


RW Task Timeliness

Direct Impact Task Timeliness



Direct Impact Task Timeliness:


Score = 97.62%

Submitted On Time = 36

Submitted Late = 6

Pending Submission = 0

Other Task Timeliness



Other Task Timeliness:

Score = 97.43%


Submitted On Time = 62

Submitted Late = 8

Pending Submission = 2

RW Task Completeness

Direct Impact Task Completeness



Direct Task Completeness:


Score = 91.00%

Submitted Complete = 28

Submitted Incomplete = 0

Completed After Submission = 12

Other Task Completeness



Other Task Completeness:

Score = 80.68%

Submitted Complete = 30

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 = 14

Duplicate Filled Role = 2

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
	People	328	Document Current Agency Business Processes	07/31/23	12/15/23	50% - In Progress		Due to the importance of other tasks, and the agency's operational work priorities, this task may not be completed by HSMV.	N/A	
N/A	Processes	515	Identify Change Impacts and Update Agency Business Process Documentation for Segments I and II	01/29/24	04/12/24	Pending Resubmission	04/16/24	We have completed this task, except for the updates to our current state business process documentation. Our goal is to update our procedures during UAT testing, when we'll have full access to the PALM screens and testing environment.	Submission Incomplete	
N/A	Processes	527	Identify Change Impacts and Update Agency Business Process Documentation for Segment III	04/15/24	07/12/24	75% - Consolidating/Inputting Information for Submission		We have completed this task, except for the updates to our current state business process documentation. Our goal is to update our procedures during Agency UAT testing, when we'll have full access to the PALM screens and testing environment.		
N/A	Processes	543	Identify Change Impacts and Update Agency Business Process Documentation for Segment IV	07/22/24	10/18/24	Pending Resubmission	11/01/24	Submitted 11/1/2024 per previous update.	Submission Incomplete	
Indirect	People	536-C	Create Agency Specific User Acceptance Testing Plan	12/09/24	05/02/25	100% - Submitted	05/02/25	Plan V9.0 FINAL is in agency teams library, and attached as PDF to this task for PALM. 5/2/25 Plan v5.0 in agency teams library for review. PALM extended due date from 4/11 to 5/2. Agency approved final (as of then) agency UAT plan on 1/30/25, for submission by original deadline of 1/31/25. Plan held given extended deadline to 3/28/25, to allow for review of PALM UAT plan when published. Agency UAT plan v5.0 shared to Readiness coordinators on 4/2 for review. Plan is being updated with latest project timeline/task dates. Test schedule, Error tracking workbooks, and user story enhancement/test scenarios are in progress. DW/BI reporting will be available in UAT. Project UAT plan will be considered when available.	Submission Complete	
N/A	Processes	560	Submit Change Analysis Tool	12/09/24	05/02/25	100% - Submitted	01/31/25	Agency reviewed response and updated DM sheet. Approved to resubmit. - 2/14/25 Agency reviewed and completed all 13 workbooks. Two lines in DM workbook require selections that are not available in the field menus: row 1; row 21. Submitting 1/31/25 for analysis, per original deadline. Review of cross-ref reports in process.	Submission Complete	02/19/25
N/A	People	568	Create Training Plan for Agency Managed End User Training	12/09/24	05/30/25	100% - Submitted	05/30/25	Agency will begin submitting monthly Training progress report in March 2026.	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		On track for July 25 deadline per developer meetings June 26, 2025 and May 30, 2025 Update: discussion with developer 5/7/25 on replicating current		

