

Helpful Links

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

DFS Status Report Dashboard

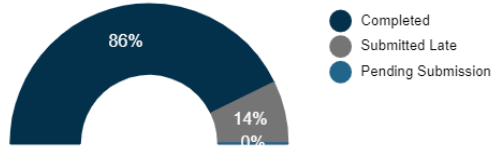
Reporting Period

November - December 2023

Agency Sponsor

Scott Fennell

Readiness Workplan Tasks



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

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

Readiness Workplan Tasks:

Total Tasks = 14

- Completed = 12
- Submitted Late = 2
- 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	12/11/23	
N/A	501	Create Agency Specific Implementation Schedule	10/09/23	12/15/23	100% - Completed in Requested Format	12/14/23	
N/A	502	Create Agency Specific Risks and Issues Management Plan	10/09/23	12/15/23	100% - Completed in Requested Format	12/11/23	
People	503	Create Workforce Readiness Plan	10/16/23	12/15/23	100% - Completed in Requested Format	12/14/23	
Technology	504	Update Agency Business System Documentation for Segment I	10/30/23	01/12/24	50% - In Progress		Design details needed from PALM Design Segments II, III, and IV in order to complete ABS design impacts. DFS ABS remediation design scheduled for completion July 31, 2024. This task will remain open until design is complete.
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	12/19/23	
N/A	509	Submit Bimonthly Agency Readiness Status Report	12/28/23	01/12/24	100% - Completed in Requested Format	01/12/24	

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 = 11
- Duplicate Filled Role = 6
- Vacant Role = 1



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 = 416

- Related Business Systems = 11
- Related Reports = 43
- Documentation Status:**
- Complete = 416 Partial = 0 Not Started = 0

Implementation:

- Role Mapping = TBD

Current-State:

Cataloged Business Systems = 68

- Criticality:**
- High = 16 Med = 5 Low = 0 None = 47
- Documentation Status:**
- Complete = 31 Partial = 0 Not Started = 0

Cataloged Interfaces = 121

- Inbound Interfaces = 100
- Outbound Interfaces = 21

Implementation:

Business Systems Planned for Integration = 20

- Segment I - Documentation Updates:**
- Complete = 0 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 9
- Segment II - Documentation Updates:**
- TBD
- Segment III - Documentation Updates:**
- TBD
- Segment IV - Documentation Updates:**
- TBD

Planned Interfaces = 7

- Inbound Interfaces = 2
- Outbound Interfaces = 4
- Spreadsheet Uploads = 1

Current-State:

Unique FLAIR Data Elements = 419

- Associated Unique Uses = 1301**
- Continued Use - Yes = 1064
- Continued Use - No = 47
- Associated Business Systems = 19**
- Cataloged Reports = 385**
- Criticality:**
- High = 252 Med = 76 Low = 38 None = 45

Implementation:

