

Helpful Links

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

FDOT Status Report Dashboard

Reporting Period

September - October 2024

Agency Sponsor

Lisa Saliba

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 = 31
- 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 = 90.83%**
- Submitted Complete = 24
 - Submitted Incomplete = 0
 - Completed After Submission = 12

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 = 80.43%**
- Submitted On Time = 34
 - Submitted Late = 27
 - Pending Submission = 6

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	Data	514	Complete Data Readiness Analysis and Data Cleansing Activities for Segments I and II	01/29/24	04/12/24	75% - Consolidating/Inputting Information for Submission		Will be completing from a systems perspective rather than segment perspective. Segment delineations do not match with blended business system functionality. FDOT is planning to complete remediation tasks at once rather than in segment order. Completion Target at 3/14/2025		
N/A	Technology	519	Remediate Agency Business Systems based on Segment I	01/29/24	06/28/24	50% - In Progress		Will be completing from a systems perspective rather than segment perspective. Segment delineations do not match with blended business system functionality. FDOT is planning to complete remediation tasks at once rather than in segment order. Completion Target at 3/14/2025		
N/A	Data	526	Complete Data Readiness Analysis and Data Cleansing Activities for Segment III	04/29/24	07/12/24	25% - Beginning Initial Internal Meetings and Information Gathering		Will be completing from a systems perspective rather than segment perspective. Segment delineations do not match with blended business system functionality. FDOT is planning to complete remediation tasks at once rather than in segment order. Completion Target at 3/14/2025		
N/A	Technology	531	Remediate Agency Business Systems based on Segment II	04/29/24	10/04/24	25% - Beginning Initial Internal Meetings and Information Gathering		Will be completing from a systems perspective rather than segment perspective. Segment delineations do not match with blended business system functionality. FDOT is planning to complete remediation tasks at once rather than in segment order. Completion Target at 3/14/2025		
Direct	Data	541-A	Complete Configuration Workbooks for Segment IV	07/22/24	09/06/24	100% - Submitted	09/11/24		Submission Complete	
Direct	Data	541-B	Complete Configuration Workbooks for Segment IV	07/22/24	09/06/24	100% - Submitted	10/09/24	Uploaded 10/1	Submission Complete	
N/A	Data	542	Complete Data Readiness Analysis and Data Cleansing Activities for Segment IV	07/22/24	10/18/24	25% - Beginning Initial Internal Meetings and Information Gathering		Will be completing from a systems perspective rather than segment perspective. Segment delineations do not match with blended business system functionality. FDOT is planning to complete remediation tasks at once rather than in segment order. Completion Target at 3/14/2025		
N/A	Processes	543	Identify Change Impacts and Update Agency Business Process Documentation for Segment IV	07/22/24	10/18/24	100% - Submitted	10/28/24		Submission Complete	
N/A	Technology	544	Update Agency Business System Documentation for Segment IV	07/22/24	10/18/24	75% - Consolidating/Inputting Information for Submission				
Direct	Technology	545-A	Update and Finalize Florida PALM Conversion Inventory for Segment IV	07/22/24	10/18/24	100% - Submitted	10/16/24		Submission Complete	
Direct	Technology	546	Update Florida PALM Interface Inventory for Segment IV	07/22/24	10/18/24	100% - Submitted	10/30/24	RC notes several rows that still have invalid data in the Implementation Interfaces & Documentation worksheet. Previously discussed the need for updating and clean-up of worksheet, specifically in the ABS column and subsequent columns.	Submission Complete	
N/A	Technology	547	Remediate Agency Business Systems based on Segment III	07/22/24	12/13/24	25% - Beginning Initial Internal Meetings and Information Gathering		Will be completing from a systems perspective rather than segment perspective.		

								Segment delineations do not match with blended business system functionality. FDOT is planning to complete remediation tasks at once rather than in segment order. Completion Target at 3/14/2025		
Direct	People	549	Submit Training Survey	08/12/24	09/20/24	100% - Submitted	09/17/24		Submission Complete	10/01/24
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	10/18/24	Waiting for sheet Position Funding file to be unlocked so we can remove FLAIR alternative funding accounts.	Submission Complete	10/23/24
N/A	N/A	551	Submit Bimonthly Agency Readiness Status Report	08/30/24	09/11/24	100% - Submitted	09/13/24		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	09/05/24		N/A	
Indirect	Technology	553	Prepare for Interface Testing	09/16/24	10/18/24	100% - Submitted	10/18/24		Submission Complete	10/21/24
Direct	Technology	554	Participate in Connectivity Testing for Cycle 1 Interface Testing	09/16/24	10/04/24	100% - Submitted	09/24/24		Submission Complete	
Direct	Data	541-D	Complete Configuration Workbooks for Segment IV - General Ledger (GL)	10/07/24	11/01/24	100% - Submitted	11/01/24		Submission Complete	
Direct	Data	555-A	Complete Data Cleansing Based on Mock Conversion 1 - Projects (PCC001)	10/07/24	11/22/24					
N/A	People	559	Share Florida PALM Updates	10/14/24	10/25/24	100% - Submitted	10/25/24	Support for communication with end users was provided during the quarter. An FDOT Florida PALM Flyer was shared along with updated FDOT SharePoint Site information. This is listed as "Poster" on 8/23/24. If a requirement outside the rubric is required for completion please indicate.	Submission Complete	10/30/24
N/A	Technology	561	Remediate Agency Business Systems based on Segment IV	10/21/24	03/14/25	25% - Beginning Initial Internal Meetings and Information Gathering		Will be completing from a systems perspective rather than segment perspective. Segment delineations do not match with blended business system functionality. FDOT is planning to complete remediation tasks at once rather than in segment order. Completion Target at 3/14/2025		
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	11/08/24		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 = 221

- Business Process Groupings = 11/13

Identified Subject Matter Experts = 41

- SMEs by Business Process Grouping

- Account Mgmt. and Financial Reporting = 10
- Accounts Receivable = 5
- Asset Accounting and Mgmt. = 2
- Banking = 6
- Budget Mgmt. and Cash Control = 9
- Contracts Mgmt. = 4
- Disbursements Mgmt. = 11
- Grants Mgmt. = 6
- Inter/IntraUnit Transactions = 3
- Payroll Mgmt. = 6
- Projects Mgmt. = 10
- Revenue Accounting = 7
- 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 = 54

- Related Business Systems = 35

- Related Reports = 43

• Documentation Status:

- Complete = 54 Partial = 0 Not Started = 0

Implementation:

Impacted Agency Business Processes = 54

- Related Business Process Groupings = 13

- Planned Spreadsheet Uploads = 7

• Level of Impact: People Changes

- High = 15 Medium = 33 Low = 5 None = 1 Uncertain = 0

• Level of Impact: Processes Changes

- High = 39 Medium = 7 Low = 7 None = 1 Uncertain = 0

• Level of Impact: Technology Changes

- High = 33 Medium = 7 Low = 12 None = 2 Uncertain = 0

• Level of Impact: Data Changes

- High = 35 Medium = 13 Low = 3 None = 3 Uncertain = 0

• Segments I & II Documentation Update Status

- Not Started = 0 In Progress = 0 Complete = 54

• Segment III Documentation Update Status

- Not Started = 0 In Progress = 0 Complete = 54

Technology

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

Current-State:

Cataloged Business Systems = 290

• Criticality:

- High = 154 Med = 37 Low = 14 None = 18

• Documentation Status:

- Complete = 35 Partial = 185 Not Started = 1

Cataloged Interfaces = 119

- Inbound Interfaces = 47

- Outbound Interfaces = 15

Implementation:

Business Systems Planned for Integration = 237

• Segment I - Documentation Updates:

- Complete = 1 Updating = 12 Evaluating = 0 Not Started = 0 Not Needed = 2

• Segment II - Documentation Updates:

- Complete = 17 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 0

• Segment III - Documentation Updates:

- Complete = 12 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 76

Planned Interfaces = 34

- Inbound Interfaces = 6

- Outbound Interfaces = 20

Data

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

Current-State:

Unique FLAIR Data Elements = 92

• Associated Unique Uses = 92

- Continued Use - Yes = 18

- Continued Use - No = 1

• Associated Business Systems = 3

Cataloged Reports = 215

• Criticality:

- High = 87 Med = 72 Low = 33 None = 23

Implementation:

Segments I & II Planned Configurations = 7/9

• Accounts Receivable (AR)

- Planned Distribution Codes = 1

• Asset Management (AM)

- Planned Location Codes = 5310

- Planned Associated Area ID's = None

• Commitment Control (KK)

- Planned Option = Option # 1 - Track with Budget

• General Ledger (GL)

- Planned Budgetary Value Combo Edits = 631

- Planned Local Funds = None

- Planned Organization ID's = 675

- Planned OA1's = 23

- Planned OA2's = 166

Segment IV Planned Configurations

- Started = 2 Not Started = 0

Conversions & Data Readiness

• Conversions Needed = 13

• Agency Data Outside of Primary Source System(s) = 9

• Data Readiness/Cleansing Status:

- Complete = 8 In Progress = 1 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.

FDOT Risks							
Critical Operational Elements	Risk Description	Status	Risk Rating	Mitigation/Response Strategy	Reporting Period Comments or Updates	Date of Status Change	Owner / Coordinator
Technology	FDOT Applications - Impacted asset inventory inconsistencies cause problems in planning remediation efforts.	Open	9 (High/High)	Control - Regularly reviewing asset impact and assessing priority to asset for planning purposes	No comment this period	11/01/23	Brian Boyd
Data	PALM COA - The new "Account" CoA field will be replacing the GL and Object codes. FDOT needs the specifications for how to cross walk GL and object codes to account in PALM. Delay in this information delays our ability to remediate our systems. Moved to ISSUE.	Open	9 (High/High)	Mitigation	Moved to Issue. This risk has already occurred, and we are Accepting it with a work-around being proceeding with the best information we have been provided and our best education guesses.	11/01/23	Brian Boyd
Technology	PALM Interfaces - Timeliness of PALM Nightly Batch Files and Data Warehouse Updates and Data Warehouse Updates introduce instability of established processes and payments.	Open	9 (High/High)	Transfer - Expecting the PALM solution to have timely or as needed batch files and Data Warehouse needs are available in agency or from interfaces until DW is fully available.	Outstanding question looking for guidance.	11/01/23	Brian Boyd
Technology	PALM Interfaces - PALM interfaces are not fully designed/documented, and currently defined interfaces are subject to change. FDOT is unable to accurately define impacts to our systems without complete specifications on the interfaces for supplier functionality, commitment control module, and project grants module. Moved to ISSUE.	Open	9 (High/High)	Monitor / Quantify - Reviewing and notifying of interface consistency as we prepare to remediate for PALM.	Shared concerns and reviewing feedback	11/01/23	Brian Boyd
Processes	PALM Scope -Scope and features changes by the FL PALM Project being moved to post-implementation (Go Live) may reduce core processing functions needed.	Open	9 (High/High)	Mitigation- Monitor PALM scope and adjust FDOT scope as needed	No comment this period	11/01/23	Brian Boyd
Processes	PALM Response - Issues not resolved in a timely manner, FDOT not receiving clear answers from Florida PALM in a timely manner will increase the duration to perform the remediation.	Open	9 (High/High)	Conduct monthly RAID meetings and promptly escalate issues to FDOT leadership and PALM leadership	Technical question on Interfaces remain unaddressed and will request a focused meeting to review each.	08/29/24	Brian Boyd
People	FDOT SMEs - Limited qualified staff availability for requirements gathering, application remediation, remediation testing, and other critical activities	Open	9 (High/High)	Request LBR funding for staff augmentation for BA and QAA positions. Prioritize the project tasks.	Actively seeking and hiring qualified personnel.	08/29/24	Brian Boyd
Processes Technology	PALM Interfaces - Upload Excel Spreadsheets to PALM will be replacing the existing FLAIR emulator scripting processes, additional steps involved in the new Excel upload having more manual steps.	Open	9 (High/High)	Mitigation	Leverage batch interfaces, flat files. Recommend schedule increase in frequency.	07/19/24	Brian Boyd
Processes Data	PALM Technical - The concept of splitting up the new PALM Accounting system into reviewable Segments is not reasonably workable with many ABS's since systems were architected from broader financial/functional perspectives. This may cause delay in remediation completion of systems as they wait for future segments to provide answers/guidance towards full remediation.	Open	9 (High/High)	Mitigation	Attempting to conduct partial remediation where able, but additional efforts identified when systems need to be revisited at future segment intervals.	08/29/24	Brian Boyd
Processes Technology Data	PALM Technical - Cannot provide ERD's or DDL for the database or files reduces the understanding of the data relationships and interfaces.	Open	9 (High/High)	Strategize - Considering building needed database infrastructure within agency with heightened risk of future changes causing greater effort.	Work continuing and will involve more manual steps since PALM will not be providing ERD or DDL files. Increase work on resource. Increase risk with manual entry.	04/02/24	Brian Boyd
Technology	PALM Technical - Not knowing the batch schedule until at least July 2025 will leave agencies little time to remediation processes as needed.	Open	9 (High/High)	It is an absolute necessity. PALM must provide this is planned and we are waiting.		08/29/24	Mark Rissinger
Technology	PALM Technical - The inability to efficiently enter large amounts of records via Excel uploads will incur delays due to the need to provide technical solutions for mass entry.	Open	9 (High/High)	Project costing could have a large number of records, as an example. An interface to accept our transactions in an automated fashion is needed.		08/29/24	Mark Rissinger
Processes	PALM Technical - Need to identify the "Input and Automated" records in extracts. FLAIR indicates whether records are input manually, automated, or system generated. FDOT uses this indicator for various reporting and balancing methods. PALM not having this indicator could cause major impacts to Cost Allocation and Cash Forecasting, especially if the automated records do not come across in the extracts. (add to Touchpoint Mtg.)	Open	9 (High/High)	Prefer having PALM provide this indicator. If not, may need to quantify the result and come up with backup plan.	New this period.	10/07/24	Brian Boyd
Data	PALM Timeline - Solution Design delay but agency deadline has not changed.	Open	9 (High/High)	Florida PALM explained that there are Accenture development delays and contract limitations; leadership is keeping the current timeline, adding project resources, and fostering agency collaboration.	New this period.	10/30/24	Brian Boyd
Processes Technology	PALM Technical - Project Costing Module and duplicating information into Florida PALM for 15,000 projects manually is not feasible. (Hiring staff will be more expensive that developing	Open	9 (High/High)	Florida PALM - will advise if can do through Excel upload.	New this period.	10/30/24	Brian Boyd