								FLAIR process in PALM for support of existing TR2 file pickup. The business does not yet have new TR2 solution in place so development on GLI051 will be ready in October instead of August. We can work around the pending procurement and develop replicated process in PALM for TR2, until new solution can develop connection for automatic TR2 pickup via GLI051. Agency continues development monitoring via daily standups, regular collaborative work sessions. Last interface status discussion: 4/16/25 during April touchpoint agency prep meeting.		
Direct	People	579	Confirm UAT SMEs	04/14/25	05/02/25	100% - Submitted	05/02/25	Agency reviewed UAT SMEs in collab work session on 4/15/25, again on 4/29/25, in context of UAT plan review on 4/30/25, and on 5/2/25 (Project Lead / PML call) to verify at least 1 SME per process group. All SMES have contact information provided.	Submission Complete	
N/A	N/A	599	Submit Bimonthly Agency Readiness Status Report	05/01/25	05/12/25	100% - Submitted	05/12/25	Agency Sponsor confirmed sign-off 5/12/25	Submission Complete	
Indirect	Technology	578	Confirm Identity Provider for Florida PALM	05/05/25	05/23/25	100% - Submitted	05/22/25	Reviewed file managers and batch error contacts again in standup 5/22/25; confirmed. Confirmed via agency tech liaison and via Primary IDP SME and their supervisor that FLHSMV IdP names as reported remain correct. Met on 5/16/25 w/primary IdP contact and project leads to review duties and task requirements (contacts and configuration for IdP in UAT). Sent the task 578 sheet w/ IDP configuration notes and IDP contact duties for early review to Eddy, Kevin and Fred on 5/7/25. - KG 5/8/25	Submission Complete	
Direct	Data	571	Complete Data Cleansing Based on Mock Conversion 2	05/12/25	06/20/25	100% - Submitted	06/20/25	GMC001 pending - TT as of 6/18.	Submission Complete	
Direct	Data	657	Submit Updated Configuration Workbooks	05/19/25	06/20/25	100% - Submitted	06/20/25	Error log clear - 6/20; Payroll and Speedkeys completed by SC - 6/19/25	Submission Complete	
Direct	Data	659	Update Conversion Field Mapping	05/19/25	06/20/25	100% - Submitted	06/20/25	Completed Location code updates - 6/20/25 - TT	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	50% - In Progress		Met with group 6/20/25; Met w/ NS - 6/27/25; meeting w/ Budget for user stories 6/30/25		
Direct	Data	657-A	Submit Updated Configuration Workbooks - Agency Supplier Record	06/09/25	06/27/25	100% - Submitted	06/25/25	PALM response received 6/25/25.		
N/A	People	610	Update Authorized Smartsheet Users	06/23/25	07/11/25	100% - Submitted	06/30/25			
Direct	Technology	591	Confirm IDP Configuration for Florida PALM	06/23/25	07/11/25	100% - Submitted	07/07/25	Users added to group; Confirmed both SAMs had affirmative testing result.		
Indirect	N/A	593	Update Agency Readiness Certification #1	06/23/25	07/18/25	50% - In Progress		Team collaborated on June 27; Agency Criteria sheet updated 6/27/25. Next meeting on July 14.		
N/A	N/A	611	Submit Bimonthly Agency Readiness Status Report	07/01/25	07/10/25	100% - Submitted	07/08/25	Submitted July 8, 2025.		

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.

