

Helpful Links

- Dashboard Snapshots
- Florida PALM Resources
- Florida PALM Workbook for DCF
- Readiness Workplan

DCF Status Report Dashboard

Reporting Period

March - April 2024

Agency Sponsor

Chad Barrett

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 = 7
- Duplicate Filled Role = 6
- Vacant Role = 1

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 = 100.00%**
- Submitted Complete = 4
- Submitted Incomplete = 0
- Completed After Submission = 0

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 = 76.25%**
- Submitted On Time = 16
- Submitted Late = 10
- 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 = 7
- 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
Direct	Data	513	Complete Configuration Workbooks for Segments I and II	02/12/24	05/13/24	75% - Consolidating/Inputting Information for Submission		we have completed all the worksheets applicable to DCF in the configuration workbook as updates for Segments I and II except for organization codes and OA2. Team is still working on these two worksheets since DCF is creating all new organization codes and OA 2 codes.		
N/A	Data	514	Complete Data Readiness Analysis and Data Cleansing Activities for Segments I and II	01/29/24	04/12/24	50% - In Progress		Teams are reviewing the data and update as needed for data readiness. weekly status updates are submitted by teams each week		
N/A	Processes	515	Identify Change Impacts and Update Agency Business Process Documentation for Segments I and II	01/29/24	04/12/24	25% - Beginning Initial Internal Meetings and Information Gathering		We are meeting with each business area SMEs and team members to get updates on Segments I, II, and III and create a plan for changes, to processes, roles, and technology		
N/A	Technology	516	Update Agency Business System Documentation for Segment II	01/29/24	04/12/24	25% - Beginning Initial Internal Meetings and Information Gathering		We are meeting with each business area SMEs and team members to get updates on Segments I, II, and III and create a plan for changes, to processes, roles, and technology		
Indirect	Technology	517	Update Florida PALM Conversion Inventory for Segment II	01/29/24	04/12/24	100% - Submitted	04/11/24		Submission Complete	
Indirect	Technology	518	Update Florida PALM Interface Inventory for Segment II	01/29/24	04/12/24	25% - Beginning Initial Internal Meetings and Information Gathering		We are meeting with each business area SMEs and team members to get updates on Segments I, II, and III and create a plan for changes, to processes, roles, and technology		
N/A	Technology	519	Remediate Agency Business Systems based on Segment I	01/29/24	06/28/24					
N/A	N/A	521	Submit Bimonthly Agency Readiness Status Report	03/01/24	03/11/24	100% - Submitted	03/12/24			
N/A	N/A	522	Manage Agency Specific Implementation Schedule, Risks and Issues	03/01/24	04/30/24	100% - Submitted	04/30/24	added updates to agency activities and issues. No other updates needed		
N/A	People	523	Share Florida PALM Updates	04/08/24	04/19/24	100% - Submitted	04/16/24	we are increasing awareness and adding more team members to our task working groups. we have bi-weekly meetings on various PALM tasks and every business area is speaking about PALM to the users frequently.	Submission Complete	
N/A	People	524	Complete and Submit End User Readiness Survey Analysis	04/15/24	06/14/24					
N/A	Data	526	Complete Data Readiness Analysis and Data Cleansing Activities for Segment III	04/29/24	07/12/24					
N/A	Processes	527	Identify Change Impacts and Update Agency Business Process Documentation for Segment III	04/15/24	07/12/24					
N/A	Technology	528	Update Agency Business System Documentation for Segment III	04/15/24	07/12/24					
Indirect	Technology	529	Update Florida PALM Conversion Inventory for Segment III	04/29/24	07/12/24					
Indirect	Technology	530	Update Florida PALM Interface Inventory for Segment III	04/15/24	07/12/24					
N/A	Technology	531	Remediate Agency Business Systems based on Segment II	04/29/24	09/27/24					
N/A	N/A	532	Submit Bimonthly Agency Readiness Status Report	05/01/24	05/13/24	100% - Submitted	05/01/24	submitted on 4/30	Submission Complete	
N/A	N/A	533	Manage Agency Specific Implementation Schedule, Risks and Issues	05/01/24	06/28/24	100% - Submitted	05/01/24	updated on 4/30		

