

FloridaPALM

Planning, Accounting, and Ledger Management



Due Date	Task ID	Critical Operational Element	Task Name	Task Description
12/09/23	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.
01/17/23	325	Processes	Complete Data Security and Access Survey	Complete and submit the Data Security 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 additional support contacts.
05/22/23	330	People	Update Authorized Spreadsheet Users	Review, update and confirm authorized spreadsheet access to all Florida Department of Financial Services.
05/22/23	331	N/A	Submit Monthly Agency Risk Report	Agency Sponsor to confirm a monthly risk report, in the format of the Project Risk Report, to the Agency to provide impact reports for the Agency's PALM implementation.
09/11/23	500	N/A	Create Agency Specific Risk and Issues Management Plan	Create or update a plan to identify and manage agency specific risk and issues related to the Florida PALM implementation.
09/11/23	501	People	Create Stakeholder Readiness Plan	Review the Readiness Plan and Project Schedule to develop an implementation plan that includes agency specific tasks to successfully implement your agency.
09/11/23	502	N/A	Create Agency Specific Risks and Issues Management Plan	Create or update a plan to identify and manage agency specific risk and issues related to the Florida PALM implementation.
09/11/23	503	People	Create Stakeholder Readiness Plan	Review the Readiness Plan and Project Schedule to 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

