

**Helpful Links**

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- Florida PALM Workbook for FDOT
- Readiness Workplan

# FDOT 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**

Lisa Saliba

**CCN Composition**



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

**Change Champion Network:**

- Unique Filled Role = 28
- Duplicate Filled Role = 2
- 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 = 83.08%**
- Submitted Complete = 9
  - Submitted Incomplete = 1
  - 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 = 79.44%**
- Submitted On Time = 19
  - Submitted Late = 15
  - 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	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		Completed as much as possible with current Segment information. Needing Segment IV feedback for completion, GL Account information, Budget information, Vendor information, and more. Completion target date of 9/27.		
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	07/10/24		Submission Incomplete	
N/A	Technology	519	Remediate Agency Business Systems based on Segment I	01/29/24	06/28/24	50% - In Progress				
Direct	Data	513	Complete Configuration Workbooks for Segments I and II	02/12/24	05/13/24	100% - Submitted	05/31/24		Submission Complete	06/04/24
N/A	People	524	Complete and Submit End User Readiness Survey Analysis	04/15/24	06/14/24	100% - Submitted	06/17/24		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	07/10/24		Submission Incomplete	07/11/24
N/A	Technology	528	Update Agency Business System Documentation for Segment III	04/15/24	07/12/24	50% - In Progress		OIT-10 systems left. Estimated Completion 7/19/24.		
Indirect	Technology	530	Update Florida PALM Interface Inventory for Segment III	04/15/24	07/12/24	100% - Submitted	07/08/24		Submission Complete	
N/A	Data	526	Complete Data Readiness Analysis and Data Cleansing Activities for Segment III	04/29/24	07/12/24	25% - Beginning Initial Internal Meetings and Information Gathering		Planning to complete as much as possible with current Segment information. Needing Segment IV feedback for completion. Completion target date of 9/27.		
Indirect	Technology	529	Update Florida PALM Conversion Inventory for Segment III	04/29/24	07/12/24	100% - Submitted	07/08/24		Submission Complete	
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	05/13/24		Submission Complete	
N/A	N/A	533	Manage Agency Specific Implementation Schedule, Risks and Issues	05/01/24	06/28/24	100% - Submitted	06/26/24			
N/A	People	534	Update CCN and Project Contacts	06/03/24	06/14/24	100% - Submitted	06/10/24	Updated missing fields.	Submission Complete	06/12/24
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		Draft underway.		
N/A	People	537	Update Authorized Smartsheet Users	06/24/24	07/12/24	100% - Submitted	07/08/24	Updated and Submitted 7/8/24.	Submission Complete	07/08/24
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	50% - In Progress				

**People**

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

**Implementation:**

**Processes**

The sequence of procedures to accomplish a business objective.

**Current-State:**

**Technology**

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

**Current-State:**

**Data**

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

**Current-State:**

**Planned Florida PALM End Users = 221**

• Business Process Groupings = 11/13

**Identified Subject Matter Experts = 42**

**• SMEs by Business Process Grouping**

- Account Mgmt. and Financial Reporting = 10
- Accounts Receivable = 7
- Asset Accounting and Mgmt. = 2
- Banking = 6
- Budget Mgmt. and Cash Control = 9
- Contracts Mgmt. = 4
- Disbursements Mgmt. = 11
- Grants Mgmt. = 6
- Inter/IntraUnit Transactions = 3
- Payroll Mgmt. = 6
- Projects Mgmt. = 10
- Revenue Accounting = 7
- System Access and Controls = 1

**Role Mapping = TBD**

**Training = TBD**

**Cataloged Business Processes = 54**

- Related Business Systems = 35
- Related Reports = 37
- **Documentation Status:**
- Complete = 41 Partial = 13 Not Started = 0

