DEP 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

Darinda McLaughlin

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 = 22
- Duplicate Filled Role = 0
- Vacant Role = 0

RW Task Completeness:

Score = 99.82%
- Submitted Complete = 56
- Submitted Incomplete = 0
- Completed After Submission = 1

RW Task Timeliness:

Score = 98.21%
- Submitted On Time = 80
- Submitted Late = 1
- Pending Submission = 2

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	531	Remediate Agency Business Systems based on Segment II	04/29/24	10/04/24	75% - Consolidating/Inputting Information for Submission		DEP's current remediation schedule is prioritized based on the agency business system (ABS) tier. DEP's ABS remediation schedule continues to be adjusted to allow for interface updates posted to the knowledge center. A completion date that correlates to the PALM deadline for the end of March 2025 is anticipated.		
N/A	Technology	547	Remediate Agency Business Systems based on Segment III	07/22/24	12/13/24	50% - In Progress		DEP's current remediation schedule is prioritized based on the agency business system (ABS) tier. DEP's ABS remediation schedule continues to be adjusted to allow for interface updates posted to the knowledge center. A completion date that correlates to the PALM deadline for the end of March 2025 is anticipated.		
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		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	11/08/24		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	12/06/24		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	01/09/25		Submission Complete	
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	12/13/24		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	12/12/24		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	12/13/24		Submission Complete	12/17/24
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	12/13/24		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	50% - In Progress				
Indirect	People	564	Update Future Florida PALM Users	12/09/24	01/10/25	100% - Submitted	01/10/25			
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				

			Managed End User Training				Internal Meetings and Information Gathering				
Direct	Data	567-J	Share, Review, and Update Configuration Workbooks	12/18/24	01/17/25	100% - Submitted	01/08/25			Submission Complete	
Direct	Data	567-K	Share, Review, and Update Configuration Workbooks	12/18/24	01/17/25	100% - Submitted	01/08/25			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	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	01/10/25			Submission Complete	
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	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

Implementation:

Planned Florida PALM End Users = 151

• Business Process Groupings = 13/13

Identified Subject Matter Experts = 22

Processes

Implementation:

Impacted Agency Business Processes = 250

• Related Business Process Groupings = 11/13

• Planned Spreadsheet Uploads = 5

Technology

Implementation:

Business Systems Planned for Integration = 31

Planned Interfaces = 23

- Inbound Interfaces = 4

- Outbound Interfaces = 19

Data

Implementation:

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 #3: No Tree Assigned

• **Org Security Rule = Agencywide**

• **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 = 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.

DEP 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	Due to the staggered nature of Design Segment delivery, PALM requirement changes, and iterative updates to knowledge relating to PALM processes, the requirements gathering cannot be finalized. If the business owners are unable to confidently document change Impacts and change recommendations (requirements), there is a direct impact to remediation completion dates. This could affect downstream tasks such as internal ABS testing prior to PALM UAT and planned training.	Closed	9 (High/High)	DEP needs to have sufficient knowledge of the changes to its financial systems, monitor changes to PALM requirements and functionality, and allow for adjustments to the implementation schedule for unplanned changes/updates to requirements and design.	The ambiguity can lead to misinterpretation or incorrect implementation of the new PALM interfaces. Additionally, there is the potential that previous design specifications could change as a result of subsequent discoveries in later design segments. Design reviews should be completed for all process areas after segment IV and the design summary. DEP is monitoring this risk. 12/18/24 DEP has received all information delivered by the project and will continue to monitor internally.	12/26/24	Brady Schmidt & Steve Waters
People Processes	Based on the current PALM schedule, training delivery of processes is slated to begin at the same time as PALM UAT (User Acceptance Testing). There is a risk to the agency that the testers will not have a complete understanding of all	Closed	9 (High/High)	Use of the Knowledge Center and specifications received from Design sessions should help to some extent in understanding the processes. Once details of screen design functionality is available, the teams can get a better grasp of the end-to-end process flow.	Discussed this at the PALM Touchpoint meetings in April and May 2024.	12/26/24	Bento Eyles and Steve Waters

