

Florida **PALM**

Planning, Accounting, and Ledger Management



Executive Steering Committee Meeting

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



Roll Call and Opening Remarks

Facilitator: Robert (Budd) Kneip, Chair



Review of September 14, 2016 Meeting Minutes

Facilitator: Melissa Turner



Florida PALM Project Update

Facilitators: Eric Adair,
Angie Robertson, and Melissa Turner



Florida PALM Project Update

Budget

- ▶ Spend data continues to be tracked on the monthly spend plan and distributed with the monthly status report
- ▶ Florida PALM Project Team is working DFS Budget Office for documentation for FY 2017-18 request



Florida PALM Project Update

Risks and Issues

- ▶ Closed 6 risks since last ESC meeting related to common understanding of Business Requirements, SSI selection process, Project team productivity, Project team experience, agency response to the Business Case, and combining multiple risks
- ▶ Risks with high probability and impact will continue to be shared via monthly status reports and discussed (if necessary or as requested) with the ESC
- ▶ There were no new issues reported since last ESC meeting



Florida PALM Project Update

Scope – Agency Business Case

- ▶ Business Case Team has completed discovery including business system functionality profiles and agency interviews
- ▶ Currently reviewing the agency profiles for legal justification of each system and overlap with Florida PALM planned functionality
- ▶ No current issues or major risks are impacting the November 1, 2016 deliverable submission date



Florida PALM Project Update

Schedule – Agency Business Case

- ▶ November 2016: Final Deliverable will be posted to the Florida PALM website
- ▶ ITN Release Date Range: Link to Business Case will be included in ITN as reference
- ▶ ITN Response Date Range: Vendors will be asked to review and include the following in their response:
 - Confirmation the agency business functionality identified by Business Case vendor within Florida PALM *is* included in their Solution
 - Considerations for agency business functionality not included within Florida PALM but could/should be



Florida PALM Project Update

Schedule – Business Requirements

- ▶ November 2014 – February 2015: Conducted Workgroups and Workshops for Level 1 Standardized Business Process Models
- ▶ April – June 2015: Conducted Workgroups and Workshops for Level 2 Standardized Business Process Models
- ▶ March – October 2015: Developed Cycle 1 Business Requirements based on KnowledgePacks, Level 2 meetings, Project Team, and DFS Division input



Florida PALM Project Update

Schedule – Business Requirements

- ▶ September – November 2015: Conducted Workgroups, Workshops and Office Hours to review and gather agency feedback for Cycle 1 Business Requirements
- ▶ November 2015 – February 2016: Developed Cycle 2 Business Requirements based on changes to Cycle 1
- ▶ April – June 2016: Developed draft Payroll and updated Budget for Cycle 3 Business Requirements



Florida PALM Project Update

Schedule – Business Requirements

- ▶ June 2016: Conducted Workgroups and Workshops to review and gather agency feedback for draft Payroll and updated Budget for Cycle 3 Business Requirements
- ▶ July 2016: Distribute Cycle 2 and Cycle 3 Business Requirements to ESC for review
- ▶ May – September 2016: Conducted meetings with stakeholders to review and refine Cycle 2 and Cycle 3 Business Requirements



Florida PALM Project Update

Scope – Business Requirements

- ▶ Continued to meet with Legislative and Governor's Office partners, focusing on Groups of Functional Business Requirements
 - ✓ *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*
- ▶ Confirmed no desire to discuss Technical Business Requirements



Florida PALM Project Update

Scope – Business Requirements

- ▶ Provided copy of the ESC feedback file via email following September 14th meeting
- ▶ Posted updated requirements to Florida PALM for ESC review
- ▶ Prepared summaries and compiled data
- ▶ Received some additional feedback or clarification from ESC members since the September 14th meeting



Florida PALM Project Update

Scope – Business Requirements

Summary of ESC Member Changes Since September 14th Meeting

Category	Priority Change	Delete	Rewrite	Total
Accounts Payable	0	0	1	1
Asset Management	0	0	2	2
General Ledger	2	2	9	13
Total	2	3	12	16



