

**Helpful Links**

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

# DOS Status Report Dashboard

**Reporting Period**

January - February 2024

**Agency Sponsor**

Jennifer Kennedy

*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.

**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 Timeliness**



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

**Project-led Meeting Participation**



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

**Change Champion Network:**

- Unique Filled Role = 9
- Duplicate Filled Role = 5
- Vacant Role = 0

**RW Task Completeness:**

- Score = 100.00%**
- Submitted Complete = 1
  - Submitted Incomplete = 0
  - Completed After Submission = 0

**RW Task Timeliness:**

- Score = 71.3%**
- Submitted On Time = 8
  - Submitted Late = 8
  - Pending Submission = 4

**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
	N/A	500	Create Agency Specific Project Charter	10/02/23	12/15/23	25% - Beginning Initial Internal Meetings and Information Gathering		The Department does not currently have a dedicated Project Manager and are using existing staff to assist with the creation of these documents. The Department has initiated a solicitation to acquire a dedicated Project Manager and anticipates onboarding near the beginning of March.		
	N/A	501	Create Agency Specific Implementation Schedule	10/09/23	12/15/23	25% - Beginning Initial Internal Meetings and Information Gathering		The Department does not currently have a dedicated Project Manager and are using existing staff to assist with the creation of these documents. The Department has initiated a solicitation to acquire a dedicated Project Manager and anticipates onboarding near the beginning of March.		
	N/A	502	Create Agency Specific Risks and Issues Management Plan	10/09/23	12/15/23	25% - Beginning Initial Internal Meetings and Information Gathering		The Department does not currently have a dedicated Project Manager and are using existing staff to assist with the creation of these documents. The Department has initiated a solicitation to acquire a dedicated Project Manager and anticipates onboarding near the beginning of March.		
	People	503	Create Workforce Readiness Plan	10/16/23	12/15/23	25% - Beginning Initial Internal Meetings and Information Gathering		The Department does not currently have a dedicated Project Manager and are using existing staff to assist with the creation of these documents. The Department has initiated a solicitation to acquire a dedicated Project Manager and anticipates onboarding near the beginning of March.		
	Technology	504	Update Agency Business System Documentation for Segment I	10/30/23	01/12/24	100% - Submitted	02/15/24	The Department does not currently have a dedicated Project Manager and are using existing staff to assist with the creation of these documents. The Department has initiated a solicitation to acquire a dedicated Project Manager and anticipates onboarding near the beginning of March.		
	Technology	505	Update Florida PALM Interface Inventory for Segment I	10/30/23	01/12/24	100% - Submitted	01/26/24	No current agency business system needs.		
	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					
	People	511	Update CCN and Contacts	01/08/24	01/26/24	100% - Submitted	01/26/24			
Indirect	People	512	Identify Future Florida PALM End Users	01/16/24	03/01/24	100% - Submitted	02/20/24		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					
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					
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				
N/A	People	520	Update Authorized Smartsheet Users	02/05/24	02/16/24	100% - Submitted	02/15/24	All contacts updated.	
N/A	N/A	521	Submit Bimonthly Agency Readiness Status Report	03/01/24	03/11/24	100% - Submitted	03/08/24		03/08/24
N/A	N/A	522	Manage Agency Specific Implementation Schedule, Risks and Issues	03/01/24	04/30/24				

People	Processes	Technology	Data
The staff and stakeholders affected by your agency's transition to Florida PALM.	The sequence of procedures to accomplish a business objective.	The applications or tools used to process, track, or report on financial operations.	Information used in or produced from an agency's financial business operations.
<p><b>Implementation:</b></p> <p><b>Planned Florida PALM End Users = 15</b></p> <ul style="list-style-type: none"> <li>Business Process Groupings = 10</li> </ul> <p><b>Role Mapping = TBD</b></p> <p><b>Training = TBD</b></p>	<p><b>Current-State:</b></p> <p><b>Cataloged Business Processes = 10</b></p> <ul style="list-style-type: none"> <li>Related Business Systems = 1</li> <li>Related Reports = 21</li> </ul> <p><b>Documentation Status:</b></p> <ul style="list-style-type: none"> <li>Complete = 7 Partial = 2 Not Started = 1</li> </ul> <p><b>Implementation:</b></p> <p><b>Impacted Agency Business Processes = TBD</b></p>	<p><b>Current-State:</b></p> <p><b>Cataloged Business Systems = 3</b></p> <ul style="list-style-type: none"> <li><b>Criticality:</b></li> <li>High = 1 Med = 0 Low = 0 None = 1</li> </ul> <p><b>Documentation Status:</b></p> <ul style="list-style-type: none"> <li>Complete = 0 Partial = 0 Not Started = 0</li> </ul> <p><b>Cataloged Interfaces = 0</b></p> <ul style="list-style-type: none"> <li>Inbound Interfaces = 0</li> <li>Outbound Interfaces = 0</li> </ul> <p><b>Implementation:</b></p> <p><b>Business Systems Planned for Integration = 0</b></p> <ul style="list-style-type: none"> <li><b>Segment I - Documentation Updates:</b></li> <li>Complete = 0 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 0</li> <li><b>Segment II - Documentation Updates:</b></li> <li>TBD</li> </ul> <p><b>Planned Interfaces = 0</b></p> <ul style="list-style-type: none"> <li>Inbound Interfaces = 0</li> <li>Outbound Interfaces = 0</li> </ul>	<p><b>Current-State:</b></p> <p><b>Unique FLAIR Data Elements = 67</b></p> <ul style="list-style-type: none"> <li><b>Associated Unique Uses = 138</b></li> <li>Continued Use - Yes = 0</li> <li>Continued Use - No = 0</li> <li><b>Associated Business Systems = 2</b></li> </ul> <p><b>Cataloged Reports = 241</b></p> <ul style="list-style-type: none"> <li><b>Criticality:</b></li> <li>High = 0 Med = 0 Low = 1 None = 0</li> </ul> <p><b>Implementation:</b></p> <p><b>Configuration Workbooks = TBD</b></p> <p><b>Conversions = TBD</b></p>

## 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.

DOS Risks								
Critical Operational Elements	Risk Description	Status	Risk Rating	Mitigation/Response Strategy	Reporting Period Comments or Updates	Date of Status Change	Owner / Coordinator	
People	Current staff have little knowledge of the details of current Access Database being used to extract transaction data.	Open	6 (Medium/High)	Department currently exploring options for hiring staff with extensive Access experience to fill knowledge gaps.	The Department has received Administered funds for the purposes of preparations for Florida PALM. These funds are intended to be used for hiring a project manager and consultant to assist with agency efforts. The Department is currently in the solicitation process to hire contracted Project Manager. The Department has received twelve proposals in response to the Collaborative Requisition and is currently review each proposal. The anticipated start date for the staff aug agreement is 4/1/24.	03/08/24	Antonio Murphy	

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

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

DOS 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

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### DOS Status Report Confirmation

Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
January - February 2024	Jennifer Kennedy	antonio.murphy@dos.myflorida.com	03/08/24
November - December 2023	Jennifer Kennedy	antonio.murphy@dos.myflorida.com	01/12/24
September - October 2023	Jennifer Kennedy	antonio.murphy@dos.myflorida.com	11/09/23
July - August 2023	Jennifer Kennedy	antonio.murphy@dos.myflorida.com	09/08/23