Helpful Links ☆ Dashboard Snapshots	DACS Status Re	Reporting Period July - August 2024					
୬ Knowledge Center ୬ Florida PALM Workbook for DACS ୬ Readiness Workplan	supporting information with	Click on the various statistics or dials to view the supporting information within your agency's Smartsheet Florida PALM Workbook.					
CCN Composition	RW Task Completeness	RW Task Timeliness	Project-led Meeting Participation				
he Change Champion Network dial reflects the completeness of your CCN makeup.	The Readiness Workplan Tasks Completeness dial reflects the completeness of your agency's submission of RW tasks, starting with RW Task 512.	The Readiness Workplan Tasks Timeliness dial reflect the timeliness of your agency's submission of all RW tasks to date.	The Participation dial reflects your agency's attendance at Project-led meetings during th current reporting period.				
Change Champion Network:	RW Task Completeness:	RW Task Timeliness:	Meeting Participation:				
Unique Filled Role = 16	Score = 99.64%	Score = 98.08%	Meetings Attended = 10				
Duplicate Filled Role = 0	Submitted Complete = 27	Submitted On Time = 49	Meetings Missed = 0				
Vacant Role = 0	Submitted Incomplete = 0	Submitted Late = 0					
	Completed After Submission = 1	Pending Submission = 1					

The dials above 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.

	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	Technology	519	Remediate Agency Business Systems based on Segment I	01/29/24		75% - Consolidating/Inputting Information for Submission		09/01/2024 - Remediation efforts for Segment I (and all segment) designs are in progress. We continue to monitor this task for completion in order to align with the Florida PALM Project's timeline to participate in future testing activities. 08/02/24 - Remediation efforts for Segment I designs are still in progress. We continue to monitor this task for completion in order to align with the Florida PALM Project's timeline to participate in future testing activities. 06/28/24 - Our agency is actively working on ABS remediation based on Segment I designs, ensuring alignment with our own agency specific project management approach. The FDACS remediation following our internal project schedule, that cannot be defined by segment design timing. Agency remediation efforts are ongoing and will continue in order to meet the overall Florida PALM Project's timeline for remediation completion to participate in future testing activities. We will continue to monitor our progress and provide status updates to the Florida PALM project through our Readiness Coordinator and as part of our Agency Status Reporting.			
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		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	06/25/24		Submission Complete		
N/A	N/A	538	Submit Bimonthly Agency Readiness Status Report	07/01/24	07/12/24	100% - Submitted	07/03/24		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	07/26/24		Submission Complete		
Direct	Data	541-A	Complete Configuration Workbooks for Segment IV	07/22/24	09/06/24	100% - Submitted	09/05/24		Submission Complete		
Direct	Data	541-B	Complete Configuration Workbooks for Segment IV	07/22/24	09/06/24	100% - Submitted	08/28/24		Submission Complete		
N/A	Data	542	Complete Data Readiness Analysis and Data Cleansing Activities for Segment IV	07/22/24	10/18/24	50% - In Progress					
N/A	Processes	543	Identifv Change Impacts and Update	07/22/24	10/18/24	50% - In Proaress					

ndirect	Technology	553	Prepare for Interface Testing	09/09/24	10/04/24					
Direct	Technology	550-B	Participate in Technical Meeting to Receive Credentials and Access	09/03/24	09/13/24	100% - Submitted	09/09/24	Meeting scheduled for 09/09	N/A	
I/A	N/A	552	Manage Agency Specific Implementation Schedule, Risks and Issues	08/30/24	10/31/24	50% - In Progress			N/A	
/A	N/A	551	Submit Bimonthly Agency Readiness Status Report	08/30/24	09/11/24	100% - Submitted	09/05/24		Submission Complete	
lirect	Technology	550-A	Provide Public IP Address and Select Technical Meeting Time	08/26/24	08/30/24	100% - Submitted	08/28/24		Submission Complete	
Direct	Data	541-C	Complete Configuration Workbooks for Segment IV	08/26/24	09/27/24	50% - In Progress				
ndirect	People	536-B	Create Agency Specific User Acceptance Testing Plan	08/19/24	10/11/24	50% - In Progress				
Direct	People	549	Submit Training Survey	08/12/24	09/20/24	100% - Submitted	08/21/24		Submission Complete	
Direct	Technology	548	Identify and Confirm File Managers	08/06/24	08/16/24	100% - Submitted	08/07/24		Submission Complete	
I/A	Technology	547	Remediate Agency Business Systems based on Segment III	07/22/24	12/13/24	25% - Beginning Initial Internal Meetings and Information Gathering				
irect	Technology	546	Update Florida PALM Interface Inventory for Segment IV	07/22/24	10/18/24	50% - In Progress				
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	
lirect	Technology	545-A	Update and Finalize Florida PALM Conversion Inventory for Segment IV	07/22/24	10/18/24	50% - In Progress				
/A	Technology	544	Update Agency Business System Documentation for Segment IV	07/22/24	10/18/24	50% - In Progress				
			Agency Business Process Documentation for Segment IV							

