

**Helpful Links**

- Dashboard Snapshots
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- Florida PALM Workbook for DOE
- Readiness Workplan

# DOE 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**

Suzanne Pridgeon

**CCN Composition**



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

**Change Champion Network:**

- Unique Filled Role = 7
- Duplicate Filled Role = 5
- Vacant Role = 2

**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 = 71.43%**
- Submitted Complete = 5
  - Submitted Incomplete = 2
  - 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 = 92.19%**
- Submitted On Time = 25
  - Submitted Late = 5
  - 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 = 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			
N/A	Data	514	Complete Data Readiness Analysis and Data Cleansing Activities for Segments I and II	01/29/24	04/12/24	Pending Resubmission	04/12/24		Submission Incomplete	
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	04/12/24		Submission Complete	
N/A	Technology	516	Update Agency Business System Documentation for Segment II	01/29/24	04/12/24	100% - Submitted	04/12/24		Submission Complete	
Indirect	Technology	517	Update Florida PALM Conversion Inventory for Segment II	01/29/24	04/12/24	100% - Submitted	04/12/24		Submission Complete	
Indirect	Technology	518	Update Florida PALM Interface Inventory for Segment II	01/29/24	04/12/24	100% - Submitted	04/12/24		Submission Complete	
N/A	Technology	519	Remediate Agency Business Systems based on Segment I	01/29/24	06/28/24	25% - Beginning Initial Internal Meetings and Information Gathering				
N/A	N/A	521	Submit Bimonthly Agency Readiness Status Report	03/01/24	03/11/24	100% - Submitted	03/08/24			
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	04/18/24		Submission Incomplete	04/29/24
N/A	People	524	Complete and Submit End User Readiness Survey Analysis	04/15/24	06/14/24	75% - Consolidating/Inputting Information for Submission				
N/A	Data	526	Complete Data Readiness Analysis and Data Cleansing Activities for Segment III	04/29/24	07/12/24	25% - Beginning Initial Internal Meetings and Information Gathering				
N/A	Processes	527	Identify Change Impacts and Update Agency Business Process Documentation for Segment III	04/15/24	07/12/24	25% - Beginning Initial Internal Meetings and Information Gathering				
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	25% - Beginning Initial Internal Meetings and Information Gathering				
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					
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**

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

**Implementation:**

- Planned Florida PALM End Users = 88**
- Business Process Groupings = 13/13

**Processes**

The sequence of procedures to accomplish a business objective.

**Current-State:**

- Cataloged Business Processes = 30**
- Related Business Systems = 5

**Technology**

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

**Current-State:**

- Cataloged Business Systems = 26**
- Criticality:

**Data**

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

**Current-State:**

- Unique FLAIR Data Elements = 443**
- Associated Unique Uses = 574

Role Mapping = TBD  
 Training = TBD

• Related Reports = 0  
 • Documentation Status:  
 - Complete = 29 Partial = 0 Not Started = 0

- High = 23 Med = 0 Low = 0 None = 1  
 • Documentation Status:  
 - Complete = 7 Partial = 1 Not Started = 9

- Continued Use - Yes = 124  
 - Continued Use - No = 3  
 • Associated Business Systems = 6

**Implementation:**  
**Impacted Agency Business Processes = 30**

• Related Business Process Groupings = 5  
 - Planned Spreadsheet Uploads = 1  
 • Level of Impact: People Changes  
 - High = 22 Medium = 3 Low = 4 None = 0 Uncertain = 0  
 • Level of Impact: Processes Changes  
 - High = 22 Medium = 3 Low = 4 None = 0 Uncertain = 0  
 • Level of Impact: Technology Changes  
 - High = 22 Medium = 3 Low = 4 None = 0 Uncertain = 0  
 • Level of Impact: Data Changes  
 - High = 22 Medium = 3 Low = 3 None = 0 Uncertain = 0  
 • Segments I & II Documentation Update Status  
 - Not Started = 0 In Progress = 0 Complete = 30

**Cataloged Interfaces = 0**  
 - Inbound Interfaces = 0  
 - Outbound Interfaces = 0

**Implementation:**  
**Business Systems Planned for Integration = 9**

• Segment I - Documentation Updates:  
 - Complete = 0 Updating = 6 Evaluating = 0 Not Started = 0 Not Needed = 0  
 • Segment II - Documentation Updates:  
 - Complete = 0 Updating = 5 Evaluating = 0 Not Started = 0 Not Needed = 1  
**Planned Interfaces = 6**  
 - Inbound Interfaces = 1  
 - Outbound Interfaces = 4

**Cataloged Reports = 84**  
 • Criticality:  
 - High = 83 Med = 13 Low = 1 None = 0

**Implementation:**  
**Configuration Workbooks**

• Segments I & II  
 - Started = 4 Not Started = 5  
**Conversions & Data Readiness**  
 • Conversions Needed = 6  
 • Agency Data Outside of Primary Source System(s) = 5  
 • 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.

