

**Helpful Links**

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- Readiness Workplan

# DBPR Status Report Dashboard

**Reporting Period**

January - February 2024

**Agency Sponsor**

Tyler Russell

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 = 8
- 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 = 100.00%**
- Submitted Complete = 1
- Submitted Incomplete = 0
- Completed After Submission = 0

**RW Task Timeliness**



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

**RW Task Timeliness:**

- Score = 94.78%**
- Submitted On Time = 16
- Submitted Late = 4
- Pending Submission = 0

**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 = 5
- 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	100% - Submitted	01/12/24			
	Technology	505	Update Florida PALM Interface Inventory for Segment I	10/30/23	01/12/24	100% - Submitted	01/12/24			
	Processes	508	Review Payroll Wave Business Process Models	11/06/23	01/26/24	100% - Submitted	01/26/24			
	N/A	509	Submit Bimonthly Agency Readiness Status Report	12/28/23	01/12/24	100% - Submitted	01/12/24	Report submitted 1/12/24		
	N/A	510	Manage Agency Specific Implementation Schedule, Risks and Issues	12/28/23	02/29/24	100% - Submitted	02/29/24	We do not really have any updates for this task.		
	People	511	Update CCN and Contacts	01/08/24	01/26/24	100% - Submitted	01/23/24	Updates made		
Indirect	People	512	Identify Future Florida PALM End Users	01/16/24	03/01/24	100% - Submitted	03/01/24		Submission Complete	
Direct	Data	513	Complete Configuration Workbooks for Segments I and II	02/12/24	04/12/24	25% - Beginning Initial Internal Meetings and Information Gathering				
N/A	Data	514	Complete Data Readiness Analysis and Data Cleansing Activities for Segments I and II	01/29/24	04/12/24	25% - Beginning Initial Internal Meetings and Information Gathering				
N/A	Processes	515	Identify Change Impacts and Update Agency Business Process Documentation for Segments I and II	01/29/24	04/12/24	25% - Beginning Initial Internal Meetings and Information Gathering				
N/A	Technology	516	Update Agency Business System Documentation for Segment II	01/29/24	04/12/24	25% - Beginning Initial Internal Meetings and Information Gathering				
Indirect	Technology	517	Update Florida PALM Conversion Inventory for Segment II	01/29/24	04/12/24	25% - Beginning Initial Internal Meetings and Information Gathering				
Indirect	Technology	518	Update Florida PALM Interface Inventory for Segment II	01/29/24	04/12/24	25% - Beginning Initial Internal Meetings and Information Gathering				
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	02/12/24	updates made 2/12/24		
N/A	N/A	521	Submit Bimonthly Agency Readiness Status Report	03/01/24	03/11/24	100% - Submitted	03/12/24	sponsor unavailable		
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 = 32**
- Business Process Groupings = 13
- Role Mapping = TBD**
- Training = TBD**

**Processes**

The sequence of procedures to accomplish a business objective.

**Current-State:**

- Cataloged Business Processes = 7**
- Related Business Systems = 10
- Related Reports = 36
- Documentation Status:**
- Complete = 7 Partial = 0 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 = 11**
- **Criticality:**
- High = 5 Med = 2 Low = 1 None = 3
- **Documentation Status:**
- Complete = 10 Partial = 0 Not Started = 1
- Cataloged Interfaces = 1**
- Inbound Interfaces = 0
- Outbound Interfaces = 1

**Data**

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

**Current-State:**

- Unique FLAIR Data Elements = 84**
- **Associated Unique Uses = 85**
- Continued Use - Yes = 48
- Continued Use - No = 32
- **Associated Business Systems = 37**
- Cataloged Reports = 55**
- **Criticality:**
- High = 20 Med = 19 Low = 15 None = 0

**Implementation:**

**Business Systems Planned for Integration = 1**

**Segment I - Documentation Updates:**

- Complete = 0 Updating = 0 Evaluating = 0  
Not Started = 0 Not Needed = 1

**Segment II - Documentation Updates: TBD**

**Planned Interfaces = 13**

- Inbound Interfaces = 6

- 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.

**DBPR Risks**

Critical Operational Elements	Risk Description	Status	Risk Rating	Mitigation/Response Strategy	Reporting Period Comments or Updates	Date of Status Change	Owner / Coordinator
People	Retirement of Accounting Systems Analyst	Open	6 (High/Medium)	Advertise position as soon as possible; hire new employee in time to overlap with retiring employee	Work in progress to advertise John Mounts' position; new Revenue/Financial Reporting manager Lyndell Francis has started - in addition to state/accounting background, he also has IT background	01/11/24	Sally Huggins
People Processes Technology Data	Timing of Segment IV review & design workshops	Open	6 (High/Medium)	Planning, planning, planning. We will need to send as many CCN and SME members as possible to make sure understanding of reviews and design is captured, but end of year finance & accounting activities take priority.	The timing and content of the Segment IV business process model reviews and design workshops is not ideal, as has been acknowledged by the project. Impacts will definitely be felt at smaller agencies, like DBPR.	03/08/24	Sally Huggins
People Processes Technology Data	Completion of tasks	Closed	4 (Medium/Medium)	Completion of upcoming project related tasks is at risk of not being completed timely due to delay in receiving administered funds requested in Operational Work Plan.	RFQ to be released, contractors submit proposal, contractor chosen, and PO issued all needs to be done before first project related deadline of 12/15/23; RFQ is in progress	01/11/24	Sally Huggins
People Processes Technology Data	Change in understanding of what project considers Agency Business System affects completion of tasks	Open	4 (Medium/Medium)	Review Agency Business System information to ensure all relevant systems are included in the	As early as Fall 2020, we were assuming everything was a business system but the guidance provided by the project at the time indicated that only systems that had a direct connection to FLAIR were considered an ABS, so we reported only very little systems. In our December 2023 Technology touchpoint, we learned that our original understanding was what the project is now considering an ABS, so we are playing catchup in identifying our AB systems.	02/29/24	Sally Huggins

