

Bimonthly Agency Readiness Status Report

This report is a collection of Bimonthly Agency Readiness Status Reports as provided by agencies on a bimonthly basis, containing the status of the agency and enterprise remediation progress for each business system required for the Florida PALM Financials and Payroll deployment, in accordance with Proviso contained in the 2023/24 General Appropriations Act.

Reporting Period:

July - August 2024

Helpful Links

- Dashboard Snapshots
- Knowledge Center
- Florida PALM Workbook for AHCA
- Readiness Workplan

AHCA Status Report Dashboard

Reporting Period

July - August 2024

Agency Sponsor

Lynn Smith

Click on the various statistics or dials to view the supporting information within your agency's Smartsheet Florida PALM Workbook.

CCN Composition



The Change Champion Network dial reflects the completeness of your CCN makeup.

Change Champion Network:

- Unique Filled Role = 11
- Duplicate Filled Role = 4
- Vacant Role = 0

RW Task Completeness



The Readiness Workplan Tasks Completeness dial reflects the completeness of your agency's submission of RW tasks, starting with RW Task 512.

RW Task Completeness:

- Score = 83.00%**
- Submitted Complete = 13
- Submitted Incomplete = 1
- Completed After Submission = 6

RW Task Timeliness



The Readiness Workplan Tasks Timeliness dial reflects the timeliness of your agency's submission of all RW tasks to date.

RW Task Timeliness:

- Score = 65.1%**
- Submitted On Time = 21
- Submitted Late = 21
- Pending Submission = 7

Project-led Meeting Participation



The Participation dial reflects your agency's attendance at Project-led meetings during the current reporting period.

Meeting Participation:

- Meetings Attended = 8
- Meetings Missed = 0

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
N/A	Data	514	Complete Data Readiness Analysis and Data Cleansing Activities for Segments I and II	01/29/24	04/12/24	Pending Resubmission	06/28/24	8-30 - Sponsor sent out notice for the different impacted areas for a coordinated effort to clean the outstanding records (MFMP/Contracts/FACTS/Budget/Grants 8/9 - No cleaning activities are required for Assets 7/12 -12K+ records have been identified as needed to be cleaned. Initial review of the records includes encumbrances, contracts, and grants. Many of these records cannot be cleaned up by the Agency and will need to be purged by DFS. Meeting is scheduled to identify specific records that can be correct. 4/30 - Working with A&A on data cleansing 4/12 - Have begun some data review of the files provided to the Bureau for Financial Services team by DFS; Will Review and determine if additional data needs to be addressed and the approach. To be completed by	Submission Incomplete	
N/A	Processes	515	Identify Change Impacts and Update Agency Business Process Documentation for Segments I and II	01/29/24	04/12/24	75% - Consolidating/Inputting Information for Submission		8/30 - On-going process for updates. Identifying most important processes to document. 7/12 - Continue to work on the AS-IS and have begun design the To-Be. processes for Disbursement. Assets To-Be Designs are in progress. AR To-Be processes are in progress. Contracts is not impacted as much and internal Agency Business System (CATS) needs to be remediated. 6/28 - Continuing discovery of processes performed by the BFS team 4/30 - New Resources are reviewing as is to identify gaps. 4/12 - Documentation of business processes have not begun due to resource constraints		
N/A	Technology	519	Remediate Agency Business Systems based on Segment I	01/29/24	06/28/24	50% - In Progress		8/30 - Development team is actively involved with the remediation, beginning with the Chart of Accounts.		
N/A	Processes	527	Identify Change Impacts and Update Agency Business Process Documentation for Segment III	04/15/24	07/12/24	75% - Consolidating/Inputting Information for Submission		8/30 - Documentation has not been completed for the lack of access to the BFS team that are understaffed. 7/12 - Continue to work on the AS-IS and have begun design the To-Be. Assets To-Be Designs are in progress. AR To-Be processes are in progress. CMIA is being worked. 6/28 - Continuing discovery of processes performed by the BFS team		
N/A	Technology	528	Update Agency Business System Documentation for Segment III	04/15/24	07/12/24	100% - Submitted	07/12/24		Submission Complete	
Indirect	Technology	530	Update Florida PALM Interface Inventory for Segment III	04/15/24	07/12/24	75% - Consolidating/Inputting Information for Submission				
N/A	Data	526	Complete Data Readiness Analysis and Data Cleansing Activities for Segment III	04/29/24	07/12/24	50% - In Progress		8-30 - Sponsor sent out notice for the different impacted areas for a coordinated effort to clean the outstanding records (MFMP/Contracts/FACTS/Budget/Grants		
Indirect	Technology	529	Update Florida PALM Conversion Inventory for Segment III	04/29/24	07/12/24	50% - In Progress				

N/A	Technology	531	Remediate Agency Business Systems based on Segment II	04/29/24	09/27/24	25% - Beginning Initial Internal Meetings and Information Gathering				
N/A	People	535	Update Workforce Readiness Plan	06/17/24	08/02/24	100% - Submitted	08/23/24	Making small updates	Submission Complete	
Indirect	People	536-A	Create Agency Specific User Acceptance Testing Plan	06/17/24	08/16/24	100% - Submitted	08/16/24		Submission Complete	
N/A	People	537	Update Authorized Smartsheet Users	06/24/24	07/12/24	100% - Submitted	07/26/24		Submission Complete	
N/A	N/A	538	Submit Bimonthly Agency Readiness Status Report	07/01/24	07/12/24	100% - Submitted	07/03/24		Submission Complete	
N/A	N/A	539	Manage Agency Specific Implementation Schedule, Risks and Issues	07/01/24	08/29/24	75% - Consolidating/Inputting Information for Submission			N/A	
N/A	People	540	Share Florida PALM Updates	07/15/24	07/26/24	100% - Submitted	08/07/24		Submission Complete	
Direct	Data	541-A	Complete Configuration Workbooks for Segment IV	07/22/24	09/06/24	100% - Submitted	09/06/24		Submission Complete	
Direct	Data	541-B	Complete Configuration Workbooks for Segment IV	07/22/24	09/06/24	100% - Submitted	09/04/24		Submission Complete	
N/A	Data	542	Complete Data Readiness Analysis and Data Cleansing Activities for Segment IV	07/22/24	10/18/24					
N/A	Processes	543	Identify Change Impacts and Update Agency Business Process Documentation for Segment IV	07/22/24	10/18/24					
N/A	Technology	544	Update Agency Business System Documentation for Segment IV	07/22/24	10/18/24					
Direct	Technology	545-A	Update and Finalize Florida PALM Conversion Inventory for Segment IV	07/22/24	10/18/24					
Direct	Technology	546	Update Florida PALM Interface Inventory for Segment IV	07/22/24	10/18/24					
N/A	Technology	547	Remediate Agency Business Systems based on Segment III	07/22/24	12/13/24					
Direct	Technology	548	Identify and Confirm File Managers	08/06/24	08/16/24	100% - Submitted	08/16/24		Submission Complete	08/16/24
Direct	People	549	Submit Training Survey	08/12/24	09/20/24					
Indirect	People	536-B	Create Agency Specific User Acceptance Testing Plan	08/19/24	10/11/24					
Direct	Data	541-C	Complete Configuration Workbooks for Segment IV	08/26/24	09/27/24					
Direct	Technology	550-A	Provide Public IP Address and Select Technical Meeting Time	08/26/24	08/30/24	100% - Submitted	08/28/24		Submission Complete	
N/A	N/A	551	Submit Bimonthly Agency Readiness Status Report	08/30/24	09/11/24	100% - Submitted	09/10/24			
N/A	N/A	552	Manage Agency Specific Implementation Schedule, Risks and Issues	08/30/24	10/31/24				N/A	
Direct	Technology	550-B	Participate in Technical Meeting to Receive Credentials and Access	09/03/24	09/13/24	100% - Submitted	09/06/24		N/A	09/09/24

People	Processes	Technology	Data
<p>The staff and stakeholders affected by your agency's transition to Florida PALM.</p> <p>Implementation:</p> <p>Planned Florida PALM End Users = 30</p> <ul style="list-style-type: none"> • Business Process Groupings = 12/13 <p>Identified Subject Matter Experts = 10</p> <ul style="list-style-type: none"> • SMEs by Business Process Grouping - Account Mgmt. and Financial Reporting = 0 - Accounts Receivable = 2 - Asset Accounting and Mgmt. = 2 - Banking = 0 - Budget Mgmt. and Cash Control = 2 - Contracts Mgmt. = 1 - Disbursements Mgmt. = 1 - Grants Mgmt. = 1 - Inter/IntraUnit Transactions = 1 - Payroll Mgmt. = 1 - Projects Mgmt. = 0 - Revenue Accounting = 1 - System Access and Controls = 1 <p>Role Mapping = TBD</p> <p>Training = TBD</p>	<p>The sequence of procedures to accomplish a business objective.</p> <p>Current-State:</p> <p>Cataloged Business Processes = 67</p> <ul style="list-style-type: none"> • Related Business Systems = 5 • Related Reports = 31 • Documentation Status: - Complete = 65 Partial = 0 Not Started = 1 <p>Implementation:</p> <p>Impacted Agency Business Processes = 67</p> <ul style="list-style-type: none"> • Related Business Process Groupings = 10 - Planned Spreadsheet Uploads = 4 • Level of Impact: People Changes - High = 10 Medium = 9 Low = 16 None = 1 Uncertain = 0 • Level of Impact: Processes Changes - High = 0 Medium = 20 Low = 15 None = 1 Uncertain = 0 • Level of Impact: Technology Changes - High = 1 Medium = 30 Low = 4 None = 1 Uncertain = 0 • Level of Impact: Data Changes - High = 0 Medium = 31 Low = 4 None = 1 Uncertain = 0 • Segments I & II Documentation Update Status - Not Started = 16 In Progress = 21 Complete = 0 • Segment III Documentation Update Status - Not Started = 0 In Progress = 0 Complete = 0 	<p>The applications or tools used to process, track, or report on financial operations.</p> <p>Current-State:</p> <p>Cataloged Business Systems = 23</p> <ul style="list-style-type: none"> • Criticality: - High = 20 Med = 0 Low = 2 None = 1 • Documentation Status: - Complete = 3 Partial = 15 Not Started = 0 <p>Cataloged Interfaces = 18</p> <ul style="list-style-type: none"> - Inbound Interfaces = 13 - Outbound Interfaces = 5 <p>Implementation:</p> <p>Business Systems Planned for Integration = 23</p> <ul style="list-style-type: none"> • Segment I - Documentation Updates: - Complete = 1 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 0 • Segment II - Documentation Updates: - Complete = 1 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 0 • Segment III Documentation Update Status - Not Started = 0 In Progress = 0 Complete = 0 <p>Planned Interfaces = 15</p> <ul style="list-style-type: none"> - Inbound Interfaces = 0 - Outbound Interfaces = 11 	<p>Information used in or produced from an agency's financial business operations.</p> <p>Current-State:</p> <p>Unique FLAIR Data Elements = 82</p> <ul style="list-style-type: none"> • Associated Unique Uses = 82 - Continued Use - Yes = 1 - Continued Use - No = 0 • Associated Business Systems = 22 <p>Cataloged Reports = 62</p> <ul style="list-style-type: none"> • Criticality: - High = 59 Med = 0 Low = 0 None = 0 <p>Implementation:</p> <p>Segments I & II Planned Configurations = 7/9</p> <ul style="list-style-type: none"> • Accounts Receivable (AR) - Planned Distribution Codes = 13 • Asset Management (AM) - Planned Location Codes = 13 - Planned Associated Area ID's = 50 • Commitment Control (KK) - Planned Option = Option # 1 - Track with Budget • General Ledger (GL) - Planned Budgetary Value Combo Edits = 694 - Planned Local Funds = None - Planned Organization ID's = 192 - Planned OA1's = 632 - Planned OA2's = None

Segment IV Planned Configurations

- Started = 2 Not Started = 0

Conversions & Data Readiness

• Conversions Needed = 10

• Agency Data Outside of Primary Source System(s) = 0

• Data Readiness/Cleansing Status:

- Complete = 2 In Progress = 0 Not Started = 1 Not Applicable 3

Reports = TBD

Agency Reported

The Risks, Issues, Assumptions and Readiness Activities tables below display only items that were opened/logged, closed/resolved or active during the reporting period.

AHCA Risks

Critical Operational Elements	Risk Description	Status	Risk Rating	Mitigation/Response Strategy	Reporting Period Comments or Updates	Date of Status Change	Owner / Coordinator
People	If Florida PALM project scope increases, the Agency's current LBR funding requests will be inadequate to complete the Florida PALM transition (schedule, scope and budget).	Open	6 (High/Medium)	Request administrative funding from the Legislature.	On-going	11/02/23	Phyllis Wander

AHCA Issues

Critical Operational Elements	Issue Description	Status	Priority	Resolution Plan	Reporting Period Comments or Updates	Planned or Actual Resolution Date	Owner / Coordinator
People	As of August 2024, BFS had 22 vacant positions. As a result, the Bureau of FS team is challenged with performing operational activities and Florida PALM task requirements. The Florida PALM workload will only increase as the project progresses, where testing will require more of their time during end of year process and will hinder the ability for AHCA to complete task assignments.	Open	High - Impacts the ability of the agency to meet deadlines or milestones	Hire additional staff augmented staff to perform more of the Florida PALM related tasks.		11/04/24	Wander, Phyllis
People Processes	AHCA Florida PALM team needs at least two additional resources for the remainder of the Florida PALM project. The Agency currently has budget to hire one additional resource, but needs budget to hire the second.	Open	High - Impacts the ability of the agency to meet deadlines or milestones	Obtain budget to hire additional staff		10/07/24	Smith, Lynn
People	Matriculation of knowledgeable business process and the SunFocus Application resources' will hinder the progress of the project.	Open	High - Impacts the ability of the agency to meet deadlines or milestones	Short term is to ensure documentation is current for jobs roles		11/01/24	
Technology	Remediation of the Agency Business System (SunFocus) application is not on the same schedule as the Florida PALM schedule. Some remediation activities will cross Segments, causing the agency timeliness of task to continue to be low.	Open	Low - All impacts not listed as Critical or High	Update the comments of the remediation tasks as they become complete.		05/30/25	Wander, Phyllis

AHCA Assumptions

Critical Operational Elements	Assumption	Status	Date Logged or Removed	Impacted Stakeholder(s) and/or System(s)	Reporting Period Comments or Updates

AHCA Agency-Specific Readiness Activities

Critical Operational Elements	Activity Description	Date(s)	Impacted Stakeholder(s) and/or System(s)	Objective	Reporting Period Comments or Updates
People	Florida PALM-Financial Services Ecosystem Management Status	07/01/24	Bureau of Financial Services / Agency Business System / Agency Financial and Payroll Processes	To review highlights of weekly activities and bring risks and issues for resolution	
People Processes	Weekly Florida PALM Chat with Ex Sponsor	07/02/24	Executive Sponsor	To review specific issues; processes; questions,budget	
People	Weekly Project Team Meeting	07/03/24	Bureau of Financial Services; BPC	To review specific issues; processes; questions	
People	Florida PALM-Financial Services Ecosystem Management Status	07/08/24	Bureau of Financial Services / Agency Business System / Agency Financial and Payroll Processes	To review highlights of weekly activities and bring risks and issues for resolution	
People Processes	Weekly Florida PALM Chat with Ex Sponsor	07/09/24	Executive Sponsor	To review specific issues; processes; questions,budget	
People Processes	Weekly Florida PALM Chat with Ex Sponsor	07/09/24	Executive Sponsor	To review specific issues; processes; questions,budget	
People	Weekly Project Team Meeting	07/10/24	Bureau of Financial Services; BPC	To review specific issues; processes; questions	
Processes	Grants Management	07/11/24	Bureau of Financial Services Grants	Identify any missing processes while delivering the To-Be process documentation	
People	Florida PALM-Financial Services Ecosystem Management Status	07/15/24	Bureau of Financial Services / Agency Business System / Agency Financial and Payroll Processes	To review highlights of weekly activities and bring risks and issues for resolution	
People Processes	Weekly Florida PALM Chat with Ex Sponsor	07/16/24	Executive Sponsor	To review specific issues; processes; questions,budget	
People	Weekly Project Team Meeting	07/17/24	Bureau of Financial Services; BPC	To review specific issues; processes; questions	

Processes	STMS/Revolving Fund/P-Card Processes	07/18/24	Bureau of Financial Services Disbursements	Identify any missing processes while delivering the To-Be process documentation	
People	Florida PALM-Financial Services Ecosystem Management Status	07/22/24	Bureau of Financial Services / Agency Business System / Agency Financial and Payroll Processes	To review highlights of weekly activities and bring risks and issues for resolution	
People	Florida PALM-Financial Services Ecosystem Management Status	07/29/24	Bureau of Financial Services / Agency Business System / Agency Financial and Payroll Processes	To review highlights of weekly activities and bring risks and issues for resolution	
People Processes	Weekly Florida PALM Chat with Ex Sponsor	07/30/24	Executive Sponsor	To review specific issues; processes; questions,budget	
People	Weekly Project Team Meeting	07/31/24	Bureau of Financial Services; BPC	To review specific issues; processes; questions	
Processes	STMS / P-Card Processes	08/01/24	Bureau of Financial Services Disbursements	Identify any missing processes while delivering the To-Be process documentation	
People Processes	Weekly Florida PALM Chat with Ex Sponsor	08/06/24	Executive Sponsor	To review specific issues; processes; questions,budget	
People	Florida PALM-Financial Services Ecosystem Management Status	08/12/24	Bureau of Financial Services / Agency Business System / Agency Financial and Payroll Processes	To review highlights of weekly activities and bring risks and issues for resolution	
People	Florida PALM-Financial Services Ecosystem Management Status	08/19/24	Bureau of Financial Services / Agency Business System / Agency Financial and Payroll Processes	To review highlights of weekly activities and bring risks and issues for resolution	
People Technology	Florida PALM Technical Meeting	08/19/24	Vendor development team/AHCA BPC/PM	To provide requirements to the development team	
People	Weekly Project Team Meeting	08/21/24	Bureau of Financial Services; BPC	To review specific issues; processes; questions	
People	Florida PALM-Financial Services Ecosystem Management Status	08/26/24	Bureau of Financial Services / Agency Business System / Agency Financial and Payroll Processes	To review highlights of weekly activities and bring risks and issues for resolution	
People Technology	Florida PALM Technical Meeting	08/26/24	Vendor development team/AHCA BPC/PM	To provide requirements to the development team	
People Technology	Florida PALM Technical Meeting	08/26/24	Vendor development team/AHCA BPC/PM	To provide requirements to the development team	

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

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AHCA Status Report Confirmation

Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
July - August 2024	Lynn Smith	lynn.smith@ahca.myflorida.com	09/10/24
May - June 2024	Lynn Smith	lynn.smith@ahca.myflorida.com	07/03/24
March - April 2024	Lynn Smith	lynn.smith@ahca.myflorida.com	05/09/24
January - February 2024	Sonya Smith	sonya.smith@ahca.myflorida.com	03/11/24

Helpful Links

- Dashboard Snapshots
- Knowledge Center
- Florida PALM Workbook for APD
- Readiness Workplan

APD Status Report Dashboard

Reporting Period

July - August 2024

Agency Sponsor

Rose Salinas

Click on the various statistics or dials to view the supporting information within your agency's Smartsheet Florida PALM Workbook.

CCN Composition



The Change Champion Network dial reflects the completeness of your CCN makeup.

Change Champion Network:

- Unique Filled Role = 12
- Duplicate Filled Role = 4
- Vacant Role = 0

RW Task Completeness



The Readiness Workplan Tasks Completeness dial reflects the completeness of your agency's submission of RW tasks, starting with RW Task 512.

RW Task Completeness:

- Score = 83.60%**
- Submitted Complete = 16
 - Submitted Incomplete = 1
 - Completed After Submission = 8

RW Task Timeliness



The Readiness Workplan Tasks Timeliness dial reflect the timeliness of your agency's submission of all RW tasks to date.

RW Task Timeliness:

- Score = 98.08%**
- Submitted On Time = 48
 - Submitted Late = 2
 - Pending Submission = 0

Project-led Meeting Participation



The Participation dial reflects your agency's attendance at Project-led meetings during the current reporting period.

Meeting Participation:

- Meetings Attended = 10
- Meetings Missed = 0

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
N/A	Technology	531	Remediate Agency Business Systems based on Segment II	04/29/24	09/27/24	75% - Consolidating/Inputting Information for Submission		6/17 - IT Team is moving forward in review and updates to task requirements - Primary to APD is the FRS database and from that all other ABS's are considered - PP in development for all timeline milestones		
N/A	People	540	Share Florida PALM Updates	07/15/24	07/26/24	100% - Submitted	07/25/24	7/15 - sharing PALM updates and links to help teams is a primary priority within APD - IN Progress always 7/25 - completed and submitted - all documented with attachments - some shareable 8/1 - re-submitted with correct audience - Other-to end users - updated and also filled blank date in row requiring date	Submission Complete	08/01/24
Direct	Data	541-A	Complete Configuration Workbooks for Segment IV	07/22/24	09/06/24	100% - Submitted	09/05/24	7/25 - meetings to review and outlines being initiated for the APD Teams 8/19 - BA managing within Internal Tracker for teams updates/reviews and deliverables 8/30 - Tuesday meeting to finalize - Project activities 9/5 - cleared by team review - "NO" for all - Proj. Costing		
Direct	Data	541-B	Complete Configuration Workbooks for Segment IV	07/22/24	09/06/24	100% - Submitted	09/06/24	7/25 - meetings to review and outlines being initiated for the APD Teams 8/19 - BA managing within Internal Tracker for teams updates/reviews and deliverables 8/30 - SharePoint issue with this one - getting all onboard and working thru CMS - Tuesday 9/3 = BA led 9/4 - email to PALM for clarification - to get this closed - questions needing answer for APD logic 9/6 - Need PALM to input values due to data validation issue in workbook, but values provided to RC via email		09/06/24
N/A	Data	542	Complete Data Readiness Analysis and Data Cleansing Activities for Segment IV	07/22/24	10/18/24	75% - Consolidating/Inputting Information for Submission		7/25 - planning IT Team review 8/19 - BA managing within Internal Tracker for teams updates/reviews and deliverables		
N/A	Processes	543	Identify Change Impacts and Update Agency Business Process Documentation for Segment IV	07/22/24	10/18/24	75% - Consolidating/Inputting Information for Submission		7/25 - BA/PM reviewing new TASKS for internal documentation/teams responsibilities 8/19 - BA managing within Internal Tracker for teams updates/reviews and deliverables		
N/A	Technology	544	Update Agency Business System Documentation for Segment IV	07/22/24	10/18/24	75% - Consolidating/Inputting Information for Submission		7/25 - BA/PM reviewing new TASKS for internal documentation/teams responsibilities 8/19 - BA managing within Internal Tracker for teams updates/reviews and deliverables		
Direct	Technology	545-A	Update and Finalize Florida PALM Conversion Inventory for Segment IV	07/22/24	10/18/24	75% - Consolidating/Inputting Information for Submission		7/25 - BA/PM reviewing new TASKS for internal documentation/teams responsibilities 8/19 - BA managing within Internal Tracker for teams updates/reviews and deliverables		
Direct	Technology	545-B	Update and Finalize Florida PALM Conversion Inventory for Segment IV - Projects (PCC001)	07/22/24	08/23/24	100% - Submitted	08/23/24	7/25 - BA/PM reviewing new TASKS for internal documentation/teams responsibilities 8/8 - updates being worked and review with AM Team 8/13 - physical inventory review and final updates 8/19 - BA updating with teams 8/22 - file located on SharePoint was a major challenge for the agency and	Submission Complete	

								major challenge for the agency - and needing to make certain both designated approved access choices are updated with PALM per Rose's submissions - PALM asking for additional submission for S.J. 8/23 - File sent via email for PALM upload to Secure File Share portal		
Direct	Technology	546	Update Florida PALM Interface Inventory for Segment IV	07/22/24	10/18/24	75% - Consolidating/Inputting Information for Submission		7/25 - planning IT Team review 8/19 - BA managing within Internal Tracker for teams updates/reviews and deliverables		
N/A	Technology	547	Remediate Agency Business Systems based on Segment III	07/22/24	12/13/24	50% - In Progress		7/25 - planning IT Team review 8/19 - IT Team in Review and working Data Warehouse - ABS attention		
Direct	Technology	548	Identify and Confirm File Managers	08/06/24	08/16/24	100% - Submitted	08/13/24	8/7 - completed - Dee/Shaquan - submitted to PALM team and updates on CCN - reviewing for outstanding requirement 8/12 - Email to Dora to clarify - will submit on time - completed - but need to know we chose the correct STF type 8/13 - moving to 100% completed	Submission Complete	
Direct	People	549	Submit Training Survey	08/12/24	09/20/24	75% - Consolidating/Inputting Information for Submission		8/19 - Training was part of original survey - determining if additional survey focused on Trng will be needed or the information provided will give enough good stats. 8/27 - query is out to find those APD that will be committed to the intense requirements for participation in the TT effort. 9/10 - APD Core team to discuss with the review suggesting that we will not participate in TTT		
Indirect	People	536-B	Create Agency Specific User Acceptance Testing Plan	08/19/24	10/11/24					
Direct	Data	541-C	Complete Configuration Workbooks for Segment IV	08/26/24	09/27/24	50% - In Progress		9/10 - check the team status - on our internal tracker 541-C: Provide the agency-specific configurations needed for SpeedKey and Payroll (PR). PR Configuration Workbook - Position Funding Worksheet Video PR Configuration Workbook - CJIP Funding Worksheet Video PR Configuration Workbook - FFIP Funding Worksheet Video PR Configuration Workbook - Default Funding Worksheet Video		
Direct	Technology	550-A	Provide Public IP Address and Select Technical Meeting Time	08/26/24	08/30/24	100% - Submitted	08/27/24	8/27 - IT Team is meeting to provide the information requested 8/26 - regarding the IP address(es) that are needed for PALM Access/UAT connectivity - SS APD MFT Planning 8/27 - 550-A - is completed as Lee and Rohan for APD are the designated Testing Support contacts identified by APD. - SS APD Testing Support 8/27 - provided by IT team - 160.131.122.0/24 IP address and Port 8/27 - Meeting time - Selected on on the schedule worksheet - APD - 1-1:30 Thursday 8/5	Submission Complete	
N/A	N/A	551	Submit Bimonthly Agency Readiness Status Report	08/30/24	09/11/24	100% - Submitted	09/09/24	9/4 - email to Rose for review and sign off with submission by Friday 9/6 9/10 - Rose email confirming status submission completed.		
N/A	N/A	552	Manage Agency Specific Implementation Schedule, Risks and Issues	08/30/24	10/31/24					N/A
Direct	Technology	550-B	Participate in Technical Meeting to Receive Credentials and Access	09/03/24	09/13/24	100% - Submitted	09/05/24	9/4 - meeting scheduled for 1:30 pm est Thursday Sept 5	N/A	

People	Processes	Technology	Data
The staff and stakeholders affected by your agency's transition to Florida PALM.	The sequence of procedures to accomplish a business objective.	The applications or tools used to process, track, or report on financial operations.	Information used in or produced from an agency's financial business operations.
Implementation: Planned Florida PALM End Users = 74 • Business Process Groupings = 13/13 Identified Subject Matter Experts = 40 • SMEs by Business Process Grouping - Account Mgmt. and Financial Reporting = 3 - Accounts Receivable = 2 - Asset Accounting and Mgmt. = 3 - Banking = 2 - Budget Mgmt. and Cash Control = 2 - Contracts Mgmt. = 3 - Disbursements Mgmt. = 3 - Grants Mgmt. = 2 - Inter/IntraUnit Transactions = 20 - Payroll Mgmt. = 6 - Projects Mgmt. = 5 - Revenue Accounting = 2	Current-State: Cataloged Business Processes = 237 • Related Business Systems = 6 • Related Reports = 34 Documentation Status: - Complete = 237 Partial = 0 Not Started = 0 Implementation: Impacted Agency Business Processes = 237 • Related Business Process Groupings = 10 • Planned Spreadsheet Uploads = 0 Level of Impact: People Changes - High = 14 Medium = 6 Low = 47 None = 81 Uncertain = 0 Level of Impact: Processes Changes - High = 12 Medium = 12 Low = 31 None = 93 Uncertain = 0 - Level of Impact: Technology Changes	Current-State: Cataloged Business Systems = 9 • Criticality: - High = 9 Med = 0 Low = 0 None = 0 Documentation Status: - Complete = 8 Partial = 1 Not Started = 0 Cataloged Interfaces = 78 - Inbound Interfaces = 6 - Outbound Interfaces = 1 Implementation: Business Systems Planned for Integration = 8 Segment I - Documentation Updates: - Complete = 0 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 7 Segment II - Documentation Updates: - Complete = 0 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 7	Current-State: Unique FLAIR Data Elements = 480 • Associated Unique Uses = 1181 - Continued Use - Yes = 1094 - Continued Use - No = 57 Associated Business Systems = 2 Cataloged Reports = 112 • Criticality: - High = 150 Med = 18 Low = 1 None = 0 Implementation: Segments I & II Planned Configurations = 7 • Accounts Receivable (AR) - Planned Distribution Codes = 3 • Asset Management (AM) - Planned Location Codes = 368 - Planned Associated Area ID's = None

- System Access and Controls = 2

Role Mapping = TBD

Training = TBD

- Level of Impact: Technology Changes

- High = 15 Medium = 5 Low = 22 None = 106
Uncertain = 0

• Level of Impact: Data Changes

- High = 17 Medium = 13 Low = 11 None = 107
Uncertain = 0

• Segments I & II Documentation Update Status

- Not Started = 0 In Progress = 0 Complete = 138

• Segment III Documentation Update Status

- Not Started = 0 In Progress = 0 Complete = 138

• Segment III - Documentation Updates:

- Complete = 0 Updating = 0 Evaluating = 0
Not Started = 0 Not Needed = 7

Planned Interfaces = 16

- Inbound Interfaces = 3

- Outbound Interfaces = 13

• Commitment Control (KK)

- Planned Option = Option # 1 - Track with Budget

• General Ledger (GL)

- Planned Budgetary Value Combo Edits = 382

- Planned Local Funds = None

- Planned Organization ID's = 359

- Planned OA1's = 230

- Planned OA2's = 65

Segment IV Planned Configurations

- Started = 2 Not Started = 0

Conversions & Data Readiness

• Conversions Needed = 8

• Agency Data Outside of Primary Source System(s) = 0

• Data Readiness/Cleansing Status:

- Complete = 4 In Progress = 0 Not Started = 0 Not Applicable 0

Reports = TBD

Agency Reported

The Risks, Issues, Assumptions and Readiness Activities tables below display only items that were opened/logged, closed/resolved or active during the reporting period.

APD Risks

Critical Operational Elements	Risk Description	Status	Risk Rating	Mitigation/Response Strategy	Reporting Period Comments or Updates	Date of Status Change	Owner / Coordinator
Technology	Data loss during migration	Open	9 (High/High)	Implement robust backup and recovery mechanisms, conduct thorough testing	Measurement: Percentage of data migrated successfully noted: Migration Phase	12/08/23	APD Finance Team
Processes	Downtime during the transition	Open	9 (High/High)	Develop a detailed migration plan with scheduled downtime, parallel run for testing	Measurement: Duration of downtime noted: Migration Phase	12/08/23	PALM Team/APD Project Team
People Processes Technology Data	Data breach or unauthorized access in the cloud	Open	9 (High/High)	Implement strong encryption, access controls, and security protocols	Measurement: Number of security incidents - ongoing security effort	10/24/23	PALM Team/APD Project Team
People Processes	Training - Resistance to Change	Open	9 (High/High)	- Implement a robust change management plan. - Communicate the benefits of the new system. - Involve team members in decision-making.	- Teams will be attending focus group meetings 1st qtr 2024 - focus on how to embrace training to adjust to change	12/27/23	APD CCN
People Processes Technology Data	Training - Skill Gaps in the Legacy Team	Open	9 (High/High)	- Identify and prioritize training needs. - Create custom training modules. - Encourage knowledge transfer among team members.	- APD teams will continue with focus groups for team participation and understand as a whole	12/27/23	APD Teams
People Processes Technology Data	COA - Update accounting business system software or system with the new chart of accounts.	Open	9 (High/High)	- This includes modifying the account structure and assigning codes as needed, within the APD Business Systems so that the alignment flows thru upon migration and that all accounting is correctly the same	IT Team will align to update and make required changes in the Business System arena	12/27/23	IT Team and APD Teams
People Processes Technology Data	COA - Testing old to new and establishing a valid testing exercise	Open	9 (High/High)	- Establish testing to ensure that transactions are posted correctly to the new chart of accounts. Verify that financial reports generate accurate results.	Testing scenarios and plan to be defined	12/27/23	ALL APD Finance and IT Teams
Technology Data	Use of API technologies to create Data Tables not available in timely manner to begin the Agency Build	Open	9 (High/High)	KB/Tech Analyst is driving the request with the PALM IT team to get schema provided	With Task 519 - the updates required to ABS does not have all information required to start the effort Ideal would be to have an API Schema that is pushed by PALM to update and execute all the requirements 6/26 - IT Team will work with strategy to build parallel data base with PALM parameters that will be set up with all the correct fields/requirements/etc	04/24/24	ALL APD Finance and IT Teams
Technology Data	Compatibility issues between old and new systems	Open	9 (High/High)	APD is in a re-write mode with several ABS - this will be a double effort and therefore use of old systems to adapt will be an issue	Running re-writes in the parallel with IT side of mitigation with ABS	04/24/24	ALL APD Finance and IT Teams
Technology Data	Integration challenges with existing accounting software on ABS	Open	9 (High/High)	APT TA to work with PALM IT to gain best updates and data	Running re-writes in the parallel with IT side of mitigation with ABS	04/24/24	ALL APD Finance and IT Teams
People Processes Technology Data	Training - Lack of Familiarity with New System Features	Open	6 (Medium/High)	- Provide comprehensive training. - Offer hands-on practice and simulations. - Encourage knowledge sharing.	- noting that the "sandbox" will be open and provided with PALM team roll out of training phase(s)	12/27/23	APD Teams

Data	Training - Data migration errors	Open	6 (Medium/High)	- Conduct thorough data validation and testing. - Have backup plans for data recovery.	- Organizing Data Review Teams and timeline	12/21/23	APD Teams
People Processes	Training - Time Constraints with routine business	Open	6 (Medium/High)	- Plan training schedules to minimize disruption. - Allocate extra time for learning and transition.	- teams will be in review of scheduling and clean up in 2024	12/27/23	APD Teams
People Processes Technology Data	Training - Inaccurate Financial Reporting	Open	6 (Medium/High)	- Verify and validate financial data during and after migration. - Have contingency plans for reporting errors.	- clean preparation prior to and then checking team after - APD is in clean up mode going forward.	12/27/23	APD Financial Accounting Team
Processes Technology Data	Data Security Breach	Open	6 (High/Medium)	- Implement strict access controls and encryption measures.	- Conduct quarterly security audits and address any vulnerabilities immediately. - PALM Team to engage thru Technical reviews the security support and activities with PALM	12/27/23	APD IT Team
People	Lack of Training and Awareness	Open	6 (High/Medium)	- Provide regular training sessions for team members on documentation best practices.	- Maintain a record of training attendance and monitor improvements in documentation quality. October 2023 - bringing awareness to the PALM Team activities with participation in the design and build sessions hosted by the PALM Team. -ongoing	10/24/23	PALM TEAM and APD Teams
People Processes Technology Data	Technology Failures	Open	6 (High/Medium)	- Implement data backup and recovery procedures	- Regularly test technology systems and document results in monthly IT reports. - roll out with IT team in 2024	10/24/23	APD IT Team
People Processes	Timing in Financial accounting arena - Loss of Productivity During Transition	Open	6 (High/Medium)	- Plan for a gradual transition with overlapping systems if possible.	- Teams will be attending focus group meetings 1st qtr 2024 and will participate in designing a workable schedule	12/27/23	APD Teams
People Processes Technology Data	COA - Archive old Data	Open	6 (High/Medium)	- archiving or retaining old chart of accounts data for historical reference and compliance purposes.Where/When/How	Plan to establish archive process to be determined or updated from present archive responsibilities within the agencies processes and policies	12/27/23	ALL APD Finance and IT Teams
People Processes Technology Data	Payroll - Severe Data Loss or Corruption during Migration of data	Open	6 (High/Medium)	Severe data loss or corruption during migration, leading to incorrect payroll processing and legal compliance issues. Implement robust backup and recovery procedures, conduct extensive testing, involve experts in data migration, and have a rollback plan in case of failures. Conversion Plan is Critical for detail and review/testing and acceptance.	Conversion PLAN critical to success with PALM and APD Teams 6/26 - Seg IV	01/26/24	ALL APD Finance and IT Teams
People Processes Technology Data	Payroll -Integration issues between the new accounting system and other HR or finance software, causing delays in payroll processing.	Open	6 (High/Medium)	. APD will conduct thorough integration testing, involve IT specialists, and ensure seamless data exchange protocols thru a detailed conversion plan.	Ongoing teams meetings to mitigate 6/26 - Seg IV	01/26/24	ALL APD Finance and IT Teams
Technology Data	Data Integrity issues during schema migration	Open	6 (High/Medium)	APT TA to work with PALM IT to gain best updates and data	Running re-writes in the parallel with IT side of mitigation with ABS	04/24/24	ALL APD Finance and IT Teams
Technology Data	Lack of scalability in new API architecture	Open	6 (High/Medium)	APT TA to work with PALM IT to gain best updates and data	Running re-writes in the parallel with IT side of mitigation with ABS	04/24/24	ALL APD Finance and IT Teams
Processes Data	Time lag/Plan for AR and conversion accounts	Open	4 (Medium/Medium)	Review date impact with review of GL accounts and establish conversion accounts for time element affect - 2/6 - Team working to map COA	Measurement: Reconciliation issue noted: Migration Phase	02/06/24	APD Finance Team
People Processes	Resistance to change among employees	Open	4 (Medium/Medium)	Conduct change management training, communicate benefits of the new system - 2/6 - continue with awareness/participation/information sharing	Measurement: Employee feedback and adoption rate - ongoing	02/06/24	PALM Team/APD Project Team
Processes Technology Data	Incompatibility with existing systems	Open	4 (Medium/Medium)	Perform compatibility testing, ensure seamless integration with other systems - 2/6 - IT Team reviewing Tasks/Strategy	Measurement: Number of integration issues noted: Business system's activities to be defined by IT team	02/06/24	PALM Team/APD Project Team
People Technology Data	Training - Insufficient Training Resources - needing a variety	Open	4 (Medium/Medium)	- Secure necessary training materials and resources. - Engage vendor-provided training and support.	- looking to PALM for direction and scheduling when it becomes available	12/27/23	APD and PALM
People Processes	Inadequate Post-Training Support	Open	4 (Medium/Medium)	- Establish a helpdesk or support team. - Provide ongoing access to resources.	- PALM Team to define	12/27/23	PALM and APD IT Team
People Processes Technology Data	Payroll - Insufficient training for payroll staff on the new system, resulting in errors and productivity loss.	Open	4 (Medium/Medium)	APD will work with PALM to develop comprehensive training programs, provide user manuals, and offer ongoing support during the transition.	Ongoing teams meetings to mitigate 6/26 - Seg IV	01/26/24	ALL APD Finance and IT Teams
Technology Data	Insufficient documentation for new API interfaces	Open	4 (Medium/Medium)	APT TA to work with PALM IT to gain best updates and data	Running re-writes in the parallel with IT side of mitigation with ABS	04/24/24	ALL APD Finance and IT Teams
Technology Data	Ineffective communication between IT and accounting teams	Open	4 (Medium/Medium)	APT TA to work with PALM IT to gain best updates and data	Running re-writes in the parallel with IT side of mitigation with ABS 6/26 - improvement in the PALM team presence with IT Readiness team building	04/24/24	ALL APD Finance and IT Teams
People	Changes in Regulations	Open	3 (High/Low)	- Establish a regulatory monitoring system and	- Provide updates on	10/24/23	APD Core Team

Processes Technology Data				update documentation accordingly.	regulatory changes in real-time and include them in monthly compliance reports. - ongoing		
People Processes Technology Data	Documentation Errors	Open	3 (High/Low)	- Implement a peer review process for critical documentation.	- Monitor error rates and track corrective actions in weekly status reports. -effort to be initiated with COA review	12/27/23	APD Core Team
Technology Data	Security vulnerabilities in new API interfaces	Open	3 (High/Low)	APT TA to work with PALM IT to gain best updates and data	Running re-writes in the parallel with IT side of mitigation with ABS	04/24/24	ALL APD Finance and IT Teams
People Processes Technology Data	Roll Back Plan to be included in the Conversion Plan	Open	3 (High/Low)	APT to incorporate the parallel effort with current business processes and also with the strategy process with PALM Data and ABS alignment.	Prepare for unexpected issues that cause risk during migration causing significant problems that will stop progress forward into PALM	08/27/24	ALL APD Finance and IT Teams
People Processes Technology Data	Payroll - Inaccurate employee data migration leading to payroll discrepancies and employee dissatisfaction.	Open	2 (Medium/Low)	Validate data migration processes, cross-reference data, and conduct reconciliation checks to ensure accuracy. UAT required.	Ongoing teams meetings to mitigate - IT included 6/26 - Seg IV	01/26/24	ALL APD Finance and IT Teams
People Technology Data	Training - set up with current IT Platform and making available the training online requirements for the user experience - Software Compatibility Issues	Open	2 (Low/Medium)	- Ensure that the new system is compatible with existing hardware and software.	- IT Team engagement is strong within APD so this will be part of the IT agenda	12/27/23	IT Team
People Processes	Non-compliance with data privacy regulations/APD Client	Open	1 (Low/Low)	Conduct thorough legal review, ensure adherence to applicable regulations	Measurement: Compliance audit results - ongoing	10/24/23	PALM Team/APD Project Team
People Processes Technology Data	Insufficient user training and support	Open	1 (Low/Low)	Develop comprehensive training materials, provide ongoing user support	Measurement: User feedback and help desk tickets note: Training phase	10/24/23	PALM Team/APD Project Team
People Processes Technology Data	Payroll - Minor delays in the migration timeline due to unexpected technical issues or resource constraints	Open	1 (Low/Low)	Develop contingency plans for minor delays, allocate extra resources if needed, and maintain clear communication with stakeholders- PALM Team Centric and APD IT engaged.	Ongoing teams meetings to mitigate - IT included 6/26 - Seg IV	01/26/24	ALL APD Finance and IT Teams
People Processes Technology Data	Payroll - Minimal impact documentation discrepancies that have no significant effect on payroll processing	Open	1 (Low/Low)	Continuously monitor and address documentation issues as part of routine maintenance. HR and Finance Teams will be collaborating for all reviews/training/queries to pass success.	Ongoing teams meetings to mitigate - IT included 6/26 - Seg IV	01/26/24	ALL APD Finance and IT Teams

APD Issues							
Critical Operational Elements	Issue Description	Status	Priority	Resolution Plan	Reporting Period Comments or Updates	Planned or Actual Resolution Date	Owner / Coordinator
People Processes Technology Data	APD Grant Field	Open	Critical - Impacts the ability of the agency to move forward with work without resolution	APD does NOT have Grants - however the grant field in FLAIR is used as an indicator - and the data in this field needs to be converted to PALM but needs to be corrected/mapped/correctly for PALM so that it does not land in the grant field. Fix before migration. Determined to use OA2 and team is focused on corrections in FLAIR at this time.	2/29 - Revenue Team is in review and walk thru exercises are in progress to determine fix prior to data migration 4/22 - remains a critical consideration as this will be a mapping and scripting issue due to: APD Does NOT have Grants - use of the field in FLAIR caused this to be "called" a grant - this will become OCA2 8/27 - still reviewin g- as this is a unique field to APD - we will incorporate the conversion with a plan to make certain this is mapped correctly	12/31/24	APD finance Team/APD Revenue Team/BA/PM
People Processes Technology Data	APD IT TEAM Collaboration with the PALM IT Team	Open	Critical - Impacts the ability of the agency to move forward with work without resolution	APD will continue with the Excel Spreadsheet listing of IT questions that will be shared to the Readiness Coordinator for APD and filter to the relevant PALM team members for answers and acknowledgement - this is a solution that was proposed by the PALM Team - APD would like to work more collaboratively in the IT effort - as we have begun work to establish efforts for business as usual and develop PALM spec initiatives that are currently known.	This is going to be an ongoing challenge as timing is of the essence and with a delay in responses - the pace is slowed and falls back to last minute activities for completion	09/26/25	APD IT Teams/APD PALM Team and Core Team
People Processes Technology Data	APD is the process of initiating some organizational alignment changes within the agency.	Closed	High - Impacts the ability of the agency to meet deadlines or milestones	APD teams are effected with any organizational change for accounting and financial alignment. The agency is keeping everyone aware so that there are no impacts as APD aligns with the new COA and system set up for PALM	Awareness is key and APD is keeping an open communication line to highlight any accounting impacts with organizational changes. 2/29 - reviewing and aligns with the new Task Talk overview - noted 4/22 - new organization chart has been drafted and will initiate a change in organizational structure - G/L will be updated as approvals are completed 6/26 - update to close in July 31 - organizational changes are pending DMS updates/Approval 8/27 - changes have not really impacted as expected.	07/31/24	APD Sponsor and Finance Team

					employee alignment is updated to employee records		
People Processes Technology Data	APD Location Identifier - Asset Mgmt Team	Open	High - Impacts the ability of the agency to meet deadlines or milestones	APD uses the Location Identifier for purposes that are tied to Warrants and the delivery of warrants to the correct site location. There is a need to clean this up and a better understanding of the use in PALM is being reviewed with questions and support from the PALM team	2/29 - meetings to discuss planned for 2/29 - so that the worksheet updates can be supported by the Asset Management Team 4/22 - the inventory clean up and alignment with G/L cleanse is in progress - not yet closed 8/27 - still open and will review by 9/30	07/01/24	APD AM Team - BA - PM - Core Team
People Processes Technology Data	APD Inventories - Asset and Encumbrances - Process Improvement	Closed	High - Impacts the ability of the agency to meet deadlines or milestones	Working with teams to establish and document processes while cleaning data - giving an internal due date and review	4/22 - still in process - unable to finish based on the Task requirements and due date of 4/12 4/24 - Asset Team has issued the Inventory requirements for fiscal yr end - and with that the effort to close is targeted for full cleanse of ALL inventory by June 30, 2024 4/24 - Encumbrances - part of the YE Close. 6/26 - Encumbrances completed with YE Close out and Certify forward - leaving Locations and Physical Inventories to be validated and completed - target - Aug 30th for all - but for Task 513 - July 5th 8/27 - cleanse completed 8/1 - and processes being updated but not related to PALM	07/01/24	Asset Mgmt and Encumbrances by the Disbursement team
People	APD Organizational changes will change the alignment of the personnel within the agency - but no approvals are final and there remain accounting adjustments to support until the accounting structure can be corrected	Open	High - Impacts the ability of the agency to meet deadlines or milestones	The teams are working to get DMS approvals thru based on the Director's changes to organizational structure and chart - currently a draft	4/24 - APD accounting is keeping the org codes in place that are currently in use based on FLAIR and will change as needed (approvals come thru) but there is no date when this will be accomplished. No changes to existing orgs at this time - and that is imposed on the PALM project activity. 6/26 - update to close in July 31 - organizational changes are pending DMS updates/Approval	07/31/24	APD Agency as a whole
People Processes Technology Data	APD Asset Inventories - Locations physical address alignment across systems to include Solaris	Open	High - Impacts the ability of the agency to meet deadlines or milestones	The teams are working to get FLAIR and Solaris Data corrected/updated/changed/added/deleted for all Physical locations associated with APD either HQ/Regions/Facilities/Regions	4/24 - APD accounting is keeping the org codes in place that are currently in use based on FLAIR and will change as needed (approvals come thru) but there is no date when this will be accomplished. No changes to existing orgs at this time - and that is imposed on the PALM project activity. 6/26 - update to close in July 31 - organizational changes are pending DMS updates/Approval - re-write of procedures and documentation to correct processes - aligning with the asset module workflow within PALM 8/27 - still in process with IT team - PALM specs being used and PALM CORE Team working with IT teams to support the changes expected	12/20/24	APD Agency as a whole
People Processes Technology Data	Custom development and Thorough Testing	Open	High - Impacts the ability of the agency to meet deadlines or milestones	work in a sprint IP effort to write - test - move forward with the data base effort being built for PALM -	8/27 - creating the testing effort to make certain the APD strategy for PAL database within APD to support the data from PALM will be fully tested and a test plan will be vetted by the teams	09/26/25	APD IT Teams/APD PALM Team and Core Team
Processes Data	Data Quality issue	Open	Low - All impacts not listed as Critical or High	Ongoing efforts with all teams to cleanse data in FLAIR	8/27 - ongoing issue and ongoing cleanse in progress	02/28/25	PM/BA/Finance Teams

APD Assumptions

Critical Operational Elements	Assumption	Status	Date Logged or Removed	Impacted Stakeholder(s) and/or System(s)	Reporting Period Comments or Updates
People Processes Technology Data	The vendor-directed project plan aligns with the requirements and objectives outlined in the state government regulations and legislative directives specific to APD.	Logged	09/06/23	PALM Project Team/APD Project Team	On-Going with PALM Team Readiness Plan
People Processes Technology Data	Sufficient resources, including personnel and infrastructure, will be available to support the implementation by APD and will require additional resources as defined by the PALM project Plan for Conversion	Logged	09/06/23	PALM Project Team/APD Project Team	Working on Task 503 - In progress 4/24 - noted that the PALM Project Personnel for APD has been Hired: HB for Business Analyst/KB for Sr. Technical Analyst
People	The state government will continue to provide the necessary cooperation and support for the project's success along with our APD Sponsor support.	Logged	09/06/23	PALM Project Team/APD Project Team	On-going
People Processes Technology Data	The PALM vendor has expertise in implementing cloud-based financial systems and complying with state government regulations with APD looking to gain information and support from the PALM teams as needed or required.	Logged	09/06/23	PALM Project Team/APD Project Team	On-going with Amendment 8 approved - move forward with PALM Directives as defined
People Processes Technology Data	Financials, Payroll, and Data Warehouse will be implemented at one time in January 2026	Logged	09/06/23	PALM Project Team/APD Project Team	To be focused at conversion timeframe at 4th qtr. of project 4/24 - Conversion Plan is not yet created by the PALM Team and is a significant requirement for the IT and Finance Teams at APD
People Processes Technology Data	All agencies will transition together.	Logged	09/06/23	PALM Project Team/APD Project Team	To be focused at conversion timeframe at 4th qtr. of project
People Processes Technology Data	Agencies/APD will have significant time to test and practice specific transactions before go-live in a dedicated testing environment (UAT)	Logged	09/06/23	PALM Project Team/APD Project Team	second half and then ongoing as the project readiness plan is outlined by PALM
People Processes Technology Data	The Florida PALM production sandbox will continue to be a copy of the current production environment and will be updated in January 2026 for this major implementation	Logged	09/06/23	PALM Project Team/APD Project Team	second half and then ongoing as the project readiness plan is outlined by PALM
People Processes Technology Data	Dedicated hyper care and post-implementation support will be available following implementation to ensure stabilization of business operations within APD	Logged	09/06/23	PALM Project Team/APD Project Team	Post implementation - At Live
People Processes Technology Data	APD Business Systems will continue to be used within APD and be supported with gateway/interface connectivity to the PALM Database for data capture as needed by APD - stay in the same effort as currently supported with FLAIR	Logged	12/27/23	PALM Project Team/APD Project Team/APD IT Team	Technology alignment 4/24 - noted that APD will initiate review of Business Systems for retention after the conversion to PALM Platform - there will be a timeframe to review and consider PALM capabilities/reports/access that will aide in this determination sponsored by the APD IT Team.
People Processes Technology Data	APD COA will be aligned and designed based on new PALM parameters	Logged	02/28/24	APD Project Team/APD IT Team	Accounting Alignment 4/24 - In process with Task 513 - also in data cleanse effort
People	APD Organizational Structure is fully defined and corelated to the correct org code by personnel alignment - updated by HR	Logged	02/28/24	APD Project Team/APD IT Team	Organizational Alignment 4/24 - APD faces a reorganization over the next 9 months - thru Dec. 2024. Approvals remain outstanding. The PALM requirements will be "as is" for the agency and updates will occur when approvals move thru. There will be no wait time or hold to update. Following the Task requirements of 513 toward the May due date.
Data	APD is able to identify the data within the Grant field in FLAIR and get it out of there prior to conversion/map it to the correct OCA2 - because this is not a true Grant and will not be a part of FCTS system - getting it identified and readied for conversion is a big must have and with it correctly supported will not cause issues.	Logged	02/28/24	APD Project Team/APD IT Team	4/24 - this remains a big concern on the handling of this data prior to conversion. The data pull for the conversion must be aligned correctly so that the PALM load places the data into the OA2 field in support of the accounting requirements for APD. Planning within APD is on-going as understanding of the data requirements becomes available. APD has discussed in several Touchpoint meetings and also reviewed with the PALM IT RC Lead Chris. 6/25 - Consideration into the conversion plan and how data will map. Need to review all possibilities
Data	APD is assuming responsibility thru Task requirements to perform data cleansing activities and that any data transformation or cleansing processes required during the pre-migration timeframe will be successfully implemented in the best captured data at time of migration.	Logged	04/24/24	APD Finance Teams	4/24 - there is still no defined conversion plan so that data input and accounting activities are not frozen and unaffected at time of conversion - this is critical to accounting reconciliation after conversion - cleansing data is ongoing and APD will face 2 Fiscal year ends prior to the conversion to PALM. The assumption is that data will be pulled at the last possible time with imposed moratoriums on activities while data is loaded into PALM for use in past conversion. 6/26 - data cleansing continues and will continue thru the next 18 months. Updates will be made in FLAIR as required by the accounting daily/weekly/monthly
People Processes Technology Data	APD assumes that the security matrix for Module Use is fully in place at migration to PALM so that all teams can reconcile and work to validate data transfer	Logged	04/24/24	APD Finance Teams	4/24 - understanding team business process vs PALM Module accessibility has been identified and the teams overlap must be tailored to their work activity.
People Processes Technology Data	Data Security Compliance	Logged	08/27/24	APD Finance Teams	The cloud-based system will comply with all state and federal regulations regarding data privacy and security, such as CJIS, HIPAA, or IRS 1075, as applicable
People Processes Technology Data	No Major Changes to Existing Workflows,	Logged	08/27/24	APD Finance Teams	Assumes minimal disruption to existing business processes or workflows, and that the new system can adapt to existing operational requirements.
Processes Technology Data	High Availability and Reliability	Logged	08/27/24		The cloud-based system will be more reliable than the legacy mainframe, with a guaranteed uptime and robust disaster recovery capabilities.
Technology Data	Scalability	Logged	08/27/24		The new system can handle future growth in terms of users, transactions, and data volume without requiring significant reconfiguration or additional infrastructure
People Processes Technology Data	Realistic Timeline.	Logged	08/27/24		The project will follow a realistic timeline with adequate buffers for unforeseen delays, ensuring that all milestones are met without excessive pressure
People Processes Technology Data	Auditability	Logged	08/27/24		The new system will provide sufficient audit trails and logs to satisfy internal and external audit requirements.

APD Agency-Specific Readiness Activities

Critical Operational Elements	Activity Description	Date(s)	Impacted Stakeholder(s) and/or System(s)	Objective	Reporting Period Comments or Updates
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People Processes Technology Data	Asset Management Team	07/01/24	APD Asset Management Team - PM/BA/TA	Monthly Meeting for team to review and discuss PALM updates/issues/new information	Team meeting - monthly July and Aug Completed 7/1 - 7/26 - 8/22
People Processes Technology Data	Weekly APD PALM Internal Team Meeting	07/01/24	PM/BA/TA - APD Internal PALM	Primary PALM Team Status Call - PM/BA/TA - weekly	Review all - talk to status - align APD 7/1-7/8-7/15-7/22-7/29-8/5-8/12-8/19-8/26
People Processes Technology Data	Accounts IT Team	07/09/24	APD IT Team -PM/BA/TA	Monthly Meeting for team to review and discuss PALM updates/issues/new information	Team meeting - monthly July and Aug Completed 7/9-7/29-8/6-8/8-8/20
People Processes Technology Data	APD CCN Meeting Specific	07/10/24	APD CORE Team - Tacachale Facility	New monthly Meeting	meetings on going: 7/10 - 8/21
People Processes Technology Data	Weekly Core Team Status Report	07/11/24	Agency Leadership	Sponsor/Project Manager/Business Liaison/Technical Liaison/Business Analyst/Senior Tech Analyst Team - Focused on PALM: Email updates (Past/present week/future) Weekly	Awareness/Task Review/Updates regarding Teams/PALM Participation Weekly Meeting - Review status/updates 7/11-7/18-7/25-8/1-8/8-8/15 -8/22-8/29
People Processes Technology Data	APD Specific - CORE Team Status Update Weekly Meeting	07/11/24	APD Core Team = Rose/Sponsor - Dee/Agency Liaison - Ramon/Advisory Council Member - Becky/Project Mgr - Hayley/Business Analyst - Kristopher/Technical Analyst	Awareness/Task Review/Updates regarding Teams/PALM Participation	Awareness/Task Review/Updates regarding Teams/PALM Participation Weekly Meeting - Review status/updates 7/11-7/18-8/1-8/8-8/22
People Processes Technology Data	APD IT Conversion PLAN Meetings - APD PALM Team	07/11/24	PM/BA/TA - APD Internal PALM	IT Requirements/APD conversion planning and outline for timelines and activity requirements	Focus on APD timeline for Data/IT Team(s) -7/11-7/18-8/1-8/8-8/22
People Processes Technology Data	APD All Hands meeting	07/17/24	APD Accounting Teams - All	Monthly ALL Teams meeting in person	one off - teams meeting to update after ye
People Processes Technology Data	Accounts Receivable Team	07/17/24	APD Accounts Receivable - PM/BA/TA	Monthly Meeting for team to review and discuss PALM updates/issues/new information	Team meeting - monthly July and Aug Completed 7/17 - 8/21
People Processes Technology Data	Budget Team	07/24/24	APD Budget Team - PM/BA/TA	Monthly Meeting for team to review and discuss PALM updates/issues/new information	Team meeting - monthly July 7/26 - makeup for Aug - one off
People Processes Technology Data	Disbursements Team	07/25/24	APD Disbursements Team - PM/BA/TA	Monthly Meeting for team to review and discuss PALM updates/issues/new information	Team meeting - monthly July Completed 7/25 - makeup for aug - due to schedule
People Processes Technology Data	APD Calendar updates to Teams	07/25/24	APD PM	Timeline Snapshot for the month of May and June - upcoming events and scheduled activities	Agency Updates - BA and PM Review 7/25
People Processes Technology Data	Contract Team	07/29/24	APD Contract Team - PM/BA/TA	Monthly Meeting for team to review and discuss PALM updates/issues/new information	Team meeting - monthly Jul and Aug completed 7/29 - 8/30
People Processes Technology Data	Monthly Inter/Intra - Facilities Team Meeting	07/29/24	APD Facilities Team - PM/BA/TA	Monthly Meeting for team to review and discuss PALM updates/issues/new information	Team meeting - monthly July and Aug Completed 7/29 - 8/22
People Processes Technology Data	Payroll Team	07/30/24	APD Payroll Team - PM/BA/TA	Monthly Meeting for team to review and discuss PALM updates/issues/new information	Team meeting - monthly Jul and aug - Completed 7/30 & 8/26
People Processes Technology Data	Account Management and Financial Reporting Team	07/30/24	APD Financial Reporting Team - PM/BA/TA	Monthly Meeting for team to review and discuss PALM updates/issues/new information	Team meeting - monthly July and Aug Completed 7/30 - 8/30
People Processes Technology Data	Monthly Inter/Intra - Regions Team Meeting	07/31/24	CCN and SMEs - PM/BA/TA	State/HQ-SE-SW-NE-NW-Suncoast-Southern-Central Team: CCN and SME's-Teams call to review actions/participation/introduce PALM initiatives/open forum Team represents Modules: Inter/Intra Unit Transactions - Monthly	Team meeting - monthly July and Aug Completed 7/31 - 8/30
People Processes Technology Data	APD Physical Inventory Meeting- Asset Team	08/22/24	APD CORE Team - Tacachale Facility	Special Meeting	Focus for Task 513/514 meetings on going: 8/22-8/26
People Processes Technology Data	APD - High Fives - Email	08/30/24	APD Finance Teams as a whole	APD Communication Plan	July/Aug overviews

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

APD Status Report Confirmation

Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
July - August 2024	Rose Salinas	rose.salinas@apdcares.org	09/09/24
May - June 2024	Rose Salinas	rose.salinas@apdcares.org	07/01/24
March - April 2024	Rose Salinas	rose.salinas@apdcares.org	05/09/24
January - February 2024	Rose Salinas	rose.salinas@apdcares.org	03/08/24

Helpful Links

- Dashboard Snapshots
- Knowledge Center
- Florida PALM Workbook for DBPR
- Readiness Workplan

DBPR Status Report Dashboard

Reporting Period

July - August 2024

Agency Sponsor

Sally Huggins

Click on the various statistics or dials to view the supporting information within your agency's Smartsheet Florida PALM Workbook.

CCN Composition



The Change Champion Network dial reflects the completeness of your CCN makeup.

Change Champion Network:

- Unique Filled Role = 10
- Duplicate Filled Role = 8
- Vacant Role = 0

RW Task Completeness



The Readiness Workplan Tasks Completeness dial reflects the completeness of your agency's submission of RW tasks, starting with RW Task 512.

RW Task Completeness:

- Score = 96.88%**
- Submitted Complete = 31
- Submitted Incomplete = 1
- Completed After Submission = 0

RW Task Timeliness



The Readiness Workplan Tasks Timeliness dial reflect the timeliness of your agency's submission of all RW tasks to date.

RW Task Timeliness:

- Score = 90.96%**
- Submitted On Time = 37
- Submitted Late = 13
- Pending Submission = 0

Project-led Meeting Participation



The Participation dial reflects your agency's attendance at Project-led meetings during the current reporting period.

Meeting Participation:

- Meetings Attended = 10
- Meetings Missed = 0

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
N/A	Processes	527	Identify Change Impacts and Update Agency Business Process Documentation for Segment III	04/15/24	07/12/24	100% - Submitted	06/11/24		Submission Complete	
N/A	Technology	528	Update Agency Business System Documentation for Segment III	04/15/24	07/12/24	100% - Submitted	06/19/24	Resubmitted on 6/27/24	Submission Complete	
Indirect	Technology	530	Update Florida PALM Interface Inventory for Segment III	04/15/24	07/12/24	100% - Submitted	06/19/24	Ready	Submission Complete	
N/A	Data	526	Complete Data Readiness Analysis and Data Cleansing Activities for Segment III	04/29/24	07/12/24	100% - Submitted	05/23/24	Conplete	Submission Complete	
Indirect	Technology	529	Update Florida PALM Conversion Inventory for Segment III	04/29/24	07/12/24	100% - Submitted	05/24/24		Submission Complete	
N/A	Technology	531	Remediate Agency Business Systems based on Segment II	04/29/24	09/27/24	100% - Submitted	08/20/24	Versa Regulation (ABS) remediation is being tracked under Task 547	Submission Complete	
N/A	People	535	Update Workforce Readiness Plan	06/17/24	08/02/24	100% - Submitted	08/01/24		Submission Complete	
Indirect	People	536-A	Create Agency Specific User Acceptance Testing Plan	06/17/24	08/16/24	100% - Submitted	08/06/24	UAT Testing Plan has been drafted and reviewed internally by DBPR Project Directors. Note: Sections of the UAT Testing Plan associated with PALM Tasks 536B and 536C have not been completed in the document; however, notes and other thoughts are there for future use.	Submission Complete	
N/A	People	537	Update Authorized Smartsheet Users	06/24/24	07/12/24	100% - Submitted	06/27/24	All updates have been applied. Erin Moreno and Lynn Smith were removed.	Submission Complete	
N/A	N/A	538	Submit Bimonthly Agency Readiness Status Report	07/01/24	07/12/24	100% - Submitted	07/11/24		Submission Complete	
N/A	N/A	539	Manage Agency Specific Implementation Schedule, Risks and Issues	07/01/24	08/29/24	100% - Submitted	08/29/24	Smartsheet(s) have been updated and are ready for Bimonthly Status reporting	N/A	
N/A	People	540	Share Florida PALM Updates	07/15/24	07/26/24	100% - Submitted	07/16/24		Submission Complete	
Direct	Data	541-A	Complete Configuration Workbooks for Segment IV	07/22/24	09/06/24	100% - Submitted	08/02/24		Submission Complete	
Direct	Data	541-B	Complete Configuration Workbooks for Segment IV	07/22/24	09/06/24	100% - Submitted	08/26/24	Have 2 rows with multiple organizations.	Submission Complete	
N/A	Data	542	Complete Data Readiness Analysis and Data Cleansing Activities for Segment IV	07/22/24	10/18/24	100% - Submitted	08/20/24	Cleansing plans for 4 remaining required conversions were confirmed.	Submission Complete	
N/A	Processes	543	Identify Change Impacts and Update Agency Business Process Documentation for Segment IV	07/22/24	10/18/24	75% - Consolidating/Inputting Information for Submission		Current-State Business Process 7.01 will be handled by DFS going forward. Smartsheet is complete - just awaiting any potential changes as a result of Design Workshops for Segment 4 Business Processes		
N/A	Technology	544	Update Agency Business System Documentation for Segment IV	07/22/24	10/18/24	100% - Submitted	08/22/24	No updates identified and required at this time and have confirmed with Versa even though there will be remediation.	Submission Complete	
Direct	Technology	545-A	Update and Finalize Florida PALM Conversion Inventory for Segment IV	07/22/24	10/18/24	100% - Submitted	08/20/24	Confirmed 4 conversions identified as needed (Conversion Inventory & Data Readiness Smartsheet).	Submission Complete	
Direct	Technology	545-B	Update and Finalize Florida PALM Conversion Inventory for Segment IV - Projects (PCC001)	07/22/24	08/23/24	100% - Submitted	08/22/24	No entered for PCC001	Submission Complete	
Direct	Technology	546	Update Florida PALM Interface Inventory for Segment IV	07/22/24	10/18/24	Pending Resubmission	08/29/24	No interfaces being developed at this time. Awaiting meeting with new Accounting Systems Analyst to review all ABSs and confirm information provided (No "Uncertains")	Submission Incomplete	
N/A	Technology	547	Remediate Agency Business Systems based on Segment III	07/22/24	12/13/24	25% - Beginning Initial Internal Meetings and Information Gathering		FLAIR Object Codes to be configured in PALM OA2 and Versa will be remediated to do the same. Specifications to produce ARI010 out of Versa Regulation have been drafted,		

								reviewed, and turned over to DBPR IT. Specifications for spreadsheet uploads IUI001 and API041 still be developed		
Direct	Technology	548	Identify and Confirm File Managers	08/06/24	08/16/24	100% - Submitted	08/20/24	Server details identified. Primary File Manager (John Mounts replacement) is still being interviewed for. Lyndell Francis is interim primary contact and Jennifer Gaines is the backup contact for now.	Submission Complete	
Direct	People	549	Submit Training Survey	08/12/24	09/20/24	100% - Submitted	08/30/24		Submission Complete	
Indirect	People	536-B	Create Agency Specific User Acceptance Testing Plan	08/19/24	10/11/24	75% - Consolidating/Inputting Information for Submission		Need access to ticketing system so can incorporate ServiceNow in the document		
Direct	Data	541-C	Complete Configuration Workbooks for Segment IV	08/26/24	09/27/24	75% - Consolidating/Inputting Information for Submission		UAT testing Plan has been drafted and is under internal DBPR review		
Direct	Technology	550-A	Provide Public IP Address and Select Technical Meeting Time	08/26/24	08/30/24	100% - Submitted	08/29/24	No interfaces are being developed within DBPR ABBs at PALM Go Live. No meeting with File Managers and Florida PALM Technical Team to go over server details is needed at this time.		
N/A	N/A	551	Submit Bimonthly Agency Readiness Status Report	08/30/24	09/11/24	100% - Submitted	09/09/24			
N/A	N/A	552	Manage Agency Specific Implementation Schedule, Risks and Issues	08/30/24	10/31/24	25% - Beginning Initial Internal Meetings and Information Gathering			N/A	
Direct	Technology	550-B	Participate in Technical Meeting to Receive Credentials and Access	09/03/24	09/13/24	75% - Consolidating/Inputting Information for Submission			N/A	

People	Processes	Technology	Data
<p>The staff and stakeholders affected by your agency's transition to Florida PALM.</p> <p>Implementation:</p> <p>Planned Florida PALM End Users = 32</p> <ul style="list-style-type: none"> Business Process Groupings = 13/13 <p>Identified Subject Matter Experts = 22</p> <ul style="list-style-type: none"> SMEs by Business Process Grouping Account Mgmt. and Financial Reporting = 7 Accounts Receivable = 7 Asset Accounting and Mgmt. = 8 Banking = 7 Budget Mgmt. and Cash Control = 7 Contracts Mgmt. = 2 Disbursements Mgmt. = 7 Grants Mgmt. = 1 Inter/IntraUnit Transactions = 5 Payroll Mgmt. = 1 Projects Mgmt. = 1 Revenue Accounting = 9 System Access and Controls = 3 <p>Role Mapping = TBD</p> <p>Training = TBD</p>	<p>The sequence of procedures to accomplish a business objective.</p> <p>Current-State:</p> <p>Cataloged Business Processes = 97</p> <ul style="list-style-type: none"> Related Business Systems = 11 Related Reports = 25 <p>Documentation Status:</p> <ul style="list-style-type: none"> Complete = 84 Partial = 13 Not Started = 0 <p>Implementation:</p> <p>Impacted Agency Business Processes = 97</p> <ul style="list-style-type: none"> Related Business Process Groupings = 9 Planned Spreadsheet Uploads = 0 <p>Level of Impact: People Changes</p> <ul style="list-style-type: none"> High = 0 Medium = 0 Low = 0 None = 97 Uncertain = 0 <p>Level of Impact: Processes Changes</p> <ul style="list-style-type: none"> High = 79 Medium = 0 Low = 0 None = 18 Uncertain = 0 <p>Level of Impact: Technology Changes</p> <ul style="list-style-type: none"> High = 79 Medium = 0 Low = 0 None = 18 Uncertain = 0 <p>Level of Impact: Data Changes</p> <ul style="list-style-type: none"> High = 0 Medium = 79 Low = 0 None = 18 Uncertain = 0 <p>Segments I & II Documentation Update Status</p> <ul style="list-style-type: none"> Not Started = 0 In Progress = 0 Complete = 52 <p>Segment III Documentation Update Status</p> <ul style="list-style-type: none"> Not Started = 0 In Progress = 0 Complete = 30 	<p>The applications or tools used to process, track, or report on financial operations.</p> <p>Current-State:</p> <p>Cataloged Business Systems = 11</p> <ul style="list-style-type: none"> Criticality: High = 6 Med = 2 Low = 1 None = 2 <p>Documentation Status:</p> <ul style="list-style-type: none"> Complete = 9 Partial = 0 Not Started = 1 <p>Cataloged Interfaces = 1</p> <ul style="list-style-type: none"> Inbound Interfaces = 1 Outbound Interfaces = 0 <p>Implementation:</p> <p>Business Systems Planned for Integration = 2</p> <ul style="list-style-type: none"> Segment I - Documentation Updates: Complete = 0 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 0 Segment II - Documentation Updates: Complete = 0 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 1 Segment III - Documentation Updates: Complete = 0 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 1 <p>Planned Interfaces = 0</p> <ul style="list-style-type: none"> Inbound Interfaces = 0 Outbound Interfaces = 0 	<p>Information used in or produced from an agency's financial business operations.</p> <p>Current-State:</p> <p>Unique FLAIR Data Elements = 84</p> <ul style="list-style-type: none"> Associated Unique Uses = 85 Continued Use - Yes = 48 Continued Use - No = 32 <p>Associated Business Systems = 37</p> <p>Cataloged Reports = 55</p> <ul style="list-style-type: none"> Criticality: High = 20 Med = 19 Low = 15 None = 0 <p>Implementation:</p> <p>Segments I & II Planned Configurations = 6/9</p> <ul style="list-style-type: none"> Accounts Receivable (AR) Planned Distribution Codes = 52 Asset Management (AM) Planned Location Codes = 9 Planned Associated Area ID's = None Commitment Control (KK) Planned Option = Option # 1 - Track with Budget General Ledger (GL) Planned Budgetary Value Combo Edits = 661 Planned Local Funds = None Planned Organization ID's = 368 Planned OA1's = 31 Planned OA2's = None <p>Segment IV Planned Configurations</p> <ul style="list-style-type: none"> Started = 2 Not Started = 0 <p>Conversions & Data Readiness</p> <ul style="list-style-type: none"> Conversions Needed = 8 Agency Data Outside of Primary Source System(s) = 0 <p>Data Readiness/Cleansing Status:</p> <ul style="list-style-type: none"> Complete = 4 In Progress = 0 Not Started = 0 Not Applicable = 0 <p>Reports = TBD</p>

Agency Reported

The Risks, Issues, Assumptions and Readiness Activities tables below display only items that were opened/logged, closed/resolved or active during the reporting period.

DBPR Risks

Critical Operational Elements	Risk Description	Status	Risk Rating	Mitigation/Response Strategy	Reporting Period Comments or Updates	Date of Status Change	Owner / Coordinator
People Processes Technology Data	If the required testing is not defined and scheduled, F&A staff may not be ready and available and that could negatively impact DBPR PALM readiness	Closed	6 (High/Medium)	Mitigation - Discuss and understand all the PALM scheduled testing with the Readiness Coordinator and Technical Readiness Coordinator and ensure the Project Schedule reflects realistic durations and timelines.	Awaiting feedback from Technical Readiness Coordinator per his research.	07/03/24	Thomas Richardson
People Processes Technology Data	If all various Future-State Business Process scenarios (including anomalies and non-happy path conditions) are not identified and accounted for in test scripts, then testing will not be comprehensive and could negatively impact DBPR PALM readiness	Open	6 (High/Medium)	Mitigation - Work with DBPR SMEs and identify all possible scenarios. Account for these scenarios in UAT test scripts in advance of scheduled UAT.	DBPR staff were asked to be thinking about and start identifying the various scenarios that need to be accounted for so they can be documented. OCM lead created folders for storing all BP scenarios that will be used for creating test scripts.	07/03/24	Thomas Richardson
People Processes	If DBPR Finance & Accounting process owner resources are not available as needed, then the process flows may not be validated/developed, and this will negatively impact DBPR PALM readiness	Closed	3 (High/Low)	Mitigation - Complete Stakeholder Register after identifying process owners and work with them to ensure availability	Year End Processing is getting ramped up and could impact staff's availability. F&A resources have been available as needed so far. All Segment 1-3 Current-State Business Processes have been reviewed. Staff have multiple daily responsibilities that will need to be coordinated.	07/10/24	Gary Townsend
People	If DBPR process owners are not prepared from an Organizational Change perspective (training, documentation, understanding, and emotional), then PALM readiness could be negatively impacted	Open	3 (High/Low)	Mitigation - Analyze DBPR future Process Flows to identify new process steps, document them, and communicate with Process Owners Create visual aids, mapping documents, and other PALM educational tools.	PALM education, UAT training, and Florida PALM training is being planned. Anomalies and various scenarios are being identified so they can be tested.	04/08/24	Gary Townsend
Processes	If all new Future-State Business Requirements are not captured, communicated, and reviewed by the DFS PALM technical team for feasibility, then DBPR future-state processes may not be properly addressed (developed, tested, documented, etc.)	Open	3 (High/Low)	Mitigation - Ensure that all Business Requirements are captured in the RTM and shared with all key stakeholders	No DBPR-specific requirements have been identified at this time	04/08/24	Thomas Richardson
People Processes Technology Data	If DBPR end users cannot understand Future-State Process Flow language (created by DFS PALM), then they will not be able to map current Process Flows nor confirm the accuracy of the Future-State Process Flows and that could lead to incomplete work flows	Open	3 (High/Low)	Mitigation - Continue to expose the staff to Business Processes and related details and ensure they have access to all tools (UAT sandbox, etc.)	Sessions to review Future-State process flows are resuming mid-August.	04/18/24	Thomas Richardson
People Processes Technology Data	If PALM does not provide efficient Data Warehouse and PALM data availability tools similar to FLAIR@BPR capabilities, then DBPR may not have the data necessary to complete Future-State Business Processes once we go live	Open	3 (High/Low)	Mitigation - Review and document FLAIR@BPR data requirements and compare to PALM Chart of Accounts to identify any gaps. Identify and establish the necessary PALM data queries and store them for subsequent use. Identify constraints and limitations precipitated by batch cycles that need to run.	DBPR has requested batch cycle days/times and data query constraints. Dropped Probability from 2 to 1.	04/23/24	Thomas Richardson
People Processes Technology Data	If DBPR end users are not familiar with and understand PALM Future-State Processes, then translating Current-State Business Processes will be difficult and will negatively impact DBPR PALM readiness	Open	3 (High/Low)	Mitigation - Establish and conduct PALM Education and related planning. Review Future-State processes with end users. Add Tasks to the Project Schedule and manage their completion.	Sessions to review Future-State process flows are resuming next week. Dropped Probability from 2 to 1.	05/31/24	Thomas Richardson
People Processes Technology Data	If significant time is not spent planning and preparing for UAT as well as business processes not intended to be performed in PALM, then UAT could be delayed and/or ineffective which would negatively impact DBPR's PALM readiness	Open	3 (High/Low)	Mitigation - If significant time is not spent planning and preparing for UAT as well as business processes not being performed in PALM, then UAT could be delayed and/or ineffective which would negatively impact DBPR's PALM readiness	Several questions have been added to the DBPR UAT Question Log Smartsheet. The PM has drafted several UAT testing artifacts that could be used and these have been shared. Most BPs executed outside of FLAIR/PALM utilize FLAIR@BPR, which will go away so the importance of scripting and testing BPs to be performed outside of PALM increases as a result	07/17/24	Thomas Richardson
People Processes Technology Data	If DBPR does not test all send/receive transactions for Inter/Intra Unit process model, UAT testing could be inadequate and could negatively impact DBPR PALM readiness	Open	3 (High/Low)	Identify an Agency that we can partner up with and coordinate send/receive testing with them	This is related to Action Item #40	08/16/24	Thomas Richardson
People Processes Technology Data	If DBPR staff are not familiar with all Chart of Account changes, then it will be difficult to make the necessary changes required for a smooth transition, which negatively impact the PALM readiness	Open	3 (High/Low)	Make details of Chart of Accounts and related changes an area of focus as part of the PALM Education activities that are under way	Will impact non-PALM document sources (e.g. Excel from Suncom, etc.).	08/29/24	Thomas Richardson
People Processes Technology	If PALM Future-State Business Processes are not stable and subject to significant change during or after PALM education presented to DBPR end users, then this can lead to confusion and negatively impact DBPR's PALM readiness	Open	2 (Medium/Low)	Mitigation - Communicate with Readiness Coordinators early and often and ensure Organizational Change Manager and F&A staff are quickly made aware of any process changes. Identify any shortcomings in Future-State Business Processes and communicate them to the DFS PALM Project team via the RC as soon as possible	Segment IV Design Workshops have identified some changes to Business Processes. Dropped Impact from 3 to 2.	06/19/24	Thomas Richardson
People Processes	If DBPR does not have all PALM roles clearly defined and permissions properly set up for UAT as well as production, then there could be permissions-related problems when we go live with PALM and required activities may be delayed	Open	2 (Medium/Low)	Be sure to define all required roles and set up the proper permissions as early as possible	Role Mapping is currently being determined	08/19/24	Jennifer Gaines
People Processes Technology Data	If DBPR does not test email notifications from PALM as part of our UAT testing (particularly proxies and delegates), then DBPR may not have the desired flexibility once we go to production with PALM	Open	2 (Medium/Low)	Be sure to create test scripts that incorporate proxies and delegates for PALM email notifications during UAT	Discussed at Inter/Intra Unit Design Workshops	08/19/24	Thomas Richardson

DBPR Issues

Critical Operational Elements	Issue Description	Status	Priority	Resolution Plan	Reporting Period Comments or Updates	Planned or Actual Resolution Date	Owner / Coordinator
People Processes Technology Data	If Timing of Segment IV review & design workshops interferes with end of year Finance & Accounting activities, then F&A Business operations could be adversely impacted	Closed	High - Impacts the ability of the agency to meet deadlines or milestones	Try to get out in front as much as possible before EOY activities pick up. Catch up on PALM Tasks after EOY activities complete. Note: Scheduling of Workshops determined as good timing.	This issue can be closed now that Year End processing is nearing the end combined with we know the Segment IV Design Workshop dates. Review of To Be Business Process has been put on hold until Year End Processing is complete.	08/01/24	Sally Huggins

DBPR Assumptions

Critical Operational Elements	Assumption	Status	Date Logged or Removed	Impacted Stakeholder(s) and/or System(s)	Reporting Period Comments or Updates
People	The success of the Florida PALM project is one of the highest DBPR project priorities. All other financial functional projects should be scheduled appropriately.	Logged	04/01/24	All DBPR end users	
Processes	The Agency Project schedule will be used to establish and monitor scope and progress of tasks supporting the implementation of Florida PALM.	Logged	04/01/24	Sally Huggins Jennifer Gaines Thomas Richardson PALM	Project Schedule was completed and baselined
Processes Technology	All work required by the Florida PALM project for Agency Readiness will be documented in the Florida PALM Readiness Workplan.	Logged	04/01/24	Sally Huggins Jennifer Gaines Thomas Richardson PALM	Updates are current
People	Resources will be available to support the agreed-upon schedule.	Logged	04/01/24	All DBPR end users PALM	Resources have been available to review/define Current-State Business Processes
Processes	Based on the current Florida PALM implementation timeline, the Go-Live date for the Florida PALM solution is expected to occur no sooner than January 2026.	Logged	04/01/24	All DBPR end users PALM	
People Processes	There will be sufficient engagement by division/office resources knowledgeable about their organization business processes.	Logged	04/01/24	All DBPR end users PALM	The DBPR staff have been engaged
People Processes Data	Division/Offices act on the CCN/PALM Readiness information and direction.	Logged	04/01/24	All DBPR end users PALM	Regular meetings were conducted with the Readiness Coordinators
People Processes	The DBPR Functional PALM Readiness Project will be supported and managed by executive leadership.	Logged	04/01/24	All DBPR end users Thomas Richardson PALM	Great support has been received to date
People Processes Technology Data	The Department will remediate all agency business systems impacted by Florida PALM that cannot be retired.	Logged	04/01/24	All DBPR end users Versa FLAIR@BPR	Some progress has been made; Data warehouse design not yet completed will impact this
People Processes Technology Data	The Department will complete all necessary interface builds to allow for business operations to continue in the Florida PALM solution.	Logged	04/01/24	DFS PALM Development Staff All DBPR end users PALM	
Processes Technology Data	Following (and contingent upon) the successful Go Live implementation of Florida PALM and confirmation of its operational stability, FLAIR will not be available as a "fallback" option after the transition to Florida PALM.	Logged	04/01/24	All DBPR end users PALM FLAIR	
Processes Technology Data	All FLAIR functions and sub-functions will be transitioned to Florida PALM or no longer needed.	Logged	04/01/24	All DBPR end users PALM FLAIR	Some Finance and Accounting Business Processes have been determined not available in PALM
Processes Technology Data	The Florida PALM Project will be able to provide timely and complete requirements for agency business processes with enough detail and time to implement the changes according to the Florida PALM schedule.	Logged	04/01/24	DFS PALM Development Staff All DBPR end users PALM	All Current-State Business Processes were reviewed/updated
People Processes Technology Data	DBPR Divisions/Offices will identify and make the necessary business process changes with enough detail and time to implement the changes according to the Florida PALM Project schedule.	Logged	04/01/24	All DBPR end users PALM	All Current-State Business Processes were reviewed/updated
People Processes Technology Data	Testing of remediating business systems and business processes will be rigorous and scheduled well-ahead of implementation to ensure enough time to resolve identified issues.	Logged	04/01/24	All DBPR end users PALM	Detailed Testing Tasks were added to the Project Schedule
People Processes Technology Data	The Department will actively participate in the agency testing efforts of the new processes and validate the outputs meet the needs of the Department.	Logged	04/01/24	DFS PALM Development Staff All DBPR end users PALM	Detailed Testing Tasks were added to the Project Schedule
People	Funding for contracted services will be released and those resources will be available to perform the work assigned to them as scheduled.	Logged	04/01/24	Contract Project Manager Contrace Organizational Change Lead	Contract Staff have been onboarded
People Processes	The Florida PALM Project will prepare and provide training and related training materials.	Logged	04/01/24	DFS PALM Training Staff All DBPR end users OCM Lead PALM	
People Processes Technology Data	The Department will support data cleansing.	Logged	04/01/24	DFS PALM Development Staff All DBPR end users PALM	Scheduled PALM Data cleansing Tasks were completed
People Processes Technology Data	The Florida PALM Project will perform data cleansing and conversion.	Logged	04/01/24	DFS PALM Development Staff All DBPR end users PALM	Scheduled PALM Data cleansing and conversion Tasks were completed
People Data	The Florida PALM Project will provide a Chart of Accounts crosswalk, interface layouts, and conversion layouts.	Logged	04/01/24	DFS PALM Development Staff All DBPR end users PALM	
People Processes Technology Data	DFS PALM (The Project) will maintain the Requirements Traceability Matrix (RTM) as well as recording the traceability details for all Business requirements	Logged	04/18/24	DFS PALM Development Staff All DBPR end users PALM	
People Processes Data	DBPR will identify any unique Business requirements resulting from review of the To Be processes and will maintain these requirements in the DBPR PALM Readiness RTM as well as related traceability details for these requirements only	Logged	04/18/24	DFS PALM Development Staff All DBPR end users PALM	
People Processes Technology	Language in the To Be Process Flows created by DFS PALM will be clear and understood by DBPR staff	Logged	04/18/24	DFS PALM Development Staff All DBPR end users PALM	

Data					
People Processes Technology Data	Newly discovered CMS Wave remediation (if necessary) will be managed and conducted by DFS PALM outside of the DBPR PALM Readiness Project	Logged	04/23/24	DFS PALM Development Staff All Finance and Accounting CMS Staff PALM	
People Processes Technology Data	Some Current-State Business Processes are not in PALM and thus will not have corresponding To Be Business Processes to map to. Business Processes that fall into this category will still be reviewed for accuracy.	Logged	05/01/24	DFS PALM Development Staff All DBPR end users PALM	These Current-State Business Processes are being assigned to arbitrary Segment 5 for scheduling/priority purposes.
People Processes Technology Data	A Test environment will be made available to F&A staff so they can learn/confirm	Logged	06/12/24	All DBPR end users	Readiness coordinator is checking for available options
People Processes	DFS PALM (The Project) will create base test scripts for UAT and DBPR staff will tweak as needed with specific department details	Logged	06/14/24	All DBPR end users	To be included in the Test Plan (Task 536)
People Processes	All PALM To Be Business Processes will be able to be reviewed in some form or fashion (video, PALM TECH, and/or demonstration) well in advance of UAT	Logged	06/17/24	All DBPR end users PALM PALM Website	Project Manager Discussed with Readiness Coordinator
People Processes	Data elements included in FLAIR standard reports will be provided by DFS PALM and DBPR will identify data elements included in DBPR custom reports	Logged	06/17/24	All DBPR end users DFS PALM Technical Team DFS PALM Training Team Gary Townsend PALM PALM Website	FLAIR Reports Smartsheet does not include applicable data elements. FL PALM has indicated they are not providing (see AI #30)
People Processes Technology Data	All state-wide enterprise Business Systems will be remediated by Florida PALM and are not the responsibility of DBPR	Logged	06/21/24	All DBPR end users DFS PALM Technical Team DFS PALM Training Team Gary Townsend PALM PALM Website	These will be remediated by the time scheduled testing begins
People Processes Data	DBPR will be responsible for providing traceability details and new requirements for business requirements that are unique to DBPR	Logged	07/17/24	All DBPR PALM Readiness Project stakeholders	Related to question added to Question Log Smartsheet about who populates the RTM for global PALM Business Processes that apply to all Agencies
People Processes Technology Data	The Project Management Plan (PMP) will be reviewed quarterly (every 3 months) for accuracy and the appropriate updates will be applied so that it does not become outdated and obsolete.	Logged	08/07/24	All DBPR PALM Readiness Project stakeholders	Names on the DBPR Org Chart is one area that will need to be closely monitored.
Data	All PALM reports will include all Chart of Accounts fields (including OA2)	Logged	08/16/24	All DBPR PALM Readiness Project stakeholders PALM	DBPR is considering using the OA2 field in PALM to house the Object Codes
People Processes Technology Data	Taking advantage of available PALM interfaces will be available after PALM goes live	Logged	08/29/24	All DBPR PALM Readiness Project stakeholders PALM	No direct interfaces are being developed for DBPR ABSs at this time

DBPR Agency-Specific Readiness Activities

Critical Operational Elements	Activity Description	Date(s)	Impacted Stakeholder(s) and/or System(s)	Objective	Reporting Period Comments or Updates
People Processes Technology Data	Prepared for and conducted meeting with the Project Directors	07/02/24	Sally Huggins Jennifer Gaines Thomas Richardson Gary Townsend	To obtain information necessary to accurately manage the project	Every Tuesday and Thursday
People Processes Technology Data	Completed DBPR PALM Readiness Project Weekly Status report and posted in the Project Repository	07/03/24	Sally Huggins Jennifer Gaines Thomas Richardson	Report project status to provide management support	
People Processes Data	Saved a weekly snapshot of the Project Schedule in PDF and Excel formats and posted in the Project Central Repository	07/03/24	DBPR Supervisors/Managers Thomas Richardson	Provide a format of the Project Schedule that everyone can review	
People Processes Technology Data	Identified and documented new assumptions	07/03/24	Sally Huggins Thomas Richardson	Provide Project Management support and to keep the assumptions current and up to date	
People Processes Technology Data	Reviewed and updated RAID logs and Posted to Central Repository. Mitigated Risks, completed Action Items, and documented Decisions. Posted weekly snapshots of RAID Logs to the Central Repository.	07/03/24	Thomas Richardson	To reduce project impediments and to manage and document all RAID items	
People Processes Technology Data	Identified all DBPR Agency-specific Project Tasks that were conducted throughout the 2-month Bimonthly Status reporting period	07/03/24	Sally Huggins Jennifer Gaines Thomas Richardson	To provide a thorough and accurate account of the DBPR Readiness activities conducted throughout the reporting period	
People Processes Data	Prepared for and conducted Biweekly DBPR PALM Readiness Project Meeting; prepared and posted minutes	07/09/24	DBPR Supervisors/Managers Thomas Richardson	To keep all DBPR Supervisors and Managers in the loop on all project activities and status	
People Processes Technology Data	Prepared for and conducted meeting with the Project Directors	07/09/24	Sally Huggins Jennifer Gaines Thomas Richardson Gary Townsend	To obtain information necessary to accurately manage the project	Every Tuesday and Thursday
People Processes Technology Data	Worked on and submitted draft of Rule 60GG Project Management Plan (PMP - using approved template) for review	07/09/24	Thomas Richardson	Complete required Rule 60GG deliverable	
People Processes Technology Data	Prepared for and conducted meeting with the Project Directors	07/11/24	Sally Huggins Jennifer Gaines Thomas Richardson Gary Townsend	To obtain information necessary to accurately manage the project	Every Tuesday and Thursday
People Processes Technology Data	Participated in Weekly Task Talk session	07/11/24	Thomas Richardson	Keep abreast of changes and guidance for the completion of PALM Tasks	
People Processes Technology Data	Completed Task 538 - Submit Bimonthly Agency Readiness Status Report; obtained approval from Readiness Coordinator (on schedule)	07/11/24	Sally Huggins	To complete the required PALM Task and to inform DFS and DBPR management of the state of the Project	
People Processes Technology Data	Reviewed and updated RAID logs and Posted to Central Repository. Mitigated Risks, completed Action Items, and documented Decisions. Posted weekly snapshots of RAID Logs to the Central Repository.	07/11/24	Thomas Richardson	To reduce project impediments and to manage and document all RAID items	

People Processes Technology Data	Completed Task 538 - Submit Bimonthly Agency Readiness Status Report; obtained approval from Readiness Coordinator (ahead of schedule)	07/11/24	All DBPR Stakeholders PALM Leadership	To ensure DBPR status is communicated and the project is being managed effectively	
People Processes Technology Data	Completed DBPR PALM Readiness Project Weekly Status report and posted in the Project Repository	07/12/24	Sally Huggins Jennifer Gaines Thomas Richardson	Report project status to provide management support	
People Processes Data	Saved a weekly snapshot of the Project Schedule in PDF and Excel formats and posted in the Project Central Repository	07/12/24	Sally Huggins Jennifer Gaines Thomas Richardson	Provide a format of the Project Schedule that everyone can review	
People Processes Technology Data	Completed draft of UAT Testing Plan (Task 536A) - and submitted for interenal DBPR review	07/15/24	DBPR Supervisors and Managers Thomas Richardson PALM	To stay on schedule for required PALM Tasks	
People Processes Technology Data	Submitted draft Update Workforce Readiness Plan (Task 535) for internal DBPR review	07/15/24	DBPR Supervisors/Managers Gary Townsend	To follow up on the survey results per Task 524 and incorporate them into a Readiness Work Plan and to complete the required PALM Task	
People Processes Technology Data	Prepared for and conducted meeting with the Project Directors	07/16/24	Sally Huggins Jennifer Gaines Thomas Richardson Gary Townsend	To obtain information necessary to accurately manage the project	Every Tuesday and Thursday
People Processes Technology Data	Completed Task 540 and submitted for review; updated RW Tracker	07/16/24	All DBPR Gary Townsend	To ensure all Current-State Business Processes are correctly identified and documented	
People Processes Technology Data	Prepared UAT Test Script and other UAT templates	07/16/24	Thomas Richardson	Preparations for UAT	
People Processes Technology Data	Completed Task 540 -Share Florida PALM Updates; obtained approval from Readiness Coordinator (ahead of schedule)	07/16/24	All DBPR Stakeholders	To ensure DBPR stakeholders are kept in the loop regarding PALM Readiness activities and progress	
People Processes Technology Data	Prepared for and conducted meeting with the Project Directors	07/18/24	Sally Huggins Jennifer Gaines Thomas Richardson Gary Townsend	To obtain information necessary to accurately manage the project	Every Tuesday and Thursday
People Processes Technology Data	Participated in Weekly Task Talk session	07/18/24	Thomas Richardson	Keep abreast of changes and guidance for the completion of PALM Tasks	
People Processes Technology Data	Reviewed Requirements and aligned with Future-State Business Processes	07/18/24	Thomas Richardson	To get ready Future-State able to show requirements traceability throughout testing (UAT)	
People Processes Technology Data	Reviewed and updated RAID logs and Posted to Central Repository. Mitigated Risks, completed Action Items, and documented Decisions. Posted weekly snapshots of RAID Logs to the Central Repository.	07/18/24	Thomas Richardson	To reduce project impediments and to manage and document all RAID items	
People Processes Technology Data	Conducted biweekly RAID Review.	07/18/24	Sally Huggins Jennifer Gaines Thomas Richardson	To ensure Project Directors are on board and understand all logged and managed Risks, Action Items, Issues, and Decisions. Assumptions as well.	
People Processes Technology Data	Completed DBPR PALM Readiness Project Weekly Status report and posted in the Project Repository	07/19/24	Sally Huggins Jennifer Gaines Thomas Richardson	Report project status to provide management support	
People Processes Data	Saved a weekly snapshot of the Project Schedule in PDF and Excel formats and posted in the Project Central Repository	07/19/24	Sally Huggins Jennifer Gaines Thomas Richardson	Provide a format of the Project Schedule that everyone can review	
People Processes Technology Data	Participated in DBPR/FL PALM Monthly Readiness Touchpoint meeting with PALM Readiness Coordinators	07/19/24	DBPR Supervisors/Managers	To ensure the Readiness Coordinators and DBPR Supervisors and Managers are on the same page related to PALM Readiness progress and to resolve any outstanding questions	
Technology Data	Identify FLAIR Reports data elements	07/23/24	All DBPR Gary Townsend Thomas Richardson	To ensure the equivalent data elements are available in PALM	Started with the reports labelled as critical
People Processes Technology Data	Attended Design Workshop - 90.1 Create and Maintain Projects - Project Costing	07/23/24	Thomas Richardson Gary Townsend	To keep up with design details and to ask pertinent questions	Segment IV
People Processes Technology Data	Attended Design Workshop - 90.1 Create and Maintain Projects - Project Costing	07/24/24	Thomas Richardson Gary Townsend	To keep up with design details and to ask pertinent questions	Segment IV
People Processes Technology Data	Attended Design Workshop - Manage Accounts Payable and Purchase Orders	07/25/24	Jennifer Gaines Kris Burnside Gary Townsend Thomas Richardson Ashley Strickland Alexandria James	To keep up with design details and to ask pertinent questions	Segment IV
People Processes Technology Data	Identified and documented new assumptions	07/26/24	Sally Huggins Thomas Richardson	Provide Project Management support and to keep the assumptions current and up to date	Posted to Smartsheet
People Processes Technology Data	Completed DBPR PALM Readiness Project Weekly Status report and posted in the Project Repository	07/26/24	Sally Huggins Jennifer Gaines Thomas Richardson	Report project status to provide management support	emailed to Project Directors
People Processes Data	Saved a weekly snapshot of the Project Schedule in PDF and Excel formats and posted in the Project Central Repository	07/26/24	Sally Huggins Jennifer Gaines Thomas Richardson	Provide a format of the Project Schedule that everyone can review	Completed tasks are rolled up
People Processes Technology Data	Reviewed and updated RAID logs and Posted to Central Repository. Mitigated Risks, completed Action Items, and documented Decisions. Posted weekly snapshots of RAID Logs to the Central Repository.	07/26/24	Thomas Richardson	To reduce project impediments and to manage and document all RAID items	Posted to Smartsheet
People Processes Technology Data	Reviewed and updated all Smartsheet(s).	07/26/24	Sally Huggins Jennifer Gaines Thomas Richardson Garv Townsend	To keep all project information and details current and up to date.	

