

Helpful Links

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

FLHSMV Status Report Dashboard

Reporting Period

July - August 2024

Agency Sponsor

Steve Burch

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 = 15
- Duplicate Filled Role = 5
- 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 = 78.75%**
- Submitted Complete = 18
 - Submitted Incomplete = 3
 - Completed After Submission = 3

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 = 92.88%**
- Submitted On Time = 40
 - Submitted Late = 8
 - Pending Submission = 2

Project-led Meeting Participation



The Participation dial reflects your agency's attendance at Project-led meetings during the current reporting period.

Meeting Participation:

- Meetings Attended = 9
- Meetings Missed = 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
	People	328	Document Current Agency Business Processes	07/31/23	12/15/23	50% - In Progress		Due to the importance of other tasks, and the agency's operational work priorities, this task may not be completed by HSMV.	N/A	
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	04/16/24	We have completed this task, except for the updates to our current state business process documentation. Our goal is to update our procedures during UAT testing, when we'll have full access to the PALM screens and testing environment.	Submission Incomplete	
N/A	Processes	527	Identify Change Impacts and Update Agency Business Process Documentation for Segment III	04/15/24	07/12/24	75% - Consolidating/Inputting Information for Submission		We have completed this task, except for the updates to our current state business process documentation. Our goal is to update our procedures during UAT testing, when we'll have full access to the PALM screens and testing environment.		
N/A	Technology	528	Update Agency Business System Documentation for Segment III	04/15/24	07/12/24	100% - Submitted	07/01/24		Submission Complete	
Indirect	Technology	530	Update Florida PALM Interface Inventory for Segment III	04/15/24	07/12/24	100% - Submitted	07/01/24		Submission Complete	
N/A	Data	526	Complete Data Readiness Analysis and Data Cleansing Activities for Segment III	04/29/24	07/12/24	Pending Resubmission	07/01/24	Resubmitted 7/12/2024.	Submission Incomplete	07/12/24
Indirect	Technology	529	Update Florida PALM Conversion Inventory for Segment III	04/29/24	07/12/24	100% - Submitted	07/01/24		Submission Complete	07/01/24
N/A	Technology	531	Remediate Agency Business Systems based on Segment II	04/29/24	09/27/24					
N/A	People	535	Update Workforce Readiness Plan	06/17/24	08/02/24	Pending Resubmission	08/27/24	Amended Work Plan attached, 9/6/24 - KG. Note: Two Excel files are attached. 1) Readiness workplan - updated; 2) Segment III PALM role connections to HSMV positions	Submission Incomplete	
Indirect	People	536-A	Create Agency Specific User Acceptance Testing Plan	06/17/24	08/16/24	100% - Submitted	08/28/24		Submission Complete	
N/A	People	537	Update Authorized Smartsheet Users	06/24/24	07/12/24	100% - Submitted	07/01/24		Submission Complete	07/01/24
N/A	N/A	538	Submit Bimonthly Agency Readiness Status Report	07/01/24	07/12/24	100% - Submitted	07/12/24	Submitted 7/12/24 by CFO Burch.	Submission Complete	
N/A	N/A	539	Manage Agency Specific Implementation Schedule, Risks and Issues	07/01/24	08/29/24	100% - Submitted	08/22/24		N/A	
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	09/06/24			
Direct	Data	541-B	Complete Configuration Workbooks for Segment IV	07/22/24	09/06/24	100% - Submitted	09/06/24			
N/A	Data	542	Complete Data Readiness Analysis and Data Cleansing Activities for Segment IV	07/22/24	10/18/24					
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	08/23/24	PCC001 file posted by S. Cabrera to Secure File Share 8/23/24. *Note: In the PCC001 workbook file, there are 4 additional projects provided by HSMV	Submission Complete	

