

Helpful Links

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- Readiness Workplan

DACS Status Report Dashboard

Reporting Period

November - December 2024

Agency Sponsor

Alan Edwards

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

CCN Composition



The Change Champion Network dial reflects the completeness of your CCN makeup.

Change Champion Network:

- Unique Filled Role = 16
- Duplicate Filled Role = 0
- Vacant Role = 0

RW Task Completeness



The Readiness Workplan Tasks Completeness dial reflects the completeness of your agency's submission of RW tasks, starting with RW Task 512.

RW Task Completeness:

Score = 99.48%

- Submitted Complete = 55
- Submitted Incomplete = 0
- Completed After Submission = 3

RW Task Timeliness



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

RW Task Timeliness:

Score = 97.09%

- Submitted On Time = 80
- Submitted Late = 0
- Pending Submission = 3

Project-led Meeting Participation



The Participation dial reflects your agency's attendance at Project-led meetings during the current reporting period.

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	519	Remediate Agency Business Systems based on Segment I	01/29/24	06/28/24	75% - Consolidating/Inputting Information for Submission		01/06/2025 - Remediation efforts for Segment I - IV designs continue to progress and move toward completion in order to align with the Florida PALM Project's timeline to participate in future testing activities (March 2025). 12/13/2024 - Remediation efforts for Segment I - IV designs are in progress. We continue to monitor this task for completion in order to align with the Florida PALM Project's timeline to participate in future testing activities (March 2025). 11/01/2024 - Remediation efforts for Segment I - IV designs are in progress. We continue to monitor this task for completion in order to align with the Florida PALM Project's timeline to participate in future testing activities. 10/02/2024 - Remediation efforts for Segment I - IV designs are in progress. We continue to monitor this task for completion in order to align with the Florida PALM Project's timeline to participate in future testing activities. 09/01/2024 - Remediation efforts for Segment I (and all segment) designs are in progress. We continue to monitor this task for completion in order to align with the Florida PALM Project's timeline to participate in future testing activities. 08/02/24 - Remediation efforts for Segment I designs are still in progress. We continue to monitor this task for completion in order to align with the Florida PALM Project's timeline to participate in future testing activities. 06/28/24 - Our agency is actively working on ABS remediation based on Segment I designs, ensuring alignment with our own agency specific project management approach. The FDACS remediation approach is to complete all required changes for each application function following our internal project schedule, that cannot be defined by segment design timing. Agency remediation efforts are ongoing and will continue in order to meet the overall Florida PALM Project's timeline for remediation completion to participate in future testing activities. We will continue to monitor our progress and provide status updates to the Florida PALM project through our Readiness Coordinator and as part of our Agency Status Reporting.		
N/A	Technology	531	Remediate Agency Business Systems based on Segment II	04/29/24	10/04/24	75% - Consolidating/Inputting Information for Submission		01/06/2025 - Remediation efforts for Segment I - IV designs continue to progress and move toward completion in order to align with the Florida PALM Project's timeline to participate in future testing activities (March 2025). 12/13/2024 - Remediation efforts for Segment I - IV designs are in progress. We continue to monitor this task for completion in order to align with the Florida PALM Project's		

