

Overview

Agencies will use Smartsheet to report:

- Agency-specific risks and issues as described in their Risks and Issues Management Plan.
- Agency assumptions informing the agency’s readiness approach.

To collect this agency-specific information, the following worksheets are made available in each agency’s Status Reporting folder in Smartsheet: Agency Risks, Agency Issues, and Agency Assumptions. Agencies should use these sheets for status reporting. The confirmed data relevant to the reporting period will be displayed in the “Agency Reported” section of the Dashboard. The information in the below sections provides guidance for completing the worksheets, as well as the Agency Sponsor Confirmation section of the Dashboard.

Risks and Issues

Agencies must actively identify, manage, and report Florida PALM-related readiness risks (or opportunities) and issues using the approach or process described in their Agency-Specific Risks and Issues Management Plan. Risks should be logged and tracked in the Agency Risk sheet in Smartsheet.

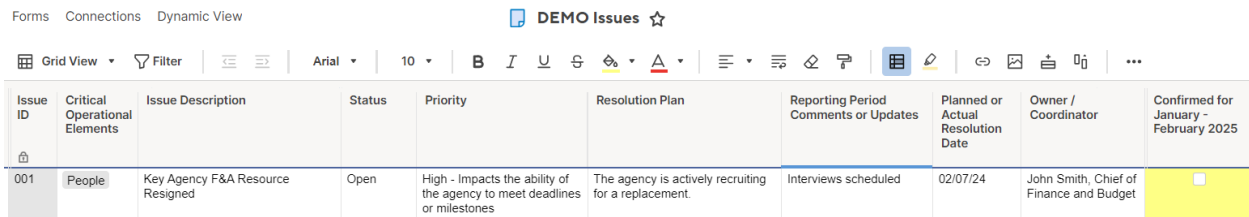
Risk ID	Critical Operational Elements	Risk Description	Status	Impact Rating	Probability Rating	Risk Rating	Mitigation/Response Strategy	Reporting Period Comments or Updates	Date of Status Change	Owner / Coordinator	Confirmed for January - February 2025
001	Technology	Grant Tracking System remediation will not be completed in time to perform testing with Florida PALM	Open	High (3) - Extensive impact	High (3) - Likely to occur often or soon	9 (High/High)	A contract amendment is being developed to update requirements (scope) to the current agreement with the vendor.	Contract amendment in progress	03/01/24	John Smith, Chief of Finance and Budget	<input checked="" type="checkbox"/>

Figure 1: DEMO Risks Sheet in Smartsheet

Agency Risks Smartsheet Columns

- **Risk ID** – Unique identifier systematically added when a new risk is logged and the worksheet is saved (no action required by the agency)
- **Critical Operational Element** – Identify which of the four categories the risk is related: People, Processes, Technology, or Data
- **Risk Description** – Provide a brief description of the identified risk (or opportunity)
- **Status** – Indicate whether the risk is open or was closed during the period
- **Impact Rating** – Select the impact (severity) of the task
- **Probability Rating** – Select the probability (likelihood) of the task
- **Risk Rating** – The sheet will assign a risk rating based on the Impact Rating and Probability Rating (See the [supplemental risk and issues scoring document](#) for additional guidance)
- **Mitigation / Response Strategy** – Describe your agency’s approach to addressing the risk to keep the risk from becoming an issue
- **Reporting Period Comments or Updates** – Describe any changes to the risk during this reporting period or provide a description of the assessment of the risk during this period
- **Date of Status Change** – Include the date the risk was opened or closed
- **Owner/Coordinator** – Identify the primary risk owner or coordinator within your agency
- **Confirmed for ‘Reporting Period’** – Confirm that the status and related information for each risk is accurately reflected for the reporting period by adding a checkmark

In the Agency Issues sheet in Smartsheet, include any “realized” risks or known issues that impact your agency’s readiness journey.



