SCS 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

Eric Maclure

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 = 11

• Duplicate Filled Role = 2

• Vacant Role = 2

RW Task Completeness:

Score = 100.00%

• Submitted Complete = 1

• Submitted Incomplete = 0

• Completed After Submission = 0

RW Task Timeliness:

Score = 95.22%

• Submitted On Time = 15

• Submitted Late = 5

• Pending Submission = 0

Meeting Participation:

• Meetings Attended = 5

• 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	01/11/24			
	Technology	505	Update Florida PALM Interface Inventory for Segment I	10/30/23	01/12/24	100% - Submitted	01/11/24			
	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	01/08/24			
	N/A	510	Manage Agency Specific Implementation Schedule, Risks and Issues	12/28/23	02/29/24	100% - Submitted	03/08/24			
	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	25% - Beginning Internal Meetings and Information Gathering				
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 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	25% - Beginning Internal Meetings and Information Gathering				
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	25% - Beginning 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	02/13/24			
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					

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 = 115

• Business Process Groupings = 13

Role Mapping = TBD

Training = TBD

Current-State:

Cataloged Business Processes = 33

• Related Business Systems = 5

• Related Reports = 31

• Documentation Status:

- Complete = 32 Partial = 0 Not Started = 0

Implementation:

Impacted Agency Business Processes = TBD

Current-State:

Cataloged Business Systems = 5

• Criticality:

- High = 3 Med = 2 Low = 0 None = 0

• Documentation Status:

- Complete = 5 Partial = 0 Not Started = 0

Cataloged Interfaces = 0

- Inbound Interfaces = 0

- Outbound Interfaces = 0

Current-State:

Unique FLAIR Data Elements = 72

• Associated Unique Uses = 72

- Continued Use - Yes = 48

- Continued Use - No = 0

• Associated Business Systems = 6

Cataloged Reports = 48

• Criticality:

- High = 3 Med = 27 Low = 6 None = 9

Implementation:

Business Systems Planned for Integration = 4

• Segment I - Documentation Updates:

- Complete = 0 Updating = 0 Evaluating = 2 Not Started = 0 Not Needed = 0

• Segment II - Documentation Updates: TBD

Planned Interfaces = 8

- Inbound Interfaces = 4

- Outbound Interfaces = 3

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.

SCS Risks

Critical Operational Elements	Risk Description	Status	Risk Rating	Mitigation/Response Strategy	Reporting Period Comments or Updates	Date of Status Change	Owner / Coordinator
People	Additional/adequate human resources for accounting roles	Open	6 (Medium/High)	Prepare LBR to request additional funding or FTE. Cross train employees to asume different work responsibilities.	This was discussed during our last touchpoint meeting 12/12/23	12/12/23	Finance & Accounting Chief and Budget Cheif
Technology Data	Data conversion integrity	Open	6 (High/Medium)	Working with PALM to see what resources will be provided to the agencies.	This was discussed during our 12/12/23 Touch Point meeting that we need assistance to convert our ORG Code listings.	12/13/23	F&A, OIT and HR
Technology	Purchasing of new services	Open	4 (Medium/Mediu	Looking for the appropriate products and services	Funding was received and resources are being identified to prioritize spending.	12/15/23	OIT/Technical Liasian
Processes	Proper documentation of current processes and procedures.	Open	2 (Medium/Low)	In the process of updating and documenting all our processes.	Processes were updated to complete FL PALM TASK 328	11/30/23	SCS
People	Ongoing Communication about project	Open	1 (Low/Low)	Working on a communication plan.	Planned bi-monthly SCS communication beginning 2024. Intranet updates. As PALM implementation comes closer, we will create a mass communication SCS campaign.		Finance & Accounting

SCS Issues

Critical Operational Elements	Issue Description	Status	Priority	Resolution Plan	Reporting Period Comments or Updates	Planned or Actual Resolution Date	Owner / Coordinator
Data	Data conversion with our ORG Code Listing to COA	Open	Critical - Impacts the ability of the agency to move forward with work without resolution	As soon as possible, we will begin the conversion process from FLAIR Accounts to COA	This was discussed with Readiness coordinator to see what recourse	12/12/23	Finance & Accounting
Processes Data	SCS does not utilize HRIS for timesheet reporting, this apart of the payroll life cycle in PALM	Open	Critical - Impacts the ability of the agency to move forward with work without resolution	Request our attendance and reporting software (ARS) to interface with PALM for reporting time and attendance			
Processes Data	HRIS payroll reports not utilized to send data to PALM	Open	High - Impacts the ability of the agency to meet deadlines or milestones	Request payroll reports for SCS to be generated - LWOP, missing timesheet reports, over and under payment report			
Processes	Entering OPS paper timesheets, Shift and On-call payments into People First manually in the Alternate Time Entry screen	Open	High - Impacts the ability of the agency to meet deadlines or milestones	Request approval for OPS employees be allowed to use the HRIS system to submit timesheets.			
Processes	LWOP entered as Unpaid hours in Alternate Time Entry screen when notified timely	Open	High - Impacts the ability of the agency to meet deadlines or milestones				

SCS Assumptions

Critical Operational Elements	Assumption	Status	Date Logged or Removed	Impacted Stakeholder(s) and/or System(s)	Reporting Period Comments or Updates
Processes	Additional One-Time Payment function in HRIS will function the same	Logged		Separating, retiring, DROP entry, Overtime recipients	

SCS 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

SCS Status Report Confirmation

Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
January - February 2024	Eric W. Maclure, Interim	macluree@flcourts.org	03/06/24
November - December 2023	Eric W. Maclure, Interim	macluree@flcourts.org	12/28/23
September - October 2023	Eric W. Maclure, Interim	macluree@flcourts.org	11/13/23
July - August 2023	Carlington Brown	brownd@flcourts.org	09/12/23