

Helpful Links

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

SCS 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

Eric Maclure

CCN Composition



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

Change Champion Network:

- Unique Filled Role = 18
- 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 = 93.90%**
- Submitted Complete = 31
 - Submitted Incomplete = 0
 - Completed After Submission = 10

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 = 96.76%**
- Submitted On Time = 58
 - Submitted Late = 8
 - Pending Submission = 0

Project-led Meeting Participation



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

Meeting Participation:

- Meetings Attended = 5
- Meetings Missed = 0

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

RW Tasks - Completed or Open Items

Project Impact	Critical Operational Element	Task ID	Task Name	Task Planned Start Date	Task Planned End Date	Agency Reported Task Progress	Agency Submission Date	Status Comment	Project Verification of Completion	Agency Corrected Submission Date
N/A	Technology	531	Remediate Agency Business Systems based on Segment II	04/29/24	10/04/24	100% - Submitted	10/04/24		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	
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	11/05/24
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	10/18/24		Submission Complete	11/04/24
N/A	Technology	547	Remediate Agency Business Systems based on Segment III	07/22/24	12/13/24	50% - In Progress				
Direct	People	549	Submit Training Survey	08/12/24	09/20/24	100% - Submitted	09/20/24		Submission Complete	
Indirect	People	536-B	Create Agency Specific User Acceptance Testing Plan	08/19/24	10/11/24	100% - Submitted	10/14/24		Submission Complete	
Direct	Data	541-C	Complete Configuration Workbooks for Segment IV	08/26/24	10/04/24	100% - Submitted	10/04/24		Submission Complete	10/29/24
N/A	N/A	551	Submit Bimonthly Agency Readiness Status Report	08/30/24	09/11/24	100% - Submitted	09/09/24		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	10/31/24
Direct	Technology	550-B	Participate in Technical Meeting to Receive Credentials and Access	09/03/24	09/13/24	100% - Submitted	09/10/24		N/A	
Indirect	Technology	553	Prepare for Interface Testing	09/16/24	10/18/24	100% - Submitted	10/11/24		Submission Complete	
Direct	Technology	554	Participate in Connectivity Testing for Cycle 1 Interface Testing	09/16/24	10/04/24	100% - Submitted	10/04/24		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	10/25/24		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	11/07/24		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	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.
<p>Implementation:</p> <p>Planned Florida PALM End Users = 119</p> <ul style="list-style-type: none"> Business Process Groupings = 13/13 <p>Identified Subject Matter Experts = 9</p> <ul style="list-style-type: none"> SMEs by Business Process Grouping Account Mgmt. and Financial Reporting = 2 Accounts Receivable = 3 Asset Accounting and Mgmt. = 2 Banking = 1 Budget Mgmt. and Cash Control = 1 Contracts Mgmt. = 0 Disbursements Mgmt. = 2 Grants Mgmt. = 0 Inter/IntraUnit Transactions = 4 Payroll Mgmt. = 3 Projects Mgmt. = 0 Revenue Accounting = 3 System Access and Controls = 3 <p>Role Mapping = TBD</p> <p>Training = TBD</p>	<p>Current-State:</p> <p>Cataloged Business Processes = 32</p> <ul style="list-style-type: none"> Related Business Systems = 5 Related Reports = 32 <p>Documentation Status:</p> <ul style="list-style-type: none"> Complete = 32 Partial = 0 Not Started = 0 <p>Implementation:</p> <p>Impacted Agency Business Processes = 32</p> <ul style="list-style-type: none"> Related Business Process Groupings = 11 Planned Spreadsheet Uploads = 4 <p>Level of Impact: People Changes</p> <ul style="list-style-type: none"> High = 0 Medium = 4 Low = 26 None = 2 Uncertain = 0 <p>Level of Impact: Processes Changes</p> <ul style="list-style-type: none"> High = 0 Medium = 8 Low = 24 None = 0 Uncertain = 0 <p>Level of Impact: Technology Changes</p> <ul style="list-style-type: none"> High = 0 Medium = 8 Low = 24 None = 0 Uncertain = 0 <p>Level of Impact: Data Changes</p> <ul style="list-style-type: none"> High = 0 Medium = 0 Low = 32 None = 0 Uncertain = 0 <p>Segments I & II Documentation Update Status</p> <ul style="list-style-type: none"> Not Started = 0 In Progress = 8 Complete = 24 <p>Segment III Documentation Update Status</p> <ul style="list-style-type: none"> Not Started = 0 In Progress = 11 Complete = 21 	<p>Current-State:</p> <p>Cataloged Business Systems = 5</p> <ul style="list-style-type: none"> Criticality: High = 3 Med = 2 Low = 0 None = 0 <p>Documentation Status:</p> <ul style="list-style-type: none"> Complete = 5 Partial = 0 Not Started = 0 <p>Cataloged Interfaces = 3</p> <ul style="list-style-type: none"> Inbound Interfaces = 2 Outbound Interfaces = 1 <p>Implementation:</p> <p>Business Systems Planned for Integration = 4</p> <ul style="list-style-type: none"> Segment I - Documentation Updates: Complete = 2 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 0 Segment II - Documentation Updates: Complete = 2 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 0 Segment III - Documentation Updates: Complete = 2 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 0 <p>Planned Interfaces = 9</p> <ul style="list-style-type: none"> Inbound Interfaces = -2 Outbound Interfaces = 7 	<p>Current-State:</p> <p>Unique FLAIR Data Elements = 72</p> <ul style="list-style-type: none"> Associated Unique Uses = 72 Continued Use - Yes = 48 Continued Use - No = 0 <p>Associated Business Systems = 6</p> <p>Cataloged Reports = 48</p> <ul style="list-style-type: none"> Criticality: High = 3 Med = 27 Low = 6 None = 9 <p>Implementation:</p> <p>Segments I & II Planned Configurations = 6/9</p> <ul style="list-style-type: none"> Accounts Receivable (AR) Planned Distribution Codes = 7 Asset Management (AM) Planned Location Codes = 89 Planned Associated Area ID's = None Commitment Control (KK) Planned Option = Option # 1 - Track with Budget General Ledger (GL) Planned Budgetary Value Combo Edits = 285 Planned Local Funds = None Planned Organization ID's = 1046 Planned OA1's = 70 Planned OA2's = None <p>Segment IV Planned Configurations</p> <ul style="list-style-type: none"> Started = 1 Not Started = 1 <p>Conversions & Data Readiness</p> <ul style="list-style-type: none"> Conversions Needed = 9 Agency Data Outside of Primary Source System(s) = 1 <p>Data Readiness/Cleansing Status:</p> <ul style="list-style-type: none"> Complete = 5 In Progress = 0 Not Started = 0 Not Applicable 0 <p>Reports = TBD</p>