Issue ID	Critical Operational Elements	Issue Description	Status	Priority	Resolution Plan	Reporting Period Comments or Updates	Planned or Actual Resolution Date	Owner / Coordinator	Confirmed for January - February 2025
001	People	Key Agency F&A Resource Resigned	Open	High - Impacts the ability of the agency to meet deadlines or milestones	The agency is actively recruiting for a replacement.	Interviews scheduled	02/07/24	John Smith, Chief of Finance and Budget	<input checked="" type="checkbox"/>

Figure 2: DEMO Issues Sheet in Smartsheet

Agency Issues Smartsheet Columns

- **Issue ID** – Unique identifier systematically added when a new issue is logged and the worksheet is saved (no action required by the agency)
- **Critical Operational Element** – Identify which of the four categories the issue is related: People, Processes, Technology, or Data
- **Issue Description** – Provide a brief description of the identified issue
- **Status** – Indicate whether the issue is open or was closed during the period
- **Priority** – Include the priority for the issue (see the [supplemental risk and issues scoring document](#) for additional guidance)
- **Resolution Plan** – Describe your agency’s approach to addressing the issue
- **Reporting Period Comments or Updates** – Describe any changes to the issue during this reporting period or provide a description of the assessment of the issue during this period
- **Planned or Actual Resolution Date** – Indicate the date the issue is expected to be addressed or has been addressed
- **Owner/Coordinator** – Identify the primary issue owner or coordinator within your agency
- **Confirmed for ‘Reporting Period’** – Confirm that the status and related information for each issue is accurately reflected for the reporting period by adding a checkmark

NOTE: *In accordance with the 2024-2025 Implementing Bill, Agency Project Sponsors must provide a bimonthly status report to the Florida PALM Executive Steering Committee (ESC) providing information “on the activities and ongoing work within the agency to prepare their systems and impacted employees for the deployment of the Florida PALM System.” To meet this requirement, your agency must maintain relevant information for each risk and issue in the Reporting Period Comments or Updates columns in Smartsheet.*

Assumptions

Assumptions describe what your agency believes to be true and play an essential role in developing your risk management approach. They are expected events or circumstances during your transformation journey, are based on your experience or the information available at hand and may or may not end up being true. Assumptions should be realistically analyzed as they can sometimes be false and may negatively affect your efforts, adding risk. Therefore, identifying and communicating assumptions throughout your readiness journey allows your agency and stakeholders to better understand the basis for your approach and can help avoid or reduce risks associated with the assumption turning out differently.

In the Agency Assumptions sheet in Smartsheet, include a list of assumptions that impact your agency's readiness journey.

Assumption ID	Critical Operational Elements	Assumption	Status	Date Logged or Removed	Impacted Stakeholder(s) and/or System(s)	Reporting Period Comments or Updates	Confirmed for January - February 2025
001	People Processes Technology	The agency will be able to access Administered Funds to support readiness activities if needed.	Logged	03/01/24	All agency business systems		<input type="checkbox"/>

Figure 3: DEMO Assumptions Sheet in Smartsheet

Agency Assumptions Smartsheet Columns

- **Assumption ID** - Unique identifier systematically added when a new assumption is logged and the worksheet is saved (no action required by the agency)
- **Critical Operational Element** – Identify which of the four categories the assumption is related: People, Processes, Technology, or Data
- **Assumption** – Include a description of the expected event or circumstance
- **Status** – Indicate whether the assumption is open or was closed during the period
- **Date Logged or Removed** – Include the date the assumption was opened or closed
- **Impacted Stakeholder(s) and/or System(s)** – List each system that is affected by the assumption and each stakeholder or stakeholder group that may be impacted by the assumption
- **Reporting Period Comments or Updates** – Include additional pertinent information regarding the assumption (optional)
- **Confirmed for 'Reporting Period'** – Confirm that the status and related information for each assumption is accurately reflected for the reporting period by adding a checkmark

Agency Sponsor Confirmation

For each reporting period, Primary Agency Sponsors must review all Dashboard information and provide confirmation that the data represented is accurate. If updates are needed to the Dashboard, the supporting agency Smartsheet should be updated, as appropriate, prior to submission of confirmation. To submit the Dashboard, Primary Agency Sponsors will provide their name, select the box to confirm the Dashboard, and then select the submit button. Upon submission, a confirmation status will appear in the Status Report Confirmation section.

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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DEMO Status Report Confirmation

Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:

Figure 4: Agency Sponsor Confirmation Section of Dashboard