

Helpful Links

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- Readiness Workplan

DLA Status Report Dashboard

Reporting Period

July - August 2024

Agency Sponsor

Sabrina Donovan

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 = 13
- Duplicate Filled Role = 10
- 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 = 83.93%**
- Submitted Complete = 16
 - Submitted Incomplete = 1
 - Completed After Submission = 11

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 = 93.27%**
- Submitted On Time = 42
 - Submitted Late = 7
 - Pending Submission = 1

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 = 9
- Meetings Missed = 1

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	Technology	519	Remediate Agency Business Systems based on Segment I	01/29/24	06/28/24	75% - Consolidating/Inputting Information for Submission		Remediation is in progress.		
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	50% - In Progress	07/12/24	Discussed with VANext SMEs to ensure they can begin working on this as soon as the Single payment layout is available	Submission Incomplete	
Indirect	Technology	530	Update Florida PALM Interface Inventory for Segment III	04/15/24	07/12/24	100% - Submitted	07/03/24		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	07/03/24	data conversion for Suppliers updated 07/11/2024	Submission Complete	07/11/24
Indirect	Technology	529	Update Florida PALM Conversion Inventory for Segment III	04/29/24	07/12/24	100% - Submitted	07/03/24		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	Updated all sections in the revised file along with the sign and resubmitted.	Submission Complete	08/14/24
Indirect	People	536-A	Create Agency Specific User Acceptance Testing Plan	06/17/24	08/16/24	100% - Submitted	08/15/24		Submission Complete	
N/A	People	537	Update Authorized Smartsheet Users	06/24/24	07/12/24	100% - Submitted	07/03/24		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	08/21/24		N/A	
N/A	People	540	Share Florida PALM Updates	07/15/24	07/26/24	100% - Submitted	07/29/24		Submission Complete	
Direct	Data	541-A	Complete Configuration Workbooks for Segment IV	07/22/24	09/06/24	100% - Submitted	08/29/24	Not applicable at this time.	Submission Complete	
Direct	Data	541-B	Complete Configuration Workbooks for Segment IV	07/22/24	09/06/24	100% - Submitted	09/06/24			
N/A	Data	542	Complete Data Readiness Analysis and Data Cleansing Activities for Segment IV	07/22/24	10/18/24	100% - Submitted	08/28/24		Submission Complete	09/09/24
N/A	Processes	543	Identify Change Impacts and Update Agency Business Process Documentation for Segment IV	07/22/24	10/18/24					
N/A	Technology	544	Update Agency Business System Documentation for Segment IV	07/22/24	10/18/24					
Direct	Technology	545-A	Update and Finalize Florida PALM Conversion Inventory for Segment IV	07/22/24	10/18/24	100% - Submitted	08/28/24		Submission Complete	
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	Records will be established when PALM goes live.	Submission Complete	
Direct	Technology	546	Update Florida PALM Interface Inventory for Segment IV	07/22/24	10/18/24					
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	08/15/24		Submission Complete	
Direct	People	549	Submit Training Survey	08/12/24	09/20/24	100% - Submitted	09/04/24	survey submitted 09/04/2024	Submission Complete	
Indirect	People	536-B	Create Agency Specific User Acceptance Testing Plan	08/19/24	10/11/24					
Direct	Data	541-C	Complete Configuration Workbooks for Segment IV	08/26/24	09/27/24					

