DEM 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

Jeremy Smith

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 = 10
- Duplicate Filled Role = 12
- Vacant Role = 0

RW Task Completeness:

Score = 100.00%
- Submitted Complete = 55
- Submitted Incomplete = 0
- Completed After Submission = 0

RW Task Timeliness:

Score = 97.8%
- Submitted On Time = 71
- Submitted Late = 11
- 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	12/10/24		Submission Complete	
Direct	Data	555-A	Complete Data Cleansing Based on Mock Conversion 1 - Projects (PCC001)	10/07/24	11/22/24	100% - Submitted	11/19/24		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	11/19/24		Submission Complete	
N/A	N/A	562	Submit Bimonthly Agency Readiness Status Report	11/01/24	11/12/24	100% - Submitted	11/12/24		Submission Complete	
N/A	N/A	563	Manage Agency Specific Implementation Schedule, Risks and Issues	11/01/24	12/27/24	100% - Submitted	12/26/24		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	12/03/24		Submission Complete	
Direct	Technology	557	Confirm Interface Inventory for Cycle 2 Interface Testing	11/18/24	12/13/24	100% - Submitted	12/11/24		Submission Complete	
N/A	Technology	558	Update Agency Business System Documentation	11/18/24	01/10/25	100% - Submitted	01/09/25			
Direct	Data	567-A	Share, Review, and Update Configuration Workbooks	11/18/24	12/13/24	100% - Submitted	12/11/24		Submission Complete	
Direct	Data	567-B	Share, Review, and Update Configuration Workbooks	11/18/24	12/13/24	100% - Submitted	12/17/24	Updated after removing special characters	Submission Complete	
Direct	Data	567-C	Share, Review, and Update Configuration Workbooks	11/18/24	12/13/24	100% - Submitted	12/11/24		Submission Complete	
Direct	Data	567-D	Share, Review, and Update Configuration Workbooks	11/18/24	12/13/24	100% - Submitted	12/11/24		Submission Complete	
Direct	Data	567-E	Share, Review, and Update Configuration Workbooks	11/18/24	12/13/24	100% - Submitted	12/12/24		Submission Complete	
Direct	Data	567-G	Share, Review, and Update Configuration Workbooks	11/18/24	12/13/24	100% - Submitted	12/12/24		Submission Complete	
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	12/11/24		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	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	25% - Beginning Initial Internal Meetings and Information Gathering				
Direct	Data	567-J	Share, Review, and Update Configuration Workbooks	12/18/24	01/17/25					
Direct	Data	567-K	Share, Review, and Update Configuration Workbooks	12/18/24	01/17/25					
Direct	Data	567-P	Share, Review, and Update Configuration Workbooks	12/18/24	01/17/25					
Direct	Data	658-A	Submit Data Field Mapping	12/18/24	01/31/25					
Direct	Data	658-B	Submit Data Field Mapping	12/18/24	01/31/25					
N/A	N/A	569	Submit Bimonthly Agency Readiness Status Report	12/30/24	01/10/25	100% - Submitted	01/09/25		Submission Complete	
N/A	N/A	570	Manage Agency Specific Implementation Schedule, Risks and Issues	12/30/24	02/28/25					

| Direct | Data | 658-C | Submit Data Field Mapping | 01/06/25 | 01/31/25 | | | | |
| 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 | | | | |

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

Implementation:

Planned Florida PALM End Users = 36

• Business Process Groupings = 13/13

Identified Subject Matter Experts = 20

Processes

Implementation:

Impacted Agency Business Processes = 35

• Related Business Process Groupings = 6/13

• Planned Spreadsheet Uploads = 3

Technology

Implementation:

Business Systems Planned for Integration = 5

Planned Interfaces = 11

- Inbound Interfaces = 4

- Outbound Interfaces = 7

Data

Implementation:

Configuration

• **Commitment Control (KK)**

- 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 = 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 = To Be Configured

Conversion

• **Optional Conversions**

- Accounts Receivable = 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.

