# DOE 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

**85%**

● Completed
● Submitted Late
● Pending Submission

**14%**
**0%**
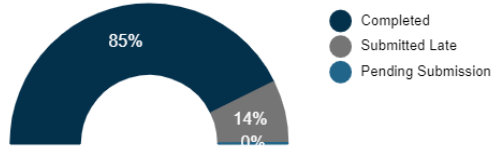
The Readiness Workplan Tasks dial reflects the timeliness of your agency's submission of all RW tasks to date.

**Reporting Period**

September - October 2023

**Agency Sponsor**

Suzanne Pridgeon

**Readiness Workplan Tasks:**

**Total Tasks = 7**

• Completed = 6

• Submitted Late = 1

• 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 = 7

• Duplicate Filled Role = 5

• Vacant Role = 2

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 = 9**

• Related Business Systems = 3

• Related Reports = 0

• **Documentation Status:**

- Complete = 0 Partial = 9 Not Started = 0

**Implementation:**

• Role Mapping = TBD

**Current-State:**

**Cataloged Business Systems = 26**

• **Criticality:**

- High = 23 Med = 0 Low = 0 None = 1

• **Documentation Status:**

- Complete = 7 Partial = 1 Not Started = 9

**Cataloged Interfaces = 0**

- Inbound Interfaces = 0

- Outbound Interfaces = 0

**Implementation:**

• Interfaces = TBD

**Current-State:**

**Unique FLAIR Data Elements = 443**

• **Associated Unique Uses = 574**

- Continued Use - Yes = 124

- Continued Use - No = 3

• **Associated Business Systems = 6**

**Cataloged Reports = 83**

• **Criticality:**

- High = 82 Med = 13 Low = 1 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.

### DOE Risks

| Critical Operational Elements | Risk Description | Status | Risk Rating | Mitigation/Response Strategy | Reporting Period Comments or Updates | Date of Status Change | Owner / Coordinator |
|---|---|---|---|---|---|---|---|
| People Processes Data | Due to BA not being in place, process documentation for Task 328 maybe late due to the lack of personal. | Open | 4 (Medium/Medium) | DOE Executive staff is working to add BA to PALM team. DOE will continue to work the process and submitted what is completed at the due date. If not completely completed at the due date, DOE will continue to work the processes and update PALM until task is complete. | No Change | 09/21/23 | DOE PALM Team |
| People | Employee Retention - Staff leaving the Agency for retirement or other opportunities can create a delay with collection of data and/or processes. | Open | 4 (Medium/Medium) | DOE will refill positions as quickly as possible to stop any delays. | No Change | 10/03/23 | DOE Management |
| People Technology | Limited communication between the business and IT team (there is no daily communication or stand up for the project team {anyone working on PALM}). If all communication has to go thru the PPM Pro system, it could cause delay in the flow of communication, systems to miss functionality, the project to fall behind and miss the go-live date. | Open | 4 (Medium/Medium) | Business team will place more tickets into PPM Pro to increase the communication between the two sides. | No Change | 10/27/23 | Project Manager |
| Technology | System Capabilities - Several individuals have mentioned outdated systems within the DOE, this could cause a limitation of data from PALM. | Open | 3 (High/Low) | DOE to Remediation existing systems to be compatible with Florida PALM | No Change | 07/04/23 | DOE IT |
| Data | Missing Agency Business Systems - Task 326 not all systems recognized. | Open | 2 (Medium/Low) | DOE PALM Team will continue to interview staff for any additional systems and work it DOE IT to determine if remediation is needed for PALM | No Change | 07/13/23 | DOE PALM Team |

## DOE Issues

| Critical Operational Elements | Issue Description | Status | Priority | Resolution Plan | Reporting Period Comments or Updates | Planned or Actual Resolution Date | Owner / Coordinator |
|---|---|---|---|---|---|---|---|
| People | Lack of technical resources for the project. - No dedicated staff for the project. | Open | Critical - Impacts the ability of the agency to move forward with work without resolution | Executive team place staff | RFQ for Technical Business Analysis have been submitted | 10/01/23 | DOE Executives |
| People | Lead payroll staffer retired without notice | Open | High - Impacts the ability of the agency to meet deadlines or milestones | DOE is searching for the replacement. Someone with state payroll experience. | No Change | 10/03/23 | DOE Executives |

