

# 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 document detailing 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	Complete Current Agency Business Systems Review	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.
330	People	Update Authorized Spreadsheet Users	Review, update and confirm authorized spreadsheet access to all Florida T resources.
331	N/A	Submit Monthly Agency Report	Agency Sponsor to confirm a monthly report, in the format of the Project Impact Report, to the Agency to provide a summary of the project's impact on the Agency's operations.
332	N/A	Create Agency Specific Risk and Issues Management Plan	Create or update a plan to identify and manage agency specific risks and issues related to the Florida PALM implementation.
333	People	Create Webinars Readiness Plan	Create a plan to identify and assess impacted stakeholders within the agency that includes agency specific needs 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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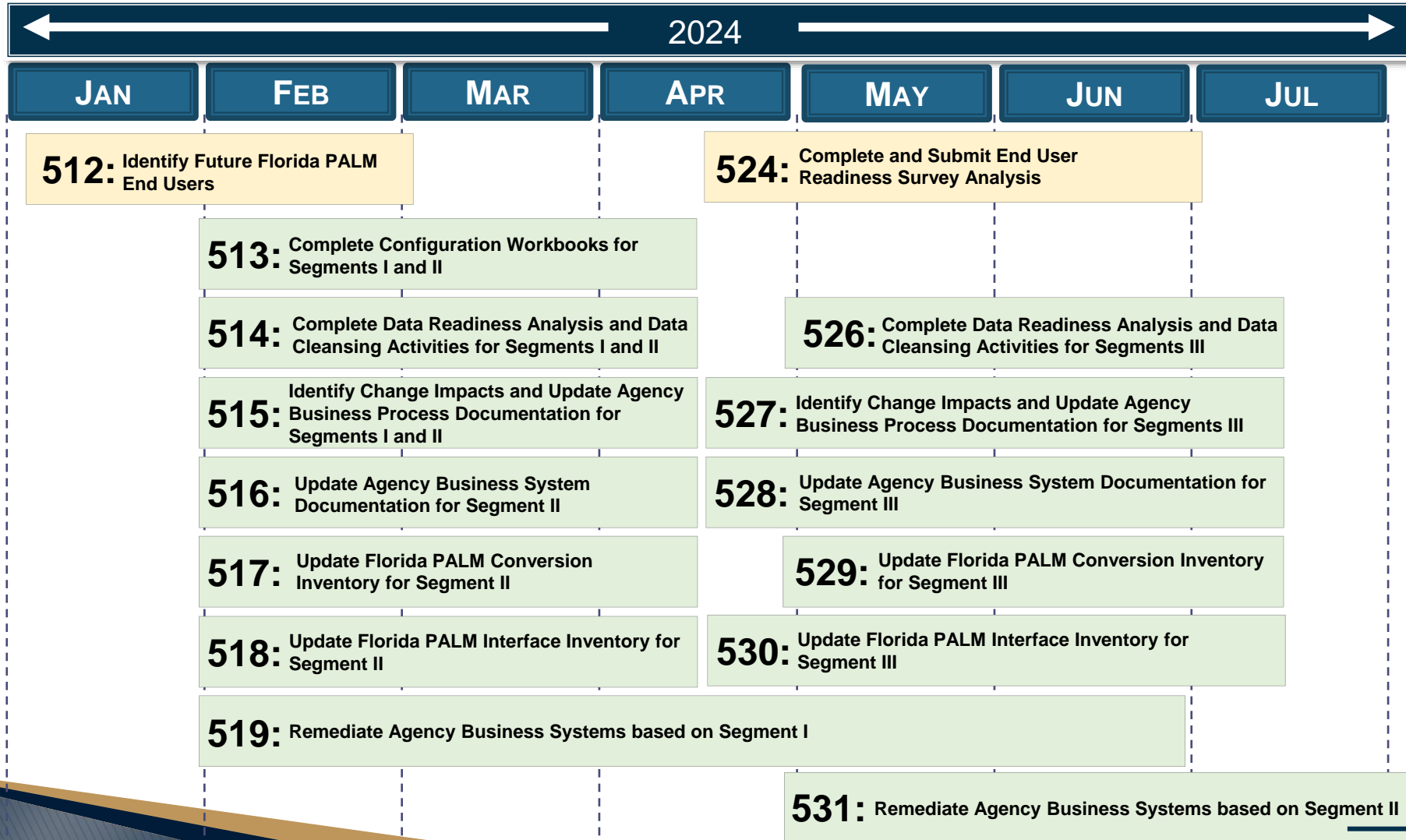
Task Talk 3/7/2024

# 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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