**DOE Risks**

Critical Operational Elements	Risk Description	Status	Risk Rating	Mitigation/Response Strategy	Reporting Period Comments or Updates	Date of Status Change	Owner / Coordinator
People Technology Data	Not meet due date for Task 519 Segment 1 remediation	Open	6 (Medium/High)	PM is working for DTI to develop a strategy to speed up the process of starting remediation.	New Risk	05/07/24	PM and technical Staff
People	Employee Retention - Staff leaving the Agency for retirement or other opportunities can create a delay with collection of data and/or processes.	Open	4 (Medium/Medium)	DOE will refill positions as quickly as possible to stop any delays.	No Change	10/03/23	DOE Management
People Technology	Limited communication between the business and IT team (there is no daily communication or stand up for the project team, anyone working on PALM). If all communication has to go thru the PPM Pro system, it could cause delay in the flow of communication, systems to miss functionality, the project to fall behind and miss the go-live date.	Open	4 (Medium/Medium)	Business team will place more tickets into PPM Pro to increase the communication between the two sides.	Risk remains for future task but has escalated to an issue.	10/27/23	Project Manager
Data	loss of data could affect audit information.	Open	4 (Medium/Medium)	Pending	New Risk	02/14/24	DOE
Data	Incorrect invoice or missed invoices	Open	4 (Medium/Medium)	Create a manual checking system for implementation.	New Risk	02/14/24	DOE
Technology Data	Double or no payment to vendors at the time of implementation	Open	4 (Medium/Medium)	Create a manual checking system for implementation.	New Risk	02/14/24	DOE
Technology	System Capabilities - Several individuals have mentioned outdated systems within the DOE, this could cause a limitation of data from PALM.	Open	3 (High/Low)	DOE to Remediation existing systems to be compatible with Florida PALM	Testing will discover any deficiencies.	07/04/23	DOE IT
Processes Technology	Change in Financial payment may result in payment delays.	Open	3 (High/Low)	DOE will perform testing to ensure processing with DFS.	New risk	01/12/24	DIT and Aware technical teams
Data	Missing Agency Business Systems - Task 326 not all systems recognized.	Open	2 (Medium/Low)	DOE PALM Team will continue to interview staff for any additional systems and work it DOE IT to determine if remediation is needed for PALM	Task has been submitted to PALM. If additional systems are discovered, DOE will revisit the task.	07/13/23	DOE PALM Team
People Technology	Vendor available and cost could delay the project.	Open	2 (Medium/Low)	Agency will communicate with vendor as often as possible to ensure timely processing.	New risk	01/30/24	AWARE Team

**DOE Issues**

Critical Operational Elements	Issue Description	Status	Priority	Resolution Plan	Reporting Period Comments or Updates	Planned or Actual Resolution Date	Owner / Coordinator
People	Lack of technical resources for the project. - No dedicated staff for the project.	Open	Critical - Impacts the ability of the agency to move forward with work without resolution	Executive team place staff	RFQ for Technical Business Analysis have been submitted	10/01/23	DOE Executives
People Processes Technology Data	Task 504 and 505 not completed by PALM schedule deadline.	Closed	High - Impacts the ability of the agency to meet deadlines or milestones	Add additional resource to the project and more communication with the project teams.	Technical BA started on 02/26/2024 with the DTI team.	04/01/24	DOE Executives
Data	Task 514 incomplete	Open	Low - All impacts not listed as Critical or High	Team is currently working to complete the cleanse		05/30/24	Business unit

**DOE Assumptions**

Critical Operational Elements	Assumption	Status	Date Logged or Removed	Impacted Stakeholder(s) and/or System(s)	Reporting Period Comments or Updates
Processes	System AS-IS documentation will be completed and be readily available by 10/27/2023	Logged	07/08/23	22 Agencies Business Systems, Comptrollers and budget office.	Closed
Data	Reports is fully documented and available as of 07/31/2023	Logged	07/08/23	Comptroller Office	Reports submitted to the FL PALM on 07/28/2023 and will continue to be updated.
Technology	Technical Systems with be updated to be compatible with PALM.	Logged	07/08/23	Comptroller, DOE IT and Agency department users.	No Change

