DFS 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

Scott Fennell

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 = 14
- Duplicate Filled Role = 6
- Vacant Role = 0

RW Task Completeness:

Score = 98.29%
- Submitted Complete = 39
- Submitted Incomplete = 0
- Completed After Submission = 2

RW Task Timeliness:

Score = 92.61%
- Submitted On Time = 58
- Submitted Late = 7
- 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	519	Remediate Agency Business Systems based on Segment I	01/29/24	06/28/24	50% - In Progress		Build will not start until design is complete. Build scheduled from August - December 2024.		
N/A	Technology	531	Remediate Agency Business Systems based on Segment II	04/29/24	10/04/24	50% - In Progress		Build will not start until design is complete. Build scheduled from August - December 2024.		
Direct	Data	541-A	Complete Configuration Workbooks for Segment IV	07/22/24	09/06/24	100% - Submitted	08/19/24	DFS will not be using the optional PC costing fields.	Submission Complete	
Direct	Data	541-B	Complete Configuration Workbooks for Segment IV	07/22/24	09/06/24	100% - Submitted	09/06/24		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	10/18/24		Submission Complete	
N/A	Processes	543	Identify Change Impacts and Update Agency Business Process Documentation for Segment IV	07/22/24	10/18/24	100% - Submitted	10/25/24	10/25: Complete. Have 3 "report" records that need to be added. Reports inventory is an overnight process to make available in Current Process Inventory. Will update on Monday 10/28.	Submission Complete	
N/A	Technology	544	Update Agency Business System Documentation for Segment IV	07/22/24	10/18/24	100% - Submitted	09/25/24	Workiva/W-Desk was TBD in terms of data integration until a meeting held 10/15 (after 544 was submitted). During that meeting AA and PALM discussed an interface that was included in the RICEFW, but hasn't been designed and is not part of Segments I – IV. So, 544 was for Segment IV, and the interface is not available in the dropdown list nor is it part of Segment IV (or any of the Segments).	Submission Complete	11/05/24
Direct	Technology	545-A	Update and Finalize Florida PALM Conversion Inventory for Segment IV	07/22/24	10/18/24	100% - Submitted	09/20/24		Submission Complete	
Direct	Technology	546	Update Florida PALM Interface Inventory for Segment IV	07/22/24	10/18/24	100% - Submitted	09/25/24		Submission Complete	
N/A	Technology	547	Remediate Agency Business Systems based on Segment III	07/22/24	12/13/24	50% - In Progress				
Direct	People	549	Submit Training Survey	08/12/24	09/20/24	100% - Submitted	08/29/24		Submission Complete	
Indirect	People	536-B	Create Agency Specific User Acceptance Testing Plan	08/19/24	10/11/24	100% - Submitted	10/11/24		Submission Complete	
Direct	Data	541-C	Complete Configuration Workbooks for Segment IV	08/26/24	10/04/24	100% - Submitted	10/03/24		Submission Complete	
N/A	N/A	551	Submit Bimonthly Agency Readiness Status Report	08/30/24	09/11/24	100% - Submitted	09/10/24		Submission Complete	
N/A	N/A	552	Manage Agency Specific Implementation Schedule, Risks and Issues	08/30/24	10/31/24	100% - Submitted	10/29/24		N/A	
Direct	Technology	550-B	Participate in Technical Meeting to Receive Credentials and Access	09/03/24	09/13/24	100% - Submitted	09/05/24		N/A	
Indirect	Technology	553	Prepare for Interface Testing	09/16/24	10/18/24	100% - Submitted	10/11/24		Submission Complete	
Direct	Technology	554	Participate in Connectivity Testing for Cycle 1 Interface Testing	09/16/24	10/04/24	100% - Submitted	09/23/24		Submission Complete	
Direct	Data	541-D	Complete Configuration Workbooks for Segment IV - General Ledger (GL)	10/07/24	11/01/24	100% - Submitted	10/24/24	10/15/24 GL Allocation complete working on the Interest apportionment. 10/21/24 DFS Proper Interest Apportionment Complete. 10/24/24: 4301 DFS Treasury Interest apportionment complete	Submission Complete	
Direct	Data	555-A	Complete Data Cleansing Based on Mock Conversion 1 - Projects (PCC001)	10/07/24	11/22/24	100% - Submitted	10/21/24		Submission Complete	
N/A	People	559	Share Florida PALM Updates	10/14/24	10/25/24	100% - Submitted	10/23/24		Submission	

										Complete	
N/A	Technology	561	Remediate Agency Business Systems based on Segment IV	10/21/24	03/14/25	50% - In Progress					
Direct	Data	555-B	Complete Data Cleansing Based on Mock Conversion 1 (CTC001, GMC001, and PCC002)	10/28/24	11/22/24	50% - In Progress					
N/A	N/A	562	Submit Bimonthly Agency Readiness Status Report	11/01/24	11/12/24	100% - Submitted	**11/12/24**			Submission Complete	
N/A	N/A	563	Manage Agency Specific Implementation Schedule, Risks and Issues	11/01/24	12/27/24	25% - Beginning Initial Internal Meetings and Information Gathering					
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 = 320

• Business Process Groupings = 13/13

Identified Subject Matter Experts = 49

• SMEs by Business Process Grouping

- Account Mgmt. and Financial Reporting = 16

- Accounts Receivable = 13

- Asset Accounting and Mgmt. = 4

- Banking = 7

- Budget Mgmt. and Cash Control = 29

- Contracts Mgmt. = 12

- Disbursements Mgmt. = 35

- Grants Mgmt. = 4

- Inter/IntraUnit Transactions = 9

- Payroll Mgmt. = 5

- Projects Mgmt. = 2

- Revenue Accounting = 10

- System Access and Controls = 2

Role Mapping = TBD

Training = TBD

Processes

The sequence of procedures to accomplish a business objective.

Current-State:

Cataloged Business Processes = 462

• Related Business Systems = 12

• Related Reports = 52

• Documentation Status:

- Complete = 460 Partial = 0 Not Started = 0

Implementation:

Impacted Agency Business Processes = 462

• Related Business Process Groupings = 12

- Planned Spreadsheet Uploads = 1

• **Level of Impact: People Changes**

- High = 17 Medium = 80 Low = 216 None = 89 Uncertain = 0

• **Level of Impact: Processes Changes**

- High = 38 Medium = 116 Low = 178 None = 70 Uncertain = 0

• **Level of Impact: Technology Changes**

- High = 24 Medium = 65 Low = 169 None = 144 Uncertain = 0

• **Level of Impact: Data Changes**

- High = 71 Medium = 120 Low = 118 None = 85 Uncertain = 0

• **Segments I & II Documentation Update Status**

- Not Started = 0 In Progress = 0 Complete = 460

• **Segment III Documentation Update Status**

- Not Started = 0 In Progress = 0 Complete = 460

Technology

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

Current-State:

Cataloged Business Systems = 68

• **Criticality:**

- High = 16 Med = 5 Low = 0 None = 47

• **Documentation Status:**

- Complete = 31 Partial = 0 Not Started = 0

Cataloged Interfaces = 121

- Inbound Interfaces = 100

- Outbound Interfaces = 21

Implementation:

Business Systems Planned for Integration = 20

• **Segment I - Documentation Updates:**

- Complete = 9 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 8

• **Segment II - Documentation Updates:**

- Complete = 3 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 14

• **Segment III - Documentation Updates:**

- Complete = 4 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 13

Planned Interfaces = 21

- Inbound Interfaces = 7

- Outbound Interfaces = 13

Data

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

Current-State:

Unique FLAIR Data Elements = 419

• **Associated Unique Uses = 1301**

- Continued Use - Yes = 1064

- Continued Use - No = 47

• **Associated Business Systems = 19**

Cataloged Reports = 409

• **Criticality:**

- High = 252 Med = 76 Low = 38 None = 45

Implementation:

Segments I & II Planned Configurations = 7/9

• **Accounts Receivable (AR)**

- Planned Distribution Codes = 20

• **Asset Management (AM)**

- Planned Location Codes = 47

- Planned Associated Area ID's = 241

• **Commitment Control (KK)**

- Planned Option = Option # 1 - Track with Budget

• **General Ledger (GL)**

- Planned Budgetary Value Combo Edits = 1086

- Planned Local Funds = None

- Planned Organization ID's = 276

- Planned OA1's = 45

- Planned OA2's = None

Segment IV Planned Configurations

- Started = 2 Not Started = 0

Conversions & Data Readiness

• Conversions Needed = 10

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

• **Data Readiness/Cleansing Status:**

- Complete = 6 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.

DFS Risks

Critical Operational Elements	Risk Description	Status	Risk Rating	Mitigation/Response Strategy	Reporting Period Comments or Updates	Date of Status Change	Owner / Coordinator
People	The loss of CCN resources would constrain current CCN staff capacity and could result in the loss of critical functional and institutional knowledge, which is imperative to the success of the Florida PALM Project.	Open	9 (High/High)	• Create a knowledge base of CCN operational processes and procedures; develop training methods to facilitate knowledge transfer; and provide cross-training among CCN members where feasible. • Use of dedicated back-up CCN Liaisons will aid in the short-term continuity.	Monitoring	02/19/24	Alexandra Weimorts
People	ENTERPRISE A&A: The Project timeline is very conservative regarding flexibility, and A&A's involvement is critical for project success. Our level of involvement pulls our resources in multiple directions putting a strain on our time to complete tasks. A&A change management and internal preparation for A&A preparedness activities have already started, but having adequate resources will be key to successful implementation.	Open	9 (High/High)	• Recruit knowledgeable and skilled staff, not entry level positions, to help with preparedness activities and management of daily operations. • Retain our critical staff that are involved in Florida PALM activities and those who are picking up added job responsibilities so that subject matter experts can dedicate time to Florida PALM activities. • Provide expectations that staff will cross-train and provide knowledge transfer to increase the depth need to continue operating with a high level of	Monitoring	10/11/23	Renee Hermeling

Category	Risk Description	Status	Rating	Mitigation	State	Date	Owner
				• service and accuracy. • A&A is seeking additional FTE through the LBR process with intent to onboard and train within the 2025 FY.			
People	ENTERPRISE A&A: Resource impacts due to A&A operational staff spending a significant amount of time performing Project related tasks. This pulls resources from operations, increases workloads, and causes stress and an increased chance of employee burnout. • Project tasks may require additional time outside employees designated working hours to attend meetings, review time sensitive documents, or contribute to critical tasks. Some positions are not granted flexibility to flex time throughout the month, but they must flex it within the week. This policy limitation causes a strain on availability of resources. Allowing current staff more flexibility to flex their time beyond the work week would help with resource allocation. • As we get closer to implementation, the number of items that will require attention will continue to increase. This will include, assisting agencies with data management, preparing enterprise data for conversion, developing cut-over and FLAIR close out plans, participating in all levels of integration and UAT testing, validating testing results, participation and validation of mock and production conversions, developing policy around new processes.	Open	9 (High/High)	• Contract with staff aug who can help with data analysis, developing testing scenarios, perform testing functions, support cut-over, support FLAIR retirement activities. • Hire additional staff (FTE or OPS) to learn current operations so that our experienced staff can continue to participate with the Florida PALM Project in design, testing, and implementation activities. • Consider providing current staff with Special Pay Increase to acknowledge the increased job responsibilities and retain these critical members of the team. • Work with Human Resources to properly document team members who should be classified as SES staff. • Establish plans for reduction of current operational activities and prioritize responsibilities based on risk and probability. This could include posting all payments and suspending pre-audit activities, suspending Article V and Contract Management audits, suspending processing of EFT applications, as examples.	Monitoring	10/11/23	Renee Hermeling
Technology	Florida PALM design release dates for Segments III, IV, and Data Warehouse will decrease the build time for impacted agency business systems. This may impact the ability for applicable agency business systems to be ready for interface testing by January 2025.	Open	6 (Medium/High)	• Develop initial agency business system future-state designs as much as possible based on Segment I and II design information made available by the Florida PALM Project. Update ABS designs as soon as Segment III, IV, and Data Warehouse design information becomes available from the Florida PALM Project. • Work with Division/Office management to allow dedicated technical and functional resources to be available for agency business systems remediation efforts when design information is released.	Monitoring	10/20/23	Stacey Pollock
Processes	ENTERPRISE TREASURY: Discussions relating to the status of outstanding warrants at the cutover from December 2025 to January 2026 has not been finalized and could, potentially, have impacts to warrant recipients and reconciliation processes.	Open	6 (High/Medium)	• Continue to collaborate with the Florida PALM Project on policy relating to outstanding warrants. • Potential solutions being discussed between PALM and Treasury including the possibility that warrants would be maintained in FLAIR and concurrently canceled and reissued in PALM while maintaining warrant number. Note that solution is pending approval from Treasury.	Monitoring	01/25/24	Sarah Pons
Processes	ENTERPRISE TREASURY: The current Concentration Account contract ends in March of 2026. If a different financial institution is awarded the contract during the procurement process, an implementation will need to occur with Florida PALM. The new bank and all of the subaccounts (currently 550+) will need to be configured in PALM, along with file transmissions, BAI codes, returned item processing, book to bank processing, cash transfer processing, and reconciliation rules. Agencies will be involved in this transition and will need to communicate new depository instructions to their vendors, including Federal agencies. They will also need to receive and distribute new depository supplies to their locations.	Open	6 (High/Medium)	• Continue to collaborate with the Florida PALM Project and seek resources through staff augmentation, additional FTE, or contracts as needs are discovered.	Monitoring	12/13/23	Sarah Pons
Technology	Reduced duration for agency business system end-to-end testing with Florida PALM during UAT could impact Tier 1 agency business systems with significant changes, as well as those systems that will require downstream Tier 2 interface testing. As a result, DFS may not have enough time to successfully complete all of the testing needed for agency business systems, which in turn could impact agency readiness for go-live with Florida PALM.	Open	6 (High/Medium)	• Develop remediation timelines and resources to prepare the agency business systems to be ready for the start of ABS end-to-end testing with Florida PALM. • Work with Division/Office management to allow technical and functional resources to be available during the ABS end-to-end testing period with Florida PALM.	Monitoring	10/20/23	Stacey Pollock
Processes	ENTERPRISE A&A: Planning for some critical activities has not been done. Until these plans have been developed, A&A cannot adequately determine needed resources, time and effort. • Cutover planning • FLAIR retirement planning • Stabilization period planning • Specialized knowledge that may be needed for new processes, such as processing States' taxes from payroll • Financial Reporting mappings and data rollup	Open	6 (High/Medium)	• Continue to collaborate with the Florida PALM Project and seek resources through staff aug. additional FTE or contracts as needs are discovered.	Monitoring	10/11/23	Renee Hermeling
People Processes Technology Data	ENTERPRISE TREASURY/Deferred Compensation: Background: As a step 1, Bureau of Deferred Compensation recently launched the Roth deferral type that allows participants to make (Post- Tax) Roth contributions and/ or Pre-Tax contributions to the Deferred Compensation Plan. Since Roth was rolled out without restriction to Catch- up contributions, participants may contribute to both deferral types in any proportion they choose. Current Challenge: As a step 2, beginning in January 2026, the Deferred Compensation Plan will have to implement a new federal regulation that limits 50+ Catch up contributions made to the 457b Pre-Tax deferral type for participants whose prior year FICA wages exceed $145,000. The federal government has been slow to clarify a few key points, especially applicable for multi- employer plans like ours. The Bureau	Open	4 (Medium/Medium)	• The Bureau of Deferred Compensation will make expeditious efforts to get clarity from FEDs. • BOSP, OIT, and PALM management will be made aware of all known details and will be updated on further details as soon as they are available. • BOSP, OIT, and PALM management will evaluate the information (when made available by Bureau of Deferred Compensation) and will make a conscious effort to assign resources to implement the required changes. • Contingency plan will be prepared by Bureau of Deferred Compensation for a scenario in which PALM is unable to implement the changes within the required timeline.	New Risk Assessment	07/09/24	Sarah Pons (BOSP/OIT/PALM/DC)

