DACS Status Report Dashboard

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

Readiness Workplan Tasks

100%

0%

- ● Completed
- ● Submitted Late
- ● Pending Submission
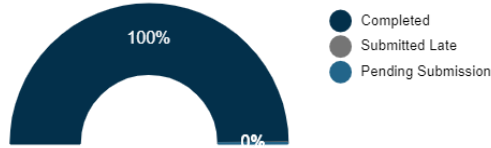
The Readiness Workplan Tasks dial reflects the timeliness of your agency's submission of all RW tasks to date.

Reporting Period

September - October 2023

Agency Sponsor

Alan Edwards

Readiness Workplan Tasks:

Total Tasks = 7

• Completed = 7

• Submitted Late = 0

• 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 = 14

• Duplicate Filled Role = 0

• Vacant Role = 0

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

Participation:

• Meetings Attended = 13

• Meetings Missed = 0

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

Implementation:

• Training = TBD

Current-State:

Cataloged Business Processes = 82

• Related Business Systems = 4

• Related Reports = 4

• Documentation Status:

- Complete = 0 Partial = 82 Not Started = 0

Implementation:

• Role Mapping = TBD

Current-State:

Cataloged Business Systems = 46

• Criticality:

- High = 26 Med = 13 Low = 6 None = 1

• Documentation Status:

- Complete = 46 Partial = 0 Not Started = 0

Cataloged Interfaces = 42

- Inbound Interfaces = 28

- Outbound Interfaces = 14

Implementation:

• Interfaces = TBD

Current-State:

Unique FLAIR Data Elements = 70

• Associated Unique Uses = 70

- Continued Use - Yes = 50

- Continued Use - No = 19

• Associated Business Systems = 6

Cataloged Reports = 198

• Criticality:

- High = 84 Med = 56 Low = 17 None = 51

Implementation:

• Conversions = TBD

• Configurations = TBD

Agency Reported

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

DACS Risks

Critical Operational Elements	Risk Description	Status	Risk Rating	Mitigation/Response Strategy	Reporting Period Comments or Updates	Date of Status Change	Owner / Coordinator
Technology Data	Divisions' use of existing budget codes for various purposes could increase the complexity of cross-walking/converting to the PALM data structure.	Open	9 (High/High)	Identify opportunities for standardization to discuss with divisions during engagements related to remediation and data cleansing. Began the PALM Task 116 early. Expecting an 18-month duration for the analysis.	Ongoing		Jim Lewandowski
Data	The FLAIR data and Florida PALM data will represent substantially different information and may cause a gap in trend analysis.	Open	9 (High/High)	Detailed data crosswalks will be imperative to closing potential data translation gaps.	Ongoing		Jim Lewandowski
Technology	Division applications may require more remediation than the project team can accomplish prior to the transition to PALM.	Open	6 (Medium/High)	Begin the analysis of the Divisions earlier than planned and prioritize the Divisions that are the most likely to be impacted by PALM. Establish a communications plan with Divisions that were identified as a priority and adjust the plan as the analysis progresses using an iterative approach.	Ongoing		PPMO
Technology	Unknown changes to the PeopleFirst Payroll component.	Open	6 (High/Medium)	Monitor People First updates and the Florida PALM team to be involved in the analysis and dependencies.	Ongoing		Jim Lewandowski
People	Increased vacancies with the Finance and Accounting staff as PALM approaches due to employee concerns about adapting to new processes/technology, job security, and performance.	Open	6 (High/Medium)	Increase focus on people readiness and change management. Increase communication and training to build confidence in employees' abilities to successfully launch as an agency.	Ongoing		Nicole Jacobik
Processes Technology	Short turnaround time of Florida PALM tasks (the time between the notification and description of the task and the expected task completion date) could result in the inability to	Open	4 (Medium/Mediu	Continue to monitor Florida PALM notifications and participate with Florida PALM at every opportunity.	Ongoing		Jim Lewandowski

	meet stated due dates.						

DACS Issues

Critical Operational Elements	Issue Description	Status	Priority	Resolution Plan	Reporting Period Comments or Updates	Planned or Actual Resolution Date	Owner / Coordinator
People	The PALM Remediation Team has four contract vacancies	Closed	High - Impacts the ability of the agency to meet deadlines or milestones	RFQs are drafted and provided to vendors, and interviews will be scheduled.		10/24/23	Khadija Harris
Technology	Test Database for PALM remediation is insufficient to support extensive testing activities	Closed	High - Impacts the ability of the agency to meet deadlines or milestones	Two of the planned contract services that are currently vacant, for a DBA and for Support Services, will be assigned to work on the Test Database and other environmental preparations		10/10/23	Khadija Harris
Technology	PALM Schedule for Functional Design - leaves 1 year for major remediation	Open	High - Impacts the ability of the agency to meet deadlines or milestones	Stay current on Florida PALM RW tasks, stay informed with Florida PALM updates, and remediate as much as possible in advance.		12/31/25	Florida PALM

DACS Assumptions

Critical Operational Elements	Assumption	Status	Date Logged or Removed	Impacted Stakeholder(s) and/or System(s)	Reporting Period Comments or Updates
Technology	Funding for staff augmentation and services will continue through implementation and Hypercare	Logged	08/31/23	Software remediation and Chart of Accounts crosswalk transitioning from FLAIR to PALM.	

