

Helpful Links

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

FLHSMV Status Report Dashboard

Reporting Period

November - December 2024

Agency Sponsor

Steve Burch

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 = 15
- Duplicate Filled Role = 5
- 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 = 80.73%**
- Submitted Complete = 37
- Submitted Incomplete = 4
- Completed After Submission = 14

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 = 94.22%**
- Submitted On Time = 67
- Submitted Late = 14
- Pending Submission = 2

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
	People	328	Document Current Agency Business Processes	07/31/23	12/15/23	50% - In Progress		Due to the importance of other tasks, and the agency's operational work priorities, this task may not be completed by HSMV.	N/A	
N/A	Processes	515	Identify Change Impacts and Update Agency Business Process Documentation for Segments I and II	01/29/24	04/12/24	Pending Resubmission	04/16/24	We have completed this task, except for the updates to our current state business process documentation. Our goal is to update our procedures during UAT testing, when we'll have full access to the PALM screens and testing environment.	Submission Incomplete	
N/A	Processes	527	Identify Change Impacts and Update Agency Business Process Documentation for Segment III	04/15/24	07/12/24	75% - Consolidating/Inputting Information for Submission		We have completed this task, except for the updates to our current state business process documentation. Our goal is to update our procedures during UAT testing, when we'll have full access to the PALM screens and testing environment.		
N/A	Processes	543	Identify Change Impacts and Update Agency Business Process Documentation for Segment IV	07/22/24	10/18/24	Pending Resubmission	11/01/24	Submitted 11/1/2024 per previous update.	Submission Incomplete	
N/A	Technology	544	Update Agency Business System Documentation for Segment IV	07/22/24	10/18/24	75% - Consolidating/Inputting Information for Submission	10/18/24	ABS Documentation updates are necessary, but not complete. - KG 10/25/24	Submission Incomplete	
N/A	Technology	547	Remediate Agency Business Systems based on Segment III	07/22/24	12/13/24	Pending Resubmission	12/12/24		Submission Incomplete	
Direct	Data	555-A	Complete Data Cleansing Based on Mock Conversion 1 - Projects (PCC001)	10/07/24	11/22/24	100% - Submitted	12/04/24	Agency work complete pending Project remediation on Project ID. - KGlisson	Submission Complete	12/04/24
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	12/11/24	CTC001 is complete. GMC001 is complete, pending solution for batch uploads from FACTS. Some records entered into FACTS manually before 11/30/24. PCC002 is complete; no need to convert. Given this, submitting task 555-B as 100%. 12/11/24 - KGlisson	Submission Complete	01/02/25
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	12/11/24	AMC001 - updates in FLAIR complete; POC001 - no further work required by agency per PALM project. Given this, submitting task 555-C as 100%. 12/11/24 - KGlisson	Submission Complete	01/02/25
Direct	Technology	557	Confirm Interface Inventory for Cycle 2 Interface Testing	11/18/24	12/13/24	100% - Submitted	12/13/24	Agency added comments to Lines 3 and 4; agency process does not require an Outbound interface for those processes, thus no Connection ID was selected.	Submission Complete	
N/A	Technology	558	Update Agency Business System Documentation	11/18/24	01/10/25	50% - In Progress		Meeting in work groups to complete documentation.		
Direct	Data	567-A	Share, Review, and Update Configuration Workbooks	11/18/24	12/13/24	100% - Submitted	12/09/24	Agency action complete; response needed from Project to question in email (attachment). Decision meeting held Mon 12/9/24. Entries in KK form made during real time with FLHSMV leadership in room. - KG 12/9/24	Submission Complete	01/03/25
Direct	Data	567-B	Share, Review, and Update Configuration Workbooks	11/18/24	12/13/24	100% - Submitted	12/12/24	Resubmitted 12/20/24	Submission Complete	01/09/25

