

Task Instructions

Task ID: 514

Task Name: Complete Data Readiness Analysis and Data Cleansing Activities for Segments I and II

Task Start Date: January 29, 2024

Task Due Date: April 12, 2024

Task ID: 517

Task Name: Update Florida PALM Conversion Inventory for Segment II

Task Start Date: January 29, 2024

Task Checkpoint: March 1, 2024

Task Due Date: April 12, 2024

This document combined the task instructions for the above two tasks related to Segments I and II, since the effort to prepare for conversion activities (Task 517) requires agencies to ready their data (Task 514). These tasks for subsequent Segments will be released similarly. An overview and guidance for completing both tasks is listed below.

Task Descriptions

517 - Review Segment II resources; identify and document conversion needs for Florida PALM implementation.

514 - Review Segment I and Segment II resources for change impacts to agency data and evaluate current state data readiness. Create an agency data cleansing plan and complete data cleansing activities.

Task Overview

Agencies are responsible for evaluating and managing their data to ensure agency readiness for conversion activities. In these tasks, you are being asked to complete the following steps:

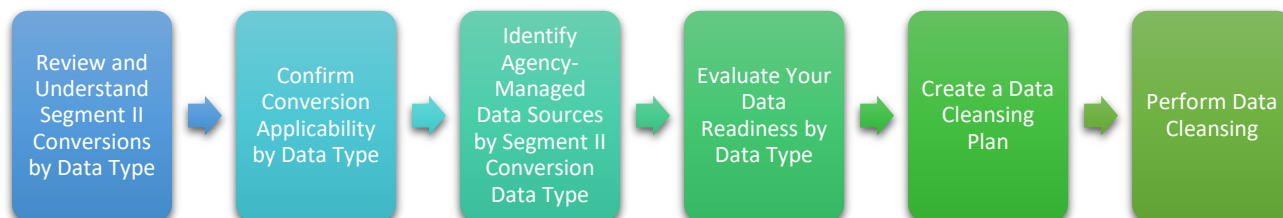


Figure 1: Task Activity Overview

Data readiness means that records are accurate, complete, valid, current, and reconciled to appropriate sources.

Conversion refers to the activities of transforming legacy data and loading it to Florida PALM.

Florida PALM will convert legacy data from FLAIR, enterprise systems, and agency business systems to populate opening balances in the General Ledger and the data needed to support operations. To ensure that your agency data is readily available on day one of go-live with the Financials and Payroll Waves (January 2026), you must:

1. Identify where your agency-managed data is currently housed, including:
 - FLAIR;

- enterprise system; and / or
 - any agency business systems.
2. Ready the data by September 2024 for mock conversion activities by analyzing and cleansing the current data (e.g., remove all unnecessary files)
 - Future RW Task 555 – Certify Data Readiness in Preparation for Mock Conversion 2 (September 30, 2024 – November 8, 2024)
 3. Maintain data readiness until final conversion at go-live
 - Future RW Task 636 – Submit Final Conversion Files to Florida PALM for Go-Live (December 29, 2025 – January 2, 2026)

