FWC 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

Jessica Crawford

CCN Composition

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

Change Champion Network:
- Unique Filled Role = 3
- Duplicate Filled Role = 13
- 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 = 96.00%
- Submitted Complete = 27
- Submitted Incomplete = 0
- 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 = 96.08%
- Submitted On Time = 48
- Submitted Late = 2
- Pending Submission = 0

Project-led Meeting Participation

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

Meeting Participation:
- Meetings Attended = 10
- Meetings Missed = 0

The dials above include an intuitive Green-Yellow-Red spectrum, where green indicates the measure is in a positive range, yellow represents that the gaps in expected results present an increasing risk to the agency, and red indicates that there are significant gaps in expected results that present an elevated risk level for the agency.

RW Tasks - Completed or Open Items

Project Impact	Critical Operational Element	Task ID	Task Name	Task Planned Start Date	Task Planned End Date	Agency Reported Task Progress	Agency Submission Date	Status Comment	Project Verification of Completion	Agency Corrected Submission Date
N/A	Processes	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	
N/A	Technology	528	Update Agency Business System Documentation for Segment III	04/15/24	07/12/24	100% - Submitted	05/07/24	We do not have any agency business systems associated with Segment 3, they are all in 1, 2, and 4.	Submission Complete	
Indirect	Technology	530	Update Florida PALM Interface Inventory for Segment III	04/15/24	07/12/24	100% - Submitted	05/07/24	We do not have any agency business systems associated with Segment 3, they are all in 1, 2, and 4. As a result, we have no interfaces for Segment 3.	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	05/08/24		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	07/30/24		Submission Complete	
Indirect	People	536-A	Create Agency Specific User Acceptance Testing Plan	06/17/24	08/16/24	100% - Submitted	08/13/24		Submission Complete	
N/A	People	537	Update Authorized Smartsheet Users	06/24/24	07/12/24	100% - Submitted	06/25/24	No changes needed	Submission Complete	
N/A	N/A	538	Submit Bimonthly Agency Readiness Status Report	07/01/24	07/12/24	100% - Submitted	07/02/24		Submission Complete	
N/A	N/A	539	Manage Agency Specific Implementation Schedule, Risks and Issues	07/01/24	08/29/24	100% - Submitted	08/28/24		N/A	
N/A	People	540	Share Florida PALM Updates	07/15/24	07/26/24	100% - Submitted	07/19/24		Submission Complete	
Direct	Data	541-A	Complete Configuration Workbooks for Segment IV	07/22/24	09/06/24	100% - Submitted	08/28/24		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	100% - Submitted	08/30/24		Submission Complete	
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		Submission Complete	
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	100% - Submitted	07/30/24	We do not have any agency business systems associated with Segment 3.	Submission Complete	07/30/24
Direct	Technology	548	Identify and Confirm File Managers	08/06/24	08/16/24	100% - Submitted	08/06/24		Submission Complete	
Direct	People	549	Submit Training Survey	08/12/24	09/20/24	100% - Submitted	08/16/24		Submission Complete	
Indirect	People	536-B	Create Agency Specific User Acceptance Testing Plan	08/19/24	10/11/24	50% - In Progress				
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	09/04/24		Submission Complete	09/04/24
N/A	N/A	552	Manage Agency Specific	08/30/24	10/31/24	50% - In Progress			N/A	

Direct	Technology	550-B	Implementation Schedule, Risks and Issues							
Direct	Technology	550-B	Participate in Technical Meeting to Receive Credentials and Access	09/03/24	09/13/24	100% - Submitted	09/09/24		N/A	09/09/24

People

The staff and stakeholders affected by your agency's transition to Florida PALM.

Implementation:

Planned Florida PALM End Users = 110

• Business Process Groupings = 10/13

Identified Subject Matter Experts = 14

• **SMEs by Business Process Grouping**

- Account Mgmt. and Financial Reporting = 4

- Accounts Receivable = 1

- Asset Accounting and Mgmt. = 2

- Banking = 3

- Budget Mgmt. and Cash Control = 3

- Contracts Mgmt. = 3

- Disbursements Mgmt. = 3

- Grants Mgmt. = 1

- Inter/IntraUnit Transactions = 4

- Payroll Mgmt. = 4

- Projects Mgmt. = 1

- Revenue Accounting = 1

- System Access and Controls = 2

Role Mapping = TBD

Training = TBD

Processes

The sequence of procedures to accomplish a business objective.

