

**Business
Process Standardization
Cycle 3 Requirements
Workgroup Summary Report
(I-OCM19)**

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Initial Draft	07/11/2016	Jonathan LaBeaud	N/A
Initial Review	08/02/2016	Angie Robertson, Janice Jackson, Robert Hicks	General comments and feedback
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Second Review	8/31/2016	Angie Robertson, Janice Jackson, Robert Hicks	
Edits	09/07/2016	Jonathan LaBeaud	Adoption of general comments and feedback

Executive Summary

During the BPS Cycle 3 Requirements Workgroups, the Florida PALM Project Team conducted a series of meetings and activities within the Budget and Payroll Process Areas. These activities were focused on developing the Cycle 3 Business Requirements, along with collaborating with stakeholder groups to standardize and update both the Budget and Payroll Process areas. The compiled Business Requirements are reflected in deliverable I-BPS2 while the Process Models are reflected in deliverable I-BPS3 and presented as part of the updated Level 2 Standardized Business Process Models - Version 2.0. The following provides background information for the Cycle 3 Requirements Workgroups within Budget and Payroll, along with additional discussion of the Workgroup objectives. It concludes with event logistics information, including high-level attendance statistics. Additional data tables and Workgroup supporting materials are included as appendices to this report.

For additional detailed information surrounding the Cycle 3 Business Requirements Overview and Methodology, please see Appendix C.

Background

Budget Process Area

As a result of the stakeholder's direction to allow additional time for the Budget Business Requirements review, these requirements were not assessed in the Cycle 2 Business Requirements review. Following the Cycle 2 review, the Cycle 3 Requirements Workgroups consisted of six meetings with key stakeholders reviewing the Florida PALM Budget Business Requirements, along with the Budget Business Process Model. Participants from these meetings included representatives from the Florida House, Florida Senate, Executive Office of the Governor-Office of Policy and Budget (EOG/OPB), Legislative Appropriation System/Planning and Budgeting Subsystem (LAS/PBS), Department of Financial Services (DFS), Department of Revenue (DOR), and Florida PALM Project team. Throughout the course of the Workgroup meetings, the Budget Business Process Model was reviewed and refined to better illustrate functionality and processes related to the Budget Business Requirements.

Following the Cycle 3 Budget Workgroups, State Agencies were given the opportunity to review the Budget Business Requirements and Budget Process Model and were asked to provide feedback during a four-week period during June and July, 2016. Appendix C provides information related to the responses and how that was reflected in each respective functional category.

Payroll Process Area

The Payroll Workgroup was formed in conjunction with DFS Auditing and Accounting (A&A) and Division of Information Systems (DIS) to review the Payroll Process Model and develop Payroll Business Requirements. As a result of the Workgroup's efforts, the Payroll Business Requirements were developed with specific items needed to incorporate into Florida PALM to cover both current functionality and future Payroll needs. Additionally, the Payroll Business Process Model was refined to include additional process areas. The new Payroll Business Requirements are specific items needed to incorporate into Florida PALM to cover both current functionality and future Payroll needs.

In efforts to create a preliminary collection of Payroll Business Requirements and to update the standardized Payroll Business Process Model, the Project team conducted Workgroup meetings. In a series of nine meetings throughout the months of April and May 2016, these internal Workgroup meetings included stakeholders from the Division of Auditing and Accounting (A&A), the Bureau of State Payrolls (BOSP), the Division of Information Systems (DIS), and members of the Florida PALM Project. These efforts culminated with 171 Payroll Business Requirements being developed and by June 30, 2016. In addition, meetings held with representatives from the People First team resulted in a Payroll Business Process Model that describes four key sub-processes within the Payroll Process Area.

After the preliminary development of both the Payroll Business Process Model and Payroll Business Requirements through the Workgroup meetings, a period of Agency review activities were conducted. Agencies were given the opportunity to submit questions, comments and suggestions over a four-week period between May and June 2016. An email was sent from Florida PALM to Agency representatives detailing where the Payroll Business Requirements and Payroll Business Process Model documents were hosted on the Florida PALM website, along with an invitation to two Workshops. These Payroll Workshops, which were held on June 1-2, 2016, in Tallahassee, gave options for participants to attend in person or virtually via conference call. Agencies were given the opportunity to review the 171 Payroll Business Requirements and Payroll Business Process Model flows beforehand, and were asked to provide feedback. In total, 47 Agency representatives attended the Workshops. For more detailed information, please see Appendix C.

Appendix A: Event Data

Workgroup Process Areas

Process Name	Acronym
Budget Preparation to Reversion	BUD
Payroll Hire to Separation	PAY

