

Helpful Links

- Dashboard Snapshots
- Florida PALM Resources
- Florida PALM Workbook for AHCA
- Readiness Workplan

AHCA Status Report Dashboard

Reporting Period

January - February 2024

Agency Sponsor

Vacant

Click on the various statistics or dials to view the supporting information within your agency's Smartsheet Florida PALM Workbook.

CCN Composition



The Change Champion Network dial reflects the completeness of your CCN makeup.

Change Champion Network:

- Unique Filled Role = 7
- Duplicate Filled Role = 6
- Vacant Role = 1

RW Task Completeness



The Readiness Workplan Tasks Completeness dial reflects the completeness of your agency's submission of RW tasks, starting with RW Task 512.

RW Task Completeness:

- Score = 0.00%**
- Submitted Complete = 0
- Submitted Incomplete = 0
- Completed After Submission = 0

RW Task Timeliness



The Readiness Workplan Tasks Timeliness dial reflects the timeliness of your agency's submission of all RW tasks to date.

RW Task Timeliness:

- Score = 60.87%**
- Submitted On Time = 7
- Submitted Late = 12
- Pending Submission = 1

Project-led Meeting Participation



The Participation dial reflects your agency's attendance at Project-led meetings during the current reporting period.

Meeting Participation:

- Meetings Attended = 7
- Meetings Missed = 0

The dials above include an intuitive Green-Yellow-Red spectrum, where green indicates the measure is in a positive range, yellow represents that the gaps in expected results present an increasing risk to the agency, and red indicates that there are significant gaps in expected results that present an elevated risk level for the agency.

RW Tasks - Completed or Open Items

Project Impact	Critical Operational Element	Task ID	Task Name	Task Planned Start Date	Task Planned End Date	Agency Reported Task Progress	Agency Submission Date	Status Comment	Project Verification of Completion	Agency Corrected Submission Date
	Technology	504	Update Agency Business System Documentation for Segment I	10/30/23	01/12/24			See Issue 001		
	Technology	505	Update Florida PALM Interface Inventory for Segment I	10/30/23	01/12/24	100% - Submitted	12/22/23			
	Processes	508	Review Payroll Wave Business Process Models	11/06/23	01/26/24	100% - Submitted	02/09/24			
	N/A	509	Submit Bimonthly Agency Readiness Status Report	12/28/23	01/12/24	100% - Submitted	01/13/24			
	N/A	510	Manage Agency Specific Implementation Schedule, Risks and Issues	12/28/23	02/29/24	100% - Submitted	02/28/24			
	People	511	Update CCN and Contacts	01/08/24	01/26/24	100% - Submitted	02/09/24			
Indirect	People	512	Identify Future Florida PALM End Users	01/16/24	03/01/24	100% - Submitted	03/01/24	3/11/2024 - Added one missing address	Submission Complete	03/11/24
Direct	Data	513	Complete Configuration Workbooks for Segments I and II	02/12/24	04/12/24					
N/A	Data	514	Complete Data Readiness Analysis and Data Cleansing Activities for Segments I and II	01/29/24	04/12/24					
N/A	Processes	515	Identify Change Impacts and Update Agency Business Process Documentation for Segments I and II	01/29/24	04/12/24					
N/A	Technology	516	Update Agency Business System Documentation for Segment II	01/29/24	04/12/24					
Indirect	Technology	517	Update Florida PALM Conversion Inventory for Segment II	01/29/24	04/12/24					
Indirect	Technology	518	Update Florida PALM Interface Inventory for Segment II	01/29/24	04/12/24					
N/A	Technology	519	Remediate Agency Business Systems based on Segment I	01/29/24	06/28/24					
N/A	People	520	Update Authorized Smartsheet Users	02/05/24	02/16/24	100% - Submitted	02/16/24	I changed an edit-share to cannot share but it was not updated when I reviewed it today.		
N/A	N/A	521	Submit Bimonthly Agency Readiness Status Report	03/01/24	03/11/24					
N/A	N/A	522	Manage Agency Specific Implementation Schedule, Risks and Issues	03/01/24	04/30/24					

People

The staff and stakeholders affected by your agency's transition to Florida PALM.

