

Helpful Links

- Dashboard Snapshots
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- Readiness Workplan

DCF Status Report Dashboard

Reporting Period

November - December 2024

Agency Sponsor

Chad Barrett

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 = 13
- Duplicate Filled Role = 2
- Vacant Role = 1

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 = 91.20%**
- Submitted Complete = 36
 - Submitted Incomplete = 0
 - Completed After Submission = 14

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 = 78.84%**
- Submitted On Time = 45
 - Submitted Late = 32
 - Pending Submission = 6

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 = 5
- 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	516	Update Agency Business System Documentation for Segment II	01/29/24	04/12/24	50% - In Progress		OITS, Remediation strategy has been discussed, approaching remediation with Segments I, II, III, and IV jointly.		
N/A	Technology	519	Remediate Agency Business Systems based on Segment I	01/29/24	06/28/24	50% - In Progress		OITS, Remediation strategy has been discussed, approaching remediation with Segments I, II, III, and IV jointly.		
N/A	Technology	528	Update Agency Business System Documentation for Segment III	04/15/24	07/12/24	50% - In Progress		OITS, Remediation strategy has been discussed, approaching remediation with Segments I, II, III, and IV jointly.		
N/A	Technology	531	Remediate Agency Business Systems based on Segment II	04/29/24	10/04/24	50% - In Progress		OITS, Remediation strategy has been discussed, approaching remediation with Segments I, II, III, and IV jointly.		
N/A	Technology	544	Update Agency Business System Documentation for Segment IV	07/22/24	10/18/24	50% - In Progress		OITS, Remediation strategy has been discussed, approaching remediation with Segments I, II, III, and IV jointly.		
N/A	Technology	547	Remediate Agency Business Systems based on Segment III	07/22/24	12/13/24	50% - In Progress		OITS, Remediation strategy has been discussed, approaching remediation with Segments I, II, III, and IV jointly.		
Direct	Data	555-A	Complete Data Cleansing Based on Mock Conversion 1 - Projects (PCC001)	10/07/24	11/22/24	100% - Submitted	11/22/24	Data Cleansing complete. Waiting for due date to submit.	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		OITS, Remediation strategy has been discussed, approaching remediation with Segments I, II, III, and IV jointly.		
Direct	Data	555-B	Complete Data Cleansing Based on Mock Conversion 1 (CTC001, GMC001, and PCC002)	10/28/24	11/22/24	100% - Submitted	11/26/24	Pulling error logs down from CFO Secure Sharepoint	Submission Complete	
N/A	N/A	562	Submit Bimonthly Agency Readiness Status Report	11/01/24	11/12/24	100% - Submitted	11/26/24	Chad, Darrell	Submission Complete	
N/A	N/A	563	Manage Agency Specific Implementation Schedule, Risks and Issues	11/01/24	12/27/24	100% - Submitted	01/03/25		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	12/13/24	Marilyn and Mary	Submission Complete	
Direct	Technology	557	Confirm Interface Inventory for Cycle 2 Interface Testing	11/18/24	12/13/24	100% - Submitted	12/12/24	Complete with Caveats - one custom interface needed for Wage Garnishment system. Also see comment on Row 5 of Interface Details file - Rows 5 and 6 interface file should update from GL to IU.	Submission Complete	
N/A	Technology	558	Update Agency Business System Documentation	11/18/24	01/10/25	25% - Beginning Initial Internal Meetings and Information Gathering				
Direct	Data	567-A	Share, Review, and Update Configuration Workbooks	11/18/24	12/13/24	100% - Submitted	12/12/24	Complete. Waiting for due date to submit.	Submission Complete	
Direct	Data	567-B	Share, Review, and Update Configuration Workbooks	11/18/24	12/13/24	100% - Submitted	12/13/24		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	12/17/24		Submission Complete	
Direct	Data	567-G	Share, Review, and Update Configuration Workbooks	11/18/24	12/13/24	100% - Submitted	01/13/25			
Direct	Data	567-H	Share, Review, and Update Configuration Workbooks	11/18/24	12/13/24	100% - Submitted	12/12/24		Submission Complete	
Direct	Data	567-I	Share, Review, and Update Configuration Workbooks	11/18/24	12/13/24	100% - Submitted	12/16/24		Submission Complete	
Indirect	People	536-C	Create Agency Specific User Acceptance Testing Plan	12/09/24	01/31/25	75% - Consolidating/Inputting Information for Submission		Complete...waiting for due date to submit.		
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	100% - Submitted	01/13/25	Sue Davis	
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	100% - Submitted	01/13/25		
Direct	Data	567-K	Share, Review, and Update Configuration Workbooks	12/18/24	01/17/25	100% - Submitted	01/07/25		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	01/13/25		Submission Complete
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	75% - Consolidating/Inputting Information for Submission		Complete and pending due date.	
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.
<p>Implementation:</p> <p>Planned Florida PALM End Users = 188</p> <ul style="list-style-type: none"> Business Process Groupings = 10/13 <p>Identified Subject Matter Experts = 30</p>	<p>Implementation:</p> <p>Impacted Agency Business Processes = 52</p> <ul style="list-style-type: none"> Related Business Process Groupings = 10/13 Planned Spreadsheet Uploads = 16 	<p>Implementation:</p> <p>Business Systems Planned for Integration = 23</p> <p>Planned Interfaces = 25</p> <ul style="list-style-type: none"> Inbound Interfaces = 6 Outbound Interfaces = 19 	<p>Implementation:</p> <p>Configuration</p> <ul style="list-style-type: none"> 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 #3: No Tree Assigned Org Security Rule = Agency Defined Optional ChartFields OA1 = To Be Configured OA2 = To Be Configured PC Category = To Be Configured PC Subcategory = To Be Configured PC Source Type = Not To Be Configured <p>Conversion</p> <ul style="list-style-type: none"> Optional Conversions Accounts Receivable = Not Needed Assets = Needed Contracts = Needed Customers = Not 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.

