Helpful Links	LEG Status Re	port Dashboard	Reporting Period September - October 2024				
ି Knowledge Center ୬ Florida PALM Workbook for LEG ୬ Readiness Workplan	supporting information with	Click on the various statistics or dials to view the supporting information within your agency's Smartsheet Florida PALM Workbook.					
CCN Composition	RW Task Completeness	RW Task Timeliness	Project-led Meeting Participation				
he 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 th current reporting period.				
Change Champion Network:	RW Task Completeness:	RW Task Timeliness:	Meeting Participation:				
Unique Filled Role = 14	Score = 76.67%	Score = 89.13%	Meetings Attended = 5				
Duplicate Filled Role = 10	Submitted Complete = 25	Submitted On Time = 45	Meetings Missed = 0				
Vacant Role = 0	Submitted Incomplete = 7	Submitted Late = 18					
	Completed After Submission = 4	Pending Submission = 4					

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 mpact	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	Pending Resubmission	05/13/24	Ongoing. Leg team will continue its efforts in ensuring the requirements of this task is complete prior to conversion. We hope to provide an anticipated completion date ASAP.	Submission Incomplete	10/18/24		
								Verified data cleansing files were transmitted and completed by DFS. This is complete.				
N/A	Technology	519	Remediate Agency Business Systems based on Segment I	01/29/24	06/28/24	25% - Beginning Initial Internal Meetings and Information Gathering		System build and test is an ongoing effort. As information is continuing to come regarding crosswalks and valid values, this will remain open until those actions are complete and systems are updated with appropriate changes.				
I/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		System build and test is an ongoing effort. As information is continuing to come regarding crosswalks and valid values, this will remain open until those actions are complete and systems are updated with appropriate changes.				
Direct	Data	541-A	Complete Configuration Workbooks for Segment IV	07/22/24	09/06/24	100% - Submitted	08/22/24	The AG's office is the only area that utilizes Project ID in FLAIR for the Legislature. It is used as a cost tracking mechanism. In discussion with the AG's office, it was decided we would not use the PC Module for Project ID tracking and instead use the OA2 chartfield with a smart coded number similar to how they use Project ID in FLAIR today. Therefore no conversion is needed.	Submission Complete	09/10/24		
Direct	Data	541-B	Complete Configuration Workbooks for Segment IV	07/22/24	09/06/24	100% - Submitted	09/12/24		Submission Complete			
I/A	Data	542	Complete Data Readiness Analysis and Data Cleansing Activities for Segment IV	07/22/24	10/18/24	50% - In Progress		Reviewing master balances to confirm cleansing.				
I/A	Processes	543	Identify Change Impacts and Update Agency Business Process Documentation for Segment IV	07/22/24	10/18/24	Pending Resubmission	10/18/24		Submission Incomplete			
N/A	Technology	544	Update Agency Business System Documentation for Segment IV	07/22/24	10/18/24	Pending Resubmission	10/18/24		Submission Incomplete			
Direct	Technology	545-A	Update and Finalize Florida PALM Conversion Inventory for Segment IV	07/22/24	10/18/24	Pending Resubmission	10/18/24		Submission Incomplete			
Direct	Technology	546	Update Florida PALM Interface Inventory for Segment IV	07/22/24	10/18/24	75% - Consolidating/Inputting Information for Submission		Pending meetings for EDR, and for AG's office to confirm what interfaces will be used.				
I/A	Technology	547	Remediate Agency Business Systems based on Segment III	07/22/24	12/13/24							
lirect	People	549	Submit Training Survey	08/12/24	09/20/24	100% - Submitted	08/22/24		Submission Complete			
ndirect	People	536-B	Create Agency Specific User Acceptance Testing Plan	08/19/24	10/11/24	Pending Resubmission	10/10/24		Submission Incomplete			
lirect	Data	541-C	Complete Configuration Workbooks for Segment IV	08/26/24	10/04/24	100% - Submitted	10/04/24		Submission Complete			
I/A	N/A	551	Submit Bimonthly Agency Readiness Status Report	08/30/24	09/11/24	100% - Submitted	09/12/24		Submission Complete			
I/A	N/A	552	Manage Agency Specific Implementation Schedule, Risks and Issues	08/30/24	10/31/24	100% - Submitted	10/28/24	Met internally on 10/28/2024 and reviewed Schedule and Risks and Issues documents. Updated documents attached.	N/A			
Direct	Technology	550-B	Participate in Technical Meeting to Receive Credentials and Access	09/03/24	09/13/24	100% - Submitted	09/06/24		N/A			

