

Helpful Links

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

FDC Status Report Dashboard

Reporting Period

November - December 2024

Agency Sponsor

Mark Tallent

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 = 16
- Duplicate Filled Role = 0
- 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 = 94.64%**
- Submitted Complete = 48
 - Submitted Incomplete = 0
 - Completed After Submission = 8

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 = 89.29%**
- Submitted On Time = 64
 - Submitted Late = 18
 - 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 | 12/20/24 | | Submission Complete | |
| Direct | Data | 555-A | Complete Data Cleansing Based on Mock Conversion 1 - Projects (PCC001) | 10/07/24 | 11/22/24 | 100% - Submitted | 10/24/24 | | Submission Complete | |
| N/A | Technology | 561 | Remediate Agency Business Systems based on Segment IV | 10/21/24 | 03/14/25 | 25% - Beginning Initial Internal Meetings and Information Gathering | | | | |
| Direct | Data | 555-B | Complete Data Cleansing Based on Mock Conversion 1 (CTC001, GMC001, and PCC002) | 10/28/24 | 11/22/24 | 100% - Submitted | 12/05/24 | Per Vince, we can close this task and deal with the errors on the next conversion due to PCC001 not being able to be edited. | Submission Complete | |
| N/A | N/A | 562 | Submit Bimonthly Agency Readiness Status Report | 11/01/24 | 11/12/24 | 100% - Submitted | 11/07/24 | | 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 | The 31 errors listed as 'Required Field (Organization; Account; Fund; Budget Entity; Category; State Program) is/are missing' - have either been identified to be updated on the Organization configuration (Task 567-B) or the encumbrance has been paid out or has been deleted. | Submission Complete | |
| Direct | Technology | 557 | Confirm Interface Inventory for Cycle 2 Interface Testing | 11/18/24 | 12/13/24 | 100% - Submitted | 01/07/25 | | 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 | | This task cannot be completed. This is due to us not have the sufficient information from PALM to complete the remediation of our Agency Business Systems. We are still analyzing the data that they have provided, and will continue to work to complete this task. ETA Unknown. | | |
| Direct | Data | 567-A | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/16/24 | Mr. Tallent is out until January 2nd. | Submission Complete | 12/20/24 |
| Direct | Data | 567-B | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/20/24 | | Submission Complete | |
| Direct | Data | 567-C | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/05/24 | STEQP, DOEJ, ADX, AB & CPS are inactive OCA's and should remain inactive. We will correct this on the SpeedKeys. | Submission Complete | 12/17/24 |
| Direct | Data | 567-D | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/04/24 | We are not currently using the OA2. | 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 | 01/08/25 | | Submission Complete | |
| Direct | Data | 567-H | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/03/24 | Reviewed by Laura Bruce, Amanda Braxton and John Kelley. | Submission Complete | |
| Direct | Data | 567-I | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/10/24 | | Submission Complete | |
| Indirect | People | 536-C | Create Agency Specific User Acceptance Testing Plan | 12/09/24 | 01/31/25 | 25% - Beginning Initial Internal Meetings and Information Gathering | | | | |
| 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 | 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 Information Gathering | | | | |

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|----------|------------|-------|--|----------|----------|---|----------|---------------------|--|----------|
| Direct | Data | 567-J | Share, Review, and Update Configuration Workbooks | 12/18/24 | 01/17/25 | 100% - Submitted | 01/09/25 | | | |
| 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 | 25% - Beginning Initial Internal Meetings and Information Gathering | | | | |
| Direct | Data | 658-B | Submit Data Field Mapping | 12/18/24 | 01/31/25 | 25% - Beginning Initial Internal Meetings and Information Gathering | | | | |
| N/A | N/A | 569 | Submit Bimonthly Agency Readiness Status Report | 12/30/24 | 01/10/25 | 100% - Submitted | 01/07/25 | Submission Complete | | 01/07/25 |
| N/A | N/A | 570 | Manage Agency Specific Implementation Schedule, Risks and Issues | 12/30/24 | 02/28/25 | 25% - Beginning Initial Internal Meetings and Information Gathering | | | | |
| Direct | Data | 658-C | Submit Data Field Mapping | 01/06/25 | 01/31/25 | 25% - Beginning Initial Internal Meetings and Information Gathering | | | | |
| 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 |
|--|---|--|---|
| <p>The staff and stakeholders affected by your agency's transition to Florida PALM.</p> <p>Implementation:</p> <p>Planned Florida PALM End Users = 138</p> <ul style="list-style-type: none"> Business Process Groupings = 13/13 <p>Identified Subject Matter Experts = 48</p> | <p>The sequence of procedures to accomplish a business objective.</p> <p>Implementation:</p> <p>Impacted Agency Business Processes = 156</p> <ul style="list-style-type: none"> Related Business Process Groupings = 12/13 Planned Spreadsheet Uploads = 10 | <p>The applications or tools used to process, track, or report on financial operations.</p> <p>Implementation:</p> <p>Business Systems Planned for Integration = 15</p> <p>Planned Interfaces = 22</p> <ul style="list-style-type: none"> Inbound Interfaces = 1 Outbound Interfaces = 21 | <p>Information used in or produced from an agency's financial business operations.</p> <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 # 3 - Track without Budget Account ChartField Tier Selection = Account Tier #3: Family Organization ChartField Translation Tree Selection = Translation Tree #3: No Tree Assigned Org Security Rule = Agencywide 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 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.

