DEP Status Report Dashboard

Click on the various statistics or dials to view the supporting information within your agency's Smartsheet Florida PALM Workbook.

CCN Composition

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

Change Champion Network:
• Unique Filled Role = 25
• Duplicate Filled Role = 0
• Vacant Role = 0

RW Task Completeness

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

RW Task Completeness:
Score = 100.00%
• Submitted Complete = 15
• Submitted Incomplete = 0
• Completed After Submission = 0

RW Task Timeliness

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

RW Task Timeliness:
Score = 99.72%
• Submitted On Time = 35
• Submitted Late = 1
• Pending Submission = 0

Project-led Meeting Participation

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

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	05/10/24	PALM has extended the date of this task to 4/12 from 3/24 - Ref Email dated 2/12/2024. PALM has extended the date to 5/10/2024 ref email dated 3/15/2024, with supplemental information	Submission Complete	
N/A	Technology	519	Remediate Agency Business Systems based on Segment I	01/29/24	06/28/24	100% - Submitted	06/27/24		Submission Complete	
N/A	People	524	Complete and Submit End User Readiness Survey Analysis	04/15/24	06/14/24	100% - Submitted	06/13/24		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	06/14/24		Submission Complete	
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			
N/A	Technology	528	Update Agency Business System Documentation for Segment III	04/15/24	07/12/24	100% - Submitted	06/25/24		Submission Complete	
Indirect	Technology	529	Update Florida PALM Conversion Inventory for Segment III	04/29/24	07/12/24	100% - Submitted	06/14/24		Submission Complete	
Indirect	Technology	530	Update Florida PALM Interface Inventory for Segment III	04/15/24	07/12/24	100% - Submitted	07/09/24			
N/A	Technology	531	Remediate Agency Business Systems based on Segment II	04/29/24	09/27/24	50% - In Progress				
N/A	N/A	532	Submit Bimonthly Agency Readiness Status Report	05/01/24	05/13/24	100% - Submitted	05/10/24		Submission Complete	
N/A	N/A	533	Manage Agency Specific Implementation Schedule, Risks and Issues	05/01/24	06/28/24	100% - Submitted	06/28/24			
N/A	People	534	Update CCN and Project Contacts	06/03/24	06/14/24	100% - Submitted	06/10/24		Submission Complete	
N/A	People	535	Update Workforce Readiness Plan	06/17/24	08/02/24	50% - In Progress				
Indirect	People	536-A	Create Agency Specific User Acceptance Testing Plan	06/17/24	08/16/24	50% - In Progress				
N/A	People	537	Update Authorized Smartsheet Users	06/24/24	07/12/24	100% - Submitted	07/09/24			
N/A	N/A	538	Submit Bimonthly Agency Readiness Status Report	07/01/24	07/12/24	100% - Submitted	07/12/24		Submission Complete	
N/A	N/A	539	Manage Agency Specific Implementation Schedule, Risks and Issues	07/01/24	08/29/24	50% - In Progress				

People

The staff and stakeholders affected by your agency's transition to Florida PALM.

Implementation:
Planned Florida PALM End Users = 149
• Business Process Groupings = 13/13
Identified Subject Matter Experts = 25
• SMEs by Business Process Grouping
- Account Mgmt. and Financial Reporting = 3
- Accounts Receivable = 2
- Asset Accounting and Mgmt. = 2
- Banking = 3
- Budget Mgmt. and Cash Control = 7
- Contracts Mgmt. = 4

Processes

The sequence of procedures to accomplish a business objective.

Current-State:
Cataloged Business Processes = 250
• Related Business Systems = 13
• Related Reports = 44
• Documentation Status:
- Complete = 250 Partial = 0 Not Started = 0

Implementation:
Impacted Agency Business Processes = 250
• Related Business Process Groupings = 11
- Planned Spreadsheet Uploads = 3

Technology

The applications or tools used to process, track, or report on financial operations.

Current-State:
Cataloged Business Systems = 44
• Criticality:
- High = 21 Med = 9 Low = 5 None = 9
• Documentation Status:
- Complete = 44 Partial = 0 Not Started = 0
Cataloged Interfaces = 67
- Inbound Interfaces = 57
- Outbound Interfaces = 10

Implementation:

Data

Information used in or produced from an agency's financial business operations.

