


RW Task Timeliness

Direct Impact Task Timeliness



Direct Impact Task Timeliness:


Score = 88.65%

Submitted On Time = 24

Submitted Late = 13

Pending Submission = 0

Other Task Timeliness



Other Task Timeliness:

Score = 91.01%


Submitted On Time = 49

Submitted Late = 19

Pending Submission = 3

RW Task Completeness

Direct Impact Task Completeness



Direct Task Completeness:


Score = 79.44%

Submitted Complete = 23

Submitted Incomplete = 3

Completed After Submission = 10

Other Task Completeness



Other Task Completeness:

Score = 74.62%

Submitted Complete = 24

Submitted Incomplete = 7

Completed After Submission = 8

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:

Unique Filled Role = 5

Duplicate Filled Role = 9

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 | 535 | Update Workforce Readiness Plan | 06/17/24 | 08/02/24 | Pending Resubmission | 05/27/25 | | Submission Incomplete | | |
| N/A | Processes | 543 | Identify Change Impacts and Update Agency Business Process Documentation for Segment IV | 07/22/24 | 10/18/24 | Pending Resubmission | 10/23/24 | | Submission Incomplete | | |
| N/A | Technology | 544 | Update Agency Business System Documentation for Segment IV | 07/22/24 | 10/18/24 | Pending Resubmission | 10/23/24 | | Submission Incomplete | | |
| Indirect | People | 536-B | Create Agency Specific User Acceptance Testing Plan | 08/19/24 | 10/11/24 | 75% - Consolidating/Inputting Information for Submission | | | | | |
| N/A | Technology | 558 | Update Agency Business System Documentation | 11/18/24 | 01/10/25 | Pending Resubmission | 04/16/25 | | Submission Incomplete | | |
| Indirect | People | 536-C | Create Agency Specific User Acceptance Testing Plan | 12/09/24 | 05/02/25 | 50% - In Progress | | | | | |
| N/A | Processes | 560 | Submit Change Analysis Tool | 12/09/24 | 05/02/25 | | | | | | |
| N/A | People | 568 | Create Training Plan for Agency Managed End User Training | 12/09/24 | 05/30/25 | 100% - Submitted | 05/30/25 | | Submission Complete | | |
| 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 | 25% - Beginning Initial Internal Meetings and Information Gathering | | Citrus anticipates this task to be delayed to match the new timeline. | | | |
| Direct | People | 579 | Confirm UAT SMEs | 04/14/25 | 05/02/25 | 100% - Submitted | 05/27/25 | | Submission Complete | | |
| N/A | N/A | 599 | Submit Bimonthly Agency Readiness Status Report | 05/01/25 | 05/12/25 | 100% - Submitted | 05/12/25 | | Submission Complete | | |
| Indirect | Technology | 578 | Confirm Identity Provider for Florida PALM | 05/05/25 | 05/23/25 | 100% - Submitted | 05/27/25 | 5/27: RC updated status to complete on behalf of agency after confirming completion. | Submission Complete | | |
| Direct | Data | 571 | Complete Data Cleansing Based on Mock Conversion 2 | 05/12/25 | 06/20/25 | 100% - Submitted | 06/17/25 | | Submission Complete | | |
| Direct | Data | 657 | Submit Updated Configuration Workbooks | 05/19/25 | 06/20/25 | 100% - Submitted | 06/19/25 | | Task Closed - Submission Incomplete | | |
| Direct | Data | 659 | Update Conversion Field Mapping | 05/19/25 | 06/20/25 | 100% - Submitted | 06/19/25 | | Submission Complete | | |
| Direct | People | 573-A | Complete and Submit End User Role Mapping Worksheet for UAT. | 05/19/25 | 06/20/25 | 100% - Submitted | 06/20/25 | Citrus is aware of the SOD conflicts that will exist during UAT. We are working to identify compensating controls which will be put in place during go-live, but with a team of only 3 SMEs, it is impossible to both test all PALM functionality and resolve the SOD conflicts. | Task Closed - Submission Incomplete | | |
| Indirect | Processes | 574 | Prepare Documentation for User Acceptance Testing | 06/02/25 | 08/08/25 | 50% - In Progress | | | | | |
| Direct | Data | 657-A | Submit Updated Configuration Workbooks - Agency Supplier Record | 06/09/25 | 06/27/25 | 100% - Submitted | 06/17/25 | | Submission Complete | | |
| N/A | People | 610 | Update Authorized Smartsheet Users | 06/23/25 | 07/11/25 | 100% - Submitted | 07/10/25 | | N/A | | |
| Direct | Technology | 591 | Confirm IDP Configuration for Florida PALM | 06/23/25 | 07/11/25 | 50% - In Progress | | Due to changes in our IT environment, this will be completed next week. It cannot be done at this time. | | | |
| Indirect | N/A | 593 | Update Agency Readiness Certification | 06/23/25 | 07/18/25 | 50% - In Progress | | | | | |

