

Helpful Links

[Dashboard Snapshots](#)
[Knowledge Center](#)
[Florida PALM Workbook for DEP](#)
[Readiness Workplan](#)

DEP 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 2025

Agency Sponsor

Darinda McLaughlin

RW Task Timeliness

Direct Impact Task Timeliness



Direct Impact Task Timeliness:

Score = 100%

Submitted On Time = 47

Submitted Late = 0

Pending Submission = 0

Other Task Timeliness



Other Task Timeliness:

Score = 99.87%

Submitted On Time = 77

Submitted Late = 1

Pending Submission = 3

RW Task Completeness

Direct Impact Task Completeness



Direct Task Completeness:

Score = 99.78%

Submitted Complete = 44

Submitted Incomplete = 0

Completed After Submission = 1

Other Task Completeness



Other Task Completeness:

Score = 100.00%

Submitted Complete = 50

Submitted Incomplete = 0

Completed After Submission = 0

The RW Task Timeliness dials reflect the timeliness of your agency's submission of all RW tasks based on the task due date. Calculations are based on all RW tasks to date.

The RW Task Completeness dials reflect the completeness of your agency's task submissions based on the task rubric. Calculations of task completeness includes all RW Tasks since RW 512.

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

Change Champion Network:

- Unique Filled Role = 20
- Duplicate Filled Role = 0
- Vacant Role = 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	75% - Consolidating/Inputting Information for Submission		DEP's current remediation schedule is prioritized based on the agency business system (ABS) tier. DEP's ABS remediation schedule continues to be adjusted to allow for interface updates posted to the knowledge center. Remediation is anticipated to be completed prior to PALM UAT.		
N/A	Technology	547	Remediate Agency Business Systems based on Segment III	07/22/24	12/13/24	50% - In Progress		DEP's current remediation schedule is prioritized based on the agency business system (ABS) tier. DEP's ABS remediation schedule continues to be adjusted to allow for interface updates posted to the knowledge center. Remediation is anticipated to be completed prior to PALM UAT.		
N/A	Technology	561	Remediate Agency Business Systems based on Segment IV	10/21/24	03/14/25	50% - In Progress		DEP's current remediation schedule is prioritized based on the agency business system (ABS) tier. DEP's ABS remediation schedule continues to be adjusted to allow for interface updates posted to the knowledge center. Remediation is anticipated to be completed prior to PALM UAT.		
Indirect	Processes	574	Prepare Documentation for User Acceptance Testing	06/02/25	12/19/25	75% - Consolidating/Inputting Information for Submission				
Direct	People	573-B	Complete and Submit End User Role Mapping Worksheet for remaining End Users.	07/14/25	12/19/25	50% - In Progress				
Direct	Data	587-A	Complete Data Cleansing Based on Mock Conversion 3	08/11/25	11/07/25	75% - Consolidating/Inputting Information for Submission				
Direct	Data	587-B	Complete Data Cleansing Based on Mock Conversion 3 – APC001 Suppliers	08/11/25	10/17/25	100% - Submitted	10/08/25		Submission Complete	
Direct	Data	587-C	Complete Data Cleansing Based on Mock Conversion 3 – PCC001 Projects	08/11/25	10/29/25	100% - Submitted	10/29/25		Submission Complete	
Direct	Data	661	Update Conversion Field Mapping	08/11/25	11/05/25	75% - Consolidating/Inputting Information for Submission				
Direct	Data	662	Submit Updated Configuration Workbooks	08/11/25	11/05/25	75% - Consolidating/Inputting Information for Submission				
N/A	N/A	617	Submit Rimonthly Agency Readiness	08/29/25	09/10/25	100% - Submitted	09/10/25		Submission	

			Status Report							Complete	
Indirect	N/A	664	Submit Monthly Progress Report - Testing	09/02/25	09/30/25	100% - Submitted	09/25/25			Submission Complete	
Direct	Data	662-A	Submit Updated Configuration Workbooks - State Program Selection for Budget Allotments	09/15/25	10/29/25	100% - Submitted	09/22/25			Submission Complete	
Indirect	N/A	665	Submit Monthly Progress Report - Testing	10/01/25	10/31/25	100% - Submitted	10/30/25			Submission Complete	
N/A	People	666	Share Florida PALM Updates	10/13/25	10/24/25	100% - Submitted	10/23/25			Submission Complete	
N/A	N/A	627	Submit Bimonthly Agency Readiness Status Report	11/03/25	11/10/25	100% - Submitted	11/04/25				
Indirect	N/A	667	Submit Monthly Progress Report - Testing	11/03/25	11/25/25						

