Bimonthly Agency Readiness Status Report

This report is a collection of Bimonthly Agency Readiness Status Reports as provided by agencies on a bimonthly basis, containing the status of the agency and enterprise remediation progress for each business system required for the Florida PALM Financials and Payroll deployment, in accordance with Proviso contained in the 2024/25 General Appropriations Act. DOE and FDVA did not submit a Bimonthly Status Report.

Reporting Period:

May – June 2026

Helpful Links
Dashboard Snapshots
Knowledge Center
Florida PALM Workbook for AHCA
Readiness Workplan

AHCA 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 2026

Agency Sponsor
Jon Manalo

RW Task Timeliness

Direct Impact Task Timeliness

Direct Impact Task Timeliness:

Score = 97.04%

- Submitted On Time = 44
- Submitted Late = 10
- Pending Submission = 0

Other Task Timeliness

Other Task Timeliness:

Score = 77.48%

- Submitted On Time = 64
- Submitted Late = 39
- Pending Submission = 0

The RW Task Timeliness dials reflect the timeliness of your agency's submission of all RW tasks based on the task due date. Calculations are based on all RW tasks to date.

RW Task Completeness

Direct Impact Task Completeness

Direct Task Completeness:

Score = 93.02%

- Submitted Complete = 45
- Submitted Incomplete = 1
- Completed After Submission = 7

Other Task Completeness

Other Task Completeness:

Score = 93.87%

- Submitted Complete = 67
- Submitted Incomplete = 1
- Completed After Submission = 7

The RW Task Completeness dials reflect the completeness of your agency's task submissions based on the task rubric. Calculations of task completeness includes all RW Tasks since RW 512.

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

Change Champion Network:

- Unique Filled Role = 10
- Duplicate Filled Role = 4
- Vacant Role = 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	People	**607**	Update Training Plan	04/06/26	06/05/26	100% - Submitted	**06/05/26**		Submission Complete	
Direct	Data	**713**	Confirm Supplier Records	04/20/26	05/22/26	100% - Submitted	**05/14/26**	5/14/2026 - Updated secure file based upon the attached file	Submission Complete	
Direct	Data	**698**	Complete Data Cleansing in Preparation for Dry Run 2	04/20/26	06/17/26	100% - Submitted	**06/18/26**	5/28/2026: Awaiting DFS-FACTS response on status of Contracts.	Submission Complete	06/18/26
N/A	N/A	**677**	Submit Bimonthly Agency Readiness Status Report	05/01/26	05/11/26	100% - Submitted	**05/08/26**		Submission Complete	
Indirect	N/A	**678**	Submit Monthly Progress Report - Testing, Training	05/01/26	05/29/26	100% - Submitted	**05/29/26**		Submission Complete	
Indirect	Data	**699**	Maintain Configuration and Conversion Workbooks	05/01/26	05/29/26	100% - Submitted	**05/28/26**		Submission Complete	
Indirect	People	**700**	Maintain Role Mapping Worksheet	05/01/26	05/29/26	100% - Submitted	**05/28/26**		Submission Complete	
N/A	Processes	**602**	Update Agency Business Process Documentation	05/04/26	10/30/26	25% - Beginning Initial Internal Meetings and Information Gathering				
N/A	People	**604**	Create Agency-Specific Learning Materials to Support End Users	05/04/26	10/30/26					
Direct	Data	**701**	Submit Configuration and Conversion Workbooks	06/01/26	06/17/26	100% - Submitted	**06/17/26**		Submission Complete	
Direct	People	**702**	Submit Role Mapping Worksheet	06/01/26	06/26/26	100% - Submitted	**06/26/26**		Submission Complete	06/26/26
Indirect	N/A	**679**	Submit Monthly Progress Report - Testing, Training	06/01/26	06/30/26	100% - Submitted	**06/30/26**		Submission Complete	
Indirect	N/A	**619**	Update Agency Readiness Certification #3	06/22/26	07/10/26	100% - Submitted	**07/10/26**			
Indirect	Technology	**586**	Create Agency Deployment Plan and Cutover Checklist to Prepare for Go-Live	06/29/26	09/11/26					
N/A	N/A	**680**	Submit Bimonthly Agency Readiness Status Report	07/01/26	07/10/26	100% - Submitted	**07/10/26**			
Indirect	N/A	**681**	Submit Monthly Progress Report - Testing, Training, Cutover	07/01/26	07/31/26					
Indirect	Data	**703**	Maintain Configuration and Conversion Workbooks	07/01/26	07/31/26					
Indirect	People	**704**	Maintain Role Mapping Worksheet	07/01/26	08/21/26					

Agency Reported

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

AHCA Risks

Status	Date Opened	Date Closed	Primary Risk Category	Risk Title	Trend	Risk Rating	Background	Monitor/Mitigation Plan/Resolution	Impact if Risk Becomes an Issue	Reporting Period Comments
Open and Mitigating	11/25/24		Deployment/Cutover	Unavailability of Accounting System	Decreasing	9 (High/High)	If there is not an accounting system available in December 2026/January 2027, AHCA will not be able	Assuming: FLAIR will go down week of 12/21/26 and PALM will go live week of 1/4/27 1) Plan for Medicaid	Millions of dollars in interest/fines/penalties.	7/10/2026-Meeting has been scheduled with all of the stakeholders.

							to complete the Weekly Medicaid Runs and will not have the ability to pay the providers, costing the State, millions of dollars in fines/penalties.	payments (Projection Runs) for 12/21/26 through 1/14/27 2) Recommendation: Advance payments to providers NEXT STEPS: Bureau of Financial Services: Discussions of advance payment with CMS MPF - projection by providers, provider alerts, receivable/payable process during transition JPMorgan - 1 advance, no payments for next 3 weeks AHCA IT - SunFocus cutoff, SunPALM ready by 1/11, contingency plan DFS - overall plan with Florida PALM, DFS A&A and Treasury		
Open and Mitigating	12/05/25			Agency Business System	New ABS Medicaid Enhancements	Increasing	9 (High/High)	If the new enhancements to the SunFocus Medicaid Module are not completed and tested in SunFocus before June 30, 2026, remediation of those new enhancements for Florida PALM cannot be accomplished before the conclusion End-to-End Testing.	1. Hire additional development resource. 2. Prioritization of the changes that are to be done. 3. Identify the changes to SunPALM as changes are being made to SunFocus. 4. Multiple cycles of WMR testing needs to be completed before October 16, 2026.	Extensive manual intervention in the Bureau of Financial Services after Go-Live	7/10/2026 - Continued testing efforts of the remediated Medicaid Module. Continue to encounter bugs in the module
Open and Mitigating	06/25/26			Agency Business System	Withdrawal of the vendor who provides staff augmented resources on Tuesday, June 30, 2026 for FY26/27.	Increasing	9 (High/High)	On Thursday, June 25, 2026, the vendor Paul Consulting Group terminated its staff augmented resources to AHCA who have been remediating the agency business system for FY26/27.	1) Negotiate with the vendor for timebound engagement to complete remediation and transition responsibilities to other resources. 2) Advertise for three new resources to handle the remaining remediation, support Go-Live and hypercare.	Failure to Go-live in January	Project Sponsor and Depty Sec of IT are negotiating terms with Paul Consulting Group
Open and Monitoring	07/18/25			Agency Business System	Non remediated Tier 1 ABS (Delayed SunFocus Remediation)	Decreasing	6 (High/Medium)	If SunFocus is not remediated by 07/31/2026, the Bureau of Financial Services will need to manually perform some of the operational tasks that are currently in SunFocus.	The critical business processes (Weekly Medicaid Run module and Invoicing modules) will be 100% remediated by 05/01/2026 allowing for four cycles of the Medicaid Runs to be tested and validated by June 12. Manual processes have been documented to perform the functions for the remaining modules.	Extensive manual processing in the Bureau of Financial Services	7/10/2026 - Remediation is continuing. Bugs have been identified in the Medicaid Module, but are being worked to complete the remediation effort.
Open and Mitigating	01/31/25			Agency Business System	Known Impacted ABS	Decreasing	1 (Low/Low)	If remediation for In-house ABS applications that are impacted with the implementation of Florida PALM have not been planned for by 3/30/2026, AHCA may have resource constraints for the remediation, resulting in the inability of AHCA processes to function.	1) Hire a second PM to manage the ABS applications that are indirectly impacted by Florida PALM where impacts are associated with the Enterprise applications (PeopleFirst, FACTS, etc.)-Completed 2) Identify change requirements for identified applications. ABS: Versa - Completed ABS: ePar- In progress ABS: FX-PeopleFirst Impact ABS: AHCA Network-PeopleFirst Impact ABS: CATS - Due to the nature of this COTS software remediation is not required for Go-Live. Remediation can be completed after FACTS has made its changes. 3) Create Plan of ABS remediation and testing ABS: Versa - Completed ABS: ePar ABS: FX-No Impact ABS: AHCA Network - Impact ABS: CATS - N/A	PAR will need to be completed manually	7/10/2026 - Regression testing is being planned for ePAR and interface testing of the CATS system will be done in the September/October timeframe.

AHCA Issues

Status	Date Opened	Date Closed	Priority	Primary Issue Category	Issue Title	Background	Action Plan	Planned or Actual Resolution Date	Reporting Period Comments
Open	09/06/24		High - Impacts the ability	Staffing/Resource Availal	Florida PALM Tasks and SunFocus Operations Competing Resources	Production incidents and time sensitive activities will continue to interfere with the resource tight bureau. Accept the issue and work with the Florida PALM Project to identify when a deliverable will	Leadership will prioritize the activities	12/31/26	7/10/2026-Continue to prioritize and monitor production incidents and review with leadership

						when a deliverable will be late.			
Open	07/10/26		High - Impacts the ability	Agency Business System	Resignation of vendor who supplied staff augmented resources on Tuesday, June 30, 2026.	On Thursday, June 25, 2026, the vendor Paul Consulting Group terminated its staff augmented resources to AHCA who have been remediating the agency business system for FY26/27.	1) Negotiate with the vendor for timebound engagement to complete remediation and transition responsibilities to other resources. - 6/29/2026 - Completed 2) Create detailed transition plan/knowledge transfer plan 7/17/2026 3) Advertise for three new resources to handle the remaining remediation, support Go-Live and hypercare. 7/13/2026 4) Complete Knowledge transfer sessions 9/30/3036	10/02/26	7/10/2026 - Completing detailed transition plan
Closed	10/28/24	05/08/26	Low - All impacts not liste	Agency Business System	FY25-26 Lack of Funding for Third-Party Vendor supported Agency Business System	Funding was not requested for Third Party Vendor-Supported applications for the FY25-26 due to analysis of agencies business systems being done concurrently with the deadline for the submission of the Legislative Budget Request. Those applications that have now been identified are ePAR (electronically routed PAR app) the is impacted by PeopleFirst changes and CATS (agency contract application that feeds FACTS).	Revised Plan of Action: Remediation of CATS is underway and will be completed to participate in End-to-End Testing. ePAR remediation impacts and planning remains under investigation., but can perform the process manually if necessary.	04/24/26	5/8/2026: Closed for the current FY

AHCA Assumptions

Critical Operational Elements	Assumption	Status	Date Logged or Removed	Impacted Stakeholder(s) and/or System(s)	Reporting Period Comments for May - June 2026

Agency Sponsor Confirmation

Fields marked with an asterisk (*) are required.

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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AHCA Status Report Confirmation

Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
May - June 2026	Jon Manalo	jon.manalo@ahca.myflorida.com	07/10/26
March - April 2026	Jon Manalo	jon.manalo@ahca.myflorida.com	05/08/26
January - February 2026	Jon Manalo	jon.manalo@ahca.myflorida.com	03/10/26

Helpful Links

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

APD 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 2026

Agency Sponsor

Rose Salinas

RW Task Timeliness

Direct Impact Task Timeliness

Other Task Timeliness

RW Task Completeness

Direct Impact Task Completeness

Other Task Completeness

Direct Impact Task Timeliness:

Score = 98.07%

- Submitted On Time = 55
- Submitted Late = 2
- Pending Submission = 0

Other Task Timeliness:

Score = 99.9%

- Submitted On Time = 102
- Submitted Late = 1
- Pending Submission = 0

Direct Task Completeness:

Score = 88.21%

- Submitted Complete = 40
- Submitted Incomplete = 4
- Completed After Submission = 12

Other Task Completeness:

Score = 88.65%

- Submitted Complete = 54
- Submitted Incomplete = 5
- Completed After Submission = 15

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The RW Task Completeness dials reflect the completeness of your agency's task submissions based on the task rubric. Calculations of task completeness includes all RW Tasks since RW 512.

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

Change Champion Network:

- Unique Filled Role = 11
- Duplicate Filled Role = 4
- Vacant Role = 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	People	**607**	Update Training Plan	04/06/26	06/05/26	100% - Submitted	**06/04/26**	4/9 - revisions and updates to original draft in progress with APD team 4/24 - reviewed updating with UAT practice and in progress 4/29 - Test Plan updates being made with changes to some startegies 5/7 - internal updates to original draft are in progress 5/12 - APD Training coordinator and PM reviewing and updating with adjusted strategy and plans - in progress 5/22 - on track for updates to be completed with high level forecasted planning 5/27 - updates are completed - adding new documentation on training plan activities based on UAT activity 6/4 - completed - team in last review internally - Submission 100%	Submission Complete	
Direct	Data	**713**	Confirm Supplier Records	04/20/26	05/22/26	100% - Submitted	**05/22/26**	4/24 - reviewing and initiating updates 5/7 - team working to review deliverables for task are completed 5/12 - HB working with updates to add - and in communication with the RC 5/20 - PALM Team to update the Tacachale Description - all good to go 5/22 - completed - but HB is verifying with Dee Warren that there is nothing else and will submit	Submission Complete	
Direct	Data	**698**	Complete Data Cleansing in Preparation for Dry Run 2	04/20/26	06/17/26	100% - Submitted	**06/17/26**	4/24 - reviewing and initiating updates 5/7 - reviewed with PALM Team for corrections and updates to Org/Speedkey/Funds and data flow thru for all sheets - target for data cleanse on cofig workbooks for 5/22 to help support this task 5/12 - actively working sheets to update and complete task 5/20 - reviewing in detail for processing system updates to clear/clean data 5/22 - Asst mgt team meeting 5/26 - for review and status 5/27 - on-going efforts by all teams supporting Asst Mgmt team. 6/4 - managing teams for additional updates in FLAIR to clear bad/old data - to use as training actions should there be more finds for data to correct	Submission Complete	
N/A	N/A	**677**	Submit Bimonthly Agency Readiness Status Report	05/01/26	05/11/26	100% - Submitted	**05/11/26**	5/7 - Risks - Assumptions - Issues all updated and reviewed - sponsor to sign off on Friday 5/8	Submission Complete	
Indirect	N/A	**678**	Submit Monthly Progress Report - Testing, Training	05/01/26	05/29/26	100% - Submitted	**05/29/26**	5/7 - IT Team testing inbound and outbound for May will update report for task on time 5/12 - team review today - updates for	Submission Complete	

								tests to be documented 5/20 -team updating the cycle 3 testing information 5/22 - updates for cycle 3 completed/noted all in touchpoint with PALM team - finals on all worksheets in progress 5/27 - reviewing the API impact on Thursday 5/28		
Indirect	Data	**699**	Maintain Configuration and Conversion Workbooks	05/01/26	05/29/26	100% - Submitted	**05/29/26**	5/7 - PALM Team review with target for week early completion to see if all changes flowed thru as required for clearing - May 22 target 5/12 - internal meetings working thru each sheet for updates 5/20 - working on speedkey's and fund updates - only errors at this time - updating with position splits by OCA - work in progress 5/27 - reviewing the API impact on Thursday 5/28 5/29 - errors accounted for and relayed to RC and PALM team - all other sheets verified for completion and accuracy	Task Closed - Submission Incomplete	
Indirect	People	**700**	Maintain Role Mapping Worksheet	05/01/26	05/29/26	100% - Submitted	**05/29/26**	5/7 - many roles cleared for errors - now DW/BI liscense review in progress and effort to align with 5/22 as completiong goal - reviewed with PALM team 5/12 - internal meet to walk thru first 50 - for updates and cleanse of mapping roles 5/20 - cleared errors exception: SOD errors to be defined in June with A&A exceptions permissions requested and UAT trial helping to define. 5/22 - updates completed - reviewing internally - but done 5/27 - reviewing the API impact on Thursday 5/28	Submission Complete	
N/A	Processes	**602**	Update Agency Business Process Documentation	05/04/26	10/30/26	75% - Consolidating/Inputting Information for Submission		5/7 - ongoing for APD and Business Process Documentation commences with the UAT efforts by all teams within APD 5/12 - Business Process Documentation form in creation for each team/module 5/20 - part of the UAT activities with teams going forward 7/3 - updating with UAT Stories - KC driven		
N/A	People	**604**	Create Agency-Specific Learning Materials to Support End Users	05/04/26	10/30/26	75% - Consolidating/Inputting Information for Submission		5/7 Training Plan in the works for updates - Full UAT will help with training application 5/12 - Internal training planning in progress with training resources to be considered 5/20 - training effort being defined and updated for each team - tailored to the team 7/3 - In conjunction with UAT exercises		
Direct	Data	**701**	Submit Configuration and Conversion Workbooks	06/01/26	06/17/26	100% - Submitted	**06/17/26**	6/4 - teams working with HB to update any sheets as needed 6/5 - working thru sheets internally to transfer over to PALM sheets - in progress 6/17 - Confirmed all sheets are updated, no errors on error report	Submission Complete	
Direct	People	**702**	Submit Role Mapping Worksheet	06/01/26	06/26/26	100% - Submitted	**06/26/26**	6/4 - DW/BI decisions - and updates in progress - A&A approval for justifications being addressed 6/5 - team meetings scheduled all week for review and final decisions 6/17 - in review and permissions app to A&A this week 6/33 - justification submitted to A&A in progress 6/26 - Awaiting proper PALM changes but was told to submit by Dora and the changes will be completed!	Submission Complete	
Indirect	N/A	**679**	Submit Monthly Progress Report - Testing, Training	06/01/26	06/30/26	100% - Submitted	**06/30/26**	6/4 - all actions in progress for getting this signed off by month end 6/23 - working all updates into Smartsheet - Inbound testing to be completed 6/29 - final review - testing and linked sheets 6/30-Rose signed off..%s to increase	Submission Complete	06/30/26
Indirect	N/A	**619**	Update Agency Readiness Certification #3	06/22/26	07/10/26	75% - Consolidating/Inputting Information for Submission		6/23 - reviewing the status of all required smartsheet linked sheets 6/26 - team review of sheets and completing where needed		
Indirect	Technology	**586**	Create Agency Deployment Plan and Cutover Checklist to Prepare for Go-Live	06/29/26	09/11/26	50% - In Progress		6/29 - reading thru -new review 7/3 - CCN involvement to determine best practices		
N/A	N/A	**680**	Submit Bimonthly Agency Readiness Status Report	07/01/26	07/10/26	100% - Submitted	**07/07/26**	6/29 - moving updates to sheets - in progress - RS aware - need sign off by July 7th 6/30 - working to complete for early signoff by Rose 7/3 - Rose updated and provided message to review and sign off		
Indirect	N/A	**681**	Submit Monthly Progress Report - Testing, Training, Cutover	07/01/26	07/31/26	50% - In Progress		7/3 - moving to update for Progress on inbound testing specifically - in progress		
Indirect	Data	**703**	Maintain Configuration and Conversion Workbooks	07/01/26	07/31/26	50% - In Progress		7/3 - in review by HB and Team		
Indirect	People	**704**	Maintain Role Mapping Worksheet	07/01/26	08/21/26	50% - In Progress		7/3 - ongoing and each team is participating at APD		

Agency Reported

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

APD Risks										
Status	Date Opened	Date Closed	Primary Risk Category	Risk Title	Trend	Risk Rating	Background	Monitor/Mitigation Plan/Resolution	Impact if Risk Becomes an Issue	Reporting Period Comments
Open and Monitoring	09/08/25		User Acceptance Testing	Compressed schedule reduces time for end-user training	Stable	9 (High/High)	Internal training assistance will be hired in early 2026	Adjust training schedule dynamically; prepare modular training that can be updated quickly; ensure "train-the-trainer" resources are ready.	Compressed schedule reduces time for end-user training	No change to initial risk - in progress status - TBD with Refresh
Open and Monitoring	09/08/25		Agency Business System	Encumbrance ID and the ABC re-write change from FLAIR	Decreasing	9 (High/High)	Because the encumbrance id is not generated in real time and requires an overnight feed - this poses a huge impact on the flow of work/process in the ABC system	Discussion with PALM team to review options and see how things can be worked thru	process change will impact the way ABC handles transactions	No change to initial risk - in progress status - July ABC live roll out of new upgrade with FLAIR to PALM convergence pending due to move in Go Live dates
Open and Monitoring	09/10/25		Post Implementation	PALM Security - audit and transaction history trail for ALL activity within the system - currently noted as it pertains to transactions in the active CMS Framework.	Stable	9 (High/High)	Current Transaction was initiated in CMS and was posted with a success ful view on screen/online, however the transacation was GONE the next day. The follow up with PALM was that they could not or had no way of knowing who interacted with this transaction - why was it gone, who did it, what is the history, where did it go? and the solution from PALM was they didnt know - NOT A GOOD ANSWER - and that the agency should retract/delete the transaction and re-do it - without understanding if this would cause a duplication etc.	PALM for CMS is currently in use- the APD Team is working to try and find a SME on the issue with explanation and there is not a solution or fix on tracking the history of what took place for audit - understanding - for how to fix and find	HUGE - it causes a loss of integrity - a loss of trust in the system - a need to challenge the security parameters used for this application	No change to initial risk - in progress status
Open and Mitigating	05/02/25		User Acceptance Testing	Limited time for user testing due to technical delays - interface changes and updates not finalized	Stable	6 (Medium/High)	APD IT Teams preparation and training and UAT	Create a risk buffer in schedule for testing; prioritize high-value scripts - IT Team working sprint and actively testing as you go	Missed defect discovery leading to production errors	No change to initial risk - in progress status - Refresh will be the tell all - for vailidation
Open and Mitigating	07/07/25		User Acceptance Testing	Testers Lack Knowledge of the New PALM Platform	Stable	6 (Medium/High)	No one has seen that actual PALM application - logged on or used it yet - this will be a learn by fire scenario	Training, mentorship, guides expecting PALM direction and initiatl effort with teams/agencies	Challenged during UAT to fully test the system	No change to initial risk - in progress status - UAT Roll out by APD is very tailered and managed
Open and Monitoring	09/08/25		Post Implementation	Increased support demand post go-live due to rushed testing/training	Stable	6 (Medium/High)	Post implementation support is questions for both IT and functional efforts	Strengthen hypercare team; extend support hours post go-live; provide quick reference guides and job aids.	Increased support demand post go-live due to rushed testing/training	No change to initial risk - in progress status - unknown
Closed	05/02/25	05/08/26	Interface	Legacy system interfaces mapping with ABS-PALM APIs	Stable	6 (High/Medium)	APD IT Teams preparation and training and UAT	Develop interface translation layers; validate APIs early - continual review and update	Critical data exchanges fail; project delays and costly rework	APD has mapped internal dataware house and API's strategy is working with continued testing - no longer a risk factor for IT teams and ABS support
Open and Monitoring	05/02/25		User Acceptance Testing	Inadequate cloud platform performance under high user load due to multi agency impact	Increasing	6 (High/Medium)	APD IT Teams preparation and training and UAT	Conduct load testing in pre-production; scale infrastructure proactively	Users face slow performance; loss of trust in system usability	No change to initial risk - in progress status - still seen as an issue because all that is available is the UAT space
Open and Monitoring	05/02/25		Post Implementation	Security configuration gaps during system transition	Stable	6 (High/Medium)	APD IT Teams preparation and training and UAT	Security audits and review access controls before go-live	Data breaches or access violations; potential audit or legal issues	No change to initial risk - in progress status - role mapping is to adjust with user knowledge and responsibilities
Open and Monitoring	05/02/25		Conversion/Configuratior	Data corruption or loss during migration process	Stable	6 (High/Medium)	APD IT Teams preparation and training and UAT	Perform dry-run migrations; ensure backups are tested and validated - need PALM Conversion Plan as soon as ready o Perform multiple rounds of test migrations before UAT o Use automated reconciliation tools to compare legacy vs. cloud data o Include specific test cases for historical data validation o Assign a dedicated data QA team	Permanent loss of financial or transactional data	No change to initial risk - in progress status - still a RISK and will be tested by teams within APD - UAT platform does not give assurances that balances are aligned at this time
Open and Monitoring	05/02/25		Deployment/Cutover	Failure of third-party integrations post-migration - unknowns for peripheral systems - STMS/MFMP/et	Decreasing	6 (High/Medium)	APD IT Teams preparation and training and UAT	Engage vendors early; build fallback interface plans - APD attending all meetings at this time	Failure to process essential transactions like payroll or grants	No change to initial risk - in progress status - working with the Ent. teams to test at this time
Open and Monitoring	05/02/25		Post Implementation	Inadequate disaster recovery or backup strategy during cutover - new system - what	Stable	6 (High/Medium)	APD IT Teams preparation and training and UAT	Implement robust backup and rollback strategies; conduct failover tests - once understanding of PALM conversion plan is in place - adjust and ready	Irreversible data loss or extended downtime during transition	No change to initial risk - in progress status - no convergence plan has been shared by PALM so remains an open issue

				if's						
Open and Mitigating	07/07/25		User Acceptance Testing	Incomplete or Incorrect Test Scenarios	Stable	6 (High/Medium)	APD Finance Teams creation of testing stories for UAT inadequate	o Involve key accounting SMEs in test case design o Map test cases to migrated business processes and compliance requirements o Conduct a pre-UAT review/approval of test scripts o Use traceability matrix to ensure coverage	unable to test fully	No change to initial risk - in progress status - remains to be seen with refresh - as APD is aligning with the Knowledge Center Business Process so this may be for specific tasks only performed by APD - TBD
Open and Monitoring	09/08/25		User Acceptance Testing	Delay in UAT completion pushes back project go-live	Stable	6 (High/Medium)	Planning due to PALM PAUSE	Build buffer into project plan; prioritize critical test cases; agree on criteria for UAT sign-off; escalate blockers quickly.	Delay in UAT completion pushes back project go-live	No change to initial risk - in progress status
Open and Monitoring	09/08/25		Conversion/Configuratior	Data migration defects not identified in time due to late UAT	Stable	6 (High/Medium)	Use of Config workbook data from current Mock versions - making certain the data is APD's	Perform early mock data conversions; include data validation as a separate workstream; increase data reconciliation effort post-UAT.	Data migration defects not identified in time due to late UAT	No change to initial risk - in progress status
Open and Monitoring	09/08/25		Conversion/Configuratior	Cutover rehearsal shortened or skipped	Increasing	6 (High/Medium)	Determine of Freeze timeframe is critical to all transactions	Lock cutover rehearsal windows early; use dry-runs even if UAT lags; ensure rollback procedures are validated.	Cutover rehearsal shortened or skipped	No change to initial risk - in progress status - no understanding of migration - convergence plan at this time
Open and Mitigating	05/02/25		Training	1. Inadequate trainer knowledge	Stable	4 (Medium/Medium	APD Teams preparing for PALM Training	Conduct Train-the-Trainer programs; certify trainers before rollout	Training is a work in progress and will adjust with any PALM received direction - PALM roll out in progress	No change to initial risk - in progress status
Open and Mitigating	05/02/25		Training	3. Inconsistent training across departments	Stable	4 (Medium/Medium	APD Teams preparing for PALM Training	Standardize training materials and delivery; track attendance and completion	Training is a work in progress and will adjust with any PALM received direction - PALM roll out in progress	No change to initial risk - in progress status
Open and Mitigating	05/02/25		Training	4. Technical issues during training (e.g., system crashes)	Stable	4 (Medium/Medium	APD Teams preparing for PALM Training	Test systems in advance; have IT support on standby during training	Training is a work in progress and will adjust with any PALM received direction - PALM roll out in progress	No change to initial risk - in progress status - planning in the works
Open and Monitoring	05/02/25		Training	6. Training not aligned with actual job functions	Stable	4 (Medium/Medium	APD Teams preparing for PALM Training	Customize training per role; gather pre-training feedback	Training is a work in progress and will adjust with any PALM received direction - PALM roll out in progress	No change to initial risk - in progress status - APD adjusting to UAT and Training roll out based on the Knowledge Center Business Process and APD adaptation to task that follow the process flow
Open and Mitigating	05/02/25		Training	7. Knowledge retention loss post-training	Stable	4 (Medium/Medium	APD Teams preparing for PALM Training	Provide job aids, refreshers, and post-training support	Training is a work in progress and will adjust with any PALM received direction - PALM roll out in progress	No change to initial risk - in progress status - training will be in a timeframe close to the target Go-Live so the training will be fresh to users
Open and Monitoring	05/02/25		Training	8. Delayed training timeline	Stable	4 (Medium/Medium	APD Teams preparing for PALM Training	Build buffer into project schedule; monitor progress regularly	Training is a work in progress and will adjust with any PALM received direction - PALM roll out in progress	No change to initial risk - in progress status - APD Plan is adjusted to support this
Open and Monitoring	05/02/25		Training	9. Overwhelming training content	Stable	4 (Medium/Medium	APD Teams preparing for PALM Training	Break into modules; offer self-paced options	Training is a work in progress and will adjust with any PALM received direction - PALM roll out in progress	No change to initial risk - in progress status - APD has a training plan that is adapted to the Knoweledge Center alignment
Open and Monitoring	05/02/25		Staffing/Resource Availability	Delay in configuring role-based access and permissions - changes updates learned during training and UAT	Stable	4 (Medium/Medium	APD IT Teams preparation and training and UAT	Map all roles early; perform iterative testing with key users - advantage during UAT	Access issues for users; delay in operations post-migration	No change to initial risk - in progress status - newly assigned SAM and process in place with APD
Open and Monitoring	09/08/25		Training	Training content misaligned with final system functionality	Stable	4 (Medium/Medium	Revisions and adjustments are dynamic and currently being supported	Develop training with placeholders for UAT updates; plan for quick revisions; validate training content with UAT leads.	Training content misaligned with final system functionality	No change to initial risk - in progress status - training is being derfined by APD UAT and TRaining efforts - TBD
Open and Mitigating	09/08/25		User Acceptance Testing	User resistance and loss of confidence due to perceived instability	Stable	4 (Medium/Medium	Communication of expectations remains	Maintain clear communication about reasons for delay; involve super users in UAT to advocate system readiness; reinforce benefits of new system.	User resistance and loss of confidence due to perceived instability	No change to initial risk - in progress status
Open and Mitigating	05/02/25		Training	2. Low user engagement or attendance	Stable	3 (High/Low)	APD Teams preparing for PALM Training	Mandatory training policy; offer flexible schedules and formats	Training is a work in progress and will adjust with any PALM received direction - PALM roll out in progress	No change to initial risk - in progress status
Open and Monitoring	09/08/25		Post Implementation	Missed regulatory or financial reporting deadlines if go-live slips	Stable	3 (High/Low)	deadlines and cutoffs for APD are very important	Identify critical reporting deadlines; prepare contingency plan (e.g., run legacy system in parallel); escalate early if deadlines are at risk.	Missed regulatory or financial reporting deadlines if go-live slips	No change to initial risk - in progress status - planning in progress for contingency plans due to special transactions with Federal requirements and Client Services
Open and Monitoring	05/02/25		Staffing/Resource Availability	5. Resistance to change from employees	Stable	2 (Medium/Low)	APD Teams preparing for PALM Training	Communicate benefits early; involve staff in design and feedback	Training is a work in progress and will adjust with any PALM received direction - PALM roll out in progress	No change to initial risk - in progress status
Open and Monitoring	05/02/25		User Acceptance Testing	10. Lack of evaluation and feedback mechanisms	Stable	2 (Medium/Low)	APD Teams preparing for PALM Training	Implement surveys, quizzes, and performance tracking	Training is a work in progress and will adjust with any PALM received direction - PALM roll out in progress	No change to initial risk - in progress status - TBD

APD Issues

Status	Date Opened	Date Closed	Priority	Primary Issue Category	Issue Title	Background	Action Plan	Planned or Actual Resolution Date	Reporting Period Comments
Open	05/01/25		High - Impacts the ability of the agency to meet deadlines or milestones	Agency Business System	PALM Project Mapping Key	APD IT Teams preparation and training and UAT	Develop interface translation layers; validate APIs early - continual review and update	05/30/25	ABS updates/changes and decisions for change are dynamic with testing still ongoing - keeping open as it still impacts as an issue the re-write requirements of the specific needs within APD - rollout for ABC is in July 2026 with FLAIR and to be converted to PALM specifications upon go-live - delays have made this re-write complications prevalent

APD Assumptions

Critical Operational Elements	Assumption	Status	Date Logged or Removed	Impacted Stakeholder(s) and/or System(s)	Reporting Period Comments for May - June 2026
People, Data	Legacy system data is complete and accurate	Logged	05/12/25	Finance, IT, Audit, All modules using historical data	No change to initial assumption - in progress - APD still challenged with source of Asset information so therefore - assumption is that the data will be migrated with the opportunity to clean in PALM
Processes, Technology	Chart of Accounts structure will be successfully mapped to the new system	Logged	05/12/25	Budget, General Ledger, Accounting Leads	No change to initial assumption - in progress
People, Processes	All critical business processes are documented	Logged	05/12/25	All accounting teams, Change Management, Training Team	No change to initial assumption - in progress - APD following Knowledge Center Business processes
Technology, Data	Cloud system will support all required functionalities	Logged	05/12/25	Program and Financial Users, System Admins	No change to initial assumption - in progress
People, Processes, Technology, Data	Interfaces with peripheral systems will remain compatible	Logged	05/12/25	IT, Third-Party Vendors, Grants/Payroll/Procurement Units	No change to initial assumption - in progress - currently being tested by ent teams
Processes, Technology, Data	Data migration will occur with minimal downtime	Logged	05/12/25	All staff, especially Payroll, Accounts Payable, and Receivables	No change to initial assumption - in progress - waiting on PALM migration Plan and no way to evaluate success at this time as PALM is not sharing results and issues
People, Processes, Technology, Data	End users will receive adequate training prior to go-live	Logged	05/12/25	All functional end users	No change to initial assumption - in progress
People, Processes	Security roles and access permissions will be properly configured	Logged	05/12/25	Security Admins, HR, Supervisors, External Auditors	No change to initial assumption - in progress - role mapping is a challenge for APD and to overcome - planning is dependent on training and use
Processes, Technology, Data	Reports used in the legacy system will be recreated accurately	Logged	05/12/25	Finance, Program Managers, Oversight Agencies	No change to initial assumption - in progress - PALM shows successful reporting with query capabilties that will help with use of platform from prior sources in FLAIR
People, Processes, Technology, Data	Project timeline will remain on schedule despite unknowns	Logged	05/12/25	Project Managers, Executive Sponsors, All involved teams	No change to initial assumption - in progress
People, Processes, Technology, Data	UAT - the system requirements and user stories reflect the real-world processes and accounting requirements of the end users.	Logged	07/07/25	UAT - Critical features may be missing or behave incorrectly, requiring rework late in the project	No change to initial assumption - in progress - aligning with PALM
People, Processes, Technology, Data	UAT Testers have sufficient training or knowledge of the new system as they execute UAT from PALM instruction, are able to validate the accounting processes.	Logged	07/07/25	UAT - hard to determine false positives and false negatives.	No change to initial assumption - in progress - refresh will help clarify
People, Processes, Technology, Data	Assuming that connected systems (e.g., payroll, enterprise systems, all modules, tax engines, banks) are available and simulate live interaction appropriately for UAT	Logged	07/07/25	UAT - Errors may appear that are integration-related (enterprise systems) rather than related to the core application, delaying sign-off.	No change to initial assumption - in progress
People, Processes, Technology, Data	Timeline & Scheduling Assumptions • The overall project timeline will shift, or downstream activities (training, cutover prep, data migration) will need to be compressed or re-sequenced. • A buffer must be assumed for additional test cycles or defect resolution, since issues may be uncovered later than planned. • Project milestones tied to UAT completion (e.g., training readiness, go-live rehearsals) will also shift.	Logged	09/08/25	Schedule - dates - timelines must change	No change to initial assumption - in progress - no change to timeline - refresh and UAT will determine with certification stage gates defined
People, Processes, Technology, Data	Resource & Cost Assumptions • Additional time will be required from testers, business SMEs, trainers, and project team members, potentially leading to higher project costs. • Extended overlap of legacy system and new system (e.g., parallel runs, dual licensing, support contracts) must be assumed. • Overtime or additional resources may be required to handle compressed activities.	Logged	09/08/25	Impact of financial is all overarching to all aspects of the project	No change to initial assumption - in progress - to be determined by APD
People, Processes, Technology, Data	Training & Change Management Assumptions • Training materials may need revisions after UAT is complete, as final system behaviors/configurations may not yet be validated. • End-user training may need to be shortened, delivered closer to go-live, or delivered in waves (e.g., super-user first, general users later). • Users may have less time to adapt before cutover, so additional hypercare/support must be assumed post go-live.	Logged	09/08/25	All Users are affected	No change to initial assumption - in progress - APD aligning with PALM Knowledge Center - adjusting as needed
People, Processes, Technology, Data	Quality & Risk Assumptions • Not all test scenarios may be fully executed if UAT time is reduced, so assumptions must include higher risk of defects surfacing post go-live. • Data migration validation may be less thorough, requiring additional reconciliation effort during hypercare. • Post-go-live support demand will likely be higher than originally planned due to reduced user readiness.	Logged	09/08/25	All Users are affected	No change to initial assumption - in progress
People, Processes, Technology, Data	Stakeholder & Communication Assumptions • Stakeholders must assume increased communication needs to manage expectations and maintain user confidence. • Executive sponsors may need to assume greater tolerance for go-live risk or accept the trade-off of delaying further.	Logged	09/08/25	All Users are affected	No change to initial assumption - in progress - as Go Live becomes closer to date - there is open and honest communication about success rates and viability for the PALM Platform to perform as required in Proviso as defined by legislature

Agency Sponsor Confirmation

Fields marked with an asterisk (*) are required.

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.

APD Status Report Confirmation

Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
May - June 2026	Rose Salinas	rose.salinas@apdcares.org	07/07/26
March - April 2026	Rose Salinas	rose.salinas@apdcares.org	05/11/26
January - February 2026	Rose Salinas	rose.salinas@apdcares.org	03/06/26

Helpful Links

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

CITRUS 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 2026

Agency Sponsor

Shannon Shepp

RW Task Timeliness

Direct Impact Task Timeliness

Direct Impact Task Timeliness:

Score = 90%

- Submitted On Time = 35
- Submitted Late = 14
- Pending Submission = 2

Other Task Timeliness

Other Task Timeliness:

Score = 91.39%

- Submitted On Time = 76
- Submitted Late = 25
- Pending Submission = 1

The RW Task Timeliness dials reflect the timeliness of your agency's submission of all RW tasks based on the task due date. Calculations are based on all RW tasks to date.

RW Task Completeness

Direct Impact Task Completeness

Direct Task Completeness:

Score = 84.38%

- Submitted Complete = 34
- Submitted Incomplete = 5
- Completed After Submission = 9

Other Task Completeness

Other Task Completeness:

Score = 72.88%

- Submitted Complete = 49
- Submitted Incomplete = 17
- Completed After Submission = 7

The RW Task Completeness dials reflect the completeness of your agency's task submissions based on the task rubric. Calculations of task completeness includes all RW Tasks since RW 512.

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

Change Champion Network:

- Unique Filled Role = 5
- Duplicate Filled Role = 9
- Vacant Role = 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
Indirect	People	**688**	Update UAT Plan	12/08/25	01/09/26	Pending Resubmission	**01/09/26**		Task Closed - Submission Incomplete	
N/A	People	**607**	Update Training Plan	04/06/26	06/05/26	25% - Beginning Initial Internal Meetings and Information Gathering				
Direct	Data	**713**	Confirm Supplier Records	04/20/26	05/22/26	100% - Submitted	**05/21/26**		Submission Complete	
Direct	Data	**698**	Complete Data Cleansing in Preparation for Dry Run 2	04/20/26	06/17/26	25% - Beginning Initial Internal Meetings and Information Gathering		6/19 FH: NOT SUBMITTED/ TASK CLOSED		
N/A	N/A	**677**	Submit Bimonthly Agency Readiness Status Report	05/01/26	05/11/26	100% - Submitted	**05/11/26**		Submission Complete	
Indirect	N/A	**678**	Submit Monthly Progress Report - Testing, Training	05/01/26	05/29/26	100% - Submitted	**06/01/26**		Task Closed - Submission Incomplete	
Indirect	Data	**699**	Maintain Configuration and Conversion Workbooks	05/01/26	05/29/26	Pending Resubmission	**05/29/26**		Submission Incomplete	
Indirect	People	**700**	Maintain Role Mapping Worksheet	05/01/26	05/29/26	Pending Resubmission	**05/29/26**		Submission Incomplete	
N/A	Processes	**602**	Update Agency Business Process Documentation	05/04/26	10/30/26	25% - Beginning Initial Internal Meetings and Information Gathering				
N/A	People	**604**	Create Agency-Specific Learning Materials to Support End Users	05/04/26	10/30/26	25% - Beginning Initial Internal Meetings and Information Gathering				
Direct	Data	**701**	Submit Configuration and Conversion Workbooks	06/01/26	06/17/26	100% - Submitted	**06/17/26**		Submission Complete	
Direct	People	**702**	Submit Role Mapping Worksheet	06/01/26	06/26/26	100% - Submitted	**06/26/26**		Submission Complete	
Indirect	N/A	**679**	Submit Monthly Progress Report - Testing, Training	06/01/26	06/30/26	75% - Consolidating/Inputting Information for Submission	**07/07/26**		Task Closed - Submission Incomplete	
Indirect	N/A	**619**	Update Agency Readiness Certification #3	06/22/26	07/10/26	50% - In Progress				
Indirect	Technology	**586**	Create Agency Deployment Plan and Cutover Checklist to Prepare for Go-Live	06/29/26	09/11/26	50% - In Progress				
N/A	N/A	**680**	Submit Bimonthly Agency Readiness Status Report	07/01/26	07/10/26	100% - Submitted	**07/08/26**			
Indirect	N/A	**681**	Submit Monthly Progress Report - Testing, Training, Cutover	07/01/26	07/31/26	50% - In Progress				
Indirect	Data	**703**	Maintain Configuration and Conversion Workbooks	07/01/26	07/31/26	50% - In Progress				
Indirect	People	**704**	Maintain Role Mapping Worksheet	07/01/26	08/21/26	50% - In Progress				

Agency Reported

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

CITRUS Risks

Status	Date Opened	Date Closed	Primary Risk Category	Risk Title	Trend	Risk Rating	Background	Monitor/Mitigation Plan/Resolution	Impact if Risk Becomes an Issue	Reporting Period Comments
Open and Monitoring	02/28/25		Business Process Chang	Design Misalignment	Stable	9 (High/High)	Florida PALM designs fail to take into account the reporting and business needs of the agencies, requiring each agency to develop alternative solutions to meet their existing business needs currently met by FLAIR.	Citrus is working to resolve the reporting issues we anticipate through the use of interfaces from PALM.	Lack of reporting to our governing body.	This risk is still valid for the reporting period.
Open and Monitoring	03/10/26		Role Mapping	Separation of Duties	Stable	9 (High/High)	Citrus has a smaller staff than is possible to use role mapping to establish separation of duties.	Citrus will develop a plan for compensating controls and submit it to A&A for approval by 6/26/26.	Possible audit findings. Issues using Florida PALM.	This risk is still valid for the reporting period.
Open and Monitoring	02/28/25		Business Process Chang	Foreign Currency Transactions	Stable	6 (Medium/High)	Citrus currently purchases foreign currency to pay overseas vendors. We use a SPIA account, and transfer funds as needed to wire payments overseas. Foreign vendors are transitioning away from accepting paper check, which is the only way the state will allow us to pay with USD (Treasury will not wire funds to a foreign bank).	Citrus is working with Treasury and CFO's office to identify possible solutions. Still to be identified is method for reporting foreign currency payments in FACTS.	If the issues is not resolved, information in FACTS could be incomplete/inaccurate.	This risk is still valid for the reporting period.
Open and Monitoring	02/28/25		Staffing/Resource Availal	Funding Alignment	Decreasing	3 (High/Low)	The legislature has provided funding for this fiscal year, but there is a misalignment between the timing of project schedule, the availability of funds, and the timeframe staffing resources are needed.	Certain Readiness Tasks are delayed until remediation can be accomplished. It is anticipated that Citrus will be able to complete these tasks by Fall 2025.	This is a risk we re monitoring, and we do not anticipate it becoming an issue.	This risk is still valid for the reporting period.

CITRUS Issues

Status	Date Opened	Date Closed	Priority	Primary Issue Category	Issue Title	Background	Action Plan	Planned or Actual Resolution Date	Reporting Period Comments

CITRUS Assumptions

Critical Operational Elements	Assumption	Status	Date Logged or Removed	Impacted Stakeholder(s) and/or System(s)	Reporting Period Comments for May - June 2026
People	The leadership of the Department of Citrus will support the project by providing resources, access to systems and stakeholders, and by supporting the organizational change management strategy created by the project team.	Logged	05/12/25	Citrus Accounting Dept and all Admin staff, CCN's PALM project team	This assumption is still valid for the reporting period.
People, Processes, Technology	The Legislature will appropriate and timely release General Revenue funding for contracted services for Agency support of the PALM project and those resources are available to perform the work assigned to them as scheduled.	Logged	11/14/23	Citrus Accounting Dept and all Admin staff, CCN's PALM project team	This assumption is still valid for the reporting period.
People, Processes, Technology, Data	The timeline of the project is subject to the independent DFS Florida PALM project and all key milestones and transition dates are provided by the larger PALM Project.	Logged	05/12/25	PALM Project Team, Citrus Accounting Dept, CCN's	This assumption is still valid for the reporting period.
People, Processes	Citrus business process owners will provide input for necessary process mapping efforts with enough detail and time to implement needed changes according to the Florida PALM schedule.	Logged	05/12/25	Citrus Accounting Dept and all Admin staff, CCN's PALM project team	This assumption is still valid for the reporting period.
People, Technology	Citrus business system owners will provide requirements for necessary system modifications with enough detail and time to implement needed changes according to the Florida PALM schedule.	Logged	05/12/25	Citrus Accounting Dept and all Admin staff, CCN's PALM project team	This assumption is still valid for the reporting period.
People, Processes	Citrus project stakeholders, involved parties, and other interested individuals will be available for feedback and review of documentation to meet project milestones.	Logged	05/12/25	Citrus Accounting Dept and all Admin staff, CCN's PALM project team	This assumption is still valid for the reporting period.
Technology	Citrus stakeholders have a clear understanding of the benefits and limitations of low-code development and are supportive of its implementation.	Logged	05/12/25	Citrus Accounting Dept and all Admin staff, CCN's PALM project team	This assumption is still valid for the reporting period.
People, Technology	The project team has access to relevant documentation, specifications, and knowledge about the legacy systems and their data structures.	Logged	05/12/25	Citrus Accounting Dept and all Admin staff, CCN's PALM project team	This assumption is still valid for the reporting period.
People, Processes	The DFS Florida PALM project team will provide a PALM UAT environment to all CCN members, SMEs, and End Users prior to go-live. The Department will be given sufficient time to test and practice critical transactions before go-live in this dedicated testing environment.	Logged	11/14/23	PALM Project Team, Citrus Accounting Dept, CCN's	This assumption is still valid for the reporting period.
People, Processes, Technology, Data	The DFS Florida PALM project will provide key information identifying the functionality, business processes, and timeline of the larger project in a timely manner to facilitate planning and execution.	Logged	08/30/24	PALM Project Team, Citrus Accounting Dept, CCN's	This assumption is still valid for the reporting period.
Processes, Technology, Data	The DFS Florida PALM project team will provide a reporting solution at go-live to support the business needs of the Department.	Logged	11/14/23	PALM Project Team, Citrus Accounting Dept, CCN's	This assumption is still valid for the reporting period.
Processes, Data	The DFS Florida PALM project team will provide information regarding the data fields to support all Chart of Accounts values Citrus currently uses (such as OCA's).	Logged	11/14/23	PALM Project Team, Citrus Accounting Dept, CCN's	This assumption is still valid for the reporting period.
Technology	The DFS Florida PALM project team will provide solutions and integration for Enterprise applications - WORKS, STMS, People First, Etc.	Logged	11/14/23	PALM Project Team, Citrus Accounting Dept, CCN's	This assumption is still valid for the reporting period.
People	The DFS Florida PALM project team will provide both in-person, on-line, and recorded training for CCN's, SMEs, and all accounting staff.	Logged	11/14/23	PALM Project Team, Citrus Accounting Dept, CCN's	This assumption is still valid for the reporting period.
People, Processes, Technology, Data	Key tasks, such as user maintenance, vendor maintenance, vendor payment registration, etc. will be done outside of PALM in their respective enterprise systems, e.g. AOD, STMS, VIP, etc.	Logged	02/09/24	PALM Project Team, Citrus Accounting Dept, CCN's	This assumption is still valid for the reporting period.

Agency Sponsor Confirmation

Fields marked with an asterisk (*) are required.

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

CITRUS Status Report Confirmation

Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
May - June 2026	Shannon Shepp	sshepp@citrus.myflorida.com	07/08/26
March - April 2026	Rosa Walsh	rwalsh@citrus.myflorida.com	05/11/26
January - February 2026	Rosa Walsh	rwalsh@citrus.myflorida.com	03/10/26

Helpful Links

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

COM 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 2026

Agency Sponsor

Tisha Womack

RW Task Timeliness

RW Task Completeness

Direct Impact Task Timeliness | **Other Task Timeliness** | **Direct Impact Task Completeness** | **Other Task Completeness**

Direct Impact Task Timeliness:

Score = 98.18%

- Submitted On Time = 48
- Submitted Late = 7
- Pending Submission = 0

Other Task Timeliness:

Score = 96.89%

- Submitted On Time = 94
- Submitted Late = 9
- Pending Submission = 0

Direct Task Completeness:

Score = 89.44%

- Submitted Complete = 43
- Submitted Incomplete = 4
- Completed After Submission = 7

Other Task Completeness:

Score = 94.13%

- Submitted Complete = 68
- Submitted Incomplete = 3
- Completed After Submission = 4

The RW Task Timeliness dials reflect the timeliness of your agency's submission of all RW tasks based on the task due date. Calculations are based on all RW tasks to date.

The RW Task Completeness dials reflect the completeness of your agency's task submissions based on the task rubric. Calculations of task completeness includes all RW Tasks since RW 512.

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

Change Champion Network:

- Unique Filled Role = 14
- Duplicate Filled Role = 0
- Vacant Role = 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	People	**607**	Update Training Plan	04/06/26	06/05/26	100% - Submitted	**05/27/26**		Submission Complete	
Direct	Data	**713**	Confirm Supplier Records	04/20/26	05/22/26	100% - Submitted	**05/21/26**		Submission Complete	
Direct	Data	**698**	Complete Data Cleansing in Preparation for Dry Run 2	04/20/26	06/17/26	100% - Submitted	**06/15/26**	PML inadvertently submitted on 05/27/2026 - updated to reflect in progress	Submission Complete	
N/A	N/A	**677**	Submit Bimonthly Agency Readiness Status Report	05/01/26	05/11/26	100% - Submitted	**05/11/26**		Submission Complete	
Indirect	N/A	**678**	Submit Monthly Progress Report - Testing, Training	05/01/26	05/29/26	100% - Submitted	**05/29/26**		Submission Complete	
Indirect	Data	**699**	Maintain Configuration and Conversion Workbooks	05/01/26	05/29/26	100% - Submitted	**05/21/26**		Task Closed - Submission Incomplete	
Indirect	People	**700**	Maintain Role Mapping Worksheet	05/01/26	05/29/26	100% - Submitted	**05/21/26**		Submission Complete	
N/A	Processes	**602**	Update Agency Business Process Documentation	05/04/26	10/30/26	50% - In Progress				
N/A	People	**604**	Create Agency-Specific Learning Materials to Support End Users	05/04/26	10/30/26	50% - In Progress				
Direct	Data	**701**	Submit Configuration and Conversion Workbooks	06/01/26	06/17/26	100% - Submitted	**06/15/26**		Submission Complete	
Direct	People	**702**	Submit Role Mapping Worksheet	06/01/26	06/26/26	100% - Submitted	**06/24/26**		Submission Complete	
Indirect	N/A	**679**	Submit Monthly Progress Report - Testing, Training	06/01/26	06/30/26	100% - Submitted	**06/30/26**		Submission Complete	
Indirect	N/A	**619**	Update Agency Readiness Certification #3	06/22/26	07/10/26	100% - Submitted	**07/10/26**			07/10/26
Indirect	Technology	**586**	Create Agency Deployment Plan and Cutover Checklist to Prepare for Go-Live	06/29/26	09/11/26	50% - In Progress				
N/A	N/A	**680**	Submit Bimonthly Agency Readiness Status Report	07/01/26	07/10/26	100% - Submitted	**07/10/26**			
Indirect	N/A	**681**	Submit Monthly Progress Report - Testing, Training, Cutover	07/01/26	07/31/26	50% - In Progress				
Indirect	Data	**703**	Maintain Configuration and Conversion Workbooks	07/01/26	07/31/26	50% - In Progress				
Indirect	People	**704**	Maintain Role Mapping Worksheet	07/01/26	08/21/26	50% - In Progress				

Agency Reported

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

COM Risks

Status	Date Opened	Date Closed	Primary Risk Category	Risk Title	Trend	Risk Rating	Background	Monitor/Mitigation Plan/Resolution	Impact if Risk Becomes an Issue	Reporting Period Comments
Open and Monitoring	08/26/24		Business Process Chang	Lack of support for Life-to-Date	Stable	9 (High/High)	Commerce needs LTD balances for federal grant reporting, which is	Create internal life-to-date reporting system.	Commerce will face significant disruptions in financial oversight,	Commerce continues to acknowledge this risk, however, is working with agency stakeholders to create an

				Accounting and Reporting			a predominant portion of funding for this department. PALM will make available a Project Costing module that has some type of LTD capability but details are not known to agencies at this time. Contingency plans have been identified and Commerce is currently working to determine best response if Project Costing module will not provide needed support.		reconciliation, and compliance. This gap will hinder our ability to produce accurate historical financial reports, negatively impact audit readiness, and delay decision making processes that rely on cumulative financial data.	agency option to ensure agency has access to key data for reporting purposes.
Open and Mitigating	12/12/24		Training	Common Understanding of Florida PALM project goals	Decreasing	6 (Medium/High)	Florida PALM project impacts many business units in Commerce's F&A area. Team acknowledges there must be unity in understanding of project goals.	Provide project update communications to team or team members associated with the areas of impact via email, Teams channels, Teams chat, face-to-face and/or virtual meetings. Also provide opportunities to participate in workshops and CoLab sessions provided by PALM. We will also provide and share information to team members with office/agency social gatherings approved by management in approved locations/areas.	If there is no common understanding of the PALM project goals, then there could be misalignment among team members, leading to potential misunderstandings, inconsistent priorities, and inefficiencies in project task execution.	Commerce will continue to monitor this risk through Agency specific training efforts.
Open and Mitigating	12/12/24		Business Process Chang	Documentation Tracking Process	Decreasing	6 (High/Medium)	Team identified the need for a consistent documentation tracking process.	Develop documentation tracking process tool, schedule meetings with supervisors and determine a centralized location for BPs. We will then develop a matrix to cross check and verify all BPs listing in the tracking tool are in the centralized location. Supervisors will provide any missing information or correct incorrect information.	If there is no documentation tracking process in place, then documentation updates may be missed, causing delays, inconsistencies, or errors in project deliverables.	Commerce continues to monitor this risk and have ongoing efforts to resolve.
Open and Monitoring	05/26/26		User Acceptance Testing	Topics & Activities Updates	Stable	6 (High/Medium)	A significant number of updates/changes have been made to a large number of topics & activities by the project team.	Our team will identify affected user stories, procedures, training materials, and end user based on error reports.	If frequent updates continue to be made to the Topics & Activities list, then Commerce may experience stakeholder confusion, outdated user stories and training materials, increased rework, and reduced end-user readiness due to changing business process requirements.	Commerce remains sure of this risk, as updates to the Topics & Activities list are ongoing.
Open and Monitoring	07/10/26		Business Process Chang	End-to-End Process Testing	Stable	6 (High/Medium)	Our technical team has experienced Florida PALM functionality concerns that will impact day-to-day operations. These functions have not been able to be fully testing from end-to-end, which greatly impacts our ability to complete key tasks post go-live.	Our team will continue to monitor system functionality, document testing limitations, and complete affected testing as required capabilities become available.	If all required Florida PALM functions are not available and operational during testing, then Commerce may be unable to accurately execute and validate all applicable business processes from start to finish, including workflows and agency business system interactions.	Risk will be monitored pending confirmation that required Florida PALM functionality is available for accurate testing.
Open and Mitigating	01/30/25		Conversion/Configuratior	Data Migration Process	Stable	4 (Medium/Medium)	Proactive efforts by project team to identify potential data-related risks.	- Perform a comprehensive data audit before migration to identify and resolve inconsistencies - Use automated data validation tools to ensure data accuracy during migration - Conduct multiple rounds of data testing in a staging environment to verify accuracy and completeness - Establish a plan to address any critical issues identified post migration	If the data migration process from FLAIR to PALM encounters inconsistencies or errors, then critical financial data could be compromised, leading to reporting inaccuracies and delays in operational processes.	Commerce will continue to monitor.
Open and Mitigating	01/07/25		Training	End User Training	Stable	3 (High/Low)	Proactive efforts by project team to identify potential end user risks.	- Develop a detailed training plan tailored to various user roles, including hands-on practice sessions - Provide user-friendly guides, FAQs, and on-demand video tutorials for continuous learning - Partner with Florida PALM to provide support helpdesk information to address end-user questions during and after implementation - Involve SMEs and end users in Commerce specific and Florida PALM User Acceptance Testing for familiarization purposes as well as	If end users are not adequately trained or fail to adapt to Florida PALM, then system usage could be inefficient, causing a decrease in productivity and potential disruption to daily operations.	Commerce will continue to monitor, as well as continue agency efforts to train impacted stakeholders.

								purposes, as well as feedback"		
Open and Mitigating	01/07/25		Interface	FLAIR Integrations	Stable	2 (Medium/Low)	Proactive efforts by project team to identify potential interface risks.	- Conduct a system mapping and dependency analysis for all interfacing applications - Test integrations thoroughly during User Acceptance Testing - Partner with Florida PALM, third-party vendors, and in-house teams to ensure compatibility - Monitor system performance post-integration and address any issues promptly using Florida PALM help desk"	If FLAIR does not seamlessly integrate with existing Commerce applications and third-party interfaces (MFMP, etc.), then there could be disruptions in data exchange, resulting in operational bottlenecks and delayed financial transactions.	Commerce will continue to monitor this risk, although ongoing testing efforts are underway.
Open and Mitigating	01/07/25		Business Process Chang	Business Processes Alignment with Florida PALM	Stable	2 (Medium/Low)	Proactive efforts by project team to identify potential business process risks.	- Review all Florida Commerce Finance & Administration business processes impacted by the Florida PALM implementation in order to identify inefficiencies and areas for improvement before system implementation - Collaborate with key stakeholders to design optimized processes that align with the capabilities of Florida PALM - Document the redesigned processes and train staff to ensure smooth adoption - Conduct regular reviews post-implementation to identify and address any process gaps	If existing business processes are not adequately reviewed and aligned with Florida PALM, the inefficiencies may persist or new process gaps could emerge, leading to operational delays and reduced system effectiveness.	Commerce will continue to monitor this risk as testing efforts are underway at this time.

COM Issues

Status	Date Opened	Date Closed	Priority	Primary Issue Category	Issue Title	Background	Action Plan	Planned or Actual Resolution Date	Reporting Period Comments

COM Assumptions

Critical Operational Elements	Assumption	Status	Date Logged or Removed	Impacted Stakeholder(s) and/or System(s)	Reporting Period Comments for May - June 2026
Technology	It is assumed that Florida PALM will be fully operational and accessible to all users at go-live, with minimal downtime required for maintenance and updates.	Logged	01/08/25	Commerce F&A Stakeholders	Commerce continues to have this assumption until go-live or assumptions are no longer evident to our agency.
Data	It is assumed that all critical financial data from FLAIR will be accurately migrated and available in the cloud-based system before go-live, ensuring continuity in financial operations and reporting.	Logged	01/08/25	Commerce F&A Stakeholders	Commerce continues to have this assumption until all financial data available to our agency/bureau are resolved or made clear to our agency.
Data	It is assumed, at go-live, Florida PALM will provide a data warehouse with detailed data tables, including data that may not currently be available through outbound interfaces. This data will be essential for supporting F&A's reporting and financial analysis requirements.	Logged	01/08/25	Commerce F&A Stakeholders	Commerce continues to have this assumption and will monitor more closely at go-live.

Agency Sponsor Confirmation

Fields marked with an asterisk (*) are required.

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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COM Status Report Confirmation

Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
May - June 2026	Tisha Womack	caroline.womack@commerce.fl.gov	07/10/26
March - April 2026	Tisha Womack	caroline.womack@commerce.fl.gov	05/11/26
January - February 2026	Tisha Womack	caroline.womack@commerce.fl.gov	03/09/26

Helpful Links

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

DACS 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 2026

Agency Sponsor

Alan Edwards

RW Task Timeliness

RW Task Completeness

Direct Impact Task Timeliness

Direct Impact Task Timeliness:

Score = 99.83%

- Submitted On Time = 57
- Submitted Late = 1
- Pending Submission = 0

Other Task Timeliness

Other Task Timeliness:

Score = 96.37%

- Submitted On Time = 98
- Submitted Late = 4
- Pending Submission = 0

Direct Impact Task Completeness

Direct Task Completeness:

Score = 99.65%

- Submitted Complete = 55
- Submitted Incomplete = 0
- Completed After Submission = 2

Other Task Completeness

Other Task Completeness:

Score = 99.86%

- Submitted Complete = 73
- Submitted Incomplete = 0
- Completed After Submission = 1

The RW Task Timeliness dials reflect the timeliness of your agency's submission of all RW tasks based on the task due date. Calculations are based on all RW tasks to date.

The RW Task Completeness dials reflect the completeness of your agency's task submissions based on the task rubric. Calculations of task completeness includes all RW Tasks since RW 512.

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

Change Champion Network:

- Unique Filled Role = 12
- Duplicate Filled Role = 2
- Vacant Role = 0

The dials above below 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	People	**607**	Update Training Plan	04/06/26	06/05/26	100% - Submitted	**06/04/26**		Submission Complete	
Direct	Data	**713**	Confirm Supplier Records	04/20/26	05/22/26	100% - Submitted	**05/06/26**		Submission Complete	
Direct	Data	**698**	Complete Data Cleansing in Preparation for Dry Run 2	04/20/26	06/17/26	100% - Submitted	**06/18/26**		Submission Complete	
N/A	N/A	**677**	Submit Bimonthly Agency Readiness Status Report	05/01/26	05/11/26	100% - Submitted	**05/04/26**		Submission Complete	
Indirect	N/A	**678**	Submit Monthly Progress Report - Testing, Training	05/01/26	05/29/26	100% - Submitted	**05/29/26**		Submission Complete	
Indirect	Data	**699**	Maintain Configuration and Conversion Workbooks	05/01/26	05/29/26	100% - Submitted	**05/28/26**		Submission Complete	
Indirect	People	**700**	Maintain Role Mapping Worksheet	05/01/26	05/29/26	100% - Submitted	**05/28/26**		Submission Complete	
N/A	Processes	**602**	Update Agency Business Process Documentation	05/04/26	10/30/26	50% - In Progress				
N/A	People	**604**	Create Agency-Specific Learning Materials to Support End Users	05/04/26	10/30/26	50% - In Progress				
Direct	Data	**701**	Submit Configuration and Conversion Workbooks	06/01/26	06/17/26	100% - Submitted	**06/16/26**		Submission Complete	
Direct	People	**702**	Submit Role Mapping Worksheet	06/01/26	06/26/26	100% - Submitted	**06/26/26**		Submission Complete	
Indirect	N/A	**679**	Submit Monthly Progress Report - Testing, Training	06/01/26	06/30/26	100% - Submitted	**06/30/26**		06/30/26	
Indirect	N/A	**619**	Update Agency Readiness Certification #3	06/22/26	07/10/26	75% - Consolidating/Inputting Information for Submission				
Indirect	Technology	**586**	Create Agency Deployment Plan and Cutover Checklist to Prepare for Go-Live	06/29/26	09/11/26	50% - In Progress				
N/A	N/A	**680**	Submit Bimonthly Agency Readiness Status Report	07/01/26	07/10/26	100% - Submitted	**06/30/26**			06/30/26

Agency Reported

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

DACS Risks

Status	Date Opened	Date Closed	Primary Risk Category	Risk Title	Trend	Risk Rating	Background	Monitor/Mitigation Plan/Resolution	Impact if Risk Becomes an Issue	Reporting Period Comments
Open and Mitigating	06/24/26		Interface	Florida PALM UAT batch processing Interface POI002 Inbound Encumbrance	Stable	9 (High/High)	Ongoing UAT Interface batch processing has been utilizing PALM's Inbound Encumbrance interface POI002 to send agency Encumbrances to PALM. PALM has successfully processed new Encumbrances and	Mitigation of this risk is dependent on PALM able to resolve the issues that are causing the processing of Encumbrance changes. FDACS PALM Remediation Team (PRT) will continue to collaborate and	If this risk becomes an issue during UAT, FDACS will be unable to complete the required testing of Encumbrances, which in turn prevents successful testing of Change Orders and Vouchers. Because	6/2026 - FDACS will continue to colloborate with the PALM Technical Team for resolutions to submitted PALM ServiceNow Tickets.