DACS Agency-Specific Readiness Activities

Critical Operational Elements	Activity Description	Date(s)	Impacted Stakeholder(s) and/or System(s)	Objective	Reporting Period Comments or Updates
Data	FLAIR Data Cleanup	Ongoing	Enterprise wide	To ensure clean records for current use and for conversion to PALM	Ongoing
Data	FLAIR Structure Moving Forward Meeting	9/21/2023	Business Liaisons, Technical Liaison, and SME	Meeting to discuss FLAIR coding structure (Org codes, etc.) and plan for simplifying accounting codes pre-PALM launch.	
Data	FLAIR Data Cleanup Planning	9/26/2023	Business Liaisons, SME, Project Management Liaison	Discuss planning activities involved in Data Cleanup. Approach, responsible parties, etc.	
Data	REV System Overview	9/29/2023	REV, FLAIR	Meeting to discuss REV system (Agency Business System) current functionality and future needs	
Data	AIMS Application Overview	9/29/2023	AIMS, FLAIR	Meeting to discuss AIMS system (Agency Business System) current functionality and future needs	
Data	FLAIR to PALM Chart of Accounts – Division engagement	10/19/2023	Division of Plant Industry Division of Food Safety Division of Agricultural Environmental Services Division of Florida Forest Service	Relayed COA changes and facilitated buy-in from Division fiscal liaisons and Assistant Directors, and other key division stakeholders. Highlighted simplifying Org codes and identifying gaps in division reporting needs.	Led by F&A, met with each division individually
Data	FLAIR to PALM Chart of Accounts – Division engagement	10/20/2023	Office of Agriculture Technology Services	Relayed COA changes and facilitated buy-in from Division fiscal liaisons and Assistant Directors, and other key division stakeholders. Highlighted simplifying Org codes and identifying gaps in division reporting needs.	Led by F&A, met with each division individually
Data	FLAIR to PALM Chart of Accounts – Division engagement	10/23/2023	Division of Licensing	Relayed COA changes and facilitated buy-in from Division fiscal liaisons and Assistant Directors, and other key division stakeholders. Highlighted simplifying Org codes and identifying gaps in division reporting needs.	Led by F&A, met with each division individually
Data	FLAIR to PALM Chart of Accounts – Division engagement	10/24/2023	Division of Marketing Division of Animal Industry	Relayed COA changes and facilitated buy-in from Division fiscal liaisons and Assistant Directors, and other key division stakeholders. Highlighted simplifying Org codes and identifying gaps in division reporting needs.	Led by F&A, met with each division individually
Data	FLAIR to PALM Chart of Accounts – Division engagement	10/26/2023	Division of Fruit and Vegetable	Relayed COA changes and facilitated buy-in from Division fiscal liaisons and Assistant Directors, and other key division stakeholders. Highlighted simplifying Org codes and identifying gaps in division reporting needs.	Led by F&A, met with each division individually
Data	FLAIR to PALM Chart of Accounts – Division engagement	10/30/2023	Division of Aquaculture Office of Energy Division of Food, Nutrition, and Wellness	Relayed COA changes and facilitated buy-in from Division fiscal liaisons and Assistant Directors, and other key division stakeholders. Highlighted simplifying Org codes and identifying gaps in division reporting needs.	Led by F&A, met with each division individually
Data	FLAIR to PALM Chart of Accounts – Division engagement	10/31/2023	Office of Agricultural Law Enforcement Division of Consumer Services	Relayed COA changes and facilitated buy-in from Division fiscal liaisons and Assistant Directors, and other key division stakeholders. Highlighted simplifying Org codes and identifying gaps in division reporting needs.	Led by F&A, met with each division individually
People	Participated in PALM Change Management and Training Liaison Forum	10/26/2023	Direct: Change Management/Training Liaison Indirect: Agency-wide	Facilitate agency collaboration. Provide tools for agency change management and training plan implementation.	Addressed people-related issues, risks, and assumptions. Discussed strategies for overcoming resistance to change and embracing the PALM journey. Brainstormed communication and training format, frequency, and content (statewide and agency-specific)
People	OATS, F&A, Admin, and PRT Touchpoint	9/1/2023	Office of Agricultural Technology Services, Finance and Accounting, Administration IT, and FDACS Staff Augmentation (PRT - PALM Remediation Team)	Status reporting and reviewing risks/issues/assumptions and removing blockers	
People	PALM Dashboard/Bimonthly review	9/6/2023 9/7/2023 9/8/22023	PRT, F&A, OATS	Internal review of Bimonthly Status report/PALM Dashboard	
People	PALMCast Guest Speaker	9/22/2023	FDACS, Enterprise-wide	Discussed FDACS' approach to Organizational Change Management	PALMCast will be used in FDACS people-readiness communications and to facilitate stakeholder buy-in agency-wide
People	Participated in Project Management Liaison Forum	10/26/2023	Direct: Project Management Liaison Indirect: Agency-wide	Facilitate agency collaboration; Provide tools for agency project management	Addressed the need for Stakeholder engagement and communication. Discussed strategies for gaining stakeholders support and collaboration.
People	Request for Resourcing Meeting	9/28/2023	OATS, F&A, and Administration Leadership, Admin DIO, F&A Liaison	Meeting to discuss additional resource (people) needs for FL PALM project to meet PALM task deadlines	
People	FASM – Florida Administration Services	9/29/2023	Enterprise-wide	Business Liaison presented as guest speaker on progress with the PALM Project and FDACS approach.	
Processes	Process Review	Ongoing	Enterprise-wide	Ensure processes are as effective and efficient as possible for translation to PALM as appropriate	Disbursements Processes were reviewed on 10/10/23 Revenue and Grants Processes were reviewed on 10/12/23 Personnel Processes were reviewed on 10/23/23 Property Division's processes were reviewed on 11/2/23 Financial Management's processes were reviewed on 11/3/23

