APD 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

Rose Salinas

RW Task Timeliness

Direct Impact Task Timeliness

Direct Impact Task Timeliness:

Score = 97.03%
- Submitted On Time = 34
- Submitted Late = 2
- Pending Resubmission = 0

Other Task Timeliness

Other Task Timeliness:

Score = 99.86%
- Submitted On Time = 66
- Submitted Late = 1
- Pending Resubmission = 0

RW Task Completeness

Direct Impact Task Completeness

Direct Task Completeness:

Score = 87.22%
- Submitted Complete = 22
- Submitted Incomplete = 0
- Completed After Submission = 14

Other Task Completeness

Other Task Completeness:

Score = 85.48%
- Submitted Complete = 26
- Submitted Incomplete = 1
- Completed After Submission = 15

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 = 4
- 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	People	568	Create Training Plan for Agency Managed End User Training	12/09/24	05/30/25	75% - Consolidating/Inputting Information for Submission		12/16 - reviewing the task in depth with APD PALM Team 12/30 - BA and PM in review of training docs that will be incorporated in the APD plans 1/7 - re-read task - use template 1/13 - reviewed with core team - reviewing the template 1/24 - training survey submitted 1/24 3/3 - actively working plan 3/31 - meetings to review and agency collaboration team input vaule add 5/12 - on-going process and the team will review the draft in person the week of 5/19 - to be ready for submission next week		
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	75% - Consolidating/Inputting Information for Submission		1/24 - IT team working 3/3 - IT sources working in tandem and updates in progress 3/31 - team working this as a remediation for overarching ABS that will be completed by task due date - FRS database completed and NOT taking the segment approach - working as an overall update to each ABS - IT team in process 5/12 - actively updating and working - PALM question out for answer to FLAIR to PALM Mapping pending		
Direct	Data	567-L	Share, Review, and Update Configuration Workbooks	03/03/25	03/28/25	100% - Submitted	03/28/25	3/3 - team workbooks meetings and deliverables in progress with full efforts to complete	Submission Complete	03/31/25
Direct	Data	567-M	Share, Review, and Update Configuration Workbooks	03/03/25	03/28/25	100% - Submitted	03/27/25	3/3 - team workbooks meetings and deliverables in progress with full efforts to complete	Submission Complete	
Direct	Data	567-N	Share, Review, and Update Configuration Workbooks	03/03/25	03/28/25	100% - Submitted	03/28/25	3/3 - team workbooks meetings and deliverables in progress with full efforts to complete	Submission Complete	
Direct	People	579	Confirm UAT SMEs	04/14/25	05/02/25	100% - Submitted	04/24/25	4/21 All Teams have named their SME - exception is one pending this week will meet the due date 4/24 - all updates = Primary noted in the Comments column = but all SME's for teams identified	Submission Complete	04/25/25
N/A	People	598	Share Florida PALM Updates	04/14/25	04/25/25	100% - Submitted	04/25/25	4/21 - Becky is working on the spreadsheet to update Smartsheet with all things POALM at APD and this includes the samples/Attachments 4/25 - completed for Jan Feb Mar	Submission Complete	
N/A	N/A	599	Submit Bimonthly Agency Readiness Status Report	05/01/25	05/12/25	100% - Submitted	05/12/25	5/12 - updated the new sheet(s) with updated risks, issue, and assumptions - this is going to be reviewed with the teams as we work with them over the next 2 weeks in MAY - to consolidate and close any that can be at this time	Submission Complete	
Indirect	Technology	578	Confirm Identity Provider for Florida PALM	05/05/25	05/23/25	100% - Submitted	05/13/25	5/12 - in review by the team at this time 5/13 - IT Team email working this to confirm SME's and review both sheets -		

							team reviewed - updated the sme list and checked off - completed		
Direct	Data	**571**	Complete Data Cleansing Based on Mock Conversion 2	05/12/25	06/20/25	25% - Beginning Initial Internal Meetings and Information Gathering		5/13 - BA working the new task for team review	

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 = 73

• Business Process Groupings = 13/13

Identified Subject Matter Experts = 43

Processes

Implementation:

Impacted Agency Business Processes = 120

• Related Business Process Groupings = 10/13

• Planned Spreadsheet Uploads = 0

Technology

Implementation:

Business Systems Planned for Integration = 8

Planned Interfaces = 25

- Inbound Interfaces = 5

- Outbound Interfaces = 20

Data

Implementation:

Configuration

• **Commitment Control (KK)**

- Budget Allotments - Control Option = Option # 2 - Track with Budget

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

- Organization ChartField Translation Tree Selection = Translation Tree #2: Agency-Defined Tree

• **Org Security Rule = Agencywide**

• **Optional ChartFields**

- OA1 = To Be Configured

- OA2 = 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 = Not Needed

- Projects = Needed

- Projects Balances = 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.