	and interface. Average 90-70 updates a day.)							
Data	PALM Technical - The sample data for the interface files is standalone and does not represent actual transactions; without data continuity examples that support workflow scenarios the accuracy of the internal edits and quality checks most likely will be inaccurate.	Open	9 (High/High)	Raise the awareness at the next Touch Point.	New this period.	10/30/24	Brian Boyd	
Data	PALM COA - Incomplete information for Object Code for understanding the Expansion Option design in advance to effectively remediate the code and replace. Also added to Questions.	Open	6 (Medium/High)	Mitigation	Attempting to conduct partial remediation where able, but additional efforts identified when systems need to be revisited at future segment intervals.	03/07/24	Brian Tippel	
Technology	PALM COA, Activity—We need to know the full Activity Codes list so that we can remediate our applications, believing we need to use the detailed list. Or will we be able to do everything we need with the high-level Activity Codes with PALM? (Touchpoint Mtg.)	Open	6 (Medium/High)	Predict what the Activity Codes will be or have placeholders to be later remediated where possible. Analyze further if we can achieve our business requirements with higher level, less granular Activity codes. 10/2/24 Rec'd full Activity List, under analysis.	New this period.	10/07/24	Mark Rissingner	
Processes	PALM COA, Project codes - Will PALM be enforcing agencies to use project numbers starting with two-digit agency numbers? We have project numbers set before entering them into the statewide accounting system, if another agency takes a project number we need, it will create an issue. (Touchpoint Mtg.)	Open	6 (Medium/High)	If this may not happen.	New this period.	10/07/24	Mark Rissingner	
Processes	PALM Estimate - Scope and schedule changes of individual remediation efforts within the program and the level of effort involved and the dependencies are underestimated.	Open	6 (High/Medium)	Mitigation- Monitor scope and schedule changes of individual efforts. Reassign resources as needed to avoid schedule changes. Carefully evaluate proposed scope changes.	No comment this period	11/01/23	Brian Boyd	
Processes	FDOT Applications - Incompatibility of the processing account codes across FDOT business units could impact efforts to remediate for PALM.	Open	6 (High/Medium)	Evaluate opportunities for process standardization	No comment this period	08/29/24	Brian Boyd	
Processes Data	PALM Technical - Need balance sheet account examples and inter and intra agency funds transfer to begin data conversion preparation.	Open	6 (High/Medium)	Mitigation	Segment IV is to have this functionality included.	03/07/24	Brian Boyd	
Technology Data	PALM Technical - Knowledge Center does not have version history on what was changed. It is a manual compare effort. The change log has not been updated for these interfaces. This would require agencies to check each field in every interface to implement technical changes and some changes may be missed.	Open	6 (High/Medium)	Ask PALM project to understand high level of dependency and stability interfaces require and to ensure completeness and accuracy in interface management.		08/29/24	Mark Rissingner	
Processes Technology	FDOT Applications - The analysis of FDOT systems is complex and software components requiring remediation may be overlooked.	Open	6 (High/Medium)	Broaden the analysis as soon as possible, ensure to include SME. Applying early QA processes.		08/29/24	Brian Boyd	
Processes	FDOT Applications - Switching from the FLAIR transactions to the internal PALM functionality may be different for our internal systems.	Open	6 (High/Medium)	As part of QA Test Plan include regression testing for internal processes.		08/29/24	Brian Boyd	
Technology	PALM Applications - Knowledge Center does not provide a method for downloading all the File Layouts for the interfaces, requiring agencies to download each interface manually.	Open	6 (High/Medium)	It is PALM responsibility to advise the changes to ensure we recognize the correct change.		08/29/24	Mark Rissingner	
Technology	PALM Interfaces - If agencies are expected to have to communicate with PALM via inconsistent interfaces (excel upload vs batch upload), then it will lead to increased time needed for remediation. (Touchpoint Mtg.)	Open	6 (High/Medium)	Through repeated trials and analysis to arrive at the best sequence and timing.	New this period.	10/07/24	Mark Rissingner	
Technology	PALM MFMP - Vendor specifications are incomplete. FDOT TVI uses TIN and Seq # for vendors; Supplier is the new name for vendor and Traveler is new name for sub vendors. FDOT needs additional specifications on vendor functionality to determine TVI remediation requirements.	Open	4 (Medium/Medium)	Mitigation	Received additional information from PALM to continue remediation design.	11/01/23	Brian Boyd	
Technology	PALM MFMP - Revisions and impact on TVI is unknown. FDOT needs additional specifications on MFMP changed functionality to determine TVI remediation requirements.	Open	4 (Medium/Medium)	Mitigation	Advance analysis on the components of the TVI and exploring the current use of the TIN number. (MFMP).	11/01/23	Brian Boyd	
Technology Data	PALM Technical - PALM Technical and Business Processing specifications have errors or are unclear at the lower level needed for effective remediation activities.	Open	4 (Medium/Medium)	Interface file layout and commitment control are indicators. Continue to review closely PALM materials and ask for clarifications.	Technical question on Interfaces remain unaddressed and will request a focused meeting to review each.	07/12/24	Brian Boyd	
Processes	PALM Technical - The PALM solution will not have a working model or prototype to serve as an example for the future state.	Open	4 (Medium/Medium)	Raised the request to Florida PALM, 1st week in August.		08/29/24	Brian Boyd	
Technology	PALM Technical - PALM is unable to provide accurate data crosswalk examples, such as for the Supplier supporting multiple vendor ids for same TIN/FEIN.	Open	4 (Medium/Medium)	Request PALM for an example. Many questions, until we are shown examples to know how to convert data and place in TVI.		08/29/24	Brian Tippel	
Processes Technology	PALM Planning — The UAT Testing period is inadequate for agencies to test their applications and determine appropriate remediation strategies.	Open	4 (Medium/Medium)	Under review for options.		08/29/24	Program Management	
Technology	PALM Interfaces - If FDOT is supposed to use the Excel uploads generated from automated processes, then we will need the comma-delimited layouts for the upload files to be more successful. (Touchpoint Mtg.)	Open	4 (Medium/Medium)	Create our best estimate for comma-delimited layouts. (PALM has offered a discussion, unsure if resolves problem.)	New this period.	10/07/24	Mark Rissingner	
Processes	Funding - allocations may not be available through to completion for all systems.	Open	3 (Low/High)	Avoid - Document program funding requirements and communicate with FDOT leadership, Governor's office, and House/Senate staff.	Received funding, and actively monitoring	11/01/23	Brian Boyd	
Processes Technology Data	PALM Scope - FDOT not having a clear understanding of Readiness Workplan tasks from Florida PALM will increase the duration to perform the remediation.	Open	2 (Medium/Low)	Attend Thursday Task Talks and Design Workshops, and research PALM configurations.		08/29/24	Program Management	