| | | | | | | | | | | |
|-----|-----|-----|---|----------|----------|------------------|----------|--|--|--|
| | | | #1 | | | | | | | |
| N/A | N/A | 611 | Submit Bimonthly Agency Readiness Status Report | 07/01/25 | 07/10/25 | 100% - Submitted | 07/10/25 | | | |

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.

| CITRUS Risks | | | | | | | | | | |
|---------------------|-------------|-------------|--------------------------------|-------------------------------|--------|-----------------|--|--|---|---|
| Status | Date Opened | Date Closed | Risk Category | Risk Title | Trend | Risk Rating | Background | Monitor/Mitigation Plan/Resolution | Impact if Risk Becomes an Issue | Reporting Period Comments for May - June 2025 |
| Open and Monitoring | 02/28/25 | | Staffing/Resource Availability | Funding Alignment | Stable | 9 (High/High) | The legislature has provided funding for this fiscal year, but there is a misalignment between the timing of project schedule, the availability of funds, and the timeframe staffing resources are needed. | Certain Readiness Tasks are delayed until remediation can be accomplished. It is anticipated that Citrus will be able to complete these tasks by Fall 2025. | This is a risk we re monitoring, and we do not anticipate it becoming an issue. | This risk is stable for the May - June timeframe. |
| Open and Monitoring | 02/28/25 | | Deployment/Cutover | Design Misalignment | Stable | 9 (High/High) | Florida PALM designs fail to take into account the reporting and business needs of the agencies, requiring each agency to develop alternative solutions to meet their existing business needs currently met by FLAIR. | Citrus is working to resolve the reporting issues we anticipate through the use of interfaces from PALM. | Lack of reporting to our governing body. | This risk is stable for the May - June timeframe. |
| Open and Monitoring | 02/28/25 | | Business Process Change | Foreign Currency Transactions | Stable | 6 (Medium/High) | Citrus currently purchases foreign currency to pay overseas vendors. We use a SPIA account, and transfer funds as needed to wire payments overseas. Foreign vendors are transitioning away from accepting paper check, which is the only way the state will allow us to pay with USD (Treasury will not wire funds to a foreign bank). | Citrus is working with Treasury and CFO's office to identify possible solutions. Still to be identified is method for reporting foreign currency payments in FACTS. | If the issues is not resolved, information in FACTS could be incomplete/inaccurate. | This risk is stable for the May - June timeframe. |
| Open and Monitoring | 09/19/23 | | Staffing/Resource Availability | New IT Staff | Stable | 2 (Low/Medium) | Citrus has newer IT staff with no knowledge of PALM. | IT staff is quickly coming up to speed with Citrus business systems and the needs going forward with the implementation of PALM. More meetings/workshops targeted to the technical liaisons would be beneficial. | IT systems not capable of meeting the needs of PALM implementation. | This risk is stable for the May - June timeframe. |

| CITRUS Issues | | | | | | | | | | |
|---------------|-------------|-------------|----------------|-------------|----------|------------|-------------|-----------------------------------|---|--|
| Status | Date Opened | Date Closed | Issue Category | Issue Title | Priority | Background | Action Plan | Planned or Actual Resolution Date | Reporting Period Comments for May - June 2025 | |
| | | | | | | | | | | |

