

**Helpful Links**

- Dashboard Snapshots
- Florida PALM Resources
- Florida PALM Workbook for DACS
- Readiness Workplan

# DACS Status Report Dashboard

**Reporting Period**

January - February 2024

**Agency Sponsor**

Alan Edwards

*Click on the various statistics or dials to view the supporting information within your agency's Smartsheet Florida PALM Workbook.*

**CCN Composition**



The Change Champion Network dial reflects the completeness of your CCN makeup.

**Change Champion Network:**

- Unique Filled Role = 14
- Duplicate Filled Role = 0
- Vacant Role = 0

**RW Task Completeness**



The Readiness Workplan Tasks Completeness dial reflects the completeness of your agency's submission of RW tasks, starting with RW Task 512.

**RW Task Completeness:**

- Score = 100.00%**
- Submitted Complete = 1
- Submitted Incomplete = 0
- Completed After Submission = 0

**RW Task Timeliness**



The Readiness Workplan Tasks Timeliness dial reflect the timeliness of your agency's submission of all RW tasks to date.

**RW Task Timeliness:**

- Score = 100%**
- Submitted On Time = 20
- Submitted Late = 0
- Pending Submission = 0

**Project-led Meeting Participation**



The Participation dial reflects your agency's attendance at Project-led meetings during the current reporting period.

**Meeting Participation:**

- Meetings Attended = 8
- Meetings Missed = 0

The dials above include an intuitive Green-Yellow-Red spectrum, where green indicates the measure is in a positive range, yellow represents that the gaps in expected results present an increasing risk to the agency, and red indicates that there are significant gaps in expected results that present an elevated risk level for the agency.

**RW Tasks - Completed or Open Items**

Project Impact	Critical Operational Element	Task ID	Task Name	Task Planned Start Date	Task Planned End Date	Agency Reported Task Progress	Agency Submission Date	Status Comment	Project Verification of Completion	Agency Corrected Submission Date
	Technology	504	Update Agency Business System Documentation for Segment I	10/30/23	01/12/24	100% - Submitted	01/11/24			
	Technology	505	Update Florida PALM Interface Inventory for Segment I	10/30/23	01/12/24	100% - Submitted	01/11/24			
	Processes	508	Review Payroll Wave Business Process Models	11/06/23	01/26/24	100% - Submitted	01/26/24			
	N/A	509	Submit Bimonthly Agency Readiness Status Report	12/28/23	01/12/24	100% - Submitted	01/11/24			
	N/A	510	Manage Agency Specific Implementation Schedule, Risks and Issues	12/28/23	02/29/24	100% - Submitted	02/29/24	Internally managed risks, issues, and assumptions, which will be added to the Bimonthly status report. FDACS implementation schedule is actively reviewed and updated. 2-29-2024		
	People	511	Update CCN and Contacts	01/08/24	01/26/24	100% - Submitted	01/26/24			
Indirect	People	512	Identify Future Florida PALM End Users	01/16/24	03/01/24	100% - Submitted	03/01/24	Submitted. 3-1-2024	Submission Complete	
Direct	Data	513	Complete Configuration Workbooks for Segments I and II	02/12/24	04/12/24	25% - Beginning Initial Internal Meetings and Information Gathering				
N/A	Data	514	Complete Data Readiness Analysis and Data Cleansing Activities for Segments I and II	01/29/24	04/12/24	50% - In Progress				
N/A	Processes	515	Identify Change Impacts and Update Agency Business Process Documentation for Segments I and II	01/29/24	04/12/24	50% - In Progress				
N/A	Technology	516	Update Agency Business System Documentation for Segment II	01/29/24	04/12/24	50% - In Progress				
Indirect	Technology	517	Update Florida PALM Conversion Inventory for Segment II	01/29/24	04/12/24	100% - Submitted	03/08/24	Submitted 3/8/2024		
Indirect	Technology	518	Update Florida PALM Interface Inventory for Segment II	01/29/24	04/12/24	50% - In Progress				
N/A	Technology	519	Remediate Agency Business Systems based on Segment I	01/29/24	06/28/24	25% - Beginning Initial Internal Meetings and Information Gathering				
N/A	People	520	Update Authorized Smartsheet Users	02/05/24	02/16/24	100% - Submitted	02/16/24			
N/A	N/A	521	Submit Bimonthly Agency Readiness Status Report	03/01/24	03/11/24	100% - Submitted	03/11/24	Submitted on 3/11/2024		
N/A	N/A	522	Manage Agency Specific Implementation Schedule, Risks and Issues	03/01/24	04/30/24	25% - Beginning Initial Internal Meetings and Information Gathering				

**People**

The staff and stakeholders affected by your agency's transition to Florida PALM.

**Implementation:**

**Planned Florida PALM End Users = 604**

- Business Process Groupings = 13

**Role Mapping = TBD**

**Training = TBD**

**Processes**

The sequence of procedures to accomplish a business objective.

