

Helpful Links

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

FDOT Status Report Dashboard

Reporting Period

March - April 2024

Agency Sponsor

Lisa Saliba

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 = 27
- 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 = 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 = 81.56%**
- Submitted On Time = 16
- Submitted Late = 12
- 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	50% - In Progress		Working on feedback from Budget Control and making progress filling configuration sheets. More to follow, likely to complete by		
N/A	Data	514	Complete Data Readiness Analysis and Data Cleansing Activities for Segments I and II	01/29/24	04/12/24	75% - Consolidating/Inputting Information for Submission		Completed as much as possible with current Segment information. Needing Segment IV feedback for completion, GL Account information, Budget information, Vendor information, and more. Completion target date of 9/27.		
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		FDOT deadline to be updated		
N/A	Technology	516	Update Agency Business System Documentation for Segment II	01/29/24	04/12/24	100% - Submitted	04/28/24	Completed as much as possible with current Segment information	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	Completed as much as possible with current Segment information	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	03/12/24			
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	Smartsheet recommendation will be shared. Please copy the completed row with Description of Communication to additional rows and select the Stakeholder group to support that the email went to all, CCN, SME, End Users, and leadership.	Submission Complete	
N/A	People	524	Complete and Submit End User Readiness Survey Analysis	04/15/24	06/14/24	25% - Beginning Initial Internal Meetings and Information Gathering				
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		Planning to complete as much as possible with current Segment information. Needing Segment IV feedback for completion. Completion target date of 9/27.		
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	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	05/13/24		Submission Complete	
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>Implementation:</p> <p>Planned Florida PALM End Users = 221</p> <ul style="list-style-type: none"> Business Process Groupings = 11/13 <p>Role Mapping = TBD</p> <p>Training = TBD</p>	<p>Current-State:</p> <p>Cataloged Business Processes = 54</p> <ul style="list-style-type: none"> Related Business Systems = 35 Related Reports = 43 <p>Documentation Status:</p> <ul style="list-style-type: none"> Complete = 19 Partial = 26 Not Started = 0 <p>Implementation:</p> <p>Impacted Agency Business Processes = 54</p> <ul style="list-style-type: none"> Related Business Process Groupings = 12 Planned Spreadsheet Uploads = 0 <p>Level of Impact: People Changes</p> <ul style="list-style-type: none"> High = 5 Medium = 19 Low = 5 None = 0 Uncertain = 0 <p>Level of Impact: Processes Changes</p> <ul style="list-style-type: none"> High = 23 Medium = 0 Low = 6 None = 0 Uncertain = 0 <p>Level of Impact: Technology Changes</p> <ul style="list-style-type: none"> High = 4 Medium = 0 Low = 0 None = 0 Uncertain = 0 <p>Level of Impact: Data Changes</p> <ul style="list-style-type: none"> High = 0 Medium = 0 Low = 0 None = 0 Uncertain = 0 <p>Segments I & II Documentation Update Status</p> <ul style="list-style-type: none"> Not Started = 0 In Progress = 31 Complete = 23 	<p>Current-State:</p> <p>Cataloged Business Systems = 290</p> <ul style="list-style-type: none"> Criticality: High = 138 Med = 36 Low = 13 None = 8 <p>Documentation Status:</p> <ul style="list-style-type: none"> Complete = 28 Partial = 170 Not Started = 1 <p>Cataloged Interfaces = 119</p> <ul style="list-style-type: none"> Inbound Interfaces = 47 Outbound Interfaces = 15 <p>Implementation:</p> <p>Business Systems Planned for Integration = 207</p> <ul style="list-style-type: none"> Segment I - Documentation Updates: Complete = 0 Updating = 12 Evaluating = 0 Not Started = 0 Not Needed = 2 Segment II - Documentation Updates: Complete = 17 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 0 <p>Planned Interfaces = 24</p> <ul style="list-style-type: none"> Inbound Interfaces = 12 Outbound Interfaces = 11 	<p>Current-State:</p> <p>Unique FLAIR Data Elements = 92</p> <ul style="list-style-type: none"> Associated Unique Uses = 92 Continued Use - Yes = 18 Continued Use - No = 1 Associated Business Systems = 3 <p>Cataloged Reports = 215</p> <ul style="list-style-type: none"> Criticality: High = 87 Med = 72 Low = 33 None = 23 <p>Implementation:</p> <p>Configuration Workbooks</p> <ul style="list-style-type: none"> Segments I & II Started = 1 Not Started = 8 <p>Conversions & Data Readiness</p> <ul style="list-style-type: none"> Conversions Needed = 4 Agency Data Outside of Primary Source System(s) = 1 <p>Data Readiness/Cleansing Status:</p> <ul style="list-style-type: none"> Complete = 4 In Progress = 0 Not Started = 0 Not Applicable 0 <p>Reports = TBD</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.