								<p>timeline to participate in future testing activities (March 2025). 11/01/2024 - Remediation efforts for Segment I - IV designs are in progress. We continue to monitor this task for completion in order to align with the Florida PALM Project's timeline to participate in future testing activities. 10/02/2024: Our agency is actively working on ABS remediation based on Segment I - IV designs, ensuring alignment with our own agency specific project management approach. The FDACS remediation approach is to complete all required changes for each application function following our internal project schedule, that could not be defined by segment design timing. Agency remediation efforts are ongoing and will continue in order to meet the overall Florida PALM Project's timeline for remediation completion to participate in future testing activities. We will continue to monitor our progress and provide status updates to the Florida PALM project through our Readiness Coordinator and as part of our Agency Status Reporting.</p>		
N/A	Technology	547	Remediate Agency Business Systems based on Segment III	07/22/24	12/13/24	75% - Consolidating/Inputting Information for Submission		<p>01/06/2025 - Remediation efforts for Segment I - IV designs continue to progress and move toward completion in order to align with the Florida PALM Project's timeline to participate in future testing activities (March 2025). 12/13/2024 - Our agency is actively working on ABS remediation based on Segment I - IV designs, ensuring alignment with our own agency specific project management approach. The FDACS remediation approach is to complete all required changes for each application function following our internal project schedule, that could not be defined by segment design timing. Agency remediation efforts are ongoing and will continue in order to meet the overall Florida PALM Project's timeline for remediation completion to participate in future testing activities (March 2025). We will continue to monitor our progress and provide status updates to the Florida PALM project through our Readiness Coordinator and as part of our Agency Status Reporting.</p>		
Direct	Data	555-A	Complete Data Cleansing Based on Mock Conversion 1 - Projects (PCC001)	10/07/24	11/22/24	100% - Submitted	11/19/24	Also includes Data Cleansing for ARC001	Submission Complete	
N/A	Technology	561	Remediate Agency Business Systems based on Segment IV	10/21/24	03/14/25	50% - In Progress				
Direct	Data	555-B	Complete Data Cleansing Based on Mock Conversion 1 (CTC001, GMC001, and PCC002)	10/28/24	11/22/24	100% - Submitted	11/22/24		Submission Complete	
N/A	N/A	562	Submit Bimonthly Agency Readiness Status Report	11/01/24	11/12/24	100% - Submitted	11/05/24		Submission Complete	
N/A	N/A	563	Manage Agency Specific Implementation Schedule, Risks and Issues	11/01/24	12/27/24	100% - Submitted	12/19/24		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	11/22/24	Also includes data cleansing for ARC002	Submission Complete	
Direct	Technology	557	Confirm Interface Inventory for Cycle 2 Interface Testing	11/18/24	12/13/24	100% - Submitted	12/13/24		Submission Complete	
N/A	Technology	558	Update Agency Business System Documentation	11/18/24	01/10/25	100% - Submitted	01/10/25		Submission Complete	
Direct	Data	567-A	Share, Review, and Update Configuration Workbooks	11/18/24	12/13/24	100% - Submitted	12/12/24		Submission Complete	
Direct	Data	567-B	Share, Review, and Update Configuration Workbooks	11/18/24	12/13/24	100% - Submitted	12/12/24		Submission Complete	12/19/24
Direct	Data	567-C	Share, Review, and Update Configuration Workbooks	11/18/24	12/13/24	100% - Submitted	12/06/24		Submission Complete	
Direct	Data	567-D	Share, Review, and Update Configuration Workbooks	11/18/24	12/13/24	100% - Submitted	12/06/24		Submission Complete	
Direct	Data	567-E	Share, Review, and Update Configuration Workbooks	11/18/24	12/13/24	100% - Submitted	12/06/24		Submission Complete	
Direct	Data	567-G	Share, Review, and Update Configuration Workbooks	11/18/24	12/13/24	100% - Submitted	11/22/24		Submission Complete	
Direct	Data	567-H	Share, Review, and Update Configuration Workbooks	11/18/24	12/13/24	100% - Submitted	12/06/24		Submission Complete	
Direct	Data	567-I	Share, Review, and Update Configuration Workbooks	11/18/24	12/13/24	100% - Submitted	12/06/24		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	50% - In Progress				
Indirect	People	564	Update Future Florida PALM Users	12/09/24	01/10/25	100% - Submitted	01/09/25		Submission Complete	
N/A	People	568	Create Training Plan for Agency Managed End User Training	12/09/24	03/28/25	50% - In Progress				
Direct	Data	567-J	Share, Review, and Update Configuration Workbooks	12/18/24	01/17/25	100% - Submitted	01/09/25		Submission Complete	
Direct	Data	567-K	Share, Review, and Update Configuration Workbooks	12/18/24	01/17/25	100% - Submitted	01/09/25		Submission Complete	
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	25% - Beginning Initial Internal Meetings and Information Gathering				
Direct	Data	658-B	Submit Data Field Mapping	12/18/24	01/31/25	25% - Beginning Initial Internal Meetings and Information Gathering				

