

**Helpful Links**

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

# DEP Status Report Dashboard

**Reporting Period**

May - June 2025

**Agency Sponsor**

Darinda McLaughlin

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**



**Other Task Timeliness**



**Direct Impact Task Completeness**



**Other Task Completeness**



**Direct Impact Task Timeliness:**

Score = 100%

- Submitted On Time = 42
- Submitted Late = 0
- Pending Submission = 0

**Other Task Timeliness:**

Score = 99.86%

- Submitted On Time = 68
- Submitted Late = 1
- Pending Submission = 3

**Direct Task Completeness:**

Score = 99.76%

- Submitted Complete = 40
- Submitted Incomplete = 0
- Completed After Submission = 1

**Other Task Completeness:**

Score = 100.00%

- Submitted Complete = 42
- Submitted Incomplete = 0
- Completed After Submission = 0

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 = 20
- Duplicate Filled Role = 0
- 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	531	Remediate Agency Business Systems based on Segment II	04/29/24	10/04/24	75% - Consolidating/Inputting Information for Submission		DEP's current remediation schedule is prioritized based on the agency business system (ABS) tier.  DEP's ABS remediation schedule continues to be adjusted to allow for interface updates posted to the knowledge center.  Remediation is anticipated to be completed prior to PALM interface testing and UAT.		
N/A	Technology	547	Remediate Agency Business Systems based on Segment III	07/22/24	12/13/24	50% - In Progress		DEP's current remediation schedule is prioritized based on the agency business system (ABS) tier.  DEP's ABS remediation schedule continues to be adjusted to allow for interface updates posted to the knowledge center.  Remediation is anticipated to be completed prior to PALM interface testing and UAT.		
N/A	Technology	561	Remediate Agency Business Systems based on Segment IV	10/21/24	03/14/25	50% - In Progress		DEP's current remediation schedule is prioritized based on the agency business system (ABS) tier.  DEP's ABS remediation schedule continues to be adjusted to allow for interface updates posted to the knowledge center.  Remediation is anticipated to be completed prior to PALM interface testing and UAT.		
Indirect	People	536-C	Create Agency Specific User Acceptance Testing Plan	12/09/24	05/02/25	100% - Submitted	04/25/25		Submission Complete	
N/A	Processes	560	Submit Change Analysis Tool	12/09/24	05/02/25	100% - Submitted	05/02/25		Submission Complete	
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	50% - In Progress				
Direct	People	579	Confirm UAT SMEs	04/14/25	05/02/25	100% - Submitted	05/02/25		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	05/20/25		Submission Complete	
Direct	Data	571	Complete Data Cleansing Based on Mock Conversion 2	05/12/25	06/20/25	100% - Submitted	06/20/25		Submission Complete	
Direct	Data	657	Submit Updated Configuration Workbooks	05/19/25	06/20/25	100% - Submitted	06/20/25		Submission Complete	
Direct	Data	659	Update Conversion Field Mapping	05/19/25	06/20/25	100% - Submitted	06/20/25		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		Complete	
Indirect	Processes	574	Prepare Documentation for User Acceptance Testing	06/02/25	08/08/25	50% - In Progress			Submission Complete	
Direct	Data	657-A	Submit Updated Configuration Workbooks - Agency Supplier Record	06/09/25	06/27/25	100% - Submitted	06/27/25		Submission Complete	
N/A	People	610	Update Authorized Smartsheet Users	06/23/25	07/11/25	100% - Submitted	07/09/25		N/A	
Direct	Technology	591	Confirm IDP Configuration for Florida PALM	06/23/25	07/11/25	75% - Consolidating/Inputting Information for Submission				
Indirect	N/A	593	Update Agency Readiness Certification #1	06/23/25	07/18/25	50% - In Progress				
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.