FDOT Risks							
Critical Operational Elements	Risk Description	Status	Risk Rating	Mitigation/Response Strategy	Reporting Period Comments or Updates	Date of Status Change	Owner / Coordinator
Technology	Impacted asset inventory inconsistencies cause problems in planning remediation efforts.	Open	9 (High/High)	Control - Regularly reviewing asset impact and assessing priority to asset for planning purposes	No comment this period	11/01/23	Brian Boyd
Data	The new "Account" CoA field will be replacing the GL and Object codes. FDOT needs the specifications for how to cross walk GL and object codes to account in PALM. Delay in this information delays our ability to remediate our systems.	Open	9 (High/High)	Mitigation	No comment this period	11/01/23	Brian Boyd
Processes	Major schedule changes in PALM solution would impact our remediation efforts.	Open	9 (High/High)	Accept - Monitor PALM schedule and adjust FDOT schedule as needed	No comment this period	11/01/23	Brian Boyd
Processes	Delay or loss of planned funding for the program	Open	9 (High/High)	Avoid - Document program funding requirements and communicate with FDOT leadership, Governor's office, and House/Senate staff.	Received funding, and actively monitoring	11/01/23	Brian Boyd
Technology	Timeliness of PALM Nightly Batch Files and Data Warehouse Updates	Open	9 (High/High)	Transfer - Expecting the PALM solution to have timely or as needed batch files and Data Warehouse needs are available in agency or from interfaces until DW is fully available.	Outstanding question looking for guidance in Segment IV	11/01/23	Brian Boyd
Technology	PALM interfaces are not fully designed/documented, and currently defined interfaces are subject to change. FDOT is unable to accurately define impacts to our systems without complete specifications on the interfaces for supplier functionality, commitment control module, and project grants module.	Open	9 (High/High)	Monitor / Quantify - Reviewing and notifying of interface consistency as we prepare to remediate for PALM.	Shared concerns and reviewing feedback	11/01/23	Brian Boyd
Technology	Vendor specifications are incomplete. FDOT TVI uses TIN and Seq # for vendors; Supplier is the new name for vendor and Traveler is new name for sub vendors. FDOT needs additional specifications on vendor functionality to determine TVI remediation requirements.	Open	9 (High/High)	Mitigation	No comment this period	11/01/23	Brian Boyd
Technology	MFMP revisions and impact on TVI is unknown. FDOT needs additional specifications on MFMP changed functionality to determine TVI remediation requirements.	Open	9 (High/High)	Mitigation	No comment this period	11/01/23	Brian Boyd
Processes	Delay of budget release on LBR funds preventing change orders for staff augmentation purchase orders.	Open	9 (High/High)	Acceptance- Document program funding requirements and communicate with FDOT leadership, Governor's office, and House/Senate staff.	No comment this period	11/01/23	Brian Boyd
Processes	Scope changes in PALM solution	Open	9 (High/High)	Mitigation- Monitor PALM scope and adjust FDOT scope as needed	No comment this period	11/01/23	Brian Boyd
Processes Technology	Capability to upload Excel Spreadsheets to PALM will be replacing existing FLAIR emulator scripting processes.	Open	9 (High/High)	Mitigation	No comment this period	02/20/24	Brian Boyd
Data	If project category is included on a voucher, does it need project category to match on the distribution line of a purchase order (encumbrance)?	Open	9 (High/High)	Mitigation	Identified this period	03/07/24	Brian Boyd
Data	PALM has provided incomplete information for Object code impacts expansion option. Lots of places in code. What do we replace with ?	Open	9 (High/High)	Mitigation	Attempting to conduct partial remediation where able, but	03/07/24	Brian Toppel

