DEP Status Report Dashboard

Readiness Workplan Tasks

- Completed
- Submitted Late
- Pending Submission

80%   20%   0%

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

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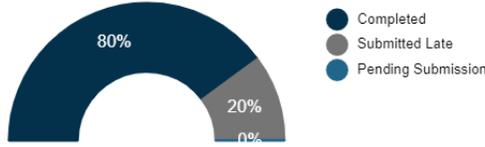
Readiness Workplan Tasks:

Total Tasks = 5

- Completed = 4
- Submitted Late = 1
- Pending Submission = 0

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.

Change Champion Network:

- Unique Filled Role = 7
- Duplicate Filled Role = 9
- Vacant Role = 0

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

Participation:

- Meetings Attended = 5
- Meetings Missed = 0

The Participation dial reflects your agency's attendance at Project-led meetings.

Implementation:

- Training = TBD

Current-State:

Cataloged Business Processes = 0

- Related Business Systems = 0
- Related Reports = 0
- **Documentation Status:**
  - Complete = 0 Partial = 0 Not Started = 0

Implementation:

- Role Mapping = TBD

Current-State:

Cataloged Business Systems = 48

- **Criticality:**
  - High = 1 Med = 1 Low = 1 None = 1
- **Documentation Status:**
  - Complete = 0 Partial = 0 Not Started = 0

Cataloged Interfaces = 0

- Inbound Interfaces = 0
- Outbound Interfaces = 0

Implementation:

- Interfaces = TBD

Current-State:

Unique FLAIR Data Elements = 261

- **Associated Unique Uses = 264**
  - Continued Use - Yes = 221
  - Continued Use - No = 41
- **Associated Business Systems = 35**

Cataloged Reports = 371

- **Criticality:**
  - High = 46 Med = 3 Low = 15 None = 31

Implementation:

- Conversions = TBD
- Configurations = TBD

Agency Reported

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

DEP Risks

Critical Operational Elements	Risk Description	Status	Risk Rating	Mitigation/Response Strategy	Reporting Period Comments or Updates	Date of Status Change	Owner / Coordinator
People Processes Technology Data	Agency Engagement	Open	6 (High/Medium)	FDEP PALM Project Team and expanding the FDEP CCN to the program staff.	FDEP's ability to engage is impacted by several factors, including funding, staff/resource retention, insufficient planning, or other unanticipated events.		Lydia Griffin & Steve Waters

DEP Issues

Critical Operational Elements	Issue Description	Status	Priority	Resolution Plan	Reporting Period Comments or Updates	Planned or Actual Resolution Date	Owner / Coordinator
People Processes Technology Data	SME Process & Business System Knowledge	Open	High - Impacts the ability of the agency to meet deadlines or milestones	Catalog Desktop Procedures, Document Business System functionality and interfaces.	FDEP Project Team will facilitate information gathering and identifying financial data impacts.	12/29/23	Lydia Griffin, Steve Waters
People	PALM Project Implementation	Open	Low - All impacts not listed as Critical or High	Development of FDEP Communication plan	The success of the communication plan is critical to keeping PALM current and relevant until go-live to all stakeholders and impacted future users of PALM and FMIS	10/31/23	Lydia Griffin, Steve Waters

					systems.	

DEP Assumptions						
Critical Operational Elements	Assumption		Status	Date Logged or Removed	Impacted Stakeholder(s) and/or System(s)	Reporting Period Comments or Updates
People Processes Technology	FY 23/24 Budget and Funding		Logged	07/01/23	Division/District/Office Business Systems remediation and project management.	FDEP has submitted our Spending Plan and Operational Work Plan for FY23/24. We are currently funded for Q1 with revert and reappropriated funds from FY 22/23. Will need to seek additional funding from the Administered Funds to continue our remediation assessment efforts for the remainder of fiscal year.

