Florida PALM
Planning, Accounting, and Ledger Management
Roll Call and Opening Remarks

Facilitator: Robert (Budd) Kneip, Chair
Review of June 20, 2017 Meeting Minutes
Facilitator: Melissa Turner
Florida PALM Project Update
Facilitators:
Eric Adair, David Gilmore, Carolyn Hicks,
Angie Robertson, Melissa Turner
## Florida PALM Project Update
### Budget – FY 2016-17 Spend Plan

#### FY 2016-2017 Spend Plan Summary
*As of June 30, 2017*

<table>
<thead>
<tr>
<th>Category</th>
<th>Projected</th>
<th>Incurred</th>
<th>Remaining Balance</th>
<th>% Remaining</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries and Benefits</td>
<td>$2,888,550</td>
<td>$2,486,770.18</td>
<td>$401,779.82</td>
<td>13.9%</td>
</tr>
<tr>
<td>Special Category</td>
<td>$3,572,105</td>
<td>$3,200,529.65</td>
<td>$371,575.35</td>
<td>10.4%</td>
</tr>
<tr>
<td>Risk Management Insurance</td>
<td>$3,504.00</td>
<td>$3,504.00</td>
<td>$0.00</td>
<td>0%</td>
</tr>
<tr>
<td>DMS Transfer</td>
<td>$8,387.00</td>
<td>$8,387.00</td>
<td>$0.00</td>
<td>0%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$6,472,546</td>
<td>$5,699,190.83</td>
<td>$773,355.17</td>
<td>11.9%</td>
</tr>
</tbody>
</table>
Florida PALM Project Update
Budget – FY 2017-18 Spend Plan

- Revised the format to enhance readability
- Added a new column to reflect “Remaining Release Available”
- Added Footnotes tab to provide additional information about particular items (but will continue to include Release Notes)
Florida PALM Project Update
Budget – FY 2017-18 Spend Plan

<table>
<thead>
<tr>
<th>Category</th>
<th>Released</th>
<th>Projected</th>
<th>Remaining Release Available</th>
<th>% Remaining</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries and Benefits</td>
<td>$5,908,410</td>
<td>$2,969,230.27</td>
<td>$2,939,179.73</td>
<td>48.75%</td>
</tr>
<tr>
<td>Special Category</td>
<td>$3,779,349</td>
<td>$2,293,751.47</td>
<td>$1,485,597.53</td>
<td>39.31%</td>
</tr>
<tr>
<td>Risk Management Insurance</td>
<td>$3,504</td>
<td>$3,504</td>
<td>$0.00</td>
<td>0.00%</td>
</tr>
<tr>
<td>DMS Transfer</td>
<td>$17,195</td>
<td>$17,195</td>
<td>$0.00</td>
<td>0.00%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$9,708,458</strong></td>
<td><strong>$5,283,680.74</strong></td>
<td><strong>$4,424,777.26</strong></td>
<td><strong>45.58%</strong></td>
</tr>
</tbody>
</table>
### FY 2017-2018 Spend Plan Summary

#### Special Category

<table>
<thead>
<tr>
<th>Purpose</th>
<th>Appropriated</th>
<th>Released</th>
<th>Projected</th>
<th>Remaining Release Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contract Support Services and Project Administration</td>
<td>$3,179,349</td>
<td>$3,179,349</td>
<td>$1,878,851.47</td>
<td>$1,300,497.53</td>
</tr>
<tr>
<td>IV&amp;V</td>
<td>$600,000</td>
<td>$600,000</td>
<td>$414,900</td>
<td>$185,100</td>
</tr>
<tr>
<td>DDI</td>
<td>$18,073,199</td>
<td>$0.00</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$21,852,548</strong></td>
<td><strong>$3,779,349</strong></td>
<td><strong>$2,293,751.47</strong></td>
<td><strong>$1,485,597.53</strong></td>
</tr>
</tbody>
</table>
Florida PALM Project Update

Risks and Issues

- Since the last ESC meeting, there have been no new risks or issues reported or closed.
- Risks and issues with high probability and impact will continue to be shared via monthly status reports and discussed (if necessary or as requested) with the ESC.
Florida PALM Project Update
Schedule – SSI ITN


- BPS Support Services Contractor review of DD2 reports *(Complete)*
- Administrative review of replies *(Complete)*
- Evaluation Team begin review of replies *(Complete)*
- Respondents conduct software demonstrations and team presentations *(Complete)*
- Evaluators complete scoring *(Complete)*
- Scores are compiled to establish competitive range *(Complete)*
Florida PALM Project Update
Schedule – SSI ITN

Negotiation Activities (4/18/2017 – 2/20/2018)

- Appoint negotiators *(In Progress)*
- Support negotiator strategy sessions
- Conduct negotiations
- Post Intent to Award
- Execute contract
Florida PALM Project Update

Scope – BPS FY 2017-18 Activities

- Process Analysis Documents
  - Develop a greater understanding of business processes, including interfaces and data
  - Develop process flows and narratives to document understanding