N/A	N/A	569	Submit Bimonthly Agency Readiness Status Report	12/30/24	01/10/25	100% - Submitted	01/09/25	Primary Sponsor unavailable to confirm and submit.	Submission Complete	01/10/25
N/A	N/A	570	Manage Agency Specific Implementation Schedule, Risks and Issues	12/30/24	02/28/25	50% - In Progress				
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	50% - In Progress				

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.
<p>Implementation:</p> <p>Planned Florida PALM End Users = 68</p> <ul style="list-style-type: none"> Business Process Groupings = 13/13 <p>Identified Subject Matter Experts = 25</p>	<p>Implementation:</p> <p>Impacted Agency Business Processes = 109</p> <ul style="list-style-type: none"> Related Business Process Groupings = 11/13 Planned Spreadsheet Uploads = 11 	<p>Implementation:</p> <p>Business Systems Planned for Integration = 15</p> <p>Planned Interfaces = 30</p> <ul style="list-style-type: none"> Inbound Interfaces = 9 Outbound Interfaces = 21 	<p>Implementation:</p> <p>Configuration</p> <ul style="list-style-type: none"> Commitment Control (KK) <ul style="list-style-type: none"> Budget Allotments - Control Option = Option # 3 - Track without Budget Account ChartField Tier Selection = Account Tier #2: Groupings Organization ChartField Translation Tree Selection = Translation Tree #2: Agency-Defined Tree Org Security Rule = Agencywide Optional ChartFields <ul style="list-style-type: none"> OA1 = To Be Configured OA2 = Not To Be Configured PC Category = To Be Configured PC Subcategory = To Be Configured PC Source Type = To Be Configured <p>Conversion</p> <ul style="list-style-type: none"> Optional Conversions <ul style="list-style-type: none"> Accounts Receivable = Needed Assets = Needed Contracts = Needed Customers = Needed Encumbrances = Needed Grants = Needed Projects = Needed Projects Balances = 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.

DACs Risks							
Critical Operational Elements	Risk Description	Status	Risk Rating	Mitigation/Response Strategy	Reporting Period Comments or Updates	Date of Status Change	Owner / Coordinator
Technology	There is a mismatch between the Interface Layout and sample data files provided by the PALM team. It means that the sample data files are inconsistent with the interface layout. As the result, many times it's not possible to develop and test the interfaces.	Closed	9 (High/High)	For the purposes of testing the interface, the sample data file is manually modified to fit the interface layout so the interface process could be tested. However, it means this is no longer a true test.	Information is shared with Agency Readiness Coordinator as they are encountered. 6/25/2024 - Error Log for the sample data files for Interfaces PCI001 and iUI003 was reviewed to send to the Florida PALM Team. 8/28/2024 - No additional interface sample data files have been provided. 10/31/2024 - No additional interface sample data files have been provided. 12/16/2024 - Risk has been closed.	12/19/24	Rosemarie Zubler
Technology Data	FL PALM Project UAT Plan details unknown at this time. FDACS must be running regular batch processing during UAT to allow FDACS to interface Agency Business System test scenario data (API002, ARI007, ARI009, ARI011, IUI002, POI002, POI006, SDI009) to PALM during the testing window.	Open	3 (High/Low)	The Department is waiting on more information from PALM regarding their testing plans. We plan to attend PALM's test preparation workshop in mid-November where these topics will be discussed and where the PALM team is expected to provide more insight. Information about UAT testing details will impact our internal management of this risk.	10/31/2024 - New Risk Logged 12/16/2024 - No Change or update at this time.	10/31/24	Rosemarie Zubler
Technology Data	FL PALM Project UAT Plan details unknown at this time. FDACS must receive outbound interface file data from PALM (AMI003, API020, API031, ARI002, ARI020, ARI024, ARI034, GLI001, GLI017, IUI003, KKI009, POI001, POI007, SDI008) that will contain records associated with the agency test data and foundational data such as the chart of account values, chartfield combinations, and budget information.	Open	3 (High/Low)	The Department is waiting on more information from PALM regarding their testing plans. We plan to attend PALM's test preparation workshop in mid-November where these topics will be discussed and where the PALM team is expected to provide more insight. Information about UAT testing details will impact our internal management of this risk.	10/31/2024 - New Risk Logged 12/16/2024 - No Change or update at this time.	10/31/24	Rosemarie Zubler

