

**Helpful Links**

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

# FDOT Status Report Dashboard

**Reporting Period**

July - August 2024

**Agency Sponsor**

Lisa Saliba

*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 = 28
- 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 = 84.09%**
- Submitted Complete = 14
  - Submitted Incomplete = 1
  - 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 = 79.43%**
- Submitted On Time = 26
  - Submitted Late = 20
  - Pending Submission = 4

**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	Data	514	Complete Data Readiness Analysis and Data Cleansing Activities for Segments I and II	01/29/24	04/12/24	75% - Consolidating/Inputting Information for Submission		Completed as much as possible with current Segment information. Needing Segment IV feedback for completion, GL Account information, Budget information, Vendor information, and more. Completion target date of 9/27.		
N/A	Technology	519	Remediate Agency Business Systems based on Segment I	01/29/24	06/28/24	50% - In Progress		Segment delineations do not match with blended business system functionality. FDOT is planning to complete remediation tasks at once rather than in segment order.		
N/A	Processes	527	Identify Change Impacts and Update Agency Business Process Documentation for Segment III	04/15/24	07/12/24	100% - Submitted	07/10/24	FDOT has informed the impacted Business Areas of Chart of Accounts changes to their processes.	Submission Complete	07/11/24
N/A	Technology	528	Update Agency Business System Documentation for Segment III	04/15/24	07/12/24	100% - Submitted	08/02/24	Working on completing the ABS system documentation column for Seg III, completion target date of 8/30	Submission Incomplete	08/29/24
Indirect	Technology	530	Update Florida PALM Interface Inventory for Segment III	04/15/24	07/12/24	100% - Submitted	07/08/24		Submission Complete	
N/A	Data	526	Complete Data Readiness Analysis and Data Cleansing Activities for Segment III	04/29/24	07/12/24	25% - Beginning Initial Internal Meetings and Information Gathering		Planning to complete as much as possible with current Segment information. Needing Segment IV feedback for completion. Completion target date of 9/27.		
Indirect	Technology	529	Update Florida PALM Conversion Inventory for Segment III	04/29/24	07/12/24	100% - Submitted	07/08/24		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		Segment delineations do not match with blended business system functionality. FDOT is planning to complete remediation tasks at once rather than in segment order.		
N/A	People	535	Update Workforce Readiness Plan	06/17/24	08/02/24	75% - Consolidating/Inputting Information for Submission		In final review stage, planning to complete by 9/13.		
Indirect	People	536-A	Create Agency Specific User Acceptance Testing Plan	06/17/24	08/16/24	100% - Submitted	08/26/24	Draft underway and being reviewed.	Submission Complete	
N/A	People	537	Update Authorized Smartsheet Users	06/24/24	07/12/24	100% - Submitted	07/08/24	Updated and Submitted 7/8/24.	Submission Complete	07/08/24
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	08/29/24	In progress	N/A	
N/A	People	540	Share Florida PALM Updates	07/15/24	07/26/24	100% - Submitted	07/30/24		Submission Complete	08/01/24
Direct	Data	541-A	Complete Configuration Workbooks for Segment IV	07/22/24	09/06/24	100% - Submitted	09/11/24		Submission Complete	
Direct	Data	541-B	Complete Configuration Workbooks for Segment IV	07/22/24	09/06/24	50% - In Progress		Work in progress, anticipated completion by 9/20		
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	08/28/24		Submission Complete	08/28/24
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	25% - Beginning Initial Internal Meetings and Information Gathering				
Direct	Technology	548	Identify and Confirm File Managers	08/06/24	08/16/24	100% - Submitted	08/26/24		Submission Complete	
Direct	People	549	Submit Training Survey	08/12/24	09/20/24	25% - Beginning Initial Internal Meetings and Information Gathering				
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	09/13/24			
N/A	N/A	552	Manage Agency Specific Implementation Schedule, Risks and Issues	08/30/24	10/31/24	25% - Beginning Initial Internal Meetings and Information Gathering			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 = 221</b></p> <ul style="list-style-type: none"> <li>Business Process Groupings = 11/13</li> </ul> <p><b>Identified Subject Matter Experts = 42</b></p> <ul style="list-style-type: none"> <li><b>SMEs by Business Process Grouping</b></li> <li>Account Mgmt. and Financial Reporting = 10</li> <li>Accounts Receivable = 7</li> <li>Asset Accounting and Mgmt. = 2</li> <li>Banking = 6</li> <li>Budget Mgmt. and Cash Control = 9</li> <li>Contracts Mgmt. = 4</li> <li>Disbursements Mgmt. = 11</li> <li>Grants Mgmt. = 6</li> <li>Inter/IntraUnit Transactions = 3</li> <li>Payroll Mgmt. = 6</li> <li>Projects Mgmt. = 10</li> <li>Revenue Accounting = 7</li> <li>System Access and Controls = 1</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 = 54</b></p> <ul style="list-style-type: none"> <li>Related Business Systems = 35</li> <li>Related Reports = 43</li> </ul> <p><b>Documentation Status:</b></p> <ul style="list-style-type: none"> <li>Complete = 41 Partial = 13 Not Started = 0</li> </ul> <p><b>Implementation:</b></p> <p><b>Impacted Agency Business Processes = 54</b></p> <ul style="list-style-type: none"> <li>Related Business Process Groupings = 13</li> <li>Planned Spreadsheet Uploads = 4</li> </ul> <ul style="list-style-type: none"> <li><b>Level of Impact: People Changes</b></li> <li>High = 8 Medium = 31 Low = 5 None = 0 Uncertain = 0</li> <li><b>Level of Impact: Processes Changes</b></li> <li>High = 30 Medium = 7 Low = 7 None = 0 Uncertain = 0</li> <li><b>Level of Impact: Technology Changes</b></li> <li>High = 22 Medium = 6 Low = 5 None = 1 Uncertain = 0</li> <li><b>Level of Impact: Data Changes</b></li> <li>High = 20 Medium = 6 Low = 3 None = 2 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 = 5 Complete = 49</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 = 31</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 = 290</b></p> <ul style="list-style-type: none"> <li><b>Criticality:</b></li> <li>High = 154 Med = 37 Low = 14 None = 18</li> </ul> <p><b>Documentation Status:</b></p> <ul style="list-style-type: none"> <li>Complete = 34 Partial = 186 Not Started = 1</li> </ul> <p><b>Cataloged Interfaces = 119</b></p> <ul style="list-style-type: none"> <li>Inbound Interfaces = 47</li> <li>Outbound Interfaces = 15</li> </ul> <p><b>Implementation:</b></p> <p><b>Business Systems Planned for Integration = 202</b></p> <ul style="list-style-type: none"> <li><b>Segment I - Documentation Updates:</b></li> <li>Complete = 0 Updating = 12 Evaluating = 0 Not Started = 0 Not Needed = 2</li> <li><b>Segment II - Documentation Updates:</b></li> <li>Complete = 17 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 0</li> <li><b>Segment III - Documentation Updates:</b></li> <li>Complete = 11 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 77</li> </ul> <p><b>Planned Interfaces = 29</b></p> <ul style="list-style-type: none"> <li>Inbound Interfaces = 8</li> <li>Outbound Interfaces = 16</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 = 92</b></p> <ul style="list-style-type: none"> <li><b>Associated Unique Uses = 92</b></li> <li>Continued Use - Yes = 18</li> <li>Continued Use - No = 1</li> <li><b>Associated Business Systems = 3</b></li> <li><b>Cataloged Reports = 215</b></li> <li><b>Criticality:</b></li> <li>High = 87 Med = 72 Low = 33 None = 23</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 = 1</li> <li><b>Asset Management (AM)</b></li> <li>Planned Location Codes = None</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 = 631</li> <li>Planned Local Funds = None</li> <li>Planned Organization ID's = 675</li> <li>Planned OA1's = 23</li> <li>Planned OA2's = 166</li> </ul> <p><b>Segment IV Planned Configurations</b></p> <ul style="list-style-type: none"> <li>Started = 2 Not Started = 0</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) = 7</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.

