

Helpful Links

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

DMA Status Report Dashboard

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

Reporting Period

July - August 2024

Agency Sponsor

Col. Adam Curry

CCN Composition



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

Change Champion Network:

- Unique Filled Role = 14
- Duplicate Filled Role = 2
- 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 = 93.85%**
- Submitted Complete = 19
- Submitted Incomplete = 0
- Completed After Submission = 7

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 = 98.63%**
- Submitted On Time = 45
- Submitted Late = 5
- 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 = 6
- Meetings Missed = 4

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	07/17/24
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	07/23/24
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	100% - Submitted	07/12/24		Submission Complete	
N/A	People	535	Update Workforce Readiness Plan	06/17/24	08/02/24	100% - Submitted	07/29/24		Submission Complete	
Indirect	People	536-A	Create Agency Specific User Acceptance Testing Plan	06/17/24	08/16/24	100% - Submitted	08/13/24		Submission Complete	08/23/24
N/A	People	537	Update Authorized Smartsheet Users	06/24/24	07/12/24	100% - Submitted	07/08/24		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	08/28/24		N/A	08/28/24
N/A	People	540	Share Florida PALM Updates	07/15/24	07/26/24	100% - Submitted	07/15/24		Submission Complete	07/23/24
Direct	Data	541-A	Complete Configuration Workbooks for Segment IV	07/22/24	09/06/24	100% - Submitted	09/05/24	Project Costing not needed.		
N/A	Data	542	Complete Data Readiness Analysis and Data Cleansing Activities for Segment IV	07/22/24	10/18/24					
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					
Direct	Technology	545-B	Update and Finalize Florida PALM Conversion Inventory for Segment IV - Projects (PCC001)	07/22/24	08/23/24	100% - Submitted	08/20/24		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	08/13/24	File managers are for ARRO. CVS File is uploaded to State Payroll who then sends it to FLAIR.	Submission Complete	
Direct	People	549	Submit Training Survey	08/12/24	09/20/24					
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	08/27/24	Data is submitted by DMA to FLAIR/PALM	Submission Complete	
N/A	N/A	551	Submit Bimonthly Agency Readiness Status Report	08/30/24	09/11/24	100% - Submitted	09/09/24	Primary Sponsor (COL Curry) is currently out of the country. The alternate sponsor (Tim Smith) signed in his absence.	Submission Complete	
N/A	N/A	552	Manage Agency Specific	08/30/24	10/31/24				N/A	