People	Processes	Technology	Data
The staff and stakeholders affected by your agency's transition to Florida PALM.	The sequence of procedures to accomplish a business objective.	The applications or tools used to process, track, or report on financial operations.	Information used in or produced from an agency's financial business operations.
Implementation: Planned Florida PALM End Users = 181 • Business Process Groupings = 9/13 Role Mapping = TBD Training = TBD	Current-State: Cataloged Business Processes = 44 • Related Business Systems = 24 • Related Reports = 62 Documentation Status: - Complete = 5 Partial = 1 Not Started = 0 Implementation: Impacted Agency Business Processes = 44 • Related Business Process Groupings = 1 - Planned Spreadsheet Uploads = 0 Level of Impact: People Changes - High = 0 Medium = 11 Low = 0 None = 12 Uncertain = 0 Level of Impact: Processes Changes - High = 2 Medium = 9 Low = 0 None = 10 Uncertain = 0 Level of Impact: Technology Changes - High = 1 Medium = 2 Low = 7 None = 3 Uncertain = 8 Level of Impact: Data Changes - High = 1 Medium = 2 Low = 7 None = 3 Uncertain = 1 Segments I & II Documentation Update Status - Not Started = 0 In Progress = 3 Complete = 0	Current-State: Cataloged Business Systems = 61 Criticality: - High = 29 Med = 2 Low = 5 None = 25 Documentation Status: - Complete = 7 Partial = 33 Not Started = 9 Cataloged Interfaces = 165 - Inbound Interfaces = 68 - Outbound Interfaces = 97 Implementation: Business Systems Planned for Integration = 5 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 = 0 Planned Interfaces = 0 - Inbound Interfaces = 0 - Outbound Interfaces = 0	Current-State: Unique FLAIR Data Elements = 127 Associated Unique Uses = 127 - Continued Use - Yes = 0 - Continued Use - No = 0 Associated Business Systems = 1 Cataloged Reports = 106 Criticality: - High = 134 Med = 5 Low = 6 None = 0 Implementation: Configuration Workbooks Segments I & II - Started = 2 Not Started = 7 Conversions & Data Readiness • Conversions Needed = 6 • Agency Data Outside of Primary Source System(s) = 2 Data Readiness/Cleansing Status: - Complete = 0 In Progress = 6 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.

DCF Risks

Critical Operational Elements	Risk Description	Status	Risk Rating	Mitigation/Response Strategy	Reporting Period Comments or Updates	Date of Status Change	Owner / Coordinator
People	Financial Leadership Distraction	Open	6 (Medium/High)	Avoid. Engage stakeholders in a constant dialogue regarding the status and direction of the Project.	None. Continue to Monitor Risk.	11/13/23	Matthew.Christovich@myffam
People	Operational Management Turnover - Key Personnel	Open	6 (High/Medium)	Mitigate. Work to document key personnel knowledge and specific operational processes in the event of a sudden or unexpected departure.	None. Continue to Monitor Risk.	11/13/23	Matthew.Christovich@myffam
People	Department Leadership Turnover	Open	4 (Medium/Medium)	Accept. Monitor political developments as they unfold and adapt, as needed.	None. Continue to Monitor Risk.	11/13/23	Matthew.Christovich@myffam
People	Operational Staff Turnover - Key Personnel	Open	4 (Medium/Medium)	Mitigate. Work to document key personnel knowledge and specific operational processes in the event of a sudden or unexpected departure.	None. Continue to Monitor Risk.	11/13/23	Matthew.Christovich@myffam
People	Project Sponsor Turnover	Open	3 (High/Low)	Mitigate. Ensure sponsor commitments and operational plans are well documented and rationale is well established.	None. Continue to Monitor Risk.	11/13/23	Matthew.Christovich@myffam
People	Project Manager/Agency Liaison Turnover	Open	3 (High/Low)	Mitigate. Ensure project approach and status are well-documented.	None. Continue to Monitor Risk.	11/13/23	Matthew.Christovich@myffam
People	Project Staff Turnover	Open	2 (Low/Medium)	Avoid. Ensure project staff responsibilities are well defined and documentation is up-to-date	None. Continue to Monitor Risk.	11/13/23	Matthew.Christovich@myffam
People	Operational Management Turnover - General	Open	2 (Low/Medium)	Accept. Ensure job-specific processes are documented and generic enough to permit retraining of new incoming staff.	None. Continue to Monitor Risk.	11/13/23	Matthew.Christovich@myffam
People	Operational Staff Turnover - General	Open	2 (Low/Medium)	Accept. Ensure job-specific processes are documented and generic enough to permit retraining of new incoming staff.	None. Continue to Monitor Risk.	11/13/23	Matthew.Christovich@myffam

