

**Helpful Links**

- Dashboard Snapshots
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# FDOT Status Report Dashboard

**Reporting Period**

January - February 2025

**Agency Sponsor**

Lisa Saliba

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 = 90%

- Submitted On Time = 18
- Submitted Late = 14
- Pending Resubmission = 0

**Other Task Timeliness:**

Score = 74.46%

- Submitted On Time = 32
- Submitted Late = 26
- Pending Resubmission = 6

**Direct Task Completeness:**

Score = 89.35%

- Submitted Complete = 23
- Submitted Incomplete = 1
- Completed After Submission = 7

**Other Task Completeness:**

Score = 89.68%

- Submitted Complete = 20
- Submitted Incomplete = 2
- Completed After Submission = 9

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 = 31
- 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	Data	514	Complete Data Readiness Analysis and Data Cleansing Activities for Segments I and II	01/29/24	04/12/24	75% - Consolidating/Inputting Information for Submission		Will be completing from a systems perspective rather than segment perspective. Segment delineations do not match with blended business system functionality. FDOT is planning to complete remediation tasks at once rather than in segment order. Completion Target at 3/14/2025		
N/A	Technology	519	Remediate Agency Business Systems based on Segment I	01/29/24	06/28/24	50% - In Progress		Will be completing from a systems perspective rather than segment perspective. Segment delineations do not match with blended business system functionality. FDOT is planning to complete remediation tasks at once rather than in segment order. Completion Target at 3/14/2025		
N/A	Data	526	Complete Data Readiness Analysis and Data Cleansing Activities for Segment III	04/29/24	07/12/24	25% - Beginning Initial Internal Meetings and Information Gathering		Will be completing from a systems perspective rather than segment perspective. Segment delineations do not match with blended business system functionality. FDOT is planning to complete remediation tasks at once rather than in segment order. Completion Target at 3/14/2025		
N/A	Technology	531	Remediate Agency Business Systems based on Segment II	04/29/24	10/04/24	25% - Beginning Initial Internal Meetings and Information Gathering		Will be completing from a systems perspective rather than segment perspective. Segment delineations do not match with blended business system functionality. FDOT is planning to complete remediation tasks at once rather than in segment order. Completion Target at 3/14/2025		
N/A	Data	542	Complete Data Readiness Analysis and Data Cleansing Activities for Segment IV	07/22/24	10/18/24	Pending Resubmission	02/12/25	Will be completing from a systems perspective rather than segment perspective. Segment delineations do not match with blended business system functionality. FDOT is planning to complete remediation tasks at once rather than in segment order. Completion Target at 3/14/2025	Submission Incomplete	
N/A	Technology	547	Remediate Agency Business Systems based on Segment III	07/22/24	12/13/24	50% - In Progress		Will be completing from a systems perspective rather than segment perspective. Segment delineations do not match with blended business system functionality. FDOT is planning to complete remediation tasks at once rather than in segment order. Completion Target at 3/14/2025		
N/A	Technology	561	Remediate Agency Business Systems based on Segment IV	10/21/24	03/14/25	50% - In Progress		Will be completing from a systems perspective rather than segment perspective. Segment delineations do not match with		

