DOS 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

Antonio Murphy

RW Task Timeliness

Direct Impact Task Timeliness

Direct Impact Task Timeliness:

Score = 98.89%

- Submitted On Time = 25
- Submitted Late = 2
- Pending Resubmission = 0

Other Task Timeliness

Other Task Timeliness:

Score = 79.84%

- Submitted On Time = 37
- Submitted Late = 26
- Pending Resubmission = 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.

RW Task Completeness

Direct Impact Task Completeness

Direct Task Completeness:

Score = 80.74%

- Submitted Complete = 15
- Submitted Incomplete = 1
- Completed After Submission = 11

Other Task Completeness

Other Task Completeness:

Score = 84.25%

- Submitted Complete = 31
- Submitted Incomplete = 1
- Completed After Submission = 8

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.

Change Champion Network:

- Unique Filled Role = 18
- 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	561	Remediate Agency Business Systems based on Segment IV	10/21/24	03/14/25	100% - Submitted	11/26/24	Agency does not have any agency business systems.	Submission Complete	
N/A	Technology	558	Update Agency Business System Documentation	11/18/24	01/10/25	100% - Submitted	11/20/24	Agency has no Agency Business Systems	Submission Complete	
Indirect	People	536-C	Create Agency Specific User Acceptance Testing Plan	12/09/24	04/11/25	100% - Submitted	01/06/25	At DoS, our business systems will be replaced by PALM, and we currently do not have any test scripts requiring testing. We aim to mark this as complete during the 12/20 DFS touchpoint meeting.	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	01/06/25	End users are being kept informed, and the item has been attached. We're also hoping this will simplify role mapping. Jordan Clyatt topic is left blank as he is the security access manager, and won't be working inside of PALM.	Submission Complete	01/10/25
N/A	People	568	Create Training Plan for Agency Managed End User Training	12/09/24	05/30/25	50% - In Progress		We are utilizing the attached test cases as a training plan and hope to use this template to gather user stories as well. We also have several staff members using PALM currently who will participate in the "Train the Trainer" program once the program details are available.		
Direct	Data	567-J	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	02/14/25	2/17/25: Submission incomplete due to errors on error report and errors indicated by conditional formatting in Smartsheet	Submission Complete	02/19/25
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	02/14/25		Submission Complete	
N/A	N/A	569	Submit Bimonthly Agency Readiness Status Report	12/30/24	01/10/25	100% - Submitted	01/10/25	Submitted 1/10.	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	Attachments contain RAID logs and schedule. Please note: DoS doesn't have any specific implementation and the schedule is based off of the task tracker.	Submission Complete	
Direct	Data	658-C	Submit Data Field Mapping	01/06/25	02/14/25	100% - Submitted	02/14/25	This is optional, and I'm assuming Antonio has chosen not to map grants. I think this is the workbook. https://app.smartsheet.com/sheets/cX8hVF	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	100% - Submitted	01/09/25		Submission Complete	
Direct	Data	567-Q	Share, Review, and Update Configuration Workbooks	01/27/25	02/21/25	100% - Submitted	02/21/25		Submission Complete	
N/A	People	582	Share Florida PALM Updates	01/27/25	02/07/25	100% - Submitted	02/07/25	Please see the attachment for the full communication plan detailing the approach for key stakeholders. .	Submission Complete	
N/A	People	584	Update Authorized Smartsheet Users	01/27/25	02/07/25	100% - Submitted	02/07/25	The attachment is a rough snapshot of our end users within DoS. Please excuse	N/A	02/07/25

							...ur end users within DOS? Please share its lack of refinement.			
Direct	Data	658-D	Submit Data Field Mapping	02/03/25	03/14/25	25% - Beginning Initial Internal Meetings and Information Gathering				
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	50% - In Progress				
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	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.

People

Implementation:

Planned Florida PALM End Users = 18

• Business Process Groupings = 10/13

Identified Subject Matter Experts = 9

Processes

Implementation:

Impacted Agency Business Processes = 10

• Related Business Process Groupings = 5/13

• Planned Spreadsheet Uploads = 0

Technology

Implementation:

Business Systems Planned for Integration = 0

Planned Interfaces = 0

- Inbound Interfaces = 0

- Outbound Interfaces = 0

Data

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 = Not 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 = Needed

- Assets = Needed

- Contracts = Not Needed

- Customers = Not Needed

- Encumbrances = Needed

- Grants = Not Needed

- Projects = Not 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.

DOS Risks

Critical Operational Elements	Risk Description	Status	Risk Rating	Mitigation/Response Strategy	Reporting Period Comments or Updates	Date of Status Change	Owner / Coordinator
Processes	There is an opportunity to use UAT and Sandbox environments to cross-train employees.	Closed	1 (Low/Low)	Sharing information about this opportunity appears to be the best approach to encourage adoption.		09/16/24	Marc Weeks

DOS Issues

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

DOS Assumptions

Critical Operational Elements	Assumption	Status	Date Logged or Removed	Impacted Stakeholder(s) and/or System(s)	Reporting Period Comments or Updates
Processes	Many of the tasks involve properly identifying work process flows. While we are working hard to identify these issues, it is assumed that many of them will be properly identified during UAT.	Logged	07/29/24	Current agency F&A staff	
People Processes Technology	It is assumed that PALM will be able to facilitate our reporting & data needs and that UAT will proceed smoothly.	Logged	01/08/25	Current agency F&A staff	

Agency Sponsor Confirmation   **DOS Status Report Confirmation**

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

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DOS Status Report Confirmation

Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
January - February 2025	Antonio Murphy	antonio.murphy@dos.myflorida.com	03/07/25

Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date: