

Florida **PALM**

Planning, Accounting, and Ledger Management



Executive Steering Committee Meeting

Department of Revenue
Building 2, Room 1250
December 14, 2016



Roll Call and Opening Remarks

Facilitator: Robert (Budd) Kneip, Chair



Review of October 26, 2016 Meeting Minutes

Facilitator: Melissa Turner



Florida PALM Project Update

Facilitator: Melissa Turner



Florida PALM
Planning, Accounting, and Ledger Management

Florida PALM Project Update

Risks and Issues

- ▶ Closed 7 risks since last ESC meeting related to expectations for ESC during procurement phase, ESC approval of solicitation related documents, securing funding release, and combining multiple risks
- ▶ Created 1 risk related to FY2017-18 Proviso 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
- ▶ Issue reported on in October related to the Business Case was closed as deliverable was submitted on time



Florida PALM Project Update

Budget

7

- ▶ Obtained approval and subsequent release of Budget Amendment for the ESC-approved Business Requirements (\$2,305,046)
- ▶ As of 11/30/2016, the Project has incurred \$2,285,946.82 and issued payments for \$1,620,994.52
- ▶ The Project is in the process of re-baselining the Spend Plan to show revised projections for January – June 2017



Florida PALM Project Update

Scope (Business Case)

- ▶ Section 6, line item 2317A of the 2016 General Appropriations Act (GAA) included Proviso for Florida PALM to contract with a third party to “complete the business case for maintaining any of the agency business systems identified in the Florida Department of Financial Services Florida Accounting and Information Resource (FLAIR) Study, version 031, after the FLAIR subsystem and the Cash Management System (CMS) are replaced.”



Florida PALM Project Update

Scope (Business Case)

- ▶ Per the language in Proviso, the Business Case included the following:
 - A detailed description of the functionality provided by the agency business system;
 - Confirmation that the agency business system's functionality is not planned to be included in the replacement of the FLAIR subsystem and CMS; and
 - Documentation including federal and state law, rule, or policy, which validates that the agency is required to maintain the functionality currently provided by the agency business system instead of modifying its business processes.



Florida PALM Project Update

Scope (Business Case)

- ▶ CAI briefed House, Senate, and Governor's Office staff on 11/29/2016
- ▶ Key takeaways
 - Analysis focused on overlapping functionality
 - Business Requirements were used as basis for functional overlap
 - Data on agency systems doubled from FLAIR Study
 - The State should wait for selection of SSI to continue overlap analysis
 - The State should expect to see agencies submit funding requests to transition to Florida PALM
 - The Project is working on communication of results to agencies



Florida PALM Project Update

Scope (Pre-DDI Activities)

For the remainder of the Pre-DDI phase, the Team will be focused on the following set of activities:

- ▶ Execute the SSI ITN
- ▶ Continue DDI readiness activities across all tracks



Florida PALM Project Update

Schedule (SSI ITN)

Solicitation Activities (11/1/2016 – 1/24/2017)

- ▶ Posted ITN
- ▶ Conduct Vendor Q&A
- ▶ Develop Evaluation Strategy
- ▶ Develop Evaluation Training/Templates/Reports
- ▶ Appoint Evaluators
- ▶ Conduct Evaluator Training
- ▶ Obtain Vendor Responses



Florida PALM Project Update

Schedule (SSI ITN)

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

- ▶ BPS Support Services Contractor review of DD2 reports
- ▶ Administrative Review of replies
- ▶ Evaluation Team begin review of replies
- ▶ Respondents conduct software demonstrations and team presentations
- ▶ Evaluators finish scoring
- ▶ Scores are compiled to establish competitive range



Florida PALM Project Update

Schedule (SSI ITN)

Negotiation Activities (4/18/2016 – 2/20/2018)

- ▶ Appoint Negotiators
- ▶ Develop Negotiation Strategy
- ▶ Conduct Negotiator Strategy sessions
- ▶ Conduct Negotiations
- ▶ Post Intent to Award
- ▶ Execute contract



Florida PALM Project Update

Schedule (BPS DDI Readiness)

