Program Sponsors:	Lindsay Volpe, Deputy Secretary, Division of Workforce Services & Paul Forrester, Chief Technology Officer at FloridaCommerce	Program Director:	Jennifer Long FloridaCommerce FL WINS Program Director Jackie Schaffer, REACH Office FL WINS Program Director
Status Report Period:	February 1 - 29, 2024	Current Program R&C Category:	4
Program Start Date:	4/1/2022	Program End Date:	12/31/2026

1 – PROGRAM STATUS OVERVIEW

A. Overview of program progress during the reporting period:	Required for R&C Category

The FL WINS Program progressed in the following areas during this reporting period:

- Operational Work Plan monthly updates completed and submitted for review to be approved in March 2024.
- Customer Portal Project procurement is ongoing with a vendor selection anticipated for April 2024.
- IV&V submitted the January 2024 Monthly Status Report to the program for review on 02/07/2024. It was remediated and approved for invoicing on 02/22/2024.
- Program elevated the first IV&V Phase Gate Report to the Secretary for approval in February 2024. Approval is anticipated for March 2024.
- Program approved Transformational Change Management (TCM) Deliverable 4, FL WINS Style Guide on 2/22/2024. This includes an approved tagline (*Opportunities within REACH*), logo and color scheme.
- TCM Monthly Summary Report, February 2024, submitted with anticipated approval in March 2024.
- TCM submitted the first iteration of Deliverable 8, Annual Change Readiness Assessment, and Deliverable 9, Training Needs Assessment and Approach, anticipated approval in March 2024.
- The Business Process Reengineering (BPR) team continued to gather feedback and monitor responses from the Programmatic Learning and Training Material Questionnaire, the Technical Readiness Questionnaire, and the Improvement and Automation Opportunities content review. The team will incorporate feedback and responses into upcoming deliverables.
- The BPR team worked towards finalizing the epic level Requirements Traceability Matrix (RTM) which included feedback received on the conceptual wireframes. The team developed wireframes and design concepts to illustrate what the FL WINS Customer Portal and Customer 360 solution components and their underlying capabilities and features may look like in the future state.
- Program Management Office (PMO) –
  - Began reviewing and updating the Program Management and Component Plans to include previous IV&V feedback, edits completed in November 2023 and FL WINS Style Guide requirements.

- o Created a draft PMO's Workforce Integration Management project "child schedule" for future inclusion in the FL WINS Master Program Schedule.
- o Submitted a change request to restructure the FL WINS SharePoint sites.
- o Continued creating and enhancing various PMO work products (CRAIDL log, FL WINS Program Calendar, RACI chart).

B. Overall Status			Required for R&C Category 1 2 3 4
	Yes	No	Explain:
Is the program on schedule? *If no, explain why and what corrective action(s) are planned to bring the project back on schedule*	X		The Program remains on schedule as of February 2024 and has not missed any critical dates that would impact the schedule.
Will the program complete on schedule?	X		Yes, the Program is still on track to complete in December 2026.
Is the program currently within budget? *If no, explain why and what corrective action(s) are planned to bring the project back within budget*	X		There are no impacts or changes to the Program's Budget.
Will the program remain within budget?	X		As of February 2024, there are no indicators the Program will exceed the planned budget.
Were any scope changes proposed or approved during this reporting period?		X	The approved program value added services and scope increase change was completed via a Task Order signed and approved in December 2023 with a contract amendment anticipated approval in March 2024.
Have any risks or issues impacted the program during the reporting period?		X	There are currently no new risks, one risk associated with Customer Portal Procurement delays is elevated to an Issue, however, there were no negative impacts to the Program during this reporting period.

C. SPI & CPI *Provide SPI and CPI for Current + Last 3 Reporting Periods*				Required for R&C Category 3 4
	Past Reporting Period	**Past Reporting Period**	**Last Reporting Period**	**Current Reporting Period**
Date	11/1/23-11/30/23	12/1/23-12/31/23	1/1/24-1/31/24	2/1/24-2/29/24
Workforce Integration Management Project				

C. SPI & CPI *Provide SPI and CPI for Current + Last 3 Reporting Periods*				Required for R&C Category 3 4
	Past Reporting Period	**Past Reporting Period**	**Last Reporting Period**	**Current Reporting Period**
Date	11/1/23-11/30/23	12/1/23-12/31/23	1/1/24-1/31/24	2/1/24-2/29/24
Schedule Performance Index (SPI)	X	X	X	X
Cost Performance Index (CPI)	X	X	X	X
Explanation of SPI or CPI Variance / Trend	The Workforce Integration Management Project drafted a schedule, will submit for approval in March 2024, and will report SPI and CPI on future reports.			
Business Process Reengineering Project				
Schedule Performance Index (SPI)	.98	.98	1.0	1.0
Cost Performance Index (CPI)	1.01	.98	1.03	1.03
Explanation of SPI or CPI Variance / Trend	In February, the BPR Project corrected an error in the CPI and SPI calculation for January. The CPI and SPI were still within allowed program variances. The project is scheduled to complete on 3/29/2024.			
Transformational Change Management Project				
Schedule Performance Index (SPI)	.95	.97	.99	0.99
Cost Performance Index (CPI)	.95	.89	1.01	0.99
Explanation of SPI or CPI Variance / Trend				

2 – PROJECT PROGRESS

A. Project Milestones, Deliverables, and Major Tasks

Provide milestones, deliverables, or major tasks of interest to key project stakeholders.
Identify the status of each item listed (Completed, In Progress, Future), and explain any significant variance.

