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# DCF Status Report Dashboard

**Reporting Period**

January - February 2025

**Agency Sponsor**

Chad Barrett

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

## RW Task Timeliness

## RW Task Completeness

### Direct Impact Task Timeliness

### Other Task Timeliness

### Direct Impact Task Completeness

### Other Task Completeness



**Direct Impact Task Timeliness:**

Score = 91.88%

- Submitted On Time = 22
- Submitted Late = 10
- Pending Resubmission = 0

**Other Task Timeliness:**

Score = 73.69%

- Submitted On Time = 32
- Submitted Late = 25
- Pending Resubmission = 7

**Direct Task Completeness:**

Score = 91.94%

- Submitted Complete = 24
- Submitted Incomplete = 0
- Completed After Submission = 7

**Other Task Completeness:**

Score = 88.39%

- Submitted Complete = 21
- Submitted Incomplete = 0
- Completed After Submission = 10

The RW Task Timeliness dials reflect the timeliness of your agency's submission of all RW tasks based on the task due date. Calculations are based on all RW tasks to date.

The RW Task Completeness dials reflect the completeness of your agency's task submissions based on the task rubric. Calculations of task completeness includes all RW Tasks since RW 512.

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

### CCN Composition



### Change Champion Network:

- Unique Filled Role = 14
- Duplicate Filled Role = 2
- Vacant Role = 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	Technology	516	Update Agency Business System Documentation for Segment II	01/29/24	04/12/24	50% - In Progress		OITS, Remediation strategy has been discussed, approaching remediation with Segments I, II, III, and IV jointly.		
N/A	Technology	519	Remediate Agency Business Systems based on Segment I	01/29/24	06/28/24	50% - In Progress		OITS, Remediation strategy has been discussed, approaching remediation with Segments I, II, III, and IV jointly.		
N/A	Technology	528	Update Agency Business System Documentation for Segment III	04/15/24	07/12/24	50% - In Progress		OITS, Remediation strategy has been discussed, approaching remediation with Segments I, II, III, and IV jointly.		
N/A	Technology	531	Remediate Agency Business Systems based on Segment II	04/29/24	10/04/24	50% - In Progress		OITS, Remediation strategy has been discussed, approaching remediation with Segments I, II, III, and IV jointly.		
N/A	Technology	544	Update Agency Business System Documentation for Segment IV	07/22/24	10/18/24	50% - In Progress		OITS, Remediation strategy has been discussed, approaching remediation with Segments I, II, III, and IV jointly.		
N/A	Technology	547	Remediate Agency Business Systems based on Segment III	07/22/24	12/13/24	50% - In Progress		OITS, Remediation strategy has been discussed, approaching remediation with Segments I, II, III, and IV jointly.		
N/A	Technology	561	Remediate Agency Business Systems based on Segment IV	10/21/24	03/14/25	50% - In Progress		OITS, Remediation strategy has been discussed, approaching remediation with Segments I, II, III, and IV jointly.		
N/A	Technology	558	Update Agency Business System Documentation	11/18/24	01/10/25	50% - In Progress		OITS, Remediation strategy has been discussed, approaching remediation with Segments I, II, III, and IV jointly.		
Indirect	People	536-C	Create Agency Specific User Acceptance Testing Plan	12/09/24	04/11/25	100% - Submitted	01/16/25		Submission Complete	
N/A	Processes	560	Submit Change Analysis Tool	12/09/24	04/11/25	50% - In Progress		Business Areas (FSS, HR, Budget, Revenue, FCO)		
Indirect	People	564	Update Future Florida PALM Users	12/09/24	01/10/25	100% - Submitted	01/13/25	Sue Davis	Submission Complete	
N/A	People	568	Create Training Plan for Agency Managed End User Training	12/09/24	05/30/25	75% - Consolidating/Inputting Information for Submission		Courtney Howell		
Direct	Data	567-J	Share, Review, and Update Configuration Workbooks	12/18/24	01/17/25	100% - Submitted	01/13/25		Submission Complete	
Direct	Data	567-K	Share, Review, and Update Configuration Workbooks	12/18/24	01/17/25	100% - Submitted	01/07/25		Submission Complete	02/17/25
Direct	Data	567-P	Share, Review, and Update Configuration Workbooks	12/18/24	02/14/25	100% - Submitted	02/12/25		Submission Complete	
Direct	Data	658-A	Submit Data Field Mapping	12/18/24	02/14/25	100% - Submitted	02/14/25		Submission Complete	
Direct	Data	658-B	Submit Data Field Mapping	12/18/24	02/14/25	100% - Submitted	02/14/25		Submission Complete	
N/A	N/A	569	Submit Bimonthly Agency Readiness Status Report	12/30/24	01/10/25	100% - Submitted	01/13/25		Submission Complete	
N/A	N/A	570	Manage Agency Specific Implementation Schedule, Risks and Issues	12/30/24	02/28/25	100% - Submitted	03/03/25		Submission Complete	
Direct	Data	658-C	Submit Data Field Mapping	01/06/25	02/14/25	100% - Submitted	01/16/25		Submission Complete	
Indirect	Technology	576	Complete Internal Agency Business System Test and Remediation to prepare for Cycle 2 - Technical Interface Testing	01/06/25	07/25/25	25% - Beginning Initial Internal Meetings and Information Gathering				

