

Helpful Links

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- Readiness Workplan

FCOR Status Report Dashboard

Reporting Period

May - June 2024

Agency Sponsor

Ryan Schenck

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 = 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 = 100.00%**
- Submitted Complete = 13
- 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 = 93.33%**
- Submitted On Time = 33
- Submitted Late = 1
- Pending Submission = 2

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	Processes	515	Identify Change Impacts and Update Agency Business Process Documentation for Segments I and II	01/29/24	04/12/24	75% - Consolidating/Inputting Information for Submission		We have contracted with KPMG to assist with this task. We require TASK 328 to be completed. KPMG has completed meetings for the Business Process for Payroll, Account Management & Financial Reporting, Inter/Intraunit Transaction, Revenue Account, Contracts (3/25). KPMG is still working on narratives and flows at this point, and they just finished up an assessment with Acct Management and Financial reporting. This task will not be completed until KPMG finishes their process.		
N/A	Technology	519	Remediate Agency Business Systems based on Segment I	01/29/24	06/28/24	100% - Submitted	05/24/24	FCOR doesn't have any ABS systems to update documentation.	Submission 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	
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	Processes	527	Identify Change Impacts and Update Agency Business Process Documentation for Segment III	04/15/24	07/12/24	75% - Consolidating/Inputting Information for Submission				
N/A	Technology	528	Update Agency Business System Documentation for Segment III	04/15/24	07/12/24	100% - Submitted	05/24/24	FCOR doesn't have any ABS systems to update documentation.	Submission Complete	
Indirect	Technology	530	Update Florida PALM Interface Inventory for Segment III	04/15/24	07/12/24	100% - Submitted	05/20/24	FCOR doesn't have any ABS systems to update the interfaces	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	07/12/24	All data is currently being monitored for conversion		
Indirect	Technology	529	Update Florida PALM Conversion Inventory for Segment III	04/29/24	07/12/24	100% - Submitted	07/10/24			
N/A	Technology	531	Remediate Agency Business Systems based on Segment II	04/29/24	09/27/24	100% - Submitted	06/18/24	FCOR doesn't have any ABS systems to update the interfaces	Submission Complete	
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	06/26/24			
N/A	People	534	Update CCN and Project Contacts	06/03/24	06/14/24	100% - Submitted	06/14/24	Sponsor has reviewed.	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	07/10/24			
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	25% - Beginning Initial Internal Meetings and Information Gathering				

People

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

Processes

The sequence of procedures to accomplish a business objective.

Technology

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

Data

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

Implementation:

Current-State:

Current-State:

Current-State:

Planned Florida PALM End Users = 15

• Business Process Groupings = 7/13

Identified Subject Matter Experts = 21

• SMEs by Business Process Grouping

- Account Mgmt. and Financial Reporting = 5
- Accounts Receivable = 5
- Asset Accounting and Mgmt. = 4
- Banking = 4
- Budget Mgmt. and Cash Control = 6
- Contracts Mgmt. = 1
- Disbursements Mgmt. = 6
- Grants Mgmt. = 4
- Inter/IntraUnit Transactions = 7
- Payroll Mgmt. = 3
- Projects Mgmt. = 8
- Revenue Accounting = 5
- System Access and Controls = 2

Role Mapping = TBD

Training = TBD

Cataloged Business Processes = 11

• Related Business Systems = 0

• Related Reports = 12

• Documentation Status:

- Complete = 11 Partial = 0 Not Started = 0

Implementation:

Impacted Agency Business Processes = 11

• Related Business Process Groupings = 2

- Planned Spreadsheet Uploads = 0

• Level of Impact: People Changes

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

• Level of Impact: Processes Changes

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

• Level of Impact: Technology Changes

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

• Level of Impact: Data Changes

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

• Segments I & II Documentation Update Status

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

Cataloged Business Systems = 0

• Criticality:

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

• 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

Unique FLAIR Data Elements = 72

• Associated Unique Uses = 221

- Continued Use - Yes = 183

- Continued Use - No = 10

• Associated Business Systems = 4

Cataloged Reports = 17

• Criticality:

- High = 8 Med = 8 Low = 1 None = 0

Implementation:

Segments I & II Planned Configurations = 6/9

• Accounts Receivable (AR)

- Planned Distribution Codes = 1

• Asset Management (AM)

- Planned Location Codes = 12

- Planned Associated Area ID's = None

• Commitment Control (KK)

- Planned Option = Option # 1 - Track with Budget

• General Ledger (GL)

- Planned Budgetary Value Combo Edits = 16

- Planned Local Funds = None

- Planned Organization ID's = 31

- Planned OA1's = 4

- Planned OA2's = None

Conversions & Data Readiness

• Conversions Needed = 4

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

• Data Readiness/Cleansing Status:

- Complete = 2 In Progress = 2 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.