	of Deferred Compensation is committed to determine and communicate exactly what is needed for implementation as soon as possible. Once specified, BOSP, OIT, and PALM will need to be able to implement requested changes to meet this federal regulation deadline, which coincides with the timing of the release of PALM. BOSP, OIT and PALM resources will be needed to implement whatever changes are necessary. Risk Highlight: The risk is that the appropriate resources may not be available to meet the timing of this Federal mandate. Implication: If we do not implement on time we would be required to suspend or terminate the 50+ catchup for ALL participants in our plan.						
Technology	Agency business systems supported by third-party vendors could have different design and build timelines for Florida PALM remediation activities. This could impact the Department's ability to meet the scheduled finish dates for Florida PALM Readiness Workplan tasks related to design, build, and testing activities.	Open	4 (Medium/Medium)	• Communicate the Florida PALM timelines with third-party vendors. • Provide information and advisory support to the functional area(s) related to remediation activities and timelines. • Provide advisory support if needed related to interfaces, interface field mapping, and possible functional changes.	Monitoring	02/27/24	Stacey Pollock
Processes	ENTERPRISE TREASURY: Relating to CMIA, expenditures for agency covered programs will need to be tracked in PALM by CFDA number so clearance patterns can be calculated. Agencies will be responsible for providing the PALM chartfields for their covered programs and PALM will need to track the expenditures for those account codes. Clearance patterns will have to be calculated by CFDA Number for CMIA reporting.	Open	4 (Medium/Medium)	• Continue to collaborate with the Florida PALM Project and seek resources through staff augmentation, additional FTE, or contracts as needs are discovered.	Monitoring	12/13/23	Sarah Pons
Technology	Resource impacts due to unforeseen system changes from DFS divisions, other projects, and external entities could cause delays in the ABS Remediation timeline.	Open	4 (Medium/Medium)	• Work closely with the ABS functional and technical owners to coordinate the timeline of changes with the Florida PALM timeline. • Work closely with the ABS functional and technical owners on design strategies related to Florida PALM integration.	Monitoring	10/20/23	Stacey Pollock
People	ENTERPRISE A&A: • All bureaus within the division will have significant process changes. • Insufficient preparation or reluctance to adopt and adapt to changes could result in delays; operational deficiencies; and critical operations, tools, technologies, and resources not being available. • Performance issues at implementation if staff are not able to adapt and produce results at the current, expected level of output. • Due to the unique activities that A&A performs at an enterprise level, reduced performance could have a negative impact on agencies.	Open	4 (Medium/Medium)	• Prepare staff through regular change management engagements. • Perform knowledge transfer on why things are done so we can ensure better understanding of future processes. •Complete thorough process analysis and mapping of each process, along with the technology, tools, and resources to future functionality can ensure that we have identified where operational changes will occur and to what extent it will be affected. • Monitor staffs' engagement. • Analyze current skill sets and mentor or provide training needed to acquire the proper skills and address skill gaps. • Review organizational charts and identify succession planning or knowledge transfers for known gaps. • A&A has contracted with two People Soft experienced resources to help with implementation activities, including identifying staffing model changes and process changes.	Monitoring	10/11/23	Renee Hermeling
People Processes Technology Data	ENTERPRISE A&A: A&A serves all other agencies, therefore our processes are at risk from external impacts: • Agencies – All A&A processes are downstream of agency processes. Agencies may lack their own training and resources for proper preparation. If agencies are not ready for implementation, this will cause significant issues for A&A to be able to continue operations at an acceptable level and could cause more significant increase in work or rework for A&A staff around go live. • Project – There may be changes in Project directions or decisions that negative affect A&A that would cause an increase of time and resources or provide confusion and lack of clarity among A&A's expectations. • Government/Florida Statutes/Regulations – Any potential changes to laws, regulations, or elected officials could change Project direction or restrict A&A's operations.	Open	4 (Medium/Medium)	• Continue to work closely with the Florida PALM Project to identify areas where significant training will be needed for agency staff. • A&A OFFE team make outreach with agencies to determine training needs for skills that will be needed in Florida PALM users. • Participate with all FFMIS and Enterprise partners to ensure remediation, testing and change management needs are understood and acted upon. • Assist agencies with readiness tasks such as data analysis and cleansing. • Develop contingency plans for agencies that are not prepared for Florida PALM implementation. • Monitor activities, changes in rules and regulations, and agencies competencies. • Establish contingency plans as risks become more probable (as information becomes available) and communicate those changes as quickly and clearly as possible. • A&A is seeking funding through the LBR process to contract for financial expertise that State Agencies can use to identify knowledge gaps and areas needing improvement and address those issues.	Monitoring	10/11/23	Renee Hermeling
People Technology Data	A&A is responsible for several enterprise business systems, some of which are interdependent. Testing each system through the entire process, from start to finish, will be critical to determine success. This will require testing to be synchronized according to the Interdependencies and workflow. Failure to do so could result in functions not being appropriately tested. This risk is really meant to address the issue	Open	4 (Medium/Medium)	• Identify all enterprise business systems that will need to be tested. • Work with Division/Office management to allow dedicated technical and functional resources to be available for enterprise business systems testing efforts when the UAT timeline is released.	Monitoring	10/08/24	Renèe Hermeling / Don Hurst

