

Project Overview & Accomplishments

- ✓ Conducted first Executive Steering Committee (ESC) meeting on May 10, 2016, publishing meeting materials to Florida PALM website
- ✓ Began planning for the next ESC meeting scheduled to occur on June 8, 2016

Business Process Standardization (BPS)

The Project Team completed development of several key components of the Project's Business Requirements and have published on the Florida PALM website:

Cycle 1: Feedback to Cycle 1 Business Requirements and Project responses

Cycle 2: Updated Cycle 2 Business Requirements

Cycle 3:

- Draft Payroll Requirements (*with fields to collect agency feedback*)
- Draft Payroll Level 2 Process Model - Version 2.0 (*as of 05/17/2016*) with a support file to gather agency feedback
- Draft Payroll Level 2 Process Flows - Version 2.0 (*as of 05/17/2016*)

The Cycle 1 Feedback document provides a list of all agency feedback and the action taken by the Project in response. The Cycle 2 Business Requirements posted include all Process Areas, except Payroll and Budget, which are the focus of Cycle 3.

A message was sent to Administrative Services Directors on May 17, 2016 asking for agency support to review and provide comments on the Cycle 3 Business Requirements and process model for the Payroll Process Area. To support agency review, the Project will be conducting two Workshop sessions on June 1, 2016 from 9 to 11 a.m. and June 2, 2016 from 1:30 to 3:30 p.m. Those interested in attending are asked to register using the Department of Financial Services Learning Management System¹, selecting the PALM 400 course, and choosing one session. Space is limited. Registration will close at 12 p.m. on May 31, 2016.

Organizational Change Management (OCM)

The OCM Team welcomed a new team member this month. The Team is also supporting the release of a Request for Quote (RFQ) for Organizational Change Management Support Services.

During the past month, the Team finalized the Technical Requirements Review Kickoff Meeting Summary Report and posted to the Project's website, on the Meetings² page.

¹ LMS Website <https://apps8.fldfs.com/lms/Home.aspx>

² Project Meetings Page <http://www.myfloridacfo.com/floridapalm/meetings.htm>

Project Management Office (PMO)

The PMO Team supported the RFQ for the Business Case for Maintaining Agency Business Systems identified in Attachment 2 of the FLAIR Study (including responding to vendor questions). Vendor proposals are due by May 27, 2016. The Project has started coordinating with the Agency representatives who were requested to support the review and selection process.

The PMO Team also continues to lead efforts to review and update the Software and Systems Integrator (SSI) Invitation to Negotiate (ITN) solicitation documents.

Systems and Data Strategy (SDS)

The SDS Team, including the Project's Enterprise Architect (EA), continued collaboration with the Agency for State Technology and DFS divisions to develop the Project's Data Management Plan (DMP). The SDS Team is also planning the tasks and activities the Team and the EA will perform to develop the Project's Enterprise Architecture Strategy.

The SDS and OCM Teams continue to work through development activities to transition the current Florida PALM website into a tool that will be easier to navigate, provide better functionality, and be more visually appealing.