DOL 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

Becky Ajhar

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 = 98.93%

• Submitted On Time = 26

• Submitted Late = 2

• Pending Resubmission = 0

Other Task Timeliness:

Score = 93.69%

• Submitted On Time = 59

• Submitted Late = 2

• Pending Resubmission = 3

Direct Task Completeness:

Score = 94.44%

• Submitted Complete = 22

• Submitted Incomplete = 0

• Completed After Submission = 5

Other Task Completeness:

Score = 99.71%

• Submitted Complete = 33

• 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.

CCN Composition

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

DOL

Change Champion Network:

• Unique Filled Role = 7

• Duplicate Filled Role = 9

• 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	Processes	515	Identify Change Impacts and Update Agency Business Process Documentation for Segments I and II	01/29/24	04/12/24	75% - Consolidating/Inputting Information for Submission		Updating current state business process documentation is underway, but it's taking longer than initially anticipated. Due to the comprehensive review needed, the timeline for completing this task is being adjusted. We anticipate finalizing the updated documentation within 3 weeks. 5/29 - Documentation for business processes reviewed and completed. Areas which require remediation have been identified and currently being updated by Finance Department. ETC unknown. 7/12/24 - Documentation updates still pending for submittal 12/2024 - Will not submit until UAT		
N/A	Processes	527	Identify Change Impacts and Update Agency Business Process Documentation for Segment III	04/15/24	07/12/24	50% - In Progress		Updating current state business process documentation is underway, but it's taking longer than initially anticipated. Due to the comprehensive review needed, the timeline for completing this task is being adjusted. 7/12/24 - Documentation updates still pending for submittal 12/2024 - Will not submit until UAT		
N/A	Processes	543	Identify Change Impacts and Update Agency Business Process Documentation for Segment IV	07/22/24	10/18/24	50% - In Progress		12/2024 - Will not submit until UAT		
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	01/10/25		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	50% - In Progress				
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	05/30/25	25% - Beginning Initial Internal Meetings and Information Gathering				
Direct	Data	567-J	Share, Review, and Update Configuration Workbooks	12/18/24	01/17/25	100% - Submitted	01/14/25		Submission Complete	02/05/25
Direct	Data	567-P	Share, Review, and Update Configuration Workbooks	12/18/24	02/14/25	100% - Submitted	01/14/25		Submission Complete	02/25/25
Direct	Data	658-A	Submit Data Field Mapping	12/18/24	02/14/25	100% - Submitted	01/14/25		Submission Complete	
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	01/09/25		Submission Complete	
N/A	N/A	570	Manage Agency Specific	12/30/24	02/28/25	100% - Submitted	02/27/25		Submission	

N/A	N/A	575	Manage Agency Specific Implementation Schedule, Risks and Issues	12/06/24	02/28/25	100% - Submitted	02/27/25	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	02/20/25	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	02/06/25	N/A
Direct	Data	658-D	Submit Data Field Mapping	02/03/25	03/14/25	100% - Submitted	03/03/25	
N/A	N/A	589	Submit Bimonthly Agency Readiness Status Report	02/28/25	03/10/25	100% - Submitted	03/07/25	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		
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

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

Implementation:

Planned Florida PALM End Users = 22

• Business Process Groupings = 9/13

Identified Subject Matter Experts = 10

Processes

The sequence of procedures to accomplish a business objective.

Implementation:

Impacted Agency Business Processes = 49

• Related Business Process Groupings = 2/13

• Planned Spreadsheet Uploads = 1

Technology

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

Implementation:

Business Systems Planned for Integration = 6

Planned Interfaces = 18

- Inbound Interfaces = 4

- Outbound Interfaces = 14

Data

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

Implementation:

Configuration

• Commitment Control (KK)

- 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

• 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 = Not 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.

DOL 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	The Florida Lottery's new Claims and Payment system (CAPS) is scheduled to tentatively go-live during FY 25-26. The implementation of Lottery's CAPS may impact PALM training activities. The new CAPS will be replacing the current system known as Fortune.	Open	4 (Medium/Medium)	Develop a proactive strategy for the upcoming launch of the new CAPS; will focus on early communication, training for PALM activities, continuous monitoring, and establish contingency plans to address any potential adjustments required in the supplied data.	Ongoing	09/07/23	Chris Rorison
Technology Data	Mega Millions will require changes involving the removal of Megaplier; as a result, reporting to PALM will require changes.	Open	3 (Low/High)	Will make the required changes and develop process that will work for PALM		02/10/25	Meghan Gregg

DOL Issues

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

DOL 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	Florida PALM will design and be able to record DOL manual payments currently handled outside of FLAIR today. 30.5 Manage Payments 30.5.1 Record Manual Payments	Logged	12/11/23	Disbursements	FLAIR screenshots of recording retailer incentives for manual payments
People Processes	Florida PALM Payroll Processing will be able to process refunds on Insurance Benefits (overpayments)	Logged	01/25/24	People First	

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** *

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DOL Status Report Confirmation

Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
January - February 2025	Rebecca Ajhar	ajharb@flalottery.com	03/07/25