

Helpful Links

- Dashboard Snapshots
- Knowledge Center
- Florida PALM Workbook for DVA
- Readiness Workplan

DVA Status Report Dashboard

Reporting Period

November - December 2024

Agency Sponsor

AI Carter

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 = 8
- Duplicate Filled Role = 13
- 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 = 86.94%**
- Submitted Complete = 35
- Submitted Incomplete = 3
- Completed After Submission = 11

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 = 82.12%**
- Submitted On Time = 57
- Submitted Late = 16
- Pending Submission = 9

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 = 4
- 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	Processes	515	Identify Change Impacts and Update Agency Business Process Documentation for Segments I and II	01/29/24	04/12/24	75% - Consolidating/Inputting Information for Submission	06/28/24	ETA by July 2024 - RFQ in process RC comment: as of 8/20, task remains incomplete via review with E. RiceMorgan. Anticipate completion by end of December 2024. VACO Analyst Jose Gutierrez working through Business processes.	Submission Incomplete	08/02/24
N/A	Processes	527	Identify Change Impacts and Update Agency Business Process Documentation for Segment III	04/15/24	07/12/24	Pending Resubmission	07/12/24	Remains incomplete. 1. Mark None where spreadsheet uploads are not identified. 2. Complete process documentation updates for Segments I, II, and III. -dit, 11/6/2024	Submission Incomplete	09/19/24
N/A	N/A	539	Manage Agency Specific Implementation Schedule, Risks and Issues	07/01/24	08/29/24	75% - Consolidating/Inputting Information for Submission		Agency continues to work through risk issues and issues. Procurement progressing. Vendor listing provided and interviews scheduled with vendors. Vendor (VACO) selected and integration has begun. Vendor attended meetings and duties outlined and implementation schedule updated. SOPs to be completed by end of December 2025. Nov 6, 2024: Agency continues to work through its SOPs to ensure procedures and processes marry with those in PALM. Simultaneously we continue to work through tasks and attend workshops and UAT requirements while performing hurricane recovery operations and nursing home inspections/assessments and Legislative Budget action items. Having a much smaller administrative staff than other Agencies makes meeting suspenses challenging.	N/A	
N/A	Processes	543	Identify Change Impacts and Update Agency Business Process Documentation for Segment IV	07/22/24	10/18/24	75% - Consolidating/Inputting Information for Submission				
N/A	Technology	544	Update Agency Business System Documentation for Segment IV	07/22/24	10/18/24	25% - Beginning Initial Internal Meetings and Information Gathering				
Direct	Technology	546	Update Florida PALM Interface Inventory for Segment IV	07/22/24	10/18/24	75% - Consolidating/Inputting Information for Submission				
N/A	Technology	547	Remediate Agency Business Systems based on Segment III	07/22/24	12/13/24	75% - Consolidating/Inputting Information for Submission				
Direct	Data	541-C	Complete Configuration Workbooks for Segment IV	08/26/24	10/04/24	Pending Resubmission	09/26/24	Thank you for completing Speedkey sheet. A few updates are required, and are outlined in the Task Verification form. -dit, 11/6/2024 Speedkey workbook is blank. -dit, 10/4/2024	Submission Incomplete	10/31/24
N/A	N/A	552	Manage Agency Specific Implementation Schedule, Risks and Issues	08/30/24	10/31/24	50% - In Progress			N/A	
Indirect	Technology	553	Prepare for Interface Testing	09/16/24	10/18/24	50% - In Progress				
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	12/04/24