FLHSMV 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	12/20/24		Agency Business System Interface Deployment/Cutover User Acceptance Testing	Supplier ID	Stable	9 (High/High)	Final Supplier ID will be provided by PALM before Go Live. Risk to agency is in not receiving finalized Supplier IDs until or just before go live. In order to successfully match supplier IDs provided by PALM, the FEID is critically needed by FLHSMV, confirmed by Data Manager. The agency does not have an idea of the manual processing time required to match Supplier IDs until initial data received (approximately May 2025).	The agency will test Supplier ID fields and matching as received on each iterative Mock Conversion, and will use the iterative Supplier ID test results	The ability to match the Supplier ID (throughout multiple mock conversions)period to agency data would be quite taxing and require multiple, additional hours that are not currently included in the plan budget.	The agency project team is communicating with technical teammates to align fields used to support DFS / FLHSMV data values in PALM.
Open and Monitoring	06/18/25		Conversion/Configuration	Mock 3 Conversion Errors	Stable	6 (Medium/High)	HSMV will need to correct Mock 3 conversion errors while performing year-end closing and UAT.	HSMV will review Mock 3 conversion errors and correct as soon as possible.	Staff burnout due to daily job duties, UAT participation, and cleanup of Mock 3 conversion files.	This is a new risk, added to capture potential challenges.
Open and Monitoring	04/14/25		Interface Deployment/Cutover Training User Acceptance Testing	Interface Error File and Summary Logs	Stable	6 (High/Medium)	Interface Error Log layouts (multiple) have not been provided to HSMV.	HSMV will test the Error Files and Summary Logs when received from PALM (during interface testing).	The agency was advised by PALM that agencies will receive error files and summary logs at Interface Testing. FLHSMV would need to re-evaluate impact if the error files and summary logs are NOT able to be read (further development and testing may be required). Resolving the errors may be delayed in UAT.	The agency is continuing to monitor for receipt from PALM.
Open and	12/20/24		Staffing/Resource	Resources -	Stable	4	HSMV is training and	HSMV is actively	Staff resource	The agency is continuing to train new

Mitigating			Availability	Accounting (train / hire)		(Medium/Medium)	attempting to hire new accounting staff to learn new / daily business processes in addition to testing the PALM system and learning adjacent systems.	working to train new staff and provide Florida PALM information. The agency has filled some positions, and continues to work to fill others.	challenges could impact successful PALM implementation and go-live experience during a critical period.	members on PALM processes. Training sessions for end users on PALM accounting knowledge are in progress since May 2025.
Open and Mitigating	09/01/23		Agency Business System	FAME application	Stable	3 (High/Low)	HSMV processes large volume of data through its FAME application (Revenue Distribution, WEX, Goodyear, PRIDE, etc.). It is imperative that the interfaces and reports work properly when tested.	HSMV is working on developing multiple interfaces and has begun developing reports. Changes to the payment batch jobs are in progress.	If the interfaces are not ready for UAT, it will delay agency go-live. If the testing isn't successful or completed, the agency cannot fully implement PALM at go live.	The agency project team continues to monitor development of FAME interfaces and reports, via daily standups and ongoing development conversations with technical team. As of July 7, technical team members have confirmed no blockers in path to readiness for Cycle 2 interface testing.

FLHSMV 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	11/07/23		Staffing/Resource Availability	Accounting resources / availability to Florida PALM	Low - All impacts not listed	FLHSMV has a large number of key vacancies within the Bureau of Accounting. Due to difficulties in filling these positions, FLHSMV will need to move duties performed by vacant positions to other employees reducing the amount of time that can be committed to complete Florida PALM Tasks.	HSMV is actively working to fill these positions.	10/01/25	The agency continues its efforts to fill the approved positions.

FLHSMV Assumptions					
Critical Operational Elements	Assumption	Status	Date Logged or Removed	Impacted Stakeholder(s) and/or System(s)	Reporting Period Comments for March - April 2025
Data	Florida PALM will provide similiar functionality as FLAIR@HSMV	Logged	08/31/23	Impacted Stakeholders include all end users.	No change.
People Technology	Departmental technical resources will be available to update internal databases and reports for distributions from FRVIS to FAME for the new PALM Account codes.	Logged	08/31/23	Impacted ABS could include FAME, Hireback, Asset Management, Service Now, and spreadsheet uploads as they pertain to FAME. Impacted Stakeholders include All End Users and potentially other agencies.	No change.

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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FLHSMV Status Report Confirmation			
Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
May - June 2025	Steve Burch	steveburch@flhsmv.gov	07/08/25
March - April 2025	Steve Burch	steveburch@flhsmv.gov	05/12/25
January - February 2025	Steve Burch	steveburch@flhsmv.gov	03/07/25