CITRUS Status Report Dashboard

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

Reporting Period

September - October 2024

Agency Sponsor

Christine Marion

CCN Composition	RW Task Completeness	RW Task Timeliness	Project-led Meeting Participation

The Change Champion Network dial reflects the completeness of your CCN makeup.	The Readiness Workplan Tasks Completeness dial reflects the completeness of your agency's submission of RW tasks, starting with RW Task 512.	The Readiness Workplan Tasks Timeliness dial reflect the timeliness of your agency's submission of all RW tasks to date.	The Participation dial reflects your agency's attendance at Project-led meetings during the current reporting period.

Change Champion Network:

• Unique Filled Role = 7
• Duplicate Filled Role = 9
• Vacant Role = 0

RW Task Completeness:

Score = 82.42%

• Submitted Complete = 23
• Submitted Incomplete = 3
• Completed After Submission = 7

RW Task Timeliness:

Score = 93.69%

• Submitted On Time = 45
• Submitted Late = 16
• Pending Submission = 2

Meeting Participation:

• Meetings Attended = 5
• Meetings Missed = 0

The dials above 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.

RW Tasks - Completed or Open Items

Project Impact	Critical Operational Element	Task ID	Task Name	Task Planned Start Date	Task Planned End Date	Agency Reported Task Progress	Agency Submission Date	Status Comment	Project Verification of Completion	Agency Corrected Submission Date
N/A	Technology	531	Remediate Agency Business Systems based on Segment II	04/29/24	10/04/24	100% - Submitted	09/23/24	After a review and comparison of Segment II requirements and our ABS, it was determined that no remediations will be necessary for this segment. As such, Citrus has closed this task as "Complete".	Submission Complete	
N/A	People	535	Update Workforce Readiness Plan	06/17/24	08/02/24	75% - Consolidating/Inputting Information for Submission				
Direct	Data	541-A	Complete Configuration Workbooks for Segment IV	07/22/24	09/06/24	100% - Submitted	09/11/24		Submission Complete	
N/A	Data	542	Complete Data Readiness Analysis and Data Cleansing Activities for Segment IV	07/22/24	10/18/24	100% - Submitted	10/23/24		Submission Complete	
N/A	Processes	543	Identify Change Impacts and Update Agency Business Process Documentation for Segment IV	07/22/24	10/18/24	Pending Resubmission	10/23/24		Submission Incomplete	
N/A	Technology	544	Update Agency Business System Documentation for Segment IV	07/22/24	10/18/24	Pending Resubmission	10/23/24		Submission Incomplete	
Direct	Technology	545-A	Update and Finalize Florida PALM Conversion Inventory for Segment IV	07/22/24	10/18/24	100% - Submitted	10/23/24		Submission Complete	10/24/24
Direct	Technology	546	Update Florida PALM Interface Inventory for Segment IV	07/22/24	10/18/24	100% - Submitted	10/29/24	Citrus is delaying final interface selections pending the outcome of the Data Warehouse designs. Our final inventory will be submitted as part of RW Task 557.	Submission Incomplete	11/07/24
N/A	Technology	547	Remediate Agency Business Systems based on Segment III	07/22/24	12/13/24			Due to budget constraints, Citrus is delaying starting remediation efforts until January 2025.		
Direct	People	549	Submit Training Survey	08/12/24	09/20/24	100% - Submitted	08/19/24		Submission Complete	
Indirect	People	536-B	Create Agency Specific User Acceptance Testing Plan	08/19/24	10/11/24	75% - Consolidating/Inputting Information for Submission				
Direct	Data	541-C	Complete Configuration Workbooks for Segment IV	08/26/24	10/04/24	100% - Submitted	10/23/24		Submission Complete	
N/A	N/A	551	Submit Bimonthly Agency Readiness Status Report	08/30/24	09/11/24	100% - Submitted	09/06/24		Submission Complete	
N/A	N/A	552	Manage Agency Specific Implementation Schedule, Risks and Issues	08/30/24	10/31/24	100% - Submitted	11/07/24		N/A	
Direct	Technology	550-B	Participate in Technical Meeting to Receive Credentials and Access	09/03/24	09/13/24	100% - Submitted	09/12/24		N/A	
Direct	Data	541-D	Complete Configuration Workbooks for Segment IV - General Ledger (GL)	10/07/24	11/01/24	25% - Beginning Initial Internal Meetings and Information Gathering				
Direct	Data	555-A	Complete Data Cleansing Based on Mock Conversion 1 - Projects (PCC001)	10/07/24	11/22/24	25% - Beginning Initial Internal Meetings and Information Gathering				
N/A	People	559	Share Florida PALM Updates	10/14/24	10/25/24	100% - Submitted	11/07/24	Updates are shared by the Agency Sponsor with both Citrus leadership and the Florida Citrus Commission as part of routine weekly and monthly briefings. No written materials are produced.		
N/A	Technology	561	Remediate Agency Business Systems based on Segment IV	10/21/24	03/14/25			Due to budget constraints, Citrus is delaying starting remediation efforts until January 2025.		
Direct	Data	555-B	Complete Data Cleansing Based on Mock Conversion 1 (CTC001, GMC001, and PCC002)	10/28/24	11/22/24	25% - Beginning Initial Internal Meetings and Information Gathering				
N/A	N/A	562	Submit Bimonthly Agency Readiness Status Report	11/01/24	11/12/24	100% - Submitted	11/08/24		Submission Complete	

