

RW Task Timeliness

Direct Impact Task Timeliness



Direct Task Completeness:

Score = 96.74%

Submitted On Time = 41
Submitted Late = 3
Pending Submission = 0

Other Task Timeliness



Other Task Timeliness:

Score = 89.63%

Submitted On Time = 66
Submitted Late = 15
Pending Submission = 0

Direct Impact Task Completeness



Direct Task Completeness:

Score = 77.21%

Submitted Complete = 21
Submitted Incomplete = 5
Completed After Submission = 17

Other Task Completeness



Other Task Completeness:

Score = 85.96%

Submitted Complete = 36
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.

Change Champion Network:

Unique Filled Role = 9
Duplicate Filled Role = 3
Vacant Role = 2

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

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
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	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	587-C	Complete Data Cleansing Based on Mock Conversion 3 – PCC001 Projects	08/11/25	10/29/25	100% - Submitted	10/28/25		Submission Complete	
Direct	Data	661	Update Conversion Field Mapping	08/11/25	11/05/25	100% - Submitted	11/05/25		Submission Complete	
Direct	Data	662	Submit Updated Configuration Workbooks	08/11/25	11/05/25	100% - Submitted	11/05/25			
N/A	N/A	617	Submit Bimonthly Agency Readiness Status Report	08/29/25	09/10/25	100% - Submitted	09/02/25		Submission Complete	09/10/25
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	10/28/25	Agency Backup Sponsor is also Comptroller and in the best position to validate need for state program in budgeting. In the interest of meeting the RW Task suspense, it was a more efficient use of time and resources to have the comptroller complete.	Submission Complete	10/30/25
Indirect	N/A	665	Submit Monthly Progress Report - Testing	10/01/25	10/31/25	100% - Submitted	10/27/25		Submission Complete	
N/A	People	666	Share Florida PALM Updates	10/13/25	10/24/25	100% - Submitted	10/24/25		Submission Complete	
N/A	N/A	627	Submit Bimonthly Agency Readiness Status Report	11/03/25	11/10/25	100% - Submitted	11/07/25			
Indirect	N/A	667	Submit Monthly Progress Report - Testing	11/03/25	11/25/25	25% - Beginning Initial Internal Meetings and Information Gathering				

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.

DOE 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	07/02/25		Staffing/Resource Availa	Operational Staff Turnover - General	Stable	4 (Medium/Medium)	Staff turnover is an ever-present risk and is especially significant when contemplating a	Mitigate. Ensure job-specific processes are documented and generic enough to	Delays could occur.	Several key SMEs have left the agency lending support to maintaining this risk as open and mitigating.

