

Helpful Links

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

DOS 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

Jennifer Kennedy

CCN Composition



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

Change Champion Network:

- Unique Filled Role = 16
- 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 = 95.00%

- Submitted Complete = 11
- Submitted Incomplete = 0
- Completed After Submission = 3

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 = 75.58%

- Submitted On Time = 17
- Submitted Late = 11
- Pending Submission = 8

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
	N/A	500	Create Agency Specific Project Charter	10/02/23	12/15/23	25% - Beginning Initial Internal Meetings and Information Gathering		The Department does not currently have a dedicated Project Manager and are using existing staff to assist with the creation of these documents. The Department has initiated a solicitation to acquire a dedicated Project Manager and anticipates onboarding near the beginning of March.		
	N/A	501	Create Agency Specific Implementation Schedule	10/09/23	12/15/23	25% - Beginning Initial Internal Meetings and Information Gathering		The Department does not currently have a dedicated Project Manager and are using existing staff to assist with the creation of these documents. The Department has initiated a solicitation to acquire a dedicated Project Manager and anticipates onboarding near the beginning of March.		
	N/A	502	Create Agency Specific Risks and Issues Management Plan	10/09/23	12/15/23	25% - Beginning Initial Internal Meetings and Information Gathering		The Department does not currently have a dedicated Project Manager and are using existing staff to assist with the creation of these documents. The Department has initiated a solicitation to acquire a dedicated Project Manager and anticipates onboarding near the beginning of March.		
	People	503	Create Workforce Readiness Plan	10/16/23	12/15/23	25% - Beginning Initial Internal Meetings and Information Gathering		The Department does not currently have a dedicated Project Manager and are using existing staff to assist with the creation of these documents. The Department has initiated a solicitation to acquire a dedicated Project Manager and anticipates onboarding near the beginning of March.		
	N/A	510	Manage Agency Specific Implementation Schedule, Risks and Issues	12/28/23	02/29/24	50% - In Progress		Task should be completed by 7/15.		
Direct	Data	513	Complete Configuration Workbooks for Segments I and II	02/12/24	05/13/24	100% - Submitted	05/20/24		Submission Complete	06/06/24
N/A	Processes	515	Identify Change Impacts and Update Agency Business Process Documentation for Segments I and II	01/29/24	04/12/24					
N/A	Technology	519	Remediate Agency Business Systems based on Segment I	01/29/24	06/28/24	100% - Submitted	06/20/24		Submission Complete	
N/A	N/A	522	Manage Agency Specific Implementation Schedule, Risks and Issues	03/01/24	04/30/24	50% - In Progress		Task should be completed by 7/15.		
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					
N/A	Processes	527	Identify Change Impacts and Update Agency Business Process Documentation for Segment III	04/15/24	07/12/24					
N/A	Technology	528	Update Agency Business System Documentation for Segment III	04/15/24	07/12/24					
Indirect	Technology	529	Update Florida PALM Conversion Inventory for Segment III	04/29/24	07/12/24	100% - Submitted	07/12/24			
Indirect	Technology	530	Update Florida PALM Interface Inventory for Segment III	04/15/24	07/12/24	100% - Submitted	06/20/24		Submission Complete	
N/A	Technology	531	Remediate Agency Business Systems based on Segment II	04/29/24	09/27/24	100% - Submitted	06/20/24		Submission Complete	
N/A	N/A	532	Submit Bimonthly Agency Readiness Status Report	05/01/24	05/13/24	100% - Submitted	05/14/24		Submission Complete	

N/A	N/A	533	Manage Agency Specific Implementation Schedule, Risks and Issues	05/01/24	06/28/24				
N/A	People	534	Update CCN and Project Contacts	06/03/24	06/14/24	100% - Submitted	06/17/24		Submission Complete
N/A	People	535	Update Workforce Readiness Plan	06/17/24	08/02/24				
Indirect	People	536-A	Create Agency Specific User Acceptance Testing Plan	06/17/24	08/16/24				
N/A	People	537	Update Authorized Smartsheet Users	06/24/24	07/12/24				
N/A	N/A	538	Submit Bimonthly Agency Readiness Status Report	07/01/24	07/12/24	100% - Submitted	07/15/24		Submission Complete
N/A	N/A	539	Manage Agency Specific Implementation Schedule, Risks and Issues	07/01/24	08/29/24				
N/A	People	540	Share Florida PALM Updates	07/15/24	07/26/24				

People	Processes	Technology	Data
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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 = 15

• Business Process Groupings = 10/13

Identified Subject Matter Experts = 7

• **SMEs by Business Process Grouping**

- Account Mgmt. and Financial Reporting = 2

- Accounts Receivable = 2

- Asset Accounting and Mgmt. = 0

- Banking = 2

- Budget Mgmt. and Cash Control = 2

- Contracts Mgmt. = 1

- Disbursements Mgmt. = 3

- Grants Mgmt. = 1

- Inter/IntraUnit Transactions = 2

- Payroll Mgmt. = 1

- Projects Mgmt. = 1

- Revenue Accounting = 2

- System Access and Controls = 1

Role Mapping = TBD

Training = TBD

Current-State:

Cataloged Business Processes = 10

• Related Business Systems = 1

• Related Reports = 21

• **Documentation Status:**

- Complete = 7 Partial = 2 Not Started = 1

Implementation:

Impacted Agency Business Processes = 10

• Related Business Process Groupings = 5

- Planned Spreadsheet Uploads = 0

• **Level of Impact: People Changes**

- High = 0 Medium = 0 Low = 1 None = 0 Uncertain = 0

• **Level of Impact: Processes Changes**

- High = 0 Medium = 0 Low = 1 None = 0 Uncertain = 0

• **Level of Impact: Technology Changes**

- High = 0 Medium = 0 Low = 0 None = 1 Uncertain = 0

• **Level of Impact: Data Changes**

- High = 0 Medium = 0 Low = 0 None = 1 Uncertain = 0

• **Segments I & II Documentation Update Status**

- High = 0 Medium = 0 Low = 0 None = 1 Uncertain = 0

• **Segments I & II Documentation Update Status**

- Not Started = 9 In Progress = 0 Complete = 0

Current-State:

Cataloged Business Systems = 4

• **Criticality:**

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

• **Documentation Status:**

- Complete = 0 Partial = 0 Not Started = 0

Cataloged Interfaces = 0

- Inbound Interfaces = 0

- Outbound Interfaces = 0

Implementation:

Business Systems Planned for Integration = 0

• **Segment I - Documentation Updates:**

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

• **Segment II - Documentation Updates:**

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

Planned Interfaces = 0

- Inbound Interfaces = 0

- Outbound Interfaces = 0

Current-State:

Unique FLAIR Data Elements = 67

• **Associated Unique Uses = 138**

- Continued Use - Yes = 0

- Continued Use - No = 0

• **Associated Business Systems = 2**

Cataloged Reports = 241

• **Criticality:**

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

Implementation:

Segments I & II Planned Configurations = 6/9

• **Accounts Receivable (AR)**

- Planned Distribution Codes = 3

• **Asset Management (AM)**

- Planned Location Codes = 35

- Planned Associated Area ID's = None

• **Commitment Control (KK)**

- Planned Option = Option # 1 - Track with Budget

• **General Ledger (GL)**

- Planned Budgetary Value Combo Edits = 498

- Planned Local Funds = None

- Planned Organization ID's = 144

- Planned OA1's = 36

- Planned OA2's = None

Conversions & Data Readiness

• **Conversions Needed = 4**

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

• **Data Readiness/Cleansing Status:**

- Complete = 4 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.

DOS Risks

Critical Operational Elements	Risk Description	Status	Risk Rating	Mitigation/Response Strategy	Reporting Period Comments or Updates	Date of Status Change	Owner / Coordinator
People	Current staff have little knowledge of the details of current Access Database being used to extract transaction data.	Open	6 (Medium/High)	Department currently exploring options for hiring staff with extensive Access experience to fill knowledge gaps.	The Department has received Administered funds for the purposes of preparations for Florida PALM. These funds are intended to be used for hiring a project manager and consultant to assist with agency efforts. The Department has chosen to redirect efforts to hire additional staff by bringing on OPS staff to assist with project management and system implementation. The Department has onboarded new Project Manager Marc Weeks.	03/08/24	Antonio Murphy

						Marc is currently working with End Users to understand daily functions in order to develop updated risks and change challenges.		
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DOS Issues							
Critical Operational Elements	Issue Description	Status	Priority	Resolution Plan	Reporting Period Comments or Updates	Planned or Actual Resolution Date	Owner / Coordinator
People	End users have refined processes and a strong affinity for FLAIR. The current sentiment is, "Why fix it if it isn't broken?" I believe this could also be an issue within other organizations and state departments.	Open	Low - All impacts not listed as Critical or High	Set as an agenda item with the change champion network, this issue will be an ongoing challenge.		12/31/24	Marc Weeks

DOS Assumptions					
Critical Operational Elements	Assumption	Status	Date Logged or Removed	Impacted Stakeholder(s) and/or System(s)	Reporting Period Comments or Updates

DOS Agency-Specific Readiness Activities					
Critical Operational Elements	Activity Description	Date(s)	Impacted Stakeholder(s) and/or System(s)	Objective	Reporting Period Comments or Updates

Agency Sponsor Confirmation
<p>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.</p> <p>Agency Sponsor Name: *</p> <input type="text"/> <p><input type="checkbox"/> Confirm *</p> <p><input type="button" value="Submit"/></p> <p>Privacy Notice Report Abuse</p>

DOS Status Report Confirmation			
Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
May - June 2024	Jennifer Kennedy	antonio.murphy@dos.myflorida.com	07/15/24
March - April 2024	Jennifer Kennedy	antonio.murphy@dos.myflorida.com	05/14/24
January - February 2024	Jennifer Kennedy	antonio.murphy@dos.myflorida.com	03/08/24