	the details of each process in time for them to participate in a UAT. Testers may not be able to understand all the nuances of the work end-to-end process they are supposed to be testing without full knowledge. This could potentially not only lead to ineffective testing results, but could possibly cause more confusion. If certain assumptions that were made by the agency on a particular process are no longer valid post-training, this could potentially lead to rework of agency documented procedures, and changes to ABS systems.						
Technology Data	Agency business system remediation dates are too close to or past the PALM UAT start date for any meaningful DEP Business System testing to be completed prior to UAT. If DEP business systems are not tested internally prior to PALM UAT, agency data and system issues could result in PALM testing errors.	Open	9 (High/High)	DEP is working to prioritize all changes based on prioritization strategy for the portfolio of ABS applications scheduled for change. As change impacts are clarified and finalized, the remediation dates for these applications will be updated.	DEP will closely monitor progress on remediation of all ABS systems. 12/18/2024 Based on current progress, remediation dates are anticipated to end earlier than originally estimated.	11/20/24	Steve Waters and Joseph Veretto
Processes Technology Data	PALM reporting information is being provided in a staggered cadence, with many reports dependent on the outcome of the data warehouse design which will extend report definitions and mockup completion into 2025. There is a risk that agency reporting needs may not be identified until UAT. Delayed identification of reports needed for PALM could cause additional strain on agency remediation schedules and the ability to provide management reporting needs in time for go-live.	Open	9 (High/High)	DEP will continue to monitor and evaluate report formats as they are made available by PALM to integrate with the existing reporting systems in place for change and usability. Due to the late development and finalization of PALM reports, DEP will have to speculate on agency reporting needs that would not be covered by PALM.	This risk will be monitored as more information becomes available. 12/18/2024 DEP is monitoring changes to PALM reports through the knowledge center. DEP is identifying critical reports that PALM will not provide or may be provided in the data warehouse. These reports will be updated in DEP's reporting tool due to uncertainty of the PALM data warehouse.	11/20/24	Steve Waters and Joseph Veretto
People Processes Technology	Loss of knowledge due to staff turnover.	Open	6 (High/Medium)	Ensure job-specific processes are properly documented, staff are cross trained and backups are trained on processes.	DEP continues to engage the Division/District/Office staff throughout the department and is documenting key business processes to foster knowledge sharing. 12/18/24 DEP has acquired additional staff to address testing and training for planned implementation.	04/01/24	Lydia Griffin & Steve Waters
People Processes Technology Data	The finalization and end-to-end walkthroughs of the business processes and screen flows pertaining to PALM functionality were scheduled for early October through the Design Summary Workshops. These meetings were rescheduled to mid November. Since the business processes were staggered iteratively to the agencies with several missing pieces due to a design segmentation approach, and with high-level draft screenshots, there is little opportunity currently for agency personnel to have a walkthrough of the "end-to-end finalized business process workflows and screen flows" with finalized screen designs and functionality descriptions, which are now planned for November through the Design Summary Workshops or as and when PALM indicates that designs have been locked down. The agency has to understand these final designs and then finalize agency business systems and understand how the changes affect the inputs to, and outputs from, PALM, while understanding how defined reporting may be affected. There is a risk of delay to agency business system updates unless the final designs are submitted by PALM well in advance of UAT, to allow sufficient time for agency business system changes to occur and be tested prior to PALM UAT activities.	Closed	6 (High/Medium)	PALM has added a 3 day Design Summary Workshop in November. DEP will monitor this risk and continue to seek details of what will be received in advance of and during the Design Summary Workshops from PALM.	The DEP PALM project team brought this to the attention of the PALM Readiness coordinator for review. DEP will attend and review the information provided at the Design Summary Workshops in November to understand the end to end processes or identify processes needing additional information. Risk monitoring will continue. The DEP PALM project team will also work closely with agency personnel to apprise them of changes to designed processes, workflow, procedures, screen flows and reports as they are confirmed and published by PALM to the knowledge center. 12/18/24 DEP will continue conducting additional process reviews and building training documentation for agency staff to understand process and system changes.	12/26/24	Bento Eyles and Steve Waters
Processes Technology Data	DEP needs details regarding PALM's Data refresh strategy in advance of UAT to allow DEP to test Agency Business systems (ABS) in advance of the UAT test Cycle and prepare accordingly for UAT. If PALM does not clarify their data refresh plans, DEP assumes the following risks: - inaccurate test results due to outdated data data, - not having data that accurately simulates real-world scenarios, - inability to test time-sensitive features, - inefficient use of team members' time leading to waste (time spent waiting on refresh or creating new tests at the last minute), - ineffective scheduling of test activities, - inefficient or ineffective data integrity and flow between DEP systems and PALM (is the	Closed	6 (High/Medium)	DEP will monitor this risk and continue to seek details of what will be received from PALM and by when. A separate internal discussion will be conducted to understand how the data refresh strategy identifed by PALM will be handled for DEP testing.	The risk was brought forward for discussion at the last few PALM monthly Touchpoint meetings and PALM has responded that they will be working on this in a future data strategy update relating to test data refreshes which is pending. 09/06 From the material provided by PALM in the UAT Approach document for RW Task 536B, the following was mentioned:	12/26/24	Steve Waters and Dan Zimmerman

