DFS 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 = 14
- Duplicate Filled Role = 4
- Vacant Role = 0

RW Task Completeness:
- Score = 100.00%
- Submitted Complete = 5
- Submitted Incomplete = 0
- Completed After Submission = 0

RW Task Timeliness:
- Score = 92.5%
- Submitted On Time = 25
- Submitted Late = 2
- Pending Submission = 3

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
	Technology	504	Update Agency Business System Documentation for Segment I	10/30/23	01/12/24	50% - In Progress		Design details needed from PALM Design Segments II, III, and IV in order to complete ABS design impacts. DFS ABS remediation design scheduled for completion July 31, 2024. This task will remain open until design is complete.		
Direct	Data	513	Complete Configuration Workbooks for Segments I and II	02/12/24	05/13/24	100% - Submitted	05/09/24			
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	04/11/24		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	75% - Consolidating/Inputting Information for Submission		DFS completing in task 515 in 2 phases. Phase 1 complete and have identified the impacts and the BPM per process. Now reviewing step details of the Seg 1 & 2 process to document changes. This task will be late as we are documenting the process changes by step (step 3 - 5).		
N/A	Technology	516	Update Agency Business System Documentation for Segment II	01/29/24	04/12/24	50% - In Progress		Design details needed from PALM Design Segments III and IV in order to complete ABS design impacts. DFS ABS remediation design scheduled for completion July 31, 2024. This task will remain open until design is complete.		
Indirect	Technology	517	Update Florida PALM Conversion Inventory for Segment II	01/29/24	04/12/24	100% - Submitted	03/01/24		Submission Complete	
Indirect	Technology	518	Update Florida PALM Interface Inventory for Segment II	01/29/24	04/12/24	100% - Submitted	03/27/24		Submission Complete	
N/A	Technology	519	Remediate Agency Business Systems based on Segment I	01/29/24	06/28/24			Build will not start until design is complete. Build scheduled from August - December 2024.		
N/A	N/A	521	Submit Bimonthly Agency Readiness Status Report	03/01/24	03/11/24	100% - Submitted	03/05/24			
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	04/19/24		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	25% - Beginning Initial Internal Meetings and Information Gathering				
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	25% - Beginning Initial Internal Meetings and Information Gathering				
N/A	Technology	531	Remediate Agency Business Systems based on Segment II	04/29/24	09/27/24			Build will not start until design is complete. Build scheduled from August - December 2024.		
N/A	N/A	532	Submit Bimonthly Agency Readiness Status Report	05/01/24	05/13/24	100% - Submitted	05/13/24			
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.

People

Implementation:

Planned Florida PALM End Users = 374

• Business Process Groupings = 13/13

Role Mapping = TBD

Training = TBD

Processes

Current-State:

Cataloged Business Processes = 416

• Related Business Systems = 12

• Related Reports = 43

• Documentation Status:

- Complete = 416 Partial = 0 Not Started = 0

Implementation:

Impacted Agency Business Processes = 416

• Related Business Process Groupings = 12

- Planned Spreadsheet Uploads = 0

• Level of Impact: People Changes

- High = 0 Medium = 0 Low = 3 None = 1 Uncertain = 0

• Level of Impact: Processes Changes

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

• Level of Impact: Technology Changes

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

• Level of Impact: Data Changes

- High = 0 Medium = 3 Low = 0 None = 1 Uncertain = 0

• Segments I & II Documentation Update Status

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

Technology

Current-State:

Cataloged Business Systems = 68

• Criticality:

- High = 16 Med = 5 Low = 0 None = 47

• Documentation Status:

- Complete = 31 Partial = 0 Not Started = 0

Cataloged Interfaces = 121

- Inbound Interfaces = 100

- Outbound Interfaces = 21

Implementation:

Business Systems Planned for Integration = 20

• Segment I - Documentation Updates:

- Complete = 0 Updating = 10 Evaluating = 0 Not Started = 0 Not Needed = 9

• Segment II - Documentation Updates:

- Complete = 0 Updating = 2 Evaluating = 0 Not Started = 0 Not Needed = 17

Planned Interfaces = 12

- Inbound Interfaces = 5

- Outbound Interfaces = 7

Data

Current-State:

Unique FLAIR Data Elements = 419

• Associated Unique Uses = 1301

- Continued Use - Yes = 1064

- Continued Use - No = 47

• Associated Business Systems = 19

Cataloged Reports = 385

• Criticality:

- High = 252 Med = 76 Low = 38 None = 45

Implementation:

Configuration Workbooks

• Segments I & II

- Started = 4 Not Started = 5

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.