FDOT Issues							
Critical Operational Elements	Issue Description	Status	Priority	Resolution Plan	Reporting Period Comments or Updates	Planned or Actual Resolution Date	Owner / Coordinator
Data	Interface layouts contain errors.	Open	Critical - Impacts the ability of the agency to move forward with work without resolution	Notify PALM and work to gain clarity and accuracy on interface layouts.	Contact_Sequence_Num	05/31/24	Brian Tippel
Data	Interface schema relationship details not provided in layouts, samples, or knowledge center.	Open	Critical - Impacts the ability of the agency to move forward with work without resolution	Reaching out to PALM technical staff to gain guidance on entity relationship diagrams.	Identified this period	05/31/24	Mark Rissingner
People	SME Resources limited for business processes and the technical knowledge experts are overallocated.	Open	Critical - Impacts the ability of the agency to move forward with work without resolution	The majority of the tasks for these resources are critical for others to continue with analysis or remediation.		08/29/24	Program Management
Technology Data	PALM Interfaces - In the Interface layout files, the tab containing the type of feedback the agencies will receive after file processing was removed. This information is necessary to know of successful entries, or which ones had errors and the cause, need the format/layout definition what we will receive. We need the journal ID or unique ID that was generated so they can pair the processing with the transaction.	Open	Critical - Impacts the ability of the agency to move forward with work without resolution	Raised to the Technical Coordinator.		10/07/24	Mark Rissingner
Technology	Low on mainframe available capacity and space.	Open	High - Impacts the ability of the agency to meet deadlines or milestones	Application performance in Dev and Test may be limited. Requested Ensono for increase capacity.		07/08/24	Brian Tippel
Data	Inactive COA codes not being converted.	Open	High - Impacts the ability of the agency to meet deadlines or milestones	Fiscal year(s) data requests may be limited.		07/08/24	Brian Tippel
Technology	PALM Interfaces - Not fully designed/documented, and currently defined interfaces are subject to change. FDOT is unable to accurately define impacts to our systems without complete specifications on the interfaces for supplier functionality, commitment control module, and project grants module. From Risks.	Open	High - Impacts the ability of the agency to meet deadlines or milestones	Longer duration for remediation and testing.		08/29/24	Mark Rissingner
Data	The FLAIR General Ledger contains a field named Quantity but this field does not exist in the PALM general ledger.	Open	High - Impacts the ability of the agency to meet deadlines or milestones	It is used to track work hours for payroll redistribution.		08/29/24	Brian Boyd
Processes Technology	PALM COA - The new "Account" CoA field will be replacing the GL and Object codes. FDOT needs the specifications for how to cross walk GL and object codes to Account in PALM. Delay in this information delays our ability to remediate our systems. From Risks.	Open	High - Impacts the ability of the agency to meet deadlines or milestones	Propose moving this to Issues. This risk has already occurred, and we are Accepting it with a work-around being proceeding with the best information we have been provided and our best education guesses. This is not an idea and rework is an expected impact. BP: Moved to Issue.		08/29/24	Brian Boyd
Technology Data	PALM Interfaces - Cannot provide ERD's or DDL for the interface files reduces the understanding of the data relationships. Not enough detail on parent/child/sibling, one.one, or one.many, relationships, or optional record types. There is a desperate need for ERD diagrams to answer these questions for remediation efforts. Moved from Risk to Issue. (Touchpoint Mtg.)	Open	High - Impacts the ability of the agency to meet deadlines or milestones	Reachout to PALM regularly for details.		10/07/24	Mark Rissingner
People Processes	The Budget Without Control option will require FDOT's Budgeting team to significantly increase the level of regular data entry, budget monitoring, and controlling for regular budget reconciliation when PALM goes live. This will require a significantly unplanned increase in budget resources.'	Open	High - Impacts the ability of the agency to meet deadlines or milestones	Additional resources required to perform the work. 10/24/24 PALM offered FDOT Option 3 to track without budget, with some exceptions.		10/07/24	Brian Boyd

FDOT Assumptions						
Critical Operational Elements	Assumption	Status	Date Logged or Removed	Impacted Stakeholder(s) and/or System(s)	Reporting Period Comments or Updates	
Processes	The Florida PALM Project implementation will replace current FLAIR functionality only and will not encompass the agency specific financial planning and analysis requirements of FDOT.	Logged	06/30/23	FDOT Florida PALM End Users FDOT Application Owners	Readiness Workplans will be provided by Florida PALM over the three years of the implementation process to provide guidance on the tasks and activities that are needed for the Financials and Payroll implementation waves.	
Processes	The Readiness Workplan activities direct/guide the FPST Program work and tracks the progress of department specific tasks.	Logged	06/30/23	FDOT Florida PALM Agency Liaisons FPST Program Managers	Changes in the scope and/or schedule of RW activities impact the FPST Program activities.	
Technology	The Florida PALM detail schedule specific to sequencing of design activities for PeopleSoft module functionality and interface designs will be available in July 2023.	Logged	06/30/23	FDOT Florida PALM Agency Liaisons FPST Program Managers	As of 1/1/24, we are still waiting for a detailed schedule. The recently provided Agency Implementation Roadmap and updates to the Readiness Workplan lack the necessary detail.	
Processes	FPST work efforts meeting the FDOT guidelines for project classification will be managed as projects and follow the established project management standards mandated by 60GG-1, F.A.C.	Logged	06/30/23	FDOT Florida PALM Agency Liaisons FPST Program Managers FDOT Application Services Section Managers	No comment this period	
Processes	FPST work efforts classified as operations and maintenance (O&M) will follow the established standards for O&M activities.	Logged	06/30/23	FDOT Florida PALM Agency Liaisons FPST Program Managers FDOT Application Services Section Managers	No comment this period	
People	Adequate staffing, equipment, software, and hardware are primary drivers of the department's FPST Program activities.	Logged	06/30/23	Executive FPST Program Sponsors Chief Information Officer	No comment this period	
Processes	Sufficient recurring Legislative Budget Request (LBR) funding will be released to complete FPST efforts.	Logged	06/30/23	Executive FPST Program Sponsors FDOT Florida PALM Agency Liaisons FPST Program Managers	Funding received December, 2023	
People	Due to the overallocation of FDOT key subject-matter resources, hiring consultants and other resources to augment the FPST Program is essential for the department's continuity of operations and successful transition to the Florida PALM solution.	Logged	06/30/23	Executive FPST Program Sponsors	No comment this period	

