

Helpful Links

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

DOR Status Report Dashboard

Reporting Period

September - October 2024

Agency Sponsor

Clark Rogers

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

CCN Composition



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

Change Champion Network:

- Unique Filled Role = 17
- Duplicate Filled Role = 0
- 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 = 84.50%**
- Submitted Complete = 27
 - Submitted Incomplete = 0
 - Completed After Submission = 13

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 = 91.03%**
- Submitted On Time = 54
 - Submitted Late = 11
 - Pending Submission = 1

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	531	Remediate Agency Business Systems based on Segment II	04/29/24	10/04/24	100% - Submitted	09/06/24	Currently DOR has identified interfaces and Agency Business Systems that need remediation based on Segment II designs.	Submission Complete	09/13/24
Direct	Data	541-A	Complete Configuration Workbooks for Segment IV	07/22/24	09/06/24	100% - Submitted	09/03/24		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	10/07/24	Master balance file clean-up will be ongoing until go-live	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	10/18/24		Submission Complete	11/05/24
N/A	Technology	544	Update Agency Business System Documentation for Segment IV	07/22/24	10/18/24	Pending Resubmission	10/18/24		Submission Complete	
Direct	Technology	545-A	Update and Finalize Florida PALM Conversion Inventory for Segment IV	07/22/24	10/18/24	100% - Submitted	10/07/24		Submission Complete	
Direct	Technology	546	Update Florida PALM Interface Inventory for Segment IV	07/22/24	10/18/24	100% - Submitted	10/18/24		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	09/20/24		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	10/08/24		Submission Complete	
N/A	N/A	551	Submit Bimonthly Agency Readiness Status Report	08/30/24	09/11/24	100% - Submitted	09/11/24		Submission Complete	
N/A	N/A	552	Manage Agency Specific Implementation Schedule, Risks and Issues	08/30/24	10/31/24	100% - Submitted	11/01/24		N/A	11/08/24
Direct	Technology	550-B	Participate in Technical Meeting to Receive Credentials and Access	09/03/24	09/13/24	100% - Submitted	09/04/24		N/A	
Indirect	Technology	553	Prepare for Interface Testing	09/16/24	10/18/24	100% - Submitted	10/18/24		Submission Complete	
Direct	Technology	554	Participate in Connectivity Testing for Cycle 1 Interface Testing	09/16/24	10/04/24	100% - Submitted	10/01/24		Submission Complete	
Direct	Data	541-D	Complete Configuration Workbooks for Segment IV - General Ledger (GL)	10/07/24	11/01/24	100% - Submitted	10/10/24		Submission Complete	
Direct	Data	555-A	Complete Data Cleansing Based on Mock Conversion 1 - Projects (PCC001)	10/07/24	11/22/24	100% - Submitted	11/07/24			
N/A	People	559	Share Florida PALM Updates	10/14/24	10/25/24	100% - Submitted	10/28/24		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	50% - In Progress				
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					
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
<p>The staff and stakeholders affected by your agency's transition to Florida PALM.</p> <p>Implementation:</p> <p>Planned Florida PALM End Users = 101</p> <ul style="list-style-type: none"> Business Process Groupings = 12/13 <p>Identified Subject Matter Experts = 48</p> <ul style="list-style-type: none"> SMEs by Business Process Grouping Account Mgmt. and Financial Reporting = 16 Accounts Receivable = 20 Asset Accounting and Mgmt. = 4 Banking = 0 Budget Mgmt. and Cash Control = 14 Contracts Mgmt. = 6 Disbursements Mgmt. = 22 Grants Mgmt. = 4 Inter/IntraUnit Transactions = 14 Payroll Mgmt. = 7 Projects Mgmt. = 0 Revenue Accounting = 2 System Access and Controls = 10 <p>Role Mapping = TBD</p> <p>Training = TBD</p>	<p>The sequence of procedures to accomplish a business objective.</p> <p>Current-State:</p> <p>Cataloged Business Processes = 209</p> <ul style="list-style-type: none"> Related Business Systems = 12 Related Reports = 43 <p>Documentation Status:</p> <ul style="list-style-type: none"> Complete = 205 Partial = 1 Not Started = 2 <p>Implementation:</p> <p>Impacted Agency Business Processes = 209</p> <ul style="list-style-type: none"> Related Business Process Groupings = 11 Planned Spreadsheet Uploads = 5 <ul style="list-style-type: none"> Level of Impact: People Changes High = 40 Medium = 61 Low = 105 None = 3 Uncertain = 0 Level of Impact: Processes Changes High = 44 Medium = 52 Low = 105 None = 8 Uncertain = 0 Level of Impact: Technology Changes High = 37 Medium = 68 Low = 97 None = 7 Uncertain = 0 Level of Impact: Data Changes High = 22 Medium = 76 Low = 91 None = 20 Uncertain = 0 <p>Segments I & II Documentation Update Status</p> <ul style="list-style-type: none"> Not Started = 0 In Progress = 0 Complete = 209 <p>Segment III Documentation Update Status</p> <ul style="list-style-type: none"> Not Started = 0 In Progress = 0 Complete = 209 	<p>The applications or tools used to process, track, or report on financial operations.</p> <p>Current-State:</p> <p>Cataloged Business Systems = 32</p> <ul style="list-style-type: none"> Criticality: High = 26 Med = 1 Low = 0 None = 5 <p>Documentation Status:</p> <ul style="list-style-type: none"> Complete = 32 Partial = 0 Not Started = 0 <p>Cataloged Interfaces = 30</p> <ul style="list-style-type: none"> Inbound Interfaces = 17 Outbound Interfaces = 13 <p>Implementation:</p> <p>Business Systems Planned for Integration = 25</p> <ul style="list-style-type: none"> Segment I - Documentation Updates: Complete = 25 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 0 Segment II - Documentation Updates: Complete = 25 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 0 Segment III - Documentation Updates: Complete = 25 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 0 <p>Planned Interfaces = 20</p> <ul style="list-style-type: none"> Inbound Interfaces = 0 Outbound Interfaces = 15 	<p>Information used in or produced from an agency's financial business operations.</p> <p>Current-State:</p> <p>Unique FLAIR Data Elements = 439</p> <ul style="list-style-type: none"> Associated Unique Uses = 838 Continued Use - Yes = 392 Continued Use - No = 0 Associated Business Systems = 9 <p>Cataloged Reports = 206</p> <ul style="list-style-type: none"> Criticality: High = 219 Med = 16 Low = 16 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 = 3 Asset Management (AM) Planned Location Codes = 55 Planned Associated Area ID's = 62 Commitment Control (KK) Planned Option = Option # 1 - Track with Budget General Ledger (GL) Planned Budgetary Value Combo Edits = 456 Planned Local Funds = None Planned Organization ID's = 34 Planned OA1's = 9 Planned OA2's = 4 <p>Segment IV Planned Configurations</p> <ul style="list-style-type: none"> Started = 1 Not Started = 1 <p>Conversions & Data Readiness</p> <ul style="list-style-type: none"> Conversions Needed = 8 Agency Data Outside of Primary Source System(s) = 2 Data Readiness/Cleansing Status: Complete = 4 In Progress = 0 Not Started = 0 Not Applicable 0 <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.

