

Project Overview & Accomplishments

- ✓ Conducted two Executive Steering Committee (ESC) meetings; one on September 14, 2016 and the other on September 28, 2016. Meeting materials have been posted on the [ESC](#)¹ page on the [Florida PALM Project's \(Project\) website](#)²
- ✓ Completed more than 90 Agency Profile interviews with 34 State agencies
- ✓ Completed collaborative reviews for the Florida PALM Business Requirements with House, Senate, Executive Office of the Governor (EOG), and Department of Financial Services (DFS) staff
- ✓ Received approval of the Florida PALM Business Requirements from the ESC

Business Process Standardization (BPS)

The BPS Team continued to provide support to the Business Case Team, reviewing agency responses to the Profile, and assisting in conducting interviews. The Team also continued to support the development of the Software and System Integrator (SSI) Invitation to Negotiate (ITN). The Team completed collaborative reviews with House, Senate, EOG, DFS, and ESC staff to solicit feedback on Florida PALM Business Requirements.

The Team selected a Florida PALM Business Requirements Change Management tool and has begun the configuration process. The Team began the process for loading Florida PALM Business Requirements into DecisionDirector (the tool used to present Florida PALM Business Requirements to vendors) and has continued updates to Level 2 Process Models.

Organizational Change Management (OCM)

The OCM Team continued to provide development support to the Project for the SSI ITN. The Team completed the fourth quarter update to the Project's FY 2015-2016 Collaboration Strategy. The Team continued to provide support to the Business Case Team reviewing agency responses to the Profile and assisting in conducting interviews.

The Team assisted with updates to the Project's website including the Project's FAQ and About Us pages. The Team has begun development of Pre-SSI OCM Strategy.

Project Management Office (PMO)

The PMO Team continued to lead efforts to review and update the SSI ITN solicitation documents. The Team continued review of draft documents with Project Sponsors, DFS Purchasing and Legal teams, and outside legal counsel in preparation for submission to the ESC for review and approval.

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

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

Systems and Data Strategy (SDS)

The SDS Team continued development and review of the Project's Pre-Design, Development, and Implementation (Pre-DDI) Enterprise Architecture Strategy. The Team continued development of the Florida Accounting Information Resource (FLAIR) and Cash Management System (CMS) Conceptual Data Model. The Team continued to provide oversight and support to the Business Case Team, reviewing agency responses to the Profile and assisting in conducting interviews. Finally, The Team began development of the Integration Point Gap Analysis.