### DEP 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	08/31/23		Agency Business System Business Process Change Conversion/Configuration Post Implementation Role Mapping Staffing/Resource Availability Training User Acceptance Testing	Loss of knowledge due to staff turnover and time to get added staff trained to meet expectations	Increasing	9 (High/High)	Accounting for staff turnover that may occur during the implementation phase of the project.	Ensure job-specific processes are properly documented, staff are cross trained and backups are trained on processes.	Will require retraining of new resources and potential reshuffling of existing resources which could affect the agency's ability to meet critical deadlines	Continuing to monitor risk, cross train staff, and prepare backup processors for potential staffing changes.
Open and Monitoring	11/04/24		Agency Business System Interface Conversion/Configuration Staffing/Resource Availability Training User Acceptance Testing	Timeline for ABS system testing and PALM UAT	Stable	9 (High/High)	PALM Process Changes were introduced in a staggered approach which impacted ABS Remediation efforts until PALM changes and impacts were completed.  As a result some ABS remediation may not be fully completed until Interface testing which may not allow for all internal ABS testing to be completed prior to PALM UAT.	Continuing to monitor remediation progress. Remediation is anticipated to complete in advance of UAT start date.	Will require ABS testing to be continued during UAT	Continuing to monitor remediation completion estimates and adjust resource needs as necessary.  Remediation is expected to be completed by cycle 2 interface testing.
Open and Mitigating	11/20/24		Agency Business System Business Process Change Interface Conversion/Configuration User Acceptance Testing	PALM data availability for ABS testing of remediated applications	Increasing	6 (High/Medium)	Based on preliminary information about PALM's mock conversion data and configuration processes, agencies will not have access to PALM data files until full UAT in November 2025. Therefore, Agency will have to create sample files or sample data sets to mimic PALM data to test agency business systems and reports.  Waiting until November 2025 for full UAT training with PALM files could create testing and remediation delays that would coincide with PALM UAT and agency training efforts.	DEP will establish a data strategy for testing based on the mock conversion and configuration data submitted to PALM. Additional mock files and data will have to be created where PALM does not have planned conversions. Sample test data will be created by using FLAIR data files mapped to PALM values.  DEP will also establish testing scenarios and cases to ensure that transactions are posted correctly to the new Chart of Accounts and verifiable totals possible for new and old transactions based on reporting.	Will cause a delay in completing ABS testing activities and validating system processes and reports.	Building agency test data files for testing ABS using existing FLAIR files and conversion methods based on PALM mapping and conversion information.  Test Cases are being documented for ABS and PALM UAT testing.  Data cleansing efforts are ongoing.
Open and Monitoring	11/20/24		Agency Business System Business Process Change Interface Conversion/Configuration Post Implementation Staffing/Resource Availability User Acceptance Testing	Availability of reports through PALM	Stable	6 (High/Medium)	PALM reporting information is being provided in a staggered cadence, with many reports dependent on the outcome of the data warehouse design which will extend report definitions and mockup completion into the Spring of 2025. Reports not provided by PALM, will require agency resources to build reports utilizing a mix of interface data and DW/BI custom reporting.  There is a risk that agency reporting needs may not be identified until UAT, depending on when PALM releases DW/BI information to the agencies. Delayed identification of reports needed for PALM could cause additional strain on agency remediation schedules and the ability to provide	DEP is monitoring changes to PALM reports through the knowledge center. DEP is identifying critical reports that PALM will not provide or may be provided in the data warehouse.	Will require additional agency resources to build suitable reports for PALM using DW/BI and ABS systems data which could cause delays in critical information needs for management.	DEP focusing on report remediation and creation.  DEP reporting needs will be provided by an internal reporting tool.

