DOS 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
Jennifer Kennedy

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 = 9
- Duplicate Filled Role = 5
- Vacant Role = 0

RW Task Completeness:

Score = 93.33%
- Submitted Complete = 4
- Submitted Incomplete = 0
- Completed After Submission = 2

RW Task Timeliness:

Score = 74.06%
- Submitted On Time = 15
- Submitted Late = 8
- Pending Submission = 7

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
	N/A	500	Create Agency Specific Project Charter	10/02/23	12/15/23	25% - Beginning Initial Internal Meetings and Information Gathering		The Department does not currently have a dedicated Project Manager and are using existing staff to assist with the creation of these documents. The Department has initiated a solicitation to acquire a dedicated Project Manager and anticipates onboarding near the beginning of March.		
	N/A	501	Create Agency Specific Implementation Schedule	10/09/23	12/15/23	25% - Beginning Initial Internal Meetings and Information Gathering		The Department does not currently have a dedicated Project Manager and are using existing staff to assist with the creation of these documents. The Department has initiated a solicitation to acquire a dedicated Project Manager and anticipates onboarding near the beginning of March.		
	N/A	502	Create Agency Specific Risks and Issues Management Plan	10/09/23	12/15/23	25% - Beginning Initial Internal Meetings and Information Gathering		The Department does not currently have a dedicated Project Manager and are using existing staff to assist with the creation of these documents. The Department has initiated a solicitation to acquire a dedicated Project Manager and anticipates onboarding near the beginning of March.		
	People	503	Create Workforce Readiness Plan	10/16/23	12/15/23	25% - Beginning Initial Internal Meetings and Information Gathering		The Department does not currently have a dedicated Project Manager and are using existing staff to assist with the creation of these documents. The Department has initiated a solicitation to acquire a dedicated Project Manager and anticipates onboarding near the beginning of March.		
	N/A	510	Manage Agency Specific Implementation Schedule, Risks and Issues	12/28/23	02/29/24					
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	100% - Submitted	04/12/24		Submission Complete	05/08/24
N/A	Processes	515	Identify Change Impacts and Update Agency Business Process Documentation for Segments I and II	01/29/24	04/12/24					
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	05/08/24
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					
N/A	N/A	521	Submit Bimonthly Agency Readiness Status Report	03/01/24	03/11/24	100% - Submitted	03/08/24			03/08/24
N/A	N/A	522	Manage Agency Specific Implementation Schedule, Risks and Issues	03/01/24	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	04/15/24	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			
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			
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	05/14/24	
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 = 15

• Business Process Groupings = 10/13

Role Mapping = TBD

Training = TBD

Processes

The sequence of procedures to accomplish a business objective.

Current-State:

Cataloged Business Processes = 10

• Related Business Systems = 1

• Related Reports = 21

• Documentation Status:

- Complete = 7 Partial = 2 Not Started = 1

Implementation:

Impacted Agency Business Processes = 10

• Related Business Process Groupings = 5

- Planned Spreadsheet Uploads = 0

• Level of Impact: People Changes

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

• Level of Impact: Processes Changes

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

• Level of Impact: Technology Changes

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

• Level of Impact: Data Changes

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

• Segments I & II Documentation Update Status

- Not Started = 9 In Progress = 0 Complete = 0

Technology

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

Current-State:

Cataloged Business Systems = 4

• Criticality:

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

• Documentation Status:

- Complete = 0 Partial = 0 Not Started = 0

Cataloged Interfaces = 0

- Inbound Interfaces = 0

- Outbound Interfaces = 0

Implementation:

Business Systems Planned for Integration = 0

• Segment I - Documentation Updates:

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

• Segment II - Documentation Updates:

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

Planned Interfaces = 0

- Inbound Interfaces = 0

- Outbound Interfaces = 0

Data

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

Current-State:

Unique FLAIR Data Elements = 67

• Associated Unique Uses = 138

- Continued Use - Yes = 0

- Continued Use - No = 0

• Associated Business Systems = 2

Cataloged Reports = 241

• Criticality:

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

Implementation:

Configuration Workbooks

• Segments I & II

- Started = 1 Not Started = 8

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.

DOS Risks

Critical Operational Elements	Risk Description	Status	Risk Rating	Mitigation/Response Strategy	Reporting Period Comments or Updates	Date of Status Change	Owner / Coordinator
People	Current staff have little knowledge of the details of current Access Database being used to extract transaction data.	Open	6 (Medium/High)	Department currently exploring options for hiring staff with extensive Access experience to fill knowledge gaps.	The Department has received Administered funds for the purposes of preparations for Florida PALM. These funds are intended to be used for hiring a project manager and consultant to assist with agency efforts.The Department has chosen to redirect efforts to hire additional staff by bringing on OPS staff to assist with project management and system implementation. Currently the Department has three candidates who are currently going through the interview process.	03/08/24	Antonio Murphy

DOS Issues

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

DOS Assumptions

Critical Operational Elements	Assumption	Status	Date Logged or Removed	Impacted Stakeholder(s) and/or System(s)	Reporting Period Comments or Updates

DOS Agency-Specific Readiness Activities

Critical Operational Elements	Activity Description	Date(s)	Impacted Stakeholder(s) and/or System(s)	Objective	Reporting Period Comments or Updates

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]

DOS Status Report Confirmation

Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
March – April 2024	Jennifer Kennedy	antonio.murphy@dos.myflorida.com	05/14/24
January – February 2024	Jennifer Kennedy	antonio.murphy@dos.myflorida.com	03/08/24
November – December 2023	Jennifer Kennedy	antonio.murphy@dos.myflorida.com	01/12/24
September – October 2023	Jennifer Kennedy	antonio.murphy@dos.myflorida.com	11/09/23
July – August 2023	Jennifer Kennedy	antonio.murphy@dos.myflorida.com	09/08/23