SCS 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

Eric Maclure

CCN Composition

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

Change Champion Network:

• Unique Filled Role = 17

• 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 = 84.71%

• Submitted Complete = 11

• Submitted Incomplete = 2

• Completed After Submission = 4

RW Task Timeliness

The Readiness Workplan Tasks Timeliness dial reflect the timeliness of your agency's submission of all RW tasks to date.

RW Task Timeliness:

Score = 96.74%

• Submitted On Time = 29

• Submitted Late = 6

• Pending Submission = 1

Project-led Meeting Participation

The Participation dial reflects your agency's attendance at Project-led meetings during the current reporting period.

Meeting Participation:

• Meetings Attended = 2

• Meetings Missed = 0

The dials above include an intuitive Green-Yellow-Red spectrum, where green indicates the measure is in a positive range, yellow represents that the gaps in expected results present an increasing risk to the agency, and red indicates that there are significant gaps in expected results that present an elevated risk level for the agency.

RW Tasks - Completed or Open Items

Project Impact	Critical Operational Element	Task ID	Task Name	Task Planned Start Date	Task Planned End Date	Agency Reported Task Progress	Agency Submission Date	Status Comment	Project Verification of Completion	Agency Corrected Submission Date
N/A	Technology	519	Remediate Agency Business Systems based on Segment I	01/29/24	06/28/24	50% - In Progress		We have a target date of July 31 to complete this remediation exercise on Segment I		
Direct	Data	513	Complete Configuration Workbooks for Segments I and II	02/12/24	05/13/24	100% - Submitted	05/13/24		Submission Complete	05/24/24
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	Processes	527	Identify Change Impacts and Update Agency Business Process Documentation for Segment III	04/15/24	07/12/24	100% - Submitted	07/12/24		Submission Incomplete	07/15/24
N/A	Technology	528	Update Agency Business System Documentation for Segment III	04/15/24	07/12/24	100% - Submitted	07/12/24		Submission Incomplete	07/15/24
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	100% - Submitted	07/10/24		Submission Complete	
Indirect	Technology	529	Update Florida PALM Conversion Inventory for Segment III	04/29/24	07/12/24	100% - Submitted	07/10/24	AR is on a spreadsheet whi		07/12/24
N/A	Technology	531	Remediate Agency Business Systems based on Segment II	04/29/24	09/27/24					
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	06/27/24			
N/A	People	534	Update CCN and Project Contacts	06/03/24	06/14/24	100% - Submitted	06/13/24		Submission Complete	
N/A	People	535	Update Workforce Readiness Plan	06/17/24	08/02/24					
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	100% - Submitted	07/10/24		Submission Complete	
N/A	N/A	538	Submit Bimonthly Agency Readiness Status Report	07/01/24	07/12/24	100% - Submitted	07/10/24		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	75% - Consolidating/Inputting Information for Submission				

People

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

Implementation:

Planned Florida PALM End Users = 115

• Business Process Groupings = 13/13

Identified Subject Matter Experts = 9

• SMEs by Business Process Grouping

- Account Mgmt. and Financial Reporting = 2

- Accounts Receivable = 3

- Asset Accounting and Mgmt. = 2

Processes

The sequence of procedures to accomplish a business objective.

Current-State:

Cataloged Business Processes = 32

• Related Business Systems = 5

• Related Reports = 32

• Documentation Status:

- Complete = 32 Partial = 0 Not Started = 0

Implementation:

Technology

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

Current-State:

Cataloged Business Systems = 5

• Criticality:

- High = 3 Med = 2 Low = 0 None = 0

• Documentation Status:

- Complete = 5 Partial = 0 Not Started = 0

Cataloged Interfaces = 0

- Inbound Interfaces = 0

Data

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

Current-State:

Unique FLAIR Data Elements = 72

• Associated Unique Uses = 72

- Continued Use - Yes = 48

- Continued Use - No = 0

• Associated Business Systems = 6

Cataloged Reports = 0

• Criticality:

- Banking = 1

- Budget Mgmt. and Cash Control = 1

- Contracts Mgmt. = 0

- Disbursements Mgmt. = 2

- Grants Mgmt. = 0

- Inter/IntraUnit Transactions = 4

- Payroll Mgmt. = 3

- Projects Mgmt. = 0

- Revenue Accounting = 3

- System Access and Controls = 3

Role Mapping = TBD

Training = TBD

Impacted Agency Business Processes = 32

• Related Business Process Groupings = 11

- Planned Spreadsheet Uploads = 4

• **Level of Impact: People Changes**

- High = 0 Medium = 4 Low = 26 None = 2 Uncertain = 0

• **Level of Impact: Processes Changes**

- High = 0 Medium = 8 Low = 24 None = 0 Uncertain = 0

• **Level of Impact: Technology Changes**

- High = 0 Medium = 8 Low = 24 None = 0 Uncertain = 0

• **Level of Impact: Data Changes**

- High = 0 Medium = 0 Low = 31 None = 0 Uncertain = 0

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

- Not Started = 0 In Progress = 8 Complete = 23

- Outbound Interfaces = 0

Implementation:

Business Systems Planned for Integration = 4

• **Segment I - Documentation Updates:**

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

• **Segment II - Documentation Updates:**

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

Planned Interfaces = 9

- Inbound Interfaces = -2

- Outbound Interfaces = 7

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

Implementation:

Segments I & II Planned Configurations = 5/9

• **Accounts Receivable (AR)**

- Planned Distribution Codes = 7

• **Asset Management (AM)**

- Planned Location Codes = None

- Planned Associated Area ID's = None

• **Commitment Control (KK)**

- Planned Option = Option # 1 - Track with Budget

• **General Ledger (GL)**

- Planned Budgetary Value Combo Edits = 285

- Planned Local Funds = None

- Planned Organization ID's = 1046

- Planned OA1's = 70

- Planned OA2's = None

Conversions & Data Readiness

• Conversions Needed = 5

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

• **Data Readiness/Cleansing Status:**

- Complete = 5 In Progress = 0 Not Started = 0 Not Applicable 0

Reports = TBD

Agency Reported

The Risks, Issues, Assumptions and Readiness Activities tables below display only items that were opened/logged, closed/resolved or active during the reporting period.

SCS Risks

Critical Operational Elements	Risk Description	Status	Risk Rating	Mitigation/Response Strategy	Reporting Period Comments or Updates	Date of Status Change	Owner / Coordinator
Processes	Allocation to Object Code. State Courts does not allocate to the Object Code level. This would be a severe impact to the Judicial Branch. Not only our process would be hugely impacted but also our need for additional FTE.	Open	9 (High/High)	We have verbalized to FL PALM the impact of this proposed change to the Judicial Branch. We are waiting for updates on the proposed design.	Allocation to the object code may not be necessary - check with PALM to validate this approach. - example: place "7" (expenses) value in the Account Code to satisfy the Object Code requirement		Budget
Processes	Warrant cancellation, On Demand and Salary refunds.	Open	9 (High/High)	We do not use. Setup a discussion with SCS HR to further identify any actions.	HR impact to be further flushed out		Human Resources
Technology Data	Data conversion integrity & validation	Open	4 (Medium/Medium)	Working with PALM to see what resources & processes will be provided to SCSs to validate converted FLAIR data into PALM.	This was discussed during our 12/12/23 Touch Point meeting that we need assistance to convert our ORG Code listings.	12/13/23	F&A, OIT and HR
People	Training for all stakeholders at deployment.	Open	4 (Medium/Medium)	We will take advantage of all available training provided by PALM. Update our process and procedures. - Recruit staff augmentation resources to assist	Staff augmentation is in process		Finance & Accounting
Processes	Statutory Compliance - Prompt Payments	Open	4 (Medium/Medium)	PALM to provide adaquet training to process Statutory Compliance - Prompt Payments - Reduce time involved to process batch approval processes for Statutory Compliance - Prompt Payments - Remediate process flow in PALM vs the current process flow	Further details will be flushed out as the SCS PALM solution design is further defined.		Finance & Accounting
Processes	Proper documentation of current processes and procedures.	Open	2 (Medium/Low)	In the process of recruiting & onboarding the appropriate number of resources necessary to further define SCS business processes details.	Processes were updated to complete FL PALM TASK 328 - 2 additional resources added (PM, 1 BPC) - 2 additional BPC resources have been requested and are being considered - Requesting to have an additional BPC resource onboarded by 07/23/2024	11/30/23	SCS
Technology	Purchasing of new services and acquiring additional resources	Open	1 (Low/Low)	Looking for the appropriate products and services - SCS purchased a cloud application - SCS is requesting support to recruit & onboard technical resources to support purchased cloud application	Funding was received and resources are being identified to prioritize spending. - SCS is requesting support to recruit & onboard technical resources to support purchased cloud application	12/15/23	OIT/Technical Liasian
People	Additional/adequate human resources for accounting roles	Open	1 (Low/Low)	Prepare LBR to request additional funding or FTE. Cross train employees to assume different work responsibilities.	This was discussed during our last touchpoint meeting 12/12/23	12/12/23	Finance & Accounting Chief and Budget Cheif
People	Ongoing Communication about project	Open	1 (Low/Low)	Working Task 523 to document SCS communications. - Continue to meet with our SCS communication team	Planned bi-monthly SCS communication		Finance & Accounting

