



FLORIDA PALM DEP Change Champion Network

Division of Administrative Services
Florida Department of Environmental Protection

May 21, 2024



AGENDA

FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION

- PALM Project Timeline
- PALM Survey Results
- PALM Updates
- Division Readiness
- PALM Resources





PALM Timeline

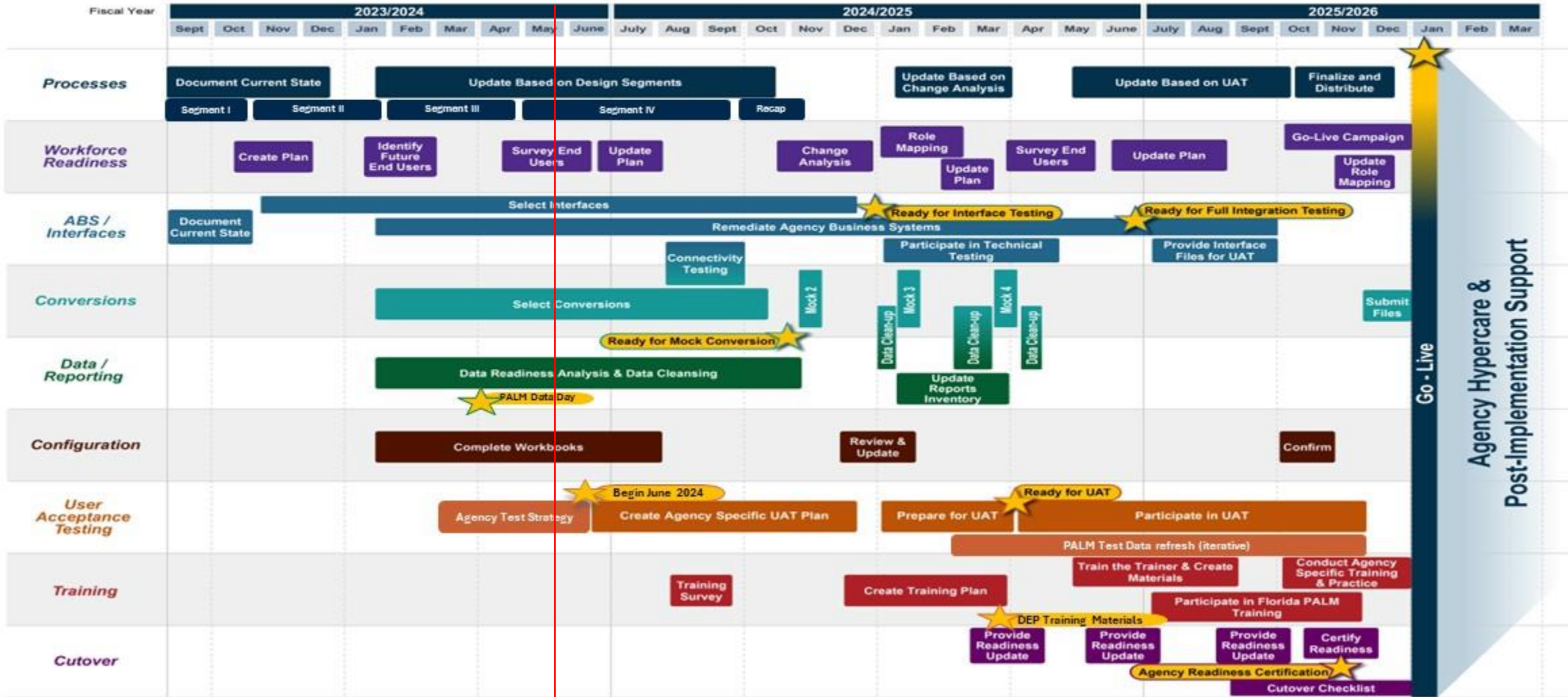


PALM Project Timeline - Roadmap

FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION

Florida PALM
Planning, Accounting, and Ledger Management

