

Helpful Links

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

DEP Status Report Dashboard

Reporting Period

July - August 2024

Agency Sponsor

Darinda McLaughlin

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 = 25
- 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 = 100.00%**
- Submitted Complete = 28
- 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 = 99.81%**
- Submitted On Time = 49
- Submitted Late = 1
- 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	06/25/24		Submission Complete	
Indirect	Technology	530	Update Florida PALM Interface Inventory for Segment III	04/15/24	07/12/24	100% - Submitted	07/09/24		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	06/14/24		Submission Complete	
Indirect	Technology	529	Update Florida PALM Conversion Inventory for Segment III	04/29/24	07/12/24	100% - Submitted	06/14/24		Submission Complete	
N/A	Technology	531	Remediate Agency Business Systems based on Segment II	04/29/24	09/27/24	75% - Consolidating/Inputting Information for Submission				
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	07/09/24		Submission Complete	
N/A	N/A	538	Submit Bimonthly Agency Readiness Status Report	07/01/24	07/12/24	100% - Submitted	07/12/24		Submission Complete	
N/A	N/A	539	Manage Agency Specific Implementation Schedule, Risks and Issues	07/01/24	08/29/24	100% - Submitted	08/28/24		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	09/06/24		Submission Complete	
Direct	Data	541-B	Complete Configuration Workbooks for Segment IV	07/22/24	09/06/24	100% - Submitted	09/06/24		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	Identify Change Impacts and Update Agency Business Process Documentation for Segment IV	07/22/24	10/18/24	50% - In Progress				
N/A	Technology	544	Update Agency Business System Documentation for Segment IV	07/22/24	10/18/24	50% - In Progress				
Direct	Technology	545-A	Update and Finalize Florida PALM Conversion 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	
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	50% - In Progress				
Indirect	People	536-B	Create Agency Specific User Acceptance Testing Plan	08/19/24	10/11/24	75% - Consolidating/Inputting Information for Submission				
Direct	Data	541-C	Complete Configuration Workbooks for Segment IV	08/26/24	09/27/24	50% - In Progress				
Direct	Technology	550-A	Provide Public IP Address and Select Technical Meeting Time	08/26/24	08/30/24	100% - Submitted	08/29/24		Submission Complete	
N/A	N/A	551	Submit Bimonthly Agency Readiness Status Report	08/30/24	09/11/24	100% - Submitted	09/06/24		Submission Complete	
N/A	N/A	552	Manage Agency Specific Implementation	08/30/24	10/31/24	50% - In Progress			N/A	

		Schedule, Risks and Issues							
Direct	Technology	550-B	Participate in Technical Meeting to Receive Credentials and Access	09/03/24	09/13/24	100% - Submitted	09/09/24		N/A

