

### Helpful Links

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

# DEP Status Report Dashboard

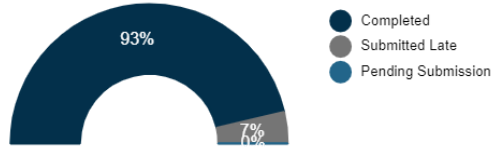
### Reporting Period

November - December 2023

### Agency Sponsor

Darinda McLaughlin

### Readiness Workplan Tasks



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

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

### Readiness Workplan Tasks:

**Total Tasks = 14**

- Completed = 13
- Submitted Late = 1
- 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	12/15/23	
N/A	500	Create Agency Specific Project Charter	10/02/23	12/15/23	100% - Completed in Requested Format	12/15/23	
N/A	501	Create Agency Specific Implementation Schedule	10/09/23	12/15/23	100% - Completed in Requested Format	12/15/23	
N/A	502	Create Agency Specific Risks and Issues Management Plan	10/09/23	12/15/23	100% - Completed in Requested Format	12/15/23	
People	503	Create Workforce Readiness Plan	10/16/23	12/15/23	100% - Completed in Requested Format	12/15/23	
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	11/13/23	
N/A	507	Manage Agency Specific Implementation Schedule, Risks and Issues	11/01/23	12/27/23	100% - Completed in Requested Format	12/22/23	
N/A	509	Submit Bimonthly Agency Readiness Status Report	12/28/23	01/12/24	100% - Completed in Requested Format	01/10/24	

### 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 = 7
- Duplicate Filled Role = 9
- Vacant Role = 0



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 = 248**

- Related Business Systems = 20
- Related Reports = 49
- Documentation Status:**
  - Complete = 248 Partial = 0 Not Started = 0

### Implementation:

- Role Mapping = TBD

### Current-State:

**Cataloged Business Systems = 44**

- Criticality:**
  - High = 20 Med = 10 Low = 5 None = 9
- Documentation Status:**
  - Complete = 44 Partial = 0 Not Started = 0

**Cataloged Interfaces = 67**

- Inbound Interfaces = 57
- Outbound Interfaces = 10

### Implementation:

**Business Systems Planned for Integration = 26**

- Segment I - Documentation Updates:**
  - Complete = 0 Updating = 4 Evaluating = 0 Not Started = 0 Not Needed = 0
- Segment II - Documentation Updates:** TBD
- Segment III - Documentation Updates:** TBD
- Segment IV - Documentation Updates:** TBD
- Planned Interfaces = 4**
  - Inbound Interfaces = 0
  - Outbound Interfaces = 4
  - Spreadsheet Uploads = 0

### Current-State:

**Unique FLAIR Data Elements = 261**

- Associated Unique Uses = 264**
  - Continued Use - Yes = 221
  - Continued Use - No = 41
- Associated Business Systems = 35**
- Cataloged Reports = 380**
- Criticality:**
  - High = 46 Med = 3 Low = 15 None = 31

### 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.

**DEP RISKS**

Critical Operational Elements	Risk Description	Status	Risk Rating	Mitigation/Response Strategy	Reporting Period Comments or Updates	Date of Status Change	Owner / Coordinator
Technology Data	Unclear Requirements and Potentially Changing Requirements	Open	9 (High/High)	FDEP technical team would need to have sufficient knowledge of FDEP financial systems. Allow for adjustments to the implementation schedule for unplanned changes/updates to requirements.	Without finalized interface specifications, the application team may have limited visibility into the expected changes in the data formats and structures. This ambiguity can lead to misinterpretation or incorrect implementation of the new PALM interfaces. Additionally, there is the potential that previous design specifications could change as a result of subsequent discoveries in later design segments.	11/13/23	Brady Schmidt
People Processes Technology	Resources and Turnover	Open	6 (High/Medium)	Ensure job-specific processes are properly documented.	FDEP has engaged the Division/District/Office staff throughout the department to document business processes and transfer key knowledge.	11/13/23	Lydia Griffin & Steve Waters
Processes Technology Data	Increased Risk of Application Update Errors	Open	4 (Medium/Medium)	Sufficiently documented business system processes.	Rushing the update process or making assumptions without proper interface specifications and sample data can increase the risk of errors and inconsistencies. It may result in data integration issues, data loss, or inaccurate data processing, which can impact the reliability and functionality of the application.	11/13/23	Brady Schmidt

**DEP Issues**

Critical Operational Elements	Issue Description	Status	Priority	Resolution Plan	Reporting Period Comments or Updates	Planned or Actual Resolution Date	Owner / Coordinator
People Processes Technology Data	SME Process & Business System Knowledge	Open	High - Impacts the ability of the agency to meet deadlines or milestones	Catalog Desktop Procedures, Document Business System functionality and interfaces.	FDEP Project Team has begun to facilitate information gathering and identifying financial data impacts. The results will be used for future planning of PALM implementation.	07/01/25	Lydia Griffin, Steve Waters
People	PALM Project Implementation	Closed	Low - All impacts not listed as Critical or High	Development of FDEP Communication plan	The success of the communication plan is critical to keeping PALM current and relevant until go-live to all stakeholders and impacted future users of PALM and FMIS systems. 12/15/2023- The communication plan was finalized in the development of the agency project charter RW500.	12/15/23	Lydia Griffin, Steve Waters