DFS Risks

Critical Operational Elements	Risk Description	Status	Risk Rating	Mitigation/Response Strategy	Reporting Period Comments or Updates	Date of Status Change	Owner / Coordinator
People	ENTERPRISE A&A: The Project timeline is very conservative regarding flexibility, and A&A's involvement is critical for project success. Our level of involvement pulls our resources in multiple directions putting a strain on our time to complete tasks. A&A change management and internal preparation for A&A preparedness activities have already started, but having adequate resources will be key to successful implementation.	Open	9 (High/High)	• Recruit knowledgeable and skilled staff, not entry level positions, to help with preparedness activities and management of daily operations. • Retain our critical staff that are involved in Florida PALM activities and those who are picking up added job responsibilities so that subject matter experts can dedicate time to Florida PALM activities. • Provide expectations that staff will cross-train and provide knowledge transfer to increase the depth need to continue operating with a high level of service and accuracy. • A&A is seeking additional FTE through the LBR process with intent to onboard and train within the 2025 FY.	Still monitoring	10/11/23	Renne Hermeling
People	ENTERPRISE A&A: Resource impacts due to A&A operational staff spending a significant amount of time performing Project related tasks. This pulls resources from operations, increases workloads, and causes stress and an increased chance of employee burnout. • Project tasks may require additional time outside employees designated working hours to attend meetings, review time sensitive documents, or contribute to critical tasks. Some positions are not granted flexibility to flex time throughout the month, but they must flex it within the week. This policy limitation causes a strain on availability of resources. Allowing current staff more flexibility to flex their time beyond the work week would help with resource allocation. • As we get closer to implementation, the number of items that will require attention will continue to increase. This will include, assisting agencies with data management, preparing enterprise data for conversion, developing cut-over and FLAIR close out plans, participating in all levels of integration and UAT testing, validating testing results, participation and validation of mock and production conversions, developing policy around new processes.	Open	9 (High/High)	• Contract with staff aug who can help with data analysis, developing testing scenarios, perform testing functions, support cut-over, support FLAIR retirement activities. • Hire additional staff (FTE or OPS) to learn current operations so that our experienced staff can continue to participate with the Florida PALM Project in design, testing, and implementation activities. • Consider providing current staff with Special Pay Increase to acknowledge the increased job responsibilities and retain these critical members of the team. • Work with Human Resources to properly document team members who should be classified as SES staff. • Establish plans for reduction of current operational activities and prioritize responsibilities based on risk and probability. This could include posting all payments and suspending pre-audit activities, suspending Article V and Contract Management audits, suspending processing of EFT applications, as examples.	Still monitoring	10/11/23	Renne Hermeling
People	The loss of CCN resources would constrain current CCN staff capacity and could result in the loss of critical functional and institutional knowledge, which is imperative to the success of the Florida PALM Project.	Open	9 (High/High)	• Create a knowledge base of CCN operational processes and procedures; develop training methods to facilitate knowledge transfer; and provide cross-training among CCN members where feasible. • Use of dedicated back-up CCN Liaisons will aid in the short-term continuity.	Monitoring	02/19/24	Alexandra Weimorts
Technology	Florida PALM design release dates for	Open	6	• Develop initial agency business system future-state	Still monitoring	10/20/23	Stacey Pollock