- ▶ Collaborate with other States and universities to learn about their financial management solution functionality
- ▶ Conduct knowledge transfer to other Tracks on Level 2 Standardized Business Process Models
- ▶ Evaluate new DecisionDirector tool for fit to support revised vendor response to requirements during negotiation



Florida PALM Project Update

Schedule (OCM DDI Readiness)

- ▶ Focus on 7 key areas:
 - ▶ Florida PALM Journey Planning and Management
 - ▶ Vision and Case for Change
 - ▶ Stakeholder Analysis and Engagement Planning
 - ▶ Business Readiness and Resistance Management
 - ▶ Change Impact Analysis
 - ▶ Benefits, Realization, Change Metrics and Feedback Mechanisms
 - ▶ Cross-Track Coordination and Knowledge Transfer



Florida PALM Project Update

Schedule (PMO DDI Readiness)

- ▶ Update Project Management Plan
- ▶ Evaluating Project Support Tools
- ▶ Working with BPS, OCM, and SDS in planning activities and updating the Master schedule



Florida PALM Project Update

Schedule (SDS DDI Readiness)

- ▶ Collaborate with other States and universities to learn about technical challenges of their financial management solution
- ▶ Develop a Pre-DDI Enterprise Architecture Work Plan
- ▶ Develop the FLAIR/CMS Conceptual Data Model (CDM)
- ▶ Develop an Integration Gap Analysis
- ▶ Develop the Pre-DDI Data Management Plan (DMP)



Florida PALM Project Update

Schedule (PCR25)

- ▶ Project Change Request (PCR) 25 – A request to move the DMP approval date to May 31, 2017
- ▶ PCR would allow for:
 - Development time to incorporate updates suggested by the Project's Data Architect Support Services Contractor
 - Review time with key Stakeholders
 - Review time for Executive Steering Committee prior to approval
 - Fulfillment of Proviso



Voting Actions

Facilitator: Melissa Turner



Voting Actions

- ▶ Approval of Project Change Request (PCR) 25:
Data Management Plan Schedule



Independent Verification & Validation (IV&V) Assessment

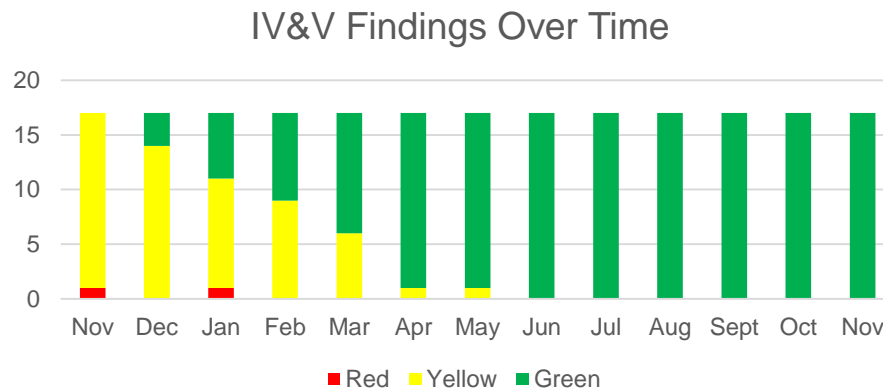
Facilitator: Brian Eppig



IV&V Assessment

Results – October and November 2016

- ▶ Focus on Procurement Execution
 - ITN Evaluation Strategy and Planning
 - Evaluation Support
- ▶ Project and Pre-DDI Planning



IV&V Assessment

Upcoming Focus

- ▶ ITN Evaluation and Negotiation Planning
 - Developing Evaluation Strategy
 - Planning for Negotiation Strategy
- ▶ Begin to focus on DDI Readiness
 - Inclusion of stakeholders
 - Activity identification and prioritization
 - Planning for resources and ramp-up
 - Communicating around uncertainty



Upcoming Activities

Facilitator: Melissa Turner



Upcoming Activities

- ▶ Support SSI ITN
- ▶ Execute DDI readiness activities across tracks



New Business & Open Discussion

Facilitator: Melissa Turner



Next Meeting

Wednesday, December 28

or

Wednesday, January 25

To Be Confirmed By ESC



Contact Information

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