DFS 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

Scott Fennell

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 = 6
- Vacant Role = 0

RW Task Completeness:
- Score = 99.38%
- Submitted Complete = 15
- Submitted Incomplete = 0
- Completed After Submission = 1

RW Task Timeliness:
- Score = 91.86%
- Submitted On Time = 30
- Submitted Late = 3
- Pending Submission = 3

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
	Technology	504	Update Agency Business System Documentation for Segment I	10/30/23	01/12/24	50% - In Progress		Design details needed from PALM Design Segments II, III, and IV in order to complete ABS design impacts. DFS ABS remediation design scheduled for completion July 31, 2024. This task will remain open until design is complete.		
Direct	Data	513	Complete Configuration Workbooks for Segments I and II	02/12/24	05/13/24	100% - Submitted	05/09/24		Submission Complete	05/17/24
N/A	Technology	516	Update Agency Business System Documentation for Segment II	01/29/24	04/12/24	50% - In Progress		Design details needed from PALM Design Segments III and IV in order to complete ABS design impacts. DFS ABS remediation design scheduled for completion July 31, 2024. This task will remain open until design is complete.		
N/A	Technology	519	Remediate Agency Business Systems based on Segment I	01/29/24	06/28/24			Build will not start until design is complete. Build scheduled from August - December 2024.		
N/A	People	524	Complete and Submit End User Readiness Survey Analysis	04/15/24	06/14/24	100% - Submitted	06/14/24		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	07/11/24		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		Submission Complete	
N/A	Technology	528	Update Agency Business System Documentation for Segment III	04/15/24	07/12/24	50% - In Progress		DFS ABS remediation design scheduled for completion July 31, 2024. This task will remain open until design is complete.		
Indirect	Technology	529	Update Florida PALM Conversion Inventory for Segment III	04/29/24	07/12/24	100% - Submitted	07/11/24		Submission Complete	
Indirect	Technology	530	Update Florida PALM Interface Inventory for Segment III	04/15/24	07/12/24	100% - Submitted	07/03/24		Submission Complete	
N/A	Technology	531	Remediate Agency Business Systems based on Segment II	04/29/24	09/27/24			Build will not start until design is complete. Build scheduled from August - December 2024.		
N/A	N/A	532	Submit Bimonthly Agency Readiness Status Report	05/01/24	05/13/24	100% - Submitted	05/13/24		Submission Complete	
N/A	N/A	533	Manage Agency Specific Implementation Schedule, Risks and Issues	05/01/24	06/28/24	100% - Submitted	06/27/24			
N/A	People	534	Update CCN and Project Contacts	06/03/24	06/14/24	100% - Submitted	06/12/24		Submission Complete	
N/A	People	535	Update Workforce Readiness Plan	06/17/24	08/02/24	25% - Beginning Initial Internal Meetings and Information Gathering				
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				
N/A	People	537	Update Authorized Smartsheet Users	06/24/24	07/12/24	100% - Submitted	07/03/24		Submission Complete	
N/A	N/A	538	Submit Bimonthly Agency Readiness Status Report	07/01/24	07/12/24	100% - Submitted	07/10/24		Submission Complete	
N/A	N/A	539	Manage Agency Specific Implementation Schedule, Risks and Issues	07/01/24	08/29/24					

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.

Implementation:

Planned Florida PALM End Users = 370

• Business Process Groupings = 13/13

Identified Subject Matter Experts = 49

• SMEs by Business Process Grouping

- Account Mgmt. and Financial Reporting = 16

- Accounts Receivable = 13

- Asset Accounting and Mgmt. = 4

- Banking = 7

- Budget Mgmt. and Cash Control = 29

- Contracts Mgmt. = 12

- Disbursements Mgmt. = 35

- Grants Mgmt. = 4

- Inter/IntraUnit Transactions = 9

- Payroll Mgmt. = 5

- Projects Mgmt. = 2

- Revenue Accounting = 10

- System Access and Controls = 2

Role Mapping = TBD

Training = TBD

Current-State:

Cataloged Business Processes = 441

• Related Business Systems = 12

• Related Reports = 43

• Documentation Status:

- Complete = 441 Partial = 0 Not Started = 0

Implementation:

Impacted Agency Business Processes = 441

• Related Business Process Groupings = 12

- Planned Spreadsheet Uploads = 1

• Level of Impact: People Changes

- High = 14 Medium = 48 Low = 125 None = 76 Uncertain = 14

• Level of Impact: Processes Changes

- High = 15 Medium = 67 Low = 115 None = 51 Uncertain = 29

• Level of Impact: Technology Changes

- High = 18 Medium = 45 Low = 68 None = 102 Uncertain = 44

• Level of Impact: Data Changes

- High = 55 Medium = 94 Low = 54 None = 58 Uncertain = 16

• Segments I & II Documentation Update Status

- Not Started = 2 In Progress = 3 Complete = 212

Current-State:

Cataloged Business Systems = 68

• Criticality:

- High = 16 Med = 5 Low = 0 None = 47

• Documentation Status:

- Complete = 31 Partial = 0 Not Started = 0

Cataloged Interfaces = 121

- Inbound Interfaces = 100

- Outbound Interfaces = 21

Implementation:

Business Systems Planned for Integration = 20

• Segment I - Documentation Updates:

- Complete = 0 Updating = 11 Evaluating = 0 Not Started = 0 Not Needed = 7

• Segment II - Documentation Updates:

- Complete = 0 Updating = 3 Evaluating = 0 Not Started = 0 Not Needed = 15

Planned Interfaces = 18

- Inbound Interfaces = 5

- Outbound Interfaces = 12

Current-State:

Unique FLAIR Data Elements = 419

• Associated Unique Uses = 1301

- Continued Use - Yes = 1064

- Continued Use - No = 47

• Associated Business Systems = 19

Cataloged Reports = 385

• Criticality:

- High = 252 Med = 76 Low = 38 None = 45

Implementation:

Segments I & II Planned Configurations = 7/9

• Accounts Receivable (AR)

- Planned Distribution Codes = 20

• Asset Management (AM)

- Planned Location Codes = 47

- Planned Associated Area ID's = 241

• Commitment Control (KK)

- Planned Option = Option # 1 - Track with Budget

• General Ledger (GL)

- Planned Budgetary Value Combo Edits = 1086

- Planned Local Funds = None

- Planned Organization ID's = 276

- Planned OA1's = 45

- 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.