Agency Reported

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

SCS Risks							
Critical Operational Elements	Risk Description	Status	Risk Rating	Mitigation/Response Strategy	Reporting Period Comments or Updates	Date of Status Change	Owner / Coordinator
Processes	Allocation to Object Code. State Courts does not allocate to the Object Code level. This would be a severe impact to the Judicial Branch. Not only our process would be hugely impacted but also our need for additional FTE.	Open	9 (High/High)	We have verbalized to FL PALM the impact of this proposed change to the Judicial Branch. We are waiting for updates on the proposed design.	Allocation to the object code may not be necessary - check with PALM to validate this approach. - example: place "7" (expenses) value in the Account Code to satisfy the Object Code requirement		Budget
Processes	Warrant cancellation, On Demand and Salary refunds.	Open	9 (High/High)	We do not use. Setup a discussion with SCS HR to further identify any actions.	HR impact to be further flushed out Additional BPC resources have been added to assist with developing salary refunds, etc. as needed, continuing to monitor progress		Human Resources
Technology	SCS Access to PALM Application	Open	9 (High/High)	Leveraging PALM Website to establish an SCS & PALM functionality baseline. Waiting on PALM functionality updates around PALM Data Warehouse & reporting, then accessing the impact to SCS Tran History, & Enterprise system modification readiness.	Following up with PALM, other Agency contacts & Enterprise System contacts	10/30/24	OIT
Technology Data	FLAIR data conversion integrity & validation	Open	4 (Medium/Medium)	Working with PALM to see what resources & processes will be provided to SCSs to validate converted FLAIR data into PALM.	This was discussed during our 12/12/23 Touch Point meeting that we need assistance to convert our ORG Code listings. 7/19: Requested a joint SCS, PALM session	12/13/23	F&A, OIT and HR
People	Training for all stakeholders at deployment.	Open	4 (Medium/Medium)	We will take advantage of all available training provided by PALM Update our process and	Staff augmentation is in process		Finance & Accounting

