DOEA 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 2025

Agency Sponsor

Teresa Johnson

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 = 96.54%

- Submitted On Time = 22
- Submitted Late = 4
- Pending Resubmission = 0

Other Task Timeliness:

Score = 65.16%

- Submitted On Time = 32
- Submitted Late = 29
- Pending Resubmission = 2

Direct Task Completeness:

Score = 92.31%

- Submitted Complete = 21
- Submitted Incomplete = 0
- Completed After Submission = 5

Other Task Completeness:

Score = 87.18%

- Submitted Complete = 34
- Submitted Incomplete = 3
- Completed After Submission = 2

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

DOEA

Change Champion Network:

- Unique Filled Role = 6
- 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
	People	503	Create Workforce Readiness Plan	10/16/23	12/15/23	25% - Beginning Initial Internal Meetings and Information Gathering		Temporary staff has been hired to manage PM related tasks.	N/A	
N/A	Processes	515	Identify Change Impacts and Update Agency Business Process Documentation for Segments I and II	01/29/24	04/12/24	Pending Resubmission	01/31/25	Working with SMEs to resubmit by month's end.	Submission Incomplete	
N/A	Processes	527	Identify Change Impacts and Update Agency Business Process Documentation for Segment III	04/15/24	07/12/24	Pending Resubmission	01/31/25	Working with SMEs to resubmit by month's end.	Submission Incomplete	
N/A	People	535	Update Workforce Readiness Plan	06/17/24	08/02/24	25% - Beginning Initial Internal Meetings and Information Gathering				
N/A	Processes	543	Identify Change Impacts and Update Agency Business Process Documentation for Segment IV	07/22/24	10/18/24	Pending Resubmission	01/31/25	Working with SMEs to resubmit by month's end.	Submission Incomplete	
N/A	Technology	561	Remediate Agency Business Systems based on Segment IV	10/21/24	03/14/25	100% - Submitted	10/21/24	DOEA does not have any business systems interacting with FLAIR and will not have any business systems interacting with PALM.	Submission Complete	
N/A	Technology	558	Update Agency Business System Documentation	11/18/24	01/10/25	100% - Submitted	11/21/24	No business systems affected by the PALM implementation that need to have their documentation updated.	Submission Complete	
Indirect	People	536-C	Create Agency Specific User Acceptance Testing Plan	12/09/24	04/11/25	100% - Submitted	01/31/25	Confirmed with TJ and SMEs that all documents are ready for submission.	Submission Complete	
N/A	Processes	560	Submit Change Analysis Tool	12/09/24	04/11/25	100% - Submitted	01/31/25	Confirmed with SMEs that this task could be marked and mapping was completed for each Change Analysis Smartsheet.		
Indirect	People	564	Update Future Florida PALM Users	12/09/24	01/10/25	100% - Submitted	01/06/25	Confirmed with TF that task was completed.	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				
Direct	Data	567-J	Share, Review, and Update Configuration Workbooks	12/18/24	01/17/25	100% - Submitted	01/28/25	Confirmed during status call the correct organization value.	Submission Complete	
Direct	Data	567-P	Share, Review, and Update Configuration Workbooks	12/18/24	02/14/25	100% - Submitted	02/13/25	Confirmed with TF and RP that the SpeedKey smartsheet is ready for submission	Submission Complete	
Direct	Data	658-A	Submit Data Field Mapping	12/18/24	02/14/25	100% - Submitted	01/31/25	Confirmed with TF and RP that organization smartsheet ready for submission.	Submission Complete	
Direct	Data	658-B	Submit Data Field Mapping	12/18/24	02/14/25	100% - Submitted	02/11/25	Confirmed with RP that OCA smartsheet is ready for submission.	Submission Complete	
N/A	N/A	569	Submit Bimonthly Agency Readiness Status Report	12/30/24	01/10/25	100% - Submitted	01/10/25	Confirmed with Teresa that the status report was submitted.	Submission Complete	
N/A	N/A	570	Manage Agency Specific Implementation Schedule, Risks and Issues	12/30/24	02/28/25	100% - Submitted	02/25/25	Confirmed the risks and issues with the CCN during weekly touchpoint.	Submission Complete	
Direct	Data	658-C	Submit Data Field Mapping	01/06/25	02/14/25	100% - Submitted	01/30/25	Confirmed with RW and AH that the Grand ID Conversion Mapping worksheet was ready to submit.	Submission Complete	
Indirect	Technology	576	Complete Internal Agency Business	01/06/25	07/25/25	100% - Submitted	01/09/25	Marked as completed due to DOEA not	Submission

