Helpful Links

- ⊘ Dashboard Snapshots
- ⊘ Florida PALM Resources
- @ Readiness Workplan

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

# **FWC Status Report Dashboard**

Readiness Workplan Tasks



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

Jessica Crawford

# Readiness Workplan Tasks:

Total Tasks = 7

- Completed = 7
- Submitted Late = 0
- 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

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 = 3
- Duplicate Filled Role = 11
- 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 = 19

- · Criticality:
- High = 12 Med = 6 Low = 0 None = 1
- · Documentation Status:
- Complete = 19 Partial = 0 Not Started = 0

### Cataloged Interfaces = 8

- Inbound Interfaces = 8
- Outbound Interfaces = 0

### Implementation:

• Interfaces = TBD

# Current-State:

#### Unique FLAIR Data Elements = 113

- Associated Unique Uses = 750
- Continued Use Yes = 700
- Continued Use No = 0
- Associated Business Systems = 34

# Cataloged Reports = 34

- · Criticality:
- High = 27 Med = 8 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.

### FWC Risks

Critical Operational Elements	Risk Description	Status	Risk Rating	Mitigation/Response Strategy	Reporting Period Comments or Updates	Date of Status Change	Owner / Coordinator
Technology	PALM interfaces are not fully designed/documented, and currently defined interfaces are subject to change. FWC is unable to accurately define impacts to our systems without complete specifications on the interfaces.	Open	9 (High/High)	FWC Analysis and design is being based on calculated assumptions	Added	11/06/23	Laurie Kershaw
People	Limited subject matter expert (SME) availability	Open	6 (Medium/High)	Identify any planned schedule issues Obtain and include backup resources in activities	No change	11/06/23	Laurie Kershaw
People	Team Attrition	Open	6 (Medium/High)	Ensure sufficient cross training in all project activities Establish and enforce adequate documentation standards	No change	11/06/23	Laurie Kershaw
People	Resistance to change	Open	4 (Medium/Mediu	Include impacted stakeholders early in the process and often Educate the reason for the change and impact	No change	11/06/23	Laurie Kershaw

# FWC Issues

Critical Operational Elements	Issue Description	Status	Priority	Resolution Plan	Comments or Undates	Planned or Actual Resolution Date	Owner / Coordinator	

# FWC 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	FWC will be able to access the available Administered funds	Logged	07/03/23	All agency business systems	FWC received approval to access the requested amount of the administered funds

