DOR 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

Clark Rogers

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 = 15

• Duplicate Filled Role = 0

• Vacant Role = 0

RW Task Completeness:

Score = 57.14%

• Submitted Complete = 4

• Submitted Incomplete = 3

• Completed After Submission = 0

RW Task Timeliness:

Score = 91.88%

• Submitted On Time = 26

• Submitted Late = 4

• 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	75% - Consolidating/Inputting Information for Submission				
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	Pending Resubmission	04/12/24		Submission Incomplete	
N/A	Technology	516	Update Agency Business System Documentation for Segment II	01/29/24	04/12/24	100% - Submitted	04/12/24		Submission Incomplete	05/01/24
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	50% - In Progress		Remediation of Agency Business Systems have multiple dependencies (RADS is being migrated to SUNTAX, getting data from the data warehouse, and not being able to remediate SAP systems without having all segments rolled out).		
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	05/01/24			
N/A	People	523	Share Florida PALM Updates	04/08/24	04/19/24	100% - Submitted	04/18/24		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	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	50% - In Progress				
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	05/09/24			
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

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

<u>Implementation:</u>

Planned Florida PALM End Users = 101

• Business Process Groupings = 12/13

Role Mapping = TBD

Training = TBD

Processes

The sequence of procedures to accomplish a business objective.

<u>Current-State:</u>

Cataloged Business Processes = 227

• Related Business Systems = 8

• Related Reports = 43

• **Documentation Status:**

- Complete = 218 Partial = 2 Not Started = 5

<u>Implementation:</u>

Impacted Agency Business Processes = 227

• Related Business Process Groupings = 11

- Planned Spreadsheet Uploads = 6

• **Level of Impact: People Changes**

- High = 19 Medium = 5 Low = 53 None = 2 Uncertain = 3

• **Level of Impact: Processes Changes**

- High = 17 Medium = 9 Low = 43 None = 2 Uncertain = 9

• **Level of Impact: Technology Changes**

- High = 16 Medium = 13 Low = 43 None = 9 Uncertain = 0

• **Level of Impact: Data Changes**

- High = 13 Medium = 9 Low = 29 None = 4 Uncertain = 26

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

- Not Started = 33 In Progress = 37 Complete = 8

Technology

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

<u>Current-State:</u>

Cataloged Business Systems = 32

• **Criticality:**

- High = 31 Med = 1 Low = 0 None = 0

• **Documentation Status:**

- Complete = 32 Partial = 0 Not Started = 0

Cataloged Interfaces = 30

- Inbound Interfaces = 17

- Outbound Interfaces = 13

<u>Implementation:</u>

Business Systems Planned for Integration = 26

• **Segment I - Documentation Updates:**

- Complete = 23 Updating = 3 Evaluating = 0 Not Started = 0 Not Needed = 0

• **Segment II - Documentation Updates:**

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

Planned Interfaces = 21

- Inbound Interfaces = 4

- Outbound Interfaces = 10

Data

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

<u>Current-State:</u>

Unique FLAIR Data Elements = 439

• **Associated Unique Uses = 838**

- Continued Use - Yes = 392

- Continued Use - No = 0

• **Associated Business Systems = 9**

Cataloged Reports = 205

• **Criticality:**

- High = 218 Med = 16 Low = 16 None = 0

<u>Implementation:</u>

Configuration Workbooks

• **Segments I & II**

- Started = 3 Not Started = 6

Conversions & Data Readiness

• Conversions Needed = 4

• Agency Data Outside of Primary Source System(s) = 1

• **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.

DOR Risks

Critical Operational Elements	Risk Description	Status	Risk Rating	Mitigation/Response Strategy	Reporting Period Comments or Updates	Date of Status Change	Owner / Coordinator
People	Legislation enacted in the 2024 legislative session that creates new taxes or modifies existing taxes may impact GTA's ability to complete remediation to SUNTAX on 2024/2025 due to staff augmentation resources being involved in system modifications to implement new legislation.	Open	6 (High/Medium)	Request funding to contract for additional GTA staff augmentation resources in FY23/24, FY24/25 and FY25/26.	A budget amendment was submitted for staff augmentation resources for Florida PALM agency business system remediation. Additional staff augmentation resources may be needed for system modifications to implement new legislation. Funding was received for FY23/24.	11/02/23	Laura Dukes, Budget Officer; Lisa Morgan, GTA Budget Liaison
Processes Data	DOR collects and distributes funds to 16 other state agencies. We are going to request that they provide the business unit specific ChartField values needed to effect those collections and distributions within PALM. Due to individual agency readiness activities, data from one or more of those agencies may not be available and could result in DOR not being able to collect and distribute their funds to them.	Open	6 (High/Medium)	Coordinate with other agencies to gather, confirm and validate ChartField data.	Discussed with DOR's Readiness Coordinator and other Florida PALM porject staff during November 2023 Touchpoint meeting.	11/02/23	Steve Welch, GTA PMO
People	Natural Gas project #006277 for GTA has an implementation date of January 2026, same time as PALM financials wave implementation date, and could create a resource issue.	Open	4 (Medium/Medium)	Plan efficiently with the resources provided.	Continue monitoring risk. We plan to kick-off this project Fall 2024 to ensure we have sufficient time for all projects. Updated risk owner and backup.	11/02/23	Catherine Barber, GTA; Andrea Hunter, GTA, Backup Owner
People	The GTA E-services project may be conducted at the same time agency business system remediation is conducted.	Open	4 (Medium/Medium)	Plan efficiently with the resources provided. This project will begin in July 2024. Staff augmentation resources to support Florida PALM activities have been requested for FY24/25.	Continue monitoring risk.	10/17/23	David Potter, GTA - BTO
People Processes	DOR-GTA receives wages from DMS (DOR Batch Job ZUD105) from all state agencies to process Quarterly filing requirements for Re-employment tax. The ORG Codes are listed on each Location for each State Agency and the individual employee is linked to that specific location by the org code.	Open	3 (High/Low)	Need to continue to receive this file from DMS in order to process RT collections for Commerce.	New Risk, also logged as an assumption.	02/29/24	Wynette Davis, Steve Welch
Technology	RADS system is being migrated to SAP (SUNTAX) at the same time SUNTAX will need to be remediated for PALM interfacing. Interface testing begins January 2025 and UAT is planned for April 2025 and full integration testing planned for July 2025. RADS migration to SUNTAX will need to be completed and remediated for PALM by July 2025.	Open	3 (High/Low)	We have a new contracted SAP developer to work on system remediation for PALM migration and can help with RADS migration to SUNTAX. Many of the same resources working on RADS migration are also involved in ABS remediation.	New Risk	03/26/24	Miranda McClure, Steve Welch