Current-State:
Unique FLAIR Data Elements = 261
• Associated Unique Uses = 264
- Continued Use - Yes = 221
- Continued Use - No = 41
• Associated Business Systems = 35
Cataloged Reports = 391
• Criticality:
- High = 47 Med = 3 Low = 15 None = 31

Implementation:

- Disbursements Mgmt. = 6

- Grants Mgmt. = 1

- Inter/IntraUnit Transactions = 5

- Payroll Mgmt. = 4

- Projects Mgmt. = 2

- Revenue Accounting = 4

- System Access and Controls = 2

Role Mapping = TBD

Training = TBD

• Level of Impact: People Changes

- High = 0 Medium = 7 Low = 90 None = 15 Uncertain = 0

• Level of Impact: Processes Changes

- High = 0 Medium = 80 Low = 19 None = 13 Uncertain = 0

• Level of Impact: Technology Changes

- High = 0 Medium = 11 Low = 53 None = 48 Uncertain = 0

• Level of Impact: Data Changes

- High = 0 Medium = 74 Low = 30 None = 8 Uncertain = 0

• Segments I & II Documentation Update Status

- Not Started = 0 In Progress = 0 Complete = 87

Business Systems Planned for Integration = 30

• Segment I - Documentation Updates:

- Complete = 3 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 25

• Segment II - Documentation Updates:

- Complete = 8 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 20

Planned Interfaces = 19

- Inbound Interfaces = 1

- Outbound Interfaces = 15

Segments I & II Planned Configurations = 6/9

• Accounts Receivable (AR)

- Planned Distribution Codes = 118

• Asset Management (AM)

- Planned Location Codes = 343

- Planned Associated Area ID's = None

• Commitment Control (KK)

- Planned Option = Option # 1 - Track with Budget

• General Ledger (GL)

- Planned Budgetary Value Combo Edits = 1920

- Planned Local Funds = None

- Planned Organization ID's = 133

- Planned OA1's = 340

- Planned OA2's = None

Conversions & Data Readiness

• Conversions Needed = 5

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

• Data Readiness/Cleansing Status:

- Complete = 5 In Progress = 0 Not Started = 0 Not Applicable 0

Reports = TBD

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.

DEP Risks							
Critical Operational Elements	Risk Description	Status	Risk Rating	Mitigation/Response Strategy	Reporting Period Comments or Updates	Date of Status Change	Owner / Coordinator
People Processes Technology Data	Due to the staggered nature of Design Segment delivery, PALM requirement changes, and iterative updates to knowledge relating to PALM processes, the requirements gathering cannot be finalized. If the business owners are unable to confidently document change Impacts and change recommendations (requirements), there is a direct impact to remediation completion dates. This could affect downstream tasks such as internal ABS testing prior to PALM UAT and planned training.	Open	9 (High/High)	FDEP needs to have sufficient knowledge of the changes to its financial systems, monitor changes to PALM requirements and functionality, and allow for adjustments to the implementation schedule for unplanned changes/updates to requirements and design.	The ambiguity can lead to misinterpretation or incorrect implementation of the new PALM interfaces. Additionally, there is the potential that previous design specifications could change as a result of subsequent discoveries in later design segments. - Design Specifications should be completed for all process areas by Segment IV. DEP is monitoring this risk.	07/12/24	Brady Schmidt & Steve Waters
People Processes	Based on the current PALM schedule, training delivery of processes is slated to begin at the same time as PALM UAT (User Acceptance Testing). There is a risk to the agency that the testers will not have a complete understanding of all the details of each process in time for them to participate in a UAT. Testers may not be able to understand all the nuances of the work end-to-end process they are supposed to be testing without full knowledge. This could potentially not only lead to ineffective testing results, but could possibly cause more confusion. If certain assumptions that were made by the agency on a particular process are no longer valid post-training, this could potentially lead to rework of agency documented procedures, and changes to ABS systems.	Open	9 (High/High)	Use of the Knowledge Center and specifications received from Design sessions should help to some extent in understanding the processes. Once details of screen design functionality is available, the teams can get a better grasp of the end-to-end process flow.	Discussed this at the PALM Touchpoint meeting in April 2024.	04/02/24	Bento Eyles and Steve Waters
People Processes Technology	Risk to loss of knowledge due to staff turnover	Open	6 (High/Medium)	Ensure job-specific processes are properly documented.	FDEP has engaged the Division/District/Office staff throughout the department and is documenting key business processes to ensure knowledge sharing is continuing.	11/13/23	Lydia Griffin & Steve Waters
People Processes Technology Data	The finalization and end-to-end walkthroughs of the business processes and screen flows pertaining to PALM functionality are now scheduled for early October through the Design Recap sessions. Since the business processes were staggered iteratively to the agencies with several missing pieces due to a design segmentation approach, and with high-level draft screenshots, there is little opportunity currently for agency personnel to have a walkthrough of the "end-to-end finalized business process workflows and screen flows" with finalized screen designs and functionality descriptions, which are now planned for October through the Design Recap sessions or as and when PALM indicates that designs have been locked down. The agency has to understand these final designs and then finalize agency business	Open	6 (High/Medium)	PALM has added a 3 day Segment Recap Workshop in October. DEP will monitor this risk and continue to seek details of what will be received in advance of and during the Recap sessions from PALM.	The FDEP PALM project team brought this to the attention of the PALM Readiness coordinator for review. Further confirmation from PALM as to what details will be provided at the October Recap sessions is awaited. Risk monitoring will continue. The FDEP PALM project team will also work closely with agency personnel to apprise them of changes to designed processes, workflow, procedures, screen flows and reports as	02/27/24	Bento Eyles and Steve Waters