| FDC Risks | | | | | | | |
|---|--|--------|---------------|--|--|-----------------------|---------------------------------------|
| Critical Operational Elements | Risk Description | Status | Risk Rating | Mitigation/Response Strategy | Reporting Period Comments or Updates | Date of Status Change | Owner / Coordinator |
| Processes Technology Data | Staffing issue impacting data cleansing activity to be completed on-time for Data Conversion. | Closed | 9 (High/High) | Requested the new Project Manager to request additional staffing from OIT to assist with remediation and data cleanup efforts. | 1. Data Analyst has been onboarded in October/2024. 2. All delayed data cleansing activities are completed by 12/04/2024. 3. Data Conversion iterations are started and the Team continued to work on correcting the data conversion errors and the master files. | 12/04/24 | Mary Quinsey, FDC & FCOR PALM Liaison |
| People Processes Technology Data | Unavailability of PALM Data Warehouse and technical specifications (File format, Data dictionary) affecting the remediation activities for the 12 agency based system. | Open | 9 (High/High) | 1. Setup new database, to remediate 12-agency business systems/ tools, depends on the PALM Data Warehouse for data. 2. Design the new database, and subsequently plan for the user reporting solution (CAIRS - Corrections Accounting Information Resource System) with appropriate reports. 3. Remediate Agency based systems to integration to CAIRS and internal functional testing | 1. It is recently understood that PALM Data Warehouse shall be available in Jun/2025. No technical specification for the PALM Datawarehouse will be available before that. Therefore, the FDC/FCOR PALM team is taking a workaround to mitigate the Reporting platform and 11 other | 03/14/25 | Dipak Roy, OIT PM |