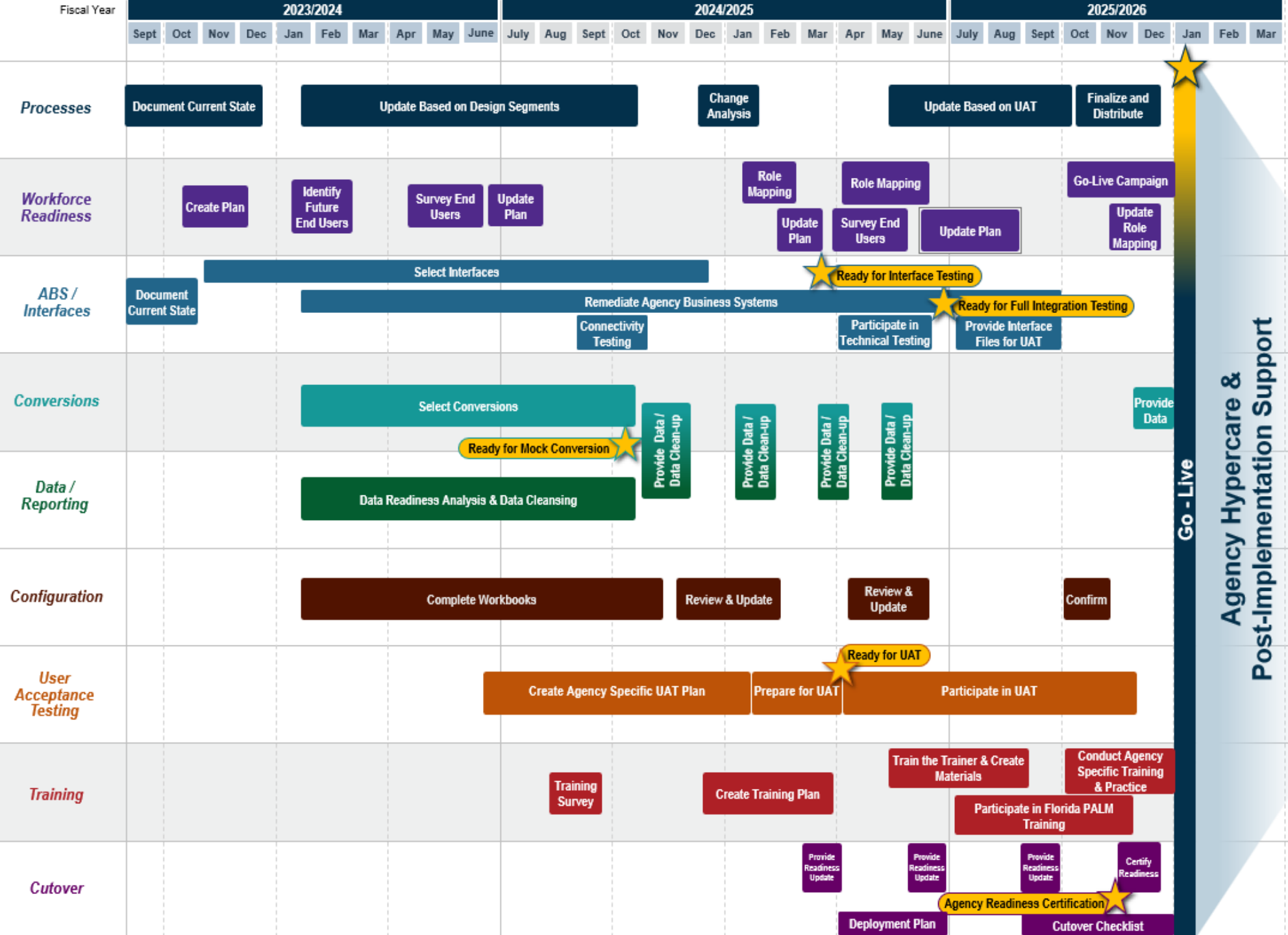
OCTOBER 24, 2024



Agenda

- RW Updates
- Task Spotlight
 - 561: Remediate Agency Business Systems based on Segment IV
- Looking Ahead
- Reminders
- Save the Date
- Questions





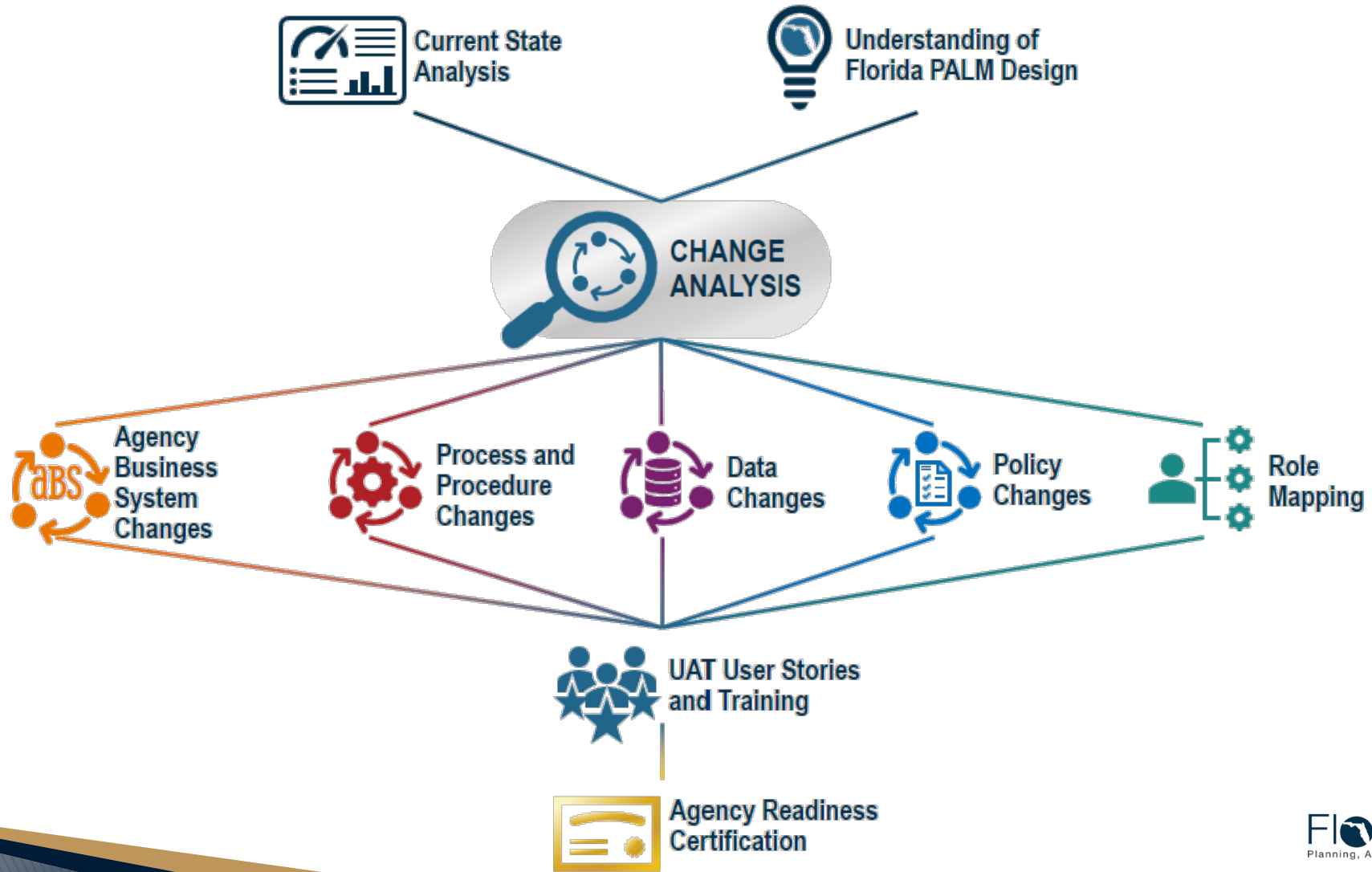
RW Updates

- Published 10/21
- Changes can be seen by filtering on the “Date Released” column for 10/21/24