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.
<p>Implementation:</p> <p>Planned Florida PALM End Users = 149</p> <ul style="list-style-type: none"> Business Process Groupings = 13/13 <p>Identified Subject Matter Experts = 25</p> <ul style="list-style-type: none"> SMEs by Business Process Grouping - Account Mgmt. and Financial Reporting = 3 - Accounts Receivable = 2 - Asset Accounting and Mgmt. = 2 - Banking = 3 - Budget Mgmt. and Cash Control = 7 - Contracts Mgmt. = 4 - Disbursements Mgmt. = 6 - Grants Mgmt. = 1 - Inter/IntraUnit Transactions = 5 - Payroll Mgmt. = 4 - Projects Mgmt. = 2 - Revenue Accounting = 4 - System Access and Controls = 2 <p>Role Mapping = TBD</p> <p>Training = TBD</p>	<p>Current-State:</p> <p>Cataloged Business Processes = 250</p> <ul style="list-style-type: none"> Related Business Systems = 13 Related Reports = 44 <p>Documentation Status:</p> <ul style="list-style-type: none"> Complete = 250 Partial = 0 Not Started = 0 <p>Implementation:</p> <p>Impacted Agency Business Processes = 250</p> <ul style="list-style-type: none"> Related Business Process Groupings = 11 Planned Spreadsheet Uploads = 3 <p>Level of Impact: People Changes</p> <ul style="list-style-type: none"> High = 0 Medium = 10 Low = 100 None = 28 Uncertain = 0 <p>Level of Impact: Processes Changes</p> <ul style="list-style-type: none"> High = 0 Medium = 103 Low = 22 None = 13 Uncertain = 0 <p>Level of Impact: Technology Changes</p> <ul style="list-style-type: none"> High = 0 Medium = 14 Low = 58 None = 66 Uncertain = 0 <p>Level of Impact: Data Changes</p> <ul style="list-style-type: none"> High = 0 Medium = 99 Low = 31 None = 8 Uncertain = 0 <p>Segments I & II Documentation Update Status</p> <ul style="list-style-type: none"> Not Started = 0 In Progress = 0 Complete = 114 <p>Segment III Documentation Update Status</p> <ul style="list-style-type: none"> Not Started = 0 In Progress = 0 Complete = 33 	<p>Current-State:</p> <p>Cataloged Business Systems = 44</p> <ul style="list-style-type: none"> Criticality: - High = 21 Med = 9 Low = 5 None = 9 <p>Documentation Status:</p> <ul style="list-style-type: none"> Complete = 44 Partial = 0 Not Started = 0 <p>Cataloged Interfaces = 67</p> <ul style="list-style-type: none"> Inbound Interfaces = 57 Outbound Interfaces = 10 <p>Implementation:</p> <p>Business Systems Planned for Integration = 30</p> <ul style="list-style-type: none"> Segment I - Documentation Updates: - Complete = 3 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 25 Segment II - Documentation Updates: - Complete = 8 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 20 Segment III - Documentation Updates: - Complete = 4 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 24 <p>Planned Interfaces = 17</p> <ul style="list-style-type: none"> Inbound Interfaces = 1 Outbound Interfaces = 13 	<p>Current-State:</p> <p>Unique FLAIR Data Elements = 261</p> <ul style="list-style-type: none"> Associated Unique Uses = 264 - Continued Use - Yes = 221 - Continued Use - No = 41 Associated Business Systems = 35 Cataloged Reports = 391 Criticality: - High = 47 Med = 3 Low = 15 None = 31 <p>Implementation:</p> <p>Segments I & II Planned Configurations = 6/9</p> <ul style="list-style-type: none"> Accounts Receivable (AR) - Planned Distribution Codes = 118 Asset Management (AM) - Planned Location Codes = 343 - Planned Associated Area ID's = None Commitment Control (KK) - Planned Option = Option # 1 - Track with Budget General Ledger (GL) - Planned Budgetary Value Combo Edits = 1920 - Planned Local Funds = None - Planned Organization ID's = 133 - Planned OA1's = 340 - 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 = 11 Agency Data Outside of Primary Source System(s) = 0 Data Readiness/Cleansing Status: - Complete = 5 In Progress = 2 Not Started = 0 Not Applicable 0 <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.

DEP 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 Technology Data	<p>Due to the staggered nature of Design Segment delivery, PALM requirement changes, and iterative updates to knowledge relating to PALM processes, the requirements gathering cannot be finalized.</p> <p>If the business owners are unable to confidently document change Impacts and change recommendations (requirements), there is a direct impact to remediation completion dates. This could affect downstream tasks such as internal ABS testing prior to PALM UAT and planned training.</p>	Open	9 (High/High)	DEP needs to have sufficient knowledge of the changes to its financial systems, monitor changes to PALM requirements and functionality, and allow for adjustments to the implementation schedule for unplanned changes/updates to requirements and design.	<p>The ambiguity can lead to misinterpretation or incorrect implementation of the new PALM interfaces.</p> <p>Additionally, there is the potential that previous design specifications could change as a result of subsequent discoveries in later design segments.</p> <p>- Design Specifications should be completed for all process areas by Segment IV. DEP is monitoring this risk.</p>	07/12/24	Brady Schmidt & Steve Waters
People Processes	<p>Based on the current PALM schedule, training delivery of processes is slated to begin at the same time as PALM UAT (User Acceptance Testing).</p> <p>There is a risk to the agency that the testers will not have a complete understanding of all the details of each process in time for them to participate in a UAT. Testers may not be able to understand all the nuances of the work end-to-end process they are supposed to be testing</p>	Closed	9 (High/High)	Use of the Knowledge Center and specifications received from Design sessions should help to some extent in understanding the processes. Once details of screen design functionality is available, the teams can get a better grasp of the end-to-end process flow.	Discussed this at the PALM Touchpoint meetings in April and May 2024.	08/09/24	Bento Eyles and Steve Waters

