

Helpful Links

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

DEP Status Report Dashboard

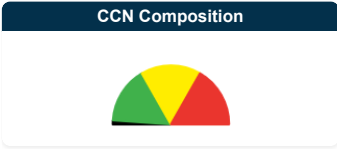
Reporting Period

January - February 2024

Agency Sponsor

Darinda McLaughlin

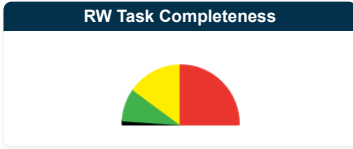
Click on the various statistics or dials to view the supporting information within your agency's Smartsheet Florida PALM Workbook.



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

Change Champion Network:

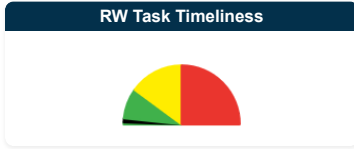
- Unique Filled Role = 23
- Duplicate Filled Role = 0
- Vacant Role = 0



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:

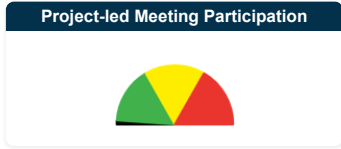
- Score = 100.00%**
- Submitted Complete = 1
 - Submitted Incomplete = 0
 - Completed After Submission = 0



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

RW Task Timeliness:

- Score = 99.57%**
- Submitted On Time = 19
 - Submitted Late = 1
 - Pending Submission = 0



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	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	01/10/24			
	N/A	510	Manage Agency Specific Implementation Schedule, Risks and Issues	12/28/23	02/29/24	100% - Completed in Requested Format	02/28/24			
	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	50% - In Progress		PALM has extended the date of this task to 4/12 from 3/24 - Ref Email dated 2/12/2024		
N/A	Data	514	Complete Data Readiness Analysis and Data Cleansing Activities for Segments I and II	01/29/24	04/12/24	50% - In Progress				
N/A	Processes	515	Identify Change Impacts and Update Agency Business Process Documentation for Segments I and II	01/29/24	04/12/24	50% - In Progress				
N/A	Technology	516	Update Agency Business System Documentation for Segment II	01/29/24	04/12/24	50% - In Progress				
Indirect	Technology	517	Update Florida PALM Conversion Inventory for Segment II	01/29/24	04/12/24	50% - In Progress				
Indirect	Technology	518	Update Florida PALM Interface Inventory for Segment II	01/29/24	04/12/24	50% - In Progress				
N/A	Technology	519	Remediate Agency Business Systems based on Segment I	01/29/24	06/28/24	25% - Beginning Initial Internal Meetings and Information Gathering				
N/A	People	520	Update Authorized Smartsheet Users	02/05/24	02/16/24	100% - Submitted	02/13/24			
N/A	N/A	521	Submit Bimonthly Agency Readiness Status Report	03/01/24	03/11/24	100% - Submitted	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 = 149

- Business Process Groupings = 13

Role Mapping = TBD

Training = TBD

Processes

The sequence of procedures to accomplish a business objective.

Current-State:

Cataloged Business Processes = 248

- Related Business Systems = 23
- Related Reports = 39

Documentation Status:

- Complete = 248 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 = 44

Criticality:

- High = 21 Med = 10 Low = 5 None = 8

Documentation Status:

- Complete = 44 Partial = 0 Not Started = 0

Cataloged Interfaces = 67

- Inbound Interfaces = 57

- Outbound Interfaces = 10

Data

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

Current-State:

Unique FLAIR Data Elements = 261

• Associated Unique Uses = 264

- Continued Use - Yes = 221

- Continued Use - No = 41

• Associated Business Systems = 35

Cataloged Reports = 380

Criticality:

- High = 46 Med = 3 Low = 15 None = 31

Implementation:

Business Systems Planned for Integration = 30

Segment I - Documentation Updates:

- Complete = 3 Updating = 0 Evaluating = 0
Not Started = 0 Not Needed = 26

Segment II - Documentation Updates: TBD

Planned Interfaces = 12

- Inbound Interfaces = 1
- Outbound Interfaces = 11

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.

DEP Risks

Critical Operational Elements	Risk Description	Status	Risk Rating	Mitigation/Response Strategy	Reporting Period Comments or Updates	Date of Status Change	Owner / Coordinator
Technology Data	Unclear Requirements and Potentially Changing Requirements	Open	9 (High/High)	FDEP technical team would need to have sufficient knowledge of FDEP financial systems. Allow for adjustments to the implementation schedule for unplanned changes/updates to requirements.	Without finalized interface specifications, the application team may have limited visibility into the expected changes in the data formats and structures. This ambiguity can lead to misinterpretation or incorrect implementation of the new PALM interfaces. Additionally, there is the potential that previous design specifications could change as a result of subsequent discoveries in later design segments.	11/13/23	Brady Schmidt
People Processes Technology	Resources and Turnover	Open	6 (High/Medium)	Ensure job-specific processes are properly documented.	FDEP has engaged the Division/District/Office staff throughout the department to document business processes and transfer key knowledge.	11/13/23	Lydia Griffin & Steve Waters
Processes Technology Data	Increased Risk of Application Update Errors	Open	4 (Medium/Medium)	Sufficiently documented business system processes.	Rushing the update process or making assumptions without proper interface specifications and sample data can increase the risk of errors and inconsistencies. It may result in data integration issues, data loss, or inaccurate data processing, which can impact the reliability and functionality of the application.	11/13/23	Brady Schmidt

