

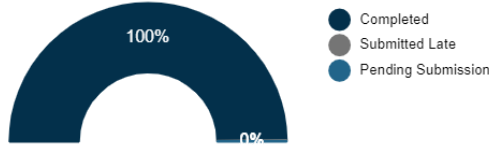
- Helpful Links**
- Dashboard Snapshots
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  - Florida PALM Workbook for DACS
  - Readiness Workplan

# DACS Status Report Dashboard

**Reporting Period**  
July - August 2023

**Agency Sponsor**  
Alan Edwards

## Readiness Workplan Tasks



The Readiness Workplan Tasks dial reflects the timeliness of your agency's submission of all RW tasks to date.

### Readiness Workplan Tasks:

**Total Tasks = 5**

- Completed = 5
- Submitted Late = 0
- Pending Submission = 0

Click on the various statistics or dials to view the supporting information within your agency's Smartsheet Florida PALM Workbook.

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.

The dials below 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.

<p><b>Change Champion Network:</b></p> <ul style="list-style-type: none"> <li>Unique Filled Role = 6</li> <li>Duplicate Filled Role = 11</li> <li>Vacant Role = 0</li> </ul> <p>The Change Champion Network dial reflects the completeness of your CCN makeup.</p>	<p><b>Current-State:</b></p> <p><b>Cataloged Business Processes = 82</b></p> <ul style="list-style-type: none"> <li>Related Business Systems = 4</li> <li>Related Reports = 4</li> </ul> <p><b>Documentation Status:</b></p> <ul style="list-style-type: none"> <li>Complete = 0 Partial = 82 Not Started = 0</li> </ul> <p><b>Implementation:</b></p> <ul style="list-style-type: none"> <li>Role Mapping = TBD</li> </ul>	<p><b>Current-State:</b></p> <p><b>Cataloged Business Systems = 16</b></p> <ul style="list-style-type: none"> <li><b>Criticality:</b></li> <li>High = 13 Med = 3 Low = 0 None = 0</li> </ul> <p><b>Documentation Status:</b></p> <ul style="list-style-type: none"> <li>Complete = 12 Partial = 3 Not Started = 0</li> </ul> <p><b>Cataloged Interfaces = 42</b></p> <ul style="list-style-type: none"> <li>Inbound Interfaces = 28</li> <li>Outbound Interfaces = 14</li> </ul> <p><b>Implementation:</b></p> <ul style="list-style-type: none"> <li>Interfaces = TBD</li> </ul>	<p><b>Current-State:</b></p> <p><b>Unique FLAIR Data Elements = 70</b></p> <ul style="list-style-type: none"> <li><b>Associated Unique Uses = 70</b></li> <li>Continued Use - Yes = 50</li> <li>Continued Use - No = 19</li> </ul> <p><b>Associated Business Systems = 6</b></p> <p><b>Cataloged Reports = 198</b></p> <ul style="list-style-type: none"> <li><b>Criticality:</b></li> <li>High = 84 Med = 56 Low = 17 None = 51</li> </ul> <p><b>Implementation:</b></p> <ul style="list-style-type: none"> <li>Conversions = TBD</li> <li>Configurations = TBD</li> </ul>
<p><b>Participation:</b></p> <ul style="list-style-type: none"> <li>Meetings Attended = 5</li> <li>Meetings Missed = 0</li> </ul> <p>The Participation dial reflects your agency's attendance at Project-led meetings.</p>	<p><b>Implementation:</b></p> <ul style="list-style-type: none"> <li>Training = TBD</li> </ul>		

## Agency Reported

The Risks, Issues, Assumptions and Readiness Activities table below display only items that were opened/logged, closed/resolved or active during the reporting period.

DACS 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	Divisions' use of existing budget codes for various purposes could increase the complexity of cross-walking/converting to the PALM data structure.	Open	9 (High/High)	Identify opportunities for standardization to discuss with divisions during engagements related to remediation and data cleansing. Began the PALM Task 116 early. Expecting an 18-month duration for the analysis.	Ongoing		Jim Lewandowski
Data	The FLAIR and Florida PALM data will represent substantially different information and may cause a gap in trend analysis.	Open	9 (High/High)	Detailed data crosswalks will be imperative to closing potential data translation gaps.	Ongoing		Jim Lewandowski
Technology	Division applications may require more remediation than the project team can accomplish prior to the transition to PALM.	Open	6 (Medium/High)	Begin the analysis of the Divisions earlier than planned and prioritize the Divisions that are the most likely to be impacted by PALM. Establish a communications plan with Divisions that were identified as a priority and adjust the plan as the analysis progresses using an iterative approach.	Ongoing		PPMO
Technology	Unknown changes to the PeopleFirst Payroll component.	Open	6 (High/Medium)	Monitor People First updates and the Florida PALM team to be involved in the analysis and dependencies.	Ongoing		Jim Lewandowski
People	Potential future vacancies with the finance and accounting staff as PALM approaches due to employee concerns about adapting to new processes/technology, job security, and performance.	Open	6 (High/Medium)	Increase focus on people readiness and change management. Increase communication and training to build confidence in employees' abilities to successfully launch as an agency.	Ongoing		Nicole Jacobik
Technology	Florida PALM Schedule for Functional Design -	Open	6	Stay current on Florida PALM RW tasks, stay	Ongoing		Florida PALM

	leaves 1 year for major remediation (ESC 7/26/23, ~15:00 min.)		(High/Medium)	informed with Florida PALM updates, and remediate as much as possible in advance.			
Processes Technology	Short turnaround time of Florida PALM tasks (the time between the notification and description of the task and the expected task completion date) could result in the inability to meet stated due dates.	Open	4 (Medium/Medium)	Continue to monitor Florida PALM notifications and participate with Florida PALM at every opportunity.	Ongoing		Jim Lewandowski

### DACS Issues

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

### DACS Assumptions

Critical Operational Elements	Assumption	Status	Date Logged or Removed	Impacted Stakeholder(s) and/or System(s)	Reporting Period Comments or Updates
Technology	Funding for staff aug and services will continue through implementation and Hypercare (ESC 7/26/23, ~15:00 min.)	Logged	08/31/23	Software remediation and Chart of Accounts crosswalk transitioning from FLAIR to PALM.	

