



**DBPR Assumptions**

Critical Operational Elements	Assumption	Status	Date Logged or Removed	Impacted Stakeholder(s) and/or System(s)	Reporting Period Comments or Updates
People Processes Technology Data	Agency's Operational Work Plan will be approved and funds to implement work plan will be available	Logged	09/11/23	All users of Florida PALM	Administered funds were just released during week of 10/30/23
People Processes Technology Data	DBPR RFQ to hire Project Manager and Change Manager will be completed	Logged	11/08/23	All users of Florida PALM	RFQ will be released now that administered funds have been released
People Processes Technology Data	DBPR Project Manager and Change Manager will have enough time to complete tasks released by Florida PALM	Logged	11/08/23	All users of Florida PALM	Chosen contractor will be able to start with enough time to complete upcoming tasks

**DBPR 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 Technology Data	Operational Work Plan	7/31/23	All stakeholders and systems	Submission of Operational Work Plan to the Office of Policy & Budget	
People Processes Technology Data	Segment I Business Process Model Review Financials Wave 30.3 Enter & Process Vouchers	8/14/23	All Disbursements Management users	Participated in business process model reviews for Disbursements Management	John Mounts & Sally Huggins attended
People Processes Technology Data	Segment I BPMR AMFR/Budget Mgmt/Cash Control Financials Wave 10.1 Set Up & Maintain Chart of Accounts & 20.1 Enter & Process Budget Journals	8/15/23	All Financial Reporting, Budget Management & Cash Control users	Participated in business process model reviews for Budget Managemen	John Mounts & Sally Huggins attended
People Processes Technology Data	Tuesday Task Talk	8/29/23	Tyler Russell, Lynn Smith, Sally Huggins	Listened to Tuesday Task Talk related to Task 331	Sally Huggins listened to the webinar on 9/8/23
People Processes Technology Data	Task 328 - Reports Inventory	7/28/23	All Users	Completed Task 328 Reports Inventory	
People Processes Technology Data	Task 198 - Provide Agency Update for Project Status Reporting	7/10/23	Sally Huggins	Completed June 2023 Agency Status Report	
People Processes Technology Data	Task Talk	9/14/23	All potential users; all systems	Readiness Workplan release & walkthru	John Mounts & Sally Huggins listened to webinar
People Processes Technology Data	Business Process Model Review	9/18/23	Payroll; John Mounts	Participated in Payroll wave Business Process Model Review	John Mounts attended at DOR
People Processes Technology Data	Technical Town Hall	9/18/23	John Mounts	Technical Town Hall	John Mounts attended at DOR
People Processes Technology Data	Business Process Model Review	9/19/23	Payroll; John Mounts	Participated in Day 2 of Payroll wave BPMR	John Mounts attended at DOR
People Processes Technology Data	Tuesday Task Talk	9/26/23	All potential users; all systems	webinar for Task 326	Sally Huggins listened to webinar
People Processes Technology Data	Task Talk	10/2/23	All potential users; all systems	Task Talk addendum	Sally Huggins listened to webinar
People Processes Technology Data	Design Workshop	10/3/23	Chart of Accounts maintainers; budget processors	Segment I Design Workshop Chart of Accounts and Budget Journals	Sally Huggins, John Mounts & Mindy Heidi attended
People Processes Technology Data	Design Workshop	10/4/23	Disbursements Management	Segment I Design Workshop Enter & Process Vouchers	Sally Huggins, John Mounts, Mindy Heindl and Kris Burnside attended
People Processes Technology Data	Tuesday Task Talk	10/10/23	All users	Task talk for tasks 501 & 502	John Mounts listened to webinar
People Processes Technology Data	Tuesday Task Talk	10/17/23	All users	Task talk for task 503	Sally Huggins & John Mounts listened to webinar
People Processes Technology Data	Monthly Touchpoint	10/20/23	Sally Huggins, John Mounts	October 2023 Touchpoint with Readiness Coordinators	
People Processes Technology Data	Task 326	10/27/23	Sally Huggins	Completed Task 326	
People	Florida PALM Advisory Council	7/19/2023	Sally Huggins	Attended monthly meeting as member of the Advisory Council	
People	Monthly Touchpoint	7/21/23	Sally Huggins	Monthly touchpoint with Florida PALM readiness coordinator	
People	Executive Steering Committee	7/26/23	Lynn Smith	Attended monthly meeting as member of the ESC	
People	Florida PALM Advisory Council	8/16/23	Sally Huggins	Attended monthly meeting as member of the Advisory Council	
People	Monthly Touchpoint	8/18/23	Tyler Russell, Chief of Staff; Sally Huggins; Mindy Heindl	Monthly touchpoint with Florida PALM readiness coordinator	

People	Executive Steering Committee	8/23/23	Lynn Smith	Attended monthly meeting as member of the ESC	
People	Touchpoint	9/15/23	Sally Huggins, Mindy Heindl	September 2023 Touchpoint with Readiness Coordinators	
People	Executive Steering Committee	9/27/23	Lynn Smith	monthly ESC meeting	
People	Advisory Council	10/18/23	Sally Huggins	Attended October Advisory Council meeting	
People	Executive Steering Committee	10/25/23	Lynn Smith	Attended October 2023 ESC meeting	

### 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 \*

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### DBPR Status Report Confirmation

Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
September - October 2023	Tyler Russell	tyler.russell@myfloridalicense.com	11/09/23
July - August 2023	Tyler Russell	tyler.russell@myfloridalicense.com	09/13/23