

Helpful Links

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

FGCC 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

Lisa Mustain

CCN Composition



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

Change Champion Network:

- Unique Filled Role = 6
- 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 = 90.80%**
- Submitted Complete = 17
- Submitted Incomplete = 0
- 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 = 96%**
- Submitted On Time = 40
- Submitted Late = 9
- 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 = 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	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	07/25/24
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	
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	50% - In Progress				
N/A	People	535	Update Workforce Readiness Plan	06/17/24	08/02/24	100% - Submitted	08/02/24		Submission Complete	
Indirect	People	536-A	Create Agency Specific User Acceptance Testing Plan	06/17/24	08/16/24	100% - Submitted	08/16/24		Submission Complete	
N/A	People	537	Update Authorized Smartsheet Users	06/24/24	07/12/24	100% - Submitted	07/12/24		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	08/26/24		N/A	08/26/24
N/A	People	540	Share Florida PALM Updates	07/15/24	07/26/24	100% - Submitted	07/26/24		Submission Complete	
Direct	Data	541-A	Complete Configuration Workbooks for Segment IV	07/22/24	09/06/24	100% - Submitted	09/05/24	Currently FGCC is not planning on using Project Costing, however this may change in the upcoming months	Submission Complete	
N/A	Data	542	Complete Data Readiness Analysis and Data Cleansing Activities for Segment IV	07/22/24	10/18/24	50% - In Progress				
N/A	Processes	543	Identify Change Impacts and Update Agency Business Process Documentation for Segment IV	07/22/24	10/18/24	50% - In Progress				
N/A	Technology	544	Update Agency Business System Documentation for Segment IV	07/22/24	10/18/24	50% - In Progress				
Direct	Technology	545-A	Update and Finalize Florida PALM Conversion Inventory for Segment IV	07/22/24	10/18/24	50% - In Progress				
Direct	Technology	546	Update Florida PALM Interface Inventory for Segment IV	07/22/24	10/18/24	50% - In Progress				
N/A	Technology	547	Remediate Agency Business Systems based on Segment III	07/22/24	12/13/24					
Direct	Technology	548	Identify and Confirm File Managers	08/06/24	08/16/24	100% - Submitted	08/19/24		Submission Complete	
Direct	People	549	Submit Training Survey	08/12/24	09/20/24	100% - Submitted	09/06/24			
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	50% - In Progress				
Direct	Technology	550-A	Provide Public IP Address and Select Technical Meeting Time	08/26/24	08/30/24	100% - Submitted	08/30/24		Submission Complete	
N/A	N/A	551	Submit Bimonthly Agency Readiness Status Report	08/30/24	09/11/24	100% - Submitted	09/11/24			
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	75% - Consolidating/Inputting Information for Submission	We had our training meeting but the PALM test MFT server does not have a web client capability. So, we need to install an FTP client in out test environment.	N/A	
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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 = 14</p> <ul style="list-style-type: none"> Business Process Groupings = 12/13 <p>Identified Subject Matter Experts = 8</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. = 1 Banking = 1 Budget Mgmt. and Cash Control = 1 Contracts Mgmt. = 2 Disbursements Mgmt. = 1 Grants Mgmt. = 0 Inter/IntraUnit Transactions = 1 Payroll Mgmt. = 2 Projects Mgmt. = 1 Revenue Accounting = 2 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 = 29</p> <ul style="list-style-type: none"> Related Business Systems = 8 Related Reports = 51 <p>Documentation Status:</p> <ul style="list-style-type: none"> Complete = 27 Partial = 0 Not Started = 0 <p>Implementation:</p> <p>Impacted Agency Business Processes = 29</p> <ul style="list-style-type: none"> Related Business Process Groupings = 10 Planned Spreadsheet Uploads = 0 <ul style="list-style-type: none"> Level of Impact: People Changes High = 29 Medium = 0 Low = 0 None = 0 Uncertain = 0 Level of Impact: Processes Changes High = 16 Medium = 13 Low = 0 None = 0 Uncertain = 0 Level of Impact: Technology Changes High = 28 Medium = 1 Low = 0 None = 0 Uncertain = 0 Level of Impact: Data Changes High = 28 Medium = 1 Low = 0 None = 0 Uncertain = 0 <p>Segments I & II Documentation Update Status</p> <ul style="list-style-type: none"> Not Started = 0 In Progress = 0 Complete = 9 <p>Segment III Documentation Update Status</p> <ul style="list-style-type: none"> Not Started = 0 In Progress = 0 Complete = 14 	<p>The applications or tools used to process, track, or report on financial operations.</p> <p>Current-State:</p> <p>Cataloged Business Systems = 8</p> <ul style="list-style-type: none"> Criticality: High = 8 Med = 0 Low = 0 None = 0 <p>Documentation Status:</p> <ul style="list-style-type: none"> Complete = 7 Partial = 0 Not Started = 1 <p>Cataloged Interfaces = 0</p> <ul style="list-style-type: none"> Inbound Interfaces = 0 Outbound Interfaces = 0 <p>Implementation:</p> <p>Business Systems Planned for Integration = 4</p> <ul style="list-style-type: none"> Segment I - Documentation Updates: Complete = 2 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 2 Segment II - Documentation Updates: Complete = 2 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 2 Segment III - Documentation Updates: Complete = 4 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 0 <p>Planned Interfaces = 31</p> <ul style="list-style-type: none"> Inbound Interfaces = 14 Outbound Interfaces = 16 	<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 = 48 Continued Use - No = 17 Associated Business Systems = 4 <p>Cataloged Reports = 63</p> <ul style="list-style-type: none"> Criticality: High = 56 Med = 3 Low = 6 None = 2 <p>Implementation:</p> <p>Segments I & II Planned Configurations = 6/9</p> <ul style="list-style-type: none"> Accounts Receivable (AR) Planned Distribution Codes = 35 Asset Management (AM) Planned Location Codes = 1 Planned Associated Area ID's = None Commitment Control (KK) Planned Option = Option # 1 - Track with Budget General Ledger (GL) Planned Budgetary Value Combo Edits = 111 Planned Local Funds = None Planned Organization ID's = 2 Planned OA1's = 3 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 = 8 Agency Data Outside of Primary Source System(s) = 0 Data Readiness/Cleansing Status: Complete = 4 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.

