

Helpful Links

- Dashboard Snapshots
- Knowledge Center
- Florida PALM Workbook for DLA
- Readiness Workplan

DLA 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

Sabrina Donovan

CCN Composition



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

Change Champion Network:

- Unique Filled Role = 15
- Duplicate Filled Role = 10
- Vacant Role = 0

RW Task Completeness



The Readiness Workplan Tasks Completeness dial reflects the completeness of your agency's submission of RW tasks, starting with RW Task 512.

RW Task Completeness:

- Score = 84.00%**
- Submitted Complete = 21
 - Submitted Incomplete = 1
 - Completed After Submission = 18

RW Task Timeliness



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

RW Task Timeliness:

- Score = 93.38%**
- Submitted On Time = 56
 - Submitted Late = 9
 - Pending Submission = 2

Project-led Meeting Participation



The Participation dial reflects your agency's attendance at Project-led meetings during the current reporting period.

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	75% - Consolidating/Inputting Information for Submission		Remediation is in progress.		
N/A	Technology	531	Remediate Agency Business Systems based on Segment II	04/29/24	10/04/24	50% - In Progress				
Direct	Data	541-A	Complete Configuration Workbooks for Segment IV	07/22/24	09/06/24	100% - Submitted	08/29/24	Not applicable at this time.	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	09/12/24
N/A	Data	542	Complete Data Readiness Analysis and Data Cleansing Activities for Segment IV	07/22/24	10/18/24	100% - Submitted	08/28/24		Submission Complete	09/09/24
N/A	Technology	544	Update Agency Business System Documentation for Segment IV	07/22/24	10/18/24	100% - Submitted	10/16/24		Submission Complete	11/06/24
N/A	Processes	543	Identify Change Impacts and Update Agency Business Process Documentation for Segment IV	07/22/24	10/18/24	100% - Submitted	10/16/24		Submission Complete	10/22/24
Direct	Technology	545-A	Update and Finalize Florida PALM Conversion Inventory for Segment IV	07/22/24	10/18/24	100% - Submitted	08/28/24		Submission Complete	
Direct	Technology	546	Update Florida PALM Interface Inventory for Segment IV	07/22/24	10/18/24	100% - Submitted	10/16/24		Submission Complete	10/25/24
N/A	Technology	547	Remediate Agency Business Systems based on Segment III	07/22/24	12/13/24					
Direct	People	549	Submit Training Survey	08/12/24	09/20/24	100% - Submitted	09/04/24	survey submitted 09/04/2024	Submission Complete	
Indirect	People	536-B	Create Agency Specific User Acceptance Testing Plan	08/19/24	10/11/24	100% - Submitted	10/09/24		Submission Complete	
Direct	Data	541-C	Complete Configuration Workbooks for Segment IV	08/26/24	10/04/24	100% - Submitted	10/09/24		Submission Complete	10/15/24
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	10/31/24		N/A	
Direct	Technology	550-B	Participate in Technical Meeting to Receive Credentials and Access	09/03/24	09/13/24	100% - Submitted	09/11/24		N/A	
Indirect	Technology	553	Prepare for Interface Testing	09/16/24	10/18/24	Pending Resubmission	11/06/24		Submission Incomplete	
Direct	Technology	554	Participate in Connectivity Testing for Cycle 1 Interface Testing	09/16/24	10/04/24	100% - Submitted	09/20/24		Submission Complete	
Direct	Data	541-D	Complete Configuration Workbooks for Segment IV - General Ledger (GL)	10/07/24	11/01/24	100% - Submitted	10/14/24		Submission Complete	
Direct	Data	555-A	Complete Data Cleansing Based on Mock Conversion 1 - Projects (PCC001)	10/07/24	11/22/24	100% - Submitted	10/16/24		Submission Complete	11/01/24
N/A	People	559	Share Florida PALM Updates	10/14/24	10/25/24	100% - Submitted	10/22/24		Submission Complete	
N/A	Technology	561	Remediate Agency Business Systems based on Segment IV	10/21/24	03/14/25					
Direct	Data	555-B	Complete Data Cleansing Based on Mock Conversion 1 (CTC001, GMC001, and PCC002)	10/28/24	11/22/24					
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					
Direct	Data	555-C	Complete Data Cleansing Based on Mock Conversion 1 (AMC001 and POC001)	11/08/24	12/06/24					

