EXECUTIVE STEERING COMMITTEE

DEPARTMENT OF REVENUE

JANUARY 22, 2020
ROLL CALL AND OPENING REMARKS

FACILITATOR: SCOTT FENNELL
Review of December 5, 2019 Meeting Minutes

Facilitator: Melissa Turner
PROJECT UPDATE

FACILITATORS:
BRIAN CLIBURN, MATT COLE,
SCOTT FENNELL, JASON SHIVER,
ANGIE ROBERTSON, MELISSA TURNER
Florida PALM Project Update

Risks and Issues

- Since the last ESC meeting, there have been no new risks or issues added
- Since the last ESC meeting, there has been two risks closed
- Risks and Issues with a 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

## Budget – Fiscal Year 19–20

### FY 2019-2020 Baseline Adjustment
As of January 1, 2020

<table>
<thead>
<tr>
<th>Category</th>
<th>Original Projected</th>
<th>Revised Projected</th>
<th>Anticipated Savings</th>
</tr>
</thead>
<tbody>
<tr>
<td>Special Category</td>
<td>$25,078,783</td>
<td>$24,405,522</td>
<td>$673,261</td>
</tr>
<tr>
<td>SSI Contract</td>
<td>$21,439,296</td>
<td>$21,384,288</td>
<td>$55,008</td>
</tr>
<tr>
<td>Project Admin</td>
<td>$1,371,000</td>
<td>$911,697</td>
<td>$459,303</td>
</tr>
<tr>
<td>Support Services</td>
<td>$1,329,000</td>
<td>$1,170,050</td>
<td>$158,950</td>
</tr>
<tr>
<td>IV&amp;V</td>
<td>$939,487</td>
<td>$939,487</td>
<td>$0</td>
</tr>
<tr>
<td>Salaries and Benefits</td>
<td>$5,789,065</td>
<td>$5,354,879</td>
<td>$434,186</td>
</tr>
<tr>
<td>DMS Transfer and Risk Management</td>
<td>$21,613</td>
<td>$24,887</td>
<td>($3,274)</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$30,889,461</strong></td>
<td><strong>$29,785,288</strong></td>
<td><strong>$1,104,173</strong></td>
</tr>
</tbody>
</table>
## Florida PALM Project Update
### Budget – Fiscal Year 19–20

**FY 2019-2020 Spend Plan Summary**
As of January 1, 2020

<table>
<thead>
<tr>
<th>Category</th>
<th>Projected FYTD</th>
<th>Incurred FYTD</th>
<th>Released FYTD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Special Category</td>
<td>$8,869,826</td>
<td>$8,869,826</td>
<td>$12,371,527</td>
</tr>
<tr>
<td>SSI Contract</td>
<td>$7,796,894</td>
<td>$7,796,894</td>
<td></td>
</tr>
<tr>
<td>Project Admin</td>
<td>$171,641</td>
<td>$171,641</td>
<td></td>
</tr>
<tr>
<td>Services</td>
<td>$487,301</td>
<td>$487,301</td>
<td></td>
</tr>
<tr>
<td>IV&amp;V</td>
<td>$413,990</td>
<td>$413,990</td>
<td></td>
</tr>
<tr>
<td>Salaries and Benefits</td>
<td>$2,460,347</td>
<td>$2,460,347</td>
<td>$6,464,626</td>
</tr>
<tr>
<td>DMS Transfer and Risk Management</td>
<td>$15,965</td>
<td>$15,965</td>
<td>$24,887</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$11,346,138</strong></td>
<td><strong>$11,346,138</strong></td>
<td><strong>$18,861,040</strong></td>
</tr>
</tbody>
</table>
## Florida PALM Project Update

### Schedule

<table>
<thead>
<tr>
<th>Year</th>
<th>Phase</th>
<th>Duration</th>
<th>Major Project Deliverables</th>
<th>Go/No-Go Decision</th>
</tr>
</thead>
<tbody>
<tr>
<td>2019</td>
<td>Adopt</td>
<td>4.5 months</td>
<td>None</td>
<td>A- Project Kickoff Complete, B- Ready for RICEFW Build, C- Ready for Interface and Conversion Testing, D- Ready for User Acceptance Testing (UAT), E- Ready to Deploy</td>
</tr>
<tr>
<td>2020</td>
<td>Adapt</td>
<td>6, 7 months</td>
<td>None</td>
<td>A- Project Kickoff Complete, B- Ready for RICEFW Build, C- Ready for Interface and Conversion Testing, D- Ready for User Acceptance Testing (UAT), E- Ready to Deploy</td>
</tr>
<tr>
<td>2021</td>
<td>Validate</td>
<td>8 months</td>
<td>None</td>
<td>A- Project Kickoff Complete, B- Ready for RICEFW Build, C- Ready for Interface and Conversion Testing, D- Ready for User Acceptance Testing (UAT), E- Ready to Deploy</td>
</tr>
<tr>
<td>2022</td>
<td>Deploy</td>
<td>9 months</td>
<td>None</td>
<td>A- Project Kickoff Complete, B- Ready for RICEFW Build, C- Ready for Interface and Conversion Testing, D- Ready for User Acceptance Testing (UAT), E- Ready to Deploy</td>
</tr>
</tbody>
</table>