	systems and understand how the changes affect the inputs to, and outputs from, PALM, while understanding how defined reporting may be affected. There is a risk of delay to agency business system updates unless the final designs are submitted by PALM well in advance of UAT, to allow sufficient time for agency business system changes to occur and be tested prior to PALM UAT activities.						they are confirmed and published by PALM to the agencies.		
Processes Technology Data	DEP needs details regarding PALM's Data refresh strategy in advance of UAT to allow DEP to test Agency Business systems (ABS) in advance of the UAT test Cycle and prepare accordingly for UAT. If PALM does not clarify their data refresh plans, DEP assumes the following risks: - inaccurate test results due to outdated data, - not having data that accurately simulates real-world scenarios, - inability to test time-sensitive features, - inefficient use of team members' time leading to waste (time spent waiting on refresh or creating new tests at the last minute), - ineffective scheduling of test activities, - inefficient or ineffective data integrity and flow between DEP systems and PALM (is the correct data transferred and updated at the right time, and are any necessary translations occurring as designed, and is there data loss or corruption), and - inability to effectively assess the scalability of the solution.	Open	6 (High/Medium)	DEP will monitor this risk and continue to seek details of what will be received from PALM and by when.	The risk was brought forward for discussion at the PALM Touchpoint meeting on 3/13/2024 and PALM has responded that they will be working on this in a future data strategy update relating to test data refreshes.	03/13/24	Steve Waters and Dan Zimmerman
Processes Technology Data	Increased Risk of Application Update Errors	Open	4 (Medium/Medium)	Sufficiently documented business system processes and accurate sample data is necessary to ensure reduced risk of application errors. Testing applications thoroughly will mitigate this risk.	Rushing the update process or making assumptions without proper interface specifications and sample data can increase the risk of errors and inconsistencies. It may result in data integration issues, data loss, or inaccurate data processing, which can impact the reliability and functionality of the application.	11/13/23	Brady Schmidt

DEP Issues

Critical Operational Elements	Issue Description	Status	Priority	Resolution Plan	Reporting Period Comments or Updates	Planned or Actual Resolution Date	Owner / Coordinator
People Processes Technology Data	SME Process & Business System Knowledge	Open	High - Impacts the ability of the agency to meet deadlines or milestones	Catalog Desktop Procedures, Document Business System functionality and interfaces.	FDEP Project Team continues to facilitate information gathering and identifying financial data impacts. The results will be used for future planning of PALM implementation.	07/01/25	Lydia Griffin, Steve Waters
People Processes Technology Data	Identifying changes to processes and business systems as a result of a staggered design segmentation approach which can potentially change designs after the fact. This approach is hindering the ability of key business and technical resources to reach a decision or agreement about impacts to agency business processes and systems.	Open	High - Impacts the ability of the agency to meet deadlines or milestones	Identifying key requirements now while keeping an open mind to potential changes down the road and structurally delineating future state requirements into known vs. unknown may help in building incremental build components and requirements for agency business systems and processes.	FDEP Project team continues to share latest PALM designs with DAS, Division SMEs and CCN Leads to help them identify potential changes to business processes based on published Segment designs from the PALM project. Technical SMEs are also working to identify potential changes to systems based on everything currently published by PALM. Changed resolution date to 12/30/2024 on conclusion of Change Analysis phase of PALM.	12/30/24	Bento Eyles and Steve Waters