DOR Issues

Critical Operational Elements	Issue Description	Status	Priority	Resolution Plan	Reporting Period Comments or Updates	Planned or Actual Resolution Date	Owner / Coordinator
Processes	DOR-GTA receives wages from DMS (DOR Batch Job ZUD105) from all state agencies to process Quarterly filing requirements for Re-employment tax. The ORG Codes are listed on each Location for each State Agency and the individual employee is linked to that specific location by the org code.	Open	High - Impacts the ability of the agency to meet deadlines or milestones	2/29/24: Request that this information be sent from DMS as is done currently.	Issue opened February 2024	05/31/24	Wynette Davis
Processes	DOR GTA will not know if they will be using OA 1 or OA 2 values until Segment IV inter/intra unit transaction section is rolled out. Currently we are not listing any values for the Other Accumulators for GTA, but will only know for sure until after Segment IV.	Open	High - Impacts the ability of the agency to meet deadlines or milestones	We have included all OA 1 and OA 2 values for CSP who was the only Program that used OCA values in FLAIR and will list the other values for OAs if GTA needs them after Segment IV is released.	Issue opened May 2024	08/30/24	Miranda McClure

DOR Assumptions

Critical Operational Elements	Assumption	Status	Date Logged or Removed	Impacted Stakeholder(s) and/or System(s)	Reporting Period Comments or Updates
Data	The current PALM Chart of Accounts (COA) structure will not be changed.	Logged	07/01/23	All agency business systems	DOR will begin agency business system remediation in FY23/24.
People	Administered funds will be available for use in procuring staff augmentation resources for agency business system remediation.	Logged	07/13/23	All agency business systems	During July, DOR submitted a budget amendment requesting funds for staff augmentation to perform project management and IT consulting activities for agency business system remediation and pre-remediation evaluation activities. Funds were approved and released for FY23/24.
People Processes	DOR-GTA receives wages from DMS (DOR Batch Job ZUD105) from all state agencies to process Quarterly filing requirements for Re-employment tax. The ORG Codes are listed on each Location for each State Agency and the individual employee is linked to that specific location by the org code.	Logged	02/27/24	General Tax Administration	Need to continue to receive this file from DMS in order to process RT collections for Commerce.
Data	New chart of account data from the configuration workbooks will be loaded by the Florida PALM Project Team into all enterprise business systems.	Logged	03/08/24	All agencies, all agency business systems.	Needed before UAT so that the new COA data may be utilized in UAT to validate agency business system remediations.
Data	People First data will be cleansed and updated chart of accounts data will be available in a test environment for UAT.	Logged	04/12/24	All agencies, all business systems that use People First data.	Data cleansing needed and new COA data available for UAT. Also, old data must be purged from People First prior to first live payroll in PALM to avoid errors in payroll processing.

DOR Agency-Specific Readiness Activities

Critical Operational Elements	Activity Description	Date(s)	Impacted Stakeholder(s) and/or System(s)	Objective	Reporting Period Comments or Updates
Processes Data	Ensure that People First is included in the Department's data cleansing activities.	03/08/24	People First and all agency business systems that receive FLAIR/PALM data from People First	Ensure that agency business systems receiving organization codes from People First receive only cleansed data.	3/8/24: New activity.

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

DOR Status Report Confirmation

Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
March - April 2024	Clark Rogers	shannon.segers@floridarevenue.com	05/08/24
January - February 2024	Clark Rogers	shannon.segers@floridarevenue.com	03/08/24
November - December 2023	Clark Rogers	shannon.segers@floridarevenue.com	01/11/24
September - October 2023	Clark Rogers	shannon.segers@floridarevenue.com	11/09/23
July - August 2023	Clark Rogers	shannon.segers@floridarevenue.com	09/11/23

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