							Dispatched them. However, updates to the Dispatched Encumbrances has experienced numerous issues which critically impacts the downstream processes like Change Order and Vouchers. The turnaround time for the issue resolution from PALM is taking time which impacts the successful testing of the Encumbrance loads to PALM. The following PALM ServiceNow tickets are currently open with PALM: UAT0014193, UAT0013817, and UAT0014339.	communicate with PALM to resolve these issues by submitting PALM ServiceNow tickets and requesting meetings with the appropriate PALM functional and technical SMEs. FDACS PRT met with the PALM Support to describe the issues and submitted tickets.	both processes depend on Encumbrance updates being processed correctly in PALM, continued failures and delays will jeopardize the UAT milestones of 7/10/2026 (Agency Certification) and the overall UAT completion deadline of 10/2/2026. Inability to successfully test and validate these transactions within the required timelines will delay critical UAT deliverables, limit readiness for any subsequent testing cycles, and impact overall project scheduling.	
Open and Mitigating	06/24/26		Interface	Florida PALM UAT batch processing Interface ARI007 Inbound Deposits	Stable	3 (Low/High)	Ongoing UAT Interface batch processing has been utilizing PALM's Inbound Deposits interface ARI007 to send agency Deposits to PALM. PALM is currently looking into issues reported by multiple agencies including FDACS. For the Deposits sent using the batch process, FDACS has not received any successful posting of the Deposits and PALM's error processing has been inconsistent. FDACS has communicated this to PALM Support. The following PALM ServiceNow ticket is currently open with PALM: UAT0014772.	Mitigation of this risk depends on PALM resolving the issues preventing successful processing of Deposits through the ARI007 interface. The FDACS PALM Remediation Team (PRT) will continue to colloborate and communicate closely with PALM by submitting ServiceNow tickets, monitoring progress, and requesting meetings with the appropriate PALM functional and technical SMEs as needed. FDACS PRT has already met with PALM Support to outline the issues, and PALM has confirmed that their team is actively working on the defects. Ongoing engagement and follow-up will continue until resolution is achieved.	If this risk becomes an issue, FDACS' Deposit information in PALM will not be current or reliable. While this does not directly impact internal business system processing, it does affect UAT activities that rely on accurate PALM data—such as reporting, reconciliations, and any downstream processes that depend on Deposit status or posting results.	6/2026 - FDACS will continue to colloborate with the PALM Technical Team for resolutions to submitted PALM ServiceNow Tickets.
Open and Monitoring	10/31/24		Agency Business System	Florida PALM UAT batch processing	Stable	3 (High/Low)	Ongoing UAT batch testing impacts our internal management of this risk. The Department is actively engaged with PALM in on-going end to end testing in which processes and schedules may continue to be developed and modified.	Internal management and mitigation of this risk is dependent on continued thorough information about Florida PALM UAT batch testing details from the PALM Project. Our Agency CCN collectively continues to monitor any updates related to testing (PALM Technical Team communications, AC meetings, ESC meetings, Florida PALM Website, Florida PALM Knowledge Center, Task Talk, etc.) Dates and timing impacts correlate to the Projects testing timeline. Mitigation for failure of batch schedule to run as expected will result in the department having to conduct manual activities for impacted business process functions.	FL PALM must be running regular batch processing during UAT to allow FDACS to interface Agency Business System test scenario data (API002, ARI007, ARI009, ARI011, IUI002, POI002, POI006, SDI009) to PALM during the testing window. Failure to successfully test batch processing is detrimental to the departments planning and preparation for go live fiscal operations.	06/2006 -The department continues to test against the PALM UAT Batch schedule, which will likely not be the final version of the PALM Production Batch Schedule. This risk will remain open throughout PALM UAT.

DACS Issues

Status	Date Opened	Date Closed	Priority	Primary Issue Category	Issue Title	Background	Action Plan	Planned or Actual Resolution Date	Reporting Period Comments

DACS Assumptions

Critical Operational Elements	Assumption	Status	Date Logged or Removed	Impacted Stakeholder(s) and/or System(s)	Reporting Period Comments for May - June 2026
Technology	Funding for staff augmentation and services will continue through implementation and Hypercare.	Logged	08/31/23	Software remediation and Chart of Accounts crosswalk transitioning from FLAIR to PALM.	06/2026 - On going through Hypercare. Continuing to monitor.
Data	Division reporting needs currently handled by Data Warehouse will be taken care of by user roles for Information Warehouse or PALM reports.	Logged	12/19/23	Division fiscals, Finance and Accounting, OPB, Purchasing, Payroll	06/2026 - Assumption stands until reporting functionality can be tested and confirmed to meet department needs.
People	The Florida PALM team will be able to provide timely and complete requirements for the transition to Florida PALM with sufficient detail and time to implement the changes according to the Florida PALM schedule.	Logged	11/13/23	FDACS PALM Readiness Team, CCN, all FDACS key stakeholders, PALM/impacted Agency Business System end users	06/2026 -Continuing to monitor.
Processes	Work efforts of staff augmentation resources are undertaken to collectively achieve a broader understanding of the totality of work that must be accomplished to meet all Critical Success Factors. As such, the deliverables outlined in the Operational Work Plan are critical, and the FDACS PALM Transition Readiness Team assumes that the deliverables are accurately and thoroughly defined and reflect the necessary Level of Effort to achieve all transition tasks and activities. Work efforts under the deliverables may adjust to accommodate operational variances, but the deliverables are fixed.	Logged	11/13/23	Staff Augmentation; FDACS PALM Readiness Team, CCN	06/2026 -Assumption stands until completion of UAT, at minimum.

Technology Data	FDACS is assuming that interface testing between PALM and enterprise partners/third parties will be completed on schedule and that suitable batch scheduling between PALM and enterprise partners/third parties will be established. Deviation from those outcomes might impact downstream project activities including agency interface testing and user acceptance testing.	Logged	10/22/24	FDACS PALM Readiness Team, PALM/impacted Agency Business System end users.	06/2026 -Assumption stands until completion of UAT, at minimum.

Agency Sponsor Confirmation

Fields marked with an asterisk (*) are required.

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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DACS Status Report Confirmation

Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
May - June 2026	Alan Edwards	alan.edwards@fdacs.gov	06/30/26
March - April 2026	Alan Edwards	alan.edwards@fdacs.gov	05/04/26
January - February 2026	Alan Edwards	alan.edwards@fdacs.gov	03/03/26

Helpful Links

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

DBPR Status Report Dashboard

Reporting Period

May - June 2026

Click on the various statistics or dials to view the supporting information within your agency's Smartsheet Florida PALM Workbook.

Agency Sponsor

Sally Huggins

RW Task Timeliness

RW Task Completeness

Direct Impact Task Timeliness

Direct Impact Task Timeliness:

Score = 94.18%

- Submitted On Time = 47
- Submitted Late = 8
- Pending Submission = 0

Other Task Timeliness

Other Task Timeliness:

Score = 95.05%

- Submitted On Time = 86
- Submitted Late = 15
- Pending Submission = 0

Direct Impact Task Completeness

Direct Task Completeness:

Score = 92.00%

- Submitted Complete = 49
- Submitted Incomplete = 4
- Completed After Submission = 2

Other Task Completeness

Other Task Completeness:

Score = 98.63%

- Submitted Complete = 72
- Submitted Incomplete = 1
- Completed After Submission = 0

The RW Task Timeliness dials reflect the timeliness of your agency's submission of all RW tasks based on the task due date. Calculations are based on all RW tasks to date.

The RW Task Completeness dials reflect the completeness of your agency's task submissions based on the task rubric. Calculations of task completeness includes all RW Tasks since RW 512.

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

Change Champion Network:

- Unique Filled Role = 9
- Duplicate Filled Role = 4
- Vacant Role = 3

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	People	**607**	Update Training Plan	04/06/26	06/05/26	100% - Submitted	**06/05/26**	Training Plan sent to sponsor for approval	Submission Complete	
Direct	Data	**713**	Confirm Supplier Records	04/20/26	05/22/26	100% - Submitted	**05/22/26**		Submission Complete	
Direct	Data	**698**	Complete Data Cleansing in Preparation for Dry Run 2	04/20/26	06/17/26	100% - Submitted	**06/17/26**	Reopening old accounts to move balances so they can be closed.	Submission Complete	
N/A	N/A	**677**	Submit Bimonthly Agency Readiness Status Report	05/01/26	05/11/26	100% - Submitted	**05/11/26**		Submission Complete	
Indirect	N/A	**678**	Submit Monthly Progress Report - Testing, Training	05/01/26	05/29/26	100% - Submitted	**05/29/26**	User story testing updated. Awaiting approval of Test Plan	Submission Complete	
Indirect	Data	**699**	Maintain Configuration and Conversion Workbooks	05/01/26	05/29/26	100% - Submitted	**05/29/26**	Last remaining issues are from adding new SAMs and getting them through the approval process.	Submission Complete	
Indirect	People	**700**	Maintain Role Mapping Worksheet	05/01/26	05/29/26	100% - Submitted	**05/29/26**	Last remaining issues are from adding new SAMs and getting them through the approval process.	Submission Complete	
N/A	Processes	**602**	Update Agency Business Process Documentation	05/04/26	10/30/26	25% - Beginning Initial Internal Meetings and Information Gathering				
N/A	People	**604**	Create Agency-Specific Learning Materials to Support End Users	05/04/26	10/30/26	25% - Beginning Initial Internal Meetings and Information Gathering				
Direct	Data	**701**	Submit Configuration and Conversion Workbooks	06/01/26	06/17/26	100% - Submitted	**06/17/26**	We have asked A&A and PALM to look at a better process for tracking Hughs Act Funds. The current process may be improved in PALM instead of using the existing process in FLAIR, but advice is needd.	Submission Complete	
Direct	People	**702**	Submit Role Mapping Worksheet	06/01/26	06/26/26	100% - Submitted	**06/26/26**	DWBI ONLY Access and Contract Viewer Access needs to be revisited to resolve some confusion.	Submission Complete	
Indirect	N/A	**679**	Submit Monthly Progress Report - Testing, Training	06/01/26	06/30/26	100% - Submitted	**06/30/26**	Staff vacancies are being filled but new resources are in training and not ready to test in PALM. DBPR expects to complete more project recommended user story testing in July.	Submission Complete	
Indirect	N/A	**619**	Update Agency Readiness Certification #3	06/22/26	07/10/26	25% - Beginning Initial Internal Meetings and Information Gathering				
Indirect	Technology	**586**	Create Agency Deployment Plan and Cutover Checklist to Prepare for Go-Live	06/29/26	09/11/26	25% - Beginning Initial Internal Meetings and Information Gathering				
N/A	N/A	**680**	Submit Bimonthly Agency Readiness Status Report	07/01/26	07/10/26	100% - Submitted	**07/10/26**			
Indirect	N/A	**681**	Submit Monthly Progress Report - Testing, Training, Cutover	07/01/26	07/31/26	25% - Beginning Initial Internal Meetings and Information Gathering				
Indirect	Data	**703**	Maintain Configuration and Conversion Workbooks	07/01/26	07/31/26	25% - Beginning Initial Internal Meetings and Information Gathering				
Indirect	People	**704**	Maintain Role Mapping Worksheet	07/01/26	08/21/26	25% - Beginning Initial Internal Meetings and Information Gathering				

Agency Reported

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

DBPR Risks

Status	Date Opened	Date Closed	Primary Risk Category	Risk Title	Trend	Risk Rating	Background	Monitor/Mitigation Plan/Resolution	Impact if Risk Becomes an Issue	Reporting Period Comments
Open and Mitigating	01/13/25		Agency Business Systen	If significant problems are encountered during UAT when testing Versa Regulation output files (spreadsheet uploads and interfaces), there may not be enough time for DBPR IT to make modifications in time to be retested	Increasing	9 (High/High)	DBPR IT has many simultaneous projects on their plates and they are trying to prioritize to get the PALM project what is needed when it is needed.	Conduct structured walkthroughs, desk-checks, and as much unit testing as possible prior to UAT	There may not be enough time for DBPR IT to make modifications in time to be retested	DBPR is examining mitigation strategies since the Versa Interface program is still in development, and an end date for delivery has not been provided.
Open and Monitoring	03/06/26		Deployment/Cutover	If a querying tool similar in ease of use as the FLAIR@DBPR application is not provided by PALM, DBPR may need to create their own version of PALM@DBPR. This may require development assistance instead of macros as was done in the past.	Increasing	9 (High/High)	DBPR staff are extensive users of the FLAIR@DBPR application. If this system is not replaced, it may negatively impact productivity.	A gap analysis is needed to show available data in the data warehouse that DBPR can query from, and the query abilities of FLAIR@DBPR. If the data warehouse is limited to report data, and if DBPR must have access to real time PALM data, this could become an issue. The complexity of PALM may be too high for existing F & A staff to develop a query tool on their own.	The solution for this cannot negatively impact productivity.	Data warehouse information for End Users has been published, but users have little availability for testing DWBI at end of year closing.
Open and Mitigating	02/19/25		User Acceptance Testing	If all business processes (Current-State and Future-State) are not reviewed before UAT begins, DBPR SMEs will have minimal time to catch up	Increasing	4 (Medium/Medium)	Subject Matter experts need to review all workflows (present and future) to ensure the business functions are documented properly because this documentation serves as the foundation for many other PALM Project activities.	Make every attempt to schedule and conduct business process review sessions (Crosswalks) before UAT begins. UAT currently scheduled to begin in August 2025.	DBPR SMEs will have minimal time to catch up review of business processes	Processes are constantly changing. The DBPR Team cannot continue to update test cases while working on the Deployment/Cutover Plan and the UAT Engagement Plan. All SMEs are required for these plans which leaves no time for additional testing.
Open and Mitigating	11/15/24		Deployment/Cutover	If DBPR does not have a cutover plan for the duration when FLAIR is shutdown but PALM is not yet available, key business processes may not be able to be completely timely and could have negative consequences.	Stable	3 (High/Low)	Down time and other conditions need to be planned for to ensure a smooth transition.	Create a Cutover Plan that Identifies all planned activities and possible impacts, taking into account Florida rules and regulations, and other considerations.	Key business processes may not be able to be completely timely and could have negative consequences	The PM has started listing the tasks needed and aligning them with the Deployment and Cutover template. The real challenge will be coordinating all agencies for cutover and deployment.
Open and Mitigating	05/31/24		Business Process Chang	If DBPR end users are not familiar with and understand PALM Future-State Processes, then translating Current-State Business Processes will be difficult and will negatively impact DBPR PALM readiness	Decreasing	2 (Medium/Low)	Documentation on Future-State business processes is being provided by The Project on the PALM website.	Establish and conduct PALM Education and related planning. Review Future-State processes with end users. Add Tasks to the Project Schedule and manage their completion.	Translating Current-State Business Processes will be difficult and will negatively impact DBPR PALM readiness	Business Processes have not changed. But system steps have increased. SMEs and End Users do not fear the business process translation. Instead, they feel the increase in steps from FLAIR to PALM will make things take longer to do.

DBPR Issues

Status	Date Opened	Date Closed	Priority	Primary Issue Category	Issue Title	Background	Action Plan	Planned or Actual Resolution Date	Reporting Period Comments
Open	06/04/25		Critical - Impacts the abil	Interface	ABS Versa Regulation remediation is behind schedule	DBPR IT has not produced any output files from the remediation of Versa Regulation for PALM and development of the direct interface API002 has not even been started, which should have started in May based on the re-baselined Project Schedule.	Escalate to DBPR leadership and make sure it is prioritized highly by DBPR IT.	06/26/26	Risk mitigation strategies are being examined.
Open	04/20/26		Critical - Impacts the abil	User Acceptance Testing	UAT Test Case Completion has been very slow to complete. This is impacting other testers regarding the availability of test data for downstream processes.	Staff losses in DBPR have impacted the ability for business units to test since there is a lack of test data for them to test with. This may also be impacting enterprise applications	Prioritize all work expected by PALM to determine what can be completed in the expected timeframes, and what cannot be done.	06/26/26	UAT test case creation, (due to Doc360 updates), has been stopped so DBPR can work on the Deployment Cutover Plan and the UAT Engagement Plan. These plans will require all staff to participate so prioritization of deliverables will need to be done to see what cannot be

									accomplished.

DBPR Assumptions

Critical Operational Elements	Assumption	Status	Date Logged or Removed	Impacted Stakeholder(s) and/or System(s)	Reporting Period Comments for May - June 2026
People Processes Technology Data	The Department will complete all necessary interface and spreadsheet upload builds to allow for business operations to continue in the Florida PALM solution.	Logged	04/01/24	DBPR IT Project Manager Organizational Change Manager DBPR Revenue staff DBPR Disbursements staff Accounting Systems Analyst	Testing of interfaces may not be completed until after refresh due to higher priorities.
People Processes Technology Data	Testing of remediated agency and enterprise business systems and business processes will be rigorous and scheduled well-ahead of implementation to ensure enough time to resolve identified issues.	Logged	04/01/24	DBPR IT Project Manager Organizational Change Manager DBPR Revenue staff	Enterprise business systems are in testing.
People Processes Technology Data	The Department will actively participate in the agency testing efforts of the new processes and validate the outputs meet the needs of the Department.	Logged	04/01/24	All DBPR division/office staff Project Manager Organizational Change Manager Finance & Accounting Bureau Chief	DBPR has user stories that haven't been tested but an effort is being made to get more completed in July
People Processes Technology Data	DBPR can resolve all technical hurdles and get Bank Deposit files out of Versa to FGCC without involving the DBPR Business staff	Logged	10/23/24	DBPR IT DBPR Revenue staff Project Manager	DBPR-IT continues to work on the Versa interface.
People Processes Technology Data	DBPR IT will complete the ABS modification for Versa Regulation (ABS) in time for all required testing	Logged	03/05/25	DBPR IT Project Manager	DBPR-IT continues to work on the Versa interface.
People Processes Technology Data	Existing DBPR high-level Risks related to PALM education and training will continue to be mitigated/managed and any specific challenges related to training will be addressed as assumptions within the Training Plan rather than creating new individual Risks	Logged	04/02/25	Project Manager Organizational Change Manager	Desktop Job Aids are planned for each position.
People Processes Data	DBPR as well as the Project will follow PMI best practices and Rule 60GG statute.	Logged	05/28/25	IV&V endorses this.	PMI best practices are followed as best

Agency Sponsor Confirmation

Fields marked with an asterisk (*) are required.

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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DBPR Status Report Confirmation

Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
May - June 2026	Sally Huggins	sally.huggins@myfloridalicense.com	07/10/26
March - April 2026	Sally Huggins	sally.huggins@myfloridalicense.com	05/11/26
January - February 2026	Sally Huggins	sally.huggins@myfloridalicense.com	03/10/26

Helpful Links

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

DCF 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 2026

Agency Sponsor

Chad Barrett

RW Task Timeliness

Direct Impact Task Timeliness

Direct Impact Task Timeliness:

Score = 94.48%

- Submitted On Time = 43
- Submitted Late = 15
- Pending Submission = 0

Other Task Timeliness

Other Task Timeliness:

Score = 81.75%

- Submitted On Time = 68
- Submitted Late = 35
- Pending Submission = 0

RW Task Completeness

Direct Impact Task Completeness

Direct Task Completeness:

Score = 86.84%

- Submitted Complete = 44
- Submitted Incomplete = 5
- Completed After Submission = 8

Other Task Completeness

Other Task Completeness:

Score = 84.13%

- Submitted Complete = 54
- Submitted Incomplete = 0
- Completed After Submission = 21

The RW Task Timeliness dials reflect the timeliness of your agency's submission of all RW tasks based on the task due date. Calculations are based on all RW tasks to date.

The RW Task Completeness dials reflect the completeness of your agency's task submissions based on the task rubric. Calculations of task completeness includes all RW Tasks since RW 512.

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

Change Champion Network:

- Unique Filled Role = 7
- Duplicate Filled Role = 7
- Vacant Role = 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	People	**607**	Update Training Plan	04/06/26	06/05/26	100% - Submitted	**06/03/26**		Submission Complete	
Direct	Data	**713**	Confirm Supplier Records	04/20/26	05/22/26	100% - Submitted	**05/13/26**		Submission Complete	
Direct	Data	**698**	Complete Data Cleansing in Preparation for Dry Run 2	04/20/26	06/17/26	100% - Submitted	**05/20/26**		Submission Complete	05/20/26
N/A	N/A	**677**	Submit Bimonthly Agency Readiness Status Report	05/01/26	05/11/26	100% - Submitted	**05/08/26**		Submission Complete	
Indirect	N/A	**678**	Submit Monthly Progress Report - Testing, Training	05/01/26	05/29/26	100% - Submitted	**05/29/26**		Submission Complete	
Indirect	Data	**699**	Maintain Configuration and Conversion Workbooks	05/01/26	05/29/26	100% - Submitted	**05/27/26**		Submission Complete	
Indirect	People	**700**	Maintain Role Mapping Worksheet	05/01/26	05/29/26	100% - Submitted	**05/29/26**		Submission Complete	
N/A	Processes	**602**	Update Agency Business Process Documentation	05/04/26	10/30/26	50% - In Progress				
N/A	People	**604**	Create Agency-Specific Learning Materials to Support End Users	05/04/26	10/30/26	50% - In Progress				
Direct	Data	**701**	Submit Configuration and Conversion Workbooks	06/01/26	06/17/26	100% - Submitted	**06/17/26**		Submission Complete	
Direct	People	**702**	Submit Role Mapping Worksheet	06/01/26	06/26/26	100% - Submitted	**06/25/26**		Submission Complete	
Indirect	N/A	**679**	Submit Monthly Progress Report - Testing, Training	06/01/26	06/30/26	100% - Submitted	**06/30/26**		Submission Complete	06/30/26
Indirect	N/A	**619**	Update Agency Readiness Certification #3	06/22/26	07/10/26	50% - In Progress				
Indirect	Technology	**586**	Create Agency Deployment Plan and Cutover Checklist to Prepare for Go-Live	06/29/26	09/11/26	25% - Beginning Initial Internal Meetings and Information Gathering				
N/A	N/A	**680**	Submit Bimonthly Agency Readiness Status Report	07/01/26	07/10/26	100% - Submitted	**07/10/26**			
Indirect	N/A	**681**	Submit Monthly Progress Report - Testing, Training, Cutover	07/01/26	07/31/26	25% - Beginning Initial Internal Meetings and Information Gathering				
Indirect	Data	**703**	Maintain Configuration and Conversion Workbooks	07/01/26	07/31/26	25% - Beginning Initial Internal Meetings and Information Gathering				
Indirect	People	**704**	Maintain Role Mapping Worksheet	07/01/26	08/21/26	25% - Beginning Initial Internal Meetings and Information Gathering				

Agency Reported

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

DCF Risks

Status	Date Opened	Date Closed	Primary Risk Category	Risk Title	Trend	Risk Rating	Background	Monitor/Mitigation Plan/Resolution	Impact if Risk Becomes an Issue	Reporting Period Comments
Open and Monitoring	04/24/26	07/09/26	Interface	Cycle 2 Interface	Stable	9 (High/High)	DCF has 2 remaining Cycle 2 interface test to	Monitor weekly, escalate aggressively,	Compressed timeline may force elimination of	This risk was reviewed and closed during this reporting period

				Testing Deadline in Jeopardy Due to PALM Support Response Delays			becompleted by end of April 2026 (PALM-mandated deadline). However, possible critical technical changes and remediations are pending with current ticket/inquiry response times averaging 2+ weeks. This response delay creates a critical path bottleneck that may prevent DCF from meeting the mandated testing deadline, despite DCF's readiness to proceed.	document everything, and protect DCF's accountability by building a clear audit trail of vendor delays.	edge cases, error handling scenarios, and volume testing	
Open and Monitoring	05/06/25		Agency Business Systen	Risk of not completing system development/re by deadline for interface testing approval, potentially resulting in exclusion from PALM end-to-end testing at a future date.	Increasing	6 (Medium/High)	The Florida PALM Project has imposed a deadline for agencies to identify and have in place the interfaces for systems that will connect to PALM. Risk of not completing system development/remediatior by that deadline for interface testing approval, potentially resulting in exclusion from PALM end-to-end testing. Since many of the development teams that will address these builds and remediations are newly online, there is a high likelihood that work will not be completed by this deadline.	Avoid. Establish aggressive development milestones Increase development resources Weekly progress monitoring Early interface testing preparation Prioritize critical system components Regular communication with PALM project team Mock up files as if they were coming from our apps, for completion of April/May testing	Missing development deadlines can exclude the project from critical testing phases, impacting overall project success and delivery.	No comments to add this reporting period
Open and Monitoring	11/18/25		Business Process Chang	Loss of Cross-Agency Payroll Processing Capability in PALM	Stable	6 (Medium/High)	DCF currently has the ability in FLAIR to process salary and OPS payroll payments for employees of other state agencies based on People First permissions. In PALM, this functionality will be restricted and DCF will only be able to issue payments for DCF employees, eliminating the cross-agency payroll processing capability that DCF currently provides.	Collaborate with PALM team to identify and implement a long-term solution that restores cross-agency payroll processing capability or establishes a sustainable alternative process.	Loss of Current Functionality: Elimination of established business capability that DCF performs for other state agencies. Workflow Disruption: Interruption to current payroll processing workflows for non-DCF employees. Service Impact: Potential service interruption for other state agencies that depend on DCF for payroll processing. Process Redesign Required: May necessitate establishment of new inter-agency coordination procedures and process changes. Relationship Impact: Could affect DCF's service relationships with other state agencies.	Ticket UAT0014047 has been opened with the PALM team.
Open and Mitigating	05/06/25		Agency Business Systen	Federal Grant System Integration Approval Requirements	Increasing	6 (High/Medium)	Potential delays or complications in obtaining federal approval for transition of GRANTS remediation/replacement when interfacing with Florida PALM versus current FLAIR system. This may impact federal grant management and reporting capabilities.	Mitigate. Early engagement with federal stakeholders Detailed documentation of PALM-GRANTS interface specifications Parallel testing of both systems during transition Regular status updates to federal authorities Contingency planning for extended approval timeline	Delays in approval can affect project timelines and funding, potentially jeopardizing project success.	Validation of our GRANTS short-term solution remains our biggest technical risk internal to DCF
Open and Mitigating	05/06/25		Business Process Chang	If encumbrances are not accomplished in MFMP then sufficient budget may not be available for purchase even though purchase order is approved.	Increasing	6 (High/Medium)	DCF accumulates expenses that are payable from multiple fund sources (Federal, Grant, GF, etc). In FLAIR, encumbrances could be made against a single fund, regardless of whether or not that fund was sufficient to pay the obligations. When the expenses were realized, they were split across multiple funds to accumulate a sufficient amount. Since MFMP will budget check against PALM at the time of the encumbrance, a new business process will be needed to replace prior one.	Mitigate. Provide training and job guides to teach that budget check must be conducted before seeking purchase order approval.	Failure to accomplish encumbrances can lead to budgetary issues and financial mismanagement, affecting project funding and execution.	DCF has met with the project team and developed a mediation plan. The successful completion of Dry Run 3 loading will determine whether this risk materializes.
Open and Mitigating	06/22/26		Agency Business Systen	Incomplete or Inaccurate Mapping of PALM Outbound	Increasing	6 (High/Medium)	The Short-Term Grants solution has integration challenges because complete mapping between Florida PALM	Mitigate. Conduct working sessions with Florida PALM and Grants SMEs to identify all required outbound	Failure to fully map PALM outbound layouts to FLAIR formats could result in interface defects, inaccurate	During discussions regarding Short-Term Grants, questions were raised concerning existing documentation and alignment between PALM outbound layouts and FLAIR file formats.

				Layouts to FLAIR Formats for Short-Term Grants			outbound layouts and legacy FLAIR file formats have not been fully documented, validated, or approved. Unresolved data transformation requirements could impact interface design, testing activities, and financial data processing.	layouts and corresponding FLAIR formats. Develop and validate a field-level mapping document, document transformation rules and assumptions, and perform interface testing to identify data conversion issues.	financial data transmission, failed testing cycles, increased development effort, implementation delays, and potential disruption to Short-Term Grants operations.	Additional analysis and validation activities are being conducted by OITS PALM project developers with GRANTS SMEs.
Closed	05/06/25	05/07/26	Staffing/Resource Availal	Operational Staff Turnover - General	Stable	4 (Medium/Medium)	Personnel changes are an ever-present risk to the project.	Accept. Ensure job-specific processes are documented and generic enough to permit retraining of new incoming staff.	Similar to management turnover, this can cause delays in operations but can be managed with proper documentation and training.	No comments to add this reporting period
Open and Mitigating	05/06/25		Agency Business Systen	FL PALM's inclusion of Speed Keys, particuarly with Enterprise Applications, can support current business processes that utilize Expansion Option with front end processing.	Stable	4 (Medium/Medium)	FL PALM's inclusion of Speed Keys, particularly with Enterprise Applications, may not be able to support current business processes that utilize Expansion Option with front end processing.	Mitigate. Adjust documentation where needed. If Speed Keys are not adopted such that they can support "front end processing" for "splits" then a new application must be made to act as a front end to conduct those operations.	Improper integration of speed keys can disrupt business processes, requiring additional resources to develop new applications and potentially causing delays.	No comments to add this reporting period
Closed	05/06/25	05/26/26	Agency Business Systen	Incomplete/Imp Current State Analysis	Stable	4 (Medium/Medium)	DCF's project strategy shifted after the due dates of several of the initial current state assessment tasks had lapsed. In light of this change, current state analysis has occurred on an evolving basis.	Mitigate. Due to change in implementation strategy and change in stakeholders, avoiding inconsistencies in current state analysis is unlikely. Remediation must take place when and where appropriate.	Misunderstanding the current state can result in flawed project planning and execution, leading to inefficiencies and potential project failure.	No comments to add this reporting period
Closed	05/06/25	05/07/26	Staffing/Resource Availal	Project Staff Turnover	Stable	2 (Medium/Low)	Personnel changes are an ever-present risk to the project.	Accept. Ensure project staff responsibilities are well defined and documentation is up-to-date	While manageable, staff turnover can lead to temporary disruptions in workflow and productivity. It may require additional resources for recruitment and training, impacting project costs and timelines.	No comments to add this reporting period
Closed	05/06/25	05/07/26	Business Process Chang	Operational Management Turnover - General	Stable	2 (Medium/Low)	Personnel changes are an ever-present risk to the project.	Accept. Ensure job-specific processes are documented and generic enough to permit retraining of new incoming staff.	Changes in operational management can lead to inefficiencies in process execution and decision-making. It may require time for new managers to adapt, potentially affecting project deliverables and stakeholder satisfaction.	No comments to add this reporting period

DCF Issues

Status	Date Opened	Date Closed	Priority	Primary Issue Category	Issue Title	Background	Action Plan	Planned or Actual Resolution Date	Reporting Period Comments
Open	05/08/25		Critical - Impacts the ability of the agency to move forward with work without resolution	Agency Business Systen	Cost Allocation Not Available in PALM. (See attachments)	DCF is revisiting as plans for remediating internal applications for PALM. Several overtures have been made to PALM RA to communicate functional impacts to DCF processes and requesting one or more sessions with PALM technical and DFS F&A staff regarding DCF concerns.	On going pending SpeedKey and other conversation with Enterprise applications	08/28/26	No comments for this reporting period.
Open	05/08/25		Critical - Impacts the ability of the agency to move forward with work without resolution	Agency Business Systen	DCF's journal distribution process	Given information provided, DCF team has concluded there are 2 viable options: building a front end application to perform front end splits or utilize Speed Key functionality (amongst PALM and Enterprise Applications) to simulate splits. Further conversation will be had post Segment 4 as of 8/20.	As DCF is moving forward with reviewing and updating processes, we have several concerns related to the journal distributions which is a critical business process in DCF. We have sent the related concerns to the PALM team, conversations are on-going. Several of our updates are dependent on the concerns being addressed.	08/28/26	No comments for this reporting period.
Open	05/08/25		Critical - Impacts the ability of the agency to move forward with work without resolution	Agency Business Systen	Budget Funding Process since PTAXX cannot be loaded in FACTS.	DCF's project strategy shifted after the due dates of several of the initial current state assessment tasks had lapsed. In light of this change, current state analysis has occurred on an evolving basis.	Develop alternate budgeting process for TANF processing that estimates and budgets revenue per year.	08/28/26	No comments for this reporting period.
Open	05/08/25		High - Impacts the ability of the agency to meet deadlines or milestones	Business Process Chang	MFMP to PALM interface will not support more than 100 splits per invoice line item, some of our Collocated expenditures are expected to split to at least 500 lines, directly	Given information provided, DCF team has concluded there are 2 viable options: building a front end application to perform front end splits or utilize Speed Key functionality (amongst PALM and	Restructure invoices and implement manual processing in the short term Develop intermediate processing systems and request interface enhancements in the medium term	08/28/26	Florida PALM appreciates DCF's plan to update encumbrance details in MFMP before the 09/05 09/06 data refresh (as of COB 09/04). This will help clarify the complexity of converting/loading live data into the UAT environment for Dry Run 3 and help determine DCF's approach for migrating encumbrances into Florida

					impacting our ability to utilize that enterprise business system.	Enterprise Applications) to simulate splits. Further conversation will be had post Segment 4 as of 8/20.	System integration improvements and potential accounting structure redesign for the long term		PALM. To validate the chosen path end-to-end, Florida PALM requires the ultimate decision to be made prior to Dry Run 4; the Dry Run 4 data refresh; which is scheduled for 10/24 (as of COB 10/23)09/21. As a reminder, this will require Fiscal Year 2026-27 Purchase Orders to be updated in MFMP which will create them in Departmental FLAIR to be available in our data for the POC001 Encumbrance conversion.
Closed	05/08/25	05/26/26	High - Impacts the ability of the agency to meet deadlines or milestones	Deployment/Cutover	Agency often experiences delays between requests for meetings and other communication with various PALM teams and acknowledgement of these requests.	PALM RCs are placed between agencies and SMEs on various topics. This has proven to cause confusion and miscommunication on several occasions.	Continue to submit requests and follow-up with RCs to ensure message is received and appropriate prioritization occurs.	08/28/26	No comments to add this reporting period
Closed	05/08/25	05/26/26	High - Impacts the ability of the agency to meet deadlines or milestones	Conversion/Configuration	Staffing challenges in General Services are presenting difficulties with readiness workplan tasks related to assets, leading to voids in data migration.	DCF's project strategy shifted after the due dates of several of the initial current state assessment tasks had lapsed. In light of this change, current state analysis has occurred on an evolving basis.	Meet with impacted stakeholders to create strategy for resolving personnel and training shortfalls.	08/28/26	No comments to add this reporting period
Open	04/22/26		High - Impacts the ability of the agency to meet deadlines or milestones	Agency Business System	PALM ProcessID Length Change Requires Outbound File Naming Convention Rework	PALM changed documentation regarding the length of the ProcessID field in the outbound file naming convention. This late-stage documentation change requires rework of DCF's already-developed interface file naming logic across multiple business systems. Impact Systems Affected: All DCF business systems with outbound interfaces to PALM Code Rework Required: File naming logic must be modified and retested Testing Impact: Additional test cycles required to validate new naming convention Timeline Impact: Delays interface testing completion and increases risk to April 30 Cycle 3 deadline Documentation Impact: DCF technical documentation and runbooks require updates	DCF Actions: Identify all affected outbound interfaces and systems Update file naming logic code in all affected systems Modify test scripts and validation logic Update technical documentation and operational runbooks Retest all affected interfaces with new naming convention Obtain PALM validation of corrected file naming PALM Actions Required: Provide final, authoritative ProcessID length specification Confirm no additional file naming convention changes pending Validate DCF's corrected file naming samples Update all PALM documentation consistently	10/15/26	No additional information to report this period

DCF Assumptions

Critical Operational Elements	Assumption	Status	Date Logged or Removed	Impacted Stakeholder(s) and/or System(s)	Reporting Period Comments for May - June 2026

Agency Sponsor Confirmation

Fields marked with an asterisk (*) are required.

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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DCF Status Report Confirmation

Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
May - June 2026	Chad Barrett	chad.barrett@myflfamilies.com	07/10/26
March - April 2026	Chad Barrett	chad.barrett@myflfamilies.com	05/08/26
January - February 2026	Chad Barrett	chad.barrett@myflfamilies.com	03/09/26

Helpful Links

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

DEM Status Report Dashboard

Reporting Period

May - June 2026

Click on the various statistics or dials to view the supporting information within your agency's Smartsheet Florida PALM Workbook.

Agency Sponsor

Jeremy Smith

RW Task Timeliness

Direct Impact Task Timeliness

Direct Impact Task Timeliness:

Score = 99.6%

- Submitted On Time = 48
- Submitted Late = 2
- Pending Submission = 0

Other Task Timeliness

Other Task Timeliness:

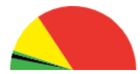
Score = 97.77%

- Submitted On Time = 89
- Submitted Late = 14
- Pending Submission = 0

The RW Task Timeliness dials reflect the timeliness of your agency's submission of all RW tasks based on the task due date. Calculations are based on all RW tasks to date.

RW Task Completeness

Direct Impact Task Completeness



Direct Task Completeness:

Score = 93.88%

- Submitted Complete = 46
- Submitted Incomplete = 3
- Completed After Submission = 0

Other Task Completeness

Other Task Completeness:

Score = 96.00%

- Submitted Complete = 72
- Submitted Incomplete = 3
- Completed After Submission = 0

The RW Task Completeness dials reflect the completeness of your agency's task submissions based on the task rubric. Calculations of task completeness includes all RW Tasks since RW 512.

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

Change Champion Network:

- Unique Filled Role = 8
- Duplicate Filled Role = 8
- Vacant Role = 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	People	**607**	Update Training Plan	04/06/26	06/05/26	100% - Submitted	**05/28/26**		Submission Complete	
Direct	Data	**713**	Confirm Supplier Records	04/20/26	05/22/26	100% - Submitted	**05/15/26**		Submission Complete	
Direct	Data	**698**	Complete Data Cleansing in Preparation for Dry Run 2	04/20/26	06/17/26	100% - Submitted	**06/16/26**		Submission Complete	
N/A	N/A	**677**	Submit Bimonthly Agency Readiness Status Report	05/01/26	05/11/26	100% - Submitted	**05/08/26**		Submission Complete	
Indirect	N/A	**678**	Submit Monthly Progress Report - Testing, Training	05/01/26	05/29/26	100% - Submitted	**05/26/26**		Submission Complete	
Indirect	Data	**699**	Maintain Configuration and Conversion Workbooks	05/01/26	05/29/26	100% - Submitted	**05/28/26**		Task Closed - Submission Incomplete	
Indirect	People	**700**	Maintain Role Mapping Worksheet	05/01/26	05/29/26	100% - Submitted	**05/21/26**		Submission Complete	
N/A	Processes	**602**	Update Agency Business Process Documentation	05/04/26	10/30/26	25% - Beginning Initial Internal Meetings and Information Gathering				
N/A	People	**604**	Create Agency-Specific Learning Materials to Support End Users	05/04/26	10/30/26	25% - Beginning Initial Internal Meetings and Information Gathering				
Direct	Data	**701**	Submit Configuration and Conversion Workbooks	06/01/26	06/17/26	100% - Submitted	**06/17/26**	FH: Errors in Projects to be resolved.	Task Closed - Submission Incomplete	
Direct	People	**702**	Submit Role Mapping Worksheet	06/01/26	06/26/26	100% - Submitted	**06/25/26**		Submission Complete	
Indirect	N/A	**679**	Submit Monthly Progress Report - Testing, Training	06/01/26	06/30/26	100% - Submitted	**06/29/26**		Submission Complete	
Indirect	N/A	**619**	Update Agency Readiness Certification #3	06/22/26	07/10/26	100% - Submitted	**07/08/26**			
Indirect	Technology	**586**	Create Agency Deployment Plan and Cutover Checklist to Prepare for Go-Live	06/29/26	09/11/26	25% - Beginning Initial Internal Meetings and Information Gathering				
N/A	N/A	**680**	Submit Bimonthly Agency Readiness Status Report	07/01/26	07/10/26	100% - Submitted	**07/08/26**			
Indirect	N/A	**681**	Submit Monthly Progress Report - Testing, Training, Cutover	07/01/26	07/31/26	25% - Beginning Initial Internal Meetings and Information Gathering				
Indirect	Data	**703**	Maintain Configuration and Conversion Workbooks	07/01/26	07/31/26	25% - Beginning Initial Internal Meetings and Information Gathering				
Indirect	People	**704**	Maintain Role Mapping Worksheet	07/01/26	08/21/26	25% - Beginning Initial Internal Meetings and Information Gathering				

Agency Reported

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

DEM Risks

Status	Date Opened	Date Closed	Primary Risk Category	Risk Title	Trend	Risk Rating	Background	Monitor/Mitigation Plan/Resolution	Impact if Risk Becomes an Issue	Reporting Period Comments
Open and Mitigating	05/21/25		Agency Business System	Interface need fulfillment	Stable	6 (High/Medium)	If the PALM interfaces do not cover all required data elements as currently engaged by DEMES to FLAIR connections, then either the elements will need to be accessed via the data warehouse or DEMES will need to be changed to interact correctly with the new PALM structure	DEMES development assets have been onboarded to the PALM project to project any issues that may arise and attempt to port all elements of PALM on top of the FLAIR structure	Cost will be added to the DEMES development project.	No change to report.
Open and Mitigating	06/20/25		Agency Business System	New Interfaces Required due to changing ABS functionality	Stable	4 (Medium/Medium)	If there is no way to ask for new interface connections to our ABS starting now moving into the future then any new (or overlooked) functionality that requires an interface connection not initially listed will be impossible	If new interface needs arise, email our Readiness Coordinator and technical coordinator with the new need and what new interface is requested.	Wasted Development Dollars, decreased ABS functionality	No change to report.
Open and Mitigating	05/21/25		Interface	EOG/DEM Interface relationship	Stable	2 (Medium/Low)	EOG and DEM interfaces and elements are under the same OLO umbrella.	Working directly with Kelley Sasso in EOG to put process agreements in place.	Increased lead time in access aspects of processes or reporting confusion when summarizing agency workload	DEM continues to communicate with EOG on process improvemens.
Open and Mitigating	05/21/25		Agency Business System	PA Payment Process	Stable	2 (Low/Medium)	Many projects related to DEM incidents are built by an enterprise business system Florida PA. If the Florida PA development team is not aware of the inbound and outbound Project information interface needs the process of creating projects related to an incident may become more complex	Will socialize with Florida PA users and then the poc for those users to ensure the appropriate interface conversation is had	IT spend will be used to upgrade Florida PA or create a secondary process/system for data movement	DEM continues to monitor integration to determine needs.
Open and Monitoring	06/20/25		Interface	Backend Report Information	Stable	2 (Low/Medium)	If no information is released about how reports are created using interface data then the teams building ABS functionality from reports will be unable to replicate report information in the regular exports and a manual process will need to be used	Monitoring the Knowledge Center to determine if new information is released	Inclusion of a manual process and person hour requirements in ABS updates	No change to report.
Open and Monitoring	05/21/25		Business Process Chang	Payroll Process	Stable	1 (Low/Low)	If the payroll processes built in PALM cannot support the needs of the FDEM Payroll team, then the payroll system currently managed by FDEM IT may need continuing support meaning the Payroll process may become more complex/expensive	Highlighting Payroll within UAT as an important module with downstream impact so we can quickly close or escalate this risk	We cannot sunset the Payroll system and we may require IT spend to update	No change to report.
Open and Mitigating	05/21/25		Conversion/Configuration	Grant LTD balances	Stable	1 (Low/Low)	If life to date balances are not transferred either as a datum or as a concept between FLAIR grant tracking and PALM project costing then a system of balance tracking processes will need to be built to managed life to date reporting	The FDEM Finance team is building it's reporting effectiveness to increase the agility of building reporting structures to the necessary level to meet this challenge	Process complexity will be added to the Finance team	No change to report.
Open and Mitigating	05/21/25		Conversion/Configuration	Fund Data Freshness	Stable	1 (Low/Low)	If stale funds are carried over into the project costing module then the day to day operation of project accounting will increase in complexity	The budget team in the finance bureau has been tasked with clearing stale funds/project ids out of our system	Project costing module will create less value for the accounting team	No change to report.
Open and Mitigating	05/21/25		Deployment/Cutover	FLAIR to PALM shutdown around Year End	Stable	1 (Low/Low)	If FLAIR shuts down before PALM goes live then our business processes will be delayed	DEM will be working on a cutover plan to determine 'next steps' to mitigate delays/issues	DEM will need to develop a plan to address cash flow, payroll, and payments to vendors/subrecipients.	Cutover Plan will be created to address this item as part of PALM Task 586.

DEM Issues

Status	Date Opened	Date Closed	Priority	Primary Issue Category	Issue Title	Background	Action Plan	Planned or Actual Resolution Date	Reporting Period Comments

DEM Assumptions

Critical Operational Elements	Assumption	Status	Date Logged or Removed	Impacted Stakeholder(s) and/or System(s)	Reporting Period Comments for May - June 2026
People Processes Technology Data	The Division will be able to process all financial activity in order to adequately report to our grantors and all requestors to continue to assist in financial management of the Division's missions and objectives	Logged	05/12/25	FDEM	No changes.
Technology Data	Connecting to interfaces within PALM will be supported by a request process that is not difficult to navigate AFTER launch	Logged	05/12/25	DEMES; FDEM IT; Slalom Development Team	ITM is working diligently to test Cycle 3 interface inbound & outbound files. No additional comments this reporting period.
Processes	There will be a process to change, add, remove speedkeys after launch. The knowledge center is up to date on exceptions and speedkey expectations.	Logged	05/12/25	Finance;	No changes.

Data	The PALM Data Warehouse will be accessible by appropriate agency staff for self service reporting	Logged	05/12/25	DEMES; FDEM IT; Slalom Development Team; Finance	Appropriate people have been given DWBI Access for self-reporting. No additional comments this reporting period.
Processes Data	Project information and OA1 & 2 can be added to PALM if needed for data conversion post Configuration	Logged	05/12/25	Finance	No changes.
Processes Data	Grant LTD balances can be represented in the PALM General Ledger with representative entries balanced with a reporting element, and users will be able to access this information in the PALM Data Warehouse	Logged	05/12/25	Finance	No changes.

Agency Sponsor Confirmation

Fields marked with an asterisk (*) are required.

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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DEM Status Report Confirmation

Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
May - June 2026	Brittany Adams	brittany.adams@em.myflorida.com	07/08/26
March - April 2026	Jeremy W. Smith	jeremy.smith@em.myflorida.com	05/08/26
January - February 2026	Jeremy W. Smith	jeremy.smith@em.myflorida.com	03/09/26

Helpful Links

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

DEP 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 2026

Agency Sponsor

Karen Armstrong

RW Task Timeliness

Direct Impact Task Timeliness

Direct Impact Task Timeliness:

Score = 100%

- Submitted On Time = 57
- Submitted Late = 0
- Pending Submission = 0

Other Task Timeliness

Other Task Timeliness:

Score = 96.99%

- Submitted On Time = 99
- Submitted Late = 4
- Pending Submission = 0

The RW Task Timeliness dials reflect the timeliness of your agency's submission of all RW tasks based on the task due date. Calculations are based on all RW tasks to date.

RW Task Completeness

Direct Impact Task Completeness

Direct Task Completeness:

Score = 99.82%

- Submitted Complete = 54
- Submitted Incomplete = 0
- Completed After Submission = 1

Other Task Completeness

Other Task Completeness:

Score = 100.00%

- Submitted Complete = 75
- Submitted Incomplete = 0
- Completed After Submission = 0

The RW Task Completeness dials reflect the completeness of your agency's task submissions based on the task rubric. Calculations of task completeness includes all RW Tasks since RW 512.

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

Change Champion Network:

- Unique Filled Role = 19
- Duplicate Filled Role = 0
- Vacant Role = 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	People	**607**	Update Training Plan	04/06/26	06/05/26	100% - Submitted	**06/05/26**		Submission Complete	
Direct	Data	**713**	Confirm Supplier Records	04/20/26	05/22/26	100% - Submitted	**05/18/26**		Submission Complete	
Direct	Data	**698**	Complete Data Cleansing in Preparation for Dry Run 2	04/20/26	06/17/26	100% - Submitted	**06/17/26**		Submission Complete	
N/A	N/A	**677**	Submit Bimonthly Agency Readiness Status Report	05/01/26	05/11/26	100% - Submitted	**05/11/26**		Submission Complete	
Indirect	N/A	**678**	Submit Monthly Progress Report - Testing, Training	05/01/26	05/29/26	100% - Submitted	**05/29/26**		Submission Complete	
Indirect	Data	**699**	Maintain Configuration and Conversion Workbooks	05/01/26	05/29/26	100% - Submitted	**05/28/26**		Submission Complete	
Indirect	People	**700**	Maintain Role Mapping Worksheet	05/01/26	05/29/26	100% - Submitted	**05/28/26**		Submission Complete	
N/A	Processes	**602**	Update Agency Business Process Documentation	05/04/26	10/30/26	50% - In Progress				
N/A	People	**604**	Create Agency-Specific Learning Materials to Support End Users	05/04/26	10/30/26	50% - In Progress				
Direct	Data	**701**	Submit Configuration and Conversion Workbooks	06/01/26	06/17/26	100% - Submitted	**06/17/26**			
Direct	People	**702**	Submit Role Mapping Worksheet	06/01/26	06/26/26	100% - Submitted	**06/26/26**	The two SAM errors reflected on the role mapping worksheet have been resolved by removing their SAM access in PALM. This was confirmed by DFS A&A on 6/25.	Submission Complete	
Indirect	N/A	**679**	Submit Monthly Progress Report - Testing, Training	06/01/26	06/30/26	100% - Submitted	**06/30/26**		Submission Complete	
Indirect	N/A	**619**	Update Agency Readiness Certification #3	06/22/26	07/10/26	50% - In Progress				
Indirect	Technology	**586**	Create Agency Deployment Plan and Cutover Checklist to Prepare for Go-Live	06/29/26	09/11/26	50% - In Progress				
N/A	N/A	**680**	Submit Bimonthly Agency Readiness Status Report	07/01/26	07/10/26	100% - Submitted	**07/10/26**			
Indirect	N/A	**681**	Submit Monthly Progress Report - Testing, Training, Cutover	07/01/26	07/31/26	25% - Beginning Initial Internal Meetings and Information Gathering				
Indirect	Data	**703**	Maintain Configuration and Conversion Workbooks	07/01/26	07/31/26	25% - Beginning Initial Internal Meetings and Information Gathering				
Indirect	People	**704**	Maintain Role Mapping Worksheet	07/01/26	08/21/26	25% - Beginning Initial Internal Meetings and Information Gathering				

Agency Reported

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

DEP Risks										
Status	Date Opened	Date Closed	Primary Risk Category	Risk Title	Trend	Risk Rating	Background	Monitor/Mitigation Plan/Resolution	Impact if Risk Becomes an Issue	Reporting Period Comments
Closed	11/04/24	05/07/26	Agency Business System	Timeline for ABS system testing and PALM UAT	Stable	9 (High/High)	PALM Process Changes were introduced in a staggered approach which impacted ABS remediation efforts until PALM changes and impacts were completed. As a result, some ABS system testing may not be fully completed until all agency UAT is in progress.	Continuing to monitor remediation progress. Remediation is anticipated to complete for all applications except one by the all agency UAT start date.	Will require ABS testing to be continued during UAT	Closed 5/7/2026 due to remediation efforts being complete.
Open and Mitigating	02/25/26		Training	Training Conter	Stable	6 (Medium/High)	Official PALM training content is not scheduled to be provided to agencies until the Fall of 2026. DEP's training plan implements end user training prior to this timeframe, which will likely cause the agency to rely on existing PALM information in the knowledge center to create its own training materials.	DEP will create PALM training information based on existing process steps, demo videos, and SME knowledge from the knowledge center and testing activities. PALM training materials will be reviewed to supplement agency training information once available.	Agency resources will spend additional time creating PALM training information for end users which will reduce time spent reviewing testing of PALM and ABS issues, and other go-live preparation activities.	DEP is continuing to monitor the PALM knowledge center for changes and identifying specific training materials for end users and SMEs, some of which has been published.
Open and Monitoring	08/31/23		Staffing/Resource Availability	Loss of knowledge due to staff turnover and time to get added staff trained to meet expectations	Stable	6 (High/Medium)	Accounting for staff turnover that may occur during the implementation phase of the project.	Ensure job-specific processes are properly documented, staff are cross trained and backups are trained on processes.	Will require retraining of new resources and potential reshuffling of existing resources which could affect the agency's ability to meet critical deadlines	Continuing to monitor this risk and mitigate as needed.
Closed	11/20/24	05/07/26	User Acceptance Testing	PALM data availability for ABS testing of remediated applications	Increasing	6 (High/Medium)	Based on preliminary information about PALM's mock conversion data and configuration processes, agencies will not have access to PALM data files until full UAT in February 2026. Waiting for full UAT training with PALM files could create testing and remediation delays that would coincide with PALM UAT and agency training efforts.	DEP will establish a data strategy for testing based on the mock conversion and configuration data submitted to PALM. Additional mock files and data will have to be created where PALM does not have planned conversions. Sample test data will be created by using FLAIR data files mapped to PALM values. DEP will also establish testing scenarios and cases to ensure that transactions are posted correctly to the new Chart of Accounts and verifiable totals possible for new and old transactions based on reporting.	The movement of Full UAT to February 2026 from December 2025 will cause a delay in completing ABS testing activities and validating system processes and reports.	Closed 5/7/2026 due to configuration and mock conversion data being included in UAT environment.
Open and Mitigating	11/20/24		Business Process Change	Availability of reports through PALM	Stable	6 (High/Medium)	PALM reporting information is being provided in a staggered cadence, with many reports dependent on the outcome of the data warehouse design which will extend report definitions and mockup completion until February 2026. Reports not provided by PALM, will require agency resources to build reports utilizing a mix of interface data and DW/BI custom reporting. There is a risk that agency reporting needs may not be identified until UAT, depending on when PALM releases DW/BI information to the agencies. Delayed identification of reports needed for PALM could cause additional strain on agency remediation schedules and the ability to provide management reporting needs in time for go-live.	DEP is monitoring changes to PALM reports through the knowledge center. DEP is now mitigating this by identifying critical reports that PALM will not provide or may be provided in the data warehouse. These critical reports will be developed in DEP applications.	Will require additional agency resources to build suitable reports for PALM using DW/BI and ABS systems data which could cause delays in critical information needs for management.	DEP is mitigating this risk by identifying critical reports that PALM will not provide or may not meet DEP's needs. These critical reports are being developed in DEP applications.
Open and Monitoring	09/06/24		Training	Training and Testing Resource Conflicts	Increasing	6 (High/Medium)	Internal training efforts for agency users is dependent on agency SME's completing PALM system training and testing during UAT efforts, test ABS, develop agency training material, and being able to train agency end users while also being expected to conduct all agency UAT.	PALM has moved Full UAT start date to February 2026. Formal training for PALM is scheduled for October 2026, so DEP will need to build internal training to assist end users.	SMEs would be unfamiliar with the new systems to confidently complete UAT and unable to properly train end users, which would lead to incomplete and inaccurate UAT results. Invalid UAT results would potentially lead to an unsuccessful go-live.	DEP SMEs have completed most priority test scenarios and systems, making them available to move forward with bringing end users into testing/training and to provide input on developing agency training materials. DEP is maintaining a list of internal training that will be provided to agency users for UAT.

Open and Monitoring	05/08/25		Business Process Change	Changing Requirements and Impacts on Resources and Delivery	Stable	6 (High/Medium)	High volume and impact changes to PALM processes and interfaces could negatively impact the agency's ability to remediate and test ABS prior to interface testing and UAT. Changes are anticipated to continue, though large volume or late developing updates in these areas have to be analyzed for impact and work redirected to change remediation and process knowledge efforts. Changes in requirements and replanning of activities due to unforeseen changes can lead to rescheduling of project activities. This can disrupt project flow, affect dependencies, and require changes to resource allocations in a short time leading to unforced errors, overloaded resources and delayed delivery schedules.	The agency will continue to monitor the PALM Change log and proactively seek to understand how to allocate resources and knowledge transfer across the agency (SMEs and End Users). Pre-UAT testing allowed SME's to review PALM screen functionality for the first time and understand how PALM may work prior to Full UAT.	Business system remediation could be delayed or extended impacting interface testing and business system testing and preparedness. Impacts to interface testing have already been realized. Additionally, impacts to role assignments and workload estimations could occur.	The agency is continuing to monitor and analyze the PALM knowledge center change log to improve knowledge transfer across the agency (SMEs and end users). Additionally the topics and activities change log is also being monitored for changes to role definitions and their impact on process topics and activities.
Open and Mitigating	01/12/26		User Acceptance Testing	Test Case Identification	Stable	4 (Medium/Medium)	Due to the variety and volume of processes changing due to PALM, the agency may not identify all needed scenarios that need to be tested. This includes verifying remediated reports and ABS reflect correct balances.	DEP continues to analyze test cases as changes are identified, testing multiple roles for the same test cases, participating in cross agency collaborations for test cases, scripts, etc., identifying negative test scenarios, and multiple data inputs/options for processing transactions.	Critical processes or scenarios not tested could lead to critical issues upon PALM implementation, delaying recording and reporting information timely.	DEP is continuing to add test cases where applicable for scenarios over and above the Project Standard activities list as a way to mitigate this risk.
Open and Monitoring	02/25/26		User Acceptance Testing	Conversion anc	Stable	4 (Medium/Medium)	Agency conversion and configuration data available for testing will conclude with data as of June and July 2026 (DR2). Additional updates to data identified after this time frame (6 months) will not be available in the UAT environment to test based on the current testing information. Significant variances in testing data identified after DR2 could result in unverified information that would impact the success of PALM implementation for the agency.	DEP will continue to identify applicable testing scenarios and data updates to ensure data conversions and configurations are accurate.	Unknown issues affecting ABS and reports could result from untested data conversions and configurations.	DEP will test various scenarios post UAT-Refresh as a way of minimizing the effects of this risk .
Open and Monitoring	02/27/26		Deployment/Cutover	Revert ABS afte	Stable	3 (High/Low)	PALM is scheduled to make a final go-live decision on January 4th, 2027. Agency's will have to follow suit to migrate business systems based on this decision. If PALM has to delay go-live for any reason, agency business systems will not be able to revert back to their previous FLAIR setup without causing large risks and issues to data and processing abilities.	DEP will delay the migration of ABS to the PALM production versions as late as possible after PALM approves the final go-live and monitor PALM activities for possible mitigating activities.	DEP would continue to feature freeze ABS for a longer period of time and potentially loose some agency data. The ability to continue agency business functions would be negatively impacted.	DEP is working through business scenarios for the Deployment and Cutover Plan to mitigate any risk from system shutdowns affecting agency business..
Open and Monitoring	12/29/25		Role Mapping	Role Mapping and Permissions	Stable	2 (Low/Medium)	Role mapping exercises were initially believed to be utilized as a result of the lessons learned from SME UAT. Due to the switch to Pre-UAT testing with limited SMEs, the ability for role assignments to be tested was delayed. Additionally, SME testing was removed from PALM scope and agencies were asked to include SME testing as part of Full UAT testing, This risks the ability of role assignments to be properly tested within the agencies to a window at the end of the UAT cycle.	DEP has assigned roles with no long term conflicts for the initial phase of all agency UAT. DEP will perform testing to mimic end user role conflicts during the first phase of testing to prepare for their end users testing efforts and role needs.	There will be a short UAT window for agency SMEs to work with end users on role assignments to help plan for an efficient and effective work flow. This may lead to some re-arrangement of roles within the agency prior to go-Live or post go-live.	DEP is continuing to monitor changes to role definitions and role assignments, and any changes in personnel may cause this to change. However all role conflicts have currently been resolved.

DEP Issues

Status	Date Opened	Date Closed	Priority	Primary Issue Category	Issue Title	Background	Action Plan	Planned or Actual Resolution Date	Reporting Period Comments

DEP Assumptions

Critical Operational Elements	Assumption	Status	Date Logged or Removed	Impacted Stakeholder(s) and/or System(s)	Reporting Period Comments for May - June 2026
People Processes Technology	Agency critical tier 1 and tier 2 processes and business systems are successfully tested with PALM UAT environment and have zero "critical" defects prior to recommending readiness for go-live.	Logged	06/30/25	All Tier 1, 2 and 3 systems and interfaces and DEP business processes affected by PALM.	DEP is working through ABS Tier 1, 2 and 3 testing during UAT and working on any defects identified to date.
People Processes Technology	PALM process steps, navigation guides, and other UAT materials will be provided in a timely fashion in advance of end user UAT to allow SMEs to develop DEP training content for end users.	Logged	06/30/25	SMEs would be required to create all PALM training materials and end users will be unable to effectively test PALM functionality during the full UAT testing phase.	DEP is working through all the process changes that PALM has introduced during UAT to update previously created materials and prepare for training being developed for end users.
People Processes Technology	Final changes to external systems such as MFMP, Works, STMS, People First and FACTS will be provided by the respective enterprise partners, along with process impacts, in advance of end user UAT, to allow time for specific content to be incorporated into DEP training.	Logged	06/30/25	SMEs would be required to create enterprise training materials and end users will be unable to effectively test enterprise systems functionality during the full UAT testing phase.	DEP SMEs are currently working through UAT testing with the enterprise systems, though PCard Works is not ready for testing.

Agency Sponsor Confirmation

Fields marked with an asterisk (*) are required.

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

Privacy Policy | Report Abuse

DEP Status Report Confirmation

Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
May - June 2026	Karen Armstrong	karen.e.armstrong@floridadep.gov	07/10/26
March - April 2026	Karen Armstrong	karen.e.armstrong@floridadep.gov	05/11/26
January - February 2026	Karen Armstrong	karen.e.armstrong@floridadep.gov	03/06/26

Helpful Links

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

DFS 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 2026

Agency Sponsor

Scott Fennell

RW Task Timeliness

Direct Impact Task Timeliness

Direct Impact Task Timeliness:

Score = 99.82%

- Submitted On Time = 56
- Submitted Late = 1
- Pending Submission = 0

Other Task Timeliness

Other Task Timeliness:

Score = 92.04%

- Submitted On Time = 90
- Submitted Late = 13
- Pending Submission = 0

The RW Task Timeliness dials reflect the timeliness of your agency's submission of all RW tasks based on the task due date. Calculations are based on all RW tasks to date.

RW Task Completeness

Direct Impact Task Completeness

Direct Task Completeness:

Score = 99.46%

- Submitted Complete = 53
- Submitted Incomplete = 0
- Completed After Submission = 3

Other Task Completeness

Other Task Completeness:

Score = 99.20%

- Submitted Complete = 74
- Submitted Incomplete = 0
- Completed After Submission = 1

The RW Task Completeness dials reflect the completeness of your agency's task submissions based on the task rubric. Calculations of task completeness includes all RW Tasks since RW 512.

