

# Florida **PALM**

Planning, Accounting, and Ledger Management



# EXECUTIVE STEERING COMMITTEE

DEPARTMENT OF REVENUE  
BUILDING 2  
APRIL 25, 2018



# ROLL CALL AND OPENING REMARKS

FACILITATOR: RYAN WEST, CHAIR



# REVIEW OF MARCH 28, 2018 MEETING MINUTES

FACILITATOR: MELISSA TURNER



# FLORIDA PALM PROJECT UPDATE

FACILITATOR:  
MELISSA TURNER



# Florida PALM Project Update

## Budget – FY 2017-18 Spend Plan

### FY 2017-2018 Spend Plan Summary As of March 31, 2018

Category	Projected	Incurred	Remaining Balance	% Remaining
Salaries and Benefits	\$3,033,104.88	\$2,162,707.49	\$870,397.39	29%
Special Category	\$2,311,692.03	\$1,653,646.13	\$658,045.90	28%
Risk Management Insurance	\$3,304.00	\$3,304.00	\$0.00	0%
DMS Transfer	\$16,770.00	\$12,577.50	\$4,192.50	25%
<b>Total</b>	<b>\$5,364,870.91</b>	<b>\$3,832,235.12</b>	<b>\$1,532,635.79</b>	<b>29%</b>



# 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 – Readiness Activities

- ▶ Processed PCR 28
  - Accounted for additional capacity by the Project Team
  - Extended acceptance date for one deliverable
  - Added two deliverables
    - Benefits Register Template
    - Technical Naming Standards Approach