DEM Risks

Critical Operational Elements	Risk Description	Status	Risk Rating	Mitigation/Response Strategy	Reporting Period Comments or Updates	Date of Status Change	Owner / Coordinator
Processes Data	If life to date balances are not transferred either as a datum or as a concept between FLAIR grant tracking and PALM project costing then a system of balance tracking processes will need to be built to managed life to date reporting, meaning process complexity will be added to the Finance team	Open	6 (Medium/High)	The FDEM Finance team is building it's reporting effectiveness to increase the agility of building reporting structures to the necessary level to meet this challenge	No Change	10/31/24	Michael Braun
Technology Data	If the PALM interfaces do not cover all required data elements as currently engaged by DEMES to FLAIR connections, then either the elements will need to be accessed via the data warehouse or DEMES will need to be changed to interact correctly with the new PALM structure, meaning cost will be added to the DEMES development project.	Open	6 (High/Medium)	DEMES development assets have been onboarded to the PALM project to project any issues that may arise and attempt to port all elements of PALM on top of the FLAIR structure	No Change	10/31/24	Michael Braun
People Processes Data	EOG and DEM interfaces and elements are under the same OLO umbrella. Could lead to increased lead time in access aspects of processes or reporting confusion when summarizing agency workload	Open	2 (Medium/Low)	Working directly with Kelley Sasso in EOG to put process agreements in place.	Still need to monitor, reduced probability due to good relationship with EOG/Kelley Sasso	08/28/24	Michael Braun
Processes Technology	If the payroll processes built in PALM cannot support the needs of the FDEM Payroll team, then the payroll system currently managed by FDEM IT may need continuing support meaning the Payroll process may become more complex/expensive	Open	2 (Medium/Low)	Highlighting Payroll within UAT as an important module with downstream impact so we can quickly close or escalate this risk	No Change	10/31/24	Michael Braun
Processes Technology	Many projects related to DEM incidents are built by an enterprise business system Florida PA. If the Florida PA development team is not aware of the inbound and outbound Project information interface needs the process of creating projects related to an incident may become more complex	Open	1 (Low/Low)	Will socialize with Florida PA users and then the poc for those users to ensure the appropriate interface conversation is had	Discussions Begun with Florida PA development Team, Civix, and internal FDEM Management team.	08/01/24	Michael Braun
Processes Data	If stale funds are carried over into the project costing module then the day to day operation of project accounting will increase in complexity meaning the project costing module will create less value for the accounting team	Open	1 (Low/Low)	The budget team in the finance bureau has been tasked with clearing stale funds/project ids out of our system	No Change	10/31/24	Michael Braun
People	If PALM is seen as creating work or uncertainty then the finance team will be unwilling to explore further functionality, meaning the FDEM agency my have trouble with accounting post PALM launch	Open	1 (Low/Low)	Communication about PALM including changes and updates is ongoing, frequent and positively positioned	No Change	10/31/24	Michael Braun
Technology	If FLAIR shuts down before PALM goes live	Open	1 (Low/Low)	Request more information from Felecia	Newly Added	12/26/24	Michael Braun

then our business processes will be delayed, meaning we may lose effectiveness on PALM rollout as well as day to day business execution			

DEM Issues

Critical Operational Elements	Issue Description	Status	Priority	Resolution Plan	Reporting Period Comments or Updates	Planned or Actual Resolution Date	Owner / Coordinator
Data	CSFA and ALN values not recognized from FACTS, See Mock Conversion 1 for specifics

Grants & Contracts in FACTS affected, 31086 should be active. | Open | Low - All impacts not listed as Critical or High | Discuss the specific expectations with a technical contact | Need to Review Mock Conversion 2 to see if changes were effective | 12/17/24 | Michael Braun |

DEM 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	The Division will be able to process all financial activity in order to adequately report to our grantors and all requestors to continue to assist in financial management of the Division's missions and objectives	Logged	09/06/23	FDEM	No change.
Technology Data	Connecting to interfaces within PALM will be supported by a request process that is not difficult to navigate AFTER launch	Logged	10/31/24	DEMES; FDEM IT; Slalom Development Team	No change.
Processes	There will be a process to change, add, remove speedkeys after launch. The knowledge center is up to date on exceptions and speedkey expectations.	Logged	10/31/24	Finance;	No change.
Data	The PALM Data Warehouse will be accessible by appropriate agency staff for self service reporting	Logged	10/31/24	DEMES; FDEM IT; Slalom Development Team; Finance	No change.
Processes Technology	FLAIR Shutdown will occur roughly 2 weeks before PALM go-live	Logged	12/26/24	Finance; DEMES	Newly Added

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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DEM Status Report Confirmation

Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
November - December 2024	Jeremy W. Smith	jeremy.smith@em.myflorida.com	01/08/25
September - October 2024	Jeremy Smith	jeremy.smith@em.myflorida.com	11/12/24
July - August 2024	Jeremy W. Smith	jeremy.smith@em.myflorida.com	09/10/24
May - June 2024	Luke Strickland	luke.strickland@em.myflorida.com	07/11/24
March - April 2024	Luke Strickland	luke.strickland@em.myflorida.com	05/10/24
January - February 2024	Luke Strickland	luke.strickland@em.myflorida.com	03/11/24