**DEP 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	SME Process & Business System Knowledge	Logged	11/13/23	Division/District/Office Business Systems remediation, processes and project management.	FDEP Project Team has facilitated information gathering and identifying financial data impacts.
People Processes Technology Data	PALM Project Implementation Schedule	Logged	11/13/23	Division/District/Office Business Systems remediation, processes and project management.	In planning, the success of FDEP's implementation schedule is contingent upon the timeliness receipt of information from the PALM Project team.
People Processes Technology	FY 23/24 Budget and Funding	Removed	11/28/23	Division/District/Office Business Systems remediation and project management.	9/11/2023-FDEP has submitted our Spending Plan and Operational Work Plan for FY23/24. We are currently funded for Q1 with revert and reappropriated funds from FY 22/23. 11/13/2023-FDEP has been approved for additional funding from the Administered Funds and FY 22/23 revert and reappropriated funds to continue our remediation assessment efforts for the remainder of fiscal year.

**DEP 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 Data	Two DEP Division Town Hall meetings held to aid in completing PALM Task #328	10/31/23	All DEP divisions and listed agency business systems PALM-326 and business processes in PALM #328	Complete the information for: 1. Create an inventory of Current State Business Processes and User Roles, Desktop Procedures, and/or Job Aids 2. Document business processes via workflows and or narratives plus supporting user stories/process tasks. 3. Identify and record the changes needed to #1 and #2 based on Florida PALM business process adoption, which will constitute the testing and training needs for operational readiness.	None
People Processes Technology Data	PALM Readiness Task #328	12/15/23	Division/District/Office Staff and Business Systems	Continue gathering information to document the Agency Business System Processes.	7/1-8/31/2023 - continued updates to the task. 9/1-10/31/2023-data gathering continues. 11/1-12/31/2023 - Completed.
People Processes	Continue to Manage Agency Specific Implementation Schedule, Risks and	12/15/23	Same as Critical Operational Elements	Actively manage your agency's project activities including iterative updates to agency specific project	Completed

Processes Technology Data	Implementation Schedule, Risks and Issues, PALM-507		Operational Elements columns	including iterative updates to agency-specific project schedule and manage agency-unique risks and issues.	
People Processes Technology Data	PALM Segments I & II - Internal Review	12/15/23	Subject Matter Experts	Conducted internal meeting to review and discuss information received from Segment 1 and 2.	Documented concerns, questions, issues and potential process impacts.
People Processes Technology Data	Stakeholder Engagement II	12/18/23	Division/District/Office Staff	Project Status and Agency Business System updates.	Continued Change Management for the Division/District/Office Program Unit.
Technology	PALM Readiness Task #326	12/29/23	Division/District/Office Staff and Business Systems	Review and update inventory list of current agency business systems.	7/1-8/31/2023 - continued updates to the task. 9/1-10/31/2023-data gathering continues. 11/1-12/31/2023 - Completed.
Technology	PALM Readiness Task #327	12/29/23	Division/District/Office Staff and Business Systems	Review and Update Source and Frequency in ADM Reports inventory list.	7/1-8/31/2023 - continued updates to the task. 9/1-10/31/2023-data gathering continues. 11/1-12/31/2023 - Completed.
Technology	PALM Grant Chart field Assessment	12/29/23	Division/District/Office Staff and Business Systems	Review and update Grant COA design documents.	7/1-8/31/2023 - continued updates to the Grant COA design documents. 9/1-10/31/2023-data gathering on grant field usage and grant manager responsibilities. 11/1-12/31/2023 - during the reporting cycle we met with Budget Coordinators regarding the impending changes to the process and protocol for establishing new records, updating existing records and changes to grant management.
Technology	Application Flow Diagrams	12/29/23	Division/District/Office Staff and Business Systems	Process flow diagrams for designated business systems.	7/1-8/31/2023 - During the reporting period diagrams were completed for FIN-Tax, FIN-PRA, FIN-ARCollections, FIN-ABTS, FIN-Recon, FIN-Yes, FIN-RateRpt, FIN-Convert, and FIN-Budget Projections. 9/1-10/31/2023 - During the reporting period diagrams were completed for FIN-GMS and FIN-Project Review. Begin Analysis for FIN-Maintenance & FIN-CRARReconciler. 11/1-12/31/2023 - Completed.
Technology	COMPLETED tasks for PALM-326- Update Current State Agency Business System Inventory and Documentation	10/26/23	All DEP divisions and listed agency business systems PALM-326	This document identifies all of the agency business systems that needs to be remediated to support PALM Go-Live and will be retired.	Completed

### Agency Sponsor Confirmation

As Agency Sponsor, I understand my role and responsibility for monitoring and reporting on my agency's readiness status. I have reviewed and confirmed the accuracy of my agency's readiness status as reflected in this dashboard.

Agency Sponsor Name: \*

Confirm \*

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### DEP Status Report Confirmation

Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
November - December 2023	Darinda McLaughlin	darinda.mclaughlin@floridadep.gov	01/10/24
September - October 2023	Darinda McLaughlin	darinda.mclaughlin@floridadep.gov	11/13/23
July - August 2023	Darinda McLaughlin	darinda.mclaughlin@floridadep.gov	09/11/23