Category	Risk/Issue Description	Status	Score	Mitigation/Action	Update	Date	Owner
	between DEP systems and PALM (is the correct data transferred and updated at the right time, and are any necessary translations occurring as designed, and is there data loss or corruption), and - inability to effectively assess the scalability of the solution.				mentioned. "Further guidance for developing agency testing materials will be provided to agencies with the release of RW task 574 – Prepare Documentation for User Acceptance Testing in January 2025. However, it's important to note that agency example / sample transactions (e.g., invoices, deposits, transfers) should be sourced from actual agency transactions from the period of January to March 2025". Agency Testing Data As described above, the Project will load the initial configuration and conversion data, along with SME only end user role assignments at the start of UAT. At the start of the Agency-Led Expanded End User Testing in July, the Project will perform a data refresh."		
Processes Technology Data	Due to the way PALM interface, report, and process catalog change entries are referenced by PALM in the version history notes, it is possible for agencies to miss specific changes made to the Interface file being referenced. The need to physically check every field for changes in the layout for changes that may have been made but not referenced in the Version history or the version history not having the change documented in a timely manner. The risk to the agency is that a specific change that is not referenced in the Version History or added after the fact may be missed by the agency during analysis of the changes to the Interface file and potentially cause errors during development of the data for the interface.	Open	6 (High/Medium)	DEP has requested to have a column added to the interface file layout with the change narrative and the date that the field was last changed. This would allow for field-level change log documentation and remove any potential human error due to interpretation of the Version History notes where there is another potential opportunity for human error to be introduced. DEP will manually monitor interfaces, reports, and processes on a routine basis to identify and record changes. Documented changes will have to be communicated timely to applicable agency staff as needed in order to reduce impacts to existing planned system and process changes.	DEP has brought this up at the PALM Touchpoint meeting with the Technical PALM liaison on 07/10/2024 and other occasions. DEP has implemented a routine review process to identify and record changes. PALM has added a column to the Interface Catalog in Knowledge Center to capture dates when revisions were made to the interface; however the risk remains at the data element specifications within the version updates. 12/18/2024 There continue to be instances where the revision history updates have not been synced with actual revisions made. This is causing some rework for the agency, and requires this risk to continue to be monitored going forward.	11/20/24	Steve Waters and Joseph Veretto
Processes Technology Data	Based on preliminary information about PALM's mock conversion data and configuration processes, agencies will not have access to PALM data files until full UAT in July 2025. Therefore, DEP will have to create sample files or sample data sets to mimic PALM data to test agency business systems and reports. Waiting until July 2025 for full UAT training with PALM files could create testing and remediation delays that would coincide with PALM UAT and agency training efforts.	Open	6 (High/Medium)	DEP will establish a data strategy for testing based on the mock conversion and configuration data submitted to PALM. Additional mock files and data will have to be created where PALM does not have planned conversions. Sample test data will be created by using FLAIR data files mapped to PALM values. DEP will also establish testing scenarios and cases to ensure that transactions are posted correctly to the new Chart of Accounts and verifiable totals possible for new and old transactions based on reporting.	DEP will mimic PALM's data snapshot timing planned for use with the different UAT cycles. 12/18/2024 DEP is identifying the test data and updates that will be needed to test the changes to processes and systems.	11/20/24	Steve Waters and Bento Eyles
Processes Technology Data	Insufficient time allotted for the process updates or making assumptions without proper interface specifications and sample data can increase the risk of errors and inconsistencies.	Closed	4 (Medium/Medium)	DEP will ensure sufficient documentation of business system processes and interfaces, as well as develop accurate sample data to ensure there is reduced risk of application errors. Testing applications thoroughly will mitigate this risk.	DEP has fully documented current state of the business systems and interfaces. DEP has synchronized updates with PALM design segments to ensure complete documentation. 12/18/24 DEP has addressed this risk and will continue monitoring ABS Remediation and testing to ensure that all process changes are working accurately and according to PALM design.	12/26/24	Brady Schmidt
Processes Technology Data	Insufficient time to test PALM and agency business system processes due to shortened testing windows or unexpected changes to functionality is a risk to DEP. Potential changes to PALM testing windows due to project delays or delayed PALM functionality changes would limit the agencies' ability to timely verify processes through PALM and agency testing.	Open	4 (Medium/Medium)	DEP will continue to monitor PALM project schedule changes and potential impacts to agency remediation, testing, and training timelines. These agency activities will be scheduled as soon as possible to reduce potential resource issues from PALM and agency process changes.	DEP will closely monitor progress on any changes affecting impacts to remediation, testing and training activities and milestones. 12/18/2024 PALM's testing timeline was updated to begin interface cycle 2 and UAT online later than originally planned.	11/20/24	Steve Waters and Bento Eyles