				procedures. - Recruit staff augmentation resources to assist	Additional BPC resources have been added to assist with developing training materials as needed, continuing to monitor progress		
Processes	Statutory Compliance - Prompt Payments	Open	4 (Medium/Medium)	PALM to provide training to process Statutory Compliance - Prompt Payments - Reduce time involved to process batch approval processes for Statutory Compliance - Prompt Payments - Remediate process flow in PALM vs the current process flow	Further details will be flushed out as the SCS PALM solution design is further defined.		Finance & Accounting
Processes Technology	UAT Readiness: PALM application test cases & acceptance criteria defined, Enterprise system dependencies & readiness, extensive "negative path" testing, and UAT data synchronization plans with Agency Business Systems in order to conduct "round-trip" integration testing scenarios.	Open	4 (Medium/Medium)	SCS is focusing on ABS testing scenarios, defining where PALM can be leveraged, logging some SCS expectations for PALM.	Following up with PALM, other Agency contacts & Enterprise System contacts	10/30/24	Finance & Accounting, Budget, HR/Payroll, OIT
Processes	Proper documentation of current processes and procedures.	Closed	2 (Medium/Low)	Recruited & onboarded 1 PM & 2 BPCs to further define SCS business processes details through Fit-Gap activities.	Processes were updated to complete FL PALM TASK 328 - 3 additional resources added (1 PM, 2 BPC) - BPCs are currently performing Fit-Gap Analysis which includes interviewing SMEs "As-Is" processes to define Gaps, then mitigating them through integrating the functionality of PALM, modified Agency applications & Enterprise application designs.	10/30/24	SCS
People	Additional/adequate human resources for accounting roles	Open	1 (Low/Low)	Prepare LBR to request additional funding or FTE. Cross train employees to assume different work responsibilities.	This was discussed during our last touchpoint meeting 12/12/23 Cross Training is being evaluated along with current resource levels. Final action is to be determined	12/12/23	Finance & Accounting Chief and Budget Chief
People	Ongoing Communication about project	Open	1 (Low/Low)	Working Task 523 to document SCS communications. - Continue to meet with our SCS communication team to further define PALM communication campaign strategies, project messaging, delivery channels and schedules to PALM stakeholders	Planned bi-monthly SCS communication beginning 2024. Intranet updates. As PALM implementation comes closer, we will create a mass communication SCS campaign. - Met with our SCS communication team to define PALM communication campaign strategies, project messaging, delivery channels and schedules to PALM stakeholders		Finance & Accounting
Technology Data	Business system development and integration	Open	1 (Low/Low)	We develop as best as possible	Follow up with OIT (Brian)		Finance & Accounting, OIT
People Technology Data	SCS implementing a cloud environment to remediate our on-prem applications consisting of Transaction History, Payroll, and Contracts/Tracker applications; however, this has been delayed due resource allocation needs.	Closed	1 (Low/Low)	Train employees to use the new SCS Development/Cloud environment - Implement Cloud Best-Practices - Implement cloud environment & tools - Train staff on selected tools - Remediate our business systems with PALM - SCS will not need Cloud resources for 01/01/2026	Training is in process for the development team	09/04/24	OIT