										that Florida PALM did not account for in the initial PCC001 workbook.*		
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	08/23/24				Submission Complete	
Direct	People	549	Submit Training Survey	08/12/24	09/20/24	100% - Submitted	09/09/24					
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							
Direct	Technology	550-A	Provide Public IP Address and Select Technical Meeting Time	08/26/24	08/30/24	100% - Submitted	08/28/24				Submission Complete	
N/A	N/A	551	Submit Bimonthly Agency Readiness Status Report	08/30/24	09/11/24	100% - Submitted	09/06/24					09/06/24
N/A	N/A	552	Manage Agency Specific Implementation Schedule, Risks and Issues	08/30/24	10/31/24						N/A	
Direct	Technology	550-B	Participate in Technical Meeting to Receive Credentials and Access	09/03/24	09/13/24	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>Implementation:</p> <p>Planned Florida PALM End Users = 58</p> <ul style="list-style-type: none"> Business Process Groupings = 13/13 <p>Identified Subject Matter Experts = 24</p> <ul style="list-style-type: none"> SMEs by Business Process Grouping Account Mgmt. and Financial Reporting = 1 Accounts Receivable = 1 Asset Accounting and Mgmt. = 2 Banking = 3 Budget Mgmt. and Cash Control = 2 Contracts Mgmt. = 4 Disbursements Mgmt. = 5 Grants Mgmt. = 3 Inter/IntraUnit Transactions = 5 Payroll Mgmt. = 1 Projects Mgmt. = 2 Revenue Accounting = 9 System Access and Controls = 2 <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 = 149</p> <ul style="list-style-type: none"> Related Business Systems = 4 Related Reports = 53 <p>Documentation Status:</p> <ul style="list-style-type: none"> Complete = 58 Partial = 20 Not Started = 52 <p>Implementation:</p> <p>Impacted Agency Business Processes = 149</p> <ul style="list-style-type: none"> Related Business Process Groupings = 10 Planned Spreadsheet Uploads = 1 <p>Level of Impact: People Changes</p> <ul style="list-style-type: none"> High = 24 Medium = 27 Low = 41 None = 0 Uncertain = 0 <p>Level of Impact: Processes Changes</p> <ul style="list-style-type: none"> High = 29 Medium = 18 Low = 35 None = 10 Uncertain = 0 <p>Level of Impact: Technology Changes</p> <ul style="list-style-type: none"> High = 18 Medium = 27 Low = 39 None = 7 Uncertain = 0 <p>Level of Impact: Data Changes</p> <ul style="list-style-type: none"> High = 28 Medium = 24 Low = 40 None = 0 Uncertain = 0 <p>Segments I & II Documentation Update Status</p> <ul style="list-style-type: none"> Not Started = 9 In Progress = 68 Complete = 3 <p>Segment III Documentation Update Status</p> <ul style="list-style-type: none"> Not Started = 13 In Progress = 10 Complete = 0 	<p>The applications or tools used to process, track, or report on financial operations.</p> <p>Current-State:</p> <p>Cataloged Business Systems = 6</p> <ul style="list-style-type: none"> Criticality: High = 4 Med = 2 Low = 0 None = 0 <p>Documentation Status:</p> <ul style="list-style-type: none"> Complete = 4 Partial = 2 Not Started = 0 <p>Cataloged Interfaces = 5</p> <ul style="list-style-type: none"> Inbound Interfaces = 3 Outbound Interfaces = 2 <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 = 3</p> <ul style="list-style-type: none"> Inbound Interfaces = 0 Outbound Interfaces = 2 	<p>Information used in or produced from an agency's financial business operations.</p> <p>Current-State:</p> <p>Unique FLAIR Data Elements = 92</p> <ul style="list-style-type: none"> Associated Unique Uses = 155 Continued Use - Yes = 85 Continued Use - No = 4 Associated Business Systems = 3 Cataloged Reports = 165 Criticality: High = 94 Med = 18 Low = 49 None = 23 <p>Implementation:</p> <p>Segments I & II Planned Configurations = 7/9</p> <ul style="list-style-type: none"> Accounts Receivable (AR) Planned Distribution Codes = 95 Asset Management (AM) Planned Location Codes = 92 Planned Associated Area ID's = 985 Commitment Control (KK) Planned Option = Option # 1 - Track with Budget General Ledger (GL) Planned Budgetary Value Combo Edits = 352 Planned Local Funds = None Planned Organization ID's = 407 Planned OA1's = 22 Planned OA2's = None <p>Segment IV Planned Configurations</p> <ul style="list-style-type: none"> Started = 2 Not Started = 0 <p>Conversions & Data Readiness</p> <ul style="list-style-type: none"> Conversions Needed = 9 Agency Data Outside of Primary Source System(s) = 1 Data Readiness/Cleansing Status: Complete = 3 In Progress = 0 Not Started = 0 Not Applicable = 2 <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.

