

Helpful Links

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

FDLE Status Report Dashboard

Reporting Period

May - June 2024

Agency Sponsor

Charlotte Fraser

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 = 7
- Duplicate Filled Role = 9
- 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 = 90.91%**
- Submitted Complete = 10
 - Submitted Incomplete = 0
 - Completed After Submission = 1

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 = 93.49%**
- Submitted On Time = 33
 - Submitted Late = 0
 - Pending Submission = 3

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	Data	514	Complete Data Readiness Analysis and Data Cleansing Activities for Segments I and II	01/29/24	04/12/24	75% - Consolidating/Inputting Information for Submission		Remediation in progress.		
N/A	Technology	516	Update Agency Business System Documentation for Segment II	01/29/24	04/12/24	75% - Consolidating/Inputting Information for Submission		Remediation in progress. 5/29/24: Technical lead is meeting with application owners		
N/A	Technology	519	Remediate Agency Business Systems based on Segment I	01/29/24	06/28/24	50% - In Progress		6.28.24: Remediation on-going		
Direct	Data	513	Complete Configuration Workbooks for Segments I and II	02/12/24	05/13/24	100% - Submitted	05/13/24		Submission Complete	
N/A	People	524	Complete and Submit End User Readiness Survey Analysis	04/15/24	06/14/24	100% - Submitted	06/14/24	Survey administered; closes on 5.10.24. 5.3.24 Survey reminder sent. Survey extended by a day due to office closure on 5/10. Survey closes 5/10. Survey Closed 5/11. Analysis in progress	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		Needing to confirm several line items. Will submit 7.15.24		
N/A	Technology	528	Update Agency Business System Documentation for Segment III	04/15/24	07/12/24	50% - In Progress		Task in Progress		
Indirect	Technology	530	Update Florida PALM Interface Inventory for Segment III	04/15/24	07/12/24	50% - In Progress		Assigning and analyzing information for the task.		
N/A	Data	526	Complete Data Readiness Analysis and Data Cleansing Activities for Segment III	04/29/24	07/12/24	50% - In Progress		Task in Progress		
Indirect	Technology	529	Update Florida PALM Conversion Inventory for Segment III	04/29/24	07/12/24	50% - In Progress		Task in Progress		
N/A	Technology	531	Remediate Agency Business Systems based on Segment II	04/29/24	09/27/24	50% - In Progress		Assigning and analyzing information for the task.		
N/A	N/A	532	Submit Bimonthly Agency Readiness Status Report	05/01/24	05/13/24	100% - Submitted	05/08/24	Task complete	Submission Complete	
N/A	N/A	533	Manage Agency Specific Implementation Schedule, Risks and Issues	05/01/24	06/28/24	100% - Submitted	06/21/24	Task Complete		
N/A	People	534	Update CCN and Project Contacts	06/03/24	06/14/24	100% - Submitted	06/04/24	Task Complete	Submission Complete	06/07/24
N/A	People	535	Update Workforce Readiness Plan	06/17/24	08/02/24	25% - Beginning Initial Internal Meetings and Information Gathering		Assigning and analyzing information for the task.		
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		Assigning and analyzing information for the task.		
N/A	People	537	Update Authorized Smartsheet Users	06/24/24	07/12/24	100% - Submitted	06/24/24	Task Complete	Submission Complete	
N/A	N/A	538	Submit Bimonthly Agency Readiness Status Report	07/01/24	07/12/24	100% - Submitted	07/10/24	Task Complete	Submission Complete	
N/A	N/A	539	Manage Agency Specific Implementation Schedule, Risks and Issues	07/01/24	08/29/24	75% - Consolidating/Inputting Information for Submission		Continuously Updating		
N/A	People	540	Share Florida PALM Updates	07/15/24	07/26/24					

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:

Planned Florida PALM End Users = 40

• Business Process Groupings = 13/13

Identified Subject Matter Experts = 22

• SMEs by Business Process Grouping

- Account Mgmt. and Financial Reporting = 1
- Accounts Receivable = 6
- Asset Accounting and Mgmt. = 3
- Banking = 1
- Budget Mgmt. and Cash Control = 8
- Contracts Mgmt. = 5
- Disbursements Mgmt. = 7
- Grants Mgmt. = 2
- Inter/IntraUnit Transactions = 8
- Payroll Mgmt. = 5
- Projects Mgmt. = 3
- Revenue Accounting = 1
- System Access and Controls = 0