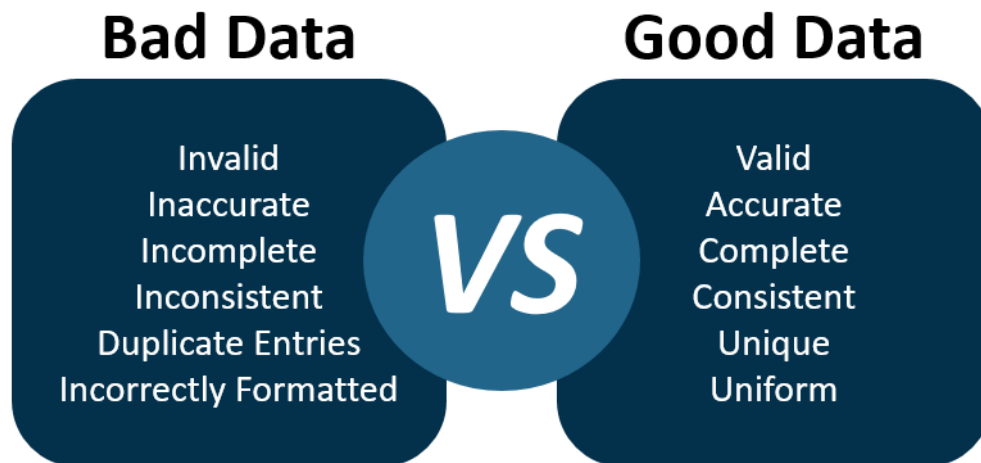


Figure 2: Bad Data vs Good Data

Data cleansing is an ongoing process that you currently do at your agency. Agencies should be monitoring and managing their data and records on an ongoing basis. Currently, your agency does this most significantly during year-end annual closing activities, but similar efforts are needed on an ongoing basis to detect and correct any errors or issues within the agency records. In Florida PALM, agencies will continue these activities as part of the monthly period close processes.

Cleansing your agency’s data in its current state must be completed before conversion activities begin in November 2024. You must ready the data that is managed by your agency, this includes agency managed data in FLAIR, enterprise systems and in agency business systems. The [Agency Data Readiness Guidance](#) has been developed to provide additional guidance on your data readiness efforts.

The primary source of data for conversion will be FLAIR, but in some cases, data may be converted from an enterprise system or an agency business system. For data that is managed in FLAIR or enterprise systems, the Project will:

- Extract the data needed for conversion layouts;
- Perform conversion activities; and
- Coordinate review and validation activities with agencies.

If your agency has additional data to be converted outside of FLAIR or enterprise systems, you will be expected to provide the needed data in the appropriate conversion layout.

Task Elements

Task 517: Update Florida PALM Conversion Inventory for Segment II

This task contains three parts:

- Gain an understanding of the data to be converted for Florida PALM
- Confirm whether the conversion will be applicable for your agency
- Identify any agency-managed data source outside of the primary source system(s)

Understand Florida PALM Segment II Conversions

Review the Project-published resources with your functional and technical subject matter experts (SMEs) to gain an understanding of the data that will be converted for Florida PALM. The following resources for the Segment II conversions, shown in Table 1, have been published to the [Knowledge Center](#) and shared with agencies. These resources were also presented and discussed in the related [Design Workshops](#):

- [Business Process Models](#)
- Conversion layouts found in the [Conversion Catalog](#)

Table 1: Florida PALM Segment II Conversions

Conversion	Description	Enterprise System Data Source(s)
AMC001 – Assets and Property	Conversion of all types of active depreciable and non-depreciable tangible personal property, intangible assets, buildings and real property, or attractive items that are tracked for custody and reporting purposes.	FLAIR
ARC001 – Customer	Conversion of active customers	FLAIR
GMC001 – Grants (for Accounting Purposes)	Conversion of active and current grant values into Florida PALM which are used to track financial activity for federal, state, private, local, or other financial assistance, that provides support or stimulation to accomplish a public purpose	FLAIR
POC001 – Open Encumbrances	Conversion of open Encumbrance balances that are authorized for continued use	FLAIR and MFMP

Confirm Conversion Applicability

A new sheet titled *Conversion Inventory and Data Readiness* has been added to your workspace in Smartsheet. The *Conversion Inventory and Data Readiness* worksheet is prepopulated with the conversions listed in Table 1. Based on your review of the conversion information provided by the Project, indicate in the Conversion Needed column, whether you do have data in the source system(s) that will need to be converted (“Yes”) or not (“No”).

Determine Agency-Managed Data Sources

The primary source for the conversions in Table 1 are FLAIR, FACTS, and MFMP. You must review and analyze your agency data to determine if your agency is managing any additional relevant data outside of these source systems (i.e., an agency business system).

For each conversion, you must update the sheet to indicate if you have agency-managed data outside of the primary data source system. If you select “yes” in the Agency Data Outside of Primary Source System(s) column, indicating that you do have agency-managed data outside of the primary data source system, you must provide information about that data source in the Agency Maintained Data Source column.