						additional efforts identified when systems need to be revisited at future segment intervals.		
Processes Technology Data	Florida PALM is not providing ERD's or DDL files.	Open	9 (High/High)	Strategize - Considering building needed database infrastructure within agency with heightened risk of future changes causing greater effort.	Work continuing and will involve more manual steps since PALM will not be providing ERD or DDL files. Increase work on resource. Increase risk with manual entry.	04/02/24	Brian Boyd	
Processes	Issues not resolved in a timely manner	Open	6 (High/Medium)	Conduct monthly RAID meetings and promptly escalate issues to FDOT leadership and PALM leadership	No comment this period	11/01/23	Brian Boyd	
People	Limited qualified staff availability for requirements gathering, application remediation, remediation testing, and other critical activities	Open	6 (High/Medium)	Request LBR funding for staff augmentation	Actively seeking and hiring qualified personnel.	11/01/23	Brian Boyd	
Processes Data	Need revenue, expenditure, and balance sheet account code mappings for inter and intra agency funds transfer to begin data conversion preparation.	Open	6 (High/Medium)	Mitigation	Identified this period	03/07/24	Brian Boyd	
Processes Data	The concept of splitting up the new PALM Accounting system into reviewable Segments is not reasonably workable with many ABS's since systems were architected from broader financial/functional perspectives. This may cause delay in remediation completion of systems as they wait for future segments to provide answers/guidance towards full remediation.	Open	6 (High/Medium)	Mitigation	Attempting to conduct partial remediation where able, but additional efforts identified when systems need to be revisited at future segment intervals.	03/07/24	Brian Boyd	
Processes	Scope and schedule alignment of individual department remediation efforts with FPST.	Open	4 (Medium/Medium)	Mitigation- Monitor scope and schedule changes of individual efforts. Reassign resources as needed to avoid schedule changes. Carefully evaluate proposed scope changes.	No comment this period	11/01/23	Brian Boyd	
Processes	Inconsistent processes and standards across FDOT business units could impact efforts to perform remediation for PALM impacts	Open	4 (Medium/Medium)	Evaluate opportunities for process standardization	No comment this period	11/01/23	Brian Boyd	

FDOT Issues

Critical Operational Elements	Issue Description	Status	Priority	Resolution Plan	Reporting Period Comments or Updates	Planned or Actual Resolution Date	Owner / Coordinator
Data	Interface layouts contain errors.	Open	Critical - Impacts the ability of the agency to move forward with work without resolution	Notify PALM and work to gain clarity and accuracy on interface layouts.	Contact_Sequence_Num	05/31/24	Brian Toppel
Data	Interface schema relationship details not provided in layouts, samples, or knowledge center.	Open	Critical - Impacts the ability of the agency to move forward with work without resolution	Reaching out to PALM technical staff to gain guidance on entity relationship diagrams.	Identified this period	05/31/24	Mark Rissinger
Technology	The New 8.6 GEN COM Bridge and HIS windows server have been built. Efforts are underway to migrate to the Dev and Test environments for additional testing. Errors have been encountered and the Department is working through a resolution.	Closed	High - Impacts the ability of the agency to meet deadlines or milestones	Continue efforts to finalize migration.	Resolved this period.	03/01/24	Brian Wilson