**DBPR Issues**

Critical Operational Elements	Issue Description	Status	Priority	Resolution Plan	Reporting Period Comments or Updates	Planned or Actual Resolution Date	Owner / Coordinator

**DBPR Assumptions**

Critical Operational Elements	Assumption	Status	Date Logged or Removed	Impacted Stakeholder(s) and/or System(s)	Reporting Period Comments or Updates
People Processes Technology Data	DBPR Project Manager and Change Manager will have enough time to complete tasks released by Florida PALM	Logged	11/08/23	All users of Florida PALM	Chosen contractor will be able to start with enough time to complete upcoming tasks
People	Replace retiring Accounting Systems Analyst	Logged	01/11/24	DBPR	New employee will be in place to overlap with John Mounts who will retire 4/29/24

**DBPR 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 Data	Segment II Design Workshops	01/10/24	John Mounts, Lyndell Francis, Sally Huggins		combination of staff either attended in person or listened online
People Processes Technology Data	Segment II Design Workshops	01/11/24	John Mounts, Lyndell Francis, Sally Huggins		combination of staff either attended in person or listened online
People Processes Technology Data	Segment II Design Workshops	01/12/24	John Mounts, Lyndell Francis, Sally Huggins		combination of staff either attended in person or listened online

People Processes Technology Data	Segment II Design Workshops	01/16/24	John Mounts, Lyndell Francis, Sally Huggins		combination of staff either attended in person or listened online
People Processes Technology Data	Segment II Design Workshops	01/17/24	John Mounts, Lyndell Francis, Sally Huggins		combination of staff either attended in person or listened online
People Processes Technology Data	Segment II Design Workshops	01/18/24	John Mounts, Lyndell Francis, Sally Huggins		combination of staff either attended in person or listened online
People Processes Technology Data	Tasks 504, 505	01/12/24	Sally Huggins		completed tasks
People Processes Technology Data	January Touchpoint	01/23/24	Sally Huggins, Lyndell Francis		monthly touchpoint with readiness coordinators
People Processes Technology Data	January 2024 Advisory Council meeting	01/24/24	Sally Huggins		attended monthly advisory council meeting
People Processes Technology Data	Tasks 508 & 511	01/26/24	Sally Huggins		completed tasks
People Processes Technology Data	January 2024 ESC meeting	01/24/24	Lynn Smith		attended monthly ESC meeting
People Processes Technology Data	Task Talk	02/01/24	Sally Huggins, John Mounts, Lyndell Francis		listened to Task Talk
People Processes Technology Data	Task Talk	02/08/24	Sally Huggins, John Mounts, Lyndell Francis		listened to Task Talk
People Processes Technology Data	Segment III BPR's	02/12/24	John Mounts		
People Processes Technology Data	Segment III BPR's	02/13/24	John Mounts		
People Processes Technology Data	Task Talk	02/15/24	John Mounts, Sally Huggins, Lyndell Francis		
People Processes Technology Data	February Touchpoint	02/16/24	Sally Huggins, Lyndell Francis, Kris Burnside, Mindy Heindl		Monthly touchpoint with readiness coordinators
People Processes Technology Data	Task 520	02/16/24	Sally Huggins		completed task
People Processes Technology Data	Task Talk	02/22/24	Sally Huggins, Lyndell Francis, John Mounts, Kris Burnside		listened to task talk
People Processes Technology Data	Internal meeting with HR staff re: Segment IV BPR's and Design Workshops	02/22/24	Sally Huggins, John Mounts, Lyndell Francis, Fatimah Harper, Melvin Robinson		
People Processes Technology Data	February Advisory Council	02/21/24	Sally Huggins		
People Processes Technology Data	February ESC	02/28/24	Lynn Smith		
People Processes Technology Data	Task 510	02/29/24	Sally Huggins		completed task
People Processes Technology Data	CCN Town Hall	02/29/24	Sally Huggins, Lyndell Francis		
People	Internal meeting to discuss responses to Project Manager/Change Manager RFQ	02/20/24	Sally Huggins, Lyndell Francis, John Mounts, Kris Burnside		

### 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 \*

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### DBPR Status Report Confirmation

Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
January - February 2024	Tyler Russell	tyler.russell@myfloridalicense.com	03/12/24
November - December 2023	Tyler Russell	tyler.russell@myfloridalicense.com	01/12/24
September - October 2023	Tyler Russell	tyler.russell@myfloridalicense.com	11/09/23
July - August 2023	Tyler Russell	tyler.russell@myfloridalicense.com	09/13/23