									pienced business system functionality. FDOT is planning to complete remediation tasks at once rather than in segment order. Completion Target at 3/14/2025		
N/A	Technology	558	Update Agency Business System Documentation	11/18/24	01/10/25	75% - Consolidating/Inputting Information for Submission					
Indirect	People	536-C	Create Agency Specific User Acceptance Testing Plan	12/09/24	04/11/25	50% - In Progress					
N/A	Processes	560	Submit Change Analysis Tool	12/09/24	04/11/25	75% - Consolidating/Inputting Information for Submission					
Indirect	People	564	Update Future Florida PALM Users	12/09/24	01/10/25	100% - Submitted	03/05/25	Plan to be completed along with RW 560. We found it easier to identify the end users after completing the analysis tool, est. 3/28	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		Submission Complete		
Direct	Data	567-K	Share, Review, and Update Configuration Workbooks	12/18/24	01/17/25	100% - Submitted	01/10/25		Submission Complete		
Direct	Data	567-P	Share, Review, and Update Configuration Workbooks	12/18/24	02/14/25	100% - Submitted	02/17/25		Submission Complete		
Direct	Data	658-A	Submit Data Field Mapping	12/18/24	02/14/25	100% - Submitted	02/13/25		Submission Complete		
Direct	Data	658-B	Submit Data Field Mapping	12/18/24	02/14/25	100% - Submitted	02/13/25		Submission Complete		
N/A	N/A	569	Submit Bimonthly Agency Readiness Status Report	12/30/24	01/10/25	100% - Submitted	01/10/25		Submission Complete		
N/A	N/A	570	Manage Agency Specific Implementation Schedule, Risks and Issues	12/30/24	02/28/25	100% - Submitted	03/03/25	Florida PALM: Agency submitted incomplete. Task required to be close as reporting period has ended.	Task Closed - Submission Incomplete	03/05/25	
Direct	Data	658-C	Submit Data Field Mapping	01/06/25	02/14/25	100% - Submitted	02/13/25		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	75% - Consolidating/Inputting Information for Submission					
Direct	Data	567-Q	Share, Review, and Update Configuration Workbooks	01/27/25	02/21/25	100% - Submitted	02/20/25	Two entries marked in comments as Trust fund closed and not needing configuration. Other entries with comments indicate the Budget Entity requires updates. Please indicate how to conduct these changes or when we may be able.	Submission Complete		
N/A	People	582	Share Florida PALM Updates	01/27/25	02/07/25	100% - Submitted	02/08/25		Submission Complete		
N/A	People	584	Update Authorized Smartsheet Users	01/27/25	02/07/25	100% - Submitted	02/07/25		N/A		
Direct	Data	658-D	Submit Data Field Mapping	02/03/25	03/14/25	75% - Consolidating/Inputting Information for Submission					
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	50% - In Progress					
Direct	Data	567-L	Share, Review, and Update Configuration Workbooks	03/03/25	03/28/25						
Direct	Data	567-M	Share, Review, and Update Configuration Workbooks	03/03/25	03/28/25						

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 = 201</b></p> <ul style="list-style-type: none"> <li>Business Process Groupings = 11/13</li> </ul> <p><b>Identified Subject Matter Experts = 41</b></p>	<p><b>Implementation:</b></p> <p><b>Impacted Agency Business Processes = 147</b></p> <ul style="list-style-type: none"> <li>Related Business Process Groupings = 13/13</li> <li>Planned Spreadsheet Uploads = 6</li> </ul>	<p><b>Implementation:</b></p> <p><b>Business Systems Planned for Integration = 234</b></p> <p><b>Planned Interfaces = 40</b></p> <ul style="list-style-type: none"> <li>Inbound Interfaces = 17</li> <li>Outbound Interfaces = 22</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 #2: Groupings</li> <li>Organization ChartField Translation Tree Selection = Translation Tree #2: Agency-Defined Tree</li> </ul> </li> <li><b>Org Security Rule = Agency Defined</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 = To Be Configured</li> </ul> </li> </ul> <p><b>Conversion</b></p>

- **Optional Conversions**
- Accounts Receivable = Needed
- Assets = Needed
- Contracts = Needed
- Customers = Needed
- Encumbrances = Needed
- Grants = Needed
- Projects = Needed
- Projects Balances = 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.