							new financial platform.	permit retraining of new, incoming staff.		
Open and Mitigating	07/15/25		Interface	Weak integration plan between legacy agency systems and PALM	Stable	4 (Medium/Medium)	Current agency systems may not align or integrate cleanly with PALM data structures or workflows.	Mitigate: Continue to evaluate ABS during PALM testing.	Delays in data flow and reporting; potential data loss or duplication.	API002 tested and returned with significant errors.
Open and Monitoring	07/15/25		Training	No training plan or materials provided for end users	Increasing	4 (Medium/Medium)	Training needs assessment not conducted; PALM training assets not yet distributed.	Monitor. Coordinate with PALM training team; develop internal training schedule and delivery method.	Low adoption, user errors, and surge in post-go-live support needs.	Project training resources insufficient.
Open and Mitigating	07/29/25		Role Mapping	SMEs and UAT	Increasing	4 (Medium/Medium)	SMEs have limited availability or unclear responsibilities for test participation.	Mitigate. Establish SME commitment calendar with sponsor oversight.	Insufficient test coverage and validation of configurations.	Will re-evaluate as Online UAT commences.
Open and Monitoring	07/29/25		Staffing/Resource Availa	Overlapping UAT and Training Development	Increasing	4 (Medium/Medium)	Critical path activities such as SME testing and internal training design are scheduled simultaneously.	Monitor. Separate workstreams with distinct leads and buffer schedules.	Reduced availability of key resources and delays in readiness activities.	Will re-evaluate as Online UAT commences.
Open and Mitigating	07/29/25		Conversion/Configuration	Data Integrity Issues During FLAIR-to-PALM Conversion	Increasing	4 (Medium/Medium)	Data extracted from the legacy FLAIR system may be incomplete, inconsistent, or poorly structured, posing conversion challenges.	Mitigate. Perform multiple test conversions and reconciliations; involve business SMEs to verify data mapping accuracy.	Financial records may be inaccurate, requiring extensive reconciliation and delaying go-live.	Many inconsistent messages from project regarding conversion and data cleansing. Still waiting on an answer to question on special characters.
Open and Mitigating	11/22/24		Staffing/Resource Availa	The project is leans on one or two key people who possesses the primary knowledge of the business applications. If these individuals become unavailable (due to illness, departure, or other reasons), there is a risk of project delays, errors, and reduced efficiency in resolving technical or operational challenges.	Stable	3 (High/Low)	Matt has extensive knowledge of the Comptroller's business applications. The staff that backs Matt up knowledge of the applications are limited and would cause delays if the Matt becomes unavailable.	Mitigate: 1.) Knowledge Sharing: Implement regular knowledge-sharing sessions to distribute expertise among team members. 2.) Documentation: Develop comprehensive documentation for business applications, ensuring critical knowledge is stored and accessible. 3.) Cross-Training: Train other team members to create redundancies in expertise. 4.) Backup Plans: Establish a clear plan for knowledge transition and business continuity. 5.) Mentorship Programs: Pair the individual with a mentee who can gradually acquire similar expertise. By addressing this risk proactively, the project can reduce its dependency on a single resource and ensure continuity.	-Delays in project timelines due to the lack of expertise available to address critical issues. -Reduced quality of deliverables due to incomplete understanding of business applications. -Increased operational and knowledge transfer costs if the individual exits or is unavailable. -Potential for project failure in critical phases where the knowledge is essential.	Several key SMEs have left the agency lending support to maintaining this risk as open and mitigating.
Open and Mitigating	01/07/25		Agency Business System	ABS Applications (FLAGS, Deposit, Indirect Cost and PARS) risk being not ready for UAT and go-live due to insufficient remediation.	Stable	2 (Medium/Low)	DOE has encountered development delays resulting from moving interface file standards with the Project and lacked one developer for applications.	Monitor. Prioritize Applications: Assess and prioritize applications based on criticality and impact. Focus remediation efforts on the highest-risk applications first; Reallocate resources: Identify and allocate resources from less critical projects or consider temporary hires/contractors to bolster the team; implement phased rollout: Consider a phased rollout approach where non-critical features are delayed to allow for necessary remediation; Conduct regular progress reviews: Implement weekly check-ins to monitor remediation progress and adjust resources as needed.	Significant delays could occur	Two occurrences in September.
Open and Mitigating	07/29/25		Business Process Chang	Moderate OCM efforts.	Stable	2 (Medium/Low)	Organizational Change Management efforts have been minimal, risking user adoption and SME readiness.	Mitigate. Accelerate internal OCM activities, engage leadership, deliver targeted messaging.	Delayed adoption and lack of preparedness during implementation.	Developed survey and provided OCM materials.
Open and Mitigating	07/29/25		Interface	ABS and interface compatibility with PALM	Stable	2 (Medium/Low)	Interfaces and legacy systems may fail to transmit or receive PALM-compatible data.	Mitigate. System integration testing, interface validation, early defect tracking.	Critical data failures during financial processing or reporting.	API002 tested and returned with significant errors.
Open and Mitigating	07/29/25		Staffing/Resource Availa	Competing Responsibilities for Key Roles During Testing	Increasing	2 (Low/Medium)	Key agency staff fulfilling Project Team roles (e.g., BAS, Liaisons, Workgroups) are also managing core business responsibilities, limiting availability for PALM testing and training.	Mitigate. Secure dedicated time allocations through resource management planning and escalate conflicts to Sponsor for prioritization.	UAT execution may be delayed or insufficient, leading to missed defects and rework.	Will re-evaluate as Online UAT commences.
Open and Mitigating	07/15/25		Role Mapping	PALM roles	Decreasing	1 (Low/Low)	Agency not yet focused	Mitigate. Schedule role-	Users receive incorrect	Continuing to emphasize role mapping.

