FLORIDA PALM PROJECT UPDATE

ASSOCIATION OF GOVERNMENT ACCOUNTANTS LUNCHEON

TALLAHASSEE CHAPTER

APRIL 19, 2017
Agenda

- Overview
- Accomplishments
- Current and Future Activities
- Questions and Contact Information
Project Overview

Project Vision

- Implement a statewide accounting system that enforces standardization, acts as a scalable foundation to evolve as business needs change, and positions Florida for future innovation as it considers true enterprise-wide solution.
Project Overview

Solution Goals

- Reduce the state’s risk exposure by harnessing modern financial management technology built on the premises of scalability, flexibility, and maintainability.

- Improve state and agency specific decision making by capturing a consistent and an expandable set of data.

- Improve the state’s financial management capabilities to enable more accurate oversight of budget and cash demands today and in the future.

- Improve productivity, reduce operational complexity and increase internal controls by enabling standardization and automation of business processes within and between DFS and agencies.
Project Overview

Scope

- Florida PALM will replace the four components of the Florida Accounting Information Resource (FLAIR) subsystem (Central, Departmental, Information Warehouse, Payroll) and select components of the Cash Management System (CMS)
- Florida PALM shall not include duplication of core functionality provided by other information systems in the Florida Financial Management Information System (FFMIS)
Project Overview

Timeline

Florida PALM Project Phases

Pre-Design, Development, and Implementation (Pre-DDI)

You are Here

Design, Development, and Implementation Phases
Project Overview

Project Governance

Executive Steering Committee

Project Sponsors

Florida PALM Project Team

IV&V Support Staff

Project Overview

Project Governance
Project Overview

Project Organization

- BPS - Business Process Standardization (Process)
- OCM - Organizational Change Management (People)
- PMO - Project Management Office (Project)
- SDS - Systems & Data Strategy (Technology)

Florida PALM Project Team:
- Melissa Turner, Project Director
- Danielle Kosberg, Deputy Project Director
- Eric Adair, SDS Manager
- Angie Robertson, BPS Manager
- David Gilmore, PMO Manager
- Carolyn Hicks, OCM Manager
- SDS Track Staff
- BPS Track Staff
- PMO Track Staff
- OCM Track Staff

Project Sponsors:
- Executive Steering Committee
- Treasury Committee Member
- Accounting & Auditing Committee Member
- Division of Information Services Committee Member
- Health Care Agency Administrative Services Director
- An Agency Administrative Services Director
- Regulatory and Licensing Agency Administrative Services Director
- Human Resources Committee Member
- Purchasing Committee Member
- SUNTAX Committee Member

IV&V Support Staff:
- Department of Environmental Protection
- Department of Children and Families
- Department of Transportation

Committee Members:
- Florida PALM Project Team
- Executive Office of the Governor
- Executive Office of the Governor
- Paul Whitfield, Deputy CFO

Association of Government Accountants Luncheon
April 19, 2017
Project Overview

Project Activities

- Software and System Integrator (SSI) Invitation to Negotiate (ITN)
- DDI Readiness
ACCOMPLISHMENTS

SSI ITN
Accomplishments – SSI ITN

Business Requirements

- Per the 2016 Implementing Bill (HB 5003), DFS has the responsibility to ensure all business requirements have been:
  - provided to all state agencies for their review and input
  - approved by the ESC

- Per the 2016 GAA (HB 5001), all business requirements must be:
  - reviewed by all agencies
  - capable of reporting at a minimum expenditure and revenue data at the level currently reported in the FLAIR subsystem
  - approved by the ESC
Accomplishments – SSI ITN

Business Requirements

Requirements Are:

- Expected capabilities and functionality of the system
- Critical activities of an enterprise that must be performed to meet organizational objective(s) while remaining solution independent

Example: Provide ability to produce a Trial Balance report organized by unique fund, fund type, and fund group.