FDOT Assumptions

Critical Operational Elements	Assumption	Status	Date Logged or Removed	Impacted Stakeholder(s) and/or System(s)	Reporting Period Comments or Updates
Processes	The Florida PALM Project implementation will replace current FLAIR functionality only and will not encompass the agency specific financial planning and analysis requirements of FDOT.	Logged	06/30/23	FDOT Florida PALM End Users FDOT Application Owners	Readiness Workplans will be provided by Florida PALM over the three years of the implementation process to provide guidance on the tasks and activities that are needed for the Financials and Payroll implementation waves.
Processes	The Readiness Workplan activities direct/guide the FPST Program work and tracks the progress of department specific tasks.	Logged	06/30/23	FDOT Florida PALM Agency Liaisons FPST Program Managers	Changes in the scope and/or schedule of RW activities impact the FPST Program activities.
Technology	The Florida PALM detail schedule specific to sequencing of design activities for PeopleSoft module functionality and interface designs will be available in July 2023.	Logged	06/30/23	FDOT Florida PALM Agency Liaisons FPST Program Managers	As of 1/1/24, we are still waiting for a detailed schedule. The recently provided Agency Implementation Roadmap and updates to the Readiness Workplan lack the necessary detail.
Processes	FPST work efforts meeting the FDOT guidelines for project classification will be managed as projects and follow the established project management standards mandated by 60GG-1, F.A.C.	Logged	06/30/23	FDOT Florida PALM Agency Liaisons FPST Program Managers FDOT Application Services Section Managers	No comment this period
Processes	FPST work efforts classified as operations and maintenance (O&M) will follow the established standards for O&M activities.	Logged	06/30/23	FDOT Florida PALM Agency Liaisons FPST Program Managers FDOT Application Services Section Managers	No comment this period
People	Adequate staffing, equipment, software, and hardware are primary drivers of the department's FPST Program activities.	Logged	06/30/23	Executive FPST Program Sponsors Chief Information Officer	No comment this period
Processes	Sufficient recurring Legislative Budget Request (LBR) funding will be released to complete FPST efforts.	Logged	06/30/23	Executive FPST Program Sponsors FDOT Florida PALM Agency Liaisons FPST Program Managers	Funding received December, 2023
People	Due to the overallocation of FDOT key subject-matter resources, hiring consultants and other resources to augment the FPST Program is essential for the department's continuity of operations and successful transition to the Florida PALM solution.	Logged	06/30/23	Executive FPST Program Sponsors	No comment this period
Processes	Additional appropriation is required to successfully complete required remediation efforts to align with the Florida PALM January 2026 implementation date for the Financial and Payroll Waves.	Logged	06/30/23	Executive FPST Program Sponsors FDOT Florida PALM Agency Liaisons FPST Program Managers	No comment this period
Processes	FDOT has extensive dependencies on Solution Design deliverables from the Florida PALM Project.	Logged	06/30/23	FDOT Florida PALM Agency Liaisons FPST Program Managers	The current Florida PALM schedule has several to-be-determined schedule placeholders. FDOT needs schedule detail specific to the Florida PALM solution modules to accurately map dependencies and activities for remediation efforts.

Processes	Staff resources are assigned to multiple workstreams and may have limited availability for FPST activities. Scheduling and resourcing for the FPST Program must take into consideration the department's annual operational schedule to minimize interference with development and delivery of the Work Program and required activities for the state and federal fiscal year-end closings.	Logged	06/30/23	Executive FPST Program Sponsors	No comment this period
Technology	Expansion Options being replaced by Speed Keys will require interface and design guidance with adequate availability for review and integration.	Logged	11/01/23	FDOT Florida PALM Agency Liaisons FPST Program Managers	No comment this period
People Technology	Excel spreadsheet uploads will be easily entered into PALM by business users.	Logged	02/20/24	FDOT End Users	Capability will need to be tested and training, if workable, provided.
People Processes Technology Data	Employees will not need PALM logins to access W2s and Payslips or to update W4 information.	Logged	03/07/24	Everyone	Payroll concern
Processes Technology Data	GL last two digits are expense classifications, needed in PALM, expecting solution. Assumption is PALM will give us solution to capture expense classification.	Logged	04/05/24	Everyone	
Data	Previous year adjustments report exclusion needed, PALM expected to provide	Logged	04/05/24	Everyone	
Technology Data	CFDA number storage location needed in PALM for expenditure of grants	Logged	04/05/24	FDOT Florida PALM Agency Liaisons FPST Program Managers	workaround would be to leverage OA fields and create data relationships.