FCOR 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	Data Analysis (Analyzing the patterns involved in data for the downstream system which the agency is currently working) which would impact remediation of the system by the deadline.	Open	9 (High/High)	Might Impact TASK 519, might not meet deadline (6/28). Need more information regarding Data fields involved in PALM to get a good understanding.	The current interfaces with PALM might not give a good insight regarding the Data fields.	02/21/24	David Eskin

FCOR Issues

Critical Operational Elements	Issue Description	Status	Priority	Resolution Plan	Reporting Period Comments or Updates	Planned or Actual Resolution Date	Owner / Coordinator
People Processes	Not having a backup for newly created agency business systems	Open	High - Impacts the ability of the agency to meet deadlines or milestones	Crosstrain staff to ensure adequate backup	The planned or Actual Resolution Date is extended to 06/30/2025 to provide 6 months of readiness prior to the current Project Production date - January 2026.	06/30/25	David Eskin, FDC Finance and Accounting/Systems Reporting
People Processes	Lack of Clear Instructions and Frequent Changes in Task Guidance	Open	High - Impacts the ability of the agency to meet deadlines or milestones	To minimize frequent changes in task instructions. Consistent guidance fosters stability and improves overall performance	TBD	01/06/26	Erica Starling, Financial Administrator

FCOR 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	There will be sufficient engagement by resources knowledgeable about agency business processes and technical capabilities	Logged	07/31/23	All agency business systems and CCN roles	Organizational Change Management (OCM) Lead was onboarded and started working 05/06/2024.
People Processes Technology	FCOR's Change Champion Network will continue to attend workshops, working sessions, meetings, and other forums for collaboration to ensure the continued functionality of inbound and outbound interface points between the two agencies.	Logged	07/31/23	All agency business systems and CCN roles	Currently still relevant.
People Processes Technology	FCOR will understand and document our current state technical architecture and business systems and modify to integrate with the financial management solution.	Logged	07/31/23	All agency business systems and CCN roles	Continually updating as needed.
People Processes Technology	FCOR will understand and document our internal processes and modify them where possible to accommodate the financial management solution functionality.	Logged	07/31/23	All agency business systems and CCN roles	Continually updating as needed.