Role Mapping = TBD

Training = TBD

Current-State:

Cataloged Business Processes = 255

• Related Business Systems = 14

• Related Reports = 60

• Documentation Status:

- Complete = 201 Partial = 34 Not Started = 22

Implementation:

Impacted Agency Business Processes = 255

• Related Business Process Groupings = 12

- Planned Spreadsheet Uploads = 2

• Level of Impact: People Changes

- High = 38 Medium = 88 Low = 28 None = 9
Uncertain = 70

• Level of Impact: Processes Changes

- High = 76 Medium = 66 Low = 15 None = 7
Uncertain = 70

• Level of Impact: Technology Changes

- High = 83 Medium = 28 Low = 12 None = 42
Uncertain = 69

• Level of Impact: Data Changes

- High = 100 Medium = 40 Low = 8 None = 11
Uncertain = 73

• Segments I & II Documentation Update Status

- Not Started = 102 In Progress = 11 Complete = 61

Current-State:

Cataloged Business Systems = 21

• Criticality:

- High = 14 Med = 0 Low = 0 None = 7

• Documentation Status:

- Complete = 2 Partial = 10 Not Started = 7

Cataloged Interfaces = 46

- Inbound Interfaces = 24

- Outbound Interfaces = 22

Implementation:

Business Systems Planned for Integration = 16

• Segment I - Documentation Updates:

- Complete = 4 Updating = 3 Evaluating = 0
Not Started = 0 Not Needed = 9

• Segment II - Documentation Updates:

- Complete = 3 Updating = 2 Evaluating = 1
Not Started = 0 Not Needed = 10

Planned Interfaces = 3

- Inbound Interfaces = 1

- Outbound Interfaces = 0

Current-State:

Unique FLAIR Data Elements = 73

• Associated Unique Uses = 193

- Continued Use - Yes = 68

- Continued Use - No = 108

• Associated Business Systems = 11

Cataloged Reports = 0

• Criticality:

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

Implementation:

Segments I & II Planned Configurations = 7/9

• Accounts Receivable (AR)

- Planned Distribution Codes = 2

• Asset Management (AM)

- Planned Location Codes = None

- Planned Associated Area ID's = 57

• Commitment Control (KK)

- Planned Option = Option # 1 - Track with Budget

• General Ledger (GL)

- Planned Budgetary Value Combo Edits = 440

- Planned Local Funds = None

- Planned Organization ID's = 250

- Planned OA1's = 30

- Planned OA2's = 83

Conversions & Data Readiness

• Conversions Needed = 3

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

• Data Readiness/Cleansing Status:

- Complete = 1 In Progress = 1 Not Started = 1 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.

FDLE Risks

Critical Operational Elements	Risk Description	Status	Risk Rating	Mitigation/Response Strategy	Reporting Period Comments or Updates	Date of Status Change	Owner / Coordinator
Processes	Lack of understanding and process for granting and rescinding PALM access to the entire agency workforce who would need to access salary documents previously housed in Employee Information Center (EIC).	Closed	6 (Medium/High)	Mitigate this risk.	Researching how to best resolve. 5/16/24: Process will be handled separate from PALM.	05/16/24	Terri Speed
Processes Technology	The new "Account" COA field will be replacing the GL and Object codes.	Closed	6 (High/Medium)	Once information is relayed from PALM, we will have to analyze how this will affect remediation of RAMS.	Review and crosswalk Accounts provided for Revenue and Expenditure 5/2/24 Original risk split into two risks. The first have is closed. New Risk is #016	05/02/24	Terri Speed / Ajay Katta
People	Onboarding new resources continues to be a challenge, despite having the funding to support the role(s)	Open	6 (High/Medium)	Risk ACCEPTANCE.	Owner will continue to follow up with Department background process team. 4/26/24 AK: PALM Program Manager and RAMS Functional Consultant have been on boarded. Project Manager background check completed and awaiting joining on 5/6/24. RAMS Technical Consultant selection completed and background check paperwork in progress. 5/16/24: New start date for PM is 5.20.24 5/29/24: PM Started. Technical Consultant selection being reevaluated for third candidate 6/10/24: The third candidate is currently going through the background check process.	06/10/24	Andrew Gutsch
Data	That we will be unable to do life-to-date tracking and trend analysis for data that is in both FLAIR and PALM.	Open	4 (Medium/Medium)	Develop crosswalk methodology if the new Data Warehouse will not provide this capability.	None 5/16/24: Still pending	05/16/24	Mike Moore