around the complication of staging multiple business systems and the data within them for testing.
This requires a huge effort and any misalignment of data, or refresh dates, can impact testing results, or the ability to test processes.
Both Interface Testing and User Acceptance Testing can be impacted.
It has potential to impact, or delay go live if agency enterprise systems cannot be fully tested in the allotted time.
The enterprise owners and systems impacted includes STMS, PeopleFirst, PCard Works, FACTs, LASPBS, and other critical agency business systems that interface with Florida PALM.

DFS Issues

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

DFS Assumptions

Critical Operational Elements	Assumption	Status	Date Logged or Removed	Impacted Stakeholder(s) and/or System(s)	Reporting Period Comments or Updates
Technology	Based on the Florida PALM implementation timeline established through the execution of Amendment #8, the Go-Live date for the Florida PALM solution is expected to occur on January 6, 2026.	Logged	10/20/23	Agency Business Systems	Added as a new entry to the Assumptions Log.
Technology	The Florida PALM Project will be able to provide timely and complete requirements for agency business system interfaces and business processes with enough detail and time to implement the changes according to the Florida PALM schedule.	Logged	10/20/23	Agency Business Systems	Added as a new entry to the Assumptions Log.
Technology	Agency business system owners will understand Florida PALM impacts to be able to provide requirements for system modifications with enough detail and time to implement the changes according to the Florida PALM schedule.	Logged	10/20/23	Agency Business Systems	Added as a new entry to the Assumptions Log.

DFS 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	OGC shared the Florida Palm Sponsor Snapshot September 2024	09/02/24	CCN, SMEs, End Users	OGC shared the Florida Palm Sponsor Snapshot September 2024	Entered as a new Readiness Activity
People Processes	DRM Supplier Meeting with Leadership	09/03/24	DRM Leadership and SMEs	A meeting was held on 9/3 to discuss the internal meeting to review what was discussed during 08/30 meeting with A&A/CCN and to determine next steps.	Entered as a new Readiness Activity
People	Sponsor Snapshot - September	09/04/24	Agency Leadership, CCNs, SMEs, POCs, End Users	Inform audiences of division shout-outs, accomplishments, what to expect and where we are in the Florida PALM journey	Entered as new Readiness Activity
People	FCCS-Bulletin Board post	09/05/24	End Users	Displayed "DFS is Cruising to Florida PALM" flyer on a bulletin board in the common area for employees view	Entered as a new Readiness Activity
People Processes Data	DRM Supplier Meetings	09/06/24	CCN and SMEs	A meeting was held on 09/06 with A&A and CCN to provide additional deeper walkthrough of the MCM and MBR data exchanges.	Entered as a new Readiness Activity
People Processes	DRM Florida PALM ServiceNow UAT	09/06/24	CCN, End Users	Participate in the Florida PALM ServiceNow UAT	Entered as a new Readiness Activity
People	Shared the September Florida PALM Sponsor Snapshot with OFB Staff	09/06/24	OFB Staff	Inform audiences of division shout-outs, accomplishments, what to expect and where we are in the Florida PALM journey	Entered as a new Readiness Activity
People Technology	OFB Florida PALM Prep	09/06/24	OFB Staff	Shared the Knowledge Center and Stakeholder site navigation	Entered as a new Readiness Activity
People Processes Data	DRM Invoiced Received Date Requirement Meeting	09/09/24	CCN and SMEs	Meeting to discuss three-date stamp requirement in ABS.	
People	Sponsor-Agency Liaison Monthly Meeting - September	09/09/24	Agency Leadership	Share project task statuses, project communication wrap-ups, make suggestions, provide areas of concerns and provide feedback.	Entered as a new Readiness Activity
People	Change Champion Network (CCN) Meeting	09/09/24	CCN, PM, OCM, Agency Liaison	Share project activities status, project communication wrap-ups and allow CCN members an opportunity to ask questions, make suggestions and provide feedback. Prepare recurring agenda in SmartSheet and use to capture minutes and actions. Strategize on Florida PALM RW Task assignments that impact the Division stakeholders.	Entered as a new Readiness Activity
People	Florida PALM CCN: Risks and Issues Management Team	09/09/24	Agency Leadership	Inform Leadership of the creation of a Risk and Issues Team	Entered as a new Readiness Activity
People	DRM shared the Florida Palm Sponsor Snapshot September 2024	09/09/24	CCN, SMEs, End Users	DRM shared the Florida Palm Sponsor Snapshot September 2024	Entered as a new Readiness Activity
People	DWC/ Management Team Update	09/10/24	Agency Leadership	BFA provided a Florida PALM update to the DWC Management Team during our quarterly meeting.	Entered as a new Readiness Activity
People	Treasury Weekly PALM Update	09/11/24	CCN, SMEs, and Agency Leadership	Share project task statuses, project communication wrap-ups and allow SMEs an opportunity to ask questions, make suggestions and provide feedback.	Entered as a new Readiness Activity
People Processes Data	OIT Administration discussion on Florida PALM	09/11/24	CCN and SMEs	The objective of this meeting was to review accounting changes, go over key upcoming dates, give a project status update, and share in person notifications of the latest updates. We also addressed questions and concerns about how processes will work in the future when we transition from FLAIR to Florida PALM.	Entered as a new Readiness Activity
People	DWC/PSDA Sharing Awareness	09/12/24	Agency Leadership, CCN, SMEs	Share information regarding the PALM Design Recaps	Entered as a new Readiness Activity
People Technology	DWC/ BFA OIT Technical Meeting	09/12/24	CCN, SMEs, Technical Team	BFA & OTD participated in a mainframe conversion meeting relating to PT01 and WaPR. This involved discussions about Florida PALM, too.	Entered as a new Readiness Activity
People Processes Data	DRM Supplier Meetings	09/13/24	CCN and SMEs	Meetings were held on 09/06, 09/09, and 09/13 with SMEs to go over layouts (API002, API015, and API020) and Florida PALM supplier functionality to identify potential process/ABS changes and any concerns for changes.	Entered as a new Readiness Activity
People	Change Champion Network (CCN) Meeting	09/16/24	CCN, PM, OCM, Agency Liaison	Share project activities status, project communication wrap-ups and allow CCN members an opportunity to ask questions, make suggestions and provide feedback.	Entered as a new Readiness Activity