Category	Description	Status	Rating	Mitigation	Status	Date	Owner
	Segments III, IV, and Data Warehouse will decrease the build time for impacted agency business systems. This may impact the ability for applicable agency business systems to be ready for interface testing by January 2025.		(Medium/High)	designs as much as possible based on Segment I and II design information made available by the Florida PALM Project. Update ABS designs as soon as Segment III, IV, and Data Warehouse design information becomes available from the Florida PALM Project. • Work with Division/Office management to allow dedicated technical and functional resources to be available for agency business systems remediation efforts when design information is released.			
Processes	ENTERPRISE TREASURY: The consolidation of Disbursements bank accounts will cause changes in file transmissions, transaction volumes, pricing, and reconciliation processes. Bank account configurations in Florida PALM will need to be updated to reflect this change. Transaction volumes will potentially increase, which will cause an increase in monthly costs. Reconciliation processes will shift to the Division of Treasury, which will increase workload and potentially require additional positions.	Closed	6 (Medium/High)	• Continue to collaborate with the Florida PALM Project and seek resources through staff augmentation, additional FTE, or contracts as needs are discovered. Conversations were had between Treasury, A&A, and PALM. Issue has been resolved with no impact to billing.	Closed out	04/17/24	Sarah Dugan
Technology	Reduced duration for agency business system end-to-end testing with Florida PALM during UAT could impact Tier 1 agency business systems with significant changes, as well as those systems that will require downstream Tier 2 interface testing. As a result, DFS may not have enough time to successfully complete all of the testing needed for agency business systems, which in turn could impact agency readiness for go-live with Florida PALM.	Open	6 (High/Medium)	• Develop remediation timelines and resources to prepare the agency business systems to be ready for the start of ABS end-to-end testing with Florida PALM. • Work with Division/Office management to allow technical and functional resources to be available during the ABS end-to-end testing period with Florida PALM.	Still monitoring	10/20/23	Stacey Pollock
Processes	ENTERPRISE A&A: The Statewide Cost Allocation Plan (SWCAP) process changes: • Business Process Changes will impact actual agency costs that are currently reported in SWCAP • Process to identify and report the costs reported within the plan will change. • Significant changes to the SWCAP or incorrect reporting of SWCAP costs could result in inaccurate management decisions. • Inadequate reporting could result in loss of Federal funding if costs are deemed ineligible.	Open	6 (High/Medium)	• Work with agencies to reasonably identify processes that will be impacted and estimate changes to costs that will be allocated. • Identify reporting that will be needed and work with Florida PALM project to ensure needed reports are available and tested.	Still monitoring	10/11/23	Renne Hermeling
Processes	ENTERPRISE A&A: Planning for some critical activities has not been done. Until these plans have been developed, A&A cannot adequately determine needed resources, time and effort. • Cutover planning • FLAIR retirement planning • Stabilization period planning • Specialized knowledge that may be needed for new processes, such as processing States' taxes from payroll • Financial Reporting mappings and data rollup	Open	6 (High/Medium)	• Continue to collaborate with the Florida PALM Project and seek resources through staff aug. additional FTE or contracts as needs are discovered.	Still monitoring	10/11/23	Renne Hermeling
Processes	ENTERPRISE TREASURY: The current Concentration Account contract ends in March of 2026. If a different financial institution is awarded the contract during the procurement process, an implementation will need to occur with Florida PALM. The new bank and all of the subaccounts (currently 550+) will need to be configured in PALM, along with file transmissions, BAI codes, returned item processing, book to bank processing, cash transfer processing, and reconciliation rules. Agencies will be involved in this transition and will need to communicate new depository instructions to their vendors, including Federal agencies. They will also need to receive and distribute new depository supplies to their locations.	Open	6 (High/Medium)	• Continue to collaborate with the Florida PALM Project and seek resources through staff augmentation, additional FTE, or contracts as needs are discovered.	Still monitoring	12/13/23	Sarah Dugan
Processes	ENTERPRISE TREASURY: Discussions relating to the status of outstanding warrants at the cutover from December 2025 to January 2026 has not been finalized and could, potentially, have impacts to warrant recipients and reconciliation processes.	Open	6 (High/Medium)	• Continue to collaborate with the Florida PALM Project on policy relating to outstanding warrants. • Potential solutions being discussed between PALM and Treasury including the possibility that warrants would be maintained in FLAIR and concurrently canceled and reissued in PALM while maintaining warrant number. Note that solution is pending approval from Treasury.	Still monitoring	01/25/24	Sarah Dugan
Technology	Resource impacts due to unforeseen system changes from DFS divisions, other projects, and external entities could cause delays in the ABS Remediation timeline.	Open	4 (Medium/Medium)	• Work closely with the ABS functional and technical owners to coordinate the timeline of changes with the Florida PALM timeline. • Work closely with the ABS functional and technical owners on design strategies related to Florida PALM integration.	Still monitoring	10/20/23	Stacey Pollock
People	ENTERPRISE A&A: • All bureaus within the division will have significant process changes. • Insufficient preparation or reluctance to adopt and adapt to changes could result in delays; operational deficiencies; and critical operations, tools, technologies, and resources not being available. • Performance issues at implementation if staff are not able to adapt and produce results at the current, expected level of output. • Due to the unique activities that A&A performs at an enterprise level, reduced performance could have a negative impact on agencies.	Open	4 (Medium/Medium)	• Prepare staff through regular change management engagements. • Perform knowledge transfer on why things are done so we can ensure better understanding of future processes. •Complete thorough process analysis and mapping of each process, along with the technology, tools, and resources to future functionality can ensure that we have identified where operational changes will occur and to what extent it will be affected. • Monitor staffs' engagement. • Analyze current skill sets and mentor or provide training needed to acquire the proper skills and address skill gaps. • Review organizational charts and identify succession planning or knowledge transfers for known gaps. • A&A has contracted with two People Soft experienced resources to help with implementation activities, including identifying staffing model changes and process changes.	Still monitoring	10/11/23	Renne Hermeling
People	ENTERPRISE A&A:	Open	4	• Continue to work closely with the Florida PALM	Still monitoring	10/11/23	Renne Hermeling