FDOT Risks							
Critical Operational Elements	Risk Description	Status	Risk Rating	Mitigation/Response Strategy	Reporting Period Comments or Updates	Date of Status Change	Owner / Coordinator
Technology	FDOT Applications - Impacted asset inventory inconsistencies cause problems in planning remediation efforts.	Open	9 (High/High)	Control - Regularly reviewing asset impact and assessing priority to asset for planning purposes	No comment this period	11/01/23	Brian Boyd
Data	PALM COA - The new "Account" CoA field will be replacing the GL and Object codes. FDOT needs the specifications for how to cross walk GL and object codes to account in PALM. Delay in this information delays our ability to remediate our systems. Moved to ISSUE.	Open	9 (High/High)	Mitigation	Moved to Issue. This risk has already occurred, and we are Accepting it with a work-around being proceeding with the best information we have been provided and our best education guesses.	11/01/23	Brian Boyd
Processes	Major schedule changes in PALM solution would impact our remediation efforts.	Closed	9 (High/High)	Accept - Monitor PALM schedule and adjust FDOT schedule as needed	No comment this period	08/29/24	Brian Boyd
Technology	PALM Interfaces - Timeliness of PALM Nightly Batch Files and Data Warehouse Updates and Data Warehouse Updates introduce instability of established processes and payments.	Open	9 (High/High)	Transfer - Expecting the PALM solution to have timely or as needed batch files and Data Warehouse needs are available in agency or from interfaces until DW is fully available.	Outstanding question looking for guidance in Segment IV	11/01/23	Brian Boyd
Technology	PALM Interfaces - PALM interfaces are not fully designed/document, and currently defined interfaces are subject to change. FDOT is unable to accurately define impacts to our systems without complete specifications on the interfaces for supplier functionality, commitment control module, and project grants module. Moved to ISSUE.	Open	9 (High/High)	Monitor / Quantify - Reviewing and notifying of interface consistency as we prepare to remediate for PALM.	Shared concerns and reviewing feedback	11/01/23	Brian Boyd
Technology	PALM MFMP - Vendor specifications are incomplete. FDOT TVI uses TIN and Seq # for vendors; Supplier is the new name for vendor and Traveler is new name for sub vendors. FDOT needs additional specifications on vendor functionality to determine TVI remediation requirements.	Open	9 (High/High)	Mitigation	No comment this period	11/01/23	Brian Boyd
Technology	PALM MFMP - Revisions and impact on TVI is unknown. FDOT needs additional specifications on MFMP changed functionality to determine TVI remediation requirements.	Open	9 (High/High)	Mitigation	Advance analysis on the components of the TVI and exploring the current use of the TIN number. (MFMP).	11/01/23	Brian Boyd
Processes	Delay of budget release on LBR 24/25 funds preventing change orders for staff augmentation purchase orders.	Closed	9 (High/High)	Acceptance- Document program funding requirements and communicate with FDOT leadership, Governor's office, and House/Senate staff.	No comment this period	08/29/24	Brian Boyd
Processes	PALM Scope -Scope and features changes by the FL PALM Project being moved to post-implementation (Go Live) may reduce core processing functions needed.	Open	9 (High/High)	Mitigation- Monitor PALM scope and adjust FDOT scope as needed	No comment this period	11/01/23	Brian Boyd
Processes	PALM Response - Issues not resolved in a timely manner, FDOT not receiving clear answers from Florida PALM in a timely manner will increase the duration to perform the remediation.	Open	9 (High/High)	Conduct monthly RAID meetings and promptly escalate issues to FDOT leadership and PALM leadership	No comment this period	08/29/24	Brian Boyd
People	FDOT SMEs - Limited qualified staff availability for requirements gathering, application remediation, remediation testing, and other critical activities	Open	9 (High/High)	Request LBR funding for staff augmentation for BA and QAA positions. Prioritize the project tasks.	Actively seeking and hiring qualified personnel.	08/29/24	Brian Boyd
Processes Technology	PALM Technical - Capability to upload Excel Spreadsheets to PALM will be replacing existing FLAIR emulator scripting processes.	Open	9 (High/High)	Mitigation	Leverage batch interfaces, flat files. Recommend schedule increase in frequency.	07/19/24	Brian Boyd
Processes Data	Could we encumber against previous year budgets when we change the supplier on an encumbrance	Closed	9 (High/High)	Resolved - Rob Hicks stated this is possible.	Robert Hicks stated we could, therefore Resolved. 6/19/24	08/29/24	Brian Boyd
Data	If project category is included on a voucher, does it need project category to match on the distribution line of a purchase order (encumbrance)?	Closed	9 (High/High)	Mitigation	Identified this period	08/29/24	Brian Boyd
Data	PALM COA - Incomplete information for Object Code for understanding the Expansion Option design in advance to effectively remediate the code and replace. Also added to Questions.	Open	9 (High/High)	Mitigation	Attempting to conduct partial remediation where able, but additional efforts identified when systems need to be revisited at future segment intervals.	03/07/24	Brian Toppel
Processes Data	PALM Technical - The concept of splitting up the new PALM Accounting system into reviewable Segments is not reasonably workable with many ABS's since systems were architected from broader financial/functional perspectives. This may cause delay in remediation completion of systems as they wait for future segments to provide answers/guidance towards full remediation.	Open	9 (High/High)	Mitigation	Attempting to conduct partial remediation where able, but additional efforts identified when systems need to be revisited at future segment intervals.	08/29/24	Brian Boyd
Processes Technology Data	PALM Technical - Cannot provide ERD's or DDL for the database or files reduces the understanding of the data relationships and interfaces.	Open	9 (High/High)	Strategize - Considering building needed database infrastructure within agency with heightened risk of future changes causing greater effort.	Work continuing and will involve more manual steps since PALM will not be providing ERD or DDL files. Increase work on resource. Increase risk with manual entry.	04/02/24	Brian Boyd
Technology	PALM Technical - Not knowing the batch schedule until at least July 2025 will leave agencies little time to remediation processes as needed.	Open	9 (High/High)	It is an absolute necessity. PALM must provide this is planned and we are waiting.	New this period.	08/29/24	Mark Rissingner
Technology	PALM Applications - Knowledge Center does not provide a method for downloading all the File Layouts for the interfaces, requiring agencies to download each interface manually.	Open	9 (High/High)	It is PALM responsibility to advise the changes to ensure we recognize the correct change.	New this period.	08/29/24	Mark Rissingner
Technology	PALM Technical - The inability to efficiently enter large amounts of records via Excel uploads will incur delays due to the need to provide technical solutions for mass entry.	Open	9 (High/High)	Project costing could have a large number of records, as an example. An interface to accept our transactions in an automated fashion is needed.	New this period.	08/29/24	Mark Rissingner
Processes	PALM Estimate - Scope and schedule changes of individual remediation efforts within the program and the level of effort involved and the	Open	6 (High/Medium)	Mitigation- Monitor scope and schedule changes of individual efforts. Reassign resources as needed to avoid schedule changes. Carefully evaluate proposed	No comment this period	11/01/23	Brian Boyd

