

**Helpful Links**

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

# DFS Status Report Dashboard

**Reporting Period**

January - February 2025

**Agency Sponsor**

Scott Fennell

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 = 99.69%

- Submitted On Time = 31
- Submitted Late = 1
- Pending Resubmission = 0

**Other Task Timeliness:**

Score = 89.85%

- Submitted On Time = 53
- Submitted Late = 8
- Pending Resubmission = 3

**Direct Task Completeness:**

Score = 95.81%

- Submitted Complete = 27
- Submitted Incomplete = 0
- Completed After Submission = 4

**Other Task Completeness:**

Score = 98.29%

- Submitted Complete = 34
- Submitted Incomplete = 0
- Completed After Submission = 1

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 = 16
- Duplicate Filled Role = 6
- 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	519	Remediate Agency Business Systems based on Segment I	01/29/24	06/28/24	50% - In Progress		Build will not start until design is complete. Build scheduled from August - December 2024. Build is still in progress for two applications using Design Segment I interfaces.		
N/A	Technology	531	Remediate Agency Business Systems based on Segment II	04/29/24	10/04/24	50% - In Progress		Build will not start until design is complete. Build scheduled from August - December 2024. Build is still in progress for one application using Design Segment II interfaces.		
N/A	Technology	547	Remediate Agency Business Systems based on Segment III	07/22/24	12/13/24	50% - In Progress		Build will not start until design is complete. Build scheduled from August - December 2024. Build is still in progress for one application using Design Segment III interfaces.		
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	01/08/25		Submission Complete	
Indirect	People	564	Update Future Florida PALM Users	12/09/24	01/10/25	100% - Submitted	01/10/25		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	25% - Beginning Initial Internal Meetings and Information Gathering				
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				
Direct	Data	567-J	Share, Review, and Update Configuration Workbooks	12/18/24	01/17/25	100% - Submitted	01/14/25	Project made requested changes to SS on 1/16/25.	Submission Complete	
Direct	Data	567-K	Share, Review, and Update Configuration Workbooks	12/18/24	01/17/25	100% - Submitted	12/27/24		Submission Complete	
Direct	Data	567-P	Share, Review, and Update Configuration Workbooks	12/18/24	02/14/25	100% - Submitted	02/04/25		Submission Complete	
Direct	Data	658-A	Submit Data Field Mapping	12/18/24	02/14/25	100% - Submitted	02/17/25	RC responded to pending questions on assignment and the SME completed by deadline but didn't inform PM or AL to mark tracker until 2/17 (11am).	Submission Complete	02/24/25
Direct	Data	658-B	Submit Data Field Mapping	12/18/24	02/14/25	100% - Submitted	01/14/25		Submission Complete	
N/A	N/A	569	Submit Bimonthly Agency Readiness Status Report	12/30/24	01/10/25	100% - Submitted	01/07/25		Submission Complete	
N/A	N/A	570	Manage Agency Specific Implementation Schedule, Risks and Issues	12/30/24	02/28/25	100% - Submitted	02/26/25		Submission Complete	
Direct	Data	658-C	Submit Data Field Mapping	01/06/25	02/14/25	100% - Submitted	01/14/25		Submission Complete	
Indirect	Technology	576	Complete Internal Agency Business System Test and Remediation to	01/06/25	07/25/25	50% - In Progress				

			prepare for Cycle 2 - Technical Interface Testing							
Direct	Data	567-Q	Share, Review, and Update Configuration Workbooks	01/27/25	02/21/25	100% - Submitted	02/11/25	Two Workbooks: 1 for DFS Proper and a second for Treasury 4301	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	568-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	03/06/25		Submission Complete	
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					
Direct	Data	567-M	Share, Review, and Update Configuration Workbooks	03/03/25	03/28/25					
Direct	Data	567-N	Share, Review, and Update Configuration Workbooks	03/03/25	03/28/25					
Direct	Data	567-O	Share, Review, and Update Configuration Workbooks	03/03/25	03/28/25					

