

**Helpful Links**

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

# DOEA Status Report Dashboard

**Reporting Period**

January - February 2024

**Agency Sponsor**

Vacant

*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 = 1
- Duplicate Filled Role = 11
- 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 = 53.48%**
- Submitted On Time = 5
- Submitted Late = 7
- Pending Submission = 8

**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	326	Update Current State Agency Business System Inventory and Documentation	03/13/23	10/27/23	50% - In Progress				
	People	328	Document Current Agency Business Processes	07/31/23	12/15/23	75% - Consolidating/Inputting Information for Submission		Loaded various procedures to correct sheet, working on filling in the details and adding other processes		
	N/A	500	Create Agency Specific Project Charter	10/02/23	12/15/23					
	N/A	501	Create Agency Specific Implementation Schedule	10/09/23	12/15/23					
	N/A	502	Create Agency Specific Risks and Issues Management Plan	10/09/23	12/15/23					
	People	503	Create Workforce Readiness Plan	10/16/23	12/15/23					
	Technology	504	Update Agency Business System Documentation for Segment I	10/30/23	01/12/24	100% - Submitted	02/13/24	As discussed in January touchpoint		
	Technology	505	Update Florida PALM Interface Inventory for Segment I	10/30/23	01/12/24	100% - Submitted	02/13/24	As discussed in January touchpoint		
	N/A	507	Manage Agency Specific Implementation Schedule, Risks and Issues	11/01/23	12/27/23					
	Processes	508	Review Payroll Wave Business Process Models	11/06/23	01/26/24	50% - In Progress		HR was sent documentation to review.		
	N/A	509	Submit Bimonthly Agency Readiness Status Report	12/28/23	01/12/24	100% - Submitted	01/16/24			
	N/A	510	Manage Agency Specific Implementation Schedule, Risks and Issues	12/28/23	02/29/24					
	People	511	Update CCN and Contacts	01/08/24	01/26/24	100% - Submitted	02/13/24	CCN has not changed.		
Indirect	People	512	Identify Future Florida PALM End Users	01/16/24	03/01/24	100% - Submitted	03/01/24	Will have to update as vacancies fill and training within takes place.	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	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		Working on updating and identifying the business processes		
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	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	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	02/13/24	No new users. Deleted duplicate accounts from email changes.		
N/A	N/A	521	Submit Bimonthly Agency Readiness Status Report	03/01/24	03/11/24	50% - In Progress		Working on reflecting current risks and issues. Staffing shortages within previous weeks caused for delay.		
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.

**Processes**

The sequence of procedures to accomplish a business objective.

**Technology**

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

**Data**

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

**Implementation:**

Planned Florida PALM End Users = 27

• Business Process Groupings = 13

Role Mapping = TBD

Training = TBD

**Current-State:**

Cataloged Business Processes = 16

• Related Business Systems = 5

• Related Reports = 4

• Documentation Status:

- Complete = 0 Partial = 0 Not Started = 0

**Implementation:**

Impacted Agency Business Processes = TBD

**Current-State:**

Cataloged Business Systems = 4

• Criticality:

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

• Documentation Status:

- Complete = 0 Partial = 1 Not Started = 0

Cataloged Interfaces = 7

- Inbound Interfaces = 0

- Outbound Interfaces = 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

**Current-State:**

Unique FLAIR Data Elements = 70

• Associated Unique Uses = 75

- Continued Use - Yes = 49

- Continued Use - No = 0

• Associated Business Systems = 6

Cataloged Reports = 37

• Criticality:

- High = 9 Med = 3 Low = 7 None = 17

**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.

**DOEA Risks**

Critical Operational Elements	Risk Description	Status	Risk Rating	Mitigation/Response Strategy	Reporting Period Comments or Updates	Date of Status Change	Owner / Coordinator
People	no change to previous items	Open	6 (High/Medium)	Limited resources continue to create issues	ongoing	01/16/24	Glenn Elmer
Processes	Internal manual processes - uncertain how these may be impacted and what measures are needed.	Open	4 (Medium/Medium)	Review processes, look to a business system that could automate current manual processes. Could be easier to integrate the business system to Palm.	Business system has been selected and undergoing customization.	12/01/23	Glenn Elmer
Technology	lack of internal business system could result in an additional workload on an already limited staff.	Open	4 (Medium/Medium)	currently evaluating potential business systems to implement	System selected. Customization currently underway.	12/01/23	Glenn Elmer
People	current staff not as proficient in new technology. Could result in a slower implementation.	Open	4 (Medium/Medium)	As vacancies occur, targeting candidates with increased technological skills.	ongoing	12/01/23	Glenn Elmer

**DOEA Issues**

Critical Operational Elements	Issue Description	Status	Priority	Resolution Plan	Reporting Period Comments or Updates	Planned or Actual Resolution Date	Owner / Coordinator
Technology	Current business system is manual input. is and will continue to be a workflow issue.	Open	High - Impacts the ability of the agency to meet deadlines or milestones	currently evaluation existing systems in other agencies. hope to be able to secure one with minimal configuration needs.	System has been selected and is currently undergoing customization	12/31/23	Glenn Elmer
People	staffing level limitations result in difficulties in meeting Palm activity deadlines.	Open	High - Impacts the ability of the agency to meet deadlines or milestones	requested Palm funding to secure a dedicated OPS position for Palm readiness activities. Request supposedly submitted but not privy to when submission occurred.	Only \$40,000 secured. Does not provide sufficient funding to begin to address needs. Delays will result in	12/01/23	Glenn Elmer
People	Staff limitations still exist	Open	High - Impacts the ability of the agency to meet deadlines or milestones	Continue to identify options. Solution has not been identified.	Issue remains	07/01/24	Glenn Elmer

**DOEA Assumptions**

Critical Operational Elements	Assumption	Status	Date Logged or Removed	Impacted Stakeholder(s) and/or System(s)	Reporting Period Comments or Updates

**DOEA 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 \*

Submit

**DOEA Status Report Confirmation**

Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
January - February 2024	Glenn Elmer (CFO position)	elmere@elderaffairs.org	03/13/24
November - December 2023	Curtis Barker	elmere@elderaffairs.org	01/16/24
September - October 2023	Curtis Barker	elmere@elderaffairs.org	11/15/23
July - August 2023	Curtis Barker	elmere@elderaffairs.org	09/11/23