

**Helpful Links**

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- Florida PALM Workbook for SCS
- Readiness Workplan

# SCS 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**

Eric Maclure

**CCN Composition**



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

**Change Champion Network:**

- Unique Filled Role = 18
- 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 = 91.75%**
- Submitted Complete = 39
- Submitted Incomplete = 1
- Completed After Submission = 17

**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 = 97.29%**
- Submitted On Time = 73
- Submitted Late = 9
- 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	12/16/24		Submission Complete	01/08/25
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	12/04/24
N/A	Technology	561	Remediate Agency Business Systems based on Segment IV	10/21/24	03/14/25	75% - Consolidating/Inputting Information for Submission				
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	11/07/24		Submission Complete	
N/A	N/A	563	Manage Agency Specific Implementation Schedule, Risks and Issues	11/01/24	12/27/24	100% - Submitted	12/27/24		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		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	12/20/24
N/A	Technology	558	Update Agency Business System Documentation	11/18/24	01/10/25	100% - Submitted	12/13/24		Submission Complete	
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	12/13/24		Submission Complete	01/10/25
Direct	Data	567-C	Share, Review, and Update Configuration Workbooks	11/18/24	12/13/24	100% - Submitted	11/26/24		Submission Complete	12/13/24
Direct	Data	567-D	Share, Review, and Update Configuration Workbooks	11/18/24	12/13/24	100% - Submitted	11/26/24		Submission Complete	12/16/24
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	12/12/24		Submission Complete	
Direct	Data	567-H	Share, Review, and Update Configuration Workbooks	11/18/24	12/13/24	100% - Submitted	11/26/24		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	01/07/25
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		Submission 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-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	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	01/09/25		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			
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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.
<b>Implementation:</b> <b>Planned Florida PALM End Users = 137</b> • Business Process Groupings = 13/13 <b>Identified Subject Matter Experts = 9</b>	<b>Implementation:</b> <b>Impacted Agency Business Processes = 35</b> • Related Business Process Groupings = 11/13 • Planned Spreadsheet Uploads = 3	<b>Implementation:</b> <b>Business Systems Planned for Integration = 4</b> <b>Planned Interfaces = 9</b> - Inbound Interfaces = 2 - Outbound Interfaces = 7	<b>Implementation:</b> <b>Configuration</b> • <b>Commitment Control (KK)</b> - Budget Allotments - Control Option = Option # 2 - Track with Budget - Account ChartField Tier Selection = Account Tier #1: Highest - Organization ChartField Translation Tree Selection = Translation Tree #3: No Tree Assigned • <b>Org Security Rule = TBD</b> • <b>Optional ChartFields</b> - 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 <b>Conversion</b> • <b>Optional Conversions</b> - Accounts Receivable = Not Needed - Assets = Needed - Contracts = Not Needed - Customers = Not Needed - Encumbrances = Needed - Grants = Not 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.

SCS Risks							
Critical Operational Elements	Risk Description	Status	Risk Rating	Mitigation/Response Strategy	Reporting Period Comments or Updates	Date of Status Change	Owner / Coordinator
Processes	Allocation to Object Code. State Courts does not allocate to the Object Code level. This would be a severe impact to the Judicial Branch. Not only our process would be hugely impacted but also our need for additional FTE.	Closed	9 (High/High)	We have verbalized to FL PALM the impact of this proposed change to the Judicial Branch. We are waiting for updates on the proposed design.	Allocation to the object code may not be necessary - check with PALM to validate this approach. - example: place "7" (expenses) value in the Account Code to satisfy the Object Code requirement	12/26/24	Budget Chief Sharon Bosley
Processes	Warrant cancellation, On Demand and Salary refunds.	Closed	9 (High/High)	We do not use. Setup a discussion with SCS HR to further identify any actions.	HR impact to be further flushed out Additional BPC resources have been added to assist with developing salary refunds, etc. as needed, continuing to monitor progress	12/26/24	Human Resources Chief Michelle Pyle
People Processes Technology Data	Receiving Funds for additional SCS resources to support SCS's modified production performance model that includes: - modified/additional staff levels, - modified business processes, - ABS changes, - data changes to perform PALM processing in UAT & Production.	Open	9 (High/High)	SCS will submit supplemental funding request and justification in January to support additional SCS resources	Compiling additional funding request details for a January submission to PALM	12/26/24	Finance & Accounting Chief Jackie Knight and Budget Chief Sharon Bosley
People	Training for all stakeholders at deployment.	Closed	4 (Medium/Medium)	We will take advantage of all available training provided by PALM. Update our process and procedures. - Recruit staff augmentation resources to assist	Staff augmentation is in process Additional BPC resources have been added to assist with developing training materials as needed, continuing to monitor progress	12/26/24	Finance & Accounting Chief Jackie Knight
Processes	Statutory Compliance - Prompt Payments	Closed	4 (Medium/Medium)	PALM to provide training to process Statutory Compliance - Prompt Payments - Reduce time involved to process batch approval processes for Statutory Compliance - Prompt Payments - Remediate process flow in PALM vs the current process flow	Further details will be flushed out as the SCS PALM solution design is further defined.	12/26/24	Finance & Accounting Chief Jackie Knight
People Processes Technology	UAT Readiness: PALM's ability to provide full PALM application functionality in UAT to support SCS's modified production	Open	4 (Medium/Medium)	SCS is assuming that PALM will provide full application functionality for all modules & PALM business processes. SCS is creating internal ABS testing	Following up with PALM POC's and other Agency contacts	12/26/24	Finance & Accounting Chief Jackie Knight