DACs Issues

Critical Operational Elements	Issue Description	Status	Priority	Resolution Plan	Reporting Period Comments or Updates	Planned or Actual Resolution Date	Owner / Coordinator
Processes Technology Data	Division of FL PALM information by Segments may result in timing differences between what is needed for remediation and task due date.	Open	High - Impacts the ability of the agency to meet deadlines or milestones	Our agency is actively working on ABS remediation based on Segment designs, ensuring alignment with our own agency specific project management approach. The FDACS remediation approach is to complete all required changes for each application function following our internal project schedule, that cannot be defined by segment design timing. Agency remediation efforts are ongoing and will continue in order to meet the overall Florida PALM Project's timeline for remediation completion to participate in future testing activities. Regular monitoring of the interface catalog is occurring to stay up to date on any changes made to interface layouts or sample data files.	10/31/2024 - Updated to Issue. Previously listed as Risk #15. 12/16/2024- No Change or update at this time.	03/01/25	Rosemarie Zuber

DACS Assumptions

Critical Operational Elements	Assumption	Status	Date Logged or Removed	Impacted Stakeholder(s) and/or System(s)	Reporting Period Comments or Updates
Technology	Funding for staff augmentation and services will continue through implementation and Hypercare.	Logged	08/31/23	Software remediation and Chart of Accounts crosswalk transitioning from FLAIR to PALM.	08/29/2024 - Continuing to monitor 07/01/2024 - Continuing to monitor 12/16/2024- Continuing to monitor.
Data	Division reporting needs currently handled by Data Warehouse will be taken care of by user roles for Information Warehouse or PALM reports.	Logged	12/19/23	Division fiscals, Finance and Accounting, OPB, Purchasing, Payroll	08/29/2024 - Continuing to monitor 07/01/2024 - Will monitor as FL PALM releases additional information. 12/16/2024- Continuing to monitor.
People	The Florida PALM team will be able to provide timely and complete requirements for the transition to Florida PALM with sufficient detail and time to implement the changes according to the Florida PALM schedule	Logged	11/13/23	FDACS PALM Readiness Team, CCN, all FDACS key stakeholders, PALM/impacted Agency Business System end users	08/29/2024 - Continuing to monitor 07/01/2024 - Will monitor as FL PALM releases additional information. 12/16/2024- Continuing to monitor.
Processes	Work efforts of staff augmentation resources are undertaken to collectively achieve a broader understanding of the totality of work that must be accomplished to meet all Critical Success Factors. As such, the deliverables outlined in the Operational Work Plan are critical, and the FDACS PALM Transition Readiness Team assumes that the deliverables are accurately and thoroughly defined and reflect the necessary Level of Effort to achieve all transition tasks and activities. Work efforts under the deliverables may adjust to accommodate operational variances, but the deliverables are fixed.	Logged	11/13/23	Staff Augmentation; FDACS PALM Readiness Team, CCN	08/29/2024 - Continuing to monitor 07/01/2024 - Will monitor as FL PALM releases additional information. 12/16/2024- Continuing to monitor.
Technology Data	FDACS is assuming that interface testing between PALM and enterprise partners/third parties will be completed on schedule and that suitable batch scheduling between PALM and enterprise partners/third parties will be established. Deviation from those outcomes might impact downstream project activities including agency interface testing and user acceptance testing.	Logged	10/22/24	FDACS PALM Readiness Team, PALM/impacted Agency Business System end users.	10/22/2024 - New assumption added. 12/16/2024- No update at this time.

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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DACS Status Report Confirmation

Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
November - December 2024	Derek Buchanan	derek.buchanan@fdacs.gov	01/09/25
September - October 2024	Alan Edwards	alan.edwards@fdacs.gov	11/05/24
July - August 2024	Alan Edwards	alan.edwards@fdacs.gov	09/05/24
May - June 2024	Alan Edwards	alan.edwards@fdacs.gov	07/09/24
March - April 2024	Alan Edwards	alan.edwards@fdacs.gov	05/08/24
January - February 2024	Alan Edwards	alan.edwards@fdacs.gov	03/11/24