					Prepare recurring agenda in SmartSheet and use to capture minutes and actions. Strategize on Florida PALM RW Task assignments that impact the Division stakeholders.	
People	DRM Supplier Meetings	09/16/24	Agency Leadership		A meeting was held on 9/16 with DRM Management to go over potential process changes.	Entered as a new Readiness Activity
People	DRM CoLab Change Management for Successful Transformation	09/17/24	CCN and SMEs		Training included OCM needs, Steps to successful change management, keeping humans at the center of change, mitigating change fatigue, and staying positive but allowing for employees to be heard.	Entered as a new Readiness Activity
People Processes Technology Data	A&A - Florida PALM Transition Team - UAT Meeting	09/17/24	End Users		The A&A Transition Team met with identified staff to hear feedback on their UAT experiences, what worked best, what didn't, and lessons learned. This meeting was to gather information to incorporate into our UAT Plan.	Entered as a new Readiness Activity
People	Treasury Weekly PALM Update	09/20/24	Leadership		Share project task statuses, project communication wrap-ups and allow SMEs an opportunity to ask questions, make suggestions and provide feedback.	Entered as a new Readiness Activity
People Processes Data	DRM Supplier Meetings	09/23/24	CCN and SMEs		A meeting was held on 09/23 with A&A and CCN to address questions for potential use of API015 - Inbound Supplier Load.	Entered as a new Readiness Activity
People	Change Champion Network (CCN) Meeting	09/23/24	CCN, PM, OCM, Agency Liaison		Share project activities status, project communication wrap-ups and allow CCN members an opportunity to ask questions, make suggestions and provide feedback. Prepare recurring agenda in SmartSheet and use to capture minutes and actions. Strategize on Florida PALM RW Task assignments that impact the Division stakeholders.	Entered as a new Readiness Activity
People	POC Monthly Meeting	09/24/24	POC, SMEs		Purpose of standing POC meeting is to share project activities status, project communication wrap-ups and allow POCs an opportunity to ask questions, make suggestions and provide feedback.	Entered as a new Readiness Activity
People Processes Data	DWC/ PSDA Debrief of September POC Meeting	09/25/24	Agency Leadership		Share information learned at the 9/24/2024 POC Monthly Meeting with BFA Bureau Chief and PSDA Manager. In addition, DWC POCs updated BFA Chief regarding the CODA FDD, and initiating refunds in CODA vs. PALM.	Entered as a new Readiness Activity
People	Awareness: UAT and You	09/30/24	CCN, POCs, SMEs, End Users		Sent UAT Flyer to raise awareness of the UAT Plan	
People	Change Champion Network (CCN) Meeting	09/30/24	CCN, PM, OCM, Agency Liaison		Share project activities status, project communication wrap-ups and allow CCN members an opportunity to ask questions, make suggestions and provide feedback. Prepare recurring agenda in SmartSheet and use to capture minutes and actions. Strategize on Florida PALM RW Task assignments that impact the Division stakeholders.	Entered as a new Readiness Activity
People	A&A - Florida PALM Transition Team - UAT Flyer	09/30/24	SMEs, End Users		The A&A Transition Team created an infographic flyer to help division staff understand what UAT is, why it's important, help them understand their role, and what they can do now to prepare.	Entered as a new Readiness Activity
People	OIR Update Management on Florida PALM	09/30/24	Leadership		Updated OIR on where we are in the Florida PALM timeline and process.	Entered as a new Readiness Activity
People Technology	DWC/PSDA Information Sharing	10/02/24	CCN and SMEs		Shared the links to the videos and materials for the workshop held on 9/10/2024 with SMEs who were unable to attend the live sessions.	Entered as a new Readiness Activity
People	Florida PALM Agency Sponsor Scoop	10/02/24	CCN, SMEs, and End Users		Shared the Florida PALM Agency Sponsor Scoop to raise awareness of UAT.	Entered as a new Readiness Activity
