

Helpful Links

- Dashboard Snapshots
- Knowledge Center
- Florida PALM Workbook for DEP
- Readiness Workplan

DEP Status Report Dashboard

Reporting Period

January - February 2025

Agency Sponsor

Darinda McLaughlin

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 = 100%

- Submitted On Time = 32
- Submitted Late = 0
- Pending Resubmission = 0

Other Task Timeliness:

Score = 96.77%

- Submitted On Time = 61
- Submitted Late = 1
- Pending Resubmission = 2

Direct Task Completeness:

Score = 99.68%

- Submitted Complete = 30
- Submitted Incomplete = 0
- Completed After Submission = 1

Other Task Completeness:

Score = 100.00%

- Submitted Complete = 36
- Submitted Incomplete = 0
- Completed After Submission = 0

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 = 23
- Duplicate Filled Role = 0
- 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 | 531 | Remediate Agency Business Systems based on Segment II | 04/29/24 | 10/04/24 | 75% - Consolidating/Inputting Information for Submission | | DEP's current remediation schedule is prioritized based on the agency business system (ABS) tier. DEP's ABS remediation schedule continues to be adjusted to allow for interface updates posted to the knowledge center. A completion date that correlates to the PALM deadline for the end of March 2025 is anticipated. | | |
| N/A | Technology | 547 | Remediate Agency Business Systems based on Segment III | 07/22/24 | 12/13/24 | 50% - In Progress | | DEP's current remediation schedule is prioritized based on the agency business system (ABS) tier. DEP's ABS remediation schedule continues to be adjusted to allow for interface updates posted to the knowledge center. A completion date that correlates to the PALM deadline for the end of March 2025 is anticipated. | | |
| N/A | Technology | 561 | Remediate Agency Business Systems based on Segment IV | 10/21/24 | 03/14/25 | 50% - In Progress | | | | |
| N/A | Technology | 558 | Update Agency Business System Documentation | 11/18/24 | 01/10/25 | 100% - Submitted | 01/09/25 | | Submission Complete | |
| Indirect | People | 536-C | Create Agency Specific User Acceptance Testing Plan | 12/09/24 | 04/11/25 | 75% - Consolidating/Inputting Information for Submission | | | | |
| N/A | Processes | 560 | Submit Change Analysis Tool | 12/09/24 | 04/11/25 | 75% - Consolidating/Inputting Information for Submission | | | | |
| Indirect | People | 564 | Update Future Florida PALM Users | 12/09/24 | 01/10/25 | 100% - Submitted | 01/10/25 | | Submission Complete | |
| N/A | People | 568 | Create Training Plan for Agency Managed End User Training | 12/09/24 | 03/28/25 | 50% - In Progress | | | | |
| Direct | Data | 567-J | Share, Review, and Update Configuration Workbooks | 12/18/24 | 01/17/25 | 100% - Submitted | 01/08/25 | | Submission Complete | |
| Direct | Data | 567-K | Share, Review, and Update Configuration Workbooks | 12/18/24 | 01/17/25 | 100% - Submitted | 01/08/25 | | Submission Complete | |
| 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 | 02/12/25 | | Submission Complete | |
| N/A | N/A | 569 | Submit Bimonthly Agency Readiness Status Report | 12/30/24 | 01/10/25 | 100% - Submitted | 01/10/25 | | Submission Complete | |
| N/A | N/A | 570 | Manage Agency Specific Implementation Schedule, Risks and Issues | 12/30/24 | 02/28/25 | 100% - Submitted | 02/28/25 | | Submission Complete | |

| | | | | | | | | | |
|----------|------------|-------|--|----------|----------|-------------------|----------|--|---------------------|
| Direct | Data | 658-C | Submit Data Field Mapping | 01/06/25 | 02/14/25 | 100% - Submitted | 02/14/25 | | 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 | 50% - In Progress | | | |
| Direct | Data | 567-Q | Share, Review, and Update Configuration Workbooks | 01/27/25 | 02/21/25 | 100% - Submitted | 02/12/25 | | Submission Complete |
| N/A | People | 582 | Share Florida PALM Updates | 01/27/25 | 02/07/25 | 100% - Submitted | 02/07/25 | | Submission Complete |
| N/A | People | 584 | Update Authorized Smartsheet Users | 01/27/25 | 02/07/25 | 100% - Submitted | 02/07/25 | | N/A |
| Direct | Data | 658-D | Submit Data Field Mapping | 02/03/25 | 03/14/25 | 50% - In Progress | | | |
| N/A | N/A | 589 | Submit Bimonthly Agency Readiness Status Report | 02/28/25 | 03/10/25 | 100% - Submitted | 03/10/25 | | Submission Complete |
| N/A | N/A | 590 | Manage Agency Specific Implementation Schedule, Risks and Issues | 02/28/25 | 04/30/25 | 50% - In Progress | | | |
| Direct | Data | 567-L | Share, Review, and Update Configuration Workbooks | 03/03/25 | 03/28/25 | 50% - In Progress | | | |
| Direct | Data | 567-M | Share, Review, and Update Configuration Workbooks | 03/03/25 | 03/28/25 | 50% - In Progress | | | |
| Direct | Data | 567-N | Share, Review, and Update Configuration Workbooks | 03/03/25 | 03/28/25 | 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. |

