

Helpful Links

- Dashboard Snapshots
- Knowledge Center
- Florida PALM Workbook for DOR
- Readiness Workplan

DOR 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

Clark Rogers

CCN Composition



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

Change Champion Network:

- Unique Filled Role = 18
- 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 = 65.83%**
- Submitted Complete = 7
- Submitted Incomplete = 1
- Completed After Submission = 4

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 = 91.94%**
- Submitted On Time = 30
- Submitted Late = 5
- Pending Submission = 1

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	05/24/24		Submission Complete	
N/A	Processes	515	Identify Change Impacts and Update Agency Business Process Documentation for Segments I and II	01/29/24	04/12/24	Pending Resubmission	04/12/24		Submission Incomplete	
N/A	Technology	519	Remediate Agency Business Systems based on Segment I	01/29/24	06/28/24	50% - In Progress		Remediation of Agency Business Systems have multiple dependencies (RADS is being migrated to SUNTAX, getting data from the data warehouse, and not being able to remediate SAP systems without having all segments rolled out).		
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	06/14/24
N/A	Data	526	Complete Data Readiness Analysis and Data Cleansing Activities for Segment III	04/29/24	07/12/24	100% - Submitted	07/09/24			
N/A	Processes	527	Identify Change Impacts and Update Agency Business Process Documentation for Segment III	04/15/24	07/12/24	100% - Submitted	07/09/24			
N/A	Technology	528	Update Agency Business System Documentation for Segment III	04/15/24	07/12/24	25% - Beginning Initial Internal Meetings and Information Gathering				
Indirect	Technology	529	Update Florida PALM Conversion Inventory for Segment III	04/29/24	07/12/24	100% - Submitted	07/09/24			
Indirect	Technology	530	Update Florida PALM Interface Inventory for Segment III	04/15/24	07/12/24	100% - Submitted	07/02/24		Submission Complete	07/02/24
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				
N/A	N/A	532	Submit Bimonthly Agency Readiness Status Report	05/01/24	05/13/24	100% - Submitted	05/09/24		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			06/28/24
N/A	People	534	Update CCN and Project Contacts	06/03/24	06/14/24	100% - Submitted	06/13/24		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	07/09/24			
N/A	N/A	538	Submit Bimonthly Agency Readiness Status Report	07/01/24	07/12/24	100% - Submitted	07/12/24			
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 = 101

Processes

The sequence of procedures to accomplish a business objective.

Current-State:

Cataloged Business Processes = 227

Technology

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

Current-State:

Cataloged Business Systems = 32

Data

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

Current-State:

Unique FLAIR Data Elements = 439

• Business Process Groupings = 12/13

Identified Subject Matter Experts = 56

SMEs by Business Process Grouping

- Account Mgmt. and Financial Reporting = 23
- Accounts Receivable = 21
- Asset Accounting and Mgmt. = 6
- Banking = 1
- Budget Mgmt. and Cash Control = 16
- Contracts Mgmt. = 9
- Disbursements Mgmt. = 27
- Grants Mgmt. = 5
- Inter/IntraUnit Transactions = 15
- Payroll Mgmt. = 8
- Projects Mgmt. = 1
- Revenue Accounting = 1
- System Access and Controls = 11

Role Mapping = TBD

Training = TBD

• Related Business Systems = 12

• Related Reports = 42

Documentation Status:

- Complete = 220 Partial = 2 Not Started = 3

Implementation:

Impacted Agency Business Processes = 227

• Related Business Process Groupings = 11

- Planned Spreadsheet Uploads = 6

Level of Impact: People Changes

- High = 19 Medium = 16 Low = 55 None = 3 Uncertain = 3

Level of Impact: Processes Changes

- High = 22 Medium = 17 Low = 43 None = 3 Uncertain = 9

Level of Impact: Technology Changes

- High = 18 Medium = 21 Low = 46 None = 10 Uncertain = 0

Level of Impact: Data Changes

- High = 13 Medium = 22 Low = 29 None = 5 Uncertain = 26

Segments I & II Documentation Update Status

- Not Started = 33 In Progress = 37 Complete = 8

Criticality:

- High = 31 Med = 1 Low = 0 None = 0

Documentation Status:

- Complete = 32 Partial = 0 Not Started = 0

Cataloged Interfaces = 30

- Inbound Interfaces = 17

- Outbound Interfaces = 13

Implementation:

Business Systems Planned for Integration = 26

Segment I - Documentation Updates:

- Complete = 23 Updating = 3 Evaluating = 0 Not Started = 0 Not Needed = 0

Segment II - Documentation Updates:

- Complete = 24 Updating = 2 Evaluating = 0 Not Started = 0 Not Needed = 0

Planned Interfaces = 28

- Inbound Interfaces = 6

- Outbound Interfaces = 15

• **Associated Unique Uses = 838**

- Continued Use - Yes = 392

- Continued Use - No = 0

• **Associated Business Systems = 9**

Cataloged Reports = 205

Criticality:

- High = 218 Med = 16 Low = 16 None = 0

Implementation:

Segments I & II Planned Configurations = 8/9

Accounts Receivable (AR)

- Planned Distribution Codes = 2

Asset Management (AM)

- Planned Location Codes = 55

- Planned Associated Area ID's = 62

Commitment Control (KK)

- Planned Option = Option # 1 - Track with Budget

General Ledger (GL)

- Planned Budgetary Value Combo Edits = 456

- Planned Local Funds = None

- Planned Organization ID's = 34

- Planned OA1's = 9

- Planned OA2's = 4

Conversions & Data Readiness

• Conversions Needed = 5

• Agency Data Outside of Primary Source System(s) = 2

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.

DOR Risks

Critical Operational Elements	Risk Description	Status	Risk Rating	Mitigation/Response Strategy	Reporting Period Comments or Updates	Date of Status Change	Owner / Coordinator
Data	PALM Project has not provided a data dictionary and data mapping to provide a crosswalk for data elements.	Open	9 (High/High)	DOR continues to communicate to the PALM project of this risk and issue at monthly Touchpoint meetings. The PALM project says they will bring this up to their technical staff.	Newly logged risk.	06/25/24	Jeff Miller
People	Legislation enacted in the 2024 legislative session that creates new taxes or modifies existing taxes may impact GTA's ability to complete remediation to SUNTAX on 2024/2025 due to staff augmentation resources being involved in system modifications to implement new legislation.	Open	6 (High/Medium)	Request funding to contract for additional GTA staff augmentation resources in FY23/24, FY24/25 and FY25/26.	A budget amendment was submitted for staff augmentation resources for Florida PALM agency business system remediation. Additional staff augmentation resources may be needed for system modifications to implement new legislation. Funding was received for FY23/24.	11/02/23	Laura Dukes, Budget Officer; Lisa Morgan, GTA Budget Liaison
Processes Data	DOR collects and distributes funds to 16 other state agencies. We are going to request that they provide the business unit specific ChartField values needed to effect those collections and distributions within PALM. Due to individual agency readiness activities, data from one or more of those agencies may not be available and could result in DOR not being able to collect and distribute their funds to them.	Open	6 (High/Medium)	Coordinate with other agencies to gather, confirm and validate ChartField data.	Discussed with DOR's Readiness Coordinator and other Florida PALM project staff during November 2023 Touchpoint meeting.	11/02/23	Steve Welch, GTA PMO
People	Natural Gas project #006277 for GTA has an implementation date of January 2026, same time as PALM financials wave implementation date, and could create a resource issue.	Open	4 (Medium/Medium)	Plan efficiently with the resources provided.	Continue monitoring risk. We plan to kick-off this project Fall 2024 to ensure we have sufficient time for all projects. Updated risk owner and backup.	11/02/23	Catherine Barber, GTA; Andrea Hunter, GTA, Backup Owner
People	The GTA E-services project may be conducted at the same time agency business system remediation is conducted.	Open	4 (Medium/Medium)	Plan efficiently with the resources provided. This project will begin in July 2024. Staff augmentation resources to support Florida PALM activities have been requested for FY24/25.	Continue monitoring risk.	10/17/23	David Potter, GTA - BTO
People	The Director of Financial Management, Shannon Segers, is retiring June 30, 2025. He is also the Agency Liaison and ESC member for DOR.	Open	4 (Medium/Medium)	We have implemented a succession plan. We have hired a new Deputy Director of Financial Management and will also have an overlapped position for the Director of Financial Management. The new Deputy Director will also be the backup Agency Liaison. A new ESC member will be selected from one of these individuals.	New Risk.	06/17/24	Shannon Segers
People Processes	DOR-GTA receives wages from DMS (DOR Batch Job ZUD105) from all state agencies to process Quarterly filing requirements for Re-employment tax. The ORG Codes are listed on	Open	3 (High/Low)	Need to continue to receive this file from DMS in order to process RT collections for Commerce.	New Risk, also logged as an assumption.	02/29/24	Wynette Davis, Steve Welch

	employment tax. The ORG Codes are listed on each Location for each State Agency and the individual employee is linked to that specific location by the org code.							
Technology	RADS system is being migrated to SAP (SUNTAX) at the same time SUNTAX will need to be remediated for PALM interfacing. Interface testing begins January 2025 and UAT is planned for April 2025 and full integration testing planned for July 2025. RADS migration to SUNTAX will need to be completed and remediated for PALM by July 2025.	Open	3 (High/Low)	We have a new contracted SAP developer to work on system remediation for PALM migration and can help with RADS migration to SUNTAX. Many of the same resources working on RADS migration are also involved in ABS remediation.	New Risk.	03/26/24	Miranda McClure, Steve Welch	
Processes Data	All enterprise systems will be remediated and operating with PALM COA data in the test environment used for UAT so that agency business systems may be fully validated by processing actual data generated by normal business processes in the test environment.	Open	3 (High/Low)	Unable to mitigate at agency level; must be mitigated by the enterprise.	New Risk, also logged as an assumption.	06/28/24	Shannon Segers	

