

Helpful Links

- Dashboard Snapshots
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- Florida PALM Workbook for DLA
- Readiness Workplan

DLA Status Report Dashboard

Reporting Period

November - December 2024

Agency Sponsor

Sabrina Donovan

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 = 15
- Duplicate Filled Role = 10
- 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 = 85.66%**
- Submitted Complete = 29
 - Submitted Incomplete = 0
 - Completed After Submission = 24

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 = 93.37%**
- Submitted On Time = 69
 - Submitted Late = 11
 - 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		The file format has been identified and provided to Business Unit for Remediation.		
N/A	Technology	531	Remediate Agency Business Systems based on Segment II	04/29/24	10/04/24	50% - In Progress		The file format has been identified and provided to Business Unit for Remediation.		
N/A	Technology	547	Remediate Agency Business Systems based on Segment III	07/22/24	12/13/24	25% - Beginning Initial Internal Meetings and Information Gathering		The file format has been identified and provided to Business Unit for Remediation.		
Direct	Data	555-A	Complete Data Cleansing Based on Mock Conversion 1 - Projects (PCC001)	10/07/24	11/22/24	100% - Submitted	10/16/24		Submission Complete	11/01/24
N/A	Technology	561	Remediate Agency Business Systems based on Segment IV	10/21/24	03/14/25					
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	11/22/24
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	12/20/24		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	12/10/24		Submission Complete	
Direct	Technology	557	Confirm Interface Inventory for Cycle 2 Interface Testing	11/18/24	12/13/24	100% - Submitted	12/18/24		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	12/11/24		Submission Complete	
Direct	Data	567-B	Share, Review, and Update Configuration Workbooks	11/18/24	12/13/24	100% - Submitted	12/10/24	Used guidance provided by the project to update response	Submission Complete	01/03/25
Direct	Data	567-C	Share, Review, and Update Configuration Workbooks	11/18/24	12/13/24	100% - Submitted	12/10/24		Submission Complete	12/19/24
Direct	Data	567-D	Share, Review, and Update Configuration Workbooks	11/18/24	12/13/24	100% - Submitted	12/10/24	There are two records that are still marked in RED but they are 10 characters.	Submission Complete	12/19/24
Direct	Data	567-E	Share, Review, and Update Configuration Workbooks	11/18/24	12/13/24	100% - Submitted	12/10/24		Submission Complete	
Direct	Data	567-G	Share, Review, and Update Configuration Workbooks	11/18/24	12/13/24	100% - Submitted	12/10/24		Submission Complete	
Direct	Data	567-H	Share, Review, and Update Configuration Workbooks	11/18/24	12/13/24	100% - Submitted	12/11/24	Included comment on sheet for Source Type	Submission Complete	12/26/24
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					
N/A	Processes	560	Submit Change Analysis Tool	12/09/24	01/31/25					
Indirect	People	564	Update Future Florida PALM Users	12/09/24	01/10/25					
N/A	People	568	Create Training Plan for Agency Managed End User Training	12/09/24	03/28/25					
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	01/07/25		
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.
<p>Implementation:</p> <p>Planned Florida PALM End Users = 26</p> <ul style="list-style-type: none"> Business Process Groupings = 12/13 <p>Identified Subject Matter Experts = 10</p>	<p>Implementation:</p> <p>Impacted Agency Business Processes = 67</p> <ul style="list-style-type: none"> Related Business Process Groupings = 11/13 Planned Spreadsheet Uploads = 8 	<p>Implementation:</p> <p>Business Systems Planned for Integration = 8</p> <p>Planned Interfaces = 11</p> <ul style="list-style-type: none"> Inbound Interfaces = 2 Outbound Interfaces = 9 	<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 #1: Agency-Wide Tree Org Security Rule = Agencywide 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 = Not Needed Customers = Not Needed Encumbrances = Needed Grants = Not 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.

DLA Risks							
Critical Operational Elements	Risk Description	Status	Risk Rating	Mitigation/Response Strategy	Reporting Period Comments or Updates	Date of Status Change	Owner / Coordinator
People Technology	Loss of technical CNN participant	Open	9 (High/High)	Backup technical CNN participant will need to take lead role. IT will be recruiting for replacement staff to support Finance & Accounting functions.	Position is still vacant. 04/23/2024 position is still vacant	02/26/24	Sabrina Donovan
Processes Technology	Changes to project scope potentially impacts agency planned mitigation.	Open	9 (High/High)	Review BPM's for changes to workflows to identify potential impacts to agency solutions, interfaces and processes.	Review continues 04/23/2024 this is a continuing risk.	03/11/24	Sabrina Donovan
People Processes Technology Data	PALM Interfaces are not been fully developed on time for UAT scheduled for July 2025.	Open	9 (High/High)	Onboarding additional developer resources will ensure interface development will be ready for UAT.	New Risk	12/20/24	Sabrina Donovan
People Technology	Technical Documentation: Lack of technical knowledge and/or documentation related to business systems and interfaces being impacted by the project.	Open	4 (Medium/Medium)	Staff Aug business analyst to assist with gathering requirements.	Staff aug has been on-boarded, but is still becoming familiar with agency and the project. Additional staff aug will begin 03/25/2024. 12/20/2024- We are still pending on additional developer.	03/11/24	Sabrina Donovan