N/A	N/A	**563**	Manage Agency Specific Implementation Schedule, Risks and Issues	11/01/24	12/27/24	50% - In Progress					
Direct	Data	**555-C**	Complete Data Cleansing Based on Mock Conversion 1 (AMC001 and POC001)	11/08/24	12/06/24						

People

The staff and stakeholders affected by your agency's transition to Florida PALM.

Implementation:

Planned Florida PALM End Users = 9

• Business Process Groupings = 11/13

Identified Subject Matter Experts = 6

• SMEs by Business Process Grouping

- Account Mgmt. and Financial Reporting = 5
- Accounts Receivable = 5
- Asset Accounting and Mgmt. = 2
- Banking = 5
- Budget Mgmt. and Cash Control = 5
- Contracts Mgmt. = 2
- Disbursements Mgmt. = 4
- Grants Mgmt. = 3
- Inter/IntraUnit Transactions = 4
- Payroll Mgmt. = 2
- Projects Mgmt. = 0
- Revenue Accounting = 3
- System Access and Controls = 1

Role Mapping = TBD

Training = TBD

Processes

The sequence of procedures to accomplish a business objective.

Current-State:

Cataloged Business Processes = 32

• Related Business Systems = 4

• Related Reports = 42

• Documentation Status:

- Complete = 0 Partial = 1 Not Started = 31

Implementation:

Impacted Agency Business Processes = 32

- Related Business Process Groupings = 9

- Planned Spreadsheet Uploads = 0

• Level of Impact: People Changes

- High = 0 Medium = 11 Low = 21 None = 0 Uncertain = 0

• Level of Impact: Processes Changes

- High = 31 Medium = 0 Low = 1 None = 0 Uncertain = 0

• Level of Impact: Technology Changes

- High = 2 Medium = 9 Low = 16 None = 5 Uncertain = 0

• Level of Impact: Data Changes

- High = 1 Medium = 2 Low = 28 None = 1 Uncertain = 0

• Segments I & II Documentation Update Status

- Not Started = 0 In Progress = 0 Complete = 32

• Segment III Documentation Update Status

- Not Started = 0 In Progress = 0 Complete = 32

Technology

The applications or tools used to process, track, or report on financial operations.