Direct	Data	567-Q	Share, Review, and Update Configuration Workbooks	01/27/25	02/21/25	100% - Submitted	02/14/25		Submission Complete	
N/A	People	582	Share Florida PALM Updates	01/27/25	02/07/25	100% - Submitted	02/04/25		Submission Complete	02/04/25
N/A	People	584	Update Authorized Smartsheet Users	01/27/25	02/07/25	100% - Submitted	02/05/25		N/A	
Direct	Data	658-D	Submit Data Field Mapping	02/03/25	03/14/25	25% - Beginning Initial Internal Meetings and Information Gathering				
N/A	N/A	589	Submit Bimonthly Agency Readiness Status Report	02/28/25	03/10/25	100% - Submitted	03/13/25		Submission Complete	03/14/25
N/A	N/A	590	Manage Agency Specific Implementation Schedule, Risks and Issues	02/28/25	04/30/25	25% - Beginning Initial Internal Meetings and Information Gathering				
Direct	Data	567-L	Share, Review, and Update Configuration Workbooks	03/03/25	03/28/25	50% - In Progress		Matt Brock, Rick Owen		
Direct	Data	567-M	Share, Review, and Update Configuration Workbooks	03/03/25	03/28/25	50% - In Progress		Matt Brock, Rick Owen		
Direct	Data	567-N	Share, Review, and Update Configuration Workbooks	03/03/25	03/28/25	50% - In Progress		Matt Brock, Rick Owen		
Direct	Data	567-O	Share, Review, and Update Configuration Workbooks	03/03/25	03/28/25	50% - In Progress		Matt Brock, Rick Owen		

People	Processes	Technology	Data
<p>The staff and stakeholders affected by your agency's transition to Florida PALM.</p> <p><b>Implementation:</b></p> <p><b>Planned Florida PALM End Users = 208</b></p> <ul style="list-style-type: none"> <li>Business Process Groupings = 10/13</li> </ul> <p><b>Identified Subject Matter Experts = 32</b></p>	<p>The sequence of procedures to accomplish a business objective.</p> <p><b>Implementation:</b></p> <p><b>Impacted Agency Business Processes = 52</b></p> <ul style="list-style-type: none"> <li>Related Business Process Groupings = 10/13</li> <li>Planned Spreadsheet Uploads = 16</li> </ul>	<p>The applications or tools used to process, track, or report on financial operations.</p> <p><b>Implementation:</b></p> <p><b>Business Systems Planned for Integration = 23</b></p> <p><b>Planned Interfaces = 25</b></p> <ul style="list-style-type: none"> <li>Inbound Interfaces = 6</li> <li>Outbound Interfaces = 19</li> </ul>	<p>Information used in or produced from an agency's financial business operations.</p> <p><b>Implementation:</b></p> <p><b>Configuration</b></p> <ul style="list-style-type: none"> <li><b>Commitment Control (KK)</b> <ul style="list-style-type: none"> <li>Budget Allotments - Control Option = Option # 3 - Track without Budget</li> <li>Account ChartField Tier Selection = Account Tier #1: Highest</li> <li>Organization ChartField Translation Tree Selection = Translation Tree #3: No Tree Assigned</li> </ul> </li> <li><b>Org Security Rule = Agency Defined</b></li> <li><b>Optional ChartFields</b> <ul style="list-style-type: none"> <li>OA1 = To Be Configured</li> <li>OA2 = To Be Configured</li> <li>PC Category = To Be Configured</li> <li>PC Subcategory = To Be Configured</li> <li>PC Source Type = Not To Be Configured</li> </ul> </li> </ul> <p><b>Conversion</b></p> <ul style="list-style-type: none"> <li><b>Optional Conversions</b> <ul style="list-style-type: none"> <li>Accounts Receivable = Not Needed</li> <li>Assets = Needed</li> <li>Contracts = Needed</li> <li>Customers = Not Needed</li> <li>Encumbrances = Needed</li> <li>Grants = Needed</li> <li>Projects = Needed</li> <li>Projects Balances = Needed</li> </ul> </li> </ul>

## Agency Reported

The Risks, Issues, and Assumptions tables below display only items that were marked confirmed and were opened/logged, closed/resolved or active during the reporting period.

