Helpful Links

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

DCF Status Report Dashboard

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

Reporting Period

January - February 2024

Agency Sponsor

Tony Lloyd

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 = 0

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 = 1
- 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 = 80%

- Submitted On Time = 12
- Submitted Late = 5
- Pending Submission = 3

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 = 6
- 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
	Data	**324**	Complete FLAIR Data Elements Inventory	12/09/22	03/31/23	75% - Consolidating/Inputting Information for Submission				
	Data	**327**	Complete Reports Inventory	04/03/23	07/28/23	50% - In Progress				
	Technology	**504**	Update Agency Business System Documentation for Segment I	10/30/23	01/12/24	100% - Submitted	**01/12/24**	DCF has completed our review of the Segment I information and have determined that there are too many open questions about the design that will be addressed in subsequent Segments to update our own design documentation.		
	Technology	**505**	Update Florida PALM Interface Inventory for Segment I	10/30/23	01/12/24	100% - Submitted	**01/12/24**	Per the DCF touchpoint in December, DCF has created entries for our future state system modules which will be constructed this fiscal year and their interface needs.		
	Processes	**508**	Review Payroll Wave Business Process Models	11/06/23	01/26/24	25% - Beginning Initial Internal Meetings and Information Gathering				
	N/A	**509**	Submit Bimonthly Agency Readiness Status Report	12/28/23	01/12/24	100% - Submitted	**01/11/24**			
	N/A	**510**	Manage Agency Specific Implementation Schedule, Risks and Issues	12/28/23	02/29/24	100% - Submitted	**02/29/24**			
	People	**511**	Update CCN and Contacts	01/08/24	01/26/24	100% - Submitted	**01/23/24**			
Indirect	People	**512**	Identify Future Florida PALM End Users	01/16/24	03/01/24	Pending Resubmission	**03/05/24**	was completed on 2/29.	Submission Incomplete	
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					
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	**02/14/24**			
N/A	N/A	**521**	Submit Bimonthly Agency Readiness Status Report	03/01/24	03/11/24	100% - Submitted	**03/12/24**			
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 = 168

- Business Process Groupings = 9

Role Mapping = TBD

Training = TBD

Processes

The sequence of procedures to accomplish a business objective.

Current-State:

Cataloged Business Processes = 19

- Related Business Systems = 9
- Related Reports = 4
- **Documentation Status:**

Technology

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

Current-State:

Cataloged Business Systems = 45

- **Criticality:**

- High = 16 Med = 1 Low = 0 None = 21

- **Documentation Status:**

Data

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

Current-State:

Unique FLAIR Data Elements = 70

- **Associated Unique Uses = 70**

- Continued Use - Yes = 0

- Continued Use - No = 0

- Complete = 5 Partial = 1 Not Started = 0

Implementation:

Impacted Agency Business Processes = TBD

- Complete = 4 Partial = 17 Not Started = 1

Cataloged Interfaces = 62

- Inbound Interfaces = 0

- Outbound Interfaces = 62

Implementation:

Business Systems Planned for Integration = 5

• Segment I - Documentation Updates:

- Complete = 0 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 2

• Segment II - Documentation Updates: TBD

Planned Interfaces = 0

- Inbound Interfaces = 0

- Outbound Interfaces = 0

• Associated Business Systems = 0

Cataloged Reports = 0

• Criticality:

- High = 0 Med = 0 Low = 0 None = 0

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.

DCF Risks

Critical Operational Elements	Risk Description	Status	Risk Rating	Mitigation/Response Strategy	Reporting Period Comments or Updates	Date of Status Change	Owner / Coordinator
People	Financial Leadership Distraction	Open	6 (Medium/High)	Avoid. Engage stakeholders in a constant dialogue regarding the status and direction of the Project.	None. Continue to Monitor Risk.	11/13/23	Matthew.Christovich@myflfam
People	Operational Management Turnover - Key Personnel	Open	6 (High/Medium)	Mitigate. Work to document key personnel knowledge and specific operational processes in the event of a sudden or unexpected departure.	None. Continue to Monitor Risk.	11/13/23	Matthew.Christovich@myflfam
People	Department Leadership Turnover	Open	4 (Medium/Mediu	Accept. Monitor political developments as they unfold and adapt, as needed.	None. Continue to Monitor Risk.	11/13/23	Matthew.Christovich@myflfam
People	Operational Staff Turnover - Key Personnel	Open	4 (Medium/Mediu	Mitigate. Work to document key personnel knowledge and specific operational processes in the event of a sudden or unexpected departure.	None. Continue to Monitor Risk.	11/13/23	Matthew.Christovich@myflfam
People	Project Sponsor Turnover	Open	3 (High/Low)	Mitigate. Ensure sponsor commitments and operational plans are well documented and rationale is well established.	None. Continue to Monitor Risk.	11/13/23	Matthew.Christovich@myflfam
People	Project Manager/Agency Liaison Turnover	Open	3 (High/Low)	Mitigate. Ensure project approach and status are well-documented.	None. Continue to Monitor Risk.	11/13/23	Matthew.Christovich@myflfam
People	Project Staff Turnover	Open	2 (Low/Medium)	Avoid. Ensure project staff responsibilities are well defined and documentation is up-to-date	None. Continue to Monitor Risk.	11/13/23	Matthew.Christovich@myflfam
People	Operational Management Turnover - General	Open	2 (Low/Medium)	Accept. Ensure job-specific processes are documented and generic enough to permit retraining of new incoming staff.	None. Continue to Monitor Risk.	11/13/23	Matthew.Christovich@myflfam
People	Operational Staff Turnover - General	Open	2 (Low/Medium)	Accept. Ensure job-specific processes are documented and generic enough to permit retraining of new incoming staff.	None. Continue to Monitor Risk.	11/13/23	Matthew.Christovich@myflfam