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

Change Champion Network:

- Unique Filled Role = 13
- Duplicate Filled Role = 6
- Vacant Role = 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	People	**607**	Update Training Plan	04/06/26	06/05/26	100% - Submitted	**05/29/26**		Submission Complete	
Direct	Data	**713**	Confirm Supplier Records	04/20/26	05/22/26	100% - Submitted	**05/21/26**		Submission Complete	
Direct	Data	**698**	Complete Data Cleansing in Preparation for Dry Run 2	04/20/26	06/17/26	100% - Submitted	**06/17/26**		Submission Complete	
N/A	N/A	**677**	Submit Bimonthly Agency Readiness Status Report	05/01/26	05/11/26	100% - Submitted	**05/11/26**		Submission Complete	
Indirect	N/A	**678**	Submit Monthly Progress Report - Testing, Training	05/01/26	05/29/26	100% - Submitted	**05/29/26**		Submission Complete	
Indirect	Data	**699**	Maintain Configuration and Conversion Workbooks	05/01/26	05/29/26	100% - Submitted	**05/28/26**		Submission Complete	
Indirect	People	**700**	Maintain Role Mapping Worksheet	05/01/26	05/29/26	100% - Submitted	**05/29/26**		Submission Complete	
N/A	Processes	**602**	Update Agency Business Process Documentation	05/04/26	10/30/26	25% - Beginning Initial Internal Meetings and Information Gathering				
N/A	People	**604**	Create Agency-Specific Learning Materials to Support End Users	05/04/26	10/30/26	25% - Beginning Initial Internal Meetings and Information Gathering				
Direct	Data	**701**	Submit Configuration and Conversion Workbooks	06/01/26	06/17/26	100% - Submitted	**06/17/26**		Submission Complete	
Direct	People	**702**	Submit Role Mapping Worksheet	06/01/26	06/26/26	100% - Submitted	**06/26/26**		Submission Complete	
Indirect	N/A	**679**	Submit Monthly Progress Report - Testing, Training	06/01/26	06/30/26	100% - Submitted	**06/30/26**		Submission Complete	
Indirect	N/A	**619**	Update Agency Readiness Certification #3	06/22/26	07/10/26	100% - Submitted	**07/09/26**			07/09/26
Indirect	Technology	**586**	Create Agency Deployment Plan and Cutover Checklist to Prepare for Go-Live	06/29/26	09/11/26					
N/A	N/A	**680**	Submit Bimonthly Agency Readiness Status Report	07/01/26	07/10/26	100% - Submitted	**07/09/26**			
Indirect	N/A	**681**	Submit Monthly Progress Report - Testing, Training, Cutover	07/01/26	07/31/26					
Indirect	Data	**703**	Maintain Configuration and Conversion Workbooks	07/01/26	07/31/26					
Indirect	People	**704**	Maintain Role Mapping Worksheet	07/01/26	08/21/26					

Agency Reported

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

DFS Risks

Status	Date Opened	Date Closed	Primary Risk Category	Risk Title	Trend	Risk Rating	Background	Monitor/Mitigation Plan/Resolution	Impact if Risk Becomes an Issue	Reporting Period Comments
Open and Monitoring	04/17/25		Conversion/Configuratior	ENTERPRISE A&A - Conversion and Data	Stable	9 (High/High)	There is a risk that the agencies' data conversion validation process may not be	• A&A will work closely with the Project to understand where agencies need support	This could result in operational inefficiencies, data integrity issues	No changes. We will continue to monitor.

				and Data Validation:			process may not be thorough or accurate, leading to incomplete or incorrect data being converted to Florida PALM.	agencies need support and additional guidance in understanding their agency's FLAIR data. • A&A will provide guidance to agencies to help them understand the critical things to consider and evaluate for conversion. • A&A will meet with agencies through workshops or one-on-one sessions to further support agencies in cleaning up their data in preparation for conversion. • Closely working with project and agencies on mock conversion results to find solutions. • Reviewing Conversion Validation Approach to mitigate risk	integrity issues, potential delays in project timelines, and incorrect trial balance information in Florida PALM, which could impact financial reports.	
Open and Monitoring	10/20/23		Deployment/Cutover	ENTERPRISE A&A - Project Timeline.	Stable	9 (High/High)	• The Project timeline is very conservative regarding flexibility, and A&A's involvement is critical for project success. A&A Our level of involvement pulls our resources in multiple directions putting a strain on our time to complete tasks. A&A change management and internal preparation for A&A preparedness activities have already started, but having adequate resources will be key to successful implementation.	• Recruit knowledgeable and skilled staff, not entry level positions, to help with preparedness activities and management of daily operations. • Retain our critical staff that are involved in Florida PALM activities and those who are picking up added job responsibilities so that subject matter experts can dedicate time to Florida PALM activities. • Provide expectations that staff will cross-train and provide knowledge transfer to increase the depth need to continue operating with a high level of service and accuracy. • A&A was approved for for 9 FTEs to be onboarded for FY 2026.We are in the process of filling these positions.	It can hinder successful implementation of project.	No changes. We will continue to monitor.
Open and Monitoring	10/11/23		Staffing/Resource Availal	ENTERPRISE A&A - Resource Impacts.	Increasing	9 (High/High)	Resource impacts due to A&A operational staff spending a significant amount of time performing Project related tasks. • Project tasks may require additional time outside employees designated working hours to attend meetings, review time sensitive documents, or contribute to critical tasks. Some positions are not granted flexibility to flex time throughout the month, but they must flex it within the week. This policy limitation causes a strain on availability of resources. Allowing current staff more flexibility to flex their time beyond the work week would help with resource allocation. • As we get closer to implementation, the number of items that will require attention will continue to increase. This will include, assisting agencies with data management, preparing enterprise data for conversion, developing cut-over and FLAIR close out plans, participating in all levels of integration and UAT testing, validating testing results, participation and validation of mock and production conversions, developing policy around new processes.	• Contract with staff aug who can help with data analysis, developing testing scenarios, perform testing functions, support cut-over, support FLAIR retirement activities. • Hire additional staff (FTE or OPS) to learn current operations so that our experienced staff can continue to participate with the Florida PALM Project in design, testing, and implementation activities. • Consider providing current staff with Special Pay Increase to acknowledge the increased job responsibilities and retain these critical members of the team. • Work with Human Resources to properly document team members who should be classified as SES staff. • Establish plans for reduction of current operational activities and prioritize responsibilities based on risk and probability. This could include posting all payments and suspending pre-audit activities, suspending Article V and Contract Management audits, suspending processing of EFT applications, as examples.	Pulling resources from operations, will increases workloads, and will cause stress and an increased chance of employee burnout.	No changes. We will continue to monitor. We are currently trying to bring on additional staff aug., but we had a contractor who decided not to renew. This caused us to have to re-procure existing staff aug. In addition, we have a number of retirements coming up, and existing staff continue to be recruited for other positions. Overall, we have key staff who are starting to experience project fatigue, as well as key team members do not have enough hours in the day to meet operations and project demands.
Open and Monitoring	10/11/23		Staffing/Resource Availal	ENTERPRISE A&A - Risk of External Impacts on Business Processes.	Increasing	6 (Medium/High)	A&A serves all other agencies; therefore, our processes are at risk from external impacts: • Agencies – All A&A	• Continue to work closely with the Florida PALM Project to identify areas where significant training will be needed for agency staff.	This will cause significant issues for A&A to be able to continue operations at an acceptable level and could cause more	No changes. We will continue to monitor.

							processes are downstream of agency processes. Agencies may lack their own training and resources for proper preparation. If agencies are not ready for implementation, this will cause significant issues for A&A to be able to continue operations at an acceptable level and could cause more significant increase in work or rework for A&A staff around go live. • Project – There may be changes in Project directions or decisions that negative affect A&A that would cause an increase of time and resources or provide confusion and lack of clarity among A&A's expectations. • Government/Florida Statutes/Regulations – Any potential changes to laws, regulations, or elected officials could change Project direction or restrict A&A's operations.	• A&A OFFE team make outreach with agencies to determine training needs for skills that will be needed in Florida PALM users. • Participate with all FFMIS and Enterprise partners to ensure remediation, testing and change management needs are understood and acted upon. • Assist agencies with readiness tasks such as data analysis and cleansing. • Develop contingency plans for agencies that are not prepared for Florida PALM implementation. • Monitor activities, changes in rules and regulations, and agencies competencies. • Establish contingency plans as risks become more probable (as information becomes available) and communicate those changes as quickly and clearly as possible. • A&A is seeking funding through the LBR process to contract for financial expertise that State Agencies can use to identify knowledge gaps and areas needing improvement and address those issues.	significant increase in work or rework for A&A staff around go live.	
Open and Monitoring	10/08/24		Agency Business Systen	ENTERPRISE A&A - ABS Testing.	Stable	6 (Medium/High)	A&A is responsible for several enterprise business systems, some of which are interdependent. Testing each system through the entire process, from start to finish, will be critical to determine success. This will require testing to be synchronized according to the Interdependencies and workflow. Failure to do so could result in functions not being appropriately tested. This risk is really meant to address the issue around the complication of staging multiple business systems and the data within them for testing. This requires a huge effort and any misalignment of data, or refresh dates, can impact testing results, or the ability to test processes. Both Interface Testing and User Acceptance Testing can be impacted.	• Identify all enterprise business systems that will need to be tested. • Work with Division/Office management to allow dedicated technical and functional resources to be available for enterprise business systems testing efforts when the UAT timeline is released. • We plan to work through the CCN Network with other agencies on planning and collaboration that needs to happen for those cross agencies testing scenarios. • A&A has onboarded a UAT Testing Team, and is currenting working to onboard an HCM functional expert to assist with transformation.	It has potential to impact, or delay go live if agency enterprise systems cannot be fully tested in the allotted time. The enterprise owners and systems impacted includes STMS, PeopleFirst, PCard Works, FACTs, LASPBS, and other critical agency business systems that interface with Florida PALM.	No changes. We will continue to monitor. We expect to know more over the next quarter and will have better understanding of how to mitigate during the next phase of UAT.
Open and Monitoring	01/25/24		Deployment/Cutover	TREASURY - Outstanding warrants at cutover	Stable	6 (High/Medium)	Discussions relating to the status of outstanding warrants at the cutover from June 2026 to July 2026 has not been finalized and could, potentially have impacts to warrant recipients and reconciliation processes.	• Continue to collaborate with the Florida PALM Project on policy relating to outstanding warrants. • Potential solutions being discussed between PALM and Treasury including the possibility that warrants would be maintained in FLAIR and concurrently canceled and reissued in PALM while maintaining warrant number. Note that solution is pending approval from Treasury.	Could potentially have impacts to warrant recipients and reconciliation processes.	Treasury continues to participate in Cutover discussions and is requesting support from JPMorgan to assist with warrant and reconciliation processes during the downtime.
Open and Monitoring	02/19/24		Business Process Chang	CCN - Potential loss of CCN resources.	Stable	6 (High/Medium)	The loss of CCN resources would constrain current CCN staff capacity and could result in the loss of critical functional and institutional knowledge, which is imperative to the success of the Florida PALM Project.	• Create a knowledge base of CCN operational processes and procedures; develop training methods to facilitate knowledge transfer; and provide cross-training among CCN members where feasible. • Use of dedicated back-up CCN Liaisons will aid in the short-term continuity	It could result in the loss of critical functional and institutional knowledge.	Risk reviewed and still monitoring and mitigating as needed.

								continuity.		
Open and Monitoring	10/11/23		Deployment/Cutover	ENTERPRISE A&A - Planning.	Decreasing	6 (High/Medium)	Planning for some critical activities has not been done. Until these plans have been developed, A&A cannot adequately determine needed resources, time and effort. • Cutover planning • FLAIR retirement planning • Stabilization period planning • Specialized knowledge that may be needed for new processes, such as processing States' taxes from payroll • Financial Reporting mappings and data rollup	• Continue to collaborate with the Florida PALM Project and seek resources through staff aug. additional FTE or contracts as needs are discovered. • Cutover planning sessions are in progress	Lack of required resources to support around go live and beyond.	This trend is now stable. No other changes and we continue to monitor.
Open and Mitigating	11/13/25		Interface	TREASURY - Operations.	Stable	6 (High/Medium)	June 12th 2025-First meeting with JPM. Testing was originally scheduled for August, PALM requested we move the timeline to June so we can start early. June 23rd was the second meeting and a weekly schedule was stablished for Mondays. The lack of engagement from the task owner is causing delays to the execution of the test plan. The following tasks need to complete for a successful implementation of JP Morgan Interface Financial wave disbursements test files. Lack of engagement from task owner at the Florida PALM implementation vendor could lead to implementation delays. The key resource who is also a task owner has not participated in meetings to provide updates and / or confirmation that the following tasks will be completed in a timely manner: Confirm approval to transition BAI2 file to the production environment Send first Positive Pay test file for review Send first ACH file for review Task Owner to provide Technical SME (JP Morgan) with production server details Confirm approval to move Bank Title File to Production.	Mitigation Plan: Treasury will escalate to Accenture as per the escalation matrix to get confirmations from Task Owner or senior management Mitigation Status Update: Treasury escalated to Accenture and task owner has attended multiple recent meetings and is appearing to be engaged.	JPM acknowledge the risk that these delays would impact further interface testing that should be completed before UAT begins. If testing is not complete and verified timely, the project go live date could be impacted. DFS would not be able to send ACH origination files and positive pay files to the bank and would not be able to receive and reconcile disbursement activity from the bank. The potential for fraud is a high risk as well. INBOUND FILES: /ARP01-POSITIVE PAY FILE-API005,PRI045 /ACH01-ACH FILE-CMI002,CMI016, PRI012, PRI056 OUTBOUND FILES: /H2H01-PREVIOUS DAY BANK STATEMENT-CMI003 /RET-ACH RTN FILE-CMI001 /ACK-ACH ACKNOWLEDGMENT-CMI006 /ABA-AUTHORIZED BANK FILES-API030	There have been ongoing issues with PALM connectivity to JPMorgan during the ACH testing of the new bank account.
Open and Monitoring	12/13/23		Conversion/Configuratior	TREASURY - CMIA	Stable	4 (Medium/Medium)	Relating to CMIA, expenditures for agency covered programs will need to be tracked in PALM by CFDA number so clearance patterns can be calculated. Agencies will be responsible for providing the PALM chartfields for their covered programs and PALM will need to track the expenditures for those account codes. Clearance patterns will have to be calculated by CFDA Number for CMIA reporting.	• Continue to collaborate with the Florida PALM Project and seek resources through staff augmentation, additional FTE, or contracts as needs are discovered.	If PALM cannot track and calculate the clearance pattern for CMIA, Federal reporting will be impacted	Treasury is currently in the process of testing the CMIA clearance pattern reporting process. Some changes to the reporting specifications have been requested.
Open and Mitigating	02/27/24		User Acceptance Testing	OIT/ABS - Third Party Vendors	Stable	4 (Medium/Medium)	Agency business systems supported by third-party vendors could have different design and build timelines for Florida PALM remediation activities.	• Communicate the Florida PALM timelines with third-party vendors. • Provide information and advisory support to the functional area(s) related to remediation activities and timelines. • Provide advisory support if needed related to interfaces, interface field mapping, and possible functional changes.	This could impact the Department's ability to meet the scheduled finish dates for Florida PALM Readiness Workplan tasks related to design, build, and testing activities.	Risk reviewed and still monitoring and mitigating as needed.
Open and Mitigating	10/20/23		Staffing/Resource Availal	OIT/ABS - Resource Impacts.	Stable	4 (Medium/Medium)	Resource impacts due to unforeseen system changes from DFS divisions, other projects, and external entities	• Work closely with the ABS functional and technical owners to coordinate the timeline of changes with the	It could cause delays in the ABS Remediation timeline.	Risk reviewed and still monitoring and mitigating as needed.

							and external entities.	of changes with the Florida PALM timeline. • Work closely with the ABS functional and technical owners on design strategies related to Florida PALM integration.		
Open and Monitoring	10/11/23		Business Process Chang	ENTERPRISE A&A - Process Changes.	Increasing	4 (Medium/Medium)	• All bureaus within the division will have significant process changes. • Insufficient preparation or reluctance to adopt and adapt to changes could result in delays; operational deficiencies; and critical operations, tools, technologies, and resources not being available. • Performance issues at implementation if staff are not able to adapt and produce results at the current, expected level of output.	• Prepare staff through regular change management engagements. • Perform knowledge transfer on why things are done so we can ensure better understanding of future processes. •Complete thorough process analysis and mapping of each process, along with the technology, tools, and resources to future functionality can ensure that we have identified where operational changes will occur and to what extent it will be affected. • Monitor staffs' engagement. • Analyze current skill sets and mentor or provide training needed to acquire the proper skills and address skill gaps. • Review organizational charts and identify succession planning or knowledge transfers for known gaps. • A&A has contracted with a People Soft experienced resource to help with implementation activities, including identifying staffing model changes and process changes. • A&A onboarded a UAT Testing Team, and is working to onboard an HCM functional expert to assist with transformation.	Due to the unique activities that A&A performs at an enterprise level, reduced performance could have a negative impact on agencies.	No changes. We will continue to monitor. We expect to know more over the next quarter and will have better understanding of how to mitigate during the next phase of UAT.

DFS Issues

Status	Date Opened	Date Closed	Priority	Primary Issue Category	Issue Title	Background	Action Plan	Planned or Actual Resolution Date	Reporting Period Comments

DFS Assumptions

Critical Operational Elements	Assumption	Status	Date Logged or Removed	Impacted Stakeholder(s) and/or System(s)	Reporting Period Comments for May - June 2026
Technology	The Florida PALM Project will be able to provide timely and complete requirements for agency business system interfaces and business processes with enough detail and time to implement the changes according to the Florida PALM schedule.	Logged	10/20/23	Agency Business Systems	Assumption reviewed and is still applicable.
Technology	Agency business system owners will understand Florida PALM impacts to be able to provide requirements for system modifications with enough detail and time to implement the changes according to the Florida PALM schedule.	Logged	10/20/23	Agency Business Systems	Assumption reviewed and is still applicable.
Technology	The Go-Live date for Florida PALM is expected to occur in January 2027 based on the Florida PALM Project's decision to move the Financials, Payroll, and Data Warehouse/BI implementation.	Logged	10/23/25	Agency Business Systems	Assumption reviewed and is still applicable.

Agency Sponsor Confirmation

Fields marked with an asterisk (*) are required.

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

DFS Status Report Confirmation

Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
May - June 2026	Scott Fennell	scott.fennell@myfloridacfo.com	07/09/26
March - April 2026	Scott Fennell	scott.fennell@myfloridacfo.com	05/11/26
January - February 2026	Scott Fennell	scott.fennell@myfloridacfo.com	03/06/26

Helpful Links

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

DJJ 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 2026

Agency Sponsor

Dodie Garye

RW Task Timeliness

Direct Impact Task Timeliness

Direct Impact Task Timeliness:

Score = 98.68%

- Submitted On Time = 48
- Submitted Late = 5
- Pending Submission = 0

Other Task Timeliness

Other Task Timeliness:

Score = 90.97%

- Submitted On Time = 83
- Submitted Late = 20
- Pending Submission = 0

The RW Task Timeliness dials reflect the timeliness of your agency's submission of all RW tasks based on the task due date. Calculations are based on all RW tasks to date.

RW Task Completeness

Direct Impact Task Completeness

Direct Task Completeness:

Score = 88.46%

- Submitted Complete = 42
- Submitted Incomplete = 4
- Completed After Submission = 6

Other Task Completeness

Other Task Completeness:

Score = 96.67%

- Submitted Complete = 70
- Submitted Incomplete = 2
- Completed After Submission = 3

The RW Task Completeness dials reflect the completeness of your agency's task submissions based on the task rubric. Calculations of task completeness includes all RW Tasks since RW 512.

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

Change Champion Network:

- Unique Filled Role = 14
- Duplicate Filled Role = 0
- Vacant Role = 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	People	**607**	Update Training Plan	04/06/26	06/05/26	100% - Submitted	**06/05/26**		Submission Complete	
Direct	Data	**713**	Confirm Supplier Records	04/20/26	05/22/26	100% - Submitted	**05/14/26**		Submission Complete	
Direct	Data	**698**	Complete Data Cleansing in Preparation for Dry Run 2	04/20/26	06/17/26	100% - Submitted	**06/17/26**		Submission Complete	
N/A	N/A	**677**	Submit Bimonthly Agency Readiness Status Report	05/01/26	05/11/26	100% - Submitted	**05/11/26**		Submission Complete	
Indirect	N/A	**678**	Submit Monthly Progress Report - Testing, Training	05/01/26	05/29/26	100% - Submitted	**05/29/26**		Submission Complete	
Indirect	Data	**699**	Maintain Configuration and Conversion Workbooks	05/01/26	05/29/26	100% - Submitted	**05/29/26**		Submission Complete	
Indirect	People	**700**	Maintain Role Mapping Worksheet	05/01/26	05/29/26	100% - Submitted	**05/29/26**		Submission Complete	
N/A	Processes	**602**	Update Agency Business Process Documentation	05/04/26	10/30/26	50% - In Progress				
N/A	People	**604**	Create Agency-Specific Learning Materials to Support End Users	05/04/26	10/30/26	50% - In Progress				
Direct	Data	**701**	Submit Configuration and Conversion Workbooks	06/01/26	06/17/26	100% - Submitted	**06/17/26**		Submission Complete	
Direct	People	**702**	Submit Role Mapping Worksheet	06/01/26	06/26/26	100% - Submitted	**06/25/26**		Submission Complete	
Indirect	N/A	**679**	Submit Monthly Progress Report - Testing, Training	06/01/26	06/30/26	100% - Submitted	**06/30/26**		Submission Complete	
Indirect	N/A	**619**	Update Agency Readiness Certification #3	06/22/26	07/10/26	50% - In Progress				
Indirect	Technology	**586**	Create Agency Deployment Plan and Cutover Checklist to Prepare for Go-Live	06/29/26	09/11/26	25% - Beginning Initial Internal Meetings and Information Gathering				
N/A	N/A	**680**	Submit Bimonthly Agency Readiness Status Report	07/01/26	07/10/26	100% - Submitted	**07/10/26**			
Indirect	N/A	**681**	Submit Monthly Progress Report - Testing, Training, Cutover	07/01/26	07/31/26	50% - In Progress				
Indirect	Data	**703**	Maintain Configuration and Conversion Workbooks	07/01/26	07/31/26	50% - In Progress				
Indirect	People	**704**	Maintain Role Mapping Worksheet	07/01/26	08/21/26	50% - In Progress				

Agency Reported

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

DJJ Risks

Status	Date Opened	Date Closed	Primary Risk Category	Risk Title	Trend	Risk Rating	Background	Monitor/Mitigation Plan/Resolution	Impact if Risk Becomes an Issue	Reporting Period Comments
Closed	12/22/25	05/21/26	User Acceptance Testing	Limited SME and Staff availability for UAT could negatively	Stable	9 (High/High)	Project SMEs and staff performing UAT also need to perform their regular duties during the same period. This	Escalate the staffing issue to leadership; Request additional hiring resources.	UAT and regular work delays, reduced deliverable quality and increased risk of rework.	Closed 5/21/2026

				impact testing and its outcome - Finance and Accounting			implies limited availability for either UAT or regular duties, which could affect UAT negatively. Attempts are being made by the affected bureaus to boost staffing, but the the gaps still remain because is has been difficult to find capable persons to fill vacant positions.			
Closed	04/21/25	05/21/26	Conversion/Configuration	Encumbrance Conversions into Florida PALM	Increasing	9 (High/High)	Current agency business processes do not include the active management of encumbrances balances throughout the year. Contract encumbrances are not managed by bureaus so that they remain in balance with approved allotments. The management of encumbrances is done manually in FLAIR at year-end.	Budget (Mitigation): Budget PALM Administrator and FCO Analyst actively monitor the FWOS, the FCO Tracking Log, and the FLAIR Encumbrance report to reconcile actual expenditures and encumbrance balances. If updates are needed to an contracted activation encumbrance, request is sent by the Budget Office to F&A for updates. Additionally, encumbrance information is provided by Budget staff when approving invoices submitted through FIBS to ensure encumbrances are utilized for payments. Encumbrances established thru AOD are the responsibility of the Requester, so if a discrepency is noticed, Budget staff email the Requester requesting for encumbrance updates to be made through AOD as to not further disconnect the relationship of encumbrance between AOD and FLAIR.	Duplicate encumbrances and encumbrances not properly managed (overencumbered) will consume budget when converted to PALM. This will reduce the remaining allotment available to pay invoices.	Closed 5/21/2026
Closed	02/12/26	06/02/26	Interface	Outbound Inter/IntraUnit Interface (IUI003) Needed	Stable	9 (High/High)	The Department did not select the IUI003 interface during interface selections, but have come to understand that this interface will be needed in the Axiom Pro/Print Plus solution when filing supporting documentation for vouchers.	The Department has submitted a SNow Ticket to request the additional interface, which was approved by the PALM Project Director. The vendor is aware that we have selected this interface and we expect to receive additional information by the end of April 2026.	F&A staff will be responsible for filing IU voucher supporting documentation outside of Axiom Pro until the interface can be integrated.	closed 6/2/26
Closed	05/05/26	05/29/26	User Acceptance Testing	Delay in Downloading Reports due to Zscaler	Increasing	9 (High/High)	DJJ's security solution causes a delay in receiving Florida PALM reports. The delay could be anywhere from 5-20 minutes. This delay impacts timeliness of running test scripts and has the potential to cause missed deadlines during UAT and delay in processing transactions at Go-Live	Mitigation plan is at the initial phase of discussion.	Delay in meeting UAT milestones.	Closed 5/29/2026
Open and Monitoring	12/22/25		User Acceptance Testing	Limited SME and Staff availability for UAT could negatively impact Budget testing and its outcome	Stable	9 (High/High)	Project SMEs and staff performing UAT also need to perform their regular duties during the same period. This implies limited availability for either UAT or regular duties, which could affect UAT negatively. Attempts are being made by the affected bureaus to boost staffing, but the the gaps still remain because is has been difficult to find capable persons to fill vacant positions	Escalate the staffing issue to leadership; Request additional hiring resources.	UAT and regular work delays, reduced deliverable quality and increased risk of rework.	Risk is dependent on timely hiring and leadership resource support.
Open and Monitoring	12/22/25		User Acceptance Testing	Limited SME and Staff availability for UAT could negatively impact General Services testing and its outcome	Decreasing	9 (High/High)	Project SMEs and staff performing UAT also need to perform their regular duties during the same period. This implies limited availability for either UAT or regular duties, which could affect UAT negatively. Attempts are being made by the affected bureaus to boost staffing, but the the gaps still remain because is has been difficult to find capable persons to fill vacant positions.	Escalate the staffing issue to leadership; Request additional hiring resources.	UAT and regular work delays, reduced deliverable quality and increased risk of rework	Risk is dependent on timely hiring and leadership resource support. Decreasing per Pam 2026/05/19
Open and Mitigating	03/10/26		User Acceptance Testing	Delay In Documenting Test Scripts-Budget	Stable	6 (Medium/High)	If SMEs wait on the PALM Project to provide test procedures before writing UAT test scripts, they may be	Use the current business processes documented by DJJ to draft/create generic aspects of tests of the	SMEs could be overwhelmed trying to create the test scripts from scratch during UAT	Since UAT start has been delayed from August 2025 to February 2026, and the Project is providing process steps and video to help in documenting test scripts/procedures this risk has been

							they may be overwhelmed and not have sufficient time to complete the creation of their UAT test scripts.	aspects of tests of the scripts with assistance from PMO, and then complete the scripts with the PALM Project test procedures when they become available. Budget	UAT.	scripts/procedures, this risk has been minimized
Open and Mitigating	03/10/26		User Acceptance Testing	Delay In Documenting Test Scripts-GS	Stable	6 (Medium/High)	If SMEs wait on the PALM Project to provide test procedures before writing UAT test scripts, they may be overwhelmed and not have sufficient time to complete the creation of their UAT test scripts.	Use the current business processes documented by DJJ to draft/create generic aspects of tests of the scripts with assistance from PMO, and then complete the scripts with the PALM Project test procedures when they become available. GS	SMEs could be overwhelmed trying to create the test scripts from scratch during UAT.	Since UAT start has been delayed from August 2025 to February 2026, and the Project is providing process steps and video to help in documenting test scripts/procedures, this risk has been minimized
Open and Mitigating	03/10/26		User Acceptance Testing	Delay In Documenting Test Scripts-HR	Stable	6 (Medium/High)	If SMEs wait on the PALM Project to provide test procedures before writing UAT test scripts, they may be overwhelmed and not have sufficient time to complete the creation of their UAT test scripts.	Use the current business processes documented by DJJ to draft/create generic aspects of tests of the scripts with assistance from PMO, and then complete the scripts with the PALM Project test procedures when they become available. HR.	SMEs could be overwhelmed trying to create the test scripts from scratch during UAT.	4/21/26: (don't have all the process steps for ex : w2 and tuition waiver steps, icons don't even work in PALM). Since UAT start has been delayed from August 2025 to February 2026, and the Project is providing process steps and video to help in documenting test scripts/procedures, this risk has been minimized
Open and Mitigating	06/04/26		Interface	Requirement change on outbound interfaces with scanty documentation	Increasing	6 (Medium/High)	PALM's Comment on the UAT Communication message board on 5/12/26 reads: Outbound interface file layouts - outbound file layouts include a column called "Required Field". This column and the information indicated therein is not an indicator of the nature of the date in that field nor of any intended processing logic that the agency should include in its business system for processing the information. DJJ has built validation tools based on the interface layout requiring fields.	DJJ must rework on Validation logics and Database tables for all the interfaces.	If DJJ ABS expects the required data from PALM, but is not being sent, then it will be an issue where the data is inadequate	If DJJ ABS expects the required data from PALM, but it is not being sent, then it will be an issue where the data is inadequate.
Open and Mitigating	06/05/26		Interface	Interface Delta File Doesn't Contain Delineating Indicators	Increasing	6 (Medium/High)	For the delta files that DJJ receives, there is not an indicator to delineate what is changing on the file.	Use a full file every time	If only Delta files are shared by PALM, for additions, then each record needs to be checked and updated if already present. For deletions, it will not be known as there is no indicator. Difficult to process and must maintain history	If only Delta files are shared by PALM, for additions, then each record needs to be checked and updated if already present. For deletions, it will not be known as there is no indicator. Difficult to process and must maintain history
Closed	11/04/24	05/05/26	User Acceptance Testing	Limited Staff for UAT	Decreasing	6 (High/Medium)	Vacancies and competing priorities within bureaus heavily affected by the implementation of PALM have caused less time to work on preparing for UAT.	Mitigation Plan: bureaus are actively advertising, interviewing, and recruiting for vacancies as they occur. Additionally, bureaus are training backups to work emergency activations, so if needed, they can free up SME's for UAT.	Bureau SME's and staff may be unavailable for UAT if positions are not filled and competing priorities not realigned.	Closed 5/5/2026
Closed	02/28/25	06/04/26	Business Process Chang	Reliance on Florida PALM and Data Warehouse for Reporting Functionality	Stable	6 (High/Medium)	FLAIR @ DJJ is an agency system that staff rely on to pull financial information and to conduct research. When PALM goes live, FLAIR @ DJJ will only maintain financial historical information; it will not be remediated to incorporate PALM financial information. Because of this, users will need to rely on untested PALM and Data Warehouse reports for their duties, potentially leading to challenges.	SMEs to work with Agency Liaison to ensure that all related financial reports and research information are documented and tested during UAT; Bureau staff will study the reports currently available in the Knowledge Center; PMO to stay abreast of changes and/or updates to reports and communicate major changes to pertinent bureaus.	Reporting functionality will be severely hindered.	Closed 6/4/2026
Closed	11/04/24	05/05/26	User Acceptance Testing	Staff Involvement in UAT Preparation	Stable	6 (High/Medium)	Vacancies and competing priorities within the bureaus responsible for UAT preparation are limited with the amount of time spent on preparing for UAT.	Bureau Chiefs are monitoring vacancies and are striving to fill them within a timely manner so that preparation of UAT is not impacted; PALM Administrators within Budget and Finance and Accounting are preparing the majority of the test scripts with input from the SMEs when available.	Preparation and understanding of expectations during UAT will not be learned by UAT SMEs. UAT will be less informed and may take longer to get through test scripts; Staff will not have a sufficient knowledge base or understanding of the elements of PALM, which could lead to frustration, lack of motivation, and prolonged participation in UAT.	Closing this risk since the timeframe for UAT preparation has passed.

DJJ Issues

Status	Date Opened	Date Closed	Priority	Primary Issue Category	Issue Title	Background	Action Plan	Planned or Actual Resolution Date	Reporting Period Comments
Closed	05/04/26	05/29/26	High - Impacts the ability of the agency to meet deadlines or milestones	User Acceptance Testing	Delay in PALM Report Delivery	Due to the Department's security solution, Florida PALM reports that are downloaded to users' computers either take 5-20 minutes to generate or they aren't generated at all.	Bring to IT Bureau Chief for resolution.	05/31/26	Resolved

DJJ Assumptions

Critical Operational Elements	Assumption	Status	Date Logged or Removed	Impacted Stakeholder(s) and/or System(s)	Reporting Period Comments for May - June 2026
Processes Data	Chart of Account (COA) will not change beyond what the FL PALM team has forecast	Logged	08/01/23	Marcia Haye (F&A)	No change for this period
People	All SMEs will be available to work on required PALM-tasks.	Logged	04/17/24	Bureau SMEs	Depends on absences and payroll deadlines
People	There is a commitment from end users to the PALM Project.	Logged	04/23/24	All	No change for this period
People Technology	PALM funding is maintained at the current level or greater allowing current BU-specific PALM administrators to be kept on staff.	Logged	04/23/24	PMO, F&A, General Services, Budget	No change for this period
People Processes Data	There will be sufficient engagement from DJJ's SME's who are knowledgeable about agency business processes.	Logged	04/23/24	F&A, Budget, General Services, HR, BPCA, BCM	No change for this period
People Processes Technology Data	The PALM team will provide sufficient and adequate guidance to DJJ.	Logged	04/23/24	F&A, Budget, General Services, HR, BPCA, BCM, PMO	Unknown but required F&A
People	DJJ PMO can drive the implementation of the PALM Project with four team members.	Logged	12/03/24	PMO	No change for this period
Data	Unreconciled payroll warrants will not be included in the Outstanding Warrant Report (APR018).	Logged	04/21/25	HR	This report reflected unreconciled warrants
People Technology	Cutover will be no longer than approximately 3 weeks.	Logged	04/30/25	Supplier payments	DFS decision
Technology	PALM will incorporate additional interfaces after Go-Live, if needed by DJJ.	Logged	05/01/25	IT, F&A	Unknown but requested by F&A
Technology Data	PALM will not alter the interfaces DJJ has selected.	Logged	05/01/25	IT	Stable. Required fields that do not have values may primarily affect the future interfaces for F&A
Data	If balances on purchase orders in AOD are different than what's reported in FLAIR, when encumbrance data is converted to PALM, AOD will update to reflect the FLAIR/PALM balances. As long as encumbrance balances are maintained in FLAIR, the balances of the purchase orders from AOD will be successfully converted into Florida PALM	Logged	05/01/25	F&A, Budget, General Services	Still an assumption until conversion occurs.
Data	Zero dollar contracts in FACTS will not be converted to PALM	Logged	10/15/24	BPCA and General Services	Will cause a problem for F&A; Changed stakeholders from BCM and F&A to BPCA and GS
Processes	The BOSP Beneficiary Form will be updated from FLAIR to PALM account values and provided to the agencies prior to PALM Go-Live	Logged	07/25/25	Human Resources	unknown if assumption is accurate per Bureau
People Data	Employees will be provided training on the object code to account crosswalk.	Logged	08/20/25	UAT SMEs and End-Users involved in UAT Full	No change for this period
People	Identified SMEs and end users will be available throughout UAT and will have documented and understood the test cases assigned to them prior to execution.	Logged	09/05/25	UAT SMEs and End-Users	No change for this period
Technology	The Florida PALM system will remain continuously available and accessible for the full duration of User Acceptance Testing (UAT).	Logged	09/05/25	All End-Users	DFS Decision
Processes	DFS will provide agencies with instructions on how employees can access the Employee Information Center (EIC) in Florida PALM.	Logged	05/08/26	All users	unknown if assumption is accurate per Bureau; DFS decision

Agency Sponsor Confirmation

Fields marked with an asterisk (*) are required.

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

DJJ Status Report Confirmation

Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
May - June 2026	T. Dodie Garye	dodie.garye@fldjj.gov	07/10/26
March - April 2026	Heather DiGiacomo	heather.digiacomo@fldjj.gov	05/11/26
January - February 2026	Heather DiGiacomo	heather.digiacomo@fldjj.gov	03/10/26

Helpful Links

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

DLA 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 2026

Agency Sponsor

Darlene Faris

RW Task Timeliness

Direct Impact Task Timeliness

Direct Impact Task Timeliness:

Score = 98.87%

- Submitted On Time = 48
- Submitted Late = 5
- Pending Submission = 3

Other Task Timeliness

Other Task Timeliness:

Score = 93.4%

- Submitted On Time = 89
- Submitted Late = 14
- Pending Submission = 0

The RW Task Timeliness dials reflect the timeliness of your agency's submission of all RW tasks based on the task due date. Calculations are based on all RW tasks to date.

RW Task Completeness

Direct Impact Task Completeness

Direct Task Completeness:

Score = 84.81%

- Submitted Complete = 34
- Submitted Incomplete = 6
- Completed After Submission = 14

Other Task Completeness

Other Task Completeness:

Score = 90.40%

- Submitted Complete = 59
- Submitted Incomplete = 3
- Completed After Submission = 13

The RW Task Completeness dials reflect the completeness of your agency's task submissions based on the task rubric. Calculations of task completeness includes all RW Tasks since RW 512.

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

Change Champion Network:

- Unique Filled Role = 17
- Duplicate Filled Role = 13
- Vacant Role = 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
Direct	Technology	**576**	Complete Internal Agency Business System Test and Remediation to prepare for Cycle 2 - Technical Interface Testing	01/06/25	07/25/25	75% - Consolidating/Inputting Information for Submission		Blocked due to missing Single Pay procedures, which prevents testing.		
Direct	Data	**661**	Update Conversion Field Mapping	08/11/25	11/05/25	75% - Consolidating/Inputting Information for Submission			Task Closed - Submission Incomplete	
N/A	People	**607**	Update Training Plan	04/06/26	06/05/26	100% - Submitted	**06/04/26**	Training Plan updated with current training approach in Version History section. Ongoing updates will be incorporated as training team discussions and collaboration activities continue.	Submission Complete	
Direct	Data	**713**	Confirm Supplier Records	04/20/26	05/22/26	100% - Submitted	**05/14/26**		Submission Complete	05/22/26
Direct	Data	**698**	Complete Data Cleansing in Preparation for Dry Run 2	04/20/26	06/17/26	50% - In Progress		6/19 FH: NOT SUBMITTED/ TASK CLOSED Agency SMEs were prioritizing fiscal year-end financial activities and were unable to dedicate sufficient time to complete this task by the due date. Work will continue as resources will become available.	Task Closed - Submission Incomplete	
N/A	N/A	**677**	Submit Bimonthly Agency Readiness Status Report	05/01/26	05/11/26	100% - Submitted	**05/11/26**		Submission Complete	
Indirect	N/A	**678**	Submit Monthly Progress Report - Testing, Training	05/01/26	05/29/26	100% - Submitted	**05/29/26**		Submission Complete	
Indirect	Data	**699**	Maintain Configuration and Conversion Workbooks	05/01/26	05/29/26	100% - Submitted	**05/29/26**		Submission Complete	
Indirect	People	**700**	Maintain Role Mapping Worksheet	05/01/26	05/29/26	100% - Submitted	**05/28/26**		Submission Complete	
N/A	Processes	**602**	Update Agency Business Process Documentation	05/04/26	10/30/26	25% - Beginning Initial Internal Meetings and Information Gathering				
N/A	People	**604**	Create Agency-Specific Learning Materials to Support End Users	05/04/26	10/30/26	25% - Beginning Initial Internal Meetings and Information Gathering				
Direct	Data	**701**	Submit Configuration and Conversion Workbooks	06/01/26	06/17/26	100% - Submitted	**06/17/26**	The SpeedKey issue remains unresolved, and the Position Funding updates have not yet been reflected as expected even after API Run. Agency is working with PALM to investigate and resolve the issue.	Task Closed - Submission Incomplete	
Direct	People	**702**	Submit Role Mapping Worksheet	06/01/26	06/26/26	100% - Submitted	**06/25/26**		Submission Complete	
Indirect	N/A	**679**	Submit Monthly Progress Report - Testing, Training	06/01/26	06/30/26	100% - Submitted	**06/30/26**		Submission Complete	
Indirect	N/A	**619**	Update Agency Readiness Certification #3	06/22/26	07/10/26	100% - Submitted	**07/10/26**			
Indirect	Technology	**586**	Create Agency Deployment Plan and Cutover Checklist to Prepare for Go-Live	06/29/26	09/11/26	25% - Beginning Initial Internal Meetings and Information Gathering				
N/A	N/A	**680**	Submit Bimonthly Agency Readiness	07/01/26	07/10/26	100% - Submitted	**07/10/26**			

			Status Report							
Indirect	N/A	**681**	Submit Monthly Progress Report - Testing, Training, Cutover	07/01/26	07/31/26	25% - Beginning Initial Internal Meetings and Information Gathering				
Indirect	Data	**703**	Maintain Configuration and Conversion Workbooks	07/01/26	07/31/26	25% - Beginning Initial Internal Meetings and Information Gathering				
Indirect	People	**704**	Maintain Role Mapping Worksheet	07/01/26	08/21/26	75% - Consolidating/Inputting Information for Submission				

Agency Reported

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

DLA Risks

Status	Date Opened	Date Closed	Primary Risk Category	Risk Title	Trend	Risk Rating	Background	Monitor/Mitigation Plan/Resolution	Impact if Risk Becomes an Issue	Reporting Period Comments
Open and Mitigating	01/13/26		Staffing/Resource Availal	Limited SME availability and Potential SOD Conflicts during UAT Due to Operational Workload	Increasing	9 (High/High)	Agency SMEs are responsible for supporting Florida PALM UAT activities while also managing day-to-day operational responsibilities. Due to limited staffing and overlapping responsibilities, SMEs may encounter potential segregation of duties(SOD) conflicts during testing.	The risk was discussed with PALM team. Agency will monitor SME availability and potential SOD conflicts during UAT and adjust participation as needed based on operational priorities.	Delays or gaps in UAT execution may occur, resulting in reduced test coverage, delayed defect identification and resolution, and potential impacts to overall project readiness and go-live timelines.	No change. SME availability continues to be limited due to operational priorities.
Open and Monitoring	01/13/26		Deployment/Cutover	Potential System Downtime During PALM-FLAIR Transition	Increasing	9 (High/High)	During the transition from FLAIR to Florida PALM, there may be anticipated periods where system availability is reduced. Clarification has been requested from the PALM team regarding any planned downtime.	Agency raised the question with PALM RCs and is awaiting confirmation regarding anticipated system downtime. Agency will monitor updates.	It may delay processing activities, impact UAT execution, and affect day-to-day operational tasks during the transition period.	Awaiting PALM guidance on planned system downtime. Continue monitoring for updates.
Open and Monitoring	04/15/26		Agency Business Systen	DFS Single Pay Approval Impact on consumer restitution payments and Refunds.	Increasing	9 (High/High)	Additional processes are being added to support Single Pay for consumer restitutions, and refunds, requiring updates to ABS and supplier records to prevent payment delays.	We need to revise ABS processes to include supplier records being added by DFS then being ingested by ABS which causes delay in payment processing.	Delay in payment processing affects timely disbursements.	No change. ABS process updates are in progress to support supplier record integration and minimize payment delays.
Open and Mitigating	07/08/26		Conversion/Configuratior	FLAIR / PALM Crosswalk	Increasing	9 (High/High)	Currently no crosswalk exists to map FLAIR data to PALM data, including speedkeys.	• Project team is reaching out to other agencies to see if they've been successful creating a crosswalk. • F&A will need to assist in crosswalk development. • All business units will need to know how to code from FLAIR to PALM.	If no crosswalk is developed, DLA Business Units will struggle with day-to-day operations post-cutover.	Newly logged and being discussed.
Open and Mitigating	04/30/25		Role Mapping	Segregation of responsibilities with a Florida PALM user role.	Increasing	6 (Medium/High)	FLAIR user access allows the agency to restrict functions but Florida PALM user roles do not allow for restricting activities.	We need to determine if this will be a training issue or if responsibilities will need to be shifted to HR for payroll related activities.	HR will have to assume additional responsibilities.	SOD conflicts still exist for Budget. A&A approved the request for an exemption on 6/25/2026. The exemption expires 10/24/2026.
Open and Monitoring	01/13/26		Deployment/Cutover	Inter-Agency PALM Go-Live Readiness Impacting DLA Operations	Stable	6 (Medium/High)	Agency relies on Inter-agency transactions and coordination to support day-to-day operations. If one or more dependent agencies are not ready for Florida PALM go-live, required inter-agency processes and transactions may be delayed or disrupted, potentially impacting agency's operational continuity.	The risk was previously discussed with PALM RCs. Agency will continue to monitor updates from DFS and adjust planning as needed to minimize operational priorities.	Delays or disruptions in inter-agency processes may impact DLA's day-to-day operations and require interim or manual procedures untill all dependent agencies are fully live in Florida PALM	No change. Continue monitoring DFS/PALM updates and coordinating with cross-agencies to support operational readiness.
Open and Mitigating	05/06/26		Business Process Chang	Lack of Batch Upload Capability for Supporting Documents/ Project ID Processing	Stable	6 (High/Medium)	Current understanding is that PALM may require supporting documents and Project ID related records to be uploaded manually one at a time instead of through a batch upload process. Existing agency processes currently support bulk uploads through Excel/scripting in FLAIR. If PALM does not support batch upload functionality, Finance & Accounting staff may experience operational delays and increased manual workload after cutover.	• Validate functionality during UAT testing. • Escalate to PALM/DFS if no batch upload capability exists.	Manual one-by-one uploads may significantly delay processing activities and increase operational workload during post-cutover production activities, especially during high-volume processing periods.	No change. Batch upload functionality will be validated during UAT. The agency will continue coordinating with PALM/DFS.
Open and Mitigating	05/07/26		Business Process Chang	Manual Payroll Split Processing for Federal Grants	Stable	6 (High/Medium)	Current Medicaid Fraud payroll and related expenditures are processed using split funding between Federal Grants Trust	• Coordinate with PALM/DFS regarding split funding approach • Validate split funding capability during UAT activities.	If PALM does not support expected split funding functionality, additional manual journal transfers and payroll adjustment	Continue discussions with Finance and Payroll SMEs and validate split funding functionality during UAT.

							Fund and General Revenue. Existing processes use journal transfers and spreadsheet/scripting activities. There is uncertainty regarding how PALM payroll processing and split funding functionality will operate after cutover.	• Continuing discussions with Finance and Payroll SMEs regarding future-state processing	activities may be required after cutover, increasing operational workload and reconciliation efforts.	
Open and Mitigating	07/08/26		Agency Business Systen	Onbase Contracts	Stable	6 (High/Medium)	ABS Onbase Contracts is undergoing a modernization effort. Existing scope was to build this based on FLAIR data, not PALM.	• Review the screens for Onbase Contracts and provide modifications needed to accommodate PALM data. • Coordinate with DLA IT to review the output file from Onbase Contracts to ensure the file satisfies the new PALM format requirements (field names, character limits, etc.).	If ABS Onbase Contracts is not reconfigured based on PALM data in time for UAT, CTI002 spreadsheet upload functionality may have errors and not be accepted into PALM. If CTI002 fails, all info for contracts will have to be manually entered into PALM.	Onbase Contracts project manager states this is on track for Go/No-Go by next week. If this stays on track and we can get the screen mockup and output file ready for modifications, DLA IT states they will have resources available to make these changes, and F&A will have time to test after UAT refresh.
Open and Mitigating	07/08/26		Agency Business Systen	Onbase Purchasing	Stable	6 (High/Medium)	ABS Onbase Purchasing is undergoing a modernization effort. Existing scope was to build this based on FLAIR data, not PALM.	• Review the screens for Onbase Purchasing and provide modifications needed to accommodate PALM data. • Coordinate with DLA IT to review the output file from Onbase Purchasing to ensure the file satisfies the new PALM format requirements (field names, character limits, etc.) for API002.	ABS Onbase Purchasing is not reconfigured based on PALM data in time for UAT, API002 interface functionality may have errors and not be accepted into PALM. The team is discussing what this means in the instance API002 fails (will data be manually entered into PALM? Will DLA be unable to process any purchasing transactions until API002 is successfully accepted?).	Onbase Purchasing project manager states this is on track for Go/No-Go by next week. If this stays on track and we can get the screen mockup and output file ready for modifications, DLA IT states they will have resources available to make these changes, and F&A will have time to test after UAT refresh.
Open and Mitigating	07/08/26		Agency Business Systen	Onbase Check Listings	Stable	6 (High/Medium)	This modernization will help us complete DLA's transition to PALM. The existing screen in Production will need to be taken down when the modernized Onbase Check Listings screen has been tested and ready to deloy.	• Onbase Check Listings needs to be live in the UAT environment. • Developer (Deshan) for Cash Receipts can pull the file into the new Cash Receipts ABS that will generate the file for ARI007.	If Onbase Check Listings is not in the UAT environment, DLA will be unable to complete end-to-end testing and validation. If this fails, all info for check listings will have to be manually entered into PALM.	Onbase Check Listings project manager states this is on track for deployment to UAT by the end of July 2026.
Open and Mitigating	07/08/26		Conversion/Configuratior	PALM Data Repository	Increasing	6 (High/Medium)	Currently all configuration and conversion data are stored in SmartSheet. Once the PALM project has cutover, the Agency will need to have all of the data and logic stored in a DLA repository.	The project team is discussing the following questions with stakeholders: • The agency needs to own the data going in and out of PALM, especially as a backup to PALM. Where/how can this be stored? • Once the PALM project ends and the staff aug contractors move to other projects, the knowledge for PALM and how it's designed leaves with them. Who will be the data stewards of this repository? • What is the process to update/modify data and/or logic post cutover?	If the agency loses the data and logic contained in SmartSheet, DLA will struggle when files have errors or when modifications need to be made.	Newly logged and being discussed.

DLA Issues

Status	Date Opened	Date Closed	Priority	Primary Issue Category	Issue Title	Background	Action Plan	Planned or Actual Resolution Date	Reporting Period Comments
Closed	12/20/24	05/07/26	Critical - Impacts the abil	Interface	Approval seeking on batch upload to Import process for supporting documents	The need for batch upload approval was identified to improve the efficiency of importing supporting documents.	If there is no project solution it will require considerable staff effort to complete the supporting docs	04/14/25	Moved from Issue Log to Risk Log after team discussion. Not currently blocking project activities. Refer associated Risk ID: 011
Closed	04/09/25	05/07/26	Critical - Impacts the abil	Business Process Chang	Manual payroll split for federal grants.	Manual process may be required to split payroll costs related to federal grants rather than utilizing Florida PALM payroll accounting functions.	We are hopeful that the future tasks will allow us to rectify the issue	09/25/25	Moved to Risk Log for ongoing monitoring. Refer associated Risk ID: 012
Open	05/21/25		Critical - Impacts the abil	User Acceptance Testing	Data Warehouse	We have no way to test whether the new data warehouse will function the way that it does today because it's not available for us to test it.	Follow up with DW/BI UAT Testing participants and PALM resources to confirm available data warehouse testing capabilities and reporting validation approach.	06/30/26	DW/BI UAT testing continued. User access and report validation activities are in progress.
Open	06/26/26		Critical - Impacts the abil	Staffing/Resource Availal	DLA SME Resource Availability	The Finance & Accounting (F&A) team has been unable to complete any User Acceptance Test (UAT) scripts. This is due mainly to competing priority requests received from the Front Office/Capitol and/or operational deadlines (tax season, fiscal year-	DLA does not currently have a solid action plan, mainly because the focus has been on replacing the previous Director of Administration (position has been vacant since September 2025). Several staffing / SOD discussions and decisions will need to	07/31/26	Newly logged. Raising this issue up for visibility to explain how staffing challenges continue to impact our progress.

						end, etc.). The F&A team is understaffed due to both: - losing positions with no decrease in workload and - lack of qualified candidates for the positions they do have available. This is further compounded when staff members are out of the office (time off, sick leave, FMLA, offsite meetings/trainings, etc.). DLA hired several staff aug contractors to assist with the PALM project workload and to complete many PALM-related activities (ABS modernization development, business analysis, and project management). These resources heavily rely on the DLA F&A SMEs for their finance/budget (especially DLA-specific finance/budget) expertise. With limited SME availability, tasks have started to pile up needing SME clarification (how should this work in reality?), validation (did we map these items correctly), and acceptance/approval (transitioning SAM roles from F&A to IT to avoid role mapping conflicts).	be made once this role has been filled and the resource has been onboarded. The 7/31/2026 Planned Resolution Date is arbitrary at this point. The true Planned Resolution Date will be updated once we know we have a resource coming onboard.		
Open	09/10/25		High - Impacts the ability	Conversion/Configuratior	Review and validation of extensive PALM Supplier file	The PALM Supplier file is significantly large, making it difficult for F&A staff to complete reviews within the required timeframe. This may impact timely validations and downstream processes.	Extend review timelines or allocate additional resources to ensure accurate validation of supplier data. 05/07- Continue reviewing the Supplier file and identify an efficient approach for validating extensive supplier records. Coordinate with PALM and other agencies for clarification and best practices.	05/30/26	Fiscal-year end activities have limited SME availability to complete the PALM Supplier File validation.
Open	04/08/26		High - Impacts the ability	Deployment/Cutover	Unclear guidance on PCard usage, prompt payment, and payment processing during PALM cutover	The agency has requested clarity on operational impacts during the PALM cutover period (Dec 19, 2026 – Jan 1, 2027), including PCard usage, prompt payment processing, and general payment activities. A&A indicated that WORKS and related systems will experience downtime, and transactions will not be accessible until the updated environment is available. Guidance on PCard usage and prompt payment handling is still being finalized and requires State-level decisions. Additionally, the agency has identified several operational concerns, including inability to process on-demand checks, restrictions on advance payments, and potential delays in invoice processing. Finalized guidance is not yet available, creating uncertainty for agency planning and communication.	Follow up with DFS/PALM for finalized guidance on: • PCard usage during cutover • Prompt payment handling • Payment processing limitations • Track updates from State-level decisions • Identify and document agency contingency plans • Prepare communication inputs for executive and agency staff	12/01/26	The agency is awaiting final guidance from DFS/PALM before completing planning activities.

DLA Assumptions

Critical Operational Elements	Assumption	Status	Date Logged or Removed	Impacted Stakeholder(s) and/or System(s)	Reporting Period Comments for May - June 2026
Processes	Processes will require modification to accommodate new roles	Logged	09/07/23	Finance & Accounting	Role mapping activities are substantially complete. SOD and SAM forms have been submitted for A&A review. The SAM transition to the IT team is in progress, and the remaining SOD issue for the Budget area will be resolved once the additional resource is onboarded.
People, Processes, Technology, Data	Final build is complete and available for UAT and Interface Testing	Logged	12/20/24	Finance & accounting, VANExt, EGrants, SQL reporting	The final build has been available for UAT and interface testing. User story and test case development have been completed, and SME validation is pending. Interface testing is substantially complete, with the remaining ARI007/ARI024 end-to-end validation currently under investigation.
Processes, Data	Supplier records were added by DLA; however, PALM and FLAIR supplier outputs require additional validation and clarification.	Logged	05/31/26	Finance & Accounting	DFS A&A and DLA aligned on the Single Pay testing approach, scenarios, and processing expectations. DLA sponsor confirmed that UAT execution will begin after fiscal year-end activities; therefore no Single Pay testing was performed during this

					therefore, no Single Pay testing was performed during this reporting period.

Agency Sponsor Confirmation

Fields marked with an asterisk (*) are required.

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

DLA Status Report Confirmation

Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
May - June 2026	Darlene Faris - Interi	darlene.faris@myfloridalegal.com	07/10/26
March - April 2026	Darlene Faris - Interi	darlene.faris@myfloridalegal.com	05/11/26
January - February 2026	Darlene Faris - Interi	darlene.faris@myfloridalegal.com	03/16/26
January - February 2026	Darlene Faris - Interi	darlene.faris@myfloridalegal.com	03/10/26

Helpful Links

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

DMA 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 2026

Agency Sponsor

Col. Adam Curry

RW Task Timeliness

Direct Impact Task Timeliness

Direct Impact Task Timeliness:

Score = 99.45%

- Submitted On Time = 52
- Submitted Late = 3
- Pending Submission = 0

Other Task Timeliness

Other Task Timeliness:

Score = 99.13%

- Submitted On Time = 96
- Submitted Late = 7
- Pending Submission = 0

The RW Task Timeliness dials reflect the timeliness of your agency's submission of all RW tasks based on the task due date. Calculations are based on all RW tasks to date.

RW Task Completeness

Direct Impact Task Completeness

Direct Task Completeness:

Score = 87.22%

- Submitted Complete = 38
- Submitted Incomplete = 4
- Completed After Submission = 12

Other Task Completeness

Other Task Completeness:

Score = 96.40%

- Submitted Complete = 64
- Submitted Incomplete = 2
- Completed After Submission = 9

The RW Task Completeness dials reflect the completeness of your agency's task submissions based on the task rubric. Calculations of task completeness includes all RW Tasks since RW 512.

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

Change Champion Network:

- Unique Filled Role = 12
- Duplicate Filled Role = 2
- Vacant Role = 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	People	**607**	Update Training Plan	04/06/26	06/05/26	100% - Submitted	**05/27/26**		Submission Complete	
Direct	Data	**713**	Confirm Supplier Records	04/20/26	05/22/26	100% - Submitted	**05/12/26**		Submission Complete	
Direct	Data	**698**	Complete Data Cleansing in Preparation for Dry Run 2	04/20/26	06/17/26	100% - Submitted	**06/17/26**		Submission Complete	
N/A	N/A	**677**	Submit Bimonthly Agency Readiness Status Report	05/01/26	05/11/26	100% - Submitted	**05/07/26**		Submission Complete	
Indirect	N/A	**678**	Submit Monthly Progress Report - Testing, Training	05/01/26	05/29/26	100% - Submitted	**05/29/26**		Submission Complete	
Indirect	Data	**699**	Maintain Configuration and Conversion Workbooks	05/01/26	05/29/26	100% - Submitted	**05/27/26**		Submission Complete	
Indirect	People	**700**	Maintain Role Mapping Worksheet	05/01/26	05/29/26	100% - Submitted	**05/27/26**		Submission Complete	
N/A	Processes	**602**	Update Agency Business Process Documentation	05/04/26	10/30/26					
N/A	People	**604**	Create Agency-Specific Learning Materials to Support End Users	05/04/26	10/30/26					
Direct	Data	**701**	Submit Configuration and Conversion Workbooks	06/01/26	06/17/26	100% - Submitted	**06/17/26**		Task Closed - Submission Incomplete	
Direct	People	**702**	Submit Role Mapping Worksheet	06/01/26	06/26/26	100% - Submitted	**06/25/26**		Submission Complete	
Indirect	N/A	**679**	Submit Monthly Progress Report - Testing, Training	06/01/26	06/30/26	100% - Submitted	**06/29/26**		Submission Complete	
Indirect	N/A	**619**	Update Agency Readiness Certification #3	06/22/26	07/10/26					
Indirect	Technology	**586**	Create Agency Deployment Plan and Cutover Checklist to Prepare for Go-Live	06/29/26	09/11/26					
N/A	N/A	**680**	Submit Bimonthly Agency Readiness Status Report	07/01/26	07/10/26	100% - Submitted	**07/07/26**			
Indirect	N/A	**681**	Submit Monthly Progress Report - Testing, Training, Cutover	07/01/26	07/31/26					
Indirect	Data	**703**	Maintain Configuration and Conversion Workbooks	07/01/26	07/31/26					
Indirect	People	**704**	Maintain Role Mapping Worksheet	07/01/26	08/21/26					

Agency Reported

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

DMA Risks

Status	Date Opened	Date Closed	Primary Risk Category	Risk Title	Trend	Risk Rating	Background	Monitor/Mitigation Plan/Resolution	Impact if Risk Becomes an Issue	Reporting Period Comments
Open and Monitoring	01/05/26		Agency Business System	ARRO interface teting.	Increasing	3 (High/Low)	Need to test ARRO interface Jan/Feb 26	Test interface prior to Go-Live.	DMA/FSG will not be paid.	Continuing to test with ARRO.

DMA Issues

Status	Date Opened	Date Closed	Priority	Primary Issue Category	Issue Title	Background	Action Plan	Planned or Actual Resolution Date	Reporting Period Comments
Open	07/31/25		High - Impacts the ability	Agency Business System	Start planning process for 2-3 week downtime of system when FLAIR converts to PALM	DMA Staff must plan and implement downtime process necessary for the potential FLAIR offline due to converstion to PALM.	Continue to monitor	06/01/26	N/A
Open	02/28/25		Low - All impacts not liste	Agency Business System	Lump sum payment made for multiple items that become Assets: a. FLAIR allows these payments to be unitized into Assets by the Asset tag and cost per item. b. Palm allows these payments to be unitized into Assets by dividing the total costs by the total assets averaging the costs per unit rather than by the true costs.	Cost averaging is ok if every asset has the exact same cost but there are many assets purchased together where the costs are completely different. This will result in inaccurate asset valuations. Example would be a skid steer with multiple attachments.	Continue to monitor	10/01/25	N/A
Open	02/28/25		Low - All impacts not liste	Agency Business System	FLAIR Pending table vs PALM staging table	a. FLAIR allows for pending items to be deleted. If payments are made for assets that fall outside the threshold of property by State and Agency requirements. These can be deleted. b. Palm allows for the pending item to be skipped but its can never be deleted.	Continue to monitor	10/01/25	N/A

DMA Assumptions

Critical Operational Elements	Assumption	Status	Date Logged or Removed	Impacted Stakeholder(s) and/or System(s)	Reporting Period Comments for May - June 2026
People Processes Technology Data	Changing of ARRO file format	Logged	03/05/24	Agency has concern about potential file changes that will be required from ARRO without missing any bi-weekly payrolls.	N/A
People Processes Technology Data	A downtime plan for FLAIR will be in place prior to the conversion to PALM	Logged	07/31/25	All agency business systems	N/A
People Processes Technology Data	Florida State Guard data will be managed by DMA.	Logged	09/04/25	FSG is currently managed by DMA and is a separate agency. Need to ensure that our DMA accounting staff has access and can manage FSG.	N/A

Agency Sponsor Confirmation

Fields marked with an asterisk (*) are required.

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

Privacy Policy | Report Abuse

DMA Status Report Confirmation

Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
May - June 2026	COL Adam Curry	adam.m.curry.mil@army.mil	07/07/26
March - April 2026	COL Adam Curry	adam.m.curry.mil@army.mil	05/07/26
January - February 2026	COL Adam Curry	adam.m.curry.mil@army.mil	03/05/26

Helpful Links

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

DMS 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 2026

Agency Sponsor

Lance Dyal

RW Task Timeliness

Direct Impact Task Timeliness

Direct Impact Task Timeliness:

Score = 99.63%

- Submitted On Time = 52
- Submitted Late = 2
- Pending Submission = 0

Other Task Timeliness

Other Task Timeliness:

Score = 97.38%

- Submitted On Time = 91
- Submitted Late = 12
- Pending Submission = 0

The RW Task Timeliness dials reflect the timeliness of your agency's submission of all RW tasks based on the task due date. Calculations are based on all RW tasks to date.

RW Task Completeness

Direct Impact Task Completeness

Direct Task Completeness:

Score = 83.96%

- Submitted Complete = 35
- Submitted Incomplete = 5
- Completed After Submission = 13

Other Task Completeness

Other Task Completeness:

Score = 94.27%

- Submitted Complete = 68
- Submitted Incomplete = 2
- Completed After Submission = 5

The RW Task Completeness dials reflect the completeness of your agency's task submissions based on the task rubric. Calculations of task completeness includes all RW Tasks since RW 512.

