

**Helpful Links**

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

# FDLE Status Report Dashboard

**Reporting Period**  
January - February 2025

**Agency Sponsor**  
Charlotte Fraser

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 = 93.44%**

- Submitted On Time = 24
- Submitted Late = 8
- Pending Resubmission = 0

**Other Task Timeliness:**

**Score = 85.38%**

- Submitted On Time = 52
- Submitted Late = 9
- Pending Resubmission = 3

**Direct Task Completeness:**

**Score = 84.52%**

- Submitted Complete = 24
- Submitted Incomplete = 0
- Completed After Submission = 7

**Other Task Completeness:**

**Score = 90.86%**

- Submitted Complete = 31
- Submitted Incomplete = 0
- Completed After Submission = 4

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 = 7
- Duplicate Filled Role = 6
- Vacant Role = 3

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		12/6 Remediation Ongoing		
N/A	Technology	531	Remediate Agency Business Systems based on Segment II	04/29/24	10/04/24	50% - In Progress		12/6 - Remediation Ongoing		
N/A	Technology	547	Remediate Agency Business Systems based on Segment III	07/22/24	12/13/24	50% - In Progress		12/6 - Final spreadsheet currently being updated for submission		
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	Task Complete	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				
Indirect	People	564	Update Future Florida PALM Users	12/09/24	01/10/25	100% - Submitted	01/10/25	Task Complete	Submission Complete	
N/A	People	568	Create Training Plan for Agency Managed End User Training	12/09/24	05/30/25	50% - In Progress				
Direct	Data	567-J	Share, Review, and Update Configuration Workbooks	12/18/24	01/17/25	100% - Submitted	01/14/25	Task Complete	Submission Complete	01/14/25
Direct	Data	567-K	Share, Review, and Update Configuration Workbooks	12/18/24	01/17/25	100% - Submitted	01/14/25	Task Complete	Submission Complete	
Direct	Data	567-P	Share, Review, and Update Configuration Workbooks	12/18/24	02/14/25	100% - Submitted	02/05/25	Task Complete	Submission Complete	02/12/25
Direct	Data	658-A	Submit Data Field Mapping	12/18/24	02/14/25	100% - Submitted	01/30/25	Task Complete	Submission Complete	
Direct	Data	658-B	Submit Data Field Mapping	12/18/24	02/14/25	100% - Submitted	02/13/25	Task Complete	Submission Complete	
N/A	N/A	569	Submit Bimonthly Agency Readiness Status Report	12/30/24	01/10/25	100% - Submitted	01/06/25	Task Complete	Submission Complete	
N/A	N/A	570	Manage Agency Specific Implementation Schedule, Risks and Issues	12/30/24	02/28/25	100% - Submitted	02/17/25	Task Complete	Submission Complete	
Direct	Data	658-C	Submit Data Field Mapping	01/06/25	02/14/25	100% - Submitted	01/29/25	Task Complete	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	02/18/25	Task Complete	Submission Complete	
N/A	People	582	Share Florida PALM Updates	01/27/25	02/07/25	100% - Submitted	02/05/25	Task Complete	Submission Complete	
N/A	People	584	Update Authorized Smartsheet Users	01/27/25	02/07/25	100% - Submitted	02/04/25	Task Complete	N/A	
Direct	Data	658-D	Submit Data Field Mapping	02/03/25	03/14/25	75% - Consolidating/Inputting Information for Submission				

						Submission				
N/A	N/A	589	Submit Bimonthly Agency Readiness Status Report	02/28/25	03/10/25	100% - Submitted	03/07/25	Task Complete	Submission Complete	
N/A	N/A	590	Manage Agency Specific Implementation Schedule, Risks and Issues	02/28/25	04/30/25	75% - Consolidating/Inputting Information for Submission				
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 = 47</b></p> <ul style="list-style-type: none"> <li>Business Process Groupings = 13/13</li> </ul> <p><b>Identified Subject Matter Experts = 22</b></p>	<p><b>Implementation:</b></p> <p><b>Impacted Agency Business Processes = 0</b></p> <ul style="list-style-type: none"> <li>Related Business Process Groupings = 0/13</li> <li>Planned Spreadsheet Uploads = 0</li> </ul>	<p><b>Implementation:</b></p> <p><b>Business Systems Planned for Integration = 19</b></p> <p><b>Planned Interfaces = 6</b></p> <ul style="list-style-type: none"> <li>Inbound Interfaces = 4</li> <li>Outbound Interfaces = 2</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 #2: Agency-Defined 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 = Needed</li> <li>Assets = Needed</li> <li>Contracts = Needed</li> <li>Customers = Not Needed</li> <li>Encumbrances = Needed</li> <li>Grants = Needed</li> <li>Projects = Needed</li> <li>Projects Balances = 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.

