# DOEA Status Report Dashboard

### Readiness Workplan Tasks



- Completed
- Submitted Late
- Pending Submission

57%  29%  14%

**Readiness Workplan Tasks:**

**Total Tasks = 7**

• Completed = 4

• Submitted Late = 2

• Pending Submission = 1

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

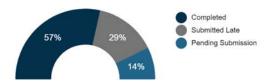The Readiness Workplan Tasks dial reflects the timeliness of your agency's submission of all RW tasks to date.

| **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 = 1

• Duplicate Filled Role = 13

• Vacant Role = 0



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

**Participation:**

• Meetings Attended = 9

• Meetings Missed = 4



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 = 10**

• **Criticality:**

- High = 0 Med = 0 Low = 0 None = 7

• **Documentation Status:**

- Complete = 0 Partial = 7 Not Started = 0

**Cataloged Interfaces = 7**

- Inbound Interfaces = 0

- Outbound Interfaces = 0

**Implementation:**

• Interfaces = TBD

**Current-State:**

**Unique FLAIR Data Elements = 70**

• **Associated Unique Uses = 75**

- Continued Use - Yes = 49

- Continued Use - No = 0

• **Associated Business Systems = 6**

**Cataloged Reports = 37**

• **Criticality:**

- High = 9 Med = 3 Low = 7 None = 17

**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.

### DOEA Risks

| Critical Operational Elements | Risk Description | Status | Risk Rating | Mitigation/Response Strategy | Reporting Period Comments or Updates | Date of Status Change | Owner / Coordinator |
|---|---|---|---|---|---|---|---|
| Processes | Internal manual processes - uncertain how these may be impacted and what measures are needed. | Open | 4 (Medium/Medium) | Review processes, look to a business system that could automate current manual processes. Could be easier to integrate the business system to Palm. | Business system has been selected and undergoing customization. | | |
| Technology | lack of internal business system could result in an additional workload on an already limited staff. | Open | 4 (Medium/Medium) | currently evaluating potential business systems to implement | System selected. Customization currently underway. | | |
| People | current staff not as proficient in new technology. Could result in a slower implementation. | Open | 4 (Medium/Medium) | As vacancies occur, targeting candidates with increased technological skills. | ongoing | | |

### DOEA Issues

| Critical Operational Elements | Issue Description | Status | Priority | Resolution Plan | Reporting Period Comments or Updates | Planned or Actual Resolution Date | Owner / Coordinator |
|---|---|---|---|---|---|---|---|
| Technology | Current business system is manual input. is and will continue to be a workflow issue. | Open | High - Impacts the ability of the agency to meet deadlines or milestones | currently evaluation existing systems in other agencies. hope to be able to secure one with minimal configuration needs. | System has been selected and is currently undergoing customization | 12/31/23 | |
| People | staffing level limitations result in difficulties in meeting Palm activity deadlines. | Open | High - Impacts the ability of the agency to meet deadlines or milestones | requested Palm funding to secure a dedicated OPS position for Palm readiness activities. Request supposedly submitted but not privy to when submission occurred. | No official update as of 11/15/23 | | |

## DOEA Assumptions

| Critical Operational Elements | Assumption | Status | Date Logged or Removed | Impacted Stakeholder(s) and/or System(s) | Reporting Period Comments or Updates |
|---|---|---|---|---|---|
| | | | | | |

## DOEA 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 | currently evaluating existing business systems in other agencies to determine the availability of a state owned system that would fit DOEA's needs. | ongoing | DOEA F&A, Program Areas, ACMS, | A business system to replace some of the manual processes that currently exist within DOEA. goal is to alleviate existing workload caused by inefficient manual processes and allow for a smoother transition into a new state accounting system. | Have selected an existing business system to implement in our agency. Still working through final data migration connections. Hope to go live by 1/1/2024 |
| | | | | | |

## 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

## DOEA Status Report Confirmation

| Reporting Period | Agency Sponsor Name: | Confirmed By: | Confirmation Date: |
|---|---|---|---|
| September - October 202 | Curtis Barker | elmere@elderaffairs.org | 11/15/23 |
| July - August 2023 | Curtis Barker | elmere@elderaffairs.org | 09/11/23 |