Functional Business Requirements Summary of Changes

Category	New	Priority Change	Priority Change / Rewrite	Cat/Sub Cat Change	Cat/SubCat Change / Priority Change	Cat/SubCat Change / Rewrite	Delete	Rewrite	Total
Accounts Payable	1	25	2	3	0	0	13	30	74
Accounts Receivable and Billing	2	27	0	2	0	1	8	2	42
Asset Management	0	11	0	0	0	0	74	7	92
Budget Management	0	21	0	0	0	0	1	0	22
Cash Management	0	1	0	0	0	0	0	14	15
Contracts	0	6	0	0	0	0	10	4	20
General Ledger	0	8	0	0	0	0	3	16	27
Grants	0	4	49	0	0	0	13	2	68
Payroll	0	3	0	0	0	0	2	8	13
Projects	0	15	0	0	0	0	9	1	25
Travel	0	0	0	7	1	0	86	0	94
Treasury Management	1	0	0	0	0	0	0	5	6
Total	4	121	51	12	1	1	219	89	498
% of Total	.80%	24.30%	10.24%	2.41%	.2%	.2%	43.98%	17.87%	100%



Florida PALM Project Update

Scope – Business Requirements

Functional Business Requirements

Category	Priority 1	Priority 2	Priority 3	Total
Accounts Payable	352	157	18	527
Accounts Receivable and Billing	122	286	9	417
Asset Management	212	138	0	350
Budget Management	190	77	9	276
Cash Management	46	37	0	83
Contracts	93	12	22	127
General Ledger	210	88	2	300
Grants	207	79	55	341
Payroll	101	62	5	168
Projects	146	117	0	263
Treasury Management	241	40	10	291
Total	1,920	1,093	130	3,143
% of Total	61.09%	34.77%	4.14%	100%



Florida PALM Project Update

Scope – Business Requirements

- ▶ Accounts Payable changes include:
 - Rewrite of 32 requirements for clarification, including one rewritten after September 14th meeting due to clarification of ESC feedback
 - Priority changes to 27 requirements to ensure appropriate classification
 - Deletion of 13 requirements as duplicates and as requirements not needed
 - Movement of eight from Travel
 - Category / SubCategory changes to three requirements to update placement
 - Addition of one requirement due to one requirement being split into two



Florida PALM Project Update

Scope – Business Requirements

▶ Accounts Payable

Summary of Changes to Category by Type	
Count	Type
1	New
8	New from Travel
25	Priority Change
2	Priority Change and Rewrite
3	Category/SubCategory Change
13	Delete
30	Rewrite
74	TOTAL

Summary of Changes to Category by Priority				
Priority	July 2016	Sept. 2016	Net Change	% Change
1	341	352	11	(3.2%)
2	169	157	(12)	(7.1%)
3	21	18	(3)	(14.3%)
Total	531	527	(4)	(.75%)



Florida PALM Project Update

Scope – Business Requirements

- ▶ Travel changes include:
 - Deletion of 86 requirements for functionality that is duplicative of the Statewide Travel Management System, set forth in the 2016-2017 GAA (*specific approp 1965A*)
 - Removal of the Travel Category by shifting of eight remaining travel-related requirements into Accounts Payable and the update of one requirement's priority



Florida PALM Project Update

Scope – Business Requirements

► Travel

Summary of Changes to Category by Type	
Count	Type
7	Category/SubCategory Change
1	Category/SubCategory Change and Priority Change
86	Delete
94	TOTAL

Summary of Changes to Category by Priority				
Priority	July 2016	Sept. 2016	Net Change	% Change
1	14	0	(14)	(100%)
2	67	0	(67)	(100%)
3	13	0	(13)	(100%)
Total	94	0	(94)	(100%)



Florida PALM Project Update

Scope – Business Requirements

- ▶ Accounts Receivable and Billing changes include:
 - Priority changes to 27 requirements to ensure appropriate classification
 - Deletion of eight requirements as duplicates
 - Rewrite of two requirements for clarification of terms “cash” vs. “fund”
 - Category / SubCategory changes to three requirements to update placement and update term used in one
 - Addition of two new requirements related to collection agency fee processing



Florida PALM Project Update

Scope – Business Requirements

▶ Accounts Receivable and Billing

Summary of Changes to Category by Type	
Count	Type
2	New
27	Priority Change
2	Category/SubCategory Change
1	Category/SubCategory Change and Rewrite
8	Delete
2	Rewrite
42	TOTAL

Summary of Changes to Category by Priority				
Priority	July 2016	Sept. 2016	Net Change	% Change
1	103	122	19	18.45%
2	314	286	(28)	(8.92%)
3	6	9	3	50%
Total	423	417	(6)	(1.42%)