DFS Risks							
Critical Operational Elements	Risk Description	Status	Risk Rating	Mitigation/Response Strategy	Reporting Period Comments or Updates	Date of Status Change	Owner / Coordinator
People	The loss of CCN resources would constrain current CCN staff capacity and could result in the loss of critical functional and institutional knowledge, which is imperative to the success of the Florida PALM Project.	Open	9 (High/High)	• Create a knowledge base of CCN operational processes and procedures; develop training methods to facilitate knowledge transfer; and provide cross-training among CCN members where feasible. • Use of dedicated back-up CCN Liaisons will aid in the short-term continuity.	Monitoring	02/19/24	Alexandra Weimorts
People	ENTERPRISE A&A: The Project timeline is very conservative regarding flexibility, and A&A's involvement is critical for project success. Our level of involvement pulls our resources in multiple directions putting a strain on our time to complete tasks. A&A change management and internal preparation for A&A preparedness activities have already started, but having adequate resources will be key to successful implementation.	Open	9 (High/High)	• Recruit knowledgeable and skilled staff, not entry level positions, to help with preparedness activities and management of daily operations. • Retain our critical staff that are involved in Florida PALM activities and those who are picking up added job responsibilities so that subject matter experts can dedicate time to Florida PALM activities. • Provide expectations that staff will cross-train and provide knowledge transfer to increase the depth need to continue operating with a high level of service and accuracy. • A&A is seeking additional FTE through the LBR process with intent to onboard and train within the 2025 FY.	Still monitoring	10/11/23	Renne Hermeling
People	ENTERPRISE A&A: Resource impacts due to A&A operational staff spending a significant amount of time performing Project related tasks. This pulls resources from operations, increases workloads, and causes stress and an increased chance of employee burnout. • Project tasks may require additional time outside employees designated working hours to attend meetings, review time sensitive documents, or contribute to critical tasks. Some positions are not granted flexibility to flex time throughout the month, but they must flex it within the week. This policy limitation causes a strain on availability of resources. Allowing current staff more flexibility to flex their time beyond the work week would help with resource allocation.	Open	9 (High/High)	• Contract with staff aug who can help with data analysis, developing testing scenarios, perform testing functions, support cut-over, support FLAIR retirement activities. • Hire additional staff (FTE or OPS) to learn current operations so that our experienced staff can continue to participate with the Florida PALM Project in design, testing, and implementation activities. • Consider providing current staff with Special Pay Increase to acknowledge the increased job responsibilities and retain these critical members of the team. • Work with Human Resources to properly document team members who should be classified as SES staff. • Establish plans for reduction of current operational	Still monitoring	10/11/23	Renne Hermeling