			Nicole Jacobik PALM		
People Processes Data	Identified additional ways to enhance PALM Education for DBPR staff	07/29/24	All DBPR DBPR FLAIR PALM	Ensure PALM interfaces, reports, and sources of data are understood	
People Processes Technology Data	Prepared for and conducted meeting with the Project Directors	07/30/24	Sally Huggins Jennifer Gaines Thomas Richardson Gary Townsend	To obtain information necessary to accurately manage the project	Every Tuesday and Thursday
People Processes Technology Data	Reviewed and updated RAID logs and Posted to Central Repository. Mitigated Risks, completed Action Items, and documented Decisions. Posted weekly snapshots of RAID Logs to the Central Repository.	07/31/24	Thomas Richardson	To reduce project impediments and to manage and document all RAID items	Posted to Smartsheet
People Processes Technology Data	Reviewed and updated all Smartsheet(s).	07/31/24	Sally Huggins Jennifer Gaines Thomas Richardson Gary Townsend Nicole Jacobik PALM	To keep all project information and details current and up to date.	
Technology Data	Identify FLAIR Reports data elements	07/31/24	All DBPR Gary Townsend Thomas Richardson FLAIR	To ensure the equivalent data elements are available in PALM	Started with the reports labelled as critical
People Processes Technology Data	Research PALM upload spreadsheets for Versa (ABS) remediation	07/31/24	DBPR Finance & Accounting Staff DBPR IT Versa PALM	To make uploads to PALM from Versa as efficient as possible	This could impact ABS remediation design for Versa
People Processes Data	Work on Task 541A - update PC Configuration Smartsheet(s)	07/31/24	Sally Huggins Jennifer Gaines Thomas Richardson Gary Townsend Nicole Jacobik PALM FLAIR	To complete the required and released PALM Task	
People Processes Technology Data	Review edits and apply changes to the UAT Testing Plan for Task 536A	07/31/24	All DBPR Gary Townsend Thomas Richardson PALM	To complete the required and released PALM Task	
People Processes Technology Data	Review edits and apply changes to the Project Management Plan (PMP) - a Rule 60GG deliverable	07/31/24	All DBPR Gary Townsend Thomas Richardson PALM	To complete the required Rule 60GG deliverable and create a plan that defines how the project should be managed	
People Processes Technology Data	Prepared for and conducted meeting with the Project Directors	08/01/24	Sally Huggins Jennifer Gaines Thomas Richardson Gary Townsend	To obtain information necessary to accurately manage the project	Every Tuesday and Thursday
People Processes Data	Prepared for and conducted Biweekly DBPR PALM Readiness Project Meeting; prepared and posted minutes	08/01/24	DBPR Supervisors/Managers Thomas Richardson	To keep all DBPR Supervisors and Managers in the loop on all project activities and status	emailed agenda and minutes to participants
People Processes Technology Data	Participated in Weekly Task Talk session	08/01/24	Thomas Richardson	Keep abreast of changes and guidance for the completion of PALM Tasks	
People Processes Technology Data	Completed DBPR PALM Readiness Project Weekly Status report and posted in the Project Repository	08/02/24	Sally Huggins Jennifer Gaines Thomas Richardson	Report project status to provide management support	emailed to Project Directors
People Processes Data	Saved a weekly snapshot of the Project Schedule in PDF and Excel formats and posted in the Project Central Repository	08/02/24	Sally Huggins Jennifer Gaines Thomas Richardson	Provide a format of the Project Schedule that everyone can review	Completed tasks are rolled up
People Processes Technology Data	Completed Task 541A -Confirm agency-specific configurations for Segment IV. A=Project Costing (PC); obtained approval from Readiness Coordinator (ahead of schedule)	08/02/24	All DBPR Stakeholders PALM Stakeholders	To ensure DBPR has configured Project Costing details so available in PALM when needed	
People Processes Data	Researched Current-State reports and related data elements within each; also, reviewed similar Future-State reports	08/02/24	All DBPR end users FLAIR PALM	To make sure all data elements used in Current-State Business Processes are identified and Future-Statein understanding where these data elements reside in PALM	
People Processes Technology Data	Prepared for and conducted meeting with the Project Directors	08/06/24	Sally Huggins Jennifer Gaines Thomas Richardson Gary Townsend	To obtain information necessary to accurately manage the project	Every Tuesday and Thursday
People Processes Technology Data	Completed Task 536A UAT Testing Plan (Goals, objectives, activities, and roles and responsibilities and submitted	08/06/24	All DBPR end users FLAIR PALM	To ensure UAT is thoroughly planned out	
People Processes Technology Data	Revised PMP v2.0 and submitted for final approval	08/06/24	All DBPR end users	Complete required Rule 60GG deliverable and to have structure and guidance to manage the project with	
People Processes Data	Prepared for and conducted Biweekly DBPR PALM Readiness Project Meeting; prepared and posted minutes	08/07/24	DBPR Supervisors/Managers Thomas Richardson	To keep all DBPR Supervisors and Managers in the loop on all project activities and status	emailed agenda and minutes to participants
People Processes Technology Data	Reviewed and updated RAID logs and Posted to Central Repository. Mitigated Risks, completed Action Items, and documented Decisions. Posted weekly snapshots of RAID Logs to the Central Repository.	08/07/24	Thomas Richardson	To reduce project impediments and to manage and document all RAID items	Posted to Smartsheet
People Processes Technology Data	Prepared for and conducted meeting with the Project Directors	08/08/24	Sally Huggins Jennifer Gaines Thomas Richardson Gary Townsend	To obtain information necessary to accurately manage the project	Every Tuesday and Thursday
People Processes Technology Data	Participated in Weekly Task Talk session	08/08/24	Thomas Richardson	Keep abreast of changes and guidance for the completion of PALM Tasks	
People Processes Technology Data	Completed DBPR PALM Readiness Project Weekly Status report and posted in the Project Repository	08/08/24	Sally Huggins Jennifer Gaines Thomas Richardson	Report project status to provide management support	emailed to Project Directors
People Processes	Saved a weekly snapshot of the Project Schedule in PDF and Excel	08/08/24	Sally Huggins Jennifer Gaines	Provide a format of the Project Schedule that everyone can review	Completed tasks are rolled up

Data	formats and posted in the Project Central Repository		Thomas Richardson		
People Processes Technology Data	Completed Task 545B - Update Florida PALM Conversion Inventory for Segment IV; obtained approval from Readiness Coordinator (ahead of schedule)	08/08/24	All DBPR Thomas Richardson	To ensure data conversion is addressed and to complete PALM Tasks timely and with accuracy	
People Processes	Completed Task 535 - Update Workforce Readiness Plan; obtained approval from Readiness Coordinator (ahead of schedule)	08/08/24	All DBPR Stakeholders	To ensure DBPR has an understanding of the staff's readiness for PALM	
People Processes Technology Data	Completed Task 543 - Identify Change Impacts and Update Agency Business Process Documentation for Segment IV; obtained approval from Readiness Coordinator (ahead of schedule)	08/09/24	Sally Huggins Jennifer Gaines Thomas Richardson Gary Townsend	To document and understand the change impacts to People, Processes, Technology, and Data and to complete a required PALM Task	
People Processes Technology Data	Participate in Segment 4 Design Workshop (inter/Intra Unit)	08/13/24	Sally Huggins Jennifer Gaines Thomas Richardson Gary Townsend DBPR Stakeholders	To learn about the design of the Business Model	Conducted by the PALM Project at the Car Museum
People Processes Technology Data	Participate in Segment 4 Design Workshop (inter/Intra Unit)	08/14/24	Sally Huggins Jennifer Gaines Thomas Richardson Gary Townsend DBPR Stakeholders	To learn about the design of the Business Model	Conducted by the PALM Project at the Car Museum
People Processes Technology Data	Conducted a meeting with DBPR Bureau Chief to address Configuration Workbooks for Segment 4 (Task 541)	08/14/24	Jennifer Gaines Thomas Richardson	To complete PALM Tasks timely and with accuracy	
People Processes Technology Data	Reviewed and updated RAID logs and Posted to Central Repository. Mitigated Risks, completed Action Items, and documented Decisions. Posted weekly snapshots of RAID Logs to the Central Repository.	08/14/24	Thomas Richardson	To reduce project impediments and to manage and document all RAID items	Posted to Smartsheet
People Processes Technology Data	Participate in Segment 4 Design Workshop (Asset Management)	08/15/24	Sally Huggins Jennifer Gaines Thomas Richardson Gary Townsend DBPR Stakeholders	To learn about the design of the Business Model	Conducted by the PALM Project at the Car Museum
People Processes Technology Data	Completed DBPR PALM Readiness Project Weekly Status report and posted in the Project Repository	08/16/24	Sally Huggins Jennifer Gaines Thomas Richardson	Report project status to provide management support	emailed to Project Directors
People Processes Data	Saved a weekly snapshot of the Project Schedule in PDF and Excel formats and posted in the Project Central Repository	08/16/24	Sally Huggins Jennifer Gaines Thomas Richardson	Provide a format of the Project Schedule that everyone can review	Completed tasks are rolled up
People Processes Technology Data	Participated in DBPR/FL PALM Monthly Readiness Touchpoint meeting with PALM Readiness Coordinators	08/16/24	DBPR Supervisors/Managers	To ensure the Readiness Coordinators and DBPR Supervisors and Managers are on the same page related to PALM Readiness progress and to resolve any outstanding questions	Prepared in advance
People Processes Technology Data	Completed Task 544 - Update Agency Business System Documentation for Segment IV; obtained approval from Readiness Coordinator	08/16/24	Sally Huggins Jennifer Gaines Thomas Richardson Gary Townsend	To ensure ABS documentation is thorough and accurate and to complete PALM Tasks timely and with accuracy	
People Processes Technology Data	Identified and documented new assumptions	08/19/24	Sally Huggins Thomas Richardson	Provide Project Management support and to keep the assumptions current and up to date	Posted to Smartsheet
People Processes Technology Data	Prepared for and conducted meeting with the Project Directors	08/20/24	Sally Huggins Jennifer Gaines Thomas Richardson Gary Townsend	To obtain information necessary to accurately manage the project	Every Tuesday and Thursday
People Processes Technology Data	Completed Task 545A - Update Florida PALM Conversion Inventory for Segment IV; obtained approval from Readiness Coordinator (ahead of schedule)	08/20/24	All DBPR Thomas Richardson	To ensure data conversion is addressed and to complete PALM Tasks timely and with accuracy	
People Processes Technology Data	Completed Task 531 - Remediate Agency Business Systems based on Segment II; obtained approval from Readiness Coordinator (ahead of schedule)	08/20/24	All DBPR Thomas Richardson	To ensure DBPR ABS remediation is addressed and to complete PALM Tasks timely and with accuracy	
People Processes Data	Completed Task 542 - Complete Data Readiness Analysis and Data Cleansing Activities for Segment IV; obtained approval from Readiness Coordinator (ahead of schedule)	08/20/24	All DBPR Thomas Richardson	To ensure DBPR ABS remediation is addressed and to complete PALM Tasks timely and with accuracy	
People Processes Technology	Completed Task 543 - Identify Change Impacts and Update Agency Business Process Documentation for Segment IV; submitted for approval from Readiness Coordinator (ahead of schedule)	08/20/24	All DBPR stakeholders	To ensure Current-State and Future-State DBPR Business Processes are documented and understood; also, to complete the required PALM Task (ahead of schedule)	
People Processes Technology Data	Met with Readiness Coordinators to discuss UAT and PALM Task details	08/20/24	Nicole Jacobik Nikki Klein Thomas Richardson	To receive information necessary to complete PALM Tasks with quality and on time	
People Processes Technology Data	Completed Task 541B -Confirm agency-specific configurations for Segment IV. B=Cash Management (CM); obtained approval from Readiness Coordinator (ahead of schedule)	08/20/24	All DBPR Revenue Team Thomas Richardson Jennifer Gaines Sally Huggins Gary Townsend	To ensure DBPR has configured Cash Management details so available in PALM when needed	
People Data	Update all Contacts Smartsheet(s)	08/21/24	All DBPR stakeholders Nicole Jacobik All Readiness Coordinators	To keep the information current and accurate	
People Processes Data	Prepared for and conducted Biweekly DBPR PALM Readiness Project Meeting; prepared and posted minutes	08/21/24	DBPR Supervisors/Managers Thomas Richardson	To keep all DBPR Supervisors and Managers in the loop on all project activities and status	emailed agenda and minutes to participants
People Processes Technology Data	Prepared for and conducted meeting with the Project Directors	08/22/24	Sally Huggins Jennifer Gaines Thomas Richardson Gary Townsend	To obtain information necessary to accurately manage the project	Every Tuesday and Thursday
People Processes Technology	Participated in Weekly Task Talk session	08/22/24	Thomas Richardson	Keep abreast of changes and guidance for the completion of PALM Tasks	

Data					
People Processes Technology Data	Prepared for an participated in meeting PALM Technical team to go over the ARI010 spreadsheet upload	08/22/24	PALM Project Technology team Sally Huggins Jennifer Gaines Lyndell Francis Jessie Rideout Alice Ibarra Michelle Stauffer Thomas Richardson DBPR IT	To arrive at detail specifications so the ABS Versa Regulation can be remediated to provide data in the required PALM format	Several internal meetings go over this format with the proper stakeholders
People Processes Technology Data	Reviewed Risks and Issues with Project Sponsor every other week	08/22/24	Sally Huggins Jennifer Gaines Thomas Richardson	To ensure the DBPR leadership has an opportunity to review all RAID items on a regular basis and to provide her feedback/input	Posted to Smartsheet
People Processes Technology Data	Identified all DBPR Agency-specific Project Tasks that were conducted throughout the 2-month Bimonthly Status reporting period	08/22/24	Sally Huggins Jennifer Gaines Thomas Richardson	To report all DBPR PALM Readiness project activities conducted	
People Processes Technology Data	Completed Task 545-B Update and Finalize Florida PALM Conversion Inventory for Segment IV - Projects (PCC001)	08/22/24	Sally Huggins Jennifer Gaines Thomas Richardson Gary Townsend	To ensure all projects that need to be converted to PALM have been identified; no projects are being converted for DBPR; also, to complete the required PALM Task (ahead of schedule)	Secure File Share
People Processes Data	Saved a weekly snapshot of the Project Schedule in PDF and Excel formats and posted in the Project Central Repository	08/23/24	Sally Huggins Jennifer Gaines Thomas Richardson	Provide a format of the Project Schedule that everyone can review	Completed tasks are rolled up
People Processes Technology Data	Completed DBPR PALM Readiness Project Weekly Status report and posted in the Project Repository	08/23/24	Sally Huggins Jennifer Gaines Thomas Richardson	Report project status to provide management support	emailed to Project Directors
People Processes Technology Data	Reviewed and updated all Smartsheet(s).	08/23/24	Sally Huggins Jennifer Gaines Thomas Richardson Gary Townsend Nicole Jacobik PALM	To keep all project information and details current and up to date.	
People Processes Technology Data	Completed Task 548 - Update File Manager contact information and MFT server information	08/23/24	Sally Huggins Jennifer Gaines Thomas Richardson Gary Townsend	To ensure ABS documentation is thorough and accurate and to complete PALM Tasks timely and with accuracy	
People Processes Technology Data	Schedule, prepare for, and conduct a meeting with DBPR Revenue Team to go over ABS Versa Regulation design specifications	08/23/24	Jennifer Gaines Lyndell Francis Michelle Stauffer Thomas Richardson	To ensure DBPR Revenue will receive revenue data in PALM correctly	This is for spreadsheet upload ARI010 and other Versa remediation.
People Processes Technology Data	Schedule, prepare for, and conduct a meeting with DBPR IT to go over ABS Versa Regulation design specifications	08/26/24	Sally Huggins Jennifer Gaines Lyndell Francis Jessie Rideout Alice Ibarra Michelle Stauffer Thomas Richardson DBPR IT	To ensure DBPR IT has the necessary detail specifications so the ABS Versa Regulation can be remediated to provide data in the required PALM format	This is for spreadsheet upload ARI010 and other Versa remediation.
People Processes Technology Data	Participate in Segment 4 Design Workshop (Payroll Management)	08/27/24	Sally Huggins Jennifer Gaines Thomas Richardson Gary Townsend DBPR Stakeholders	To learn about the design of the Business Model	Conducted by the PALM Project at the Tallahassee State College
People Processes Technology Data	Participate in Segment 4 Design Workshop (Payroll Management)	08/28/24	Sally Huggins Jennifer Gaines Thomas Richardson Gary Townsend DBPR Stakeholders	To learn about the design of the Business Model	Conducted by the PALM Project at the Tallahassee State College
People Processes Technology Data	Identified and managed Risks (Risk Register), Action Items (Action Item Log), Issues (issue Log), and Decisions (Decision Log) (RAID items) every week	08/28/24	Sally Huggins Jennifer Gaines Thomas Richardson	To manage and mitigate risks and issues that could negatively impact PALM Readiness (and the project)	Posted to Smartsheet
People Processes Technology Data	Prepared for and conducted Daily Checkpoint meetings with Project Sponsor, DBPR Bureau Chief, Project Manager, and Organizational Change Management Lead	08/28/24	Sally Huggins Jennifer Gaines Thomas Richardson Gary Townsend	To have regular interaction/communication and to get required direction to complete PALM Readiness activities	
People Processes Technology Data	Completed Task 546 - Update Florida PALM Interface Inventory for Segment IV	08/29/24	Sally Huggins Jennifer Gaines Thomas Richardson All DBPR stakeholders PALM	To identify all interfaces between DBPR Agency Business Systems (ABSs) and PALM.; also, to complete the required PALM Task	
People Processes Data	Completed Task 539 - Update CCN and Contacts, Risks and Issues; obtained approval from Readiness Coordinator (ahead of schedule)	08/29/24	Sally Huggins Jennifer Gaines Thomas Richardson	To keep all DBPR contact details updated and to complete the required PALM Task	
People Processes Technology Data	Completed Task 550-A Provide Public IP Address and Select Technical Meeting Time	08/29/24	Jennifer Gaines Lyndell Francis DBPR IT PALM Technical Team	To provide the MFT server details and schedule a meeting with the technical parties to test the server connections; DBPR is not participating since no interfaces are being exchanged	Task was submitted for RC approval
People Processes Technology Data	Completed DBPR PALM Readiness Project Weekly Status report and posted in the Project Repository	08/30/24	Sally Huggins Jennifer Gaines Thomas Richardson	Report project status to provide management support	emailed to Project Directors
People Processes Technology Data	Managed Tasks and assignments from the Project Schedule daily; updated the working copy of the Project Schedule	08/30/24	DBPR Supervisors/Managers Thomas Richardson	To ensure all project tasks are being completed on time	
People Processes Data	Saved a weekly snapshot of the Project Schedule in PDF and Excel formats and posted in the Project Central Repository	08/30/24	Sally Huggins Jennifer Gaines Thomas Richardson	Provide a format of the Project Schedule that everyone can review	
People Processes Technology Data	Continued discussions, planning, and execution of PALM Education of the DBPR end users	08/30/24	Sally Huggins Jennifer Gaines Thomas Richardson Gary Townsend	To ensure DBPR DBPR staff are getting acclimated with PALM details	
People Processes	Completed Task 549 (Submit Training Survey)	08/30/24	Sally Huggins Gary Townsend Jennifer Gaines All DBPR Stakeholders	To complete the training survey to identify Train the Trainer participants within your agency, if any.	DBPR is not selecting the Train the Trainer option.

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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DBPR Status Report Confirmation

Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
July - August 2024	Sally Huggins	sally.huggins@myfloridalicense.com	09/09/24
May - June 2024	Sally Huggins	sally.huggins@myfloridalicense.com	07/11/24
March - April 2024	Sally Huggins	sally.huggins@myfloridalicense.com	05/13/24
January - February 2024	Tyler Russell	tyler.russell@myfloridalicense.com	03/12/24

Helpful Links

- Dashboard Snapshots
- Knowledge Center
- Florida PALM Workbook for DCF
- Readiness Workplan

DCF Status Report Dashboard

Reporting Period

July - August 2024

Agency Sponsor

Chad Barrett

Click on the various statistics or dials to view the supporting information within your agency's Smartsheet Florida PALM Workbook.

CCN Composition



The Change Champion Network dial reflects the completeness of your CCN makeup.

Change Champion Network:

- Unique Filled Role = 13
- Duplicate Filled Role = 2
- Vacant Role = 1

RW Task Completeness



The Readiness Workplan Tasks Completeness dial reflects the completeness of your agency's submission of RW tasks, starting with RW Task 512.

RW Task Completeness:

- Score = 87.08%**
- Submitted Complete = 16
- Submitted Incomplete = 0
- Completed After Submission = 8

RW Task Timeliness



The Readiness Workplan Tasks Timeliness dial reflect the timeliness of your agency's submission of all RW tasks to date.

RW Task Timeliness:

- Score = 77.17%**
- Submitted On Time = 28
- Submitted Late = 19
- Pending Submission = 3

Project-led Meeting Participation



The Participation dial reflects your agency's attendance at Project-led meetings during the current reporting period.

Meeting Participation:

- Meetings Attended = 10
- Meetings Missed = 0

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
N/A	Technology	516	Update Agency Business System Documentation for Segment II	01/29/24	04/12/24	50% - In Progress		OITS continues to work on documentation out of internal business process review sessions.		
N/A	Technology	519	Remediate Agency Business Systems based on Segment I	01/29/24	06/28/24	50% - In Progress		OITS, Remediation strategy has been discussed, approaching remediation with Segments I, II, and III jointly.		
N/A	Processes	527	Identify Change Impacts and Update Agency Business Process Documentation for Segment III	04/15/24	07/12/24	100% - Submitted	07/12/24	Asheema has signaled that the re-submission is ready via email to RC per CCN meeting on 7/22	Submission Complete	08/01/24
N/A	Technology	528	Update Agency Business System Documentation for Segment III	04/15/24	07/12/24	50% - In Progress		OITS continues to work on documentation out of internal business process review sessions.		
Indirect	Technology	530	Update Florida PALM Interface Inventory for Segment III	04/15/24	07/12/24	100% - Submitted	07/17/24		Submission Complete	
N/A	Data	526	Complete Data Readiness Analysis and Data Cleansing Activities for Segment III	04/29/24	07/12/24	100% - Submitted	07/11/24	Resolved Supplier question during CCN meeting on 7/15	Submission Complete	07/16/24
Indirect	Technology	529	Update Florida PALM Conversion Inventory for Segment III	04/29/24	07/12/24	100% - Submitted	07/15/24	Resolved Supplier question during CCN meeting on 7/15	Submission Complete	
N/A	Technology	531	Remediate Agency Business Systems based on Segment II	04/29/24	09/27/24	50% - In Progress		OITS, Remediation strategy has been discussed, approaching remediation with Segments I, II, and III jointly.		
N/A	People	535	Update Workforce Readiness Plan	06/17/24	08/02/24	100% - Submitted	08/20/24		Submission Complete	
Indirect	People	536-A	Create Agency Specific User Acceptance Testing Plan	06/17/24	08/16/24	100% - Submitted	08/12/24	PM, OCM Reviewing draft for submission. -Alex 8/6	Submission Complete	
N/A	People	537	Update Authorized Smartsheet Users	06/24/24	07/12/24	100% - Submitted	07/12/24		Submission Complete	
N/A	N/A	538	Submit Bimonthly Agency Readiness Status Report	07/01/24	07/12/24	100% - Submitted	07/12/24	Preparing final draft for Sponsor review and sign off per Alex 7/9	Submission Complete	
N/A	N/A	539	Manage Agency Specific Implementation Schedule, Risks and Issues	07/01/24	08/29/24	100% - Submitted	07/12/24	Reviewing logs and drafting additional items per Alex 7/9	N/A	
N/A	People	540	Share Florida PALM Updates	07/15/24	07/26/24	100% - Submitted	07/26/24	Updated communication smartsheet.	Submission Complete	
Direct	Data	541-A	Complete Configuration Workbooks for Segment IV	07/22/24	09/06/24	100% - Submitted	09/06/24		Submission Complete	
Direct	Data	541-B	Complete Configuration Workbooks for Segment IV	07/22/24	09/06/24	100% - Submitted	09/06/24		Submission Complete	09/06/24
N/A	Data	542	Complete Data Readiness Analysis and Data Cleansing Activities for Segment IV	07/22/24	10/18/24	25% - Beginning Initial Internal Meetings and Information Gathering		Business Jimmie and Vonda, Internal briefs and discussions were had at the beginning of July to begin forecasting July 8th CCN meeting		
N/A	Processes	543	Identify Change Impacts and Update Agency Business Process Documentation for Segment IV	07/22/24	10/18/24	25% - Beginning Initial Internal Meetings and Information Gathering		Business Rick, Internal briefs and discussions were had at the beginning of July to begin forecasting July 8th CCN meeting		
N/A	Technology	544	Update Agency Business System Documentation for Segment IV	07/22/24	10/18/24	25% - Beginning Initial Internal Meetings and Information Gathering		OITS, Internal briefs and discussions were had at the beginning of July to begin forecasting July 8th CCN meeting		
Direct	Technology	545-A	Update and Finalize Florida PALM Conversion Inventory for Segment IV	07/22/24	10/18/24	25% - Beginning Initial Internal Meetings and Information Gathering		OITS, Internal briefs and discussions were had at the beginning of July to begin forecasting July 8th CCN meeting		
Direct	Technology	545-B	Update and Finalize Florida PALM Conversion Inventory for Segment IV - Projects (PCC001)	07/22/24	08/23/24	100% - Submitted	08/23/24	OITS, Internal briefs and discussions were had at the beginning of July to begin forecasting July 8th CCN meeting	Submission Complete	
Direct	Technology	546	Update Florida PALM Interface Inventory for Segment IV	07/22/24	10/18/24	25% - Beginning Initial Internal Meetings and Information Gathering		OITS, Internal briefs and discussions were had at the beginning of July to begin forecasting July 8th CCN meeting		
N/A	Technology	547	Remediate Agency Business Systems based on Segment III	07/22/24	12/13/24	25% - Beginning Initial Internal Meetings and Information Gathering		OITS, Remediation strategy has been discussed, approaching remediation with Segments I, II, and III jointly.		

Direct	Technology	548	Identify and Confirm File Managers	08/06/24	08/16/24	100% - Submitted	08/19/24	The instructions were to complete only two contacts, but we have also identified a third contact for FLORIDA mainframe integration testing. This will require further coordination when we reach connectivity testing phase. FLORIDA system currently has integration not supported by Richard and Renuka and they have their own connection to FLAIR MFT server.	Submission Complete	
Direct	People	549	Submit Training Survey	08/12/24	09/20/24	75% - Consolidating/Inputting Information for Submission		Rick, Chad, Q. Analysis complete and survey will be completed by due date.		
Indirect	People	536-B	Create Agency Specific User Acceptance Testing Plan	08/19/24	10/11/24	75% - Consolidating/Inputting Information for Submission		Rick. 536-B version of UAT Plan completed with additional items incorporated. Waiting for due date to submit.		
Direct	Data	541-C	Complete Configuration Workbooks for Segment IV	08/26/24	09/27/24	25% - Beginning Initial Internal Meetings and Information Gathering				
Direct	Technology	550-A	Provide Public IP Address and Select Technical Meeting Time	08/26/24	08/30/24	100% - Submitted	08/29/24	OITS.	Submission Complete	
N/A	N/A	551	Submit Bimonthly Agency Readiness Status Report	08/30/24	09/11/24	100% - Submitted	09/13/24			
N/A	N/A	552	Manage Agency Specific Implementation Schedule, Risks and Issues	08/30/24	10/31/24	25% - Beginning Initial Internal Meetings and Information Gathering			N/A	
Direct	Technology	550-B	Participate in Technical Meeting to Receive Credentials and Access	09/03/24	09/13/24	100% - Submitted	09/09/24	Meeting scheduled for September 9.	N/A	

People	Processes	Technology	Data
<p>The staff and stakeholders affected by your agency's transition to Florida PALM.</p> <p>Implementation:</p> <p>Planned Florida PALM End Users = 193</p> <ul style="list-style-type: none"> Business Process Groupings = 10/13 <p>Identified Subject Matter Experts = 30</p> <ul style="list-style-type: none"> SMEs by Business Process Grouping Account Mgmt. and Financial Reporting = 6 Accounts Receivable = 1 Asset Accounting and Mgmt. = 1 Banking = 1 Budget Mgmt. and Cash Control = 4 Contracts Mgmt. = 5 Disbursements Mgmt. = 7 Grants Mgmt. = 6 Inter/IntraUnit Transactions = 7 Payroll Mgmt. = 4 Projects Mgmt. = 2 Revenue Accounting = 1 System Access and Controls = 3 <p>Role Mapping = TBD</p>	<p>The sequence of procedures to accomplish a business objective.</p> <p>Current-State:</p> <p>Cataloged Business Processes = 49</p> <ul style="list-style-type: none"> Related Business Systems = 28 Related Reports = 73 <p>Documentation Status:</p> <ul style="list-style-type: none"> Complete = 49 Partial = 0 Not Started = 0 <p>Implementation:</p> <p>Impacted Agency Business Processes = 49</p> <ul style="list-style-type: none"> Related Business Process Groupings = 10 Planned Spreadsheet Uploads = 5 <ul style="list-style-type: none"> Level of Impact: People Changes High = 0 Medium = 13 Low = 28 None = 7 Uncertain = 0 Level of Impact: Processes Changes High = 2 Medium = 24 Low = 17 None = 1 Uncertain = 0 Level of Impact: Technology Changes High = 1 Medium = 19 Low = 21 None = 3 Uncertain = 0 Level of Impact: Data Changes High = 1 Medium = 24 Low = 22 None = 0 Uncertain = 0 <p>Segments I & II Documentation Update Status</p> <ul style="list-style-type: none"> Not Started = 0 In Progress = 0 Complete = 43 <p>Segment III Documentation Update Status</p> <ul style="list-style-type: none"> Not Started = 0 In Progress = 0 Complete = 43 	<p>The applications or tools used to process, track, or report on financial operations.</p> <p>Current-State:</p> <p>Cataloged Business Systems = 61</p> <ul style="list-style-type: none"> Criticality: High = 29 Med = 2 Low = 5 None = 25 <p>Documentation Status:</p> <ul style="list-style-type: none"> Complete = 7 Partial = 33 Not Started = 9 <p>Cataloged Interfaces = 165</p> <ul style="list-style-type: none"> Inbound Interfaces = 68 Outbound Interfaces = 97 <p>Implementation:</p> <p>Business Systems Planned for Integration = 26</p> <ul style="list-style-type: none"> Segment I - Documentation Updates: Complete = 0 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 2 Segment II - Documentation Updates: Complete = 23 Updating = 0 Evaluating = 23 Not Started = 0 Not Needed = 0 Segment III - Documentation Updates: Complete = 23 Updating = 0 Evaluating = 23 Not Started = 0 Not Needed = 0 <p>Planned Interfaces = 31</p> <ul style="list-style-type: none"> Inbound Interfaces = 8 Outbound Interfaces = 17 	<p>Information used in or produced from an agency's financial business operations.</p> <p>Current-State:</p> <p>Unique FLAIR Data Elements = 127</p> <ul style="list-style-type: none"> Associated Unique Uses = 127 Continued Use - Yes = 0 Continued Use - No = 0 Associated Business Systems = 1 Cataloged Reports = 108 Criticality: High = 134 Med = 5 Low = 6 None = 0 <p>Implementation:</p> <p>Segments I & II Planned Configurations = 6</p> <ul style="list-style-type: none"> Accounts Receivable (AR) Planned Distribution Codes = 7 Asset Management (AM) Planned Location Codes = None Planned Associated Area ID's = None Commitment Control (KK) Planned Option = Option # 1 - Track with Budget General Ledger (GL) Planned Budgetary Value Combo Edits = 1146 Planned Local Funds = None Planned Organization ID's = 1 Planned OA1's = 1911 Planned OA2's = 151 <p>Segment IV Planned Configurations</p> <ul style="list-style-type: none"> Started = 2 Not Started = 0 <p>Conversions & Data Readiness</p> <ul style="list-style-type: none"> Conversions Needed = 10 Agency Data Outside of Primary Source System(s) = 0 Data Readiness/Cleansing Status: Complete = 5 In Progress = 0 Not Started = 0 Not Applicable 0 <p>Reports = TBD</p>

Agency Reported

The Risks, Issues, Assumptions and Readiness Activities tables below display only items that were opened/logged, closed/resolved or active during the reporting period.

DCF Risks							
Critical Operational Elements	Risk Description	Status	Risk Rating	Mitigation/Response Strategy	Reporting Period Comments or Updates	Date of Status Change	Owner / Coordinator
People	Financial Leadership Distraction	Open	9 (High/High)	Avoid. Engage stakeholders in a constant dialogue regarding the status and direction of the Project.	Elevated impact since our Financial Leadership is now our Project Leadership.	06/18/24	Quantrel Johnson
People	Incomplete/Outdated Current State Documentation	Open	6 (Medium/High)	Mitigate. Adjust documentation where needed.	None. Continue to Monitor Risk.	06/21/24	Alexander Af�e
People	Project Sponsor Turnover	Open	6 (High/Medium)	Mitigate. Ensure sponsor commitments and operational plans are well documented and rationale is well established.	None. Continue to Monitor Risk.	06/18/24	Quantrel Johnson
People	Project Manager/Agency Liaison Turnover	Open	6 (High/Medium)	Mitigate. Ensure project approach and status are well-documented.	None. Continue to Monitor Risk.	06/18/24	Quantrel Johnson
People	Operational Staff Turnover - Key Personnel	Open	6 (High/Medium)	Mitigate. Work to document key personnel knowledge and specific operational processes in the event of a sudden or unexpected departure.	None. Continue to Monitor Risk.	06/18/24	Quantrel Johnson
Processes Technology	Project Funding Delay for '24 - '25 Application Operations	Open	6 (High/Medium)	Avoid. Submit supporting documentation on time or within abbreviation periods to justify sums requested, i.e. spending plans and project management documentation.		07/09/24	Alexander Af�e
People	FL PALM's inclusion of Speed Keys, particularly with Enterprise Applications, can support current business processes that utilize Expansion Option with front end processing.	Open	6 (High/Medium)	Mitigate. Adjust documentation where needed. If Speed Keys are not adopted such that they can support "front end processing" for "splits" then a new application must be made to act as a front end to conduct those operations.	Attend Day 3 of Segment 4 Workshop. Continue to gather information MFMP implementation of Speed Keys. Continue to Monitor Risk.	07/01/24	Quantrel Johnson
People	Department Leadership Turnover	Open	4 (Medium/Medium)	Accept. Monitor political developments as they unfold, and adapt as needed.	None. Continue to Monitor Risk.	06/18/24	Quantrel Johnson
Data	Incomplete/Improper Data Cleansing Activities	Open	4 (Medium/Medium)	Avoid. Continue data cleansing activities, otherwise UAT testing with the data sets will produce unexpected and inaccurate results.		07/15/24	Alexander Af�e
Processes Data	Incomplete/Improper Org Chart Composition	Open	4 (Medium/Medium)	Avoid. Incorrect or improper composition of organization codes and similar structures will lead to unexpected and inaccurate UAT session.		07/15/24	Alexander Af�e
Processes Technology Data	Incomplete/Improper Current State Analysis	Open	4 (Medium/Medium)	Mitigate. Due to change in implementation strategy and change in stakeholders, avoiding inconsistencies in current state analysis is unlikely. Remediation must take place when and where appropriate.		07/15/24	Alexander Af�e
People Processes	Incomplete/Improper UAT planning and execution	Open	4 (Medium/Medium)	Avoid. Build user stories that accurately represent current business processes so that users are aware which processes to test against PALM and enterprise systems. Ensure a time management plan for SMEs so that a testing/work balance can be achieved.		07/22/24	Alexander Af�e
People Processes	Incomplete/Improper User Training planning and execution	Open	4 (Medium/Medium)	Avoid. Utilize a solid UAT foundation and lessons learned from UAT as guides for creating/finalizing a training plan.		07/22/24	Alexander Af�e
People	Operational Management Turnover - Key Personnel	Open	3 (High/Low)	Mitigate. Work to document key personnel knowledge and specific operational processes in the event of a sudden or unexpected departure.	None. Continue to Monitor Risk.	06/18/24	Quantrel Johnson
People	Project Staff Turnover	Open	2 (Low/Medium)	Avoid. Ensure project staff responsibilities are well defined and documentation is up-to-date.	None. Continue to Monitor Risk.	06/18/24	Quantrel Johnson
People	Operational Staff Turnover - General	Open	2 (Low/Medium)	Accept. Ensure job-specific processes are documented and generic enough to permit retraining of new incoming staff.	None. Continue to Monitor Risk.	06/18/24	Quantrel Johnson
People	Operational Management Turnover - General	Open	1 (Low/Low)	Accept. Ensure job-specific processes are documented and generic enough to permit retraining of new incoming staff.	None. Continue to Monitor Risk.	06/18/24	Quantrel Johnson

DCF Issues							
Critical Operational Elements	Issue Description	Status	Priority	Resolution Plan	Reporting Period Comments or Updates	Planned or Actual Resolution Date	Owner / Coordinator
Processes Technology	Cost Allocation Not Available in PALM. (See attachments)	Open	Critical - Impacts the ability of the agency to move forward with work without resolution	On going pending SpeedKey and other conversation with Enterprise applications	DCF is revisiting as plans for remediating internal applications for PALM. Several overtures have been made to PALM RA to communicate functional impacts to DCF processes and requesting one or more sessions with PALM technical and DFS F&A staff regarding DCF concerns.	01/01/26	Joan Davis
Processes Technology Data	DCF's journal distribution process	Open	Critical - Impacts the ability of the agency to move forward with work without resolution	As DCF is moving forward with reviewing and updating processes, we have several concerns related to the journal distributions which is a critical business process in DCF. We have sent the related concerns to the PALM team, conversations are ongoing. Several of our updates are dependent on the concerns being addressed.	Given information provided, DCF team has concluded there are 2 viable options: building a front end application to perform front end splits or utilize Speed Key functionality (amongst PALM and Enterprise Applications) to simulate splits. Further conversation will be had post Segment 4 as of 8/20.	05/22/24	DCF team
Technology	Joint strategy to pursue applications development for Segments I-III will result in tasks being considered late.	Open	Low - All impacts not listed as Critical or High	Tasks relating to applications development/remediation will be late as we're working all segments simultaneously, to conclude with the end date of Segment IV remediation.		03/14/25	Project Team

DCF Assumptions					
Critical Operational Elements	Assumption	Status	Date Logged or Removed	Impacted Stakeholder(s) and/or System(s)	Reporting Period Comments or Updates

People Processes Technology Data	DCF will be able to timely access the available Administered funds to support PALM readiness activities.	Logged	07/17/23	DCF-Departmentwide	This assumption is currently an open issue.
People Processes Technology	DCF's Project Sponsor will support the project by establishing and maintaining a project team that will manage the ongoing readiness activities and their associated dependencies.	Logged	07/17/23	DCF-Departmentwide	None.
People Processes Technology Data	DCF executive leadership will support the project by providing resources, access to systems and stakeholders, and by supporting the organizational change management strategy created by the project team.	Logged	07/17/23	DCF-Departmentwide	None.
People Processes Technology Data	DCF's project team possesses the necessary skills and expertise in the required disciplines to ensure project success.	Logged	07/17/23	DCF-Departmentwide	None.
People	DCF's hybrid product/project management framework approach combining predictive and agile methodologies is suitable for the project's objectives.	Logged	07/17/23	DCF-Departmentwide	None.
People Processes Technology Data	DCF business system owners will provide requirements for necessary system modifications with enough detail and time to implement the changes according to the Florida PALM schedule.	Logged	07/17/23	DCF-Departmentwide	None.
People	DCF project stakeholders, involved parties, and other interested individuals will be available for feedback and review of documentation to meet readiness requirements and project milestones.	Logged	07/17/23	DCF-Departmentwide	None.
People Processes Technology Data	DCF's Florida PALM project team can gain access to relevant documentation, specifications, and knowledge about the legacy enterprise systems and their data structures.	Logged	07/17/23	DCF-Departmentwide	None.
People Processes Technology Data	State of Florida legacy enterprise systems have accessible data sources that can be utilized for extracting and integrating data into the Enterprise Data Warehouse.	Logged	07/17/23	DCF-Departmentwide	None.
Technology Data	DCF's Enterprise Data Warehouse architecture and infrastructure can accommodate the additional data and effectively handle the integration process.	Logged	07/17/23	DCF-Departmentwide	None.
People Processes	The external schedule for implementation is determined by the DFS Florida PALM project. All key milestones and transition dates are provided by the larger PALM Project.	Logged	07/17/23	DCF-Departmentwide	None.
People Processes	The Florida PALM project will provide key information identifying the functionality, business processes, and timeline of the larger project in a timely manner to facilitate planning and execution.	Logged	07/17/23	DCF-Departmentwide	None.
People Processes Technology	Assumption that new Contracts application will suite DCF needs for PALM operations	Logged	06/05/24	DCF-Departmentwide	None.
People Processes Technology	FL PALM's inclusion of Speed Keys, particularly with Enterprise Applications, can support current business processes that utilize Expansion Option with front end processing.	Logged	07/19/23	DCF-Departmentwide	None.

DCF Agency-Specific Readiness Activities

Critical Operational Elements	Activity Description	Date(s)	Impacted Stakeholder(s) and/or System(s)	Objective	Reporting Period Comments or Updates
People Processes	CFO Team Weekly PALM Implementation Meeting	07/03/24	DCF Finacial Teams, Technical members included as needed	Forum for Finacial members to discuss what they've learned, concerns, and questions relating to PALM.	
People Processes Technology	Current Business System Remediation Workshop - Budget Ledger	07/03/24	DCF Financial Team, Technical Liaison, Project Liaison	Review of FL PALM process maps to understand process and technology deltas.	
People	CCN Stand-Up	07/08/24	DCF CCN and select SMEs	Gather statues and updates for tasks.	
Processes Technology	STMS/PALM Speed Key Discussion	07/09/24	DCF Financial Team, STMS Technical/SME, DCF Technical, DCF Project Management	Discussion regarding Speed Key use in STMS	
People Processes	CFO Team Weekly PALM Implementation Meeting	07/10/24	DCF Finacial Teams, Technical members included as needed	Forum for Finacial members to discuss what they've learned, concerns, and questions relating to PALM.	
Technology	FL PALM Budget "Quick Huddle"	07/10/24	DCF Project Team, and internal resources	Brainstorming budget devoted to FL PALM activities	
People	Task Workshop Open Office Hours	07/11/24	DCF task owners and/or project participants	Open office hours for task owners to help give them some clarity and reinforcement for task execution and provide some general guidance.	
People	Weekly Sponsor Update	07/12/24	DCF CCN members	Weekly conversation with Project Sponsor to discuss latest activities and challenges.	
Technology	OWP and Spendplan for PALM	07/15/24	DCF Project Management and DCF internal resources	Drafting materials relating to acquiring monies for FL PALM software development/remediation efforts	
People	CCN Stand-Up	07/15/24	DCF CCN and select SMEs	Gather statues and updates for tasks.	
People	Task Workshop Open Office Hours	07/18/24	DCF task owners and/or project participants	Open office hours for task owners to help give them some clarity and reinforcement for task execution and provide some general guidance.	
People	CCN Stand-Up	07/22/24	DCF CCN and select SMEs	Gather statues and updates for tasks.	
People Processes	PALM Training Meeting	07/22/24	DCF Project, Change, and Training	Orientate Training Liaison and brainstorm high level training plan.	
People	Weekly Sponsor Update	07/26/24	DCF CCN members	Weekly conversation with Project Sponsor to discuss latest activities and challenges.	
People Processes	Segment 4 Roundup	07/26/24	DCF CCN and Segment 4 Attendees	Round table discussion on topics and questions from materials presented over Segment 4 7/23-7/25	
People	CCN Stand-Up	07/29/24	DCF CCN and select SMEs	Gather statues and updates for tasks.	
People	CFO Team Weekly PALM Implementation Meeting	07/31/24	DCF Finacial Teams, Technical members included as needed	Forum for Finacial members to discuss what they've learned, concerns, and questions relating to PALM.	

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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DCF Status Report Confirmation

Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
July - August 2024	Chad Barrett	rick.owen@myffamilies.com	09/13/24
May - June 2024	Chad Barrett	chad.barrett@myffamilies.com	07/12/24
March - April 2024	Chad Barrett	chad.barrett@myffamilies.com	04/30/24
January - February 2024	Chad Barrett	chad.barrett@myffamilies.com	03/12/24
January - February 2024	Tony Lloyd	tony.lloyd@myffamilies.com	03/08/24

Helpful Links

- Dashboard Snapshots
- Knowledge Center
- Florida PALM Workbook for CITRUS
- Readiness Workplan

CITRUS Status Report Dashboard

Reporting Period

July - August 2024

Agency Sponsor

Christine Marion

Click on the various statistics or dials to view the supporting information within your agency's Smartsheet Florida PALM Workbook.

CCN Composition



The Change Champion Network dial reflects the completeness of your CCN makeup.

Change Champion Network:

- Unique Filled Role = 4
- Duplicate Filled Role = 12
- Vacant Role = 0

RW Task Completeness



The Readiness Workplan Tasks Completeness dial reflects the completeness of your agency's submission of RW tasks, starting with RW Task 512.

RW Task Completeness:

- Score = 88.75%**
- Submitted Complete = 18
- Submitted Incomplete = 0
- Completed After Submission = 6

RW Task Timeliness



The Readiness Workplan Tasks Timeliness dial reflect the timeliness of your agency's submission of all RW tasks to date.

RW Task Timeliness:

- Score = 96.4%**
- Submitted On Time = 41
- Submitted Late = 7
- Pending Submission = 1

Project-led Meeting Participation



The Participation dial reflects your agency's attendance at Project-led meetings during the current reporting period.

Meeting Participation:

- Meetings Attended = 6
- Meetings Missed = 0

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
N/A	Processes	527	Identify Change Impacts and Update Agency Business Process Documentation for Segment III	04/15/24	07/12/24	100% - Submitted	07/12/24		Submission Complete	
N/A	Technology	528	Update Agency Business System Documentation for Segment III	04/15/24	07/12/24	100% - Submitted	07/12/24		Submission Complete	
Indirect	Technology	530	Update Florida PALM Interface Inventory for Segment III	04/15/24	07/12/24	100% - Submitted	07/10/24		Submission Complete	
N/A	Data	526	Complete Data Readiness Analysis and Data Cleansing Activities for Segment III	04/29/24	07/12/24	100% - Submitted	07/10/24	Corrected per Touchpoint 7/11.	Submission Complete	07/11/24
Indirect	Technology	529	Update Florida PALM Conversion Inventory for Segment III	04/29/24	07/12/24	100% - Submitted	07/10/24		Submission Complete	
N/A	Technology	531	Remediate Agency Business Systems based on Segment II	04/29/24	09/27/24	50% - In Progress				
N/A	People	535	Update Workforce Readiness Plan	06/17/24	08/02/24	75% - Consolidating/Inputting Information for Submission				
Indirect	People	536-A	Create Agency Specific User Acceptance Testing Plan	06/17/24	08/16/24	100% - Submitted	08/16/24		Submission Complete	
N/A	People	537	Update Authorized Smartsheet Users	06/24/24	07/12/24	100% - Submitted	07/09/24		Submission Complete	
N/A	N/A	538	Submit Bimonthly Agency Readiness Status Report	07/01/24	07/12/24	100% - Submitted	07/09/24		Submission Complete	
N/A	N/A	539	Manage Agency Specific Implementation Schedule, Risks and Issues	07/01/24	08/29/24	100% - Submitted	08/30/24		N/A	
N/A	People	540	Share Florida PALM Updates	07/15/24	07/26/24	100% - Submitted	07/30/24		Submission Complete	
Direct	Data	541-A	Complete Configuration Workbooks for Segment IV	07/22/24	09/06/24	25% - Beginning Initial Internal Meetings and Information Gathering				
N/A	Data	542	Complete Data Readiness Analysis and Data Cleansing Activities for Segment IV	07/22/24	10/18/24	25% - Beginning Initial Internal Meetings and Information Gathering				
N/A	Processes	543	Identify Change Impacts and Update Agency Business Process Documentation for Segment IV	07/22/24	10/18/24	25% - Beginning Initial Internal Meetings and Information Gathering				
N/A	Technology	544	Update Agency Business System Documentation for Segment IV	07/22/24	10/18/24	25% - Beginning Initial Internal Meetings and Information Gathering				
Direct	Technology	545-A	Update and Finalize Florida PALM Conversion Inventory for Segment IV	07/22/24	10/18/24	25% - Beginning Initial Internal Meetings and Information Gathering				
Direct	Technology	546	Update Florida PALM Interface Inventory for Segment IV	07/22/24	10/18/24	25% - Beginning Initial Internal Meetings and Information Gathering				
N/A	Technology	547	Remediate Agency Business Systems based on Segment III	07/22/24	12/13/24	25% - Beginning Initial Internal Meetings and Information Gathering				
Direct	Technology	548	Identify and Confirm File Managers	08/06/24	08/16/24	100% - Submitted	08/13/24	File Manager information will be updated when new IT Director is hired	Submission Complete	
Direct	People	549	Submit Training Survey	08/12/24	09/20/24	100% - Submitted	08/19/24		Submission Complete	
Indirect	People	536-B	Create Agency Specific User Acceptance Testing Plan	08/19/24	10/11/24	25% - Beginning Initial Internal Meetings and Information Gathering				
Direct	Data	541-C	Complete Configuration Workbooks for Segment IV	08/26/24	09/27/24	25% - Beginning Initial Internal Meetings and Information Gathering				
Direct	Technology	550-A	Provide Public IP Address and Select Technical Meeting Time	08/26/24	08/30/24	100% - Submitted	08/30/24		Submission Complete	
N/A	N/A	551	Submit Bimonthly Agency Readiness Status Report	08/30/24	09/11/24	100% - Submitted	09/06/24			09/06/24

N/A	N/A	552	Manage Agency Specific Implementation Schedule, Risks and Issues	08/30/24	10/31/24	50% - In Progress			N/A
Direct	Technology	550-B	Participate in Technical Meeting to Receive Credentials and Access	09/03/24	09/13/24	25% - Beginning Initial Internal Meetings and Information Gathering			N/A

People	Processes	Technology	Data
<p>The staff and stakeholders affected by your agency's transition to Florida PALM.</p> <p>Implementation:</p> <p>Planned Florida PALM End Users = 8</p> <ul style="list-style-type: none"> Business Process Groupings = 11/13 <p>Identified Subject Matter Experts = 6</p> <ul style="list-style-type: none"> SMEs by Business Process Grouping Account Mgmt. and Financial Reporting = 5 Accounts Receivable = 5 Asset Accounting and Mgmt. = 2 Banking = 5 Budget Mgmt. and Cash Control = 5 Contracts Mgmt. = 2 Disbursements Mgmt. = 4 Grants Mgmt. = 3 Inter/IntraUnit Transactions = 4 Payroll Mgmt. = 2 Projects Mgmt. = 0 Revenue Accounting = 3 System Access and Controls = 1 <p>Role Mapping = TBD</p> <p>Training = TBD</p>	<p>The sequence of procedures to accomplish a business objective.</p> <p>Current-State:</p> <p>Cataloged Business Processes = 32</p> <ul style="list-style-type: none"> Related Business Systems = 4 Related Reports = 42 Documentation Status: Complete = 0 Partial = 1 Not Started = 31 <p>Implementation:</p> <p>Impacted Agency Business Processes = 32</p> <ul style="list-style-type: none"> Related Business Process Groupings = 9 Planned Spreadsheet Uploads = 0 Level of Impact: People Changes High = 0 Medium = 11 Low = 21 None = 0 Uncertain = 0 Level of Impact: Processes Changes High = 31 Medium = 0 Low = 1 None = 0 Uncertain = 0 Level of Impact: Technology Changes High = 2 Medium = 9 Low = 16 None = 5 Uncertain = 0 Level of Impact: Data Changes High = 1 Medium = 2 Low = 28 None = 1 Uncertain = 0 Segments I & II Documentation Update Status Not Started = 0 In Progress = 0 Complete = 32 Segment III Documentation Update Status Not Started = 0 In Progress = 0 Complete = 32 	<p>The applications or tools used to process, track, or report on financial operations.</p> <p>Current-State:</p> <p>Cataloged Business Systems = 4</p> <ul style="list-style-type: none"> Criticality: High = 4 Med = 0 Low = 0 None = 0 Documentation Status: Complete = 4 Partial = 0 Not Started = 0 <p>Cataloged Interfaces = 2</p> <ul style="list-style-type: none"> Inbound Interfaces = 2 Outbound Interfaces = 0 <p>Implementation:</p> <p>Business Systems Planned for Integration = 2</p> <ul style="list-style-type: none"> Segment I - Documentation Updates: Complete = 0 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 0 Segment II - Documentation Updates: Complete = 0 Updating = 0 Evaluating = 2 Not Started = 0 Not Needed = 0 Segment III - Documentation Updates: Complete = 2 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 0 <p>Planned Interfaces = 5</p> <ul style="list-style-type: none"> Inbound Interfaces = 3 Outbound Interfaces = 2 	<p>Information used in or produced from an agency's financial business operations.</p> <p>Current-State:</p> <p>Unique FLAIR Data Elements = 70</p> <ul style="list-style-type: none"> Associated Unique Uses = 70 Continued Use - Yes = 21 Continued Use - No = 3 Associated Business Systems = 0 <p>Cataloged Reports = 62</p> <ul style="list-style-type: none"> Criticality: High = 32 Med = 12 Low = 5 None = 0 <p>Implementation:</p> <p>Segments I & II Planned Configurations = 6/9</p> <ul style="list-style-type: none"> Accounts Receivable (AR) Planned Distribution Codes = 1 Asset Management (AM) Planned Location Codes = 7 Planned Associated Area ID's = 2 Commitment Control (KK) Planned Option = None General Ledger (GL) Planned Budgetary Value Combo Edits = 84 Planned Local Funds = None Planned Organization ID's = 40 Planned OA1's = 101 Planned OA2's = None <p>Segment IV Planned Configurations</p> <ul style="list-style-type: none"> Started = 1 Not Started = 1 <p>Conversions & Data Readiness</p> <ul style="list-style-type: none"> Conversions Needed = 9 Agency Data Outside of Primary Source System(s) = 1 Data Readiness/Cleansing Status: Complete = 5 In Progress = 0 Not Started = 0 Not Applicable 0 <p>Reports = TBD</p>

Agency Reported

The Risks, Issues, Assumptions and Readiness Activities tables below display only items that were opened/logged, closed/resolved or active during the reporting period.

CITRUS Risks							
Critical Operational Elements	Risk Description	Status	Risk Rating	Mitigation/Response Strategy	Reporting Period Comments or Updates	Date of Status Change	Owner / Coordinator
Processes	Citrus currently purchases foreign currency to pay overseas vendors. We use a SPIA account, and transfer funds as needed to wire payments overseas. Foreign vendors are transitioning away from accepting paper check, which is the only way the state will allow us to pay with USD (Treasury will not wire funds to a foreign bank).	Open	6 (Medium/High)	We have made the project manager aware of the issue, and he has informed PALM that we need to determine how foreign currency payments will be handled through PALM.		04/29/24	Matthew Christovich
Technology Data	The quality of audio on webinars and recordings is low. Our team does not feel it is receiving much needed information presented during these workshops	Open	6 (High/Medium)	Please see what you can do to upgrade the quality of webinars.	The quality of the audio recording has improved but remains inconsistent.	04/30/24	Matthew Christovich
People	The legislature has provided funding for this fiscal year, but there is a misalignment between the timing of project schedule, the availability of funds, and the timeframe staffing resources are needed.	Open	6 (High/Medium)	We will have to carefully adjust our implementation schedule to ensure that there is no delay or gaps in services during UAT.	Risk opened per our June PALM touchpoint.	06/06/24	Matthew Christovich
People	New IT staff with no knowledge of PALM	Open	2 (Low/Medium)	We have one IT support staff member, and he was not here for the CMS Wave of PALM, and has no knowledge of PALM.	We remain unsure of the role our technical support person will play in PALM. Currently, the technical staff has very little to do with FLAIR, but we're awaiting the final roles.	09/19/23	Matthew Christovich

CITRUS Issues

Critical Operational Elements	Issue Description	Status	Priority	Resolution Plan	Reporting Period Comments or Updates	Planned or Actual Resolution Date	Owner / Coordinator
Technology Data	The PALM team presents some workshops as webinars, but the technology is not very good. Audio is either choppy with echoes, or completely nonexistent.	Open	High - Impacts the ability of the agency to meet deadlines or milestones	It is not possible for us to travel to Tallahassee for every meeting. The quality of the webinars is so low that it is not productive for our team to participate	PALM has improved the quality of some recordings, but not all. We are moving the resolution date out to the end of July to see how the Design meetings go.	07/31/24	PALM

CITRUS Assumptions

Critical Operational Elements	Assumption	Status	Date Logged or Removed	Impacted Stakeholder(s) and/or System(s)	Reporting Period Comments or Updates
People Processes	The DFS Florida PALM project team will provide a PALM UAT environment to all CCN members, SMEs, and End Users prior to go-live. The Department will be given sufficient time to test and practice critical transactions before go-live in this dedicated testing environment.	Logged	11/14/23	PALM Project Team, Citrus Accounting Dept, CCN's	It was clarified by Jimmie Cox during the Design Segment meetings that PALM will have two environments: Sandbox, which is a copy of Production, and Test, which is intended to test future functionality.
People Processes Technology	The Legislature will appropriate and timely release General Revenue funding for contracted services for Agency support of the PALM project and those resources are available to perform the work assigned to them as scheduled.	Logged	11/14/23	Citrus Accounting Dept and all Admin staff, CCN's PALM project team	Language updated to reflect the necessity of both appropriation and timely release of General Revenue funds.
Processes Technology Data	The DFS Florida PALM project team will provide a reporting solution at go-live to support the business needs of the Department.	Logged	11/14/23	Citrus Accounting Dept and all Admin staff, CCN's PALM project team	Design Segment IV for Data Warehouse is currently pending. Language updated for standardization.
People Processes Data	The DFS Florida PALM project team will provide information regarding the data fields to support all Chart of Accounts values Citrus currently uses (such as OCA's).	Logged	11/14/23	Citrus Accounting Dept and all Admin staff, CCN's PALM project team	Language updated for standardization.
Processes Technology Data	The DFS Florida PALM project team will provide solutions and integration for Enterprise applications - WORKS, STMS, People First, Etc.	Logged	11/14/23	Citrus Accounting Dept and all Admin staff, CCN's PALM project team	Language updated for standardization.
People Processes Technology	The DFS Florida PALM project team will provide both in-person, on-line, and recorded training for CCN's, SMEs, and all accounting staff.	Logged	11/14/23	Citrus Accounting Dept and all Admin staff, CCN's PALM project team	Language updated for standardization.
People Processes Data	Key tasks, such as user maintenance, vendor maintenance, vendor payment registration, etc. will be done outside of PALM in their respective enterprise systems, e.g. AOD, STMS, VIP, etc.	Logged	02/09/24	Citrus Admin Staff, CCN's PALM project team	Language updated for standardization.
People Processes Technology Data	The leadership of the Department of Citrus will support the project by providing resources, access to systems and stakeholders, and by supporting the organizational change management strategy created by the project team.	Logged	08/30/24	Citrus Admin Staff, CCN's PALM project team	Assumption added to reflect the need for Department buy-in as a Critical Success Factor.
People Processes Technology Data	The DFS Florida PALM project will provide key information identifying the functionality, business processes, and timeline of the larger project in a timely manner to facilitate planning and execution.	Logged	08/30/24	Citrus Admin Staff, CCN's PALM project team	Assumption added to reflect the dependency of the Department on Florida PALM to provide timely and complete information as a Critical Success Factor.
People Processes Technology Data		Removed	08/30/24	PALM Project Team, Citrus Accounting Dept, CCN's	Assumption 1 and 2 have been combined.

CITRUS Agency-Specific Readiness Activities

Critical Operational Elements	Activity Description	Date(s)	Impacted Stakeholder(s) and/or System(s)	Objective	Reporting Period Comments or Updates

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

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CITRUS Status Report Confirmation

Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
July - August 2024	Christine C Marion	cmarion@citrus.myflorida.com	09/06/24
May - June 2024	Christine Marion	cmarion@citrus.myflorida.com	07/09/24
March - April 2024	Christine Marion	cmarion@citrus.myflorida.com	05/02/24
January - February 2024	Christine Marion	cmarion@citrus.myflorida.com	03/08/24

Helpful Links

- Dashboard Snapshots
- Knowledge Center
- Florida PALM Workbook for COM
- Readiness Workplan

COM Status Report Dashboard

Reporting Period

July - August 2024

Agency Sponsor

Tisha Womack

Click on the various statistics or dials to view the supporting information within your agency's Smartsheet Florida PALM Workbook.

CCN Composition



The Change Champion Network dial reflects the completeness of your CCN makeup.

Change Champion Network:

- Unique Filled Role = 16
- Duplicate Filled Role = 0
- Vacant Role = 0

RW Task Completeness



The Readiness Workplan Tasks Completeness dial reflects the completeness of your agency's submission of RW tasks, starting with RW Task 512.

RW Task Completeness:

- Score = 90.77%**
- Submitted Complete = 21
- Submitted Incomplete = 1
- Completed After Submission = 4

RW Task Timeliness



The Readiness Workplan Tasks Timeliness dial reflect the timeliness of your agency's submission of all RW tasks to date.

RW Task Timeliness:

- Score = 96.35%**
- Submitted On Time = 46
- Submitted Late = 4
- Pending Submission = 0

Project-led Meeting Participation



The Participation dial reflects your agency's attendance at Project-led meetings during the current reporting period.

Meeting Participation:

- Meetings Attended = 10
- Meetings Missed = 0

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
N/A	Processes	527	Identify Change Impacts and Update Agency Business Process Documentation for Segment III	04/15/24	07/12/24	100% - Submitted	07/12/24		Submission Complete	
N/A	Technology	528	Update Agency Business System Documentation for Segment III	04/15/24	07/12/24	100% - Submitted	07/12/24		Submission Complete	
Indirect	Technology	530	Update Florida PALM Interface Inventory for Segment III	04/15/24	07/12/24	100% - Submitted	07/12/24		Submission Complete	
N/A	Data	526	Complete Data Readiness Analysis and Data Cleansing Activities for Segment III	04/29/24	07/12/24	100% - Submitted	07/12/24		Submission Complete	
Indirect	Technology	529	Update Florida PALM Conversion Inventory for Segment III	04/29/24	07/12/24	100% - Submitted	07/12/24		Submission Complete	
N/A	Technology	531	Remediate Agency Business Systems based on Segment II	04/29/24	09/27/24	50% - In Progress				
N/A	People	535	Update Workforce Readiness Plan	06/17/24	08/02/24	100% - Submitted	08/02/24		Submission Complete	
Indirect	People	536-A	Create Agency Specific User Acceptance Testing Plan	06/17/24	08/16/24	100% - Submitted	08/16/24		Submission Complete	
N/A	People	537	Update Authorized Smartsheet Users	06/24/24	07/12/24	100% - Submitted	06/28/24		Submission Complete	06/28/24
N/A	N/A	538	Submit Bimonthly Agency Readiness Status Report	07/01/24	07/12/24	100% - Submitted	07/08/24		Submission Complete	
N/A	N/A	539	Manage Agency Specific Implementation Schedule, Risks and Issues	07/01/24	08/29/24	100% - Submitted	08/29/24		N/A	
N/A	People	540	Share Florida PALM Updates	07/15/24	07/26/24	100% - Submitted	07/24/24		Submission Complete	
Direct	Data	541-A	Complete Configuration Workbooks for Segment IV	07/22/24	09/06/24	100% - Submitted	08/29/24		Submission Complete	
Direct	Data	541-B	Complete Configuration Workbooks for Segment IV	07/22/24	09/06/24	100% - Submitted	08/29/24			
N/A	Data	542	Complete Data Readiness Analysis and Data Cleansing Activities for Segment IV	07/22/24	10/18/24	25% - Beginning Initial Internal Meetings and Information Gathering		Segment IV meetings are currently ongoing. Teams will review and provide necessary information after all information is received.		
N/A	Processes	543	Identify Change Impacts and Update Agency Business Process Documentation for Segment IV	07/22/24	10/18/24	25% - Beginning Initial Internal Meetings and Information Gathering		Segment IV meetings are currently ongoing. Teams will review and provide necessary information after all information is received.		
N/A	Technology	544	Update Agency Business System Documentation for Segment IV	07/22/24	10/18/24	25% - Beginning Initial Internal Meetings and Information Gathering		Segment IV meetings are currently ongoing. Teams will review and provide necessary information after all information is received.		
Direct	Technology	545-A	Update and Finalize Florida PALM Conversion Inventory for Segment IV	07/22/24	10/18/24	25% - Beginning Initial Internal Meetings and Information Gathering		Segment IV meetings are currently ongoing. Teams will review and provide necessary information after all information is received.		
Direct	Technology	545-B	Update and Finalize Florida PALM Conversion Inventory for Segment IV - Projects (PCC001)	07/22/24	08/23/24	100% - Submitted	08/23/24		Submission Complete	
Direct	Technology	546	Update Florida PALM Interface Inventory for Segment IV	07/22/24	10/18/24	50% - In Progress				
N/A	Technology	547	Remediate Agency Business Systems based on Segment III	07/22/24	12/13/24	50% - In Progress				
Direct	Technology	548	Identify and Confirm File Managers	08/06/24	08/16/24	100% - Submitted	08/16/24		Submission Complete	
Direct	People	549	Submit Training Survey	08/12/24	09/20/24	75% - Consolidating/Inputting Information for Submission				
Indirect	People	536-B	Create Agency Specific User Acceptance Testing Plan	08/19/24	10/11/24	50% - In Progress				
Direct	Data	541-C	Complete Configuration Workbooks for	08/26/24	09/27/24	25% - Beginning Initial				

			Segment IV			Internal Meetings and Information Gathering		
Direct	Technology	550-A	Provide Public IP Address and Select Technical Meeting Time	08/26/24	08/30/24	Pending Resubmission	08/29/24	Submission Incomplete
N/A	N/A	551	Submit Bimonthly Agency Readiness Status Report	08/30/24	09/11/24	100% - Submitted	09/09/24	
N/A	N/A	552	Manage Agency Specific Implementation Schedule, Risks and Issues	08/30/24	10/31/24	50% - In Progress		N/A
Direct	Technology	550-B	Participate in Technical Meeting to Receive Credentials and Access	09/03/24	09/13/24	100% - Submitted	09/03/24	N/A

People	Processes	Technology	Data
<p>The staff and stakeholders affected by your agency's transition to Florida PALM.</p> <p>Implementation:</p> <p>Planned Florida PALM End Users = 44</p> <ul style="list-style-type: none"> Business Process Groupings = 12/13 <p>Identified Subject Matter Experts = 23</p> <p>SMEs by Business Process Grouping</p> <ul style="list-style-type: none"> Account Mgmt. and Financial Reporting = 3 Accounts Receivable = 3 Asset Accounting and Mgmt. = 2 Banking = 2 Budget Mgmt. and Cash Control = 2 Contracts Mgmt. = 4 Disbursements Mgmt. = 3 Grants Mgmt. = 7 Inter/IntraUnit Transactions = 1 Payroll Mgmt. = 3 Projects Mgmt. = 2 Revenue Accounting = 2 System Access and Controls = 3 <p>Role Mapping = TBD</p> <p>Training = TBD</p>	<p>The sequence of procedures to accomplish a business objective.</p> <p>Current-State:</p> <p>Cataloged Business Processes = 103</p> <ul style="list-style-type: none"> Related Business Systems = 13 Related Reports = 31 <p>Documentation Status:</p> <ul style="list-style-type: none"> Complete = 64 Partial = 36 Not Started = 3 <p>Implementation:</p> <p>Impacted Agency Business Processes = 103</p> <ul style="list-style-type: none"> Related Business Process Groupings = 9 Planned Spreadsheet Uploads = 7 <p>Level of Impact: People Changes</p> <ul style="list-style-type: none"> High = 3 Medium = 62 Low = 25 None = 7 Uncertain = 6 <p>Level of Impact: Processes Changes</p> <ul style="list-style-type: none"> High = 47 Medium = 29 Low = 13 None = 2 Uncertain = 12 <p>Level of Impact: Technology Changes</p> <ul style="list-style-type: none"> High = 57 Medium = 20 Low = 5 None = 7 Uncertain = 14 <p>Level of Impact: Data Changes</p> <ul style="list-style-type: none"> High = 7 Medium = 31 Low = 3 None = 8 Uncertain = 12 <p>Segments I & II Documentation Update Status</p> <ul style="list-style-type: none"> Not Started = 0 In Progress = 0 Complete = 103 <p>Segment III Documentation Update Status</p> <ul style="list-style-type: none"> Not Started = 0 In Progress = 0 Complete = 103 	<p>The applications or tools used to process, track, or report on financial operations.</p> <p>Current-State:</p> <p>Cataloged Business Systems = 26</p> <ul style="list-style-type: none"> Criticality: High = 7 Med = 18 Low = 0 None = 1 <p>Documentation Status:</p> <ul style="list-style-type: none"> Complete = 4 Partial = 22 Not Started = 0 <p>Cataloged Interfaces = 15</p> <ul style="list-style-type: none"> Inbound Interfaces = 15 Outbound Interfaces = 0 <p>Implementation:</p> <p>Business Systems Planned for Integration = 23</p> <ul style="list-style-type: none"> Segment I - Documentation Updates: Complete = 23 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 0 Segment II - Documentation Updates: Complete = 23 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 0 Segment III - Documentation Updates: Complete = 23 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 0 <p>Planned Interfaces = 10</p> <ul style="list-style-type: none"> Inbound Interfaces = -4 Outbound Interfaces = 7 	<p>Information used in or produced from an agency's financial business operations.</p> <p>Current-State:</p> <p>Unique FLAIR Data Elements = 71</p> <ul style="list-style-type: none"> Associated Unique Uses = 84 Continued Use - Yes = 2 Continued Use - No = 12 Associated Business Systems = 2 <p>Cataloged Reports = 374</p> <ul style="list-style-type: none"> Criticality: High = 2 Med = 0 Low = 0 None = 0 <p>Implementation:</p> <p>Segments I & II Planned Configurations = 6/9</p> <ul style="list-style-type: none"> Accounts Receivable (AR) Planned Distribution Codes = 6 Asset Management (AM) Planned Location Codes = 21 Planned Associated Area ID's = None Commitment Control (KK) Planned Option = Option # 1 - Track with Budget General Ledger (GL) Planned Budgetary Value Combo Edits = 693 Planned Local Funds = None Planned Organization ID's = 163 Planned OA1's = 49 Planned OA2's = None <p>Segment IV Planned Configurations</p> <ul style="list-style-type: none"> Started = 2 Not Started = 0 <p>Conversions & Data Readiness</p> <ul style="list-style-type: none"> Conversions Needed = 9 Agency Data Outside of Primary Source System(s) = 2 Data Readiness/Cleansing Status: Complete = 4 In Progress = 0 Not Started = 0 Not Applicable 1 <p>Reports = TBD</p>

Agency Reported

The Risks, Issues, Assumptions and Readiness Activities tables below display only items that were opened/logged, closed/resolved or active during the reporting period.

COM Risks							
Critical Operational Elements	Risk Description	Status	Risk Rating	Mitigation/Response Strategy	Reporting Period Comments or Updates	Date of Status Change	Owner / Coordinator
People Processes	SME Workload	Open	9 (High/High)	Currently we are awaiting legislative budget amendment approval to procure support resources	Delegated some day-to-day activities to staff members not directly involved with PALM. This change allows CCN team members some time to work on PALM each week. UPDATE as of 4/29/2024: Lead SMEs currently training new resources to be independent. UPDATE as of 6/5/2024: Agency Sponsor and Agency Liaison have procured a project manager and are currently finalizing	06/05/24	Caroline (Tisha) Womack / Lemuel Toro

					procurement of business analyst/change manager for technical support. UPDATE AS OF 8/26/2024: Commerce currently has a full CCN with new Change Management Liaison. Commerce has also procured Technical to assist SMEs, however, this risk remains as is.		
People Processes Technology Data	Lack of support for Life-to-Date Accounting and Reporting	Open	9 (High/High)	Create internal life-to-date reporting system	Commerce needs LTD balances for federal grant reporting, which is a predominant portion of funding for this department. PALM will make available a Project Costing module that has some type of LTD capability but details are not known to agencies at this time. Contingency plans have been identified and Commerce is currently working to determine best response if Project Costing module will not provide needed support. UPDATE as of 6/5/2024: Risk reviewed by CCN. Risk remains in place until Commerce has more information on how PALM will handle or is able to assist in LTD reporting. UPDATE AS OF 8/26/2024: Commerce will not be using PALM Project Costing module to address LTD needs. Risk remains as is.	06/05/24	Lemuel Toro / Caroline (Tisha) Womack / Dean Modling / Ken Heim
People	SMEs who will provide vital support to PALM project during Segment IV workshops/meetings may also be needed to complete Financial Statement and Legislative Budget Request (LBR) tasks during the May 2024 - September 2024 window.	Open	6 (Medium/High)	Identify SMEs and SME backup team members.	SMEs with new staff/resources are currently training staff on day-to-day activities, as well as PALM related support. Backup SMEs will be identified as soon as possible. UPDATE as of 6/5/2024: risk reviewed by CCN. No updates at this time. UPDATE AS OF 8/26/2024: Commerce PALM project team is currently working to identify business process role backups, however, this risk remains as is.	06/05/24	Lemuel Toro / Lisa Simpson

COM Issues							
Critical Operational Elements	Issue Description	Status	Priority	Resolution Plan	Reporting Period Comments or Updates	Planned or Actual Resolution Date	Owner / Coordinator

COM Assumptions						
Critical Operational Elements	Assumption	Status	Date Logged or Removed	Impacted Stakeholder(s) and/or System(s)	Reporting Period	Comments or Updates

COM Agency-Specific Readiness Activities						
Critical Operational Elements	Activity Description	Date(s)	Impacted Stakeholder(s) and/or System(s)	Objective	Reporting Period	Comments or Updates
People Processes Technology Data	PALM - Check-In	07/01/24	Disbursements Management, Account Management & Financial Reporting, Budget Management, Payroll Management	Conduct high-level review of key items that directly and indirectly impact Florida PALM project (property pending list, grants clean-up efforts, etc.) and any issues or roadblocks to work being done.	Reviewed business processes to determine how to leverage PALM resources and/or create work-around processes.	
People Processes Technology Data	PALM - Check-In	07/03/24	Disbursements Management, Account Management & Financial Reporting, Budget Management, Payroll Management	Conduct high-level review of key items that directly and indirectly impact Florida PALM project (property pending list, grants clean-up efforts, etc.) and any issues or roadblocks to work being done.	Reviewed business processes to determine how to leverage PALM resources and/or create work-around processes.	
People Processes Technology Data	Florida PALM Readiness Touchpoint Meeting	07/09/24				

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: *

COM Status Report Confirmation

Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
July - August 2024	Tisha Womack	caroline.womack@commerce.fl.gov	09/09/24
July - August 2024	Tisha Womack	caroline.womack@commerce.fl.gov	08/26/24
May - June 2024	Tisha Womack	caroline.womack@commerce.fl.gov	07/08/24
March - April 2024	Tisha Womack	caroline.womack@commerce.fl.gov	05/11/24

Confirm *

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January - February 2024	Caroline (Tisha) Womack	tulani.honablew@commerce.fl.gov	03/08/24
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Helpful Links

- Dashboard Snapshots
- Knowledge Center
- Florida PALM Workbook for DOE
- Readiness Workplan

DOE Status Report Dashboard

Reporting Period

July - August 2024

Agency Sponsor

Suzanne Pridgeon

Click on the various statistics or dials to view the supporting information within your agency's Smartsheet Florida PALM Workbook.

CCN Composition



The Change Champion Network dial reflects the completeness of your CCN makeup.

Change Champion Network:

- Unique Filled Role = 11
- Duplicate Filled Role = 5
- Vacant Role = 0

RW Task Completeness



The Readiness Workplan Tasks Completeness dial reflects the completeness of your agency's submission of RW tasks, starting with RW Task 512.

RW Task Completeness:

Score = 84.44%

- Submitted Complete = 19
- Submitted Incomplete = 1
- Completed After Submission = 7

RW Task Timeliness



The Readiness Workplan Tasks Timeliness dial reflect the timeliness of your agency's submission of all RW tasks to date.

RW Task Timeliness:

Score = 92.26%

- Submitted On Time = 42
- Submitted Late = 7
- Pending Submission = 1

Project-led Meeting Participation



The Participation dial reflects your agency's attendance at Project-led meetings during the current reporting period.

Meeting Participation:

- Meetings Attended = 10
- Meetings Missed = 0

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
N/A	Technology	519	Remediate Agency Business Systems based on Segment I	01/29/24	06/28/24	50% - In Progress				
N/A	Processes	527	Identify Change Impacts and Update Agency Business Process Documentation for Segment III	04/15/24	07/12/24	100% - Submitted	07/11/24		Submission Complete	08/15/24
N/A	Technology	528	Update Agency Business System Documentation for Segment III	04/15/24	07/12/24	100% - Submitted	07/11/24		Submission Complete	
Indirect	Technology	530	Update Florida PALM Interface Inventory for Segment III	04/15/24	07/12/24	100% - Submitted	07/11/24		Submission Complete	
N/A	Data	526	Complete Data Readiness Analysis and Data Cleansing Activities for Segment III	04/29/24	07/12/24	100% - Submitted	08/12/24	Procurement department is completing their cleanse of Contracts, and the task will be completed.	Submission Complete	
Indirect	Technology	529	Update Florida PALM Conversion Inventory for Segment III	04/29/24	07/12/24	100% - Submitted	07/12/24		Submission Complete	
N/A	Technology	531	Remediate Agency Business Systems based on Segment II	04/29/24	09/27/24	25% - Beginning Initial Internal Meetings and Information Gathering				
N/A	People	535	Update Workforce Readiness Plan	06/17/24	08/02/24	100% - Submitted	08/02/24		Submission Complete	08/15/24
Indirect	People	536-A	Create Agency Specific User Acceptance Testing Plan	06/17/24	08/16/24	100% - Submitted	08/16/24		Submission Complete	
N/A	People	537	Update Authorized Smartsheet Users	06/24/24	07/12/24	100% - Submitted	07/11/24		Submission Complete	
N/A	N/A	538	Submit Bimonthly Agency Readiness Status Report	07/01/24	07/12/24	100% - Submitted	07/12/24		Submission Complete	
N/A	N/A	539	Manage Agency Specific Implementation Schedule, Risks and Issues	07/01/24	08/29/24	100% - Submitted	08/30/24		N/A	
N/A	People	540	Share Florida PALM Updates	07/15/24	07/26/24	100% - Submitted	07/26/24		Submission Complete	
Direct	Data	541-A	Complete Configuration Workbooks for Segment IV	07/22/24	09/06/24	100% - Submitted	09/06/24		Submission Complete	
N/A	Data	542	Complete Data Readiness Analysis and Data Cleansing Activities for Segment IV	07/22/24	10/18/24	25% - Beginning Initial Internal Meetings and Information Gathering				
N/A	Processes	543	Identify Change Impacts and Update Agency Business Process Documentation for Segment IV	07/22/24	10/18/24	25% - Beginning Initial Internal Meetings and Information Gathering				
N/A	Technology	544	Update Agency Business System Documentation for Segment IV	07/22/24	10/18/24	25% - Beginning Initial Internal Meetings and Information Gathering				
Direct	Technology	545-A	Update and Finalize Florida PALM Conversion Inventory for Segment IV	07/22/24	10/18/24	25% - Beginning Initial Internal Meetings and Information Gathering				
Direct	Technology	545-B	Update and Finalize Florida PALM Conversion Inventory for Segment IV - Projects (PCC001)	07/22/24	08/23/24	100% - Submitted	08/20/24		Submission Complete	
Direct	Technology	546	Update Florida PALM Interface Inventory for Segment IV	07/22/24	10/18/24	25% - Beginning Initial Internal Meetings and Information Gathering				
N/A	Technology	547	Remediate Agency Business Systems based on Segment III	07/22/24	12/13/24	25% - Beginning Initial Internal Meetings and Information Gathering				
Direct	Technology	548	Identify and Confirm File Managers	08/06/24	08/16/24	100% - Submitted	08/07/24		Submission Complete	08/07/24
Direct	People	549	Submit Training Survey	08/12/24	09/20/24	100% - Submitted	08/30/24		Submission Complete	
Indirect	People	536-B	Create Agency Specific User Acceptance Testing Plan	08/19/24	10/11/24	50% - In Progress				
Direct	Data	541-C	Complete Configuration Workbooks for Segment IV	08/26/24	09/27/24	25% - Beginning Initial Internal Meetings and Information Gathering				

Direct	Technology	550-A	Provide Public IP Address and Select Technical Meeting Time	08/26/24	08/30/24	100% - Submitted	08/28/24		Submission Complete
N/A	N/A	551	Submit Bimonthly Agency Readiness Status Report	08/30/24	09/11/24	Pending Resubmission	09/11/24		Submission Incomplete
N/A	N/A	552	Manage Agency Specific Implementation Schedule, Risks and Issues	08/30/24	10/31/24	25% - Beginning Initial Internal Meetings and Information Gathering			N/A
Direct	Technology	550-B	Participate in Technical Meeting to Receive Credentials and Access	09/03/24	09/13/24	100% - Submitted	09/04/24		N/A

People	Processes	Technology	Data
<p>The staff and stakeholders affected by your agency's transition to Florida PALM.</p> <p>Implementation:</p> <p>Planned Florida PALM End Users = 88</p> <ul style="list-style-type: none"> Business Process Groupings = 13/13 <p>Identified Subject Matter Experts = 13</p> <p>SMEs by Business Process Grouping</p> <ul style="list-style-type: none"> Account Mgmt. and Financial Reporting = 1 Accounts Receivable = 1 Asset Accounting and Mgmt. = 1 Banking = 1 Budget Mgmt. and Cash Control = 2 Contracts Mgmt. = 2 Disbursements Mgmt. = 1 Grants Mgmt. = 1 Inter/IntraUnit Transactions = 1 Payroll Mgmt. = 2 Projects Mgmt. = 1 Revenue Accounting = 2 System Access and Controls = 1 <p>Role Mapping = TBD</p> <p>Training = TBD</p>	<p>The sequence of procedures to accomplish a business objective.</p> <p>Current-State:</p> <p>Cataloged Business Processes = 35</p> <ul style="list-style-type: none"> Related Business Systems = 5 Related Reports = 1 <p>Documentation Status:</p> <ul style="list-style-type: none"> Complete = 34 Partial = 1 Not Started = 0 <p>Implementation:</p> <p>Impacted Agency Business Processes = 35</p> <ul style="list-style-type: none"> Related Business Process Groupings = 6 Planned Spreadsheet Uploads = 1 <p>Level of Impact: People Changes</p> <ul style="list-style-type: none"> High = 23 Medium = 3 Low = 4 None = 0 Uncertain = 0 <p>Level of Impact: Processes Changes</p> <ul style="list-style-type: none"> High = 22 Medium = 3 Low = 4 None = 0 Uncertain = 0 <p>Level of Impact: Technology Changes</p> <ul style="list-style-type: none"> High = 22 Medium = 3 Low = 4 None = 0 Uncertain = 0 <p>Level of Impact: Data Changes</p> <ul style="list-style-type: none"> High = 22 Medium = 3 Low = 3 None = 0 Uncertain = 0 <p>Segments I & II Documentation Update Status</p> <ul style="list-style-type: none"> Not Started = 0 In Progress = 0 Complete = 30 <p>Segment III Documentation Update Status</p> <ul style="list-style-type: none"> Not Started = 0 In Progress = 0 Complete = 30 	<p>The applications or tools used to process, track, or report on financial operations.</p> <p>Current-State:</p> <p>Cataloged Business Systems = 26</p> <ul style="list-style-type: none"> Criticality: High = 23 Med = 0 Low = 0 None = 1 <p>Documentation Status:</p> <ul style="list-style-type: none"> Complete = 7 Partial = 1 Not Started = 9 <p>Cataloged Interfaces = 0</p> <ul style="list-style-type: none"> Inbound Interfaces = 0 Outbound Interfaces = 0 <p>Implementation:</p> <p>Business Systems Planned for Integration = 9</p> <ul style="list-style-type: none"> Segment I - Documentation Updates: Complete = 0 Updating = 6 Evaluating = 0 Not Started = 0 Not Needed = 0 Segment II - Documentation Updates: Complete = 0 Updating = 5 Evaluating = 0 Not Started = 0 Not Needed = 1 Segment III - Documentation Updates: Complete = 0 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 0 <p>Planned Interfaces = 6</p> <ul style="list-style-type: none"> Inbound Interfaces = 1 Outbound Interfaces = 4 	<p>Information used in or produced from an agency's financial business operations.</p> <p>Current-State:</p> <p>Unique FLAIR Data Elements = 443</p> <ul style="list-style-type: none"> Associated Unique Uses = 574 Continued Use - Yes = 124 Continued Use - No = 3 <p>Associated Business Systems = 6</p> <p>Cataloged Reports = 87</p> <ul style="list-style-type: none"> Criticality: High = 87 Med = 13 Low = 1 None = 0 <p>Implementation:</p> <p>Segments I & II Planned Configurations = 5/9</p> <ul style="list-style-type: none"> Accounts Receivable (AR) Planned Distribution Codes = 8 Asset Management (AM) Planned Location Codes = None Planned Associated Area ID's = None Commitment Control (KK) Planned Option = Option # 1 - Track with Budget General Ledger (GL) Planned Budgetary Value Combo Edits = 882 Planned Local Funds = None Planned Organization ID's = 725 Planned OA1's = 576 Planned OA2's = None <p>Segment IV Planned Configurations</p> <ul style="list-style-type: none"> Started = 1 Not Started = 1 <p>Conversions & Data Readiness</p> <ul style="list-style-type: none"> Conversions Needed = 9 Agency Data Outside of Primary Source System(s) = 4 <p>Data Readiness/Cleansing Status:</p> <ul style="list-style-type: none"> Complete = 4 In Progress = 0 Not Started = 0 Not Applicable 1 <p>Reports = TBD</p>

Agency Reported

The Risks, Issues, Assumptions and Readiness Activities tables below display only items that were opened/logged, closed/resolved or active during the reporting period.

DOE Risks							
Critical Operational Elements	Risk Description	Status	Risk Rating	Mitigation/Response Strategy	Reporting Period Comments or Updates	Date of Status Change	Owner / Coordinator
Processes Technology Data	Significant delay in receiving the technical requirements	Open	9 (High/High)	DOE will continue to communicate with PALM team as much as possible to facilitate the need information.		06/25/24	Project Manager
Processes Technology Data	The testing schedule and related details have not been sufficiently outlined	Open	9 (High/High)	DOE will continue to communicate with PALM team as much as possible to facilitate the need information.		06/25/24	Project Manager
People Technology Data	The potential time constraints in communicating our requirements to vendors.	Open	9 (High/High)	DOE will continue to communicate with PALM team as much as possible to facilitate the need information.		06/25/24	Project Manager
People Technology Data	Not meet due date for Task 521 Segment 1 remediation	Closed	6 (Medium/High)	PM and DTI are working with PALM to develop a strategy to speed up the process of starting remediation.		07/12/24	Project Manager

People Processes Technology Data	Task 531 remediation phase 2 not being met due to limited department IT resources and reliance on timely vendor involvement. Department has not complete remediation system redesign specs and has not started any recoding of business systems for remediation to PALM. Completing remediation to meet PALM testing deadline in 7 months is very unlikely without having IT staff dedicated full time to remediation tasks.	Open	6 (Medium/High)	PM is working for DTI to develop a strategy to speed up the process of starting remediation.		08/30/24	Project Manager
People Processes Data	Slow response time from PALM can/will affect the decision-making process and time. The delayed response can delay push back DOE schedule remediations.	Open	6 (High/Medium)	PM will work with RC's to acquire information as quickly as possible to prevent any delays on DOE side.	Updating the risk due to the new risk that has been identified.	05/30/24	Project Manager
People	Employee Retention - Staff leaving the Agency for retirement or other opportunities can create a delay with collection of data and/or processes.	Open	4 (Medium/Medium)	DOE will refill positions as quickly as possible to stop any delays.	No Change	10/03/23	DOE Management
People Technology	Limited communication between the business and IT team (there is no daily communication or stand up for the project team (anyone working on PALM)). If all communication has to go thru the PPM Pro system, it could cause delay in the flow of communication, systems to miss functionality, the project to fall behind and miss the go-live date.	Open	4 (Medium/Medium)	Business team will place more tickets into PPM Pro to increase the communication between the two sides.	Risk remains for future task but has escalated to an issue.	10/27/23	Project Manager
Data	loss of data could affect audit information.	Open	4 (Medium/Medium)	Pending	New Risk	02/14/24	DOE
Data	Incorrect invoice or missed invoices	Open	4 (Medium/Medium)	Create a manual checking system for implementation.	New Risk	02/14/24	DOE
Technology Data	Double or no payment to vendors at the time of implementation	Open	4 (Medium/Medium)	Create a manual checking system for implementation.	New Risk	02/14/24	DOE
Technology	System Capabilities - Several individuals have mentioned outdated systems within the DOE, this could cause a limitation of data from PALM.	Open	3 (High/Low)	DOE to Remediation existing systems to be compatible with Florida PALM	Testing will discover any deficiencies.	07/04/23	DOE IT
Processes Technology	Change in Financial payment may result in payment delays.	Open	3 (High/Low)	DOE will perform testing to ensure processing with DFS.	New risk	01/12/24	DIT and Aware technical teams
Data	Missing Agency Business Systems - Task 326 not all systems recognized.	Open	2 (Medium/Low)	DOE PALM Team will continue to interview staff for any additional systems and work it DOE IT to determine if remediation is needed for PALM	Task has been submitted to PALM. If additional systems are discovered, DOE will revisit the task.	07/13/23	DOE PALM Team
People Technology	Vendor available and cost could delay the project.	Open	2 (Medium/Low)	Agency will communicate with vendor as often as possible to ensure timely processing.	New risk	01/30/24	AWARE Team
People Processes	Task 541-C the statewide standard project activity codes will be needed to complete the speed keys setup assignment.	Open	1 (Low/Low)	Working with PALM to acquire the activity codes		08/30/24	Project Manager

DOE Issues

Critical Operational Elements	Issue Description	Status	Priority	Resolution Plan	Reporting Period Comments or Updates	Planned or Actual Resolution Date	Owner / Coordinator
People	Lack of technical resources for the project. - No dedicated staff for the project.	Open	Critical - Impacts the ability of the agency to move forward with work without resolution	Executive team place staff	RFQ for Technical Business Analysis have been submitted	10/01/23	DOE Executives
People Technology Data	Not meet due date for Task 519 Segment 1 remediation	Open	Low - All impacts not listed as Critical or High	All remediation will be done once information is received.		10/01/24	PM

DOE Assumptions

Critical Operational Elements	Assumption	Status	Date Logged or Removed	Impacted Stakeholder(s) and/or System(s)	Reporting Period Comments or Updates
Processes	System AS-IS documentation will be completed and be readily available by 10/27/2023	Logged	07/08/23	22 Agencies Business Systems, Comptrollers and budget office.	Closed
Data	Reports is fully documented and available as of 07/31/2023	Logged	07/08/23	Comptroller Office	Reports submitted to the FL PALM on 07/28/2023 and will continue to be updated.
Technology	Technical Systems with be updated to be compatible with PALM.	Logged	07/08/23	Comptroller, DOE IT and Agency department users.	No Change
Technology	Florida PALM will provide system designed for DOE to meet the project needs	Logged	08/01/23	Comptroller, DOE IT and Agency department users.	Schedule PALM simulations schedule for 08/2023 and 09/2023

DOE Agency-Specific Readiness Activities

Critical Operational Elements	Activity Description	Date(s)	Impacted Stakeholder(s) and/or System(s)	Objective	Reporting Period Comments or Updates
People	Status Report	07/01/24	Project Manager, Financial Manager Comptroller and Deputy Comptroller	Provide PALM status within DOE	
People Processes Technology Data	DOE PALM Project Plan	07/01/24	DTI Team, Deputy Comptroller and PM.	Go over and update PALM Project	
People Processes	DOE PALM Training Plan	07/02/24	Comptroller, Deputy Comptroller, SME's and PM	Develop the training outline for PALM.	
People	Status Report	07/12/24	Project Manager, Financial Manager Comptroller and Deputy Comptroller	Provide PALM status within DOE	
People Technology	DTI Weekly Status report	07/12/24	Project Manager, Comptroller, Deputy Comptroller, Business Analyst, Business Analyst Manager	Provided weekly status on PALM file status and Database build.	
People	Status Report	07/19/24	Project Manager, Financial Manager Comptroller and Deputy Comptroller	Provide PALM status within DOE	
People	Status Report	07/26/24	Project Manager, Financial Manager Comptroller and Deputy Comptroller	Provide PALM status within DOE	
People Technology	DTI Weekly Status report	07/26/24	Project Manager, Comptroller, Deputy	Provided weekly status on PALM file status and Database build.	

			Comptroller, Business Analyst, Business Analyst Manager	
People Technology	VR and DBS File location	07/30/24	VR, DBS and DTI	To determine the file pickup location.
People Technology Data	PALM Updates and file revision	07/30/24	technical and departmental staff	To discuss the changes of the PALM files.
People Technology	TRAQ System meeting	08/01/24	DTI, TRAQ vendor, Assets Management, and Project Manager.	To determine file(s) needed for TRAQ System
People	Status Report	08/02/24	Project Manager, Financial Manager Comptroller and Deputy Comptroller	Provide PALM status within DOE
People Technology	DTI Weekly Status report	08/02/24	Project Manager, Comptroller, Deputy Comptroller, Business Analyst, Business Analyst Manager	Provided weekly status on PALM file status and Database build.
People Technology	DTI Weekly Status report	08/08/24	Project Manager, Comptroller, Deputy Comptroller, Business Analyst, Business Analyst Manager	Provided weekly status on PALM file status and Database build.
People	Status Report	08/09/24	Project Manager, Financial Manager Comptroller and Deputy Comptroller	Provide PALM status within DOE
People Technology	DTI Weekly Status report	08/16/24	Project Manager, Comptroller, Deputy Comptroller, Business Analyst, Business Analyst Manager	Provided weekly status on PALM file status and Database build.
People	Status Report	08/16/24	Project Manager, Financial Manager Comptroller and Deputy Comptroller	Provide PALM status within DOE
People Processes	Revenue Process Meeting	08/21/24	Revenue, BA and PM	To find any missing process and document.
People Processes	Cash Management Process Meeting	08/22/24	Cash Management, BA and PM	To find any missing process and document.
People Technology	DTI Weekly Status report	08/22/24	Project Manager, Comptroller, Deputy Comptroller, Business Analyst, Business Analyst Manager	Provided weekly status on PALM file status and Database build.
People	Status Report	08/23/24	Project Manager, Financial Manager Comptroller and Deputy Comptroller	Provide PALM status within DOE
People Technology	VR and DBS File location	08/28/24	VR, DBS and DTI	To determine the file pickup location and file naming.
People Processes	Cash Management Process Meeting	08/30/24	Cash Management, BA and PM	To find any missing process and document.
People	Status Report	08/30/24	Project Manager, Financial Manager Comptroller and Deputy Comptroller	Provide PALM status within DOE
People Technology	DTI Weekly Status report	08/30/24	Project Manager, Comptroller, Deputy Comptroller, Business Analyst, Business Analyst Manager	Provided weekly status on PALM file status and Database build.

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

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DOE Status Report Confirmation

Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
July - August 2024	Matt Kirkland	matt.kirkland@fldoe.org	09/11/24
May - June 2024	Matt Kirkland	matt.kirkland@fldoe.org	07/12/24
March - April 2024	Matt Kirkland	matt.kirkland@fldoe.org	05/13/24
January - February 2024	Matt Kirkland	matt.kirkland@fldoe.org	03/08/24

Helpful Links

- Dashboard Snapshots
- Knowledge Center
- Florida PALM Workbook for DFS
- Readiness Workplan

DFS Status Report Dashboard

Reporting Period

July - August 2024

Agency Sponsor

Scott Fennell

Click on the various statistics or dials to view the supporting information within your agency's Smartsheet Florida PALM Workbook.

CCN Composition



The Change Champion Network dial reflects the completeness of your CCN makeup.

Change Champion Network:

- Unique Filled Role = 14
- Duplicate Filled Role = 6
- Vacant Role = 0

RW Task Completeness



The Readiness Workplan Tasks Completeness dial reflects the completeness of your agency's submission of RW tasks, starting with RW Task 512.

RW Task Completeness:

- Score = 99.62%**
- Submitted Complete = 25
- Submitted Incomplete = 0
- Completed After Submission = 1

RW Task Timeliness



The Readiness Workplan Tasks Timeliness dial reflect the timeliness of your agency's submission of all RW tasks to date.

RW Task Timeliness:

- Score = 91.54%**
- Submitted On Time = 43
- Submitted Late = 6
- Pending Submission = 1

Project-led Meeting Participation



The Participation dial reflects your agency's attendance at Project-led meetings during the current reporting period.

Meeting Participation:

- Meetings Attended = 10
- Meetings Missed = 0

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
N/A	Technology	519	Remediate Agency Business Systems based on Segment I	01/29/24	06/28/24	50% - In Progress		Build will not start until design is complete. Build scheduled from August - December 2024.		
N/A	Processes	527	Identify Change Impacts and Update Agency Business Process Documentation for Segment III	04/15/24	07/12/24	100% - Submitted	07/12/24		Submission Complete	
N/A	Technology	528	Update Agency Business System Documentation for Segment III	04/15/24	07/12/24	100% - Submitted	08/02/24	DFS ABS remediation design scheduled for completion July 31, 2024. This task will remain open until design is complete.	Submission Complete	
Indirect	Technology	530	Update Florida PALM Interface Inventory for Segment III	04/15/24	07/12/24	100% - Submitted	07/03/24		Submission Complete	
N/A	Data	526	Complete Data Readiness Analysis and Data Cleansing Activities for Segment III	04/29/24	07/12/24	100% - Submitted	07/11/24		Submission Complete	
Indirect	Technology	529	Update Florida PALM Conversion Inventory for Segment III	04/29/24	07/12/24	100% - Submitted	07/11/24		Submission Complete	
N/A	Technology	531	Remediate Agency Business Systems based on Segment II	04/29/24	09/27/24	50% - In Progress		Build will not start until design is complete. Build scheduled from August - December 2024.		
N/A	People	535	Update Workforce Readiness Plan	06/17/24	08/02/24	100% - Submitted	07/31/24		Submission Complete	
Indirect	People	536-A	Create Agency Specific User Acceptance Testing Plan	06/17/24	08/16/24	100% - Submitted	08/16/24		Submission Complete	
N/A	People	537	Update Authorized Smartsheet Users	06/24/24	07/12/24	100% - Submitted	07/03/24		Submission Complete	
N/A	N/A	538	Submit Bimonthly Agency Readiness Status Report	07/01/24	07/12/24	100% - Submitted	07/10/24		Submission Complete	
N/A	N/A	539	Manage Agency Specific Implementation Schedule, Risks and Issues	07/01/24	08/29/24	100% - Submitted	08/26/24		N/A	
N/A	People	540	Share Florida PALM Updates	07/15/24	07/26/24	100% - Submitted	07/26/24		Submission Complete	
Direct	Data	541-A	Complete Configuration Workbooks for Segment IV	07/22/24	09/06/24	100% - Submitted	08/19/24	DFS will not be using the optional PC costing fields.	Submission Complete	
Direct	Data	541-B	Complete Configuration Workbooks for Segment IV	07/22/24	09/06/24	100% - Submitted	09/06/24			
N/A	Data	542	Complete Data Readiness Analysis and Data Cleansing Activities for Segment IV	07/22/24	10/18/24	25% - Beginning Initial Internal Meetings and Information Gathering				
N/A	Processes	543	Identify Change Impacts and Update Agency Business Process Documentation for Segment IV	07/22/24	10/18/24	25% - Beginning Initial Internal Meetings and Information Gathering				
N/A	Technology	544	Update Agency Business System Documentation for Segment IV	07/22/24	10/18/24	50% - In Progress				
Direct	Technology	545-A	Update and Finalize Florida PALM Conversion Inventory for Segment IV	07/22/24	10/18/24	25% - Beginning Initial Internal Meetings and Information Gathering				
Direct	Technology	545-B	Update and Finalize Florida PALM Conversion Inventory for Segment IV - Projects (PCC001)	07/22/24	08/23/24	100% - Submitted	08/22/24		Submission Complete	
Direct	Technology	546	Update Florida PALM Interface Inventory for Segment IV	07/22/24	10/18/24	50% - In Progress				
N/A	Technology	547	Remediate Agency Business Systems based on Segment III	07/22/24	12/13/24	50% - In Progress				
Direct	Technology	548	Identify and Confirm File Managers	08/06/24	08/16/24	100% - Submitted	08/12/24		Submission Complete	
Direct	People	549	Submit Training Survey	08/12/24	09/20/24	100% - Submitted	08/29/24		Submission Complete	
Indirect	People	536-B	Create Agency Specific User Acceptance Testing Plan	08/19/24	10/11/24	25% - Beginning Initial Internal Meetings and Information Gathering				

Direct	Data	541-C	Complete Configuration Workbooks for Segment IV	08/26/24	09/27/24	25% - Beginning Initial Internal Meetings and Information Gathering			
Direct	Technology	550-A	Provide Public IP Address and Select Technical Meeting Time	08/26/24	08/30/24	100% - Submitted	08/28/24		Submission Complete
N/A	N/A	551	Submit Bimonthly Agency Readiness Status Report	08/30/24	09/11/24	100% - Submitted	09/10/24		09/10/24
N/A	N/A	552	Manage Agency Specific Implementation Schedule, Risks and Issues	08/30/24	10/31/24	25% - Beginning Initial Internal Meetings and Information Gathering			N/A
Direct	Technology	550-B	Participate in Technical Meeting to Receive Credentials and Access	09/03/24	09/13/24	100% - Submitted	09/05/24		N/A

People	Processes	Technology	Data
<p>The staff and stakeholders affected by your agency's transition to Florida PALM.</p> <p>Implementation:</p> <p>Planned Florida PALM End Users = 349</p> <ul style="list-style-type: none"> Business Process Groupings = 13/13 <p>Identified Subject Matter Experts = 49</p> <ul style="list-style-type: none"> SMEs by Business Process Grouping Account Mgmt. and Financial Reporting = 16 Accounts Receivable = 13 Asset Accounting and Mgmt. = 4 Banking = 7 Budget Mgmt. and Cash Control = 29 Contracts Mgmt. = 12 Disbursements Mgmt. = 35 Grants Mgmt. = 4 Inter/IntraUnit Transactions = 9 Payroll Mgmt. = 5 Projects Mgmt. = 2 Revenue Accounting = 10 System Access and Controls = 2 <p>Role Mapping = TBD</p> <p>Training = TBD</p>	<p>The sequence of procedures to accomplish a business objective.</p> <p>Current-State:</p> <p>Cataloged Business Processes = 441</p> <ul style="list-style-type: none"> Related Business Systems = 12 Related Reports = 43 <p>Documentation Status:</p> <ul style="list-style-type: none"> Complete = 441 Partial = 0 Not Started = 0 <p>Implementation:</p> <p>Impacted Agency Business Processes = 441</p> <ul style="list-style-type: none"> Related Business Process Groupings = 12 Planned Spreadsheet Uploads = 1 <p>Level of Impact: People Changes</p> <ul style="list-style-type: none"> High = 14 Medium = 48 Low = 125 None = 76 Uncertain = 14 <p>Level of Impact: Processes Changes</p> <ul style="list-style-type: none"> High = 15 Medium = 67 Low = 115 None = 51 Uncertain = 29 <p>Level of Impact: Technology Changes</p> <ul style="list-style-type: none"> High = 18 Medium = 45 Low = 68 None = 102 Uncertain = 44 <p>Level of Impact: Data Changes</p> <ul style="list-style-type: none"> High = 55 Medium = 94 Low = 54 None = 58 Uncertain = 16 <p>Segments I & II Documentation Update Status</p> <ul style="list-style-type: none"> Not Started = 2 In Progress = 3 Complete = 212 <p>Segment III Documentation Update Status</p> <ul style="list-style-type: none"> Not Started = 0 In Progress = 0 Complete = 62 	<p>The applications or tools used to process, track, or report on financial operations.</p> <p>Current-State:</p> <p>Cataloged Business Systems = 68</p> <ul style="list-style-type: none"> Criticality: High = 16 Med = 5 Low = 0 None = 47 <p>Documentation Status:</p> <ul style="list-style-type: none"> Complete = 31 Partial = 0 Not Started = 0 <p>Cataloged Interfaces = 121</p> <ul style="list-style-type: none"> Inbound Interfaces = 100 Outbound Interfaces = 21 <p>Implementation:</p> <p>Business Systems Planned for Integration = 20</p> <ul style="list-style-type: none"> Segment I - Documentation Updates: Complete = 9 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 8 Segment II - Documentation Updates: Complete = 3 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 14 Segment III - Documentation Updates: Complete = 4 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 13 <p>Planned Interfaces = 20</p> <ul style="list-style-type: none"> Inbound Interfaces = 6 Outbound Interfaces = 13 	<p>Information used in or produced from an agency's financial business operations.</p> <p>Current-State:</p> <p>Unique FLAIR Data Elements = 419</p> <ul style="list-style-type: none"> Associated Unique Uses = 1301 Continued Use - Yes = 1064 Continued Use - No = 47 Associated Business Systems = 19 Cataloged Reports = 385 Criticality: High = 252 Med = 76 Low = 38 None = 45 <p>Implementation:</p> <p>Segments I & II Planned Configurations = 7/9</p> <ul style="list-style-type: none"> Accounts Receivable (AR) Planned Distribution Codes = 20 Asset Management (AM) Planned Location Codes = 47 Planned Associated Area ID's = 241 Commitment Control (KK) Planned Option = Option # 1 - Track with Budget General Ledger (GL) Planned Budgetary Value Combo Edits = 1086 Planned Local Funds = None Planned Organization ID's = 276 Planned OA1's = 45 Planned OA2's = None <p>Segment IV Planned Configurations</p> <ul style="list-style-type: none"> Started = 2 Not Started = 0 <p>Conversions & Data Readiness</p> <ul style="list-style-type: none"> Conversions Needed = 10 Agency Data Outside of Primary Source System(s) = 0 Data Readiness/Cleansing Status: Complete = 5 In Progress = 0 Not Started = 1 Not Applicable 0 <p>Reports = TBD</p>

Agency Reported

The Risks, Issues, Assumptions and Readiness Activities tables below display only items that were opened/logged, closed/resolved or active during the reporting period.