Current-State:

Cataloged Business Processes = 114

• Related Business Systems = 3

• Related Reports = 3

• **Documentation Status:**

- Complete = 114 Partial = 0 Not Started = 0

Implementation:

Impacted Agency Business Processes = 114

• Related Business Process Groupings = 12

• Planned Spreadsheet Uploads = 1

• **Level of Impact: People Changes**

- High = 5 Medium = 0 Low = 44 None = 8 Uncertain = 0

• **Level of Impact: Processes Changes**

- High = 9 Medium = 24 Low = 16 None = 8 Uncertain = 0

• **Level of Impact: Technology Changes**

- High = 0 Medium = 8 Low = 22 None = 27 Uncertain = 0

• **Level of Impact: Data Changes**

- High = 2 Medium = 21 Low = 22 None = 12 Uncertain = 0

• **Segments I & II Documentation Update Status**

- Not Started = 0 In Progress = 0 Complete = 38

• **Segment III Documentation Update Status**

- Not Started = 0 In Progress = 0 Complete = 19

Technology

The applications or tools used to process, track, or report on financial operations.

Current-State:

Cataloged Business Systems = 11

• **Criticality:**

- High = 6 Med = 4 Low = 0 None = 1

• **Documentation Status:**

- Complete = 11 Partial = 0 Not Started = 0

Cataloged Interfaces = 8

- Inbound Interfaces = 8

- Outbound Interfaces = 0

Implementation:

Business Systems Planned for Integration = 7

• **Segment I - Documentation Updates:**

- Complete = 1 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 0

• **Segment II - Documentation Updates:**

- Complete = 6 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 0

• **Segment III - Documentation Updates:**

- Complete = 0 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 6

Planned Interfaces = 2

- Inbound Interfaces = -1

- Outbound Interfaces = 2

Data

Information used in or produced from an agency's financial business operations.

Current-State:

Unique FLAIR Data Elements = 113

• **Associated Unique Uses = 750**

- Continued Use - Yes = 700

- Continued Use - No = 0

• **Associated Business Systems = 34**

Cataloged Reports = 41

• **Criticality:**

- High = 32 Med = 8 Low = 1 None = 2

Implementation:

Segments I & II Planned Configurations = 6/9

• **Accounts Receivable (AR)**

- Planned Distribution Codes = 9

• **Asset Management (AM)**

- Planned Location Codes = 660

- Planned Associated Area ID's = None

• **Commitment Control (KK)**

- Planned Option = Option # 2 - Control

• **General Ledger (GL)**

- Planned Budgetary Value Combo Edits = 849

- Planned Local Funds = None

- Planned Organization ID's = 241

- Planned OA1's = 1

- Planned OA2's = None

Segment IV Planned Configurations

- Started = 1 Not Started = 1

Conversions & Data Readiness

• Conversions Needed = 12

• Agency Data Outside of Primary Source System(s) = 0

• **Data Readiness/Cleansing Status:**

- Complete = 6 In Progress = 2 Not Started = 0 Not Applicable 0

Reports = TBD

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.

FWC Risks

Critical Operational Elements	Risk Description	Status	Risk Rating	Mitigation/Response Strategy	Reporting Period Comments or Updates	Date of Status Change	Owner / Coordinator
People	Limited subject matter expert (SME) availability	Open	6 (Medium/High)	1. Identify any planned schedule issues 2. Obtain and include backup resources in activities	No change	11/06/23	Laurie Kershaw
People	Team Attrition	Open	6 (Medium/High)	1. Ensure sufficient cross training in all project activities 2. Establish and enforce adequate documentation standards	No change	11/06/23	Laurie Kershaw
People	Resistance to change	Open	4 (Medium/Medium	1. Include impacted stakeholders early in the process and often 2. Educate the reason for the change and impact	No change	11/06/23	Laurie Kershaw
Technology	PALM interfaces are not fully designed/documented, and currently defined interfaces are subject to change. FWC is unable to accurately define impacts to our systems without complete specifications on the interfaces.	Open	4 (Medium/Medium	1. FWC Analysis and design is being based on calculated assumptions	We reduce the risk rating on this item since most of the interfaces have been designed.	11/06/23	Laurie Kershaw

FWC Issues

Critical Operational Elements	Issue Description	Status	Priority	Resolution Plan	Reporting Period Comments or Updates	Planned or Actual Resolution Date	Owner / Coordinator

FWC Assumptions

Critical Operational Elements	Assumption	Status	Date Logged or Removed	Impacted Stakeholder(s) and/or System(s)	Reporting Period Comments or Updates