**Implementation:**

**Impacted Agency Business Processes = 54**

- Related Business Process Groupings = 13
- Planned Spreadsheet Uploads = 4
- **Level of Impact: People Changes**
- High = 8 Medium = 29 Low = 6 None = 0 Uncertain = 0
- **Level of Impact: Processes Changes**
- High = 29 Medium = 7 Low = 8 None = 0 Uncertain = 0
- **Level of Impact: Technology Changes**
- High = 22 Medium = 5 Low = 5 None = 1 Uncertain = 0
- **Level of Impact: Data Changes**
- High = 19 Medium = 6 Low = 3 None = 2 Uncertain = 0
- **Segments I & II Documentation Update Status**
- Not Started = 0 In Progress = 5 Complete = 49

**Cataloged Business Systems = 290**

- **Criticality:**
- High = 153 Med = 38 Low = 14 None = 15
- **Documentation Status:**
- Complete = 33 Partial = 183 Not Started = 1
- Cataloged Interfaces = 119**
- Inbound Interfaces = 47
- Outbound Interfaces = 15

**Implementation:**

**Business Systems Planned for Integration = 203**

- **Segment I - Documentation Updates:**
- Complete = 0 Updating = 12 Evaluating = 0 Not Started = 0 Not Needed = 2
- **Segment II - Documentation Updates:**
- Complete = 17 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 0
- Planned Interfaces = 32**
- Inbound Interfaces = 11
- Outbound Interfaces = 16

**Unique FLAIR Data Elements = 92**

- **Associated Unique Uses = 92**
- Continued Use - Yes = 18
- Continued Use - No = 1
- **Associated Business Systems = 3**
- Cataloged Reports = 215**
- **Criticality:**
- High = 87 Med = 72 Low = 33 None = 23

**Implementation:**

**Segments I & II Planned Configurations = 7/9**

- **Accounts Receivable (AR)**
- Planned Distribution Codes = 1
- **Asset Management (AM)**
- Planned Location Codes = 5310
- Planned Associated Area ID's = None
- **Commitment Control (KK)**
- Planned Option = Option # 1 - Track with Budget
- **General Ledger (GL)**
- Planned Budgetary Value Combo Edits = 631
- Planned Local Funds = None
- Planned Organization ID's = 675
- Planned OA1's = 23
- Planned OA2's = 166

**Conversions & Data Readiness**

- Conversions Needed = 7
- Agency Data Outside of Primary Source System(s) = 7
- **Data Readiness/Cleansing Status:**
- Complete = 7 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.

