

**Helpful Links**

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

# DLA Status Report Dashboard

**Reporting Period**

January - February 2025

**Agency Sponsor**

Sabrina Donovan

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 = 99.06%

- Submitted On Time = 29
- Submitted Late = 3
- Pending Resubmission = 0

**Other Task Timeliness:**

Score = 91.08%

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

**Direct Task Completeness:**

Score = 88.75%

- Submitted Complete = 19
- Submitted Incomplete = 1
- Completed After Submission = 12

**Other Task Completeness:**

Score = 85.83%

- Submitted Complete = 23
- Submitted Incomplete = 0
- Completed After Submission = 13

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 = 10
- 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	75% - Consolidating/Inputting Information for Submission		The file format has been identified and provided to Business Unit for Remediation.		
N/A	Technology	531	Remediate Agency Business Systems based on Segment II	04/29/24	10/04/24	50% - In Progress		The file format has been identified and provided to Business Unit for Remediation.		
N/A	Technology	547	Remediate Agency Business Systems based on Segment III	07/22/24	12/13/24	25% - Beginning Initial Internal Meetings and Information Gathering		The file format has been identified and provided to Business Unit for Remediation.		
N/A	Technology	561	Remediate Agency Business Systems based on Segment IV	10/21/24	03/14/25	25% - Beginning Initial Internal Meetings and Information Gathering				
N/A	Technology	558	Update Agency Business System Documentation	11/18/24	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	100% - Submitted	01/17/25		Submission Complete	
N/A	Processes	560	Submit Change Analysis Tool	12/09/24	04/11/25	50% - In Progress				
Indirect	People	564	Update Future Florida PALM Users	12/09/24	01/10/25	100% - Submitted	01/09/25		Submission Complete	
N/A	People	568	Create Training Plan for Agency Managed End User Training	12/09/24	05/30/25	100% - Submitted	03/04/25		Submission Complete	
Direct	Data	567-J	Share, Review, and Update Configuration Workbooks	12/18/24	01/17/25	100% - Submitted	01/14/25		Submission Complete	
Direct	Data	567-K	Share, Review, and Update Configuration Workbooks	12/18/24	01/17/25	100% - Submitted	01/17/25		Submission Complete	
Direct	Data	567-P	Share, Review, and Update Configuration Workbooks	12/18/24	02/14/25	100% - Submitted	01/14/25		Submission Complete	
Direct	Data	658-A	Submit Data Field Mapping	12/18/24	02/14/25	100% - Submitted	01/24/25		Submission Complete	
Direct	Data	658-B	Submit Data Field Mapping	12/18/24	02/14/25	100% - Submitted	01/24/25		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	02/05/25
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	02/12/25		Submission Complete	
N/A	People	582	Share Florida PALM Updates	01/27/25	02/07/25	100% - Submitted	02/06/25		Submission Complete	
N/A	People	584	Update Authorized Smartsheet Users	01/27/25	02/07/25	100% - Submitted	02/06/25		N/A	
Direct	Data	658-D	Submit Data Field Mapping	02/03/25	03/14/25	Pending Resubmission	02/26/25	3/7/25 RC: Update Mapping to Florida PALM Location Code missing for row 106. Guidance is to map to a default	Submission Incomplete	

N/A	N/A	589	Submit Bimonthly Agency Readiness Status Report	02/28/25	03/10/25	100% - Submitted	03/07/25	value, note in comments to add the needed value the next config iteration.	
N/A	N/A	590	Manage Agency Specific Implementation Schedule, Risks and Issues	02/28/25	04/30/25				Submission Complete
Direct	Data	567-L	Share, Review, and Update Configuration Workbooks	03/03/25	03/28/25	25% - Beginning Initial Internal Meetings and Information Gathering			
Direct	Data	567-M	Share, Review, and Update Configuration Workbooks	03/03/25	03/28/25	25% - Beginning Initial Internal Meetings and Information Gathering			
Direct	Data	567-N	Share, Review, and Update Configuration Workbooks	03/03/25	03/28/25	25% - Beginning Initial Internal Meetings and Information Gathering			

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><b>Implementation:</b></p> <p><b>Planned Florida PALM End Users = 26</b></p> <ul style="list-style-type: none"> <li>Business Process Groupings = 12/13</li> </ul> <p><b>Identified Subject Matter Experts = 10</b></p>	<p><b>Implementation:</b></p> <p><b>Impacted Agency Business Processes = 67</b></p> <ul style="list-style-type: none"> <li>Related Business Process Groupings = 11/13</li> <li>Planned Spreadsheet Uploads = 8</li> </ul>	<p><b>Implementation:</b></p> <p><b>Business Systems Planned for Integration = 8</b></p> <p><b>Planned Interfaces = 11</b></p> <ul style="list-style-type: none"> <li>Inbound Interfaces = 2</li> <li>Outbound Interfaces = 9</li> </ul>	<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 #1: Agency-Wide Tree</li> </ul> </li> <li><b>Org Security Rule = Agencywide</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 = Not Needed</li> <li>Customers = Not Needed</li> <li>Encumbrances = Needed</li> <li>Grants = Not Needed</li> <li>Projects = Not Needed</li> <li>Projects Balances = Not 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.

