

**Helpful Links**

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- Readiness Workplan

# DOL 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**

Becky Ajhar

**CCN Composition**



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

**Change Champion Network:**

- Unique Filled Role = 6
- Duplicate Filled Role = 6
- 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 = 100.00%**
- Submitted Complete = 5
- Submitted Incomplete = 0
- Completed After Submission = 0

**RW Task Timeliness**



The Readiness Workplan Tasks Timeliness dial reflect the timeliness of your agency's submission of all RW tasks to date.

**RW Task Timeliness:**

- Score = 96.56%**
- Submitted On Time = 27
- Submitted Late = 1
- Pending Submission = 2

**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	100% - Submitted	04/12/24		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		Updating current state business process documentation is underway, but it's taking longer than initially anticipated. Due to the comprehensive review needed, the timeline for completing this task is being adjusted. We anticipate finalizing the updated documentation within 3 weeks.		
N/A	Technology	516	Update Agency Business System Documentation for Segment II	01/29/24	04/12/24	50% - In Progress		Updating current state business system documentation is underway, but it's taking longer than initially anticipated. Due to the comprehensive review needed, the timeline for completing this task is being adjusted. We anticipate finalizing the updated documentation within 3 weeks.		
Indirect	Technology	517	Update Florida PALM Conversion Inventory for Segment II	01/29/24	04/12/24	100% - Submitted	04/10/24		Submission Complete	
Indirect	Technology	518	Update Florida PALM Interface Inventory for Segment II	01/29/24	04/12/24	100% - Submitted	04/10/24		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	03/07/24			
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	50% - In Progress				
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	50% - In Progress				
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	25% - Beginning Initial Internal Meetings and Information Gathering				
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	25% - Beginning Initial Internal Meetings and Information Gathering				

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.
<p><b>Implementation:</b></p> <p><b>Planned Florida PALM End Users = 25</b></p> <ul style="list-style-type: none"> <li>Business Process Groupings = 12/13</li> </ul> <p><b>Role Mapping = TBD</b></p> <p><b>Training = TBD</b></p>	<p><b>Current-State:</b></p> <p><b>Cataloged Business Processes = 49</b></p> <ul style="list-style-type: none"> <li>Related Business Systems = 3</li> <li>Related Reports = 5</li> </ul> <p><b>Documentation Status:</b></p> <ul style="list-style-type: none"> <li>Complete = 91 Partial = 0 Not Started = 0</li> </ul> <p><b>Implementation:</b></p> <p><b>Impacted Agency Business Processes = 49</b></p> <ul style="list-style-type: none"> <li>Related Business Process Groupings = 2</li> <li>Planned Spreadsheet Uploads = 1</li> </ul> <p><b>Level of Impact: People Changes</b></p> <ul style="list-style-type: none"> <li>High = 0 Medium = 56 Low = 0 None = 0 Uncertain = 0</li> </ul> <p><b>Level of Impact: Processes Changes</b></p> <ul style="list-style-type: none"> <li>High = 0 Medium = 56 Low = 0 None = 0 Uncertain = 0</li> </ul> <p><b>Level of Impact: Technology Changes</b></p> <ul style="list-style-type: none"> <li>High = 0 Medium = 56 Low = 0 None = 0 Uncertain = 0</li> </ul> <p><b>Level of Impact: Data Changes</b></p> <ul style="list-style-type: none"> <li>High = 0 Medium = 56 Low = 0 None = 0 Uncertain = 0</li> </ul> <p><b>Segments I &amp; II Documentation Update Status</b></p> <ul style="list-style-type: none"> <li>Not Started = 0 In Progress = 5 Complete = 0</li> </ul>	<p><b>Current-State:</b></p> <p><b>Cataloged Business Systems = 7</b></p> <ul style="list-style-type: none"> <li><b>Criticality:</b></li> <li>High = 7 Med = 0 Low = 0 None = 0</li> </ul> <p><b>Documentation Status:</b></p> <ul style="list-style-type: none"> <li>Complete = 7 Partial = 0 Not Started = 0</li> </ul> <p><b>Cataloged Interfaces = 30</b></p> <ul style="list-style-type: none"> <li>Inbound Interfaces = 28</li> <li>Outbound Interfaces = 2</li> </ul> <p><b>Implementation:</b></p> <p><b>Business Systems Planned for Integration = 6</b></p> <ul style="list-style-type: none"> <li><b>Segment I - Documentation Updates:</b></li> <li>Complete = 1 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 5</li> <li><b>Segment II - Documentation Updates:</b></li> <li>Complete = 0 Updating = 0 Evaluating = 1 Not Started = 0 Not Needed = 5</li> </ul> <p><b>Planned Interfaces = 16</b></p> <ul style="list-style-type: none"> <li>Inbound Interfaces = 6</li> <li>Outbound Interfaces = 8</li> </ul>	<p><b>Current-State:</b></p> <p><b>Unique FLAIR Data Elements = 70</b></p> <ul style="list-style-type: none"> <li><b>Associated Unique Uses = 70</b></li> <li>Continued Use - Yes = 29</li> <li>Continued Use - No = 0</li> <li><b>Associated Business Systems = 0</b></li> </ul> <p><b>Cataloged Reports = 76</b></p> <ul style="list-style-type: none"> <li><b>Criticality:</b></li> <li>High = 0 Med = 0 Low = 0 None = 0</li> </ul> <p><b>Implementation:</b></p> <p><b>Configuration Workbooks</b></p> <ul style="list-style-type: none"> <li><b>Segments I &amp; II</b></li> <li>Started = 2 Not Started = 7</li> </ul> <p><b>Conversions &amp; Data Readiness</b></p> <ul style="list-style-type: none"> <li>Conversions Needed = 3</li> <li>Agency Data Outside of Primary Source System(s) = 0</li> <li><b>Data Readiness/Cleansing Status:</b></li> <li>Complete = 3 In Progress = 0 Not Started = 0 Not Applicable 0</li> </ul> <p><b>Reports = TBD</b></p>