DCF Issues

Critical Operational Elements	Issue Description	Status	Priority	Resolution Plan	Reporting Period Comments or Updates	Planned or Actual Resolution Date	Owner / Coordinator
Processes Technology	Cost Allocation Not Available in PALM. (See attachments)	Open	Critical - Impacts the ability of the agency to move forward with work without resolution	TBD	DCF is revisiting as plans for remediating internal applications for PALM. Several overtures have been made to PALM RA to communicate functional impacts to DCF processes and requesting one or more sessions with PALM technical and DFS F&A staff regarding DCF concerns.	01/01/26	Joan Davis
Technology Data	SpeedKey functionality and ability to maintain at the agency level	Open	Critical - Impacts the ability of the agency to move forward with work without resolution	DCF will work to get a better understanding of the speedkey functionality to maximize the use of speedkey to accurately capture encumbrance obligations, payments and minimize corrections to GL's.			

Processes Technology Data	DCF's journal distribution process	Open	Critical - Impacts the ability of the agency to move forward with work without resolution	As DCF is moving forward with reviewing and updating processes, we have several concerns related to the journal distributions which is a critical business process in DCF. We have sent the related concerns to the PALM team and are awaiting their response and a meeting to be set up with the PALM tech leads and design architect team. Several of our updates are dependent on the concerns being addressed.	waiting on PALM team response		DCF team
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DCF 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 Data	DCF will be able to timely access the available Administered funds to support PALM readiness activities.	Logged	07/17/23	DCF-Departmentwide		This assumption is currently an open issue.
People Processes Technology	DCF's Project Sponsor will support the project by establishing and maintaining a project team that will manage the ongoing readiness activities and their associated dependencies.	Logged	07/17/23	DCF-Departmentwide		None.
People Processes Technology Data	DCF executive leadership will support the project by providing resources, access to systems and stakeholders, and by supporting the organizational change management strategy created by the project team.	Logged	07/17/23	DCF-Departmentwide		None.
People Processes Technology Data	DCF's project team possesses the necessary skills and expertise in the required disciplines to ensure project success.	Logged	07/17/23	DCF-Departmentwide		None.
People	DCF's hybrid product/project management framework approach combining predictive and agile methodologies is suitable for the project's objectives.	Logged	07/17/23	DCF-Departmentwide		None.
People Processes Technology Data	DCF business system owners will provide requirements for necessary system modifications with enough detail and time to implement the changes according to the Florida PALM schedule.	Logged	07/17/23	DCF-Departmentwide		None.
People	DCF project stakeholders, involved parties, and other interested individuals will be available for feedback and review of documentation to meet readiness requirements and project milestones.	Logged	07/17/23	DCF-Departmentwide		None.
People Processes Technology Data	DCF's Florida PALM project team can gain access to relevant documentation, specifications, and knowledge about the legacy enterprise systems and their data structures.	Logged	07/17/23	DCF-Departmentwide		None.
People Processes Technology Data	State of Florida legacy enterprise systems have accessible data sources that can be utilized for extracting and integrating data into the Enterprise Data Warehouse.	Logged	07/17/23	DCF-Departmentwide		None.
Technology Data	DCF's Enterprise Data Warehouse architecture and infrastructure can accommodate the additional data and effectively handle the integration process.	Logged	07/17/23	DCF-Departmentwide		None.
People Processes	The external schedule for implementation is determined by the DFS Florida PALM project. All key milestones and transition dates are provided by the larger PALM Project.	Logged	07/17/23	DCF-Departmentwide		None.
People Processes	The Florida PALM project will provide key information identifying the functionality, business processes, and timeline of the larger project in a timely manner to facilitate planning and execution.	Logged	07/17/23	DCF-Departmentwide		None.

DCF 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 Data	Scheduled internal meetings around specific readiness activities - particularly documentation of impacts to Business Processes and Systems out of segments 1 - 3.	04/01/24	DCF Department-wide	Documentation of impacts to Business Processes and Systems out of segments 1 - 3		Several meetings held to date and will continue through next quarter as needed.

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 *

DCF Status Report Confirmation

Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
March - April 2024	Chad Barrett	chad.barrett@myffamilies.com	04/30/24
January - February 2024	Chad Barrett	chad.barrett@myffamilies.com	03/12/24
January - February 2024	Tony Lloyd	tony.lloyd@myffamilies.com	03/08/24
November - December 2023	Tony Lloyd	tony.lloyd@myffamilies.com	01/11/24
September - October 2023	Tony Lloyd	tony.lloyd@myffamilies.com	11/15/23
July - August 2023	Tony Lloyd	tony.lloyd@myffamilies.com	09/12/23

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