DEM 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

March - April 2024

Agency Sponsor

Luke Strickland

CCN Composition	**RW Task Completeness**	**RW Task Timeliness**	**Project-led Meeting Participation**
The Change Champion Network dial reflects the completeness of your CCN makeup.	The Readiness Workplan Tasks Completeness dial reflects the completeness of your agency's submission of RW tasks, starting with RW Task 512.	The Readiness Workplan Tasks Timeliness dial reflect the timeliness of your agency's submission of all RW tasks to date.	The Participation dial reflects your agency's attendance at Project-led meetings during the current reporting period.

Change Champion Network:

• Unique Filled Role = 10

• Duplicate Filled Role = 4

• Vacant Role = 0

RW Task Completeness:

Score = 100.00%

• Submitted Complete = 7

• Submitted Incomplete = 0

• Completed After Submission = 0

RW Task Timeliness:

Score = 96.56%

• Submitted On Time = 24

• Submitted Late = 6

• Pending Submission = 0

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					
N/A	Data	514	Complete Data Readiness Analysis and Data Cleansing Activities for Segments I and II	01/29/24	04/12/24	100% - Submitted	04/16/24		Submission Complete	
N/A	Processes	515	Identify Change Impacts and Update Agency Business Process Documentation for Segments I and II	01/29/24	04/12/24	100% - Submitted	04/09/24		Submission Complete	
N/A	Technology	516	Update Agency Business System Documentation for Segment II	01/29/24	04/12/24	100% - Submitted	04/30/24	Correction made. Please see comment section for explanation.	Submission Complete	
Indirect	Technology	517	Update Florida PALM Conversion Inventory for Segment II	01/29/24	04/12/24	100% - Submitted	04/08/24		Submission Complete	
Indirect	Technology	518	Update Florida PALM Interface Inventory for Segment II	01/29/24	04/12/24	100% - Submitted	04/11/24		Submission Complete	
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			
N/A	People	523	Share Florida PALM Updates	04/08/24	04/19/24	100% - Submitted	04/29/24		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	05/10/24			
N/A	N/A	533	Manage Agency Specific Implementation Schedule, Risks and Issues	05/01/24	06/28/24					

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 = 32

• Business Process Groupings = 13/13

Role Mapping = TBD

Training = TBD

Current-State:

Cataloged Business Processes = 35

• Related Business Systems = 3

• Related Reports = 21

• Documentation Status:

- Complete = 31 Partial = 0 Not Started = 0

Current-State:

Cataloged Business Systems = 7

• Criticality:

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

• Documentation Status:

- Complete = 2 Partial = 2 Not Started = 1

Current-State:

Unique FLAIR Data Elements = 71

• Associated Unique Uses = 71

- Continued Use - Yes = 48

- Continued Use - No = 0

• Associated Business Systems = 22

Implementation:

Impacted Agency Business Processes = 35

• Related Business Process Groupings = 6

- Planned Spreadsheet Uploads = 1

• **Level of Impact: People Changes**

- High = 0 Medium = 0 Low = 21 None = 14 Uncertain = 0

• **Level of Impact: Processes Changes**

- High = 0 Medium = 9 Low = 7 None = 19 Uncertain = 0

• **Level of Impact: Technology Changes**

- High = 1 Medium = 2 Low = 5 None = 27 Uncertain = 0

• **Level of Impact: Data Changes**

- High = 0 Medium = 0 Low = 0 None = 35 Uncertain = 0

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

- Not Started = 0 In Progress = 0 Complete = 33

Cataloged Interfaces = 0

- Inbound Interfaces = 0

- Outbound Interfaces = 0

Implementation:

Business Systems Planned for Integration = 2

• **Segment I - Documentation Updates:**

- Complete = 0 Updating = 0 Evaluating = 2 Not Started = 0 Not Needed = 0

• **Segment II - Documentation Updates:**

- Complete = 0 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 2

Planned Interfaces = 6

- Inbound Interfaces = -1

- Outbound Interfaces = 6

Cataloged Reports = 41

• **Criticality:**

- High = 24 Med = 9 Low = 7 None = 1

Implementation:

Configuration Workbooks

• **Segments I & II**

- Started = 0 Not Started = 9

Conversions & Data Readiness

• Conversions Needed = 3

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

• **Data Readiness/Cleansing Status:**

- Complete = 3 In Progress = 0 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.

DEM Risks

Critical Operational Elements	Risk Description	Status	Risk Rating	Mitigation/Response Strategy	Reporting Period Comments or Updates	Date of Status Change	Owner / Coordinator
People	Challenge in filling vacant positions in Finance & Accounting	Open	9 (High/High)	Utilize other Finance employees to assist when needed	No Change	12/24/23	Karen Peyton
People Processes	The Division of Emergency Management is physically and functionally separate from the Executive Office; however, the two entities share the same OLO/business unit. Risks exist surrounding data management, reporting, payments, transaction differentiation, and incorrect updates based on assumptions of shared/not shared data in DEM business systems.	Open	9 (High/High)	The EOG and DEM have met with FL PALM to outline concerns and have requested additional meetings regarding pending inquiries. It was determined that many of the solutions initially discussed will not be able to be effectively implemented. We will continue to monitor and meet with the PALM team as the final design takes shape to determine the best methodologies for the differentiation of data.	Updated after the last meeting.	05/09/24	Karen Peyton
People	Ability to be fully devoted to the project because of unpredictable response activities related to natural disasters and other threats to the state and its citizens.	Open	4 (Medium/Medium)	Endeavor to utilize other staff members and/or employees from other agencies to assist	No Change	12/24/23	Karen Peyton
People Processes Data	The Division of Emergency Management is physically and functionally separate from the Executive Office; however, the two entities share the same OLO/business unit. Detailed risk outline above relates to payment management. In reviewing the hardcopy draft of new warrants, if the wrong payment handling code is selected by DEM, EOG will not be able to tell who the warrant belongs to since BE is not printed on the warrant.	Open	4 (Medium/Medium)	The EOG and DEM have met with FL PALM to outline concerns. We will reach out to the PALM team during configuration to determine at what level certain codes can be defaulted to ensure this does not happen. As long as the warrants do not combine, we will be able to research to accomodate. If warrants combine, the entire warrant may need to be deleted and invoices re-vouchered.	The volume of invoices that are processed by DEM (especially those related to disaster activity) could possibly exacerbate this issue.	05/09/24	Karen Peyton

DEM Issues

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

DEM 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	The Division will be able to process all financial activity in order to adequately report to our grantors and all requestors to continue to assist in financial management of the Division's missions and objectives	Logged	09/06/23	FDEM	No change.

DEM 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	Division wide PALM Readiness Survey	03/08/24	FDEM	Engaging awareness using a survey to gauge agency knowledge about Florida PALM	Update as of 3/8/2024

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

DEM Status Report Confirmation

Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
March - April 2024	Luke Strickland	luke.strickland@em.myflorida.com	05/10/24
January - February 2024	Luke Strickland	luke.strickland@em.myflorida.com	03/11/24
November - December 2023	Luke Strickland	luke.strickland@em.myflorida.com	01/12/24
September - October 2023	Luke Strickland	luke.strickland@em.myflorida.com	11/09/23
July - August 2023	Luke Strickland	luke.strickland@em.myflorida.com	09/07/23