Critical Operational Elements	Issue Description	Status	Priority	Resolution Plan	Reporting Period Comments or Updates	Planned or Actual Resolution Date	Owner / Coordinator
Processes Technology Data	A&A serves all other agencies, therefore our processes are at risk from external impacts: • Agencies – All A&A processes are downstream of agency processes. Agencies may lack their own training and resources for proper preparation. If agencies are not ready for implementation, this will cause significant issues for A&A to be able to continue operations at an acceptable level and could cause more significant increase in work or rework for A&A staff around go live. • Project – There may be changes in Project directions or decisions that negative affect A&A that would cause an increase of time and resources or provide confusion and lack of clarity among A&A's expectations. • Government/Florida Statutes/Regulations – Any potential changes to laws, regulations, or elected officials could change Project direction or restrict A&A's operations.		(Medium/Medium	Project to identify areas where significant training will be needed for agency staff. • A&A OFFE team make outreach with agencies to determine training needs for skills that will be needed in Florida PALM users. • Participate with all FFMIS and Enterprise partners to ensure remediation, testing and change management needs are understood and acted upon. • Assist agencies with readiness tasks such as data analysis and cleansing. • Develop contingency plans for agencies that are not prepared for Florida PALM implementation. • Monitor activities, changes in rules and regulations, and agencies competencies. • Establish contingency plans as risks become more probable (as information becomes available) and communicate those changes as quickly and clearly as possible. • A&A is seeking funding through the LBR process to contract for financial expertise that State Agencies can use to identify knowledge gaps and areas needing improvement and address those issues.			
Processes	ENTERPRISE TREASURY: Relating to CMIA, expenditures for agency covered programs will need to be tracked in PALM by CFDA number so clearance patterns can be calculated. Agencies will be responsible for providing the PALM chartfields for their covered programs and PALM will need to track the expenditures for those account codes. Clearance patterns will have to be calculated by CFDA Number for CMIA reporting.	Open	4 (Medium/Medium	• Continue to collaborate with the Florida PALM Project and seek resources through staff augmentation, additional FTE, or contracts as needs are discovered.	Still monitoring	12/13/23	Sarah Dugan
Technology	Agency business systems supported by third-party vendors could have different design and build timelines for Florida PALM remediation activities. This could impact the Department's ability to meet the scheduled finish dates for Florida PALM Readiness Workplan tasks related to design, build, and testing activities.	Open	4 (Medium/Medium	• Communicate the Florida PALM timelines with third-party vendors. • Provide information and advisory support to the functional area(s) related to remediation activities and timelines. • Provide advisory support if needed related to interfaces, interface field mapping, and possible functional changes.	Monitoring	02/27/24	Stacey Pollock