**FDOT Risks**

Critical Operational Elements	Risk Description	Status	Risk Rating	Mitigation/Response Strategy	Reporting Period Comments or Updates	Date of Status Change	Owner / Coordinator
Technology	Impacted asset inventory inconsistencies causing problems in planning remediation efforts.	Open	9 (High/High)	Control - Regularly reviewing asset impact and assessing priority to asset for planning purposes	No comment this period	11/01/23	Brian Boyd
Data	The new "Account" CoA field will be replacing the GL and Object codes. FDOT needs the specifications for how to cross walk GL and object codes to account in PALM. Delay in this information delays our ability to remediate our systems.	Open	9 (High/High)	Mitigation	Moved to Issue. This risk has already occurred, and we are Accepting it with a work-around being proceeding with the best information we have been provided and our best education guesses.	11/01/23	Brian Boyd
Processes	Major schedule changes in PALM solution would impact our remediation efforts.	Open	9 (High/High)	Accept - Monitor PALM schedule and adjust FDOT schedule as needed	No comment this period	11/01/23	Brian Boyd
Processes	Delay or loss of planned funding for the program	Open	9 (High/High)	Avoid - Document program funding requirements and communicate with FDOT leadership, Governor's office, and House/Senate staff.	Received funding, and actively monitoring	11/01/23	Brian Boyd
Technology	Timeliness of PALM Nightly Batch Files and Data Warehouse Updates and Data Warehouse Updates introduce instability of established processes and payments.	Open	9 (High/High)	Transfer - Expecting the PALM solution to have timely or as needed batch files and Data Warehouse needs are available in agency or from interfaces until DW is fully available.	Outstanding question looking for guidance in Segment IV	11/01/23	Brian Boyd
Technology	PALM interfaces are not fully designed/documented, and currently defined interfaces are subject to change. FDOT is unable to accurately define impacts to our systems without complete specifications on the interfaces for supplier functionality, commitment control module, and project grants module.	Open	9 (High/High)	Monitor / Quantify - Reviewing and notifying of interface consistency as we prepare to remediate for PALM.	Shared concerns and reviewing feedback	11/01/23	Brian Boyd
Technology	Vendor specifications are incomplete. FDOT TVI uses TIN and Seq # for vendors; Supplier is the new name for vendor and Traveler is new name for sub vendors. FDOT needs additional specifications on vendor functionality to determine TVI remediation requirements.	Open	9 (High/High)	Mitigation	No comment this period	11/01/23	Brian Boyd
Technology	MFMP revisions and impact on TVI is unknown. FDOT needs additional specifications on MFMP changed functionality to determine TVI remediation requirements.	Open	9 (High/High)	Mitigation	Advance analysis on the components of the TVI and exploring the current use of the TIN number. (MFMP).	11/01/23	Brian Boyd
Processes	Delay of budget release on LBR 24/25 funds preventing change orders for staff augmentation purchase orders.	Open	9 (High/High)	Acceptance- Document program funding requirements and communicate with FDOT leadership, Governor's office, and House/Senate staff.	No comment this period	11/01/23	Brian Boyd
Processes	PALM Scope -Scope and features changes by the FL PALM Project being moved to post-implementation (Go Live) may reduce core	Open	9 (High/High)	Mitigation- Monitor PALM scope and adjust FDOT scope as needed	No comment this period	11/01/23	Brian Boyd

	processing functions needed.							
Processes Technology	Capability to upload Excel Spreadsheets to PALM will be replacing existing FLAIR emulator scripting processes.	Open	9 (High/High)	Mitigation	Leverage batch interfaces, flat files. Recommend schedule increase in frequency.	02/20/24	Brian Boyd	
Data	If project category is included on a voucher, does it need project category to match on the distribution line of a purchase order (encumbrance)?	Open	9 (High/High)	Mitigation	Identified this period	03/07/24	Brian Boyd	
Data	PALM has provided incomplete information for Object code impacts expansion option. Lots of places in code. What do we replace with ?	Open	9 (High/High)	Mitigation	Attempting to conduct partial remediation where able, but additional efforts identified when systems need to be revisited at future segment intervals.	03/07/24	Brian Tippel	
Processes Technology Data	PALM Technical - Cannot provide ERD's or DDL for the database or files reduces the understanding of the data relationships and interfaces.	Open	9 (High/High)	Strategize - Considering building needed database infrastructure within agency with heightened risk of future changes causing greater effort.	Work continuing and will involve more manual steps since PALM will not be providing ERD or DDL files. Increase work on resource. Increase risk with manual entry.	04/02/24	Brian Boyd	
Processes	PALM Response - Issues not resolved in a timely manner, FDOT not receiving clear answers from Florida PALM in a timely manner will increase the duration to perform the remediation.	Open	6 (High/Medium)	Conduct monthly RAID meetings and promptly escalate issues to FDOT leadership and PALM leadership	No comment this period	11/01/23	Brian Boyd	
People	Limited qualified staff availability for requirements gathering, application remediation, remediation testing, and other critical activities	Open	6 (High/Medium)	Request LBR funding for staff augmentation for BA and QAA positions. Prioritize the project tasks.	Actively seeking and hiring qualified personnel.	11/01/23	Brian Boyd	
Processes Data	Need revenue, expenditure, and balance sheet account code mappings for inter and intra agency funds transfer to begin data conversion preparation.	Open	6 (High/Medium)	Mitigation	Identified this period	03/07/24	Brian Boyd	
Processes Data	The concept of splitting up the new PALM Accounting system into reviewable Segments is not reasonably workable with many ABS's since systems were architected from broader financial/functional perspectives. This may cause delay in remediation completion of systems as they wait for future segments to provide answers/guidance towards full remediation.	Open	6 (High/Medium)	Mitigation	Attempting to conduct partial remediation where able, but additional efforts identified when systems need to be revisited at future segment intervals.	03/07/24	Brian Boyd	
Processes	Scope and schedule changes of individual remediation efforts within the program and the level of effort involved and the dependencies are underestimated.	Open	4 (Medium/Medium)	Mitigation- Monitor scope and schedule changes of individual efforts. Reassign resources as needed to avoid schedule changes. Carefully evaluate proposed scope changes.	No comment this period	11/01/23	Brian Boyd	
Processes	Inconsistent processes and standards across FDOT business units could impact efforts to perform remediation for PALM impacts	Open	4 (Medium/Medium)	Evaluate opportunities for process standardization	No comment this period	11/01/23	Brian Boyd	
Technology Data	PALM Technical - PALM Technical and Business Processing specifications have errors or are unclear at the lower level needed for effective remediation activities.	Open	4 (Medium/Medium)	Interface file layout and commitment control are indicators. Continue to review closely PALM materials and ask for clarifications.	New this period.	07/12/24	Brian Boyd	