Direct	Data	567-C	Share, Review, and Update Configuration Workbooks	11/18/24	12/13/24	100% - Submitted	12/05/24	AP confirmed all OA1 values still valid and in use. - KG 12/5/24	Submission Complete	
Direct	Data	567-D	Share, Review, and Update Configuration Workbooks	11/18/24	12/13/24	100% - Submitted	12/12/24	No values, no actions. Reviewed sheet (no values). - confirm ready to submit if no changes	Submission Complete	
Direct	Data	567-E	Share, Review, and Update Configuration Workbooks	11/18/24	12/13/24	100% - Submitted	12/12/24	12/12/24: TT confirmed Budget verified.	Submission Complete	
Direct	Data	567-G	Share, Review, and Update Configuration Workbooks	11/18/24	12/13/24	100% - Submitted	12/10/24	Asset team confirmed completion. - KG 12/9/24	Submission Complete	12/12/24
Direct	Data	567-H	Share, Review, and Update Configuration Workbooks	11/18/24	12/13/24	100% - Submitted	11/22/24	Agency updated PC Source Type config w/bk. Resubmitted 12/5/24. -KG.	Submission Complete	12/05/24
Direct	Data	567-I	Share, Review, and Update Configuration Workbooks	11/18/24	12/13/24	100% - Submitted	12/12/24	12/12/24: TT confirmed Budget verified.	Submission Complete	
Indirect	People	536-C	Create Agency Specific User Acceptance Testing Plan	12/09/24	01/31/25	50% - In Progress		PMgr and B. A. continue to work on this. On track for deadline. Agency schedule and mapping dev in progress. FLHSMV using TFS for sprint/task mgmt. Sprint planning session 1 held week of Dec. 5.		
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	50% - In Progress		PM to continue comm with TT to finalize End Users.		
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		PM to schedule meeting w/ LDO re: PALM sandbox and regarding the PALM training plan support - follow up to earlier meeting w/ LDO.		
Direct	Data	567-J	Share, Review, and Update Configuration Workbooks	12/18/24	01/17/25	25% - Beginning Initial Internal Meetings and Information Gathering				
Direct	Data	567-K	Share, Review, and Update Configuration Workbooks	12/18/24	01/17/25	25% - Beginning Initial Internal Meetings and Information Gathering				
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	01/08/25		Submission Complete	
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

The staff and stakeholders affected by your agency's transition to Florida PALM.

Implementation:

- Planned Florida PALM End Users = 60
- Business Process Groupings = 13/13
- Identified Subject Matter Experts = 24

Processes

The sequence of procedures to accomplish a business objective.

Implementation:

- Impacted Agency Business Processes = 150
- Related Business Process Groupings = 10/13
- Planned Spreadsheet Uploads = 2

Technology

The applications or tools used to process, track, or report on financial operations.

Implementation:

- Business Systems Planned for Integration = 3
- Planned Interfaces = 7
 - Inbound Interfaces = 4
 - Outbound Interfaces = 3

Data

Information used in or produced from an agency's financial business operations.

Implementation:

- Configuration**
 - Commitment Control (KK)**
 - Budget Allotments - Control Option = Option # 2 - Track with Budget
 - Account ChartField Tier Selection = Account Tier #1: Highest
 - Organization ChartField Translation Tree Selection = Translation Tree #1: Agency-Wide Tree
 - 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 = Needed
 - Projects = 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.

