COLLABORATION MEETING

State of Mississippi
Thursday, December 8, 2016
The State’s main Accounting and Financial Management Applications

- FLAIR – Florida Accounting Information Resource System
  - The State’s accounting and financial system, used by 34 agencies
  - The core technology for FLAIR was developed in the 1970s and implemented in the 1980s
  - More than 400 “compensating systems and agency unique processes” interface with or perform additional functions that FLAIR may not do the way the agency would like or does not do at all

- CMS – Cash Management System
  - A collection of business systems used to manage the State’s treasury functions
  - Built on solid but older technology
Florida PALM Project Overview

The FLAIR Study

- 2013 GAA Proviso set forth the requirement that a study (the FLAIR Study) be performed to provide recommendation on one of four options to either enhance or replace FLAIR.

- The FLAIR Study was released in March 2014.

- The conclusion of the FLAIR Study was that the State of Florida should pursue the replacement of FLAIR and CMS with a “Commercial off the Shelf” (COTS) Enterprise Resource Planning (ERP) solution for the financial management processes to support the constitutional obligations of the CFO.

- The 338 page FLAIR Study provides very detailed analysis and information, including recommendations for many aspects of project planning.
Florida PALM Project Overview

Project Vision

Implement a statewide financial management system that enforces standardization, acts as a scalable foundation to evolve as business needs change, and positions Florida for future innovation as it considers true enterprise-wide solution.
Florida PALM Project Overview

Solution Goals

- Reduce the state’s risk exposure by harnessing modern financial management technology built on the premises of scalability, flexibility, and maintainability.
- Improve state and agency specific decision making by capturing a consistent and an expandable set of data.
- Improve the state’s financial management capabilities to enable more accurate oversight of budget and cash demands today and in the future.
- Improve productivity, reduce operational complexity and increase internal controls by enabling standardization and automation of business processes within and between DFS and agencies.
Florida PALM Project Overview

Project Organization

- SDS - Systems & Data Strategy (Technology)
- PMO - Project Management Office (Project) – combined with the procurement Track identified in the FLAIR Study
- BPS - Business Process Standardization (Process)
- OCM - Organizational Change Management (People) – combined with the workforce transformation Track identified in the FLAIR Study
Florida PALM Project Overview

Governance

Executive Office of the Governor
- Committee Member
- Chief of Staff (Robert Kneip)
- Committee Chair and Executive Sponsor

Department of Environmental Protection
- Committee Member
- Director of Accounting and Auditing (Christina Smith)
- Division of Information Services Committee Member

Department of Management Services
- Committee Member
- Director of Children and Families (Charles Ghini)

Department of Transportation
- Committee Member
- Director of Treasury (Bert Wilkerson)

Department of Revenue
- Committee Member
- Director of Accounting and Auditing (Christina Smith)

Department of Financial Services
- Committee Member
- Deputy CFO (Paul Whitfield)
- IV&V Support Staff Committee Member

Executive Steering Committee

Project Sponsors
- Chief Information Officer (Charles Ghini)
- Deputy CFO (Paul Whitfield)
- Director of Accounting and Auditing (Christina Smith)

Florida PALM Project Team

Project Director: Melissa Turner
- Deputy Project Director: Danielle Kosberg

Staff
- SDS Track: Eric Adair
- SDS Manager
- BPS Track: Angie Robertson
- BPS Manager
- PMO Track: David Gilmore
- PMO Manager
- OCM Track: Carolyn Hicks
- OCM Manager

Florida PALM Planning, Accounting, and Ledger Management

Mississippi Collaboration Meeting 12/08/2016
Florida PALM Project Overview

Project Phases

- Pre-Design, Development, and Implementation (Pre-DDI)
- Design, Development and Implementation Phases
Florida PALM Project Overview

Process Areas

- Accounts Receivable / Billing to Receipt (ARB) – billing and receiving payments
- Asset Requisition to Disposal (A2D) – recording, depreciating, and reporting on assets
- Budget Preparation to Reversion (BUD) – budget management lifecycle from request to reversion
- Cash In-Flows to Out-Flows (CSH) – verifying deposits, reconciliation, tracking receipts and warrants, and cash reporting
- Grant Application to Closeout (GAC) – establishing, managing, and reporting on grants
Florida PALM Project Overview

Process Areas

- Payroll Hire to Separation (PAY) – financial transactions related to accounting for employee salary and benefits
- Procurement to Payment (P2P) – purchasing and paying for goods and services
- Project Development to Closeout (PJT) – establishing, managing, and reporting on projects
- Record to Report (R2R) – establishing ledger coding and record keeping through financial reporting
- Treasury Management (TRM) – treasury functions required to manage and maintain custody of cash and investment resources
Florida PALM Project Overview
Selected Project Timeline

- Jul 2014: FLAIR Study Released
- Sep 2014: First BPS Track Team Member Assigned
- Sep 2014: First Project Team Member Assigned
- Sep 2014: First PMO Track Team Member Assigned
- Oct 2014 - Feb 2015: Level 1 Requirements Workgroups
- Feb 2015: BPS Contractor On board
- Mar 2015: First OCM Track Team Member Assigned
- Mar 2015: PMO Support (1) Contract Executed
- Mar 2015: SSI Procurement Support Legal Counsel Contract Executed
- Apr 15 - May 15: Level 2 Requirement Workgroups Conducted
- Apr 2015: First SDS Track Team Member Assigned
- June 2015: Level 2 Workshops Conducted
- June 2015: Procurement Support Legal Counsel Contract Executed
- Jun 2015: Procurement Support Legal Counsel Contract Executed
- Dec 2015: Business Process Standardization and Requirements