Requirements Are Not:

- Objectives or step-by-step process descriptions
- Detailed specifications
- Descriptions of “how” the system will perform the desired functions

Example: Produce and deliver via email on the first day of the following month, a monthly Trial Balance by fund and budget entity.
Accomplishments – SSI ITN

Business Requirements

- During 2016, the Project completed Cycle 3 with review and input from agencies, Stakeholders, and the ESC
- Cycle 3 included the addition of Payroll, the refinement of Budget requirements, and the removal of requirements that are not within scope of Florida PALM
- 3,664 business requirements were approved by the ESC on September 28, 2016
- Business requirements were loaded into DecisionDirector (DD2) and were presented to the vendors for their response
## Accomplishments – SSI ITN

### Business Requirements

#### Functional Categories (11)

<table>
<thead>
<tr>
<th>Category</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounts Payable</td>
<td>527</td>
</tr>
<tr>
<td>Accounts Receivable and Billing</td>
<td>417</td>
</tr>
<tr>
<td>Asset Management</td>
<td>350</td>
</tr>
<tr>
<td>Budget Management</td>
<td>276</td>
</tr>
<tr>
<td>Cash Management</td>
<td>83</td>
</tr>
<tr>
<td>Contracts</td>
<td>127</td>
</tr>
<tr>
<td>General Ledger</td>
<td>300</td>
</tr>
<tr>
<td>Grants</td>
<td>341</td>
</tr>
<tr>
<td>Payroll</td>
<td>168</td>
</tr>
<tr>
<td>Projects</td>
<td>263</td>
</tr>
<tr>
<td>Treasury Management</td>
<td>291</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>3,143</strong></td>
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</table>

#### Technical Categories (10)

<table>
<thead>
<tr>
<th>Category</th>
<th>Value</th>
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</thead>
<tbody>
<tr>
<td>Business Intelligence and Analytics</td>
<td>29</td>
</tr>
<tr>
<td>Data Management</td>
<td>56</td>
</tr>
<tr>
<td>Enterprise Security</td>
<td>84</td>
</tr>
<tr>
<td>General System</td>
<td>70</td>
</tr>
<tr>
<td>Integration Architecture</td>
<td>31</td>
</tr>
<tr>
<td>Operations Management</td>
<td>58</td>
</tr>
<tr>
<td>Reporting</td>
<td>60</td>
</tr>
<tr>
<td>Support</td>
<td>26</td>
</tr>
<tr>
<td>Transaction System</td>
<td>43</td>
</tr>
<tr>
<td>Workflow and User Interface</td>
<td>64</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>521</strong></td>
</tr>
</tbody>
</table>
Accomplishments – SSI ITN

Process Models

- Level 2 Standardized Business Process Models - Version 2.0 were released in October 2016

<table>
<thead>
<tr>
<th>Process Models Are:</th>
<th>Process Models Are Not:</th>
</tr>
</thead>
<tbody>
<tr>
<td>High-level vision of future business processes describing a series of linked activities</td>
<td>Detailed steps that translate to requirements</td>
</tr>
<tr>
<td>Descriptions of the State’s objectives for implementation of Florida PALM</td>
<td>Step-by-step process descriptions</td>
</tr>
<tr>
<td>Supported by one or more many business requirements</td>
<td>Procedures for how a user will accomplish a task</td>
</tr>
</tbody>
</table>
Accomplishments – SSI ITN

