DEP Status Report Dashboard

Click on the various statistics or dials to view the supporting information within your agency's Smartsheet Florida PALM Workbook.

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 = 23

• Duplicate Filled Role = 0

• Vacant Role = 0

RW Task Completeness:

Score = 100.00%

• Submitted Complete = 7

• Submitted Incomplete = 0

• Completed After Submission = 0

RW Task Timeliness:

Score = 99.69%

• Submitted On Time = 29

• Submitted Late = 1

• 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	100% - Submitted	05/10/24	PALM has extended the date of this task to 4/12 from 3/24 - Ref Email dated 2/12/2024. PALM has extended the date to 5/10/2024 ref email dated 3/15/2024, with supplemental information		
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	04/11/24		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	04/11/24		Submission Complete	
N/A	Technology	516	Update Agency Business System Documentation for Segment II	01/29/24	04/12/24	100% - Submitted	04/11/24		Submission Complete	
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	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	50% - In Progress				
N/A	N/A	521	Submit Bimonthly Agency Readiness Status Report	03/01/24	03/11/24	100% - Submitted	03/11/24			
N/A	N/A	522	Manage Agency Specific Implementation Schedule, Risks and Issues	03/01/24	04/30/24	100% - Submitted	04/29/24			
N/A	People	523	Share Florida PALM Updates	04/08/24	04/19/24	100% - Submitted	04/19/24		Submission Complete	
N/A	People	524	Complete and Submit End User Readiness Survey Analysis	04/15/24	06/14/24	50% - In Progress				
N/A	Data	526	Complete Data Readiness Analysis and Data Cleansing Activities for Segment III	04/29/24	07/12/24	50% - In Progress				
N/A	Processes	527	Identify Change Impacts and Update Agency Business Process Documentation for Segment III	04/15/24	07/12/24	50% - In Progress				
N/A	Technology	528	Update Agency Business System Documentation for Segment III	04/15/24	07/12/24	50% - In Progress				
Indirect	Technology	529	Update Florida PALM Conversion Inventory for Segment III	04/29/24	07/12/24	50% - In Progress				
Indirect	Technology	530	Update Florida PALM Interface Inventory for Segment III	04/15/24	07/12/24	50% - In Progress				
N/A	Technology	531	Remediate Agency Business Systems based on Segment II	04/29/24	09/27/24	50% - In Progress				
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	50% - In Progress				

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.

People

Implementation:

Planned Florida PALM End Users = 149

• Business Process Groupings = 13/13

Role Mapping = TBD

Training = TBD

Processes

Current-State:

Cataloged Business Processes = 250

• Related Business Systems = 22

• Related Reports = 39

• Documentation Status:

- Complete = 250 Partial = 0 Not Started = 0

Technology

Current-State:

Cataloged Business Systems = 44

• Criticality:

- High = 21 Med = 10 Low = 5 None = 8

• Documentation Status:

- Complete = 44 Partial = 0 Not Started = 0

Data

Current-State:

Unique FLAIR Data Elements = 261

• Associated Unique Uses = 264

- Continued Use - Yes = 221

- Continued Use - No = 41

• Associated Business Systems = 35

<u>Implementation:</u>

Impacted Agency Business Processes = 250

• Related Business Process Groupings = 11

- Planned Spreadsheet Uploads = 3

• **Level of Impact: People Changes**

- High = 0 Medium = 3 Low = 76 None = 8 Uncertain = 0

• **Level of Impact: Processes Changes**

- High = 0 Medium = 67 Low = 7 None = 13 Uncertain = 0

• **Level of Impact: Technology Changes**

- High = 0 Medium = 11 Low = 38 None = 38 Uncertain = 0

• **Level of Impact: Data Changes**

- High = 0 Medium = 67 Low = 12 None = 8 Uncertain = 0

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

- Not Started = 0 In Progress = 0 Complete = 87

Cataloged Interfaces = 67

- Inbound Interfaces = 57

- Outbound Interfaces = 10

<u>Implementation:</u>

Business Systems Planned for Integration = 30

• **Segment I - Documentation Updates:**

- Complete = 3 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 26

• **Segment II - Documentation Updates:**

- Complete = 9 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 20

Planned Interfaces = 12

- Inbound Interfaces = -2

- Outbound Interfaces = 11

Cataloged Reports = 380

• **Criticality:**

- High = 46 Med = 3 Low = 15 None = 31

<u>Implementation:</u>

Configuration Workbooks

• **Segments I & II**

- Started = 4 Not Started = 5

Conversions & Data Readiness

• Conversions Needed = 4

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

• **Data Readiness/Cleansing Status:**

- Complete = 4 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.

