

Helpful Links

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

FLHSMV Status Report Dashboard

Reporting Period

September - October 2024

Agency Sponsor

Steve Burch

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.

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 Timeliness



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

Project-led Meeting Participation



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

Change Champion Network:

- Unique Filled Role = 15
- Duplicate Filled Role = 5
- Vacant Role = 0

RW Task Completeness:

- Score = 83.90%**
- Submitted Complete = 31
 - Submitted Incomplete = 3
 - Completed After Submission = 7

RW Task Timeliness:

- Score = 93.91%**
- Submitted On Time = 54
 - Submitted Late = 11
 - Pending Submission = 2

Meeting Participation:

- Meetings Attended = 5
- Meetings Missed = 0

The dials above include an intuitive Green-Yellow-Red spectrum, where green indicates the measure is in a positive range, yellow represents that the gaps in expected results present an increasing risk to the agency, and red indicates that there are significant gaps in expected results that present an elevated risk level for the agency.

RW Tasks - Completed or Open Items

Project Impact	Critical Operational Element	Task ID	Task Name	Task Planned Start Date	Task Planned End Date	Agency Reported Task Progress	Agency Submission Date	Status Comment	Project Verification of Completion	Agency Corrected Submission Date
	People	328	Document Current Agency Business Processes	07/31/23	12/15/23	50% - In Progress		Due to the importance of other tasks, and the agency's operational work priorities, this task may not be completed by HSMV.	N/A	
N/A	Processes	515	Identify Change Impacts and Update Agency Business Process Documentation for Segments I and II	01/29/24	04/12/24	Pending Resubmission	04/16/24	We have completed this task, except for the updates to our current state business process documentation. Our goal is to update our procedures during UAT testing, when we'll have full access to the PALM screens and testing environment.	Submission Incomplete	
N/A	Processes	527	Identify Change Impacts and Update Agency Business Process Documentation for Segment III	04/15/24	07/12/24	75% - Consolidating/Inputting Information for Submission		We have completed this task, except for the updates to our current state business process documentation. Our goal is to update our procedures during UAT testing, when we'll have full access to the PALM screens and testing environment.		
N/A	Technology	531	Remediate Agency Business Systems based on Segment II	04/29/24	10/04/24	100% - Submitted	09/13/24		Submission Complete	
Direct	Data	541-A	Complete Configuration Workbooks for Segment IV	07/22/24	09/06/24	100% - Submitted	09/06/24		Submission Complete	
Direct	Data	541-B	Complete Configuration Workbooks for Segment IV	07/22/24	09/06/24	100% - Submitted	09/06/24		Submission Complete	
N/A	Data	542	Complete Data Readiness Analysis and Data Cleansing Activities for Segment IV	07/22/24	10/18/24	100% - Submitted	10/18/24	Resubmitted 10/23/2024	Submission Complete	10/23/24
N/A	Processes	543	Identify Change Impacts and Update Agency Business Process Documentation for Segment IV	07/22/24	10/18/24	Pending Resubmission	11/01/24	Submitted 11/1/2024 per previous update.	Submission Incomplete	
N/A	Technology	544	Update Agency Business System Documentation for Segment IV	07/22/24	10/18/24	75% - Consolidating/Inputting Information for Submission	10/18/24	ABS Documentation updates are necessary, but not complete. - KG 10/25/24	Submission Incomplete	
Direct	Technology	545-A	Update and Finalize Florida PALM Conversion Inventory for Segment IV	07/22/24	10/18/24	100% - Submitted	10/18/24		Submission Complete	
Direct	Technology	546	Update Florida PALM Interface Inventory for Segment IV	07/22/24	10/18/24	100% - Submitted	10/25/24	On track to submit by week ending 10/25/24. - KG 10/17/24; Need to add InterUnit Interface. - added.	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	09/09/24		Submission Complete	
Indirect	People	536-B	Create Agency Specific User Acceptance Testing Plan	08/19/24	10/11/24	100% - Submitted	10/17/24	Submitted - KG 10/17/24; On track for completion by week ending October 18.	Submission Complete	
Direct	Data	541-C	Complete Configuration Workbooks for Segment IV	08/26/24	10/04/24	100% - Submitted	10/04/24	Per comm with RC FH on 10/8/24, this task should be accepted as-is. PALM to update status. - KG 10/9/24; Secure files uploaded 10/4/24 per SC. - KG 10/4/24	Submission Complete	10/17/24
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	10/29/24		N/A	
Direct	Technology	550-B	Participate in Technical Meeting to Receive Credentials and Access	09/03/24	09/13/24	100% - Submitted	09/05/24		N/A	
Indirect	Technology	553	Prepare for Interface Testing	09/16/24	10/18/24	100% - Submitted	10/18/24		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	10/28/24		Submission Complete	

