FGCC 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
Lisa Mustain

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 = 7
• Duplicate Filled Role = 9
• Vacant Role = 0

RW Task Completeness:
Score = 93.27%
• Submitted Complete = 41
• Submitted Incomplete = 0
• Completed After Submission = 14

RW Task Timeliness:
Score = 97.26%
• Submitted On Time = 70
• Submitted Late = 11
• Pending Submission = 0

Meeting Participation:
• Meetings Attended = 5
• 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	12/13/24		Submission Complete	
Direct	Data	555-A	Complete Data Cleansing Based on Mock Conversion 1 - Projects (PCC001)	10/07/24	11/22/24	100% - Submitted	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	11/15/24		Submission Complete	
N/A	N/A	563	Manage Agency Specific Implementation Schedule, Risks and Issues	11/01/24	12/27/24	100% - Submitted	12/27/24		Submission Complete	01/09/25
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		Submission Complete	01/09/25
N/A	Technology	558	Update Agency Business System Documentation	11/18/24	01/10/25	100% - Submitted	01/10/25			
Direct	Data	567-A	Share, Review, and Update Configuration Workbooks	11/18/24	12/13/24	100% - Submitted	12/13/24		Submission Complete	
Direct	Data	567-B	Share, Review, and Update Configuration Workbooks	11/18/24	12/13/24	100% - Submitted	12/13/24		Submission Complete	01/03/25
Direct	Data	567-C	Share, Review, and Update Configuration Workbooks	11/18/24	12/13/24	100% - Submitted	12/13/24		Submission Complete	
Direct	Data	567-D	Share, Review, and Update Configuration Workbooks	11/18/24	12/13/24	100% - Submitted	12/13/24		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	12/13/24		Submission Complete	
Direct	Data	567-H	Share, Review, and Update Configuration Workbooks	11/18/24	12/13/24	100% - Submitted	12/13/24		Submission Complete	
Direct	Data	567-I	Share, Review, and Update Configuration Workbooks	11/18/24	12/13/24	100% - Submitted	12/13/24		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	50% - In Progress				
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					
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	75% - Consolidating/Inputting Information for Submission				
Direct	Data	658-A	Submit Data Field Mapping	12/18/24	01/31/25	50% - In Progress				
Direct	Data	658-B	Submit Data Field Mapping	12/18/24	01/31/25	50% - In Progress				
N/A	N/A	569	Submit Bimonthly Agency Readiness Status Report	12/30/24	01/10/25	100% - Submitted	01/10/25		Submission Complete	
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				
Indirect	Technology	576	Complete Internal Agency Business	01/06/25	03/28/25					

		System Test and Remediation to prepare for Cycle 2 - Technical Interface Testing						

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 = 14

• Business Process Groupings = 12/13

Identified Subject Matter Experts = 13

Processes

Implementation:

Impacted Agency Business Processes = 29

• Related Business Process Groupings = 10/13

• Planned Spreadsheet Uploads = 0

Technology

Implementation:

Business Systems Planned for Integration = 8

Planned Interfaces = 42

- Inbound Interfaces = 16

- Outbound Interfaces = 25

Data

Implementation:

Configuration

• **Commitment Control (KK)**

- Budget Allotments - Control Option = Option # 3 - Track without Budget

- Account ChartField Tier Selection = Account Tier #2: Groupings

- Organization ChartField Translation Tree Selection = Translation Tree #3: No Tree Assigned

• **Org Security Rule = Agencywide**

• **Optional ChartFields**

- OA1 = 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 = Not 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.

