DCF 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 2024

Agency Sponsor

Chad Barrett

CCN Composition	RW Task Completeness	RW Task Timeliness	Project-led Meeting Participation

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

The Readiness Workplan Tasks Completeness dial reflects the completeness of your agency's submission of RW tasks, starting with RW Task 512.

The Readiness Workplan Tasks Timeliness dial reflect the timeliness of your agency's submission of all RW tasks to date.

The Participation dial reflects your agency's attendance at Project-led meetings during the current reporting period.

Change Champion Network:

• Unique Filled Role = 14

• Duplicate Filled Role = 2

• Vacant Role = 0

RW Task Completeness:

Score = 87.50%

• Submitted Complete = 7

• Submitted Incomplete = 1

• Completed After Submission = 0

RW Task Timeliness:

Score = 69.72%

• Submitted On Time = 18

• Submitted Late = 14

• Pending Submission = 4

Meeting Participation:

• Meetings Attended = 2

• Meetings Missed = 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
Direct	Data	513	Complete Configuration Workbooks for Segments I and II	02/12/24	05/13/24	100% - Submitted	07/09/24	AR Distro Codes completed per Asheema on 7/9	Submission Complete	
N/A	Technology	516	Update Agency Business System Documentation for Segment II	01/29/24	04/12/24	75% - Consolidating/Inputting Information for Submission		Systems have been reviewd via internal discussions concluded on 6/12/24		
Indirect	Technology	518	Update Florida PALM Interface Inventory for Segment II	01/29/24	04/12/24	75% - Consolidating/Inputting Information for Submission		Interfaces have been discussed during internal discussions concluded on 6/12/24		
N/A	Technology	519	Remediate Agency Business Systems based on Segment I	01/29/24	06/28/24	25% - Beginning Initial Internal Meetings and Information Gathering		Remediation strategy has been discussed, approaching remediation with Segments I, II, and III jointly.		
N/A	People	524	Complete and Submit End User Readiness Survey Analysis	04/15/24	06/14/24	100% - Submitted	06/14/24	Survey created and deployed to end users. Collection end date: May 31st. 89 responses were received from 174 end users...north of 51%, which we consider a significant sample size. Conducted analysis of the results and uploaded answers to the PALM questions and attached survey questions. RW 524 complete.	Submission Complete	
N/A	Data	526	Complete Data Readiness Analysis and Data Cleansing Activities for Segment III	04/29/24	07/12/24	100% - Submitted	07/11/24	Cleanup confirmed by Asheema on 7/11, maintenance plans are now active.		
N/A	Processes	527	Identify Change Impacts and Update Agency Business Process Documentation for Segment III	04/15/24	07/12/24	100% - Submitted	07/12/24	Complete per Asheema and Darrell on 7/12 during CFO CCN update		
N/A	Technology	528	Update Agency Business System Documentation for Segment III	04/15/24	07/12/24	75% - Consolidating/Inputting Information for Submission		Documentation deltas were identified during internal process discussions concluded on 6/12/24		
Indirect	Technology	529	Update Florida PALM Conversion Inventory for Segment III	04/29/24	07/12/24	75% - Consolidating/Inputting Information for Submission		Conversions are near completion as per CCN meeting on 6/17/24		
Indirect	Technology	530	Update Florida PALM Interface Inventory for Segment III	04/15/24	07/12/24	75% - Consolidating/Inputting Information for Submission		Interfaces have been discussed during internal discussions concluded on 6/12/24		
N/A	Technology	531	Remediate Agency Business Systems based on Segment II	04/29/24	09/27/24	25% - Beginning Initial Internal Meetings and Information Gathering		Remediation strategy has been discussed, approaching remediation with Segments I, II, and III jointly.		
N/A	N/A	532	Submit Bimonthly Agency Readiness Status Report	05/01/24	05/13/24	100% - Submitted	05/01/24	submitted on 4/30	Submission Complete	
N/A	N/A	533	Manage Agency Specific Implementation Schedule, Risks and Issues	05/01/24	06/28/24	100% - Submitted	07/09/24	Drafting final documents as of 6/17/24		
N/A	People	534	Update CCN and Project Contacts	06/03/24	06/14/24	100% - Submitted	06/17/24		Submission Complete	
N/A	People	535	Update Workforce Readiness Plan	06/17/24	08/02/24	25% - Beginning Initial Internal Meetings and Information Gathering		Reviewing results of end user survey for applications to Workforce Readiness Plan		
Indirect	People	536-A	Create Agency Specific User Acceptance Testing Plan	06/17/24	08/16/24	25% - Beginning Initial Internal Meetings and Information Gathering		Reviewing results of end user survey to apply towards UAT planing.		
N/A	People	537	Update Authorized Smartsheet Users	06/24/24	07/12/24	100% - Submitted	07/12/24			
N/A	N/A	538	Submit Bimonthly Agency Readiness Status Report	07/01/24	07/12/24	100% - Submitted	07/12/24	Preparing final draft for Sponsor review and sign off per Alex 7/9	Submission Complete	
N/A	N/A	539	Manage Agency Specific Implementation Schedule, Risks and Issues	07/01/24	08/29/24	100% - Submitted	07/12/24	Reviewing logs and drafting additional items per Alex 7/9		