#### FDOT Issues

Critical Operational Elements	Issue Description	Status	Priority	Resolution Plan	Reporting Period Comments or Updates	Planned or Actual Resolution Date	Owner / Coordinator
Data	Interface layouts contain errors.	Open	Critical - Impacts the ability of the agency to move forward with work without resolution	Notify PALM and work to gain clarity and accuracy on interface layouts.	Contact_Sequence_Nurr	05/31/24	Brian Tippel
Data	Interface schema relationship details not provided in layouts, samples, or knowledge center.	Open	Critical - Impacts the ability of the agency to move forward with work without resolution	Reaching out to PALM technical staff to gain guidance on entity relationship diagrams.	Identified this period	05/31/24	Mark Rissingner
Data	FDOT Org Code structure will currently not fit into the PALM tree structure and needs to be cleaned up.	Open	Critical - Impacts the ability of the agency to move forward with work without resolution	Tree structure must fit PALM		07/08/24	Brian Tippel
Technology	Low on mainframe space.	Open	High - Impacts the ability of the agency to meet deadlines or milestones	Application performance in Dev and Test may be limited. Requested Ensono for increase capacity.		07/08/24	Brian Tippel
Data	Inactive COA codes not being converted	Open	High - Impacts the ability of the agency to meet deadlines or milestones	Fiscal year(s) data requests may be limited.		07/08/24	Brian Tippel
Data	Supplier TIN number can contain SSN	Open	Low - All impacts not listed as Critical or High	Software processing of the TIN and special handling of PII information may be required during the remediation.		07/08/24	Brian Tippel

#### FDOT Assumptions

Critical Operational Elements	Assumption	Status	Date Logged or Removed	Impacted Stakeholder(s) and/or System(s)	Reporting Period Comments or Updates
Processes	The Florida PALM Project implementation will replace current FLAIR functionality only and will not encompass the agency specific financial planning and analysis requirements of FDOT.	Logged	06/30/23	FDOT Florida PALM End Users FDOT Application Owners	Readiness Workplans will be provided by Florida PALM over the three years of the implementation process to provide guidance on the tasks and activities that are needed for the Financials and Payroll implementation waves.
Processes	The Readiness Workplan activities direct/guide the FPST Program work and tracks the progress of department specific tasks.	Logged	06/30/23	FDOT Florida PALM Agency Liaisons FPST Program Managers	Changes in the scope and/or schedule of RW activities impact the FPST Program activities.
Technology	The Florida PALM detail schedule specific to sequencing of design activities for PeopleSoft module functionality and interface designs will be available in July 2023.	Logged	06/30/23	FDOT Florida PALM Agency Liaisons FPST Program Managers	As of 1/1/24, we are still waiting for a detailed schedule. The recently provided Agency Implementation Roadmap and updates to the Readiness Workplan lack the necessary detail.
Processes	FPST work efforts meeting the FDOT guidelines for project classification will be managed as projects and follow the established project management standards mandated by 60GG-1, F.A.C.	Logged	06/30/23	FDOT Florida PALM Agency Liaisons FPST Program Managers FDOT Application Services Section Managers	No comment this period

