the Functional Requirements Review Workgroup Meetings, Requirements Review Office Hours, and the agency review activities for the Cycle 1 Business Requirements. In addition, OCM coordinated collaboration meetings with FFMS Partners.

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. The PMO Team also began creating a Corrective Action Plan (CAP) to address

observations/recommendations provided as part of the initial IV&V Assessment. The CAP will continue to be updated as additional assessments are provided.

Systems and Data Strategy (SDS)

Technical Agency Engagement and Requirements Review

Technical Requirements Review Coordinators at each agency coordinated their agency's response to technical requirements, and the Project hosted several events to support agency review of these requirements. Twenty-five agencies attended the Technical Requirements Review Kickoff Meeting, and sixteen agencies attended the Technical Requirements Review Workgroup Meetings. No agencies attended the Technical Requirements Review Office Hours, which were conducted virtually.

Data Management Plan

The SDS Team continued collaborating with various stakeholders (including agencies) on development of components of the Project's Data Management Plan (DMP).