DFS Issues

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

DFS Assumptions

Critical Operational Elements	Assumption	Status	Date Logged or Removed	Impacted Stakeholder(s) and/or System(s)	Reporting Period Comments or Updates
Technology	Based on the Florida PALM implementation timeline established through the execution of Amendment #8, the Go-Live date for the Florida PALM solution is expected to occur on January 6, 2026.	Logged	10/20/23	Agency Business Systems	Added as a new entry to the Assumptions Log.
Technology	The Florida PALM Project will be able to provide timely and complete requirements for agency business system interfaces and business processes with enough detail and time to implement the changes according to the Florida PALM schedule.	Logged	10/20/23	Agency Business Systems	Added as a new entry to the Assumptions Log.
Technology	Agency business system owners will understand Florida PALM impacts to be able to provide requirements for system modifications with enough detail and time to implement the changes according to the Florida PALM schedule.	Logged	10/20/23	Agency Business Systems	Added as a new entry to the Assumptions Log.

DFS 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 Data	OFB Florida PALM Prep Meeting- Org/EO	03/22/24	OFB staff	This is the first in a series of meetings with OFB staff to provide a foundation to then build the Florida PALM information on - Overview of Org & EO.	Entered as new Readiness Activity
People Processes Data	OFB Florida PALM Prep Meeting - FLAIR 29-Account Code what is	04/05/24	OFB staff	This is the second in a series of meetings with OFB staff to provide a foundation to then build the Florida PALM information on - "What is a FLAIR 29 Digit Account Code"	Entered as new Readiness Activity
People Processes Data	OFB Florida PALM Prep - Trivia Questions	04/19/24	OFB staff	Trivia Questions to review previous session content to engage and reinforce the knowledge	Entered as new Readiness Activity
People Processes Data	A&A - PTCM (OFFE) Active Training Resources	04/30/24	A&A Staff	Training team held Florida PALM Navigation Training, and FLAIR Fundamental training to A&A staff to help users understand more about today to help them align with the Florida PALM in the future. 6 class scheduled in two-hour blocks spaced out the last 2 weeks of April 2024. FLAIR Fundamentals classes were held in March.	Entered as new Readiness Activity
People Processes Data	A&A - Bureau of Auditing	04/30/24	Auditing Staff	Kim Holland is currently working on modifying A&A's audit plan to help A&A adapt to future activities. While working through the future state, she is identifying and mapping roles to teams, gaps in process flows or things we need to consider, and where the greatest impacts will be for her teams.	Entered as new Readiness Activity
People Processes Technology Data	DWC Florida PALM Knowledge Transfer meeting	04/09/24	DWC POCs	Plan resources and approached to complete RW tasks.	Entered as new Readiness Activity
People Processes Technology Data	Conduct standing weekly CCN meetings	04/29/24	CCN & Agency Sponsor	Share project activities status, project communication wrap-ups and allow CCN members an opportunity to ask questions, make suggestions and provide feedback. Prepare recurring agenda in SmartSheet and use to capture minutes and actions. Strategize on Florida PALM RW Task assignments that impact the Division stakeholders.	Entered as new Readiness Activity

				stakeholders.	
People Processes Technology Data	A&A - Bureau of Vendor Relations - Bureau discussions with end users	04/30/24	Vendor Relations staff	Bureau is conducting regular weekly meetings to discuss new processes and how Florida PALM is going to change the way suppliers and ACH activities will be performed and managed.	Entered as new Readiness Activity
People Processes Technology Data	A&A - Bureau of State Payrolls	04/30/24	BOSP Staff	Within BOSP, leadership is having regular weekly Business Process review meetings to go through the Business Process Models and any Functional Design documents that are created and associated with the BPM. Additionally, they have been having the GAII's review FD documents and ask questions to understand the process as it will exist in the future. This has been helpful to incorporate them since they are more the users of the system and can also think about the processes, they do today versus how it is being proposed to work in the future. BOSP has adapted the approach that the more they can include their staff, the better they feel about the transition to a new system, and they also feel involved with the project by being able to contribute to the reviews of the FD's.	Entered as new Readiness Activity
People Processes Technology Data	A&A - PTCM (OFFE)	04/30/24	OFFE Staff, PTCM, AA staff	The Office of Florida Financial Education has spent the last month or so developing a timeline and approach for our enterprise training team to start learning and cross training the training team on Florida PALM business process models. The object is to plan to spend the next 6 months review business process models and requirements so the team will get familiar with the concepts and processes that Florida PALM is bringing.