			Implementation Schedule, Risks and Issues						
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 = 22</p> <ul style="list-style-type: none"> Business Process Groupings = 10/13 <p>Identified Subject Matter Experts = 11</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. = 3 Disbursements Mgmt. = 1 Grants Mgmt. = 1 Inter/IntraUnit Transactions = 1 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 = 24</p> <ul style="list-style-type: none"> Related Business Systems = 4 Related Reports = 14 <p>Documentation Status:</p> <ul style="list-style-type: none"> Complete = 24 Partial = 0 Not Started = 0 <p>Implementation:</p> <p>Impacted Agency Business Processes = 24</p> <ul style="list-style-type: none"> Related Business Process Groupings = 13 Planned Spreadsheet Uploads = 0 <p>Level of Impact: People Changes</p> <ul style="list-style-type: none"> High = 0 Medium = 0 Low = 0 None = 24 Uncertain = 0 <p>Level of Impact: Processes Changes</p> <ul style="list-style-type: none"> High = 0 Medium = 0 Low = 24 None = 0 Uncertain = 0 <p>Level of Impact: Technology Changes</p> <ul style="list-style-type: none"> High = 0 Medium = 0 Low = 11 None = 13 Uncertain = 0 <p>Level of Impact: Data Changes</p> <ul style="list-style-type: none"> High = 0 Medium = 0 Low = 0 None = 24 Uncertain = 0 <p>Segments I & II Documentation Update Status</p> <ul style="list-style-type: none"> Not Started = 0 In Progress = 0 Complete = 24 <p>Segment III Documentation Update Status</p> <ul style="list-style-type: none"> Not Started = 0 In Progress = 0 Complete = 24 	<p>The applications or tools used to process, track, or report on financial operations.</p> <p>Current-State:</p> <p>Cataloged Business Systems = 5</p> <ul style="list-style-type: none"> Criticality: High = 2 Med = 3 Low = 0 None = 0 <p>Documentation Status:</p> <ul style="list-style-type: none"> Complete = 2 Partial = 0 Not Started = 2 <p>Cataloged Interfaces = 1</p> <ul style="list-style-type: none"> Inbound Interfaces = 0 Outbound Interfaces = 1 <p>Implementation:</p> <p>Business Systems Planned for Integration = 2</p> <ul style="list-style-type: none"> Segment I - Documentation Updates: Complete = 0 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 2 Segment II - Documentation Updates: Complete = 0 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 2 Segment III - Documentation Updates: Complete = 0 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 2 <p>Planned Interfaces = 6</p> <ul style="list-style-type: none"> Inbound Interfaces = 3 Outbound Interfaces = 3 	<p>Information used in or produced from an agency's financial business operations.</p> <p>Current-State:</p> <p>Unique FLAIR Data Elements = 94</p> <ul style="list-style-type: none"> Associated Unique Uses = 97 Continued Use - Yes = 71 Continued Use - No = 22 Associated Business Systems = 2 <p>Cataloged Reports = 48</p> <ul style="list-style-type: none"> Criticality: High = 28 Med = 12 Low = 6 None = 1 <p>Implementation:</p> <p>Segments I & II Planned Configurations = 6/9</p> <ul style="list-style-type: none"> Accounts Receivable (AR) Planned Distribution Codes = 1 Asset Management (AM) Planned Location Codes = 229 Planned Associated Area ID's = None Commitment Control (KK) Planned Option = Option # 2 - Control General Ledger (GL) Planned Budgetary Value Combo Edits = 333 Planned Local Funds = None Planned Organization ID's = 213 Planned OA1's = 18 Planned OA2's = None <p>Segment IV Planned Configurations</p> <ul style="list-style-type: none"> Started = 1 Not Started = 1 <p>Conversions & Data Readiness</p> <ul style="list-style-type: none"> Conversions Needed = 9 Agency Data Outside of Primary Source System(s) = 2 Data Readiness/Cleansing Status: Complete = 5 In Progress = 0 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.

DMA Risks							
Critical Operational Elements	Risk Description	Status	Risk Rating	Mitigation/Response Strategy	Reporting Period Comments or Updates	Date of Status Change	Owner / Coordinator
Technology	Awaiting information about new tracking system to replace Quickbooks	Open	6 (High/Medium)	Currently have a pending contract to replace quickbooks and interface with PALM. Will close once system has been implemented.	Sep/Oct 24	01/09/24	Jack McAlpine

DMA Issues							
Critical Operational Elements	Issue Description	Status	Priority	Resolution Plan	Reporting Period Comments or Updates	Planned or Actual Resolution Date	Owner / Coordinator
People Data	Non participation.	Closed	Critical - Impacts the ability of the agency to move forward with work without resolution	Continued communication with department supervisors. Ensure leadership involvement.	Jun/Jul 24 - improvement from involvement with Staff. Continue to monitor.	07/30/24	Jack McAlpine
People Processes Technology Data	Continued training of new staff members in additional to required training for budget.	Open	High - Impacts the ability of the agency to meet deadlines or milestones	Will resolve with time.	Sep/Oct 24 Continue to train staff	06/30/24	Trixy Pacetti
People Processes Technology Data	Start planning process for 2-3 week downtime of system when FLAIR converts to PALM	Open	High - Impacts the ability of the agency to meet deadlines or milestones	DMA Staff must plan and implement downtime process necessary for the potential FLAIR offline due to conversion to PALM.	Sep/Oct 24 - Continue to monitor	07/31/25	Kevin Creech
Technology	Quickbooks Replacement	Open	Low - All impacts not listed as Critical or High	It appears the request for a Quickbooks database will end up being denied based on previous offers from House and Senate. The agency will plan on moving forward with Quickbooks.	Jun/Jul 24 - Continue to work with PALM support on whether to have Quickbooks interface with PALM or provide a spreadsheet upload.	12/31/24	Jack McAlpine