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

Change Champion Network:

- Unique Filled Role = 9
- Duplicate Filled Role = 6
- Vacant Role = 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	People	**607**	Update Training Plan	04/06/26	06/05/26	100% - Submitted	**05/26/26**		Submission Complete	
Direct	Data	**713**	Confirm Supplier Records	04/20/26	05/22/26	100% - Submitted	**05/20/26**	APC001 was checked out of the DMS Secure Files Library, completed and confirmed with no changes, then checked back in on 05-20-26.	Submission Complete	
Direct	Data	**698**	Complete Data Cleansing in Preparation for Dry Run 2	04/20/26	06/17/26	100% - Submitted	**06/16/26**		Submission Complete	
N/A	N/A	**677**	Submit Bimonthly Agency Readiness Status Report	05/01/26	05/11/26	100% - Submitted	**05/08/26**		Submission Complete	
Indirect	N/A	**678**	Submit Monthly Progress Report - Testing, Training	05/01/26	05/29/26	100% - Submitted	**05/29/26**		Submission Complete	
Indirect	Data	**699**	Maintain Configuration and Conversion Workbooks	05/01/26	05/29/26	100% - Submitted	**05/29/26**		Submission Complete	
Indirect	People	**700**	Maintain Role Mapping Worksheet	05/01/26	05/29/26	100% - Submitted	**05/29/26**		Submission Complete	
N/A	Processes	**602**	Update Agency Business Process Documentation	05/04/26	10/30/26	50% - In Progress				
N/A	People	**604**	Create Agency-Specific Learning Materials to Support End Users	05/04/26	10/30/26	50% - In Progress				
Direct	Data	**701**	Submit Configuration and Conversion Workbooks	06/01/26	06/17/26	100% - Submitted	**06/16/26**		Submission Complete	
Direct	People	**702**	Submit Role Mapping Worksheet	06/01/26	06/26/26	100% - Submitted	**06/26/26**		Task Closed - Submission Incomplete	
Indirect	N/A	**679**	Submit Monthly Progress Report - Testing, Training	06/01/26	06/30/26	100% - Submitted	**07/01/26**		Submission Complete	
Indirect	N/A	**619**	Update Agency Readiness Certification #3	06/22/26	07/10/26	50% - In Progress				
Indirect	Technology	**586**	Create Agency Deployment Plan and Cutover Checklist to Prepare for Go-Live	06/29/26	09/11/26	25% - Beginning Initial Internal Meetings and Information Gathering				
N/A	N/A	**680**	Submit Bimonthly Agency Readiness Status Report	07/01/26	07/10/26	100% - Submitted	**07/09/26**			
Indirect	N/A	**681**	Submit Monthly Progress Report - Testing, Training, Cutover	07/01/26	07/31/26	50% - In Progress				
Indirect	Data	**703**	Maintain Configuration and Conversion Workbooks	07/01/26	07/31/26	50% - In Progress				
Indirect	People	**704**	Maintain Role Mapping Worksheet	07/01/26	08/21/26	50% - In Progress				

Agency Reported

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

DMS Risks

Sheet Name	Status	Date Opened	Date Closed	Primary Risk Category	Risk Title	Trend	Risk Rating	Background	Monitor/Mitigation Plan/Resolution	Impact if Risk Becomes an Issue	Reporting Period Comments
DMS Risks	Closed	02/19/25	05/08/26	User Acceptance Testing	User Acceptance Testing (UAT) Failure To Ensure Successful End User Training	Increasing	9 (High/High)	Current scheduled readiness tasks require agencies to have created their testing and training plan for all business processes without knowing or seeing the manual procedures in PALM to perform the business process transaction. Under this situation, DMS is unable to create a detailed enough test and training to ensure successful end user training. Owner: Stephen Russell, DSGI	Feb 19: Based on discussions with PALM in the touchpoint meeting, PALM will create "process steps" that will provide the needed detail to create the UAT tests and End User Training. UAT success will be dependent on PALM publishing the "process steps" in time to be utilized by the agencies for UAT plans. The success of end-user training and testing for PALM at any state agency is contingent of having detailed instructions of the steps to perform for each Business Process, also called a User Manual. Currently, the “process steps” are not available. Based on the PALM project timeline and need for accurate, uniform information as the basis of testing the training, the PALM Team will need provide these “Process Steps” in the form of a user manual for the Tier 1 and Tier 2 ’s Business Process before testing and training scripts can be created.	This will negatively impact the validity of testing DMS business processes in the new PALM system and conduct lucrative End User Training. Not having the Business Process steps available in early enough time to allow state agencies to create test scripts and training courses, creates a HIGH risk of failure to UAT.	This risk has evolved and is being addressed in a newly documented risk.
DMS Risks	Open and Monitoring	04/09/25		Interface	Interfaces and Possible Redevelopment	Increasing	9 (High/High)	Interfaces Late discovery of defects, requirements changes, or any other event that could cause redevelopment for DMS could strain resources on the DMS team. Owner: OIT / Production Support	Weekly internal technical meetings to review and address. Recommend PALM establish a cutoff date to any changes to fields and interface layouts. Interface testing readiness is crucial to DMS success.	Changes will negatively affect the interface reliability.	Continuing to monitor.
DMS Risks	Open and Monitoring	03/16/26		Deployment/Cutover	PALM System Usability and Workforce Transition Risk	Increasing	9 (High/High)	The State is transitioning from the legacy Florida Accounting Information Resource (FLAIR) to the new Planning, Accounting, and Ledger Management System (PALM). Many agency financial staff have decades of experience working within the FLAIR system and its established business processes. Under the current implementation schedule, agencies will have approximately ten months to test the new system and train staff prior to statewide cutover. Preliminary testing has indicated that the PALM system requires significantly more navigation steps and is less intuitive for routine transactions than the current FLAIR system. Transactions that previously took approximately 30 seconds to complete in FLAIR are currently taking approximately 2.5 minutes in PALM during testing. This increased complexity, combined with the limited transition period for staff to adapt to new workflows and system functionality, presents operational risks for agencies. Risk Statement (Cause – Risk – Impact) Due to the increased complexity and navigation requirements of the PALM system, coupled with a limited transition and training period for staff accustomed to FLAIR processes, agencies may experience reduced transaction efficiency and difficulty adapting to the new system prior to implementation. This	DMS continues to engage at a level necessary to develop end user aptitude based on information made available to state agencies and by incorporating elements of training and learning into its UAT strategy, so as to reduce adverse impacts of deploying a system with low relative levels of relative familiarity.	Such an issue could result in reduced efficiency in processing routine financial transactions, increased processing time for high-volume transactions, increased training and support needs for agency financial staff, temporary backlogs in transaction processing during the transition period, greater risk of user errors as staff adjust to new workflows and system navigation.	Continuing to monitor.

								implementation. This may result in slower processing times, increased workload for financial staff, and potential backlogs in financial transactions following system cutover. Potential Impacts • Reduced efficiency in processing routine financial transactions • Increased processing time for high-volume transactions • Increased training and support needs for agency financial staff • Temporary backlogs in transaction processing during the transition period • Greater risk of user errors as staff adjust to new workflows and system navigation			
[FRS Risks]()	Open and Monitoring	09/22/23		Conversion/Configuratior	Retiree payroll warrants and EFTs not being processed timely and/or accurately.	Stable	9 (High/High)	Retiree payroll warrants and EFTs (approximately $12 billion per year for 472,000+ payees) not being processed timely and/or accurately. Currently, because we are using the accounts payable module, instead of a payroll module, we may not be able to schedule payrolls with a specific timing. We may not be guaranteed that the payments will be made timely, or the checks will be printed prior to the pay date. • Pay dates for Retired Payroll is set a year in advance. After going through an approval process, these dates are sent to DFS every year before December prior to the year beginning. (Payroll schedule attached.) o This may need to be adjusted on the fly for natural disasters. o Pay date for Retired Payroll is the last business day of every month, as required by statute (F.S. 121.091(1), F.S. 121.091(3), and F.S. 121.091(4)). o Florida PALM needs to be responsible for scheduling changes or adjustments. • We believe we can make this work using the Accounts Payable (AP) module, however, this could be an extremely human driven and coordinated process, if this cannot be pre-established with supplemental and monthly fixed dates. • Of other known retirement systems, none process benefit payments through Accounts Payable (AP) modules. • Potential Options: o Have a direct interface with the state disbursement bank (currently JP Morgan) (this is how other states function). o Third Party sending bank files to and from our state disbursement bank account. o Build the AP module around our pay cycle. (Supplemental and Monthly)	Going through confirming requirements, build an acceptable design, extensive testing - especially formal parallel testing to ensure everything is running properly for several cycles. Working with PALM to get more information to better define the programming needs.	FL Statute mandates that FL retirees are paid on the last business day of each month and dates are set one year in advance. Members are aware that their benefit is received on the last business day of the month. RP cannot coordinate to print ""Early"" as retirees will have a false understanding of monthly timing. If checks are deposited on a different day other than the last business day of the month, tax payments/accounting will be affected as well.	No changes.
[FRS Risks]()	Open and Monitoring	04/08/25		Deployment/Cutover	Cut over and the impact on payroll, both weekly and monthly retirement payroll processing.	Stable	9 (High/High)	Cut over and the impact on payroll, both weekly and monthly retirement payroll processing: - Timing if down in July, impacts COLA, service retirement and DROP exit; - EFT Reversals; - Direct Deposit starts/stops (Sun-Thur); - Need to know in advance so we can send communication to members regarding the Direct Deposit starts and stops; - Holds/in Lieu of list	timing of when there will be no access – run monthly payroll early or ensure monthly payroll will not be impacted. This will need sign off on not processing weekly payrolls during the “down” time and busiest months.	RetiredPayroll will not be able to run weekly or monthly payrolls. The monthly payroll is mandated by statute and tax monies and retiree payments will have to be allocated prior to the transition time.	No changes.

								where the member has direct deposit set up, but we have put them on the in lieu of list to create a physical warrant in lieu of direct deposit. - Legacy warrants paid in the DFS system conversion into PALM			
[FRS Risks]()	Open and Monitoring	07/11/25		Deployment/Cutover	Active Retirement Receipts and Report Processing during transition period from the legacy system to PALM.	Stable	9 (High/High)	Affected: • M30 FRS monthly/SUSORP, SMSOAP biweekly retirement data files (PALM PRI030). • Receipt processing by Division for retirement files for state and non-state agencies. • Payments submitted to Retirement through the Dept. of Revenue (DOR) for non-state agencies. Pursuant to chapter 121 F.S. (various references) contributions are due to the Division of Retirement no later than the 5th working day of the month immediately following the month during which the payroll period ended. Accompanying payroll data must be transmitted concurrent with the contributions. Submissions that are not able to process (missing data/contribution or out of balance), are considered delinquent, and a penalty is assessed. SUSORP/SMSOAP are on a biweekly schedule. The Division receives payment from the Bureau of State Payrolls for the state's submissions. Non-state agencies have the option to remit payment through DOR and through other sources. Concern: During the transition period to PALM, if there is a moratorium enacted on processing, without an allowance for parallel processing under the legacy system, and it falls on either the monthly or biweekly due dates 1) Preventing the state's monthly and/or biweekly from being submitted 2) Preventing non-state agencies from transmitting funds through DOR 3) Preventing the Division's Accounting team from receiving funds transmitted from any source (EFT/ wire transfer, check) 4) Preventing the Division's Accounting teams entering logging information (in FLAIR?) The impact could be far reaching.	Factors outside of the Division's control: □ Dependent on when it occurs and the length of time. □ Dependent on DOR's accommodations for the transition. Factors within the Division's control: The assessment of penalties (delinquency fees) is programmed into IRIS based on dates data or contributions are received and/or when a submission balances. (A waiver would not fall within the intent of the law, and granting such may require approval from the Governor's office.) □ The Division could program IRIS to not assess delinquency fees for late submission for a period of time, but this would be a blanket approach covering all agencies. (Note, the state's submissions are not assessed delinquency fees.) □ Payments received from non-state agencies (outside of DOR) could be held internally, if they are logged into IRIS and allocated with the actual receipt date. If this occurs properly, IRIS will not register a delinquency. Confirmed in June 2026 that Revenue website will remain open during cutover. □ Meetings scheduled with the SBA, Department of Revenue, Treasury, A&A to discuss cutover - timing and logistics (July 14, 2026)	Any delay in processing could affect the timely transfer of funds for the FRS Investment Plan or SUSORP/SMSOAP to member accounts for investment. While there may not be a loss of earnings assessed (if a moratorium is short term), there may be pushback from the membership, especially on the SUSORP side. If DOR if does not provide accommodation for the transition, what will happen? There are over 900 agencies of which the state is considered one. We do not track the agencies that use DOR and cannot force agencies to pay in a particular way, and many agencies have their own limitations on the way they can remit payment, and any change may require broader approval from their leadership/board or constituent group.	Added information to mitigation plan.
[FRS Risks]()	Open and Monitoring	07/01/26		Post Implementation	PALM Issue #39	Increasing	9 (High/High)	The Florida PALM Team logged an issue (#39) that the full monthly Retired Payroll took 40 hours to run.	DMS - Retirement is monitoring the issue logged by the Florida PALM team and continue open communication along with assistance in any way possible.	Risk is already an issue for the Florida PALM team - must be corrected.	Added.
[STMS Risks]()	Open and Monitoring	11/06/23			Timeline. Competing deadlines immediately prior to go-live.	Increasing	6 (Medium/High)	Timeline. Competing deadlines immediately prior to go-live. Fiscal accountants and other users will be trying to learn PALM as well as changes to departmental and enterprise systems affected by PALM implementation, at the same time. The STMS Team, as well as other system owners, may need to make late changes while also trying to train end users.	Identify impacted users and trainings that will be offered, to coordinate a DMS training schedule. Meetings with PALM.	Unable to meet timelines to go-live.	no update
[DMS Risks]()	Open and Mitigating	03/16/26		User Acceptance Testing	Coordination of Interdependent Test Case Execution in the	Increasing	6 (Medium/High)	User acceptance testing (UAT) is not standardized at the statewide level.	DMS has incorporated a specific strategy, including a coding and naming convention, and	If this risk becomes an issue, it may result in a go-live deployment of a system that has not	Continuing to monitor.

					Absence of a Standardized User Acceptance Testing Protocol			Because there is no standardized UAT protocol, state agencies and other organizations responsible for executing UAT are independently charged with developing and implementing logistics for testing and evaluating results for acceptance (which may involve differing strategies, coding/naming conventions, and tracking mechanisms). As such, and with interdependency between and amongst such organizations requisite in the adequate completion of certain UAT test cases, a risk of not being able to properly monitor and comprehensively evaluate the results of UAT testing in instances where an activity begins in one organization, leads to other organizations, and either ends elsewhere or returns to the originating agency, exists and is exacerbated with increases in testing volume and complexity if interdependent processes.	procedures necessary to identify test cases which involve external parties. Such cases are being monitored and evaluated for performance against acceptance criteria, and to the extent possible, DMS is coordinating with other parties for purposes of following test cases from commencement through completion. This strategy will allow for DMS to report on the progress and performance of test case execution results germane to components executed internally - however, for any test case components dependent on external parties, such aspects would not be captured. In the absence of a standardized UAT, it is unclear how such processes would comprehensively be evaluated.	been adequately tested and evaluated according to a set of comprehensive acceptance criteria. While each individual state agency may be able to conduct a UAT on certain activities and functions, there remains specific processes of an interdependent nature, that may go untested or improperly evaluated in the absence of structured logistics. The ability to maintain continuity of operations post-deployment may be impacted.	
DMS Risks	Open and Monitoring	03/16/26		User Acceptance Testing	Delays in Testing Associated with Test Case Elements Executed by External Parties	Increasing	6 (Medium/High)	Comprehensive User Acceptance Testing (UAT) requires, in certain instances, for some components of a process to be conducted by an external party relative to the party commencing the case. In such instances, delays on behalf of the external party impact the overall execution of the test case as a whole and pose a risk to the ability of any one party to properly evaluate against acceptance criteria.	DMS has incorporated into its UAT strategy, procedures necessary to identify test cases which involve external parties. Such cases are being monitored and evaluated for performance against acceptance criteria, and to the extent possible, DMS is coordinating with other parties for purposes of following test cases from commencement through completion. The ability to track the time during which dependent components of a given test case spend with external parties, will allow for DMS to make contact with such parties in the event that a case is held up for an extended period of time.	If this risk becomes an issue, it may result in significant delays to UAT.	Continuing to monitor.
DMS Risks	Open and Monitoring	04/28/26		User Acceptance Testing	Variability Between Documented and Observed System Functionality, Processes, and Operations	Increasing	6 (Medium/High)	During User Acceptance Testing (UAT), participants have identified instances where system functionality, processes, or operational behaviors appear to differ from published documentation or prior experience within the Florida PALM environment. These observations include variations in process steps, evolving system responses, and differences between documented guidance and system behavior during execution. In some cases, participants have noted that certain activities function differently than outlined in existing materials, or that alternative approaches shared during collaborative sessions have resulted in successful task completion. Additionally, there have been instances where system errors are resolved through ongoing system updates or refinements, though the associated changes may not always be immediately reflected in formal documentation or broadly communicated artifacts. As is typical in large-scale system implementations, these evolving conditions	DMS continues to actively support UAT participants by reinforcing internal communication protocols and encouraging documentation of observed system behaviors, including both successful approaches and challenges encountered. This information is being consolidated to support ongoing coordination with the Project team and to inform updates to training materials and guidance documentation. Additionally, DMS is promoting consistent feedback loops between users and project stakeholders to help ensure that system updates, clarifications, and best practices are communicated as efficiently as possible. Where appropriate, supplemental guidance is being evaluated and aligned with official documentation to improve consistency and usability.	If variability between documented guidance and system behavior is not progressively aligned, there is a risk that certain testing activities may be delayed or performed inconsistently. This could affect the completeness of UAT, limit knowledge transfer, and reduce user confidence in system readiness. Proactive communication and continued alignment efforts will be key to supporting a successful transition to go-live.	Continuing to monitor.

								reflect the dynamic nature of the UAT phase, where system adjustments, defect resolutions, and process refinements are actively occurring. However, these differences may create temporary uncertainty for users as they work to align current system behavior with available guidance. This has the potential to impact training consistency, user preparedness for go-live, and overall user confidence if not addressed through clear and timely communication.			
DMS Risks	Open and Mitigating	04/27/23		Staffing/Resource Availal	PALM and Statutorily Required Tasks Overlap	Stable	6 (High/Medium)	Timeline and Resources. There are multiple overlapping Palm tasks with due dates that utilize the same personnel resources as statutorily required tasks during year end. Owner: Eric Thiele, FMS	Complete the tasks early or ask for a later due date. Most PALM tasks completed early - some still in progress. Year end required tasks complete.	This will negatively impact the testing and training tasks prior to GoLive.	Continuing to monitor.
MFMP Risks	Open and Monitoring	04/30/24		Business Process Chang	DFS Vendor Portal	Stable	6 (High/Medium)	On June 5, 2025, DFS PALM and DFS Accounting & Auditing agreed to update the MFMP–DFS vendor exchange so that only vendors registered and validated in FLIPS can transmit to PALM and MFMP. This required MFMP to redesign, rebuild, and retest several system components to support the new process. In 2024, DFS A&A decided not to convert “N” type vendors, including foreign and fictitious records. In November 2025, this decision was revisited due to MFMP’s plan to stop allowing new “N” type registrations in Q3 FY26. In December 2025, A&A agreed to continue supporting non-standard IDs for foreign vendors and to work with those vendors on required updates.	MFMP and Florida PALM continue to design the master vendor data exchange based on MFMP and Florida PALM's existing requirements. MFMP will continue to work with DFS and Florida PALM on planning activities for the new vendor portal; however, based on the current lack of formal requirements, a defined implementation plan, timeline, etc., MFMP cannot begin building to support the new vendor portal at this time.	Failure to successfully integrate supplier records between MFMP, Florida PALM, and FLIPS would cause several critical issues within the Procure to Pay process in the State of Florida.	Still monitoring
MFMP Risks	Open and Monitoring	06/06/25		Interface	MFMP Florida PALM Testing Delays	Stable	6 (High/Medium)	Due to a lack of return data from Florida PALM mock testing, MyFloridaMarketPlace (MFMP) was unable to participate in Mock One testing and did not have Mock Two PALM conversion data until the end of May 2025 to begin evaluating. Florida PALM not returning Mock Two conversation data to MFMP until six business days before the planned start of Florida PALM’s Interface Cycle Two Testing (June 2025) presents significant risk with the two programs being unable to evaluate possible errors and valid or invalid failure reasons until shortly before the start of Cycle Two testing. Mock One and Two testing was intended to begin exploring conversion results and troubleshooting issues that arise prior to the start of Cycle Two Testing. Based on these events and according to Florida PALM’s current timeline, this puts MFMP a full cycle behind in testing efforts from the Florida PALM data perspective. MFMP has continued to complete all system and integration design, build, and test activities in its timeline that it has control over; however, any testing requiring data from Florida PALM is behind the anticipated schedule	The Department will continue to monitor timely completion of testing activities and openly communicate with the Florida PALM project when data return deadlines are not met. If these return deadlines continue to have delays, they may result in an overall delay in the MFMP and Florida PALM testing timelines.	Continued delays in receipt of testing data from Florida PALM to MFMP will hinder the Department’s ability to complete testing activities that have a dependency on available Florida PALM testing return data.	Still monitoring

								anticipated schedule. Although these testing efforts can be completed during Cycle Two testing, this requires several activities to occur later in the cycle than originally anticipated, introducing risk on both sides of the project to meet the completion dates in preparation for User Acceptance Testing, End-to-End testing, and Go-Live Dry-Run testing.			
FRS Risks	Open and Mitigating	11/07/23		Business Process Chang	Retirement needs to be able to go negative in specific funds	Decreasing	6 (High/Medium)	Retirement benefits payments must be supported by PALM to allow for timely release of funds. This would create a loss of earnings for the trust funds if transfer is delayed. Retirement needs to be able to go negative in specific funds, not all funds have been approved that are required to be able to go into negative cash balances. Specifically fund 70500 (need to invest Health Insurance Subsidy (HIS) and Investment Plan (IP) Investment Vouchers need to post even if the fund is negative in cash), other funds needed were previously approved. The current process has allowed us to keep loss of earnings at a minimum, however, if the process is changed and we are unable to go negative and must wait on funds to be available to transfer funds to Investment Plan (IP) member accounts we will be forced to pay more loss of earnings which would negatively effect the Florida Retirement System (FRS) Trust Fund. Including National Guard supplementals.	Programming needs to be completed to allow for flexibility so funds can be released timely. Continue to work with the PALM team.	If the process is changed and we are unable to go negative and must wait on funds to be available to transfer funds to Investment Plan (IP) member accounts, we will be forced to pay more loss of earnings which would negatively affect the Florida Retirement System (FRS) Trust Fund.	No changes.
FRS Risks	Open and Monitoring	11/07/23		Conversion/Configuratior	Pulling reports from FLAIR/PALM is mandatory to complete the statutory requirements.	Stable	6 (High/Medium)	Pulling reports from FLAIR/PALM is mandatory to complete the statutory requirement to publish the ACFR by December 31st. Multiple agencies are involved in this publication.	Plan for report identification and testing. Verify reports are available.	If the information in FL PALM is not complete or correct, and/or we are not able to pull reports, the ACFR will not be accurate and will cause an audit finding.	No changes.
FRS Risks	Open and Monitoring	02/17/22		Interface	Any significant change to existing Retiree payroll, EFT processing, BOSP retirement reporting, and/or interface files between IRIS and FLAIR could require substantial programming and lead time.	Stable	6 (High/Medium)	Any significant change to existing Retiree payroll, EFT processing (EFT processes, including payment information for retirees, pre-noting, bank account changes, EFT returns, stop payments, etc., not being automated or not being processed timely and/or accurately.), BOSP retirement reporting, and/or interface files between IRIS and FLAIR could require substantial programming and lead time.	Going through confirming requirements, build an acceptable design, extensive testing. Clearly define processes, make sure no interfaces are missed - all designs/build/tests are accounted for. Some items have a work around, some do not - unknown solution at this time. The only option would be to create online entries manually in Florida PALM. Working with PALM to get more information to better define the programming needs.	If EFTs and Direct Deposit stops are not done timely it could result in monies being put into a fraudulent, closed or the wrong account. The impact could also include overpayments due to death.	No changes.
STMS Risks	Open and Monitoring	05/01/25			API133 - new interface	Stable	4 (Medium/Medium)	New interface for voucher errors likely to be used by STMS. This will provide error messages for vouchers.	Initial meeting with PALM 5/1/25 to discuss interface. Continue to review the interface and determine the impact to STMS.	Possible delay in schedule with adding a new interface.	Testing continues with API133.
STMS Risks	Open and Monitoring	05/19/26		User Acceptance Testing	FLIPS for API020 Non-Employees	Increasing	4 (Medium/Medium)	On 5/19/26 STMS was informed that non-employees will need to register through FLIPS to be reimbursed for travel.	On 5/26/26 PALM shared that Agencies can request Suppliers through Supplier Registration process within Florida PALM.	Additional steps for testers to register to test for non-employees.	The full impact of this change is still under analysis. PALM team provided the steps to register as a non-employee. Testing for non-employees likely to occur in Sept. 2026.
DMS Risks	Closed	04/21/23	05/08/26	Deployment/Cutover	Sandbox Function	Stable	4 (Medium/Medium)	Functionality. Will Agencies have enough time to work in the sandbox environment to ensure their respective divisions can test and see if the current work they perform in FLAIR	Roll out sandbox test capabilities as sections are completed for Agencies to test. Sandbox environment is not secure for testing - PALM needs to work on true test environment.	This remains a risk until UAT goes into production.	UAT is online.

								can be achieved in the PALM Environment? If time is limited and a required field is missing, will there be enough time for it to be fixed and re-tested prior to the January 2026 go live date? Owner: Jason Ottinger, DSGI	Sandbox status has not changed. PALM is addressing this risk.		
[MFMP Risks](#)	Open and Monitoring	02/24/26		Business Process Chang	DFS Vendor Port	Stable	4 (Medium/Medium)	DFS confirmed that FLIPS will go live with ACH request functionality in October 2025 but has not provided additional milestones, testing phases, or a broader implementation timeline. MFMP requested details on the strategy for transitioning existing suppliers, including communication and change management plans, but has not received an update. With more than 100,000 suppliers statewide, it is unclear how vendors will be notified to update their remittance information in FLIPS once it becomes the system of record. Currently, suppliers make these updates in MFMP, and after PALM go-live, MFMP will no longer be able to support them, creating transition concerns. On December 2, 2025, MFMP again requested information on FLIPS' testing strategy, timelines, and environment readiness. DFS advised that A&A would meet internally on December 4 to discuss next steps. MFMP also outlined key testing and integration needs, including bi-directional API processing, supplier conversion validation, record ingestion, and support for API134 updates to CBE codes.	MFMP and Florida PALM continue to design the master vendor data exchange based on MFMP and Florida PALM's existing requirements. MFMP will continue to work with DFS and Florida PALM on planning activities for the new vendor portal; however, based on the current lack of formal requirements, a defined implementation plan, timeline, etc.	Failure to successfully integrate supplier records between MFMP, Florida PALM, and FLIPS would cause several critical issues within the Procure to Pay process in the State of Florida.	Still monitoring
[PF Risks](#)	Open and Monitoring	09/09/24		Business Process Chang	Multiple agencies with different testing schedules and testing needs	Stable	4 (Medium/Medium)	With development happening in multiple systems held by multiple organizations, schedule variance in different areas can have unforeseen impacts on People First development. If developments become too out of sync, it could cause issues with productivity and the ability to pass stage gates successfully.	People First is on schedule and anticipates continuing to be in lock step with the project timeline well before the next stage gate. COMPLETE: Team has hired a project manager with primary focus on ensuring People First maintains PALM readiness. Additionally, People First will be adding significant staff augmentation to assist us.	Certain tests may not be possible in the defined timeframe if stakeholders aren't ready	We continue to monitor this risk, especially with the August refresh on the horizon and a need for data prep for various agencies for end-to-end testing of business systems tied to payroll data.
[PF Risks](#)	Open and Monitoring	09/09/24		Conversion/Configuratior	Late discovey / defect management	Stable	4 (Medium/Medium)	Late discovery of defects, requirements changes, or any other event that could cause redevelopment for People First could strain resources on the People First team and our vender.	PALM and People First teams will continue to meet weekly to collaborate on testing timelines and will add additional meetings on special topics as needed. COMPLETE: We are continuing to refine our parallel testing schedule to ensure that we have time built into the schedule for development. People First will continue to send functional design documents to the PALM team to review and provide feedback to minimize surprises during development.	If a defect is identified too late and People First and / or PALM has to enter re-development, it could strain resources and potentially cause delays or loss of functionality/	We continue to track this risk as minor tweaks to interfaces continue to be made during end-to-end testing. No issues identified this period as the tweaks are consistent with normal testing and defect management activities.
[DMS Risks](#)	Open and Monitoring	05/01/25		Deployment/Cutover	Act of God/ office closure during cut over.	Stable	3 (High/Low)	If an Act of God (Pandemic, Hurricane, Tornado, Snow, etc.) were to cause office closures during the deployment/cutover from FLAIR to PALM there would be great risk to accurate, timely participation. Owner: Stephen Russell, DSGI / Eric Thiele, FMS	Key staff in financial wave roles will be identified and included in coop planning for any disasters that occur in the cutover timeframe.	If risk becomes an issue COOP Plan must be activated.	Continuing to monitor.
[EBS Risks](#)	Open and	02/17/22		Agency Business System	Bureau of State	Stable	3 (High/Low)	Bureau of State	Going through	The delay will affect	No changes

[FRS Risks]()	Open and Monitoring	02/17/22		Agency Business System	Bureau of State Payrolls' (BOSP) reporting and payment of contributions to the Division of Retirement for both the FRS and optional retirement plans not being completed timely and/or accurately.	Stable	3 (High/Low)	Bureau of State Payrolls' (BOSP) reporting and payment of contributions to the Division of Retirement for both the FRS and optional retirement plans not being completed timely and/or accurately.	Going through confirming requirements, build an acceptable design, extensive testing. In the process of working through the design with PALM. No work around except using the existing payroll system.	The delay will affect allocations to balance the retirement reports, which will delay posting of contribution data in IRIS. This will result in the delay of fund transfers to Investment Plan member accounts, which may result in loss of earnings. If the employer submitted timely and the delay is on Retirement, the loss of earnings could be assessed to the Division of Retirement. For the pension plan, the trust fund will have a loss of investment earnings, which are needed for benefit payments.	No changes.
[FRS Risks]()	Open and Mitigating	02/17/22		Interface	Upload of revenue accounting transactions from the Division's business system (IRIS) to PALM not being processed timely and/or accurately.	Decreasing	3 (High/Low)	Upload of revenue accounting transactions from the Division's business system (IRIS) to PALM not being processed timely and/or accurately. This risk includes the timely and accurate posting of revenues in PALM. (These transactions record the receipt of retirement contributions of approximately $6 billion per year.) If this risk happens, Retirement would not be able to receive the revenue and be able to invest (loss of earnings) and allocate to employer's accounts (the delay will affect allocations to balance the retirement reports which will delay posting of contribution data in IRIS which delays funds transfers to Investment Plan member accounts which may result in loss of earnings. If the employer submitted timely and the delay is on Retirement, the loss of earnings could be assessed to Retirement).	Going through confirming requirements, build an acceptable design, extensive testing. The risk would be on IRIS - would be able to take information from the Department of Revenue website and manually enter, reconcile, and adjust in IRIS. Completed everything regarding strategy, need to test in UAT.	The delay will affect allocations to balance the retirement reports, which will delay posting of contribution data in IRIS. This will result in the delay of fund transfers to Investment Plan member accounts, which may result in loss of earnings. If the employer submitted timely and the delay is on Retirement, the loss of earnings could be assessed to the Division of Retirement. For the pension plan, the trust fund will have a loss of investment earnings, which are needed for benefit payments.	No changes.
[FRS Risks]()	Open and Monitoring	04/29/25		Deployment/Cutover	Act of God/ office closure during cut over.	Stable	3 (High/Low)	If an Act of God (Pandemic, Hurricane, Tornado, Snow, etc.) were to cause office closures during the deployment/cutover from FLAIR to PALM there would be great risk to accurate, timely participation.	Key staff in financial wave roles will be identified and included in coop planning for any disasters that occur in the cutover timeframe.	If risk becomes an issue COOP Plan must be activated.	No changes.
[MFMP Risks]()	Open and Monitoring	05/01/24		Staffing/Resource Availal	Project Staff Turnover	Stable	2 (Medium/Low)	Over time, the Florida PALM project team has encountered staff turnover. This can present risk associated with knowledge transfer, or lack thereof, between the existing resource and their successor. New project staff must be informed and prepared to continue open integration and interface design decisions. Delayed or incomplete knowledge transfers for the successor may delay design decisions, thus risking the implementation of the MFMP to Florida PALM integration according to the existing timeline.	MFMP will work with Florida PALM to assist in expediting any knowledge transfer incoming successors require to mitigate delays in design decisions	Insufficient transfer of knowledge can result in delays in design decision making, putting the implementation timeline or quality of design efforts at risk.	Still monitoring
[PF Risks]()	Closed	06/28/24	05/08/26	User Acceptance Testing	Parallel Testing Complexity	Stable	2 (Medium/Low)	The need for parallel testing will increase the complexity of operations. Data will need to be maintained in a new environment and the legacy environment and could lead to inconsistencies.	Ongoing weekly sync ups with PALM continue to brainstorm solutions, sync on results, and align on test success criteria. Complete: Parallel testing meetings Scheduled for August 2024 to ensure that the needs of PALM project team align with the current processes implemented by People First team and vendor. In addition, People First team has brought in a full-time project manager so that the team can maintain PALM readiness and continue day to day operations without sacrificing either.	Testing results may not match expected outcomes if data desynchronation happens.	Risk closed. Parallel testing is stable and routine at this point

STMS Risks	Open and Mitigating	11/06/23				Functionality. Inability to design new STMS user interface for creating vouchers	Decreasing	1 (Low/Low)	Concern about creating UI for vouchers.	Provide training in PALM for creating vouchers so that we can attempt to replicate the process and minimize confusion for users in both systems. Provide information about flat files with information required to build vouchers in STMS and confidently pass combo edit checks using the PALM Combo Edit Check API. Meetings with PALM continue.	Training issues with end users.	Risk will remain open until vouchers are fully tested including Carry Forward testing. CF testing to occur in Sept 2026.
FRS Risks	Open and Monitoring	11/07/23			Conversion/Configuration	Unknown risks due to changes to major statewide systems during modernizations.	Stable	1 (Low/Low)	Unknown risks due to changes to major statewide systems during modernizations. (Example: Changes to HR Class Code System, Changes to People First System)	Solution is continued information sharing and communication with PALM team and Retirement. As well as adhering to the Retirement reporting format. Continuing to monitor Class Code implications by being aware of what is coming out of HR regarding class codes.	IRIS is designed based on the way the classification system is today. If the system is changed, operation and administration of Special Risk, EOC and SMSC will be affected. A complete overhaul may be needed.	Adjusted risk rating.

DMS Issues

Sheet Name	Status	Date Opened	Date Closed	Priority	Primary Issue Category	Issue Title	Background	Action Plan	Planned or Actual Resolution Date	Reporting Period Comments
DMS Issues	Open	02/19/25		High - Impacts the ability of the agency to meet deadlines or milestones	User Acceptance Testing	Risk of User Acceptance Testing (UAT) Failure Owner: Stephen Russell	From an operating perspective - changes to process steps, particularly following the initial distribution of such information, may undermine the integrity and/or efficacy of certain UAT strategies in that test cases might have been developed based on out-of-date information and/or data. From a technical perspective – changes to system functionality, relative to Cycle 2 technical interface testing, may hinder effective UAT testing for certain impacted interfaces.	DMS, as part of its UAT strategy, has implemented a UAT protocol which is adaptive in nature and takes into consideration expected changes to process steps and other operational specifications. Test cases are modified, as needed, to more accurately reflect the steps required to administer a given activity. Agency business systems have been remediated in ways that should serve to buffer against PALM-related functional change.	11/06/26	Continuing to monitor.
MFMP Issues	Open	06/06/25		High - Impacts the ability	Interface	DFS Vendor Portal	The Department was originally made aware in March 2024 of a new vendor portal project the Department of Financial Services (DFS) was pursuing to replace their current W9 portal and vendor electronic funds transfer (EFT) business process. After further discussions with DFS, the Department logged a risk for this vendor portal in April 2024, citing the concern that a new DFS vendor portal design, build, and test process operating parallel with MFMP and Florida PALM's implementation activities and during the current build schedule presents significant risk the MFMP to Florida PALM integration and interface implementation. Since that time, DFS completed a competitive solicitation and awarded a contract in December 2024 to begin their design, build, and test process. Up until that activity, and since that time, the Department has continually requested information from DFS on how supplier integrations between MFMP, Florida PALM, and the new DFS vendor portal are intended to function, with very few updates. Beginning on April 23, 2025, the Department attended bi-weekly design sessions with Florida PALM and DFS Accounting and Auditing (A&A) to better understand what is to be called the Florida Integrated Payment System (FLIPS)	The Department will continue to meet with DFS A&A and Florida PALM to confirm business and functional requirements. Once those are confirmed, MFMP will make changes in VIP, AOD, and our interfaces to accommodate the changes in approach. MFMP will include these changes in its testing efforts to ensure everything is functioning as expected. Agency Customer education will be essential in mitigating this issue, emphasizing the importance of choosing the correct remittance address associated with their payments. Because this will present a moderate change in business process for customers, they should plan for this change prior to Florida PALM and FLIPS Go-Live.	TBD	Still monitoring

							functional and technical requires so that the Department can ensure a successful integration between the two systems and Florida PALM. Based on previous knowledge and these discussions starting in April, there are two primary issues with FLIPS related to MFMP and Florida PALM’s ability to be successful with a July 2026 Go Live: 1. Timeline and Scope – MFMP and PALM have worked together to design and build the interface based on PALM's defined supplier interface requirements for over a year, with testing scheduled to begin in June 2025. During that time, no information was available allowing the two programs to design what FLIPS would require, and any designs or supplier integration models do not currently accommodate FLIPS as part of the process. Attempting to make an integration shift this late in the process is an issue that has resulted in increased scope and project cost, a shift in testing timelines that have already been planned out, and use of time already allocated to other Florida PALM – MFMP integration activities to instead redesign the supplier integration approach. Interface Cycle Two – Technical Testing is scheduled to begin on June 9, 2025, and extend through the end of October 2025. This means the Department and Florida PALM are required to dedicate resources to redesigning the supplier integration approach and expected to test that integration in the same timeline window. FLIPS will also need to participate in this testing, meaning they must be far along enough in their build process to begin testing between August and October 2025, likely requiring MFMP, Florida PALM, and FLIPS to utilize the contingency period of Interface Cycle 2 Technical Testing in November 2025. Based on all of these considerations, DMS is raising the risk originally logged in April 2024 to an issue as of June 2025. 2. Supplier Data Connection and Remit Information – As of June 5, 2025, less than one week before Interface Cycle 2 Technical Testing is scheduled to begin, it has been communicated to the Department by DFS A&A that they have decided the expectation is for MFMP to not send any supplier data to Florida PALM or FLIPS. DFS A&A intends on all supplier data responsible for direction of the payment process to originate from FLIPS and be sent over to Florida PALM for creation of a PALM Supplier ID. Florida PALM would then send remittance address information to MFMP for inclusion in the MFMP Vendor Information Portal (VIP) and Ariba On Demand (AOD). This introduces issues with connecting vendor			

							with connecting vendor records between all three enterprise systems, requiring remittance data to be applied in MFMP strictly at the Tax ID level because no unique identifier will be integrated between MFMP and Florida PALM prior to FLIPS sending			
STMS Issues	Open	10/28/25	12/30/25	High - Impacts the ability	Interface	Interface Changes required after errors received from processing Inbound files.	Raised concern about inconsistency in POI006 Interface with error log received after processing file. The Receipt Quantity should be 1 when Amount Only Flag = Y. The current interface for Receipt Quantity is "Conditionally Required when the "Amount Only Flag" = 'N'. The Quantity should always be a positive value and should not be a negative value. Zero is allowed. The Receipt Line Quantity should not exceed the remaining quantity on the PO Line Quantity."	11/4/25 - PALM is updating the processing rules. After review, it will be posted to Knowledge Center.	11/28/25	no change
STMS Issues	Open	04/30/26		High - Impacts the ability	Interface	Projects show on GLI017	Project values need to show in both the GLI017 and PCI001 interface files. When an agency has a project ID that is valid, but not in both files, it results in a combo error.	PALM is working to resolve.	05/26/26	PC Source Type, PC Cate
DMS Issues	Open	01/15/25		Low - All impacts not listed as Critical or High	Interface	MIP Interface Selections Owner: OIT / Production Support	MIP interfaces selected may not be 100% remediated without testing.	Could be manually resolved with more manpower, but would want to make changes to interface selection and possibly the interfaces themselves to account for missing / unknown elements. Oct 23: Confirmed interfaces. MIP has updated and automated internal FLAIR reports. Next steps are in progress - id data fields that need to be integrated with MIP and PALM. Feb 19: Reconfirmed interface selections. Potential interfaces are selected, but may not be initially required. March 10: Full integration testing has commenced and DMS is in the process of evaluating interface functionality and interoperability with the Florida PALM system relative to acceptance criteria." May 8: Full integration testing has commenced and DMS is in the process of evaluating interface functionality and interoperability with the Florida PALM system relative to acceptance criteria. July 7: Ongoing.	06/30/26	Continuing to monitor.
DMS Issues	Open	08/21/24		Low - All impacts not listed as Critical or High	Role Mapping	End Users New to DMS and PALM Owner: Evelyn Harrison, OOS	The majority of the DMS End Users are new to DMS. An even larger percentage have held their current jobs at DMS for less than 5 years.	Consistent monitoring, training and follow up. Regular communication, meetings, and increased involvement in the project Readiness Workplan Tasks. March 10: In addition to the above efforts, DMS's UAT execution strategy involves a systematic approach to documentation culminating in the production of a comprehensive step-by-step Florida PALM end-user manual that will effectively include every activity and function possible in the system with image references and commentary throughout. This manual could be used to lessen impacts resulting from	06/30/26	Continuing to monitor.

								resulting from knowledge gaps, as it will document agency nuance and provide insight into PALM functionality concerning continuity of existing operations. May 8: No change. July 7: No change.		

DMS Assumptions

Sheet Name	Critical Operational Elements	Assumption	Status	Date Logged or Removed	Impacted Stakeholder(s) and/or System(s)	Reporting Period Comments for May - June 2026
DMS Assumption	People Processes Technology Data	Personnel using the Florida PALM system will have a lower sense of familiarity with operational function compared with that of FLAIR. There will be unforeseen vacancies in positions with key functional Florida PALM roles, either during UAT or after go-live, which will compound impacts related to user inaptitude concerning system familiarity.	Logged	09/07/23	All DMS PALM end users are impacted. Owner: Evelyn Harrison, OOS	Continuing to monitor.
DMS Assumption	People Processes Data	Florida PALM users will require more time to complete activities performed manually in the system relative to the current duration of time required to perform the same tasks in FLAIR.	Logged	03/10/26	Florida PALM users required to perform manual tasks via system functionality.	Continuing to monitor.
PF Assumptions	Processes Technology	Funding will continue as needed to maintain People First operationally as well as for changes necessary to implement the PALM project.	Logged	06/28/24	People First, PALM	No change
PF Assumptions	People Processes Technology	The additional monies allocated to our vendor to fulfill necessary changes to People First to integrate with PALM will be sufficient for the project.	Logged	06/28/24	People First, PALM	No change
FRS Assumption	Data	The State Retirement file from Bureau of State Payrolls (BOSP) will contain all of the same data elements that it currently contains, the reporting will function as it currently does, and Retirement will continue receiving the same information from People First.	Logged	08/28/24	Bureau of Enrollment and Contributions, IRIS	No changes.

Agency Sponsor Confirmation

Fields marked with an asterisk (*) are required.

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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DMS Status Report Confirmation

Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
May - June 2026	Lance Dyal	lance.dyal@dms.fl.gov	07/09/26
March - April 2026	Lance Dyal	lance.dyal@dms.fl.gov	05/08/26
January - February 2026	Lance Dyal	lance.dyal@dms.fl.gov	03/10/26

FRS Status Report Confirmation

Reporting Period	Enterprise Sponsor Name:	Confirmed By:	Confirmation Date:
May - June 2026	Kathy Gould	kathy.gould@dms.fl.gov	07/01/26
March - April 2026	Kathy Gould	kathy.gould@dms.fl.gov	05/07/26
January - February 2026	Kathy Gould	kathy.gould@dms.fl.gov	03/10/26

MFMP Status Report Confirmation

Reporting Period	Enterprise Sponsor Name:	Confirmed By:	Confirmation Date:
May - June 2026	Ayanna Bridges	ayanna.bridges@dms.fl.gov	07/07/26
March - April 2026	Ayanna Bridges	ayanna.bridges@dms.fl.gov	05/04/26
January - February 2026	Gerard Steele	gerard.steele@dms.fl.gov	03/10/26

PF Status Report Confirmation

Reporting Period	Enterprise Sponsor Name:	Confirmed By:	Confirmation Date:
May - June 2026	Jesse Johnston	jesse.johnston@dms.fl.gov	06/29/26
March - April 2026	Jesse Johnston	jesse.johnston@dms.fl.gov	05/08/26
January - February 2026	Jesse Johnston	jesse.johnston@dms.fl.gov	03/10/26

STMS Status Report Confirmation

Reporting Period	Enterprise Sponsor Name:	Confirmed By:	Confirmation Date:
May - June 2026	Casey Taylor	casey.taylor@dms.fl.gov	07/07/26
March - April 2026	Casey Taylor	casey.taylor@dms.fl.gov	05/05/26
January - February 2026	Casey Taylor	casey.taylor@dms.fl.gov	03/10/26

Helpful Links

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

DOAH 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 2026

Agency Sponsor

Megan Silver

RW Task Timeliness

Direct Impact Task Timeliness

Direct Impact Task Timeliness:

Score = 97.84%

- Submitted On Time = 49
- Submitted Late = 2
- Pending Submission = 0

Other Task Timeliness

Other Task Timeliness:

Score = 93.53%

- Submitted On Time = 92
- Submitted Late = 10
- Pending Submission = 1

The RW Task Timeliness dials reflect the timeliness of your agency's submission of all RW tasks based on the task due date. Calculations are based on all RW tasks to date.

RW Task Completeness

Direct Impact Task Completeness

Direct Task Completeness:

Score = 96.80%

- Submitted Complete = 47
- Submitted Incomplete = 1
- Completed After Submission = 2

Other Task Completeness

Other Task Completeness:

Score = 88.67%

- Submitted Complete = 62
- Submitted Incomplete = 7
- Completed After Submission = 6

The RW Task Completeness dials reflect the completeness of your agency's task submissions based on the task rubric. Calculations of task completeness includes all RW Tasks since RW 512.

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

Change Champion Network:

- Unique Filled Role = 4
- Duplicate Filled Role = 8
- Vacant Role = 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.

Agency Reported

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

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
Indirect	Processes	**574**	Prepare Documentation for User Acceptance Testing	06/02/25	01/09/26	75% - Consolidating/Inputting Information for Submission		Goal is to have the task completed by 2/16/2026.	Task Closed - Submission Incomplete	
N/A	People	**607**	Update Training Plan	04/06/26	06/05/26	100% - Submitted	**06/05/26**		Submission Complete	
Direct	Data	**713**	Confirm Supplier Records	04/20/26	05/22/26	100% - Submitted	**05/20/26**		Submission Complete	
Direct	Data	**698**	Complete Data Cleansing in Preparation for Dry Run 2	04/20/26	06/17/26	100% - Submitted	**06/17/26**		Submission Complete	
N/A	N/A	**677**	Submit Bimonthly Agency Readiness Status Report	05/01/26	05/11/26	100% - Submitted	**05/11/26**		Submission Complete	
Indirect	N/A	**678**	Submit Monthly Progress Report - Testing, Training	05/01/26	05/29/26	100% - Submitted	**05/28/26**		Task Closed - Submission Incomplete	
Indirect	Data	**699**	Maintain Configuration and Conversion Workbooks	05/01/26	05/29/26	100% - Submitted	**05/28/26**		Submission Complete	
Indirect	People	**700**	Maintain Role Mapping Worksheet	05/01/26	05/29/26	100% - Submitted	**05/28/26**		Submission Complete	
N/A	Processes	**602**	Update Agency Business Process Documentation	05/04/26	10/30/26					
N/A	People	**604**	Create Agency-Specific Learning Materials to Support End Users	05/04/26	10/30/26					
Direct	Data	**701**	Submit Configuration and Conversion Workbooks	06/01/26	06/17/26	100% - Submitted	**06/17/26**		Submission Complete	
Direct	People	**702**	Submit Role Mapping Worksheet	06/01/26	06/26/26	100% - Submitted	**06/26/26**		Submission Complete	
Indirect	N/A	**679**	Submit Monthly Progress Report - Testing, Training	06/01/26	06/30/26	100% - Submitted	**06/29/26**		Task Closed - Submission Incomplete	
Indirect	N/A	**619**	Update Agency Readiness Certification #3	06/22/26	07/10/26					
Indirect	Technology	**586**	Create Agency Deployment Plan and Cutover Checklist to Prepare for Go-Live	06/29/26	09/11/26					
N/A	N/A	**680**	Submit Bimonthly Agency Readiness Status Report	07/01/26	07/10/26	100% - Submitted	**07/10/26**			07/10/26
Indirect	N/A	**681**	Submit Monthly Progress Report - Testing, Training, Cutover	07/01/26	07/31/26					

Indirect	Data	**703**	Maintain Configuration and Conversion Workbooks	07/01/26	07/31/26					
Indirect	People	**704**	Maintain Role Mapping Worksheet	07/01/26	08/21/26					

DOAH Risks

Status	Date Opened	Date Closed	Primary Risk Category	Risk Title	Trend	Risk Rating	Background	Monitor/Mitigation Plan/Resolution	Impact if Risk Becomes an Issue	Reporting Period Comments
Open and Mitigating	07/05/23		Training	If resources are not fully trained to do their jobs, go-live will continue but DOAH will not be ready for go-live.	Decreasing	6 (High/Medium)	DOAH is a small agency with limited workforce. There are eight purchasing and accounting positions, one budget director, and one personnel director that perform functions in FLAIR today. It is critical these personnel are able to perform their function in PALM.	DOAH will work with the DOAH's SMEs and PALM team to ensure staff's capabilities to function in PALM by attending meetings, reviewing information from the Knowledge Center, and Thursday Talks to keep abreast of information. Have affected staff (all end users) participate in testing and training for PALM. All SMEs have participated in Segment III and IV workshops.	DOAH will not effectively function in PALM and business processes will be delayed for completion. This will effect our internal and external customers.	Current staff have been participating in UAT and learning how to function in PALM with their associated roles.
Open and Mitigating	11/07/24		User Acceptance Testing	If Axiom Pro is not reconfigured for UAT, accountants will be unable to test and verify the functionality of the application with FL PALM..	Decreasing	2 (Medium/Low)	DOAH utilizes the Axiom Pro application for our voucher schedule workflow approval and as a repository for our voucher schedules.	Agency Liaison will collaborate with other agencies and Image API to ensure the reconfiguration is completed prior to UAT. Agency Liaison will request status updates from Image API to ensure timeliness of end product.	Staff will make plans to test the process using our previous method of assembling and storing our vouchers on shared network folder.	Docufree/Image API has reconfigured Axiom Pro for the API031 and IUI003 files. DOAH has tested the API031 file successfully, but will test the IUI003 file in July/August.
Open and Mitigating	08/28/24		Staffing/Resource Availal	The staff's previous experience with system implementation may lead to low or lack of engagement in transitioning to the new financial system.	Decreasing	1 (Low/Low)	Staff's experience with the previous rollout of the CMS was did not go well. They are anxious about transitioning to a new system.	Agency Liaison will integrate PALM awareness through emails, meeting discussions and providing updates regarding PALM during management staff meetings. Agency Liaison will provide staff with PALM resources to become familiar with the system. SMEs and future end users will participate in Segment IV meetings and meet regularly to discuss PALM implementation in designated meetings so the conversation is focused."	Staff will not be actively engaged and will hinder the testing and training with PALM. Thus, not having trained staff to function in PALM on the Go-Live date.	Staff have been participating in UAT and becoming familiar with PALM.

DOAH Issues

Status	Date Opened	Date Closed	Priority	Primary Issue Category	Issue Title	Background	Action Plan	Planned or Actual Resolution Date	Reporting Period Comments
Open	06/15/26		High - Impacts the ability	Staffing/Resource Availal	Accounting, Lead Resigned and Contract Manager Resigned	Accounting, Lead staff and Contract Manager both resigned and June 15th was their last day. The Operations Manager who also acts as the Agency Liaison and Change Management Liaison is responsible for their duties and responsibilities until positions are filled and the new staff member is trained.	DOAH has requested to reclass the Accounting, Lead position to an Accounting Services Supervisor position. We have advertised the position and will conduct interviews next week. DOAH has filled the Contract Manager position internally. This created a vacancy for the Accountant II position. DOAH has advertised and interviewed for the position. During this period, focus will be on continuing daily operations and training new staff and staff in new positions.	09/30/26	DOAH is currently working on filling the vacant positions and training staff on their new role and responsibilites.
Open	03/03/26		Low - All impacts not liste	Staffing/Resource Availal	Accountant III-Disbursements Leave During UAT	Accountant III-Disbursements will be on extended leave from the third week of May until the third week in August.	The core functions of the Accountant III-Disbursements position will be handled by staff outside of the Purchasing and Accounting unit. These staff will have to be trained prior to the Accountant III-Disbursements leave of absence. Other duties performed by the Accountant III-Disbursements will be managed by the Purchasing and Accounting unit. During the leave of absence, PALM UAT testing related to this position will have to be conducted by back-ups.	08/24/26	The Accountant III-Disbursements position is not due back in the office until the week of August 17th.

DOAH Assumptions

Critical Operational Elements	Assumption	Status	Date Logged or Removed	Impacted Stakeholder(s) and/or System(s)	Reporting Period Comments for May - June 2026
People Processes Technology Data	Staff will be able to perform their assigned function proficiently in PALM on Go Live Date	Logged	09/08/23	End Users	Staff have been testing the functionality during UAT and therefore becoming familiar with PALM for Go-Live.
Technology	Axiom Pro Application will be reconfigured to pull the vouchers in PALM by UAT.	Logged	10/31/24	End Users	Axiom Pro has been reconfigured for API031 and tested by DOAH. Docufree/Image API has reconfigured Axiom Pro for the IUI003 file for JT transactions, but DOAH hasn't tested it yet. Test will occur in July/August.
People	All positions will be filled with staff trained on current business processes.	Logged	04/04/25	End Users	DOAH is working to fill vacant positions and have them trained in their roles and responsiblities.

Agency Sponsor Confirmation

Fields marked with an asterisk (*) are required.

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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DOAH Status Report Confirmation

Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
May - June 2026	Megan S. Silver	megan.silver@doah.state.fl.us	07/10/26
March - April 2026	Darren Schwartz	darren.schwartz@doah.state.fl.us	05/11/26
January - February 2026	Megan S. Silver	megan.silver@doah.state.fl.us	03/06/26

Helpful Links

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

DOEA 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 2026

Agency Sponsor

Teresa Johnson

RW Task Timeliness

Direct Impact Task Timeliness

Direct Impact Task Timeliness:

Score = 98.2%

- Submitted On Time = 46
- Submitted Late = 4
- Pending Submission = 0

Other Task Timeliness

Other Task Timeliness:

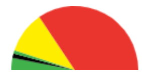
Score = 78.14%

- Submitted On Time = 70
- Submitted Late = 31
- Pending Submission = 0

The RW Task Timeliness dials reflect the timeliness of your agency's submission of all RW tasks based on the task due date. Calculations are based on all RW tasks to date.

RW Task Completeness

Direct Impact Task Completeness



Direct Task Completeness:

Score = 94.00%

- Submitted Complete = 44
- Submitted Incomplete = 2
- Completed After Submission = 4

Other Task Completeness

Other Task Completeness:

Score = 93.84%

- Submitted Complete = 65
- Submitted Incomplete = 4
- Completed After Submission = 4

The RW Task Completeness dials reflect the completeness of your agency's task submissions based on the task rubric. Calculations of task completeness includes all RW Tasks since RW 512.

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

Change Champion Network:

- Unique Filled Role = 3
- Duplicate Filled Role = 11
- Vacant Role = 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	People	**607**	Update Training Plan	04/06/26	06/05/26	100% - Submitted	**06/05/26**		Submission Complete	
Direct	Data	**713**	Confirm Supplier Records	04/20/26	05/22/26	100% - Submitted	**05/22/26**		Submission Complete	
Direct	Data	**698**	Complete Data Cleansing in Preparation for Dry Run 2	04/20/26	06/17/26	100% - Submitted	**06/11/26**		Submission Complete	
N/A	N/A	**677**	Submit Bimonthly Agency Readiness Status Report	05/01/26	05/11/26	100% - Submitted	**05/08/26**		Submission Complete	
Indirect	N/A	**678**	Submit Monthly Progress Report - Testing, Training	05/01/26	05/29/26	100% - Submitted	**05/29/26**		Task Closed - Submission Incomplete	06/11/26
Indirect	Data	**699**	Maintain Configuration and Conversion Workbooks	05/01/26	05/29/26	100% - Submitted	**05/28/26**		Submission Complete	
Indirect	People	**700**	Maintain Role Mapping Worksheet	05/01/26	05/29/26	100% - Submitted	**05/28/26**		Submission Complete	
N/A	Processes	**602**	Update Agency Business Process Documentation	05/04/26	10/30/26	50% - In Progress				
N/A	People	**604**	Create Agency-Specific Learning Materials to Support End Users	05/04/26	10/30/26	50% - In Progress				
Direct	Data	**701**	Submit Configuration and Conversion Workbooks	06/01/26	06/17/26	100% - Submitted	**06/11/26**		Submission Complete	
Direct	People	**702**	Submit Role Mapping Worksheet	06/01/26	06/26/26	100% - Submitted	**06/11/26**		Submission Complete	
Indirect	N/A	**679**	Submit Monthly Progress Report - Testing, Training	06/01/26	06/30/26	100% - Submitted	**06/30/26**		Submission Complete	
Indirect	N/A	**619**	Update Agency Readiness Certification #3	06/22/26	07/10/26	100% - Submitted	**07/10/26**	Confirmed with TJ that the Readiness Certification was ready for submission.	Submission Complete	
Indirect	Technology	**586**	Create Agency Deployment Plan and Cutover Checklist to Prepare for Go-Live	06/29/26	09/11/26	25% - Beginning Initial Internal Meetings and Information Gathering				
N/A	N/A	**680**	Submit Bimonthly Agency Readiness Status Report	07/01/26	07/10/26	100% - Submitted	**07/13/26**			07/13/26
Indirect	N/A	**681**	Submit Monthly Progress Report - Testing, Training, Cutover	07/01/26	07/31/26	25% - Beginning Initial Internal Meetings and Information Gathering				
Indirect	Data	**703**	Maintain Configuration and Conversion Workbooks	07/01/26	07/31/26	25% - Beginning Initial Internal Meetings and Information Gathering				
Indirect	People	**704**	Maintain Role Mapping Worksheet	07/01/26	08/21/26	25% - Beginning Initial Internal Meetings and Information Gathering				

Agency Reported

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

DOEA Risks

Status	Date Opened	Date Closed	Primary Risk Category	Risk Title	Trend	Risk Rating	Background	Monitor/Mitigation Plan/Resolution	Impact if Risk Becomes an Issue	Reporting Period Comments
Open and Monitoring	03/05/26		Training	Understanding the why	Stable	9 (High/High)	As testing has progressed and users have navigated the system, we have identified gaps in general understanding of the agency's and state's business processes. While our sessions have been effective in helping bridge these knowledge gaps, the information is being absorbed gradually. Many of our users joined the agency within the current fiscal year and were initially shown only where to perform tasks, without the broader context of why those tasks are completed in a particular way. As a result, we are now learning PALM while still becoming comfortable with FLAIR, all as we approach one of the busiest periods of the year. Although we anticipated some challenges, the extent of the knowledge gaps became more apparent through our testing discussions.	Targeting office hours for specific units covering the why and what as well as communicating with individuals on their understanding. Developing more clear and concise learning session agendas to cover the overall financial processes and how individual units affect others.	Increased likelihood of errors and strain on the knowledgeable staff resulting in reduction of overall readiness and confidence entering production	Continuing to produce trainings that assist staff in understanding how everything is connected. More information from the project on the training side (LMS Role Learning Paths) will be extremely useful once developed.
Open and Mitigating	09/05/24		Conversion/Configuratior	Data Clean Up	Stable	4 (Medium/Medium)	While cleaning up existing data, making sure new data entered meets PALM requirements for conversion. This was Risk 4 from the archived Risk log.	Reviewing conversion inventory carefully to minimize post go-live clean up. Communicating new requirements to staff. Also working with contracted staff to aid in the clean up of data.	Inflated workload post go-live for Agency staff.	Working with consulting staff and SFRS/OIT to clean up master files
Open and Monitoring	10/21/25		Training	Lack of information on PCard Works	Decreasing	4 (Medium/Medium)	This risk is to document the concern about the lack of information being shared by the PCard Works vendor regarding the coming changes due to Florida PALM. Other vendors (STMS and MFMP) have had meetings on a regular basis regarding the PALM Changes. The concern is that the Department won't be able to create training documents and test scripts for that system in a timely manner (i.e. the training documentation gets communicated to end users after go-live or a few weeks before go-live).	Regularly communicate with the PALM project on the status of the PCard Works.	The Department won't be able to create training documents and test scripts for that system in a timely manner (i.e. the training documentation gets communicated to end users after go-live or a few weeks before go-live).	Minimal communication since last report. Information that was provided was configuration workbooks for user accounts but that it is a small work group, so training remains a concern.
Open and Mitigating	09/10/23		Business Process Chang	Streamlining Manual Processes	Stable	2 (Low/Medium)	Agency has been dependent on manual and/or outdated processes prior to data entry currently in FLAIR. This is replacing Risk 1 from the archived Risk log.	Having internal cross-functional meetings to reduce dependencies on manual/physical processes.	Minimal impact - more work for the training team and staff to learn in tandem with new system.	Currently working towards improving manual processes into more batch loading type uploads to reduce time spent of our users.

DOEA Issues

Status	Date Opened	Date Closed	Priority	Primary Issue Category	Issue Title	Background	Action Plan	Planned or Actual Resolution Date	Reporting Period Comments
Open	01/16/24		Low - All impacts not liste	Staffing/Resource Availal	New Staff Knowledge	Filled vacancies and new hires are being trained but still have knowledge gaps. This increases the workload on existing staff	Continue training new hires, and continuing to update desk procedures to make sure they are up to date.	12/31/26	Staff training has been ongoing and produced positive results though staff are still hesitant about a new system/language.

DOEA Assumptions

Critical Operational Elements	Assumption	Status	Date Logged or Removed	Impacted Stakeholder(s) and/or System(s)	Reporting Period Comments for May - June 2026

Agency Sponsor Confirmation

Fields marked with an asterisk (*) are required.

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: *

DOEA Status Report Confirmation

Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
May - June 2026	Teresa Johnson	johnsont@elderaffairs.org	07/13/26
March - April 2026	Teresa Johnson	johnsont@elderaffairs.org	05/08/26
January - February 2026	Teresa Johnson	johnsont@elderaffairs.org	03/09/26

Helpful Links

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

DOH Status Report Dashboard

Reporting Period

May - June 2026

Click on the various statistics or dials to view the supporting information within your agency's Smartsheet Florida PALM Workbook.

Agency Sponsor

Robert Herron

RW Task Timeliness

RW Task Completeness

Direct Impact Task Timeliness

Direct Impact Task Timeliness:

Score = 100%

- Submitted On Time = 56
- Submitted Late = 0
- Pending Submission = 0

Other Task Timeliness

Other Task Timeliness:

Score = 96.89%

- Submitted On Time = 98
- Submitted Late = 5
- Pending Submission = 0

Direct Impact Task Completeness

Direct Task Completeness:

Score = 80.91%

- Submitted Complete = 32
- Submitted Incomplete = 7
- Completed After Submission = 16

Other Task Completeness

Other Task Completeness:

Score = 91.73%

- Submitted Complete = 62
- Submitted Incomplete = 3
- Completed After Submission = 10

The RW Task Timeliness dials reflect the timeliness of your agency's submission of all RW tasks based on the task due date. Calculations are based on all RW tasks to date.

