

Helpful Links

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

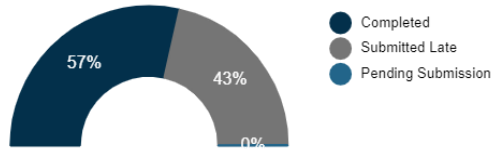
Click on the various statistics or dials to view the supporting information within your agency's Smartsheet Florida PALM Workbook.

COM Status Report Dashboard

Reporting Period
September - October 2023

Agency Sponsor
Tisha Womack

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 = 4
- Submitted Late = 3
- Pending Submission = 0

People

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

Processes

The sequence of procedures to accomplish a business objective.

Technology

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

Data

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 = 9
- Duplicate Filled Role = 3
- Vacant Role = 2



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

Participation:

- Meetings Attended = 11
- Meetings Missed = 1



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

Implementation:

- Training = TBD

Current-State:

Cataloged Business Processes = 74

- Related Business Systems = 4
- Related Reports = 8
- Documentation Status:**
 - Complete = 33 Partial = 33 Not Started = 8

Implementation:

- Role Mapping = TBD

Current-State:

Cataloged Business Systems = 26

- Criticality:**
 - High = 7 Med = 18 Low = 0 None = 1
- Documentation Status:**
 - Complete = 4 Partial = 22 Not Started = 0

Cataloged Interfaces = 0

- Inbound Interfaces = 0
- Outbound Interfaces = 0

Implementation:

- Interfaces = TBD

Current-State:

Unique FLAIR Data Elements = 71

- Associated Unique Uses = 84**
 - Continued Use - Yes = 2
 - Continued Use - No = 12
- Associated Business Systems = 2**
- Cataloged Reports = 373**
- Criticality:**
 - High = 2 Med = 0 Low = 0 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.

COM Risks

| Critical Operational Elements | Risk Description | Status | Risk Rating | Mitigation/Response Strategy | Reporting Period Comments or Updates | Date of Status Change | Owner / Coordinator |
|-------------------------------|---|--------|-------------------|--|--------------------------------------|-----------------------|---|
| People Processes | SME Workload | Open | 9 (High/High) | Currently we are awaiting legislative budget amendment approval to procure support resources | No updates at this time | 11/09/23 | Caroline (Tisha) Womack / Lemuel Toro |
| Processes | The current schedule for review of Payroll Wave Business Models allows insufficient time for comprehensive agency review. | Open | 6 (Medium/High) | At present all we can do is await the publication of the meeting materials. | No updates at this time | 09/13/23 | Lisa Simpson |
| People | Staff turnover and retention rates negatively impact Commerce's ability to gain and retain talent beneficial to PALM project and agency | Open | 4 (Medium/Medium) | Vacant positions posted on state employment site to recruit agency resources to support Commerce business goals and PALM initiatives as needed | No updates at this time | 11/09/23 | Caroline (Tisha) Womack / Human Resources |

COM Issues

| Critical Operational Elements | Issue Description | Status | Priority | Resolution Plan | Reporting Period Comments or Updates | Planned or Actual Resolution Date | Owner / Coordinator |
|----------------------------------|---|--------|--|--|--|-----------------------------------|---------------------------------------|
| People Processes Technology Data | Insufficient work hours available to fully support Commerce specific PALM initiatives because existing staff are at capacity with regular hours | Open | High - Impacts the ability of the agency to meet deadlines or milestones | Currently awaiting legislative budget amendment approval | Awaiting Legislative budget amendment approval | 12/31/23 | Caroline (Tisha) Womack / Lemuel Toro |

COM Assumptions

| Critical Operational Elements | Assumption | Status | Date Logged or Removed | Impacted Stakeholder(s) and/or System(s) | Reporting Period Comments or Updates |
|-------------------------------|--|--------|------------------------|---|--|
| People | Common understanding of PALM project goals | Logged | 11/08/23 | Commerce Stakeholders and Agency Business Systems | Partner with PALM teams to ensure consistent understanding of task requirements and expectations |

| | | | | Agency Business Systems | task requirements and expectations |
|----------------------------------|---|--------|----------|---|---|
| People | Common understanding of PALM PMO expectations | Logged | 11/08/23 | Commerce Stakeholders and Agency Business Systems | Partner with PALM teams to ensure consistent understanding of task requirements and expectations |
| People Processes Technology Data | Sufficient engagement by resources knowledgeable about Commerce business processes and technical capabilities | Logged | 11/08/23 | Commerce Stakeholders and Agency Business Systems | PALM specific team meetings |
| People Processes Technology Data | New project manager will understand PALM project sufficiently enough to provide proper guidance within a short amount of time | Logged | 11/08/23 | Commerce Stakeholders | PM attends PALM Project Management Forums and other virtual/face-to-face PALM specific training opportunities |
| People Processes Technology Data | Florida PALM PMO will provide timely decisions on items impacting project scope and schedule | Logged | 11/08/23 | Commerce Stakeholders | Attend PALM specific virtual/face-to-face meetings |

COM Agency-Specific Readiness Activities

| Critical Operational Elements | Activity Description | Date(s) | Impacted Stakeholder(s) and/or System(s) | Objective | Reporting Period Comments or Updates |
|-------------------------------|---|------------|--|--|--------------------------------------|
| People Processes | COM Budget Process Discussion with PALM | 11/08/2023 | Budget Team | Provide current and new COM Budget team members awareness of Florida PALM Budget design. | |

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

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COM Status Report Confirmation

| Reporting Period | Agency Sponsor Name: | Confirmed By: | Confirmation Date: |
|--------------------------|-------------------------|---------------------------------|--------------------|
| September - October 2023 | Caroline (Tisha) Womack | tulani.honablew@commerce.fl.gov | 11/13/23 |
| July - August 2023 | Tisha Womack | lisa.simpson@deo.myflorida.com | 09/13/23 |