	dependencies are underestimated.			scope changes.				
Processes	FDOT Applications - Incompatibility of the processing account codes across FDOT business units could impact efforts to remediate for PALM.	Open	6 (High/Medium)	Evaluate opportunities for process standardization	No comment this period	08/29/24	Brian Boyd	
Processes Data	PALM Technical - Need balance sheet account examples and inter and intra agency funds transfer to begin data conversion preparation.	Open	6 (High/Medium)	Mitigation	Identified this period	03/07/24	Brian Boyd	
Technology Data	PALM Technical - Knowledge Center does not have version history on what was changed. It is a manual compare effort. The change log has not been updated for these interfaces. This would require agencies to check each field in every interface to implement technical changes and some changes may be missed.	Open	6 (High/Medium)	Ask PALM project to understand high level of dependency and stability interfaces require and to ensure completeness and accuracy in interface management.	New this period.	08/29/24	Mark Rissinger	
Processes Technology	FDOT Applications - The analysis of FDOT systems is complex and software components requiring remediation may be overlooked.	Open	6 (High/Medium)	Broaden the analysis as soon as possible, ensure to include SME. Applying early QA processes.	New this period.	08/29/24	Brian Boyd	
Processes	FDOT Applications - Switching from the FLAIR transactions to the internal PALM functionality may be different for our internal systems.	Open	6 (High/Medium)	As part of QA Test Plan include regression testing for internal processes.	New this period.	08/29/24	Brian Boyd	
Technology Data	PALM Technical - PALM Technical and Business Processing specifications have errors or are unclear at the lower level needed for effective remediation activities.	Open	4 (Medium/Medium)	Interface file layout and commitment control are indicators. Continue to review closely PALM materials and ask for clarifications.	Become an Issue	07/12/24	Brian Boyd	
Processes Technology Data	PALM Scope - FDOT not having a clear understanding of Readiness Workplan tasks from Florida PALM will increase the duration to perform the remediation.	Open	4 (Medium/Medium)	Attend Thursday Task Talks and Design Workshops, and research PALM configurations.	New this period.	08/29/24	Program Management	
Processes	PALM Technical - The PALM solution will not have a working model or prototype to serve as an example for the future state.	Open	4 (Medium/Medium)	Raise the request to Florida PALM. Next Touch Point, 1st week in August.	New this period.	08/29/24	Brian Boyd	
Technology	PALM Technical - PALM is unable to provide accurate data crosswalk examples, such as for the Supplier supporting multiple vendor ids for same TIN/FEIN.	Open	4 (Medium/Medium)	Request PALM for an example. Many questions, until we are shown examples to know how to convert data and place in TVI.	New this period.	08/29/24	Brian Toppel	
Processes Technology	PALM Planning — The UAT Testing period is inadequate for agencies to test their applications and determine appropriate remediation strategies.	Open	4 (Medium/Medium)	Under review for options.	New this period.	08/29/24	Program Management	
Processes	Funding - allocations may not be available through to completion for all systems.	Open	3 (Low/High)	Avoid - Document program funding requirements and communicate with FDOT leadership, Governor's office, and House/Senate staff.	Received funding, and actively monitoring	11/01/23	Brian Boyd	

#### FDOT Issues

Critical Operational Elements	Issue Description	Status	Priority	Resolution Plan	Reporting Period Comments or Updates	Planned or Actual Resolution Date	Owner / Coordinator
Data	Interface layouts contain errors.	Open	Critical - Impacts the ability of the agency to move forward with work without resolution	Notify PALM and work to gain clarity and accuracy on interface layouts.	Contact_Sequence_Num	05/31/24	Brian Toppel
Data	Interface schema relationship details not provided in layouts, samples, or knowledge center.	Open	Critical - Impacts the ability of the agency to move forward with work without resolution	Reaching out to PALM technical staff to gain guidance on entity relationship diagrams.	Identified this period	05/31/24	Mark Rissinger
Data	FDOT Org Code structure will currently not fit into the PALM tree structure and needs to be cleaned up.	Open	Critical - Impacts the ability of the agency to move forward with work without resolution	Tree structure must fit PALM		07/08/24	Brian Toppel
People	SME Resources limited for business processes and the technical knowledge experts are overallocated.	Open	Critical - Impacts the ability of the agency to move forward with work without resolution	The majority of the tasks for these resources are critical for others to continue with analysis or remediation.		08/29/24	Program Management
Technology	Low on mainframe available capacity and space.	Open	High - Impacts the ability of the agency to meet deadlines or milestones	Application performance in Dev and Test may be limited. Requested Ensono for increase capacity.		07/08/24	Brian Toppel
Data	Inactive COA codes not being converted.	Open	High - Impacts the ability of the agency to meet deadlines or milestones	Fiscal year(s) data requests may be limited.		07/08/24	Brian Toppel
Technology	PALM Interfaces - Not fully designed/documented, and currently defined interfaces are subject to change. FDOT is unable to accurately define impacts to our systems without complete specifications on the interfaces for supplier functionality, commitment control module, and project grants module. From Risks.	Open	High - Impacts the ability of the agency to meet deadlines or milestones	Longer duration for remediation and testing.		08/29/24	Mark Rissinger
Data	The FLAIR General Ledger contains a field named Quantity but this field does not exist in the PALM general ledger.	Open	High - Impacts the ability of the agency to meet deadlines or milestones	It is used to track work hours for payroll redistribution.		08/29/24	Brian Boyd
Processes Technology	PALM COA - The new "Account" CoA field will be replacing the GL and Object codes. FDOT needs the specifications for how to cross walk GL and object codes to Account in PALM. Delay in this information delays our ability to remediate our systems. From Risks.	Open	High - Impacts the ability of the agency to meet deadlines or milestones	Propose moving this to Issues. This risk has already occurred, and we are Accepting it with a work-around being proceeding with the best information we have been provided and our best education guesses. This is not an idea and rework is an expected impact. BP. Moved to Issue.		08/29/24	Brian Boyd
Data	Supplier TIN number can contain SSN	Open	Low - All impacts not listed as Critical or High	Software processing of the TIN and special handling of PII information may be required during the remediation.		07/08/24	Brian Toppel