DEP Risks

Critical Operational Elements	Risk Description	Status	Risk Rating	Mitigation/Response Strategy	Reporting Period Comments or Updates	Date of Status Change	Owner / Coordinator
Technology Data	Unclear Requirements and Potentially Changing Requirements could affect the agency business system remediation schedule	Open	9 (High/High)	FDEP needs to have sufficient knowledge of the changes to its financial systems and allow for adjustments to the implementation schedule for unplanned changes/updates to requirements and design.	Without finalized interface specifications, the application team may have limited visibility into the expected changes in the data formats and structures. This ambiguity can lead to misinterpretation or incorrect implementation of the new PALM interfaces. Additionally, there is the potential that previous design specifications could change as a result of subsequent discoveries in later design segments. - Design Specifications should be completed for all process areas by Segment IV. DEP is monitoring this risk.	11/13/23	Brady Schmidt
People Processes	Based on the current PALM schedule, training delivery of processes is slated to begin at the same time as PALM UAT (User Acceptance Testing). There is a risk to the agency that the testers will not have a complete understanding of all the details of each process in time for them to participate in a UAT. Testers may not be able to understand all the nuances of the work end-to-end process they are supposed to be testing without full knowledge. This could potentially not only lead to ineffective testing results, but could possibly cause more confusion. If certain assumptions that were made by the agency on a particular process are no longer valid post-training, this could potentially lead to rework of agency documented procedures, and changes to ABS systems.	Open	9 (High/High)	Use of the Knowledge Center and specifications received from Design sessions should help to some extent in understanding the processes. Once details of screen design functionality is available, the teams can get a better grasp of the end-to-end process flow.	Discussed this at the PALM Touchpoint meeting in April 2024.	04/02/24	Bento Eyles and Steve Waters
People Processes Technology	Risk to loss of knowledge due to staff turnover	Open	6 (High/Medium)	Ensure job-specific processes are properly documented.	FDEP has engaged the Division/District/Office staff throughout the department and is documenting key business processes to ensure knowledge sharing is continuing.	11/13/23	Lydia Griffin & Steve Waters
People Processes Technology Data	The finalization and end-to-end walkthroughs of the business processes and screen flows pertaining to PALM functionality are now scheduled for early October through the Design Recap sessions. Since the business processes were staggered iteratively to the agencies with several missing pieces due to a design segmentation approach, and with high-level draft screenshots, there is little opportunity currently for agency personnel to have a walkthrough of the "end-to-end finalized business process workflows and screen flows" with finalized screen designs and functionality descriptions, which are now planned for October through the Design Recap sessions or as and when PALM indicates that designs have been locked down.	Open	6 (High/Medium)	PALM has added a 3 day Segment Recap Workshop in October. DEP will monitor this risk and continue to seek details of what will be received in advance of and during the Recap sessions from PALM.	The FDEP PALM project team brought this to the attention of the PALM Readiness coordinator for review. Further confirmation from PALM as to what details will be provided at the October Recap sessions is awaited. Risk monitoring will continue. The FDEP PALM project team will also work closely with agency personnel to apprise them of changes to designed processes, workflow,	02/27/24	Bento Eyles and Steve Waters

Critical Operational Elements								
	The agency has to understand these final designs and then finalize agency business systems and understand how the changes affect the inputs to, and outputs from, PALM, while understanding how defined reporting may be affected. There is a risk of delay to agency business system updates unless the final designs are submitted by PALM well in advance of UAT, to allow sufficient time for agency business system changes to occur and be tested prior to PALM UAT activities.					procedures, screen flows and reports as they are confirmed and published by PALM to the agencies.		
Processes Technology Data	DEP needs details regarding PALM's Data refresh strategy in advance of UAT to allow DEP to test Agency Business systems (ABS) in advance of the UAT test Cycle and prepare accordingly for UAT. If PALM does not clarify their data refresh plans, DEP assumes the following risks: - inaccurate test results due to outdated data data, - not having data that accurately simulates real-world scenarios, - inability to test time-sensitive features, - inefficient use of team members' time leading to waste (time spent waiting on refresh or creating new tests at the last minute), - ineffective scheduling of test activities, - inefficient or ineffective data integrity and flow between DEP systems and PALM (is the correct data transferred and updated at the right time, and are any necessary translations occurring as designed, and is there data loss or corruption), and - inability to effectively assess the scalability of the solution.	Open	6 (High/Medium)	DEP will monitor this risk and continue to seek details of what will be received from PALM and by when.	The risk was brought forward for discussion at the PALM Touchpoint meeting on 3/13/2024 and PALM has responded that they will be working on this in a future data strategy update relating to test data refreshes.	03/13/24	Steve Waters and Dan Zimmerman
Processes Technology Data	Increased Risk of Application Update Errors	Open	4 (Medium/Medium)	Sufficiently documented business system processes and accurate sample data is necessary to ensure reduced risk of application errors. Testing applications thoroughly will mitigate this risk.	Rushing the update process or making assumptions without proper interface specifications and sample data can increase the risk of errors and inconsistencies. It may result in data integration issues, data loss, or inaccurate data processing, which can impact the reliability and functionality of the application.	11/13/23	Brady Schmidt