- Initial Draft of Recommended Statutory Changes
  - Support the development of the initial draft of statutory changes recommended by the ESC by June 1, 2018

- Agency Activities Timeline
  - Develop a tool to support planning of Project activities by identifying key activities agencies are involved in throughout a fiscal year
Florida PALM Project Update
Scope – BPS FY 2017-18 Activities

- Accounting Entries Analysis Template
  - Develop a template for use in capturing key accounting entries
  - Utilize template as part of the Process Analysis Documents

- Data Retention Analysis
  - Identify retention requirements for key transactions or financial data, which are supported by FLAIR and CMS

- Benefits Realization Analysis
  - Document expected benefits and identify measures for demonstrating realization of those expected outcomes
Florida PALM Project Update
Scope – OCM FY 2017-18 Activities

- Florida PALM Reader
  - Develop an internal communication channel to update the Project Team

- Stakeholder Terminology Standardization
  - Clarify and standardize stakeholder terminology used by the Project

- Website Standardization
  - Standardize terminology and content on Florida PALM website

- Case for Change
  - Develop What’s In It For Me (WIIFM) Statements
  - Develop messaging, presentations, and other materials
Florida PALM Project Update

Scope – OCM FY 2017-18 Activities

▶ Stakeholder Assessments
  ◦ Meet with agencies to gather information to augment Project activities and better understand the environment for change
  ◦ Meet with other stakeholder groups to develop relationships and obtain feedback

▶ DDI Website Strategy
  ◦ Review websites from other states with similar financial management system implementations
  ◦ Develop a strategy for using the Florida PALM website during DDI
Florida PALM Project Update
Scope – PMO FY 2017-18 Activities

- Revised Decision Management Strategy
  - Identify types of decisions and groups anticipated to participate/support in DDI
  - Consider how groups will align with current tiered structure
  - Acknowledge opportunities to empower and hold groups accountable

- Staffing Strategy
  - Explore options to staffing Project resources including FTEs, OPS, contractors, and interns

- Internship Strategy
  - Create approach for establishing an internship program to develop and access temporary resources
Florida PALM Project Update
Scope – PMO FY 2017-18 Activities

- Risk Quantification Strategy
  - Develop a framework for quantifying the impact of critical risks
  - Identify strategies to mitigate, monitor, and avoid risks based on likelihood of occurrence

- Website Enhancements
  - Implement updates to the Florida PALM website

- SharePoint Standardization
  - Re-evaluate current usage of the Project SharePoint site
  - Provide recommendations to management on consolidation and standardization
Florida PALM Project Update
Scope – SDS FY 2017-18 Activities

- Interface Inventory Analysis
  - Collect information to support integration development in future phases of the Project
  - Start creating traceability between listings of agency business systems and FLAIR and CMS interfaces

- Data Assessment
  - Collect information to support data activities in future phases of the Project
  - Support the Department in identifying data-related readiness activities
Florida PALM Project Update
Scope – SDS FY 2017-18 Activities

- Integration Point Gap Analysis - Cycle 3
  - Match the FLAIR and CMS interfaces with the integration points of the Business Process Models

- Monthly Support of OIT Interface Inventory Maintenance
  - Collaborate with OIT to support the ongoing maintenance of the OIT FLAIR/CMS Interface list
Voting Actions
Facilitator: Melissa Turner
Voting Actions

- Decision # 96: Identify Major Project Deliverables for FY 17-18
Independent Verification & Validation (IV&V) Assessment

Facilitator: Brian Eppig
IV&V Assessment
Monthly Assessment – July 2017

- IV&V evaluation focused on DDI readiness
  - FY 2017-18 planning completed and execution has begun
  - Tracks continuing to execute activities as planned

Overall Pre-DDI Execution Assessment Status

**Yellow** – Delay in start of negotiations
IV&V Assessment
DFS Readiness Assessment

- Performed in last quarter of FY 2016-17
  - Proactive review focused on the ability of DFS to meet likely needs of DDI
  - Independently reviewed capabilities and processes within Florida PALM Project and support divisions
    - OIT
    - Treasury
    - A&A
IV&V Assessment

DFS Readiness Assessment

- Assessment resulted in 11 individual recommendations with four main themes
  - Florida PALM should establish a formal process for requesting and tracking input from its DFS Stakeholders
  - The DFS Stakeholders should establish processes to notify Florida PALM of changes to policies, regulations, or other external activities which could have an impact on the Project
  - Florida PALM should establish expectations where known for DFS Stakeholder resource needs (e.g., subject matter experts)
  - The DFS Stakeholders should develop a plan and approach to support the likely requests from Florida PALM
Upcoming Activities
Facilitator: Melissa Turner
Upcoming Activities

- Support SSI ITN
- Execute DDI readiness activities across tracks
- Share plans for obtaining ESC approval of FY 17-18 Major Project Deliverables
New Business & Open Discussion
Facilitator: Melissa Turner
Next Meeting

*To Be Confirmed:*
Wednesday, August 30, 2017
Building 2, Room 1250
Contact Information

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myfloridacfo.com/FloridaPALM