Direct	Data	555-A	Complete Data Cleansing Based on Mock Conversion 1 - Projects (PCC001)	10/07/24	11/22/24	75% - Consolidating/Inputting Information for Submission			
N/A	People	559	Share Florida PALM Updates	10/14/24	10/25/24	100% - Submitted	10/25/24		Submission Complete
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			
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	11/07/24		Submission Complete
N/A	N/A	563	Manage Agency Specific Implementation Schedule, Risks and Issues	11/01/24	12/27/24	25% - Beginning Initial Internal Meetings and Information Gathering			
Direct	Data	555-C	Complete Data Cleansing Based on Mock Conversion 1 (AMC001 and POC001)	11/08/24	12/06/24	25% - Beginning Initial Internal Meetings and Information Gathering			

People	Processes	Technology	Data
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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.
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<p>Implementation:</p> <p>Planned Florida PALM End Users = 58</p> <ul style="list-style-type: none"> Business Process Groupings = 13/13 <p>Identified Subject Matter Experts = 24</p> <ul style="list-style-type: none"> SMEs by Business Process Grouping - Account Mgmt. and Financial Reporting = 1 - Accounts Receivable = 1 - Asset Accounting and Mgmt. = 2 - Banking = 3 - Budget Mgmt. and Cash Control = 2 - Contracts Mgmt. = 4 - Disbursements Mgmt. = 5 - Grants Mgmt. = 3 - Inter/IntraUnit Transactions = 5 - Payroll Mgmt. = 1 - Projects Mgmt. = 2 - Revenue Accounting = 9 - System Access and Controls = 2 <p>Role Mapping = TBD</p> <p>Training = TBD</p>	<p>Current-State:</p> <p>Cataloged Business Processes = 150</p> <ul style="list-style-type: none"> Related Business Systems = 4 Related Reports = 54 <p>Documentation Status:</p> <ul style="list-style-type: none"> Complete = 58 Partial = 20 Not Started = 53 <p>Implementation:</p> <p>Impacted Agency Business Processes = 150</p> <ul style="list-style-type: none"> Related Business Process Groupings = 10 Planned Spreadsheet Uploads = 2 <p>Level of Impact: People Changes</p> <ul style="list-style-type: none"> High = 40 Medium = 30 Low = 59 None = 2 Uncertain = 0 <p>Level of Impact: Processes Changes</p> <ul style="list-style-type: none"> High = 45 Medium = 23 Low = 52 None = 11 Uncertain = 0 <p>Level of Impact: Technology Changes</p> <ul style="list-style-type: none"> High = 40 Medium = 40 Low = 41 None = 9 Uncertain = 0 <p>Level of Impact: Data Changes</p> <ul style="list-style-type: none"> High = 51 Medium = 37 Low = 42 None = 1 Uncertain = 0 <p>Segments I & II Documentation Update Status</p> <ul style="list-style-type: none"> Not Started = 7 In Progress = 68 Complete = 12 <p>Segment III Documentation Update Status</p> <ul style="list-style-type: none"> Not Started = 13 In Progress = 10 Complete = 9 	<p>Current-State:</p> <p>Cataloged Business Systems = 7</p> <ul style="list-style-type: none"> Criticality: - High = 5 Med = 2 Low = 0 None = 0 <p>Documentation Status:</p> <ul style="list-style-type: none"> Complete = 5 Partial = 2 Not Started = 0 <p>Cataloged Interfaces = 5</p> <ul style="list-style-type: none"> Inbound Interfaces = 3 Outbound Interfaces = 2 <p>Implementation:</p> <p>Business Systems Planned for Integration = 3</p> <ul style="list-style-type: none"> Segment I - Documentation Updates: - Complete = 0 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 3 Segment II - Documentation Updates: - Complete = 0 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 2 Segment III - Documentation Updates: - Complete = 0 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 3 <p>Planned Interfaces = 5</p> <ul style="list-style-type: none"> Inbound Interfaces = 1 Outbound Interfaces = 2 	<p>Current-State:</p> <p>Unique FLAIR Data Elements = 92</p> <ul style="list-style-type: none"> Associated Unique Uses = 155 - Continued Use - Yes = 85 - Continued Use - No = 4 Associated Business Systems = 3 Cataloged Reports = 165 Criticality: - High = 94 Med = 18 Low = 49 None = 23 <p>Implementation:</p> <p>Segments I & II Planned Configurations = 6/9</p> <ul style="list-style-type: none"> Accounts Receivable (AR) - Planned Distribution Codes = 95 Asset Management (AM) - Planned Location Codes = 92 - Planned Associated Area ID's = 985 Commitment Control (KK) - Planned Option = None General Ledger (GL) - Planned Budgetary Value Combo Edits = 352 - Planned Local Funds = None - Planned Organization ID's = 407 - Planned OA1's = 22 - Planned OA2's = None <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 = 10 Agency Data Outside of Primary Source System(s) = 1 Data Readiness/Cleansing Status: - Complete = 4 In Progress = 0 Not Started = 0 Not Applicable 2 <p>Reports = TBD</p>
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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.

