

Functional and Technical Requirements Review Workgroup Summary Report (I-OCM16)

Table of Contents

Executive Summary	3
Background and Objectives	4
Event Logistics.....	4
Appendix A: Event Logistics Data	6
Appendix B: Functional Requirements Review Workgroup Materials	8
Appendix C: Technical Requirements Review Workgroup Materials	9
Appendix D: Functional and Technical Requirements Review Workgroup Survey Summary Report.....	10

Executive Summary

The Florida PALM Project's (Project's) Functional Requirements Review Workgroup Meetings and Technical Requirements Review Workgroup Meetings were held in late October and early November 2015 with the objective of supporting the agency review period for Functional and Technical Cycle 1 Business Requirements. These highly interactive meetings were an opportunity for Functional and Technical Requirements Review Coordinators and other agency personnel to have their questions about Business Requirements answered by the Project Team. The Workgroups also promoted collaboration with State agencies through information sharing. Eight Functional Workgroups were conducted, organized by process area, while three Technical Workgroups were conducted, separated by Technical Requirements categories. Overall, 141 people attended at least one Functional Workgroup, while 38 people attended at least one Technical Workgroup. All State agencies that use the Florida Accounting Information Resource (FLAIR) and/or Cash Management System (CMS) were invited to attend. Twenty-six of 34 (76 percent) agencies were represented at the Functional Workgroups, while 16 of 34 (47 percent) were represented at the Technical Workgroups.

The following report provides more detailed information about the background leading to the Functional and Technical Requirements Review Workgroup Meetings, additional discussion of the Workgroup objectives, and concludes with event logistics information including high-level attendance statistics. Further data tables, Workgroup supporting materials, and the Functional and Technical Requirements Review Workgroup Survey Summary Report are included as appendices to this report.

Background and Objectives

In spring 2015, the Project's Business Process Standardization (BPS) Track conducted a series of Level 2 Workgroups by convening subject matter experts from multiple State agencies who contributed to the development of Business Process Models. For additional information about the Level 2 Workgroups, see the [BPS Level 2 Workgroup Summary Report](#). Following the completion of Level 2 Workgroups, Level 2 Workshops (PALM 100 and PALM 200) were held with the objective of sharing previous analysis and gathering additional feedback from all agencies. For additional information about the Level 2 Workshops, see the [BPS Level 2 Workshop Summary Report](#). After concluding the Level 2 Workshops, a Process Evaluation Questionnaire (PEQ) was distributed to all State agency attendees to collect further feedback. For additional information about the PEQ responses, see the [Level 2 Process Evaluation Questionnaire Summary Report](#).

In September 2015, the BPS Track held Level 2 and Functional Requirements Review Workshops (PALM 300) to review significant updates that were made to the Level 2 Process Flows and Narratives based on agency feedback. These Workshops also provided an overview of the planned Business Requirements agency review process and expectations of State agency Functional and Technical Requirements Review Coordinators. For additional information about the Level 2 and Functional Requirements Review Workshops, see the [BPS Level 2 and Functional Requirements Review Workshop Summary Report](#).

In October 2015, a Technical Requirements Review Kickoff Meeting was held with the goal of introducing the Project, the Project's seven architecture principles, and the planned Business Requirements agency review process to technical personnel. For many, the Kickoff Meeting was their first exposure to the Project and served as the foundation for further collaboration with technical agency personnel. For additional information about the Technical Requirements Review Kickoff Meeting, see the [Technical Requirements Review Kickoff Meeting Summary Report](#).

In late October and early November 2015, the Project provided Functional and Technical Requirements Review Workgroup Meetings to support the agency review period for Functional and Technical Cycle 1 Business Requirements. These highly interactive meetings were an opportunity for Functional and Technical Requirements Review Coordinators and other agency personnel to have their questions about Business Requirements answered by the Project Team. The Workgroups also promoted collaboration with State agencies through information sharing.

Event Logistics

The Functional and Technical Requirements Review Workgroups were offered a total of 11 times during late October and early November 2015. Eight Functional Workgroups were conducted, organized by process area, while three Technical Workgroups were conducted, organized by Technical Requirements categories. Each Workgroup was scheduled for three hours, in alternating morning and afternoon sessions.

All 34 State agencies that use FLAIR and/or CMS were invited to attend. Overall, 141 people attended *at least one* Functional Workgroup, while 38 people attended *at least one* Technical Workgroup. Twenty-six of 34 (76 percent) agencies were represented at the Functional Workgroups, while 16 of 34 (47 percent) were represented at the Technical Workgroups. All attendees were asked to complete an online survey via SurveyMonkey to evaluate the event (see Appendix D). Agencies with the largest representation at the Functional Workgroups

were Department of Revenue (37), Florida Department of Health (29), and Department of Economic Opportunity (24). Agencies with the largest representation at the Technical Workgroups were Florida Department of Health (13), Department of Management Services (9), and Florida Department of Transportation (9).

See Appendix A for additional event logistics attendance data, Appendix B for the Functional Requirements Review Workgroup supporting materials, Appendix C for the Technical Requirements Review Workgroup supporting materials, and Appendix D for the Functional and Technical Requirements Review Workgroup Survey Summary Report.