#### FDOT Assumptions

Critical Operational Elements	Assumption	Status	Date Logged or Removed	Impacted Stakeholder(s) and/or System(s)	Reporting Period Comments or Updates
Processes	The Florida PALM Project implementation will replace current FLAIR functionality only and will not encompass the agency specific financial planning and analysis requirements of FDOT.	Logged	06/30/23	FDOT Florida PALM End Users FDOT Application Owners	Readiness Workplans will be provided by Florida PALM over the three years of the implementation process to provide guidance on the tasks and activities that are needed for the Financials and Payroll implementation waves.
Processes	The Readiness Workplan activities direct/guide the FPST	Logged	06/30/23	FDOT Florida PALM Agency	Changes in the scope and/or schedule of RW activities impact the

	Program work and tracks the progress of department specific tasks.			Liaisons FPST Program Managers	FPST Program activities.
Technology	The Florida PALM detail schedule specific to sequencing of design activities for PeopleSoft module functionality and interface designs will be available in July 2023.	Logged	06/30/23	FDOT Florida PALM Agency Liaisons FPST Program Managers	As of 1/1/24, we are still waiting for a detailed schedule. The recently provided Agency Implementation Roadmap and updates to the Readiness Workplan lack the necessary detail.
Processes	FPST work efforts meeting the FDOT guidelines for project classification will be managed as projects and follow the established project management standards mandated by 60GG-1, F.A.C.	Logged	06/30/23	FDOT Florida PALM Agency Liaisons FPST Program Managers FDOT Application Services Section Managers	No comment this period
Processes	FPST work efforts classified as operations and maintenance (O&M) will follow the established standards for O&M activities.	Logged	06/30/23	FDOT Florida PALM Agency Liaisons FPST Program Managers FDOT Application Services Section Managers	No comment this period
People	Adequate staffing, equipment, software, and hardware are primary drivers of the department's FPST Program activities.	Logged	06/30/23	Executive FPST Program Sponsors Chief Information Officer	No comment this period
Processes	Sufficient recurring Legislative Budget Request (LBR) funding will be released to complete FPST efforts.	Logged	06/30/23	Executive FPST Program Sponsors FDOT Florida PALM Agency Liaisons FPST Program Managers	Funding received December, 2023
People	Due to the overallocation of FDOT key subject-matter resources, hiring consultants and other resources to augment the FPST Program is essential for the department's continuity of operations and successful transition to the Florida PALM solution.	Logged	06/30/23	Executive FPST Program Sponsors	No comment this period
Processes	Additional appropriation is required to successfully complete required remediation efforts to align with the Florida PALM January 2026 implementation date for the Financial and Payroll Waves.	Logged	06/30/23	Executive FPST Program Sponsors FDOT Florida PALM Agency Liaisons FPST Program Managers	No comment this period
Processes	FDOT has extensive dependencies on Solution Design deliverables from the Florida PALM Project.	Logged	06/30/23	FDOT Florida PALM Agency Liaisons FPST Program Managers	The current Florida PALM schedule has several to-be-determined schedule placeholders. FDOT needs schedule detail specific to the Florida PALM solution modules to accurately map dependencies and activities for remediation efforts.
Processes	Staff resources are assigned to multiple workstreams and may have limited availability for FPST activities. Scheduling and resourcing for the FPST Program must take into consideration the department's annual operational schedule to minimize interference with development and delivery of the Work Program and required activities for the state and federal fiscal year-end closings.	Logged	06/30/23	Executive FPST Program Sponsors	No comment this period
Technology	Expansion Options being replaced by Speed Keys will require interface and design guidance with adequate availability for review and integration.	Logged	11/01/23	FDOT Florida PALM Agency Liaisons FPST Program Managers	No comment this period
People Technology	Excel spreadsheet uploads will be easily entered into PALM by business users.	Logged	02/20/24	FDOT End Users	Capability will need to be tested and training, if workable, provided.
People Processes Technology Data	Employees will not need PALM logins to access W2s and Paystubs or to update W4 information.	Logged	03/07/24	Everyone	Payroll concern
Processes Technology Data	GL last two digits are expense classifications, needed in PALM, expecting solution. Assumption is PALM will give us solution to capture expense classification.	Logged	04/05/24	Everyone	
Data	Previous year adjustments report exclusion needed, PALM expected to provide	Logged	04/05/24	Everyone	
Technology Data	CFDA number storage location needed in PALM for expenditure of grants	Logged	04/05/24	FDOT Florida PALM Agency Liaisons FPST Program Managers	workaround would be to leverage OA fields and create data relationships.
Processes Technology	OA1 and OA2 will fully remain agency specified. This will ensure that PALM will not be using these fields for any PALM functionality that could conflict with other agency's usage of OA1 or OA2.	Logged	07/08/24	Finance Users	
Technology	MFMP - System integration between MFMP and PALM is not operational and may introduce incompatibility items to for FDOT.	Logged	07/08/24	MFMP Users	
Technology	People First - System integration between People First and PALM is not operational and may introduce incompatibility items for FDOT.	Logged	07/08/24	Payroll and HR	