Each business process grouping will be assigned a Projects, Training, and Change Management (PTCM) primary and backup SME – and these SMEs will lead team conversations. Our goal is to have peer lead conversations with SME created assessments (knowledge checks) that are confirmed by Arnetta, Anne, and me. This will be a fluid process – but our goal is for the team to get comfortable with the process changes, roles, and terminology so when we're asked to support training, it won't be so foreign to A&A end users. | Entered as new Readiness Activity |
People Processes Technology Data	A&A - Florida PALM Transition Team SME Meetings	04/30/24	A&A Staff	The Transition Team continues to meet with A&A SMEs to understand bureau concerns, to hear feedback about how the FD meetings are going, and to understand any roadblocks that can be addressed or eliminated.	Entered as new Readiness Activity
People Processes Technology Data	A&A - Bureau of Auditing	04/30/24	Auditing Staff	The Bureau of Auditing has been meeting weekly with the teams to share information they have learned through the FD meetings to help staff understand process changes and how things will be different.	Entered as new Readiness Activity
People Processes Technology Data	A&A - Florida PALM Transition Team - Weekly Updates	04/30/24	A&A Staff	The Transition Team provides a weekly email for all SMEs within the Division which identifies all FLP meetings (internal and external), as well as FD reviews and feedback that are due to the Project. This helps our staff stay on track and know the expectations and where support is needed.	Entered as new Readiness Activity
People Processes Technology Data	DWC provided a quarterly update to division supervisor/management team	04/30/24	DWC Senior management	Keep division leadership abreast of Florida PALM happenings	Entered as new Readiness Activity
People Processes Technology Data	OIT SME Meeting	03/04/24	OIT SMEs	To disseminate knowledge on Florida PALM design and business processes and to discuss questions or concerns	Entered as new Readiness Activity
People Processes Technology Data	DRM Management Update Meetings	04/08/24	DRM Management	03/07 meeting topics included FL PALM tasks, Segment III BPM review meeting notes, 03/06 Origami FL PALM Integration meeting, confidential payments, Origami contacts conversion review, OCM planning, CCN Town Hall, and 03/01 DRM training.
04/08 meeting topics included FL PALM tasks, Segment III Design Workshops meeting notes, Segment IV planning, FL PALM Data Day notes, March POC meeting, Origami FL PALM Integration meeting, Origami contacts conversion review, and OCM planning.	Entered as new Readiness Activity
People Processes Technology Data	DRM Project Tracking Meetings	04/30/24	DRM SMEs	03/04, 03/05, 04/02, and 04/30 meetings to update the FL PALM project tracking log	Entered as new Readiness Activity
People Processes Technology Data	DWC Leadership Status meeting	04/30/24	DWC Senior Management	Provided a quarterly update to division supervisor/management team	Entered as new Readiness Activity
Processes Data	DRM Property Valuation Report Requirements	04/24/24	DRM Management, DRM SMEs	Meeting to discuss the FL PALM requirements for creating functionality in the Asset Management & Reporting module to record and report asset valuations to DRM.

Response from FL PALM:
This report is for agencies, not DRM. The goal is to provide information as it pertains to building contents. We are aware that this report will likely not contain all information needed by agencies for the DRM reporting requirements but can assist with the compilation.

This report will not replace the DRM required reporting from state agencies, it's just a tool that can be leveraged.

