

Florida **PALM**

Planning, Accounting, and Ledger Management



REQUIREMENTS REVIEW WORKGROUP

PROJECT DEVELOPMENT TO CLOSEOUT (PJT)

NOVEMBER 5, 2015



Florida **PALM**
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Agenda

- ▶ Welcome and Introductions
- ▶ Background and Purpose
- ▶ Overview of Requirements
- ▶ Process Area Requirements
- ▶ Requirements Questions & Discussion
- ▶ Meeting Closeout



WELCOME AND INTRODUCTIONS



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Welcome and Introductions

- ▶ Ground Rules
- ▶ Housekeeping
- ▶ Project Team Introductions
- ▶ Participant Introductions
 - Name
 - Agency
 - Role in Requirements Review



BACKGROUND & PURPOSE



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Background & Purpose

Project Vision & Overview

- ▶ Implement a statewide financial management system that enforces standardization, acts as a scalable foundation to evolve as business needs change, and positions Florida for future innovation as it considers true enterprise-wide solution.



Background & Purpose

Project Vision & Overview

- ▶ Agency collaboration has been key to the Project's development of the Cycle 1 Business Requirements
 - 70+ collaborative meetings (Level 1 and 2 Workgroups and Workshops) so far
 - 370+ agency personnel involved so far
 - Process Evaluation Questionnaires
 - Collaboration activities with FFMIS Partners (FLAIR, CMS, MFMP, PF, and LAS/PBS) and FASAASD (Administrative Services Directors)



Background & Purpose

Requirements

- ▶ Use of Requirements as part of ITN
- ▶ Toolkit for Agency Requirements Review Coordinators
 - <http://www.myfloridacfo.com/floridapalm/ProjectReferences.htm>
 - Cycle 1 Business Requirements – Agency Working Copy (Excel Spreadsheet)
 - Draft Level 2 Standardization Business Process Models



Background & Purpose

Requirements vs. Process Models

Requirements Are:

- ▶ Expected capabilities and functionality of the system
- ▶ Critical activities of an enterprise that must be performed to meet organizational objective(s) while remaining solution independent

Example: Provide ability to produce a Trial Balance report organized by unique fund, fund type, and fund group.

Requirements Are Not:

- ▶ Objectives or step-by-step process descriptions
- ▶ Detailed specifications
- ▶ Descriptions of “how” the system will perform the desired functions

Example: Produce and deliver via email on the first day of the following month, a monthly Trial Balance by fund and budget entity.



Background & Purpose

Requirements vs. Process Models

Process Models Are:

- ▶ High-level vision of future business processes describing a series of linked activities
- ▶ Descriptions of the State's objectives for implementation of Florida PALM
- ▶ Supported by one or more many business requirements

Process Models Are Not:

- ▶ Detailed steps that translate to requirements
- ▶ Step-by-step process descriptions
- ▶ Procedures for how a user will accomplish a task



OVERVIEW OF REQUIREMENTS



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Overview of Requirements

- ▶ Requirements are available in:
 - Excel Spreadsheet
 - DecisionDirector (coordinators only)
- ▶ Areas of Focus:
 - General (G)
 - Florida Specific (F1)
 - High Impact Subcategory (F2)
 - Agency Interest/Questions (F3)



Overview of Requirements

Type	Count	Percentage
Areas of Focus		
General (G)	2,049	52%
Florida Specific (F1)	101	3%
High Impact Subcategory (F2)	1,145	29%
Agency Interest/ Questions (F3)	650	16%
Total	3,945	100%



Overview of Requirements Excel Spreadsheet

► Available to everyone

Cycle 1 Business Requirements - Agency Working Copy							
<i>This document is a draft and should not be relied upon for preparation of any proposals.</i>							
					For Internal Agency Collaboration Use		
Category	Subcategory	Number	Requirement	Area of Focus (Focus/General)	Clarification Needed (Yes/No)	Suggested Rewrite (Yes/No)	Agency Comments (required if Clarification Needed or Suggested Rewrite selected)
Asset Management	Additions and Maintenance	AD001	Provide ability to direct input asset information into the system.	F3			
Asset Management	Additions and Maintenance	AD002	Provide ability to track and maintain pertinent data on capitalized assets based upon a user-specified criteria, including amount threshold by asset class type.	G			