DDI Phase 1 (81 months)

Pilot (39 months)

Pilot Design-Build-Test (36 months)

**Major Project Deliverables for Pilot:**
- Project Management Plan
- Organizational Readiness Strategy
- Solution Analysis and Design Strategy
- Standardized Business Process Models
- Process and Transaction Mapping Analysis
- Chart of Accounts Design
- Interim Business Process Models

**Go/No-Go Decision for Pilot:**
- Project Kickoff Complete
- Ready for RICEFW Build
- Ready for Interface and Conversion Testing
- Ready for User Acceptance Testing (UAT)
- Ready to Deploy

Executive Steering Committee Meeting
01/22/2020
Florida PALM Project Update

Schedule – Ready for RICEFW Build

Deliverable Components

BPS
- Application Configuration and Development Strategy
- Gap Inventory
- Leading Practice Decisions and Outcomes
- Process and Transaction Mapping Analysis
- Reporting Strategy
- Requirements Management Plan
- Requirements Traceability Matrix
- RICEFW Inventory
- Standardized Business Process Models
- Chart of Accounts Design
- Interim Business Process Models

SDS
- Data Architecture Strategy
- Data Conversion and Migration Strategy
- Data Conversion Inventory
- Information Technology Controls Strategy
- Security and Technical Compliance Strategy
- System Infrastructure Strategy
- Technical Architecture Strategy
- Interface and Integration Strategy

OCM
- Communications Measurement Plan
- Communications Plan
- Knowledge Transfer Plan
- Organizational Readiness Assessment
- Organizational Readiness Plan
- Training Strategy
- Workforce Transition Plan

PMO
- Project Guidelines and Operating Principles

Executive Steering Committee Meeting
01/22/2020
Florida PALM Project Update

Scope

- FY19-20 Objectives Update
  - Complete Interim Process Models
  - Conduct Training Needs Assessment
  - Confirm Chart of Accounts design, including crosswalk
  - Complete detailed design and configuration
  - Identify required interfaces and confirm layouts
  - Identify conversions and associated cleansing opportunities
  - Establish non-production infrastructure and environments
  - Establish approach to identify Wave 1 and Wave 2 organizations
  - Confirm Production Support Strategy
Florida PALM Project Update

Scope

- Interim Business Process Models Update
  - All 38 organizations responded to feedback request
  - Over 300 lines of feedback received
    - Account Management and Financial Reporting and Disbursements Management received greatest amount of feedback, accounting for 57% of the feedback lines
    - Accounts Receivables and Cash Management accounted for 25% of the feedback lines
    - Asset Accounting and Management, Budget Management, and General feedback was the remaining
Interim Business Process Models Update – **continued**

- **Key Themes and Feedback:**
  - Access to more specific information (i.e., how, when, where) for interim and standardized processes, interfaces, and conversions
  - Additional responsibilities for Wave staff at Pilot, including training
  - Request to correlate to current processes
  - Enterprise procedure items such as warrant distribution, scheduled payments, combining multiple organizations’ vouchers on one warrant
  - InterUnit process changes (i.e., no benefitting information)
  - Reconciliation between Florida PALM and Departmental
Florida PALM Project Update

Scope

- Chart of Accounts (COA) Design Update
  - Establish the structures, definitions, and individual design components of the Florida PALM ChartFields and Budget Structures by which budgetary and financial controls will be managed and financial transactions tracked and recorded
  - Through collaborative efforts with FFMIS partners, DFS, and organizations, design a Chart of Accounts that includes appropriate considerations of all Phases and Waves to establish a standardized Chart of Accounts
Florida PALM Project Update

Scope

<table>
<thead>
<tr>
<th>2018</th>
<th>2019</th>
<th>2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sept</td>
<td>Oct</td>
<td>Nov</td>
</tr>
</tbody>
</table>