Agency Implementation Roadmap

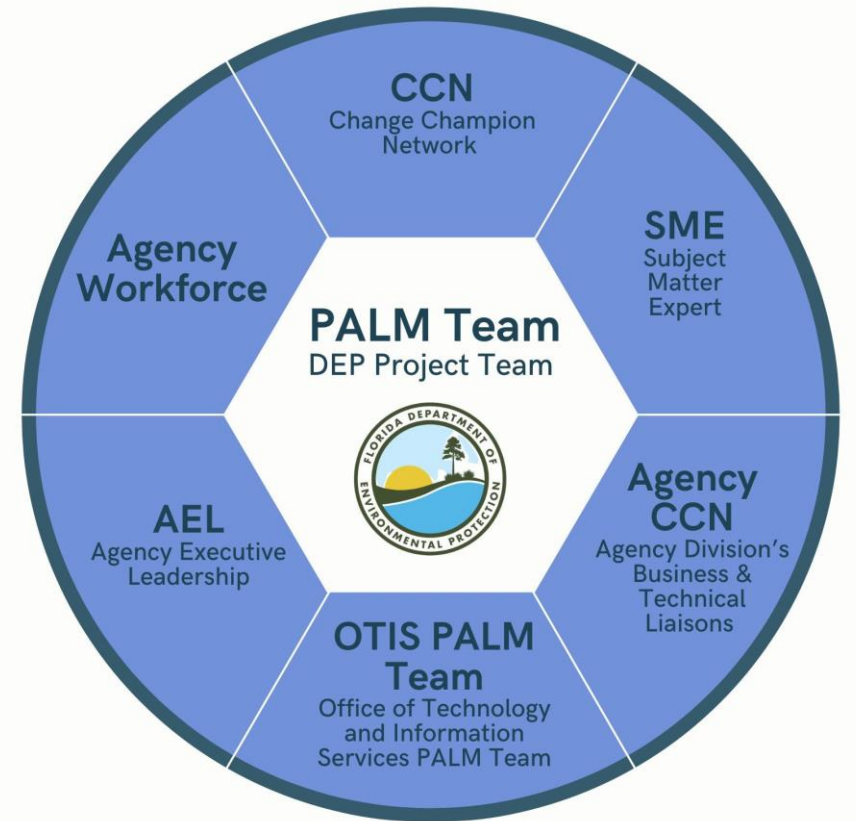




PALM Project Timeline - Implementation

FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION

- Admin business system remediation – Started!
- Division system remediation – 3-4 months!
- Complete initial configuration – 3 months!
- Complete process updates – 5 months!
- Complete initial conversions – 6 months!
- User acceptance testing – 11 months!
- Train the trainer begins – 12 months!
- **Go live – 20 months!**





