

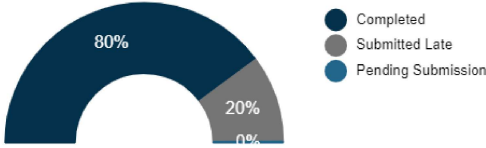
- Helpful Links**
- Dashboard Snapshots
 - Florida PALM Resources
 - Florida PALM Workbook for DOH
 - Readiness Workplan

DOH Status Report Dashboard

Reporting Period
July - August 2023

Agency Sponsor
Robert Herron

Readiness Workplan Tasks



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

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 = 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 = 4
- Duplicate Filled Role = 10
- Vacant Role = 0



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

Participation:

- Meetings Attended = 4
- Meetings Missed = 1



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 = 63**
- Criticality:**
 - High = 63 Med = 0 Low = 0 None = 0
- Documentation Status:**
- Complete = 0 Partial = 52 Not Started = 11

Cataloged Interfaces = 0

- Inbound Interfaces = 0
- Outbound Interfaces = 0

Implementation:

- Interfaces = TBD

Current-State:

- Unique FLAIR Data Elements = 629**
- Associated Unique Uses = 646**
 - Continued Use - Yes = 0
 - Continued Use - No = 0
- Associated Business Systems = 1**

Cataloged Reports = 653

- Criticality:**
- High = 947 Med = 0 Low = 0 None = 0

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.

DOH Risks							
Critical Operational Elements	Risk Description	Status	Risk Rating	Mitigation/Response Strategy	Reporting Period Comments or Updates	Date of Status Change	Owner / Coordinator
Technology	Lack of Testing Environment: Subject matter experts can determine the processes needed, document those processes, and train staff within a sandbox environment prior to go live. Subject matter experts can also start working through processes and identify gaps for the staff and determine additional training requirements.	Open	9 (High/High)	DOH has raised this risk to PALM Project. The delivery of test environment is scheduled in April 2025. Upon delivery of this we will remove the risk.			
Processes Technology	Awaiting confirmation and finalized requirements, process flows, configurations, and interfaces so DOH can calculate work effort on remediation and develop project timelines for completion of necessary tasks.	Open	9 (High/High)	Pre-design and design activities based on calculated assumptions.			
People Processes Technology Data	Payroll Design Sessions are scheduled to complete / finalize by the PALM project in June-July 2024 (Segment IV)	Open	9 (High/High)	Pre-design and design activities based on assumptions. Our most complex business operations are based on Payroll design and requirements. This gives us on 12 months to remediate some of Department's key applications.			
Processes	Agency is unable to determine how the Trial Balance, Schedule of Allotment Balances, year-end closing processes and Schedule I processes will be completed with the Account field which combines the current FLAIR General Ledger Code and Object Code.	Open	9 (High/High)	DOH would like to review the envisioned example of a Trial Balance and speed key. DOH would like to see the account field values and an explanation of how the account field enables us to record the current level of information.			

Processes	The intention is for DFS to setup all of our organization codes and they have to route through their team for an approval process as well.	Open	9 (High/High)	Work with PALM and DFS to set up a successful Service Level Expectation.			
Technology	Lack of Training: The training needs to be specific to the State of Florida implementation, including specific Chart of Accounts ChartField values as well as other configured elements. In addition, there also needs to be technical related training for interfacing methods, data access for the IW, and remediation techniques	Open	6 (High/Medium)	DOH can create DOH's specific training. SPM team is part of PALM Readiness updates and is attending all PALM meetings.			

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

DOH 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 Data	PALM will provide solution and remediation of enterprise applications i.e., STMS, PeopleFirst, etc.	Logged	06/28/23	All DOH systems	PALM Project has identified all impacted enterprise applications.	
People Processes Technology Data	PALM will maintain the project "On schedule"	Logged	06/28/23	All DOH systems	DOH PALM team relies on PALM Project schedule and plans deliverables and tasks accordingly. Resource allocation is also heavily based on PALM schedule.	

DOH Agency-Specific Readiness Activities					
Critical Operational Elements	Activity Description	Date(s)	Impacted Stakeholder(s) and/or System(s)	Objective	Reporting Period Comments or Updates
People	Project Management Liaison Meeting		Project Manager	To collaborate and learn from other Agency PMs strategies and tools	
People	Training Liaison Meeting		Training Liaison	To collaborate and understand how other agencies will handle training	
People	DOH PALM Core Team Meeting	Every Wednesday	Project Stakeholders	<ul style="list-style-type: none"> Monitor progress against project plan Review and approves changes to project plans (resources, scope, goals, cost estimates) Advise on project planning and implementation strategies Make strategic decisions related to project deliverables prioritization and approvals Review and suggest solutions for issues critical to project success Assist in resolving project conflicts 	
People	PALM Executive Steering Committee	Once a month	Executive Stakeholders	<ul style="list-style-type: none"> Advise on project strategy and guidance Make strategic decisions related to project deliverables prioritization and approvals Review and suggest solutions for issues critical to project success Assist in resolving project conflicts 	
People	Advisory Council Meeting	Monthly or as scheduled	Stakeholder	To participate and advise the PALM Project team	
People	Readiness Meeting	Monthly or as scheduled	Executive Stakeholders	To meet the PALM Readiness team for PALM Project updates	
Processes	County Health Departments	Bi-weekly	CONMAN Application	To get business users and CHD's ready for PALM changes	
Technology Data	Finance and Accounting	Bi-Weekly	6 Impacted applications plus Payroll application	To document As-Is sections of the Functional Design Document	Each application has a Functional Design Document that will be completed for every application.
Technology Data	DDD Meeting	Bi-Weekly	5 Applications	All 5 impacted applications have completed Section 4 and 5 of As-Is applications	All 5 impacted applications have completed Section 4 and 5 of As-Is applications
Technology Data	FIRS Cadence Meeting	Weekly	6 Modules	To document As-Is sections of the Functional Design Document	As-Is for 4 modules of FIRS is complete
Technology Data	AFAM Activities	Bi-Weekly	AFAM Activities – AFAM has 64 documented processes that need remediation	To document all technical activities that are not within applications for e.g., batch jobs, reports published on SharePoint etc.	64 processes team has discussed and documented 40 processes
Technology Data	Reports Data	Bi-Weekly	AFAM Activities – AFAM has 64 documented processes that need remediation	To understand all impacted report data for	Approximately 200 plus reports from RDS FLAIR
Technology Data	Tracker Utility	Bi-Weekly	All impacted systems	One stop to access the remediation status of all applications for PALM transition	11 Groups or bureaus and 64 applications will be tracked in this utility
Technology Data	Disbursement As-Is meetings	Twice a week	Stakeholders	Completed collecting the As-Is documentation for Disbursements	This is currently in review for sign-off for users.

Agency Sponsor Confirmation
<p>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.</p> <p>Agency Sponsor Name: *</p> <input type="text"/> <p><input type="checkbox"/> Confirm *</p> <p><input type="button" value="Submit"/></p>

DOH Status Report Confirmation			
Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
July - August 2023	Robert Herron	robert.herron@flhealth.gov	09/06/23