Processes	FPST work efforts classified as operations and maintenance (O&M) will follow the established standards for O&M activities.	Logged	06/30/23	FDOT Florida PALM Agency Liaisons FPST Program Managers FDOT Application Services Section Managers	No comment this period
People	Adequate staffing, equipment, software, and hardware are primary drivers of the department's FPST Program activities.	Logged	06/30/23	Executive FPST Program Sponsors Chief Information Officer	No comment this period
Processes	Sufficient recurring Legislative Budget Request (LBR) funding will be released to complete FPST efforts.	Logged	06/30/23	Executive FPST Program Sponsors FDOT Florida PALM Agency Liaisons FPST Program Managers	Funding received December, 2023
People	Due to the overallocation of FDOT key subject-matter resources, hiring consultants and other resources to augment the FPST Program is essential for the department's continuity of operations and successful transition to the Florida PALM solution.	Logged	06/30/23	Executive FPST Program Sponsors	No comment this period
Processes	Additional appropriation is required to successfully complete required remediation efforts to align with the Florida PALM January 2026 implementation date for the Financial and Payroll Waves.	Logged	06/30/23	Executive FPST Program Sponsors FDOT Florida PALM Agency Liaisons FPST Program Managers	No comment this period
Processes	FDOT has extensive dependencies on Solution Design deliverables from the Florida PALM Project.	Logged	06/30/23	FDOT Florida PALM Agency Liaisons FPST Program Managers	The current Florida PALM schedule has several to-be-determined schedule placeholders. FDOT needs schedule detail specific to the Florida PALM solution modules to accurately map dependencies and activities for remediation efforts.
Processes	Staff resources are assigned to multiple workstreams and may have limited availability for FPST activities. Scheduling and resourcing for the FPST Program must take into consideration the department's annual operational schedule to minimize interference with development and delivery of the Work Program and required activities for the state and federal fiscal year-end closings.	Logged	06/30/23	Executive FPST Program Sponsors	No comment this period
Technology	Expansion Options being replaced by Speed Keys will require interface and design guidance with adequate availability for review and integration.	Logged	11/01/23	FDOT Florida PALM Agency Liaisons FPST Program Managers	No comment this period
People Technology	Excel spreadsheet uploads will be easily entered into PALM by business users.	Logged	02/20/24	FDOT End Users	Capability will need to be tested and training, if workable, provided.
People Processes Technology Data	Employees will not need PALM logins to access W2s and Paystubs or to update W4 information.	Logged	03/07/24	Everyone	Payroll concern
Processes Technology Data	GL last two digits are expense classifications, needed in PALM, expecting solution. Assumption is PALM will give us solution to capture expense classification.	Logged	04/05/24	Everyone	
Data	Previous year adjustments report exclusion needed, PALM expected to provide	Logged	04/05/24	Everyone	
Technology Data	CFDA number storage location needed in PALM for expenditure of grants	Logged	04/05/24	FDOT Florida PALM Agency Liaisons FPST Program Managers	workaround would be to leverage OA fields and create data relationships.
Processes Technology	OA1 and OA2 will fully remain agency specified. This will ensure that PALM will not be using these fields for any PALM functionality that could conflict with other agency's usage of OA1 or OA2.	Logged	07/08/24	Finance Users	
Technology	MFMP - System integration between MFMP and PALM is not operational and may introduce incompatibility items to for FDOT.	Logged	07/08/24	MFMP Users	
Technology	People First - System integration between People First and PALM is not operational and may introduce incompatibility items for FDOT.	Logged	07/08/24	Payroll and HR	

