

## Project Overview & Accomplishments

- ✓ Conducted an Executive Steering Committee (ESC) meeting on August 24, 2016 (meeting materials have been posted on the [Executive Steering Committee \(ESC\)](#)<sup>1</sup> page on the [Florida PALM Project's \(Project\) website](#)<sup>2</sup>)
- ✓ Continued collaborative requirements reviews with House, Senate, and Executive Office of the Governor (EOG) staffs, and members of the Project's ESC
- ✓ Received agency responses to the [Agency Business Systems Functionality Profile](#)<sup>3</sup> (Profile) as a part of the Business Case for Maintaining Agency Business Systems (Business Case) initiative and conducted follow-up interviews
- ✓ Launched [Business Case](#)<sup>4</sup> page on the [Project's website](#)<sup>2</sup>
- ✓ Welcomed the OCM support services contractor to the Florida PALM Project Team

## Business Process Standardization (BPS)

The BPS Team provided support to the Business Case team, reviewing agency responses to the Profile and assisting in conducting follow-up interviews. The Team also continued to support the development of the Software and System Integrator (SSI) Invitation to Negotiate (ITN). Support activities for the SSI ITN include the development and review of the Overview of the Current Program and Report Listing attachments. The Team has continued collaborative reviews with House, Senate, and Executive Office of the Governor (EOG) staffs, and members of the Project's ESC to solicit feedback on requirements that will be approved by the ESC.

## Organizational Change Management (OCM)

The OCM team welcomed a support services contractor to the Team on August 1, 2016. The Team continued to provide development support to the Project for the SSI ITN. The Team updated the Project's [Frequently Asked Questions](#)<sup>5</sup> page on the [Project's website](#)<sup>2</sup> and began updates to the Project's Collaboration and Communications Strategies. The OCM Team assisted with the launch of the [Business Case](#)<sup>4</sup> webpage and the development of the Business Case Frequently Asked Questions. The Team also provided support to the Business Case team reviewing agency responses to the Profile and assisting in conducting follow-up interviews.

## Project Management Office (PMO)

The PMO Team received acceptance of Appendix C to the Project Charter (Project Scope). The Team continued to lead efforts to review and update the SSI ITN solicitation documents and is reviewing draft documents with Project Sponsors, the Department of Financial Services (DFS) Purchasing and Legal teams, and outside legal counsel, in preparation for submission to the ESC for approval.

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<sup>1</sup> <https://www.myfloridacfo.com/floridapalm/meetings/executive-steering-committee/>

<sup>2</sup> <https://www.myfloridacfo.com/floridapalm/>

<sup>3</sup> [https://www.myfloridacfo.com/floridapalm/wp-content/uploads/2016/08/Functionality\\_Profile\\_AGENCY\\_Original\\_-\\_07-22-2016.pdf](https://www.myfloridacfo.com/floridapalm/wp-content/uploads/2016/08/Functionality_Profile_AGENCY_Original_-_07-22-2016.pdf)

<sup>4</sup> <https://www.myfloridacfo.com/floridapalm/resources/business-case/>

<sup>5</sup> <https://www.myfloridacfo.com/floridapalm/faqs/>

## Systems and Data Strategy (SDS)

The SDS Team continued development and review of the Project's Pre-DDI Enterprise Architecture Strategy. The Team began development of the Florida Accounting Information Resource (FLAIR) and Cash Management System (CMS) Conceptual Data Model. The Team provided oversight and support to the Business Case team, reviewing agency responses to the Profile and assisting in conducting follow-up interviews. The Team launched the [Business Case](#)<sup>4</sup> page on the [Project's website](#)<sup>2</sup>. The Team also provided support to the BPS Team with the collaborative review of requirements.