

Helpful Links

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

DOAH 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

Megan Silver

CCN Composition



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

Change Champion Network:

- Unique Filled Role = 4
- Duplicate Filled Role = 10
- 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 = 18
- Submitted Late = 2
- 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 | 11/29/23 | | | |
| | Technology | 505 | Update Florida PALM Interface Inventory for Segment I | 10/30/23 | 01/12/24 | 100% - Submitted | 11/29/23 | | | |
| | 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% - Submitted | 02/23/24 | | | |
| | 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 | 02/23/24 | | 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 | 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 | 100% - Submitted | 02/14/24 | | | |
| 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 | 100% - Submitted | 02/14/24 | | | |
| 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 | 03/11/24 | | | |
| 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 = 11

- Business Process Groupings = 11

Role Mapping = TBD

Training = TBD

Processes

The sequence of procedures to accomplish a business objective.

Current-State:

Cataloged Business Processes = 25

- Related Business Systems = 0
- Related Reports = 18

Documentation Status:

- Complete = 25 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 = 2

Criticality:

- High = 2 Med = 0 Low = 0 None = 0

Documentation Status:

- Complete = 0 Partial = 0 Not Started = 2

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 = 73

Associated Unique Uses = 143

- Continued Use - Yes = 49
- Continued Use - No = 39

Associated Business Systems = 0

Cataloged Reports = 52

Criticality:

- High = 11 Med = 25 Low = 17 None = 0

Implementation:

Business Systems Planned for Integration = 0

Segment I - Documentation Updates:

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

Segment II - Documentation Updates: TBD

Planned Interfaces = 0

- Inbound Interfaces = 0
- Outbound Interfaces = 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.

DOAH Risks

| Critical Operational Elements | Risk Description | Status | Risk Rating | Mitigation/Response Strategy | Reporting Period Comments or Updates | Date of Status Change | Owner / Coordinator |
|-------------------------------|--|--------|-----------------|--|--|-----------------------|---------------------|
| People | Due to the staff's previous experience with system implementation, the staff's level of engagement regarding transitioning to new financial system may be low or non-existent. | Open | 6 (High/Medium) | Agency Liaison will integrate PALM awareness through emails, meeting discussions and providing updates regarding PALM during management staff meetings. Agency Liaison will provide staff with PALM resources to become familiar with the system. | Agency Liaison has integrated PALM awareness discussion during accounting staff meetings. Accounting, Budget and HR staff are actively participating in completing PALM tasks. CNN Members and SMEs are participating in the Segment III meetings. | 07/05/23 | Patricia Kenyon |
| People | Due to the limited number of positions, staff may not be fully trained / confident to perform their accounting functions in PALM on Go Live Date. | Open | 3 (High/Low) | DOAH will work with the PALM team to ensure staff's capabilities to function in PALM by attending meetings to keep abreast of new information. Have affected staff participate in testing PALM. Have affected staff participate in all training activities provided. SMEs have participated in Segment III meetings and will continue to participate in Segment IV meetings. | Agency Liaison has integrated PALM awareness discussion during staff meetings. Accounting staff members are actively participating in completing PALM tasks. | 07/05/23 | Patricia Kenyon |

DOAH Issues

| Critical Operational Elements | Issue Description | Status | Priority | Resolution Plan | Reporting Period Comments or Updates | Planned or Actual Resolution Date | Owner / Coordinator |
|-------------------------------|--|--------|--|--|---|-----------------------------------|---------------------|
| People | Accountant III position is vacant who performs PALM functions. | Closed | Low - All impacts not listed as Critical or High | Fill the vacant position. Have the current back-up Accountant perform functions. | Accountant II was promoted to the Accountant III position. We also have identified and have a start date for the new Accountant II. | 01/26/24 | Patricia Kenyon |

DOAH 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 | Staff will be able to function in PALM on Go Live Date | Logged | 09/08/23 | Budget, HR and Accounting staff | Agency Liaison is working with DOAH's CCN members to complete readiness tasks and provide awareness of PALM activities and resources to impacted stakeholders. CCN Members and end users participated in Segment III Business Process Models Meeting. Accounting Staff will begin reviewing the PALM tasks to ensure engagement is maintained. |

DOAH 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 *

DOAH Status Report Confirmation

| Reporting Period | Agency Sponsor Name: | Confirmed By: | Confirmation Date: |
|--------------------------|----------------------|-------------------------------|--------------------|
| January - February 2024 | Megan S. Silver | megan.silver@doah.state.fl.us | 03/11/24 |
| November - December 2023 | Megan S. Silver | megan.silver@doah.state.fl.us | 01/10/24 |
| September - October 2023 | Megan S. Silver | megan.silver@doah.state.fl.us | 11/09/23 |
| July - August 2023 | Megan S. Silver | megan.silver@doah.state.fl.us | 09/11/23 |