			System Test and Remediation to prepare for Cycle 2 - Technical Interface Testing					having any business systems interfacing with Florida PALM.	Complete	
N/A	People	582	Share Florida PALM Updates	01/27/25	02/07/25	100% - Submitted	02/07/25	Got approval on language. Scheduled email to be sent out.	Submission Complete	
N/A	People	584	Update Authorized Smartsheet Users	01/27/25	02/07/25	100% - Submitted	02/03/25	Confirmed with TF that the current users with access to SS is sufficient and accurate.	N/A	
Direct	Data	658-D	Submit Data Field Mapping	02/03/25	03/14/25	100% - Submitted	02/28/25	Confirmed with CE that the SmartSheet is ready to submit.		
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	25% - Beginning Initial Internal Meetings and Information Gathering				
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				

People

The staff and stakeholders affected by your agency's transition to Florida PALM.

Implementation:

Planned Florida PALM End Users = 29

• Business Process Groupings = 13/13

Identified Subject Matter Experts = 10

Processes

The sequence of procedures to accomplish a business objective.

Implementation:

Impacted Agency Business Processes = 175

• Related Business Process Groupings = 12/13

• Planned Spreadsheet Uploads = 0

Technology

The applications or tools used to process, track, or report on financial operations.

Implementation:

Business Systems Planned for Integration = 0

Planned Interfaces = 0

- Inbound Interfaces = 0

- Outbound Interfaces = 0

Data

Information used in or produced from an agency's financial business operations.

Implementation:

Configuration

• **Commitment Control (KK)**

- Budget Allotments - Control Option = Option # 1 - Control

- Account ChartField Tier Selection = Account Tier #1: Highest

- Organization ChartField Translation Tree Selection = Translation Tree #2: Agency-Defined Tree

• **Org Security Rule = Agencywide**

• **Optional ChartFields**

- OA1 = To Be Configured

- OA2 = To Be Configured

- PC Category = To Be Configured

- PC Subcategory = To Be Configured

- PC Source Type = Not To Be Configured

Conversion

• **Optional Conversions**

- 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.

DOEA Risks

Critical Operational Elements	Risk Description	Status	Risk Rating	Mitigation/Response Strategy	Reporting Period Comments or Updates	Date of Status Change	Owner / Coordinator
Data	While cleaning up existing data, making sure new data entered meets PALM requirements for conversion	Open	2 (Low/Medium)	Reviewing conversion inventory carefully to minimize post go-live clean up. Also communicating new requirements to staff.	Consulting services aiding in data clean up and other activities.	12/27/24	Nancy Frye
Processes	Internal manual processes - uncertain how these may be impacted and what measures are needed.	Open	1 (Low/Low)	SMEs to continue to work and prep tasks for PALM UAT and to continue documenting their tasks as new items come up.	Processes were crosswalked as part of RW-560. Keeping open in case something unexpected comes up. Adjusted the impact and probability ratings.	12/27/24	Randy Pupo

DOEA Issues

Critical Operational Elements	Issue Description	Status	Priority	Resolution Plan	Reporting Period Comments or Updates	Planned or Actual Resolution Date	Owner / Coordinator
People	Staff limitations still exist, turnover creates knowledge gaps	Open	High - Impacts the ability of the agency to meet deadlines or milestones	Working on retention and building processes and procedures so when turnover occurs, knowledge is not completely lost.	Knowledge gaps still exist in agency processes while new	06/24/25	Ryan White

			deadlines or milestones	not completely lost		processes while new staff are being trained. Vacancies still exist.		
Processes	Current processes may be outdated or not fully known due to turnover creating issues in determining how they will be done in PALM	Open	Low - All impacts not listed as Critical or High	Working to build processes and utilize resources for when employees are learning and understanding the "why", and when possible looking in the knowledge center to understand how it will change	Continuing to document as we discover processes.	12/31/25	Ann Habib	

DOEA 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 ***

Submit

DOEA Status Report Confirmation

Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
January - February 2025	Teresa Johnson	johnsont@elderaffairs.org	03/10/25