DFS Risks							
Critical Operational Elements	Risk Description	Status	Risk Rating	Mitigation/Response Strategy	Reporting Period Comments or Updates	Date of Status Change	Owner / Coordinator
People	The loss of CCN resources would constrain current CCN staff capacity and could result in the loss of critical functional and institutional knowledge, which is imperative to the success of the Florida PALM Project.	Open	9 (High/High)	<ul style="list-style-type: none"> Create a knowledge base of CCN operational processes and procedures; develop training methods to facilitate knowledge transfer; and provide cross-training among CCN members where feasible. Use of dedicated back-up CCN Liaisons will aid in the short-term continuity. 	Monitoring	02/19/24	Alexandra Weimorts
People	ENTERPRISE A&A: The Project timeline is very conservative regarding flexibility, and A&A's involvement is critical for project success. Our level of involvement pulls our resources in multiple directions putting a strain on our time to complete tasks. A&A change management and internal preparation for A&A preparedness activities have already started, but having adequate resources will be key to successful implementation.	Open	9 (High/High)	<ul style="list-style-type: none"> Recruit knowledgeable and skilled staff, not entry level positions, to help with preparedness activities and management of daily operations. Retain our critical staff that are involved in Florida PALM activities and those who are picking up added job responsibilities so that subject matter experts can dedicate time to Florida PALM activities. Provide expectations that staff will cross-train and provide knowledge transfer to increase the depth need to continue operating with a high level of 	Monitoring	10/11/23	Renee Hermeling

				service and accuracy.				
				<ul style="list-style-type: none"> A&A is seeking additional FTE through the LBR process with intent to onboard and train within the 2025 FY. 				
People	<p>ENTERPRISE A&A: Resource impacts due to A&A operational staff spending a significant amount of time performing Project related tasks. This pulls resources from operations, increases workloads, and causes stress and an increased chance of employee burnout.</p> <ul style="list-style-type: none"> Project tasks may require additional time outside employees designated working hours to attend meetings, review time sensitive documents, or contribute to critical tasks. Some positions are not granted flexibility to flex time throughout the month, but they must flex it within the week. This policy limitation causes a strain on availability of resources. Allowing current staff more flexibility to flex their time beyond the work week would help with resource allocation. As we get closer to implementation, the number of items that will require attention will continue to increase. This will include, assisting agencies with data management, preparing enterprise data for conversion, developing cut-over and FLAIR close out plans, participating in all levels of integration and UAT testing, validating testing results, participation and validation of mock and production conversions, developing policy around new processes. 	Open	9 (High/High)	<ul style="list-style-type: none"> Contract with staff aug who can help with data analysis, developing testing scenarios, perform testing functions, support cut-over, support FLAIR retirement activities. Hire additional staff (FTE or OPS) to learn current operations so that our experienced staff can continue to participate with the Florida PALM Project in design, testing, and implementation activities. Consider providing current staff with Special Pay Increase to acknowledge the increased job responsibilities and retain these critical members of the team. Work with Human Resources to properly document team members who should be classified as SES staff. Establish plans for reduction of current operational activities and prioritize responsibilities based on risk and probability. This could include posting all payments and suspending pre-audit activities, suspending Article V and Contract Management audits, suspending processing of EFT applications, as examples. 	Monitoring	10/11/23	Renee Hermeling	
Technology	Florida PALM design release dates for Segments III, IV, and Data Warehouse will decrease the build time for impacted agency business systems. This may impact the ability for applicable agency business systems to be ready for interface testing by January 2025.	Open	6 (Medium/High)	<ul style="list-style-type: none"> Develop initial agency business system future-state designs as much as possible based on Segment I and II design information made available by the Florida PALM Project. Update ABS designs as soon as Segment III, IV, and Data Warehouse design information becomes available from the Florida PALM Project. Work with Division/Office management to allow dedicated technical and functional resources to be available for agency business systems remediation efforts when design information is released. 	Monitoring	10/20/23	Stacey Pollock	
Processes	ENTERPRISE TREASURY: Discussions relating to the status of outstanding warrants at the cutover from December 2025 to January 2026 has not been finalized and could, potentially, have impacts to warrant recipients and reconciliation processes.	Open	6 (High/Medium)	<ul style="list-style-type: none"> Continue to collaborate with the Florida PALM Project on policy relating to outstanding warrants. Potential solutions being discussed between PALM and Treasury including the possibility that warrants would be maintained in FLAIR and concurrently canceled and reissued in PALM while maintaining warrant number. Note that solution is pending approval from Treasury. 	Monitoring	01/25/24	Sarah Pons	
Processes	ENTERPRISE TREASURY: The current Concentration Account contract ends in March of 2026. If a different financial institution is awarded the contract during the procurement process, an implementation will need to occur with Florida PALM. The new bank and all of the subaccounts (currently 550+) will need to be configured in PALM, along with file transmissions, BAI codes, returned item processing, book to bank processing, cash transfer processing, and reconciliation rules. Agencies will be involved in this transition and will need to communicate new depository instructions to their vendors, including Federal agencies. They will also need to receive and distribute new depository supplies to their locations.	Open	6 (High/Medium)	<ul style="list-style-type: none"> Continue to collaborate with the Florida PALM Project and seek resources through staff augmentation, additional FTE, or contracts as needs are discovered. 	Monitoring	12/13/23	Sarah Pons	
Technology	Reduced duration for agency business system end-to-end testing with Florida PALM during UAT could impact Tier 1 agency business systems with significant changes, as well as those systems that will require downstream Tier 2 interface testing. As a result, DFS may not have enough time to successfully complete all of the testing needed for agency business systems, which in turn could impact agency readiness for go-live with Florida PALM.	Open	6 (High/Medium)	<ul style="list-style-type: none"> Develop remediation timelines and resources to prepare the agency business systems to be ready for the start of ABS end-to-end testing with Florida PALM. Work with Division/Office management to allow technical and functional resources to be available during the ABS end-to-end testing period with Florida PALM. 	Monitoring	10/20/23	Stacey Pollock	
Processes	<p>ENTERPRISE A&A: Planning for some critical activities has not been done. Until these plans have been developed, A&A cannot adequately determine needed resources, time and effort.</p> <ul style="list-style-type: none"> Cutover planning FLAIR retirement planning Stabilization period planning Specialized knowledge that may be needed for new processes, such as processing States' taxes from payroll Financial Reporting mappings and data rollup 	Open	6 (High/Medium)	<ul style="list-style-type: none"> Continue to collaborate with the Florida PALM Project and seek resources through staff aug, additional FTE or contracts as needs are discovered. 	Monitoring	10/11/23	Renee Hermeling	
People Processes Technology Data	<p>ENTERPRISE TREASURY/Deferred Compensation:</p> <p>Background: As a step 1, Bureau of Deferred Compensation recently launched the Roth deferral type that allows participants to make (Post- Tax) Roth contributions and/ or Pre-Tax contributions to the Deferred Compensation Plan. Since Roth was rolled out without restriction to Catch-up contributions, participants may contribute to both deferral types in any proportion they choose.</p> <p>Current Challenge: As a step 2, beginning in January 2026, the Deferred Compensation Plan will have to implement a new federal regulation that limits 50+ Catch up contributions made to the 457b Pre-Tax deferral type for participants whose prior year FICA wages exceed \$145,000.</p> <p>The federal government has been slow to clarify a few key points, especially applicable for multi-employer plans like ours. The Bureau</p>	Open	4 (Medium/Medium)	<ul style="list-style-type: none"> The Bureau of Deferred Compensation will make expeditious efforts to get clarity from FEDs. BOSP, OIT, and PALM management will be made aware of all known details and will be updated on further details as soon as they are available. BOSP, OIT, and PALM management will evaluate the information (when made available by Bureau of Deferred Compensation) and will make a conscious effort to assign resources to implement the required changes. Contingency plan will be prepared by Bureau of Deferred Compensation for a scenario in which PALM is unable to implement the changes within the required timeline. 	New Risk Assessment	07/09/24	Sarah Pons (BOSP/OIT/PALM/DC)	

	<p>of Deferred Compensation is committed to determine and communicate exactly what is needed for implementation as soon as possible.</p> <p>Once specified, BOSP, OIT, and PALM will need to be able to implement requested changes to meet this federal regulation deadline, which coincides with the timing of the release of PALM.</p> <p>BOSP, OIT and PALM resources will be needed to implement whatever changes are necessary.</p> <p>Risk Highlight:</p> <p>The risk is that the appropriate resources may not be available to meet the timing of this Federal mandate.</p> <p>Implication:</p> <p>If we do not implement on time we would be required to suspend or terminate the 50+ catchup for ALL participants in our plan.</p>						
Technology	Agency business systems supported by third-party vendors could have different design and build timelines for Florida PALM remediation activities. This could impact the Department's ability to meet the scheduled finish dates for Florida PALM Readiness Workplan tasks related to design, build, and testing activities.	Open	4 (Medium/Medium)	<ul style="list-style-type: none"> • Communicate the Florida PALM timelines with third-party vendors. • Provide information and advisory support to the functional area(s) related to remediation activities and timelines. • Provide advisory support if needed related to interfaces, interface field mapping, and possible functional changes. 	Monitoring	02/27/24	Stacey Pollock
Processes	ENTERPRISE TREASURY: Relating to CMIA, expenditures for agency covered programs will need to be tracked in PALM by CFDA number so clearance patterns can be calculated. Agencies will be responsible for providing the PALM chartfields for their covered programs and PALM will need to track the expenditures for those account codes. Clearance patterns will have to be calculated by CFDA Number for CMIA reporting.	Open	4 (Medium/Medium)	<ul style="list-style-type: none"> • Continue to collaborate with the Florida PALM Project and seek resources through staff augmentation, additional FTE, or contracts as needs are discovered. 	Monitoring	12/13/23	Sarah Pons
Technology	Resource impacts due to unforeseen system changes from DFS divisions, other projects, and external entities could cause delays in the ABS Remediation timeline.	Open	4 (Medium/Medium)	<ul style="list-style-type: none"> • Work closely with the ABS functional and technical owners to coordinate the timeline of changes with the Florida PALM timeline. • Work closely with the ABS functional and technical owners on design strategies related to Florida PALM integration. 	Monitoring	10/20/23	Stacey Pollock
People	ENTERPRISE A&A: <ul style="list-style-type: none"> • All bureaus within the division will have significant process changes. • Insufficient preparation or reluctance to adopt and adapt to changes could result in delays; operational deficiencies; and critical operations, tools, technologies, and resources not being available. • Performance issues at implementation if staff are not able to adapt and produce results at the current, expected level of output. • Due to the unique activities that A&A performs at an enterprise level, reduced performance could have a negative impact on agencies. 	Open	4 (Medium/Medium)	<ul style="list-style-type: none"> • Prepare staff through regular change management engagements. • Perform knowledge transfer on why things are done so we can ensure better understanding of future processes. • Complete thorough process analysis and mapping of each process, along with the technology, tools, and resources to future functionality can ensure that we have identified where operational changes will occur and to what extent it will be affected. • Monitor staffs' engagement. • Analyze current skill sets and mentor or provide training needed to acquire the proper skills and address skill gaps. • Review organizational charts and identify succession planning or knowledge transfers for known gaps. • A&A has contracted with two People Soft experienced resources to help with implementation activities, including identifying staffing model changes and process changes. 	Monitoring	10/11/23	Renee Hermeling
People Processes Technology Data	ENTERPRISE A&A: A&A serves all other agencies, therefore our processes are at risk from external impacts: <ul style="list-style-type: none"> • Agencies – All A&A processes are downstream of agency processes. Agencies may lack their own training and resources for proper preparation. If agencies are not ready for implementation, this will cause significant issues for A&A to be able to continue operations at an acceptable level and could cause more significant increase in work or rework for A&A staff around go live. • Project – There may be changes in Project directions or decisions that negative affect A&A that would cause an increase of time and resources or provide confusion and lack of clarity among A&A's expectations. • Government/Florida Statutes/Regulations – Any potential changes to laws, regulations, or elected officials could change Project direction or restrict A&A's operations. 	Open	4 (Medium/Medium)	<ul style="list-style-type: none"> • Continue to work closely with the Florida PALM Project to identify areas where significant training will be needed for agency staff. • A&A OFFE team make outreach with agencies to determine training needs for skills that will be needed in Florida PALM users. • Participate with all FFMS and Enterprise partners to ensure remediation, testing and change management needs are understood and acted upon. • Assist agencies with readiness tasks such as data analysis and cleansing. • Develop contingency plans for agencies that are not prepared for Florida PALM implementation. • Monitor activities, changes in rules and regulations, and agencies competencies. • Establish contingency plans as risks become more probable (as information becomes available) and communicate those changes as quickly and clearly as possible. • A&A is seeking funding through the LBR process to contract for financial expertise that State Agencies can use to identify knowledge gaps and areas needing improvement and address those issues. 	Monitoring	10/11/23	Renee Hermeling

DFS Issues

Critical Operational Elements	Issue Description	Status	Priority	Resolution Plan	Reporting Period Comments or Updates	Planned or Actual Resolution Date	Owner / Coordinator

DFS Assumptions

Critical Operational Elements	Assumption	Status	Date Logged or Removed	Impacted Stakeholder(s) and/or System(s)	Reporting Period Comments or Updates
Technology	Based on the Florida PALM implementation timeline established through the execution of Amendment #8, the Go-Live date for the Florida PALM solution is expected to occur on January 6, 2026.	Logged	10/20/23	Agency Business Systems	Added as a new entry to the Assumptions Log.
Technology	The Florida PALM Project will be able to provide timely and complete requirements for agency business system interfaces and business processes with enough detail and time to implement the changes according to the Florida PALM schedule.	Logged	10/20/23	Agency Business Systems	Added as a new entry to the Assumptions Log.
Technology	Agency business system owners will understand Florida PALM impacts to be able to provide requirements for system modifications with enough detail and time to implement the changes according to the Florida PALM schedule.	Logged	10/20/23	Agency Business Systems	Added as a new entry to the Assumptions Log.

DFS Agency-Specific Readiness Activities

Critical Operational Elements	Activity Description	Date(s)	Impacted Stakeholder(s) and/or System(s)	Objective	Reporting Period Comments or Updates
People	CCN Developed and launched "Stakeholder Florida PALM SharePoint site"	07/01/24	DFS, OFR, OIR	The site can be a helpful resource for understanding Florida PALM and you, CCN communications, Games, Calendar of Activities, and direct users to the Florida PALM website for additional resources!	Entered as new Readiness Activity
People	July Sponsor Snapshot	07/02/24	Agency Leadership	Inform audiences of division shout-outs, accomplishments, what to expect and where we are in the Florida PALM journey	Entered as new Readiness Activity
People	DWC/ PSDA Sharing Awareness	07/08/24	SMEs	Share Florida PALM Sponsor Snapshot for July 2024	Entered as new Readiness Activity
People Processes Data	Determining Property tracking in PALM related to IT hardware	07/10/24	DFS Property, DFS Desktop, OIT Administration	On 7/8 at 9:30 am OIT met with DFS Property (Bobby Francis), DFS receiving (Heather Blocker), and DFS Desktop (Arly Gallegos). We discussed our current business processes and how they will change with PALM UAT and ultimately implementation of PALM. This included a review of business process' 40.1, 40.2.1, 40.2.4, and 40.2.3. Later on, in the day on 7/8, I again reached out to DFS Property (Carolyn Poppell and Bobby Francis) to discuss rules on property transfers and statutes surrounding how they perform their job.	This was a teams meeting. I have written notes from the meeting and can transcribe them if needed.
People	Conduct weekly Treasury PALM update	07/10/24	Treasury leadership	Share project task statuses, project communication wrap-ups and allow SMEs an opportunity to ask questions, make suggestions and provide feedback.	Entered as new Readiness Activity
People Processes	Awareness: 5 Florida PALM Updates	07/18/24	POCs, SMEs & Endusers	Provide bite-sized content to stakeholders about PALM Functions	Entered as new Readiness Activity
People Processes	Conduct weekly Treasury PALM update	07/18/24	Treasury leadership	Share project task statuses, project communication wrap-ups and allow SMEs an opportunity to ask questions, make suggestions and provide feedback.	Entered as new Readiness Activity
Technology Data	DRM Contacts Conversion to FLAIR VS	07/18/24	DRM SMEs, TFMS	Meeting to review notes from the comparison of Origami contacts identified for conversion to the EFT Authorization File Name.	Entered as new Readiness Activity
People	DWC/ PSDA Sharing Awareness	07/18/24	POCs, SMEs, Division Management	Share FL PALM Updates July 2024 with stakeholders	Entered as new Readiness Activity
People	Conduct weekly Treasury PALM update	07/18/24	Treasury leadership	Share project task statuses, project communication wrap-ups and allow SMEs an opportunity to ask questions, make suggestions and provide feedback.	Entered as new Readiness Activity
People	Florida PALM Training Highlights - Navigation Training AVAILABLE	07/29/24	POCs SMEs	Provide Navigation Training to SME and endusers	Entered as new Readiness Activity
People Processes	Conduct weekly Treasury PALM update	07/31/24	Treasury leadership	Share project task statuses, project communication wrap-ups and allow SMEs an opportunity to ask questions, make suggestions and provide feedback.	Entered as new Readiness Activity
People Processes	DRM Management Update Meetings	07/31/24	DRM Leadership	Share topics that included FL PALM tasks, Risks and Issues Team, Origami Contacts Conversion, Origami Project Team, PALM POC monthly meeting, and Segment IV Design Workshop	Entered as new Readiness Activity
People	Conduct weekly Treasury PALM update	07/31/24	Treasury leadership	Share project task statuses, project communication wrap-ups and allow SMEs an opportunity to ask questions, make suggestions and provide feedback.	Entered as new Readiness Activity
People	A&A Awareness: August Sponsor Snapshot	08/01/24	Endusers	Inform audiences of division shout-outs, accomplishments, what to expect and where we are in the Florida PALM journey	Entered as new Readiness Activity
People	August Sponsor Snapshot	08/01/24	Agency Leadership	Inform audiences of division shout-outs, accomplishments, what to expect and where we are in the Florida PALM journey	Entered as new Readiness Activity
People	A&A shared Sponsor Snapshot with entire Division	08/01/24	End-users	Share information with all end users	Entered as new Readiness Activity
People Processes Technology Data	Treasury Implementation Plan meeting with CCN Project Manager	08/02/24	Treasury leadership	Discuss implementation plan and associated treasury tasks for the PALM implementation	Entered as new Readiness Activity
People Processes	OFB Disbursements Staff Meeting	08/07/24	OFB-BFS-Disbursements	Shared knowledge center, glossary and the Stakeholder Site. Encouraged staff to review and use the games on the stakeholder site	Entered as new Readiness Activity
People Processes	Conduct weekly Treasury PALM update	08/07/24	Treasury leadership	Share project task statuses, project communication wrap-ups and allow SMEs an opportunity to ask questions, make suggestions and provide feedback.	Entered as new Readiness Activity
People Processes Technology Data	DRM Invoice Received Date Requirement Meeting	08/07/24	Bureau chiefs of Bureau of Workers' Compensation/State Liabilities & Property Claims/Risk Financing & Loss Prevention, Data Management Section, Contract Monitoring Section, WC training coordinator, DRM Director & Assistant Director, and FL PALM POCs.	Meeting to discuss three-date stamp requirement in ABS.	Entered as new Readiness Activity
People	Conduct weekly Treasury PALM update	08/07/24	Treasury leadership	Share project task statuses, project communication wrap-ups and allow SMEs an opportunity to ask questions, make suggestions and provide feedback	Entered as new Readiness Activity

People Processes Technology Data	OFB Florida PALM Prep - Trivia Questions	08/09/24	OFB Staff	Trivia questions pulled from the knowledge center. Required staff to navigate the knowledge center to locate the answers.	Entered as new Readiness Activity
People Processes Technology Data	OFB RRU Review IU Business processes	08/09/24	OFB-BFR-RRU	Reviewed the IU business process models and flows as a team and discussed.	Entered as new Readiness Activity
People	DWC/ PSDA Sharing Awareness	08/13/24	POCs, SMEs, Division Management	Share Florida PALM Sponsor Snapshot for August 2024	Entered as new Readiness Activity
People Processes	Awareness: 4 Florida PALM Updates	08/14/24	POCs, SMEs & Endusers	Provide bite-sized content to stakeholders about PALM Functions	Entered as new Readiness Activity
People	DRM FL PALM Sponsor Snapshot for July 2024	08/14/24	End Users	Distribution by DRM Director of the FL PALM Sponsor Snapshot for July 2024 and link to the Stakeholder SharePoint Site.	Entered as new Readiness Activity
People	DWC/ PSDA Sharing Awareness	08/14/24	DWC SMEs and Leadership	Share 4 Florida PALM Updates - August 2024 (Infographic)	Entered as new Readiness Activity
People	Conduct weekly Treasury PALM update	08/14/24	Treasury leadership	Share project task statuses, project communication wrap-ups and allow SMEs an opportunity to ask questions, make suggestions and provide feedback.	Entered as new Readiness Activity
People Processes Technology Data	DRM Project Tracking Meeting	08/21/24	DRM SMEs	08/20 & 08/21 meetings to update the FL PALM project tracking log.	Entered as a new Readiness Activity
People	Conduct weekly Treasury PALM update	08/21/24	Treasury leadership	Share project task statuses, project communication wrap-ups and allow SMEs an opportunity to ask questions, make suggestions and provide feedback.	Entered as new Readiness Activity
People Data	Awareness: Division Specific Organization Chartfield Structure	08/26/24	POC, OFB SMEs	Provided Flyer for each division to visually see the organization structure on a tree; 20 in total and provided 4 copies per division to display. Some folks did not know their org and the structure purpose. By personalizing the stakeholder can make it relatable.	Entered as new Readiness Activity
People Processes Technology Data	A&A: All Leadership Meeting - Florida PALM Updates	08/26/24	A&A leadership	The A&A Florida PALM Transition Team presented updates on Florida PALM activities that included information on: Where is the Project is now? Results of the CCN Roadshow, Where is A&A now?, Transformation Bureau Planning, Conversion and Data Validation Teams, UAT Planning, and What should we expect next?	Entered as new Readiness Activity
People	CID & BPAF: Criminal Investigations Division Debrief	08/26/24	PAF/CID Leadership	To keep leadership aware of current activities: Specifically, after Monthly POC PALM meeting provided a debrief to bureau leadership (Chief Bosco and Chief O'Neil) to discuss and provide new timeline, visuals for each CID group. Allowed leadership to ask any questions or follow-up items to the CCN.	Entered as a new Readiness Activity
People	Treasury Implementation Plan meeting with CCN Project Manager	08/26/24	Treasury Leadership	Discuss implementation plan and associated treasury tasks for the PALM implementation	Entered as a new Readiness Activity
People Technology	OFB, PCARD section - Florida PALM Training Highlights - Navigation	08/28/24	OFB PCard Staff	PCARD team attended the Florida PALM Training Highlights - Navigation training to gain knowledge of PALM navigation	Entered as new Readiness Activity
People Technology	OFB, Disbursements section - Florida PALM Training Highlights - Navigation	08/28/24	OFB Disbursements Staff	Disbursements staff (50%) team attended the Florida PALM Training Highlights - Navigation training to gain knowledge of PALM navigation	Entered as new Readiness Activity
People Processes Data	DWC/ PSDA Handout Distribution	08/29/24	All DWC end-users	PSDA updated the DWC PALM Bulletin Board by posting the handouts provided by the CCN Liaison at the POC Monthly Meeting. (Organization Tree Flyer and Florida PALM Gaming Flyer)	Entered as new Readiness Activity
People Processes Technology	DWC/ PSDA Attended LMS PALM Training	08/29/24	POCs	DWC POCs attended the LMS People First Florida PALM Training Highlights - Navigation.	Entered as new Readiness Activity
Processes Technology	DRM FL PALM Training Highlights - Navigation	08/29/24	DRM SME	DFS training on navigating in FL PALM including FL PALM general information, signing into FL PALM, homepage navigation, adding tiles, and subprocess navigation.	Entered as a new Readiness Activity
People Processes	DRM Management Update Meetings	08/30/24	DRM Leadership	Share topics that included FL PALM tasks, Risks and Issues Team, Origami Contacts Conversion, Origami Project Team, PALM POC monthly meeting, and Segment IV Design Workshop	Entered as new Readiness Activity
People Processes Technology Data	DRM Origami FL PALM Integration Meetings	08/30/24	DRM Leadership & ABS Staff	Meetings held on: 08/01, 08/16, 08/23, and 08/30 PALM Origami Project Progress meetings. Topics included creating a staging environment, setting up chart of accounts, setting up required date and ID fields, and handling warrant cancellations.	Entered as new Readiness Activity
Processes Technology Data	DRM Supplier Meetings	08/30/24	DRM SMEs, ABS, DRM Management, A&A, CCN	08/16 Purpose of meeting: Discuss DRM Florida PALM Implementation risks and DRM concerns identified in the April 17th meeting held with A&A, CCN and DRM. 08/27 & 08/28 meetings to create an MCM & MBR Data Flowchart for process outlined in the DRM Florida PALM Implementation Risks document to distribute to A&A/CCN. 08/29 DRM prep meeting for 08/30 meeting. 08/30 Purpose of meeting: Circle back with A&A on the DRM direction for PALM Implementation	Entered as new Readiness Activity
People Processes Technology Data	DRM- CCN Risks and Issues Management Team - Engagement and Learning Session	08/30/24	Division Stakeholders	First meeting and learning session for the CCN Risks and Issues Management Team	Entered as new Readiness Activity
People	FCCS-Bulletin Board post	08/30/24	FCCS End-users	Inform end-users Awareness: Small bite site did you know topics	Entered as a new Readiness Activity
People Processes	DRM FL PALM Implementation Plan	08/30/24	DRM Leadership and SME	Created DRM Implementation plan	Entered as a new Readiness Activity

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: *

DFS Status Report Confirmation

Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
July - August 2024	Scott Fennell	scott.fennell@myfloridacfo.com	09/10/24
May - June 2024	Scott Fennell	scott.fennell@myfloridacfo.com	07/10/24
March - April 2024	Scott Fennell	scott.fennell@myfloridacfo.com	05/13/24
January - February 2024	Scott Fennell	scott.fennell@myfloridacfo.com	03/05/24

Helpful Links

- Dashboard Snapshots
- Knowledge Center
- Florida PALM Workbook for DOH
- Readiness Workplan

DOH Status Report Dashboard

Reporting Period

July - August 2024

Agency Sponsor

Robert Herron

Click on the various statistics or dials to view the supporting information within your agency's Smartsheet Florida PALM Workbook.

CCN Composition



The Change Champion Network dial reflects the completeness of your CCN makeup.

Change Champion Network:

- Unique Filled Role = 18
- Duplicate Filled Role = 0
- Vacant Role = 0

RW Task Completeness



The Readiness Workplan Tasks Completeness dial reflects the completeness of your agency's submission of RW tasks, starting with RW Task 512.

RW Task Completeness:

Score = 82.00%

- Submitted Complete = 16
- Submitted Incomplete = 1
- Completed After Submission = 8

RW Task Timeliness



The Readiness Workplan Tasks Timeliness dial reflect the timeliness of your agency's submission of all RW tasks to date.

RW Task Timeliness:

Score = 99.81%

- Submitted On Time = 49
- Submitted Late = 1
- Pending Submission = 0

Project-led Meeting Participation



The Participation dial reflects your agency's attendance at Project-led meetings during the current reporting period.

Meeting Participation:

- Meetings Attended = 10
- Meetings Missed = 0

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
N/A	Technology	519	Remediate Agency Business Systems based on Segment I	01/29/24	06/28/24	Pending Resubmission	06/14/24	Our Agency cannot reflect our remediation as 100% due to following reasons: 1) Interface files have updates based on questions or corrections asked to the PALM team, thus interface file is not finalized. 2) Some questions asked about the interfaces from Segment I for remediation are crucial and many technical decisions are made based on the answers provided by PALM 3) Part of remediation and data dependencies are contingent on Segment IV and recap in October	Submission Incomplete	
N/A	Processes	527	Identify Change Impacts and Update Agency Business Process Documentation for Segment III	04/15/24	07/12/24	100% - Submitted	07/12/24		Submission Complete	07/17/24
N/A	Technology	528	Update Agency Business System Documentation for Segment III	04/15/24	07/12/24	100% - Submitted	07/12/24		Submission Complete	
Indirect	Technology	530	Update Florida PALM Interface Inventory for Segment III	04/15/24	07/12/24	100% - Submitted	07/12/24		Submission Complete	
N/A	Data	526	Complete Data Readiness Analysis and Data Cleansing Activities for Segment III	04/29/24	07/12/24	100% - Submitted	06/10/24		Submission Complete	06/18/24
Indirect	Technology	529	Update Florida PALM Conversion Inventory for Segment III	04/29/24	07/12/24	100% - Submitted	06/12/24		Submission Complete	
N/A	Technology	531	Remediate Agency Business Systems based on Segment II	04/29/24	09/27/24	25% - Beginning Initial Internal Meetings and Information Gathering				
N/A	People	535	Update Workforce Readiness Plan	06/17/24	08/02/24	100% - Submitted	07/29/24		Submission Complete	07/29/24
Indirect	People	536-A	Create Agency Specific User Acceptance Testing Plan	06/17/24	08/16/24	100% - Submitted	08/02/24		Submission Complete	
N/A	People	537	Update Authorized Smartsheet Users	06/24/24	07/12/24	100% - Submitted	07/08/24		Submission Complete	
N/A	N/A	538	Submit Bimonthly Agency Readiness Status Report	07/01/24	07/12/24	100% - Submitted	07/10/24		Submission Complete	
N/A	N/A	539	Manage Agency Specific Implementation Schedule, Risks and Issues	07/01/24	08/29/24	100% - Submitted	08/21/24	No new risks identified	N/A	
N/A	People	540	Share Florida PALM Updates	07/15/24	07/26/24	100% - Submitted	07/17/24	We have DOH Flyer #2 ready for communication to agency stakeholders and all the agency users.	Submission Complete	07/22/24
Direct	Data	541-A	Complete Configuration Workbooks for Segment IV	07/22/24	09/06/24	100% - Submitted	09/03/24	We will not use agency specific Project Costing configurations		
Direct	Data	541-B	Complete Configuration Workbooks for Segment IV	07/22/24	09/06/24	100% - Submitted	09/03/24			
N/A	Data	542	Complete Data Readiness Analysis and Data Cleansing Activities for Segment IV	07/22/24	10/18/24					
N/A	Processes	543	Identify Change Impacts and Update Agency Business Process Documentation for Segment IV	07/22/24	10/18/24					
N/A	Technology	544	Update Agency Business System Documentation for Segment IV	07/22/24	10/18/24					
Direct	Technology	545-A	Update and Finalize Florida PALM Conversion Inventory for Segment IV	07/22/24	10/18/24					
Direct	Technology	545-B	Update and Finalize Florida PALM Conversion Inventory for Segment IV - Projects (PCC001)	07/22/24	08/23/24	100% - Submitted	08/19/24		Submission Complete	
Direct	Technology	546	Update Florida PALM Interface Inventory for Segment IV	07/22/24	10/18/24					

N/A	Technology	547	Remediate Agency Business Systems based on Segment III	07/22/24	12/13/24				
Direct	Technology	548	Identify and Confirm File Managers	08/06/24	08/16/24	100% - Submitted	08/13/24		Submission Complete
Direct	People	549	Submit Training Survey	08/12/24	09/20/24	100% - Submitted	09/09/24		
Indirect	People	536-B	Create Agency Specific User Acceptance Testing Plan	08/19/24	10/11/24	25% - Beginning Initial Internal Meetings and Information Gathering			
Direct	Data	541-C	Complete Configuration Workbooks for Segment IV	08/26/24	09/27/24	25% - Beginning Initial Internal Meetings and Information Gathering			
Direct	Technology	550-A	Provide Public IP Address and Select Technical Meeting Time	08/26/24	08/30/24	100% - Submitted	08/27/24		Submission Complete 08/27/24
N/A	N/A	551	Submit Bimonthly Agency Readiness Status Report	08/30/24	09/11/24	100% - Submitted	09/09/24		
N/A	N/A	552	Manage Agency Specific Implementation Schedule, Risks and Issues	08/30/24	10/31/24	50% - In Progress			N/A
Direct	Technology	550-B	Participate in Technical Meeting to Receive Credentials and Access	09/03/24	09/13/24	100% - Submitted	09/03/24		N/A

People	Processes	Technology	Data
<p>The staff and stakeholders affected by your agency's transition to Florida PALM.</p> <p>Implementation:</p> <p>Planned Florida PALM End Users = 457</p> <ul style="list-style-type: none"> Business Process Groupings = 12/13 <p>Identified Subject Matter Experts = 18</p> <p>SMEs by Business Process Grouping</p> <ul style="list-style-type: none"> Account Mgmt. and Financial Reporting = 2 Accounts Receivable = 1 Asset Accounting and Mgmt. = 2 Banking = 1 Budget Mgmt. and Cash Control = 5 Contracts Mgmt. = 2 Disbursements Mgmt. = 4 Grants Mgmt. = 2 Inter/IntraUnit Transactions = 2 Payroll Mgmt. = 4 Projects Mgmt. = 1 Revenue Accounting = 4 System Access and Controls = 1 <p>Role Mapping = TBD</p> <p>Training = TBD</p>	<p>The sequence of procedures to accomplish a business objective.</p> <p>Current-State:</p> <p>Cataloged Business Processes = 62</p> <ul style="list-style-type: none"> Related Business Systems = 17 Related Reports = 27 <p>Documentation Status:</p> <ul style="list-style-type: none"> Complete = 62 Partial = 0 Not Started = 0 <p>Implementation:</p> <p>Impacted Agency Business Processes = 62</p> <ul style="list-style-type: none"> Related Business Process Groupings = 13 Planned Spreadsheet Uploads = 3 <p>Level of Impact: People Changes</p> <ul style="list-style-type: none"> High = 62 Medium = 0 Low = 0 None = 0 Uncertain = 0 <p>Level of Impact: Processes Changes</p> <ul style="list-style-type: none"> High = 62 Medium = 0 Low = 0 None = 0 Uncertain = 0 <p>Level of Impact: Technology Changes</p> <ul style="list-style-type: none"> High = 47 Medium = 0 Low = 0 None = 15 Uncertain = 0 <p>Level of Impact: Data Changes</p> <ul style="list-style-type: none"> High = 62 Medium = 0 Low = 0 None = 0 Uncertain = 0 <p>Segments I & II Documentation Update Status</p> <ul style="list-style-type: none"> Not Started = 0 In Progress = 0 Complete = 62 <p>Segment III Documentation Update Status</p> <ul style="list-style-type: none"> Not Started = 0 In Progress = 0 Complete = 62 	<p>The applications or tools used to process, track, or report on financial operations.</p> <p>Current-State:</p> <p>Cataloged Business Systems = 58</p> <ul style="list-style-type: none"> Criticality: High = 58 Med = 0 Low = 0 None = 0 <p>Documentation Status:</p> <ul style="list-style-type: none"> Complete = 58 Partial = 0 Not Started = 0 <p>Cataloged Interfaces = 39</p> <ul style="list-style-type: none"> Inbound Interfaces = 21 Outbound Interfaces = 15 <p>Implementation:</p> <p>Business Systems Planned for Integration = 50</p> <ul style="list-style-type: none"> Segment I - Documentation Updates: <ul style="list-style-type: none"> Complete = 50 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 0 Segment II - Documentation Updates: <ul style="list-style-type: none"> Complete = 46 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 4 Segment III - Documentation Updates: <ul style="list-style-type: none"> Complete = 50 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 0 <p>Planned Interfaces = 27</p> <ul style="list-style-type: none"> Inbound Interfaces = 6 Outbound Interfaces = 17 	<p>Information used in or produced from an agency's financial business operations.</p> <p>Current-State:</p> <p>Unique FLAIR Data Elements = 629</p> <ul style="list-style-type: none"> Associated Unique Uses = 646 Continued Use - Yes = 0 Continued Use - No = 0 <p>Associated Business Systems = 1</p> <p>Cataloged Reports = 653</p> <ul style="list-style-type: none"> Criticality: High = 947 Med = 0 Low = 0 None = 0 <p>Implementation:</p> <p>Segments I & II Planned Configurations = 6/9</p> <ul style="list-style-type: none"> Accounts Receivable (AR) <ul style="list-style-type: none"> Planned Distribution Codes = 96 Asset Management (AM) <ul style="list-style-type: none"> Planned Location Codes = 356 Commitment Control (KK) <ul style="list-style-type: none"> Planned Option = Option # 1 - Track with Budget General Ledger (GL) <ul style="list-style-type: none"> Planned Budgetary Value Combo Edits = 4529 Planned Local Funds = None Planned Organization ID's = 10620 Planned OA1's = 2830 Planned OA2's = None <p>Segment IV Planned Configurations</p> <ul style="list-style-type: none"> Started = 2 Not Started = 0 <p>Conversions & Data Readiness</p> <ul style="list-style-type: none"> Conversions Needed = 9 Agency Data Outside of Primary Source System(s) = 0 <p>Data Readiness/Cleansing Status:</p> <ul style="list-style-type: none"> Complete = 4 In Progress = 0 Not Started = 0 Not Applicable 1 <p>Reports = TBD</p>

Agency Reported

The Risks, Issues, Assumptions and Readiness Activities tables below display only items that were opened/logged, closed/resolved or active during the reporting period.

DOH Risks							
Critical Operational Elements	Risk Description	Status	Risk Rating	Mitigation/Response Strategy	Reporting Period Comments or Updates	Date of Status Change	Owner / Coordinator
Technology	Lack of Testing Environment: Subject matter experts can determine the processes needed, document those processes, and train staff within a sandbox environment prior to go live. Subject matter experts can also start working through processes and identify gaps for the staff and determine additional training	Open	9 (High/High)	DOH has raised this risk to PALM Project. The delivery of test environment is scheduled in April 2025. Upon delivery of this we will remove the risk.	Lack of testing environment for Financials and Payroll wave. Reviewed risk and agency continues to monitor this risk. Updated: 06/14/2024	02/14/22	PALM & DOH

Requirements.							
Processes Technology	Awaiting confirmation and finalized requirements, process flows, configurations, and interfaces so DOH can calculate work effort on remediation and develop project timelines for completion of necessary tasks.	Open	9 (High/High)	Pre-design and design activities based on calculated assumptions.	As the requirements, interfaces, process flows, and updates to interfaces files and reports come to us in Segments; Review, process changes and remediation are fragmented. Reviewed risk and agency continues to monitor this risk. Updated: 06/14/2024	02/14/22	PALM & DOH
People Processes Technology Data	Payroll Design Sessions are scheduled to complete / finalize by the PALM project in July-October 2024 (Segment IV). Agencies may not have enough time to understand and implement change of processes, requirements, interface files.	Open	9 (High/High)	Pre-design and design activities based on assumptions. Our most complex business operations are based on Payroll design and requirements. This gives us on 12 months to remediate some of Department's key applications.	Reviewed risk and agency continues to monitor this risk. Reviewed: 06/14/2024	04/30/24	PALM & DOH
Processes	Agency is unable to determine how the Trial Balance, Schedule of Allotment Balances, year-end closing processes and Schedule I processes will be completed with the Account field which combines the current FLAIR General Ledger Code and Object Code.	Open	9 (High/High)	DOH would like to review the envisioned example of a Trial Balance and speed key. DOH would like to see the account field values and an explanation of how the account field enables us to record the current level of information. Meeting set up with DFS the week of 4/29 and 05/06	Reviewed risk and agency continues to monitor this risk. Reviewed: 06/14/2024	04/30/24	PALM & DOH
Processes	The intention is for DFS to setup all of our organization codes and they have to route through their team for an approval process as well.	Open	9 (High/High)	Work with PALM and DFS to set up a successful Service Level Expectation.	Reviewed risk and agency continues to monitor this risk. Reviewed: 06/14/2024	08/16/23	PALM & DOH
Technology	Lack of prototype system. Agency would like a demo of the overall process in the PALM to better understand how the processes would start and end.	Open	9 (High/High)	DOH would like to see a prototype system, actual screens so SME's can figure out the processes.	Reviewed risk and agency continues to monitor this risk. Reviewed: 06/14/2024	08/21/23	PALM & DOH
Processes	DOH currently uses multiple RDS and existing reports in preparation of Federal Grant Reporting. DOH is concerned how the agency will generate Grant Reporting within PALM.	Open	9 (High/High)	Review and understanding of Grant Reporting functionality within PALM	Within the realm of financial audit, we need to show financial documents in support of financial activity. This is the need that we have identified at our agency. Reviewed & Updated: 06/14/2024	08/23/23	PALM & DOH
Processes	PALM eliminating the IBI field for DOH	Open	9 (High/High)	Department recognizes and has addressed this risk with the PALM Project team. Department is waiting for further guidance from the PALM project team.	Reviewed risk and agency continues to monitor this risk. Reviewed: 06/14/2024	02/14/22	PALM & DOH
People Processes Technology	The training timeframe given will not be enough time for us to create and launch agency specific trainings. End users won't have time to take them before go live either.	Open	9 (High/High)	We have to be trained by PALM, train our trainers or area SMEs, and build agency specific trainings (on top of the trainings we'll have to update due to the impacts of PALM)	Reviewed risk and agency continues to monitor this risk. Reviewed: 06/14/2024	09/25/23	PALM & DOH
Technology	Lack of Training: The training needs to be specific to the State of Florida implementation, including specific Chart of Accounts ChartField values as well as other configured elements. In addition, there also needs to be technical related training for interfacing methods, data access for the IW, and remediation techniques	Open	6 (High/Medium)	DOH can create DOH's specific training. SPM team is part of PALM Readiness updates and is attending all PALM meetings.	Reviewed risk and agency continues to monitor this risk. Reviewed: 06/14/2024	02/14/22	PALM & DOH
Processes	With the implementation of PALM there will be many enterprise processes that are overseen by one agency that will impact all agencies. One example of this is DFS. DFS oversees areas such as Vendor Relations, Auditing, Financial Statements and New Account Codes. DFS will solely establish processes that will impact the successful implementation of PALM at the agency level based on these processes in relation to PALM being provided prior to implementation.	Open	6 (High/Medium)	DFS publishes the processes well in advance for DOH has time to adapt and modify current processes.	Reviewed risk and agency continues to monitor this risk. Reviewed: 06/14/2024	10/18/23	PALM & DOH
People Processes	Enterprise entities like AG/IG's offices or Agencies like DMS, DFS may present new processes / changes at or close to Go-Live or during Hypercare, that may present more work on the Agency. For example, auditing of payments and the increased number of returns and possibly hold up of payments all while transitioning and learning how to work within PALM. Back in 2019 when we went live with the Statewide Travel Management System (STMS), our trips were sampled for audit and returned by DFS increased from approximately 0-2 trips returned per month to 34 trips returned in April 2019 and 197 trips returned in May 2019. Once these trips were returned, we had to review the return and clear up the issue with the returns which meant coordinating with each traveler for each trip returned. This was very time consuming and a struggle to learn a new system and deal with the influx in sampled trips being returned.	Open	6 (High/Medium)	DOH would like to know if there are any new processes and changes that are discussed at Enterprise level that will impact DOH	Reviewed risk and agency continues to monitor this risk. Reviewed: 06/14/2024	02/21/24	PALM & DOH
Processes	Payroll Reallocation Voucher Adjustment: • How will we complete payroll reallocations for a voucher that posted in FLAIR in November or December 2025 when PRP is to process in January 2026 using the PALM data? • How will FIRS or CHDs edit or correct any vouchers between July-Dec 2025 when we go to PALM Jan 2026? • If only the balances are rolling over to PALM, then what about the voucher details? This is specific for Payroll Reallocation, but this will be true for all Vouchers.	Open	4 (Medium/Medium)	DOH needs to know how this will work in PALM	Reviewed risk and agency continues to monitor this risk. Reviewed: 06/14/2024	10/18/23	PALM & DOH

DOH Issues

Critical Operational Elements	Issue Description	Status	Priority	Resolution Plan	Reporting Period Comments or Updates	Planned or Actual Resolution Date	Owner / Coordinator
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Technology	Changes to PALM website and PALM Production: Our agency is taking a lot of effort to educate and train technical and non-technical staff. Constant changes disrupts processes and it takes time to find the same information and retrain staff. For e.g., our technical staff was well versed in accessing Smartsheet for interface and reports for creating our DOH warehouse.	Open	High - Impacts the ability of the agency to meet deadlines or milestones	Retrain staff		10/31/24	Sheetal Shidhaye Terri Mulkey
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DOH Assumptions

Critical Operational Elements	Assumption	Status	Date Logged or Removed	Impacted Stakeholder(s) and/or System(s)	Reporting Period Comments or Updates
People Processes Technology Data	PALM will provide solution and remediation of enterprise applications i.e., STMS, PeopleFirst, etc.	Logged	06/28/23	All DOH systems	PALM Project has identified all impacted enterprise applications.
People Processes Technology Data	PALM will maintain the project "On schedule"	Logged	06/28/23	All DOH systems	DOH PALM team relies on PALM Project schedule and plans deliverables and tasks accordingly. Resource allocation is also heavily based on PALM schedule.
People Processes	Enterprise entities like AG/IG's office, or Agencies like DMS, DFS will not add changes or new processes at Go-Live or during PALM HyperCare period	Logged	02/14/24	DOH staff	DOH PALM team has addressed this with the RC in our Readiness Meeting

DOH Agency-Specific Readiness Activities

Critical Operational Elements	Activity Description	Date(s)	Impacted Stakeholder(s) and/or System(s)	Objective	Reporting Period Comments or Updates
People Processes Technology Data	CORTNE Cadence	07/02/24	CORTNE Team, PM, TL	Create understanding between ABS team and DOH PALM team regarding Remediation	
People Processes Technology Data	FIRS Cadence	07/03/24	FIRS Team, BA, PM, TL, Devs	Create understanding between ABS team and DOH PALM team regarding Remediation	
People Processes	DOH Core Meeting	07/03/24	Key Stakeholders and PM	<ul style="list-style-type: none"> Monitor progress against project plan Review and approves changes to project plans (resources, scope, goals, cost estimates) Advise on project planning and implementation strategies Make strategic decisions related to project deliverables prioritization and approvals Review and suggest solutions for issues critical to project success Assist in resolving project conflicts Assist and guide on resource allocation 	Every core meeting has an Agenda. PM reviews PALM tasks, gives Project team updates and sets activities and tasks for coming weeks.
People Processes Technology Data	CORTNE Cadence	07/09/24	CORTNE Team, PM, TL	Create understanding between ABS team and DOH PALM team regarding Remediation	
Technology Data	EAS Cadence	07/09/24	EAS, PM, TL	Create understanding between EAS and DOH PALM team regarding Remediation	Weekly Meeting
Technology Data	DOH PALM_CONMAN Checkpoint	07/10/24	CONMAN Team, BA, PM, TL	Create understanding between ABS team and DOH PALM team regarding Remediation	
People Processes	DOH Core Meeting	07/10/24	Key Stakeholders and PM	<ul style="list-style-type: none"> Monitor progress against project plan Review and approves changes to project plans (resources, scope, goals, cost estimates) Advise on project planning and implementation strategies Make strategic decisions related to project deliverables prioritization and approvals Review and suggest solutions for issues critical to project success Assist in resolving project conflicts Assist and guide on resource allocation 	Every core meeting has an Agenda. PM reviews PALM tasks, gives Project team updates and sets activities and tasks for coming weeks.
Processes Technology Data	DOH PALM_MIPS Meeting	07/11/24	MIPS Team, BA, PM, TL	Create understanding between ABS team and DOH PALM team regarding Technical Solution for Remediation	Tables in FDW that will be used for validations was shared with MIPS Team.
People Processes Technology Data	CORTNE Cadence	07/15/24	CORTNE Team, PM, TL	Create understanding between ABS team and DOH PALM team regarding Remediation	
People Processes Technology Data	FIRS Cadence	07/15/24	FIRS Team, BA, PM, TL, Devs	Create understanding between ABS team and DOH PALM team regarding Remediation	
Processes Technology Data	DOH PALM_MQA Meeting	07/15/24	MQA Team, BA, PM, TL	Create understanding between ABS team and DOH PALM team regarding Technical Solution for Remediation	Tables in FDW that will be used for validations was shared with MQA Team.
Processes Technology Data	Technical Meeting with DDD	07/16/24	DDD Technical Team, PM, TL, BA, Devs	Create understanding between ABS team and DOH PALM team regarding Technical Solution for Remediation	
Processes Technology Data	DOH PALM_RIMS Meeting	07/16/24	RIMS Team, BA, PM, TL	Create understanding between ABS team and DOH PALM team regarding Technical Solution for Remediation	Tables in FDW that will be used for validations was shared with RIMS Team.
People Processes Technology Data	FIRS Cadence	07/17/24	FIRS Team, BA, PM, TL, Devs	Create understanding between ABS team and DOH PALM team regarding Remediation	
People Processes	DOH Core Meeting	07/17/24	Key Stakeholders and PM	<ul style="list-style-type: none"> Monitor progress against project plan Review and approves changes to project plans (resources, scope, goals, cost estimates) Advise on project planning and implementation strategies Make strategic decisions related to project deliverables prioritization and approvals Review and suggest solutions for issues critical to project success Assist in resolving project conflicts Assist and guide on resource allocation 	Every core meeting has an Agenda. PM reviews PALM tasks, gives Project team updates and sets activities and tasks for coming weeks.
Processes Technology Data	DOH PALM_Environmental Health Meeting	07/18/24	EH Team, BA, PM, TL	Create understanding between ABS team and DOH PALM team regarding Technical Solution for Remediation	Tables in FDW that will be used for validations was shared with Environmental Health Team.
People Processes Technology Data	CORTNE Meeting	07/19/24	CORTNE Team, PM, TL	Create understanding between ABS team and DOH PALM team regarding Remediation	On-Site meeting

People Processes Technology Data	CORTNE Cadence	07/22/24	CORTNE Team, PM, TL	Create understanding between ABS team and DOH PALM team regarding Remediation	
People Processes	Grants Meeting	07/26/24	Key Stakeholders, PM, Grants SMEs	Discussion of Grants and implementation of Florida PALM	
People Processes Technology Data	CORTNE Cadence	07/29/24	CORTNE Team, PM, TL	Create understanding between ABS team and DOH PALM team regarding Remediation	
Technology Data	EAS Cadence	07/30/24	EAS, PM, TL	Create understanding between EAS and DOH PALM team regarding Remediation	Weekly Meeting
Technology Data	DDD - FDW PALM (Technical Meeting)	07/31/24	DDD Team, EAS, TL, PM	Technical meeting between DOH PALM Team and DDD	
People Processes Technology Data	FIRS Cadence	07/31/24	FIRS Team, BA, PM, TL, Devs	Create understanding between ABS team and DOH PALM team regarding Remediation	
People Processes Technology Data	CORTNE Cadence	08/06/24	CORTNE Team, PM, TL	Create understanding between ABS team and DOH PALM team regarding Remediation	
People Processes	DOH Core Meeting	08/07/24	Key Stakeholders and PM	<ul style="list-style-type: none"> • Monitor progress against project plan • Review and approves changes to project plans (resources, scope, goals, cost estimates) • Advise on project planning and implementation strategies • Make strategic decisions related to project deliverables prioritization and approvals • Review and suggest solutions for issues critical to project success • Assist in resolving project conflicts Assist and guide on resource allocation	Every core meeting has an Agenda. PM reviews PALM tasks, gives Project team updates and sets activities and tasks for coming weeks.
People Processes	Grants As-Is Meeting	08/09/24	Key Stakeholders, PM, BA, Grants SMEs	Discussion of Grants As-Is and implementation of Florida PALM	
People Processes Technology Data	CORTNE Cadence	08/12/24	CORTNE Team, PM, TL	Create understanding between ABS team and DOH PALM team regarding Remediation	
People Processes Technology Data	FIRS Demo / Q&A Cadence	08/12/24	FIRS Team, BA, PM, TL, Devs	Create understanding between ABS team and DOH PALM team regarding Remediation	
People Processes Technology Data	FIRS Demo / Q&A Cadence	08/20/24	FIRS Team, BA, PM, TL, Devs	Create understanding between ABS team and DOH PALM team regarding Remediation	
People Processes Technology Data	CORTNE Cadence	08/21/24	CORTNE Team, PM, TL	Create understanding between ABS team and DOH PALM team regarding Remediation	
People Processes	DOH Core Meeting	08/21/24	Key Stakeholders and PM	<ul style="list-style-type: none"> • Monitor progress against project plan • Review and approves changes to project plans (resources, scope, goals, cost estimates) • Advise on project planning and implementation strategies • Make strategic decisions related to project deliverables prioritization and approvals • Review and suggest solutions for issues critical to project success • Assist in resolving project conflicts Assist and guide on resource allocation	Every core meeting has an Agenda. PM reviews PALM tasks, gives Project team updates and sets activities and tasks for coming weeks.

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

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DOH Status Report Confirmation

Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
July - August 2024	Robert Herron	robert.herron@flhealth.gov	09/09/24
May - June 2024	Robert Herron	robert.herron@flhealth.gov	07/10/24
March - April 2024	Robert Herron	robert.herron@flhealth.gov	05/08/24
January - February 2024	Robert Herron	robert.herron@flhealth.gov	03/07/24

Helpful Links

- Dashboard Snapshots
- Knowledge Center
- Florida PALM Workbook for FLHSMV
- Readiness Workplan

FLHSMV Status Report Dashboard

Reporting Period

July - August 2024

Agency Sponsor

Steve Burch

Click on the various statistics or dials to view the supporting information within your agency's Smartsheet Florida PALM Workbook.

CCN Composition



The Change Champion Network dial reflects the completeness of your CCN makeup.

Change Champion Network:

- Unique Filled Role = 15
- Duplicate Filled Role = 5
- Vacant Role = 0

RW Task Completeness



The Readiness Workplan Tasks Completeness dial reflects the completeness of your agency's submission of RW tasks, starting with RW Task 512.

RW Task Completeness:

- Score = 78.75%**
- Submitted Complete = 18
 - Submitted Incomplete = 3
 - Completed After Submission = 3

RW Task Timeliness



The Readiness Workplan Tasks Timeliness dial reflect the timeliness of your agency's submission of all RW tasks to date.

RW Task Timeliness:

- Score = 92.88%**
- Submitted On Time = 40
 - Submitted Late = 8
 - Pending Submission = 2

Project-led Meeting Participation



The Participation dial reflects your agency's attendance at Project-led meetings during the current reporting period.

Meeting Participation:

- Meetings Attended = 9
- Meetings Missed = 0

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
	People	328	Document Current Agency Business Processes	07/31/23	12/15/23	50% - In Progress		Due to the importance of other tasks, and the agency's operational work priorities, this task may not be completed by HSMV.	N/A	
N/A	Processes	515	Identify Change Impacts and Update Agency Business Process Documentation for Segments I and II	01/29/24	04/12/24	Pending Resubmission	04/16/24	We have completed this task, except for the updates to our current state business process documentation. Our goal is to update our procedures during UAT testing, when we'll have full access to the PALM screens and testing environment.	Submission Incomplete	
N/A	Processes	527	Identify Change Impacts and Update Agency Business Process Documentation for Segment III	04/15/24	07/12/24	75% - Consolidating/Inputting Information for Submission		We have completed this task, except for the updates to our current state business process documentation. Our goal is to update our procedures during UAT testing, when we'll have full access to the PALM screens and testing environment.		
N/A	Technology	528	Update Agency Business System Documentation for Segment III	04/15/24	07/12/24	100% - Submitted	07/01/24		Submission Complete	
Indirect	Technology	530	Update Florida PALM Interface Inventory for Segment III	04/15/24	07/12/24	100% - Submitted	07/01/24		Submission Complete	
N/A	Data	526	Complete Data Readiness Analysis and Data Cleansing Activities for Segment III	04/29/24	07/12/24	Pending Resubmission	07/01/24	Resubmitted 7/12/2024.	Submission Incomplete	07/12/24
Indirect	Technology	529	Update Florida PALM Conversion Inventory for Segment III	04/29/24	07/12/24	100% - Submitted	07/01/24		Submission Complete	07/01/24
N/A	Technology	531	Remediate Agency Business Systems based on Segment II	04/29/24	09/27/24					
N/A	People	535	Update Workforce Readiness Plan	06/17/24	08/02/24	Pending Resubmission	08/27/24	Amended Work Plan attached, 9/6/24 - KG. Note: Two Excel files are attached. 1) Readiness workplan - updated; 2) Segment III PALM role connections to HSMV positions	Submission Incomplete	
Indirect	People	536-A	Create Agency Specific User Acceptance Testing Plan	06/17/24	08/16/24	100% - Submitted	08/28/24		Submission Complete	
N/A	People	537	Update Authorized Smartsheet Users	06/24/24	07/12/24	100% - Submitted	07/01/24		Submission Complete	07/01/24
N/A	N/A	538	Submit Bimonthly Agency Readiness Status Report	07/01/24	07/12/24	100% - Submitted	07/12/24	Submitted 7/12/24 by CFO Burch.	Submission Complete	
N/A	N/A	539	Manage Agency Specific Implementation Schedule, Risks and Issues	07/01/24	08/29/24	100% - Submitted	08/22/24		N/A	
N/A	People	540	Share Florida PALM Updates	07/15/24	07/26/24	100% - Submitted	07/26/24		Submission Complete	
Direct	Data	541-A	Complete Configuration Workbooks for Segment IV	07/22/24	09/06/24	100% - Submitted	09/06/24			
Direct	Data	541-B	Complete Configuration Workbooks for Segment IV	07/22/24	09/06/24	100% - Submitted	09/06/24			
N/A	Data	542	Complete Data Readiness Analysis and Data Cleansing Activities for Segment IV	07/22/24	10/18/24					
N/A	Processes	543	Identify Change Impacts and Update Agency Business Process Documentation for Segment IV	07/22/24	10/18/24					
N/A	Technology	544	Update Agency Business System Documentation for Segment IV	07/22/24	10/18/24					
Direct	Technology	545-A	Update and Finalize Florida PALM Conversion Inventory for Segment IV	07/22/24	10/18/24					
Direct	Technology	545-B	Update and Finalize Florida PALM Conversion Inventory for Segment IV - Projects (PCC001)	07/22/24	08/23/24	100% - Submitted	08/23/24	PCC001 file posted by S. Cabrera to Secure File Share 8/23/24. *Note: In the PCC001 workbook file, there are 4 additional projects provided by HSMV	Submission Complete	

										that Florida PALM did not account for in the initial PCC001 workbook.*		
Direct	Technology	546	Update Florida PALM Interface Inventory for Segment IV	07/22/24	10/18/24							
N/A	Technology	547	Remediate Agency Business Systems based on Segment III	07/22/24	12/13/24							
Direct	Technology	548	Identify and Confirm File Managers	08/06/24	08/16/24	100% - Submitted	08/23/24				Submission Complete	
Direct	People	549	Submit Training Survey	08/12/24	09/20/24	100% - Submitted	09/09/24					
Indirect	People	536-B	Create Agency Specific User Acceptance Testing Plan	08/19/24	10/11/24	25% - Beginning Initial Internal Meetings and Information Gathering						
Direct	Data	541-C	Complete Configuration Workbooks for Segment IV	08/26/24	09/27/24							
Direct	Technology	550-A	Provide Public IP Address and Select Technical Meeting Time	08/26/24	08/30/24	100% - Submitted	08/28/24				Submission Complete	
N/A	N/A	551	Submit Bimonthly Agency Readiness Status Report	08/30/24	09/11/24	100% - Submitted	09/06/24					09/06/24
N/A	N/A	552	Manage Agency Specific Implementation Schedule, Risks and Issues	08/30/24	10/31/24						N/A	
Direct	Technology	550-B	Participate in Technical Meeting to Receive Credentials and Access	09/03/24	09/13/24	100% - Submitted	09/05/24				N/A	

People	Processes	Technology	Data
<p>The staff and stakeholders affected by your agency's transition to Florida PALM.</p> <p>Implementation:</p> <p>Planned Florida PALM End Users = 58</p> <ul style="list-style-type: none"> Business Process Groupings = 13/13 <p>Identified Subject Matter Experts = 24</p> <ul style="list-style-type: none"> SMEs by Business Process Grouping - Account Mgmt. and Financial Reporting = 1 - Accounts Receivable = 1 - Asset Accounting and Mgmt. = 2 - Banking = 3 - Budget Mgmt. and Cash Control = 2 - Contracts Mgmt. = 4 - Disbursements Mgmt. = 5 - Grants Mgmt. = 3 - Inter/IntraUnit Transactions = 5 - Payroll Mgmt. = 1 - Projects Mgmt. = 2 - Revenue Accounting = 9 - System Access and Controls = 2 <p>Role Mapping = TBD</p> <p>Training = TBD</p>	<p>The sequence of procedures to accomplish a business objective.</p> <p>Current-State:</p> <p>Cataloged Business Processes = 149</p> <ul style="list-style-type: none"> Related Business Systems = 4 Related Reports = 53 <p>Documentation Status:</p> <ul style="list-style-type: none"> Complete = 58 Partial = 20 Not Started = 52 <p>Implementation:</p> <p>Impacted Agency Business Processes = 149</p> <ul style="list-style-type: none"> Related Business Process Groupings = 10 Planned Spreadsheet Uploads = 1 <ul style="list-style-type: none"> Level of Impact: People Changes - High = 24 Medium = 27 Low = 41 None = 0 Uncertain = 0 Level of Impact: Processes Changes - High = 29 Medium = 18 Low = 35 None = 10 Uncertain = 0 Level of Impact: Technology Changes - High = 18 Medium = 27 Low = 39 None = 7 Uncertain = 0 Level of Impact: Data Changes - High = 28 Medium = 24 Low = 40 None = 0 Uncertain = 0 <ul style="list-style-type: none"> Segments I & II Documentation Update Status - Not Started = 9 In Progress = 68 Complete = 3 Segment III Documentation Update Status - Not Started = 13 In Progress = 10 Complete = 0 	<p>The applications or tools used to process, track, or report on financial operations.</p> <p>Current-State:</p> <p>Cataloged Business Systems = 6</p> <ul style="list-style-type: none"> Criticality: - High = 4 Med = 2 Low = 0 None = 0 <p>Documentation Status:</p> <ul style="list-style-type: none"> Complete = 4 Partial = 2 Not Started = 0 <p>Cataloged Interfaces = 5</p> <ul style="list-style-type: none"> Inbound Interfaces = 3 Outbound Interfaces = 2 <p>Implementation:</p> <p>Business Systems Planned for Integration = 2</p> <ul style="list-style-type: none"> Segment I - Documentation Updates: - Complete = 0 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 2 Segment II - Documentation Updates: - Complete = 0 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 2 Segment III - Documentation Updates: - Complete = 0 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 2 <p>Planned Interfaces = 3</p> <ul style="list-style-type: none"> Inbound Interfaces = 0 Outbound Interfaces = 2 	<p>Information used in or produced from an agency's financial business operations.</p> <p>Current-State:</p> <p>Unique FLAIR Data Elements = 92</p> <ul style="list-style-type: none"> Associated Unique Uses = 155 - Continued Use - Yes = 85 - Continued Use - No = 4 Associated Business Systems = 3 Cataloged Reports = 165 Criticality: - High = 94 Med = 18 Low = 49 None = 23 <p>Implementation:</p> <p>Segments I & II Planned Configurations = 7/9</p> <ul style="list-style-type: none"> Accounts Receivable (AR) - Planned Distribution Codes = 95 Asset Management (AM) - Planned Location Codes = 92 - Planned Associated Area ID's = 985 Commitment Control (KK) - Planned Option = Option # 1 - Track with Budget General Ledger (GL) - Planned Budgetary Value Combo Edits = 352 - Planned Local Funds = None - Planned Organization ID's = 407 - Planned OA1's = 22 - Planned OA2's = None <p>Segment IV Planned Configurations</p> <ul style="list-style-type: none"> - Started = 2 Not Started = 0 <p>Conversions & Data Readiness</p> <ul style="list-style-type: none"> Conversions Needed = 9 Agency Data Outside of Primary Source System(s) = 1 Data Readiness/Cleansing Status: - Complete = 3 In Progress = 0 Not Started = 0 Not Applicable = 2 <p>Reports = TBD</p>

Agency Reported

The Risks, Issues, Assumptions and Readiness Activities tables below display only items that were opened/logged, closed/resolved or active during the reporting period.

FLHSMV Risks

Critical Operational Elements	Risk Description	Status	Risk Rating	Mitigation/Response Strategy	Reporting Period Comments or Updates	Date of Status Change	Owner / Coordinator
Technology	HSMV processes large volume of data through its FAME application (Revenue Distribution, WEX, Goodyear, PRIDE, etc.). It is imperative that the interfaces work properly when designed.	Open	3 (High/Low)	HSMV has been working with the Florida PALM team to identify which interface files should be used to send and obtain data between FAME and Florida PALM. HSMV has mapped its current FLAIR interface file to the Florida PALM interface file. HSMV has begun building a new interface file in preparation for interface testing in late 2024.	Updated start to building FAME interface file	06/27/24	Steve Burch / Mike Alexander / Nate Seabrooks
Technology	HSMV uses a mainframe application to process Hireback payroll outside of People First. HSMV needs to have the ability to process payments to multiple FHP Troopers for Hireback jobs worked at different hourly rates.	Open	3 (High/Low)	HSMV has met with Florida PALM staff to understand how Hireback pay will be processed. Florida PALM will create an interface (PRI005) that will be used by HSMV. HSMV is waiting to see for Segment IV discussion related to payroll to better understand how Hireback will work.	Updated for Segment IV	08/22/24	Mike Alexander / Daphne Dennis

FLHSMV Issues

Critical Operational Elements	Issue Description	Status	Priority	Resolution Plan	Reporting Period Comments or Updates	Planned or Actual Resolution Date	Owner / Coordinator
People	FLHSMV has a large number of key vacancies within the Bureau of Accounting. Due to difficulties in filling these positions, FLHSMV will need to move duties performed by vacant positions to other employees reducing the amount of time that can be committed to complete Florida PALM Tasks.	Open	High - Impacts the ability of the agency to meet deadlines or milestones	HSMV will attempt to fill these positions.	Accounting has 10 vacant position and is authorized to fill 7 of these positions.	08/22/24	Steve Burch / Mike Alexander

FLHSMV Assumptions

Critical Operational Elements	Assumption	Status	Date Logged or Removed	Impacted Stakeholder(s) and/or System(s)	Reporting Period Comments or Updates
Data	Florida PALM will provide similar functionality as FLAIR@HSMV	Logged	08/31/23	All Accounting and Budgeting areas of HSMV	HSMV relies heavily on FLAIR@HSMV to query FLAIR data on a daily basis. Without a process to easily query data, it will have a significant impact on HSMV staff.
People Technology	Departmental technical resources will be available to update internal databases and reports for distributions from FRVIS to FAME for the new PALM Account codes.	Logged	08/31/23	Selected State Agencies, Not for Profit and, local governmental entities.	No Change
Processes	Vouchers will not be produced or required by DFS for auditing purposes. FLHSMV will need to determine how to create vouchers for retention outside of Florida PALM.	Logged	10/31/23	Accounts Payable Section	State Agencies are required to produce vouchers for DFS audit and retain for documenting purposes.
Data	PAPS or similar report will be generated by PALM for Hireback payroll.	Logged	08/22/24	Payroll Section and Financial Accounting Section	This is needed for reimbursement of invoices from FDOT.

FLHSMV Agency-Specific Readiness Activities

Critical Operational Elements	Activity Description	Date(s)	Impacted Stakeholder(s) and/or System(s)	Objective	Reporting Period Comments or Updates
People	Meet with IT department to discuss Florida PALM chartfield changes.	07/09/24	IT staff	Ensure IT staff is aware of the impacts to changes in the Florida PALM chartfield values.	
Processes Data	Discussed interface for Hireback process.	07/18/24	Payroll, IT staff, NWRDC staff	To understand the current Hireback process to move data, and understand the Florida PALM interface used to process this data (PRI005).	

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

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FLHSMV Status Report Confirmation

Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
July - August 2024	Steve Burch	steveburch@flhsmv.gov	09/06/24
May - June 2024	Steve Burch	steveburch@flhsmv.gov	07/12/24
March - April 2024	Steve Burch	steveburch@flhsmv.gov	05/07/24
January - February 2024	Steve Burch	steveburch@flhsmv.gov	03/08/24

Helpful Links

- Dashboard Snapshots
- Knowledge Center
- Florida PALM Workbook for DJJ
- Readiness Workplan

DJJ Status Report Dashboard

Reporting Period

July - August 2024

Agency Sponsor

Heather DiGiacomo

Click on the various statistics or dials to view the supporting information within your agency's Smartsheet Florida PALM Workbook.

CCN Composition



The Change Champion Network dial reflects the completeness of your CCN makeup.

Change Champion Network:

- Unique Filled Role = 16
- Duplicate Filled Role = 0
- Vacant Role = 0

RW Task Completeness



The Readiness Workplan Tasks Completeness dial reflects the completeness of your agency's submission of RW tasks, starting with RW Task 512.

RW Task Completeness:

- Score = 98.57%**
- Submitted Complete = 20
- Submitted Incomplete = 0
- Completed After Submission = 1

RW Task Timeliness



The Readiness Workplan Tasks Timeliness dial reflect the timeliness of your agency's submission of all RW tasks to date.

RW Task Timeliness:

- Score = 83.73%**
- Submitted On Time = 33
- Submitted Late = 12
- Pending Submission = 5

Project-led Meeting Participation



The Participation dial reflects your agency's attendance at Project-led meetings during the current reporting period.

Meeting Participation:

- Meetings Attended = 10
- Meetings Missed = 0

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
N/A	Data	514	Complete Data Readiness Analysis and Data Cleansing Activities for Segments I and II	01/29/24	04/12/24	50% - In Progress		Data Cleansing Plan draft complete, analysis and cleansing of Open Encumbrances complete, cleansing of Assets inventory 95% complete, and Grants in progress. Anticipate Data Cleansing completion no later than Oct. 18th.		
N/A	Processes	515	Identify Change Impacts and Update Agency Business Process Documentation for Segments I and II	01/29/24	04/12/24	50% - In Progress		Impact spreadsheet has been completed, but business processes require updates. Business Analyst sat with Business Units assisting with updating and/or correcting the business processes. Gaps have been identified. A Business Process Template has been developed and implemented.		
N/A	Processes	527	Identify Change Impacts and Update Agency Business Process Documentation for Segment III	04/15/24	07/12/24	50% - In Progress		Business Process Documentation updates are underway.		
N/A	Technology	528	Update Agency Business System Documentation for Segment III	04/15/24	07/12/24	75% - Consolidating/Inputting Information for Submission		Agency Business System documentation updates are underway.		
Indirect	Technology	530	Update Florida PALM Interface Inventory for Segment III	04/15/24	07/12/24	100% - Submitted	07/01/24	One ABS has been identified for having a direct impact by Segment III interfaces.	Submission Complete	
N/A	Data	526	Complete Data Readiness Analysis and Data Cleansing Activities for Segment III	04/29/24	07/12/24	50% - In Progress		The Data Cleansing Plan has been updated for Open Accounts Receivable and Suppliers. The section for Contracts is still in draft. No data cleansing needed for Suppliers, Open Accounts Receivable cleansing complete, Contracts is still under review. Anticipate Data Cleansing completion no later than Oct. 18th.		
Indirect	Technology	529	Update Florida PALM Conversion Inventory for Segment III	04/29/24	07/12/24	100% - Submitted	07/12/24		Submission Complete	
N/A	Technology	531	Remediate Agency Business Systems based on Segment II	04/29/24	09/27/24	100% - Submitted	06/03/24	There are no Agency Business Systems that require remediation based on updates from Segment II.	Submission Complete	
N/A	People	535	Update Workforce Readiness Plan	06/17/24	08/02/24	100% - Submitted	08/02/24		Submission Complete	
Indirect	People	536-A	Create Agency Specific User Acceptance Testing Plan	06/17/24	08/16/24	100% - Submitted	08/16/24		Submission Complete	
N/A	People	537	Update Authorized Smartsheet Users	06/24/24	07/12/24	100% - Submitted	07/12/24		Submission Complete	
N/A	N/A	538	Submit Bimonthly Agency Readiness Status Report	07/01/24	07/12/24	100% - Submitted	07/11/24		Submission Complete	
N/A	N/A	539	Manage Agency Specific Implementation Schedule, Risks and Issues	07/01/24	08/29/24	100% - Submitted	08/29/24	Updates made to Assumptions, Issues, Risks, and Agency-Specific Readiness.	N/A	
N/A	People	540	Share Florida PALM Updates	07/15/24	07/26/24	100% - Submitted	07/25/24		Submission Complete	
Direct	Data	541-A	Complete Configuration Workbooks for Segment IV	07/22/24	09/06/24	100% - Submitted	09/06/24			
N/A	Data	542	Complete Data Readiness Analysis and Data Cleansing Activities for Segment IV	07/22/24	10/18/24	75% - Consolidating/Inputting Information for Submission		Data Cleansing for Projects is underway. Updates to the Data Cleansing plan are in draft.		
N/A	Processes	543	Identify Change Impacts and Update Agency Business Process Documentation for Segment IV	07/22/24	10/18/24	50% - In Progress		All business units are updating or developing business processes for Segment IV.		
N/A	Technology	544	Update Agency Business System Documentation for Segment IV	07/22/24	10/18/24	50% - In Progress		One interface impacts one ABS. Updates to the ABS documentation are in draft.		
Direct	Technology	545-A	Update and Finalize Florida PALM	07/22/24	10/18/24	50% - In Progress				

		Conversion Inventory for Segment IV							
Direct	Technology	545-B	Update and Finalize Florida PALM Conversion Inventory for Segment IV - Projects (PCC001)	07/22/24	08/23/24	100% - Submitted	08/26/24		Submission Complete
Direct	Technology	546	Update Florida PALM Interface Inventory for Segment IV	07/22/24	10/18/24	50% - In Progress		One interface impacts one ABS. Updates to the ABS documentation are in draft.	
N/A	Technology	547	Remediate Agency Business Systems based on Segment III	07/22/24	12/13/24	50% - In Progress			
Direct	Technology	548	Identify and Confirm File Managers	08/06/24	08/16/24	100% - Submitted	08/16/24		Submission Complete
Direct	People	549	Submit Training Survey	08/12/24	09/20/24	75% - Consolidating/Inputting Information for Submission			
Indirect	People	536-B	Create Agency Specific User Acceptance Testing Plan	08/19/24	10/11/24	25% - Beginning Initial Internal Meetings and Information Gathering			
Direct	Data	541-C	Complete Configuration Workbooks for Segment IV	08/26/24	09/27/24	25% - Beginning Initial Internal Meetings and Information Gathering			
Direct	Technology	550-A	Provide Public IP Address and Select Technical Meeting Time	08/26/24	08/30/24	100% - Submitted	08/29/24		Submission Complete
N/A	N/A	551	Submit Bimonthly Agency Readiness Status Report	08/30/24	09/11/24	100% - Submitted	09/10/24		
N/A	N/A	552	Manage Agency Specific Implementation Schedule, Risks and Issues	08/30/24	10/31/24	25% - Beginning Initial Internal Meetings and Information Gathering			N/A
Direct	Technology	550-B	Participate in Technical Meeting to Receive Credentials and Access	09/03/24	09/13/24	100% - Submitted	09/09/24		N/A

People	Processes	Technology	Data
<p>The staff and stakeholders affected by your agency's transition to Florida PALM.</p> <p>Implementation:</p> <p>Planned Florida PALM End Users = 99</p> <ul style="list-style-type: none"> Business Process Groupings = 13/13 <p>Identified Subject Matter Experts = 28</p> <ul style="list-style-type: none"> SMEs by Business Process Grouping Account Mgmt. and Financial Reporting = 3 Accounts Receivable = 4 Asset Accounting and Mgmt. = 3 Banking = 4 Budget Mgmt. and Cash Control = 3 Contracts Mgmt. = 5 Disbursements Mgmt. = 7 Grants Mgmt. = 3 Inter/IntraUnit Transactions = 4 Payroll Mgmt. = 5 Projects Mgmt. = 6 Revenue Accounting = 2 System Access and Controls = 9 <p>Role Mapping = TBD</p> <p>Training = TBD</p>	<p>The sequence of procedures to accomplish a business objective.</p> <p>Current-State:</p> <p>Cataloged Business Processes = 99</p> <ul style="list-style-type: none"> Related Business Systems = 3 Related Reports = 15 <p>Documentation Status:</p> <ul style="list-style-type: none"> Complete = 96 Partial = 3 Not Started = 0 <p>Implementation:</p> <p>Impacted Agency Business Processes = 99</p> <ul style="list-style-type: none"> Related Business Process Groupings = 12 Planned Spreadsheet Uploads = 0 <ul style="list-style-type: none"> Level of Impact: People Changes High = 19 Medium = 0 Low = 5 None = 55 Uncertain = 1 Level of Impact: Processes Changes High = 35 Medium = 10 Low = 25 None = 9 Uncertain = 1 Level of Impact: Technology Changes High = 16 Medium = 3 Low = 4 None = 9 Uncertain = 48 Level of Impact: Data Changes High = 15 Medium = 3 Low = 9 None = 3 Uncertain = 49 <p>Segments I & II Documentation Update Status</p> <ul style="list-style-type: none"> Not Started = 0 In Progress = 50 Complete = 3 <p>Segment III Documentation Update Status</p> <ul style="list-style-type: none"> Not Started = 0 In Progress = 9 Complete = 0 	<p>The applications or tools used to process, track, or report on financial operations.</p> <p>Current-State:</p> <p>Cataloged Business Systems = 29</p> <ul style="list-style-type: none"> Criticality: High = 28 Med = 1 Low = 0 None = 0 <p>Documentation Status:</p> <ul style="list-style-type: none"> Complete = 28 Partial = 0 Not Started = 0 <p>Cataloged Interfaces = 16</p> <ul style="list-style-type: none"> Inbound Interfaces = 12 Outbound Interfaces = 4 <p>Implementation:</p> <p>Business Systems Planned for Integration = 19</p> <ul style="list-style-type: none"> Segment I - Documentation Updates: Complete = 6 Updating = 0 Evaluating = 0 Not Started = 1 Not Needed = 8 Segment II - Documentation Updates: Complete = 0 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 15 Segment III - Documentation Updates: Complete = 5 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 10 <p>Planned Interfaces = 4</p> <ul style="list-style-type: none"> Inbound Interfaces = 0 Outbound Interfaces = 4 	<p>Information used in or produced from an agency's financial business operations.</p> <p>Current-State:</p> <p>Unique FLAIR Data Elements = 76</p> <ul style="list-style-type: none"> Associated Unique Uses = 76 Continued Use - Yes = 75 Continued Use - No = 1 Associated Business Systems = 4 Cataloged Reports = 89 Criticality: High = 71 Med = 19 Low = 0 None = 0 <p>Implementation:</p> <p>Segments I & II Planned Configurations = 7/9</p> <ul style="list-style-type: none"> Accounts Receivable (AR) Planned Distribution Codes = 1 Asset Management (AM) Planned Location Codes = 808 Planned Associated Area ID's = 171 Commitment Control (KK) Planned Option = Option # 2 - Control General Ledger (GL) Planned Budgetary Value Combo Edits = 473 Planned Local Funds = None Planned Organization ID's = 1303 Planned OA1's = 4 Planned OA2's = None <p>Segment IV Planned Configurations</p> <ul style="list-style-type: none"> Started = 1 Not Started = 1 <p>Conversions & Data Readiness</p> <ul style="list-style-type: none"> Conversions Needed = 11 Agency Data Outside of Primary Source System(s) = 0 Data Readiness/Cleansing Status: Complete = 3 In Progress = 3 Not Started = 0 Not Applicable = 1 <p>Reports = TBD</p>

Agency Reported

The Risks, Issues, Assumptions and Readiness Activities tables below display only items that were opened/logged, closed/resolved or active during the reporting period.

Critical Operational Elements	Risk Description	Status	Risk Rating	Mitigation/Response Strategy	Reporting Period Comments or Updates	Date of Status Change	Owner / Coordinator
People Processes Technology Data	Assigned tasks not accurately completed.	Closed	9 (High/High)	Owner to review with BA and get guidance for completion	BA has been working with Business Units continuously to address the gaps in previously submitted tasks.	07/31/24	Morgan Helton
People	BA and SMEs overwhelmed by the volume of PALM tasks and may not be able to complete them in time for PALM team use.	Open	9 (High/High)	Concerted efforts underway to recruit Business Analysts and SMEs to augment current work efforts.	PMO is assisting Business Units in completing tasks. Business Units actively recruiting PALM dedicated resources to assist in the workload.	03/28/24	BU Chiefs
People Processes Technology Data	Tasks completion not meeting deadlines.	Open	9 (High/High)	Tasks owner(s) to work with BA and PMO to overcome obstacles that are hindering meeting deadlines.	Tasks 514 and 515 were not submitted by the due date, April 12th, and are still pending completion. Tasks 526, 527, and 528 were not submitted by the due date July 12th and are still pending completion.	03/28/24	Morgan Helton
Processes Data	Of the tasks due in Jan 12, April 12, May 10, & June 14, 1% of them not yet started, 31% of them are in progress, and 68% are completed.	Closed	9 (High/High)	BA working with chiefs & SMEs on the tasks to ensure deadline is met	This is captured in the Issue Log.	07/31/24	BU SMEs, BU Chiefs, BA
People Processes	End of Year and Dual Year time constraints in addition to increasing PALM tasks and PALM task remediation.	Closed	9 (High/High)	Exploring response options.		07/31/24	F&A and Budget Chiefs
Technology	Individual SMEs having email and other Microsoft Office application issues.	Closed	9 (High/High)	IT is working with SMEs to resolve.		08/28/24	IT
People	Losing experienced BA to Budget business unit	Open	9 (High/High)	Experienced BA to train new BA(s) and continue to support completion of tasks.	Knowledge transfer and training continues. New Senior BA anticipated to join the PMO in early Sept. Training will continue for both staff members during the transition.	07/31/24	Sponsor
Data	Data Cleansing not completed on time for Mock Conversions.	Open	9 (High/High)	Concerted effort required to ensure data cleansing completed accurately.	The Department is making concerted efforts to ensure data cleansing is complete by Oct 18th.	07/31/24	BU SMEs, BU Chiefs
Technology Data	IT system dependency – With systems down, SMEs are unable to access ABS data and info needed to complete certain tasks.	Closed	6 (Medium/High)	BA is attempting to find an alternative solution for data dependency for task completion with state enterprise systems while IT is addressing the underlying system issues.	IT systems are online.	07/31/24	Morgan Helton
People Processes Technology Data	Impacted SMEs not attending workshops (e.g. Solution Design)	Open	6 (Medium/High)	Continue to encourage SMEs to attend workshops and review PALM Project documentation to as required.		07/31/24	BU SMEs, BU Chiefs
People	External Audits present a risk for consuming time and personnel that would have been tasked toward FL PALM activities.	Closed	4 (Medium/Medium)	Ensure that if an external audit is assigned to a specific bureau that analysis is conducted to gauge the impact against current and upcoming tasks. Internal audits may offer some flexibility toward deadlines and resources that should be explored.	No audits impacting this period.	07/31/24	Jay Nayana
People	Changes in CCN or SMEs present a risk for incomplete knowledge transfer and potential lack of authority or leadership depending on the scale of the change.	Open	2 (Medium/Low)	Ensure project information is shared throughout CCN and SME stakeholder pools in the event of a vacancy. Utilize backups whenever possible to avoid taxing individual resources.	No changes for this period.	03/11/24	Jay Nayana

DJJ Issues

Critical Operational Elements	Issue Description	Status	Priority	Resolution Plan	Reporting Period Comments or Updates	Planned or Actual Resolution Date	Owner / Coordinator
People	Subject Matter Expert (SME) time constraints.	Open	High - Impacts the ability of the agency to meet deadlines or milestones	Recruit and hire skilled personnel to achieve objectives and tasks for the FL PALM project. DJJ has implemented a discretionary spending plan to augment salaries for positions within the Department, including FL PALM related positions.	July - August 2023, this issue will be on-going until the staffing issue can be resolved. September - October 2023, ongoing. November - December 2023, ongoing. January - February 2024, hired two SMEs in Finance and Accounting.	06/30/24	Jay Nayana
People Processes	Verify previously "completed" tasks found to be incomplete or inaccurate (Task 328)	Open	High - Impacts the ability of the agency to meet deadlines or milestones	Business Analyst working with affected BU Chiefs and SMEs to understand task requirements, rework the tasks, and complete them accurately.	BA continues to assist SMEs and Chiefs to complete tasks accurately.	04/12/24	BU SMEs
Processes	Task 328 (Document Current Agency Business Processes) not completed	Open	High - Impacts the ability of the agency to meet deadlines or milestones	SMEs, Chiefs, and BA to rework this task.	BA has produced the gap analysis and BU Chiefs, SMEs, and PALM Admins are addressing the gaps identified.	06/28/24	BU Chiefs and BA
Technology Data	Task 514 (Complete Data Readiness Analysis and Data Cleansing Activities for Segment I and II) not completed	Open	High - Impacts the ability of the agency to meet deadlines or milestones	Complete the data analysis and cleansing activities for the task's data elements.	Data Plan is complete. Data cleansing activities are underway.	05/10/24	BA, F&A, Budget, and General Services
Processes Data	Task 515 (Identify Change Impacts and Update Agency Business Progress Documentation for Segments I and II) not completed	Open	High - Impacts the ability of the agency to meet deadlines or milestones	Update the existing Business Processes using the standardized business process documentation template.	Business Units continue to document and updates business processes.	05/24/24	BA and BU Chiefs
Technology	Task 504 - Update Agency Business System Documentation for Segment I	Closed	High - Impacts the ability of the agency to meet deadlines or milestones	Work on identified ABS impacted by Segment I as originally required for Task 504.	Information regarding replacement for references to Account Code and Fiscal Year have been satisfied.	07/12/24	IT
Technology	Task 519 - Remediate Agency Business Systems based on Segment I	Closed	High - Impacts the ability of the agency to meet deadlines or milestones	IT continues remediation efforts as resources allow.	Remediation is complete for the resources and available data at this time.	07/12/24	IT
Data	Task 526 - Data Readiness Analysis and Data Cleansing Activities for Segment III	Open	High - Impacts the ability of the agency to meet deadlines or milestones	BA to work with BU PALM Administrators to resolve.	Data Cleansing remains for Contracts. The agency records grant disbursement	10/18/24	PMO

					agreements in FACTS as contractual two-party agreements. Due to this, data cleansing for Grants is a priority to identify what is active and tied to a contractual agreement.		
Processes	Task 527 - Identify Change Impacts and Update Agency Business Process Documentation for Segment III	Open	High - Impacts the ability of the agency to meet deadlines or milestones	Update the existing Business Processes using the standardized business process documentation template.	Business Units continue to document and updates business processes	08/30/24	BU Chiefs, BU SMEs, PALM Admins, and BA
Technology	Task 528 - Update Agency Business System Documentation for Segment III	Open	High - Impacts the ability of the agency to meet deadlines or milestones	IT to complete this task	IT continues to update business system documentation.	08/16/24	IT
People Processes Technology	Not enough SME time to work on PALM tasks, which is affecting timely completion of DJJ tasks for the PALM team	Closed	Low - All impacts not listed as Critical or High	Set aside enough time each day for SMEs to work PALM tasks. Bring in OPS staff to free up SMEs to work on PALM tasks	F&A, General Services, and Budget have onboarded OPS staff specifically to assist with PALM related tasks. Still recruiting for HR OPS PALM staff member.	07/12/24	BU Chiefs
People	Business Analyst (BA) shortage	Open	Low - All impacts not listed as Critical or High	Actively recruiting suitable candidates.	PMO has onboarded one BA and is advertising for the remaining vacancy.	07/01/24	Olu Oyewole
People Processes Technology Data	Of the tasks due in Jan. 12, April 12, May 10, June 28, and July 12, 28% of them are in progress, and 72% are completed.	Open	Low - All impacts not listed as Critical or High	BA working with chiefs & SMEs on the tasks to ensure the deadline for them is met.	One task previously submitted is being reworked, five tasks are late but in progress, all other tasks are current at this time.	06/28/24	BU Chiefs, BU SMEs, and BA

DJJ Assumptions

Critical Operational Elements	Assumption	Status	Date Logged or Removed	Impacted Stakeholder(s) and/or System(s)	Reporting Period Comments or Updates
Processes Technology	FL PALM Voucher processes/systems will be able to replace current voucher system (Axiom Pro).	Logged	08/01/23	Marcia Haye, Evelyn Jacobs	FL PALM will not replace DJJ's current document management system (Axiom Pro).
Processes Data	Chart of Account (COA) will not change beyond what the FL PALM team has forecast	Logged	08/01/23	Marcia Haye	Correct.
People	Availability of adequate resources (SMEs) dedicated to work on required PALM tasks.	Logged	04/17/24	All	Business Units are experiencing staffing shortages which impact PALM Tasks.
People	PMO would be fully staffed.	Logged	04/17/24	All	PMO not fully staffed.
Technology	Software licenses would be available for PMO staff to manage the project.	Logged	04/17/24	Godfrey Ekata, Morgan Helton	PM has received the Software license for Microsoft Project.
Processes	Previously worked and submitted PALM tasks would have been complete and accurate.	Logged	04/17/24	SMEs, PMO	PMO working with SMEs to update and/or correct previous tasks that are incomplete or inaccurate.
Processes Technology Data	PALM will not provide the same reporting capabilities that current ABS provide.	Logged	04/17/24	F&A and Budget	An analysis of actual reports utilized, PALM interfaces selected, and PALM reports offered concluded that PALM functionality meets or exceeds the current reporting capabilities of ABS (based on the information provided to-date).
People	DJJ PMO can drive the implementation of the PALM Project with four team members.	Logged	04/17/24	PMO	Advertising for one vacancy.
People	There is a commitment to the project goals from all stakeholders.	Logged	04/23/24	All	Based on the results of the end-user survey, the End-User stakeholders are 53% committed. Additional action steps are in place to increase the commitment of the project within the agency.
Processes Technology	The project schedule will be used to establish and monitor the nature and progress of tasks supporting defined milestones and deliverables.	Logged	04/23/24	PMO	This has been implemented.
People Processes Technology Data	The current FLAIR system will function until PALM is implemented in production.	Logged	04/23/24	F&A, Budget, General Services, HR, Contracts, Grants	PMO learned that the two systems will not run concurrently.
People Technology	There is a sufficient talent pool within the budget from which to hire state staff resources.	Logged	04/23/24	PMO, F&A, General Services	DJJ received budget for PALM related activities.
People Processes Technology	There will be sufficient engagement by DJJ's resources knowledgeable about agency business processes and technical capabilities.	Logged	04/23/24	F&A, Budget, General Services, HR, Contracts, Grants, Revenue	
Processes	The PALM team will stick with implementation schedule and will not deviate.	Logged	04/23/24	PMO	
Processes	The PALM team will determine the PALM-related tasks to be performed by DJJ staff to support the design and build of PALM.	Logged	04/23/24	F&A, Budget, General Services, HR, Contracts	PALM periodically assigns tasks to DJJ for completion.
People Processes Technology	The PALM team will provide sufficient and adequate guidance to DJJ's requirements for PALM.	Logged	04/23/24	F&A, Budget, General Services, HR, Contracts, PMO	PALM's Readiness Coordinator's have proved to be adequate and responsive resources for questions and assistance when needed.
Processes	DJJ SMEs understand and document their internal processes and modify them where possible to accommodate PALM functionalities.	Logged	04/23/24	F&A, Budget, General Services, HR, Contracts, Grants, Revenue	The initial documentation has gaps that are being corrected.
Processes Technology Data	DJJ understands and will document the current state of its technical architecture and business systems and modify to integrate with the financial management solution.	Logged	04/23/24	IT	PMO successfully collaborated with IT staff to understand its system architecture and how the databases and ABS interfaces/functions interact.
Technology	DJJ has the budget needed to perform tasks assigned.	Logged	04/23/24	Budget, IT	
Processes Technology	UAT training with SMEs and PALM team will be in person and not virtual.	Logged	07/15/24	F&A, Budget, General Services, HR, PMO, TLC, IT	The Project has clarified that training will occur in a multitude of ways to accommodate the various learning styles.
Processes Technology	UAT training with SMEs and end users will in in the lab on site.	Logged	07/15/24	F&A, Budget, General Services, HR, PMO, TLC, IT	TBD

DJJ Agency-Specific Readiness Activities

Critical Operational Elements	Activity Description	Date(s)	Impacted Stakeholder(s) and/or System(s)	Objective	Reporting Period Comments or Updates
Processes	One on One Business Process Development - Budget	07/09/24	End-User and Agency Liaison	Develop and build out business processes	One of four business processes were reviewed in the time period. Additional One on One meetings will be scheduled.
People Processes Technology Data	Budget Bi-Weekly PALM Check In	07/10/24	Chief, SMEs, Agency Liaison, PM	Status check on PALM Tasks	Reviewed Gap Analysis produced by BA.
People Processes Technology	IT Bi-Weekly PALM Check In	07/10/24	SMEs, Agency Liaison, PM	Status check on PALM Tasks	Discussed overdue tasks and actions for completion. Reviewed forthcoming tasks related to Interface Connectivity.

Technology Data					
People Processes Technology Data	General Services Bi-Weekly PALM Check In	07/11/24	Chief, SMEs, Agency Liaison, PM	Status check on PALM Tasks	Reviewed overdue tasks, gap analysis, and forthcoming design meetings.
People Processes Technology Data	UAT Planning for PALM	07/12/24	CCN and SMEs	Discuss UAT Objectives and Scope, Key Activities, and Roles and Responsibilities	Discuss UAT Objectives, Scope, Key Activities, Roles, and Responsibilities.
People Processes Technology Data	IT Bi-Weekly PALM Check In	07/18/24	SMEs, Agency Liaison, PM	Status check on PALM Tasks	Discussed outstanding tasks status on Task 504, check in on progress for Task 519, discussed information needed for Task 528.
People Processes Technology	Monthly DJJ/PALM Readiness Touchpoint Meeting	07/22/24	SMEs, Agency Liaison, PM, PALM Readiness Coordinators	Discuss outstanding tasks, submitted tasks, and upcoming tasks	Discussed overdue tasks, plan for completion, and upcoming tasks.
People	Happening this Week News Post	07/22/24	End-Users	Inform End-Users of the Design Workshops occurring this week.	
People	Happening this Week Update News Post	07/24/24	End-Users	Update End-Users of the Design Workshops occurring this week.	
Processes	PALM Impacts on General Services Areas	07/30/24	Chief and SMEs	Discuss outstanding tasks, understand applicability based on Segment resources, and prioritize	
People Processes Technology Data	PALM Workforce Readiness Plan Update	07/31/24	Chief, SMEs, Agency Liaison, PM	Identify stakeholders, location, vacancies, systems, impacts, current state status, discuss overview of workforce readiness approach	Discussed the Workforce Readiness Plan and the forth coming tasks for updating the plan on a regular basis.
People Processes Technology Data	Budget Bi-Weekly PALM Check In	08/07/24	Chief, SMEs, Agency Liaison, PM	Status check on PALM Tasks	Reviewed Risks and Issues log, Task 535, cover outstanding tasks, review upcoming tasks and forthcoming design meetings.
People Processes Technology Data	IT Bi-Weekly PALM Check In	08/08/24	SMEs, Agency Liaison, PM	Status check on PALM Tasks	Reviewed Risks and Issues log, Task 535, cover outstanding tasks, review upcoming tasks and forthcoming design meetings.
People Processes Technology Data	HR PALM Check-In	08/08/24	Chief, SMEs, Agency Liaison, PM	Status check on PALM Tasks, review any outstanding items, answer questions	Reviewed Risks and Issues log, Task 535, review upcoming tasks and forthcoming design meetings.
People Processes Technology Data	F&A Bi-Weekly PALM Check In	08/09/24	SMEs, Agency Liaison, PM	Status check on PALM Tasks	Reviewed Risks and Issues log, Task 535, cover outstanding tasks, review upcoming tasks and forthcoming design meetings.
People Processes Technology Data	General Services Bi-Weekly PALM Check In	08/09/24	Chief, SMEs, Agency Liaison, PM	Status check on PALM Tasks	Reviewed Risks and Issues log, Task 535, cover outstanding tasks, review upcoming tasks and forthcoming design meetings.
People Processes Technology Data	PALM Updates Townhall	08/16/24	SMES, PMO, End-Users	Agenda: User Acceptance Testing (UAT), PALM Team Responsibilities, DJJ Responsibilities, DJJ Workforce Readiness Plan (WRP), PALM End-User SharePoint, Forthcoming Training Survey, Feedback, PALM General Topics	Teams and In-Person attendance options were well attended, groups had meaningful conversations and questions.
People Processes Technology Data	Contracts Bi-Weekly PALM Check In	08/22/24	SMEs, Agency Liaison, PM	Status check on PALM Tasks	Overview of the FACTS Technical Workshop, FASM Calendar, and Changes to CTS
People Processes Technology	Monthly DJJ/PALM Readiness Touchpoint Meeting	08/26/24	SMEs, Agency Liaison, PM, PALM Readiness Coordinators	Discuss outstanding tasks, submitted tasks, and upcoming tasks	Discussed overdue tasks, plan for completion, and upcoming tasks.