FGCC Risks							
Critical Operational Elements	Risk Description	Status	Risk Rating	Mitigation/Response Strategy	Reporting Period Comments or Updates	Date of Status Change	Owner / Coordinator
Technology	Our configuration workbooks are out of date and there is no set timetable for when they will be refreshed	Open	9 (High/High)	FGCC has requested that our workbooks get refreshed and that we establish a regular schedule to refresh them so that as we make updates to FLAIR the workbooks will also get updated	We have not received an estimated time frame of when these workbooks will be refreshed (8/15/2024)	05/02/24	Rob Stoner
Processes Data	FGCC has not found any definitive information regarding the use of inbound interface files, conversions, or spreadsheet uploads before or during UAT. Likewise, FGCC has not found any information about the availability of outbound interface files after the initial data upload and during UAT. FGCC intends to use these files as part of our UAT process.	Open	6 (Medium/High)	FGCC would like to get clarification on the availability of inbound and outbound interfaces prior to the beginning of UAT as well as during the UAT process. Additionally, if spreadsheet uploads will be available before PALM interfaces please let us know.		08/15/24	Rob Stoner
Technology	FGCC did not receive funding for the Versa replacement system. Therefore, FGCC will need to work closely with DBPR in order to complete detailed business analysis and determine necessary remediation tasks.	Open	6 (High/Medium)	FGCC will reach out to IT within DBPR to establish regular analysis and design meetings in order to determine the business case and data requirements related to direct interface with PALM	Monthly.	09/11/23	Lisa Mustain, Director of Administration
Processes Data	Currently, PALM has not been able to provide definitive timeliness of how much time we have to make adjustments to earnings and position funding during preliminary payroll accounting	Open	6 (High/Medium)	FGCC would like to get clarification on the expected time frames for the preliminary processing			

