FCOR 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

Gina Giacomo

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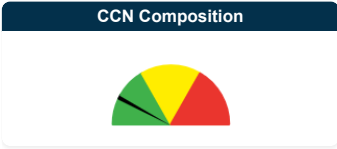
The Change Champion Network dial reflects the completeness of your CCN makeup.

Change Champion Network:
- Unique Filled Role = 12
- Duplicate Filled Role = 2
- Vacant Role = 0

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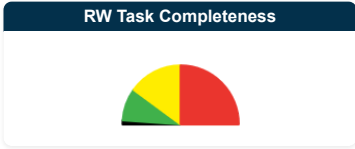
The Readiness Workplan Tasks Completeness dial reflects the completeness of your agency's submission of RW tasks, starting with RW Task 512.

RW Task Completeness:

Score = 100.00%
- Submitted Complete = 1
- Submitted Incomplete = 0
- Completed After Submission = 0
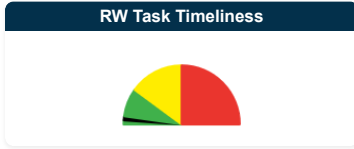
RW Task Timeliness

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

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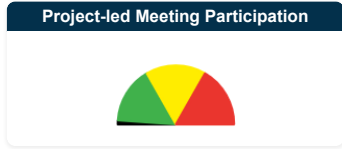
The Participation dial reflects your agency's attendance at Project-led meetings during the current reporting period.

Meeting Participation:
- Meetings Attended = 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	01/04/24	FCOR doesn't have any ABS systems to update documentation.		
	Technology	505	Update Florida PALM Interface Inventory for Segment I	10/30/23	01/12/24	100% - Submitted	01/04/24	Since we handle for FCOR, please see FDC response.		
	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	01/03/24			
	N/A	510	Manage Agency Specific Implementation Schedule, Risks and Issues	12/28/23	02/29/24	100% - Submitted	02/27/24			
	People	511	Update CCN and Contacts	01/08/24	01/26/24	100% - Submitted	01/26/24	Agency SAMs Smartsheet is blank, because FDC handles FCORs SAM function. Added the FDC staff twice and someone deleted them.		
Indirect	People	512	Identify Future Florida PALM End Users	01/16/24	03/01/24	100% - Submitted	02/28/24	We just updated a few more end users, and we should be able to close this TASK by Deadline (2/28)	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	02/27/24	FCOR doesn't have any ABS systems to update documentation.		
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					
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	02/07/24			
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 = 14
- Business Process Groupings = 6

Role Mapping = TBD

Training = TBD

Processes

The sequence of procedures to accomplish a business objective.

Current-State:

Cataloged Business Processes = 11
- Related Business Systems = 0
- Related Reports = 12
- **Documentation Status:**
- Complete = 11 Partial = 0 Not Started = 0

Technology

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

Current-State:

Cataloged Business Systems = 0
- **Criticality:**
- High = 0 Med = 0 Low = 0 None = 0
- **Documentation Status:**
- Complete = 0 Partial = 0 Not Started = 0

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 = 72
- **Associated Unique Uses = 221**
- Continued Use - Yes = 183
- Continued Use - No = 10
- **Associated Business Systems = 4**

Cataloged Reports = 17
- **Criticality:**
- High = 8 Med = 8 Low = 1 None = 0

Implementation:

Impacted Agency Business Processes = TBD

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.

FCOR 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 Technology Data	Data Analysis (Analyzing the patterns involved in data for the downstream system which the agency is currently working) which would impact remediation of the system by the deadline.	Open	9 (High/High)	Might Impact TASK 519, might not meet deadline (6/28).Need more information regarding Data fields involved in PALM to get a good understanding.	The current interfaces with PALM might not give a good insight regarding the Data fields.	02/21/24	David Eskin

FCOR Issues

Critical Operational Elements	Issue Description	Status	Priority	Resolution Plan	Reporting Period Comments or Updates	Planned or Actual Resolution Date	Owner / Coordinator
People Processes Technology	Do not have a permanent Project Manager or backup Project Manager	Closed	Critical - Impacts the ability of the agency to move forward with work without resolution	To access the available Administered Funds to support the PALM Project and readiness activities	The Planned or Actual Resolution Date has been extended to 01/31/24 to allow time for staff to be hired, as the process has been initiated.	01/31/24	FDC OIT
People Processes	Not having a backup for newly created agency business systems	Open	High - Impacts the ability of the agency to meet deadlines or milestones	Crosstrain staff to ensure adequate backup	The planned or Actual Resolution Date is extended to 06/30/2025 to provide 6 months of readiness prior to the current Project Production date - January 2026.	06/30/25	David Eskin, FDC Finance and Accounting/Systems Reporting
People Processes	Lack of Clear Instructions and Frequent Changes in Task Guidance	Open	High - Impacts the ability of the agency to meet deadlines or milestones	To minimize frequent changes in task instructions. Consistent guidance fosters stability and improves overall performance	TBD	01/06/26	Erica Starling, Financial Administrator