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

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DJJ Status Report Confirmation

Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
July - August 2024	Heather DiGiacomo	heather.digiacom@fldj.gov	09/10/24
May - June 2024	Heather DiGiacomo	heather.digiacom@fldj.gov	07/11/24
March - April 2024	Heather DiGiacomo	heather.digiacom@fldj.gov	05/14/24
January - February 2024	Heather DiGiacomo	heather.digiacom@fldj.gov	03/11/24

Helpful Links

- Dashboard Snapshots
- Knowledge Center
- Florida PALM Workbook for DLA
- Readiness Workplan

DLA Status Report Dashboard

Click on the various statistics or dials to view the supporting information within your agency's Smartsheet Florida PALM Workbook.

Reporting Period

July - August 2024

Agency Sponsor

Sabrina Donovan

CCN Composition



The Change Champion Network dial reflects the completeness of your CCN makeup.

Change Champion Network:

- Unique Filled Role = 13
- Duplicate Filled Role = 10
- Vacant Role = 0

RW Task Completeness



The Readiness Workplan Tasks Completeness dial reflects the completeness of your agency's submission of RW tasks, starting with RW Task 512.

RW Task Completeness:

- Score = 83.93%**
- Submitted Complete = 16
- Submitted Incomplete = 1
- Completed After Submission = 11

RW Task Timeliness



The Readiness Workplan Tasks Timeliness dial reflect the timeliness of your agency's submission of all RW tasks to date.

RW Task Timeliness:

- Score = 93.27%**
- Submitted On Time = 42
- Submitted Late = 7
- Pending Submission = 1

Project-led Meeting Participation



The Participation dial reflects your agency's attendance at Project-led meetings during the current reporting period.

Meeting Participation:

- Meetings Attended = 9
- Meetings Missed = 1

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
N/A	Technology	519	Remediate Agency Business Systems based on Segment I	01/29/24	06/28/24	75% - Consolidating/Inputting Information for Submission		Remediation is in progress.		
N/A	Processes	527	Identify Change Impacts and Update Agency Business Process Documentation for Segment III	04/15/24	07/12/24	100% - Submitted	07/12/24		Submission Complete	
N/A	Technology	528	Update Agency Business System Documentation for Segment III	04/15/24	07/12/24	50% - In Progress	07/12/24	Discussed with VANext SMEs to ensure they can begin working on this as soon as the Single payment layout is available	Submission Incomplete	
Indirect	Technology	530	Update Florida PALM Interface Inventory for Segment III	04/15/24	07/12/24	100% - Submitted	07/03/24		Submission Complete	
N/A	Data	526	Complete Data Readiness Analysis and Data Cleansing Activities for Segment III	04/29/24	07/12/24	100% - Submitted	07/03/24	data conversion for Suppliers updated 07/11/2024	Submission Complete	07/11/24
Indirect	Technology	529	Update Florida PALM Conversion Inventory for Segment III	04/29/24	07/12/24	100% - Submitted	07/03/24		Submission Complete	
N/A	Technology	531	Remediate Agency Business Systems based on Segment II	04/29/24	09/27/24	50% - In Progress				
N/A	People	535	Update Workforce Readiness Plan	06/17/24	08/02/24	100% - Submitted	08/02/24	Updated all sections in the revised file along with the sign and resubmitted.	Submission Complete	08/14/24
Indirect	People	536-A	Create Agency Specific User Acceptance Testing Plan	06/17/24	08/16/24	100% - Submitted	08/15/24		Submission Complete	
N/A	People	537	Update Authorized Smartsheet Users	06/24/24	07/12/24	100% - Submitted	07/03/24		Submission Complete	
N/A	N/A	538	Submit Bimonthly Agency Readiness Status Report	07/01/24	07/12/24	100% - Submitted	07/12/24		Submission Complete	
N/A	N/A	539	Manage Agency Specific Implementation Schedule, Risks and Issues	07/01/24	08/29/24	100% - Submitted	08/21/24		N/A	
N/A	People	540	Share Florida PALM Updates	07/15/24	07/26/24	100% - Submitted	07/29/24		Submission Complete	
Direct	Data	541-A	Complete Configuration Workbooks for Segment IV	07/22/24	09/06/24	100% - Submitted	08/29/24	Not applicable at this time.	Submission Complete	
Direct	Data	541-B	Complete Configuration Workbooks for Segment IV	07/22/24	09/06/24	100% - Submitted	09/06/24			
N/A	Data	542	Complete Data Readiness Analysis and Data Cleansing Activities for Segment IV	07/22/24	10/18/24	100% - Submitted	08/28/24		Submission Complete	09/09/24
N/A	Processes	543	Identify Change Impacts and Update Agency Business Process Documentation for Segment IV	07/22/24	10/18/24					
N/A	Technology	544	Update Agency Business System Documentation for Segment IV	07/22/24	10/18/24					
Direct	Technology	545-A	Update and Finalize Florida PALM Conversion Inventory for Segment IV	07/22/24	10/18/24	100% - Submitted	08/28/24		Submission Complete	
Direct	Technology	545-B	Update and Finalize Florida PALM Conversion Inventory for Segment IV - Projects (PCC001)	07/22/24	08/23/24	100% - Submitted	08/23/24	Records will be established when PALM goes live.	Submission Complete	
Direct	Technology	546	Update Florida PALM Interface Inventory for Segment IV	07/22/24	10/18/24					
N/A	Technology	547	Remediate Agency Business Systems based on Segment III	07/22/24	12/13/24					
Direct	Technology	548	Identify and Confirm File Managers	08/06/24	08/16/24	100% - Submitted	08/15/24		Submission Complete	
Direct	People	549	Submit Training Survey	08/12/24	09/20/24	100% - Submitted	09/04/24	survey submitted 09/04/2024	Submission Complete	
Indirect	People	536-B	Create Agency Specific User Acceptance Testing Plan	08/19/24	10/11/24					
Direct	Data	541-C	Complete Configuration Workbooks for Segment IV	08/26/24	09/27/24					

Direct	Technology	550-A	Provide Public IP Address and Select Technical Meeting Time	08/26/24	08/30/24	100% - Submitted	08/28/24		Submission Complete	09/09/24
N/A	N/A	551	Submit Bimonthly Agency Readiness Status Report	08/30/24	09/11/24	100% - Submitted	09/06/24			
N/A	N/A	552	Manage Agency Specific Implementation Schedule, Risks and Issues	08/30/24	10/31/24				N/A	
Direct	Technology	550-B	Participate in Technical Meeting to Receive Credentials and Access	09/03/24	09/13/24				N/A	

People	Processes	Technology	Data
The staff and stakeholders affected by your agency's transition to Florida PALM.	The sequence of procedures to accomplish a business objective.	The applications or tools used to process, track, or report on financial operations.	Information used in or produced from an agency's financial business operations.
<p>Implementation:</p> <p>Planned Florida PALM End Users = 27</p> <ul style="list-style-type: none"> Business Process Groupings = 12/13 <p>Identified Subject Matter Experts = 10</p> <ul style="list-style-type: none"> SMEs by Business Process Grouping Account Mgmt. and Financial Reporting = 2 Accounts Receivable = 1 Asset Accounting and Mgmt. = 2 Banking = 1 Budget Mgmt. and Cash Control = 1 Contracts Mgmt. = 2 Disbursements Mgmt. = 1 Grants Mgmt. = 2 Inter/IntraUnit Transactions = 3 Payroll Mgmt. = 2 Projects Mgmt. = 2 Revenue Accounting = 1 System Access and Controls = 1 <p>Role Mapping = TBD</p> <p>Training = TBD</p>	<p>Current-State:</p> <p>Cataloged Business Processes = 67</p> <ul style="list-style-type: none"> Related Business Systems = 5 Related Reports = 9 <p>Documentation Status:</p> <ul style="list-style-type: none"> Complete = 67 Partial = 0 Not Started = 0 <p>Implementation:</p> <p>Impacted Agency Business Processes = 67</p> <ul style="list-style-type: none"> Related Business Process Groupings = 11 Planned Spreadsheet Uploads = 7 <ul style="list-style-type: none"> Level of Impact: People Changes High = 0 Medium = 1 Low = 32 None = 2 Uncertain = 0 Level of Impact: Processes Changes High = 0 Medium = 10 Low = 22 None = 1 Uncertain = 2 Level of Impact: Technology Changes High = 1 Medium = 5 Low = 26 None = 1 Uncertain = 2 Level of Impact: Data Changes High = 0 Medium = 30 Low = 2 None = 0 Uncertain = 4 <p>Segments I & II Documentation Update Status</p> <ul style="list-style-type: none"> Not Started = 1 In Progress = 1 Complete = 34 <p>Segment III Documentation Update Status</p> <ul style="list-style-type: none"> Not Started = 1 In Progress = 2 Complete = 33 	<p>Current-State:</p> <p>Cataloged Business Systems = 13</p> <ul style="list-style-type: none"> Criticality: High = 9 Med = 0 Low = 1 None = 3 <p>Documentation Status:</p> <ul style="list-style-type: none"> Complete = 10 Partial = 3 Not Started = 0 <p>Cataloged Interfaces = 19</p> <ul style="list-style-type: none"> Inbound Interfaces = 0 Outbound Interfaces = 19 <p>Implementation:</p> <p>Business Systems Planned for Integration = 6</p> <ul style="list-style-type: none"> Segment I - Documentation Updates: Complete = 6 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 0 Segment II - Documentation Updates: Complete = 6 Updating = 0 Evaluating = 2 Not Started = 0 Not Needed = 0 Segment III - Documentation Updates: Complete = 4 Updating = 0 Evaluating = 2 Not Started = 0 Not Needed = 0 <p>Planned Interfaces = 10</p> <ul style="list-style-type: none"> Inbound Interfaces = -5 Outbound Interfaces = 8 	<p>Current-State:</p> <p>Unique FLAIR Data Elements = 70</p> <ul style="list-style-type: none"> Associated Unique Uses = 70 Continued Use - Yes = 39 Continued Use - No = 3 Associated Business Systems = 15 Cataloged Reports = 176 Criticality: High = 21 Med = 1 Low = 86 None = 0 <p>Implementation:</p> <p>Segments I & II Planned Configurations = 8/9</p> <ul style="list-style-type: none"> Accounts Receivable (AR) Planned Distribution Codes = 1 Asset Management (AM) Planned Location Codes = 13 Planned Associated Area ID's = 112 Commitment Control (KK) Planned Option = Option # 1 - Track with Budget General Ledger (GL) Planned Budgetary Value Combo Edits = 397 Planned Local Funds = None Planned Organization ID's = 174 Planned OA1's = 22 Planned OA2's = 22 <p>Segment IV Planned Configurations</p> <ul style="list-style-type: none"> Started = 2 Not Started = 0 <p>Conversions & Data Readiness</p> <ul style="list-style-type: none"> Conversions Needed = 9 Agency Data Outside of Primary Source System(s) = 1 Data Readiness/Cleansing Status: Complete = 4 In Progress = 0 Not Started = 0 Not Applicable 1 <p>Reports = TBD</p>

Agency Reported

The Risks, Issues, Assumptions and Readiness Activities tables below display only items that were opened/logged, closed/resolved or active during the reporting period.

DLA Risks							
Critical Operational Elements	Risk Description	Status	Risk Rating	Mitigation/Response Strategy	Reporting Period Comments or Updates	Date of Status Change	Owner / Coordinator
People Technology	Loss of technical CNN participant	Open	9 (High/High)	Backup technical CNN participant will need to take lead role. IT will be recruiting for replacement staff to support Finance & Accounting functions.	Position is still vacant. 04/23/2024 position is still vacant	02/26/24	Sabrina Donovan
Processes Technology	Changes to project scope potentially impacts agency planned mitigation.	Open	9 (High/High)	Review BPM's for changes to workflows to identify potential impacts to agency solutions, interfaces and processes.	Review continues 04/23/2024 this is a continuing risk.	03/11/24	Sabrina Donovan
Technology	A Schedule of Allotment Balances (SAB) that is meaningful to an agency will not be generated from PALM if agencies cannot enter budget allotments at the account level.	Open	9 (High/High)	The agency will have to develop an ABS to produce a SAB that can be used to manage their budget.	Updated on 06/05/2024; No change:06/17/2024- Florida PALM project is testing a solution but we've not been advised of the results. 09/06/2024 - we have not been provided any update on this.	05/15/24	Sabrina Donovan

DLA Issues							
Critical Operational	Issue Description	Status	Priority	Resolution Plan	Reporting Period	Planned or Actual	Owner / Coordinator

Elements					Comments or Updates	Resolution Date	
Processes Technology	Reengineer FLAIR accounting interfaces to Florida PALM.	Open	Critical - Impacts the ability of the agency to move forward with work without resolution	Engage technical CNN participation to review data formats and interface options to determine optimal solution.	Continuing issue. 04/23/2024 - this is a continuing issue.	01/31/25	Sabrina Donovan
People Processes Technology	Software Integration Issues: Planned software integration may not work as expected, leading to re-design and re-work.	Open	Critical - Impacts the ability of the agency to move forward with work without resolution	Engage technical CNN participation in design workshops and UAT.	Continuing issue. 04/23/2024 - this is a continuing issue.	01/31/25	Sabrina Donovan
Processes	Need ability to make corrections to closed reporting period	Open	Critical - Impacts the ability of the agency to move forward with work without resolution	Need a solution option	new issue moved from risk-I don't think this has a resolution. 04/23/2024 - still need to understand the transaction correction process in Florida PALM.	01/31/25	Darlene Faris
Data	Need the ability to request Activities to the Activity ChartField for use with the Project-related ChartFields or provide a list to DFS for updating the Activity ChartField.	Open	Critical - Impacts the ability of the agency to move forward with work without resolution	Prepare a draft list to send to DFS for updating PALM.	08/21/24- This remains as an outstanding issue. 09/06/2024 this remains as outstanding.	05/10/24	Sabrina Donovan
Processes Technology Data	Existing ABS requires extensive development to accommodate PALM. OAG is unable to submit a budget amendment for PALM funds for staff augmentation of technical personnel.	Open	Critical - Impacts the ability of the agency to move forward with work without resolution	Need PALM funding to support technical resources for staff augmentation.	09/06/2024 - budget amendment is now in progress with approval anticipated 09/13/2024	06/12/24	Sabrina Donovan
Processes Data	No Single Payer Interface for VANext in PALM for remediation	Open	Critical - Impacts the ability of the agency to move forward with work without resolution	Need a solution option from PALM.			
People	Availability of Finance & Accounting SMEs: Due to workload and competing priorities SMES may not be available. This may result in extending the overall schedule, and adding cost to the budget.	Open	High - Impacts the ability of the agency to meet deadlines or milestones	When the staff aug business analyst is engaged, interviews will need to be scheduled to minimize work disruption.	Scheduling of Segment IV workshops coincides with year-end activities, resulting in reduced availability. 04/23/2024 - this is a continuing issue.	01/31/25	Sabrina Donovan

DLA Assumptions

Critical Operational Elements	Assumption	Status	Date Logged or Removed	Impacted Stakeholder(s) and/or System(s)	Reporting Period	Comments or Updates
Processes	processes will require modification to accommodate new roles	Logged	09/07/23	Finance & Accounting		no change
Data	data field changes will impact systems	Logged	09/07/23	Finance & accounting, VANExt, EGrants, SQL reporting		no change

DLA Agency-Specific Readiness Activities

Critical Operational Elements	Activity Description	Date(s)	Impacted Stakeholder(s) and/or System(s)	Objective	Reporting Period	Comments or Updates
People	initiating REQ's for staff augmentation for agency application remediation/development	07/11/24	CCN staff, agency business system owners outside of Finance & Accounting	assist with application development and data architecture to ensure assignments are completed timely		The additional staff aug solicitations were delayed due to request for additional Florida PALM funding.

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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DLA Status Report Confirmation

Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
July - August 2024	Sabrina Donovan	sabrina.donovan@myfloridalegal.com	09/06/24
May - June 2024	Sabrina Donovan	sabrina.donovan@myfloridalegal.com	07/12/24
March - April 2024	Sabrina Donovan	sabrina.donovan@myfloridalegal.com	05/13/24
January - February 2024	Sabrina Donovan	sabrina.donovan@myfloridalegal.com	03/11/24

Helpful Links

- Dashboard Snapshots
- Knowledge Center
- Florida PALM Workbook for DOL
- Readiness Workplan

DOL Status Report Dashboard

Reporting Period

July - August 2024

Agency Sponsor

Becky Ajhar

Click on the various statistics or dials to view the supporting information within your agency's Smartsheet Florida PALM Workbook.

CCN Composition



The Change Champion Network dial reflects the completeness of your CCN makeup.

Change Champion Network:

- Unique Filled Role = 7
- Duplicate Filled Role = 9
- Vacant Role = 0

RW Task Completeness



The Readiness Workplan Tasks Completeness dial reflects the completeness of your agency's submission of RW tasks, starting with RW Task 512.

RW Task Completeness:

- Score = 94.62%**
- Submitted Complete = 21
- Submitted Incomplete = 0
- Completed After Submission = 5

RW Task Timeliness



The Readiness Workplan Tasks Timeliness dial reflect the timeliness of your agency's submission of all RW tasks to date.

RW Task Timeliness:

- Score = 93.6%**
- Submitted On Time = 44
- Submitted Late = 2
- Pending Submission = 3

Project-led Meeting Participation



The Participation dial reflects your agency's attendance at Project-led meetings during the current reporting period.

Meeting Participation:

- Meetings Attended = 7
- Meetings Missed = 1

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
N/A	Processes	515	Identify Change Impacts and Update Agency Business Process Documentation for Segments I and II	01/29/24	04/12/24	75% - Consolidating/Inputting Information for Submission		Updating current state business process documentation is underway, but it's taking longer than initially anticipated. Due to the comprehensive review needed, the timeline for completing this task is being adjusted. We anticipate finalizing the updated documentation within 3 weeks. 5/29 - Documentation for business processes reviewed and completed. Areas which require remediation have been identified and currently being updated by Finance Department. ETC unknown. 7/12/24 - Documentation updates still pending for submittal		
N/A	Processes	527	Identify Change Impacts and Update Agency Business Process Documentation for Segment III	04/15/24	07/12/24	50% - In Progress		Updating current state business process documentation is underway, but it's taking longer than initially anticipated. Due to the comprehensive review needed, the timeline for completing this task is being adjusted. 7/12/24 - Documentation updates still pending for submittal		
N/A	Technology	528	Update Agency Business System Documentation for Segment III	04/15/24	07/12/24	100% - Submitted	07/12/24		Submission Complete	
Indirect	Technology	530	Update Florida PALM Interface Inventory for Segment III	04/15/24	07/12/24	100% - Submitted	07/12/24		Submission Complete	
N/A	Data	526	Complete Data Readiness Analysis and Data Cleansing Activities for Segment III	04/29/24	07/12/24	100% - Submitted	07/12/24		Submission Complete	
Indirect	Technology	529	Update Florida PALM Conversion Inventory for Segment III	04/29/24	07/12/24	100% - Submitted	07/12/24		Submission Complete	
N/A	Technology	531	Remediate Agency Business Systems based on Segment II	04/29/24	09/27/24	100% - Submitted	08/09/24		Submission Complete	
N/A	People	535	Update Workforce Readiness Plan	06/17/24	08/02/24	100% - Submitted	08/02/24		Submission Complete	08/08/24
Indirect	People	536-A	Create Agency Specific User Acceptance Testing Plan	06/17/24	08/16/24	100% - Submitted	08/12/24		Submission Complete	
N/A	People	537	Update Authorized Smartsheet Users	06/24/24	07/12/24	100% - Submitted	07/03/24		Submission Complete	
N/A	N/A	538	Submit Bimonthly Agency Readiness Status Report	07/01/24	07/12/24	100% - Submitted	07/12/24		Submission Complete	
N/A	N/A	539	Manage Agency Specific Implementation Schedule, Risks and Issues	07/01/24	08/29/24	100% - Submitted	07/09/24		N/A	08/29/24
	People	540	Share Florida PALM Updates	07/15/24	07/26/24	100% - Submitted	07/26/24		Submission Complete	07/30/24
Direct	Data	541-A	Complete Configuration Workbooks for Segment IV	07/22/24	09/06/24	100% - Submitted	08/07/24		Submission Complete	
N/A	Data	542	Complete Data Readiness Analysis and Data Cleansing Activities for Segment IV	07/22/24	10/18/24	100% - Submitted	08/07/24		Submission Complete	
N/A	Processes	543	Identify Change Impacts and Update Agency Business Process Documentation for Segment IV	07/22/24	10/18/24					
N/A	Technology	544	Update Agency Business System Documentation for Segment IV	07/22/24	10/18/24					
Direct	Technology	545-A	Update and Finalize Florida PALM Conversion Inventory for Segment IV	07/22/24	10/18/24	100% - Submitted	08/07/24		Submission Complete	
Direct	Technology	546	Update Florida PALM Interface Inventory for Segment IV	07/22/24	10/18/24					
N/A	Technology	547	Remediate Agency Business Systems based on Segment III	07/22/24	12/13/24					

Direct	Technology	548	Identify and Confirm File Managers	08/06/24	08/16/24	100% - Submitted	08/14/24		Submission Complete	08/14/24
Direct	People	549	Submit Training Survey	08/12/24	09/20/24	100% - Submitted	09/09/24		Submission Complete	09/09/24
Indirect	People	536-B	Create Agency Specific User Acceptance Testing Plan	08/19/24	10/11/24					
Direct	Data	541-C	Complete Configuration Workbooks for Segment IV	08/26/24	09/27/24					
Direct	Technology	550-A	Provide Public IP Address and Select Technical Meeting Time	08/26/24	08/30/24	50% - In Progress		Lottery requires additional time to internally discuss requested information with networking and information management units.		
N/A	N/A	551	Submit Bimonthly Agency Readiness Status Report	08/30/24	09/11/24	100% - Submitted	09/11/24			
N/A	N/A	552	Manage Agency Specific Implementation Schedule, Risks and Issues	08/30/24	10/31/24				N/A	
Direct	Technology	550-B	Participate in Technical Meeting to Receive Credentials and Access	09/03/24	09/13/24				N/A	

People	Processes	Technology	Data
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The staff and stakeholders affected by your agency's transition to Florida PALM.	The sequence of procedures to accomplish a business objective.	The applications or tools used to process, track, or report on financial operations.	Information used in or produced from an agency's financial business operations.
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<p>Implementation:</p> <p>Planned Florida PALM End Users = 22</p> <ul style="list-style-type: none"> Business Process Groupings = 11/13 <p>Identified Subject Matter Experts = 9</p> <p>SMEs by Business Process Grouping</p> <ul style="list-style-type: none"> Account Mgmt. and Financial Reporting = 2 Accounts Receivable = 1 Asset Accounting and Mgmt. = 1 Banking = 1 Budget Mgmt. and Cash Control = 1 Contracts Mgmt. = 1 Disbursements Mgmt. = 1 Grants Mgmt. = 0 Inter/IntraUnit Transactions = 1 Payroll Mgmt. = 2 Projects Mgmt. = 0 Revenue Accounting = 1 System Access and Controls = 1 <p>Role Mapping = TBD</p> <p>Training = TBD</p>	<p>Current-State:</p> <p>Cataloged Business Processes = 49</p> <ul style="list-style-type: none"> Related Business Systems = 3 Related Reports = 5 <p>Documentation Status:</p> <ul style="list-style-type: none"> Complete = 91 Partial = 0 Not Started = 0 <p>Implementation:</p> <p>Impacted Agency Business Processes = 49</p> <ul style="list-style-type: none"> Related Business Process Groupings = 2 Planned Spreadsheet Uploads = 1 <p>Level of Impact: People Changes</p> <ul style="list-style-type: none"> High = 0 Medium = 56 Low = 0 None = 0 Uncertain = 0 <p>Level of Impact: Processes Changes</p> <ul style="list-style-type: none"> High = 0 Medium = 56 Low = 0 None = 0 Uncertain = 0 <p>Level of Impact: Technology Changes</p> <ul style="list-style-type: none"> High = 0 Medium = 56 Low = 0 None = 0 Uncertain = 0 <p>Level of Impact: Data Changes</p> <ul style="list-style-type: none"> High = 0 Medium = 56 Low = 0 None = 0 Uncertain = 0 <p>Segments I & II Documentation Update Status</p> <ul style="list-style-type: none"> Not Started = 0 In Progress = 5 Complete = 0 <p>Segment III Documentation Update Status</p> <ul style="list-style-type: none"> Not Started = 0 In Progress = 0 Complete = 0 	<p>Current-State:</p> <p>Cataloged Business Systems = 7</p> <ul style="list-style-type: none"> Criticality: High = 7 Med = 0 Low = 0 None = 0 <p>Documentation Status:</p> <ul style="list-style-type: none"> Complete = 7 Partial = 0 Not Started = 0 <p>Cataloged Interfaces = 30</p> <ul style="list-style-type: none"> Inbound Interfaces = 28 Outbound Interfaces = 2 <p>Implementation:</p> <p>Business Systems Planned for Integration = 6</p> <ul style="list-style-type: none"> Segment I - Documentation Updates: Complete = 1 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 5 Segment II - Documentation Updates: Complete = 1 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 5 Segment III - Documentation Updates: Complete = 1 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 5 <p>Planned Interfaces = 21</p> <ul style="list-style-type: none"> Inbound Interfaces = 8 Outbound Interfaces = 11 	<p>Current-State:</p> <p>Unique FLAIR Data Elements = 70</p> <ul style="list-style-type: none"> Associated Unique Uses = 70 Continued Use - Yes = 29 Continued Use - No = 0 Associated Business Systems = 0 Cataloged Reports = 76 Criticality: High = 0 Med = 0 Low = 0 None = 0 <p>Implementation:</p> <p>Segments I & II Planned Configurations = 7/9</p> <ul style="list-style-type: none"> Accounts Receivable (AR) Planned Distribution Codes = 1 Asset Management (AM) Planned Location Codes = 9 Planned Associated Area ID's = None Commitment Control (KK) Planned Option = Option # 1 - Track with Budget General Ledger (GL) Planned Budgetary Value Combo Edits = 53 Planned Local Funds = None Planned Organization ID's = 40 Planned OA1's = 7 Planned OA2's = 108 <p>Segment IV Planned Configurations</p> <ul style="list-style-type: none"> Started = 1 Not Started = 1 <p>Conversions & Data Readiness</p> <ul style="list-style-type: none"> Conversions Needed = 9 Agency Data Outside of Primary Source System(s) = 0 Data Readiness/Cleansing Status: Complete = 5 In Progress = 0 Not Started = 0 Not Applicable 0 <p>Reports = TBD</p>
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Agency Reported

The Risks, Issues, Assumptions and Readiness Activities tables below display only items that were opened/logged, closed/resolved or active during the reporting period.

DOL Risks							
Critical Operational Elements	Risk Description	Status	Risk Rating	Mitigation/Response Strategy	Reporting Period Comments or Updates	Date of Status Change	Owner / Coordinator
People	One Super-User (Senior Financial Analyst) left the agency; as a result, the loss of historical knowledge pertaining to reporting and system administrative tasks may be a concern and may impact PALM training activities and implementation.	Open	9 (High/High)	Lottery will prioritize and advertise position, new hire TBA.		06/24/24	Finance
Technology Data	The Florida Lottery's new Claims and Payment system (CAPS) is scheduled to tentatively go-live in the second quarter of 2025. The	Open	6 (Medium/High)	Develop a proactive strategy for the upcoming launch of the new CAPS; will focus on early communication, training for PALM activities, continuous monitoring,	Ongoing	09/07/23	Chris Rorison

implementation of Lottery's CAPS may impact PALM training activities. The new CAPS will be replacing the current system known as Fortune.

and establish contingency plans to address any potential adjustments required in the supplied data.

DOL Issues

Critical Operational Elements	Issue Description	Status	Priority	Resolution Plan	Reporting Period Comments or Updates	Planned or Actual Resolution Date	Owner / Coordinator
People Processes	Current CAP prioritization is impacting PALM activities.	Open	High - Impacts the ability of the agency to meet deadlines or milestones	None at this time.			Meghan Gregg

DOL Assumptions

Critical Operational Elements	Assumption	Status	Date Logged or Removed	Impacted Stakeholder(s) and/or System(s)	Reporting Period Comments or Updates
People Processes Technology Data	Florida PALM will design and be able to record DOL manual payments currently handled outside of FLAIR today. 30.5 Manage Payments 30.5.1 Record Manual Payments	Logged	12/11/23	Disbursements	FLAIR screenshots of recording retailer incentives for manual payments
People Processes	Florida PALM Payroll Processing will be able to process refunds on Insurance Benefits (overpayments)	Logged	01/25/24	People First	

DOL Agency-Specific Readiness Activities

Critical Operational Elements	Activity Description	Date(s)	Impacted Stakeholder(s) and/or System(s)	Objective	Reporting Period Comments or Updates
People Processes	Palm task review meetings - Lottery team	07/29/24	Meghan Gregg, Stella Bargas, Chris Rorison	Discuss tasks 535, 541, 536A, 548, 539	

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

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DOL Status Report Confirmation

Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
July - August 2024	Rebecca Ajhar	ajharb@flalottery.com	09/11/24
July - August 2024	Rebecca Ajhar	ajharb@flalottery.com	09/11/24
May - June 2024	Rebecca Ajhar	ajharb@flalottery.com	07/12/24
March - April 2024	Rebecca Ajhar	ajharb@flalottery.com	05/10/24
January - February 2024	Rebecca Ajhar	ajharb@flalottery.com	03/08/24

Helpful Links

- Dashboard Snapshots
- Knowledge Center
- Florida PALM Workbook for DMS
- Readiness Workplan

DMS Status Report Dashboard

Reporting Period

July - August 2024

Agency Sponsor

Lance Dyal

Click on the various statistics or dials to view the supporting information within your agency's Smartsheet Florida PALM Workbook.

CCN Composition



The Change Champion Network dial reflects the completeness of your CCN makeup.

Change Champion Network:

- Unique Filled Role = 10
- Duplicate Filled Role = 6
- Vacant Role = 0

RW Task Completeness



The Readiness Workplan Tasks Completeness dial reflects the completeness of your agency's submission of RW tasks, starting with RW Task 512.

RW Task Completeness:

- Score = 91.85%**
- Submitted Complete = 23
 - Submitted Incomplete = 0
 - Completed After Submission = 4

RW Task Timeliness



The Readiness Workplan Tasks Timeliness dial reflect the timeliness of your agency's submission of all RW tasks to date.

RW Task Timeliness:

- Score = 96.27%**
- Submitted On Time = 45
 - Submitted Late = 5
 - Pending Submission = 0

Project-led Meeting Participation



The Participation dial reflects your agency's attendance at Project-led meetings during the current reporting period.

Meeting Participation:

- Meetings Attended = 8
- Meetings Missed = 0

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
N/A	Processes	527	Identify Change Impacts and Update Agency Business Process Documentation for Segment III	04/15/24	07/12/24	100% - Submitted	07/10/24		Submission Complete	07/17/24
N/A	Technology	528	Update Agency Business System Documentation for Segment III	04/15/24	07/12/24	100% - Submitted	08/13/24	July 11: API006, API031, and ARI007 are all part of IRIS Segment II interfaces. Within these interfaces, transactions are being worked on and adjusted with the PALM team. Remediation remains at 25% and there is no anticipation of that percentage increasing before the task deadline. Documentation will be completed alongside the remediation of IRIS. FRS has reached out to their Readiness Coordinator to see if it would be more appropriate to move IRIS to the FRS Implementation Interfaces & Documentation worksheet since this is more concerning the enterprise side of FRS than the agency side. FRS has not received word if that is allowable at this time. SATS, Daily Cash and Budget Report, and MIP are marked complete. August 13: IRIS remediation and documentation will continue in the FRS Smartsheet environment.	Submission Complete	
Indirect	Technology	530	Update Florida PALM Interface Inventory for Segment III	04/15/24	07/12/24	100% - Submitted	08/13/24	July 11: API006, API031, and ARI007 are all part of IRIS Segment II interfaces. Within these interfaces, transactions are being worked on and adjusted with the PALM team. Remediation remains at 25% and there is no anticipation of that percentage increasing before the task deadline. Documentation will be completed alongside the remediation of IRIS. FRS has reached out to their Readiness Coordinator to see if it would be more appropriate to move IRIS to the FRS Implementation Interfaces & Documentation worksheet since this is more concerning the enterprise side of FRS than the agency side. FRS has not received word if that is allowable at this time. SATS, Daily Cash and Budget Report, and MIP are marked complete. August 13: IRIS remediation and documentation will continue in the FRS Smartsheet environment.	Submission Complete	
N/A	Data	526	Complete Data Readiness Analysis and Data Cleansing Activities for Segment III	04/29/24	07/12/24	100% - Submitted	07/10/24		Submission Complete	
Indirect	Technology	529	Update Florida PALM Conversion Inventory for Segment III	04/29/24	07/12/24	100% - Submitted	07/10/24		Submission Complete	
N/A	Technology	531	Remediate Agency Business Systems based on Segment II	04/29/24	09/27/24	100% - Submitted	09/11/24	OIT requests a discussion specific to this task at the next DMS Agency PALM Touchpoint.		
N/A	People	535	Update Workforce Readiness Plan	06/17/24	08/02/24	100% - Submitted	08/02/24	Signed DMS PALM OWP for 24/25 is attached along with supporting documentation.	Submission Complete	
Indirect	People	536-A	Create Agency Specific User Acceptance Testing Plan	06/17/24	08/16/24	100% - Submitted	08/14/24	DMS UAT Plan, End Users List, and SMEs List are all attached to this row.	Submission Complete	

N/A	People	537	Update Authorized Smartsheet Users	06/24/24	07/12/24	100% - Submitted	07/10/24	This task is addressed monthly by the CCN and Enterprise Partners to match staff changes.	Submission Complete	07/10/24
N/A	N/A	538	Submit Bimonthly Agency Readiness Status Report	07/01/24	07/12/24	100% - Submitted	07/12/24	Report Dashboard review meeting held with leadership July 10. Enterprise Partner Report Dashboard briefs and approvals complete.	Submission Complete	
N/A	N/A	539	Manage Agency Specific Implementation Schedule, Risks and Issues	07/01/24	08/29/24	100% - Submitted	08/29/24	Updated RCAssessment spreadsheet and pdfs for Assumptions, Issues and Risks are attached.	N/A	
N/A	People	540	Share Florida PALM Updates	07/15/24	07/26/24	100% - Submitted	07/26/24		Submission Complete	
Direct	Data	541-A	Complete Configuration Workbooks for Segment IV	07/22/24	09/06/24	100% - Submitted	08/26/24	Since this is optional, DMS is opting out at this time. Tracking and reporting and analysis currently take place in an independent system that has no plan to interface with PALM to date. May readdress and opt in in the future if that position changes.	Submission Complete	
N/A	Data	542	Complete Data Readiness Analysis and Data Cleansing Activities for Segment IV	07/22/24	10/18/24	25% - Beginning Initial Internal Meetings and Information Gathering				
N/A	Processes	543	Identify Change Impacts and Update Agency Business Process Documentation for Segment IV	07/22/24	10/18/24	25% - Beginning Initial Internal Meetings and Information Gathering				
N/A	Technology	544	Update Agency Business System Documentation for Segment IV	07/22/24	10/18/24	25% - Beginning Initial Internal Meetings and Information Gathering				
Direct	Technology	545-A	Update and Finalize Florida PALM Conversion Inventory for Segment IV	07/22/24	10/18/24	50% - In Progress				
Direct	Technology	545-B	Update and Finalize Florida PALM Conversion Inventory for Segment IV - Projects (PCC001)	07/22/24	08/23/24	100% - Submitted	08/23/24	PCC001 - Project Conversion Workbook submitted on 8/23/2024. See Sandy Watson for additional details.	Submission Complete	
Direct	Technology	546	Update Florida PALM Interface Inventory for Segment IV	07/22/24	10/18/24	75% - Consolidating/Inputting Information for Submission		Aug 29: Need to discuss selections further with PALM prior to marking 100%.		
N/A	Technology	547	Remediate Agency Business Systems based on Segment III	07/22/24	12/13/24	25% - Beginning Initial Internal Meetings and Information Gathering				
Direct	Technology	548	Identify and Confirm File Managers	08/06/24	08/16/24	100% - Submitted	08/14/24		Submission Complete	
Direct	People	549	Submit Training Survey	08/12/24	09/20/24	100% - Submitted	08/14/24		Submission Complete	
Indirect	People	536-B	Create Agency Specific User Acceptance Testing Plan	08/19/24	10/11/24	25% - Beginning Initial Internal Meetings and Information Gathering				
Direct	Data	541-C	Complete Configuration Workbooks for Segment IV	08/26/24	09/27/24	25% - Beginning Initial Internal Meetings and Information Gathering				
Direct	Technology	550-A	Provide Public IP Address and Select Technical Meeting Time	08/26/24	08/30/24	100% - Submitted	08/29/24		Submission Complete	
N/A	N/A	551	Submit Bimonthly Agency Readiness Status Report	08/30/24	09/11/24	100% - Submitted	09/11/24			
N/A	N/A	552	Manage Agency Specific Implementation Schedule, Risks and Issues	08/30/24	10/31/24	25% - Beginning Initial Internal Meetings and Information Gathering			N/A	
Direct	Technology	550-B	Participate in Technical Meeting to Receive Credentials and Access	09/03/24	09/13/24	75% - Consolidating/Inputting Information for Submission			N/A	

People

The staff and stakeholders affected by your agency's transition to Florida PALM.

Implementation:

Planned Florida PALM End Users = 71

- Business Process Groupings = 11/13

Identified Subject Matter Experts = 55

- SMEs by Business Process Grouping
- Account Mgmt. and Financial Reporting = 20
- Accounts Receivable = 22
- Asset Accounting and Mgmt. = 9
- Banking = 11
- Budget Mgmt. and Cash Control = 18
- Contracts Mgmt. = 11
- Disbursements Mgmt. = 25
- Grants Mgmt. = 7
- Inter/IntraUnit Transactions = 19
- Payroll Mgmt. = 18
- Projects Mgmt. = 10
- Revenue Accounting = 24
- System Access and Controls = 19

Role Mapping = TBD

Processes

The sequence of procedures to accomplish a business objective.

Current-State:

Cataloged Business Processes = 60

- Related Business Systems = 9
- Related Reports = 33
- **Documentation Status:**
- Complete = 60 Partial = 0 Not Started = 0

Implementation:

Impacted Agency Business Processes = 60

- Related Business Process Groupings = 10
- Planned Spreadsheet Uploads = 4
- **Level of Impact: People Changes**
- High = 0 Medium = 19 Low = 32 None = 8 Uncertain = 1
- **Level of Impact: Processes Changes**
- High = 2 Medium = 20 Low = 30 None = 8 Uncertain = 0
- **Level of Impact: Technology Changes**
- High = 3 Medium = 15 Low = 31 None = 11 Uncertain = 0
- **Level of Impact: Data Changes**

Technology

The applications or tools used to process, track, or report on financial operations.

Current-State:

Cataloged Business Systems = 11

- **Criticality:**
- High = 4 Med = 2 Low = 0 None = 5
- **Documentation Status:**
- Complete = 10 Partial = 0 Not Started = 1

Cataloged Interfaces = 55

- Inbound Interfaces = 40
- Outbound Interfaces = 15

Implementation:

Business Systems Planned for Integration = 3

- **Segment I - Documentation Updates:**
- Complete = 3 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 0
- **Segment II - Documentation Updates:**
- Complete = 0 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 3
- **Segment III - Documentation Updates:**

Data

Information used in or produced from an agency's financial business operations.

Current-State:

Unique FLAIR Data Elements = 143

- **Associated Unique Uses = 1303**
- Continued Use - Yes = 205
- Continued Use - No = 43
- **Associated Business Systems = 5**
- Cataloged Reports = 108**
- **Criticality:**
- High = 91 Med = 18 Low = 3 None = 0

Implementation:

Segments I & II Planned Configurations = 6/9

- **Accounts Receivable (AR)**
- Planned Distribution Codes = 4
- **Asset Management (AM)**
- Planned Location Codes = 99
- Planned Associated Area ID's = None
- **Commitment Control (KK)**

Training = TBD

- High = 4 Medium = 17 Low = 30 None = 8
Uncertain = 1

• Segments I & II Documentation Update Status

- Not Started = 0 In Progress = 0 Complete = 60

• Segment III Documentation Update Status

- Not Started = 0 In Progress = 0 Complete = 60

- Complete = 0 Updating = 0 Evaluating = 0
Not Started = 0 Not Needed = 3

Planned Interfaces = 8

- Inbound Interfaces = -1

- Outbound Interfaces = 4

- Planned Option = Option # 1 - Track with Budget

• General Ledger (GL)

- Planned Budgetary Value Combo Edits = 865

- Planned Local Funds = None

- Planned Organization ID's = 442

- Planned OA1's = 470

- Planned OA2's = None

Segment IV Planned Configurations

- Started = 1 Not Started = 1

Conversions & Data Readiness

• Conversions Needed = 10

• Agency Data Outside of Primary Source System(s) = 1

• Data Readiness/Cleansing Status:

- Complete = 3 In Progress = 0 Not Started = 0 Not Applicable 3

Reports = TBD

Agency Reported

The Risks, Issues, Assumptions and Readiness Activities tables below display only items that were opened/logged, closed/resolved or active during the reporting period.

DMS Risks

Sheet Name	Critical Operational Elements	Risk Description	Status	Risk Rating	Mitigation/Response Strategy	Reporting Period Comments or Updates	Date of Status Change	Owner / Coordinator
DMS Risks	People Processes Technology Data	The requirement of Speedkeys for transactions can pose a problem for several of our enterprise systems. If the speedkeys are still hardcoded and unable to be changed once entered there is an additional risk of user error both on the entry of the speedkey and the selection.	Open	6 (Medium/High)	This topic was recently brought up in our monthly PALM Touchpoint with the DMS RC. DMS is seeking additional information on requirements. Workshop in Sept 2024 will address this along with a required RW Task.	Logged April 25, 2024 Reviewed again Aug 28, 2024. Edits made.	04/25/24	Finance and Administration / Eric Thiele
DMS Risks	People Processes Technology Data	Functionality. Will PALM deliver the functionality needed for DMS operations?	Open	6 (High/Medium)	Develop a testing plan. Use the PALM Sandbox environment. Functionality assessment in progress. Sandbox environment is approved for a limited number of DMS employees. PALM is addressing this risk. June 20: PALM is requiring that agencies create and implement their own testing plans. That initiative is in planning.	Logged April 26, 2023. Reviewed again September 6, 2023. Reviewed again Nov 2 - no change. Reviewed again Dec 20 - no change. Reviewed again April 24, 2024. Re-opened. Continuing to monitor. Reviewed again June 20, 2024. Edits made. Continuing to monitor. Reviewed again Aug 28, 2024. Continuing to monitor.	02/22/24	Finance and Administration / Stephen Russel
DMS Risks	People Processes Technology Data	Resources and Functionality. Full implementation simultaneously with "FLAIR-end" seems risky with the current change solutions. The seen and unforeseen functionality and compatibility issues at CMS Wave implementation adversely impacted and even stopped certain critical business processes for agencies.	Open	6 (High/Medium)	Mimic FLAIR functionality EXACTLY or as close to exactly as possible. Any deviations should require extensive testing and re-testing with sufficient sandbox training and focus from agencies a minimum of one year in advance of implementation. So far, agencies do not have enough appropriate staff, support, or available resources for implementation and its aftermath which is difficult to plan for with so many unknowns. Allowing for that year of testing, sandboxing, and training to allow agencies to prepare is another suggested solution for this inherent risk.	Logged April 26, 2023. Reviewed again September 6, 2023. Reviewed again Nov 2 - no change. Continuing to monitor. Reviewed again Dec 20 - no change. Continuing to monitor. Reviewed again Feb 22 - no change. Continuing to monitor. Reviewed again April 24, 2024. No change. Reviewed again Aug 28, 2024. No change.	11/02/23	Finance and Administration / Sandy Watson
DMS Risks	People Processes Technology Data	MFT file transfers are not accepting modern encryption mechanisms. Only relying on IP address verification and not being accepted from modern cloud solutions.	Open	6 (High/Medium)	Accept private / public key infrastructure (PKI) as opposed to limiting by IP address.	Logged August 27, 2024	08/27/24	OIT / John Ross
MFMP Risks	People Processes Technology Data	On March 1, 2024, the Department of Financial Services (DFS), Division of Accounting and Auditing (A&A) team met with the MFMP program to discuss its vendor management initiative. This initiative includes analyzing existing vendor management business processes, determining improvements, and developing a data clean-up plan. DFS A&A also proposed a new vendor portal solution that will impact the vendor registration and master vendor data exchange between MFMP and Florida PALM. We understand that DFS A&A plans to issue a competitive solicitation in July 2024 for the new portal, and the project could start before Florida PALM's January 2026 go-live date. MFMP and Florida PALM are discussing integration and interface requirements, including the master data vendor exchange. For Florida PALM's schedule, Enterprise	Open	6 (High/Medium)	MFMP and Florida PALM continue to design the master vendor data exchange based on MFMP and Florida PALM's existing requirements. MFMP will continue to work with DFS A&A on planning activities for the new vendor portal; however, based on the current lack of formal requirements, a defined implementation plan, timeline, etc., MFMP cannot begin building to support the new vendor portal at this time.		04/30/24	MFMP/PALM/DFS

		<p>FLAIR/PALM schedule, Enterprise Business Systems will begin building in April 2024. Launching a design, test, and implementation effort for a new DFS vendor portal parallel with MFMP's Florida PALM implementation activities and during the current build schedule presents significant risk the MFMP to Florida PALM integration and interface implementation.</p>						
FRS Risks	People Processes Technology Data	<p>Pulling reports from FLAIR/PALM is mandatory to complete the statutory requirement to publish the ACFR by December 31st. Multiple agencies are involved in this publication.</p>	Open	6 (High/Medium)	<p>Reports are available. Plan for report identification and testing.</p>	<p>Logged Nov 6, 2023</p> <p>Reviewed again on Dec 20, 2023. No change.</p> <p>Reviewed again on Feb 9, 2024. No change.</p> <p>Reviewed again on April 19, 2024. No change.</p> <p>Reviewed again on June 18, 2024. No change.</p> <p>Reviewed again on September 4, 2024. No change.</p>	11/07/23	Division of Retirement / Megan Biederman
DMS Risks	People Processes Technology Data	<p>Functionality. Will Agencies have enough time to work in the sandbox environment to ensure their respective divisions can test and see if the current work they perform in FLAIR can be achieved in the PALM Environment? If time is limited and a required field is missing, will there be enough time for it to be fixed and re-tested prior to the January 2026 go live date?</p>	Open	4 (Medium/Medium)	<p>Roll out sandbox test capabilities as sections are completed for Agencies to test.</p> <p>Sandbox environment is not secure for testing - PALM needs to work on true test environment.</p> <p>Sandbox status has not changed. PALM is addressing this risk.</p> <p>Aug 8: This remains a risk until UAT goes into production. Waiting on a status update from PALM on how the sandbox will function during UAT.</p>	<p>Logged April 21, 2023. Reviewed again September 6, 2023.</p> <p>Reviewed again Nov 3, 2023. Mitigation notes updated.</p> <p>Reviewed again Dec 15, 2023. No change. Continuing to monitor.</p> <p>Reviewed again Feb 2 2024. No change. Continuing to monitor.</p> <p>Reviewed again April 24, 2024. No change. Continuing to monitor.</p> <p>Reviewed again June 20, 2024. No change. Continuing to monitor.</p> <p>Reviewed again Aug 8, 2024. No change. Continuing to monitor.</p> <p>Reviewed again Aug 28, 2024. No change. Expect to monitor more closely during UAT activities.</p>	11/03/23	Division of State Group Insurance / Jason Ottinger
PF Risks	People Processes Technology	<p>With development happening in multiple systems held by multiple organizations, schedule variance in different areas can have unforeseen impacts on People First development. If developments become too out of sync, it could cause issues with productivity and the ability to pass stage gates successfully.</p>	Open	4 (Medium/Medium)	<p>People First is on schedule and anticipates continuing to be in lock step with the project timeline well before the next stage gate.</p> <p>Team has hired a project manager with primary focus on ensuring People First maintains PALM readiness. Additionally, People First will be adding significant staff augmentation to assist us.</p>	<p>Logged June 28, 2024</p>	06/28/24	Michael Livingston / Tony Lloyd
PF Risks	People Processes Technology Data	<p>Late discovery of defects, requirements changes, or any other event that could cause redevelopment for People First could strain resources on the People First team and our vendor.</p>	Open	4 (Medium/Medium)	<p>PALM and People First teams will continue to meet weekly to collaborate on testing timelines and will add additional meetings on special topics as needed. We are continuing to refine our parallel testing schedule to ensure that we have time built into the schedule for development. People First will continue to send functional design documents to the PALM team to review and provide feedback to minimize surprises during development.</p>	<p>Logged September 9, 2024</p>	09/09/24	Michael Livingston
FRS Risks	People Processes Technology Data	<p>Unknown risks due to changes to major statewide systems during modernizations. (Example: Changes to HR Class Code System, Changes to People First System)</p>	Open	4 (Medium/Medium)	<p>Solution is continued information sharing and communication with PALM team and Retirement. As well as adhering to the Retirement reporting format.</p> <p>Continuing to monitor Class Code implications.</p>	<p>Logged Nov 6, 2023</p> <p>Reviewed again Dec 20, 2023 and updated mitigation.</p> <p>Reviewed again on Feb 9, 2024. No change.</p> <p>Reviewed again on April 19, 2024. Class Code System changes could create high impact for Retirement Interface Files.</p> <p>Reviewed again on June 18, 2024. No change.</p> <p>Reviewed again on September 4, 2024. No change.</p>	11/07/23	Division of Retirement / Megan Biederman
FRS Risks	People Processes Technology Data	<p>Any significant change to existing Retiree payroll, EFT processing, BOSP retirement reporting, and/or interface files between IRIS and FLAIR could require substantial programming and lead time.</p>	Open	4 (Medium/Medium)	<p>Going through confirming requirements, build an acceptable design, extensive testing. Clearly define processes, make sure no interfaces are missed - all designs/build/tests are accounted for. Working with PALM to get more information to better define the programming needs.</p>	<p>Originally entered 02/17/2022.</p> <p>Reviewed again on June 18, 2024. No change.</p> <p>Reviewed again on September 4, 2024. No change.</p>	02/17/22	Division of Retirement / Megan Biederman
STMS Risks	People Processes	<p>Timeline. Competing deadlines immediately prior to go-live. Fiscal accountants and other users will be trying to learn PALM as well as changes to</p>	Open	4 (Medium/Medium)	<p>Identify impacted users and trainings that will be offered, to coordinate a DMS training schedule.</p> <p>Meetings with PALM have been initiated. Still early in the process.</p>	<p>Logged Sept 8, 2023.</p> <p>Reviewed again Nov 6, 2023 - no change.</p>	11/06/23	STMS / Casey Taylor

		Departmental and enterprise systems affected by PALM implementation, at the same time. The STMS Team, as well as other system owners, may need to make late changes while also trying to train end users.				reviewed again Dec 20, 2023. No change. Continuing to monitor. Reviewed again Feb 29, 2024. Continuing to monitor. Reviewed again April 24, 2024. No change. Reviewed again June 12, 2024. No change. Reviewed again on Sept 10, 2024. No change.		
FRS Risks	People Processes Technology Data	Retirement benefits payments must be supported by PALM to allow for timely release of funds. This would create a loss of earnings for the trust funds if transfer is delayed.	Open	3 (High/Low)	Programming needs to be completed to allow for flexibility so funds can be released timely. Need more details on how this will work in PALM.	Logged Nov 6, 2023 Reviewed again on Dec 20, 2023. No change. Reviewed again on Feb 9, 2024. No change. Reviewed again on April 19, 2024. No change. Reviewed again on June 18, 2024. No change. Reviewed again on September 4, 2024. No change.	11/07/23	Division of Retirement / Megan Biederman
FRS Risks	People Processes Technology Data	Bureau of State Payrolls' (BOSP) reporting and payment of contributions to the Division of Retirement for both the FRS and optional retirement plans not being completed timely and/or accurately.	Open	3 (High/Low)	Going through confirming requirements, build an acceptable design, extensive testing. In the process of working through the design with PALM. No work around except using the existing payroll system.	Originally entered 02/17/2022. Reviewed again on June 18, 2024. No change. Reviewed again on September 4, 2024. No change.	02/17/22	Division of Retirement / Megan Biederman
FRS Risks	People Processes Technology Data	Upload of revenue accounting transactions from the Division's business system (IRIS) to PALM not being processed timely and/or accurately. This risk includes the timely and accurate posting of revenues in PALM. (These transactions record the receipt of retirement contributions of approximately \$6 billion per year.)	Open	3 (High/Low)	Going through confirming requirements, build an acceptable design, extensive testing. The risk would be on IRIS - would be able to take information from the Department of Revenue website and manually enter, reconcile, and adjust in IRIS.	Originally entered 02/17/2022. Reviewed again on June 18, 2024. No change. Reviewed again on September 4, 2024. No change.	02/17/22	Division of Retirement / Megan Biederman
FRS Risks	People Processes Technology Data	Retiree payroll warrants and EFTs (approximately \$12 billion per year for 472,000+ payees) not being processed timely and/or accurately.	Open	3 (High/Low)	Going through confirming requirements, build an acceptable design, extensive testing - especially formal parallel testing to ensure everything is running properly for several cycles.	Originally entered 09/22/2023. Reviewed again on June 18, 2024. No change. Reviewed again on September 4, 2024. No change.	09/22/23	Division of Retirement / Megan Biederman
MFMP Risks	People	Over time, the Florida PALM project team has encountered staff turnover. This can present risk associated with knowledge transfer, or lack thereof, between the existing resource and their successor. New project staff must be informed and prepared to continue open integration and interface design decisions. Delayed or incomplete knowledge transfers for the successor may delay design decisions, thus risking the implementation of the MFMP to Florida PALM integration according to the existing timeline.	Open	2 (Medium/Low)	MFMP will work with Florida PALM to assist in expediting any knowledge transfer incoming successors require to mitigate delays in design decisions		05/01/24	PALM/MFMP
PF Risks	Processes Data	The need for parallel testing will increase the complexity of operations. Data will need to be maintained in a new environment and the legacy environment and could lead to inconsistencies.	Open	2 (Medium/Low)	Parallel testing meetings Scheduled for August 2024 to ensure that the needs of PALM project team align with the current processes implemented by People First team and vendor. In addition, People First team has brought in a full-time project manager so that the team can maintain PALM readiness and continue day to day operations without sacrificing either.	Logged June 28, 2024	06/28/24	Michael Livingston / Tony Lloyd
STMS Risks	People Technology	Functionality. Inability to design new STMS user interface for creating vouchers.	Open	2 (Medium/Low)	Provide training in PALM for creating vouchers so that we can attempt to replicate the process and minimize confusion for users in both systems. Provide information about flat files with information required to build vouchers in STMS and confidently pass combo edit checks using the PALM Combo Edit Check API. Meetings with PALM have been initiated. Still early in the process. Close to resolution; will review next cycle.	Logged Sept 8, 2023. Reviewed again Nov 6, 2023 - no change. Reviewed again Dec 20 - no change. Reviewed again Feb 29, 2024. Continuing to monitor. Reviewed again April 24, 2024. No change. Reviewed again July 12, 2024. Likely resolution next cycle. Reviewed again Sept 10, 2024. Design sessions are in process.	11/06/23	STMS / Casey Taylor
STMS Risks	Technology Data	Interface. Inability to design flat file transfer process.	Open	2 (Medium/Low)	Provide information about when and where flat file data will be provided and how it will be accessed. Meetings with PALM have been initiated. Still early in the process.	Logged Sept 8, 2023. Reviewed again Nov 6, 2023 - no change. Reviewed again Feb 29, 2024. Continuing to monitor. Reviewed again April 24, 2024. No change.	11/06/23	STMS / Casey Taylor

						Reviewed again July 12, 2024. No change.		
						Reviewed again Sept 10, 2024. No change.		
STMS Risks	Technology Data	Functionality. Inability to design user interface to accommodate Speed Keys instead of Expansion Options	Open	2 (Medium/Low)	Provide information about the Speed Key interface, as well as training about how agencies will be using it in PALM. Provide training about how Speed Keys will be used by travelers to communicate billing information to Fiscal Accountants. Meetings with PALM have been initiated. Still early in the process. CCN and Enterprise Partners are currently collaborating. Close to resolution; will review next cycle.	Logged Sept 8, 2023. Reviewed again Nov 6, 2023 - no change. Reviewed again Dec 19, 2023 and closed. Reviewed again and reopened April 24, 2024. Reviewed again July 12, 2024. Likely resolution next cycle. Reviewed again Sept 10, 2024. PALM team is providing additional details on speed keys 9/11/24. Likely resolution next cycle.	12/19/23	STMS / Casey Taylor

DMS Issues

Sheet Name	Critical Operational Elements	Issue Description	Status	Priority	Resolution Plan	Reporting Period Comments or Updates	Planned or Actual Resolution Date	Owner / Coordinator
MFMP Issues	Processes Technology	The Florida PALM Team has decided to not provide a webservice/real time interface for budget pre-check or vouchers. This does not match up to current FLAIR functionality and presents a significant risk in increasing payment cycle time, which has direct impact on agencies' ability to meet prompt payment requirements.	Closed	High - Impacts the ability of the agency to meet deadlines or milestones	The recommended proposed solution is for the Florida PALM team to provide a budget pre-check and voucher webservice/real time interface, in addition to the Combo Edit Check and Encumbrance webservice they have already offered.	Although a full resolution was not found, this update has been accepted by MFMP and we continue to design this interface with a batch process in mind rather than webservice. This issue may be closed.	07/01/24	MFMP / Tyler Brown
STMS Issues	Technology Data	Error connecting from STMS servers to PALM MFT.	Open	High - Impacts the ability of the agency to meet deadlines or milestones	PALM Team will confirm the public IPs provided for STMS are whitelisted. DMS will confirm with Security team that a firewall issue is not blocking connectivity.	PALM/STMS/DMS met on 9/11/24 to troubleshoot. Updates will be provided and tested as soon as available.	09/13/24	PALM/STMS
DMS Issues	Processes	MIP interfaces selected may not be 100% remediated without testing.	Open	Low - All impacts not listed as Critical or High	Could be manually resolved with more manpower, but would want to make changes to interface selection and possibly the interfaces themselves to account for missing / unknown elements.	If we mark "Remediation Complete" on the PALM Smartsheet, does that preclude us from making changes once testing starts? Reviewed again Aug 28, 2024. No change. Continuing to monitor.	01/15/25	OIT / Production Support / John Ross
DMS Issues	People Processes	The majority of the DMS End Users are new to DMS. An even larger percentage have held their current jobs at DMS for less than 5 years.	Open	Low - All impacts not listed as Critical or High	Consistent monitoring, training and follow up. Regular communication, meetings, and increased involvement in the project Readiness Workplan Tasks.	This issue was logged as low priority because half of the DMS End Users have worked for the state for over 15 years. The remainder have been in the state system for between 6 and 15 years. DMS End Users as a whole are familiar with and have worked in PALM, counteracting their short time with DMS and / or in their current position. These numbers represent minimal risk to the project. Reviewed again Aug 28, 2024. No change. Continuing to monitor.	01/30/26	Lance Dyal / Eric Thiele
FRS Issues	People Processes Technology Data	Business System (IRIS) upgrade is happening at the same time as the PALM implementation. This impacts resources and a new system, with new screens and interfaces.	Open	Low - All impacts not listed as Critical or High	Testing and training in advance - plan to be developed.	As long as we can produce an accurate accounting file and benefit payroll file, and process the incoming state retirement file from BOSP, as well as the information transferred between IRIS and PALM is correct. Reviewed again on Feb 9, 2024. No change. Reviewed again on April 19, 2024. No change. Reviewed again on June 18, 2024. No change. Reviewed again on September 4, 2024. No change.	12/01/25	Florida Retirement System / Megan Biederman
FRS Issues	People	EFT processes, including payment	Open	Low - All impacts not	Going through confirming requirements, build an	Reviewed 2022 entry.	12/01/25	Florida Retirement

Processes Technology Data	information for retirees, pre-noting, bank account changes, EFT returns, stop payments, etc., not being automated or not being processed timely and/or accurately.	listed as Critical or High	acceptable design, extensive testing. Clearly define processes, make sure no interfaces are missed - all designs/build/tests are accounted for. Some items have a work around, some do not - unknown solution at this time. The only option would be to use the FLAIR system if PALM was not working.	Re-entered April 19, 2024. Outstanding currently. Confident that PALM will address and work with FRS to resolve. Reviewed again on June 18, 2024. No change. Reviewed again on September 4, 2024. No change.	System / Megan Biederman
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DMS Assumptions

Sheet Name	Critical Operational Elements	Assumption	Status	Date Logged or Removed	Impacted Stakeholder(s) and/or System(s)	Reporting Period Comments or Updates
DMS Assumption	People Processes Technology Data	Decreased timeliness and staff familiarity with the new PALM system prior to go live. Unforeseen vacant positions in key role areas will have an effect on over utilization on staff not familiar with PALM in general.	Logged	09/07/23	Logged by: State Group Insurance / Jason Ottinger All DMS PALM end users are impacted.	Start PALM training on new system and UAT testing as soon as possible. Ensure units have backup staff trained along with primary staff early on to be able to continue with PALM functions in the Division. Reviewed again on Dec 27. No change. Reviewed again on Feb 2, 2024. No change. This assumption is directly related to the risk associated with the Sandbox. Reviewed again April 24, 2024. No change. Intend to address this general assumption in more detail with the End User Survey Analysis. Reviewed again Aug 8. No change. Reviewed again on Aug 28. No change.
FRS Assumption	Data	The State Retirement file from Bureau of State Payrolls (BOSP) will contain all of the same data elements that it currently contains, the reporting will function as it currently does, and Retirement will continue receiving the same information from People First.	Logged	08/28/24	Bureau of Enrollment and Contributions, IRIS	
PF Assumptions	Processes Technology	Funding will continue as needed to maintain People First operationally as well as for changes necessary to implement the PALM project.	Logged	06/28/24	People First, PALM	No indication that this will become an issue.
PF Assumptions	People Processes Technology Data	The additional monies allocated to our vendor to fulfill necessary changes to People First to integrate with PALM will be sufficient for the project.	Logged	06/28/24	People First, PALM	No indication that this will become an issue.

DMS Agency-Specific Readiness Activities

Critical Operational Elements	Activity Description	Date(s)	Impacted Stakeholder(s) and/or System(s)	Objective	Reporting Period Comments or Updates
People Processes	PALM Touchpoint	07/01/24	Agency Liaisons, Project Management Liaisons	Project Management meeting to review current tasks, discuss risks, collaborate, and synchronize activities.	DMS and Retirement participated. Focus: Bi-Monthly Reporting Dashboard
People Processes	PALM Survey Discussion	07/02/24	Agency Liaisons, Project Management Liaisons	Project Management meeting to review current tasks, discuss risks, collaborate, and synchronize activities.	DMS and People First participated. Focus: PALM End User Survey
Technology Data	PALM OIT Technology Review	07/02/24	Agency Liaisons, Project Management Liaisons, OIT/Production Support/Technical	Weekly Technical Review Meetings in progress with OIT to review interfaces and address current tasks.	Focus: UAT Plan, August tasks, etc.
People Processes Technology Data	Review Bi-Monthly Reporting Dashboard	07/10/24	Agency Sponsor, Agency Liaisons, Project Management Liaisons	Purpose: Review and approve the PALM Bi-Monthly Report Dashboard for DMS. This includes the Enterprise Partners' status and risks. Reporting Period: May / June 2024 Due Date: July 10, 2024	PALM Bi-Monthly Reporting Dashboard review. Agency Sponsor briefing.
People Processes Technology Data	Review Bi-Monthly Reporting Dashboard	07/12/24	Agency Sponsor, Agency Liaisons, Project Management Liaisons	Purpose: Review and approve the PALM Bi-Monthly Report Dashboard for DMS. This includes the Enterprise Partners' status and risks. Reporting Period: May / June 2024	DMS and STMS participated. Focus: Bi-Monthly Reporting Dashboard
Technology Data	PALM UAT Plan	07/19/24	Agency Liaisons, Project Management Liaisons, OIT/Production Support/Technical	Purpose: Review and update draft document.	Focus: Complete UAT Plan A
Technology Data	PALM OIT Technology Review	07/23/24	Agency Liaisons, Project Management Liaisons, OIT/Production Support/Technical	Weekly Technical Review Meetings in progress with OIT to review interfaces and address current tasks.	Focus: UAT Plan, August tasks, etc.
People Processes Technology Data	PALM OWP Updates	07/24/24	Agency Sponsor, Agency Liaisons, Project Management Liaisons	Purpose: Review and complete PALM Readiness Work Plan tasks. Organize efforts. Determine collaborators and SMEs. Develop timelines.	
People Processes Technology Data	PALM Work Group Session	07/26/24	Agency Liaisons, Project Management Liaisons, Change Management Liaisons, SMEs, CCN, OIT/Production Support/Technical	Purpose/focus for this brief touchpoint: • Input on workshops • Discuss End User Symposium	Focus - Review and edit the documentation in place for these PALM tasks: Task 535 – Update Workforce Readiness Plan: revise current DMS OWP with a focus on End Users and SMEs – Due Aug 2 – Updates to FY23/24 plan in progress. Task 536-A – Create Agency Specific user Acceptance Testing Plan: edit draft created by Production Support – Due Aug 16 – First draft complete July 23.
People Processes Technology Data	PALM Discussion	07/30/24	Agency Liaisons, Project Management Liaisons	Purpose/focus: • Input on workshops • Discuss End User Symposium Tasks in progress.	DMS and Retirement participated.
Technology Data	PALM OIT Technology Review	07/30/24	Agency Liaisons, Project Management Liaisons, OIT/Production Support/Technical	Weekly Technical Review Meetings in progress with OIT to discuss and review technological information related to Florida PALM.	Focus: OWP, August tasks, etc.

People Processes Technology Data	PALM OWP Final Review	07/31/24	Agency Sponsor, Agency Liaisons, Project Management Liaisons, OIT/Production Support/Technical	Purpose - Review and edit the documentation in place for these PALM tasks: Task 535 – Update Workforce Readiness Plan: revise current DMS OWP with a focus on End Users and SMEs – Due Aug 2 Task 536-A – Create Agency Specific user Acceptance Testing Plan: edit draft created by Production Support – Due Aug 16	Focus: Finalizing OWP, discuss and review UAT
People Processes Technology Data	PALM Work Group Session	08/01/24	Agency Liaisons, Project Management Liaisons, Change Management Liaisons, SMEs, CCN, OIT/Production Support/Technical	Purpose: Review and complete PALM Readiness Work Plan tasks. Organize efforts. Determine collaborators and SMEs. Develop timelines.	Focus: Review and discuss August task status and upcoming workshops.
People Processes Technology Data	PALM PM Brief	08/01/24	Agency Liaisons, Project Management Liaisons, OIT/Production Support/Technical	Purpose: Discuss new PM Liaison Backup resource: expectations, responsibilities, etc.	
People Processes Technology Data	PALM Work Group Session	08/08/24	Agency Liaisons, Project Management Liaisons, Change Management Liaisons, SMEs, CCN, OIT/Production Support/Technical	Purpose: Review and complete PALM Readiness Work Plan tasks. Organize efforts. Determine collaborators and SMEs. Develop timelines.	This meeting's focus will be: 1. Final review of Task 536 – Create Agency Specific User Acceptance Testing (UAT) Plan – due Aug 16 2. Review of Task 548 – Identify and Confirm File Managers – due Aug 16 (NEW)
People Processes	PALM Touch Base	08/12/24	Agency Liaisons, Project Management Liaisons	Purpose: Brief on current tasks' status, expectations and next steps.	Business Liaison brief
People Processes Technology Data	PALM Touch Base	08/13/24	Agency Liaisons, Project Management Liaisons	Forgot to follow up with you on a few things. Please advise on the following items: 1. Tasks 519, 528, and 530. They are all holding at 75% in the DMS RW Task Tracker. Status? 2. Do you need to create a separate UAT Plan for IRIS? Or would you prefer to add a section to the DMS UAT plan we reviewed today? 3. Do you think I should reach out to the other EPs re: separate UAT Plans for their systems and processes? Is PALM discussing that with you currently? 4. Anything else we need to discuss / address for FRS / IRIS?	DMS and Retirement participated.
Technology Data	PALM OIT Technology Review	08/13/24	Agency Liaisons, Project Management Liaisons, OIT/Production Support/Technical	Purpose: Discuss and review technological information related to Florida PALM.	
People Processes Technology Data	Quick PALM Catch UP	08/14/24	Agency Sponsor, Agency Liaison/Project Management Liaison	Purpose: Wrap up the two tasks due on Fri, Aug 16	
People Processes Technology Data	PALM PM Touchpoint	08/14/24	Agency Liaison, Project Management Liaison	Purpose: 1. Review PALM Project PM responsibilities. 2. Review communication methodologies. 3. Review tracking and documentation. 4. Discussion and Q&A.	
People Processes Technology Data	PALM Work Group Session	08/15/24	Agency Liaisons, Project Management Liaisons, Change Management Liaisons, SMEs, CCN, OIT/Production Support/Technical	Purpose: Review and complete PALM Readiness Work Plan tasks. Organize efforts. Determine collaborators and SMEs. Develop timelines.	This meeting's focus: 1. Quick update on submitted tasks. 2. Review of Task 545-B – Update and Finalize FL PALM Conversion Inventory for Seg IV – due Aug 23 Completion Rubric: All columns in the PCC001 workbook in your Agency's Secure File Share portal are complete according to the instructions in the RW Task 545-B PCC001 Supplemental.
Technology Data	PALM OIT Technology Review	08/27/24	Agency Liaisons, Project Management Liaisons, OIT/Production Support/Technical	Purpose: Discuss and review technological information related to Florida PALM.	
People Processes Technology Data	PALM Work Group Session	08/28/24	Agency Liaisons, Project Management Liaisons, Change Management Liaisons, SMEs, CCN, OIT/Production Support/Technical	Purpose: 1. Review and complete PALM Readiness Work Plan tasks. 2. Organize efforts. 3. Determine collaborators and SMEs. 4. Develop timelines.	Today we will review and edit the Risks, Issues and Assumptions Smartsheets – in Room 115B. This will complete Task 539's risk tracking activities – due Aug 29. If you cannot attend and have documented items, please provide input prior to COB tomorrow. Thank you.
People Processes Technology Data	PALM Leadership Touchpoint	08/28/24	Agency Sponsor, Agency Liaison/Project Management Liaison, CIO	Purpose: • Enterprise Min-Series – format, agenda draft (attached), etc. • Re-vamp Monthly DMS Internal Sponsor Brief Meeting • Discuss End User Symposium • Discuss Training • Set up Lessons Learned documentation	
People Processes Technology Data	Internal DMS Monthly PALM Connect	08/29/24	Agency Liaisons, Project Management Liaisons, Enterprise Partners, Change Management Liaisons, SMEs, CCN, OIT/Production Support/Technical	Purpose: Agency Sponsor Briefing with Agency Liaisons, CCN, and Enterprise Partners. Brief updates from all DMS PALM project contributors.	
People Processes	Enterprise Miniseries	08/30/24	Agency Liaison, Project Management Liaison	Purpose: Discuss expectations for FRS presentation in the first Enterprise Miniseries. Review proposed agenda.	
People Processes	PALM Briefing with State HRM	08/30/24	Agency Sponsor, Agency Liaison/Project Management Liaison, HRM	Purpose: Agency brief on PALM project and projected expectations for State HRM.	Reviewed PALM project timeline, resources, Knowledge Center, etc. Suggested HRM attend the People First presentation at one of the Enterprise Miniseries.

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 *

08/29/24

DMS Status Report Confirmation

Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
July - August 2024	Lance Dyal	lance.dyal@dms.fl.gov	09/11/24
May - June 2024	Lance Dyal	lance.dyal@dms.fl.gov	07/12/24
March - April 2024	Katie Parrish	eric.thiele@dms.fl.gov	05/14/24
March - April 2024	Katie Parrish	evelyn.harrison@dms.fl.gov	05/13/24
January - February 2024	Katie Parrish	katie.parrish@dms.fl.gov	03/06/24

FRS Status Report Confirmation

Reporting Period	Enterprise Sponsor Name:	Confirmed By:	Confirmation Date:
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July - August 2024	Kathy Gould	kathy.gould@dms.fl.gov	09/05/24
May - June 2024	Kathy Gould	floridapalm@myfloridacfo.com	07/02/24

MFMP Status Report Confirmation

Reporting Period	Enterprise Sponsor Name:	Confirmed By:	Confirmation Date:
July - August 2024	Tyler Brown	tyler.brown@dms.fl.gov	09/11/24
May - June 2024	Tyler Brown	tyler.brown@dms.fl.gov	07/01/24

PF Status Report Confirmation

Reporting Period	Enterprise Sponsor Name:	Confirmed By:	Confirmation Date:
July - August 2024	Tony Lloyd	tony.lloyd@dms.fl.gov	09/09/24
May - June 2024	Tony Lloyd	tony.lloyd@dms.fl.gov	07/08/24

STMS Status Report Confirmation

Reporting Period	Enterprise Sponsor Name:	Confirmed By:	Confirmation Date:
July - August 2024	Casey Taylor	casey.taylor@dms.fl.gov	09/11/24
May - June 2024	Gerard Steele	gerard.steele@dms.fl.gov	07/12/24

Helpful Links

- Dashboard Snapshots
- Knowledge Center
- Florida PALM Workbook for DMA
- Readiness Workplan

DMA Status Report Dashboard

Click on the various statistics or dials to view the supporting information within your agency's Smartsheet Florida PALM Workbook.

Reporting Period

July - August 2024

Agency Sponsor

Col. Adam Curry

CCN Composition



The Change Champion Network dial reflects the completeness of your CCN makeup.

Change Champion Network:

- Unique Filled Role = 14
- Duplicate Filled Role = 2
- Vacant Role = 0

RW Task Completeness



The Readiness Workplan Tasks Completeness dial reflects the completeness of your agency's submission of RW tasks, starting with RW Task 512.

RW Task Completeness:

- Score = 93.85%**
- Submitted Complete = 19
 - Submitted Incomplete = 0
 - Completed After Submission = 7

RW Task Timeliness



The Readiness Workplan Tasks Timeliness dial reflect the timeliness of your agency's submission of all RW tasks to date.

RW Task Timeliness:

- Score = 98.63%**
- Submitted On Time = 45
 - Submitted Late = 5
 - Pending Submission = 0

Project-led Meeting Participation



The Participation dial reflects your agency's attendance at Project-led meetings during the current reporting period.

Meeting Participation:

- Meetings Attended = 6
- Meetings Missed = 4

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
N/A	Processes	527	Identify Change Impacts and Update Agency Business Process Documentation for Segment III	04/15/24	07/12/24	100% - Submitted	07/12/24		Submission Complete	07/17/24
N/A	Technology	528	Update Agency Business System Documentation for Segment III	04/15/24	07/12/24	100% - Submitted	07/12/24		Submission Complete	07/23/24
Indirect	Technology	530	Update Florida PALM Interface Inventory for Segment III	04/15/24	07/12/24	100% - Submitted	07/12/24		Submission Complete	
N/A	Data	526	Complete Data Readiness Analysis and Data Cleansing Activities for Segment III	04/29/24	07/12/24	100% - Submitted	07/12/24		Submission Complete	
Indirect	Technology	529	Update Florida PALM Conversion Inventory for Segment III	04/29/24	07/12/24	100% - Submitted	07/12/24		Submission Complete	
N/A	Technology	531	Remediate Agency Business Systems based on Segment II	04/29/24	09/27/24	100% - Submitted	07/12/24		Submission Complete	
N/A	People	535	Update Workforce Readiness Plan	06/17/24	08/02/24	100% - Submitted	07/29/24		Submission Complete	
Indirect	People	536-A	Create Agency Specific User Acceptance Testing Plan	06/17/24	08/16/24	100% - Submitted	08/13/24		Submission Complete	08/23/24
N/A	People	537	Update Authorized Smartsheet Users	06/24/24	07/12/24	100% - Submitted	07/08/24		Submission Complete	
N/A	N/A	538	Submit Bimonthly Agency Readiness Status Report	07/01/24	07/12/24	100% - Submitted	07/10/24		Submission Complete	
N/A	N/A	539	Manage Agency Specific Implementation Schedule, Risks and Issues	07/01/24	08/29/24	100% - Submitted	08/28/24		N/A	08/28/24
N/A	People	540	Share Florida PALM Updates	07/15/24	07/26/24	100% - Submitted	07/15/24		Submission Complete	07/23/24
Direct	Data	541-A	Complete Configuration Workbooks for Segment IV	07/22/24	09/06/24	100% - Submitted	09/05/24	Project Costing not needed.		
N/A	Data	542	Complete Data Readiness Analysis and Data Cleansing Activities for Segment IV	07/22/24	10/18/24					
N/A	Processes	543	Identify Change Impacts and Update Agency Business Process Documentation for Segment IV	07/22/24	10/18/24					
N/A	Technology	544	Update Agency Business System Documentation for Segment IV	07/22/24	10/18/24					
Direct	Technology	545-A	Update and Finalize Florida PALM Conversion Inventory for Segment IV	07/22/24	10/18/24					
Direct	Technology	545-B	Update and Finalize Florida PALM Conversion Inventory for Segment IV - Projects (PCC001)	07/22/24	08/23/24	100% - Submitted	08/20/24		Submission Complete	
Direct	Technology	546	Update Florida PALM Interface Inventory for Segment IV	07/22/24	10/18/24					
N/A	Technology	547	Remediate Agency Business Systems based on Segment III	07/22/24	12/13/24					
Direct	Technology	548	Identify and Confirm File Managers	08/06/24	08/16/24	100% - Submitted	08/13/24	File managers are for ARRO. CVS File is uploaded to State Payroll who then sends it to FLAIR.	Submission Complete	
Direct	People	549	Submit Training Survey	08/12/24	09/20/24					
Indirect	People	536-B	Create Agency Specific User Acceptance Testing Plan	08/19/24	10/11/24					
Direct	Data	541-C	Complete Configuration Workbooks for Segment IV	08/26/24	09/27/24					
Direct	Technology	550-A	Provide Public IP Address and Select Technical Meeting Time	08/26/24	08/30/24	100% - Submitted	08/27/24	Data is submitted by DMA to FLAIR/PALM	Submission Complete	
N/A	N/A	551	Submit Bimonthly Agency Readiness Status Report	08/30/24	09/11/24	100% - Submitted	09/09/24	Primary Sponsor (COL Curry) is currently out of the country. The alternate sponsor (Tim Smith) signed in his absence.	Submission Complete	
N/A	N/A	552	Manage Agency Specific	08/30/24	10/31/24				N/A	

			Implementation Schedule, Risks and Issues						
Direct	Technology	550-B	Participate in Technical Meeting to Receive Credentials and Access	09/03/24	09/13/24				N/A

People	Processes	Technology	Data
<p>The staff and stakeholders affected by your agency's transition to Florida PALM.</p> <p>Implementation:</p> <p>Planned Florida PALM End Users = 22</p> <ul style="list-style-type: none"> Business Process Groupings = 10/13 <p>Identified Subject Matter Experts = 11</p> <ul style="list-style-type: none"> SMEs by Business Process Grouping Account Mgmt. and Financial Reporting = 2 Accounts Receivable = 1 Asset Accounting and Mgmt. = 2 Banking = 1 Budget Mgmt. and Cash Control = 1 Contracts Mgmt. = 3 Disbursements Mgmt. = 1 Grants Mgmt. = 1 Inter/IntraUnit Transactions = 1 Payroll Mgmt. = 2 Projects Mgmt. = 2 Revenue Accounting = 1 System Access and Controls = 1 <p>Role Mapping = TBD</p> <p>Training = TBD</p>	<p>The sequence of procedures to accomplish a business objective.</p> <p>Current-State:</p> <p>Cataloged Business Processes = 24</p> <ul style="list-style-type: none"> Related Business Systems = 4 Related Reports = 14 <p>Documentation Status:</p> <ul style="list-style-type: none"> Complete = 24 Partial = 0 Not Started = 0 <p>Implementation:</p> <p>Impacted Agency Business Processes = 24</p> <ul style="list-style-type: none"> Related Business Process Groupings = 13 Planned Spreadsheet Uploads = 0 <p>Level of Impact: People Changes</p> <ul style="list-style-type: none"> High = 0 Medium = 0 Low = 0 None = 24 Uncertain = 0 <p>Level of Impact: Processes Changes</p> <ul style="list-style-type: none"> High = 0 Medium = 0 Low = 24 None = 0 Uncertain = 0 <p>Level of Impact: Technology Changes</p> <ul style="list-style-type: none"> High = 0 Medium = 0 Low = 11 None = 13 Uncertain = 0 <p>Level of Impact: Data Changes</p> <ul style="list-style-type: none"> High = 0 Medium = 0 Low = 0 None = 24 Uncertain = 0 <p>Segments I & II Documentation Update Status</p> <ul style="list-style-type: none"> Not Started = 0 In Progress = 0 Complete = 24 <p>Segment III Documentation Update Status</p> <ul style="list-style-type: none"> Not Started = 0 In Progress = 0 Complete = 24 	<p>The applications or tools used to process, track, or report on financial operations.</p> <p>Current-State:</p> <p>Cataloged Business Systems = 5</p> <ul style="list-style-type: none"> Criticality: High = 2 Med = 3 Low = 0 None = 0 <p>Documentation Status:</p> <ul style="list-style-type: none"> Complete = 2 Partial = 0 Not Started = 2 <p>Cataloged Interfaces = 1</p> <ul style="list-style-type: none"> Inbound Interfaces = 0 Outbound Interfaces = 1 <p>Implementation:</p> <p>Business Systems Planned for Integration = 2</p> <ul style="list-style-type: none"> Segment I - Documentation Updates: Complete = 0 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 2 Segment II - Documentation Updates: Complete = 0 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 2 Segment III - Documentation Updates: Complete = 0 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 2 <p>Planned Interfaces = 6</p> <ul style="list-style-type: none"> Inbound Interfaces = 3 Outbound Interfaces = 3 	<p>Information used in or produced from an agency's financial business operations.</p> <p>Current-State:</p> <p>Unique FLAIR Data Elements = 94</p> <ul style="list-style-type: none"> Associated Unique Uses = 97 Continued Use - Yes = 71 Continued Use - No = 22 Associated Business Systems = 2 <p>Cataloged Reports = 48</p> <ul style="list-style-type: none"> Criticality: High = 28 Med = 12 Low = 6 None = 1 <p>Implementation:</p> <p>Segments I & II Planned Configurations = 6/9</p> <ul style="list-style-type: none"> Accounts Receivable (AR) Planned Distribution Codes = 1 Asset Management (AM) Planned Location Codes = 229 Planned Associated Area ID's = None Commitment Control (KK) Planned Option = Option # 2 - Control General Ledger (GL) Planned Budgetary Value Combo Edits = 333 Planned Local Funds = None Planned Organization ID's = 213 Planned OA1's = 18 Planned OA2's = None <p>Segment IV Planned Configurations</p> <ul style="list-style-type: none"> Started = 1 Not Started = 1 <p>Conversions & Data Readiness</p> <ul style="list-style-type: none"> Conversions Needed = 9 Agency Data Outside of Primary Source System(s) = 2 Data Readiness/Cleansing Status: Complete = 5 In Progress = 0 Not Started = 0 Not Applicable 0 <p>Reports = TBD</p>

Agency Reported

The Risks, Issues, Assumptions and Readiness Activities tables below display only items that were opened/logged, closed/resolved or active during the reporting period.

DMA Risks							
Critical Operational Elements	Risk Description	Status	Risk Rating	Mitigation/Response Strategy	Reporting Period Comments or Updates	Date of Status Change	Owner / Coordinator
Technology	Awaiting information about new tracking system to replace Quickbooks	Open	6 (High/Medium)	Currently have a pending contract to replace quickbooks and interface with PALM. Will close once system has been implemented.	Sep/Oct 24	01/09/24	Jack McAlpine

DMA Issues							
Critical Operational Elements	Issue Description	Status	Priority	Resolution Plan	Reporting Period Comments or Updates	Planned or Actual Resolution Date	Owner / Coordinator
People Data	Non participation.	Closed	Critical - Impacts the ability of the agency to move forward with work without resolution	Continued communication with department supervisors. Ensure leadership involvement.	Jun/Jul 24 - improvement from involvement with Staff. Continue to monitor.	07/30/24	Jack McAlpine
People Processes Technology Data	Continued training of new staff members in additional to required training for budget.	Open	High - Impacts the ability of the agency to meet deadlines or milestones	Will resolve with time.	Sep/Oct 24 Continue to train staff	06/30/24	Trixy Pacetti
People Processes Technology Data	Start planning process for 2-3 week downtime of system when FLAIR converts to PALM	Open	High - Impacts the ability of the agency to meet deadlines or milestones	DMA Staff must plan and implement downtime process necessary for the potential FLAIR offline due to conversion to PALM.	Sep/Oct 24 - Continue to monitor	07/31/25	Kevin Creech
Technology	Quickbooks Replacement	Open	Low - All impacts not listed as Critical or High	It appears the request for a Quickbooks database will end up being denied based on previous offers from House and Senate. The agency will plan on moving forward with Quickbooks.	Jun/Jul 24 - Continue to work with PALM support on whether to have Quickbooks interface with PALM or provide a spreadsheet upload.	12/31/24	Jack McAlpine

					Also possibility to use Projects in PALM. Raised question to Staff (7 Aug) to confirm if this is a viable option. Sep/Oct - Working with a pending contract to replace Quickbooks. Should be awarded by end of Oct 24.		
Processes Data	Lump sum payment made for multiple items that become Assets: a. FLAIR allows these payments to be unitized into Assets by the Asset tag and cost per item. b. Palm allows these payments to be unitized into Assets by dividing the total costs by the total assets averaging the costs per unit rather than by the true costs.	Open	Low - All impacts not listed as Critical or High	Cost averaging is ok if every asset has the exact same cost but there are many assets purchased together where the costs are completely different. This will result in inaccurate asset valuations. Example would be a skid steer with multiple attachments.	Sep/Oct 24 - Continue to monitor	02/28/25	Brad Bowman
Processes Data	FLAIR Pending table vs PALM staging table	Open	Low - All impacts not listed as Critical or High	a. FLAIR allows for pending items to be deleted. If payments are made for assets that fall outside the threshold of property by State and Agency requirements. These can be deleted. b. Palm allows for the pending item to be skipped but its can never be deleted.	Sep/Oct 24 - Continue to monitor	02/28/25	Brad Bowman

DMA Assumptions

Critical Operational Elements	Assumption	Status	Date Logged or Removed	Impacted Stakeholder(s) and/or System(s)	Reporting Period Comments or Updates
Processes	Changing of ARRO file format	Logged	03/05/24	Agency has concern about potential file changes that will be required from ARRO without missing any bi-weekly payrolls.	Jan/Feb
People Processes Technology Data	A downtime plan for FLAIR will be in place prior to the conversion to PALM.	Logged	07/31/25	All agency business systems	Mar/Apr 24
People Processes Technology Data	Possible solution for CA/Quickbooks within PALM system.	Logged	06/25/24	Grant Tracking Process at Financial Wave. See attached.	Jun/Jul 24

DMA Agency-Specific Readiness Activities

Critical Operational Elements	Activity Description	Date(s)	Impacted Stakeholder(s) and/or System(s)	Objective	Reporting Period Comments or Updates
People Processes Technology Data	DMA Sync Meeting with DMA Staff	07/02/24	Collaborative	Biweekly meeting with key staff members concerning PALM Conversion	Jul 24
People Processes Technology Data	DMA Sync Meeting with DMA Staff	07/16/24	Collaborative	Biweekly meeting with key staff members concerning PALM Conversion	Jul 24
People Processes Technology Data	DMA Sync Meeting with DMA Staff	07/30/24	Collaborative	Biweekly meeting with key staff members concerning PALM Conversion	Jul 24
People Processes Technology Data	DMA Sync Meeting with DMA Staff	08/13/24	Collaborative	Biweekly meeting with key staff members concerning PALM Conversion	Aug 24
People Processes Technology Data	DMA Sync Meeting with DMA Staff	08/27/24	Collaborative	Biweekly meeting with key staff members concerning PALM Conversion	Aug 24

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

DMA Status Report Confirmation

Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
July - August 2024	Timothy Smith	timothy.j.smith53.nfg@army.mil	09/09/24
May - June 2024	COL Adam Curry	adam.m.curry.mil@army.mil	07/10/24
March - April 2024	Timothy Smith	timothy.j.smith53.nfg@army.mil	05/01/24
January - February 2024	COL Adam Curry	adam.m.curry.mil@army.mil	03/06/24

Helpful Links

- Dashboard Snapshots
- Knowledge Center
- Florida PALM Workbook for DOR
- Readiness Workplan

DOR Status Report Dashboard

Reporting Period

July - August 2024

Agency Sponsor

Clark Rogers

Click on the various statistics or dials to view the supporting information within your agency's Smartsheet Florida PALM Workbook.

CCN Composition



The Change Champion Network dial reflects the completeness of your CCN makeup.

Change Champion Network:

- Unique Filled Role = 18
- Duplicate Filled Role = 0
- Vacant Role = 0

RW Task Completeness



The Readiness Workplan Tasks Completeness dial reflects the completeness of your agency's submission of RW tasks, starting with RW Task 512.

RW Task Completeness:

- Score = 67.78%**
- Submitted Complete = 15
 - Submitted Incomplete = 5
 - Completed After Submission = 7

RW Task Timeliness



The Readiness Workplan Tasks Timeliness dial reflect the timeliness of your agency's submission of all RW tasks to date.

RW Task Timeliness:

- Score = 90.58%**
- Submitted On Time = 42
 - Submitted Late = 7
 - Pending Submission = 1

Project-led Meeting Participation



The Participation dial reflects your agency's attendance at Project-led meetings during the current reporting period.

Meeting Participation:

- Meetings Attended = 9
- Meetings Missed = 1

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
N/A	Processes	515	Identify Change Impacts and Update Agency Business Process Documentation for Segments I and II	01/29/24	04/12/24	Pending Resubmission	04/12/24		Submission Incomplete	
N/A	Technology	519	Remediate Agency Business Systems based on Segment I	01/29/24	06/28/24	Pending Resubmission	09/06/24	Currently DOR has identified interfaces and Agency Business Systems that need remediation based on Segment I designs.	Submission Incomplete	
N/A	Processes	527	Identify Change Impacts and Update Agency Business Process Documentation for Segment III	04/15/24	07/12/24	Pending Resubmission	07/09/24		Submission Incomplete	
N/A	Technology	528	Update Agency Business System Documentation for Segment III	04/15/24	07/12/24	Pending Resubmission	09/05/24		Submission Incomplete	09/05/24
Indirect	Technology	530	Update Florida PALM Interface Inventory for Segment III	04/15/24	07/12/24	100% - Submitted	07/02/24		Submission Complete	07/02/24
N/A	Data	526	Complete Data Readiness Analysis and Data Cleansing Activities for Segment III	04/29/24	07/12/24	100% - Submitted	07/09/24		Submission Complete	
Indirect	Technology	529	Update Florida PALM Conversion Inventory for Segment III	04/29/24	07/12/24	100% - Submitted	07/09/24		Submission Complete	
N/A	Technology	531	Remediate Agency Business Systems based on Segment II	04/29/24	09/27/24	Pending Resubmission	09/06/24	Currently DOR has identified interfaces and Agency Business Systems that need remediation based on Segment II designs.	Submission Incomplete	
N/A	People	535	Update Workforce Readiness Plan	06/17/24	08/02/24	100% - Submitted	08/02/24		Submission Complete	08/21/24
Indirect	People	536-A	Create Agency Specific User Acceptance Testing Plan	06/17/24	08/16/24	75% - Consolidating/Inputting Information for Submission		Currently DOR is consolidating information, testing objectives, and roles and responsibilities		
N/A	People	537	Update Authorized Smartsheet Users	06/24/24	07/12/24	100% - Submitted	07/09/24		Submission Complete	
N/A	N/A	538	Submit Bimonthly Agency Readiness Status Report	07/01/24	07/12/24	100% - Submitted	07/12/24		Submission Complete	
N/A	N/A	539	Manage Agency Specific Implementation Schedule, Risks and Issues	07/01/24	08/29/24	100% - Submitted	08/29/24		N/A	
N/A	People	540	Share Florida PALM Updates	07/15/24	07/26/24	100% - Submitted	07/26/24		Submission Complete	
Direct	Data	541-A	Complete Configuration Workbooks for Segment IV	07/22/24	09/06/24	100% - Submitted	09/03/24		Submission Complete	
N/A	Data	542	Complete Data Readiness Analysis and Data Cleansing Activities for Segment IV	07/22/24	10/18/24	75% - Consolidating/Inputting Information for Submission				
N/A	Processes	543	Identify Change Impacts and Update Agency Business Process Documentation for Segment IV	07/22/24	10/18/24	25% - Beginning Initial Internal Meetings and Information Gathering				
N/A	Technology	544	Update Agency Business System Documentation for Segment IV	07/22/24	10/18/24	50% - In Progress				
Direct	Technology	545-A	Update and Finalize Florida PALM Conversion Inventory for Segment IV	07/22/24	10/18/24	50% - In Progress				
Direct	Technology	545-B	Update and Finalize Florida PALM Conversion Inventory for Segment IV - Projects (PCC001)	07/22/24	08/23/24	100% - Submitted	08/01/24	DOR will not be using PCC001.	Submission Complete	08/29/24
Direct	Technology	546	Update Florida PALM Interface Inventory for Segment IV	07/22/24	10/18/24	25% - Beginning Initial Internal Meetings and Information Gathering				
N/A	Technology	547	Remediate Agency Business Systems based on Segment III	07/22/24	12/13/24	25% - Beginning Initial Internal Meetings and Information Gathering				
Direct	Technology	548	Identify and Confirm File Managers	08/06/24	08/16/24	100% - Submitted	08/06/24	Smartsheet updated, Current as of August 2024 not on Smartsheet; current as of	Submission Complete	08/16/24

							June is what is on the Smartsheet.		
Direct	People	549	Submit Training Survey	08/12/24	09/20/24	50% - In Progress			
Indirect	People	536-B	Create Agency Specific User	08/19/24	10/11/24	50% - In Progress			

People	Processes	Technology	Data
The staff and stakeholders affected by your agency's transition to Florida PALM.	The sequence of procedures to accomplish a business objective.	The applications or tools used to process, track, or report on financial operations.	Information used in or produced from an agency's financial business operations.
<p>Implementation:</p> <p>Planned Florida PALM End Users = 101</p> <ul style="list-style-type: none"> Business Process Groupings = 12/13 <p>Identified Subject Matter Experts = 56</p> <p>SMEs by Business Process Grouping</p> <ul style="list-style-type: none"> Account Mgmt. and Financial Reporting = 22 Accounts Receivable = 21 Asset Accounting and Mgmt. = 5 Banking = 1 Budget Mgmt. and Cash Control = 15 Contracts Mgmt. = 8 Disbursements Mgmt. = 27 Grants Mgmt. = 4 Inter/IntraUnit Transactions = 15 Payroll Mgmt. = 7 Projects Mgmt. = 0 Revenue Accounting = 2 System Access and Controls = 11 <p>Role Mapping = TBD</p> <p>Training = TBD</p>	<p>Current-State:</p> <p>Cataloged Business Processes = 227</p> <ul style="list-style-type: none"> Related Business Systems = 12 Related Reports = 42 <p>Documentation Status:</p> <ul style="list-style-type: none"> Complete = 221 Partial = 2 Not Started = 3 <p>Implementation:</p> <p>Impacted Agency Business Processes = 227</p> <ul style="list-style-type: none"> Related Business Process Groupings = 11 Planned Spreadsheet Uploads = 3 <p>Level of Impact: People Changes</p> <ul style="list-style-type: none"> High = 19 Medium = 37 Low = 100 None = 4 Uncertain = 0 <p>Level of Impact: Processes Changes</p> <ul style="list-style-type: none"> High = 21 Medium = 29 Low = 100 None = 9 Uncertain = 0 <p>Level of Impact: Technology Changes</p> <ul style="list-style-type: none"> High = 17 Medium = 41 Low = 90 None = 12 Uncertain = 0 <p>Level of Impact: Data Changes</p> <ul style="list-style-type: none"> High = 16 Medium = 38 Low = 82 None = 24 Uncertain = 0 <p>Segments I & II Documentation Update Status</p> <ul style="list-style-type: none"> Not Started = 71 In Progress = 2 Complete = 68 <p>Segment III Documentation Update Status</p> <ul style="list-style-type: none"> Not Started = 62 In Progress = 0 Complete = 11 	<p>Current-State:</p> <p>Cataloged Business Systems = 32</p> <ul style="list-style-type: none"> Criticality: High = 30 Med = 1 Low = 0 None = 1 <p>Documentation Status:</p> <ul style="list-style-type: none"> Complete = 32 Partial = 0 Not Started = 0 <p>Cataloged Interfaces = 30</p> <ul style="list-style-type: none"> Inbound Interfaces = 17 Outbound Interfaces = 13 <p>Implementation:</p> <p>Business Systems Planned for Integration = 26</p> <ul style="list-style-type: none"> Segment I - Documentation Updates: Complete = 22 Updating = 3 Evaluating = 0 Not Started = 0 Not Needed = 0 Segment II - Documentation Updates: Complete = 23 Updating = 2 Evaluating = 0 Not Started = 0 Not Needed = 0 Segment III - Documentation Updates: Complete = 22 Updating = 2 Evaluating = 0 Not Started = 0 Not Needed = 0 <p>Planned Interfaces = 16</p> <ul style="list-style-type: none"> Inbound Interfaces = 3 Outbound Interfaces = 10 	<p>Current-State:</p> <p>Unique FLAIR Data Elements = 439</p> <ul style="list-style-type: none"> Associated Unique Uses = 838 Continued Use - Yes = 392 Continued Use - No = 0 Associated Business Systems = 9 <p>Cataloged Reports = 205</p> <ul style="list-style-type: none"> Criticality: High = 218 Med = 16 Low = 16 None = 0 <p>Implementation:</p> <p>Segments I & II Planned Configurations = 7/9</p> <ul style="list-style-type: none"> Accounts Receivable (AR) Planned Distribution Codes = 3 Asset Management (AM) Planned Location Codes = None Planned Associated Area ID's = 62 Commitment Control (KK) Planned Option = Option # 1 - Track with Budget General Ledger (GL) Planned Budgetary Value Combo Edits = 456 Planned Local Funds = None Planned Organization ID's = 34 Planned OA1's = 9 Planned OA2's = 4 <p>Segment IV Planned Configurations</p> <ul style="list-style-type: none"> Started = 1 Not Started = 1 <p>Conversions & Data Readiness</p> <ul style="list-style-type: none"> Conversions Needed = 9 Agency Data Outside of Primary Source System(s) = 2 Data Readiness/Cleansing Status: Complete = 5 In Progress = 0 Not Started = 0 Not Applicable 0 <p>Reports = TBD</p>

Agency Reported

The Risks, Issues, Assumptions and Readiness Activities tables below display only items that were opened/logged, closed/resolved or active during the reporting period.