Current-State:

Cataloged Business Systems = 4

• Criticality:

- High = 4 Med = 0 Low = 0 None = 0

• Documentation Status:

- Complete = 4 Partial = 0 Not Started = 0

Cataloged Interfaces = 2

- Inbound Interfaces = 2

- Outbound Interfaces = 0

Implementation:

Business Systems Planned for Integration = 2

• Segment I - Documentation Updates:

- Complete = 0 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 0

• Segment II - Documentation Updates:

- Complete = 0 Updating = 0 Evaluating = 2 Not Started = 0 Not Needed = 0

• Segment III - Documentation Updates:

- Complete = 2 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 0

Planned Interfaces = 0

- Inbound Interfaces = 0

- Outbound Interfaces = 0

Data

Information used in or produced from an agency's financial business operations.

Current-State:

Unique FLAIR Data Elements = 70

• **Associated Unique Uses = 70**

- Continued Use - Yes = 21

- Continued Use - No = 3

• **Associated Business Systems = 0**

Cataloged Reports = 62

• Criticality:

- High = 32 Med = 12 Low = 5 None = 0

Implementation:

Segments I & II Planned Configurations = 6/9

• **Accounts Receivable (AR)**

- Planned Distribution Codes = 1

• **Asset Management (AM)**

- Planned Location Codes = 7

- Planned Associated Area ID's = 2

• **Commitment Control (KK)**

- Planned Option = None

• **General Ledger (GL)**

- Planned Budgetary Value Combo Edits = 84

- Planned Local Funds = None

- Planned Organization ID's = 40

- Planned OA1's = 101

- Planned OA2's = None

Segment IV Planned Configurations

- Started = 1 Not Started = 1

Conversions & Data Readiness

• Conversions Needed = 9

• Agency Data Outside of Primary Source System(s) = 0

• **Data Readiness/Cleansing Status:**

- Complete = 5 In Progress = 0 Not Started = 0 Not Applicable 0

Reports = 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.

CITRUS Risks

Critical Operational Elements	Risk Description	Status	Risk Rating	Mitigation/Response Strategy	Reporting Period Comments or Updates	Date of Status Change	Owner / Coordinator
Processes	Citrus currently purchases foreign currency to pay overseas vendors. We use a SPIA account, and transfer funds as needed to wire payments overseas. Foreign vendors are transitioning away from accepting paper check, which is the only way the state will allow us to pay with USD (Treasury will not wire funds to a foreign bank).	Open	6 (Medium/High)	We have made the project manager aware of the issue, and he has informed PALM that we need to determine how foreign currency payments will be handled through PALM.		04/29/24	Matthew Christovich
Technology Data	The quality of audio on webinars and recordings is low. Our team does not feel it is receiving much needed information presented during these workshops	Open	6 (High/Medium)	Please see what you can do to upgrade the quality of webinars.	The quality of the audio recording has improved but remains inconsistent.	04/30/24	Matthew Christovich
People	The legislature has provided funding for this fiscal year, but there is a misalignment between the timing of project schedule, the availability of funds, and the timeframe staffing resources are needed.	Open	6 (High/Medium)	We will have to carefully adjust our implementation schedule to ensure that there is no delay or gaps in services during UAT.	Risk opened per our June PALM touchpoint.	06/06/24	Matthew Christovich
People	New IT staff with no knowledge of PALM	Open	2 (Low/Medium)	We have one IT support staff member, and he was not here for the CMS Wave of PALM, and has no knowledge of PALM.	We remain unsure of the role our technical support person will play in PALM. Currently, the technical staff has very little to do with FLAIR, but we're awaiting the final roles.	09/19/23	Matthew Christovich

CITRUS Issues

Critical Operational Elements	Issue Description	Status	Priority	Resolution Plan	Reporting Period Comments or Updates	Planned or Actual Resolution Date	Owner / Coordinator
Technology Data	The PALM team presents some workshops as webinars, but the technology is not very good. Audio is either choppy with echoes, or completely nonexistent.	Open	High - Impacts the ability of the agency to meet deadlines or milestones	It is not possible for us to travel to Tallahassee for every meeting. The quality of the webinars is so low that it is not productive for our team to participate	PALM has improved the quality of some recordings, but not all. We are moving the resolution date out to the end of July to see how the Design meetings go.	07/31/24	PALM

