

Helpful Links

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

DOE 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

Suzanne Pridgeon

CCN Composition



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

Change Champion Network:

- Unique Filled Role = 7
- Duplicate Filled Role = 5
- Vacant Role = 2

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 = 90%**
- Submitted On Time = 15
- Submitted Late = 3
- Pending Submission = 2

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 = 8
- 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	50% - In Progress		DOE is in the process of adding PALM specific resources and will be working diligently to complete the task.		
	Technology	505	Update Florida PALM Interface Inventory for Segment I	10/30/23	01/12/24	50% - In Progress		DOE is in the process of adding PALM specific resources and will be working diligently to complete the task.		
	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	01/12/24			
	N/A	510	Manage Agency Specific Implementation Schedule, Risks and Issues	12/28/23	02/29/24	100% - Submitted	02/28/24			
	People	511	Update CCN and Contacts	01/08/24	01/26/24	100% - Submitted	01/26/24	The Change Management Liaison will be selected in the next few weeks.		
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				
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	25% - Beginning Initial Internal Meetings and Information Gathering				
N/A	Technology	516	Update Agency Business System Documentation for Segment II	01/29/24	04/12/24	25% - Beginning Initial Internal Meetings and Information Gathering				
Indirect	Technology	517	Update Florida PALM Conversion Inventory for Segment II	01/29/24	04/12/24	25% - Beginning Initial Internal Meetings and Information Gathering				
Indirect	Technology	518	Update Florida PALM Interface Inventory for Segment II	01/29/24	04/12/24	25% - Beginning Initial Internal Meetings and Information Gathering				
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	02/16/24			
N/A	N/A	521	Submit Bimonthly Agency Readiness Status Report	03/01/24	03/11/24	100% - Submitted	03/08/24			
N/A	N/A	522	Manage Agency Specific Implementation Schedule, Risks and Issues	03/01/24	04/30/24	50% - In Progress				

People

The staff and stakeholders affected by your agency's transition to Florida PALM.

Implementation:

Planned Florida PALM End Users = 88

- Business Process Groupings = 13

Role Mapping = TBD

Training = TBD

Processes

The sequence of procedures to accomplish a business objective.

Current-State:

Cataloged Business Processes = 30

- Related Business Systems = 5
- Related Reports = 0
- **Documentation Status:**
- Complete = 30 Partial = 0 Not Started = 0

Technology

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

Current-State:

Cataloged Business Systems = 26

- **Criticality:**
- High = 23 Med = 0 Low = 0 None = 1
- **Documentation Status:**
- Complete = 7 Partial = 1 Not Started = 9
- Cataloged Interfaces = 0**

Data

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

Current-State:

Unique FLAIR Data Elements = 443

- **Associated Unique Uses = 574**
- Continued Use - Yes = 124
- Continued Use - No = 3
- **Associated Business Systems = 6**
- Cataloged Reports = 83**

Implementation:

Impacted Agency Business Processes = TBD

- Inbound Interfaces = 0
- Outbound Interfaces = 0

• **Criticality:**

- High = 82 Med = 13 Low = 1 None = 0

Implementation:

Business Systems Planned for Integration = 9

• **Segment I - Documentation Updates:**

- Complete = 0 Updating = 0 Evaluating = 6 Not Started = 0 Not Needed = 0

• **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.