DOR Risks							
Critical Operational Elements	Risk Description	Status	Risk Rating	Mitigation/Response Strategy	Reporting Period Comments or Updates	Date of Status Change	Owner / Coordinator
Data	PALM Project has not provided a data dictionary and data mapping to provide a crosswalk for data elements.	Open	9 (High/High)	DOR continues to communicate to the PALM project of this risk and issue at monthly Touchpoint meetings. The PALM project says they will bring this up to their technical staff.	Newly logged risk.	06/25/24	Jeff Miller
People	Legislation enacted in the 2024 legislative session that creates new taxes or modifies existing taxes may impact GTA's ability to complete remediation to SUNTAX on 2024/2025 due to staff augmentation resources being involved in system modifications to implement new legislation.	Open	6 (High/Medium)	Request funding to contract for additional GTA staff augmentation resources in FY23/24, FY24/25 and FY25/26.	A budget amendment was submitted for staff augmentation resources for Florida PALM agency business system remediation. Additional staff augmentation resources may be needed for system modifications to implement new legislation. Funding was received for FY23/24.	11/02/23	Laura Dukes, Budget Officer; Lisa Morgan, GTA Budget Liaison
Processes Data	DOR collects and distributes funds to 16 other state agencies. We are going to request that they provide the business unit specific ChartField values needed to effect those collections and distributions within PALM. Due to individual agency readiness activities, data from one or more of those agencies may not be available and could result in DOR not being able to collect and distribute their funds to them.	Open	6 (High/Medium)	Coordinate with other agencies to gather, confirm and validate ChartField data.	Discussed with DOR's Readiness Coordinator and other Florida PALM project staff during November 2023 Touchpoint meeting.	11/02/23	Steve Welch, GTA PMO
People	Natural Gas project #006277 for GTA has an implementation date of January 2026, same	Open	4 (Medium/Medium)	Plan efficiently with the resources provided.	Continue monitoring risk. We plan to kick-off	11/02/23	Catherine Barber, GTA; Andrea Hunter, GTA,

	time as PALM financials wave implementation date, and could create a resource issue.				this project Fall 2024 to ensure we have sufficient time for all projects. Updated risk owner and backup.		Backup Owner
People	The GTA E-services project may be conducted at the same time agency business system remediation is conducted.	Open	4 (Medium/Medium)	Plan efficiently with the resources provided. This project will begin in July 2024. Staff augmentation resources to support Florida PALM activities have been requested for FY24/25.	Continue monitoring risk.	10/17/23	David Potter, GTA - BTO
People	The Director of Financial Management, Shannon Segers, is retiring June 30, 2025. He is also the Agency Liaison and ESC member for DOR.	Open	4 (Medium/Medium)	We have implemented a succession plan. We have hired a new Deputy Director of Financial Management and will also have an overlapped position for the Director of Financial Management. The new Deputy Director will also be the backup Agency Liaison. A new ESC member will be selected from one of these individuals.	New Risk.	06/17/24	Shannon Segers
Technology	RADS system is being migrated to SAP (SUNTAX) at the same time SUNTAX will need to be remediated for PALM interfacing. Interface testing begins January 2025 and UAT is planned for April 2025 and full integration testing planned for July 2025. RADS migration to SUNTAX will need to be completed and remediated for PALM by July 2025.	Open	3 (High/Low)	We have a new contracted SAP developer to work on system remediation for PALM migration and can help with RADS migration to SUNTAX. Many of the same resources working on RADS migration are also involved in ABS remediation.	New Risk.	03/26/24	Miranda McClure, Steve Welch
Processes Data	All enterprise systems will be remediated and operating with PALM COA data in the test environment used for UAT so that agency business systems may be fully validated by processing actual data generated by normal business processes in the test environment.	Open	3 (High/Low)	Unable to mitigate at agency level; must be mitigated by the enterprise.	New Risk, also logged as an assumption.	06/28/24	Shannon Segers

DOR Issues							
Critical Operational Elements	Issue Description	Status	Priority	Resolution Plan	Reporting Period Comments or Updates	Planned or Actual Resolution Date	Owner / Coordinator
Processes	DOR GTA will not know if they will be using OA 1 or OA 2 values until Segment IV inter/intra unit transaction section is rolled out. Currently we are not listing any values for the Other Accumulators for GTA, but will only know for sure until after Segment IV.	Open	High - Impacts the ability of the agency to meet deadlines or milestones	We have included all OA 1 and OA 2 values for CSP who was the only Program that used OCA values in FLAIR and will list the other values for OAs if GTA needs them after Segment IV is released.	Issue opened May 2024	08/30/24	Miranda McClure
People Processes	Currently, PALM has the design laid out that there will be single payments for refunds which will create a large volume of distribution vouchers that will have to be manually done by workers creating more time, effort, and staff.	Open	High - Impacts the ability of the agency to meet deadlines or milestones	Issue has been brought up to PALM to bring up to A&A technical staff.	Issue opened June 2024	12/31/24	Wynette Davis

DOR Assumptions							
Critical Operational Elements	Assumption	Status	Date Logged or Removed	Impacted Stakeholder(s) and/or System(s)	Reporting Period Comments or Updates		
Data	The current PALM Chart of Accounts (COA) structure will not be changed.	Logged	07/01/23	All agency business systems	DOR will begin agency business system remediation in FY23/24.		
People	Administered funds will be available for use in procuring staff augmentation resources for agency business system remediation.	Logged	07/13/23	All agency business systems	During July, DOR submitted a budget amendment requesting funds for staff augmentation to perform project management and IT consulting activities for agency business system remediation and pre-remediation evaluation activities. Funds were approved and released for FY23/24.		
People Processes	DOR-GTA receives wages from DMS (DOR Batch Job ZUD105) from all state agencies to process Quarterly filing requirements for Re-employment tax. The ORG Codes are listed on each Location for each State Agency and the individual employee is linked to that specific location by the org code.	Logged	02/27/24	General Tax Administration	Need to continue to receive this file from DMS in order to process RT collections for Commerce. 8/29/24:		
Data	New chart of account data from the configuration workbooks will be loaded by the Florida PALM Project Team into all enterprise business systems.	Logged	03/08/24	All agencies, all agency business systems.	Needed before UAT so that the new COA data may be utilized in UAT to validate agency business system remediations.		
Data	People First data will be cleansed and updated chart of accounts data will be available in a test environment for UAT.	Logged	04/12/24	All agencies, all business systems that use People First data.	Data cleansing needed and new COA data available for UAT. Also, old data must be purged from People First prior to first live payroll in PALM to avoid errors in payroll processing. 6/10/24: Requested funding information by program from Budget to create spreadsheet to load funding information into People First.		
Processes Data	All enterprise systems will be remediated and operating with PALM COA data in the test environment used for UAT so that agency business systems may be fully validated by processing actual data generated by normal business processes in the test environment.	Logged	06/28/24	All enterprise systems will be remediated and operating with PALM COA data in the test environment used for UAT so that agency business systems may be fully validated by processing actual data generated by normal business processes in the test environment.	This is necessary for agencies to fully validate the remediated agency business systems.		

DOR Agency-Specific Readiness Activities						
Critical Operational Elements	Activity Description	Date(s)	Impacted Stakeholder(s) and/or System(s)	Objective	Reporting Period Comments or Updates	

Agency Sponsor Confirmation
<p>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.</p> <p>Agency Sponsor Name: *</p> <input type="text"/> <p><input type="checkbox"/> Confirm *</p>

DOR Status Report Confirmation			
Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
July - August 2024	Clark M. Rogers	clark.rogers@floridarevenue.com	09/11/24
May - June 2024	Clark Rogers	shannon.segers@floridarevenue.com	07/12/24
March - April 2024	Clark Rogers	shannon.segers@floridarevenue.com	05/08/24
January - February 2024	Clark Rogers	shannon.segers@floridarevenue.com	03/08/24

Helpful Links

- Dashboard Snapshots
- Knowledge Center
- Florida PALM Workbook for DOS
- Readiness Workplan

DOS Status Report Dashboard

Click on the various statistics or dials to view the supporting information within your agency's Smartsheet Florida PALM Workbook.

Reporting Period

July - August 2024

Agency Sponsor

Jennifer Kennedy

CCN Composition



The Change Champion Network dial reflects the completeness of your CCN makeup.

Change Champion Network:

- Unique Filled Role = 16
- Duplicate Filled Role = 0
- Vacant Role = 0

RW Task Completeness



The Readiness Workplan Tasks Completeness dial reflects the completeness of your agency's submission of RW tasks, starting with RW Task 512.

RW Task Completeness:

Score = 79.71%

- Submitted Complete = 22
- Submitted Incomplete = 4
- Completed After Submission = 8

RW Task Timeliness



The Readiness Workplan Tasks Timeliness dial reflect the timeliness of your agency's submission of all RW tasks to date.

RW Task Timeliness:

Score = 74.12%

- Submitted On Time = 21
- Submitted Late = 28
- Pending Submission = 0

Project-led Meeting Participation



The Participation dial reflects your agency's attendance at Project-led meetings during the current reporting period.

Meeting Participation:

- Meetings Attended = 10
- Meetings Missed = 0

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
N/A	Processes	515	Identify Change Impacts and Update Agency Business Process Documentation for Segments I and II	01/29/24	04/12/24	Pending Resubmission	08/12/24		Submission Incomplete	
N/A	Processes	527	Identify Change Impacts and Update Agency Business Process Documentation for Segment III	04/15/24	07/12/24	Pending Resubmission	08/12/24		Submission Incomplete	
N/A	Technology	528	Update Agency Business System Documentation for Segment III	04/15/24	07/12/24	100% - Submitted	07/30/24		Submission Complete	
Indirect	Technology	530	Update Florida PALM Interface Inventory for Segment III	04/15/24	07/12/24	100% - Submitted	06/20/24		Submission Complete	
N/A	Data	526	Complete Data Readiness Analysis and Data Cleansing Activities for Segment III	04/29/24	07/12/24	100% - Submitted	08/30/24	Currently reviewing current data to assess cleansing need.	Submission Complete	
Indirect	Technology	529	Update Florida PALM Conversion Inventory for Segment III	04/29/24	07/12/24	100% - Submitted	07/12/24		Submission Complete	
N/A	Technology	531	Remediate Agency Business Systems based on Segment II	04/29/24	09/27/24	100% - Submitted	06/20/24		Submission Complete	
N/A	People	535	Update Workforce Readiness Plan	06/17/24	08/02/24	100% - Submitted	08/30/24		Submission Complete	
Indirect	People	536-A	Create Agency Specific User Acceptance Testing Plan	06/17/24	08/16/24	100% - Submitted	08/30/24	The Department of State (DoS) has organized End Users, Change Champions, and Subject Matter Experts into three distinct groups, each with its own communication channels, meetings, and charters that outline the vision and purpose for each group as we enter User Acceptance Testing (UAT). Additionally, sandbox access is being promoted to all end users, who are also being asked to maintain their work to serve as testing scripts once DoS moves into UAT.	Submission Complete	
N/A	People	537	Update Authorized Smartsheet Users	06/24/24	07/12/24	100% - Submitted	07/30/24		Submission Complete	
N/A	N/A	538	Submit Bimonthly Agency Readiness Status Report	07/01/24	07/12/24	100% - Submitted	07/15/24		Submission Complete	
N/A	N/A	539	Manage Agency Specific Implementation Schedule, Risks and Issues	07/01/24	08/29/24	100% - Submitted	08/30/24		N/A	
N/A	People	540	Share Florida PALM Updates	07/15/24	07/26/24	100% - Submitted	07/18/24	Arranged biweekly meetings with end-users, framing the first one as kick-off sessions, held on 7/15. Schedule monthly meetings with subject matter experts (SMEs) and the CCN team. All groups include key stakeholders, who will participate as end-users, SMEs, and CCN members.	Submission Complete	
Direct	Data	541-A	Complete Configuration Workbooks for Segment IV	07/22/24	09/06/24	100% - Submitted	07/24/24	Not applicable.	Submission Complete	09/03/24
N/A	Data	542	Complete Data Readiness Analysis and Data Cleansing Activities for Segment IV	07/22/24	10/18/24	100% - Submitted	07/26/24	Not applicable.	Submission Complete	09/03/24
N/A	Processes	543	Identify Change Impacts and Update Agency Business Process Documentation for Segment IV	07/22/24	10/18/24	100% - Submitted	07/26/24	Not applicable.	Submission Incomplete	09/05/24
N/A	Technology	544	Update Agency Business System Documentation for Segment IV	07/22/24	10/18/24	100% - Submitted	07/26/24	Not applicable.	Submission Complete	09/05/24
Direct	Technology	545-A	Update and Finalize Florida PALM Conversion Inventory for Segment IV	07/22/24	10/18/24	100% - Submitted	07/26/24	Not applicable.	Submission Complete	09/05/24
Direct	Technology	545-B	Update and Finalize Florida PALM Conversion Inventory for Segment IV - Projects (PCC001)	07/22/24	08/23/24	100% - Submitted	07/26/24	Not applicable.	Submission Complete	08/30/24
Direct	Technology	546	Update Florida PALM Interface Inventory for Segment IV	07/22/24	10/18/24	100% - Submitted	07/24/24	Not applicable.	Submission Complete	
N/A	Technology	547	Remediate Agency Business Systems	07/22/24	12/13/24	100% - Submitted	07/24/24	Not applicable.	Submission	

People Technology	Smartsheet's automation are assigning exclusive work to executives via the Change Champion Network list. Assigning tasks meant for role players to executives can lead to misallocation of resources.	Closed	Low - All impacts not listed as Critical or High	Communicated the issue with the Readiness Coordinators and two supervisors, Antonio and Scott.		07/15/24	Marc Weeks
People	End users have refined processes and a strong affinity for FLAIR. The current sentiment is, "Why fix it if it isn't broken?" I believe this could also be an issue within other organizations and state departments.	Open	Low - All impacts not listed as Critical or High	Set as an agenda item with the change champion network, this issue will be an ongoing challenge.		12/31/24	Marc Weeks
Processes	The sandbox environment lacks segregation from the production environment. Consultants need to see what end users see, but since the sandbox and production environments are the same, this creates a legitimate security concern.	Open	Low - All impacts not listed as Critical or High	Contacted DFS readiness coordinators about this matter, which is actually more of a user story than an issue.		07/29/24	Marc Weeks
Processes	The SAM (Security Access Manager) for PALM, previously an undesignated position under FLAIR, has now been identified and will transition within the Department of State's Administrative Services from Accounting to IT.	Open	Low - All impacts not listed as Critical or High	A meeting has been scheduled with the two different positions to coordinate the handoff and, with any luck, ensure a smooth transition for end users when UAT goes live. SAMs will be included in the CCN as a kind of subcommittee.	For the readiness coordinators: Other state organizations might be overlooking this issue—just a thought.	08/19/24	Marc Weeks

DOS Assumptions

Critical Operational Elements	Assumption	Status	Date Logged or Removed	Impacted Stakeholder(s) and/or System(s)	Reporting Period Comments or Updates
Processes	Many of the tasks involve properly identifying work process flows. While we are working hard to identify these issues, it is assumed that many of them will be properly identified during UAT.	Logged	07/29/24	Current agency F&A staff	

DOS Agency-Specific Readiness Activities

Critical Operational Elements	Activity Description	Date(s)	Impacted Stakeholder(s) and/or System(s)	Objective	Reporting Period Comments or Updates

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

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DOS Status Report Confirmation

Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
July - August 2024	Antonio Murphy	antonio.murphy@dos.myflorida.com	09/11/24
May - June 2024	Jennifer Kennedy	antonio.murphy@dos.myflorida.com	07/15/24
March - April 2024	Jennifer Kennedy	antonio.murphy@dos.myflorida.com	05/14/24
January - February 2024	Jennifer Kennedy	antonio.murphy@dos.myflorida.com	03/08/24

Helpful Links

- Dashboard Snapshots
- Knowledge Center
- Florida PALM Workbook for DVA
- Readiness Workplan

DVA Status Report Dashboard

Click on the various statistics or dials to view the supporting information within your agency's Smartsheet Florida PALM Workbook.

Reporting Period

July - August 2024

Agency Sponsor

AI Carter

CCN Composition



The Change Champion Network dial reflects the completeness of your CCN makeup.

Change Champion Network:

- Unique Filled Role = 8
- Duplicate Filled Role = 13
- Vacant Role = 0

RW Task Completeness



The Readiness Workplan Tasks Completeness dial reflects the completeness of your agency's submission of RW tasks, starting with RW Task 512.

RW Task Completeness:

- Score = 79.63%**
- Submitted Complete = 18
- Submitted Incomplete = 3
- Completed After Submission = 6

RW Task Timeliness



The Readiness Workplan Tasks Timeliness dial reflect the timeliness of your agency's submission of all RW tasks to date.

RW Task Timeliness:

- Score = 85.49%**
- Submitted On Time = 35
- Submitted Late = 12
- Pending Submission = 3

Project-led Meeting Participation



The Participation dial reflects your agency's attendance at Project-led meetings during the current reporting period.

Meeting Participation:

- Meetings Attended = 10
- Meetings Missed = 0

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
N/A	Processes	515	Identify Change Impacts and Update Agency Business Process Documentation for Segments I and II	01/29/24	04/12/24	Pending Resubmission	06/28/24	ETA by July 2024 - RFQ in process RC comment: as of 8/20, task remains incomplete via review with E. RiceMorgan	Submission Incomplete	08/02/24
N/A	N/A	522	Manage Agency Specific Implementation Schedule, Risks and Issues	03/01/24	04/30/24	75% - Consolidating/Inputting Information for Submission		Agency is following the timelines for requirements as posted by the PALM Executive Committee. Agency will further refine this schedule upon hiring of a Project Manager. Procurement is underway. 6/28/2024: Agency still working that though the hiring process. First vendor not qualified. Second vendor selected on or about 21 June. Awaiting funding for FY 2024/25	N/A	
N/A	Processes	527	Identify Change Impacts and Update Agency Business Process Documentation for Segment III	04/15/24	07/12/24	Pending Resubmission	07/12/24		Submission Incomplete	
N/A	Technology	528	Update Agency Business System Documentation for Segment III	04/15/24	07/12/24	100% - Submitted	07/12/24		Submission Complete	
Indirect	Technology	530	Update Florida PALM Interface Inventory for Segment III	04/15/24	07/12/24	100% - Submitted	07/12/24		Submission Complete	08/19/24
N/A	Data	526	Complete Data Readiness Analysis and Data Cleansing Activities for Segment III	04/29/24	07/12/24	Pending Resubmission	07/12/24		Submission Incomplete	
Indirect	Technology	529	Update Florida PALM Conversion Inventory for Segment III	04/29/24	07/12/24	100% - Submitted	07/12/24		Submission Complete	
N/A	Technology	531	Remediate Agency Business Systems based on Segment II	04/29/24	09/27/24	75% - Consolidating/Inputting Information for Submission				
N/A	N/A	533	Manage Agency Specific Implementation Schedule, Risks and Issues	05/01/24	06/28/24	50% - In Progress			N/A	
N/A	People	535	Update Workforce Readiness Plan	06/17/24	08/02/24	100% - Submitted	08/06/24		Submission Complete	08/12/24
Indirect	People	536-A	Create Agency Specific User Acceptance Testing Plan	06/17/24	08/16/24	100% - Submitted	08/15/24		Submission Complete	
N/A	People	537	Update Authorized Smartsheet Users	06/24/24	07/12/24	100% - Submitted	07/11/24		Submission Complete	
N/A	N/A	538	Submit Bimonthly Agency Readiness Status Report	07/01/24	07/12/24	100% - Submitted	07/10/24	Task submitted early due to AS being out of town during Task Time Period	Submission Complete	
N/A	N/A	539	Manage Agency Specific Implementation Schedule, Risks and Issues	07/01/24	08/29/24	50% - In Progress			N/A	
N/A	People	540	Share Florida PALM Updates	07/15/24	07/26/24	100% - Submitted	07/26/24		Submission Complete	08/07/24
Direct	Data	541-A	Complete Configuration Workbooks for Segment IV	07/22/24	09/06/24	100% - Submitted	08/29/24		Submission Complete	
N/A	Data	542	Complete Data Readiness Analysis and Data Cleansing Activities for Segment IV	07/22/24	10/18/24	25% - Beginning Initial Internal Meetings and Information Gathering				
N/A	Processes	543	Identify Change Impacts and Update Agency Business Process Documentation for Segment IV	07/22/24	10/18/24	75% - Consolidating/Inputting Information for Submission				
N/A	Technology	544	Update Agency Business System Documentation for Segment IV	07/22/24	10/18/24	25% - Beginning Initial Internal Meetings and Information Gathering				
Direct	Technology	545-A	Update and Finalize Florida PALM Conversion Inventory for Segment IV	07/22/24	10/18/24	25% - Beginning Initial Internal Meetings and Information Gathering				

Direct	Technology	545-B	Update and Finalize Florida PALM Conversion Inventory for Segment IV - Projects (PCC001)	07/22/24	08/23/24	100% - Submitted	08/19/24		Submission Complete
Direct	Technology	546	Update Florida PALM Interface Inventory for Segment IV	07/22/24	10/18/24	25% - Beginning Initial Internal Meetings and Information Gathering			
N/A	Technology	547	Remediate Agency Business Systems based on Segment III	07/22/24	12/13/24	25% - Beginning Initial Internal Meetings and Information Gathering			
Direct	Technology	548	Identify and Confirm File Managers	08/06/24	08/16/24	100% - Submitted	08/13/24		Submission Complete
Direct	People	549	Submit Training Survey	08/12/24	09/20/24	100% - Submitted	08/21/24		Submission Complete
Indirect	People	536-B	Create Agency Specific User Acceptance Testing Plan	08/19/24	10/11/24	25% - Beginning Initial Internal Meetings and Information Gathering			
Direct	Data	541-C	Complete Configuration Workbooks for Segment IV	08/26/24	09/27/24	25% - Beginning Initial Internal Meetings and Information Gathering			
Direct	Technology	550-A	Provide Public IP Address and Select Technical Meeting Time	08/26/24	08/30/24	100% - Submitted	08/29/24		Submission Complete
N/A	N/A	551	Submit Bimonthly Agency Readiness Status Report	08/30/24	09/11/24	100% - Submitted	09/10/24		
N/A	N/A	552	Manage Agency Specific Implementation Schedule, Risks and Issues	08/30/24	10/31/24				N/A
Direct	Technology	550-B	Participate in Technical Meeting to Receive Credentials and Access	09/03/24	09/13/24				N/A

People	Processes	Technology	Data
<p>The staff and stakeholders affected by your agency's transition to Florida PALM.</p> <p>Implementation:</p> <p>Planned Florida PALM End Users = 60</p> <ul style="list-style-type: none"> Business Process Groupings = 12/13 <p>Identified Subject Matter Experts = 9</p> <ul style="list-style-type: none"> SMEs by Business Process Grouping - Account Mgmt. and Financial Reporting = 5 - Accounts Receivable = 5 - Asset Accounting and Mgmt. = 5 - Banking = 3 - Budget Mgmt. and Cash Control = 5 - Contracts Mgmt. = 9 - Disbursements Mgmt. = 5 - Grants Mgmt. = 9 - Inter/IntraUnit Transactions = 9 - Payroll Mgmt. = 3 - Projects Mgmt. = 9 - Revenue Accounting = 5 - System Access and Controls = 5 <p>Role Mapping = TBD</p> <p>Training = TBD</p>	<p>The sequence of procedures to accomplish a business objective.</p> <p>Current-State:</p> <p>Cataloged Business Processes = 110</p> <ul style="list-style-type: none"> Related Business Systems = 2 Related Reports = 39 <p>Documentation Status:</p> <ul style="list-style-type: none"> Complete = 88 Partial = 12 Not Started = 0 <p>Implementation:</p> <p>Impacted Agency Business Processes = 110</p> <ul style="list-style-type: none"> Related Business Process Groupings = 9 Planned Spreadsheet Uploads = 1 <p>Level of Impact: People Changes</p> <ul style="list-style-type: none"> High = 0 Medium = 0 Low = 109 None = 0 Uncertain = 0 <p>Level of Impact: Processes Changes</p> <ul style="list-style-type: none"> High = 0 Medium = 0 Low = 107 None = 2 Uncertain = 0 <p>Level of Impact: Technology Changes</p> <ul style="list-style-type: none"> High = 0 Medium = 0 Low = 0 None = 109 Uncertain = 0 <p>Level of Impact: Data Changes</p> <ul style="list-style-type: none"> High = 0 Medium = 0 Low = 109 None = 0 Uncertain = 0 <p>Segments I & II Documentation Update Status</p> <ul style="list-style-type: none"> Not Started = 0 In Progress = 48 Complete = 59 <p>Segment III Documentation Update Status</p> <ul style="list-style-type: none"> Not Started = 0 In Progress = 0 Complete = 0 	<p>The applications or tools used to process, track, or report on financial operations.</p> <p>Current-State:</p> <p>Cataloged Business Systems = 2</p> <ul style="list-style-type: none"> Criticality: - High = 1 Med = 1 Low = 0 None = 0 <p>Documentation Status:</p> <ul style="list-style-type: none"> Complete = 0 Partial = 2 Not Started = 0 <p>Cataloged Interfaces = 3</p> <ul style="list-style-type: none"> Inbound Interfaces = 3 Outbound Interfaces = 0 <p>Implementation:</p> <p>Business Systems Planned for Integration = 2</p> <ul style="list-style-type: none"> Segment I - Documentation Updates: - Complete = 0 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 2 Segment II - Documentation Updates: - Complete = 0 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 2 Segment III - Documentation Updates: - Complete = 0 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 2 <p>Planned Interfaces = 3</p> <ul style="list-style-type: none"> Inbound Interfaces = 2 Outbound Interfaces = 0 	<p>Information used in or produced from an agency's financial business operations.</p> <p>Current-State:</p> <p>Unique FLAIR Data Elements = 70</p> <ul style="list-style-type: none"> Associated Unique Uses = 70 - Continued Use - Yes = 48 - Continued Use - No = 0 <p>Associated Business Systems = 0</p> <p>Cataloged Reports = 49</p> <ul style="list-style-type: none"> Criticality: - High = 41 Med = 3 Low = 5 None = 0 <p>Implementation:</p> <p>Segments I & II Planned Configurations = 6/9</p> <ul style="list-style-type: none"> Accounts Receivable (AR) - Planned Distribution Codes = 10 Asset Management (AM) - Planned Location Codes = 38 - Planned Associated Area ID's = None Commitment Control (KK) - Planned Option = Option # 1 - Track with Budget General Ledger (GL) - Planned Budgetary Value Combo Edits = 149 - Planned Local Funds = None - Planned Organization ID's = 28 - Planned OA1's = 14 - Planned OA2's = None <p>Segment IV Planned Configurations</p> <ul style="list-style-type: none"> - Started = 1 Not Started = 1 <p>Conversions & Data Readiness</p> <ul style="list-style-type: none"> Conversions Needed = 10 Agency Data Outside of Primary Source System(s) = 0 <p>Data Readiness/Cleansing Status:</p> <ul style="list-style-type: none"> Complete = 5 In Progress = 0 Not Started = 0 Not Applicable 0 <p>Reports = TBD</p>

Agency Reported

The Risks, Issues, Assumptions and Readiness Activities tables below display only items that were opened/logged, closed/resolved or active during the reporting period.

Critical Operational Elements	Risk Description	Status	Risk Rating	Mitigation/Response Strategy	Reporting Period Comments or Updates	Date of Status Change	Owner / Coordinator
People Processes Technology	Setup and Integration Staffing	Open	9 (High/High)	Agency is seeking to hire contract personnel to support the setup and integration of FLORIDA PALM within the Agencies overall structure. This is an unfunded mandate and the Agency critically needs these assets to support a successful transition of this system. The Agency submitted a Legislative Budget Request to secure funding mitigate this shortfall.	No subject matter expertise in local area. Agency is challenged to hire its internal staffing shortages. 8 March: Received solicitation documents from DBPR and will use them to develop solicitations for Agency. 14 May 2024: Reviewing question responses from Vendor but initial assessment is the vendor is not qualified to do the work we require.	05/14/24	Al Carter, Chief of Staff
Processes Technology	PeopleFirst Payroll integration may be impacted as we are unclear how this interface will work.	Open	6 (Medium/High)	Monitor PeopleFirst updates to ensure we can adapt to any new dependencies that may evolve.	No change. 14 May 2024: No change; monitoring continues.	05/14/24	Al Carter, Chief of Staff
People	Contracting and Procurement	Open	6 (High/Medium)	Our Agency is unique and may require system remediation as a product of implementation as our processes and procedures change as federal, state, and local statutes, laws, and administrative codes change. FDVA may have to redesign or retool existing business processes and designs. This could impact the Agency meeting its deliverables to its clients and impact the overall implementation of the project statewide.	Continuous process. Agency continues to work with FLAIR, MATRIXCARE and the like to determine if PALM will seamlessly transition these programs in part of totally based on our Agency day-to-day requirements.. Agency met with one Vendor and provided questions for validate vendors ability to perform Project Management function. Based on initial responses to questions, indications are that it is doubtful the vendor can meet Agency requirements.	05/09/24	Al Carter, Chief of Staff
People Processes Technology Data	Resources and Functionality. Full implementation simultaneously with FLAIR-end is a risky proposition given the unknown compatibility issues with other systems and business processes our Agency employs to conduct its day-to-day operations.	Open	6 (High/Medium)	Mimic FLAIR functionality exactly or as close to this standard as possible. If there are deviations from FLAIR functionality, there should be extensive retesting and training, hopefully a year ahead of implementation. Agencies are limited in staff, support and available resources for the implementation and the execution following implementation. Allowing some lead time prior to implementation to prepare may reduce inherent risks.	In progress. 14 Apr 2024: Vendor, based on questions provided may not be able to provide the assistance our Agency needs. If this solicitation is not fruitful, this will significantly impact our timeline and ability to complete required and recommended tasks.	05/14/24	Agency Fiscal, Finance & Accounting, and Billing
People Processes	Agency size and small administrative staff has a few people having multiple roles.	Open	4 (Medium/Medium)	Staff will have to be flexible and OPS personnel may be required to augment existing staff to get project implemented.	Information Technology staff working to hire personnel to work the PALM infrastructure transition while simultaneously working its telephony and network infrastructure project. 8 Mar 2024: Agency is undertaking a telephone and infrastructure upgrade simultaneously as we work through PALM integration matters, making it difficult to focus limited Information Technology resources.	03/08/24	Dr. Teresa Stillwell/Romelle Dials
People Technology	IT staff has limited knowledge of the FLORIDA PALM system and will take time to get trained up, especially given their existing Agency requirements.	Open	4 (Medium/Medium)	We will have to grow IT Staff experience as we move through the implementation process.	Ongoing. Internal staff working to learn PALM nuances on top of revamping the Agencies telephone and network infrastructure statewide, with only 9 IT personnel. Agency has drafted and will be submitting a FY 2025/26 Legislative Budget Request for additional IT personnel to support PALM integration.	04/25/24	Al Carter, Chief of Staff
Processes Data	FLAIR and FLORIDA PALM data will be different in its representation which may cause challenges when performing data analysis functions.	Open	4 (Medium/Medium)	Staff will incur extra time and possible productivity lag when trying to crosswalk and translate data.	14 May 2024. Down two key team members during this reporting period, which slowed productivity. We have no 100% dedicated assets to this project as we are one person deep in most of our functional areas and those assets must do their day-to-day job as well as work through the PALM activities.	05/14/24	Al Carter, Chief of Staff
People Processes	Staff Turnover. Agency staff turnover while decreasing, still remains over 16% in the Administrative areas mostly impacted by FL PALM.	Open	4 (Medium/Medium)	We continue to put out job announcements and canvas local colleges and universities. The respective candidates respond that State salaries are too low. We don't have to sufficient Agency budget to increase salaries to support our existing requirements, not to mention this increased workload. Reaching out to other Agencies to see what their strategies are, beyond contracting personnel.	Reached out to DoH on 7 March 2024 to determine what options they are using beyond contracting and to gain insights into the strategies they used to remediate infrastructure shortfalls. 14 May 2024: Job announcements continue to be reposted but to date, no bites in our immediate and surrounding areas.	05/14/24	Al Carter, Chief of Staff - Coordinator

DVA Issues

Critical Operational Elements	Issue Description	Status	Priority	Resolution Plan	Reporting Period Comments or Updates	Planned or Actual Resolution Date	Owner / Coordinator
People	Personnel to support the implementation of FLORIDA PALM within the Agencies processes	Open	Critical - Impacts the ability of the agency to move forward with work without resolution	Request resources via the Legislative Budget Request process.	Legislative budget requests are granted at the end of the Legislative Session which occurs during the first week of May, but if approved, are effective 1 July of the next fiscal year.	08/30/24	Al Carter, Chief of Staff
People Processes Data	Submitted a contract solicitation for a Project Manager	Open	Critical - Impacts the ability of the agency to move forward with work without resolution	Solicitation done week of April 17, 2024. Will hopefully select an appropriate vendor to meet Agency needs.	Only one Vendor replied to procurement, and Agency is not confident the vendor can meet Agency needs.	05/31/24	Al Carter, Chief of Staff

DVA Assumptions

Critical Operational Elements	Assumption	Status	Date Logged or Removed	Impacted Stakeholder(s) and/or System(s)	Reporting Period Comments or Updates
People	Funding will be approved/provided by the Florida Legislature to secure personnel needed to support the Agencies PALM transition.	Logged	09/18/23	FDVA and the overall Statewide PALM project implementation	Requested in Agency LBR as of August 15, 2023
Technology	Sufficient contract personnel will be available to support the Agency as it undergoes its PALM integration.	Logged	09/18/23	FDVA and the overall Statewide PALM project implementation	TBD after funding is secured. Procuring a vendor who can provide a Project Manager to oversee/support PALM integration O/A April 25, 2024.
People Processes Data	FDVA Executive leadership, including Project Sponsor, will support the project by providing resources, access to systems and stakeholders and by supported the organizational change management strategy created by the project team.	Logged	09/18/23	Agency wide	State provided resources, but not timely to allow Agency to secure project management and contract support staff resources. Those agencies undergoing the initial implementation were able to secure contract staff with PALM and related accounting staff. Current solicitations have yielded only one vendor, who at initial glance may not be qualified to do the work.
People Processes Technology Data	FDVA project stakeholders, involved parties, project team, and other involved parties will be available to provide support, feedback, and review of material to meet readiness requirements and project milestones.	Logged	09/18/23	Agency wide	Missing project manager and some key IT and related accounting vendors to support this impending implementation. Working through this process.
People Processes Technology Data	The State level Florida PALM project team will provide key information identifying the functionality, business processes, and timeline of the larger project, in a timely manner, to facilitate timely planning and execution.	Logged	09/18/23	State and Agency implementation team.	Agency continues to work with the assigned readiness coordinator to meet tasks. Our unique functions limit the amount of assistance that Ms. Thomas can render. Hopefully with the eventual hiring of a Project Manager, we will meet deployment objectives.

DVA Agency-Specific Readiness Activities

Critical Operational Elements	Activity Description	Date(s)	Impacted Stakeholder(s) and/or System(s)	Objective	Reporting Period Comments or Updates
People Processes Technology Data	Initial meeting with Vendor VACO to discuss onboarding and operational matters pertaining to support of the PALM implementation.	07/16/24	Agency PALM Team	Determine the best support strategy for the Agency and to work out logistics with Vendor	17 July: Forwarded upcoming meeting invites to Eufaula (Vendor POC/Project lead) to determine availability (Thursday Task Talk) and DVA Readiness Touchpoint)
People Processes Technology Data	VACO Team on site for Agency orientation and meetings with Agency personnel on functions, processes, issues, and concerns with PALM integration.	07/30/24	Agency PALM Team and Administrative Staff	Provide VACO an overview of Agency functions and related processes so they can assist with PALM integration.	30 July - 2 August: Two VACO contracted employees on site for Agency orientation and meetings with staff.
Processes Technology Data	Validated Access to Secure Shar Portal	07/31/24	Agency PALM Team	Validated access to the Secure Share Portal	31 July: Validated access to Secure Share Portal and provided status.
Processes Technology Data	Florida Palm Working Session	08/07/24	Agency PALM Team	Agency Progress update and issues/task status	Update on progress and taskers
Processes Technology Data	FDVA PALM Migration: Segment IV Design Workshop - 8/13-15	08/13/24	Select Agency PALM Team and Contractors	Segment Design Training	FDVA PALM Migration: Segment IV Design Workshop - 8/13-15

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

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DVA Status Report Confirmation

Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
July - August 2024	Alfred D. Carter	al.carter@fdva.fl.gov	09/10/24
May - June 2024	Alfred D. Carter	al.carter@fdva.fl.gov	06/28/24
March - April 2024	Alfred D. Carter	al.carter@fdva.fl.gov	05/09/24
January - February 2024	Alfred D. Carter	al.carter@fdva.fl.gov	03/07/24

Helpful Links

- Dashboard Snapshots
- Knowledge Center
- Florida PALM Workbook for DOAH
- Readiness Workplan

DOAH Status Report Dashboard

Click on the various statistics or dials to view the supporting information within your agency's Smartsheet Florida PALM Workbook.

Reporting Period

July - August 2024

Agency Sponsor

Megan Silver

CCN Composition



The Change Champion Network dial reflects the completeness of your CCN makeup.

Change Champion Network:

- Unique Filled Role = 6
- Duplicate Filled Role = 10
- Vacant Role = 0

RW Task Completeness



The Readiness Workplan Tasks Completeness dial reflects the completeness of your agency's submission of RW tasks, starting with RW Task 512.

RW Task Completeness:

- Score = 93.70%**
- Submitted Complete = 22
 - Submitted Incomplete = 0
 - Completed After Submission = 5

RW Task Timeliness



The Readiness Workplan Tasks Timeliness dial reflect the timeliness of your agency's submission of all RW tasks to date.

RW Task Timeliness:

- Score = 96.27%**
- Submitted On Time = 46
 - Submitted Late = 4
 - Pending Submission = 0

Project-led Meeting Participation



The Participation dial reflects your agency's attendance at Project-led meetings during the current reporting period.

Meeting Participation:

- Meetings Attended = 8
- Meetings Missed = 2

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
N/A	Processes	527	Identify Change Impacts and Update Agency Business Process Documentation for Segment III	04/15/24	07/12/24	100% - Submitted	08/15/24		Submission Complete	08/23/24
N/A	Technology	528	Update Agency Business System Documentation for Segment III	04/15/24	07/12/24	100% - Submitted	07/11/24		Submission Complete	
Indirect	Technology	530	Update Florida PALM Interface Inventory for Segment III	04/15/24	07/12/24	100% - Submitted	07/11/24		Submission Complete	
N/A	Data	526	Complete Data Readiness Analysis and Data Cleansing Activities for Segment III	04/29/24	07/12/24	100% - Submitted	07/02/24		Submission Complete	
Indirect	Technology	529	Update Florida PALM Conversion Inventory for Segment III	04/29/24	07/12/24	100% - Submitted	07/02/24		Submission Complete	07/02/24
N/A	Technology	531	Remediate Agency Business Systems based on Segment II	04/29/24	09/27/24	100% - Submitted	07/02/24		Submission Complete	
N/A	People	535	Update Workforce Readiness Plan	06/17/24	08/02/24	100% - Submitted	08/02/24		Submission Complete	
Indirect	People	536-A	Create Agency Specific User Acceptance Testing Plan	06/17/24	08/16/24	100% - Submitted	08/16/24		Submission Complete	
N/A	People	537	Update Authorized Smartsheet Users	06/24/24	07/12/24	100% - Submitted	06/27/24		Submission Complete	
N/A	N/A	538	Submit Bimonthly Agency Readiness Status Report	07/01/24	07/12/24	100% - Submitted	07/08/24		Submission Complete	
N/A	N/A	539	Manage Agency Specific Implementation Schedule, Risks and Issues	07/01/24	08/29/24	100% - Submitted	08/28/24		N/A	
N/A	People	540	Share Florida PALM Updates	07/15/24	07/26/24	100% - Submitted	07/24/24		Submission Complete	
Direct	Data	541-A	Complete Configuration Workbooks for Segment IV	07/22/24	09/06/24	100% - Submitted	08/22/24		Submission Complete	
N/A	Data	542	Complete Data Readiness Analysis and Data Cleansing Activities for Segment IV	07/22/24	10/18/24					
N/A	Processes	543	Identify Change Impacts and Update Agency Business Process Documentation for Segment IV	07/22/24	10/18/24					
N/A	Technology	544	Update Agency Business System Documentation for Segment IV	07/22/24	10/18/24					
Direct	Technology	545-A	Update and Finalize Florida PALM Conversion Inventory for Segment IV	07/22/24	10/18/24					
Direct	Technology	545-B	Update and Finalize Florida PALM Conversion Inventory for Segment IV - Projects (PCC001)	07/22/24	08/23/24	100% - Submitted	08/22/24		Submission Complete	
Direct	Technology	546	Update Florida PALM Interface Inventory for Segment IV	07/22/24	10/18/24					
N/A	Technology	547	Remediate Agency Business Systems based on Segment III	07/22/24	12/13/24					
Direct	Technology	548	Identify and Confirm File Managers	08/06/24	08/16/24	100% - Submitted	08/16/24		Submission Complete	
Direct	People	549	Submit Training Survey	08/12/24	09/20/24	100% - Submitted	09/06/24			
Indirect	People	536-B	Create Agency Specific User Acceptance Testing Plan	08/19/24	10/11/24					
Direct	Data	541-C	Complete Configuration Workbooks for Segment IV	08/26/24	09/27/24					
Direct	Technology	550-A	Provide Public IP Address and Select Technical Meeting Time	08/26/24	08/30/24	100% - Submitted	08/27/24		Submission Complete	
N/A	N/A	551	Submit Bimonthly Agency Readiness Status Report	08/30/24	09/11/24	100% - Submitted	09/06/24			
N/A	N/A	552	Manage Agency Specific Implementation Schedule, Risks and Issues	08/30/24	10/31/24				N/A	

Direct	Technology	550-B	Participate in Technical Meeting to Receive Credentials and Access	09/03/24	09/13/24	100% - Submitted	09/04/24		N/A	
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People	Processes	Technology	Data
<p>The staff and stakeholders affected by your agency's transition to Florida PALM.</p> <p>Implementation:</p> <p>Planned Florida PALM End Users = 11</p> <ul style="list-style-type: none"> Business Process Groupings = 11/13 <p>Identified Subject Matter Experts = 10</p> <ul style="list-style-type: none"> SMEs by Business Process Grouping Account Mgmt. and Financial Reporting = 3 Accounts Receivable = 3 Asset Accounting and Mgmt. = 3 Banking = 4 Budget Mgmt. and Cash Control = 1 Contracts Mgmt. = 4 Disbursements Mgmt. = 3 Grants Mgmt. = 0 Inter/IntraUnit Transactions = 4 Payroll Mgmt. = 2 Projects Mgmt. = 0 Revenue Accounting = 3 System Access and Controls = 2 <p>Role Mapping = TBD</p> <p>Training = TBD</p>	<p>The sequence of procedures to accomplish a business objective.</p> <p>Current-State:</p> <p>Cataloged Business Processes = 26</p> <ul style="list-style-type: none"> Related Business Systems = 0 Related Reports = 19 <p>Documentation Status:</p> <ul style="list-style-type: none"> Complete = 26 Partial = 0 Not Started = 0 <p>Implementation:</p> <p>Impacted Agency Business Processes = 26</p> <ul style="list-style-type: none"> Related Business Process Groupings = 6 Planned Spreadsheet Uploads = 0 <p>Level of Impact: People Changes</p> <ul style="list-style-type: none"> High = 0 Medium = 5 Low = 13 None = 2 Uncertain = 0 <p>Level of Impact: Processes Changes</p> <ul style="list-style-type: none"> High = 0 Medium = 5 Low = 13 None = 2 Uncertain = 0 <p>Level of Impact: Technology Changes</p> <ul style="list-style-type: none"> High = 0 Medium = 0 Low = 0 None = 20 Uncertain = 0 <p>Level of Impact: Data Changes</p> <ul style="list-style-type: none"> High = 0 Medium = 0 Low = 0 None = 20 Uncertain = 0 <p>Segments I & II Documentation Update Status</p> <ul style="list-style-type: none"> Not Started = 0 In Progress = 0 Complete = 20 <p>Segment III Documentation Update Status</p> <ul style="list-style-type: none"> Not Started = 0 In Progress = 0 Complete = 0 	<p>The applications or tools used to process, track, or report on financial operations.</p> <p>Current-State:</p> <p>Cataloged Business Systems = 3</p> <ul style="list-style-type: none"> Criticality: High = 3 Med = 0 Low = 0 None = 0 <p>Documentation Status:</p> <ul style="list-style-type: none"> Complete = 0 Partial = 0 Not Started = 2 <p>Cataloged Interfaces = 0</p> <ul style="list-style-type: none"> Inbound Interfaces = 0 Outbound Interfaces = 0 <p>Implementation:</p> <p>Business Systems Planned for Integration = 1</p> <ul style="list-style-type: none"> Segment I - Documentation Updates: Complete = 0 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 0 Segment II - Documentation Updates: Complete = 0 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 1 Segment III - Documentation Updates: Complete = 0 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 1 <p>Planned Interfaces = 1</p> <ul style="list-style-type: none"> Inbound Interfaces = 0 Outbound Interfaces = 1 	<p>Information used in or produced from an agency's financial business operations.</p> <p>Current-State:</p> <p>Unique FLAIR Data Elements = 73</p> <ul style="list-style-type: none"> Associated Unique Uses = 143 Continued Use - Yes = 49 Continued Use - No = 39 Associated Business Systems = 0 <p>Cataloged Reports = 52</p> <ul style="list-style-type: none"> Criticality: High = 11 Med = 25 Low = 17 None = 0 <p>Implementation:</p> <p>Segments I & II Planned Configurations = 6/9</p> <ul style="list-style-type: none"> Accounts Receivable (AR) Planned Distribution Codes = 1 Asset Management (AM) Planned Location Codes = 15 Planned Associated Area ID's = 60 Commitment Control (KK) Planned Option = Option # 1 - Track with Budget General Ledger (GL) Planned Budgetary Value Combo Edits = 59 Planned Local Funds = None Planned Organization ID's = 18 Planned OA1's = None Planned OA2's = None <p>Segment IV Planned Configurations</p> <ul style="list-style-type: none"> Started = 1 Not Started = 1 <p>Conversions & Data Readiness</p> <ul style="list-style-type: none"> Conversions Needed = 8 Agency Data Outside of Primary Source System(s) = 0 Data Readiness/Cleansing Status: Complete = 4 In Progress = 0 Not Started = 0 Not Applicable 0 <p>Reports = TBD</p>

Agency Reported

The Risks, Issues, Assumptions and Readiness Activities tables below display only items that were opened/logged, closed/resolved or active during the reporting period.

DOAH Risks							
Critical Operational Elements	Risk Description	Status	Risk Rating	Mitigation/Response Strategy	Reporting Period Comments or Updates	Date of Status Change	Owner / Coordinator
People	Due to the staff's previous experience with system implementation, the staff's level of engagement regarding transitioning to new financial system may be low or non-existent.	Open	4 (Medium/Medium)	Agency Liaison will integrate PALM awareness through emails, meeting discussions and providing updates regarding PALM during management staff meetings. Agency Liaison will provide staff with PALM resources to become familiar with the system. SMEs and future end users will participate in Segment IV meetings and meet regularly to discuss PALM implementation in designated meetings so the conversation is focused.	Agency Liaison has integrated PALM awareness discussion during accounting staff meetings. Accounting, Budget and HR staff are assisting with completing PALM tasks. DOAH future end users have been introduced to the FL PALM Knowledge Center. CNN Members, SMEs and end users are participating in the Segment IV meetings. Due to the SMEs and future end users engagement with Segment IV meetings and assisting with tasks completion, the risk has been updated to a rating of 4 (medium).	08/28/24	Patricia Kenyon
People	Due to the limited number of positions, staff may not be fully trained / confident to perform their accounting functions in PALM on Go Live Date.	Open	3 (High/Low)	DOAH will work with the PALM team to ensure staff's capabilities to function in PALM by attending meetings to keep abreast of new information. Have affected staff participate in testing PALM. Have affected staff participate in all training activities provided. SMEs have participated in Segment III meetings and will continue	Agency Liaison has integrated PALM awareness discussion during staff meetings. Accounting staff members are actively	07/05/23	Patricia Kenyon

				to participate in Segment IV meetings.	participating in completing PALM tasks. Accounting staff have been shown the PALM Knowledge Center and have reviewed the information regarding their business processes as updated by Segment updates. CCN and SMEs and future end users are participating in the Segment IV meetings to gain understanding of the impact changes.	
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DOAH Issues

Critical Operational Elements	Issue Description	Status	Priority	Resolution Plan	Reporting Period Comments or Updates	Planned or Actual Resolution Date	Owner / Coordinator

DOAH Assumptions

Critical Operational Elements	Assumption	Status	Date Logged or Removed	Impacted Stakeholder(s) and/or System(s)	Reporting Period Comments or Updates
People Processes Technology Data	Staff will be able to function in PALM on Go Live Date	Logged	09/08/23	Budget, HR and Accounting staff	Agency Liaison is working with DOAH's CCN members to complete readiness tasks and provide awareness of PALM activities and resources to impacted stakeholders. End users are attending the Segment IV Workshops to gain understanding how PALM will work. End Users have been provided awareness of FL PALM's Knowledge Center to review individually and during staff meetings.

DOAH Agency-Specific Readiness Activities

Critical Operational Elements	Activity Description	Date(s)	Impacted Stakeholder(s) and/or System(s)	Objective	Reporting Period Comments or Updates

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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DOAH Status Report Confirmation

Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
July - August 2024	Megan S. Silver	megan.silver@doah.state.fl.us	09/06/24
May - June 2024	Megan S. Silver	megan.silver@doah.state.fl.us	07/08/24
March - April 2024	Megan S. Silver	megan.silver@doah.state.fl.us	05/08/24
January - February 2024	Megan S. Silver	megan.silver@doah.state.fl.us	03/11/24

Helpful Links

- Dashboard Snapshots
- Knowledge Center
- Florida PALM Workbook for DEM
- Readiness Workplan

DEM Status Report Dashboard

Reporting Period

July - August 2024

Agency Sponsor

Jeremy Smith

Click on the various statistics or dials to view the supporting information within your agency's Smartsheet Florida PALM Workbook.

CCN Composition



The Change Champion Network dial reflects the completeness of your CCN makeup.

Change Champion Network:

- Unique Filled Role = 10
- Duplicate Filled Role = 12
- Vacant Role = 0

RW Task Completeness



The Readiness Workplan Tasks Completeness dial reflects the completeness of your agency's submission of RW tasks, starting with RW Task 512.

RW Task Completeness:

- Score = 100.00%**
- Submitted Complete = 26
- Submitted Incomplete = 0
- Completed After Submission = 0

RW Task Timeliness



The Readiness Workplan Tasks Timeliness dial reflect the timeliness of your agency's submission of all RW tasks to date.

RW Task Timeliness:

- Score = 97.45%**
- Submitted On Time = 42
- Submitted Late = 8
- Pending Submission = 0

Project-led Meeting Participation



The Participation dial reflects your agency's attendance at Project-led meetings during the current reporting period.

Meeting Participation:

- Meetings Attended = 10
- Meetings Missed = 0

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
N/A	Processes	527	Identify Change Impacts and Update Agency Business Process Documentation for Segment III	04/15/24	07/12/24	100% - Submitted	07/15/24	Added N/A to several rows. Rows expected to be populated with Segment IV.	Submission Complete	
N/A	Technology	528	Update Agency Business System Documentation for Segment III	04/15/24	07/12/24	100% - Submitted	07/10/24		Submission Complete	
Indirect	Technology	530	Update Florida PALM Interface Inventory for Segment III	04/15/24	07/12/24	100% - Submitted	07/10/24		Submission Complete	
N/A	Data	526	Complete Data Readiness Analysis and Data Cleansing Activities for Segment III	04/29/24	07/12/24	100% - Submitted	07/10/24		Submission Complete	
Indirect	Technology	529	Update Florida PALM Conversion Inventory for Segment III	04/29/24	07/12/24	100% - Submitted	07/10/24		Submission Complete	
N/A	Technology	531	Remediate Agency Business Systems based on Segment II	04/29/24	09/27/24	25% - Beginning Initial Internal Meetings and Information Gathering				
N/A	People	535	Update Workforce Readiness Plan	06/17/24	08/02/24	100% - Submitted	08/02/24		Submission Complete	
Indirect	People	536-A	Create Agency Specific User Acceptance Testing Plan	06/17/24	08/16/24	100% - Submitted	08/14/24		Submission Complete	
N/A	People	537	Update Authorized Smartsheet Users	06/24/24	07/12/24	100% - Submitted	07/09/24		Submission Complete	
N/A	N/A	538	Submit Bimonthly Agency Readiness Status Report	07/01/24	07/12/24	100% - Submitted	07/10/24		Submission Complete	
N/A	N/A	539	Manage Agency Specific Implementation Schedule, Risks and Issues	07/01/24	08/29/24	100% - Submitted	08/29/24		N/A	
N/A	People	540	Share Florida PALM Updates	07/15/24	07/26/24	100% - Submitted	07/25/24		Submission Complete	
Direct	Data	541-A	Complete Configuration Workbooks for Segment IV	07/22/24	09/06/24	100% - Submitted	08/28/24		Submission Complete	
N/A	Data	542	Complete Data Readiness Analysis and Data Cleansing Activities for Segment IV	07/22/24	10/18/24	25% - Beginning Initial Internal Meetings and Information Gathering				
N/A	Processes	543	Identify Change Impacts and Update Agency Business Process Documentation for Segment IV	07/22/24	10/18/24	25% - Beginning Initial Internal Meetings and Information Gathering				
N/A	Technology	544	Update Agency Business System Documentation for Segment IV	07/22/24	10/18/24	25% - Beginning Initial Internal Meetings and Information Gathering				
Direct	Technology	545-A	Update and Finalize Florida PALM Conversion Inventory for Segment IV	07/22/24	10/18/24	25% - Beginning Initial Internal Meetings and Information Gathering				
Direct	Technology	545-B	Update and Finalize Florida PALM Conversion Inventory for Segment IV - Projects (PCC001)	07/22/24	08/23/24	100% - Submitted	08/23/24		Submission Complete	
Direct	Technology	546	Update Florida PALM Interface Inventory for Segment IV	07/22/24	10/18/24	25% - Beginning Initial Internal Meetings and Information Gathering				
N/A	Technology	547	Remediate Agency Business Systems based on Segment III	07/22/24	12/13/24					
Direct	Technology	548	Identify and Confirm File Managers	08/06/24	08/16/24	100% - Submitted	08/08/24		Submission Complete	
Direct	People	549	Submit Training Survey	08/12/24	09/20/24	50% - In Progress				
Indirect	People	536-B	Create Agency Specific User Acceptance Testing Plan	08/19/24	10/11/24	25% - Beginning Initial Internal Meetings and Information Gathering				
Direct	Data	541-C	Complete Configuration Workbooks for Segment IV	08/26/24	09/27/24	25% - Beginning Initial Internal Meetings and Information Gathering				
Direct	Technology	550-A	Provide Public IP Address and Select Technical Meeting Time	08/26/24	08/30/24	100% - Submitted	08/30/24		Submission Complete	
N/A	N/A	551	Submit Bimonthly Agency Readiness Status Report	08/30/24	09/11/24	100% - Submitted	09/11/24			

N/A	N/A	552	Manage Agency Specific Implementation Schedule, Risks and Issues	08/30/24	10/31/24			N/A
Direct	Technology	550-B	Participate in Technical Meeting to Receive Credentials and Access	09/03/24	09/13/24	100% - Submitted	09/05/24	N/A

People	Processes	Technology	Data
<p>The staff and stakeholders affected by your agency's transition to Florida PALM.</p> <p>Implementation:</p> <p>Planned Florida PALM End Users = 40</p> <ul style="list-style-type: none"> Business Process Groupings = 13/13 <p>Identified Subject Matter Experts = 20</p> <ul style="list-style-type: none"> SMEs by Business Process Grouping Account Mgmt. and Financial Reporting = 2 Accounts Receivable = 1 Asset Accounting and Mgmt. = 2 Banking = 1 Budget Mgmt. and Cash Control = 4 Contracts Mgmt. = 6 Disbursements Mgmt. = 7 Grants Mgmt. = 8 Inter/IntraUnit Transactions = 2 Payroll Mgmt. = 4 Projects Mgmt. = 1 Revenue Accounting = 3 System Access and Controls = 3 <p>Role Mapping = TBD</p> <p>Training = TBD</p>	<p>The sequence of procedures to accomplish a business objective.</p> <p>Current-State:</p> <p>Cataloged Business Processes = 35</p> <ul style="list-style-type: none"> Related Business Systems = 3 Related Reports = 21 <p>Documentation Status:</p> <ul style="list-style-type: none"> Complete = 31 Partial = 0 Not Started = 0 <p>Implementation:</p> <p>Impacted Agency Business Processes = 35</p> <ul style="list-style-type: none"> Related Business Process Groupings = 6 Planned Spreadsheet Uploads = 1 <p>Level of Impact: People Changes</p> <ul style="list-style-type: none"> High = 0 Medium = 0 Low = 27 None = 8 Uncertain = 0 <p>Level of Impact: Processes Changes</p> <ul style="list-style-type: none"> High = 0 Medium = 14 Low = 8 None = 13 Uncertain = 0 <p>Level of Impact: Technology Changes</p> <ul style="list-style-type: none"> High = 1 Medium = 2 Low = 12 None = 20 Uncertain = 0 <p>Level of Impact: Data Changes</p> <ul style="list-style-type: none"> High = 0 Medium = 0 Low = 0 None = 35 Uncertain = 0 <p>Segments I & II Documentation Update Status</p> <ul style="list-style-type: none"> Not Started = 0 In Progress = 0 Complete = 35 <p>Segment III Documentation Update Status</p> <ul style="list-style-type: none"> Not Started = 0 In Progress = 0 Complete = 35 	<p>The applications or tools used to process, track, or report on financial operations.</p> <p>Current-State:</p> <p>Cataloged Business Systems = 7</p> <ul style="list-style-type: none"> Criticality: High = 6 Med = 0 Low = 0 None = 1 <p>Documentation Status:</p> <ul style="list-style-type: none"> Complete = 2 Partial = 2 Not Started = 1 <p>Cataloged Interfaces = 0</p> <ul style="list-style-type: none"> Inbound Interfaces = 0 Outbound Interfaces = 0 <p>Implementation:</p> <p>Business Systems Planned for Integration = 2</p> <ul style="list-style-type: none"> Segment I - Documentation Updates: Complete = 0 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 2 Segment II - Documentation Updates: Complete = 0 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 2 Segment III - Documentation Updates: Complete = 0 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 2 <p>Planned Interfaces = 10</p> <ul style="list-style-type: none"> Inbound Interfaces = 0 Outbound Interfaces = 9 	<p>Information used in or produced from an agency's financial business operations.</p> <p>Current-State:</p> <p>Unique FLAIR Data Elements = 71</p> <ul style="list-style-type: none"> Associated Unique Uses = 71 Continued Use - Yes = 48 Continued Use - No = 0 Associated Business Systems = 22 Cataloged Reports = 41 Criticality: High = 24 Med = 9 Low = 7 None = 1 <p>Implementation:</p> <p>Segments I & II Planned Configurations = 6/9</p> <ul style="list-style-type: none"> Accounts Receivable (AR) Planned Distribution Codes = 10 Asset Management (AM) Planned Location Codes = 38 Planned Associated Area ID's = None Commitment Control (KK) Planned Option = Option # 1 - Track with Budget General Ledger (GL) Planned Budgetary Value Combo Edits = 149 Planned Local Funds = None Planned Organization ID's = 28 Planned OA1's = 14 Planned OA2's = None <p>Segment IV Planned Configurations</p> <ul style="list-style-type: none"> Started = 1 Not Started = 1 <p>Conversions & Data Readiness</p> <ul style="list-style-type: none"> Conversions Needed = 11 Agency Data Outside of Primary Source System(s) = 0 Data Readiness/Cleansing Status: Complete = 7 In Progress = 0 Not Started = 0 Not Applicable = 0 <p>Reports = TBD</p>

Agency Reported

The Risks, Issues, Assumptions and Readiness Activities tables below display only items that were opened/logged, closed/resolved or active during the reporting period.

DEM Risks							
Critical Operational Elements	Risk Description	Status	Risk Rating	Mitigation/Response Strategy	Reporting Period Comments or Updates	Date of Status Change	Owner / Coordinator
People Processes	The Division of Emergency Management is physically and functionally separate from the Executive Office; however, the two entities share the same OLO/business unit. Risks exist surrounding data management, reporting, payments, transaction differentiation, and incorrect updates based on assumptions of shared/not shared data in DEM business systems.	Closed	9 (High/High)	The EOG and DEM have met with FL PALM to outline concerns and have requested additional meetings regarding pending inquiries. It was determined that many of the solutions initially discussed will not be able to be effectively implemented. We will continue to monitor and meet with the PALM team as the final design takes shape to determine the best methodologies for the differentiation of data.	Updated after the last meeting. Closed as a Duplicate	07/11/24	Michael Braun/ Jeremy Smith
People Processes Data	The Division of Emergency Management is physically and functionally separate from the Executive Office; however, the two entities share the same OLO/business unit. Detailed risk outline above relates to payment management. In reviewing the hardcopy draft of new warrants, if the wrong payment handling code is selected by DEM, EOG will not be able to tell who the warrant belongs to since BE is not printed on the warrant.	Closed	4 (Medium/Medium)	The EOG and DEM have met with FL PALM to outline concerns. We will reach out to the PALM team during configuration to determine at what level certain codes can be defaulted to ensure this does not happen. As long as the warrants do not combine, we will be able to research to accommodate. If warrants combine, the entire warrant may need to be deleted and invoices re-vochured.	The volume of invoices that are processed by DEM (especially those related to disaster activity) could possibly exacerbate this issue. We no longer feel this is a risk due to implemented risk management strategies regarding increased level of business and leveraging all resources	07/11/24	Michael Braun/ Jeremy Smith

					to meet that increased level of business. We no longer feel based on the furtherance of our understanding of PALM, that the reporting relationship through OPB is an issue.		
Processes	FDEM performs several disaster management functions that have historically required an override to obligate agreements (encumbrances) that exceed budget authority. We will need this override capability in PALM or we risk being unable to perform disaster management functions in a timely manner.	Open	4 (Medium/Medium)	Our agency liaison has discussed this risk with the Readiness Coordinator and Budget specialist Robert Hicks. We have concluded that the needed functionality will be included in the final AP module. Once this exception/override process is documented we will close this risk.	Issue newly added, but discussions have been ongoing since Dec./Jan of last fiscal year.	07/26/24	Michael Braun/ Karen Peyton
People Processes Data	EOG and DEM interfaces and elements are under the same OLO umbrella. Could lead to increased lead time in access aspects of processes or reporting confusion when summarizing agency workload	Open	4 (Medium/Medium)	Working directly with Kelley Sasso in EOG to put process agreements in place.	Captured after first round of Segment IV Configuration	08/28/24	Michael Braun
Processes Technology	Many projects related to DEM incidents are built by an enterprise business system Florida PA. If the Florida PA development team is not aware of the inbound and outbound Project information interface needs the process of creating projects related to an incident may become more complex	Open	1 (Low/Low)	Will socialize with Florida PA users and then the poc for those users to ensure the appropriate interface conversation is had	Issue newly added after Segment IV workshop 90.1 Project Management	08/01/24	Michael Braun

DEM Issues							
Critical Operational Elements	Issue Description	Status	Priority	Resolution Plan	Reporting Period Comments or Updates	Planned or Actual Resolution Date	Owner / Coordinator

DEM Assumptions						
Critical Operational Elements	Assumption	Status	Date Logged or Removed	Impacted Stakeholder(s) and/or System(s)	Reporting Period	Comments or Updates
People Processes Technology Data	The Division will be able to process all financial activity in order to adequately report to our grantors and all requestors to continue to assist in financial management of the Division's missions and objectives	Logged	09/06/23	FDEM		No change.

DEM Agency-Specific Readiness Activities					
Critical Operational Elements	Activity Description	Date(s)	Impacted Stakeholder(s) and/or System(s)	Objective	Reporting Period Comments or Updates
People Processes	PALM CCN Onboarding and Update Session	07/02/24	Finance Bureau & CCN	Clarify CCN roles and onboard Project Manager	8/29/2024
People Processes	Sprint 2 Planning	07/16/24	CCN	Prepare for initial segment IV workshops and plan communications	8/29/2024
Technology Data	Preliminary System Planning	07/24/24	IT, DEMES	Communicate necessary request paths from FDEM bureaus to IT to ready agency business systems for change.	8/29/2024
People Processes	Sprint 3 Planning	07/29/24	CCN	Prepare for upcoming workforce readiness and UAT planning	8/29/2024
People Processes	Post Workshop Briefing	07/31/24	CCN	Summary of Projects & Accounts Payable	8/29/2024
Processes Data	IAN Data Mapping FLAIR to PALM	08/01/24	PM Team	Build the IAN Data Scrimmage in preparation for UAT	8/29/2024
Technology Data	Setting up FTP between PALM and FDEM	08/07/24	IT, DEMES	Identify and describe the FTP server in FDEM	8/29/2024
People Processes	Sprint 3 Planning	08/20/24	CCN	Prepare for Payroll & Conversion Efforts	8/29/2024
Data	Project Costing module Internal Workshop	08/22/24	Project SMEs	Provide conversions & configurations for Project elements in FLAIR	8/29/2024

Agency Sponsor Confirmation
<p>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.</p> <p>Agency Sponsor Name: *</p> <input type="text"/> <p><input type="checkbox"/> Confirm *</p> <p><input type="button" value="Submit"/></p>

DEM Status Report Confirmation			
Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
July - August 2024	Jeremy W. Smith	jeremy.smith@em.myflorida.com	09/10/24
May - June 2024	Luke Strickland	luke.strickland@em.myflorida.com	07/11/24
March - April 2024	Luke Strickland	luke.strickland@em.myflorida.com	05/10/24
January - February 2024	Luke Strickland	luke.strickland@em.myflorida.com	03/11/24

Helpful Links

- Dashboard Snapshots
- Knowledge Center
- Florida PALM Workbook for EOG
- Readiness Workplan

EOG Status Report Dashboard

Click on the various statistics or dials to view the supporting information within your agency's Smartsheet Florida PALM Workbook.

Reporting Period

July - August 2024

Agency Sponsor

Dawn Hanson

CCN Composition



The Change Champion Network dial reflects the completeness of your CCN makeup.

Change Champion Network:

- Unique Filled Role = 5
- Duplicate Filled Role = 12
- Vacant Role = 0

RW Task Completeness



The Readiness Workplan Tasks Completeness dial reflects the completeness of your agency's submission of RW tasks, starting with RW Task 512.

RW Task Completeness:

- Score = 99.66%**
- Submitted Complete = 28
 - Submitted Incomplete = 0
 - Completed After Submission = 1

RW Task Timeliness



The Readiness Workplan Tasks Timeliness dial reflect the timeliness of your agency's submission of all RW tasks to date.

RW Task Timeliness:

- Score = 99.23%**
- Submitted On Time = 49
 - Submitted Late = 1
 - Pending Submission = 0

Project-led Meeting Participation



The Participation dial reflects your agency's attendance at Project-led meetings during the current reporting period.

Meeting Participation:

- Meetings Attended = 8
- Meetings Missed = 2

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
N/A	Processes	527	Identify Change Impacts and Update Agency Business Process Documentation for Segment III	04/15/24	07/12/24	100% - Submitted	06/06/24		Submission Complete	
N/A	Technology	528	Update Agency Business System Documentation for Segment III	04/15/24	07/12/24	100% - Submitted	06/06/24		Submission Complete	
Indirect	Technology	530	Update Florida PALM Interface Inventory for Segment III	04/15/24	07/12/24	100% - Submitted	06/06/24		Submission Complete	
N/A	Data	526	Complete Data Readiness Analysis and Data Cleansing Activities for Segment III	04/29/24	07/12/24	100% - Submitted	06/06/24		Submission Complete	
Indirect	Technology	529	Update Florida PALM Conversion Inventory for Segment III	04/29/24	07/12/24	100% - Submitted	06/06/24		Submission Complete	
N/A	Technology	531	Remediate Agency Business Systems based on Segment II	04/29/24	09/27/24	100% - Submitted	06/06/24		Submission Complete	
N/A	People	535	Update Workforce Readiness Plan	06/17/24	08/02/24	100% - Submitted	08/02/24		Submission Complete	
Indirect	People	536-A	Create Agency Specific User Acceptance Testing Plan	06/17/24	08/16/24	100% - Submitted	08/08/24		Submission Complete	
N/A	People	537	Update Authorized Smartsheet Users	06/24/24	07/12/24	100% - Submitted	07/02/24		Submission Complete	
N/A	N/A	538	Submit Bimonthly Agency Readiness Status Report	07/01/24	07/12/24	100% - Submitted	07/03/24		Submission Complete	
N/A	N/A	539	Manage Agency Specific Implementation Schedule, Risks and Issues	07/01/24	08/29/24	100% - Submitted	07/02/24		N/A	
N/A	People	540	Share Florida PALM Updates	07/15/24	07/26/24	100% - Submitted	07/17/24		Submission Complete	
Direct	Data	541-A	Complete Configuration Workbooks for Segment IV	07/22/24	09/06/24	100% - Submitted	08/29/24		Submission Complete	
Direct	Data	541-B	Complete Configuration Workbooks for Segment IV	07/22/24	09/06/24	100% - Submitted	09/03/24			
N/A	Data	542	Complete Data Readiness Analysis and Data Cleansing Activities for Segment IV	07/22/24	10/18/24					
N/A	Processes	543	Identify Change Impacts and Update Agency Business Process Documentation for Segment IV	07/22/24	10/18/24					
N/A	Technology	544	Update Agency Business System Documentation for Segment IV	07/22/24	10/18/24					
Direct	Technology	545-A	Update and Finalize Florida PALM Conversion Inventory for Segment IV	07/22/24	10/18/24	100% - Submitted	08/23/24		Submission Complete	
Direct	Technology	545-B	Update and Finalize Florida PALM Conversion Inventory for Segment IV - Projects (PCC001)	07/22/24	08/23/24	100% - Submitted	08/23/24		Submission Complete	
Direct	Technology	546	Update Florida PALM Interface Inventory for Segment IV	07/22/24	10/18/24					
N/A	Technology	547	Remediate Agency Business Systems based on Segment III	07/22/24	12/13/24					
Direct	Technology	548	Identify and Confirm File Managers	08/06/24	08/16/24	100% - Submitted	08/12/24		Submission Complete	
Direct	People	549	Submit Training Survey	08/12/24	09/20/24	100% - Submitted	08/23/24		Submission Complete	
Indirect	People	536-B	Create Agency Specific User Acceptance Testing Plan	08/19/24	10/11/24					
Direct	Data	541-C	Complete Configuration Workbooks for Segment IV	08/26/24	09/27/24					
Direct	Technology	550-A	Provide Public IP Address and Select Technical Meeting Time	08/26/24	08/30/24	100% - Submitted	08/30/24	meeting scheduled by Pete for 9/7 at 1:30	Submission Complete	
N/A	N/A	551	Submit Bimonthly Agency Readiness Status Report	08/30/24	09/11/24	100% - Submitted	09/09/24			

N/A	N/A	552	Manage Agency Specific Implementation Schedule, Risks and Issues	08/30/24	10/31/24			N/A
Direct	Technology	550-B	Participate in Technical Meeting to Receive Credentials and Access	09/03/24	09/13/24	100% - Submitted	09/06/24	N/A

People	Processes	Technology	Data
The staff and stakeholders affected by your agency's transition to Florida PALM.	The sequence of procedures to accomplish a business objective.	The applications or tools used to process, track, or report on financial operations.	Information used in or produced from an agency's financial business operations.
<p>Implementation:</p> <p>Planned Florida PALM End Users = 8</p> <ul style="list-style-type: none"> Business Process Groupings = 13/13 <p>Identified Subject Matter Experts = 4</p> <p>SMEs by Business Process Grouping</p> <ul style="list-style-type: none"> Account Mgmt. and Financial Reporting = 2 Accounts Receivable = 2 Asset Accounting and Mgmt. = 1 Banking = 1 Budget Mgmt. and Cash Control = 2 Contracts Mgmt. = 1 Disbursements Mgmt. = 3 Grants Mgmt. = 1 Inter/IntraUnit Transactions = 3 Payroll Mgmt. = 2 Projects Mgmt. = 1 Revenue Accounting = 2 System Access and Controls = 1 <p>Role Mapping = TBD</p> <p>Training = TBD</p>	<p>Current-State:</p> <p>Cataloged Business Processes = 151</p> <ul style="list-style-type: none"> Related Business Systems = 1 Related Reports = 41 <p>Documentation Status:</p> <ul style="list-style-type: none"> Complete = 151 Partial = 0 Not Started = 0 <p>Implementation:</p> <p>Impacted Agency Business Processes = 151</p> <ul style="list-style-type: none"> Related Business Process Groupings = 13 Planned Spreadsheet Uploads = 1 <p>Level of Impact: People Changes</p> <ul style="list-style-type: none"> High = 8 Medium = 29 Low = 33 None = 10 Uncertain = 3 <p>Level of Impact: Processes Changes</p> <ul style="list-style-type: none"> High = 16 Medium = 29 Low = 27 None = 10 Uncertain = 3 <p>Level of Impact: Technology Changes</p> <ul style="list-style-type: none"> High = 0 Medium = 0 Low = 0 None = 83 Uncertain = 2 <p>Level of Impact: Data Changes</p> <ul style="list-style-type: none"> High = 28 Medium = 34 Low = 17 None = 6 Uncertain = 0 <p>Segments I & II Documentation Update Status</p> <ul style="list-style-type: none"> Not Started = 0 In Progress = 0 Complete = 69 <p>Segment III Documentation Update Status</p> <ul style="list-style-type: none"> Not Started = 0 In Progress = 0 Complete = 20 	<p>Current-State:</p> <p>Cataloged Business Systems = 1</p> <ul style="list-style-type: none"> Criticality: High = 0 Med = 0 Low = 0 None = 1 <p>Documentation Status:</p> <ul style="list-style-type: none"> Complete = 0 Partial = 0 Not Started = 0 <p>Cataloged Interfaces = 0</p> <ul style="list-style-type: none"> Inbound Interfaces = 0 Outbound Interfaces = 0 <p>Implementation:</p> <p>Business Systems Planned for Integration = 1</p> <ul style="list-style-type: none"> Segment I - Documentation Updates: Complete = 0 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 1 Segment II - Documentation Updates: Complete = 0 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 1 Segment III - Documentation Updates: Complete = 0 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 1 <p>Planned Interfaces = 1</p> <ul style="list-style-type: none"> Inbound Interfaces = -1 Outbound Interfaces = 1 	<p>Current-State:</p> <p>Unique FLAIR Data Elements = 70</p> <ul style="list-style-type: none"> Associated Unique Uses = 77 Continued Use - Yes = 30 Continued Use - No = 26 Associated Business Systems = 1 <p>Cataloged Reports = 146</p> <ul style="list-style-type: none"> Criticality: High = 39 Med = 39 Low = 62 None = 6 <p>Implementation:</p> <p>Segments I & II Planned Configurations = 7/9</p> <ul style="list-style-type: none"> Accounts Receivable (AR) Planned Distribution Codes = 2 Asset Management (AM) Planned Location Codes = 97 Planned Associated Area ID's = 415 Commitment Control (KK) Planned Option = Option # 1 - Track with Budget General Ledger (GL) Planned Budgetary Value Combo Edits = 381 Planned Local Funds = None Planned Organization ID's = 68 Planned OA1's = 105 Planned OA2's = None <p>Segment IV Planned Configurations</p> <ul style="list-style-type: none"> Started = 2 Not Started = 0 <p>Conversions & Data Readiness</p> <ul style="list-style-type: none"> Conversions Needed = 11 Agency Data Outside of Primary Source System(s) = 0 Data Readiness/Cleansing Status: Complete = 5 In Progress = 0 Not Started = 0 Not Applicable 2 <p>Reports = TBD</p>

Agency Reported

The Risks, Issues, Assumptions and Readiness Activities tables below display only items that were opened/logged, closed/resolved or active during the reporting period.

EOG Risks							
Critical Operational Elements	Risk Description	Status	Risk Rating	Mitigation/Response Strategy	Reporting Period Comments or Updates	Date of Status Change	Owner / Coordinator
People Processes	The EOG has limited staff and technical/training resources.	Open	9 (High/High)	Discussed with FL Palm limited staffing resources and need for in person training.	No change.	10/31/23	Kelley Sasso
People Processes	Some of the FL PALM project activities and tasks coincide with the busiest times for financial and accounting agency resources. Training is indicated as being conducted prior to go live in the July-December, 2025 timeframe. The July-Mid-Oct timeframe is the busiest of the year with most duties falling to a very limited number of staff.	Open	9 (High/High)	The EOG will monitor staff workload.	Updated upon review of timeline.	08/23/24	Kelley Sasso
People Processes Technology Data	The Division of Emergency Management is physically and functionally separate from the Executive Office; however, the two entities share the same OLO/business unit. Risks exist surrounding data management, reporting, payments, transaction differentiation, and incorrect updates based on assumptions of shared/not shared data in DEM business systems.	Open	9 (High/High)	The EOG and DEM have met with FL PALM to outline concerns and have requested additional meetings regarding pending inquiries. It was determined that many of the solutions initially discussed will not be able to be effectively implemented. We will continue to monitor and meet with the PALM team as the final design takes shape to determine the best methodologies for the differentiation of data.	Updated upon review of InterUnit Module Segment IV documentation.	08/23/24	Kelley Sasso
People	There will be many competing priorities for staff working on this project. Staff on the project may serve in more than one capacity and time may not be fully dedicated to accounting and FL PALM work.	Open	6 (Medium/High)	The EOG will monitor staff workload.	No change.	10/31/23	Kelley Sasso

People Processes	FL PALM transactions are based on roles with an approval workflow. Because of EOG's limited staff, transactions requiring approvals will likely bottleneck with 1 or possibly 2 staff members. There is insufficient staffing for backup processors and approvers.	Open	6 (Medium/High)	The EOG has discussed this risk with FL PALM and communicated its inability to have role backups and the risk of transaction approval bottlenecks with so few individuals available to work on any given process. There exists the possibility for some transactions to utilize a spreadsheet upload of transactions rather than individual transaction approvals.	No change.	10/31/23	Kelley Sasso
People Processes Data	Nomenclature is changing in from FLAIR terms to PALM terms. Some fields in PALM are named the same as in FLAIR but with different meanings/uses. Examples are category, asset location, etc. This will primarily be a training challenge; however, there exists the risk that procedures, guidelines, data, queries, etc will be misinterpreted or not updated properly.	Open	6 (Medium/High)	The EOG will work to highlight terminology/naming differences to mitigate risk of confusion.	No change.	06/06/24	Kelley Sasso
People Processes Data	The Division of Emergency Management is physically and functionally separate from the Executive Office; however, the two entities share the same OLO/business unit. Detailed risk outline in Line 007 relates to payment management. In reviewing Segment IV -Inter-Unit transactions, we noted that all receiving transactions may be rolled together with no ability to discern 'ownership' of the transaction since only OLO is required. Sent suggestions to the PALM team requesting addition fields be mandatory. Also requested that search menus be available on each workcenter screen to filter out unneeded transactions to only those relevant to DEM or EOG.	Open	6 (Medium/High)	The EOG has reported the issue and made suggestions to FL PALM as potential solutions.	New.	08/23/24	Kelley Sasso
People Processes	The Division of Emergency Management is physically and functionally separate from the Executive Office; however, the two entities share the same OLO/business unit. Detailed risk outline in Line 007 relates to payment management. In reviewing the hardcopy draft of new warrants, if the wrong payment handling code is selected by DEM, EOG will not be able to tell who the warrant belongs to since BE is not printed on the warrant.	Open	4 (Medium/Medi)	The EOG and DEM have met with FL PALM to outline concerns. We will reach out to the PALM team during configuration to determine at what level certain codes can be defaulted to ensure this does not happen. As long as the warrants do not combine, we will be able to research to accommodate. If warrants combine, the entire warrant may need to be deleted and invoices re-vochered. Noted during review of configuration values worksheet that DEM has been assigned 2 pmt handling codes. Also noted that ORIGIN will not work for differentiation since Works, MFMP, STMS are origins which both EOG and DEM use.	Updated upon review of most recent configurations values worksheets.	06/06/24	Kelley Sasso
People Processes	Due to limited staff and staff turnover, there exists a risk that relevant or important steps in a new or revised task will be missed or not completed.	Open	2 (Medium/Low)	The EOG will outline as many processes as possible to mitigate risk of missing a step. The EOG will ensure that all staff attend training, perform work during UAT, and have access to PALM resources when appropriate.	No change.	10/31/23	Kelley Sasso
People Processes Technology	With the revision of interfaces for all Enterprise business systems, such as Works, STMS, and MFMP, and staff learning the updates to all new systems with FL PALM, it may be more difficult to pinpoint the source of errors in transaction processing.	Open	2 (Medium/Low)	The EOG will monitor all tasks and attempt to report issues to all relevant parties.	No change.	10/31/23	Kelley Sasso
Processes Technology Data	The EOG uses a purchased software that accepts an FTP download of FLAIR recorded asset data and transmits the data to a mobile device for state asset inventory purposes. A risk exists that the inventory software is not ready to purchase during the first year of go-live.	Open	2 (Medium/Low)	The EOG will monitor progress with other state agencies who also use this software and/or have this business need. The EOG will test PALM's inventory solution during UAT to determine if it will meet our agency's needs.	No change.	04/16/24	Kelley Sasso
People Data	Risks relate to attachments of documents in FL PALM. Staff will need training on what can and should be attached or redacted prior to attaching in FL PALM.	Open	1 (Low/Low)	The EOG will outline as many processes as possible to mitigate risk of incorrectly attached documents, and will ensure that all staff attend training and have access to PALM resources when appropriate.	No change.	10/31/23	Kelley Sasso

EOG Issues							
Critical Operational Elements	Issue Description	Status	Priority	Resolution Plan	Reporting Period Comments or Updates	Planned or Actual Resolution Date	Owner / Coordinator

EOG Assumptions						
Critical Operational Elements	Assumption	Status	Date Logged or Removed	Impacted Stakeholder(s) and/or System(s)	Reporting Period Comments or Updates	
People Processes Technology Data	EOG assumes that FL PALM will provide adequate in-person training and will assist in workflows where there is insufficient staff for approvals.	Logged	10/31/23	All Administrative Services.	Updated to consolidate this assumptions for all 4 critical operational elements. Removed duplicative assumptions.	
People Processes Technology Data	EOG assumes that while processor roles cannot approve his/her own transactions, the processor can also be assigned an approver role, so that in all cases, staff can function as backup processors or approvers.	Logged	01/23/24	All Administrative Services.	Discussed with D. Thomas on 1/19/2024.	

EOG Agency-Specific Readiness Activities					
Critical Operational Elements	Activity Description	Date(s)	Impacted Stakeholder(s) and/or System(s)	Objective	Reporting Period Comments or Updates

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 *

EOG Status Report Confirmation			
Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
July - August 2024	Dawn Hanson	dawn.hanson@eog.myflorida.com	09/09/24
May - June 2024	Dawn Hanson	dawn.hanson@eog.myflorida.com	07/03/24
March - April 2024	Dawn Hanson	dawn.hanson@eog.myflorida.com	05/06/24
January - February 2024	Dawn Hanson	dawn.hanson@eog.myflorida.com	03/05/24

Helpful Links

- Dashboard Snapshots
- Knowledge Center
- Florida PALM Workbook for FCOR
- Readiness Workplan

FCOR Status Report Dashboard

Reporting Period

July - August 2024

Agency Sponsor

Ryan Schenck

Click on the various statistics or dials to view the supporting information within your agency's Smartsheet Florida PALM Workbook.

CCN Composition



The Change Champion Network dial reflects the completeness of your CCN makeup.

Change Champion Network:

- Unique Filled Role = 14
- Duplicate Filled Role = 2
- Vacant Role = 0

RW Task Completeness



The Readiness Workplan Tasks Completeness dial reflects the completeness of your agency's submission of RW tasks, starting with RW Task 512.

RW Task Completeness:

- Score = 100.00%**
- Submitted Complete = 30
- Submitted Incomplete = 0
- Completed After Submission = 0

RW Task Timeliness



The Readiness Workplan Tasks Timeliness dial reflect the timeliness of your agency's submission of all RW tasks to date.

RW Task Timeliness:

- Score = 94.4%**
- Submitted On Time = 44
- Submitted Late = 5
- Pending Submission = 0

Project-led Meeting Participation



The Participation dial reflects your agency's attendance at Project-led meetings during the current reporting period.

Meeting Participation:

- Meetings Attended = 5
- Meetings Missed = 2

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
N/A	Processes	527	Identify Change Impacts and Update Agency Business Process Documentation for Segment III	04/15/24	07/12/24	100% - Submitted	07/22/24	See attached for detailed analysis.	Submission Complete	
N/A	Technology	528	Update Agency Business System Documentation for Segment III	04/15/24	07/12/24	100% - Submitted	05/24/24	FCOR doesn't have any ABS systems to update documentation.	Submission Complete	
Indirect	Technology	530	Update Florida PALM Interface Inventory for Segment III	04/15/24	07/12/24	100% - Submitted	05/20/24	FCOR doesn't have any ABS systems to update the interfaces	Submission Complete	
N/A	Data	526	Complete Data Readiness Analysis and Data Cleansing Activities for Segment III	04/29/24	07/12/24	100% - Submitted	07/12/24	All data is currently being monitored for conversion	Submission Complete	
Indirect	Technology	529	Update Florida PALM Conversion Inventory for Segment III	04/29/24	07/12/24	100% - Submitted	07/10/24		Submission Complete	
N/A	Technology	531	Remediate Agency Business Systems based on Segment II	04/29/24	09/27/24	100% - Submitted	06/18/24	FCOR doesn't have any ABS systems to update the interfaces	Submission Complete	
N/A	People	535	Update Workforce Readiness Plan	06/17/24	08/02/24	100% - Submitted	08/08/24	Sponsor has signed the updated Workforce Readiness Plan.	Submission Complete	
Indirect	People	536-A	Create Agency Specific User Acceptance Testing Plan	06/17/24	08/16/24	100% - Submitted	08/16/24		Submission Complete	
N/A	People	537	Update Authorized Smartsheet Users	06/24/24	07/12/24	100% - Submitted	07/10/24		Submission Complete	
N/A	N/A	538	Submit Bimonthly Agency Readiness Status Report	07/01/24	07/12/24	100% - Submitted	07/12/24		Submission Complete	
N/A	N/A	539	Manage Agency Specific Implementation Schedule, Risks and Issues	07/01/24	08/29/24	100% - Submitted	08/23/24		N/A	
N/A	People	540	Share Florida PALM Updates	07/15/24	07/26/24	100% - Submitted	07/18/24		Submission Complete	
Direct	Data	541-A	Complete Configuration Workbooks for Segment IV	07/22/24	09/06/24	100% - Submitted	09/09/24	FCOR does not currently have a need for Projects.		
N/A	Data	542	Complete Data Readiness Analysis and Data Cleansing Activities for Segment IV	07/22/24	10/18/24	100% - Submitted	08/08/24	FCOR does not have active Project records in FLAIR today, so no data cleansing needed.	Submission Complete	
N/A	Processes	543	Identify Change Impacts and Update Agency Business Process Documentation for Segment IV	07/22/24	10/18/24	25% - Beginning Initial Internal Meetings and Information Gathering				
N/A	Technology	544	Update Agency Business System Documentation for Segment IV	07/22/24	10/18/24	100% - Submitted	08/01/24	FCOR doesn't have any ABS systems to update the interfaces	Submission Complete	
Direct	Technology	545-A	Update and Finalize Florida PALM Conversion Inventory for Segment IV	07/22/24	10/18/24	100% - Submitted	08/08/24	FCOR does not have active Project records in FLAIR today.	Submission Complete	
Direct	Technology	546	Update Florida PALM Interface Inventory for Segment IV	07/22/24	10/18/24	100% - Submitted	08/01/24	FCOR doesn't have any ABS systems to update the interfaces	Submission Complete	
N/A	Technology	547	Remediate Agency Business Systems based on Segment III	07/22/24	12/13/24	100% - Submitted	08/01/24	FCOR doesn't have any ABS systems to update documentation or remediation needed.	Submission Complete	
Direct	Technology	548	Identify and Confirm File Managers	08/06/24	08/16/24	100% - Submitted	08/14/24		Submission Complete	
Direct	People	549	Submit Training Survey	08/12/24	09/20/24	50% - In Progress				
Indirect	People	536-B	Create Agency Specific User Acceptance Testing Plan	08/19/24	10/11/24	25% - Beginning Initial Internal Meetings and Information Gathering				
Direct	Data	541-C	Complete Configuration Workbooks for Segment IV	08/26/24	09/27/24	25% - Beginning Initial Internal Meetings and Information Gathering				
Direct	Technology	550-A	Provide Public IP Address and Select Technical Meeting Time	08/26/24	08/30/24	100% - Submitted	08/30/24	The meeting has been set for FDC and they will handle FCOR's meeting at the same time (Sept. 6th at 2:30 pm).	Submission Complete	
N/A	N/A	551	Submit Bimonthly Agency Readiness Status Report	08/30/24	09/11/24	100% - Submitted	09/10/24			
N/A	N/A	552	Manage Agency Specific Implementation Schedule, Risks and Issues	08/30/24	10/31/24	25% - Beginning Initial Internal Meetings and Information Gathering			N/A	

Direct	Technology	550-B	Participate in Technical Meeting to Receive Credentials and Access	09/03/24	09/13/24	100% - Submitted	09/10/24	Testing has been completed and verified.	N/A
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People	Processes	Technology	Data
The staff and stakeholders affected by your agency's transition to Florida PALM.	The sequence of procedures to accomplish a business objective.	The applications or tools used to process, track, or report on financial operations.	Information used in or produced from an agency's financial business operations.
<p>Implementation:</p> <p>Planned Florida PALM End Users = 15</p> <ul style="list-style-type: none"> Business Process Groupings = 7/13 <p>Identified Subject Matter Experts = 21</p> <p>SMEs by Business Process Grouping</p> <ul style="list-style-type: none"> Account Mgmt. and Financial Reporting = 5 Accounts Receivable = 5 Asset Accounting and Mgmt. = 4 Banking = 4 Budget Mgmt. and Cash Control = 6 Contracts Mgmt. = 1 Disbursements Mgmt. = 6 Grants Mgmt. = 4 Inter/IntraUnit Transactions = 7 Payroll Mgmt. = 3 Projects Mgmt. = 8 Revenue Accounting = 5 System Access and Controls = 2 <p>Role Mapping = TBD</p> <p>Training = TBD</p>	<p>Current-State:</p> <p>Cataloged Business Processes = 13</p> <ul style="list-style-type: none"> Related Business Systems = 0 Related Reports = 12 <p>Documentation Status:</p> <ul style="list-style-type: none"> Complete = 13 Partial = 0 Not Started = 0 <p>Implementation:</p> <p>Impacted Agency Business Processes = 13</p> <ul style="list-style-type: none"> Related Business Process Groupings = 3 <p>Level of Impact: People Changes</p> <ul style="list-style-type: none"> High = 0 Medium = 0 Low = 6 None = 2 Uncertain = 0 <p>Level of Impact: Processes Changes</p> <ul style="list-style-type: none"> High = 4 Medium = 0 Low = 2 None = 2 Uncertain = 0 <p>Level of Impact: Technology Changes</p> <ul style="list-style-type: none"> High = 6 Medium = 0 Low = 0 None = 2 Uncertain = 0 <p>Level of Impact: Data Changes</p> <ul style="list-style-type: none"> High = 4 Medium = 0 Low = 2 None = 2 Uncertain = 0 <p>Segments I & II Documentation Update Status</p> <ul style="list-style-type: none"> Not Started = 0 In Progress = 0 Complete = 13 <p>Segment III Documentation Update Status</p> <ul style="list-style-type: none"> Not Started = 0 In Progress = 0 Complete = 13 	<p>Current-State:</p> <p>Cataloged Business Systems = 0</p> <ul style="list-style-type: none"> Criticality: High = 0 Med = 0 Low = 0 None = 0 <p>Documentation Status:</p> <ul style="list-style-type: none"> Complete = 0 Partial = 0 Not Started = 0 <p>Cataloged Interfaces = 0</p> <ul style="list-style-type: none"> Inbound Interfaces = 0 Outbound Interfaces = 0 <p>Implementation:</p> <p>Business Systems Planned for Integration = 0</p> <p>Segment I - Documentation Updates:</p> <ul style="list-style-type: none"> Complete = 0 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 0 <p>Segment II - Documentation Updates:</p> <ul style="list-style-type: none"> Complete = 0 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 0 <p>Segment III - Documentation Updates:</p> <ul style="list-style-type: none"> Complete = 0 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 0 <p>Planned Interfaces = 0</p> <ul style="list-style-type: none"> Inbound Interfaces = 0 Outbound Interfaces = 0 	<p>Current-State:</p> <p>Unique FLAIR Data Elements = 72</p> <ul style="list-style-type: none"> Associated Unique Uses = 221 Continued Use - Yes = 183 Continued Use - No = 10 <p>Associated Business Systems = 4</p> <p>Cataloged Reports = 17</p> <ul style="list-style-type: none"> Criticality: High = 8 Med = 8 Low = 1 None = 0 <p>Implementation:</p> <p>Segments I & II Planned Configurations = 6/9</p> <ul style="list-style-type: none"> Accounts Receivable (AR) Planned Distribution Codes = 1 Asset Management (AM) Planned Location Codes = 12 Planned Associated Area ID's = None Commitment Control (KK) Planned Option = Option # 1 - Track with Budget General Ledger (GL) Planned Budgetary Value Combo Edits = 16 Planned Local Funds = None Planned Organization ID's = 31 Planned OA1's = 4 Planned OA2's = None <p>Segment IV Planned Configurations</p> <ul style="list-style-type: none"> Started = 1 Not Started = 1 <p>Conversions & Data Readiness</p> <ul style="list-style-type: none"> Conversions Needed = 8 Agency Data Outside of Primary Source System(s) = 0 <p>Data Readiness/Cleansing Status:</p> <ul style="list-style-type: none"> Complete = 4 In Progress = 0 Not Started = 0 Not Applicable 0 <p>Reports = TBD</p>

Agency Reported

The Risks, Issues, Assumptions and Readiness Activities tables below display only items that were opened/logged, closed/resolved or active during the reporting period.

FCOR Risks							
Critical Operational Elements	Risk Description	Status	Risk Rating	Mitigation/Response Strategy	Reporting Period Comments or Updates	Date of Status Change	Owner / Coordinator

FCOR Issues							
Critical Operational Elements	Issue Description	Status	Priority	Resolution Plan	Reporting Period Comments or Updates	Planned or Actual Resolution Date	Owner / Coordinator
People Processes	Not having a backup for newly created agency business systems	Open	High - Impacts the ability of the agency to meet deadlines or milestones	Crosstrain staff to ensure adequate backup	The planned or Actual Resolution Date is extended to 06/30/2025 to provide 6 months of readiness prior to the current Project Production date - January 2026.	06/30/25	David Eskin, FDC Finance and Accounting/Systems Reporting
People Processes	Lack of Clear Instructions and Frequent Changes in Task Guidance	Open	High - Impacts the ability of the agency to meet deadlines or milestones	To minimize frequent changes in task instructions. Consistent guidance fosters stability and improves overall performance	TBD	01/06/26	Erica Starling, Financial Administrator
People Processes Technology Data	Lack of Resource Capacity for Data analysis	Open	High - Impacts the ability of the agency to meet deadlines or milestones	Currently requesting an RFQ for an additional staff aug position with FLAIR data experience.	Draft has been sent to management	12/31/24	Erica Starling, Financial Administrator

FCOR Assumptions

Critical Operational Elements	Assumption	Status	Date Logged or Removed	Impacted Stakeholder(s) and/or System(s)	Reporting Period Comments or Updates
People Processes Technology	There will be sufficient engagement by resources knowledgeable about agency business processes and technical capabilities	Logged	07/31/23	All agency business systems and CCN roles	Organizational Change Management (OCM) Lead was onboarded and started working 05/06/2024.
People Processes Technology	FCOR's Change Champion Network will continue to attend workshops, working sessions, meetings, and other forums for collaboration to ensure the continued functionality of inbound and outbound interface points between the two agencies.	Logged	07/31/23	All agency business systems and CCN roles	Currently still relevant.
People Processes Technology	FCOR will understand and document our current state technical architecture and business systems and modify to integrate with the financial management solution.	Logged	07/31/23	All agency business systems and CCN roles	Continually updating as needed.
People Processes Technology	FCOR will understand and document our internal processes and modify them where possible to accommodate the financial management solution functionality.	Logged	07/31/23	All agency business systems and CCN roles	Continually updating as needed.