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.
<b>Implementation:</b> <b>Planned Florida PALM End Users = 351</b> • Business Process Groupings = 13/13 <b>Identified Subject Matter Experts = 45</b>	<b>Implementation:</b> <b>Impacted Agency Business Processes = 481</b> • Related Business Process Groupings = 12/13 • Planned Spreadsheet Uploads = 1	<b>Implementation:</b> <b>Business Systems Planned for Integration = 21</b> <b>Planned Interfaces = 24</b> - Inbound Interfaces = 8 - Outbound Interfaces = 16	<b>Implementation:</b> <b>Configuration</b> • <b>Commitment Control (KK)</b> - Budget Allotments - Control Option = Option # 3 - Track without Budget - Account ChartField Tier Selection = Account Tier #1: Highest - Organization ChartField Translation Tree Selection = Translation Tree #1: Agency-Wide Tree • <b>Org Security Rule = Agencywide</b> • <b>Optional ChartFields</b> - 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 <b>Conversion</b> • <b>Optional Conversions</b> - Accounts Receivable = Not Needed - Assets = Needed - Contracts = Needed - Customers = Not Needed - Encumbrances = Needed - Grants = Needed - Projects = Needed - Projects Balances = Not 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.

DFS Risks							
Critical Operational Elements	Risk Description	Status	Risk Rating	Mitigation/Response Strategy	Reporting Period Comments or Updates	Date of Status Change	Owner / Coordinator
People	The loss of CCN resources would constrain current CCN staff capacity and could result in the loss of critical functional and institutional knowledge, which is imperative to the success of the Florida PALM Project.	Open	9 (High/High)	<ul style="list-style-type: none"> <li>Create a knowledge base of CCN operational processes and procedures; develop training methods to facilitate knowledge transfer; and provide cross-training among CCN members where feasible.</li> <li>Use of dedicated back-up CCN Liaisons will aid in the short-term continuity.</li> </ul>	Monitoring	02/19/24	Alexandra Weimorts
People	<b>ENTERPRISE A&amp;A:</b> The Project timeline is very conservative regarding flexibility, and A&A's involvement is critical for project success. Our level of involvement pulls our resources in multiple directions putting a strain on our time to complete tasks. A&A change management and internal preparation for A&A preparedness activities have already started, but having adequate resources will be key to successful implementation.	Open	9 (High/High)	<ul style="list-style-type: none"> <li>Recruit knowledgeable and skilled staff, not entry level positions, to help with preparedness activities and management of daily operations.</li> <li>Retain our critical staff that are involved in Florida PALM activities and those who are picking up added job responsibilities so that subject matter experts can dedicate time to Florida PALM activities.</li> <li>Provide expectations that staff will cross-train and provide knowledge transfer to increase the depth need to continue operating with a high level of service and accuracy.</li> <li>A&amp;A is seeking additional FTE through the LBR process with intent to onboard and train within the</li> </ul>	Monitoring	10/11/23	Renee Hermeling

