

**Helpful Links**

- Dashboard Snapshots
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- Readiness Workplan

# FLHSMV Status Report Dashboard

**Reporting Period**

January - February 2025

**Agency Sponsor**

Steve Burch

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 = 96.88%

- Submitted On Time = 26
- Submitted Late = 6
- Pending Resubmission = 0

**Other Task Timeliness:**

Score = 94.15%

- Submitted On Time = 54
- Submitted Late = 8
- Pending Resubmission = 2

**Direct Task Completeness:**

Score = 88.39%

- Submitted Complete = 19
- Submitted Incomplete = 0
- Completed After Submission = 12

**Other Task Completeness:**

Score = 80.00%

- Submitted Complete = 26
- Submitted Incomplete = 3
- 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.

**CCN Composition**

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



**Change Champion Network:**

- Unique Filled Role = 14
- Duplicate Filled Role = 6
- 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	328	Document Current Agency Business Processes	07/31/23	12/15/23	50% - In Progress		Due to the importance of other tasks, and the agency's operational work priorities, this task may not be completed by HSMV.	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	04/16/24	We have completed this task, except for the updates to our current state business process documentation. Our goal is to update our procedures during UAT testing, when we'll have full access to the PALM screens and testing environment.	Submission Incomplete	
N/A	Processes	527	Identify Change Impacts and Update Agency Business Process Documentation for Segment III	04/15/24	07/12/24	75% - Consolidating/Inputting Information for Submission		We have completed this task, except for the updates to our current state business process documentation. Our goal is to update our procedures during UAT testing, when we'll have full access to the PALM screens and testing environment.		
N/A	Processes	543	Identify Change Impacts and Update Agency Business Process Documentation for Segment IV	07/22/24	10/18/24	Pending Resubmission	11/01/24	Submitted 11/1/2024 per previous update.	Submission Incomplete	
N/A	Technology	547	Remediate Agency Business Systems based on Segment III	07/22/24	12/13/24	Pending Resubmission	12/12/24		Submission Incomplete	
N/A	Technology	561	Remediate Agency Business Systems based on Segment IV	10/21/24	03/14/25	Pending Resubmission	03/06/25	1-Please see our updated comments and statuses in Imp Interfaces & Dev and Interface Test Planning sheets, in context of A12 approval / go live extension. 2-Please ADD interface GLI051 to FLHSMV interface inventory, per email sent 3/6/2025 to our RC. 3-The Implementation Interfaces Details sheet has a yellow cell for AMI002 because the Interface ID is missing from the pulldown (008 or 007 - ?).	Submission Incomplete	
N/A	Technology	558	Update Agency Business System Documentation	11/18/24	01/10/25	100% - Submitted	01/10/25	Completed 558 Jan 10. Resubmitted 544 Jan 21 after reexamining rubric for 558 and 544. Our 558 progress led to completed 544. Updating and resubmitting 558 and 544.	Submission Complete	01/17/25
Indirect	People	536-C	Create Agency Specific User Acceptance Testing Plan	12/09/24	04/11/25	75% - Consolidating/Inputting Information for Submission		Agency approved final agency UAT plan on 1/30/25, for submission by original deadline of 1/31/25. Plan held given extended deadline to 3/28/25, to allow for review of PALM UAT plan when published. Agency UAT plan available for review, and will be updated w/outcomes of vote on Amendment 12. Test schedule, Error tracking workbooks, and user story enhancement/test scenarios are in progress.		
N/A	Processes	560	Submit Change Analysis Tool	12/09/24	04/11/25	100% - Submitted	01/31/25	Agency reviewed response and updated DM sheet. Approved to resubmit. - 2/14/25   Agency reviewed and completed all 13 workbooks. Two lines in DM workbook require selections that are not available in the field	Submission Complete	02/19/25