| | | | |
|--|--|--|---|
| <p>Implementation:</p> <p>Planned Florida PALM End Users = 151</p> <ul style="list-style-type: none"> Business Process Groupings = 13/13 <p>Identified Subject Matter Experts = 22</p> | <p>Implementation:</p> <p>Impacted Agency Business Processes = 255</p> <ul style="list-style-type: none"> Related Business Process Groupings = 12/13 Planned Spreadsheet Uploads = 5 | <p>Implementation:</p> <p>Business Systems Planned for Integration = 31</p> <p>Planned Interfaces = 23</p> <ul style="list-style-type: none"> Inbound Interfaces = 4 Outbound Interfaces = 19 | <p>Implementation:</p> <p>Configuration</p> <ul style="list-style-type: none"> Commitment Control (KK) <ul style="list-style-type: none"> Budget Allotments - Control Option = Option # 3 - Track without Budget Account ChartField Tier Selection = Account Tier #1: Highest Organization ChartField Translation Tree Selection = Translation Tree #3: No Tree Assigned Org Security Rule = Agencywide Optional ChartFields <ul style="list-style-type: none"> OA1 = To Be Configured OA2 = Not To Be Configured PC Category = To Be Configured PC Subcategory = To Be Configured PC Source Type = Not To Be Configured <p>Conversion</p> <ul style="list-style-type: none"> Optional Conversions <ul style="list-style-type: none"> Accounts Receivable = Not Needed Assets = Needed Contracts = Needed Customers = Not Needed Encumbrances = Needed Grants = Needed Projects = Needed Projects Balances = Needed |
|--|--|--|---|

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.

| DEP Risks | | | | | | | |
|-------------------------------|--|--------|---------------|--|---|-----------------------|---------------------------------|
| Critical Operational Elements | Risk Description | Status | Risk Rating | Mitigation/Response Strategy | Reporting Period Comments or Updates | Date of Status Change | Owner / Coordinator |
| Technology Data | Agency business system remediation dates are too close to or past the PALM UAT start date for any meaningful DEP Business System testing to be completed prior to UAT. If DEP business systems are not tested internally prior to PALM UAT, agency data and system issues could result in PALM testing errors. | Open | 9 (High/High) | DEP is working to prioritize all changes based on prioritization strategy for the portfolio of ABS applications scheduled for change. As change impacts are clarified and finalized, the remediation dates for these applications will be updated. | DEP will closely monitor progress on remediation of all ABS systems. 12/18/2024 Based on current progress, remediation dates are anticipated to end earlier than originally estimated. 3/10/2025 Due to changes from Amendment 12 DEP is still accessing the impacts. | 11/20/24 | Steve Waters and Joseph Veretto |
| Processes Technology Data | PALM reporting information is being provided in a staggered cadence, with many reports dependent on the outcome of the data warehouse design which will extend report definitions and mockup completion into 2025. There is a risk that agency reporting needs | Open | 9 (High/High) | DEP will continue to monitor and evaluate report formats as they are made available by PALM to integrate with the existing reporting systems in place for change and usability. Due to the late development and finalization of PALM | This risk will be monitored as more information becomes available. 12/18/2024 | 11/20/24 | Steve Waters and Joseph Veretto |

