

Helpful Links

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

FDLE 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

Charlotte Fraser

CCN Composition



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

Change Champion Network:

- Unique Filled Role = 6
- 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 = 90.00%**
- Submitted Complete = 46
- 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 = 87.09%**
- Submitted On Time = 63
- Submitted Late = 17
- 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	50% - In Progress		12/6 Remediation Ongoing		
N/A	Technology	531	Remediate Agency Business Systems based on Segment II	04/29/24	10/04/24	50% - In Progress		12/6 - Remediation Ongoing		
N/A	Technology	547	Remediate Agency Business Systems based on Segment III	07/22/24	12/13/24	50% - In Progress		12/6 - Final spreadsheet currently being updated for submission		
Direct	Data	555-A	Complete Data Cleansing Based on Mock Conversion 1 - Projects (PCC001)	10/07/24	11/22/24	100% - Submitted	12/06/24	Task Complete	Submission Complete	
N/A	Technology	561	Remediate Agency Business Systems based on Segment IV	10/21/24	03/14/25	50% - In Progress				
Direct	Data	555-B	Complete Data Cleansing Based on Mock Conversion 1 (CTC001, GMC001, and PCC002)	10/28/24	11/22/24	100% - Submitted	12/17/24	Task Complete	Submission Complete	
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	100% - Submitted	12/18/24	Task Complete	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	Task Complete	Submission Complete	12/09/24
Direct	Technology	557	Confirm Interface Inventory for Cycle 2 Interface Testing	11/18/24	12/13/24	100% - Submitted	12/11/24	Task Complete	Submission Complete	
N/A	Technology	558	Update Agency Business System Documentation	11/18/24	01/10/25	100% - Submitted	01/10/25	Task Complete		
Direct	Data	567-A	Share, Review, and Update Configuration Workbooks	11/18/24	12/13/24	100% - Submitted	11/25/24	Task Complete	Submission Complete	
Direct	Data	567-B	Share, Review, and Update Configuration Workbooks	11/18/24	12/13/24	100% - Submitted	12/17/24	Task Complete	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	Task Complete	Submission Complete	
Direct	Data	567-D	Share, Review, and Update Configuration Workbooks	11/18/24	12/13/24	100% - Submitted	12/10/24	Task Resubmitted	Submission Complete	12/17/24
Direct	Data	567-E	Share, Review, and Update Configuration Workbooks	11/18/24	12/13/24	100% - Submitted	12/16/24	Task Complete	Submission Complete	
Direct	Data	567-G	Share, Review, and Update Configuration Workbooks	11/18/24	12/13/24	100% - Submitted	12/17/24	Task Complete	Submission Complete	
Direct	Data	567-H	Share, Review, and Update Configuration Workbooks	11/18/24	12/13/24	100% - Submitted	12/13/24	Task Complete	Submission Complete	
Direct	Data	567-I	Share, Review, and Update Configuration Workbooks	11/18/24	12/13/24	100% - Submitted	12/10/24	Task Complete	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	100% - Submitted	01/10/25	Task Complete		
N/A	People	568	Create Training Plan for Agency Managed End User Training	12/09/24	03/28/25	50% - In Progress				
Direct	Data	567-J	Share, Review, and Update Configuration Workbooks	12/18/24	01/17/25	50% - In Progress				
Direct	Data	567-K	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	50% - In Progress				
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				

						Information Gathering			
N/A	N/A	569	Submit Bimonthly Agency Readiness Status Report	12/30/24	01/10/25	100% - Submitted	01/06/25	Task Complete	Submission Complete
N/A	N/A	570	Manage Agency Specific Implementation Schedule, Risks and Issues	12/30/24	02/28/25	50% - In Progress			
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
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.
Implementation: Planned Florida PALM End Users = 47 • Business Process Groupings = 13/13 Identified Subject Matter Experts = 22	Implementation: Impacted Agency Business Processes = 231 • Related Business Process Groupings = 12/13 • Planned Spreadsheet Uploads = 2	Implementation: Business Systems Planned for Integration = 16 Planned Interfaces = 6 - Inbound Interfaces = 4 - Outbound Interfaces = 2	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 #2: Agency-Defined 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 Conversion • Optional Conversions - Accounts Receivable = 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.

