


RW Task Timeliness

Direct Impact Task Timeliness



**Direct Task Completeness:**


Score = 96.67%

Submitted On Time = 37

Submitted Late = 2

Pending Submission = 0

Other Task Timeliness



**Other Task Timeliness:**

Score = 88.77%


Submitted On Time = 59

Submitted Late = 13

Pending Submission = 0

RW Task Completeness

Direct Impact Task Completeness



**Direct Task Completeness:**


Score = 75.00%

Submitted Complete = 19

Submitted Incomplete = 5

Completed After Submission = 14

Other Task Completeness



**Other Task Completeness:**

Score = 86.22%

Submitted Complete = 31

Submitted Incomplete = 2

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:**

Unique Filled Role = 7

Duplicate Filled Role = 7

Vacant Role = 0

The Change Champion Network composition reflects the completeness of your CCN makeup.

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	05/02/25		Submission Complete	05/20/25
N/A	Processes	560	Submit Change Analysis Tool	12/09/24	05/02/25	100% - Submitted	05/02/25		Submission Complete	05/23/25
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	05/12/25		Submission Complete	
Indirect	Technology	578	Confirm Identity Provider for Florida PALM	05/05/25	05/23/25	100% - Submitted	05/23/25		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	Data	659	Update Conversion Field Mapping	05/19/25	06/20/25	100% - Submitted	06/19/25		Task Closed - Submission Incomplete	
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	People	573-A	Complete and Submit End User Role Mapping Worksheet for UAT.	05/19/25	06/20/25	100% - Submitted	06/20/25		Task Closed - Submission Incomplete	
Direct	Data	657-A	Submit Updated Configuration Workbooks - Agency Supplier Record	06/09/25	06/27/25	100% - Submitted	06/27/25		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				
Indirect	Processes	574	Prepare Documentation for User Acceptance Testing	06/02/25	08/08/25	50% - In Progress				
N/A	People	610	Update Authorized Smartsheet Users	06/23/25	07/11/25	100% - Submitted	07/08/25		N/A	
Direct	Technology	591	Confirm IDP Configuration for Florida PALM	06/23/25	07/11/25	100% - Submitted	07/15/25			
Indirect	N/A	593	Update Agency Readiness Certification #1	06/23/25	07/18/25	75% - Consolidating/Inputting Information for Submission				
N/A	N/A	611	Submit Bimonthly Agency Readiness Status Report	07/01/25	07/10/25	100% - Submitted	07/15/25			
N/A	People	616	Share Florida PALM Updates	07/14/25	07/25/25	25% - Beginning Initial Internal Meetings and Information Gathering				
Direct	People	573-B	Complete and Submit End User Role Mapping Worksheet for remaining End Users.	07/14/25	10/03/25	25% - Beginning Initial Internal Meetings and Information Gathering				

## 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.

### DOE 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	02/26/25		Agency Business System Staffing/Resource Availability	DOE is down to one developer causing delays in remediation	Stable	9 (High/High)	DOE had to let go a developer and is down to one for the application remediations	Mitigate: Procurement of additional resources	Significant delays could occur	None
Open and Monitoring	12/13/24		Agency Business System	<p>A potential risk for the TraQ application not being ready for User Acceptance Testing (UAT) is the possibility of incomplete functionality or unresolved bugs. If critical features are not fully implemented or existing issues have not been addressed, it can lead to:</p> <p>1. Delays in Project Timeline: UAT is a crucial phase, and if the application isn't ready, it can push back the overall project schedule, affecting subsequent phases such as deployment and user training.</p> <p>2. Increased Costs: Remediation efforts to fix issues identified during UAT can lead to unexpected costs, particularly if extensive changes are needed or if additional resources are required.</p> <p>3. User Dissatisfaction: If the application does not meet user expectations during UAT, it can result in negative feedback, eroding user confidence and satisfaction, which may impact future adoption.</p> <p>4. Reputational Damage: Failing to deliver a functional product on time can harm the organization's reputation, especially if stakeholders or customers are relying on the application for critical business operations.</p> <p>5. Compliance</p>	Stable	4 (Medium/Medium)	Application owner has had trouble communicating with the vendor.	Mitigate: Clear Communication: Maintain Transparent Communication with Stakeholders about timelines, potential risk and the importance of maintaining the project schedule.  Risk Management Plan: Create a comprehensive risk plan to outline potential risk and the impacts on the application and the timeline of the project.	Asset Management may have to input inventory events with spreadsheet	None

