

**Helpful Links**

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

# LEG Status Report Dashboard

**Reporting Period**

March - April 2026

**Agency Sponsor**

Heather Cleary

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 Impact Task Timeliness:**

Score = 88.6%

- Submitted On Time = 33
- Submitted Late = 17
- Pending Submission = 0

**Other Task Timeliness**



**Other Task Timeliness:**

Score = 91.03%

- Submitted On Time = 75
- Submitted Late = 22
- Pending Submission = 0

**Direct Impact Task Completeness**



**Direct Task Completeness:**

Score = 82.45%

- Submitted Complete = 34
- Submitted Incomplete = 6
- Completed After Submission = 9

**Other Task Completeness**



**Other Task Completeness:**

Score = 81.59%

- Submitted Complete = 53
- Submitted Incomplete = 4
- Completed After Submission = 12

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 = 12
- 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	03/16/26		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	03/31/26	The Cycle 2 and Cycle 3 interface testing data has not yet been provided and will be provided once it is obtained and available. The additional information was emailed to RC on 4/13/2026.	Task Closed - Submission Incomplete	
Indirect	People	696	Maintain Role Mapping Worksheet	03/23/26	04/30/26	100% - Submitted	04/29/26		Submission Complete	
Indirect	N/A	675	Submit Monthly Progress Report - Testing	04/01/26	04/30/26	100% - Submitted	04/30/26		Task Closed - Submission Incomplete	
Indirect	Data	697	Maintain Configuration and Conversion Workbooks	04/01/26	04/30/26	100% - Submitted	04/30/26		Submission Complete	
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	04/23/26		Submission Complete	
Direct	Data	713	Confirm Supplier Records	04/20/26	05/22/26					
Direct	Data	698	Complete Data Cleansing in Preparation for Dry Run 2	04/20/26	06/17/26					
N/A	N/A	677	Submit Bimonthly Agency Readiness Status Report	05/01/26	05/11/26	100% - Submitted	05/11/26			
Indirect	N/A	678	Submit Monthly Progress Report - Testing, Training	05/01/26	05/29/26					
Indirect	Data	699	Maintain Configuration and Conversion Workbooks	05/01/26	05/29/26					
Indirect	People	700	Maintain Role Mapping Worksheet	05/01/26	05/29/26					
N/A	Processes	602	Update Agency Business Process Documentation	05/04/26	10/30/26					
N/A	People	604	Create Agency-Specific Learning Materials to Support End Users	05/04/26	10/30/26					

## 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.

### LEG 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	10/28/24		Interface	EDR and Auditor General Data needs	Stable	9 (High/High)	PALM must continue to provide EDR and Auditor General the data they need to support the Legislature	Continue to work through issue with partners	High	Meetings are being conducted with Florida PALM, AG, EDR and LEG to address the data concerns.
Open and Mitigating	08/26/24		Agency Business System	Procurement of a new Travel Management	Stable	3 (Low/High)	Current Legislative travel system vendor	Continue to work through issue with	High	No additional comments

				System to be implemented and integrated commensurate with PALM implementation			will not support PALM. New travel management system must be procured and operational in time for PALM Go-Live on July 1, 2027.	partners		
Open and Mitigating	08/26/24		Agency Business System	Procurement of a new Asset Management System to be implemented and integrated commensurate with PALM implementation	Stable	3 (Low/High)	Current Asset Management system vendor will not support PALM. New system must be procured and operational in time for PALM Go-Live on July 1, 2027.	Continue to work through issue with partners	Medium	No additional comments

**LEG Issues**

Status	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
Open	03/09/26		Low - All impacts not listed as Critical or High	Interface	New versus update issue for PRI001 and PRI003	<p>Related Dependencies:</p> <ol style="list-style-type: none"> <li>1. We must have a Personal (Employee ID) and Job record (Employee ID/Appointment ID) established to pay an employee.</li> <li>2. The same Employee ID and Appointment ID combo must be used throughout the daily and payroll interfaces to create an employee and tie all earnings and deductions together.</li> <li>3. Employee ID, Appointment ID, and SSN cannot be updated through PRI003. That will require a manual process that is being discussed by FLP.</li> <li>4. We cannot have duplicate SSNs in FLP, so each employee will have one Personal record.</li> <li>5. People First and Legislature will share the employee's Personal record, and their Job record will be updated with top of stack as the employee moves around.</li> <li>6. The People First assigned Employee ID will need to replace any temporary ID, such as LEG##### for Pages.</li> </ol>	<p>LEG workaround for PRI003/PRI001: HL sends a N with the employees People First ID on PRI003. HL will receive an error for duplicate SSN. The Personal record already exists for the employee. HL will need to request a manual update to any field that has changed or resend the line with a U. The home and work addresses would be the most updated. HL sends the Employee ID and new Appointment ID on PRI001. The Job record will load using the existing Employee ID creating a new Employee Record to cover the new Appointment ID. HL sends PRI005/PRI006 to pay the PF Employee ID/Appointment ID combo.</p> <p>LEG workaround for PRI003/PRI001 Scenario 2: Legislature hires a new Page that previously worked at another agency. HL sends a N with the employees LEG##### ID on PRI003. HL sends a N with the employees LEG##### ID on PRI003. HL will receive an error for duplicate SSN. The Personal record already exists for the employee with their People First Employee ID. HL will need to request a manual update to any field that has changed or resend the line the following day with a U using the People First Employee ID. The home and work addresses would be the most updated. The key here is making sure you use the already existing People First Employee ID. HL sends the LEG##### on PRI001. HL will receive an error for Employee ID not found. HL will need to resend the line with a U using the People First Employee ID and LEG##### ID for the Appt ID if time permits for payroll processing. Otherwise, we will need to manually enter the Job data if payroll is being processed that day. The key here is making sure you use the already existing People First Employee ID. HL sends PRI005/PRI006 to pay the employee. The employee will not be paid if the LEG##### ID is used for the Employee ID. The employee will be paid correctly if the PF Employee ID/ LEG##### Appointment ID combo is used.</p>	01/13/26	No additional comments.

### LEG Assumptions

Critical Operational Elements	Assumption	Status	Date Logged or Removed	Impacted Stakeholder(s) and/or System(s)	Reporting Period Comments for Mar. - Apr. 2026
People	Will not lose project resources to competing priorities, retirements or other turnover.	Logged	07/01/23	Temporary impact to project	F&A staff turnover, Clyde Woodbury accepted another opportunity. LEG has already hired a replacement starting employment 5/18. This new employee has state F&A experience and is familiar with Florida PALM.

### 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

[Privacy Policy](#) | [Report Abuse](#)

### LEG Status Report Confirmation

Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
March - April 2026	Heather Cleary	cleary.heather@leg.state.fl.us	05/11/26
January - February 2026	Heather Cleary	cleary.heather@leg.state.fl.us	03/10/26