People	Processes	Technology	Data
The staff and stakeholders affected by your agency's transition to Florida PALM.	The sequence of procedures to accomplish a business objective.	The applications or tools used to process, track, or report on financial operations.	Information used in or produced from an agency's financial business operations.
<p>Implementation:</p> <p>Planned Florida PALM End Users = 27</p> <ul style="list-style-type: none"> Business Process Groupings = 12/13 <p>Identified Subject Matter Experts = 10</p> <p>SMEs by Business Process Grouping</p> <ul style="list-style-type: none"> Account Mgmt. and Financial Reporting = 2 Accounts Receivable = 1 Asset Accounting and Mgmt. = 2 Banking = 1 Budget Mgmt. and Cash Control = 1 Contracts Mgmt. = 2 Disbursements Mgmt. = 1 Grants Mgmt. = 2 Inter/IntraUnit Transactions = 3 Payroll Mgmt. = 2 Projects Mgmt. = 2 Revenue Accounting = 1 System Access and Controls = 1 <p>Role Mapping = TBD</p> <p>Training = TBD</p>	<p>Current-State:</p> <p>Cataloged Business Processes = 67</p> <ul style="list-style-type: none"> Related Business Systems = 5 Related Reports = 9 <p>Documentation Status:</p> <ul style="list-style-type: none"> Complete = 67 Partial = 0 Not Started = 0 <p>Implementation:</p> <p>Impacted Agency Business Processes = 67</p> <ul style="list-style-type: none"> Related Business Process Groupings = 11 Planned Spreadsheet Uploads = 8 <p>Level of Impact: People Changes</p> <ul style="list-style-type: none"> High = 11 Medium = 12 Low = 43 None = 1 Uncertain = 0 <p>Level of Impact: Processes Changes</p> <ul style="list-style-type: none"> High = 9 Medium = 24 Low = 33 None = 1 Uncertain = 0 <p>Level of Impact: Technology Changes</p> <ul style="list-style-type: none"> High = 11 Medium = 15 Low = 40 None = 1 Uncertain = 0 <p>Level of Impact: Data Changes</p> <ul style="list-style-type: none"> High = 15 Medium = 40 Low = 12 None = 0 Uncertain = 0 <p>Segments I & II Documentation Update Status</p> <ul style="list-style-type: none"> Not Started = 0 In Progress = 0 Complete = 67 <p>Segment III Documentation Update Status</p> <ul style="list-style-type: none"> Not Started = 0 In Progress = 0 Complete = 67 	<p>Current-State:</p> <p>Cataloged Business Systems = 13</p> <ul style="list-style-type: none"> Criticality: High = 9 Med = 0 Low = 1 None = 3 <p>Documentation Status:</p> <ul style="list-style-type: none"> Complete = 10 Partial = 3 Not Started = 0 <p>Cataloged Interfaces = 23</p> <ul style="list-style-type: none"> Inbound Interfaces = 4 Outbound Interfaces = 19 <p>Implementation:</p> <p>Business Systems Planned for Integration = 8</p> <ul style="list-style-type: none"> Segment I - Documentation Updates: Complete = 3 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 3 Segment II - Documentation Updates: Complete = 3 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 3 Segment III - Documentation Updates: Complete = 3 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 3 <p>Planned Interfaces = 4</p> <ul style="list-style-type: none"> Inbound Interfaces = -6 Outbound Interfaces = 2 	<p>Current-State:</p> <p>Unique FLAIR Data Elements = 70</p> <ul style="list-style-type: none"> Associated Unique Uses = 70 Continued Use - Yes = 39 Continued Use - No = 3 Associated Business Systems = 15 <p>Cataloged Reports = 176</p> <ul style="list-style-type: none"> Criticality: High = 21 Med = 1 Low = 86 None = 0 <p>Implementation:</p> <p>Segments I & II Planned Configurations = 8/9</p> <ul style="list-style-type: none"> Accounts Receivable (AR) Planned Distribution Codes = 1 Asset Management (AM) Planned Location Codes = 13 Planned Associated Area ID's = 112 Commitment Control (KK) Planned Option = Option # 1 - Track with Budget General Ledger (GL) Planned Budgetary Value Combo Edits = 397 Planned Local Funds = None Planned Organization ID's = 174 Planned OA1's = 22 Planned OA2's = 22 <p>Segment IV Planned Configurations</p> <ul style="list-style-type: none"> Started = 2 Not Started = 0 <p>Conversions & Data Readiness</p> <ul style="list-style-type: none"> Conversions Needed = 9 Agency Data Outside of Primary Source System(s) = 1 Data Readiness/Cleansing Status: Complete = 4 In Progress = 0 Not Started = 0 Not Applicable 1 <p>Reports = TBD</p>

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.

DLA Risks							
Critical Operational Elements	Risk Description	Status	Risk Rating	Mitigation/Response Strategy	Reporting Period Comments or Updates	Date of Status Change	Owner / Coordinator
People Technology	Loss of technical CNN participant	Open	9 (High/High)	Backup technical CNN participant will need to take lead role. IT will be recruiting for replacement staff to support Finance & Accounting functions.	Position is still vacant. 04/23/2024 position is still vacant	02/26/24	Sabrina Donovan
Processes Technology	Changes to project scope potentially impacts agency planned mitigation.	Open	9 (High/High)	Review BPM's for changes to workflows to identify potential impacts to agency solutions, interfaces and processes.	Review continues 04/23/2024 this is a continuing risk.	03/11/24	Sabrina Donovan
Technology	A Schedule of Allotment Balances (SAB) that is meaningful to an agency will not be generated from PALM if agencies cannot enter budget allotments at the account level.	Open	9 (High/High)	The agency will have to develop an ABS to produce a SAB that can be used to manage their budget.	Updated on 06/05/2024; No change:06/17/2024- Florida PALM project is testing a solution but we've not be advised of the results. 09/06/2024 - we have not been provided any update on this.	05/15/24	Sabrina Donovan

