

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 u
01/17/23	325	Processes	Complete Data Security and Access Survey	Complete and submit the Data Security and Access Survey to inform how to best manage data security and user access.
01/17/23	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.
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 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 status report on the agency to the Project Sponsor for the Agency's A.M. Impact Report.
09/11/23	400		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	401	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	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 Agency Specific Risk and Issues Management Plan	Create or update a plan to identify and manage agency specific risk Florida PALM implementation.

THURSDAY Task Talk

Hosted by your favorite Florida PALM RC's

NOVEMBER 7, 2024



Agenda

- Task Spotlight
 - 555-B - **Update**: Complete Data Cleansing Based on Mock Conversion 1
 - 563: Manage Agency-specific Implementation Schedule, Risks and Issues
- Reminders
- Save the Date
- Questions



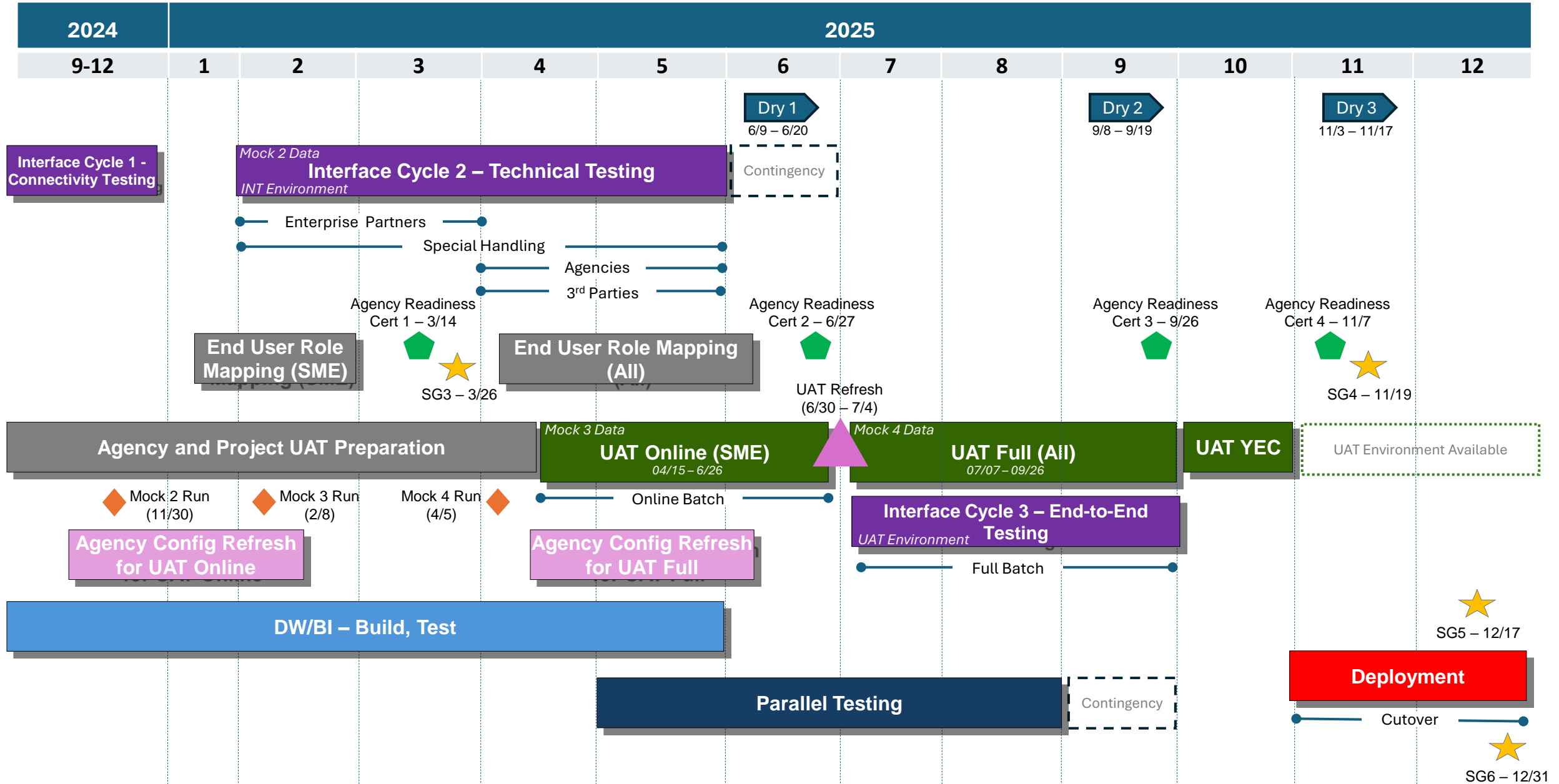
555-B Complete Data Cleansing Based on Mock Conversion 1

