

Helpful Links

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

DMA Status Report Dashboard

Reporting Period

January - February 2024

Agency Sponsor

Col. Adam Curry

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 = 11
- Duplicate Filled Role = 2
- 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 = 96.96%**
- 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 = 4
- 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	01/09/24			
	Technology	505	Update Florida PALM Interface Inventory for Segment I	10/30/23	01/12/24	100% - Submitted	01/09/24			
	Processes	508	Review Payroll Wave Business Process Models	11/06/23	01/26/24	100% - Submitted	01/30/24	Sent payroll material to HR as a reference guide to asset with task completion. No feedback received.		
	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	03/05/24			
	People	511	Update CCN and Contacts	01/08/24	01/26/24	100% - Submitted	01/24/24			
Indirect	People	512	Identify Future Florida PALM End Users	01/16/24	03/01/24	100% - Submitted	02/08/24		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	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					
N/A	People	520	Update Authorized Smartsheet Users	02/05/24	02/16/24	100% - Submitted	02/08/24			
N/A	N/A	521	Submit Bimonthly Agency Readiness Status Report	03/01/24	03/11/24	100% - Submitted	03/07/24			
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 = 22

- Business Process Groupings = 10

Role Mapping = TBD

Training = TBD

Processes

The sequence of procedures to accomplish a business objective.

Current-State:

Cataloged Business Processes = 24

- Related Business Systems = 4
- Related Reports = 14

Documentation Status:

- Complete = 24 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 = 2 Med = 3 Low = 0 None = 0

Documentation Status:

- Complete = 2 Partial = 0 Not Started = 2

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 = 94

• **Associated Unique Uses = 97**

- Continued Use - Yes = 71
- Continued Use - No = 22

• **Associated Business Systems = 2**

Cataloged Reports = 48

- **Criticality:**
- High = 28 Med = 12 Low = 6 None = 1

Implementation:

Business Systems Planned for Integration = 2

Segment I - Documentation Updates:

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

Segment II - Documentation Updates: TBD

Planned Interfaces = 4

- Inbound Interfaces = 1

- Outbound Interfaces = 3

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.

DMA Risks

Critical Operational Elements	Risk Description	Status	Risk Rating	Mitigation/Response Strategy	Reporting Period Comments or Updates	Date of Status Change	Owner / Coordinator
People	Replacing current F&A tracking system. May not be in place or compatible to perform testing with Florida PALM.	Open	9 (High/High)	Awaiting approval to move forward with project.	July/August	10/24/23	Jack McAlpine
People	Lack of Project Manager to lead tasks	Open	9 (High/High)	Funding has been received. Leadership will discuss next steps to onboarding a person.	Nov/Dec	01/09/24	Jack McAlpine
People	Awaiting hiring decision of Project Manager.	Open	9 (High/High)	Continued discussion for hiring process.	Jan/Feb	01/09/24	Tim Smith
People Processes Technology Data	Insufficient staff	Open	9 (High/High)	Continued discussion and research for proper roles and responsibilities.	Jan/Feb	01/24/24	Jack McAlpine
People	Non-participation to complete task.	Open	9 (High/High)	Continue communication.			
Technology	Replacing current F&A tracking system. May not be in place or compatible to perform testing with Florida PALM.	Open	6 (High/Medium)	Awaiting approval and research information of possible products to purchase.	Sep/Oct	10/24/23	Brian Checchia
Technology	Awaiting information about new tracking system to replace Quickbooks	Open	6 (High/Medium)	Funding. LBR request has made it into the Governor's Recommended Budget.	Nov/Dec	01/09/24	Jack McAlpine