Florida PALM Project Update

Scope – Business Requirements

- ▶ Asset Management changes include:
 - Priority changes to 11 requirements to ensure appropriate classification
 - Deletion of 10 requirements as duplicates and 64 requirements for functionality out of scope (Warehouse and Stores = 51 and Priority 3 Items = 13)
 - Rewrite of five requirements for clarification



Florida PALM Project Update

Scope – Business Requirements

▶ Asset Management

Summary of Changes to Category by Type	
Count	Type
11	Priority Change
74	Delete
5	Rewrite
90	TOTAL

Summary of Changes to Category by Priority				
Priority	July 2016	Sept. 2016	Net Change	% Change
1	210	212	2	.95%
2	196	138	(58)	(29.59%)
3	18	0	(18)	(100%)
Total	424	350	(74)	(17.45%)



Florida PALM Project Update

Scope – Business Requirements

- ▶ Budget Management changes include:
 - Priority changes to 21 requirements to ensure appropriate classification
 - Deletion of one requirement as duplicate



Florida PALM Project Update

Scope – Business Requirements

► Budget Management

Summary of Changes to Category by Type	
Count	Type
21	Priority Change
1	Delete
22	TOTAL

Summary of Changes to Category by Priority				
Priority	July 2016	Sept. 2016	Net Change	% Change
1	170	190	20	11.76%
2	98	77	(21)	(21.43%)
3	9	9	0	0
Total	277	276	(1)	(.36%)



Florida PALM Project Update

Scope – Business Requirements

- ▶ Cash Management changes include:
 - Rewrite of 14 requirements to reflect consistent use of the terms "cash" and "fund"
 - Priority changes to one requirement to ensure appropriate classification



Florida PALM Project Update

Scope – Business Requirements

► Cash Management

Summary of Changes to Category by Type	
Count	Type
1	Priority Change
14	Rewrite
15	TOTAL

Summary of Changes to Category by Priority				
Priority	July 2016	Sept. 2016	Net Change	% Change
1	45	46	1	2.22%
2	38	37	(1)	(2.63%)
3	0	0	0	0
Total	83	83	0	0



Florida PALM Project Update

Scope – Business Requirements

- ▶ Contracts changes include:
 - Deletion of nine requirements as duplicate and one as functionality out of scope (Contract Development)
 - Priority changes to six requirements to ensure appropriate classification
 - Rewrite of four requirements for clarification or spelling error



Florida PALM Project Update

Scope – Business Requirements

► Contracts

Summary of Changes to Category by Type	
Count	Type
6	Priority Change
10	Delete
4	Rewrite
20	TOTAL

Summary of Changes to Category by Priority				
Priority	July 2016	Sept. 2016	Net Change	% Change
1	96	93	3	3.13%
2	17	12	(5)	(29.41%)
3	24	22	(2)	(8.33%)
Total	137	127	(10)	(7.3%)



Florida PALM Project Update

Scope – Business Requirements

- ▶ General Ledger changes include:
 - Rewrite of 16 requirements for clarification, including nine from ESC member after September 14th meeting
 - Priority changes to eight requirements to ensure appropriate classification, including two from ESC member after September 14th meeting
 - Deletion of three requirements as duplicate, including two from ESC member after September 14th meeting



Florida PALM Project Update

Scope – Business Requirements

▶ General Ledger

Summary of Changes to Category by Type	
Count	Type
8	Priority Change
3	Delete
16	Rewrite
27	TOTAL

Summary of Changes to Category by Priority				
Priority	July 2016	Sept. 2016	Net Change	% Change
1	205	210	5	2.44%
2	96	88	(8)	(8.33%)
3	2	2	0	0
Total	303	300	(3)	(.99%)



Florida PALM Project Update

Scope – Business Requirements

- ▶ Grants changes include:
 - Priority changes and rewrite to 49 requirements related to subgrant application processes
 - Deletion of seven requirements as duplicate and the deletion of six requirements related to the grant application and approval processes, which are the responsibility of the Governor's Office pursuant to Section 216.103, F.S.
 - Priority change to four requirements to ensure appropriate classification
 - Rewrite of two requirements for clarification



Florida PALM Project Update

Scope – Business Requirements

▶ Grants

Summary of Changes to Category by Type	
Count	Type
4	Priority Change
49	Priority Change/Rewrite
13	Delete
2	Rewrite
68	TOTAL

