DOAH Status Report Dashboard

Click on the various statistics or dials to view the supporting information within your agency's Smartsheet Florida PALM Workbook.

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 = 6
- Duplicate Filled Role = 10
- Vacant Role = 0

RW Task Completeness:

Score = 96.79%
- Submitted Complete = 48
- Submitted Incomplete = 0
- Completed After Submission = 5

RW Task Timeliness:

Score = 95.85%
- Submitted On Time = 75
- Submitted Late = 5
- Pending Submission = 2

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	544	Update Agency Business System Documentation for Segment IV	07/22/24	10/18/24	50% - In Progress		DOAH and several other agencies are collaborating regarding the mapping and rewrite of Axiom Pro. DOAH has been conversing with Image API (owners of Axiom Pro Software) and they are working on reconfiguring how to pull vouchers from FLAIR to PALM.		
N/A	Technology	547	Remediate Agency Business Systems based on Segment III	07/22/24	12/13/24	50% - In Progress		DOAH only has Axiom Pro software as a Agency Business System. DOAH and several other agencies are collaborating regarding the mapping and rewrite of Axiom Pro. DOAH has been conversing with Image API (owners of Axiom Pro Software) and they are working on reconfiguring how to pull vouchers from FLAIR to PALM.		
Direct	Data	555-A	Complete Data Cleansing Based on Mock Conversion 1 - Projects (PCC001)	10/07/24	11/22/24	100% - Submitted	10/18/24		Submission Complete	
N/A	Technology	561	Remediate Agency Business Systems based on Segment IV	10/21/24	03/14/25	50% - In Progress		DOAH only has Axiom Pro software as a Agency Business System. DOAH and several other agencies are collaborating regarding the mapping and rewrite of Axiom Pro. DOAH has been conversing with Image API (owners of Axiom Pro Software) and they are working on reconfiguring how to pull vouchers from FLAIR to PALM.		
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	12/20/24		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	12/06/24		Submission Complete	
Direct	Technology	557	Confirm Interface Inventory for Cycle 2 Interface Testing	11/18/24	12/13/24	100% - Submitted	12/13/24	DOAH only has Axiom Pro software as a Agency Business System. DOAH and several other agencies are collaborating regarding the mapping and rewrite of Axiom Pro. DOAH has been conversing with Image API (owners of Axiom Pro Software) and they are working on reconfiguring how to pull vouchers from FLAIR to PALM.	Submission Complete	
N/A	Technology	558	Update Agency Business System Documentation	11/18/24	01/10/25	50% - In Progress		DOAH only has Axiom Pro software as a Agency Business System. DOAH and several other agencies are collaborating regarding the mapping and rewrite of Axiom Pro. DOAH has been conversing with Image API (owners of Axiom Pro Software) and they are working on reconfiguring how to pull vouchers from FLAIR to PALM.		
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	
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	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	75% - Consolidating/Inputting Information for Submission				
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	50% - In Progress				
Direct	Data	567-P	Share, Review, and Update Configuration Workbooks	12/18/24	01/17/25	100% - Submitted	**01/06/25**			
Direct	Data	658-A	Submit Data Field Mapping	12/18/24	01/31/25	100% - Submitted	**01/06/25**			
Direct	Data	658-B	Submit Data Field Mapping	12/18/24	01/31/25	100% - Submitted	**01/06/25**			
N/A	N/A	569	Submit Bimonthly Agency Readiness Status Report	12/30/24	01/10/25	100% - Submitted	**01/06/25**			
N/A	N/A	570	Manage Agency Specific Implementation Schedule, Risks and Issues	12/30/24	02/28/25					
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 = 11

• Business Process Groupings = 11/13

Identified Subject Matter Experts = 9

Processes

Implementation:

Impacted Agency Business Processes = 26

• Related Business Process Groupings = 6/13

• Planned Spreadsheet Uploads = 0

Technology

Implementation:

Business Systems Planned for Integration = 1

Planned Interfaces = 1

- Inbound Interfaces = 0

- Outbound Interfaces = 1

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 = Not 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 = Needed

- Assets = Needed

- Contracts = 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.