Category	Risk Description	Status	Rating	Mitigation	Monitoring	Date	Owner
	• As we get closer to implementation, the number of items that will require attention will continue to increase. This will include, assisting agencies with data management, preparing enterprise data for conversion, developing cut-over and FLAIR close out plans, participating in all levels of integration and UAT testing, validating testing results, participation and validation of mock and production conversions, developing policy around new processes.			• Establish plans for reduction of current operational activities and prioritize responsibilities based on risk and probability. This could include posting all payments and suspending pre-audit activities, suspending Article V and Contract Management audits, suspending processing of EFT applications, as examples.			
Technology	Florida PALM design release dates for Segments III, IV, and Data Warehouse will decrease the build time for impacted agency business systems. This may impact the ability for applicable agency business systems to be ready for interface testing by January 2025.	Open	6 (Medium/High)	• Develop initial agency business system future-state designs as much as possible based on Segment I and II design information made available by the Florida PALM Project. Update ABS designs as soon as Segment III, IV, and Data Warehouse design information becomes available from the Florida PALM Project. • Work with Division/Office management to allow dedicated technical and functional resources to be available for agency business systems remediation efforts when design information is released.	Still monitoring	10/20/23	Stacey Pollock
Processes	ENTERPRISE TREASURY: Discussions relating to the status of outstanding warrants at the cutover from December 2025 to January 2026 has not been finalized and could, potentially, have impacts to warrant recipients and reconciliation processes.	Open	6 (High/Medium)	• Continue to collaborate with the Florida PALM Project on policy relating to outstanding warrants. • Potential solutions being discussed between PALM and Treasury including the possibility that warrants would be maintained in FLAIR and concurrently canceled and reissued in PALM while maintaining warrant number. Note that solution is pending approval from Treasury.	Still monitoring	01/25/24	Sarah Pons
Processes	ENTERPRISE TREASURY: The current Concentration Account contract ends in March of 2026. If a different financial institution is awarded the contract during the procurement process, an implementation will need to occur with Florida PALM. The new bank and all of the subaccounts (currently 550+) will need to be configured in PALM, along with file transmissions, BAI codes, returned item processing, book to bank processing, cash transfer processing, and reconciliation rules. Agencies will be involved in this transition and will need to communicate new depository instructions to their vendors, including Federal agencies. They will also need to receive and distribute new depository supplies to their locations.	Open	6 (High/Medium)	• Continue to collaborate with the Florida PALM Project and seek resources through staff augmentation, additional FTE, or contracts as needs are discovered.	Still monitoring	12/13/23	Sarah Pons
Technology	Reduced duration for agency business system end-to-end testing with Florida PALM during UAT could impact Tier 1 agency business systems with significant changes, as well as those systems that will require downstream Tier 2 interface testing. As a result, DFS may not have enough time to successfully complete all of the testing needed for agency business systems, which in turn could impact agency readiness for go-live with Florida PALM.	Open	6 (High/Medium)	• Develop remediation timelines and resources to prepare the agency business systems to be ready for the start of ABS end-to-end testing with Florida PALM. • Work with Division/Office management to allow technical and functional resources to be available during the ABS end-to-end testing period with Florida PALM.	Still monitoring	10/20/23	Stacey Pollock
Processes	ENTERPRISE A&A: The Statewide Cost Allocation Plan (SWCAP) process changes: • Business Process Changes will impact actual agency costs that are currently reported in SWCAP • Process to identify and report the costs reported within the plan will change. • Significant changes to the SWCAP or incorrect reporting of SWCAP costs could result in inaccurate management decisions. • Inadequate reporting could result in loss of Federal funding if costs are deemed ineligible.	Open	6 (High/Medium)	• Work with agencies to reasonably identify processes that will be impacted and estimate changes to costs that will be allocated. • Identify reporting that will be needed and work with Florida PALM project to ensure needed reports are available and tested.	Still monitoring	10/11/23	Renne Hermeling
Processes	ENTERPRISE A&A: Planning for some critical activities has not been done. Until these plans have been developed, A&A cannot adequately determine needed resources, time and effort. • Cutover planning • FLAIR retirement planning • Stabilization period planning • Specialized knowledge that may be needed for new processes, such as processing States' taxes from payroll • Financial Reporting mappings and data rollup	Open	6 (High/Medium)	• Continue to collaborate with the Florida PALM Project and seek resources through staff aug. additional FTE or contracts as needs are discovered.	Still monitoring	10/11/23	Renne Hermeling
People Processes Technology Data	ENTERPRISE TREASURY/Deferred Compensation: Background: As a step 1, Bureau of Deferred Compensation recently launched the Roth deferral type that allows participants to make (Post- Tax) Roth contributions and/ or Pre-Tax contributions to the Deferred Compensation Plan. Since Roth was rolled out without restriction to Catch- up contributions, participants may contribute to both deferral types in any proportion they choose. Current Challenge: As a step 2, beginning in January 2026, the Deferred Compensation Plan will have to implement a new federal regulation that limits 50+ Catch up contributions made to the 457b Pre-Tax deferral type for participants whose prior year FICA wages exceed $145,000. The federal government has been slow to clarify a few key points, especially applicable for multi- employer plans like ours. The Bureau of Deferred Compensation is committed to determine and communicate exactly what is needed for implementation as soon as possible. Once specified, BOSP, OIT, and PALM will need to be able to implement requested changes to meet this federal regulation deadline, which coincides with the timing of the release of PALM. BOSP, OIT and PALM resources will be needed	Open	4 (Medium/Medium)	• The Bureau of Deferred Compensation will make expeditious efforts to get clarity from FEDs. • BOSP, OIT, and PALM management will be made aware of all known details and will be updated on further details as soon as they are available. • BOSP, OIT, and PALM management will evaluate the information (when made available by Bureau of Deferred Compensation) and will make a conscious effort to assign resources to implement the required changes. • Contingency plan will be prepared by Bureau of Deferred Compensation for a scenario in which PALM is unable to implement the changes within the required timeline.	New Risk Assessment	07/09/24	Sarah Pons (BOSP/OIT/PALM/DC)