SCS Issues							
Critical Operational Elements	Issue Description	Status	Priority	Resolution Plan	Reporting Period Comments or Updates	Planned or Actual Resolution Date	Owner / Coordinator
Processes Data	SCS needs the ARS timesheet requirements, reporting, integration and design specifications Consolidated into Issue 12	Closed	High - Impacts the ability of the agency to meet deadlines or milestones	Attended the PALM HR/Payroll workshops, SCS is: - Conducting internal design sessions to update processing procedures - SCS is waiting on PALM to provide answers to the following: (Sharan/Tina please provide items we are waiting on PALM to provide)	Conduct SCS impact discussions with HR, OIT & F&A	10/31/24	Human Resources
Processes Data	HRIS payroll reports not utilized to send data to PALM Consolidated into Issue 12	Closed	High - Impacts the ability of the agency to meet deadlines or milestones	Request payroll reports for SCS to be generated - LWOP, missing timesheet reports, over and under payment report	Need PALM reporting/data warehouse design information	10/31/24	Human Resources
Processes	Entering OPS paper timesheets, Shift and On-call payments into People First manually in the Alternate Time Entry screen Consolidated into Issue 12	Closed	High - Impacts the ability of the agency to meet deadlines or milestones	Request approval for OPS employees be allowed to use the HRIS system to submit timesheets.	SCS needs to validate SCS ARS (time reporting system) integration procedures with PALM HR/Payroll	10/31/24	Human Resources
Processes	LWOP entered as Unpaid hours in Alternate Time Entry screen when notified timely Consolidated into Issue 12	Closed	High - Impacts the ability of the agency to meet deadlines or milestones	We are still trying to figure out how this change will affect us. We are anticipating updates from FL PALM.		10/31/24	OIT
Technology Data	SCS needs to understand PALM's Interface API direction, plan & schedule so SCS can make design decisions based on the availability of APIs	Closed	High - Impacts the ability of the agency to meet deadlines or milestones	With the availability of APIs, SCS will have the option to implement Cloud API capabilities, without APIs - SCS will interface through flat file transfers	SCS currently implementing Cloud Platform capabilities. This information will help SCS to properly focus development resources.	09/04/24	OIT
Processes Technology Data	Consolidated Issue 2, 3, 4, 6, 7: SCS is adopting new PALM HR/Payroll processing requirements, designs, & reporting:	Open	High - Impacts the ability of the agency to meet deadlines or milestones	Attended the PALM HR/Payroll workshops, SCS is conducting internal design sessions to update processing procedures.	Validating updated processing with SCS HR, F&A, & OIT	10/31/24	HR/Payroll

	- Updating how to enter SCS ARS (Time Reporting System) into PALM - Updating how to enter SCS HRIS payroll reports into PALM - Updating available reports from PALM						
People Technology	Our Agency planned to develop API Interfaces in a cloud environment for remediating the Transaction History, Payroll, and Contracts/Tracker applications; however, this has been delayed due resource allocation needs.	Closed	Low - All impacts not listed as Critical or High	Having required resources available to perform cloud environment activities	No APIs will be available for 1/1/2026	09/04/24	OIT

SCS Assumptions

Critical Operational Elements	Assumption	Status	Date Logged or Removed	Impacted Stakeholder(s) and/or System(s)	Reporting Period Comments or Updates
Processes	Additional One-Time Payment function in HRIS will function the same	Logged	08/09/24	Separating, retiring, DROP entry, Overtime recipients	
Data	Payroll data will be transferred the way it is now, except the funding codes will be updated	Logged	08/09/24	Human Resources	
Processes	Alternate Time Entry screen will function the same	Logged	08/09/24	LWOP and OPS employees	

SCS Agency-Specific Readiness Activities

Critical Operational Elements	Activity Description	Date(s)	Impacted Stakeholder(s) and/or System(s)	Objective	Reporting Period Comments or Updates

Agency Sponsor Confirmation

As Agency Sponsor, I understand my role and responsibility for monitoring and reporting on my agency's readiness status. I have reviewed and confirmed the accuracy of my agency's readiness status as reflected in this dashboard.

Agency Sponsor Name: *

Confirm *

Submit

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SCS Status Report Confirmation

Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
September - October 2024	Eric W. Maclure, State	(macluree@fcourts.org)	11/06/24
July - August 2024	Eric W. Maclure, State	(macluree@fcourts.org)	09/09/24
May - June 2024	Eric W. Maclure, State	(macluree@fcourts.org)	07/10/24
March - April 2024	Eric W. Maclure, State	(macluree@fcourts.org)	05/10/24
January - February 2024	Eric W. Maclure, Interim	(macluree@fcourts.org)	03/06/24