### DACS Agency-Specific Readiness Activities

Critical Operational Elements	Activity Description	Date(s)	Impacted Stakeholder(s) and/or System(s)	Objective	Reporting Period Comments or Updates
Data	FLAIR to PALM COA mapping	Ongoing	Enterprise-wide	Continued review and development of a concept PALM COA for the department for translation.	Ongoing
People	PALM Update: Monthly Supervisor's Meeting	7/27/23	Finance and Accounting	Facilitate open communication on Florida PALM updates and status of agency readiness activities	Finance and Accounting Supervisors and Bureau Chief's Office
People	Internal PALM Communication Update	7/28/23	Finance and Accounting	Increase awareness, preparedness, and engagement with training materials.	Communicated steps to prepare for PALM, reiterated the importance of understanding current processes, and emphasized training/resources available on PALM website
People	Participated in Advisory Council Monthly meetings	8/14/23	Direct: Finance and Accounting Indirect: Agency-wide	Provide feedback on Major Project Deliverables to the ESC. Anticipate PALM-readiness agency needs via AC discussions.	Discussed newly published Revenue Account Code titles, fall data management meetings, Task 328, Business Process Models Review Sessions, and Bimonthly Agency Readiness Status Report Feedback.
Processes	Process review	Ongoing	Enterprise-wide	Ensure processes are as effective and efficient as possible for translation to PALM as appropriate.	Ongoing
Processes	Revenue Process Meetings	7/6/23, 7/21/23	Direct: Revenue Section, Indirect: Enterprise-wide	Subject Matter Experts analyzed current revenue position processes and brainstormed REV system updates needed to transition to future PALM processes.	Outcome: REV system remediation items driven by accounting process design.
Processes	Attended Segment I Financials Wave Business Process Models Review: Disbursements Management	8/14/23	Direct: Finance and Accounting Indirect: Agency-wide	Share meeting updates to increase agency knowledge, improve remediation strategies, and assist in forward-thinking data cleanup.	Several agency subject matter experts and change champion network members attended.
Processes	Attended Segment I Financials Wave Business Process Models Review: Accounts Management and Financial Reporting, Budget Management, and Cash Control.	8/15/23	Direct: Finance & Accounting, Office of Policy and Budget Indirect: Agency-wide	Receive PALM updates to facilitate forward-thinking data cleanup and perform gap analysis of critical processes.	Several agency subject matter experts and change champion network members attended.
Technology	Participated in PALM Change Management and Training Liaison Forum	7/25/23	Direct: Change Management/Training Liaison Indirect: Agency-wide	Facilitate agency collaboration. Provide tools for agency change management and training plan implementation.	Addressed people-related issues, risks, and assumptions. Discussed strategies for overcoming resistance to change and embracing the PALM journey. Brainstormed communication and training format, frequency, and content (statewide and agency-specific)
Technology	Designed and developed a new application: FLAIR to PALM COA Lookup Tool	7/1/23 - ongoing updates and revisions	A new application.  Indirect: All agency business systems with FLAIR/PALM COA codes.	Provide a lookup application for users to gain familiarity with the new COA for PALM Chart fields. Looking up FLAIR codes and showing the PALM translations to assist in agency business system remediation.	Published an internal URL for the lookup application. Reviewed the COA look-up application with Subject matter experts and management. The underlying COA translation tables will be updated as additional PALM COA values are released and FDACS FLAIR data cleanup progresses.  The COA Lookup application will be used in future data cleanup discussions with divisions and SME training this fiscal year.
Technology	Chart of Accounts Crosswalk Design	7/1/23 - 9/30/23	New remediation software.	Design a common software for IT systems to use as part of their remediation to translate FLAIR to PALM.	In progress
Technology	Agency PALM Management Meetings: OATS, PRT, and F&A	7/20/23, 7/28/23, 8/11/23	REV, AIMS, FANS	Review the status of ABS readiness implementation schedule and increase collaboration between technology experts and agency process subject matter experts.	Discussed AIMS, FANS, and REV remediation, GASB remediation, ABS readiness timelines, report cleanup to reduce the number of reports needed for PALM and ABS, Data Cleanup, staffing changes.  *Office of Agricultural Technology Services (OATS), PALM Remediation Team (PRT), and Finance and Accounting (F&A)
Technology	FANS and PALM Strategy Meeting	8/28/23	FANS	Discuss FANS upload, future PALM interface remediation, and implementation plan.	High-level strategy meeting to review resources needed, process/system gaps, and FANS-readiness impact to the overall PALM timeline.

### 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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### DACS Status Report Confirmation

Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
July - August 2023	Alan Edwards	alan.edwards@fdacs.gov	09/11/23