

### Helpful Links

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

# FDOT Status Report Dashboard

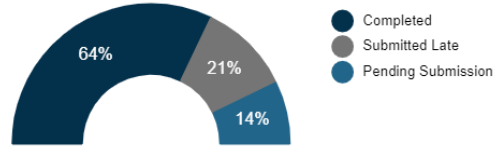
### Reporting Period

November - December 2023

### Agency Sponsor

Lisa Saliba

### 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 = 9
- Submitted Late = 3
- Pending Submission = 2

### 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	75% - Consolidating/Inputting Information for Submission		Looking to complete by 2/1/24
People	328	Document Current Agency Business Processes	07/31/23	12/15/23	100% - Completed in Requested Format	01/05/24	
N/A	500	Create Agency Specific Project Charter	10/02/23	12/15/23	100% - Completed in Requested Format	12/15/23	
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	12/13/23	
People	503	Create Workforce Readiness Plan	10/16/23	12/15/23	25% - Beginning Initial Internal Meetings and Information Gathering		Looking to complete by 2/15/24
Technology	504	Update Agency Business System Documentation for Segment I	10/30/23	01/12/24	50% - In Progress		Currently under review, looking to complete by 2/1/24.
Technology	505	Update Florida PALM Interface Inventory for Segment I	10/30/23	01/12/24	75% - Consolidating/Inputting Information for Submission		Selections made by 12/1 for 12/12 Touchpoint, second review for Segment I in progress. Looking to complete by 2/1/24.
N/A	506	Submit Bimonthly Agency Readiness Status Report	11/01/23	11/13/23	100% - Completed in Requested Format	11/28/23	
N/A	507	Manage Agency Specific Implementation Schedule, Risks and Issues	11/01/23	12/27/23	100% - Completed in Requested Format	01/05/24	Not yet started
N/A	509	Submit Bimonthly Agency Readiness Status Report	12/28/23	01/12/24	75% - Consolidating/Inputting Information for Submission		Being completed 1/12/24

### 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 = 27
- Duplicate Filled Role = 0
- 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 = 54**

- Related Business Systems = 36
- Related Reports = 43
- Documentation Status:**
- Complete = 13 Partial = 31 Not Started = 0

### Implementation:

- Role Mapping = TBD

### Current-State:

**Cataloged Business Systems = 310**

- Criticality:**
- High = 88 Med = 35 Low = 15 None = 7
- Documentation Status:**
- Complete = 19 Partial = 120 Not Started = 1

**Cataloged Interfaces = 119**

- Inbound Interfaces = 47
- Outbound Interfaces = 45

### Implementation:

**Business Systems Planned for Integration = 182**

- Segment I - Documentation Updates:**
- Complete = 1 Updating = 1 Evaluating = 0 Not Started = 10 Not Needed = 0
- Segment II - Documentation Updates:**
- TBD
- Segment III - Documentation Updates:**
- TBD
- Segment IV - Documentation Updates:**
- TBD

**Planned Interfaces = 14**

- Inbound Interfaces = 3
- Outbound Interfaces = 7
- Spreadsheet Uploads = 4

### Current-State:

**Unique FLAIR Data Elements = 92**

- Associated Unique Uses = 92**
- Continued Use - Yes = 18
- Continued Use - No = 1
- Associated Business Systems = 3**
- Cataloged Reports = 215**
- Criticality:**
- High = 87 Med = 72 Low = 33 None = 23