Implementation:

Planned Florida PALM End Users = 30

- Business Process Groupings = 12

Role Mapping = TBD

Training = TBD

Processes

The sequence of procedures to accomplish a business objective.

Current-State:

Cataloged Business Processes = 67

- Related Business Systems = 6
- Related Reports = 31
- **Documentation Status:**
- Complete = 64 Partial = 2 Not Started = 0

Implementation:

Impacted Agency Business Processes = TBD

Technology

The applications or tools used to process, track, or report on financial operations.

Current-State:

Cataloged Business Systems = 23

- **Criticality:**
- High = 20 Med = 0 Low = 2 None = 1
- **Documentation Status:**
- Complete = 3 Partial = 15 Not Started = 0

Cataloged Interfaces = 18

- Inbound Interfaces = 13
- Outbound Interfaces = 5

Data

Information used in or produced from an agency's financial business operations.

Current-State:

Unique FLAIR Data Elements = 82

- **Associated Unique Uses = 82**
- Continued Use - Yes = 1
- Continued Use - No = 0
- **Associated Business Systems = 22**
- Cataloged Reports = 62**
- **Criticality:**
- High = 59 Med = 0 Low = 0 None = 0

Implementation:**Business Systems Planned for Integration = 23****Segment I - Documentation Updates:**- Complete = 0 Updating = 0 Evaluating = 0
Not Started = 0 Not Needed = 0**Segment II - Documentation Updates: TBD****Planned Interfaces = 10**

- Inbound Interfaces = 3

- Outbound Interfaces = 7

Implementation:**Configuration Workbooks = TBD****Conversions = TBD****Agency Reported**

The Risks, Issues, Assumptions and Readiness Activities tables below display only items that were opened/logged, closed/resolved or active during the reporting period.

AHCA Risks

Critical Operational Elements	Risk Description	Status	Risk Rating	Mitigation/Response Strategy	Reporting Period Comments or Updates	Date of Status Change	Owner / Coordinator
People Processes Technology	When SunFocus and other urgent operational events occur, resources will be shifted to focus on the operational events thereby impacting the completion of Florida PALM tasks (schedule).	Open	9 (High/High)	Production incidents and time sensitive activities will continue to interfere with the resource-tight bureau. Assume the risk and work with the PALM Project staff to identify when a deliverable will be late. Document each occurrence and continue working on Florida PALM tasks and activities.	On-going	11/02/23	Phyllis Wander
People	If Florida PALM project scope increases, the Agency's current LBR funding requests will be inadequate to complete the Florida PALM transition (schedule, scope and budget).	Open	6 (High/Medium)	Request administrative funding from the Legislature.	On-going	11/02/23	Phyllis Wander
People Processes	Loss of Institutional Knowledge - Matriculation of knowledgeable business process and the SunFocus Application resources will hinder the progress of the project thereby impacting the timely completion of Florida PALM tasks (schedule).	Open	6 (High/Medium)	Continue to document desk procedures and manual processes and systems as well as encourage cross-training of operational functions.	On-going	11/09/23	Phyllis Wander

