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| Change Request ID: PCR #24 | Date Requested: 8/24/2016 |
| Requested by: Melissa Turner | Submitted By: Melissa Turner |
| Decision ID and Name that spawned this PCR (if Applicable): | Issue ID and Name that spawned this PCR (if Applicable): N/A |
| Risk ID and Name that spawned this PCR (if Applicable): 137 - Feedback received from stakeholders cannot be incorporated prior to the scheduled ESC approval of Business Requirements | Affected Contract Name and ID (if Applicable): N/A |
| PCR Name: Key Project Milestone Schedule Changes | |
| <p>PCR Description:</p> <p>The project currently has the following remaining Key Project Milestones:</p> <ul style="list-style-type: none"> • Business Requirements Finalized for ITN – 8/31/2016 • Data Management Plan Finalized for ITN – 10/13/16 • 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 <p>After distributing Business Requirements to the Executive Steering Committee (ESC) for approval (a predecessor to finalizing Business Requirements for the ITN), the Project received feedback from stakeholders. The Project is proposing to extend the ESC approval date of the Business Requirements until 9/28/2016 to accommodate incorporation of ESC and stakeholder feedback. Upon the ESC approval of the Business Requirements, the Project would prepare and load the Business Requirements within DecisionDirector tool which will be used to collect vendor responses for the ITN. This would result in changing the Key Project Milestone for the “Business Requirements Finalized for ITN” to 10/26/2016.</p> <p>After discussion with stakeholders, the Project clarified the assumption of the Data Management Plan (DMP) completion related to the ITN release. Since the Project is <u>not</u> expected to complete the DMP prior to the release of the ITN, the Project is proposing to continue work on the DMP with an expected ESC approval of 1/25/2017. The Project also recommends removing the Key “Project Milestone Data Management Plan Finalized for ITN”, and adding a Key Project Milestone for “ESC Approval of the Data Management Plan.”</p> <p>To accommodate the request from Outside Counsel to extend their review period of ITN documentation, the Project is proposing to begin submitting the ITN documentation to the ESC for review on 10/3/2016 for ESC approval of the ITN documentation by 10/31/2016. The Project also recommends adding a Key Project Milestone for “ESC Approval of the ITN documentation.”</p> | |
| <p>Business Benefit:</p> <p>Increase transparency and stakeholder involvement in Florida PALM Business Requirements development, better alignment with Proviso expectations as it pertains to completion of the DMP, and improved quality of the ITN content</p> | |
| <p>Implications of Not Making the Change:</p> <p>Lack of incorporation of stakeholder and/or reviewer feedback within or quality of Business Requirements, DMP, and ITN documentation</p> | |

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| PCR Owner: Melissa Turner | Requested Approval Due Date: 08/24/2016 |
| PCR Evaluation Team Member Names: Track Managers and Steering Committee Members | |
| Assumptions/Considerations: <ul style="list-style-type: none"> ○ No contracts will be impacted by this PCR. ○ The timing for the Project's anticipated requests for FY16/17 funding releases will be impacted. However, there are no additional costs in FY16/17 associated with implementing this PCR. ○ This PCR does <u>not</u> impact scope. ○ The Key Project Milestones for the ITN Release (Date Range), Vendor Responses Due (Date Range), ITN Evaluation, Negotiation and Contract Award (Date Range) are <u>not</u> impacted. | |
| Is Contract Affected? <input type="checkbox"/> Yes or <input checked="" type="checkbox"/> No <u>Explain Yes or No impact:</u> No contract deliverable due dates are impacted. | Is Master Project Schedule Critical Path Affected? <input checked="" type="checkbox"/> Yes or <input type="checkbox"/> No <u>Explain Yes or No impact:</u> The Master Project Schedule's critical path contains the ITN release, response, evaluation, and negotiation activities with Key Project Milestones as predecessors. The Key Project Milestone for Finalizing the Business Requirements will continue to be a predecessor to the ITN release, and the new approval date does <u>not</u> impact the planned dates for the ITN release, response, evaluation, and negotiation activities. The DMP should be removed as a predecessor to release the ITN. |
| Cost Impact (Select One): <input type="checkbox"/> Critical <input type="checkbox"/> High <input type="checkbox"/> Moderate <input type="checkbox"/> Low <input checked="" type="checkbox"/> None Identified Explain Impact: The funding release schedule will be updated but there are no additional costs for implementation of this PCR. | Master Project Schedule Impact (Select One): <input type="checkbox"/> Critical <input type="checkbox"/> High <input checked="" type="checkbox"/> Moderate <input type="checkbox"/> Low <input type="checkbox"/> None Identified Explain Impact: See PCR Description |

The following signatures authorize work described herein to be performed.

*Only needed if PCR meets
 Steering Committee approval
 criteria*

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| Florida PALM Project Director | Date | Steering Committee Chair | Date |
| Name, Title | | Name, Title | |

Change Control Board Members making recommendation:

- Eric Adair, SDS Track Manager
- Angie Robertson, BPS Track Manager
- Danielle Kosberg, PMO Track Manager
- Carolyn Hicks, OCM Track Manager