### FDOT 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	Review of Current Operational Workplan meeting	08/30/24	FDOT Florida PALM System Transition Team	Review of Current Operational Workplan meeting	Revised and reviewed.
Technology	Implementation of COA changes in PALM FDOT test environment	08/30/24	FDOT Florida PALM System Transition Team, Florida PALM end users	Implementation of COA changes in PALM FDOT test environment	
People Processes Technology	Vendor Playbook for PALM meeting	08/30/24	FDOT Florida PALM System Transition Team	Vendor Playbook for PALM meeting	Meeting held and completed
Technology Data	Chart of Account System Analysis by Database Programs	08/30/24	FDOT Florida PALM System Transition Team	May-Aug 24	
Technology	FPST Infrastructure Environments Meeting	08/30/24	FDOT Florida PALM System Transition Team	Discuss infrastructure environment needs for PALM.	Completed
People Processes Technology	SAMAS Table Processing:Vendor Knowledge Transfer meeting	08/30/24	FDOT Florida PALM System Transition Team; FDOT End Users	Covered transition activities.	completed
People	FPST Resource and Reporting activities	08/30/24	FDOT Florida PALM System Transition Team	Resource and reporting efforts. Spend plan for OIT FPST resources. Planning for next fiscal year. May-July ongoing activity.	In Progress
Technology	Continuing design, build, and population of remediation infrastructure.	08/30/24	FDOT Florida PALM System Transition Team, Florida PALM end users	Continuing design, build, and population of remediation infrastructure.	In Progress
Data	RW Task 514 - Complete Data Readiness Analysis and Data Cleansing Activities for Segments I and II	08/30/24	FDOT Florida PALM System Transition Team	Review Segment I and Segment II resources for change impacts to agency data and evaluate current state data readiness. Create an agency data cleansing plan and complete data cleansing activities.	In progress - Completed as much as possible with current Segment information. Needing Segment IV feedback for completion, GL Account information, Budget information, Vendor information, and more. - Reimagining the way we plan to use OCA1/OCA2 in PALM - Anticipated completion in early October

Technology Data	3 New 8.6 GEN COM Bridge and HIS windows servers built. Implemented HIS and GEN Version 8.6 scheduled on 3/16	08/30/24	FDOT Florida PALM System Transition, Florida Department of Transportation	Resolved ongoing technical issues impacting the Florida PALM System Transition with this upgrade.	Completed PALM Environments established, as needed
Technology	Continued the analysis, planning, and development efforts for the Department's Electronic Estimate Disbursement (EED) system.	08/30/24	FDOT Florida PALM System Transition Team, End Users, SME's	Assess business continuity risks with the current architecture, identify major system dependencies, and inform the assessment of future state solutions to modernize EED.	Weekly EED project meeting series Tuesdays March-May 2024.
People	SOW Drafting and Hiring Activities for Additional FPST resources	08/30/24	FDOT Florida PALM System Transition Team	SOW Drafting and Hiring Activities for Additional FPST resources. March-May 2024.	All resources have been hired and assignments made.
People Processes Technology Data	Bi-Weekly Payroll Analysis Stand Up	08/30/24	FDOT Florida PALM System Transition Team, SME's	A bi-weekly meeting series to check in on status of PPS PALM analysis documentation and any roadblocks.	Reviewing interface changes and known impacts.
Technology Data	Meetings/Collaboration to Draft PALM Environment Needs	08/30/24	FDOT, FDOT Florida PALM System Transition Team, 3rd party vendors- NWRDC, Ensono		Completed PALM Environments established, as needed
Technology	Meeting with NWRDC-PALM Environment Request	08/30/24	FDOT Florida PALM System Transition Team, 3rd party vendor-NWRDC, Ensono	Review the request for 8 servers and 3 configuration changes with NWRDC resources.	Completed PALM Environments established, as needed
Technology Data	Meetings/Collaboration to Draft PALM Environment Needs	08/30/24	FDOT, FDOT Florida PALM System Transition Team, 3rd party vendors- NWRDC, Ensono	May-July 2024.	Completed PALM Environments established, as needed
People Processes Technology Data	Payroll Distribution analysis workgroups	08/30/24	FDOT Florida PALM System Transition Team, SMEs	Analysis of PPS Payroll system for current state, PALM impacts, and to-be state.	Continued analysis of Personnel Payroll System during reporting period May-July 2024 with emphasis on data tables for development environment.
People Processes Technology	Weekly vendor status update meetings	08/30/24	FDOT Florida PALM System Transition Team, SMEs	May-June 30.	Weekly meeting to discuss work completed and work planned.
Processes	RW Task 515 - Identify Change Impacts and Update Agency Business Process Documentation for Segments I and II	08/30/24	FDOT Florida PALM System Transition Team	Review Segment I and II resources; identify changes to people, process, technology, and data and update current state business process documentation.	Completed as much as possible with current Segment information. All documentation processes have been completed for FLAIR data. FDOT is aware of all PALM Chart of Account changes, and in the process updating FDOT Financial Systems.
Processes Technology Data	RW Task 519 - Remediate Agency Business Systems based on Segment I	08/30/24	FDOT Florida PALM System Transition Team	Complete agency business system internal build and unit testing activities based on agency business system documentation updates for Segment I.	In progress - The concept of splitting up the new PALM Accounting system into reviewable Segments is not reasonably workable with many ABS's since systems were architected from broader financial perspectives. FDOT is planning to complete remediation tasks at once rather than in segment order.
Data	RW Task 526 - Complete Data Readiness Analysis and Data Cleansing Activities for Segment III	08/30/24	FDOT Florida PALM System Transition Team	Review Segment III resources for change impacts to agency data and evaluate current state data readiness. Update agency data cleansing plan and complete data cleansing activities.	Planning to complete as much as possible with current Segment information. Needing Segment IV feedback for completion.
People Processes Technology Data	RW Task 527 - Identify Change Impacts and Update Agency Business Process Documentation for Segment III	08/30/24	FDOT Florida PALM System Transition Team	Review Segment III resources; identify changes to people, process, technology, and data and update current state business process documentation.	Completed, FDOT has informed the impacted Business Areas of Chart of Accounts changes to their processes.
Technology	RW Task 528 - Update Agency Business System Documentation for Segment III	08/30/24	FDOT Florida PALM System Transition Team	Review Segment III resources; update agency business system documentation including functional requirements, technical requirements, and test cases.	Awaiting resubmission verification from 8/29. Completed the ABS system documentation column for Seg III.
Data	RW Task 529 - Update Florida PALM Conversion Inventory for Segment III	08/30/24	FDOT Florida PALM System Transition Team	Review Segment III resources; identify and document conversion needs for Florida PALM implementation.	Task completed on 7/8, verified on 7/10.
Processes Technology Data	RW Task 530 - Update Florida PALM Interface Inventory for Segment III	08/30/24	FDOT Florida PALM System Transition Team	Review Segment III resources; identify and document interface needs for Florida PALM implementation.	Task completed on 7/8, verified on 7/10.
Processes Technology Data	RW Task 531 - Remediate Agency Business Systems based on Segment II	08/30/24	FDOT Florida PALM System Transition Team	Complete agency business system internal build and unit testing activities based on agency business system documentation updates for Segment II.	Segment delineations do not match with blended business system functionality. FDOT is planning to complete remediation tasks at once rather than in segment order.
People	RW Task 535-Update Workforce Readiness Plan	08/30/24	FDOT Florida PALM System Transition Team, Florida PALM	Update Workforce Readiness Plan based on End User Survey results.	In final review stage, planning to complete by 9/13.
People Processes Technology Data	RW Task 536-A Create Agency Specific User Acceptance Testing Plan	08/30/24	FDOT Florida PALM System Transition Team, Florida PALM	Prepare a plan for agency participants to engage in User Acceptance Testing, develop agency testing scripts and materials and test all business processes.  Establish testing objectives, scope, key activities and agency roles and responsibilities.	Plan created and task completed on 8/26.
People	RW Task 537-Update Authorized Smartsheet Users	08/30/24	FDOT Florida PALM System Transition Team	Review, update and confirm authorized users' access to all Florida PALM Smartsheet resources.	Updated and Submitted 7/8/24.
People Processes	RW Task 538-Submit Bi-Monthly Agency Readiness Status Report	08/30/24	FDOT Florida PALM System Transition Team, Florida PALM	Agency Sponsor to confirm and submit bimonthly status report, in the format provided by the Project, on the activities and ongoing work within the agency to prepare their systems and impacted employees for the deployment of Florida PALM.	Updated and Submitted 7/12/24.
People Processes	RW Task 539-Manage Agency Specific Implementation Schedule, Risks and Issues	08/30/24	FDOT Florida PALM System Transition Team	Actively manage your agency's project activities including iterative updates to agency-specific project schedule and manage agency-unique risks and issues.	Updated and Submitted 8/29/24.
People	RW Task 540 - Share Florida PALM Updates	08/30/24	FDOT Florida PALM System Transition Team, FDOT Leadership, District Teams, End Users	Share Florida PALM updates and agency progress with key agency stakeholders.	Completed and submitted on 7/30/24
Data	RW Task 541-A - Complete Configuration Workbooks for Segment IV	08/30/24	FDOT Florida PALM System Transition Team, Business Owners	Confirm agency-specific configurations for Segment IV.  Provide the agency-specific configurations needed for Project Costing (PC), if any.	Work in progress, anticipated completion by 9/20
Data	RW Task 541-B - Complete Configuration Workbooks for Segment IV	08/30/24	FDOT Florida PALM System Transition Team, Business Owners	Confirm agency-specific configurations for Segment IV.  Provide the agency-specific configurations needed for Cash Management (CM). Select Agencies: AHCA, APD, COM, DBPR, DCF, DEP, DFS, DLA, DOH, EOG, FDACS, FDLE, FDOT, HSMV, JAC, LEG.	Work in progress, anticipated completion by 9/20
Data	RW Task 542 - Complete Data Readiness Analysis and Data Cleansing Activities for Segment IV	08/30/24	FDOT Florida PALM System Transition Team, Technical and Database Leads	Review Segment IV resources for change impacts to agency data and evaluate current state data readiness. Update agency data cleansing plan and complete data cleansing activities.	Work in progress
People Processes Technology Data	RW Task 543 - Identify Change Impacts and Update Agency Business Process Documentation for Segment IV	08/30/24	FDOT Florida PALM System Transition Team	Review Segment IV resources; identify changes to people, process, technology, and data and update current state business process documentation.	Work in progress
Processes Technology	RW Task 544 - Update Agency Business System Documentation	08/30/24	FDOT Florida PALM System Transition Team	Review Segment IV resources; update agency business system documentation including functional	Work in progress