Summary of Changes to Category by Priority				
Priority	July 2016	Sept. 2016	Net Change	% Change
1	210	207	(3)	(1.43%)
2	137	79	(58)	(42.34%)
3	7	55	48	685%
Total	354	341	(13)	(3.67%)



Florida PALM Project Update

Scope – Business Requirements

- ▶ Payroll changes include:
 - Rewrite of eight requirements for clarification
 - Priority changes to three requirements to ensure appropriate classification
 - Deletion of one requirement as duplicate and one as functionality not needed



Florida PALM Project Update

Scope – Business Requirements

► Payroll

Summary of Changes to Category by Type	
Count	Type
3	Priority Change
2	Delete
8	Rewrite
13	TOTAL

Summary of Changes to Category by Priority				
Priority	July 2016	Sept. 2016	Net Change	% Change
1	98	101	3	3.06%
2	67	62	(5)	(7.46%)
3	5	5	0	0
Total	170	168	(2)	(1.18%)



Florida PALM Project Update

Scope – Business Requirements

- ▶ Projects changes include:
 - Priority changes to 15 requirements to ensure appropriate classification
 - Deletion of nine requirements for functionality not needed
 - Rewrite of one requirement for clarification



Florida PALM Project Update

Scope – Business Requirements

► Projects

Summary of Changes to Category by Type	
Count	Type
15	Priority Change
9	Delete
1	Rewrite
25	TOTAL

Summary of Changes to Category by Priority				
Priority	July 2016	Sept. 2016	Net Change	% Change
1	132	146	14	10.61%
2	139	117	(22)	(15.83%)
3	1	0	(1)	(100%)
Total	272	263	(9)	(3.31%)



Florida PALM Project Update

Scope – Business Requirements

- ▶ Treasury Management changes include:
 - Rewrite of four requirements to reflect consistent use of the terms "cash" and "fund" and one for a grammar error
 - Addition of one requirement for needed functionality



Florida PALM Project Update

Scope – Business Requirements

► Treasury Management

Summary of Changes to Category by Type	
Count	Type
1	New
5	Rewrite
6	TOTAL

Summary of Changes to Category by Priority				
Priority	July 2016	Sept. 2016	Net Change	% Change
1	241	241	0	0
2	39	40	1	2.56%
3	10	10	0	0
Total	290	291	1	.341%



BREAK



Florida PALM Project Update

Scope – Business Requirements

Technical Business Requirements Summary of Changes				
Category	New	Priority Change	Rewrite	Total
BI and Analytics	0	1	1	2
Data Management	0	0	2	2
Enterprise Security	0	4	6	10
General System	0	0	0	0
Integration Architecture	0	0	0	0
Operations Management	1	0	0	1
Reporting	0	0	1	1
Support	0	0	2	2
Transaction System	0	0	2	2
Workflow and UI	0	0	0	0
Total	1	5	14	20
% of Total	5%	25%	70%	100%



Florida PALM Project Update

Scope – Business Requirements

Technical Business Requirements				
Category	Priority 1	Priority 2	Priority 3	Total
BI and Analytics	20	9	0	29
Data Management	52	3	1	56
Enterprise Security	80	4	0	84
General System	64	5	1	70
Integration Architecture	31	0	0	31
Operations Management	54	4	0	58
Reporting	48	10	2	60
Support	25	0	1	26
Transaction System	41	2	0	43
Workflow and UI	43	1	20	64
Total	458	38	25	521
% of Total	87.91%	7.29%	4.80%	100%



Florida PALM Project Update

Scope – Business Requirements

- ▶ BI and Analytics changes include:
 - Rewrite of one requirement to include examples
 - Priority change to one requirement to ensure appropriate classification

Summary of Changes to Category by Type	
Count	Type
1	Priority Change
1	Rewrite
2	TOTAL

Summary of Changes to Category by Priority				
Priority	July 2016	Sept. 2016	Net Change	% Change
1	19	20	1	5.26%
2	10	9	(1)	(10%)
3	0	0	0	0
Total	29	29	0	0



Florida PALM Project Update

Scope – Business Requirements

- ▶ Data Management changes include:
 - Rewrite of two requirements for clarification

Summary of Changes to Category by Type	
Count	Type
2	Rewrite
2	TOTAL

Summary of Changes to Category by Priority				
Priority	July 2016	Sept. 2016	Net Change	% Change
1	52	52	0	0
2	3	3	0	0
3	1	1	0	0
Total	56	56	0	0



