

Helpful Links

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[Florida PALM Workbook for DLA](#)
[Readiness Workplan](#)

DLA 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

Vacant Vacant

RW Task Timeliness

Direct Impact Task Timeliness



Direct Impact Task Timeliness:
Score = 98.94%

- Submitted On Time = 41
- Submitted Late = 4
- Pending Submission = 1

Other Task Timeliness



Other Task Timeliness:
Score = 91.6%

- Submitted On Time = 67
- Submitted Late = 14
- Pending Submission = 0

RW Task Completeness

Direct Impact Task Completeness



Direct Task Completeness:
Score = 86.89%

- Submitted Complete = 28
- Submitted Incomplete = 3
- Completed After Submission = 14

Other Task Completeness



Other Task Completeness:
Score = 86.42%

- Submitted Complete = 37
- Submitted Incomplete = 2
- Completed After Submission = 14

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 = 12
- Duplicate Filled Role = 13
- 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
Direct	Technology	576	Complete Internal Agency Business System Test and Remediation to prepare for Cycle 2 - Technical Interface Testing	01/06/25	07/25/25	50% - In Progress		The file format has been identified and provided to Business Unit for Remediation. Testcases are in Progress.		
Indirect	Processes	574	Prepare Documentation for User Acceptance Testing	06/02/25	01/09/26	50% - In Progress				
Direct	People	573-B	Complete and Submit End User Role Mapping Worksheet.	07/14/25	12/19/25	75% - Consolidating/Inputting Information for Submission				
Direct	Data	587-A	Complete Data Cleansing Based on Mock Conversion 3	08/11/25	11/07/25	100% - Submitted	11/07/25			
Direct	Data	587-B	Complete Data Cleansing Based on Mock Conversion 3 – APC001 Suppliers	08/11/25	10/17/25	100% - Submitted	10/16/25		Submission Complete	
Direct	Data	661	Update Conversion Field Mapping	08/11/25	11/05/25	75% - Consolidating/Inputting Information for Submission			Task Closed - Submission Incomplete	
Direct	Data	662	Submit Updated Configuration Workbooks	08/11/25	11/05/25	100% - Submitted	11/04/25			
N/A	N/A	617	Submit Bimonthly Agency Readiness Status Report	08/29/25	09/10/25	100% - Submitted	09/10/25		Submission Complete	
Indirect	N/A	664	Submit Monthly Progress Report - Testing	09/02/25	09/30/25	100% - Submitted	09/30/25		Submission Complete	
Direct	Data	662-A	Submit Updated Configuration Workbooks - State Program Selection for Budget Allotments	09/15/25	10/29/25	100% - Submitted	10/09/25		Submission Complete	
Indirect	N/A	665	Submit Monthly Progress Report - Testing	10/01/25	10/31/25	Pending Resubmission	11/03/25		Submission Incomplete	
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	11/10/25			
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.

DLA 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 Mitigating	02/26/24		Staffing/Resource Availal	Loss of technical CNN participant	Increasing	9 (High/High)	The position is still vacant, creating a gap in support for F&A functions.	Backup technical CNN participant will need to take lead role. IT will be recruiting for replacement staff to support Finance & Accounting functions.	F&A tasks may face delays. affecting project deadlines and deliverables.	Risk remains open; risk continues to impact F&A timelines and deliverables.

Open and Mitigating	04/30/25		Role Mapping	Segregation of responsibilities with a Florida PALM user role.	Increasing	6 (Medium/High)	FLAIR user access allows the agency to restrict functions but Florida PALM user roles do not allow for restricting activities.	We need to determine if this will be a training issue or if responsibilities will need to be shifted to HR for payroll related activities.	HR will have to assume additional responsibilities.	Risk remains open.
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DLA 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
Open	12/20/24		Critical - Impacts the abil	Interface	Approval seeking on batch upload to Import process for supporting documents	The need for batch upload approval was identified to improve the efficiency of importing supporting documents.	If there is no project solution it will require considerable staff effort to complete the supporting docs	04/14/25	This issue is still open
Open	04/09/25		Critical - Impacts the abil	Business Process Chang	Manual payroll split for federal grants.	Manual process may be required to split payroll costs related to federal grants rather than utilizing Florida PALM payroll accounting functions.	We are hopeful that the future tasks will allow us to rectify the issue	09/25/25	Issue remains open.
Open	05/21/25		Critical - Impacts the abil	User Acceptance Testing	Data Warehouse	we have no way to test whether the new data warehouse will function the way that it does today because it's not available for us to test it.	We will explore optional reporting solutions.	06/30/26	No change in status this period.
Closed	08/20/25	09/15/25	Critical - Impacts the abil	Staffing/Resource Availa	Transition of Agency Sponsor Role	The current Agency Sponsor departed in early September, leaving a leadership gap.	The role of Agency Sponsor will be replaced by Senior Executive Staff from F&A to ensure leadership continuity and decision-making support.	09/30/25	Interim sponsor-Darlene managing responsibilities; leadership transition stabilized- issue can be closed.
Open	09/10/25		High - Impacts the ability	Conversion/Configuratio	Review and validation of extensive APLM Supplier file	The PALM Supplier file is significantly large, making it difficult for F&A staff to complete reviews within the required timeframe. This may impact timely validations and downstream processes.	Extend review timelines or allocate additional resources to ensure accurate validation of supplier data.	11/07/25	Supplier file review ongoing- monitoring continues.
Open	09/02/25		Low - All impacts not liste	Staffing/Resource Availa	Project Team Member out on extended FMLA who had expertise working with our grants and property areas.	This individual is currently the only person who handles our property inventory and works with the agency business system application that is a part of the inventory tracking. He is also the primary person for out grant reporting.	Key resource remains unavailable. Monitoring will continue until the individual returns or additional support is secured.	11/07/25	Monitor continues until resource returns from FMLA or backup support is provided.

DLA Assumptions					
Critical Operational Elements	Assumption	Status	Date Logged or Removed	Impacted Stakeholder(s) and/or System(s)	Reporting Period Comments for Sep. - Oct. 2025
Processes	Processes will require modification to accommodate new roles	Logged	09/07/23	Finance & Accounting	Assumption remains valid.
Data	Data field changes will impact systems	Logged	09/07/23	Finance & accounting, VANExt, EGrants, SQL reporting	Assumption continues.
People Processes Technology Data	Final build is complete and available for UAT and Interface Testing	Logged	12/20/24	Finance & accounting, VANExt, EGrants, SQL reporting	Assumption remains valid. UAT user story writing and validation activities are in progress.
Processes Data	Supplier records were added by DLA, but PALM and FLAIR outputs show discrepancies that need clarification.	Logged	09/10/25	Finance & Accounting	Assumption remains open.

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

DLA Status Report Confirmation			
Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
September - October 2025	Darlene Faris - Interir	darlene.faris@myfloridalegal.com	11/10/25
July - August 2025	Darlene Faris - Interir	darlene.faris@myfloridalegal.com	09/10/25
May - June 2025	Sabrina Donovan	sabrina.donovan@myfloridalegal.com	07/10/25
March - April 2025	Sabrina Donovan	sabrina.donovan@myfloridalegal.com	05/09/25
January - February 2025	Sabrina Donovan	sabrina.donovan@myfloridalegal.com	03/07/25