### FDOT 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	RW Task 522 - Manage Agency-specific Implementation Schedule, Risks and Issues	05/01/24	FDOT Florida PALM System Transition Team	Actively manage your agency's project activities including iterative updates to agency-specific project schedule and manage agency-unique risks and issues	Completed 5/2
People Processes	RW Task 533 - Manage Agency-specific Implementation Schedule, Risks and Issues	05/01/24	FDOT Florida PALM System Transition Team	Actively manage your agency's project activities including iterative updates to agency-specific project schedule and manage agency-unique risks and issues	In progress
People	Setting up contact teams at District offices to focus on PALM remediation per Leadership guidance	05/01/24	FDOT Florida PALM System Transition Team, Florida PALM End Users	Expand communication and involvement to District offices	Began planning to reach out and set up teams.
People Processes Technology	Continue bi-weekly meeting series for Florida PALM RW Tasks Update.	05/01/24	FDOT Florida PALM System Transition Team	Bi-weekly meeting with OOCand OIT program and project managers to assign and review efforts for RW task completion.	Met during reporting period May-July 2024
Technology	Launch Pad planning and development	05/01/24	FDOT Florida PALM System Transition Team, Florida PALM end users	Location for data packages to be collected and sent to PALM Inbound interfaces.	Planning and development efforts continued May-July 2024.
People	Review candidates' resumes and work samples, interviews, and onboard new resources	05/02/24	FDOT Florida PALM System Transition Team	resourcing and onboarding activities to FPST project	May-July 2024
People Processes Technology	Florida PALM IV&V Agency Tasks and Risks Outreach	05/03/24	FDOT Florida PALM System Transition Team, Florida PALM	The Florida PALM IV&V seek to understand how your Agency interacts with two aspects of readiness activities. The first aspect is how your Agency prepares for and completes Readiness Workplan tasks and the second is how your Agency manages risks and issues.	
Technology	Continued the impact analysis and remediation of the Office of Work Program and Budget (OWPB) owned computing assets.	05/07/24	Multiple	Ensure OWPB systems continue to function after PALM implementation.	Regular meetings and efforts to continue analysis
Processes Technology Data	FDOT Interfaces Mapping Session Meetings	05/07/24	FDOT Florida PALM System Transition Team, Florida PALM End Users	Discuss mapping of interfaces and how we will document them via user stories.	Various meetings held weekly, including but not limited to interfaces in ARI, POI, and GLI.
Technology	Meeting with NWRDC-PALM Environment Request	05/07/24	FDOT Florida PALM System Transition Team, 3rd party vendor-NWRDC, Ensono	Review the request for 8 servers and 3 configuration changes with NWRDC resources.	
People Processes	PALM Resource Revision Meetings, Interviews, and onboarding of staff augmentation positions.	05/07/24	FDOT Florida PALM System Transition Team	Assess resource needs and hire staff for progressing towards PALM analysis and remediation.	March-May 2024 - Hired 9 new resources.
People Processes Technology	PALM Thursday Task Talks	05/07/24	Florida PALM, FDOT Florida PALM System Transition Team	PALM RW task talks moved to Thursdays. PALM gives guidance on readiness workplan tasks. Attended weekly March-May 2024.	3/7, 3/14, 3/21, 4/11, 4/18, 4/25, 5/2, 5/9