DOR Issues

Critical Operational Elements	Issue Description	Status	Priority	Resolution Plan	Reporting Period Comments or Updates	Planned or Actual Resolution Date	Owner / Coordinator
Processes	DOR-GTA receives wages from DMS (DOR Batch Job ZUD105) from all state agencies to process Quarterly filing requirements for Re-employment tax. The ORG Codes are listed on each Location for each State Agency and the individual employee is linked to that specific location by the org code.	Open	High - Impacts the ability of the agency to meet deadlines or milestones	2/29/24: Request that this information be sent from DMS as is done currently.	Issue opened February 2024	05/31/24	Wynette Davis
Processes	DOR GTA will not know if they will be using OA 1 or OA 2 values until Segment IV inter/intra unit transaction section is rolled out. Currently we are not listing any values for the Other Accumulators for GTA, but will only know for sure until after Segment IV.	Open	High - Impacts the ability of the agency to meet deadlines or milestones	We have included all OA 1 and OA 2 values for CSP who was the only Program that used OCA values in FLAIR and will list the other values for OAs if GTA needs them after Segment IV is released.	Issue opened May 2024	08/30/24	Miranda McClure
People Processes	Currently, PALM has the design laid out that there will be single payments for refunds which will create a large volume of distribution vouchers that will have to be manually done by workers creating more time, effort, and staff.	Open	High - Impacts the ability of the agency to meet deadlines or milestones	Issue has been brought up to PALM to bring up to A&A technical staff.	Issue opened June 2024	12/31/24	Wynette Davis

DOR Assumptions

Critical Operational Elements	Assumption	Status	Date Logged or Removed	Impacted Stakeholder(s) and/or System(s)	Reporting Period Comments or Updates
Data	The current PALM Chart of Accounts (COA) structure will not be changed.	Logged	07/01/23	All agency business systems	DOR will begin agency business system remediation in FY23/24.
People	Administered funds will be available for use in procuring staff augmentation resources for agency business system remediation.	Logged	07/13/23	All agency business systems	During July, DOR submitted a budget amendment requesting funds for staff augmentation to perform project management and IT consulting activities for agency business system remediation and pre-remediation evaluation activities. Funds were approved and released for FY23/24.
People Processes	DOR-GTA receives wages from DMS (DOR Batch Job ZUD105) from all state agencies to process Quarterly filing requirements for Re-employment tax. The ORG Codes are listed on each Location for each State Agency and the individual employee is linked to that specific location by the org code.	Logged	02/27/24	General Tax Administration	Need to continue to receive this file from DMS in order to process RT collections for Commerce.
Data	New chart of account data from the configuration workbooks will be loaded by the Florida PALM Project Team into all enterprise business systems.	Logged	03/08/24	All agencies, all agency business systems.	Needed before UAT so that the new COA data may be utilized in UAT to validate agency business system remediations.
Data	People First data will be cleansed and updated chart of accounts data will be available in a test environment for UAT.	Logged	04/12/24	All agencies, all business systems that use People First data.	Data cleansing needed and new COA data available for UAT. Also, old data must be purged from People First prior to first live payroll in PALM to avoid errors in payroll processing. 6/10/24: Requested funding information by program from Budget to create spreadsheet to load funding information into People First.
Processes Data	All enterprise systems will be remediated and operating with PALM COA data in the test environment used for UAT so that agency business systems may be fully validated by processing actual data generated by normal business processes in the test environment.	Logged	06/28/24	All enterprise systems will be remediated and operating with PALM COA data in the test environment used for UAT so that agency business systems may be fully validated by processing actual data generated by normal business processes in the test environment.	This is necessary for agencies to fully validate the remediated agency business systems.

DOR 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	Conducted orientation discussion of FLAIR capabilities and comparison to PALM functionality.	06/27/24	CAMS, SUNTAX, EXE business systems	Provide developers who will be remediating agency business systems with an initial understanding of FLAIR functionality.	6/27/24: New activity.

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 *

DOR Status Report Confirmation

Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
May - June 2024	Clark Rogers	shannon.segers@floridarevenue.com	07/12/24
March - April 2024	Clark Rogers	shannon.segers@floridarevenue.com	05/08/24
January - February 2024	Clark Rogers	shannon.segers@floridarevenue.com	03/08/24