### 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.

### FDOT Risks

Critical Operational Elements	Risk Description	Status	Risk Rating	Mitigation/Response Strategy	Reporting Period Comments or Updates	Date of Status Change	Owner / Coordinator
Technology	Impacted asset inventory inconsistencies cause problems in planning remediation efforts.	Open	9 (High/High)	Mitigation	No comment this period	11/01/23	Brian Boyd
Data	The new "Account" CoA field will be replacing the GL and Object codes. FDOT needs the specifications for how to cross walk GL and object codes to account in PALM. Delay in this information delays our ability to remediate our systems.	Open	9 (High/High)	Mitigation	No comment this period	11/01/23	Brian Boyd
Processes	Major schedule changes in PALM solution would impact our remediation efforts.	Open	9 (High/High)	Mitigation	No comment this period	11/01/23	Brian Boyd
Processes	Delay or loss of planned funding for the program	Open	9 (High/High)	Acceptance	No comment this period	11/01/23	Brian Boyd
Technology	Timeliness of PALM Nightly Batch Files and Data Warehouse Updates	Open	9 (High/High)	Avoidance	No comment this period	11/01/23	Brian Boyd
Technology	PALM interfaces are not fully designed/documented, and currently defined interfaces are subject to change. FDOT is unable to accurately define impacts to our systems without complete specifications on the interfaces for supplier functionality, commitment control module, and project grants module.	Open	9 (High/High)	Mitigation	No comment this period	11/01/23	Brian Boyd
Technology	Vendor specifications are incomplete. FDOT TVI uses TIN and Seq # for vendors; Supplier is the new name for vendor and Traveler is new name for sub vendors. FDOT needs additional specifications on vendor functionality to determine TVI remediation requirements.	Open	9 (High/High)	Mitigation	No comment this period	11/01/23	Brian Boyd
Technology	MFMP revisions and impact on TVI is unknown. FDOT needs additional specifications on MFMP changed functionality to determine TVI remediation requirements.	Open	9 (High/High)	Mitigation	No comment this period	11/01/23	Brian Boyd
Processes	Delay of budget release on LBR funds preventing change orders for staff augmentation purchase orders.	Open	9 (High/High)	Acceptance	No comment this period	11/01/23	Brian Boyd
Processes	Scope changes in PALM solution	Open	9 (High/High)	Mitigation	No comment this period	11/01/23	Brian Boyd
Processes	Issues not resolved in a timely manner	Open	6 (High/Medium)	Mitigation	No comment this period	11/01/23	Brian Boyd
People	Limited qualified staff availability for requirements gathering, application remediation, remediation testing, and other critical activities	Open	6 (High/Medium)	Mitigation	No comment this period	11/01/23	Brian Boyd
Processes	Scope and schedule alignment of individual department remediation efforts with FPST.	Open	4 (Medium/Medium)	Mitigation	No comment this period	11/01/23	Brian Boyd
Processes	Inconsistent processes and standards across FDOT business units could impact efforts to perform remediation for PALM impacts	Open	4 (Medium/Medium)	Mitigation	No comment this period	11/01/23	Brian Boyd

### FDOT Issues

Critical Operational Elements	Issue Description	Status	Priority	Resolution Plan	Reporting Period Comments or Updates	Planned or Actual Resolution Date	Owner / Coordinator
Technology	The New 8.6 GEN COM Bridge and HIS windows server have been built. Efforts are underway to migrate to the Dev and Test environments for additional testing. Errors have been encountered and the Department is working through a resolution.	Open	High - Impacts the ability of the agency to meet deadlines or milestones	Continue efforts to finalize migration.		09/30/23	Brian Wilson

### FDOT Assumptions

Critical Operational Elements	Assumption	Status	Date Logged or Removed	Impacted Stakeholder(s) and/or System(s)	Reporting Period Comments or Updates
Processes	The Florida PALM Project implementation will replace current FLAIR functionality only and will not encompass the agency specific financial planning and analysis requirements of FDOT.	Logged	06/30/23	FDOT Florida PALM End Users FDOT Application Owners	Readiness Workplans will be provided by Florida PALM over the three years of the implementation process to provide guidance on the tasks and activities that are needed for the Financials and Payroll implementation waves.
Processes	The Readiness Workplan activities direct/guide the FPST Program work and tracks the progress of department specific tasks.	Logged	06/30/23	FDOT Florida PALM Agency Liaisons FPST Program Managers	Changes in the scope and/or schedule of RW activities impact the FPST Program activities.
Technology	The Florida PALM detail schedule specific to sequencing of design activities for PeopleSoft module functionality and interface designs will be available in July 2023.	Logged	06/30/23	FDOT Florida PALM Agency Liaisons FPST Program Managers	As of 1/1/24, we are still waiting for a detailed schedule. The recently provided Agency Implementation Roadmap and updates to the Readiness Workplan lack the necessary detail.
Processes	FPST work efforts meeting the FDOT guidelines for project classification will be managed as projects and follow the established project management standards mandated by 60GG-1, F.A.C.	Logged	06/30/23	FDOT Florida PALM Agency Liaisons FPST Program Managers FDOT Application Services Section Managers	No comment this period
Processes	FPST work efforts classified as operations and maintenance (O&M) will follow the established standards for O&M activities.	Logged	06/30/23	FDOT Florida PALM Agency Liaisons FPST Program Managers FDOT Application Services Section Managers	No comment this period
People	Adequate staffing, equipment, software, and hardware are primary drivers of the department's FPST Program activities.	Logged	06/30/23	Executive FPST Program Sponsors Chief Information Officer	No comment this period
Processes	Sufficient recurring Legislative Budget Request (LBR) funding will be released to complete FPST efforts.	Logged	06/30/23	Executive FPST Program Sponsors FDOT Florida PALM Agency Liaisons FPST Program Managers	Funding received December, 2023
People	Due to the overallocation of FDOT key subject-matter resources, hiring consultants and other resources to augment the FPST Program is essential for the department's continuity of operations and successful transition to the Florida PALM solution.	Logged	06/30/23	Executive FPST Program Sponsors	No comment this period
Processes	Additional appropriation is required to successfully complete required remediation efforts to align with the Florida PALM January 2026 implementation date for the Financial and Payroll Waves.	Logged	06/30/23	Executive FPST Program Sponsors FDOT Florida PALM Agency Liaisons	No comment this period