Processes	Additional appropriation is required to successfully complete required remediation efforts to align with the Florida PALM January 2026 implementation date for the Financial and Payroll Waves.	Logged	06/30/23	Executive FPST Program Sponsors FDOT Florida PALM Agency Liaisons FPST Program Managers	No comment this period
Processes	FDOT has extensive dependencies on Solution Design deliverables from the Florida PALM Project.	Logged	06/30/23	FDOT Florida PALM Agency Liaisons FPST Program Managers	The current Florida PALM schedule has several to-be-determined schedule placeholders. FDOT needs schedule detail specific to the Florida PALM solution modules to accurately map dependencies and activities for remediation efforts.
Processes	Staff resources are assigned to multiple workstreams and may have limited availability for FPST activities. Scheduling and resourcing for the FPST Program must take into consideration the department's annual operational schedule to minimize interference with development and delivery of the Work Program and required activities for the state and federal fiscal year-end closings.	Logged	06/30/23	Executive FPST Program Sponsors	No comment this period
Technology	Expansion Options being replaced by Speed Keys will require interface and design guidance with adequate availability for review and integration.	Logged	11/01/23	FDOT Florida PALM Agency Liaisons FPST Program Managers	No comment this period
People Technology	Excel spreadsheet uploads will be easily entered into PALM by business users.	Logged	02/20/24	FDOT End Users	Capability will need to be tested and training, if workable, provided.
People Processes Technology Data	Employees will not need PALM logins to access W2s and Payscale or to update W4 information.	Logged	03/07/24	Everyone	Payroll concern
Processes Technology Data	GL last two digits are expense classifications, needed in PALM, expecting solution. Assumption is PALM will give us solution to capture expense classification.	Logged	04/05/24	Everyone	
Data	Previous year adjustments report exclusion needed, PALM expected to provide	Logged	04/05/24	Everyone	
Technology Data	CFDA number storage location needed in PALM for expenditure of grants	Logged	04/05/24	FDOT Florida PALM Agency Liaisons FPST Program Managers	workaround would be to leverage OA fields and create data relationships.
Processes Technology	OA1 and OA2 will fully remain agency specified. This will ensure that PALM will not be using these fields for any PALM functionality that could conflict with other agency's usage of OA1 or OA2.	Logged	07/08/24	Finance Users	
Technology	MFMP - System integration between MFMP and PALM is not operational and may introduce incompatibility items to for FDOT.	Logged	07/08/24	MFMP Users	
Technology	People First - System integration between People First and PALM is not operational and may introduce incompatibility items for FDOT.	Logged	07/08/24	Payroll and HR	
Processes	Assuming PALM will provide a comparable functionality to the current 1SX, work program funds not certified forward rather carry forward, process in FLAIR.	Logged	10/07/24	Carry Forward	
Processes	PALM will provide functionality to allow FDOT to input accounts payables into the system. (Part of the carry forward process last months of the year)	Logged	10/07/24	Accounts Payable	

FDOT Agency-Specific Readiness Activities

Critical Operational Elements	Activity Description	Date(s)	Impacted Stakeholder(s) and/or System(s)	Objective	Reporting Period Comments or Updates
Processes	Project Management Liaison Forum meeting	10/30/24	The Agency's PALM Project Management leads	Share and collaborate among Agency Project Managers	Held in this period
Data	RW Task 514 - Complete Data Readiness Analysis and Data Cleansing Activities for Segments I and II	10/31/24	FDOT Florida PALM System Transition Team	Review Segment I and Segment II resources for change impacts to agency data and evaluate current state data readiness. Create an agency data cleansing plan and complete data cleansing activities.	In progress - Completed as much as possible with current Segment information. Needing Segment IV feedback for completion, GL Account information, Budget information, Vendor information, and more. - Reimagining the way we plan to use OCA1/OCA2 in PALM - Anticipated completion in early October
Technology	Continued the analysis, planning, and development efforts for the Department's Electronic Estimate Disbursement (EED) system.	10/31/24	FDOT Florida PALM System Transition Team, End Users, SME's	Assess business continuity risks with the current architecture, identify major system dependencies, and inform the assessment of future state solutions to modernize EED.	OIT - Weekly EED project meeting series Tuesdays Sept-Oct 2024.
Processes Technology Data	RW Task 519 - Remediate Agency Business Systems based on Segment I	10/31/24	FDOT Florida PALM System Transition Team	Complete agency business system internal build and unit testing activities based on agency business system documentation updates for Segment I.	In progress - The concept of splitting up the new PALM Accounting system into reviewable Segments is not reasonably workable with many ABS's since systems were architected from broader financial perspectives. FDOT is planning to complete remediation tasks at once rather than in segment order.
Data	RW Task 526 - Complete Data Readiness Analysis and Data Cleansing Activities for Segment III	10/31/24	FDOT Florida PALM System Transition Team	Review Segment III resources for change impacts to agency data and evaluate current state data readiness. Update agency data cleansing plan and complete data cleansing activities.	Planning to complete as much as possible with current Segment information. Needing Segment IV feedback for completion.
Processes Technology Data	RW Task 531 - Remediate Agency Business Systems based on Segment II	10/31/24	FDOT Florida PALM System Transition Team	Complete agency business system internal build and unit testing activities based on agency business system documentation updates for Segment II.	Segment delineations do not match with blended business system functionality. FDOT is planning to complete remediation tasks at once rather than in segment order.
Data	RW Task 541-A - Complete Configuration Workbooks for Segment IV	10/31/24	FDOT Florida PALM System Transition Team, Business Owners	Confirm agency-specific configurations for Segment IV. Provide the agency-specific configurations needed for Project Costing (PC), if any.	Submitted on 9/11
Data	RW Task 541-B - Complete Configuration Workbooks for Segment IV	10/31/24	FDOT Florida PALM System Transition Team, Business Owners	Confirm agency-specific configurations for Segment IV. Provide the agency-specific configurations needed for Cash Management (CM). Select Agencies: AHCA, APD, COM, DBPR, DCF, DEP, DFS, DLA, DOH, EOG, FDACS, FDLE, FDOT, HSMV, JAC, LEG.	Submitted on 10/16
Data	RW Task 542 - Complete Data Readiness Analysis and Data Cleansing Activities for Segment IV	10/31/24	FDOT Florida PALM System Transition Team, Technical and Database Leads	Review Segment IV resources for change impacts to agency data and evaluate current state data readiness. Update agency data cleansing plan and complete data cleansing activities.	Beginning initial internal Meetings and Information Gathering "Will be completing from a systems perspective rather than segment perspective. Segment delineations do not match with blended business system functionality. FDOT is planning to complete remediation tasks at once rather than in segment order. Completion Target at 3/14/2025"
People Processes Technology Data	RW Task 543 - Identify Change Impacts and Update Agency Business Process Documentation for Segment IV	10/31/24	FDOT Florida PALM System Transition Team	Review Segment IV resources; identify changes to people, process, technology, and data and update current state business process documentation.	Submitted on 10/28.
Processes Technology	RW Task 544 - Update Agency Business System Documentation for Segment IV	10/31/24	FDOT Florida PALM System Transition Team	Review Segment IV resources; update agency business system documentation including functional requirements, technical requirements, and test cases.	Consolidating/Inputting Information for Submission In Progress
Data	RW Task 545-A - Update and Finalize Florida PALM Conversion Inventory for Segment IV	10/31/24	FDOT Florida PALM System Transition Team, Business Owners	Review Segment IV resources; identify and document conversion needs for Florida PALM implementation.	Submitted on 10/21
Technology	RW Task 546 - Update Florida	10/31/24	FDOT Florida PALM System	Review Segment IV resources; identify and document	Submitted on 10/30

