

**Helpful Links**

- Dashboard Snapshots
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- Readiness Workplan

# DEM Status Report Dashboard

**Reporting Period**

July - August 2024

**Agency Sponsor**

Jeremy Smith

*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 = 10
- Duplicate Filled Role = 12
- 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 = 100.00%**
- Submitted Complete = 26
- Submitted Incomplete = 0
- Completed After Submission = 0

**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 = 97.45%**
- Submitted On Time = 42
- Submitted Late = 8
- 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	07/15/24	Added N/A to several rows. Rows expected to be populated with Segment IV.	Submission Complete	
N/A	Technology	528	Update Agency Business System Documentation for Segment III	04/15/24	07/12/24	100% - Submitted	07/10/24		Submission Complete	
Indirect	Technology	530	Update Florida PALM Interface Inventory for Segment III	04/15/24	07/12/24	100% - Submitted	07/10/24		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	07/10/24		Submission Complete	
Indirect	Technology	529	Update Florida PALM Conversion Inventory for Segment III	04/29/24	07/12/24	100% - Submitted	07/10/24		Submission Complete	
N/A	Technology	531	Remediate Agency Business Systems based on Segment II	04/29/24	09/27/24	25% - Beginning Initial Internal Meetings and Information Gathering				
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	08/14/24		Submission Complete	
N/A	People	537	Update Authorized Smartsheet Users	06/24/24	07/12/24	100% - Submitted	07/09/24		Submission Complete	
N/A	N/A	538	Submit Bimonthly Agency Readiness Status Report	07/01/24	07/12/24	100% - Submitted	07/10/24		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	07/25/24		Submission Complete	
Direct	Data	541-A	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	25% - Beginning Initial Internal Meetings and Information Gathering				
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				
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				
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				
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	25% - Beginning Initial Internal Meetings and Information Gathering				
N/A	Technology	547	Remediate Agency Business Systems based on Segment III	07/22/24	12/13/24					
Direct	Technology	548	Identify and Confirm File Managers	08/06/24	08/16/24	100% - Submitted	08/08/24		Submission Complete	
Direct	People	549	Submit Training Survey	08/12/24	09/20/24	50% - In Progress				
Indirect	People	536-B	Create Agency Specific User Acceptance Testing Plan	08/19/24	10/11/24	25% - Beginning Initial Internal Meetings and Information Gathering				
Direct	Data	541-C	Complete Configuration Workbooks for Segment IV	08/26/24	09/27/24	25% - Beginning Initial Internal Meetings and Information Gathering				
Direct	Technology	550-A	Provide Public IP Address and Select Technical Meeting Time	08/26/24	08/30/24	100% - Submitted	08/30/24		Submission Complete	
N/A	N/A	551	Submit Bimonthly Agency Readiness Status Report	08/30/24	09/11/24	100% - Submitted	09/11/24			

N/A	N/A	552	Manage Agency Specific Implementation Schedule, Risks and Issues	08/30/24	10/31/24			N/A
Direct	Technology	550-B	Participate in Technical Meeting to Receive Credentials and Access	09/03/24	09/13/24	100% - Submitted	09/05/24	N/A