N/A	N/A	562	Submit Bimonthly Agency Readiness Status Report	11/01/24	11/12/24	100% - Submitted	11/06/24		Submission Complete	
N/A	N/A	563	Manage Agency Specific Implementation Schedule, Risks and Issues	11/01/24	12/27/24					
Direct	Data	555-C	Complete Data Cleansing Based on Mock Conversion 1 (AMC001 and POC001)	11/08/24	12/06/24					
Direct	Technology	557	Confirm Interface Inventory for Cycle 2 Interface Testing	11/18/24	12/13/24	100% - Submitted	12/12/24		Submission Complete	01/08/25
N/A	Technology	558	Update Agency Business System Documentation	11/18/24	01/10/25	25% - Beginning Initial Internal Meetings and Information Gathering				
Direct	Data	567-A	Share, Review, and Update Configuration Workbooks	11/18/24	12/13/24	100% - Submitted	12/12/24		Submission Complete	
Direct	Data	567-B	Share, Review, and Update Configuration Workbooks	11/18/24	12/13/24	100% - Submitted	12/12/24		Submission Complete	01/08/25
Direct	Data	567-C	Share, Review, and Update Configuration Workbooks	11/18/24	12/13/24	100% - Submitted	12/12/24		Submission Complete	12/16/24
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	12/12/24		Submission Complete	12/17/24
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	12/12/24		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	100% - Submitted	01/08/25		Submission Complete	
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	75% - Consolidating/Inputting Information for Submission				
Direct	Data	567-P	Share, Review, and Update Configuration Workbooks	12/18/24	01/17/25	25% - Beginning Initial Internal Meetings and Information Gathering				
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	01/13/25		Submission Complete	01/13/25
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 = 62</p> <ul style="list-style-type: none"> Business Process Groupings = 12/13 <p>Identified Subject Matter Experts = 8</p>	<p>Implementation:</p> <p>Impacted Agency Business Processes = 110</p> <ul style="list-style-type: none"> Related Business Process Groupings = 9/13 Planned Spreadsheet Uploads = 1 	<p>Implementation:</p> <p>Business Systems Planned for Integration = 2</p> <p>Planned Interfaces = 2</p> <ul style="list-style-type: none"> Inbound Interfaces = 1 Outbound Interfaces = 1 	<p>Implementation:</p> <p>Configuration</p> <ul style="list-style-type: none"> Commitment Control (KK) <ul style="list-style-type: none"> Budget Allotments - Control Option = Option # 2 - Track with 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 <ul style="list-style-type: none"> 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 <p>Conversion</p> <ul style="list-style-type: none"> Optional Conversions <ul style="list-style-type: none"> Accounts Receivable = Not Needed Assets = Needed Contracts = Needed Customers = Not Needed Encumbrances = Needed Grants = Needed Projects = 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.

DVA Risks

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

DVA Issues

Critical Operational Elements	Issue Description	Status	Priority	Resolution Plan	Reporting Period Comments or Updates	Planned or Actual Resolution Date	Owner / Coordinator
People Processes Data	Submitted a contract solicitation for a Project Manager	Open	Critical - Impacts the ability of the agency to move forward with work without resolution	Solicitation done week of April 17, 2024. Will hopefully select an appropriate vendor to meet Agency needs.	Only one Vendor replied to procurement, and Agency is not confident the vendor can meet Agency needs. 11/6/2024: Vendor on board and working to ensure our plan continues to move forward. Vendor on staff now for 2 1/2 months.	05/31/24	Al Carter, Chief of Staff

DVA Assumptions

Critical Operational Elements	Assumption	Status	Date Logged or Removed	Impacted Stakeholder(s) and/or System(s)	Reporting Period Comments or Updates
People	Funding will be approved/provided by the Florida Legislature to secure personnel needed to support the Agencies PALM transition.	Logged	09/18/23	FDVA and the overall Statewide PALM project implementation	Requested in Agency LBR as of August 15, 2023. 11/6/2024: Agency received limited funding and is working to stretch this funding until the end of the fiscal year. However, indications are that funding for our VACO contractors will run out in April 2025. Agency will work with PALM Executive Committee to ascertain funds to continue implementation.
Technology	Sufficient contract personnel will be available to support the Agency as it undergoes its PALM integration.	Logged	09/18/23	FDVA and the overall Statewide PALM project implementation	TBD after funding is secured. Procuring a vendor who can provide a Project Manager to oversee/support PALM integration O/A April 25, 2024. 11/6/2024: After two months with the new Vendor (VACO) Agency continues to work through ensuring they understand Agency processes so we can collectively determine how they will integrate into PALM. VACO team, comprised of two persons, in concert with function SME's has taken on the challenge of SOP revision and mapping to PALM processes.
People Processes Data	FDVA Executive leadership, including Project Sponsor, will support the project by providing resources, access to systems and stakeholders and by supported the organizational change management strategy created by the project team.	Logged	09/18/23	Agency wide	State provided resources, but not timely to allow Agency to secure project management and contract support staff resources. Those agencies undergoing the initial implementation were able to secure contract staff with PALM and related accounting staff. Current solicitations have yielded only one vendor, who at initial glance may not be qualified to do the work. 11/6/2024: Agency working with contracted project manager and analyst to ensure PALM requirements for integration continues according to schedule. Agency has had to adjust SOP development and PALM Mapping due to impending personnel retirements.

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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DVA Status Report Confirmation

Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
November - December 2024	Alfred D. Carter	al.carter@fdva.fl.gov	01/13/25
September - October 2024	Alfred D. Carter	al.carter@fdva.fl.gov	11/06/24
September - October 2024	Alfred D. Carter	al.carter@fdva.fl.gov	11/01/24
July - August 2024	Alfred D. Carter	al.carter@fdva.fl.gov	09/10/24
May - June 2024	Alfred D. Carter	al.carter@fdva.fl.gov	06/28/24
March - April 2024	Alfred D. Carter	al.carter@fdva.fl.gov	05/09/24
January - February 2024	Alfred D. Carter	al.carter@fdva.fl.gov	03/07/24