Identification of Areas of Focus (only available on Excel spreadsheet and does not appear in DecisionDirector)

Add comment if clarify or rewrite is needed



Overview of Requirements DecisionDirector

- ▶ Available only to coordinators

COLLABORATION

Section: Additions and Maintenance [176] Printer Friendly Window

Location: KP : Functional Requirements, Asset Management

Reviewer Instructions: Please review each requirement. Check "Clarify?" if you have a question about a requirement, and enter your question in the Comments field. If you think the requirement should be reworded, check the "Suggested Rewrite?" box and enter your revision in the Comment field. Enter any relevant comments in the Comments field. Space is provided at the bottom for any new requirements you might suggest. PLEASE BE SURE TO SAVE YOUR WORK. Thanks!

1429290 - [AD001] Provide ability to direct input asset information into the system. <input type="checkbox"/> Accept Defaults	Clarify? <input type="checkbox"/>	Suggested Rewrite? <input type="checkbox"/>
Comments		
1429291 - [AD002] Provide ability to track and maintain pertinent data on capitalized assets based upon a user-specified criteria, including amount threshold by asset class type. <input type="checkbox"/> Accept Defaults	Clarify? <input type="checkbox"/>	Suggested Rewrite? <input type="checkbox"/>
Comments		

Comments are entered in this field



Overview of Requirements DecisionDirector

▶ Adding New Requirements

1431844 - Would you like to add a requirement? Please suggest a new requirement in the comment box below. <input type="checkbox"/> Accept Defaults	Clarify? <input type="checkbox"/>	Suggested Rewrite? <input type="checkbox"/>
Comments		
1431845 - Would you like to add a requirement? Please suggest a new requirement in the comment box below. <input type="checkbox"/> Accept Defaults	Clarify? <input type="checkbox"/>	Suggested Rewrite? <input type="checkbox"/>
Comments		



PROCESS AREA REQUIREMENTS

PROJECT DEVELOPMENT TO CLOSEOUT



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Process Area Requirements

Project Development to Closeout

- ▶ Projects
 - Data Integration
 - Document Management
 - ERP Integration
 - Inquiry and Reporting
 - Project Accounting
 - Project Budgets
 - Project Management
 - Security
 - Workflow



Process Area Requirements

Project Development to Closeout Areas of Focus

- ▶ Subjects identified as an Area of Focus
 - Florida Specific (F1)
 - Carry Forward
 - Land Management Uniform Accounting Council
 - Project Title and Description Field Lengths
 - High Impact Subcategories (F2)
 - Data Integration
 - Document Management
 - Inquiry and Reporting
 - Security
 - Workflow
 - Agency Interest/Questions (F3)
 - ERP Integration
 - Project Accounting
 - Project Budgets
 - Project Management



Process Area Requirements

Project Development to Closeout Overview

► Projects

Type	Count	Percentage
Areas of Focus		
General (G)	50	19%
Florida Specific (F1)	4	1%
High Impact Subcategory (F2)	110	40%
Agency Interest/Questions (F3)	107	40%
Total	271	100%



REQUIREMENTS QUESTIONS & DISCUSSION

PROJECT DEVELOPMENT TO CLOSEOUT (PJT)



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Process Area Requirements

Project Development to Closeout

- ▶ Projects
 - Data Integration
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Requirements Questions & Discussion

Project Development to Closeout

- ▶ Open Questions from Audience



MEETING CLOSEOUT



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Meeting Closeout

- ▶ Overall Questions?
- ▶ Next Steps
 - Upcoming Requirements Review Workshops for other Process Areas
 - Coordinator must submit all agency feedback through DecisionDirector by November 23, 2015 by 5 p.m.
- ▶ Thank you for your participation
- ▶ A survey will be emailed following the Workgroup



CONTACT INFORMATION

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myfloridacfo.com/floridapalm/ProjectReferences.htm



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