

Helpful Links

- Dashboard Snapshots
- Knowledge Center
- Florida PALM Workbook for DOE
- Readiness Workplan

DOE Status Report Dashboard

Reporting Period

March - April 2026

Agency Sponsor

Suzanne Pridgeon

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

RW Task Timeliness

RW Task Completeness

Direct Impact Task Timeliness



Direct Task Completeness:

Score = 97%

- Submitted On Time = 47
- Submitted Late = 3
- Pending Submission = 0

Other Task Timeliness



Other Task Timeliness:

Score = 91.03%

- Submitted On Time = 79
- Submitted Late = 18
- Pending Submission = 0

Direct Impact Task Completeness



Direct Task Completeness:

Score = 81.84%

- Submitted Complete = 27
- Submitted Incomplete = 5
- Completed After Submission = 17

Other Task Completeness



Other Task Completeness:

Score = 86.57%

- Submitted Complete = 51
- Submitted Incomplete = 5
- Completed After Submission = 14

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.

Change Champion Network:

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

- Unique Filled Role = 7
- Duplicate Filled Role = 7
- 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
Direct	Data	597	Complete Data Cleansing Based on Mock Conversion 4	01/12/26	03/13/26	100% - Submitted	03/13/26		Submission Complete	
N/A	N/A	673	Submit Bimonthly Agency Readiness Status Report	03/02/26	03/10/26	100% - Submitted	03/09/26		Submission Complete	
Indirect	N/A	674	Submit Monthly Progress Report - Testing	03/02/26	03/31/26	100% - Submitted	03/30/26		Submission Complete	
Indirect	People	696	Maintain Role Mapping Worksheet	03/23/26	04/30/26	100% - Submitted	04/30/26		Submission Complete	
Indirect	N/A	675	Submit Monthly Progress Report - Testing	04/01/26	04/30/26	100% - Submitted	04/30/26		Submission Complete	
Indirect	Data	697	Maintain Configuration and Conversion Workbooks	04/01/26	04/30/26	100% - Submitted	04/30/26		Task Closed - Submission Incomplete	
N/A	People	607	Update Training Plan	04/06/26	06/05/26	50% - In Progress				
N/A	People	676	Share Florida PALM Updates	04/13/26	04/24/26	100% - Submitted	04/24/26		Submission Complete	
Direct	Data	713	Confirm Supplier Records	04/20/26	05/22/26	50% - In Progress				
Direct	Data	698	Complete Data Cleansing in Preparation for Dry Run 2	04/20/26	06/17/26	50% - In Progress				
N/A	N/A	677	Submit Bimonthly Agency Readiness Status Report	05/01/26	05/11/26	100% - Submitted	05/15/26		Task Closed - Submission Incomplete	
Indirect	N/A	678	Submit Monthly Progress Report - Testing, Training	05/01/26	05/29/26	25% - Beginning Initial Internal Meetings and Information Gathering				
Indirect	Data	699	Maintain Configuration and Conversion Workbooks	05/01/26	05/29/26	25% - Beginning Initial Internal Meetings and Information Gathering				
Indirect	People	700	Maintain Role Mapping Worksheet	05/01/26	05/29/26	25% - Beginning Initial Internal Meetings and Information Gathering				
N/A	Processes	602	Update Agency Business Process Documentation	05/04/26	10/30/26	25% - Beginning Initial Internal Meetings and Information Gathering				
N/A	People	604	Create Agency-Specific Learning Materials to Support End Users	05/04/26	10/30/26	25% - Beginning Initial Internal Meetings and Information Gathering				

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.

DOE Risks

Status	Date Opened	Date Closed	Primary Risk Category	Risk Title	Trend	Risk Rating	Background	Monitor/Mitigation Plan/Resolution	Impact if Risk Becomes an Issue	Reporting Period Comments for Mar. - Apr. 2026
Open and Mitigating	07/02/25		Staffing/Resource Availal	Operational Staff Turnover - General	Stable	4 (Medium/Medium)	Staff turnover is an ever-present risk and is especially significant when contemplating a new financial platform.	Mitigate. Ensure job-specific processes are documented and generic enough to permit retraining of new,	Delays could occur.	Staff turnover has been minimal during this period.