People	Processes	Technology	Data
<p>The staff and stakeholders affected by your agency's transition to Florida PALM.</p> <p><b>Implementation:</b></p> <p><b>Planned Florida PALM End Users = 40</b></p> <ul style="list-style-type: none"> <li>Business Process Groupings = 13/13</li> </ul> <p><b>Identified Subject Matter Experts = 20</b></p> <ul style="list-style-type: none"> <li><b>SMEs by Business Process Grouping</b></li> <li>Account Mgmt. and Financial Reporting = 2</li> <li>Accounts Receivable = 1</li> <li>Asset Accounting and Mgmt. = 2</li> <li>Banking = 1</li> <li>Budget Mgmt. and Cash Control = 4</li> <li>Contracts Mgmt. = 6</li> <li>Disbursements Mgmt. = 7</li> <li>Grants Mgmt. = 8</li> <li>Inter/IntraUnit Transactions = 2</li> <li>Payroll Mgmt. = 4</li> <li>Projects Mgmt. = 1</li> <li>Revenue Accounting = 3</li> <li>System Access and Controls = 3</li> </ul> <p><b>Role Mapping = TBD</b></p> <p><b>Training = TBD</b></p>	<p>The sequence of procedures to accomplish a business objective.</p> <p><b>Current-State:</b></p> <p><b>Cataloged Business Processes = 35</b></p> <ul style="list-style-type: none"> <li>Related Business Systems = 3</li> <li>Related Reports = 21</li> </ul> <p><b>Documentation Status:</b></p> <ul style="list-style-type: none"> <li>Complete = 31 Partial = 0 Not Started = 0</li> </ul> <p><b>Implementation:</b></p> <p><b>Impacted Agency Business Processes = 35</b></p> <ul style="list-style-type: none"> <li>Related Business Process Groupings = 6</li> <li>Planned Spreadsheet Uploads = 1</li> </ul> <p><b>Level of Impact: People Changes</b></p> <ul style="list-style-type: none"> <li>High = 0 Medium = 0 Low = 27 None = 8 Uncertain = 0</li> </ul> <p><b>Level of Impact: Processes Changes</b></p> <ul style="list-style-type: none"> <li>High = 0 Medium = 14 Low = 8 None = 13 Uncertain = 0</li> </ul> <p><b>Level of Impact: Technology Changes</b></p> <ul style="list-style-type: none"> <li>High = 1 Medium = 2 Low = 12 None = 20 Uncertain = 0</li> </ul> <p><b>Level of Impact: Data Changes</b></p> <ul style="list-style-type: none"> <li>High = 0 Medium = 0 Low = 0 None = 35 Uncertain = 0</li> </ul> <p><b>Segments I &amp; II Documentation Update Status</b></p> <ul style="list-style-type: none"> <li>Not Started = 0 In Progress = 0 Complete = 35</li> </ul> <p><b>Segment III Documentation Update Status</b></p> <ul style="list-style-type: none"> <li>Not Started = 0 In Progress = 0 Complete = 35</li> </ul>	<p>The applications or tools used to process, track, or report on financial operations.</p> <p><b>Current-State:</b></p> <p><b>Cataloged Business Systems = 7</b></p> <ul style="list-style-type: none"> <li><b>Criticality:</b></li> <li>High = 6 Med = 0 Low = 0 None = 1</li> </ul> <p><b>Documentation Status:</b></p> <ul style="list-style-type: none"> <li>Complete = 2 Partial = 2 Not Started = 1</li> </ul> <p><b>Cataloged Interfaces = 0</b></p> <ul style="list-style-type: none"> <li>Inbound Interfaces = 0</li> <li>Outbound Interfaces = 0</li> </ul> <p><b>Implementation:</b></p> <p><b>Business Systems Planned for Integration = 2</b></p> <ul style="list-style-type: none"> <li><b>Segment I - Documentation Updates:</b></li> <li>Complete = 0 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 2</li> <li><b>Segment II - Documentation Updates:</b></li> <li>Complete = 0 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 2</li> <li><b>Segment III - Documentation Updates:</b></li> <li>Complete = 0 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 2</li> </ul> <p><b>Planned Interfaces = 10</b></p> <ul style="list-style-type: none"> <li>Inbound Interfaces = 0</li> <li>Outbound Interfaces = 9</li> </ul>	<p>Information used in or produced from an agency's financial business operations.</p> <p><b>Current-State:</b></p> <p><b>Unique FLAIR Data Elements = 71</b></p> <ul style="list-style-type: none"> <li><b>Associated Unique Uses = 71</b></li> <li>Continued Use - Yes = 48</li> <li>Continued Use - No = 0</li> <li><b>Associated Business Systems = 22</b></li> <li><b>Cataloged Reports = 41</b></li> <li><b>Criticality:</b></li> <li>High = 24 Med = 9 Low = 7 None = 1</li> </ul> <p><b>Implementation:</b></p> <p><b>Segments I &amp; II Planned Configurations = 6/9</b></p> <ul style="list-style-type: none"> <li><b>Accounts Receivable (AR)</b></li> <li>Planned Distribution Codes = 10</li> <li><b>Asset Management (AM)</b></li> <li>Planned Location Codes = 38</li> <li>Planned Associated Area ID's = None</li> <li><b>Commitment Control (KK)</b></li> <li>Planned Option = Option # 1 - Track with Budget</li> <li><b>General Ledger (GL)</b></li> <li>Planned Budgetary Value Combo Edits = 149</li> <li>Planned Local Funds = None</li> <li>Planned Organization ID's = 28</li> <li>Planned OA1's = 14</li> <li>Planned OA2's = None</li> </ul> <p><b>Segment IV Planned Configurations</b></p> <ul style="list-style-type: none"> <li>Started = 1 Not Started = 1</li> </ul> <p><b>Conversions &amp; Data Readiness</b></p> <ul style="list-style-type: none"> <li>Conversions Needed = 11</li> <li>Agency Data Outside of Primary Source System(s) = 0</li> <li><b>Data Readiness/Cleansing Status:</b></li> <li>Complete = 7 In Progress = 0 Not Started = 0 Not Applicable = 0</li> </ul> <p><b>Reports = TBD</b></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.

