

Helpful Links

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

DOL Status Report Dashboard

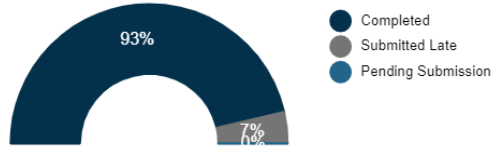
Reporting Period

November - December 2023

Agency Sponsor

Becky Ajhar

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 = 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	12/11/23	
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	
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	
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	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	12/14/23	
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 = 7
- Duplicate Filled Role = 5
- Vacant Role = 2



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 = 49

- Related Business Systems = 3
- Related Reports = 5
- Documentation Status:**
- Complete = 73 Partial = 0 Not Started = 0

Implementation:

- Role Mapping = TBD

Current-State:

Cataloged Business Systems = 7

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

Cataloged Interfaces = 30

- Inbound Interfaces = 28
- Outbound Interfaces = 2

Implementation:

Business Systems Planned for Integration = 6

- Segment I - Documentation Updates:**
- Complete = 1 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 5
- Segment II - Documentation Updates:**
- TBD
- Segment III - Documentation Updates:**
- TBD
- Segment IV - Documentation Updates:**
- TBD

Planned Interfaces = 5

- Inbound Interfaces = 0
- Outbound Interfaces = 4
- Spreadsheet Uploads = 1

Current-State:

Unique FLAIR Data Elements = 70

- Associated Unique Uses = 70**
- Continued Use - Yes = 29
- Continued Use - No = 0
- Associated Business Systems = 0**
- Cataloged Reports = 76**
- Criticality:**
- High = 0 Med = 0 Low = 0 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.

DOL 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	Dual reporting in two separate systems FLAIR and PALM GO-LIVE for the financial fiscal year	Open	6 (High/Medium)	Need to ensure clear understanding of cross-walking new and old chart of accounts structures. Maintaining the data integrity for financial reporting			Stella Bargas

DOL Issues

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

DOL 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	Florida PALM will design and be able to record DOL manual payments currently handled outside of FLAIR today. 30.5 Manage Payments 30.5.1 Record Manual Payments	Logged	12/11/23	Disbursements	FLAIR screenshots of recording retailer incentives for manual payments
People Processes Data	Florida PALM will provide final approved Chart of Accounts and Descriptions	Logged	01/08/24	Agency and ABS systems	

DOL 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	Palm task review meetings - Lottery team	10/30/23	Chris Rorison, Meghan Gregg, Stella Bargas, Debbie Martin, Cindie Mckenzie	Review new task objectives, sync on progress of ongoing tasks, discuss risks, issues, or concerns that have surfaced.	
People	Palm Advisory Council	10/18/23	Stella Bargas	Advisory Council meeting	
People Processes	Project Management Liason Forum	10/26/23	Stella Bargas	CCN forum for Project Management	
People Processes	Change Management and Training Liasion Forum	10/26/23	Stella Bargas, Cindie McKenzie	CCN forum for Change Management and Training	
People Processes	Palm task review meetings - Lottery team	11/13/23	Chris Rorison, Meghan Gregg, Stella Bargas, Debbie Martin, Cindie Mckenzie	Review new task objectives, sync on progress of ongoing tasks, discuss risks, issues, or concerns that have surfaced.	
People Processes	Palm task review meetings - Lottery team	11/27/23	Chris Rorison, Meghan Gregg, Stella Bargas, Debbie Martin, Cindie Mckenzie	Review new task objectives, sync on progress of ongoing tasks, discuss risks, issues, or concerns that have surfaced.	
People Processes	Segment II Financial Wave Business Process Models Review	12/05/23	Stella Bargas	Review model and flows: Disbursement Management and Asset Accounting & Management	
People Processes	Segment II Financial Wave Business Process Models Review	12/06/23	Stella Bargas	Review model and flows: Acct Mgmt & Financial Reporting/System Access & Controls	
People Processes	Segment II Financial Wave Business Process Models Review	12/07/23	Stella Bargas	Review model and flows: Accounts Receivables, Grants Management & Contracts Management	
People Processes	FL Palm Budget Allotment Discussion	12/08/23	Stella Bargas, Chris Rorison, Mary Ann Kelley	Palm Budget Team/DOL discussion on Budget Allotments	
People Processes	Palm task review meetings - Lottery team	12/11/23	Chris Rorison, Meghan Gregg, Stella Bargas, Debbie Martin, Cindie Mckenzie	Review new task objectives, sync on progress of ongoing tasks, discuss risks, issues, or concerns that have surfaced.	
People Processes	Palm task review meetings - Lottery team	01/08/24	Chris Rorison, Meghan Gregg, Stella Bargas, Debbie Martin, Melissa Ging, Cindie Mckenzie	Discuss Tasks 504, 505, 508. Review progress to complete task 509. Assess risks and issues, review existing risks, discuss implementation progress for Task 510	

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

DOL Status Report Confirmation

Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
November - December 2023	Rebecca Ajhar	ajharb@flalottery.com	01/14/24
September - October 2023	Rebecca Ajhar	ajharb@flalottery.com	11/09/23
July - August 2023	Rebecca Ajhar	ajharb@flalottery.com	09/08/23