PROJECT UPDATE

MATT COLE, TABITHA HUNTER, SHANNON SEGERS, MELISSA TURNER
Florida PALM Project Update
Risks and Issues

- Since the last ESC meeting, one issue was logged
  - Role Mapping Workshops, as scheduled, will not include the entirety of the design solution if Functional Designs delayed

- Since the last ESC meeting, one risk had a risk score increase and one risk was closed
  - Risk Score Increase: Impact of delayed Functional Designs
  - Closed: Q4 Budget Amendment Release

- 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

<table>
<thead>
<tr>
<th>Category</th>
<th>Projected FYTD</th>
<th>Incurred FYTD</th>
<th>Released FYTD</th>
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<td>Salaries and Benefits</td>
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### FY 2020-2021 Spend Plan Projections
**As of July 1, 2020**

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<th>Category</th>
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<td><strong>Total</strong></td>
<td><strong>$32,217,438</strong></td>
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Florida PALM Project Update
Schedule – Central Wave Agency Activities

2020/2021

July
Draft Models and Office Hours

Aug
Revised Models

Sept
Interface Layouts and Inventories

Oct
Interface Preparation (Design, Build, Unit Test)

Nov
Interface and Conversion Workshops

Dec
Conversion Layouts
Conversion Preparation

Configuration Workbooks

LBR for 21/22

Key:
- Business Processes
- Interfaces
- Conversions
- Configurations
- Training
- Conversions
- Go-Live

Executive Steering Committee Meeting
July 22, 2020
Florida PALM Project Update

Schedule

- PCR 58 – Go/No-Go Decisions through remainder of Project
  - Names and due dates were updated to align with revised implementation approach
  - Proposing to make Go/No-Go Decisions consistent across the Waves

- PCR 59 – Reclassification of Certain Major Project Deliverables
  - Proposing reclassification of certain Major Project Deliverables to written deliverables
  - Allows focus on Major Project Deliverables that influence the standardization of business processes
Florida PALM Project Update

Planned Go/No-Go Decisions

Fiscal Year

|-----------|-----------|-----------|-----------|-----------|-----------|

**CMS Wave**

- Ready to Start RICEFW Build
- Ready for Interface Testing
- Ready for Conversion Testing
- Ready for User Acceptance Testing (UAT)
- Ready to Deploy
- Go-Live

**Central Wave**

- Oct 20
- Mar 21
- June 21

**Payroll Wave**

- Dec 22
- May 23
- Sept 23
- Dec 23

**Departmental Wave**

- Apr 21
- Jan 23
- Mar 23
- Dec 23
- June 24

Executive Steering Committee Meeting
July 22, 2020
Florida PALM Project Update

Scope

- Proposed FY20-21 Project Objectives Update
  - Complete UAT testing for CMS Wave
  - Conduct end user training for CMS Wave functionality
  - Initiate CMS Wave deployment activities
  - Conduct analysis of current Payroll functionality
  - Complete Central Wave process models
  - Complete Central Wave RICEFW inventory
  - Complete Departmental Wave process models
  - Complete Departmental Wave RICEFW inventory
  - Confirm operational readiness for production support
Florida PALM Project Update

Scope

- Functional Design Progress*

*As of 7/13/2020

<table>
<thead>
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<th>Status</th>
<th>Count</th>
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<tbody>
<tr>
<td>Not Started</td>
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<td>In Process</td>
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<td><strong>Total</strong></td>
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*As of 7/13/2020
Florida PALM Project Update

Scope

- **Build Progress**

  *As of 7/13/2020*

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<tbody>
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<td>In Process</td>
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<td><strong>Total</strong></td>
<td><strong>92</strong></td>
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</table>

Florida PALM Project Update

Scope

- Solution Demonstration: Reports Inquiry

View the demonstration on the Solution Demonstration page of the Florida PALM website:
https://www.myfloridacfo.com/floridapalm/agency/solution-demonstration/
Florida PALM Project Update

Scope

- Solution Demonstration: **Reports Query**

View the demonstration on the Solution Demonstration page of the Florida PALM website:
https://www.myfloridacfo.com/floridapalm/agency/solution-demonstration/
Florida PALM Project Update