People

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

Implementation:

Planned Florida PALM End Users = 73

Business Process Groupings = 13/13

Identified Subject Matter Experts = 25
• SMEs by Business Process Grouping

Since by Business Process Grouping

- Account Mgmt. and Financial Reporting = 4
 Accounts Receivable = 4
- Asset Accounting and Mgmt. = 5
- Banking = 4
- Budget Mgmt. and Cash Control = 5
- Contracts Mgmt. = 3
- Disbursements Mgmt. = 7
- Grants Mgmt. = 4
- Inter/IntraUnit Transactions = 10

- Payroll Mgmt. = 5

- Projects Mgmt. = 7

- Revenue Accounting = 4

- System Access and Controls = 4

Role Mapping = TBD

Training = TBD

Processes

The sequence of procedures to accomplish a business objective.

Current-State:

- Cataloged Business Processes = 118
- Related Business Systems = 6
- Related Reports = 7
- Documentation Status:
- Complete = 118 Partial = 0 Not Started = 0

Implementation:

- Impacted Agency Business Processes = 118
- Related Business Process Groupings = 12
- Planned Spreadsheet Uploads = 7
- Level of Impact: People Changes - High = 0 Medium = 15 Low = 46 None = 0
- Uncertain = 0
- Level of Impact: Processes Changes - High = 0 Medium = 23 Low = 38 None = 0
- Uncertain = 0
- Level of Impact: Technology Changes - High = 0 Medium = 38 Low = 23 None = 0
- Uncertain = 0

 Level of Impact: Data Changes
- High = 0 Medium = 18 Low = 43 None = 0 Uncertain = 0
- Segments I & II Documentation Update
 Status
- Not Started = 0 In Progress = 0 Complete = 49
- Segment III Documentation Update Status
- Not Started = 0 In Progress = 0 Complete = 26

Technology

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

Current-State:

- Cataloged Business Systems = 49
 Criticality:
- High = 27 Med = 13 Low = 6 None = 3
 Documentation Status:
- Complete = 48 Partial = 0 Not Started = 0

Cataloged Interfaces = 42

- Inbound Interfaces = 28
- Outbound Interfaces = 14

Implementation:

Business Systems Planned for Integration = 16

- Segment I Documentation Updates:
- Complete = 3 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 12
- Segment II Documentation Updates:
- Complete = 5 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 10
- Segment III Documentation Updates:
- Complete = 7 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 8
- Planned Interfaces = 28
- Inbound Interfaces = 2
- Outbound Interfaces = 19



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

Current-State:

Unique FLAIR Data Elements = 70

- Associated Unique Uses = 70
- Continued Use Yes = 50
- Continued Use No = 19

Associated Business Systems = 6

Cataloged Reports = 221

Criticality:

- High = 85 Med = 56 Low = 17 None = 51

Implementation:

Segments I & II Planned Configurations = 6/9

- Accounts Receivable (AR)
- Planned Distribution Codes = 50

Asset Management (AM)

- Planned Location Codes = 488
- Planned Associated Area ID's = None
- Commitment Control (KK)
- Planned Option = Option # 1 Track with Budget
- General Ledger (GL)
- Planned Budgetary Value Combo Edits = 1949
- Planned Local Funds = None
- Planned Organization ID's = 1095
- Planned OA1's = 768
- Planned OA2's = None

