

Helpful Links

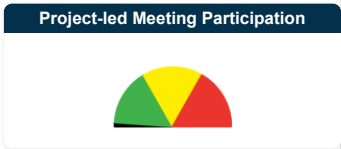
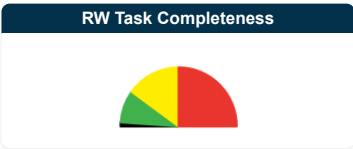
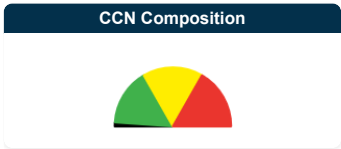
- Dashboard Snapshots
- Florida PALM Resources
- Florida PALM Workbook for FDOT
- Readiness Workplan

FDOT Status Report Dashboard

Reporting Period
January - February 2024

Agency Sponsor
Lisa Saliba

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



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 = 27
- Duplicate Filled Role = 0
- Vacant Role = 0

RW Task Completeness:

Score = 100%

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

RW Task Timeliness:

Score = 82.17%

- Submitted On Time = 12
- Submitted Late = 7
- Pending Submission = 1

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 |
|----------------|------------------------------|---------|--|-------------------------|-----------------------|---|------------------------|--------------------------------|------------------------------------|----------------------------------|
| | People | 503 | Create Workforce Readiness Plan | 10/16/23 | 12/15/23 | 75% - Consolidating/Inputting Information for Submission | | Looking to complete by 2/29/24 | | |
| | Technology | 504 | Update Agency Business System Documentation for Segment I | 10/30/23 | 01/12/24 | 100% - Submitted | 02/01/24 | | | |
| | Technology | 505 | Update Florida PALM Interface Inventory for Segment I | 10/30/23 | 01/12/24 | 100% - Submitted | 02/01/24 | | | |
| | Processes | 508 | Review Payroll Wave Business Process Models | 11/06/23 | 01/26/24 | 100% - Submitted | 02/22/24 | | | |
| | N/A | 509 | Submit Bimonthly Agency Readiness Status Report | 12/28/23 | 01/12/24 | 100% - Submitted | 01/12/24 | Being completed 1/12/24 | | |
| | N/A | 510 | Manage Agency Specific Implementation Schedule, Risks and Issues | 12/28/23 | 02/29/24 | 100% - Submitted | 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 | 75% - Consolidating/Inputting Information for Submission | | Looking to complete by 3/8 | | |
| 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 | 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 | 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 | 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 | 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 | 02/08/24 | | | |
| N/A | N/A | 521 | Submit Bimonthly Agency Readiness Status Report | 03/01/24 | 03/11/24 | 100% - Submitted | 03/12/24 | | | |
| 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.

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 = 0

- Business Process Groupings = 0

Role Mapping = TBD

Training = TBD

Current-State:

Cataloged Business Processes = 54

- Related Business Systems = 36
- Related Reports = 43

Documentation Status:

- Complete = 13 Partial = 31 Not Started = 0

Current-State:

Cataloged Business Systems = 289

- Criticality:**
 - High = 131 Med = 35 Low = 15 None = 7
- Documentation Status:**
 - Complete = 19 Partial = 175 Not Started = 1

Current-State:

Unique FLAIR Data Elements = 92

- Associated Unique Uses = 92**
 - Continued Use - Yes = 18
 - Continued Use - No = 1
- Associated Business Systems = 3**

Implementation:

Impacted Agency Business Processes = TBD

Cataloged Interfaces = 119

- Inbound Interfaces = 47
- Outbound Interfaces = 15

Cataloged Reports = 215

- Criticality:
- High = 87 Med = 72 Low = 33 None = 23

Implementation:

Business Systems Planned for Integration = 209

- Segment I - Documentation Updates:
- Complete = 0 Updating = 11 Evaluating = 0 Not Started = 0 Not Needed = 2
- Segment II - Documentation Updates: TBD
- Planned Interfaces = 14
- Inbound Interfaces = 7
- Outbound Interfaces = 7

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.