FLHSMV Risks

Critical Operational Elements	Risk Description	Status	Risk Rating	Mitigation/Response Strategy	Reporting Period Comments or Updates	Date of Status Change	Owner / Coordinator
Technology	HSMV processes large volume of data through its FAME application (Revenue Distribution, WEX, Goodyear, PRIDE, etc.). It is imperative that the interfaces work properly when designed.	Open	3 (High/Low)	HSMV has been working with the Florida PALM team to identify which interface files should be used to send and obtain data between FAME and Florida PALM. HSMV has mapped its current FLAIR interface file to the Florida PALM interface file. HSMV has begun building a new interface file in preparation for interface testing in late 2024.	Updated start to building FAME interface file	06/27/24	Steve Burch / Mike Alexander / Nate Seabrooks
Technology	HSMV uses a mainframe application to process Hireback payroll outside of People First. HSMV needs to have the ability to process payments to multiple FHP Troopers for Hireback jobs worked at different hourly rates.	Open	3 (High/Low)	HSMV has met with Florida PALM staff to understand how Hireback pay will be processed. Florida PALM will create an interface (PRI005) that will be used by HSMV. HSMV is waiting to see for Segment IV discussion related to payroll to better understand how Hireback will work.	Updated for Segment IV	08/22/24	Mike Alexander / Daphne Dennis

FLHSMV Issues

Critical Operational Elements	Issue Description	Status	Priority	Resolution Plan	Reporting Period Comments or Updates	Planned or Actual Resolution Date	Owner / Coordinator
People	FLHSMV has a large number of key vacancies within the Bureau of Accounting. Due to difficulties in filling these positions, FLHSMV will need to move duties performed by vacant positions to other employees reducing the amount of time that can be committed to complete Florida PALM Tasks.	Open	High - Impacts the ability of the agency to meet deadlines or milestones	HSMV will attempt to fill these positions.	Accounting has 10 vacant position and is authorized to fill 7 of these positions.	08/22/24	Steve Burch / Mike Alexander

FLHSMV Assumptions

Critical Operational Elements	Assumption	Status	Date Logged or Removed	Impacted Stakeholder(s) and/or System(s)	Reporting Period Comments or Updates
Data	Florida PALM will provide similar functionality as FLAIR@HSMV	Logged	08/31/23	All Accounting and Budgeting areas of HSMV	HSMV relies heavily on FLAIR@HSMV to query FLAIR data on a daily basis. Without a process to easily query data, it will have a significant impact on HSMV staff.
People Technology	Departmental technical resources will be available to update internal databases and reports for distributions from FRVIS to FAME for the new PALM Account codes.	Logged	08/31/23	Selected State Agencies, Not for Profit and, local governmental entities.	No Change
Processes	Vouchers will not be produced or required by DFS for auditing purposes. FLHSMV will need to determine how to create vouchers for retention outside of Florida PALM.	Logged	10/31/23	Accounts Payable Section	State Agencies are required to produce vouchers for DFS audit and retain for documenting purposes.
Data	PAPS or similar report will be generated by PALM for Hireback payroll.	Logged	08/22/24	Payroll Section and Financial Accounting Section	This is needed for reimbursement of invoices from FDOT.

FLHSMV 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	Meet with IT department to discuss Florida PALM chartfield changes.	07/09/24	IT staff	Ensure IT staff is aware of the impacts to changes in the Florida PALM chartfield values.	
Processes Data	Discussed interface for Hireback process.	07/18/24	Payroll, IT staff, NWRDC staff	To understand the current Hireback process to move data, and understand the Florida PALM interface used to process this data (PRI005).	

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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FLHSMV Status Report Confirmation

Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
July - August 2024	Steve Burch	steveburch@flhsmv.gov	09/06/24
May - June 2024	Steve Burch	steveburch@flhsmv.gov	07/12/24
March - April 2024	Steve Burch	steveburch@flhsmv.gov	05/07/24
January - February 2024	Steve Burch	steveburch@flhsmv.gov	03/08/24