

**Helpful Links**

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

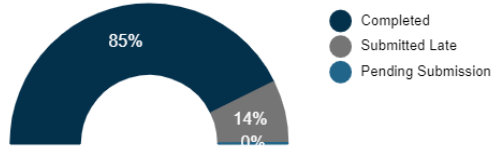
# DEP Status Report Dashboard

Reporting Period  
September - October 2023

Agency Sponsor  
Darinda McLaughlin

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 = 6
- Submitted Late = 1
- 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 = 7
- Duplicate Filled Role = 9
- 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 = 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 = 44**

- **Criticality:**
- High = 20 Med = 10 Low = 5 None = 9
- **Documentation Status:**
- Complete = 13 Partial = 31 Not Started = 0

**Cataloged Interfaces = 67**

- Inbound Interfaces = 57
- Outbound Interfaces = 10

**Implementation:**

- Interfaces = TBD

**Current-State:**

**Unique FLAIR Data Elements = 261**

- **Associated Unique Uses = 264**
- Continued Use - Yes = 221
- Continued Use - No = 41
- **Associated Business Systems = 35**
- Cataloged Reports = 371**
- **Criticality:**
- High = 46 Med = 3 Low = 15 None = 31

**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.

**DEP 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	Unclear Requirements and Potentially Changing Requirements	Open	9 (High/High)	FDEP technical team would need to have sufficient knowledge of FDEP financial systems. Allow for adjustments to the implementation schedule for unplanned changes/updates to requirements.	Without finalized interface specifications, the application team may have limited visibility into the expected changes in the data formats and structures. This ambiguity can lead to misinterpretation or incorrect implementation of the new PALM interfaces. Additionally, there is the potential that previous design specifications could change as a result of subsequent discoveries in later design segments.	11/13/23	Brady Schmidt
People Processes Technology Data	Agency Engagement	Closed	6 (High/Medium)	FDEP PALM Project Team and expanding the FDEP CCN to the program staff.	FDEP's ability to engage is impacted by several factors, including funding, staff/resource retention, insufficient planning, or other unanticipated events.	08/31/23	Lydia Griffin & Steve Waters

People Processes Technology	Resources and Turnover	Open	6 (High/Medium)	Ensure job-specific processes are properly documented.	FDEP has engaged the Division/District/Office staff throughout the department to document business processes and transfer key knowledge.	11/13/23	Lydia Griffin & Steve Waters
Processes Technology Data	Increased Risk of Application Update Errors	Open	4 (Medium/Medium)	Sufficiently documented business system processes.	Rushing the update process or making assumptions without proper interface specifications and sample data can increase the risk of errors and inconsistencies. It may result in data integration issues, data loss, or inaccurate data processing, which can impact the reliability and functionality of the application.	11/13/23	Brady Schmidt

#### DEP 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	SME Process & Business System Knowledge	Open	High - Impacts the ability of the agency to meet deadlines or milestones	Catalog Desktop Procedures, Document Business System functionality and interfaces.	FDEP Project Team has begun to facilitate information gathering and identifying financial data impacts. The results will be used for future planning of PALM implementation.	07/01/25	Lydia Griffin, Steve Waters
People	PALM Project Implementation	Open	Low - All impacts not listed as Critical or High	Development of FDEP Communication plan	The success of the communication plan is critical to keeping PALM current and relevant until go-live to all stakeholders and impacted future users of PALM and FMIS systems.	01/31/24	Lydia Griffin, Steve Waters

#### DEP 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	FY 23/24 Budget and Funding	Logged	07/01/23	Division/District/Office Business Systems remediation and project management.	9/11/2023-FDEP has submitted our Spending Plan and Operational Work Plan for FY23/24. We are currently funded for Q1 with revert and reappropriated funds from FY 22/23. 11/13/2023-FDEP has been approved for additional funding from the Administered Funds and FY 22/23 revert and reappropriated funds to continue our remediation assessment efforts for the remainder of fiscal year.
People Processes Technology Data	SME Process & Business System Knowledge	Logged	11/13/23	Division/District/Office Business Systems remediation, processes and project management.	FDEP Project Team has facilitated information gathering and identifying financial data impacts.
People Processes Technology Data	PALM Project Implementation Schedule	Logged	11/13/23	Division/District/Office Business Systems remediation, processes and project management.	In planning, the success of FDEP's implementation schedule is contingent upon the timeliness receipt of information from the PALM Project team.