# Florida PALM Project Update

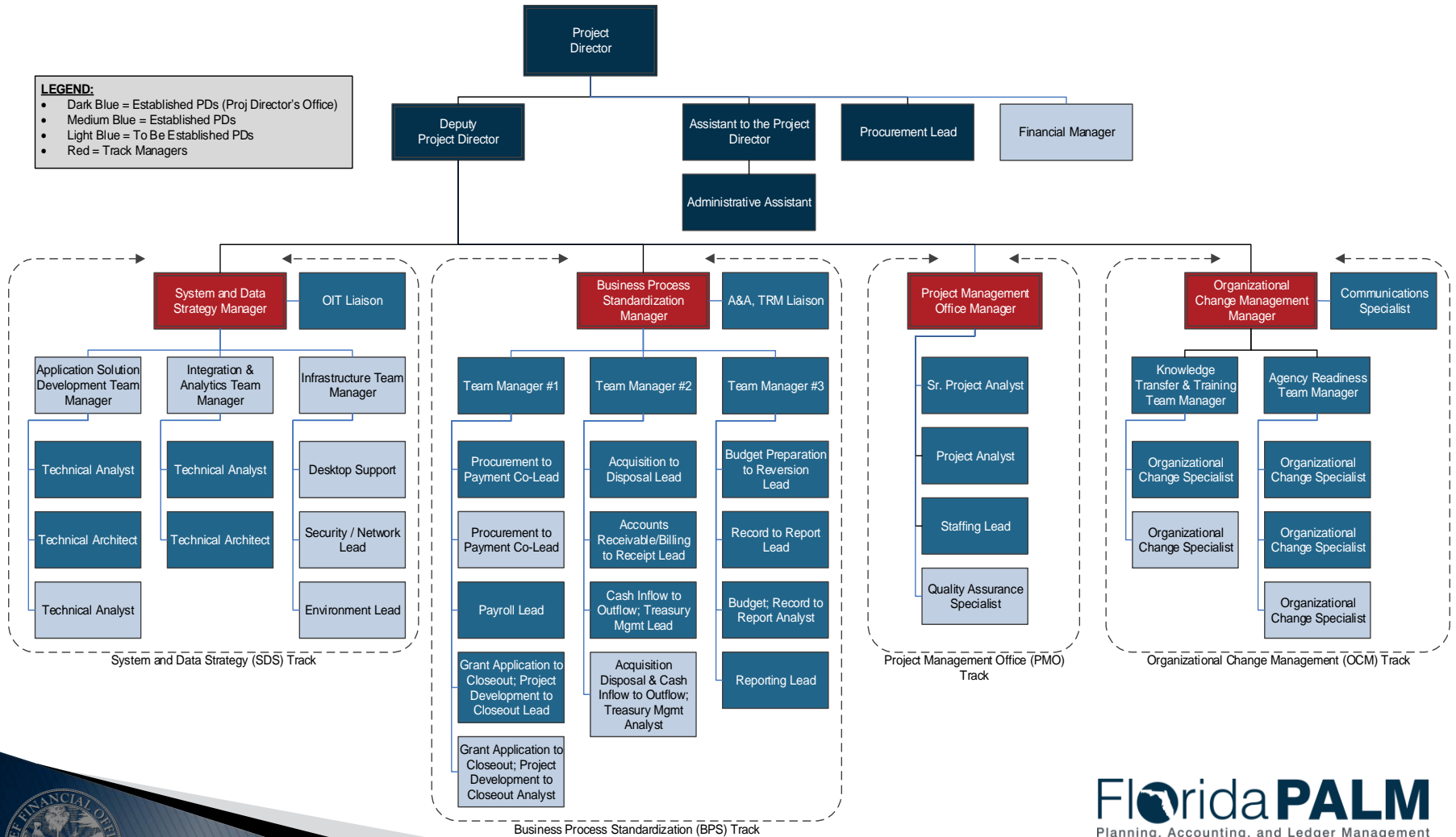
## Schedule – SSI ITN

- ▶ Negotiation Activities (04/18/2017 – 06/20/2018)
  - Appoint negotiators (08/16/2017)
  - Support negotiator strategy sessions (***In Progress***)
  - Conduct negotiations (***In Progress***)
  - Make recommendation
  - Post Intent to Award
  - Execute contract



# Florida PALM Project Update

## Scope – Project Organization Updates



# Florida PALM Project Update

## Scope – Accomplishments

- ▶ Conducted Stakeholder Assessments with 16 entities
  - *Administrative Hearings*
  - Agriculture and Consumer Services
  - *Children and Families*
  - *Elder Affairs*
  - Environmental Protection
  - Financial Services
  - Highway Safety and Motor Vehicles
  - Health
  - Legal Affairs
  - Lottery
  - Management Services
  - Military Affairs
  - Professional and Business Regulation
  - *Public Service Commission*
  - Revenue
  - State



# Florida PALM Project Update

## Scope – Accomplishments

- ▶ Continued development of Process Analysis Documents
  - Ongoing collaboration with DFS Divisions/Offices, agencies, and FFMIS partners to gain a further understanding of key business processes across 10 Process Areas
  - Closed out 15 business processes and provided final documents to contributing entities
  - Continued development of 24 additional business processes



# Florida PALM Project Update

## Scope – Accomplishments

- ▶ Accepted Benefits Realization Management Strategy
- ▶ Prepared Major Project Deliverable for ESC approval
  - Conducted remaining one-on-one meetings with ESC members
  - Finalized draft document for ESC review/approval



# VOTING ACTIONS

FACILITATOR: MELISSA TURNER



# Voting Actions

- ▶ Approval of Major Project Deliverable – Initial Draft Recommendations of Statutory Changes



# INDEPENDENT VERIFICATION AND VALIDATION (IV&V) ASSESSMENT

FACILITATOR: GRAEME FINLEY





# IV&V Assessment

## DFS Readiness Assessment Update

- ▶ Complete for Q3 of FY 2017-18
  - 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
- ▶ Eight of eleven original recommendations completed and being monitoring
- ▶ Nearly complete
  - Florida PALM to develop a formal process for requesting and tracking input from its DFS Stakeholders
  - DFS Stakeholders should establish and provide a business calendar that identifies peak operational periods
- ▶ In Process
  - DFS Functional Stakeholders should initiate a data quality review for the data elements most likely to be required by Florida PALM



# IV&V Assessment

## Monthly Assessment – March 2018

- ▶ IV&V evaluation focused on Project and Department DDI readiness
  - Pre-DDI activity execution progressing as expected
  - Focus continues to be on better understanding current state

### Overall Pre-DDI Execution Assessment Status

**Green**

On track per current timeline



# IV&V Assessment

## Changing Gears – Transition to DDI

- ▶ Pre-DDI formed the foundation
  - Project Vision: definition and goals
  - Team structure: organization, roles, and responsibilities
  - Solution Selection: software and system integrator
- ▶ Leverage the Florida PALM culture
  - Open and direct communication
  - External / service orientation
  - Adherence and compliance with policies
  - Team development focus



# IV&V Assessment

## Critical Success Factor – Decision Making

- ▶ Frequent drivers of ERP project success:
  - Effective governance
  - Sponsor support and commitment
  - User buy-in and adaptation to new processes
  - *Ability to make and stick to decisions is a common factor in all of the above*
- ▶ Questions to Answer before Making a Decision
  - Do you have enough information to make a decision?
  - Have all stakeholders weighed in?
  - Do the benefits out-weigh cost, and/or schedule impact?
  - Does the decision increase or decrease risk?
  - Does this decision align with the Project vision and goals?



# UPCOMING ACTIVITIES

FACILITATOR: MELISSA TURNER



# Upcoming Activities

- ▶ Continue work on:
  - Reporting Workgroup Strategy
  - Case for Change Materials
  - Stakeholder Assessments
  - Florida PALM DDI Website Strategy
  - Knowledge Transfer Sessions with the Project Team
  - Integration Point Gap Analysis – Cycle 3
  - Data Assessment
  - Reporting Inventory Analysis
  - Technical Naming Standards Approach
  - Internship Strategy for Florida PALM
  - Pre-DDI Closeout Plan
  - Communication Exchange Hub Analysis
  - Benefits Register Template
- ▶ Support SSI ITN



# NEW BUSINESS & OPEN DISCUSSION

FACILITATOR: MELISSA TURNER



# NEXT MEETING

WEDNESDAY, MAY 23, 2018  
BUILDING 2, ROOM 1250





# CONTACT INFORMATION

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