					FPST Program Managers	
Processes	FDOT has extensive dependencies on Solution Design deliverables from the Florida PALM Project.	Logged	06/30/23	FDOT Florida PALM Agency Liaisons FPST Program Managers	The current Florida PALM schedule has several to-be-determined schedule placeholders. FDOT needs schedule detail specific to the Florida PALM solution modules to accurately map dependencies and activities for remediation efforts.	
Processes	Staff resources are assigned to multiple workstreams and may have limited availability for FPST activities. Scheduling and resourcing for the FPST Program must take into consideration the department's annual operational schedule to minimize interference with development and delivery of the Work Program and required activities for the state and federal fiscal year-end closings.	Logged	06/30/23	Executive FPST Program Sponsors	No comment this period	
Technology	Expansion Options being replaced by Speed Keys will require interface and design guidance with adequate availability for review and integration.	Logged	11/01/23	FDOT Florida PALM Agency Liaisons FPST Program Managers	No comment this period	

### FDOT 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	RW Task 505: Update Florida PALM Interface Inventory for Segment I	01/12/24	FDOT Florida PALM System Transition Team	Review Segment I resources; identify and document interface needs for Florida PALM implementation.	In Progress - Looking to complete by 2/1/24
People Processes Data	Florida PALM Segment II Design Workshop: Disbursements Management Meeting	01/10/24	FDOT Florida PALM System Transition Team, Subject Matter Experts, Florida PALM End Users	Review PALM designs for Disbursements Management.	
People Processes Data	Florida PALM Segment II Design Workshop: Asset Accounting and Management Meeting	01/11/24	FDOT Florida PALM System Transition Team, Subject Matter Experts, Florida PALM End Users	Review PALM designs for 40.1 Acquire and Set Up Assets and 40.3 Set Up and Maintain Asset Controls	
People Processes Data	Florida PALM Segment II Design Workshop: Disbursements Management Meeting	01/12/24	FDOT Florida PALM System Transition Team, Subject Matter Experts, Florida PALM End Users	Review PALM designs for Disbursements -30.2 Establish and Maintain Encumbrances	
People Processes Technology Data	Technology Transformation Weekly Status Review Meetings	11/02/23	FDOT Florida PALM System Transition Team	Weekly, half-hour sessions to review Transformation status report for the PALM remediation support effort.	
People Processes Technology Data	Internal Florida PALM Readiness Workplan Task Workgroup Meeting	11/16/23	FDOT Florida PALM System Transition Team	Discuss and assign readiness workplan tasks for PALM.	
People Processes Technology Data	Internal FDOT PALM Touchpoint Agenda Review Meeting	11/28/23	FDOT Florida PALM System Transition Team	Review the agenda and discuss what changes the team would like to make prior to meeting with PALM.	
People Processes Technology Data	FDOT Internal PALM Interface Inventory for Segment I	11/30/23	FDOT Florida PALM System Transition Team, Subject Matter Experts, Florida PALM End Users	A meeting to review the information PALM requested for interface inventories and complete RW task 501.	
People Processes Technology Data	FDOT Internal Readiness Task 501 and 503 - Implementation Schedule and Workforce Readiness Plan Meeting	11/30/23	FDOT Florida PALM System Transition Team, Subject Matter Experts, Florida PALM End Users	A meeting to discuss and review the RW task 501 and 503 deliverables and confirm the FPST transition team is in agreement.	
