

Helpful Links

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

DOL Status Report Dashboard

Reporting Period

January - February 2024

Agency Sponsor

Becky Ajhar

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

CCN Composition

RW Task Completeness

RW Task Timeliness

Project-led Meeting Participation

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

The Readiness Workplan Tasks Completeness dial reflects the completeness of your agency's submission of RW tasks, starting with RW Task 512.

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

The Participation dial reflects your agency's attendance at Project-led meetings during the current reporting period.

Change Champion Network:

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

RW Task Completeness:

Score = 100.00%

- Submitted Complete = 1
- Submitted Incomplete = 0
- Completed After Submission = 0

RW Task Timeliness:

Score = 99.57%

- Submitted On Time = 19
- Submitted Late = 1
- Pending Submission = 0

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	01/25/24			
	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	02/19/24			
	People	511	Update CCN and Contacts	01/08/24	01/26/24	100% - Submitted	01/25/24			
Indirect	People	512	Identify Future Florida PALM End Users	01/16/24	03/01/24	100% - Submitted	02/29/24		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	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	50% - In Progress				
N/A	People	520	Update Authorized Smartsheet Users	02/05/24	02/16/24	100% - Submitted	02/12/24			
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	50% - In Progress				

People

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

Implementation:

Planned Florida PALM End Users = 25

- Business Process Groupings = 12

Role Mapping = TBD

Training = TBD

Processes

The sequence of procedures to accomplish a business objective.

Current-State:

Cataloged Business Processes = 49

- Related Business Systems = 3
- Related Reports = 5

Documentation Status:

- Complete = 91 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 = 7

- Criticality:**
- High = 7 Med = 0 Low = 0 None = 0

Documentation Status:

- Complete = 7 Partial = 0 Not Started = 0

Cataloged Interfaces = 30

- Inbound Interfaces = 28
- Outbound Interfaces = 2

Data

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

Current-State:

Unique FLAIR Data Elements = 70

- Associated Unique Uses = 70**
- Continued Use - Yes = 29
- Continued Use - No = 0

Associated Business Systems = 0

Cataloged Reports = 76

- Criticality:**
- High = 0 Med = 0 Low = 0 None = 0

Implementation:

Business Systems Planned for Integration = 6

Segment I - Documentation Updates:

- Complete = 1 Updating = 0 Evaluating = 0
Not Started = 0 Not Needed = 5

Segment II - Documentation Updates: TBD

Planned Interfaces = 16

- Inbound Interfaces = 7
- Outbound Interfaces = 8

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.

DOL 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	Dual reporting in two separate systems FLAIR and PALM GO-LIVE for the financial fiscal year	Open	6 (High/Medium)	Need to ensure clear understanding of cross-walking new and old chart of accounts structures. Maintaining the data integrity for financial reporting	PALM is not going to utilize dual reporting, current understanding is FLAIR will be cut off and we will move to PALM without overlap	01/22/24	Stella Bargas
Technology Data	The Florida Lottery's new Claims and Payment system is scheduled to go live on July 27, 2024. This implementation may impact PALM training activities. The data for the current system and the upcoming system is provided by the same company, reducing the risk of significant changes. However, preparations should be made in case any adjustments to the supplied data are necessary.	Open	3 (Low/High)	Initiating a proactive strategy for the upcoming launch of the Florida Lottery's new Claims and Payment system. Focus on early communication, training for PALM activities, continuous monitoring, and establish contingency plans to address any potential adjustments required in the supplied data	Ongoing	09/07/23	Chris Rorison

DOL Issues

Critical Operational Elements	Issue Description	Status	Priority	Resolution Plan	Reporting Period Comments or Updates	Planned or Actual Resolution Date	Owner / Coordinator

DOL 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	Florida PALM will design and be able to record DOL manual payments currently handled outside of FLAIR today. 30.5 Manage Payments 30.5.1 Record Manual Payments	Logged	12/11/23	Disbursements	FLAIR screenshots of recording retailer incentives for manual payments
People Processes	Florida PALM Payroll Processing will be able to process refunds on Insurance Benefits (overpayments)	Logged	01/25/24	People First	
People Processes Data	Florida PALM will provide final approved Chart of Accounts and Descriptions	Removed	01/08/24	Agency and ABS systems	

DOL 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	Palm task review meetings - Lottery team	01/08/24	Chris Rorison, Meghan Gregg, Stella Bargas, Debbie Martin, Melissa Ging, Cindie Mckenzie	Discuss Tasks 504, 505, 508. Review progress to complete task 509. Assess risks and issues, review existing risks, discuss implementation progress for Task 510	
People Processes	Palm task review meetings - Lottery team	01/22/24	Chris Rorison, Meghan Gregg, Stella Bargas, Debbie Martin, Melissa Ging, Cindie Mckenzie	Review Tasks 508 and 511 for submission, update on new task 512 Review current risks and discuss/update implementation schedule (task 510)	
People Processes	Palm task review meetings - Lottery team	02/05/24	Chris Rorison, Meghan Gregg, Stella Bargas, Debbie Martin, Melissa Ging, Cindie Mckenzie	Review new task 520 and review progress for tasks 512, 514, 515, 516, 517, 518, 519	
People Processes	Palm task review meetings - Lottery team	02/19/24	Chris Rorison, Meghan Gregg, Stella Bargas, Debbie Martin, Melissa Ging, Cindie Mckenzie	Update and review current tasks (512, 514, 515, 516, 517, 518, 519)	

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

DOL Status Report Confirmation

Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
January - February 2024	Rebecca Ajhar	ajharb@flalottery.com	03/08/24
November - December 2023	Rebecca Ajhar	ajharb@flalottery.com	01/14/24
September - October 2023	Rebecca Ajhar	ajharb@flalottery.com	11/09/23
July - August 2023	Rebecca Ajhar	ajharb@flalottery.com	09/08/23