FDOT 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	RW Task 526 - Complete Data Readiness Analysis and Data Cleansing Activities for Segment III	04/29/24	FDOT Florida PALM System Transition Team	Review Segment III resources for change impacts to agency data and evaluate current state data readiness. Update agency data cleansing plan and complete data cleansing activities.	Reviewing and being assigned
Data	RW Task 529 - Update Florida PALM Conversion Inventory for Segment III	04/29/24	FDOT Florida PALM System Transition Team	Review Segment III resources; identify and document conversion needs for Florida PALM implementation.	Reviewing and being assigned
People Processes Technology Data	Bi-Weekly Payroll Analysis Stand Up	04/01/24	FDOT Florida PALM System Transition Team, SME's	A bi-weekly meeting series to check in on status of PPS PALM analysis documentation and any roadblocks.	March-May 2024 bi-weekly
People Processes Technology Data	FPST Internal Workgroup Meetings	03/15/24	FDOT Florida PALM System Transition Team	Weekly workgroup meetings are to discuss, deep-dive, and document all efforts/tasks related to PALM readiness.	March-May 2024 weekly.
People Processes Technology Data	Payroll Distribution analysis workgroups	04/26/24	FDOT Florida PALM System Transition Team, SMEs	Analysis of PPS Payroll system for current state, PALM impacts, and to-be state.	Continued analysis of Personnel Payroll System during reporting period March-May 2024 with emphasis on data tables for development environment.
People Processes Technology Data	PPS System Analysis Stand Up	03/01/24	FDOT Florida PALM System Transition Team, SME's	A regular occurring bi-weekly stand up to discuss where we are with the Florida PALM remediation needed for the PPS system.	Occurs bi-weekly, March-May 2024.
People Processes Technology Data	RW Task 527 - Identify Change Impacts and Update Agency Business Process Documentation for Segment III	04/15/24	FDOT Florida PALM System Transition Team	Review Segment III resources; identify changes to people, process, technology, and data and update current state business process documentation.	In progress
People Processes Technology Data	Technology Transformation Weekly Status Review Meetings	03/14/24	FDOT Florida PALM System Transition Team	Weekly, half-hour sessions to review Transformation status report for the PALM remediation support effort.	Continued weekly through reporting period
People Processes Technology Data	Weekly FDOT Planning and Stand Up Meeting	03/08/24	FDOT Florida PALM System Transition Team, SME's	weekly stand up covering all areas of the program.	March-May 2024 weekly.
People Technology Data	Weekly Application Services System Remediation Stand Up	04/01/24	FDOT Florida PALM System Transition Team	A weekly meeting series to check in on the status and roadblocks for the GEN code analysis and remediation.	March-May 2024 weekly
Processes Technology Data	Continued analysis of the current use of Expansion Option and Expansion Set by the Department's computing assets to transition to the Florida PALM Speed Charts/SpeedKey and Speed Types (a.k.a. Accounting Tags) functionality.	04/01/24	FDOT Florida PALM System Transition Team, subject matter experts	Reduce the number of Speed Chart and Speed Types that will be required in the Florida PALM solution. Discussion on the design of the 10 character SpeedKey name, and how they will be used in applications.	Continued discussions during reporting period March-May 2024
Processes Technology Data	Landing Zone internal workgroups and implementations	03/11/24	FDOT Florida PALM System Transition Team, SMEs	Landing Zone internal workgroups and implementations	Landing zone development continued through reporting period March-May 2024
Processes Technology Data	Meeting with Vendors to consider options for accelerating PALM readiness through technology solutions.	04/17/24	FDOT Florida PALM System Transition Team	Consider and evaluate technology solutions that may increase quality, reduce overall effort, and support steps towards PALM remediation.	Met with vendors during reporting period March-May 2024
Processes Technology Data	RW Task 530 - Update Florida PALM Interface Inventory for Segment III	04/15/24	FDOT Florida PALM System Transition Team	Review Segment III resources; identify and document interface needs for Florida PALM implementation.	In progress
Processes Technology Data	RW Task 531 - Remediate Agency Business Systems based on Segment II	04/29/24	FDOT Florida PALM System Transition Team	Complete agency business system internal build and unit testing activities based on agency business system documentation updates for Segment II.	Reviewing and being assigned
Technology Data	3 New 8.6 GEN COM Bridge and HIS windows servers built. Implemented HIS and GEN Version 8.6 scheduled on 3/16	03/16/24	FDOT Florida PALM System Transition, Florida Department of Transportation	Resolved ongoing technical issues impacting the Florida PALM System Transition with this upgrade.	
Technology Data	Expansion Option Analysis	04/05/24	FDOT Florida PALM System Transition Team, SME's	In-depth analysis of DB2, mainframe, and Azure tables for Expansion Option impacts.	April & May 2024.
Technology Data	Florida PALM Data Day	03/26/24	PALM End Users	Provide overviews of data resources, discuss actionable steps towards agency data readiness, and set expectations for the future of data-related activities	
Technology Data	Implementation of Account COA in test server environment	03/15/24	FDOT Florida PALM System Transition Team	Implementation of Account COA in test server ZUNIT01 environment	Ongoing March-May 2024.
Technology Data	Infrastructure Tasks	04/01/24	FDOT Florida PALM System Transition Team	Chart of Account analysis, Data structure changes, data cleansing for legacy Chartfield attributes	March-May 2024.
Technology Data	Meetings/Collaboration to Draft PALM Environment Needs	04/19/24	FDOT, FDOT Florida PALM System Transition Team, 3rd party vendors- NWRDC, Ensono		