Critical Operational Elements	Description	Status	Priority	Resolution/Mitigation Plan	Reporting Period Comments or Updates	Planned or Actual Resolution Date	Owner / Coordinator
	to implement whatever changes are necessary. Risk Highlight: The risk is that the appropriate resources may not be available to meet the timing of this Federal mandate. Implication: If we do not implement on time we would be required to suspend or terminate the 50+ catchup for ALL participants in our plan.						
Technology	Agency business systems supported by third-party vendors could have different design and build timelines for Florida PALM remediation activities. This could impact the Department's ability to meet the scheduled finish dates for Florida PALM Readiness Workplan tasks related to design, build, and testing activities.	Open	4 (Medium/Medium)	• Communicate the Florida PALM timelines with third-party vendors. • Provide information and advisory support to the functional area(s) related to remediation activities and timelines. • Provide advisory support if needed related to interfaces, interface field mapping, and possible functional changes.	Monitoring	02/27/24	Stacey Pollock
Processes	ENTERPRISE TREASURY: Relating to CMIA, expenditures for agency covered programs will need to be tracked in PALM by CFDA number so clearance patterns can be calculated. Agencies will be responsible for providing the PALM chartfields for their covered programs and PALM will need to track the expenditures for those account codes. Clearance patterns will have to be calculated by CFDA Number for CMIA reporting.	Open	4 (Medium/Medium)	• Continue to collaborate with the Florida PALM Project and seek resources through staff augmentation, additional FTE, or contracts as needs are discovered.	Still monitoring	12/13/23	Sarah Pons
Technology	Resource impacts due to unforeseen system changes from DFS divisions, other projects, and external entities could cause delays in the ABS Remediation timeline.	Open	4 (Medium/Medium)	• Work closely with the ABS functional and technical owners to coordinate the timeline of changes with the Florida PALM timeline. • Work closely with the ABS functional and technical owners on design strategies related to Florida PALM integration.	Still monitoring	10/20/23	Stacey Pollock
People	ENTERPRISE A&A: • All bureaus within the division will have significant process changes. • Insufficient preparation or reluctance to adopt and adapt to changes could result in delays; operational deficiencies; and critical operations, tools, technologies, and resources not being available. • Performance issues at implementation if staff are not able to adapt and produce results at the current, expected level of output. • Due to the unique activities that A&A performs at an enterprise level, reduced performance could have a negative impact on agencies.	Open	4 (Medium/Medium)	• Prepare staff through regular change management engagements. • Perform knowledge transfer on why things are done so we can ensure better understanding of future processes. •Complete thorough process analysis and mapping of each process, along with the technology, tools, and resources to future functionality can ensure that we have identified where operational changes will occur and to what extent it will be affected. • Monitor staffs' engagement. • Analyze current skill sets and mentor or provide training needed to acquire the proper skills and address skill gaps. • Review organizational charts and identify succession planning or knowledge transfers for known gaps. • A&A has contracted with two People Soft experienced resources to help with implementation activities, including identifying staffing model changes and process changes.	Still monitoring	10/11/23	Renne Hermeling
People Processes Technology Data	ENTERPRISE A&A: A&A serves all other agencies, therefore our processes are at risk from external impacts: • Agencies – All A&A processes are downstream of agency processes. Agencies may lack their own training and resources for proper preparation. If agencies are not ready for implementation, this will cause significant issues for A&A to be able to continue operations at an acceptable level and could cause more significant increase in work or rework for A&A staff around go live. • Project – There may be changes in Project directions or decisions that negative affect A&A that would cause an increase of time and resources or provide confusion and lack of clarity among A&A's expectations. • Government/Florida Statutes/Regulations – Any potential changes to laws, regulations, or elected officials could change Project direction or restrict A&A's operations.	Open	4 (Medium/Medium)	• Continue to work closely with the Florida PALM Project to identify areas where significant training will be needed for agency staff. • A&A OFFE team make outreach with agencies to determine training needs for skills that will be needed in Florida PALM users. • Participate with all FFMIS and Enterprise partners to ensure remediation, testing and change management needs are understood and acted upon. • Assist agencies with readiness tasks such as data analysis and cleansing. • Develop contingency plans for agencies that are not prepared for Florida PALM implementation. • Monitor activities, changes in rules and regulations, and agencies competencies. • Establish contingency plans as risks become more probable (as information becomes available) and communicate those changes as quickly and clearly as possible. • A&A is seeking funding through the LBR process to contract for financial expertise that State Agencies can use to identify knowledge gaps and areas needing improvement and address those issues.	Still monitoring	10/11/23	Renne Hermeling

DFS Issues

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

DFS Assumptions

Critical Operational Elements	Assumption	Status	Date Logged or Removed	Impacted Stakeholder(s) and/or System(s)	Reporting Period Comments or Updates
Technology	Based on the Florida PALM implementation timeline established through the execution of Amendment #8, the Go-Live date for the Florida PALM solution is expected to occur on January 6, 2026.	Logged	10/20/23	Agency Business Systems	Added as a new entry to the Assumptions Log.
Technology	The Florida PALM Project will be able to provide timely and	Logged	10/20/23	Agency Business Systems	Added as a new entry to the Assumptions Log.

Technology	Agency business system owners will understand Florida PALM impacts to be able to provide requirements for system modifications with enough detail and time to implement the changes according to the Florida PALM schedule.	Logged	10/20/23	Agency Business Systems	Added as a new entry to the Assumptions Log.
	complete requirements for agency business system interfaces and business processes with enough detail and time to implement the changes according to the Florida PALM schedule.				