DCF Risks							
Critical Operational Elements	Risk Description	Status	Risk Rating	Mitigation/Response Strategy	Reporting Period Comments or Updates	Date of Status Change	Owner / Coordinator
People	Financial Leadership Distraction	Open	9 (High/High)	Avoid. Engage stakeholders in a constant dialogue regarding the status and direction of the Project.	Growing interest in prioritizing PALM implementation ahead of UAT.	11/20/24	Quantrel Johnson
People Processes Technology	Risk of not completing system development/remediation by April 2025 deadline for interface testing approval potentially resulting in exclusion from PALM end-to-end testing after May 2025.	Open	9 (High/High)	Avoid. Establish aggressive development milestones Increase development resources Weekly progress monitoring Early interface testing preparation Prioritize critical system components Regular communication with PALM project team Mock up files as if they were coming from our apps, for completion of April/May testing		11/20/24	Quantrel Johnson
Processes Data	Potential for inaccurate or inconsistent mapping of organizational codes during transition from FLAIR to PALM, affecting financial tracking, reporting, and departmental accountability.	Open	9 (High/High)	Mitigate. Conduct a Comprehensive audit of existing FLAIR org codes. Documentation of mapping logic and decisions. Stakeholder validation of crosswalk methodology Stakeholder validation of crosswalk methodology		11/20/24	Agency and Business Liaisons

People Processes	Potential delays or complications in obtaining federal approval for transition of GRANTS remediation/replacement when interfacing with Florida PALM versus current FLAIR system. This may impact federal grant management and reporting capabilities.	Open	9 (High/High)	Mitigate. Early engagement with federal stakeholders Detailed documentation of PALM-GRANTS interface specifications Parallel testing of both systems during transition Regular status updates to federal authorities Contingency planning for extended approval timeline		11/20/24	Agency and Business Liaisons
People Processes	Not enough time for training before go live.	Open	6 (Medium/High)	Mitigate. Continue to promote the importance of prioritizing the PALM transition at a level equal to or greater than performance of legacy business processes.		11/20/24	Agency Liaison
People Processes Data	handling corrections with accounting and property.	Open	6 (Medium/High)	Mitigate. Develop business process that includes communication between property and accounting offices.		11/21/24	General Services
People Processes Technology Data	Out-of-balance prioritization of PALM with other business processes	Open	6 (Medium/High)	Mitigate. Emphasize the importance of engagement in UAT by SMEs and CCN members. Involve SMEs frequently in discussion of interface systems to ensure mapping of existing FLAIR chartfields to PALM chartfields. Help business system managers with prioritization of tasks. Engage Agency Liaison and Sponsor as necessary to set priorities for business system managers		11/20/24	Agency and Business Liaisons
People	FL PALM's inclusion of Speed Keys, particularly with Enterprise Applications, can support current business processes that utilize Expansion Option with front end processing.	Open	6 (High/Medium)	Mitigate. Adjust documentation where needed. If Speed Keys are not adopted such that they can support "front end processing" for "splits" then a new application must be made to act as a front end to conduct those operations.	Attend Day 3 of Segment 4 Workshop. Continue to gather information MFMP implementation of Speed Keys. Continue to Monitor Risk.	07/01/24	Quantrel Johnson
People	Project Manager/Agency Liaison Turnover	Open	4 (Medium/Medium)	Mitigate. Ensure project approach and status are well-documented.	None. Continue to Monitor Risk.	06/18/24	Quantrel Johnson
Data	Incomplete/Improper Data Cleansing Activities	Open	4 (Medium/Medium)	Avoid. Continue data cleansing activities, otherwise UAT testing with the data sets will produce unexpected and inaccurate results.		07/15/24	Alexander Afé
Processes Technology Data	Incomplete/Improper Current State Analysis	Open	4 (Medium/Medium)	Mitigate. Due to change in implementation strategy and change in stakeholders, avoiding inconsistencies in current state analysis is unlikely. Remediation must take place when and where appropriate.		07/15/24	Alexander Afé
People Processes	Incomplete/Improper UAT planning and execution	Open	4 (Medium/Medium)	Avoid. Build user stories that accurately represent current business processes so that users are aware which processes to test against PALM and enterprise systems. Ensure a time management plan for SMEs so that a testing/work balance can be achieved.		07/22/24	Alexander Afé
People	Operational Management Turnover - Key Personnel	Open	3 (High/Low)	Accept. Work to document business processes and roles for the impact of a sudden or unexpected departure.	None. Continue to Monitor Risk.	06/18/24	Quantrel Johnson
People	Project Sponsor Turnover	Open	3 (High/Low)	Accept. Ensure sponsor commitments and operational plans are well documented and rationale is well established.	None. Continue to Monitor Risk.	06/18/24	Quantrel Johnson
People	Operational Staff Turnover - Key Personnel	Open	2 (Medium/Low)	Accept. Work to document key personnel knowledge and specific operational processes in the event of a sudden or unexpected departure.	None. Continue to Monitor Risk.	06/18/24	Quantrel Johnson
People	Project Staff Turnover	Open	2 (Low/Medium)	Accept. Ensure project staff responsibilities are well defined and documentation is up-to-date	None. Continue to Monitor Risk.	06/18/24	Quantrel Johnson
People	Operational Staff Turnover - General	Open	2 (Low/Medium)	Accept. Ensure job-specific processes are documented and generic enough to permit retraining of new incoming staff.	None. Continue to Monitor Risk.	06/18/24	Quantrel Johnson
People	Operational Management Turnover - General	Open	1 (Low/Low)	Accept. Ensure job-specific processes are documented and generic enough to permit retraining of new incoming staff.	None. Continue to Monitor Risk.	06/18/24	Quantrel Johnson
People	Department Leadership Turnover	Open	1 (Low/Low)	Accept. Monitor political developments as they unfold, and adapt as needed.	None. Continue to Monitor Risk.	06/18/24	Quantrel Johnson