FWC 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	**Complete Task 538 Submit Bimonthly Agency Readiness Status Report**	07/01/24	Florida PALM users	Complete Task 538 Submit Bimonthly Agency Readiness Status Report	Complete
People Processes Technology	Update Documentation	07/01/24	Florida PALM users	Update Documentation	Complete
People Processes Technology	**Complete Task 539 Manage Agency Specific Implementation Schedule, Risks and Issues**	07/01/24	Florida PALM users	Complete Task 539 Manage Agency Specific Implementation Schedule, Risks and Issues	Complete
People Processes Technology	Update Documentation	07/01/24	Florida PALM users	Update Documentation	Complete
People Processes Technology	Update Smartsheet	07/09/24	Florida PALM users	Update Smartsheet	Compete
People Processes Technology	Mark Task Complete Smartsheet	07/10/24	Florida PALM users	Mark Task Complete Smartsheet	Complete
People Processes Technology	Update Smartsheet	07/12/24	Florida PALM users	Update Smartsheet	Complete
People Processes Technology	Task Due	07/12/24	Florida PALM users	Task Due	Complete
People Processes Technology	Update Smartsheet	07/12/24	Florida PALM users	Update Smartsheet	Complete
People Processes Technology	Task Due	07/12/24	Florida PALM users	Task Due	Complete
People Processes Technology	Task Due	07/12/24	Florida PALM users	Task Due	Completed
People Processes Technology	Task Due	07/12/24	Florida PALM users	Task Due	Compete
People Processes Technology	Task Due	07/12/24	Florida PALM users	Task Due	Completed
People Processes Technology	**Complete Task 540 Share Florida PALM Updates**	07/15/24	Florida PALM users	Complete Task 540 Share Florida PALM Updates	Complete
People Processes Technology	Update Documentation	07/15/24	Florida PALM users	Update Documentation	Complete
People Processes Technology	**Complete Task 541 Complete Configuration Workbooks for Segment IV**	07/22/24	Florida PALM users	Complete Task 541 Complete Configuration Workbooks for Segment IV	In Process
People Processes Technology	Task A Assigned	07/22/24	Florida PALM users	Task A Assigned	Complete
People Processes Technology	Update Documentation	07/22/24	Florida PALM users	Update Documentation	Complete
People Processes Technology	**Complete Task 542 Complete Data Readiness Analysis and Data Cleansing Activities for Segment IV**	07/22/24	Florida PALM users	Complete Task 542 Complete Data Readiness Analysis and Data Cleansing Activities for Segment IV	In Process
People Processes Technology	Task Assigned	07/22/24	Florida PALM users	Task Assigned	Complete
People Processes Technology	**Complete Task 543 Identify Change Impacts and Update Agency Business Process Documentation for Segment IV**	07/22/24	Florida PALM users	Complete Task 543 Identify Change Impacts and Update Agency Business Process Documentation for Segment IV	In Process
People Processes Technology	Task Assigned	07/22/24	Florida PALM users	Task Assigned	Complete
People Processes Technology	Update Documentation	07/22/24	Florida PALM users	Update Documentation	In Process
People Processes Technology	**Complete Task 545 Update and Finalize Florida PALM Conversion Inventory for Segment IV**	07/22/24	Florida PALM users	Complete Task 545 Update and Finalize Florida PALM Conversion Inventory for Segment IV	Complete
People Processes Technology	Task Assigned	07/22/24	Florida PALM users	Task Assigned	Complete
People Processes Technology	**Complete Task 546 Update Florida PALM Interface Inventory for Segment IV**	07/22/24	Florida PALM users	Complete Task 546 Update Florida PALM Interface Inventory for Segment IV	In Process
People Processes Technology	Task Assigned	07/22/24	Florida PALM users	Task Assigned	Complete
People Processes Technology	**Complete Task 547 Remediate Agency Business Systems based on Segment III**	07/22/24	Florida PALM users	Complete Task 547 Remediate Agency Business Systems based on Segment III	Complete
People Processes Technology	Task Assigned	07/22/24	Florida PALM users	Task Assigned	Complete
People Processes Technology	N/A to FWC	07/22/24	Florida PALM users	N/A to FWC	Complete
People Processes Technology	Create data cleansing plan for PCC001 (Tanya) and perform data clean-up	07/23/24	Florida PALM users	Create data cleansing plan for PCC001 (Tanya) and perform data clean-up	In Process
People Processes Technology	Create data cleansing plan for PCC002 (Erik) and perform data clean-up	07/23/24	Florida PALM users	Create data cleansing plan for PCC002 (Erik) and perform data clean-up	In Process
People Processes Technology	Update Documentation	07/23/24	Florida PALM users	Update Documentation	In Process