The RW Task Completeness dials reflect the completeness of your agency's task submissions based on the task rubric. Calculations of task completeness includes all RW Tasks since RW 512.

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

Change Champion Network:

- Unique Filled Role = 16
- Duplicate Filled Role = 0
- Vacant Role = 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	People	**607**	Update Training Plan	04/06/26	06/05/26	100% - Submitted	**05/30/26**		Submission Complete	
Direct	Data	**713**	Confirm Supplier Records	04/20/26	05/22/26	100% - Submitted	**05/13/26**		Submission Complete	
Direct	Data	**698**	Complete Data Cleansing in Preparation for Dry Run 2	04/20/26	06/17/26	100% - Submitted	**06/17/26**		Submission Complete	
N/A	N/A	**677**	Submit Bimonthly Agency Readiness Status Report	05/01/26	05/11/26	100% - Submitted	**05/07/26**		Submission Complete	
Indirect	N/A	**678**	Submit Monthly Progress Report - Testing, Training	05/01/26	05/29/26	100% - Submitted	**05/29/26**		Submission Complete	
Indirect	Data	**699**	Maintain Configuration and Conversion Workbooks	05/01/26	05/29/26	100% - Submitted	**05/29/26**	We are waiting on FACTS and batch updates to run so all the errors would clear in the Smartsheets.	Task Closed - Submission Incomplete	
Indirect	People	**700**	Maintain Role Mapping Worksheet	05/01/26	05/29/26	100% - Submitted	**05/29/26**		Submission Complete	
N/A	Processes	**602**	Update Agency Business Process Documentation	05/04/26	10/30/26					
N/A	People	**604**	Create Agency-Specific Learning Materials to Support End Users	05/04/26	10/30/26					
Direct	Data	**701**	Submit Configuration and Conversion Workbooks	06/01/26	06/17/26	100% - Submitted	**06/17/26**	DOH has several thousands of ORGs and OCAs. This will be an ongoing process for DOH to maintain this till Go-Live.	Task Closed - Submission Incomplete	07/07/26
Direct	People	**702**	Submit Role Mapping Worksheet	06/01/26	06/26/26	100% - Submitted	**06/25/26**	DOH team was trying to make final updates to the Role worksheet when the Smartsheet job ran and the sheet was locked at 3.55 PM. This job overwrote some of the updates that the team was completing.	Submission Incomplete	07/07/26
Indirect	N/A	**679**	Submit Monthly Progress Report - Testing, Training	06/01/26	06/30/26	100% - Submitted	**06/30/26**		Submission Complete	
Indirect	N/A	**619**	Update Agency Readiness Certification #3	06/22/26	07/10/26					
Indirect	Technology	**586**	Create Agency Deployment Plan and Cutover Checklist to Prepare for Go-Live	06/29/26	09/11/26					
N/A	N/A	**680**	Submit Bimonthly Agency Readiness Status Report	07/01/26	07/10/26	100% - Submitted	**07/10/26**			
Indirect	N/A	**681**	Submit Monthly Progress Report - Testing, Training, Cutover	07/01/26	07/31/26					
Indirect	Data	**703**	Maintain Configuration and Conversion Workbooks	07/01/26	07/31/26					
Indirect	People	**704**	Maintain Role Mapping Worksheet	07/01/26	08/21/26					

Agency Reported

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

DOH Risks										
Status	Date Opened	Date Closed	Primary Risk Category	Risk Title	Trend	Risk Rating	Background	Monitor/Mitigation Plan/Resolution	Impact if Risk Becomes an Issue	Reporting Period Comments
Open and Monitoring	04/22/25		Business Process Cha	The intention is for DFS to setup all of our organization codes and they have to route through their team for an approval process as well. DOH has a large volume of organization codes and is concerned with the process flowing through DFS.	Stable	9 (High/High)	N/A	DOH will wait for the Organization codes to be set up by DFS	This will delay things for DOH	Risk reviewed with CORE team
Open and Monitoring	04/22/25		Business Process Cha	DOH currently uses multiple RDS and existing reports in preparation of Federal Grant Reporting. DOH is concerned how the agency will generate Grant Reporting within PALM.	Increasing	9 (High/High)	N/A	DOH is reviewing all the information available on Knowledge center to understand and implement changes to the best of ability. DOH resources are also reviewing current Grants reports start to end again.	DOH will have to continue working on remediation with the information they have.	Risk reviewed with CORE team
Open and Monitoring	04/22/25		Business Process Cha	PALM eliminating the IBI field for DOH	Stable	9 (High/High)	N/A	DOH is working on a work-around to address this issue.	DOH will have to continue working on remediation with the information they have.	Risk reviewed with CORE team
Open and Monitoring	04/22/25		Post Implementation	With the implementation of PALM there will be many enterprise processes that are overseen by one agency that will impact all agencies. One example of this is DFS. DFS oversees areas such as Vendor Relations, Auditing, Financial Statements and New Account Codes. DFS will solely establish processes that will impact the successful implementation of PALM at the agency level based on these processes in relation to PALM being provided prior to implementation. Enterprise entities like AG/IG's offices or Agencies like DMS, DFS may present new processes / changes at or close to Go-Live or during Hypercare, that may present more work on the Agency. For example, auditing of payments and the increased number of returns and possibly hold up of payments all while transitioning and learning how to work within PALM. Back in 2019 when we went live with the Statewide Travel Management System (STMS), our trips were sampled for audit and returned by DFS increased from approximately 0-2 trips returned per month to 34 trips returned in April 2019 and 197 trips returned in May 2019. Once these trips were returned, we had to review the return and clear up the issue with the returns which meant coordinating with each traveler for each trip returned. This was very time consuming and a struggle to learn a new system and deal with the influx in sampled trips being returned.	Stable	9 (High/High)	N/A	DOH will await the changes in policies and procedures	DOH will have to prepare for possible delays.	Risk reviewed with CORE team
Open and Monitoring	04/22/25		Business Process Cha	"Payroll Reallocation Voucher Adjustment: • How will we complete payroll reallocations for a voucher that posted in FLAIR in November - December 2026 when PRP is to process in January 2027 using the PALM data? • How will FIRS or CHDs edit or correct any vouchers between November - December 2026 when we go to PALM January 2027? • If only the balances are rolling over to PALM, then what about the voucher details? This is specific for Payroll Reallocation, but this will be true for all Vouchers."	Stable	9 (High/High)	N/A	DOH is reviewing all the information available on Knowledge center to understand and implement changes to the best of ability.	DOH will have to continue working on remediation with the information they have.	Risk reviewed with CORE team
Open and Monitoring	04/22/25		Deployment/Cutover	Missing or Incomplete information - Clear understanding and instructions from the Project team to the agency to complete tasks. Time to process the ask of the task	Stable	9 (High/High)	N/A	DOH is in constant touch with the Readiness Coordinator to understand / clarify instructions	DOH PM will be in touch with the PALM Project Readiness Coordinator	Risk reviewed with CORE team

				and have enough time to discuss and complete the task correctly.						
Open and Monitoring	10/22/25		Conversion/Configura	Cross Agency: Uncertainty around Data Warehouse Data and Access may cause a delay in agency planning or rework. Still concerned with the Data Warehouse functionality as the FLAIR reports which exist today in Information Warehouse were not migrated to the new warehouse only the FLAIR data tables were migrated.	Increasing	9 (High/High)	The answer to this risk affects our designs for agency data structure.	Check documents released by the PALM Team to confirm assumptions or resolve end user needs by creating reports in FDW	The longer that this design is delayed the more likely that rework will be required at the agency level to meet historical data needs for Agency Business Systems and Users, which will potentially put the Go-Live Date at risk.	Risk reviewed with CORE team
Open and Monitoring	03/06/26		User Acceptance Test	SME's cannot test all functionality. Few controls are missing or not available to SME's. SME's are learning in limited scope - not understanding the complete end to end process.	Increasing	9 (High/High)	This was discovered during UAT	SME's will continue to participate and understand and ask questions as much as they can.	Work with PALM team to get the full picture.	Risk reviewed with CORE team
Open and Monitoring	03/06/26		User Acceptance Test	Many big impactful changes are being made without understanding the complete process within the system.	Increasing	9 (High/High)	This was discovered during UAT	SME's will continue to participate and understand and ask questions as much as they can.	Work with PALM team to get the full picture.	Risk reviewed with CORE team
Open and Monitoring	03/06/26		User Acceptance Test	Limited number of SMEs at UAT	Stable	9 (High/High)	Only 3 SMEs are allowed by PALM to attend UAT sessions	SME's will continue to participate and understand and ask questions as much as they can.	3 SMEs that go to PALM UAT will work with rest of the SMEs	Risk reviewed with CORE team
Open and Monitoring	03/06/26		User Acceptance Test	Auditors do not accept reports that do not come out of the source system. Current RDS reports come out of FLAIR (source system)	Increasing	9 (High/High)	Auditors have rejected reports that are not produced from source system.	We will review the DW / BI reports	Work with PALM team to add reports needed by auditors	Risk reviewed with CORE team
Open and Monitoring	03/06/26		User Acceptance Test	Configurations and Configurations are not coordinated with source system teams and PALM Project team. Directions are given adhoc. Smartsheets throw errors and DOH has experienced that batch jobs running adhoc as the team is updating the configurations.	Increasing	9 (High/High)	PM has informed RC	We are working very hard on getting the	DOH team will continue to work on this	Risk reviewed with CORE team
Open and Monitoring	05/06/26		User Acceptance Test	Currently STMS has not processed a payment in PALM UAT and DOH has had difficulty having a AOD-PALM payment process through to PALM and pay. DOH annually processes 45K to 50K AOD invoices and 15K to 16K STMS payments. Issues not flushed out and remediated prior to go live can cause delays at go live and significant bottle necks in payment processing, when payment queues will already be overloaded and stressed with crossover.	Increasing	9 (High/High)	Issues not flushed out and remediated prior to go live can cause delays at go live and significant bottle necks in payment processing, when payment queues will already be overloaded and stressed with crossover.	Test / Figure out issues in Production environment	This will have a big impact on DOH due to high volumes of STMS and AOD payments. Staff will have to work overtime to accomodate and timely payments may not be made.	Risk reviewed with CORE team
Open and Monitoring	05/19/26		User Acceptance Test	MFMP does not plan to build out the AOD-PALM UAT environment to mirror production. The first time we test all converted functionality will be when we go live.	Increasing	9 (High/High)	Samantha W was testing Converted MFMP POs report loaded in AOD-PALM and she discovered issues - the PUIs don't align with Production.	Test functionality missing in UAT Environment in Production environment	This will have a big impact on DOH due to high volume of POs	Risk reviewed with CORE team
Open and Monitoring	04/22/25		Training	Lack of Training: The training needs to be specific to the State of Florida implementation, including specific Chart of Accounts ChartField values as well as other configured elements. In addition, there also needs to be technical related training for interfacing methods, data access for the IW, and remediation techniques	Increasing	6 (High/Medium)	N/A	DOH is working on creating Foundational trainings and involved in UAT Pre-requisite meetings with DFS team.	DOH will have to have expedite training.	Risk reviewed with CORE team
Open and Monitoring	04/22/25		Training	The training timeframe given will not be enough time for us to create and launch agency specific trainings. End users won't have time to take them before go live either.	Stable	6 (High/Medium)	N/A	DOH training team is currently working on metrics to create a UAT plan to manage trainings for all PALM users.	DOH will have to have expedite training.	Risk reviewed with CORE team
Open and Monitoring	10/22/25		Business Process Cha	Cross Agency: Uncertainty Around Batch Schedule during E2E Interface Testing, may create challenge for agency ability to perform E2E Testing. There is currently a batch schedule; however, still not clear on if it is running as scheduled since there are times that DOH has been told the batches were stopped due to issues.	Decreasing	6 (High/Medium)	We can't know when new information is going to be coming from PALM to schedule processes to populate Agency Business Systems with up to date financial information.	Worked closely with the PALM team to coordinate and resolve issues that arise during Interface Testing.	The later that this is delayed the more likely that there will be impacts at the agency level that will require rework to meet the PALM Batch Schedule and potentially put the Go-Live Date at risk at the agency level.	Risk reviewed with CORE team
Open and Monitoring	04/27/26		User Acceptance Test	MFMP has indicated that agencies can manually add users for testing purposes. While this is helpful, this approach presents several challenges. One issue identified during	Increasing	6 (High/Medium)	Just like with PALM, we need CHD and program users actively testing their business processes in the system and gaining exposure to the new fields and converted data. We	Train CHD users after Go-Live	Train CHD users after Go-Live	Risk reviewed with CORE team

				One issue identified during UAT is that user roles and groups in the AOD PALM UAT environment were not configured to mirror the current production environment. Without MFMP's support in establishing these user accounts, DOH must determine the correct roles and groups through trial and error. This is highly time consuming, especially given the volume of system generated error messages encountered during user maintenance and the fact that DOH has thousands of users. Additionally, MFMP has developed a conversion plan for all AOD user profiles that will result in incorrect ORG security levels for DOH users. This plan was created without DOH input, and DOH is not aware of any plans to test the converted user profiles during agency UAT. DOH should have the opportunity to review converted user accounts during UAT rather than waiting until go live to troubleshoot both the issues already identified and any new issues that may arise.			converted data. We cannot have them logging in for the first time when the system goes live in January. That scenario would set us up for major issues.			
Open and Monitoring	10/22/25		Conversion/Configura	Cross Agency: Limited use of special characters may lead to rework/ additional work at agencies	Stable	4 (Medium/Medium)	The project could have automated the removal of special characters. Configurations and conversions were updated by technical resources.	Configurations and conversions Smartsheets were updated by technical resources.	Rework/additional work will be needed	Risk reviewed with CORE team
Open and Monitoring	04/22/25		Business Process Cha	Agency is unable to determine how the Trial Balance, Schedule of Allotment Balances, year-end closing processes and Schedule I processes will be completed with the Account field which combines the current FLAIR General Ledger Code and Object Code.	Stable	3 (Low/High)	N/A	DOH is reviewing all the information available on Knowledge center to understand and implement changes to the best of ability.	DOH will have to continue working on remediation with the information they have.	Risk reviewed with CORE team
Open and Monitoring	09/09/25		Agency Business Syst	Timely completion of AxiomPro system remediation.	Stable	2 (Low/Medium)	AxiomPro is a 3rd party managed Agency business system, which is used by at least 9 different agencies.	DOH is working with Image API to identify the requirements and the final report.	DOH will work with Image API on an alternate solution.	Risk reviewed with CORE team
Open and Monitoring	10/22/25		Agency Business Syst	Cross Agency: Timely completion of AxiomPro system remediation	Stable	2 (Low/Medium)	AxiomPro is a 3rd party managed Agency business system, which is used by at least 9 different agencies.	1. Vendor to refer FL PALM knowledge center to plan & design the system remediation. 2. Vendor to perform unit testing with the information provided by the FL PALM team. 3. FL PALM Team to make sizable and reliable sample/ test files available. 4. Vendor to perform exhaustive Technical Testing of the system integration (Cycle 2 - Testing) and complete defect fixes. 5. Agency to monitor the progress of the system remediation and provide support/ consultations.	ABS remediation of several agencies will be impacted. Some agency may have manual workaround however this may impact go-live readiness for a few agencies.	Risk reviewed with CORE team
Open and Monitoring	04/22/25		Agency Business Syst	Awaiting confirmation and finalized configurations, conversions, and interfaces so DOH can calculate work effort on remediation and develop project timelines for completion of necessary tasks.	Decreasing	1 (Low/Low)	N/A	We are creating DOH's FDW	DOH will have to continue working on remediation.	Risk reviewed with CORE team
Open and Monitoring	04/22/25		Training	Payroll Design Sessions are scheduled to complete / finalize by the PALM project in July-October 2024 (Segment IV). Agencies may not have enough time to understand and implement change of processes, requirements, interface files.	Decreasing	1 (Low/Low)	N/A	DOH is reading all the available information on knowledge center to understand Payroll changes.	DOH will have to continue working on remediation with the information they have.	Risk reviewed with CORE team

DOH Issues

Status	Date Opened	Date Closed	Priority	Primary Issue Category	Issue Title	Background	Action Plan	Planned or Actual Resolution Date	Reporting Period Comments
Open	04/24/26		High - Impacts the ability	User Acceptance Testing	AOD is indicating agencies can add users for the purpose of testing. This will assist, but due to some of the challenges DOH has faced within in the AOD-PALM UAT, it would beneficial if AOD-PALM tested adding users	CHDs would not access until go-live. I think this is an issue we need to add to our issue log.	Train CHDs after Go-Live	12/01/26	Risk reviewed with CORE team

					tested adding users using an automated process similar to migration at go-live, prior to go-live.				
Open	05/01/25		Low - All impacts not liste	Agency Business System	Changes to PALM website, PALM tasks, and the Interface files: Our agency is taking a lot of effort to educate and train technical and non-technical staff. Constant changes disrupts processes and it takes time to find the same information and retrain staff. For e.g., DOH staff got used to receiving emails for Interface and Report updates, now we have 2 or 3 resources who will check the Change Log every so often	DOH staff got used to receiving emails for Interface and Report updates, now we have 2 or 3 resources who will check the Change Log every so often	Resources will check PALM site and Change Log every week	06/30/26	Risk reviewed with CORE team

DOH Assumptions

Critical Operational Elements	Assumption	Status	Date Logged or Removed	Impacted Stakeholder(s) and/or System(s)	Reporting Period Comments for May - June 2026
People Processes Technology Data	PALM will provide solution and remediation of enterprise applications i.e., STMS, PeopleFirst, etc.	Logged	05/01/25	DOH Finance and Accounting	Risk reviewed with CORE team
People Processes Technology Data	PALM will maintain the project "On schedule"	Logged	05/01/25	DOH PALM Project team	Risk reviewed with CORE team
People Processes Technology Data	Enterprise entities like AG/IG's office, or Agencies like DMS, DFS will not add changes or new processes at Go-Live or during PALM HyperCare period	Logged	05/01/25	DOH Finance and Accounting	Risk reviewed with CORE team

Agency Sponsor Confirmation

Fields marked with an asterisk (*) are required.

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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DOH Status Report Confirmation

Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
May - June 2026	Robert Herron	robert.herron@flhealth.gov	07/10/26
March - April 2026	Robert Herron	robert.herron@flhealth.gov	05/07/26
January - February 2026	Robert Herron	robert.herron@flhealth.gov	03/09/26

Helpful Links

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

DOL 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 2026

Agency Sponsor

Becky Ajhar

RW Task Timeliness

Direct Impact Task Timeliness

Direct Impact Task Timeliness:

Score = 99.42%

- Submitted On Time = 50
- Submitted Late = 2
- Pending Submission = 0

Other Task Timeliness

Other Task Timeliness:

Score = 95.4%

- Submitted On Time = 92
- Submitted Late = 8
- Pending Submission = 3

The RW Task Timeliness dials reflect the timeliness of your agency's submission of all RW tasks based on the task due date. Calculations are based on all RW tasks to date.

RW Task Completeness

Direct Impact Task Completeness

Direct Task Completeness:

Score = 96.86%

- Submitted Complete = 45
- Submitted Incomplete = 1
- Completed After Submission = 5

Other Task Completeness

Other Task Completeness:

Score = 95.42%

- Submitted Complete = 66
- Submitted Incomplete = 2
- Completed After Submission = 4

The RW Task Completeness dials reflect the completeness of your agency's task submissions based on the task rubric. Calculations of task completeness includes all RW Tasks since RW 512.

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

Change Champion Network:

- Unique Filled Role = 4
- Duplicate Filled Role = 9
- Vacant Role = 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		Updating current state business process documentation is underway, but it's taking longer than initially anticipated. Due to the comprehensive review needed, the timeline for completing this task is being adjusted. We anticipate finalizing the updated documentation within 3 weeks. 5/29 - Documentation for business processes reviewed and completed. Areas which require remediation have been identified and currently being updated by Finance Department. ETC unknown. 7/12/24 - Documentation updates still pending for submittal 12/2024 - Will not submit until UAT		
N/A	Processes	**527**	Identify Change Impacts and Update Agency Business Process Documentation for Segment III	04/15/24	07/12/24	50% - In Progress		Updating current state business process documentation is underway, but it's taking longer than initially anticipated. Due to the comprehensive review needed, the timeline for completing this task is being adjusted. 7/12/24 - Documentation updates still pending for submittal 12/2024 - Will not submit until UAT		
N/A	Processes	**543**	Identify Change Impacts and Update Agency Business Process Documentation for Segment IV	07/22/24	10/18/24	50% - In Progress		12/2024 - Will not submit until UAT		
Indirect	N/A	**672**	Submit Monthly Progress Report - Testing	02/02/26	02/27/26	Pending Resubmission	**02/27/26**		Task Closed - Submission Incomplete	
N/A	People	**607**	Update Training Plan	04/06/26	06/05/26	100% - Submitted	**06/22/26**		Submission Complete	
Direct	Data	**713**	Confirm Supplier Records	04/20/26	05/22/26	100% - Submitted	**04/30/26**		Submission Complete	
Direct	Data	**698**	Complete Data Cleansing in Preparation for Dry Run 2	04/20/26	06/17/26	100% - Submitted	**06/17/26**		Submission Complete	
N/A	N/A	**677**	Submit Bimonthly Agency Readiness Status Report	05/01/26	05/11/26	100% - Submitted	**05/08/26**		Submission Complete	
Indirect	N/A	**678**	Submit Monthly Progress Report - Testing, Training	05/01/26	05/29/26	100% - Submitted	**05/28/26**		Submission Complete	
Indirect	Data	**699**	Maintain Configuration and Conversion Workbooks	05/01/26	05/29/26	100% - Submitted	**05/28/26**		Submission Complete	
Indirect	People	**700**	Maintain Role Mapping Worksheet	05/01/26	05/29/26	100% - Submitted	**05/28/26**		Submission Complete	
N/A	Processes	**602**	Update Agency Business Process Documentation	05/04/26	10/30/26					
N/A	People	**604**	Create Agency-Specific Learning Materials to Support End Users	05/04/26	10/30/26					
Direct	Data	**701**	Submit Configuration and Conversion Workbooks	06/01/26	06/17/26	100% - Submitted	**06/17/26**		Submission Complete	
Direct	People	**702**	Submit Role Mapping Worksheet	06/01/26	06/26/26	100% - Submitted	**06/26/26**		Submission Complete	

Indirect	N/A	**679**	Submit Monthly Progress Report - Testing, Training	06/01/26	06/30/26	100% - Submitted	**06/29/26**		Submission Complete	06/29/26
Indirect	N/A	**619**	Update Agency Readiness Certification #3	06/22/26	07/10/26					
Indirect	Technology	**586**	Create Agency Deployment Plan and Cutover Checklist to Prepare for Go-Live	06/29/26	09/11/26					
N/A	N/A	**680**	Submit Bimonthly Agency Readiness Status Report	07/01/26	07/10/26	100% - Submitted	**06/29/26**		Submission Complete	
Indirect	N/A	**681**	Submit Monthly Progress Report - Testing, Training, Cutover	07/01/26	07/31/26					
Indirect	Data	**703**	Maintain Configuration and Conversion Workbooks	07/01/26	07/31/26					
Indirect	People	**704**	Maintain Role Mapping Worksheet	07/01/26	08/21/26					

Agency Reported

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

DOL Risks

Status	Date Opened	Date Closed	Primary Risk Category	Risk Title	Trend	Risk Rating	Background	Monitor/Mitigation Plan/Resolution	Impact if Risk Becomes an Issue	Reporting Period Comments
Open and Mitigating	06/02/25		Business Process Chang	Delay in monthly transfer to the EETF. This occurs on the 20th of each month.	Increasing	9 (High/High)	A&A will schedule the close each month. It has been suggested that close will take place after interest has been received each month. Currently, interest is not available until after the 20th which will put us behind in our monthly transfers.	Discuss with Florida PALM closer to go-live to develop resolution.	DOE will not receive monthly transfer.	No changes to report for this reporting period. The monthly closeout process continues to rely on interest information received after the 20th of each month, which may impact the timing of monthly transfers. DOL and Florida PALM will reassess the process as go-live approaches to identify a viable solution
Open and Monitoring	05/01/24		Business Process Chang	The new Claims and Payment System (CAPS) may delay training efforts in Florida PALM	Stable	4 (Medium/Medium)	The implementation of Lottery's new Claim and Payment System (CAPS) is tentatively scheduled to go-live during FY 26-27. The implementation may impact Florida PALM training activities. The new CAPS will be replacing the current system known as Fortune.	Lottery will develop a proactive strategy for the upcoming launch of the new CAPS; will focus on early communication, training for Florida PALM activities, continuous monitoring, and establish contingency plans to address any potential adjustments required in the supplied data.	There may be resource constraints which may result in scheduling delays and project slippage.	No change in status; the risk continues to be monitored
Open and Mitigating	05/26/25		Business Process Chang	Fiscal year-end agency audits will overlap with Florida PALM go-live	Stable	4 (Medium/Medium)	New go-live date will conflict with the audit schedule and may impact go-live and UAT.	Lottery will develop a mitigation and communication plan to ensure successful end of year close-out activities and go-live transition.	There may be resource constraints which may result in delays.	No updates for this reporting period. Planning for year-end closeout and the go-live transition continues

DOL Issues

Status	Date Opened	Date Closed	Priority	Primary Issue Category	Issue Title	Background	Action Plan	Planned or Actual Resolution Date	Reporting Period Comments

DOL Assumptions

Critical Operational Elements	Assumption	Status	Date Logged or Removed	Impacted Stakeholder(s) and/or System(s)	Reporting Period Comments for May - June 2026

Agency Sponsor Confirmation

Fields marked with an asterisk (*) are required.

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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DOL Status Report Confirmation

Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
May - June 2026	Rebecca Ajhar	ajharb@flalottery.com	06/29/26
March - April 2026	Rebecca Ajhar	ajharb@flalottery.com	05/08/26
January - February 2026	Rebecca Ajhar	ajharb@flalottery.com	03/10/26

Helpful Links

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

DOR 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 2026

Agency Sponsor

Clark Rogers

RW Task Timeliness

Direct Impact Task Timeliness

Direct Impact Task Timeliness:

Score = 95.85%

- Submitted On Time = 44
- Submitted Late = 9
- Pending Submission = 0

Other Task Timeliness

Other Task Timeliness:

Score = 93.88%

- Submitted On Time = 91
- Submitted Late = 12
- Pending Submission = 0

The RW Task Timeliness dials reflect the timeliness of your agency's submission of all RW tasks based on the task due date. Calculations are based on all RW tasks to date.

RW Task Completeness

Direct Impact Task Completeness

Direct Task Completeness:

Score = 89.04%

- Submitted Complete = 38
- Submitted Incomplete = 3
- Completed After Submission = 11

Other Task Completeness

Other Task Completeness:

Score = 88.40%

- Submitted Complete = 58
- Submitted Incomplete = 4
- Completed After Submission = 13

The RW Task Completeness dials reflect the completeness of your agency's task submissions based on the task rubric. Calculations of task completeness includes all RW Tasks since RW 512.

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

Change Champion Network:

- Unique Filled Role = 15
- Duplicate Filled Role = 0
- Vacant Role = 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	People	**607**	Update Training Plan	04/06/26	06/05/26	100% - Submitted	**06/05/26**		Submission Complete	
Direct	Data	**713**	Confirm Supplier Records	04/20/26	05/22/26	100% - Submitted	**05/21/26**		Submission Complete	
Direct	Data	**698**	Complete Data Cleansing in Preparation for Dry Run 2	04/20/26	06/17/26	100% - Submitted	**06/16/26**		Submission Complete	
N/A	N/A	**677**	Submit Bimonthly Agency Readiness Status Report	05/01/26	05/11/26	100% - Submitted	**05/07/26**		Submission Complete	
Indirect	N/A	**678**	Submit Monthly Progress Report - Testing, Training	05/01/26	05/29/26	100% - Submitted	**05/28/26**		Task Closed - Submission Incomplete	
Indirect	Data	**699**	Maintain Configuration and Conversion Workbooks	05/01/26	05/29/26	100% - Submitted	**05/28/26**		Submission Complete	
Indirect	People	**700**	Maintain Role Mapping Worksheet	05/01/26	05/29/26	100% - Submitted	**05/28/26**	We have errors only for SOD conflicts with SAMS. We are working on the transition.	Submission Complete	
N/A	Processes	**602**	Update Agency Business Process Documentation	05/04/26	10/30/26	50% - In Progress				
N/A	People	**604**	Create Agency-Specific Learning Materials to Support End Users	05/04/26	10/30/26	50% - In Progress				
Direct	Data	**701**	Submit Configuration and Conversion Workbooks	06/01/26	06/17/26	100% - Submitted	**06/16/26**		Submission Complete	
Direct	People	**702**	Submit Role Mapping Worksheet	06/01/26	06/26/26	100% - Submitted	**06/26/26**	DOR has 5 errors on 6/26/26 afternoon. Two of them are SOD Exceptions for SAMS. Their SOD Approval form is attached. Other 3 errors have been corrected.	Submission Complete	
Indirect	N/A	**679**	Submit Monthly Progress Report - Testing, Training	06/01/26	06/30/26	100% - Submitted	**06/30/26**	Status report was submitted around 1:30 pm by Agency Sponsor	Submission Complete	
Indirect	N/A	**619**	Update Agency Readiness Certification #3	06/22/26	07/10/26	75% - Consolidating/Inputting Information for Submission				
Indirect	Technology	**586**	Create Agency Deployment Plan and Cutover Checklist to Prepare for Go-Live	06/29/26	09/11/26	25% - Beginning Initial Internal Meetings and Information Gathering				
N/A	N/A	**680**	Submit Bimonthly Agency Readiness Status Report	07/01/26	07/10/26	100% - Submitted	**07/12/26**			07/10/26
Indirect	N/A	**681**	Submit Monthly Progress Report - Testing, Training, Cutover	07/01/26	07/31/26	50% - In Progress				
Indirect	Data	**703**	Maintain Configuration and Conversion Workbooks	07/01/26	07/31/26	50% - In Progress				
Indirect	People	**704**	Maintain Role Mapping Worksheet	07/01/26	08/21/26	50% - In Progress				

Agency Reported

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

DOR Risks

Status	Date Opened	Date Closed	Primary Risk Category	Risk Title	Trend	Risk Rating	Background	Monitor/Mitigation Plan/Resolution	Impact if Risk Becomes an Issue	Reporting Period Comments
Open and Monitoring	06/28/24		User Acceptance Testing	DOR - PALM and ABS UAT	Stable	2 (Medium/Low)	All enterprise systems will be remediated and operating with PALM COA data in the test environment used for UAT so that agency business systems may be fully validated by processing actual data generated by normal business processes in the test environment. Originally filed by Shannon Segers	Unable to mitigate at agency level; must be mitigated by the enterprise.	Work with SMEs, PALM Projects and DOR remediation Teams	End to End testing with Enterprise partners is in progress.
Open and Monitoring	12/04/24		Business Process Chang	PALM Reporting and Datawarehouse	Stable	2 (Medium/Low)	With Agency Reporting Systems like RABIT and FICAS retiring away, DOR will solely rely on PALM Reports and the proposed PALM Datawarehouse for all its reporting needs. Until the PALM Data warehouse is available, DOR is not sure whether it can meet its reporting needs. PALM Datawarehouse is proposed to be available in June 2025.	Unable to mitigate at agency level; must be mitigated by the enterprise.	With no other ABS planned for RABBIT and reporting systems, DOR will explore datawarehouse capability for tis reporting needs	DOR is working on creating additional reports in the DW/BI Environment
Open and Monitoring	10/17/23		Staffing/Resource Availal	GTA - EFile and Pay	Stable	1 (Low/Low)	The GTA E-services project may be conducted at the same time agency business system remediation is conducted. Originally filed by Business Technology Office	Staff augmentation resources to support Florida PALM activities.	Need to ensure PALM resources are not diverted to EFile & Pay until SUNTAX remediation is completed.	E-File will go to production by Aug/Sep 2026.
Open and Monitoring	09/24/25		Interface	Interface testing delays and file structure, file format/ layout, requirements changes	Stable	1 (Low/Low)	As ABS testing with PALM continues, interface file changes in structure and requirements can set remediation progress back and cause agency development efforts rework. The response on interface testing errors is uncertain, unclear and no ETA are available to the agency.	The Project should provide ample advanced notice of any pending or possible interface file changes. If an SIR is filed due to errors on an interface, agencies should be notified with an expected timeline to resolve the issues.	ABS remediation readiness hampered, delayed, and perhaps stalled.	Waiting on PRI063 interface file from Florida PALM

DOR Issues

Status	Date Opened	Date Closed	Priority	Primary Issue Category	Issue Title	Background	Action Plan	Planned or Actual Resolution Date	Reporting Period Comments

DOR Assumptions

Critical Operational Elements	Assumption	Status	Date Logged or Removed	Impacted Stakeholder(s) and/or System(s)	Reporting Period Comments for May - June 2026
Data	New chart of account data from the configuration workbooks will be loaded by the Florida PALM Project Team into all enterprise business systems.	Logged	03/08/24	All agencies, all agency business systems.	We will verify this again in UAT Refresh
Data	People First data will be cleansed and updated chart of accounts data will be available in a test environment for UAT.	Logged	04/12/24	All agencies, all business systems that use People First data.	We will verify this again in UAT Refresh
Processes Data	All enterprise systems will be remediated and operating with PALM COA data in the test environment used for UAT so that agency business systems may be fully validated by processing actual data generated by normal business processes in the test environment.	Logged	06/28/24	All enterprise systems will be remediated and operating with PALM COA data in the test environment used for UAT so that agency business systems may be fully validated by processing actual data generated by normal business processes in the test environment.	We will verify this again in UAT Refresh

Agency Sponsor Confirmation

Fields marked with an asterisk (*) are required.

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*

DOR Status Report Confirmation

Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
May - June 2026	Clark M. Rogers	clark.rogers@floridarevenue.com	07/10/26
March - April 2026	Clark M. Rogers	clark.rogers@floridarevenue.com	05/07/26
January - February 2026	Clark M. Rogers	clark.rogers@floridarevenue.com	03/09/26

Helpful Links

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

DOS Status Report Dashboard

Click on the various statistics or dials to view the supporting information within your agency's Smartsheet Florida PALM Workbook.

Reporting Period

May - June 2026

Agency Sponsor

Antonio Murphy

RW Task Timeliness

Direct Impact Task Timeliness

Direct Impact Task Timeliness:

Score = 97.4%

- Submitted On Time = 47
- Submitted Late = 3
- Pending Submission = 0

Other Task Timeliness

Other Task Timeliness:

Score = 86.6%

- Submitted On Time = 69
- Submitted Late = 31
- Pending Submission = 1

The RW Task Timeliness dials reflect the timeliness of your agency's submission of all RW tasks based on the task due date. Calculations are based on all RW tasks to date.

RW Task Completeness

Direct Impact Task Completeness

Direct Task Completeness:

Score = 82.20%

- Submitted Complete = 30
- Submitted Incomplete = 6
- Completed After Submission = 14

Other Task Completeness

Other Task Completeness:

Score = 79.44%

- Submitted Complete = 54
- Submitted Incomplete = 9
- Completed After Submission = 9

The RW Task Completeness dials reflect the completeness of your agency's task submissions based on the task rubric. Calculations of task completeness includes all RW Tasks since RW 512.

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

Change Champion Network:

- Unique Filled Role = 9
- Duplicate Filled Role = 0
- Vacant Role = 6

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	People	**666**	Share Florida PALM Updates	10/13/25	10/24/25	Pending Resubmission	**10/21/25**	Meeting held with F&A chief to discuss current status of outstanding tasks.	Task Closed - Submission Incomplete	
Indirect	People	**688**	Update UAT Plan	12/08/25	01/09/26	Pending Resubmission	**01/09/26**		Task Closed - Submission Incomplete	
N/A	People	**670**	Share Florida PALM Updates	01/12/26	01/23/26	Pending Resubmission	**01/26/26**		Task Closed - Submission Incomplete	
N/A	People	**607**	Update Training Plan	04/06/26	06/05/26	100% - Submitted	**06/05/26**	Agency still working on updating new UAT testing participants	Submission Complete	
N/A	People	**676**	Share Florida PALM Updates	04/13/26	04/24/26					
Direct	Data	**713**	Confirm Supplier Records	04/20/26	05/22/26	100% - Submitted	**05/12/26**		Submission Complete	05/20/26
Direct	Data	**698**	Complete Data Cleansing in Preparation for Dry Run 2	04/20/26	06/17/26	100% - Submitted	**06/17/26**		Task Closed - Submission Incomplete	
N/A	N/A	**677**	Submit Bimonthly Agency Readiness Status Report	05/01/26	05/11/26	100% - Submitted	**05/11/26**		Submission Complete	
Indirect	N/A	**678**	Submit Monthly Progress Report - Testing, Training	05/01/26	05/29/26	100% - Submitted	**05/29/26**	Department has no interfaces to test currently.	Submission Complete	
Indirect	Data	**699**	Maintain Configuration and Conversion Workbooks	05/01/26	05/29/26	100% - Submitted	**05/29/26**		Submission Complete	
Indirect	People	**700**	Maintain Role Mapping Worksheet	05/01/26	05/29/26	Pending Resubmission	**05/29/26**		Submission Incomplete	
N/A	Processes	**602**	Update Agency Business Process Documentation	05/04/26	10/30/26					
N/A	People	**604**	Create Agency-Specific Learning Materials to Support End Users	05/04/26	10/30/26					
Direct	Data	**701**	Submit Configuration and Conversion Workbooks	06/01/26	06/17/26	100% - Submitted	**06/17/26**		Submission Complete	
Direct	People	**702**	Submit Role Mapping Worksheet	06/01/26	06/26/26	100% - Submitted	**06/26/26**		Submission Complete	
Indirect	N/A	**679**	Submit Monthly Progress Report - Testing, Training	06/01/26	06/30/26	100% - Submitted	**06/24/26**	Department has no interfaces to test currently.	Submission Complete	06/30/26
Indirect	N/A	**619**	Update Agency Readiness Certification #3	06/22/26	07/10/26	100% - Submitted	**07/10/26**			
Indirect	Technology	**586**	Create Agency Deployment Plan and Cutover Checklist to Prepare for Go-Live	06/29/26	09/11/26					
N/A	N/A	**680**	Submit Bimonthly Agency Readiness Status Report	07/01/26	07/10/26	100% - Submitted	**07/10/26**			
Indirect	N/A	**681**	Submit Monthly Progress Report - Testing, Training, Cutover	07/01/26	07/31/26					
Indirect	Data	**703**	Maintain Configuration and Conversion Workbooks	07/01/26	07/31/26					
Indirect	People	**704**	Maintain Role Mapping Worksheet	07/01/26	08/21/26					

Agency Reported

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

DOS Risks

Status	Date Opened	Date Closed	Primary Risk Category	Risk Title	Trend	Risk Rating	Background	Monitor/Mitigation Plan/Resolution	Impact if Risk Becomes an Issue	Reporting Period Comments
Open and Mitigating	03/10/26		Staffing/Resource Availal	Attrition	Increasing	9 (High/High)	DOS has lost several key personnel within the last 6 months. As a result, availability and attendance for UAT has been limited.	DOS has recently hired new staff and has begun to get them system access.	DOS will fall behind test scenarios in the UAT environment.	DOS has made progress towards UAT testing.

DOS Issues

Status	Date Opened	Date Closed	Priority	Primary Issue Category	Issue Title	Background	Action Plan	Planned or Actual Resolution Date	Reporting Period Comments
Open	03/31/26		High - Impacts the ability	Staffing/Resource Availal	Personnel	DOS has lost many key employees prior to the start of UAT.	DOS has onboarded additional staff to be able to help cover day to day duties. This will allow managers more time to operate in the testing environment.	05/29/26	DOS will continue to get new staff comfortable with the UAT environment.

DOS Assumptions

Critical Operational Elements	Assumption	Status	Date Logged or Removed	Impacted Stakeholder(s) and/or System(s)	Reporting Period Comments for May - June 2026

Agency Sponsor Confirmation

Fields marked with an asterisk (*) are required.

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

DOS Status Report Confirmation

Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
May - June 2026	Antonio Murphy	antonio.murphy@dos.myflorida.com	07/10/26
March - April 2026	Antonio Murphy	antonio.murphy@dos.myflorida.com	05/11/26
January - February 2026	Antonio Murphy	antonio.murphy@dos.myflorida.com	03/10/26

Helpful Links

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

EOG 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 2026

Agency Sponsor

Dawn Hanson

RW Task Timeliness

Direct Impact Task Timeliness

Direct Impact Task Timeliness:

Score = 100%

- Submitted On Time = 56
- Submitted Late = 0
- Pending Submission = 0

Other Task Timeliness

Other Task Timeliness:

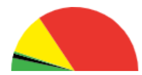
Score = 99.6%

- Submitted On Time = 100
- Submitted Late = 1
- Pending Submission = 0

The RW Task Timeliness dials reflect the timeliness of your agency's submission of all RW tasks based on the task due date. Calculations are based on all RW tasks to date.

RW Task Completeness

Direct Impact Task Completeness



Direct Task Completeness:

Score = 93.27%

- Submitted Complete = 46
- Submitted Incomplete = 3
- Completed After Submission = 6

Other Task Completeness

Other Task Completeness:

Score = 97.95%

- Submitted Complete = 67
- Submitted Incomplete = 1
- Completed After Submission = 5

The RW Task Completeness dials reflect the completeness of your agency's task submissions based on the task rubric. Calculations of task completeness includes all RW Tasks since RW 512.

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

Change Champion Network:

- Unique Filled Role = 3
- Duplicate Filled Role = 12
- Vacant Role = 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	People	**607**	Update Training Plan	04/06/26	06/05/26	100% - Submitted	**06/02/26**		Submission Complete	
Direct	Data	**713**	Confirm Supplier Records	04/20/26	05/22/26	100% - Submitted	**05/13/26**		Submission Complete	
Direct	Data	**698**	Complete Data Cleansing in Preparation for Dry Run 2	04/20/26	06/17/26	100% - Submitted	**06/16/26**		Submission Complete	
N/A	N/A	**677**	Submit Bimonthly Agency Readiness Status Report	05/01/26	05/11/26	100% - Submitted	**05/07/26**		Submission Complete	
Indirect	N/A	**678**	Submit Monthly Progress Report - Testing, Training	05/01/26	05/29/26	100% - Submitted	**05/28/26**		Submission Complete	
Indirect	Data	**699**	Maintain Configuration and Conversion Workbooks	05/01/26	05/29/26	100% - Submitted	**05/28/26**		Task Closed - Submission Incomplete	
Indirect	People	**700**	Maintain Role Mapping Worksheet	05/01/26	05/29/26	100% - Submitted	**05/27/26**		Submission Complete	
N/A	Processes	**602**	Update Agency Business Process Documentation	05/04/26	10/30/26					
N/A	People	**604**	Create Agency-Specific Learning Materials to Support End Users	05/04/26	10/30/26					
Direct	Data	**701**	Submit Configuration and Conversion Workbooks	06/01/26	06/17/26	100% - Submitted	**06/16/26**		Task Closed - Submission Incomplete	
Direct	People	**702**	Submit Role Mapping Worksheet	06/01/26	06/26/26	100% - Submitted	**06/25/26**		Submission Complete	
Indirect	N/A	**679**	Submit Monthly Progress Report - Testing, Training	06/01/26	06/30/26	100% - Submitted	**06/30/26**			
Indirect	N/A	**619**	Update Agency Readiness Certification #3	06/22/26	07/10/26					
Indirect	Technology	**586**	Create Agency Deployment Plan and Cutover Checklist to Prepare for Go-Live	06/29/26	09/11/26					
N/A	N/A	**680**	Submit Bimonthly Agency Readiness Status Report	07/01/26	07/10/26	100% - Submitted	**06/30/26**			

Agency Reported

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

EOG Risks

Status	Date Opened	Date Closed	Primary Risk Category	Risk Title	Trend	Risk Rating	Background	Monitor/Mitigation Plan/Resolution	Impact if Risk Becomes an Issue	Reporting Period Comments
Open and Monitoring	10/31/23		Staffing/Resource Availal	Limited Staff	Stable	9 (High/High)	The EOG has limited staff and technical/training resources.	EOG will monitor transactions and will use UAT for training. It should be noted that on boarding temporary additional staff may not be the most effective method to handle additional workload, as	Efficiency and accuracy of transactions will be hindered.	No changes.

								the same individuals that are participating in UAT, training, and FLAIR work are also the same individuals that would be training onboarded new staff. Onboarding temporary new staff may place a greater work strain on current staff than none at all.		
Open and Monitoring	02/17/25		Staffing/Resource Availal	Limited Staff - Timing	Increasing	9 (High/High)	There are/will be many competing priorities for staff working on this project. Staff on the project serve in more than one capacity and time may not be fully dedicated to accounting and FL PALM work. Some of the FL PALM tasks coincide with some of the busiest times for financial/budget/accounti agency resources. The training period of July - October timeframe is the busiest of the fiscal year with most duties falling to a very limited number of individuals. The cutover and go-live for FL PALM: November, 2026- early 2027 is an elected official transition period. This timeframe affects the workload of all Administrative Services (PALM end user) staff. The cutover period will affect abilities to transact and to update payroll and personnel changes timely during the transition period December 2026/January 2027 time period.	The EOG will monitor staff workload, and will utilize UAT as a training period to be ready to support the incoming administration. The EOG will reach out to DFS (and PALM) and other enterprise agencies for assistance should we not be able to properly assist the incoming administration on important matters necessitating timely input and processing that cannot be accomplished in systems closed due to cutover.	Efficiency, pace, and timeliness of transactions will be hindered. Timely processing of payroll and personnel revisions and other financial transactions may not be accomplished during cutover.	No changes.
Open and Monitoring	12/31/24		Business Process Chang	DEM - Separation General	Stable	9 (High/High)	The Division of Emergency Management is physically and functionally separate from the Executive Office; however, the two entities share the same OLO/business unit. Risks exist surrounding data management, reporting, payments, transaction differentiation, and incorrect updates based on assumptions of shared/not shared data in DEM business systems.	The EOG and DEM have met with FL PALM to outline concerns and have requested additional meetings regarding pending inquiries. It was determined that many of the solutions initially discussed will not be able to be effectively implemented. We will continue to monitor and meet with the PALM team as the final design takes shape to determine the best methodologies for the differentiation of data. System configuration will be tested during UAT to determine what will be policy or procedure driven changes vs. what will require additional PALM knowledge or staff resources. As of current UAT status, EOG is unable to filter approval or other screens by budget entity, making it difficult to remove DEM from certain PALM views forcing use of various reports rather than workcenters.	Incorrect, inaccurate reporting; combined transactions and payments that will have to be re-vouchered; incorrect personnel inputting or approving transactions not related to the correct individual's roles/responsibilities	No changes. We will attempt to test during end to end testing.
Open and Monitoring	06/29/26		Deployment/Cutover	Cutover - Gubernatorial Transition	Increasing	9 (High/High)	The EOG Administration Office completes purchasing, accounting, general services, and personnel/payroll functions. The Gubernatorial Transition period is from November, 2026 to January, 2027. Primary responsibilities of the EOG Administration Office during this period are to assist incoming and outgoing EOG employees with all personnel transactions (PeopleFirst and payroll); to provide financial support in the form of agency budget management, research, and accounting; and purchasing/contracting for goods and services needed for the Executive Office, the Governor's Mansion (household expenses), Office of Policy and Budget, LASPBS Systems Design and	The EOG has requested notice for all enterprise system unavailability and is writing a mitigation plan. However, it is important to note that the agency cannot predict every future need during this time period.	The EOG Administrative office will not be able to properly support the needs of the incoming Governor and staff, as well as transition teams appointed by the Governor-Elect.	Newly reported.

							Support. Currently, PALM is coordinating with FLAIR and all enterprise systems used for personnel transactions, purchasing, etc or most/if not all systems to be unavailable for use during the periods of December 19.2027 - January 12, 2027. While we recognize that all systems and dates are not finalized, the risk of not being able to complete state business transactions in administrative areas during this time period will significantly affect the agency and incoming Governor and transition teams.			
Open and Monitoring	08/23/24		Business Process Chang	DEM - Separation InterUnit Transactions	Stable	6 (Medium/High)	The Division of Emergency Management is physically and functionally separate from the Executive Office; however, the two entities share the same OLO/business unit. Detailed risk outlined in Risk Line 007 relates to payment management. In reviewing Segment IV -Inter-Unit transactions, we noted that all receiving transactions may be rolled together with no ability to discern 'ownership' of the transaction since only OLO/Business Unit is required. Sent suggestions to the PALM team requesting additional fields be mandatory. Also requested that search menus be available on each workcenter screen to filter out unneeded transactions to only those relevant to DEM or EOG.	The EOG has reported the issue and made suggestions to FL PALM as potential solutions. EOG will document errors (should they occur) to the project during UAT.	Incorrect transfers will be incorrectly approved or will not be approved, since staff will not know to whom the transfer belongs.	We have attempted a mitigation; however, will not be fully known if working until more transactions are processed.
Open and Monitoring	06/06/24		Training	Nomenclature	Stable	6 (Medium/High)	Nomenclature is changing in from FLAIR terms to PALM terms. Some fields in PALM are named the same as in FLAIR but with different meanings/uses. Examples are category, asset location, etc. This will primarily be a training challenge; however, there exists the risk that procedures, guidelines, data, queries, etc will be misinterpreted or not updated properly.	The EOG will work to highlight terminology/naming differences and provide documents to mitigate risk of confusion. Users are participating in prerequisite overview training.	Incorrect fields or incomplete transactions posted due to misinterpretation.	No changes.
Open and Monitoring	10/31/23		Business Process Chang	Limited Staff - Roles and Workflow	Stable	6 (High/Medium)	FL PALM transactions are based on roles with an approval workflow. Because of EOG's limited staff, transactions requiring approvals will likely bottleneck with 1 or possibly 2 staff members. There are not enough appropriate staff available to assign unique backup processors and approvers.	The EOG has discussed this risk with FL PALM and communicated its inability to have role backups and the risk of transaction approval bottlenecks with so few individuals available to work on any given process. There exists the possibility for some transactions to utilize a spreadsheet upload of transactions rather than individual transaction approvals. DFS policies will most likely still require the spreadsheet upload to be reviewed and approved prior to upload. While this may mitigate some risks, the transactions will still bottleneck to one or two employees knowledgeable in the specific transactions. EOG will work with DFS to request roles that are currently unallowable due to separation of duty prohibitions.	Efficiency, pace, and timeliness of transactions will be hindered.	No changes.
Open and Monitoring	06/06/24		Business Process Chang	DEM - Separation Warrant Management	Stable	6 (High/Medium)	The Division of Emergency Management is physically and functionally separate from the Executive Office; however, the two entities share the same OLO/business unit. Detailed risk outline in Risk Line 007 relates to	The EOG and DEM have met with FL PALM to outline concerns. We will reach out to the PALM team during configuration to determine at what level certain codes can be defaulted to ensure this does not happen. As long as the warrants do	If warrants combine, the entire warrant will need to be deleted and invoices re-vouchers. This is an efficiency and effectiveness issue that will need to be addressed.	No changes. We will attempt to test during end to end testing

							payment management. In reviewing the hardcopy draft of new warrants, if the wrong payment handling code is selected by DEM, EOG will not be able to tell who the warrant belongs to since BE is not printed on the warrant.	not combine, we will be able to research to accomodate. If warrants combine, the entire warrant may need to be deleted and invoices re-vouchered. Noted during review of configuration values worksheet that DEM has been assigned 2 pmt handling codes. Also noted that ORIGIN will not work for differentiation since Works, MFMP, STMS are origins which both EOG and DEM use. We will review reports during early phases of UAT to seek a solution, since end to end UAT will not be available during the early testing periods. As of the latest UAT session, PALM is looking into the ability to make the 'separate payments' checkbox a defaulted value to avoid accidental combining of payments to shared supplier/vendors.		
Open and Monitoring	10/31/23		Training	Limited Staff - Processing Changes	Stable	2 (Medium/Low)	Due to limited staff and staff turnover, there exists a risk that relevant or important steps in a new or revised task will be missed or not completed.	The EOG will monitor staff workload and will utilize UAT as a training period for all staff. EOG will monitor reports and instructional/policy documents provided by the Department of Financial Services and the FL PALM team.	Inaccurate or incomplete data/reports may result (depending on the requirement).	No changes.
Open and Monitoring	10/31/23		Training	Statewide System Revisions/	Stable	2 (Medium/Low)	With the revision of interfaces for all Enterprise business systems, such as Works, STMS, and MFMP, and staff learning the updates to all new systems with FL PALM, it may be more difficult to pinpoint the source of errors in UAT and early implementation transaction processing.	EOG will monitor all tasks and attempt to report issues to all relevant parties.	Transactions will be incorrectly processed (or not processed timely) - inefficiencies in issue resolution.	No changes.
Open and Monitoring	10/31/23		Training	Attachments	Stable	1 (Low/Low)	Risks relate to attachments of documents in FL PALM. Staff will need training on what can and should be attached or redacted prior to attaching in FL PALM.	The EOG will outline as many processes as possible to mitigate risk of incorrectly attached documents, and will ensure that all staff attend training and have access to PALM resources when appropriate.	Incorrect/improper record keeping of documentation.	No changes.

EOG Issues

Status	Date Opened	Date Closed	Priority	Primary Issue Category	Issue Title	Background	Action Plan	Planned or Actual Resolution Date	Reporting Period Comments
Open	05/21/26		Low - All impacts not liste	Conversion/Configuratior	Asset Conversion	EOG has many items recorded to the property master for inventory control purposes that are not and should not be capitalized. These items are input to FLAIR property file with an acquisition cost of $0 (blank) and an MDC depreciation indicator of N. In previous conversion exercises, these items properly converted to PALM because even though the fund code was missing, the depreciation indicator = N (reference 8/11/2025 Mock 3 supplemental document for AMC001). In the current Dry Run 1 conversion exercise, this was revised to mandate a fund code must be present without other qualifiers. (reference AMC001 supplemental). Therefore, all records that are non-capital that converted on previous exercises have failed conversion in the current dry run 1 exercise.	This was reported as ticket UAT0013281. EOG has been advised that this is issue is being evaluated as to the feasibility of allowing the conversion to occur systematically. If this does not happen, EOG will have to manually create FLAIR TR16 accounting records for over 700 records. There is no DFS batch available for this. This will significantly affect workload on an already strained small staff.	01/12/27	Added due to shortened window for FLAIR update should PALM not make these records available during conversion.

EOG Assumptions

Critical Operational Elements	Assumption	Status	Date Logged or Removed	Impacted Stakeholder(s) and/or System(s)	Reporting Period Comments for May - June 2026
People Processes Technology Data	EOG assumes that FL PALM will provide adequate in-person training and will assist in workflows where there is insufficient staff for approvals.	Logged	04/18/25	Administrative Services	No change.
People Processes	EOG assumes that while processor roles cannot approve	Logged	04/18/25	Administrative Services	No change.

Technology Data	his/her own transactions, the processor can also be assigned an approver role, so that in all cases, staff can function as backup processors or approvers.				
People Processes Technology Data	EOG assumes that ALL transactions and functions will be available for User Acceptance Testing to allow for full learning opportunities will prior to system go-live.	Logged	04/18/25	Administrative Services	No change.
People Processes Technology Data	EOG assumes that during cutover, if statewide HRM and FLAIR/PYRL is not available during cutover, DFS will still be able to provide necessary adjustments for payroll when timeliness is critical.	Logged	10/29/25	Administrative Services	No change.
People Processes Technology Data	EOG assume that during cutover, if purchasing/procure to pay systems are unavailable, that DFS will provide mechanism for payment of necessary goods and services to allow continuance of agency critical operations.	Logged	01/13/26	Administrative Services	No change.

Agency Sponsor Confirmation

Fields marked with an asterisk (*) are required.

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

Privacy Policy | Report Abuse

EOG Status Report Confirmation

Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
May - June 2026	Dawn Hanson	dawn.hanson@eog.myflorida.com	06/30/26
March - April 2026	Dawn Hanson	dawn.hanson@eog.myflorida.com	05/07/26
January - February 2026	Dawn Hanson	dawn.hanson@eog.myflorida.com	03/05/26

Helpful Links

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

FCOR 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 2026

Agency Sponsor

Ryan Schenck

RW Task Timeliness

RW Task Completeness

Direct Impact Task Timeliness

Other Task Timeliness

Direct Impact Task Completeness

Other Task Completeness

Direct Impact Task Timeliness:

Score = 99.59%

- Submitted On Time = 47
- Submitted Late = 2
- Pending Submission = 0

Other Task Timeliness:

Score = 96.89%

- Submitted On Time = 97
- Submitted Late = 6
- Pending Submission = 0

Direct Task Completeness:

Score = 99.38%

- Submitted Complete = 45
- Submitted Incomplete = 0
- Completed After Submission = 3

Other Task Completeness:

Score = 98.70%

- Submitted Complete = 76
- Submitted Incomplete = 0
- Completed After Submission = 1

The RW Task Timeliness dials reflect the timeliness of your agency's submission of all RW tasks based on the task due date. Calculations are based on all RW tasks to date.

The RW Task Completeness dials reflect the completeness of your agency's task submissions based on the task rubric. Calculations of task completeness includes all RW Tasks since RW 512.