	without full knowledge. This could potentially not only lead to ineffective testing results, but could possibly cause more confusion. If certain assumptions that were made by the agency on a particular process are no longer valid post-training, this could potentially lead to rework of agency documented procedures, and changes to ABS systems.						
Technology Data	Agency business system remediation dates estimated for CRA (May'25), FIN-Reports (TBD), ELFF (Apr'25) and Tier 3 Apps (TBD) are too close to or past the PALM UAT start date for any meaningful DEP Business System testing to be completed prior to UAT.	Open	9 (High/High)	DEP is working to prioritize all changes based on prioritization strategy for the portfolio of ABS applications scheduled for change.	DEP will closely monitor progress on remediation of all ABS systems.	08/26/24	Steve Waters and Joseph Veretto
People Processes Technology	Risk to loss of knowledge due to staff turnover	Open	6 (High/Medium)	Ensure job-specific processes are properly documented.	DEP has engaged the Division/District/Office staff throughout the department and is documenting key business processes to ensure knowledge sharing is continuing.	11/13/23	Lydia Griffin & Steve Waters
People Processes Technology Data	The finalization and end-to-end walkthroughs of the business processes and screen flows pertaining to PALM functionality are now scheduled for early October through the Design Recap sessions. Since the business processes were staggered iteratively to the agencies with several missing pieces due to a design segmentation approach, and with high-level draft screenshots, there is little opportunity currently for agency personnel to have a walkthrough of the "end-to-end finalized business process workflows and screen flows" with finalized screen designs and functionality descriptions, which are now planned for October through the Design Recap sessions or as and when PALM indicates that designs have been locked down. The agency has to understand these final designs and then finalize agency business systems and understand how the changes affect the inputs to, and outputs from, PALM, while understanding how defined reporting may be affected. There is a risk of delay to agency business system updates unless the final designs are submitted by PALM well in advance of UAT, to allow sufficient time for agency business system changes to occur and be tested prior to PALM UAT activities.	Open	6 (High/Medium)	PALM has added a 3 day Segment Recap Workshop in October. DEP will monitor this risk and continue to seek details of what will be received in advance of and during the Recap sessions from PALM.	The DEP PALM project team brought this to the attention of the PALM Readiness coordinator for review. Further confirmation from PALM as to what details will be provided at the October Recap sessions is awaited. Risk monitoring will continue. The DEP PALM project team will also work closely with agency personnel to apprise them of changes to designed processes, workflow, procedures, screen flows and reports as they are confirmed and published by PALM to the agencies.	02/27/24	Bento Eyles and Steve Waters
Processes Technology Data	Due to the way PALM interface, report, and process catalog change entries are referenced by PALM in the version history notes, it is possible for agencies to miss specific changes made to the Interface file being referenced. The need to physically check every field for changes in the layout for changes that may have been made but not referenced in the Version history or the version history not having the change documented in a timely manner. The risk to the agency is that a specific change that is not referenced in the Version History or added after the fact may be missed by the agency during analysis of the changes to the Interface file and potentially cause errors during development of the data for the interface.	Open	6 (High/Medium)	DEP has requested to have a column added to the interface file layout with the change narrative and the date that the field was last changed. This would allow for field-level change log documentation and remove any potential human error due to interpretation of the Version History notes where there is another potential opportunity for human error to be introduced. DEP will manually monitor interfaces, reports, and processes on a routine basis to identify and record changes. Documented changes will have to be communicated timely to applicable agency staff as needed in order to reduce impacts to existing planned system and process changes.	DEP has brought this up at the PALM Touchpoint meeting with the Technical PALM liaison on 07/10/2024 and other occasions. DEP has implemented a routine review process to identify and record changes. PALM has added a column to the Interface Catalog in Knowledge Center to capture dates when revisions were made to the interface; however the risk remains at the data element change level.	08/26/24	Steve Waters and Joseph Veretto
Processes Technology Data	Increased Risk of Application Update Errors	Open	4 (Medium/Medium)	Sufficiently documented business system processes and accurate sample data is necessary to ensure reduced risk of application errors. Testing applications thoroughly will mitigate this risk.	Rushing the update process or making assumptions without proper interface specifications and sample data can increase the risk of errors and inconsistencies. It may result in data integration issues, data loss, or inaccurate data processing, which can impact the reliability and functionality of the application.	11/13/23	Brady Schmidt
Processes Technology Data	Insufficient time to test PALM and agency business system processes due to shortened testing windows or unexpected changes to functionality is a risk to DEP. Potential changes to PALM testing windows due to project delays or delayed PALM functionality changes would limit the agencies' ability to timely verify processes through PALM and agency testing.	Open	4 (Medium/Medium)	DEP will continue to monitor PALM project schedule changes and potential impacts to agency remediation, testing, and training timelines. These agency activities will be scheduled as soon as possible to reduce potential resource issues from PALM and agency process changes.	DEP will closely monitor progress on any changes affecting impacts to remediation, testing and training activities and milestones.	08/26/24	Steve Waters and Bento Eyles