in ongoing				not yet aligned to agency job functions			on solidifying role-mapping effort.	mapping session and communicate responsibilities.	permissions, reducing efficiency or creating access issues.	
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DOE 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
Closed	09/05/25	09/25/25	Critical - Impacts the abil		API002 Interface file transmittal from DOE to PALM not being received correctly by PALM Project.	A core requirement of ABS-PALM interface testing is the transmittal of ABS-generated interface file getting picked up from PALM server for processing. The agency has the responsibility to ensure file is placed in the correct folder on the PALM server and PALM Project the responsibility for correctly picking up that file.	DOE has initiated communication with PALM development team to seek resolution to API002 reaching the correct location and PALM picking up that file from the location.	09/19/25	Missing file at location issue identified on 9/4/2025.
Closed	09/19/25	11/04/25	High - Impacts the ability	Conversion/Configuration	Project not answering question regarding special characters approved in Knowledge Center.	Reviewed the KC article and noted that UTF-8 to ASCII(ANSI) conversion of underscores and spaces is acceptable in text fields, such as descriptions. Consolidated error report reflects a large number of API errors related to invalid characters in long and short descriptions, even though the characters in the field(s) are acceptable.	Relayed concern to Project on September 19th and followed-up on September 23rd. No answer provided as due dates for tasks loom. Agency will follow instructions in KC.	10/17/25	Initiated

DOE 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	All staffing needs will be met to complete the project	Logged	03/03/25	Leadership	Monitoring
People	The PALM central project team will provide deadlines, templates, and support for key deliverables.	Logged	07/15/25	SMEs, Leadership, End Users	Monitoring
People Processes	Business process knowledge is fragmented but recoverable through interviews and document reviews.	Logged	07/15/25	SMEs, Leadership, End Users	Monitoring
People	Current lack of OCM effort is due to oversight, not resistance.	Logged	07/15/25	SMEs, Leadership, End Users	Monitoring
Processes Data	The division has access to or can obtain relevant FLAIR documentation and historical process flows.	Logged	07/15/25	SMEs, Leadership, End Users	Monitoring
People Processes	End-user community is unaware of upcoming changes and will require structured, repeated communication.	Logged	07/15/25	SMEs, Leadership, End Users	Monitoring
People Processes Technology Data	Data conversion from FLAIR will rely heavily on existing systems and internal technical SMEs.	Logged	07/15/25	SMEs, Leadership, End Users	Monitoring
People Processes Technology Data	UAT will require active participation from functional staff.	Logged	07/15/25	SMEs, Leadership, End Users	Monitoring
People Processes	PALM stakeholders will respond positively to constructive engagement.	Logged	07/15/25	SMEs, Leadership, End Users	Monitoring

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 *

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DOE Status Report Confirmation			
Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
September - October 2025	Suzanne Pridgeon	suzanne.pridgeon@fldoe.org	11/07/25
July - August 2025	Suzanne Pridgeon	suzanne.pridgeon@fldoe.org	09/05/25
May - June 2025	Suzanne Pridgeon	suzanne.pridgeon@fldoe.org	07/18/25
March - April 2025	Suzanne Pridgeon	suzanne.pridgeon@fldoe.org	05/12/25
January - February 2025	Suzanne Pridgeon	suzanne.pridgeon@fldoe.org	03/12/25