FDOT Risks

| Critical Operational Elements | Risk Description | Status | Risk Rating | Mitigation/Response Strategy | Reporting Period Comments or Updates | Date of Status Change | Owner / Coordinator |
|-------------------------------|--|--------|-------------------|------------------------------|--|-----------------------|---------------------|
| Technology | Impacted asset inventory inconsistencies cause problems in planning remediation efforts. | Open | 9 (High/High) | Mitigation | No comment this period | 11/01/23 | Brian Boyd |
| Data | The new "Account" CoA field will be replacing the GL and Object codes. FDOT needs the specifications for how to cross walk GL and object codes to account in PALM. Delay in this information delays our ability to remediate our systems. | Open | 9 (High/High) | Mitigation | No comment this period | 11/01/23 | Brian Boyd |
| Processes | Major schedule changes in PALM solution would impact our remediation efforts. | Open | 9 (High/High) | Mitigation | No comment this period | 11/01/23 | Brian Boyd |
| Processes | Delay or loss of planned funding for the program | Open | 9 (High/High) | Acceptance | No comment this period | 11/01/23 | Brian Boyd |
| Technology | Timeliness of PALM Nightly Batch Files and Data Warehouse Updates | Open | 9 (High/High) | Avoidance | No comment this period | 11/01/23 | Brian Boyd |
| Technology | PALM interfaces are not fully designed/documented, and currently defined interfaces are subject to change. FDOT is unable to accurately define impacts to our systems without complete specifications on the interfaces for supplier functionality, commitment control module, and project grants module. | Open | 9 (High/High) | Mitigation | No comment this period | 11/01/23 | Brian Boyd |
| Technology | Vendor specifications are incomplete. FDOT TVI uses TIN and Seq # for vendors; Supplier is the new name for vendor and Traveler is new name for sub vendors. FDOT needs additional specifications on vendor functionality to determine TVI remediation requirements. | Open | 9 (High/High) | Mitigation | No comment this period | 11/01/23 | Brian Boyd |
| Technology | MFMP revisions and impact on TVI is unknown. FDOT needs additional specifications on MFMP changed functionality to determine TVI remediation requirements. | Open | 9 (High/High) | Mitigation | No comment this period | 11/01/23 | Brian Boyd |
| Processes | Delay of budget release on LBR funds preventing change orders for staff augmentation purchase orders. | Open | 9 (High/High) | Acceptance | No comment this period | 11/01/23 | Brian Boyd |
| Processes | Scope changes in PALM solution | Open | 9 (High/High) | Mitigation | No comment this period | 11/01/23 | Brian Boyd |
| Processes Technology | Capability to upload Excel Spreadsheets to PALM will be replacing existing FLAIR emulator scripting processes. | Open | 9 (High/High) | Mitigation | No comment this period | 02/20/24 | Brian Boyd |
| Processes Data | Could we encumber against previous year budgets when we change the supplier on an encumbrance | Closed | 9 (High/High) | Resolved | Robert Hicks stated we could, therefore Resolved. | 02/15/24 | Brian Boyd |
| Data | If project category is included on a voucher, does it need project category to match on the distribution line of a purchase order (encumbrance)? | Open | 9 (High/High) | Mitigation | Identified this period | 03/07/24 | Brian Boyd |
| Data | PALM has provided incomplete information for Object code impacts expansion option. Lots of places in code. What do we replace with ? | Open | 9 (High/High) | Mitigation | Identified this period | 03/07/24 | Brian Toppel |
| Processes | Issues not resolved in a timely manner | Open | 6 (High/Medium) | Mitigation | No comment this period | 11/01/23 | Brian Boyd |
| People | Limited qualified staff availability for requirements gathering, application remediation, remediation testing, and other critical activities | Open | 6 (High/Medium) | Mitigation | No comment this period | 11/01/23 | Brian Boyd |
| Processes Data | Need revenue, expenditure, and balance sheet account code mappings for inter and intra agency funds transfer to begin data conversion preparation. | Open | 6 (High/Medium) | Mitigation | Identified this period | 03/07/24 | Brian Boyd |
| Processes Data | The concept of splitting up the new PALM Accounting system into reviewable Segments is not reasonably workable with many ABS's since systems were architected from broader financial/functional perspectives. This may cause delay in remediation completion of systems as they wait for future segments to provide answers/guidance towards full remediation. | Open | 6 (High/Medium) | Mitigation | Identified this period. Attempting to conduct partial remediation where able, but additional efforts identified when systems need to be revisited at future segment intervals. | 03/07/24 | Brian Boyd |
| Processes | Scope and schedule alignment of individual department remediation efforts with FPST. | Open | 4 (Medium/Medium) | Mitigation | No comment this period | 11/01/23 | Brian Boyd |
| Processes | Inconsistent processes and standards across FDOT business units could impact efforts to perform remediation for PALM impacts | Open | 4 (Medium/Medium) | Mitigation | No comment this period | 11/01/23 | Brian Boyd |