DMA Issues

Critical Operational Elements	Issue Description	Status	Priority	Resolution Plan	Reporting Period Comments or Updates	Planned or Actual Resolution Date	Owner / Coordinator
People Data	Non participation.	Open	Critical - Impacts the ability of the agency to move forward with work without resolution	Continued communication with department supervisors.	Jan/Feb	03/17/24	Jack McAlpine
People	The agency's Purchasing & Contracting office has 1 position to fill.	Closed	High - Impacts the ability of the agency to meet deadlines or milestones	The agency is actively recruiting for position.	Purchasing is fully staffed.	01/26/24	John Connor
People	Email sent out to CCN to encourage members to sign up for the design workshops if applicable	Open	High - Impacts the ability of the agency to meet deadlines or milestones	Passing along information to encourage important members to attend the workshops that apply to their positions.	Jan/Feb	01/19/24	Jack McAlpine
People Processes	Budget Administrator and Finance Supervisor are in the process of training several new personnel.	Open	High - Impacts the ability of the agency to meet deadlines or milestones	To bring staff up to date with current processes within the Finance and Accounting Office.	Jan/Feb	01/31/24	Trixy Pacetti
People Processes Technology Data	Continued training of new staff members in additional to required training for budget.	Open	High - Impacts the ability of the agency to meet deadlines or milestones	Will resolve with time.	Jan/Feb	06/30/24	Trixy Pacetti
People	Behind on tasks	Open	High - Impacts the ability of the agency to meet deadlines or milestones	Agency is behind on starting the tasks due on 4/12. Expecting ramp up the week of 3/4.	Jan/Feb	04/12/24	Jack McAlpine
People Processes	Leadership is beginning the process for looking for a project manager. CPT. Estes has been involved to fill some of the void for the time being	Open	Low - All impacts not listed as Critical or High	CFO and Deputy Quartermaster to discuss plan on hiring a project manager	Nov/Dec	01/31/24	Timothy Smith
Technology	Quickbooks Replacement	Open	Low - All impacts not listed as Critical or High	It appears the request for a Quickbooks database will end up being denied based on previous offers from House and Senate. The agency will plan on moving forward with Quickbooks.	Jan/Feb	06/30/24	Jack McAlpine

DMA Assumptions

Critical Operational Elements	Assumption	Status	Date Logged or Removed	Impacted Stakeholder(s) and/or System(s)	Reporting Period Comments or Updates
Technology	The agency has submitted an LBR for Project Manager to help manage implementation of Florida PALM and travel to Tallahassee for meetings.	Logged	09/01/23	All agency business systems	July/August
People Processes Data	The agency is expecting Florida PALM funding in the 3rd quarter of Fiscal Year 2023-24.	Logged	09/25/23	Agency stakeholder and systems processes.	Sep/Oct
People Data	The agency is still gathering information on funding for Project Manager	Logged	11/01/23	Agency stakeholder and systems processes	Nov/Dec
People Processes	The agency is current discussing the hiring process for Project Manager.	Logged	01/09/24	Agency stakeholder and systems processes	Jan/Feb
People Processes Technology Data	Project Manager is still not hired.	Logged	01/24/24	Agency stakeholder and systems processes and progression.	Jan/Feb
Processes	Changing of ARRO file format	Logged	03/05/24	Agency has concern about potential file changes that will be required from ARRO without missing any bi-weekly payrolls.	Jan/Feb

DMA 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	Continued discussion with payroll interfaces and DMAARRO	01/09/24	Informational	To ensure systems will transition properly.	Jan/Feb
People Processes Technology Data	Soliciting additional staff	01/24/24	Informational and Consultative	Focus processes	Jan/Feb
People Processes Technology Data	Email was sent to HR staff for information and feedback on Task 508.	01/30/24	Crucial information needed.	For agency specific and design.	Jan/Feb

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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DMA Status Report Confirmation

Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
January - February 2024	COL Adam Curry	adam.m.curry.mil@army.mil	03/06/24
November - December 2023	Adam M. Curry	adam.m.curry.mil@army.mil	01/11/24
September - October 2023	Adam Curry	timothy.j.smith53.nfg@army.mil	11/08/23
July - August 2023	Timothy Smith	timothy.j.smith53.nfg@army.mil	09/11/23