

FloridaPALM

Planning, Accounting, and Ledger Management



Task ID	Critical Operational Element	Task Name	Task Description
324	Data	Complete FLAIR Data Elements Inventory	Complete and submit the FLAIR Data Elements Inventory documenting data elements your agency currently uses and how they are being used.
325	Processes	Complete Data Security and Access Survey	Complete and submit the Data Security and Access Survey to inform how you currently manage data security and user access.
326	Technology	Update Current Agency Business Systems	Review and update the current Agency Business Systems. Record the technical design for each system.
327	Data	Complete Reports Inventory	Complete and submit the Reports Inventory documenting all agency reports.
328	Processes	Document Current Agency Business Processes	Document and submit current agency fiscal and payroll processes, and any agency business systems engaged in the processes.
329	People	Update CCN and Project Contacts	Review, update and confirm Change Champion Network (primary and Subject Matter Experts) and other support contacts.
500	People	Update Authorized Sheet Users	Review, update and confirm authorized users to all Florida TMS systems.
501	N/A	Submit Monthly Agency Report	Agency Sponsor to confirm a monthly report, in the Project, to the Agency to provide a summary of the impact of the project for the Agency.
502	N/A	Create Agency Specific Risks and Issues Management Plan	Create or update a plan to identify and manage agency specific risks and issues related to the Florida PALM implementation.
503	People	Create Webinars Readiness Plan	Create a plan to identify and assess impacted stakeholders within the agency that includes agency specific tasks to successfully implement your agency.

THURSDAY Task Talk

Hosted by your favorite Florida PALM RC's

MARCH 7, 2024



Task 521 – Submit Bimonthly Status Report

Due Monday 3/11

Helpful Links

- [Dashboard Snapshots](#)
- [Florida PALM Resources](#)
- [Florida PALM Workbook for DEMO](#)
- [Readiness Workplan](#)

DEMO 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

January - February 2024

Agency Sponsor

Steven Fielder

CCN Composition

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

Change Champion Network:

- Unique Filled Role = 6
- Duplicate Filled Role = 5
- Vacant Role = 3

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 = 84.28%

- Submitted Complete = 5
- Submitted Incomplete = 1
- 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 = 90.47%

- Submitted On Time = 16
- Submitted Late = 4
- 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 = 3
- Meetings Missed = 1

EXAMPLE

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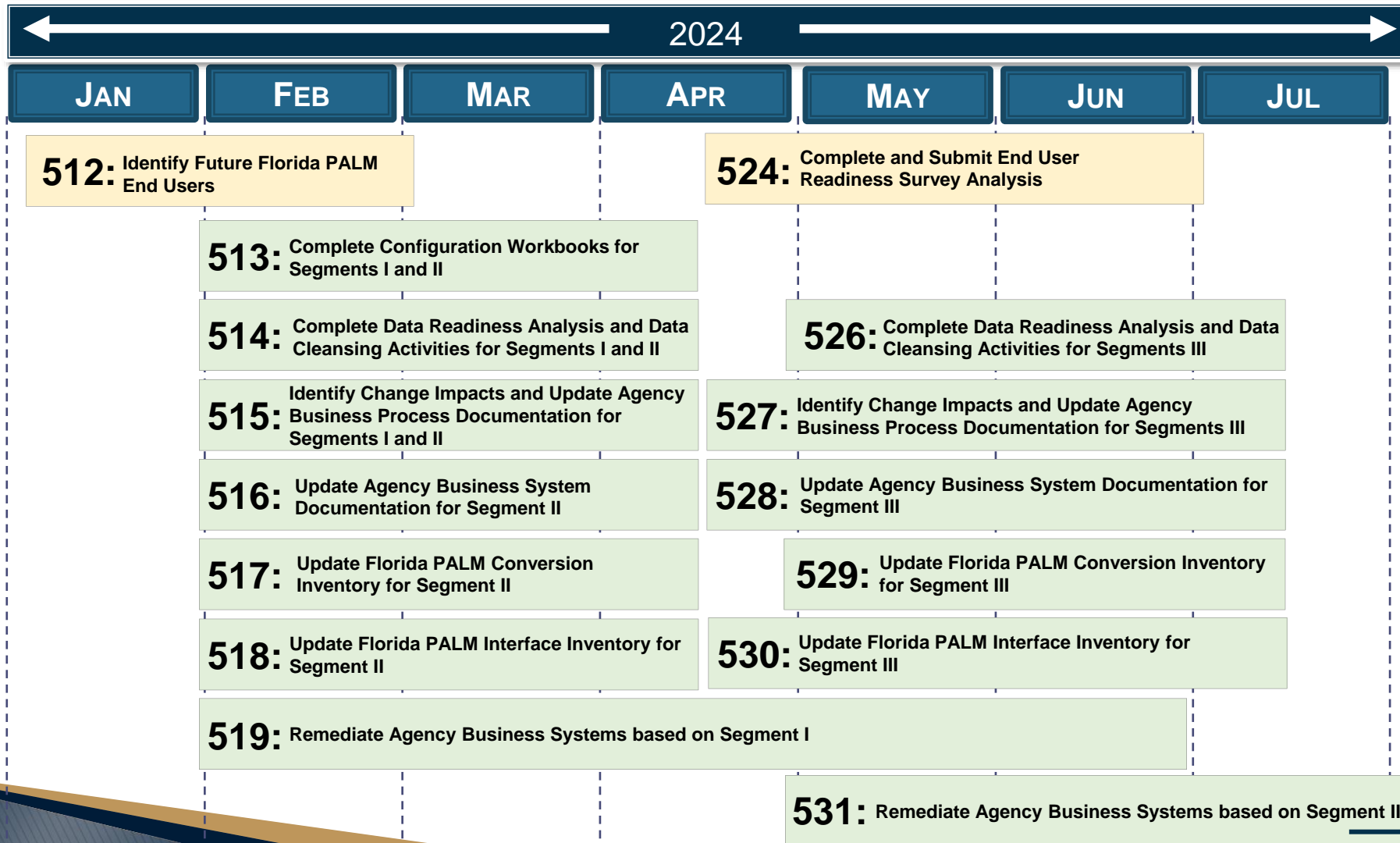
Task Talk 3/7/2024

Configuration Updates Pending

- ▶ GL Organization Worksheet – updating to give the option to provide new values
- ▶ GL Local Funds Worksheet – updating to focus the activity on identification of clearing and revolving funds only
- ▶ Asset Management Worksheets – Location and Area ID being updated to allow identification of new location IDs



Current and Upcoming Tasks



CONTACT INFORMATION

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