People Processes Data	OFB Shared the October Florida PALM Scoop with Bureau Staff	10/02/24	End Users		Inform audiences of division shout-outs, accomplishments, what to expect and where we are in the Florida PALM journey	Entered as a new Readiness Activity
People	Change Champion Network (CCN) Meeting	10/07/24	CCN, PM, OCM, Agency Liaison		Share project activities status, project communication wrap-ups and allow CCN members an opportunity to ask questions, make suggestions and provide feedback. Prepare recurring agenda in SmartSheet and use to capture minutes and actions. Strategize on Florida PALM RW Task assignments that impact the Division stakeholders.	Entered as a new Readiness Activity
People	Sponsor-Agency Liaison Monthly Meeting - October	10/08/24	Agency Leadership		Share project task statuses, project communication wrap-ups, make suggestions, provide areas of concerns and provide feedback.	Entered as a new Readiness Activity
People	Sponsor Snapshot - October	10/08/24	Agency Leadership, CCNs, SMEs, POCs, End Users		Inform audiences of division shout-outs, accomplishments, what to expect and where we are in the Florida PALM journey	Entered as new Readiness Activity
People Processes	OFB Shared the October Florida PALM Sponsor Snapshot with Bureau Staff	10/08/24	End Users		Inform audiences of division shout-outs, accomplishments, what to expect and where we are in the Florida PALM journey	Entered as a new Readiness Activity
People Processes Data	DRM Voucher/Payment Interfaces Meetings	10/09/24	CCN, SMEs, and End Users		A series of meetings were held on 09/16, 09/19, 09/20, 09/23, and 10/09 to add notes/mapping to each field on the API002 and API031 layouts to send to Origami.	Entered as a new Readiness Activity
People Processes Technology Data	DRM Project Tracking Meetings	10/09/24	CCN and SMEs		Meetings were held on 9/20 and 10/9 to update the Florida PALM Tracking Log.	Entered as a new Readiness Activity
People Processes Technology Data	DUP/DUP OIT Design Meeting: Account Code	10/09/24	CCN, SMEs		The purpose of this meeting was to confirm design validation record and posting functionality within UPMIS using Florida PALM account codes in place of object codes.	Entered as a new Readiness Activity
People Technology	DWC/ PSDA & End-user SMEs Attended Florida PALM/FACTS Seminar	10/10/24	CCN, SMEs, and End Users		Learn about Florida PALM related changes to FACTS.	Entered as a new Readiness Activity
People Processes Technology Data	DWC/ PSDA & End-user SMEs Attended Florida PALM/FACTS Seminar	10/10/24	Agency Leadership, CCN, SMEs		Learn about Florida PALM related changes to FACTS.	Entered as a new Readiness Activity
People Processes Technology Data	A&A - BOA - FACTS End User Workshops	10/10/24	CCN, SMEs, End Users		A&A's Bureau of Auditing hosted a series of FACTS workshops to for agencies. These workshops allowed BOA to share FACTS changes that will be implemented when we go live into Florida PALM.	Entered as a new Readiness Activity
People Processes Technology Data	DRM Management Update Meeting	10/11/24	Agency Leadership		Meeting topics included Florida PALM tasks, Risks and Issues Management Team, WKC Payroll Reporting, CoLab Change Management for Successful Transformations, Upcoming Meetings, New Organization Change Management Liaison, and September Segment IV Design Workshops.	Entered as a new Readiness Activity
People Processes Technology Data	TRS Integration of Deferred Compensation with Payroll for Financials Wave	10/11/24	Deferred Comp Participants		Meetings have been conducted to ensure the Payroll processing for Deferred Compensation participants is appropriately configured and accounted for in Florida PALM.	
People	Change Champion Network (CCN)	10/14/24	CCN, PM, OCM, Agency		Share project activities status, project communication	Entered as a new Readiness Activity