					Also possibility to use Projects in PALM. Raised question to Staff (7 Aug) to confirm if this is a viable option. Sep/Oct - Working with a pending contract to replace Quickbooks. Should be awarded by end of Oct 24.		
Processes Data	Lump sum payment made for multiple items that become Assets: a. FLAIR allows these payments to be unitized into Assets by the Asset tag and cost per item. b. Palm allows these payments to be unitized into Assets by dividing the total costs by the total assets averaging the costs per unit rather than by the true costs.	Open	Low - All impacts not listed as Critical or High	Cost averaging is ok if every asset has the exact same cost but there are many assets purchased together where the costs are completely different. This will result in inaccurate asset valuations. Example would be a skid steer with multiple attachments.	Sep/Oct 24 - Continue to monitor	02/28/25	Brad Bowman
Processes Data	FLAIR Pending table vs PALM staging table	Open	Low - All impacts not listed as Critical or High	a. FLAIR allows for pending items to be deleted. If payments are made for assets that fall outside the threshold of property by State and Agency requirements. These can be deleted. b. Palm allows for the pending item to be skipped but its can never be deleted.	Sep/Oct 24 - Continue to monitor	02/28/25	Brad Bowman

DMA Assumptions

Critical Operational Elements	Assumption	Status	Date Logged or Removed	Impacted Stakeholder(s) and/or System(s)	Reporting Period Comments or Updates
Processes	Changing of ARRO file format	Logged	03/05/24	Agency has concern about potential file changes that will be required from ARRO without missing any bi-weekly payrolls.	Jan/Feb
People Processes Technology Data	A downtime plan for FLAIR will be in place prior to the conversion to PALM.	Logged	07/31/25	All agency business systems	Mar/Apr 24
People Processes Technology Data	Possible solution for CA/Quickbooks within PALM system.	Logged	06/25/24	Grant Tracking Process at Financial Wave. See attached.	Jun/Jul 24

DMA Agency-Specific Readiness Activities

Critical Operational Elements	Activity Description	Date(s)	Impacted Stakeholder(s) and/or System(s)	Objective	Reporting Period Comments or Updates
People Processes Technology Data	DMA Sync Meeting with DMA Staff	07/02/24	Collaborative	Biweekly meeting with key staff members concerning PALM Conversion	Jul 24
People Processes Technology Data	DMA Sync Meeting with DMA Staff	07/16/24	Collaborative	Biweekly meeting with key staff members concerning PALM Conversion	Jul 24
People Processes Technology Data	DMA Sync Meeting with DMA Staff	07/30/24	Collaborative	Biweekly meeting with key staff members concerning PALM Conversion	Jul 24
People Processes Technology Data	DMA Sync Meeting with DMA Staff	08/13/24	Collaborative	Biweekly meeting with key staff members concerning PALM Conversion	Aug 24
People Processes Technology Data	DMA Sync Meeting with DMA Staff	08/27/24	Collaborative	Biweekly meeting with key staff members concerning PALM Conversion	Aug 24

Agency Sponsor Confirmation

As Agency Sponsor, I understand my role and responsibility for monitoring and reporting on my agency's readiness status. I have reviewed and confirmed the accuracy of my agency's readiness status as reflected in this dashboard.

Agency Sponsor Name: *

Confirm *

Submit

DMA Status Report Confirmation

Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
July - August 2024	Timothy Smith	timothy.j.smith53.nfg@army.mil	09/09/24
May - June 2024	COL Adam Curry	adam.m.curry.mil@army.mil	07/10/24
March - April 2024	Timothy Smith	timothy.j.smith53.nfg@army.mil	05/01/24
January - February 2024	COL Adam Curry	adam.m.curry.mil@army.mil	03/06/24