Data	PALM Interface Inventory for Segment IV		Transition Team	interface needs for Florida PALM implementation.	
Processes Technology Data	RW Task 547 - Remediate Agency Business Systems based on Segment III	10/31/24	FDOT Florida PALM System Transition Team	Complete agency business system internal build and unit testing activities based on agency business system documentation updates for Segment III.	Beginning initial internal Meetings and Information Gathering "Will be completing from a systems perspective rather than segment perspective. Segment delineations do not match with blended business system functionality. FDOT is planning to complete remediation tasks at once rather than in segment order. Completion Target at 3/14/2025"
People Processes	RW Task 549 - Submit Training Survey	10/31/24	FDOT Florida PALM System Transition Team, Training Leads	Complete the training survey to identify Train the Trainer participants within your agency, if any.	Corrected Submission 10/1
People Technology	RW Task 536-B - Create Agency Specific User Acceptance Testing Plan	10/31/24	FDOT Florida PALM System Transition Team, QA Leads	Prepare a plan for agency participants to engage in User Acceptance Testing, develop agency testing scripts and materials and test all business processes. Identify key components of test execution including test management.	Submitted on 10/11
Data	RW Task 541-C - Complete Configuration Workbooks for Segment IV	10/31/24	FDOT Florida PALM System Transition Team, Business Owners	Confirm agency-specific configurations for Segment IV. Provide the agency-specific configurations for Payroll (PR) and SpeedKey.	Corrected submission on 10/23.
People Processes Technology Data	RW Task 551 - Submit Bimonthly Agency Readiness Status Report	10/31/24	FDOT Florida PALM System Transition Team	Agency Sponsor to confirm and submit bimonthly status report, in the format provided by the Project, on the activities and ongoing work within the agency to prepare their systems and impacted employees for the deployment of Florida PALM.	Submitted on 9/13
People Processes Technology Data	RW Task 552 - Manage Agency Specific Implementation Schedule, Risks and Issues	10/31/24	FDOT Florida PALM System Transition Team	Actively manage your agency's project activities including iterative updates to agency-specific project schedule and manage agency-unique risks and issues.	Submitted on 10/31.
Technology	RW Task 550-B - Participate in Technical Meeting to Receive Credentials and Access	10/31/24	FDOT Florida PALM System Transition Team, Technical Leads	For agencies who plan to send or pick up interface files from Florida PALM for the Financials and Payroll implementation, agency-identified File Managers are required to participate in a virtual meeting. During this meeting the Florida PALM Technical Team will provide credentials and confirm their agency's access to the Florida PALM MFT Server in preparation for future interface testing activities.	Submitted on 9/5
Processes Technology Data	Weekly OOC - BSSO Staff Meeting	10/31/24	FDOT FPST Team FDOT PALM End Users	Provide status update on readiness task and remediation status	Met weekly during reporting period Sept-Oct 2024
People Processes	Workforce Readiness Team Monthly Pulse Check Meetings	10/31/24	FDOT Florida PALM System Transition Team; FDOT End Users	Evaluate progress and direction for workforce related efforts toward remediation and preparation for PALM	Met monthly Sept-Oct
People Processes Technology	Continue bi-weekly meeting series for Florida PALM Readiness Work Tasks Update.	10/31/24	FDOT Florida PALM System Transition Team	Bi-weekly meeting with OOC and OIT program and project managers to assign and review efforts for RW task completion.	Met during reporting period Sept-Oct 2024
Processes Technology Data	Meeting with Vendors to consider options for accelerating PALM readiness through technology solutions.	10/31/24	FDOT Florida PALM System Transition Team	Consider and evaluate technology solutions that may increase quality, reduce overall effort, and support steps towards PALM remediation.	Met with vendors during reporting period Sept-Oct 2024
People Processes	Updated FDOT Workforce Readiness team	10/31/24	FDOT Florida PALM System Transition Team; FDOT End Users	Conduct workforce related efforts for communication, direction, training, and associated deliverables towards analysis of resources, efforts, and knowledge gaps.	Team led by FDOT Office of Change Management
Processes	Azure DevOps Technical user story review	10/31/24	Subject Matter experts, Florida PALM System Transition Team	Discuss user stories	Regularly conducted for various ABS, such as RPS, CFM, PCM, ARI, and others, continued during the Sep-Oct Reporting period
Processes Technology Data	Continued analysis of the current use of Expansion Option and Expansion Set by the Department's computing assets to transition to the Florida PALM Speed Charts/SpeedKey and Speed Types (a.k.a. Accounting Tags) functionality.	10/31/24	FDOT Florida PALM System Transition Team, subject matter experts	Reduce the number of Speed Chart and Speed Types that will be required in the Florida PALM solution. Discussion on the design of the 10 character SpeedKey name, and how they will be used in applications.	Continued discussions during reporting period July-Sept 2024
Technology	Continued the impact analysis and remediation of the Office of Work Program and Budget (OWPB) owned computing assets.	10/31/24	Multiple	Ensure OWPB systems continue to function after PALM implementation.	OWPB - Regular meetings and efforts to continue analysis
People Processes Technology Data	PALM Thursday Task Talks	10/31/24	Florida PALM, FDOT Florida PALM System Transition Team	PALM RW task talks moved to Thursdays. PALM gives guidance on readiness workplan tasks.	9/5, 9/12, 9/19, 9/26, 10/3, 10/10, 10/17, 10/24, 10/31
People Processes	Coordinated with Districts to create District specific readiness plans	10/31/24	FDOT District Employees	Raise Workforce Readiness at district Offices	Continued through Sept-Oct Reporting Period.
People Processes	Updated the resource allocation plan	10/31/24	FDOT Florida PALM System Transition Team	Once we receive funding we want to maximize utilization of our resource so we developed a plan and assigned new project resources for the 24/25 fiscal year.	Continued updating through Sept-Oct Reporting Period.
People Processes Technology Data	Documentation for Cost Allocation and Payroll Distribution	10/31/24	Everyone	To document the FDOT Cost Allocation and Payroll Distribution processes and develop a plan for system remediation.	Documentation continues during Sept-Oct 2024.
People Processes Technology Data	Federal Programs Management	10/31/24	Federal Programs	To analyze the 59,474 mainframe flat files association with our federal programs management system to determine if any of them can be archived and are no longer needed.	Continued in this period
People Processes Technology	FL PALM Advisory Council-meeting	10/31/24	FDOT Florida PALM System Transition Team, Technical Leads	The Florida PALM Advisory Council reviews business process models during the design phase of the Florida PALM project. The council's review meetings are the final chance for agencies to provide feedback before the business process models are finalized.	September 18th and October 16th
Processes Technology Data	The Speedkey database has been designed and populated with the corresponding ChartField values which have been analyzed and defined.	10/31/24	FDOT Florida PALM System Transition Technical Team	Foundation for PALM remediation	Continued in this period
Technology Data	The outbound interface Landing Zone database completed for 32 of the interfaces, 140 tables.	10/31/24	FDOT Florida PALM System Transition Technical Team	Foundation for PALM remediation and Integration	Continued in this period
Processes Technology Data	Actively Analyzing and/or Remediating 15 applications, including the top 10 as priority.	10/31/24	FDOT Florida PALM System Transition Business Analysts and SMEs	Iterative development for software remediation	Continued in this period
Processes Technology Data	Test cases completed or in progress for 7 applications.	10/31/24	FDOT Florida PALM System Transition Quality Assurance Analysts	Quality assurance for remediated software	Started this period and in progress.