Florida PALM Project Update

Scope – Business Requirements

- ▶ Enterprise Security changes include:
 - Rewrite of five requirements to remove reference to “Active Directory” and one to include examples
 - Priority change to four requirements to ensure appropriate classification

Summary of Changes to Category by Type	
Count	Type
4	Priority Change
6	Rewrite
10	TOTAL

Summary of Changes to Category by Priority				
Priority	July 2016	Sept. 2016	Net Change	% Change
1	76	80	4	5.26%
2	8	4	(4)	(50%)
3	0	0	0	0
Total	84	84	0	0



Florida PALM Project Update

Scope – Business Requirements

- ▶ General System includes no changes

Summary of Changes to Category by Type	
Count	Type
	<i>None</i>
0	TOTAL

Summary of Changes to Category by Priority				
Priority	July 2016	Sept. 2016	Net Change	% Change
1	64	64	0	0
2	5	5	0	0
3	1	1	0	0
Total	70	70	0	0



Florida PALM Project Update

Scope – Business Requirements

- ▶ Integration Architecture includes no changes

Summary of Changes to Category by Type	
Count	Type
	<i>None</i>
0	TOTAL

Summary of Changes to Category by Priority				
Priority	July 2016	Sept. 2016	Net Change	% Change
1	31	31	0	0
2	0	0	0	0
3	0	0	0	0
Total	31	31	0	0



Florida PALM Project Update

Scope – Business Requirements

- ▶ Operations Management changes include:
 - One new requirement for capability to integrate with other scheduling software

Summary of Changes to Category by Type	
Count	Type
1	New
1	TOTAL

Summary of Changes to Category by Priority				
Priority	July 2016	Sept. 2016	Net Change	% Change
1	53	54	1	1.89%
2	4	4	0	0
3	0	0	0	0
Total	57	58	0	1.75%



Florida PALM Project Update

Scope – Business Requirements

- ▶ Reporting changes include:
 - Rewrite of one requirement for clarification

Summary of Changes to Category by Type	
Count	Type
1	Rewrite
1	TOTAL

Summary of Changes to Category by Priority				
Priority	July 2016	Sept. 2016	Net Change	% Change
1	48	48	0	0
2	10	10	0	0
3	2	2	0	0
Total	60	60	0	0



Florida PALM Project Update

Scope – Business Requirements

- ▶ Support changes include:
 - Rewrite of two requirements for clarification or spelling error

Summary of Changes to Category by Type	
Count	Type
2	Rewrite
2	TOTAL

Summary of Changes to Category by Priority				
Priority	July 2016	Sept. 2016	Net Change	% Change
1	25	25	0	0
2	0	0	0	0
3	1	1	0	0
Total	26	26	0	0



Florida PALM Project Update

Scope – Business Requirements

- ▶ Transaction System changes include:
 - Rewrite of two requirements for clarification

Summary of Changes to Category by Type	
Count	Type
2	Rewrite
2	TOTAL

Summary of Changes to Category by Priority				
Priority	July 2016	Sept. 2016	Net Change	% Change
1	41	41	0	0
2	2	2	0	0
3	0	0	0	0
Total	43	43	0	0



Florida PALM Project Update

Scope – Business Requirements

- ▶ Workflow and UI includes no changes

Summary of Changes to Category by Type	
Count	Type
	<i>None</i>
0	TOTAL

Summary of Changes to Category by Priority				
Priority	July 2016	Sept. 2016	Net Change	% Change
1	43	43	0	0
2	1	1	0	0
3	20	20	0	0
Total	64	64	0	0