- Conversions = TBD
- Configurations = TBD

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

DFS Risks

Critical Operational Elements	Risk Description	Status	Risk Rating	Mitigation/Response Strategy	Reporting Period Comments or Updates	Date of Status Change	Owner / Coordinator
People Processes	Delayed access to Administered Funds that have been identified and requested to support Functional Readiness activities issued by PALM may impact scheduled onboarding of PM and OCM and task completions. CCN does not have a PM and OCM resource which could impact readiness tasks; Specifically, 1) the Agency could struggle to complete the tasks in a timely manner 2) Task may lack quality and CCN might miss something because lack the training/KSA to know what to look out for; 3) the Agency may likely struggle to transition to Florida PALM in January 2026 without the identified resources.	Closed	9 (High/High)	<ul style="list-style-type: none"> Current CCN will attempt to manage the readiness activities as a project and do best on identifying change impact strategies to fulfill the obligations to be meet the project deadlines. CCN could use standardized PM templates and established procedures. Until we have dedicated resources to complete the readiness tasks. 	Still monitoring	10/31/23	Alexandra Weimorts
People	ENTERPRISE A&A: The Project timeline is very conservative regarding flexibility, and A&A's involvement is critical for project success. 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.	Open	9 (High/High)	<ul style="list-style-type: none"> 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 is seeking additional FTE through the LBR process with intent to onboard and train within the 2025 FY. 	Still monitoring	10/11/23	Renne Hermeling
People	ENTERPRISE A&A: Resource impacts due to A&A operational staff spending a significant amount of time performing Project related tasks. This pulls resources from operations, increases workloads, and causes stress and an increased chance of employee burnout. <ul style="list-style-type: none"> 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. 	Open	9 (High/High)	<ul style="list-style-type: none"> 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. 	Still monitoring	10/11/23	Renne Hermeling
Technology	Florida PALM design release dates for Segments III, IV, and Data Warehouse will decrease the build time for impacted agency business systems. This may impact the ability for applicable agency business systems to be ready for interface testing by January 2025.	Open	6 (Medium/High)	<ul style="list-style-type: none"> Develop initial agency business system future-state designs as much as possible based on Segment I and II design information made available by the Florida PALM Project. Update ABS designs as soon as Segment III, IV, and Data Warehouse design information becomes available from the Florida PALM Project. Work with Division/Office management to allow dedicated technical and functional resources to be available for agency business systems remediation efforts when design information is released. 	Still monitoring	10/20/23	Stacey Pollock
Processes	ENTERPRISE TREASURY: The consolidation of Disbursements bank accounts will cause changes in file transmissions, transaction volumes, pricing, and reconciliation processes. Bank account configurations in Florida PALM will need to be updated to reflect this change. Transaction volumes will potentially increase, which will cause an increase in monthly costs. Reconciliation processes will shift to the Division of Treasury, which will increase workload and potentially require additional positions.	Open	6 (Medium/High)	<ul style="list-style-type: none"> Continue to collaborate with the Florida PALM Project and seek resources through staff augmentation, additional FTE, or contracts as needs are discovered. 	Still monitoring	12/13/23	Sarah Dugan
Technology	Reduced duration for agency business system end-to-end testing with Florida PALM during UAT could impact Tier 1 agency business systems with significant changes, as well as those systems that will require downstream Tier 2 interface testing. As a result, DFS may not have enough time to successfully complete all of the testing needed for agency business systems, which in turn could impact agency readiness for go-live with Florida PALM.	Open	6 (High/Medium)	<ul style="list-style-type: none"> Develop remediation timelines and resources to prepare the agency business systems to be ready for the start of ABS end-to-end testing with Florida PALM. Work with Division/Office management to allow technical and functional resources to be available during the ABS end-to-end testing period with Florida PALM. 	Still monitoring	10/20/23	Stacey Pollock
Processes	ENTERPRISE A&A: The Statewide Cost Allocation Plan (SWCAP) process changes: <ul style="list-style-type: none"> Business Process Changes will impact actual agency costs that are currently reported in SWCAP Process to identify and report the costs reported within the plan will change Significant changes to the SWCAP or incorrect reporting of SWCAP costs could result in inaccurate management decisions. Inadequate reporting could result in loss of Federal funding if costs are deemed ineligible. 	Open	6 (High/Medium)	<ul style="list-style-type: none"> Work with agencies to reasonably identify processes that will be impacted and estimate changes to costs that will be allocated. Identify reporting that will be needed and work with Florida PALM project to ensure needed reports are available and tested. 	Still monitoring	10/11/23	Renne Hermeling
Processes	ENTERPRISE A&A: Planning for some critical activities has not been done. Until these plans have been	Open	6 (High/Medium)	<ul style="list-style-type: none"> Continue to collaborate with the Florida PALM Project and seek resources through staff aug, additional FTE or contracts as needs are discovered. 	Still monitoring	10/11/23	Renne Hermeling

	developed, A&A cannot adequately determine needed resources, time and effort. <ul style="list-style-type: none"> • 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 rollout 						
Processes	ENTERPRISE TREASURY: The current Concentration Account contract ends in March of 2026. If a different financial institution is awarded the contract during the procurement process, an implementation will need to occur with Florida PALM. The new bank and all of the subaccounts (currently 550+) will need to be configured in PALM, along with file transmissions, BAI codes, returned item processing, book to bank processing, cash transfer processing, and reconciliation rules. Agencies will be involved in this transition and will need to communicate new depository instructions to their vendors, including Federal agencies. They will also need to receive and distribute new depository supplies to their locations.	Open	6 (High/Medium)	<ul style="list-style-type: none"> • Continue to collaborate with the Florida PALM Project and seek resources through staff augmentation, additional FTE, or contracts as needs are discovered. 	Still monitoring	12/13/23	Sarah Dugan
Technology	Resource impacts due to unforeseen system changes from DFS divisions, other projects, and external entities could cause delays in the ABS Remediation timeline.	Open	4 (Medium/Medium)	<ul style="list-style-type: none"> • Work closely with the ABS functional and technical owners to coordinate the timeline of changes with the Florida PALM timeline. • Work closely with the ABS functional and technical owners on design strategies related to Florida PALM integration. 	Still monitoring	10/20/23	Stacey Pollock
People	ENTERPRISE A&A: <ul style="list-style-type: none"> • 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. • Due to the unique activities that A&A performs at an enterprise level, reduced performance could have a negative impact on agencies. 	Open	4 (Medium/Medium)	<ul style="list-style-type: none"> • 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 two People Soft experienced resources to help with implementation activities, including identifying staffing model changes and process changes. 	Still monitoring	10/11/23	Renne Hermeling
People Processes Technology Data	ENTERPRISE A&A: A&A serves all other agencies, therefore our processes are at risk from external impacts: <ul style="list-style-type: none"> • Agencies – All A&A 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. 	Open	4 (Medium/Medium)	<ul style="list-style-type: none"> • Continue to work closely with the Florida PALM Project to identify areas where significant training will be needed for agency staff. • 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 FFMS 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. 	Still monitoring	10/11/23	Renne Hermeling
Processes	ENTERPRISE TREASURY: 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.	Open	4 (Medium/Medium)	<ul style="list-style-type: none"> • Continue to collaborate with the Florida PALM Project and seek resources through staff augmentation, additional FTE, or contracts as needs are discovered. 	Still monitoring	12/13/23	Sarah Dugan

