DOAH Status Report Dashboard

Readiness Workplan Tasks

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

- ● Completed
- ● Submitted Late
- ● Pending Submission

85%

14%

0%

Readiness Workplan Tasks:

Total Tasks = 7

- Completed = 6
- Submitted Late = 1
- Pending Submission = 0
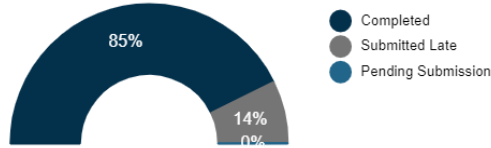
The Readiness Workplan Tasks dial reflects the timeliness of your agency's submission of all RW tasks to date.

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 = 4
- Duplicate Filled Role = 10
- Vacant Role = 0

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

Participation:

- Meetings Attended = 11
- Meetings Missed = 2

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 = 2

- **Criticality:**
- - High = 2 Med = 0 Low = 0 None = 0
- **Documentation Status:**
- - Complete = 0 Partial = 0 Not Started = 2

Cataloged Interfaces = 0

- - Inbound Interfaces = 0
- - Outbound Interfaces = 0

Implementation:

- Interfaces = TBD

Current-State:

Unique FLAIR Data Elements = 73

- **Associated Unique Uses = 143**
- - Continued Use - Yes = 49
- - Continued Use - No = 39
- **Associated Business Systems = 0**

Cataloged Reports = 52

- **Criticality:**
- - High = 11 Med = 25 Low = 17 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.

DOAH Risks

Critical Operational Elements	Risk Description	Status	Risk Rating	Mitigation/Response Strategy	Reporting Period Comments or Updates	Date of Status Change	Owner / Coordinator
People	Due to the staff's previous experience with system implementation, the staff's level of engagement regarding transitioning to new financial system may be low or non-existent.	Open	6 (High/Medium)	Agency Liaison will integrate PALM awareness through emails, meeting discussions and providing updates regarding PALM during management staff meetings. Agency Liaison will provide staff with PALM resources to become familiar with the system.	Agency Liaison has integrated PALM awareness discussion during accounting staff meetings.	07/05/23	Patricia Kenyon
People	Due to the limited number of positions, staff may not be fully trained / confident to perform their accounting functions in PALM on Go LIve Date.	Open	3 (High/Low)	DOAH will work with the PALM team to ensure staff's capabilities to function in PALM by attending meetings to keep abreast of new information. Have affected staff participate in testing PALM. Have affected staff participate in all training activities provided.	Agency Liaison has integrated PALM awareness discussion during staff meetings.	07/05/23	Patricia Kenyon

DOAH Issues

Critical Operational Elements	Issue Description	Status	Priority	Resolution Plan	Reporting Period Comments or Updates	Planned or Actual Resolution Date	Owner / Coordinator
People	Staff member (Acct. III) retiring who performs PALM functions currently transferring knowledge to new staff member	Closed	Low - All impacts not listed as Critical or High	Have retiring staff member train new staff member prior to leaving DOAH.	New staff member has been hired for the position and one-on-one training has begun. Update on 11/7/2023: New staff Member has been trained and functioning in PALM.	10/31/23	Patricia Kenyon

DOAH 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	Staff will be able to function in PALM on Go Live Date	Logged	09/08/23	Budget, HR and Accounting staff	Agency Liaison is working with DOAH's CCN members to complete readiness tasks and provide awareness of PALM activities and resources to impacted stakeholders.

DOAH 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	Provide updates related to PALM during weekly staff meetings	Weekly	Accounting Staff	To provide an opportunity for staff's awareness of the progress of PALM implementation	During this rating period updates and new information was provided to staff based on the recent PALM Business Process Modules Workshops
People	Provide PALM communications/meeting notifications through email	Upon receipt from PALM Team	Budget, HR and Accounting Staff	To provide staff with PALM activities information to keep their engagement level up	During this reporting period PALM communications such as the newsletter, links to the PALM website, and information regarding upcoming and tasks were provided to staff
People	Provide updates related to PALM implementation activities at bi-weekly meeting	Bi-Weekly	Management Staff	To provide management with updates regarding DOAH's activities related to PALM Implementation	During this rating period information regarding upcoming tasks and meetings were provided to management

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

Privacy Notice | Report Abuse

DOAH Status Report Confirmation

Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
September - October 202	Megan S. Silver	megan.silver@doah.state.fl.us	11/09/23
July - August 2023	Megan S. Silver	megan.silver@doah.state.fl.us	09/11/23