DOAH Risks

Critical Operational Elements	Risk Description	Status	Risk Rating	Mitigation/Response Strategy	Reporting Period Comments or Updates	Date of Status Change	Owner / Coordinator
Technology	If Axiom Pro is not reconfigured for UAT, accountants will be unable to test and verify the functionality of the application with FL PALM..	Open	6 (High/Medium)	Agency Liaison will collaborate with other agencies and Image API to ensure the reconfiguration is completed prior to UAT. Agency Liaison will request status updates from Image API to ensure timeliness of end product.	Agency Liaison is collaborating with other agencies and Image API to regarding the reconfiguration. Virtual Meetings will occur in January with agencies and Image API to discuss the reconfiguration.	11/07/24	Patricia Kenyon
People	If resources are not fully trained to do their jobs, go-live will continue but DOAH will not be ready for go-live.	Open	3 (High/Low)	DOAH will work with the PALM team to ensure staff's capabilities to function in PALM by attending meetings to keep abreast of new information. Have affected staff participate in testing PALM. Have affected staff participate in all training activities provided. SMEs have	Agency Liaison has integrated PALM awareness discussion during staff meetings. Accounting staff	07/05/23	Patricia Kenyon

		participated in Segment III and IV meetings.			members are actively participating in completing PALM tasks. Accounting staff have been shown the PALM Knowledge Center and have reviewed the information regarding their business processes as updated by Segment updates. CCN and SMEs and future end users are participating in preparing for UAT activities..		
People	The staff's previous experience with system implementations may lead to low or lack of engagement in transitioning to the new financial system.	Open	2 (Medium/Low)	Agency Liaison will integrate PALM awareness through emails, meeting discussions and providing updates regarding PALM during management staff meetings. Agency Liaison will provide staff with PALM resources to become familiar with the system. SMEs and future end users will participate in Segment IV meetings and meet regularly to discuss PALM implementation in designated meetings so the conversation is focused.	Agency Liaison has integrated PALM awareness discussion during accounting staff meetings. Accounting, Budget and HR staff are assisting with completing PALM tasks. DOAH future end users have been introduced to the FL PALM Knowledge Center. CNN Members, SMEs and end users are engaged in preparing for UAT activities.	08/28/24	Patricia Kenyon

DOAH Issues

Critical Operational Elements	Issue Description	Status	Priority	Resolution Plan	Reporting Period Comments or Updates	Planned or Actual Resolution Date	Owner / Coordinator

DOAH 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	Staff will be able to perform their assigned function proficiently in PALM on Go Live Date	Logged	09/08/23	End Users	Agency Liaison is working with DOAH's CCN members to complete readiness tasks and provide awareness of PALM activities and resources to impacted stakeholders. End users attended the Segment IV Workshops to gain understanding how PALM will work. End Users have been provided awareness of FL PALM's Knowledge Center to review individually and during staff meetings as well as through emails.
Technology	Axiom Pro Application will be reconfigured to pull the vouchers in PALM by UAT	Logged	10/31/24	End Users	Agency Liaison is collaborating with other agencies and Image API to regarding the reconfiguration.

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]

DOAH Status Report Confirmation

Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
November - December 2024	Megan S. Silver	megan.silver@doah.state.fl.us	01/06/25
September - October 2024	Megan S. Silver	megan.silver@doah.state.fl.us	11/04/24
July - August 2024	Megan S. Silver	megan.silver@doah.state.fl.us	09/06/24
May - June 2024	Megan S. Silver	megan.silver@doah.state.fl.us	07/08/24
March - April 2024	Megan S. Silver	megan.silver@doah.state.fl.us	05/08/24
January - February 2024	Megan S. Silver	megan.silver@doah.state.fl.us	03/11/24

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