#### DEP 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	Property/Asset Analysis	Ongoing	Division/District/Office Staff	Identify depreciated assets, in an effort to clean-up property records.	7/1-8/31/2023 - During the reporting period an analysis was performed to list depreciated assets for consideration of write-off. 9/1-10/31/2023 - continuing to gather data for write-off.
Data	Other Document Number Field (ODN)	9/30/2023	Division/District/Office Staff	Review the current use of the FLAIR field, in consideration for the proposed use of the PALM field OA2.	7/1-8/31/2023 - The FDEP PALM Project Team reviewed the data and field use for the past 3 fiscal years. The results of their analysis and a recommendation will be presented to the Agency Sponsor and Agency Liaison for PALM implementation consideration. 9/1-9/30/2023 - upon review of the information gathered, FDEP is continuing to finalize the proposed use of OA2.
Data	Data Management Cleanup	Ongoing	Division/District/Office Staff	List and prioritize data cleanup needs, and development of a schedule.	7/1-8/31/2023 - During the reporting period we created an itemized list of FLAIR fields requiring data cleansing. Progress was made to delete, inactivate or update fields as needed. 9/1-10/31/2023 - performed analysis on organization codes, project numbers, and OCAs.
Data	Revenue Object Code Transition Plan	Ongoing	Division/District/Office Staff	Create a transition plan in anticipation of the revenue object code standardization and impacted Tier 2 and Tier 3 business systems.	7/1-8/31/2023 - identified impacted business systems, staff, and a need to develop a transition plan; to include possible implementation prior to PALM go-live. 9/1-10/31/2023 - continuing to gather information from Tier 3 business systems and the usage of revenue object codes.
People Processes Data	FDEP CCN Kickoff Meeting	8/22/2023	Division/District/Office Staff and Business Systems	The Division of Administrative Services hosted this kick-off meeting to discuss expectations for Program Area CCN roles, readiness workplan tasks, project timeline and the department implementation strategy.	The meeting was a success with 113 staff members participating in-person or virtually. FDEP PALM Readiness Coordinator was also in attendance to assist with questions from the audience.
People Processes Data	FDEP CCN Sharepoint site	8/11/2023	Division/District/Office Staff and Business Systems	Dedicated sharepoint site to share information and collect information related to readiness tasks from Program Area CCN staff.	The sharepoint site content will assist to track progress, allow users to see how other programs are gathering data, and a central resource for on-boarding/briefing new staff to the FDEP PALM Project activities.
People Processes Data	Division/District/Office Interviews	8/1/2023-12/31/2023	Division/District/Office Staff and Business Systems	The FDEP Project Team to interview all Division/District/Office Business and Technical Liaison, gathering information on business systems and processes with financial data impacts.	The Project Team drafted the schedule, survey questions for information gathering, and action item checklist. Planned updates and completion of RW 324, RW 326 and RW328.
People Processes Data	Division/District/Office Survey	8/1/2023-12/31/2023	Division/District/Office Staff and Business Systems	Survey will gather information on business systems and processes with financial data impacts within the Division/District/Office.	Planned updates and completion of RW 324, RW 326 and RW328.
People Processes Data	PALM Advisory Council Meetings	7/19/2023, 8/16/2023	Advisory Council Member	Discuss agenda topics, review presented material, and offer feedback as needed.	Attendees include FDEP Advisory Council Member, FDEP Project Team Lead, and Project Management Liaison.