FLHSMV Risks							
Critical Operational Elements	Risk Description	Status	Risk Rating	Mitigation/Response Strategy	Reporting Period Comments or Updates	Date of Status Change	Owner / Coordinator
Processes Technology Data	HSMV will need to update its scanning capabilities to include Florida PALM voucher schedule instead of FLAIR voucher schedule.	Open	6 (High/Medium)	HSMV will work with its vendor to modify scanned documents to include a Florida PALM voucher schedule once available.		10/29/24	Stephanie Cabrera / Melissa Groom
Technology	HSMV processes large volume of data through its FAME application (Revenue Distribution, WEX, Goodyear, PRIDE, etc.). It is imperative that the interfaces work properly when designed.	Open	3 (High/Low)	HSMV has been working with the Florida PALM team to identify which interface files should be used to send and obtain data between FAME and Florida PALM. HSMV has mapped its current FLAIR interface file to the Florida PALM interface file. HSMV has begun building a new interface file in preparation for interface testing in late 2024.	Updated start to building FAME interface file	06/27/24	Steve Burch / Mike Alexander / Nate Seabrooks

Technology	HSMV uses a mainframe application to process Hireback payroll outside of People First. HSMV needs to have the ability to process payments to multiple FHP Troopers for Hireback jobs worked at different hourly rates.	Open	3 (High/Low)	HSMV has met with Florida PALM staff to understand how Hireback pay will be processed. Florida PALM will create an interface (PRI005) that will be used by HSMV. HSMV is waiting to see for Segment IV discussion related to payroll to better understand how Hireback will work.	Updated for Segment IV	08/22/24	Mike Alexander / Daphne Dennis
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FLHSMV Issues

Critical Operational Elements	Issue Description	Status	Priority	Resolution Plan	Reporting Period Comments or Updates	Planned or Actual Resolution Date	Owner / Coordinator
People	FLHSMV has a large number of key vacancies within the Bureau of Accounting. Due to difficulties in filling these positions, FLHSMV will need to move duties performed by vacant positions to other employees reducing the amount of time that can be committed to complete Florida PALM Tasks.	Open	High - Impacts the ability of the agency to meet deadlines or milestones	HSMV will attempt to fill these positions.	Accounting has 10 vacant position and is authorized to fill 7 of these positions.	08/22/24	Steve Burch / Mike Alexander

FLHSMV Assumptions

Critical Operational Elements	Assumption	Status	Date Logged or Removed	Impacted Stakeholder(s) and/or System(s)	Reporting Period Comments or Updates
Data	Florida PALM will provide similar functionality as FLAIR@HSMV	Logged	08/31/23	All Accounting and Budgeting areas of HSMV	HSMV relies heavily on FLAIR@HSMV to query FLAIR data on a daily basis. Without a process to easily query data, it will have a significant impact on HSMV staff.
People Technology	Departmental technical resources will be available to update internal databases and reports for distributions from FRVIS to FAME for the new PALM Account codes.	Logged	08/31/23	Selected State Agencies, Not for Profit and, local governmental entities.	No Change
Processes	Florida PALM will create a voucher schedule similar to what is produced by FLAIR today. The Florida PALM voucher will provide the payee, date and amount paid, voucher number, and minimal Florida PALM account values being paid. This voucher schedule will be printed (or PDF) by FLHSMV and added to supporting documents to be scanned and retained.	Logged	10/31/23	Accounts Payable Section	State Agencies are required to produce vouchers for DFS audit and retain for documenting purposes.
Data	PAPS or similar report will be generated by PALM for Hireback payroll.	Logged	08/22/24	Payroll Section and Financial Accounting Section	This is needed for reimbursement of invoices from FDOT.

FLHSMV 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 Data	Discussed Budget Allotment Control Options	09/23/24	Budget staff	To provide information around decision-making for budget allotment control options in PALM, following the PALM Advisory Council Meeting on 9/18/2024.	
Processes Data	Discussed PALM Interface Testing Activities and timeline	09/24/24	CCN, Technical SMEs	Provided Interface Testing Activities and timeline of testing from PALM.	
People Processes	Review Segment IV process changes and role impacts to agency	10/09/24	Accounting and Budget Staff	Discuss impacts from Segment IV process models on agency processes. Also reviewed and discussed impacts from Segments I, II, III, IV in summary. Collaborated during meeting(s) and via followup communication to capture updates.	
Processes Data	Discuss Agency Interfaces	10/14/24	Accounting staff; Technical SMEs; PeopleFirst	Discuss FLHSMV interface(s) with PeopleFirst, particularly Hireback and proposed solution APS200/PRI005	Meeting included PeopleFirst, DMS, PALM, FLHSMV

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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FLHSMV Status Report Confirmation

Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
September - October 2024	Steve Burch	steveburch@flhsmv.gov	11/07/24
July - August 2024	Steve Burch	steveburch@flhsmv.gov	09/06/24
May - June 2024	Steve Burch	steveburch@flhsmv.gov	07/12/24
March - April 2024	Steve Burch	steveburch@flhsmv.gov	05/07/24
January - February 2024	Steve Burch	steveburch@flhsmv.gov	03/08/24