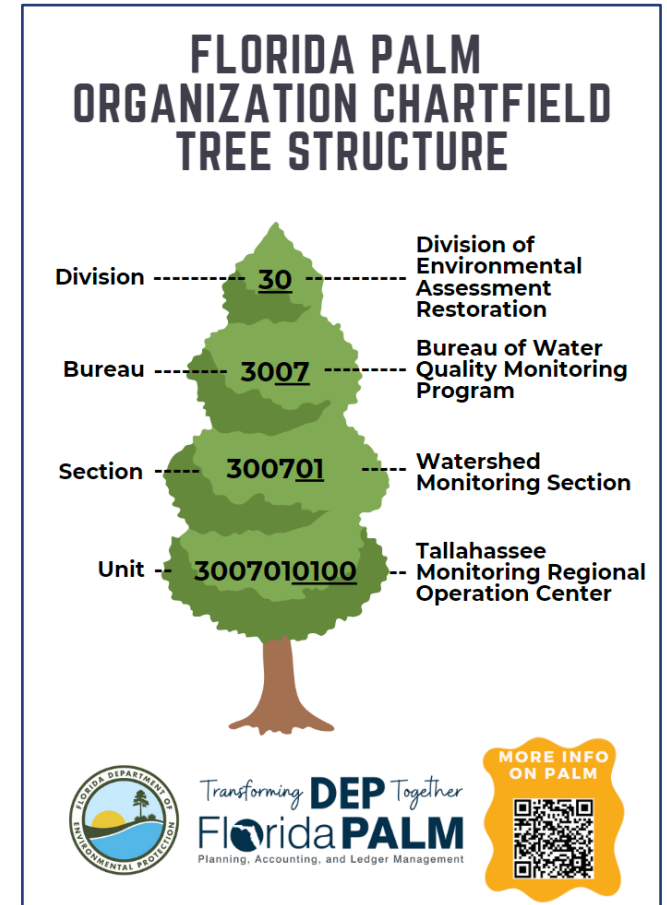
PALM Survey Results



PALM Updates – Data Cleansing

FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION

- FLAIR Organization Code
 - Reduced number of values from 509 to 290
 - Restructured values
 - Standardized titles
 - Planned implementation - 7/1/2025
 - Eliminating use of following codes - 7/1/2024
 - OTIS shared and split cost (111)
 - Shared savings reserve (777)
 - OPS health insurance reserve (888)
 - Uncommitted budget reserve (999)



[PALM Proposed Organization Codes](#)



PALM Updates



PALM Updates – Data Cleansing

FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION

- Account Code
- OCA/Module
 - Reduced number of values by 94
- Project ID
 - PALM Project ID (ex. 37XXXXXXXXXXXXXX)
 - Consolidating FLAIR project numbers
 - PALM Project category & subcategory

Project 15 characters	Activity 15 characters	Source Type 5 characters	Project Category 5 characters	Subcategory 5 characters
37XXXXXX	09 (Construction)	FF01 (Forever Florida)	XXXXX	XXXXX

- Hard Coded Values



PALM Updates – Business Systems

FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION

- CRA
 - Analyzing system functions and PALM requirements
 - Beneficial system updates
- ELFF (contract invoicing & invoice approval)
 - Individual invoice submission
 - DFS payment requirements
- Billing and Collections





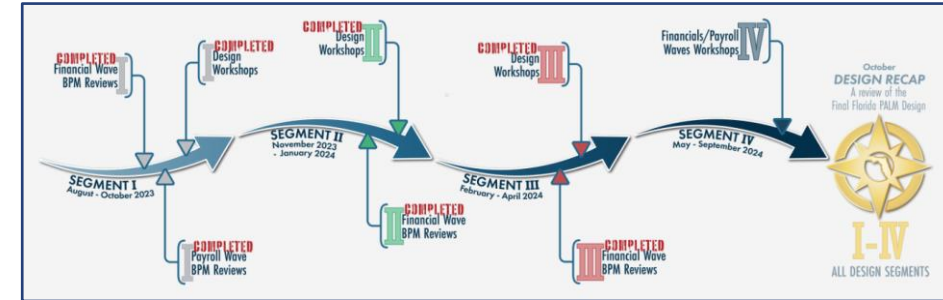
PALM Updates - Activities

FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION

- PALM Process & Design Meetings
 - July 2024 – Project Costing & Accounts Payable
 - August 2024 – Asset Management & Payroll
 - September 2024 – Certified Forward & Financial Services

- DEP Readiness Activities
 - Data cleanup, configuration, and mapping
 - Documenting gap analysis & changes to business processes
 - Impacts & updates resulting from business systems retirement
 - Analysis of current DEP reports & PALM reports

