

Helpful Links

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[Florida PALM Workbook for DLA](#)
[Readiness Workplan](#)

DLA 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


May - June 2025

Agency Sponsor

Sabrina Donovan

RW Task Timeliness

Direct Impact Task Timeliness



Direct Impact Task Timeliness:


Score = 98.81%

Submitted On Time = 38

Submitted Late = 4

Pending Submission = 0

Other Task Timeliness



Other Task Timeliness:

Score = 90.83%


Submitted On Time = 60

Submitted Late = 12

Pending Submission = 0

RW Task Completeness

Direct Impact Task Completeness



Direct Task Completeness:


Score = 88.05%

Submitted Complete = 25

Submitted Incomplete = 2

Completed After Submission = 14

Other Task Completeness



Other Task Completeness:

Score = 88.44%

Submitted Complete = 31

Submitted Incomplete = 0

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:

Unique Filled Role = 12

Duplicate Filled Role = 10

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
Indirect	People	536-C	Create Agency Specific User Acceptance Testing Plan	12/09/24	05/02/25	100% - Submitted	01/17/25		Submission Complete	
N/A	Processes	560	Submit Change Analysis Tool	12/09/24	05/02/25	100% - Submitted	05/02/25	RC: Additional review and updates required as a result of Topics and Activities updates.	Submission Complete	05/16/25
N/A	People	568	Create Training Plan for Agency Managed End User Training	12/09/24	05/30/25	100% - Submitted	03/04/25		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				
Direct	People	579	Confirm UAT SMEs	04/14/25	05/02/25	100% - Submitted	05/06/25		Submission Complete	05/09/25
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	05/07/25		Submission Complete	
Direct	Data	571	Complete Data Cleansing Based on Mock Conversion 2	05/12/25	06/20/25	100% - Submitted	06/20/25		Task Closed - Submission Incomplete	
Direct	Data	657	Submit Updated Configuration Workbooks	05/19/25	06/20/25	100% - Submitted	06/20/25		Task Closed - Submission Incomplete	
Direct	Data	659	Update Conversion Field Mapping	05/19/25	06/20/25	100% - Submitted	06/18/25		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		Submission Complete	
Indirect	Processes	574	Prepare Documentation for User Acceptance Testing	06/02/25	08/08/25					
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					
Indirect	N/A	593	Update Agency Readiness Certification #1	06/23/25	07/18/25					
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.

DLA 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 Mitigating	02/26/24		Staffing/Resource Availability	Loss of technical CNN participant	Increasing	9 (High/High)	The position is still vacant, creating a gap in support for F&A	Backup technical CNN participant will need to take lead role. IT will be	F&A tasks may face delays. affecting project deadlines and	still a risk

							functions.	recruiting for replacement staff to support Finance & Accounting functions.	deliverables.	
Open and Mitigating	04/23/24		Business Process Change	Changes to project scope potentially impacts agency planned mitigation.	Increasing	9 (High/High)	Review of BPMs was initiated to access workflow changes and identify potential impacts on agency solutions, interfaces, and processes.	Review BPM's for changes to workflows to identify potential impacts to agency solutions, interfaces and processes.	Changes to project scope potentially impacts agency planned mitigation.	still a risk
Open and Mitigating	04/09/25		Agency Business System	DFS Single Pay Approval Impact on consumer restitution payments and Refunds.	Increasing	9 (High/High)	Additional processes are being added to support Single Pay for consumer restitutions, and refunds, requiring updates to ABS and supplier records to prevent payment delays.	We need to revise ABS processes to include supplier records being added by DFS then being ingested by ABS which causes delay in payment processing.	Delay in payment processing affects timely disbursements.	still a risk
Open and Mitigating	04/30/25		Role Mapping	Segregation of responsibilities with a Florida PALM user role.	Increasing	6 (Medium/High)	FLAIR user access allows the agency to restrict functions but Florida PALM user roles do not allow for restricting activities.	We need to determine if this will be a training issue or if responsibilities will need to be shifted to HR for payroll related activities.	HR will have to assume additional responsibilities.	still a risk

DLA 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	
Open	04/23/24		Agency Business System	Need ability to make corrections to closed reporting period	Critical - Impacts the abil	The need to correct transactions after the reporting period closed highlighted a system gap affecting timely financial adjustments.	Need a solution option	04/14/25	still an open issue	
Open	12/20/24		Conversion/Configuration	Approval seeking on batch upload to Import process for supporting documents	Critical - Impacts the abil	The need for batch upload approval was identified to improve the efficiency of importing supporting documents.	If there is no project solution it will require considerable staff effort to complete the supporting docs	04/14/25	still an open issue	
Open	10/31/24		User Acceptance Testing	UAT scheduling conflict due to fiscal year transition.	Critical - Impacts the abil	The recent decision to begin UAT on July1 will have an adverse impact on fiscal year close out and opening a new fiscal year and thats critical.	Need PALM funding to support F&A consultants that will perform the duties of F&A FTEs during UAT.	04/01/25	UAT rescheduled, but is stil within critical workload timeframe	
Open	04/09/25		Agency Business System	Manual payroll split for federal grants.	Critical - Impacts the abil	Manual process may be required to split payroll costs related to federal grants rather than utilizing Florida PALM payroll accounting functions.	We are hopeful that the future tasks will allow us to rectify the issue	09/25/25	this issue is closed	
Open	05/21/25		User Acceptance Testing	Data Warehouse	Critical - Impacts the abil	we have no way to test whether the new data warehouse will function the way that it does today because it's not available for us to test it.	we will explore optional reporting solutions.	06/30/26	this issue is closed	

DLA Assumptions					
Critical Operational Elements	Assumption	Status	Date Logged or Removed	Impacted Stakeholder(s) and/or System(s)	Reporting Period Comments for March - April 2025

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

DLA Status Report Confirmation			
Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
May - June 2025	Sabrina Donovan	sabrina.donovan@myfloridalegal.com	07/10/25
March - April 2025	Sabrina Donovan	sabrina.donovan@myfloridalegal.com	05/09/25
January - February 2025	Sabrina Donovan	sabrina.donovan@myfloridalegal.com	03/07/25