

Helpful Links

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

DOEA Status Report Dashboard

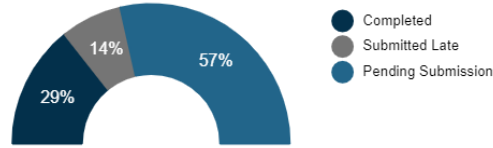
Reporting Period

November - December 2023

Agency Sponsor

Curtis Barker

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 = 4
- Submitted Late = 2
- Pending Submission = 8

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
Technology	326	Update Current State Agency Business System Inventory and Documentation	03/13/23	10/27/23	50% - In Progress		
People	328	Document Current Agency Business Processes	07/31/23	12/15/23	50% - In Progress		loaded some procedures to worksheet
N/A	500	Create Agency Specific Project Charter	10/02/23	12/15/23			
N/A	501	Create Agency Specific Implementation Schedule	10/09/23	12/15/23			
N/A	502	Create Agency Specific Risks and Issues Management Plan	10/09/23	12/15/23			
People	503	Create Workforce Readiness Plan	10/16/23	12/15/23			
Technology	504	Update Agency Business System Documentation for Segment I	10/30/23	01/12/24			
Technology	505	Update Florida PALM Interface Inventory for Segment I	10/30/23	01/12/24			
N/A	506	Submit Bimonthly Agency Readiness Status Report	11/01/23	11/13/23			
N/A	507	Manage Agency Specific Implementation Schedule, Risks and Issues	11/01/23	12/27/23			
N/A	509	Submit Bimonthly Agency Readiness Status Report	12/28/23	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 = 1
- Duplicate Filled Role = 13
- 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 = 0

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

Implementation:

- Role Mapping = TBD

Current-State:

Cataloged Business Systems = 10

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

Cataloged Interfaces = 7

- Inbound Interfaces = 0
- Outbound Interfaces = 0

Implementation:

Business Systems Planned for Integration = 0

- Segment I - Documentation Updates:**
 - Complete = 0 Updating = 0 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 = 0

- Inbound Interfaces = 0
- Outbound Interfaces = 0
- Spreadsheet Uploads = 0

Current-State:

Unique FLAIR Data Elements = 70

- Associated Unique Uses = 75**
 - Continued Use - Yes = 49
 - Continued Use - No = 0
- Associated Business Systems = 6**
- Cataloged Reports = 37**
- Criticality:**
 - High = 9 Med = 3 Low = 7 None = 17

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.

DOEA Risks

Critical Operational Elements	Risk Description	Status	Risk Rating	Mitigation/Response Strategy	Reporting Period Comments or Updates	Date of Status Change	Owner / Coordinator
People	no change to previous items	Open	6 (High/Medium)	Limited resources continue to create issues	ongoing		
Processes	Internal manual processes - uncertain how these may be impacted and what measures are needed.	Open	4 (Medium/Medium)	Review processes, look to a business system that could automate current manual processes. Could be easier to integrate the business system to Palm.	Business system has been selected and undergoing customization.	12/01/23	Glenn Elmer
Technology	lack of internal business system could result in an additional workload on an already limited staff.	Open	4 (Medium/Medium)	currently evaluating potential business systems to implement	System selected. Customization currently underway.	12/01/23	Glenn Elmer
People	current staff not as proficient in new technology. Could result in a slower implementation.	Open	4 (Medium/Medium)	As vacancies occur, targeting candidates with increased technological skills.	ongoing	12/01/23	Glenn Elmer

DOEA Issues

Critical Operational Elements	Issue Description	Status	Priority	Resolution Plan	Reporting Period Comments or Updates	Planned or Actual Resolution Date	Owner / Coordinator
Technology	Current business system is manual input, is and will continue to be a workflow issue.	Open	High - Impacts the ability of the agency to meet deadlines or milestones	currently evaluation existing systems in other agencies, hope to be able to secure one with minimal configuration needs.	System has been selected and is currently undergoing customization	12/31/23	
People	staffing level limitations result in difficulties in meeting Palm activity deadlines.	Open	High - Impacts the ability of the agency to meet deadlines or milestones	requested Palm funding to secure a dedicated OPS position for Palm readiness activities. Request supposedly submitted but not privy to when submission occurred.	Only \$40,000 secured. Does not provide sufficient funding to begin to address needs. Delays will result in	12/01/23	Glenn Elmer
People	Staff limitations still exist	Open	High - Impacts the ability of the agency to meet deadlines or milestones	Continue to identify options. Solution has not been identified.	Issue remains	07/01/24	

DOEA Assumptions

Critical Operational Elements	Assumption	Status	Date Logged or Removed	Impacted Stakeholder(s) and/or System(s)	Reporting Period Comments or Updates

DOEA Agency-Specific Readiness Activities

Critical Operational Elements	Activity Description	Date(s)	Impacted Stakeholder(s) and/or System(s)	Objective	Reporting Period Comments or Updates

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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DOEA Status Report Confirmation

Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
November - December 2023	Curtis Barker	elmere@elderaffairs.org	01/16/24
September - October 2023	Curtis Barker	elmere@elderaffairs.org	11/15/23
July - August 2023	Curtis Barker	elmere@elderaffairs.org	09/11/23