DEM 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	The Division of Emergency Management is physically and functionally separate from the Executive Office; however, the two entities share the same OLO/business unit. Risks exist surrounding data management, reporting, payments, transaction differentiation, and incorrect updates based on assumptions of shared/not shared data in DEM business systems.	Closed	9 (High/High)	The EOG and DEM have met with FL PALM to outline concerns and have requested additional meetings regarding pending inquiries. It was determined that many of the solutions initially discussed will not be able to be effectively implemented. We will continue to monitor and meet with the PALM team as the final design takes shape to determine the best methodologies for the differentiation of data.	Updated after the last meeting. Closed as a Duplicate	07/11/24	Michael Braun/ Jeremy Smith
People Processes Data	The Division of Emergency Management is physically and functionally separate from the Executive Office; however, the two entities share the same OLO/business unit. Detailed risk outline above relates to payment management. In reviewing the hardcopy draft of new warrants, if the wrong payment handling code is selected by DEM, EOG will not be able to tell who the warrant belongs to since BE is not printed on the warrant.	Closed	4 (Medium/Medium)	The EOG and DEM have met with FL PALM to outline concerns. We will reach out to the PALM team during configuration to determine at what level certain codes can be defaulted to ensure this does not happen. As long as the warrants do not combine, we will be able to research to accommodate. If warrants combine, the entire warrant may need to be deleted and invoices re-vochured.	The volume of invoices that are processed by DEM (especially those related to disaster activity) could possibly exacerbate this issue.  We no longer feel this is a risk due to implemented risk management strategies regarding increased level of business and leveraging all resources	07/11/24	Michael Braun/ Jeremy Smith

					to meet that increased level of business.  We no longer feel based on the furtherance of our understanding of PALM, that the reporting relationship through OPB is an issue.		
Processes	FDEM performs several disaster management functions that have historically required an override to obligate agreements (encumbrances) that exceed budget authority. We will need this override capability in PALM or we risk being unable to perform disaster management functions in a timely manner.	Open	4 (Medium/Medium)	Our agency liaison has discussed this risk with the Readiness Coordinator and Budget specialist Robert Hicks. We have concluded that the needed functionality will be included in the final AP module. Once this exception/override process is documented we will close this risk.	Issue newly added, but discussions have been ongoing since Dec./Jan of last fiscal year.	07/26/24	Michael Braun/ Karen Peyton
People Processes Data	EOG and DEM interfaces and elements are under the same OLO umbrella. Could lead to increased lead time in access aspects of processes or reporting confusion when summarizing agency workload	Open	4 (Medium/Medium)	Working directly with Kelley Sasso in EOG to put process agreements in place.	Captured after first round of Segment IV Configuration	08/28/24	Michael Braun
Processes Technology	Many projects related to DEM incidents are built by an enterprise business system Florida PA. If the Florida PA development team is not aware of the inbound and outbound Project information interface needs the process of creating projects related to an incident may become more complex	Open	1 (Low/Low)	Will socialize with Florida PA users and then the poc for those users to ensure the appropriate interface conversation is had	Issue newly added after Segment IV workshop 90.1 Project Management	08/01/24	Michael Braun

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

DEM 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	The Division will be able to process all financial activity in order to adequately report to our grantors and all requestors to continue to assist in financial management of the Division's missions and objectives	Logged	09/06/23	FDEM		No change.

DEM 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	PALM CCN Onboarding and Update Session	07/02/24	Finance Bureau & CCN	Clarify CCN roles and onboard Project Manager	8/29/2024
People Processes	Sprint 2 Planning	07/16/24	CCN	Prepare for initial segment IV workshops and plan communications	8/29/2024
Technology Data	Preliminary System Planning	07/24/24	IT, DEMES	Communicate necessary request paths from FDEM bureaus to IT to ready agency business systems for change.	8/29/2024
People Processes	Sprint 3 Planning	07/29/24	CCN	Prepare for upcoming workforce readiness and UAT planning	8/29/2024
People Processes	Post Workshop Briefing	07/31/24	CCN	Summary of Projects & Accounts Payable	8/29/2024
Processes Data	IAN Data Mapping FLAIR to PALM	08/01/24	PM Team	Build the IAN Data Scrimmage in preparation for UAT	8/29/2024
Technology Data	Setting up FTP between PALM and FDEM	08/07/24	IT, DEMES	Identify and describe the FTP server in FDEM	8/29/2024
People Processes	Sprint 3 Planning	08/20/24	CCN	Prepare for Payroll & Conversion Efforts	8/29/2024
Data	Project Costing module Internal Workshop	08/22/24	Project SMEs	Provide conversions & configurations for Project elements in FLAIR	8/29/2024

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

DEM Status Report Confirmation			
Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
July - August 2024	Jeremy W. Smith	jeremy.smith@em.myflorida.com	09/10/24
May - June 2024	Luke Strickland	luke.strickland@em.myflorida.com	07/11/24
March - April 2024	Luke Strickland	luke.strickland@em.myflorida.com	05/10/24
January - February 2024	Luke Strickland	luke.strickland@em.myflorida.com	03/11/24