Segment IV Planned Configurations

- Conversions & Data Readiness
- .
- Conversions Needed = 13

 Agency Data Outside of Primary Source System(s) = 0

- Data Readiness/Cleansing Status:
- Complete = 8 In Progress = 1 Not Started = 0 Not Applicable 0
- Reports = TBD

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	There is a mismatch between the Interface Layout and sample data files provided by the PALM team. It means that the sample data files are inconsistent with the interface layout. As the result, many times it's not possible to develop and test the interfaces.	Open	9 (High/High)	For the purposes of testing the interface, the sample data file is manually modified to fit the interface layout so the interface process could be tested. However, it means this is no longer a true test.	Information is shared with Agency Readiness Coordinator as they are encountered. 8-28-2024 - No additional interface sample data files have been provided. 6-25-2024 - Error Log for the sample data files for Interfaces PCI001 and iUI003 was reviewed to send to the Florida PALM Team.	06/28/24	Rosemarie Zubler			
Technology	Division of FL PALM information by Segments may result in timing differences between what is needed for remediation and task due date.	Open	9 (High/High)	Our agency is actively working on ABS remediation based on Segment designs, ensuring alignment with our own agency specific project management approach. The FDACS remediation approach is to complete all required changes for each application function following our internal project schedule, that cannot be defined by segment design timing. Agency remediation efforts are orgoing and will continue in order to meet the overall Florida PALM Project's timeline for remediation completion to participate in future testing activities. Regular monitoring of the interface catalog is occurring to stay up to date on any changes made to interface layouts or sample data files.	8-28-2024 - New information is consumed as it becomes available. This also includes information resulting from design meeting discussions. 6-21-2024 - Discussion with agency Readiness Coordinator at monthly Touchpoint Meeting.	07/02/24	Rosemarie Zubler			

				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 augmentation and services will continue through implementation and Hypercare.	Logged	08/31/23		08/29/2024 - Continuing to monitor 7/01/2024 - Continuing to monitor				
Data	Division reporting needs currently handled by Data Warehouse will be taken care of by user roles for Information Warehouse or PALM reports.	Logged	12/19/23	Division fiscals, Finance and Accounting, OPB, Purchasing, Payroll	08/29/2024 - Continuing to monitor 07/01/2024 - Will monitor as FL PALM releases additional information.				
People	The Florida PALM team will be able to provide timely and complete requirements for the transition to Florida PALM with sufficient detail and time to implement the changes according to the Florida PALM schedule	Logged	11/13/23	FDACS PALM Readiness Team, CCN, all FDACS key stakeholders, PALM/impacted Agency Business System end users	08/29/2024 - Continuing to monitor 07/01/2024 - Will monitor as FL PALM releases additional information.				
Processes	Work efforts of staff augmentation resources are undertaken to collectively achieve a broader understanding of the totality of work that must be accomplished to meet all Critical Success Factors. As such, the deliverables outlined in the Operational Work Plan are critical, and the FDACS PALM Transition Readiness Team assumes that the deliverables are accurately and thoroughly defined and reflect the necessary Level of Effort to achieve all transition tasks and activities. Work efforts under the deliverables may adjust to accommodate operational variances, but the deliverables are fixed.	Logged	11/13/23	Staff Augmentation; FDACS PALM Readiness Team, CCN	08/29/2024 - Continuing to monitor 07/01/2024 - Will continue to monitor.				

