

### Helpful Links

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# DOS 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

Jennifer Kennedy

### CCN Composition



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

#### Change Champion Network:

- Unique Filled Role = 16
- 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 = 79.71%

- Submitted Complete = 22
- Submitted Incomplete = 4
- Completed After Submission = 8

### 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 = 74.12%

- Submitted On Time = 21
- Submitted Late = 28
- 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	515	Identify Change Impacts and Update Agency Business Process Documentation for Segments I and II	01/29/24	04/12/24	Pending Resubmission	08/12/24		Submission Incomplete	
N/A	Processes	527	Identify Change Impacts and Update Agency Business Process Documentation for Segment III	04/15/24	07/12/24	Pending Resubmission	08/12/24		Submission Incomplete	
N/A	Technology	528	Update Agency Business System Documentation for Segment III	04/15/24	07/12/24	100% - Submitted	07/30/24		Submission Complete	
Indirect	Technology	530	Update Florida PALM Interface Inventory for Segment III	04/15/24	07/12/24	100% - Submitted	06/20/24		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	08/30/24	Currently reviewing current data to assess cleansing need.	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	06/20/24		Submission Complete	
N/A	People	535	Update Workforce Readiness Plan	06/17/24	08/02/24	100% - Submitted	08/30/24		Submission Complete	
Indirect	People	536-A	Create Agency Specific User Acceptance Testing Plan	06/17/24	08/16/24	100% - Submitted	08/30/24	The Department of State (DoS) has organized End Users, Change Champions, and Subject Matter Experts into three distinct groups, each with its own communication channels, meetings, and charters that outline the vision and purpose for each group as we enter User Acceptance Testing (UAT). Additionally, sandbox access is being promoted to all end users, who are also being asked to maintain their work to serve as testing scripts once DoS moves into UAT.	Submission Complete	
N/A	People	537	Update Authorized Smartsheet Users	06/24/24	07/12/24	100% - Submitted	07/30/24		Submission Complete	
N/A	N/A	538	Submit Bimonthly Agency Readiness Status Report	07/01/24	07/12/24	100% - Submitted	07/15/24		Submission Complete	
N/A	N/A	539	Manage Agency Specific Implementation Schedule, Risks and Issues	07/01/24	08/29/24	100% - Submitted	08/30/24		N/A	
N/A	People	540	Share Florida PALM Updates	07/15/24	07/26/24	100% - Submitted	07/18/24	Arranged biweekly meetings with end-users, framing the first one as kick-off sessions, held on 7/15. Schedule monthly meetings with subject matter experts (SMEs) and the CCN team. All groups include key stakeholders, who will participate as end-users, SMEs, and CCN members.	Submission Complete	
Direct	Data	541-A	Complete Configuration Workbooks for Segment IV	07/22/24	09/06/24	100% - Submitted	07/24/24	Not applicable.	Submission Complete	09/03/24
N/A	Data	542	Complete Data Readiness Analysis and Data Cleansing Activities for Segment IV	07/22/24	10/18/24	100% - Submitted	07/26/24	Not applicable.	Submission Complete	09/03/24
N/A	Processes	543	Identify Change Impacts and Update Agency Business Process Documentation for Segment IV	07/22/24	10/18/24	100% - Submitted	07/26/24	Not applicable.	Submission Incomplete	09/05/24
N/A	Technology	544	Update Agency Business System Documentation for Segment IV	07/22/24	10/18/24	100% - Submitted	07/26/24	Not applicable.	Submission Complete	09/05/24
Direct	Technology	545-A	Update and Finalize Florida PALM Conversion Inventory for Segment IV	07/22/24	10/18/24	100% - Submitted	07/26/24	Not applicable.	Submission Complete	09/05/24
Direct	Technology	545-B	Update and Finalize Florida PALM Conversion Inventory for Segment IV - Projects (PCC001)	07/22/24	08/23/24	100% - Submitted	07/26/24	Not applicable.	Submission Complete	08/30/24
Direct	Technology	546	Update Florida PALM Interface Inventory for Segment IV	07/22/24	10/18/24	100% - Submitted	07/24/24	Not applicable.	Submission Complete	
N/A	Technology	547	Remediate Agency Business Systems	07/22/24	12/13/24	100% - Submitted	07/24/24	Not applicable.	Submission	



People Technology	Smartsheet's automation are assigning exclusive work to executives via the Change Champion Network list. Assigning tasks meant for role players to executives can lead to misallocation of resources.	Closed	Low - All impacts not listed as Critical or High	Communicated the issue with the Readiness Coordinators and two supervisors, Antonio and Scott.		07/15/24	Marc Weeks
People	End users have refined processes and a strong affinity for FLAIR. The current sentiment is, "Why fix it if it isn't broken?" I believe this could also be an issue within other organizations and state departments.	Open	Low - All impacts not listed as Critical or High	Set as an agenda item with the change champion network, this issue will be an ongoing challenge.		12/31/24	Marc Weeks
Processes	The sandbox environment lacks segregation from the production environment. Consultants need to see what end users see, but since the sandbox and production environments are the same, this creates a legitimate security concern.	Open	Low - All impacts not listed as Critical or High	Contacted DFS readiness coordinators about this matter, which is actually more of a user story than an issue.		07/29/24	Marc Weeks
Processes	The SAM (Security Access Manager) for PALM, previously an undesignated position under FLAIR, has now been identified and will transition within the Department of State's Administrative Services from Accounting to IT.	Open	Low - All impacts not listed as Critical or High	A meeting has been scheduled with the two different positions to coordinate the handoff and, with any luck, ensure a smooth transition for end users when UAT goes live. SAMs will be included in the CCN as a kind of subcommittee.	For the readiness coordinators: Other state organizations might be overlooking this issue—just a thought.	08/19/24	Marc Weeks

#### DOS Assumptions

Critical Operational Elements	Assumption	Status	Date Logged or Removed	Impacted Stakeholder(s) and/or System(s)	Reporting Period Comments or Updates
Processes	Many of the tasks involve properly identifying work process flows. While we are working hard to identify these issues, it is assumed that many of them will be properly identified during UAT.	Logged	07/29/24	Current agency F&A staff	

#### DOS Agency-Specific Readiness Activities

Critical Operational Elements	Activity Description	Date(s)	Impacted Stakeholder(s) and/or System(s)	Objective	Reporting Period 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 \*

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#### DOS Status Report Confirmation

Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
July - August 2024	Antonio Murphy	antonio.murphy@dos.myflorida.com	09/11/24
May - June 2024	Jennifer Kennedy	antonio.murphy@dos.myflorida.com	07/15/24
March - April 2024	Jennifer Kennedy	antonio.murphy@dos.myflorida.com	05/14/24
January - February 2024	Jennifer Kennedy	antonio.murphy@dos.myflorida.com	03/08/24