								incoming staff.		
Open and Mitigating	07/15/25		Interface	Weak integration plan between legacy agency systems and PALM	Stable	4 (Medium/Medium)	Current agency systems may not align or integrate cleanly with PALM data structures or workflows.	Mitigate: Continue to evaluate ABS during PALM testing.	Delays in data flow and reporting; potential data loss or duplication.	Readying for Cycle 3 testing.
Open and Monitoring	07/15/25		Training	No training plan or materials provided for end users	Increasing	4 (Medium/Medium)	Training needs assessment not conducted; PALM training assets not yet distributed.	Monitor. Coordinate with PALM training team; develop internal training schedule and delivery method.	Low adoption, user errors, and surge in post-go-live support needs.	Agency is implementing in-house training
Open and Monitoring	07/29/25		Staffing/Resource Availa	Overlapping UAT and Training Development	Increasing	4 (Medium/Medium)	Critical path activities such as SME testing and internal training design are scheduled simultaneously.	Monitor. Separate workstreams with distinct leads and buffer schedules.	Reduced availability of key resources and delays in readiness activities.	Progress made in integrating training with UAT.
Open and Mitigating	07/29/25		Conversion/Configuratio	Data Integrity Issues During FLAIR-to-PALM Conversion	Increasing	4 (Medium/Medium)	Data extracted from the legacy FLAIR system may be incomplete, inconsistent, or poorly structured, posing conversion challenges.	Mitigate. Perform multiple test conversions and reconciliations; involve business SMEs to verify data mapping accuracy.	Financial records may be inaccurate, requiring extensive reconciliation and delaying go-live.	Testing has progressed without incident
Open and Mitigating	11/22/24		Staffing/Resource Availa	The project leans on several key people who possesses the primary knowledge of the business applications. If these individuals become unavailable (due to illness, departure, or other reasons), there is a risk of project delays, errors, and reduced efficiency in resolving technical or operational challenges.	Stable	2 (Medium/Low)	Matt has extensive knowledge of the Comptroller's business applications. The staff that backs Matt up knowledge of the applications are limited and would cause delays if the Matt becomes unavailable.	Mitigate: 1.) Knowledge Sharing: Implement regular knowledge-sharing sessions to distribute expertise among team members. 2.) Documentation: Develop comprehensive documentation for business applications, ensuring critical knowledge is stored and accessible. 3.) Cross-Training: Train other team members to create redundancies in expertise. 4.) Backup Plans: Establish a clear plan for knowledge transition and business continuity. 5.) Mentorship Programs: Pair the individual with a mentee who can gradually acquire similar expertise. By addressing this risk proactively, the project can reduce its dependency on a single resource and ensure continuity.	-Delays in project timelines due to the lack of expertise available to address critical issues. -Reduced quality of deliverables due to incomplete understanding of business applications. -Increased operational and knowledge transfer costs if the individual exits or is unavailable. -Potential for project failure in critical phases where the knowledge is essential.	Staff turnover has been minimal during this period.
Open and Mitigating	07/29/25		Business Process Chang	Moderate OCM efforts.	Stable	2 (Medium/Low)	Organizational Change Management efforts have been minimal, risking user adoption and SME readiness.	Mitigate. Accelerate internal OCM activities, engage leadership, deliver targeted messaging.	Delayed adoption and lack of preparedness during implementation.	PM is assisting with OCM activities.
Open and Mitigating	07/29/25		Interface	ABS and interface compatibility with PALM	Stable	2 (Medium/Low)	Interfaces and legacy systems may fail to transmit or receive PALM-compatible data.	Mitigate. System integration testing, interface validation, early defect tracking.	Critical data failures during financial processing or reporting.	Readying for Cycle 3 testing.
Open and Mitigating	01/07/25		Agency Business System	ABS Applications (FLAGS, Deposit, Indirect Cost and PARS) risk being not ready for UAT and go-live due to insufficient remediation.	Stable	2 (Low/Medium)	DOE has encountered development delays resulting from moving interface file standards with the Project and lacked one developer for applications.	Monitor. Prioritize Applications: Assess and prioritize applications based on criticality and impact. Focus remediation efforts on the highest-risk applications first; Reallocate resources: Identify and allocate resources from less critical projects or consider temporary hires/contractors to bolster the team; implement phased rollout. Consider a phased rollout approach where non-critical features are delayed to allow for necessary remediation; Conduct regular progress reviews: Implement weekly check-ins to monitor remediation progress and adjust resources as needed.	Significant delays could occur	Significant progress has occurred in this area.
Open and Mitigating	07/29/25	12/19/25	Staffing/Resource Availa	Competing Responsibilities for Key Roles During Testing	Increasing	1 (Low/Low)	Key agency staff fulfilling Project Team roles (e.g., BAs, Liaisons, Workgroups) are also managing core business responsibilities, limiting availability for PALM testing and training.	Mitigate. Secure dedicated time allocations through resource management planning and escalate conflicts to Sponsor for prioritization.	UAT execution may be delayed or insufficient, leading to missed defects and rework.	UAT prioritization has been evident during the period.

DOE Issues

Date Opened	Date Closed	Priority	Primary Issue Category	Issue Title	Background	Action Plan	Planned or Actual Resolution Date	Reporting Period Comments for Mar. - Apr. 2026

DOE Assumptions

Critical Operational Elements	Assumption	Status	Date Logged or Removed	Impacted Stakeholder(s) and/or System(s)	Reporting Period Comments for Mar. - Apr. 2026

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

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DOE Status Report Confirmation

Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
March - April 2026	Matt Kirkland	matt.kirkland@fldoe.org	05/15/26
January - February 2026	Suzanne Pridgeon	suzanne.pridgeon@fldoe.org	03/09/26