FCOR Agency-Specific Readiness Activities

Critical Operational Elements	Activity Description	Date(s)	Impacted Stakeholder(s) and/or System(s)	Objective	Reporting Period Comments or Updates
People	Meeting to discuss PALM Funding	07/03/24	Backup Project Sponsor, Agency Liaisons and OIT	Meeting to discuss PALM Funding with OIT & F&A staff for FDC/FCOR	
People	Task 527 Discussion	07/09/24	Agency Liaison and OCM Lead	Meeting to discuss Task 527 and debrief	
People	Meeting with Axiom Pro ABS vendor	07/09/24	Axiom Pro reps, Agency Liaisons, CCN staff, and FDC Project Manager	Meeting to discuss PALM progress for remediating Axiom Pro	
Technology	Meeting with Axiom Pro ABS vendor	07/09/24	Axiom Pro reps, Agency Liaisons, CCN staff, and FDC Project Manager	Meeting to discuss PALM progress for remediating Axiom Pro	
People	Task 530 - Interface Meeting	07/11/24	Agency Liaisons, CCN staff, and FDC Project Manager	Meeting to discuss current interface selections for Task 530	
People	Impact Analysis Survey Assistance: Change Agent Support	07/11/24	OCM Lead	Met with anyone who needed assistance with the Impact Analysis Survey for FL PALM Task 527	
Technology	Task 530 - Interface Meeting	07/11/24	Agency Liaisons, CCN staff, and FDC Project Manager	Meeting to discuss current interface selections for Task 530	
People	Impact Analysis Survey Assistance: Change Agent Support	07/12/24	OCM Lead	Met with anyone who needed assistance with the Impact Analysis Survey for FL PALM Task 527	
People	Task 527 Debrief	07/12/24	Agency Liaisons	Met to debrief about Task 527 and to get a status	
People	Update our Position & Role Catalog	07/12/24	Agency Liaisons and CCN staff	Meeting to discuss updates needed to the Position & Role Catalog	
People	Task 527 – Change Impact Analysis Survey Meeting	07/17/24	Agency Liaisons and CCN staff	Met to provide guidance on how to respond to the OCM Lead on Task 527	
People	Updates to Smart Sheet	07/19/24	Agency Liaison and OCM Lead	Meeting to discuss updates needed to Smartsheet	
People	Meeting with Axiom Pro ABS vendor	07/19/24	Axiom Pro reps, Agency Liaisons, CCN staff, and FDC Project Manager Team	Meeting to discuss PALM progress for remediating Axiom Pro	
Technology	Meeting with Axiom Pro ABS vendor	07/19/24	Axiom Pro reps, Agency Liaisons, CCN staff, and FDC Project Manager Team	Meeting to discuss PALM progress for remediating Axiom Pro	
People	Meeting to request a new FL PALM RFQ for a staff Aug position	07/22/24	Agency Liaisons and CCN staff	To discuss the education/criteria requirements needed for the new RFQ to assist with the FLAIR data analysis	
People	Met with Strategic Systems Inventory Scanner vendor	07/22/24	Vendor, Agency Liaisons, CCN staff, FDC Project Manager Team	Meeting to discuss PALM progress for remediating Bar Scanners	
Technology	Met with Strategic Systems Inventory Scanner vendor	07/22/24	Vendor, Agency Liaisons, CCN staff, FDC Project Manager Team	Meeting to discuss PALM progress for remediating Bar Scanners	
People	Meeting with Axiom Pro ABS vendor	07/26/24	Axiom Pro reps, Agency Liaisons, CCN staff, and FDC Project Manager Team	Meeting to discuss PALM progress for remediating Axiom Pro	
Technology	Meeting with Axiom Pro ABS vendor	07/26/24	Axiom Pro reps, Agency Liaisons, CCN staff, and FDC Project Manager Team	Meeting to discuss PALM progress for remediating Axiom Pro	
People	Weekly meeting with Agency Liaisons & FDC PALM Project Team Members	07/30/24	Agency Liaisons and FDC FL PALM Project Team Members	To discuss any outstanding or upcoming tasks and to discuss remediation efforts for FDC/FCOR	
Technology	Weekly meeting with Agency Liaisons & FDC PALM Project Team Members	07/30/24	Agency Liaisons and FDC FL PALM Project Team Members	To discuss any outstanding or upcoming tasks and to discuss remediation efforts for FDC/FCOR	
People	Meeting to Discuss FL PALM Major Changes (Data and Technology Readiness)	07/31/24	OCM Lead, Agency Liaisons and FDC FL PALM Team	Meeting to discuss the readiness efforts for data and technology	
People	BARS and Axiom Pro Demo for the FDC FL PALM Team	07/31/24	Agency Liaisons and FDC FL PALM Team	Meeting to provide the FDC FL PALM Team with demos of FDC's agency business systems (BARS & Axiom Pro)	
Technology	Meeting to Discuss FL PALM Major Changes (Data and Technology Readiness)	07/31/24	OCM Lead, Agency Liaisons and FDC FL PALM Team	Meeting to discuss the readiness efforts for data and technology	
Technology	BARS and Axiom Pro Demo for the FDC FL PALM Team	07/31/24	Agency Liaisons and FDC FL PALM Team	Meeting to provide the FDC FL PALM Team with demos of FDC's agency business systems (BARS & Axiom Pro)	
People	Discuss Task 541-A, Task 545-B & Debrief on Project Costing Workshops	08/01/24	Backup Agency Sponsor, FDC FL PALM Project Team and CCN staff	Meeting to walk through the task instructions for Task 541-A, Task 545-B and to debrief on the Project Costing workshops	
People	Meeting to discuss the Business Requirements Document (BRD) for FL PALM Integration	08/06/24	FDC FL PALM Team and Agency Liaisons	Met to discuss the BRD the FDC FL PALM Team is creating	
People	Meeting to discuss FL PALM printing, posters, etc.	08/06/24	Backup Agency Sponsor, Agency Liaisons, and OCM Lead	To discuss which posters we like to use for change management	
Technology	Meeting to discuss the Business Requirements Document (BRD) for FL PALM Integration	08/06/24	FDC FL PALM Team and Agency Liaisons	Met to discuss the BRD the FDC FL PALM Team is creating	
People	Meeting to discuss the Business Requirements Document (BRD) for FL PALM	08/07/24	FDC FL PALM Team and Agency Liaisons	Met to discuss the BRD the FDC FL PALM Team is creating	
Technology	Meeting to discuss the Business Requirements Document (BRD) for FL PALM	08/07/24	FDC FL PALM Team and Agency Liaisons	Met to discuss the BRD the FDC FL PALM Team is creating	
People	Task 541-A Working Session	08/09/24	Backup Agency Sponsor, FDC FL PALM Project Team and	Meeting to walk through the task instructions for Task 541-A and Task 545-B	

			CCN staff		
People	Discussion on Task 536-A	08/12/24	Agency Liaison and FDC FL PLAM Team	To discuss some open items on Task 536-A for FDC/FCOR	
People	Axiom Pro Conversion Planning	08/12/24	FDC FL PALM Team and CCN staff	Meeting to discuss the conversion of the voucher currently in Axiom Pro to the API031 interface	
People	Weekly meeting with Agency Liaisons & FDC PALM Project Team Members	08/12/24	Agency Liaisons and FDC FL PALM Project Team Members	To discuss any outstanding or upcoming tasks and to discuss remediation efforts for FDC/FCOR	
Technology	Discussion on Task 536-A	08/12/24	Agency Liaison and FDC FL PLAM Team	To discuss some open items on Task 536-A for FDC/FCOR	
Technology	Axiom Pro Conversion Planning	08/12/24	FDC FL PALM Team and CCN staff	Meeting to discuss the conversion of the voucher currently in Axiom Pro to the API031 interface	
Technology	Weekly meeting with Agency Liaisons & FDC PALM Project Team Members	08/12/24	Agency Liaisons and FDC FL PALM Project Team Members	To discuss any outstanding or upcoming tasks and to discuss remediation efforts for FDC/FCOR	
People	FCOR Leadership Meeting	08/14/24	FCOR Agency Sponsors and OCM Lead	To meet to discuss the strategy, provide PALM updates and to share stakeholder information on the OCM Leads plans for FCOR and to meet the new Agency Sponsor	
People	Impact Analysis on Budget Management and Cash Control Meeting	08/14/24	OCM Lead and specified CCN staff	OCM Lead met with the Budget Office to discuss the Impact Analysis of Task 515 regarding Process Model 20.1 Enter and Process Budget Journals	
People	UAT Test Plans	08/19/24	Agency Liaisons, FDC FL PALM Team and CCN staff	Meeting to discuss UAT Test Plans and Task 536-A, 536-B & Task 536-C	
People	Task 549 Review & Discussion	08/19/24	Agency Liaisons	Meeting to discuss Task 549 and our approach for pushing the task out to the SMEs	
Technology	UAT Test Plans	08/19/24	Agency Liaisons, FDC FL PALM Team and CCN staff	Meeting to discuss UAT Test Plans and Task 536-A, 536-B & Task 536-C	
Technology	Task 549 Review & Discussion	08/19/24	Agency Liaisons	Meeting to discuss Task 549 and our approach for pushing the task out to the SMEs	
People	Meeting to discuss SMEs List and Processes associated to FCOR for FL PALM	08/20/24	FDC FL PALM Team and Agency Liaisons	Met to discuss the SMEs list and processes associated too FCOR for BRDs	
People	Weekly meeting with Agency Liaisons & FDC PALM Project Team Members	08/21/24	Agency Liaisons and FDC FL PALM Project Team Members	To discuss any outstanding or upcoming tasks and to discuss remediation efforts for FDC/FCOR	
Technology	Weekly meeting with Agency Liaisons & FDC PALM Project Team Members	08/21/24	Agency Liaisons and FDC FL PALM Project Team Members	To discuss any outstanding or upcoming tasks and to discuss remediation efforts for FDC/FCOR	
People	Task 549 Internal Discussion	08/22/24	Backup Agency Sponsor, Agency Liaisons, FDC FL PALM Project Team and CCN staff	Meeting to discuss Task 549 and discuss assigning task to the SME and set deadline for completion	
Technology	Task 549 Internal Discussion	08/22/24	Backup Agency Sponsor, Agency Liaisons, FDC FL PALM Project Team and CCN staff	Meeting to discuss Task 549 and discuss assigning task to the SME and set deadline for completion	
People	Project Costing Task Meeting	08/23/24	Agency Liaison and CCN staff	Meeting to discuss completion of the Project Costing task for FDC	
People	CCN PALM Monthly Standing Meeting	08/23/24	Agency Sponsors, Agency Liaisons, Project Management Liaison and all identified CCN staff	Monthly standing meeting to discuss where we stand on the project and to engage all CCN staff	
People	Task 549 Review & Discussion	08/29/24	Agency Liaison, OCM Lead and CCN staff	Meeting to discuss Task 549 and to assign completion of task to OCM Lead	
People	Weekly meeting with Agency Liaisons & FDC PALM Project Team Members	08/29/24	Agency Liaisons and FDC FL PALM Project Team Members	To discuss any outstanding or upcoming tasks and to discuss remediation efforts for FDC/FCOR	
Technology	Task 549 Review & Discussion	08/29/24	Agency Liaison, OCM Lead and CCN staff	Meeting to discuss Task 549 and to assign completion of task to OCM Lead	
Technology	Weekly meeting with Agency Liaisons & FDC PALM Project Team Members	08/29/24	Agency Liaisons and FDC FL PALM Project Team Members	To discuss any outstanding or upcoming tasks and to discuss remediation efforts for FDC/FCOR	
People	Payroll Workshop Debrief	08/30/24	Backup Agency Sponsor, Agency Liaisons, FDC FL PALM Project Team and CCN staff	Meeting to debrief from the Payroll workshops and to discuss what we learned for FDC/FCOR	
People	Task 541-C Discussion Meeting	08/30/24	Backup Agency Sponsor, Agency Liaisons, FDC FL PALM Project Team and CCN staff	To finalize completion of this task and to assign to CCN staff to complete	
Processes	Continuous updates to desktop procedures library and documentation of our current state reports, agency business systems, and interfaces.	08/30/24	All business process owners in Finance and Accounting, Budget, Division of Administration, FMBC, Procurement, HR & FCOR	To ensure our current state desktop procedures library is up to date and document our current state reports, business systems and interfaces	Keeping desktop procedures up-to-date and the position & role catalog.
Data	None	08/30/24	None	None	

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

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FCOR Status Report Confirmation

Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
July - August 2024	Ryan C. Schenck	ryanschenck@fcor.state.fl.us	09/10/24
May - June 2024	Ryan C. Schenck	ryanschenck@fcor.state.fl.us	07/12/24
March - April 2024	Gina Giacomo	karencarter@fcor.state.fl.us	05/09/24
January - February 2024	Gina Giacomo	ginagiaco@fcor.state.fl.us	03/08/24

Helpful Links

- Dashboard Snapshots
- Knowledge Center
- Florida PALM Workbook for DACS
- Readiness Workplan

DACS Status Report Dashboard

Reporting Period

July - August 2024

Agency Sponsor

Alan Edwards

Click on the various statistics or dials to view the supporting information within your agency's Smartsheet Florida PALM Workbook.

CCN Composition



The Change Champion Network dial reflects the completeness of your CCN makeup.

Change Champion Network:

- Unique Filled Role = 16
- Duplicate Filled Role = 0
- Vacant Role = 0

RW Task Completeness



The Readiness Workplan Tasks Completeness dial reflects the completeness of your agency's submission of RW tasks, starting with RW Task 512.

RW Task Completeness:

- Score = 99.64%**
- Submitted Complete = 27
- Submitted Incomplete = 0
- Completed After Submission = 1

RW Task Timeliness



The Readiness Workplan Tasks Timeliness dial reflect the timeliness of your agency's submission of all RW tasks to date.

RW Task Timeliness:

- Score = 98.08%**
- Submitted On Time = 49
- Submitted Late = 0
- Pending Submission = 1

Project-led Meeting Participation



The Participation dial reflects your agency's attendance at Project-led meetings during the current reporting period.

Meeting Participation:

- Meetings Attended = 10
- Meetings Missed = 0

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
N/A	Technology	519	Remediate Agency Business Systems based on Segment I	01/29/24	06/28/24	75% - Consolidating/Inputting Information for Submission		09/01/2024 - Remediation efforts for Segment I (and all segment) designs are in progress. We continue to monitor this task for completion in order to align with the Florida PALM Project's timeline to participate in future testing activities. 08/02/24 - Remediation efforts for Segment I designs are still in progress. We continue to monitor this task for completion in order to align with the Florida PALM Project's timeline to participate in future testing activities. 06/28/24 - Our agency is actively working on ABS remediation based on Segment I designs, ensuring alignment with our own agency specific project management approach. The FDACS remediation approach is to complete all required changes for each application function following our internal project schedule, that cannot be defined by segment design timing. Agency remediation efforts are ongoing and will continue in order to meet the overall Florida PALM Project's timeline for remediation completion to participate in future testing activities. We will continue to monitor our progress and provide status updates to the Florida PALM project through our Readiness Coordinator and as part of our Agency Status Reporting.		
N/A	Processes	527	Identify Change Impacts and Update Agency Business Process Documentation for Segment III	04/15/24	07/12/24	100% - Submitted	07/12/24		Submission Complete	
N/A	Technology	528	Update Agency Business System Documentation for Segment III	04/15/24	07/12/24	100% - Submitted	07/12/24		Submission Complete	
Indirect	Technology	530	Update Florida PALM Interface Inventory for Segment III	04/15/24	07/12/24	100% - Submitted	07/12/24		Submission Complete	
N/A	Data	526	Complete Data Readiness Analysis and Data Cleansing Activities for Segment III	04/29/24	07/12/24	100% - Submitted	07/12/24		Submission Complete	
Indirect	Technology	529	Update Florida PALM Conversion Inventory for Segment III	04/29/24	07/12/24	100% - Submitted	07/12/24		Submission Complete	
N/A	Technology	531	Remediate Agency Business Systems based on Segment II	04/29/24	09/27/24	50% - In Progress				
N/A	People	535	Update Workforce Readiness Plan	06/17/24	08/02/24	100% - Submitted	08/02/24		Submission Complete	
Indirect	People	536-A	Create Agency Specific User Acceptance Testing Plan	06/17/24	08/16/24	100% - Submitted	08/16/24		Submission Complete	
N/A	People	537	Update Authorized Smartsheet Users	06/24/24	07/12/24	100% - Submitted	06/25/24		Submission Complete	
N/A	N/A	538	Submit Bimonthly Agency Readiness Status Report	07/01/24	07/12/24	100% - Submitted	07/03/24		Submission Complete	
N/A	N/A	539	Manage Agency Specific Implementation Schedule, Risks and Issues	07/01/24	08/29/24	100% - Submitted	08/29/24		N/A	
N/A	People	540	Share Florida PALM Updates	07/15/24	07/26/24	100% - Submitted	07/26/24		Submission Complete	
Direct	Data	541-A	Complete Configuration Workbooks for Segment IV	07/22/24	09/06/24	100% - Submitted	09/05/24		Submission Complete	
Direct	Data	541-B	Complete Configuration Workbooks for Segment IV	07/22/24	09/06/24	100% - Submitted	08/28/24		Submission Complete	
N/A	Data	542	Complete Data Readiness Analysis and Data Cleansing Activities for Segment IV	07/22/24	10/18/24	50% - In Progress				
N/A	Processes	543	Identify Change Impacts and Update	07/22/24	10/18/24	50% - In Progress				

			Agency Business Process Documentation for Segment IV							
N/A	Technology	544	Update Agency Business System Documentation for Segment IV	07/22/24	10/18/24	50% - In Progress				
Direct	Technology	545-A	Update and Finalize Florida PALM Conversion Inventory for Segment IV	07/22/24	10/18/24	50% - In Progress				
Direct	Technology	545-B	Update and Finalize Florida PALM Conversion Inventory for Segment IV - Projects (PCC001)	07/22/24	08/23/24	100% - Submitted	08/23/24		Submission Complete	
Direct	Technology	546	Update Florida PALM Interface Inventory for Segment IV	07/22/24	10/18/24	50% - In Progress				
N/A	Technology	547	Remediate Agency Business Systems based on Segment III	07/22/24	12/13/24	25% - Beginning Initial Internal Meetings and Information Gathering				
Direct	Technology	548	Identify and Confirm File Managers	08/06/24	08/16/24	100% - Submitted	08/07/24		Submission Complete	
Direct	People	549	Submit Training Survey	08/12/24	09/20/24	100% - Submitted	08/21/24		Submission Complete	
Indirect	People	536-B	Create Agency Specific User Acceptance Testing Plan	08/19/24	10/11/24	50% - In Progress				
Direct	Data	541-C	Complete Configuration Workbooks for Segment IV	08/26/24	09/27/24	50% - In Progress				
Direct	Technology	550-A	Provide Public IP Address and Select Technical Meeting Time	08/26/24	08/30/24	100% - Submitted	08/28/24		Submission Complete	
N/A	N/A	551	Submit Bimonthly Agency Readiness Status Report	08/30/24	09/11/24	100% - Submitted	09/05/24		Submission Complete	
N/A	N/A	552	Manage Agency Specific Implementation Schedule, Risks and Issues	08/30/24	10/31/24	50% - In Progress			N/A	
Direct	Technology	550-B	Participate in Technical Meeting to Receive Credentials and Access	09/03/24	09/13/24	100% - Submitted	09/09/24	Meeting scheduled for 09/09	N/A	
Indirect	Technology	553	Prepare for Interface Testing	09/09/24	10/04/24					

People	Processes	Technology	Data
<p>The staff and stakeholders affected by your agency's transition to Florida PALM.</p> <p>Implementation:</p> <p>Planned Florida PALM End Users = 73</p> <ul style="list-style-type: none"> Business Process Groupings = 13/13 <p>Identified Subject Matter Experts = 25</p> <p>SMEs by Business Process Grouping</p> <ul style="list-style-type: none"> Account Mgmt. and Financial Reporting = 4 Accounts Receivable = 4 Asset Accounting and Mgmt. = 5 Banking = 4 Budget Mgmt. and Cash Control = 5 Contracts Mgmt. = 3 Disbursements Mgmt. = 7 Grants Mgmt. = 4 Inter/IntraUnit Transactions = 10 Payroll Mgmt. = 5 Projects Mgmt. = 7 Revenue Accounting = 4 System Access and Controls = 4 <p>Role Mapping = TBD</p> <p>Training = TBD</p>	<p>The sequence of procedures to accomplish a business objective.</p> <p>Current-State:</p> <p>Cataloged Business Processes = 118</p> <ul style="list-style-type: none"> Related Business Systems = 6 Related Reports = 7 <p>Documentation Status:</p> <ul style="list-style-type: none"> Complete = 118 Partial = 0 Not Started = 0 <p>Implementation:</p> <p>Impacted Agency Business Processes = 118</p> <ul style="list-style-type: none"> Related Business Process Groupings = 12 Planned Spreadsheet Uploads = 7 <p>Level of Impact: People Changes</p> <ul style="list-style-type: none"> High = 0 Medium = 15 Low = 46 None = 0 Uncertain = 0 <p>Level of Impact: Processes Changes</p> <ul style="list-style-type: none"> High = 0 Medium = 23 Low = 38 None = 0 Uncertain = 0 <p>Level of Impact: Technology Changes</p> <ul style="list-style-type: none"> High = 0 Medium = 38 Low = 23 None = 0 Uncertain = 0 <p>Level of Impact: Data Changes</p> <ul style="list-style-type: none"> High = 0 Medium = 18 Low = 43 None = 0 Uncertain = 0 <p>Segments I & II Documentation Update Status</p> <ul style="list-style-type: none"> Not Started = 0 In Progress = 0 Complete = 49 <p>Segment III Documentation Update Status</p> <ul style="list-style-type: none"> Not Started = 0 In Progress = 0 Complete = 26 	<p>The applications or tools used to process, track, or report on financial operations.</p> <p>Current-State:</p> <p>Cataloged Business Systems = 49</p> <ul style="list-style-type: none"> Criticality: High = 27 Med = 13 Low = 6 None = 3 <p>Documentation Status:</p> <ul style="list-style-type: none"> Complete = 48 Partial = 0 Not Started = 0 <p>Cataloged Interfaces = 42</p> <ul style="list-style-type: none"> Inbound Interfaces = 28 Outbound Interfaces = 14 <p>Implementation:</p> <p>Business Systems Planned for Integration = 16</p> <ul style="list-style-type: none"> Segment I - Documentation Updates: Complete = 3 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 12 Segment II - Documentation Updates: Complete = 5 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 10 Segment III - Documentation Updates: Complete = 7 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 8 <p>Planned Interfaces = 28</p> <ul style="list-style-type: none"> Inbound Interfaces = 2 Outbound Interfaces = 19 	<p>Information used in or produced from an agency's financial business operations.</p> <p>Current-State:</p> <p>Unique FLAIR Data Elements = 70</p> <ul style="list-style-type: none"> Associated Unique Uses = 70 Continued Use - Yes = 50 Continued Use - No = 19 <p>Associated Business Systems = 6</p> <p>Cataloged Reports = 221</p> <ul style="list-style-type: none"> Criticality: High = 85 Med = 56 Low = 17 None = 51 <p>Implementation:</p> <p>Segments I & II Planned Configurations = 6/9</p> <ul style="list-style-type: none"> Accounts Receivable (AR) Planned Distribution Codes = 50 Asset Management (AM) Planned Location Codes = 488 Commitment Control (KK) Planned Option = Option # 1 - Track with Budget General Ledger (GL) Planned Budgetary Value Combo Edits = 1949 Planned Local Funds = None Planned Organization ID's = 1095 Planned OA1's = 768 Planned OA2's = None <p>Segment IV Planned Configurations</p> <ul style="list-style-type: none"> Started = 2 Not Started = 0 <p>Conversions & Data Readiness</p> <ul style="list-style-type: none"> Conversions Needed = 13 Agency Data Outside of Primary Source System(s) = 0 <p>Data Readiness/Cleansing Status:</p> <ul style="list-style-type: none"> Complete = 8 In Progress = 1 Not Started = 0 Not Applicable = 0 <p>Reports = TBD</p>

Agency Reported

The Risks, Issues, Assumptions and Readiness Activities table below display only items that were opened/logged, closed/resolved or active during the reporting period.

DACs Risks

Critical Operational Elements	Risk Description	Status	Risk Rating	Mitigation/Response Strategy	Reporting Period Comments or Updates	Date of Status Change	Owner / Coordinator
Technology	There is a mismatch between the Interface Layout and sample data files provided by the PALM team. It means that the sample data files are inconsistent with the interface layout. As the result, many times it's not possible to develop and test the interfaces.	Open	9 (High/High)	For the purposes of testing the interface, the sample data file is manually modified to fit the interface layout so the interface process could be tested. However, it means this is no longer a true test.	Information is shared with Agency Readiness Coordinator as they are encountered. 8-28-2024 - No additional interface sample data files have been provided. 6-25-2024 - Error Log for the sample data files for Interfaces PCI001 and IJ1003 was reviewed to send to the Florida PALM Team.	06/28/24	Rosemarie Zubler
Technology	Division of FL PALM information by Segments may result in timing differences between what is needed for remediation and task due date.	Open	9 (High/High)	Our agency is actively working on ABS remediation based on Segment designs, ensuring alignment with our own agency specific project management approach. The FDACS remediation approach is to complete all required changes for each application function following our internal project schedule, that cannot be defined by segment design timing. Agency remediation efforts are ongoing and will continue in order to meet the overall Florida PALM Project's timeline for remediation completion to participate in future testing activities. Regular monitoring of the interface catalog is occurring to stay up to date on any changes made to interface layouts or sample data files.	8-28-2024 - New information is consumed as it becomes available. This also includes information resulting from design meeting discussions. 6-21-2024 - Discussion with agency Readiness Coordinator at monthly Touchpoint Meeting.	07/02/24	Rosemarie Zubler

DACs Issues

Critical Operational Elements	Issue Description	Status	Priority	Resolution Plan	Reporting Period Comments or Updates	Planned or Actual Resolution Date	Owner / Coordinator

DACs Assumptions

Critical Operational Elements	Assumption	Status	Date Logged or Removed	Impacted Stakeholder(s) and/or System(s)	Reporting Period Comments or Updates
Technology	Funding for staff augmentation and services will continue through implementation and Hypercare.	Logged	08/31/23	Software remediation and Chart of Accounts crosswalk transitioning from FLAIR to PALM.	08/29/2024 - Continuing to monitor 7/01/2024 - Continuing to monitor
Data	Division reporting needs currently handled by Data Warehouse will be taken care of by user roles for Information Warehouse or PALM reports.	Logged	12/19/23	Division fiscals, Finance and Accounting, OPB, Purchasing, Payroll	08/29/2024 - Continuing to monitor 07/01/2024 - Will monitor as FL PALM releases additional information.
People	The Florida PALM team will be able to provide timely and complete requirements for the transition to Florida PALM with sufficient detail and time to implement the changes according to the Florida PALM schedule	Logged	11/13/23	FDACS PALM Readiness Team, CCN, all FDACS key stakeholders, PALM/Impacted Agency Business System end users	08/29/2024 - Continuing to monitor 07/01/2024 - Will monitor as FL PALM releases additional information.
Processes	Work efforts of staff augmentation resources are undertaken to collectively achieve a broader understanding of the totality of work that must be accomplished to meet all Critical Success Factors. As such, the deliverables outlined in the Operational Work Plan are critical, and the FDACS PALM Transition Readiness Team assumes that the deliverables are accurately and thoroughly defined and reflect the necessary Level of Effort to achieve all transition tasks and activities. Work efforts under the deliverables may adjust to accommodate operational variances, but the deliverables are fixed.	Logged	11/13/23	Staff Augmentation; FDACS PALM Readiness Team, CCN	08/29/2024 - Continuing to monitor 07/01/2024 - Will continue to monitor.

DACs Agency-Specific Readiness Activities

Critical Operational Elements	Activity Description	Date(s)	Impacted Stakeholder(s) and/or System(s)	Objective	Reporting Period Comments or Updates
Technology	Sprint Retrospectives and planning	07/01/24	PRT, Finance and Accounting, OATS, PPMO	Conduct retrospective of ending sprint and plan for next sprint.	Occurs biweekly. Date entered reflects start of reporting period.
Technology Data	FDACS PALM Dashboard Meeting	07/02/24	PRT, OATS, PPMO	Brainstorming session regarding design and functionality of Sharepoint dashboard.	No other comments or updates.
Processes Technology Data	Daily PRT Standups	07/02/24	PRT, Finance and Accounting, OATS, Admin IT, PPMO	Conduct daily standups to provide update on technology tasks and deliverables, address risks, issues, assumptions, time exceptions, and blockers.	Work breakdown structure and deliverable progress monitoring; Project Management Liaison, Change Management Liaison. Date entered reflects start of reporting period.
People Processes Technology Data	PALM Activities Review	07/03/24	PRT, Finance and Accounting	Meeting between the Technical and Business Units to discuss the status of PALM Project risks, issues, assumptions, decisions, and other needed PALM items.	This meeting was held on Wednesday due to holiday. This meeting usually occurs weekly on Thursdays.
Processes Technology Data	FANS PALM Tasks Review/Status Updates	07/03/24	PRT, Finance and Accounting, Admin IT	The purpose of this meeting is to review the status of documentation and deliverables, percentage completion of tasks, summary of PALM activities for the week, any blockers or assistance needed, and the next week's goals.	This meeting was held on Wednesday due to holiday. This meeting usually occurs weekly on Thursdays.
People Processes Technology Data	FANS FLAIR-PALM Tickets and Level of Effort Meeting	07/08/24	PRT, Finance and Accounting, Admin IT	The purpose of this meeting is to get a better understanding of the details involved in the remediation of the FANS application. This meeting also involved a decomposition of the tasks involved and resource availability discussion.	No other comments or updates.
People Processes Data	Data Conversion- Accounts Receivable	07/08/24	Finance and Accounting	The purpose of this meeting is to evaluate data cleansing needs for Open Accounts Receivable and Contract data for conversion to PALM.	No other comments or updates.
People Processes Data	PALM Data Conversion - Suppliers & Contracts	07/09/24	PRT, Finance and Accounting, Admin IT, Purchasing, Administration	The purpose of this meeting is to evaluate our agency confidential suppliers(vendors) or those unique to our agency for data cleanup activities needed for Florida PALM and Contracts	No other comments or updates.
People Processes Technology Data	PRT Weekly Touchpoint with CCN Technical Liaison	07/10/24	PRT, Finance and Accounting, OATS	The purpose of this meeting is for the agency's technical and business sides to discuss any technical questions, review any updates, and review any assistance needed for the PALM Remediation project	This meeting occurs weekly on Wednesdays.

People Processes Technology	PALM Biweekly Technical	07/11/24	PRT, OATS, PPMO	The purpose of this meeting is for executive management to review with the PRT Developers and Analyst what has been accomplished, what is currently being worked on with estimated completion dates, and what is on deck.	This meeting occurs biweekly on Thursdays.
Technology Data	Preparation and Distribution of FDACS PALM Weekly Summary Report	07/12/24	PRT, Finance and Accounting	This is the discussion, compiling, and distribution of a weekly summary report detailing the accomplishments of PALM remediation efforts for the week, along with the current status of PALM Tasks. The report also lists any known Operation Issues, Risks, or blockers encountered during the week's activities, along with the next week's priorities.	This occurs weekly on Friday's.
People Processes Technology Data	Phase 1 FDACS UAT Kick Off Meeting	07/15/24	PRT, Finance and Accounting, Admin IT, Purchasing, Administration	The purpose of this meeting is to introduce the technical resources performing the UAT, review UAT process, review UAT testing procedures, and review of Test Cases & recording test results.	No other comments or updates.
People Processes Technology Data	Phase 1 UAT First Session - REV	07/16/24	PRT, Finance and Accounting, OATS, Admin IT	This UAT Session will test the following REV application remediation changes: Work Period, Batch, Payment & Supporting Screens, Credit Card Refund Transactions, and Summary of Selected Payments & Transactions Reports.	No other comments or updates.
People Processes Technology Data	Phase 1 UAT First Session - AIMS	07/16/24	PRT, Finance and Accounting, OATS, Admin IT, Purchasing	This UAT Session will test the following AIMS application remediation changes: Purchase Requisition screens, Purchase Requisition Approval screens, Purchase Requisition Report, and Purchase Order Report.	No other comments or updates.
People Technology	Overview Presentation of Draft FDACS PALM Remediation Dashboard	07/19/24	PRT, OATS, PPMO	This meeting is to present a preview of the draft PALM Remediation Dashboard for executive management's feedback and review.	No other comments or updates.
People Processes Technology Data	Phase 1 UAT Second Session-REV	07/26/24	PRT, Finance and Accounting, OATS, Admin IT	During the first session, it was discovered during testing that there always will be a need to enter a DTN for the deposit process. A separate scenario was created and tested during this session.	No other comments or updates.
People Processes Technology Data	Phase 1 UAT Second Session - AIMS	07/29/24	PRT, Finance and Accounting, OATS, Admin IT	The purpose of this session is to test specific AIMS Application Changes:	No other comments or updates.
Data	ARC002 Conversion Mapping Discussion	07/30/24	Finance and Accounting, Admin IT	The purpose of this meeting is to determine ARC002 conversion needs and approach.	No other comments or updates.
Technology Data	Sprint Retrospectives and planning	08/01/24	PRT, Finance and Accounting, OATS, PPMO	Conduct retrospective of ending sprint and plan for next sprint.	Occurs biweekly. Date entered reflects start of reporting period.
People Processes Technology Data	Phase 1 UAT Third Session - AIMS	08/01/24	PRT, Finance and Accounting, OATS, Admin IT	The purpose of this session is to test specific AIMS Application Changes:	No other comments or updates.
Data	PALM Task 536A Discussion	08/06/24	Finance and Accounting, PRT, Admin IT	Discuss the completion criteria for PALM Task 536A	No other comments or updates.
People Processes Technology Data	FDACS PALM Monitoring Meeting	08/07/24	OATS, Finance & Accounting, Admin IT, Administration, PPMO	Demonstration of draft FDACS PALM Dashboard	Occurs biweekly.
People Processes Technology Data	AIMS Remediation JAD Session- Disbursements Module	08/08/24	PRT, Finance & Accounting, Admin IT, Administration, Purchasing	Discuss Disbursements Module in AIMS. Review initiating Disbursement Code Sheet Process in screen. Review initiating Disbursement Code Sheet Process in screen Certify Forward.	No other comments or updates.
Technology Data	PRT: Mid Sprint Planning	08/09/24	PRT, OATS, PPMO, Finance & Accounting	Review the current sprint's activities	No other comments or updates.
Processes Data	ARC001 Customer Conversion Data Cleansing	08/12/24	Finance and Accounting	The purpose of this meeting was to review and plan approach for Customer Conversion activities.	No other comments or updates.
People Processes Data	Account Code Discussion	08/12/24	Finance and Accounting, PRT, Admin IT, OATS, Administration	The purpose of this meeting is to discuss the Account Code value remediation for end users.	No other comments or updates.
Technology Data	PRT: Sprint Retrospective, Planning and Tasking	08/16/24	PRT, OATS, PPMO	Sprint Retrospective and Planning	No other comments or updates.
Processes Data	PALM Task 545-B Projects Conversion	08/16/24	Finance and Accounting	The purpose of this meeting is to finalize Projects conversion needs for 545-B	No other comments or updates.
Processes Technology	PRT Weekly Touchpoint with CCN Technical Liaison	08/21/24	PRT, Finance and Accounting, OATS	The purpose of this meeting is for the agency's technical and business sides to discuss any technical questions, review any updates, and review any assistance needed for the PALM Remediation project.	This meeting occurs weekly on Wednesdays.
Technology Data	FANS PALM Tasks Review/Status Updates	08/23/24	PRT, Finance and Accounting, Admin IT	The purpose of this meeting is to review the status of documentation and deliverables, percentage completion of tasks, summary of PALM activities for the week, any blockers or assistance needed, and the next week's goals.	This meeting was held on Friday. This meeting usually occurs weekly on Thursdays.
People Processes Technology Data	PALM Activities Review	08/23/24	PRT, Finance and Accounting	Meeting between the Technical and Business Units to discuss the status of PALM Project risks, issues, assumptions, decisions, and other needed PALM items.	This meeting was held on Friday. This meeting usually occurs weekly on Thursdays.
Technology	PRT: Mid Sprint Planning	08/23/24	PRT, OATS, PPMO, Finance & Accounting	Review the current sprint's activities	No other comments or updates.
People Processes Data	PALM Task 541-A Project Costing Conversions	08/26/24	Finance and Accounting	The purpose of this meeting is to finalize Project Costing conversion needs for 541-A	No other comments or updates.
People Processes Technology Data	ARI007 Inbound Deposit Data Interface Planning	08/30/24	Finance and Accounting, Admin IT	The purpose of this meeting is to discuss and plan approach for ARI007.	No other comments or updates.

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

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DACS Status Report Confirmation

Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
July - August 2024	Alan Edwards	alan.edwards@fdacs.gov	09/05/24
May - June 2024	Alan Edwards	alan.edwards@fdacs.gov	07/09/24
March - April 2024	Alan Edwards	alan.edwards@fdacs.gov	05/08/24
January - February 2024	Alan Edwards	alan.edwards@fdacs.gov	03/11/24

Helpful Links

- Dashboard Snapshots
- Knowledge Center
- Florida PALM Workbook for FDC
- Readiness Workplan

FDC Status Report Dashboard

Click on the various statistics or dials to view the supporting information within your agency's Smartsheet Florida PALM Workbook.

Reporting Period

July - August 2024

Agency Sponsor

Mark Tallent

CCN Composition



The Change Champion Network dial reflects the completeness of your CCN makeup.

Change Champion Network:

- Unique Filled Role = 16
- Duplicate Filled Role = 0
- Vacant Role = 0

RW Task Completeness



The Readiness Workplan Tasks Completeness dial reflects the completeness of your agency's submission of RW tasks, starting with RW Task 512.

RW Task Completeness:

- Score = 94.17%**
- Submitted Complete = 22
 - Submitted Incomplete = 0
 - Completed After Submission = 2

RW Task Timeliness



The Readiness Workplan Tasks Timeliness dial reflect the timeliness of your agency's submission of all RW tasks to date.

RW Task Timeliness:

- Score = 87.84%**
- Submitted On Time = 40
 - Submitted Late = 8
 - Pending Submission = 2

Project-led Meeting Participation



The Participation dial reflects your agency's attendance at Project-led meetings during the current reporting period.

Meeting Participation:

- Meetings Attended = 10
- Meetings Missed = 0

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
N/A	Data	514	Complete Data Readiness Analysis and Data Cleansing Activities for Segments I and II	01/29/24	04/12/24	50% - In Progress		We've updated the current data cleansing process, Assets, Revenues, Grants, General Ledgers. FDC F&A is currently deciding on contracting with someone to support and accelerate our data cleansing efforts, we will require more time to complete this task. We are also working with DFS on the FLAIR Master Balance File Cleanup. We have completed the A/R data cleansing (4/11). Currently (8/1/24) working on submitting an RFQ to procure a staff aug position to assist with the FLAIR data cleanup efforts for this task. RFQ-25-013 expected to be released 8/27/24.		
N/A	Processes	527	Identify Change Impacts and Update Agency Business Process Documentation for Segment III	04/15/24	07/12/24	100% - Submitted	07/22/24	See attachments for detail analysis. Planned completion date is 8/10/24.	Submission Complete	08/16/24
N/A	Technology	528	Update Agency Business System Documentation for Segment III	04/15/24	07/12/24	100% - Submitted	07/15/24		Submission Complete	
Indirect	Technology	530	Update Florida PALM Interface Inventory for Segment III	04/15/24	07/12/24	100% - Submitted	07/12/24		Submission Complete	
N/A	Data	526	Complete Data Readiness Analysis and Data Cleansing Activities for Segment III	04/29/24	07/12/24	50% - In Progress		Currently (8/1/24) working on submitting an RFQ to procure a staff aug position to assist with the FLAIR data cleanup efforts for this task. RFQ-25-013 expected to be released 8/27/24.		
Indirect	Technology	529	Update Florida PALM Conversion Inventory for Segment III	04/29/24	07/12/24	100% - Submitted	07/10/24		Submission Complete	
N/A	Technology	531	Remediate Agency Business Systems based on Segment II	04/29/24	09/27/24	50% - In Progress				
N/A	People	535	Update Workforce Readiness Plan	06/17/24	08/02/24	100% - Submitted	08/21/24		Submission Complete	
Indirect	People	536-A	Create Agency Specific User Acceptance Testing Plan	06/17/24	08/16/24	100% - Submitted	08/16/24		Submission Complete	
N/A	People	537	Update Authorized Smartsheet Users	06/24/24	07/12/24	100% - Submitted	07/10/24		Submission Complete	
N/A	N/A	538	Submit Bimonthly Agency Readiness Status Report	07/01/24	07/12/24	100% - Submitted	07/09/24		Submission Complete	
N/A	N/A	539	Manage Agency Specific Implementation Schedule, Risks and Issues	07/01/24	08/29/24	100% - Submitted	08/23/24		N/A	
N/A	People	540	Share Florida PALM Updates	07/15/24	07/26/24	100% - Submitted	07/18/24		Submission Complete	
Direct	Data	541-A	Complete Configuration Workbooks for Segment IV	07/22/24	09/06/24	100% - Submitted	08/30/24		Submission Complete	
N/A	Data	542	Complete Data Readiness Analysis and Data Cleansing Activities for Segment IV	07/22/24	10/18/24	25% - Beginning Initial Internal Meetings and Information Gathering		Currently (8/1/24) working on submitting an RFQ to procure a staff aug position to assist with the FLAIR data cleanup efforts for this task.		
N/A	Processes	543	Identify Change Impacts and Update Agency Business Process Documentation for Segment IV	07/22/24	10/18/24	25% - Beginning Initial Internal Meetings and Information Gathering				
N/A	Technology	544	Update Agency Business System Documentation for Segment IV	07/22/24	10/18/24	25% - Beginning Initial Internal Meetings and Information Gathering				
Direct	Technology	545-A	Update and Finalize Florida PALM Conversion Inventory for Segment IV	07/22/24	10/18/24	25% - Beginning Initial Internal Meetings and Information Gathering				
Direct	Technology	545-B	Update and Finalize Florida PALM Conversion Inventory for Segment IV - Projects (PCC001)	07/22/24	08/23/24	100% - Submitted	08/23/24	Provided the completed spreadsheet to Vince Cicco 8/21/24, because I don't have access to the Secure site anymore	Submission Complete	

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FDC Issues

Critical Operational Elements	Issue Description	Status	Priority	Resolution Plan	Reporting Period Comments or Updates	Planned or Actual Resolution Date	Owner / Coordinator
People Processes Technology	Not having a backup for newly created agency business systems	Open	High - Impacts the ability of the agency to meet deadlines or milestones	Crosstrain staff to ensure adequate backup. Cross training will be completed during the project to ensure operational resiliency.	The Planned or Actual Resolution Date is extended to 06/30/2025 to provide 6 months of readiness prior to the current Project Production date – January 2026.	06/30/25	David Eskin, Finance and Accounting/Systems Reporting
Technology Data	We may have some basic Functional and Technical Documentation on BARS (Requirements), but not enough to build a new system	Closed	High - Impacts the ability of the agency to meet deadlines or milestones	Accessing the Requirement specification from The Development team of BARS, to assist the impact in order to move the implementation of the new BARS System. Awaiting a meeting with PALM Technical Team. .	Management is currently discussing this solution plan	08/30/24	Erica Starling, Financial Administrator
People Processes	Lack of Clear Instructions and Frequent Changes in Task Guidance	Open	High - Impacts the ability of the agency to meet deadlines or milestones	To minimize frequent changes in task instructions. Consistent guidance fosters stability and improves overall performance.	TBD	01/06/26	Erica Starling, Financial Administrator
People Processes Technology Data	Lack of Resource Capacity for Data analysis	Open	High - Impacts the ability of the agency to meet deadlines or milestones	Currently requesting an RFQ for an additional staff aug position with FLAIR data experience.	Draft has been sent to management	12/31/24	Erica Starling, Financial Administrator
Processes Technology	UAT Test Scripts and Future State Work Processes	Open	High - Impacts the ability of the agency to meet deadlines or milestones	Add an OIT BA to the agency team to assist with mapping future state work processes to Palm and write test scenarios. The F&A team leads will review, revise, approve, and use the test scripts in UAT.	Discussed with F&A leads. Submitted request to PMO.	09/30/24	Renita Lovell, OIT PM

FDC Assumptions

Critical Operational Elements	Assumption	Status	Date Logged or Removed	Impacted Stakeholder(s) and/or System(s)	Reporting Period Comments or Updates
People Processes Technology	There will be sufficient engagement by resources knowledgeable about agency business processes and technical capabilities.	Logged	07/31/23	All agency business systems and CCN roles	FDC's Organizational Change Management (OCM) Lead was onboarded and started working 05/06/2024.
People Processes Technology	FDC's Change Champion Network will continue to attend workshops, working sessions, meetings, and other forums for collaboration to ensure the continued functionality of inbound and outbound interface points between the two agencies.	Logged	07/31/23	All agency business systems and CCN roles	Currently still relevant.
People Processes Technology	FDC will understand and document our current state technical architecture and business systems and modify to integrate with the financial management solution.	Logged	07/31/23	All agency business systems and CCN roles	Continually updating, as needed.
Technology Data	It is assumed that data in FLAIR will exist in a new field in PALM except for fields that are discontinued. For the discontinued fields, it is assumed that PALM project team will communicate the names of the discontinued fields and will be shared as the data dictionary is updated for each Palm Design Segment.	Logged	04/22/24	All agency business systems and the remediation of agency business systems.	

FDC Agency-Specific Readiness Activities

Critical Operational Elements	Activity Description	Date(s)	Impacted Stakeholder(s) and/or System(s)	Objective	Reporting Period Comments or Updates
People	Meeting to discuss PALM Funding	07/03/24	Backup Project Sponsor, Agency Liaisons and OIT	Meeting to discuss PALM Funding with OIT & F&A staff for FDC/FCOR	
People	Task 527 Discussion	07/09/24	Agency Liaison and OCM Lead	Meeting to discuss Task 527 and debrief	
People	Meeting with Axiom Pro ABS vendor	07/09/24	Axiom Pro reps, Agency Liaisons, CCN staff, and FDC Project Manager	Meeting to discuss PALM progress for remediating Axiom Pro	
Technology	Meeting with Axiom Pro ABS vendor	07/09/24	Axiom Pro reps, Agency Liaisons, CCN staff, and FDC Project Manager	Meeting to discuss PALM progress for remediating Axiom Pro	
People	Task 530 - Interface Meeting	07/11/24	Agency Liaisons, CCN staff, and FDC Project Manager	Meeting to discuss current interface selections for Task 530	
People	Impact Analysis Survey Assistance: Change Agent Support	07/11/24	OCM Lead	Met with anyone who needed assistance with the Impact Analysis Survey for FL PALM Task 527	
Technology	Task 530 - Interface Meeting	07/11/24	Agency Liaisons, CCN staff, and FDC Project Manager	Meeting to discuss current interface selections for Task 530	
People	Impact Analysis Survey Assistance: Change Agent Support	07/12/24	OCM Lead	Met with anyone who needed assistance with the Impact Analysis Survey for FL PALM Task 527	
People	Task 527 Debrief	07/12/24	Agency Liaisons	Met to debrief about Task 527 and to get a status	
People	Update our Position & Role Catalog	07/12/24	Agency Liaisons and CCN staff	Meeting to discuss updates needed to the Position & Role Catalog	
People	Meet and Greet with newest FDC FL PALM Team Member – Thomas Watz, Business Analyst	07/17/24	FDC Project Manager and Agency Liaison	Met to get to know the newest FDC FL PALM Team Member	
People	Task 527 – Change Impact Analysis Survey Meeting	07/17/24	Agency Liaisons and CCN staff	Met to provide guidance on how to respond to the OCM Lead on Task 527	
People	Updates to Smart Sheet	07/19/24	Agency Liaison and OCM Lead	Meeting to discuss updates needed to Smartsheet	
People	Meeting with Axiom Pro ABS vendor	07/19/24	Axiom Pro reps, Agency Liaisons, CCN staff, and FDC Project Manager Team	Meeting to discuss PALM progress for remediating Axiom Pro	
Technology	Meeting with Axiom Pro ABS vendor	07/19/24	Axiom Pro reps, Agency Liaisons, CCN staff, and FDC Project Manager Team	Meeting to discuss PALM progress for remediating Axiom Pro	
People	Meeting to request a new FL PALM RFQ for a staff Aug position	07/22/24	Agency Liaisons and CCN staff	To discuss the education/criteria requirements needed for the new RFQ to assist with the FLAIR data analysis	
People	Met with Stakeholders for Asset Management to discuss task	07/22/24	Agency Liaisons, OCM Lead and all identified CCN staff	To provide guidance on the completion of Task 527	
People	Met with Strategic Systems Inventory Scanner vendor	07/22/24	Vendor, Agency Liaisons, CCN staff, FDC Project Manager Team	Meeting to discuss PALM progress for remediating Bar Scanners	
Technology	Met with Strategic Systems Inventory Scanner vendor	07/22/24	Vendor, Agency Liaisons, CCN staff, FDC Project Manager Team	Meeting to discuss PALM progress for remediating Bar Scanners	
People	Meeting with Axiom Pro ABS vendor	07/26/24	Axiom Pro reps, Agency Liaisons, CCN staff, and FDC Project Manager Team	Meeting to discuss PALM progress for remediating Axiom Pro	

Technology	Meeting with Axiom Pro ABS vendor	07/26/24	Axiom Pro reps, Agency Liaisons, CCN staff, and FDC Project Manager Team	Meeting to discuss PALM progress for remediating Axiom Pro	
People	Weekly meeting with Agency Liaisons & FDC PALM Project Team Members	07/30/24	Agency Liaisons and FDC FL PALM Project Team Members	To discuss any outstanding or upcoming tasks and to discuss remediation efforts for FDC/FCOR	
Technology	Weekly meeting with Agency Liaisons & FDC PALM Project Team Members	07/30/24	Agency Liaisons and FDC FL PALM Project Team Members	To discuss any outstanding or upcoming tasks and to discuss remediation efforts for FDC/FCOR	
People	Meeting to Discuss FL PALM Major Changes (Data and Technology Readiness)	07/31/24	OCM Lead, Agency Liaisons and FDC FL PALM Team	Meeting to discuss the readiness efforts for data and technology	
People	BARS and Axiom Pro Demo for the FDC FL PALM Team	07/31/24	Agency Liaisons and FDC FL PALM Team	Meeting to provide the FDC FL PALM Team with demos of FDC's agency business systems (BARS & Axiom Pro)	
Technology	Meeting to Discuss FL PALM Major Changes (Data and Technology Readiness)	07/31/24	OCM Lead, Agency Liaisons and FDC FL PALM Team	Meeting to discuss the readiness efforts for data and technology	
Technology	BARS and Axiom Pro Demo for the FDC FL PALM Team	07/31/24	Agency Liaisons and FDC FL PALM Team	Meeting to provide the FDC FL PALM Team with demos of FDC's agency business systems (BARS & Axiom Pro)	
Data	FDC Local Funds	07/31/24	FLAIR	Data Cleansing and conversion required for the file.	During year-end financial reporting activities, we worked on consolidating the EBTF funds into the main fund for reporting purposes.
People	Discuss Task 541-A, Task 545-B & Debrief on Project Costing Workshops	08/01/24	Backup Agency Sponsor, FDC FL PALM Project Team and CCN staff	Meeting to walk through the task instructions for Task 541-A, Task 545-B and to debrief on the Project Costing workshops	
People	Discussion on Location IDs for Asset Management	08/02/24	FDC FL PALM Team, Agency Liaisons and CCN staff	Meeting to discuss an issue with the Location IDs for Asset Management	
People	Meeting to discuss the Business Requirements Document (BRD) for FL PALM Integration	08/06/24	FDC FL PALM Team and Agency Liaisons	Met to discuss the BRD the FDC FL PALM Team is creating	
People	Meeting to discuss FL PALM printing, posters, etc.	08/06/24	Backup Agency Sponsor, Agency Liaisons, and OCM Lead	To discuss which posters we like to use for change management	
Technology	Meeting to discuss the Business Requirements Document (BRD) for FL PALM Integration	08/06/24	FDC FL PALM Team and Agency Liaisons	Met to discuss the BRD the FDC FL PALM Team is creating	
People	Meeting to discuss the Business Requirements Document (BRD) for FL PALM	08/07/24	FDC FL PALM Team and Agency Liaisons	Met to discuss the BRD the FDC FL PALM Team is creating	
Technology	Meeting to discuss the Business Requirements Document (BRD) for FL PALM	08/07/24	FDC FL PALM Team and Agency Liaisons	Met to discuss the BRD the FDC FL PALM Team is creating	
People	FDC Leadership Meeting	08/08/24	FDC Backup Agency Sponsor, FDC Leadership Team and OCM Lead	To meet to discuss the strategy, provide PALM updates and to share stakeholder information on the OCM Leads plans for FDC	
People	Task 541-A Working Session	08/09/24	Backup Agency Sponsor, FDC FL PALM Project Team and CCN staff	Meeting to walk through the task instructions for Task 541-A and Task 545-B	
People	Discussion on Task 536-A	08/12/24	Agency Liaison and FDC FL PLAM Team	To discuss some open items on Task 536-A for FDC/FCOR	
People	Axiom Pro Conversion Planning	08/12/24	FDC FL PALM Team and CCN staff	Meeting to discuss the conversion of the voucher currently in Axiom Pro to the API031 interface	
People	Weekly meeting with Agency Liaisons & FDC PALM Project Team Members	08/12/24	Agency Liaisons and FDC FL PALM Project Team Members	To discuss any outstanding or upcoming tasks and to discuss remediation efforts for FDC/FCOR	
Technology	Discussion on Task 536-A	08/12/24	Agency Liaison and FDC FL PLAM Team	To discuss some open items on Task 536-A for FDC/FCOR	
Technology	Axiom Pro Conversion Planning	08/12/24	FDC FL PALM Team and CCN staff	Meeting to discuss the conversion of the voucher currently in Axiom Pro to the API031 interface	
Technology	Weekly meeting with Agency Liaisons & FDC PALM Project Team Members	08/12/24	Agency Liaisons and FDC FL PALM Project Team Members	To discuss any outstanding or upcoming tasks and to discuss remediation efforts for FDC/FCOR	
People	Impact Analysis on Budget Management and Cash Control Meeting	08/14/24	OCM Lead and specified CCN staff	OCM Lead met with the Budget Office to discuss the Impact Analysis of Task 515 regarding Process Model 20.1 Enter and Process Budget Journals	
People	UAT Test Plans	08/19/24	Agency Liaisons, FDC FL PALM Team and CCN staff	Meeting to discuss UAT Test Plans and Task 536-A, 536-B & Task 536-C	
People	Task 549 Review & Discussion	08/19/24	Agency Liaisons	Meeting to discuss Task 549 and our approach for pushing the task out to the SMEs	
Technology	UAT Test Plans	08/19/24	Agency Liaisons, FDC FL PALM Team and CCN staff	Meeting to discuss UAT Test Plans and Task 536-A, 536-B & Task 536-C	
Technology	Task 549 Review & Discussion	08/19/24	Agency Liaisons	Meeting to discuss Task 549 and our approach for pushing the task out to the SMEs	
People	Meeting to discuss SMEs List and Processes associated to FCOR for FL PALM	08/20/24	FDC FL PALM Team and Agency Liaisons	Met to discuss the SMEs list and processes associated too FCOR for BRDs	
People	Weekly meeting with Agency Liaisons & FDC PALM Project Team Members	08/21/24	Agency Liaisons and FDC FL PALM Project Team Members	To discuss any outstanding or upcoming tasks and to discuss remediation efforts for FDC/FCOR	
Technology	Weekly meeting with Agency Liaisons & FDC PALM Project Team Members	08/21/24	Agency Liaisons and FDC FL PALM Project Team Members	To discuss any outstanding or upcoming tasks and to discuss remediation efforts for FDC/FCOR	
People	Task 549 Internal Discussion	08/22/24	Backup Agency Sponsor, Agency Liaisons, FDC FL PALM Project Team and CCN staff	Meeting to discuss Task 549 and discuss assigning task to the SME and set deadline for completion	
Technology	Task 549 Internal Discussion	08/22/24	Backup Agency Sponsor, Agency Liaisons, FDC FL PALM Project Team and CCN staff	Meeting to discuss Task 549 and discuss assigning task to the SME and set deadline for completion	
People	Project Costing Task Meeting	08/23/24	Agency Liaison and CCN staff	Meeting to discuss completion of the Project Costing task for FDC	
People	CCN PALM Monthly Standing Meeting	08/23/24	Agency Sponsors, Agency Liaisons, Project Management Liaison and all identified CCN staff	Monthly standing meeting to discuss where we stand on the project and to engage all CCN staff	
People	Budget & OpenGov Meeting	08/26/24	Agency Liaison, FDC FL PALM Project Team and CCN staff	Meeting to discuss the remediation for the Agency Business System called OpenGov for FDC	
Technology	Budget & OpenGov Meeting	08/26/24	Agency Liaison, FDC FL PALM Project Team and CCN staff	Meeting to discuss the remediation for the Agency Business System called OpenGov for FDC	
People	Task 549 Review & Discussion	08/29/24	Agency Liaison, OCM Lead	Meeting to discuss Task 549 and to assign	

			and CCN staff	completion of task to OCM Lead	
People	Weekly meeting with Agency Liaisons & FDC PALM Project Team Members	08/29/24	Agency Liaisons and FDC FL PALM Project Team Members	To discuss any outstanding or upcoming tasks and to discuss remediation efforts for FDC/FCOR	
Technology	Task 549 Review & Discussion	08/29/24	Agency Liaison, OCM Lead and CCN staff	Meeting to discuss Task 549 and to assign completion of task to OCM Lead	
Technology	Weekly meeting with Agency Liaisons & FDC PALM Project Team Members	08/29/24	Agency Liaisons and FDC FL PALM Project Team Members	To discuss any outstanding or upcoming tasks and to discuss remediation efforts for FDC/FCOR	
People	Payroll Workshop Debrief	08/30/24	Backup Agency Sponsor, Agency Liaisons, FDC FL PALM Project Team and CCN staff	Meeting to debrief from the Payroll workshops and to discuss what we learned for FDC/FCOR	
People	Task 541-C Discussion Meeting	08/30/24	Backup Agency Sponsor, Agency Liaisons, FDC FL PALM Project Team and CCN staff	To finalize completion of this task and to assign to CCN staff to complete	
Processes	Continuous updates to desktop procedures library and documentation of our current state reports, agency business systems, and interfaces.	08/30/24	All business process owners in Finance and Accounting, Budget, Division of Administration, FMBC, Procurement, HR	To ensure our current state desktop procedures library is up to date and document our current state reports, business systems and interfaces	

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

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FDC Status Report Confirmation

Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
July - August 2024	Mark Tallent	mark.tallent@fdc.myflorida.com	09/11/24
May - June 2024	Mark Tallent	mark.tallent@fdc.myflorida.com	07/09/24
March - April 2024	Mark Tallent	mark.tallent@fdc.myflorida.com	05/13/24
January - February 2024	Mark Tallent	mark.tallent@fdc.myflorida.com	03/07/24

Helpful Links

- Dashboard Snapshots
- Knowledge Center
- Florida PALM Workbook for DEP
- Readiness Workplan

DEP Status Report Dashboard

Reporting Period

July - August 2024

Agency Sponsor

Darinda McLaughlin

Click on the various statistics or dials to view the supporting information within your agency's Smartsheet Florida PALM Workbook.

CCN Composition



The Change Champion Network dial reflects the completeness of your CCN makeup.

Change Champion Network:

- Unique Filled Role = 25
- Duplicate Filled Role = 0
- Vacant Role = 0

RW Task Completeness



The Readiness Workplan Tasks Completeness dial reflects the completeness of your agency's submission of RW tasks, starting with RW Task 512.

RW Task Completeness:

- Score = 100.00%**
- Submitted Complete = 28
- Submitted Incomplete = 0
- Completed After Submission = 0

RW Task Timeliness



The Readiness Workplan Tasks Timeliness dial reflect the timeliness of your agency's submission of all RW tasks to date.

RW Task Timeliness:

- Score = 99.81%**
- Submitted On Time = 49
- Submitted Late = 1
- Pending Submission = 0

Project-led Meeting Participation



The Participation dial reflects your agency's attendance at Project-led meetings during the current reporting period.

Meeting Participation:

- Meetings Attended = 10
- Meetings Missed = 0

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
N/A	Processes	527	Identify Change Impacts and Update Agency Business Process Documentation for Segment III	04/15/24	07/12/24	100% - Submitted	07/12/24		Submission Complete	
N/A	Technology	528	Update Agency Business System Documentation for Segment III	04/15/24	07/12/24	100% - Submitted	06/25/24		Submission Complete	
Indirect	Technology	530	Update Florida PALM Interface Inventory for Segment III	04/15/24	07/12/24	100% - Submitted	07/09/24		Submission Complete	
N/A	Data	526	Complete Data Readiness Analysis and Data Cleansing Activities for Segment III	04/29/24	07/12/24	100% - Submitted	06/14/24		Submission Complete	
Indirect	Technology	529	Update Florida PALM Conversion Inventory for Segment III	04/29/24	07/12/24	100% - Submitted	06/14/24		Submission Complete	
N/A	Technology	531	Remediate Agency Business Systems based on Segment II	04/29/24	09/27/24	75% - Consolidating/Inputting Information for Submission				
N/A	People	535	Update Workforce Readiness Plan	06/17/24	08/02/24	100% - Submitted	08/02/24		Submission Complete	
Indirect	People	536-A	Create Agency Specific User Acceptance Testing Plan	06/17/24	08/16/24	100% - Submitted	08/16/24		Submission Complete	
N/A	People	537	Update Authorized Smartsheet Users	06/24/24	07/12/24	100% - Submitted	07/09/24		Submission Complete	
N/A	N/A	538	Submit Bimonthly Agency Readiness Status Report	07/01/24	07/12/24	100% - Submitted	07/12/24		Submission Complete	
N/A	N/A	539	Manage Agency Specific Implementation Schedule, Risks and Issues	07/01/24	08/29/24	100% - Submitted	08/28/24		N/A	
N/A	People	540	Share Florida PALM Updates	07/15/24	07/26/24	100% - Submitted	07/26/24		Submission Complete	
Direct	Data	541-A	Complete Configuration Workbooks for Segment IV	07/22/24	09/06/24	100% - Submitted	09/06/24		Submission Complete	
Direct	Data	541-B	Complete Configuration Workbooks for Segment IV	07/22/24	09/06/24	100% - Submitted	09/06/24		Submission Complete	
N/A	Data	542	Complete Data Readiness Analysis and Data Cleansing Activities for Segment IV	07/22/24	10/18/24	50% - In Progress				
N/A	Processes	543	Identify Change Impacts and Update Agency Business Process Documentation for Segment IV	07/22/24	10/18/24	50% - In Progress				
N/A	Technology	544	Update Agency Business System Documentation for Segment IV	07/22/24	10/18/24	50% - In Progress				
Direct	Technology	545-A	Update and Finalize Florida PALM Conversion Inventory for Segment IV	07/22/24	10/18/24	50% - In Progress				
Direct	Technology	545-B	Update and Finalize Florida PALM Conversion Inventory for Segment IV - Projects (PCC001)	07/22/24	08/23/24	100% - Submitted	08/23/24		Submission Complete	
Direct	Technology	546	Update Florida PALM Interface Inventory for Segment IV	07/22/24	10/18/24	50% - In Progress				
N/A	Technology	547	Remediate Agency Business Systems based on Segment III	07/22/24	12/13/24	50% - In Progress				
Direct	Technology	548	Identify and Confirm File Managers	08/06/24	08/16/24	100% - Submitted	08/16/24		Submission Complete	
Direct	People	549	Submit Training Survey	08/12/24	09/20/24	50% - In Progress				
Indirect	People	536-B	Create Agency Specific User Acceptance Testing Plan	08/19/24	10/11/24	75% - Consolidating/Inputting Information for Submission				
Direct	Data	541-C	Complete Configuration Workbooks for Segment IV	08/26/24	09/27/24	50% - In Progress				
Direct	Technology	550-A	Provide Public IP Address and Select Technical Meeting Time	08/26/24	08/30/24	100% - Submitted	08/29/24		Submission Complete	
N/A	N/A	551	Submit Bimonthly Agency Readiness Status Report	08/30/24	09/11/24	100% - Submitted	09/06/24		Submission Complete	
N/A	N/A	552	Manage Agency Specific Implementation	08/30/24	10/31/24	50% - In Progress			N/A	

		Schedule, Risks and Issues							
Direct	Technology	550-B	Participate in Technical Meeting to Receive Credentials and Access	09/03/24	09/13/24	100% - Submitted	09/09/24		N/A

People	Processes	Technology	Data
The staff and stakeholders affected by your agency's transition to Florida PALM.	The sequence of procedures to accomplish a business objective.	The applications or tools used to process, track, or report on financial operations.	Information used in or produced from an agency's financial business operations.
<p>Implementation:</p> <p>Planned Florida PALM End Users = 149</p> <ul style="list-style-type: none"> Business Process Groupings = 13/13 <p>Identified Subject Matter Experts = 25</p> <ul style="list-style-type: none"> SMEs by Business Process Grouping - Account Mgmt. and Financial Reporting = 3 - Accounts Receivable = 2 - Asset Accounting and Mgmt. = 2 - Banking = 3 - Budget Mgmt. and Cash Control = 7 - Contracts Mgmt. = 4 - Disbursements Mgmt. = 6 - Grants Mgmt. = 1 - Inter/IntraUnit Transactions = 5 - Payroll Mgmt. = 4 - Projects Mgmt. = 2 - Revenue Accounting = 4 - System Access and Controls = 2 <p>Role Mapping = TBD</p> <p>Training = TBD</p>	<p>Current-State:</p> <p>Cataloged Business Processes = 250</p> <ul style="list-style-type: none"> Related Business Systems = 13 Related Reports = 44 <p>Documentation Status:</p> <ul style="list-style-type: none"> Complete = 250 Partial = 0 Not Started = 0 <p>Implementation:</p> <p>Impacted Agency Business Processes = 250</p> <ul style="list-style-type: none"> Related Business Process Groupings = 11 Planned Spreadsheet Uploads = 3 <p>Level of Impact: People Changes</p> <ul style="list-style-type: none"> High = 0 Medium = 10 Low = 100 None = 28 Uncertain = 0 <p>Level of Impact: Processes Changes</p> <ul style="list-style-type: none"> High = 0 Medium = 103 Low = 22 None = 13 Uncertain = 0 <p>Level of Impact: Technology Changes</p> <ul style="list-style-type: none"> High = 0 Medium = 14 Low = 58 None = 66 Uncertain = 0 <p>Level of Impact: Data Changes</p> <ul style="list-style-type: none"> High = 0 Medium = 99 Low = 31 None = 8 Uncertain = 0 <p>Segments I & II Documentation Update Status</p> <ul style="list-style-type: none"> Not Started = 0 In Progress = 0 Complete = 114 <p>Segment III Documentation Update Status</p> <ul style="list-style-type: none"> Not Started = 0 In Progress = 0 Complete = 33 	<p>Current-State:</p> <p>Cataloged Business Systems = 44</p> <ul style="list-style-type: none"> Criticality: - High = 21 Med = 9 Low = 5 None = 9 <p>Documentation Status:</p> <ul style="list-style-type: none"> Complete = 44 Partial = 0 Not Started = 0 <p>Cataloged Interfaces = 67</p> <ul style="list-style-type: none"> Inbound Interfaces = 57 Outbound Interfaces = 10 <p>Implementation:</p> <p>Business Systems Planned for Integration = 30</p> <ul style="list-style-type: none"> Segment I - Documentation Updates: - Complete = 3 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 25 Segment II - Documentation Updates: - Complete = 8 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 20 Segment III - Documentation Updates: - Complete = 4 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 24 <p>Planned Interfaces = 17</p> <ul style="list-style-type: none"> Inbound Interfaces = 1 Outbound Interfaces = 13 	<p>Current-State:</p> <p>Unique FLAIR Data Elements = 261</p> <ul style="list-style-type: none"> Associated Unique Uses = 264 - Continued Use - Yes = 221 - Continued Use - No = 41 Associated Business Systems = 35 Cataloged Reports = 391 Criticality: - High = 47 Med = 3 Low = 15 None = 31 <p>Implementation:</p> <p>Segments I & II Planned Configurations = 6/9</p> <ul style="list-style-type: none"> Accounts Receivable (AR) - Planned Distribution Codes = 118 Asset Management (AM) - Planned Location Codes = 343 - Planned Associated Area ID's = None Commitment Control (KK) - Planned Option = Option # 1 - Track with Budget General Ledger (GL) - Planned Budgetary Value Combo Edits = 1920 - Planned Local Funds = None - Planned Organization ID's = 133 - Planned OA1's = 340 - Planned OA2's = None <p>Segment IV Planned Configurations</p> <ul style="list-style-type: none"> - Started = 2 Not Started = 0 <p>Conversions & Data Readiness</p> <ul style="list-style-type: none"> Conversions Needed = 11 Agency Data Outside of Primary Source System(s) = 0 Data Readiness/Cleansing Status: - Complete = 5 In Progress = 2 Not Started = 0 Not Applicable 0 <p>Reports = TBD</p>

Agency Reported

The Risks, Issues, Assumptions and Readiness Activities tables below display only items that were opened/logged, closed/resolved or active during the reporting period.

DEP Risks							
Critical Operational Elements	Risk Description	Status	Risk Rating	Mitigation/Response Strategy	Reporting Period Comments or Updates	Date of Status Change	Owner / Coordinator
People Processes Technology Data	<p>Due to the staggered nature of Design Segment delivery, PALM requirement changes, and iterative updates to knowledge relating to PALM processes, the requirements gathering cannot be finalized.</p> <p>If the business owners are unable to confidently document change Impacts and change recommendations (requirements), there is a direct impact to remediation completion dates. This could affect downstream tasks such as internal ABS testing prior to PALM UAT and planned training.</p>	Open	9 (High/High)	DEP needs to have sufficient knowledge of the changes to its financial systems, monitor changes to PALM requirements and functionality, and allow for adjustments to the implementation schedule for unplanned changes/updates to requirements and design.	<p>The ambiguity can lead to misinterpretation or incorrect implementation of the new PALM interfaces.</p> <p>Additionally, there is the potential that previous design specifications could change as a result of subsequent discoveries in later design segments.</p> <p>- Design Specifications should be completed for all process areas by Segment IV. DEP is monitoring this risk.</p>	07/12/24	Brady Schmidt & Steve Waters
People Processes	<p>Based on the current PALM schedule, training delivery of processes is slated to begin at the same time as PALM UAT (User Acceptance Testing).</p> <p>There is a risk to the agency that the testers will not have a complete understanding of all the details of each process in time for them to participate in a UAT. Testers may not be able to understand all the nuances of the work end-to-end process they are supposed to be testing</p>	Closed	9 (High/High)	Use of the Knowledge Center and specifications received from Design sessions should help to some extent in understanding the processes. Once details of screen design functionality is available, the teams can get a better grasp of the end-to-end process flow.	Discussed this at the PALM Touchpoint meetings in April and May 2024.	08/09/24	Bento Eyles and Steve Waters

	without full knowledge. This could potentially not only lead to ineffective testing results, but could possibly cause more confusion. If certain assumptions that were made by the agency on a particular process are no longer valid post-training, this could potentially lead to rework of agency documented procedures, and changes to ABS systems.						
Technology Data	Agency business system remediation dates estimated for CRA (May'25), FIN-Reports (TBD), ELFF (Apr'25) and Tier 3 Apps (TBD) are too close to or past the PALM UAT start date for any meaningful DEP Business System testing to be completed prior to UAT.	Open	9 (High/High)	DEP is working to prioritize all changes based on prioritization strategy for the portfolio of ABS applications scheduled for change.	DEP will closely monitor progress on remediation of all ABS systems.	08/26/24	Steve Waters and Joseph Veretto
People Processes Technology	Risk to loss of knowledge due to staff turnover	Open	6 (High/Medium)	Ensure job-specific processes are properly documented.	DEP has engaged the Division/District/Office staff throughout the department and is documenting key business processes to ensure knowledge sharing is continuing.	11/13/23	Lydia Griffin & Steve Waters
People Processes Technology Data	The finalization and end-to-end walkthroughs of the business processes and screen flows pertaining to PALM functionality are now scheduled for early October through the Design Recap sessions. Since the business processes were staggered iteratively to the agencies with several missing pieces due to a design segmentation approach, and with high-level draft screenshots, there is little opportunity currently for agency personnel to have a walkthrough of the "end-to-end finalized business process workflows and screen flows" with finalized screen designs and functionality descriptions, which are now planned for October through the Design Recap sessions or as and when PALM indicates that designs have been locked down. The agency has to understand these final designs and then finalize agency business systems and understand how the changes affect the inputs to, and outputs from, PALM, while understanding how defined reporting may be affected. There is a risk of delay to agency business system updates unless the final designs are submitted by PALM well in advance of UAT, to allow sufficient time for agency business system changes to occur and be tested prior to PALM UAT activities.	Open	6 (High/Medium)	PALM has added a 3 day Segment Recap Workshop in October. DEP will monitor this risk and continue to seek details of what will be received in advance of and during the Recap sessions from PALM.	The DEP PALM project team brought this to the attention of the PALM Readiness coordinator for review. Further confirmation from PALM as to what details will be provided at the October Recap sessions is awaited. Risk monitoring will continue. The DEP PALM project team will also work closely with agency personnel to apprise them of changes to designed processes, workflow, procedures, screen flows and reports as they are confirmed and published by PALM to the agencies.	02/27/24	Bento Eyles and Steve Waters
Processes Technology Data	Due to the way PALM interface, report, and process catalog change entries are referenced by PALM in the version history notes, it is possible for agencies to miss specific changes made to the Interface file being referenced. The need to physically check every field for changes in the layout for changes that may have been made but not referenced in the Version history or the version history not having the change documented in a timely manner. The risk to the agency is that a specific change that is not referenced in the Version History or added after the fact may be missed by the agency during analysis of the changes to the Interface file and potentially cause errors during development of the data for the interface.	Open	6 (High/Medium)	DEP has requested to have a column added to the interface file layout with the change narrative and the date that the field was last changed. This would allow for field-level change log documentation and remove any potential human error due to interpretation of the Version History notes where there is another potential opportunity for human error to be introduced. DEP will manually monitor interfaces, reports, and processes on a routine basis to identify and record changes. Documented changes will have to be communicated timely to applicable agency staff as needed in order to reduce impacts to existing planned system and process changes.	DEP has brought this up at the PALM Touchpoint meeting with the Technical PALM liaison on 07/10/2024 and other occasions. DEP has implemented a routine review process to identify and record changes. PALM has added a column to the Interface Catalog in Knowledge Center to capture dates when revisions were made to the interface; however the risk remains at the data element change level.	08/26/24	Steve Waters and Joseph Veretto
Processes Technology Data	Increased Risk of Application Update Errors	Open	4 (Medium/Medium)	Sufficiently documented business system processes and accurate sample data is necessary to ensure reduced risk of application errors. Testing applications thoroughly will mitigate this risk.	Rushing the update process or making assumptions without proper interface specifications and sample data can increase the risk of errors and inconsistencies. It may result in data integration issues, data loss, or inaccurate data processing, which can impact the reliability and functionality of the application.	11/13/23	Brady Schmidt
Processes Technology Data	Insufficient time to test PALM and agency business system processes due to shortened testing windows or unexpected changes to functionality is a risk to DEP. Potential changes to PALM testing windows due to project delays or delayed PALM functionality changes would limit the agencies' ability to timely verify processes through PALM and agency testing.	Open	4 (Medium/Medium)	DEP will continue to monitor PALM project schedule changes and potential impacts to agency remediation, testing, and training timelines. These agency activities will be scheduled as soon as possible to reduce potential resource issues from PALM and agency process changes.	DEP will closely monitor progress on any changes affecting impacts to remediation, testing and training activities and milestones.	08/26/24	Steve Waters and Bento Eyles

DEP Issues

Critical Operational Elements	Issue Description	Status	Priority	Resolution Plan	Reporting Period Comments or Updates	Planned or Actual Resolution Date	Owner / Coordinator
People Processes Technology Data	SME Process & Business System Knowledge	Open	High - Impacts the ability of the agency to meet deadlines or milestones	Catalog Desktop Procedures, Document Business System functionality and interfaces.	FDEP Project Team continues to facilitate information gathering and identifying financial data impacts. The	07/01/25	Lydia Griffin, Steve Waters

					results will be used for future planning of PALM implementation.		
People Processes Technology Data	Identifying changes to processes and business systems as a result of a staggered design segmentation approach which can potentially change designs after the fact. This approach is hindering the ability of key business and technical resources to reach a decision or agreement about impacts to agency business processes and systems.	Open	High - Impacts the ability of the agency to meet deadlines or milestones	Identifying key requirements now while keeping an open mind to potential changes down the road and structurally delineating future state requirements into known vs. unknown may help in building incremental build components and requirements for agency business systems and processes.	FDEP Project team continues to share latest PALM designs with DAS, Division SMEs and CCN Leads to help them identify potential changes to business processes based on published Segment designs from the PALM project. Technical SMEs are also working to identify potential changes to systems based on everything currently published by PALM. Changed resolution date to 12/30/2024 on conclusion of Change Analysis phase of PALM.	12/30/24	Bento Eyles and Steve Waters

DEP Assumptions

Critical Operational Elements	Assumption	Status	Date Logged or Removed	Impacted Stakeholder(s) and/or System(s)	Reporting Period Comments or Updates
People Processes Technology Data	SME Process & Business System Knowledge	Logged	11/13/23	Division/District/Office Business Systems remediation, processes and project management.	FDEP Project Team has facilitated information gathering and identifying financial data impacts. - DEP is conducting process reviews and SMEs are attending PALM Design reviews to gain knowledge of PALM processes. - SMEs are being tasked with documenting changes to the existing processes based on knowledge of PALM.
People Processes Technology Data	PALM Project Implementation Schedule	Logged	11/13/23	Division/District/Office Business Systems remediation, processes and project management.	In planning, the success of FDEP's implementation schedule is contingent upon the timely receipt of information from the PALM Project team.
People Processes Technology Data	DEP must receive the following to successfully complete system remediation: 1) ALL applicable PALM Design Segment tasks related to said applications is completed. i. Process specifications ii. Interface specifications iii. Configuration Workbooks iv. Conversions v. Report specifications 2) Data mapping with PALM design specifications and process requirements.	Logged	02/14/24	Division/District/Office Business Systems remediation, processes and project management, PALM Team	Discussed at the PALM Touchpoint meeting on 2/14/2024 and 3/13/2024 with PALM. - Agency shared that their remediation approach is based on phases, and the concern of having to do remediation re-work with major changes to occur after final design has been shared. - Monitoring of Design Segment updates is continuing, need confirmation that final screen designs will also be available to the agency as and when locked down by PALM, and in advance of the Design Recap workshop sessions proposed in October 2024. - DEP still awaiting additional information from the project.
People Processes Technology Data	The IV&V will review agency risks, issues and assumptions that have been documented in Smartsheet and address them with the PALM team as needed.	Logged	08/30/24	Division/District/Office Business Systems remediation, processes and project management.	DEP cannot be sure if the mitigation strategies for the PALM based risks and issues are adequate and/or if a risk has changed due to adjustments by PALM.

DEP Agency-Specific Readiness Activities

Critical Operational Elements	Activity Description	Date(s)	Impacted Stakeholder(s) and/or System(s)	Objective	Reporting Period Comments or Updates
Processes Data	FDEP Detail Business Process content creation, connected to PALM Design Segment Results	07/01/24	DEP DAS CCN Mgrs., DEP F&A Mgrs., DEP Program Area CCNs	Working with CCNs to develop business process content through DAS and DIV SMEs and mapping to PALM segments and business process flows.	FDEP CCN and SMEs participating to map information and identify discrepancies. 3/1-4/30 -Completed for Segment I and II this reporting period. 5/1-6/30 -Completed for Segment III this reporting period. 7/1 - 8/31 - Segment IV In Progress
People Processes Technology Data	Admin Services PALM Q&A updates	07/01/24	DEP PALM Core Team, DEP DAS CCNs, DEP F&A Mgrs., DEP Program Area CCNs, OTIS Leads	Updates to Q&A database of questions from various sources, including PALM and answers to those questions. Will be utilized for a future FAQ to be created for stakeholders.	In progress and will conclude after Segment IV Design.
People Processes Technology Data	PALM SpeedKey's Review and usage	07/01/24	Agency Sponsor, Agency Liasons and Business Liaison	Review of the functionality to be implemented for SpeedKeys	Overview discussion in order to decide how DEP can use SpeedKeys. In-progress.
Processes Technology Data	Reporting Analysis of DIV and DAS Reports	07/01/24	DEP PALM Core Team, DEP OTIS	Based on Reports inventory collected for PALM and the reports that PALM is producing, the team is reviewing current Report usage and needs for existing reports as well as looking at what impacts the PALM set of reports have to the agency's reporting requirements.	Initial review of Reports data for DIVs is due 7/30/24. Confirmation and ensuring enough time for DIVs to respond to queries will take this task to 10/30 completion, by which time it is estimated that the analysis of DAS reports and PALM reports will also be completed. 7/1 - 8/31 In-Progress.
Technology Data	Review PALM Field and Value Updates to DEP Document Management System (Oculus)	07/01/24	PALM Core Team, DAS Mgrs., Division Liaisons, OTIS staff	Review existing FLAIR related field in Oculus to identify required changes for PALM.	Initial data provided and analysis ongoing. 7/1 - 8/31 In Progress
Processes Technology Data	AMS & Admin PALM Touchpoint Meetings	07/02/24	OTIS Managers, Business Liaison, Project Liaison	Regular weekly meetings to discuss Technical topics related to PALM among other topics	In Progress
People Processes Technology Data	FIN-Rate Report Joint Requirements Gathering	07/02/24	DEP PALM Core Team, DEP DAS CCNs, DEP F&A Mgrs., OTIS Leads	This is the requirements gathering phase for remediation to the FIN-Rate Report application and discussion of changes relevant to PALM functionality	The team reviewed the potential changes for PALM and provided the list of FIN-Rate Report report outputs for further analysis and requested additional information to be supplied. In progress.
People Processes Technology Data	CRA Internal Review Meetings	07/02/24	DEP PALM Core Team, DEP DAS CCNs, DEP F&A Mgrs.	Meeting with business stakeholders to understand the impacts and identify potential changes to the CRA application due to PALM requirements and processes	Continuation of a series of meetings to discuss the CRA app and impacts among business stakeholders. 7/1 - 8/31 - In Progress
People Processes Data	PALM Budget Management Training Documentation	07/08/24	DEP PALM Core Team	Create a training document on PALM budget management to educate DEP staff on PALM budget functionality.	Draft documentation created. Additional updates made during reporting period with final document to be completed.
People Processes Technology Data	PALM Sprint Retrospectives	07/16/24	OTIS PALM Sprint Team, DAS Leadership	To deliver all the technical work related to PALM using Agile methodology	Sprints are PALM-Specific and will focus on PALM delivery. 7/1 - 8/31 In Progress - Sprint 3
Processes Technology Data	FIN PRA use of PALM ARI010 and GLI011 Spreadsheet Uploads	07/18/24	OTIS PALM Sprint Team, DAS Leadership, PALM Core Team	Review and identify how FIN PRA will create the values and spreadsheets for submittal to PALM	Review completed. Final requirements gathering confirmation to be completed. Additional meetings held on 8/6 and 8/22. Completed.
People Processes Technology Data	DEP PALM Project Review	07/18/24	Agency Sponsor, Agency Liaison, Business Liaison, Project Liaison	Regular monthly meeting to review Risks, Issues, and progress towards milestones and tasks	7/18 and 8/22 - Completed

Data					
People Processes Technology Data	DEP CCN and Data Gathering Planning	07/22/24	PALM Core Team	Planning for future DEP CCN meetings and data gathering methods	7/22 - Completed
People Processes Technology Data	Asset Management Process Changes for PALM	07/30/24	DEP DAS CCN Mgrs.,DEP F&A Mgrs	Provide DAS Managers with tools and methods to document changes to processes.	7/30 - Completed
People Processes Technology Data	Review of Communication Plan and Impacts to Workforce Readiness Plan	07/31/24	DEP PALM Core Team	Objective is to keep the Communication Plan activities current for present and future communication events	7/31, 8/6 - Completed
People Processes Technology Data	PALM Project Costing Design Review	08/01/24	DEP PALM Core Team, DEP DAS CCN Mgrs.,DEP F&A Mgrs	Review of material covered at the Segment 4 Workshops on the topic of Project Costing	8/1 - Completed
People Processes Technology Data	PALM Accounts Payable Design Review	08/01/24	DEP PALM Core Team, DEP DAS CCN Mgrs.,DEP F&A Mgrs	Review of material covered at the Segment 4 Workshops on the topic of Accounts Payables	8/1 - Completed
People Processes Technology Data	ELFF Review and Planning of Changes for PALM	08/02/24	DEP F&A Mgrs., Sponsor, OTIS Staff	Review ELFF process changes based on new plans to remediate system for uploading vouchers and supporting documentation to PALM.	8/2 - Completed Future meetings planned.
People Processes Technology Data	FIN Tax Internal Review for PALM Changes	08/09/24	DEP F&A Mgrs., Sponsor, F&A SME, DEP PALM Core Team	Review FIN Tax to work through changes due to PALM and identify information for OTIS to remediate system.	8/9 - Completed
People Processes Technology Data	FIN AR Collections Joint Requirements Gathering	08/12/24	DEP PALM Core Team, DEP DAS CCNs, DEP F&A Mgrs., OTIS Leads	Review technical analysis of system and confirm potential changes with business managers.	8/12 - Completed
People Processes Technology Data	Project Costing Internal Review Meeting	08/16/24	DEP F&A Mgrs., Sponsor, F&A SME, DEP PALM Core Team	Review PALM project costing information presented in PALM design sessions to identify changes to DEP processes.	8/16 - Completed Future meetings will be held to work through changes and impacts.
Processes Technology Data	Segment IV Interface Review	08/19/24	Business Liaison, OTIS Leads	Review PALM segment IV interfaces provided and determine potential use and system impacts for analysis.	8/19 - Completed
People Processes Technology Data	Project Costing/Grants Meeting	08/20/24	PALM Liaisons, Agency Liaison, Business Liaison	Meeting to review Project Costing and how the structure will support Grants Management	Meeting was held and some information was shared with the Agencies as multiple agencies were present. Completed.
Processes Technology Data	Review FIN Reporting Needs for PALM	08/21/24	DEP PALM Project Leadership	Review and prioritize reporting needs for PALM	8/21 - Completed
People Processes Technology Data	Review Tier 3 STCM Changes for PALM	08/21/24	DAS Mgrs., OTIS staff, STCM Mgrs. and Users.	Review STCM system processes and planned changes due to PALM and changes from tier 2 system CRA.	8/21 - Completed Final review and documentation of changes to be completed.
People Processes Technology Data	Inter/Intraunit Design Review	08/22/24	DEP F&A Mgrs., Sponsor, F&A SME, DEP PALM Core Team	Review PALM inter/intraunit information presented in PALM design sessions to identify changes to DEP processes.	8/22 - Completed
People Processes Technology Data	Encumbrance Process Change Review	08/23/24	DEP F&A Mgrs., SMEs, Sponsor, PALM Core Team	Review changes due to PALM and clarify documentation of changes.	8/23 - Completed Future meetings to review documented changes
People Processes Technology Data	FACTS Technical Workshop Internal Review	08/23/24	DAS Leadership	Review information presented by PALM on changes to FACTS and information provided by and to DEP	8/23 - Completed
People Processes Technology Data	PALM Training Planning	08/26/24	DEP PALM Core Team	Review PALM training information to begin planning DEP training approach to include in UAT plan.	8/26 - Completed

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

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DEP Status Report Confirmation

Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
July - August 2024	Darinda McLaughlin	darinda.mclaughlin@floridadep.gov	09/06/24
May - June 2024	Darinda McLaughlin	darinda.mclaughlin@floridadep.gov	07/12/24
March - April 2024	Darinda McLaughlin	darinda.mclaughlin@floridadep.gov	05/09/24
January - February 2024	Darinda McLaughlin	darinda.mclaughlin@floridadep.gov	03/11/24

Helpful Links

- Dashboard Snapshots
- Knowledge Center
- Florida PALM Workbook for FDLE
- Readiness Workplan

FDLE Status Report Dashboard

Reporting Period

July - August 2024

Agency Sponsor

Charlotte Fraser

Click on the various statistics or dials to view the supporting information within your agency's Smartsheet Florida PALM Workbook.

CCN Composition



The Change Champion Network dial reflects the completeness of your CCN makeup.

Change Champion Network:

- Unique Filled Role = 7
- Duplicate Filled Role = 9
- Vacant Role = 0

RW Task Completeness



The Readiness Workplan Tasks Completeness dial reflects the completeness of your agency's submission of RW tasks, starting with RW Task 512.

RW Task Completeness:

- Score = 86.09%**
- Submitted Complete = 19
 - Submitted Incomplete = 1
 - Completed After Submission = 3

RW Task Timeliness



The Readiness Workplan Tasks Timeliness dial reflect the timeliness of your agency's submission of all RW tasks to date.

RW Task Timeliness:

- Score = 89.04%**
- Submitted On Time = 42
 - Submitted Late = 5
 - Pending Submission = 3

Project-led Meeting Participation



The Participation dial reflects your agency's attendance at Project-led meetings during the current reporting period.

Meeting Participation:

- Meetings Attended = 10
- Meetings Missed = 0

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
N/A	Technology	519	Remediate Agency Business Systems based on Segment I	01/29/24	06/28/24	50% - In Progress		6/21 – Updated Task in Smartsheet; we WILL NOT meet the task due date because only half of the ABS are remediated. 6.28.24: Remediation on-going 7/8 – Progress Unchanged		
N/A	Processes	527	Identify Change Impacts and Update Agency Business Process Documentation for Segment III	04/15/24	07/12/24	75% - Consolidating/Inputting Information for Submission		6/21 – Reminders sent to SME's; Requested final submission by COB 6/28 7/8 – Updating spreadsheet. 7/19 – Working on outliers 8/27 – Reminder sent with deadline		
N/A	Technology	528	Update Agency Business System Documentation for Segment III	04/15/24	07/12/24	100% - Submitted	07/18/24	Task complete	Submission Complete	
Indirect	Technology	530	Update Florida PALM Interface Inventory for Segment III	04/15/24	07/12/24	50% - In Progress		Assigning and analyzing information for the task.		
N/A	Data	526	Complete Data Readiness Analysis and Data Cleansing Activities for Segment III	04/29/24	07/12/24	100% - Submitted	08/20/24	Task complete	Submission Complete	
Indirect	Technology	529	Update Florida PALM Conversion Inventory for Segment III	04/29/24	07/12/24	100% - Submitted	07/18/24	Task resubmitted.	Submission Complete	08/16/24
N/A	Technology	531	Remediate Agency Business Systems based on Segment II	04/29/24	09/27/24	50% - In Progress		Assigning and analyzing information for the task.		
N/A	People	535	Update Workforce Readiness Plan	06/17/24	08/02/24	Pending Resubmission	08/02/24	Task Complete	Submission Incomplete	
Indirect	People	536-A	Create Agency Specific User Acceptance Testing Plan	06/17/24	08/16/24	100% - Submitted	08/16/24	Task Complete	Submission Complete	
N/A	People	537	Update Authorized Smartsheet Users	06/24/24	07/12/24	100% - Submitted	06/24/24	Task Complete	Submission Complete	
N/A	N/A	538	Submit Bimonthly Agency Readiness Status Report	07/01/24	07/12/24	100% - Submitted	07/10/24	Task Complete	Submission Complete	
N/A	N/A	539	Manage Agency Specific Implementation Schedule, Risks and Issues	07/01/24	08/29/24	100% - Submitted	08/18/24	Task Complete	N/A	
N/A	People	540	Share Florida PALM Updates	07/15/24	07/26/24	100% - Submitted	07/17/24	Task Complete	Submission Complete	
Direct	Data	541-A	Complete Configuration Workbooks for Segment IV	07/22/24	09/06/24	100% - Submitted	09/06/24	Task Complete		
Direct	Data	541-B	Complete Configuration Workbooks for Segment IV	07/22/24	09/06/24	25% - Beginning Initial Internal Meetings and Information Gathering		Reminders Sent 8.16.24		
N/A	Data	542	Complete Data Readiness Analysis and Data Cleansing Activities for Segment IV	07/22/24	10/18/24	25% - Beginning Initial Internal Meetings and Information Gathering				
N/A	Processes	543	Identify Change Impacts and Update Agency Business Process Documentation for Segment IV	07/22/24	10/18/24	25% - Beginning Initial Internal Meetings and Information Gathering				
N/A	Technology	544	Update Agency Business System Documentation for Segment IV	07/22/24	10/18/24	100% - Submitted	09/03/24	Task Complete		09/04/24
Direct	Technology	545-A	Update and Finalize Florida PALM Conversion Inventory for Segment IV	07/22/24	10/18/24	25% - Beginning Initial Internal Meetings and Information Gathering				
Direct	Technology	545-B	Update and Finalize Florida PALM Conversion Inventory for Segment IV - Projects (PCC001)	07/22/24	08/23/24	100% - Submitted	08/23/24	Task Complete	Submission Complete	
Direct	Technology	546	Update Florida PALM Interface Inventory for Segment IV	07/22/24	10/18/24	25% - Beginning Initial Internal Meetings and Information Gathering				
N/A	Technology	547	Remediate Agency Business Systems based on Segment III	07/22/24	12/13/24	25% - Beginning Initial Internal Meetings and Information Gathering				
Direct	Technology	548	Identify and Confirm File Managers	08/06/24	08/16/24	100% - Submitted	08/16/24	Task Complete	Submission Complete	08/16/24

Direct	People	549	Submit Training Survey	08/12/24	09/20/24	100% - Submitted	08/16/24	Task Complete	Submission Complete	
Indirect	People	536-B	Create Agency Specific User Acceptance Testing Plan	08/19/24	10/11/24	50% - In Progress				
Direct	Data	541-C	Complete Configuration Workbooks for Segment IV	08/26/24	09/27/24	25% - Beginning Initial Internal Meetings and Information Gathering				
Direct	Technology	550-A	Provide Public IP Address and Select Technical Meeting Time	08/26/24	08/30/24	100% - Submitted	08/27/24		Submission Complete	
N/A	N/A	551	Submit Bimonthly Agency Readiness Status Report	08/30/24	09/11/24	100% - Submitted	09/09/24	Task Complete		
N/A	N/A	552	Manage Agency Specific Implementation Schedule, Risks and Issues	08/30/24	10/31/24	75% - Consolidating/Inputting Information for Submission			N/A	
Direct	Technology	550-B	Participate in Technical Meeting to Receive Credentials and Access	09/03/24	09/13/24	100% - Submitted	09/05/24		N/A	

People	Processes	Technology	Data
<p>The staff and stakeholders affected by your agency's transition to Florida PALM.</p> <p>Implementation:</p> <p>Planned Florida PALM End Users = 40</p> <ul style="list-style-type: none"> Business Process Groupings = 13/13 <p>Identified Subject Matter Experts = 22</p> <ul style="list-style-type: none"> SMEs by Business Process Grouping Account Mgmt. and Financial Reporting = 1 Accounts Receivable = 6 Asset Accounting and Mgmt. = 3 Banking = 1 Budget Mgmt. and Cash Control = 8 Contracts Mgmt. = 5 Disbursements Mgmt. = 7 Grants Mgmt. = 2 Inter/IntraUnit Transactions = 8 Payroll Mgmt. = 5 Projects Mgmt. = 3 Revenue Accounting = 1 System Access and Controls = 0 <p>Role Mapping = TBD</p> <p>Training = TBD</p>	<p>The sequence of procedures to accomplish a business objective.</p> <p>Current-State:</p> <p>Cataloged Business Processes = 243</p> <ul style="list-style-type: none"> Related Business Systems = 14 Related Reports = 65 <p>Documentation Status:</p> <ul style="list-style-type: none"> Complete = 205 Partial = 22 Not Started = 16 <p>Implementation:</p> <p>Impacted Agency Business Processes = 243</p> <ul style="list-style-type: none"> Related Business Process Groupings = 12 Planned Spreadsheet Uploads = 2 <ul style="list-style-type: none"> Level of Impact: People Changes High = 36 Medium = 79 Low = 28 None = 9 Uncertain = 69 Level of Impact: Processes Changes High = 75 Medium = 57 Low = 14 None = 7 Uncertain = 69 Level of Impact: Technology Changes High = 74 Medium = 25 Low = 13 None = 42 Uncertain = 68 Level of Impact: Data Changes High = 92 Medium = 37 Low = 8 None = 11 Uncertain = 72 <p>Segments I & II Documentation Update Status</p> <ul style="list-style-type: none"> Not Started = 92 In Progress = 2 Complete = 75 <p>Segment III Documentation Update Status</p> <ul style="list-style-type: none"> Not Started = 32 In Progress = 0 Complete = 116 	<p>The applications or tools used to process, track, or report on financial operations.</p> <p>Current-State:</p> <p>Cataloged Business Systems = 21</p> <ul style="list-style-type: none"> Criticality: High = 14 Med = 0 Low = 0 None = 7 <p>Documentation Status:</p> <ul style="list-style-type: none"> Complete = 2 Partial = 10 Not Started = 7 <p>Cataloged Interfaces = 46</p> <ul style="list-style-type: none"> Inbound Interfaces = 24 Outbound Interfaces = 22 <p>Implementation:</p> <p>Business Systems Planned for Integration = 16</p> <ul style="list-style-type: none"> Segment I - Documentation Updates: Complete = 7 Updating = 1 Evaluating = 0 Not Started = 0 Not Needed = 8 Segment II - Documentation Updates: Complete = 7 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 9 Segment III - Documentation Updates: Complete = 7 Updating = 1 Evaluating = 0 Not Started = 0 Not Needed = 8 <p>Planned Interfaces = 6</p> <ul style="list-style-type: none"> Inbound Interfaces = 2 Outbound Interfaces = 1 	<p>Information used in or produced from an agency's financial business operations.</p> <p>Current-State:</p> <p>Unique FLAIR Data Elements = 73</p> <ul style="list-style-type: none"> Associated Unique Uses = 193 Continued Use - Yes = 68 Continued Use - No = 108 Associated Business Systems = 11 Cataloged Reports = 123 Criticality: High = 97 Med = 14 Low = 45 None = 22 <p>Implementation:</p> <p>Segments I & II Planned Configurations = 8/9</p> <ul style="list-style-type: none"> Accounts Receivable (AR) Planned Distribution Codes = 2 Asset Management (AM) Planned Location Codes = 19 Planned Associated Area ID's = 57 Commitment Control (KK) Planned Option = Option # 1 - Track with Budget General Ledger (GL) Planned Budgetary Value Combo Edits = 440 Planned Local Funds = None Planned Organization ID's = 250 Planned OA1's = 30 Planned OA2's = 83 <p>Segment IV Planned Configurations</p> <ul style="list-style-type: none"> Started = 2 Not Started = 0 <p>Conversions & Data Readiness</p> <ul style="list-style-type: none"> Conversions Needed = 10 Agency Data Outside of Primary Source System(s) = 0 Data Readiness/Cleansing Status: Complete = 3 In Progress = 0 Not Started = 0 Not Applicable 3 <p>Reports = TBD</p>

Agency Reported

The Risks, Issues, Assumptions and Readiness Activities tables below display only items that were opened/logged, closed/resolved or active during the reporting period.

FDLE Risks							
Critical Operational Elements	Risk Description	Status	Risk Rating	Mitigation/Response Strategy	Reporting Period Comments or Updates	Date of Status Change	Owner / Coordinator
Technology	Connectivity Testing is starting in August 2024 and we do not have any information on it.	Open	6 (Medium/High)	We are waiting to get more information from the PALM Project.	7/22/24: New Risk	07/22/24	Anik Datta
Data	That we will be unable to do life-to-date tracking and trend analysis for data that is in both FLAIR and PALM.	Open	4 (Medium/Medium)	Develop crosswalk methodology if the new Data Warehouse will not provide this capability.	None 5/16/24: Still pending 7/22/24: No Change 8/19/24: No Change	05/16/24	Mike Moore
Processes	Specifications for how to crosswalk GL and object codes to account in PALM needed for system remediation.	Open	4 (Medium/Medium)	Once information is relayed from PALM, we will have to analyze how this will affect remediation of RAMS.	5/2/24: - Risk split into two parts. The first half is closed 7/22/24: No Change 8/19/24: Meeting scheduled for 9/5/24	05/02/24	Terri Speed

					SCHEDULE FOR 2024 w/PALM GL		
Processes Data	FDLE has good number of reports that will need to be created based on PALM objects. PALM will have "some" reports but not all that is needed.	Open	4 (Medium/Medium)	Request PALM team to provide the similar functionality of those reports / report name.	6/25/24: - Project has begun the RFP process for staff augmentation. Resource Needs: 2-BA's and 1-SA 7/2/24: - Still Pending 7/22/24: - No Change 8/19/24: Will update by 8/22/24	06/25/24	Anik Datta
Processes Data	Information is needed related to the data warehouse for PALM	Open	4 (Medium/Medium)	FDLE is depending on the PALM project to provide FDLE project team information regarding the data warehouse. Mitigate this risk	6/25/24: - Reached out to our RC's for any available information. 7/22/24: - No Change 8/19/24: Will update by 8/22/24	06/25/24	Anik Datta
People	FDLE needs of a couple of Business Analysts to support the UAT process. Once selected the background process may hinder onboarding resources quickly.	Open	4 (Medium/Medium)	We are currently crafting RFP in support of those resources.	7/8/24: - New risk. RFP has not been posted 7/22/24: - No Change 8/19/24: SOW ready, needed to review but will be posted this week.	07/08/24	Mike More
Processes Data	Early visibility of Data Warehouse & Report Query Builder will help us to decide the future scope of custom reports for data validation (well before interface testing)	Open	4 (Medium/Medium)	Will address once PALM begins working on the Data Warehouse	8/7/24 New Risk	08/07/24	Anik Datta
Technology Data	These details required to initiate the further discussion with FDLE OSA/network/windows team for establishing the connectivity with PALM system.	Open	4 (Medium/Medium)	PALM meeting is needed to gain clarity on the requirements for connectivity.	8/7/24 New Risk	08/07/24	Anik Datta
People Processes Technology	FDLE needs to meet with the PALM-GL team to clarify several outstanding questions.	Open	4 (Medium/Medium)	Meeting schedule for late September	8/19.24 New Risk	08/19/24	Anik Datta
Processes Technology	FDLE needs more details related to the upcoming task "Change Analysis" outlined in the Agency Implementation Roadmap, that is scheduled to commence in mid-October.	Open	4 (Medium/Medium)	Pursue more information /direction from the PALM team.	9.4.24 New Risk	09/04/24	Anik Datta
Processes Technology Data	FDLE is in need of a comprehensive list of anticipated errors and warnings that may occur in relation to interface interactions and report parameters inputs.	Open	4 (Medium/Medium)	Pursue more information /direction from the PALM team. Further delay may impact our ability to meet downstream activities for example UAT.	9.4.24 New Risk	09/04/24	Anik Datta
Processes Technology Data	The Technical Testing Town Hall postponement to November may affect our Interface Testing schedule for 2025. This delay will impact how FDLE prepares for testing.	Open	4 (Medium/Medium)	Accept the risk.	9.4.24 New Risk	09/04/24	Anik Datta
Technology Data	FDLE uses Object code for various purposes. PALM is replacing this with Account. As a result it will be challenging to reconcile RAMS with PALM and get details at transaction type level.	Open	3 (High/Low)	New chart of accounts and transaction types have to be setup to fulfill PALM and FDLE accounting requirements.	Analyzing PALM account codes provided to determine if additional fields need to be utilized. 5/16/24: Still pending 7/22/24: No Change 8/19/24: No Change	05/16/24	Terri Speed / Andrew Gutsch

FDLE Issues							
Critical Operational Elements	Issue Description	Status	Priority	Resolution Plan	Reporting Period Comments or Updates	Planned or Actual Resolution Date	Owner / Coordinator
Processes	Tasks 514 - 516 were rejected by the PALM project team	Closed	Low - All impacts not listed as Critical or High	Working to remediate the tasks. Remediation is ongoing for Task 514 and Task 516 Task 515 is being updated in Smartsheet Task 515 is 100% Complete and Submitted	All tasks associated with this issue has been resubmitted and accepted by PALM.	08/02/24	Angela Willis-Clay
Processes	There is no cutover plan to transition from current systems to PALM compliant systems in future on the day of PALM go-live.	Open	Low - All impacts not listed as Critical or High	New PM onboarded and will develop cutover schedule for all affected applications and provide detailed plans much before PALM go-live date	6/21/24: Ongoing	12/31/25	Anik Datta

FDLE Assumptions							
Critical Operational Elements	Assumption	Status	Date Logged or Removed	Impacted Stakeholder(s) and/or System(s)	Reporting Period Comments or Updates		
People Processes Technology Data	The agency will be approved for funding to support readiness activities.	Logged	07/01/23	Office of Information and Technology Systems Office of Financial Management Agency business systems	Pending FY 24/25 Legislative Session		
Technology Data	PALM will not change the identified Chart of Accounts structure between now and go-live.	Logged	07/01/23	Agency business systems	Monitor information as provided by PALM.		
Data	PALM will provide similar functionality as ABS Open Reports which is used for querying FLAIR and PYRL data so that we can retire those applications.	Logged	09/01/23	Office of Financial Management Office of Policy and Planning All divisional/regional business liaisons Management	Monitor information as provided by PALM.		
People Processes Technology Data	PALM will provide significant time to test and practice specific transactions before go-live in a dedicated testing environment (UAT).	Logged	10/31/23	All agency business systems	Monitor information as provided by PALM.		
Technology Data	FDLE assumes all PALM reports WILL match 1:1 with current FLAIR reports	Logged	08/19/24	Office of Information and Technology Systems Office of Financial Management	Monitor information as provided by PALM.		

