FWC 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

Jessica Crawford

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 = 3
- Duplicate Filled Role = 11
- Vacant Role = 0

RW Task Completeness:
- **Score = 100.00%**
- Submitted Complete = 2
- Submitted Incomplete = 0
- Completed After Submission = 0

RW Task Timeliness:
- **Score = 95.65%**
- Submitted On Time = 19
- Submitted Late = 0
- Pending Submission = 1

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
	People	328	Document Current Agency Business Processes	07/31/23	12/15/23	50% - In Progress				
	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	01/24/24	FWC submitted questions to project team on 1/24/2024		
	N/A	509	Submit Bimonthly Agency Readiness Status Report	12/28/23	01/12/24	100% - Submitted	01/08/24			
	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	01/09/24			
Indirect	People	512	Identify Future Florida PALM End Users	01/16/24	03/01/24	100% - Submitted	02/22/24		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	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	100% - Submitted	02/23/24		Submission Complete	
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	No modifications were needed at this time		
N/A	N/A	521	Submit Bimonthly Agency Readiness Status Report	03/01/24	03/11/24	100% - Submitted	03/06/24			
N/A	N/A	522	Manage Agency Specific Implementation Schedule, Risks and Issues	03/01/24	04/30/24	50% - In Progress				

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.

Implementation:
- **Planned Florida PALM End Users = 945**
- Business Process Groupings = 5
- **Role Mapping = TBD**
- **Training = TBD**

Current-State:
- **Cataloged Business Processes = 247**
- Related Business Systems = 5
- Related Reports = 5
- **Documentation Status:**
- Complete = 123 Partial = 0 Not Started = 124

Current-State:
- **Cataloged Business Systems = 18**
- **Criticality:**
- High = 11 Med = 6 Low = 0 None = 1
- **Documentation Status:**
- Complete = 18 Partial = 0 Not Started = 0
- **Cataloged Interfaces = 8**
- Inbound Interfaces = 8
- Outbound Interfaces = 0

Current-State:
- **Unique FLAIR Data Elements = 113**
- **Associated Unique Uses = 750**
- Continued Use - Yes = 700
- Continued Use - No = 0
- **Associated Business Systems = 34**
- **Cataloged Reports = 41**
- **Criticality:**
- High = 32 Med = 8 Low = 1 None = 2

Implementation:

Impacted Agency Business Processes = TBD

Implementation:

Business Systems Planned for Integration = 7

• Segment I - Documentation Updates:

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

• Segment II - Documentation Updates: TBD

Planned Interfaces = 2

- Inbound Interfaces = 0

- Outbound Interfaces = 2

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.

FWC Risks

Critical Operational Elements	Risk Description	Status	Risk Rating	Mitigation/Response Strategy	Reporting Period Comments or Updates	Date of Status Change	Owner / Coordinator
Technology	PALM interfaces are not fully designed/documented, and currently defined interfaces are subject to change. FWC is unable to accurately define impacts to our systems without complete specifications on the interfaces.	Open	9 (High/High)	1. FWC Analysis and design is being based on calculated assumptions	No change	11/06/23	Laurie Kershaw
People	Limited subject matter expert (SME) availability	Open	6 (Medium/High)	1. Identify any planned schedule issues 2. Obtain and include backup resources in activities	No change	11/06/23	Laurie Kershaw
People	Team Attrition	Open	6 (Medium/High)	1. Ensure sufficient cross training in all project activities 2. Establish and enforce adequate documentation standards	No change	11/06/23	Laurie Kershaw
People	Resistance to change	Open	4 (Medium/Mediu	1. Include impacted stakeholders early in the process and often 2. Educate the reason for the change and impact	No change	11/06/23	Laurie Kershaw

FWC Issues

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

FWC 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	FWC will be able to access the available Administered funds	Logged	07/03/23	All agency business systems	FWC received approval to access the requested amount of the administered funds

FWC 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 Technology	Assemble Poster and Foam board	02/07/24	Florida PALM users	Assemble Poster and Foam board	Complete
People Processes Technology	Deliver/Send Fully Assembled Posters	02/08/24	Florida PALM users	Deliver/Send Fully Assembled Posters	Complete
People Processes Technology	Post Agency Implementation Roadmaps Posters	02/29/24	Florida PALM users	Post Agency Implementation Roadmaps Posters	Complete
People Processes Technology	Submit Documentation	01/11/24	Florida PALM users	Submit Documentation	Complete
People Processes Technology	Update Smartsheet	01/05/24	Florida PALM users	Update Smartsheet	Complete
People Processes Technology	Sign Smartsheet	01/10/24	Florida PALM users	Sign Smartsheet	Complete
People Processes Technology	Mark task complete in Smartsheet	01/11/24	Florida PALM users	Mark task complete in Smartsheet	Complete
People Processes Technology	**Complete Task 510 Manage Agency Specific Implementation Schedule, Risks and Issues**	02/29/24	Florida PALM users	Complete Task 510 Manage Agency Specific Implementation Schedule, Risks and Issues	Complete
People Processes Technology	Update Smartsheet	02/28/24	Florida PALM users	Update Smartsheet	Complete
People Processes Technology	Mark task complete in Smartsheet	02/29/24	Florida PALM users	Mark task complete in Smartsheet	Complete
People Processes Technology	Complete Workforce Chart	02/09/24	Florida PALM users	Complete Workforce Chart	Complete
People Processes Technology	Create Survey in SharePoint	02/23/24	Florida PALM users	Create Survey in SharePoint	Complete
People Processes Technology	Create email and communication drafts	02/21/24	Florida PALM users	Create email and communication drafts	Complete
People Processes Technology	Review and finalize email and communication drafts	02/23/24	Florida PALM users	Review and finalize email and communication drafts	Complete
People Processes Technology	**Complete Task 511 Update CCN and Contacts**	01/08/24	Florida PALM users	**Complete Task 511 Update CCN and Contacts**	Complete