If there is information DRM is aware of that we should include to assist agencies, please let us know and we'll incorporate. | Entered as new Readiness Activity |
| Processes Data | DWC/ PSDA Scheduled all the SME BPM Review meetings. | 03/15/24 | DWC POCs, Segment 1 and 2 SMEs and ABS | Distributed all the documentation in both paper and electronic formats for the SME BPM Review meetings. | Entered as new Readiness Activity |
| Processes Data | DWC/ PSDA PALM Business Process Review | 03/18/24 | DWC SMEs and ABS | Review and Understand BPM Models | Entered as new Readiness Activity |
| Processes Technology Data | DRM Origami FL PALM Integration Meetings | 03/20/24 | ABS staff & DRM SMEs | 03/06 and 03/20 meetings to cover the following FL PALM integration topics (known before Seg III):
- The FL PALM Design Phase/Timelines (FL PALM & OIT)
- Required fields (COA, contract numbers, invoice date fields, voucher/journal IDs, and supplier information)
- Warrant Cancellations
- Suppliers (walked through current processes and conversion activities)
Origami is using this information to put together a level of effort to establish a project team. | Entered as new Readiness Activity |
| Processes Technology Data | DRM & DFS OIT ABS Remediation Design Meeting | Origami | 04/18/24 | DRM SMEs, DFS OIT, CCN, ABS | Meeting to discuss:
• Florida PALM Interfaces Confirmation | Entered as new Readiness Activity |