				2025 FY.			
People	<p>ENTERPRISE A&amp;A: Resource impacts due to A&amp;A operational staff spending a significant amount of time performing Project related tasks. This pulls resources from operations, increases workloads, and causes stress and an increased chance of employee burnout.</p> <ul style="list-style-type: none"> <li>Project tasks may require additional time outside employees designated working hours to attend meetings, review time sensitive documents, or contribute to critical tasks. Some positions are not granted flexibility to flex time throughout the month, but they must flex it within the week. This policy limitation causes a strain on availability of resources. Allowing current staff more flexibility to flex their time beyond the work week would help with resource allocation.</li> </ul> <p>As we get closer to implementation, the number of items that will require attention will continue to increase. This will include, assisting agencies with data management, preparing enterprise data for conversion, developing cut-over and FLAIR close out plans, participating in all levels of integration and UAT testing, validating testing results, participation and validation of mock and production conversions, developing policy around new processes.</p>	Open	9 (High/High)	<ul style="list-style-type: none"> <li>Contract with staff aug who can help with data analysis, developing testing scenarios, perform testing functions, support cut-over, support FLAIR retirement activities.</li> <li>Hire additional staff (FTE or OPS) to learn current operations so that our experienced staff can continue to participate with the Florida PALM Project in design, testing, and implementation activities.</li> <li>Consider providing current staff with Special Pay Increase to acknowledge the increased job responsibilities and retain these critical members of the team.</li> <li>Work with Human Resources to properly document team members who should be classified as SES staff.</li> <li>Establish plans for reduction of current operational activities and prioritize responsibilities based on risk and probability. This could include posting all payments and suspending pre-audit activities, suspending Article V and Contract Management audits, suspending processing of EFT applications, as examples.</li> </ul>	Monitoring	10/11/23	Renee Hermeling
Technology	<p>Florida PALM design release dates for Segments III, IV, and Data Warehouse will decrease the build time for impacted agency business systems. This may impact the ability for applicable agency business systems to be ready for interface testing.</p>	Open	6 (Medium/High)	<ul style="list-style-type: none"> <li>Develop initial agency business system future-state designs as much as possible based on Segment I and II design information made available by the Florida PALM Project. Update ABS designs as soon as Segment III, IV, and Data Warehouse design information becomes available from the Florida PALM Project.</li> <li>Work with Division/Office management to allow dedicated technical and functional resources to be available for agency business systems remediation efforts when design information is released.</li> </ul>	Monitoring	10/20/23	Stacey Pollock
Processes	<p>ENTERPRISE TREASURY: Discussions relating to the status of outstanding warrants at the cutover from December 2025 to January 2026 has not been finalized and could, potentially, have impacts to warrant recipients and reconciliation processes.</p>	Open	6 (High/Medium)	<ul style="list-style-type: none"> <li>Continue to collaborate with the Florida PALM Project on policy relating to outstanding warrants.</li> <li>Potential solutions being discussed between PALM and Treasury including the possibility that warrants would be maintained in FLAIR and concurrently canceled and reissued in PALM while maintaining warrant number. Note that solution is pending approval from Treasury.</li> </ul>	Monitoring	01/25/24	Sarah Pons
Processes	<p>ENTERPRISE TREASURY: The current Concentration Account contract ends in March of 2026. If a different financial institution is awarded the contract during the procurement process, an implementation will need to occur with Florida PALM. The new bank and all of the subaccounts (currently 550+) will need to be configured in PALM, along with file transmissions, BAI codes, returned item processing, book to bank processing, cash transfer processing, and reconciliation rules. Agencies will be involved in this transition and will need to communicate new depository instructions to their vendors, including Federal agencies. They will also need to receive and distribute new depository supplies to their locations.</p>	Open	6 (High/Medium)	<ul style="list-style-type: none"> <li>Continue to collaborate with the Florida PALM Project and seek resources through staff augmentation, additional FTE, or contracts as needs are discovered.</li> </ul>	Monitoring	12/13/23	Sarah Pons
Technology	<p>Reduced duration for agency business system end-to-end testing with Florida PALM during UAT could impact Tier 1 agency business systems with significant changes, as well as those systems that will require downstream Tier 2 interface testing. As a result, DFS may not have enough time to successfully complete all of the testing needed for agency business systems, which in turn could impact agency readiness for go-live with Florida PALM.</p>	Open	6 (High/Medium)	<ul style="list-style-type: none"> <li>Develop remediation timelines and resources to prepare the agency business systems to be ready for the start of ABS end-to-end testing with Florida PALM.</li> <li>Work with Division/Office management to allow technical and functional resources to be available during the ABS end-to-end testing period with Florida PALM.</li> </ul>	Monitoring	10/20/23	Stacey Pollock
Processes	<p>ENTERPRISE A&amp;A: Planning for some critical activities has not been done. Until these plans have been developed, A&amp;A cannot adequately determine needed resources, time and effort.</p> <ul style="list-style-type: none"> <li>Cutover planning</li> <li>FLAIR retirement planning</li> <li>Stabilization period planning</li> <li>Specialized knowledge that may be needed for new processes, such as processing States' taxes from payroll</li> <li>Financial Reporting mappings and data rollop</li> </ul>	Open	6 (High/Medium)	<ul style="list-style-type: none"> <li>Continue to collaborate with the Florida PALM Project and seek resources through staff aug, additional FTE or contracts as needs are discovered.</li> </ul>	Monitoring	10/11/23	Renee Hermeling
People Processes Technology Data	<p>ENTERPRISE TREASURY/Deferred Compensation:  Background: As a step 1, Bureau of Deferred Compensation recently launched the Roth deferral type that allows participants to make (Post- Tax) Roth contributions and/ or Pre-Tax contributions to the Deferred Compensation Plan. Since Roth was rolled out without restriction to Catch- up contributions, participants may contribute to both deferral types in any proportion they choose.</p> <p>Current Challenge: As a step 2, beginning in January 2026, the Deferred Compensation Plan will have to implement a new federal regulation that limits 50+ Catch up contributions made to the 457b Pre-Tax deferral type for participants whose prior year FICA wages exceed \$145,000.</p> <p>The federal government has been slow to clarify a few key points, especially applicable for multi- employer plans like ours. The Bureau of Deferred Compensation is committed to determine and communicate exactly what is needed for implementation as soon as possible.</p>	Open	4 (Medium/Medium)	<ul style="list-style-type: none"> <li>The Bureau of Deferred Compensation will make expeditious efforts to get clarity from FEDs.</li> <li>BOSP, OIT, and PALM management will be made aware of all known details and will be updated on further details as soon as they are available.</li> <li>BOSP, OIT, and PALM management will evaluate the information (when made available by Bureau of Deferred Compensation) and will make a conscious effort to assign resources to implement the required changes.</li> <li>Contingency plan will be prepared by Bureau of Deferred Compensation for a scenario in which PALM is unable to implement the changes within the required timeline.</li> </ul>	Risk Assessment still valid and monitoring	07/09/24	Sarah Pons (BOSP/OIT/PALM/DC)

