FSDB 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

Tracie Snow

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 = 3

• Duplicate Filled Role = 11

• Vacant Role = 0

RW Task Completeness:

Score = 44.44%

• Submitted Complete = 4

• Submitted Incomplete = 5

• Completed After Submission = 0

RW Task Timeliness:

Score = 97.5%

• Submitted On Time = 27

• Submitted Late = 3

• Pending Submission = 0

Meeting Participation:

• Meetings Attended = 4

• Meetings Missed = 3

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	04/10/24	We will not need agency specific configurations	Submission Incomplete	05/10/24
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	04/03/24	Our agency data is FLAIR and is ready	Submission Incomplete	05/10/24
N/A	Processes	515	Identify Change Impacts and Update Agency Business Process Documentation for Segments I and II	01/29/24	04/12/24	100% - Submitted	04/03/24	We use FLAIR directly and do not have agency interfaces	Submission Incomplete	05/10/24
N/A	Technology	516	Update Agency Business System Documentation for Segment II	01/29/24	04/12/24	100% - Submitted	04/03/24	We use FLAIR directly and do not have agency interfaces	Submission Incomplete	05/10/24
Indirect	Technology	517	Update Florida PALM Conversion Inventory for Segment II	01/29/24	04/12/24	100% - Submitted	04/03/24	We do not have any specific document conversion needs	Submission Incomplete	05/10/24
Indirect	Technology	518	Update Florida PALM Interface Inventory for Segment II	01/29/24	04/12/24	100% - Submitted	04/03/24	We use FLAIR directly and do not have agency interfaces	Submission Complete	
N/A	Technology	519	Remediate Agency Business Systems based on Segment I	01/29/24	06/28/24	100% - Submitted	04/03/24	NA- We do not use interfaces to FLAIR and will not need them for PALM	Submission Complete	
N/A	N/A	521	Submit Bimonthly Agency Readiness Status Report	03/01/24	03/11/24	100% - Submitted	04/03/24	Agency sponsor will review upon return from vacation		
N/A	N/A	522	Manage Agency Specific Implementation Schedule, Risks and Issues	03/01/24	04/30/24	100% - Submitted	04/03/24	We are ready to use PALM when it is available		
N/A	People	523	Share Florida PALM Updates	04/08/24	04/19/24	100% - Submitted	04/17/24	Shared with Agency Sponsor, stakeholders, end users	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	05/15/24			
N/A	N/A	533	Manage Agency Specific Implementation Schedule, Risks and Issues	05/01/24	06/28/24					

People	Processes	Technology	Data
The staff and stakeholders affected by your agency's transition to Florida PALM.	The sequence of procedures to accomplish a business objective.	The applications or tools used to process, track, or report on financial operations.	Information used in or produced from an agency's financial business operations.

People

Implementation:

Planned Florida PALM End Users = 11

• Business Process Groupings = 13/13

Role Mapping = TBD

Training = TBD

Processes

Current-State:

Cataloged Business Processes = 7

• Related Business Systems = 1

• Related Reports = 65

• **Documentation Status:**

- Complete = 7 Partial = 0 Not Started = 0

Technology

Current-State:

Cataloged Business Systems = 1

• **Criticality:**

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

• **Documentation Status:**

- Complete = 0 Partial = 0 Not Started = 0

Data

Current-State:

Unique FLAIR Data Elements = 70

• **Associated Unique Uses = 70**

- Continued Use - Yes = 47

- Continued Use - No = 1

• **Associated Business Systems = 1**

Implementation:

Impacted Agency Business Processes = 7

• Related Business Process Groupings = 7

- Planned Spreadsheet Uploads = 0

• **Level of Impact: People Changes**

- High = 0 Medium = 0 Low = 0 None = 7 Uncertain = 0

• **Level of Impact: Processes Changes**

- High = 0 Medium = 0 Low = 0 None = 7 Uncertain = 0

• **Level of Impact: Technology Changes**

- High = 0 Medium = 0 Low = 0 None = 7 Uncertain = 0

• **Level of Impact: Data Changes**

- High = 0 Medium = 0 Low = 0 None = 7 Uncertain = 0

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

- Not Started = 0 In Progress = 0 Complete = 7

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 = 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

Cataloged Reports = 64

• **Criticality:**

- High = 42 Med = 24 Low = 0 None = 0

Implementation:

Configuration Workbooks

• **Segments I & II**

- Started = 4 Not Started = 5

Conversions & Data Readiness

• Conversions Needed = 7

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

• **Data Readiness/Cleansing Status:**

- Complete = 7 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.

FSDB Risks

Critical Operational Elements	Risk Description	Status	Risk Rating	Mitigation/Response Strategy	Reporting Period Comments or Updates	Date of Status Change	Owner / Coordinator
Data	Loss of FLAIR EO field	Open	4 (Medium/Medium)	Mitigation seems unlikely since PALM will not have an equivalent EO field that we used for grant reporting. Some off system method of tracking data for reporting will be needed.	NA	01/30/24	J wester
Processes	Loss of On Demand payments	Open	4 (Medium/Medium)	It is unknown what can take the place of on demand payments.	NA	01/30/24	J wester

FSDB Issues

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

FSDB Assumptions

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

FSDB 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]

FSDB Status Report Confirmation

Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
March - April 2024	Tracie C. Snow	snowt@fsdbk12.org	05/15/24
January - February 2024	Tracie C. Snow	snowt@fsdbk12.org	03/18/24
November - December 2023	Tracie C. Snow	snowt@fsdbk12.org	01/10/24
September - October 2023	John Wester for Tracie Snow	westerj@fsdbk12.org	11/14/23
September - October 2023	Tracie C. Snow	snowt@fsdbk12.org	11/14/23
July - August 2023	Tracie C. Snow	snowt@fsdbk12.org	09/07/23