DEP Issues

Critical Operational Elements	Issue Description	Status	Priority	Resolution Plan	Reporting Period Comments or Updates	Planned or Actual Resolution Date	Owner / Coordinator
People Processes Technology Data	SME Process & Business System Knowledge	Open	High - Impacts the ability of the agency to meet deadlines or milestones	Catalog Desktop Procedures, Document Business System functionality and interfaces.	FDEP Project Team continues to facilitate information gathering and identifying financial data impacts. The results will be used for future planning of PALM implementation.	07/01/25	Lydia Griffin, Steve Waters
People Processes Technology Data	Identifying changes to processes and business systems as a result of a staggered design segmentation approach which can potentially change designs after the fact is hindering the ability of key business and technical resources to reach a decision or agreement about resulting impacts to agency business processes and systems due to known "unknowns".	Open	High - Impacts the ability of the agency to meet deadlines or milestones	Identifying key requirements now while keeping an open mind to potential changes down the road and structurally delineating future state requirements into known vs. unknown may help in building incremental build components and requirements for agency business systems and processes.	FDEP Project team continues to share latest PALM designs with DAS, Division SMEs and CCN Leads to help them identify potential changes to business processes based on published Segment designs from the PALM project. Technical SMEs are also working to identify potential changes to systems based on everything currently published by PALM. Changed resolution date to 12/30/2024 on conclusion of Change Analysis phase of PALM.	12/30/24	Bento Eyles and Steve Waters

DEP 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	SME Process & Business System Knowledge	Logged	11/13/23	Division/District/Office Business Systems remediation, processes and project management.	FDEP Project Team has facilitated information gathering and identifying financial data impacts. - DEP is conducting process reviews and SMEs are attending PALM Design reviews to gain knowledge of PALM processes. - SMEs are being tasked with documenting changes to the existing processes based on knowledge of PALM.
People Processes Technology Data	PALM Project Implementation Schedule	Logged	11/13/23	Division/District/Office Business Systems remediation, processes and project management.	In planning, the success of FDEP's implementation schedule is contingent upon the timely receipt of information from the PALM Project team.
People Processes Technology Data	DEP cannot complete system remediation until the following conditions are fulfilled: 1) ALL applicable PALM Design Segment tasks related to said applications is completed. i. Process specifications ii. Interface specifications iii. Configuration Workbooks iv. Conversions v. Report specifications 2) DEP OTIS Requirement and Design Specs are completed	Logged	02/14/24	Division/District/Office Business Systems remediation, processes and project management, PALM Team	Discussed at the PALM Touchpoint meeting on 2/14/2024 and 3/13/2024 with PALM. - Agency shared that their remediation approach is based on phases, and the concern of having to do remediation re-work with major changes to occur after final design has been shared. - Monitoring of Design Segment updates is continuing, need confirmation that final screen designs will also be available to the agency as and when locked down by PALM, and in advance of the Design Recap workshop sessions proposed in October 2024.