	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			
Technology	Sprint Retrospectives and planning	07/01/24	PRT, Finance and Accounting, OATS, PPMO	Conduct retrospective of ending sprint and plan for next sprint.	Occurs biweekly. Date entered reflects start of reporting period.			
Technology Data	FDACS PALM Dashboard Meeting	07/02/24	PRT, OATS, PPMO	Brainstorming session regarding design and functionality of Sharepoint dashboard.	No other comments or updates.			
Processes Technology Data	Daily PRT Standups	07/02/24	PRT, Finance and Accounting, OATS, Admin IT, PPMO	Conduct daily standups to provide update on technology tasks and deliverables, address risks, issues, assumptions, time exceptions, and blockers.	Work breakdown structure and deliverable progress monitoring; Project Management Liaison, Change Management Liaison. Date entered reflects start of reporting period.			
People Processes Technology Data	PALM Activities Review	07/03/24	PRT, Finance and Accounting	Meeting between the Technical and Business Units to discuss the status of PALM Project risks, issues, assumptions, decisions, and other needed PALM items.	This meeting was held on Wednesday due to holiday. This meeting usually occurs weekly on Thursdays.			
Processes Technology Data	FANS PALM Tasks Review/Status Updates	07/03/24	PRT, Finance and Accounting, Admin IT	The purpose of this meeting is to review the status of documentation and deliverables, percentage completion of tasks, summary of PALM activities for the week, any blockers or assistance needed, and the next week's goals.	This meeting was held on Wednesday due to holiday. This meeting usually occurs weekly on Thursdays.			
People Processes Technology Data	FANS FLAIR-PALM Tickets and Level of Effort Meeting	07/08/24	PRT, Finance and Accounting, Admin IT	The purpose of this meeting is to get a better understanding of the details involved in the remediation of the FANS application. This meeting also involved a decomposition of the tasks involved and resource availability discussion.	No other comments or updates.			
People Processes Data	Data Conversion- Accounts Receivable	07/08/24	Finance and Accounting	The purpose of this meeting is to evaluate data cleansing needs for Open Accounts Receivable and Contract data for conversion to PALM.	No other comments or updates.			
People Processes Data	PALM Data Conversion - Suppliers & Contracts	07/09/24	PRT, Finance and Accounting, Admin IT, Purchasing, Administration	The purpose of this meeting is to evaluate our agency confidential suppliers(vendors) or those unique to our agency for data cleanup activities needed for Florida PALM and Contracts	No other comments or updates.			
People Processes Technology Data	PRT Weekly Touchpoint with CCN Technical Liaison	07/10/24	PRT, Finance and Accounting, OATS	The purpose of this meeting is for the agency's technical and business sides to discuss any technical questions, review any updates, and review any assistance needed for the PALM Remediation project	This meeting occurs weekly on Wednesdays.			