FDOT Issues

| Critical Operational Elements | Issue Description | Status | Priority | Resolution Plan | Reporting Period Comments or Updates | Planned or Actual Resolution Date | Owner / Coordinator |
|-------------------------------|--|--------|---|--|--------------------------------------|-----------------------------------|---------------------|
| Data | Interface layouts contain errors. | Open | Critical - Impacts the ability of the agency to move forward with work without resolution | Notify PALM and work to gain clarity and accuracy on interface layouts. | Contact_Sequence_Num | 03/05/24 | Brian Tippel |
| Data | Interface schema relationship details not provided in layouts, samples, or knowledge center. | Open | Critical - Impacts the ability of the agency to move forward with work without resolution | Reaching out to PALM technical staff to gain guidance on entity relationship diagrams. | Identified this period | 03/07/24 | Mark Rissingner |

FDOT Assumptions

| Critical Operational Elements | Assumption | Status | Date Logged or Removed | Impacted Stakeholder(s) and/or System(s) | Reporting Period Comments or Updates |
|-------------------------------|---|--------|------------------------|--|---|
| Processes | The Florida PALM Project implementation will replace current FLAIR functionality only and will not encompass the agency specific financial planning and analysis requirements of FDOT. | Logged | 06/30/23 | FDOT Florida PALM End Users FDOT Application Owners | Readiness Workplans will be provided by Florida PALM over the three years of the implementation process to provide guidance on the tasks and activities that are needed for the Financials and Payroll implementation waves. |
| Processes | The Readiness Workplan activities direct/guide the FPST Program work and tracks the progress of department specific tasks. | Logged | 06/30/23 | FDOT Florida PALM Agency Liaisons FPST Program Managers | Changes in the scope and/or schedule of RW activities impact the FPST Program activities. |
| Technology | The Florida PALM detail schedule specific to sequencing of design activities for PeopleSoft module functionality and interface designs will be available in July 2023. | Logged | 06/30/23 | FDOT Florida PALM Agency Liaisons FPST Program Managers | As of 1/1/24, we are still waiting for a detailed schedule. The recently provided Agency Implementation Roadmap and updates to the Readiness Workplan lack the necessary detail. |
| Processes | FPST work efforts meeting the FDOT guidelines for project classification will be managed as projects and follow the established project management standards mandated by 60GG-1, F.A.C. | Logged | 06/30/23 | FDOT Florida PALM Agency Liaisons FPST Program Managers FDOT Application Services Section Managers | No comment this period |
| Processes | FPST work efforts classified as operations and maintenance (O&M) will follow the established standards for O&M activities. | Logged | 06/30/23 | FDOT Florida PALM Agency Liaisons FPST Program Managers FDOT Application Services Section Managers | No comment this period |
| People | Adequate staffing, equipment, software, and hardware are primary drivers of the department's FPST Program activities. | Logged | 06/30/23 | Executive FPST Program Sponsors Chief Information Officer | No comment this period |
| Processes | Sufficient recurring Legislative Budget Request (LBR) funding will be released to complete FPST efforts. | Logged | 06/30/23 | Executive FPST Program Sponsors FDOT Florida PALM Agency Liaisons FPST Program Managers | Funding received December, 2023 |
| People | Due to the overallocation of FDOT key subject-matter resources, hiring consultants and other resources to augment the FPST Program is essential for the department's continuity of operations and successful transition to the Florida PALM solution. | Logged | 06/30/23 | Executive FPST Program Sponsors | No comment this period |
| Processes | Additional appropriation is required to successfully complete required remediation efforts to align with the Florida PALM January 2026 implementation date for the Financial and Payroll Waves. | Logged | 06/30/23 | Executive FPST Program Sponsors FDOT Florida PALM Agency Liaisons FPST Program Managers | No comment this period |
| Processes | FDOT has extensive dependencies on Solution Design deliverables from the Florida PALM Project. | Logged | 06/30/23 | FDOT Florida PALM Agency Liaisons FPST Program Managers | The current Florida PALM schedule has several to-be-determined schedule placeholders. FDOT needs schedule detail specific to the Florida PALM solution modules to accurately map dependencies and activities for remediation efforts. |
| Processes | Staff resources are assigned to multiple workstreams and may have limited availability for FPST activities. Scheduling and resourcing for the FPST Program must take into consideration the department's annual operational schedule to minimize interference with development and delivery of the Work Program and required activities for the state and federal fiscal year-end closings. | Logged | 06/30/23 | Executive FPST Program Sponsors | No comment this period |
| Technology | Expansion Options being replaced by Speed Keys will require interface and design guidance with adequate availability for review and integration. | Logged | 11/01/23 | FDOT Florida PALM Agency Liaisons FPST Program Managers | No comment this period |
| People Technology | Excel spreadsheet uploads will be easily entered into PALM by business users. | Logged | 02/20/24 | FDOT End Users | Capability will need to be tested and training, if workable, provided. |
| People Processes Technology | Employees will not need PALM logins to access W2s and Paystubs or to update W4 information. | Logged | 03/07/24 | Everyone | Payroll concern |