	2) DEP-OTIS Requirement and Design Specs are completed 3) Majority of the DEP Tier II and III applications to be remediated require DEP to have completed the data mapping with PALM specifications and process requirements. 4) Some Tier III applications are dependent on new design specifications for Tier I and II systems.			- Updated based on Touchpoint meeting notes from 4/10/24

DEP Agency-Specific Readiness Activities

Critical Operational Elements	Activity Description	Date(s)	Impacted Stakeholder(s) and/or System(s)	Objective	Reporting Period Comments or Updates
Data	Property/Asset Analysis	04/30/24	Division/District/Office Staff	Identify depreciated assets, in an effort to clean-up property records.	7/1-8/31/2023 - During the reporting period an analysis was performed to list depreciated assets for consideration of write-off. 9/1-10/31/2023 - continuing to gather data for write-off. 11/1-12/31/2023 - confirmed with DFS regarding agency requirements and potential impacts to financial statements. We will continue to identify potential records for write-off and handle according to policy. Now managed under separate PALM Task RW514. Completed with submission of PALM-RW-514.
People Processes Technology Data	FDEP Individual Agency Business System (I-ABS) Test Plan	04/30/24	OTIS CCN Technical Leads	Develop a test plan for Agency Business Systems to be remediated for Seg I	Agency staff are working on the development of an agency test strategy and test plans by process areas. Completed-First draft, review in progress.
People Processes Technology Data	PALM related Application Design Activities	03/08/24	OTIS CCN Technical Leads	The DEP OTIS team is developing application design and linkage documents to support the analysis and changes planned for each system as additional interfaces and documents are provided by PALM.	Ongoing analysis and documentation as PALM releases additional information in each design segment. Completed for Segment I.
People Processes Technology Data	PALM related Application Design Activities	04/30/24	OTIS CCN Technical Leads	The DEP OTIS team is developing application design and linkage documents to support the analysis and changes planned for each system as additional interfaces and documents are provided by PALM.	Ongoing analysis and documentation as PALM releases additional information in each design segment. Completed design and documentation for ABS systems for Segment II.
People Processes Technology Data	DEP RAID Log maintenance	04/30/24	DEP Core Team	To manage logging of risks, assumptions, issues, and decisions for the DEP PALM project. This document also tracks key Action items for the team from the Weekly Planning sessions.	Updated the document with identified risks this period, to include revisions to the initial documented entries from earlier in the project. Ongoing tracking of Action Items. These risks were shared at the PALM Touchpoint meetings.
People Processes Technology Data	PALM Segment III Design Workshop Reviews	04/16/24	DEP PALM Core Team and DEP DAS CCNs and SMEs	Design Workshop review meetings with DAS CCNs and SMEs to identify updates, changes, and issues as it relates to current agency processes.	Conducted with Administrative Services Managers via in person meetings during the month of April. Completed.
People Processes Technology Data	DEP PALM SharePoint Content Update	04/30/24	DEP PALM Core Team, DEP DAS CCNs, DEP Program Area CCNs	Updated SharePoint page showcasing specific content relevant to FA& staff and agency CCN.	Completed.
People Processes Technology Data	DEP-specific PALM tagline added to email signatures of Division of Administrative Services staff for PALM awareness.	04/19/24	DEP PALM Core Team, DEP DAS CCNs, DEP Program Area CCNs, End Users	Email was sent with instructions on how to load the new tagline to signatures.	Completed.
Processes Technology Data	Agency Business System Review with Division and Finance and Accounting stakeholders	03/06/24	DEP DAS CCNs, DEP Program Area End Users	Gather information on specific uses and requirements from different stakeholders on the DEP CRA business system to identify remediation requirements.	Second meeting held on 4/5/2024. Completed.
People Processes	OTIS Technical Team Progress for PALM Readiness Tasks - ADM Sprint 176, 177, 178	03/08/24	Division of Administrative Services and OTIS Staff	This Sprints included mandated, enterprise initiatives and application enhancements requests for CRA, PEAS, FIN-Maintenance, FIN-ARCollections, FIN-ProjectReview, FIN-YES and the PALM project.	These were 3 week sprints completed during this reporting period. Completed
People Processes Technology	Update of the DEPNet website with additional content and new design	04/30/24	DEP PALM Core Team, DEP DAS CCNs, DEP Program Area CCNs	As part of OCM activities, updating pf the web page to bring awareness to new PALM content.	Added links to new PALM content, DEP PALM presentations and reference information. Completed.

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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DEP Status Report Confirmation

Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
March - April 2024	Darinda McLaughlin	darinda.mclaughlin@floridadep.gov	05/09/24
January - February 2024	Darinda McLaughlin	darinda.mclaughlin@floridadep.gov	03/11/24
November - December 2023	Darinda McLaughlin	darinda.mclaughlin@floridadep.gov	01/10/24
September - October 2023	Darinda McLaughlin	darinda.mclaughlin@floridadep.gov	11/13/23
July - August 2023	Darinda McLaughlin	darinda.mclaughlin@floridadep.gov	09/11/23