Required for R&C Category

D M T	Deliverable / Milestone / Task & Description	Planned Start Date	Planned Finish Date	Actual Finish Date (completed)	Status (C=Completed IP= In Progress F=Future)	Variance Explanation / Comment
Business Process Reengineering Project						
T	Information Shared Services Implementation team design	11/30/23	3/29/24		IP	The anticipated approval for the BPR/TCM contract amendment is March 2024.
T	In-Scope System Assessment Activities	11/30/23	3/29/24		IP	The anticipated approval for the BPR/TCM contract amendment is March 2024.
T	Partner's technology resources gap analysis	11/30/23	3/29/24		IP	The anticipated approval for the BPR/TCM contract amendment is March 2024.
T	Value Added Services (2)	11/30/23	3/29/2024		C	Wireframes submitted, approved, and finalized in January 2024. BPR/TCM contract amendment anticipated approval in March 2024.
Transformational Change Management Project						
D	TCM Deliverable 4: FL WINS Style Guide	4/19/2023	1/26/2024	2/22/2024	C	FL WINS Style Guide approved 2/22/2024. This deliverable experience a prolonged review and approval cycle.
D	TCM Deliverable 5: Monthly Summary Report Submissions	2/27/2024	3/29/2024		IP	Anticipated approval March 2024.
D	TCM Deliverable 8: Change Readiness Assessment	11/20/2023	2/20/2024		IP	Anticipated approval of the first iteration in March 2024.
D	TCM Deliverable 9: Training Needs Assessment and Approach	11/7/2023	2/16/2024		IP	Anticipated approval March 2024.
Workforce Integration Management Project						

A. Project Milestones, Deliverables, and Major Tasks

Provide milestones, deliverables, or major tasks of interest to key project stakeholders.
Identify the status of each item listed (Completed, In Progress, Future), and explain any significant variance.

Required for R&C Category

D M T	Deliverable / Milestone / Task & Description	Planned Start Date	Planned Finish Date	Actual Finish Date *(completed)*	Status *(C=Completed IP= In Progress F=Future)*	Variance Explanation / Comment
M	FL WINS Customer Portal Procurement Release	11/14/24	3/1/24		IP	The Customer Portal draft charter and schedule are in development and/or review. Customer Portal Project procurement vehicle, ITN, released to the vendor community 11/15/2023. Complete procurement calendar developed with anticipated vendor selection in April 2024.
T	FL WINS collaborating with FLDS for the Interoperability proof of concept project	8/1/2023	12/31/2026		IP	FL WINS Program continues collaboration with FLDS and WPAs engaging in the interoperability proof of concept initiative. The Program has the unique advantage of integrating with three core workforce partner case management systems, requiring significant collaboration and coordination with all WPAs, with a current focus on IT Shared Services (ITSS) Core Workgroup partners and legal and policy stakeholders. Technology Program Sponsors approved ITSS WG Memo of Interoperability on December 5, 2023. Workgroups L&P and ITSS are ramping up to engage in March 2024 to task common data elements for reporting and identifying any legal/policy barriers that may arise for master sharing agreements.

B. Scope Changes

List all scope changes (any changes from the original project objectives and deliverables that impact the project schedule or budget) identified during this reporting period, including those that may impact the project in later reporting periods.

Required for R&C Category

Scope Change Description	Cost Impact	Schedule Impact	Status *(if approved, include approval date and change control form number)* / Variance Explanation / Comment
There are no scope changes in this reporting period.			

3 – PROGRAM ISSUES / RISKS

A. Program Issues *List all issues identified, open, occurring, or closed within this reporting period.*   Required for R&C Category

Issue Description	Status (Open/ Closed)	Project Impact (H, M, L) and Description of Impact	Resolution Approach	Resolution Date	Owner
Customer Portal procurement schedule delays	Open	M	Adhere to solicitation schedule	WIP	Jackie Schaffer
Project Change Control Process misalignment	Open	M	PMO held meeting with stakeholders to discuss the issue and is updating the associated component plan	WIP	PMO
PgMP and Component Plans require update	Open	M	PMO Updating PgMP and component plans	WIP	PMO
Project forms require FL WINS branding	Open	M	PMO rebranding to match approved FL WINS Style Guide	WIP	PMO

B. Program Risks   Required for R&C Category
List all risks identified, open, occurring, or closed within the reporting period.
This table includes only High Probability, High Impact risks. Please refer to the Risk Log for risks with low and medium exposure scores.