FDLE Agency-Specific Readiness Activities					
Critical Operational Elements	Activity Description	Date(s)	Impacted Stakeholder(s) and/or System(s)	Objective	Reporting Period Comments or Updates
People Processes	PALM - Project Documentation Review	07/02/24	Office of Financial Management Office of Information Technology Services	Review and update project documentation	Four members attended for two hours.
Processes Technology	OFM RAMS Bi-Weekly Meeting - PALM Project	07/02/24	Office of Financial Management Office of Information Technology Services	Weekly meeting to stay abreast of business processes and utilize this knowledge for designing changes for PALM.	Eight members attended for two hours.
People Processes	PALM Internal Agency Status Meeting	07/08/24	Office of Financial Management Office of Information Technology Services	Recurring bi-monthly internal status meeting to discuss project updates, upcoming tasks and tasks due dates.	Seven members attended for thirty minutes.
Processes	OFM RAMS Bi-Weekly Meeting -	07/09/24	Office of Financial Management	Weekly meeting to stay abreast of business	Eight members attended for two hours.

Technology	PALM Project		Office of Information Technology Services	processes and utilize this knowledge for designing changes for PALM.	
People Processes	Weekly Internal PALM Meeting	07/09/24	Office of Financial Management	Project Manager and Agency Liaisons discuss updates for tasks, segments, BPMs, etc.	Two members attended for thirty minutes.
People Processes	Thursday Task Talk	07/11/24	Office of Financial Management	Discuss the instructions and review the spreadsheets to ensure the task is done correctly.	Six members attended for thirty minutes.
Processes Technology	OFM RAMS Bi-Weekly Meeting - PALM Project	07/11/24	Office of Financial Management Office of Information Technology Services	Weekly meeting to stay abreast of business processes and utilize this knowledge for designing changes for PALM.	Eight members attended for two hours.
People Processes	PALM DTS & MARTS Remediation	07/12/24	Office of Financial Management Office of Information Technology Services	Discussion on remediation of DTS and MARTS	Seven members attended for an hour.
People Processes	Weekly Internal PALM Meeting	07/16/24	Office of Financial Management	Project Manager and Agency Liaisons discuss updates for tasks, segments, BPMs, etc.	Two members attended for thirty minutes.
Processes Technology	OFM RAMS Bi-Weekly Meeting - PALM Project	07/16/24	Office of Financial Management Office of Information Technology Services	Weekly meeting to stay abreast of business processes and utilize this knowledge for designing changes for PALM.	Eight members attended for two hours.
People Processes	PALM Task Review	07/17/24	Office of Financial Management Office of Information Technology Services	Review outstanding ITS tasks	Three members attended for thirty minutes.
Processes Technology	OFM RAMS Bi-Weekly Meeting - PALM Project	07/18/24	Office of Financial Management Office of Information Technology Services	Weekly meeting to stay abreast of business processes and utilize this knowledge for designing changes for PALM.	Eight members attended for two hours.
People Processes	PALM Internal Agency Status Meeting	07/22/24	Office of Financial Management Office of Information Technology Services	Recurring bi-monthly internal status meeting to discuss project updates, upcoming tasks and tasks due dates.	Seven members attended for thirty minutes.
People Processes	Segment IV Workshop - Project Costing	07/23/24	Office of Financial Management	PALM Segment IV Design Workshop	Three members attended for eight hours.
People Processes Technology	Segment IV Workshop - Project Costing	07/24/24	Office of Financial Management	PALM Segment IV Design Workshop	Three members attended for eight hours.
People Processes Technology	Segment IV Design Workshop - Accounts Payable / Purchase Order	07/25/24	Office of Financial Management	PALM Segment IV Design Workshop	Nine members attended for eight hours.
Processes Technology	OFM RAMS Bi-Weekly Meeting - PALM Project	07/25/24	Office of Financial Management Office of Information Technology Services	Weekly meeting to stay abreast of business processes and utilize this knowledge for designing changes for PALM.	Eight members attended for two hours.
People Processes	PALM - AMPLIFUND Discussion	07/29/24	Office of Financial Management Office of Information Technology Services	Discussion on Interfaces between AMPLIFUND , FACTS and PALM	Five members attended for one hour.
People Processes	PALM Internal Agency Status Meeting	07/29/24	Office of Financial Management Office of Information Technology Services	Recurring bi-monthly internal status meeting to discuss project updates, upcoming tasks and tasks due dates.	Seven members attended for thirty minutes.
Processes Technology	OFM RAMS Bi-Weekly Meeting - PALM Project	07/30/24	Office of Financial Management Office of Information Technology Services	Weekly meeting to stay abreast of business processes and utilize this knowledge for designing changes for PALM.	Eight members attended for two hours.
People Technology Data	July FDLE/PALM Readiness Touchpoint Meeting	07/31/24	Office of Financial Management Office of Information Technology Services	Recurring monthly Florida PALM Readiness touchpoint meeting between FDLE's Change Champion Network (CCN), Subject Matter Experts (SME), and our Readiness Coordinator Alise Fields	Eight members attended for one hour.
People Processes	Thursday Task Talk	08/01/24	Office of Financial Management	Discuss the instructions and review the spreadsheets to ensure the task is done correctly.	Six members attended for thirty minutes.
Processes Technology	OFM RAMS Bi-Weekly Meeting - PALM Project	08/01/24	Office of Financial Management Office of Information Technology Services	Weekly meeting to stay abreast of business processes and utilize this knowledge for designing changes for PALM.	Eight members attended for two hours.
Processes Technology	OFM RAMS Bi-Weekly Meeting - PALM Project	08/06/24	Office of Financial Management Office of Information Technology Services	Weekly meeting to stay abreast of business processes and utilize this knowledge for designing changes for PALM.	Eight members attended for two hours.
People Processes	Weekly Internal PALM Meeting	08/07/24	Office of Financial Management	Project Manager and Agency Liaisons discuss updates for tasks, segments, BPMs, etc.	Two members attended for thirty minutes.
Processes Technology	OFM RAMS Bi-Weekly Meeting - PALM Project	08/08/24	Office of Financial Management Office of Information Technology Services	Weekly meeting to stay abreast of business processes and utilize this knowledge for designing changes for PALM.	Eight members attended for two hours.
People Processes	Thursday Task Talk	08/08/24	Office of Financial Management	Discuss the instructions and review the spreadsheets to ensure the task is done correctly.	Six members attended for thirty minutes.
People Processes	Mtg w/RC regarding Task 545-B	08/09/24	Office of Financial Management Office of Information Technology Services	Meeting to gain clarification on some aspects of Task 545-B	One member attended for thirty minutes
People Processes Technology	Segment IV Design Workshops - Inter/Intra Unit - Day 1	08/13/24	Office of Financial Management Office of Information Technology Services	Segment IV Intra/Inter Unit Workshop	Seventeen members attended for 8 hours each.
People Processes Technology	Segment IV Design Workshops - Inter/Intra Unit - Day 2	08/14/24	Office of Financial Management Office of Information Technology Services	Segment IV Intra/Inter Unit Workshop	Seventeen members attended for eight hours each.
People Processes Technology	Segment IV Design Workshops - Asset Management	08/15/24	Office of Financial Management	Segment IV Assets workshop	Four members attended for eight hours each.
Processes Technology	OFM RAMS Bi-Weekly Meeting - PALM Project	08/15/24	Office of Financial Management Office of Information Technology Services	Weekly meeting to stay abreast of business processes and utilize this knowledge for designing changes for PALM.	Eight members attended for two hours.
People Processes	PALM Internal Agency Status Meeting	08/19/24	Office of Financial Management Office of Information Technology Services	Recurring bi-monthly internal status meeting to discuss project updates, upcoming tasks and tasks due dates.	Nine members attended for thirty minutes.
Processes Technology	OFM RAMS Bi-Weekly Meeting - PALM Project	08/20/24	Office of Financial Management Office of Information Technology Services	Weekly meeting to stay abreast of business processes and utilize this knowledge for designing changes for PALM.	Eight members attended for two hours.
People Technology Data	July FDLE/PALM Readiness Touchpoint Meeting	08/21/24	Office of Financial Management Office of Information Technology Services	Recurring monthly Florida PALM Readiness touchpoint meeting between FDLE's Change Champion Network (CCN), Subject Matter Experts (SME), and our Readiness Coordinator Alise Fields	Eight members attended for one hour.
People Processes	Thursday Task Talk	08/22/24	Office of Financial Management	Discuss the instructions and review the spreadsheets to ensure the task is done correctly.	Six members attended for thirty minutes.
Processes Technology	OFM RAMS Bi-Weekly Meeting - PALM Project	08/22/24	Office of Financial Management Office of Information Technology Services	Weekly meeting to stay abreast of business processes and utilize this knowledge for designing changes for PALM.	Eight members attended for two hours.
People Processes Technology	Segment IV Design Workshops - Payroll Day 1	08/27/24	Office of Financial Management	Segment IV Assets workshop	Eight members attended for eight hours each.
People Processes	Segment IV Design Workshops - Payroll Day 2	08/28/24	Office of Financial Management	Segment IV Assets workshop	Eight members attended for eight hours each.

Technology					
Processes Technology	OFM RAMS Bi-Weekly Meeting - PALM Project	08/29/24	Office of Financial Management Office of Information Technology Services	Weekly meeting to stay abreast of business processes and utilize this knowledge for designing changes for PALM.	Eight members attended for two hours.

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

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FDLE Status Report Confirmation

Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
July - August 2024	Charlotte Fraser	charlottefraser@fdle.state.fl.us	09/09/24
May - June 2024	Charlotte Fraser	charlottefraser@fdle.state.fl.us	07/10/24
March - April 2024	Charlotte Fraser	charlottefraser@fdle.state.fl.us	05/08/24
January - February 2024	Charlotte Fraser	charlottefraser@fdle.state.fl.us	03/11/24

Helpful Links

- Dashboard Snapshots
- Knowledge Center
- Florida PALM Workbook for FWC
- Readiness Workplan

FWC Status Report Dashboard

Click on the various statistics or dials to view the supporting information within your agency's Smartsheet Florida PALM Workbook.

Reporting Period

July - August 2024

Agency Sponsor

Jessica Crawford

CCN Composition



The Change Champion Network dial reflects the completeness of your CCN makeup.

Change Champion Network:

- Unique Filled Role = 3
- Duplicate Filled Role = 13
- Vacant Role = 0

RW Task Completeness



The Readiness Workplan Tasks Completeness dial reflects the completeness of your agency's submission of RW tasks, starting with RW Task 512.

RW Task Completeness:

- Score = 96.00%**
- Submitted Complete = 27
 - Submitted Incomplete = 0
 - Completed After Submission = 3

RW Task Timeliness



The Readiness Workplan Tasks Timeliness dial reflect the timeliness of your agency's submission of all RW tasks to date.

RW Task Timeliness:

- Score = 96.08%**
- Submitted On Time = 48
 - Submitted Late = 2
 - Pending Submission = 0

Project-led Meeting Participation



The Participation dial reflects your agency's attendance at Project-led meetings during the current reporting period.

Meeting Participation:

- Meetings Attended = 10
- Meetings Missed = 0

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
N/A	Processes	527	Identify Change Impacts and Update Agency Business Process Documentation for Segment III	04/15/24	07/12/24	100% - Submitted	07/12/24		Submission Complete	
N/A	Technology	528	Update Agency Business System Documentation for Segment III	04/15/24	07/12/24	100% - Submitted	05/07/24	We do not have any agency business systems associated with Segment 3, they are all in 1, 2, and 4.	Submission Complete	
Indirect	Technology	530	Update Florida PALM Interface Inventory for Segment III	04/15/24	07/12/24	100% - Submitted	05/07/24	We do not have any agency business systems associated with Segment 3, they are all in 1, 2, and 4. As a result, we have no interfaces for Segment 3.	Submission Complete	
N/A	Data	526	Complete Data Readiness Analysis and Data Cleansing Activities for Segment III	04/29/24	07/12/24	100% - Submitted	07/12/24		Submission Complete	
Indirect	Technology	529	Update Florida PALM Conversion Inventory for Segment III	04/29/24	07/12/24	100% - Submitted	05/08/24		Submission Complete	
N/A	Technology	531	Remediate Agency Business Systems based on Segment II	04/29/24	09/27/24	50% - In Progress				
N/A	People	535	Update Workforce Readiness Plan	06/17/24	08/02/24	100% - Submitted	07/30/24		Submission Complete	
Indirect	People	536-A	Create Agency Specific User Acceptance Testing Plan	06/17/24	08/16/24	100% - Submitted	08/13/24		Submission Complete	
N/A	People	537	Update Authorized Smartsheet Users	06/24/24	07/12/24	100% - Submitted	06/25/24	No changes needed	Submission Complete	
N/A	N/A	538	Submit Bimonthly Agency Readiness Status Report	07/01/24	07/12/24	100% - Submitted	07/02/24		Submission Complete	
N/A	N/A	539	Manage Agency Specific Implementation Schedule, Risks and Issues	07/01/24	08/29/24	100% - Submitted	08/28/24		N/A	
N/A	People	540	Share Florida PALM Updates	07/15/24	07/26/24	100% - Submitted	07/19/24		Submission Complete	
Direct	Data	541-A	Complete Configuration Workbooks for Segment IV	07/22/24	09/06/24	100% - Submitted	08/28/24		Submission Complete	
N/A	Data	542	Complete Data Readiness Analysis and Data Cleansing Activities for Segment IV	07/22/24	10/18/24	50% - In Progress				
N/A	Processes	543	Identify Change Impacts and Update Agency Business Process Documentation for Segment IV	07/22/24	10/18/24	50% - In Progress				
N/A	Technology	544	Update Agency Business System Documentation for Segment IV	07/22/24	10/18/24	50% - In Progress				
Direct	Technology	545-A	Update and Finalize Florida PALM Conversion Inventory for Segment IV	07/22/24	10/18/24	100% - Submitted	08/30/24		Submission Complete	
Direct	Technology	545-B	Update and Finalize Florida PALM Conversion Inventory for Segment IV - Projects (PCC001)	07/22/24	08/23/24	100% - Submitted	08/23/24		Submission Complete	
Direct	Technology	546	Update Florida PALM Interface Inventory for Segment IV	07/22/24	10/18/24	50% - In Progress				
N/A	Technology	547	Remediate Agency Business Systems based on Segment III	07/22/24	12/13/24	100% - Submitted	07/30/24	We do not have any agency business systems associated with Segment 3.	Submission Complete	07/30/24
Direct	Technology	548	Identify and Confirm File Managers	08/06/24	08/16/24	100% - Submitted	08/06/24		Submission Complete	
Direct	People	549	Submit Training Survey	08/12/24	09/20/24	100% - Submitted	08/16/24		Submission Complete	
Indirect	People	536-B	Create Agency Specific User Acceptance Testing Plan	08/19/24	10/11/24	50% - In Progress				
Direct	Data	541-C	Complete Configuration Workbooks for Segment IV	08/26/24	09/27/24	50% - In Progress				
Direct	Technology	550-A	Provide Public IP Address and Select Technical Meeting Time	08/26/24	08/30/24	100% - Submitted	08/30/24		Submission Complete	
N/A	N/A	551	Submit Bimonthly Agency Readiness Status Report	08/30/24	09/11/24	100% - Submitted	09/04/24		Submission Complete	09/04/24
N/A	N/A	552	Manage Agency Specific	08/30/24	10/31/24	50% - In Progress			N/A	

			Implementation Schedule, Risks and Issues							
Direct	Technology	550-B	Participate in Technical Meeting to Receive Credentials and Access	09/03/24	09/13/24	100% - Submitted	09/09/24		N/A	09/09/24

People	Processes	Technology	Data
<p>The staff and stakeholders affected by your agency's transition to Florida PALM.</p> <p>Implementation:</p> <p>Planned Florida PALM End Users = 110</p> <ul style="list-style-type: none"> Business Process Groupings = 10/13 <p>Identified Subject Matter Experts = 14</p> <ul style="list-style-type: none"> SMEs by Business Process Grouping Account Mgmt. and Financial Reporting = 4 Accounts Receivable = 1 Asset Accounting and Mgmt. = 2 Banking = 3 Budget Mgmt. and Cash Control = 3 Contracts Mgmt. = 3 Disbursements Mgmt. = 3 Grants Mgmt. = 1 Inter/IntraUnit Transactions = 4 Payroll Mgmt. = 4 Projects Mgmt. = 1 Revenue Accounting = 1 System Access and Controls = 2 <p>Role Mapping = TBD</p> <p>Training = TBD</p>	<p>The sequence of procedures to accomplish a business objective.</p> <p>Current-State:</p> <p>Cataloged Business Processes = 114</p> <ul style="list-style-type: none"> Related Business Systems = 3 Related Reports = 3 Documentation Status: Complete = 114 Partial = 0 Not Started = 0 <p>Implementation:</p> <p>Impacted Agency Business Processes = 114</p> <ul style="list-style-type: none"> Related Business Process Groupings = 12 Planned Spreadsheet Uploads = 1 Level of Impact: People Changes High = 5 Medium = 0 Low = 44 None = 8 Uncertain = 0 Level of Impact: Processes Changes High = 9 Medium = 24 Low = 16 None = 8 Uncertain = 0 Level of Impact: Technology Changes High = 0 Medium = 8 Low = 22 None = 27 Uncertain = 0 Level of Impact: Data Changes High = 2 Medium = 21 Low = 22 None = 12 Uncertain = 0 Segments I & II Documentation Update Status Not Started = 0 In Progress = 0 Complete = 38 Segment III Documentation Update Status Not Started = 0 In Progress = 0 Complete = 19 	<p>The applications or tools used to process, track, or report on financial operations.</p> <p>Current-State:</p> <p>Cataloged Business Systems = 11</p> <ul style="list-style-type: none"> Criticality: High = 6 Med = 4 Low = 0 None = 1 Documentation Status: Complete = 11 Partial = 0 Not Started = 0 <p>Cataloged Interfaces = 8</p> <ul style="list-style-type: none"> Inbound Interfaces = 8 Outbound Interfaces = 0 <p>Implementation:</p> <p>Business Systems Planned for Integration = 7</p> <ul style="list-style-type: none"> Segment I - Documentation Updates: Complete = 1 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 0 Segment II - Documentation Updates: Complete = 6 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 0 Segment III - Documentation Updates: Complete = 0 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 6 <p>Planned Interfaces = 2</p> <ul style="list-style-type: none"> Inbound Interfaces = -1 Outbound Interfaces = 2 	<p>Information used in or produced from an agency's financial business operations.</p> <p>Current-State:</p> <p>Unique FLAIR Data Elements = 113</p> <ul style="list-style-type: none"> Associated Unique Uses = 750 Continued Use - Yes = 700 Continued Use - No = 0 Associated Business Systems = 34 Cataloged Reports = 41 Criticality: High = 32 Med = 8 Low = 1 None = 2 <p>Implementation:</p> <p>Segments I & II Planned Configurations = 6/9</p> <ul style="list-style-type: none"> Accounts Receivable (AR) Planned Distribution Codes = 9 Asset Management (AM) Planned Location Codes = 660 Planned Associated Area ID's = None Commitment Control (KK) Planned Option = Option # 2 - Control General Ledger (GL) Planned Budgetary Value Combo Edits = 849 Planned Local Funds = None Planned Organization ID's = 241 Planned OA1's = 1 Planned OA2's = None <p>Segment IV Planned Configurations</p> <ul style="list-style-type: none"> Started = 1 Not Started = 1 <p>Conversions & Data Readiness</p> <ul style="list-style-type: none"> Conversions Needed = 12 Agency Data Outside of Primary Source System(s) = 0 Data Readiness/Cleansing Status: Complete = 6 In Progress = 2 Not Started = 0 Not Applicable 0 <p>Reports = TBD</p>

Agency Reported

The Risks, Issues, Assumptions and Readiness Activities tables below display only items that were opened/logged, closed/resolved or active during the reporting period.

FWC Risks							
Critical Operational Elements	Risk Description	Status	Risk Rating	Mitigation/Response Strategy	Reporting Period Comments or Updates	Date of Status Change	Owner / Coordinator
People	Limited subject matter expert (SME) availability	Open	6 (Medium/High)	1. Identify any planned schedule issues 2. Obtain and include backup resources in activities	No change	11/06/23	Laurie Kershaw
People	Team Attrition	Open	6 (Medium/High)	1. Ensure sufficient cross training in all project activities 2. Establish and enforce adequate documentation standards	No change	11/06/23	Laurie Kershaw
People	Resistance to change	Open	4 (Medium/Medium)	1. Include impacted stakeholders early in the process and often 2. Educate the reason for the change and impact	No change	11/06/23	Laurie Kershaw
Technology	PALM interfaces are not fully designed/documented, and currently defined interfaces are subject to change. FWC is unable to accurately define impacts to our systems without complete specifications on the interfaces.	Open	4 (Medium/Medium)	1. FWC Analysis and design is being based on calculated assumptions	We reduce the risk rating on this item since most of the interfaces have been designed.	11/06/23	Laurie Kershaw

FWC Issues							
Critical Operational Elements	Issue Description	Status	Priority	Resolution Plan	Reporting Period Comments or Updates	Planned or Actual Resolution Date	Owner / Coordinator

FWC Assumptions						
Critical Operational Elements	Assumption	Status	Date Logged or Removed	Impacted Stakeholder(s) and/or System(s)	Reporting Period	Comments or Updates

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FWC Agency-Specific Readiness Activities

Critical Operational Elements	Activity Description	Date(s)	Impacted Stakeholder(s) and/or System(s)	Objective	Reporting Period Comments or Updates
People Processes Technology	Complete Task 538 Submit Bimonthly Agency Readiness Status Report	07/01/24	Florida PALM users	Complete Task 538 Submit Bimonthly Agency Readiness Status Report	Complete
People Processes Technology	Update Documentation	07/01/24	Florida PALM users	Update Documentation	Complete
People Processes Technology	Complete Task 539 Manage Agency Specific Implementation Schedule, Risks and Issues	07/01/24	Florida PALM users	Complete Task 539 Manage Agency Specific Implementation Schedule, Risks and Issues	Complete
People Processes Technology	Update Documentation	07/01/24	Florida PALM users	Update Documentation	Complete
People Processes Technology	Update Smartsheet	07/09/24	Florida PALM users	Update Smartsheet	Complete
People Processes Technology	Mark Task Complete Smartsheet	07/10/24	Florida PALM users	Mark Task Complete Smartsheet	Complete
People Processes Technology	Update Smartsheet	07/12/24	Florida PALM users	Update Smartsheet	Complete
People Processes Technology	Task Due	07/12/24	Florida PALM users	Task Due	Complete
People Processes Technology	Update Smartsheet	07/12/24	Florida PALM users	Update Smartsheet	Complete
People Processes Technology	Task Due	07/12/24	Florida PALM users	Task Due	Complete
People Processes Technology	Task Due	07/12/24	Florida PALM users	Task Due	Completed
People Processes Technology	Task Due	07/12/24	Florida PALM users	Task Due	Complete
People Processes Technology	Task Due	07/12/24	Florida PALM users	Task Due	Completed
People Processes Technology	Complete Task 540 Share Florida PALM Updates	07/15/24	Florida PALM users	Complete Task 540 Share Florida PALM Updates	Complete
People Processes Technology	Update Documentation	07/15/24	Florida PALM users	Update Documentation	Complete
People Processes Technology	Complete Task 541 Complete Configuration Workbooks for Segment IV	07/22/24	Florida PALM users	Complete Task 541 Complete Configuration Workbooks for Segment IV	In Process
People Processes Technology	Task A Assigned	07/22/24	Florida PALM users	Task A Assigned	Complete
People Processes Technology	Update Documentation	07/22/24	Florida PALM users	Update Documentation	Complete
People Processes Technology	Complete Task 542 Complete Data Readiness Analysis and Data Cleansing Activities for Segment IV	07/22/24	Florida PALM users	Complete Task 542 Complete Data Readiness Analysis and Data Cleansing Activities for Segment IV	In Process
People Processes Technology	Task Assigned	07/22/24	Florida PALM users	Task Assigned	Complete
People Processes Technology	Complete Task 543 Identify Change Impacts and Update Agency Business Process Documentation for Segment IV	07/22/24	Florida PALM users	Complete Task 543 Identify Change Impacts and Update Agency Business Process Documentation for Segment IV	In Process
People Processes Technology	Task Assigned	07/22/24	Florida PALM users	Task Assigned	Complete
People Processes Technology	Update Documentation	07/22/24	Florida PALM users	Update Documentation	In Process
People Processes Technology	Complete Task 545 Update and Finalize Florida PALM Conversion Inventory for Segment IV	07/22/24	Florida PALM users	Complete Task 545 Update and Finalize Florida PALM Conversion Inventory for Segment IV	Complete
People Processes Technology	Task Assigned	07/22/24	Florida PALM users	Task Assigned	Complete
People Processes Technology	Complete Task 546 Update Florida PALM Interface Inventory for Segment IV	07/22/24	Florida PALM users	Complete Task 546 Update Florida PALM Interface Inventory for Segment IV	In Process
People Processes Technology	Task Assigned	07/22/24	Florida PALM users	Task Assigned	Complete
People Processes Technology	Complete Task 547 Remediate Agency Business Systems based on Segment III	07/22/24	Florida PALM users	Complete Task 547 Remediate Agency Business Systems based on Segment III	Complete
People Processes Technology	Task Assigned	07/22/24	Florida PALM users	Task Assigned	Complete
People Processes Technology	N/A to FWC	07/22/24	Florida PALM users	N/A to FWC	Complete
People Processes Technology	Create data cleansing plan for PCC001 (Tanya) and perform data clean-up	07/23/24	Florida PALM users	Create data cleansing plan for PCC001 (Tanya) and perform data clean-up	In Process
People Processes Technology	Create data cleansing plan for PCC002 (Erik) and perform data clean-up	07/23/24	Florida PALM users	Create data cleansing plan for PCC002 (Erik) and perform data clean-up	In Process
People Processes Technology	Update Documentation	07/23/24	Florida PALM users	Update Documentation	In Process

People Processes Technology	Update Documentation	07/23/24	Florida PALM users	Update Documentation	Complete
People Processes Technology	Update Documentation	07/23/24	Florida PALM users	Update Documentation	In Process
People Processes Technology	Submit Documentation	07/26/24	Florida PALM users	Submit Documentation	Complete
People Processes Technology	Mark Task Complete in Smartsheet	08/02/24		Mark Task Complete in Smartsheet	Complete
People Processes Technology	Task Due	08/02/24	Florida PALM users	Task Due	Complete
People Processes Technology	Complete Task 548 Identify and Confirm File Managers	08/05/24	Florida PALM users	Complete Task 548 Identify and Confirm File Managers	Complete
People Processes Technology	Task Assigned	08/05/24	Florida PALM users	Task Assigned	Complete
People Processes Technology	Submit Documentation	08/06/24	Florida PALM users	Submit Documentation	Complete
People Processes Technology	Mark Task Complete in Smartsheet	08/07/24	Florida PALM users	Mark Task Complete in Smartsheet	Complete
People Processes Technology	Complete Task 549 Submit Training Survey	08/12/24	Florida PALM users	Complete Task 549 Submit Training Survey	Complete
People Processes Technology	Task Assigned	08/12/24	Florida PALM users	Task Assigned	Complete
People Processes Technology	Submit Documentation	08/13/24	Florida PALM users	Submit Documentation	Complete
People Processes Technology	Mark Task Complete in Smartsheet	08/16/24	Florida PALM users	Mark Task Complete in Smartsheet	Complete
People Processes Technology	Mark Task Complete Smartsheet	08/16/24	Florida PALM users	Mark Task Complete Smartsheet	Complete
People Processes Technology	536-B Identify key components of test execution including test management.	08/19/24	Florida PALM users	536-B Identify key components of test execution including test management.	In Process
People Processes Technology	Mark Task Complete Smartsheet	08/23/24	Florida PALM users	Mark Task Complete Smartsheet	Complete
People Processes Technology	Task C Assigned	08/26/24	Florida PALM users	Task C Assigned	Complete
People Processes Technology	Complete Task 550 Confirm Receipt and Distribution of Managed File Transfer Credentials	08/26/24	Florida PALM users	Complete Task 550 Confirm Receipt and Distribution of Managed File Transfer Credentials	In Process
People Processes Technology	Task Assigned	08/26/24	Florida PALM users	Task Assigned	Complete
People Processes Technology	Update Documentation	08/27/24	Florida PALM users	Update Documentation	In Process
People Processes Technology	Provide team member names	08/27/24	Florida PALM users	Provide team member names	Complete
People Processes Technology	Mark Task Complete Smartsheet	08/29/24	Florida PALM users	Mark Task Complete Smartsheet	Complete
People Processes Technology	Mark Task Complete Smartsheet	08/30/24	Florida PALM users	Mark Task Complete Smartsheet	Complete
People Processes Technology	Complete Task 551 Submit Bimonthly Agency Readiness Status Report	08/30/24		Complete Task 551 Submit Bimonthly Agency Readiness Status Report	In Process
People Processes Technology	Task Assigned	08/30/24		Task Assigned	Complete
People Processes Technology	Update Documentation	08/30/24		Update Documentation	In Process
People Processes Technology	Complete Task 552 Manage Agency Specific Implementation Schedule, Risks and Issues	08/30/24		Complete Task 552 Manage Agency Specific Implementation Schedule, Risks and Issues	In Process
People Processes Technology	Task Assigned	08/30/24		Task Assigned	Complete

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

FWC Status Report Confirmation

Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
July - August 2024	Jessica Crawford	jessica.crawford@myfwc.com	09/04/24
May - June 2024	Jessica Crawford	jessica.crawford@myfwc.com	07/02/24
March - April 2024	Jessica Crawford	jessica.crawford@myfwc.com	05/08/24
January - February 2024	Jessica Crawford	jessica.crawford@myfwc.com	03/06/24

Helpful Links

- Dashboard Snapshots
- Knowledge Center
- Florida PALM Workbook for FGCC
- Readiness Workplan

FGCC Status Report Dashboard

Click on the various statistics or dials to view the supporting information within your agency's Smartsheet Florida PALM Workbook.

Reporting Period

July - August 2024

Agency Sponsor

Lisa Mustain

CCN Composition



The Change Champion Network dial reflects the completeness of your CCN makeup.

Change Champion Network:

- Unique Filled Role = 6
- Duplicate Filled Role = 10
- Vacant Role = 0

RW Task Completeness



The Readiness Workplan Tasks Completeness dial reflects the completeness of your agency's submission of RW tasks, starting with RW Task 512.

RW Task Completeness:

- Score = 90.80%**
- Submitted Complete = 17
 - Submitted Incomplete = 0
 - Completed After Submission = 8

RW Task Timeliness



The Readiness Workplan Tasks Timeliness dial reflect the timeliness of your agency's submission of all RW tasks to date.

RW Task Timeliness:

- Score = 96%**
- Submitted On Time = 40
 - Submitted Late = 9
 - Pending Submission = 0

Project-led Meeting Participation



The Participation dial reflects your agency's attendance at Project-led meetings during the current reporting period.

Meeting Participation:

- Meetings Attended = 6
- Meetings Missed = 1

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
N/A	Processes	527	Identify Change Impacts and Update Agency Business Process Documentation for Segment III	04/15/24	07/12/24	100% - Submitted	07/12/24		Submission Complete	07/25/24
N/A	Technology	528	Update Agency Business System Documentation for Segment III	04/15/24	07/12/24	100% - Submitted	07/12/24		Submission Complete	
Indirect	Technology	530	Update Florida PALM Interface Inventory for Segment III	04/15/24	07/12/24	100% - Submitted	07/12/24		Submission Complete	
N/A	Data	526	Complete Data Readiness Analysis and Data Cleansing Activities for Segment III	04/29/24	07/12/24	100% - Submitted	07/12/24		Submission Complete	
Indirect	Technology	529	Update Florida PALM Conversion Inventory for Segment III	04/29/24	07/12/24	100% - Submitted	07/12/24		Submission Complete	
N/A	Technology	531	Remediate Agency Business Systems based on Segment II	04/29/24	09/27/24	50% - In Progress				
N/A	People	535	Update Workforce Readiness Plan	06/17/24	08/02/24	100% - Submitted	08/02/24		Submission Complete	
Indirect	People	536-A	Create Agency Specific User Acceptance Testing Plan	06/17/24	08/16/24	100% - Submitted	08/16/24		Submission Complete	
N/A	People	537	Update Authorized Smartsheet Users	06/24/24	07/12/24	100% - Submitted	07/12/24		Submission Complete	
N/A	N/A	538	Submit Bimonthly Agency Readiness Status Report	07/01/24	07/12/24	100% - Submitted	07/15/24		Submission Complete	
N/A	N/A	539	Manage Agency Specific Implementation Schedule, Risks and Issues	07/01/24	08/29/24	100% - Submitted	08/26/24		N/A	08/26/24
N/A	People	540	Share Florida PALM Updates	07/15/24	07/26/24	100% - Submitted	07/26/24		Submission Complete	
Direct	Data	541-A	Complete Configuration Workbooks for Segment IV	07/22/24	09/06/24	100% - Submitted	09/05/24	Currently FGCC is not planning on using Project Costing, however this may change in the upcoming months	Submission Complete	
N/A	Data	542	Complete Data Readiness Analysis and Data Cleansing Activities for Segment IV	07/22/24	10/18/24	50% - In Progress				
N/A	Processes	543	Identify Change Impacts and Update Agency Business Process Documentation for Segment IV	07/22/24	10/18/24	50% - In Progress				
N/A	Technology	544	Update Agency Business System Documentation for Segment IV	07/22/24	10/18/24	50% - In Progress				
Direct	Technology	545-A	Update and Finalize Florida PALM Conversion Inventory for Segment IV	07/22/24	10/18/24	50% - In Progress				
Direct	Technology	546	Update Florida PALM Interface Inventory for Segment IV	07/22/24	10/18/24	50% - In Progress				
N/A	Technology	547	Remediate Agency Business Systems based on Segment III	07/22/24	12/13/24					
Direct	Technology	548	Identify and Confirm File Managers	08/06/24	08/16/24	100% - Submitted	08/19/24		Submission Complete	
Direct	People	549	Submit Training Survey	08/12/24	09/20/24	100% - Submitted	09/06/24			
Indirect	People	536-B	Create Agency Specific User Acceptance Testing Plan	08/19/24	10/11/24	25% - Beginning Initial Internal Meetings and Information Gathering				
Direct	Data	541-C	Complete Configuration Workbooks for Segment IV	08/26/24	09/27/24	50% - In Progress				
Direct	Technology	550-A	Provide Public IP Address and Select Technical Meeting Time	08/26/24	08/30/24	100% - Submitted	08/30/24		Submission Complete	
N/A	N/A	551	Submit Bimonthly Agency Readiness Status Report	08/30/24	09/11/24	100% - Submitted	09/11/24			
N/A	N/A	552	Manage Agency Specific Implementation Schedule, Risks and Issues	08/30/24	10/31/24	25% - Beginning Initial Internal Meetings and Information Gathering			N/A	

Direct	Technology	550-B	Participate in Technical Meeting to Receive Credentials and Access	09/03/24	09/13/24	75% - Consolidating/Inputting Information for Submission	We had our training meeting but the PALM test MFT server does not have a web client capability. So, we need to install an FTP client in out test environment.	N/A	
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People	Processes	Technology	Data
<p>The staff and stakeholders affected by your agency's transition to Florida PALM.</p> <p>Implementation:</p> <p>Planned Florida PALM End Users = 14</p> <ul style="list-style-type: none"> Business Process Groupings = 12/13 <p>Identified Subject Matter Experts = 8</p> <ul style="list-style-type: none"> SMEs by Business Process Grouping Account Mgmt. and Financial Reporting = 2 Accounts Receivable = 1 Asset Accounting and Mgmt. = 1 Banking = 1 Budget Mgmt. and Cash Control = 1 Contracts Mgmt. = 2 Disbursements Mgmt. = 1 Grants Mgmt. = 0 Inter/IntraUnit Transactions = 1 Payroll Mgmt. = 2 Projects Mgmt. = 1 Revenue Accounting = 2 System Access and Controls = 1 <p>Role Mapping = TBD</p> <p>Training = TBD</p>	<p>The sequence of procedures to accomplish a business objective.</p> <p>Current-State:</p> <p>Cataloged Business Processes = 29</p> <ul style="list-style-type: none"> Related Business Systems = 8 Related Reports = 51 <p>Documentation Status:</p> <ul style="list-style-type: none"> Complete = 27 Partial = 0 Not Started = 0 <p>Implementation:</p> <p>Impacted Agency Business Processes = 29</p> <ul style="list-style-type: none"> Related Business Process Groupings = 10 <p>Level of Impact: People Changes</p> <ul style="list-style-type: none"> High = 29 Medium = 0 Low = 0 None = 0 Uncertain = 0 <p>Level of Impact: Processes Changes</p> <ul style="list-style-type: none"> High = 16 Medium = 13 Low = 0 None = 0 Uncertain = 0 <p>Level of Impact: Technology Changes</p> <ul style="list-style-type: none"> High = 28 Medium = 1 Low = 0 None = 0 Uncertain = 0 <p>Level of Impact: Data Changes</p> <ul style="list-style-type: none"> High = 28 Medium = 1 Low = 0 None = 0 Uncertain = 0 <p>Segments I & II Documentation Update Status</p> <ul style="list-style-type: none"> Not Started = 0 In Progress = 0 Complete = 9 <p>Segment III Documentation Update Status</p> <ul style="list-style-type: none"> Not Started = 0 In Progress = 0 Complete = 14 	<p>The applications or tools used to process, track, or report on financial operations.</p> <p>Current-State:</p> <p>Cataloged Business Systems = 8</p> <ul style="list-style-type: none"> Criticality: High = 8 Med = 0 Low = 0 None = 0 <p>Documentation Status:</p> <ul style="list-style-type: none"> Complete = 7 Partial = 0 Not Started = 1 <p>Cataloged Interfaces = 0</p> <ul style="list-style-type: none"> Inbound Interfaces = 0 Outbound Interfaces = 0 <p>Implementation:</p> <p>Business Systems Planned for Integration = 4</p> <ul style="list-style-type: none"> Segment I - Documentation Updates: Complete = 2 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 2 Segment II - Documentation Updates: Complete = 2 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 2 Segment III - Documentation Updates: Complete = 4 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 0 <p>Planned Interfaces = 31</p> <ul style="list-style-type: none"> Inbound Interfaces = 14 Outbound Interfaces = 16 	<p>Information used in or produced from an agency's financial business operations.</p> <p>Current-State:</p> <p>Unique FLAIR Data Elements = 70</p> <ul style="list-style-type: none"> Associated Unique Uses = 70 Continued Use - Yes = 48 Continued Use - No = 17 Associated Business Systems = 4 <p>Cataloged Reports = 63</p> <ul style="list-style-type: none"> Criticality: High = 56 Med = 3 Low = 6 None = 2 <p>Implementation:</p> <p>Segments I & II Planned Configurations = 6/9</p> <ul style="list-style-type: none"> Accounts Receivable (AR) Planned Distribution Codes = 35 Asset Management (AM) Planned Location Codes = 1 Planned Associated Area ID's = None Commitment Control (KK) Planned Option = Option # 1 - Track with Budget General Ledger (GL) Planned Budgetary Value Combo Edits = 111 Planned Local Funds = None Planned Organization ID's = 2 Planned OA1's = 3 Planned OA2's = None <p>Segment IV Planned Configurations</p> <ul style="list-style-type: none"> Started = 1 Not Started = 1 <p>Conversions & Data Readiness</p> <ul style="list-style-type: none"> Conversions Needed = 8 Agency Data Outside of Primary Source System(s) = 0 Data Readiness/Cleansing Status: Complete = 4 In Progress = 0 Not Started = 0 Not Applicable 0 <p>Reports = TBD</p>

Agency Reported

The Risks, Issues, Assumptions and Readiness Activities tables below display only items that were opened/logged, closed/resolved or active during the reporting period.

FGCC Risks							
Critical Operational Elements	Risk Description	Status	Risk Rating	Mitigation/Response Strategy	Reporting Period Comments or Updates	Date of Status Change	Owner / Coordinator
Technology	Our configuration workbooks are out of date and there is no set timetable for when they will be refreshed	Open	9 (High/High)	FGCC has requested that our workbooks get refreshed and that we establish a regular schedule to refresh them so that as we make updates to FLAIR the workbooks will also get updated	We have not received an estimated time frame of when these workbooks will be refreshed (8/15/2024)	05/02/24	Rob Stoner
Processes Data	FGCC has not found any definitive information regarding the use of inbound interface files, conversions, or spreadsheet uploads before or during UAT. Likewise, FGCC has not found any information about the availability of outbound interface files after the initial data upload and during UAT. FGCC intends to use these files as part of our UAT process.	Open	6 (Medium/High)	FGCC would like to get clarification on the availability of inbound and outbound interfaces prior to the beginning of UAT as well as during the UAT process. Additionally, if spreadsheet uploads will be available before PALM interfaces please let us know.		08/15/24	Rob Stoner
Technology	FGCC did not receive funding for the Versa replacement system. Therefore, FGCC will need to work closely with DBPR in order to complete detailed business analysis and determine necessary remediation tasks.	Open	6 (High/Medium)	FGCC will reach out to IT within DBPR to establish regular analysis and design meetings in order to determine the business case and data requirements related to direct interface with PALM	Monthly.	09/11/23	Lisa Mustain, Director of Administration
Processes Data	Currently, PALM has not been able to provide definitive timeliness of how much time we have to make adjustments to earnings and position funding during preliminary payroll accounting	Open	6 (High/Medium)	FGCC would like to get clarification on the expected time frames for the preliminary processing			

Technology	The Current State Business Process smartsheet does not have columns for both spreadsheet uploads and PALM Interfaces. Therefore, we do not have the ability to track and report progress for our business systems that may use PALM Interfaces	Open	4 (Medium/Medium)	FGCC has requested that the smartsheets be updated to allow this capability	We have not received any update from DFS on this risk (8/15/2024)	05/02/24	Rob Stoner
Technology Data	When do not have an estimated time frame of when we will be able to test both inbound and outbound PALM Interfaces	Open	4 (Medium/Medium)	FGCC has asked for an update on when we can expect to be able to test an upload interface file and when we will be able to test a download interface file with our test/conversion data	We have not received any update from DFS on this risk (8/15/2024)	05/02/24	Rob Stoner
Technology	Conversion Inventory and Data Readiness smartsheet does not allow for us to identify those data types that will have conversion data from both FLAIR and Agency Business systems. Currently, the smartsheet treats the option as one or the other and we anticipate some conversion from both	Open	4 (Medium/Medium)	FGCC has requested that the smartsheet be updated to allow this capability	We have not received any update from DFS on this risk (8/15/2024)	05/02/24	Rob Stoner
Technology	Conversion Inventory and Data Readiness smartsheet utilizes a column called Agency Maintain Data Source. Due to the fact that each data source requires a date evaluation, cleanliness plan, and data monitoring, this column seems to be the same as Agency Business Systems but the smartsheet does not link to the business systems smartsheet. This makes it difficult to identify and track progress associated to data source clean up and business system remediation.	Open	4 (Medium/Medium)	FGCC would like to get clarification on the distinction between an Agency Business System and an Agency Maintained Data Source as well as insight into how to track how data from agency systems that is not in the primary sources gets converted into PALM.	We have not received any update from DFS on this risk (8/15/2024)	05/02/24	Rob Stoner
Processes Data	FGCC has not found any definitive information regarding the schedule, depth, and scope of the conversion testing. Without this information we cannot determine the depth and scope of our testing, verification, and validation	Open	4 (Medium/Medium)	FGCC would like to get clarification on what will be included in the conversion testing. For example, after the conversion process in completed are we going to have access to the PALM sandbox to review and confirm our data within the PALM application, are we going to get samples of PALM reports, are we going to get PALM outbound interface files, etc.	We have not received any update from DFS on this risk (8/15/2024)	06/28/24	Rob Stoner

FGCC Issues

Critical Operational Elements	Issue Description	Status	Priority	Resolution Plan	Reporting Period Comments or Updates	Planned or Actual Resolution Date	Owner / Coordinator
People	FGCC lacks the appropriate staffing levels to fully support readiness activities.	Open	High - Impacts the ability of the agency to meet deadlines or milestones	FGCC has requested Administered Funds.	FGCC is recruiting additional staffing.	04/01/24	Brice Kayiranga, Chief of Financial Support Services

FGCC Assumptions

Critical Operational Elements	Assumption	Status	Date Logged or Removed	Impacted Stakeholder(s) and/or System(s)	Reporting Period Comments or Updates
People Processes Technology	FGCC will be able to access the available Administered Funds to support readiness activities.	Logged	02/29/24	All agency business systems.	12/14/2023 Update: Appropriation received. 02/29/2024 Update: FGCC is actively recruiting a Project Manager for the implementation of Florida PALM at FGCC. 03/12/2024 Update: FGCC conducted interviews for the Project Manager position during the week of March 8th.
Technology	FGCC will have a replacement for Versa Regulation by PALM go live	Logged	11/13/23	Revenue Management	The Versa Replacement budget line item was vetoed so FGCC will not have a Versa Replacement system by PALM Go Live
Technology	DBPR will continue to update and keep FGCC abreast on any modifications or remediations, if any, of Versa Regulation.	Logged	01/10/24	Revenue Management	Ongoing.
Processes Technology Data	FGCC will establish an agency consolidated financial database that will serve as a single repository for historical FLAIR data as well as ongoing PALM data	Logged	04/11/24	All agency business systems	Ongoing

FGCC Agency-Specific Readiness Activities

Critical Operational Elements	Activity Description	Date(s)	Impacted Stakeholder(s) and/or System(s)	Objective	Reporting Period Comments or Updates
People Processes	Weekly Business Process Documentation Meeting	08/23/24	Bureau of Financial Support Services	Hold weekly meetings to coordinate all business process mapping and documentation	Ongoing process.
People Processes	PALM session recap	08/23/24	Bureau of Financial Support Services	Hold recap meetings with all End Users that were not able to attend any PALM hosted session or workshop	Ongoing process.

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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FGCC Status Report Confirmation

Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
July - August 2024	Lisa Mustain	lisa.mustain@flgaming.gov	09/11/24
May - June 2024	Lisa Mustain	lisa.mustain@flgaming.gov	07/15/24
March - April 2024	Lisa Mustain	lisa.mustain@flgaming.gov	05/13/24
January - February 2024	Lisa Mustain	brice.kayiranga@flgaming.gov	03/12/24

Helpful Links

- Knowledge Center
- Florida PALM Workbook for FRS
- FRS Open Item Tracking

FRS Status Report Dashboard

Reporting Period

July - August 2024

Connection Inventory

Integration Point	Source System	Target System	Description	Interface or Conversion	Florida PALM Interface	Interface Name	Progress	Comments
SSNs for EFT	IRIS	RP501	Inbound Interface containing retiree banking information for prenote and payment purposes.	[API127] - Inbound Retiree Supplier Load	API127	Inbound Retiree Supplier Load		
EFT Updates to FLAIR	IRIS	RP503	Inbound Interface containing retiree banking information for prenote and payment purposes.	[API127] - Inbound Retiree Supplier Load	API127	Inbound Retiree Supplier Load		
Bank Title File for EFT	Florida PALM	RP502	Inbound interface containing valid financial institution routing numbers along with names to be matched against the supplier file from the US Federal Reserve.		API030	Inbound Authorized Bank Titles		Still needed? Can pass file from Bank to FRS.
EFT Updates from FLAIR	Florida PALM	RP504	Outbound interface containing retiree information to include prenote status, to FRS.	[API038] - Outbound FRS Retiree Information	API038	Outbound FRS Retiree Information		
EFT Purge	Florida PALM	RP505	N/A		N/A	N/A		Florida PALM will not be purging records.
Monthly Payroll File	IRIS	RP240	Inbound interface to load retiree payments as AP vouchers as well as remittance information that is stored on the voucher Payments page.	[API129] - Inbound Retiree Payment Load	API129	Inbound Retiree Payment Load		
Supplemental Payroll File	IRIS	RP240	Inbound interface to load retiree payments as AP vouchers as well as remittance information that is stored on the voucher Payments page.	[API129] - Inbound Retiree Payment Load	API129	Inbound Retiree Payment Load		
Monthly Payroll File (Warrant Numbers)	Florida PALM	RP260	Outbound interface containing voucher accounting and payment information to source systems, transparency sites and Vendor Payment History.	[API031] - Outbound Voucher and Payment Extract	API031	Outbound Voucher and Payment Extract		
Supplemental Payroll File (Warrant Numbers)	Florida PALM	RP260	Outbound interface containing voucher accounting and payment information to source systems, transparency sites and Vendor Payment History.	[API031] - Outbound Voucher and Payment Extract	API031	Outbound Voucher and Payment Extract		
EFT Reversals	Florida PALM	RP265	TBD		TBD	TBD		Florida PALM is currently discussing ACH returns and reversals.
EFT Returns	Florida PALM	RP266	TBD		TBD	TBD		Florida PALM is currently discussing ACH returns and reversals.
Warrant Cancellations	IRIS	RP255	Inbound interface containing payments for cancellation.	[API006] - Inbound Payment Cancellation	API006	Inbound Payment Cancellation		Need to discuss/confirm.
FLAIR Transactions (Receipts, Payments)	IRIS	RP900	Inbound interface to load retiree payments as AP vouchers as well as remittance information that is stored on the voucher Payments page.	[API129] - Inbound Retiree Payment Load	API129	Inbound Retiree Payment Load		Need to discuss/confirm. Payments can be sent through same interface as Payroll payments.
FLAIR Transactions (Receipts, Payments)	IRIS	RP901	Inbound interface file that provides direct journal and customer deposit information from business systems.	[ARI007] - Inbound Deposit Data	ARI007	Inbound Deposit Data		Need to discuss/confirm. Receipts can be sent through an Accounts Receivable (AR) interface.
Florida PALM Chart of Account (COA) Values	Florida PALM	??	Outbound interface containing added or modified ChartField values for FFMIS partners and agencies.	[GLI001] - Outbound ChartField Values	GLI001	Outbound ChartField Values		
Florida PALM non FRS Suppliers (Regular vendors)	Florida PALM	??	Outbound interface containing a list of all added and updated supplier information in Florida PALM for use by DFS, agencies, and source systems.	[API020] - Outbound Supplier Data	API020	Outbound Supplier Data		Non FRS suppliers, so equate to current Statewide Vendor File today.
Combination Extract for COA values	Florida PALM	??	Outbound interface containing valid ChartField combinations of values.	[GLI017] - Outbound ChartField Combination Extract	GLI017	Outbound ChartField Combination Extract		

Enterprise Partner Reported

The Risks, Issues, and Assumptions tables below display only items that were opened/logged, closed/resolved or active during the reporting period.

FRS Risks

Critical Operational Elements	Risk Description	Status	Risk Rating	Mitigation/Response Strategy	Reporting Period Comments or Updates	Date of Status Change	Owner / Coordinator
People Processes Technology Data	Pulling reports from FLAIR/PALM is mandatory to complete the statutory requirement to publish the ACFR by December 31st. Multiple agencies are involved in this publication.	Open	6 (High/Medium)	Reports are available. Plan for report identification and testing.	<p>Logged Nov 6, 2023</p> <p>Reviewed again on Dec 20, 2023. No change.</p> <p>Reviewed again on Feb 9, 2024. No change.</p> <p>Reviewed again on April 19, 2024. No change.</p> <p>Reviewed again on June 18, 2024. No change.</p> <p>Reviewed again on September 4, 2024. No change.</p>	11/07/23	Division of Retirement / Megan Biederman
People Processes Technology Data	Unknown risks due to changes to major statewide systems during modernizations. (Example: Changes to HR Class Code System, Changes to People First System)	Open	4 (Medium/Medium)	<p>Solution is continued information sharing and communication with PALM team and Retirement. As well as adhering to the Retirement reporting format.</p> <p>Continuing to monitor Class Code implications.</p>	<p>Logged Nov 6, 2023</p> <p>Reviewed again Dec 20, 2023 and updated mitigation.</p> <p>Reviewed again on Feb 9, 2024. No change.</p> <p>Reviewed again on April 19, 2024. Class Code System changes could create high impact for Retirement Interface Files.</p> <p>Reviewed again on June 18, 2024. No change.</p>	11/07/23	Division of Retirement / Megan Biederman

						Reviewed again on September 4, 2024. No change.		
People Processes Technology Data	Any significant change to existing Retiree payroll, EFT processing, BOSP retirement reporting, and/or interface files between IRIS and FLAIR could require substantial programming and lead time.	Open	4 (Medium/Medium)	Going through confirming requirements, build an acceptable design, extensive testing. Clearly define processes, make sure no interfaces are missed - all designs/build/tests are accounted for. Working with PALM to get more information to better define the programming needs.	Originally entered 02/17/2022. Reviewed again on June 18, 2024. No change. Reviewed again on September 4, 2024. No change.	02/17/22	Division of Retirement / Megan Biederman	
People Processes Technology Data	Retirement benefits payments must be supported by PALM to allow for timely release of funds. This would create a loss of earnings for the trust funds if transfer is delayed.	Open	3 (High/Low)	Programming needs to be completed to allow for flexibility so funds can be released timely. Need more details on how this will work in PALM.	Logged Nov 6, 2023 Reviewed again on Dec 20, 2023. No change. Reviewed again on Feb 9, 2024. No change. Reviewed again on April 19, 2024. No change. Reviewed again on June 18, 2024. No change. Reviewed again on September 4, 2024. No change.	11/07/23	Division of Retirement / Megan Biederman	
People Processes Technology Data	Bureau of State Payrolls' (BOSP) reporting and payment of contributions to the Division of Retirement for both the FRS and optional retirement plans not being completed timely and/or accurately.	Open	3 (High/Low)	Going through confirming requirements, build an acceptable design, extensive testing. In the process of working through the design with PALM. No work around except using the existing payroll system.	Originally entered 02/17/2022. Reviewed again on June 18, 2024. No change. Reviewed again on September 4, 2024. No change.	02/17/22	Division of Retirement / Megan Biederman	
People Processes Technology Data	Upload of revenue accounting transactions from the Division's business system (IRIS) to PALM not being processed timely and/or accurately. This risk includes the timely and accurate posting of revenues in PALM. (These transactions record the receipt of retirement contributions of approximately \$6 billion per year.)	Open	3 (High/Low)	Going through confirming requirements, build an acceptable design, extensive testing. The risk would be on IRIS - would be able to take information from the Department of Revenue website and manually enter, reconcile, and adjust in IRIS.	Originally entered 02/17/2022. Reviewed again on June 18, 2024. No change. Reviewed again on September 4, 2024. No change.	02/17/22	Division of Retirement / Megan Biederman	
People Processes Technology Data	Retiree payroll warrants and EFTs (approximately \$12 billion per year for 472,000+ payees) not being processed timely and/or accurately.	Open	3 (High/Low)	Going through confirming requirements, build an acceptable design, extensive testing - especially formal parallel testing to ensure everything is running properly for several cycles.	Originally entered 09/22/2023. Reviewed again on June 18, 2024. No change. Reviewed again on September 4, 2024. No change.	09/22/23	Division of Retirement / Megan Biederman	

FRS Issues							
Critical Operational Elements	Issue Description	Status	Priority	Resolution Plan	Reporting Period Comments or Updates	Planned or Actual Resolution Date	Owner / Coordinator
People Processes Technology Data	Business System (IRIS) upgrade is happening at the same time as the PALM implementation. This impacts resources and a new system, with new screens and interfaces.	Open	Low - All impacts not listed as Critical or High	Testing and training in advance - plan to be developed.	As long as we can produce an accurate accounting file and benefit payroll file, and process the incoming state retirement file from BOSP, as well as the information transferred between IRIS and PALM is correct. Reviewed again on Feb 9, 2024. No change. Reviewed again on April 19, 2024. No change. Reviewed again on June 18, 2024. No change. Reviewed again on September 4, 2024. No change.	12/01/25	Florida Retirement System / Megan Biederman
People Processes Technology Data	EFT processes, including payment information for retirees, pre-noting, bank account changes, EFT returns, stop payments, etc., not being automated or not being processed timely and/or accurately.	Open	Low - All impacts not listed as Critical or High	Going through confirming requirements, build an acceptable design, extensive testing. Clearly define processes, make sure no interfaces are missed - all designs/build/tests are accounted for. Some items have a work around, some do not - unknown solution at this time. The only option would be to use the FLAIR system if PALM was not working.	Reviewed 2022 entry. Re-entered April 19, 2024. Outstanding currently. Confident that PALM will address and work with FRS to resolve. Reviewed again on June 18, 2024. No change. Reviewed again on September 4, 2024. No change.	12/01/25	Florida Retirement System / Megan Biederman

FRS Assumptions					
Critical Operational Elements	Assumption	Status	Date Logged or Removed	Impacted Stakeholder(s) and/or System(s)	Reporting Period Comments or Updates

Data	The State Retirement file from Bureau of State Payrolls (BOSP) will contain all of the same data elements that it currently contains, the reporting will function as it currently does, and Retirement will continue receiving the same information from People First.	Logged	08/28/24	Bureau of Enrollment and Contributions, IRIS	
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FRS 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.

Enterprise Sponsor Name: *

Confirm *

[Privacy Notice](#) | [Report Abuse](#)

FRS Status Report Confirmation

Reporting Period	Enterprise Sponsor Name:	Confirmed By:	Confirmation Date:
July - August 2024	Kathy Gould	kathy.gould@dms.fl.gov	09/05/24
May - June 2024	Kathy Gould	floridapalm@myfloridacfo.com	07/02/24

Helpful Links

- Dashboard Snapshots
- Knowledge Center
- Florida PALM Workbook for JAC
- Readiness Workplan

JAC Status Report Dashboard

Click on the various statistics or dials to view the supporting information within your agency's Smartsheet Florida PALM Workbook.

Reporting Period

July - August 2024

Agency Sponsor

Alton L. "Rip" Colvin, Jr.

CCN Composition



The Change Champion Network dial reflects the completeness of your CCN makeup.

Change Champion Network:

- Unique Filled Role = 11
- Duplicate Filled Role = 6
- Vacant Role = 0

RW Task Completeness



The Readiness Workplan Tasks Completeness dial reflects the completeness of your agency's submission of RW tasks, starting with RW Task 512.

RW Task Completeness:

- Score = 74.58%**
- Submitted Complete = 12
- Submitted Incomplete = 2
- Completed After Submission = 10

RW Task Timeliness



The Readiness Workplan Tasks Timeliness dial reflect the timeliness of your agency's submission of all RW tasks to date.

RW Task Timeliness:

- Score = 76.35%**
- Submitted On Time = 27
- Submitted Late = 19
- Pending Submission = 4

Project-led Meeting Participation



The Participation dial reflects your agency's attendance at Project-led meetings during the current reporting period.

Meeting Participation:

- Meetings Attended = 10
- Meetings Missed = 0

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
	People	328	Document Current Agency Business Processes	07/31/23	12/15/23	50% - In Progress		04/30/2024 Anticipate that this task will be complete by 08/01/2024	N/A	
N/A	Processes	515	Identify Change Impacts and Update Agency Business Process Documentation for Segments I and II	01/29/24	04/12/24	50% - In Progress		06/14/2024 - We hope to have the first part of Tasks 515 and 527 complete by 07/12/2024.		
N/A	Processes	527	Identify Change Impacts and Update Agency Business Process Documentation for Segment III	04/15/24	07/12/24	50% - In Progress		Dependent on completion of Tasks 328 and 515		
N/A	Technology	528	Update Agency Business System Documentation for Segment III	04/15/24	07/12/24	100% - Submitted	07/23/24		Submission Complete	08/28/24
Indirect	Technology	530	Update Florida PALM Interface Inventory for Segment III	04/15/24	07/12/24	Pending Resubmission	07/23/24		Submission Incomplete	
N/A	Data	526	Complete Data Readiness Analysis and Data Cleansing Activities for Segment III	04/29/24	07/12/24	50% - In Progress		Waiting on further information from DFS to move forward		
Indirect	Technology	529	Update Florida PALM Conversion Inventory for Segment III	04/29/24	07/12/24	100% - Submitted	07/12/24		Submission Complete	08/28/24
N/A	Technology	531	Remediate Agency Business Systems based on Segment II	04/29/24	09/27/24	Pending Resubmission	07/09/24	07/10/2024 - the new plan is to make the Revenue ABS obsolete and use a spreadsheet upload.	Submission Incomplete	07/10/24
N/A	People	535	Update Workforce Readiness Plan	06/17/24	08/02/24	100% - Submitted	08/02/24		Submission Complete	
Indirect	People	536-A	Create Agency Specific User Acceptance Testing Plan	06/17/24	08/16/24	100% - Submitted	08/17/24		Submission Complete	08/23/24
N/A	People	537	Update Authorized Smartsheet Users	06/24/24	07/12/24	100% - Submitted	06/28/24		Submission Complete	
N/A	N/A	538	Submit Bimonthly Agency Readiness Status Report	07/01/24	07/12/24	100% - Submitted	07/11/24		Submission Complete	
N/A	N/A	539	Manage Agency Specific Implementation Schedule, Risks and Issues	07/01/24	08/29/24	100% - Submitted	08/30/24		N/A	
N/A	People	540	Share Florida PALM Updates	07/15/24	07/26/24	100% - Submitted	07/26/24	8/13/24- This has been updated through July.	Submission Complete	08/13/24
Direct	Data	541-A	Complete Configuration Workbooks for Segment IV	07/22/24	09/06/24					
Direct	Data	541-B	Complete Configuration Workbooks for Segment IV	07/22/24	09/06/24					
N/A	Data	542	Complete Data Readiness Analysis and Data Cleansing Activities for Segment IV	07/22/24	10/18/24					
N/A	Processes	543	Identify Change Impacts and Update Agency Business Process Documentation for Segment IV	07/22/24	10/18/24					
N/A	Technology	544	Update Agency Business System Documentation for Segment IV	07/22/24	10/18/24					
Direct	Technology	545-A	Update and Finalize Florida PALM Conversion Inventory for Segment IV	07/22/24	10/18/24					
Direct	Technology	545-B	Update and Finalize Florida PALM Conversion Inventory for Segment IV - Projects (PCC001)	07/22/24	08/23/24	100% - Submitted	08/27/24		Submission Complete	
Direct	Technology	546	Update Florida PALM Interface Inventory for Segment IV	07/22/24	10/18/24					
N/A	Technology	547	Remediate Agency Business Systems based on Segment III	07/22/24	12/13/24					
Direct	Technology	548	Identify and Confirm File Managers	08/06/24	08/16/24	100% - Submitted	08/19/24		Submission Complete	
Direct	People	549	Submit Training Survey	08/12/24	09/20/24	100% - Submitted	09/03/24		Submission Complete	09/03/24
Indirect	People	536-B	Create Agency Specific User Acceptance Testing Plan	08/19/24	10/11/24					
Direct	Data	541-C	Complete Configuration Workbooks for Segment IV	08/26/24	09/27/24					

Direct	Technology	550-A	Provide Public IP Address and Select Technical Meeting Time	08/26/24	08/30/24	100% - Submitted	08/30/24		Submission Complete
N/A	N/A	551	Submit Bimonthly Agency Readiness Status Report	08/30/24	09/11/24	100% - Submitted	09/11/24		
N/A	N/A	552	Manage Agency Specific Implementation Schedule, Risks and Issues	08/30/24	10/31/24				N/A
Direct	Technology	550-B	Participate in Technical Meeting to Receive Credentials and Access	09/03/24	09/13/24				N/A

People	Processes	Technology	Data
<p>The staff and stakeholders affected by your agency's transition to Florida PALM.</p> <p>Implementation:</p> <p>Planned Florida PALM End Users = 238</p> <ul style="list-style-type: none"> Business Process Groupings = 12/13 <p>Identified Subject Matter Experts = 32</p> <ul style="list-style-type: none"> SMEs by Business Process Grouping Account Mgmt. and Financial Reporting = 5 Accounts Receivable = 2 Asset Accounting and Mgmt. = 0 Banking = 3 Budget Mgmt. and Cash Control = 3 Contracts Mgmt. = 2 Disbursements Mgmt. = 14 Grants Mgmt. = 1 Inter/IntraUnit Transactions = 15 Payroll Mgmt. = 10 Projects Mgmt. = 1 Revenue Accounting = 3 System Access and Controls = 2 <p>Role Mapping = TBD</p> <p>Training = TBD</p>	<p>The sequence of procedures to accomplish a business objective.</p> <p>Current-State:</p> <p>Cataloged Business Processes = 173</p> <ul style="list-style-type: none"> Related Business Systems = 1 Related Reports = 31 <p>Documentation Status:</p> <ul style="list-style-type: none"> Complete = 19 Partial = 64 Not Started = 90 <p>Implementation:</p> <p>Impacted Agency Business Processes = 173</p> <ul style="list-style-type: none"> Related Business Process Groupings = 11 Planned Spreadsheet Uploads = 0 <ul style="list-style-type: none"> Level of Impact: People Changes High = 1 Medium = 0 Low = 5 None = 2 Uncertain = 0 Level of Impact: Processes Changes High = 3 Medium = 3 Low = 2 None = 0 Uncertain = 0 Level of Impact: Technology Changes High = 0 Medium = 1 Low = 1 None = 6 Uncertain = 28 Level of Impact: Data Changes High = 1 Medium = 2 Low = 4 None = 1 Uncertain = 0 <p>Segments I & II Documentation Update Status</p> <ul style="list-style-type: none"> Not Started = 5 In Progress = 0 Complete = 0 <p>Segment III Documentation Update Status</p> <ul style="list-style-type: none"> Not Started = 5 In Progress = 0 Complete = 0 	<p>The applications or tools used to process, track, or report on financial operations.</p> <p>Current-State:</p> <p>Cataloged Business Systems = 11</p> <ul style="list-style-type: none"> Criticality: High = 9 Med = 1 Low = 0 None = 1 <p>Documentation Status:</p> <ul style="list-style-type: none"> Complete = 8 Partial = 0 Not Started = 1 <p>Cataloged Interfaces = 5</p> <ul style="list-style-type: none"> Inbound Interfaces = 4 Outbound Interfaces = 1 <p>Implementation:</p> <p>Business Systems Planned for Integration = 9</p> <ul style="list-style-type: none"> Segment I - Documentation Updates: Complete = 6 Updating = 0 Evaluating = 1 Not Started = 0 Not Needed = 0 Segment II - Documentation Updates: Complete = 0 Updating = 0 Evaluating = 1 Not Started = 0 Not Needed = 6 Segment III - Documentation Updates: Complete = 6 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 0 <p>Planned Interfaces = 5</p> <ul style="list-style-type: none"> Inbound Interfaces = 1 Outbound Interfaces = 4 	<p>Information used in or produced from an agency's financial business operations.</p> <p>Current-State:</p> <p>Unique FLAIR Data Elements = 97</p> <ul style="list-style-type: none"> Associated Unique Uses = 97 Continued Use - Yes = 68 Continued Use - No = 1 Associated Business Systems = 5 <p>Cataloged Reports = 134</p> <ul style="list-style-type: none"> Criticality: High = 59 Med = 55 Low = 20 None = 1 <p>Implementation:</p> <p>Segments I & II Planned Configurations = 6/9</p> <ul style="list-style-type: none"> Accounts Receivable (AR) Planned Distribution Codes = 24 Asset Management (AM) Planned Location Codes = None Planned Associated Area ID's = None Commitment Control (KK) Planned Option = Option # 1 - Track with Budget General Ledger (GL) Planned Budgetary Value Combo Edits = 1370 Planned Local Funds = None Planned Organization ID's = 175 Planned OA1's = 67 Planned OA2's = 180 <p>Segment IV Planned Configurations</p> <ul style="list-style-type: none"> Started = 0 Not Started = 2 <p>Conversions & Data Readiness</p> <ul style="list-style-type: none"> Conversions Needed = 5 Agency Data Outside of Primary Source System(s) = 0 <p>Data Readiness/Cleansing Status:</p> <ul style="list-style-type: none"> Complete = 0 In Progress = 0 Not Started = 0 Not Applicable = 0 <p>Reports = TBD</p>

Agency Reported

The Risks, Issues, Assumptions and Readiness Activities tables below display only items that were opened/logged, closed/resolved or active during the reporting period.

JAC Risks							
Critical Operational Elements	Risk Description	Status	Risk Rating	Mitigation/Response Strategy	Reporting Period Comments or Updates	Date of Status Change	Owner / Coordinator
People	Low acceptance by Judicial Related Organizations (JROs)	Open	6 (High/Medium)	Mitigate: The agency is preparing a change management plan. Additionally, the agency has started a series of meetings to involve the JROs and keep them informed of the project progress and current status.	The survey indicated high understanding and awareness.	06/28/24	Rip Colvin, Executive Director
Technology	External business system (BOMS) may not be updated with proper accounting fields for integration with PALM	Open	6 (High/Medium)	Avoid: The agency needs to engage the business system vendor to discuss new chartfields once the agency has additional technical information	JAC is working on the Contract, Operational Work Plan, and negotiations with the Vendor	06/28/24	Kathy LaCorte
Data	The access to data must be segregated by each Judicial-Related Office (JRO) to ensure that JROs can only see their information. This is critical to protect indigent defendants' rights and the defense's trial strategies.	Open	6 (High/Medium)	Transfer: The agency has been discussing mitigation options with the PALM team.	We had an excellent meeting with the Florida PALM team on 02/19/2024. We believe they understand our concerns and will work toward a resolution.	06/28/24	Rip Colvin, Executive Director
People	Availability of staff to work on the project/Limited qualified staff	Open	6 (High/Medium)	Mitigate: The agency is looking at ways to supplement current staff.	The agency has 5 Technical Writers working. We plan on adding additional staff	07/10/24	JAC Directors

						to assist in completing other tasks.		
People Processes Technology Data	Funding insufficient for project costs	Open	6 (High/Medium)	Mitigate: The agency will continue to look at projected costs and request needed funding	The legislature granted our FY 2024-2025 request in the GAA. We are considering our needs for FY 2025-26	06/28/24	Rip Colvin, Executive Director	
Technology	Org code updates may not be established and implemented which will allow correct reporting especially for grants and projects	Open	3 (High/Low)	Mitigate: The agency is initiating discussions with internal partners to create a new org code structure with a goal of implementing on July 1, 2025	Our plan has been submitted; we will monitor.	06/28/24	Dina Kamen	
Processes Technology	Delays in PALM information will create delays in remediating our processes	Open	3 (High/Low)	Accept: The agency will continue to monitor information received	No new comments	07/10/24	JAC Directors	
Data	Data may not be sufficiently cleansed at Go-Live	Open	2 (Medium/Low)	Avoid: The agency is preparing a plan for Data Cleansing. DFS stepped back from the data cleansing process they started and won't rec	The agency plans on hiring an OPS to perform data cleansing. DFS stepped back from the data cleansing process that had started and won't restart it until after the new year. This is delaying our process too.	07/10/24	Nona McCall	
Processes	Downtime during transition	Open	2 (Medium/Low)	Mitigate: The agency will create a plan to minimize this risk such as front loading work in December 2025.	Item to create a plan added to the Agency's Implementation Plan for August 2025.	06/28/24	Dina Kamen and Jamie Johnson	
People Processes	Replacement or major upgrade of PeopleFirst involving the same team members as the PALM Project	Open	2 (Medium/Low)	Mitigate: The agency will review all available information regarding this potential new contract and then plan accordingly.	At this time the People First is focusing on the PALM Project.	08/27/24	Jamie Johnson	
Data	Data may not be sufficiently cleansed at go-live due to the JACs inability to adjust FLAIR records which are no longer active in FLAIR. DFS manages these records, and there is not guidance on how DFS will eliminate these records prior to go-live.	Open	2 (Medium/Low)	Transfer: The agency will continue to discuss this issue with DFS staff and react to their guidance	DFS stepped back from the data cleansing process that had started and will not restart it until after the new year. This is delaying our process, too.	07/10/24	Nona McCall	
Processes	PALM fails to integrate properly with other state-owned systems such as PeopleFirst, STMS, and PCARD Works	Open	2 (Medium/Low)	Accept: The agency will continue to monitor information being received from the PALM team and other agencies.		07/10/24	Nona McCall	

JAC Issues							
Critical Operational Elements	Issue Description	Status	Priority	Resolution Plan	Reporting Period Comments or Updates	Planned or Actual Resolution Date	Owner / Coordinator

JAC Assumptions						
Critical Operational Elements	Assumption	Status	Date Logged or Removed	Impacted Stakeholder(s) and/or System(s)	Reporting Period Comments or Updates	
People Processes Technology Data	The agency will have sufficient funding in FY 2023-2024 and receive funds via the LBR process for FY 2024-2025.	Logged	09/01/23	All processes and systems	The FY 2024-25 amended LBR request was included in the GAA. We are hopefully that this amount will be sufficient to cover FY 2024-25 costs.	
People Processes Technology	Program governance will provide timely decisions and issue resolution	Logged	11/13/23	All stakeholders	The agency continues to monitor those decisions for which we need more information	
People Processes Technology Data	Project teams will have access to the appropriate management, staff and related Program stakeholders (internal and external) and other resources as required and as needed without delay	Logged	11/13/23	All stakeholders	The agency sponsor has made it clear that this is a priority project. Additionally, the agency is looking into acquiring contracted or OPS staff to assist with the workload	
People Processes Technology Data	Stakeholder input will be provided in a timely manner so as to not impede the progress of the Project	Logged	11/13/23	All stakeholders	The agency sponsor has made it clear that this is a priority project.	

JAC Agency-Specific Readiness Activities					
Critical Operational Elements	Activity Description	Date(s)	Impacted Stakeholder(s) and/or System(s)	Objective	Reporting Period Comments or Updates
People Processes Technology Data	CIP Meeting	07/01/24	JAC IT resources, most agency fiscal staff	Determine the impact that the remediation option will have on the JAC. Meeting to discuss impact of the 06/26 meeting on BOMS remediation.	
People Processes Data	Weekly PALM Managers meeting	07/02/24	CCN	Discuss current, outstanding and future tasks	
People Technology Data	UAT Plan review	07/02/24	CCN	To gain insight into our current UAT plan.	
People Processes Data	Lead Technical Writer Meeting	07/02/24	Lead Technical Writer; Project Manager(s)	One on one with the Lead Technical Writer for status of the Technical Writer Team	
People Processes Data	Technical Writer's Weekly Meeting	07/03/24	Technical Writers	Virtual meeting to give updates on our collaboration method.	
People Processes Technology Data	Implementation Meeting	07/08/24	PALM Project Team	A meeting with Palm Project Backup to discuss the current week ahead	
People Processes	Technical Writer meeting	07/08/24	Lead Technical Writer; Project Manager(s)	Weekly meeting to discuss the progress of the current PUGS	
People Processes	Lead Technical Writer Meeting	07/08/24	Weekly meeting to discuss the progress of the current PUGS	One on one with the Lead Technical Writer for status of the Technical Writer Team	
People Processes Technology Data	PALM Check In	07/09/24	PALM Project	A weekly discussion with a PMP certification holder for feedback on the project	
People Processes Data	Weekly PALM Meeting	07/09/24	CCN	Weekly Meeting to discuss current, outstanding and future tasks	
People Processes	Quarterly Review	07/09/24	PALM Managers	Quarterly review meeting with an outside source	

Technology Data					
People Technology	Smartsheet Meeting	07/09/24	PALM Project	A quick discussion involving the possible purchase of Smartsheet software.	
People Processes Technology Data	JAC Monthly Touchpoint	07/10/24	CCN & DFS Liason(s)	Monthly review regarding outstanding, current & future tasks. Also to address any issues or concerns JAC may have.	
Technology	CIP Meeting	07/10/24	CIP, BOMS Advisory Council	CIP provided their initial contract and Statement of Work and we discussed that it was not detailed enough and that we felt it should be a two fiscal year contract that would complete by go live date on January 6th, 2026. We directed them to rework this document as it would not be acceptable as written. We again expressed how urgent it was that we get this completed ASAP.	
Processes Data	Thursday Task Talk	07/11/24	SME's & CCN	Online meeting with DFS to discuss the current tasks	
People Processes	Technical Writers Weekly Meeting	07/11/24	Technical Writers & Project Manager	Weekly meeting to discuss the progress of the current PUGS	
People Processes	Change Management Meeting	07/12/24	PALM Project	Meeting to discuss current documents & begin to create a change management plan.	
People Processes	Project Manager Meeting	07/15/24	PALM Project	Create a list of responsibilities	
People Processes Technology Data	Scope of Work for CIP	07/16/24	PALM Project	CIP Scope of Work Internal Meeting	
People Processes Data	Technical Writers Weekly Meeting	07/17/24	Technical Writers	Weekly meeting to discuss the progress of the current PUGS	
People Processes Technology Data	Project Manager Meeting	07/19/24	Project Managers	Finalize responsibility list	
People Processes	Brief with Director	07/22/24	JAC Employees	Brief meeting to discuss the current state of PALM	
People Processes Data	Technical Writers Weekly Meeting	07/24/24	Technical Writers	Weekly meeting to discuss the progress of the current PUGS	
People Processes Technology Data	Change Management	07/24/24	JAC Employees	Meeting to discuss Change Management techniques	
People Processes Technology Data	Weekly PALM Managers meeting	07/30/24	CCN	Discuss current, outstanding and future tasks	
People Processes Data	Technical Writer Meeting	07/31/24	Technical Writers	Weekly meeting to discuss the progress of the current PUGS	
People Processes Technology Data	Discuss Workforce Readiness Plan	08/02/24	JAC Employees	Gain insight from a change management perspective	
People Processes Technology Data	Weekly Implementation Plan	08/05/24	PALM Project Team	A meeting with Palm Project Backup to discuss the current week ahead	
People Processes Technology Data	Weekly Team Meeting	08/07/24	Technical Writers	Weekly meeting to discuss the progress of the current PUGS	
People Processes Technology Data	PALM Documents	08/07/24	JAC Employees	Change Management to discuss the documentation	
People Processes Technology Data	UAT Presentation	08/09/24	CCN, SME's, End Users	Meeting to discuss User Acceptance Testing	
People Processes Technology Data	CIP/BOMS Contract & Budget Amendment Update	08/09/24	JAC Employees	To discuss the Contract with CIP	
People Processes Technology Data	Weekly PALM Managers Meeting	08/12/24	CCN	Discuss current, outstanding and future tasks	
People Processes Technology Data	PALM Meeting PowerPoint Review & Scope Revision/Alignment	08/12/24	JAC Employees	To discuss the Contract with CIP	
People Processes Technology Data	Weekly Team Meeting	08/14/24	Technical Writers	Weekly meeting to discuss the progress of the current PUGS	
People Processes Technology Data	Discuss Tasks	08/15/24	PMO's	Discuss current, outstanding & future tasks	
People Processes Data	Technical Writer One on One's	08/16/24	Technical Writers	Weekly meeting to discuss the progress of the current PUGS	
People Processes Technology Data	Implementation Meeting	08/19/24	PALM Project Team	A meeting with Palm Project Backup to discuss the current week ahead	
People Processes Technology Data	Implementation Meeting	08/19/24	PALM Project Team	A meeting with Palm Project Backup to discuss the current week ahead	
People Processes Data	Check in with Technical Writers	08/23/24	JAC Employees	Weekly meeting to discuss the progress of the current PUGS	
People Processes Data	Check in with Technical Writers	08/26/24	JAC Employees	Weekly meeting to discuss the progress of the current PUGS	

People Technology Data	Change Management check-in	08/29/24	PMO's	Check in to discuss JAC's new project management tool.	
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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: *

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JAC Status Report Confirmation

Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
July - August 2024	Alton L. Colvin, Jr.	rip.colvin@justiceadmin.org	09/11/24
May - June 2024	Alton L. Colvin, Jr.	rip.colvin@justiceadmin.org	07/11/24
March - April 2024	Alton L. Colvin, Jr.	rip.colvin@justiceadmin.org	05/03/24
January - February 2024	Alton L. Colvin, Jr.	rip.colvin@justiceadmin.org	03/11/24

- Knowledge Center
- Florida PALM Workbook for LASPBS
- LASPBS Open Item Tracking

Connection Inventory

Integration Point	Source System	Target System	Description	Interface or Conversion	Progress	Comments
	Florida PALM	LAS/PBS	Outbound interface containing added or modified CharField values for FFMS partners and agencies.	[GLI001] - Outbound CharField Values		SDD received report from PALM identifying expenditure and revenue codes (including revenue cap). SDD to manually check codes. SDD to review object codes / account crosswalk and determine how to implement.
	LAS/PBS	Florida PALM	Inbound Budgetary Code Values.	[GLI004] - Inbound Budgetary Code Values		SDD received updated interface file layout changes and need to make changes to code.
	Florida PALM	LAS/PBS	Outbound interface to EOG/OPB containing Unreserved Balances for all agencies.	[GLI009] - Outbound Unreserved Balances File		SDD reprogramming to meet interface file layout. SDD received SFTP file directory and structure. Still need rules from PALM (e.g. who is maintaining the directories and files clean up).
	Florida PALM	LAS/PBS	Outbound interface to LAS/PBS containing all Month-to-Date (daily) and Actual Prior Year (annual) cash disbursements issued by Florida PALM.	[GLI071] - Outbound Disbursement Load		PALM provided the updated interface file layout in ALPR based upon changes. SDD to verify the GLI071 dataset name. SDD received SFTP file directory and structure. Still need rules from PALM (e.g. who is maintaining the directories and files clean up).
	Florida PALM	LAS/PBS	Inbound interface from LAS/PBS including new codes associated with the annual General Appropriation Act.	[GLI086] - Inbound Annual GAA Load Values		SDD had a successful drop on PALM server. SDD received SFTP file directory and structure. Still need rules from PALM (e.g. who is maintaining the directories and files clean up).
	LAS/PBS	Florida PALM	Inbound interface containing General Appropriations Act (GAA)/Adjusted Appropriations, Supplementals, Budget Amendments, and Certified Forward (FCO) Reversions (September & February). Agencies can load budget allotments and estimated revenue data into Florida PALM.	[KKI001] - Inbound Budget Journal		07/25 – Review emails from Rob on spreadsheets sent to FLAIR (A&A). Does not look like they are needed. SDD & EOG/OPB to review emails from Rob/PALM regarding current state interface. In summary, DFS A&A and OIT confirms that current state interface has no impact on accounting and is used as a reporting tool by auditing bureau. PALM states that there are two reports yet to be designed that will meet the reporting aspect for A&A which are (1) Operating/FCO Agency Recap Report and (2) Carry Forward/Certified Forward Variance Reports. SDD received SFTP file directory and structure. Still need rules from PALM (e.g. who is maintaining the directories and files clean up).
	LAS/PBS	Florida PALM	Inbound interface containing the EOG/OPB published Appropriation Budget Ledger Reconciliation from select agencies.	[KKI002] - Inbound Appropriation Budget Ledger Reconciliation		08/01 – SDD needs to reprogram code. SDD received SFTP file directory and structure. Still need rules from PALM (e.g. who is maintaining the directories and files clean up).
	Florida PALM	LAS/PBS	Outbound interface containing Tentative Carry Forward/Certified Forward balances and Carry Forward appropriation reversions to LAS/PBS.	[KKI005] - Outbound Tentative and Reversion Balances		07/25 – SDD received interface file layout for KKI005. 08/02 – SDD met with Rob, Tonya. Result: EOG/OPB will send 1st Reversion as per mutual discussion and agreement. 08/23/24 - SDD met with Rob, Tonya. Reviewed 20.3 Budget Close process flows and file layout. PALM to update and send final layout. SDD received SFTP file directory and structure. Still need rules from PALM (e.g. who is maintaining the directories and files clean up).
	Florida PALM	LAS/PBS	Outbound interface containing Agency Incurred Obligations (Accounts Payables, Encumbrances, and Accounts Receivables) and FCO Projects to be approved for Carry/Certified Forward requests to LAS/PBS and to mark as incurred obligations in MFMP for all agencies.	[KKI011] - Outbound Agency Incurred Obligations / FCO Projects (Carry/Certified Forward Requests)		07/25 – SDD received interface file layout for KKI011. 08/23/24 - SDD met with Rob, Tonya. Reviewed 20.3 Budget Close process flows and file layout. PALM to update and send final layout. SDD received SFTP file directory and structure. Still need rules from PALM (e.g. who is maintaining the directories and files clean up).
	Florida PALM	LAS/PBS	Outbound interface containing voucher accounting and payment information to source systems, transparency sites and Vendor Payment History.	[API031] - Outbound Voucher and Payment Extract		Transparency Florida - Interfaces SDD explained to PALM our operational needs for these interfaces and they understand our timeline.
	Florida PALM - DW	LAS/PBS	Outbound interface containing transactions and financial balance information provided to the EOG transparency sites.	[GLI014] - Outbound Financial Balances to Transparency Site		Transparency Florida - Interfaces SDD explained to PALM our operational needs for these interfaces and they understand our timeline.
	Florida PALM - DW	LAS/PBS	Outbound interface providing cash transaction and balance information by Fund and Fund Type to the Transparency Portal.	[GLI015] - Outbound Cash Transaction and Balance Data		Transparency Florida - Interfaces SDD explained to PALM our operational needs for these interfaces and they understand our timeline.
	Florida PALM - DW	LAS/PBS	Outbound interface containing trust fund revenue and cash balance information provided to the EOG transparency site.	[GLI057] - Outbound Trust Fund Revenue and Cash Balance Information		Transparency Florida - Interfaces SDD explained to PALM our operational needs for these interfaces and they understand our timeline.
	Florida PALM - DW	LAS/PBS	Outbound interface containing the schedule of allotment balances to load to the EOG Transparency site.	[KKI015] - Outbound Schedule of Allotment Balances		Transparency Florida - Interfaces SDD explained to PALM our operational needs for these interfaces and they understand our timeline.
	Florida PALM - DW	LAS/PBS	Outbound interface containing budget and cash balance data to load to the EOG Transparency sites.	[KKI016] - Outbound Budget and Cash Balance Data		Transparency Florida - Interfaces SDD explained to PALM our operational needs for these interfaces and they understand our timeline.
	Florida PALM - DW	LAS/PBS	Outbound interface containing trust fund disbursements to load to the EOG Transparency website.	[KKI017] - Outbound Trust Fund Disbursements - Appropriations Ledger		Transparency Florida - Interfaces SDD explained to PALM our operational needs for these interfaces and they understand our timeline.

Enterprise Partner Reported

The Risks, Issues, and Assumptions tables below display only items that were opened/logged, closed/resolved or active during the reporting period.

LASPBS Risks

Critical Operational Elements	Risk Description	Status	Risk Rating	Mitigation/Response Strategy	Reporting Period Comments or Updates	Date of Status Change	Owner / Coordinator
People	Lack of resources and their bandwidth based on double coding/maintenance/testing for FLAIR and PALM.	Open	6 (Medium/High)	Hire/train additional staff at EOG's cost.			
Processes	Incomplete/inaccurate requirements impacting processes, resources and timelines.	Open	6 (High/Medium)	Receive accurate requirements in timely manner for EOG to meet internal deadlines. Change or delay timelines to accommodate rework/retest.			

Processes	Complete end to end testing early (send and receive data with immediate results and feedback to rectify issues early).	Open	2 (Medium/Low)	As soon as connectivity is ready and data/file layouts are final begin PALM review and feedback of data sent to PALM.			
Data	Lack of data reflecting accurate transactions.	Open	1 (Low/Low)	Provide production like mock up data to allow for realistic / accurate testing results.			

LASPBS Issues

Critical Operational Elements	Issue Description	Status	Priority	Resolution Plan	Reporting Period Comments or Updates	Planned or Actual Resolution Date	Owner / Coordinator
Processes	No Requirements for Transparency Florida.	Open	Critical - Impacts the ability of the agency to move forward with work without resolution	Begin/Receive detail requirements and solution for data feed from PALM / FLAIR.			
People	SDD Resources' limited bandwidth based on demands by 2 major projects (LASPBS Modernization and PALM) as well as current operations.	Open	High - Impacts the ability of the agency to meet deadlines or milestones	Closely monitor and manage priorities.			
Processes	LASPBS Modernization project requires specific deadlines for Integration Partner to convert code. Converting both FLAIR and PALM code as well as getting the PALM code accurate and ready for conversion by deadlines.	Open	High - Impacts the ability of the agency to meet deadlines or milestones	Receive accurate and final requirements with enough time for SDD staff to develop and test.			
Processes	If PALM changes are missed by the LASPBS Modernization code conversion, then SDD will have to manually change system in the new technology. This will require more time impacting schedule.	Open	High - Impacts the ability of the agency to meet deadlines or milestones	Receive accurate and final requirements with enough time for code conversion and testing.			
People	EOG/OPB Trust Fund Unit - Follow up meeting to discuss specific reports used by the Trust Fund Unit. PALM will provide courtesy view of the mock Trial Balance report, discuss the adjustments report, and the UFF report. Rob/PALM to coordinate meeting.	Open	Low - All impacts not listed as Critical or High	Rob/PALM to coordinate meeting.		09/13/24	Rob Hicks/PALM

LASPBS Assumptions

Critical Operational Elements	Assumption	Status	Date Logged or Removed	Impacted Stakeholder(s) and/or System(s)	Reporting Period Comments or Updates
People Processes	Schedule and requirements are final.	Logged	08/30/24		
Data	Florida PALM Expense Account Codes and DFS/A&A Revenue Categories.	Logged	09/03/24	LAS/PBS	LAS/PBS and Florida PALM have collaborated regarding PALM expense account codes and A&A revenue categories. PALM has provided the expense side-by-side and a query of revenue categories. Also, PALM has requested that LAS/PBS be added to the A&A memo distribution list for future updates. 09/052024 - A&A confirmed email address added to distribution list.

LASPBS 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: *

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LASPBS Status Report Confirmation

Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
July - August 2024	Theresa Gagnon	theresa.gagnon@iaspbs.state.fl.us	08/30/24

- [Knowledge Center](#)
- [Florida PALM Workbook for MFMP](#)
- [MFMP Open Item Tracking](#)

Connection Inventory

Integration Point	Source System	Target System	Description	Interface or Conversion	Progress	Comments
Payment Posting	FLAIR	AOD	FLAIR Departmental Import	[API031] - Outbound Voucher and Payment Extract		
Payment Posting	FLAIR	AOD	FLAIR Central Import	[API031] - Outbound Voucher and Payment Extract		
Payment Reconciliation	AOD	FLAIR	AOD Payment Export			
Payment Reconciliation	FLAIR	AOD	FLAIR Discrepancy Import			
Chart of Accounts	FLAIR	AOD	FLAIR Title File Import	[GLI001] - Outbound ChartField Values		
Chart of Accounts	FLAIR	AOD	FLAIR Expansion Option File Import	[SDI008] - Outbound SpeedKey		
Chart of Accounts	FLAIR	AOD	FLAIR Correlation File Import			
Chart of Accounts	FLAIR	AOD	FLAIR Expansion Set File Import			
Chart of Accounts	FLAIR	AOD	FLAIR Accounting Description Import	[GLI017] - Outbound ChartField Combination Extract		
				[GLI012] - Inbound Combo Edit Validation Web Service		
Statewide Vendor File	FLAIR	VIP	VIP W9 Updates	[API020] - Outbound Supplier Data		
Statewide Vendor File	FLAIR	VIP	VIP Sequence-Pin Updates	[API020] - Outbound Supplier Data		
VIP Vendor Extract	VIP	FLAIR	VIP Vendor Registration Updates	[API015] - Inbound Supplier Load		
FLAIR Vendor Edit Report	FLAIR	VIP	Vendor Data Collisions			
DFS FACTS - AOD PO Data	AOD	FLAIR	AOD PO Export for DFS FACTS	N/A		
DFS FACTS - AOD Payment Data	AOD	FLAIR	AOD Payment Export for DFS FACTS	N/A		
DFS FACTS - Contract Export	AOD	FLAIR	AOD Contract Export for DFS FACTS	N/A		
DFS FACTS - Contract Validation & Error Handling	AOD	FLAIR	FACTS Contract Import Error Validation	N/A		
DFS FACTS - Contract Error	AOD	FLAIR	AOD Payment Export for DFS FACTS	N/A		
Reporting - FLAIR Encumbrance Data (Weekly)	FLAIR	Tableau	Weekly DFS Export of Open Encumbrances	[POI001] - Outbound Encumbrance Extract		
Reporting - FLAIR Payment Data (Monthly)	FLAIR	Tableau	Monthly DFS Export of Prior Month Payments	[API031] - Outbound Voucher and Payment Extract		
Year End - Carry Forward	FLAIR	AOD	DFS List of Encumbrances Designated for Carry/Certified Forward	[POI001] - Outbound Encumbrance Extract		
Year End - Statistical Sampling	FLAIR	AOD	DFS Statistical Sampling Audit Criteria			
FLAIR Working Days	FLAIR	AOD	DFS Working Days List (Calendar Year)			
RTI - Encumbrance Processing	AOD	FLAIR	Encumbrance Creation, Update, Release via AOD RTI	[POI003] - Inbound Encumbrance Web Service		
				[POI002] - Inbound Encumbrance Load		
				[POI001] - Outbound Encumbrance Extract		
RTI - Disbursement Processing	AOD	FLAIR	Disbursement, Deletion via AOD RTI	[API002] - Inbound Voucher Load		
RTI - Disbursement Processing (PreVal)	AOD	FLAIR	Prevalidation to check COA and Budget prior to disbursement	[GLI012] - Inbound Combo Edit Validation Web Service		
RTI - FLAIR Credential Validation	AOD	FLAIR	Validation of FLAIR Login Info recorded in AOD	N/A		

Enterprise Partner Reported

The Risks, Issues, and Assumptions tables below display only items that were opened/logged, closed/resolved or active during the reporting period.

MFMP Risks

Critical Operational Elements	Risk Description	Status	Risk Rating	Mitigation/Response Strategy	Reporting Period Comments or Updates	Date of Status Change	Owner / Coordinator
People Processes Technology Data	<p>On March 1, 2024, the Department of Financial Services (DFS), Division of Accounting and Auditing (A&A) team met with the MFMP program to discuss its vendor management initiative. This initiative includes analyzing existing vendor management business processes, determining improvements, and developing a data clean-up plan. DFS A&A also proposed a new vendor portal solution that will impact the vendor registration and master vendor data exchange between MFMP and Florida PALM.</p> <p>We understand that DFS A&A plans to issue a competitive solicitation in July 2024 for the new portal, and the project could start before Florida PALM's January 2026 go-live date. MFMP and Florida PALM are discussing integration and interface requirements, including the master data vendor exchange. Per Florida PALM's schedule, Enterprise Business Systems will begin building in April 2024. Launching a design, test, and implementation effort for a new DFS vendor portal parallel with MFMP's Florida PALM implementation activities and during the current build schedule presents significant risk the MFMP to Florida PALM integration and interface implementation.</p>	Open	6 (High/Medium)	MFMP and Florida PALM continue to design the master vendor data exchange based on MFMP and Florida PALM's existing requirements. MFMP will continue to work with DFS A&A on planning activities for the new vendor portal; however, based on the current lack of formal requirements, a defined implementation plan, timeline, etc., MFMP cannot begin building to support the new vendor portal at this time.		04/30/24	MFMP/PALM/DFS
People	<p>Over time, the Florida PALM project team has encountered staff turnover. This can present risk associated with knowledge transfer, or lack thereof, between the existing resource and their successor. New project staff must be informed and prepared to continue open integration and interface design decisions. Delayed or incomplete knowledge transfers for the successor may delay design decisions.</p>	Open	2 (Medium/Low)	MFMP will work with Florida PALM to assist in expediting any knowledge transfer incoming successors require to mitigate delays in design decisions		05/01/24	PALM/MFMP

thus risking the implementation of the MFMP to Florida PALM integration according to the existing timeline.

MFMP Issues

Critical Operational Elements	Issue Description	Status	Priority	Resolution Plan	Reporting Period Comments or Updates	Planned or Actual Resolution Date	Owner / Coordinator
Processes Technology	The Florida PALM Team has decided to not provide a webservice/real time interface for budget pre-check or vouchers. This does not match up to current FLAIR functionality and presents a significant risk in increasing payment cycle time, which has direct impact on agencies' ability to meet prompt payment requirements.	Closed	High - Impacts the ability of the agency to meet deadlines or milestones	The recommended proposed solution is for the Florida PALM team to provide a budget pre-check and voucher webservice/real time interface, in addition to the Combo Edit Check and Encumbrance webservice they have already offered.	Although a full resolution was not found, this update has been accepted by MFMP and we continue to design this interface with a batch process in mind rather than webservice. This issue may be closed.	07/01/24	MFMP / Tyler Brown

MFMP Assumptions

Critical Operational Elements	Assumption	Status	Date Logged or Removed	Impacted Stakeholder(s) and/or System(s)	Reporting Period Comments or Updates

MFMP 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.

