

**Helpful Links**

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- Readiness Workplan

# DMA 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**

Col. Adam Curry

**CCN Composition**



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

**Change Champion Network:**

- Unique Filled Role = 14
- Duplicate Filled Role = 2
- 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 = 91.93%**
- Submitted Complete = 41
- Submitted Incomplete = 0
- Completed After Submission = 16

**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 = 99.02%**
- Submitted On Time = 76
- Submitted Late = 6
- Pending Submission = 0

**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	547	Remediate Agency Business Systems based on Segment III	07/22/24	12/13/24	100% - Submitted	12/11/24		Submission Complete	
Direct	Data	541-C	Complete Configuration Workbooks for Segment IV	08/26/24	10/04/24	Pending Resubmission	10/02/24		Submission Complete	10/22/24
Direct	Data	555-A	Complete Data Cleansing Based on Mock Conversion 1 - Projects (PCC001)	10/07/24	11/22/24	100% - Submitted	11/21/24		Submission Complete	
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	11/21/24		Submission Complete	
N/A	N/A	562	Submit Bimonthly Agency Readiness Status Report	11/01/24	11/12/24	100% - Submitted	11/04/24	Smartsheet form issue prevented agency from being able to submit status report confirmation. Met with Project team on 11/4/24 and issue will require additional research. Project updated confirmation as submitted as of date of meeting.	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	12/05/24		Submission Complete	
Direct	Technology	557	Confirm Interface Inventory for Cycle 2 Interface Testing	11/18/24	12/13/24	100% - Submitted	11/21/24		Submission Complete	12/19/24
N/A	Technology	558	Update Agency Business System Documentation	11/18/24	01/10/25	100% - Submitted	12/19/24	No Final ABS Documentation Complete Column on spreadsheet.	Submission Complete	
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	12/11/24		Submission Complete	12/18/24
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	12/11/24		Submission Complete	
Direct	Data	567-G	Share, Review, and Update Configuration Workbooks	11/18/24	12/13/24	100% - Submitted	12/11/24		Submission Complete	
Direct	Data	567-H	Share, Review, and Update Configuration Workbooks	11/18/24	12/13/24	100% - Submitted	12/11/24		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					
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	25% - Beginning Initial Internal Meetings and Information Gathering				
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-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	12/30/24	Agency sponsor confirmed for Nov-Dec 24 but it is listed as Oct-Nov 24	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.
<p><b>Implementation:</b></p> <p><b>Planned Florida PALM End Users = 26</b></p> <ul style="list-style-type: none"> <li>Business Process Groupings = 10/13</li> </ul> <p><b>Identified Subject Matter Experts = 11</b></p>	<p><b>Implementation:</b></p> <p><b>Impacted Agency Business Processes = 24</b></p> <ul style="list-style-type: none"> <li>Related Business Process Groupings = 13/13</li> <li>Planned Spreadsheet Uploads = 0</li> </ul>	<p><b>Implementation:</b></p> <p><b>Business Systems Planned for Integration = 2</b></p> <p><b>Planned Interfaces = 6</b></p> <ul style="list-style-type: none"> <li>Inbound Interfaces = 3</li> <li>Outbound Interfaces = 3</li> </ul>	<p><b>Implementation:</b></p> <p><b>Configuration</b></p> <ul style="list-style-type: none"> <li><b>Commitment Control (KK)</b></li> <li>Budget Allotments - Control Option = Option # 2 - Track with Budget</li> <li>Account ChartField Tier Selection = Account Tier #1: Highest</li> <li>Organization ChartField Translation Tree Selection = Translation Tree #1: Agency-Wide Tree</li> <li><b>Org Security Rule = Agencywide</b></li> <li><b>Optional ChartFields</b></li> <li>OA1 = To Be Configured</li> <li>OA2 = Not To Be Configured</li> <li>PC Category = To Be Configured</li> <li>PC Subcategory = To Be Configured</li> <li>PC Source Type = Not To Be Configured</li> </ul> <p><b>Conversion</b></p> <ul style="list-style-type: none"> <li><b>Optional Conversions</b></li> <li>Accounts Receivable = Not Needed</li> <li>Assets = Needed</li> <li>Contracts = Not Needed</li> <li>Customers = Not Needed</li> <li>Encumbrances = Needed</li> <li>Grants = Needed</li> <li>Projects = Needed</li> <li>Projects Balances = Not Needed</li> </ul>