Task Update Summary:

- Change Analysis, UAT Plan, and Future Florida PALM End User Update
- Interface Testing
- Configuration
- Conversion
- Role Assignment and End User Set Up
- Deployment
- Readiness Certification

The Path to Agency Readiness



Task Spotlight: 561 Remediate Agency Business Systems based on Segment IV

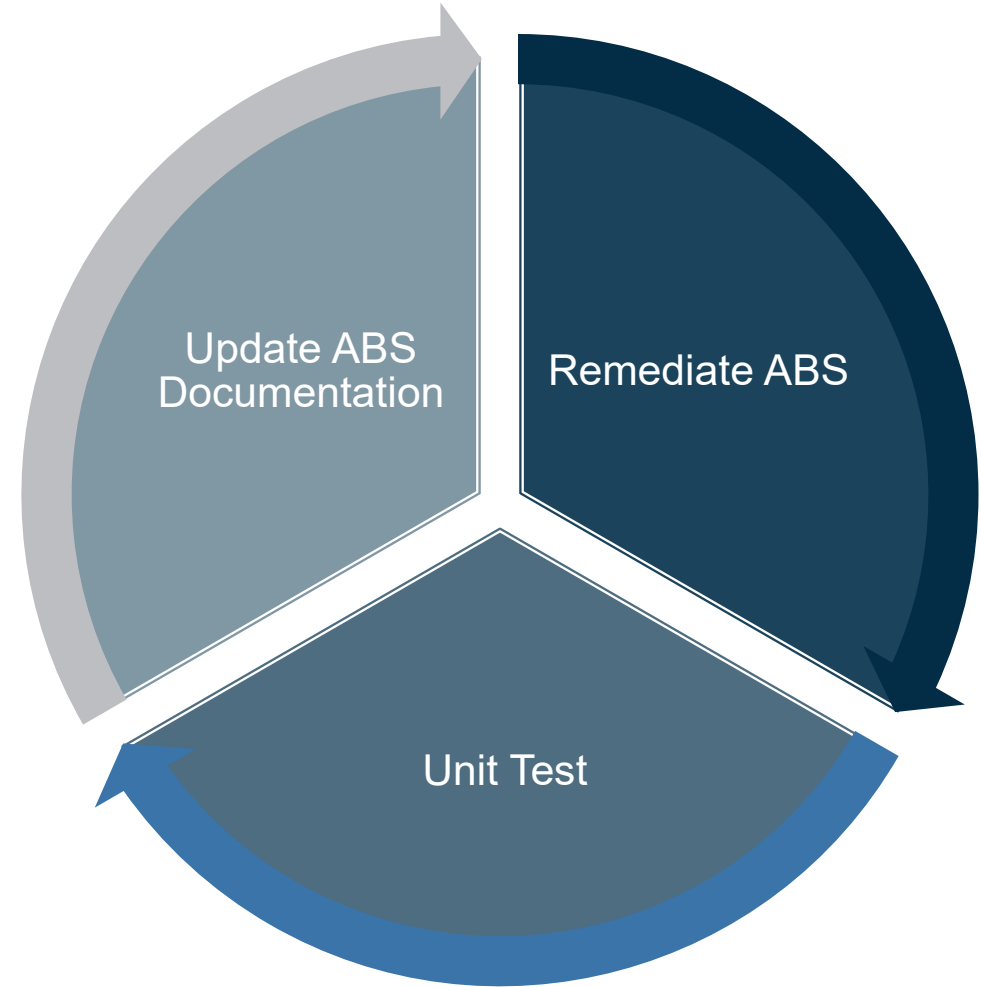
Due March 14

- Review updates to your ABS documentation (RW Task 544) make additional updates if needed
- Don't forget about your ABS with indirect impacts

Resources:

- Knowledge Center
 - Business Process Models
 - Interface Layouts
 - Module Configurations
- Agency Specific Configurations
- ABS Test Planning Template (*NEW)

Milestone: Cycle 2 - Technical Interface Testing begins in April 2025



Reminder: Upcoming Due Dates

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)

November 12

- ✓ 562 – Submit Bimonthly Agency Readiness Status Report

November 22

- ✓ 555-A – Complete Data Cleansing Based on Mock Conversion 1 – Projects (PCC001)
- ✓ 555-B – Complete Data Cleansing Based on Mock Conversion 1



Save the Date!

October 30

- Project Management Liaison Forum at DOR
- Executive Steering Committee 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 (Registration released yesterday)



Questions?



CONTACT INFORMATION

FLORIDAPALM@MYFLORIDACFO.COM

MYFLORIDACFO.COM/FLORIDAPALM