Scope

- Change Impact Workshops – 100% agency participation, 138 attendees
- 2nd virtual Change Champion Network Town Hall
- Training Focus Groups (July 21, 22, 23) with select agencies to confirm training topics and design
- PALMcast – Division of Treasury
- Florida PALM Website Updates
- Agency Status Report and Guidance
Florida PALM Project Update

Scope

- Agency Internal Readiness Indicators
  - An Agency Internal Readiness Indicator survey was developed to assess the state of readiness around people, process, technology, and project management related to a specific Go/No Go Decision
  - The survey will be distributed to Agency Sponsors using a five-point Likert scale and a mandatory free form field for each indicator
  - A summary of the results will be shared with ESC members one month prior to a Go/No-Go Decision vote
  - Proposed survey questions were shared with ESC (additional feedback can be provided live in July 22, 2020 ESC meeting)
Florida PALM Project Update

Scope

- Department of Revenue: Managing MRW Tasks
  - Dedicated SharePoint Site
  - Each Wave has its own folder with MRW tasks in subfolders
  - MRW Tasks posted in separate folders for each task
  - MRW tasks and associated documents maintained in SharePoint folders and distributed by email to Change Champions and subject matter experts
  - Meetings held as needed to discuss requirements and complete tasks
  - Due dates posted to Outlook Calendar
Florida PALM Project Update

Scope

- Department of Revenue: Managing MRW Tasks, continued
  - Tasks are tracked by individual task, with task status captured in monthly oversight meeting minutes
  - Meeting minutes are stored in the Oversight Meetings subfolder on the dedicated SharePoint site
  - Task completion emails submitted to Florida PALM are maintained in a dedicated subfolder on the Agency Liaison’s Outlook account
Florida PALM Project Update

Scope

- Department of Revenue: Business System Remediation
  - Impacts to business systems are identified through a collaborative effort led by the Florida PALM Project Team
  - Reviewing standard and interim business process models and their associated interfaces allows Department technical and program subject matter experts to identify impacts and remediate the business systems
  - Business systems will be remediated by internal programming changes so they will work with Florida PALM interfaces
Florida PALM Project Update

Scope

- Department of Financial Services, Office of Information Technology
  - Florida PALM readiness is a top priority
  - All OIT resources are allocated across multiple projects in addition to maintenance and support activities
  - Coordination of OIT activities with Florida PALM
  - Leveraging accepted project management practices
  - Comprehensive tracking of technology projects and tasks
    - Agency Business System Interfaces
    - Agency Business System Remediation
    - Cash Management Transition
    - iFLAIR
    - Change Champion Network Readiness
    - OIT Infrastructure and Security Support
INDEPENDENT VALIDATION AND VERIFICATION (IV&V)

CONTENT PROVIDED BY MARK FAIRBANK
## IV&V Assessment

### June 2020 Reporting Period

<table>
<thead>
<tr>
<th>Overall Status</th>
<th>Summary Observations</th>
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<tr>
<td><strong>Current Period</strong></td>
<td><strong>Prior Period</strong></td>
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At the end of June, three factors affected the IV&V assessment of risk to the Project schedule:

- Delay in completion of BPS functional design documents has caused downstream delays in the development of select RICEFW items, test scripts, training designs, and materials for end user role mapping workshops.
- The combination of fiscal year end demand for resources within the Department and agencies statewide, and operational impacts of COVID-19, while largely mitigated within the Project, still present challenges to conducting analytical and readiness activities involving external resources.
- There is some uncertainty that all enterprise partner systems (FFMIS/STMS) are aligned to complete work and be ready to test interfaces according to the project schedule.
Florida PALM Project Update

Voting Action

- Request for public comment
- Project Change Request 58 – Go/No-Go Decision through Project Duration
- Project Change Request 59 – Reclassification of Certain Major Project Deliverables
Florida PALM Project Update

Upcoming

- Central Wave Office Hours (*July 27, 28, 29*)
- Agency Status Reporting for Proviso (*August for July reporting period*)
- Role Mapping Workshops (*September*)
Next Scheduled Meeting

August 26, 2020

Location/Format to be determined
CONTACT INFORMATION

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MyFloridaCFO.com/FloridaPALM