

Helpful Links

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

DOE Status Report Dashboard

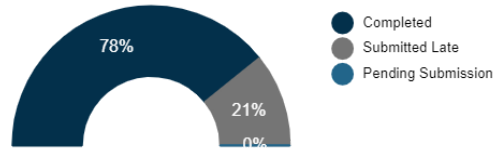
Reporting Period

November - December 2023

Agency Sponsor

Suzanne Pridgeon

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 = 11
- Submitted Late = 3
- 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	12/18/23	
N/A	500	Create Agency Specific Project Charter	10/02/23	12/15/23	100% - Completed in Requested Format	12/19/23	
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	50% - In Progress		
Technology	505	Update Florida PALM Interface Inventory for Segment I	10/30/23	01/12/24	50% - In Progress		
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	12/27/23	
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 = 6
- Duplicate Filled Role = 5
- 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 = 30

- Related Business Systems = 5
- Related Reports = 0
- Documentation Status:**
- Complete = 30 Partial = 0 Not Started = 0

Implementation:

- Role Mapping = TBD

Current-State:

Cataloged Business Systems = 26

- Criticality:**
- High = 23 Med = 0 Low = 0 None = 1
- Documentation Status:**
- Complete = 7 Partial = 1 Not Started = 9

Cataloged Interfaces = 0

- Inbound Interfaces = 0
- Outbound Interfaces = 0

Implementation:

Business Systems Planned for Integration = 9

- Segment I - Documentation Updates:**
- Complete = 0 Updating = 0 Evaluating = 6 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 = 3
- Spreadsheet Uploads = 1

Current-State:

Unique FLAIR Data Elements = 443

- Associated Unique Uses = 574**
- Continued Use - Yes = 124
- Continued Use - No = 3
- Associated Business Systems = 6**
- Cataloged Reports = 83**
- Criticality:**
- High = 82 Med = 13 Low = 1 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.

DOE Risks

Critical Operational Elements	Risk Description	Status	Risk Rating	Mitigation/Response Strategy	Reporting Period Comments or Updates	Date of Status Change	Owner / Coordinator
People Technology	Task 505 not being completed by PALM schedule deadline.	Open	6 (Medium/High)	DOE has schedule meeting with technical teams to plan the completion of task.	No change	12/28/23	Project Manager
People Processes Data	Due to BA not being in place, process documentation for Task 328 maybe late due to the lack of personal.	Open	4 (Medium/Medium)	DOE Executive staff is working to add BA to PALM team. DOE will continue to work the process and submitted what is completed at the due date. If not completely completed at the due date, DOE will continue to work the processes and update PALM until task is complete.	Task has been submitted to PALM. Additional documentation will be added.	09/21/23	DOE PALM Team
People	Employee Retention - Staff leaving the Agency for retirement or other opportunities can create a delay with collection of data and/or processes.	Open	4 (Medium/Medium)	DOE will refill positions as quickly as possible to stop any delays.	No Change	10/03/23	DOE Management
People Technology	Limited communication between the business and IT team (there is no daily communication or stand up for the project team (anyone working on PALM)). If all communication has to go thru the PPM Pro system, it could cause delay in the flow of communication, systems to miss functionality, the project to fall behind and miss the go-live date.	Open	4 (Medium/Medium)	Business team will place more tickets into PPM Pro to increase the communication between the two sides.	No Change	10/27/23	Project Manager
Technology	System Capabilities - Several individuals have mentioned outdated systems within the DOE, this could cause a limitation of data from PALM.	Open	3 (High/Low)	DOE to Remediation existing systems to be compatible with Florida PALM	Testing will discover any deficiencies.	07/04/23	DOE IT
Processes Technology	Change in Financial payment may result in payment delays.	Open	3 (High/Low)	DOE will perform testing to ensure processing with DFS.	New risk	01/12/24	DIT and Aware technical teams

DOE Issues

Critical Operational Elements	Issue Description	Status	Priority	Resolution Plan	Reporting Period Comments or Updates	Planned or Actual Resolution Date	Owner / Coordinator
People	Lack of technical resources for the project. - No dedicated staff for the project.	Open	Critical - Impacts the ability of the agency to move forward with work without resolution	Executive team place staff	RFQ for Technical Business Analysis have been submitted	10/01/23	DOE Executives
People	Lead payroll staffer retired without notice	Closed	High - Impacts the ability of the agency to meet deadlines or milestones	DOE is searching for the replacement. Someone with state payroll experience.	Payroll staff has been hired and in place	12/01/23	DOE Executives

