

Project Overview & Accomplishments

- ✓ Obtained appointments for and scheduled first Executive Steering Committee (ESC) meetings
- ✓ Published Frequently Asked Questions to Project Website
- ✓ Published Pre-DDI Project Glossary to Project Website
- ✓ Released RFQ for Business Case for Maintaining Agency Business Systems

Business Process Standardization (BPS)

The Project Team completed their work on developing the response to agency feedback on Cycle 1 Business Requirements. Three documents will be published on the Project website on 04/29/2016:

1. Updated Cycle 2 Business Requirements,
2. Detailed feedback to Cycle 1 Business Requirements and Project response, and
3. Summary report of the activities the Project Team conducted in their review.

Administrative Services Directors, CIOs, and the Functional and Technical Requirements Review Coordinators will also receive an email with responses to their individual agency feedback. The documents published for Cycle 2 Business Requirements will not include Payroll or Budget business requirements as those are deferred to Cycle 3.

The BPS Team is continuing efforts to draft/update both the Cycle 3 Business Requirements and Business Process Models related to the Payroll and Budget process areas. The Project Team is planning to publish the draft Cycle 3 Business Requirements and updated Business Process Models in May to the Project website and conduct collaboration meetings in early June.

Organizational Change Management (OCM)

The OCM Team finalized initial versions of the Frequently Asked Questions and Pre-DDI Project Glossary. These documents are now available on the Project's website, on the "Project References" page (<http://www.myfloridacfo.com/floridapalm/ProjectReferences.htm>). The OCM Team started drafting the Technical Requirements Kickoff Meeting, and Functional and Technical Requirements Workgroups Summary Reports. The OCM Team started working with the SDS Team in an effort to update the Project website in the coming months.

Project Management Office (PMO)

The PMO Team led the Project Tracks through planning activities that realigned Project activities for a release of the Software and System Integrator (SSI) Invitation to Negotiate (ITN) no earlier than November 1, establishing a new Project schedule baseline. The PMO Team is also leading efforts to review and update SSI ITN solicitation documents.

Systems and Data Strategy (SDS)

The SDS Team continued collaboration with AST and DFS Divisions to develop the Project's Data Management Plan (DMP). The SDS Enterprise Architect (EA) joined the SDS Team in March and continues his work to review Project documents and support the Project in the development of its technical strategies. The SDS Team is leading efforts to update the Project's website to make it easier to navigate and provide better functionality. On 04/25/2016, the Project Team released the

Request for Quote (RFQ) for the Business Case for maintaining agency business systems identified in Attachment 2 of the FLAIR Study. Vendor proposals must be submitted to the Project by 05/26/2016. To support the review and selection process, Agency representation was requested to support the review and selection process. The Project will finalize and coordinate with agency representatives in the upcoming weeks.