DFS 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 2025

Agency Sponsor

Scott Fennell

RW Task Timeliness

RW Task Completeness

Direct Impact Task Timeliness

Direct Impact Task Timeliness:

Score = 99.74%

• Submitted On Time = 36

• Submitted Late = 1

• Pending Resubmission = 0

Other Task Timeliness

Other Task Timeliness:

Score = 89.57%

• Submitted On Time = 55

• Submitted Late = 12

• Pending Resubmission = 0

Direct Impact Task Completeness

Direct Task Completeness:

Score = 96.49%

• Submitted Complete = 32

• Submitted Incomplete = 0

• Completed After Submission = 5

Other Task Completeness

Other Task Completeness:

Score = 98.54%

• Submitted Complete = 40

• Submitted Incomplete = 0

• Completed After Submission = 1

The RW Task Timeliness dials reflect the timeliness of your agency's submission of all RW tasks based on the task due date. Calculations are based on all RW tasks to date.

The RW Task Completeness dials reflect the completeness of your agency's task submissions based on the task rubric. Calculations of task completeness includes all RW Tasks since RW 512.

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

Change Champion Network:

• Unique Filled Role = 12

• Duplicate Filled Role = 6

• Vacant Role = 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
N/A	Technology	561	Remediate Agency Business Systems based on Segment IV	10/21/24	03/14/25	100% - Submitted	04/21/25	Build will not start until design is complete based on all applicable segments. Changes to IUI002 and IUI001 on 3/13/25 impacted design and build activity for 3 systems. Differences in IUI002 sample data provided and a recent question response on IU Transaction Id values impacting design and build activity for 1 system. As of Closing of this task, 2 systems and 1 new 3rd party system are still in progress using Segment IV interfaces. These will be tracked as part of task 576.	Submission Complete	
Indirect	People	536-C	Create Agency Specific User Acceptance Testing Plan	12/09/24	05/02/25	100% - Submitted	05/01/25		Submission Complete	
N/A	Processes	560	Submit Change Analysis Tool	12/09/24	05/02/25	25% - Beginning Initial Internal Meetings and Information Gathering				
N/A	People	568	Create Training Plan for Agency Managed End User Training	12/09/24	05/30/25	75% - Consolidating/Inputting Information for Submission				
Direct	Technology	576	Complete Internal Agency Business System Test and Remediation to prepare for Cycle 2 - Technical Interface Testing	01/06/25	07/25/25	50% - In Progress				
Direct	Data	658-D	Submit Data Field Mapping	02/03/25	03/14/25	100% - Submitted	03/14/25		Submission Complete	
N/A	N/A	589	Submit Bimonthly Agency Readiness Status Report	02/28/25	03/10/25	100% - Submitted	03/06/25		Submission Complete	
Direct	Data	567-L	Share, Review, and Update Configuration Workbooks	03/03/25	03/28/25	100% - Submitted	03/24/25		Submission Complete	
Direct	Data	567-M	Share, Review, and Update Configuration Workbooks	03/03/25	03/28/25	100% - Submitted	03/24/25		Submission Complete	
Direct	Data	567-N	Share, Review, and Update Configuration Workbooks	03/03/25	03/28/25	100% - Submitted	03/24/25		Submission Complete	
Direct	Data	567-O	Share, Review, and Update Configuration Workbooks	03/03/25	03/28/25	100% - Submitted	03/24/25		Submission Complete	
Direct	People	579	Confirm UAT SMEs	04/14/25	05/02/25	100% - Submitted	05/01/25		Submission Complete	05/01/25
N/A	People	598	Share Florida PALM Updates	04/14/25	04/25/25	100% - Submitted	04/25/25		Submission Complete	
N/A	N/A	599	Submit Bimonthly Agency Readiness Status Report	05/01/25	05/12/25	100% - Submitted	05/09/25		Submission Complete	
Indirect	Technology	578	Confirm Identity Provider for Florida PALM	05/05/25	05/23/25	100% - Submitted	05/09/25			
Direct	Data	571	Complete Data Cleansing Based on Mock Conversion 2	05/12/25	06/20/25					

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 = 355

• Business Process Groupings = 13/13

Identified Subject Matter Experts = 45

Processes

Implementation:

Impacted Agency Business Processes = 489

• Related Business Process Groupings = 12/13

• Planned Spreadsheet Uploads = 1

Technology

Implementation:

Business Systems Planned for Integration = 21

Planned Interfaces = 45

- Inbound Interfaces = 15

- Outbound Interfaces = 30

Data

Implementation:

Configuration

• **Commitment Control (KK)**

- Budget Allotments - Control Option = Option # 3 - Track without Budget

- Account ChartField Tier Selection = Account Tier #1: Highest

- Organization ChartField Translation Tree Selection = Translation Tree #1: Agency-Wide Tree