FDOT 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 | Continued analysis of the current use of Expansion Option and Expansion Set by the Department's computing assets to transition to the Florida PALM Speed Charts and Speed Types (a.k.a. Accounting Tags) functionality. | 01/15/24 | Florida PALM End Users | Reduce the number of Speed Chart and Speed Types that will be required in the Florida PALM solution. | Speed Key analysis and preparation continued |
| Data | RW Task 505: Update Florida PALM Interface Inventory for Segment I | 01/12/24 | FDOT Florida PALM System Transition Team | Review Segment I resources; identify and document interface needs for Florida PALM implementation. | Completed 2/1/24 |
| Data | RW Task 514 - Complete Data Readiness Analysis and Data Cleansing Activities for Segments I and II | 01/29/24 | FDOT Florida PALM System Transition Team | Review Segment I and Segment II resources for change impacts to agency data and evaluate current state data readiness. Create an agency data cleansing plan and complete data cleansing activities. | In progress - Reimagining the way we plan to use OCA1/OCA2 in PALM |
| Data | RW Task 513 - Complete Configuration Workbooks for Segments I and II | 02/12/24 | FDOT Florida PALM System Transition Team | Confirm agency-specific configurations for Segments I and II | In progress - concern that if workbooks are not available for full entry they may not be completed on time, this task had a two week delayed start and additional delays in having sheets ready, yet deadline unchanged. |
| People Processes Technology Data | Technology Transformation Weekly Status Review Meetings | 01/15/24 | FDOT Florida PALM System Transition Team | Weekly, half-hour sessions to review Transformation status report for the PALM remediation support effort. | Continued weekly through reporting period |