DEP Issues

Critical Operational Elements	Issue Description	Status	Priority	Resolution Plan	Reporting Period Comments or Updates	Planned or Actual Resolution Date	Owner / Coordinator
People Processes Technology Data	SME Process & Business System Knowledge	Open	High - Impacts the ability of the agency to meet deadlines or milestones	Catalog Desktop Procedures, Document Business System functionality and interfaces.	FDEP Project Team has begun to facilitate information gathering and identifying financial data impacts. The results will be used for future planning of PALM implementation.	07/01/25	Lydia Griffin, Steve Waters
People Processes Technology Data	Identifying changes to processes and business systems as a result of a staggered design segmentation approach which can potentially change designs after the fact is hindering the ability of key business and technical resources to reach a decision or agreement about resulting impacts to agency business processes and systems due to known "unknowns".	Open	High - Impacts the ability of the agency to meet deadlines or milestones	Identifying key requirements now while keeping an open mind to potential changes down the road and structurally delineating future state requirements into known vs. unknown may help in building incremental build components/ requirements for agency business systems and processes.	FDEP Project team has begun to share latest PALM designs with SME's and CCN Leads to help them identify potential changes to business processes. Technical SME's are also working to identify potential changes to systems based on everything known so far.	12/31/24	Steve Waters

DEP 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	SME Process & Business System Knowledge	Logged	11/13/23	Division/District/Office Business Systems remediation, processes and project management.	FDEP Project Team has facilitated information gathering and identifying financial data impacts.
People Processes Technology	PALM Project Implementation Schedule	Logged	11/13/23	Division/District/Office Business Systems remediation, processes and	In planning, the success of FDEP's implementation schedule is contingent upon the timeliness receipt of information from the PALM Project team.

Data				project management.	
People Processes Technology Data	DEP cannot complete system remediation until the following conditions are fulfilled: 1) ALL applicable PALM Design Segments related to said applications is completed. i. Interface specifications ii. Final business system design iii. Configuration Workbooks 2) DEP technical business requirements and design specifications are completed 3) DEP can only begin remediating FIN-CONVERT based on interface specifications and sample data received from PALM. 4) ALL DEP tier II and III applications to be remediated require OTIS/DEP Divisions to have completed the following: a. Supporting User Stories or process updates b. Data Mapping to PALM configuration workbooks and processes 5) Tier III applications are dependent on new design specifications for tier I and II systems.	Logged	02/14/24	Division/District/Office Business Systems remediation, processes and project management, PALM Team	Discussed at the PALM Touchpoint meeting on 2/14/2024

DEP 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	DEP Biweekly Leadership Meetings	02/29/24	DEP Sponsor, Agency Liaison, Business Liaison	Review current activities, issues, and action items to finalize planning and resolution.	These are recurring meetings during this reporting period.
Technology Data	PALM-504-Update Agency Business System Documentation for Segment I	01/12/24	Same as Critical Operational Elements columns	Review Segment I resources; update Agency Business System documentation including functional and technical requirements and test cases.	Continued work to update internal documents. Completed.
Technology Data	PALM-505-Update Florida PALM Interface Inventory for Segment I	01/12/24	Same as Critical Operational Elements columns	Review Segment I resources; identify and document interface needs for Florida PALM implementation.	Continued work to update internal documents. Completed.
Technology Data	DEP Weekly Technical and Business Meetings	02/29/24	DEP Business Liaison and Technical Leads	Weekly meeting to review issues and action items relating to the technical and business activities.	These are recurring meetings during this reporting period.
People Processes	PALM-509-Submit Bimonthly Agency Readiness Status Report	01/10/24	DEP PALM Core Team, DEP DAS CCNs, DEP F&A Mgrs	Complete PALM Task 509	Submit Bimonthly Agency Readiness Status Report. Completed.
People Processes	PALM-510-Manage Agency Specific Implementation Schedule, Risks and Issues	02/29/24	DEP PALM Core Team	Complete PALM Task 510	Manage Agency Specific Implementation Schedule, Risks and Issues. Completed.
People Processes	DEP Weekly Planning Meetings	02/29/24	DEP PALM Core Team	Review weekly progress, action items and issues, risks, decisions, assumptions as required	These are recurring meetings during this reporting period.
People Processes	DEP Quarterly CCN Network Meetings	02/29/24	DEP PALM Core Team, DEP DAS CCNs, DEP F&A Mgrs, DEP Program Area CCNs, OTIS Leads	Review PALM updates with the agency CCN network on a quarterly basis.	Meeting held on 2/6/2024.
People Processes	DEP CCN Work Session Meetings with Divisions	02/29/24	DEP PALM Core Team, DEP Program Area CCNs	Review updates with the Divisions with progress updates and crosswalk of business process work to be completed for PALM deliverables	Conducted with division CCN liaisons via in person and Teams meetings during the month of February.
Processes	Business Process Mapping	01/01/24	Division/District/Office Staff	The FDEP Office of Technology and Information Services is presenting Business Process Mapping training to the Division/District/Office Staff. This resource is planned to assist the staff with understanding "what they do today", identifying the business systems and reporting needs.	7/1-8/31/2023 - During the reporting period the OTIS staff mapped several DAS business system processes and created the presentation material. Training sessions are scheduled to occur October 2023. 9/1-10/31/2023 - business system process mapping conducted. 11/1-12/21/2023 - Continuing to map business processes. Completed.

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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DEP Status Report Confirmation

Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
January - February 2024	Darinda McLaughlin	darinda.mclaughlin@floridadep.gov	03/11/24
November - December 2023	Darinda McLaughlin	darinda.mclaughlin@floridadep.gov	01/10/24
September - October 2023	Darinda McLaughlin	darinda.mclaughlin@floridadep.gov	11/13/23
July - August 2023	Darinda McLaughlin	darinda.mclaughlin@floridadep.gov	09/11/23