Florida PALM
Planning, Accounting, and Ledger Management
Florida PALM Project Overview

Current State

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

Jeff Atwater
Chief Financial Officer

Executive Office of the Governor
- Committee Member
- Executive Sponsor

Human Resources Committee Member

Regulatory and Licensing Agency Administrative Services Director Committee Member

Department of Environmental Protection

Department of Management Services

An Agency Administrative Services Director Committee Member

Health Care Agency Administrative Services Director Committee Member

SUNTAX Committee Member

Department of Environmental Protection

Department of Management Services

Department of Children and Families

Department of Revenue

Department of Financial Services

Executive Steering Committee

Charles Ghini
Chief Information Officer

Paul Whittle
Deputy CFO

Christina Smith
Director of Accounting and Auditing

Bert Wilkinson
Director of Treasury

Melissa Turner
Deputy Project Director

Danielle Kosberg
Project Director

Eric Adair
SDS Manager

Angie Robertson
BPS Manager

David Gilmore
PMO Manager

Carolyn Hicks
OCM Manager

IV&V Support Staff

SDS Track Staff

BPS Track Staff

PMO Track Staff

OCM Track Staff

Project Sponsors

Florida PALM Project Team

Florida PALM: Planning, Accounting, and Ledger Management

Tallahassee Community College Collaboration Meeting

12/13/2016
Florida PALM Project Overview

Project Phases

Florida PALM 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

- September 2014: First BPS Track Team Member Assigned
- September 2014: First Project Team Member Assigned
- October 14 - February 15: Level 1 Requirements Workgroups
- March 2015: First OCM Track Team Member Assigned
- April 15 - May 15: Level 2 Requirement Workgroups Conducted
- June 2015: Level 2 Workshops Conducted
- April 2015: First SDS Track Team Member Assigned
- April 2015: SSI Procurement Support Executed
- March 2015: PMO Support (1) Contract Executed
- March 2015: Procurement Support Legal Counsel Contract Executed
- June 2015: Procurement Support Legal Counsel Contract Executed

- FLAIR Study Released: April 2014
- BPS Contractor On board: February 2015
- First SDS Track Team Member Assigned: February 2015
- First PMO Track Team Member Assigned: September 2014
Florida PALM Project Overview
Selected Project Timeline

- **July 2015**
  - August 2015 Vendor Forum

- **August 2015**
  - August 2015 PMO Support (2) Contract Executed
  - August 2015 ERP Support Legal Counsel Contract Executed
  - IV&V Contract Executed

- **September 2015**
  - Level 2 and Functional Requirements Review Workshops Conducted
  - Phase I PMP Rollout Completed

- **October 2015**
  - Technical Kickoff Meeting Conducted
  - FY 2015-2016 Collaboration Strategy Accepted
  - Level 2 and functional Requirements Workshops Conducted

- **November 2015**
  - November 15 - November 15 Technical Requirements Workgroups Conducted

- **December 2015**
  - Collaboration Strategy Update
  - IV&V Assessment Report Issued

- **January 2016**
  - Continuous Improvement Plan Developed
  - Collaboration Strategy Update

- **February 2016**
  - IV&V Assessment Report Issued

- **March 2016**
  - SDS Enterprise Architect Contract Executed
  - Cycle 3 Business Requirements Workshops

- **April 2016**
  - 1st ESC Meeting

- **May 2016**
  - Payroll Requirements Completed

- **June 2016**
  - 2nd ESC Meeting

- **July 2016**
  - Cycle 3 Business Requirements Workshops

- **October 2016**
  - Technical Kickoff Meeting Conducted

- **September 2015**
  - Level 2 and Functional Requirements Workshops Conducted

- **January 2015**
  - Collaboration Strategy Update

- **March 2015**
  - Cycle 3 Business Requirements Workshops

- **April 2015**
  - Collaboration Strategy Update

- **May 2015**
  - Payroll Requirements Completed

- **June 2015**
  - Cycle 3 Business Requirements Workshops

- **July 2015**
  - Cycle 3 Business Requirements Workshops

- **August 2015**
  - Cycle 3 Business Requirements Workshops

- **September 2015**
  - Cycle 3 Business Requirements Workshops

- **October 2015**
  - Cycle 3 Business Requirements Workshops

- **November 2015**
  - Cycle 3 Business Requirements Workshops

- **December 2015**
  - Cycle 3 Business Requirements Workshops

- **January 2016**
  - Cycle 3 Business Requirements Workshops

- **February 2016**
  - Cycle 3 Business Requirements Workshops

- **March 2016**
  - Cycle 3 Business Requirements Workshops

- **April 2016**
  - Cycle 3 Business Requirements Workshops

- **May 2016**
  - Cycle 3 Business Requirements Workshops

- **June 2016**
  - Cycle 3 Business Requirements Workshops

- **July 2016**
  - Cycle 3 Business Requirements Workshops

- **August 2016**
  - Cycle 3 Business Requirements Workshops

- **September 2016**
  - Cycle 3 Business Requirements Workshops

- **October 2016**
  - Cycle 3 Business Requirements Workshops
Florida PALM Project Overview

Selected Project Timeline

- July 2016
  - Business Case Contract Executed
- August 2016
  - OCM Support Contract Executed
- September 2016
  - ESC Approved Business Requirements
- October 2016
  - ESC Approved Solicitation Documents
- November 2016
  - ITN Released
  - Business Case Accepted

FY 2016/2017

Project Support

Collaboration and Communications

Procurement and ITN Support

Business Process Standardization and Requirements
Visit the Florida PALM Project Website at:

myfloridacfo.com/FloridaPALM