- **Conduct FLAIR Research and Analysis**
- **Develop Initial COA Design**
- **Initial COA Mapping**
- **Collaborate with EFS Divisions and Targeted Organizations**
- **Conduct COA Usage Questionnaire and Analyze Results**
- **Prepare and Conduct COA Working Meetings**
- **Document COA Design**
- **Executive Steering Committee Review and Approval**

Final Project Team Activities
Organization and Stakeholder Engagement and Collaboration
Florida PALM Project Update

Scope

- Chart of Accounts (COA) Design Update – continued

What is the role of the COA Design?
What happens next?
How will we know the COA Design is effective?
Florida PALM Project Update

Scope

- Chart of Accounts (COA) Design Update – continued

- Determine statewide values (Fund, Account)
- Enable configuration (i.e., set up ChartField Structure, Attributes, and Combination Edits)
- Set up trees
- Work with organizations to determine their organization-specific values
- Prepare for System Testing
- Update configuration, as needed, based on testing efforts
Florida PALM Project Update

Scope

- Chart of Accounts (COA) Design Update – continued

![Chart of Accounts (COA) Design Update](image)
Florida PALM Project Update

Scope

- Chart of Accounts (COA) Design Update – *continued*

<table>
<thead>
<tr>
<th>ChartField Differences and Similarities</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FLAIR</strong></td>
<td>Florida PALM</td>
</tr>
<tr>
<td>OLO is six (6) numeric digits</td>
<td>GL Business Unit (BU) is five (5) alphanumeric digits</td>
</tr>
<tr>
<td>Org Code is eleven (11) numeric digits</td>
<td>Organization is ten (10) alphanumeric digits, none of which represent the BU, resulting in one additional available character</td>
</tr>
<tr>
<td>of five hierarchical levels, the first representing the OLO</td>
<td></td>
</tr>
<tr>
<td>Category and Budget Entity are six (6)</td>
<td>The field lengths remain unchanged, but are alphanumeric</td>
</tr>
<tr>
<td>and eight (8) numeric digits</td>
<td></td>
</tr>
<tr>
<td>Fund ID is six (6) numeric digits</td>
<td>Fund is five (5) alphanumeric digits</td>
</tr>
<tr>
<td>Required data elements include Org, Fund</td>
<td>Required data elements include BU, Organization, Fund, BE, Category, and Account</td>
</tr>
<tr>
<td>BE, Category, GL, and Object</td>
<td></td>
</tr>
</tbody>
</table>
Florida PALM Project Update

**Scope**

- Chart of Accounts (COA) Design Update – *continued*

<table>
<thead>
<tr>
<th>ChartField Differences and Similarities</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FLAIR</strong></td>
</tr>
<tr>
<td>General Ledger Code and Object are five (5) and six (6) numeric digits</td>
</tr>
<tr>
<td>Budget is booked at General Ledger Codes that are budgetary only (9#####)</td>
</tr>
<tr>
<td>Project ID is eleven (11) alphanumeric digits</td>
</tr>
<tr>
<td>Grant is a data element that is used on transactions</td>
</tr>
</tbody>
</table>
Florida PALM Project Update

Scope

> Chart of Accounts (COA) Design Update – *continued*

<table>
<thead>
<tr>
<th>ChartField Differences and Similarities</th>
<th>FLAIR</th>
<th>Florida PALM</th>
</tr>
</thead>
<tbody>
<tr>
<td>IBI is available within the 29-digit account code in Central</td>
<td>Fund will be configured to support organizations needs</td>
<td></td>
</tr>
<tr>
<td>Year is available within the 29-digit account code in Central</td>
<td>Budget date will allow for identification of the appropriate budget year</td>
<td></td>
</tr>
<tr>
<td>Expanded State Program represents the last six (6) digits of the State Program Component field for small number of organizations</td>
<td>Applicable Organizations will utilize organization-specific ChartFields to represent the expanded State Program, as necessary</td>
<td></td>
</tr>
</tbody>
</table>
Florida PALM Project Update

Scope

- Chart of Accounts (COA) Design Update – continued

<table>
<thead>
<tr>
<th>ChartField Differences and Similarities</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FLAIR</strong></td>
</tr>
<tr>
<td>Data elements support transactions that are recorded on the Transaction History and Master Files under TR codes</td>
</tr>
<tr>
<td>Hierarchy of values is accomplished through “smart coding”</td>
</tr>
</tbody>
</table>
Florida PALM Project Update