Technology	The Current State Business Process smartsheet does not have columns for both spreadsheet uploads and PALM Interfaces. Therefore, we do not have the ability to track and report progress for our business systems that may use PALM Interfaces	Open	4 (Medium/Medium)	FGCC has requested that the smartsheets be updated to allow this capability	We have not received any update from DFS on this risk (8/15/2024)	05/02/24	Rob Stoner
Technology Data	When do not have an estimated time frame of when we will be able to test both inbound and outbound PALM Interfaces	Open	4 (Medium/Medium)	FGCC has asked for an update on when we can expect to be able to test an upload interface file and when we will be able to test a download interface file with our test/conversion data	We have not received any update from DFS on this risk (8/15/2024)	05/02/24	Rob Stoner
Technology	Conversion Inventory and Data Readiness smartsheet does not allow for us to identify those data types that will have conversion data from both FLAIR and Agency Business systems. Currently, the smartsheet treats the option as one or the other and we anticipate some conversion from both	Open	4 (Medium/Medium)	FGCC has requested that the smartsheet be updated to allow this capability	We have not received any update from DFS on this risk (8/15/2024)	05/02/24	Rob Stoner
Technology	Conversion Inventory and Data Readiness smartsheet utilizes a column called Agency Maintain Data Source. Due to the fact that each data source requires a date evaluation, cleanliness plan, and data monitoring, this column seems to be the same as Agency Business Systems but the smartsheet does not link to the business systems smartsheet. This makes it difficult to identify and track progress associated to data source clean up and business system remediation.	Open	4 (Medium/Medium)	FGCC would like to get clarification on the distinction between an Agency Business System and an Agency Maintained Data Source as well as insight into how to track how data from agency systems that is not in the primary sources gets converted into PALM.	We have not received any update from DFS on this risk (8/15/2024)	05/02/24	Rob Stoner
Processes Data	FGCC has not found any definitive information regarding the schedule, depth, and scope of the conversion testing. Without this information we cannot determine the depth and scope of our testing, verification, and validation	Open	4 (Medium/Medium)	FGCC would like to get clarification on what will be included in the conversion testing. For example, after the conversion process in completed are we going to have access to the PALM sandbox to review and confirm our data within the PALM application, are we going to get samples of PALM reports, are we going to get PALM outbound interface files, etc.	We have not received any update from DFS on this risk (8/15/2024)	06/28/24	Rob Stoner

FGCC Issues

Critical Operational Elements	Issue Description	Status	Priority	Resolution Plan	Reporting Period Comments or Updates	Planned or Actual Resolution Date	Owner / Coordinator
People	FGCC lacks the appropriate staffing levels to fully support readiness activities.	Open	High - Impacts the ability of the agency to meet deadlines or milestones	FGCC has requested Administered Funds.	FGCC is recruiting additional staffing.	04/01/24	Brice Kayiranga, Chief of Financial Support Services

FGCC Assumptions

Critical Operational Elements	Assumption	Status	Date Logged or Removed	Impacted Stakeholder(s) and/or System(s)	Reporting Period Comments or Updates
People Processes Technology	FGCC will be able to access the available Administered Funds to support readiness activities.	Logged	02/29/24	All agency business systems.	12/14/2023 Update: Appropriation received. 02/29/2024 Update: FGCC is actively recruiting a Project Manager for the implementation of Florida PALM at FGCC. 03/12/2024 Update: FGCC conducted interviews for the Project Manager position during the week of March 8th.
Technology	FGCC will have a replacement for Versa Regulation by PALM go live	Logged	11/13/23	Revenue Management	The Versa Replacement budget line item was vetoed so FGCC will not have a Versa Replacement system by PALM Go Live
Technology	DBPR will continue to update and keep FGCC abreast on any modifications or remediations, if any, of Versa Regulation.	Logged	01/10/24	Revenue Management	Ongoing.
Processes Technology Data	FGCC will establish an agency consolidated financial database that will serve as a single repository for historical FLAIR data as well as ongoing PALM data	Logged	04/11/24	All agency business systems	Ongoing

FGCC 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	Weekly Business Process Documentation Meeting	08/23/24	Bureau of Financial Support Services	Hold weekly meetings to coordinate all business process mapping and documentation	Ongoing process.
People Processes	PALM session recap	08/23/24	Bureau of Financial Support Services	Hold recap meetings with all End Users that were not able to attend any PALM hosted session or workshop	Ongoing process.

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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FGCC Status Report Confirmation

Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
July - August 2024	Lisa Mustain	lisa.mustain@flgaming.gov	09/11/24
May - June 2024	Lisa Mustain	lisa.mustain@flgaming.gov	07/15/24
March - April 2024	Lisa Mustain	lisa.mustain@flgaming.gov	05/13/24
January - February 2024	Lisa Mustain	brice.kayiranga@flgaming.gov	03/12/24