FCOR Agency-Specific Readiness Activities

Critical Operational Elements	Activity Description	Date(s)	Impacted Stakeholder(s) and/or System(s)	Objective	Reporting Period Comments or Updates
Data	Org Codes Inactivation	02/27/24	FLAIR Users	To inactivate the org codes which are no longer in use	
People	FL PALM Discussion on the Staff Augmentation positions	01/12/24	Agency Liaisons, Backup Agency Sponsor, and OIT	To get clear direction on the staff aug positions and who will assign work	
People	CCN PALM Monthly Standing Meeting	01/22/24	Agency Sponsors, Agency Liaisons, Project Management Liaison and all identified CCN staff	Monthly standing meeting to discuss where we stand on the project and to engage all CCN staff	
People	Task 511 Review	01/25/24	Agency Liasons	To discuss the completion of this task	
People	PALM Project Touch Base	01/29/24	Project Manager, Business Analyst, Agency Liaisons and Backup Agency Sponsor	Meet and greet to talk through everything now that we have an assigned Project Manager.	
People	Project Management Tasks	01/31/24	Project Manager & Agency Sponsors	Meeting to discuss the completion of task since we had a new Project Manager and Business Analyst	
People	Project Manager Weekly Standup Meeting	02/06/24	Project Manager & Agency Liaisons	Meeting for Project Manager to let us know where we are in the project	
People	KPMG Palm Support Kick-off Meeting	02/06/24	Project Manager, Backup Project Sponsor, Agency Liaisons, Change Management Liaison and Business Analyst	Kick-off meeting with KPMG to start the process of mapping our business processes and doing a GAP analysis to include detailing how FDC/FCOR should address the gaps	
People	PALM Task Meeting	02/07/24	Agency Liaison and the Business Analyst	Meeting to discuss the upcoming task and what each should be working on	
People	PALM Task Meeting	02/08/24	Agency Liaison and the Business Analyst	Daily check in on all task	
People	PALM Task Meeting	02/13/24	Agency Liaison, Project Manager and Business Analysts	Daily check in on all task	
People	PALM Task Meeting	02/14/24	Agency Liaison and Business Analysts	Daily check in on all task	
People	KPMG Meeting	02/15/24	Agency Liaison and Project Manager of KPMG	FDC & FCOR Files questions	
People	PALM Task Meeting	02/20/24	Agency Liaisons and Financial Reporting SME	Discuss Task 513	
People	KPMG Weekly Meeting	02/21/24	Agency Liaisons, Business Analysts, Project Manager of KPMG and additional KPMG staff	Weekly status meeting to provide a status of the project	
People	PALM Task Meeting	02/22/24	Agency Liaisons, Business Analyst and Facilities SMEs	Discuss Task 513 dealing with FDC/FCOR Location Definition	
People	PALM Task Meeting	02/26/24	Agency Liaisons	Discuss Task 513 dealing with FDC/FCOR Location Definition	
People	PALM Task Meeting	02/27/24	Agency Liaisons and Property SMEs	Discuss Task 513 dealing with FDC/FCOR Location Definition	
People	KPMG Weekly Meeting	02/28/24	Agency Liaisons, Business	Weekly status meeting to provide a status of the	

		Analysts, Project Manager of KPMG and additional KPMG staff	project		

FCOR 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	There will be sufficient engagement by resources knowledgeable about agency business processes and technical capabilities	Logged	07/31/23	All agency business systems and CCN roles	FDC's Organizational Change Management (OCM) Lead was onboarded and started working from 02/26/2024.
People Processes Technology	FCOR's Change Champion Network will continue to attend workshops, working sessions, meetings, and other forums for collaboration to ensure the continued functionality of inbound and outbound interface points between the two agencies.	Logged	07/31/23	All agency business systems and CCN roles	Currently still relevant.
People Processes Technology	FCOR will understand and document our current state technical architecture and business systems and modify to integrate with the financial management solution.	Logged	07/31/23	All agency business systems and CCN roles	Continually updating as needed.
People Processes Technology	FCOR will understand and document our internal processes and modify them where possible to accommodate the financial management solution functionality.	Logged	07/31/23	All agency business systems and CCN roles	Continually updating as needed.

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** *

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FCOR Status Report Confirmation

Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
January - February 2024	Gina Giacomo	ginagiacomo@fcor.state.fl.us	03/08/24
November - December 2023	Gina Giacomo	karencarter@fcor.state.fl.us	01/03/24
September - October 2023	Gina Giacomo	ginagiacomo@fcor.state.fl.us	11/13/23
July - August 2023	Gina Giacomo	mary.quinsey@fdc.myflorida.com	09/08/23