DOE Risks

Critical Operational Elements	Risk Description	Status	Risk Rating	Mitigation/Response Strategy	Reporting Period Comments or Updates	Date of Status Change	Owner / Coordinator
People Processes Data	Due to BA not being in place, process documentation for Task 328 maybe late due to the lack of personal.	Open	4 (Medium/Medium)	DOE Executive staff is working to add BA to PALM team. DOE will continue to work the process and submitted what is completed at the due date. If not completely completed at the due date, DOE will continue to work the processes and update PALM until task is complete.	Task has been submitted to PALM. Additional documentation will be added.	09/21/23	DOE PALM Team
People	Employee Retention - Staff leaving the Agency for retirement or other opportunities can create a delay with collection of data and/or processes.	Open	4 (Medium/Medium)	DOE will refill positions as quickly as possible to stop any delays.	No Change	10/03/23	DOE Management
People Technology	Limited communication between the business and IT team (there is no daily communication or stand up for the project team (anyone working on PALM)). If all communication has to go thru the PPM Pro system, it could cause delay in the flow of communication, systems to miss functionality, the project to fall behind and miss the go-live date.	Open	4 (Medium/Medium)	Business team will place more tickets into PPM Pro to increase the communication between the two sides.	Risk remains for future task but has escalated to an issue.	10/27/23	Project Manager
Data	loss of data could affect audit information.	Open	4 (Medium/Medium)	Pending	New Risk	02/14/24	DOE
Data	Incorrect invoice or missed invoices	Open	4 (Medium/Medium)	Create a manual checking system for implementation.	New Risk	02/14/24	DOE
Technology Data	Double or no payment to vendors at the time of implementation	Open	4 (Medium/Medium)	Create a manual checking system for implementation.	New Risk	02/14/24	DOE
People Processes Technology Data	Vocational Rehab and Division of Blind Services leaving the Agency -AWARE systems	Closed	4 (Medium/Medium)	No Response	Pending	02/14/24	DOE
Technology	System Capabilities - Several individuals have mentioned outdated systems within the DOE, this could cause a limitation of data from PALM.	Open	3 (High/Low)	DOE to Remediation existing systems to be compatible with Florida PALM	Testing will discover any deficiencies.	07/04/23	DOE IT
Processes Technology	Change in Financial payment may result in payment delays.	Open	3 (High/Low)	DOE will perform testing to ensure processing with DFS.	New risk	01/12/24	DIT and Aware technical teams
Data	Missing Agency Business Systems - Task 326 not all systems recognized.	Open	2 (Medium/Low)	DOE PALM Team will continue to interview staff for any additional systems and work it DOE IT to determine if remediation is needed for PALM	Task has been submitted to PALM. If additional systems are discovered, DOE will revisit the task.	07/13/23	DOE PALM Team
People Technology	Vendor available and cost could delay the project.	Open	2 (Medium/Low)	Agency will communicate with vendor as often as possible to ensure timely processing.	New risk	01/30/24	AWARE Team

DOE Issues

Critical Operational Elements	Issue Description	Status	Priority	Resolution Plan	Reporting Period Comments or Updates	Planned or Actual Resolution Date	Owner / Coordinator
People	Lack of technical resources for the project. - No dedicated staff for the project.	Open	Critical - Impacts the ability of the agency to move forward with work without resolution	Executive team place staff	RFQ for Technical Business Analysis have been submitted	10/01/23	DOE Executives
People Processes Technology	Limited communication between the business and IT team (there is no daily communication or stand up for the project team (anyone working on PALM)). If all communication has to go thru the PPM Pro system, it could cause delay in the flow of communication, systems to miss functionality, the project to fall behind and miss the go-live date.	Closed	High - Impacts the ability of the agency to meet deadlines or milestones	Agency is working to complete the late task and hiring resources.	Technical BA is schedule to start on 02/01/2024	02/01/24	DOE IT
People Processes Technology Data	Task 504 and 505 not completed by PALM schedule deadline.	Open	High - Impacts the ability of the agency to meet deadlines or milestones	Add additional resource to the project and more communication with the project teams.	Technical BA started on 02/26/2024 with the DTI team.	04/01/24	DOE Executives

DOE Assumptions

Critical Operational Elements	Assumption	Status	Date Logged or Removed	Impacted Stakeholder(s) and/or System(s)	Reporting Period Comments or Updates
Processes	System AS-IS documentation will be completed and be readily available by 10/27/2023	Logged	07/08/23	22 Agencies Business Systems, Comptrollers and budget office.	Closed
Data	Reports is fully documented and available as of 07/31/2023	Logged	07/08/23	Comptroller Office	Reports submitted to the FL PALM on 07/28/2023 and will continue to be updated.
Technology	Technical Systems with be updated to be compatible with PALM.	Logged	07/08/23	Comptroller, DOE IT and Agency department users.	No Change
Technology	Florida PALM will provide system designed for DOE to meet the project needs	Logged	08/01/23	Comptroller, DOE IT and Agency department users.	Schedule PALM simulations schedule for 08/2023 and 09/2023

