

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 current 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 design support contacts.
05/22/23		People	Update Authorized Spreadsheet Users	Review, update and confirm authorized spreadsheet access to all Florida T resources.
05/22/23		N/A	Submit Monthly Agency Report	Agency Sponsor to confirm a monthly report, in the Project, to provide a high-level overview of the agency to the Project Sponsor for the Agency's implementation of the Florida PALM implementation.
09/11/23	500	N/A	Create Agency Specific Risks and Issues Management Plan	Create or update a plan to identify and manage agency specific risks and issues related to the Florida PALM implementation.
09/11/23	501	People	Create Webinars Readiness Plan	Create a plan to identify and assess impacted stakeholders within the agency that includes agency specific roles to successfully implement your agency.

THURSDAY Task Talk

Hosted by your favorite Florida PALM RC's

OCTOBER 16, 2024



Agenda

- Task Spotlight
 - 559: Share Florida PALM Updates
- Reminders
- Save the Date
- Questions



Task Spotlight: 559 Share Florida PALM Updates

Due October 25

Identify Key Stakeholders

- Agency Leadership
- CCN and SMEs
- Implementation End Users



Task Spotlight: 559 Share Florida PALM Updates

Due October 25

Tailor Communication

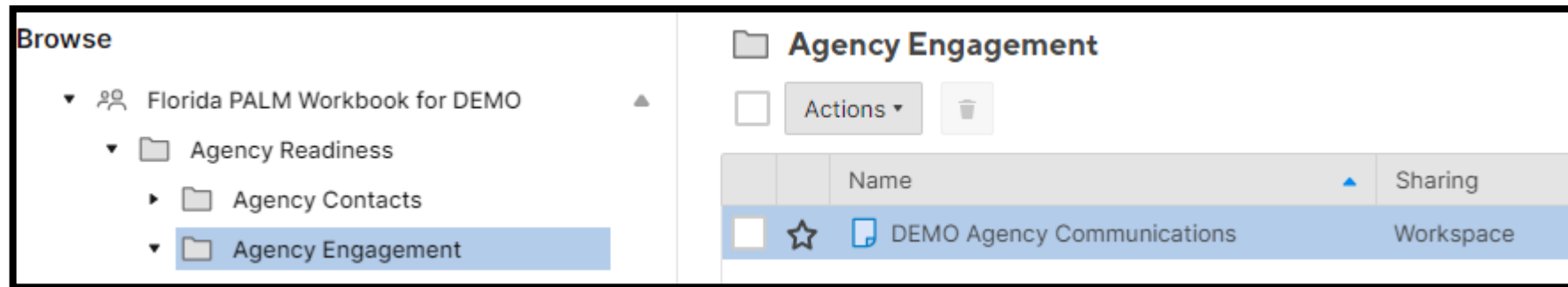
Stakeholder Group	Example Communication Topics	Example Communication Channels
Agency Leadership	<ul style="list-style-type: none">Agency progress towards milestonesRisks and mitigationsResource needs (e.g., positions or funding)	Executive Briefings
CCN and SMEs	<ul style="list-style-type: none">Agency transformation activitiesAgency readiness tasks	Workshops, Meetings, Emails
Implementation End Users	<ul style="list-style-type: none">Training opportunitiesKey milestone dates (Project and Agency)Change Impacts (e.g., COA changes, configuration values)	Posters, Newsletters, Meetings, Emails
Other	<ul style="list-style-type: none">Information specifically affecting a team (e.g., Agency Business System team)	Briefings, Emails



Task Spotlight: 559 Share Florida PALM Updates

Due October 25

Task Source & Rubric



Task Completion Rubric
Share Florida PALM updates with each of the required stakeholder groups: <ul style="list-style-type: none">• Agency Leadership• CCN and SMEs• Implementation End Users (i.e., those listed in your Agency's Implementation End Users worksheet)
Complete the required fields in the Agency Communications sheet in Smartsheet for each communication.
Attach supporting documentation for each communication (e.g., PowerPoint presentation, newsletter, meeting agenda, meeting minutes).
The Task Tracker has been marked 100% submitted for this task.



Task Spotlight: 559 Share Florida PALM Updates

Due October 25

Provide Regular Communication

- Task 582: Share Florida PALM Updates (January 2025)
- Task 598: Share Florida PALM Updates (April 2025)
- Task 616: Share Florida PALM Updates (July 2025)
- Task 621: Execute Florida PALM Go-Live Campaign (October 2025)
- Task 629: Execute Florida PALM Go-Live Campaign (November 2025)
- Task 633: Execute Florida PALM Go-Live Campaign (December 2025)
- Task 637: Execute Florida PALM Go-Live Campaign (January 2026)



Reminder: Upcoming Due Dates

October 18

- ✓ 542 – Complete Data Readiness Analysis and Data Cleansing Activities for Segment IV
- ✓ 543 – Identify Change Impacts and Update Agency Business Process Documentation for Segment IV
- ✓ 544 – Update Agency Business System Documentation for Segment IV
- ✓ 545-A – Update and Finalize Florida PALM Conversion Inventory for Segment IV
- ✓ 546 – Update Florida PALM Interface Inventory for Segment IV
- ✓ 553 – Prepare for Interface Testing

October 25

- ✓ 559 – Share Florida PALM Updates

October 31

- ✓ 552 – Manage Agency Specific Implementation Schedule, Risks and Issues

November 1

- ✓ 541-D - Provide the agency-specific configurations needed for General Ledger (GL)



Save the Date!

October 30

- Executive Steering Committee at DOR
- Project Management Liaison Forum at DOR

November 6

- Risk Writing Workshop: FLDS CoLab Opportunity for CCN members

November 12-14

- Design Summary and Test Preparation Workshop at Tallahassee Automobile Museum



Questions?



CONTACT INFORMATION

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