							management reporting needs in time for go-live.			
Open and Mitigating	09/06/24		User Acceptance Testing	Training and Testing Resource Conflicts	Increasing	6 (High/Medium)	Internal training efforts for agency users is dependent on agency SME's completing PALM system training and testing during UAT efforts, test ABS, develop agency training material, and being able to train agency end users while also being expected to conduct Full UAT.	DEP will ensure that SME's are prepared for SME UAT based on process and role information from the knowledge center. ABS testing will begin prior to PALM UAT where possible.  DEP PALM core team and training staff will provide support to SMEs for creating training materials and coordinating training sessions, in addition to coordinating testing efforts.	SMEs would be unfamiliar with the new systems to confidently complete UAT and unable to properly train end users, which would lead to incomplete and inaccurate UAT results.  Invalid UAT results would potentially lead to an unsuccessful go-live.	Training and the DEP PALM team are coordinating efforts to support SMEs with testing and training planning.  SMEs will be supported by additional staff to complete core agency functions and assist with testing activities where applicable.
Open and Monitoring	05/08/25		Staffing/Resource Availability	Changing Requirements and Impacts on Resources and Delivery	Increasing	6 (High/Medium)	High volume and impact changes to PALM processes and interfaces could negatively impact the agency's ability to remediate and test ABS prior to interface testing and UAT.  Changes are anticipated to continue, though large volume or late developing updates in these areas have to be analyzed for impact and work redirected to change remediation and process knowledge efforts.  Changes in requirements and replanning of activities due to unforeseen changes can lead to rescheduling of project activities. This can disrupt project flow, affect dependencies, and require changes to resource allocations in a short time leading to unforced errors, overloaded resources and delayed delivery schedules.	The agency will continue to monitor the PALM Change log and proactively seek to understand how to allocate resources and knowledge transfer across the agency (SMEs and End Users)	Business system remediation could be delayed impacting interface testing and business system testing and preparedness.  Additionally, impacts to role assignments and workload estimations could occur.	Monitoring changes and impacts to remediation and business processes.  Communicating changes as needed to impacted SMEs.
Open and Monitoring	05/02/25		User Acceptance Testing	UAT Preparation and Readiness	Increasing	4 (Medium/Medium)	The extended timeframe between design sessions and UAT and the unknown details of PALM training could lead to SMEs being unfamiliar with PALM processes and their affect on agency processes which could lead to inefficient or inaccurate end user training and testing.  UAT preparation activities are dependent on agency staff reviewing knowledge center resources, using newly developed agency workgroup materials, and preparing testers for the PALM UAT testing process, updated agency processes, defect tracking, and coordinating ABS updates. The DEP PALM team will be responsible for ensuring SMEs and end users are equipped with the knowledge and information to be efficient and successful during UAT.	Agency is a member of the Colab Training Workgroup to produce UAT preparation materials and is developing tasks for SMEs to be prepared for UAT.	Lack of training and preparedness for testing and detailed PALM navigation and process steps could potentially affect the efficiency and effectiveness of SME UAT.  This could lead to uncertainty and delays in preparing end users for testing and completing full integration testing.	Preparing SME UAT preparation materials and tasks for SMEs to expand their knowledge of PALM prior to UAT.

#### DEP 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

#### DEP 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 Processes Technology	Agency critical tier 1 and tier 2 processes and business systems are successfully tested with PALM UAT environment and have zero "critical" defects prior to recommending readiness for go-live.	Logged	06/30/25	All Tier 1, 2 and 3 systems and interfaces and DEP business processes affected by PALM.	Monitoring UAT Test Plan, identifying critical DEP and PALM processes, business systems, and interfaces in scope for Agency Readiness.
People Processes Technology	Agency SME's are trained and ready to execute DEP and PALM processes in UAT prior to January 2026.	Logged	06/30/25	All SME's and end-users scheduled for training and end user testing. This impacts	Monitoring training and testing plans for pre and post UAT activities.

				agency's ability to certify readiness for go-live by SG4 at the end of January 2026.	
People Processes Technology	PALM process/training materials will be provided in a timely fashion in advance of end user UAT to allow SMEs to develop DEP training content for end users.	Logged	06/30/25	SMEs would be required to create all PALM training materials and end users will be unable to effectively test PALM functionality during the full UAT testing phase.	Continuing to monitor the Knowledge Center for changes to processes and for PALM training material to be provided in advance of UAT.
People Processes Technology	Final changes to external systems such as MFMP, Works, STMS, People First and FACTS will be provided by the respective enterprise partners, along with process impacts, in advance of UAT, to allow time for specific content to be incorporated into DEP training.	Logged	06/30/25	SMEs would be required to create enterprise training materials and end users will be unable to effectively test enterprise systems functionality during the full UAT testing phase.	Continuing to monitor the enterprise partners links for changes to processes and training material in advance of UAT.

### 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 \*

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

### DEP Status Report Confirmation

Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
May - June 2025	Darinda McLaughlin	darinda.mclaughlin@floridadep.gov	07/10/25
March - April 2025	Darinda McLaughlin	darinda.mclaughlin@floridadep.gov	05/09/25
January - February 2025	Darinda McLaughlin	darinda.mclaughlin@floridadep.gov	03/10/25