Processes	Specifications for how to crosswalk GL and object codes to account in PALM needed for system remediation.	Open	4 (Medium/Medium)	Once information is relayed from PALM, we will have to analyze how this will affect remediation of RAMS.	5/2/24: - Risk split into two parts. The first half is closed	05/02/24	Terri Speed
Processes Data	FDLE has good number of reports that will need to be created based on PALM objects. PALM will have "some" reports but not all that is needed.	Open	4 (Medium/Medium)	Mitigate this risk.	6/25/24: - Project has begun the RFP process for staff augmentation.	06/25/24	Anik Datta
Processes Data	Information is needed related to the data warehouse for PALM	Open	4 (Medium/Medium)	FDLE is depending on the PALM project to provide FDLE project team information regarding the data warehouse. Mitigate this risk	6/25/24: - Reached out to our RC's for any available information.	06/25/24	Anik Datta
People	FDLE is in need of a couple of Business Analysts to support the UAT process. Once selected the background process may hinder onboarding resources quickly.	Open	4 (Medium/Medium)	We are currently crafting RFP in support of those resources.	7/8/24: - New risk. RFP has not been posted	07/08/24	Mike More
Technology Data	FDLE uses Object code for various purposes. PALM is replacing this with Account. As a result it will be challenging to reconcile RAMS with PALM and get details at transaction type level.	Open	3 (High/Low)	New chart of accounts and transaction types have to be setup to fulfill PALM and FDLE accounting requirements.	Analyzing PALM account codes provided to determine if additional fields need to be utilized. 5/16/24: Still pending	05/16/24	Terri Speed / Andrew Gutsch
Processes Technology Data	New hardware, hardware OS and EBS application upgrade will not be completed as planned	Open	3 (High/Low)	Coordinating with multiple teams and testing extensively on all the new instances to ensure upgrade project is completed.	Oracle EBS system (RAMS) hardware and software upgrade is work in progress 5/16/24: Still pending	05/16/24	Andrew Gutsch
People Processes Technology	Current systems have high visibility and are available to end customers 24/7. There is no cutover plan to transition from current systems to PALM compliant systems in future on the day of PALM go-live.	Closed	2 (Medium/Low)	Project Manager will identify cutover schedule for all affected applications and provide detailed plans much before PALM go-live date.	Pending Project Manager being hired 5/16/24: Pending PM starting 5/20/24 5/29/24: Closed and a new issue added	05/29/24	Andrew Gutsch
People	New consultants and existing team do not have much knowledge of PALM and its impact.	Open	2 (Medium/Low)	Project Manager will need a plan to update everyone on PALM technical and functional features based on which teams can prepare.	Pending Project Manager being hired 5/16/24: Pending PM starting 5.20 6/10/24: PM started, awaiting start of Technical Consultant	06/10/24	Andrew Gutsch

FDLE Issues

Critical Operational Elements	Issue Description	Status	Priority	Resolution Plan	Reporting Period Comments or Updates	Planned or Actual Resolution Date	Owner / Coordinator
Processes	Tasks 514 - 516 were rejected by the PALM project team	Open	Low - All impacts not listed as Critical or High	Working to remediate the tasks. Remediation is ongoing for Task 514 and Task 516 Task 515 is being updated in Smartsheet Task 515 is 100% Complete and Submitted	6/21/24: Task 515 complete and submitted. We are continuing to work on the remaining tasks.	08/02/24	Angela Willis-Clay
Processes	There is no cutover plan to transition from current systems to PALM compliant systems in future on the day of PALM go-live.	Open	Low - All impacts not listed as Critical or High	New PM onboarded and will develop cutover schedule for all affected applications and provide detailed plans much before PALM go-live date	6/21/24: Ongoing	12/31/25	Anik Datta

FDLE Assumptions

Critical Operational Elements	Assumption	Status	Date Logged or Removed	Impacted Stakeholder(s) and/or System(s)	Reporting Period Comments or Updates
People Processes Technology Data	The agency will be approved for funding to support readiness activities.	Logged	07/01/23	Office of Information and Technology Systems Office of Financial Management Agency business systems	Pending FY 24/25 Legislative Session
Technology Data	PALM will not change the identified Chart of Accounts structure between now and go-live.	Logged	07/01/23	Agency business systems	Monitor information as provided by PALM.
Data	PALM will provide similar functionality as ABS Open Reports which is used for querying FLAIR and PYRL data so that we can retire those applications.	Logged	09/01/23	Office of Financial Management Office of Policy and Planning All divisional/regional business liaisons Management	Monitor information as provided by PALM.
People Processes Technology Data	PALM will provide significant time to test and practice specific transactions before go-live in a dedicated testing environment (UAT).	Logged	10/31/23	All agency business systems	Monitor information as provided by PALM.