Process Models

1.1 ARB – Create Customer and Create AR and Billing

Start

ARB 1.1 Good or Service Provided or Obligation to State Received

ARB 1.2 Create Customer

ARB 1.3 ARB 1.1 ARB 1.3

ARB 1.4 ARB 1.4

ARB 1.5 Validate Bill to GO USE Property

ARB 1.6 Non-lead Fund Billing

ARB 2.2 Strong Start

ARB 2.3 Customer/AR Record Formatted

ARB 2.4 Capture AR

ARB 2.5 Create AR

ARB 2.6 Create AR

ARB 2.7 Customer/AR Record Formatted

ARB 2.8 Print AR

ARM 2.9 Ready to Mail

End
Accomplishments – SSI ITN

Process Models

<table>
<thead>
<tr>
<th>Process Step ID</th>
<th>Process Name</th>
<th>Description of Process</th>
<th>Governing Laws and Policies</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARB 1.1</td>
<td>Good or Service Provided or Obligation to State Recognized</td>
<td>• The action of goods or services being provided or an obligation being incurred will initiate the billing process for the agency</td>
<td>• Agency Specific Authority</td>
</tr>
<tr>
<td>ARB 1.2</td>
<td>Capture/Record Customer Billing Information</td>
<td>• Once the obligation is incurred, the agency will capture and record the customer billing information. This information can be entered directly into Florida PALM, brought in from an agency business system, or populated from another Process Area</td>
<td>None identified</td>
</tr>
</tbody>
</table>
Accomplishments – SSI ITN

Solicitation

- Finalized ITN and related documents, receiving ESC approval on October 31, 2016
  - SSI ITN Document
  - Attachment A - Overview of the Current Program
  - Attachment B - Project Specifications
  - Attachment C - Cost Reply Instructions
  - Attachment D - Technical Reply Instructions
  - Attachment E - DecisionDirector Instructions
  - Attachment F - Reference Form
  - Attachment G - SSI Contract
  - Attachment H - Definitions

- Released the solicitation via the Vendor Bid System (VBS) on November 1, 2016
Accomplishments – SSI ITN

Solicitation

- Received and responded to vendor questions
- Received vendor proposals on January 24, 2017
- Appointed and trained evaluation team
- Conducted vendor team presentations and demonstrations
ACCOMPLISHMENTS

DDI Readiness
Accomplishments – DDI Readiness

“Get Smart” Activities

Visited three neighboring States and two local institutions of higher learning that have implemented ERPs to learn more about how they use their systems to support their financial management processes.
Accomplishments – DDI Readiness

Project Management

- Completed the launch of the updated Florida PALM web site
- Completed the roll out of the Project Management Plan (PMP)
- Continued collaboration with our oversight partners, the Agency for State Technology (AST) and our Independent Verification & Validation (IV&V) vendor
- Began to evaluate and implement Project Support Tools (PST)
Accomplishments – DDI Readiness

Organizational Change Management

- Completed and began implementation of the OCM Strategy
- Strategy elements include activities that are concentrated around getting ready for DDI, such as:
  - Developing agency profiles
  - Defining OCM success measures
  - Developing a Change Champion strategy
  - Conducting stakeholder assessments
  - Creating messaging to stakeholders and those that will be affected by the transition to Florida PALM
  - Beginning to engage agencies and prepare them for the DDI Phase to begin
Accomplishments

Systems and Data Strategy

- Developed an Enterprise Architecture (EA) Strategy, which builds upon the Project’s seven Architecture Principles of:
  1. Presume Data Openness
  2. Secure Enterprise Data
  3. Centralize Core Functions
  4. Federate Non-Core Functions
  5. Enable Fast Decisions
  6. Avoid Duplication
  7. Focus on Sustainability

- Developed a Data Management Plan (DMP)
- Began analysis of current interfaces compared to interfaces documented in Level 2 Standardized Business Process Models
- Developed a Conceptual Data Model (CDM)
CURRENT AND FUTURE ACTIVITIES
Current and Future Activities

SSI ITN

- Appoint Negotiators, develop a negotiation strategy, and conduct negotiations
- At the conclusion of negotiations, publish an intent to award and finalize and execute a contract for SSI services
Current and Future Activities

DDI Readiness

- Continue to execute OCM Strategy
- Continue to grow understanding of current day – technical and business processes
- Finalize the DMP
- Continue to evaluate and implement Project Support Tools
Key Takeaways

- Collaboration
- Completing all Solicitation activities
- Build our knowledge and preparedness for the DDI Phase
CONTACT INFORMATION

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