

Project Overview & Accomplishments

- ✓ Conducted second Executive Steering Committee (ESC) meeting on June 8, 2016 (meeting materials have been posted to the Florida PALM website)
- ✓ Began planning for the next ESC meeting scheduled to occur on July 27, 2016
- ✓ Conducted the PALM 400 Level 2 Payroll Process Model and Business Requirements Review Workshops and received agency feedback on Cycle 3 Payroll Business Requirements
- ✓ Posted Cycle 3 Budget Business Requirements for agency review and feedback

Business Process Standardization (BPS)

The BPS Team conducted PALM 400 Level 2 Payroll Process Model and Business Requirements Review Workshops on June 1, 2016 and June 2, 2016. Forty-six staff, representing 20 agencies, attended the Workshops. Replies from 16 agencies were received by June 15, 2016 to the Payroll questionnaire sent out on May 17, 2016 and the Team is currently evaluating and developing responses for submission of Cycle 3 by June 30, 2016 and the submission of the updated Level 2 Standardized Business Process Models by August 31, 2016.

Draft Cycle 3 Budget Business Requirements were posted on Florida PALM's website on June 21, 2016 and a message sent to Administrative Services Directors requesting agency review and feedback by July 8, 2016. The Budget Business Requirements were updated from Cycle 1 based on collaborative review with the Executive Office of the Governor, House, Senate, and LAS/PBS staff. The review activities resulted in a total of 271 Budget Business Requirements for Draft Cycle 3 with the following metrics compared to Cycle 1:

- 208 business requirements recommended for deletion
- 58 business requirements recommended for re-write
- 166 business requirements recommended for SubCategory change only
- 47 business requirements with no change

The updated Budget Process Model will be posted onto Florida PALM's website in the next few days for agency review through July 22, 2016.

Organizational Change Management (OCM)

The OCM Team will welcome the new Track Manager this month bringing the Track to full staff. The Team is also supporting the review of vendor responses to the Request for Quote (RFQ) for Organizational Change Management Support Services received on June 17, 2016. The Project Team will be evaluating the responses and setting up interviews in July 2016.

Project Management Office (PMO)

The PMO Team is evaluating the vendor responses to the Business Case for Maintaining Agency Business Systems identified in Attachment 2 of the FLAIR Study with an expected Contractor start date in early July 2016. During July, the Project and the Contractor will be communicating with agencies regarding activities that will require agency involvement.

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

have been provided to Project Sponsors for review. Planning has begun for sharing the documents with DFS and outside legal counsel.

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 Team intends to solicit comments on the DMP from Florida State University, Florida Agricultural and Mechanical University, Gartner, and Florida Financial Management Information System partners (LAS/PBS, MyFloridaMarketPlace, and People First systems staffs).

The SDS and OCM Teams are nearing completion of the website transition. The Project will be communicating with Stakeholders to announce the new website deployment.