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|----------------------------------|--|------|-----------------|--|--|----------|---|
| | | | | | downstream system mitigation using PALM outbound interfaces. 2. Solution approach for New Database and CAIRS has been prepared. 3. Architectural design of the solution currently in-progress. | | |
| People Processes Technology | Unavailability of IT resources with required skillset may impact timely remediations of agency business systems. | Open | 6 (High/Medium) | 1. Identify the High-level solution for Agency Business System (ABS) remediation. 2. Finalize the Architectural design and technology stack identification. 3. Conclude the resources/ roles required for ABS remediation. 4. Onboard the required resources, complete the IT development activities to ensure readiness for E2E interface testing/ UAT | 11/05/2024 : Solution concept shared with the OIT experts to review and guide FDC PALM team on the next steps for technical solutioning. 11/06/2024 : Initial resourcing plan has been reviewed with OIT leadership and received alignment on hiring Reports developer. 12/10/2024 : Solution concept aligned with the OIT Enterprise Architect. Next step is to have a technical workshop, to finalize on the Architectural design and Technology platform. | 06/30/25 | Dipak Roy, OIT PM |
| People Processes Technology Data | Unavailability of archived FLAIR Information Warehouse shall impact business continuity of agency business systems and processes which are dependent on legacy/ historical FLAIR data. | Open | 6 (High/Medium) | 1. Interact with Florida PALM team and get confirmation on archival of FLAIR Information Warehouse (IW) availability for future use. 2. Plan for remediation of legacy reporting needs out of FLAIR IW data. | 12/13/2024: Florida PALM team confirmed that archival strategy yet to be finalized. Therefore agency team expected to go ahead with remediation of legacy reports requirements with a local solution. Next step is to work with the FDC OIT team, to plan for archival of FLAIR IW data into the archived BARS tool (Budget & Accounting Reporting Solution). | 06/30/25 | Dipak Roy, OIT PM |
| People Processes | Unavailability of Florida PALM system training and Demo sessions early in the project phase may result in insufficient time given to agency user readiness/ adoption. | Open | 6 (High/Medium) | Action 1: Utilize the PALM site to develop and deploy a 3-part preliminary training series to future PALM end users. The training series will be followed by a Process Gap Analysis and Process Gap Remediation activity for each Business process group. Action 2: Identify future PALM superusers, to participate in the preliminary PALM training series and closing activities. Action 3: Once available, leverage the Sandbox and Demo sessions to further familiarize users with system functionality. | The Change Management Lead is driving the action items. Presentation completion percentages are detailed below. ----- Training Series Title: Preliminary PALM EndUser Orientation Training 1: Orientation to PALM Modules-50% Training 2: Orientation to PALM Business Process Groups-50% Training 3: Orientation to PALM Business Process Models-10% Training 4: Orientation to PALM Roles & Workflows-0% 12/17/2024: CML- Training Development is underway and is on track to be completed by January 31, 2025. 12/16/2024: Identification of Train-the-trainer and PALM superusers community for FDC has been initiated. Training liaison has been engaged to prepare for overall training plan and training materials. | 06/30/25 | Erica Starling, Financial Administrator |
| People Processes Technology Data | The Testing phases in the Florida PALM project plan assumes right-at-first-time, therefore may not allow sufficient time for defect management and retest of fixes. | Open | 6 (High/Medium) | 1. Prepare the UAT testing team thoroughly, regarding Business processes, Configurations, User roles, PALM trainings, Test scripts. 2. Establish a communication channel with Florida PALM to get quick turnaround on the defect management. 3. Identify across-agency best practices for UAT planning and execution. 4. Continue to touch base with the Florida PALM team and assess the impact due to the risk. | 12/05/2024: Florida PALM team held across-agency kick-off of the UAT planning activity. There are several follow-up workshops shall be planned, to support agency teams in preparation for UAT. Most of the preparation activities are affected by non-availability of the final system. | 06/30/25 | Erica Starling, Financial Administrator |
| People Processes Technology Data | Inadequate planning to identify specific process gaps and remediation planning may impact agency user readiness/ adoption. | Open | 6 (High/Medium) | Action 1: Launch the Process Gap Analysis and Process Gap Remediation Planning/ Implementation Activities at the conclusion of the 3-Part PALM End user Orientation preliminary trainings. -- Preliminary PALM End User Orientation Training Series -- Closing Activity 1: Process Gap Analysis -- Closing Activity 2: Process Gap Remediation Planning & Implementation Action 2: Outputs from Activity-1: Process Gap Analysis will be leveraged to finalize and document the deltas between the As-Is and To-Be states. Action 3: Output implementation plans from Activity-2: Process Gap Remediation Planning & Implementation will be launched to resolve the deltas for each | 12/17/2024: CML- Training Development is underway and will precede the initiation of the Closing Process Gap Analysis and Remediation activities. The deployment of the training Series is on track to launch by February 01, 2025. 11/30/2024: As-is processes (FLAIR) are mapped to the to-be processes (PALM) | 09/30/25 | Mary Quinsey, FDC & FCOR PALM Liaison |

