

Helpful Links

- Dashboard Snapshots
- Knowledge Center
- Florida PALM Workbook for COM
- Readiness Workplan

COM Status Report Dashboard

Reporting Period

July - August 2024

Agency Sponsor

Tisha Womack

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

CCN Composition



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

Change Champion Network:

- Unique Filled Role = 16
- Duplicate Filled Role = 0
- Vacant Role = 0

RW Task Completeness



The Readiness Workplan Tasks Completeness dial reflects the completeness of your agency's submission of RW tasks, starting with RW Task 512.

RW Task Completeness:

- Score = 90.77%**
- Submitted Complete = 21
- Submitted Incomplete = 1
- Completed After Submission = 4

RW Task Timeliness



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

RW Task Timeliness:

- Score = 96.35%**
- Submitted On Time = 46
- Submitted Late = 4
- Pending Submission = 0

Project-led Meeting Participation



The Participation dial reflects your agency's attendance at Project-led meetings during the current reporting period.

Meeting Participation:

- Meetings Attended = 10
- Meetings Missed = 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
N/A	Processes	527	Identify Change Impacts and Update Agency Business Process Documentation for Segment III	04/15/24	07/12/24	100% - Submitted	07/12/24		Submission Complete	
N/A	Technology	528	Update Agency Business System Documentation for Segment III	04/15/24	07/12/24	100% - Submitted	07/12/24		Submission Complete	
Indirect	Technology	530	Update Florida PALM Interface Inventory for Segment III	04/15/24	07/12/24	100% - Submitted	07/12/24		Submission Complete	
N/A	Data	526	Complete Data Readiness Analysis and Data Cleansing Activities for Segment III	04/29/24	07/12/24	100% - Submitted	07/12/24		Submission Complete	
Indirect	Technology	529	Update Florida PALM Conversion Inventory for Segment III	04/29/24	07/12/24	100% - Submitted	07/12/24		Submission Complete	
N/A	Technology	531	Remediate Agency Business Systems based on Segment II	04/29/24	09/27/24	50% - In Progress				
N/A	People	535	Update Workforce Readiness Plan	06/17/24	08/02/24	100% - Submitted	08/02/24		Submission Complete	
Indirect	People	536-A	Create Agency Specific User Acceptance Testing Plan	06/17/24	08/16/24	100% - Submitted	08/16/24		Submission Complete	
N/A	People	537	Update Authorized Smartsheet Users	06/24/24	07/12/24	100% - Submitted	06/28/24		Submission Complete	06/28/24
N/A	N/A	538	Submit Bimonthly Agency Readiness Status Report	07/01/24	07/12/24	100% - Submitted	07/08/24		Submission Complete	
N/A	N/A	539	Manage Agency Specific Implementation Schedule, Risks and Issues	07/01/24	08/29/24	100% - Submitted	08/29/24		N/A	
N/A	People	540	Share Florida PALM Updates	07/15/24	07/26/24	100% - Submitted	07/24/24		Submission Complete	
Direct	Data	541-A	Complete Configuration Workbooks for Segment IV	07/22/24	09/06/24	100% - Submitted	08/29/24		Submission Complete	
Direct	Data	541-B	Complete Configuration Workbooks for Segment IV	07/22/24	09/06/24	100% - Submitted	08/29/24			
N/A	Data	542	Complete Data Readiness Analysis and Data Cleansing Activities for Segment IV	07/22/24	10/18/24	25% - Beginning Initial Internal Meetings and Information Gathering		Segment IV meetings are currently ongoing. Teams will review and provide necessary information after all information is received.		
N/A	Processes	543	Identify Change Impacts and Update Agency Business Process Documentation for Segment IV	07/22/24	10/18/24	25% - Beginning Initial Internal Meetings and Information Gathering		Segment IV meetings are currently ongoing. Teams will review and provide necessary information after all information is received.		
N/A	Technology	544	Update Agency Business System Documentation for Segment IV	07/22/24	10/18/24	25% - Beginning Initial Internal Meetings and Information Gathering		Segment IV meetings are currently ongoing. Teams will review and provide necessary information after all information is received.		
Direct	Technology	545-A	Update and Finalize Florida PALM Conversion Inventory for Segment IV	07/22/24	10/18/24	25% - Beginning Initial Internal Meetings and Information Gathering		Segment IV meetings are currently ongoing. Teams will review and provide necessary information after all information is received.		
Direct	Technology	545-B	Update and Finalize Florida PALM Conversion Inventory for Segment IV - Projects (PCC001)	07/22/24	08/23/24	100% - Submitted	08/23/24		Submission Complete	
Direct	Technology	546	Update Florida PALM Interface Inventory for Segment IV	07/22/24	10/18/24	50% - In Progress				
N/A	Technology	547	Remediate Agency Business Systems based on Segment III	07/22/24	12/13/24	50% - In Progress				
Direct	Technology	548	Identify and Confirm File Managers	08/06/24	08/16/24	100% - Submitted	08/16/24		Submission Complete	
Direct	People	549	Submit Training Survey	08/12/24	09/20/24	75% - Consolidating/Inputting Information for Submission				
Indirect	People	536-B	Create Agency Specific User Acceptance Testing Plan	08/19/24	10/11/24	50% - In Progress				
Direct	Data	541-C	Complete Configuration Workbooks for	08/26/24	09/27/24	25% - Beginning Initial				