FGCC Risks

Critical Operational Elements	Risk Description	Status	Risk Rating	Mitigation/Response Strategy	Reporting Period Comments or Updates	Date of Status Change	Owner / Coordinator
Technology	Our configuration workbooks are out of date and there is no set timetable for when they will be refreshed	Open	9 (High/High)	FGCC has requested that our workbooks get refreshed and that we establish a regular schedule to refresh them so that as we make updates to FLAIR the workbooks will also get updated	We have not received an estimated time frame of when these workbooks will be refreshed (8/15/2024)	05/02/24	Rob Stoner
Processes Technology	It is extremely problematic that Enterprise Systems are not using the PALM CCN when setting up meetings and workshops associated with system modifications related to PALM. BOSP only reaches out to our HR staff, MFMP only reaches out to our purchasing staff, STMS only reaches out to our processors, etc. It is incumbent on these staff members to forward any meeting invites to other people on the CCN.\n\nEssentially, the enterprise systems are notifying SME's of things that the Agency Sponsor, Business Liaison, and Project Manager are not getting. In some cases, the enterprise systems are starting a completely separate CCN that is specific to their system. This circumvents the entire reason for the PALM CCN.	Open	9 (High/High)	FGCC would request that all enterprise system meeting and workshops that are associated to modifications and remediation related to PALM be communicated with all members of our PALM CCN		12/10/24	Rob Stoner
Processes Data	FGCC has not found any definitive information regarding the use of inbound interface files, conversions, or spreadsheet uploads before or during UAT. Likewise, FGCC has not found any information about the availability of outbound interface files after the initial data upload and during UAT. FGCC intends to use these files as part of our UAT process.	Open	6 (Medium/High)	FGCC would like to get clarification on the availability of inbound and outbound interfaces prior to the beginning of UAT as well as during the UAT process. Additionally, if spreadsheet uploads will be available before PALM interfaces please let us know.	We have not received any update from DFS on this risk (10/25/2024)\n\nThere has been some information shared during the most recent workshops. However, the planned interface testing seems to be focused on agency to palm and palm to agency and does not provide much information about enterprise system to palm. So, additional clarification is still needed (11/25/2024)	08/15/24	Rob Stoner
Processes Technology Data	The data available within the PALM File Share with regards to Mock 1 conversation is inconsistent and incomplete and does not allow FGCC to identify what actions need to be taken as part of data cleanup	Open	6 (Medium/High)	FGCC would like for all mock conversion file share folders to have consistent information (ie source interface file, error report, error log, and record extract of successfully converted data). Additionally, we would like to have the ability to report issues that appear to be		11/25/24	Rob Stoner

					related to the creation of the mock conversion source interface file			
Technology	FGCC did not receive funding for the Versa replacement system. Therefore, FGCC will need to work closely with DBPR in order to complete detailed business analysis and determine necessary remediation tasks.	Open	6 (High/Medium)	FGCC will reach out to IT within DBPR to establish regular analysis and design meetings in order to determine the business case and data requirements related to direct interface with PALM	Monthly.	09/11/23	Lisa Mustain, Director of Administration
Processes Data	Currently, PALM has not been able to provide definitive timelines of how much time we have to make adjustments to earnings and position funding during preliminary payroll accounting	Open	6 (High/Medium)	FGCC would like to get clarification on the expected time frames for the preliminary processing	We have not received any update from DFS on this risk (10/25/2024) We have not received any update from DFS on this risk (11/25/2024)	09/27/24	Rob Stoner
Processes Technology Data	FGCC has not found any definitive information regarding any scheduled Testing environment resets that will occur during UAT. As well as if any resets will only be schedule reset or if the agency will be able to request a reset during UAT	Closed	6 (High/Medium)	FGCC would like to get clarification on when and if resets will occur during UAT and if so will they only be scheduled or would they also be available per request	We have not received any update from DFS on this risk (10/25/2024) We have closed this issue but opened a new one due the the fact that there are no scheduled testing resets.	11/25/24	Rob Stoner
Processes Technology Data	FGCC has not found any definitive information regarding the schedule and cut off dates for conversion data prior to go live and/or UAT. This information is needed in order for FGCC to implement any process and procedures for UAT testing and go live data verification.	Open	6 (High/Medium)	FGCC would like to get clarification on the schedule and cut off dates related to conversion data prior to UAT and GoLive	We have not received any update from DFS on this risk (10/25/2024). We have not received any update from DFS on this risk (11/25/2024)	09/27/24	Rob Stoner
Processes Technology Data	FGCC has not found and definitive information regarding the processes that the enterprise systems will be following during UAT. For example, during UAT are Enterprise systems going to be updating both FLAIR and PALM UAT for ongoing daily transactions so that balances are properly maintained during UAT or are the enterprise systems only going to periodically update UAT? If it is periodic, is there a schedule?	Open	6 (High/Medium)	FGCC would like to get clarification on each enterprise testing strategy	We have not received any update from DFS on this risk (10/25/2024) We have not received any update from DFS on this risk (11/25/2024)	09/27/24	Rob Stoner
Processes Technology Data	Currently, PALM has explained that during UAT there will be no scheduled resets of the initial data loads. This presents a risk associated to the overall UAT testing. Without scheduled resets during the UAT process we will be unable to confirm fixes associated with any identified errors that occur during UAT. This means that any errors could re-occur during Go Live.	Open	6 (High/Medium)	FGCC would like to have a few scheduled resets back to the initial Mock 4 conversion data so that we can test and corrective actions implemented as a result of UAT errors		11/25/24	Rob Stoner
Processes Technology Data	Currently, FGCC is unable to identify how often during interface testing and UAT we are going to be able to receive updated COA values from PALM. Additionally, currently the is a COA workbook which will at some point be replaced by the standard PALM outbound interfaces and FGCC does not know when this transition will occur. The inability to receive updated COA values at regular intervals during interface testing and UAT has a direct impact on the ability to test our interface files and UI.	Open	6 (High/Medium)	FGCC would like to get clarification on when the PALM project will transition from the COA workbook to outbound interface files and how often the related data will be updated during interface testing and UAT.		11/25/24	Rob Stoner
Technology	The Current State Business Process smartsheet does not have columns for both spreadsheet uploads and PALM Interfaces. Therefore, we do not have the ability to track and report progress for our business systems that may use PALM Interfaces	Open	4 (Medium/Mediu	FGCC has requested that the smartsheets be updated to allow this capability	We have not received any update from DFS on this risk (10/25/2024). We have not received any update from DFS on this risk (11/25/2024). At this point it seems like there will not any changes made to the smartsheets. If that is the case please just tell us so that we can simply accept the risk and close the risk.	05/02/24	Rob Stoner
Technology Data	When do not have an estimated time frame of when we will be able to test both inbound and outbound PALM Interfaces	Closed	4 (Medium/Mediu	FGCC has asked for an update on when we can expect to be able to test an upload interface file and when we will be able to test a download interface file with our test/conversion data	We look forward to participating in the Interface testing period	11/25/24	Rob Stoner
Technology	Conversion Inventory and Data Readiness smartsheet utilizes a column called Agency Maintain Data Source. Due to the fact that each data source requires a date evaluation, cleanliness plan, and data monitoring, this column seems to be the same as Agency Business Systems but the smartsheet does not link to the business systems smartsheet.This makes it difficult to identify and track progress associated to data source clean up and business system remediation.	Open	4 (Medium/Mediu	FGCC would like to get clarification on the distinction between an Agency Business System and an Agency Maintained Data Source as well as insight into how to track how data from agency systems that is not in the primary sources gets converted into PALM.	We have not received any update from DFS on this risk (10/25/2024) We have not received any update from DFS on this risk (11/25/2024). At this point it seems like there will not any changes made to the smartsheets. If that is the case please just tell us so that we can simply accept the risk and close the risk.	05/02/24	Rob Stoner
Processes Data	FGCC has not found any definitive information regarding the schedule, depth, and scope of the conversion testing. Without this information we cannot determine the depth and scope of our testing, verification, and validation	Open	4 (Medium/Mediu	FGCC would like to get clarification on what will be included in the conversion testing. For example, after the conversion process in completed are we going to have access to the PALM sandbox to review and confirm our data within the PALM application, are we going to get samples of PALM reports, are we going to get PALM outbound interface files, etc.	We have not received any update from DFS on this risk (10/25/2024). As part of the workshops in the past month there has been some clarification on this issue. However, there is still not enough definitive information about interaction with enterprise systems and timelines of when functionality will be	06/28/24	Rob Stoner