Data				• Status of Remediation Efforts • Discuss Potential Questions for Florida PALM • Discuss OIT Integration Team Assistance • Discuss Next Steps / Follow-Up Meetings		
Processes Technology Data	DRM Supplier Meetings	04/29/24	DRM SMEs, ABS, DRM Management, CCN, BVR, A&A, OIT, FL PALM	03/14 DRM SMEs met to review the API020 Outbound Supplier Data interface layout. 03/20 meeting with DRM SMEs and DRM Management to discuss confidential DRM payments/suppliers. 03/22 meeting with DRM SMEs and DRM Management to discuss A&A response to DRM concerns for API020. 04/15 meeting with DRM SMEs and DRM Management to prepare for 04/17 meeting. 04/17 meeting with CCN, BVR, A&A, OIT, and FL PALM to discuss Account Codes for DRM CRA Reimbursement, DRM Confidential Claimant Payments, and DRM Supplier Registration/Change Requests/Outbound Supplier File. 04/29 DRM meeting to recap topics covered during 04/17 meeting.	Entered as new Readiness Activity	
Technology Data	DRM Contacts Conversion to FLAIR VS	04/22/24	DRM SMEs, DRM Contract Management, TFMS	03/28 meeting with DRM SMEs and DRM Contract Management to discuss the Defense Attorney contacts that do not have a Substitute W-9 on file with the State of Florida. 04/22 meeting to discuss findings from Origami contacts conversion review.	Entered as new Readiness Activity	
People	OCM Planning - Groups and dates, Workforce Readiness Plan	04/11/24	DFS, OIR, OFR	Updating the Workforce Readiness Plan to reflect finer details on OCM activities and how to successfully use the ADKAR method to readiness.	Entered as new Readiness Activity	
People	Meeting to discuss Sponsor Snapshot approach to Agency Leadership	04/11/24	DFS Leadership	Discuss approach, design and content for a leadership communication that will go out monthly to keep leaders engaged with what staff are doing.	Entered as new Readiness Activity	
People	Presentation to CCN to build on OCM	04/15/24	CCN	Presented PPT to CCN on the Law of Diffusion	Entered as new Readiness Activity	
People	Development of OCM Master Plan	04/19/24	DFS, OIR, OFR	Develop activities to support the OCM Plan that will engage, prepare and address stakeholder concerns.	Entered as new Readiness Activity	
People	Discuss CCN expectations with Treasury Director	04/19/24	Treasury	Share expectations of CCN role and responsibilities	Entered as new Readiness Activity	
People	Development of ADKAR (Awareness & Desire) Assessment Survey for endusers	04/22/24	DFS, OIR, OFR	Develop 10 A&D questions for use at Roadshow/kick off	Entered as new Readiness Activity	
People	Presentation on Roadshow objectives in OCM	04/22/24	CCN	Continue to expose and educate CCN members on the importance of OCM and the Road show intent.	Entered as new Readiness Activity	
People	Developing CCN Stakeholder SP site	04/24/24	CCN and stakeholders	Meet with Web team to develop a stakeholder page that can provide self-serve information on Implementation activities. Having a location that stakeholders can frequent will expand knowledge, reduce fear and encourage project transparency	Kick off was 3/5 then weekly thereafter. Entered as new Readiness Activity	
People	Prepare Stakeholder Road show presentation	04/24/24	DFS, OIR, OFR	Discuss approach, design, and content for the May Road Shows	Entered as new Readiness Activity	
People	Create schedule for Agency-wide Road shows to end-users	04/26/24	DFS, OIR, OFR	Mapped out Road show groupings for DFS/OIR/ORF. Goal to have small (no more than 30) users to Road show. Identified 10 unique groups that will be used to send surveys and Road show invites to in May. Roadshow purpose is to head off any fears the enduser might have and to encourage engagement thru questions.	Entered as new Readiness Activity	
People	Create Communications Plan for end-users	04/26/24	DFS, OIR, OFR	Communications Plan will target Communications by ADKAR group.	Stated 3/18 and weekly thereafter. Entered as new Readiness Activity	
People	Presentation to POC and SME on OCM	04/30/24	DFS, OIR, OFR	Leading select SME's thru Change Management activities and training to educate the importance of OCM and their role to impact the end users.	Entered as new Readiness Activity	
People	DWC/ PSDA PALM Business Process Review	03/22/24	DWC SMES and ABS	Meeting held, 3/13, 3/18, 3/19, 3/20, 3/21, & 3/22. Review and Update understand of BPM and how will impact team and ABS.	Entered as new Readiness Activity	
People Processes	Conduct Monthly Point of Contact meeting with Division/Offices	03/25/24	DFS, OIR, OFR Point of Contacts and Subject Matter Experts	Share project activities status, project communication wrap-ups and allow POCs an opportunity to ask questions, make suggestions and provide feedback	Topics: What Motivates you, PalmCast #14 Desire, Reviewed RW Task Current and Future, Shared expectations of division involvement in Florida PALM, Segment III BPM Meetings.	
People Processes	OFB Disbursements Staff Meeting	04/09/24	OFB-BFS-Disbursements	Shared knowledge center COA values. Reviewed/discussed information shared during OFB Florida PALM Prep meetings.	Entered as new Readiness Activity	
People Processes	Conduct Weekly PMP meeting	04/26/24	Agency Liaison and PM Liaison	Expanding the DFS Implementation Plan	Met 4/5, 4/12, 4/19, 4/26	
People Processes	DRM FL PALM Trainings	04/23/24	DRM's Trust Fund Management Section	03/01/24 training on Chart of Accounts, Disbursements Management (vouchers & payments), and overview of the Knowledge Center 04/23/24 training on FL PALM impacts to current processes, prompt payment calculations, suppliers, and warrant cancellations. Also included Chart of Accounts quiz.	Entered as new Readiness Activity	
Processes	Discuss processes and impact to DWC	03/11/24	DWC POCs	Discuss processes and impact to DWC	Entered as new Readiness Activity	
Processes	DWC/ PSDA PALM Task Kickoff with SMEs	03/12/24	DWC SME staff	To explain and level set SME on the RW task direction for cotask completion.	Entered as new Readiness Activity	
Processes	DWC/ PSDA PALM Working meeting, multiple CCN Tasks	03/14/24	DWC POCs	Strategize with Chief on how to release tasks so that SMEs understand what is being asked	Entered as new Readiness Activity	

DFS Status Report Confirmation

Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
March - April 2024	Scott Fennell	scott.fennell@myfloridacfo.com	05/13/24
January - February 2024	Scott Fennell	scott.fennell@myfloridacfo.com	03/05/24
November - December 2023	Scott Fennell	scott.fennell@myfloridacfo.com	01/12/24
September - October 2023	Scott Fennell	scott.fennell@myfloridacfo.com	11/13/23
July - August 2023	Steven Fielder for Scott Fennell	steven.fielder@myfloridacfo.com	09/07/23