COM Status Report Dashboard

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

Reporting Period

November - December 2024

Agency Sponsor

Tisha Womack

CCN Composition	RW Task Completeness	RW Task Timeliness	Project-led Meeting Participation
The Change Champion Network dial reflects the completeness of your CCN makeup.	The Readiness Workplan Tasks Completeness dial reflects the completeness of your agency's submission of RW tasks, starting with RW Task 512.	The Readiness Workplan Tasks Timeliness dial reflect the timeliness of your agency's submission of all RW tasks to date.	The Participation dial reflects your agency's attendance at Project-led meetings during the current reporting period.

Change Champion Network:
- Unique Filled Role = 16
- Duplicate Filled Role = 0
- Vacant Role = 0

RW Task Completeness:

Score = 96.79%
- Submitted Complete = 49
- Submitted Incomplete = 0
- Completed After Submission = 7

RW Task Timeliness:

Score = 96.02%
- Submitted On Time = 69
- Submitted Late = 14
- Pending Submission = 0

Meeting Participation:
- Meetings Attended = 6
- Meetings Missed = 0

The dials above 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.

RW Tasks - Completed or Open Items

Project Impact	Critical Operational Element	Task ID	Task Name	Task Planned Start Date	Task Planned End Date	Agency Reported Task Progress	Agency Submission Date	Status Comment	Project Verification of Completion	Agency Corrected Submission Date
N/A	Technology	547	Remediate Agency Business Systems based on Segment III	07/22/24	12/13/24	100% - Submitted	12/17/24		Submission Complete	
Direct	Data	555-A	Complete Data Cleansing Based on Mock Conversion 1 - Projects (PCC001)	10/07/24	11/22/24	100% - Submitted	12/04/24		Submission Complete	
N/A	Technology	561	Remediate Agency Business Systems based on Segment IV	10/21/24	03/14/25	25% - Beginning Initial Internal Meetings and Information Gathering				
Direct	Data	555-B	Complete Data Cleansing Based on Mock Conversion 1 (CTC001, GMC001, and PCC002)	10/28/24	11/22/24	100% - Submitted	12/04/24		Submission Complete	
N/A	N/A	562	Submit Bimonthly Agency Readiness Status Report	11/01/24	11/12/24	100% - Submitted	11/11/24		Submission Complete	
N/A	N/A	563	Manage Agency Specific Implementation Schedule, Risks and Issues	11/01/24	12/27/24	100% - Submitted	12/30/24		Submission Complete	
Direct	Data	555-C	Complete Data Cleansing Based on Mock Conversion 1 (AMC001 and POC001)	11/08/24	12/06/24	100% - Submitted	12/06/24		Submission Complete	
Direct	Technology	557	Confirm Interface Inventory for Cycle 2 Interface Testing	11/18/24	12/13/24	100% - Submitted	12/17/24		Submission Complete	
N/A	Technology	558	Update Agency Business System Documentation	11/18/24	01/10/25	50% - In Progress				
Direct	Data	567-A	Share, Review, and Update Configuration Workbooks	11/18/24	12/13/24	100% - Submitted	12/13/24		Submission Complete	
Direct	Data	567-B	Share, Review, and Update Configuration Workbooks	11/18/24	12/13/24	100% - Submitted	12/16/24		Submission Complete	
Direct	Data	567-C	Share, Review, and Update Configuration Workbooks	11/18/24	12/13/24	100% - Submitted	12/13/24		Submission Complete	
Direct	Data	567-D	Share, Review, and Update Configuration Workbooks	11/18/24	12/13/24	100% - Submitted	12/13/24		Submission Complete	
Direct	Data	567-E	Share, Review, and Update Configuration Workbooks	11/18/24	12/13/24	100% - Submitted	12/13/24		Submission Complete	
Direct	Data	567-G	Share, Review, and Update Configuration Workbooks	11/18/24	12/13/24	100% - Submitted	12/16/24		Submission Complete	
Direct	Data	567-H	Share, Review, and Update Configuration Workbooks	11/18/24	12/13/24	100% - Submitted	12/16/24		Submission Complete	
Direct	Data	567-I	Share, Review, and Update Configuration Workbooks	11/18/24	12/13/24	100% - Submitted	12/13/24		Submission Complete	
Indirect	People	536-C	Create Agency Specific User Acceptance Testing Plan	12/09/24	01/31/25	50% - In Progress				
N/A	Processes	560	Submit Change Analysis Tool	12/09/24	01/31/25	25% - Beginning Initial Internal Meetings and Information Gathering				
Indirect	People	564	Update Future Florida PALM Users	12/09/24	01/10/25	50% - In Progress				
N/A	People	568	Create Training Plan for Agency Managed End User Training	12/09/24	03/28/25	25% - Beginning Initial Internal Meetings and Information Gathering				
Direct	Data	567-J	Share, Review, and Update Configuration Workbooks	12/18/24	01/17/25	50% - In Progress				
Direct	Data	567-K	Share, Review, and Update Configuration Workbooks	12/18/24	01/17/25	50% - In Progress				
Direct	Data	567-P	Share, Review, and Update Configuration Workbooks	12/18/24	01/17/25	50% - In Progress				
Direct	Data	658-A	Submit Data Field Mapping	12/18/24	01/31/25	50% - In Progress				
Direct	Data	658-B	Submit Data Field Mapping	12/18/24	01/31/25	50% - In Progress				
N/A	N/A	569	Submit Bimonthly Agency Readiness Status Report	12/30/24	01/10/25	100% - Submitted	01/07/25			
N/A	N/A	570	Manage Agency Specific Implementation Schedule, Risks and Issues	12/30/24	02/28/25	25% - Beginning Initial Internal Meetings and Information Gathering				

Direct	Data	**658-C**	Submit Data Field Mapping	01/06/25	01/31/25	50% - In Progress					
Indirect	Technology	**576**	Complete Internal Agency Business System Test and Remediation to prepare for Cycle 2 - Technical Interface Testing	01/06/25	03/28/25	25% - Beginning Initial Internal Meetings and Information Gathering					

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.