People Processes Data	PALM Readiness Task #328 data gathering work session from all divisions.	9/25 - 12/15/2023	Division/District/Office Staff and Business Systems 1) Seven work sessions Sept 25 - 29 2) Six work sessions Oct 2 - 6 3) Dept of Admin Services work session on Oct 6	ULP Data Tracker was created to capture the following: 1. Create an inventory of Current State Business Processes and User Roles, Desktop Procedures, and/or Job Aids 2. Document business processes via workflows and/or narratives plus supporting user stories/process tasks. 3. Identify and record the changes needed to #1 and #2 based on Florida PALM business process adoption, which will constitute the testing and training needs for operational readiness.	Fifteen ULP divisions are actively engaged and contributing content
People Processes Data	Two DEP Division Town Hall meetings held to aid in completing PALM Task #328	10/31/2023	All DEP divisions and listed agency business systems PALM-326 and business processes in PALM #328	Complete the information for: 1. Create an inventory of Current State Business Processes and User Roles, Desktop Procedures, and/or Job Aids 2. Document business processes via workflows and/or narratives plus supporting user stories/process tasks. 3. Identify and record the changes needed to #1 and #2 based on Florida PALM business process adoption, which will constitute the testing and training needs for operational readiness.	None
People Processes Technology Data	FDEP PALM Project Team	8/1/2023	Division/District/Office Staff and Business Systems	FDEP PALM Project Team	Organized a dedicated PALM Project Team to assist in coordinating with administrative services, technical, and program area staff in the analysis, design, and development of updated procedures, policies, and business systems to support the agency's implementation of the State's enterprise-wide financial management solution.
People Processes Technology Data	PALM Readiness Task #328	Ongoing	Division/District/Office Staff and Business Systems	Continue gathering information to document the Agency Business System Processes.	7/1-8/31/2023 - continued updates to the task. 9/1-10/31/2023-data gathering continues.
People Processes Technology Data	COMPLETED tasks for PALM 331 July and August 2023 Bimonthly Agency Status Report	9/11/2023	Division of Administrative Services and OTIS Staff	Complete readiness report to populate PALM Readiness Dashboard	None
People Processes Technology Data	Two Sprint Teams have been created to complete work for PALM Project: 1) Technology and Data 2) Process and People	9/25 - 6/30/2024	All DEP divisions and listed agency business systems PALM-326	Complete work associated with: 1) Readiness Work Plan Tasks 2) Ops Work Plan Task	None
People Processes Technology Data	First draft completed for PALM-500-Create Agency Specific Project Charter	8/1-12/15/2023	Same as Critical Operational Elements columns	Create or update an agency-specific Florida PALM Project Charter identifying your agency's objectives, scope, stakeholders and responsibilities	None
People Processes Technology Data	Started PALM-501-Create Agency Specific Implementation Schedule	9/1-12/15/2023	Same as Critical Operational Elements columns	Review the Readiness Workplan and Project timeline; develop an implementation timeline that includes agency specific tasks to successfully implement Florida PALM at your agency.	None
People Processes Technology Data	Started PALM-502-Create Agency Specific Risks and Issues Management Plan	9/1-12/15/2023	Same as Critical Operational Elements columns	Create or update a plan to identify and manage agency specific risks and issues for Florida PALM implementation.	None
People Processes Technology Data	Started PALM-503-Create Workforce Readiness Plan	9/1-12/15/2023	Same as Critical Operational Elements columns	Create a plan to identify and engage impacted stakeholders within your agency workforce including a communication strategy, knowledge transfer needs, and workforce attrition planning.	None
People Processes Technology Data	Continue to Manage Agency Specific Implementation Schedule, Risks and Issues, PALM-507	Ongoing	Same as Critical Operational Elements columns	Actively manage your agency's project activities including iterative updates to agency-specific project schedule and manage agency-unique risks and issues.	None