DOE Assumptions

Critical Operational Elements	Assumption	Status	Date Logged or Removed	Impacted Stakeholder(s) and/or System(s)	Reporting Period Comments or Updates
Processes	System AS-IS documentation will be completed and be readily available by 10/27/2023	Logged	07/08/23	22 Agencies Business Systems, Comptrollers and budget office.	Closed
Data	Reports is fully documented and available as of 07/31/2023	Logged	07/08/23	Comptroller Office	Reports submitted to the FL PALM on 07/28/2023 and will continue to be updated.
Technology	Technical Systems with be updated to be compatible with PALM.	Logged	07/08/23	Comptroller, DOE IT and Agency department users.	No Change
Technology	Florida PALM will provide system designed for DOE to meet the project needs	Logged	08/01/23	Comptroller, DOE IT and Agency department users.	Schedule PALM simulations schedule for 08/2023 and 09/2023

DOE 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	PALM Files Meeting	10/27/23	Project Manager, Comptroller, Deputy Comptroller, BA, BA Manager and Policy Coordinator	Discuss the release Files from PALM	
People Processes Technology Data	VR AWARE	01/12/24	AWARE End-users, AWARE technical Team, and PM	504 and 505	
Technology Data	Meeting with DTI for segment 1 files and interfaces	12/22/23	DTI Team, Deputy Comptroller and PM	PALM task 504 and 505	
Technology Data	Meeting with AWARE system team	01/04/24	AWARE technical Staff, Deputy Comptroller and PM	PALM task 504 and 505	
People	Status Meeting	10/20/23	Project Manager, Comptroller and Deputy Comptroller	Provide Project progress and status.	
People	DOE CCN Meeting	10/24/23	DOE CCN Team along with PALM coordinators	Communicate the Status of the project within DOE, discuss any upcoming task, address any risk or issues, and any other PALM related topics	
People	Status Meeting	10/27/23	Project Manager, Comptroller and Deputy Comptroller	Provide Project progress and status.	
People	Status Meeting	11/01/23	Project Manager, Comptroller and Deputy Comptroller	Provide Project progress and status.	
People	PALM Payroll Meeting	11/02/23	PALM team, Comptroller, Deputy Comptroller, DOE Payroll and DOE HR	Discuss of Budget entity	
People	Status Meeting	11/03/23	Project Manager, Comptroller and Deputy Comptroller	Provide Project progress and status.	
People Processes	VR Process Mapping	10/25/23	Project Manager, Deputy Comptroller, Aware technical support and Supervisor of VR	Map out the workflow and process for VR and Aware	
People Processes	Federal Grants Process Mapping	10/31/23	Project Manager, Deputy Comptroller and Supervisor of Federal Grants	Map out the workflow and process for Federal Grants and FLAGS Systems	
People Processes	Change control meeting with DEL	11/01/23	Project Manager, Change control Liaison and DEL Supervisors	Review Current state process.	
People Processes	Indirect Cost Process Mapping	11/16/23	Project Manager, Deputy Comptroller, and Indirect Cost supervisor	Documenting the Indirect Cost process	
People Processes	Revenue Process Mapping	11/20/23	Financial Manager and Project Manager	Documenting revenue management processes	
People Processes	Budget Process Mapping	11/20/23	Project Manager and Budget Manager	Document the budget process to FLAIR.	
People Processes	Revenue Process Meeting	12/12/23	Project Manager, Deputy Comptroller, Financial	Documenting revenue management processes	

			Manager and GLC III		
People Processes	Procurement Process Mapping	12/13/23	Project manager, Deputy Comptroller, Contracts Administrator & Procurement Director and, Chief Bureau of Contracts, Grants and Procurement	Documenting Procurement Process	
People Processes	Revenue Process Meeting	12/14/23	Project Manager, Deputy Comptroller, Financial Manager and GLC III	Documenting revenue management processes	
People Processes	DOE payroll department	01/08/24	Payroll, Deputy Comptroller and PM	Task 508	
People Processes Technology	PALM file for Aware System	11/03/23	Project Manager, Comptroller and Deputy Comptroller, AWARE end users (supervisors) and AWARE Technical team	Discuss the release Files from PALM	
People Processes Technology	Budget Allotments	11/20/23	PALM staff, Deputy comptroller, Budget Department.	Discuss DOE allotment process for PALM.	
People Technology	PECO System Meeting	10/25/23	Project Manager, Deputy Comptroller, Systems owners, and Technical owners	Determine the relationship PECO has to FLAIR.	
People Technology	DOE CCN Meeting	12/19/23	CCN Members along with DTI Staff	Plan for PALM task 505	

Agency Sponsor Confirmation

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

Agency Sponsor Name: *

Confirm *

Submit

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DOE Status Report Confirmation

Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
November - December 2023	Matt Kirkland	matt.kirkland@fldoe.org	01/10/24
September - October 2023	Matt Kirkland	matt.kirkland@fldoe.org	11/08/23
July - August 2023	Matt Kirkland	matt.kirkland@fldoe.org	09/08/23