Florida PALM
Planning, Accounting, and Ledger Management
EXECUTIVE STEERING COMMITTEE

DEPARTMENT OF FINANCIAL SERVICES

APRIL 22, 2020
PROJECT UPDATE

TANNER COLLINS, SCOTT FENNEL, PHILLIP HARMAN, DEANA METCALF, MELISSA TURNER, KIM YORK
Florida PALM Project Update

Risks and Issues

- Since the last ESC meeting, three new risks have been logged:
  - COVID19 restrictions impact on team, agency engagement, and workload
  - Health advisory restrictions may delay Project onboarding activities
  - Delays in completion of re-planning tasks may delay completion of re-planned Project schedule

- Since the last ESC meeting, two new issues have been logged:
  - Project Schedule is not committed for the new implementation approach *(now CLOSED)*
  - Some Accenture resources are not able to access secure bay to perform Project work

- Risks and Issues with a 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
### Budget – Fiscal Year 19–20

**FY 2019-2020 Spend Plan Summary**  
As of March 31, 2020

<table>
<thead>
<tr>
<th>Category</th>
<th>Projected FYTD</th>
<th>Incurred FYTD</th>
<th>Released FYTD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Special Category</td>
<td>$15,750,517</td>
<td>$13,909,895</td>
<td>$17,371,527</td>
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<tr>
<td>SSI Contract</td>
<td>$13,944,591</td>
<td>$12,244,091</td>
<td></td>
</tr>
<tr>
<td>Project Admin</td>
<td>$312,291</td>
<td>$292,513</td>
<td></td>
</tr>
<tr>
<td>Support Services</td>
<td>$812,125</td>
<td>$777,149</td>
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</tr>
<tr>
<td>IV&amp;V</td>
<td>$681,510</td>
<td>$596,142</td>
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</tr>
<tr>
<td>Salaries and Benefits</td>
<td>$3,907,613</td>
<td>$3,756,681</td>
<td>$6,464,626</td>
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<tr>
<td>DMS Transfer and Risk Management</td>
<td>$20,426</td>
<td>$20,426</td>
<td>$24,887</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$19,678,556</strong></td>
<td><strong>$17,687,002</strong></td>
<td><strong>$23,861,040</strong></td>
</tr>
</tbody>
</table>

Executive Steering Committee Meeting  
04/22/2020
Florida PALM Project Update

Fiscal Year

<table>
<thead>
<tr>
<th>2019/2020</th>
<th>2020/2021</th>
<th>2021/2022</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMS Wave</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adapt</td>
<td>Validate</td>
<td>Deploy</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Support</td>
</tr>
</tbody>
</table>

21 Months

- Interface Layouts and Inventories
- Models and Office Hours
- Configuration Workbooks

- Interface Preparation
- Interface Testing

- Build-Unit Test
- System Test
- Change Impact Workshops
- Role Mapping
- Model Office
- Leading Change Workshops
- User Acceptance Test
- Readiness/Cutover
- Deploy Readiness

Training Design and Build
Mock Delivery
Train-the-Trainer
Training Delivery
User Support

Key:
- Interfaces
- Business Processes
- Configurations
- Build
- Testing
- Readiness
- Training
- Go-Live

Executive Steering Committee Meeting
04/22/2020
Florida PALM Project Update

Scope

- FY19-20 Objectives Update
  - Complete Interim Process Models
  - Conduct Training Needs Assessment
  - Confirm Chart of Accounts design, including crosswalk
  - Complete detailed design and configuration
  - Identify required interfaces and confirm layouts
  - Identify conversions and associated cleansing opportunities
  - Establish non-production infrastructure and environments
  - Confirm Production Support Strategy

Florida PALM Project Update

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Florida PALM Project Update

Scope

» 2020 Proviso (HB5001) – Reporting

- The project shall provide quarterly reports to state agencies on the design, development, and implementation of reporting functionality.

- By January 1, 2021, the Department of Financial Services shall provide the status of current Florida Accounting Information Resource (FLAIR) reports and data that will be retained in the [Florida] PALM system.
The [Project’s] operational work plan shall include, but not be limited to

- (1) the project tasks to be completed by all state agencies that are necessary for remediation of their systems impacted by the [Florida] PALM project, and
- (2) the tasks and deliverables needed to retain the current historical reporting functionality provided by the FLAIR Information Warehouse and inclusive of [Florida] PALM data.
Florida PALM Project Update

Scope

- 2020 Proviso (HB5001) – Status

  - Each [Project] status report must also provide an update on the progress and cost of each system interface and agency application remediation task, as provided by agencies, required for deployment of PALM functionality scheduled through December 31, 2022.
Florida PALM Project Update

Scope

- CMS Wave Office Hours
  - Business Process Models
  - Interfaces
  - Configuration

- Conducted through GoToMeeting on April 1 – 2, April 7 – 8
  - 27 organizations participated
  - 161 participants
Florida PALM Project Update

Scope

- Interface Layouts
  - 9 of 9 have been shared with agencies
  - Agencies have an opportunity to review the layouts
  - Agencies requested to identify agency business systems using the layouts by April 24
Florida PALM Project Update