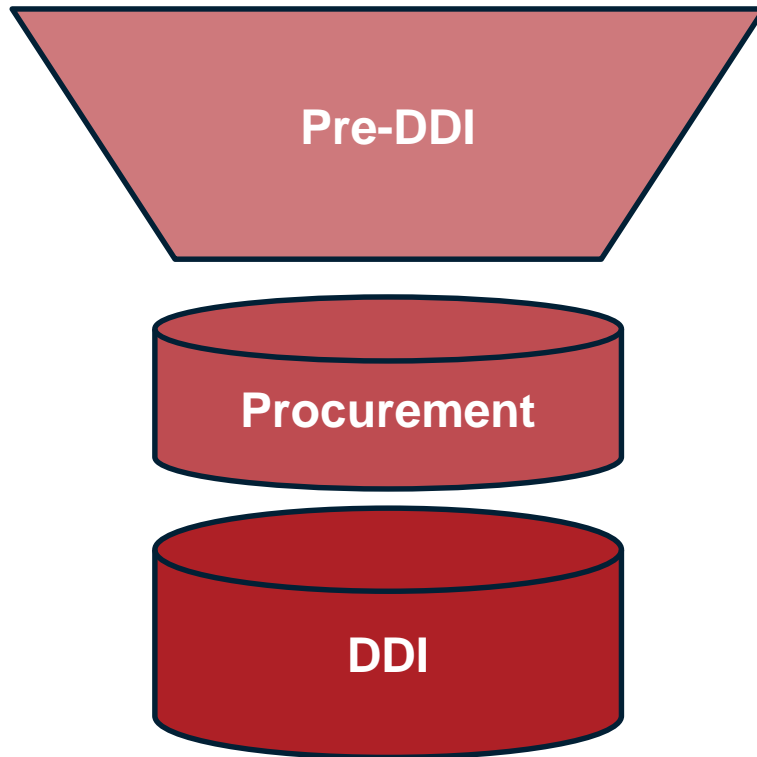
Voting Actions

Facilitator: Robert (Budd) Kneip and
Melissa Turner



Florida PALM Project Update

Business Requirements Progression



- **Discovery** to identify and document requirements
- **Confirmation** with statewide stakeholders
- **Validation** with vendors and proposed solution
- **Refinement** through detailed design
- **Implementation** in the final solution with detailed testing



Voting Actions

Business Requirements

- ▶ Florida PALM Business Requirements
 - Total = 3,664
 - Functional = 3,143 or 85.78%
 - Technical = 521 or 14.22%



Independent Verification and Validation (IV&V) Assessment

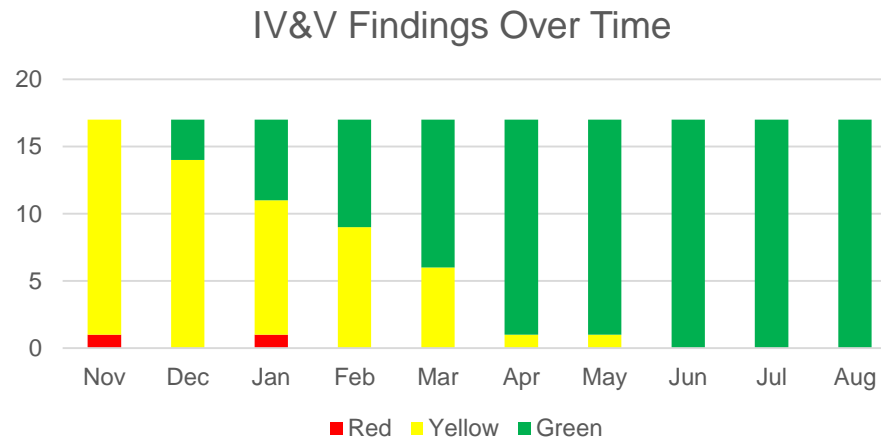
Facilitator: Brian Eppig



IV&V Assessment

Results – August 2016

- ▶ Focus on project execution of ITN preparation
 - Requirements
 - Business Case
 - ITN Documentation
- ▶ Monitoring stakeholder involvement



IV&V Assessment

What's Next

- ▶ Continued Focus on ITN Execution
 - Completion of Business Case
 - ITN Documentation Review in anticipation for ITN release
- ▶ Begin to Focus on Implementation Planning (Q3)
 - Expected Activities
 - Planning for Resources and Ramp-up
 - Involvement of Stakeholders
 - Managing Uncertainty



Upcoming Activities

Facilitator: Melissa Turner



Upcoming Activities

- ▶ Post approved Business Requirements to Florida PALM website
- ▶ Submit budget amendment associated to approved Business Requirements
- ▶ Release documentation for ESC review of ITN
- ▶ Begin one-on-one meetings with ESC members to discuss ITN documentation
- ▶ Begin reviewing draft Business Case in preparation for November 1 submission



New Business & Open Discussion

Facilitator: Melissa Turner



Next Meeting

October 12, 2016

Department of Revenue

Building 1, Room 1820



Contact Information

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