FDOT Risks							
Critical Operational Elements	Risk Description	Status	Risk Rating	Mitigation/Response Strategy	Reporting Period Comments or Updates	Date of Status Change	Owner / Coordinator
Technology	FDOT Applications - Impacted asset inventory inconsistencies cause problems in planning remediation efforts.	Closed	9 (High/High)	Control - Regularly reviewing asset impact and assessing priority to asset for planning purposes	No comment this period	02/26/25	Brian Boyd
Technology	PALM Interfaces - Timeliness of PALM Nightly Batch Files and Data Warehouse Updates and Data Warehouse Updates introduce instability of established processes and payments.	Open	9 (High/High)	Transfer - Expecting the PALM solution to have timely or as needed batch files and Data Warehouse needs are available in agency or from interfaces until DW is fully available. (Adjust mitigation once we see it in action and understand the ramifications.)	Looking for guidance.	11/01/23	Brian Boyd
Processes	PALM Response - Issues not resolved in a timely manner, FDOT not receiving clear answers from Florida PALM in a timely manner will increase the duration to perform the remediation.	Open	9 (High/High)	Conduct monthly RAID meetings and promptly escalate issues to FDOT leadership and PALM leadership	Technical question on Interfaces remain unaddressed and will request a focused meeting to review each. Improving.	08/29/24	Brian Boyd
Technology	PALM Technical - Not knowing the batch schedule until at least July 2025 will leave agencies little time to remediation processes as needed.	Open	9 (High/High)	It is an absolute necessity. We are dependent on PALM. We will be ready and give it priority when we know more.	Impact is increasing.	12/12/24	Mark Rissinger
Technology	PALM Technical - The inability to efficiently enter large amounts of records via Excel uploads will incur delays due to the need to provide technical solutions for mass entry.	Open	9 (High/High)	Project costing could have a large number of records, as an example. An interface to accept our transactions in an automated fashion is needed.	No comment this period	08/29/24	Mark Rissinger
Processes	PALM Technical - Need to identify the "Input and Automated" records in extracts. FLAIR indicates whether records are input manually, automated, or system generated. FDOT uses this indicator for various reporting and balancing methods. PALM not having this indicator could cause major impacts to Cost Allocation and Cash Forecasting, especially if the automated records do not come across in the extracts.	Open	9 (High/High)	Prefer having PALM provide this indicator. If not, may need to quantify the result and come up with backup plan.	Worsening	02/28/25	Brian Boyd
Processes Technology	PALM Technical - Project Costing Module and duplicating information into Florida PALM for 15,000 projects manually is not feasible. (Hiring staff will be more expensive than developing and interface. Average 90-70 updates a day.)	Open	9 (High/High)	Florida PALM - will advise if it can be through Excel upload.	PALM to provide an interface, have not received it.	10/30/24	Brian Boyd
Processes Data	PALM Interfaces - Uploading data files through the use of Excel is critical for interface testing, yet there is no mechanism in place to test this in advance for our unit testing.	Open	9 (High/High)	Be ready when there is the ability to completely test the functionality.	No comment this period.	12/12/24	Mark Rissinger