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|----------------------------------|---|------|-------------------|--|---|----------|---|
| | | | | Business Process Group. Action 4. Delta remediation effectiveness and progress will be tracked and monitored. | Identification of specific remediation plan has been initiated. | | |
| People Processes Technology Data | Competing priorities for SMEs leading to limited bandwidth availability, may impact timely completion and quality of FDC/ FCOR PALM project deliverables, including data cleanup, configurations, process mapping & remediation, Trainings, agency systems remediations, and UAT preparation & execution. | Open | 6 (High/Medium) | 1. Identify the areas where it needs the SMEs bandwidth. 2. Come out with a plan to support FDC PALM project with required SMEs bandwidth. | 12/10/2024 : Highlighted the risk in the FDC/FCOR Sponsors briefing. To continue working on to find a remediation plan, on how to optimize the resource allocation between the business critical activities and supporting activities to ensure agency readiness for PALM project. | 09/30/25 | Erica Starling, Financial Administrator |
| People Processes Technology | Insufficient information on access security model and planning of changes to current user roles/responsibilities may impact agency user readiness/ adoption. | Open | 4 (Medium/Medium) | Action 1: People Readiness Lead will develop a Role Mapping Workbook to document and map current state positions to future PALM roles and Business Process Groups. Action 2: People Readiness Lead will leverage the PALM site (Now RWP 560: Topics & Activities Workbook) to obtain and map future PALM roles and to all PALM Business Process Groups. Action 3: People Readiness Lead will leverage the Current State Position Catalogue to obtain the current state roles and collaborate with FDC Project Manager and SMEs to map those roles to the documented future PALM roles within the Role Mapping workbook (Now RWP 560: Topics & Activities Workbook) for each Business Process Group. Action 4: People Readiness Lead in collaboration with the FDC Training lead will utilize the PALM site and Role Mapping Workbook to develop and deploy a 4-part preliminary training series to future PALM end users. Training 4 of the series will focus specifically on future PALM roles allowing the training participant to understand the linkage between their current role and future PALM role. Training 4: End User Orientation to PALM Roles & Workflows. | Action 1 : Completed Action 2 : Completed the internal workings 12/17/2024: CML-The provision of the RWP 560-""Topics & Activities"" Workbook invalidates the need for further effort towards Action 2 (Mapping is Provided). Work effort towards the completion of Action 3 has launched. 12/09/2024: CML-As a part of RWP Task 560, the PALM State team has now provided the agency teams with the ""Topics & Activities"" Workbook. The People Readiness Lead will sunset the previously created Role Mapping Workbook and transition work efforts to this new work book. 11/15/2024: CML- People Readiness Lead completed the development of the RoleMapping Workbook and socialized workbook with the project team. 11/30: Team started exploring the user & security roles definitions in the Florida PALM portal. | 06/30/25 | Mary Quinsey, FDC & FCOR PALM Liaison |
| People Processes Technology Data | Unavailability of existing BARS reporting infrastructure will impact agency ability to generate user reports based on legacy/ historical data. | Open | 3 (High/Low) | Work with FDC OIT on archival of BARS reporting solution, including database, UI and any platform components | 11/06/2024 : Overall requirement was reviewed with OIT leadership and received alignment. Currently in discussion with OIT Systems Management team to identify a solution. Next step is implement and test the solution. | 06/30/25 | Dipak Roy, OIT PM |

FDC 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 | Not having resource backup in the FDC F&A team for recently created agency systems, to ensure business continuity. | Open | High - Impacts the ability of the agency to meet deadlines or milestones | 1. Crosstrain staff to ensure adequate backup. 2. Cross training will be completed during the project to ensure operational resiliency. | The Planned or Actual Resolution Date is extended to 06/30/2025 to provide 6 months of readiness prior to the current Project Production date – January 2026. | 06/30/25 | David Eskin, Finance and Accounting/Systems Reporting |
| People Processes | Lack of clear instructions and frequent changes to the Task guidelines from Florida PALM team impacts agency's ability to complete the tasks on time. | Open | High - Impacts the ability of the agency to meet deadlines or milestones | 1. To minimize frequent changes in task instructions. Consistent guidance fosters stability and improves overall performance. 2. Collaborate with Florida PALM team on the issues with the Smartsheets. | 1. Communicated to Florida PALM team on the challenges with ongoing changes to task instructions. 2. Ongoing basis FDC team highlight the specific issues with the Smartsheets to get quick turnaround on issues. | 01/06/26 | Erica Starling, Financial Administrator |
| People Processes Technology Data | Lack of resource capacity within FDC F&A team for Financial data analysis, impacting the timely data cleanup activities and ensure conversion readiness. | Open | High - Impacts the ability of the agency to meet deadlines or milestones | Onboard additional staff aug position with FLAIR data experience. | 1. Created RFQ for an additional staff aug position. 2. The resource has been onboarded in early December 2024. | 12/31/24 | Erica Starling, Financial Administrator |
| Processes Technology | Resource availability is limiting agency ability to progress on UAT preparation activities, e.g., UAT Test Plan, UAT Test Scripts, Future State Work Processes. | Open | High - Impacts the ability of the agency to meet deadlines or milestones | 1. Onboard additional OIT BA to assist with mapping future state work processes to PALM and write test scenarios. 2. The SMEs from F&A team will guide this OIT BA and will review, revise, approve, and use the test scripts in UAT. 3. OIT BA will guide the F&A team on the UAT process and support on Test Management and monitoring UAT progress. | 9/12/2024 : waiting for clarity on the UAT approach, scope and volume of work. 10/16/2024: UAT high level plan was shared in PALM advisory council meeting. 11/20/2024: BA requirement has been reviewed with the OIT leadership and | 01/13/25 | Dipak Roy, OIT PM |

available vendors are being evaluated.

