

Meeting Details

Meeting Date	Wednesday, April 22, 2015	Meeting Time	9:00 am to 12:00 pm
Meeting Location	Department of Revenue Building 2 - Room 1220/1221 2450 Shumard Oak Boulevard		
Meeting Objective	Project Development to Closeout (PJT) Review and Discuss Draft Level 2 Flows and Process Models		
Invitees	<p>Level 2 SMEs: Carolyn Jones (DMS), Shannon Martin (DMS), Lisa Evans (DOT), Teresa Mast (DOT), Asheema Vemuri (DCF), Mike Wolfe (DCF), Paul Munyon (DOE), Patty Thurman (DOE), Maureen Castano (DOE), Libby Grimes (DJJ), Travis Erven (A&A), Emma Dugger (DOC), Lavitta Stanford (DOC), Annemarie Whalen (DVA), Linda Rizzo (DVA), Kedra Lewis (DJJ), Lucinda Harris (DOC)</p> <p>Florida PALM BPS Team: Angie Robertson, Mark Fairbank, Manpreet Singh, Deana Metcalf, Tanner Collins, Stanton Beazley, Deb Gries, Sean Cooley, Julian Gotreaux</p>		
Attachments/ Related Documents	Revised DRAFT Level 2 Process Flow and Narrative (v 1.2) PJT Level 2 Workgroup Meeting #1 Notes (04/15/2015)		

Meeting Topics

Topic	Presenter	Allotted Time
Welcome <ul style="list-style-type: none"> Overview of Agenda Participant Introductions (<i>If new participants</i>) Recap of Action Items 	Angie Robertson	15 min (9:00 am-9:15 am)
<p>Notes: All participants except for Annmarie Whalen with DVA attended in person. After introductions, the group reviewed the action items from the 04/15/2015 PJT Workgroup.</p>		
Deeper Dive in Level 2 Flows and Narratives	Mark Fairbank	60 min (9:15 am - 10:15 am)
<p>Notes: Mark started with a detailed walkthrough of the 3 sub-processes in the PJT workflow.</p> <p><u>Project Management:</u> Mark opened with the question to the group: Is the PJT Project Management functionality (planning, tasks, resources, scheduling) as described in Florida PALM Level 2 attractive and likely to be used by agencies? DOT (Teresa Mast) responded that they have significant project management systems being used for managing projects. DOE (Patty Thurman) stated that they do not have a strong project management tool.</p>		

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<p>Angie stated that the functionality is planned to be rolled out in DDI Phase 2 but it is important to obtain a tool with the best functionality.</p> <p>Q: Within the “Input Resources” process box, does “resources” mean funds? A: This step in the process workflow indicates resources assigned to execute the project plan including project management, task assignees and administration resources.</p> <p>Teresa asked if Project Management functionality is optional. Mark clarified “optional” has several meanings , as the software has not been selected and the policy issues have not been finalized Therefore, optional means a few things:</p> <ol style="list-style-type: none"> 1) It may be optional in the system as certain vendor systems may not provide this functionality. 2) It may be optional if you are using Florida PALM only as a financial tool (only using the project code) unless agencies are mandated to use this tool for certain types of projects (like FCO). 3) The users can opt for the project functionality but use only some of the functionality. 4) Some systems may require limited set up in this area in order to establish a simple project code. In such cases, when a project code is required, agency may need input very basic information such as dates, etc. to create a usable project code. <p>Policy Issue: What level of information will be required to set up a Project? Policy Issue: What is the required Project information to be established in Florida PALM for FCO projects?</p> <p><u>Project Budget and Controls Set Up:</u> The group discussed that project budget and controls can be set up in the project ledger so that you can model across the budget dimensions without affecting the GL. If used by an agency, the project budget controls are set by the agency and can be lower level/tighter controls than those at the appropriation controls.</p> <p>Q – Lisa said that she read that this may optional. How can you set up a project if you do not set up the budget for it? Are we using this to set up the funding or using it as an estimator? She stated that funding, appropriated budget and estimate for the project could be 3 things that are usually done in existing applications. A- Mark answered that the project budget can be input using estimates but the PJT functionality is not an estimator.</p> <p>Q – How do I reserve the budget (proposed allocations/ allotments) without encumbering?</p>		