| CITRUS 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 | The leadership of the Department of Citrus will support the project by providing resources, access to systems and stakeholders, and by supporting the organizational change management strategy created by the project team. | Logged | 05/12/25 | Citrus Accounting Dept and all Admin staff, CCN's PALM project team | This assumption is valid for the May - June timeframe. | |
| People Processes Technology | The Legislature will appropriate and timely release General Revenue funding for contracted services for Agency support of the PALM project and those resources are available to perform the work assigned to them as scheduled. | Logged | 11/14/23 | Citrus Accounting Dept and all Admin staff, CCN's PALM project team | This assumption is valid for the May - June timeframe. | |
| People Processes Technology Data | The timeline of the project is subject to the independent DFS Florida PALM project and all key milestones and transition dates are provided by the larger PALM Project. | Logged | 05/12/25 | PALM Project Team, Citrus Accounting Dept, CCN's | This assumption is valid for the May - June timeframe. | |
| People Processes | Citrus business process owners will provide input for necessary process mapping efforts with enough detail and time to implement needed changes according to the Florida PALM schedule. | Logged | 05/12/25 | Citrus Accounting Dept and all Admin staff, CCN's PALM project team | This assumption is valid for the May - June timeframe. | |
| People Technology | Citrus business system owners will provide requirements for necessary system modifications with enough detail and time to implement needed changes according to the Florida PALM schedule. | Logged | 05/12/25 | Citrus Accounting Dept and all Admin staff, CCN's PALM project team | This assumption is valid for the May - June timeframe. | |
| People Processes | Citrus project stakeholders, involved parties, and other interested individuals will be available for feedback and review of documentation to meet project milestones. | Logged | 05/12/25 | Citrus Accounting Dept and all Admin staff, CCN's PALM project team | This assumption is valid for the May - June timeframe. | |
| Technology | Citrus stakeholders have a clear understanding of the benefits and limitations of low-code development and are supportive of its implementation. | Logged | 05/12/25 | Citrus Accounting Dept and all Admin staff, CCN's PALM project team | This assumption is valid for the May - June timeframe. | |
| People Technology | The project team has access to relevant documentation, specifications, and knowledge about the legacy systems and their data structures. | Logged | 05/12/25 | Citrus Accounting Dept and all Admin staff, CCN's PALM project team | This assumption is valid for the May - June timeframe. | |
| People Processes | The DFS Florida PALM project team will provide a PALM UAT environment to all CCN members, SMEs, and End Users prior to go-live. The Department will be given sufficient time to test and practice critical transactions before go-live in this dedicated testing environment. | Logged | 11/14/23 | PALM Project Team, Citrus Accounting Dept, CCN's | This assumption is valid for the May - June timeframe. | |
| People Processes Technology Data | The DFS Florida PALM project will provide key information identifying the functionality, business processes, and timeline of the larger project in a timely manner to facilitate planning and execution. | Logged | 08/30/24 | PALM Project Team, Citrus Accounting Dept, CCN's | This assumption is valid for the May - June timeframe. | |
| Processes | The DFS Florida PALM project team will provide a reporting | Logged | 11/14/23 | PALM Project Team, Citrus | This assumption is valid for the May - June timeframe. | |

| | | | | | |
|----------------------------------|---|--------|----------|--|--|
| Technology Data | solution at go-live to support the business needs of the Department. | | | Accounting Dept, CCN's | |
| Processes Data | The DFS Florida PALM project team will provide information regarding the data fields to support all Chart of Accounts values Citrus currently uses (such as OCA's). | Logged | 11/14/23 | PALM Project Team, Citrus Accounting Dept, CCN's | This assumption is valid for the May - June timeframe. |
| Technology | The DFS Florida PALM project team will provide solutions and integration for Enterprise applications - WORKS, STMS, People First, Etc. | Logged | 11/14/23 | PALM Project Team, Citrus Accounting Dept, CCN's | This assumption is valid for the May - June timeframe. |
| People | The DFS Florida PALM project team will provide both in-person, on-line, and recorded training for CCN's, SMEs, and all accounting staff. | Logged | 11/14/23 | PALM Project Team, Citrus Accounting Dept, CCN's | This assumption is valid for the May - June timeframe. |
| People Processes Technology Data | Key tasks, such as user maintenance, vendor maintenance, vendor payment registration, etc. will be done outside of PALM in their respective enterprise systems, e.g. AOD, STMS, VIP, etc. | Logged | 02/09/24 | PALM Project Team, Citrus Accounting Dept, CCN's | This assumption is valid for the May - June timeframe. |

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

| CITRUS Status Report Confirmation | | | |
|-----------------------------------|----------------------|------------------------------|--------------------|
| Reporting Period | Agency Sponsor Name: | Confirmed By: | Confirmation Date: |
| May - June 2025 | Christine Marion | cmarion@citrus.myflorida.com | 07/11/25 |
| May - June 2025 | Christine Marion | cmarion@citrus.myflorida.com | 07/10/25 |
| March - April 2025 | Christine Marion | cmarion@citrus.myflorida.com | 05/12/25 |