					...Continue to meet with our SCS communication team to further define PALM communication campaign strategies, project messaging, delivery channels and schedules to PALM stakeholders	...SCS communication beginning 2024. Intranet updates. As PALM implementation comes closer, we will create a mass communication SCS campaign.		
Technology Data	Business system development and integration	Open	1 (Low/Low)	We develop as best as possible	Follow up with OIT (Brian)		Finance & Accounting, OIT
People Technology Data	SCS implementing a cloud environment to remediate our on-prem applications consisting of Transaction History, Payroll, and Contracts/Tracker applications; however, this has been delayed due resource allocation needs.	Open	1 (Low/Low)	Train employees to use the new SCS Development/Cloud environment - Implement Cloud Best-Practices - Implement cloud environment & tools - Train staff on selected tools - Remediate our business systems with PALM	Training is in process for the development team		OIT

SCS Issues

Critical Operational Elements	Issue Description	Status	Priority	Resolution Plan	Reporting Period Comments or Updates	Planned or Actual Resolution Date	Owner / Coordinator
Processes Data	SCS does not utilize HRIS for timesheet reporting, this apart of the payroll life cycle in PALM	Open	Critical - Impacts the ability of the agency to move forward with work without resolution	Request our attendance and reporting software (ARS) to interface with PALM for reporting time and attendance	Identify which PALM Interface SCS will leverage and the frequency		Human Resources
Technology	SCS needs the ARS requirements, reporting, integration and design specifications	Open	High - Impacts the ability of the agency to meet deadlines or milestones	Unknown until SCS HR, OIT & F&A have discussed requirements	Conduct discussions with HR, OIT & F&A		Human Resources
Processes Data	HRIS payroll reports not utilized to send data to PALM	Open	High - Impacts the ability of the agency to meet deadlines or milestones	Request payroll reports for SCS to be generated - LWOP, missing timesheet reports, over and under payment report			Human Resources
Processes	Entering OPS paper timesheets, Shift and On-call payments into People First manually in the Alternate Time Entry screen	Open	High - Impacts the ability of the agency to meet deadlines or milestones	Request approval for OPS employees be allowed to use the HRIS system to submit timesheets.			Human Resources
Processes	LWOP entered as Unpaid hours in Alternate Time Entry screen when notified timely	Open	High - Impacts the ability of the agency to meet deadlines or milestones	We are still trying to figure out how this change will affect us. We are anticipating updates from FL PALM.			OIT
People Processes Technology Data	We have built our Business (Invoice Management System) to interface with FLAIR with a batch upload file. We have not tested this output extract due to a MOU yet to be provided by DFS.	Open	High - Impacts the ability of the agency to meet deadlines or milestones	We will follow up with DFS to get an MOU signed so we can move forward with testing.	This could turn into a priority & resource availability issue whenever a decision is made by DFS & the MOU		OIT and Finance and Accounting
Technology Data	SCS needs to understand PALM's Interface API direction, plan & schedule so SCS can make design decisions based on the availability of APIs	Open	High - Impacts the ability of the agency to meet deadlines or milestones	With the availability of APIs, SCS will have the option to implement Cloud API capabilities, without APIs - SCS will interface through flat file transfers	SCS currently implementing Cloud Platform capabilities. This information will help SCS to properly focus development resources.		OIT
Processes Data	SCS COA Bureau, Section & Unit combination is incomplete	Open	High - Impacts the ability of the agency to meet deadlines or milestones	SCS is waiting to validate the conversion process from FLAIR Accounts to COA	When COA SMEs open the Smartsheet, SCS F&A will update the Bureau, Section & Unit combination values		Finance and Accounting
People Technology	Our Agency planned to develop API Interfaces in a cloud environment for remediating the Transaction History, Payroll, and Contracts/Tracker applications; however, this has been delayed due resource allocation needs.	Open	Low - All impacts not listed as Critical or High	Having required resources available to perform cloud environment activities			OIT

SCS Assumptions

Critical Operational Elements	Assumption	Status	Date Logged or Removed	Impacted Stakeholder(s) and/or System(s)	Reporting Period Comments or Updates
Processes	Additional One-Time Payment function in HRIS will function the same	Logged		Separating, retiring, DROP entry, Overtime recipients	

SCS 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

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]

SCS Status Report Confirmation

Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
May - June 2024	Eric W. Maclure, State (	macluree@flcourts.org	07/10/24
March - April 2024	Eric W. Maclure, State (	macluree@flcourts.org	05/10/24
January - February 2024	Eric W. Maclure, Interim	macluree@flcourts.org	03/06/24