Helpful Links

- Dashboard Snapshots
- Florida PALM Resources
- Florida PALM Workbook for DOEA
- Readiness Workplan

DOEA Status Report Dashboard

Reporting Period

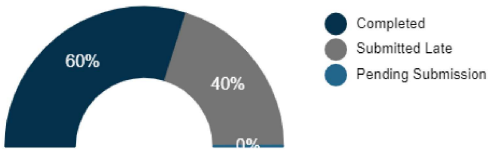
July - August 2023

Agency Sponsor

Curtis Barker

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

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 = 3
- Submitted Late = 2
- Pending Submission = 0

People

The staff and stakeholders affected by your agency's transition to Florida PALM.

Change Champion Network:

- Unique Filled Role = 1
- Duplicate Filled Role = 12
- Vacant Role = 1

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

Participation:

- Meetings Attended = 3
- Meetings Missed = 1

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

Implementation:

- Training = TBD

Processes

The sequence of procedures to accomplish a business objective.

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

Technology

The applications or tools used to process, track, or report on financial operations.

Current-State:

Cataloged Business Systems = 5

- **Criticality:**

- High = 0 Med = 0 Low = 0 None = 0
- **Documentation Status:**

- Complete = 0 Partial = 0 Not Started = 0

Cataloged Interfaces = 0

- Inbound Interfaces = 0
- Outbound Interfaces = 0

Implementation:

- Interfaces = TBD

Data

Information used in or produced from an agency's financial business operations.

Current-State:

Unique FLAIR Data Elements = 70

- **Associated Unique Uses = 75**

- Continued Use - Yes = 49
- Continued Use - No = 0
- **Associated Business Systems = 6**

Cataloged Reports = 37

- **Criticality:**

- High = 9 Med = 3 Low = 7 None = 17

Implementation:

- Conversions = TBD
- Configurations = TBD

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.

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.

DOEA Risks

Critical Operational Elements	Risk Description	Status	Risk Rating	Mitigation/Response Strategy	Reporting Period Comments or Updates	Date of Status Change	Owner / Coordinator
Processes	Internal manual processes - uncertain how these may be impacted and what measures are needed.	Open	4 (Medium/Mediu	Review processes, look to a business system that could automate current manual processes. Could be easier to integrate the business system to Palm.	ongoing		
Technology	lack of internal business system could result in an additional workload on an already limited staff.	Open	4 (Medium/Mediu	currently evaluating potential business systems to implement	ongoing		
People	current staff not as proficient in new technology. Could result in a slower implementation.	Open	4 (Medium/Mediu	As vacancies occur, targeting candidates with increased technological skills.	ongoing		

DOEA Issues

Critical Operational Elements	Issue Description	Status	Priority	Resolution Plan	Reporting Period Comments or Updates	Planned or Actual Resolution Date	Owner / Coordinator
Technology	Current business system is manual input. is and will continue to be a workflow issue.	Open	High - Impacts the ability of the agency to meet deadlines or milestones	currently evaluation existing systems in other agencies. hope to be able to secure one with minimal configuration needs.			
People	staffing level limitations result in difficulties in meeting Palm activity deadlines.	Open	High - Impacts the ability of the agency to meet deadlines or milestones	requested Palm funding to secure a dedicated OPS position for Palm readiness activities. Request supposedly submitted but not privy to when submission occurred.			

DOEA Assumptions

Critical Operational Elements	Assumption	Status	Date Logged or Removed	Impacted Stakeholder(s) and/or System(s)	Reporting Period Comments or Updates

DOEA Agency-Specific Readiness Activities

Critical Operational Elements	Activity Description	Date(s)	Impacted Stakeholder(s) and/or System(s)	Objective	Reporting Period Comments or Updates
Technology	currently evaluating existing business systems in other agencies to determine the availability of a state owned system that would fit DOEA's needs.	ongoing	DOEA F&A, Program Areas, ACMS,	A business system to replace some of the manual processes that currently exist within DOEA. goal is to alleviate existing workload caused by inefficient manual processes and allow for a smoother transition into a new state accounting system.	

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

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DOEA Status Report Confirmation

Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
July - August 2023	Curtis Barker	elmere@elderaffairs.org	09/11/23