Welcome to the Florida PALM Change Champion Network Virtual Town Hall
Agenda

- Project Update
- Upcoming Activities
- Project Management Q&A
- Communication Resources
- Next Steps
PROJECT UPDATE
Florida PALM Proviso Language Excerpt

Reporting

- The project shall provide quarterly reports to state agencies on the design, development, and implementation of reporting functionality.

- By January 1, 2021, the Department of Financial Services shall provide the status of current Florida Accounting Information Resource (FLAIR) reports and data that will be retained in the [Florida] PALM system.
Florida PALM Proviso Language Excerpt

Work Plan

- The [Project’s] operational work plan shall include, but not be limited to
  1. the project tasks to be completed by all state agencies that are necessary for remediation of their systems impacted by the [Florida] PALM project, and
  2. the tasks and deliverables needed to retain the current historical reporting functionality provided by the FLAIR Information Warehouse and inclusive of [Florida] PALM data.
Each [Project] status report must also provide an update on the progress and cost of each system interface and agency application remediation task, as provided by agencies, required for deployment of PALM functionality scheduled through December 31, 2022.
Florida PALM Proviso Language Reference

- Proviso Language Excerpts were taken from 2020 Legislative Session Conference Report for HB5001 – General Appropriations Act (752213)
Project Timeline

Fiscal Year

2019/2020

- Interface Layouts and Inventories
- Models and Office Hours
- Configuration Workbooks

2020/2021

- Interface Preparation
- Interface Testing
- System Test
- Change Impact Workshops
- Role Mapping
- Model Office
- Leading Change Workshops

2021/2022

- Deployment Readiness
- User Acceptance Test
- Readiness/Cutover
- LBR for 21/22

21 Months

Key:
- Interfaces
- Business Processes
- Configurations
- Build
- Testing
- Readiness
- Training
- Go-live

We are Here!
A Look Inside CMS Wave Functionality
Cash Management System (CMS) Applications

- CMS (Deposits/Returns)
- Fund Accounting (Invest/Disinvest)
- State Accounts (CMS to Central reconciliation)
- Bank Accounts (Cash Management)
- Investment Accounting (Securities)
- Disinvestments (Agency Disinvestments)
- Warrant Processing (Warrant Management)
- CRA (CRA Management)
- SPIA (Investing)
- CD (Investing)
- Archives (Reporting)

In Scope - Agency
In Scope - Treasury
Out of Scope
A Look Inside CMS Wave Functionality

CMS Financial Processes

- Request Banking Services
- View Deposit Reports
- View CRA Bank Statement Reports
- View Investment Report
- Disinvest Cash
UPCOMING ACTIVITIES
# What is Coming Up?
## Six Month Look Ahead

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<thead>
<tr>
<th>2020 CMS Wave</th>
<th>Apr</th>
<th>May</th>
<th>Jun</th>
<th>Jul</th>
<th>Aug</th>
<th>Sep</th>
<th>Oct</th>
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<tr>
<td><strong>Interface Layouts and Inventories (continued from March)</strong></td>
<td>Interface Preparation</td>
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<td><strong>Build-Unit Test</strong></td>
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<td><strong>System Test</strong></td>
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<td><strong>Change Impact Workshops</strong></td>
<td><strong>Role Mapping</strong></td>
<td><strong>Model Office (through Nov)</strong></td>
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<td><strong>Training Design and Build</strong></td>
<td><strong>LBR for 20/21</strong></td>
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**Key:**
- **Interfaces**
- **Business Processes**
- **Configurations**
- **Build**
- **Testing**
- **Readiness**
- **Training**
Planning is Everything
Master Readiness Workplan

**TASK TYPE**
Can be used to help determine task assignments between Liaisons or Subject Matter Experts

**APPLICABLE WAVE**
Can be used to help prepare for internal resource planning

**CHANGE HISTORY & DATE RELEASED/RE-RELEASED**
Can be used to help identify changes in tasks
Preparing End Users
Workforce Transition Activities

Agency End Users

How will the CMS Wave:
• Affect my end users?
• Change their roles and responsibilities?

Agency-Specific Processes

How will my agency update:
• Business Processes?
• Forms and materials?
• Reports?

Agency-Specific Systems

How will the CMS Wave impact:
• Internal business systems?
• Current interfaces to CMS?
Preparing Trainers and Training End Users

Training Approach

Agency-Specific Training

*How will my agency train on:*
- Chart of Accounts?
- ChartFields?
- Internal business processes change?

Train-the-Trainer

*How will my agency:*
- Provide Instructor-Led Training?
- Partner with other agencies?
- Manage Resources?

End Users

*Which end users will be:*
- Assigned roles relating to CMS Wave functionality?
- Attending CMS Wave training?
PROJECT MANAGEMENT Q&A

WITH

DIVISION OF STATE TECHNOLOGY
Benefits of Project Management
- Unified agency strategy
- Shared understanding of objectives
- Prioritization of agency resources

Project Management Tools & Methods
- Charters and Plans
- Status Meetings and Reports
- Project Schedules
- Tracking Logs
- Analysis
Project Management Q&A with DST

- Progress/ Status Reports
  - Provide to leadership at least monthly, may provide in shorter increments as needed

- Impediments
  - Report on as soon as possible
  - Request assistance from your leadership
Project Management Q&A with DST

DMS Website Address
https://www.dms.myflorida.com/

Questions about Project Manage Tools from DST
DSTProjectAssurance@dms.myflorida.com
Communication Resources

https://www.myfloridacfo.com/floridapalm
Next Steps

- Collect CMS Process and Procedure Materials
- Review Internal Training Processes
- Review the Re-released MRW
CONTACT INFORMATION

CONTACT US
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PROJECT WEBSITE
WWW.MYFLORIDACFO.COM/FLORIDAPALM/