FDC 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 | There will be sufficient engagement by resources knowledgeable about agency business processes and technical capabilities. | Logged | 07/31/23 | All agency business systems and CCN roles | FDC's Organizational Change Management (OCM) Lead was onboarded and started working 05/06/2024. Onboarded project team from OIT including Project Manager, Business Analyst and Data Analyst. Key SMEs from F&A team has been engaged actively. |
| People Processes Technology | FDC's Change Champion Network will continue to attend workshops, working sessions, meetings, and other forums for collaboration to ensure the continued functionality of inbound and outbound interface points between the two agencies. | Logged | 07/31/23 | All agency business systems and CCN roles | Currently still relevant. |
| People Processes Technology | FDC will understand and document our current state technical architecture and business systems and modify to integrate with the financial management solution. | Logged | 07/31/23 | All agency business systems and CCN roles | List of agency business systems are documented, i.e., as-is state, systems in the scope of remediation. Remediation approach for 2 systems is finalized, and the same for remaining systems are currently in-discussion. Team will continue with analysis and reach out to sponsors for any major change in the interface approach. |
| Technology Data | It is assumed that data in FLAIR will exist in a new field in PALM except for fields that are discontinued. For the discontinued fields, it is assumed that PALM project team will communicate the names of the discontinued fields and will be shared as the data dictionary is updated for each Palm Design Segment. | Logged | 04/22/24 | All agency business systems and the remediation of agency business systems. | The complete data mapping sheet/ crosswalk between FLAIR and PALM data fields are yet to be published by the Florida PALM team. |
| People Processes Technology | Additional clarity required from Florida PALM team, for finalizing the FDC UAT plan | Logged | 10/21/24 | UAT Planning for user readiness for performing UAT | Requested additional clarity from Florida PALM team. Florida PALM team to setup follow up sessions with the agency team to finalize the details of the UAT plan. |
| People Processes Technology | Florida PALM team will work closely with agency team to mitigate any challenges the agency may face to meet the strict cutover timeline. | Logged | 12/20/24 | All users in agency financial functions. | Tentative plan for go-live is 1/6/2026, and the forecasted cutover period is around 2 weeks prior to it. Agency teams are asked to prepare the list of pre-requisites and the plan to meet this timeline. Agency to schedule further discussion to get the required support from the Florida PALM team/ DFS. |
| People Processes Technology | Agency team will receive required support (availability of Infrastructure and Florida PALM team) while performing the User Acceptance Testing and defect management. | Logged | 12/20/24 | All UAT Testers. | User Acceptance Test plan to document the pre-requisites and support required from Florida PALM team. |
| People Processes Technology Data | Enterprise systems shall be available for User Acceptance Testing including respective business processes. | Logged | 12/20/24 | All UAT Testers. | During Florida PALM design workshop, it is understood that the IT development activities for enterprise systems are in-progress. |
| Technology | IT Infrastructure for the agency shall support the user access and continued use of Florida PALM system. | Logged | 12/20/24 | All users in agency financial functions. | Florida PALM team expected to share the volumetrics for the agency. |
| Processes Technology | Required operations support team (both IT and F&A team) has been setup to support Florida PALM system access for the agency users, e.g. ongoing user access, user/ security roles assignments, access to data/ reports etc. | Logged | 12/20/24 | All users in agency financial functions. | |

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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FDC Status Report Confirmation

| Reporting Period | Agency Sponsor Name: | Confirmed By: | Confirmation Date: |
|--------------------------|----------------------|--------------------------------|--------------------|
| November - December 2024 | Mark Tallent | mark.tallent@fdc.myflorida.com | 01/07/25 |
| September - October 2024 | Mark Tallent | mark.tallent@fdc.myflorida.com | 11/07/24 |
| July - August 2024 | Mark Tallent | mark.tallent@fdc.myflorida.com | 09/11/24 |
| May - June 2024 | Mark Tallent | mark.tallent@fdc.myflorida.com | 07/09/24 |
| March - April 2024 | Mark Tallent | mark.tallent@fdc.myflorida.com | 05/13/24 |
| January - February 2024 | Mark Tallent | mark.tallent@fdc.myflorida.com | 03/07/24 |