Technology	Florida PALM will provide system designed for DOE to meet the project needs	Logged	08/01/23	Comptroller, DOE IT and Agency department users.	Schedule PALM simulations schedule for 08/2023 and 09/2023
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### DOE 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	AWARE DBS/VR to PALM status/interface discussions	03/06/24	AWARE DBS/VR technical team, DBS Business, Comptroller and PM	Discuss PALM functionality, needs and interfaces. To provide status updates.	
People Processes Data	DTI PALM files meeting	03/06/24	DTI Staff, Comptroller and PM	Discuss PALM functionality, needs and interfaces. To provide status updates.	
People Processes Data	AWARE Mapping Meeting	03/13/24	AWARE Functional and technical staff	Discuss PALM functionality, needs and interfaces. To provide status updates.	
People Processes Data	PALM Data Cleanse Meeting	04/12/24	PM and department heads.	Discuss Data cleanse plan and start the cleanse of data.	
People Processes Technology Data	PALM files and PPM Process	03/04/24	PM and DTI BA's	Discussion on PALM file layouts into the PPM Process	
People Processes Technology Data	AWARE VR Mapping meeting	03/07/24	AWARE technical team	MAPPING API002	
People Processes Technology Data	PALM Database setup	04/01/24	DTI, DOE Application team, DOE DBA's and PALM PM	The setup of database for PALM Files	
People Technology Data	Design of Database Table	04/15/24	PM, BA Staff, DBA and Apps DEV	This meeting is to facilitate future discussions between Apps DEV and DBA for providing technical solutions for creating the database tables and implementing the primary key/foreign key relationships	
Processes Data	PALM Discussion	04/22/24	PM and BA	PPM, Applications and Business process	
Processes Technology Data	DTI Weekly Status report	03/20/24	DTI Staff, DEL Technical, Comptroller, Deputy Comptroller and PM	Discuss PALM functionality, needs and interfaces. To provide status updates.	
Processes Technology Data	RIMS TO AWARE meeting	03/29/24	AWARE PM, AWARE DBA's Comptroller, Deputy Comptroller and PALM PM	File Mapping	
Processes Technology Data	DTI Weekly Status report	04/03/24	DTI Staff, DEL Technical, Comptroller, Deputy Comptroller and PM	Discuss PALM functionality, needs and interfaces. To provide status updates.	
Processes Technology Data	DTI Weekly Status report	04/11/24	Project Manager, Comptroller, Deputy Comptroller, Business Analyst, Business Analyst Manager	Provided weekly status on PALM file status and Database build.	
Processes Technology Data	DTI Weekly Status report	04/17/24	Project Manager, Comptroller, Deputy Comptroller, Business Analyst, Business Analyst Manager	Provided weekly status on PALM file status and Database build.	
Technology Data	DEL Application Meeting	03/20/24	DEL Technical Team and PALM PM	Talk about DEL Application and how it interacts with FLAIR	
People	PALM Status Meeting	03/01/24	Project Manager, Comptroller and Deputy Comptroller	Provide PALM status.	
People	PALM Status Meeting	03/08/24	Project Manager, Comptroller and Deputy Comptroller	Provide PALM status.	
People	ORG code Configuration Meeting	03/12/24	Functional staff and PM	Mapping Organizational Codes	
People	Weekly status Meeting	03/15/24	Project Manager, Comptroller and Deputy Comptroller	Provide PALM status.	
People	ORG code Configuration Meeting	03/15/24	Functional staff and PM	Mapping Organizational Codes	
People	PALM Status Report	03/22/24	Project Manager, Comptroller and Deputy Comptroller	Provide PALM status.	
People	Asset Management Meeting	04/01/24	Asset Management Functional Management and PALM PM	discuss TRAC system and reports that is needed from FLAIR.	
People	PALM Status Report	04/12/24	Project Manager, Comptroller and Deputy Comptroller	Provide PALM status within DOE	
People	PALM Status Meeting	04/26/24	Project Manager, Comptroller and Deputy Comptroller	Provide PALM status within DOE	
People Processes	Business process meeting with Procurement	04/09/24	Project manager and Procurement Manager	Update Business processes on procurement for PALM Task	
People Processes	Comptroller Office Business Processes	04/09/24	Project Manager, Comptroller, Deputy Comptroller and management staff	Update the processes for the Comptroller's office for PALM Task	
People Processes	Local funds meetings	04/10/24	Project manager and Comptroller's department heads	Identify local fund for PALM conversion.	
People Processes Technology	DTI and DELPALM files meeting.	03/14/24	DTI Staff, DEL Technical, Comptroller, Deputy Comptroller and PM	Discuss PALM functionality, needs and interfaces. To provide status updates.	
People Processes Technology	Asset Management TraQ system	04/15/24	PM, Deputy Comptroller, Asset Manager, and IT support Staff	Determine the FLAIR engagement with the system and determine if remediation is needed.	
Processes Technology	PALM Status Report	03/29/24	Project Manager, Comptroller and Deputy Comptroller	Provide PALM status.	
Processes Technology	PALM Status Report	04/05/24	Project Manager, Comptroller and Deputy Comptroller	Provide PALM status.	

### 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

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### DOE Status Report Confirmation

Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
March - April 2024	Matt Kirkland	matt.kirkland@fldoe.org	05/13/24
January - February 2024	Matt Kirkland	matt.kirkland@fldoe.org	03/08/24
November - December 2023	Matt Kirkland	matt.kirkland@fldoe.org	01/10/24
September - October 2023	Matt Kirkland	matt.kirkland@fldoe.org	11/08/23
July - August 2023	Matt Kirkland	matt.kirkland@fldoe.org	09/08/23