Technology Data	Meetings/Collaboration to Draft PALM Environment Needs	05/09/24	FDOT, FDOT Florida PALM System Transition Team, 3rd party vendors- NWRDC, Ensono	May-July 2024.	
People Processes Technology Data	Payroll Distribution analysis workgroups	05/10/24	FDOT Florida PALM System Transition Team, SMEs	Analysis of PPS Payroll system for current state, PALM impacts, and to-be state.	Continued analysis of Personnel Payroll System during reporting period May-July 2024 with emphasis on data tables for development environment.
People Processes Data	RW 532-Submit Bimonthly Agency Readiness Status Report	05/10/24	FDOT Florida PALM System Transition Team	Agency Sponsor to confirm and submit bimonthly status report, in the format provided by the Project, on the activities and ongoing work within the agency to prepare their systems and impacted employees for the deployment of Florida PALM.	
People Processes Technology	Weekly vendor status update meetings	05/11/24	FDOT Florida PALM System Transition Team, SMEs	May-June 30.	Weekly meeting to discuss work completed and work planned.
People Processes Technology	Florida PALM Thursday Task Talks	05/16/24	Florida PALM, FDOT Florida PALM System Transition Team	PALM RW task talks moved to Thursdays. PALM gives guidance on readiness workplan tasks. Attended weekly May-July 2024.	5/16, 5/23, 5/30, 6/06, 6/13, 6/20, 6/27
People Processes Technology	Florida PALM FDOT Touchpoint Agenda Meeting	05/16/24	FDOT Florida PALM System Transition Team	prepare for PALM touchpoint meeting.	5/16, 5/22, 6/13, 6/18
People Processes Technology Data	Roadmap to Enterprise Architecture meeting	05/16/24	FDOT Florida PALM System Transition Team	Meeting with sponsor to discuss PALM status updates, issues, etc.	
People	Vendor, North Highland Knowledge Transfer Meeting	05/17/24	FDOT Florida PALM System Transition Team	Vendor, North Highland Knowledge Transfer Meeting	
People Processes	Change Champion Network meeting	05/17/24	FDOT Florida PALM System Transition Team	Change Champion Network meeting	
People Processes Technology	Review of Current Operational Workplan meeting	05/17/24	FDOT Florida PALM System Transition Team	Review of Current Operational Workplan meeting	
People Processes	OWP Review Meeting	05/22/24	FDOT Florida PALM System Transition Team	OWP Review Meeting	
People Processes	FPST Budget and Task Tracking meeting	05/22/24	FDOT Florida PALM System Transition Team	FPST Budget and Task Tracking meeting	
Processes Technology Data	OOB Business Systems Status Meeting	05/22/24	FDOT Florida PALM System Transition Team	OOB Business Systems Status Meeting	
People Processes	Reviewed Survey results and developed a plan to raise awareness and participation throughout the agency.	06/01/24	Finance and Change Management Office	Raise awareness and improve readiness	Plan is complete and implementation will come in subsequent quarters
Technology	Implementation of COA changes in PALM FDOT test environment	06/03/24	FDOT Florida PALM System Transition Team, Florida PALM end users	Implementation of COA changes in PALM FDOT test environment	
People Processes	Risk Management Meeting	06/05/24	FDOT Florida PALM System Transition Team	Risk Management Meeting	
People	Spend Plan meeting	06/06/24	FDOT Florida PALM System Transition Team	Spend Plan meeting	
People Processes	Dev Ops Workgroup meeting	06/07/24	FDOT Florida PALM System Transition Team	Dev Ops Workgroup meeting	
People Processes Technology	Vendor Playbook for PALM meeting	06/13/24	FDOT Florida PALM System Transition Team	Vendor Playbook for PALM meeting	
People Processes	RW 524- Complete and Submit End User Readiness Survey Analysis	06/14/24	FDOT Florida PALM System Transition Team, Florida PALM end users	Administer end user readiness survey and submit data analysis.	Due 6/14/24.
People	RW-534-Update CCN and Project Contacts	06/14/24	FDOT Florida PALM System Transition Team, Florida PALM	Review, update and confirm Change Champion Network (primary and back-up liaisons and Subject Matter Experts) and production support contacts.	
Technology Data	Chart of Account System Analysis by Database Programs	06/14/24	FDOT Florida PALM System Transition Team	May-July 24	
Technology	FPST Infrastructure Environments Meeting	06/14/24	FDOT Florida PALM System Transition Team	Discuss infrastructure environment needs for PALM.	
People Processes	Created District Agency Readiness Teams	06/15/24	FDOT District Employees	Raise Workforce Readiness at district Offices	Due 7/1/2024
People	RW 535-Update Workforce Readiness Plan	06/17/24	FDOT Florida PALM System Transition Team, Florida PALM	Update Workforce Readiness Plan based on End User Survey results.	
People Processes Technology Data	536-A Create Agency Specific User Acceptance Testing Plan	06/17/24	FDOT Florida PALM System Transition Team, Florida PALM	Establish testing objectives, scope, key activities and agency roles and responsibilities.	
Processes Technology Data	RW 531-Remediate Agency Business Systems based on Segment II	06/19/24	FDOT Florida PALM System Transition Team, Florida PALM end users	Complete agency business system internal build and unit testing activities based on agency business system documentation updates for Segment II.	Due 9/27/24.
People Processes Technology	Monthly RAID log meetings	06/19/24	FDOT Florida PALM System Transition Team	RAID log meetings	met at least monthly May-July2024
People Processes Technology Data	Weekly RW Task Check in meeting series	06/21/24	FDOT Florida PALM System Transition Team, Florida PALM end users	RW tasks check in	met weekly May-July 2024
People Processes Technology Data	FDOT/Florida PALM Task Check in Meeting	06/24/24	FDOT Florida PALM System Transition Team; FDOT End Users	The purpose of this meeting is to discuss current tasks. The agency's status and how the plans to approach and progress.	
People Processes Technology	SAMAS Table Processing;Vendor Knowledge Transfer meeting	06/25/24	FDOT Florida PALM System Transition Team; FDOT End Users	Covered transition activities.	
People	FPST Resource and Reporting activities	06/26/24	FDOT Florida PALM System Transition Team	Resource and reporting efforts. Spend plan for OIT FPST resources. Planning for next fiscal year. May-July ongoing activity.	
People Processes	Workforce Readiness Team Monthly Pulse Check Meetings	06/26/24	FDOT Florida PALM System Transition Team; FDOT End Users	Evaluate progress and direction for workforce related efforts toward remediation and preparation for PALM	Met monthly May-July 2024.
People Processes Technology Data	FPST Internal Workgroup Meeting Series	06/27/24	FDOT Florida PALM System Transition Team	Weekly meeting series for PALM remediation topics	met weekly May-July 2024
People Processes Technology	RW 533-Manage Agency Specific Implementation Schedule, Risks and Issues	06/28/24	FDOT Florida PALM System Transition Team	Actively manage your agency's project activities including iterative updates to agency-specific project schedule and manage agency-unique risks and	

