

<b>Project Sponsor:</b>	<i>Scott Fennell, Deputy CFO</i>	<b>Project Director:</b>	<i>Melissa Turner</i>
<b>Status Report Period:</b>	<i>October 1 – October 31, 2020</i>	<b>Current Project R&amp;C Category:</b>	<i>4</i>
<b>Project Start Date:</b>	<i>Project funding began July 1, 2014</i>	<b>Project End Date:</b>	<i>June 30, 2027 (Funding appropriated through June 30, 2021)</i>

## **1 - PROJECT STATUS OVERVIEW**

### **A. Overview of Project activities during reporting period:**

Required for R&C Category 

During the month of October, the Florida PALM Project completed the following:

- Revised [Central Wave Business Process Models](#) based on feedback and published on the Project's website
- Sent an agency [communication packet](#) designed specifically for agency end-users
- Shared interface testing details with applicable agencies in preparation for CMS Wave November testing
- Sent the remaining Central Wave Interface Layouts to agencies
- Published the quarterly [report](#) on the design, development, and implementation of reports in Florida PALM
- Shared the Department's [Data Management](#) approach so agencies can evaluate and resolve issues before data is loaded into Florida PALM
- [Held](#) Change Champion Network Town Hall, Training Liaison Preparation Kickoff, and the third CMS Wave Reporting Workgroup
- Released an Executive Sponsor communication to Agency Sponsors
- Published an updated [Master Readiness Workplan](#) (MRW) to assist agency readiness and planning with upcoming tasks
- Requested agencies complete a Training Needs Assessment for the Central Wave
- Shared two new [marketing graphics](#) to call attention to COA Configuration Workbook and November's interface testing
- Received confirmation on two Decisions from the [Executive Steering Committee](#) to begin interface testing for the CMS Wave and to start building for the Central Wave

### **B. Overall Status**

Required for R&C Category 

	Yes	No	Explain:
<b>Is the project on schedule?</b> <i>If no, explain why and what corrective action(s) are planned to bring the project back on schedule</i>	✓		
<b>Will the project complete on schedule?</b>	✓		

<b>Is the project currently within budget?</b> <i>If no, explain why and what corrective action(s) are planned to bring the project back within budget</i>	✓	
<b>Will the project remain within budget?</b>	✓	Project Change Request (PCR) 67 includes cost changes associated to the Software and System Integrator Contract Amendment 3. PCR 67 is planned for vote by the Executive Steering Committee on 11/10/2020.
<b>Were any Project Change Requests approved during this reporting period?</b>	✓	Project Change Request (PCR) 66 as detailed in the Project Change Request Log.
<b>Have any risks or issues impacted the project during the reporting period?</b>	✓	Issue 24 has been closed as detailed in section 3A. Project Issues. Risk 223 has been opened as detailed in section 3B. Project Risks.

<b>C. SPI &amp; CPI</b> <i>Provide SPI and CPI for Current + Last 3 Reporting Periods</i>				
	Past Reporting Period	Past Reporting Period	Last Reporting Period	Current Reporting Period
<b>Date</b>	07/31/2020	08/31/2020	09/30/2020	10/31/2020
<b>Project Schedule Performance Index (SPI)</b>	0.97	0.94	0.96	0.99
<b>Project Cost Performance Index (CPI)</b>	0.95	0.92	0.91	0.90
<b>Explanation of SPI or CPI Variance / Trend</b>	CPI and SPI are stable and within tolerance.			

## 2 – PROJECT PROGRESS

<b>A. Project Go/No-Go Decision Progress</b> <i>Provide status tracking for Go/No-Go Decisions and identify the status of each item listed (Completed, In Progress, Future).</i>			
Go/No-Go Decision Name	Contractual Due Date	Actual Finish Date <i>(completed)</i>	Status <i>(C=Completed IP= In Progress F=Future)</i>
D187: Central - Ready to Start RICEFW Build <ul style="list-style-type: none"> <li>D185 RICEFW Inventory – Complete</li> <li>D455 Central Wave Business Process Models – Complete</li> <li>D458 Requirements Traceability Matrix (RTM) – Complete</li> </ul>	10/30/2020	10/28/2020	<u>C</u>