| | | | | | |
|----------------------------------|---|----------|--|--|---|
| People Processes Technology Data | FDOT Change Champion Network Meeting | 01/03/24 | FDOT Florida PALM System Transition Team, Subject Matter Experts, Florida PALM End Users | A meeting with Change Champion networkers to discuss I. Welcome – Review CCN Roles and Purpose II. Review PALM Project Timeline a. Program Planning and Approach i. System Design b. Remediation Approach i. Status Tracking Dashboard c. Training d. End User Testing e. Go-Live Plan f. Post Go-Live Support III. Program Communication Plan IV. Change Management Plan a. Central Office b. Districts and Turnpike V. Future Quarterly Meetings | Next meeting 4/5/24 |
| People Processes Technology Data | Payroll Distribution analysis workgroups | 01/03/24 | FDOT Florida PALM System Transition Team, SMEs | Analysis of PPS Payroll system for current state, PALM impacts, and to-be state. 01/03/24-02/29/24. | |
| People Processes Technology Data | FPST Internal Workgroup Meetings | 01/04/24 | FDOT Florida PALM System Transition Team | Weekly workgroup meetings are to discuss, deep-dive, and document all efforts/tasks related to PALM readiness. Held on 1/18/24, 1/25/24, 2/1/24, 2/8/24, 2/15/24, 2/22/24. | |
| People Processes Technology Data | Weekly Status Review Meetings with Vendor | 01/04/24 | FDOT Florida PALM System Transition Team | Weekly, half-hour sessions to review North Highland's Technology Transformation status report for the PALM remediation support effort. | Held weekly. 1/11/24, 1/25/24, 2/1/24, 2/8/24, 2/15/24, 2/22/24 2/29/24. |
| People Processes Technology Data | FPST RW Update Meetings | 01/05/24 | FDOT Florida PALM System Transition Team | Discuss the RW for Florida PALM and assign accordingly. 1/5/24,2/9/24,2/16/24 | |
| People Processes Technology Data | Resource Planning and Statement of Work (SOW) drafting for hiring resources for FPST. | 01/05/24 | FDOT Florida PALM System Transition Team | Resource Planning and Statement of Work (SOW) drafting for hiring resources for FPST. | Continued for FPST Staff Aug hires. |
| People Processes Technology Data | PALM Segment II Design Workshops | 01/09/24 | FDOT Florida PALM System Transition Team | 01/09-01/18/24. Disbursements management, Asset Accounting and management, Accounts receivable, Grants management/contracts management/system access controls, account management and financial reporting. | |
| People Processes Technology Data | FDOT January Readiness Touchpoint Agenda Meeting | 01/22/24 | Florida PALM, FDOT Florida PALM System Transition Team | This meeting is to discuss the need to add any agenda items to the PALM Touchpoint meeting agenda below | |
| People Processes Technology Data | Internal FDOT PALM Touchpoint Agenda Review Meeting | 01/22/24 | FDOT Florida PALM System Transition Team | Review the agenda and discuss what changes the team would like to make prior to meeting with PALM. | Monthly meetings: 1/22, 2/23 |
| People Processes Technology Data | FDOT/FL PALM Touchpoint | 01/23/24 | FDOT Florida PALM System Transition Team | This is a recurring monthly Florida PALM Readiness touchpoint meeting between your agency's Change Champion Network (CCN) and your Readiness Coordinator, Felicia Hall | |
| People Processes Technology Data | PALM Webfocus/FOCUS Working Session | 01/23/24 | FDOT Florida PALM System Transition Team | Adding this recurring working session to the calendar for the next 6 weeks as we continue to prepare an inventory, categorization, repository, and remediation for the impacted PALM WebFOCUS/FOCUS assets. 2/6/24, 2/13/24, 2/20/24, 2/27/24 | |