	for Segment IV			requirements, technical requirements, and test cases.	
Data	RW Task 545-A - Update and Finalize Florida PALM Conversion Inventory for Segment IV	08/30/24	FDOT Florida PALM System Transition Team, Business Owners	Review Segment IV resources; identify and document conversion needs for Florida PALM implementation.	Work in progress
Data	RW Task 545-B - Update and Finalize Florida PALM Conversion Inventory for Segment IV - Projects (PCC001)	08/30/24	FDOT Florida PALM System Transition Team, Business Owners	Provide the agency-specific conversion values needed for Projects (PCC001).	Completed: Project conversion information shared.
Technology Data	RW Task 546 - Update Florida PALM Interface Inventory for Segment IV	08/30/24	FDOT Florida PALM System Transition Team	Review Segment IV resources; identify and document interface needs for Florida PALM implementation.	Work in progress
Processes Technology Data	RW Task 547 - Remediate Agency Business Systems based on Segment III	08/30/24	FDOT Florida PALM System Transition Team	Complete agency business system internal build and unit testing activities based on agency business system documentation updates for Segment III.	Started and in progress, although segment delineations do not match with blended business system functionality. FDOT is planning to complete remediation tasks at once rather than in segment order.
Technology	RW Task 548 - Identify and Confirm File Managers	08/30/24	FDOT Florida PALM System Transition Team, Technical Leads	Provide File Manager contact information in preparation of connectivity testing.	Completed: File Managers identified and confirmed
People Processes	RW Task 549 - Submit Training Survey	08/30/24	FDOT Florida PALM System Transition Team, Training Leads	Complete the training survey to identify Train the Trainer participants within your agency, if any.	Task started and in progress
People Technology	RW Task 536-B - Create Agency Specific User Acceptance Testing Plan	08/30/24	FDOT Florida PALM System Transition Team, QA Leads	Prepare a plan for agency participants to engage in User Acceptance Testing, develop agency testing scripts and materials and test all business processes.  Identify key components of test execution including test management.	Work in progress
Data	RW Task 541-C - Complete Configuration Workbooks for Segment IV	08/30/24	FDOT Florida PALM System Transition Team, Business Owners	Confirm agency-specific configurations for Segment IV.  Provide the agency-specific configurations for Payroll (PR) and SpeedKey.	Work in progress
Technology	RW Task 550-A - Provide Public IP Address and Select Technical Meeting Time	08/30/24	FDOT Florida PALM System Transition Team, Technical Leads	Provide the public IP address(es) for your agency that will be used for connectivity and interface testing with the Florida PALM MFT Server test environment. Select a meeting time for your agency-identified File Managers to meet with the Florida PALM Technical Team to exchange credentials and access the Florida PALM MFT Server.	Completed: IP Addresses shared and meeting scheduled.
People Processes Technology Data	RW Task 551 - Submit Bimonthly Agency Readiness Status Report	08/30/24	FDOT Florida PALM System Transition Team	Agency Sponsor to confirm and submit bimonthly status report, in the format provided by the Project, on the activities and ongoing work within the agency to prepare their systems and impacted employees for the deployment of Florida PALM.	Work in progress, complete soon :)
People Processes Technology Data	RW Task 552 - Manage Agency Specific Implementation Schedule, Risks and Issues	08/30/24	FDOT Florida PALM System Transition Team	Actively manage your agency's project activities including iterative updates to agency-specific project schedule and manage agency-unique risks and issues.	Risk management in progress
Technology	RW Task 550-B - Participate in Technical Meeting to Receive Credentials and Access	08/30/24	FDOT Florida PALM System Transition Team, Technical Leads	For agencies who plan to send or pick up interface files from Florida PALM for the Financials and Payroll implementation, agency-identified File Managers are required to participate in a virtual meeting. During this meeting the Florida PALM Technical Team will provide credentials and confirm their agency's access to the Florida PALM MFT Server in preparation for future interface testing activities.	Completed: Meeting conducted and credentials received
People Processes Technology Data	FPST Internal Workgroup Meetings	08/30/24	FDOT Florida PALM System Transition Team	Weekly workgroup meetings are to discuss, deep-dive, and document all efforts/tasks related to PALM readiness.	June-August 2024 weekly.
Processes Technology Data	Weekly OOC - BSSO Staff Meeting	08/30/24	FDOT FPST Team FDOT PALM End Users	Provide status update on readiness task and remediation update	Met weekly during reporting period July-Sept 2024
People Processes	Workforce Readiness Team Monthly Pulse Check Meetings	08/30/24	FDOT Florida PALM System Transition Team; FDOT End Users	Evaluate progress and direction for workforce related efforts toward remediation and preparation for PALM	Met monthly June-August
People Processes Technology	Florida PALM/FDOT touchpoint meeting	08/30/24	FDOT Florida PALM System Transition Team, Florida PALM	This is a recurring monthly Florida PALM Readiness touchpoint meeting between your agency's Change Champion Network (CCN) and your Readiness Coordinator, Felicia Hall. You have been invited to this meeting because your agency has identified you as a Primary or Back-up CCN member to support Florida PALM related activities.	June-August 2024
People Processes Technology	FL PALM Interfaces Weekly Meeting	08/30/24	FDOT Florida PALM System Transition Team	Weekly meeting with vendor, to review work items related to interfaces.	June-August 2024
People Processes Technology	Florida PALM FDOT Touchpoint Agenda Meeting	08/30/24	FDOT Florida PALM System Transition Team	prepare for PALM touchpoint meeting.	June-August 2024
People Processes Technology	Continue bi-weekly meeting series for Florida PALM Readiness Work Tasks Update.	08/30/24	FDOT Florida PALM System Transition Team	Bi-weekly meeting with OOCand OIT program and project managers to assign and review efforts for RW task completion.	Met during reporting period June-August 2024
Processes Technology Data	Meeting with Vendors to consider options for accelerating PALM readiness through technology solutions.	08/30/24	FDOT Florida PALM System Transition Team	Consider and evaluate technology solutions that may increase quality, reduce overall effort, and support steps towards PALM remediation.	Met with vendors during reporting period June-August 2024
People Processes	PALM Resource Revision Meetings, Interviews, and onboarding of staff augmentation positions.	08/30/24	FDOT Florida PALM System Transition Team	Assess resource needs and hire staff for progressing towards PALM analysis and remediation.	July-Sept 2024 - Twenty Three new resources were on-boarded and we are in the process of hiring more.
People Processes Technology Data	FDOT Change Champion Network Meeting	08/30/24	FDOT Florida PALM System Transition Team, Subject Matter Experts, Florida PALM End Users	A meeting with Change Champion networkers to discuss Project Schedule, District Communications, Remediation Playbook, Project Staffing, Project Management Approach - Agile, Workforce Readiness-Training Survey, OOC Mainframe Clean-up, Agency Specific Test Plan, Question Log, Segment IV Design, Q&A	Meeting on 7/30, next meeting in October
People Processes Technology Data	PPS System Remediation	08/30/24	FDOT Florida PALM System Transition Team, SME's	Sunset the end-user screen. Move ETL processes to Enterprise Solution	Moving partially to separate system, expanded team, identifying requirements for Enterprise ETL for PPS tables.
People Processes Technology Data	Weekly FDOT Planning and Stand Up Meeting	08/30/24	FDOT Florida PALM System Transition Team, SME's	weekly stand up covering all areas of the program.	June-August 2024 weekly.
Processes Technology Data	Landing Zone internal workgroups and implementations	08/30/24	FDOT Florida PALM System Transition Team, SMEs	Landing Zone internal workgroups and implementations efforts towards preparation of interface ingest system.	Landing Zone table design complete per PALM Outbound Files as of June. Cannot complete and close until all outstanding questions have been answered and PALM design complete. Significant work to do on Supplier information and notifications