Technology Data	Org Code Analysis	04/05/24	FDOT Florida PALM System Transition Team, SME's	In-depth analysis of DB2, mainframe, and Azure tables for Org Code impacts.	April & May 2024.
People	FPST Resource and Reporting activities	04/08/24	FDOT Florida PALM System Transition Team	Resource and reporting efforts. Spend plan for OIT FPST resources. Planning for next fiscal year. March-May ongoing activity.	
People	FPST Spend Plan activities	03/14/24	FDOT Florida PALM System Transition Team	Spend plan for OIT FPST resources.	
People	Onboard new resources	04/02/24	FDOT Florida PALM System Transition Team	onboarding to FPST project	March-May 2024
People	PALM Budget Planning Meeting for FY 24 and FY 25	03/20/24	FDOT Florida PALM System Transition Team	PALM Budget/ resource Planning Meeting for FY 24 and FY 25	
People	RW Task 512 - Identify Future Florida PALM End Users	04/01/24	FDOT Florida PALM System Transition Team	Submit list of all agency end users who will need access to Florida PALM at implementation.	Completed initial list of FLAIR users on 4/1, working to expand and update as we proceed.
People	RW Task 523 - Share Florida PALM Updates	04/08/24	FDOT Florida PALM System Transition Team, Florida PALM end users	Share Florida PALM updates and agency progress with key agency stakeholders.	Completed 4/18
People	RW Task 524 - Complete and Submit End User Readiness Survey Analysis	04/15/24	FDOT Florida PALM System Transition Team, Florida PALM end users	Administer end user readiness survey and submit data analysis.	In progress, draft created and under review.
People	SOW Drafting and Hiring Activities for Additional FPST resources	03/29/24	FDOT Florida PALM System Transition Team	SOW Drafting and Hiring Activities for Additional FPST resources. March-May 2024.	
People	Statewide IT Meeting PALM presentations	04/30/24	FDOT Florida PALM System Transition Team, Florida PALM End Users	Communicate awareness, status, and guidance of PALM project and paths to remediation.	Shared PALM introductory information and detailed COA guidance with expanded IT personnel at Statewide IT Meeting.
People	Weekly OOC - BSSO Staff Meeting	03/20/24	FDOT FPST Team, FDOT PALM End Users	Provide status update on readiness task and remediation status	Met weekly during reporting period
People Processes	Created FDOT Workforce Readiness team	03/20/24	FDOT Florida PALM System Transition Team; FDOT End Users	Conduct workforce related efforts for communication, direction, training, and associated deliverables towards analysis of resources, efforts, and knowledge gaps.	Team led by FDOT Office of Change Management
People Processes	PALM Communications Plan Creation Meetings	04/11/24	FDOT Florida PALM System Transition Team	Review high level communication to be sent to stakeholders, and a communication to districts to identify and update technology assets in Compass system.	Draft version of Communication Plan being finalized and to be reviewed
People Processes	Workforce Readiness Team Monthly Pulse Check Meetings	03/20/24	FDOT Florida PALM System Transition Team; FDOT End Users	Evaluate progress and direction for workforce related efforts toward remediation and preparation for PALM	Met monthly March-May
People Processes Technology	Continue bi-weekly meeting series for Florida PALM RW Tasks Update.	04/12/24	FDOT Florida PALM System Transition Team	Bi-weekly meeting with OOC and OIT program and project managers to assign and review efforts for RW task completion.	Met during reporting period March-May 2024