People Processes Technology Data	FL PALM Segment II - Financials Wave Business Process Models - Disbursements Management Meetings, Asset and Accounting	12/05/23	FDOT Florida PALM System Transition Team, Subject Matter Experts, Florida PALM End Users	Review PALM designs for 30.2 Establish and Maintain Encumbrances 30.4 Process Payments 30.5 Manage Payments, 40.1 Acquire and Set Up Assets 40.3 Set Up and Maintain Asset Controls	
People Processes Technology Data	FL PALM Segment II - Financials Wave Business Process Models - Account Management and Financial Reporting, System Access and Controls Meeting	12/06/23	FDOT Florida PALM System Transition Team, Subject Matter Experts, Florida PALM End Users	Review PALM designs for 10.2 Enter and Process Journals 120.1 Interface Error Handling Process	
People Processes Technology Data	FL PALM Segment II - Financials Wave Business Process Models - Accounts Receivables Meeting	12/07/23	FDOT Florida PALM System Transition Team, Subject Matter Experts, Florida PALM End Users	Review PALM designs for 60.2 Deposit and Apply Receipts	
People Processes Technology Data	FL PALM Segment II - Financials Wave Business Process Models - Grants Management, Contracts Management Meeting	12/07/23	FDOT Florida PALM System Transition Team, Subject Matter Experts, Florida PALM End Users	Review PALM Designs for 90.2 Create and Maintain Grants 90.3 Create and Maintain Contracts.	
People Processes Technology Data	OIT Efforts for RW tasks 500 and 502	12/07/23	FDOT Florida PALM System Transition Team, Subject Matter Experts, Florida PALM End Users	Efforts to complete the Florida PALM RW Tasks 500 and 502.	
People Processes Technology Data	FDOT Internal Florida PALM Workplan Readiness Task Update Meeting	12/07/23	FDOT Florida PALM System Transition Team, Subject Matter Experts, Florida PALM End Users	A meeting with OOC and OIT to discuss and review together the work efforts completed for RW Tasks 500 and 502.	
People Processes Technology Data	FDOT Change Champion Network Meeting	01/03/24	FDOT Florida PALM System Transition Team, Subject Matter Experts, Florida PALM End Users	A meeting with Change Champion networkers to discuss I. Welcome – Review CCN Roles and Purpose II. Review PALM Project Timeline a. Program Planning and Approach i. System Design b. Remediation Approach i. Status Tracking Dashboard c. Training d. End User Testing e. Go-Live Plan f. Post Go-Live Support III. Program Communication Plan IV. Change Management Plan a. Central Office b. Districts and Turnpike V. Future Quarterly Meetings	
People Processes Technology Data	Resource Planning and Statement of Work (SOW) drafting for hiring resources for FPST.	01/05/24	FDOT Florida PALM System Transition Team	Resource Planning and Statement of Work (SOW) drafting for hiring resources for FPST.	
People Technology Data	FDOT Internal Server Discussion Meeting	12/06/23	FDOT Florida PALM System Transition Team, Subject Matter Experts, Florida PALM End Users	A meeting to discuss the server needs for OIT, OOC, & OWP for the Florida PALM project.	
People Technology Data	FDOT Internal PALM Resource Planning and Budget Meeting	12/21/23	FDOT Florida PALM System Transition Team	A meeting with OOC and OIT to discuss 1) OIT Operating Expenses to be reimbursed by Florida PALM Funding 2) Outstanding Funds Availability 3) Project Resource Needs for the remainder of FY23/24 4) Infrastructure needs and availability timeline	