Processes	Monthly Supervisors Meeting	9/1/2023 9/28/2023	Finance and Accounting Supervisors	PALM Status updates, highlighted Task 328	
Processes	AIMS/PALM Integration Meeting	9/15/2023 10/13/2023	Division of Administration (F&A, Admin DIO (IT), General Services/Purchasing, Professional and Organizational Development)	Discuss future processes for AIMS (Agency Business System) transition to PALM.	
Processes	PALM Task 328 - Disbursements	10/10/2023	Finance and Accounting Disbursements Unit; Change Management Liaison	Met with General Audit and Travel/Voucher sections to discuss Task 328 progress.	
Processes	PALM Task 328 – Revenue and Grants	10/12/2023	Finance and Accounting Revenue and Grants Management Unit, Change Management Liaison	Met with Revenue and Grants sections to discuss Task 328 progress and approach	
Processes	Advisory Council Meeting	9/20/2023 10/18/2023	Enterprise-wide	Discussed Bimonthly status report, readiness workplan, Segment I Design workshops, project costing module, and brought back key takeaways to agency stakeholders	
Processes	PALM Task 328 – Personnel	10/23/2023	Personnel, Change Management Liaison, F&A Assistant Bureau Chief	Met with Personnel to discuss Task 328 progress and approach	(Payroll processes)
Technology	Support Services	9/29/2023-6/30/2024	PALM Remediation	PALM Remediation support for Oracle applications if vendor assistance is needed	Oracle Support hours purchased to be used as needed
Technology	AIMS and REV Analysis Approach	9/21/2023	AIMS, REV	Discuss ABS approaches for AIMS and REV between staff aug team (PRT), F&A, and high-level OATS	
Technology	PALM Management Touchpoint	9/22/2023 10/27/2023	AIMS, REV, FANS	Provide agency readiness status updates, discuss AIMS, REV, and FANS remediation, and review risks, issues, and assumptions. Discuss upcoming tasks and key takeaways from recent PALM meetings	Leadership and key stakeholders from Administration, Finance and Accounting, OATS, PRT, OPB
Technology	REV system COA field analysis	10/12/2023	REV	Discussed REV (ABS) with Subject Matter Experts in ongoing FLAIR to PALM Chart of Account Analysis	Finance and Accounting Revenue Section, PALM Remediation Team, Admin DIO, OATS
Technology	AIMS Chart of Account Fields	10/12/2023	AIMS – Purchases application	Discussion between end user subject matter experts and PALM Remediation team to increase understanding in workflows and identification of FLAIR to PALM COA.	F&A, Purchasing, Admin DIO, PRT, OATS
Technology	PALM – Current State Overview/ Deep Dive	10/13/2023	AIMS, REV, FANS	Analyze current agency readiness activities and project timeline from an IT perspective	F&A, PRT, OATS, Admin DIO
Technology	Project Schedule Review	10/17/2023	AIMS, REV, FANS	Meeting to discuss project schedule implementation and timeline, key deliverables, and responsible stakeholders	F&A, PRT, Admin DIO
Technology	PALM Interface – Capture of Information	10/24/2023	AIMS, REV	Discussing process for capturing PALM interface information and related fields for remediation, document templates, folders, and retention	F&A, PRT, Admin DIO
Technology	AIMS Chart of Account Fields	10/24/2023	AIMS – Purchases, Contracts applications	Discussion between end user subject matter experts and PALM Remediation team to increase understanding in workflows and identification of FLAIR to PALM COA.	F&A, Purchasing, Admin DIO, PRT, OATS
Technology	AIMS Chart of Account Fields	10/31/2023	AIMS – Receiving, Research, Bids, Travel Applications	Discussion between end user subject matter experts and PALM Remediation team to increase understanding in workflows and identification of FLAIR to PALM COA	F&A, Purchasing, Admin DIO, PRT, OATS

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

DACS Status Report Confirmation

Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
September - October 202	Alan Edwards	alan.edwards@fdacs.gov	11/09/23
July - August 2023	Alan Edwards	alan.edwards@fdacs.gov	09/11/23