DFS 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	Conduct weekly Treasury PALM update	05/01/24	Treasury leadership	Share project task statuses, project communication wrap-ups and allow SMEs an opportunity to ask questions, make suggestions and provide feedback.	Entered as new Readiness Activity
People	DWC/ PSDA review of CCN OCM meeting on 4/30. Planning for Segment III tasks & SME engagments	05/01/24	POCs	Plan resources and approached to complete RW tasks.	Entered as new Readiness Activity
People Processes Data	OFB Florida PALM Prep - Budget	05/03/24	OFB Staff	Discussed current budget process and introduced some future budget concepts.	Entered as new Readiness Activity
People Processes	OFB Florida PALM Prep Meeting - Introduction to Budget	05/03/24	OFB Staff	This is the third in a series of meetings with OFB staff to provide a foundation to then build the Florida PALM information on - "PALM and Budget"	Entered as new Readiness Activity
People	DWC/ PSDA POC shared observations from Q3 PALM assignments with Bureau Chiefs & OTD	05/06/24	DWC Senior Management	Keep division leadership abreast of happenings	Entered as new Readiness Activity
People Processes	Conduct weekly Treasury PALM update	05/08/24	Treasury leadership	Share project task statuses, project communication wrap-ups and allow SMEs an opportunity to ask questions, make suggestions and provide feedback.	Entered as new Readiness Activity
People Processes Data	OFB Disbursements Staff Meeting	05/08/24	OFB Disbursements Staff	Shared knowledge center COA values. Reviewed/discussed information shared during OFB Florida PALM Prep meetings.	Entered as new Readiness Activity
People	Sponsor Snapshot - May	05/09/24	Division Directors, POCs/SMEs	Inform audiences of division shout-outs, accomplishments, what to expect and where we are in the Florida PALM journey. Directors sent 5/9, POCs on 5/22/24	Entered as new Readiness Activity
People	DWC/ PSDA working meeting - update DWC Readiness Activity Journal and CCN SharePoint site	05/09/24	DWC POCs	Update the CCN "Division Specific Readiness Activities" SharePoint site	Entered as new Readiness Activity
People	End User Road Show - Accounting and Auditing, session 1	05/13/24	Accounting and Auditing staff end users	Bring together DFS key Florida PALM change innovators to answer questions you may have on Florida PALM and end-user expectations. This event is happening because the CNN believes that each end-user must have an opportunity to hear information from the decision makers now vs. closer to go-live, to learn from our innovators and those on the front lines, and to ask the questions that you have for these individuals about the Florida PALM Project. Our objective is for you to know and to understand why we are undertaking this huge change in our financial business, as well as to discuss how some of your business processes might be changing, or simply might need to be done in a different way.	Entered as new Readiness Activity
Data	A&A Master Balance File Cleanup	05/15/24	All Agencies	A&A has been working with OIT to develop an IW (WebFocus) tool to help agencies identify and clean up data. This effort overlaps with A&As original efforts to work with OIT to create a more frequent purge process to remove incorrect data to help agencies have cleaner records to convert into Florida PALM.	Entered as new Readiness Activity
People Processes	Conduct weekly Treasury PALM update	05/15/24	Treasury leadership	Share project task statuses, project communication wrap-ups and allow SMEs an opportunity to ask questions, make suggestions and provide feedback.	Entered as new Readiness Activity
People	DWC/ BFA - division update meeting prep and agenda creation	05/15/24	POCs	Prepare for a informative PALM update for identified DWC staff members. Create an agenda for this planned update.	Entered as new Readiness Activity
People	DWC/ BFA provided a PALM update to SMEs	05/15/24	SMEs	Provide a PALM project update to identified DWC staff members.	Entered as new Readiness Activity
People	End User Road Show: Accounting and Auditing, session 2	05/15/24	Accounting and Auditing staff end users	Bring together many of DFS key Florida PALM change innovators to answer questions you may have on Florida PALM and end-user expectations. This event is happening because the CNN believes that each end-user must have an opportunity to hear information from the decision makers now vs. closer to go-live, to learn from our innovators and those on the front lines, and to ask the questions that you have for these individuals about the Florida PALM Project. Our objective is for you to know and to understand why we are undertaking this huge change in our financial business, as well as to discuss how some of your business processes might be changing, or simply might need to be done in a different way.	Entered as new Readiness Activity
People	End User Road Show: DIFs, PAF, SFM	05/16/24	DIFs, PAF, SFM end users	Bring together many of DFS key Florida PALM change innovators to answer questions you may have on Florida PALM and end-user expectations. This event is happening because the CNN believes that each end-user must have an opportunity to hear information from the decision makers now vs. closer to go-live, to learn from our innovators and those on the front lines, and to ask the questions that you have for these individuals about the Florida PALM Project. Our objective is for you to know and to understand why we are undertaking this huge change in our financial business, as well as to discuss how some of your business processes might be changing, or simply might need to be done in a different way.	Entered as new Readiness Activity
People	End User Road Show: Division of Risk Managment, session 1	05/16/24	Risk Management staff end users	Bring together many of DFS key Florida PALM change innovators to answer questions you may have on Florida PALM and end-user expectations. This event is happening because the CNN believes that each end-user must have an opportunity to hear information from the decision makers now vs. closer to go-live, to learn from our innovators and those on the front lines, and to ask the questions that you have for these individuals about the Florida PALM Project. Our objective is for you to know and to understand why we are undertaking this huge change in our financial business, as well as to discuss how some of your business processes might be changing, or simply might need to be done in a different way.	Entered as new Readiness Activity

