

RW Task Timeliness

Direct Impact Task Timeliness



Direct Impact Task Timeliness:

Score = 97.86%

Submitted On Time = 36

Submitted Late = 4

Pending Submission = 0

Other Task Timeliness



Other Task Timeliness:

Score = 71.77%

Submitted On Time = 48

Submitted Late = 31

Pending Submission = 0

RW Task Completeness

Direct Impact Task Completeness



Direct Task Completeness:

Score = 90.48%

Submitted Complete = 35

Submitted Incomplete = 2

Completed After Submission = 5

Other Task Completeness



Other Task Completeness:

Score = 89.80%

Submitted Complete = 44

Submitted Incomplete = 3

Completed After Submission = 4

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 = 3

Duplicate Filled Role = 11

Vacant Role = 0

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	50% - In Progress		SMEs working on documenting different testing scenarios and gathering data for test scenarios.		
Direct	People	573-B	Complete and Submit End User Role Mapping Worksheet for remaining End Users.	07/14/25	12/19/25	100% - Submitted	10/28/25	Confirmed with SMEs that the updates have been completed.		
Direct	Data	587-A	Complete Data Cleansing Based on Mock Conversion 3	08/11/25	11/07/25	100% - Submitted	10/29/25	Confirmed with SMEs that the updates have been completed.		
Direct	Data	587-B	Complete Data Cleansing Based on Mock Conversion 3 – APC001 Suppliers	08/11/25	10/17/25	100% - Submitted	09/11/25	Confirmed with JN that suppliers were listed and confirmed with RW, RP, &FF for the agency supplier record.	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	Confirmed with CE and SF that the updates have been completed.	Submission Complete	
Direct	Data	661	Update Conversion Field Mapping	08/11/25	11/05/25	100% - Submitted	10/29/25	Confirmed with SMEs that the updates have been completed.	Submission Complete	
Direct	Data	662	Submit Updated Configuration Workbooks	08/11/25	11/05/25	100% - Submitted	10/29/25	Confirmed with the SMEs that the updates have been completed. Updated SpeedKey configuration to include PCard SpeedKey.	Submission Complete	
N/A	N/A	617	Submit Bimonthly Agency Readiness Status Report	08/29/25	09/10/25	100% - Submitted	09/09/25	TJ submitted the bimonthly report.	Submission Complete	
Indirect	N/A	664	Submit Monthly Progress Report - Testing	09/02/25	09/30/25	100% - Submitted	09/29/25	Confirmed with TJ that the status report was submitted.	Submission Complete	
Direct	Data	662-A	Submit Updated Configuration Workbooks - State Program Selection for Budget Allotments	09/15/25	10/29/25	100% - Submitted	10/29/25	Confirmed with TJ that the selection was made.	Submission Complete	
Indirect	N/A	665	Submit Monthly Progress Report - Testing	10/01/25	10/31/25	100% - Submitted	10/29/25	Confirmed with TJ that the report was submitted.	Submission Complete	
N/A	People	666	Share Florida PALM Updates	10/13/25	10/24/25	100% - Submitted	10/24/25	Sent quarterly newsletter out to SMEs, End Users, and other Agency Stakeholders.	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.

DOEA 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	09/05/24		Conversion/Configurator	Data Clean Up	Decreasing	4 (Medium/Medium)	While cleaning up existing data, making sure new data entered meets PALM requirements for conversion. This was Risk 4 from the	Reviewing conversion inventory carefully to minimize post go-live clean up. Communicating new requirements to staff. Also working with	Inflated workload post go-live for Agency staff.	Reviewing how the change in go-live date impacts the Agency data needs for conversion.

							RISK 4 FROM THE archived Risk log.	ALSO WORKING WITH contracted staff to aid in the clean up of data.		
Open and Monitoring	10/21/25		Training	Lack of information on PCard Works	Increasing	4 (Medium/Medium)	This risk is to document the concern about the lack of information being shared by the PCard Works vendor regarding the coming changes due to Florida PALM. Other vendors (STMS and MFMP) have had meetings on a regular basis regarding the PALM Changes. The concern is that the Department won't be able to create training documents and test scripts for that system in a timely manner (i.e. the training documentation gets communicated to end users after go-live or a few weeks before go-live).	Regularly communicate with the PALM project on the status of the PCard Works.	The Department won't be able to create training documents and test scripts for that system in a timely manner (i.e. the training documentation gets communicated to end users after go-live or a few weeks before go-live).	Receiving updates from the Project via Advisory and ESC meetings.
Open and Monitoring	09/10/23		Business Process Change	Streamlining Manual Processes	Stable	2 (Low/Medium)	Agency has been dependent on manual and/or outdated processes prior to data entry currently in FLAIR. This is replacing Risk 1 from the archived Risk log.	Having internal cross-functional meetings to reduce dependencies on manual/physical processes.	Minimal impact - more work for the training team and staff to learn in tandem with new system.	Implementing process changes to reduce reliance on manual/paper processes.

DOEA 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	01/16/24		Low - All impacts not listed	Staffing/Resource Availability	Multiple Position Vacancies	Have vacancies and new hires leading to knowledge gaps and increased workload on existing staff	Actively filling positions, training new hires, and continuing to update desk procedures to make sure they are up to date.	06/30/26	Continuing to fill vacancies are being filled and train new hires.	

DOEA Assumptions					
Critical Operational Elements	Assumption	Status	Date Logged or Removed	Impacted Stakeholder(s) and/or System(s)	Reporting Period Comments for Sep. - Oct. 2025

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

DOEA Status Report Confirmation			
Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
September - October 2025	Teresa Johnson	johnsont@elderaffairs.org	11/07/25
July - August 2025	Teresa Johnson	johnsont@elderaffairs.org	09/09/25
May - June 2025	Teresa Johnson	johnsont@elderaffairs.org	07/09/25
March - April 2025	Teresa Johnson	johnsont@elderaffairs.org	05/09/25
January - February 2025	Teresa Johnson	johnsont@elderaffairs.org	03/10/25