

## Task Instructions

**Task ID:** 521

**Task Name:** *Submit Bimonthly Agency Readiness Status Report*

**Task Start Date:** *March 1, 2024*

**Task Due Date:** *March 11, 2024*

**Project Impact:** *N/A*

**Task ID:** 522

**Task Name:** *Manage Agency-specific Implementation Schedule, Risks and Issues*

**Task Start Date:** *March 1, 2024*

**Task Due Date:** *April 30, 2024*

**Project Impact:** *N/A*

*This document combines the task instructions for the above two tasks since the task begin and end dates for 522 - Manage Agency-specific Implementation Schedule, Risks and Issues align with the period for the bimonthly report. In addition, the activities included in Task 522 should be ongoing and reported or reflected in the Bimonthly Agency Readiness Status Report (Task 521). An overview and guidance for completing both tasks is listed below.*

### Task Descriptions

521 - Agency Sponsor to confirm and submit bimonthly status report, in the format provided by the Project, on the activities and ongoing work within the agency to prepare their systems and impacted employees for the deployment of Florida PALM.

522 - Actively manage your agency's project activities including iterative updates to agency-specific project schedule and manage agency-unique risks and issues.

### Task Overview

#### Task 522: Manage Agency-specific Implementation Schedule, Risks and Issues

Project planning and management is critical to the success of any project. Agencies previously created an agency-specific implementation schedule (Task 501) and agency-specific risk and issue management plan (Task 502). This recurring task requires agencies to manage the project activities as identified and described in those project plans.

Ongoing management of the implementation schedule includes:

- Regularly monitoring the implementation schedule progress against the timeline and revising the implementation schedule to accommodate new information or changes in Florida PALM Project or internal agency requirements
- Tracking actual progress against the planned schedule and adjusting, as needed
- Regularly addressing and communicating any deviations on progress and any changes to the schedule to stakeholders
- Reporting completed readiness activities in the Bimonthly Agency Readiness Status Report

When following the risk and issues management plan, agencies should be:

- Actively identifying, managing, and reporting Florida PALM-related readiness risks (or opportunities) and issues as they arise throughout the life of the Project
- Scoring of probability and impact to risks and priority to issues
- Determining management strategies for each identified risk and resolution plans for issue
- Reporting new or updated risks and issues in the Bimonthly Agency Readiness Status Report

## Task 521: Submit Bimonthly Agency Readiness Status Report

In accordance with the 2023-2024 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.”*

The status report is to be submitted on a bimonthly cadence using the report template as approved by the ESC to include *“meaningful information on each agency’s progress in planning for the Florida PALM Major Implementation, covering the agency’s people, processes, technology, and data transformation activities.”*

An agency’s critical operational elements are defined as:

- People – The staff and stakeholders affected by your agency’s transition to Florida PALM
- Processes – The sequence of procedures to accomplish a business objective
- Technology – The applications or tools used to process, track, or report on financial operations
- Data – Information used in or processed from an agency’s financial business operations

Agencies must complete and submit the status report in Smartsheet. Instructions for how to complete this task in Smartsheet are provided in the supplemental document: [Guidance for Bimonthly Agency Readiness Status Report Completion](#).

To support status monitoring and reporting, each agency has a comprehensive Agency Status Report Dashboard (Dashboard) within their agency workbook in Smartsheet. The Dashboard combines agency-specific readiness risks, issues, assumptions, and activities with a snapshot of the agency’s status across the four critical operational elements: People, Process, Technology and Data.

The data represented on the Dashboard will change based on priority activities, Project timeline, and the reporting period. The data and metrics displayed on the Dashboard are detailed in the supplement document: [Understanding your Dashboard](#).

## How will agencies use this information?

Agencies will benefit from managing their agency-specific implementation schedule, risks and issues by:

- Planning for resources and activities needed to prepare for Florida PALM implementation
- Identifying, actively monitoring and mitigating potential risks
- Promptly identifying issues for timely management
- Reporting in the required Bimonthly Agency Readiness Status Report

Agencies can use the information in their Dashboard and process of gathering and reporting the information to:

- Support resource requests (e.g., legislative budget requests)
- Monitor their readiness progress in preparation for Florida PALM implementation

- Communicating their readiness progress and/or needs to stakeholders, such as the ESC, the agency’s CCN and agency leadership

## What will Florida PALM do with this information?

The Florida PALM team will review the results of your schedule, risk or issue management activities through the review of your Bimonthly Agency Readiness Status Report. The Project will publish your Dashboard to the Florida PALM website and share with the ESC and other key stakeholders for review to satisfy the requirements of the Implementing Bill for 2023-2024. Information provided by agencies will also be summarized and discussed in ESC meetings. Information shared may result in outreach from the ESC and/or the Project team to gather more information or provide additional support.

Table 1: Task Completion Rubric

Task Completion Rubric
Task tracker has been marked as 100% complete for RW Task 522.

## Task Instructions

Coordinate with your agency CCN, Risk and Issue Management Team, and Implementation Schedule Coordinator for ongoing project management and to identify, log, and maintain the Status Reporting sheets in Smartsheet. These sheets are available to update at any time. Only information relevant to the reporting period will be displayed on the Dashboard. Agency Sponsors should work with their CCN to review the Dashboard for accuracy and submit confirmation.

The Bimonthly Agency Readiness Status Report is completed in your agency workspace in Smartsheet. Your Agency Liaison and Project Management Liaison manage access to that workspace for users within your agency. Work with your CCN to ensure that Agency Sponsors have access to the workspace to complete this task.

Indicate each task is complete by updating the Readiness Workplan Task Tracker to 100%.

Table 2: Summary of Task Completion Steps

Summary of Task Completion Steps
<b>1)</b> Review and update the Status Reporting Sheets (Agency Risks, Agency Issues, Agency Assumptions and Agency-Specific Readiness Activities) in Smartsheet.
<b>2)</b> Agency Sponsors review and confirm the Dashboard located in the Agency’s Florida PALM Workbook, Agency Status Reporting folder in Smartsheet by March 11.
<b>3)</b> In Smartsheet, update the Readiness Workplan Task Tracker, Agency Reported Task Progress column for task 521, to 100% and save. This task is due March 11.
<b>4)</b> Continue ongoing project management per your agency-specific project plans throughout the next Bimonthly Agency Readiness Status Report period.
<b>5)</b> In Smartsheet, update the Readiness Workplan Task Tracker, Agency Reported Task Progress column for task 522, to 100% and save. This task is due April 30.
<b>6)</b> If you have questions regarding these tasks, contact your RC.
<b>7)</b> Prepare to discuss your agency’s progress on this task during monthly touchpoint meetings with your RC.

## Supporting Materials & Resources:

Agency-specific Implementation Schedule and Risks and Issues Management Plan

[Guidance for Bimonthly Agency Readiness Status Report Completion](#)

[Understanding Your Dashboard](#)

[Risk and Issue Scoring Supplemental](#)

[Smartsheet User Guide](#)

[Readiness Workplan and Task Tracker Job Aid](#)