People	Processes	Technology	Data
The staff and stakeholders affected by your agency's transition to Florida PALM.	The sequence of procedures to accomplish a business objective.	The applications or tools used to process, track, or report on financial operations.	Information used in or produced from an agency's financial business operations.

People

<u>Implementation:</u>

Planned Florida PALM End Users = 193

• Business Process Groupings = 10/13

Identified Subject Matter Experts = 27

• SMEs by Business Process Grouping

- Account Mgmt. and Financial Reporting = 6

- Accounts Receivable = 1

- Asset Accounting and Mgmt. = 1

- Banking = 1

- Budget Mgmt. and Cash Control = 4

- Contracts Mgmt. = 5

- Disbursements Mgmt. = 7

- Grants Mgmt. = 6

- Inter/IntraUnit Transactions = 7

- Payroll Mgmt. = 1

- Projects Mgmt. = 2

- Revenue Accounting = 1

- System Access and Controls = 3

Role Mapping = TBD

Processes

<u>Current-State:</u>

Cataloged Business Processes = 46

• Related Business Systems = 25

• Related Reports = 65

• Documentation Status:

- Complete = 13 Partial = 1 Not Started = 0

<u>Implementation:</u>

Impacted Agency Business Processes = 46

• Related Business Process Groupings = 2

- Planned Spreadsheet Uploads = 0

• Level of Impact: People Changes

- High = 0 Medium = 11 Low = 2 None = 11 Uncertain = 0

• Level of Impact: Processes Changes

- High = 2 Medium = 10 Low = 0 None = 10 Uncertain = 0

• Level of Impact: Technology Changes

- High = 1 Medium = 2 Low = 7 None = 3 Uncertain = 8

• Level of Impact: Data Changes

- High = 1 Medium = 2 Low = 7 None = 3 Uncertain = 1

• Segments I & II Documentation Update Status

- Not Started = 0 In Progress = 2 Complete = 3

Technology

<u>Current-State:</u>

Cataloged Business Systems = 61

• Criticality:

- High = 29 Med = 2 Low = 5 None = 25

• Documentation Status:

- Complete = 7 Partial = 33 Not Started = 9

Cataloged Interfaces = 165

- Inbound Interfaces = 68

- Outbound Interfaces = 97

<u>Implementation:</u>

Business Systems Planned for Integration = 21

• Segment I - Documentation Updates:

- Complete = 0 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 2

• Segment II - Documentation Updates:

- Complete = 15 Updating = 0 Evaluating = 15 Not Started = 0 Not Needed = 0

Planned Interfaces = 2

- Inbound Interfaces = 1

- Outbound Interfaces = 0

Data

<u>Current-State:</u>

Unique FLAIR Data Elements = 127

• Associated Unique Uses = 127

- Continued Use - Yes = 0

- Continued Use - No = 0

• Associated Business Systems = 1

Cataloged Reports = 106

• Criticality:

- High = 134 Med = 5 Low = 6 None = 0

<u>Implementation:</u>

Segments I & II Planned Configurations = 7

• Accounts Receivable (AR)

- Planned Distribution Codes = 2

• Asset Management (AM)

- Planned Location Codes = 569

- Planned Associated Area ID's = None

• Commitment Control (KK)

- Planned Option = Option # 1 - Track with Budget

• General Ledger (GL)

- Planned Budgetary Value Combo Edits = 1146

- Planned Local Funds = None

- Planned Organization ID's = 1

- Planned OA1's = 1911

- Planned OA2's = 151

Conversions & Data Readiness

• Conversions Needed = 3

• Agency Data Outside of Primary Source System(s) = 0

• Data Readiness/Cleansing Status:

- Complete = 0 In Progress = 2 Not Started = 0 Not Applicable 1

Agency Reported

The Risks, Issues, Assumptions and Readiness Activities tables below display only items that were opened/logged, closed/resolved or active during the reporting period.