DEP 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	SME Process & Business System Knowledge	Logged	11/13/23	Division/District/Office Business Systems remediation, processes and project management.	FDEP Project Team has facilitated information gathering and identifying financial data impacts. - DEP is conducting process reviews and SMEs are attending PALM Design reviews to gain knowledge of PALM processes. - SMEs are being tasked with documenting changes to the existing processes based on knowledge of PALM.
People Processes Technology Data	PALM Project Implementation Schedule	Logged	11/13/23	Division/District/Office Business Systems remediation, processes and project management.	In planning, the success of FDEP's implementation schedule is contingent upon the timely receipt of information from the PALM Project team.
People Processes Technology Data	DEP must receive the following to successfully complete system remediation: 1) ALL applicable PALM Design Segment tasks related to said applications is completed. i. Process specifications ii. Interface specifications iii. Configuration Workbooks iv. Conversions v. Report specifications 2) Data mapping with PALM design specifications and process requirements.	Logged	02/14/24	Division/District/Office Business Systems remediation, processes and project management, PALM Team	Discussed at the PALM Touchpoint meeting on 2/14/2024 and 3/13/2024 with PALM. - Agency shared that their remediation approach is based on phases, and the concern of having to do remediation re-work with major changes to occur after final design has been shared. - Monitoring of Design Segment updates is continuing, need confirmation that final screen designs will also be available to the agency as and when locked down by PALM, and in advance of the Design Recap workshop sessions proposed in October 2024. - DEP still awaiting additional information from the project.