FDLE Risks							
Critical Operational Elements	Risk Description	Status	Risk Rating	Mitigation/Response Strategy	Reporting Period Comments or Updates	Date of Status Change	Owner / Coordinator
Data	That we will be unable to do life-to-date tracking and trend analysis for data that is in both FLAIR and PALM.	Open	4 (Medium/Medium)	Develop crosswalk methodology if the new Data Warehouse will not provide this capability.	None 5/16/24: Still pending 7/22/24: No Change 8/19/24: No Change 10/14/24: No Change 11/19/24: No Change 12/9/24: No Change 1/6/25: No Change	05/16/24	Mike Moore
Processes Data	FDLE has good number of reports that will need to be created based on PALM objects. PALM will have "some" reports but not all that is needed.	Open	4 (Medium/Medium)	Request PALM team to provide the similar functionality of those reports / report name.	6/25/24: - Project has begun the RFP process for staff augmentation. Resource Needs: 2-BA's and 1-SA 7/2/24: - Still Pending 7/22/24 - No Change 8/19/24: Will update by 8/22/24 9/4/24: Awaiting response from Alise 10/14/24: No Change 11/19/24: No Change 12/9/24: No Change 1/6/25: No Change	06/25/24	Anik Datta
Processes Data	Information is needed related to the data warehouse for PALM	Open	4 (Medium/Medium)	FDLE is depending on the PALM project to provide FDLE project team information regarding the data warehouse. Mitigate this risk	6/25/24: - Reached out to our RC's for any available information. 7/22/24: No Change 8/19/24: Will update by 8/22/24 10/14/24: No Change 11/19/24: No Change 12/9/24: No Change	06/25/24	Anik Datta
People	FDLE needs of a couple of Business Analysts to support the UAT process. Once selected the background process may hinder onboarding resources quickly.	Open	4 (Medium/Medium)	We are currently crafting RFP in support of those resources.	7/8/24: - New risk. RFP has not been posted 7/22/24: No Change 8/19/24: SOW ready, needed to review but will be posted this	07/08/24	Mike Moore