FLHSMV Risks

Critical Operational Elements	Risk Description	Status	Risk Rating	Mitigation/Response Strategy	Reporting Period Comments or Updates	Date of Status Change	Owner / Coordinator
People	HSMV is training and attempting to hire new accounting staff to learn new / daily business processes in addition to testing the PALM system and learning adjacent systems.	Open	6 (Medium/High)	HSMV is actively working to train new staff and provide Florida PALM information.		12/20/24	FLHSMV Supervisors
Technology	HSMV processes large volume of data through its FAME application (Revenue Distribution, WEX, Goodyear, PRIDE, etc.). It is imperative that the interfaces work properly when designed.	Open	6 (High/Medium)	HSMV has been working with the Florida PALM team to identify which interface files should be used to send and obtain data between FAME and Florida PALM. HSMV has mapped its current FLAIR interface file to the Florida PALM interface file. HSMV has begun building a new interface file in preparation for interface testing in late 2024.	Updated start to building FAME interface file	06/27/24	Steve Burch / Mike Alexander / Nate Seabrooks
Processes Technology Data	HSMV will need to update its scanning capabilities to include Florida PALM voucher schedule instead of FLAIR voucher schedule.	Open	6 (High/Medium)	Agency confirmed it will use Adobe Pro for future AP document retention in PALM. - KG 12/19/24 HSMV will work with its vendor to modify scanned documents to include a Florida PALM voucher schedule once available.		10/29/24	Stephanie Cabrera / Melissa Groom
Processes Technology Data	Final Supplier ID will be provided by PALM before Go Live. Risk to agency is in not receiving finalized Supplier IDs until or just before go live.	Open	3 (Low/High)	Pending PALM updates.		12/20/24	Nathaniel Seabrooks

FLHSMV Issues

Critical Operational Elements	Issue Description	Status	Priority	Resolution Plan	Reporting Period Comments or Updates	Planned or Actual Resolution Date	Owner / Coordinator
People	FLHSMV has a large number of key vacancies within the Bureau of Accounting. Due to difficulties in filling these positions, FLHSMV will need to move duties performed by vacant positions to other employees reducing the amount of time that can be committed to complete Florida PALM Tasks.	Open	High - Impacts the ability of the agency to meet deadlines or milestones	HSMV will attempt to fill these positions.	Maintaining this Issue with added context of new employees needing regular training compounded by UAT occurring during YEC. Accounting has 10 vacant position and is authorized to fill 6 of these positions (12/20/24).	08/22/24	Steve Burch / Stephanie Cabrera

FLHSMV Assumptions

Critical Operational Elements	Assumption	Status	Date Logged or Removed	Impacted Stakeholder(s) and/or System(s)	Reporting Period Comments or Updates
Data	Florida PALM will provide similar functionality as FLAIR@HSMV	Logged	08/31/23	All Accounting and Budgeting areas of HSMV	HSMV relies heavily on FLAIR@HSMV to query FLAIR data on a daily basis. Without a process to easily query data, it will have a significant impact on HSMV staff.
People Technology	Departmental technical resources will be available to update internal databases and reports for distributions from FRVIS to FAME for the new PALM Account codes.	Logged	08/31/23	Selected State Agencies, Not for Profit and, local governmental entities.	Internal discussions as of 12/20/24 confirmed all technical units are prepared for UAT start date of April 15, 2024 per PALM schedule.
Processes	Florida PALM will create a voucher schedule similar to what is produced by FLAIR today. The Florida PALM voucher will provide the payee, date and amount paid, voucher number, and minimal Florida PALM account values being paid. This voucher schedule will be printed (or PDF) by FLHSMV and added to supporting documents to be scanned and retained.	Logged	10/31/23	Accounts Payable Section	Agency will use Adobe Pro for future AP document retention in PALM. - KG confirmed via SC 12/19/24
Data	PAPS or similar report will be generated by PALM for Hireback payroll.	Logged	08/22/24	Payroll Section and Financial Accounting Section	Agency confirmed no changes to PAPS report or to NWRDC for Hireback Payroll.

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

[Privacy Notice](#) | [Report Abuse](#)

FLHSMV Status Report Confirmation

Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
November - December 2024	Steve Burch	steveburch@flhsmv.gov	01/07/25
September - October 2024	Steve Burch	steveburch@flhsmv.gov	11/07/24
July - August 2024	Steve Burch	steveburch@flhsmv.gov	09/06/24
May - June 2024	Steve Burch	steveburch@flhsmv.gov	07/12/24
March - April 2024	Steve Burch	steveburch@flhsmv.gov	05/07/24
January - February 2024	Steve Burch	steveburch@flhsmv.gov	03/08/24