AHCA Issues

Critical Operational Elements	Issue Description	Status	Priority	Resolution Plan	Reporting Period Comments or Updates	Planned or Actual Resolution Date	Owner / Coordinator
People Technology	After requesting system documentation, the Vendor team has not provided any functional/system documentation for SunFocus to attach to Florida PALM Task 326. The task did not meet the scheduled due date of 10/27/2023.	Open	Critical - Impacts the ability of the agency to move forward with work without resolution	2/28/2024: Monitor the completion of Segment I and II updates to the documentation. Escalate	2/28/2024: Segment I updates were not included with the initial documentation. 2/23/2024: Met with the Vendor team and reviewed the documentation (in-progress). Initial documentation (Completion of Task 326) is expected before the end of the reporting period (February 29th). 2/9/2024: AHCA Management has reached out to the Vendor to address the need for system documentation.	01/15/24	Scott Ward
People Processes Technology	If the resources are not identified and on-boarded by the end of March 2024, 1) the Agency will not complete the tasks in a timely manner and 2) the Agency will not transition to Florida PALM in January 2026.	Open	Critical - Impacts the ability of the agency to move forward with work without resolution	Immediate plan is to add an additional BA or Business Process Consultant to document the HR/Payroll processes and complete the tasks that were done for the Financials Wave.	3/11/2024: Initial round of interviews completed. 2/28/2024: Currently holding interviews. 2/9/2024: Resumes have been received and reviewed by the AHCA team. In the process of setting up interviews. 01/11/2024: Re-evaluated the advertisement and revised the eQuote documentation. Plan to post at the end of the week. 11/09/2023: Reviewed current resumes, but they did not have the specific skills we were seeking. Need to re-evaluate and resubmit a posting for the Staff Aug.	01/15/24	Abby Dunn/Phyllis Wander

AHCA Assumptions

Critical Operational Elements	Assumption	Status	Date Logged or Removed	Impacted Stakeholder(s) and/or System(s)	Reporting Period Comments or Updates

AHCA Agency-Specific Readiness Activities

Critical Operational Elements	Activity Description	Date(s)	Impacted Stakeholder(s) and/or System(s)	Objective	Reporting Period Comments or Updates
People Processes Technology	Weekly Change Champions Workgroup Meeting	01/24/24	Change Champions and SMEs	Planning for the transition of Florida PALM	
People Processes Technology	Weekly Governance Meetings	01/29/24	Bureau of Financial Services / Agency Business System / Agency Financial and Payroll Processes	To review highlights of weekly activities and bring risks and issues for resolution	

People Processes Technology	Weekly Change Champions Workgroup Meeting	01/31/24	Change Champions and SMEs	Planning for the transition of Florida PALM	
People Processes Technology	Weekly Governance Meetings	02/05/24	Bureau of Financial Services / Agency Business System / Agency Financial and Payroll Processes	To review highlights of weekly activities and bring risks and issues for resolution	
People Processes Technology	Weekly Change Champions Workgroup Meeting	02/07/24	Change Champions and SMEs	Planning for the transition of Florida PALM	
People Processes Technology	Weekly Change Champions Workgroup Meeting	02/14/24	Change Champions and SMEs	Planning for the transition of Florida PALM	
People Processes Technology	Weekly Governance Meetings	02/19/24	Bureau of Financial Services / Agency Business System / Agency Financial and Payroll Processes	To review highlights of weekly activities and bring risks and issues for resolution	
People Processes Technology	Weekly Change Champions Workgroup Meeting	02/21/24	Change Champions and SMEs	Planning for the transition of Florida PALM	
People Processes Technology	Weekly Governance Meetings	02/26/24	Bureau of Financial Services / Agency Business System / Agency Financial and Payroll Processes	To review highlights of weekly activities and bring risks and issues for resolution	
People Processes Technology	Weekly Change Champions Workgroup Meeting	02/28/24	Change Champions and SMEs	Planning for the transition of Florida PALM	
Technology	Florida PALM Documentation Review	02/22/24	Agency Business System	Planning for the remediation of Florida PALM	

Agency Sponsor Confirmation

As Agency Sponsor, I understand my role and responsibility for monitoring and reporting on my agency's readiness status. I have reviewed and confirmed the accuracy of my agency's readiness status as reflected in this dashboard.

Agency Sponsor Name: *

Confirm *

Submit

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AHCA Status Report Confirmation

Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
January - February 2024	Sonya Smith	sonya.smith@ahca.myflorida.com	03/11/24
November - December 2023	Sonya Smith	sonya.smith@ahca.myflorida.com	01/13/24
September - October 2023	Sonya Smith	sonya.smith@ahca.myflorida.com	11/09/23
July - August 2023	Sonya Smith	sonya.smith@ahca.myflorida.com	09/11/23