| People Processes Technology Data | EDMS-PALM Impact analysis and meeting | 02/09/24 | FDOT Florida PALM System Transition Team, SME's | Analysis of EDMS system and PALM impact. meeting to discuss and analysis. | |
| People Processes Technology Data | PALM Segment III Design Workshops | 02/12/24 | FDOT Florida PALM System Transition Team | 02/12-02/13 Disbursements management, Asset Accounting and management, Accounts receivable, Grants management/contracts management/system access controls, account management and financial reporting. | |
| People Processes Technology Data | FPST-RW 516 workgroup meeting | 02/14/24 | FDOT Florida PALM System Transition Team | Discuss the RW and assign tasks. | |
| People Processes Technology Data | Payroll Analysis Stand Up | 02/22/24 | FDOT Florida PALM System Transition Team, SME's | | |
| People Technology Data | Application Services System Remediation Stand Up | 01/23/24 | FDOT Florida PALM System Transition Team | A weekly meeting series to check in on the status and roadblocks for the GEN code analysis and remediation. | |
| Processes Data | RW Task 517 - Update Florida PALM Conversion Inventory for Segment II | 01/29/24 | FDOT Florida PALM System Transition Team | Review Segment II resources; identify and document conversion needs for Florida PALM implementation. | In progress. |
| Processes Technology Data | FDOT Interfaces Mapping Session Meeting with vendor | 01/16/24 | FDOT Florida PALM System Transition Team, Florida PALM End Users | Discuss mapping of interfaces and how we will document them via user stories. | Conducted twice weekly Tuesdays and Thursdays through reporting period |
| Processes Technology Data | Landing Zone internal workgroups and implementations | 01/03/24 | FDOT Florida PALM System Transition Team, SMEs | Landing Zone internal workgroups and implementations | 01/03/24-02/29/24. |
| Processes Technology Data | RW Task 519 - Remediate Agency Business Systems based on Segment I | 01/29/24 | FDOT Florida PALM System Transition Team | Complete agency business system internal build and unit testing activities based on agency business system documentation updates for Segment I. | In progress - The concept of splitting up the new PALM Accounting system into reviewable Segments is not reasonably workable with many ABS's since systems were architected from broader financial perspectives. This may cause delay in remediation completion of systems as they wait for future segments to provide answers/guidance towards full remediation. |
| Processes Technology Data | SpeedKey Design Discussion | 02/06/24 | FDOT Florida PALM System Transition Team | Discussion on the design of the 10 character SpeedKey name, and how they will be used in applications. | |
| Technology Data | RW Task 504: Update Agency Business System Documentation for Segment I | 01/12/24 | FDOT Florida PALM System Transition Team | Update Agency Business System Documentation for Segment I | Completed 2/1/24 |
| Technology Data | RW Task 518 - Update Florida PALM Interface Inventory for Segment II | 01/29/24 | FDOT Florida PALM System Transition Team | Review Segment II resources; identify and document interface needs for Florida PALM implementation. | In progress. |
| Technology Data | Implementation of Account COA in test server environment | 02/29/24 | FDOT Florida PALM System Transition Team | Implementation of Account COA in test server ZUNIT01 environment | |
| People | FPST Resourcing Meeting | 01/04/24 | FDOT Florida PALM System Transition Team | Internal OIT meeting to discuss resources needed within Application Services. | |
| People | FPST Infrastructure Support Resource Meeting | 01/08/24 | FDOT Florida PALM System Transition Team | Discuss plans for resources. | |

