

# 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 u
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. Re document each of current systems technical design for each system.
327	Data	Complete Reports Inventory	Complete and submit the Reports Inventory documenting all agency FLAIR 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 access to all Florida T resources.
501	N/A	Submit Monthly Agency Report	Agency Sponsor to confirm a monthly report, in the Project, to provide a summary of the agency to the project sponsor for the month.
502	N/A	Create Agency Specific Risks and Issues Management Plan	Create or update a plan to identify and manage agency specific risks 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*

APRIL 18, 2024



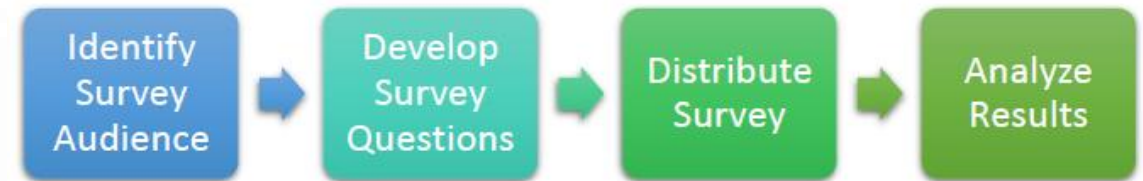
# Agenda

- ▶ RW Tasks 524, 527, 528 & 530 Overview
- ▶ Task 523 - Due Tomorrow
- ▶ Upcoming Tasks



# RW Task 524 – Complete and Submit End User Readiness Survey Analysis

- ▶ Task Due – June 14, 2024
- ▶ Purpose – To gain insight into end user awareness, understanding, acceptance, and commitment of Florida PALM
- ▶ Requirements:
  - Create and Administer an end user survey
    - Identify Survey Audience
    - Develop Survey Questions
    - Distribute Survey
    - Analyze Results
  - Provide a summary of your analysis and action items
    - Attach your survey questions



# RW Task 524 – Complete and Submit End User Readiness Survey Analysis

- ▶ Awareness – Understanding – Acceptance – Commitment
  - Did the level of \_\_\_\_\_ meet your expectations?
  - Which groups of end users had the highest/lowest levels of \_\_\_\_\_?
  - What will you do to increase end user level of \_\_\_\_\_?
- ▶ Comments

### RW Task 524: Complete and Submit End User Readiness Survey Analysis

**Agency \***

Select▼

**Total Number of End Users that Received the Survey \***

**Total Number of Survey Responses \***



# Task 527 – Identify Change Impacts and Update Agency Business Process Documentation for Segment III

Task Due July 12, 2024

Automation Forms Connections Dynamic View DEMO Current-State Business Processes ☆

EXAMPLE

Grid View Filter Arial 10 B I U S

Business Subprocess	Primary Role	Other Role(s)	Related Current-State Reports	Related Current-State ABS	Current-State Documentation Status	Applicable Segment	Related Business Process Model(s)
Manually added property (Donations, Add to Property)	Agency Property Administrator	Accounting Specialist		Agency Engineering	Complete	Segment II	40.1 Acquire and Set Up Assets
Issue property tag and acknowledgment receipt	Agency Property Administrator	Accounting Specialist			Complete		
Certified Forward Property	Agency Property Administrator	Accounting Specialist			Complete		
Update Property Master record, Property Transfer, Upload documents to Oculus	Agency Property Administrator	Accounting Specialist			Complete		
Property Transfer	Agency Property Administrator	Accounting Specialist			Complete		







# Task Due Tomorrow

- ▶ 523 – Share Florida PALM updates



Forms Connections Dynamic View Agency Communications ☆

Grid View Filter Arial 10 B I U [Rich Text Editor Icons]

Title of Communication / Message	Stakeholder Group	Description of Communication / Message	Date Shared	Method of Communication	Share with the Agency Exchange Library?	Comments





# Upcoming Tasks

## RW Tasks Releasing later this month (April)

526 - Complete Data Readiness Analysis and Data Cleansing Activities for Segment III

529 - Update Florida PALM Conversion Inventory for Segment III

531 - Remediate Agency Business Systems based on Segment II

## RW Tasks Releasing in May

532 – Submit Bimonthly Agency Readiness Status Report

533 – Manage Agency Specific Implementation Schedule, Risks and Issues



# CONTACT INFORMATION

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