APD 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	05/02/25		Agency Business System Deployment/Cutover Staffing/Resource Availability User Acceptance Testing	Insufficient IT staff experience with cloud technologies	Stable	6 (Medium/High)	Upskill internal staff; augment with vendor/cloud consultants - adjust APD staff	Archived listing being consolidated for curren layout
Open and Monitoring	05/02/25		Agency Business System Interface Role Mapping Staffing/Resource Availability Training User Acceptance Testing	Limited time for user testing due to technical delays - interface changes and updates not finalized	Stable	6 (Medium/High)	Create a risk buffer in schedule for testing; prioritize high-value scripts - IT Team working sprint and actively testing as you go	Archived listing being consolidated for curren layout
Open and Monitoring	05/02/25		Agency Business System Interface User Acceptance Testing	Legacy system interfaces mapping with ABS-PALM APIs	Stable	6 (High/Medium)	Develop interface translation layers; validate APIs early - continual review and update	Irreversible data loss c extended downtime during transition
Open and Monitoring	05/02/25		Conversion/Configuration Deployment/Cutover	Inadequate cloud platform performance under high user load due to multi agency impact	Stable	6 (High/Medium)	Conduct load testing in pre-production; scale infrastructure proactively	Archived listing being consolidated for curren layout
Open and Monitoring	05/02/25		Role Mapping Staffing/Resource Availability Training User Acceptance Testing	Security configuration gaps during system transition	Stable	6 (High/Medium)	Security audits and review access controls before go-live	Archived listing being consolidated for curren layout
Open and Monitoring	05/02/25		Interface Conversion/Configuration Deployment/Cutover Post Implementation	Data corruption or loss during migration process	Stable	6 (High/Medium)	Perform dry-run migrations; ensure backups are tested and validated - need PALM Conversion Plan as soon as ready	Archived listing being consolidated for curren layout
Open and Monitoring	05/02/25		Deployment/Cutover Identity Provider (IdP) Role Mapping	Failure of third-party integrations post-migration - unknowns	Stable	6 (High/Medium)	Engage vendors early; build fallback interface plans - APD attending	Archived listing being consolidated for curren layout

Status	Date			Category	Description	Stability	Score	Action Plan	Consequence
				Role Mapping	migration - unknowns for peripheral systems - STMS/MFMP/etc.				all meetings at this time
Open and Monitoring	05/02/25			Conversion/Configuration Post Implementation	Inadequate disaster recovery or backup strategy during cutover - new system - what if's	Stable	6 (High/Medium)	Implement robust backup and rollback strategies; conduct failover tests - once understanding of PALM conversion plan is in place - adjust and ready	Archived listing being consolidated for current layout
Open and Monitoring	05/02/25			Business Process Change Training User Acceptance Testing	1. Inadequate trainer knowledge	Stable	4 (Medium/Medium)	Conduct Train-the-Trainer programs; certify trainers before rollout	Critical data exchange fail; project delays and costly rework
Open and Monitoring	05/02/25			Business Process Change Role Mapping Staffing/Resource Availability Training User Acceptance Testing	3. Inconsistent training across departments	Stable	4 (Medium/Medium)	Standardize training materials and delivery; track attendance and completion	Data breaches or access violations; potential audit or legal issues
Open and Monitoring	05/02/25			Agency Business System Interface Training User Acceptance Testing	4. Technical issues during training (e.g., system crashes)	Stable	4 (Medium/Medium)	Test systems in advance; have IT support on standby during training	Delays and rework due to misconfiguration; higher support burden
Open and Monitoring	05/02/25			Business Process Change Staffing/Resource Availability Training	6. Training not aligned with actual job functions	Stable	4 (Medium/Medium)	Customize training per role; gather pre-training feedback	Permanent loss of financial or transactional data
Open and Monitoring	05/02/25			Staffing/Resource Availability Training	7. Knowledge retention loss post-training	Stable	4 (Medium/Medium)	Provide job aids, refreshers, and post-training support	Failure to process essential transactions like payroll or grants
Open and Monitoring	05/02/25			Role Mapping Staffing/Resource Availability Training User Acceptance Testing	8. Delayed training timeline	Stable	4 (Medium/Medium)	Build buffer into project schedule; monitor progress regularly	Unexpected bugs and incompatibilities in cloud version
Open and Monitoring	05/02/25			Business Process Change Role Mapping Staffing/Resource Availability Training User Acceptance Testing	9. Overwhelming training content	Stable	4 (Medium/Medium)	Break into modules; offer self-paced options	Missed defect discovery leading to production errors
Open and Monitoring	05/02/25			Business Process Change Role Mapping Staffing/Resource Availability Training User Acceptance Testing	Delay in configuring role-based access and permissions - changes updates learned during training and UAT	Stable	4 (Medium/Medium)	Map all roles early; perform iterative testing with key users - advantage during UAT	Archived listing being consolidated for current layout
Open and Monitoring	05/02/25			Agency Business System Business Process Change Interface	Unanticipated technical debt from legacy customizations - for interfaces - need to reduce to cause cost savings - but not aligning with what we have - PALM issue	Stable	4 (Medium/Medium)	Catalog all custom logic and evaluate for platform-fit - updating in ABS	Archived listing being consolidated for current layout
Open and Monitoring	05/02/25			Business Process Change Role Mapping Staffing/Resource Availability Training	2. Low user engagement or attendance	Stable	3 (High/Low)	Mandatory training policy; offer flexible schedules and formats	Users face slow performance; loss of trust in system usability
Open and Monitoring	05/02/25			Role Mapping Staffing/Resource Availability Training	5. Resistance to change from employees	Stable	2 (Medium/Low)	Communicate benefits early; involve staff in design and feedback	Access issues for users; delay in operations post-migration
Open and Monitoring	05/02/25			Role Mapping Staffing/Resource Availability Training User Acceptance Testing	10. Lack of evaluation and feedback mechanisms	Stable	2 (Medium/Low)	Implement surveys, quizzes, and performance tracking	Irreversible data loss or extended downtime during transition