Scope

- Chart of Accounts (COA) Design Update – *continued*

### ChartField Differences and Similarities

<table>
<thead>
<tr>
<th>FLAIR</th>
<th>Florida PALM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Correlation tables are used to enforce relationships between two data elements / values, including State Program to Budget Entity</td>
<td>Combination Edits are established to enforce ChartField relationships</td>
</tr>
<tr>
<td>Expansion Options:</td>
<td>Speed Charts / Speed Types:</td>
</tr>
<tr>
<td>• support data input</td>
<td>• support data input</td>
</tr>
<tr>
<td>• are maintained centrally within an organization</td>
<td>• can be set up by an individual</td>
</tr>
<tr>
<td>• are captured as part of the transaction</td>
<td>• are not captured as part of the transaction</td>
</tr>
<tr>
<td>Information is captured as a separate data value (i.e., SF, GF) or is managed outside of FLAIR (i.e., investable fund indicator)</td>
<td>ChartFields values can be tagged with Attributes to support reporting</td>
</tr>
</tbody>
</table>
Florida PALM Project Update

Scope

- Chart of Accounts (COA) Design Update – *continued*

## ChartField Differences and Similarities

<table>
<thead>
<tr>
<th>FLAIR</th>
<th>Florida PALM</th>
</tr>
</thead>
<tbody>
<tr>
<td>User IDs are limited to accessing one OLO</td>
<td>Users can be assigned authority to access one or more Business Units, including GL BU and module BUs (AR, AP)</td>
</tr>
<tr>
<td>User IDs are given access to all Orgs Codes or to limited Org Codes within an OLO</td>
<td>Organization-level security is managed through ChartField security (i.e., through permission list and the Organization security tree)</td>
</tr>
<tr>
<td>Data elements are only shared within a particular organization</td>
<td>Organization-specific values are shared across the Business Unit and statewide values are shared across all Business Units</td>
</tr>
</tbody>
</table>
Florida PALM Project Update

Scope

- Chart of Accounts (COA) Design Update – continued

![Diagram of Ledger Group Structures]

- Appropriation Release Reserve Allotment
- Expenditure Ledger Group
- Revenue Ledger Group
- Budget Detail Ledger
- Encumbrance Detail Ledger
- Expenditure Detail Ledger
- Budget Detail Ledger
- Revenue Detail Ledger (Recognized)
- Revenue Detail Ledger (Collected)
- Revenue Estimate

- Parent Budget Structure
- Appropriations

- Child Budget Structures
- Releases
- Reserves
- Allotments
Florida PALM Project Update

Scope

- Chart of Accounts (COA) Design Update – continued

<table>
<thead>
<tr>
<th>Budget Structures Differences and Similarities</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FLAIR</strong></td>
<td><strong>Florida PALM</strong></td>
</tr>
<tr>
<td>In Departmental, General Ledger Code identifies the various budgetary balances (appropriation, release)</td>
<td>Detail Ledgers (i.e., budget, expenditures, and encumbrances) track and control various balances</td>
</tr>
<tr>
<td>LAS/PBS provides Fund, Budget Entity, and expenditure Category values</td>
<td>No Change</td>
</tr>
<tr>
<td>In compliance with the GAA, budgets are established at the 29-digit level in Central from LAS/PBS and organizations mirror in Departmental</td>
<td>GAA amounts are recorded in the applicable Budget Structure (Appropriations or Release) using the Budgetary Fund (equivalent to LAS/PBS fund), Budget Entity, Category, and Account ChartFields</td>
</tr>
</tbody>
</table>
## Florida PALM Project Update

### Scope

- Chart of Accounts (COA) Design Update – *continued*

<table>
<thead>
<tr>
<th>Budget Structures Differences and Similarities</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FLAIR</strong></td>
<td><strong>Florida PALM</strong></td>
</tr>
<tr>
<td>Organizations establish and maintain allotments</td>
<td>No change</td>
</tr>
<tr>
<td>Encumbrances can exceed appropriation balances in Departmental</td>
<td>Encumbrances will be a part of the remaining spending authority calculation</td>
</tr>
<tr>
<td>Budget checking in Departmental (against Allotment) happens separately from budget checking in Central (against appropriation and release)</td>
<td>Budget checking is simultaneous – all applicable budgets (allotment, release, appropriation) are checked in the same system process</td>
</tr>
<tr>
<td>Certified Forward (CF) indicator is used to denote when transactions use prior year budget</td>
<td>Budget date is used to denote the budget year from the Budget Calendar</td>
</tr>
</tbody>
</table>
Florida PALM Project Update