When conversion activities begin in November 2024, your agency will be required to provide conversion data in the appropriate conversion layout for any data that is identified to be managed outside the primary data source systems.

Data Type	Florida PALM Conversion(s)	Primary Source System(s)	Conversion Needed	Agency Data Outside of Primary Source System(s)	Agency Maintained Data Source	Data Readiness Evaluation	Data Cleansing Plan	Current-State Data Readiness Status	Comments
Assets	AMC001 - Asset & Property Conversion	FLAIR		No		Cleansing Needed	Complete	Data Cleanup Required - In Progress 50%	
Customers	ARC001 - Customers Conversion	FLAIR		Yes	Customer Agency Business System	No Cleansing Needed	In Progress	Data Clean Up Complete and Being Monitored for Conversion	
Grants	GMC001 - Grants Conversion	FLAIR		No		Not Applicable	Not Applicable	Not Applicable	
Encumbrances	POC001 - Open Encumbrances Conversion	FLAIR, MFMP		No		No Cleansing Needed	Complete	Data Clean Up Complete and Being Monitored for Conversion	

Figure 3: <Agency> Conversion Inventory and Data Readiness worksheet in Smartsheet

Task Checkpoint (March 1) - The Project team will review your worksheet and will participate in your agency’s March touchpoint to discuss. This checkpoint will allow the Project and agencies to confirm progress in identifying agency-maintained data outside the primary data source systems.

Task 514: Complete Data Readiness Analysis and Data Cleansing Activities for Segments I and II

This task contains two parts:

- Evaluate the readiness of your current data, within the primary source systems and your agency business system, if applicable
- Create a data cleansing plan and perform cleansing

Evaluate Current-State Data Readiness

Now that you have identified where your agency managed data is housed, you must evaluate the current state of the data to determine if it is ready for conversion. Review the data subject to conversion, in both the primary source system and in any applicable agency systems, and determine the following:

- The data is accurate and up to date. No adjustments, corrections or other actions are required to clean up the data.
- The record is complete. All required fields are populated with correct information.
- The population of records is complete. All transactions or activities have been accounted for in the records.
- The record is valid. Specific fields, such as dates, are logical and formatted correctly.
- The record is valid (e.g., it is tied to an actual business event, transaction or related activity, not pseudo information). Fields within the record are used for the intended purpose. Any alternative uses of a field are understood and corrected or planned for alternative handling in Florida PALM.

- The data is accurate and reconciled. Information in one system (such as Departmental FLAIR) is tied to corresponding data in other systems (such as MFMP or FACTS).
- The general ledger (Departmental FLAIR) balances are reconciled to applicable subsidiary (detailed) records. Examples include reconciliations for assets and accounts receivable.
- Any external bank activities are timely reconciled.
- The record status is current. The data is actively used and not historical in nature. Applicable business activities have been completed. Changes to the status occur when applicable events occur.

Throughout the duration of the Task, document the status and outcome of your evaluation of each data type in the Data Readiness Evaluation column of the *Conversion Inventory and Data Readiness*. The following statuses are available within the column:

- **Not Started:** Select this value if you have not started evaluating the data type.
- **In Progress:** Select this value if you have begun evaluating the data type.
- **No Cleansing Needed:** Select this value if you have completed the evaluation of the data and determined that your agency has data in either the primary source system and/or an agency system(s) that is clean and requires no further clean-up at this time.
- **Cleansing Needed:** Select this value if you have completed the evaluation of the data and determined that your agency has data in either the primary source system and/or an agency system(s) that will require clean-up.
- **Not Applicable:** Select this value if you determine your agency does not have data to be converted and you have selected “No” in the Conversion Needed column.

Create a Data Cleansing Plan and Perform Cleansing

Based on your data readiness evaluation, you must perform any necessary cleansing of your data to be ready for conversion. Data cleansing and readiness is not a one-time effort, rather it is an ongoing effort that will need to continue until go-live, when we will do a final conversion of legacy data to Florida PALM. Before beginning cleansing activities, create a plan to analyze and maintain the data until go-live. A successful Data Cleansing Plan includes:

- Approach – How will your agency manage data readiness activities?
- Methodology – How will your agency cleanse data?
- Success Criteria – How will your agency determine if your data is ready for conversion activities and go-live?
- Resources – Who is involved and responsible for data readiness?
- Time Frames – How frequently will your agency perform data readiness analysis and data cleansing activities?

