Helpful Links

- Dashboard Snapshots
- Florida PALM Resources
- Florida PALM Workbook for CITRUS
- Readiness Workplan

CITRUS Status Report Dashboard

Reporting Period

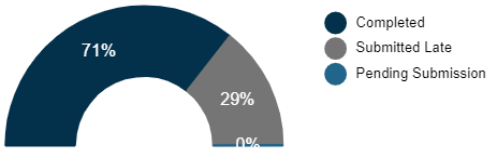
September - October 2023

Agency Sponsor

Christine Marion

Click on the various statistics or dials to view the supporting information within your agency's Smartsheet Florida PALM Workbook.

Readiness Workplan Tasks



The Readiness Workplan Tasks dial reflects the timeliness of your agency's submission of all RW tasks to date.

Readiness Workplan Tasks:

Total Tasks = 7

- Completed = 5
- Submitted Late = 2
- Pending Submission = 0

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.

The dials below 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.

Change Champion Network:

- Unique Filled Role = 2
- Duplicate Filled Role = 12
- Vacant Role = 0

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

Participation:

- Meetings Attended = 10
- Meetings Missed = 1

The Participation dial reflects your agency's attendance at Project-led meetings.

Implementation:

- Training = TBD

Current-State:

Cataloged Business Processes = 28

- Related Business Systems = 2
- Related Reports = 28
- **Documentation Status:**

- Complete = 0 Partial = 25 Not Started = 0

Implementation:

- Role Mapping = TBD

Current-State:

Cataloged Business Systems = 2

- **Criticality:**

- High = 2 Med = 0 Low = 0 None = 0
- **Documentation Status:**

- Complete = 1 Partial = 1 Not Started = 0

Cataloged Interfaces = 1

- Inbound Interfaces = 1
- Outbound Interfaces = 0

Implementation:

- Interfaces = TBD

Current-State:

Unique FLAIR Data Elements = 70

- **Associated Unique Uses = 70**

- Continued Use - Yes = 21
- Continued Use - No = 0
- **Associated Business Systems = 2**

Cataloged Reports = 54

- **Criticality:**

- High = 31 Med = 12 Low = 5 None = 0

Implementation:

- Conversions = TBD
- Configurations = TBD

Agency Reported

The Risks, Issues, Assumptions and Readiness Activities tables below display only items that were opened/logged, closed/resolved or active during the reporting period.

CITRUS Risks

Critical Operational Elements	Risk Description	Status	Risk Rating	Mitigation/Response Strategy	Reporting Period Comments or Updates	Date of Status Change	Owner / Coordinator
People	Due to size of agency and small accounting staff, same person must have multiple roles or back up roles	Open	6 (Medium/High)	We had hoped to request additional appropriation to hire OPS/contract help during the project. However, the process for making these requests has not been identified to us.	Appropriation for Additional funding was granted in CATF. This trust fund does not have sufficient fund balance to support using these funds. They will be reverted.	11/01/23	C Marion
People	The majority of PALM meetings have moved to "in-person" meetings in Tallahasee. Due to staffing and budget issues, travel to Tallahassee (a ten hour round trip) precludes us from sending staff to these meetings.	Open	6 (Medium/High)	It is difficult to get new staff up to speed. We are reviewing previously recorded meetings as time allows. I think this will be a significant issue as we get closer to go-live.	This will continue to be an issue, as long as meetings are not virtual.	11/08/23	C Marion
People	All new accounting staff. Staff members previously on PALM team have left the agency.	Open	4 (Medium/Mediu	We have assigned previous roles to new staff, but there will be a learning curve.	Staff is being trained and are being brought in to the PALM meetings. Regular meetings have been established to review RW tasks and assign tasks.	11/08/23	C Marion
People	New IT staff with no knowledge of PALM	Open	2 (Low/Medium)	We have one IT support staff member, and he was not here for the CMS Wave of PALM, and has no knowledge of PALM.	Attended Tech Town Hall on Sept 19, and added George to future PALM team meetings	09/19/23	C Marion

CITRUS Issues

Critical Operational Elements	Issue Description	Status	Priority	Resolution Plan	Reporting Period Comments or Updates	Planned or Actual Resolution Date	Owner / Coordinator

CITRUS Assumptions

Critical Operational Elements	Assumption	Status	Date Logged or Removed	Impacted Stakeholder(s) and/or System(s)	Reporting Period Comments or Updates

CITRUS Agency-Specific Readiness Activities

Critical Operational Elements	Activity Description	Date(s)	Impacted Stakeholder(s) and/or System(s)	Objective	Reporting Period Comments or Updates

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

CITRUS Status Report Confirmation

Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
September - October 202	Christine Marion	cmarion@citrus.myflorida.com	11/09/23
July - August 2023	Christine Marion	cmarion@citrus.myflorida.com	09/07/23