Conversion ID	Conversion Name	Source System	Applicable Agencies
AMC001	Assets and Property Coming Soon*	FLAIR	All Agencies – except JAC
CTC001	Contracts	FLAIR	All Agencies – except LEG
GMC001	Grants (for accounting purposes)	FLAIR	AHCA, Citrus, COM, DACS, DCF, DEP, DFS, DJJ, DLA, DMS, DOE, DOEA, DOH, DOR, DVA, EOG/DEM, FCOR, FDC, FDLE, FDOT, FLHSMV, FSDB, FWC, JAC, SCS
POC001	Open Encumbrances Coming Soon*	MFMP, FLAIR	All Agencies – except Citrus
PCC002	Projects Life-to-Date Balances	FLAIR	APD, COM, DACS, DCF, DEP, DFS, DJJ, DLA, DMS, DOAH, DOE, DOH, DOR, DOS, DVA, EOG/DEM, FDC, FDLE, FDOT, FLHSMV, FSDB, FWC, JAC, LEG, SCS

*Due Date for AMC001 and POC001 will be extended to 12/6, however the data pull for Mock Conversion 2 is 11/30.



Testing Timeline



563: Manage Agency-specific Implementation Schedule, Risks and Issues

- ▶ NEW – Confirmation column has been added to the Agency Risks, Agency Issues, and Agency Assumptions Worksheets
 - Opportunity to confirm the information is complete and valid for the reporting period

The screenshot shows a Smartsheet interface for 'DEMO Risks'. The table below represents the data shown in the sheet.

Risk ID	Critical Operational Elements	Risk Description	Status	Impact Rating	Probability Rating	Risk Rating	Mitigation/Response Strategy	Reporting Period Comments or Updates	Date of Status Change	Owner / Coordinator	Confirmed for November-December 2024
001	Technology	Grant Tracking System remediation will not be completed in time to perform testing with Florida PALM	Open	High (3) - Extensive impact	High (3) - Likely to occur often or soon	9 (High/High)	A contract amendment is being developed to update requirements (scope) to the current agreement with the vendor.	Contract amendment in pro	03/01/24	John Smith, Chief of Finance and Budget	<input type="checkbox"/>

Figure 1: DEMO Risks Sheet in Smartsheet

Reminder: Upcoming Due Dates

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



See You Next Week!

November 12-14

➤ Design Summary and Test Preparation Workshop at Tallahassee Automobile Museum

Schedule of Topics: The below list provides the order of topics planned for the Design Summary sessions. *The day the topic is discussed may vary.* Topics may be pulled forward into an earlier day if time allows or be covered the next day due to time constraints. It is recommended that participants plan to attend all three days.

Tuesday	Wednesday	Thursday (am)	Thursday (pm)
8:30 a.m. - 5:00 p.m.	8:30 a.m. - 5:00 p.m.	8:30 a.m. - 12:00 p.m.	1:30 p.m. - 5:00 p.m.
<ul style="list-style-type: none">• General Ledger Update• Commitment Control Update• Chart of Accounts Design Update Summary• Budget/Cash Check Module Order• Organization (Org) Security Overview• Accounts Receivable Update	<ul style="list-style-type: none">• Grants and Contracts Update• Projects Update• Accounts Payable and Encumbrance Update• Inter/IntraUnit Update• Asset Management Update	<ul style="list-style-type: none">• Florida PALM Module Interactions• Security Overview• People First Update• Testing Timeline	<ul style="list-style-type: none">• Testing Timeline• Interface Testing• Supplier Crosswalk• Conversion Approach• Data Cleansing• Readiness Tasks



Questions?



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