

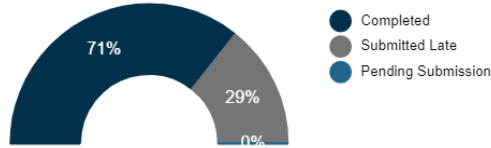
Helpful Links

- Dashboard Snapshots
- Florida PALM Resources
- Florida PALM Workbook for DBPR
- Readiness Workplan

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

DBPR Status Report Dashboard

Readiness Workplan Tasks



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

Reporting Period

November - December 2023

Agency Sponsor

Tyler Russell

Readiness Workplan Tasks:

Total Tasks = 14

- Completed = 10
- Submitted Late = 4
- Pending Submission = 0

RW Tasks - Completed or Open Items

Critical Operational Element	Task ID	Task Name	Task Planned Start Date (dates subject to change)	Task Planned End Date (dates subject to change)	Agency Reported Task Progress	Agency Completion Date	Status Comment
People	328	Document Current Agency Business Processes	07/31/23	12/15/23	100% - Completed in Requested Format	12/14/23	Processes documented on file with DBPR.
N/A	500	Create Agency Specific Project Charter	10/02/23	12/15/23	100% - Completed in Requested Format	12/14/23	
N/A	501	Create Agency Specific Implementation Schedule	10/09/23	12/15/23	100% - Completed in Requested Format	12/14/23	Timeline based on Readiness Workplan; subject to change after project contractor in place for DBPR
N/A	502	Create Agency Specific Risks and Issues Management Plan	10/09/23	12/15/23	100% - Completed in Requested Format	12/14/23	Draft RAID log attached
People	503	Create Workforce Readiness Plan	10/16/23	12/15/23	100% - Completed in Requested Format	12/14/23	Plan attached. Subject to change after project contractor in place for DBPR
Technology	504	Update Agency Business System Documentation for Segment I	10/30/23	01/12/24	100% - Completed in Requested Format	01/12/24	
Technology	505	Update Florida PALM Interface Inventory for Segment I	10/30/23	01/12/24	100% - Completed in Requested Format	01/12/24	
N/A	506	Submit Bimonthly Agency Readiness Status Report	11/01/23	11/13/23	100% - Completed in Requested Format	11/09/23	
N/A	507	Manage Agency Specific Implementation Schedule, Risks and Issues	11/01/23	12/27/23	100% - Completed in Requested Format	01/03/24	No updates
N/A	509	Submit Bimonthly Agency Readiness Status Report	12/28/23	01/12/24	100% - Completed in Requested Format	01/12/24	Report submitted 1/12/24

People

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

Processes

The sequence of procedures to accomplish a business objective.

Technology

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

Data

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

The dials 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.

Change Champion Network:

- Unique Filled Role = 8
- Duplicate Filled Role = 3
- Vacant Role = 3



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

Participation:

- Meetings Attended = 4
- Meetings Missed = 0



The Participation dial reflects your agency's attendance at Project-led meetings.

Implementation:

- Training = TBD

Current-State:

Cataloged Business Processes = 7

- Related Business Systems = 10
- Related Reports = 36
- Documentation Status:**
 - Complete = 7 Partial = 0 Not Started = 0

Implementation:

- Role Mapping = TBD

Current-State:

Cataloged Business Systems = 11

- Criticality:**
 - High = 5 Med = 2 Low = 1 None = 3
- Documentation Status:**
 - Complete = 10 Partial = 0 Not Started = 1

Cataloged Interfaces = 1

- Inbound Interfaces = 0
- Outbound Interfaces = 1

Implementation:

Business Systems Planned for Integration = 1

- Segment I - Documentation Updates:**
 - Complete = 0 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 1
- Segment II - Documentation Updates:** TBD
- Segment III - Documentation Updates:** TBD
- Segment IV - Documentation Updates:** TBD

Planned Interfaces = 13

- Inbound Interfaces = 3
- Outbound Interfaces = 7
- Spreadsheet Uploads = 3

Current-State:

Unique FLAIR Data Elements = 84

- Associated Unique Uses = 85**
 - Continued Use - Yes = 48
 - Continued Use - No = 32
- Associated Business Systems = 37**
- Cataloged Reports = 55**
- Criticality:**
 - High = 20 Med = 19 Low = 15 None = 0

Implementation:

- Conversions = TBD
- Configurations = TBD

Agency Reported

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

DBPR Risks							
Critical Operational Elements	Risk Description	Status	Risk Rating	Mitigation/Response Strategy	Reporting Period Comments or Updates	Date of Status Change	Owner / Coordinator
People	Retirement of Accounting Systems Analyst	Open	6 (High/Medium)	Advertise position as soon as possible; hire new employee in time to overlap with retiring employee	Work in progress to advertise John Mounts' position; new Revenue/Financial Reporting manager Lyndell Francis has started - in addition to state/accounting background, he also has IT background	01/11/24	Sally Huggins
People Processes Technology Data	Completion of tasks	Open	4 (Medium/Medium)	Completion of upcoming project related tasks is at risk of not being completed timely due to delay in receiving administered funds requested in Operational Work Plan.	RFQ to be released, contractors submit proposal, contractor chosen, and PO issued all needs to be done before first project related deadline of 12/15/23; RFQ is in progress	01/11/24	Sally Huggins
People Processes Technology Data	Change in understanding of what project considers Agency Business System affects completion of tasks	Open					

DBPR Issues							
Critical Operational Elements	Issue Description	Status	Priority	Resolution Plan	Reporting Period Comments or Updates	Planned or Actual Resolution Date	Owner / Coordinator

DBPR Assumptions						
Critical Operational Elements	Assumption	Status	Date Logged or Removed	Impacted Stakeholder(s) and/or System(s)	Reporting Period Comments or Updates	
People Processes Technology Data	Agency's Operational Work Plan will be approved and funds to implement work plan will be available	Logged	09/11/23	All users of Florida PALM	Administered funds were just released during week of 10/30/23	
People Processes Technology Data	DBPR RFQ to hire Project Manager and Change Manager will be completed	Logged	11/08/23	All users of Florida PALM	RFQ will be released now that administered funds have been released	
People Processes Technology Data	DBPR Project Manager and Change Manager will have enough time to complete tasks released by Florida PALM	Logged	11/08/23	All users of Florida PALM	Chosen contractor will be able to start with enough time to complete upcoming tasks	
People	Replace retiring Accounting Systems Analyst	Logged	01/11/23	DBPR	New employee will be in place to overlap with John Mounts who will retire 4/29/24	

DBPR Agency-Specific Readiness Activities					
Critical Operational Elements	Activity Description	Date(s)	Impacted Stakeholder(s) and/or System(s)	Objective	Reporting Period Comments or Updates
People Processes Technology Data	Monthly Touchpoint	10/20/23	Sally Huggins, John Mounts	October 2023 Touchpoint with Readiness Coordinators	
People Processes Technology Data	Task 326	10/27/23	Sally Huggins	Completed Task 326	
People Processes Technology Data	Tuesday Task Talk	11/09/23	Sally Huggins	Task Talk 504, 505, 506, 507 & 508	Sally Huggins listened to webinar
People Processes Technology Data	Monthly Touchpoint	11/17/23	Sally Huggins, John Mounts	November 2023 Touchpoint with Readiness Coordinators	
People Processes Technology Data	Business Process Model Reviews	12/05/23	John Mounts, Kristopher Burnside, Sally Huggins	Segment II Design Workshop Disbursements Management	JM & KB attended in person, SH listened online
People Processes Technology Data	Business Process Model Reviews	12/06/23	John Mounts, Sally Huggins	Segment II Design Workshop Chart of Accounts	JM attended in person, SH listened online
People Processes Technology Data	Business Process Model Reviews	12/07/23	John Mounts, Sally Huggins	Segment II Design Workshop Accounts Receivable, Contracts & Grants	JM attended in person, SH listened online
People Processes Technology Data	Monthly Touchpoint	12/15/23	Sally Huggins, Mindy Heindl	December 2023 Touchpoint with Readiness Coordinators	
People Processes Technology Data	Task 500, 501, 502, 503, 328	12/15/23	Sally Huggins	Completed tasks due 12/15/23	
People	Advisory Council	10/18/23	Sally Huggins	Attended October Advisory Council meeting	
People	Executive Steering Committee	10/25/23	Lynn Smith	Attended October 2023 ESC meeting	
People	Advisory Council	11/15/23	Sally Huggins	Attended November AC meeting	
People	Executive Steering Committee	11/15/23	Lynn Smith	Attended November ESC meeting	
People	Advisory Council	12/13/23	Sally Huggins	Attended December AC meeting	
People	Executive Steering Committee	12/13/23	Lynn Smith	Attended December ESC meeting	
People	Sponsor meeting	12/19/23	Tyler Russell, Sally Huggins	Met with Steven Fielder & Angie Robertson	

Agency Sponsor Confirmation

As Agency Sponsor, I understand my role and responsibility for monitoring and reporting

DBPR Status Report Confirmation

Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
November - December 2023	Tyler Russell	tyler.russell@mflorida.gov	01/12/24

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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November - December 2023	Tyler Russell	tyler.russell@myfloridalicense.com	01/12/24
September - October 2023	Tyler Russell	tyler.russell@myfloridalicense.com	11/09/23
July - August 2023	Tyler Russell	tyler.russell@myfloridalicense.com	09/13/23