FDLE Risks							
Critical Operational Elements	Risk Description	Status	Risk Rating	Mitigation/Response Strategy	Reporting Period Comments or Updates	Date of Status Change	Owner / Coordinator
Data	That we will be unable to do life-to-date tracking and trend analysis for data that is in both FLAIR and PALM.	Open	4 (Medium/Medium)	Develop crosswalk methodology if the new Data Warehouse will not provide this capability.	None 5/16/24: Still pending 7/22/24: No Change 8/19/24: No Change 10/14/24: No Change 11/19/24: No Change 12/9/24: No Change 1/6/25: No Change 2/3/25: No Change	05/16/24	Mike Moore
Processes Data	Information is needed related to the data warehouse for PALM	Open	4 (Medium/Medium)	FDLE is depending on the PALM project to provide FDLE project team information regarding the data warehouse. Mitigate this risk	6/25/24: - Reached out to our RC's for any available information. 7/22/24: No Change 8/19/24: Will update by 8/22/24 10/14/24: No Change 11/19/24: No Change 12/9/24: No Change 2/3/25: No Change	06/25/24	Anik Datta
Processes Data	Early visibility of Data Warehouse & Report Query Builder will help us to decide the future scope of custom reports for data validation (well before interface testing)	Open	4 (Medium/Medium)	Will address once PALM begins working on the Data Warehouse	8/7/24 New Risk 9/4/24: A/I for Angie to f/u 10/14/24: No Change 11/19/24: No Change 12/9/24: No Change 1/6/25: No Change 2/3/25: No Change	08/07/24	Anik Datta

Processes Technology Data	FDLE is in need of a comprehensive list of anticipated errors and warnings that may occur in relation to interface interactions and report parameters inputs.	Open	4 (Medium/Medium)	Pursue more information /direction from the PALM team. Further delay may impact our ability to meet downstream activities for example UAT.	9.4.24 New Risk 9/17/24: No Change 10/14/24: No Change 11/19/24: No Change 12/9/24: No Change 1/6/25: No Change 2/3/25: No Change	09/04/24	Anik Datta
Technology Data	Timeline for interface testing coinciding with integration testing presents a risk.	Open	4 (Medium/Medium)	Continue to watch the project timeline to see if this will change. Otherwise, we will accept the risk.	11/19/24: No Change 12/9/25: No Change 1/6/25: No Change 2/3/25: No Change	11/19/24	Anik Datta
Processes Technology	The Configuration Review and Update task during UAT poses a potential risk. Changes could affect the UAT timelines and outcomes.	Open	2 (Medium/Low)	Accept the risk.	11/19/24: No Change 12/9/24: Paused for now	10/31/24	Anik Datta
Processes Data	The task "Update Reports Inventory" is missing from the new 'Agency Implementation Roadmap.' There is no visibility of the Data Warehouse reporting tool in the current roadmap.	Open	2 (Low/Medium)	Accept the risk.	10.31.24: New Risk 11/19/24: No Change 12/9/24: No Change 1/6/25: No Change 2/3/25: No Change	10/31/24	Anik Datta

FDLE Issues							
Critical Operational Elements	Issue Description	Status	Priority	Resolution Plan	Reporting Period Comments or Updates	Planned or Actual Resolution Date	Owner / Coordinator
Processes	There is no cutover plan to transition from current systems to PALM compliant systems in future on the day of PALM go-live.	Open	Low - All impacts not listed as Critical or High	New PM onboarded and will develop cutover schedule for all affected applications and provide detailed plans much before PALM go-live date	6/21/24: Ongoing	12/31/25	Anik Datta

FDLE Assumptions						
Critical Operational Elements	Assumption	Status	Date Logged or Removed	Impacted Stakeholder(s) and/or System(s)	Reporting Period	Comments or Updates
Technology Data	PALM will not change the identified Chart of Accounts structure between now and go-live.	Logged	07/01/23	Agency business systems		Monitor information as provided by PALM.
Data	PALM will provide similar functionality as ABS Open Reports which is used for querying FLAIR and PYRL data so that we can retire those applications.	Logged	09/01/23	Office of Financial Management Office of Policy and Planning All divisional/regional business liaisons Management		Monitor information as provided by PALM.
People Processes Technology Data	PALM will provide significant time to test and practice specific transactions before go-live in a dedicated testing environment (UAT).	Logged	10/31/23	All agency business systems		Monitor information as provided by PALM.
Technology Data	FDLE assumes all PALM reports WILL match 1:1 with current FLAIR reports	Logged	08/19/24	Office of Information and Technology Systems Office of Financial Management		Monitor information as provided by PALM.

Agency Sponsor Confirmation
<p>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.</p> <p><b>Agency Sponsor Name: *</b></p> <input type="text"/> <p><input type="checkbox"/> <b>Confirm *</b></p> <p><input type="button" value="Submit"/></p> <p><a href="#">Privacy Notice</a>   <a href="#">Report Abuse</a></p>

FDLE Status Report Confirmation			
Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
January - February 2025	Charlotte Fraser	charlottefraser@fdle.state.fl.us	03/07/25