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

Change Champion Network:

- Unique Filled Role = 14
- Duplicate Filled Role = 0
- Vacant Role = 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	People	**607**	Update Training Plan	04/06/26	06/05/26	100% - Submitted	**06/04/26**		Submission Complete	
Direct	Data	**713**	Confirm Supplier Records	04/20/26	05/22/26	100% - Submitted	**05/20/26**		Submission Complete	
Direct	Data	**698**	Complete Data Cleansing in Preparation for Dry Run 2	04/20/26	06/17/26	100% - Submitted	**05/07/26**		Submission Complete	
N/A	N/A	**677**	Submit Bimonthly Agency Readiness Status Report	05/01/26	05/11/26	100% - Submitted	**05/06/26**		Submission Complete	
Indirect	N/A	**678**	Submit Monthly Progress Report -Testing, Training	05/01/26	05/29/26	100% - Submitted	**05/29/26**		Submission Complete	
Indirect	Data	**699**	Maintain Configuration and Conversion Workbooks	05/01/26	05/29/26	100% - Submitted	**05/28/26**		Submission Complete	
Indirect	People	**700**	Maintain Role Mapping Worksheet	05/01/26	05/29/26	100% - Submitted	**05/21/26**		Submission Complete	
N/A	Processes	**602**	Update Agency Business Process Documentation	05/04/26	10/30/26	25% - Beginning Initial Internal Meetings and Information Gathering				
N/A	People	**604**	Create Agency-Specific Learning Materials to Support End Users	05/04/26	10/30/26	25% - Beginning Initial Internal Meetings and Information Gathering				
Direct	Data	**701**	Submit Configuration and Conversion Workbooks	06/01/26	06/17/26	100% - Submitted	**06/15/26**		Submission Complete	
Direct	People	**702**	Submit Role Mapping Worksheet	06/01/26	06/26/26	100% - Submitted	**06/24/26**		Submission Complete	
Indirect	N/A	**679**	Submit Monthly Progress Report -Testing, Training	06/01/26	06/30/26	100% - Submitted	**06/26/26**		Submission Complete	
Indirect	N/A	**619**	Update Agency Readiness Certification #3	06/22/26	07/10/26	100% - Submitted	**07/08/26**		Submission Complete	
Indirect	Technology	**586**	Create Agency Deployment Plan and Cutover Checklist to Prepare for Go-Live	06/29/26	09/11/26	25% - Beginning Initial Internal Meetings and Information Gathering				
N/A	N/A	**680**	Submit Bimonthly Agency Readiness Status Report	07/01/26	07/10/26	100% - Submitted	**07/08/26**		Submission Complete	
Indirect	N/A	**681**	Submit Monthly Progress Report -Testing, Training, Cutover	07/01/26	07/31/26	25% - Beginning Initial Internal Meetings and Information Gathering				
Indirect	Data	**703**	Maintain Configuration and Conversion Workbooks	07/01/26	07/31/26	25% - Beginning Initial Internal Meetings and Information Gathering				
Indirect	People	**704**	Maintain Role Mapping Worksheet	07/01/26	08/21/26	25% - Beginning Initial Internal Meetings and Information Gathering				

Agency Reported

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

FCOR Risks

Status	Date Opened	Date Closed	Primary Risk Category	Risk Title	Trend	Risk Rating	Background	Monitor/Mitigation Plan/Resolution	Impact if Risk Becomes an Issue	Reporting Period Comments
Open and Mitigating	06/24/26		Staffing/Resource Availab	Reduced budget allocation for fiscal year 2026-27 could lead to impediments to the planned readiness activities for the agency PALM efforts and agency systems remediation.	Increasing	9 (High/High)	New Risk - Opened on 6/24/26	Risk Management Strategy: Mitigate. 1. Baseline the project spend plan and continue monitoring. 2. Come out with a short-term and longterm approach to staffing needed for FDC-FCOR PALM project. 3. Request additional funding from LBR / FL PALM project team, for agency to successfully transition to PALM system. 4. Apply the course-corrections (if needed) with outlining the impact to the agency's ability to transition to PALM system. Target Closure Date: 9/30/2026.	Fail to achieve the mandatory success measure of agency systems readiness for PALM Go-Live.	6/23/2026: Agency leadership decided to take a few workarounds to minimize the impact. With available funding (approved budget and revert & reappropriate from FY 2025-26) the agency staffing plan could be managed upto December/2026. Additional funding is necessary and will be requested, accordingly agency's ability to successfully transition to PALM system could be determined.
Open and Mitigating	12/04/24		Agency Business System	Unavailability of existing BARS reporting infrastructure will impact agency ability to generate user reports based on legacy/ historical data.	Increasing	6 (High/Medium)	Archived Risk Id: 012/ 009	Risk Management Strategy : Mitigate. 1. Work with FDC OIT on archival of BARS reporting solution, including database, UI and any platform components. 2. Archive BARS reporting solution, as the reporting tool for the legacy (FLAIR) information. Target Closure Date: 4/30/2027	Fail to achieve the mandatory success measure of agency systems readiness for PALM Go-Live.	4/23/2026: Continue to monitor this risk, based on progress of CAIRS Reports solution. 6/23/2026: FL PALM team published draft cutover plan, with a Go-Live planned on January 12th. CAIRS solution planned to be go-live 1 week after PALM Go-live, and archival of BARS planned to be initiated 2 months after that.
Open and Monitoring	12/04/24		User Acceptance Testing	The Testing phases in the Florida PALM project plan assumes right-at-first-time, therefore may not allow	Increasing	6 (High/Medium)	Archived Risk Id: 014/ 011	Risk Mitigation Strategy: Reduction 1. Prepare the UAT testing team thoroughly, w.r.to Business processes, Configurations, User roles, PALM trainings, Test scripts. 2. Establish a communication channel with Florida PALM to get quick turnaround on the defect management. 3. Identify across-agency best practices for UAT planning and execution. 4. Continue to touch base with the Florida PALM team, and assess the impact due to the risk. Target Closure Date: 11/07/2026	Fail to achieve the mandatory success measure of User Acceptance Testing for PALM Go-Live.	4/23/2026: Agency continues to experience around 13% Test cases Failure. Continued to work with the FL PALM team to identify the resolution of the defects. 5/4/2026: Several functionalities are planned to be tested in the later phase of Testing, leading to the challenge of ability to test those functionalities adequately, e.g. Year-end closure, Role based Security Access model. Known Issues list does not adequately cover the current list of known issues. 6/23/2026: Agency is on-track to complete UAT phase 1 with the available test cases. FL PALM yet to publish 14% of the process steps applicable to the agency and role based security not implemented in the UAT Phase 1, therefore UAT of these and regression testing out of Phase 1 test cases could only be done in UAT Phase 2 (starting lateAugust/2026). Current timeline of 2.5 months for UAT Phase 2 is highly challenging, along with high number of defects found in the UAT so far.
Open and Mitigating	12/04/24		Business Process Chang	sufficient time for defect management and retest of fixes. identify specific process	Increasing	6 (High/Medium)	Archived Risk Id: 015/ 012	Risk Mitigation Strategy: Mitigate Action: Develop and Launch Pre-PALM Training Closing Activities. Closing Activity 1: Process Gap Analysis Closing Activity 2: Process Gap Remediation Target Closure Date: 11/30/2026	Fail to achieve the mandatory success measure Business Process readiness for PALM Go-Live.	4/23/2026: Process Impact Analysis (PIA) proposal has been reviewed with the project leadership. Preparation activities in progress to kick-off the initiatives, based on the successful areas in the UAT. 6/23/2026: Agency started final round of process impact analysis to identify the process gaps and remediation planning. FL PALM yet to publish 14% of the process steps applicable to the agency, which is currently impacting the agency's ability to

										complete the process gaps remediation to a satisfactory level.
Open and Mitigating	12/04/24		Staffing/Resource Availab	Unavailability of IT resources with required skillset may impact timely remediations of agency business systems.	Stable	6 (High/Medium)	Archived Risk Id: 010/ 007	Risk Management Strategy: Mitigate 1. Identify the High level solution for Agency Business System (ABS) remediation. 2. Finalize the Architectural design and technology stack identification. 3. Conclude the resources/ roles required for ABS remediation. 4. Onboard the required resources, complete the IT development activities to ensure readiness for E2E interface testing/ UAT Target Closure Date: 12/31/2026	Fail to achieve the mandatory success measure of agency systems readiness for PALM Go-Live.	4/23/2026: This is currently in control, however delays in publishing FL PALM Interfaces may affect the IT team to complete Interface Testing in timely manner. 6/23/2026: Attrition in the agency IT team is mitigated, and currently the team is adequately staffed. However, agency is monitoring evolving concerns around pending process steps and rework due to high defect count and changing UAT & interface documentation, which could become an issue if not controlled well.
Open and Mitigating	12/04/24		Staffing/Resource Availab	Competing priorities for SMEs leading to limited bandwidth availability, may impact timely completion and quality of FDC/ FCOR PALM project deliverables, including data cleanup, configurations, process mapping & remediation, Trainings, agency systems remediations, and UAT preparation & execution.	Increasing	6 (High/Medium)	Archived Risk Id: 017/ 014	Risk Mitigation Strategy: Mitigate 1. Identify the areas where it needs the SMEs bandwidth. 2. Come out with a plan to support FDC PALM project with required SMEs bandwidth. Target Closure Date: 12/31/2026	Fail to achieve the mandatory success measure User Acceptance Testing, User training and People readiness for PALM Go-Live.	4/23/2026: Agency continues to monitor this risk, however delays in publishing FL PALM documentation could affect the UAT-SMEs of the agency to carry on with the UAT execution in timely manner. 6/23/2026: Agency is currently facing significant rework due to high number of defects found in UAT phase 1, continued changes to the FL PALM UAT & Interface documentation, and high amount of clarifications / questions on the behavior of the PALM system. This is adding up to the additional workload to the agency UAT SMEs.
Open and Mitigating	06/25/25		Deployment/Cutover	Lack of clear guidelines from the Florida PALM Program on preparing for Cutover activities and setting up Operations support for the agencies.	Stable	6 (High/Medium)	Newly added, on 6/25/2025	Risk Management Strategy: Mitigate 1. Identify the agency specific cutover activities for the agency systems and readiness activities to prepare for operations support. 2. Add the agency specific cutover activities and operations support preparation to agency plan. 3. Continue to progress on the agency specific plan and ongoing monitoring Target Closure Date: 11/30/2026	Fail to achieve the mandatory success measure of agency systems readiness for PALM Go-Live.	4/23/2026: Team will review the Task instructions for cutover planning, once it is published by June. 6/23/2026: FL PALM team published the draft cutover plan in May/2026, which gives high level plan & approach to the cutover activities. Agency started preparing the agency-specific cutover plan accordingly. Agency awaiting the task instructions for RW-586 (Create Agency Deployment Plan and Cutover Checklist to Prepare for Go-Live) to get additional information.
Open and Monitoring	02/06/26		Deployment/Cutover	Engagement with 'FL PALM Testing vendor to support agencies' during the same period when agency is fully-engaged in UAT may impact agency progress and timely readiness for go-live.	Decreasing	6 (High/Medium)	New Risk - Opened on 2/6/2026	Risk Management Strategy : Reduce. 1. Identify suitable time for the agency for this engagement, considering minimal impact to the agency from schedule and efforts perspective. 2. FL PALM Testing vendor to support agencies' to propose the improvements and the implementation plan. 3. Agency leadership to determine the criticality and urgency of implementing these proposed improvements, considering the impact to scope/ schedule/ cost impact to the agency. 4. Agency PALM project team to plan and implement the improvements, and conduct ongoing review with the agency leadership. Target Closure Date: 12/31/2026	Fail to achieve the mandatory success measure of agency systems readiness for PALM Go-Live.	4/23/2026: Questionnaire on Financial regulatory compliance has been completed and shared with the 'FL PALM Testing vendor to support agencies'. No follow up actions identified. 6/23/2026: Currently this risk seems to be in-control as agency was able to provide necessary information to the 'FL PALM Testing vendor to support agencies', and no additional work was assigned to the agency.
Open and Mitigating	12/04/24		Training	Unavailability of Florida PALM system training and Demo sessions early in the project phase may result in insufficient time given to	Stable	4 (Medium/Medium)	Archived Risk Id: 013/ 010	Risk Management Strategy : Reduction 1. Support PALM end users in completing the UAT Prerequisite	Fail to achieve the mandatory success measure of agency systems readiness for PALM Go-Live.	4/23/2026: FL PALM intimated that there will be limited number of Demos, i.e. not covering all the Topics & Activities Also

				insufficient time given to agency user readiness/ adoption.				UAT Prerequisite Learning Paths by monitoring and tracking completions 2. Share PALM Business Process Group Demos with the applicable SMEs and end users as they are being developed and made accessible by the state PALM team. 3. Develop and Launch agency-specific learnings to expose end users to PALM concepts. 4. Agency to onboard all end-users of PALM to the system as part of 'Exploratory Testing' phase. Target Closure Date:12/31/2026		& Activities. Also Process steps for few Activities are yet to be published. Therefore there is limited resources available to train agency users, before FL PALM training starts in October. 5/4/2026: Unavailability of adequate reference materials (above) and identification of high number of defects during UAT are hindering onboarding of remaining end-users to the FL PALM system. 6/23/2026: Agency started onboarding all end-users to the PALM system, based on the user groups. FL PALM user training is planned to start in October/2026 and agency received high level plan & approach for the user training so far with the Demo videos are available only for 25% of the activities. Agency started planning for agency-specific training materials, however system stability and high number of critical defects is hindering the progress.
Open and Monitoring	12/04/24		Role Mapping	Insufficient information on access security model and planning of changes to current user roles/responsibilities may impact agency user readiness/ adoption.	Stable	4 (Medium/Medium)	Archived Risk Id: 016/ 013	Risk Mitigation Strategy: Mitigate 1. Read & understand the access security model and role definition, published by FL PALM. 2. Map the current business teams to the appropriate user role. 3. Identify the users for whom role/ responsibility are changed. 4. Provide required support to the users to adapt to their changed role. Target Closure Date: 12/30/2026	Fail to achieve the mandatory success measure User Acceptance Testing and Go-Live Readiness for PALM Go-Live.	4/23/2026: Additional instructions being published for Security Access Model module. However the Separation-of-Duties is not implemented so far to test user role mapping for the agency 5/4/2026: Security Access Model could not be tested till late-August, since it is planned to be implemented in during second phase of the UAT. 6/23/2026: Agency continues to work on updating the role mapping on monthly basis. FL PALM plans to implement the role based security model during the UAT Phase 2 (in last-August), therefore agency has limited opportunity to test this adequately.
Closed	06/25/25	06/24/26	Deployment/Cutover	Several readiness deliverables for agencies have been removed from the Florida PALM Program plan.	Decreasing	4 (Medium/Medium)	Newly added, on 6/25/2025	Risk Management Strategy: Mitigate 1. Analysis of the removed readiness workplan tasks which are still applicable to the agencies. 2. Agencies to add the applicable deliverables as part of agency specific activities. 3. Continue to progress these agency specific deliverables and ongoing monitoring. Target Closure Date: 12/31/2026	Fail to achieve the mandatory success measure of agency systems readiness for PALM Go-Live.	4/23/2026: Project Change request has been approved by the project sponsors. FL PALM Readiness workplan continues to get enhanced to bring increased focus on the detailed deliverables, as 19 new deliverables has been added in the last one month. 6/23/2026: Recent changes to the FL PALM Readiness Workplan has been absorbed, and agency has sufficient control over the upcoming deliverables. Therefore, this Risk can be closed, and the impact due to changes to the FL PALM Readiness Workplan could be monitored as part of Issue #1 in the agency Issue Log.

FCOR Issues

Status	Date Opened	Date Closed	Priority	Primary Issue Category	Issue Title	Background	Action Plan	Planned or Actual Resolution Date	Reporting Period Comments
Open	01/30/25		Critical - Impacts the abil	Agency Business System	Unavailability of PALM Data Warehouse and	Archived Issue Id: 007/ 006	1. Setup new database, to remediate 12 agency	10/30/26	4/23/2026: FL PALM team yet to publish the steps for agency to request for the

					Data Warehouse and technical specifications (File format, Data dictionary) affecting the remediation activities for the agency based system.	006	to remediate 12 agency business systems/ tools, depends on the PALM Data Warehouse for data. 2. Design the new database, and subsequently plan for the user reporting solution (CAIRS -Corrections Accounting Information Resource System) with appropriate reports. 3. Remediate Agency based systems to integration to CAIRS and internal functional testing		the steps for agency to request for the AMI004 interface file. Therefore, Interface Testing could be planned for both Asset Outbound and Inbound interfaces (AMI004, AMI008) accordingly. This is currently a roadblock for the agency to complete the AMI008 Inbound Interface Testing by July. 6/23/2026: FL PALM team published the process steps for requesting Outbound Asset Inventory Interface file (AMI004) on May 19th. Agency was able to generate the AMI004 file and started working with the 3rd party vendor to complete end-to-end interface testing. The delay in getting AMI004 impacted timely interface testing of Inbound Asset Inventory Interface (AMI008). FL PALM plan yet to publish the interface file for Outbound Carry Forward Payable interface (POI007), which is needed for the agency to progress on the end-to-end Interface Testing.
Open	03/25/25		Critical - Impacts the abil	Agency Business System	Continued changes to the interface specifications by FL PALM due to ongoing system development, may require FDC PALM project team to rework on the solution for agency systems	Archived Issue Id: 008/ 007	Team to work on minimizing the impact due to this issue. 1. Develop a scalable solution design with system level flexibility built-in. 2. Collaborate closely with the FL PALM interface team, and ensure the FDC PALM team is updated with the recent/ upcoming changes to the interface file structures. 3. Resolve the gaps in the agency system remediation solution. 4. Escalate in case the changes to interfaces are not feasible to be mitigated.	10/30/26	4/23/2026: FL PALM team yet to publish the steps for agency to request for the AMI004 interface file. Therefore, Interface Testing could be planned for both Asset Outbound and Inbound interfaces (AMI004, AMI008) accordingly. This is currently a roadblock for the agency to complete the AMI008 Inbound Interface Testing by July. 4/24/2026: Changes to FL PALM interface standards, interface file related defects leading to significant rework for the agencies. 6/23/2026: Continue to observe high degree of changes to the interface specification, including Outbound Supplier data interface (API020), Outbound SpeedKey (SDI008) and introduction of process steps for Outbound Asset Inventory interface (AMI004). Team continues to update integration logic to accommodate these changes. Lower than expected system performance of Outbound interface file generation impacts agency progress of end-to-end interface testing.
Open	10/01/25		Critical - Impacts the abil	Agency Business System	Timely remediation of the remediation, which could 3rd party managed lead to agencies missing the interface testing agency systems (Axiom milestone. Pro and SSTC Bar Code	FDC/ FCOR Risk Is: 007/ 008	1. Vendor to refer FL PALM knowledge center to plan & design the system remediation. 2. Vendor to perform unit testing with the information provided by the FL PALM team. 3. FL PALM Team to make sizable and reliable sample/ test files available. 4. Vendor to perform exhaustive Technical Testing of the system integration (Cycle 2 -Testing) and complete defect fixes.	10/30/26	4/24/2026: AMI004 yet to be published by FL PALM team, in case this file is not available by end-April it will become challenging to complete the Inbound interface testing (AMI008) by July. 6/23/2026: FL PALM team published the process steps for requesting Outbound Asset inventory Interface file (AMI004) on May 19th. Agency was able to generate the AMI004 file and started working with the 3rd party vendor to complete end-to-end interface testing. The delay in getting AMI004 impacted timely interface testing of Inbound Asset Inventory Interface (AMI008). Limited data crosswalk is possible between FLAIR and PALM systems, agency is working internally on the remediation of OpenGov and SAS systems.
Open	10/23/25		Critical - Impacts the abil	Agency Business System	Not having a Scanning tool) is impacted as (a) the vendor adopts a comprehensive common remediation	FDC/ FCOR Risk Is: 012/ 012	1. Identify the FLAIR data elements is required for the agency and prepare crosswalk, based on the available information. 2. Reach out to PALM for their support in validating and providing the data PALM elements cross walk 3. Agency to consider the from FLAIR crosswalk from PALM as the basis for internal systems remediation and agency internal activities. Target Closure Date: 12/31/2026.	12/31/26	4/23/2026: Agency is able to complete 82% of the data mapping from relevant FLAIR fields to PALM data elements, due to crosswalk or PALM data dictionary is not available. Agency is currently assessing the impact due to this limitations and trying to find workaround. 6/23/2026: Agency understands that limited data crosswalk is possible between FLAIR and PALM systems, therefore applying functional knowledge and available PALM documentation to determine requirements for the agency reporting systems and other agency systems remediation.
Open	02/28/24		High - Impacts the ability	Deployment/Cutover	Lack of clear approach across instructions and frequent changes to the Task guidelines from Florida PALM team impacts agency's ability agencies and (b) high to complete the tasks data on time. dependency on technical specifications and elements to PALM may sample interface files from State PALM.	Archived Issue Id: 004/ 003	1. To minimize frequent changes in task instructions. Consistent guidance fosters stability and improves overall performance. 2. Collaborate with Florida PALM team on the issues with the Smartsheets. 3. Continue to communicate with the FL PALM on the impacted delayed deliverables. 4. Re-prioritize/ reorganize the work in agencies to complete the deliverables with minimal impact possible.	11/30/26	4/15/2026: FL PALM published a few more process steps, therefore process steps for 78% of Activities are available so far. Continued to work with FL PALM team in remediating role discrepancy in the documentations. 4/23/2026: Inconsistencies in applicable roles for an activity across various project documentation continues to hinder agency understanding of the FL PALM system. Additionally inconsistency in maintaining version history and explicitly mentioning specific changes in the version history is leading to agency rework. 6/23/2026: Currently the agency is awaiting 14% of the process steps applicable to the agency. Continue to observe high degree of changes to the PALM UAT & interface documentation and observed the various documentations are not in sync. PALM Topics & Activities List (TAL), which is the basis for most of the agency testing, process change analysis and planning for user training, continue to undergo changes. These are hindering agency preparation to the PALM system transition.
Open	08/31/24		High - Impacts the ability	Staffing/Resource Availab	Resource availability is impact agency systems	Archived Issue Id: 006/	1. Onboard additional	10/30/26	4/24/2026: 22% of the process steps yet

					limiting agency ability to progress on UAT preparation activities, e.g., UAT Test Plan, UAT Test Scripts, Future State Work Processes.	005	OIT BA to assist with mapping future state work processes to PALM and write test scenarios. 2. The SMEs from F&A team will guide this OIT BA and will review, revise, approve, and use the test scripts in UAT. 3. OIT BA will guide the F&A team on the UAT process and support on Test Management and monitoring UAT progress. 4. Continue to monitor the effectiveness/ productivity of the QA resources from OIT and make course-corrections, as required.		to be published by FL PALM therefore UAT preparation for agencies are impacted. Additionally, continued changes to process documentation is leading to significant rework for the agencies. 6/23/2026: Agency is monitoring evolving concerns around pending process steps, rework due to high number of defect fixes and changing UAT & interface documentation. These are leading to additional workload for the agency team beyond planned. Agency continue to re-prioritize PALM activities to accommodate these ongoing changes, and may lead agency to adopt risk based approach to meet timeline of the project.
Open	08/21/23		High - Impacts the ability	Staffing/Resource Availab	Not having resource backup in the FDC F&A	Archived Issue Id: 001/ 001	1. Crosstrain staff to ensure adequate backup. 2. Cross training to be completed during the PALM project to ensure operational resiliency.	12/31/26	4/24/2026: Continuing to monitor and reassess 6 months prior to Go-Live. 6/23/2026: Continuing to monitor and reassess 6 months prior to Go-Live.

team for recently created

FCOR Assumptions

Critical Operational Elements	Assumption	Status	Date Logged or Removed	Impacted Stakeholder(s) and/or System(s)	Reporting Period Comments for May - June 2026
People Processes Technology	FDC'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	No change this period.
People Processes Technology	FDC 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	No change this period.
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	No change this period.
People Processes Technology	Additional clarity required from Florida PALM team, for finalizing the FDC UAT plan	Logged	10/21/24	UAT Planning for user readiness for performing UAT	No change this period.
People Processes Technology	Florida PALM team will work closely with agency team to mitigate any challenges the agency may face to meet the strict cutover timeline.	Logged	12/20/24	All users in agency financial functions.	No change this period.
People Processes Technology	Agency team will receive required support (availability of Infrastructure and Florida PALM team) while performing the User Acceptance Testing and defect management.	Logged	12/20/24	All UAT Testers.	No change this period.
People Processes Technology Data	Enterprise systems shall be available for User Acceptance Testing including respective business processes.	Logged	12/20/24	All UAT Testers.	No change this period.
Technology	IT Infrastructure for the agency shall support the user access and continued use of Florida PALM system.	Logged	12/20/24	All users in agency financial functions.	No change this period.
Processes Technology	Required operations support team (both IT and F&A team) has been setup to support Florida PALM system access for the agency users, e.g. ongoing user access, user/ security roles assignments, access to data/ reports etc.	Logged	12/20/24	All users in agency financial functions.	No change this period.
Technology	State PALM team to provide necessary support to the agency for Cycle-3 End-to-endl Interface Testing	Logged	05/04/26	All agency business systems and the remediation of agency business systems.	No change this period.
Technology	State PALM team to provide necessary support to the agency for Cycle-2 Technical Interface Testing	Removed	05/04/26	All agency business systems and the remediation of agency business systems.	5/4/2026: Agency completed the Cycle-2 Technical Interface Testing successfully, therefore this Assumption is not valid for the agency anymore.

Agency Sponsor Confirmation

Fields marked with an asterisk (*) are required.

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 2026	Ryan C. Schenck	ryanschenck@fcor.state.fl.us	07/08/26
March - April 2026	Ryan C. Schenck	ryanschenck@fcor.state.fl.us	05/06/26
January - February 2026	Ryan C. Schenck	ryanschenck@fcor.state.fl.us	03/09/26

Helpful Links

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

FDC 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 2026

Agency Sponsor

Mark Tallent

RW Task Timeliness

Direct Impact Task Timeliness

Direct Impact Task Timeliness:

Score = 95.64%

- Submitted On Time = 47
- Submitted Late = 8
- Pending Submission = 0

Other Task Timeliness

Other Task Timeliness:

Score = 91.36%

- Submitted On Time = 89
- Submitted Late = 14
- Pending Submission = 0

The RW Task Timeliness dials reflect the timeliness of your agency's submission of all RW tasks based on the task due date. Calculations are based on all RW tasks to date.

RW Task Completeness

Direct Impact Task Completeness

Direct Task Completeness:

Score = 86.85%

- Submitted Complete = 42
- Submitted Incomplete = 5
- Completed After Submission = 7

Other Task Completeness

Other Task Completeness:

Score = 97.73%

- Submitted Complete = 71
- Submitted Incomplete = 0
- Completed After Submission = 4

The RW Task Completeness dials reflect the completeness of your agency's task submissions based on the task rubric. Calculations of task completeness includes all RW Tasks since RW 512.

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

Change Champion Network:

- Unique Filled Role = 14
- Duplicate Filled Role = 0
- Vacant Role = 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	People	**607**	Update Training Plan	04/06/26	06/05/26	100% - Submitted	**06/04/26**		Submission Complete	
Direct	Data	**713**	Confirm Supplier Records	04/20/26	05/22/26	100% - Submitted	**05/22/26**		Submission Complete	
Direct	Data	**698**	Complete Data Cleansing in Preparation for Dry Run 2	04/20/26	06/17/26	100% - Submitted	**05/26/26**		Submission Complete	
N/A	N/A	**677**	Submit Bimonthly Agency Readiness Status Report	05/01/26	05/11/26	100% - Submitted	**05/07/26**		Submission Complete	
Indirect	N/A	**678**	Submit Monthly Progress Report - Testing, Training	05/01/26	05/29/26	100% - Submitted	**05/28/26**		Submission Complete	
Indirect	Data	**699**	Maintain Configuration and Conversion Workbooks	05/01/26	05/29/26	100% - Submitted	**05/28/26**		Submission Complete	
Indirect	People	**700**	Maintain Role Mapping Worksheet	05/01/26	05/29/26	100% - Submitted	**05/26/26**		Submission Complete	
N/A	Processes	**602**	Update Agency Business Process Documentation	05/04/26	10/30/26	25% - Beginning Initial Internal Meetings and Information Gathering				
N/A	People	**604**	Create Agency-Specific Learning Materials to Support End Users	05/04/26	10/30/26	25% - Beginning Initial Internal Meetings and Information Gathering				
Direct	Data	**701**	Submit Configuration and Conversion Workbooks	06/01/26	06/17/26	100% - Submitted	**06/16/26**		Submission Complete	
Direct	People	**702**	Submit Role Mapping Worksheet	06/01/26	06/26/26	100% - Submitted	**06/24/26**		Submission Complete	
Indirect	N/A	**679**	Submit Monthly Progress Report - Testing, Training	06/01/26	06/30/26	100% - Submitted	**06/26/26**		Submission Complete	
Indirect	N/A	**619**	Update Agency Readiness Certification #3	06/22/26	07/10/26	75% - Consolidating/Inputting Information for Submission				
Indirect	Technology	**586**	Create Agency Deployment Plan and Cutover Checklist to Prepare for Go-Live	06/29/26	09/11/26	25% - Beginning Initial Internal Meetings and Information Gathering				
N/A	N/A	**680**	Submit Bimonthly Agency Readiness Status Report	07/01/26	07/10/26	100% - Submitted	**07/09/26**			
Indirect	N/A	**681**	Submit Monthly Progress Report - Testing, Training, Cutover	07/01/26	07/31/26	25% - Beginning Initial Internal Meetings and Information Gathering				
Indirect	Data	**703**	Maintain Configuration and Conversion Workbooks	07/01/26	07/31/26	25% - Beginning Initial Internal Meetings and Information Gathering				
Indirect	People	**704**	Maintain Role Mapping Worksheet	07/01/26	08/21/26	25% - Beginning Initial Internal Meetings and Information Gathering				

Agency Reported

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

FDC Risks										
Status	Date Opened	Date Closed	Primary Risk Category	Risk Title	Trend	Risk Rating	Background	Monitor/Mitigation Plan/Resolution	Impact if Risk Becomes an Issue	Reporting Period Comments
Open and Mitigating	06/24/26		Staffing/Resource Availal	Reduced budget allocation for fiscal year 2026-27 could lead to impediments to the planned readiness activities for the agency PALM efforts and agency systems remediation.	Increasing	9 (High/High)	New Risk - Opened on 6/24/26	Risk Management Strategy: Mitigate. 1. Baseline the project spend plan and continue monitoring. 2. Come out with a short-term and long-term approach to staffing needed for FDC-FCOR PALM project. 3. Request additional funding from LBR / FL PALM project team, for agency to successfully transition to PALM system. 4. Apply the course-corrections (if needed) with outlining the impact to the agency's ability to transition to PALM system. Target Closure Date: 9/30/2026.	Fail to achieve the mandatory success measure of agency systems readiness for PALM Go-Live.	6/23/2026: Agency leadership decided to take a few workarounds to minimize the impact. With available funding (approved budget and revert & reappropriate from FY 2025-26) the agency staffing plan could be managed upto December/2026. Additional funding is necessary and will be requested, accordingly agency's ability to successfully transition to PALM system could be determined.
Open and Mitigating	12/04/24		Agency Business Systen	Unavailability of existing BARS reporting infrastructure will impact agency ability to generate user reports based on legacy/ historical data.	Increasing	6 (High/Medium)	Archived Risk Id: 012/ 009	Risk Management Strategy : Mitigate. 1. Work with FDC OIT on archival of BARS reporting solution, including database, UI and any platform components. 2. Archive BARS reporting solution, as the reporting tool for the legacy (FLAIR) information. Target Closure Date: 4/30/2027	Fail to achieve the mandatory success measure of agency systems readiness for PALM Go-Live.	4/23/2026: Continue to monitor this risk, based on progress of CAIRS Reports solution. 6/23/2026: FL PALM team published draft cutover plan, with a Go-Live planned on January 12th. CAIRS solution planned to be go-live 1 week after PALM Go-live, and archival of BARS planned to be initiated 2 months after that.
Open and Monitoring	12/04/24		User Acceptance Testing	The Testing phases in the Florida PALM project plan assumes right-at-first-time, therefore may not allow sufficient time for defect management and retest of fixes.	Increasing	6 (High/Medium)	Archived Risk Id: 014/ 011	Risk Mitigation Strategy: Reduction 1. Prepare the UAT testing team thoroughly, w.r.to Business processes, Configurations, User roles, PALM trainings, Test scripts. 2. Establish a communication channel with Florida PALM to get quick turnaround on the defect management. 3. Identify across-agency best practices for UAT planning and execution. 4. Continue to touch base with the Florida PALM team, and assess the impact due to the risk. Target Closure Date: 11/07/2026	Fail to achieve the mandatory success measure of User Acceptance Testing for PALM Go-Live.	4/23/2026: Agency continues to experience around 13% Test cases Failure. Continued to work with the FL PALM team to identify the resolution of the defects. 5/4/2026: Several functionalities are planned to be tested in the later phase of Testing, leading to the challenge of ability to test those functionalities adequately, e.g. Year-end closure, Role based Security Access model. Known Issues list does not adequately cover the current list of known issues. 6/23/2026: Agency is on-track to complete UAT phase 1 with the available test cases. FL PALM yet to publish 14% of the process steps applicable to the agency and role based security not implemented in the UAT Phase 1, therefore UAT of these and regression testing out of Phase 1 test cases could only be done in UAT Phase 2 (starting late-August/2026). Current timeline of 2.5 months for UAT Phase 2 is highly challenging, along with high number of defects found in the UAT so far.
Open and Mitigating	12/04/24		Business Process Chang	Inadequate planning to identify specific process gaps and remediation planning may impact agency user readiness/ adoption.	Increasing	6 (High/Medium)	Archived Risk Id: 015/ 012	Risk Mitigation Strategy: Mitigate Action: Develop and Launch Pre-PALM Training Closing Activities. Closing Activity 1: Process Gap Analysis Closing Activity 2: Process Gap Remediation Target Closure Date: 11/30/2026	Fail to achieve the mandatory success measure Business Process readiness for PALM Go-Live.	4/23/2026: Process Impact Analysis (PIA) proposal has been reviewed with the project leadership. Preparation activities in progress to kick-off the initiatives, based on the successful areas in the UAT. 6/23/2026: Agency started final round of process impact analysis to identify the process gaps and remediation planning. FL PALM yet to publish 14% of the process steps applicable to the agency, which is currently impacting the agency's ability to complete the process gaps remediation to a

										satisfactory level.
Open and Mitigating	12/04/24		Staffing/Resource Availal	Competing priorities for SMEs leading to limited bandwidth availability, may impact timely completion and quality of FDC/ FCOR PALM project deliverables, including data cleanup, configurations, process mapping & remediation, Trainings, agency systems remediations, and UAT preparation & execution.	Increasing	6 (High/Medium)	Archived Risk Id: 017/ 014	Risk Mitigation Strategy: Mitigate 1. Identify the areas where it needs the SMEs bandwidth. 2. Come out with a plan to support FDC PALM project with required SMEs bandwidth. Target Closure Date: 12/31/2026	Fail to achieve the mandatory success measure User Acceptance Testing, User training and People readiness for PALM Go-Live.	4/23/2026: Agency continues to monitor this risk, however delays in publishing FL PALM documentation could affect the UAT-SMEs of the agency to carry on with the UAT execution in timely manner. 6/23/2026: Agency is currently facing significant rework due to high number of defects found in UAT phase 1, continued changes to the FL PALM UAT & Interface documentation, and high amount of clarifications / questions on the behavior of the PALM system. This is adding up to the additional workload to the agency UAT SMEs.
Open and Mitigating	12/04/24		Staffing/Resource Availal	Unavailability of IT resources with required skillset may impact timely remediations of agency business systems.	Stable	6 (High/Medium)	Archived Risk Id: 010/ 007	Risk Management Strategy: Mitigate 1. Identify the High level solution for Agency Business System (ABS) remediation. 2. Finalize the Architectural design and technology stack identification. 3. Conclude the resources/ roles required for ABS remediation. 4. Onboard the required resources, complete the IT development activities to ensure readiness for E2E interface testing/ UAT Target Closure Date: 12/31/2026	Fail to achieve the mandatory success measure of agency systems readiness for PALM Go-Live.	4/23/2026: This is currently in control, however delays in publishing FL PALM Interfaces may affect the IT team to complete Interface Testing in timely manner. 6/23/2026: Attrition in the agency IT team is mitigated, and currently the team is adequately staffed. However, agency is monitoring evolving concerns around pending process steps and rework due to high defect count and changing UAT & interface documentation, which could become an issue if not controlled well.
Open and Mitigating	06/25/25		Deployment/Cutover	Lack of clear guidelines from the Florida PALM Program on preparing for Cutover activities and setting up Operations support for the agencies.	Stable	6 (High/Medium)	Newly added, on 6/25/2025	Risk Management Strategy: Mitigate 1. Identify the agency specific cutover activities for the agency systems and readiness activities to prepare for operations support. 2. Add the agency specific cutover activities and operations support preparation to agency plan. 3. Continue to progress on the agency specific plan and ongoing monitoring Target Closure Date: 11/30/2026	Fail to achieve the mandatory success measure of agency systems readiness for PALM Go-Live.	4/23/2026: Team will review the Task instructions for cutover planning, once it is published by June. 6/23/2026: FL PALM team published the draft cutover plan in May/2026, which gives high level plan & approach to the cutover activities. Agency started preparing the agency-specific cutover plan accordingly. Agency awaiting the task instructions for RW-586 (Create Agency Deployment Plan and Cutover Checklist to Prepare for Go-Live) to get additional information.
Open and Monitoring	02/06/26		Deployment/Cutover	Engagement with 'FL PALM Testing vendor to support agencies' during the same period when agency is fully-engaged in UAT may impact agency progress and timely readiness for go-live.	Decreasing	6 (High/Medium)	New Risk - Opened on 2/6/2026	Risk Management Strategy : Reduce. 1. Identify suitable time for the agency for this engagement, considering minimal impact to the agency from schedule and efforts perspective. 2. 'FL PALM Testing vendor to support agencies' to propose the improvements and the implementation plan. 3. Agency leadership to determine the criticality and urgency of implementing these proposed improvements, considering the impact to scope/ schedule/ cost impact to the agency. 4. Agency PALM project team to plan and implement the improvements, and conduct ongoing review with the agency leadership. Target Closure Date: 12/31/2026	Fail to achieve the mandatory success measure of agency systems readiness for PALM Go-Live.	4/23/2026: Questionnaire on Financial regulatory compliance has been completed and shared with the 'FL PALM Testing vendor to support agencies'. No follow up actions identified. 6/23/2026: Currently this risk seems to be in-control as agency was able to provide necessary information to the 'FL PALM Testing vendor to support agencies', and no additional work was assigned to the agency.
Open and Mitigating	12/04/24		Training	Unavailability of Florida PALM system training and Demo sessions early in the project phase may result in insufficient time given to agency user readiness/ adoption.	Stable	4 (Medium/Medium)	Archived Risk Id: 013/ 010	Risk Management Strategy : Reduction 1. Support PALM end users in completing the UAT Prerequisite Learning Paths by monitoring and tracking completions	Fail to achieve the mandatory success measure of agency systems readiness for PALM Go-Live.	4/23/2026: FL PALM intimated that there will be limited number of Demos, i.e. not covering all the Topics & Activities. Also Process steps for few Activities are yet to be published. Therefore there is

								2. Share PALM Business Process Group Demos with the applicable SMEs and end users as they are being developed and made accessible by the state PALM team. 3. Develop and Launch agency-specific learnings to expose end users to PALM concepts. 4. Agency to onboard all end-users of PALM to the system as part of 'Exploratory Testing' phase. Target Closure Date:12/31/2026		limited resources available to train agency users, before FL PALM training starts in October. 5/4/2026: Unavailability of adequate reference materials (above) and identification of high number of defects during UAT are hindering onboarding of remaining end-users to the FL PALM system. 6/23/2026: Agency started onboarding all end-users to the PALM system, based on the user groups. FL PALM user training is planned to start in October/2026, and agency received high level plan & approach for the user training so far with the Demo videos are available only for 25% of the activities. Agency started planning for agency-specific training materials, however system stability and high number of critical defects is hindering the progress.
Open and Monitoring	12/04/24		Role Mapping	Insufficient information on access security model and planning of changes to current user roles/responsibilities may impact agency user readiness/ adoption.	Stable	4 (Medium/Medium)	Archived Risk Id: 016/ 013	Risk Mitigation Strategy: Mitigate 1. Read & understand the access security model and role definition, published by FL PALM. 2. Map the current business teams to the appropriate user role. 3. Identify the users for whom role/ responsibility are changed. 4. Provide required support to the users to adapt to their changed role. Target Closure Date: 12/30/2026	Fail to achieve the mandatory success measure User Acceptance Testing and Go-Live Readiness for PALM Go-Live.	4/23/2026: Additional instructions being published for Security Access Model module. However the Separation-of-Duties is not implemented so far to test user role mapping for the agency. 5/4/2026: Security Access Model could not be tested till late-August, since it is planned to be implemented in during second phase of the UAT. 6/23/2026: Agency continues to work on updating the role mapping on monthly basis. FL PALM plans to implement the role based security model during the UAT Phase 2 (in last-August), therefore agency has limited opportunity to test this adequately.
Closed	06/25/25	06/24/26	Deployment/Cutover	Several readiness deliverables for agencies have been removed from the Florida PALM Program plan.	Decreasing	4 (Medium/Medium)	Newly added, on 6/25/2025	Risk Management Strategy: Mitigate 1. Analysis of the removed readiness workplan tasks which are still applicable to the agencies. 2. Agencies to add the applicable deliverables as part of agency specific activities. 3. Continue to progress these agency specific deliverables and ongoing monitoring. Target Closure Date: 12/31/2026	Fail to achieve the mandatory success measure of agency systems readiness for PALM Go-Live.	4/23/2026: Project Change request has been approved by the project sponsors. FL PALM Readiness workplan continues to get enhanced to bring increased focus on the detailed deliverables, as 19 new deliverables has been added in the last one month. 6/23/2026: Recent changes to the FL PALM Readiness Workplan has been absorbed, and agency has sufficient control over the upcoming deliverables. Therefore, this Risk can be closed, and the impact due to changes to the FL PALM Readiness Workplan could be monitored as part of Issue #1 in the agency Issue Log.

FDC Issues

Status	Date Opened	Date Closed	Priority	Primary Issue Category	Issue Title	Background	Action Plan	Planned or Actual Resolution Date	Reporting Period Comments
Open	01/30/25		Critical - Impacts the abil	Agency Business Systen	Unavailability of PALM Data Warehouse and technical specifications (File format, Data dictionary) affecting the remediation activities for the agency based system.	Archived Issue Id: 007/ 006	1. Setup new database, to remediate 12 agency business systems/ tools, depends on the PALM Data Warehouse for data. 2. Design the new database, and subsequently plan for the user reporting solution (CAIRS - Corrections Accounting Information Resource System) with appropriate reports. 3. Remediate Agency based systems to integration to CAIRS and internal functional testing	10/30/26	4/23/2026: FL PALM team yet to publish the steps for agency to request for the AMI004 interface file. Therefore, Interface Testing could be planned for both Asset Outbound and Inbound interfaces (AMI004, AMI008) accordingly. This is currently a roadblock for the agency to complete the AMI008 Inbound Interface Testing by July. 6/23/2026: FL PALM team published the process steps for requesting Outbound Asset Inventory Interface file (AMI004) on May 19th. Agency was able to generate the AMI004 file and started working with the 3rd party vendor to complete end-to-end interface testing. The delay in getting AMI004 impacted timely interface testing of Inbound Asset Inventory Interface (AMI008). FL PALM plan yet to publish the interface file for Outbound Carry Forward Payable interface (POI007) which is

							testing		Forward Payable interface (FPI007), which is needed for the agency to progress on the end-to-end Interface Testing.
Open	03/25/25		Critical - Impacts the abil	Agency Business System	Continued changes to the interface specifications by FL PALM due to ongoing system development, may require FDC PALM project team to rework on the solution for agency systems remediation, which could lead to agencies missing the interface testing milestone.	Archived Issue Id: 008/ 007	Team to work on minimizing the impact due to this issue. 1. Develop a scalable solution design with system level flexibility built-in. 2. Collaborate closely with the FL PALM interface team, and ensure the FDC PALM team is updated with the recent/ upcoming changes to the interface file structures. 3. Resolve the gaps in the agency system remediation solution. 4. Escalate in case the changes to interfaces are not feasible to be mitigated.	10/30/26	4/23/2026: FL PALM team yet to publish the steps for agency to request for the AMI004 interface file. Therefore, Interface Testing could be planned for both Asset Outbound and Inbound interfaces (AMI004, AMI008) accordingly. This is currently a roadblock for the agency to complete the AMI008 Inbound Interface Testing by July. 4/24/2026: Changes to FL PALM interface standards, interface file related defects leading to significant rework for the agencies. 6/23/2026: Continue to observe high degree of changes to the interface specification, including Outbound Supplier data interface (API020), Outbound SpeedKey (SDI008) and introduction of process steps for Outbound Asset Inventory interface (AMI004). Team continues to update integration logic to accommodate these changes. Lower than expected system performance of Outbound interface file generation impacts agency progress of end-to-end interface testing.
Open	10/01/25		Critical - Impacts the abil	Agency Business System	Timely remediation of the 3rd party managed agency systems (Axiom Pro and SSTC Bar Code Scanning tool) is impacted as (a) the vendor adopts a common remediation approach across agencies and (b) high dependency on technical specifications and sample interface files from State PALM.	FDC/ FCOR Risk Is: 007/ 008	1. Vendor to refer FL PALM knowledge center to plan & design the system remediation. 2. Vendor to perform unit testing with the information provided by the FL PALM team. 3. FL PALM Team to make sizable and reliable sample/ test files available. 4. Vendor to perform exhaustive Technical Testing of the system integration (Cycle 2 - Testing) and complete defect fixes.	10/30/26	4/24/2026: AMI004 yet to be published by FL PALM team, in case this file is not available by end-April it will become challenging to complete the Inbound interface testing (AMI008) by July. 6/23/2026: FL PALM team published the process steps for requesting Outbound Asset inventory Interface file (AMI004) on May 19th. Agency was able to generate the AMI004 file and started working with the 3rd party vendor to complete end-to-end interface testing. The delay in getting AMI004 impacted timely interface testing of Inbound Asset Inventory Interface (AMI008). Limited data crosswalk is possible between FLAIR and PALM systems, agency is working internally on the remediation of OpenGov and SAS systems.
Open	10/23/25		Critical - Impacts the abil	Agency Business System	Not having a comprehensive crosswalk for FLAIR data elements to PALM may impact agency systems remediation and its effectiveness.	FDC/ FCOR Risk Is: 012/ 012	1. Identify the FLAIR data elements is required for the agency and prepare crosswalk, based on the available information. 2. Reach out to PALM for their support in validating and providing the data elements cross walk from FLAIR to PALM. 3. Agency to consider the crosswalk from PALM as the basis for internal systems remediation and agency internal activities. Target Closure Date: 12/31/2026.	12/31/26	4/23/2026: Agency is able to complete 82% of the data mapping from relevant FLAIR fields to PALM data elements, due to crosswalk or PALM data dictionary is not available. Agency is currently assessing the impact due to this limitations and trying to find workaround. 6/23/2026: Agency understands that limited data crosswalk is possible between FLAIR and PALM systems, therefore applying functional knowledge and available PALM documentation to determine requirements for the agency reporting systems and other agency systems remediation.
Open	02/28/24		High - Impacts the ability	Deployment/Cutover	Lack of clear instructions and frequent changes to the Task guidelines from Florida PALM team impacts agency's ability to complete the tasks on time.	Archived Issue Id: 004/ 003	1. To minimize frequent changes in task instructions. Consistent guidance fosters stability and improves overall performance. 2. Collaborate with Florida PALM team on the issues with the Smartsheets. 3. Continue to communicate with the FL PALM on the impacted delayed deliverables. 4. Re-prioritize/ reorganize the work in agencies to complete the deliverables with minimal impact possible.	11/30/26	4/15/2026: FL PALM published a few more process steps, therefore process steps for 78% of Activities are available so far. Continued to work with FL PALM team in remediating role discrepancy in the documentations. 4/23/2026: Inconsistencies in applicable roles for an activity across various project documentation continues to hinder agency understanding of the FL PALM system. Additionally inconsistency in maintaining version history and explicitly mentioning specific changes in the version history is leading to agency rework. 6/23/2026: Currently the agency is awaiting 14% of the process steps applicable to the agency. Continue to observe high degree of changes to the PALM UAT & interface documentation and observed the various documentations are not in sync. PALM Topics & Activities List (TAL), which is the basis for most of the agency testing, process change analysis and planning for user training, continue to undergo changes. These are hindering agency preparation to the PALM system transition.
Open	08/31/24		High - Impacts the ability	Staffing/Resource Availal	Resource availability is limiting agency ability to progress on UAT preparation activities, e.g., UAT Test Plan, UAT Test Scripts, Future State Work Processes.	Archived Issue Id: 006/ 005	1. Onboard additional OIT BA to assist with mapping future state work processes to PALM and write test scenarios. 2. The SMEs from F&A team will guide this OIT BA and will review, revise, approve, and use the test scripts in UAT. 3. OIT BA will guide the F&A team on the UAT process and support on Test Management and monitoring UAT progress. 4. Continue to monitor the effectiveness/ productivity of the QA resources from OIT and make course-corrections, as required.	10/30/26	4/24/2026: 22% of the process steps yet to be published by FL PALM therefore UAT preparation for agencies are impacted. Additionally, continued changes to process documentation is leading to significant rework for the agencies. 6/23/2026: Agency is monitoring evolving concerns around pending process steps, rework due to high number of defect fixes and changing UAT & interface documentation. These are leading to additional workload for the agency team beyond planned. Agency continue to re-prioritize PALM activities to accommodate these ongoing changes, and may lead agency to adopt risk based approach to meet timeline of the project.
Open	08/21/23		High - Impacts the ability	Staffing/Resource Availal	Not having resource backup in the FDC F&A team for recently created agency	Archived Issue Id: 001/ 001	1. Crosstrain staff to ensure adequate backup. 2. Cross training to be	12/31/26	4/24/2026: Continuing to monitor and reassess 6 months prior to Go-Live. 6/23/2026: Continuing to monitor and

					systems, to ensure business continuity.		completed during the PALM project to ensure operational resiliency.		reassess 6 months prior to Go-Live.

FDC Assumptions

Critical Operational Elements	Assumption	Status	Date Logged or Removed	Impacted Stakeholder(s) and/or System(s)	Reporting Period Comments for May - June 2026
Technology	IT Infrastructure for the agency shall support the user access and continued use of Florida PALM system.	Logged	12/20/24	All users in agency financial functions.	No change this period.
Processes Technology	Required operations support team (both IT and F&A team) has been setup to support Florida PALM system access for the agency users, e.g. ongoing user access, user/ security roles assignments, access to data/ reports etc.	Logged	12/20/24	All users in agency financial functions.	No change this period.
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	No change this period.
People Processes Technology	FDC'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	No change this period.
People Processes Technology	FDC 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	No change this period.
Technology Data	It is assumed that data in FLAIR will exist in a new field in PALM except for fields that are discontinued. For the discontinued fields, it is assumed that PALM project team will communicate the names of the discontinued fields and will be shared as the data dictionary is updated for each Palm Design Segment.	Logged	04/22/24	All agency business systems and the remediation of agency business systems.	No change this period.
People Processes Technology	Additional clarity required from Florida PALM team, for finalizing the FDC UAT plan	Logged	10/21/24	UAT Planning for user readiness for performing UAT	No change this period.
People Processes Technology	Florida PALM team will work closely with agency team to mitigate any challenges the agency may face to meet the strict cutover timeline.	Logged	12/20/24	All users in agency financial functions.	No change this period.
People Processes Technology	Agency team will receive required support (availability of Infrastructure and Florida PALM team) while performing the User Acceptance Testing and defect management.	Logged	12/20/24	All UAT Testers.	No change this period.
People Processes Technology Data	Enterprise systems shall be available for User Acceptance Testing including respective business processes.	Logged	12/20/24	All UAT Testers.	No change this period.
Technology	State PALM team to provide necessary support to the agency for Cycle-3 End-to-endl Interface Testing	Logged	05/04/26	All agency business systems and the remediation of agency business systems.	No change this period.
Technology	State PALM team to provide necessary support to the agency for Cycle-2 Technical Interface Testing	Removed	05/04/26	All agency business systems and the remediation of agency business systems.	5/4/2026: Agency completed the Cycle-2 Technical Interface Testing successfully, therefore this Assumption is not valid for the agency anymore.

Agency Sponsor Confirmation

Fields marked with an asterisk (*) are required.

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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FDC Status Report Confirmation

Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
May - June 2026	Mark Tallent	mark.tallent@fdc.myflorida.com	07/09/26
March - April 2026	Mark Tallent	mark.tallent@fdc.myflorida.com	05/07/26
January - February 2026	Mark Tallent	mark.tallent@fdc.myflorida.com	03/06/26

Helpful Links

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

FDLE 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 2026

Agency Sponsor

Mike Moore

RW Task Timeliness

RW Task Completeness

Direct Impact Task Timeliness

Direct Impact Task Timeliness:

Score = 95.79%

- Submitted On Time = 47
- Submitted Late = 10
- Pending Submission = 0

Other Task Timeliness

Other Task Timeliness:

Score = 89.22%

- Submitted On Time = 88
- Submitted Late = 15
- Pending Submission = 0

Direct Impact Task Completeness

Direct Task Completeness:

Score = 87.68%

- Submitted Complete = 46
- Submitted Incomplete = 4
- Completed After Submission = 6

Other Task Completeness

Other Task Completeness:

Score = 91.33%

- Submitted Complete = 65
- Submitted Incomplete = 1
- Completed After Submission = 9

The RW Task Timeliness dials reflect the timeliness of your agency's submission of all RW tasks based on the task due date. Calculations are based on all RW tasks to date.

The RW Task Completeness dials reflect the completeness of your agency's task submissions based on the task rubric. Calculations of task completeness includes all RW Tasks since RW 512.

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

Change Champion Network:

- Unique Filled Role = 3
- Duplicate Filled Role = 12
- Vacant Role = 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	People	**607**	Update Training Plan	04/06/26	06/05/26	100% - Submitted	**06/04/26**	**Submitted on 6/4/26**	Submission Complete	06/04/26
Direct	Data	**713**	Confirm Supplier Records	04/20/26	05/22/26	100% - Submitted	**05/22/26**	**Submitted on 5/22/26 to Secure File Share**	Submission Complete	
Direct	Data	**698**	Complete Data Cleansing in Preparation for Dry Run 2	04/20/26	06/17/26	100% - Submitted	**06/17/26**	**Submitted on 6/17/26**	Submission Complete	
N/A	N/A	**677**	Submit Bimonthly Agency Readiness Status Report	05/01/26	05/11/26	100% - Submitted	**05/11/26**	**Completed 5/11/26**	Submission Complete	
Indirect	N/A	**678**	Submit Monthly Progress Report - Testing, Training	05/01/26	05/29/26	100% - Submitted	**05/29/26**	**Submitted on 5/29/26**	Submission Complete	
Indirect	Data	**699**	Maintain Configuration and Conversion Workbooks	05/01/26	05/29/26	100% - Submitted	**05/29/26**	**Submitted on -5/29/26**	Submission Complete	
Indirect	People	**700**	Maintain Role Mapping Worksheet	05/01/26	05/29/26	100% - Submitted	**05/29/26**	**Task submitted on 5/29/26 - SOD Conflicts with Contractors and Asset Mgmt. Team. Submitting exception request to A&A.**	Submission Complete	05/29/26
N/A	Processes	**602**	Update Agency Business Process Documentation	05/04/26	10/30/26	50% - In Progress		**Working it now - 6/23/26**		
N/A	People	**604**	Create Agency-Specific Learning Materials to Support End Users	05/04/26	10/30/26	50% - In Progress		**Working it now - 6/23/26**		
Direct	Data	**701**	Submit Configuration and Conversion Workbooks	06/01/26	06/17/26	100% - Submitted	**06/17/26**	**Submitted on 6/17/26**	Task Closed - Submission Incomplete	
Direct	People	**702**	Submit Role Mapping Worksheet	06/01/26	06/26/26	100% - Submitted	**06/26/26**	**SOD conflicts approved and attached to role mapping worksheet.**	Submission Complete	
Indirect	N/A	**679**	Submit Monthly Progress Report - Testing, Training	06/01/26	06/30/26	100% - Submitted	**06/30/26**	**Submitted on 6/30/26**	Submission Complete	
Indirect	N/A	**619**	Update Agency Readiness Certification #3	06/22/26	07/10/26	100% - Submitted	**07/10/26**	Submitted on 7/10/26		07/10/26
Indirect	Technology	**586**	Create Agency Deployment Plan and Cutover Checklist to Prepare for Go-Live	06/29/26	09/11/26	50% - In Progress				
N/A	N/A	**680**	Submit Bimonthly Agency Readiness Status Report	07/01/26	07/10/26	100% - Submitted	**07/10/26**	Submitted on 7/10/26		
Indirect	N/A	**681**	Submit Monthly Progress Report - Testing, Training, Cutover	07/01/26	07/31/26	25% - Beginning Initial Internal Meetings and Information Gathering				
Indirect	Data	**703**	Maintain Configuration and Conversion Workbooks	07/01/26	07/31/26	25% - Beginning Initial Internal Meetings and Information Gathering				
Indirect	People	**704**	Maintain Role Mapping Worksheet	07/01/26	08/21/26	25% - Beginning Initial Internal Meetings and Information Gathering				

Agency Reported

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

FDLE Risks										
Status	Date Opened	Date Closed	Primary Risk Category	Risk Title	Trend	Risk Rating	Background	Monitor/Mitigation Plan/Resolution	Impact if Risk Becomes an Issue	Reporting Period Comments
Open and Monitoring	04/20/26		Agency Business System	If the EAP upgrade to Java 21 is delayed past July 2026, then there is a RISK that the DTS, AIM, and HRDB FDLE Business systems will not be ready for Go-live in January of 2027. (Ajay)	Increasing	6 (High/Medium)	FDLE is in the process of upgrading the EAP that affects DTS, AIM and HRDB Business Systems.	Monitoring for now - Will escalate to ORACLE if the JAVA upgrade fails.	The impact to the Agency will require manual loading and processing of data into PALM from these business systems.	Status on Java 21 upgrades. Core upgrade ok. End of July close.
Open and Monitoring	11/18/25		Interface	If the Interface file structure, file format/ layout and requirements change, then there is a Risk that this may lead to rework for agencies. (Ajay, Anik)	Increasing	4 (Medium/Medium)	The Project should provide ample advanced notice of any pending or possible interface file changes.	Cosmetic Changes can be done, but functional or structural changes will require resources to be extended.	If this Risk becomes an Issue, then the Impact to FDLE would be that remediation readiness hampered, delayed, and perhaps stalled.	In Cycle 3 testing for all interfaces except AMI004 & AMI008. No changes so far. GLI006 layout caused additional work to be triggered. Communication was resolved. Leave open unit Sept.
Open and Mitigating	07/10/26		User Acceptance Testing	There is a RISK that the PALM system will not provide similar functionality as ABS which is used for querying FLAIR and PYRL data so that we can retire those applications.	Stable	4 (Medium/Medium)	Several Modules, including AR & PayRole currently do not have sufficient reports to meet the needs of FDLE.	FDLE is compiling the reports needed and will escalate to the PALM Project team and or to the DWBI authors to request additoinal reports needed.	The impact will be that FDLE will be able to conduct business as usually without the required reports.	**New Risk added**
Open and Monitoring	09/23/25		Deployment/Cutover	There is a RISK that FDLE will not receive a Cut-over plan in time to plan the Agency's cut over from FLAIR to PALM. FDLE needs this plan at least 6 months prior to the PALM go live. This plan will help FDLE plan their Code Freeze. (Anik)	Stable	3 (High/Low)	Question sent to PALM Readiness Coordinator on 9/18/25:Can you please let FDLE ITS know when and how the PALM team is planning to cut over from FLAIR to PALM? It is my understanding that FDLE will need to coordinate this with the Interfaces to PALM. We would like to see a comprehensive plan on how the PALM system will be cutover from FLAIR, so FDLE can plan to cut over it's interfaced applications and business systems from FLAIR to PALM.	Appropriate cutover details will be shared in support of RW Task 586 Create Agency Deployment Plan and Cutover Checklist to Prepare for Go-Live. This is currently scheduled for January 2026, but will be rebaselined to publish in June/July of 2026 due to the go-live date change to January 2027. A partial plan was received from a EOC meeting held in April 26.	FDLE will not be able to go Live without Coordination with the PALM team providing a CUT OVER Plan from FLAIR to PALM.	Draft Cut-over plan received on 5/13.- Still need a detailed cut over Plan from PALM - Escalate.
Open and Monitoring	06/23/26		User Acceptance Testing	There is a RISK that major Functional Changes following the PeopleSoft People Tools will require extensive rework of UAT Stories, End 2 End Testing, Interfaces Testing and impact FDLE's Business Systems	Increasing	3 (High/Low)	An upgrade is planned to PeopleSoft PeopleTools (the core technology platform used to build, deploy, and maintain all PeopleSoft applications) as part of the UAT refresh in August 2026. If major functionality changes are included in as part of this upgrade, there is a RISK that UAT Stories, End 2 End Testing and Interfaces testing performed prior to the upgrade will need to be modified following this upgrade.	FDLE will need a list of the changes through "Release Notes" and will test these areas, FDLE may also need to perform regression testing based on the extent of the changes.	FDLE will be delayed and UAT, End 2 End, Business System and interface Testing that will impact Go Live in January of 2027.	**Updated**
Open and Monitoring	07/10/26		User Acceptance Testing	Since Confidential data is used in the UAT environment there is a Risk that the data can be breached.	Stable	3 (High/Low)	Opened as an assumption - Moved to a Risk since the Assumptions will no longer be relevant.	Monitor	High Impact if moved to an issue- This will stop PALM Project with a Data Breech.	**Risk added again.**
Open and Monitoring	05/26/26		Agency Business System	There is a RISK that the PALM HRDB updates for AIM may conflict with the PALM updates required by AIM.	Increasing	2 (Medium/Low)	It has already been specified that changes to the AIM system are required for PALM. These changes are planned to begin on 6/1. The AIM system may also need updates related to changes required for HRDB at the same time.	The ITS project manager will reach out to the AIM manager to determine what changes are need ed for the updates being made to the AIM system related to changes required for the PALM HRDB system. Once determined, the ITS PM and PALM PM will coordinate a schedule to allow AIM to make updates related to HRDB and PALM.	If this RISK becomes an Issue, the impact would be that the AIM application owner is not able to make the PALM updates for either HRDB or the information that is inputted indirectly into the AIM Tool from PALM.	**Still a risk until next meeting.**
Open and Monitoring	05/16/24		Post Implementation	FDLE will be unable to do life-to-date tracking and trend analysis for data that is in both FLAIR and PALM. (Mike)	Decreasing	1 (Low/Low)	Many of our budget and grant tasks required life-to-date tracking and research.	Develop crosswalk methodology if the new Data Warehouse will not provide this capability.	None for now	Needs more investigation for data on the PALM side.
Closed	11/18/25	05/11/26	Staffing/Resource Availal	There is a Risk that ITS resources may not be available to build out an Internal Data Warehouse for PALM reporting, if needed. (Anik)	Stable	1 (Low/Low)	FDLE is depending on the FL PALM project to provide a Data Warehouse with an Oracle BI reporting tool that will have the capabilities to meet FDLE requirements	Monitoring to see if the Data Warehouse and Bi tools will meet the needs of FDLE. This will closed or mitigated when we determine the data elements in the Data Warehouse	If this Risk becomes an Issue, then the impact would be that FDLE would not have the required Reports and Queries to do	We will leave this open until we can verify that the DWBI can be used to build and replace the 22 queries used with FLAIR. Reviewed 4/23/26. (Closed on 5/11/26)

FDLE Issues

Status	Date Opened	Date Closed	Priority	Primary Issue Category	Issue Title	Background	Action Plan	Planned or Actual Resolution Date	Reporting Period Comments
Closed	03/24/26	06/15/26	High - Impacts the ability	Staffing/Resource Availal	Business Analyst Resource no longer with FDLE.	A Business Analyst no longer works at FDLE and left on 2/9/26.	Until a new Business Analyst is hired, the FDLE PALM Program Manager is taking on the additional Tasks.	06/30/26	New BA hired on 6/5/26
Open	05/07/26		High - Impacts the ability	User Acceptance Testing	Constant changes in the Knowledge Center, Topics & Activities and updates to the PALM UAT System causes rework for the Agency.	With limited resources within FDLE. Constant changes to the UAT Stories, Test Cases, related to Topics & Activities is not obtainable.	On going changes will require FDLE to revamp existing UAT Stories during the Data Refresh in August. Also, for the Conversion and Configuration changes FDLE is making updates the last week of each month.	11/06/26	Updated on 7/9
Open	05/26/26		High - Impacts the ability	Interface	Function of GLI006 file GL approvals are not consistent and Knowledge Center Documentation is not consistent with the function of GLI006.	Initially, FDLE was under the understanding that since GLI006 was an uploaded interface file that would have auto approvals to be posted. FDLE met with the GLI006 Developer on and learned that this was the only interface that required approvals before posting. On 5/19/26 - GLI006 file processed from ABS skipped the two-step verification and posted in GL.	5/19 UAT0013105 - GLI006 file processed from ABS skipped the two-step verification and posted in GL. 5/19 UAT0013132 - ABS not Valid code but listed in https://myfloridacfoflorida 5/15 UAT001293- GL transactions not picked up in Batch process, 4/23 UAT0011790 - Discovered two-step approval process needed for GLI006.	05/29/26	Doc still needs to be updated.
Open	05/26/26		High - Impacts the ability	Interface	Updates to API031 - Not posted to UAT Communications. (STEVE)	API0031 - The main fix was for some vouchers missing payment records. Other fixes included missing Service dates and missing Basis Dates for some records.	E-mail sent back to Interface Manager - Thank you for the personal attention. I looked on the KC for this information and didn't see anything. Maybe I missed it. I believe a few other Agencies experienced this problem and would recommend this be added to the UAT Communication within the KC as well. Looks like it fixed these two issues found in the Known Issues & Enhancement List for All Agency UAT - Smartsheet.com UAT0010797 Accounts Payable Issue API031 - Field Basis Date is not populating on API031 until the following day. Closed 04/03/26 05/21/26 UAT0012068 Accounts Payable Issue API031 is not picking up all updates for voucher and payment details. Open 05/17/26	05/29/26	Need to Review and see if this is still an issue? Retesting of API031 to continue week of 6/15/26.
Open	07/10/26		High - Impacts the ability	Interface	The PALM Project Team has not provided a detailed list of anticipated errors and warnings that may occur in relation to interface interactions and report parameters input. At this point, if FDLE does not get this list before the end of July, they ITS will not be able to code and Test error handling across Florida PALM functions including interfaces and online functionality.	A RISK that FDLE will not receive a comprehensive list early enough of anticipated errors and warnings that may occur in relation to interface interactions and report parameters input. This is needed at least 6 months prior to go live to have ITS code and Test error handling across Florida PALM functions including interfaces and online functionality. (RISK was opened on 9/4/24)	FDLE has escalated this several times and will need to handle Error messages in Production on an ad hock basis in order to be ready for the go-live in January.	07/31/26	Need a list before the End of July.
Open	07/09/26		Low - All impacts not liste	User Acceptance Testing	FDLE User Story Activity Coverage was not screened properly before publishing.	There is an Issue that the additional Topic and Activities https://app.smartsheet.cc were not screened properly and will require unnecessary work by FDLE to rule out Activities that very few if any Florida PALM agencies will perform.	The Impact to the Agency is that FDLE will need to review and revise the FDLE User Story Activity Coverage sheet to rule out Unnecessary Activities, that should have been screened by the PALM Project Team prior to publication.	10/30/26	Attach examples.

FDLE Assumptions

Critical Operational Elements	Assumption	Status	Date Logged or Removed	Impacted Stakeholder(s) and/or System(s)	Reporting Period Comments for May - June 2026
Data	PALM will provide similar functionality as ABS 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	Still waiting for payroll data- Need to dig into DWBI deeper. Slowly discover concerns with DWBI.Move to a Risk.
Data	We assume that the report data will stay for indefinite time in Warehouse.	Logged	07/02/25	All agency business systems	Leave open Move to a Risk.
Processes Technology Data	FDLE assumes that the PALM Team will provide a comprehensive Cut-over plan from FLAIR to PALM.	Logged	09/09/25	All agency business systems	Included as a RISK

Processes Technology	If Confidential data is used in the UAT environment, then it is assumed that the PALM Security Team has taken the appropriate steps to protect this information.	Logged	11/05/25	All PALM Agencies	Leave open until UAT is completed. Move to a Risk.
People Processes Technology Data	FDLE assumes that the Florida PALM Project Team has implemented a Service Level Agreement (SLA) tracking process for the UAT Service Desk to ensure that all UAT service tickets — including incident reports and service requests — are handled within the agreed performance parameters.	Logged	05/07/26	All PALM Agencies	Sending to IV&V for follow-up.

Agency Sponsor Confirmation

Fields marked with an asterisk (*) are required.

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 2026	Mike Moore	mikemoore@fdle.state.fl.us	07/10/26
March - April 2026	Mike Moore	mikemoore@fdle.state.fl.us	05/11/26
January - February 2026	Mike Moore	mikemoore@fdle.state.fl.us	03/10/26

Helpful Links

- Dashboard Snapshots
- Knowledge Center
- 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 2026

Agency Sponsor

Lisa Saliba

RW Task Timeliness

Direct Impact Task Timeliness

Other Task Timeliness

RW Task Completeness

Direct Impact Task Completeness

Other Task Completeness

Direct Impact Task Timeliness:

Score = 93.82%

- Submitted On Time = 39
- Submitted Late = 16
- Pending Submission = 1

Other Task Timeliness:

Score = 82.82%

- Submitted On Time = 69
- Submitted Late = 34
- Pending Submission = 0

Direct Task Completeness:

Score = 89.07%

- Submitted Complete = 41
- Submitted Incomplete = 4
- Completed After Submission = 9

Other Task Completeness:

Score = 92.13%

- Submitted Complete = 59
- Submitted Incomplete = 3
- Completed After Submission = 13

The RW Task Timeliness dials reflect the timeliness of your agency's submission of all RW tasks based on the task due date. Calculations are based on all RW tasks to date.

The RW Task Completeness dials reflect the completeness of your agency's task submissions based on the task rubric. Calculations of task completeness includes all RW Tasks since RW 512.