				· · · · · · · · · · · · · · · · · · ·	
People Processes Technology	PALM Biweekly Technical	07/11/24	PRT, OATS, PPMO	The purpose of this meeting is for executive management to review with the PRT Developers and Analyst what has been accomplished, what is currently being worked on with estimated completion dates, and what is on deck.	This meeting occurs biweekly on Thursdays.
Technology Data	Preparation and Distribution of FDACS PALM Weekly Summary Report	07/12/24	PRT, Finance and Accounting	This is the discussion, compiling, and distribution of a weekly summary report detailing the accomplishments of PALM remediation efforts for the week, along with the current status of PALM Tasks. The report also lists any known Operation Issues, Risks, or blockers encountered during the week's activities, along with the next week's priorities.	This occurs weekly on Friday's.
People Processes Technology Data	Phase 1 FDACS UAT Kick Off Meeting	07/15/24	PRT, Finance and Accounting, Admin IT, Purchasing, Administration	The purpose of this meeting is to introduce the technical resources performing the UAT, review UAT process, review UAT testing procedures, and review of Test Cases & recording test results.	No other comments or updates.
People Processes Technology Data	Phase 1 UAT First Session - REV	07/16/24	PRT, Finance and Accounting, OATS, Admin IT	This UAT Session will test the following REV application remediation changes: Work Period, Batch, Payment & Supporting Screens, Credit Card Refund Transactions, and Summary of Selected Payments & Transactions Reports.	No other comments or updates.
People Processes Technology Data	Phase 1 UAT First Session - AIMS	07/16/24	PRT, Finance and Accounting, OATS, Admin IT, Purchasing	This UAT Session will test the following AIMS application remediation changes: Purchase Requisition screens, Purchase Requisition Approval screens, Purchase Requisition Report, and Purchase Order Report.	No other comments or updates.
People Technology	Overview Presentation of Draft FDACS PALM Remediation Dashboard	07/19/24	PRT, OATS, PPMO	This meeting is to present a preview of the draft PALM Remediation Dashboard for executive management's feedback and review.	No other comments or updates.
People Processes Technology Data	Phase 1 UAT Second Session-REV	07/26/24	PRT, Finance and Accounting, OATS, Admin IT	During the first session, it was discovered during testing that there always will be a need to enter a DTN for the deposit process. A separate scenario was created and tested during this session.	No other comments or updates.
People Processes Technology Data	Phase 1 UAT Second Session - AIMS	07/29/24	PRT, Finance and Accounting, OATS, Admin IT	The purpose of this session is to test specific AIMS Application Changes:	No other comments or updates.
Data	ARC002 Conversion Mapping Discussion	07/30/24	Finance and Accounting, Admin IT	The purpose of this meeting is to determine ARC002 conversion needs and approach.	No other comments or updates.
Technology Data	Sprint Retrospectives and planning	08/01/24	PRT, Finance and Accounting, OATS, PPMO	Conduct retrospective of ending sprint and plan for next sprint.	Occurs biweekly. Date entered reflects start of reporting period.
People Processes Technology Data	Phase 1 UAT Third Session - AIMS	08/01/24	PRT, Finance and Accounting, OATS, Admin IT	The purpose of this session is to test specific AIMS Application Changes:	No other comments or updates.
Data	PALM Task 536A Discussion	08/06/24	Finance and Accounting, PRT, Admin IT	Discuss the completion criteria for PALM Task 536A	No other comments or updates.
People Processes Technology Data	FDACS PALM Monitoring Meeting	08/07/24	OATS, Finance & Accounting, Admin IT, Administration, PPMO	Demonstration of draft FDACS PALM Dashboard	Occurs biweekly.
People Processes Technology Data	AIMS Remediation JAD Session- Disbursements Module	08/08/24	PRT, Finance & Accounting, Admin IT, Administration, Purchasing	Discuss Disbursements Module in AIMS. Review initiating Disbursement Code Sheet Process in screen. Review initiating Disbursement Code Sheet Process in screen Certify Forward.	No other comments or updates.
Technology Data	PRT: Mid Sprint Planning	08/09/24	PRT, OATS, PPMO, Finance & Accounting	Review the current sprint's activities	No other comments or updates.
Processes Data	ARC001 Customer Conversion Data Cleansing	08/12/24	Finance and Accounting	The purpose of this meeting was to review and plan approach for Customer Conversion activities.	No other comments or updates.
People Processes Data	Account Code Discussion	08/12/24	Finance and Accounting, PRT, Admin IT, OATS, Administration	The purpose of this meeting is to discuss the Account Code value remediation for end users.	No other comments or updates.
Technology Data	PRT: Sprint Retrospective, Planning and Tasking	08/16/24	PRT, OATS, PPMO	Sprint Retrospective and Planning	No other comments or updates.
Processes Data	PALM Task 545-B Projects Conversion	08/16/24	Finance and Accounting	The purpose of this meeting is to finalize Projects conversion needs for 545-B	No other comments or updates.
Processes Technology	PRT Weekly Touchpoint with CCN Technical Liaison	08/21/24	PRT, Finance and Accounting, OATS	The purpose of this meeting is for the agency's technical and business sides to discuss any technical questions, review any updates, and review any assistance needed for the PALM Remediation project.	This meeting occurs weekly on Wednesdays.
Technology Data	FANS PALM Tasks Review/Status Updates	08/23/24	PRT, Finance and Accounting, Admin IT	The purpose of this meeting is to review the status of documentation and deliverables, percentage completion of tasks, summary of PALM activities for the week, any blockers or assistance needed, and the next week's goals.	This meeting was held on Friday. This meeting usually occurs weekly on Thursdays.
People Processes Technology Data	PALM Activities Review	08/23/24	PRT, Finance and Accounting	Meeting between the Technical and Business Units to discuss the status of PALM Project risks, issues, assumptions, decisions, and other needed PALM items.	This meeting was held on Friday. This meeting usually occurs weekly on Thursdays.
Technology	PRT: Mid Sprint Planning	08/23/24	PRT, OATS, PPMO, Finance & Accounting	Review the current sprint's activities	No other comments or updates.
People Processes Data	PALM Task 541-A Project Costing Conversions	08/26/24	Finance and Accounting	The purpose of this meeting is to finalize Project Costing conversion needs for 541-A	No other comments or updates.
People Processes Technology Data	ARI007 Inbound Deposit Data Interface Planning	08/30/24	Finance and Accounting, Admin IT	The purpose of this meeting is to discuss and plan approach for ARI007.	No other comments or updates.

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