DOE 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 Data	Task 513 configuration workbook	02/28/24	PM and Deputy Comptroller	Strategy conversation	
People Processes Technology Data	VR AWARE	01/12/24	AWARE End-users, AWARE technical Team, and PM	504 and 505	
People Processes Technology Data	DBS AWARE	01/23/24	AWARE End-users, AWARE technical Team, and PM	504 and 506	
People Processes Technology Data	PALM status meeting	02/23/24	Payroll, Deputy Comptroller and PM	All PALM actions	
People Technology Data	DTI weekly status update	02/07/24	BA, BA Manager and PM	DTI Progress on PALM	
People Technology Data	DTI weekly status update	02/14/24	BA, BA Manager and PM	DTI Progress on PALM	
People Technology Data	AWARE DBS to PALM status/interface discussions	02/07/24	AWARE DBS technical team, DBS Business, PM	Discuss PALM functionality, needs and interfaces. To provide status updates.	
People Technology Data	AWARE DBS to PALM status/interface discussions	02/14/24	AWARE DBS technical team, DBS Business, PM	Discuss PALM functionality, needs and interfaces. To provide status updates.	
People Technology Data	AWARE DBS to PALM status/interface discussions	02/21/24	AWARE DBS technical team, DBS Business, Comptroller	Discuss PALM functionality, needs and interfaces. To provide status updates.	
People Technology Data	AWARE DBS to PALM status/interface discussions	02/28/24	AWARE DBS technical team, DBS Business, Comptroller and PM	Discuss PALM functionality, needs and interfaces. To provide status updates.	
Processes Technology Data	Segment III files and interfaces	02/27/24	All of DOE PALM Stakeholders	Discuss the changes of Segment III files.	
Technology Data	Meeting with AWARE system team	01/04/24	AWARE technical Staff, Deputy Comptroller and PM	PALM task 504 and 505	
Technology Data	Outbound payments encumbrances and payments	02/08/24	Comptrollers office, DBS IT, VR IT and DTI	PALM outbound files to DOE	
Technology Data	DTI weekly status update	02/21/24	BA, BA Manager, Comptroller, Deputy Comptroller and PM	DTI Progress on PALM	
Technology Data	DTI weekly status update	02/28/24	BA, BA Manager, Comptroller, Deputy Comptroller and PM	DTI Progress on PALM	
People	Agency created survey to capture PALM end-users, FLAIR experience, FL PALM exposure and SME interest.	01/18/24	Survey was sent to Budget, Board of Governor, Comptrollers', Human Resources and Procurement	Capture end-users and jump start the change management process.	
People	Create a distribution list for future PALM users	01/28/24	Survey was sent to Budget, Board of Governor, Comptrollers', Human Resources and Procurement	Affective to way to communicate with all stakeholders.	
People Processes	DOE payroll department	01/08/24	Payroll, Deputy Comptroller and PM	Task 508	
People Processes	Payroll Process	01/23/24	Payroll Department	Task 508	
People Processes	Payroll Process	01/25/24	Payroll Department	Task 508	
People Processes	Payroll Process	01/26/24	Payroll Department	Task 508	
People Processes Technology	AWARE Files and Interface Meeting for segment 1	01/30/24	AWARE Technical and Business units	To discuss changes from previous discussions to the current file layouts	
People Processes Technology	Segment 2 files and Interface Meeting	01/31/24	Comptrollers office and all technical teams.	Discussion for newly released segment 2 files	
Technology	DEL to FLAIR to PALM meeting	02/12/24	DEL technical staff and PM	To discuss DEL current function and the change to PALM	

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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DOE Status Report Confirmation

Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
January - February 2024	Matt Kirkland	matt.kirkland@fldoe.org	03/08/24
November - December 2023	Matt Kirkland	matt.kirkland@fldoe.org	01/10/24
September - October 2023	Matt Kirkland	matt.kirkland@fldoe.org	11/08/23
July - August 2023	Matt Kirkland	matt.kirkland@fldoe.org	09/08/23