A. Project Go/No-Go Decision Progress			
Provide status tracking for Go/No-Go Decisions and identify the status of each item listed (Completed, In Progress, Future).			
Required for R&C Category <span style="border: 1px solid black; padding: 2px;">2</span>			
Go/No-Go Decision Name	Contractual Due Date	Actual Finish Date <i>(completed)</i>	Status <i>(C=Completed IP= In Progress F=Future)</i>
D108: CMS - Ready for Interface and Conversion Testing <ul style="list-style-type: none"> <li>D69 Testing Strategy – Complete</li> <li>D71 Non-production infrastructure Installation – Complete</li> <li>D74 System testing Plan – Complete</li> <li>D75 Conversion Extract Layouts – Complete</li> <li>D76 Published Interface Layouts – Complete</li> <li>D77 Training Needs Assessment – Complete</li> <li>D80 Technical Architecture Documentation – Complete</li> <li>D81 Training Curriculum – Complete</li> <li>D83 Prototype 2 Delivery – Complete</li> <li>D88 Master Data Configuration Workbook – Complete</li> <li>D89 Role Mapping Handbook – Complete</li> <li>D94 Interface and Integration Testing Plan – Complete</li> <li>D95 Regression Testing Plan – Complete</li> <li>D96 Application Development - Interfaces/Conversions – Complete</li> <li>D103 Help Desk Strategy – Complete</li> <li>D104 Data Management Plan – Complete</li> <li>D122 Penetration Testing Plan – Complete</li> <li>D127 Production Support Strategy – Complete</li> <li>D147 Completion of Penetration Testing – Complete</li> </ul>	10/30/2020	10/28/2020	<u>C</u>

A. Project Go/No-Go Decision Progress			
Provide status tracking for Go/No-Go Decisions and identify the status of each item listed (Completed, In Progress, Future).			
Required for R&C Category <span style="border: 1px solid black; padding: 2px;">2 3 4</span>			
Go/No-Go Decision Name	Contractual Due Date	Actual Finish Date <i>(completed)</i>	Status <i>(C=Completed IP= In Progress F=Future)</i>
D130: CMS - Ready for User Acceptance Testing (UAT) <ul style="list-style-type: none"> <li>D99 Prototype 3 Delivery – In Progress</li> <li>D100 Disaster Recovery Plan – Complete</li> <li>D101 Completion of System Testing - Future</li> <li>D105 Workflow Administration Guide – In Progress</li> <li>D110 Deployment Strategy – In Progress</li> <li>D112 Training Deployment and Measurement Plan – In Progress</li> <li>D113 Security and Technical Compliance Administration Guide – Complete</li> <li>D115 User Acceptance Testing Plan – In Progress</li> <li>D117 Performance Testing Plan – In Progress</li> <li>D120 Help Desk Documentation – In Progress</li> <li>D123 Help Desk Training Plan – In Progress</li> <li>D125 Training Materials Complete – In Progress</li> <li>D126 System Infrastructure Capacity Plan – In Progress</li> <li>D469 Application Development - Reports/Extensions/Forms/Workflows – In Progress</li> </ul>	03/31/2021		<u>IP</u>
D471: Departmental - Ready to Start RICEFW Build <ul style="list-style-type: none"> <li>D456 Departmental Wave Business Process Models – In Progress</li> <li>D457 RICEFW Inventory – In Progress</li> <li>D459 Requirements Traceability Matrix (RTM) – In Progress</li> </ul>	04/30/2021		<u>IP</u>
D502: Central - Ready for Conversion Testing <ul style="list-style-type: none"> <li>D199 Master Data Configuration Workbook – In Progress</li> <li>D460 Conversion Extract Layouts – In Progress</li> <li>D468 System Testing Plan – In Progress</li> <li>D470 Prototype 2 Delivery – In Progress</li> <li>D500 Training Curriculum – In Progress</li> <li>D501 Application Development – Conversions – In Progress</li> </ul>	04/30/2021		<u>IP</u>

A. Project Go/No-Go Decision Progress			
Provide status tracking for Go/No-Go Decisions and identify the status of each item listed (Completed, In Progress, Future).			
Required for R&C Category <span style="float: right;">2 3 4</span>			
Go/No-Go Decision Name	Contractual Due Date	Actual Finish Date <i>(completed)</i>	Status <i>(C=Completed IP= In Progress F=Future)</i>
D156: CMS - Ready to Deploy <ul style="list-style-type: none"> <li>• D124 User Acceptance Test Environment Delivery – In Progress</li> <li>• D129 Post-Implementation Continuous Learning Strategy – In Progress</li> <li>• D131 Prototype 4 Delivery – In Progress</li> <li>• D134 Disaster Recovery Testing Plan – In Progress</li> <li>• D135 Deployment and Contingency Plan – In Progress</li> <li>• D137 Production Support Operations Plan – In Progress</li> <li>• D138 Production Environment Delivery – In Progress</li> <li>• D139 Train-the-Trainer Complete – In Progress</li> <li>• D141 Production Support Application Configuration Management Plan – In Progress</li> <li>• D143 Production Infrastructure Installation – In Progress</li> <li>• D144 Completion of Interface and Integration Testing – Future</li> <li>• D146 Security and Technical Compliance Confirmation – In Progress</li> <li>• D150 Completion of User Acceptance Testing – Future</li> <li>• D152 Completion of a Mock Go-Live – Future</li> <li>• D153 Post-Implementation Support Plan – In Progress</li> </ul>	06/18/2021		<u>IP</u>