Agency Reported

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

DEP Risks										
Status	Date Opened	Date Closed	Primary Risk Category	Risk Title	Trend	Risk Rating	Background	Monitor/Mitigation Plan/Resolution	Impact if Risk Becomes an Issue	Reporting Period Comments for Sep. - Oct. 2025
Open and Monitoring	11/04/24		Agency Business System	Timeline for ABS system testing and PALM UAT	Stable	9 (High/High)	PALM Process Changes were introduced in a staggered approach which impacted ABS Remediation efforts until PALM changes and impacts were completed. As a result some ABS remediation may not be fully completed until Interface testing which may not allow for all internal ABS testing to be completed prior to PALM UAT.	Continuing to monitor remediation progress. Remediation is anticipated to complete in advance of full UAT start date.	Will require ABS testing to be continued during UAT	ABS remediation is planned to be completed prior to PALM UAT.
Open and Monitoring	08/31/23		Staffing/Resource Availa	Loss of knowledge due to staff turnover and time to get added staff trained to meet expectations	Stable	6 (High/Medium)	Accounting for staff turnover that may occur during the implementation phase of the project.	Ensure job-specific processes are properly documented, staff are cross trained and backups are trained on processes.	Will require retraining of new resources and potential reshuffling of existing resources which could affect the agency's ability to meet critical deadlines	Vacant positions are being advertised and filled to meet staffing needs prior to PALM testing and implementation.
Open and Mitigating	11/20/24		User Acceptance Testing	PALM data availability for ABS testing of remediated applications	Increasing	6 (High/Medium)	Based on preliminary information about PALM's mock conversion data and configuration processes, agencies will not have access to PALM data files until full UAT in December 2025. Therefore, Agency will have to create sample files or sample data sets to mimic PALM data to test agency business systems and reports. Waiting for full UAT training with PALM files could create testing and remediation delays that would coincide with PALM UAT and agency training efforts.	DEP will establish a data strategy for testing based on the mock conversion and configuration data submitted to PALM. Additional mock files and data will have to be created where PALM does not have planned conversions. Sample test data will be created by using FLAIR data files mapped to PALM values. DEP will also establish testing scenarios and cases to ensure that transactions are posted correctly to the new Chart of Accounts and verifiable totals possible for new and old transactions based on reporting.	Will cause a delay in completing ABS testing activities and validating system processes and reports.	ABS integration testing is delayed due to ABS remediation and unit testing, PALM UAT delays, and incomplete conversion data for testing. DEP has created a ABS test environment to use PALM interface conversion information and mock data to use all available test data.
Open and Mitigating	11/20/24		Business Process Chang	Availability of reports through PALM	Increasing	6 (High/Medium)	PALM reporting information is being provided in a staggered cadence, with many reports dependent on the outcome of the data warehouse design which will extend report definitions and mockup completion into the Spring of 2025. Reports not provided by PALM, will require agency resources to build reports utilizing a mix of interface data and DW/BI custom reporting. There is a risk that agency reporting needs may not be identified until UAT, depending on when PALM releases DW/BI information to the agencies. Delayed identification of reports needed for PALM could cause additional strain on agency remediation schedules and the ability to provide management reporting needs in time for go-live.	DEP is monitoring changes to PALM reports through the knowledge center. DEP is now mitigating this by identifying critical reports that PALM will not provide or may be provided in the data warehouse. These critical reports will be developed in DEP applications.	Will require additional agency resources to build suitable reports for PALM using DW/BI and ABS systems data which could cause delays in critical information needs for management.	DEP is remediating internal FIN reports to ensure that the current unavailability of PALM DW/BI reporting does not affect reporting capability overall.
Open and Mitigating	09/06/24		Training	Training and Testing Resource	Increasing	6 (High/Medium)	Internal training efforts for agency users is dependent on agency	DEP will ensure that SME's are prepared for full UAT based on	SMEs would be unfamiliar with the new systems to confidently	DEP is using Pre-UAT to impart some knowledge to SME's who otherwise do not have access to the Pre-UAT

