Helpful Links

- Dashboard Snapshots
- Florida PALM Resources
- Florida PALM Workbook for FCOR
- Readiness Workplan

FCOR 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

Gina Giacomo

CCN Composition

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

Change Champion Network:

- Unique Filled Role = 12
- Duplicate Filled Role = 2
- Vacant Role = 0

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 = 95.63%

- 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 = 6
- Meetings Missed = 1

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	**05/09/24**			
N/A	Data	**514**	Complete Data Readiness Analysis and Data Cleansing Activities for Segments I and II	01/29/24	04/12/24	50% - In Progress		We have completed cleanup for FCOR's organization codes.		
N/A	Processes	**515**	Identify Change Impacts and Update Agency Business Process Documentation for Segments I and II	01/29/24	04/12/24	50% - In Progress		We have contracted with KPMG to assist with this task. We require TASK 328 to be completed. KPMG has completed meetings for the Business Process for Payroll, Account Management & Financial Reporting, Inter/Intraunit Transaction, Revenue Account, Contracts (3/25). KPMG is still working on narratives and flows at this point, and they just finished up an assessment with Acct Management and Financial reporting. This task will not be completed until KPMG finishes their process.		
N/A	Technology	**516**	Update Agency Business System Documentation for Segment II	01/29/24	04/12/24	100% - Submitted	**02/27/24**	FCOR doesn't have any ABS systems to update documentation.	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**	FCOR doesn't have any ABS systems to update the interfaces	Submission Complete	
N/A	Technology	**519**	Remediate Agency Business Systems based on Segment I	01/29/24	06/28/24	50% - In Progress		Updated to 50% per the Project Manager.		
N/A	N/A	**521**	Submit Bimonthly Agency Readiness Status Report	03/01/24	03/11/24	100% - Submitted	**03/11/24**			
N/A	N/A	**522**	Manage Agency Specific Implementation Schedule, Risks and Issues	03/01/24	04/30/24	100% - Submitted	**04/24/24**			
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					
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	**05/09/24**			
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.

Processes

The sequence of procedures to accomplish a business objective.

Technology

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

Data

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

Implementation:

Planned Florida PALM End Users = 15

• Business Process Groupings = 6/13

Role Mapping = TBD

Training = TBD

Current-State:

Cataloged Business Processes = 11

• Related Business Systems = 0

• Related Reports = 12

• Documentation Status:

- Complete = 11 Partial = 0 Not Started = 0

Current-State:

Cataloged Business Systems = 0

• Criticality:

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

• Documentation Status:

- Complete = 0 Partial = 0 Not Started = 0

Cataloged Interfaces = 0

- Inbound Interfaces = 0

- Outbound Interfaces = 0

Current-State:

Unique FLAIR Data Elements = 72

• Associated Unique Uses = 221

- Continued Use - Yes = 183

- Continued Use - No = 10

• Associated Business Systems = 4

Cataloged Reports = 17

• Criticality:

- High = 8 Med = 8 Low = 1 None = 0

Implementation:

Business Systems Planned for Integration = 0

• Segment I - Documentation Updates:

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

• Segment II - Documentation Updates:

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

Planned Interfaces = 0

- Inbound Interfaces = 0

- Outbound Interfaces = 0

Implementation:

Configuration Workbooks

• Segments I & II

- Started = 3 Not Started = 6

Conversions & Data Readiness

• Conversions Needed = 3

• Agency Data Outside of Primary Source System(s) = 0

• Data Readiness/Cleansing Status:

- Complete = 2 In Progress = 1 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.

FCOR Risks

Critical Operational Elements	Risk Description	Status	Risk Rating	Mitigation/Response Strategy	Reporting Period Comments or Updates	Date of Status Change	Owner / Coordinator
People Processes Technology Data	Data Analysis (Analyzing the patterns involved in data for the downstream system which the agency is currently working) which would impact remediation of the system by the deadline.	Open	9 (High/High)	Might Impact TASK 519, might not meet deadline (6/28).Need more information regarding Data fields involved in PALM to get a good understanding.	The current interfaces with PALM might not give a good insight regarding the Data fields.	02/21/24	David Eskin