People Processes Technology Data	Technology Transformation Weekly Status Review Meetings	08/30/24	FDOT Florida PALM System Transition Team	Weekly, half-hour sessions to review Transformation status report for the PALM remediation support effort.	Continued weekly through reporting period
Technology Data	Implementation of Account COA in test server environment	08/30/24	FDOT Florida PALM System Transition Team	Implementation of Account COA in test server ZUNIT01 environment	Ongoing July-Sept 2024.
People Processes	Created FDOT Workforce Readiness team	08/30/24	FDOT Florida PALM System Transition Team; FDOT End Users	Conduct workforce related efforts for communication, direction, training, and associated deliverables towards analysis of resources, efforts, and knowledge gaps.	Team led by FDOT Office of Change Management
People	PALM Budget Planning Meeting for FY 24 and FY 25	08/30/24	FDOT Florida PALM System Transition Team	PALM Budget/ resource Planning Meeting for FY 24 and FY 25	
Processes	Azure DevOps Technical user story review	08/30/24	Subject Matter experts, Florida PALM System Transition Team	Discuss user stories	Regularly conducted for various ABS, such as RPS, CFM, PCM, ARI, and others
Processes Technology Data	Continued analysis of the current use of Expansion Option and Expansion Set by the Department's computing assets to transition to the Florida PALM Speed Charts/SpeedKey and Speed Types (a.k.a. Accounting Tags) functionality.	08/30/24	FDOT Florida PALM System Transition Team, subject matter experts	Reduce the number of Speed Chart and Speed Types that will be required in the Florida PALM solution. Discussion on the design of the 10 character SpeedKey name, and how they will be used in applications.	Continued discussions during reporting period July-Sept 2024
Technology Data	Infrastructure Tasks	08/30/24	FDOT Florida PALM System Transition Team	Chart of Account analysis, Data structure changes, data cleansing for legacy Chartfield attributes	July-Sept 2024.
People Technology Data	Weekly Application Services System Remediation Stand Up	08/30/24	FDOT Florida PALM System Transition Team	A weekly meeting series to check in on the status and roadblocks for the GEN code analysis and remediation.	July-Sept 2024 weekly
People	Onboard new resources	08/30/24	FDOT Florida PALM System Transition Team	Onboarding new staff aug. to FPST project	July-Sept 2024
Technology Data	Expansion Option Analysis	08/30/24	FDOT Florida PALM System Transition Team, SME's	In-depth analysis of DB2, mainframe, and Azure tables for Expansion Option impacts.	Continued through reporting period July-Sept 2024. Assessing range of impact across business systems and changes for accommodating SpeedKeys.
People	FPST Resource and Reporting activities	08/30/24	FDOT Florida PALM System Transition Team	Resource and reporting efforts. Spend plan for OIT FPST resources. Planning for next fiscal year.	Meetings conducted in August towards preparation for 25-26 funding needs.
People Processes Technology Data	Payroll Distribution analysis workgroups	08/30/24	FDOT Florida PALM System Transition Team, SMEs	Analysis of PPS Payroll system for current state, PALM impacts, and to-be state.	Continued analysis of Personnel Payroll System during reporting period July-Sept 2024 with emphasis on screen usage for development environment.
Technology	Launch Pad planning and development	08/30/24	FDOT Florida PALM System Transition Team, Florida PALM end users	Location for data packages to be collected and sent to PALM Inbound interfaces.	Planning and development efforts continued July-Sept 2024.Recent focus on database tables creation and framed structure of launch control application.
People	Review candidates' resumes and work samples, interviews, and onboard new resources	08/30/24	FDOT Florida PALM System Transition Team	resourcing and onboarding activities to FPST project	July- Aug 2024
People Processes Technology	Florida PALM IV&V Agency Tasks and Risks Outreach	08/30/24	FDOT Florida PALM System Transition Team, Florida PALM	The Florida PALM IV&V seek to understand how your Agency interacts with two aspects of readiness activities. The first aspect is how your Agency prepares for and completes Readiness Workplan tasks and the second is how your Agency manages risks and issues.	Last meeting was on 8/30/2024
Technology	Continued the impact analysis and remediation of the Office of Work Program and Budget (OWPB) owned computing assets.	08/30/24	Multiple	Ensure OWPB systems continue to function after PALM implementation.	Regular meetings and efforts to continue analysis
Processes Technology Data	FDOT Interfaces Mapping Session Meetings	08/30/24	FDOT Florida PALM System Transition Team, Florida PALM End Users	Discuss mapping of interfaces and how we will document them via user stories.	Various meetings held weekly, including but not limited to interfaces in ARI, POI, IUI, and GLI.
People Processes Technology Data	PALM Thursday Task Talks	08/30/24	Florida PALM, FDOT Florida PALM System Transition Team	PALM RW task talks moved to Thursdays. PALM gives guidance on readiness workplan tasks.	7/11,7/18,8/1,8/8,8/22,9/5
People Processes Technology Data	PALM / DIMM leadership meeting	08/30/24	FDOT Florida PALM System Transition Team, Executive Leadership	Meeting with sponsor to discuss PALM status updates, issues, etc.	Meetings continue monthly July-Sept 2024
People Processes	OWPB Review Meeting	08/30/24	FDOT Florida PALM System Transition Team	OWPB Review Meeting	Regular meetings and efforts to continue analysis July-Sept 2024
People Processes	FPST Budget and Task Tracking meeting for FY 25-26	08/30/24	FDOT Florida PALM System Transition Team	Tracking and preparation for FPST Budget and Tasks	July-Sept 2024 regular meetings in preparation for LBR.
People Processes Technology	Monthly RAID log meetings	08/30/24	FDOT Florida PALM System Transition Team	RAID log meetings	Met monthly July-Sept 2024
People	WBS and Dev Ops Planning	08/30/24	FDOT Florida PALM System Transition Team	Work breakdown structure, Dev Ops work effort planning efforts for Florida PALM.	The draft FDOT PALM Implementation Schedule resource leveling of the WBS work packages is being updated based on the remediation process tasks.
People Processes Technology Data	Weekly PALM Technical Discussion meetings	08/30/24	FDOT Florida PALM System Transition Team; FDOT End Users	Weekly PALM Technical Discussion meetings	Met weekly July-Sept 2024
People Processes	Created District Agency Readiness Teams	08/30/24	FDOT District Employees	Raise Workforce Readiness at district Offices	Completed this period
People Processes	Reviewed Survey results and updated plans to raise awareness and participation throughout the agency.	08/30/24	Finance and Change Management Office	Raise awareness and improve readiness	Plan updated, efforts to create awareness distributed (posters, flyers), and implementation to continue.
People Processes	Updated the resource allocation plan	08/30/24	FDOT Florida PALM System Transition Team	Once we receive funding we want to maximize utilization of our resource so we developed a plan and assigned new project resources for the 24/25 fiscal year.	July-Sept progress and plan is nearly complete.
People Processes Technology Data	Documentation for Cost Allocation and Payroll Distributon	08/30/24	Everyone	To document the FDOT Cost Allocation and Payroll Distribution processes and develop a plan for system remediation.	Documentation continues during July-Sept 2024.
People Processes Technology Data	Federal Programs Management	08/30/24	Federal Programs	To analyze the 59,474 mainframe flat files association with our federal programs management system to determine if any of them can be archived and are no longer needed.	This process is about 35% complete
People Processes Technology	• FL PALM Design Sessions- meeting	08/30/24	FDOT Florida PALM System Transition Team, Technical Leads	Cash Checking Statewide and Agency ChartField Values Allotments Budget Structures/Transactions	o August 27-29 (Payroll Management) Design Meetings (myfloridacfo.com) o Tallahassee State College and virtually o Only six attendees o September 10-12 (10th: Carry/Certify Forward & Budget Close, 11-12th: Acct. Mgt & Financial Reporting)
People Processes Technology	FL PALM Advisory Council- meeting	08/30/24	FDOT Florida PALM System Transition Team, Technical Leads	The Florida PALM Advisory Council reviews business process models during the design phase of the Florida PALM project. The council's review meetings are the final chance for agencies to provide feedback before the business process models are finalized	July and August were canceled. Next one is seclued September 18