People	End User Road Show: Office of Finance and Budget, Disbursements, Revenue& Receipts	05/17/24	Disbursement and Revenue & Receipts end-users	Bring together many of DFS key Florida PALM change innovators to answer questions you may have on Florida PALM and end-user expectations. This event is happening because the CNN believes that each end-user must have an opportunity to hear information from the decision makers now vs. closer to go-live, to learn from our innovators and those on the front lines, and to ask the questions that you have for these individuals about the Florida PALM Project. Our objective is for you to know and to understand why we are undertaking this huge change in our financial business, as well as to discuss how some of your business processes might be changing, or simply might need to be done in a different way.	Entered as new Readiness Activity
Technology	DWC/ BFA FLAIR Vendor File discussion	05/20/24	SMEs	Discuss the FLAIR vendor file. (Analysis for PT01 and WaPR)	Entered as new Readiness Activity
People	End User Road Show: Accounting and Auditing, session 3	05/20/24	Accounting and Auditing staff end users	Bring together many of DFS key Florida PALM change innovators to answer questions you may have on Florida PALM and end-user expectations. This event is happening because the CNN believes that each end-user must have an opportunity to hear information from the decision makers now vs. closer to go-live, to learn from our innovators and those on the front lines, and to ask the questions that you have for these individuals about the Florida PALM Project. Our objective is for you to know and to understand why we are undertaking this huge change in our financial business, as well as to discuss how some of your business processes might be changing, or simply might need to be done in a different way.	Entered as new Readiness Activity
People	End User Road Show: Office of Finance and Budget, Budget and RRU	05/20/24	Office of Finance and Budget staff end users	Bring together many of DFS key Florida PALM change innovators to answer questions you may have on Florida PALM and end-user expectations. This event is happening because the CNN believes that each end-user must have an opportunity to hear information from the decision makers now vs. closer to go-live, to learn from our innovators and those on the front lines, and to ask the questions that you have for these individuals about the Florida PALM Project. Our objective is for you to know and to understand why we are undertaking this huge change in our financial business, as well as to discuss how some of your business processes might be changing, or simply might need to be done in a different way.	Entered as new Readiness Activity
People	DWC/ PSDA - End User Roadshow preparation	05/21/24	DWC and CCN	Preparation for the PALM End User Roadshow.	Entered as new Readiness Activity
People	End User Road Show: Division of Workers Compensation	05/21/24	Division of Workers Comp fiscal and ABS staff end users	Bring together many of DFS key Florida PALM change innovators to answer questions you may have on Florida PALM and end-user expectations. This event is happening because the CNN believes that each end-user must have an opportunity to hear information from the decision makers now vs. closer to go-live, to learn from our innovators and those on the front lines, and to ask the questions that you have for these individuals about the Florida PALM Project. Our objective is for you to know and to understand why we are undertaking this huge change in our financial business, as well as to discuss how some of your business processes might be changing, or simply might need to be done in a different way.	Entered as new Readiness Activity
People	DWC/ PSDA team meeting - debrief of roadshow meetings, FLAIR vendor file discussion, Task 527 prep	05/22/24	POCs	Meet for a debrief of roadshow meetings, FLAIR vendor file discussion, and Task 527 preparations.	Entered as new Readiness Activity
People	End User Road Show: Accounting and Auditing, session 4	05/22/24	Accounting and Auditing staff end users	Bring together many of DFS key Florida PALM change innovators to answer questions you may have on Florida PALM and end-user expectations. This event is happening because the CNN believes that each end-user must have an opportunity to hear information from the decision makers now vs. closer to go-live, to learn from our innovators and those on the front lines, and to ask the questions that you have for these individuals about the Florida PALM Project. Our objective is for you to know and to understand why we are undertaking this huge change in our financial business, as well as to discuss how some of your business processes might be changing, or simply might need to be done in a different way.	Entered as new Readiness Activity
People	End User Road Show: Division of Risk Management, session 2	05/23/24	Division of Risk Management fiscal and ABS staff end users	Bring together many of DFS key Florida PALM change innovators to answer questions you may have on Florida PALM and end-user expectations. This event is happening because the CNN believes that each end-user must have an opportunity to hear information from the decision makers now vs. closer to go-live, to learn from our innovators and those on the front lines, and to ask the questions that you have for these individuals about the Florida PALM Project. Our objective is for you to know and to understand why we are undertaking this huge change in our financial business, as well as to discuss how some of your business processes might be changing, or simply might need to be done in a different way.	Entered as new Readiness Activity
People	End User Road Show: Accounting and Auditing, session 5	05/24/24	Accounting and Auditing staff end users	Bring together many of DFS key Florida PALM change innovators to answer questions you may have on Florida PALM and end-user expectations. This event is happening because the CNN believes that each end-user must have an opportunity to hear information from the decision makers now vs. closer to go-live, to learn from our innovators and those on the front lines, and to ask the questions that you have for these individuals about the Florida PALM Project. Our objective is for you to know and to understand why we are undertaking this huge change in our financial business, as well as to discuss how some of your business processes might be changing, or simply might need to be done in a different way.	Entered as new Readiness Activity
People	End User Road Show: Division of Treasury	05/24/24	Treasury staff end users	Bring together many of DFS key Florida PALM change innovators to answer questions you may have on Florida PALM and end-user expectations. This event is happening because the CNN believes that each end-user must have an opportunity to hear information from the decision makers now vs. closer to go-live, to learn from our innovators and those on the front lines, and to ask the questions that you have for these individuals about the Florida PALM Project. Our objective is for you to know and to understand why we are undertaking this huge change in our financial business, as well as to discuss how some of your	Entered as new Readiness Activity