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

Change Champion Network:

- Unique Filled Role = 24
- Duplicate Filled Role = 2
- Vacant Role = 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
Direct	Technology	**576**	Complete Internal Agency Business System Test and Remediation to prepare for Cycle 2 - Technical Interface Testing	01/06/25	07/25/25	75% - Consolidating/Inputting Information for Submission		Update from 3/9/26: Interface testing data has improved progress on ensuring ABS are ready for cycle 2 testing. This list has been updated and will continue to be a living document until all systems are ready. Currently 16% remaining.		
N/A	People	**607**	Update Training Plan	04/06/26	06/05/26	100% - Submitted	**06/03/26**		Submission Complete	
Direct	Data	**713**	Confirm Supplier Records	04/20/26	05/22/26	100% - Submitted	**05/21/26**		Submission Complete	
Direct	Data	**698**	Complete Data Cleansing in Preparation for Dry Run 2	04/20/26	06/17/26	100% - Submitted	**06/17/26**		Submission Complete	
N/A	N/A	**677**	Submit Bimonthly Agency Readiness Status Report	05/01/26	05/11/26	100% - Submitted	**05/11/26**		Submission Complete	
Indirect	N/A	**678**	Submit Monthly Progress Report - Testing, Training	05/01/26	05/29/26	100% - Submitted	**05/29/26**		Submission Complete	
Indirect	Data	**699**	Maintain Configuration and Conversion Workbooks	05/01/26	05/29/26	100% - Submitted	**05/29/26**		Submission Complete	
Indirect	People	**700**	Maintain Role Mapping Worksheet	05/01/26	05/29/26	100% - Submitted	**05/29/26**		Submission Complete	
N/A	Processes	**602**	Update Agency Business Process Documentation	05/04/26	10/30/26	50% - In Progress				
N/A	People	**604**	Create Agency-Specific Learning Materials to Support End Users	05/04/26	10/30/26	25% - Beginning Initial Internal Meetings and Information Gathering				
Direct	Data	**701**	Submit Configuration and Conversion Workbooks	06/01/26	06/17/26	100% - Submitted	**06/17/26**		Submission Complete	
Direct	People	**702**	Submit Role Mapping Worksheet	06/01/26	06/26/26	100% - Submitted	**06/26/26**	Two staff that were marked as needing Sensitive Data have now been updated. This should cause the API errors to resolve.	Task Closed - Submission Incomplete	07/07/26
Indirect	N/A	**679**	Submit Monthly Progress Report - Testing, Training	06/01/26	06/30/26	100% - Submitted	**06/26/26**		Submission Complete	
Indirect	N/A	**619**	Update Agency Readiness Certification #3	06/22/26	07/10/26	75% - Consolidating/Inputting Information for Submission				
Indirect	Technology	**586**	Create Agency Deployment Plan and Cutover Checklist to Prepare for Go-Live	06/29/26	09/11/26	50% - In Progress				
N/A	N/A	**680**	Submit Bimonthly Agency Readiness Status Report	07/01/26	07/10/26	100% - Submitted	**07/10/26**			07/10/26
Indirect	N/A	**681**	Submit Monthly Progress Report - Testing, Training, Cutover	07/01/26	07/31/26	50% - In Progress				
Indirect	Data	**703**	Maintain Configuration and Conversion Workbooks	07/01/26	07/31/26	50% - In Progress				
Indirect	People	**704**	Maintain Role Mapping Worksheet	07/01/26	08/21/26	50% - In Progress				

Agency Reported

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

FDOT Risks

Status	Date Opened	Date Closed	Primary Risk Category	Risk Title	Trend	Risk Rating	Background	Monitor/Mitigation Plan/Resolution	Impact if Risk Becomes an Issue	Reporting Period Comments
Open and Monitoring	07/30/24		User Acceptance Testing	Late Publication of Batch Schedule	Stable	9 (High/High)	PALM Interfaces - Not knowing the batch schedule will leave agencies little time to remediate processes as needed. (39)	Continue to work with the Readiness and Technical Coordinators. Plan to align the UAT batch schedule with business processing as part of interface testing and Cycle 3 testing.	The FDOT file processing is performed in a specific order and priority, within a defined timeframe. Interruption or the inability to align with our system design will impact the effectiveness of the remediation or cause data mismatches and errors.	no comment this reporting period.
Open and Monitoring	07/30/24		Interface	Excel Upload Volume Capacity	Stable	9 (High/High)	PALM Interfaces - The inability to efficiently enter large amounts of records via Excel uploads will incur delays on account of providing technical solutions for mass entry. (41)	Project costing could have a large number of records - an interface to automatically accept our transactions is necessary.	If volume exceeds capacity and the upload is interrupted, it will undermine the success of the record processing.	no comment this reporting period.
Open and Mitigating	09/30/24		Interface	Data Source Indicator - Input or System Generated	Stable	9 (High/High)	PALM Technical - Need to identify the "Input and Automated" records in extracts. FLAIR indicates whether records are input manually, automated, or system generated. FDOT uses this indicator for various reporting and balancing methods. (47)	If PALM cannot provide the transaction indicator for the data source, we will need to design backup plans and work with the business experts to develop alternative methods.	PALM not having this indicator could cause major impacts to Cost Allocation and Cash Forecasting, especially if the automated records do not come across in the extracts.	no comment this reporting period.
Open and Monitoring	08/21/25		Conversion/Configuration	Handling Historical Data & Unclear Data Warehous Structure & Access	Stable	9 (High/High)	Related to Decision 100 & 101, currently unclear how we'll be storing historical data that is going away with the elimination of OOC Table 31 & 33 and SAMAS Table 16. (76)	Will monitor for Data Warehouse design & access to be provided to identify what agency options are to resolve this risk	Will delay our development when we don't have a full idea of the design of the PALM Data Warehouse and what we will have access to.	no comment this reporting period.
Open and Monitoring	09/15/25		Conversion/Configuration	Payables - FLAIR to PALM Conversion Process	Stable	9 (High/High)	Uncertainty in how these existing payables will be converted to PALM will result in uncertainty as to how we track and relieve these financial liabilities once PALM goes live (81).	Can only monitor the risk until more information is provided about the conversion process.	This will need to be resolved before FDOT can fully utilize the PALM system.	no comment this reporting period.
Open and Monitoring	09/15/25		Conversion/Configuration	FLIPS - Unclear TIN Verification Process	Increasing	9 (High/High)	The process for TIN verification in the FLIPS system is still unclear and may impact supplier verification and payments. (83)	Will be monitoring for more information on this verification process.	This will probably be an issue/risk for other if not all state agencies, and will need to be resolved before PALM Go-Live.	no comment this reporting period.
Open and Mitigating	09/25/25		Interface	Delay with Cycle 2 Interface Testing Results	Increasing	9 (High/High)	Interface Cycle 2 Testing Responses are taking 2-3 weeks to return to the agency. These greatly reducing the amount of time for the agency to make changes within the Cycle 2 Testing Schedule and putting our successful completion of testing in jeopardy. (82)	Cycle 2 Testing requires multiple interface submissions to identify all issues with interface submissions. With some of the interfaces using agency data for this, implementing development changes requires more coordination than normal as to not interfere with interface testing.	Delays in PALM responses impose roadblocks or unplanned downtime for agency resources and impacts agency schedule	no comment this reporting period.
Open and Monitoring	03/05/26		User Acceptance Testing	PALM Structure Volatility	Stable	9 (High/High)	Batch jobs, batch schedule, and interfaces are all considered changeable by PALM up until and after go-live. Inherently, with this type of project coordination there's risk of Agency's working in a direction in sync with PALM's details, and that being reversed based on PALM detail changes.	Monitor, this isn't something that can be mitigated or resolved by FDOT.	PALM Environment volatility could disenfranchise system testers and agency users, making conversion to the PALM system more difficult at the agency leve.	no comment this reporting period.
Open and Monitoring	02/19/26		User Acceptance Testing	Year/Month-End & Carry Forward Testing Timing Window	Stable	9 (High/High)	The UAT Environment will be available from November to January. This testing will occur during a holiday period where many employees and potentially PALM Team members will be out. It is also very close to the PALM Go-Live date.	Year end & Carry Forward will need to be exclusively tested at the agency level during this testing period to ensure Agency processes won't be interrupted.	If interruptions during Year-End & Carry Forward cause any issues in Production it would cripple financial systems and activity at FDOT.	no comment this reporting period.
Open and Mitigating	02/19/26		Interface	Interface File Date/Time Naming & Delivery Ambiguity	Increasing	9 (High/High)	PALM uses 12-hr timestamps, post-midnight files are labeled as next-day business date. This could cause missed or duplicate processing and downstream reporting inaccuracies. Files are also being	Clarify with PALM when files will be delivered via the batch schedule and see if there are any options for better naming conventions that aren't as misleading. The batch schedule has to be "defined" with	If files continue to be delivered inconsistently more effort will be required to test and resolve issues effectively. Agency resources will need to be put towards identifying if issues are internal or caused by	no comment this reporting period.

							delivered with incorrect formats, are full instead of deltas, are sent multiple times daily, etc.	enough time for Agencies to accommodate their own processes and schedules to account for what is being sent by PALM.	design deviations. In production, this inconsistency will cause cascading issues with Agency Business Systems receiving information that they are not designed for or when they are not expecting it.	
Open and Mitigating	02/26/26		Interface	Recon Logic Risk	Increasing	9 (High/High)	Related to Interface File Naming & Delivery Ambiguity Risk. If Informatica assumes same-day matching between API 031 and GLI 051, but files arrive on different days (or GLI fails/arrives late), records won't join and downstream tables (e.g., Cost Table 22) won't be accurately populated.	Subcommittee formed to investigate interface file discrepancies and create a strategy for internal batch schedule.	Multiple other items discuss cascading data inaccuracies or lack of data due to batch and file delivery ambiguity.	no comment this reporting period.
Open and Monitoring	02/05/26		Conversion/Configuration	Unclear Account Balance Conversion Logic	Increasing	9 (High/High)	FDOT has communicated this question/risk to DFS/A&A, FDOT has not received finalized logic for Account Balance Conversions.	This is not an item that FDOT can mitigate, this conversion logic needs to come from A&A to apply to all state agencies.	If this risk is not addressed and resolved, it will pose a very large obstacle for FDOT's Go-Live Stability.	no comment this reporting period.
Open and Monitoring	04/01/26		Interface	PALM Data Quality Problems.	Increasing	9 (High/High)	Incorrect Supplier names in PALM with PALM committing to fix in August refresh.	Monitor and accept, with resolution dependent on PALM's August refresh.	If risk becomes an issue, because supplier names feed directly into financial, procurement, and reporting processes, the impact is high and widespread.	no comment this reporting period.
Open and Mitigating	06/12/25		Staffing/Resource Availability	PALM Changes late in Development	Stable	6 (Medium/High)	PALM changes occurring late in any phase introduces uncertainty when phase activities are in progress and functioning properly. Late changes are a step backward, jeopardizing quality and the timeline. (66)	Stay informed of PALM notices and changes, and raise questions early.	Difficult to meet the deadlines when simultaneously handling changes, and assessing completeness or quality.	no comment this reporting period.
Open and Mitigating	08/06/25		User Acceptance Testing	Outbound Interface Testing	Stable	6 (Medium/High)	Not receiving a Delta File for Interface Testing impedes the ability to validate the outbound files. PALM is providing Master Files, the master file that they sent had about 60k projects on it and want us to use that, which isn't a realistic daily interface file that we will normally get. Also, not all records are included in this file, causing extra time to be taken using the provided master file for validation. (71)	Using our own 20 records that we're using to validate our testing rather than the provided master file. PALM will be providing these Delta files in a few months.	Using the master file will not be a realistic opportunity to test this process, since a delta file will be provided to agency after Go-Live.	no comment this reporting period.
Open and Monitoring	08/07/25		User Acceptance Testing	Online UAT Schedule Delay	Stable	6 (Medium/High)	PALM is likely going to push Online UAT back a few weeks which may shorten the testing and bug resolution window for agencies. (72)	Monitoring at this time to see what the new start date will be for UAT.	FDOT won't have the proper testing and resolution time to be prepared and ready for Go-Live.	no comment this reporting period.
Open and Monitoring	02/19/26		Staffing/Resource Availability	Question Log Deprecation	Stable	6 (Medium/High)	The PALM hosted Smartsheet Question Log is no longer being used. Questions that would normally be stored in the Smartsheet Question Log will now be submitted and stored in the PALM ServiceNow. Only a small amount of users have access to the PALM ServiceNow instance, so questions have to be coordinated through them, and managing questions will also need to be coordinated through them.	This introduces a bottleneck to getting questions in front of the PALM Team and managing the questions in the native environment, it will put more importance on the Agency Question Log, that will now need to find a better process to capture questions being submitted in ServiceNow.	This will become an issue if not addressed, more users with Read-Only or Write Access will be needed to see and manage the question log in ServiceNow.	no comment this reporting period.
Open and Monitoring	02/26/26		Interface	Audit Control Risk	Stable	6 (Medium/High)	Lack of a clear posting date / posting log in the extracts (or lack of access to it) creates weak auditability—hard to prove when something hit GL vs source module.	Request more clear date and time stamps on interfaces	Difficulty loading interface information to ABS	no comment this reporting period.
Open and Mitigating	02/05/26		Conversion/Configuration	Limited Conversion Test Opportunities	Stable	6 (Medium/High)	Agency will only have two opportunities to test the full conversion from FLAIR to PALM. There is a risk of insufficient validation before Go-Live due to this restriction.	Utilize the opportunities available to document full process to prepare data as best as possible and resources that will assist with conversion as best as possible.	Insufficient validation of Agency financial data in PALM after Go-Live.	no comment this reporting period.
Open and Monitoring	10/24/24		Agency Business System	Project Costing - Manual Inputs	Decreasing	6 (High/Medium)	PALM Technical - Project Costing Module: Manually adding additional data into Florida PALM for over 15,000 projects is not feasible. (51)	Florida PALM - will advise if it can be through Excel upload.	Hiring staff will be more expensive than developing an interface. Average 70-90 updates a day. Manual entry may introduce errors.	no comment this reporting period.
Open and	12/12/24		User Acceptance	Delayed Testing for	Decreasing	6 (High/Medium)	PALM Interfaces -	Awaiting the ability to	Not having a way to test	no comment this reporting

Monitoring			Testing	Excel Uploads			Uploading data files through the use of Excel is critical for interface testing, yet there is no mechanism in place to test this in advance of our unit testing. (54)	completely test the upload functionality.	in advance removes the opportunity to work through errors or unknowns and be prepared for implementation.	period.
Open and Mitigating	02/18/25		Interface	Interfaces and Data Processing Visibility	Decreasing	6 (High/Medium)	PALM Technical - Unresolved questions and issues regarding the PALM interfaces, including details on the layouts and contents of the interfaces, limits the ability to remediate Agency Business Systems. (61)	Expect an unknown amount of rework, consider this in planning activities.	When the data interpretation or system expectations are incorrect, the agency's downstream systems may have errors in testing with PALM.	no comment this reporting period.
Open and Mitigating	04/24/25		User Acceptance Testing	Data Warehouse	Stable	6 (High/Medium)	Not knowing the FLAIR data that will be part of the PALM's Data Warehouse can affect our mitigation planning for several risks. (63)	Request information from the PALM Readiness Coordinator, monitor the Knowledge Center and ask questions.	The ambiguity of the data contained in the Data Warehouse impacts the validity of some risk mitigations because we are assuming specific data will be available.	no comment this reporting period.
Open and Mitigating	06/12/25		Deployment/Cutover	FY Balances and Fund Availability	Stable	6 (High/Medium)	From a business perspective, year-end processes like certified, carry forward, and others have changed massively, and the unknowns cannot be identified until they are fully worked through. (65)	Define scenarios and data variations for a complex and comprehensive testing strategy.	Balances may be incorrect, funds for payables may be insufficient.	no comment this reporting period.
Open and Mitigating	08/07/25		Interface	Encumbrances Not Linked to Chart of Accounts Fields Used	Stable	6 (High/Medium)	New Risk, based on PALM Line Ref # 1289: Needs Encumbrance Balance available on POI001 (Outbound Encumbrance Extract) and IUI003 (Outbound Inter/Intra Unit Interface) interfaces at the Distribution/Line (lowest) level so that it is linked to the Chart of Accounts (COA) fields used. Agencies were advised to use reports, such as KKR018 in to achieve this, but it has the following issues: KKR018 doesn't have all pertinent information in it (just as a quick example, Organization is not on the output), so it really requires multiple reports to be run and chained together to track the balances (at minimum 3 reports would need to be chained together). Reports aren't easily digestible through automated processes, due to the non-tabular format, and chaining multiple ones together adds even more complexity. This risk could be alleviated if the Data Warehouse tracks the balances at a level that links it to the COA string. (73)	Monitoring, seeing if PALM will change course on this decision.	Will require complex coordination and manipulation of reports to resolve this risk without PALM changing course on this design.	no comment this reporting period.
Open and Monitoring	09/17/25		Interface	Inbound Interface file identification inconcistencies between input and output	Increasing	6 (High/Medium)	Process IDs on the files in the archive folder match for the .log and .err files but differ from the Process IDs on the .txt (input) files. The .log (and .err) files also do not match the .txt files within the archive folder. This was evident in AMI006 and other interfaces as of 9/17/25. The lack of correlating information makes it difficult or impossible to match data sent to PALM and resulting processing information. This could cause significant maintenance and resolution handling issues resulting in additional work, more PALM-Agency technical involvement, and critical delays on transaction processing. (89)	Monitor, this will only be a problem if the agency sends multiple of the same file in one day, or if PALM processes multiple of the same file for the agency in one day. If this occurs the error files send back by PALM will not be able to be synced up to the files that were sent by the agency. Not expected to experience this issue much, if at all, but it will require manual action to go through the logs if it does occur.	Will require agency resources to go through files and logs manually to sync them, which will take time and effort to do.	no comment this reporting period.
Open and Mitigating	07/22/21		User Acceptance Testing	PALM Responses for Detail Information	Decreasing	4 (Medium/Medium)	PALM Response - FDOT not receiving clear answers from Florida PALM in a timely manner will increase the duration to perform the remediation. Responses are marked as Completed when the question may not be	Continue to have our open/new questions as part of our PALM Touchpoint meetings, and email our Readiness Coordination between meetings if we are blocked..	Not having information to understand the interoperations of Florida PALM will lead to assumptions and incorrect remediation of systems.	no comment this reporting period.

							answered. (15)			
Open and Mitigating	02/06/25		Role Mapping	Roles Required	Stable	4 (Medium/Medium)	PALM Functionality - There is a concern that more PALM user roles will be added in the future before go-live. If additions are not communicated timely there is a risk going forward that some roles may not be captured in AARF/SailPoint right away, delaying our ability to set up user roles. (62)	Moving forward, we are developing a PowerBI dashboard, AARF roles, and SQL-based reports in a flexible manner so that when roles are provided, we can quickly add them.	Additional rework is required, and limitations for users' access.	no comment this reporting period.
Open and Mitigating	08/12/25		Interface	Inbound/Outbound Payment Linking	Stable	4 (Medium/Medium)	No unique identifier to link outbound payments from EED to inbound confirmations from PALM. Current Limitation: PALM generates journal IDs post-processing, making it impossible to pre-link. (75)	Potential Work Around: Use Supplier ID + Invoice ID as a composite key. Consider populating the document number field in the outbound voucher line with a custom tracking ID. Use line and distribution line numbers to increase granularity. Be cautious: repeated document numbers across multiple distribution lines may reduce uniqueness. Possibility of dupicate payments, we won't know what happened to payments if we don't get a successful acknowledgment from PALM, not only related to EED.	Will require some sort of workaround by the agency to link outbound payments from Agency Business System (EED) to inbound confirmations from PALM.	no comment this reporting period.
Open and Monitoring	09/25/25		Conversion/Configuration	FLIPS - Conversion Complexity	Increasing	4 (Medium/Medium)	Multiple active supplier accounts with different remittance addresses may be difficult to convert into a single supplier record, leading to possible errors or loss of information. Missing conversion records for suppliers with multiple active names may result in incomplete or inaccurate data migration. (85)	Conversion is occurring now, once comparison has been completed agency will sample and compare to internal records for conversion.	Will require agency resources to go through supplier accounts and analyze and research which accounts to use in the case of duplicates	no comment this reporting period.
Open and Mitigating	02/05/26		User Acceptance Testing	UAT Time Compression	Stable	4 (Medium/Medium)	Agency Interface access will be cutoff on October 1st. The full UAT window will essentially be February - September. Limiting the amount of time that full end to end testing can occur.	Utilize a testing strategy that gets as much full system testing done in the provided February - September window as possible.	Potential for issues to be missed with interfaces due to shortened testing time and changing design.	no comment this reporting period.
Closed	04/29/26	05/28/26	Interface	PeopleFirst Interface File with timesheet information is critical to FDOT's Payroll Cost Distribution process and a necessary component.	Increasing	4 (Medium/Medium)	PeopleFirst has yet to provide the timesheet interface file. Delay in providing this file extends effort and testing towards preparing, remediating, and confirming the interface and data function as expected with ample validation confirmation. This connects to a decision made in March of 2025 regarding data access as is in current PeopleFirst: "DataLink should be leveraged for all data interfaced between PeopleFirst and PPS."	This is not an item that FDOT can mitigate due to external dependencies.	Delay in providing this file extends effort and testing towards preparing, remediating, and confirming the interface and data function as expected with ample validation confirmation	no comment this reporting period.
Open and Mitigating	05/28/26		Business Process Change	Knowledge Center Change Communication	Increasing	4 (Medium/Medium)	PALM accepted risk; maintain visibility via Knowledge Center Change Catalog - Smartsheet.com	This is not an item that FDOT can mitigate due to external dependencies.	If risk becomes an issue, it will cause downstream impacts because FDOT could not see changes early enough to prepare.	no comment this reporting period.
Open and Monitoring	05/28/26		Interface	PALM & FLAIR downtime uncertainty	Increasing	4 (Medium/Medium)	Estimates vary (2-3.5 weeks) No official guidance yet.	This is not an item that FDOT can mitigate due to external dependencies.	If risk becomes an issue, it will delay file processing, create data backlogs, disrupts payroll-related interfaces, and increase the risk of sequencing or data-integrity errors once systems resume.	no comment this reporting period.
Open and Mitigating	06/25/26		Interface	PALM is not providing Supplier UEI data in API020	Increasing	4 (Medium/Medium)	PALM has not provided Supplier UEI values in the converted API020 data, creating a risk that required UEI identifiers will be unavailable for FAMS/FPM federal reporting.	FDOT continues manually updating UEI values in TVIT003_OUT_ACCT to support PALM testing while awaiting complete UEI data from PALM/API020. A ServiceNow ticket is being submitted to request corrected supplier UEI data, and the risk will remain active and monitored until PALM or federal sources provide full UEI coverage	Missing UEI data may prevent FDOT from generating complete FHWA transmittal files, cause reporting failures in FAMS/FPM, trigger manual corrections, and risk non-compliance with federal requirements.	new this reporting period.
Open and	06/25/26		Interface	Agency Defined Field	Increasing	4 (Medium/Medium)	PALM encumbrance	This is not an item that	Incomplete PALM	new this reporting period.

Monitoring				Conversion PALM incident open since 2/12 to resolve POI004 issues.			line conversion data remains incomplete due to unresolved POI002/POI004 defects, creating a risk that required agency defined fields will not convert correctly for go live.	FDOT can mitigate due to external dependencies.	encumbrance line conversion data (POI002/POI004) may prevent accurate loading of encumbrance balances and agency defined fields into FL PALM, leading to payment errors, incorrect CSTT231 updates, reliance on manual workarounds, and potential readiness delays for go live.	
Open and Mitigating	06/25/26		Deployment/Cutover	PALM has not yet provided the cutover plan needed to support the 3.5-week deployment downtime	Increasing	4 (Medium/Medium)	Creating uncertainty in how agencies must operate during the transition period	FDOT Cross Team Implementation Sync scheduled for 6/26/26 at 1PM.	Lack of a defined cutover plan may lead to missed invoice deadlines, operational disruptions during the 3.5-week downtime, manual workarounds, and delays in preparing systems and staff for go live.	new this reporting period.
Open and Monitoring	06/25/26		Deployment/Cutover	Uncertainty in PALM's 10 day post–go live grace period	Increasing	4 (Medium/Medium)	May limit FDOT's ability to process invoices and financial transactions consistently, due to unclear rules and dependencies during the stabilization window.	This is not an item that FDOT can mitigate due to external dependencies.	Ambiguity around the 10 day grace period may cause processing delays, missed payment timelines, increased manual workarounds, and potential contractual non compliance during early PALM operations.	new this reporting period.
Open and Monitoring	06/25/26		Interface	Palm Data Warehouse Connectivity Ongoing risk related to ODBC connection problems	Increasing	4 (Medium/Medium)	Ongoing risk related to ODBC connection problems with the palm data warehouse, inability to combine palm and agency data for ad hoc reporting	This is not an item that FDOT can mitigate due to external dependencies.	Inability to access or blend PALM and agency data may delay reporting, hinder decision-making, require manual workarounds, and impact operational readiness for go-live	new this reporting period.
Open and Mitigating	07/22/21		Staffing/Resource Availability	Funding to Completion	Stable	3 (High/Low)	PALM Funding - Allocations may not be available through to completion for all systems. (6)	Document program funding requirements and communicate with FDOT leadership, the Governor's office, and House/Senate staff.	Unable to remediate and test systems within the timeline, and the Florida PALM implementation may not be successful.	no comment this reporting period.
Open and Mitigating	12/12/24		Conversion/Configuratior	Mock Conversion	Decreasing	3 (High/Low)	PALM Data - The Mock Conversion is problematic, having conversion errors that are inaccurate. (56)	Continue to collaborate with PALM to work through the process and find a pattern to help identify the problem points.	Some of the data conversions may be inaccurate causing erroneous processing or failure and impacting the goal of successful UAT.	no comment this reporting period.
Open and Monitoring	09/23/25		Interface	Interfaces lacking data considered as testing complete.	Stable	3 (High/Low)	GLI002 contains some records from the current PALM/CMS productions environment that are missing some chart of account values. The records will be reclassified and the missing chartfields will be present in UAT Full (Mock 4 data). - PALM TC. A similar issue exists with PCI001 where some portions are pending. (90)	Monitor and stress for contingency plans: Planning to re-test at a future date when additional testing cycles, such as UAT full, are available.	Will require agency to retest specific interfaces at a later time (outside of the intended phase) once PALM has completed interface design to ensure correct functionality again	no comment this reporting period.
Open and Monitoring	03/05/26		Interface	Risk/Issue - MFT Traceability	Stable	3 (High/Low)	Multiple inbound files with different time stamps can be submitted per day, but only one outbound file can be submitted per day. The Agency's concern is that for error file handling & traceability if & when multiple outbound error files ultimately happens. How will we identify which line is which and what they are for.	Monitor, PALM team has been made aware of this error file issue, unknown whether current strategy on error file handling will change to accommodate agency needs.	Error reconciliation will require much more effort because lines in error files will not easily be tied back to the original files they came from.	no comment this reporting period.
Open and Monitoring	05/09/24		User Acceptance Testing	Knowledge Center Change Identification	Decreasing	2 (Medium/Low)	PALM Technical - Knowledge Center does not have version history on what was changed. It is a manual compare effort. This would require agencies to check each field in every interface to implement technical changes and some changes may be missed. (27)	Requested the Readiness Coordinator for additional communications when there are updates to the Knowledge Center, and what was updated.	Missing essential PALM changes for the remediation work.	no comment this reporting period.
Open and Monitoring	02/19/26		User Acceptance Testing	Audit Checkbox Test Scenario	Stable	1 (Low/Low)	Testing is currently underway around the Audit Checkbox. Unclear what the purpose or functionality of the Audit Checkbox is and if it needs to be tested and how.	Will need coordination with DFS & A&A. A&A has indicated that the audit checkbox does not impact them either way.	Functionality may not be tested correctly, and functionality important to PALM or Agency processes may not be ready for Go-Live.	no comment this reporting period.

FDOT Issues									
Status	Date Opened	Date Closed	Priority	Primary Issue Category	Issue Title	Background	Action Plan	Planned or Actual Resolution Date	Reporting Period Comments
Open	03/05/25		Critical - Impacts the al	User Acceptance Testing	No UAT for Year-end	In the PALM timeline, a financial year-end scenario will not be replicated in the PALM UAT phase. The parallel work stream with year-end is a major increase in complexity for PALM Go-Live. Half of the functionality in the old system and half in the new PALM system. (19)	Assessing how we will accomplish both the Go-Live and year-end tasks, a gargantuan effort that would involve a number of resources already at capacity. People and computer processing resources.	04/01/26	no comments this reporting period.
Open	05/09/24		High - Impacts the abili	Staffing/Resource Availability	Mainframe capacity	FDOT - Low on mainframe available capacity and space to allocate for separate PALM environments. (6)	Requested NWRDC/Ensono for 10% increase by end of SFY 2025. A large application (Right of Way Management System) is scheduled to be moved off of the mainframe by end of SFY 2026 which will provide more processing capacity. FDOT Technical resource is looking at offloading flat files to SQL Server by 08/2026.	08/03/26	no comments this reporting period.
Open	06/13/24		High - Impacts the abili	Interface	Interfaces Continue to Change	PALM Interfaces – Interfaces continue to change and the documentation is incomplete in some areas. This impacts our design, remediation, and integration with our systems. And any updates to the interface structure requires the agency to restart testing and resets testing progress up to that point. (10)	Continue to convey the importance to PALM Readiness Coordinator during Touchpoint meetings.	08/01/25	no comments this reporting period.
Open	06/13/24		High - Impacts the abili	Staffing/Resource Availability	Limited SMEs	FDOT - SME Resources limited for business processes and the technical knowledge experts are overallocated. (12)	Monitor allocations closely and identify tasks that may be accomplished by another resource. Streamline communications. Set Priorities and work arounds. Escalate to management when necessary.	07/01/26	no comments this reporting period.
Open	09/16/24		High - Impacts the abili	Interface	Interface Data Relationships	PALM Interfaces - Cannot provide ERD's or DDL for the interface files reduces the understanding of the data relationships. There is insufficient detail on parent/child/sibling, one:one, or one:many, relationships, or optional record types. There is a need for ERD diagrams to answer these questions for remediation efforts. (15)	Reach out to PALM regularly for details. Work with PALM to articulate the need and offer examples and communicate how it impacts us, particularly in the way we adhere to data integrity at the database level.	08/01/25	no comments this reporting period.
Open	10/30/24		High - Impacts the abili	Interface	Need Interface Error Report	PALM Interfaces - Submission feedback: In the Interface layouts, the tab containing the feedback the agencies will receive after file processing was removed. This information is necessary to know of successful entries, or which ones had errors and the cause; need the format/layout and definition of feedback we will receive. (17)	Raise to the Technical Coordinator. Run error report next day, soft errors. We do not know how we will receive feedback on the fatal errors. Continue to work with PALM and by August we expect to have more information.	08/01/25	no comments this reporting period.
Open	12/12/24		High - Impacts the abili	Agency Business System	Functionality Gap	FDOT Applications - Switching from the FLAIR transactions to the internal PALM functionality is considerably different for our internal systems. (16.b)	Business processes, functionality, and data mapping is progressing, and once we are in UAT we will reassess any gaps, the impact and mitigation.	07/01/26	no comments this reporting period.
Open	12/12/24		High - Impacts the abili	Interface	Sample Data Scenarios	PALM Technical - The sample data for the interface files is standalone and does	PALM advised that we will not receive sample data. As an alternative we are creating test	08/01/25	no comments this reporting period.

						not represent the complete set of transactions. Without data continuity examples that support workflow scenarios the accuracy of the internal edits and quality checks may be incorrectly assessed. (18)	data to represent the full scenarios.		
Open	06/12/25		High - Impacts the abili	Staffing/Resource Availability	RW Tasks expanded after they start	The Florida PALM Readiness Work tasks are being expanded beyond the original description, often after the tasks' start date and without extending the dates that the RW tasks are to be completed. For example, the requirements for configuration have had ongoing changes, and new tasks are being added with short notice. (21)	Request a longer lead time before the task start date. Request the full scope of the task and instructions when the task is added.	12/31/25	no comments this reporting period.
Open	09/15/25		High - Impacts the abili	Interface	Delay with Cycle 2 Interface Testing Results	Interface Cycle 2 Testing Responses are taking 2-3 weeks to return to the agency. These greatly reducing the amount of time for the agency to make changes within the Cycle 2 Testing Schedule and putting our successful completion of testing in jeopardy. (23)	Cycle 2 Testing requires multiple interface submissions to identify all issues with interface submissions. With some of the interfaces using agency data for this, implementing development changes requires more coordination than normal as to not interfere with interface testing.	01/15/26	no comments this reporting period.
Open	10/01/25		High - Impacts the abili	Interface	Interface Dependencies causing delays in System Remediation	Testing paused by PALM for GLI-006 and API-002, this affects the agencies ability to test the outbound interfaces GLI-051 and API-031. (24)	Will have to rely on PALM to re-open testing for those interfaces, to resolve the issue here, dependency can't be resolved.	12/01/25	no comments this reporting period.
Open	10/16/25		High - Impacts the abili	Business Process Change	No Year-End Functionality in PALM Design	No year-end processes or functionality have been communicated to exist in the design for PALM. Year-end processes are important for FDOT's internal applications and processes. (25)	Communicate to the Cross-Agency Committee to identify their concerns and mitigation/resolution.	02/16/26	no comments this reporting period.
Open	01/29/26		High - Impacts the abili	Staffing/Resource Availal	Administrative Burden from Limited PALM ServiceNow Licenses	With only two PALM ServiceNow Licenses for FDOT, this funnels and bottlenecks communication and questions to the PALM Team and adds more effort to resources that are already heavily involved in Agency Administration and Management of PALM Project. High possibility details will be lost in the cracks because "On Behalf of" emails are not being sent out by PALM ServiceNow, so comments from PALM have to be conveyed back and forth through SN License Holders.	Implement strategy to alleviate tracking and management of communication with PALM Team pressure on SN License Holders, so that items can be monitored at the agency level.	12/31/26	no comments this reporting period.
Closed	05/28/26	06/25/26	High - Impacts the abili	Interface	PeopleFirst Interface File with timesheet information is critical to FDOT's Payroll Cost Distribution process and a necessary component.	PeopleFirst has yet to provide the timesheet interface file. Delay in providing this file extends effort and testing towards preparing, remediating, and confirming the interface and data function as expected with ample validation confirmation. This connects to a decision made in March of 2025 regarding data access as is in current PeopleFirst: "DataLink should be leveraged for all data interfaced between PeopleFirst and PPS."	This is not an item that FDOT can mitigate due to external dependencies.	06/10/26	no comments this reporting period.
Open	02/05/26		Low - All impacts not lis	Staffing/Resource Availal	Administrative Burden from PALM Tracking Requirements	Monthly Smartsheet requirement to declare and then report planned vs. actual number of tests per interface that was introduced as UAT was beginning.	Implement strategy to capture this information with SMEs as BAs are administering testing scenarios. Unknown if this will be applicable for all UAT Testing that FDOT will complete.	12/31/26	no comments this reporting period.

FDOT Assumptions					
Critical Operational Elements	Assumption	Status	Date Logged or Removed	Impacted Stakeholder(s) and/or System(s)	Reporting Period Comments for May - June 2026
Processes	The Florida PALM Project implementation will replace the current FLAIR functionality and will not encompass FDOT's agency-specific planning and analysis requirements. (1)	Logged	06/30/23	FDOT Florida PALM End Users FDOT Application Owners	no comments this reporting period.
Processes	FPST work efforts classified as operations and maintenance (O&M) will follow the established standards for O&M activities. (5)	Logged	06/30/23	FDOT Florida PALM Agency Liaisons FPST Program Managers FDOT Application Services Section Managers	no comments this reporting period.
People	Adequate staffing, equipment, software, and hardware are primary drivers of the department's FPST Program activities will be available, and there will be funding to support FDOT FPST Program. (6)	Logged	06/30/23	Executive FPST Program Sponsors Chief Information Officer	no comments this reporting period.
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. (8)	Logged	06/30/23	Executive FPST Program Sponsors	no comments this reporting period.
Technology	FDOT has total dependencies on the PALM Solution Design deliverables. (10)	Logged	06/30/23	FDOT Florida PALM Agency Liaisons FPST Program Managers	no comments this reporting period.
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. (11)	Logged	06/30/23	Executive FPST Program Sponsors	no comments this reporting period.
Technology	Excel spreadsheet uploads will be entered by business users, and the process will be simple and function smoothly. (13)	Logged	02/20/24	FDOT End Users	no comments this reporting period.
Data	The 'CFDA' number storage location needed in PALM for expenditure of grants, workaround would be to leverage OA fields and create data relationships.	Logged	04/05/24	FDOT Florida PALM Agency Liaisons FPST Program Managers	no comments this reporting period.
Data	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. (18)	Logged	05/17/24	FDOT Florida PALM Agency Liaisons FPST Program Managers FDOT Business Owners	no comments this reporting period.
Technology	MFMP - System integration between MFMP and PALM will not introduce incompatibility with FDOT. (19)	Logged	06/19/24	FDOT Procurement and Payments	no comments this reporting period.
Technology	People First - System integration between People First and PALM will not introduce incompatibility with FDOT. (20)	Logged	06/19/24	FDOT Payroll	no comments this reporting period.
Processes	PALM will provide functionality to allow FDOT to input accounts payables into the system. (Part of the carry forward process last months of the year.) (22)	Logged	10/01/24	FPST Program Managers FDOT Business Owners	no comments this reporting period.
Data	PALM Data Warehouse and/or PALM Reports will provide the necessary information that our systems and processes require to perform core functionality. (23)	Logged	04/24/25	FPST Program Managers FDOT Business Owners FDOT End Users	no comments this reporting period.
Data	Testing during Cycle 3 will be comprehensive and inclusive of our business scenarios, volume testing, and error conditions to assess how failures are handled. Cycle 2 testing is primarily a connectivity test, but some error records can still be submitted. (24)	Logged	06/27/25	FPST Program Managers FDOT Business Owners	no comments this reporting period.
Data	The Sub Funds functionality that will be used for FDOT local funds will need to be updated in the GL module and that should be comparable to the Funds used today. (25)	Logged	07/10/25	FPST Program Managers FDOT Business Owners	no comments this reporting period.
Processes Data	Related to Decision 97, assuming that PALM is going to treat Asset ID in Production the same way that it is right now, first asset will be 11 zeros and a 1, second will be 11 zeros and a 2, and so on. If they don't, this will create a problem with how we're utilizing Journal ID and Asset ID (26)	Logged	08/07/25	Agency Business Systems that utilize AMI003.	no comments this reporting period.
Processes	The Retainage payout process will continue as it does today, through manual entry in the EED system, with no expected process changes. (28)	Logged	09/15/25	Accounts Payables	no comments this reporting period.
Processes Data	It is assumed that PALM and FLIPS will eventually support multiple remittance addresses, though this is not currently available (29)	Logged	09/15/25	Supplier Records	no comments this reporting period.
Data	From conversion interface, APC001, the “Legact Supplier ID” column for the first 120 records does not contain a leading “F” or an “S”. (FEIN or SSN) We are interpreting these as FEIN (F). (31)	Logged	10/10/25	Supplier Records (TVI)	no comments this reporting period.
Data	From conversion interface, APC001, values in the first 120 records for the “Legact Sequence Number” column only contain one- and two-digit numbers. We will pad these short values with leading zeroes. (32)	Logged	10/10/25	Supplier Records (TVI)	no comments this reporting period.
Technology Data	Author Level access (and ODBC connectivity) to the data warehouse is expected later (May).	Logged	02/19/26	FPST Program Managers FDOT Business Owners FDOT Systems dependent on Data Retention & History	no comments this reporting period.
Processes Technology Data	Agency will receive API031 & GLI051 in time for reconciliation and that delivery will be consistent	Logged	02/26/26	FPST Program Managers FDOT Business Owners FDOT Systems dependent on Data Retention & History	no comments this reporting period.
Processes Data	Journal ID can be reliably used to join across extracts as the primary linkage key.	Logged	02/26/26	FPST Program Managers FDOT Business Owners FDOT Systems dependent on Data Retention & History	no comments this reporting period.
Processes	Empty files not required unless PALM requests. Assumes PALM will define expectations.	Logged	04/01/26	FPST Program Managers FDOT Business Owners FDOT Systems dependent on Data Retention & History	no comments this reporting period.
Processes	API020 ID_TYPE Handling for Foreign (N) and Client (C) Vendors until PALM provides definitive guidance, FDOT will treat the ID_TYPE for foreign and client vendors as pending and will proceed under the assumption that identifier values may differ from legacy behavior and may require downstream remediation	Logged	07/08/26	FPST Program Managers FDOT Business Owners FDOT Systems dependent on Data Retention & History	no comments this reporting period.

Processes	How Foreign Vendors will appear in PALM. Foreign Vendors will be sent to us via PALM with a Supplier Classification in the Header set to F. From there, we will either receive an Additional ID Type in the Additional ID Records set to either TIN or SSN (corresponding to either a F or S type for starting character of the FEIN/SSN) MFMP may still send N type if we don't have enough data (like an actual TIN or SSN), but by the time it clears PALM, we should have a real F/S type financial ID	Logged	07/09/26	FPST Program Managers FDOT Business Owners FDOT Systems dependent on Data Retention & History	no comments this reporting period.

Agency Sponsor Confirmation

Fields marked with an asterisk (*) are required.

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

Privacy Policy | Report Abuse

FDOT Status Report Confirmation

Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
May - June 2026	Lisa Saliba	lisa.saliba@dot.state.fl.us	07/10/26
March - April 2026	Lisa Saliba	lisa.saliba@dot.state.fl.us	05/11/26
January - February 2026	Lisa Saliba	lisa.saliba@dot.state.fl.us	03/09/26

Helpful Links

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

FGCC Status Report Dashboard

Reporting Period
May - June 2026

Click on the various statistics or dials to view the supporting information within your agency's Smartsheet Florida PALM Workbook.

Agency Sponsor
Lisa Mustain

RW Task Timeliness

Direct Impact Task Timeliness

Direct Impact Task Timeliness:

Score = 98.08%

- Submitted On Time = 45
- Submitted Late = 7
- Pending Submission = 0

Other Task Timeliness

Other Task Timeliness:

Score = 97.48%

- Submitted On Time = 88
- Submitted Late = 15
- Pending Submission = 0

The RW Task Timeliness dials reflect the timeliness of your agency's submission of all RW tasks based on the task due date. Calculations are based on all RW tasks to date.

RW Task Completeness

Direct Impact Task Completeness

Direct Task Completeness:

Score = 91.76%

- Submitted Complete = 41
- Submitted Incomplete = 2
- Completed After Submission = 8

Other Task Completeness

Other Task Completeness:

Score = 85.87%

- Submitted Complete = 56
- Submitted Incomplete = 8
- Completed After Submission = 11

The RW Task Completeness dials reflect the completeness of your agency's task submissions based on the task rubric. Calculations of task completeness includes all RW Tasks since RW 512.

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

Change Champion Network:

- Unique Filled Role = 5
- Duplicate Filled Role = 9
- Vacant Role = 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	People	607	Update Training Plan	04/06/26	06/05/26	100% - Submitted	06/04/26		Submission Complete	
Direct	Data	713	Confirm Supplier Records	04/20/26	05/22/26	100% - Submitted	05/22/26		Submission Complete	
Direct	Data	698	Complete Data Cleansing in Preparation for Dry Run 2	04/20/26	06/17/26	100% - Submitted	06/17/26		Submission Complete	
N/A	N/A	677	Submit Bimonthly Agency Readiness Status Report	05/01/26	05/11/26	100% - Submitted	05/08/26		Submission Complete	
Indirect	N/A	678	Submit Monthly Progress Report - Testing, Training	05/01/26	05/29/26	100% - Submitted	05/29/26		Task Closed - Submission Incomplete	
Indirect	Data	699	Maintain Configuration and Conversion Workbooks	05/01/26	05/29/26	100% - Submitted	05/29/26		Task Closed - Submission Incomplete	
Indirect	People	700	Maintain Role Mapping Worksheet	05/01/26	05/29/26	100% - Submitted	05/29/26		Submission Complete	
N/A	Processes	602	Update Agency Business Process Documentation	05/04/26	10/30/26					
N/A	People	604	Create Agency-Specific Learning Materials to Support End Users	05/04/26	10/30/26					
Direct	Data	701	Submit Configuration and Conversion Workbooks	06/01/26	06/17/26	100% - Submitted	06/17/26		Submission Complete	
Direct	People	702	Submit Role Mapping Worksheet	06/01/26	06/26/26	100% - Submitted	06/26/26		Task Closed - Submission Incomplete	
Indirect	N/A	679	Submit Monthly Progress Report - Testing, Training	06/01/26	06/30/26	100% - Submitted	06/30/26		Task Closed - Submission Incomplete	
Indirect	N/A	619	Update Agency Readiness Certification #3	06/22/26	07/10/26					
Indirect	Technology	586	Create Agency Deployment Plan and Cutover Checklist to Prepare for Go-Live	06/29/26	09/11/26					
N/A	N/A	680	Submit Bimonthly Agency Readiness Status Report	07/01/26	07/10/26	100% - Submitted	06/29/26			
Indirect	N/A	681	Submit Monthly Progress Report - Testing, Training, Cutover	07/01/26	07/31/26					
Indirect	Data	703	Maintain Configuration and Conversion Workbooks	07/01/26	07/31/26					
Indirect	People	704	Maintain Role Mapping Worksheet	07/01/26	08/21/26					

Agency Reported

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

FGCC Risks

Status	Date Opened	Date Closed	Primary Risk Category	Risk Title	Trend	Risk Rating	Background	Monitor/Mitigation Plan/Resolution	Impact if Risk Becomes an Issue	Reporting Period Comments
Open and	11/25/24		Agency Business System	FGCC is unable to	Increasing	9 (High/High)	This risk is the results of	FGCC is trying to	This risk has lead to an	Risk is being monitored

Monitoring				receive our source data from Versa (DBPR). Without this source data FGCC will be unable to create revenue inbound interfaces/spreadsheet uploads for interface testing, UAT, and Go Live.			current meetings with DBPR	identify alternative methods to create upload interface/spreadsheets	issue	
Open and Monitoring	09/27/24		User Acceptance Testing	FGCC has not found definitive information about the process, procedures, and schedule related Enterprise systems updating the PALM UAT environment during UAT. This impacts our ability to develop appropriate test plans and may also hinder the ability to input and reconcile PALM UAT data and balances.	Increasing	6 (Medium/High)	This risk was uncovered by reviewing the available information from knowledge center and multiple PALM workshops	FGCC requests clarification of the interaction between each Enterprise system and PALM UAT environment during UAT	Additional changes to process, procedures, and testing plans	Risk is being monitored
Open and Monitoring	06/28/24		Conversion/Configuration	FGCC has not found any definitive information regarding the scope and depth of the conversion testing. Additionally, FGCC has not found definitive information about the available of outbound interface files that can be used to reconcile conversion data in order to identify conversion errors.	Increasing	4 (Medium/Medium)	This risk was uncovered by reviewing the available information from knowledge center and multiple PALM workshops	FGCC has bene told that the PALM team is working on process changes between Mock 2 and Mock 3 and that the Mock 3 conversion process will provide more insight	Additional changes to our Go Live process and procedures will need to occur in order to identify and address any conversion errors that are identified after Go Live	Risk is being monitored
Open and Monitoring	11/25/24		Interface	FGCC has found no definitive information about the schedule and availability of outbound interface files during UAT.	Increasing	4 (Medium/Medium)	This risk was uncovered by reviewing the available information from knowledge center and multiple PALM workshops	FGCC requests clarification that outbound interfaces files will be available on a daily scheduled basis	May impact the ability to complete Testing objectives and reconciliation during UAT	Risk is being monitored
Open and Monitoring	09/25/24		User Acceptance Testing	PALM has explained that there are no scheduled resets of initial data loads during UAT. This introduces a risk associated with overall UAT processing. Without reset of initial data loads there is no way to test and confirm fixes associated with errors associated with data conversion that cannot be recreated. This means that the same errors may still occur during Go Live.	Increasing	1 (Low/Low)	This risk was uncovered by reviewing the available information from knowledge center and multiple PALM workshops	FGCC requests that there be a few scheduled resets of initial conversion data	Adding additional steps to process and procedures to identify and address errors in cutover promptly	Risk is being monitored

FGCC Issues

Status	Date Opened	Date Closed	Priority	Primary Issue Category	Issue Title	Background	Action Plan	Planned or Actual Resolution Date	Reporting Period Comments
Open	05/12/25		Critical - Impacts the ability of the agency to move forward with work without resolution	Agency Business System	FGCC is unable to receive our source data from Versa (DBPR).	This has been an outstanding issue from the beginning	There is no action plan to resolve this issue. FGCC is trying to find alternative methods of getting our revenue data	06/30/26	Issue is being monitored
Open	09/05/25		High - Impacts the ability of the agency to meet deadlines or milestones	User Acceptance Testing	The Knowledge Center business process screen shots, descriptions, and explanations tend to be incomplete. This coupled with the delay in access to UAT environment impacts the ability to verify and validate interface file layouts, developing updated agency business processes, and finalizing agency system remediation. For example, when you go to the knowledge center for Acquire and Setup Assets 40.1 there are 4 sub process. 40.1.2 Online Asset Add is described as "creates individual asset records from details through direct input in Asset Management (AM)." This page contains zero screen shots and zero instructions for how an Agency AM Asset Processor would input anything. Under 40.1.1 Import Asset Add is intended to describe the import (inbound interface/spreadsheet upload) process. This does have a few screen shots. The screen shots show that the asset module has 6 tabs (general, maintenance, acquisition, location, license, supplemental).	This issue has been identified during interface development and testing	There is no action plan to resolve this issue. FGCC requests that PALM update the knowledge center or provide the agencies access to additional PALM screen shots until access to UAT is granted	06/30/26	Issue is being monitored

					However, the knowledge center only provides a screen shot of two of these tabs and therefore the agency can only guess as to what is one the other tabs.				
Open	09/09/25		High - Impacts the ability of the agency to meet deadlines or milestones	User Acceptance Testing	The Knowledge Center reports sections appears to be out of date or in some case incorrect. There are multiple reports within the General Ledger Module that appear to be incorrect because they include a column for GAAFR which is a FLAIR data element that has been replaced and does not exist in PALM. A few examples are GLR085, GLR112, and GLR115. Additionally, there are numerous reports that only provide a message for "more information will be available soon" (GLR132, GLR133, GLR136, GLR139, GLR140, etc.) As we prepare out testing plan for UAT as well as our training plans we are unable to identify what can be tested and what will be available to users and agency business systems. Currently, it has been explained that if some data is not available in outbound interfaces then it would be available via the reporting modules. We are unable to complete these processes and plans without knowing what information may be available.	This issue has been identified during interface development and testing	There is no plan of action to resolve this. FGCC requests that PALM update the Knowledge Center Reporting information	06/30/26	Issues is being monitored
Open	09/17/25		High - Impacts the ability of the agency to meet deadlines or milestones	Interface	Outbound interface GLI001 is unavailable to FGCC. Without the ability for FGCC to download any changes to the PALM COA values it prevents FGCC from developing Agency Business Systems as well as business process and procedures from ensuring that proper COA coding is used when creating and verifying any inbound interfaces and spreadsheets. In addition, FGCC is limited in its ability to develop process and procedures to validate proper coding on any manual transaction prior to direct input into PALM. This outbound interface is not a financial wave interface. GLI001 is a CMS wave interface that has been in production for years. This is not an issue for PALM UAT as the PALM project has made the current COA values available via download from the Knowledge Center for testing and mock conversion purposes. However, these stop gap measures will not continue to be available as we approach Go Live or after Go Live. FGCC is completely blocked from developing automated scheduled jobs to utilize GLI001 in order to maintain accurate PALM COA values within Agency Business Systems, Inbound Interface/Spreadsheet files, and other agency business processes.	This issue has been identified during interface development and testing	FGCC requests that DFS provide this production outbound interface file to FGCC as soon as possible	05/01/25	Issue is being monitored
Open	05/12/25		Low - All impacts not listed as Critical or High	Interface	FGCC will not be able to utilize all of the built-in PALM Interfaces in preparation for UAT and	This was uncovered during the interface approval process	There is no action plan to resolve this issue. Currently, FGCC must change our desired	06/30/26	Issue is being monitored

					preparation for UAT and at PALM Go Live. Therefore, FGCC will not be able to utilize all current capability and functionality of the new statewide accounting system. This also means that FGCC will not be able to fully test available functionality during UAT. Additionally, instead of consistent automated business processes, FGCC must utilize a combination of standard interfaces, spreadsheet uploads, and exported hard copy reports in order to piece together process and procedures to send, receive, and reconcile data between agency business systems, PALM, and other state enterprise systems.		change our desired business process and procedure to accommodate the lack of access to all PALM functionality.		

FGCC Assumptions

Critical Operational Elements	Assumption	Status	Date Logged or Removed	Impacted Stakeholder(s) and/or System(s)	Reporting Period Comments for May - June 2026
Technology Data	FGCC is making the assumption that all Enterprise systems will establish an environment that will coordinate with PALM UAT and that we will be able to enter transactions/data into the enterprise UAT environment and these transactions/data will be integrated into PALM UAT	Logged	05/01/25	Agency Business Sytems	Assumption on-going
Technology Data	FGCC will not have a Versa Replacement system in place prior to PALM Go Live	Logged	05/01/25	Agency Business Sytems	Assumption on-going
Technology Data	FGCC will be able to utilize all PALM interface available to other agencies files at some point after PALM Go Live but will only have the approved PALM Interfaces for PALM Go Live	Logged	05/01/25	Agency Business Sytems	Assumption on-going

Agency Sponsor Confirmation

Fields marked with an asterisk (*) are required.

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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FGCC Status Report Confirmation

Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
May - June 2026	Lisa Mustain	lisa.mustain@flgaming.gov	06/29/26
March - April 2026	Lisa Mustain	lisa.mustain@flgaming.gov	05/08/26
January - February 2026	Lisa Mustain	lisa.mustain@flgaming.gov	03/10/26

Helpful Links

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

FLHSMV 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 2026

Agency Sponsor

Steve Burch

RW Task Timeliness

Direct Impact Task Timeliness

Direct Impact Task Timeliness:

Score = 98.25%

- Submitted On Time = 51
- Submitted Late = 6
- Pending Submission = 0

Other Task Timeliness

Other Task Timeliness:

Score = 97.25%

- Submitted On Time = 93
- Submitted Late = 9
- Pending Submission = 1

The RW Task Timeliness dials reflect the timeliness of your agency's submission of all RW tasks based on the task due date. Calculations are based on all RW tasks to date.

RW Task Completeness

Direct Impact Task Completeness

Direct Task Completeness:

Score = 95.36%

- Submitted Complete = 45
- Submitted Incomplete = 0
- Completed After Submission = 11

Other Task Completeness

Other Task Completeness:

Score = 85.87%

- Submitted Complete = 58
- Submitted Incomplete = 3
- Completed After Submission = 14

The RW Task Completeness dials reflect the completeness of your agency's task submissions based on the task rubric. Calculations of task completeness includes all RW Tasks since RW 512.

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

Change Champion Network:

- Unique Filled Role = 14
- Duplicate Filled Role = 2
- Vacant Role = 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
	People	**328**	Document Current Agency Business Processes	07/31/23	12/15/23	50% - In Progress		Due to the importance of other tasks, and the agency's operational work priorities, this task may not be completed by HSMV.	Task Closed - Submission Incomplete	
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	**04/16/24**	We have completed this task, except for the updates to our current state business process documentation. Our goal is to update our procedures during UAT testing, when we'll have full access to the PALM screens and testing environment.	Submission Complete	01/30/26
N/A	Processes	**527**	Identify Change Impacts and Update Agency Business Process Documentation for Segment III	04/15/24	07/12/24	Pending Resubmission	**01/30/26**	We have completed this task, except for the updates to our current state business process documentation. Our goal is to update our procedures during Agency UAT testing, when we'll have full access to the PALM screens and testing environment.	Task Closed - Submission Incomplete	
N/A	Processes	**543**	Identify Change Impacts and Update Agency Business Process Documentation for Segment IV	07/22/24	10/18/24	Pending Resubmission	**11/01/24**	Submitted 11/1/2024 per previous update.	Submission Complete	01/30/26
N/A	People	**607**	Update Training Plan	04/06/26	06/05/26	100% - Submitted	**06/04/26**	Questionnaire metrics re-confirmed 6/4/2026.	Submission Complete	
Direct	Data	**713**	Confirm Supplier Records	04/20/26	05/22/26	100% - Submitted	**05/06/26**		Submission Complete	
Direct	Data	**698**	Complete Data Cleansing in Preparation for Dry Run 2	04/20/26	06/17/26	100% - Submitted	**06/16/26**		Submission Complete	
N/A	N/A	**677**	Submit Bimonthly Agency Readiness Status Report	05/01/26	05/11/26	100% - Submitted	**05/11/26**		Submission Complete	
Indirect	N/A	**678**	Submit Monthly Progress Report - Testing, Training	05/01/26	05/29/26	100% - Submitted	**05/29/26**		Task Closed - Submission Incomplete	
Indirect	Data	**699**	Maintain Configuration and Conversion Workbooks	05/01/26	05/29/26	100% - Submitted	**05/29/26**	Discussed challenges and API impacts with Task 697 (April config/conversion sheets) with IV&V in 5/26/26 meeting.	Submission Complete	
Indirect	People	**700**	Maintain Role Mapping Worksheet	05/01/26	05/29/26	100% - Submitted	**05/29/26**		Submission Complete	
N/A	Processes	**602**	Update Agency Business Process Documentation	05/04/26	10/30/26	50% - In Progress				
N/A	People	**604**	Create Agency-Specific Learning Materials to Support End Users	05/04/26	10/30/26	50% - In Progress				
Direct	Data	**701**	Submit Configuration and Conversion Workbooks	06/01/26	06/17/26	100% - Submitted	**06/16/26**		Submission Complete	
Direct	People	**702**	Submit Role Mapping Worksheet	06/01/26	06/26/26	100% - Submitted	**06/26/26**	Agency lead confirmed complete 6/26/26.	Submission Complete	
Indirect	N/A	**679**	Submit Monthly Progress Report - Testing, Training	06/01/26	06/30/26	100% - Submitted	**06/30/26**		Submission Complete	
Indirect	N/A	**619**	Update Agency Readiness Certification #3	06/22/26	07/10/26	50% - In Progress				
Indirect	Technology	**586**	Create Agency Deployment Plan and	06/29/26	09/11/26	25% - Beginning Initial				

			Cutover Checklist to Prepare for Go-Live			Internal Meetings and Information Gathering				
N/A	N/A	**680**	Submit Bimonthly Agency Readiness Status Report	07/01/26	07/10/26	100% - Submitted	**07/08/26**			
Indirect	N/A	**681**	Submit Monthly Progress Report - Testing, Training, Cutover	07/01/26	07/31/26	25% - Beginning Initial Internal Meetings and Information Gathering				
Indirect	Data	**703**	Maintain Configuration and Conversion Workbooks	07/01/26	07/31/26	25% - Beginning Initial Internal Meetings and Information Gathering				
Indirect	People	**704**	Maintain Role Mapping Worksheet	07/01/26	08/21/26	25% - Beginning Initial Internal Meetings and Information Gathering				

Agency Reported

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

FLHSMV Risks

Status	Date Opened	Date Closed	Primary Risk Category	Risk Title	Trend	Risk Rating	Background	Monitor/Mitigation Plan/Resolution	Impact if Risk Becomes an Issue	Reporting Period Comments
Open and Monitoring	12/20/24		User Acceptance Testing	Supplier ID	Stable	9 (High/High)	Final Supplier ID will be provided by PALM before Go Live. Risk to agency is in not receiving finalized Supplier IDs until or just before go live. In order to successfully match supplier IDs provided by PALM, the FEID is critically needed by FLHSMV, confirmed by Data Manager. The agency is analyzing APC001 from Dry Run 1, and additional supplier files, and will re-examine manual processing time required to match Supplier IDs.	The agency will test Supplier ID fields and matching as received on each iterative Mock Conversion, and will use the iterative Supplier ID test results. Test Supplier IDs were provided in interim to support UAT testing.	The ability to match the Supplier ID (throughout multiple mock conversions) to agency data would be quite taxing and require multiple, additional hours that are not currently included in the plan budget.	Pending final Supplier Crosswalk
Open and Monitoring	12/16/25		Interface	Supplier ID - Cycle 3 Interface Testing	Stable	6 (Medium/High)	Complete supplier ID tables will not be available for test during UAT for API and IUI interfaces. Only select supplier IDs will be available for testing in UAT.	The agency will select which supplier IDs to test with each interface. The supplier IDs will vary (i.e., counties, agencies, other vendors, etc).	Agency may not be able to test all supplier IDs during interface cycle 3 testing / End to End testing.	Pending final Supplier Crosswalk
Open and Monitoring	04/14/25		Interface	Interface Error File and Summary Logs	Stable	6 (High/Medium)	Interface Error Log layouts (multiple) have not been provided to HSMV.	HSMV has tested Error Files for API002 from PALM (during interface testing). While PALM did provide additional fields in the error logs for easier identification, HSMV hasnt been able to complete our automation process as we had with FLAIR. This processing is still in development and will be better tested in full UAT.	The agency was advised by PALM that agencies will receive error files and summary logs at Interface Testing. FLHSMV would need to re-evaluate impact if the error files and summary logs are NOT able to be read (further development and testing may be required). Resolving the errors may be delayed in UAT.	Pending Interface Error Log layouts
Open and Mitigating	12/20/24		Staffing/Resource Availal	Resources - Accounting (training / up-skilling for PALM)	Stable	4 (Medium/Medium)	The agency has identified a need to cross-train accounting staff, and allied teams, to learn new / daily business processes in addition to testing the PALM system and learning adjacent systems.	HSMV is actively working to cross-train existing staff, and to provide Florida PALM training and job aides.	Training challenges could impact successful PALM implementation and go-live experience during a critical period.	Current for period
Open and Mitigating	05/07/26		User Acceptance Testing	PALM changes to Config/Conversi smartsheets and to Topics/Activities sheet are impacting agency task delivery and data quality, and increasing staff processing time	Stable	4 (Medium/Medium)	For the third consecutive month in 2026, frequent, unscheduled, and uncommunicated data refreshes by PALM to the configuration/conversion smartsheets and other agency data sources are causing considerable agency re-work, research and analysis, and extra monitoring time, thus impacting task completion and delivery time. Unpredictable data refreshes and value changes by PALM continue to lead to errors in the agency configuration or conversion sheets, sometimes (increasingly) after the data has been reviewed for quality (error-free), and after a midday refresh for further quality checks, and after business hours *just before task deadline*, leaving the agency little to no remediation time and an incomplete task, despite considerable attention and effort by the agency business team	Agency is monitoring sheets daily, and further reviewing multiple times per day in the final review period before task submission. The communication and support from Readiness Coordinators is valuable, appreciated, and helpful. However, the unpredictable system refreshes just before task deadlines means the agency risks not including all timely data updates in subsequent UAT updates. MITIGATION: The agency requests the PALM project considers pausing the data refreshes to the applicable configuration and conversion smartsheets during the final days during tasks for configuration, conversion, role mapping, user stories (inventory and coverage), to avoid further risks to the agency and project data.	Agency data in system would not be fully updated or accurate.	Lower risk for the period; updated to stable.

							business team.			
Open and Mitigating	09/01/23		Agency Business System	FAME application	Stable	2 (Medium/Low)	HSMV processes large volume of data through its FAME application (Revenue Distribution, WEX, Goodyear, PRIDE, etc.). It is imperative that the interfaces and reports work properly when tested.	HSMV is working on developing multiple interfaces and has begun developing reports. Changes to the payment batch jobs are in progress.	The agency could have impacts to readiness for PALM go-live if the FAME application is not remediated.	FAME resource supports implemented in May 2026

FLHSMV Issues

Status	Date Opened	Date Closed	Priority	Primary Issue Category	Issue Title	Background	Action Plan	Planned or Actual Resolution Date	Reporting Period Comments
Open	05/06/26		Critical - Impacts the abil	User Acceptance Testing	Concerns with PALM delays in Cycle 3 impacting agency Interface Testing: AMI002 and PRI005	AMI002 - During the cycle 2 testing, FLHSMV was informed by the PALM project that we will not be able to use the Asset Transfer interface we selected (AMI002) to process asset transfers without an updated chartfield value. Agency is waiting for a query from PALM for chartfield value, on March 26, 2026 virtual meeting. This is a major concern for our agency as we selected AMI002 to transfer assets from one location to another. FLHSMV has over 50 transfer requests a day; It will be a major setback if we are unable to seamlessly update the location of assets at go-live. PRI005 - PeopleFirst advised HSMV on 5/6/26 that real test data for PRI005 will not be available until after refresh (August 2026), putting the testing window for PRI005 past the July 31 inbound test deadline.	AMI002 - Subsequently, the agency has not received a solution from the Project. On 5/6/26, PALM provided options which would be temporary or partial workarounds, still requiring manual work and further development to be completed well after go live. The agency and PALM have ruled out AMI006 as a feasible option *at this time* and are considering using AMI008 and other agency work in lieu of AMI002 for transfers. (HSMV will use AMI002 for disposals.) However these workarounds or "bandaids" require additional considerations for the agency to business process quality and reporting. [AMI002 is still in Cycle 2 due to PALM delays.] PRI005 - Agency will need to work closely with PeopleFirst and PALM during PRI005 next tests, before July deadline, to ensure it is as close as possible to a real payroll life cycle test as possible (timing of DMS test data after refresh).	08/07/26	As of 7/7/2026, a specific date for testing PRI005 has not been provided by PALM, and real test data for PRI005 will not be provided by PeopleFirst until after the August refresh. AMI002 query is pending from PALM to support agency asset location requirements, allowing the agency to complete Cycle 2 testing and begin Cycle 3 testing for AMI002.
Open	05/06/26		Critical - Impacts the abil	Staffing/Resource Availal	Agency not ready for July 31 inbound interface deadline; potential further delays	The agency PALM project team has experienced some ongoing challenges with development resource assignments since October 30, 2025, culminating in internal escalation in March. The agency had planned and assigned development tasks to culminate in readiness by August, to align with the implementation and testing schedules. The July 31, 2026 inbound interface testing deadline was communicated to agencies at the March 24, 2026 advisory and ESC meetings. This change required the agency to add additional technical resources. Impacted Interfaces: *API031 *API002 *IUI002 *API002 *GLI001	Several productive conversations have been held with internal technical resource teams and management has reconfirmed their commitment to support assignment of allocated agency resources to assigned PALM tasks. The agency PALM team meets in daily standups with business and technical teams to assess progress. Weekly status reports are provided to technical management. Frequent monitoring conversations occur and will continue. Agency will attempt to obtain positive tests on interfaces as they become ready. Interfaces API002 and IUI002 are priority but have dependences.	08/31/26	A Recovery Plan for FAME interfaces was implemented in late May 2026.