						available to establish full testing plans. (11/25/2024)	

FGCC Issues

Critical Operational Elements	Issue Description	Status	Priority	Resolution Plan	Reporting Period Comments or Updates	Planned or Actual Resolution Date	Owner / Coordinator
People	FGCC lacks the appropriate staffing levels to fully support readiness activities.	Open	High - Impacts the ability of the agency to meet deadlines or milestones	FGCC has requested Administered Funds.	FGCC is recruiting additional staffing.	04/01/24	Brice Kayiranga, Chief of Financial Support Services

FGCC 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	FGCC will be able to access the available Administered Funds to support readiness activities.	Logged	02/29/24	All agency business systems.	12/14/2023 Update: Appropriation received. 02/29/2024 Update: FGCC is actively recruiting a Project Manager for the implementation of Florida PALM at FGCC. 03/12/2024 Update: FGCC conducted interviews for the Project Manager position during the week of March 8th.
Technology	FGCC will not have a replacement for Versa Regulation by PALM go live	Logged	11/13/23	Revenue Management	The Versa Replacement budget line item was vetoed so FGCC will not have a Versa Replacement system by PALM Go Live
Technology	DBPR will continue to update and keep FGCC abreast on any modifications or remediations, if any, of Versa Regulation.	Logged	01/10/24	Revenue Management	Ongoing.
Processes Technology Data	FGCC will establish an agency consolidated financial database that will serve as a single repository for historical FLAIR data as well as ongoing PALM data	Logged	04/11/24	All agency business systems	Ongoing

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

FGCC Status Report Confirmation

Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
November - December 2024	Lisa Mustain	lisa.mustain@flgaming.gov	01/10/25
September - October 2024	Lisa Mustain	lisa.mustain@flgaming.gov	11/15/24
July - August 2024	Lisa Mustain	lisa.mustain@flgaming.gov	09/11/24
May - June 2024	Lisa Mustain	lisa.mustain@flgaming.gov	07/15/24
March - April 2024	Lisa Mustain	lisa.mustain@flgaming.gov	05/13/24
January - February 2024	Lisa Mustain	brice.kayiranga@flgaming.gov	03/12/24