FCOR 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	KPMG Weekly Meeting	05/01/24	Backup Project Sponsor, Agency Liaisons, CCN staff and Project Manager of KPMG and additional KPMG staff	Weekly touchpoint meeting with KPMG who is currently mapping our business processes	
People	KPMG Data Cleanup Kickoff Meeting	05/01/24	Back Agency Sponsor, Agency Liaisons, Project Management Liaison and all identified CCN staff	Meeting to share and collect info related to the data cleanup activities required	
People	KPMG Meeting on Cash Reconciliation Mapping Process	05/01/24	Agency Liaisons, CCN staff, Project Management Liaison, Business Analyst and additional KPMG staff	Meeting to document the Cash Reconciliation process	
People	KPMG Meeting on HR Payroll Process Documentation Workshop	05/02/24	Agency Liaisons, CCN staff, Project Management Liaison, Business Analyst and additional KPMG staff	Meeting to document the HR Payroll process	
People	KPMG Meeting on Contracts Management Documentation Workshop	05/02/24	Agency Liaisons, CCN staff, Project Management Liaison, Business Analyst and additional KPMG staff	Meeting to document the Contracts Management process	
People	PALM Update Meeting	05/07/24	Agency Liaisons and the new Organizational Change Manager	Meeting to introduce new OCM to the team and to get her up to speed on FL PALM	
People	KPMG Weekly Meeting	05/08/24	Backup Project Sponsor, Agency Liaisons, CCN staff and Project Manager of KPMG and additional KPMG staff	Weekly touchpoint meeting with KPMG who is currently mapping our business processes	
People	PALM Project Touch Base	05/09/24	Project Manager and Agency Liaison	Met to discuss a Smartsheet issue to get a task resolved and then discussed Project Managers remediation status	
Technology	PALM Project Touch Base	05/09/24	Project Manager and Agency Liaison	Met to discuss a Smartsheet issue to get a task resolved and then discussed Project Managers remediation status	
People	OCM Check-In and to discuss Task 524	05/13/24	Agency Liaison and OCM Lead	Meeting to give OCM Lead needed accesses and discussed Task 524	
People	KPMG Meeting on FLAIR Master File Cleanup Discussion	05/14/24	Agency Liaisons, CCN staff, Project Management Liaison, Business Analyst and additional KPMG staff	KPMG has been hired to assist with data cleanup efforts for FDC/FCOR and we had a checkpoint to go through KPMG's initial review	
People	KPMG Weekly Meeting	05/15/24	Backup Project Sponsor, Agency Liaisons, CCN staff and Project Manager of KPMG and additional KPMG staff	Weekly touchpoint meeting with KPMG who is currently mapping our business processes	
People	KPMG Meeting on Budget Release Postings Process Documentation Workshop	05/16/24	Backup Sponsor, Agency Liaisons, CCN staff, Project Management Liaison, Business Analyst and additional KPMG staff	Meeting to document the Budget Release Postings process	
People	KPMG Meeting on Budget Management and Cash Control Process Documentation Workshop	05/17/24	Backup Sponsor, Agency Liaisons, CCN staff, Project Management Liaison, Business Analyst and additional KPMG staff	Meeting to document the Budget Management and Cash Control	
People	Task 515 Discussion with KPMG	05/21/24	OCM, Agency Liaison, and KPMG Lead	Meeting to discuss the change impacts piece of Task 515 regarding KPMG Project Scope	
People	KPMG Weekly Meeting	05/22/24	Backup Project Sponsor, Agency Liaisons, CCN staff and Project Manager of KPMG and additional KPMG staff	Weekly touchpoint meeting with KPMG who is currently mapping our business processes	
People	KPMG Meeting on FLAIR Master File Analysis Progress Update	05/24/24	Agency Liaison, Financial Reporting SMEs and KPMG staff	KPMG has been hired to assist with data cleanup efforts for FDC/FCOR and this meeting was to review the analysis process performed by KPMG staff	
People	FL PALM FDC/FCOR End User Readiness Survey Question Review	05/29/24	Agency Liaisons and OCM Lead	Meeting to discuss the status of the FL PALM FDC/FCOR End User Readiness Survey	
People	KPMG Weekly Meeting	05/29/24	Backup Project Sponsor, Agency Liaisons, CCN staff and Project Manager of KPMG and additional KPMG staff	Weekly touchpoint meeting with KPMG who is currently mapping our business processes	
People	KPMG Meeting to discuss the Position & Role Catalog	05/30/24	CCN staff, Business Analyst, and additional KPMG staff	Meeting to discuss the Position & Role Catalog	
People	KPMG Weekly Meeting	06/05/24	Backup Project Sponsor, Agency Liaisons, CCN staff and Project Manager of KPMG and additional KPMG staff	Weekly touchpoint meeting with KPMG who is currently mapping our business processes	
People	KPMG Meeting on FLAIR Master File Analysis Progress Update	06/10/24	Agency Liaison, Financial Reporting SMEs and KPMG staff	KPMG has been hired to assist with data cleanup efforts for FDC/FCOR and this meeting was to review the analysis process performed by KPMG staff	
People	KPMG Weekly Meeting	06/12/24	Backup Project Sponsor, Agency Liaisons, CCN staff and Project Manager of KPMG and additional KPMG staff	Weekly touchpoint meeting with KPMG who is currently mapping our business processes	
People	KPMG Meeting on FLAIR Master File Analysis Progress Update	06/12/24	Agency Liaison, Financial Reporting SMEs and KPMG staff	KPMG has been hired to assist with data cleanup efforts for FDC/FCOR and this meeting was to review the analysis process performed by KPMG staff	
People	KPMG Touchpoint Meeting	06/13/24	Agency Liaison, and KPMG and additional KPMG staff	Touchpoint meeting with KPMG who is currently mapping our business processes so we could debrief on where we think everything is now	
People	FL PALM FDC/FCOR End User Readiness Survey Results Review	06/13/24	Agency Liaisons and OCM Lead	Meeting to discuss the results of the FL PALM FDC/FCOR End User Readiness Survey	
People	KPMG Meeting on FLAIR Master File Analysis Progress Update	06/20/24	Agency Liaison, Financial Reporting SMEs and KPMG staff	KPMG has been hired to assist with data cleanup efforts for FDC/FCOR and this meeting was to review the analysis process performed by KPMG staff	
People	KPMG Meeting on FLAIR Master File Analysis Progress Update	06/21/24	Agency Liaison, Financial Reporting SMEs and KPMG staff	KPMG has been hired to assist with data cleanup efforts for FDC/FCOR and this meeting was to review the analysis process performed by KPMG staff	
People	CCN PALM Monthly Standing Meeting	06/21/24	Agency Sponsors, Agency Liaisons, Project Management Liaison and all identified CCN staff	Monthly standing meeting to discuss where we stand on the project and to engage all CCN staff	
People	KPMG Gap Analysis and PALM Transition Roadmap Walkthrough	06/25/24	Backup Project Sponsor, Agency Liaisons, CCN staff and	Meeting with KPMG who is currently mapping our business processes to walk through their Gap	