Processes Technology Data	Mapping data elements of the FLAIR transaction cost tables to the respective PALM data interfaces.	10/31/24	FDOT Florida PALM System Transition Business Analysts and SMEs	Foundation for PALM remediation and Integration	Continued in this period
People Processes Technology Data	Segment IV Design Workshop: Carry/Certified Forward & Budget Close	10/31/24	The Agency's SME and technical leads for PALM	Present the Process Carry/Certified Forward Payables and Vouchers processes, and Budget Close process.	Held in this period
People Processes Technology Data	Segment IV Design Workshop: Account Management and Financial Reporting	10/31/24	The Agency's SME and technical leads for PALM	Present Manage Cash Checking, Chart of Account Values.	Held in this period
People Processes Technology Data	Segment IV Design Workshop: Account Management and Financial Reporting	10/31/24	The Agency's SME and technical leads for PALM	Present Budget Structures and Transactions including Speedkeys.	Held in this period
People Processes Technology Data	Monthly PALM Executive Steering Committee meetings	10/31/24	Florida PALM DFS leadership and Agency leads	The Florida PALM Executive Steering Committee will meet to discuss the status of the Florida PALM Project.	Held on 9/25/24, 10/8/24, 10/30/24
People Processes Technology	SAMAS Table Processing:Vendor Knowledge Transfer meeting	10/31/24	FDOT Florida PALM System Transition Team; FDOT End Users	Covered transition activities.	Meetings continued during the Sept-Oct Reporting Period
People Processes Technology Data	FPST Internal Workgroup Meetings	10/31/24	FDOT Florida PALM System Transition Team	Weekly workgroup meetings are to discuss, deep-dive, and document all efforts/tasks related to PALM readiness.	Continued weekly through Sept-Oct Reporting Period. Each Thursday, held on 9/5, 9/12, 9/19, 9/26, 10/3, 10/10, 10/17, 10/24, 10/31
Processes Technology Data	Weekly OOC - BSSO Staff Meeting	10/31/24	FDOT FPST Team FDOT PALM End Users	Provide status update on readiness task and remediation status	Continued weekly through Sept-Oct Reporting Period.
People Processes	Workforce Readiness Team Monthly Pulse Check Meetings	10/31/24	FDOT Florida PALM System Transition Team; FDOT End Users	Evaluate progress and direction for workforce related efforts toward remediation and preparation for PALM	Continued monthly through Sept-Oct Reporting Period
People Processes Technology	Florida PALM/FDOT touchpoint meeting	10/31/24	FDOT Florida PALM System Transition Team, Florida PALM	This is a recurring monthly Florida PALM Readiness touchpoint meeting between your agency's Change Champion Network (CCN) and your Readiness Coordinator, Felicia Hall. You have been invited to this meeting because your agency has identified you as a Primary or Back-up CCN member to support Florida PALM related activities.	Continued through Sept-Oct Reporting Period.
People Processes Technology	FL PALM Interfaces Weekly Meeting	10/31/24	FDOT Florida PALM System Transition Team	Weekly meeting with vendor, to review work items related to interfaces.	Continued through Sept-Oct Reporting Period.
People Processes Technology	Florida PALM FDOT Touchpoint Agenda Meeting	10/31/24	FDOT Florida PALM System Transition Team	prepare for PALM touchpoint meeting.	Continued through Sept-Oct Reporting Period.
People Processes Technology	Continue weekly meeting series for Florida PALM Readiness Work Tasks Update.	10/31/24	FDOT Florida PALM System Transition Team	Weekly meeting with OOC, OIT, and OWPB program and project managers to assign and review efforts for RW task completion.	Continued weekly through Sept-Oct Reporting Period.
People Processes	PALM Resource Revision Meetings, Interviews, and onboarding of staff augmentation positions.	10/31/24	FDOT Florida PALM System Transition Team	Assess resource needs and hire staff for progressing towards PALM analysis and remediation.	Sept-Oct 2024 - 18 resources hired and onboarded. More resources are expected to be added.
People Processes Technology Data	FDOT Change Champion Network Meeting	10/31/24	FDOT Florida PALM System Transition Team, Subject Matter Experts, Florida PALM End Users	A meeting with Change Champion networkers to discuss Project Schedule, District Communications, Remediation Playbook, Project Staffing, Project Management Approach - Agile, Workforce Readiness-Training Survey, OOC Mainframe Clean-up, Agency Specific Test Plan, Question Log, Segment IV Design, Q&A	11/4.
People Processes Technology Data	Weekly PALM Project Weekly Stand Up Meeting	10/31/24	FDOT Florida PALM System Transition Team, SME's	Weekly stand up covering all areas of the program with all respective leaders and team members.	Each Monday, held on 9/9,9/16, 9/23, 9/30, 10/7, 10/14, 10/21, 10/28
Technology	RW 553 Prepare for Interface Testing	10/31/24	FDOT Florida PALM System Transition Team	Part of the UAT Test Plan and the Interface Testing Strategy.	Completed 10/18/24
Technology	RW 554 Participate in Connectivity Testing for Cycle 1 Interface Testing	10/31/24	FDOT Florida PALM System Transition Team	Testing the Connectivity to confirm the ability to transmit for interfaces. RW tasks as assigned by Florida PALM.	Completed 10/04/24
People	PALM Budget Planning Meeting for FY 24 and FY 25	10/31/24	FDOT Florida PALM System Transition Team	PALM Budget/ resource Planning Meeting for FY 24 and FY 25	Ongoing through Sept-Oct Reporting period
Processes Technology Data	FDOT Interfaces Mapping Session Meetings	10/31/24	FDOT Florida PALM System Transition Team, Florida PALM End Users	Discuss mapping of interfaces and how we will document them via user stories.	Various meetings held weekly, including but not limited to interfaces in ARI, POI, IUI, and GLI.
People Processes Technology Data	Monthly PALM / DIMM leadership meetings	10/31/24	FDOT Florida PALM System Transition Team, Executive Leadership	Discuss with executive stakeholders PALM's progress, budget, risks, and receive guidance	Meetings continue monthly, held on 9/23/24 and 10/21/24
People Processes	FPST Budget and Task Tracking meeting for Quarterly Update	10/31/24	FDOT Florida PALM System Transition Team	Preparation for July/August/September Quarterly Status Report	Meetings to create and update the QSR for the quarter.
People Processes Technology	Monthly RAID Log and Risks meetings	10/31/24	FDOT Florida PALM System Transition Team	Identify, assess, and develop mitigation plans for Risks and Issues.	Met for September and October: 10/02/24, 10/25/24
People Processes Technology Data	Weekly PALM Technical Discussion meetings	10/31/24	FDOT Florida PALM System Transition Technical Team	Weekly PALM Technical Discussion meetings	Each Monday, held on 9/9,9/16, 9/23, 9/30, 10/7, 10/14, 10/21, 10/28
People Processes Technology	Discussion with PALM Leadership Meeting	10/31/24	FDOT Florida PALM System Transition Team leadership	Discussing timeline and module configuration concerns between PALM and the FPST Team	Occurred on 10/23/2024
People Processes Technology	PALM Budget Status Meeting with LASPBS	10/31/24	FDOT Florida PALM System Transition Team leadership	Discussed current project status, the impact to the budget and future potential resource needs.	Occurred on 9/4/2024
Technology Data	Chart of Account System Analysis by Database Programs	10/31/24	FDOT Florida PALM System Transition Team	Chart of Account System Analysis by Database Programs	Ongoing through Sept-Oct Report Period
Technology	Continuing design, build, and population of remediation infrastructure.	10/31/24	FDOT Florida PALM System Transition Team, Florida PALM end users	Design and build PALM infrastructure.	OIT - In Progress. The necessary infrastructure is in place and continues to be configured with the advancement of the remediation and testing.
People	SOW Drafting and Hiring Activities for Additional FPST resources	10/31/24	FDOT Florida PALM System Transition Team	SOW Drafting and Hiring Activities for Additional FPST resources. March-May 2024.	All resources have been hired and assignments made.
People Processes Technology Data	Bi-Weekly Payroll Analysis Stand Up	10/31/24	FDOT Florida PALM System Transition Team, SME's	OIT - A bi-weekly meeting series to check in on status of PPS PALM analysis documentation and any roadblocks.	Reviewing interface changes and known impacts.
People Processes Technology	Payroll Distribution analysis workgroups	10/31/24	FDOT Florida PALM System Transition Team, SMEs	Analysis of PPS Payroll system for current state, PALM impacts, and to-be state.	Continued analysis of Personnel Payroll System during reporting period May-July 2024 with emphasis on data tables for development environment.