Table 1-Project Process Areas and Acronyms

Budget (BUD) Process Area Event Data

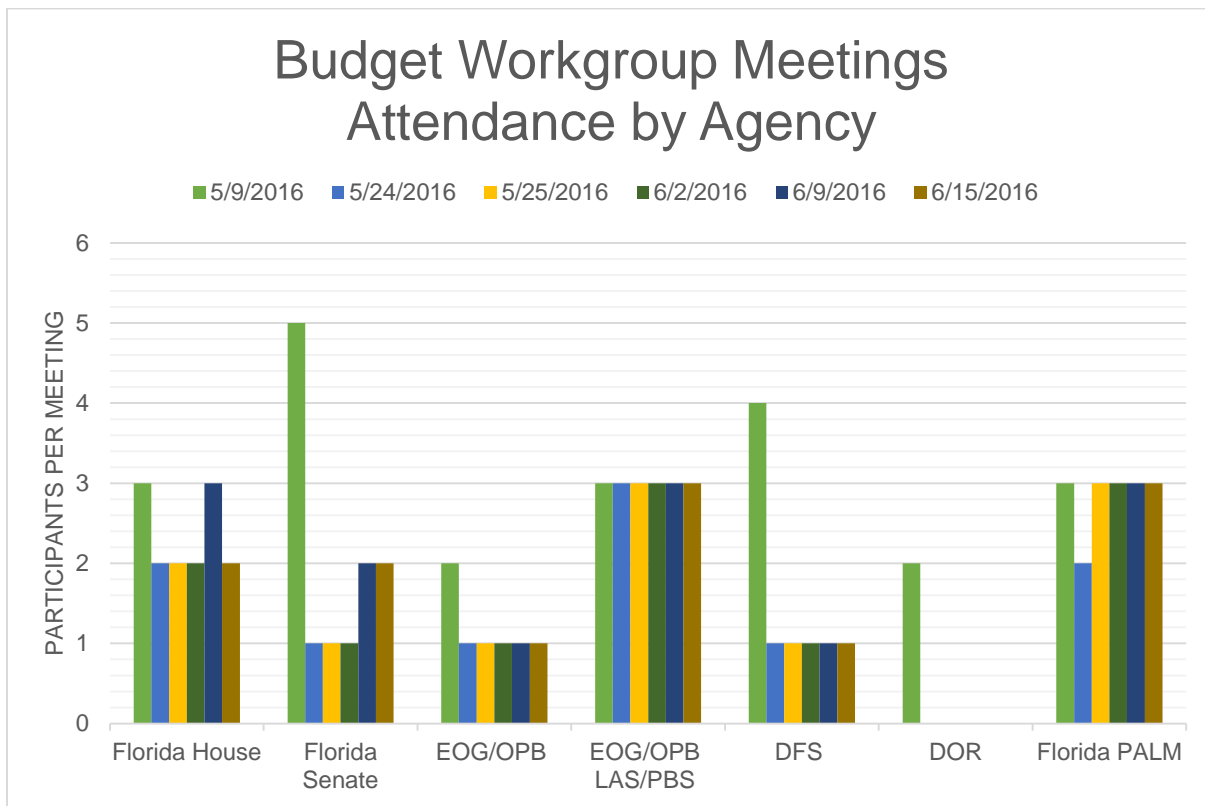


Figure 1-Budget Workgroup Participation by Agency

Process Area	Meeting 1	Meeting 2	Meeting 3	Meeting 4
Budget (BUD)	5/9/2016	5/24/2016	5/25/2016	6/2/2016
	Meeting 5	Meeting 6		
	6/9/2016	6/15/2016		

Table 2-Budget Meeting Minutes

Payroll (PAY) Process Area Event Data

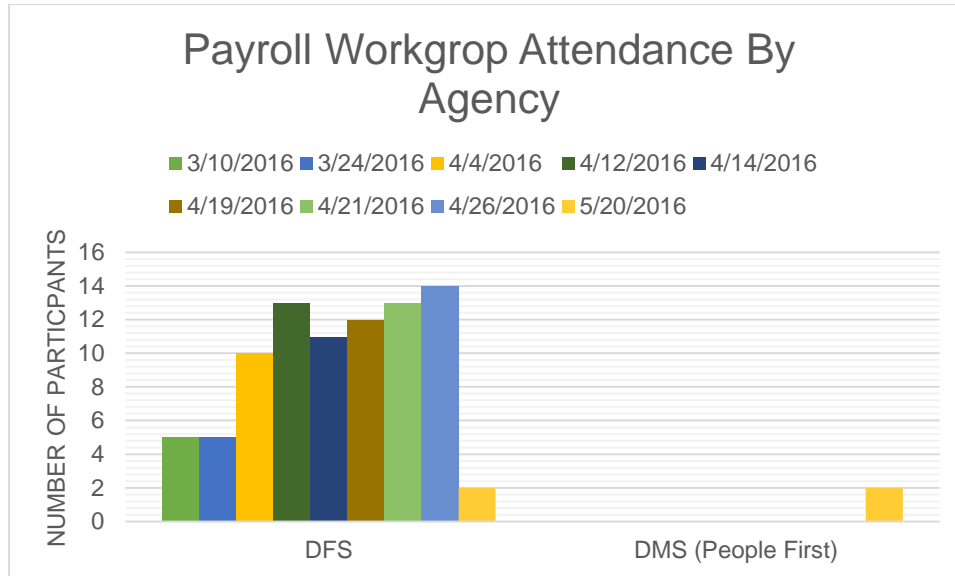


Figure 2-Payroll Workgroup Participation by Agency

Process Area	Meeting 1	Meeting 2	Meeting 3	Meeting 4
Payroll Hire to Separation (PAY)	3/10/2016	3/24/2016	4/4/2016	4/12/2016
	Meeting 5	Meeting 6	Meeting 7	Meeting 8
	4/14/2016	4/19/2016	4/21/2016	4/26/2016
	Meeting 9			
	5/20/2016			

Table 3-Payroll Workgroup Meeting Minutes

Appendix C: I-BPS2

[Cycle 3 Business Requirements Summary Report](#)

Appendix D: Cycle 3 Draft Budget Requirements

[Draft Cycle 3 Budget Business Requirements – Agency Review](#)

Appendix E: Cycle 3 Draft Payroll Requirements

[Cycle 3 Payroll Requirements – Agency Review](#)