FDLE Agency-Specific Readiness Activities

Critical Operational Elements	Activity Description	Date(s)	Impacted Stakeholder(s) and/or System(s)	Objective	Reporting Period Comments or Updates
Data	RC Meeting w/Program Manager	05/01/24	Office of Financial Management	Discuss rejected tasks - clarification	One member attended for thirty minutes
People Processes	Thursday Task Talk - Task 526, 529, 531	05/02/24	Office of Financial Management	Discuss the instructions and review the spreadsheets to ensure the task is done correctly.	Seven members attended for thirty minutes.
People Processes	ITS Risk Log Update	05/02/24	Office of Financial Management Office of Information Technology Services	ITS risk status update	Three members attended for thirty minutes
Processes Technology	OFM RAMS Weekly Meeting - PALM Project	05/07/24	Office of Financial Management Office of Information Technology Services	Weekly meeting to stay abreast of business processes and utilize this knowledge for designing changes for PALM.	Six members attended for one hour.
People	Weekly Internal PALM Meeting	05/07/24	Office of Financial Management	Project Manager and Agency Liaisons discuss updates for tasks, segments, BPMs, etc.	Two members attended for thirty minutes.
Processes Data	PALM RW 513 Meeting with RC	05/08/24	Office of Financial Management	Discuss aspects of Task 513	One member attended for thirty minutes.
People Processes	Thursday Task Talk - Task 526, 529, 531	05/09/24	Office of Financial Management	Discuss the instructions and review the spreadsheets to ensure the task is done correctly.	Seven members attended for thirty minutes.
Processes Technology	OFM RAMS Weekly Meeting - PALM Project	05/14/24	Office of Financial Management Office of Information Technology Services	Weekly meeting to stay abreast of business processes and utilize this knowledge for designing changes for PALM.	Seven members attended for two hours.
People Processes	Advisory Council	05/15/24	Office of Financial Management	Recurring monthly meeting to participate in discussions on agenda item if issues referred to the council.	Four members attended for two hours.
People Processes	Thursday Task Talk	05/16/24	Office of Financial Management Office of Information Technology Services	Discuss the instructions and review the spreadsheets to ensure the task is done correctly.	Seven members attended for thirty minutes.
People Processes Data	PALM Agency Internal Status Meeting	05/16/24	Office of Financial Management Office of Information Technology Services	Recurring bi-monthly internal status meeting to discuss project updates, upcoming tasks and tasks due dates.	Seven members attended for thirty minutes.