### 3 – PROJECT ISSUES / RISKS

A. Project Issues <i>List all issues identified, open, occurring, or closed within this reporting period.</i>					
Required for R&C Category <span style="float: right;">2 3 4</span>					
Issue Description	Status <i>(Open/ Closed)</i>	Priority	Resolution Approach	Resolution Date	Owner
Issue 24: <ul style="list-style-type: none"> <li>• Functional designs are not being completed by planned dates causing impacts to technical design/build and other downstream cross track activities</li> </ul>	Closed	High	1. Schedule additional time with the Division of Treasury to resolve outstanding design decisions. Standing meetings are planned to continue through completion of applicable functional designs.	10/28/2020	Stacey Terry

A. Project Issues <i>List all issues identified, open, occurring, or closed within this reporting period.</i>					
Required for R&C Category <span style="float: right;">2 3 4</span>					
Issue Description	Status (Open/Closed)	Priority	Resolution Approach	Resolution Date	Owner
			2. Prioritize completion of functional designs and build for interfaces, conversions and extensions and over forms, workflows and reports. 3. Extend System Testing by two months to allow additional time to complete functional designs, build and system test extensions, interfaces, forms, workflows and reports without affecting the start of interface testing planned to start in November. 4. Prioritize the publishing of Central Wave Conversion Layouts and Central Wave Interface Layouts to those that impact Agency Business Systems, FFMIS, and Enterprise partners to support timing of FY21-22 LBR requests. <i>(Completed)</i> 5. In addition to Interface and Conversion Workshop in September 2020, host monthly Office Hours to focus on additional detailed interface topics until Central Wave interface testing (planned to begin in July 2021).  Project Change Request 64 was approved on September 22, 2020 to align Project Schedule activities with the resolution approach for Issue 24.		

B. Project Risks <i>List risks identified, open, occurring, or closed within the reporting period with a risk score of 15 or greater.</i>					Required for R&C Category <span style="border: 1px solid black; padding: 2px;">2 3 4</span>	
Risk Description	Status (Open / Closed)	Risk Score	Mitigation/Response Strategy	Status	Owner	
Risk 221: <ul style="list-style-type: none"> <li>Florida PALM Central Wave build timeline and Central Wave work for MFMP build activities are not aligned.</li> </ul>	Open	15	1. The Florida PALM and MFMP Teams will continue meetings to review and confirm interfaces that will be planned for Central Wave, including layouts, for this shared risk. 2. The Florida PALM can share information with the ESC on the confirmed MFMP interface connections for Central Wave, including anticipated level of effort. 3. The MFMP ESC representative can share an approach to keep other ESC members informed on progress of MFMP build activities as Go/No-Go Decisions approach, including estimated duration of build work. 4. The Florida PALM and MFMP Teams will continue to discuss contingency options for schedule alignment issues.	Mitigating	Rachael Lieblick	

<b>B. Project Risks</b> <i>List risks identified, open, occurring, or closed within the reporting period with a risk score of 15 or greater.</i>					Required for R&C Category <span style="border: 1px solid black; padding: 0 2px;">2 3 4</span>	
Risk Description	Status (Open / Closed)	Risk Score	Mitigation/Response Strategy	Status	Owner	
Risk 223: <ul style="list-style-type: none"> <li>Completion of interface and conversion testing at risk due to potential inability to obtain data needed prior to Mock 2 conversion testing.</li> </ul>	Open	15	<ol style="list-style-type: none"> <li>Communicate and clarify data needed from Bloomberg and BoNY.</li> <li>Obtain relevant layout/specification/sample file information from BoNY and Bloomberg to determine what information is available.</li> <li>Map Inbound Treasury Master (DMI001) fields to Bloomberg and BoNY fields per interface layout.</li> <li>Identify fields that are not available in either Bloomberg or BoNY.</li> <li>Develop plan for populating missing data (if any.)</li> <li>Determine approach for developing DMI001 formatted file by combining Bloomberg, BoNY, and manually sourced data.</li> <li>Determine which milestone dates and deliverables may be impacted.</li> <li>Develop conversion file for Mock 2.</li> </ol>	Mitigating	Derek Miller	
Risk 224: <ul style="list-style-type: none"> <li>Amendment 3 may not be executed by the October 28, 2020 Executive Steering Committee (ESC) meeting, resulting in the need for a provisional ESC approval for the Central Wave RICEFW Go/No-Go Decision</li> </ul>	Open	15	The Project will continue to take prompt action to address feedback on Amendment 3. The Project has confirmed with A&A that D185, which is reduced in value through Amendment 3, can be paid prior to the execution of Amendment 3. The acceptance of D455 and D458 will be aligned to the effective date of the execution of Amendment 3. The Project will provide a status on Amendment 3 prior to and in the October 28, 2020 ESC meeting.	Mitigating	Melissa Turner	

## **5 – PROJECT SPEND PLAN**



The Florida PALM Project was appropriated \$33,119,181.00 for FY 2020-21. As of the end of this reporting period, \$9,716,022.11 in expenses has been projected, \$9,287,164.00 of the appropriated funds have been released, \$5,775,446.07 in expenses have been incurred, and \$4,054,737.82 has been paid. See the Florida PALM Project Spend Plan for additional details.