				a. Unit Testing for CFM, RPS, and other .NET Apps b. Systems Testing for Mainframe and .Net Applications Revisions to spend plan for FPST	
Processes Technology Data	GEN FL PALM Remediation Check In Meeting with Vendor	11/07/23	FDOT Florida PALM System Transition Team, Florida PALM End Users	GEN Code remediation sizing and approach meeting.	
Processes Technology Data	FDOT Interfaces Mapping Session Meeting with vendor	11/17/23	FDOT Florida PALM System Transition Team, Florida PALM End Users	Discuss mapping of interfaces and how we will document them via user stories.	
Processes Technology Data	Deployment Test Environments for PALM Meeting with vendor	11/21/23	FDOT Florida PALM System Transition Team	review test environments for FL PALM, current state, and path forward.	
Processes Technology Data	FDOT OIT Application Services System Remediation Check in Meetings	11/28/23	FDOT Florida PALM System Transition Team, Florida PALM End Users	Bi-weekly project team meeting to track the Chart of Account remediation efforts against the schedule and discuss any blockers.	11/28, 12/12,
Processes Technology Data	FDOT FL PALM Testing Sync Meeting with vendor.	12/05/23	FDOT Florida PALM System Transition Team, Subject Matter Experts, Florida PALM End Users	Follow up meeting to discuss the PALM Testing environments approach.	
Processes Technology Data	FDOT FL PALM Testing sync with vendor.	12/07/23	FDOT Florida PALM System Transition Team, Subject Matter Experts, Florida PALM End Users	Continue to discussions for the server needs for the Florida PALM remediation and readiness efforts.	
Processes Technology Data	FDOT Interfaces Check In Meeting with vendor.	12/12/23	FDOT Florida PALM System Transition Team, Subject Matter Experts, Florida PALM End Users	Continue discussion on interface remediation efforts for OOC and OIT.	
Technology Data	RW Task 504: Update Agency Business System Documentation for Segment I	01/12/24	FDOT Florida PALM System Transition Team	Update Agency Business System Documentation for Segment I	In Progress - Looking to complete by 2/1/24
People	Monthly FDOT/Florida PALM Readiness Touchpoint Meetings	11/29/23	FDOT Florida PALM System Transition Team	Review and discuss Florida PALM implementation activities	Meetings:
People	Internal FPST FY 23/24 Resource Plan Meeting	11/15/23	FDOT Florida PALM System Transition Team	Discuss project needs and resources available to complete the efforts.	
People	FDOT Internal FY 24/25 Spend Plan Meeting	12/18/23	FDOT Florida PALM System Transition Team	A meeting with OOC, OWPB, and OIT to discuss resource needs and planning funds.	
People Processes	RW Task 502: Create Agency Specific Risks and Issues Management Plan	12/13/23	FDOT Florida PALM System Transition Team	Create or update a plan to identify and manage agency specific risks and issues for Florida PALM implementation.	Completed
People Processes	PALM Agency Communication Plan Meeting	11/16/23	FDOT Florida PALM System Transition Team, Subject Matter Experts, Florida PALM End Users	Discuss how to keep districts and other agency departments involved in the PALM project.	
People Processes	FDOT Internal RW 502: Risk and Issue Management Guide Review Meeting	11/29/23	FDOT Florida PALM System Transition Team, Florida PALM End Users	A meeting to review the risk and issue management guide together and make updates, give feedback before uploading to Smartsheet for PALM.	
People Processes	RAID Log Consolidation	01/09/24	FDOT Florida PALM System Transition Team		
People Processes	RW Task 510 and Resource planning and SOW Planning Internal OIT Meeting	01/08/24	FDOT Florida PALM System Transition Team	Meeting in support of completing RW Task 510.	
People Processes	RW Task 501: Create Agency Specific Implementation Schedule	12/15/23	FDOT Florida PALM System Transition Team	Develop an implementation schedule that includes agency-specific tasks to successfully implement Florida PALM.	Completed
People Processes	RW Task 503: Create Workforce Readiness Plan	12/15/23	FDOT Florida PALM System Transition Team	Create a plan to identify and engage impacted stakeholders within your agency workforce including a communication strategy, knowledge transfer needs, and workforce attrition planning.	In Progress - Looking to complete by 2/15/24
People Processes	RW Task 507: Manage Agency Specific Implementation Schedule, Risks, & Issues	12/27/23	FDOT Florida PALM System Transition Team	Actively manage your agency's project activities including iterative updates to agency-specific project schedule and manage agency-unique risks and issues	Completed - Being managed regularly in standing meetings.
People Processes Technology	Set up bi-weekly meeting series for Florida PALM RW Tasks Update.	01/05/24	FDOT Florida PALM System Transition Team	Bi-weekly meeting with OOC and OIT program and project managers to assign and review efforts for RW task completion.	
People Technology	Adjustments to FDOT Resource Plans In Service Now and Resource Planning	12/15/23	FDOT Florida PALM System Transition Team	Revise resource plans and planning for resource needs.	
Processes	RW Task 500: Create Agency Specific Project Charter	12/15/23	FDOT Florida PALM System Transition Team	Collaborate with your Change Champion Network, Agency Sponsor, and key stakeholders to draft or update a project charter.	Completed
Processes	RW Task 506: Submit Bimonthly Agency Readiness Status Report	11/09/23	FDOT Florida PALM System Transition Team	Confirm with Sponsor and submit bimonthly status report to Florida PALM on the activities and ongoing work within FDOT.	Completed
Processes	Biweekly FPST Internal Workgroup Meetings	01/10/24	FDOT Florida PALM System Transition Team	These bi-weekly workgroups are to discuss, deep-dive, and document all efforts/tasks related to PALM readiness.	Met biweekly
Processes	RW Task 509: Submit Bimonthly Agency Readiness Status Report	01/12/24	FDOT Florida PALM System Transition Team	Confirm with Sponsor and submit bimonthly status report to Florida PALM on the activities and ongoing work within FDOT.	In progress.

### 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

### FDOT Status Report Confirmation

Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
November - December 2023	Lisa Saliba	lisa.saliba@dot.state.fl.us	01/12/24
September - October 2023	Lisa Saliba	lisa.saliba@dot.state.fl.us	11/12/23
July - August 2023	Lisa Saliba	lisa.saliba@dot.state.fl.us	09/07/23