DEP Issues

Critical Operational Elements	Issue Description	Status	Priority	Resolution Plan	Reporting Period Comments or Updates	Planned or Actual Resolution Date	Owner / Coordinator
People Processes Technology Data	SME Process & Business System Knowledge	Open	High - Impacts the ability of the agency to meet deadlines or milestones	Catalog Desktop Procedures, Document Business System functionality and interfaces.	FDEP Project Team continues to facilitate information gathering and identifying financial data impacts. The	07/01/25	Lydia Griffin, Steve Waters

					results will be used for future planning of PALM implementation.		
People Processes Technology Data	Identifying changes to processes and business systems as a result of a staggered design segmentation approach which can potentially change designs after the fact. This approach is hindering the ability of key business and technical resources to reach a decision or agreement about impacts to agency business processes and systems.	Open	High - Impacts the ability of the agency to meet deadlines or milestones	Identifying key requirements now while keeping an open mind to potential changes down the road and structurally delineating future state requirements into known vs. unknown may help in building incremental build components and requirements for agency business systems and processes.	FDEP Project team continues to share latest PALM designs with DAS, Division SMEs and CCN Leads to help them identify potential changes to business processes based on published Segment designs from the PALM project. Technical SMEs are also working to identify potential changes to systems based on everything currently published by PALM. Changed resolution date to 12/30/2024 on conclusion of Change Analysis phase of PALM.	12/30/24	Bento Eyles and Steve Waters

DEP 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	SME Process & Business System Knowledge	Logged	11/13/23	Division/District/Office Business Systems remediation, processes and project management.	FDEP Project Team has facilitated information gathering and identifying financial data impacts. - DEP is conducting process reviews and SMEs are attending PALM Design reviews to gain knowledge of PALM processes. - SMEs are being tasked with documenting changes to the existing processes based on knowledge of PALM.
People Processes Technology Data	PALM Project Implementation Schedule	Logged	11/13/23	Division/District/Office Business Systems remediation, processes and project management.	In planning, the success of FDEP's implementation schedule is contingent upon the timely receipt of information from the PALM Project team.
People Processes Technology Data	DEP must receive the following to successfully complete system remediation: 1) ALL applicable PALM Design Segment tasks related to said applications is completed. i. Process specifications ii. Interface specifications iii. Configuration Workbooks iv. Conversions v. Report specifications 2) Data mapping with PALM design specifications and process requirements.	Logged	02/14/24	Division/District/Office Business Systems remediation, processes and project management, PALM Team	Discussed at the PALM Touchpoint meeting on 2/14/2024 and 3/13/2024 with PALM. - Agency shared that their remediation approach is based on phases, and the concern of having to do remediation re-work with major changes to occur after final design has been shared. - Monitoring of Design Segment updates is continuing, need confirmation that final screen designs will also be available to the agency as and when locked down by PALM, and in advance of the Design Recap workshop sessions proposed in October 2024. - DEP still awaiting additional information from the project.
People Processes Technology Data	The IV&V will review agency risks, issues and assumptions that have been documented in Smartsheet and address them with the PALM team as needed.	Logged	08/30/24	Division/District/Office Business Systems remediation, processes and project management.	DEP cannot be sure if the mitigation strategies for the PALM based risks and issues are adequate and/or if a risk has changed due to adjustments by PALM.