DCF Risks							
Critical Operational Elements	Risk Description	Status	Risk Rating	Mitigation/Response Strategy	Reporting Period Comments or Updates	Date of Status Change	Owner / Coordinator
People	FL PALM's inclusion of Speed Keys, particularly with Enterprise Applications, can support current business processes that utilize Expansion Option with front end processing.	Open	6 (High/Medium)	Mitigate. Adjust documentation where needed. If Speed Keys are not adopted such that they can support "front end processing" for "splits" then a new application must be made to act as a front end to conduct those operations.	Continue to gather information MFMP implementation of Speed Keys. Continue to Monitor Risk.	07/01/24	Quantrel Johnson
People Processes Technology	Risk of not completing system development/remediation by deadline for interface testing approval, potentially resulting in exclusion from PALM end-to-end testing at a future date.	Open	6 (High/Medium)	Avoid. Establish aggressive development milestones Increase development resources Weekly progress monitoring Early interface testing preparation Prioritize critical system components Regular communication with PALM project team Mock up files as if they were coming from our apps, for completion of April/May testing	Adjusted to reflect Amendment 12.	02/28/25	Quantrel Johnson
People Processes Technology Data	Cutover date from FLAIR to PALM not formally established	Open	6 (High/Medium)	Mitigate. Continue to engage with PALM contract to obtain meaningful and timely schedule for cutover. Establish "roughed-in" and anticipated cutover date and build agency plan around this expectation.		01/15/25	Project Management Team
Processes Data	Potential for inaccurate or inconsistent mapping of organizational codes during transition from FLAIR to PALM, affecting financial tracking, reporting, and departmental accountability.	Open	6 (High/Medium)	Mitigate. Conduct a Comprehensive audit of existing FLAIR org codes. Documentation of mapping logic and decisions. Stakeholder validation of crosswalk methodology		11/20/24	Agency and Business Liaisons
People	Project Manager/Agency Liaison Turnover	Open	4 (Medium/Medium)	Mitigate. Ensure project approach and status are well-documented.	None. Continue to Monitor Risk.	06/18/24	Quantrel Johnson

Data	Incomplete/Improper Data Cleansing Activities	Open	4 (Medium/Medium)	Avoid. Continue data cleansing activities, otherwise UAT testing with the data sets will produce unexpected and inaccurate results.		07/15/24	Project Management Team
Processes Technology Data	Incomplete/Improper Current State Analysis	Open	4 (Medium/Medium)	Mitigate. Due to change in implementation strategy and change in stakeholders, avoiding inconsistencies in current state analysis is unlikely. Remediation must take place when and where appropriate.		07/15/24	Project Management Team
People Processes Technology Data	Out-of-balance prioritization of PALM with other business processes	Open	4 (Medium/Medium)	Mitigate. Work with business units to develop work management plan to ensure adequate distribution of personnel resources across competing priorities. Involve SMEs frequently in discussion of interface systems to ensure mapping of existing FLAIR chartfields to PALM chartfields. Engage Agency Liaison and Sponsor as necessary to set priorities for business system managers		02/28/25	Agency and Business Liaisons
People Processes	Potential delays or complications in obtaining federal approval for transition of GRANTS remediation/replacement when interfacing with Florida PALM versus current FLAIR system. This may impact federal grant management and reporting capabilities.	Open	4 (Medium/Medium)	Mitigate. Early engagement with federal stakeholders Detailed documentation of PALM-GRANTS interface specifications Parallel testing of both systems during transition Regular status updates to federal authorities Contingency planning for extended approval timeline		11/20/24	Agency and Business Liaisons
People	Operational Management Turnover - Key Personnel	Open	3 (High/Low)	Accept. Work to document business processes and roles for the impact of a sudden or unexpected departure.	None. Continue to Monitor Risk.	06/18/24	Quantrel Johnson
People	Operational Staff Turnover - Key Personnel	Open	2 (Medium/Low)	Accept. Work to document key personnel knowledge and specific operational processes in the event of a sudden or unexpected departure.	None. Continue to Monitor Risk.	06/18/24	Quantrel Johnson
People	Financial Leadership Distraction by competing priorities	Open	2 (Medium/Low)	Avoid. Engage stakeholders in a constant dialogue regarding the status and direction of the Project.	Growing interest in prioritizing PALM implementation ahead of UAT.	11/20/24	Quantrel Johnson
People Processes	Incomplete/Improper UAT planning and execution	Open	2 (Medium/Low)	Avoid. Build user stories that accurately represent current business processes so that users are aware which processes to test against PALM and enterprise systems. Ensure a time management plan for SMEs so that a testing/work balance can be achieved.		07/22/24	Project Management Team
People Processes	Not enough time for training before go live.	Open	2 (Medium/Low)	Mitigate. Continue to promote the importance of prioritizing the PALM transition at a level equal to or greater than performance of legacy business processes.	Adjusted to reflect Amendment 12.	02/28/25	Agency Liaison
People	Project Staff Turnover	Open	2 (Low/Medium)	Accept. Ensure project staff responsibilities are well defined and documentation is up-to-date	None. Continue to Monitor Risk.	06/18/24	Quantrel Johnson
People	Operational Staff Turnover - General	Open	2 (Low/Medium)	Accept. Ensure job-specific processes are documented and generic enough to permit retraining of new incoming staff.	None. Continue to Monitor Risk.	06/18/24	Quantrel Johnson
People	Project Sponsor Turnover	Open	1 (Low/Low)	Accept. Ensure sponsor commitments and operational plans are well documented and rationale is well established.	None. Continue to Monitor Risk.	06/18/24	Quantrel Johnson
People	Operational Management Turnover - General	Open	1 (Low/Low)	Accept. Ensure job-specific processes are documented and generic enough to permit retraining of new incoming staff.	None. Continue to Monitor Risk.	06/18/24	Quantrel Johnson
People	Department Leadership Turnover	Open	1 (Low/Low)	Accept. Monitor political developments as they unfold, and adapt as needed.	None. Continue to Monitor Risk.	06/18/24	Quantrel Johnson