- Development of the DEP PALM test plan



Readiness Tasks	
Total	164
Completed	32
Remaining	132



Division Readiness



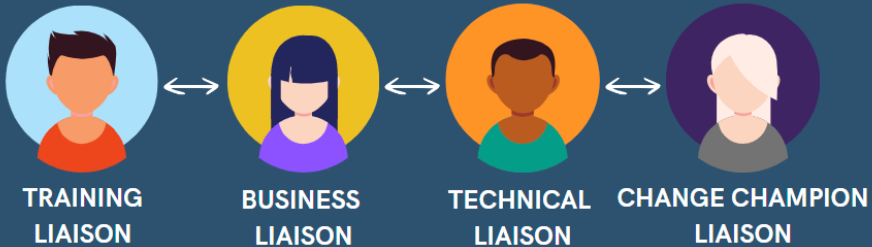
Division Readiness

FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION

PALM TEAM, ADMINISTRATIVE SERVICES & OTIS



DIVISION CCN



DIVISION STAFF

- **Change Champion Liaison**
 - Champion the implementation of Florida PALM in their division
 - Assist liaisons with identifying change impacts to people, process, technology, and data elements, and the approach and process to manage them
- **Training Liaison**
 - Support and coordinate implementation of agency training requirements
 - Help identify end user gaps in knowledge, skills, and abilities and help develop division specific training needs



Division Readiness – System Remediation

FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION

- Business System Remediation
 - To begin late summer 2024
 - Finalizing priority and scheduling of remediation activity
 - Systems Impacted
 - [Division Business System Listing](#)



Division Readiness - Communications

FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION

Comm Plan Grid								
Communication Title	Communication Details	Communication Date	Format	Owner	Recipient/ Attendees	Frequency of Communication	Tasks Associated	Notes
	<i>Brief description of the contents/purpose of this communication?</i>	<i>Start Date of Initial Communication</i>	<i>Example: Email, In-person meeting, Presentation, ect.</i>	<i>Who is responsible for the communication</i>	<i>Who will receive the communication</i>	<i>How often is the Communication happening?</i>	<i>Resulting Actions/Tasks Associated</i>	<i>Notes relating to this communication</i>
Division Staff Meeting	Shared preliminary PALM info with Staff at full division meeting.	4/29/2024	In-person meeting	CCN Business Liaison	All division staff	ADHOC	NA	Provided link to PALM depnet site as resource for future information
Business System PALM Planning	Technical liaison met with OTIS division staff to discuss remediation needs of division business system	4/4/2024	Teams meeting	CCN technical Liaison	Business system users OTIS	ADHOC	OTIS - Documenting current BS Users - Data changes	Follow up meeting set for 5/2/2024
DEP PALM Team updates	Email to relevant staff on information shared by the DEP PALM team	6/1/2024	Email	CCN Org Change Liaison	Relevant Division staff	As Needed	NA	

Communication spreadsheet can be found in your [Division Folder](#)
PALM team will be monitoring spreadsheets quarterly

- Who are you communicating with?
- What are you sharing?
- Where/How is the information being shared?
- When did it happen?





PALM Resources



PALM Resources

FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION

- [PALM Resource Page](#)
- [CCN SharePoint Page](#)
- [PALM Project Page](#)
- [PALM Knowledge Center](#)

RESOURCES - FINANCE AND ACCOUNTING

Florida PALM Project

Transforming **DEP** Together
Florida PALM
Planning, Accounting, and Ledger Management

Transforming the Future Together

Project Timeline

July 2022, April 2023, Jan 2024, April 2024, Sept 2024, Jan 2025, April 2025, July 2025, Dec 2025, Jan 2026, July 2026, Jan 2027

Requirements Review, Financials & Payroll Go-Live, ASR Support

MyFloridaCFO

Florida PALM

CHECK OUT WHAT'S NEW!

Preparing for Florida PALM Design Workshops

What are design workshops and why are they important to us?
Who should attend and what are our expectations of them?
What will they be held and what sort of time should we set aside?
What are resources that we can refer to to prepare ourselves?

Begin your journey today!