DCF Risks

Critical Operational Elements	Risk Description	Status	Risk Rating	Mitigation/Response Strategy	Reporting Period Comments or Updates	Date of Status Change	Owner / Coordinator
People	Financial Leadership Distraction	Open	6 (Medium/High)	Avoid. Engage stakeholders in a constant dialogue regarding the status and direction of the Project.	None. Continue to Monitor Risk.	06/18/24	Quantrel Johnson
People	Incomplete/Outdated Current State Documentation	Open	6 (Medium/High)	Mitigate. Adjust documentation where needed.	None. Continue to Monitor Risk.	06/21/24	Alexander Añé
People	Project Sponsor Turnover	Open	6 (High/Medium)	Mitigate. Ensure sponsor commitments and operational plans are well documented and rationale is well established.	None. Continue to Monitor Risk.	06/18/24	Quantrel Johnson
People	Project Manager/Agency Liaison Turnover	Open	6 (High/Medium)	Mitigate. Ensure project approach and status are well-documented.	None. Continue to Monitor Risk.	06/18/24	Quantrel Johnson
People	Operational Staff Turnover - Key Personnel	Open	6 (High/Medium)	Mitigate. Work to document key personnel knowledge and specific operational processes in the event of a sudden or unexpected departure.	None. Continue to Monitor Risk.	06/18/24	Quantrel Johnson
Processes Technology	Project Funding Delay for '24 - '25 Application Operations	Open	6 (High/Medium)	Avoid. Submit supporting documentation on time or within abbreviation periods to justify sums requested, i.e. spending plans and project management documentation.	None. Continue to Monitor Risk.	07/09/24	Alexander Añé
People	Department Leadership Turnover	Open	4 (Medium/Mediu	Accept. Monitor political developments as they unfold, and adapt as needed.	None. Continue to Monitor Risk.	06/18/24	Quantrel Johnson
People	Operational Management Turnover - Key Personnel	Open	3 (High/Low)	Mitigate. Work to document key personnel knowledge and specific operational processes in the event of a sudden or unexpected departure.	None. Continue to Monitor Risk.	06/18/24	Quantrel Johnson
People	Project Staff Turnover	Open	2 (Low/Medium)	Avoid. Ensure project staff responsibilities are well defined and documentation is up-to-date	None. Continue to Monitor Risk.	06/18/24	Quantrel Johnson
People	Operational Staff Turnover - General	Open	2 (Low/Medium)	Accept. Ensure job-specific processes are documented and generic enough to permit retraining of new incoming staff.	None. Continue to Monitor Risk.	06/18/24	Quantrel Johnson
People	Operational Management Turnover - General	Open	1 (Low/Low)	Accept. Ensure job-specific processes are documented and generic enough to permit retraining of new incoming staff.	None. Continue to Monitor Risk.	06/18/24	Quantrel Johnson

DCF Issues

Critical Operational Elements	Issue Description	Status	Priority	Resolution Plan	Reporting Period Comments or Updates	Planned or Actual Resolution Date	Owner / Coordinator