			Segment IV			Internal Meetings and Information Gathering		
Direct	Technology	550-A	Provide Public IP Address and Select Technical Meeting Time	08/26/24	08/30/24	Pending Resubmission	08/29/24	Submission Incomplete
N/A	N/A	551	Submit Bimonthly Agency Readiness Status Report	08/30/24	09/11/24	100% - Submitted	09/09/24	
N/A	N/A	552	Manage Agency Specific Implementation Schedule, Risks and Issues	08/30/24	10/31/24	50% - In Progress		N/A
Direct	Technology	550-B	Participate in Technical Meeting to Receive Credentials and Access	09/03/24	09/13/24	100% - Submitted	09/03/24	N/A

People	Processes	Technology	Data
<p>The staff and stakeholders affected by your agency's transition to Florida PALM.</p> <p>Implementation:</p> <p>Planned Florida PALM End Users = 44</p> <ul style="list-style-type: none"> Business Process Groupings = 12/13 <p>Identified Subject Matter Experts = 23</p> <p>SMEs by Business Process Grouping</p> <ul style="list-style-type: none"> Account Mgmt. and Financial Reporting = 3 Accounts Receivable = 3 Asset Accounting and Mgmt. = 2 Banking = 2 Budget Mgmt. and Cash Control = 2 Contracts Mgmt. = 4 Disbursements Mgmt. = 3 Grants Mgmt. = 7 Inter/IntraUnit Transactions = 1 Payroll Mgmt. = 3 Projects Mgmt. = 2 Revenue Accounting = 2 System Access and Controls = 3 <p>Role Mapping = TBD</p> <p>Training = TBD</p>	<p>The sequence of procedures to accomplish a business objective.</p> <p>Current-State:</p> <p>Cataloged Business Processes = 103</p> <ul style="list-style-type: none"> Related Business Systems = 13 Related Reports = 31 <p>Documentation Status:</p> <ul style="list-style-type: none"> Complete = 64 Partial = 36 Not Started = 3 <p>Implementation:</p> <p>Impacted Agency Business Processes = 103</p> <ul style="list-style-type: none"> Related Business Process Groupings = 9 Planned Spreadsheet Uploads = 7 <p>Level of Impact: People Changes</p> <ul style="list-style-type: none"> High = 3 Medium = 62 Low = 25 None = 7 Uncertain = 6 <p>Level of Impact: Processes Changes</p> <ul style="list-style-type: none"> High = 47 Medium = 29 Low = 13 None = 2 Uncertain = 12 <p>Level of Impact: Technology Changes</p> <ul style="list-style-type: none"> High = 57 Medium = 20 Low = 5 None = 7 Uncertain = 14 <p>Level of Impact: Data Changes</p> <ul style="list-style-type: none"> High = 7 Medium = 31 Low = 3 None = 8 Uncertain = 12 <p>Segments I & II Documentation Update Status</p> <ul style="list-style-type: none"> Not Started = 0 In Progress = 0 Complete = 103 <p>Segment III Documentation Update Status</p> <ul style="list-style-type: none"> Not Started = 0 In Progress = 0 Complete = 103 	<p>The applications or tools used to process, track, or report on financial operations.</p> <p>Current-State:</p> <p>Cataloged Business Systems = 26</p> <ul style="list-style-type: none"> Criticality: High = 7 Med = 18 Low = 0 None = 1 <p>Documentation Status:</p> <ul style="list-style-type: none"> Complete = 4 Partial = 22 Not Started = 0 <p>Cataloged Interfaces = 15</p> <ul style="list-style-type: none"> Inbound Interfaces = 15 Outbound Interfaces = 0 <p>Implementation:</p> <p>Business Systems Planned for Integration = 23</p> <ul style="list-style-type: none"> Segment I - Documentation Updates: Complete = 23 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 0 Segment II - Documentation Updates: Complete = 23 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 0 Segment III - Documentation Updates: Complete = 23 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 0 <p>Planned Interfaces = 10</p> <ul style="list-style-type: none"> Inbound Interfaces = -4 Outbound Interfaces = 7 	<p>Information used in or produced from an agency's financial business operations.</p> <p>Current-State:</p> <p>Unique FLAIR Data Elements = 71</p> <ul style="list-style-type: none"> Associated Unique Uses = 84 Continued Use - Yes = 2 Continued Use - No = 12 <p>Associated Business Systems = 2</p> <p>Cataloged Reports = 374</p> <ul style="list-style-type: none"> Criticality: High = 2 Med = 0 Low = 0 None = 0 <p>Implementation:</p> <p>Segments I & II Planned Configurations = 6/9</p> <ul style="list-style-type: none"> Accounts Receivable (AR) Planned Distribution Codes = 6 Asset Management (AM) Planned Location Codes = 21 Planned Associated Area ID's = None Commitment Control (KK) Planned Option = Option # 1 - Track with Budget General Ledger (GL) Planned Budgetary Value Combo Edits = 693 Planned Local Funds = None Planned Organization ID's = 163 Planned OA1's = 49 Planned OA2's = None <p>Segment IV Planned Configurations</p> <ul style="list-style-type: none"> Started = 2 Not Started = 0 <p>Conversions & Data Readiness</p> <ul style="list-style-type: none"> Conversions Needed = 9 Agency Data Outside of Primary Source System(s) = 2 <p>Data Readiness/Cleansing Status:</p> <ul style="list-style-type: none"> Complete = 4 In Progress = 0 Not Started = 0 Not Applicable 1 <p>Reports = TBD</p>