DEP Agency-Specific Readiness Activities

Critical Operational Elements	Activity Description	Date(s)	Impacted Stakeholder(s) and/or System(s)	Objective	Reporting Period Comments or Updates
People Processes Technology Data	PALM Business Process Reviews with Finance and Accounting stakeholders	05/01/24	DEP PALM Core Team, DEP DAS CCNs	Reviews of changes to business processes due to PALM for specific processes.	Completed.
People Processes	Creation of DEP PALM Awareness Posters for key DEP locations	05/15/24	DEP Leadership, DEP Core Team, DEP CCN Leads, DEP Change Management Liaison, End Users	OCM related activities related to the PALM project to bring awareness to everyone in the agency.	Initial review and content creation is completed. Design approval obtained. Will be delivered to locations in April-May. Completed..
People Processes Technology Data	Change Champion Network (CCN) Townhall meeting	05/21/24	DEP Core Team, DEP DAS CCNs, DEP F&A Mgrs., DEP Program Area CCNs	The second CCN Network meeting was held with DIV CCN representatives and DEP updates were shared with the meeting participants. Specific information about PALM in the form of materials was provided to each meeting attendee and follow-up actions were noted for future meetings.	Completed.
People Processes Technology Data	DEP PALM Testing Strategy	05/31/24	DEP PALM Core Team, DEP DAS CCNs, DEP F&A Mgrs., DEP Program Area CCNs, OTIS Leads	This is the Testing Strategy that DEP will adopt for the testing of ABS changes as well as PALM UAT. Defines the various testing types, testing methodology and other technology impacts to testing.	Initial draft has been created. Input is being sought from other areas of the agency to ensure there is buy-in for the process and that the testing strategy is distributed to key stakeholder groups. Under Final Review.
People Processes Technology Data	DEP Palm Test Plan template	05/31/24	DEP PALM Core Team, DEP DAS CCNs, DEP F&A Mgrs., DEP Program Area CCNs, OTIS Leads	The Test Plan template is being developed to allow documentation of test cases, test scripts and a log of actual testing activities that DEP staff will use when running through the various testing types.	Initial draft has been created. Input is being sought from other areas of the agency to ensure there is buy-in for the process and template from other stakeholder groups. Under Final Review.
People Processes Technology Data	Agency Business System Internal Review Meetings	06/01/24	DEP PALM Core Team, DEP DAS CCNs, DEP F&A Mgrs.	Review PALM impacts and enhancement needs to agency business systems with system administrators and managers.	Completed internal reviews of FIN-GMS, FIN-PRA, and FIN-CRA Reconciler. Will continue reviews on CRA, FIN-Tax, and other agency business systems.
People Processes Technology Data	PALM RW-524 - PALM End-User Survey and Gap Analysis Communications	06/14/24	DEP Core Team, DEP DAS CCNs, DEP F&A Mgrs., DEP Program Area CCNs, End Users	An End-User Survey was developed and sent to end-users as well as department stakeholders as provided in the Task instructions for this task. On completion of the survey, the results were tabulated and shared at the CCN meeting as well as analysis completed for submission to PALM. A communication plan will be developed to address the gap in knowledge about PALM with our end users.	A communication plan has been revisited for final review and implementation.
People Processes Technology Data	Joint Requirements Gathering sessions (JRGs) for prioritized Agency Business System (ABS) applications, CRA, FIN-TAX, FIN-GMS, FIN-PRA, FIN-CRA Reconciler	06/28/24	DEP PALM Core Team, DEP DAS CCNs, OTIS	Requirements gathering sessions for updates to ABS systems needing change due to PALM requirements	Finalizing decisions on system functionality, screens, edits, and other updates for business systems. Resolving questions with PALM and internally with changes to be finalized based on segment IV impacts.
People Processes Technology Data	Admin Services PALM Q&A updates	06/28/24	DEP PALM Core Team, DEP DAS CCNs, DEP F&A Mgrs., DEP Program Area CCNs, OTIS Leads	Updates to Q&A database of questions from various sources, including PALM and answers to those questions. Will be utilized for a future FAQ to be created for stakeholders.	Ongoing updates.
People Processes Technology Data	FAQ Design and initial draft of questions	06/28/24	DEP Core Team	Creation of a FAQ template and initial set of questions to be posed on the F&A SharePoint webpage	Complete.
People Processes Technology Data	Process Change Analysis Job Aid and Change Analysis Template	06/28/24	DEP Core Team, DEP DAS CCNs, DEP F&A Mgrs., DEP Program Area CCNs	A Job Aid to standardize and allow thorough analysis of changes to business processes and systems affected by PALM was drafted and reviewed. A companion Change Analysis template to record the changes that would be required to People, Process, Data, Technology and Reports was also drafted and reviewed. These will be rolled out to the F&A and DIV Managers/CCNs to help them analyze and document changes resulting from PALM and using the documentation to update systems and reports.	Draft Completed. Initial Review completed.
People Processes Technology Data	Create and Provide PALM Subject/Process Specific CCN Presentations to agency CCN	06/28/24	DEP Core Team, DEP DAS CCNs, DEP F&A Mgrs., DEP Program Area CCNs	Develop a plan and schedule to present specific processes based on PALM functionality and agency business systems.	Completed initial schedule of processes/topics and began building presentations.
People Processes Technology Data	Complete Reports Analysis Based on Updated ABS and PALM Information.	06/28/24	DEP Core Team, DEP DAS CCNs, DEP F&A Mgrs.	Provide an updated mapping of existing FLAIR and agency specific reports to PALM reports. Identify critical report needs based on historical usage and changes in business system remediation plans for priority remediation planning.	Completed report usage analysis. Reviewing ABS reporting needs and priorities based on anticipated ABS updates. Ongoing task of updating our mapping of existing reports to new or changing PALM delivered reports.
People Processes Technology Data	Creation of a process PPT template for use as initial process training material for agency staff, incorporating information about the process and its change impacts to people, data and agency business systems.	06/30/24	DEP PALM Core Team	This is to provide process-specific information nuggets to agency staff in an easily digestible format that can speed-up learning in a relatively short time.	Initial review completed within the DEP Core team. Completed.

DEP Status Report Confirmation

Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
May - June 2024	Darinda McLaughlin	darinda.mclaughlin@floridadep.gov	07/12/24
March - April 2024	Darinda McLaughlin	darinda.mclaughlin@floridadep.gov	05/09/24
January - February 2024	Darinda McLaughlin	darinda.mclaughlin@floridadep.gov	03/11/24