DEP Issues

Critical Operational Elements	Issue Description	Status	Priority	Resolution Plan	Reporting Period Comments or Updates	Planned or Actual Resolution Date	Owner / Coordinator	
People Processes Technology Data	SME Process & Business System Knowledge	Open	High - Impacts the ability of the agency to meet deadlines or milestones	Catalog Desktop Procedures, Document Business System functionality and interfaces.	FDEP Project Team continues to facilitate information gathering and identifying financial data impacts. The results will be used for future planning of PALM implementation. 12/18/2024 DEP has acquired additional staff to address testing and training for planned implementation.	07/01/25	Lydia Griffin, Steve Waters	
People Processes Technology Data	Identifying changes to processes and business systems as a result of a staggered design segmentation approach which can potentially change designs after the fact. This approach is hindering the ability of key business and technical resources to reach a decision or agreement about impacts to agency business processes and systems.	Closed	High - Impacts the ability of the agency to meet deadlines or milestones	Identifying key requirements now while keeping an open mind to potential changes down the road and structurally delineating future state requirements into known vs. unknown may help in building incremental build components and requirements for agency business systems and processes.	FDEP Project team continues to share latest PALM designs with DAS, Division SMEs and CCN Leads to help them identify potential changes to business processes based on published Segment designs from the PALM project. Technical SMEs are also working to identify potential changes to systems based on everything currently published by PALM. Changed resolution date to 12/30/2024 on conclusion of Change Analysis phase of PALM. 12/18/2024 DEP will continue to monitor this item as a a risk for the agency.	12/30/24	Bento Eyles and Steve Waters	

DEP 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 IV&V will review agency risks, issues and assumptions that have been documented in Smartsheet and address them with the PALM team as needed. The IV&V will communicate information to PALM that is received from the agencies through the IV&V touchpoint meetings. PALM will use the information received from the IV&V and the agencies to make updates as applicable.	Logged	08/30/24	Division/District/Office Business Systems remediation, processes and project management.	DEP cannot be sure if the mitigation strategies for the PALM based risks and issues are adequate and/or if a risk has changed due to adjustments by PALM. 12/18/24 Risks, issues, and assumptions have been reviewed and updated as the project has progressed and additional information communicated to the agencies.
People Processes Technology Data	SME Process & Business System Knowledge	Removed	12/26/24	Division/District/Office Business Systems remediation, processes and project management.	FDEP Project Team has facilitated information gathering and identifying financial data impacts. - DEP is conducting process reviews and SMEs are attending PALM Design reviews to gain knowledge of PALM processes. - SMEs are being tasked with documenting changes to the existing processes based on knowledge of PALM. 12/18/24 DEP will continue to monitor this item as needed.
People Processes Technology Data	PALM Project Implementation Schedule	Removed	12/26/24	Division/District/Office Business Systems remediation, processes and project management.	In planning, the success of FDEP's implementation schedule is contingent upon the timely receipt of information from the PALM Project team. 12/18/24 DEP will continue to monitor this item as needed.
People Processes Technology Data	DEP must receive the following to successfully complete system remediation: 1) ALL applicable PALM Design Segment tasks related to said applications is completed. i. Process specifications ii. Interface specifications iii. Configuration Workbooks iv. Conversions v. Report specifications 2) Data mapping with PALM design specifications and process requirements.	Removed	12/26/24	Division/District/Office Business Systems remediation, processes and project management, PALM Team	Discussed at the PALM Touchpoint meeting on 2/14/2024 and 3/13/2024 with PALM. - Agency shared that their remediation approach is based on phases, and the concern of having to do remediation re-work with major changes to occur after final design has been shared. - Monitoring of Design Segment updates is continuing, need confirmation that final screen designs will also be available to the agency as and when locked down by PALM. - DEP still awaiting additional detailed information from the project on enterprise system changes and report specifications. 12/18/24 DEP will continue to monitor this item as needed.

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

DEP Status Report Confirmation

Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
November - December 2024	Darinda McLaughlin	darinda.mclaughlin@floridadep.gov	01/10/25
September - October 2024	Darinda McLaughlin	darinda.mclaughlin@floridadep.gov	11/08/24
July - August 2024	Darinda McLaughlin	darinda.mclaughlin@floridadep.gov	09/06/24
May - June 2024	Darinda McLaughlin	darinda.mclaughlin@floridadep.gov	07/12/24
March - April 2024	Darinda McLaughlin	darinda.mclaughlin@floridadep.gov	05/09/24
January - February 2024	Darinda McLaughlin	darinda.mclaughlin@floridadep.gov	03/11/24

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