

Helpful Links

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

DEM Status Report Dashboard

Reporting Period

January - February 2024

Agency Sponsor

Luke Strickland

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 = 10
- Duplicate Filled Role = 4
- 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 = 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 = 98.26%**
- Submitted On Time = 19
- Submitted Late = 1
- 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 = 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
	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	01/25/24			
	N/A	509	Submit Bimonthly Agency Readiness Status Report	12/28/23	01/12/24	100% - Submitted	01/12/24			
	N/A	510	Manage Agency Specific Implementation Schedule, Risks and Issues	12/28/23	02/29/24	100% - Submitted	03/01/24			
	People	511	Update CCN and Contacts	01/08/24	01/26/24	100% - Submitted	01/26/24			
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					
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			
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 = 21

- Business Process Groupings = 13

Role Mapping = TBD

Training = TBD

Processes

The sequence of procedures to accomplish a business objective.

Current-State:

Cataloged Business Processes = 35

- Related Business Systems = 3
- Related Reports = 21

Documentation Status:

- Complete = 30 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 = 5

- **Criticality:**
- High = 5 Med = 0 Low = 0 None = 0

Documentation Status:

- Complete = 2 Partial = 1 Not Started = 1

Cataloged Interfaces = 0

- Inbound Interfaces = 0

- Outbound Interfaces = 0

Data

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

Current-State:

Unique FLAIR Data Elements = 71

- **Associated Unique Uses = 71**

- Continued Use - Yes = 48

- Continued Use - No = 0

Associated Business Systems = 22

Cataloged Reports = 41

• **Criticality:**

- High = 24 Med = 9 Low = 7 None = 1

Implementation:

Business Systems Planned for Integration = 2

Segment I - Documentation Updates:

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

Segment II - Documentation Updates: TBD

Planned Interfaces = 10

- Inbound Interfaces = 4
- Outbound Interfaces = 6

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.

DEM Risks

Critical Operational Elements	Risk Description	Status	Risk Rating	Mitigation/Response Strategy	Reporting Period Comments or Updates	Date of Status Change	Owner / Coordinator
People	Challenge in filling vacant positions in Finance & Accounting	Open	9 (High/High)	Utilize other Finance employees to assist when needed	N/A	12/24/23	Karen Peyton
People	Ability to be fully devoted to the project because of unpredictable response activities related to natural disasters and other threats to the state and its citizens.	Open	4 (Medium/Medium)	Endeavor to utilize other staff members and/or employees from other agencies to assist	N/A	12/24/23	Karen Peyton
People Processes	The DEM is physically and functionally separate from the EOG. However, the two entities share the same OLO business unit. Currently warrants are picked up by the EOG for dissemination. This may create a risk related to payment management. In the review of the draft, of new warrant process, it appears that if the incorrect handling code is selected, the EOG will not be able to determine who the warrant belongs to since the BE is not printed on the warrant.	Open	4 (Medium/Medium)	The DEM and EOG have met with the PALM team to determine at what level certain codes can be defaulted to ensure that this does not happen. As long as the warrants do not combine, we will be able to research to accommodate. If warrants combine, the entire warrant may need to be canceled and the invoices re-vouchered.	The volume of invoices that are processed by DEM (especially those related to disaster activity) could possibly exacerbate this issue.	02/26/24	Karen Peyton

DEM Issues

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

DEM 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	The Division will be able to process all financial activity in order to adequately report to our grantors and all requestors to continue to assist in financial management of the Division's missions and objectives	Logged	09/06/23	FDEM	No change.

DEM Agency-Specific Readiness Activities

Critical Operational Elements	Activity Description	Date(s)	Impacted Stakeholder(s) and/or System(s)	Objective	Reporting Period Comments or Updates

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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DEM Status Report Confirmation

Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
January - February 2024	Luke Strickland	luke.strickland@em.myflorida.com	03/11/24
November - December 2023	Luke Strickland	luke.strickland@em.myflorida.com	01/12/24
September - October 2023	Luke Strickland	luke.strickland@em.myflorida.com	11/09/23
July - August 2023	Luke Strickland	luke.strickland@em.myflorida.com	09/07/23