				Conflicts			dependent on agency SME's completing PALM system training and testing during UAT efforts, test ABS, develop agency training material, and being able to train agency end users while also being expected to conduct Full UAT.	pal m is based on process and role information from the knowledge center and Pre-UAT testing. ABS testing will begin prior to PALM UAT where possible. DEP PALM core team and training staff will provide support to SMEs for creating training materials and coordinating training sessions, in addition to coordinating testing efforts.	systems to completely complete UAT and unable to properly train end users, which would lead to incomplete and inaccurate UAT results. Invalid UAT results would potentially lead to an unsuccessful go-live.	not have access to the PALM environment and building its own training material. DEP is also leveraging the process steps and demo video training material that PALM has published for Pre-UAT.
Open and Monitoring	05/08/25		Business Process Chang	Changing Requirements and Impacts on Resources and Delivery	Increasing	6 (High/Medium)	High volume and impact changes to PALM processes and interfaces could negatively impact the agency's ability to remediate and test ABS prior to interface testing and UAT. Changes are anticipated to continue, though large volume or late developing updates in these areas have to be analyzed for impact and work redirected to change remediation and process knowledge efforts. Changes in requirements and replanning of activities due to unforeseen changes can lead to rescheduling of project activities. This can disrupt project flow, affect dependencies, and require changes to resource allocations in a short time leading to unforced errors, overloaded resources and delayed delivery schedules.	The agency will continue to monitor the PALM Change log and proactively seek to understand how to allocate resources and knowledge transfer across the agency (SMEs and End Users)	Business system remediation could be delayed or extended impacting interface testing and business system testing and preparedness. Additionally, impacts to role assignments and workload estimations could occur.	There has been additional Knowledge Center process changes material published by PALM for Pre-UAT that is being reviewed by DEP for impacts to understanding of PALM processes and transferring that knowledge to the SME's and End Users.
Open and Monitoring	05/02/25		Training	UAT Preparation and Readiness	Stable	4 (Medium/Medium)	The extended timeframe between design sessions and UAT and the unknown details of PALM training could lead to SMEs being unfamiliar with PALM processes and their affect on agency processes which could lead to inefficient or inaccurate end user training and testing. UAT preparation activities are dependent on agency staff reviewing knowledge center resources, using newly developed agency workgroup materials, and preparing testers for the PALM UAT testing process, updated agency processes, defect tracking, and coordinating ABS updates. The DEP PALM team will be responsible for ensuring SMEs and end users are equipped with the knowledge and information to be efficient and successful during UAT.	DEP is a member of the PALM workgroups that are producing UAT preparation materials and is developing tasks for SMEs to be prepared for UAT. The PALM core team is also creating reference guides based on PALM process steps to aid users ability to perform various tasks.	Lack of training and preparedness for testing and detailed PALM navigation and process steps could potentially affect the efficiency and effectiveness of SME UAT. This could lead to uncertainty and delays in preparing end users for testing and completing full integration testing.	Utilizing material from PALM Process steps and Collab material, DEP is beginning to create its own training material for SMEs and End Users

DEP Issues									
Status	Date Opened	Date Closed	Priority	Primary Issue Category	Issue Title	Background	Action Plan	Planned or Actual Resolution Date	Reporting Period Comments for Sep. - Oct. 2025

DEP Assumptions						
Critical Operational Elements	Assumption	Status	Date Logged or Removed	Impacted Stakeholder(s) and/or System(s)	Reporting Period Comments for Sep. - Oct. 2025	
People Processes Technology	Agency critical tier 1 and tier 2 processes and business systems are successfully tested with PALM UAT environment and have zero "critical" defects prior to recommending readiness for go-live.	Logged	06/30/25	All Tier 1, 2 and 3 systems and interfaces and DEP business processes affected by PALM.	Assumption remains	
People Processes Technology	Agency SME's are trained and ready to execute DEP and PALM processes in UAT prior to PALM Full UAT.	Logged	06/30/25	All SME's and end-users scheduled for training and end user testing. This impacts agency's ability to certify readiness for go-live by SG4 at the end of January 2026.	Assumption remains	
People Processes Technology	PALM process steps, navigation guides, and other UAT materials will be provided in a timely fashion in advance of end user UAT to allow SMEs to develop DEP training content for end users	Logged	06/30/25	SMEs would be required to create all PALM training materials and end users will be unable to effectively test PALM	Assumption remains	

	and more.			users to effectively test them functionality during the full UAT testing phase.	
People Processes Technology	Final changes to external systems such as MFMP, Works, STMS, People First and FACTS will be provided by the respective enterprise partners, along with process impacts, in advance of UAT, to allow time for specific content to be incorporated into DEP training.	Logged	06/30/25	SMEs would be required to create enterprise training materials and end users will be unable to effectively test enterprise systems functionality during the full UAT testing phase.	Assumption remains

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 Policy

Report Abuse

DEP Status Report Confirmation			
Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
September - October 2025	Shamara D. Bostic	shamara.bostic@floridadep.gov	11/04/25
July - August 2025	Darinda McLaughlin	darinda.mclaughlin@floridadep.gov	09/10/25
May - June 2025	Darinda McLaughlin	darinda.mclaughlin@floridadep.gov	07/10/25
March - April 2025	Darinda McLaughlin	darinda.mclaughlin@floridadep.gov	05/09/25
January - February 2025	Darinda McLaughlin	darinda.mclaughlin@floridadep.gov	03/10/25