# FWC Agency-Specific Readiness Activities

			FWC Agency-Spi	ecific Readiness Activities	
Critical Operational Elements	Activity Description	Date(s)	Impacted Stakeholder(s) and/or System(s)	Objective	Reporting Period Comments or Updates
People	Change Champion Meeting	7/27/2023	Change Champions	Change Champion Meeting	Complete
People	Change Champion Meeting	8/7/2023	Change Champions	Change Champion Meeting	Complete
People Processes Technology	Provide ongoing Project Management FY23/24	7/3/2023	Florida PALM users	Provide ongoing Project Management FY23/24	In Process
People Processes Technology	Change Champion Meeting	9/13/2023	Change Champions	Change Champion Meeting	Complete
People Processes Technology	Meet with business team to complete documentation - Revenue Agreement Tracking System (RATS) combined with RCF	9/15/2023	Florida PALM users	Meet with business team to complete documentation - Revenue Agreement Tracking System (RATS) combined with RCF	Complete
People Processes Technology	Meet with business team to complete documentation - Revenue Coding Forms (RCF) combined with RATS	9/15/2023	Florida PALM users	Meet with business team to complete documentation - Revenue Coding Forms (RCF) combined with RATS	Complete
People Processes Technology	Attend Payroll Wave Business Process Review meeting	9/18/2023	Florida PALM users	Attend Payroll Wave Business Process Review meeting	Complete
People Processes Technology	Florida PALM Technical Town Hall	9/18/2023	Florida PALM users	Florida PALM Technical Town Hall	Complete
People Processes Technology	Review meeting		Florida PALM users	Attend Payroll Wave Business Process Review meeting	Complete
People Processes Technology	documentation - Delinquent Accounts Reporting (SharePoint)	9/20/2023	Florida PALM users	Meet with business team to complete documentation - Delinquent Accounts Reporting (SharePoint)	Complete
People Processes Technology	documentation - Revenue Management System (RMS)		Florida PALM users	Meet with business team to complete documentation - Revenue Management System (RMS)	Complete
People Processes Technology	documentation - Commercial Licensing System		Florida PALM users	Meet with business team to complete documentation - Commercial Licensing System	Complete
People Processes Technology	documentation - GoOutdoorsFlorida and replicated DB (Sherry/Beth)	9/21/2023	Florida PALM users	Meet with business team to complete documentation - GoOutdoorsFlorida and replicated DB (Sherry/Beth)	Complete
People Processes Technology	documentation - Allotment Monitoring	9/25/2023	Florida PALM users	Meet with business team to complete documentation - Allotment Monitoring	Complete
People Processes Technology	documentation - DMFM Expenditure Moves/Allotment Monitoring	9/25/2023	Florida PALM users	Meet with business team to complete documentation - DMFM Expenditure Moves/Allotment Monitoring	Complete
People Processes Technology	documentation - DMFM OPS Salary Moves/Allotment Monitoring		Florida PALM users	Meet with business team to complete documentation - DMFM OPS Salary Moves/Allotment Monitoring	Complete
People Processes Technology	documentation - Invoice Tracking System (Laserfiche)	9/27/2023	Florida PALM users	Meet with business team to complete documentation - Invoice Tracking System (Laserfiche)	Complete
People Processes Technology	documentation - Grant Cost Sheets	9/29/2023	Florida PALM users	Meet with business team to complete documentation - Grant Cost Sheets	Complete
People Processes Technology	Meet with business team to complete documentation - Encumbrance Process combined with FMT	10/2/2023	Florida PALM users	Meet with business team to complete documentation - Encumbrance Process combined with FMT	Complete
People Processes Technology	Meet with business team to complete documentation - Financial Management Tracking combined with Encumbrances		Florida PALM users	Meet with business team to complete documentation - Financial Management Tracking combined with Encumbrances	Complete
People Processes Technology	Attend Florida PALM Segment I Design Workshop: Budget Mgmt. / Cash Ctrl.	10/3/2023	Florida PALM users	Attend Florida PALM Segment I Design Workshop: Budget Mgmt. / Cash Ctrl.	Complete
People Processes Technology	Attend Florida PALM Segment I Design Workshop: Disbursements Management		Florida PALM users	Attend Florida PALM Segment I Design Workshop: Budget Mgmt. / Cash Ctrl.	Complete
People Processes Technology	Meet with business team to complete documentation - Daily Cash Report	10/6/2023	Florida PALM users	Meet with business team to complete documentation - Daily Cash Report	Complete
People Processes Technology	Meet with business team to complete documentation - ACH Processing combined with Revenue and Disbursement Scripts		Florida PALM users	Meet with business team to complete documentation - ACH Processing combined with Revenue and Disbursement Scripts	Complete
People Processes Technology	Meet with business team to complete documentation - HSC Federal Aid/WMA and LMUAC Reporting	10/9/2023	Florida PALM users	Meet with business team to complete documentation - HSC Federal Aid/WMA and LMUAC Reporting	Complete
People Processes Technology	Meet with business team to complete documentation - Internal Operating Budget Monitoring Report - Operating and Non-Operating		Florida PALM users	Meet with business team to complete documentation - Internal Operating Budget Monitoring Report - Operating and Non-Operating	Complete
People Processes Technology	Meet with business team to complete documentation - Payroll Cost Distribution System	10/9/2023	Florida PALM users	Meet with business team to complete documentation - Payroll Cost Distribution System	Complete
People Processes Technology	Meet with business team to complete documentation - Revenue and Disbursements Scripts combined with ACH Processing	10/9/2023	Florida PALM users	Meet with business team to complete documentation - Revenue and Disbursements Scripts combined with ACH Processing	Complete
People Processes Technology	Meet with business team to complete documentation - WMA Project Reporting (LMAUC Reporting Tool)	10/9/2023	Florida PALM users	Meet with business team to complete documentation - WMA Project Reporting (LMAUC Reporting Tool)	Complete
People Processes	Meet with business team to complete documentation - Depreciation	10/13/2023	Florida PALM users	Meet with business team to complete documentation - Depreciation	Complete

