

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

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	Attend Payroll Wave Business Process Review meeting	9/19/2023	Florida PALM users	Attend Payroll Wave Business Process Review meeting	Complete
People Processes Technology	Meet with business team to complete 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	Meet with business team to complete documentation - Revenue Management System (RMS)	9/20/2023	Florida PALM users	Meet with business team to complete documentation - Revenue Management System (RMS)	Complete
People Processes Technology	Meet with business team to complete documentation - Commercial Licensing System	9/21/2023	Florida PALM users	Meet with business team to complete documentation - Commercial Licensing System	Complete
People Processes Technology	Meet with business team to complete 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	Meet with business team to complete documentation - Allotment Monitoring	9/25/2023	Florida PALM users	Meet with business team to complete documentation - Allotment Monitoring	Complete
People Processes Technology	Meet with business team to complete 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	Meet with business team to complete documentation - DMFM OPS Salary Moves/Allotment Monitoring	9/25/2023	Florida PALM users	Meet with business team to complete documentation - DMFM OPS Salary Moves/Allotment Monitoring	Complete
People Processes Technology	Meet with business team to complete 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	Meet with business team to complete 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	10/2/2023	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	10/4/2023	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	10/9/2023	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	10/9/2023	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

FWC Status Report 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.

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

Agency Sponsor Name: *

Confirm *

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