

Florida **PALM**

Planning, Accounting, and Ledger Management



Executive Steering Committee Meeting

Department of Revenue
Building 1, Room 1820
August 24, 2016



Roll Call and Opening Remarks

Facilitator: Robert (Budd) Kneip, Chair



Review of July 2016 Meeting Minutes

Facilitator: Melissa Turner



Florida PALM Project Update

Facilitators:
Angie Robertson and Melissa Turner



Florida PALM Project Update

Budget

- ▶ FY 2016-2017
 - Appropriated: \$8,776,810
 - Released FTYD: \$5,462,710
 - Special Category: \$2,592,882
 - IV&V: \$600,000
 - Business Case: \$300,000
 - Salaries & Benefits: \$2,861,441
 - DMS Transfer: \$8,387
 - Incurred: \$282,562.45
 - Actual: \$221,548.45
- ▶ Additional data added to monthly spend plan to track Incurred vs. Projected amounts (monthly and FYTD) and % of remaining release balance



Florida PALM Project Update

Risks and Issues

- ▶ Closed 4 risks since last ESC meeting related to funding for Outside Counsel, agency feedback on Business Requirements and team experience
- ▶ Issue reported in July is now closed – All resources committed to the Business Case initiative have been assigned
- ▶ Critical risks and all issues will continue to be shared via monthly status reports and discussed (if necessary) with the ESC



Florida PALM Project Update

Scope – Business Requirements

- ▶ Completed one-on-one meetings with each ESC member
- ▶ Received feedback on Business Requirements and began incorporating
- ▶ Completed high level walk-throughs with Legislative and Governor's Office partners to review all 10 Process Areas
- ▶ Scheduling additional meetings with partners to focus on developing an understanding of the Priority 2 Business Requirements which represent new capabilities to be performed in Florida PALM



Florida PALM Project Update

Scope – Business Requirements

- ▶ Priority assists the Project Team in identifying the requirement's functionality significance

Priority	Definition
1	A requirement for functionality to replace FLAIR/CMS or technology necessary to support the new standard business processes for Florida PALM
2	A requirement for functionality to improve the business process from current FLAIR/CMS functionality or enhance the supporting technology
3	A requirement for functionality or technology that will either increase the performance or value of Florida PALM



Florida PALM Project Update

Scope – Business Requirements

- ▶ Organizing the additional review of Business Requirements with Legislative and Governor’s Office partner into four Groups:
 - Group 1 – Budget Management, Cash Management, Treasury Management, General Ledger
 - Group 2 – Accounts Receivable and Billing
 - Group 3 – Accounts Payable, Contracts, Asset Management
 - Group 4 – Grants, Projects, Payroll
- ▶ As we complete our reviews with our Legislative partners, we will provide any updates Business Requirements to the ESC
- ▶ Updates may include edits, strikethroughs, and new requirements (highlighted to denote change from the original Business Requirements shared with ESC)



Florida PALM Project Update

Scope – Agency Business Case

- ▶ Agency Business System Functionality Profile distributed to all agencies July 27, 2016
- ▶ Agency interviews scheduled to gather additional information
- ▶ Business Case Team has conducted 52 agency interviews (*as of August 19, 2016*)
- ▶ No current issues or major risks are impacting the November 1, 2016 deliverable submission date



Florida PALM Project Update

Schedule – Project Change Request 24

- ▶ Proposed New/Updated Key Project Milestones
 - ESC Approval of the Business Requirements - 9/28/2016
 - Business Requirements Finalized for ITN – 10/26/2016
 - ESC Approval of the ITN documentation – 10/31/2016
 - ESC Approval of the Data Management Plan – 1/25/2017
- ▶ Existing Key Project Milestones (*unchanged*)
 - ITN Release (Date Range) – 11/1/2016 - 1/17/2017
 - Vendor Responses Due (Date Range) – 1/18/2017 - 4/11/2017
 - ITN Evaluation, Negotiation and Contract Award (Date Range) – 4/12/2017 - 2/20/2018



Florida PALM Project Update

Schedule – Business Requirements

Activity	Timeframe	Status
Draft Completed and Reviewed with DFS Divisions (Cycle 1)	October 7, 2015	Complete
All Agencies Review and Updates Incorporated (Cycle 2)	April 28, 2016	Complete
Create Payroll and Amend Budget Requirements (Draft Cycle 3)	June 15, 2016	Complete
All Agencies Review and Updates Incorporated (Cycle 3)	July 20, 2016	Complete
ESC Review of Part 1 (Cycle 2)	Beginning July 14	In Progress
ESC Review of Part 2 (Cycle 3)	Beginning July 21	In Progress
Business Requirements updates based on feedback	August - September 2016	In Progress
ESC Approval Business Requirements	During September 28, 2016 ESC Meeting	Not Started