| | | | | | |
|-----------------------------|---|----------|--|---|---|
| People | Weekly OOC - BSSO Staff Meeting | 01/15/24 | FDOT FPST Team FDOT PALM End Users | Provide status update on readiness task and remediation status | Met weekly during reporting period |
| People | Quarterly FPST Resourcing Meeting | 01/22/24 | FDOT Florida PALM System Transition Team | A quarterly meeting to discuss resourcing needs and projections for the Florida PALM System Transition program. | |
| People | Monthly FDOT/Florida PALM Readiness Touchpoint Meetings | 01/23/24 | FDOT Florida PALM System Transition Team | Review and discuss Florida PALM implementation activities | Monthly meetings: 1/23, 2/28 |
| People | SOW Drafting and Hiring Activities for Additional FPST resources | 02/01/24 | FDOT Florida PALM System Transition Team | SOW Drafting and Hiring Activities for Additional FPST resources | |
| People | PALM Budget Planning Meeting for FY 24 and FY 25 | 02/07/24 | FDOT Florida PALM System Transition Team | PALM Budget/ resource Planning Meeting for FY 24 and FY 25 | |
| People | RW Task 520 - Update Authorized Smartsheet Users | 02/08/24 | FDOT Florida PALM System Transition Team | Review, update and confirm authorized users' access to all Florida PALM Smartsheet resources. | Completed |
| People | FPST Spend Plan activities | 02/20/24 | FDOT Florida PALM System Transition Team | Spend plan for OIT FPST resources. | |
| People | OOB Remediation Counts Updates | 02/29/24 | FDOT Florida PALM System Transition Team | Review and update OOB Status for Assets and Objects in the scope of PALM remediation | Completed PALM remediation status for OOB assets. |
| People Processes | Florida PALM -Change Champion Network Meeting | 01/03/24 | FDOT Florida PALM System Transition Team | Review Change Champion roles, PALM timeline, PALM program plan. | |
| People Processes | RW Task 510: Resource planning and SOW Planning Internal OIT Meeting | 01/08/24 | FDOT Florida PALM System Transition Team | Meeting in support of completing RW Task 510. | |
| People Processes | Weekly PALM Planning and Stand-Up Meeting | 01/08/24 | FDOT Florida PALM System Transition Team | Weekly meeting series to discuss Readiness Task, Updates on PALM plans, Budget, Risks, and Issues | Met 1/8/24-2/26/24. |
| People Processes | PALM Initial Communications meeting | 01/31/24 | FDOT Florida PALM System Transition Team | Review high level communication to be sent to stakeholders, and a communication to districts to identify and update technology assets in Compass system. | |
| People Processes | PALM Resource Revision Meeting | 02/06/24 | FDOT Florida PALM System Transition Team | Review resources for FY 24. | |
| People Processes Technology | Continue bi-weekly meeting series for Florida PALM RW Tasks Update. | 01/05/24 | FDOT Florida PALM System Transition Team | Bi-weekly meeting with OOCand OIT program and project managers to assign and review efforts for RW task completion. | 2/9, 2/16, 3/6 |
| People Processes Technology | PALM Thursday Task Talk | 02/01/24 | Florida PALM, FDOT Florida PALM System Transition Team | PALM RW task talks moved to Thursdays. Attended 2/8/24, 2/15/24, 2/22/24. | |
| People Processes Technology | Florida PALM FDOT Touchpoint Agenda Meeting | 02/23/24 | FDOT Florida PALM System Transition Team | prepare for PALM touchpoint meeting. | |
| People Processes Technology | Florida PALM/FDOT touchpoint meeting | 02/28/24 | FDOT Florida PALM System Transition Team, Florida PALM | | |
| People Processes Technology | Change Champion Network Townhall meeting | 02/29/24 | FDOT Florida PALM System Transition Team, Florida PALM | | |
| Processes | PALM Tuesday Task Talk | 01/17/24 | FDOT Florida PALM System Transition Team | PALM gives guidance on readiness workplan tasks. 1/17/24, 1/25/24, | |
| Processes | RW Task 515 - Identify Change Impacts and Update Agency Business Process Documentation for Segments I and II | 01/29/24 | FDOT Florida PALM System Transition Team | Review Segment I and II resources; identify changes to people, process, technology, and data and update current state business process documentation. | In progress. |
| Processes | RW Task 326: (Update Current-State Agency Business System Inventory and Documentation); Continued with the analysis of current inventory to update and validate systems owners and users, review the information being captured, identify interface data being used, and determine the role of each system within the Department. | 02/01/24 | Florida PALM team, FDOT Florida PALM System Transition team | Provide Current State Agency Business Systems Inventory to PALM project. | Completed 2/1, continuing to update documentation as needed |
| Processes | RW Task 508: Review Payroll Wave Business Process Models | 02/22/24 | FDOT Florida PALM System Transition Team | Share and review business process models for the Payroll Wave. | Completed |
| Processes | RW Task 327: (Complete Report Inventory); Continued with the current-state analysis of reviewing reports to identify the agency's essential reports used with the business processes. | 02/27/24 | Florida PALM team, FDOT Florida PALM System Transition team | Provide Report Inventory to PALM project. | Continued report analysis as we enter remediation changes. |
| Processes | RW Task 328: Document Current Agency Business Processes | 01/05/24 | FDOT Florida PALM System Transition Team, Florida PALM end users | Identifying Business Processes, documentation, and workflows through meeting with Business Owners and defining process details. | Completed 1/5, continuing to update process documentation as needed |
| Processes Technology | Demo for Automated Test Solution for FPST | 01/24/24 | FDOT Florida PALM System Transition Team | A meeting with Nagarro representatives to review how the vendor can help streamline testing for the Florida PALM. Agenda topics include procurement, automated testing, services offered. | |
| Processes Technology | RW Task 516 - Update Agency Business System Documentation for Segment II | 01/29/24 | FDOT Florida PALM System Transition Team | Review Segment II resources; update agency business system documentation including functional requirements, technical requirements, and test cases. | In progress. |
| Technology | GEN Installation and upgrade Activities | 01/03/24 | Subject Matter experts, Florida PALM System Transition Team | GEN installation activities | 1/3/24-2/29/24. |
| Technology | Continued the analysis, planning, and development efforts for the Department's Electronic Estimate Disbursement (EED) system. | 01/15/24 | Multiple | Assess business continuity risks with the current architecture, identify major system dependencies, and inform the assessment of future state solutions to modernize EED. | |
| Technology | Continued the Florida PALM Impact Analysis Phase for Office of Comptroller (OOB) owned computing assets | 01/15/24 | Multiple | Ensure OOB systems continue to function after PALM implementation. | Regular meetings and efforts to continue analysis, focus on reports |
| Technology | Continued the impact analysis and remediation of the Office of Work Program and Budget (OWPB) owned computing assets. | 01/15/24 | Multiple | Ensure OWPB systems continue to function after PALM implementation. | Regular meetings and efforts to continue analysis |
| Technology | Launch Pad planning and development | 02/14/24 | FDOT Florida PALM System Transition Team, Florida PALM end users | Location for data packages to be collected and sent to PALM Inbound interfaces. | Began planning and development efforts. |

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