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

DOR Status Report Dashboard
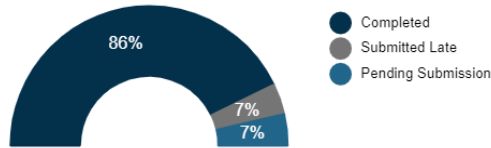
Readiness Workplan Tasks

86% **7%** **7%**

- ● Completed
- ● Submitted Late
- ● Pending Submission

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

Reporting Period

November - December 2023

Agency Sponsor

Clark Rogers

Readiness Workplan Tasks:

Total Tasks = 14

- Completed = 12
- Submitted Late = 1
- Pending Submission = 1

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	11/07/23	
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	12/08/23	
People	503	Create Workforce Readiness Plan	10/16/23	12/15/23	50% - In Progress		
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	11/09/23	
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	Processes	Technology	Data
The staff and stakeholders affected by your agency's transition to Florida PALM.	The sequence of procedures to accomplish a business objective.	The applications or tools used to process, track, or report on financial operations.	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 = 10
- Duplicate Filled Role = 6
- 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 = 222

- Related Business Systems = 8
- Related Reports = 43
- **Documentation Status:**
- Complete = 201 Partial = 4 Not Started = 17

Implementation:

- Role Mapping = TBD

Current-State:

Cataloged Business Systems = 32

- **Criticality:**
- High = 31 Med = 1 Low = 0 None = 0
- **Documentation Status:**
- Complete = 32 Partial = 0 Not Started = 0

Cataloged Interfaces = 30

- Inbound Interfaces = 17
- Outbound Interfaces = 13

Implementation:

Business Systems Planned for Integration = 26

- **Segment I - Documentation Updates:**
- Complete = 23 Updating = 1 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 = 15

- Inbound Interfaces = 4
- Outbound Interfaces = 7
- Spreadsheet Uploads = 4

Current-State:

Unique FLAIR Data Elements = 439

- **Associated Unique Uses = 838**
- Continued Use - Yes = 392
- Continued Use - No = 0
- **Associated Business Systems = 9**

Cataloged Reports = 205

- **Criticality:**
- High = 218 Med = 16 Low = 16 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.

DOR Risks

Critical Operational Elements	Risk Description	Status	Risk Rating	Mitigation/Response Strategy	Reporting Period Comments or Updates	Date of Status Change	Owner / Coordinator
People	Legislation enacted in the 2024 legislative session that creates new taxes or modifies existing taxes may impact GTA's ability to complete remediation to SUNTAX on 2024/2025 due to staff augmentation resources being involved in system modifications to implement new legislation.	Open	6 (High/Medium)	Request funding to contract for additional GTA staff augmentation resources in FY23/24, FY24/25 and FY25/26.	A budget amendment was submitted for staff augmentation resources for Florida PALM agency business system remediation. Additional staff augmentation resources may be needed for system modifications to implement new legislation. Funding was received for FY23/24.	11/02/23	Laura Dukes, Budget Officer; Lisa Morgan, GTA Budget Liaison
Processes Data	DOR collects and distributes funds to 16 other state agencies. We are going to request that they provide the business unit specific ChartField values needed to effect those collections and distributions within PALM. Due to individual agency readiness activities, data from one or more of those agencies may not be available and could result in DOR not being able to collect and distribute their funds to them.	Open	6 (High/Medium)	Coordinate with other agencies to gather, confirm and validate ChartField data.	Discussed with DOR's Readiness Coordinator and other Florida PALM porject staff during November 2023 Touchpoint meeting.	11/02/23	Steve Welch, GTA PMO
People	Natural Gas project #006277 for GTA has an implementation date of January 2026, same time as PALM financials wave implementation date, and could create a resource issue.	Open	4 (Medium/Mediu	Plan efficiently with the resources provided.	Continue monitoring risk. We plan to kick-off this project Fall 2024 to ensure we have sufficient time for all projects. Updated risk owner and backup.	11/02/23	Catherine Barber, GTA; Andrea Hunter, GTA, Backup Owner
People	The GTA E-services project may be conducted at the same time agency business system remediation is conducted.	Open	4 (Medium/Mediu	Plan efficiently with the resources provided. This project will begin in July 2024. Staff augmentation resources to support Florida PALM activities have been requested for FY24/25.	Continue monitoring risk.	10/17/23	David Potter, GTA - BTO
Processes Data	The current Payroll BPMs do not address the processing and payment of out-of-state payroll taxes. DOR processes out-of-state payroll taxes for nine states and two additional municipalities. If the Florida PALM Payroll BPMs do not address out-of-state payroll processing, the likelihood of withholding incorrect state income taxes from employees, making incorrect payments on their behalf and reporting state and local income tax withholding on employee W2 forms is increased.	Open	4 (Medium/Mediu	1) Request that out-of-state payroll tax processing be addressed in Florida PALM. 2) Ensure that adequate review procedures and monitoring take place if out-of-state payroll tax processing is not addressed in Florida PALM.	New risk; continue monitoring.	12/18/23	Jill Reynolds, EXE-OFM; Lucinda Harris (backup), EXE-OFM

DOR Issues

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

DOR Assumptions

Critical Operational Elements	Assumption	Status	Date Logged or Removed	Impacted Stakeholder(s) and/or System(s)	Reporting Period Comments or Updates
Data	The current PALM Chart of Accounts (COA) structure will not be changed.	Logged	07/01/23	All agency business systems	DOR will begin agency business system remediation in FY23/24.
People	Administered funds will be available for use in procuring staff augmentation resources for agency business system remediation.	Logged	07/13/23	All agency business systems	During July, DOR submitted a budget amendment requesting funds for staff augmentation to perform project management and IT consulting activities for agency business system remediation and pre-remediation evaluation activities. Funds were approved and released for FY23/24.
Processes	If out-of-state payroll taxes are not addressed in Florida PALM Payroll BPMs, the existing process of using miscellaneous deduction codes and external state's payroll tax websites to process out-of-state payroll taxes will be available.	Logged	12/18/23	Office of Financial Management/Office of Workforce Management	DOR realized the risk and assumption in review of the Payroll BPMs.
Processes Technology	People First will be successfully and timely remediated to support Florida PALM Payroll business processes, and FLAIR PYRL will be retired.	Logged	12/18/23	Office of Financial Management, Office of Workforce Management, People First, and FLAIR PYRL	DOR realized the risk and assumption in review of the Payroll BPMs.

DOR 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 Technology	Determine if organizational changes will be needed to transfer positions from the Office of Financial Management (OFM) to the Office of Workforce Management (OWM) to facilitate payroll processing in PALM. The current PALM Payroll BPMs have most of the payroll information being entered in People First and assumes the elimination of the PYRL system currently in FLAIR. Positions that support payroll activities in OFM may be needed in OWM due to the potential shift in workload.	12/22/23	Office of Financial Management, Office of Workforce Management, People First, FLAIR PYRL	Ensure that sufficient human resources are placed in the proper organizational unit to support payroll processing in Florida PALM.	New Assumption; discussions ongoing and dependent on final payroll processes.

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 *

DOR Status Report Confirmation

Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
November - December 2023	Clark Rogers	shannon.segers@floridarevenue.com	01/11/24
September - October 2023	Clark Rogers	shannon.segers@floridarevenue.com	11/09/23
July - August 2023	Clark Rogers	shannon.segers@floridarevenue.com	09/11/23

Submit

Submit