Processes Data	PALM Functionality/Interfaces - Lack of Subsidiary and Available Balances files. The key subsidiary files currently used include the Encumbrance Subsidiary and the Accounts Payable Subsidiary - files that contain summaries of all active encumbrances/accounts-payables, including their balances.	Open	9 (High/High)	Under construction. The pdf report might be used. We are sure we can replicate a way to have this functionality.	New 2/28/25	02/28/25	Mark Rissinger
Technology Data	PALM Technical—Unresolved Issues on PALM Interface file layouts, relationships among the records, data examples, and not receiving definitive answers limit the visibility of the Enterprise System processing.	Open	9 (High/High)	Expect for an unknown amount of rework, consider this in planning activities.	New 2/28/25	02/28/25	Mark Rissinger
Processes Data	PALM Data - The Mock Conversion is problematic, having conversion errors that are inaccurate.	Open	6 (Medium/High)	Continue to work through the process and find a pattern to help identify the problem points.	No comment this period.	12/12/24	Magdiel Puig
Processes Data	PALM Data - The Mock Conversion 2 does not include a method to keep data in sync, for example, Project, how to make updates because we will have new projects and similar to other fields like organization, location, etc.	Open	6 (Medium/High)	Structure the testing in small units recognizing the problems and limit how far we can effectively test.	No comment this period.	12/12/24	Magdiel Puig
Processes Technology	FDOT Applications - The analysis of FDOT systems is complex and software components requiring remediation may be overlooked.	Open	6 (High/Medium)	Broaden the analysis as soon as possible, ensure to include SME. Applying early QA processes.	Worsening	02/28/25	Brian Boyd
Technology	PALM Interfaces - If agencies are expected to have to communicate with PALM via inconsistent interfaces (Excel upload vs batch upload), then it will lead to increased time needed for remediation.	Open	6 (High/Medium)	Through repeated trials and analysis to arrive at the best sequence and timing.	Worsening	02/28/25	Mark Rissinger
Technology Data	PALM Technical - Knowledge Center does not have version history on what was changed. It is a manual compare effort. The change log has not been updated for these interfaces. This would require agencies to check each field in every interface to implement technical changes and some changes may be missed.	Open	4 (Medium/Medium)	Ask PALM project to understand high level of dependency and stability interfaces require and to ensure completeness and accuracy in interface management.	In the January Report this was noted for agencies in general.	08/29/24	Mark Rissinger
Technology	PALM Technical - PALM is unable to provide accurate data crosswalk examples, such as for the Supplier supporting multiple vendor ids for same TIN/FEIN.	Open	4 (Medium/Medium)	Request PALM for an example. Many questions, until we are shown examples to know how to convert data and place in TVI.	There has been progress, but remains a Risk. (12/12/24)	08/29/24	Brian Tippel
Processes Technology	PALM Planning — The UAT Testing period is inadequate for agencies to test their applications and determine appropriate remediation strategies.	Open	4 (Medium/Medium)	Under review for options. Pending approval of new PALM roadmap.	.Pending approval of new PALM roadmap.	08/29/24	Program Management