DFS Issues

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

DFS Assumptions

Critical Operational Elements	Assumption	Status	Date Logged or Removed	Impacted Stakeholder(s) and/or System(s)	Reporting Period Comments or Updates
Technology	Based on the Florida PALM implementation timeline established through the execution of Amendment #8, the Go-Live date for the Florida PALM solution is expected to occur	Logged	10/20/23	Agency Business Systems	Added as a new entry to the Assumptions Log.

	Live date for the Florida PALM solution is expected to occur on January 6, 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	Added as a new entry to the Assumptions Log.
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	Added as a new entry to the Assumptions Log.

DFS Agency-Specific Readiness Activities

Critical Operational Elements	Activity Description	Date(s)	Impacted Stakeholder(s) and/or System(s)	Objective	Reporting Period Comments or Updates
Data	Conducted Data Clean-up Activities Meeting	12/18/23	OFB	Initiate approach for identifying and creating inventory of areas of data clean-up	Entered as new Readiness Activity
People Processes Technology Data	Printed and provided cardstock & foamboard Agency Implementation Road Maps to all Divisions to place in common areas	10/22/23	DFS, OFR, OIR	Bring awareness to the divisions of all the concurrent activities occurring to reach January 2026	Entered as a new Readiness Activity
People Processes Technology Data	Conducted DRM Invoice Received Date Requirement Meeting	11/20/23	Division of Risk Management, Bureau Chiefs, SME and Trainers	Understanding of requirements for ABS design	Entered as a new Readiness Activity Meeting to discuss three-date stamp requirements in ABS.
People Processes Technology Data	Conducted DRM Project Tracking Meeting	12/13/23	DRM Bureau of Risk Financing & Loss Prevention	12/13 meeting to update FL PALM project tracking log	Entered as new Readiness Activity
People Processes Technology Data	Conducted DRM Chart of Accounts Meeting	12/14/23	DRM FL PALM SMEs, Bureau Chief, ABS	12/14 Meeting to discuss FL PALM chart of account requirements for ABS and interface files.	Entered as new Readiness Activity
People Processes Technology Data	Conducted DRM & DFS OIT/CCN ABS Pre-design meeting	12/15/23	DFS OIT, A&A, DFS BVR, CCN, DRM, ABS	Discuss unique processes that AA and DRM use with vendor file	Entered as new Readiness Activity
People Processes Technology Data	Conduct standing weekly CCN meetings	12/18/23	DFS, OFR, OIR	Share project activities status, project communication wrap-ups and allow CCN members an opportunity to ask questions, make suggestions and provide feedback. Prepare recurring agenda in SmartSheet and use to capture minutes and actions.	Every Monday held 11/6, 11/27, 12/4, 12/11, 12/18
People	Distributed Agency-wide Readiness Survey	10/30/23	DFS, OFR, OIR	To gauge awareness, readiness that will allow CCN to monitor and target communications and trainings	CCN started 8/11/23. Responses due 10/16 10/30: 893 completed. Sent to roughly 2,500+- employees
People	Conducted Unclaimed Property meeting with Division staff	11/01/23	DUP Employees	Provide information and awareness on PALM project implementation meetings, tasks, and deadlines.	Entered as new Readiness Activity
People	Conducted DRM Invoice Received Date Requirement Meeting	11/06/23	DRM Bureau Chiefs of Bureau of Workers' Compensation (WC)/State Liabilities & Property claims/Risk Financing & Loss Prevention, data management section, WC training coordinator, DRM Director and FL PALM POCs.	11/06 & 11/20 Meetings to discuss three-date stamp requirement in ABS.	Entered as new Readiness Activity
People	FL PALM DRM Management Meeting	11/13/23	DRM Management	Meeting items included CNN approach for the bi-monthly status reports, OIT approach to FL PALM Task 504, update on DRM Invoice Received Date Requirement meeting, and notes from October POC meeting.	Entered as new Readiness Activity