Technology					
People Processes Technology	Meet with business team to complete documentation - Equipment Usage Log	10/13/2023	Florida PALM users	Meet with business team to complete documentation - Equipment Usage Log	Complete
People Processes Technology	Meet with business team to complete documentation - Fleet/plate number	10/13/2023	Florida PALM users	Meet with business team to complete documentation - Fleet/plate number	Complete
People Processes Technology	Meet with business team to complete documentation - FLEETWAVE	10/13/2023	Florida PALM users	Meet with business team to complete documentation - FLEETWAVE	Complete
People Processes Technology	Meet with business team to complete documentation - Property Donation or Confiscation Information Tracking form.	10/13/2023	Florida PALM users	Meet with business team to complete documentation - Property Donation or Confiscation Information Tracking form.	Complete
People Processes Technology	Meet with business team to complete documentation - Property Forms	10/13/2023	Florida PALM users	Meet with business team to complete documentation - Property Forms	Complete
People Processes Technology	Meet with business team to complete documentation - Property Pending	10/13/2023	Florida PALM users	Meet with business team to complete documentation - Property Pending	Complete
People Processes Technology	Meet with business team to complete documentation - Property Transfers	10/13/2023	Florida PALM users	Meet with business team to complete documentation - Property Transfers	Complete
People Processes Technology	Meet with business team to complete documentation - Property/Fleet deletion/missing/stolen	10/13/2023	Florida PALM users	Meet with business team to complete documentation - Property/Fleet deletion/missing/stolen	Complete
People Processes Technology	Finalize and submit Current-State Agency Business System Inventory and Documentation	10/16/2023	Florida PALM users	Finalize and submit Current-State Agency Business System Inventory and Documentation	Complete
People Processes Technology	Review Functions by Position document	10/11/2023	Florida PALM users	Review Functions by Position document	Complete
People Processes Technology	Communicate to team members meetings will be occurring	10/17/2023	Florida PALM users	Communicate to team members meetings will be occurring	Complete
People Processes Technology	Meet with manager/supervisors to review the Functions by Position document	10/18/2023	Florida PALM users	Meet with manager/supervisors to review the Functions by Position document	Complete
People Processes Technology	Update Project Charter	10/2/2023	Florida PALM users	Update Project Charter	Complete
People Processes Technology	Approve Project Charter	10/12/2023	Florida PALM users	Approve Project Charter	Complete
People Processes Technology	Publish Project Charter for Florida PALM team	10/12/2023	Florida PALM users	Publish Project Charter for Florida PALM team	Complete
People Processes Technology	Update Project Schedule	10/13/2023	Florida PALM users	Update Project Schedule	In Process
People Processes Technology	Update Project Plan	10/13/2023	Florida PALM users	Update Project Plan	Complete
People Processes Technology	Publish Project Plan for Florida PALM team	10/24/2023	Florida PALM users	Publish Project Plan for Florida PALM team	Complete
People Processes Technology	Coordinate printing of Agency Implementation Roadmap	10/9/2023	Florida PALM users	Coordinate printing of Agency Implementation Roadmap	Complete
People Processes Technology	Print Agency Implementation Roadmaps	10/11/2023	Florida PALM users	Print Agency Implementation Roadmaps	Complete
People Processes Technology	Distribute Agency Implementation Roadmaps	10/17/2023	Florida PALM users	Distribute Agency Implementation Roadmaps	In Process
Processes	Business Process Model Review Debrief	8/18/2023		Business Process Model Review Debrief	Complete
Technology	Agency Business System Inventory - Voucher Meeting	8/3/2023	Voucher	Agency Business System Inventory - Voucher Meeting	Complete
Technology	Agency Business System Inventory - Status Meeting	8/16/2023		Agency Business System Inventory - Status Meeting	Complete
Technology	Florida PALM - Agency Business System Documentation Review	8/28/2023	All Transaction Detail and FLINT	Florida PALM - Agency Business System Documentation Review	Complete

# 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 *						

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# FWC Status Report Confirmation

Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
September - October 202	Jessica Crawford	jessica.crawford@myfwc.com	11/08/23
July - August 2023	Jessica Crawford	laurie.kershaw@myfwc.com	09/08/23