CITRUS Assumptions

Critical Operational Elements	Assumption	Status	Date Logged or Removed	Impacted Stakeholder(s) and/or System(s)	Reporting Period Comments or Updates
People Processes	The DFS Florida PALM project team will provide a PALM UAT environment to all CCN members, SMEs, and End Users prior to go-live. The Department will be given sufficient time to test and practice critical transactions before go-live in this dedicated testing environment.	Logged	11/14/23	PALM Project Team, Citrus Accounting Dept, CCN's	It was clarified by Jimmie Cox during the Design Segment meetings that PALM will have two environments: Sandbox, which is a copy of Production, and Test, which is intended to test future functionality.
People Processes Technology	The Legislature will appropriate and timely release General Revenue funding for contracted services for Agency support of the PALM project and those resources are available to perform the work assigned to them as scheduled.	Logged	11/14/23	Citrus Accounting Dept and all Admin staff, CCN's PALM project team	Language updated to reflect the necessity of both appropriation and timely release of General Revenue funds.
Processes Technology Data	The DFS Florida PALM project team will provide a reporting solution at go-live to support the business needs of the Department.	Logged	11/14/23	Citrus Accounting Dept and all Admin staff, CCN's PALM project team	Design Segment IV for Data Warehouse is currently pending. Language updated for standardization.
People Processes Data	The DFS Florida PALM project team will provide information regarding the data fields to support all Chart of Accounts values Citrus currently uses (such as OCA's).	Logged	11/14/23	Citrus Accounting Dept and all Admin staff, CCN's PALM project team	Language updated for standardization.
Processes Technology Data	The DFS Florida PALM project team will provide solutions and integration for Enterprise applications - WORKS, STMS, People First, Etc.	Logged	11/14/23	Citrus Accounting Dept and all Admin staff, CCN's PALM project team	Language updated for standardization.
People Processes Technology	The DFS Florida PALM project team will provide both in-person, on-line, and recorded training for CCN's, SMEs, and all accounting staff.	Logged	11/14/23	Citrus Accounting Dept and all Admin staff, CCN's PALM project team	Language updated for standardization.
People Processes Data	Key tasks, such as user maintenance, vendor maintenance, vendor payment registration, etc. will be done outside of PALM in their respective enterprise systems, e.g. AOD, STMS, VIP, etc.	Logged	02/09/24	Citrus Admin Staff, CCN's PALM project team	Language updated for standardization.
People Processes Technology Data	The leadership of the Department of Citrus will support the project by providing resources, access to systems and stakeholders, and by supporting the organizational change management strategy created by the project team.	Logged	08/30/24	Citrus Admin Staff, CCN's PALM project team	Assumption added to reflect the need for Department buy-in as a Critical Success Factor.
People Processes Technology Data	The DFS Florida PALM project will provide key information identifying the functionality, business processes, and timeline of the larger project in a timely manner to facilitate planning and execution.	Logged	08/30/24	Citrus Admin Staff, CCN's PALM project team	Assumption added to reflect the dependency of the Department on Florida PALM to provide timely and complete information as a Critical Success Factor.

CITRUS Agency-Specific Readiness Activities

Critical Operational Elements	Activity Description	Date(s)	Impacted Stakeholder(s) and/or System(s)	Objective	Reporting Period Comments or Updates

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

CITRUS Status Report Confirmation

Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
September - October 2024	Christine Marion	cmarion@citrus.myflorida.com	11/08/24
July - August 2024	Christine C Marion	cmarion@citrus.myflorida.com	09/06/24
May - June 2024	Christine Marion	cmarion@citrus.myflorida.com	07/09/24
March - April 2024	Christine Marion	cmarion@citrus.myflorida.com	05/02/24
January - February 2024	Christine Marion	cmarion@citrus.myflorida.com	03/08/24