Appendix A: Event Logistics Data

Table 1: Functional Requirements Review Workgroups Dates and Times

Date and Time	Functional Process Area
Monday, October 26, 2015; 9 a.m. – 12 p.m.	Record to Report (R2R)
Tuesday, October 27, 2015; 1:30 – 4:30 p.m.	Budget Preparation to Reversion (BUD)
Wednesday, October 28, 2015; 9 a.m. – 12 p.m.	Procurement to Payment (P2P) Part 1
Thursday, October 29, 2015; 9 a.m. – 12 p.m.	Grant Application to Closeout (GAC)
Monday, November 2, 2015; 9 a.m. – 12 p.m.	Asset Acquisition to Disposal (A2D)
Tuesday, November 3, 2015; 9 a.m. -12 p.m.	Procurement to Payment (P2P) Part 2
Wednesday, November 4, 2015; 1:30 – 4:20 p.m.	Accounts Receivable/Billing to Receipt (ARB), Cash Inflow to Outflow (CSH), and Treasury Management (TRM)
Thursday, November 5, 2015, 9 a.m. – 12 p.m.	Project Development to Closeout (PJT)

Table 2: Technical Requirements Review Workgroups Dates and Times

Date and Time	Technical Requirements Category
Wednesday, November 4, 2015; 9 a.m. – 12 p.m.	Enterprise Security, Reporting, and Business Intelligence & Analytics
Thursday, November 5, 2015; 1:30 – 4:30 p.m.	Data Management, Support, Operations Management, and Transaction System
Friday, November 6, 2015; 1:30 – 4:30 p.m.	General System, Integration Architecture, and Workflow and User Interface

Table 3: Attendance Counts by Agency Using FLAIR and/or CMS

Agency	Functional								Technical		
	10/26	10/27	10/28	10/29	11/2	11/3	11/4	11/5	11/4	11/5	11/6
AHCA	1	1	1	1	1	1	1	1	2	0	0
APD	1	1	2	1	2	0	1	3	0	0	0
AST	2	1	2	0	1	1	1	0	0	1	0
DACS	2	3	3	0	2	2	1	0	3	2	2
DBPR	1	1	1	1	1	1	2	1	2	1	1
DC	0	0	0	0	0	0	0	0	0	0	0
DCF	2	2	4	2	2	2	2	2	0	0	0
DEO	2	3	3	2	3	3	4	4	2	2	1
DEP	0	0	0	0	0	0	0	0	0	0	0
DFS	0	1	0	1	1	0	0	0	4	1	1
DHSMV	0	0	0	0	0	0	0	0	1	1	1
DJJ	1	3	3	4	0	0	3	4	0	0	0
DLA	0	0	0	0	0	0	0	0	0	0	0
DMA	0	0	0	0	0	0	0	0	0	0	0
DMS	0	0	1	0	0	1	1	0	3	3	3
DOAH	1	0	0	0	1	0	0	0	0	0	0
DOE	2	1	4	1	1	1	1	1	0	1	0
DOEA	0	0	1	1	1	0	0	0	1	0	0
DOH	4	4	3	4	4	3	4	3	4	5	4
DOL	1	0	1	0	0	0	0	1	0	0	0
DOR	8	4	6	2	2	5	10	0	4	1	0
DOS	0	0	0	0	0	0	0	0	0	0	0
EOG	0	3	2	0	2	0	0	0	0	0	0
FCOR	0	0	0	0	0	0	0	0	0	0	0
FDLE	0	0	2	2	2	0	0	0	1	1	0
FDOC	1	1	1	0	0	0	0	1	0	0	0
FDOT	0	1	3	2	0	0	3	0	3	3	3
FDVA	0	1	2	0	1	0	1	0	0	1	0
FSDB	2	1	2	1	1	0	0	0	0	0	0
FWC	0	0	0	3	2	0	3	2	0	0	0
JAC	0	0	2	0	0	1	0	0	0	0	0
LEG	0	0	0	0	0	0	0	0	0	0	0
PSC	0	0	2	0	2	2	2	0	0	0	0
SC	1	0	1	0	1	1	1	0	1	2	1
Total	32	32	52	28	33	24	41	23	31	25	17

Appendix B: Functional Requirements Review Workgroup Materials

Table 4: Functional Requirements Review Workgroup Materials by Date, Process Area, and Requirements Category

Date	Financial Management Process Area	Cycle 1 Business Requirements Categories Covered	Meeting Materials
10/26/2015	Record to Report (R2R)	General Ledger	Presentation Meeting Summary
10/27/2015	Budget Preparation to Reversion (BUD)	Budget Management	Presentation Meeting Summary
10/28/2015	Procurement to Payment (P2P) Part 1	Accounts Payable, Contracts, and Travel	Presentation Meeting Summary
11/03/2015	Procurement to Payment (P2P) Part 2	Accounts Payable, Contracts, and Travel	Presentation Meeting Summary
10/29/2015	Grant Application to Closeout (GAC)	Grants	Presentation Meeting Summary
11/02/2015	Asset Acquisition to Disposal (A2D)	Asset Management	Presentation Meeting Summary
11/04/2015	Accounts Receivable/Billing to Receipt (ARB), Cash Inflow to Outflow (CSH), and Treasury Management (TRM)	Accounts Receivable and Billing, Cash Management, and Treasury Management	Presentation Meeting Summary
11/05/2015	Project Development to Closeout (PJT)	Projects	Presentation Meeting Summary

Appendix C: Technical Requirements Review Workgroup Materials

Table 5: Technical Requirements Review Workgroup Materials by Date and Requirements Category

Date	Cycle 1 Business Requirements Categories Covered	Meeting Materials
11/04/2015	Enterprise Security, Reporting, and Business Intelligence and Analytics	Presentation Meeting Summary
11/05/2015	Data Management, Support, Operations Management and Transaction System	Presentation Meeting Summary
11/06/2015	General System, Integration Architecture, and Workflow and User Interface	Presentation Meeting Summary

Appendix D: Functional and Technical Requirements Review Workgroup Survey Summary Report

- [Functional and Technical Requirements Review Workgroup Survey Summary Report](#)