				business processes might be changing, or simply might need to be done in a different way.	
People Processes	Conduct weekly Treasury PALM update	05/29/24	Treasury leadership	Share project task statuses, project communication wrap-ups and allow SMEs an opportunity to ask questions, make suggestions and provide feedback.	Entered as new Readiness Activity
People	End User Road Show: OIR, OFR, OGC	05/30/24	OIR, OFR, OGC Fiscal staff end-users	Bring together many of DFS key Florida PALM end-users, change innovators to answer questions you may have on Florida PALM and end-user expectations. This event is happening because the CNN believes that each end-user must have an opportunity to hear information from the decision makers now vs. closer to go-live, to learn from our innovators and those on the front lines, and to ask the questions that you have for these individuals about the Florida PALM Project. Our objective is for you to know and to understand why we are undertaking this huge change in our financial business, as well as to discuss how some of your business processes might be changing, or simply might need to be done in a different way.	Entered as new Readiness Activity
People	End User Road: Consumer Advocate, Funeral Cemetary, Consumer Services, Agent and Agency	05/30/24	Consumer Advocate, Funeral Cemetary, Consumer Services, Agent and Agency fiscal staff end users	Bring together many of DFS key Florida PALM end-users, change innovators to answer questions you may have on Florida PALM and end-user expectations. This event is happening because the CNN believes that each end-user must have an opportunity to hear information from the decision makers now vs. closer to go-live, to learn from our innovators and those on the front lines, and to ask the questions that you have for these individuals about the Florida PALM Project. Our objective is for you to know and to understand why we are undertaking this huge change in our financial business, as well as to discuss how some of your business processes might be changing, or simply might need to be done in a different way.	Entered as new Readiness Activity
People	End User Road Show: Division of Unclaimed Property	05/31/24	DUP fiscal and ABS staff end-users	Bring together many of DFS key Florida PALM end-users, change innovators to answer questions you may have on Florida PALM and end-user expectations. This event is happening because the CNN believes that each end-user must have an opportunity to hear information from the decision makers now vs. closer to go-live, to learn from our innovators and those on the front lines, and to ask the questions that you have for these individuals about the Florida PALM Project. Our objective is for you to know and to understand why we are undertaking this huge change in our financial business, as well as to discuss how some of your business processes might be changing, or simply might need to be done in a different way.	Entered as new Readiness Activity
People	End User Road Show: Rehab & Liquidation, HR, Administration, OIT	05/31/24	R&L, GR, ADM, & OIT Fiscal payroll staff end-users	Bring together many of DFS key Florida PALM end-users, change innovators to answer questions you may have on Florida PALM and end-user expectations. This event is happening because the CNN believes that each end-user must have an opportunity to hear information from the decision makers now vs. closer to go-live, to learn from our innovators and those on the front lines, and to ask the questions that you have for these individuals about the Florida PALM Project. Our objective is for you to know and to understand why we are undertaking this huge change in our financial business, as well as to discuss how some of your business processes might be changing, or simply might need to be done in a different way.	Entered as new Readiness Activity
People	Sponsor Snapshot - June	06/04/24	Division Directors, POC/SMEs	Inform audiences of division shout-outs, accomplishments, what to expect and where we are in the Florida PALM journey	Entered as new Readiness Activity
People	Create and distribute Road Show Presentation to End Users	06/04/24	Division End Users	Provide tangible content that end users can reference and learn about the Florida PALM Project, CCN and next steps.	Entered as new Readiness Activity
People Processes Technology Data	A&A Bureau Planning	06/05/24	Bureau Staff	A&A's Project Management Team and our Transition Team have begun collaborating with the bureaus within our division to start develop specific implementation plans for each bureau and or section within each bureau. These plans cover all aspects of transformation, including highlighting change impacts, knowledge gaps, operational changes to support the Project as we get closer to testing and go live.	Entered as new Readiness Activity
People Processes	Conduct weekly Treasury PALM update	06/05/24	Treasury leadership	Share project task statuses, project communication wrap-ups and allow SMEs an opportunity to ask questions, make suggestions and provide feedback.	Entered as new Readiness Activity
Processes Technology Data	DRM & DFS OIT ABS Remediation Design Meeting	06/05/24	DRM SMEs, DFS OIT, ABS	Meeting topics include Origami FL PALM integration update, revisions to FL PALM interfaces, functional design document, and A&A vendor portal.	Entered as new Readiness Activity
Data	A&A Revenue Account Updates	06/11/24	All Agencies	As a result to agency feedback, A&A updated our published list of Revenue Accounts that will be used in Florida PALM. These updates included a standardized naming convention to help agencies locate the correct account when inputting journals, and we also added a cross-walk mapping current day Revenue Classifications to our Proposed Revenue Account List.	Entered as new Readiness Activity
People Processes	Conduct weekly Treasury PALM update	06/12/24	Treasury leadership	Share project task statuses, project communication wrap-ups and allow SMEs an opportunity to ask questions, make suggestions and provide feedback.	Entered as new Readiness Activity
People	DWC/ PSDA Working Meeting	06/12/24	DWC SMEs	Watched PALMcast #16 and drafted informational PALM @ DWC SharePoint site	Entered as new Readiness Activity
Processes Technology Data	DRM Origami FL PALM Integration Meetings	06/13/24	ABS staff, DRM SMEs, and DRM Contract Management	05/31 and 06/13 meetings to review Origami's Statement of Work (SOW) draft	Entered as new Readiness Activity
People Processes Technology Data	A&A Policy Planning	06/14/24	All Agencies	A&A (PMT and Transition Team and input from the Project) are working on identifying and creating policy around Florida PALM and future changes in how we carry out our businesses. Within this project, we have identified policy items that have come about through design conversations and agency discussions. We are currently prioritizing these items to by: What is needed prior to UAT to help agencies operate within future policies while testing, What is needed prior to go-live, and how we can continuously monitor and improve policy items post go-live.	Entered as new Readiness Activity
People Processes Technology Data	DWC/ PSDA Working Meeting	06/14/24	DWC SMEs	added new to the internal DWC Business Process database and continued drafting PALM @ DWC SP site	Entered as new Readiness Activity
People Processes Data	OFB Florida PALM Prep Meeting - Org/EO/Account Code - What are we keeping?	06/14/24	OFB end user staff	This is the fourth in a series of meetings with OFB staff to provide a foundation to then build the Florida PALM information on - "Org/EO/Account Code - What are we	Entered as new Readiness Activity