Critical Operational Elements	Issue/Risk Description	Status	Impact	Description	Reporting Period Comments or Updates	Date	Owner
Processes Technology Data	DCF's journal distribution process	Open	Critical - Impacts the ability of the agency to move forward with work without resolution	As DCF is moving forward with reviewing and updating processes, we have several concerns related to the journal distributions which is a critical business process in DCF. We have sent the related concerns to the PALM team and are awaiting their response and a meeting to be set up with the PALM tech leads and design architect team. Several of our updates are dependent on the concerns being adressed.	Received PALM team response	05/22/24	DCF team
Technology Data	SpeedKey functionality and ability to maintain at the agency level	Closed	Critical - Impacts the ability of the agency to move forward with work without resolution	DCF will work to get a better understanding of the speedkey functionality to maximize the use of speedkey to accurately capture encumbrance obligations, payments and minimize corrections to GL's.	PALM updated the functionality of speedkeys to allow changes or updates	06/13/24	Asheema Vemuri
Processes Technology	Cost Allocation Not Available in PALM. (See attachments)	Open	Critical - Impacts the ability of the agency to move forward with work without resolution	TBD	DCF is revisiting as plans for remediating internal applications for PALM. Several overtures have been made to PALM RA to communicate functional impacts to DCF processes and requesting one or more sessions with PALM technical and DFS F&A staff regarding DCF concerns.	01/01/26	Joan Davis
People	Financial Leadership Distraction	Open	High - Impacts the ability of the agency to meet deadlines or milestones	As FL PALM progresses and more tasks with high impact are assigned, a sound delegation structure needs to be setup to ensure that the Sponsor is reserved only for top level leadership decisions and the Agency Liaison will conduct the regular leadership operations.		06/21/24	Project Team
People	Project Manager/Agency Liaison Turnover	Closed	High - Impacts the ability of the agency to meet deadlines or milestones	DCF has assigned personnel to both positions.	All positions have been assigned	06/21/24	Project Team
People Processes Technology Data	Remediation Efforts Delayed Due to Funding Delay	Closed	High - Impacts the ability of the agency to meet deadlines or milestones	DCF will work to fast-track the implementation effort of our contractor and internal staff to create the necessary infrastructure to support further readiness and remediation activities.	The Legislature released the requested funds for PALM Integration and Remediation submitted on 7/31/23 on December 12, 2023.	06/28/24	Matthew Christovich
Technology	Joint strategy to pursue applications development for Segments I-III will result in tasks being considered late.	Open	Low - All impacts not listed as Critical or High	Tasks relating to applications development/remediation will be late as we're working all segments simultaneously, to conclude with the end date of Segment IV remediation.		03/14/25	Project Team

DCF Assumptions

Critical Operational Elements	Assumption	Status	Date Logged or Removed	Impacted Stakeholder(s) and/or System(s)	Reporting Period Comments or Updates
People Processes Technology Data	DCF will able to timely access the available Administered funds to support PALM readiness activities.	Logged	07/17/23	DCF-Departmentwide	This assumption is currently an open issue.
People Processes Technology	DCF's Project Sponsor will support the project by establishing and maintaining a project team that will manage the ongoing readiness activities and their associated dependencies.	Logged	07/17/23	DCF-Departmentwide	None.
People Processes Technology Data	DCF executive leadership 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	07/17/23	DCF-Departmentwide	None.
People Processes Technology Data	DCF's project team possesses the necessary skills and expertise in the required disciplines to ensure project success.	Logged	07/17/23	DCF-Departmentwide	None.
People	DCF's hybrid product/project management framework approach combining predictive and agile methodologies is suitable for the project's objectives.	Logged	07/17/23	DCF-Departmentwide	None.
People Processes Technology Data	DCF business system owners will provide requirements for necessary system modifications with enough detail and time to implement the changes according to the Florida PALM schedule.	Logged	07/17/23	DCF-Departmentwide	None.
People	DCF project stakeholders, involved parties, and other interested individuals will be available for feedback and review of documentation to meet readiness requirements and project milestones.	Logged	07/17/23	DCF-Departmentwide	None.
People Processes Technology Data	DCF's Florida PALM project team can gain access to relevant documentation, specifications, and knowledge about the legacy enterprise systems and their data structures.	Logged	07/17/23	DCF-Departmentwide	None.
People Processes Technology Data	State of Florida legacy enterprise systems have accessible data sources that can be utilized for extracting and integrating data into the Enterprise Data Warehouse.	Logged	07/17/23	DCF-Departmentwide	None.
Technology Data	DCF's Enterprise Data Warehouse architecture and infrastructure can accommodate the additional data and effectively handle the integration process.	Logged	07/17/23	DCF-Departmentwide	None.
People Processes	The external schedule for implementation is determined by the DFS Florida PALM project. All key milestones and transition dates are provided by the larger PALM Project.	Logged	07/17/23	DCF-Departmentwide	None.
People Processes	The 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	07/17/23	DCF-Departmentwide	None.
People Processes Technology	Assumption that new Contracts application will suite DCF needs for PALM operations	Logged	06/05/24	DCF-Departmentwide	None.
People Processes Technology	FL PALM's inclusion of Speed Keys, particuarly with Enterprise Applications, can support current business processes that utilize Expansion Option with front end processing.	Logged	07/19/23	DCF-Departmentwide	None.