## DOE Assumptions

| Critical Operational Elements | Assumption | Status | Date Logged or Removed | Impacted Stakeholder(s) and/or System(s) | Reporting Period Comments or Updates |
|---|---|---|---|---|---|
| Processes | System AS-IS documentation will be completed and be readily available by 10/27/2023 | Logged | 07/08/23 | 22 Agencies Business Systems, Comptrollers and budget office. | Closed |
| Data | Reports is fully documented and available as of 07/31/2023 | Logged | 07/08/23 | Comptroller Office | Reports submitted to the FL PALM on 07/28/2023 and will continue to be updated. |
| Technology | Technical Systems with be updated to be compatible with PALM. | Logged | 07/08/23 | Comptroller, DOE IT and Agency department users. | No Change |
| Technology | Florida PALM will provide system designed for DOE to meet the project needs | Logged | 08/01/23 | Comptroller, DOE IT and Agency department users. | Schedule PALM simulations schedule for 08/2023 and 09/2023 |

## DOE 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 | Documentation of TR10, TR20, TR21, TR22 and TR30 | 09/19/2023 | | Documentation of current state | |
| People Processes Data | Contract Payment Process meeting | 09/12/2023 | GOC I and Accountant IV, Project Manager and Deputy Comptroller | To document the workflow and process for contract payments. | |
| People Processes Data | Grants process mapping | 10/06/2023 | Project Manager, Deputy Comptroller and Grant Supervisor | Map out the workflow and process for grants | |
| People Processes Technology Data | PALM Files Meeting | 10/27/2023 | Project Manager, Comptroller, Deputy Comptroller, BA, BA Manager and Policy Coordinator | Discuss the release Files from PALM | |
| People | DOE CCN Meeting | 09/12/2023 | DOE CCN Team | Communicate the Status of the project within DOE, discuss any upcoming task, address any risk or issues, and any other PALM related topics | |
| People | DOE CCN Meeting | 09/26/2023 | DOE CCN Team | Communicate the Status of the project within DOE, discuss any upcoming task, address any risk or issues, and any other PALM related topics | |
| People | Status Meeting | 10/06/2023 | Project Manager, Comptroller and Deputy Comptroller | Provide Project progress and status. | |
| People | DOE CCN Meeting | 10/10/2023 | DOE CCN Team | Communicate the Status of the project within DOE, discuss any upcoming task, address any risk or issues, and any other PALM related topics | |
| People | Status Meeting | 10/20/2023 | Project Manager, Comptroller and Deputy Comptroller | Provide Project progress and status. | |
| People | DOE CCN Meeting | 10/24/2023 | DOE CCN Team along with PALM coordinators | Communicate the Status of the project within DOE, discuss any upcoming task, address any risk or issues, and any other PALM related topics | |
| People | Status Meeting | 10/27/2023 | Project Manager, Comptroller and Deputy Comptroller | Provide Project progress and status. | |
| People | Status Meeting | 11/01/2023 | Project Manager, Comptroller and Deputy Comptroller | Provide Project progress and status. | |
| People | PALM Payroll Meeting | 11/02/2023 | PALM team, Comptroller, Deputy Comptroller, DOE Payroll and DOE HR | Discuss of Budget entity | |
| People | Status Meeting | 11/03/2023 | Project Manager, Comptroller and Deputy Comptroller | Provide Project progress and status. | |
| People Processes | Non MFMP Payment processing meeting | 09/13/2023 | | To Document the workflow and process of the Non MFMP payments | |
| People Processes | Blind Services Process Mapping | 10/11/2023 | Project Manager, Deputy Comptroller and Supervisor of Blind services | Map out the workflow and process for BS | |
| People Processes | VR Process Mapping | 10/25/2023 | Project Manager, Deputy Comptroller, Aware technical support and Supervisor of VR | Map out the workflow and process for VR and Aware | |
| People Processes | Federal Grants Process Mapping | 10/31/2023 | Project Manager, Deputy Comptroller and Supervisor of Federal Grants | Map out the workflow and process for Federal Grants and FLAGS Systems | |
| People Processes | Change control meeting with DEL | 11/01/2023 | Project Manager, Change control Liaison and DEL Supervisors | Review Current state process. | |
| People Processes Technology | PALM file for Aware System | 11/03/2023 | Project Manager, Comptroller and Deputy Comptroller, AWARE end users (supervisors) and AWARE Technical team | Discuss the release Files from PALM | |
| People Technology | DIT meeting | 10/17/2023 | Project Manager, BA, BA Manager and Policy Coordinator | To gain buy in from DIT | |
| People Technology | PECO System Meeting | 10/25/2023 | Project Manager, Deputy Comptroller, Systems owners, and Technical owners | Determine the relationship PECO has to FLAIR. | |

## Agency Sponsor Confirmation

## DOE Status Report Confirmation

| Reporting Period | Agency Sponsor Name: | Confirmed By: | Confirmation Date: |
|---|---|---|---|
| September - October 202 | Matt Kirkland | matt.kirkland@fldoe.org | 11/08/23 |
| July - August 2023 | Matt Kirkland | matt.kirkland@fldoe.org | 09/08/23 |