								minutes, row 1, row 21. Submitting 1/31/25 for analysis, per original deadline. Review of cross-ref reports in process.		
Indirect	People	564	Update Future Florida PALM Users	12/09/24	01/10/25	100% - Submitted	01/09/25	Agency confirmed list updated and complete. 1/9/25 - KG	Submission Complete	
N/A	People	568	Create Training Plan for Agency Managed End User Training	12/09/24	05/30/25	50% - In Progress		Meeting w/ LDO held 1/27/25; will meet biweekly then weekly prior to UAT in April. Planning to use Project UAT stages to capture training aide material and start agency UAT and agency training. Seeking training liaison support from LDO.		
Direct	Data	567-J	Share, Review, and Update Configuration Workbooks	12/18/24	01/17/25	100% - Submitted	01/09/25	Resubmitted 1/16/25	Submission Complete	01/16/25
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	02/14/25	SC updated Speedkey table with comments, and approved to resubmit as of 1/24/25. Reviewed 2/14/25.	Submission Complete	
Direct	Data	658-A	Submit Data Field Mapping	12/18/24	02/14/25	100% - Submitted	01/28/25	Resubmitted 2/14/25. Updated 2/5/25.   Approved by agency 1/27/25. Yellow cells indicate mapping selection for FL PALM OCA was not found in field.. Comments contain the desired value from the agency.	Submission Complete	02/06/25
Direct	Data	658-B	Submit Data Field Mapping	12/18/24	02/14/25	100% - Submitted	01/28/25	Resubmitted 2/14/25. Updated w/ Placeholder values 2/6/25.   Approved by agency 1/27/25. Yellow cells indicate mapping selection for FL PALM Org ID was not found in field. Comments contain the desired value from the agency.	Submission Complete	02/06/25
N/A	N/A	569	Submit Bimonthly Agency Readiness Status Report	12/30/24	01/10/25	100% - Submitted	01/08/25		Submission Complete	
N/A	N/A	570	Manage Agency Specific Implementation Schedule, Risks and Issues	12/30/24	02/28/25	100% - Submitted	02/14/25		Submission Complete	
Direct	Data	658-C	Submit Data Field Mapping	01/06/25	02/14/25	100% - Submitted	01/28/25	Resubmitted 2/14/25. Updated w/ Placeholder values 2/6/25.   Approved by agency 1/27/25. Yellow cells indicate mapping selection for FL PALM Grant ID not available due to agency adding CSFA # into FACTS after 11/30 deadline, per comment field for each applicable row.	Submission Complete	02/06/25
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		Status check week of Feb 10 via workgroup w/ business and tech teams.		
Direct	Data	567-Q	Share, Review, and Update Configuration Workbooks	01/27/25	02/21/25	100% - Submitted	02/10/25		Submission Complete	
N/A	People	582	Share Florida PALM Updates	01/27/25	02/07/25	100% - Submitted	02/06/25		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	02/28/25	Agency approved 2/28/25   Ready for SC review - 2/7		
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	Processes	Technology	Data
<p>The staff and stakeholders affected by your agency's transition to Florida PALM.</p> <p><b>Implementation:</b></p> <p><b>Planned Florida PALM End Users = 61</b></p> <ul style="list-style-type: none"> <li>Business Process Groupings = 13/13</li> </ul> <p><b>Identified Subject Matter Experts = 25</b></p>	<p>The sequence of procedures to accomplish a business objective.</p> <p><b>Implementation:</b></p> <p><b>Impacted Agency Business Processes = 163</b></p> <ul style="list-style-type: none"> <li>Related Business Process Groupings = 12/13</li> <li>Planned Spreadsheet Uploads = 0</li> </ul>	<p>The applications or tools used to process, track, or report on financial operations.</p> <p><b>Implementation:</b></p> <p><b>Business Systems Planned for Integration = 3</b></p> <p><b>Planned Interfaces = 8</b></p> <ul style="list-style-type: none"> <li>Inbound Interfaces = 5</li> <li>Outbound Interfaces = 3</li> </ul>	<p>Information used in or produced from an agency's financial business operations.</p> <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 # 2 - Track with Budget</li> <li>Account ChartField Tier Selection = Account Tier #1: Highest</li> <li>Organization ChartField Translation Tree Selection = Translation Tree #1: Agency-Wide 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 = Not To Be Configured</li> <li>PC Category = To Be Configured</li> </ul> </li> </ul>

- 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.