DEP 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	Property/Asset Analysis	Ongoing	Division/District/Office Staff	Identify depreciated assets, in an effort to clean-up property records.	7/1-8/31/2023 - During the reporting period an analysis was performed to list depreciated assets for consideration of write-off.
Data	Other Document Number Field (ODN)	Ongoing	Division/District/Office Staff	Review the current use of the FLAIR field, in consideration for the proposed use of the PALM field OA2.	7/1-8/31/2023 - The FDEP PALM Project Team reviewed the data and field use for the past 3 fiscal years. The results of their analysis and a recommendation will be presented to the Agency Sponsor and Agency Liaison for PALM implementation consideration.
Data	Data Management Cleanup	Ongoing	Division/District/Office Staff	List and prioritize data cleanup needs, and development of a schedule.	7/1-8/31/2023 - During the reporting period we created an itemized list of FLAIR fields requiring data cleansing. Progress was made to delete, inactivate or update fields as needed.
Data	Revenue Object Code Transition Plan	Ongoing	Division/District/Office Staff	Create a transition plan in anticipation of the revenue object code standardization and impacted Tier 2 and Tier 3 business systems.	7/1-8/31/2023 - identified impacted business systems, staff, and a need to develop a transition plan; to include possible implementation prior to PALM go-live.
People	PALM Stakeholder Engagement meeting	5/25/2023	Division/District/Office Leadership	Project Timeline, Implementation Approach, COA changes and Change Management structure for the Division/District/Office Program Unit.	Requested each Division/District/Office identify individuals that will actively support the CCN responsibilities, while working in collaboration with the Division of Administrative Services (DAS) and Office of Technology and Information Services (OTIS) staff on future readiness tasks.
People	FDEP PALM Resource Webpage	8/22/2023	Division/District/Office Staff and Business Systems	Dedicated agency resource webpage to share PALM Project information and FDEP CCN Contacts.	Resource webpage is critical to the communication plan of the department. During the reporting period, the resource page was updated to include current PALM information and the FDEP presentation materials.
People	FDEP Checkpoint Meetings	7/18/2023, 7/26/2023, 8/2/2023, 8/9/2023, 8/16/2023, 8/23/2023	FDEP Core CCN Members (Agency Sponsor, Agency Liaison, Business Liaison, and Project Management Liaision)	Weekly meeting to discuss readiness activities, tasks progress and deadlines, and roundtable discussion on PALM Project team conducted meetings/trainings/communications.	This is a standing meeting and expanded (as needed) to include Division of Administrative Services Leadership and OTIS staff.
People Processes Data	FDEP CCN Kickoff Meeting	8/22/2023	Division/District/Office Staff and Business Systems	The Division of Administrative Services hosted this kick-off meeting to discuss expectations for Program Area CCN roles, readiness workplan tasks, project timeline and the department implementation strategy.	The meeting was a success with 113 staff members participating in-person or virtually. FDEP PALM Readiness Coordinator was also in attendance to assist with questions from the audience.
People Processes Data	FDEP CCN Sharepoint site	8/11/2023	Division/District/Office Staff and Business Systems	Dedicated sharepoint site to share information and collect information related to readiness tasks from Prgram Area CCN staff.	The sharepoint site content will assist to track progress, allow users to see how other programs are gathering data, and a central resource for on-boarding/briefing new staff to the FDEP PALM Project activities.
People Processes Data	Division/District/Office Interviews	8/1/2023-12/31/2023	Division/District/Office Staff and Business Systems	The FDEP Project Team to interview all Division/District/Office Business and Technical Liaison, gathering information on business systems and processes with financial data impacts.	The Project Team drafted the schedule, survey questions for information gathering, and action item checklist. Planned updates and completion of RW 324, RW 326 and RW328.
People Processes Data	Division/District/Office Survey	8/1/2023-12/31/2023	Division/District/Office Staff and Business Systems	Survey will gather information on business systems and processes with financial data impacts within the Division/District/Office.	Planned updates and completion of RW 324, RW 326 and RW328.
People Processes Data	PALM Advisory Council Meetings	7/19/2023, 8/16/2023	Advisory Council Member	Discuss agenda topics, review presented material, and offer feedback as needed.	Attendees include FDEP Advisory Council Member, FDEP Project Team Lead, and Project Management Liaison.