						Resubmission			Incomplete	
Direct	Technology	554	Participate in Connectivity Testing for Cycle 1 Interface Testing	09/16/24	10/04/24	100% - Submitted	10/10/24	Working with AG to complete this task, OLITS is 100% complete.		
Direct	Data	541-D	Complete Configuration Workbooks for Segment IV - General Ledger (GL)	10/07/24	11/01/24	50% - In Progress				
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	Pending Resubmission	10/17/24	Shared Quarterly newsletter with OLS Leadership and posted newsletter in OLS HR and F&A work areas on 10/15/2024.	Submission Incomplete	
N/A	Technology	561	Remediate Agency Business Systems based on Segment IV	10/21/24	03/14/25					
Direct	Data	555-B	Complete Data Cleansing Based on Mock Conversion 1 (CTC001, GMC001, and PCC002)	10/28/24	11/22/24					
N/A	N/A	562	Submit Bimonthly Agency Readiness Status Report	11/01/24	11/12/24	100% - Submitted	11/12/24		Submission Complete	
N/A	N/A	563	Manage Agency Specific Implementation Schedule, Risks and Issues	11/01/24	12/27/24					
Direct	Data	555-C	Complete Data Cleansing Based on Mock Conversion 1 (AMC001 and POC001)	11/08/24	12/06/24					

People

The staff and stakeholders affected by your agency's transition to Florida PALM.

Implementation:

Planned Florida PALM End Users = 48

• Business Process Groupings = 10/13

Identified Subject Matter Experts = 10

SMEs by Business Process Grouping

- Account Mgmt. and Financial Reporting = 4

- Accounts Receivable = 4

- Asset Accounting and Mgmt. = 4

- Banking = 3

- Budget Mgmt. and Cash Control = 4
- Contracts Mgmt. = 3
- Disbursements Mgmt. = 6
- Grants Mgmt. = 2
- Inter/IntraUnit Transactions = 3
- Payroll Mgmt. = 5
- Projects Mgmt. = 2 - Revenue Accounting = 4

- System Access and Controls = 4 Role Mapping = TBD

Training = TBD

Critical Operational

Elements

Risk Description

Processes

The sequence of procedures to accomplish a business objective

Current-State:

Cataloged Business Processes = 120

• Related Business Systems = 13

• Related Reports = 24 Documentation Status:

- Complete = 119 Partial = 0 Not Started = 0
- Implementation:

Impacted Agency Business Processes = 120

- Related Business Process Groupings = 7
- Planned Spreadsheet Uploads = 1
- Level of Impact: People Changes
- High = 0 Medium = 9 Low = 20 None = 38 Uncertain = 2
- Level of Impact: Processes Changes
- High = 0 Medium = 0 Low = 40 None = 27 Uncertain = 2
- Level of Impact: Technology Changes
- High = 0 Medium = 10 Low = 21 None = 38 Uncertain = 0
- Level of Impact: Data Changes - High = 0 Medium = 10 Low = 33 None = 26
- Uncertain = 0
- Segments I & II Documentation Update
 Status
- Not Started = 0 In Progress = 0 Complete = 69
- Segment III Documentation Update Status
- Not Started = 0 In Progress = 0 Complete =

Status Risk Rating

Technology

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

Current-State:

Cataloged Business Systems = 18

Criticality:

- High = 11 Med = 1 Low = 1 None = 1

Documentation Status:

- Complete = 12 Partial = 1 Not Started = 1

Cataloged Interfaces = 20

- Inbound Interfaces = 10

- Outbound Interfaces = 8

Implementation:

Business Systems Planned for Integration = 7

Segment I - Documentation Updates:

- Complete = 0 Updating = 1 Evaluating = 0 Not Started = 0 Not Needed = 6

 Segment II - Documentation Updates: - Complete = 0 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 7

Segment III - Documentation Updates:

- Complete = 0 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 7

Planned Interfaces = 23

- Inbound Interfaces = 12

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.