Additional guidance for data readiness analysis and cleansing of data for each conversion is provided in the [Agency Data Readiness Guidance](#). This document will be updated for each Segment. This guidance includes:

- information about each conversion,
- self-assessment questions for data readiness analysis and cleansing, and
- applicable resources for records by topic.

Throughout the duration of the task, document the status of data cleansing activities in the *Conversion Inventory and Data Readiness* worksheet. For each data type, document the status

of your internal efforts to create an approach to cleansing your data in the Data Cleansing Plan column. The following statuses are available within the column:

- **Not Applicable:** Select this value if you do not have agency data to be converted in either the primary source system or an agency business system and you have indicated the conversion is not needed with a status of “No” in the Conversion Needed column.
- **Not Started:** Select this value if the Conversion Needed column indicates the conversion is needed but work has not begun on creating your cleansing plan.
- **In Progress:** Select this value if the Conversion Needed column indicates the conversion is needed and work has begun on creating your cleansing plan.
- **Complete:** Select this value if the Conversion Needed column indicates the conversion is needed and your cleansing plan is complete.

For each data type, based on your data cleansing plan and activities, update the Current-State Data Readiness Status column using one of the following:

- **Not Applicable:** Select this value if you do not have agency data to be converted in either the primary source system or an agency business system and you have indicated the conversion is not needed with a status of “No” in the Conversion Needed column.
- **Data Clean Up Required – Not Started:** Select this value if the Data Readiness Evaluation column indicates cleansing is needed but cleansing activities have not started.
- **Data Clean Up Required – In Progress 25%:** Select this value if the Data Readiness Evaluation column indicates cleansing is needed, and cleansing activities have started, but with minimal progress.
- **Data Clean Up Required – In Progress 50%:** Select this value if the Data Readiness Evaluation column indicates cleansing is needed and cleansing activities have started and have substantial progress.
- **Data Clean Up Required – In Progress 75%:** Select this value if the Data Readiness Evaluation column indicates cleansing is needed, and cleansing activities are almost complete.
- **Data Clean Up Complete and Being Monitored for Conversion:** Select this value if:
 - the Data Readiness Evaluation column indicates no cleansing is needed, and ongoing monitoring and maintenance activities are in place in anticipation for conversion, or
 - the Data Readiness Evaluation column indicates cleansing is needed, data cleansing is complete, and ongoing monitoring and maintenance activities are in place in anticipation for conversion.

Data Type	Florida PALM Conversion(s)	Primary Source System(s)	Conversion Needed	Agency Data Outside of Primary Source System(s)	Agency Maintained Data Source	Data Readiness Evaluation	Data Cleansing Plan	Current-State Data Readiness Status	Comments
Assets	AMC001 - Asset & Property Conversion	FLAIR		No		Cleansing Needed	Complete	Data Cleanup Required - In Progress 50%	
Customers	ARC001 - Customers Conversion	FLAIR		Yes	Customer Agency Business System	No Cleansing Needed	In Progress	Data Clean Up Complete and Being Monitored for Conversion	
Grants	GMC001 - Grants Conversion	FLAIR		No		Not Applicable	Not Applicable	Not Applicable	
Encumbrances	POC001 - Open Encumbrances Conversion	FLAIR, MFMP		No		No Cleansing Needed	Complete	Data Clean Up Complete and Being Monitored for Conversion	

Figure 4: <Agency> Conversion Inventory and Data Readiness worksheet in Smartsheet

How can agencies use this information?