	<p>Once specified, BOSP, OIT, and PALM will need to be able to implement requested changes to meet this federal regulation deadline, which coincides with the timing of the release of PALM.</p> <p>BOSP, OIT and PALM resources will be needed to implement whatever changes are necessary.</p> <p>Risk Highlight:</p> <p>The risk is that the appropriate resources may not be available to meet the timing of this Federal mandate.</p> <p>Implication:</p> <p>If we do not implement on time we would be required to suspend or terminate the 50+ catchup for ALL participants in our plan.</p>						
Technology	Agency business systems supported by third-party vendors could have different design and build timelines for Florida PALM remediation activities. This could impact the Department's ability to meet the scheduled finish dates for Florida PALM Readiness Workplan tasks related to design, build, and testing activities.	Open	4 (Medium/Medium)	<ul style="list-style-type: none"> <li>Communicate the Florida PALM timelines with third-party vendors.</li> <li>Provide information and advisory support to the functional area(s) related to remediation activities and timelines.</li> <li>Provide advisory support if needed related to interfaces, interface field mapping, and possible functional changes.</li> </ul>	Monitoring	02/27/24	Stacey Pollock
Processes	ENTERPRISE TREASURY: Relating to CMA, expenditures for agency covered programs will need to be tracked in PALM by CFDA number so clearance patterns can be calculated. Agencies will be responsible for providing the PALM chartfields for their covered programs and PALM will need to track the expenditures for those account codes. Clearance patterns will have to be calculated by CFDA Number for CMA reporting.	Open	4 (Medium/Medium)	<ul style="list-style-type: none"> <li>Continue to collaborate with the Florida PALM Project and seek resources through staff augmentation, additional FTE, or contracts as needs are discovered.</li> </ul>	Monitoring	12/13/23	Sarah Pons
Technology	Resource impacts due to unforeseen system changes from DFS divisions, other projects, and external entities could cause delays in the ABS Remediation timeline.	Open	4 (Medium/Medium)	<ul style="list-style-type: none"> <li>Work closely with the ABS functional and technical owners to coordinate the timeline of changes with the Florida PALM timeline.</li> <li>Work closely with the ABS functional and technical owners on design strategies related to Florida PALM integration.</li> </ul>	Monitoring	10/20/23	Stacey Pollock
People	ENTERPRISE A&A: <ul style="list-style-type: none"> <li>All bureaus within the division will have significant process changes.</li> <li>Insufficient preparation or reluctance to adopt and adapt to changes could result in delays; operational deficiencies; and critical operations, tools, technologies, and resources not being available.</li> <li>Performance issues at implementation if staff are not able to adapt and produce results at the current, expected level of output.</li> <li>Due to the unique activities that A&amp;A performs at an enterprise level, reduced performance could have a negative impact on agencies.</li> </ul>	Open	4 (Medium/Medium)	<ul style="list-style-type: none"> <li>Prepare staff through regular change management engagements.</li> <li>Perform knowledge transfer on why things are done so we can ensure better understanding of future processes.</li> <li>Complete thorough process analysis and mapping of each process, along with the technology, tools, and resources to future functionality can ensure that we have identified where operational changes will occur and to what extent it will be affected.</li> <li>Monitor staffs' engagement.</li> <li>Analyze current skill sets and mentor or provide training needed to acquire the proper skills and address skill gaps.</li> <li>Review organizational charts and identify succession planning or knowledge transfers for known gaps.</li> <li>A&amp;A has contracted with two People Soft experienced resources to help with implementation activities, including identifying staffing model changes and process changes.</li> </ul>	Monitoring	10/11/23	Renee Hermeling