DEP Agency-Specific Readiness Activities

Critical Operational Elements	Activity Description	Date(s)	Impacted Stakeholder(s) and/or System(s)	Objective	Reporting Period Comments or Updates
Processes Data	FDEP Detail Business Process content creation, connected to PALM Design Segment Results	07/01/24	DEP DAS CCN Mgrs., DEP F&A Mgrs., DEP Program Area CCNs	Working with CCNs to develop business process content through DAS and DIV SMEs and mapping to PALM segments and business process flows.	FDEP CCN and SMEs participating to map information and identify discrepancies. 3/1-4/30 -Completed for Segment I and II this reporting period. 5/1-6/30 -Completed for Segment III this reporting period. 7/1 - 8/31 - Segment IV In Progress
People Processes Technology Data	Admin Services PALM Q&A updates	07/01/24	DEP PALM Core Team, DEP DAS CCNs, DEP F&A Mgrs., DEP Program Area CCNs, OTIS Leads	Updates to Q&A database of questions from various sources, including PALM and answers to those questions. Will be utilized for a future FAQ to be created for stakeholders.	In progress and will conclude after Segment IV Design.
People Processes Technology Data	PALM SpeedKey's Review and usage	07/01/24	Agency Sponsor, Agency Liasons and Business Liaison	Review of the functionality to be implemented for SpeedKeys	Overview discussion in order to decide how DEP can use SpeedKeys. In-progress.
Processes Technology Data	Reporting Analysis of DIV and DAS Reports	07/01/24	DEP PALM Core Team, DEP OTIS	Based on Reports inventory collected for PALM and the reports that PALM is producing, the team is reviewing current Report usage and needs for existing reports as well as looking at what impacts the PALM set of reports have to the agency's reporting requirements.	Initial review of Reports data for DIVs is due 7/30/24. Confirmation and ensuring enough time for DIVs to respond to queries will take this task to 10/30 completion, by which time it is estimated that the analysis of DAS reports and PALM reports will also be completed. 7/1 - 8/31 In-Progress.
Technology Data	Review PALM Field and Value Updates to DEP Document Management System (Oculus)	07/01/24	PALM Core Team, DAS Mgrs., Division Liaisons, OTIS staff	Review existing FLAIR related field in Oculus to identify required changes for PALM.	Initial data provided and analysis ongoing. 7/1 - 8/31 In Progress
Processes Technology Data	AMS & Admin PALM Touchpoint Meetings	07/02/24	OTIS Managers, Business Liaison, Project Liaison	Regular weekly meetings to discuss Technical topics related to PALM among other topics	In Progress
People Processes Technology Data	FIN-Rate Report Joint Requirements Gathering	07/02/24	DEP PALM Core Team, DEP DAS CCNs, DEP F&A Mgrs., OTIS Leads	This is the requirements gathering phase for remediation to the FIN-Rate Report application and discussion of changes relevant to PALM functionality	The team reviewed the potential changes for PALM and provided the list of FIN-Rate Report report outputs for further analysis and requested additional information to be supplied. In progress.
People Processes Technology Data	CRA Internal Review Meetings	07/02/24	DEP PALM Core Team, DEP DAS CCNs, DEP F&A Mgrs.	Meeting with business stakeholders to understand the impacts and identify potential changes to the CRA application due to PALM requirements and processes	Continuation of a series of meetings to discuss the CRA app and impacts among business stakeholders. 7/1 - 8/31 - In Progress
People Processes Data	PALM Budget Management Training Documentation	07/08/24	DEP PALM Core Team	Create a training document on PALM budget management to educate DEP staff on PALM budget functionality.	Draft documentation created. Additional updates made during reporting period with final document to be completed.
People Processes Technology Data	PALM Sprint Retrospectives	07/16/24	OTIS PALM Sprint Team, DAS Leadership	To deliver all the technical work related to PALM using Agile methodology	Sprints are PALM-Specific and will focus on PALM delivery. 7/1 - 8/31 In Progress - Sprint 3
Processes Technology Data	FIN PRA use of PALM ARI010 and GLI011 Spreadsheet Uploads	07/18/24	OTIS PALM Sprint Team, DAS Leadership, PALM Core Team	Review and identify how FIN PRA will create the values and spreadsheets for submittal to PALM	Review completed. Final requirements gathering confirmation to be completed. Additional meetings held on 8/6 and 8/22. Completed.
People Processes Technology Data	DEP PALM Project Review	07/18/24	Agency Sponsor, Agency Liaison, Business Liaison, Project Liaison	Regular monthly meeting to review Risks, Issues, and progress towards milestones and tasks	7/18 and 8/22 - Completed

