

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.
330	People	Update Authorized Sheet Users	Review, update and confirm authorized users access to all Florida T resources.
331	N/A	Submit Monthly Agency Report	Agency Sponsor to confirm a monthly report, in the Project, to provide a summary of agency to project impact.
332	N/A	Create Agency Specific Risk and Issues Management Plan	Create or update a plan to identify and manage agency specific risk Florida PALM implementation.
333	People	Create Webinars Readiness Plan	Create a plan to identify and assess impacted stakeholders within your agency.

THURSDAY Task Talk

Hosted by your favorite Florida PALM RC's

MAY 16, 2024



Agenda

- Task Review:
 - RW524 – Complete and Submit End User Readiness Survey Analysis Survey Analysis
 - RW527 – Identify Change Impacts and Update Agency Business Process Documentation for Segment III

- Current Tasks
 - Questions

- Task Reminders



RW524 – Complete and Submit End User Readiness Survey Analysis (pg. 3)

Task Instructions

Create and send a readiness survey to all agency end users, analyze the data received and develop readiness action items based on your analysis. Provide a summary of your analysis and action items and attach your survey questions in the [Agency Readiness Survey Form](#).

As you are working, track progress in your RW Task Tracker. Indicate task completion by updating the RW Task Tracker to 100% only when you have completed the rubric included in Table 1 above.



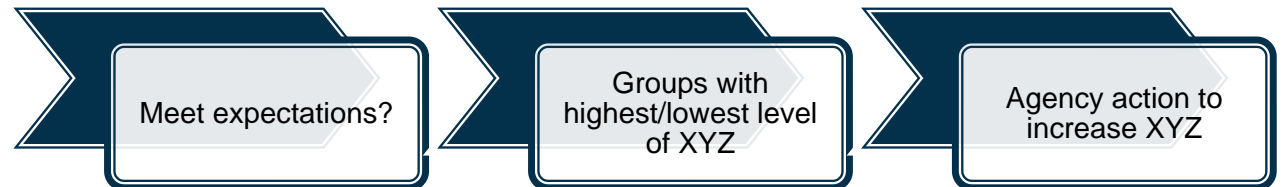
RW Task 524:
Complete and Submit End User Readiness Survey Analysis

Agency *
Select

Total Number of End Users that Received the Survey *
[Text Box]

Total Number of Survey Responses *
[Text Box]

End User Awareness
Answer the following questions regarding your agency's end user awareness of Florida PALM.
Did the level of awareness meet your expectations? *
Provide information on what you expected and the actual results.
[Text Box]



RW527 – Identify Change Impacts and Update Agency Business Process Documentation for Segment III



Applicable Segment	Related Business Process Model(s)	Level of Impact - People Changes
① Segment II Segment II	30.3 Enter and Process Voucher 30.4 Process Payments 30.5 Manage Payments	Medium
Segment III	20.2.1 Manage Budget Checkin	Low

Florida PALM Spreadsheet Upload Selection(s)	Segments I & II Documentation Status	Segment III Documentation Status
① None	Updates Complete	Updates In Progress
[API041] - Inbound Voucher Spreadsheet	Updates Complete	Updates Complete



Current Tasks

June

- Task 524 - Complete and Submit End User Readiness Survey Analysis – Due June 14
- Task 533 - Manage Agency-specific Implementation Schedule, Risks and Issues – Due June 28
- Task 519 - Remediate Agency Business Systems based on Segment I – Due June 28

July

- Task 529 - Update Florida PALM Conversion Inventory for Segment III – Due July 12
- Task 526 - Complete Data Readiness Analysis and Data Cleansing Activities for Segment III – Due July 12
- Task 530 - Update Florida PALM Interface Inventory for Segment III – Due July 12
- Task 528 - Update Agency Business System Documentation for Segment III – Due July 12
- Task 527 - Identify Change Impacts and Update Agency Business Process Documentation for Segment III – Due July 12

September

- Task 531 - Remediate Agency Business Systems based on Segment II – Due September 27



Task Reminders

- ▶ Technical Readiness Team Checkpoints during June Touchpoints
 - Be sure to have initial selections of Segment III Interfaces (Task 530) and Conversion (RW Task 529)



Questions?



CONTACT INFORMATION

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