FWC Status Report Dashboard

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

Reporting Period

September - October 2024

Agency Sponsor

Jessica Crawford

CCN Composition	RW Task Completeness	RW Task Timeliness	Project-led Meeting Participation
The Change Champion Network dial reflects the completeness of your CCN makeup.	The Readiness Workplan Tasks Completeness dial reflects the completeness of your agency's submission of RW tasks, starting with RW Task 512.	The Readiness Workplan Tasks Timeliness dial reflect the timeliness of your agency's submission of all RW tasks to date.	The Participation dial reflects your agency's attendance at Project-led meetings during the current reporting period.

Change Champion Network:
- Unique Filled Role = 3
- Duplicate Filled Role = 13
- Vacant Role = 0

RW Task Completeness:

Score = 97.14%
- Submitted Complete = 39
- Submitted Incomplete = 0
- Completed After Submission = 3

RW Task Timeliness:

Score = 96.47%
- Submitted On Time = 62
- Submitted Late = 4
- Pending Submission = 0

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	09/27/24		Submission Complete	
Direct	Data	541-A	Complete Configuration Workbooks for Segment IV	07/22/24	09/06/24	100% - Submitted	08/28/24		Submission Complete	
N/A	Data	542	Complete Data Readiness Analysis and Data Cleansing Activities for Segment IV	07/22/24	10/18/24	100% - Submitted	10/18/24		Submission Complete	
N/A	Processes	543	Identify Change Impacts and Update Agency Business Process Documentation for Segment IV	07/22/24	10/18/24	100% - Submitted	10/18/24		Submission Complete	
N/A	Technology	544	Update Agency Business System Documentation for Segment IV	07/22/24	10/18/24	100% - Submitted	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	08/30/24		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	100% - Submitted	07/30/24	We do not have any agency business systems associated with Segment 3.	Submission Complete	07/30/24
Direct	People	549	Submit Training Survey	08/12/24	09/20/24	100% - Submitted	08/16/24		Submission Complete	
Indirect	People	536-B	Create Agency Specific User Acceptance Testing Plan	08/19/24	10/11/24	100% - Submitted	10/01/24		Submission Complete	
Direct	Data	541-C	Complete Configuration Workbooks for Segment IV	08/26/24	10/04/24	100% - Submitted	10/23/24	The FWC Position Funding spreadsheet has been updated with the missing values.	Submission Complete	10/31/24
N/A	N/A	551	Submit Bimonthly Agency Readiness Status Report	08/30/24	09/11/24	100% - Submitted	09/04/24		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	
Direct	Technology	550-B	Participate in Technical Meeting to Receive Credentials and Access	09/03/24	09/13/24	100% - Submitted	09/09/24		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	09/19/24		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	50% - In Progress				
N/A	People	559	Share Florida PALM Updates	10/14/24	10/25/24	100% - Submitted	10/14/24		Submission Complete	
N/A	Technology	561	Remediate Agency Business Systems based on Segment IV	10/21/24	03/14/25	50% - In Progress				
Direct	Data	555-B	Complete Data Cleansing Based on Mock Conversion 1 (CTC001, GMC001, and PCC002)	10/28/24	11/22/24	50% - In Progress				
N/A	N/A	562	Submit Bimonthly Agency Readiness Status Report	11/01/24	11/12/24	100% - Submitted	11/06/24		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	50% - In Progress				

People	Processes	Technology	Data
The staff and stakeholders affected by your agency's transition to Florida PALM.	The sequence of procedures to accomplish a business objective.	The applications or tools used to process, track, or report on financial operations.	Information used in or produced from an agency's financial business operations.

People

Implementation:

Planned Florida PALM End Users = 110

• Business Process Groupings = 10/13

Identified Subject Matter Experts = 13

• SMEs by Business Process Grouping

- Account Mgmt. and Financial Reporting = 4

- Accounts Receivable = 1

- Asset Accounting and Mgmt. = 2

- Banking = 3

- Budget Mgmt. and Cash Control = 3

- Contracts Mgmt. = 2

- Disbursements Mgmt. = 3

- Grants Mgmt. = 1

- Inter/IntraUnit Transactions = 4

- Payroll Mgmt. = 4

- Projects Mgmt. = 1

- Revenue Accounting = 1

- System Access and Controls = 2

Role Mapping = TBD

Training = TBD

Processes

Current-State:

Cataloged Business Processes = 109

• Related Business Systems = 3

• Related Reports = 3

• Documentation Status:

- Complete = 109 Partial = 0 Not Started = 0

Implementation:

Impacted Agency Business Processes = 109

• Related Business Process Groupings = 11

- Planned Spreadsheet Uploads = 0

• **Level of Impact: People Changes**

- High = 17 Medium = 5 Low = 63 None = 24 Uncertain = 0

• **Level of Impact: Processes Changes**

- High = 21 Medium = 32 Low = 31 None = 24 Uncertain = 0

• **Level of Impact: Technology Changes**

- High = 0 Medium = 9 Low = 35 None = 65 Uncertain = 0

• **Level of Impact: Data Changes**

- High = 8 Medium = 26 Low = 46 None = 28 Uncertain = 0

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

- Not Started = 0 In Progress = 0 Complete = 38

• **Segment III Documentation Update Status**

- Not Started = 0 In Progress = 0 Complete = 19

Technology

Current-State:

Cataloged Business Systems = 10

• Criticality:

- High = 7 Med = 3 Low = 0 None = 0

• Documentation Status:

- Complete = 10 Partial = 0 Not Started = 0

Cataloged Interfaces = 8

- Inbound Interfaces = 8

- Outbound Interfaces = 0

Implementation:

Business Systems Planned for Integration = 5

• **Segment I - Documentation Updates:**

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

• **Segment II - Documentation Updates:**

- Complete = 4 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 1

• **Segment III - Documentation Updates:**

- Complete = 0 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 5

Planned Interfaces = 3

- Inbound Interfaces = 0

- Outbound Interfaces = 3

Data

Current-State:

Unique FLAIR Data Elements = 113

• **Associated Unique Uses = 750**

- Continued Use - Yes = 700

- Continued Use - No = 0

• **Associated Business Systems = 34**

Cataloged Reports = 41

• Criticality:

- High = 32 Med = 8 Low = 1 None = 2

Implementation:

Segments I & II Planned Configurations = 6/9

• **Accounts Receivable (AR)**

- Planned Distribution Codes = 9

• **Asset Management (AM)**

- Planned Location Codes = 660

- Planned Associated Area ID's = None

• **Commitment Control (KK)**

- Planned Option = Option # 2 - Control

• **General Ledger (GL)**

- Planned Budgetary Value Combo Edits = 849

- Planned Local Funds = None

- Planned Organization ID's = 241

- Planned OA1's = 1

- Planned OA2's = None

Segment IV Planned Configurations

- Started = 1 Not Started = 1

Conversions & Data Readiness

• Conversions Needed = 11

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

• **Data Readiness/Cleansing Status:**

- Complete = 7 In Progress = 0 Not Started = 0 Not Applicable 0

Reports = TBD

Agency Reported

The Risks, Issues, Assumptions and Readiness Activities tables below display only items that were opened/logged, closed/resolved or active during the reporting period.

FWC Risks

Critical Operational Elements	Risk Description	Status	Risk Rating	Mitigation/Response Strategy	Reporting Period Comments or Updates	Date of Status Change	Owner / Coordinator
People	Limited subject matter expert (SME) availability	Open	6 (Medium/High)	1. Identify any planned schedule issues 2. Obtain and include backup resources in activities	No change	11/06/23	Laurie Kershaw
People	Team Attrition	Open	6 (Medium/High)	1. Ensure sufficient cross training in all project activities 2. Establish and enforce adequate documentation standards	No change	11/06/23	Laurie Kershaw
Processes Data	There is no communication plan between PALM, Enterprise systems and the agencies. FWC is unable to accurately define impacts to processes and potentially agency business systems.	Open	6 (High/Medium)	1. FWC Analysis, design, and system remediation is being based on calculated assumptions		09/20/24	Laurie Kershaw
People	Resistance to change	Open	4 (Medium/Medium)	1. Include impacted stakeholders early in the process and often 2. Educate the reason for the change and impact	No change	11/06/23	Laurie Kershaw
Technology	PALM interfaces are not fully designed/documented, and currently defined interfaces are subject to change. FWC is unable to accurately define impacts to our systems without complete specifications on the interfaces.	Open	4 (Medium/Medium)	1. FWC Analysis and design is being based on calculated assumptions	We reduce the risk rating on this item since most of the interfaces have been designed.	11/06/23	Laurie Kershaw

FWC Issues

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

FWC Assumptions

Critical Operational Elements	Assumption	Status	Date Logged or Removed	Impacted Stakeholder(s) and/or System(s)	Reporting Period Comments or Updates