Data					
People Processes Technology Data	DEP CCN and Data Gathering Planning	07/22/24	PALM Core Team	Planning for future DEP CCN meetings and data gathering methods	7/22 - Completed
People Processes Technology Data	Asset Management Process Changes for PALM	07/30/24	DEP DAS CCN Mgrs.,DEP F&A Mgrs	Provide DAS Managers with tools and methods to document changes to processes.	7/30 - Completed
People Processes Technology Data	Review of Communication Plan and Impacts to Workforce Readiness Plan	07/31/24	DEP PALM Core Team	Objective is to keep the Communication Plan activities current for present and future communication events	7/31, 8/6 - Completed
People Processes Technology Data	PALM Project Costing Design Review	08/01/24	DEP PALM Core Team, DEP DAS CCN Mgrs.,DEP F&A Mgrs	Review of material covered at the Segment 4 Workshops on the topic of Project Costing	8/1 - Completed
People Processes Technology Data	PALM Accounts Payable Design Review	08/01/24	DEP PALM Core Team, DEP DAS CCN Mgrs.,DEP F&A Mgrs	Review of material covered at the Segment 4 Workshops on the topic of Accounts Payables	8/1 - Completed
People Processes Technology Data	ELFF Review and Planning of Changes for PALM	08/02/24	DEP F&A Mgrs., Sponsor, OTIS Staff	Review ELFF process changes based on new plans to remediate system for uploading vouchers and supporting documentation to PALM.	8/2 - Completed Future meetings planned.
People Processes Technology Data	FIN Tax Internal Review for PALM Changes	08/09/24	DEP F&A Mgrs., Sponsor, F&A SME, DEP PALM Core Team	Review FIN Tax to work through changes due to PALM and identify information for OTIS to remediate system.	8/9 - Completed
People Processes Technology Data	FIN AR Collections Joint Requirements Gathering	08/12/24	DEP PALM Core Team, DEP DAS CCNs, DEP F&A Mgrs., OTIS Leads	Review technical analysis of system and confirm potential changes with business managers.	8/12 - Completed
People Processes Technology Data	Project Costing Internal Review Meeting	08/16/24	DEP F&A Mgrs., Sponsor, F&A SME, DEP PALM Core Team	Review PALM project costing information presented in PALM design sessions to identify changes to DEP processes.	8/16 - Completed Future meetings will be held to work through changes and impacts.
Processes Technology Data	Segment IV Interface Review	08/19/24	Business Liaison, OTIS Leads	Review PALM segment IV interfaces provided and determine potential use and system impacts for analysis.	8/19 - Completed
People Processes Technology Data	Project Costing/Grants Meeting	08/20/24	PALM Liaisons, Agency Liaison, Business Liaison	Meeting to review Project Costing and how the structure will support Grants Management	Meeting was held and some information was shared with the Agencies as multiple agencies were present. Completed.
Processes Technology Data	Review FIN Reporting Needs for PALM	08/21/24	DEP PALM Project Leadership	Review and prioritize reporting needs for PALM	8/21 - Completed
People Processes Technology Data	Review Tier 3 STCM Changes for PALM	08/21/24	DAS Mgrs., OTIS staff, STCM Mgrs. and Users.	Review STCM system processes and planned changes due to PALM and changes from tier 2 system CRA.	8/21 - Completed Final review and documentation of changes to be completed.
People Processes Technology Data	Inter/Intraunit Design Review	08/22/24	DEP F&A Mgrs., Sponsor, F&A SME, DEP PALM Core Team	Review PALM inter/intraunit information presented in PALM design sessions to identify changes to DEP processes.	8/22 - Completed
People Processes Technology Data	Encumbrance Process Change Review	08/23/24	DEP F&A Mgrs., SMEs, Sponsor, PALM Core Team	Review changes due to PALM and clarify documentation of changes.	8/23 - Completed Future meetings to review documented changes
People Processes Technology Data	FACTS Technical Workshop Internal Review	08/23/24	DAS Leadership	Review information presented by PALM on changes to FACTS and information provided by and to DEP	8/23 - Completed
People Processes Technology Data	PALM Training Planning	08/26/24	DEP PALM Core Team	Review PALM training information to begin planning DEP training approach to include in UAT plan.	8/26 - Completed

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

[Privacy Notice](#) | [Report Abuse](#)

DEP Status Report Confirmation

Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
July - August 2024	Darinda McLaughlin	darinda.mclaughlin@floridadep.gov	09/06/24
May - June 2024	Darinda McLaughlin	darinda.mclaughlin@floridadep.gov	07/12/24
March - April 2024	Darinda McLaughlin	darinda.mclaughlin@floridadep.gov	05/09/24
January - February 2024	Darinda McLaughlin	darinda.mclaughlin@floridadep.gov	03/11/24