## 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.

### DOL 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	The Florida Lottery's new Claims and Payment system (CAPs) is scheduled to go live on July 27, 2024. The implementation of Lottery's CAPs may impact PALM training activities. The new CAPs will be replacing the current system known as Fortune.	Open	3 (Low/High)	Develop a proactive strategy for the upcoming launch of the new CAPs, will focus on early communication, training for PALM activities, continuous monitoring, and establish contingency plans to address any potential adjustments required in the supplied data.	Ongoing	09/07/23	Chris Rorison

### DOL Issues

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

### DOL 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	Florida PALM will design and be able to record DOL manual payments currently handled outside of FLAIR today. 30.5 Manage Payments 30.5.1 Record Manual Payments	Logged	12/11/23	Disbursements	FLAIR screenshots of recording retailer incentives for manual payments
People Processes	Florida PALM Payroll Processing will be able to process refunds on Insurance Benefits (overpayments)	Logged	01/25/24	People First	

### DOL 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	Palm task review meetings - Lottery team	03/04/24	Chris Rorison, Meghan Gregg, Stella Bargas, Debbie Martin, Melissa Ging, Cindie Mckenzie	Update and review current tasks (514, 515, 516, 517, 518, 519) Review Readiness Status Report (task 521) Review current risks and discuss/update implementation schedule (task 522)	
People Processes	Palm task review meetings - Lottery team	03/18/24	Chris Rorison, Meghan Gregg, Stella Bargas, Debbie Martin	Update and review progress for tasks 514, 515, 516, 517, 518, and 519	
People Processes	Palm task review meetings - Lottery team	04/10/24	Chris Rorison, Meghan Gregg, Stella	Update and review progress for tasks 514, 515, 516, 517, 518, and 520	
People Processes	Palm task review meetings - Lottery team	04/12/24	Chris Rorison, Meghan Gregg, Stella Bargas, Debbie Martin	Follow up task review session to discuss tasks 514, 515, 516, 517 and 518. Identify pending items in order to complete all tasks	
People Processes	Palm task review meetings - Lottery team	04/15/24	Chris Rorison, Meghan Gregg, Stella Bargas	Review new task 523	
People Processes	Palm task review meetings - Lottery team	04/29/24	Chris Rorison, Stella Bargas, Debbie Martin	Discuss tasks 515, 516, and 522	

### 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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### DOL Status Report Confirmation

Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
March - April 2024	Rebecca Ajhar	ajharb@flalottery.com	05/10/24
January - February 2024	Rebecca Ajhar	ajharb@flalottery.com	03/08/24
November - December 2023	Rebecca Ajhar	ajharb@flalottery.com	01/14/24
September - October 2023	Rebecca Ajhar	ajharb@flalottery.com	11/09/23
July - August 2023	Rebecca Ajhar	ajharb@flalottery.com	09/08/23