Direct	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	09/09/24
N/A	N/A	551	Submit Bimonthly Agency Readiness Status Report	08/30/24	09/11/24	100% - Submitted	09/06/24			
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				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 = 27</p> <ul style="list-style-type: none"> Business Process Groupings = 12/13 <p>Identified Subject Matter Experts = 10</p> <ul style="list-style-type: none"> SMEs by Business Process Grouping Account Mgmt. and Financial Reporting = 2 Accounts Receivable = 1 Asset Accounting and Mgmt. = 2 Banking = 1 Budget Mgmt. and Cash Control = 1 Contracts Mgmt. = 2 Disbursements Mgmt. = 1 Grants Mgmt. = 2 Inter/IntraUnit Transactions = 3 Payroll Mgmt. = 2 Projects Mgmt. = 2 Revenue Accounting = 1 System Access and Controls = 1 <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 = 67</p> <ul style="list-style-type: none"> Related Business Systems = 5 Related Reports = 9 <p>Documentation Status:</p> <ul style="list-style-type: none"> Complete = 67 Partial = 0 Not Started = 0 <p>Implementation:</p> <p>Impacted Agency Business Processes = 67</p> <ul style="list-style-type: none"> Related Business Process Groupings = 11 Planned Spreadsheet Uploads = 7 <p>Level of Impact: People Changes</p> <ul style="list-style-type: none"> High = 0 Medium = 1 Low = 32 None = 2 Uncertain = 0 <p>Level of Impact: Processes Changes</p> <ul style="list-style-type: none"> High = 0 Medium = 10 Low = 22 None = 1 Uncertain = 2 <p>Level of Impact: Technology Changes</p> <ul style="list-style-type: none"> High = 1 Medium = 5 Low = 26 None = 1 Uncertain = 2 <p>Level of Impact: Data Changes</p> <ul style="list-style-type: none"> High = 0 Medium = 30 Low = 2 None = 0 Uncertain = 4 <p>Segments I & II Documentation Update Status</p> <ul style="list-style-type: none"> Not Started = 1 In Progress = 1 Complete = 34 <p>Segment III Documentation Update Status</p> <ul style="list-style-type: none"> Not Started = 1 In Progress = 2 Complete = 33 	<p>The applications or tools used to process, track, or report on financial operations.</p> <p>Current-State:</p> <p>Cataloged Business Systems = 13</p> <ul style="list-style-type: none"> Criticality: High = 9 Med = 0 Low = 1 None = 3 <p>Documentation Status:</p> <ul style="list-style-type: none"> Complete = 10 Partial = 3 Not Started = 0 <p>Cataloged Interfaces = 19</p> <ul style="list-style-type: none"> Inbound Interfaces = 0 Outbound Interfaces = 19 <p>Implementation:</p> <p>Business Systems Planned for Integration = 6</p> <ul style="list-style-type: none"> Segment I - Documentation Updates: Complete = 6 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 0 Segment II - Documentation Updates: Complete = 6 Updating = 0 Evaluating = 2 Not Started = 0 Not Needed = 0 Segment III - Documentation Updates: Complete = 4 Updating = 0 Evaluating = 2 Not Started = 0 Not Needed = 0 <p>Planned Interfaces = 10</p> <ul style="list-style-type: none"> Inbound Interfaces = -5 Outbound Interfaces = 8 	<p>Information used in or produced from an agency's financial business operations.</p> <p>Current-State:</p> <p>Unique FLAIR Data Elements = 70</p> <ul style="list-style-type: none"> Associated Unique Uses = 70 Continued Use - Yes = 39 Continued Use - No = 3 Associated Business Systems = 15 Cataloged Reports = 176 Criticality: High = 21 Med = 1 Low = 86 None = 0 <p>Implementation:</p> <p>Segments I & II Planned Configurations = 8/9</p> <ul style="list-style-type: none"> Accounts Receivable (AR) Planned Distribution Codes = 1 Asset Management (AM) Planned Location Codes = 13 Planned Associated Area ID's = 112 Commitment Control (KK) Planned Option = Option # 1 - Track with Budget General Ledger (GL) Planned Budgetary Value Combo Edits = 397 Planned Local Funds = None Planned Organization ID's = 174 Planned OA1's = 22 Planned OA2's = 22 Segment IV Planned Configurations Started = 2 Not Started = 0 Conversions & Data Readiness Conversions Needed = 9 Agency Data Outside of Primary Source System(s) = 1 Data Readiness/Cleansing Status: Complete = 4 In Progress = 0 Not Started = 0 Not Applicable 1 Reports = TBD

Agency Reported

The Risks, Issues, Assumptions and Readiness Activities tables below display only items that were opened/logged, closed/resolved or active during the reporting period.

DLA Risks							
Critical Operational Elements	Risk Description	Status	Risk Rating	Mitigation/Response Strategy	Reporting Period Comments or Updates	Date of Status Change	Owner / Coordinator
People Technology	Loss of technical CNN participant	Open	9 (High/High)	Backup technical CNN participant will need to take lead role. IT will be recruiting for replacement staff to support Finance & Accounting functions.	Position is still vacant. 04/23/2024 position is still vacant	02/26/24	Sabrina Donovan
Processes Technology	Changes to project scope potentially impacts agency planned mitigation.	Open	9 (High/High)	Review BPM's for changes to workflows to identify potential impacts to agency solutions, interfaces and processes.	Review continues 04/23/2024 this is a continuing risk.	03/11/24	Sabrina Donovan
Technology	A Schedule of Allotment Balances (SAB) that is meaningful to an agency will not be generated from PALM if agencies cannot enter budget allotments at the account level.	Open	9 (High/High)	The agency will have to develop an ABS to produce a SAB that can be used to manage their budget.	Updated on 06/05/2024; No change:06/17/2024- Florida PALM project is testing a solution but we've not been advised of the results. 09/06/2024 - we have not been provided any update on this.	05/15/24	Sabrina Donovan