	Meeting		Project Manager of KPMG and additional KPMG staff	Analysis and PALM Transition Roadmap	
People	PALM Project Meeting	06/25/24	Project Manager and Agency Liaisons	Meeting to discuss PALM UAT planning with the Project Manager for FDC/FCOR	
Technology	KPMG Gap Analysis and PALM Transition Roadmap Walkthrough Meeting	06/25/24	Backup Project Sponsor, Agency Liaisons, CCN staff and Project Manager of KPMG and additional KPMG staff	Meeting with KPMG who is currently mapping our business processes to walk through their Gap Analysis and PALM Transition Roadmap	
Technology	PALM Project Meeting	06/25/24	Project Manager and Agency Liaisons	Meeting to discuss PALM UAT planning with the Project Manager for FDC/FCOR	
People	KPMG Wrap Up Meeting on FLAIR Master File Analysis	06/27/24	Agency Liaison, Financial Reporting SMEs and KPMG staff	Wrap up meeting on the Master File/Property File Cleanup by KPMG	
People	KPMG Meeting on FLAIR Master File/Property Analysis	06/28/24	Agency Liaisons, Financial Reporting SMEs and KPMG staff	Final meeting to discuss final product provided by KPMG on the data cleanup	
Processes	Continuous updates to desktop procedures library and documentation of our current state reports, agency business systems, and interfaces.	06/30/24	All business process owners in Finance and Accounting, Budget, Division of Administration, FMBC, Procurement, HR	To ensure our current state desktop procedures library is up to date and document our current state reports, business systems and interfaces	Current state completed by KPMG.
Processes	RFQ awarded funding to obtain consulting services	06/30/24	FDC's Bureau of Finance and Accounting as Contract Manager	Inventory, catalog, and comprehensively document all existing business roles, business processes, and business technology involved in the operation of FDC and FCOR's Office of Budget & Financial Management (Accounting, Budget, Disbursements, Finance, Revenue, and Reporting functions). Analyze the functionality that will be delivered by Florida PALM during the Financials/Payroll Waves (TBD) and the Florida PALM Expansion Wave (TBD) and determine what gaps, if any, exist between functions FDC/FCOR currently maintains, and the functionality provided by Florida PALM during each Wave. Create a roadmap to address any identified gaps in functionality.	KPMG started working from 02-06-2024 and are currently working on documenting inventory, catalog and all the existing business roles, business process and business technology involved in the operation of FDC. KPMG completed 6/30/24.
Technology	RFQ awarded funding to obtain consulting services	06/30/24	Office of Information Technology and F&A	Inventory, catalog, and comprehensively document all existing business roles, business processes, and business technology involved in the operation of FDC/FCOR Office of Budget & Financial Management (Accounting, Budget, Disbursements, Finance, Revenue, and Reporting functions). Analyze the functionality that will be delivered by Florida PALM during the Financials/Payroll Waves (TBD) and the Florida PALM Expansion Wave (TBD) and determine what gaps, if any, exist between functions the Department currently maintains, and the functionality provided by Florida PALM during each Wave. Create a roadmap to address any identified gaps in functionality.	KPMG started working from 02-06-2024 and are currently working on documenting inventory, catalog and all the existing business roles, business process and business technology involved in the operation of FDC. KPMG completed 6/30/24.
Data	AMC001 – Asset & Property Conversion	06/30/24	FCOR Budget and Finance & Accounting	To clean up the FCOR Property Master File	Asset & Property Conversion has been finalized to 100%. Currently keeping any updates outside Smartsheet until task resumes.
Data	ARC001 - Customers Conversion	06/30/24	FLAIR Users	Data Cleansing and conversion required for the file.	Account Receivables: Data has been finalized to 100%. Currently keeping any updates outside Smartsheet until task resumes.
Data	OCA & Organization Code	06/30/24	FLAIR Users	Data Cleansing and conversion required for the file.	Inactivated some organization codes. Currently keeping any updates outside Smartsheet until task resumes.

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 *

Submit

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FCOR Status Report Confirmation

Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
May - June 2024	Ryan C. Schenck	ryanschenck@fcor.state.fl.us	07/12/24
March - April 2024	Gina Giacomo	karencarter@fcor.state.fl.us	05/09/24
January - February 2024	Gina Giacomo	ginagiaco@fcor.state.fl.us	03/08/24