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MFMP Status Report Confirmation

Reporting Period	Enterprise Sponsor Name:	Confirmed By:	Confirmation Date:
July - August 2024	Tyler Brown	tyler.brown@dms.fl.gov	09/11/24
May - June 2024	Tyler Brown	tyler.brown@dms.fl.gov	07/01/24

Helpful Links

- [Knowledge Center](#)
- [Florida PALM Workbook for PF](#)
- [PF Open Item Tracking](#)

People First Status Report Dashboard

Reporting Period

July - August 2024

Connection Inventory

Integration Point	Source System	Target System	Description	Interface or Conversion	Florida PALM Interface(s)	Progress	Comments
				[PRI001] - Inbound Job and Payroll Data	[PRI001] - Inbound Job and Payroll Data		
				[PRI003] - Inbound Personal Data and Privacy Indicators	[PRI003] - Inbound Personal Data and Privacy Indicators		
				[PRI005] - Inbound Earnings File	[PRI005] - Inbound Earnings File		
				[PRI006] - Inbound Deductions File	[PRI006] - Inbound Deductions File		
				[PRI007] - Outbound Salary Detail File	[PRI007] - Outbound Salary Detail File		
				[PRI015] - Inbound Retirement Data File	[PRI015] - Inbound Retirement Data File		
				[PRI016] - Inbound Position Data File	[PRI016] - Inbound Position Data File		
				[PRI025] - Outbound People First Flexible Spending Account File	[PRI025] - Outbound People First Flexible Spending Account File		
				[PRI026] - Outbound People First Health and Life Insurance File	[PRI026] - Outbound People First Health and Life Insurance File		
				[PRI036] - Inbound Shared Savings Account Rewards File from People First	[PRI036] - Inbound Shared Savings Account Rewards File		
			Data Conversion File	[PRC018] - Jobcode Conversion	[PRC018] - Job Code Conversion		
			Data Conversion File	[PRC005] - Personal Data and Privacy Indicators	[PRC005] - Personal Data Privacy Indicator		
			Data Conversion File	[PRC006] - Job and Payroll Data	[PRC006] - Job Data Conversion		
			Data Conversion File	[PRC008] - Position Data	[PRC008] - Position Data Conversion		
			Data Conversion File	[PRC010] - Retirement Benefit Data	[PRC010] - Retirement Benefit Data		
			Data Conversion File		[PRC017] - Department Budget Position Funding Load		

Enterprise Partner Reported

The Risks, Issues, and Assumptions tables below display only items that were opened/logged, closed/resolved or active during the reporting period.

People First Risks

Critical Operational Elements	Risk Description	Status	Risk Rating	Mitigation/Response Strategy	Reporting Period Comments or Updates	Date of Status Change	Owner / Coordinator
People Processes Technology	With development happening in multiple systems held by multiple organizations, schedule variance in different areas can have unforeseen impacts on People First development. If developments become too out of sync, it could cause issues with productivity and the ability to pass stage gates successfully.	Open	4 (Medium/Medium)	People First is on schedule and anticipates continuing to be in lock step with the project timeline well before the next stage gate. Team has hired a project manager with primary focus on ensuring People First maintains PALM readiness. Additionally, People First will be adding significant staff augmentation to assist us.	Logged June 28, 2024	06/28/24	Michael Livingston / Tony Lloyd
People Processes Technology Data	Late discovery of defects, requirements changes, or any other event that could cause redevelopment for People First could strain resources on the People First team and our vendor.	Open	4 (Medium/Medium)	PALM and People First teams will continue to meet weekly to collaborate on testing timelines and will add additional meetings on special topics as needed. We are continuing to refine our parallel testing schedule to ensure that we have time built into the schedule for development. People First will continue to send functional design documents to the PALM team to review and provide feedback to minimize surprises during development.	Logged September 9, 2024	09/09/24	Michael Livingston
Processes Data	The need for parallel testing will increase the complexity of operations. Data will need to be maintained in a new environment and the legacy environment and could lead to inconsistencies.	Open	2 (Medium/Low)	Parallel testing meetings Scheduled for August 2024 to ensure that the needs of PALM project team align with the current processes implemented by People First team and vendor. In addition, People First team has brought in a full-time project manager so that the team can maintain PALM readiness and continue day to day operations without sacrificing either.	Logged June 28, 2024	06/28/24	Michael Livingston / Tony Lloyd

People First Issues

Critical Operational Elements	Issue Description	Status	Priority	Resolution Plan	Reporting Period Comments or Updates	Planned or Actual Resolution Date	Owner / Coordinator

People First Assumptions

Critical Operational Elements	Assumption	Status	Date Logged or Removed	Impacted Stakeholder(s) and/or System(s)	Reporting Period Comments or Updates
Processes Technology	Funding will continue as needed to maintain People First operationally as well as for changes necessary to implement the PALM project.	Logged	06/28/24	People First, PALM	No indication that this will become an issue.
People Processes Technology Data	The additional monies allocated to our vendor to fulfill necessary changes to People First to integrate with PALM will be sufficient for the project.	Logged	06/28/24	People First, PALM	No indication that this will become an issue.

People First 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.

Enterprise Sponsor Name: *

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People First Status Report Confirmation

Reporting Period	Enterprise Sponsor Name:	Confirmed By:	Confirmation Date:
July - August 2024	Tony Lloyd	tony.lloyd@dms.fl.gov	09/09/24
May - June 2024	Tony Lloyd	tony.lloyd@dms.fl.gov	07/08/24

Helpful Links

- Dashboard Snapshots
- Knowledge Center
- Florida PALM Workbook for SCS
- Readiness Workplan

SCS Status Report Dashboard

Click on the various statistics or dials to view the supporting information within your agency's Smartsheet Florida PALM Workbook.

Reporting Period

July - August 2024

Agency Sponsor

Eric Maclure

CCN Composition



The Change Champion Network dial reflects the completeness of your CCN makeup.

Change Champion Network:

- Unique Filled Role = 18
- Duplicate Filled Role = 0
- Vacant Role = 0

RW Task Completeness



The Readiness Workplan Tasks Completeness dial reflects the completeness of your agency's submission of RW tasks, starting with RW Task 512.

RW Task Completeness:

- Score = 93.08%**
- Submitted Complete = 19
 - Submitted Incomplete = 0
 - Completed After Submission = 7

RW Task Timeliness



The Readiness Workplan Tasks Timeliness dial reflect the timeliness of your agency's submission of all RW tasks to date.

RW Task Timeliness:

- Score = 95.88%**
- Submitted On Time = 43
 - Submitted Late = 7
 - Pending Submission = 0

Project-led Meeting Participation



The Participation dial reflects your agency's attendance at Project-led meetings during the current reporting period.

Meeting Participation:

- Meetings Attended = 10
- Meetings Missed = 0

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
N/A	Processes	527	Identify Change Impacts and Update Agency Business Process Documentation for Segment III	04/15/24	07/12/24	100% - Submitted	07/12/24		Submission Complete	07/15/24
N/A	Technology	528	Update Agency Business System Documentation for Segment III	04/15/24	07/12/24	100% - Submitted	07/12/24		Submission Complete	07/15/24
Indirect	Technology	530	Update Florida PALM Interface Inventory for Segment III	04/15/24	07/12/24	100% - Submitted	07/08/24		Submission Complete	
N/A	Data	526	Complete Data Readiness Analysis and Data Cleansing Activities for Segment III	04/29/24	07/12/24	100% - Submitted	07/10/24		Submission Complete	
Indirect	Technology	529	Update Florida PALM Conversion Inventory for Segment III	04/29/24	07/12/24	100% - Submitted	07/10/24	AR is on a spreadsheet whi	Submission Complete	07/12/24
N/A	Technology	531	Remediate Agency Business Systems based on Segment II	04/29/24	09/27/24	75% - Consolidating/Inputting Information for Submission				
N/A	People	535	Update Workforce Readiness Plan	06/17/24	08/02/24	100% - Submitted	08/02/24		Submission Complete	
Indirect	People	536-A	Create Agency Specific User Acceptance Testing Plan	06/17/24	08/16/24	100% - Submitted	08/16/24		Submission Complete	
N/A	People	537	Update Authorized Smartsheet Users	06/24/24	07/12/24	100% - Submitted	07/10/24		Submission Complete	
N/A	N/A	538	Submit Bimonthly Agency Readiness Status Report	07/01/24	07/12/24	100% - Submitted	07/10/24		Submission Complete	
N/A	N/A	539	Manage Agency Specific Implementation Schedule, Risks and Issues	07/01/24	08/29/24	100% - Submitted	08/22/24		N/A	
N/A	People	540	Share Florida PALM Updates	07/15/24	07/26/24	100% - Submitted	07/25/24		Submission Complete	
Direct	Data	541-A	Complete Configuration Workbooks for Segment IV	07/22/24	09/06/24	100% - Submitted	09/06/24		Submission Complete	
N/A	Data	542	Complete Data Readiness Analysis and Data Cleansing Activities for Segment IV	07/22/24	10/18/24	25% - Beginning Initial Internal Meetings and Information Gathering				
N/A	Processes	543	Identify Change Impacts and Update Agency Business Process Documentation for Segment IV	07/22/24	10/18/24	25% - Beginning Initial Internal Meetings and Information Gathering				
N/A	Technology	544	Update Agency Business System Documentation for Segment IV	07/22/24	10/18/24	25% - Beginning Initial Internal Meetings and Information Gathering				
Direct	Technology	545-A	Update and Finalize Florida PALM Conversion Inventory for Segment IV	07/22/24	10/18/24	25% - Beginning Initial Internal Meetings and Information Gathering				
Direct	Technology	545-B	Update and Finalize Florida PALM Conversion Inventory for Segment IV - Projects (PCC001)	07/22/24	08/23/24	100% - Submitted	08/22/24		Submission Complete	
Direct	Technology	546	Update Florida PALM Interface Inventory for Segment IV	07/22/24	10/18/24	25% - Beginning Initial Internal Meetings and Information Gathering				
N/A	Technology	547	Remediate Agency Business Systems based on Segment III	07/22/24	12/13/24					
Direct	Technology	548	Identify and Confirm File Managers	08/06/24	08/16/24	100% - Submitted	08/16/24		Submission Complete	
Direct	People	549	Submit Training Survey	08/12/24	09/20/24	50% - In Progress				
Indirect	People	536-B	Create Agency Specific User Acceptance Testing Plan	08/19/24	10/11/24	50% - In Progress				
Direct	Data	541-C	Complete Configuration Workbooks for Segment IV	08/26/24	09/27/24	50% - In Progress				
Direct	Technology	550-A	Provide Public IP Address and Select Technical Meeting Time	08/26/24	08/30/24	100% - Submitted	08/30/24		Submission Complete	
N/A	N/A	551	Submit Bimonthly Agency Readiness Status Report	08/30/24	09/11/24	100% - Submitted	09/09/24			09/10/24

Status Report		Date		Description		Status	
N/A	N/A	552	Manage Agency Specific Implementation Schedule, Risks and Issues	08/30/24	10/31/24	75% - Consolidating/Inputting Information for Submission	N/A
Direct	Technology	550-B	Participate in Technical Meeting to Receive Credentials and Access	09/03/24	09/13/24		N/A

People	Processes	Technology	Data
<p>The staff and stakeholders affected by your agency's transition to Florida PALM.</p> <p>Implementation:</p> <p>Planned Florida PALM End Users = 119</p> <ul style="list-style-type: none"> Business Process Groupings = 13/13 <p>Identified Subject Matter Experts = 9</p> <ul style="list-style-type: none"> SMEs by Business Process Grouping Account Mgmt. and Financial Reporting = 2 Accounts Receivable = 3 Asset Accounting and Mgmt. = 2 Banking = 1 Budget Mgmt. and Cash Control = 1 Contracts Mgmt. = 0 Disbursements Mgmt. = 2 Grants Mgmt. = 0 Inter/IntraUnit Transactions = 4 Payroll Mgmt. = 3 Projects Mgmt. = 0 Revenue Accounting = 3 System Access and Controls = 3 <p>Role Mapping = TBD</p> <p>Training = TBD</p>	<p>The sequence of procedures to accomplish a business objective.</p> <p>Current-State:</p> <p>Cataloged Business Processes = 32</p> <ul style="list-style-type: none"> Related Business Systems = 5 Related Reports = 32 <p>Documentation Status:</p> <ul style="list-style-type: none"> Complete = 32 Partial = 0 Not Started = 0 <p>Implementation:</p> <p>Impacted Agency Business Processes = 32</p> <ul style="list-style-type: none"> Related Business Process Groupings = 11 Planned Spreadsheet Uploads = 4 <ul style="list-style-type: none"> Level of Impact: People Changes High = 0 Medium = 4 Low = 26 None = 2 Uncertain = 0 Level of Impact: Processes Changes High = 0 Medium = 8 Low = 24 None = 0 Uncertain = 0 Level of Impact: Technology Changes High = 0 Medium = 8 Low = 24 None = 0 Uncertain = 0 Level of Impact: Data Changes High = 0 Medium = 0 Low = 32 None = 0 Uncertain = 0 <p>Segments I & II Documentation Update Status</p> <ul style="list-style-type: none"> Not Started = 0 In Progress = 8 Complete = 24 <p>Segment III Documentation Update Status</p> <ul style="list-style-type: none"> Not Started = 0 In Progress = 11 Complete = 21 	<p>The applications or tools used to process, track, or report on financial operations.</p> <p>Current-State:</p> <p>Cataloged Business Systems = 5</p> <ul style="list-style-type: none"> Criticality: High = 3 Med = 2 Low = 0 None = 0 <p>Documentation Status:</p> <ul style="list-style-type: none"> Complete = 5 Partial = 0 Not Started = 0 <p>Cataloged Interfaces = 0</p> <ul style="list-style-type: none"> Inbound Interfaces = 0 Outbound Interfaces = 0 <p>Implementation:</p> <p>Business Systems Planned for Integration = 4</p> <ul style="list-style-type: none"> Segment I - Documentation Updates: Complete = 2 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 0 Segment II - Documentation Updates: Complete = 2 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 0 Segment III - Documentation Updates: Complete = 2 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 0 <p>Planned Interfaces = 9</p> <ul style="list-style-type: none"> Inbound Interfaces = -2 Outbound Interfaces = 7 	<p>Information used in or produced from an agency's financial business operations.</p> <p>Current-State:</p> <p>Unique FLAIR Data Elements = 72</p> <ul style="list-style-type: none"> Associated Unique Uses = 72 Continued Use - Yes = 48 Continued Use - No = 0 Associated Business Systems = 6 <p>Cataloged Reports = 48</p> <ul style="list-style-type: none"> Criticality: High = 3 Med = 27 Low = 6 None = 9 <p>Implementation:</p> <p>Segments I & II Planned Configurations = 6/9</p> <ul style="list-style-type: none"> Accounts Receivable (AR) Planned Distribution Codes = 7 Asset Management (AM) Planned Location Codes = 89 Planned Associated Area ID's = None Commitment Control (KK) Planned Option = Option # 1 - Track with Budget General Ledger (GL) Planned Budgetary Value Combo Edits = 285 Planned Local Funds = None Planned Organization ID's = 1046 Planned OA1's = 70 Planned OA2's = None <p>Segment IV Planned Configurations</p> <ul style="list-style-type: none"> Started = 1 Not Started = 1 <p>Conversions & Data Readiness</p> <ul style="list-style-type: none"> Conversions Needed = 9 Agency Data Outside of Primary Source System(s) = 1 Data Readiness/Cleansing Status: Complete = 5 In Progress = 0 Not Started = 0 Not Applicable = 0 <p>Reports = TBD</p>

Agency Reported

The Risks, Issues, Assumptions and Readiness Activities tables below display only items that were opened/logged, closed/resolved or active during the reporting period.

SCS Risks							
Critical Operational Elements	Risk Description	Status	Risk Rating	Mitigation/Response Strategy	Reporting Period Comments or Updates	Date of Status Change	Owner / Coordinator
Processes	Allocation to Object Code. State Courts does not allocate to the Object Code level. This would be a severe impact to the Judicial Branch. Not only our process would be hugely impacted but also our need for additional FTE.	Open	9 (High/High)	We have verbalized to FL PALM the impact of this proposed change to the Judicial Branch. We are waiting for updates on the proposed design.	Allocation to the object code may not be necessary - check with PALM to validate this approach. - example: place "7" (expenses) value in the Account Code to satisfy the Object Code requirement		Budget
Processes	Warrant cancellation, On Demand and Salary refunds.	Open	9 (High/High)	We do not use. Setup a discussion with SCS HR to further identify any actions.	HR impact to be further flushed out Additional BPC resources have been added to assist with developing salary refunds, etc. as needed, continuing to monitor progress		Human Resources
Technology Data	FLAIR data conversion integrity & validation	Open	4 (Medium/Medium)	Working with PALM to see what resources & processes will be provided to SCSs to validate converted FLAIR data into PALM.	This was discussed during our 12/12/23 Touch Point meeting that we need assistance to assist	12/13/23	F&A, OIT and HR

					assistance to convert our ORG Code listings. 7/19: Requested a joint SCS, PALM session		
People	Training for all stakeholders at deployment.	Open	4 (Medium/Medium)	We will take advantage of all available training provided by PALM. Update our process and procedures. - Recruit staff augmentation resources to assist	Staff augmentation is in process Additional BPC resources have been added to assist with developing training materials as needed, continuing to monitor progress		Finance & Accounting
Processes	Statutory Compliance - Prompt Payments	Open	4 (Medium/Medium)	PALM to provide adequate training to process Statutory Compliance - Prompt Payments - Reduce time involved to process batch approval processes for Statutory Compliance - Prompt Payments - Remediate process flow in PALM vs the current process flow	Further details will be flushed out as the SCS PALM solution design is further defined.		Finance & Accounting
Processes	Proper documentation of current processes and procedures.	Open	2 (Medium/Low)	In the process of recruiting & onboarding the appropriate number of resources necessary to further define SCS business processes details.	Processes were updated to complete FL PALM TASK 328 - 2 additional resources added (PM, 1 BPC) - recruiting in progress for additional BPCs- requesting to have an additional BPC resource onboarded by 07/2024, and Fall 2024	11/30/23	SCS
People	Additional/adequate human resources for accounting roles	Open	1 (Low/Low)	Prepare LBR to request additional funding or FTE. Cross train employees to assume different work responsibilities.	This was discussed during our last touchpoint meeting 12/12/23 Cross Training is being evaluated along with current resource levels. Final action is to be determined	12/12/23	Finance & Accounting Chief and Budget Chief
People	Ongoing Communication about project	Open	1 (Low/Low)	Working Task 523 to document SCS communications. - Continue to meet with our SCS communication team to further define PALM communication campaign strategies, project messaging, delivery channels and schedules to PALM stakeholders	Planned bi-monthly SCS communication beginning 2024. Intranet updates. As PALM implementation comes closer, we will create a mass communication SCS campaign. - Met with our SCS communication team to define PALM communication campaign strategies, project messaging, delivery channels and schedules to PALM stakeholders		Finance & Accounting
Technology Data	Business system development and integration	Open	1 (Low/Low)	We develop as best as possible	Follow up with OIT (Brian)		Finance & Accounting, OIT

SCS Issues

Critical Operational Elements	Issue Description	Status	Priority	Resolution Plan	Reporting Period Comments or Updates	Planned or Actual Resolution Date	Owner / Coordinator
Processes Data	SCS does not utilize HRIS for timesheet reporting, this apart of the payroll life cycle in PALM	Open	Critical - Impacts the ability of the agency to move forward with work without resolution	Request our attendance and reporting software (ARS) to interface with PALM for reporting time and attendance	Identify which PALM Interface SCS will leverage and the frequency		Human Resources
Technology	SCS needs the HRIS requirements, reporting, integration and design specifications	Open	High - Impacts the ability of the agency to meet deadlines or milestones	Unknown until SCS HR, OIT & F&A have discussed requirements	Conduct discussions with HR, OIT & F&A		Human Resources
Processes Data	HRIS payroll reports not utilized to send data to PALM	Open	High - Impacts the ability of the agency to meet deadlines or milestones	Request payroll reports for SCS to be generated - LWOP, missing timesheet reports, over and under payment report			Human Resources
Processes	Entering OPS paper timesheets, Shift and On-call payments into People First manually in the Alternate Time Entry screen	Open	High - Impacts the ability of the agency to meet deadlines or milestones	Request approval for OPS employees be allowed to use the HRIS system to submit timesheets.			Human Resources
Processes	LWOP entered as Unpaid hours in Alternate Time Entry screen when notified timely	Open	High - Impacts the ability of the agency to meet deadlines or milestones	We are still trying to figure out how this change will affect us. We are anticipating updates from FL PALM.			OIT
People Processes Technology Data	We have built our Business (Invoice Management System) to interface with FLAIR with a batch upload file. We have not tested this output extract due to a MOU yet to be provided by DFS.	Open	High - Impacts the ability of the agency to meet deadlines or milestones	We will follow up with DFS to get an MOU signed so we can move forward with testing.	This could turn into a priority & resource availability issue whenever a decision is made by DFS & the MOU		OIT and Finance and Accounting
Processes Data	SCS COA Bureau, Section & Unit combination is incomplete	Open	High - Impacts the ability of the agency to meet deadlines or milestones	SCS is waiting to validate the conversion process from FLAIR Accounts to COA	When COA SMEs open the Smartsheet, SCS F&A will update the Bureau, Section & Unit combination values		Finance and Accounting

SCS Assumptions

Critical Operational Elements	Assumption	Status	Date Logged or Removed	Impacted Stakeholder(s) and/or System(s)	Reporting Period Comments or Updates
Processes	Additional One-Time Payment function in HRIS will function the same	Logged	08/09/24	Separating, retiring, DROP entry, Overtime recipients	
Data	Payroll data will be transferred the way it is now, except the funding codes will be updated	Logged	08/09/24	Human Resources	
Processes	Alternate Time Entry screen will function the same	Logged	08/09/24	LWOP and OPS employees	

SCS Agency-Specific Readiness Activities

Critical Operational Elements	Activity Description	Date(s)	Impacted Stakeholder(s) and/or System(s)	Objective	Reporting Period Comments or Updates
People	Additional staff	07/01/24	OSCA	Potential need for additional staff. Request of funds from FL PALM 2024	

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

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SCS Status Report Confirmation

Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
July - August 2024	Eric W. Maclure, State	macluree@flcourts.org	09/09/24
May - June 2024	Eric W. Maclure, State	macluree@flcourts.org	07/10/24
March - April 2024	Eric W. Maclure, State	macluree@flcourts.org	05/10/24
January - February 2024	Eric W. Maclure, Interim	macluree@flcourts.org	03/06/24

- [Knowledge Center](#)
- [Florida PALM Workbook for STMS](#)
- [STMS Open Item Tracking](#)

Connection Inventory

Integration Point	Source System	Target System	Description	Interface or Conversion	Florida PALM Interface	Interface Name	Progress	Comments
Vouchers to Florida PALM	STMS	Florida PALM	Inbound interface containing invoice data from external systems to load regular, single payment, and adjustment vouchers.	[API002] - Inbound Voucher Load	API002	Inbound Voucher Load		
Statewide Vendor Records	FLAIR Warehouse	IW_VENDOR.TXT	Outbound interface containing a list of all added and updated supplier information in Florida PALM for use by DFS, agencies, and source systems.	[API020] - Outbound Supplier Data	API020	Outbound Supplier Data		We load this file weekly.
Statewide Vendor Records - Last 3 Days Only	FLAIR Warehouse	IW_VENDOR_3DELTA.TXT	Outbound interface containing a list of all added and updated supplier information in Florida PALM for use by DFS, agencies, and source systems.		API020	Outbound Supplier Data		We load this file daily using the SSN/EIN and Seq# as a key. We do not delete old records.
Central FLAIR Transaction Status	FLAIR Warehouse	IW_C_TRAN.TXT	Outbound interface containing voucher accounting and payment information to source systems, transparency sites and Vendor Payment History.	[API031] - Outbound Voucher and Payment Extract	API031	Outbound Voucher and Payment Extract		Record match using Invoice# and First4 ObjectID because Other Document Number is not in Central
Departmental FLAIR Transaction Status	FLAIR Warehouse	IW_D_TRAN.TXT	Outbound interface containing voucher accounting and payment information to source systems, transparency sites and Vendor Payment History.	[API031] - Outbound Voucher and Payment Extract	API031	Outbound Voucher and Payment Extract		Record match using STMS Provided ID in Other Document Number field.
Departmental FLAIR Transaction Batch Errors	FLAIR Departmenta	D_STMS_ERROR_D.TXT	Outbound interface containing voucher accounting and payment information to source systems, transparency sites and Vendor Payment History. The API002 error log file will also include errors encountered while processing inbound vouchers.	[API031] - Outbound Voucher and Payment Extract	API031	Outbound Voucher and Payment Extract		This is new since last year.
Employee Records from FLAIR	FLAIR Departmenta	D_STMS_VE1_D.TXT	Outbound interface of employee information for use by the Purchasing Card bank.	[API059] - Outbound Employee Extract	API059	Outbound Employee Extract		All records processed daily. Match using OLO and PFID. We do not delete old records.
Contract IDs	FLAIR Warehouse	IW_CONTRACT.TXT	Outbound interface containing added or modified ChartField values for FFMIS partners and agencies.	[GLI001] - Outbound ChartField Values	GLI001	Outbound ChartField Values		Data fully replaced daily.
Grant IDs	FLAIR Warehouse	IW_GRANT.TXT	Outbound interface containing added or modified ChartField values for FFMIS partners and agencies.	[GLI001] - Outbound ChartField Values	GLI001	Outbound ChartField Values		Data fully replaced daily.
Title File (All records KA)	FLAIR Departmenta	D_STMS_TL1_D.TXT	Outbound interface containing added or modified ChartField values for FFMIS partners and agencies.	[GLI001] - Outbound ChartField Values	GLI001	Outbound ChartField Values		Data fully replaced daily.
Title File (All KA records but FWC)	FLAIR Departmenta	D_STMS_TL1KA_D.TXT	Outbound interface containing added or modified ChartField values for FFMIS partners and agencies.		GLI001	Outbound ChartField Values		Will use GLI001 for Project COA values. Do not need PCI001. KA records are Project IDs. Data fully replaced daily.
Title File (FWC KA records)	FLAIR Departmenta	D_STMS_TL1KA_FWC_D.TXT	Outbound interface containing added or modified ChartField values for FFMIS partners and agencies.	[GLI001] - Outbound ChartField Values	GLI001	Outbound ChartField Values		Will use GLI001 for Project COA values. Do not need PCI001. Data fully replaced bi-weekly due to file size. (4M records)
Account Descriptions	FLAIR Central	C_STMS_AD.TXT	Outbound interface containing valid active ChartField combinations. / Inbound web service to validate transaction compliance with combo edit errors rules prior to receiving transaction in a file.	[GLI017] - Outbound ChartField Combination Extract	GLI017/GLI017	Outbound ChartField Combination Extract / Inbound Combo Edit Validation Web Service		Data fully replaced daily.
Correlations	FLAIR Departmenta	D_STMS_CO1_D.TXT	Outbound interface containing valid active ChartField combinations. / Inbound web service to validate transaction compliance with combo edit errors rules prior to receiving transaction in a file.	[GLI012] - Inbound Combo Edit Validation Web Service	GLI017/GLI017	Outbound ChartField Combination Extract / Inbound Combo Edit Validation Web Service		Data fully replaced daily.
Expansion Set	FLAIR Departmenta	D_STMS_EX2_D.TXT	N/A		N/A	N/A		Data fully replaced daily.
Employee Records from PeopleFirst	PeopleFirst	PF_Data_for_Contacts_All.cs	N/A		N/A	N/A		We hope to get all data from one source with PALM Supplier. Match using OLO and PFID. We do not delete old records.
Project IDs	FLAIR		Outbound interface containing encumbrance errors, updates, and closures.	[PCI001] - Outbound Project Information Extract	PCI001	Outbound Project Information		
Encumbrances to Florida PALM	STMS	Florida PALM	Inbound interface to establish and maintain encumbrances.	[POI002] - Inbound Encumbrance Load	POI002	Inbound Encumbrance Load		Will STMS create encumbrances, or just process vouchers against encumbrances?
Encumbrances to Florida PALM	STMS	Florida PALM	Inbound web service to establish encumbrances from external systems. (MFMP Only)	[POI003] - Inbound Encumbrance Web Service	POI003	Inbound Encumbrance Web Service		Will STMS create encumbrances, or just process vouchers against encumbrances?
Expansion Option	FLAIR Departmenta	D_STMS_EX1_D.TXT	Outbound interface containing added or modified SpeedKey values to FFMIS partners and agency business systems.	[SDI008] - Outbound SpeedKey	SDI008	Outbound Speedkey		Data fully replaced daily.
Encumbrance Extract		Florida PALM	Outbound interface containing encumbrance errors, updates, and closures.	[POI001] - Outbound Encumbrance Extract	POI001	Outbound Encumbrance Extract		
Carry Forward Payable	Florida PALM	STMS	Outbound interface will provide the agency with established encumbered and unencumbered payables for Carry Forward purposes, leveraging the receipt accrual functionality.		POI007	Outbound Carry Forward Payable		
Carry Forward Payable	STMS	Florida PALM	Inbound interface for agencies to establish encumbered and unencumbered payables for Carry Forward purposes, leveraging the receipt accrual functionality.		POI006	Inbound Carry Forward Payable		

The Risks, Issues, and Assumptions tables below display only items that were opened/logged, closed/resolved or active during the reporting period.

STMS Risks							
Critical Operational Elements	Risk Description	Status	Risk Rating	Mitigation/Response Strategy	Reporting Period Comments or Updates	Date of Status Change	Owner / Coordinator
People Processes	Timeline. Competing deadlines immediately prior to go-live. Fiscal accountants and other users will be trying to learn PALM as well as changes to departmental and enterprise systems affected by PALM implementation, at the same time. The STMS Team, as well as other system owners, may need to make late changes while also trying to train end users.	Open	4 (Medium/Medium)	Identify impacted users and trainings that will be offered, to coordinate a DMS training schedule. Meetings with PALM have been initiated. Still early in the process.	Logged Sept 8, 2023. Reviewed again Nov 6, 2023 - no change. Reviewed again Dec 20, 2023. Continuing to monitor. Reviewed again Feb 29, 2024. Continuing to monitor. Reviewed again April 24, 2024. No change. Reviewed again June 12, 2024. No change. Reviewed again on Sept 10, 2024. No change.	11/06/23	STMS / Casey Taylor
People Technology	Functionality. Inability to design new STMS user interface for creating vouchers.	Open	2 (Medium/Low)	Provide training in PALM for creating vouchers so that we can attempt to replicate the process and minimize confusion for users in both systems. Provide information about flat files with information required to build vouchers in STMS and confidently pass combo edit checks using the PALM Combo Edit Check API. Meetings with PALM have been initiated. Still early in the process. Close to resolution; will review next cycle.	Logged Sept 8, 2023. Reviewed again Nov 6, 2023 - no change. Reviewed again Dec 20 - no change. Reviewed again Feb 29, 2024. Continuing to monitor. Reviewed again April 24, 2024. No change. Reviewed again July 12, 2024. Likely resolution next cycle. Reviewed again Sept 10, 2024. Design sessions are in process.	11/06/23	STMS / Casey Taylor
Technology Data	Interface. Inability to design flat file transfer process.	Open	2 (Medium/Low)	Provide information about when and where flat file data will be provided and how it will be accessed. Meetings with PALM have been initiated. Still early in the process.	Logged Sept 8, 2023. Reviewed again Nov 6, 2023 - no change. Reviewed again Feb 29, 2024. Continuing to monitor. Reviewed again April 24, 2024. No change. Reviewed again July 12, 2024. No change. Reviewed again Sept 10, 2024. No change.	11/06/23	STMS / Casey Taylor
Technology Data	Functionality. Inability to design user interface to accommodate Speed Keys instead of Expansion Options	Open	2 (Medium/Low)	Provide information about the Speed Key interface, as well as training about how agencies will be using it in PALM. Provide training about how Speed Keys will be used by travelers to communicate billing information to Fiscal Accountants. Meetings with PALM have been initiated. Still early in the process. CCN and Enterprise Partners are currently collaborating. Close to resolution; will review next cycle.	Logged Sept 8, 2023. Reviewed again Nov 6, 2023 - no change. Reviewed again Dec 19, 2023 and closed. Reviewed again and reopened April 24, 2024. Reviewed again July 12, 2024. Likely resolution next cycle. Reviewed again Sept 10, 2024. PALM team is providing additional details on speed keys 9/11/24. Likely resolution next cycle.	12/19/23	STMS / Casey Taylor

STMS Issues							
Critical Operational Elements	Issue Description	Status	Priority	Resolution Plan	Reporting Period Comments or Updates	Planned or Actual Resolution Date	Owner / Coordinator
Technology Data	Error connecting from STMS servers to PALM MFT.	Open	High - Impacts the ability of the agency to meet deadlines or milestones	PALM Team will confirm the public IPs provided for STMS are whitelisted. DMS will confirm with Security team that a firewall issue is not blocking connectivity.	PALM/STMS/DMS met on 9/11/24 to troubleshoot. Updates will be provided and tested as soon as available.	09/13/24	PALM/STMS

STMS Assumptions					
Critical Operational Elements	Assumption	Status	Date Logged or Removed	Impacted Stakeholder(s) and/or System(s)	Reporting Period Comments or Updates

The following report(s)
were submitted late:

FDOT, FSDB

Helpful Links

- Dashboard Snapshots
- Knowledge Center
- Florida PALM Workbook for FDOT
- Readiness Workplan

FDOT Status Report Dashboard

Reporting Period

July - August 2024

Agency Sponsor

Lisa Saliba

Click on the various statistics or dials to view the supporting information within your agency's Smartsheet Florida PALM Workbook.

CCN Composition



The Change Champion Network dial reflects the completeness of your CCN makeup.

Change Champion Network:

- Unique Filled Role = 28
- Duplicate Filled Role = 2
- Vacant Role = 0

RW Task Completeness



The Readiness Workplan Tasks Completeness dial reflects the completeness of your agency's submission of RW tasks, starting with RW Task 512.

RW Task Completeness:

- Score = 84.09%**
- Submitted Complete = 14
 - Submitted Incomplete = 1
 - Completed After Submission = 7

RW Task Timeliness



The Readiness Workplan Tasks Timeliness dial reflect the timeliness of your agency's submission of all RW tasks to date.

RW Task Timeliness:

- Score = 79.43%**
- Submitted On Time = 26
 - Submitted Late = 20
 - Pending Submission = 4

Project-led Meeting Participation



The Participation dial reflects your agency's attendance at Project-led meetings during the current reporting period.

Meeting Participation:

- Meetings Attended = 10
- Meetings Missed = 0

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
N/A	Data	514	Complete Data Readiness Analysis and Data Cleansing Activities for Segments I and II	01/29/24	04/12/24	75% - Consolidating/Inputting Information for Submission		Completed as much as possible with current Segment information. Needing Segment IV feedback for completion, GL Account information, Budget information, Vendor information, and more. Completion target date of 9/27.		
N/A	Technology	519	Remediate Agency Business Systems based on Segment I	01/29/24	06/28/24	50% - In Progress		Segment delineations do not match with blended business system functionality. FDOT is planning to complete remediation tasks at once rather than in segment order.		
N/A	Processes	527	Identify Change Impacts and Update Agency Business Process Documentation for Segment III	04/15/24	07/12/24	100% - Submitted	07/10/24	FDOT has informed the impacted Business Areas of Chart of Accounts changes to their processes.	Submission Complete	07/11/24
N/A	Technology	528	Update Agency Business System Documentation for Segment III	04/15/24	07/12/24	100% - Submitted	08/02/24	Working on completing the ABS system documentation column for Seg III, completion target date of 8/30	Submission Incomplete	08/29/24
Indirect	Technology	530	Update Florida PALM Interface Inventory for Segment III	04/15/24	07/12/24	100% - Submitted	07/08/24		Submission Complete	
N/A	Data	526	Complete Data Readiness Analysis and Data Cleansing Activities for Segment III	04/29/24	07/12/24	25% - Beginning Initial Internal Meetings and Information Gathering		Planning to complete as much as possible with current Segment information. Needing Segment IV feedback for completion. Completion target date of 9/27.		
Indirect	Technology	529	Update Florida PALM Conversion Inventory for Segment III	04/29/24	07/12/24	100% - Submitted	07/08/24		Submission Complete	
N/A	Technology	531	Remediate Agency Business Systems based on Segment II	04/29/24	09/27/24	25% - Beginning Initial Internal Meetings and Information Gathering		Segment delineations do not match with blended business system functionality. FDOT is planning to complete remediation tasks at once rather than in segment order.		
N/A	People	535	Update Workforce Readiness Plan	06/17/24	08/02/24	75% - Consolidating/Inputting Information for Submission		In final review stage, planning to complete by 9/13.		
Indirect	People	536-A	Create Agency Specific User Acceptance Testing Plan	06/17/24	08/16/24	100% - Submitted	08/26/24	Draft underway and being reviewed.	Submission Complete	
N/A	People	537	Update Authorized Smartsheet Users	06/24/24	07/12/24	100% - Submitted	07/08/24	Updated and Submitted 7/8/24.	Submission Complete	07/08/24
N/A	N/A	538	Submit Bimonthly Agency Readiness Status Report	07/01/24	07/12/24	100% - Submitted	07/12/24		Submission Complete	
N/A	N/A	539	Manage Agency Specific Implementation Schedule, Risks and Issues	07/01/24	08/29/24	100% - Submitted	08/29/24	In progress	N/A	
N/A	People	540	Share Florida PALM Updates	07/15/24	07/26/24	100% - Submitted	07/30/24		Submission Complete	08/01/24
Direct	Data	541-A	Complete Configuration Workbooks for Segment IV	07/22/24	09/06/24	100% - Submitted	09/11/24		Submission Complete	
Direct	Data	541-B	Complete Configuration Workbooks for Segment IV	07/22/24	09/06/24	50% - In Progress		Work in progress, anticipated completion by 9/20		
N/A	Data	542	Complete Data Readiness Analysis and Data Cleansing Activities for Segment IV	07/22/24	10/18/24	25% - Beginning Initial Internal Meetings and Information Gathering				
N/A	Processes	543	Identify Change Impacts and Update Agency Business Process Documentation for Segment IV	07/22/24	10/18/24	25% - Beginning Initial Internal Meetings and Information Gathering				
N/A	Technology	544	Update Agency Business System Documentation for Segment IV	07/22/24	10/18/24	25% - Beginning Initial Internal Meetings and Information Gathering				
Direct	Technology	545-A	Update and Finalize Florida PALM Conversion Inventory for Segment IV	07/22/24	10/18/24	25% - Beginning Initial Internal Meetings and Information Gathering				

Direct	Technology	545-B	Update and Finalize Florida PALM Conversion Inventory for Segment IV - Projects (PCC001)	07/22/24	08/23/24	100% - Submitted	08/28/24		Submission Complete	08/28/24
Direct	Technology	546	Update Florida PALM Interface Inventory for Segment IV	07/22/24	10/18/24	25% - Beginning Initial Internal Meetings and Information Gathering				
N/A	Technology	547	Remediate Agency Business Systems based on Segment III	07/22/24	12/13/24	25% - Beginning Initial Internal Meetings and Information Gathering				
Direct	Technology	548	Identify and Confirm File Managers	08/06/24	08/16/24	100% - Submitted	08/26/24		Submission Complete	
Direct	People	549	Submit Training Survey	08/12/24	09/20/24	25% - Beginning Initial Internal Meetings and Information Gathering				
Indirect	People	536-B	Create Agency Specific User Acceptance Testing Plan	08/19/24	10/11/24	25% - Beginning Initial Internal Meetings and Information Gathering				
Direct	Data	541-C	Complete Configuration Workbooks for Segment IV	08/26/24	09/27/24	25% - Beginning Initial Internal Meetings and Information Gathering				
Direct	Technology	550-A	Provide Public IP Address and Select Technical Meeting Time	08/26/24	08/30/24	100% - Submitted	08/30/24		Submission Complete	
N/A	N/A	551	Submit Bimonthly Agency Readiness Status Report	08/30/24	09/11/24	100% - Submitted	09/13/24			
N/A	N/A	552	Manage Agency Specific Implementation Schedule, Risks and Issues	08/30/24	10/31/24	25% - Beginning Initial Internal Meetings and Information Gathering			N/A	
Direct	Technology	550-B	Participate in Technical Meeting to Receive Credentials and Access	09/03/24	09/13/24	100% - Submitted	09/05/24		N/A	

People	Processes	Technology	Data
<p>The staff and stakeholders affected by your agency's transition to Florida PALM.</p> <p>Implementation:</p> <p>Planned Florida PALM End Users = 221</p> <ul style="list-style-type: none"> Business Process Groupings = 11/13 <p>Identified Subject Matter Experts = 42</p> <ul style="list-style-type: none"> SMEs by Business Process Grouping Account Mgmt. and Financial Reporting = 10 Accounts Receivable = 7 Asset Accounting and Mgmt. = 2 Banking = 6 Budget Mgmt. and Cash Control = 9 Contracts Mgmt. = 4 Disbursements Mgmt. = 11 Grants Mgmt. = 6 Inter/IntraUnit Transactions = 3 Payroll Mgmt. = 6 Projects Mgmt. = 10 Revenue Accounting = 7 System Access and Controls = 1 <p>Role Mapping = TBD</p> <p>Training = TBD</p>	<p>The sequence of procedures to accomplish a business objective.</p> <p>Current-State:</p> <p>Cataloged Business Processes = 54</p> <ul style="list-style-type: none"> Related Business Systems = 35 Related Reports = 43 <p>Documentation Status:</p> <ul style="list-style-type: none"> Complete = 41 Partial = 13 Not Started = 0 <p>Implementation:</p> <p>Impacted Agency Business Processes = 54</p> <ul style="list-style-type: none"> Related Business Process Groupings = 13 Planned Spreadsheet Uploads = 4 <ul style="list-style-type: none"> Level of Impact: People Changes High = 8 Medium = 31 Low = 5 None = 0 Uncertain = 0 Level of Impact: Processes Changes High = 30 Medium = 7 Low = 7 None = 0 Uncertain = 0 Level of Impact: Technology Changes High = 22 Medium = 6 Low = 5 None = 1 Uncertain = 0 Level of Impact: Data Changes High = 20 Medium = 6 Low = 3 None = 2 Uncertain = 0 <p>Segments I & II Documentation Update Status</p> <ul style="list-style-type: none"> Not Started = 0 In Progress = 5 Complete = 49 <p>Segment III Documentation Update Status</p> <ul style="list-style-type: none"> Not Started = 0 In Progress = 0 Complete = 31 	<p>The applications or tools used to process, track, or report on financial operations.</p> <p>Current-State:</p> <p>Cataloged Business Systems = 290</p> <ul style="list-style-type: none"> Criticality: High = 154 Med = 37 Low = 14 None = 18 <p>Documentation Status:</p> <ul style="list-style-type: none"> Complete = 34 Partial = 186 Not Started = 1 <p>Cataloged Interfaces = 119</p> <ul style="list-style-type: none"> Inbound Interfaces = 47 Outbound Interfaces = 15 <p>Implementation:</p> <p>Business Systems Planned for Integration = 202</p> <ul style="list-style-type: none"> Segment I - Documentation Updates: Complete = 0 Updating = 12 Evaluating = 0 Not Started = 0 Not Needed = 2 Segment II - Documentation Updates: Complete = 17 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 0 Segment III - Documentation Updates: Complete = 11 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 77 <p>Planned Interfaces = 29</p> <ul style="list-style-type: none"> Inbound Interfaces = 8 Outbound Interfaces = 16 	<p>Information used in or produced from an agency's financial business operations.</p> <p>Current-State:</p> <p>Unique FLAIR Data Elements = 92</p> <ul style="list-style-type: none"> Associated Unique Uses = 92 Continued Use - Yes = 18 Continued Use - No = 1 Associated Business Systems = 3 Cataloged Reports = 215 Criticality: High = 87 Med = 72 Low = 33 None = 23 <p>Implementation:</p> <p>Segments I & II Planned Configurations = 6/9</p> <ul style="list-style-type: none"> Accounts Receivable (AR) Planned Distribution Codes = 1 Asset Management (AM) Planned Location Codes = None Planned Associated Area ID's = None Commitment Control (KK) Planned Option = Option # 1 - Track with Budget General Ledger (GL) Planned Budgetary Value Combo Edits = 631 Planned Local Funds = None Planned Organization ID's = 675 Planned OA1's = 23 Planned OA2's = 166 <p>Segment IV Planned Configurations</p> <ul style="list-style-type: none"> Started = 2 Not Started = 0 <p>Conversions & Data Readiness</p> <ul style="list-style-type: none"> Conversions Needed = 11 Agency Data Outside of Primary Source System(s) = 7 Data Readiness/Cleansing Status: Complete = 7 In Progress = 0 Not Started = 0 Not Applicable 0 <p>Reports = TBD</p>

Agency Reported

The Risks, Issues, Assumptions and Readiness Activities tables below display only items that were opened/logged, closed/resolved or active during the reporting period.

FDOT Risks							
Critical Operational Elements	Risk Description	Status	Risk Rating	Mitigation/Response Strategy	Reporting Period Comments or Updates	Date of Status Change	Owner / Coordinator
Technology	FDOT Applications - Impacted asset inventory inconsistencies cause problems in planning remediation efforts.	Open	9 (High/High)	Control - Regularly reviewing asset impact and assessing priority to asset for planning purposes	No comment this period	11/01/23	Brian Boyd
Data	PALM COA - The new "Account" CoA field will be replacing the GL and Object codes. FDOT needs the specifications for how to cross walk GL and object codes to account in PALM. Delay in this information delays our ability to remediate our systems. Moved to ISSUE.	Open	9 (High/High)	Mitigation	Moved to Issue. This risk has already occurred, and we are Accepting it with a work-around being proceeding with the best information we have been provided and our best education guesses.	11/01/23	Brian Boyd
Processes	Major schedule changes in PALM solution would impact our remediation efforts.	Closed	9 (High/High)	Accept - Monitor PALM schedule and adjust FDOT schedule as needed	No comment this period	08/29/24	Brian Boyd
Technology	PALM Interfaces - Timeliness of PALM Nightly Batch Files and Data Warehouse Updates and Data Warehouse Updates introduce instability of established processes and payments.	Open	9 (High/High)	Transfer - Expecting the PALM solution to have timely or as needed batch files and Data Warehouse needs are available in agency or from interfaces until DW is fully available.	Outstanding question looking for guidance in Segment IV	11/01/23	Brian Boyd
Technology	PALM Interfaces - PALM interfaces are not fully designed/document, and currently defined interfaces are subject to change. FDOT is unable to accurately define impacts to our systems without complete specifications on the interfaces for supplier functionality, commitment control module, and project grants module. Moved to ISSUE.	Open	9 (High/High)	Monitor / Quantify - Reviewing and notifying of interface consistency as we prepare to remediate for PALM.	Shared concerns and reviewing feedback	11/01/23	Brian Boyd
Technology	PALM MFMP - Vendor specifications are incomplete. FDOT TVI uses TIN and Seq # for vendors; Supplier is the new name for vendor and Traveler is new name for sub vendors. FDOT needs additional specifications on vendor functionality to determine TVI remediation requirements.	Open	9 (High/High)	Mitigation	No comment this period	11/01/23	Brian Boyd
Technology	PALM MFMP - Revisions and impact on TVI is unknown. FDOT needs additional specifications on MFMP changed functionality to determine TVI remediation requirements.	Open	9 (High/High)	Mitigation	Advance analysis on the components of the TVI and exploring the current use of the TIN number. (MFMP).	11/01/23	Brian Boyd
Processes	Delay of budget release on LBR 24/25 funds preventing change orders for staff augmentation purchase orders.	Closed	9 (High/High)	Acceptance- Document program funding requirements and communicate with FDOT leadership, Governor's office, and House/Senate staff.	No comment this period	08/29/24	Brian Boyd
Processes	PALM Scope -Scope and features changes by the FL PALM Project being moved to post-implementation (Go Live) may reduce core processing functions needed.	Open	9 (High/High)	Mitigation- Monitor PALM scope and adjust FDOT scope as needed	No comment this period	11/01/23	Brian Boyd
Processes	PALM Response - Issues not resolved in a timely manner, FDOT not receiving clear answers from Florida PALM in a timely manner will increase the duration to perform the remediation.	Open	9 (High/High)	Conduct monthly RAID meetings and promptly escalate issues to FDOT leadership and PALM leadership	No comment this period	08/29/24	Brian Boyd
People	FDOT SMEs - Limited qualified staff availability for requirements gathering, application remediation, remediation testing, and other critical activities	Open	9 (High/High)	Request LBR funding for staff augmentation for BA and QAA positions. Prioritize the project tasks.	Actively seeking and hiring qualified personnel.	08/29/24	Brian Boyd
Processes Technology	PALM Technical - Capability to upload Excel Spreadsheets to PALM will be replacing existing FLAIR emulator scripting processes.	Open	9 (High/High)	Mitigation	Leverage batch interfaces, flat files. Recommend schedule increase in frequency.	07/19/24	Brian Boyd
Processes Data	Could we encumber against previous year budgets when we change the supplier on an encumbrance	Closed	9 (High/High)	Resolved - Rob Hicks stated this is possible.	Robert Hicks stated we could, therefore Resolved. 6/19/24	08/29/24	Brian Boyd
Data	If project category is included on a voucher, does it need project category to match on the distribution line of a purchase order (encumbrance)?	Closed	9 (High/High)	Mitigation	Identified this period	08/29/24	Brian Boyd
Data	PALM COA - Incomplete information for Object Code for understanding the Expansion Option design in advance to effectively remediate the code and replace. Also added to Questions.	Open	9 (High/High)	Mitigation	Attempting to conduct partial remediation where able, but additional efforts identified when systems need to be revisited at future segment intervals.	03/07/24	Brian Toppel
Processes Data	PALM Technical - The concept of splitting up the new PALM Accounting system into reviewable Segments is not reasonably workable with many ABS's since systems were architected from broader financial/functional perspectives. This may cause delay in remediation completion of systems as they wait for future segments to provide answers/guidance towards full remediation.	Open	9 (High/High)	Mitigation	Attempting to conduct partial remediation where able, but additional efforts identified when systems need to be revisited at future segment intervals.	08/29/24	Brian Boyd
Processes Technology Data	PALM Technical - Cannot provide ERD's or DDL for the database or files reduces the understanding of the data relationships and interfaces.	Open	9 (High/High)	Strategize - Considering building needed database infrastructure within agency with heightened risk of future changes causing greater effort.	Work continuing and will involve more manual steps since PALM will not be providing ERD or DDL files. Increase work on resource. Increase risk with manual entry.	04/02/24	Brian Boyd
Technology	PALM Technical - Not knowing the batch schedule until at least July 2025 will leave agencies little time to remediation processes as needed.	Open	9 (High/High)	It is an absolute necessity. PALM must provide this is planned and we are waiting.	New this period.	08/29/24	Mark Rissingner
Technology	PALM Applications - Knowledge Center does not provide a method for downloading all the File Layouts for the interfaces, requiring agencies to download each interface manually.	Open	9 (High/High)	It is PALM responsibility to advise the changes to ensure we recognize the correct change.	New this period.	08/29/24	Mark Rissingner
Technology	PALM Technical - The inability to efficiently enter large amounts of records via Excel uploads will incur delays due to the need to provide technical solutions for mass entry.	Open	9 (High/High)	Project costing could have a large number of records, as an example. An interface to accept our transactions in an automated fashion is needed.	New this period.	08/29/24	Mark Rissingner
Processes	PALM Estimate - Scope and schedule changes of individual remediation efforts within the program and the level of effort involved and the	Open	6 (High/Medium)	Mitigation- Monitor scope and schedule changes of individual efforts. Reassign resources as needed to avoid schedule changes. Carefully evaluate proposed	No comment this period	11/01/23	Brian Boyd

	dependencies are underestimated.			scope changes.				
Processes	FDOT Applications - Incompatibility of the processing account codes across FDOT business units could impact efforts to remediate for PALM.	Open	6 (High/Medium)	Evaluate opportunities for process standardization	No comment this period	08/29/24	Brian Boyd	
Processes Data	PALM Technical - Need balance sheet account examples and inter and intra agency funds transfer to begin data conversion preparation.	Open	6 (High/Medium)	Mitigation	Identified this period	03/07/24	Brian Boyd	
Technology Data	PALM Technical - Knowledge Center does not have version history on what was changed. It is a manual compare effort. The change log has not been updated for these interfaces. This would require agencies to check each field in every interface to implement technical changes and some changes may be missed.	Open	6 (High/Medium)	Ask PALM project to understand high level of dependency and stability interfaces require and to ensure completeness and accuracy in interface management.	New this period.	08/29/24	Mark Rissinger	
Processes Technology	FDOT Applications - The analysis of FDOT systems is complex and software components requiring remediation may be overlooked.	Open	6 (High/Medium)	Broaden the analysis as soon as possible, ensure to include SME. Applying early QA processes.	New this period.	08/29/24	Brian Boyd	
Processes	FDOT Applications - Switching from the FLAIR transactions to the internal PALM functionality may be different for our internal systems.	Open	6 (High/Medium)	As part of QA Test Plan include regression testing for internal processes.	New this period.	08/29/24	Brian Boyd	
Technology Data	PALM Technical - PALM Technical and Business Processing specifications have errors or are unclear at the lower level needed for effective remediation activities.	Open	4 (Medium/Medium)	Interface file layout and commitment control are indicators. Continue to review closely PALM materials and ask for clarifications.	Become an Issue	07/12/24	Brian Boyd	
Processes Technology Data	PALM Scope - FDOT not having a clear understanding of Readiness Workplan tasks from Florida PALM will increase the duration to perform the remediation.	Open	4 (Medium/Medium)	Attend Thursday Task Talks and Design Workshops, and research PALM configurations.	New this period.	08/29/24	Program Management	
Processes	PALM Technical - The PALM solution will not have a working model or prototype to serve as an example for the future state.	Open	4 (Medium/Medium)	Raise the request to Florida PALM. Next Touch Point, 1st week in August.	New this period.	08/29/24	Brian Boyd	
Technology	PALM Technical - PALM is unable to provide accurate data crosswalk examples, such as for the Supplier supporting multiple vendor ids for same TIN/FEIN.	Open	4 (Medium/Medium)	Request PALM for an example. Many questions, until we are shown examples to know how to convert data and place in TVI.	New this period.	08/29/24	Brian Toppel	
Processes Technology	PALM Planning — The UAT Testing period is inadequate for agencies to test their applications and determine appropriate remediation strategies.	Open	4 (Medium/Medium)	Under review for options.	New this period.	08/29/24	Program Management	
Processes	Funding - allocations may not be available through to completion for all systems.	Open	3 (Low/High)	Avoid - Document program funding requirements and communicate with FDOT leadership, Governor's office, and House/Senate staff.	Received funding, and actively monitoring	11/01/23	Brian Boyd	

FDOT Issues

Critical Operational Elements	Issue Description	Status	Priority	Resolution Plan	Reporting Period Comments or Updates	Planned or Actual Resolution Date	Owner / Coordinator
Data	Interface layouts contain errors.	Open	Critical - Impacts the ability of the agency to move forward with work without resolution	Notify PALM and work to gain clarity and accuracy on interface layouts.	Contact_Sequence_Num	05/31/24	Brian Toppel
Data	Interface schema relationship details not provided in layouts, samples, or knowledge center.	Open	Critical - Impacts the ability of the agency to move forward with work without resolution	Reaching out to PALM technical staff to gain guidance on entity relationship diagrams.	Identified this period	05/31/24	Mark Rissinger
Data	FDOT Org Code structure will currently not fit into the PALM tree structure and needs to be cleaned up.	Open	Critical - Impacts the ability of the agency to move forward with work without resolution	Tree structure must fit PALM		07/08/24	Brian Toppel
People	SME Resources limited for business processes and the technical knowledge experts are overallocated.	Open	Critical - Impacts the ability of the agency to move forward with work without resolution	The majority of the tasks for these resources are critical for others to continue with analysis or remediation.		08/29/24	Program Management
Technology	Low on mainframe available capacity and space.	Open	High - Impacts the ability of the agency to meet deadlines or milestones	Application performance in Dev and Test may be limited. Requested Ensono for increase capacity.		07/08/24	Brian Toppel
Data	Inactive COA codes not being converted.	Open	High - Impacts the ability of the agency to meet deadlines or milestones	Fiscal year(s) data requests may be limited.		07/08/24	Brian Toppel
Technology	PALM Interfaces - Not fully designed/documented, and currently defined interfaces are subject to change. FDOT is unable to accurately define impacts to our systems without complete specifications on the interfaces for supplier functionality, commitment control module, and project grants module. From Risks.	Open	High - Impacts the ability of the agency to meet deadlines or milestones	Longer duration for remediation and testing.		08/29/24	Mark Rissinger
Data	The FLAIR General Ledger contains a field named Quantity but this field does not exist in the PALM general ledger.	Open	High - Impacts the ability of the agency to meet deadlines or milestones	It is used to track work hours for payroll redistribution.		08/29/24	Brian Boyd
Processes Technology	PALM COA - The new "Account" CoA field will be replacing the GL and Object codes. FDOT needs the specifications for how to cross walk GL and object codes to Account in PALM. Delay in this information delays our ability to remediate our systems. From Risks.	Open	High - Impacts the ability of the agency to meet deadlines or milestones	Propose moving this to Issues. This risk has already occurred, and we are Accepting it with a work-around being proceeding with the best information we have been provided and our best education guesses. This is not an idea and rework is an expected impact. BP. Moved to Issue.		08/29/24	Brian Boyd
Data	Supplier TIN number can contain SSN	Open	Low - All impacts not listed as Critical or High	Software processing of the TIN and special handling of PII information may be required during the remediation.		07/08/24	Brian Toppel

FDOT Assumptions

Critical Operational Elements	Assumption	Status	Date Logged or Removed	Impacted Stakeholder(s) and/or System(s)	Reporting Period Comments or Updates
Processes	The Florida PALM Project implementation will replace current FLAIR functionality only and will not encompass the agency specific financial planning and analysis requirements of FDOT.	Logged	06/30/23	FDOT Florida PALM End Users FDOT Application Owners	Readiness Workplans will be provided by Florida PALM over the three years of the implementation process to provide guidance on the tasks and activities that are needed for the Financials and Payroll implementation waves.
Processes	The Readiness Workplan activities direct/guide the FPST	Logged	06/30/23	FDOT Florida PALM Agency	Changes in the scope and/or schedule of RW activities impact the

	Program work and tracks the progress of department specific tasks.			Liaisons FPST Program Managers	FPST Program activities.
Technology	The Florida PALM detail schedule specific to sequencing of design activities for PeopleSoft module functionality and interface designs will be available in July 2023.	Logged	06/30/23	FDOT Florida PALM Agency Liaisons FPST Program Managers	As of 1/1/24, we are still waiting for a detailed schedule. The recently provided Agency Implementation Roadmap and updates to the Readiness Workplan lack the necessary detail.
Processes	FPST work efforts meeting the FDOT guidelines for project classification will be managed as projects and follow the established project management standards mandated by 60GG-1, F.A.C.	Logged	06/30/23	FDOT Florida PALM Agency Liaisons FPST Program Managers FDOT Application Services Section Managers	No comment this period
Processes	FPST work efforts classified as operations and maintenance (O&M) will follow the established standards for O&M activities.	Logged	06/30/23	FDOT Florida PALM Agency Liaisons FPST Program Managers FDOT Application Services Section Managers	No comment this period
People	Adequate staffing, equipment, software, and hardware are primary drivers of the department's FPST Program activities.	Logged	06/30/23	Executive FPST Program Sponsors Chief Information Officer	No comment this period
Processes	Sufficient recurring Legislative Budget Request (LBR) funding will be released to complete FPST efforts.	Logged	06/30/23	Executive FPST Program Sponsors FDOT Florida PALM Agency Liaisons FPST Program Managers	Funding received December, 2023
People	Due to the overallocation of FDOT key subject-matter resources, hiring consultants and other resources to augment the FPST Program is essential for the department's continuity of operations and successful transition to the Florida PALM solution.	Logged	06/30/23	Executive FPST Program Sponsors	No comment this period
Processes	Additional appropriation is required to successfully complete required remediation efforts to align with the Florida PALM January 2026 implementation date for the Financial and Payroll Waves.	Logged	06/30/23	Executive FPST Program Sponsors FDOT Florida PALM Agency Liaisons FPST Program Managers	No comment this period
Processes	FDOT has extensive dependencies on Solution Design deliverables from the Florida PALM Project.	Logged	06/30/23	FDOT Florida PALM Agency Liaisons FPST Program Managers	The current Florida PALM schedule has several to-be-determined schedule placeholders. FDOT needs schedule detail specific to the Florida PALM solution modules to accurately map dependencies and activities for remediation efforts.
Processes	Staff resources are assigned to multiple workstreams and may have limited availability for FPST activities. Scheduling and resourcing for the FPST Program must take into consideration the department's annual operational schedule to minimize interference with development and delivery of the Work Program and required activities for the state and federal fiscal year-end closings.	Logged	06/30/23	Executive FPST Program Sponsors	No comment this period
Technology	Expansion Options being replaced by Speed Keys will require interface and design guidance with adequate availability for review and integration.	Logged	11/01/23	FDOT Florida PALM Agency Liaisons FPST Program Managers	No comment this period
People Technology	Excel spreadsheet uploads will be easily entered into PALM by business users.	Logged	02/20/24	FDOT End Users	Capability will need to be tested and training, if workable, provided.
People Processes Technology Data	Employees will not need PALM logins to access W2s and Paystubs or to update W4 information.	Logged	03/07/24	Everyone	Payroll concern
Processes Technology Data	GL last two digits are expense classifications, needed in PALM, expecting solution. Assumption is PALM will give us solution to capture expense classification.	Logged	04/05/24	Everyone	
Data	Previous year adjustments report exclusion needed, PALM expected to provide	Logged	04/05/24	Everyone	
Technology Data	CFDA number storage location needed in PALM for expenditure of grants	Logged	04/05/24	FDOT Florida PALM Agency Liaisons FPST Program Managers	workaround would be to leverage OA fields and create data relationships.
Processes Technology	OA1 and OA2 will fully remain agency specified. This will ensure that PALM will not be using these fields for any PALM functionality that could conflict with other agency's usage of OA1 or OA2.	Logged	07/08/24	Finance Users	
Technology	MFMP - System integration between MFMP and PALM is not operational and may introduce incompatibility items to for FDOT.	Logged	07/08/24	MFMP Users	
Technology	People First - System integration between People First and PALM is not operational and may introduce incompatibility items for FDOT.	Logged	07/08/24	Payroll and HR	

FDOT Agency-Specific Readiness Activities

Critical Operational Elements	Activity Description	Date(s)	Impacted Stakeholder(s) and/or System(s)	Objective	Reporting Period Comments or Updates
People Processes Technology	Review of Current Operational Workplan meeting	08/30/24	FDOT Florida PALM System Transition Team	Review of Current Operational Workplan meeting	Revised and reviewed.
Technology	Implementation of COA changes in PALM FDOT test environment	08/30/24	FDOT Florida PALM System Transition Team, Florida PALM end users	Implementation of COA changes in PALM FDOT test environment	
People Processes Technology	Vendor Playbook for PALM meeting	08/30/24	FDOT Florida PALM System Transition Team	Vendor Playbook for PALM meeting	Meeting held and completed
Technology Data	Chart of Account System Analysis by Database Programs	08/30/24	FDOT Florida PALM System Transition Team	May-Aug 24	
Technology	FPST Infrastructure Environments Meeting	08/30/24	FDOT Florida PALM System Transition Team	Discuss infrastructure environment needs for PALM.	Completed
People Processes Technology	SAMAS Table Processing:Vendor Knowledge Transfer meeting	08/30/24	FDOT Florida PALM System Transition Team; FDOT End Users	Covered transition activities.	completed
People	FPST Resource and Reporting activities	08/30/24	FDOT Florida PALM System Transition Team	Resource and reporting efforts. Spend plan for OIT FPST resources. Planning for next fiscal year. May-July ongoing activity.	In Progress
Technology	Continuing design, build, and population of remediation infrastructure.	08/30/24	FDOT Florida PALM System Transition Team, Florida PALM end users	Continuing design, build, and population of remediation infrastructure.	In Progress
Data	RW Task 514 - Complete Data Readiness Analysis and Data Cleansing Activities for Segments I and II	08/30/24	FDOT Florida PALM System Transition Team	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.	In progress - Completed as much as possible with current Segment information. Needing Segment IV feedback for completion, GL Account information, Budget information, Vendor information, and more. - Reimagining the way we plan to use OCA1/OCA2 in PALM - Anticipated completion in early October

Technology Data	3 New 8.6 GEN COM Bridge and HIS windows servers built. Implemented HIS and GEN Version 8.6 scheduled on 3/16	08/30/24	FDOT Florida PALM System Transition, Florida Department of Transportation	Resolved ongoing technical issues impacting the Florida PALM System Transition with this upgrade.	Completed PALM Environments established, as needed
Technology	Continued the analysis, planning, and development efforts for the Department's Electronic Estimate Disbursement (EED) system.	08/30/24	FDOT Florida PALM System Transition Team, End Users, SME's	Assess business continuity risks with the current architecture, identify major system dependencies, and inform the assessment of future state solutions to modernize EED.	Weekly EED project meeting series Tuesdays March-May 2024.
People	SOW Drafting and Hiring Activities for Additional FPST resources	08/30/24	FDOT Florida PALM System Transition Team	SOW Drafting and Hiring Activities for Additional FPST resources. March-May 2024.	All resources have been hired and assignments made.
People Processes Technology Data	Bi-Weekly Payroll Analysis Stand Up	08/30/24	FDOT Florida PALM System Transition Team, SME's	A bi-weekly meeting series to check in on status of PPS PALM analysis documentation and any roadblocks.	Reviewing interface changes and known impacts.
Technology Data	Meetings/Collaboration to Draft PALM Environment Needs	08/30/24	FDOT, FDOT Florida PALM System Transition Team, 3rd party vendors- NWRDC, Ensono		Completed PALM Environments established, as needed
Technology	Meeting with NWRDC-PALM Environment Request	08/30/24	FDOT Florida PALM System Transition Team, 3rd party vendor-NWRDC, Ensono	Review the request for 8 servers and 3 configuration changes with NWRDC resources.	Completed PALM Environments established, as needed
Technology Data	Meetings/Collaboration to Draft PALM Environment Needs	08/30/24	FDOT, FDOT Florida PALM System Transition Team, 3rd party vendors- NWRDC, Ensono	May-July 2024.	Completed PALM Environments established, as needed
People Processes Technology Data	Payroll Distribution analysis workgroups	08/30/24	FDOT Florida PALM System Transition Team, SMEs	Analysis of PPS Payroll system for current state, PALM impacts, and to-be state.	Continued analysis of Personnel Payroll System during reporting period May-July 2024 with emphasis on data tables for development environment.
People Processes Technology	Weekly vendor status update meetings	08/30/24	FDOT Florida PALM System Transition Team, SMEs	May-June 30.	Weekly meeting to discuss work completed and work planned.
Processes	RW Task 515 - Identify Change Impacts and Update Agency Business Process Documentation for Segments I and II	08/30/24	FDOT Florida PALM System Transition Team	Review Segment I and II resources; identify changes to people, process, technology, and data and update current state business process documentation.	Completed as much as possible with current Segment information. All documentation processes have been completed for FLAIR data. FDOT is aware of all PALM Chart of Account changes, and in the process updating FDOT Financial Systems.
Processes Technology Data	RW Task 519 - Remediate Agency Business Systems based on Segment I	08/30/24	FDOT Florida PALM System Transition Team	Complete agency business system internal build and unit testing activities based on agency business system documentation updates for Segment I.	In progress - The concept of splitting up the new PALM Accounting system into reviewable Segments is not reasonably workable with many ABS's since systems were architected from broader financial perspectives. FDOT is planning to complete remediation tasks at once rather than in segment order.
Data	RW Task 526 - Complete Data Readiness Analysis and Data Cleansing Activities for Segment III	08/30/24	FDOT Florida PALM System Transition Team	Review Segment III resources for change impacts to agency data and evaluate current state data readiness. Update agency data cleansing plan and complete data cleansing activities.	Planning to complete as much as possible with current Segment information. Needing Segment IV feedback for completion.
People Processes Technology Data	RW Task 527 - Identify Change Impacts and Update Agency Business Process Documentation for Segment III	08/30/24	FDOT Florida PALM System Transition Team	Review Segment III resources; identify changes to people, process, technology, and data and update current state business process documentation.	Completed, FDOT has informed the impacted Business Areas of Chart of Accounts changes to their processes.
Technology	RW Task 528 - Update Agency Business System Documentation for Segment III	08/30/24	FDOT Florida PALM System Transition Team	Review Segment III resources; update agency business system documentation including functional requirements, technical requirements, and test cases.	Awaiting resubmission verification from 8/29. Completed the ABS system documentation column for Seg III.
Data	RW Task 529 - Update Florida PALM Conversion Inventory for Segment III	08/30/24	FDOT Florida PALM System Transition Team	Review Segment III resources; identify and document conversion needs for Florida PALM implementation.	Task completed on 7/8, verified on 7/10.
Processes Technology Data	RW Task 530 - Update Florida PALM Interface Inventory for Segment III	08/30/24	FDOT Florida PALM System Transition Team	Review Segment III resources; identify and document interface needs for Florida PALM implementation.	Task completed on 7/8, verified on 7/10.
Processes Technology Data	RW Task 531 - Remediate Agency Business Systems based on Segment II	08/30/24	FDOT Florida PALM System Transition Team	Complete agency business system internal build and unit testing activities based on agency business system documentation updates for Segment II.	Segment delineations do not match with blended business system functionality. FDOT is planning to complete remediation tasks at once rather than in segment order.
People	RW Task 535-Update Workforce Readiness Plan	08/30/24	FDOT Florida PALM System Transition Team, Florida PALM	Update Workforce Readiness Plan based on End User Survey results.	In final review stage, planning to complete by 9/13.
People Processes Technology Data	RW Task 536-A Create Agency Specific User Acceptance Testing Plan	08/30/24	FDOT Florida PALM System Transition Team, Florida PALM	Prepare a plan for agency participants to engage in User Acceptance Testing, develop agency testing scripts and materials and test all business processes. Establish testing objectives, scope, key activities and agency roles and responsibilities.	Plan created and task completed on 8/26.
People	RW Task 537-Update Authorized Smartsheet Users	08/30/24	FDOT Florida PALM System Transition Team	Review, update and confirm authorized users' access to all Florida PALM Smartsheet resources.	Updated and Submitted 7/8/24.
People Processes	RW Task 538-Submit Bi-Monthly Agency Readiness Status Report	08/30/24	FDOT Florida PALM System Transition Team, Florida PALM	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.	Updated and Submitted 7/12/24.
People Processes	RW Task 539-Manage Agency Specific Implementation Schedule, Risks and Issues	08/30/24	FDOT Florida PALM System Transition Team	Actively manage your agency's project activities including iterative updates to agency-specific project schedule and manage agency-unique risks and issues.	Updated and Submitted 8/29/24.
People	RW Task 540 - Share Florida PALM Updates	08/30/24	FDOT Florida PALM System Transition Team, FDOT Leadership, District Teams, End Users	Share Florida PALM updates and agency progress with key agency stakeholders.	Completed and submitted on 7/30/24
Data	RW Task 541-A - Complete Configuration Workbooks for Segment IV	08/30/24	FDOT Florida PALM System Transition Team, Business Owners	Confirm agency-specific configurations for Segment IV. Provide the agency-specific configurations needed for Project Costing (PC), if any.	Work in progress, anticipated completion by 9/20
Data	RW Task 541-B - Complete Configuration Workbooks for Segment IV	08/30/24	FDOT Florida PALM System Transition Team, Business Owners	Confirm agency-specific configurations for Segment IV. Provide the agency-specific configurations needed for Cash Management (CM). Select Agencies: AHCA, APD, COM, DBPR, DCF, DEP, DFS, DLA, DOH, EOG, FDACS, FDLE, FDOT, HSMV, JAC, LEG.	Work in progress, anticipated completion by 9/20
Data	RW Task 542 - Complete Data Readiness Analysis and Data Cleansing Activities for Segment IV	08/30/24	FDOT Florida PALM System Transition Team, Technical and Database Leads	Review Segment IV resources for change impacts to agency data and evaluate current state data readiness. Update agency data cleansing plan and complete data cleansing activities.	Work in progress
People Processes Technology Data	RW Task 543 - Identify Change Impacts and Update Agency Business Process Documentation for Segment IV	08/30/24	FDOT Florida PALM System Transition Team	Review Segment IV resources; identify changes to people, process, technology, and data and update current state business process documentation.	Work in progress
Processes Technology	RW Task 544 - Update Agency Business System Documentation	08/30/24	FDOT Florida PALM System Transition Team	Review Segment IV resources; update agency business system documentation including functional	Work in progress

	for Segment IV			requirements, technical requirements, and test cases.	
Data	RW Task 545-A - Update and Finalize Florida PALM Conversion Inventory for Segment IV	08/30/24	FDOT Florida PALM System Transition Team, Business Owners	Review Segment IV resources; identify and document conversion needs for Florida PALM implementation.	Work in progress
Data	RW Task 545-B - Update and Finalize Florida PALM Conversion Inventory for Segment IV - Projects (PCC001)	08/30/24	FDOT Florida PALM System Transition Team, Business Owners	Provide the agency-specific conversion values needed for Projects (PCC001).	Completed: Project conversion information shared.
Technology Data	RW Task 546 - Update Florida PALM Interface Inventory for Segment IV	08/30/24	FDOT Florida PALM System Transition Team	Review Segment IV resources; identify and document interface needs for Florida PALM implementation.	Work in progress
Processes Technology Data	RW Task 547 - Remediate Agency Business Systems based on Segment III	08/30/24	FDOT Florida PALM System Transition Team	Complete agency business system internal build and unit testing activities based on agency business system documentation updates for Segment III.	Started and in progress, although segment delineations do not match with blended business system functionality. FDOT is planning to complete remediation tasks at once rather than in segment order.
Technology	RW Task 548 - Identify and Confirm File Managers	08/30/24	FDOT Florida PALM System Transition Team, Technical Leads	Provide File Manager contact information in preparation of connectivity testing.	Completed: File Managers identified and confirmed
People Processes	RW Task 549 - Submit Training Survey	08/30/24	FDOT Florida PALM System Transition Team, Training Leads	Complete the training survey to identify Train the Trainer participants within your agency, if any.	Task started and in progress
People Technology	RW Task 536-B - Create Agency Specific User Acceptance Testing Plan	08/30/24	FDOT Florida PALM System Transition Team, QA Leads	Prepare a plan for agency participants to engage in User Acceptance Testing, develop agency testing scripts and materials and test all business processes. Identify key components of test execution including test management.	Work in progress
Data	RW Task 541-C - Complete Configuration Workbooks for Segment IV	08/30/24	FDOT Florida PALM System Transition Team, Business Owners	Confirm agency-specific configurations for Segment IV. Provide the agency-specific configurations for Payroll (PR) and SpeedKey.	Work in progress
Technology	RW Task 550-A - Provide Public IP Address and Select Technical Meeting Time	08/30/24	FDOT Florida PALM System Transition Team, Technical Leads	Provide the public IP address(es) for your agency that will be used for connectivity and interface testing with the Florida PALM MFT Server test environment. Select a meeting time for your agency-identified File Managers to meet with the Florida PALM Technical Team to exchange credentials and access the Florida PALM MFT Server.	Completed: IP Addresses shared and meeting scheduled.
People Processes Technology Data	RW Task 551 - Submit Bimonthly Agency Readiness Status Report	08/30/24	FDOT Florida PALM System Transition Team	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.	Work in progress, complete soon :)
People Processes Technology Data	RW Task 552 - Manage Agency Specific Implementation Schedule, Risks and Issues	08/30/24	FDOT Florida PALM System Transition Team	Actively manage your agency's project activities including iterative updates to agency-specific project schedule and manage agency-unique risks and issues.	Risk management in progress
Technology	RW Task 550-B - Participate in Technical Meeting to Receive Credentials and Access	08/30/24	FDOT Florida PALM System Transition Team, Technical Leads	For agencies who plan to send or pick up interface files from Florida PALM for the Financials and Payroll implementation, agency-identified File Managers are required to participate in a virtual meeting. During this meeting the Florida PALM Technical Team will provide credentials and confirm their agency's access to the Florida PALM MFT Server in preparation for future interface testing activities.	Completed: Meeting conducted and credentials received
People Processes Technology Data	FPST Internal Workgroup Meetings	08/30/24	FDOT Florida PALM System Transition Team	Weekly workgroup meetings are to discuss, deep-dive, and document all efforts/tasks related to PALM readiness.	June-August 2024 weekly.
Processes Technology Data	Weekly OOC - BSSO Staff Meeting	08/30/24	FDOT FPST Team FDOT PALM End Users	Provide status update on readiness task and remediation status	Met weekly during reporting period July-Sept 2024
People Processes	Workforce Readiness Team Monthly Pulse Check Meetings	08/30/24	FDOT Florida PALM System Transition Team; FDOT End Users	Evaluate progress and direction for workforce related efforts toward remediation and preparation for PALM	Met monthly June-August
People Processes Technology	Florida PALM/FDOT touchpoint meeting	08/30/24	FDOT Florida PALM System Transition Team, Florida PALM	This is a recurring monthly Florida PALM Readiness touchpoint meeting between your agency's Change Champion Network (CCN) and your Readiness Coordinator, Felicia Hall. You have been invited to this meeting because your agency has identified you as a Primary or Back-up CCN member to support Florida PALM related activities.	June-August 2024
People Processes Technology	FL PALM Interfaces Weekly Meeting	08/30/24	FDOT Florida PALM System Transition Team	Weekly meeting with vendor, to review work items related to interfaces.	June-August 2024
People Processes Technology	Florida PALM FDOT Touchpoint Agenda Meeting	08/30/24	FDOT Florida PALM System Transition Team	prepare for PALM touchpoint meeting.	June-August 2024
People Processes Technology	Continue bi-weekly meeting series for Florida PALM Readiness Work Tasks Update.	08/30/24	FDOT Florida PALM System Transition Team	Bi-weekly meeting with OOCand OIT program and project managers to assign and review efforts for RW task completion.	Met during reporting period June-August 2024
Processes Technology Data	Meeting with Vendors to consider options for accelerating PALM readiness through technology solutions.	08/30/24	FDOT Florida PALM System Transition Team	Consider and evaluate technology solutions that may increase quality, reduce overall effort, and support steps towards PALM remediation.	Met with vendors during reporting period June-August 2024
People Processes	PALM Resource Revision Meetings, Interviews, and onboarding of staff augmentation positions.	08/30/24	FDOT Florida PALM System Transition Team	Assess resource needs and hire staff for progressing towards PALM analysis and remediation.	July-Sept 2024 - Twenty Three new resources were on-boarded and we are in the process of hiring more.
People Processes Technology Data	FDOT Change Champion Network Meeting	08/30/24	FDOT Florida PALM System Transition Team, Subject Matter Experts, Florida PALM End Users	A meeting with Change Champion networkers to discuss Project Schedule, District Communications, Remediation Playbook, Project Staffing, Project Management Approach - Agile, Workforce Readiness-Training Survey, OOC Mainframe Clean-up, Agency Specific Test Plan, Question Log, Segment IV Design, Q&A	Meeting on 7/30, next meeting in October
People Processes Technology Data	PPS System Remediation	08/30/24	FDOT Florida PALM System Transition Team, SME's	Sunset the end-user screen. Move ETL processes to Enterprise Solution	Moving partially to separate system, expanded team, identifying requirements for Enterprise ETL for PPS tables.
People Processes Technology Data	Weekly FDOT Planning and Stand Up Meeting	08/30/24	FDOT Florida PALM System Transition Team, SME's	weekly stand up covering all areas of the program.	June-August 2024 weekly.
Processes Technology Data	Landing Zone internal workgroups and implementations	08/30/24	FDOT Florida PALM System Transition Team, SMEs	Landing Zone internal workgroups and implementations efforts towards preparation of interface ingest system.	Landing Zone table design complete per PALM Outbound Files as of June. Cannot complete and close until all outstanding questions have been answered and PALM design complete. Significant work to do on Supplier information and notifications

People Processes Technology Data	Technology Transformation Weekly Status Review Meetings	08/30/24	FDOT Florida PALM System Transition Team	Weekly, half-hour sessions to review Transformation status report for the PALM remediation support effort.	Continued weekly through reporting period
Technology Data	Implementation of Account COA in test server environment	08/30/24	FDOT Florida PALM System Transition Team	Implementation of Account COA in test server ZUNIT01 environment	Ongoing July-Sept 2024.
People Processes	Created FDOT Workforce Readiness team	08/30/24	FDOT Florida PALM System Transition Team; FDOT End Users	Conduct workforce related efforts for communication, direction, training, and associated deliverables towards analysis of resources, efforts, and knowledge gaps.	Team led by FDOT Office of Change Management
People	PALM Budget Planning Meeting for FY 24 and FY 25	08/30/24	FDOT Florida PALM System Transition Team	PALM Budget/ resource Planning Meeting for FY 24 and FY 25	
Processes	Azure DevOps Technical user story review	08/30/24	Subject Matter experts, Florida PALM System Transition Team	Discuss user stories	Regularly conducted for various ABS, such as RPS, CFM, PCM, ARI, and others
Processes Technology Data	Continued analysis of the current use of Expansion Option and Expansion Set by the Department's computing assets to transition to the Florida PALM Speed Charts/SpeedKey and Speed Types (a.k.a. Accounting Tags) functionality.	08/30/24	FDOT Florida PALM System Transition Team, subject matter experts	Reduce the number of Speed Chart and Speed Types that will be required in the Florida PALM solution. Discussion on the design of the 10 character SpeedKey name, and how they will be used in applications.	Continued discussions during reporting period July-Sept 2024
Technology Data	Infrastructure Tasks	08/30/24	FDOT Florida PALM System Transition Team	Chart of Account analysis, Data structure changes, data cleansing for legacy Chartfield attributes	July-Sept 2024.
People Technology Data	Weekly Application Services System Remediation Stand Up	08/30/24	FDOT Florida PALM System Transition Team	A weekly meeting series to check in on the status and roadblocks for the GEN code analysis and remediation.	July-Sept 2024 weekly
People	Onboard new resources	08/30/24	FDOT Florida PALM System Transition Team	Onboarding new staff aug. to FPST project	July-Sept 2024
Technology Data	Expansion Option Analysis	08/30/24	FDOT Florida PALM System Transition Team, SME's	In-depth analysis of DB2, mainframe, and Azure tables for Expansion Option impacts.	Continued through reporting period July-Sept 2024. Assessing range of impact across business systems and changes for accommodating SpeedKeys.
People	FPST Resource and Reporting activities	08/30/24	FDOT Florida PALM System Transition Team	Resource and reporting efforts. Spend plan for OIT FPST resources. Planning for next fiscal year.	Meetings conducted in August towards preparation for 25-26 funding needs.
People Processes Technology Data	Payroll Distribution analysis workgroups	08/30/24	FDOT Florida PALM System Transition Team, SMEs	Analysis of PPS Payroll system for current state, PALM impacts, and to-be state.	Continued analysis of Personnel Payroll System during reporting period July-Sept 2024 with emphasis on screen usage for development environment.
Technology	Launch Pad planning and development	08/30/24	FDOT Florida PALM System Transition Team, Florida PALM end users	Location for data packages to be collected and sent to PALM Inbound interfaces.	Planning and development efforts continued July-Sept 2024.Recent focus on database tables creation and framed structure of launch control application.
People	Review candidates' resumes and work samples, interviews, and onboard new resources	08/30/24	FDOT Florida PALM System Transition Team	resourcing and onboarding activities to FPST project	July- Aug 2024
People Processes Technology	Florida PALM IV&V Agency Tasks and Risks Outreach	08/30/24	FDOT Florida PALM System Transition Team, Florida PALM	The Florida PALM IV&V seek to understand how your Agency interacts with two aspects of readiness activities. The first aspect is how your Agency prepares for and completes Readiness Workplan tasks and the second is how your Agency manages risks and issues.	Last meeting was on 8/30/2024
Technology	Continued the impact analysis and remediation of the Office of Work Program and Budget (OWPB) owned computing assets.	08/30/24	Multiple	Ensure OWPB systems continue to function after PALM implementation.	Regular meetings and efforts to continue analysis
Processes Technology Data	FDOT Interfaces Mapping Session Meetings	08/30/24	FDOT Florida PALM System Transition Team, Florida PALM End Users	Discuss mapping of interfaces and how we will document them via user stories.	Various meetings held weekly, including but not limited to interfaces in ARI, POI, IUI, and GLI.
People Processes Technology Data	PALM Thursday Task Talks	08/30/24	Florida PALM, FDOT Florida PALM System Transition Team	PALM RW task talks moved to Thursdays. PALM gives guidance on readiness workplan tasks.	7/11,7/18,8/1,8/8,8/22,9/5
People Processes Technology Data	PALM / DIMM leadership meeting	08/30/24	FDOT Florida PALM System Transition Team, Executive Leadership	Meeting with sponsor to discuss PALM status updates, issues, etc.	Meetings continue monthly July-Sept 2024
People Processes	OWPB Review Meeting	08/30/24	FDOT Florida PALM System Transition Team	OWPB Review Meeting	Regular meetings and efforts to continue analysis July-Sept 2024
People Processes	FPST Budget and Task Tracking meeting for FY 25-26	08/30/24	FDOT Florida PALM System Transition Team	Tracking and preparation for FPST Budget and Tasks	July-Sept 2024 regular meetings in preparation for LBR.
People Processes Technology	Monthly RAID log meetings	08/30/24	FDOT Florida PALM System Transition Team	RAID log meetings	Met monthly July-Sept 2024
People	WBS and Dev Ops Planning	08/30/24	FDOT Florida PALM System Transition Team	Work breakdown structure, Dev Ops work effort planning efforts for Florida PALM.	The draft FDOT PALM Implementation Schedule resource leveling of the WBS work packages is being updated based on the remediation process tasks.
People Processes Technology Data	Weekly PALM Technical Discussion meetings	08/30/24	FDOT Florida PALM System Transition Team; FDOT End Users	Weekly PALM Technical Discussion meetings	Met weekly July-Sept 2024
People Processes	Created District Agency Readiness Teams	08/30/24	FDOT District Employees	Raise Workforce Readiness at district Offices	Completed this period
People Processes	Reviewed Survey results and updated plans to raise awareness and participation throughout the agency.	08/30/24	Finance and Change Management Office	Raise awareness and improve readiness	Plan updated, efforts to create awareness distributed (posters, flyers), and implementation to continue.
People Processes	Updated the resource allocation plan	08/30/24	FDOT Florida PALM System Transition Team	Once we receive funding we want to maximize utilization of our resource so we developed a plan and assigned new project resources for the 24/25 fiscal year.	July-Sept progress and plan is nearly complete.
People Processes Technology Data	Documentation for Cost Allocation and Payroll Distributon	08/30/24	Everyone	To document the FDOT Cost Allocation and Payroll Distribution processes and develop a plan for system remediation.	Documentation continues during July-Sept 2024.
People Processes Technology Data	Federal Programs Management	08/30/24	Federal Programs	To analyze the 59,474 mainframe flat files association with our federal programs management system to determine if any of them can be archived and are no longer needed.	This process is about 35% complete
People Processes Technology	• FL PALM Design Sessions- meeting	08/30/24	FDOT Florida PALM System Transition Team, Technical Leads	Cash Checking Statewide and Agency ChartField Values Allotments Budget Structures/Transactions	o August 27-29 (Payroll Management) Design Meetings (myfloridacfo.com) o Tallahassee State College and virtually o Only six attendees o September 10-12 (10th: Carry/Certify Forward & Budget Close, 11-12th: Acct. Mgt & Financial Reporting)
People Processes Technology	FL PALM Advisory Council- meeting	08/30/24	FDOT Florida PALM System Transition Team, Technical Leads	The Florida PALM Advisory Council reviews business process models during the design phase of the Florida PALM project. The council's review meetings are the final chance for agencies to provide feedback before the business process models are finalized	July and August were canceled. Next one is seclued September 18

People	Develop FDOT PALM Communication Plan	08/30/24	FDOT Florida PALM System Transition Team	Create comprehensive FDOT PALM Communication Plan to guide the project for increasing awareness, distributing key information, and building an educated, updated workforce.	Under executive level review.
People Processes Technology Data	Florida PALM Segment IV Design Workshops	08/30/24	FDOT Florida PALM System Transition Team	Review Segment IV Designs from PALM.	7/23-25, 8/13-15, 8/27-28, 9/10-12
People Processes	District Readiness Plan Creation	08/30/24	FDOT District Employees	Districts are to create their own tailored readiness plans as preparation for PALM.	Started this period and in progress.

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

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FDOT Status Report Confirmation

Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
July - August 2024	Lisa Saliba	lisa.saliba@dot.state.fl.us	09/13/24
May - June 2024	Lisa Saliba	lisa.saliba@dot.state.fl.us	07/12/24
March - April 2024	Lisa Saliba	lisa.saliba@dot.state.fl.us	05/13/24
January - February 2024	Lisa Saliba	lisa.saliba@dot.state.fl.us	03/11/24

Helpful Links

- Dashboard Snapshots
- Knowledge Center
- Florida PALM Workbook for FSDB
- Readiness Workplan

FSDB Status Report Dashboard

Reporting Period

July - August 2024

Agency Sponsor

Tracie Snow

Click on the various statistics or dials to view the supporting information within your agency's Smartsheet Florida PALM Workbook.

CCN Composition



The Change Champion Network dial reflects the completeness of your CCN makeup.

Change Champion Network:

- Unique Filled Role = 4
- Duplicate Filled Role = 12
- Vacant Role = 0

RW Task Completeness



The Readiness Workplan Tasks Completeness dial reflects the completeness of your agency's submission of RW tasks, starting with RW Task 512.

RW Task Completeness:

- Score = 81.79%**
- Submitted Complete = 16
 - Submitted Incomplete = 2
 - Completed After Submission = 10

RW Task Timeliness



The Readiness Workplan Tasks Timeliness dial reflect the timeliness of your agency's submission of all RW tasks to date.

RW Task Timeliness:

- Score = 97.06%**
- Submitted On Time = 41
 - Submitted Late = 8
 - Pending Submission = 0

Project-led Meeting Participation



The Participation dial reflects your agency's attendance at Project-led meetings during the current reporting period.

Meeting Participation:

- Meetings Attended = 5
- Meetings Missed = 6

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
N/A	Processes	527	Identify Change Impacts and Update Agency Business Process Documentation for Segment III	04/15/24	07/12/24	100% - Submitted	07/03/24	We use FLAIR directly and do not have agency interfaces	Submission Complete	
N/A	Technology	528	Update Agency Business System Documentation for Segment III	04/15/24	07/12/24	100% - Submitted	07/03/24	We use FLAIR directly and do not have agency interfaces	Submission Complete	
Indirect	Technology	530	Update Florida PALM Interface Inventory for Segment III	04/15/24	07/12/24	100% - Submitted	07/03/24	We use FLAIR directly and do not have agency interfaces	Submission Complete	
N/A	Data	526	Complete Data Readiness Analysis and Data Cleansing Activities for Segment III	04/29/24	07/12/24	100% - Submitted	07/03/24	We use FLAIR directly and do not have agency interfaces	Submission Complete	
Indirect	Technology	529	Update Florida PALM Conversion Inventory for Segment III	04/29/24	07/12/24	100% - Submitted	07/03/24	We use FLAIR directly and do not have agency interfaces	Submission Complete	
N/A	Technology	531	Remediate Agency Business Systems based on Segment II	04/29/24	09/27/24	100% - Submitted	07/03/24	We use FLAIR directly and do not have agency interfaces	Submission Complete	
N/A	People	535	Update Workforce Readiness Plan	06/17/24	08/02/24	Pending Resubmission	07/03/24		Submission Incomplete	07/18/24
Indirect	People	536-A	Create Agency Specific User Acceptance Testing Plan	06/17/24	08/16/24	100% - Submitted	08/06/24	The plan is attached as a file to this row at the far left - JFW	Submission Complete	08/22/24
N/A	People	537	Update Authorized Smartsheet Users	06/24/24	07/12/24	100% - Submitted	07/03/24		Submission Complete	
N/A	N/A	538	Submit Bimonthly Agency Readiness Status Report	07/01/24	07/12/24	100% - Submitted	07/11/24		Submission Complete	
N/A	N/A	539	Manage Agency Specific Implementation Schedule, Risks and Issues	07/01/24	08/29/24	100% - Submitted	09/04/24	PALM is our project schedule. We do not have another. When PALM is ready we will use it.	N/A	
N/A	People	540	Share Florida PALM Updates	07/15/24	07/26/24	100% - Submitted	08/06/24	PALM updates and status have been shared with agency stakeholders, see attached file.	Submission Complete	08/22/24
Direct	Data	541-A	Complete Configuration Workbooks for Segment IV	07/22/24	09/06/24	100% - Submitted	09/10/24	We do not use agency interfaces to PALM	Submission Complete	
N/A	Data	542	Complete Data Readiness Analysis and Data Cleansing Activities for Segment IV	07/22/24	10/18/24					
N/A	Processes	543	Identify Change Impacts and Update Agency Business Process Documentation for Segment IV	07/22/24	10/18/24					
N/A	Technology	544	Update Agency Business System Documentation for Segment IV	07/22/24	10/18/24					
Direct	Technology	545-A	Update and Finalize Florida PALM Conversion Inventory for Segment IV	07/22/24	10/18/24					
Direct	Technology	545-B	Update and Finalize Florida PALM Conversion Inventory for Segment IV - Projects (PCC001)	07/22/24	08/23/24	100% - Submitted	08/22/24	We use the Projects field only intermittently. It is not important to convert them.	Submission Complete	08/22/24
Direct	Technology	546	Update Florida PALM Interface Inventory for Segment IV	07/22/24	10/18/24					
N/A	Technology	547	Remediate Agency Business Systems based on Segment III	07/22/24	12/13/24	100% - Submitted	09/10/24	We do not use agency interfaces to PALM	Submission Complete	
Direct	Technology	548	Identify and Confirm File Managers	08/06/24	08/16/24	100% - Submitted	08/16/24	We do not use agency interfaces to PALM	Submission Complete	09/04/24
Direct	People	549	Submit Training Survey	08/12/24	09/20/24	Pending Resubmission	09/10/24	Not applicable	Submission Incomplete	
Indirect	People	536-B	Create Agency Specific User Acceptance Testing Plan	08/19/24	10/11/24					
Direct	Data	541-C	Complete Configuration Workbooks for Segment IV	08/26/24	09/27/24					
N/A	N/A	551	Submit Bimonthly Agency Readiness Status Report	08/30/24	09/11/24	100% - Submitted	09/17/24		Submission Complete	
N/A	N/A	552	Manage Agency Specific Implementation Schedule, Risks and Issues	08/30/24	10/31/24				N/A	

People	Processes	Technology	Data
The staff and stakeholders affected by your agency's transition to Florida PALM.	The sequence of procedures to accomplish a business objective.	The applications or tools used to process, track, or report on financial operations.	Information used in or produced from an agency's financial business operations.
<p>Implementation:</p> <p>Planned Florida PALM End Users = 11</p> <ul style="list-style-type: none"> Business Process Groupings = 13/13 <p>Identified Subject Matter Experts = 5</p> <p>SMEs by Business Process Grouping</p> <ul style="list-style-type: none"> Account Mgmt. and Financial Reporting = 2 Accounts Receivable = 2 Asset Accounting and Mgmt. = 2 Banking = 2 Budget Mgmt. and Cash Control = 2 Contracts Mgmt. = 2 Disbursements Mgmt. = 2 Grants Mgmt. = 2 Inter/IntraUnit Transactions = 2 Payroll Mgmt. = 5 Projects Mgmt. = 2 Revenue Accounting = 2 System Access and Controls = 2 <p>Role Mapping = TBD</p> <p>Training = TBD</p>	<p>Current-State:</p> <p>Cataloged Business Processes = 7</p> <ul style="list-style-type: none"> Related Business Systems = 1 Related Reports = 65 <p>Documentation Status:</p> <ul style="list-style-type: none"> Complete = 7 Partial = 0 Not Started = 0 <p>Implementation:</p> <p>Impacted Agency Business Processes = 7</p> <ul style="list-style-type: none"> Related Business Process Groupings = 7 <p>Planned Spreadsheet Uploads = 0</p> <p>Level of Impact: People Changes</p> <ul style="list-style-type: none"> High = 0 Medium = 0 Low = 0 None = 7 Uncertain = 0 <p>Level of Impact: Processes Changes</p> <ul style="list-style-type: none"> High = 0 Medium = 0 Low = 0 None = 7 Uncertain = 0 <p>Level of Impact: Technology Changes</p> <ul style="list-style-type: none"> High = 0 Medium = 0 Low = 0 None = 7 Uncertain = 0 <p>Level of Impact: Data Changes</p> <ul style="list-style-type: none"> High = 0 Medium = 0 Low = 0 None = 7 Uncertain = 0 <p>Segments I & II Documentation Update Status</p> <ul style="list-style-type: none"> Not Started = 0 In Progress = 0 Complete = 7 <p>Segment III Documentation Update Status</p> <ul style="list-style-type: none"> Not Started = 0 In Progress = 0 Complete = 7 	<p>Current-State:</p> <p>Cataloged Business Systems = 1</p> <ul style="list-style-type: none"> Criticality: High = 0 Med = 0 Low = 0 None = 1 <p>Documentation Status:</p> <ul style="list-style-type: none"> Complete = 0 Partial = 0 Not Started = 0 <p>Cataloged Interfaces = 0</p> <ul style="list-style-type: none"> Inbound Interfaces = 0 Outbound Interfaces = 0 <p>Implementation:</p> <p>Business Systems Planned for Integration = 0</p> <p>Segment I - Documentation Updates:</p> <ul style="list-style-type: none"> Complete = 0 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 0 <p>Segment II - Documentation Updates:</p> <ul style="list-style-type: none"> Complete = 0 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 0 <p>Segment III - Documentation Updates:</p> <ul style="list-style-type: none"> Complete = 0 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 0 <p>Planned Interfaces = 0</p> <ul style="list-style-type: none"> Inbound Interfaces = 0 Outbound Interfaces = 0 	<p>Current-State:</p> <p>Unique FLAIR Data Elements = 70</p> <ul style="list-style-type: none"> Associated Unique Uses = 70 Continued Use - Yes = 47 Continued Use - No = 1 Associated Business Systems = 1 <p>Cataloged Reports = 64</p> <ul style="list-style-type: none"> Criticality: High = 42 Med = 24 Low = 0 None = 0 <p>Implementation:</p> <p>Segments I & II Planned Configurations = 7/9</p> <ul style="list-style-type: none"> Accounts Receivable (AR) Planned Distribution Codes = 1 Asset Management (AM) Planned Location Codes = 56 Planned Associated Area ID's = 1 Commitment Control (KK) Planned Option = Option # 1 - Track with Budget General Ledger (GL) Planned Budgetary Value Combo Edits = 78 Planned Local Funds = None Planned Organization ID's = 87 Planned OA1's = 87 Planned OA2's = None <p>Segment IV Planned Configurations</p> <ul style="list-style-type: none"> Started = 1 Not Started = 1 <p>Conversions & Data Readiness</p> <ul style="list-style-type: none"> Conversions Needed = 11 Agency Data Outside of Primary Source System(s) = 0 Data Readiness/Cleansing Status: Complete = 7 In Progress = 0 Not Started = 0 Not Applicable 0 <p>Reports = TBD</p>

Agency Reported

The Risks, Issues, Assumptions and Readiness Activities tables below display only items that were opened/logged, closed/resolved or active during the reporting period.

FSDB Risks							
Critical Operational Elements	Risk Description	Status	Risk Rating	Mitigation/Response Strategy	Reporting Period Comments or Updates	Date of Status Change	Owner / Coordinator
Data	Loss of FLAIR EO field	Open	4 (Medium/Medium)	Mitigation seems unlikely since PALM will not have an equivalent EO field that we used for grant reporting. Some off system method of tracking data for reporting will be needed.	NA	01/30/24	J wester
Processes	Loss of On Demand payments	Open	4 (Medium/Medium)	It is unknown what can take the place of on demand payments.	NA	01/30/24	J wester

FSDB Issues							
Critical Operational Elements	Issue Description	Status	Priority	Resolution Plan	Reporting Period Comments or Updates	Planned or Actual Resolution Date	Owner / Coordinator

FSDB Assumptions						
Critical Operational Elements	Assumption	Status	Date Logged or Removed	Impacted Stakeholder(s) and/or System(s)	Reporting Period Comments or Updates	

FSDB Agency-Specific Readiness Activities						
Critical Operational Elements	Activity Description	Date(s)	Impacted Stakeholder(s) and/or System(s)	Objective	Reporting Period Comments or Updates	

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

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FSDB Status Report Confirmation

Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
July - August 2024	Tracie C. Snow	snowt@fsdbk12.org	09/17/24
May - June 2024	Tracie C. Snow	snowt@fsdbk12.org	07/11/24
March - April 2024	Tracie C. Snow	snowt@fsdbk12.org	05/15/24
January - February 2024	Tracie C. Snow	snowt@fsdbk12.org	03/18/24

The following reports
were not confirmed by the
agency:

PSC