

Florida **PALM**

Planning, Accounting, and Ledger Management



Executive Steering Committee Meeting

Department of Revenue
Building 2, Room 1250
February 22, 2017



Roll Call and Opening Remarks

Facilitator: Robert (Budd) Kneip, Chair



Review of January 25, 2017 Meeting Minutes

Facilitator: Melissa Turner



Florida PALM Project Update

Facilitators: David Gilmore,
Danielle Kosberg, & Melissa Turner



Florida PALM Project Update

Budget

FY 2016-2017 Spend Plan Summary As of January 31, 2017

Category	Projected	Incurred	Remaining Balance	% Remaining
Salaries and Benefits	\$2,888,550.00	\$1,415,479.20	\$1,473,070.80	51%
Special Category	\$3,572,105.00	\$1,694,950.75	\$1,878,154.25	53%
Risk Management Insurance	\$3,504.00	\$3,504.00	\$0	0%
DMS Transfer	\$8,230.50	\$6,290.25	\$2,096.75	25%
Total	\$6,472,389.50	\$3,120,224.20	\$3,353,321.80	52%



Florida PALM Project Update

Risks and Issues

7

- ▶ Closed two risks since last ESC meeting related to ITN responses and securing key support staff
- ▶ There were no new risks or issues reported since last ESC meeting
- ▶ Risks 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

Scope (DDI Readiness Activities)

- ▶ Continued preparing for knowledge transfer to Project Team on Level 2 Standardized Business Process Models
- ▶ Continued analyzing new DecisionDirector tool for fit to support revised vendor responses to requirements during negotiation
- ▶ Began executing activities identified in the OCM Pre-SSI Strategic Plan
- ▶ Continued evaluating Project Support Tools
- ▶ Continued updating the Data Management Plan (DMP)



Florida PALM Project Update

Scope (DDI Readiness Activities)

- ▶ Project Management Plan (PMP)
 - Rolled-out to Project Team in waves beginning in September 2015
 - All Project Team members receive PMP training as part of onboarding
 - Currently updating PMP to consolidate standards and procedures



Florida PALM Project Update

Scope (DDI Readiness Activities)

Quality Management

▶ Deliverable Quality

- Sets the standards for deliverables
- Contains:
 - Deliverable Expectation Document (DED)
 - Author's Deliverable Review (Peer Review)
 - Pre-Submission QC Review
 - Deliverable Review



Florida PALM Project Update

Scope (DDI Readiness Activities)

11

Quality Management

▶ Service Quality

- Sets the standards for services provided by contractors
- Includes:
 - Communication
 - Availability
 - Recommendations which have a positive value
 - Timeliness
 - Professionalism



Florida PALM Project Update

Scope (DDI Readiness Activities)

- ▶ Performance Management
 - Describes how the Project will measure its performance
 - Identifies a standard set of measures
 - Defines the processes used for collecting data, calculating measures, and reporting



Florida PALM Project Update

Scope (DDI Readiness Activities)

- ▶ Oversight Analysis
 - Executive Summary
 - Explains oversight purpose and background
 - Identifies reporting entities
 - Quarterly Scorecard
 - Compares AST, IV&V, and Project performance assessment findings
 - Will be published on the Florida PALM website



Florida PALM Project Update

Schedule (SSI ITN)

14

Evaluation Activities (1/25/2017 – 4/17/2017)

- ▶ BPS Support Services Contractor review of DD2 reports **(Complete)**
- ▶ Administrative review of replies **(Complete)**
- ▶ Evaluation Team begin review of replies **(In progress)**
- ▶ Respondents conduct software demonstrations and team presentations
- ▶ Evaluators complete scoring
- ▶ Scores are compiled to establish competitive range



Florida PALM Project Update

Schedule (SSI ITN)

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

- ▶ Appoint negotiators
- ▶ Prepare for negotiations
- ▶ Support negotiator strategy sessions
- ▶ Conduct negotiations
- ▶ Post Intent to Award
- ▶ Execute contract



Independent Verification & Validation (IV&V) Assessment

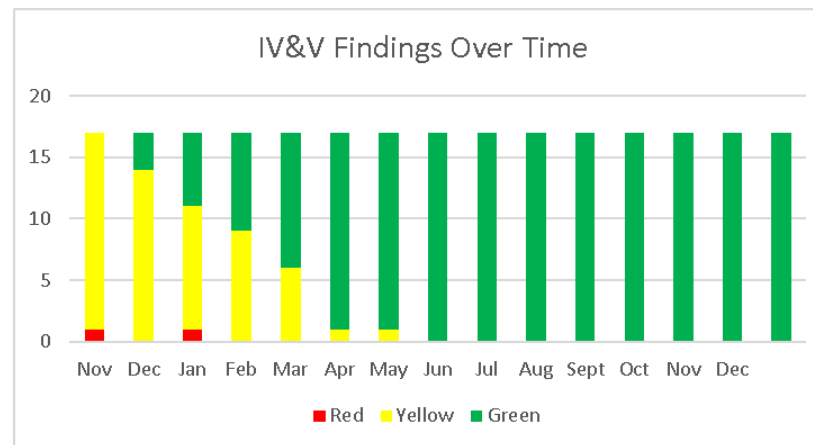
Facilitator: Brian Eppig



IV&V Assessment

Results – January 2017

- ▶ IV&V evaluation focused on DDI readiness
 - Project continuing to evolve and improve internal operations
 - Functional Tracks continuing to execute activities as planned; OCM, SDS, BPS



IV&V Assessment

Upcoming Focus

- ▶ Continue to focus on DDI Readiness
 - Managing impacts of procurement support
 - Executing project strategy and plan to ready the State to support implementation
 - OCM
 - SDS
 - BPS



Upcoming Activities

Facilitator: Melissa Turner



Upcoming Activities

- ▶ Support SSI ITN
- ▶ Execute DDI readiness activities across tracks
 - Conduct knowledge transfer to Project Team on Level 2 Standardized Business Process Models
 - Execute activities identified as part of the OCM Pre-SSI Strategic Plan
 - Conduct one-on-one meetings with ESC members to discuss the DMP



New Business & Open Discussion

Facilitator: Melissa Turner



Next Meeting

Wednesday, May 24, 2017
Building 2, Room 1250

*March and April meetings canceled to
accommodate Legislative session*



Contact Information

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