Data readiness is critical for successful conversion of data from legacy systems to Florida PALM. Failure to cleanse data now and make sure it is ready for conversion will result in errors that are detected during mock conversion activities and will require agencies to remediate data based on

these errors. Bad data will also impact the agency’s interface testing and user acceptance testing, likely leading to confusion or the false belief that there are system issues when there are not. This will likely impact the agency’s ability to complete readiness activities. Data that is of poor quality and converted into Florida PALM may cause unreconciled balances or other discrepancies that could result in audit findings. Bad data will cause complications and require clean-up efforts by the agency in the new system (garbage data in, garbage data out). It’s critical that each agency ensure their data is clean and ready for conversion to ensure a successful transition to Florida PALM.

The Conversion Inventory provides the understanding of which conversion layouts your agency will be responsible for creating and sending to Florida PALM for conversion activities. Agencies will use their Conversion Inventory & Data Cleansing Plans to prepare for:

- Data Cleansing activities for future Segments (Tasks 526, 542; January – July 2024)
- Certification of Data Readiness for Mock Conversions (Task 555; September 2024)
- Participation in Mock Conversions activities (Tasks 556, 565, 571, 583, 587, 594, 597; September 2024 – April 2025)
- Submit Final Conversion Files to Florida PALM for Go-Live (Task 636; December 2025)
- Financials Wave Launch (January 2026)

How can Florida PALM use this information?

Florida PALM will use this information to inform the level of agency engagement needed for Mock Conversion activities. The Project team will also be reviewing the *Conversion Inventory and Data Readiness* and *RW Task Tracker* worksheets for the following items to confirm task completion:

Table 2: Task Completion Rubric

Task Completion Rubric	
Task 517	Task 514
A response has been provided, for each data type, in the Conversion Needed column.	The Data Readiness Evaluation column status indicates either “Cleansing Needed”, “Cleansing Not Needed” or “Not Applicable”.
A response has been provided, for each data type, in the Agency Data Outside of Primary Source System(s) column.	The Data Cleansing Plan column status indicates either “Not Applicable”, if the Conversion Needed is “No”, or “Complete”, if the Conversion Needed is “Yes”.
For all data types where an outside source is indicated, a specific data source is identified in the Agency Maintained Data Source column.	The Current-State Data Readiness Status column indicates status of either “Not Applicable”, if the Conversion Needed is “No”, or “Data Clean Up Complete and Being Monitored for Conversion”, if the Conversion Needed is “Yes”.
Task tracker must be marked as 100% complete.	Task tracker must be marked as 100% complete.

Task Instructions

Work with your Change Champion Network to understand the Florida PALM conversions and verify the source of each data type. Evaluate each data type to determine if your agency has applicable data to be converted. Develop a plan to cleanse each data type, as applicable, to

prepare for conversion activities and maintain ongoing data readiness. Cleanse your data and monitor data readiness through go-live.

Smartsheet Navigation:

- Conversion Inventory and Data Readiness
Florida PALM Workbook for (Agency) > Inventories > Conversion Inventory

As you are working, track progress in your RW Task Tracker. Indicate each task is complete by updating the Readiness Workplan Task Tracker to 100% only when you have completed the rubric included in Table 2 above.

Table 3: Summary of Task Completion Steps

Summary of Task Completion Steps
1) Collaborate with your CCN and functional and technical SMEs to understand Florida PALM conversions for Segment II and which ones are applicable for your agency.
2) For each applicable conversion, identify any agency-maintained data source outside the identified primary source systems, develop a data cleansing plan and cleanse the data.
3) Complete initial evaluation and update the Conversion Inventory and Data Readiness worksheet in Smartsheet by March 1, 2024 .
4) Be prepared to discuss conversions with the Project team in March.
5) Track and record task progress in the RW Task Tracker in Smartsheet until finalized. Be prepared to discuss progress in Agency Touchpoints with your Readiness Coordinator.
6) Complete tasks by April 12, 2024 .
7) When complete, update the RW Task Tracker, Agency Reported Task Progress column for task 514 and 517, to 100% and save.
8) If you have questions regarding these tasks, participate in the Thursday Task Talk or contact your Readiness Coordinator.

Supporting Materials & Resources:

- [Business Process Models](#)
- [Florida PALM Resources](#) (Conversion Catalog)
- [Knowledge Center](#)
- [Agency Data Readiness Guidance](#)