## 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.

DMA Risks							
Critical Operational Elements	Risk Description	Status	Risk Rating	Mitigation/Response Strategy	Reporting Period Comments or Updates	Date of Status Change	Owner / Coordinator

DMA 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	Start planning process for 2-3 week downtime of system when FLAIR converts to PALM	Open	High - Impacts the ability of the agency to meet deadlines or milestones	DMA Staff must plan and implement downtime process necessary for the potential FLAIR offline due to conversion to PALM.	Sep/Oct 24 - Continue to monitor	07/31/25	Kevin Creech
Technology	Quickbooks Replacement	Closed	Low - All impacts not listed as Critical or High	It appears the request for a Quickbooks database will end up being denied based on previous offers from House and Senate. The agency will plan on moving forward with Quickbooks.	Jun/Jul 24 - Continue to work with PALM support on whether to have Quickbooks interface with PALM or provide a spreadsheet upload. Also possibility to use Projects in PALM. Raised question to Staff (7 Aug) to confirm if this is a viable option. Sep/Oct - Working with a pending contract to replace Quickbooks. Should be awarded by end of Oct 24.	12/31/24	Jack McAlpine
Processes Data	Lump sum payment made for multiple items that become Assets: a. FLAIR allows these payments to be unitized into Assets by the Asset tag and cost per item. b. Palm allows these payments to be unitized into Assets by dividing the total costs by the total assets averaging the costs per unit rather than by the true costs.	Open	Low - All impacts not listed as Critical or High	Cost averaging is ok if every asset has the exact same cost but there are many assets purchased together where the costs are completely different. This will result in inaccurate asset valuations. Example would be a skid steer with multiple attachments.	Sep/Oct 24 - Continue to monitor	02/28/25	Brad Bowman
Processes Data	FLAIR Pending table vs PALM staging table	Open	Low - All impacts not listed as Critical or High	a. FLAIR allows for pending items to be deleted. If payments are made for assets that fall outside the threshold of property by State and Agency requirements. These can be deleted. b. Palm allows for the pending item to be skipped but its can never be deleted.	Sep/Oct 24 - Continue to monitor	02/28/25	Brad Bowman

### DMA Assumptions

Critical Operational Elements	Assumption	Status	Date Logged or Removed	Impacted Stakeholder(s) and/or System(s)	Reporting Period Comments or Updates
Processes	Changing of ARRO file format	Logged	03/05/24	Agency has concern about potential file changes that will be required from ARRO without missing any bi-weekly payrolls.	Jan/Feb
People Processes Technology Data	A downtime plan for FLAIR will be in place prior to the conversion to PALM.	Logged	07/31/25	All agency business systems	Mar/Apr 24

### 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

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### DMA Status Report Confirmation

Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
November - December 2024	COL Adam Curry	adam.m.curry.mil@army.mil	01/08/25
September - October 2024	COL Adam Curry	adam.m.curry.mil@army.mil	12/20/24
September - October 2024	COL Adam Curry	floridapalm@myfloridacfo.com	11/04/24
July - August 2024	Timothy Smith	timothy.j.smith53.nfg@army.mil	09/09/24
May - June 2024	COL Adam Curry	adam.m.curry.mil@army.mil	07/10/24
March - April 2024	Timothy Smith	timothy.j.smith53.nfg@army.mil	05/01/24
January - February 2024	COL Adam Curry	adam.m.curry.mil@army.mil	03/06/24