LEG Risks

Mitigation/Response Strategy

- Outbound Interfaces = 9

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

Current-State:

Unique FLAIR Data Elements = 136

Associated Unique Uses = 143

- Continued Use Yes = 14
- Continued Use No = 0
- Associated Business Systems = 14
- Cataloged Reports = 77

Criticality:

- High = 42 Med = 23 Low = 6 None = 0

Implementation:

Segments I & II Planned Configurations =

- Accounts Receivable (AR)
- Planned Distribution Codes = 1
- Asset Management (AM)
- Planned Location Codes = 87
- Planned Associated Area ID's = None
- Commitment Control (KK)
- Planned Option = Option # 1 Track with Budget
- General Ledger (GL)
- Planned Budgetary Value Combo Edits = 176
- Planned Local Funds = None
- Planned Organization ID's = 677
- Planned OA1's = 34

Reports = TBD

Reporting Period Comments or Updates

- Planned OA2's = None

Segment IV Planned Configurations

- Started = 2 Not Started = 0

Conversions & Data Readiness

Conversions Needed = 7

 Agency Data Outside of Primary Source System(s) = 1

Data Readiness/Cleansing Status:

Complete = 1 In Progress = 1 Not Started = 0 Not Applicable 1

Date of Status Change Owner / Coordinator

				LEG Issues			
Critical Operational Elements	Issue Description	Status	Priority	Resolution Plan	Reporting Period Comments or Updates	Planned or Actual Resolution Date	Owner / Coordinator
Technology	Reports - A great deal of management information is created (by reports) and distributed by FLAIR and RDS, as well as information to external users. These reports have been optimized over time to efficiently provide the information these users in a familiar format. The ability to create and distribute these financial reports in a useable format may be critical both within and external to the F & A office. Further, as it appears that PALM will use a skill set for reporting that the employees in the F&A office may not posses, if not mitigated, could have a significant impact on operations either within our external to the F & A office.	Open	High - Impacts the ability of the agency to meet deadlines or milestones	We have a "Leg Current State Report (Smartsheet)" containing current reports (updates continue as discovered), which DFS has asked for to possibly be provided by DFS or PALM either At Go-Live, Within 30 days of Go-Live, within 180 days of Go-Live, or later. None of these options allows for testing prior to Go- Live and thus could impact productivity either internal or external of the F & A Office. This may more likely be a state standard (more generic version of report to cover multiple agencies needs- similar to FLAIR approach when it was implemented). Train or hirer F & A employee with skill set to write or modify reports in PALM. Access other Legislative units who may have ability to create reports with PALM data (OAG or OLITS).		05/31/24	Mike Mentillo
Technology	Reports - Current staffing levels are based optimized use of FLAIR over the last 40 years developing efficiencies through both process knowledge and information reports. Both of these things are going to change which could impact current productivity of staff. The current report catalog (61 row is predominantly process reports for system functions, transactions in process, transactions, and reconciliations (which are necessary, however, very different from reports we use in FLAIR). The Report Catalog from 3-10-2022 was 415 lines and included many management reports. Reporting may be one of our larger change management issues both functional users and for internal and external users of financial information. Current Report examples in the PALM Reports Catalog are mostly reports for functional users involved in the business processes in PALM, and the reports very significantly from the reports we use today. This will present a significant change management issue but with the reports available well in advance of Go- Live, training and opportunities to use the reports in the sand box prior to Go- Live it should be able to be mitigated. Part Two: Internal and external users of financial information.	Open	Low - All impacts not listed as Critical or High	This is a training issue and can be accomplished through end user training and practice in the sand box.	Examples in report catalog are very different than reports we use in FLAIR. Why was the report catalog reduced so much?	05/31/24	Mike Mentilio

				LE	G Assu	mption	S				
critical Operational Iements			Date Log Remove		Impacted Stakeholder(s) and/or System(s)		Reporting Period Comments or Updates				
			LEG	GAgency-Sp	oecific	Readin	ess Activities				
Critical Operational Elements	Activity Description	older(s) and/or	Objectiv	Objective			Reporting Period Comments or Updates				
	Agency Spons	sor Confirmati	on					LEG S	tatus R	eport Confirmation	
					Reportin	g Period	Agency Sponsor Name:		Confirmed By:	Confirmation Dat	
	Sponsor, I understand my r	sibility for mon	itoring and		September - October 2024 Brendan Jon		s	jones.brendan@leg.state.fl.us	11/12/24		
	on my agency's readiness st					July - Au	gust 2024	Brendan Jones Brendan Jones Brendan Jones		jones.brendan@leg.state.fl.us	09/12/24
	cy of my agency's readiness					May - Ju	ne 2024			jones.brendan@leg.state.fl.us	07/12/24
						March -	April 2024			jones.brendan@leg.state.fl.us	05/15/24
Agency Spor	nsor Name: *					January	- February 2024	Lisa Swindle		mentillo.mike@leg.state.fl.us	03/04/24
Confirm ^a	*										
	Privacy Notice	e Report Abu	se								