People Processes Technology	Update Smartsheet	01/09/24	Florida PALM users	Update Smartsheet	Complete
People Processes Technology	**Complete Task 512 Identify Future Florida PALM End Users**	02/22/24	Florida PALM users	**Complete Task 512 Identify Future Florida PALM End Users**	Complete
People Processes Technology	Run FLAIR report	01/29/24	Florida PALM users	Run FLAIR report	Complete
People Processes Technology	Identify fringe systems and associated users	02/14/24	Florida PALM users	Identify fringe systems and associated users	Complete
People Processes Technology	Update the Florida PALM End User template	02/09/24	Florida PALM users	Update the Florida PALM End User template	Complete
People Processes Technology	Update Smartsheet	02/21/24	Florida PALM users	Update Smartsheet	Complete
People Processes Technology	Mark task complete in Smartsheet	02/22/24	Florida PALM users	Mark task complete in Smartsheet	Complete
People Processes Technology	Task Assigned	01/29/24	Florida PALM users	Task Assigned	Complete
People Processes Technology	Meeting to review task requirements	02/14/24	Florida PALM users	Meeting to review task requirements	Complete
People Processes Technology	Meeting to discuss workbook updates	02/28/24	Florida PALM users	Meeting to discuss workbook updates	Completed
People Processes Technology	Meeting to discuss workbook updates	02/23/24	Florida PALM users	Meeting to discuss workbook updates	Complete
People Processes Technology	Update FWC Local Funds workbook	02/26/24	Florida PALM users	Update FWC Local Funds workbook	Complete
People Processes Technology	Task Assigned	01/29/24	Florida PALM users	Task Assigned	Complete
People Processes Technology	Meeting to review task	02/16/24	Florida PALM users	Meeting to review task	Complete
People Processes Technology	AMC001 - Asset & Property Conversion	02/16/24	Florida PALM users	AMC001 - Asset & Property Conversion	In Process
People Processes Technology	Task Assigned	01/29/24	Florida PALM users	Task Assigned	Complete
People Processes Technology	Meeting to review task	02/14/24	Florida PALM users	Meeting to review task	Complete
People Processes Technology	Meeting to identify business processes	02/16/24	Florida PALM users	Meeting to identify business processes	Not Started
People Processes Technology	Task Assigned	01/29/24	Florida PALM users	Task Assigned	Complete
People Processes Technology	Meeting to review task	02/14/24	Florida PALM users	Meeting to review task	Complete
People Processes Technology	Meeting to identify subtasks	02/16/24	Florida PALM users	Meeting to identify subtasks	Complete
People Processes Technology	Meeting to Update Grant Cost Sheets	02/21/24	Florida PALM users	Meeting to Update Grant Cost Sheets	Complete
People Processes Technology	Meeting to Update Financial Mgmt Tracking	02/23/24	Florida PALM users	Meeting to Update Financial Mgmt Tracking	Completed
People Processes Technology	Receive response from Florida PALM team	02/29/24	Florida PALM users	Receive response from Florida PALM team	Completed
People Processes Technology	Meeting to Update Property Pending/Asset Control	02/23/24	Florida PALM users	Meeting to Update Property Pending/Asset Control	Completed
People Processes Technology	**Complete Task 517 Update Florida PALM Conversion Inventory for Segment II**	02/16/24	Florida PALM users	Complete Task 517 Update Florida PALM Conversion Inventory for Segment II	Complete
People Processes Technology	Task Assigned	01/29/24	Florida PALM users	Task Assigned	Complete
People Processes Technology	Meeting to review task	02/14/24	Florida PALM users	Meeting to review task	Complete
People Processes Technology	Meeting to identify subtasks	02/16/24	Florida PALM users	Meeting to identify subtasks	Complete
People Processes Technology	Mark task complete in Smartsheet	01/30/24	Florida PALM users	Mark task complete in Smartsheet	Completed
People Processes Technology	Task Assigned	01/29/24	Florida PALM users	Task Assigned	Complete
People Processes Technology	Meeting to review task	02/14/24	Florida PALM users	Meeting to review task	Complete
People Processes Technology	Meeting to Update Grant Cost Sheets	02/21/24	Florida PALM users	Meeting to Update Grant Cost Sheets	Complete
People Processes Technology	Meeting to Update Financial Mgmt Tracking	02/23/24	Florida PALM users	Meeting to Update Financial Mgmt Tracking	Complete
People Processes Technology	Meeting to Update Property Pending/Asset Control	02/23/24	Florida PALM users	Meeting to Update Property Pending/Asset Control	Complete

People Processes Technology	Task Assigned	01/29/24	Florida PALM users	Task Assigned	Complete

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]

FWC Status Report Confirmation

Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
January - February 2024	Jessica Crawford	jessica.crawford@myfwc.com	03/06/24
November - December 2023	Jessica Crawford	jessica.crawford@myfwc.com	01/08/24
September - October 2023	Jessica Crawford	jessica.crawford@myfwc.com	11/08/23
July - August 2023	Jessica Crawford	laurie.kershaw@myfwc.com	09/08/23