DCF Issues							
Critical Operational Elements	Issue Description	Status	Priority	Resolution Plan	Reporting Period Comments or Updates	Planned or Actual Resolution Date	Owner / Coordinator
Processes Technology	Cost Allocation Not Available in PALM. (See attachments)	Open	Critical - Impacts the ability of the agency to move forward with work without resolution	On going pending SpeedKey and other conversation with Enterprise applications	DCF is revisiting as plans for remediating internal applications for PALM. Several overtures have been made to PALM RA to communicate functional impacts to DCF processes and requesting one or more sessions with PALM technical and DFS F&A staff regarding DCF concerns.	01/01/26	Joan Davis
Processes Technology Data	DCF's journal distribution process	Open	Critical - Impacts the ability of the agency to move forward with work without resolution	As DCF is moving forward with reviewing and updating processes, we have several concerns related to the journal distributions which is a critical business process in DCF. We have sent the related concerns to the PALM team, conversations are ongoing. Several of our updates are dependent on the concerns being addressed.	Given information provided, DCF team has concluded there are 2 viable options: building a front end application to perform front end splits or utilize Speed Key functionality (amongst PALM and Enterprise Applications) to simulate splits. Further conversation will be had post Segment 4 as of 8/20.	07/01/25	DCF team
Processes	Budget Funding Process since PTAXX cannot be loaded in FACTS.	Open	Critical - Impacts the ability of the agency to move forward with work without resolution	Develop alternate budgeting process for TANF processing that estimates and budgets revenue per year.		07/01/25	Revenue and Budgeting Team
Processes	MFMP to PALM interface will not support more than 100 splits per invoice line item, some of our Collocated expenditures are expected to split to at least 500 lines, directly impacting our ability to utilize that enterprise business system.	Open	High - Impacts the ability of the agency to meet deadlines or milestones	Restructure invoices and implement manual processing in the short term Develop intermediate processing systems and request interface enhancements in the medium term System integration improvements and potential accounting structure redesign for the long term		07/01/26	DCF Team
Technology	Joint strategy to pursue applications development for Segments I-III will result in tasks being considered late.	Open	Low - All impacts not listed as Critical or High	Tasks relating to applications development/remediation will be late as we're working all segments simultaneously, to conclude with the end date of Segment IV remediation.		07/01/25	Project Team

### DCF 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 Data	DCF business system owners will provide requirements for necessary system modifications with enough detail and time to implement the changes according to the Florida PALM schedule.	Logged	07/17/23	DCF-Departmentwide	None.

### 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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### DCF Status Report Confirmation

Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
January - February 2025	Chad Barrett	chad.barrett@myffamilies.com	03/13/25