People	Weekly Internal PALM Meeting	05/16/24	Office of Financial Management	Project Manager and Agency Liaisons discuss updates for tasks, segments, BPMs, etc.	Two members attended for thirty minutes.
Processes Technology	OFM RAMS Weekly Meeting - PALM Project	05/16/24	Office of Financial Management Office of Information Technology Services	Weekly meeting to stay abreast of business processes and utilize this knowledge for designing changes for PALM.	Seven members attended for two hours.
Processes Technology	OFM RAMS Weekly Meeting - PALM Project	05/21/24	Office of Financial Management Office of Information Technology Services	Weekly meeting to stay abreast of business processes and utilize this knowledge for designing changes for PALM.	Five members attended for two hours.
People Processes Data	PALM RW Task 516 - Documentation Status Update for Applications maintained by External Contractors	05/21/24	Office of Financial Management Office of Information Technology Services	Evaluate current impact of FLAIR account codes in each individual application and related documentation	Eight members attended for one hour.
People Processes Data	PALM RW TASK 516 - BSE-IFS Application	05/22/24	Office of Financial Management Office of Information Technology Services	Evaluate current impact of FLAIR account codes in each individual application and related documentation	Ten members attended for thirty-minutes.
People Processes Data	PALM RW TASK 516 - BSE Backgrounds Application	05/22/24	Office of Financial Management Office of Information Technology Services	Evaluate current impact of FLAIR account codes in each individual application and related documentation	Ten members attended for one hour.
People Processes	Thursday Task Talk - Task 526, 529, 531	05/23/24	Office of Financial Management	Discuss the instructions and review the spreadsheets to ensure the task is done correctly.	Six members attended for thirty minutes.
Processes Technology	OFM RAMS Weekly Meeting - PALM Project	05/23/24	Office of Financial Management Office of Information Technology Services	Weekly meeting to stay abreast of business processes and utilize this knowledge for designing changes for PALM.	Five members attended for two hours.
People Processes Data	PALM RW Task 516 - Documentation Status Update for BSE-Admin Applications	05/23/24	Office of Financial Management Office of Information Technology Services	Evaluate current impact of FLAIR account codes in each individual application and related documentation	Eight members attended for one hour.
People	Weekly Internal PALM Meeting	05/28/24	Office of Financial Management	Project Manager and Agency Liaisons discuss updates for tasks, segments, BPMs, etc.	Two members attended for thirty minutes.
People Processes	Weekly Internal PALM Meeting	05/28/24	Office of Financial Management	Project Manager and Agency Liaisons discuss updates for tasks, segments, BPMs, etc.	Two members attended for thirty minutes.
People Processes	PALM Internal Agency Status Meeting	05/29/24	Office of Financial Management Office of Information Technology Services	Recurring bi-monthly internal status meeting to discuss project updates, upcoming tasks and tasks due dates.	Seven members attended for thirty minutes.
People Processes	New PM Read-Into Project to include 60-GG Requirements	05/29/24	Office of Financial Management Office of Information Technology Services	Understand the PM process and requirements for the IT PM role	Two members attended for one hour.
People Processes Data	Readiness Coordinator meeting to discuss FDLE needs for the AmpliFund app	05/29/24	Office of Financial Management	Discuss what is being asked and coordinate calendars	One member attend for thirty minutes.
People Processes	Thursday Task Talk	05/30/24	Office of Financial Management	Discuss the instructions and review the spreadsheets to ensure the task is done correctly.	Eight members attended for thirty minutes.
People Technology Data	May FDLE/PALM Readiness Touchpoint Meeting	05/30/24	Office of Financial Management Office of Information Technology Services	Recurring monthly Florida PALM Readiness touchpoint meeting between FDLE's Change Champion Network (CCN), Subject Matter Experts (SME), and our Readiness Coordinator, Kim York and Alise Fields	Eight members attended for one hour.
People Processes	Readiness Coordinator meeting to discuss FDLE needs for the AmpliFund app	05/31/24	Office of Financial Management	Discussion regarding the AmpliFund Application	Three members attended for one hour.
People Processes Technology	Review RAMS Pre-Invoicing Process	05/31/24	Office of Financial Management Office of Information Technology Services	Review Pre-Invoicing process with PALM ITS Technical Coordinator	Three members attended for thirty minutes.
Processes Data	Task 515 Review w/Readiness Coordinator	05/31/24	Office of Financial Management	Review Task 515 with RC to ensure task meets rubric	One member attended for one hour.
People Processes	Weekly Internal PALM Meeting	06/04/24	Office of Financial Management	Project Manager and Agency Liaisons discuss updates for tasks, segments, BPMs, etc.	Two members attended for thirty minutes.
People Processes Data	PALM Task Clarification Discussion with ITS PM	06/04/24	Office of Financial Management Office of Information Technology Services	Review existing Tasks with new ITS PM	Three members attended for one hour.
Processes Technology	OFM RAMS Weekly Meeting - PALM Project	06/04/24	Office of Financial Management Office of Information Technology Services	Weekly meeting to stay abreast of business processes and utilize this knowledge for designing changes for PALM.	Five members attended for two hours.
Processes	PALM / Grants Discussion	06/06/24	Office of Financial Management	Gain understanding on how the process with work in PALM	Three members attended for thirty minutes
People Processes	Thursday Task Talk	06/06/24	Office of Financial Management	Discuss the instructions and review the spreadsheets to ensure the task is done correctly.	One member attended for thirty minutes.
Processes Technology	OFM RAMS Bi-Weekly Meeting - PALM Project	06/06/24	Office of Financial Management Office of Information Technology Services	Weekly meeting to stay abreast of business processes and utilize this knowledge for designing changes for PALM.	Five members attended for two hours.
People Processes	PALM Internal Agency Status Meeting	06/10/24	Office of Financial Management Office of Information Technology Services	Recurring bi-monthly internal status meeting to discuss project updates, upcoming tasks and tasks due dates.	Seven members attended for thirty minutes.
Data	PALM - Building Code Changes	06/10/24	Office of Financial Management	Discussion related to removing building assets and adding new assets	Four members attended for thirty minutes.
People Processes	Weekly Internal PALM Meeting	06/11/24	Office of Financial Management	Project Manager and Agency Liaisons discuss updates for tasks, segments, BPMs, etc.	Two members attended for thirty minutes.
Processes Technology	OFM RAMS Bi-Weekly Meeting - PALM Project	06/11/24	Office of Financial Management Office of Information Technology Services	Weekly meeting to stay abreast of business processes and utilize this knowledge for designing changes for PALM.	Four members attended for two hours.
People Processes	Florida PALM RC Office Hours / Task 324 Analysis	06/12/24	Office of Financial Management	Establishment of "Florida PALM RC Office Hours" to review current tasks, that are approaching the task deadline.	One member attended for one hour.
People Processes	Thursday Task Talk	06/13/24	Office of Financial Management	Discuss the instructions and review the spreadsheets to ensure the task is done correctly.	Six members attended for thirty minutes.
Processes Technology	OFM RAMS Bi-Weekly Meeting - PALM Project	06/13/24	Office of Financial Management Office of Information Technology Services	Weekly meeting to stay abreast of business processes and utilize this knowledge for designing changes for PALM.	Four members attended for two hours.
People Processes	Weekly Internal PALM Meeting	06/18/24	Office of Financial Management	Project Manager and Agency Liaisons discuss updates for tasks, segments, BPMs, etc.	Two members attended for thirty minutes.
People Processes	Advisory Council	06/19/24	Office of Financial Management	Recurring monthly meeting to participate in discussions on agenda item it issues referred to the council.	Four members attended for two hours.
Processes	Task 515 Discussion w/RC	06/19/24	Office of Financial Management	Discussion regarding Task 515 and its completion	One member attended for thirty minutes.
People Processes	Thursday Task Talk	06/20/24	Office of Financial Management	Discuss the instructions and review the spreadsheets to ensure the task is done correctly.	Six members attended for thirty minutes.
People Processes	UAT Meeting	06/20/24	Office of Financial Management	Started discussion regarding PALM UAT and resource needs	Three members attended for one hour.
People	PALM Internal Agency Status	06/24/24	Office of Financial Management	Recurring bi-monthly internal status meeting to	Seven members attended for thirty minutes.