• **Org Security Rule = Agencywide**

• **Optional ChartFields**

- OA1 = To Be Configured

- OA2 = Not To Be Configured

- PC Category = To Be Configured

- PC Subcategory = To Be Configured

- PC Source Type = Not To Be Configured

Conversion

• **Optional Conversions**

- Accounts Receivable = Not Needed

- Assets = Needed

- Contracts = Needed

- Customers = Not Needed

- Encumbrances = Needed

- Grants = Needed

- Projects = Needed

- Projects Balances = Not Needed

Agency Reported

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

DFS Risks

Status	Date Opened	Date Closed	Risk Category	Risk Title	Trend	Risk Rating	Monitor/Mitigation Plan/Resolution	Reporting Period Comments for March - April 2025
Open and Monitoring	04/17/25		Conversion/Configuration Training User Acceptance Testing	ENTERPRISE A&A - Conversion and Data Validation:	Increasing	9 (High/High)	• A&A will work closely with the Project to understand where agencies need support and additional guidance in understanding their agency's FLAIR data. • A&A will provide guidance to agencies to help them understand the critical things to consider and evaluate for conversion. • A&A will meet with agencies through workshops or one-on-one sessions to further support agencies in cleaning up their data in preparation for conversion. • Closely evaluate mock conversions results.	This risk item has just been approved and logged in the month of April.
Open and Monitoring	02/19/24		Staffing/Resource Availability	CCN - Potential loss of CCN resources.	Stable	9 (High/High)	• Create a knowledge base of CCN operational processes and procedures; develop training methods to facilitate knowledge transfer; and provide cross-training among CCN members where feasible. • Use of dedicated back-up CCN Liaisons will aid in the short-term continuity.	Monitoring
Open and Monitoring	10/20/23		Deployment/Cutover Staffing/Resource Availability	ENTERPRISE A&A - Project Timeline.	Stable	9 (High/High)	• Recruit knowledgeable and skilled staff, not entry level positions, to help with preparedness activities and management of daily operations. • Retain our critical staff	Monitoring

Open and Monitoring	10/11/23		Staffing/Resource Availability	ENTERPRISE A&A - Resource Impacts.	Stable	9 (High/High)	that are involved in Florida PALM activities and those who are picking up added job responsibilities so that subject matter experts can dedicate time to Florida PALM activities. • Provide expectations that staff will cross-train and provide knowledge transfer to increase the depth need to continue operating with a high level of service and accuracy. • A&A is seeking additional FTE through the LBR process with intent to onboard and train within the 2025 FY.	
Open and Monitoring	10/11/23		Staffing/Resource Availability	ENTERPRISE A&A - Resource Impacts.	Stable	9 (High/High)	• Contract with staff aug who can help with data analysis, developing testing scenarios, perform testing functions, support cut-over, support FLAIR retirement activities. • Hire additional staff (FTE or OPS) to learn current operations so that our experienced staff can continue to participate with the Florida PALM Project in design, testing, and implementation activities. • Consider providing current staff with Special Pay Increase to acknowledge the increased job responsibilities and retain these critical members of the team. • Work with Human Resources to properly document team members who should be classified as SES staff. • Establish plans for reduction of current operational activities and prioritize responsibilities based on risk and probability. This could include posting all payments and suspending pre-audit activities, suspending Article V and Contract Management audits, suspending processing of EFT applications, as examples.	Monitoring
Open and Monitoring	01/25/24		Deployment/Cutover	TREASURY - Outstanding warrants at cutover	Stable	6 (High/Medium)	• Continue to collaborate with the Florida PALM Project on policy relating to outstanding warrants. • Potential solutions being discussed between PALM and Treasury including the possibility that warrants would be maintained in FLAIR and concurrently canceled and reissued in PALM while maintaining warrant number. Note that solution is pending approval from Treasury.	Monitoring - Changed dates to June 2026 and July 2026.
Open and Monitoring	12/13/23		Interface Conversion/Configuration	TREASURY - Concentration account	Increasing	6 (High/Medium)	• Continue to collaborate with the Florida PALM Project and seek resources through staff augmentation, additional FTE, or contracts as needs are discovered. • The current concentration account agreement, Contract #TR201, has a 6-month extension available as permitted in Section 287.057, F.S. if additional time is needed. Treasury and OPCS will work together to implement the extension when appropriate. • Stay in close communications with Edward Nabong within	Monitoring