	FWC Agency-Specific Readiness Activities					
Critical Operational Elements	Activity Description	Date(s)	Impacted Stakeholder(s) and/or System(s)	Objective	Reporting Period Comments or Updates	
People Processes Technology	Update Documentation	09/03/24		Update Documentation	Complete	
People Processes Technology	Mark Task Complete Smartsheet	09/06/24		Mark Task Complete Smartsheet	Complete	
People Processes Technology	Attend meeting	09/09/24	Florida PALM users	Attend meeting	Complete	
People Processes Technology	Mark Task Complete Smartsheet	09/10/24		Mark Task Complete Smartsheet	Complete	
People Processes Technology	**Complete Task 553 Prepare for Interface Testing**	09/16/24		Complete Task 553 Prepare for Interface Testing	Complete	
People Processes Technology	Task Assigned	09/16/24		Task Assigned	Complete	
People Processes Technology	**Complete Task 554 Participate in Connectivity Testing for Cycle 1 Interface Testing and Mock Conversion 1**	09/16/24		Complete Task 554 Participate in Connectivity Testing for Cycle 1 Interface Testing and Mock Conversion 1	Complete	
People Processes Technology	Task Assigned	09/16/24		Task Assigned	Complete	
People Processes Technology	Update Documentation	09/17/24		Update Documentation	Complete	
People Processes Technology	Perform needed testing	09/17/24		Perform needed testing	Complete	
People Processes Technology	Mark Task Complete	09/19/24		Mark Task Complete	Complete	
People Processes Technology	Mark Task Complete Smartsheet	09/20/24	Florida PALM users	Mark Task Complete Smartsheet	Complete	
People Processes Technology	Update Smartsheet	09/26/24	Florida PALM users	Update Smartsheet	Complete	
People Processes Technology	Task Due	09/27/24	Florida PALM users	Task Due	Complete	
People Processes Technology	Mark Task Complete Smartsheet	09/27/24	Florida PALM users	Mark Task Complete Smartsheet	Complete	
People Processes Technology	**Complete Task 555 Certify Data Readiness in Preparation for Mock Conversion 2**	10/07/24		Complete Task 555 Certify Data Readiness in Preparation for Mock Conversion 2	In Process	
People Processes Technology	Task A Assigned	10/07/24		Task A Assigned	Complete	
People Processes Technology	Update Documentation	10/08/24		Update Documentation	In Process	
People Processes Technology	Mark Task Complete in Smartsheet	10/11/24	Florida PALM users	Mark Task Complete in Smartsheet	Complete	
People Processes Technology	536-C Confirm business processes to be tested and identify UAT success criteria	10/14/24	Florida PALM users	536-C Confirm business processes to be tested and identify UAT success criteria	Complete	
People Processes Technology	**Complete Task 559 Share Florida PALM Updates**	10/14/24		Complete Task 559 Share Florida PALM Updates	Complete	
People Processes Technology	Update Documentation	10/14/24		Update Documentation	Complete	
People Processes Technology	Submit Documentation	10/15/24		Submit Documentation	Complete	
People Processes Technology	Mark Task Complete Smartsheet	10/18/24	Florida PALM users	Mark Task Complete Smartsheet	Complete	
People Processes Technology	Mark Task Complete Smartsheet	10/18/24	Florida PALM users	Mark Task Complete Smartsheet	Complete	
People Processes Technology	Mark Task Complete Smartsheet	10/18/24	Florida PALM users	Mark Task Complete Smartsheet	Complete	
People Processes Technology	Mark Task Complete Smartsheet	10/18/24	Florida PALM users	Mark Task Complete Smartsheet	Complete	
People Processes Technology	Mark Task Complete Smartsheet	10/18/24		Mark Task Complete Smartsheet	Complete	
People Processes Technology	**Complete Task 561 Remediate Agency Business Systems based on Segment IV**	10/21/24		Complete Task 561 Remediate Agency Business Systems based on Segment IV	In Process	
People Processes Technology	Complete agency business system internal build and unit testing activities based on agency business system documentation updates for Segment IV.	10/21/24		Complete agency business system internal build and unit testing activities based on agency business system documentation updates for Segment IV.	In Process	
People Processes Technology	Task B Assigned	10/28/24		Task B Assigned	Complete	
People Processes Technology	Update Documentation	10/29/24		Update Documentation	In Process	
People Processes Technology	Mark Task Complete Smartsheet	10/31/24		Mark Task Complete Smartsheet	Complete	

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]

Privacy Notice | Report Abuse

FWC Status Report Confirmation

Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
September - October 2024	Jessica Crawford	jessica.crawford@myfwc.com	11/06/24
July - August 2024	Jessica Crawford	jessica.crawford@myfwc.com	09/04/24
May - June 2024	Jessica Crawford	jessica.crawford@myfwc.com	07/02/24
March - April 2024	Jessica Crawford	jessica.crawford@myfwc.com	05/08/24
January - February 2024	Jessica Crawford	jessica.crawford@myfwc.com	03/06/24