DOR Risks

Critical Operational Elements	Risk Description	Status	Risk Rating	Mitigation/Response Strategy	Reporting Period Comments or Updates	Date of Status Change	Owner / Coordinator
People	Legislation enacted in the 2024 legislative session that creates new taxes or modifies existing taxes may impact GTA's ability to complete remediation to SUNTAX on 2024/2025 due to staff augmentation resources being involved in system modifications to implement new legislation.	Open	6 (High/Medium)	Request funding to contract for additional GTA staff augmentation resources in FY23/24, FY24/25 and FY25/26.	A budget amendment was submitted for staff augmentation resources for Florida PALM agency business system remediation. Additional staff augmentation resources may be needed for system modifications to implement new legislation. Funding was received for FY23/24.	11/02/23	Laura Dukes, Budget Officer; Lisa Morgan, GTA Budget Liaison
People	Natural Gas project #006277 for GTA has an implementation date of January 2026, same time as PALM financials wave implementation date, and could create a resource issue.	Open	4 (Medium/Medium)	Plan efficiently with the resources provided.	Continue monitoring risk. We plan to kick-off this project Fall 2024 to ensure we have sufficient time for all projects. Updated risk owner and backup.	11/02/23	Catherine Barber, GTA; Andrea Hunter, GTA, Backup Owner
Processes Data	DOR collects and distributes funds to 16 other state agencies. We are going to request that they provide the business unit specific ChartField values needed to effect those collections and distributions within PALM. Due to individual agency readiness activities, data from one or more of those agencies may not be available and could result in DOR not being able to collect and distribute their funds to them.	Open	4 (Medium/Medium)	Coordinate with other agencies to gather, confirm and validate ChartField data.	Discussed with DOR's Readiness Coordinator and other Florida PALM project staff during November 2023 Touchpoint meeting. As of October 2024, GTA is drafting emails and an Excel workbook to send to the 16 Agencies to request their Chart Field values	11/02/23	Wynette Davis