People Processes Technology Data	ENTERPRISE A&A: A&A serves all other agencies, therefore our processes are at risk from external impacts: <ul style="list-style-type: none"> <li>Agencies – All A&amp;A processes are downstream of agency processes. Agencies may lack their own training and resources for proper preparation. If agencies are not ready for implementation, this will cause significant issues for A&amp;A to be able to continue operations at an acceptable level and could cause more significant increase in work or rework for A&amp;A staff around go live.</li> <li>Project – There may be changes in Project directions or decisions that negatively affect A&amp;A that would cause an increase of time and resources or provide confusion and lack of clarity among A&amp;A's expectations.</li> <li>Government/Florida Statutes/Regulations – Any potential changes to laws, regulations, or elected officials could change Project direction or restrict A&amp;A's operations.</li> </ul>	Open	4 (Medium/Medium)	<ul style="list-style-type: none"> <li>Continue to work closely with the Florida PALM Project to identify areas where significant training will be needed for agency staff.</li> <li>A&amp;A OFFE team make outreach with agencies to determine training needs for skills that will be needed in Florida PALM users.</li> <li>Participate with all FFMS and Enterprise partners to ensure remediation, testing and change management needs are understood and acted upon.</li> <li>Assist agencies with readiness tasks such as data analysis and cleansing.</li> <li>Develop contingency plans for agencies that are not prepared for Florida PALM implementation.</li> <li>Monitor activities, changes in rules and regulations, and agencies competencies.</li> <li>Establish contingency plans as risks become more probable (as information becomes available) and communicate those changes as quickly and clearly as possible.</li> <li>A&amp;A is seeking funding through the LBR process to contract for financial expertise that State Agencies can use to identify knowledge gaps and areas needing improvement and address those issues.</li> </ul>	Monitoring	10/11/23	Renee Hermeling
People Technology Data	A&A is responsible for several enterprise business systems, some of which are interdependent. Testing each system through the entire process, from start to finish, will be critical to determine success. This will require testing to be synchronized according to the interdependencies and workflow. Failure to do so could result in functions not being appropriately tested. This risk is really meant to address the issue around the complication of staging multiple business systems and the data within them for testing. This requires a huge effort and an	Open	4 (Medium/Medium)	<ul style="list-style-type: none"> <li>Identify all enterprise business systems that will need to be tested.</li> <li>Work with Division/Office management to allow dedicated technical and functional resources to be available for enterprise business systems testing efforts when the UAT timeline is released.</li> <li>We plan to work through the CCN Network with other agencies on planning and collaboration that needs to happen for those cross agencies testing scenarios.</li> </ul>	Monitoring	10/08/24	Renée Hermeling / Don Hurst

misalignment of data, or refresh dates, can impact testing results, or the ability to test processes.  
 Both Interface Testing and User Acceptance Testing can be impacted.  
 It has potential to impact, or delay go live if agency enterprise systems cannot be fully tested in the allotted time.  
 The enterprise owners and systems impacted includes STMS, PeopleFirst, PCard Works, FACTs, LASPBS, and other critical agency business systems that interface with Florida PALM.

#### DFS Issues

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

#### DFS Assumptions

Critical Operational Elements	Assumption	Status	Date Logged or Removed	Impacted Stakeholder(s) and/or System(s)	Reporting Period Comments or Updates
Technology	The Florida PALM Project will be able to provide timely and complete requirements for agency business system interfaces and business processes with enough detail and time to implement the changes according to the Florida PALM schedule.	Logged	10/20/23	Agency Business Systems	Assumption is still valid.
Technology	Agency business system owners will understand Florida PALM impacts to be able to provide requirements for system modifications with enough detail and time to implement the changes according to the Florida PALM schedule.	Logged	10/20/23	Agency Business Systems	Assumption is still valid.

#### 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](#)

#### DFS Status Report Confirmation

Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
January - February 2025	Scott Fennell	scott.fennell@myfloridacfo.com	03/06/25