Data				issues.	
People Processes	Developed a resource allocation plan	06/28/24	PALM Team	Once we receive funding we want to maximize utilization of our resource so we developed a plan and assigned new project resources for the 24/25 fiscal year.	Plan is 60% Complete
People Technology	On-boarding new staff aug resources	06/30/24	Everyone	To have the necessary resources to complete PALM remediation of our agency data systems	Twelve new resources were on-boarded and we are in the process of hiring several more.
Technology	Remediation of Disaster Tracking System	06/30/24	Financial management	Remediate Disaster Tracking System for Florida PALM	This was completed
People Processes Technology Data	Documentation for Cost Allocation and Payroll Distributon	06/30/24	Everyone	To document the FDOT Cost Allocation and Payroll Distribution processes and develop a plan for system remediation.	Documentation went from 60% to 80% complete.
People Processes Technology Data	Federal Programs Management	06/30/24	Federal Programs	To analyze the 59,474 mainframe flat files association with our federal programs management system to determine if any of them can be archived and are no longer needed.	This process is about 30% complete

### 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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### FDOT Status Report Confirmation

Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
May - June 2024	Lisa Saliba	lisa.saliba@dot.state.fl.us	07/12/24
March - April 2024	Lisa Saliba	lisa.saliba@dot.state.fl.us	05/13/24
January - February 2024	Lisa Saliba	lisa.saliba@dot.state.fl.us	03/11/24