				keeping'?"		
People	CCN Created Awareness Flyer "5 Florida PALM Updates - June"	06/18/24	Division POC, SME and end users	CCN providing 5 nuggets on Florida PALM" to end users that is provided in small bite size content to inform and engage end users.	Entered as new Readiness Activity	
People	CCN Created Risk and Issues Team	06/19/24	DFS	CCN worked with five major divisions and offices to seek representatives that can coordinate with stakeholders of agency division/offices to identify, mitigate, and monitor agency risks associated with Florida PALM. DRM= Brittany Pittman OFB = Cathy Sauls A&A = Don Hurst TRS = Mireia Vidal OIT = Nancy Anderson	Entered as new Readiness Activity	
People Processes	Conduct weekly Treasury PALM update	06/19/24	Treasury leadership	Share project task statuses, project communication wrap-ups and allow SMEs an opportunity to ask questions, make suggestions and provide feedback.	Entered as new Readiness Activity	
Technology Data	DRM Contacts Conversion to FLAIR VS	06/19/24	DRM SMEs, TFMS	05/03, 05/08, 05/29 meetings to discuss findings from Origami contacts conversion review. 06/19 Meeting to discuss contact issues with contracted Medical Bill Review service provider Cleanup identified during Origami contacts conversion review meetings.	Entered as new Readiness Activity	
People Processes	CCN Communication on Asset Reclassification	06/20/24	OFB, A&A, ADM Stakeholders	Provide information to impacted SMEs on the design direction of the Governmental Fund Asset Reclassification.	Entered as new Readiness Activity	
People	Share Florida PALM Sponsor Scoop	06/21/24	DFS, OIR, OFR POCs SMEs	Provide newsworthy notes on Florida PALM.	Entered as new Readiness Activity	
People	Share Florida PALM Sponsor Scoop	06/21/24	DFS, OIR, OFR Leadership	Provide newsworthy notes on Florida PALM.	Entered as new Readiness Activity	
People Processes Technology Data	Conduct standing weekly CCN meetings	06/24/24	CCN & Agency Sponsor	Share project activities status, project communication wrap-ups and allow CCN members an opportunity to ask questions, make suggestions and provide feedback. Prepare recurring agenda in SmartSheet and use to capture minutes and actions. Strategize on Florida PALM RW Task assignments that impact the Division stakeholders. Meetings held on 5/6, 5/20, 6/3, 6/10, 6/17, 6/24,	Entered as new Readiness Activity	
People	CCN Updated Change Champion Network Flyer	06/24/24	Division SME/POCs	Updated and shared DFS CCN Flyer so that POCs, SMEs and end users can put name and face together.	Entered as new Readiness Activity	
People	CCN Prepared Presentation of Road Show Analysis Awareness and Desire scores for A&A	06/24/24	A&A Division Director, Transition Team and PMT members	Educate stakeholders on the survey results, how can use to engage and discussed division responses that may need to be addressed. • Presentation was shared with these groups to emphasize the following. o Law of Diffusion o Survey Approach o Survey Methodology o Heat Map and how to use o Division and group survey results o Next steps to ensure that we maintain higher scores throughout the life of project • To facilitate the directors, assistant directors, and respective division staff, the sessions were purposely held in person, in their office buildings. • Agency Liaison led the conversation, Training Liaison, Training Liaison Back up, and Project Management Liaison supported. • Division directors, assistant directors, and respective division staff acknowledged CCN's hard work and appeared committed to continue the efforts to ensure that we sustain higher levels of awareness and desire.	Entered as new Readiness Activity	
People	A&A Activity Board "DFS Cruising to Florida PALM"	06/24/24	A&A Division end users	Visual activity board, were end users can find fun facts about Florida PALM and CCN	Entered as new Readiness Activity	
People	CCN Created "Cruising with Florida PALM" Flyer	06/25/24	Division POC, SMEs and end users	Developed and shared flyer to provide end users with a quick summary of what is Florida PALM and what's changing.	Entered as new Readiness Activity	
People	CCN Created "WIIFM" Flyer	06/25/24	Divisions POC, SMEs and end users	Developed and shared flyer to provide end users with a quick summary of what's in it for me benefits of Florida PALM	Entered as new Readiness Activity	
People	Conduct Monthly Point of Contact meeting with Division/Offices	06/25/24	Division SME/POCs	Communicate Florida PALM activities, Presented Road Show Summary Results, Participated in some engagement activities.	Entered as new Readiness Activity	
People Processes	Conduct weekly Treasury PALM update	06/26/24	Treasury leadership	Share project task statuses, project communication wrap-ups and allow SMEs an opportunity to ask questions, make suggestions and provide feedback.	Entered as new Readiness Activity	
People Processes Technology Data	DRM Project Tracking Meeting	06/27/24	DRM SMEs	Meeting to update the FL PALM project tracking log	Entered as new Readiness Activity	
Processes Technology Data	DRM Supplier Meetings	06/27/24	DRM SMEs, ABS, DRM Management, FL PALM, CCN	05/01 DFS divisions met with FL PALM to address outstanding questions regarding FL PALM supplier functionality including: supplier location, address tab, and API002 supplier information. 05/06, 05/08, 06/20, 06/21, 06/24, 06/26, 06/27, and 06/28 DRM SMEs & DRM Management met to discuss and document outstanding supplier risks.	Entered as new Readiness Activity	
People	CCN Developed and pre launched "Stakeholder Florida PALM SharePoint site "	06/28/24	DFS, OFR, OIR	The site can be a helpful resource for understanding Florida PALM and you, CCN communications, Games, Calendar of Activities, and direct users to the Florida PALM website for additional resources!	Entered as new Readiness Activity	
People Processes Technology Data	DRM Management Update Meetings	06/28/24	DRM Management	05/07 meeting topics included FL PALM tasks, ABS remediation design meeting with OIT, supplier meetings, FL PALM asset management, April POC meeting/OCM training, Origami FL PALM integration, Origami contacts conversion review, TFMS training, and new Data Warehouse. 06/28 meeting topics included FL PALM tasks, CCN end-user road shows survey results, CCN Organization Change Management Liaison vacancy, Risks and Issues Team, Origami contacts conversion, request for changes to Origami building numbers, Origami Statement of Work (SOW), OIT follow-up meeting.	Entered as new Readiness Activity	

DFS Status Report Confirmation			
Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
May - June 2024	Scott Fennell	scott.fennell@myfloridacfo.com	07/10/24
March - April 2024	Scott Fennell	scott.fennell@myfloridacfo.com	05/13/24
January - February 2024	Scott Fennell	scott.fennell@myfloridacfo.com	03/05/24

Agency Sponsor Name:

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