

Helpful Links

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

SCS 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

Eric Maclure

CCN Composition



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

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 Timeliness



The Readiness Workplan Tasks Timeliness dial reflect the timeliness of your agency's submission of all RW tasks to date.

Project-led Meeting Participation



The Participation dial reflects your agency's attendance at Project-led meetings during the current reporting period.

Change Champion Network:

- Unique Filled Role = 15
- Duplicate Filled Role = 0
- Vacant Role = 0

RW Task Completeness:

- Score = 92.86%**
- Submitted Complete = 4
 - Submitted Incomplete = 0
 - Completed After Submission = 3

RW Task Timeliness:

- Score = 96.56%**
- Submitted On Time = 24
 - Submitted Late = 6
 - Pending Submission = 0

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	100% - Submitted	05/13/24			
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	04/12/24		Submission Complete	
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	04/12/24		Submission Complete	05/03/24
N/A	Technology	516	Update Agency Business System Documentation for Segment II	01/29/24	04/12/24	100% - Submitted	04/12/24		Submission Complete	05/03/24
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		Submission Complete	
N/A	Technology	519	Remediate Agency Business Systems based on Segment I	01/29/24	06/28/24	25% - Beginning Initial Internal Meetings and Information Gathering				
N/A	N/A	521	Submit Bimonthly Agency Readiness Status Report	03/01/24	03/11/24	100% - Submitted	03/06/24			
N/A	N/A	522	Manage Agency Specific Implementation Schedule, Risks and Issues	03/01/24	04/30/24	100% - Submitted	04/30/24			
N/A	People	523	Share Florida PALM Updates	04/08/24	04/19/24	100% - Submitted	04/19/24		Submission Complete	05/03/24
N/A	People	524	Complete and Submit End User Readiness Survey Analysis	04/15/24	06/14/24	50% - In Progress				
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			
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 = 115

- 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 = 32

- Related Business Systems = 5
- Related Reports = 32
- Documentation Status:

Technology

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

Current-State:

Cataloged Business Systems = 5

- Criticality:
- High = 3 Med = 2 Low = 0 None = 0
- Documentation Status:

Data

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

Current-State:

Unique FLAIR Data Elements = 72

- Associated Unique Uses = 72
- Continued Use - Yes = 48
- Continued Use - No = 0

- Complete = 31 Partial = 0 Not Started = 0

- Complete = 5 Partial = 0 Not Started = 0

• Associated Business Systems = 6

Implementation:

Impacted Agency Business Processes = 32

- Related Business Process Groupings = 11
- Planned Spreadsheet Uploads = 3

• **Level of Impact: People Changes**

- High = 0 Medium = 3 Low = 15 None = 0
Uncertain = 0

• **Level of Impact: Processes Changes**

- High = 0 Medium = 7 Low = 11 None = 0
Uncertain = 0

• **Level of Impact: Technology Changes**

- High = 0 Medium = 7 Low = 11 None = 0
Uncertain = 0

• **Level of Impact: Data Changes**

- High = 0 Medium = 0 Low = 17 None = 0
Uncertain = 0

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

- Not Started = 0 In Progress = 0 Complete = 18

Cataloged Interfaces = 0

- Inbound Interfaces = 0
- Outbound Interfaces = 0

Implementation:

Business Systems Planned for Integration = 4

• **Segment I - Documentation Updates:**

- Complete = 0 Updating = 2 Evaluating = 0
Not Started = 0 Not Needed = 0

• **Segment II - Documentation Updates:**

- Complete = 2 Updating = 0 Evaluating = 0
Not Started = 0 Not Needed = 0

Planned Interfaces = 6

- Inbound Interfaces = 0
- Outbound Interfaces = 3

Cataloged Reports = 48

• **Criticality:**

- High = 3 Med = 27 Low = 6 None = 9

Implementation:

Configuration Workbooks

• **Segments I & II**

- Started = 4 Not Started = 5

Conversions & Data Readiness

• Conversions Needed = 3

• Agency Data Outside of Primary Source System(s) = 1

• **Data Readiness/Cleansing Status:**

- Complete = 3 In Progress = 0 Not Started = 0
Not Applicable 0

Reports = TBD

Agency Reported

The Risks, Issues, Assumptions and Readiness Activities tables below display only items that were opened/logged, closed/resolved or active during the reporting period.