DLA Issues							
Critical Operational Elements	Issue Description	Status	Priority	Resolution Plan	Reporting Period Comments or Updates	Planned or Actual Resolution Date	Owner / Coordinator
Processes Technology	Reengineer FLAIR accounting interfaces to Florida PALM.	Open	Critical - Impacts the ability of the agency to move forward with work without resolution	Engage technical CNN participation to review data formats and interface options to determine optimal solution.	Continuing issue. 04/23/2024 - this is a continuing issue.	04/14/25	Sabrina Donovan
People Processes Technology	Software Integration Issues: Planned software integration may not work as expected, leading to re-design and re-work.	Open	Critical - Impacts the ability of the agency to move forward with work without resolution	Engage technical CNN participation in design workshops and UAT.	Continuing issue. 04/23/2024 - this is a continuing issue.	04/14/25	Sabrina Donovan
Processes	Need ability to make corrections to closed reporting period	Open	Critical - Impacts the ability of the agency to move forward with work without resolution	Need a solution option	new issue moved from risk-I don't think this has a resolution. 04/23/2024 - still need to understand the transaction operation	04/14/25	Darlene Faris

Processes Data	No Single Payer Interface for VANext in PALM for remediation	Open	Critical - Impacts the ability of the agency to move forward with work without resolution	Need a solution option from PALM.	transition completion process in Florida PALM.	04/14/25	Sabrina Donovan
Processes Technology	Approval seeking on batch upload to Import process for supporting documents	Open	Critical - Impacts the ability of the agency to move forward with work without resolution	If there is no project solution it will require considerable staff effort to complete the supporting docs	12/20/2024- No resolution on supporting documents and A&A policy has not been set for support documents.	04/14/25	Sabrina Donovan
Processes Technology	The recent decision to begin UAT on July1 will have an adverse impact on fiscal year close out and opening a new fiscal year and thats critical.	Open	Critical - Impacts the ability of the agency to move forward with work without resolution	Need PALM funding to support F&A consultants that will perform the duties of F&A FTEs during UAT.	Outstanding issue- 10/31/2024. It's a continuing concern- 12/20/2024	04/01/25	Steven Ritacco
People	Availability of Finance & Accounting SMEs: Due to workload and competing priorities SMES may not be available. This may result in extending the overall schedule, and adding cost to the budget.	Open	High - Impacts the ability of the agency to meet deadlines or milestones	When the staff aug business analyst is engaged, interviews will need to be scheduled to minimize work disruption.	Scheduling of Segment IV workshops coincides with year-end activities, resulting in reduced availability. 04/23/2024 - this is a continuing issue.	04/14/25	Sabrina Donovan

DLA Assumptions

Critical Operational Elements	Assumption	Status	Date Logged or Removed	Impacted Stakeholder(s) and/or System(s)	Reporting Period	Comments or Updates
Processes	processes will require modification to accommodate new roles	Logged	09/07/23	Finance & Accounting		no change
Data	data field changes will impact systems	Logged	09/07/23	Finance & accounting, VANExt, EGrants, SQL reporting		no change
People Processes Technology Data	Final build is complete and available for UAT and Interface Testing	Logged	12/20/24	Finance & accounting, VANExt, EGrants, SQL reporting		New

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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DLA Status Report Confirmation

Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
November - December 2024	Sabrina Donovan	sabrina.donovan@myfloridalegal.com	01/07/25
September - October 2024	Sabrina Donovan	sabrina.donovan@myfloridalegal.com	11/12/24
July - August 2024	Sabrina Donovan	sabrina.donovan@myfloridalegal.com	09/06/24
May - June 2024	Sabrina Donovan	sabrina.donovan@myfloridalegal.com	07/12/24
March - April 2024	Sabrina Donovan	sabrina.donovan@myfloridalegal.com	05/13/24
January - February 2024	Sabrina Donovan	sabrina.donovan@myfloridalegal.com	03/11/24