Technology Data	Started PALM-504-Update Agency Business System Documentation for Segment I	Ongoing	Same as Critical Operational Elements columns	Review Segment I resources; update Agency Business System documentation including functional and technical requirements and test cases.	None
Technology Data	Started PALM-505-Update Florida PALM Interface Inventory for Segment I	Ongoing	Same as Critical Operational Elements columns	Review Segment I resources; identify and document interface needs for Florida PALM implementation.	None
People	PALM Stakeholder Engagement meeting	5/25/2023	Division/District/Office Leadership	Project Timeline, Implementation Approach, COA changes and Change Management structure for the Division/District/Office Program Unit.	Requested each Division/District/Office identify individuals that will actively support the CCN responsibilities, while working in collaboration with the Division of Administrative Services (DAS) and Office of Technology and Information Services (OTIS) staff on future readiness tasks.
People	FDEP PALM Resource Webpage	8/22/2023	Division/District/Office Staff and Business Systems	Dedicated agency resource webpage to share PALM Project information and FDEP CCN Contacts.	Resource webpage is critical to the communication plan of the department. During the reporting period, the resource page was updated to include current PALM information and the FDEP presentation materials.
People	FDEP Checkpoint Meetings	7/18/2023, 7/26/2023, 8/2/2023, 8/9/2023, 8/16/2023, 8/23/2023	FDEP Core CCN Members (Agency Sponsor, Agency Liaison, Business Liaison, and Project Management Liaison)	Weekly meeting to discuss readiness activities, tasks progress and deadlines, and roundtable discussion on PALM Project team conducted meetings/trainings/communications.	This is a standing meeting and expanded (as needed) to include Division of Administrative Services Leadership and OTIS staff.
People Processes Technology	Started review for PALM-508-Review Payroll Wave Business Process Models	9/1-1/26/2024	Same as Critical Operational Elements columns	Share and review standardized business process models for the Payroll Wave.	None
Processes	Procedure Catalog	6/1/2023-8/31/2023	Division/District/Office Staff	Inventory the Finance and Accounting (F&A) Desktop Procedures.	During the reporting period, procedures were archived that were no longer needed, and owners assigned to coordinate document revisions and updates.
Processes	Business Process Mapping	Ongoing	Division/District/Office Staff	The FDEP Office of Technology and Information Services is presenting Business Process Mapping training to the Division/District/Office Staff. This resource is planned to assist the staff with understanding "what they do today", identifying the business systems and reporting needs.	7/1-8/31/2023 - During the reporting period the OTIS staff mapped several DAS business system processes and created the presentation material. Training sessions are scheduled to occur October 2023. 9/1-10/31/2023 - business system process mapping conducted.
Processes Technology	ADM Sprint Meeting	6/13/2023	Division of Administrative Services and OTIS Staff	PALM System Interface Support - Planning, Review, and Retrospective discussion of new, completed and backlogged user stories.	ADM Sprint #166, period of June 14, 2023 - June 30, 2023
Processes Technology	ADM Sprint Meeting	7/5/2023	Division of Administrative Services and OTIS Staff	PALM System Interface Support - Planning, Review, and Retrospective discussion of new, completed and backlogged user stories.	ADM Sprint #167, period of July 6, 2023 - July 21, 2023
Processes Technology	ADM Sprint Meeting	7/25/2023	Division of Administrative Services and OTIS Staff	PALM System Interface Support - Planning, Review, and Retrospective discussion of new, completed and backlogged user stories.	ADM Sprint #168, period of July 26 2023 - August 11, 2023
Processes Technology	ADM Sprint Meeting	8/15/2023	Division of Administrative Services and OTIS Staff	PALM System Interface Support - Planning, Review, and Retrospective discussion of new, completed and backlogged user stories.	ADM Sprint #169, period of June 14, 2023 - June 30, 2023
Processes Technology	OTIS Technical Team Progress for PALM Readiness Task #326. Work completed per AMS Sprint 169, 170, and 171	9/25 - 12/15/2023	Division of Administrative Services and OTIS Staff	Complete Agency Business System workflows for all DAS systems	Workflow Status FIN-ABTS = Done FIN-AR COLLECTIONS = Done FIN-GMS = Done FIN-PROJECT REVIEW = Done FIN-RECON = Done FIN-YES = Done FIN-CONVIRT = Done