People	Conducted Office of the Insurance Consumer Advocate Staff meeting	11/14/23	OICA to bring awareness to the Florida PALM project and resources available to learn more about it.	Provided information on the Florida PALM project including implementation timeline, POC/CCN information and website and resources shared.	Entered as new Readiness Activity
People	Conduct Monthly Point of Contact meeting with Division/Offices	11/28/23	DFS, OFR, OIR	Share project activities status, project communication wrap-ups and allow POCs an opportunity to ask questions, make suggestions and provide feedback.	last Tuesday of the month. 11/28: Reviewed Survey results, check 328 status,
People	Conducted Administrative and Help Desk Florida PALM Awareness Meeting	11/30/23	OIT administrative and Desktop staff	In person one on one meetings with POC and SMEs discussing, PALM phases and segments, ensuring SMEs are aware and ready for PALM and communicating with their staff, demonstrating information resources (ie websites, recordings, chart of accounts release, etc), and encouraging staff to engage with FL PALM CCN.	Entered as new Readiness Activity.
People	Conducted DPAF manager meeting	12/05/23	Included was the Director, Chief's and Senior Management Analyst Supervisors.	The intended objective was to bring awareness to management about the Palm project and how it will impact everyone. Additional information will be provided in these weekly meetings as more pertinent information becomes available.	Entered as new Readiness Activity.
People	Conducted Quarterly all staff meeting	12/15/23	Accounting and Auditing Staff	Bring Awareness to division staff on what is Florida PALM	Entered as new Readiness Activity.
People	Create RFQ for Project Manager and OCM Manager for Florida PALM Readiness Activities using Administered Funds	12/18/23	CCN	Worked with Purchasing to draft RFQ, to acquire contractual services for additional team members	Entered as new Readiness Activity
People	Conduct Monthly Point of Contact meeting with Division/Offices	12/19/23	DFS, OFR, OIR	Share project activities status, project communication wrap-ups and allow POCs an opportunity to ask questions, make suggestions and provide feedback.	last Tuesday of the month. 12/19: POC Evolution, Expansion: Division "Gems" needed. Discuss Small bite-size communications led by POCs.
People	Communication with Division leadership on sharing additional resources. Diversity and Variety of Skills are keys to Success	12/19/23	Division Directors, Assistant DD, CCN	Growing the CCN with division gems	Entered as new Readiness Activity
People	DUP "Flyer" email to all division staff	12/21/23	DUP Employees	Bring Awareness to division staff on what is Florida PALM	Entered as new Readiness Activity
People	Maintained an open division outreach survey for A&A's Florida PALM feedback.	12/22/23	Accounting and Auditing Staff	Allow for AA staff to anonymously provide feedback suggestions observations fears.	Entered as new Readiness Activity.
People	Conducted weekly Leadership meetings on Florida PALM	12/22/23	Accounting and Auditing, Directors and Chiefs	Provide focused updates to Director and Chiefs on activities, resources and process changes	Entered as new Readiness Activity. 11/6, 11/13, 11/20 12/4, 12/11, 12/18
People	Friday email Updates and future FD meeting schedules	12/22/23	Accounting and Auditing, SME's & Chiefs	Provide weekly Friday email to SME's & Chiefs on information and awareness on PALM project implementation meetings, tasks, and deadlines.	Entered as new Readiness Activity. 11/3, 11/10, 11/17, 12/1, 12/15, 12/22
People	Segment preparation meetings	12/22/23	Accounting and Auditing SMEs	To hold meetings at end/beginning of the segments FD meetings with the Project, to conduct lessons learned, big take-aways, and to learn what our SMEs have shared with their staff.	Entered as new Readiness Activity
People	Email Communication released	12/22/23	Subject Matter Experts	Email stakeholders on PALM newsletter Knowledge	Entered as new Readiness Activity.