People Processes Technology Data	FDEP PALM Project Team	8/1/2023	Division/District/Office Staff and Business Systems	FDEP PALM Project Team	Organized a dedicated PALM Project Team to assist in coordinating with administrative services, technical, and program area staff in the analysis, design, and development of updated procedures, policies, and business systems to support the agency's implementation of the State's enterprise-wide financial management solution.
People Processes Technology Data	PALM Readiness Task #328	Ongoing	Division/District/Office Staff and Business Systems	Continue gathering information to document the Agency Business System Processes.	7/1-8/31/2023 - continued updates to the task.
Processes	Procedure Catalog	6/1/2023-8/31/2023	Division/District/Office Staff	Inventory the Finance and Accounting (F&A) Desktop Procedures.	During the reporting period, procedures were archived that were no longer needed, and owners assigned to coordinate document revisions and updates.
Processes	Business Process Mapping	Ongoing	Division/District/Office Staff	The FDEP Office of Technology and Information Services is presenting Business Process Mapping training to the Division/District/Office Staff. This resource is planned to assist the staff with understanding "what they do today", identifying the business systems and reporting needs.	7/1-8/31/2023 - During the reporting period the OTIS staff mapped several DAS business system processes and created the presentation material. Training sessions are scheduled to occur October 2023.
Processes Technology	ADM Sprint Meeting	6/13/2023	Division of Administrative Services and OTIS Staff	PALM System Interface Support - Planning, Review, and Retrospective discussion of new, completed and backlogged user stories.	ADM Sprint #166, period of June 14, 2023 - June 30, 2023
Processes Technology	ADM Sprint Meeting	7/5/2023	Division of Administrative Services and OTIS Staff	PALM System Interface Support - Planning, Review, and Retrospective discussion of new, completed and backlogged user stories.	ADM Sprint #167, period of July 6, 2023 - July 21, 2023
Processes Technology	ADM Sprint Meeting	7/25/2023	Division of Administrative Services and OTIS Staff	PALM System Interface Support - Planning, Review, and Retrospective discussion of new, completed and backlogged user stories.	ADM Sprint #168, period of July 26 2023 - August 11, 2023
Processes Technology	ADM Sprint Meeting	8/15/2023	Division of Administrative Services and OTIS Staff	PALM System Interface Support - Planning, Review, and Retrospective discussion of new, completed and backlogged user stories.	ADM Sprint #169, period of June 14, 2023 - June 30, 2023
Technology	PALM Readiness Task #326	Ongoing	Division/District/Office Staff and Business Systems	Review and update inventory list of current agency business systems.	7/1-8/31/2023 - continued updates to the task.
Technology	PALM Readiness Task #327	Ongoing	Division/District/Office Staff and Business Systems	Review and Update Source and Frequency in ADM Reports inventory list.	7/1-8/31/2023 - continued updates to the task.
Technology	PALM Grant Chart field Assessment	Ongoing	Division/District/Office Staff and Business Systems	Review and update Grant COA design documents.	7/1-8/31/2023 - continued updates to the Grant COA design documents.
Technology	PALM Readiness Task #324	Ongoing	Division/District/Office Staff and Business Systems	Continuing effort to identify and document FLAIR data elements in database.	7/1-8/31/2023 - continued updates to the task.
Technology	Application Linkage	Ongoiing	Division/District/Office Staff and Business Systems	Update Application linkage diagram.	7/1-8/31/2023 - Completed for CRA based on new findings.
Technology	Application Flow Diagrams	Ongoing	Division/District/Office Staff and Business Systems	Process flow diagrams for designated business systems.	7/1-8/31/2023 - During the reporting period diagrams were completed for FIN-Tax, FIN-PRA, FIN-ARCollections. FIN-GMS, FIN-ABTS, FIN-Recon, FIN-Yes, FIN-RateRpt, FIN-Convert, FIN-Budget Projections, and FIN-Project Review.

Technology	PALM Impact Analysis - Tier 3 Systems	Ongoing	Division/District/Office Staff and Business Systems	PALM impact analysis meetings.	7/1-8/31/2023 - Completed for LMS and SUPRS.
Technology	PALM System Interface Support	Ongoing	Division/District/Office Staff and Business Systems	Code Analysis	7/1-8/31/2023 - Begin FIN - Convert JAVA/PLSQL code analysis for FLAIR files import. Also, continue PALM POC PHP and PL/SQL code for GMI005, importing data into FIN DB using FIN-Convert

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

DEP Status Report Confirmation

Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
July - August 2023	Darinda McLaughlin	darinda.mclaughlin@floridadep.gov	09/11/23