DLA Issues							
Critical Operational	Issue Description	Status	Priority	Resolution Plan	Reporting Period	Planned or Actual	Owner / Coordinator

Elements					Comments or Updates	Resolution Date	
Processes Technology	Reengineer FLAIR accounting interfaces to Florida PALM.	Open	Critical - Impacts the ability of the agency to move forward with work without resolution	Engage technical CNN participation to review data formats and interface options to determine optimal solution.	Continuing issue. 04/23/2024 - this is a continuing issue.	01/31/25	Sabrina Donovan
People Processes Technology	Software Integration Issues: Planned software integration may not work as expected, leading to re-design and re-work.	Open	Critical - Impacts the ability of the agency to move forward with work without resolution	Engage technical CNN participation in design workshops and UAT.	Continuing issue. 04/23/2024 - this is a continuing issue.	01/31/25	Sabrina Donovan
Processes	Need ability to make corrections to closed reporting period	Open	Critical - Impacts the ability of the agency to move forward with work without resolution	Need a solution option	new issue moved from risk-I don't think this has a resolution. 04/23/2024 - still need to understand the transaction correction process in Florida PALM.	01/31/25	Darlene Faris
Data	Need the ability to request Activities to the Activity ChartField for use with the Project-related ChartFields or provide a list to DFS for updating the Activity ChartField.	Open	Critical - Impacts the ability of the agency to move forward with work without resolution	Prepare a draft list to send to DFS for updating PALM.	08/21/24- This remains as an outstanding issue. 09/06/2024 this remains as outstanding.	05/10/24	Sabrina Donovan
Processes Technology Data	Existing ABS requires extensive development to accommodate PALM. OAG is unable to submit a budget amendment for PALM funds for staff augmentation of technical personnel.	Open	Critical - Impacts the ability of the agency to move forward with work without resolution	Need PALM funding to support technical resources for staff augmentation.	09/06/2024 - budget amendment is now in progress with approval anticipated 09/13/2024	06/12/24	Sabrina Donovan
Processes Data	No Single Payer Interface for VANext in PALM for remediation	Open	Critical - Impacts the ability of the agency to move forward with work without resolution	Need a solution option from PALM.			
People	Availability of Finance & Accounting SMEs: Due to workload and competing priorities SMES may not be available. This may result in extending the overall schedule, and adding cost to the budget.	Open	High - Impacts the ability of the agency to meet deadlines or milestones	When the staff aug business analyst is engaged, interviews will need to be scheduled to minimize work disruption.	Scheduling of Segment IV workshops coincides with year-end activities, resulting in reduced availability. 04/23/2024 - this is a continuing issue.	01/31/25	Sabrina Donovan

DLA Assumptions

Critical Operational Elements	Assumption	Status	Date Logged or Removed	Impacted Stakeholder(s) and/or System(s)	Reporting Period	Comments or Updates
Processes	processes will require modification to accommodate new roles	Logged	09/07/23	Finance & Accounting		no change
Data	data field changes will impact systems	Logged	09/07/23	Finance & accounting, VANExt, EGrants, SQL reporting		no change

DLA 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	initiating REQ's for staff augmentation for agency application remediation/development	07/11/24	CCN staff, agency business system owners outside of Finance & Accounting	assist with application development and data architecture to ensure assignments are completed timely		The additional staff aug solicitations were delayed due to request for additional Florida PALM funding.

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

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DLA Status Report Confirmation

Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
July - August 2024	Sabrina Donovan	sabrina.donovan@myfloridalegal.com	09/06/24
May - June 2024	Sabrina Donovan	sabrina.donovan@myfloridalegal.com	07/12/24
March - April 2024	Sabrina Donovan	sabrina.donovan@myfloridalegal.com	05/13/24
January - February 2024	Sabrina Donovan	sabrina.donovan@myfloridalegal.com	03/11/24