

**Helpful Links**

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

# FDC Status Report Dashboard

**Reporting Period**

March - April 2024

**Agency Sponsor**

Mark Tallent

*Click on the various statistics or dials to view the supporting information within your agency's Smartsheet Florida PALM Workbook.*

**CCN Composition**



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

**Change Champion Network:**

- Unique Filled Role = 14
- Duplicate Filled Role = 0
- 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 = 4
- 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 = 90.94%**
- Submitted On Time = 25
- Submitted Late = 2
- Pending Submission = 3

**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
	People	328	Document Current Agency Business Processes	07/31/23	12/15/23	50% - In Progress		We have contracted with KPMG in February to map out all of FDC/FCOR business processes and complete narratives and flows by June 2024. KPMG has been holding weekly and as needed meetings with SME's regarding current business processes. Currently we have received one narrative to review on one of our processes.		
Direct	Data	513	Complete Configuration Workbooks for Segments I and II	02/12/24	05/13/24	25% - Beginning Initial Internal Meetings and Information Gathering		SME's are still working on these configurations of the location codes and have been holding meetings to facilitate the completion of this task. We expect to have this task completed by the due date of 5/10.		
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've updated the current data cleansing process, Assets, Revenues, Grants, General Ledgers. FDC F&A is currently deciding on contracting with someone to support and accelerate our data cleansing efforts, we will require more time to complete this task. We are also working with DFS on the FLAIR Master Balance File Cleanup. We have completed the A/R data cleansing (4/11).		
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	05/10/24	This ties into TASK 518. Have already reviewed the interfaces, and got approval from the PALM Readiness team, and reconfirmed once more with David Eskin, once more during a recent meeting (4/12). Updates have been made by Project Manager.		
Indirect	Technology	517	Update Florida PALM Conversion Inventory for Segment II	01/29/24	04/12/24	100% - Submitted	04/12/24	This is connected to TASK 514, and requirements for Data Cleansing. Need to review with Leonor to complete this task.	Submission Complete	
Indirect	Technology	518	Update Florida PALM Interface Inventory for Segment II	01/29/24	04/12/24	100% - Submitted	04/12/24	We confirmed in the monthly FDC touchpoint meeting on 3/20 that all interfaces chosen were good. Followed up with David Eskin on 4/9 that all interfaces selected were still good to go and no changes were required.	Submission Complete	
N/A	Technology	519	Remediate Agency Business Systems based on Segment I	01/29/24	06/28/24	50% - In Progress		Pending/More likely not going to meet the deadline based on the amount of remediation efforts, and David Eskin even reconfirmed it during last PALM Monthly Touchpoint meeting with Vince (3/1), we are still assessing the remediation efforts, and schedule meetings with David Eskin assess any BRD for any/all of the business systems pertaining to Segment I. Met with our FL PALM Business Analyst 4/19/24 and he and the team on working on prioritizing the remediation efforts and will be		

									taking the lead on this task. Updated to 50% per the Project Manager on 4/24/24.		
N/A	N/A	521	Submit Bimonthly Agency Readiness Status Report	03/01/24	03/11/24	100% - Submitted	03/07/24	03/07/24	Bimonthly Agency Readiness Status Report Submitted with the Approval of Agency Sponsor.		
N/A	N/A	522	Manage Agency Specific Implementation Schedule, Risks and Issues	03/01/24	04/30/24	100% - Submitted	04/24/24	04/24/24	Had closed out most of the pending risks, except for risk with one Risk on Data Analysis. We did keep 1 Issue open, and created a new issue (4/10). PM added one more assumption.		
N/A	People	523	Share Florida PALM Updates	04/08/24	04/19/24	100% - Submitted	04/19/24	04/19/24	We are currently assessing the scope of this TASK as our former OCM/Primary CCN is no longer with us. We do have documentation files that can support us in completing this before due date, but uncertain if we want to go with the former OCM's approach (4/11).	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	05/13/24	05/13/24	Due to power outages caused by the storm - this task is being submitted late.		
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 = 131

• Business Process Groupings = 13/13

Role Mapping = TBD

Training = TBD

#### Processes

The sequence of procedures to accomplish a business objective.