Technology	PALM Interfaces - If FDOT is required to use the Excel uploads generated from automated processes, then we will need the comma-delimited layouts for the upload files to be more successful.	Open	4 (Medium/Medium)	Create our best estimate for comma-delimited layouts.	PALM has offered a discussion, unsure if resolves problem.	10/07/24	Mark Rissinger
Processes	PALM Functionality - There is a concern that more roles will be added in the future before go-live and PALM is not communicating when they do this, so it's a risk going forward that some roles may not be captured in AARF/SailPoint right away.	Open	4 (Medium/Medium)	Raise awareness to the Readiness Coordinator.	New 2/28/25	02/28/25	Mark Rissinger
Processes	Funding - allocations may not be available through to completion for all systems.	Open	3 (Low/High)	Avoid - Document program funding requirements and communicate with FDOT leadership, Governor's office, and House/Senate staff.	24-25 funding received, 25-26 LBR to be submitted in August, results in late winter/early spring of calendar 25. 2/26/25 - May need to revisit based on project timeline.	02/26/25	Brian Boyd

### FDOT Issues

Critical Operational Elements	Issue Description	Status	Priority	Resolution Plan	Reporting Period Comments or Updates	Planned or Actual Resolution Date	Owner / Coordinator
Data	Interface layouts contain errors.	Open	Critical - Impacts the ability of the agency to move forward with work without resolution	Notify PALM and work to gain clarity and accuracy on interface layouts.	Contact_Sequence_Num	05/31/24	Brian Tippel
Data	Interface schema relationship details not provided in layouts, samples, or knowledge center.	Open	Critical - Impacts the ability of the agency to move forward with work without resolution	Reaching out to PALM technical staff to gain guidance on entity relationship diagrams.	Improving	05/31/24	Mark Rissinger
People	SME Resources limited for business processes and the technical knowledge experts are overallocated.	Open	Critical - Impacts the ability of the agency to move forward with work without resolution	The majority of the tasks for these resources are critical for others to continue with analysis or remediation.	Monitor allocations closely and identify tasks that may be accomplished by another resource. Streamline communications. Set Priorities and work arounds. Escalate to management.	08/29/24	Program Management
Technology Data	PALM Interfaces - In the Interface layout files, the tab containing the type of feedback the agencies will receive after file processing was removed. This information is necessary to know of successful entries, or which ones had errors and the cause; need the format/layout definition what we will receive. We need the journal ID or unique ID that was generated so they can pair the processing with the transaction.	Open	Critical - Impacts the ability of the agency to move forward with work without resolution	Raised to the Technical Coordinator.	No comment this period	10/07/24	Mark Rissinger
Processes Technology	FDOT Applications - Switching from the FLAIR transactions to the internal PALM functionality will vary for our internal systems. Required functionality may be missed.	Open	Critical - Impacts the ability of the agency to move forward with work without resolution	Thoroughly test with historical and new test data.	No comment this period	12/12/24	Mark Rissinger
Technology Data	PALM COA, Project codes - Will PALM be enforcing agencies to use project numbers starting with two-digit agency numbers? We have project numbers set before entering them into the statewide accounting system, if another agency takes a project number we need, it will create an issue.	Open	Critical - Impacts the ability of the agency to move forward with work without resolution	Critical - Having exclusive project numbers for FDOT. Perform comparison with other agencies. Three agencies use Project number that is length of 11.	No comment this period	12/12/24	Mark Rissinger
Processes Technology Data	PALM Technical - The sample data for the interface files is standalone and does not represent actual transactions; without data continuity examples that support workflow scenarios the accuracy of the internal edits and quality checks most likely will be inaccurate.	Open	Critical - Impacts the ability of the agency to move forward with work without resolution	Critical - Impacts the ability to support the data linkage and business rules for processing. Continue to develop internal test data as a substitute.	No comment this period	12/12/24	Mark Rissinger
Technology	Low on mainframe available capacity and space to allocate for separate PALM environments..	Open	High - Impacts the ability of the agency to meet deadlines or milestones	Application performance in Dev and Test may be limited. Requested Ensono for increase capacity.	No comment this period	07/08/24	Brian Tippel
Technology	PALM Interfaces - Not fully designed/documented, and currently defined interfaces are subject to change. FDOT is unable to accurately define impacts to our systems without complete specifications on the interfaces for supplier functionality, commitment control module, and project grants module. From Risks.	Open	High - Impacts the ability of the agency to meet deadlines or milestones	Longer duration for remediation and testing.	Continue to convey the importance and provide as much assistance to help.	12/12/24	Mark Rissinger
Processes Technology	PALM COA - The new "Account" CoA field will be replacing the GL and Object codes. The Account codes restrict the necessary level of detail.	Open	High - Impacts the ability of the agency to meet deadlines or milestones	Propose moving this to Issues. This risk has already occurred, and we are Accepting it with a work-around being proceeding with the best information we have been provided and our best education guesses. This is not an idea and rework is an expected impact.	Monitor Florida PALM publications and attend work sessions. We received them from PALM and did Tommy said we have more for PALM than we use today. 12/11/24 -Tippel: Needing more info. 6/19/2024 moved from Risk.	08/29/24	Brian Boyd
Technology Data	PALM Interfaces - Cannot provide ERD's or DDL for the interface files reduces the understanding of the data relationships. Not enough detail on parent/child/sibling, one:one, or one:many, relationships, or optional record types. There is a desperate need for ERD diagrams to answer these questions for remediation	Open	High - Impacts the ability of the agency to meet deadlines or milestones	Reach out to PALM regularly for details. Matt Breeding implied this would have a fast turnaround, but we have not heard anything back since Nov 20th. 1/17 Update - new commitment to provide ERDs.	We received 9, 2/26.	10/07/24	Mark Rissinger

... efforts. Moved from Risk to Issue.

### FDOT 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 \*

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### FDOT Status Report Confirmation

Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
January - February 2025	Lisa Saliba	lisa.saliba@dot.state.fl.us	03/10/25