DLA Issues							
Critical Operational Elements	Issue Description	Status	Priority	Resolution Plan	Reporting Period Comments or Updates	Planned or Actual Resolution Date	Owner / Coordinator
Processes Technology	Reengineer FLAIR accounting interfaces to Florida PALM.	Open	Critical - Impacts the ability of the agency to move forward with work without resolution	Engage technical CNN participation to review data formats and interface options to determine optimal solution.	Continuing issue. 04/23/2024 - this is a continuing issue.	04/14/25	Sabrina Donovan
People Processes Technology	Software Integration Issues: Planned software integration may not work as expected, leading to re-design and re-work.	Open	Critical - Impacts the ability of the agency to move forward with work without resolution	Engage technical CNN participation in design workshops and UAT.	Continuing issue. 04/23/2024 - this is a continuing issue.	04/14/25	Sabrina Donovan

Processes	Need ability to make corrections to closed reporting period	Open	Critical - Impacts the ability of the agency to move forward with work without resolution	Need a solution option	new issue moved from risk-I don't think this has a resolution. 04/23/2024 - still need to understand the transaction correction process in Florida PALM.	04/14/25	Darlene Faris
Data	Need the ability to request Activities to the Activity ChartField for use with the Project-related ChartFields or provide a list to DFS for updating the Activity ChartField.	Open	Critical - Impacts the ability of the agency to move forward with work without resolution	Prepare a draft list to send to DFS for updating PALM.	08/21/24 - This remains as an outstanding issue. 09/06/2024 this remains as outstanding.	05/10/24	Sabrina Donovan
Processes Technology Data	Existing ABS requires extensive development to accommodate PALM. OAG is unable to submit a budget amendment for PALM funds for staff augmentation of technical personnel.	Open	Critical - Impacts the ability of the agency to move forward with work without resolution	Need PALM funding to support technical resources for staff augmentation.	09/06/2024 - budget amendment is now in progress with approval anticipated 09/13/2024	06/12/24	Sabrina Donovan
Processes Data	No Single Payer Interface for VANext in PALM for remediation	Open	Critical - Impacts the ability of the agency to move forward with work without resolution	Need a solution option from PALM.	New. 11/12/2024 - DLA anticipates the use of Single Payer for VANext individual claimants, consumer restitution and refunds.	04/14/25	Sabrina Donovan
Processes Technology	Approval seeking on batch upload to Import process for supporting documents	Open	Critical - Impacts the ability of the agency to move forward with work without resolution	If there is no project solution it will require considerable staff effort to complete the supporting docs	New	04/14/25	Sabrina Donovan
Processes Technology	The recent decision to begin UAT on July1 will have an adverse impact on fiscal year close out and opening a new fiscal year and thats critical.	Open	Critical - Impacts the ability of the agency to move forward with work without resolution	Need PALM funding to support F&A consultants that will perform the duties of F&A FTEs during UAT.	Outstanding issue. 10/31/2024.	04/01/25	Steven Ritacco
People	Availability of Finance & Accounting SMEs: Due to workload and competing priorities SMEs may not be available. This may result in extending the overall schedule, and adding cost to the budget.	Open	High - Impacts the ability of the agency to meet deadlines or milestones	When the staff aug business analyst is engaged, interviews will need to be scheduled to minimize work disruption.	Scheduling of Segment IV workshops coincides with year-end activities, resulting in reduced availability. 04/23/2024 - this is a continuing issue.	04/14/25	Sabrina Donovan

DLA Assumptions

Critical Operational Elements	Assumption	Status	Date Logged or Removed	Impacted Stakeholder(s) and/or System(s)	Reporting Period Comments or Updates
Processes	processes will require modification to accommodate new roles	Logged	09/07/23	Finance & Accounting	no change
Data	data field changes will impact systems	Logged	09/07/23	Finance & accounting, VANExt, EGrants, SQL reporting	no change

DLA 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

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DLA Status Report Confirmation

Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
September - October 2024	Sabrina Donovan	sabrina.donovan@myfloridalegal.com	11/12/24
July - August 2024	Sabrina Donovan	sabrina.donovan@myfloridalegal.com	09/06/24
May - June 2024	Sabrina Donovan	sabrina.donovan@myfloridalegal.com	07/12/24
March - April 2024	Sabrina Donovan	sabrina.donovan@myfloridalegal.com	05/13/24
January - February 2024	Sabrina Donovan	sabrina.donovan@myfloridalegal.com	03/11/24