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.

COM 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	SME Workload	Open	9 (High/High)	Currently we are awaiting legislative budget amendment approval to procure support resources	Delegated some day-to-day activities to staff members not directly involved with PALM. This change allows CCN team members some time to work on PALM each week. UPDATE as of 4/29/2024: Lead SMEs currently training new resources to be independent. UPDATE as of 6/5/2024: Agency Sponsor and Agency Liaison have procured a project manager and are currently finalizing	06/05/24	Caroline (Tisha) Womack / Lemuel Toro

					procurement of business analyst/change manager for technical support. UPDATE AS OF 8/26/2024: Commerce currently has a full CCN with new Change Management Liaison. Commerce has also procured Technical to assist SMEs, however, this risk remains as is.		
People Processes Technology Data	Lack of support for Life-to-Date Accounting and Reporting	Open	9 (High/High)	Create internal life-to-date reporting system	Commerce needs LTD balances for federal grant reporting, which is a predominant portion of funding for this department. PALM will make available a Project Costing module that has some type of LTD capability but details are not known to agencies at this time. Contingency plans have been identified and Commerce is currently working to determine best response if Project Costing module will not provide needed support. UPDATE as of 6/5/2024: Risk reviewed by CCN. Risk remains in place until Commerce has more information on how PALM will handle or is able to assist in LTD reporting. UPDATE AS OF 8/26/2024: Commerce will not be using PALM Project Costing module to address LTD needs. Risk remains as is.	06/05/24	Lemuel Toro / Caroline (Tisha) Womack / Dean Modling / Ken Heim
People	SMEs who will provide vital support to PALM project during Segment IV workshops/meetings may also be needed to complete Financial Statement and Legislative Budget Request (LBR) tasks during the May 2024 - September 2024 window.	Open	6 (Medium/High)	Identify SMEs and SME backup team members.	SMEs with new staff/resources are currently training staff on day-to-day activities, as well as PALM related support. Backup SMEs will be identified as soon as possible. UPDATE as of 6/5/2024: risk reviewed by CCN. No updates at this time. UPDATE AS OF 8/26/2024: Commerce PALM project team is currently working to identify business process role backups, however, this risk remains as is.	06/05/24	Lemuel Toro / Lisa Simpson

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

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

COM 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 Processes Technology Data	PALM - Check-In	07/01/24	Disbursements Management, Account Management & Financial Reporting, Budget Management, Payroll Management	Conduct high-level review of key items that directly and indirectly impact Florida PALM project (property pending list, grants clean-up efforts, etc.) and any issues or roadblocks to work being done.	Reviewed business processes to determine how to leverage PALM resources and/or create work-around processes.	
People Processes Technology Data	PALM - Check-In	07/03/24	Disbursements Management, Account Management & Financial Reporting, Budget Management, Payroll Management	Conduct high-level review of key items that directly and indirectly impact Florida PALM project (property pending list, grants clean-up efforts, etc.) and any issues or roadblocks to work being done.	Reviewed business processes to determine how to leverage PALM resources and/or create work-around processes.	
People Processes Technology Data	Florida PALM Readiness Touchpoint Meeting	07/09/24				

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: *

COM Status Report Confirmation

Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
July - August 2024	Tisha Womack	caroline.womack@commerce.fl.gov	09/09/24
July - August 2024	Tisha Womack	caroline.womack@commerce.fl.gov	08/26/24
May - June 2024	Tisha Womack	caroline.womack@commerce.fl.gov	07/08/24
March - April 2024	Tisha Womack	caroline.womack@commerce.fl.gov	05/11/24

Confirm *

Submit

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January - February 2024	Caroline (Tisha) Womack	tulani.honablew@commerce.fl.gov	03/08/24
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