People	Develop FDOT PALM Communication Plan	08/30/24	FDOT Florida PALM System Transition Team	Create comprehensive FDOT PALM Communication Plan to guide the project for increasing awareness, distributing key information, and building an educated, updated workforce.	Under executive level review.
People Processes Technology Data	Florida PALM Segment IV Design Workshops	08/30/24	FDOT Florida PALM System Transition Team	Review Segment IV Designs from PALM.	7/23-25, 8/13-15, 8/27-28, 9/10-12
People Processes	District Readiness Plan Creation	08/30/24	FDOT District Employees	Districts are to create their own tailored readiness plans as preparation for PALM.	Started this period and in progress.

### 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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### FDOT Status Report Confirmation

Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
July - August 2024	Lisa Saliba	<a href="mailto:lisa.saliba@dot.state.fl.us">lisa.saliba@dot.state.fl.us</a>	09/13/24
May - June 2024	Lisa Saliba	<a href="mailto:lisa.saliba@dot.state.fl.us">lisa.saliba@dot.state.fl.us</a>	07/12/24
March - April 2024	Lisa Saliba	<a href="mailto:lisa.saliba@dot.state.fl.us">lisa.saliba@dot.state.fl.us</a>	05/13/24
January - February 2024	Lisa Saliba	<a href="mailto:lisa.saliba@dot.state.fl.us">lisa.saliba@dot.state.fl.us</a>	03/11/24