							OPCS on the vendor negotiation status. Edward is the sole point of contact for the ongoing ITN, and all communications must be directed specifically to him. If negotiations not concluded before December 2025, DFS will extend our contract with existing financial institution in 6-month increments.	
Open and Monitoring	10/20/23		Agency Business System Interface User Acceptance Testing	OIT/ABS - Reduced Testing Window	Stable	6 (High/Medium)	• Develop remediation timelines and resources to prepare the agency business systems to be ready for the start of ABS end-to-end testing with Florida PALM. • Work with Division/Office management to allow technical and functional resources to be available during the ABS end-to-end testing period with Florida PALM.	Monitoring
Open and Monitoring	10/11/23		Deployment/Cutover Staffing/Resource Availability Training	ENTERPRISE A&A - Planning.	Stable	6 (High/Medium)	• Continue to collaborate with the Florida PALM Project and seek resources through staff aug. additional FTE or contracts as needs are discovered. • Cutover planning sessions have been scheduled for later in May 2025	Monitoring
Open and Monitoring	12/13/23		Business Process Change Conversion/Configuration	TREASURY - CMIA	Stable	4 (Medium/Medium)	• Continue to collaborate with the Florida PALM Project and seek resources through staff augmentation, additional FTE, or contracts as needs are discovered.	Monitoring
Open and Mitigating	02/27/24		Agency Business System Deployment/Cutover User Acceptance Testing	OIT/ABS - Third Party Vendors	Stable	4 (Medium/Medium)	• Communicate the Florida PALM timelines with third-party vendors. • Provide information and advisory support to the functional area(s) related to remediation activities and timelines. • Provide advisory support if needed related to interfaces, interface field mapping, and possible functional changes.	Actively mitigating
Open and Mitigating	10/20/23		Agency Business System Staffing/Resource Availability	OIT/ABS - Resource Impacts.	Stable	4 (Medium/Medium)	• Work closely with the ABS functional and technical owners to coordinate the timeline of changes with the Florida PALM timeline. • Work closely with the ABS functional and technical owners on design strategies related to Florida PALM integration.	Actively mitigating
Open and Monitoring	10/11/23		Business Process Change Deployment/Cutover Training	ENTERPRISE A&A - Process Changes.	Stable	4 (Medium/Medium)	• Prepare staff through regular change management engagements. • Perform knowledge transfer on why things are done so we can ensure better understanding of future processes. • Complete thorough process analysis and mapping of each process, along with the technology, tools, and resources to future functionality can ensure that we have identified where operational changes will occur and to what extent it will be affected. • Monitor staffs' engagement. • Analyze current skill sets and mentor or provide training needed to acquire the proper skills and address skill gaps. • Review organizational charts and identify succession planning or	Monitoring

Status	Date Opened	Date Closed		Issue Category	Issue Title		Priority	Action Plan	Reporting Period Comments
								• knowledge transfers for known gaps. • A&A has contracted with a People Soft experienced resource to help with implementation activities, including identifying staffing model changes and process changes.	
Open and Monitoring	10/11/23			Deployment/Cutover Staffing/Resource Availability	ENTERPRISE A&A - Risk of External Impacts on Business Processes.		Stable	4 (Medium/Medium)	• Continue to work closely with the Florida PALM Project to identify areas where significant training will be needed for agency staff. • A&A OFFE team make outreach with agencies to determine training needs for skills that will be needed in Florida PALM users. • Participate with all FFMIS and Enterprise partners to ensure remediation, testing and change management needs are understood and acted upon. • Assist agencies with readiness tasks such as data analysis and cleansing. • Develop contingency plans for agencies that are not prepared for Florida PALM implementation. • Monitor activities, changes in rules and regulations, and agencies competencies. • Establish contingency plans as risks become more probable (as information becomes available) and communicate those changes as quickly and clearly as possible. • A&A is seeking funding through the LBR process to contract for financial expertise that State Agencies can use to identify knowledge gaps and areas needing improvement and address those issues.	Monitoring
Open and Monitoring	10/08/24			Agency Business System Business Process Change Interface User Acceptance Testing	ENTERPRISE A&A - ABS Testing.		Stable	4 (Medium/Medium)	• Identify all enterprise business systems that will need to be tested. • Work with Division/Office management to allow dedicated technical and functional resources to be available for enterprise business systems testing efforts when the UAT timeline is released. • We plan to work through the CCN Network with other agencies on planning and collaboration that needs to happen for those cross agencies testing scenarios.	Monitoring

DFS Issues								
Status	Date Opened	Date Closed	Priority	Issue Category	Issue Title	Action Plan	Planned or Actual Resolution Date	Reporting Period Comments for March - April 2025

DFS Assumptions

Critical Operational Elements	Assumption	Status	Date Logged or Removed	Impacted Stakeholder(s) and/or System(s)	Reporting Period Comments for March - April 2025
Technology	The Florida PALM Project will be able to provide timely and complete requirements for agency business system interfaces and business processes with enough detail and time to implement the changes according to the Florida PALM schedule.	Logged	10/20/23	Agency Business Systems	Still Valid
Technology	Agency business system owners will understand Florida PALM impacts to be able to provide requirements for system modifications with enough detail and time to implement the changes according to the Florida PALM schedule.	Logged	10/20/23	Agency Business Systems	Still Valid
Technology	Based on the Florida PALM implementation timeline established with the execution of Amendment #12, the Go-Live date for the Florida PALM solution is expected to occur in July 2026.	Logged	03/31/25	Agency Business Systems	Still Valid

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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DFS Status Report Confirmation

Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
March - April 2025	Scott Fennell	scott.fennell@myfloridacfo.com	05/09/25
January - February 2025	Scott Fennell	scott.fennell@myfloridacfo.com	03/06/25