

**Helpful Links**

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

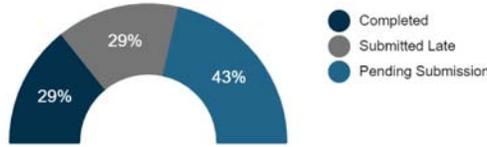
# DCF Status Report Dashboard

Reporting Period  
September - October 2023

Agency Sponsor  
Tony Lloyd

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

**Readiness Workplan Tasks**



**Readiness Workplan Tasks:**

**Total Tasks = 7**

- Completed = 2
- Submitted Late = 2
- Pending Submission = 3

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

**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 = 5
- Duplicate Filled Role = 6
- Vacant Role = 3



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

**Participation:**

- Meetings Attended = 12
- Meetings Missed = 1



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

**Implementation:**

- Training = TBD

**Current-State:**

**Cataloged Business Processes = 0**

- Related Business Systems = 0
- Related Reports = 0
- Documentation Status:**
- Complete = 0 Partial = 0 Not Started = 0

**Implementation:**

- Role Mapping = TBD

**Current-State:**

**Cataloged Business Systems = 33**

- Criticality:**
- High = 7 Med = 1 Low = 0 None = 12
- Documentation Status:**
- Complete = 4 Partial = 15 Not Started = 1

**Cataloged Interfaces = 0**

- Inbound Interfaces = 0
- Outbound Interfaces = 0

**Implementation:**

- Interfaces = TBD

**Current-State:**

**Unique FLAIR Data Elements = 70**

- Associated Unique Uses = 70**
- Continued Use - Yes = 0
- Continued Use - No = 0
- Associated Business Systems = 0**

**Cataloged Reports = 0**

- Criticality:**
- High = 0 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.

**DCF Risks**

Critical Operational Elements	Risk Description	Status	Risk Rating	Mitigation/Response Strategy	Reporting Period Comments or Updates	Date of Status Change	Owner / Coordinator
People	Financial Leadership Distraction	Open	6 (Medium/High)	Avoid. Engage stakeholders in a constant dialogue regarding the status and direction of the Project.	None. Continue to Monitor Risk.	11/13/23	Matthew.Christovich@myffam
People	Operational Management Turnover - Key Personnel	Open	6 (High/Medium)	Mitigate. Work to document key personnel knowledge and specific operational processes in the event of a sudden or unexpected departure.	None. Continue to Monitor Risk.	11/13/23	Matthew.Christovich@myffam
People	Department Leadership Turnover	Open	4 (Medium/Medium)	Accept. Monitor political developments as they unfold and adapt, as needed.	None. Continue to Monitor Risk.	11/13/23	Matthew.Christovich@myffam
People	Operational Staff Turnover - Key Personnel	Open	4 (Medium/Medium)	Mitigate. Work to document key personnel knowledge and specific operational processes in the event of a sudden or unexpected departure.	None. Continue to Monitor Risk.	11/13/23	Matthew.Christovich@myffam
People	Project Sponsor Turnover	Open	3 (High/Low)	Mitigate. Ensure sponsor commitments and operational plans are well documented and rationale is well established.	None. Continue to Monitor Risk.	11/13/23	Matthew.Christovich@myffam
People	Project Manager/Agency Liaison Turnover	Open	3 (High/Low)	Mitigate. Ensure project approach and status are well-documented.	None. Continue to Monitor Risk.	11/13/23	Matthew.Christovich@myffam
People	Project Staff Turnover	Open	2 (Low/Medium)	Avoid. Ensure project staff responsibilities are well defined and documentation is up-to-date	None. Continue to Monitor Risk.	11/13/23	Matthew.Christovich@myffam
People	Operational Management Turnover - General	Open	2 (Low/Medium)	Accept. Ensure job-specific processes are documented and generic enough to permit retraining of new incoming staff.	None. Continue to Monitor Risk.	11/13/23	Matthew.Christovich@myffam
People	Operational Staff Turnover - General	Open	2 (Low/Medium)	Accept. Ensure job-specific processes are documented and generic enough to permit retraining of new incoming staff.	None. Continue to Monitor Risk.	11/13/23	Matthew.Christovich@myffam