DCF Issues

Critical Operational Elements	Issue Description	Status	Priority	Resolution Plan	Reporting Period Comments or Updates	Planned or Actual Resolution Date	Owner / Coordinator
Processes Technology	Cost Allocation Not Available in PALM. (See attachments)	Open	Critical - Impacts the ability of the agency to move forward with work without resolution	On going pending SpeedKey and other conversation with Enterprise applications	DCF is revisiting as plans for remediating internal applications for PALM. Several overtures have been made to PALM RA to communicate functional impacts to DCF processes and requesting one or more sessions with PALM technical and DFS F&A staff regarding DCF concerns.	01/01/26	Joan Davis
Processes Technology Data	DCF's journal distribution process	Open	Critical - Impacts the ability of the agency to move forward with work without resolution	As DCF is moving forward with reviewing and updating processes, we have several concerns related to the journal distributions which is a critical business process in DCF. We have sent the related concerns to the PALM team, conversations are ongoing. Several of our updates are dependent on the concerns being addressed.	Given information provided, DCF team has concluded there are 2 viable options: building a front end application to perform front end splits or utilize Speed Key functionality (amongst PALM and Enterprise Applications) to simulate splits. Further conversation will be had post Segment 4 as of 8/20.	03/14/25	DCF team
Processes	Budget Funding Process since PTAXX cannot be loaded in FACTS.	Open	Critical - Impacts the ability of the agency to move forward with work without resolution	Develop alternate budgeting process for TANF processing that estimates and budgets revenue per year.		03/14/25	Revenue and Budgeting Team
Technology	Joint strategy to pursue applications development for Segments I-III will result in tasks being considered late.	Open	Low - All impacts not listed as Critical or High	Tasks relating to applications development/remediation will be late as we're working all segments simultaneously, to conclude with the end date of Segment IV remediation.		03/14/25	Project Team

DCF 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	DCF's project team possesses the necessary skills and expertise in the required disciplines to ensure project success.	Logged	07/17/23	DCF-Departmentwide	None.

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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DCF Status Report Confirmation

Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
November - December 2024	Chad Barrett	chad.barrett@myffamilies.com	01/13/25
September - October 2024	Chad Barrett	chad.barrett@myffamilies.com	11/26/24
July - August 2024	Chad Barrett	chad.barrett@myffamilies.com	09/23/24
July - August 2024	Chad Barrett	rick.owen@myffamilies.com	09/13/24
May - June 2024	Chad Barrett	chad.barrett@myffamilies.com	07/12/24
March - April 2024	Chad Barrett	chad.barrett@myffamilies.com	04/30/24
January - February 2024	Chad Barrett	chad.barrett@myffamilies.com	03/12/24
January - February 2024	Tony Lloyd	tony.lloyd@myffamilies.com	03/08/24