Processes Data	All enterprise systems will be remediated and operating with PALM COA data in the test environment used for UAT so that agency business systems may be fully validated by processing actual data generated by normal business processes in the test environment.	Open	3 (High/Low)	Unable to mitigate at agency level; must be mitigated by the enterprise.	New Risk, also logged as an assumption.	06/28/24	Shannon Segers
People	The GTA E-services project may be conducted at the same time agency business system remediation is conducted.	Open	1 (Low/Low)	Plan efficiently with the resources provided. This project will begin in July 2024. Staff augmentation resources to support Florida PALM activities have been requested for FY24/25.	Continue monitoring risk. As of 10/28/24 DOR management has reprioritized IT projects to reallocated support to our four major, high-priority IT projects. This includes mandatory SAP upgrade, eFile and Pav and Florida PAI M	10/17/23	David Potter, GTA - BTO

DOR Issues							
Critical Operational Elements	Issue Description	Status	Priority	Resolution Plan	Reporting Period Comments or Updates	Planned or Actual Resolution Date	Owner / Coordinator
Processes	DOR GTA will not know if they will be using OA 1 or OA 2 values until Segment IV inter/intra unit transaction section is rolled out. Currently we are not listing any values for the Other Accumulators for GTA, but will only know for sure until after Segment IV.	Open	High - Impacts the ability of the agency to meet deadlines or milestones	GTA will explore the usage of OA1 versus OA2, or possible may request from Accounts from A&A (11/8/2024). We will revisit this issue in January 2025. We have included all OA 1 and OA 2 values for CSP who was the only Program that used OCA values in FLAIR and will list the other values for OAs if GTA needs them after Segment IV is released.	Issue opened May 2024. Wait for Florida to release Transfer ACCOUNT values.	08/30/24	Wynette Davis, Amy Barrow, Andrea Hunter

DOR Assumptions						
Critical Operational Elements	Assumption	Status	Date Logged or Removed	Impacted Stakeholder(s) and/or System(s)	Reporting Period Comments or Updates	
Data	The current PALM Chart of Accounts (COA) structure will not be changed.	Logged	07/01/23	All agency business systems	DOR will begin agency business system remediation in FY23/24.	
People	Administered funds will be available for use in procuring staff augmentation resources for agency business system remediation.	Logged	07/13/23	All agency business systems	During July, DOR submitted a budget amendment requesting funds for staff augmentation to perform project management and IT consulting activities for agency business system remediation and pre-remediation evaluation activities. Funds were approved and released for FY23/24.	
People Processes	DOR-GTA receives wages from DMS (DOR Batch Job ZUD105) from all state agencies to process Quarterly filing requirements for Re-employment tax. The ORG Codes are listed on each Location for each State Agency and the individual employee is linked to that specific location by the org code.	Logged	02/27/24	General Tax Administration	Need to continue to receive this file from DMS in order to process RT collections for Commerce. 8/29/24:	
Data	New chart of account data from the configuration workbooks will be loaded by the Florida PALM Project Team into all enterprise business systems.	Logged	03/08/24	All agencies, all agency business systems.	Needed before UAT so that the new COA data may be utilized in UAT to validate agency business system remediations.	
Data	People First data will be cleansed and updated chart of accounts data will be available in a test environment for UAT.	Logged	04/12/24	All agencies, all business systems that use People First data.	Data cleansing needed and new COA data available for UAT. Also, old data must be purged from People First prior to first live payroll in PALM to avoid errors in payroll processing. 6/10/24: Requested funding information by program from Budget to create spreadsheet to load funding information into People First.	
Processes Data	All enterprise systems will be remediated and operating with PALM COA data in the test environment used for UAT so that agency business systems may be fully validated by processing actual data generated by normal business processes in the test environment.	Logged	06/28/24	All enterprise systems will be remediated and operating with PALM COA data in the test environment used for UAT so that agency business systems may be fully validated by processing actual data generated by normal business processes in the test environment.	This is necessary for agencies to fully validate the remediated agency business systems.	

DOR 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

DOR Status Report Confirmation			
Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
September - October 2024	Clark M. Rogers	clark.rogers@floridarevenue.com	11/08/24
July - August 2024	Clark M. Rogers	clark.rogers@floridarevenue.com	09/11/24
May - June 2024	Clark Rogers	shannon.segers@floridarevenue.com	07/12/24
March - April 2024	Clark Rogers	shannon.segers@floridarevenue.com	05/08/24
January - February 2024	Clark Rogers	shannon.segers@floridarevenue.com	03/08/24