#### Current-State:

Cataloged Business Processes = 266

• Related Business Systems = 13

• Related Reports = 58

• Documentation Status:

- Complete = 151 Partial = 86 Not Started = 29

#### Implementation:

Impacted Agency Business Processes = 266

• Related Business Process Groupings = 10

- 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 = 0 In Progress = 0 Complete = 0

#### Technology

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

#### Current-State:

Cataloged Business Systems = 26

• Criticality:

- High = 11 Med = 6 Low = 5 None = 4

• Documentation Status:

- Complete = 13 Partial = 11 Not Started = 1

Cataloged Interfaces = 33

- Inbound Interfaces = 30

- Outbound Interfaces = 3

#### Implementation:

Business Systems Planned for Integration = 23

• Segment I - Documentation Updates:

- Complete = 0 Updating = 0 Evaluating = 0 Not Started = 6 Not Needed = 6

• Segment II - Documentation Updates:

- Complete = 4 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 8

Planned Interfaces = 12

- Inbound Interfaces = 1

- Outbound Interfaces = 11

#### Data

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

#### Current-State:

Unique FLAIR Data Elements = 73

• Associated Unique Uses = 222

- Continued Use - Yes = 183

- Continued Use - No = 10

• Associated Business Systems = 2

Cataloged Reports = 234

• Criticality:

- High = 211 Med = 11 Low = 2 None = 11

#### Implementation:

Configuration Workbooks

• Segments I & II

- Started = 2 Not Started = 7

Conversions & Data Readiness

• Conversions Needed = 3

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

• Data Readiness/Cleansing Status:

- Complete = 1 In Progress = 2 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.

#### FDC 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, and the downstream task (will make 1st year difficult) remediation of the data.	Open	9 (High/High)	Impact TASK 519, might not meet deadline (6/28). Need more data info (Data fields) involved with PALM to get a good understanding. Management is considering hiring a technical (programmers), to support the remediation efforts	PALM Interfaces are not a useful approach.	02/22/24	David Eskin
People Technology Data	There is still a lot of efforts needed to be complete in terms of data cleansing, we are still below 50%. And Uncertain if we will be hitting the deadline by 4/12	Closed	4 (Medium/Medium)	Management is looking to hire another team from other agencies to support with the data cleansing efforts. We do now have a Data Analyst that can support the work, and may be involve in some of the	The strategies can help us with try to meet the target deadline for TASK 514/517, but not	04/01/24	Renita Lowell

aspects of cleansing. F&A Leadership is working to staff data cleansing with knowledgeable resources using staffing contracts.

guaranteed as it depends on when the team is able to be onboarded and implement their efforts.

FDC Issues							
Critical Operational Elements	Issue Description	Status	Priority	Resolution Plan	Reporting Period Comments or Updates	Planned or Actual Resolution Date	Owner / Coordinator
People Processes Technology	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. Cross training will be completed during the project to ensure operational resiliency.	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, 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

FDC 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	FDC's Organizational Change Management (OCM) Lead was onboarded and started working 05/06/2024.	
People Processes Technology	FDC'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	FDC 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	FDC 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	Currently still working on Task 328.	
People Processes Technology	FDC Change Champion Network will assess the impact of Identify Change Impacts and Update Agency Current State Business Process.	Logged	02/16/24	All agency business systems and CCN roles	Should start working on TASK 515	
Technology Data	It is assumed that data in FLAIR will exist in a new field in PALM except for fields that are discontinued. For the discontinued fields, it is assumed that PALM project team will communicate the names of the discontinued fields and will be shared as the data dictionary is updated for each Palm Design Segment.	Logged	04/22/24	All agency business systems and the remediation of agency business systems.		

FDC 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	04/17/24	FLAIR Users	Data Cleansing and conversion required for the file.	Projects: The Financial Reporting Section has begun deactivating all projects capitalized by Hurricanes Michael and Irma. Additionally, those projects capitalized in fiscal years 21-22, 22-23, and 23-24 will be deactivated. Pending identification of the rest of capital projects to be inactivated. The agency has projects since the 1980s that are not inactive. Building Number: Currently working on identify the missing building numbers. Location: Property currently working to update the missing locations.
Data	ARC001 - Customers Conversion	04/12/24	FLAIR Users	Data Cleansing and conversion required for the file.	Account Receivables: There are items from prior years that need to be addressed. All accounts receivables are handled outside the AR module. Data has been finalized to 100%.
Data	GMC001 - Grants Conversion	04/12/24	FLAIR Users	Data Cleansing and conversion required for the file.	Grants: It was identified the list of grants that need inactivation. 4/12/24 Identification of pseudo grant and reason for federal/assistance balances analysis was performed. Continue analysis of pseudo grant data for proposing new coding and reporting to budget.
Data	OCA & Organization Code	04/12/24	FLAIR Users	Data Cleansing and conversion required for the file.	It was identified the OCAs without activity. List was provided to budget for their review and returned by Budget on 4/15/24. We identified organization codes without activity. List was provided to budget 4/11/24 and Budget returned it on 4/23/24.
People	FDC Voucher Catalog and PALM Discussion	03/04/24			
People	KPMG Weekly Meeting	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	
People	KPMG Meeting on Payroll Management Business Processes	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 Account Management and Financial Business Processes	03/18/24	Agency Liaisons, CCN staff, Business Analyst and additional KPMG staff	Meeting to discuss the Payroll documentation provided	
People	PALM Meeting	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 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	Meeting to discuss the Contracts Management documentation provided	