Florida PALM Project Update

Schedule – SSI ITN Document

Activity	Timeframe	Status
Draft ITN - Part 1 (PROC3)	September 28, 2015	Complete
Draft ITN - Part 2 (PROC13)	November 16, 2015	Complete
Draft ITN – All Parts (PROC5)	March 30, 2016	Complete
Project Team Updates Incorporated	May 31, 2016	Complete
DFS Sponsor Review	June 2016	Complete
DFS Legal/Purchasing Review	July 2016	Complete
Outside Counsel Review	August - September 2016	In Progress
ESC Review of ITN documentation	Beginning September 15, 2016	Not Started
ESC Approval of ITN documentation	October 31, 2016	Not Started



Florida PALM Project Update

Schedule – Data Management Plan

Activity	Timeframe	Status
Initial Draft Complete	November 19, 2015	Complete
Gartner, IV&V, BPS Contractor Review and Updates Incorporated	November 30, 2015	Complete
DFS Review and Updates Incorporated	January 5, 2016	Complete
AST and IV&V Review and Updates Incorporated	February 17, 2016	Complete
Updates incorporated based on FFMIS Entities, FSU/FAMU, and other stakeholder review	August 31, 2016	In Progress
Re-planning based on PCR24	September 2016	Not Started



Voting Actions

Facilitator: Robert (Budd) Kneip, Chair



Voting Actions

PCR 24

- ▶ PCR24 - Key Project Milestone Schedule Changes



Independent Verification and Validation Assessment

Facilitator: Brian Eppig



Independent Verification and Validation Assessment

July Focus

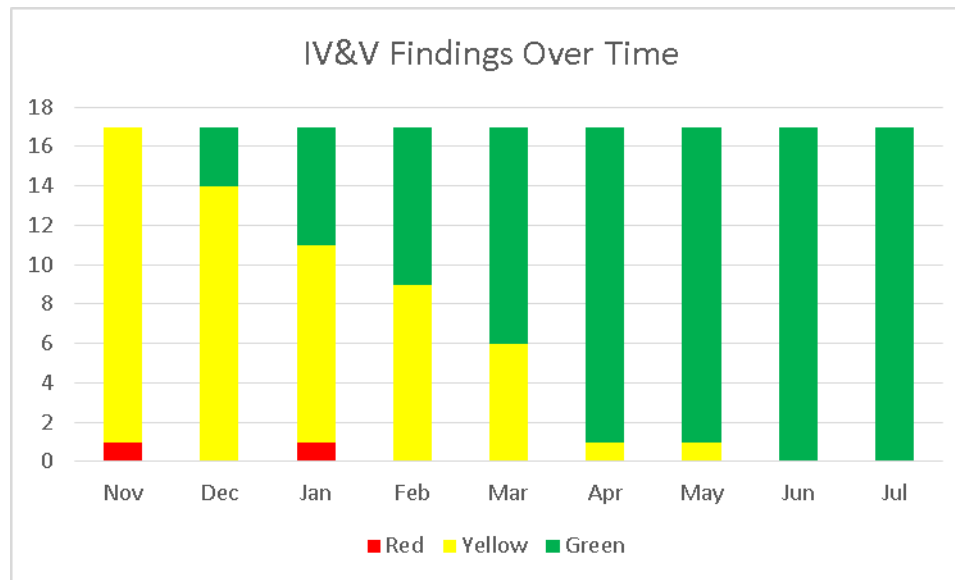
- ▶ Transition of tracking and reporting to new fiscal year
- ▶ Transition to new AST reporting format
- ▶ Ongoing execution with significant deliverables looming
 - Requirements review and finalization
 - ITN development and release
 - Business Case development



Independent Verification and Validation Assessment

Results – July 2016

- ▶ No new findings during the month of July
- ▶ Project transitioned to updated AST reporting format and increased the detail in schedule and expenditure reporting



Independent Verification and Validation Assessment

What's Next

- ▶ Preparation for Procurement
 - Review of ITN
 - Review of evaluation approach and criteria
- ▶ Communications and outreach
 - Review and support of FY 2017-18 LBR assumptions and content
 - Agency participation in Business Case
- ▶ Continuous monitoring of:
 - Project execution metrics
 - Procurement and contracting
 - Quality management



Upcoming Activities

Facilitator: Melissa Turner



Upcoming Activities

- ▶ Work with OCM Support Services Contractor to develop Pre-SSI OCM Strategy
- ▶ Onboard SDS Data Architect Support Services Contractor and incorporate activities for the DMP
- ▶ Update Master Project schedule to incorporate PCR 24 (*contingent upon ESC approval*)
- ▶ Distribute updates to Business Requirements to ESC
- ▶ Prepare for ESC approval of Business Requirements



New Business & Open Discussion

Facilitator: Melissa Turner



Next Meeting

September 28, 2016*
Department of Revenue
Building 2, Room 1250

**according to current meeting cadence*



Contact Information

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