					FIN-CONVERT = Done FIN-PRA = Done FIN-RATERPT = Done FIN-TAX = Done FIN-BUDGET PROJECTIONS = Not needed(retired) FIN-CRA RECONCILER = In-Progress FIN-MAINTENANCE = In-Progress FIN-FITS = To Do FIN-HUB/REPORTS = To Do CRA = To Do PEAS = To Do
Processes Technology	OTIS Technical Team Progress for PALM Readiness Task #326 Work completed per AMS Sprint 169, 170, and 171	9/25 - 12/15/2023	Division of Administrative Services and OTIS Staff	Complete Agency Business System workflow narratives for all DAS systems	Workflow Narrative Status FIN-CONVERT = Done FIN-PRA = Done FIN-RATERPT = Done FIN-TAX = Done FIN-GMS = In-Progress FIN-PROJECT REVIEW = In-Progress FIN-YES = In-Progress FIN-ABTS = Not needed(retired) FIN-AR COLLECTIONS = Not needed(retired) FIN-RECON = Not needed(retired) FIN-BUDGET PROJECTIONS = Not needed(retired) FIN-CRA RECONCILER = To Do FIN-MAINTENANCE = To Do FIN-FITS = To Do FIN-HUB/REPORTS = To Do CRA = To Do PEAS = To Do
Technology	PALM Readiness Task #326	Ongoing	Division/District/Office Staff and Business Systems	Review and update inventory list of current agency business systems.	7/1-8/31/2023 - continued updates to the task. 9/1-10/31/2023-data gathering continues.
Technology	PALM Readiness Task #327	Ongoing	Division/District/Office Staff and Business Systems	Review and Update Source and Frequency in ADM Reports inventory list.	7/1-8/31/2023 - continued updates to the task. 9/1-10/31/2023-data gathering continues.
Technology	PALM Grant Chart field Assessment	Ongoing	Division/District/Office Staff and Business Systems	Review and update Grant COA design documents.	7/1-8/31/2023 - continued updates to the Grant COA design documents. 9/1-10/31/2023-data gathering on grant field usage and grant manager responsibilities.
Technology	PALM Readiness Task #324	Ongoing	Division/District/Office Staff and Business Systems	Continuing effort to identify and document FLAIR data elements in database.	7/1-8/31/2023 - continued updates to the task. 9/1-10/31/2023-data gathering continues with Division/District/Office program staff and reevaluating remediation needs.
Technology	Application Linkage	8/31/2023	Division/District/Office Staff and Business Systems	Update Application linkage diagram.	7/1-8/31/2023 - Completed for CRA based on new findings.
Technology	Application Flow Diagrams	Ongoing	Division/District/Office Staff and Business Systems	Process flow diagrams for designated business systems.	7/1-8/31/2023 - During the reporting period diagrams were completed for FIN-Tax, FIN-PRA, FIN-ARCollections, FIN-ABTS, FIN-Recon, FIN-Yes, FIN-RateRpt, FIN-Convert, and FIN-Budget Projections. 9/1-10/31/2023 - During the reporting period diagrams were completed for FIN-GMS and FIN-Project Review. Begin Analysis for FIN-Maintenance & FIN-CRAReconciler.
Technology	PALM Impact Analysis - Tier 3 Systems	8/31/2023	Division/District/Office Staff and Business Systems	PALM impact analysis meetings.	7/1-8/31/2023 - Completed for LMS and SUPRS.
Technology	PALM System Interface Support	8/31/2023	Division/District/Office Staff and Business Systems	Code Analysis	7/1-8/31/2023 - Begin FIN - Convert JAVA/PLSQL code analysis for FLAIR files import. Also, continue PALM POC PHP and PL/SQL code for GMI005, importing data into FIN DB using FIN-Convert
Technology	COMPLETED tasks for PALM-326- Update Current Slate Agency Business System Inventory and Documentation	10/26/2023	All DEP divisions and listed agency business systems PALM-326	This document identifies all of the agency business systems that needs to be remediated to support PALM Go-Live and will be retired.	None

#### 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

#### DEP Status Report Confirmation

Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
September - October 2023	Darinda McLaughlin	darinda.mclaughlin@floridadep.gov	11/13/23
July - August 2023	Darinda McLaughlin	darinda.mclaughlin@floridadep.gov	09/11/23