

FloridaPALM

Planning, Accounting, and Ledger Management



Task Release Date	Task ID	Critical Operational Element	Task Name	Task Description
12/09/22	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.
01/17/23	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.
01/17/23	326	Technology	Update Current Agency Business Systems	Review and update the current Agency Business Systems. Record the technical design for each system.
01/17/23	327	Data	Complete Reports Inventory	Complete and submit the Reports Inventory documenting all agency FLAIR reports.
01/17/23	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.
05/22/23	329	People	Update CCN and Project Contacts	Review, update and confirm Change Champion Network (primary and Subject Matter Experts) and other support contacts.
05/22/23		People	Update Authorized Sheet Users	Review, update and confirm authorized users to all Florida TMS resources.
05/22/23		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.
09/11/23	500		Create Agency Specific Risk and Issues Management Plan	Create or update a plan to identify and manage agency specific risk Florida PALM implementation.
09/11/23	501	People	Create Workforce Readiness Plan	Develop an implementation plan that includes agency specific tasks to successfully implement your agency.
09/11/23	502	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.
09/11/23	503	People	Create Workforce Readiness Plan	Develop an implementation plan that includes agency specific tasks to successfully implement your agency.

THURSDAY Task Talk

Hosted by your favorite Florida PALM RC's

JUNE 27, 2024



Agenda

- Task Spotlight
 - Task 537 - Update Authorized Smartsheet Users
- Task Reminders
- Questions



RW Task 537

Update Authorized Smartsheet Users – Due 7/12

1. Review who currently has access to your Florida PALM Agency Workbook
2. Decide if the person's access should:
 - a. Remain the same;
 - b. Be removed; or
 - c. Be updated to 'Editor – Cannot Share' or 'Viewer'.
3. Add other CCN members who need access to your Florida PALM Agency Workbook

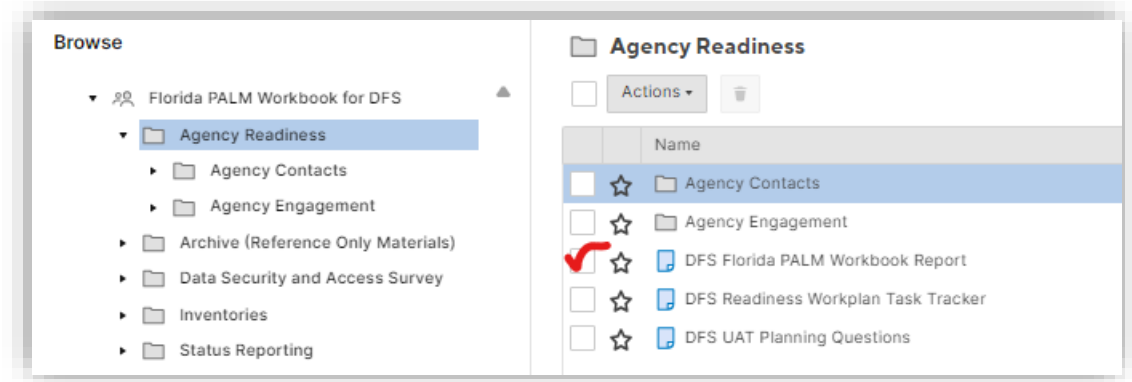
****Agency Smartsheet access is the responsibility of Agency Liaisons and Project Management Liaisons***



RW Task 537

Update Authorized Smartsheet Users – Due 7/12

- ▶ Use the **Agency Florida PALM Workbook Report** to review current access
 - Navigation: Florida PALM Workbook for Agency > Agency Readiness > Agency Florida PALM Workbook Report
 - Provides
 - Who has access
 - What they have access to
 - Access level
 - CCN/SME/Production Support Roles



Reminder: Upcoming Due Dates - June

June 28

- Task 533 - Manage Agency-specific Implementation Schedule, Risks and Issues
- Task 519 - Remediate Agency Business Systems based on Segment I



Reminder: Upcoming Due Dates - July

Task ID	Task Name	Task Planned Start Date	Task Planned End Date
538	Submit Bimonthly Agency Readiness Status Report	07/01/24	07/10/24
526	Complete Data Readiness Analysis and Data Cleansing Activities for Segment III	04/29/24	07/12/24
527	Identify Change Impacts and Update Agency Business Process Documentation for Segment III	04/15/24	07/12/24
528	Update Agency Business System Documentation for Segment III	04/15/24	07/12/24
529	Update Florida PALM Conversion Inventory for Segment III	04/29/24	07/12/24
530	Update Florida PALM Interface Inventory for Segment III	04/15/24	07/12/24
537	Update Authorized Smartsheet Users	06/24/24	07/12/24
540	Share Florida PALM Updates	07/15/24	07/26/24



Questions?



CONTACT INFORMATION

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