Scope

- Chart of Accounts (COA) Design Update – *continued*

<table>
<thead>
<tr>
<th>Budget Structures Differences and Similarities</th>
<th>FLAIR</th>
<th>Florida PALM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allotments can be established at various data elements</td>
<td>No change</td>
<td></td>
</tr>
<tr>
<td>Object code is required on budgetary transactions</td>
<td>Budgetary Account value is required on budgetary transactions, which allows budget to be established and controlled at a higher level than the expenditure using trees</td>
<td></td>
</tr>
<tr>
<td>Revenue estimates are booked in General Ledger Codes 8####</td>
<td>Revenue Estimate ledger is available for recording and tracking throughout the year</td>
<td></td>
</tr>
</tbody>
</table>
Florida PALM Project Update

Scope

Chart of Accounts (COA) Design Update – continued

- All Fund Types
  - Fund Type
    - Governmental
    - Proprietary
  - GAAFR Fund
    - 10 General Fund
    - 20 Special Revenue Fund
    - 50 Enterprise Fund
  - Budgetary Fund
    - 20210 Administrative Trust Fund
  - Transactional Fund
    - 02101 Admin TF Agri Admin Div
    - 02102 Admin TF DFS Admin Div

- Rollup level
- Attribute on Fund value
- Attribute on Fund value
- ChartField value where budgetary transactions are posted
- ChartField value where expenditure and revenue transactions are posted
Florida PALM Project Update

Scope

- Chart of Accounts (COA) Design Update – continued
  - Demonstration of:
    - Account ChartField Set Up
    - Tree Manager
Florida PALM Project Update

Scope

- RICEFW Inventory Update

<table>
<thead>
<tr>
<th>RICEFW Type</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reports</td>
<td>544</td>
</tr>
<tr>
<td>Interfaces</td>
<td>246</td>
</tr>
<tr>
<td>Conversions</td>
<td>18</td>
</tr>
<tr>
<td>Extensions</td>
<td>22</td>
</tr>
<tr>
<td>Forms</td>
<td>8</td>
</tr>
<tr>
<td>Workflows</td>
<td>21</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>859</strong></td>
</tr>
</tbody>
</table>

RICEFW Type Breakdown

- Reports: 63%
- Interfaces: 29%
- Conversions: 2%
- Extensions: 3%
- Forms: 1%
- Workflows: 2%
Florida PALM Project Update

Scope

- Oracle Cloud Infrastructure Console
- Oracle Management Cloud
- Oracle Cloud Infrastructure 360
INDEPENDENT VALIDATION AND VERIFICATION (IV&V)

FACILITATOR: MARK FAIRBANK
# IV&V Assessment

## December 2019 Reporting Period

<table>
<thead>
<tr>
<th>Overall Status</th>
<th>Observations</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Based on standardized IV&amp;V scoring</td>
</tr>
<tr>
<td>Current Period</td>
<td>Prior Period</td>
</tr>
<tr>
<td>![Green Icon]</td>
<td>![Green Icon]</td>
</tr>
</tbody>
</table>

- The DDI Phase continues to progress according to plan.
- The Project regularly conducts proactive communications to stakeholders including partner system organizations such as FFMIS, Pilot agencies, and Wave agencies.
- The Project has developed and consistently conducts a multi-faceted organizational change management program.
- Risks and Issues are being managed proactively and with an appropriate sense of urgency. The Project is actively managing risk to the implementation schedule and developing contingencies to address concerns relative to alignment of fiscal cycles.
- The project’s managerial and reporting structure supports staff development, process definition, quality assurance, and other functions necessary for project success.
- PMO demonstrates consistent and strong cost management practices.
- Quality control, financial control, and vendor processes are established and consistently executed.
- The Project trend is stable as work toward executing the statement of work and producing deliverables is proceeding according to plan with some schedule variation that presently does not affect milestones.
The Project is effectively managing completion of the activities according to the project schedule.

Additional time may be needed to enable critical partner systems, State agencies, and other organizations to obtain resources and complete necessary technical changes in time to begin testing by September 2020.

Interim business process models present complexities for which the feedback received indicates operational and capacity concerns that need to be managed to ensure viability of the interim solution.
UPCOMING

MELISSA TURNER
Florida PALM Project Update

Upcoming

- Change Champion Network Open House in January
- Planned topics for voting in February:
  - COA Design
  - Interim Business Process Models
  - Ready for RICEFW Build Go/No-Go Decision
NEW BUSINESS

FACILITATOR: MELISSA TURNER
NEXT MEETING

FEBRUARY 26, 2020

LOCATION TO BE DETERMINED
CONTACT INFORMATION

FloridaPALM@MyFloridaCFO.com

MyFloridaCFO.com/FloridaPALM