				Risks: If the application is intended to meet specific regulatory or compliance standards, not being ready for UAT could lead to non-compliance issues, resulting in legal or financial repercussions.						
Open and Mitigating	11/22/24		Agency Business System Interface Training User Acceptance Testing	<p>The project is heavily reliant on one individual (Matt Kirkland) who possesses the primary knowledge of the business applications. If this individual becomes unavailable (due to illness, departure, or other reasons), there is a risk of project delays, errors, and reduced efficiency in resolving technical or operational challenges.</p> <p>Impact:</p> <ul style="list-style-type: none"> <li>-Delays in project timelines due to the lack of expertise available to address critical issues.</li> <li>-Reduced quality of deliverables due to incomplete understanding of business applications.</li> <li>-Increased operational and knowledge transfer costs if the individual exits or is unavailable.</li> <li>-Potential for project failure in critical phases where the knowledge is essential.</li> </ul>	Stable	3 (High/Low)	Matt has extensive knowledge of the Comptroller's business applications. The staff that backs Matt up knowledge of the applications are limited and would cause delays if the Matt becomes unavailable.	<p>Mitigate:</p> <ol style="list-style-type: none"> <li>1.) Knowledge Sharing: Implement regular knowledge-sharing sessions to distribute expertise among team members.</li> <li>2.) Documentation: Develop comprehensive documentation for business applications, ensuring critical knowledge is stored and accessible.</li> <li>3.) Cross-Training: Train other team members to create redundancies in expertise.</li> <li>4.) Backup Plans: Establish a clear plan for knowledge transition and business continuity.</li> <li>5.) Mentorship Programs: Pair the individual with a mentee who can gradually acquire similar expertise.</li> </ol> <p>By addressing this risk proactively, the project can reduce its dependency on a single resource and ensure continuity.</p>	The risk would create delays in the project	None
Open and Mitigating	01/07/25		Agency Business System Business Process Change Interface User Acceptance Testing	<p>Applications (FLAGS, Deposit, Indirect Cost and PARS) Missing Remediation and UAT Due to Resource (Programmers/ Constraint</p> <p>Risk 1: Applications Not Remediated Before Go-Live</p> <p>-Description: Critical applications may not be fully remediated, leading to potential failures, security vulnerabilities, or non-compliance with regulations post-launch.</p> <p>- Impact: High – Could result in operational disruptions, financial losses, and damage to</p>	Stable	2 (Medium/Low)	A delay in coding due to DOE having one developer for applications. The additional developer resource is no longer with DOE.	<p>Mitigate;</p> <p>Risk 1:</p> <ol style="list-style-type: none"> <li>1. Prioritization of Applications: Assess and prioritize applications based on criticality and impact. Focus remediation efforts on the highest-risk applications first.</li> <li>2. Resource Allocation: Identify and allocate resources from less critical projects or consider temporary hires/contractors to bolster the team.</li> <li>3. Phased Rollout: Consider a phased rollout approach where non-critical features are delayed to allow for necessary remediation.</li> <li>4. Regular Progress Reviews: Implement weekly check-ins to monitor remediation progress and adjust resources as needed.</li> </ol> <p>Risk 2:</p> <ol style="list-style-type: none"> <li>1. Engage Stakeholders Early: Involve key stakeholders early in the process to identify critical functionalities that must be tested.</li> <li>2. Simplified UAT Processes: Streamline UAT processes by reducing the scope to</li> </ol>	Significant delays could occur	None

				<p>reputation.</p> <p>- Likelihood: Medium – Resource constraints are common, but proactive measures can reduce this risk.</p> <p>Risk 2: Missing User Acceptance Testing (UAT)</p> <p>- Description: Inadequate UAT can lead to undetected defects and user dissatisfaction, resulting in a product that does not meet user needs or expectations.</p> <p>-Impact: High – Can lead to significant rework, increased costs, and user resistance to adopting the solution.</p> <p>- Likelihood: Medium – UAT is often deprioritized under resource constraints.</p> <p>Risk 3: Delay in Project Timeline</p> <p>- Description: Both remediation and UAT delays can extend project timelines, affecting overall delivery and stakeholder satisfaction.</p> <p>- Impact: Medium – Extended timelines can lead to increased costs and resource contention.</p> <p>- Likelihood: High – Delays are likely if remediation and UAT are overlooked.</p> <p>Summary</p> <p>By actively identifying and addressing the risks associated with applications not being remediated and missing UAT due to resource constraints, Agency can take proactive measures to mitigate potential impacts. Implementing prioritization, effective resource allocation, and streamlined processes will enhance the likelihood of successful project outcomes despite challenges.</p>			<p>focus on core functionalities, allowing for quicker testing cycles.</p> <p>3. Utilize Automated Testing Tools: Implement automated testing tools to supplement manual UAT efforts, increasing efficiency.</p> <p>4. Schedule UAT in Phases: Conduct UAT in phases aligned with sprint cycles to ensure continual feedback and reduce the backlog of testing.</p> <p>Risk 3</p> <p>1. Clear Timeline Management Use project management tools to visualize timelines and set clear milestones.</p> <p>2. Buffer Periods: Incorporate buffer periods in project schedules to accommodate potential delays.</p> <p>3. Transparent Communication: Maintain open communication with stakeholders about potential risks and delays, managing expectations effectively.</p>		
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DOE 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	04/04/25		Agency Business System	Developer resource is limited causing delays in remediation	High - Impacts the ability	DOE is down a developer leave with only one developer for remediations	DOE has started the procurement process for the additional needed resource	08/02/25	In process to resolve issue.

DOE 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	All staffing needs will be met to complete the project	Logged	03/03/25	Leadership	None

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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DOE Status Report Confirmation			
Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
May - June 2025	Matt Kirkland	matt.kirkland@fldoe.org	07/15/25
March - April 2025	Suzanne Pridgeon	suzanne.pridgeon@fldoe.org	05/12/25
January - February 2025	Suzanne Pridgeon	suzanne.pridgeon@fldoe.org	03/12/25