DCF Issues

Critical Operational Elements	Issue Description	Status	Priority	Resolution Plan	Reporting Period Comments or Updates	Planned or Actual Resolution Date	Owner / Coordinator
Processes Technology	Cost Allocation Not Available in PALM	Open	Critical - Impacts the ability of the agency to move forward with work without resolution	TBD	DCF is revisiting as plans for remediating internal applications for PALM.	01/01/26	Joan Davis
Technology Data	SpeedKey functionality and ability to maintain at the agency level	Open	Critical - Impacts the ability of the agency to move forward with work without resolution	DCF will work to get a better understanding of the speedkey functionality to maximize the use of speedkey to accurately capture encumbrance obligations, payments and minimize corrections to GL's.			
People Processes Technology Data	Remediation Efforts Delayed Due to Funding Delay	Open	High - Impacts the ability of the agency to meet deadlines or milestones	DCF will work to fast-track the implementation effort of our contractor and internal staff to create the necessary infrastructure to support further readiness and remediation activities.	The Legislature released the requested funds for PALM Integration and Remediation submitted on 7/31/23 on December 12, 2023.	06/28/24	Matthew Christovich

DCF 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	DCF will able to timely access the available Administered funds to support PALM readiness activities.	Logged	07/17/23	DCF-Departmentwide	This assumption is currently an open issue.
People Processes Technology	DCF's Project Sponsor will support the project by establishing and maintaining a project team that will manage the ongoing readiness activities and their associated dependencies.	Logged	07/17/23	DCF-Departmentwide	None.
People Processes Technology Data	DCF executive leadership will support the project by providing resources, access to systems and stakeholders, and by supporting the organizational change management strategy created by the project team.	Logged	07/17/23	DCF-Departmentwide	None.
People Processes Technology Data	DCF's project team possesses the necessary skills and expertise in the required disciplines to ensure project success.	Logged	07/17/23	DCF-Departmentwide	None.
People	DCF's hybrid product/project management framework approach combining predictive and agile methodologies is suitable for the project's objectives	Logged	07/17/23	DCF-Departmentwide	None.

People Processes Technology Data	DCF business system owners will provide requirements for necessary system modifications with enough detail and time to implement the changes according to the Florida PALM schedule.	Logged	07/17/23	DCF-Departmentwide	None.
People	DCF project stakeholders, involved parties, and other interested individuals will be available for feedback and review of documentation to meet readiness requirements and project milestones.	Logged	07/17/23	DCF-Departmentwide	None.
People Processes Technology Data	DCF's Florida PALM project team can gain access to relevant documentation, specifications, and knowledge about the legacy enterprise systems and their data structures.	Logged	07/17/23	DCF-Departmentwide	None.
People Processes Technology Data	State of Florida legacy enterprise systems have accessible data sources that can be utilized for extracting and integrating data into the Enterprise Data Warehouse.	Logged	07/17/23	DCF-Departmentwide	None.
Technology Data	DCF's Enterprise Data Warehouse architecture and infrastructure can accommodate the additional data and effectively handle the integration process.	Logged	07/17/23	DCF-Departmentwide	None.
People Processes	The external schedule for implementation is determined by the DFS Florida PALM project. All key milestones and transition dates are provided by the larger PALM Project.	Logged	07/17/23	DCF-Departmentwide	None.
People Processes	The Florida PALM project will provide key information identifying the functionality, business processes, and timeline of the larger project in a timely manner to facilitate planning and execution.	Logged	07/17/23	DCF-Departmentwide	None.

DCF 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	Weekly PALM meeting with CCN and SMEs on Chart of Accounts	02/14/24	DCF Budget, Finance, and Accounting and IT team	To brainstorm and plan on the PALM COA structure for DCF	We started meeting once a week on 2/14/24.
People Processes Technology Data	Reorganizing DCF project team	02/14/24	DCF Budget, Finance, and Accounting and IT team	Rebase-line PALM project activities and address all outstanding readiness tasks and activities.	Working to procure an IT project manager and business project manager. Additionally, DCF is expanding involvement of key business area SMEs and staff in defining DCF's future state of business with PALM.
People Processes	Weekly PALM meetings to review progress on pending tasks and new tasks	02/14/24	Change Champions and SMEs	To meet regularly to complete past due tasks, assign tasks to SMEs to complete tasks, review completed tasks, and report completion of tasks in Smartsheet.	We are almost completed with 324,327,328.

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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DCF Status Report Confirmation

Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
January - February 2024	Chad Barrett	chad.barrett@myflfamilies.com	03/12/24
January - February 2024	Tony Lloyd	tony.lloyd@myflfamilies.com	03/08/24
November - December 2023	Tony Lloyd	tony.lloyd@myflfamilies.com	01/11/24
September - October 2023	Tony Lloyd	tony.lloyd@myflfamilies.com	11/15/23