### FLHSMV Risks

Critical Operational Elements	Risk Description	Status	Risk Rating	Mitigation/Response Strategy	Reporting Period Comments or Updates	Date of Status Change	Owner / Coordinator
Processes Technology Data	Final Supplier ID will be provided by PALM before Go Live. Risk to agency is in not receiving finalized Supplier IDs until or just before go live. In order to successfully match supplier IDs provided by PALM, the FEID is critically needed by FLHSMV, confirmed by Data Manager. Seeking clarification from PALM on TIN/SSN field in Additional ID Record Type. (Comm to RC 2/14/25)	Open	9 (High/High)	Pending PALM updates.	If FEID is not provided, the ability to match the Supplier ID to agency data would be quite taxing and require multiple, additional hours that are not currently included in the plan budget.	12/20/24	Nathaniel Seabrooks
People	HSMV is training and attempting to hire new accounting staff to learn new / daily business processes in addition to testing the PALM system and learning adjacent systems.	Open	6 (Medium/High)	HSMV is actively working to train new staff and provide Florida PALM information.		12/20/24	FLHSMV Supervisors
Technology	HSMV processes large volume of data through its FAME application (Revenue Distribution, WEX, Goodyear, PRIDE, etc.). It is imperative that the interfaces work properly when designed.	Open	6 (High/Medium)	HSMV has been working with the Florida PALM team to identify which interface files should be used to send and obtain data between FAME and Florida PALM. HSMV has mapped its current FLAIR interface file to the Florida PALM interface file. HSMV has begun building a new interface file in preparation for interface testing in late 2024.	Updated start to building FAME interface file	06/27/24	Steve Burch / Mike Alexander / Nate Seabrooks

### FLHSMV Issues

Critical Operational Elements	Issue Description	Status	Priority	Resolution Plan	Reporting Period Comments or Updates	Planned or Actual Resolution Date	Owner / Coordinator
People	FLHSMV has a large number of key vacancies within the Bureau of Accounting. Due to difficulties in filling these positions, FLHSMV will need to move duties performed by vacant positions to other employees reducing the amount of time that can be committed to complete Florida PALM Tasks.	Open	High - Impacts the ability of the agency to meet deadlines or milestones	HSMV is actively working to fill these positions.	Maintaining this Issue with added context of new employees needing regular training compounded by UAT occurring during YEC.   Accounting has 11 vacant positions, and is authorized to fill 5 of these positions (2/14/2025).	08/22/24	Steve Burch / Stephanie Cabrera

### FLHSMV Assumptions

Critical Operational Elements	Assumption	Status	Date Logged or Removed	Impacted Stakeholder(s) and/or System(s)	Reporting Period Comments or Updates
Data	Florida PALM will provide similar functionality as FLAIR@HSMV	Logged	08/31/23	All Accounting and Budgeting areas of HSMV	HSMV relies heavily on FLAIR@HSMV to query FLAIR data on a daily basis. Without a process to easily query data, it will have a significant impact on HSMV staff.
People Technology	Departmental technical resources will be available to update internal databases and reports for distributions from FRVIS to FAME for the new PALM Account codes.	Logged	08/31/23	Selected State Agencies, Not for Profit and, local governmental entities.	Internal discussions as of 12/20/24 confirmed all technical units are prepared for UAT start date of April 15, 2024 per PALM schedule.

### 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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### FLHSMV Status Report Confirmation

Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
January - February 2025	Steve Burch	steveburch@flhsmv.gov	03/07/25