People Processes Technology	FL PALM Interfaces Weekly Meeting	04/01/24	FDOT Florida PALM System Transition Team	Weekly meeting with vendor, to review work items related to interfaces.	March-May 2024
People Processes Technology	Florida PALM FDOT Touchpoint Agenda Meeting	04/04/24	FDOT Florida PALM System Transition Team	prepare for PALM touchpoint meeting.	March-May 2024
People Processes Technology	Florida PALM Segment III Design Workshops	03/27/24	PALM End Users	Review Segment III Designs from PALM.	3/27-4/4/24.
People Processes Technology	Florida PALM/FDOT touchpoint meeting	03/29/24	FDOT Florida PALM System Transition Team, Florida PALM	This is a recurring monthly Florida PALM Readiness touchpoint meeting between your agency's Change Champion Network (CCN) and your Readiness Coordinator, Felicia Hall. You have been invited to this meeting because your agency has identified you as a Primary or Back-up CCN member to support Florida PALM related activities.	March-May 2024
People Processes Technology	PALM Production Support Round Table Meeting	04/23/24	PALM End Users, Agency Security Access Managers (SAM) and Identity Providers (IDP)	This Round Table will provide an opportunity for Security Access Managers (SAMs) and Identity Providers (IDPs) subject matter experts to meet the Florida PALM Production Support Team, gain insight into their current support roles and ask questions.	Looking forward to future sessions to continue discussion of security handling, management, and auditing of user access in PALM
Processes	Azure DevOps Technical user story review	04/01/24	Subject Matter experts, Florida PALM System Transition Team	Discuss user stories	Regularly conducted for various ABS, such as RPS, CFM, PCM, ARI, and others
Technology	Continued the analysis, planning, and development efforts for the Department's Electronic Estimate Disbursement (EED) system.	03/29/24	FDOT Florida PALM System Transition Team, End Users, SME's	Assess business continuity risks with the current architecture, identify major system dependencies, and inform the assessment of future state solutions to modernize EED.	Weekly EED project meeting series Tuesdays March-May 2024.
Technology	Launch Pad planning and development	04/12/24	FDOT Florida PALM System Transition Team, Florida PALM end users	Location for data packages to be collected and sent to PALM Inbound interfaces.	Planning and development efforts continued March-May 2024.
Technology	RW Task 528 - Update Agency Business System Documentation for Segment III	04/15/24	FDOT Florida PALM System Transition Team	Review Segment III resources; update agency business system documentation including functional requirements, technical requirements, and test cases.	In progress

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.

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Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
March - April 2024	Lisa Saliba	lisa.saliba@dot.state.fl.us	05/13/24
January - February 2024	Lisa Saliba	lisa.saliba@dot.state.fl.us	03/11/24
November - December 2023	Lisa Saliba	lisa.saliba@dot.state.fl.us	01/12/24
September - October 2023	Lisa Saliba	lisa.saliba@dot.state.fl.us	11/12/23
July - August 2023	Lisa Saliba	lisa.saliba@dot.state.fl.us	09/07/23