DCF Issues

Critical Operational Elements	Issue Description	Status	Priority	Resolution Plan	Reporting Period Comments or Updates	Planned or Actual Resolution Date	Owner / Coordinator
Processes Technology	Cost Allocation Not Available in PALM	Open	Critical - Impacts the ability of the agency to move forward with work without resolution	DCF will construct a cost-allocation model building system called BASECAMP and build a processor to take PALM transactions and re-allocate them as our business needs.	DCF has submitted our OWP for FY23-34. DCF has begun designing BASECAMP.	01/01/26	Matthew Christovich
People Processes Technology Data	FY23-24 Funding Not Secured	Open	Critical - Impacts the ability of the agency to move forward with work without resolution	DCF has submitted an OWP by the required deadline. Currently, there is no ETA for a decision regarding Florida PALM funding.	The Legislature has not released the requested funds for PALM Integration and Remediation submitted on 7/31/23.	11/24/23	Matthew Christovich

DCF 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	DCF will be able to timely access the available Administered funds to support PALM readiness activities.	Logged	07/17/23	DCF-Departmentwide	This assumption is currently an open issue.
People Processes Technology	DCF's Project Sponsor will support the project by establishing and maintaining a project team that will manage the ongoing readiness activities and their associated dependencies.	Logged	07/17/23	DCF-Departmentwide	None.
People Processes Technology Data	DCF executive leadership will support the project by providing resources, access to systems and stakeholders, and by supporting the organizational change management strategy created by the project team.	Logged	07/17/23	DCF-Departmentwide	None.
People Processes Technology Data	DCF executive and management leadership have a clear understanding of the benefits and limitations of low-code development and are supportive of its implementation.	Logged	07/17/23	DCF-Departmentwide	None.
People Processes Technology Data	DCF's project team possesses the necessary skills and expertise in the required disciplines to ensure project success.	Logged	07/17/23	DCF-Departmentwide	None.
People	DCF's hybrid product/project management framework approach combining predictive and agile methodologies is suitable for the project's objectives.	Logged	07/17/23	DCF-Departmentwide	None.
People Processes Technology Data	DCF business system owners will provide requirements for necessary system modifications with enough detail and time to implement the changes according to the Florida PALM schedule.	Logged	07/17/23	DCF-Departmentwide	None.
People	DCF project stakeholders, involved parties, and other interested individuals will be available for feedback and review of documentation to meet readiness requirements and project milestones.	Logged	07/17/23	DCF-Departmentwide	None.
People Processes Technology Data	DCF's Florida PALM project team can gain access to relevant documentation, specifications, and knowledge about the legacy enterprise systems and their data structures.	Logged	07/17/23	DCF-Departmentwide	None.
People Processes Technology Data	State of Florida legacy enterprise systems have accessible data sources that can be utilized for extracting and integrating data into the Enterprise Data Warehouse.	Logged	07/17/23	DCF-Departmentwide	None.
Technology Data	DCF's Enterprise Data Warehouse architecture and infrastructure can accommodate the additional data and effectively handle the integration process.	Logged	07/17/23	DCF-Departmentwide	None.
People Processes	The external schedule for implementation is determined by the DFS Florida PALM project. All key milestones and transition dates are provided by the larger PALM Project.	Logged	07/17/23	DCF-Departmentwide	None.
People Processes	The Florida PALM project will provide key information identifying the functionality, business processes, and timeline of the larger project in a timely manner to facilitate planning and execution.	Logged	07/17/23	DCF-Departmentwide	None.

DCF Agency-Specific Readiness Activities

Critical Operational Elements	Activity Description	Date(s)	Impacted Stakeholder(s) and/or System(s)	Objective	Reporting Period Comments or Updates
Technology Data	Submit Operational Work Plan (OWP) to OPB	7/31/23	DCF Department-wide.	To request funding to create the necessary data connections between State of Florida enterprise data that will support the Department's overall PALM implementation strategy.	As of 9/11, OPB has not approved the requested \$750,000.00.
Technology Data	Draft RFQ for Data Integration	7/31/23 - 7/15/23	DCF Office of Administrative Services and Office of Information Technology Services	To solicit work from a qualified contractor to provide Data Integration Services for DCF to incorporate enterprise data into the DCF Enterprise Data Warehouse (EDW).	As of 9/11, OPB has not approved the requested \$750,000.00.
People Processes	Conduct Department Re-Kickoff	8/11/23	DCF Financial Leadership and Supervisors	To inform the DCF Financial Leadership and Supervisors of all key information related to the Florida PALM restart. The following items were discussed: Timelines, Responsibilities, and Strategic Approaches.	

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.

DCF Status Report Confirmation

Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
September - October 2023	Tony Lloyd	tony.lloyd@myflfamilies.com	11/15/23
July - August 2023	Tony Lloyd	tony.lloyd@myflfamilies.com	09/12/23

**Agency Sponsor Name: \***

**Confirm \***