Risk Description	Status (Open / Closed)	Project Impact (H, M, L) and Description of Impact	Mitigation/Response Strategy	Mitigation Status	Owner
Potential gap in program schedule management	Open	H – gaps in management of program schedule could result in delays of communication for critical path items to Program leadership which could delay decisions, affect resource allocation, and ultimately lead to schedule delays.	PMO vendor assumes program schedule management. Schedule reviewed weekly by PMO and with Program team during weekly update meeting. Communicate critical path item delays to Program leadership.	IP	Jennifer Long

B. Program Risks

List all risks identified, open, occurring, or closed within the reporting period.
This table includes only High Probability, High Impact risks. Please refer to the Risk Log for risks with low and medium exposure scores.

Required for R&C Category

Risk Description	Status (Open / Closed)	Project Impact (H, M, L) and Description of Impact	Mitigation/Response Strategy	Mitigation Status	Owner
Customer Portal procurement schedule delays	Occurring – Escalated to Issue	H – Risk of procurement activity delays resulting in not meeting procurement timelines. If procurement timelines are not met, then the future solution vendor will not have adequate time to validate requirements with WPA's prior to LBR due dates for 2025 legislative session. If WPA's do not make their LBR due dates for the next legislative session, the Program is at risk of not making the implementation deadline. If WPA's do not make the recommended resource or in-scope modernization requests for 2025 session, the solution may not be fully implemented and add best value to the SOF. If Calendar of events for CP procurement is not followed by the Master Program Schedule, then the risk should move to an Issue.	To reduce the probability of this risk and mitigate potential impact if the risk occurs, the Program will: • Review, train, and adhere to FL WINS Project and Program Planning, revising as needed to ensure continuous improvement. • Review and comply with all regulations and legal requirements and engage legal expertise in reviewing and advising throughout the procurement process. • Adhere to FL WINS Program Governance Framework. • Foster open and consistent communication through multiple channels, as needed, to ensure relevant information is available to all stakeholders regarding the procurement process, potential challenges, and to encourage collaborative problem solving. • Include contingency planning in Program and project-level schedules to allow for adapting to changes as needed.	IP	Jackie Schaffer

4 - PROGRAM SPENDING PLAN

A. Expenditures – Planned vs. Actual
Provide planned and actual cost total for the current month and the fiscal year to date. Provide an explanation of significant variance.

Required for R&C Category

Period	Planned Cost	Actual Cost	Explanation of Variance
2/1/2024 - 2/29/2024	$8,206,829.92	$311,302.58	The FL WINS Spending Plan was aligned with the tool to track legislative spending. This change is intentional and will help avoid discrepancies in reporting to different stakeholders. Variances reported in this row are due to timing from when items are approved, and when they are paid.
Fiscal Year 2023-2024	$32,472,186.12	$3,281,683.25	Variances reported in this row are due to timing from when items are approved, and when they are paid.

B. Identify Major Program Costs
Provide the planned expenditure, actual expenditure (if completed), status, and the business need for all significant project costs of interest to key project stakeholders. For hardware/software include the quantity of each type of equipment or licenses required.
If completed, provide an explanation for any significant cost variance.

Required for R&C Category

Description	Planned Expenditure	Actual Expenditure	Status (C=Completed IP= In Progress F=Future)	Business Need	Explanation of Cost Variance
IV&V Deliverable 3: *IV&V Execution and Monthly Status Reports* (February)	$33,006.00	$0.00	IP	Required, ongoing IV&V services and reporting.	Variance associated with timing of report submission, approval, and invoice approval. Program expenditures for IV&V in February were for the December 2023 and January 2024 reports.
IV&V Deliverable 3: IV&V Execution and Monthly Status Reports (January)	$33,006.00	$33,006.00	C	Required, ongoing IV&V	Paid in February. Variance associated with timing of report submission, approval, and invoice approval.
IV&V Deliverable 3: IV&V Execution and Monthly Status Reports (December)	$33,006.00	$33,006.00	C	Required, ongoing IV&V	Paid in February. Variance associated with timing of report submission, approval, and invoice approval.

B. Identify Major Program Costs

Provide the planned expenditure, actual expenditure (if completed), status, and the business need for all significant project costs of interest to key project stakeholders. For hardware/software include the quantity of each type of equipment or licenses required.
If completed, provide an explanation for any significant cost variance.

Required for R&C Category

Description	Planned Expenditure	Actual Expenditure	Status (C=Completed IP= In Progress F=Future)	Business Need	Explanation of Cost Variance
C3826 PMO Staffing KPMG	$199,250.00	$199,250.00	C	Deliverable 1: Contractor shall provide staff for the FL WINS PMO as specified in Section 1.2	
BPR Deliverable 6: Supplemental Business Staff (February)	$0.00	$0.00	IP	Ongoing staff augmentation to support Program progress	Continuing through 3/29/24.
TCM Deliverable 3: Transformational Change Management Activities (February)	$40,003.00	$0.00	IP	Ongoing transformational change management activities to facilitate adoption and success of FL WINS Program.	
TCM Deliverable 5: Monthly Summary Report Submissions (February)	$4,637.00	$0.00	IP	Ongoing program reporting and transformational change management services.	Cost is $4,637 monthly.
Gartner (February)	$0.00	$0.00	IP	Procurement advisory services	