DLA Risks							
Critical Operational Elements	Risk Description	Status	Risk Rating	Mitigation/Response Strategy	Reporting Period Comments or Updates	Date of Status Change	Owner / Coordinator
People Technology	Loss of technical CNN participant	Open	9 (High/High)	Backup technical CNN participant will need to take lead role. IT will be recruiting for replacement staff to support Finance & Accounting functions.	Position is still vacant. 04/23/2024 position is still vacant	02/26/24	Sabrina Donovan
Processes Technology	Changes to project scope potentially impacts agency planned mitigation.	Open	9 (High/High)	Review BPM's for changes to workflows to identify potential impacts to agency solutions, interfaces and processes.	Review continues 04/23/2024 this is a continuing risk.	03/11/24	Sabrina Donovan
People Processes Technology Data	PALM Interfaces are not been fully developed on time for UAT scheduled for July 2025.	Open	9 (High/High)	Onboarding additional developer resources will ensure interface development will be ready for UAT. 02/26/2025 Developer got selected and will be onboarded after the BGC results.	New Risk	12/20/24	Sabrina Donovan
People Technology	Technical Documentation: Lack of technical knowledge and/or documentation related to business systems and interfaces being impacted by the project.	Open	4 (Medium/Medium)	Staff Aug business analyst to assist with gathering requirements.	Staff aug has been on-boarded, but is still becoming familiar with agency and the project. Additional staff aug will begin 03/25/2024. 12/20/2024- We are still pending on additional developer.	03/11/24	Sabrina Donovan

DLA Issues							
Critical Operational Elements	Issue Description	Status	Priority	Resolution Plan	Reporting Period Comments or Updates	Planned or Actual Resolution Date	Owner / Coordinator
Processes Technology	Reengineer FLAIR accounting interfaces to Florida PALM.	Open	Critical - Impacts the ability of the agency to	Engage technical CNN participation to review data formats and interface options to determine optimal	Continuing issue. 04/23/2024 - this is a	04/14/25	Sabrina Donovan

			move forward with work without resolution	solution.	continuing issue.		
People Processes Technology	Software Integration Issues: Planned software integration may not work as expected, leading to re-design and re-work.	Open	Critical - Impacts the ability of the agency to move forward with work without resolution	Engage technical CNN participation in design workshops and UAT.	Continuing issue. 04/23/2024 - this is a continuing issue.	04/14/25	Sabrina Donovan
Processes	Need ability to make corrections to closed reporting period	Open	Critical - Impacts the ability of the agency to move forward with work without resolution	Need a solution option	new issue moved from risk-I don't think this has a resolution. 04/23/2024 - still need to understand the transaction correction process in Florida PALM.	04/14/25	Darlene Faris
Processes Data	No Single Payer Interface for VANext in PALM for remediation	Open	Critical - Impacts the ability of the agency to move forward with work without resolution	Need a solution option from PALM.	New. 11/12/2024 - DLA anticipates the use of Single Payer for VANext individual claimants, consumer restitution and refunds. 12/20/2024- A&A has not set a policy on approval process. 2/18/2025 Agency provided response to DFS request for what we need single pay for on.	04/14/25	Sabrina Donovan
Processes Technology	Approval seeking on batch upload to Import process for supporting documents	Open	Critical - Impacts the ability of the agency to move forward with work without resolution	If there is no project solution it will require considerable staff effort to complete the supporting docs	12/20/2024- No resolution on supporting documents and A&A policy has not been set for support documents. 02/26/2025 It is still outstanding.	04/14/25	Sabrina Donovan
Processes Technology	The recent decision to begin UAT on July1 will have an adverse impact on fiscal year close out and opening a new fiscal year and thats critical.	Open	Critical - Impacts the ability of the agency to move forward with work without resolution	Need PALM funding to support F&A consultants that will perform the duties of F&A FTEs during UAT.	Outstanding issue-10/31/2024. It's a continuing concern-12/20/2024. 02/26/2025 We understand that there is a contract amendment to modify the dates but no official notification.	04/01/25	Steven Ritacco
Processes Data	DFS approval to use single pay option for consumer restitution payments and refunds.	Open	Critical - Impacts the ability of the agency to move forward with work without resolution	Need a solution option from PALM.	2/18/2025 Agency provided response to DFS request for what we need single pay for on.	07/31/25	Sabrina Donovan
People	Availability of Finance & Accounting SMEs: Due to workload and competing priorities SMES may not be available. This may result in extending the overall schedule, and adding cost to the budget.	Open	High - Impacts the ability of the agency to meet deadlines or milestones	When the staff aug business analyst is engaged, interviews will need to be scheduled to minimize work disruption.	Scheduling of Segment IV workshops coincides with year-end activities, resulting in reduced availability. 04/23/2024 - this is a continuing issue.	04/14/25	Sabrina Donovan

#### DLA Assumptions

Critical Operational Elements	Assumption	Status	Date Logged or Removed	Impacted Stakeholder(s) and/or System(s)	Reporting Period	Comments or Updates
Processes	processes will require modification to accommodate new roles	Logged	09/07/23	Finance & Accounting		no change
Data	data field changes will impact systems	Logged	09/07/23	Finance & accounting, VANExt, EGrants, SQL reporting		no change
People Processes Technology Data	Final build is complete and available for UAT and Interface Testing	Logged	12/20/24	Finance & accounting, VANExt, EGrants, SQL reporting		New

#### 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

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

#### DLA Status Report Confirmation

Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
January - February 2025	Sabrina Donovan	sabrina.donovan@myfloridalegal.com	03/07/25