People	Email Communications on released Florida PALM available resources	12/22/23	Subject matter experts, POCs, Department Leadership, AA staff, OFB Staff	Email stakeholders on PALM newsletter, Knowledge Center Roll-out, Implementation schedule, PalmCast 13, Payroll Page, Revenue and Expenses Account Values, Florida PLAM Quarterly Report Newsletter. 11/6, 11/30, 12/19, 12/21	Entered as new Readiness Activity
People	Created and Distributed Top 5 infographic	12/28/23	Subject Matter Experts, POCs, Department Leadership, AA staff, OFB Staff	Provide quick easy content in a format that is visually appealing and keeps stakeholders engaged and aware of happenings	Entered as new Readiness Activity
People Processes	Created recurring and conducted Unclaimed Property meeting with Division staff	10/21/23	Division of Unclaimed Property Division leadership and staff	Bring awareness on PALM Financials, Payroll and Warehouse implementation	Entered as a new Readiness Activity 10/21/23 Provide information and awareness on PALM project implementation meetings, tasks, and deadlines.
People Processes	Printed and provided cardstock Design Workshop by Segment and Preparing for workshop tri-fold to all Division SMEs to have available and can easily reference	10/22/23	DFS, OFR, OIR	Bring awareness to the divisions of all the BPM Segment releases occurring to reach July 2024	Entered as a new Readiness Activity
People Processes	Maintained Teams Channel for Accounting and Auditing in Microsoft Teams	11/01/23	Accounting and Auditing Managers, and SMEs	Central repository that AA staff can use to communicate and have materials available	Entered as new Readiness Activity.
People Processes	Maintained "All things A&A FLAIR to Florida PALM" SharePoint Site	11/01/23	Accounting and Auditing Staff	Bring Awareness to division staff on Central FLAIR processes and Florida PALM Enterprise processes.	Entered as new Readiness Activity.
People Processes	Conducted Open Prep Segment II BPM Narrative reviews with SME and POC	11/29/23	Subject matter experts, Points of Contacts	Review materials in advance of meetings. Also to bring awareness of the narratives and flows. Also hoping to begin more active engagement to the users.	Entered as new Readiness Activity. Plan on repeating for workshops. Also plan to ask other SMEs to lead the review.
People Processes	Conducted Open Prep Segment II BPM Narrative reviews with SME and POC	11/30/23	Subject matter experts, Points of Contacts	Review materials in advance of meetings. Also to bring awareness of the narratives and flows. Also hoping to begin more active engagement to the users.	Entered as new Readiness Activity. Plan on repeating for workshops. Also plan to ask other SMEs to lead the review.
People Processes	Conducted Open Prep Segment II BPM Narrative reviews with SME and POC	12/01/23	Subject matter experts, Points of Contacts	Review materials in advance of meetings. Also to bring awareness of the narratives and flows. Also hoping to begin more active engagement to the users.	Entered as new Readiness Activity. Plan on repeating for workshops. Also plan to ask other SMEs to lead the review.
People Processes	Prepared and presented Power Point on Readiness Survey results with POC/Directors/Asst Directors/Bureau Chiefs/SME's	12/01/23	POC/Directors/Asst Directors/Bureau Chiefs/SME's	Acknowledging the awareness level and creating steps to improve responses in future survey's	Entered as new Readiness Activity.
People Processes	Conducted Open Prep Segment II BPM Narrative reviews for 10.2, 30.2, 30.4, 30.5, 40.1, 40.3, 60.2, 90.2 90.3 & 120.1, with SME and POC	12/04/23	Subject matter experts, Points of Contacts	Review materials in advance of meetings. Also to bring awareness of the narratives and flows. Also hoping to begin more active engagement to the users.	Entered as new Readiness Activity. Plan on repeating for workshops. Also plan to ask other SMEs to lead the review. Meetings held: 11/29, 11/30, 12/4
People Processes Technology	Conducted Pre-design ABS Meetings for Lease Tracking, WAPR, PIRQ, PT01, Fire Presentation, Origami & CODA with SME and business owners	12/06/23	DFS ABS owners	Meet with stakeholders to discuss Segment I interfaces and process model change impacts.	Entered as new Readiness Activity
Processes	Effective Use of RAID (Risks, Actions, Issues, Decisions) Logs	11/07/23	DRM & CCN Subject Matter Experts and CCN	CoLab/KPMG training on the use of RAID logs for project management.	Entered as new Readiness Activity

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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DFS Status Report Confirmation

Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
November - December 2023	Scott Fennell	scott.fennell@myfloridacfo.com	01/12/24
September - October 2023	Scott Fennell	scott.fennell@myfloridacfo.com	11/13/23
July - August 2023	Steven Fielder for Scott Fennell	steven.fielder@myfloridacfo.com	09/07/23