Design Meetings, Timeline, Knowledge Center, Florida PALM Access, Sandbox, Solution Center Ticket

END USER SUPPORT, AGENCY READINESS, ESC/OVERSIGHT, TRAINING, MEETINGS & WORKSHOPS, PALMcast, CHART OF ACCOUNTS, BUSINESS PROCESSES, REPORTING, SECURITY, INTERFACES, KNOWLEDGE CENTER

SharePoint

DEP Change Champion Network for Florida PALM Project

Home, PALM Project Home Page, Agency Readiness, Site activity Log, PALM Team, Published Documents, Meetings & Workshops, Recycle bin, Edit

Florida PALM Overview Video, [CLICK HERE](#) to watch.

PALM Quick Links

PALM Knowledge Center, Florida PALM FAQs

KNOWLEDGE CENTER

Welcome to the Florida PALM Knowledge Center

The Florida PALM Knowledge Center serves as the central hub of information that helps agencies quickly and effectively adopt Florida PALM at Financials and Payroll Wave by providing quick access to the design of the system. As the Project moves through the design phases, check back for additional content.

EXPLORE ON YOUR OWN, ADVANCED SEARCH

Getting Started, Business Processes, Reports, Interfaces, Conversions, Configurations, System Access and Controls



PALM Resources – Communications

FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION

- [PALM Organization ChartField Tree Structure](#)
- [Chart of Account Bookmark](#)
- [PALM Project Information](#)

FLORIDA PALM ORGANIZATION CHARTFIELD TREE STRUCTURE

Division --- 30 --- Division of Environmental Assessment Restoration

Bureau --- 3007 --- Bureau of Water Quality Monitoring Program

Section --- 300701 --- Watershed Monitoring Section

Unit --- 3007010100 --- Tallahassee Monitoring Region Operation Center

Transforming DEP Together
Florida PALM
Planning, Accounting, and Ledger Management

Florida PALM to FLAIR Chart of Accounts

Florida PALM ChartFields (Max Character Length)	FLAIR Data Elements
Business Unit (5)	OLD
Organization (10)	Organization (Org Code)
Fund (5)	GAAP Fund Type (GF)
Account (6)	State Fund Type (SF)
State Program (10)	Fund Identifier (FI)
Budget Entry (8)	OL Code
Category (6)	Object Code
Project (10)	State Program
Contract (10)	Budget Entry (BE)
Grant (5)	Internal Budget Indicator (IB)
Other Accumulator (OAA) (5)	Category (CAT)
Other Accumulator (OAZ) (10)	Year (YR)
	Project Identifier
	Contract Number
	Grant Identifier
	Other Cost Accumulator (OCA)

Legend

Statewide	Met by Other System Functionality
Business Unit Specific	Available in a Florida PALM ChartField
SCAN ME	29 Digit FLAIR Code

WHAT IS FLORIDA PALM?

Florida PALM is a business transformation project that will replace FLAIR, which provides all of the State of Florida's Financials, Payroll, and Financial Data Warehouse activities.

STATEWIDE SYSTEMS

Statewide systems including PCard Works, MyFloridaMarket Place (MFMP), and Statewide Travel Management System (STMS) will be changing.

SAVE THE DATES

Testing: Spring 2025
Training: Summer 2025
Go Live: January 2026

THE DEP PALM RESOURCE PAGE TO LEARN MORE ABOUT THE BUSINESS PROCESSES AND TECHNOLOGY TOPICS INVOLVED IN THE FLORIDA PALM PROJECT.

SCAN HERE



PALM Resources

FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION

Transforming **DEP** *Together*

FloridaPALM

Planning, Accounting, and Ledger Management



THANK YOU

Division of Administrative Services
Florida Department of Environmental Protection

Contact Us
DAS_PALM@FloridaDEP.gov

FDEP PALM Project Resource Webpage
<https://www.floridadep.net/resources/florida-palm-project>