Data	performance model that includes: - modified/additional staff levels, - modified business processes, - ABS changes, - data changes for UAT on-line & complete "end-to-end" testing activities.			scenarios that will integrate complete "end-to-end" testing scenarios with PALM.			
Processes Technology	Enterprise System Readiness: Enterprise partners ability to perform "round-trip" integration testing scenarios with SCS ABS & PALM	Open	4 (Medium/Medium)	SCS is focusing on internal ABS testing scenarios, defining where Enterprise Systems can be leveraged, communicating with external partners SCS requirements & expectations for successful integration support	Reaching out to Enterprise System contacts, PALM POC's, and other Agency contacts	12/26/24	Finance & Accounting Chief Jackie Knight, OIT Chief Information Officer Roosevelt Sawyers
People	Ongoing Communication about project	Closed	1 (Low/Low)	Working Task 523 to document SCS communications. - Continue to meet with our SCS communication team to further define PALM communication campaign strategies, project messaging, delivery channels and schedules to PALM stakeholders	Planned bi-monthly SCS communication beginning 2024. Intranet updates. As PALM implementation comes closer, we will create a mass communication SCS campaign. - Met with our SCS communication team to define PALM communication campaign strategies, project messaging, delivery channels and schedules to PALM stakeholders	12/26/24	Finance & Accounting Chief Jackie Knight
Technology Data	Business system development and integration	Closed	1 (Low/Low)	We develop as best as possible	Follow up with OIT (Brian)	12/26/24	Finance & Accounting Chief Jackie Knight, OIT Chief Information Officer Roosevelt Sawyers

**SCS Issues**

Critical Operational Elements	Issue Description	Status	Priority	Resolution Plan	Reporting Period Comments or Updates	Planned or Actual Resolution Date	Owner / Coordinator
Processes Data	SCS does not utilize HRIS for timesheet reporting, this apart of the payroll life cycle in PALM  Consolidated into Issue 12	Closed	Critical - Impacts the ability of the agency to move forward with work without resolution	1) Request ARS to interface with PALM 2) Integrate PALM HR/Payroll procedures with SCS HR/Payroll 3)	SCS needs to validate SCS ARS (time reporting system) integration procedures with PALM HR/Payroll	11/22/24	Human Resources Chief Michelle Pyle
Processes Data	SCS COA Bureau, Section & Unit combination is incomplete	Closed	High - Impacts the ability of the agency to meet deadlines or milestones	SCS is waiting to validate the conversion process from FLAIR Accounts to COA	When FL PALM opens the Smartsheet, SCS F&A will update the Bureau, Section & Unit combination values.	12/06/24	Finance and Accounting Chief Jackie Knight
Processes Technology Data	Consolidated Issue 2, 3, 4, 6, 7: SCS is adopting new PALM HR/Payroll processing requirements, designs, & reporting: - Updating how to enter SCS ARS (Time Reporting System) into PALM - Updating how to enter SCS HRIS payroll reports into PALM - Updating available reports from PALM	Open	High - Impacts the ability of the agency to meet deadlines or milestones	Attended the PALM HR/Payroll workshops, SCS is conducting internal design sessions to update processing procedures.	Validating updated processing with SCS HR, F&A, & OIT	10/31/24	Human Resources Chief Michelle Pyle

**SCS Assumptions**

Critical Operational Elements	Assumption	Status	Date Logged or Removed	Impacted Stakeholder(s) and/or System(s)	Reporting Period Comments or Updates
Processes	Additional One-Time Payment function in HRIS will function the same	Logged	08/09/24	Separating, retiring, DROP entry, Overtime recipients	
Data	Payroll data will be transferred the way it is now, except the funding codes will be updated	Logged	08/09/24	Human Resources	
Processes	Alternate Time Entry screen will function the same	Logged	08/09/24	LWOP and OPS employees	
People Processes Technology Data	SCS is assuming that PALM will provide full application functionality for all modules & business processes to support SCS's modified production performance model. SCS is creating internal ABS testing scenarios that will integrate a complete "end-to-end" testing scenario between SCS, Enterprise Partners, & PALM	Logged	12/26/24	SCS Business Units: - F&A - Budget - Contracts & Grants - HR/Payroll - OIT - Cour	Logged assumption to help mitigate the Risk of PALM delivered application functionality in UAT & Production to support SCS's modified production support model

**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 \*

**SCS Status Report Confirmation**

Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
November - December 2024	Eric W. Maclure, State (macluree@flcourts.org)		01/06/25
September - October 2024	Eric W. Maclure, State (macluree@flcourts.org)		11/06/24
July - August 2024	Eric W. Maclure, State (macluree@flcourts.org)		09/09/24
May - June 2024	Eric W. Maclure, State (macluree@flcourts.org)		07/10/24
March - April 2024	Eric W. Maclure, State (macluree@flcourts.org)		05/10/24
January - February 2024	Eric W. Maclure, Interim macluree@flcourts.org		03/06/24