FCOR Issues

Critical Operational Elements	Issue Description	Status	Priority	Resolution Plan	Reporting Period Comments or Updates	Planned or Actual Resolution Date	Owner / Coordinator
People Processes	Not having a backup for newly created agency business systems	Open	High - Impacts the ability of the agency to meet deadlines or milestones	Crosstrain staff to ensure adequate backup	The planned or Actual Resolution Date is extended to 06/30/2025 to provide 6 months of readiness prior to the current Project Production date - January 2026.	06/30/25	David Eskin, FDC Finance and Accounting/Systems Reporting
People Processes	Lack of Clear Instructions and Frequent Changes in Task Guidance	Open	High - Impacts the ability of the agency to meet deadlines or milestones	To minimize frequent changes in task instructions. Consistent guidance fosters stability and improves overall performance	TBD	01/06/26	Erica Starling, Financial Administrator

FCOR 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	There will be sufficient engagement by resources knowledgeable about agency business processes and technical capabilities	Logged	07/31/23	All agency business systems and CCN roles	Organizational Change Management (OCM) Lead was onboarded and started working 05/06/2024.
People Processes Technology	FCOR's Change Champion Network will continue to attend workshops, working sessions, meetings, and other forums for collaboration to ensure the continued functionality of inbound and outbound interface points between the two agencies.	Logged	07/31/23	All agency business systems and CCN roles	Currently still relevant.
People Processes Technology	FCOR will understand and document our current state technical architecture and business systems and modify to integrate with the financial management solution.	Logged	07/31/23	All agency business systems and CCN roles	Continually updating as needed.
People Processes Technology	FCOR will understand and document our internal processes and modify them where possible to accommodate the financial management solution functionality.	Logged	07/31/23	All agency business systems and CCN roles	Continually updating as needed.

FCOR Agency-Specific Readiness Activities

Critical Operational Elements	Activity Description	Date(s)	Impacted Stakeholder(s) and/or System(s)	Objective	Reporting Period Comments or Updates
Data	AMC001 – Asset & Property Conversion	04/26/24	FCOR Budget and Finance & Accounting	To clean up the FCOR Property Master File	Asset & Property Conversion has been finalized to 100%.
Data	ARC001 - Customers Conversion	04/12/24	FLAIR Users	Data Cleansing and conversion required for the file.	Account Receivables: Data has been finalized to 100%.
Data	OCA & Organization Code	03/25/24	FLAIR Users	Data Cleansing and conversion required for the file.	Inactivated some organization codes
People	FCOR Voucher Catalog and PALM Discussion	03/04/24	Agency Liaisons and CCN staff	To discuss the changes coming with FL PALM with our vendor for Axiom Pro	
People	KPMG/FCOR PALM Support Business Process Discussion	03/05/24	Back Agency Sponsor, Agency Liaisons, Project Management Liaison and all identified CCN staff	Standup meeting to discuss all the documentation provided and to discuss the next step to start setting up meetings with each area to go through their current processes	