APD 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
Open	05/01/25		High - Impacts the ability	Agency Business System Interface Conversion/Configuration	PALM Project Mapping Key	Develop interface translation layers; validate APIs early - continual review and update	05/30/25	Waiting on PALM Response - Brought to the attention of IV&V - this is an agency wide issue =FLAIR Mapping to PALM Mapping - shared understanding and process so all align together and without human error potential as well as everyone re-creating the same thing

APD Assumptions

Critical Operational Elements	Assumption	Status	Date Logged or Removed	Impacted Stakeholder(s) and/or System(s)	Reporting Period Comments for March - April 2025
People Data	Legacy system data is complete and accurate	Logged	05/12/25	Finance, IT, Audit, All modules using historical data	May require significant data cleansing before migration - Team REview with YEAR END Activities
Processes Technology	Chart of Accounts structure will be successfully mapped to the new system	Logged	05/12/25	Budget, General Ledger, Accounting Leads	Mapping discrepancies could impact reporting and compliance- pending PALM insight on mapping from FLAIR
People Processes	All critical business processes are documented	Logged	05/12/25	All accounting teams, Change Management, Training Team	Lack of documentation may delay configuration and training- identifying new processes with PALM will add or remove risks and changes but the assumption is that PALM has provided all insight

					to system and processes are available that are currently used within the agency
Technology Data	Cloud system will support all required functionalities	Logged	05/12/25	Program and Financial Users, System Admins	Some legacy custom functions may not be supported natively - APD use of current processes within agency business systems will remain and can be enhanced or elimnated based on discovery with PALM
People Processes Technology Data	Interfaces with peripheral systems will remain compatible	Logged	05/12/25	IT, Third-Party Vendors, Grants/Payroll/Procurement Units	Integration scripts and APIs may require redevelopment - ABS for APD is aligned with new specifications for PALM and tested prior to migration with all considerations provided by PALM - business as usual.
Processes Technology Data	Data migration will occur with minimal downtime	Logged	05/12/25	All staff, especially Payroll, Accounts Payable, and Receivables	Need a robust cutover plan and contingency plan - concerned that no conversion plan has been provided and that there will be a full understanding of timeline and expectations for data movement
People Processes Technology Data	End users will receive adequate training prior to go-live	Logged	05/12/25	All functional end users	Training plan must be tailored to user roles and readiness levels - APD driven at this point with a need to fully understand PALM's delivery of training expectations that are currently not fully defined.
People Processes	Security roles and access permissions will be properly configured	Logged	05/12/25	Security Admins, HR, Supervisors, External Auditors	Misconfigured roles could lead to data access issues or compliance violations - UAT will help to vet this out - however - the matrix is built based on current understanding of PALM
Processes Technology Data	Reports used in the legacy system will be recreated accurately	Logged	05/12/25	Finance, Program Managers, Oversight Agencies	Report logic may differ between systems; validation is critical - teams will review and understand the reports capabilities during UAT and training and therefore know if there is a need within ABS or PALM
People Processes Technology Data	Project timeline will remain on schedule despite unknowns	Logged	05/12/25	Project Managers, Executive Sponsors, All involved teams	Scope creep, vendor delays, or data issues could require re-baselining - APD continues to work to deliver on time as set by the PALM team. This is multi-agency dependent and therefore - can be impacted without control from APD.

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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APD Status Report Confirmation

Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
March - April 2025	Rose Salinas	rose.salinas@apdcares.org	05/12/25
January - February 2025	Rose Salinas	rose.salinas@apdcares.org	03/06/25