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<p>A – Budget reservations are allotments of appropriation or encumbrances. These types of transactions are processed in the BUD and P2P process areas, respectively. When they are posted, they are reflected in the Project ledger.</p> <p>The Project ledger can be used to remodel budget without affecting GL but any GL level postings or controls cannot overridden when processing project-coded transactions. In other words, the allotment will be observed.</p>		
<p>Q – Ann Marie asked if expenditure controls for projects are set only by PJT date parameters or project phases.</p>		
<p>A – No, allotment controls set in BUD or GL are based on dollar amounts and cannot be overridden by PJT module controls. The phase/date parameter controls available in a typical PJT module can be used to restrict or enable processing by select users or transactions types.</p>		
<p>The team also discussed project-coded transactions – standard reports can be used to collect captured costs on an ad hoc or periodic basis, and can be used as the basis of cost-claiming or billing. The team discussed that the ability to automatically trigger cost-claiming/billing would not typically be something a projects module. However, some systems offer the ability to integrate ARB with grants cost accumulators to enable such and probably would facilitate similar processing for project-coded business.</p>		
<p>Discussion of integration of GAC-PJT-R2R: For a project funded by grant, expenses/revenue postings will begin in the GAC module, carrying the project code, then post to GL and the reflected in the Project ledger.</p>		
<p>Q – Angie - What if the PJT is not Grant funded, e.g. Private source, state money?</p>		
<p>A – Mark – In that case the set up will take place in the ARB module to set up the other funding source as a customer to post the receivables or create the billing which will automatically post the receivables. Lisa/ Mark/ Angie – You need to identify the funding sources prior to the project, to establish the pot of money which you will be using, but it can be changed/ reallocated after.</p>		
<p>Q – It is a contract but it will be a revenue source. Where would a revenue contract show up, ARB or the contract module.</p>		
<p>A – Mark and Tanner replied it will definitely be in the ARB module as a receivable/customer account but, depending on how an agency operates; the contract can be in the contracts module also.</p>		
<p>Asheema - In the project profile will the grant funded detail be captured?</p>		
<p>Mark – That will be captured in the budget details – further details on grants stored in GAC.</p>		

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Discussion of allocations and journal transfers (JT): The JT does not go away if you are exercising PJT module budget controls. Project-coded JTs processed at the GL level will be reflected in the Project ledger.		
Break		15 min (10:15 am - 10:30 am)
Icebreaker	Angie	15 min (10:30 am -10:45 am)
Deeper Dive in Level 2 Flows and Narratives <i>(Continued)</i>	Angie, Mark	65 Min (10:45 am - 11:50 am)
<p>Notes:</p> <p><u>Project-Coded Payroll Allocations:</u> The ability to allocate an employee’s payroll expenses to multiple account code strings at the time of payroll production was widely endorsed by the group.</p> <p>The process presently offers two ways to accomplish this: (1) by using Florida PALM to set up an employee’s account code string to include multiple project-coded lines, (2) by using the People First timecard to have employees report project coded time – wherein the project is associated with an account code string. Method (1) will likely require some reconfiguration or modification to the People First system.</p> <p>Angie – You can default the 29 string digit in People First but you cannot default the PJT code and GAC code. DOT uses the Charge Object codes in People First to capture the PJT/ GAC activity and uses that for allocation. Time/frequency of Payroll production can be different at different agencies – DOT is not monthly. Mark – the ability to allocate via payroll is pay-period neutral, not associating it with a particular payroll cycle.</p> <p><u>Cost Capture:</u> Q – Lisa - How can we get our net position for a project to know what expenses we can bill, encumbrances, funding? Can we get your net position for a certain project? A – Mark – Reports from the standard PJT module and from other areas will give us that information.</p> <p>Discussion on New Project Cost as it appears on Cost Capture Map – When an expense needs to be adjusted, for example to shift costs to maximize funding, to remove a disallowed cost or change costs to different projects, the Journal Transfer (JT) will be used.</p> <p>Q – Lisa – Capture project costs – ARB 1.2. Is this throughout the life of the project not at the end?</p>		

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<p>A – Mark responded that the “capture costs” sub-process is throughout the lifecycle.</p> <p>Unbilled revenue. The group discussed that they would like to have a system flag /capability to ensure that double billing does not occur for the same item. Noted in Requirements.</p> <p><u>Closeout:</u> Currently Closed projects cannot be reopened in FLAIR. Project closeout criteria was discussed – Tasks or activity level rather than finance based. For maintenance PJT IP1 was moved to associate with monitor project progress on closeout.</p>		
Close Meeting <ul style="list-style-type: none"> • Action Items • Homework • Next Meeting Date / Time / Location 	Angie, Mark, Manpreet Singh	10 min (11:50 am-12:00 pm)
<p>Note: Action Items and the location and time of the next meeting were discussed. The meeting will be Tuesday, May 12 from 1:30pm-4:30pm at the Betty Easley Center, room 180.</p>		

Action Items			
Action Item #	Description of Item	Assigned To	Due Date
1	Document the requirements coming from the meeting <i>(See table below)</i>	Manpreet	05/07/2015
2	Document the Policy Issues from the meeting	Manpreet	05/07/2015

Needs/Requirements Identified or Discussed During Meeting:

1. Milestone to be set up as a \$ amount rather than task execution
2. Flag expenses billed so that they do not get double billed
3. Tie a revenue contract (not grant or state funds) as a funding source
4. Workflow billings to project manager and to finance