			additional KPMG staff	
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	BARS Internal Discussion	03/22/24	Data Analyst, Agency Liaison, and OIT staff	Discussion on our possible options for our ABS system (BARS) and to provide files and folder access to the Data Analyst
People	Budget and F&A Meeting	03/22/24	Backup Agency Sponsor, Agency Liaisons, and CCN staff	Met to discuss Organization structure, OCA cleanup and pseudo grants with the Budget office 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	OCM Dry Run for our Monthly Meeting	03/25/24	OCM and Agency Liaison	Meeting to go through OCM's presentation for our monthly meeting
People	KPMG Meeting on Project Management Business Processes	03/25/24	CCN staff, Business Analyst, and additional KPMG staff	Meeting to discuss the Project Management 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	Easter Hunt for FL PALM Knowledge Survey	03/25/24	Sent to all F&A staff in Central Office	Created a scavenger hunt using the Knowledge Center to engage the stakeholders and the prize was an Easter basket
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	Grants Management Procedures Meeting	03/28/24	Business Analysts, and Grants SMEs	Meeting to discuss documenting the Grants Management process for the FL PALM project
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	BARS Reports Internal Discussion	04/01/24	Data Analyst and Agency Liaison	Discussion on our reports pulled into Excel from our ABS system (BARS) for our Data Mapping from the backend
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	Agency Business System (OpenGov) Demo	04/05/24	Backup Agency Sponsor, Agency Liaisons, Data Analyst and Budget SMEs	Demo provided by Budget so we could see what needs to be remediated
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	Budget Meeting	04/10/24	Backup Agency Sponsor, Agency Liaisons, F&A SMEs and Budget SMEs	Meeting to discuss all things FL PALM
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	Budget Task 513 Meeting	04/12/24	Backup Agency Sponsor, Agency Liaisons, F&A SMEs and Budget SMEs	Meeting to discuss the Organization task and to check the status of the OCA review in regards to Task 513 & Task 514
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	OIT Project Team & Budget Meeting	04/18/24	Agency Liaison, OIT Project Manager, Business Analysts and Budget SMEs	Meeting to discuss OpenGov for remediation and to get a demo
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	KPMG FDC HR Payroll Process Workshop	04/29/24	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	
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	
People	Design BARS Survey	04/30/24	Agency Liaisons, Payroll SMEs, Project Manager of KPMG and additional KPMG staff	Meeting to design the BARS survey to determine how it is being used and if remediation is needed	
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	FDC's 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 the Department's Office of Budget & Financial Management (Accounting, Budget, Disbursements, Finance, Revenue, and Reporting functions) and the Commission's Finance and Accounting Section.  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 and the Commission currently maintain, 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 FDC. 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 the Department'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 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 FDC. KPMG is currently creating the narratives and had an ETA of 5/10/24.
Technology	BARS Internal Discussion	03/22/24	Data Analyst, Agency Liaison, and OIT staff	Discussion on our possible options for our ABS system (BARS) and to provide files and folder access to the Data Analyst	
Technology	BARS Reports Internal Discussion	04/01/24	Data Analyst and Agency Liaison	Discussion on our reports pulled into Excel from our ABS system (BARS) for our Data Mapping from the backend	
Technology	Agency Business System (OpenGov) Demo	04/05/24	Backup Agency Sponsor, Agency Liaisons, Data Analyst and Budget SMEs	Demo provided by Budget so we could see what needs to be remediated	
Technology	OIT Project Team & Budget Meeting	04/18/24	Agency Liaison, OIT Project Manager, Business Analysts and Budget SMEs	Meeting to discuss OpenGov for remediation and to get a demo	
Technology	Design BARS Survey	04/30/24	Agency Liaisons, Payroll SMEs, Project Manager of KPMG and additional KPMG staff	Meeting to design the BARS survey to determine how it is being used and if remediation is needed	

### 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

### FDC Status Report Confirmation

Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
March - April 2024	Mark Tallent	mark.tallent@fdc.myflorida.com	05/13/24
January - February 2024	Mark Tallent	mark.tallent@fdc.myflorida.com	03/07/24
November - December 2023	Mark Tallent	mark.tallent@fdc.myflorida.com	01/03/24
September - October 2023	Mark Tallent	mark.tallent@fdc.myflorida.com	11/08/23
July - August 2023	Mark Tallent	mary.quinsey@fdc.myflorida.com	09/08/23