Processes	Meeting		Office of Information Technology Services	discuss project updates, upcoming tasks and tasks due dates.	
People Processes	Weekly Internal PALM Meeting	06/25/24	Office of Financial Management	Project Manager and Agency Liaisons discuss updates for tasks, segments, BPMs, etc.	Two members attended for thirty minutes.
People	PALM / RAMS Resource Discussion	06/25/24	Office of Financial Management Office of Information Technology Services	Discussion regarding bringing on additional resources.	Ten members attended for forty-five minutes.
Technology Data	SATS JAD Discussion	06/25/24	Office of Financial Management Office of Information Technology Services	Discussion related to remediating SATS	Eight members attended for thirty minutes.
People Processes	Thursday Task Talk	06/27/24	Office of Financial Management	Discuss the instructions and review the spreadsheets to ensure the task is done correctly.	Six members attended for thirty minutes.
People Technology Data	June FDLE/PALM Readiness Touchpoint Meeting	06/27/24	Office of Financial Management Office of Information Technology Services	Recurring monthly Florida PALM Readiness touchpoint meeting between FDLE's Change Champion Network (CCN), Subject Matter Experts (SME), and our Readiness Coordinator, Kim York and Alise Fields	Eight members attended for one hour.
People Technology	INC43810260 - Florida PALM UAT testing (FDLE)	06/27/24	Office of Financial Management Office of Information Technology Services	Test metadata changes in our test environment (UAT) be for moving the changes to production.	Three members attended for thirty minutes.

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 *

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FDLE Status Report Confirmation

Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
May - June 2024	Charlotte Fraser	charlottefraser@fdle.state.fl.us	07/10/24
March - April 2024	Charlotte Fraser	charlottefraser@fdle.state.fl.us	05/08/24
January - February 2024	Charlotte Fraser	charlottefraser@fdle.state.fl.us	03/11/24