			staff	their current processes	
People	KPMG Weekly Meeting	03/13/24	Project Sponsor, Agency Liaisons, CCN staff and Project Manager of KPMG and additional KPMG staff	Weekly touchpoint meeting with KPMG who is currently mapping our business processes	
People	KPMG Meeting on Payroll Management Business Processes	03/18/24	Agency Liaisons, CCN staff, Business Analyst, and additional KPMG staff	Meeting to discuss the Payroll documentation provided	
People	KPMG Meeting on Account Management and Financial Business Processes	03/19/24	Agency Liaison, CCN staff, Business Analyst, and additional KPMG staff	Meeting to discuss the Account Management and Financial Reporting documentation provided	
People	PALM Meeting	03/19/24	Agency Liaison and the new Organizational Change Manager	Meeting to discuss upcoming presentation during our monthly FL PALM meeting	
People	PALM Project Touch Base	03/19/24	Project Manager, Business Analysts, Agency Liaisons, Data Analyst and Backup Agency Sponsor	Meet and greet to talk with newly assigned Project Manager and to get her up to speed and to meet the new Data Analyst assigned to the FL PALM project	
People	PALM Task Meeting	03/20/24	Agency Liaison and the Business Analysts	Meeting to discuss the upcoming tasks and to discuss where we are on each task for upcoming Touchpoint meeting	
People	KPMG Weekly Meeting	03/20/24	Project Sponsor, Agency Liaisons, CCN staff and Project Manager of KPMG and additional KPMG staff	Weekly touchpoint meeting with KPMG who is currently mapping our business processes	
People	KPMG Meeting on Inter/IntraUnit Business Processes	03/21/24	Agency Liaisons, CCN staff, Business Analyst and additional KPMG staff	Meeting to discuss the Inter/IntraUnit documentation provided	
People	KPMG Meeting on Revenue Accounting Business Processes	03/21/24	CCN staff, Business Analyst, and additional KPMG staff	Meeting to discuss the Revenue Accounting documentation provided	
People	KPMG Meeting on Contracts Management Business Processes	03/21/24	Agency Liaison, CCN staff, Business Analyst, and additional KPMG staff	Meeting to discuss the Contracts Management documentation provided	
People	PALM Project Meeting	03/22/24	Project Manager, Business Analysts, Agency Liaisons, and Data Analyst	Meeting to assess and gauge the technical skills required for the FL PALM project	
People	KPMG Meeting on Grants & Revenue Business Processes	03/22/24	CCN staff, Business Analyst, and additional KPMG staff	Meeting to discuss the Grants & Revenue documentation provided	
People	KPMG Meeting on Banking Business Processes	03/25/24	CCN staff, Business Analyst, and additional KPMG staff	Meeting to discuss the Banking documentation provided	
People	KPMG Meeting on Grants Management Business Processes	03/25/24	Agency Liaison, CCN staff, Business Analyst, and additional KPMG staff	Meeting to discuss the Grants Management documentation provided	
People	KPMG Meeting on Accounts Receivable Business Processes	03/27/24	CCN staff, Business Analyst, and additional KPMG staff	Meeting to discuss the Accounts Receivable documentation provided	
People	KPMG Meeting on Budget Management and Cash Control Business Processes	03/29/24	Agency Liaisons, CCN staff, Business Analyst, and additional KPMG staff	Meeting to discuss the Budget Management and Cash Control documentation provided	
People	KPMG Meeting on Asset Accounting and Management Business Processes	03/29/24	CCN staff, Business Analyst, and additional KPMG staff	Meeting to discuss the Asset Accounting and Management documentation provided	
People	KPMG Meeting on Disbursement Management Business Processes	03/29/24	Agency Liaisons, CCN staff, Business Analyst, and additional KPMG staff	Meeting to discuss the Disbursement Management documentation provided	
People	CCN PALM Monthly Standing Meeting	03/29/24	Agency Sponsor, Agency Liaisons, Project Management Liaison and all identified CCN staff	Monthly standing meeting to discuss where we stand on the project and to engage all CCN staff	
People	PALM Task Meeting	04/01/24	Agency Liaison, Business Analysts and Data Analyst	Meeting to discuss the upcoming tasks that are due 4/12/24	
People	Discussion on Task 513	04/02/24	FDC/FCOR Agency Liaisons, FMBC SMEs, Property SMEs, FCOR SMEs, and a FL PALM Expert	To discuss the completion of the Location Definition for Asset Management in the configuration workbook in Smartsheet for FDC and FCOR for Task 513	
People	KPMG Weekly Meeting	04/03/24	Agency Liaisons, CCN staff and Project Manager of KPMG and additional KPMG staff	Weekly touchpoint meeting with KPMG who is currently mapping our business processes	
People	KPMG Meeting on Disbursement Management Business Processes – Part 2	04/03/24	Agency Liaisons, CCN staff, Business Analyst, and additional KPMG staff	Meeting to discuss the Disbursement Management documentation provided	
People	KPMG Meeting on Data Cleanup	04/08/24	Backup Agency Sponsor, Agency Liaison, Financial Reporting SME and two KPMG staff	Meeting to discuss hiring KPMG to assist with FDC/FCOR's data cleanup	
People	PALM Task Meeting	04/08/24	Agency Liaison, Business Analysts and Data Analyst	Meeting to discuss status of all upcoming tasks that are due 4/12/24 and the BARS remediation efforts	
People	Task 518 Meeting	04/09/24	Business Analysts, Data Analyst and CCN staff	Meeting to review Segment II Interfaces for completion of Task 518 due 4/12/24	
People	KPMG Weekly Meeting	04/10/24	Agency Liaisons, Business Analysts, Project Manager of KPMG and additional KPMG staff	Weekly status meeting to provide a status of the project	
People	KPMG Meeting on Account Management & Financial Reporting Questions	04/11/24	Agency Liaison, CCN staff, and additional KPMG staff	Meeting to debrief and answer additional questions on the Account Management and Financial Reporting business processes	
People	Debrief with Project Manager	04/12/24	Project Manager, Backup Agency Sponsor and Agency Liaisons	Meeting to discuss her transition into the Project Manager role and to provide a status of her progress	
People	KPMG Workshop on Revenue Accounting Business Processes	04/16/24	CCN staff and additional KPMG staff	Workshop to discuss the Revenue Accounting processes and ask additional questions	
People	KPMG Weekly Meeting	04/17/24	Agency Liaisons, Business Analysts, Project Manager of KPMG and additional KPMG staff	Weekly status meeting to provide a status of the project	
People	Task 519 Meeting	04/18/24	Backup Agency Sponsor, Agency Liaisons, Business Analysts, and Data Analyst	Meeting to review Task 519 and plan an approach to Remediate the Agency Business Systems	
People	CCN PALM Monthly Standing Meeting	04/19/24	Agency Sponsor, Agency Liaisons, Project Management Liaison and all identified CCN staff	Monthly standing meeting to discuss where we stand on the project and to engage all CCN staff	
People	KPMG Meeting on Asset Management and Financial Reporting Business Processes	04/22/24	CCN staff, Business Analyst, and additional KPMG staff	Meeting to discuss additional questions about the Asset Management and Financial Reporting business processes	
People	KPMG Meeting on Asset Management Business Processes	04/24/24	CCN staff, Business Analyst, and additional KPMG staff	Meeting to discuss additional questions about the Asset Management business processes	