Scope

- Configuration Workbook
  - Fund configuration workbooks shared with agencies
    - Provides FLAIR fund values mapped to the Florida PALM fund values
    - Agencies confirm mapped values and provide comments by May 27
  - Bank Information configuration workbooks will be shared in the fall
    - Requests bank account information for bank accounts not managed by Treasury
Florida PALM Project Update

Scope

- Solution demonstration – Entering a Deposit
Florida PALM Project Update

Scope

- Readiness Update
  - Published updated MRW to the Project’s [website](#)
  - Conducted [CCN Town Hall](#) GoToMeeting on April 9
  - Agencies are gathering cash management procedures
  - Preparing for the second iteration of the Readiness Survey
  - Agencies confirming Change Champion Network members
Florida PALM Project Update

Scope

- Treasury updates
  - Balance of limited staff/hours and meeting deadlines
  - Florida PALM current and upcoming tasks
Florida PALM Project Update

Scope

- Florida Department of Environmental Protection
  - Organizational readiness and project management
INDEPENDENT VALIDATION AND VERIFICATION (IV&V)

CONTENT PROVIDED BY MARK FAIRBANK
## IV&V Assessment

### March 2020 Reporting Period

<table>
<thead>
<tr>
<th>Overall Status</th>
<th>Current Period</th>
<th>Prior Period</th>
<th>Overall Trend</th>
<th>Observations</th>
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<tbody>
<tr>
<td></td>
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<td>• The DDI Phase has been rescheduled to adjust phases. Observed planning activities are consistent with the Project Management Plan and standard practices.</td>
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<td>• As part of a multi-faceted organizational change management program, the Project regularly conducts proactive communications to stakeholders, including partner system organizations such as FFMIS and state agencies. The Project has made good use of available technologies to support remote operations during the COVID-19 emergency.</td>
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<td>• The rescheduling provides extended time for many activities to be completed. This should enable the Project to secure commitment from partner system organizations and agencies to fulfill critical dependencies. Otherwise, there is a risk to the schedule.</td>
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<td>• Risks and Issues are being managed proactively and with an appropriate sense of urgency. The Project is actively managing risk to execution of project activities and the implementation schedule.</td>
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<td>• The risk associated with turnover in key positions remains high, as the Project has experienced such, and the multi-year, multi-phase implementation approach increases the probability of occurrence.</td>
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<td>• The Project trend is stable as work toward executing the statement of work and producing deliverables is proceeding according to plan.</td>
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</tbody>
</table>
The Project achieved two important objectives essential to maintaining agency engagement and responding to the situations presented by the COVID-19 national emergency.

- Established a committed schedule through May 2020 and as a result update and publish the Master Readiness Workplan (MRW) for agency use.
- Created a comprehensive schedule of CMS Wave activities through July 2021 with a detailed focus on planned activities through October 2020.

This represents significant progress following the decision earlier this year to adopt a revised approach to the phasing of the implementation.

- Activities for subsequent Waves to replace Central FLAIR, Payroll, and Departmental FLAIR are also identified and scheduled, as they occur in parallel with the initial CMS Wave.
Dependency on staff from DFS and other agencies is most critical to designing and developing the functionality of Florida PALM that will interface with FLAIR and agency business systems during the transition state.

Design details for interfaces, as well as data conversion, appear to be for the most part known and understood by the Project.

- With that information, the project team should be able to complete designs and begin development of outbound interfaces and conversion programs.
- Some aspects of functionality required for interfacing with FLAIR depend on knowledge of and expertise with FLAIR coding.

If resource unavailability persists, the Project may incur delays to the development of functionality needed to interface with FLAIR and agency business systems.
UPCOMING

MELISSA TURNER
Florida PALM Project Update

Upcoming

- Readiness Indicators – help understand an agency’s and/or enterprise partner’s preparedness to transition to the Solution

**People**
- Roles & Responsibilities
- Knowledge & Skills

**Process**
- Internal Operating Procedures
- Reference Documentation

**Technology**
- Interfaces
- Security
- Data

**Project Management**
- Master Readiness Workplan (MRW) tasks
- Schedule
- Status
Florida PALM Project Update

Upcoming

- Review and confirm purpose of readiness indicators
- Review proposed readiness indicators
- Provide guidance and input
- Confirm readiness indicators and reporting mechanism
Florida PALM Project Update

Upcoming

- Ready for RICEFW Build for CMS Wave Go/No-Go Decision
  - Scheduled for ESC approval: May 27
  - Cash Management business process models have been confirmed
  - RICEFW inventory has been delivered
  - Chart of Accounts has been finalized and shared with agencies
  - Master Readiness Workplan has been updated and shared with agencies
  - Environments have been established
  - Interface Layouts are being shared with agencies

- Resource needs for FY 21/22 should be underway by agencies to support fall 2020 LBR submission
Next Scheduled Meeting

May 27, 2020
Location/format to be determined
CONTACT INFORMATION

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MyFloridaCFO.com/FloridaPalm