Technology						
People Processes Technology	Update Documentation	07/23/24	Florida PALM users	Update Documentation	Complete	
People Processes Technology	Update Documentation	07/23/24	Florida PALM users	Update Documentation	In Process	
People Processes Technology	Submit Documentation	07/26/24	Florida PALM users	Submit Documentation	Complete	
People Processes Technology	Mark Task Complete in Smartsheet	08/02/24		Mark Task Complete in Smartsheet	Complete	
People Processes Technology	Task Due	08/02/24	Florida PALM users	Task Due	Complete	
People Processes Technology	**Complete Task 548 Identify and Confirm File Managers**	08/05/24	Florida PALM users	Complete Task 548 Identify and Confirm File Managers	Complete	
People Processes Technology	Task Assigned	08/05/24	Florida PALM users	Task Assigned	Complete	
People Processes Technology	Submit Documentation	08/06/24	Florida PALM users	Submit Documentation	Complete	
People Processes Technology	Mark Task Complete in Smartsheet	08/07/24	Florida PALM users	Mark Task Complete in Smartsheet	Complete	
People Processes Technology	**Complete Task 549 Submit Training Survey**	08/12/24	Florida PALM users	Complete Task 549 Submit Training Survey	Complete	
People Processes Technology	Task Assigned	08/12/24	Florida PALM users	Task Assigned	Complete	
People Processes Technology	Submit Documentation	08/13/24	Florida PALM users	Submit Documentation	Complete	
People Processes Technology	Mark Task Complete in Smartsheet	08/16/24	Florida PALM users	Mark Task Complete in Smartsheet	Complete	
People Processes Technology	Mark Task Complete Smartsheet	08/16/24	Florida PALM users	Mark Task Complete Smartsheet	Complete	
People Processes Technology	536-B Identify key components of test execution including test management.	08/19/24	Florida PALM users	536-B Identify key components of test execution including test management.	In Process	
People Processes Technology	Mark Task Complete Smartsheet	08/23/24	Florida PALM users	Mark Task Complete Smartsheet	Complete	
People Processes Technology	Task C Assigned	08/26/24	Florida PALM users	Task C Assigned	Complete	
People Processes Technology	**Complete Task 550 Confirm Receipt and Distribution of Managed File Transfer Credentials**	08/26/24	Florida PALM users	Complete Task 550 Confirm Receipt and Distribution of Managed File Transfer Credentials	In Process	
People Processes Technology	Task Assigned	08/26/24	Florida PALM users	Task Assigned	Complete	
People Processes Technology	Update Documentation	08/27/24	Florida PALM users	Update Documentation	In Process	
People Processes Technology	Provide team member names	08/27/24	Florida PALM users	Provide team member names	Complete	
People Processes Technology	Mark Task Complete Smartsheet	08/29/24	Florida PALM users	Mark Task Complete Smartsheet	Complete	
People Processes Technology	Mark Task Complete Smartsheet	08/30/24	Florida PALM users	Mark Task Complete Smartsheet	Complete	
People Processes Technology	**Complete Task 551 Submit Bimonthly Agency Readiness Status Report**	08/30/24		Complete Task 551 Submit Bimonthly Agency Readiness Status Report	In Process	
People Processes Technology	Task Assigned	08/30/24		Task Assigned	Complete	
People Processes Technology	Update Documentation	08/30/24		Update Documentation	In Process	
People Processes Technology	**Complete Task 552 Manage Agency Specific Implementation Schedule, Risks and Issues**	08/30/24		Complete Task 552 Manage Agency Specific Implementation Schedule, Risks and Issues	In Process	
People Processes Technology	Task Assigned	08/30/24		Task Assigned	Complete	

Agency Sponsor Confirmation

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

Agency Sponsor Name: *

☐ Confirm *

Submit

FWC Status Report Confirmation

Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
July - August 2024	Jessica Crawford	jessica.crawford@myfwc.com	09/04/24
May - June 2024	Jessica Crawford	jessica.crawford@myfwc.com	07/02/24
March - April 2024	Jessica Crawford	jessica.crawford@myfwc.com	05/08/24
January - February 2024	Jessica Crawford	jessica.crawford@myfwc.com	03/06/24