FLHSMV Assumptions

Critical Operational Elements	Assumption	Status	Date Logged or Removed	Impacted Stakeholder(s) and/or System(s)	Reporting Period Comments for May - June 2026
Data	Florida PALM will provide similiar functionality as FLAIR@HSMV	Logged	08/31/23	Impacted Stakeholders include all end users.	Current for period
People Technology	Departmental technical resources will be available to update internal databases and reports for distributions from FRVIS to FAME for the new PALM Account codes.	Logged	08/31/23	Impacted ABS could include FAME, Hireback, Asset Management, Service Now, and spreadsheet uploads as they pertain to FAME. Impacted Stakeholders include All End Users and potentially other agencies.	Current for period

Agency Sponsor Confirmation

Fields marked with an asterisk (*) are required.

As Agency Sponsor, I understand my role and responsibility for

FLHSMV Status Report Confirmation

Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
May - June 2026	Steve Burch	steveburch@flhsmv.gov	07/08/26
March - April 2026	Steve Burch	steveburch@flhsmv.gov	05/11/26
January - February 2026	Grady Smith	gradysmith@flhsmv.gov	03/10/26

January - February 202[illegible]	Grady Smith	gradysmith@[illegible].gov	[illegible]

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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Helpful Links

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

FSDB Status Report Dashboard

Reporting Period

May - June 2026

Click on the various statistics or dials to view the supporting information within your agency's Smartsheet Florida PALM Workbook.

Agency Sponsor

Tracie Snow

RW Task Timeliness

Direct Impact Task Timeliness

Direct Impact Task Timeliness:

Score = 95.4%

- Submitted On Time = 42
- Submitted Late = 8
- Pending Submission = 0

Other Task Timeliness

Other Task Timeliness:

Score = 96.24%

- Submitted On Time = 76
- Submitted Late = 25
- Pending Submission = 0

The RW Task Timeliness dials reflect the timeliness of your agency's submission of all RW tasks based on the task due date. Calculations are based on all RW tasks to date.

RW Task Completeness

Direct Impact Task Completeness

Direct Task Completeness:

Score = 76.00%

- Submitted Complete = 30
- Submitted Incomplete = 8
- Completed After Submission = 12

Other Task Completeness

Other Task Completeness:

Score = 81.51%

- Submitted Complete = 48
- Submitted Incomplete = 10
- Completed After Submission = 15

The RW Task Completeness dials reflect the completeness of your agency's task submissions based on the task rubric. Calculations of task completeness includes all RW Tasks since RW 512.

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

Change Champion Network:

- Unique Filled Role = 5
- Duplicate Filled Role = 10
- Vacant Role = 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
Indirect	Processes	**574**	Prepare Documentation for User Acceptance Testing	06/02/25	01/09/26	Pending Resubmission	**09/12/25**	Stories uploaded	Task Closed - Submission Incomplete	12/19/25
Indirect	People	**688**	Update UAT Plan	12/08/25	01/09/26	Pending Resubmission	**01/07/26**		Task Closed - Submission Incomplete	
N/A	People	**607**	Update Training Plan	04/06/26	06/05/26	100% - Submitted	**06/03/26**	Version II and supplement files	Submission Incomplete	06/17/26
Direct	Data	**713**	Confirm Supplier Records	04/20/26	05/22/26	100% - Submitted	**04/23/26**	Confirmed	Submission Complete	05/05/26
Direct	Data	**698**	Complete Data Cleansing in Preparation for Dry Run 2	04/20/26	06/17/26	Pending Resubmission	**06/17/26**		Submission Incomplete	
N/A	N/A	**677**	Submit Bimonthly Agency Readiness Status Report	05/01/26	05/11/26	100% - Submitted	**05/15/26**		Task Closed - Submission Incomplete	
Indirect	N/A	**678**	Submit Monthly Progress Report - Testing, Training	05/01/26	05/29/26	100% - Submitted	**05/29/26**		Task Closed - Submission Incomplete	06/03/26
Indirect	Data	**699**	Maintain Configuration and Conversion Workbooks	05/01/26	05/29/26	100% - Submitted	**05/29/26**		Submission Complete	
Indirect	People	**700**	Maintain Role Mapping Worksheet	05/01/26	05/29/26	100% - Submitted	**05/29/26**		Submission Complete	
N/A	Processes	**602**	Update Agency Business Process Documentation	05/04/26	10/30/26	25% - Beginning Initial Internal Meetings and Information Gathering		Most documents are SOP drawn directly from the FLAIR manuals, we have not yet had a need for PALM specific SOPs.		
N/A	People	**604**	Create Agency-Specific Learning Materials to Support End Users	05/04/26	10/30/26	25% - Beginning Initial Internal Meetings and Information Gathering		We do not have agency business systems so training material is that provided by PALM in the Knowledge Center, Learning Materials Matrix, and LMS.		
Direct	Data	**701**	Submit Configuration and Conversion Workbooks	06/01/26	06/17/26	100% - Submitted	**06/17/26**		Submission Complete	
Direct	People	**702**	Submit Role Mapping Worksheet	06/01/26	06/26/26	100% - Submitted	**06/17/26**		Submission Complete	
Indirect	N/A	**679**	Submit Monthly Progress Report - Testing, Training	06/01/26	06/30/26	100% - Submitted	**06/25/26**	Waiting for sponsor to signoff	Submission Complete	06/30/26
Indirect	N/A	**619**	Update Agency Readiness Certification #3	06/22/26	07/10/26	100% - Submitted	**07/08/26**			
Indirect	Technology	**586**	Create Agency Deployment Plan and Cutover Checklist to Prepare for Go-Live	06/29/26	09/11/26					
N/A	N/A	**680**	Submit Bimonthly Agency Readiness Status Report	07/01/26	07/10/26	100% - Submitted	**07/08/26**			07/09/26
Indirect	N/A	**681**	Submit Monthly Progress Report - Testing, Training, Cutover	07/01/26	07/31/26					
Indirect	Data	**703**	Maintain Configuration and Conversion Workbooks	07/01/26	07/31/26					
Indirect	People	**704**	Maintain Role Mapping Worksheet	07/01/26	08/21/26					

Agency Reported

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

FSDB Risks

Status	Date Opened	Date Closed	Primary Risk Category	Risk Title	Trend	Risk Rating	Background	Monitor/Mitigation Plan/Resolution	Impact if Risk Becomes an Issue	Reporting Period Comments
Open and Monitoring	06/02/25		Conversion/Configuratior	Local fund loss	Increasing	9 (High/High)	Local funds hold over $36.0 million dollars in donations. PALM has proposed eliminating these local funds which will remove them from the CAFR. and Agency GL.	DFS A&A proposes to combine local funds into the GR funds as a solution, separated by a unique speed key.	Commingling of funds for different purposes is not a good idea as proposed. Maintaining a local fund apart from other funds is the real solution.	No update
Open and Monitoring	11/12/25		Conversion/Configuratior	Missing Admin Fund	Increasing	9 (High/High)	Admin Fund 4890-20-2-021007 is missing from dropdown tabs	We will need the Admin Fund to be present in PALM to be able to transfer between State funds.	Loss of the Admin fund will make temporary inter State fund transfers difficult to track.	No update
Open and Monitoring	01/30/24		Conversion/Configuratior	Loss of EO field	Stable	6 (Medium/High)	Mitigation seems unlikely since PALM will not have an EO field that is used for grant reporting.	None as of yet	Loss of consistent grant reporting	No update
Open and Monitoring	01/30/24		Conversion/Configuratior	Loss of on demand payments	Stable	6 (Medium/High)	It is unknown what can take place of on demand payments	None as of yet	Inability to create on demand payments	No update
Open and Monitoring	03/13/26		Conversion/Configuratior	Review of the error file for assets in Mock 4 identified missing room numbers needed to conduct annual inventory.	Increasing	6 (Medium/High)	Mock 4 testing revealed that tangible asset locations are not transferring	PALM has the capability to data parse asset data to import room locations into PALM	Annual tangible asset inventory will be hampered by not knowing which room the tangible items were in last time as a starting point.	PALM IT will not import room numbers from FLAIR so they will have to be manually input for over 4 thousand assets.
Open and Monitoring	03/13/26		Conversion/Configuratior	Review of the error file for assets in Mock 4 identified that some older buildings did not transfer to PALM that should have.	Increasing	6 (Medium/High)	Mock 4 testing revealed that some buildings and associated asset dollars are not transferring to PALM	PALM needs to transfer all assets and associated dollars to ensure a paper loss to the state does not occur on go live day for PALM.	Some assets of the State of Florida will go missing if not transferred correctly.	PALM IT reports that historical funds no longer in use are causing the error. A solution is to update the fund to a current use fund but that will cause a loss of historical data.
Open and Monitoring	04/22/26		Conversion/Configuratior	Trial Balance Reports	Increasing	4 (Medium/Medium)	The Standard Trial Balance reports in PALM do not track with those in FLAIR.	Within PALM reports are unreliable at this stage. PALM must resolve and provide useful reports.	We need accurate trial balance reports to be able to produce accurate financial statements.	No update
Open and Monitoring	06/03/26		Conversion/Configuratior	More than half of land assets are not converting into PALM	Increasing	4 (Medium/Medium)	AMR069, Detailed Asset Listing is missing data and reports over $1Billion in net book value for FSDB	Within PALM reports are unreliable at this stage. PALM must resolve and provide useful reports.	We need accurate trial balance reports to be able to produce accurate financial statements.	PALM IT is working on it

FSDB Issues

Status	Date Opened	Date Closed	Priority	Primary Issue Category	Issue Title	Background	Action Plan	Planned or Actual Resolution Date	Reporting Period Comments
Open	06/02/25		High - Impacts the ab	Conversion/Configuratior	Local fund	PALM proposes to eliminate local fund 20-8-082109, 20-8-84301, and 71-8-084209 which collectively hold over $33.3 million dollars in Agency managed donations owned by the State. These local funds have been authorized and in use for well over 20 years and are needed to manage received donations. We expect them to be active in PALM.	PALM must convert these funds when converting from FLAIR to avoid the loss of $33.3 million dollars from State assets not being reported in the CAFR.	During conversion	No update
Open	01/30/24		High - Impacts the ab	Conversion/Configuratior	Loss of OCA/EO fields	Use of FLAIR OCA/EO fields are more effective than speedkeys and help collect data in a more cohesive manner.	None likely	None planned	No update
Open	01/30/24		High - Impacts the ab	Conversion/Configuratior	Loss of on demand payments	It is unknown what can take place of on demand payments	No replacement evident	None planned	No update
Open	11/12/25		High - Impacts the ab	Conversion/Configuratior	Administrative fund is missing in workbooks.	DFS directed us to use the Admin fund to hold the local funds dollars during conversion	Absent the Admin fund, we have no place to co-locate the Endowment funds in during conversion.	None planned	No update
Open	10/01/25		High - Impacts the ab	Conversion/Configuratior	Grant fields are missing from FACTS extract adn cannot be updated.	Available grant fields in PALM are not current resulting is most missing that are already in FACTS.	RC is pursuing PALM tech staff on uploading the most current data extract from FACTS.	TBD	No update
Open	04/22/26		High - Impacts the ab	Conversion/Configuratior	PALM standard Trial Balance reports do not track with FLAIR reports.	Review of the within PALM trial balance reports indicates it is not yet tracking with FLAIR.	PALM IT is reviewing	TBD	No update
Open	06/03/26		High - Impacts the ab	Conversion/Configuratior	More than half of land assets are not converting into PALM	Review of report AMR069 reveals that material amounts of land assets are not converting to PALM.	PALM IT is reviewing	TBD	PALM IT is working
Open	03/13/26		Low - All impacts not	Conversion/Configuratior	Assets are not loading	Review of the error file	PALM IT is reviewing	TBD	PALM IT will not load room

					with room numbers in PALM	for assets in Mock 4 identified missing room numbers needed to conduct annual inventory.			numbers from FLAIR. We will have to do it manually.
Open	03/13/26		Low - All impacts not	Conversion/Configuratior	Some older buildings are not loading into PALM	Review of the error file for assets in Mock 4 identified that some older buildings did not transfer to PALM that should have.	PALM IT is reviewing	TBD	PALM IT states the fund in the asset entry is not valid which is causing the error. FSDB funds that have been inactivated over time are the source. The presumed correction is to use a current fund in the asset card to overcome the error which would cause a loss of historical data.

FSDB Assumptions

Critical Operational Elements	Assumption	Status	Date Logged or Removed	Impacted Stakeholder(s) and/or System(s)	Reporting Period Comments for May - June 2026

Agency Sponsor Confirmation

Fields marked with an asterisk (*) are required.

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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FSDB Status Report Confirmation

Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
May - June 2026	Tracie C. Snow	snowt@fsdbk12.org	07/09/26
March - April 2026	Tracie C. Snow	snowt@fsdbk12.org	05/15/26
January - February 2026	Tracie C. Snow	snowt@fsdbk12.org	03/10/26

Helpful Links

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

FWC 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 2026

Agency Sponsor

Jessica Crawford

RW Task Timeliness

Direct Impact Task Timeliness

Direct Impact Task Timeliness:

Score = 98.55%

- Submitted On Time = 49
- Submitted Late = 6
- Pending Submission = 0

Other Task Timeliness

Other Task Timeliness:

Score = 97.96%

- Submitted On Time = 100
- Submitted Late = 3
- Pending Submission = 0

The RW Task Timeliness dials reflect the timeliness of your agency's submission of all RW tasks based on the task due date. Calculations are based on all RW tasks to date.

RW Task Completeness

Direct Impact Task Completeness

Direct Task Completeness:

Score = 92.59%

- Submitted Complete = 44
- Submitted Incomplete = 3
- Completed After Submission = 7

Other Task Completeness

Other Task Completeness:

Score = 98.67%

- Submitted Complete = 74
- Submitted Incomplete = 1
- Completed After Submission = 0

The RW Task Completeness dials reflect the completeness of your agency's task submissions based on the task rubric. Calculations of task completeness includes all RW Tasks since RW 512.

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

Change Champion Network:

- Unique Filled Role = 5
- Duplicate Filled Role = 9
- Vacant Role = 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	People	**607**	Update Training Plan	04/06/26	06/05/26	100% - Submitted	**06/04/26**		Submission Complete	
Direct	Data	**713**	Confirm Supplier Records	04/20/26	05/22/26	100% - Submitted	**05/12/26**		Submission Complete	
Direct	Data	**698**	Complete Data Cleansing in Preparation for Dry Run 2	04/20/26	06/17/26	100% - Submitted	**06/16/26**		Submission Complete	
N/A	N/A	**677**	Submit Bimonthly Agency Readiness Status Report	05/01/26	05/11/26	100% - Submitted	**05/11/26**		Submission Complete	
Indirect	N/A	**678**	Submit Monthly Progress Report - Testing, Training	05/01/26	05/29/26	100% - Submitted	**05/29/26**		Submission Complete	
Indirect	Data	**699**	Maintain Configuration and Conversion Workbooks	05/01/26	05/29/26	100% - Submitted	**05/29/26**		Submission Complete	
Indirect	People	**700**	Maintain Role Mapping Worksheet	05/01/26	05/29/26	100% - Submitted	**05/27/26**		Submission Complete	
N/A	Processes	**602**	Update Agency Business Process Documentation	05/04/26	10/30/26	50% - In Progress				
N/A	People	**604**	Create Agency-Specific Learning Materials to Support End Users	05/04/26	10/30/26	50% - In Progress				
Direct	Data	**701**	Submit Configuration and Conversion Workbooks	06/01/26	06/17/26	100% - Submitted	**06/17/26**		Submission Complete	
Direct	People	**702**	Submit Role Mapping Worksheet	06/01/26	06/26/26	100% - Submitted	**06/26/26**		Submission Complete	
Indirect	N/A	**679**	Submit Monthly Progress Report - Testing, Training	06/01/26	06/30/26	100% - Submitted	**06/30/26**		Submission Complete	
Indirect	N/A	**619**	Update Agency Readiness Certification #3	06/22/26	07/10/26	100% - Submitted	**07/08/26**			
Indirect	Technology	**586**	Create Agency Deployment Plan and Cutover Checklist to Prepare for Go-Live	06/29/26	09/11/26	50% - In Progress				
N/A	N/A	**680**	Submit Bimonthly Agency Readiness Status Report	07/01/26	07/10/26	100% - Submitted	**07/08/26**			
Indirect	N/A	**681**	Submit Monthly Progress Report - Testing, Training, Cutover	07/01/26	07/31/26	50% - In Progress				
Indirect	Data	**703**	Maintain Configuration and Conversion Workbooks	07/01/26	07/31/26	50% - In Progress				
Indirect	People	**704**	Maintain Role Mapping Worksheet	07/01/26	08/21/26	50% - In Progress				

Agency Reported

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

FWC Risks

Status	Date Opened	Date Closed	Primary Risk Category	Risk Title	Trend	Risk Rating	Background	Monitor/Mitigation Plan/Resolution	Impact if Risk Becomes an Issue	Reporting Period Comments
Open and Monitoring	11/06/23		Staffing/Resource Availability	Limited subject matter expert (SME) availability	Increasing	6 (Medium/High)	Our agency is short-staffed, therefore, we have limited access to SMEs	1. Identify any planned schedule issues 2. Obtain and include backup resources in activities	If SMEs aren't available to learn and test the system, we will have issues once we go live.	Nothing new
Open and	11/06/23		Staffing/Resource	Team Attrition	Stable	6 (Medium/High)	People come and go	1. Ensure sufficient	If team members leave,	Nothing new

Monitoring			Availability					cross training in all project activities 2. Establish and enforce adequate documentation standards	they take all their knowledge with them, making it that much harder for whoever is left once we go live.	
Open and Monitoring	11/06/23		Training	Resistance to change	Stable	4 (Medium/Medium)	We have a workforce that is familiar with current processes, any type of change, causes fear amongst the team members.	1. Include impacted stakeholders early in the process and often 2. Educate the reason for the change and impact	If folks don't get on board with the changes, we will have issues once we go live	Nothing new
Open and Monitoring	08/09/24		User Acceptance Testing	There is no communication plan between PALM, Enterprise systems and the agencies. FWC is unable to accurately define impacts to processes and potentially agency business systems.	Stable	4 (Medium/Medium)	Agencies are very dependent upon the enterprise systems, since Florida PALM is not managing a communication plan as part of the process, agencies are left hoping there is communication going to occur.	1. FWC Analysis, design, and system remediation is being based on calculated assumptions	If we learn of enterprise changes too late in the process, we will be at risk for not being able to perform the needed activities within those applications at go live.	Nothing new
Open and Monitoring	11/06/23		Interface	Not all PALM interfaces are fully designed/documented, additionally currently defined interfaces are subject to change.	Stable	1 (Low/Low)	Since Florida PALM is using an agile development approach interfaces aren't fully designed and documented prior to agencies needing to do development/remediation activities	1. FWC Analysis and design is being based on calculated assumptions	If interfaces change too late in the game, we will be at risk for not being able to process incoming files once we go live.	Nothing new

FWC Issues

Status	Date Opened	Date Closed	Priority	Primary Issue Category	Issue Title	Background	Action Plan	Planned or Actual Resolution Date	Reporting Period Comments

FWC Assumptions

Critical Operational Elements	Assumption	Status	Date Logged or Removed	Impacted Stakeholder(s) and/or System(s)	Reporting Period Comments for May - June 2026

Agency Sponsor Confirmation

Fields marked with an asterisk (*) are required.

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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FWC Status Report Confirmation

Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
May - June 2026	Jessica Crawford	jessica.crawford@myfwc.com	07/08/26
March - April 2026	Jessica Crawford	jessica.crawford@myfwc.com	05/11/26
January - February 2026	Jessica Crawford	jessica.crawford@myfwc.com	03/09/26

Helpful Links

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

JAC 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 2026

Agency Sponsor

Alton L. "Rip" Colvin, Jr.

RW Task Timeliness

Direct Impact Task Timeliness

Direct Impact Task Timeliness:

Score = 92.55%

- Submitted On Time = 46
- Submitted Late = 9
- Pending Submission = 0

Other Task Timeliness

Other Task Timeliness:

Score = 87.48%

- Submitted On Time = 80
- Submitted Late = 23
- Pending Submission = 0

The RW Task Timeliness dials reflect the timeliness of your agency's submission of all RW tasks based on the task due date. Calculations are based on all RW tasks to date.

RW Task Completeness

Direct Impact Task Completeness

Direct Task Completeness:

Score = 78.89%

- Submitted Complete = 32
- Submitted Incomplete = 7
- Completed After Submission = 15

Other Task Completeness

Other Task Completeness:

Score = 82.27%

- Submitted Complete = 47
- Submitted Incomplete = 6
- Completed After Submission = 22

The RW Task Completeness dials reflect the completeness of your agency's task submissions based on the task rubric. Calculations of task completeness includes all RW Tasks since RW 512.

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

Change Champion Network:

- Unique Filled Role = 13
- Duplicate Filled Role = 2
- Vacant Role = 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	People	**607**	Update Training Plan	04/06/26	06/05/26	100% - Submitted	**06/04/26**	PMO	Submission Complete	
Direct	Data	**713**	Confirm Supplier Records	04/20/26	05/22/26	100% - Submitted	**05/22/26**	CCN	Submission Complete	
Direct	Data	**698**	Complete Data Cleansing in Preparation for Dry Run 2	04/20/26	06/17/26	100% - Submitted	**06/17/26**	CCN	Task Closed - Submission Incomplete	
N/A	N/A	**677**	Submit Bimonthly Agency Readiness Status Report	05/01/26	05/11/26	100% - Submitted	**05/07/26**	PMO	Submission Complete	
Indirect	N/A	**678**	Submit Monthly Progress Report - Testing, Training	05/01/26	05/29/26	100% - Submitted	**05/28/26**	PMO	Task Closed - Submission Incomplete	
Indirect	Data	**699**	Maintain Configuration and Conversion Workbooks	05/01/26	05/29/26	100% - Submitted	**05/28/26**	CCN	Submission Complete	
Indirect	People	**700**	Maintain Role Mapping Worksheet	05/01/26	05/29/26	100% - Submitted	**05/29/26**	PMO	Task Closed - Submission Incomplete	
N/A	Processes	**602**	Update Agency Business Process Documentation	05/04/26	10/30/26	25% - Beginning Initial Internal Meetings and Information Gathering		PMO		
N/A	People	**604**	Create Agency-Specific Learning Materials to Support End Users	05/04/26	10/30/26	25% - Beginning Initial Internal Meetings and Information Gathering		PMO		
Direct	Data	**701**	Submit Configuration and Conversion Workbooks	06/01/26	06/17/26	100% - Submitted	**06/17/26**		Submission Complete	
Direct	People	**702**	Submit Role Mapping Worksheet	06/01/26	06/26/26	100% - Submitted	**06/26/26**		Submission Complete	
Indirect	N/A	**679**	Submit Monthly Progress Report - Testing, Training	06/01/26	06/30/26	100% - Submitted	**06/30/26**		Submission Complete	
Indirect	N/A	**619**	Update Agency Readiness Certification #3	06/22/26	07/10/26	75% - Consolidating/Inputting Information for Submission				
Indirect	Technology	**586**	Create Agency Deployment Plan and Cutover Checklist to Prepare for Go-Live	06/29/26	09/11/26	25% - Beginning Initial Internal Meetings and Information Gathering				
N/A	N/A	**680**	Submit Bimonthly Agency Readiness Status Report	07/01/26	07/10/26	100% - Submitted	**07/10/26**			07/10/26
Indirect	N/A	**681**	Submit Monthly Progress Report - Testing, Training, Cutover	07/01/26	07/31/26					
Indirect	Data	**703**	Maintain Configuration and Conversion Workbooks	07/01/26	07/31/26					
Indirect	People	**704**	Maintain Role Mapping Worksheet	07/01/26	08/21/26					

Agency Reported

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

JAC Risks

Status	Date Opened	Date Closed	Primary Risk Category	Risk Title	Trend	Risk Rating	Background	Monitor/Mitigation Plan/Resolution	Impact if Risk Becomes an Issue	Reporting Period Comments
Open and Monitoring	07/07/26		Deployment/Cutover	Data Warehouse Reporting	Increasing	6 (High/Medium)	Standard reports in PALM do not provide all reporting required by JAC & JROs.	JAC is actively testing and entering tickets via ServiceNow to document issues in	If DWBI fails to meet JAC reporting requirements, JAC would need to develop	New risk for July 2026 reporting

							Therefore, JAC planned to leverage DWBI for standardized reporting across JAC & JROs. To date in testing, DWBI reporting has been inconsistent, inaccurate, and unreliable.	testing that prevent JAC from relying on DWBI reporting.	a new agency business system, and staff a new team, to manage the database and reporting to meet JAC & JRO reporting requirements.	
Open and Monitoring	05/06/26		Deployment/Cutover	System Reliability	Increasin	4 (Medium/Medium	Ongoing changes to system, including its documentation, prevent agencies from truly learning the system and its functionality.	JAC has observed ongoing changes to system documentation, requiring constant reevaluation of approach, additional work to revise scenario workbooks, and revision to planned testing schedules + cadence. As a result, JAC continues to develop materials to support business user readiness for PALM go-live, but remains concerned whether there is sufficient time to prepare its workforce for go-live.	This directly impacts JAC's confidence in go-live and will influence JAC's final Certification response.	JAC validates documentation changes are still occurring during July 2026 reporting, causing rework and potentially missed project requirements.
Open and Monitoring	05/12/25		Post Implementation	Transfer of FLAIR IW data to PALM DW fails.	Stable	3 (High/Low)	The Florida PALM plan indicates that FLAIR IW data will be extracted and stored in PALM DW. If this process fails, the agency will be without historical data needed for reporting	As of March 2026, we will monitor the risk and updates from the Florida PALM team related to DW. In the future, we may need a more robust plan. At this time, JAC does not have a viable mitigation plan to address the risk.	The agency would be unable to access data to be able to complete reports using historical data. The Risk would elevate to an issue. At this time, JAC does not have a viable response plan if this were to become an issue, however JAC would be required to develop a plan to store and maintain large amounts of revenue and expenditure transaction data, along with a reporting tool to meet future data requests & requirements.	JAC believes this risk is still valid, but greater emphasis is on the output of DWBI reporting (JAC opening new risk July 2026) than data conversion. JAC to know more about data conversion following Dry Run 2 in late July.
Open and Monitoring	05/09/25		Agency Business Systen	Business Management Operations System (BOMS)	Decreasir	3 (High/Low)	JAC, and the Judicial Related Offices (JROs) JAC serves, utilize an external business system (BOMS) for core business functionality. BOMS requires substantial remediation efforts to meet PALM requirements, including system and process-based changes.	JAC formed an Advisory Council comprised of JRO leaders to work with the vendor on remediation activities. JAC will continue to assist the Advisory Council when requested regarding activities related to BOMS. to support the successful remediation of the system and associated processes.	If BOMS remediation is unsuccessful, substantial manual workarounds would need to be developed to continue core business operations across JAC and the JROs it serves.	JAC is communicating frequently with BOMS leads to monitor status and progress.
Open and Monitoring	05/06/26		Deployment/Cutover	Spreadsheet Upload Failures	Stable	3 (High/Low)	JAC has observed spreadsheet upload failures when testing across multiple BPGs	At this time, JAC is monitoring this risk. If not resolved by late summer 2026, JAC will have to develop a mitigation plan for data entry into PALM	There is a high degree of risk to JAC's business if this is not resolved with sufficient time to test prior to go live. JAC has planned heavily to use Spreadsheet upload in day-to-day business post go live. Users need ample time to test the upload feature set prior to go-live.	JAC has reduced the risk likelihood as staff have found viable workarounds to failures and/or inconsistencies in spreadsheet upload features during UAT.

JAC Issues

Status	Date Opened	Date Closed	Priority	Primary Issue Category	Issue Title	Background	Action Plan	Planned or Actual Resolution Date	Reporting Period Comments

JAC Assumptions

Critical Operational Elements	Assumption	Status	Date Logged or Removed	Impacted Stakeholder(s) and/or System(s)	Reporting Period Comments for May - June 2026
People Processes	Project teams will have access to the appropriate management, staff and related Program stakeholders (internal and external) and other resources as required and as needed without delays	Logged	05/09/25	All Stakeholders and Systems	Validated for July 2026
People Processes Technology	JAC will recieve requested funding throughout the duration of the PALM project lifecycle.	Logged	05/09/25	All JAC staff	Funded for FY26-27. Plan to submit an LBR for FY27-28
People Processes Technology	All JAC agency business system remediation projects that require direct interface with PALM will successfully achieve PALM and JAC requirements.	Logged	05/09/25	All JAC staff	Validated for July 2026
People Processes	DFS A&A will actively work to support the agencies to be as up to date as possible by the time FLAIR is shut down.	Logged	05/06/26	JAC + Vendors (Suppliers)	Validated for July 2026
People Processes Technology Data	Florida PALM will lock system & documentation changes prior to go live with sufficient time for agencies to develop final testing & cutover plans	Logged	05/06/26	JAC + JROs	Validated and Monitoring - see Risk Register.
People Processes	JAC will be supported by PALM Project, and the PALM Project team + DFS A&A will issue additional guidance for Agencies to follow.	Logged	07/07/26	JAC + JROs	New Assumption

Agency Sponsor Confirmation

Fields marked with an asterisk (*) are required.

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

JAC Status Report Confirmation

Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
May - June 2026	Alton L. Colvin, Jr.	rip.colvin@justiceadmin.org	07/10/26
March - April 2026	Alton L. Colvin, Jr.	rip.colvin@justiceadmin.org	05/07/26
January - February 2026	Alton L. Colvin, Jr.	rip.colvin@justiceadmin.org	03/10/26

Helpful Links

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

LEG 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 2026

Agency Sponsor

Heather Cleary

RW Task Timeliness

Direct Impact Task Timeliness

Direct Impact Task Timeliness:

Score = 89.44%

- Submitted On Time = 37
- Submitted Late = 17
- Pending Submission = 0

Other Task Timeliness

Other Task Timeliness:

Score = 91.47%

- Submitted On Time = 80
- Submitted Late = 22
- Pending Submission = 0

The RW Task Timeliness dials reflect the timeliness of your agency's submission of all RW tasks based on the task due date. Calculations are based on all RW tasks to date.

RW Task Completeness

Direct Impact Task Completeness

Direct Task Completeness:

Score = 83.77%

- Submitted Complete = 38
- Submitted Incomplete = 6
- Completed After Submission = 9

Other Task Completeness

Other Task Completeness:

Score = 82.84%

- Submitted Complete = 58
- Submitted Incomplete = 4
- Completed After Submission = 12

The RW Task Completeness dials reflect the completeness of your agency's task submissions based on the task rubric. Calculations of task completeness includes all RW Tasks since RW 512.

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

Change Champion Network:

- Unique Filled Role = 7
- Duplicate Filled Role = 12
- Vacant Role = 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	People	**607**	Update Training Plan	04/06/26	06/05/26	100% - Submitted	**06/05/26**		Submission Complete	
Direct	Data	**713**	Confirm Supplier Records	04/20/26	05/22/26	100% - Submitted	**05/22/26**		Submission Complete	
Direct	Data	**698**	Complete Data Cleansing in Preparation for Dry Run 2	04/20/26	06/17/26	100% - Submitted	**06/17/26**		Submission Complete	
N/A	N/A	**677**	Submit Bimonthly Agency Readiness Status Report	05/01/26	05/11/26	100% - Submitted	**05/11/26**		Submission Complete	
Indirect	N/A	**678**	Submit Monthly Progress Report - Testing, Training	05/01/26	05/29/26	100% - Submitted	**05/29/26**	The Interface Cycle 2 Testing is still marked as Not Started and should be updated to Complete and moved to Cycle 3 for PRI007. This was discussed as being updated within the last LEG Touchpoint but is still showing in Cycle 2 and is affecting Cycle 3 status as well.	Submission Complete	
Indirect	Data	**699**	Maintain Configuration and Conversion Workbooks	05/01/26	05/29/26	100% - Submitted	**05/29/26**		Submission Complete	
Indirect	People	**700**	Maintain Role Mapping Worksheet	05/01/26	05/29/26	100% - Submitted	**05/29/26**		Submission Complete	
N/A	Processes	**602**	Update Agency Business Process Documentation	05/04/26	10/30/26					
N/A	People	**604**	Create Agency-Specific Learning Materials to Support End Users	05/04/26	10/30/26					
Direct	Data	**701**	Submit Configuration and Conversion Workbooks	06/01/26	06/17/26	100% - Submitted	**06/17/26**		Submission Complete	
Direct	People	**702**	Submit Role Mapping Worksheet	06/01/26	06/26/26	100% - Submitted	**06/26/26**		Submission Complete	
Indirect	N/A	**679**	Submit Monthly Progress Report - Testing, Training	06/01/26	06/30/26	100% - Submitted	**06/30/26**			
Indirect	N/A	**619**	Update Agency Readiness Certification #3	06/22/26	07/10/26					
Indirect	Technology	**586**	Create Agency Deployment Plan and Cutover Checklist to Prepare for Go-Live	06/29/26	09/11/26					

Agency Reported

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

LEG Risks

Status	Date Opened	Date Closed	Primary Risk Category	Risk Title	Trend	Risk Rating	Background	Monitor/Mitigation Plan/Resolution	Impact if Risk Becomes an Issue	Reporting Period Comments
Open and Mitigating	10/28/24		Interface	EDR and Auditor General Data needs	Stable	9 (High/High)	PALM must continue to provide EDR and Auditor General the data they need to support the Legislature	Continue to work through issue with partners	High	Continued item
Open and Mitigating	08/26/24		Agency Business System	Procurement of a new Travel Management System to be	Stable	3 (Low/High)	Current Legislative travel system vendor will not support PALM.	Continue to work through issue with partners	HIgh	We have an executed contract and are working through the design of the

				implemented and integrated commensurate with PALM implementation			New travel management system must be procured and operational in time for PALM Go-Live on July 1, 2027.			Legislative Expense Management System and have started to test API002 and API031.
Open and Mitigating	08/26/24		Agency Business System	Procurement of a new Asset Management System to be implemented and integrated commensurate with PALM implementation	Stable	3 (Low/High)	Current Asset Management system vendor will not support PALM. New system must be procured and operational in time for PALM Go-Live on July 1, 2027.	Continue to work through issue with partners	Medium	Continued item

LEG Issues

Status	Date Opened	Date Closed	Priority	Primary Issue Category	Issue Title	Background	Action Plan	Planned or Actual Resolution Date	Reporting Period Comments
Open	03/09/26		Low - All impacts not listed as Critical or High	Interface	New versus update issue for PRI001 and PRI003	Related Dependencies: 1. We must have a Personal (Employee ID) and Job record (Employee ID/Appointment ID) established to pay an employee. 2. The same Employee ID and Appointment ID combo must be used throughout the daily and payroll interfaces to create an employee and tie all earnings and deductions together. 3. Employee ID, Appointment ID, and SSN cannot be updated through PRI003. That will require a manual process that is being discussed by FLP. 4. We cannot have duplicate SSNs in FLP, so each employee will have one Personal record. 5. People First and Legislature will share the employee's Personal record, and their Job record will be updated with top of stack as the employee moves around. 6. The People First assigned Employee ID will need to replace any temporary ID, such as LEG####### for Pages.	LEG workaround for PRI003/PRI001: HL sends a N with the employees People First ID on PRI003. HL will receive an error for duplicate SSN. The Personal record already exists for the employee. HL will need to request a manual update to any field that has changed or resend the line with a U. The home and work addresses would be the most updated. HL sends the Employee ID and new Appointment ID on PRI001 The Job record will load using the existing Employee ID creating a new Employee Record to cover the new Appointment ID. HL sends PRI005/PRI006 to pay the PF Employee ID/Appointment ID combo. LEG workaround for PRI003/PRI001 Scenario 2: Legislature hires a new Page that previously worked at another agency. HL sends a N with the employees LEG####### ID on PRI003. HL sends a N with the employees LEG####### ID on PRI003. HL will receive an error for duplicate SSN. The Personal record already exists for the employee with their People First Employee ID. HL will need to request a manual update to any field that has changed or resend the line the following day with a U using the People First Employee ID. The home and work addresses would be the most updated. The key here is making sure you use the already existing People First Employee ID. HL sends the LEG####### on PRI001. HL will receive an error for Employee ID not found. HL will need to resend the line with a U using the People First Employee ID and LEG####### ID for the Appt ID if time permits for payroll processing. Otherwise, we will need to manually enter the Job data if payroll is being processed that day. The key here is making sure you use the already existing People First Employee ID. HL sends PRI005/PRI006 to pay the employee. The employee will not be paid if the LEG####### ID is used for the Employee ID. The employee will be paid correctly if the PF Employee ID/ LEG####### Appointment ID combo is used.	01/13/26	Continued item

LEG Assumptions

Critical Operational Elements	Assumption	Status	Date Logged or Removed	Impacted Stakeholder(s) and/or System(s)	Reporting Period Comments for May - June 2026

People	Will not lose project resources to competing priorities, retirements or other turnover.	Logged	07/01/23	Temporary impact to project	Continued item

Agency Sponsor Confirmation

Fields marked with an asterisk (*) are required.

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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LEG Status Report Confirmation

Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
May - June 2026	Heather Cleary	cleary.heather@leg.state.fl.us	06/30/26
March - April 2026	Heather Cleary	cleary.heather@leg.state.fl.us	05/11/26
January - February 2026	Heather Cleary	cleary.heather@leg.state.fl.us	03/10/26

Helpful Links

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

PSC 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 2026

Agency Sponsor

Apryl Lynn

RW Task Timeliness

RW Task Completeness

Direct Impact Task Timeliness

Direct Impact Task Timeliness:

Score = 95.23%

- Submitted On Time = 33
- Submitted Late = 11
- Pending Submission = 2

Other Task Timeliness

Other Task Timeliness:

Score = 97.52%

- Submitted On Time = 88
- Submitted Late = 13
- Pending Submission = 0

Direct Impact Task Completeness

Direct Task Completeness:

Score = 85.33%

- Submitted Complete = 32
- Submitted Incomplete = 5
- Completed After Submission = 8

Other Task Completeness

Other Task Completeness:

Score = 88.63%

- Submitted Complete = 56
- Submitted Incomplete = 5
- Completed After Submission = 12

The RW Task Timeliness dials reflect the timeliness of your agency's submission of all RW tasks based on the task due date. Calculations are based on all RW tasks to date.

The RW Task Completeness dials reflect the completeness of your agency's task submissions based on the task rubric. Calculations of task completeness includes all RW Tasks since RW 512.

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

Change Champion Network:

- Unique Filled Role = 2
- Duplicate Filled Role = 12
- Vacant Role = 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	People	**607**	Update Training Plan	04/06/26	06/05/26	Pending Resubmission	**06/05/26**		Submission Incomplete	
Direct	Data	**713**	Confirm Supplier Records	04/20/26	05/22/26	100% - Submitted	**05/12/26**		Submission Complete	05/13/26
Direct	Data	**698**	Complete Data Cleansing in Preparation for Dry Run 2	04/20/26	06/17/26	75% - Consolidating/Inputting Information for Submission		6/19 FH: NOT SUBMITTED/ TASK CLOSED This is being worked on and should be completed soon		
N/A	N/A	**677**	Submit Bimonthly Agency Readiness Status Report	05/01/26	05/11/26	100% - Submitted	**05/11/26**		Submission Complete	
Indirect	N/A	**678**	Submit Monthly Progress Report - Testing, Training	05/01/26	05/29/26	100% - Submitted	**05/29/26**		Task Closed - Submission Incomplete	
Indirect	Data	**699**	Maintain Configuration and Conversion Workbooks	05/01/26	05/29/26	100% - Submitted	**05/29/26**		Submission Complete	
Indirect	People	**700**	Maintain Role Mapping Worksheet	05/01/26	05/29/26	100% - Submitted	**05/29/26**	We are awaiting approval from A&A regarding our Fiscal Services Section exemption from SOD conflicts due to our small size.	Submission Incomplete	06/12/26
N/A	Processes	**602**	Update Agency Business Process Documentation	05/04/26	10/30/26	25% - Beginning Initial Internal Meetings and Information Gathering				
N/A	People	**604**	Create Agency-Specific Learning Materials to Support End Users	05/04/26	10/30/26	25% - Beginning Initial Internal Meetings and Information Gathering				
Direct	Data	**701**	Submit Configuration and Conversion Workbooks	06/01/26	06/17/26	100% - Submitted	**06/09/26**		Submission Complete	
Direct	People	**702**	Submit Role Mapping Worksheet	06/01/26	06/26/26	75% - Consolidating/Inputting Information for Submission			Task Closed - Submission Incomplete	
Indirect	N/A	**679**	Submit Monthly Progress Report - Testing, Training	06/01/26	06/30/26	100% - Submitted	**06/30/26**		Submission Complete	
Indirect	N/A	**619**	Update Agency Readiness Certification #3	06/22/26	07/10/26					
Indirect	Technology	**586**	Create Agency Deployment Plan and Cutover Checklist to Prepare for Go-Live	06/29/26	09/11/26					
N/A	N/A	**680**	Submit Bimonthly Agency Readiness Status Report	07/01/26	07/10/26	100% - Submitted	**07/09/26**			
Indirect	N/A	**681**	Submit Monthly Progress Report - Testing, Training, Cutover	07/01/26	07/31/26					
Indirect	Data	**703**	Maintain Configuration and Conversion Workbooks	07/01/26	07/31/26					
Indirect	People	**704**	Maintain Role Mapping Worksheet	07/01/26	08/21/26					

Agency Reported

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

PSC Risks

Status	Date Opened	Date Closed	Primary Risk Category	Risk Title	Trend	Risk Rating	Background	Monitor/Mitigation Plan/Resolution	Impact if Risk Becomes an Issue	Reporting Period Comments

PSC Issues

Status	Date Opened	Date Closed	Priority	Primary Issue Category	Issue Title	Background	Action Plan	Planned or Actual Resolution Date	Reporting Period Comments

PSC Assumptions

Critical Operational Elements	Assumption	Status	Date Logged or Removed	Impacted Stakeholder(s) and/or System(s)	Reporting Period Comments for May - June 2026

Agency Sponsor Confirmation

Fields marked with an asterisk (*) are required.

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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PSC Status Report Confirmation

Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
May - June 2026	Apryl Mckinnon	alynn@psc.state.fl.us	07/09/26
March - April 2026	Apryl Lynn	alynn@psc.state.fl.us	05/11/26
January - February 2026	Apryl Lynn	alynn@psc.state.fl.us	03/12/26
January - February 2026	Apryl Lynn	alynn@psc.state.fl.us	03/09/26

Helpful Links

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

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 2026

Agency Sponsor

Eric Maclure

RW Task Timeliness

Direct Impact Task Timeliness

Direct Impact Task Timeliness:

Score = 99.63%

- Submitted On Time = 53
- Submitted Late = 1
- Pending Submission = 0

Other Task Timeliness

Other Task Timeliness:

Score = 97.77%

- Submitted On Time = 94
- Submitted Late = 9
- Pending Submission = 0

The RW Task Timeliness dials reflect the timeliness of your agency's submission of all RW tasks based on the task due date. Calculations are based on all RW tasks to date.

RW Task Completeness

Direct Impact Task Completeness

Direct Task Completeness:

Score = 90.19%

- Submitted Complete = 38
- Submitted Incomplete = 2
- Completed After Submission = 13

Other Task Completeness

Other Task Completeness:

Score = 93.87%

- Submitted Complete = 61
- Submitted Incomplete = 2
- Completed After Submission = 12

The RW Task Completeness dials reflect the completeness of your agency's task submissions based on the task rubric. Calculations of task completeness includes all RW Tasks since RW 512.

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

Change Champion Network:

- Unique Filled Role = 16
- Duplicate Filled Role = 0
- Vacant Role = 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	People	**607**	Update Training Plan	04/06/26	06/05/26	100% - Submitted	**06/05/26**		Submission Complete	
Direct	Data	**713**	Confirm Supplier Records	04/20/26	05/22/26	100% - Submitted	**05/13/26**		Submission Complete	
Direct	Data	**698**	Complete Data Cleansing in Preparation for Dry Run 2	04/20/26	06/17/26	100% - Submitted	**06/17/26**		Submission Complete	
N/A	N/A	**677**	Submit Bimonthly Agency Readiness Status Report	05/01/26	05/11/26	100% - Submitted	**05/11/26**		Submission Complete	
Indirect	N/A	**678**	Submit Monthly Progress Report - Testing, Training	05/01/26	05/29/26	100% - Submitted	**05/29/26**		Submission Complete	
Indirect	Data	**699**	Maintain Configuration and Conversion Workbooks	05/01/26	05/29/26	100% - Submitted	**05/29/26**		Submission Complete	
Indirect	People	**700**	Maintain Role Mapping Worksheet	05/01/26	05/29/26	100% - Submitted	**05/29/26**		Submission Complete	
N/A	Processes	**602**	Update Agency Business Process Documentation	05/04/26	10/30/26	75% - Consolidating/Inputting Information for Submission				
N/A	People	**604**	Create Agency-Specific Learning Materials to Support End Users	05/04/26	10/30/26	50% - In Progress				
Direct	Data	**701**	Submit Configuration and Conversion Workbooks	06/01/26	06/17/26	100% - Submitted	**06/17/26**		Submission Complete	
Direct	People	**702**	Submit Role Mapping Worksheet	06/01/26	06/26/26	100% - Submitted	**06/26/26**		Submission Complete	
Indirect	N/A	**679**	Submit Monthly Progress Report - Testing, Training	06/01/26	06/30/26	100% - Submitted	**06/29/26**		Submission Complete	
Indirect	N/A	**619**	Update Agency Readiness Certification #3	06/22/26	07/10/26	75% - Consolidating/Inputting Information for Submission				
Indirect	Technology	**586**	Create Agency Deployment Plan and Cutover Checklist to Prepare for Go-Live	06/29/26	09/11/26	50% - In Progress				
N/A	N/A	**680**	Submit Bimonthly Agency Readiness Status Report	07/01/26	07/10/26	100% - Submitted	**07/10/26**			07/10/26
Indirect	N/A	**681**	Submit Monthly Progress Report - Testing, Training, Cutover	07/01/26	07/31/26	50% - In Progress				
Indirect	Data	**703**	Maintain Configuration and Conversion Workbooks	07/01/26	07/31/26	50% - In Progress				
Indirect	People	**704**	Maintain Role Mapping Worksheet	07/01/26	08/21/26	50% - In Progress				

Agency Reported

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

SCS Risks

Status	Date Opened	Date Closed	Primary Risk Category	Risk Title	Trend	Risk Rating	Background	Monitor/Mitigation Plan/Resolution	Impact if Risk Becomes an Issue	Reporting Period Comments
Open and Mitigating	06/11/25		User Acceptance Testing	If SCS cannot process end-to-end transactions at or above FLAIR transaction times and volumes, (i.e., invoice-to-warrant within 48 hours or procure-to-pay within 48 hours), SCS will find it difficult to certify that the PALM system and Enterprise Partners are ready to service SCS Financial Operations	Increasing	9 (High/High)	SCS has requested PALM to include formal UAT testing scenarios that exercises PALM processing times (singular) and Enterprise Partners (dual processing dependencies)	SCS has requested PALM to include formal "performance based" UAT test scenarios that includes multiple end-to-end transaction types that measure life-cycles timings in PALM and Enterprise Partners against what FLAIR and Enterprise Partners achieve today. Service Level Agreement (SLA) targets need to be defined and achieved with UAT testing for SCS to accept the PALM and Enterprise Partner systems for go-live.	SCS will not accept the PALM solution for go-live.	As SCS continues to execute our testing scenarios and expand into our "end-to-end" scenarios - post PALM UAT Refresh, we will continue to monitor the PALM and EBS applications to ensure processing accuracy to service all SCS financial transaction efficiently and effectively.
Open and Mitigating	06/02/26		Agency Business System	Supplier Remittance Addresses: If Supplier addresses fail to populate correctly between the SCS ABS systems of; Invoice Management System (IMS) and Tracker (Contract Management System); and EBS of FACTS, FLIPS and PALM, then SCS faces risks of payment delays, contract compliance breaches, and misdirected disbursements.	Decreasing	9 (High/High)	Root Cause Possibilities: System integration or data mapping failures when: - If Supplier Addresses are not captured and stored correctly in PALM Financials as defined by the Supplier in FLIPS: - Impact: SCS Tracker system only sends the Supplier ID to FACTS, then FACTS sends it to PALM. If PALM does not associate the correct Supplier Remittance Address with the Supplier ID, then SCS Contract accuracy is at risk. - Impact: SCS IMS system is required to send the Supplier ID and Supplier Address with all Invoices via interface API002 (inbound) to PALM. IMS relies on outbound PALM interface, API020 (Supplier Data), to provide correct Supplier remittance address. If PALM does not associate the correct Supplier Remittance Address with the Supplier ID, then SCS Invoice Payments are at risk. The Impact (Then): o Financial: Incorrect vendor addresses can cause invoice processing holds or misrouted payments. o Legal & Compliance: Misaligned records make it difficult to verify contractual obligations and tax liabilities. o Operational: Staff must resort to manual data validation and time-consuming invoice corrections Supplier Address dependencies: o Setup and stored: FLIPS and PALM o SCS Usage: Tracker and IMS	Root Cause Possibilities: System integration or data mapping failures	SCS faces risks of payment delays, contract compliance breaches, and misdirected disbursements.	PALM has provided updated Supplier processing instructions on the Knowledge Center to help mitigate this risk. SCS will test and monitor the results as we expand our testing scenarios to include "end-to-end" testing post PALM UAT Refresh.
Open and Mitigating	05/02/25		User Acceptance Testing	If PALM is not fully operations in UAT, then SCS schedules, timelines, and delivery dates in SCS IMS will need to be delayed with dependencies adjusted. . Depending on what PALM UAT functionality is delivered, SCS's will need to reassess which parts of our Financial, HR/Payroll, and Reporting operations PALM will be able to service. To ensure proper alignment is in place to operate in PALM throughout UAT and possibly Training and Production, SCS must perform additional analysis of our business process models, staffing levels, resource structures, workflows, operating procedures, and changes to internal	Increasing	6 (High/Medium)	Milestones missed, Schedules and Timelines have been extended	Requested through IV&V to have PALM communicate directly to all agencies their progress against plan on establish “control thresholds information" on a regular basis. Following up with PALM POC's and other Agency contact.	SCS schedules, timelines, and delivery dates in SCS IMS will be delayed with increases in time and costs.	SCS is Becoming Confident in our readiness to perform all required SCS financial transactions in the PALM system as we continue to: 1) Prepare training materials that will help SCS staff to perform their duties in PALM 2) Update desktop procedures to perform PALM end-to-end transactions involving Agency Business Systems (ABS) and Enterprise Business Systems (EBS) 3) Deploy updated technology systems that enable Agency Business Systems (ABS) to interface with PALM and EBS 4) Validate converted

				and changes to internal Agency Business Systems to determine our SCS functional and technical operational models.						4) Validate converted FLAIR data and configuration data in the PALM system for all required financial transactions
Open and Mitigating	05/02/25		User Acceptance Testing	If Enterprise Partner applications are not operational in UAT, then SCS schedules, timelines, and delivery dates in SCS IMS will need to be delayed with dependencies adjusted. . Enterprise Partners are critical in processing SCS Financial, HR/Payroll, and Report distribution information. Depending on what functionality is delivered, SCS's will need to reassess which parts of our Financial, HR/Payroll, and Reporting operations PALM and Enterprise Partners will be able to service. To ensure proper alignment is in place to operate in PALM throughout UAT and possibly Training and Production, SCS must perform additional analysis of our business process models, staffing levels, resource structures, workflows, operating procedures, and changes to internal Agency Business Systems to determine our SCS functional and technical operational models..	Increasing	6 (High/Medium)	PALM has encouraged Agencies to take on more responsibilities by directly engaging Enterprise Partners (EP). This approach can overwhelm EPs.	SCS is focusing on internal ABS testing and defining where Enterprise Partners can be leveraged. Also, communicating with external partners our requirements & expectations for successful integration support Continuing to reach out to Enterprise Partner (EP) POC, PALM POC's, and other Agency contacts. Attending EP workshops and demos as they are made available.	SCS will not be able to process critical transactions end-to-end in PALM resulting in schedules, timelines, and delivery date delays.	SCS is Becoming Confident in our readiness to perform all required SCS financial transactions in the PALM system as we continue to: Update desktop procedures to perform PALM end-to-end transactions involving Agency Business Systems (ABS) and Enterprise Business Systems (EBS) Deploy updated technology systems that enable Agency Business Systems (ABS) to interface with PALM and EBS
Open and Mitigating	05/02/25		Staffing/Resource Availal	If SCS does not receive supplemental funding as requested, then SCS's ability to migrate and transform to PALM Financials, HR/Payroll, and Reporting at go-live will be at risk. Receiving requested funds will allow SCS to properly prepare, migrate, and transition to PALM Financial, HR/Payroll, and Reporting operations within schedules, timelines, target delivery dates, and costs.	Increasing	6 (High/Medium)	SCS will submit supplemental funding request and justification to support additional SCS resources	Monitoring funding allocations	SCS's ability to migrate and transform to PALM Financials, HR/Payroll, and Reporting at go-live will be at risk.	SCS continues to monitor our ability to perform all required SCS financial transactions in the PALM system as we continue to evaluate PALM Financials Transactions, HR/Payroll Processing, and Reporting: SCS Staff: - Prepare training materials that will help SCS staff to perform their duties in PALM SCS Process & Procedures: - Update desktop procedures to perform PALM end-to-end transactions involving Agency Business Systems (ABS) and Enterprise Business Systems (EBS) SCS Technology Support Systems: - Deploy updated technology systems that enable Agency Business Systems (ABS) to interface with PALM and EBS SCS Data Conversion and Configuration Data Values: - Validate converted FLAIR data and configuration data in the PALM system for all required financial transactions"
Open and Mitigating	06/06/25		User Acceptance Testing	If PALM Business Intelligence, Reporting and Data Warehouse is not similar to FLAIR functionality in UAT, then SCS will to have to modify our current PALM defined business process models, staffing levels, resource structures, workflows, operating procedures and changes to internal Agency Business Systems which will delay SCS schedules, timelines, and delivery dates.	Increasing	4 (Medium/Medium)	In July 2024, prior to opening a Risk, SCS sent a question to the PALM Project Team regarding Financial Transaction Details and received a response in December. This did not satisfy SCS reporting requirements that are provided in FLAIR today.	Following up with PALM POC's and other Agency contacts. Sent an email to PALM on June 06/06/2025 requesting similar FLAIR Data Warehouse capabilities and for PALM to conduct a session discussing reporting solutions/alternatives with agencies. SCS has received responses from PALM around operationalizing PALM delivered Business Intelligence, Reporting and Data Warehouse functionality. SCS is currently set to	SCS will not be able to properly provide pre-defined and custom reports for individuals, units, organizations, locally, and remotely (Florida-wide SCS community).	As SCS expands our user community to include new end users in Report Recipient Roles, SCS will monitor that the PALM information requested is accessible and delivered efficiently as we execute our "end-to-end" testing scenarios post PALM UAT Refresh beginning in August 2026.

								begin testing internal ABS testing scenarios that will accommodate “end-to-end” functional scenarios between PALM, SCS, & Enterprise Partners. However, based on PALM's responses to SCS questions around PALM delivered Business Intelligence, Reporting and Data Warehouse utilization, SCS is having to modify our current PALM defined business process models, staffing levels, resource structures, workflows, operating procedures, and changes to internal Agency Business Systems. SCS Transaction History will be our heavy lift on how to retrieve transactional data fields from a wide array of PALM tables.		
Open and Mitigating	10/07/25		Interface	If PALM Interfaces do not provide Asset information that relates to specific payment transactions through the API031 Outbound Voucher and Payment Extract interface, then SCS will not be able to load that information into our ABS Trans-History application for Agency to utilize	Stable	4 (Medium/Medium)	SCS requires Asset information that relates to specific payment transactions to be available for our ABS Trans-History application for users to utilize	SCS is looking at alternate ways to load Asset information that relates to specific payment transactions.	SCS will not be able to load that information into our ABS Trans-History application for users to utilize.	SCS continues to monitor payment posting accuracy with Asset related information to ensure this information is available in our ABS Trans-History application for users to search and retrieve.
Open and Mitigating	10/31/25		Agency Business Systen	If SCS does not have the ability to test and validate our annual Leave Liability and ARS Time Reporting reconciliation process with People First and PALM, then SCS time-to-close will be extended to allow for manual processing to complete our end-of-year postings to DFS.	Increasing	4 (Medium/Medium)	This situation exists because SCS does not use People First for employee time entry processing. SCS utilizes two ABS applications instead, ARS for employees to enter their time throughout the fiscal year and Leave Liability to reconcile and post their liability balances to DFS Financials at yearend.	SCS must interpret any People First and PALM HRMS changes within the context of our configuration, then reach out when necessary for clarity.	SCS time-to-close will be extended to allow for additional manual processing to complete our Leave Liability balance postings to DFS Financials.	As SCS executes post PALM UAT Refresh testing scenarios beginning in August 2026, PALM will focus on Yearend testing scenarios, this will allow SCS to test our employee time entry from ABS ARS and reconcile SCS Leave Liability posting of employee liability balances to DFS Financials at yearend
Open and Mitigating	05/02/25		Identity Provider (IdP)	If SCS domain transition from “.org” to “.gov” is not complete before PALM UAT is available, then SCS users may have trouble accessing the PALM UAT environment resulting in falling behind with migration and transformation activities in UAT.	Decreasing	1 (Low/Low)	This change has impacted current SCS Cash Management (CM) users' ability to access the current PALM CM application. If these changes aren’t rolled out before PALM UAT begins, it will affect timely submission of upcoming tasks and can also affect SME access to the UAT environment.	SCS is working with PALM IT with case number CS0012635 - to resolve any .gov related access issues.	SCS users may have trouble accessing the PALM UAT environment resulting in falling behind with migration and transformation activities in UAT.	All changes applied to date that impact SCS users accessing PALM have been successful. Continuing to monitor as we expand our user community to include other Domains that require PALM access as we enter into "end-to-end" testing post PALM UAT Refresh in August 2026.
Open and Mitigating	05/02/25		Conversion/Configuratior	If SCS does not fully understand the complete impact of how PALM is converting FLAIR Vendor/Sequence Numbers to PALM Supplier Numbers, then SCS will not be able to properly process Contracts and Supplier related transactions correctly. PALM maintaining accurate FLAIR Vendor/Seq number to PALM Supplier number conversion cross-walk is critical for SCS to process financial transactions correctly.	Stable	1 (Low/Low)	SCS is working with PALM and MFMP to determine how FLAIR Vendor/Seq # are converted to PALM Supplier #	SCS is working with PALM and MFMP to determine how FLAIR Vendor/Seq # are converted to PALM Supplier #	SCS will not be able to properly process Contracts and Supplier transactions correctly.	Continue to receive PALM updated Vendor to Supplier cross-walk to test financial transaction posting accuracy.

SCS Issues

Status	Date Opened	Date Closed	Priority	Primary Issue Category	Issue Title	Background	Action Plan	Planned or Actual Resolution Date	Reporting Period Comments
Open	05/07/25		High - Impacts the ability	Business Process Chang	SCS is adopting new PALM HR/Payroll business processing requirements, designs, & reporting: - This will Impact internal SCS ABS ARS Timekeeping, Leave Liability reconciliation with PALM Financials and SCS HRIS payroll reporting from PALM	Implementing the information collected during the PALM HR/Payroll workshops. SCS is conducting internal design sessions to update agency procedures.	Validating updated processing with SCS HR, F&A, & OIT	07/31/25	As SCS executes post PALM UAT Refresh testing scenarios beginning in August 2026, PALM will focus on Yearend testing scenarios, this will allow SCS to test any HR/Payroll procedures changes and test our employee time entry process impacts from our ABS ARS and also reconcile SCS Leave Liability posting of employee balances to DFS Financials at fiscal yearend.

SCS Assumptions

Critical Operational Elements	Assumption	Status	Date Logged or Removed	Impacted Stakeholder(s) and/or System(s)	Reporting Period Comments for May - June 2026
People Processes Technology Data	SCS is assuming that PALM will provide full application functionality for all modules & business processes to support SCS’s modified production performance model	Logged	06/06/25	SCS Business Units: - F&A Budget	SCS is Becoming Confident in our readiness to perform all required SCS financial transactions in the PALM system as we continue to:

	SCS's modified production performance model. SCS is creating internal ABS testing scenarios that will integrate a complete “end-to-end” testing scenario between SCS, Enterprise Partners, & PALM			- Budget - Contracts & Grants - HR/Payroll - OIT - Courts Administration	continue to: 1) Prepare training materials that will help SCS staff to perform their duties in PALM 2) Update desktop procedures to perform PALM end-to-end transactions involving Agency Business Systems (ABS) and Enterprise Business Systems (EBS) 3) Deploy updated technology systems that enable Agency Business Systems (ABS) to interface with PALM and EBS 4) Validate converted FLAIR data and configuration data in the PALM system for all required financial transactions
People Processes Technology Data	PALM related changes to Leave Liability and ARS will not be processed until June 2027, post PALM go-live date targeted for January 2027. There will be a grace period from PALM's go-live date to the date when Leave Liability and ARS will be processed for fiscal end-of-year reconciliation and posting to PALM	Logged	10/28/25	SCS Business Units: - F&A - HR/Payroll - OIT	As SCS executes post PALM UAT Refresh testing scenarios beginning in August 2026, PALM will focus on Yearend testing scenarios, this will allow SCS to test any HR/Payroll procedures changes and test our employee time entry process impacts from our ABS ARS and also reconcile SCS Leave Liability posting of employee balances to DFS Financials at fiscal yearend.

Agency Sponsor Confirmation

Fields marked with an asterisk (*) are required.

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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SCS Status Report Confirmation

Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
May - June 2026	Eric W. Maclure, State (	macluree@flcourts.org	07/10/26
March - April 2026	Eric W. Maclure, State (	macluree@flcourts.org	05/10/26
January - February 2026	Eric W. Maclure, State (	macluree@flcourts.org	03/08/26