Project Support
Collaboration and Communications
Procurement and ITN Support
Business Process Standardization and Requirements
Florida PALM Project Overview
Selected Project Timeline

- **September 2015**: Level 2 and Functional Requirements Review Workshops Conducted
- **August 2015**: IV&V Contract Executed
- **August 2015**: Vendor Forum
- **August 2015**: PMO Support (2) Contract Executed
- **August 2015**: ERP Support Legal Counsel Contract Executed
- **October 2015**: Technical Kickoff Meeting Conducted
- **October 2015**: IV&V Assessment Report Issued
- **November 2015**: Technical Requirements Workgroups Conducted
- **November 2015**: IV&V Assessment Report Issued
- **December 2015**: IV&V Assessment Report Issued
- **January 2016**: Continuous Improvement Plan Developed
- **February 2016**: IV&V Assessment Report Issued
- **March 2016**: SDS Enterprise Architect Contract Executed
- **March 2016**: Cycle 3 Business Requirements Workshops
- **April 2016**: 1st ESC Meeting
- **May 2016**: Final Payroll Requirements Completed
- **June 2016**: 2nd ESC Meeting
- **June 2016**: Cycle 3
- **December 2015**: IV&V Assessment Report Issued
- **January 2016**: IV&V Assessment Plan Accepted
- **January 2016**: Collaboration Strategy Update
- **November 15 - November 15**: Technical Requirements Workgroups Conducted
- **October 15 - November 15**: Functional Requirements Workgroups Conducted
- **November 2015**: IV&V Assessment Report Issued
- **December 2015**: IV&V Assessment Report Issued
- **January 2016**: Collaboration Strategy Update
- **February 2016**: IV&V Assessment Report Issued
- **March 2016**: SDS Enterprise Architect Contract Executed
- **June 2016**: Cycle 3 Business Requirements Workshops
- **March 2016**: Cycle 3 Business Requirements Workshops
- **April 2016**: 1st ESC Meeting
- **May 2016**: Final Payroll Requirements Completed
- **June 2016**: 2nd ESC Meeting
- **June 2016**: Cycle 3

**FY 2015/2016**

- **October 2015**: FY 2015-2016 Collaboration Strategy Accepted
- **September 2015**: Level 2 and Functional Requirements Review Workshops Conducted
- **October 2015**: Technical Kickoff Meeting Conducted
- **November 2015**: IV&V Assessment Report Issued
- **December 2015**: IV&V Assessment Report Issued
- **January 2016**: IV&V Assessment Plan Accepted
- **February 2016**: IV&V Assessment Report Issued
- **March 2016**: SDS Enterprise Architect Contract Executed
- **April 2016**: 1st ESC Meeting
- **May 2016**: Final Payroll Requirements Completed
- **June 2016**: 2nd ESC Meeting
- **June 2016**: Cycle 3

**Business Process Standardization and Requirements**

- **IV & V Contract Executed**: August 2015
- **IV & V Assessment Report Issued**: January 2016, February 2016
- **IV & V Assessment Report Issued**: December 2015
- **Continuous Improvement Plan Developed**: January 2016
- **Communications Plan Accepted**: January 2016
- **Technical Requirements Workgroups Conducted**: October 2015 - November 15
- **Functional Requirements Workgroups Conducted**: October 15 - November 15
- **Level 2 and functional Requirements Workshops Conducted**: September 15 - September 15

**Project Support**

- **PMO Support (2) Contract Executed**: August 2015
- **ERP Support Legal Counsel Contract Executed**: August 2015
- **Cycle 3 Business Requirements Workshops**: June 2016
- **Cycle 3**: June 2016
- **Cycle 3**: June 2016

**Collaboration and Communications**

- **IV & V Contract Executed**: August 2015
- **IV & V Assessment Report Issued**: January 2016, February 2016
- **IV & V Assessment Report Issued**: December 2015
- **Continuous Improvement Plan Developed**: January 2016
- **Communications Plan Accepted**: January 2016
- **Technical Requirements Workgroups Conducted**: October 2015 - November 15
- **Functional Requirements Workgroups Conducted**: October 15 - November 15
- **Level 2 and functional Requirements Workshops Conducted**: September 15 - September 15

**Procurement and ITN Support**

- **IV & V Contract Executed**: August 2015
- **IV & V Assessment Report Issued**: January 2016, February 2016
- **Continuous Improvement Plan Developed**: January 2016
- **Communications Plan Accepted**: January 2016
- **Technical Requirements Workgroups Conducted**: October 2015 - November 15
- **Functional Requirements Workgroups Conducted**: October 15 - November 15
- **Level 2 and functional Requirements Workshops Conducted**: September 15 - September 15

**Florida PALM Planning, Accounting, and Ledger Management**

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Florida PALM Project Overview

Selected Project Timeline

July 2016
Business Case Contract Executed

July 2016
Business Case Kickoff

August 2016
OCM Support Contract Executed

September 2016
ESC Approved Business Requirements

October 2016
ESC Approved Solicitation Documents

November 2016
ITN Released

November 2016
Business Case Accepted

Florida PALM
Planning, Accounting, and Ledger Management

12/08/2016

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Visit the Florida PALM Project Website at:

myfloridacfo.com/FloridaPALM