| | | | | | | | |
|-----------------------------------|--|------|----------------------|---|---|----------|---------------------------------|
| | may not be identified until UAT. Delayed identification of reports needed for PALM could cause additional strain on agency remediation schedules and the ability to provide management reporting needs in time for go-live. | | | reports, DEP will have to speculate on agency reporting needs that would not be covered by PALM. | DEP is monitoring changes to PALM reports through the knowledge center. DEP is identifying critical reports that PALM will not provide or may be provided in the data warehouse. These reports will be updated in DEP's reporting tool due to uncertainty of the PALM data warehouse. 3/10/2025 DEP continues to monitor changes to PALM reports through the knowledge center. DEP is identifying critical reports that PALM will not provide or may be provided in the data warehouse. These reports will be updated in DEP's reporting tool due to uncertainty of the PALM data warehouse. | | |
| People Processes Technology | Loss of knowledge due to staff turnover. | Open | 6 (High/Medium) | Ensure job-specific processes are properly documented, staff are cross trained and backups are trained on processes. | DEP continues to engage the Division/District/Office staff throughout the department and is documenting key business processes to foster knowledge sharing. 12/18/24 DEP has acquired additional staff to address testing and training for planned implementation.3/11/2025 DEP is drafting the agency testing and training plans. | 04/01/24 | Lydia Griffin & Steve Waters |
| Processes Technology Data | Due to the way PALM interface, report, and process catalog change entries are referenced by PALM in the version history notes, it is possible for agencies to miss specific changes made to the interface file being referenced. The need to physically check every field for changes in the layout for changes that may have been made but not referenced in the Version history or the version history not having the change documented in a timely manner. The risk to the agency is that a specific change that is not referenced in the Version History or added after the fact may be missed by the agency during analysis of the changes to the Interface file and potentially cause errors during development of the data for the interface. | Open | 6 (High/Medium) | DEP has requested to have a column added to the interface file layout with the change narrative and the date that the field was last changed. This would allow for field-level change log documentation and remove any potential human error due to interpretation of the Version History notes where there is another potential opportunity for human error to be introduced. DEP will manually monitor interfaces, reports, and processes on a routine basis to identify and record changes. Documented changes will have to be communicated timely to applicable agency staff as needed in order to reduce impacts to existing planned system and process changes. | DEP has brought this up at the PALM Touchpoint meeting with the Technical PALM liaison on 07/10/2024 and other occasions. DEP has implemented a routine review process to identify and record changes. PALM has added a column to the Interface Catalog in Knowledge Center to capture dates when revisions were made to the interface; however the risk remains at the data element specifications within the version updates. 12/18/2024 There continue to be instances where the revision history updates have not been synced with actual revisions made. This is causing some rework for the agency, and requires this risk to continue to be monitored going forward. 3/10/2025 PALM is now communicating interface changes weekly. There are no updates to how report and process changes are communicated or noted. | 11/20/24 | Steve Waters and Joseph Veretto |
| Processes Technology Data | Based on preliminary information about PALM's mock conversion data and configuration processes, agencies will not have access to PALM data files until full UAT in July 2025. Therefore, DEP will have to create sample files or sample data sets to mimic PALM data to test agency business systems and reports. Waiting until July 2025 for full UAT training with PALM files could create testing and remediation delays that would coincide with PALM UAT and agency training efforts. | Open | 6 (High/Medium) | DEP will establish a data strategy for testing based on the mock conversion and configuration data submitted to PALM. Additional mock files and data will have to be created where PALM does not have planned conversions. Sample test data will be created by using FLAIR data files mapped to PALM values. DEP will also establish testing scenarios and cases to ensure that transactions are posted correctly to the new Chart of Accounts and verifiable totals possible for new and old transactions based on reporting. | DEP will mimic PALM's data snapshot timing planned for use with the different UAT cycles. 12/18/2024 DEP is identifying the test data and updates that will be needed to test the changes to processes and systems. 3/10/2025 Due to changes from Amendment 12 DEP is still accessing the impacts. | 11/20/24 | Steve Waters and Bento Eyles |
| Processes Technology Data | Insufficient time to test PALM and agency business system processes due to shortened testing windows or unexpected changes to functionality is a risk to DEP. Potential changes to PALM testing windows due to project delays or delayed PALM functionality changes would limit the agencies' ability to timely verify processes through PALM and agency testing. | Open | 4 (Medium/Medium) | DEP will continue to monitor PALM project schedule changes and potential impacts to agency remediation, testing, and training timelines. These agency activities will be scheduled as soon as possible to reduce potential resource issues from PALM and agency process changes. | DEP will closely monitor progress on any changes affecting impacts to remediation, testing and training activities and milestones. 12/18/2024 PALM's testing timeline was updated to begin interface cycle 2 and UAT online later than originally planned. | 11/20/24 | Steve Waters and Bento Eyles |

| | | | | | | | | |
|--|--|--|--|--|--|--|--|--|
| | | | | | | 3/10/2025 Due to changes from Amendment 12 DEP is still accessing the impacts. | | |
|--|--|--|--|--|--|--|--|--|

| DEP 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 Data | SME Process & Business System Knowledge | Open | High - Impacts the ability of the agency to meet deadlines or milestones | Catalog Desktop Procedures, Document Business System functionality and interfaces. | FDEP Project Team continues to facilitate information gathering and identifying financial data impacts. The results will be used for future planning of PALM implementation. 12/18/2024 DEP has acquired additional staff to address testing and training for planned implementation. 3/10/2025 DEP is drafting our testing and training plans. | 07/01/25 | Lydia Griffin, Steve Waters |

| DEP Assumptions | | | | | |
|-------------------------------|------------|--------|------------------------|--|--------------------------------------|
| Critical Operational Elements | Assumption | Status | Date Logged or Removed | Impacted Stakeholder(s) and/or System(s) | 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 *

[Privacy Notice](#) | [Report Abuse](#)

DEP Status Report Confirmation

| Reporting Period | Agency Sponsor Name: | Confirmed By: | Confirmation Date: |
|-------------------------|----------------------|-----------------------------------|--------------------|
| January - February 2025 | Darinda McLaughlin | darinda.mclaughlin@floridadep.gov | 03/10/25 |