People

<u>Implementation:</u>

Planned Florida PALM End Users = 43

• Business Process Groupings = 12/13

Identified Subject Matter Experts = 22

Processes

<u>Implementation:</u>

Impacted Agency Business Processes = 103

• Related Business Process Groupings = 9/13

• Planned Spreadsheet Uploads = 10

Technology

<u>Implementation:</u>

Business Systems Planned for Integration = 22

Planned Interfaces = 10

- Inbound Interfaces = 1

- Outbound Interfaces = 9

Data

<u>Implementation:</u>

Configuration

• **Commitment Control (KK)**

- Budget Allotments - Control Option = Option # 3 - Track without Budget

- Account ChartField Tier Selection = Account Tier #1: Highest

- Organization ChartField Translation Tree Selection = Translation Tree #2: Agency-Defined Tree

• **Org Security Rule = Agency Defined**

• **Optional ChartFields**

- OA1 = To Be Configured

- OA2 = Not To Be Configured

- PC Category = To Be Configured

- PC Subcategory = To Be Configured

- PC Source Type = Not To Be Configured

Conversion

• **Optional Conversions**

- Accounts Receivable = Not Needed

- Assets = Needed

- Contracts = Needed

- Customers = Not Needed

- Encumbrances = Needed

- Grants = Needed

- Projects = Not Needed

- Projects Balances = Not Needed

Agency Reported

The Risks, Issues, and Assumptions tables below display only items that were marked confirmed and were opened/logged, closed/resolved or active during the reporting period.

COM Risks

Critical Operational Elements	Risk Description	Status	Risk Rating	Mitigation/Response Strategy	Reporting Period Comments or Updates	Date of Status Change	Owner / Coordinator
People Processes Technology Data	Lack of support for Life-to-Date Accounting and Reporting	Open	9 (High/High)	Create internal life-to-date reporting system	Commerce needs LTD balances for federal grant reporting, which is a predominant portion of funding for this department. PALM will make available a Project Costing module that has some type of LTD capability but details are not known to agencies at this time. Contingency plans have been identified and Commerce is currently working to determine best response if Project Costing module will not provide needed support. UPDATE as of 6/5/2024: Risk reviewed by CCN. Risk remains in place until Commerce has more information on how PALM will handle or is able to assist in LTD reporting. UPDATE AS OF 8/26/2024: Commerce will not be using PALM Project Costing module to address LTD needs. Risk remains as is.	06/05/24	Caroline (Tisha) Womack / Dean Modling / Ken Heim
People Processes	If there is no documentation tracking process in place, then documentation updates may be missed, causing delays, inconsistencies, or errors in project deliverables.	Open	9 (High/High)	Develop documentation tracking process tool, schedule meetings with supervisors and determine a centralized location for BPs. We will then develop a matrix to cross check and verify all BPs listing in the tracking tool are in the centralized location. Supervisors will provide any missing information or correct incorrect information.	UPDATE as of 12/12/2024: Meeting was held with risk team to discuss moving the BP to SharePoint and prioritization of business processes based on	12/12/24	Gabi Jerome

Critical Operational Elements	Issue Description	Status	Priority	Resolution Plan	Reporting Period Comments or Updates	Planned or Actual Resolution Date	Owner / Coordinator
					project impact.		
People Processes Technology Data	If there is no common understanding of the PALM project goals, then there could be misalignment among team members, leading to potential misunderstandings, inconsistent priorities, and inefficiencies in project task execution.	Open	6 (Medium/High)	Provide project update communications to team or team members associated with the areas of impact via email, Teams channels, Teams chat, face-to-face and/or virtual meetings. Also provide opportunities to participate in workshops and CoLab sessions provided by PALM. We will also provide and share information to team members with office/agency social gatherings approved by management in approved locations/areas.	UPDATE as of 12/12/2024: PALM knowledge center pamphlet with QR codes will be made available on 12/20/2024 during office event.	12/12/24	Tulani Honablew Gabi Jerome

COM Issues

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

COM Assumptions

Critical Operational Elements	Assumption	Status	Date Logged or Removed	Impacted Stakeholder(s) and/or System(s)	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 ***

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COM Status Report Confirmation

Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
November - December 2024	Tisha Womack	caroline.womack@commerce.fl.gov	01/07/25
September - October 2024	Tisha Womack	caroline.womack@commerce.fl.gov	12/26/24
September - October 2024	Tisha Womack	caroline.womack@commerce.fl.gov	11/11/24
July - August 2024	Tisha Womack	caroline.womack@commerce.fl.gov	09/09/24
July - August 2024	Tisha Womack	caroline.womack@commerce.fl.gov	08/26/24
May - June 2024	Tisha Womack	caroline.womack@commerce.fl.gov	07/08/24
March - April 2024	Tisha Womack	caroline.womack@commerce.fl.gov	05/11/24
January - February 2024	Caroline (Tisha) Womack	tulani.honablew@commerce.fl.gov	03/08/24