

FloridaP^{ALM}

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 your agency manages data security and user access.
326	Technology	Update Current Agency Business Systems	Review and update the current Agency Business Systems. Record the current technical design for each system.
327	Data	Complete RPA Inventory	Complete and submit the RPA Inventory documenting all agency RPA processes.
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 additional 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 Health Report	Agency Sponsor to confirm and submit the monthly report, in the Project Health Report, detailing the agency's progress in the project.
332	N/A	Create Agency Specific Risk and Issues Management Plan	Create or update a plan to identify and manage agency specific risks to Florida PALM implementation.
333	N/A	Create Webstore 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

AUGUST 8, 2024



Agenda

- Task Spotlight
 - 548 - Identify and Confirm File Managers
- Reminders
 - Coming Due Soon
 - Question Logs
 - Upcoming Workshops
- Questions

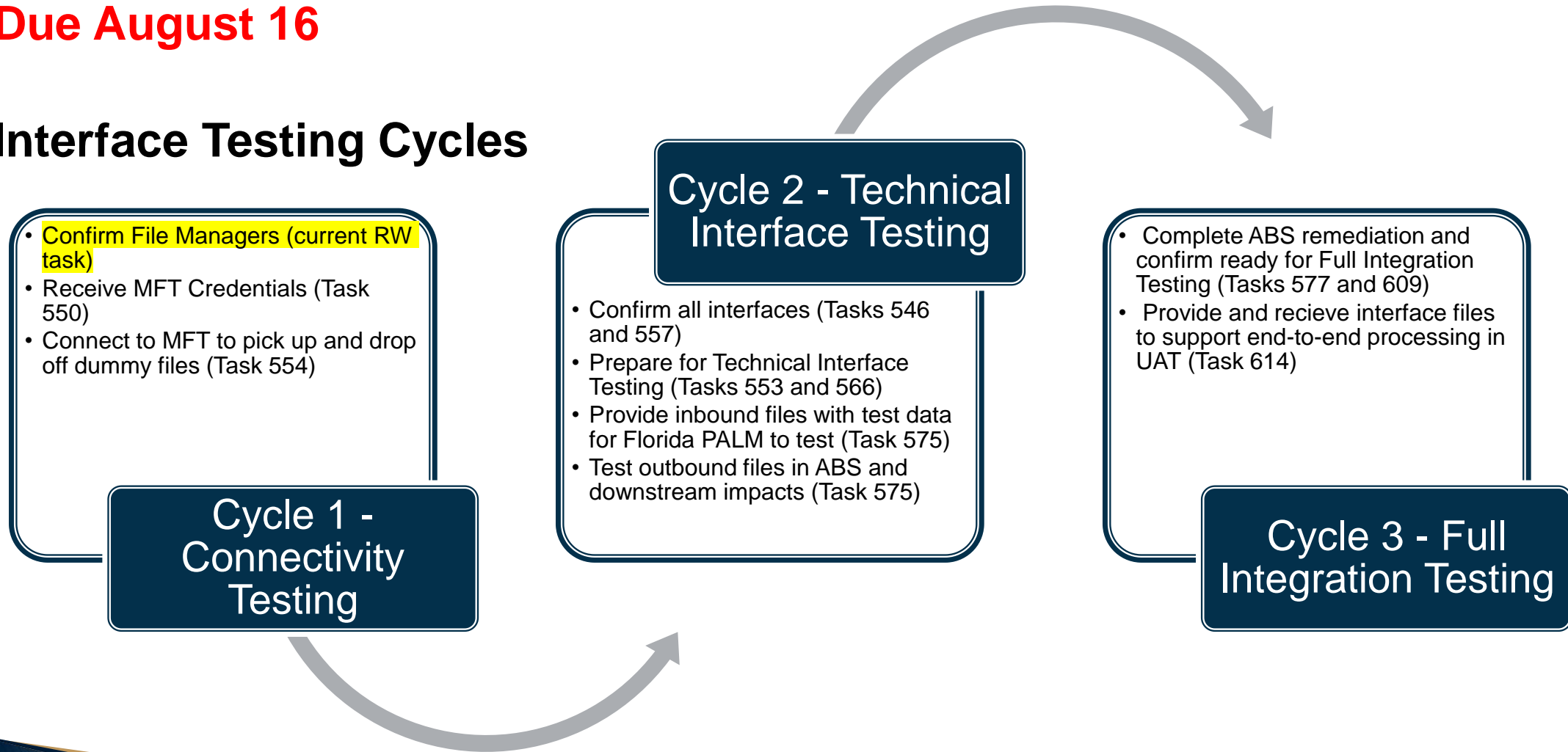


Task Spotlight

548 – Identify and Confirm File Managers

Due August 16

Interface Testing Cycles



Task Spotlight

548 – Identify and Confirm File Managers

Due August 16

- Provide MFT Server information
 - Agency hosted
 - Cloud-based hosted by a third party
 - NA – No Planned Interfaces
- Confirm File Managers
 - First Name
 - Last Name
 - Email Address
 - Checkmark to indicate current as of August 2024

NOTE: Agencies should only provide 2 File Managers: a primary and a backup. The Project will share MFT credentials with the primary and one backup File Manager per agency.



Reminders: Coming Due Soon

4 Week Look Ahead

August 16

- ✓ 536A - Create Agency Specific User Acceptance Testing Plan
- ✓ 548 – Identify and Confirm File Managers

August 23

- ✓ 545-B - Update and Finalize Florida PALM Conversion Inventory for Segment IV – Projects (PCC001)

August 29

- ✓ 539 - Manage Agency-specific Implementation Schedule, Risks and Issues

September 6

- ✓ 541-A – Complete Configuration Workbooks for Segment IV - Project Costing (PC)
- ✓ 541-B – Complete Configuration Workbooks for Segment IV - Cash Management (CM)



Reminders: Question Log

The Agency Question Log is **READ ONLY**

- Any data entered in the worksheet will be deleted overnight
- Send all questions to your Readiness Coordinator

UAT Planning Questions

- Tool be used for your purposes – planning and brainstorming
- No expectation that they will be answered in Smartsheet by the Project



Reminders: Upcoming Design Workshops

- ▶ This Month -
 - August 13 & 14 – Inter/IntraUnit
 - August 15 – Asset and Accounting Management
 - August 27-29 – Payroll Management
- Knowledge Center has been updated to include BPMs for August Workshops.
- New in Knowledge Center – SpeedKey Overview



Questions?



CONTACT INFORMATION

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