	Meeting		Liaison	wrap-ups and allow CCN members an opportunity to ask questions, make suggestions and provide feedback. Prepare recurring agenda in SmartSheet and use to capture minutes and actions. Strategize on Florida PALM RW Task assignments that impact the Division stakeholders.	
People Processes	DWC/BFA Florida PALM Orientation and DWC BP Review	10/15/24	POCs, SMEs	Held orientation for a new member added to the PALM DWC BFA team. (Also held discussion and review of DWC-BP037)	
People	CCN Prepared Presentation of Road Show Analysis Awareness and Desire scores for CID/PAF	10/17/24	Division leadership, CCN Coordinator, OCM, Training Coordinator, POC and SMEs.	Educate stakeholders on the survey results, how can use to engage and discussed division responses that may need to be addressed. Presentation was shared with these groups to emphasize the following. * Law of Diffusion * Survey Approach * Survey Methodology * Heat Map and how to use * Division and Group Survey Results * Next steps to ensure that we maintain higher scores through the life of the project -To facilitate the directors, assistant directors, and respective division staff, the sessions were purposely held in person, in their office buildings. - Agency Liaison led the conversation, Training Liaison, Training Liaison Back up, and Project Management Liaison supported. - Division directors, assistant directors, and respective division staff acknowledged CCN's hard work and appeared committed to continue the efforts to ensure that we sustain higher levels of awareness and desire.	Entered as a new Readiness Activity
People Processes Data	DRM Supplier Meetings	10/17/24	CCN and SMEs	A series of meetings were held on 10/10, 10/11, 10/16, and 10/17 to review API015 and API020 in further detail, add notes for each field, and identify additional questions/concerns.	Entered as a new Readiness Activity
People Processes Technology Data	A&A - PTCM - Weekly Meetings	10/17/24	Leadership, End Users, SMEs	A&A's Project, Training, and Change Management Team meets every Friday to discuss Florida PALM and knowledge share information.	
People Processes Technology	DUP/UPMIS IT Design Meeting: Warrant Cancellations - API006	10/17/24	SMEs	Review cancellation reasons for API006 to existing reason codes in UPMIS. Discuss changes and crosswalks for reason codes. Began talks of transition and probable need to return to manual cancellation processes just prior to PALM Go-Live.	Entered as a new Readiness Activity
People	DRM Shared the Florida PALM Newsletter	10/18/24	End Users	Distribution to DRM Management the FL PALM Newsletter for the first quarter.	Entered as a new Readiness Activity
People	Change Champion Network (CCN) Meeting	10/21/24	CCN, PM, OCM, Agency Liaison	Share project activities status, project communication wrap-ups and allow CCN members an opportunity to ask questions, make suggestions and provide feedback. Prepare recurring agenda in SmartSheet and use to capture minutes and actions. Strategize on Florida PALM RW Task assignments that impact the Division stakeholders.	Entered as a new Readiness Activity
People Processes Technology Data	DRM CCN Risks and Issues Management Team Meetings	10/22/24	CCN and SMEs	Meetings were held on 10/08 & 10/22 with the team to identify/monitor/mitigate DFS risks and issues.	Entered as a new Readiness Activity
People Processes Data	A&A - BOSP - Business Process Flow Posters	10/22/24	Leadership, End Users	BOSP leadership created posters for critical business processes to help staff understand the processes and changes.	
People Processes Data	DRM Implementation Plan Touchpoint	10/24/24	POCs, CCN ,and SMEs	Meeting to provide updates on DRM's implementation plan.	Entered as a new Readiness Activity
People Processes	OFB Disbursements Staff Meeting	10/24/24	OFB Disbursements staff	Encourage team to use the Knowledge Center. Played matching game to reinforce understanding of terminology and comparisons between FLAIR and Florida PALM.	Entered as a new Readiness Activity
People Processes Technology Data	DRM Origami Florida PALM Integration Meetings	10/25/24	CCN and SMEs	A series of meetings held on 09/06, 09/13, 09/20, 10/11, 10/18, and 10/25 to discuss PALM Origami Project Progress. Topics included setting up chart of accounts, handling warrant cancellations, setting up required date fields, UAT, and interface layouts.	Entered as a new Readiness Activity
Processes Technology	OFB Florida PALM Prep	10/25/24	OFB Staff	Watched the general navigation video, reviewed process flows for Create and Maintain Encumbrances (30.2.1), watched the demo video for 30.2.1	Entered as a new Readiness Activity
People	Change Champion Network (CCN) Meeting	10/28/24	CCN, PM, OCM, Agency Liaison	Share project activities status, project communication wrap-ups and allow CCN members an opportunity to ask questions, make suggestions and provide feedback. Prepare recurring agenda in SmartSheet and use to capture minutes and actions. Strategize on Florida PALM RW Task assignments that impact the Division stakeholders.	Entered as a new Readiness Activity
People Data	DRM Florida PALM Training	10/28/24	End Users	Continued training on chart of accounts including playing games provided on the DFS Florida PALM Stakeholders Site.	Entered as a Readiness Activity
People	POC Monthly Meeting	10/29/24	POC, SMEs	Purpose of standing POC meeting is to share project activities status, project communication wrap-ups and allow POCs an opportunity to ask questions, make suggestions and provide feedback.	Entered as a new Readiness Activity
People	DWC/PSDA Debrief of POC Monthly Meeting	10/29/24	POCs, Leadership, End Users	Share information learned at the 10/29/2024 POC Monthly Meeting with BFA Bureau Chief and PSDA Manager. This includes CODA informational updates, the CCN's PALM opinion survey, and answers to DWC's risk assessment task questions.	Entered as a new Readiness Activity

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** *

DFS Status Report Confirmation

Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
September - October 2024	Scott Fennell	scott.fennell@myfloridacfo.com	11/12/24
July - August 2024	Scott Fennell	scott.fennell@myfloridacfo.com	09/10/24
May - June 2024	Scott Fennell	scott.fennell@myfloridacfo.com	07/10/24
March - April 2024	Scott Fennell	scott.fennell@myfloridacfo.com	05/13/24
January - February 2024	Scott Fennell	scott.fennell@myfloridacfo.com	03/05/24