SCS Risks

Critical Operational Elements	Risk Description	Status	Risk Rating	Mitigation/Response Strategy	Reporting Period Comments or Updates	Date of Status Change	Owner / Coordinator
Processes	Allocation to Object Code. State Courts does not allocate to the Object Code level. This would be a severe impact to the Legislative Branch. Not only our process would be hugely impacted but also our need for additional FTE	Open	9 (High/High)	We have verbalized to FL PALM the impact of this proposed change to the Legislative Branch. We are waiting for updates on the proposed design			Budget
Processes	Warrant cancellation, On Demand and Salary refunds.	Open	9 (High/High)	We do not use			Human Resources
People	Additional/adequate human resources for accounting roles	Open	6 (Medium/High)	Prepare LBR to request additional funding or FTE. Cross train employees to assume different work responsibilities.	This was discussed during our last touchpoint meeting 12/12/23	12/12/23	Finance & Accounting Chief and Budget Chief
Technology Data	Data conversion integrity	Open	6 (High/Medium)	Working with PALM to see what resources will be provided to the agencies.	This was discussed during our 12/12/23 Touch Point meeting that we need assistance to convert our ORG Code listings.	12/13/23	F&A, OIT and HR
Technology	Purchasing of new services and acquiring additional resources	Open	4 (Medium/Medium)	Looking for the appropriate products and services	Funding was received and resources are being identified to prioritize spending.	12/15/23	OIT/Technical Liaison
People	Training for all stakeholders at deployment.	Open	4 (Medium/Medium)	We will take advantage of all available training provided by PALM. Update our process and procedures			Finance & Accounting
Processes	Proper documentation of current processes and procedures.	Open	2 (Medium/Low)	In the process of updating and documenting all our processes.	Processes were updated to complete FL PALM TASK 328	11/30/23	SCS
People Technology Data	Our Agency planned to develop a cloud environment for remediating the Transaction History, Payroll, and Contracts/Tracker applications; however this has been delayed due resource allocation needs.	Open	2 (Medium/Low)	Training for employees to use the new development/Cloud environment. We will need to be monitored for best practice to train and implement this tool to help us remediate our business systems.			OIT
People	Ongoing Communication about project	Open	1 (Low/Low)	Working on a communication plan. Task 523 has required us to document our communications. We are increasing our communication efforts.	Planned bi-monthly SCS communication beginning 2024. As Intranet updates, As PALM implementation comes closer, we will create a mass communication SCS campaign.		Finance & Accounting
Technology Data	Business system development and integration	Open	1 (Low/Low)	We develop as best as possible			Finance & Accounting, OIT

SCS Issues

Critical Operational Elements	Issue Description	Status	Priority	Resolution Plan	Reporting Period Comments or Updates	Planned or Actual Resolution Date	Owner / Coordinator
Data	Data conversion with our ORG Code Listing to COA	Open	Critical - Impacts the ability of the agency to move forward with work without resolution	As soon as possible, we will begin the conversion process from FLAIR Accounts to COA	This was discussed with Readiness coordinator to see what recourse	12/12/23	Finance & Accounting
Processes Data	SCS does not utilize HRIS for timesheet reporting, this apart of the payroll life cycle in PALM	Open	Critical - Impacts the ability of the agency to move forward with work without resolution	Request our attendance and reporting software (ARS) to interface with PALM for reporting time and attendance			Human Resources
Processes Data	HRIS payroll reports not utilized to send data to PALM	Open	High - Impacts the ability of the agency to meet deadlines or milestones	Request payroll reports for SCS to be generated - LWOP, missing timesheet reports, over and under payment report			Human Resources
Processes	Entering OPS paper timesheets. Shift and On-call payments into People First manually in the Alternate Time Entry screen	Open	High - Impacts the ability of the agency to meet deadlines or milestones	Request approval for OPS employees be allowed to use the HRIS system to submit timesheets.			Human Resources

Processes	LWOP entered as Unpaid hours in Alternate Time Entry screen when notified timely	Open	High - Impacts the ability of the agency to meet deadlines or milestones	We are still trying to figure out how this change will affect us. We are anticipating updates from FL PALM		Human Resources
People Processes Technology Data	We have built our Business (Invoice Management System) to interface with FLAIR with a batch upload file. We have not tested this output extract due to a MOU yet to be provided by DFS.	Open	High - Impacts the ability of the agency to meet deadlines or milestones	We will follow up with DFS to get an MOU signed so we can move forward with testing.		OIT and Finance and Accounting
People Technology	Our Agency planned to develop a cloud environment for remediating the Transaction History, Payroll, and Contracts/Tracker applications; however this has been delayed due resource allocation needs.	Open	Low - All impacts not listed as Critical or High	Having resources available to build the		OIT

SCS Assumptions					
Critical Operational Elements	Assumption	Status	Date Logged or Removed	Impacted Stakeholder(s) and/or System(s)	Reporting Period Comments or Updates
Processes	Additional One-Time Payment function in HRIS will function the same	Logged		Separating, retiring, DROP entry, Overtime recipients	

SCS 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 *

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SCS Status Report Confirmation

Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
March - April 2024	Eric W. Maclure, State	macluree@flcourts.org	05/10/24
January - February 2024	Eric W. Maclure, Interim	macluree@flcourts.org	03/06/24
November - December 2023	Eric W. Maclure, Interim	macluree@flcourts.org	12/28/23
September - October 2023	Eric W. Maclure, Interim	macluree@flcourts.org	11/13/23
July - August 2023	Carlington Brown	brownd@flcourts.org	09/12/23