						week. 9/16/24: OFM resume's evaluated, seven interviews scheduled. 10/1/24: ITS has 6 interviews scheduled 10/14/24: OFM Candidates selected and is currently going through back ground check. ITS will be selecting its candidate today. 12/9/24: New BA did not workout. We've reached out to the third candidate who is still interested in this role. He has started the background process. Our 2nd BA will start 12.11.24 1/6/25: ITS New Resource started.		
Processes Data	Early visibility of Data Warehouse & Report Query Builder will help us to decide the future scope of custom reports for data validation (well before interface testing)	Open	4 (Medium/Medium)	Will address once PALM begins working on the Data Warehouse		8/7/24 New Risk 9/4/24: A/I for Angie to f/u 10/14/24: No Change 11/19/24: No Change 12/9/24: No Change 1/6/25: No Change	08/07/24	Anik Datta
Processes Technology	FDLE needs more details related to the upcoming task "Change Analysis" outlined in the Agency Implementation Roadmap, that is scheduled to commence in mid-October.	Closed	4 (Medium/Medium)	Pursue more information /direction from the PALM team.		9.4.24 New Risk 9/17/24: No Change 10/14/24: No Change 11/19/24: CLOSED	11/19/24	Anik Datta
Processes Technology Data	FDLE is in need of a comprehensive list of anticipated errors and warnings that may occur in relation to interface interactions and report parameters inputs.	Open	4 (Medium/Medium)	Pursue more information /direction from the PALM team. Further delay may impact our ability to meet downstream activities for example UAT.		9.4.24 New Risk 9/17/24: No Change 10/14/24: No Change 11/19/24: No Change 12/9/24: No Change 1/6/25: No Change	09/04/24	Anik Datta
Technology Data	Timeline for interface testing coinciding with integration testing presents a risk.	Open	4 (Medium/Medium)	Continue to watch the project timeline to see if this will change. Otherwise, we will accept the risk.		11/19/24: No Change 12/9/25: No Change 1/6/25: No Change	11/19/24	Anik Datta
Technology Data	FDLE uses Object code for various purposes. PALM is replacing this with Account. As a result it will be challenging to reconcile RAMS with PALM and get details at transaction type level.	Open	3 (High/Low)	New chart of accounts and transaction types have to be setup to fulfill PALM and FDLE accounting requirements.		Analyzing PALM account codes provided to determine if additional fields need to be utilized. 5/16/24: Still pending 7/22/24: No Change 8/19/24: No Change 10/14/24: No Change 11/19/24: No Change 12/9/24: No Change 1/6/25: No Change	05/16/24	Terri Speed / Andrew Gutsch
Processes Technology	The Configuration Review and Update task during UAT poses a potential risk. Changes could affect the UAT timelines and outcomes.	Open	2 (Medium/Low)	Accept the risk.		11/19/24: No Change 12/9/24: Paused for now	10/31/24	Anik Datta
Processes Data	The task "Update Reports Inventory" is missing from the new 'Agency Implementation Roadmap.' There is no visibility of the Data Warehouse reporting tool in the current roadmap.	Open	2 (Low/Medium)	Accept the risk.		10.31.24: New Risk 11/19/24: No Change 12/9/24: No Change 1/6/25: No Change	10/31/24	Anik Datta

FDLE Issues							
Critical Operational Elements	Issue Description	Status	Priority	Resolution Plan	Reporting Period Comments or Updates	Planned or Actual Resolution Date	Owner / Coordinator
Processes	There is no cutover plan to transition from current systems to PALM compliant systems in future on the day of PALM go-live.	Open	Low - All impacts not listed as Critical or High	New PM onboarded and will develop cutover schedule for all affected applications and provide detailed plans much before PALM go-live date	6/21/24: Ongoing	12/31/25	Anik Datta

FDLE 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	The agency will be approved for funding to support readiness activities.	Logged	07/01/23	Office of Information and Technology Systems Office of Financial Management Agency business systems	Pending FY 24/25	Legislative Session
Technology Data	PALM will not change the identified Chart of Accounts structure between now and go-live.	Logged	07/01/23	Agency business systems		Monitor information as provided by PALM.
Data	PALM will provide similar functionality as ABS Open Reports which is used for querying FLAIR and PYRL data so that we can retire those applications.	Logged	09/01/23	Office of Financial Management Office of Policy and Planning All divisional/regional business liaisons Management		Monitor information as provided by PALM.
People Processes Technology Data	PALM will provide significant time to test and practice specific transactions before go-live in a dedicated testing environment (UAT).	Logged	10/31/23	All agency business systems		Monitor information as provided by PALM.
Technology Data	FDLE assumes all PALM reports WILL match 1:1 with current FLAIR reports	Logged	08/19/24	Office of Information and Technology Systems Office of Financial Management		Monitor information as provided by PALM.

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 *

FDLE Status Report Confirmation

Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
November - December 2024	Charlotte Fraser	charlottefraser@fdle.state.fl.us	01/06/25
September - October 2024	Charlotte Fraser	charlottefraser@fdle.state.fl.us	11/06/24
July - August 2024	Charlotte Fraser	charlottefraser@fdle.state.fl.us	09/09/24
May - June 2024	Charlotte Fraser	charlottefraser@fdle.state.fl.us	07/10/24
March - April 2024	Charlotte Fraser	charlottefraser@fdle.state.fl.us	05/08/24
January - February 2024	Charlotte Fraser	charlottefraser@fdle.state.fl.us	03/11/24