Data					
People Processes Technology Data	PPS System Remediation	10/31/24	FDOT Florida PALM System Transition Team, SME's	Remediate in place for PALM. Solution for Quantity field to be stored locally.	OIT - Moving partially to separate system, expanded team, identifying requirements for Enterprise ETL for PPS tables.
Processes Technology Data	Landing Zone Workgroup and Design	10/31/24	FDOT Florida PALM System Transition Team, SMEs	Landing Zone internal workgroups and implementations efforts towards preparation of interface ingest system.	OIT - Landing Zone table designed per PALM Outbound Files, however cannot complete and close until all outstanding questions have been answered and PALM design complete.
Technology Data	Implementation of Account COA in test server environment	10/31/24	FDOT Florida PALM System Transition Team	Implementation of Account COA in test server ZUNIT01 environment	Ongoing July-Sept 2024.
People Processes	Updated FDOT Workforce Readiness team	10/31/24	FDOT Florida PALM System Transition Team; FDOT End Users	Conduct workforce related efforts for communication, direction, training, and associated deliverables towards analysis of resources, efforts, and knowledge gaps.	Team led by FDOT Office of Change Management
Technology Data	Infrastructure Tasks	10/31/24	FDOT Florida PALM System Transition Team	Chart of Account analysis, Data structure changes, data cleansing for legacy Chartfield attributes	OIT - Sept-Oct 2024.
People	Onboard new resources	10/31/24	FDOT Florida PALM System Transition Team	Onboarding new staff aug. to FPST project	Sept-Oct 2024.
Technology Data	Expansion Option Analysis	10/31/24	FDOT Florida PALM System Transition Team, SME's	In-depth analysis of DB2, mainframe, and Azure tables for Expansion Option impacts.	Continued through reporting period July-Sept 2024. Assessing range of impact across business systems and changes for accommodating SpeedKeys.
People Processes Technology Data	Payroll Distribution analysis workgroups	10/31/24	FDOT Florida PALM System Transition Team, SMEs	Analysis of PPS Payroll system for current state, PALM impacts, and to-be state.	Continued analysis of Personnel Payroll System during reporting period July-Sept 2024 with emphasis on screen usage for development environment.
Technology	Launch Pad planning and development	10/31/24	FDOT Florida PALM System Transition Team, Florida PALM end users	Location for data packages to be collected and sent to PALM Inbound interfaces.	Planning and development efforts continued July-Sept 2024. Recent focus on database tables creation and framed structure of launch control application.
People	Review candidates' resumes and work samples, interviews, and onboard new resources	10/31/24	FDOT Florida PALM System Transition Team	resourcing and onboarding activities to FPST project	Sept-Oct 2024.
Processes Technology Data	Analyzed and created mapping for PALM Project Activity Codes	10/31/24	PALM Integration	PALM Interface creation	Started this period and in progress.
Processes Technology Data	Analyzed chart of accounts mappings from PALM released October 20th and began mapping new revenue codes	10/31/24	PALM Integration	PALM Interface creation	Started this period and in progress.
Processes Technology Data	Began discussions for an automated budget allotment balance procedure to replace allotment balance (MA1/MB1 files) from FLAIR. This data is joined with various other key department data sources in a variety of reports and applications across several units.	10/31/24	FDOT Florida PALM System Transition Team	Remediation	Started this period and in progress.
Processes Technology Data	Began mapping Asset Master	10/31/24	PALM Integration	PALM Interface creation	Started this period and in progress.
Processes Technology Data	Completed design of required PALM Awareness Training for FLAIR Users	10/31/24	FDOT Florida PALM System Transition Team, SMEs, and FL PALM End Users	Outreach	Started this period and in progress.
People Processes Technology Data	Weekly Florida PALM Task Talk Teams meeting	10/31/24	Agency PALM project members	Share published instructions for new Readiness Workplan tasks.	Held each Thursday online

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 *

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FDOT Status Report Confirmation

Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
September - October 2024	Lisa Saliba	lisa.saliba@dot.state.fl.us	11/08/24
July - August 2024	Lisa Saliba	lisa.saliba@dot.state.fl.us	09/13/24
May - June 2024	Lisa Saliba	lisa.saliba@dot.state.fl.us	07/12/24
March - April 2024	Lisa Saliba	lisa.saliba@dot.state.fl.us	05/13/24
January - February 2024	Lisa Saliba	lisa.saliba@dot.state.fl.us	03/11/24