DCF Agency-Specific Readiness Activities

Critical Operational Elements	Activity Description	Date(s)	Impacted Stakeholder(s) and/or System(s)	Objective	Reporting Period Comments or Updates

Processes Technology	Grants Demo	05/24/24	DCF Grants Team and Project Management	Grants Team showcased and fielded questions for their Grants application.	
Processes Technology	Business Process discussion (PALM Project) - Agency Estimated revenue 20.1.4, CMIA 90.2.4	05/28/24	DCF SMEs, IT Liaison, and Project Management	Review of FL PALM process maps to understand process and technology deltas.	
Processes Technology	Business Process Discussion- Disbursement Management	05/29/24	DCF SMEs, IT Liaison, and Project Management	Review of FL PALM process maps to understand process and technology deltas.	
People	CCN Stand-Up	06/03/24	DCF CCN and select SMEs	Gather statues and updates for tasks.	These series of meetings are designed to replace the established ones.
People Processes	Meeting DOH DCF	06/04/24	DCF CCN and DOH CCN	Collaborative meeting for DCF and DOH to understand how DOH does business and discover potential solutions.	Liaison teams will have ongoing discussions in the future.
Processes Technology	Business Process Discussion - Grants Management and Contracts Management	06/05/24	DCF SMEs, IT Liaison, and Project Management	Review of FL PALM process maps to understand process and technology deltas.	
People	Task Workshop Open Office Hours	06/06/24	DCF task owners and/or project participants	Open office hours for task owners to help give them some clarity and reinforcement for task execution and provide some general guidance.	
Technology	Review DCF Current- State Business Systems List	06/07/24	DCF SMEs, IT Liaison, and Project Management	Review ABS Inventory to confirm status and readiness activity.	
People	CCN Stand-Up	06/10/24	DCF CCN and select SMEs	Gather statues and updates for tasks.	
Processes Technology	DCF Current-State Business Systems List - Solution and Prioritization Discussion	06/12/24	DCF SMEs, IT Liaison, and Project Management	Part II of the Current-State Business Systems List review, including a prioritization of systems cataloged.	
People	DOH/DCF Project Meeting	06/14/24	DCF Project Management and DOH Project Management	Trade and discuss ideas and methods for project execution	
People	CCN Stand-Up	06/17/24	DCF CCN and select SMEs	Gather statues and updates for tasks.	
Processes Technology	Current Business Systems Remediation Workshop - Front End Process Design	06/18/24	DCF SMEs, IT Liaison, and Project Management	Brainstorming for new business process/application to use front end processing.	
People	RACI Chart Task Assignment	06/19/24	DCF Change and Project Management	Designing RACI structures to assist with task management and tracking	
People	Task Workshop Open Office Hours	06/20/24	DCF task owners and/or project participants	Open office hours for task owners to help give them some clarity and reinforcement for task execution and provide some general guidance.	
People	CCN Stand-Up	06/24/24	DCF CCN and select SMEs	Gather statues and updates for tasks.	
People Processes	CFO Team Weekly PALM Implementation Meeting	06/26/24	DCF Finacial Teams, Technical members included as needed	Forum for Finacial members to discuss what they've learned, concerns, and questions relating to PALM.	
People	Weekly Sponsor Update	06/28/24	DCF CCN members	Weekly conversation with Project Sponsor to discuss latest activities and challenges.	

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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DCF Status Report Confirmation

Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
May - June 2024	Chad Barrett	chad.barrett@myflfamilies.com	07/12/24
March - April 2024	Chad Barrett	chad.barrett@myflfamilies.com	04/30/24
January - February 2024	Chad Barrett	chad.barrett@myflfamilies.com	03/12/24
January - February 2024	Tony Lloyd	tony.lloyd@myflfamilies.com	03/08/24