People	KPMG Weekly Meeting	04/24/24	Agency Liaisons, Business Analysts, Project Manager of KPMG and additional KPMG staff	Weekly status meeting to provide a status of the project	
People	KPMG Meeting on Disbursement Management Business Processes	04/24/24	Agency Liaisons, CCN staff, Business Analyst, and additional KPMG staff	Meeting to discuss additional questions about the Disbursement Management business processes	
People	KPMG Payroll Management Deliverables Overview	04/25/24	Agency Liaisons, Payroll SMEs, Project Manager of KPMG and additional KPMG staff	Meeting to provide an overview of the draft payroll documentation	
People	KPMG Meeting on FCOR Budget Reversion Process Workshop	04/26/24	Agency Liaisons, CCN staff, and additional KPMG staff	Meeting to discuss additional questions about the FCOR Budget reversions process	
People	Data Cleanup	04/30/24	Agency Liaisons, Payroll SMEs, Project Manager of KPMG and additional KPMG staff	Meeting to talk through and document the as-is HR related payroll processes	
Processes	Continuous updates to desktop procedures library and documentation of our current state reports, agency business systems, and interfaces.	04/30/24	All business process owners in Finance and Accounting, Budget, Division of Administration, FMBC, Procurement, HR	To ensure our current state desktop procedures library is up to date and document our current state reports, business systems and interfaces	Currently in Progress.
Processes	RFQ awarded funding to obtain consulting services.	04/30/24	Bureau of Finance and Accounting as Contract Manager	Inventory, catalog, and comprehensively document all existing business roles, business processes, and business technology involved in the operation of FDC and FCOR's Office of Budget & Financial Management (Accounting, Budget, Disbursements, Finance, Revenue, and Reporting functions). Analyze the functionality that will be delivered by Florida PALM during the Financials/Payroll Waves (TBD) and the Florida PALM Expansion Wave (TBD) and determine what gaps, if any, exist between functions FDC/FCOR currently maintains, and the functionality provided by Florida PALM during each Wave. Create a roadmap to address any identified gaps in functionality.	KPMG started working from 02-06-2024 and are currently working on documenting Inventory, catalog and all the existing business roles, business process and business technology involved in the operation of FCOR. KPMG is currently creating the narratives and had an ETA of 5/10/24.
Technology	RFQ awarded funding to obtain consulting services	04/30/24	Office of Information Technology and F&A	Inventory, catalog, and comprehensively document all existing business roles, business processes, and business technology involved in the operation of FDC/FCOR Office of Budget & Financial Management (Accounting, Budget, Disbursements, Finance, Revenue, and Reporting functions). Analyze the functionality that will be delivered by Florida PALM during the Financials/Payroll Waves (TBD) and the Florida PALM Expansion Wave (TBD) and determine what gaps, if any, exist between functions the Department currently maintains, and the functionality provided by Florida PALM during each Wave. Create a roadmap to address any identified gaps in functionality.	KPMG started working from 02-06-2024 and are currently working on documenting Inventory, catalog and all the existing business roles, business process and business technology involved in the operation of FCOR. KPMG is currently creating the narratives and had an ETA of 5/10/24.

Agency Sponsor Confirmation

FCOR Status Report Confirmation

Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
March - April 2024	Gina Giacomo	karencarter@fcor.state.fl.us	05/09/24
January - February 2024	Gina Giacomo	ginagiacomo@fcor.state.fl.us	03/08/24
November - December 2023	Gina Giacomo	karencarter@fcor.state.fl.us	01/03/24
September - October 2023	Gina Giacomo	ginagiacomo@fcor.state.fl.us	11/13/23
July - August 2023	Gina Giacomo	mary.quinsey@fdc.myflorida.com	09/08/23