**Current-State:**

**Cataloged Business Processes = 243**

- Related Business Systems = 6
- Related Reports = 10
- **Documentation Status:**
- Complete = 243 Partial = 0 Not Started = 0

**Implementation:**

**Impacted Agency Business Processes = TBD**

**Technology**

The applications or tools used to process, track, or report on financial operations.

**Current-State:**

**Cataloged Business Systems = 49**

- **Criticality:**
- High = 27 Med = 13 Low = 6 None = 3
- **Documentation Status:**
- Complete = 48 Partial = 0 Not Started = 0

**Cataloged Interfaces = 42**

- Inbound Interfaces = 28
- Outbound Interfaces = 14

**Data**

Information used in or produced from an agency's financial business operations.

**Current-State:**

**Unique FLAIR Data Elements = 70**

- **Associated Unique Uses = 70**
- Continued Use - Yes = 50
- Continued Use - No = 19
- **Associated Business Systems = 6**
- Cataloged Reports = 221**
- **Criticality:**
- High = 85 Med = 56 Low = 17 None = 51

**Implementation:**

**Business Systems Planned for Integration = 16**

**Segment I - Documentation Updates:**

- Complete = 3 Updating = 0 Evaluating = 0  
Not Started = 0 Not Needed = 12

**Segment II - Documentation Updates: TBD**

**Planned Interfaces = 20**

- Inbound Interfaces = 9  
- Outbound Interfaces = 11

**Implementation:**

**Configuration Workbooks = TBD**

**Conversions = TBD**

**Agency Reported**

The Risks, Issues, Assumptions and Readiness Activities table below display only items that were opened/logged, closed/resolved or active during the reporting period.

**DACS Risks**

Critical Operational Elements	Risk Description	Status	Risk Rating	Mitigation/Response Strategy	Reporting Period Comments or Updates	Date of Status Change	Owner / Coordinator
Technology	There is a mismatch between the Interface Layout and sample data files provided by the PALM team. It means that the sample data files are inconsistent with the interface layout. As the result, many times it's not possible to develop and test the interfaces.	Open	9 (High/High)	For the purposes of testing the interface, the sample data file is manually modified to fit the interface layout so the interface process could be tested. However, it means this is no longer a true test.	Reviewed Monthly	02/20/24	Rosemarie Zubler

**DACS Issues**

Critical Operational Elements	Issue Description	Status	Priority	Resolution Plan	Reporting Period Comments or Updates	Planned or Actual Resolution Date	Owner / Coordinator

**DACS Assumptions**

Critical Operational Elements	Assumption	Status	Date Logged or Removed	Impacted Stakeholder(s) and/or System(s)	Reporting Period Comments or Updates
Technology	Funding for staff augmentation and services will continue through implementation and Hypercare.	Logged	08/31/23	Software remediation and Chart of Accounts crosswalk transitioning from FLAIR to PALM.	Continuing to monitor
Data	Division reporting needs currently handled by Data Warehouse will be taken care of by user roles for Information Warehouse or PALM reports.	Logged	12/19/23	Division fiscals, Finance and Accounting, OPB, Purchasing, Payroll	Will monitor as FL PALM releases additional information.
Data	Contract numbers in FL PALM and agency business systems will use current values with 5 zeroes at the beginning (for 10 digit PALM COA Contract number).	Logged	12/19/23	Purchasing, Finance and Accounting, Division fiscals, OPB; AIMS	Will monitor as FL PALM releases additional information and agency develops internal Agency Business System remediation.
People	The Florida PALM team will be able to provide timely and complete requirements for the transition to Florida PALM with sufficient detail and time to implement the changes according to the Florida PALM schedule	Logged	11/13/23	FDACS PALM Readiness Team, CCN, all FDACS key stakeholders, PALM/impacted Agency Business System end users	Will monitor as FL PALM releases additional information.
Processes	Work efforts of staff augmentation resources are undertaken to collectively achieve a broader understanding of the totality of work that must be accomplished to meet all Critical Success Factors. As such, the deliverables outlined in the Operational Work Plan are critical, and the FDACS PALM Transition Readiness Team assumes that the deliverables are accurately and thoroughly defined and reflect the necessary Level of Effort to achieve all transition tasks and activities. Work efforts under the deliverables may adjust to accommodate operational variances, but the deliverables are fixed.	Logged	11/13/24	Staff Augmentation; FDACS PALM Readiness Team, CCN	Will continue to monitor.

**DACS Agency-Specific Readiness Activities**

Critical Operational Elements	Activity Description	Date(s)	Impacted Stakeholder(s) and/or System(s)	Objective	Reporting Period Comments or Updates
Data	Chart of Account: PALM Organization value development	01/10/24	Direct: Finance and Accounting, Indirect: All Employees	Chart of Account: PALM Organization value development	
Data	Task 514 Data Cleanup preliminary approach meeting	02/02/24	F&A Bureau Chief and Assistant Chief, PALM Director, Financial Management Supervisor	Discuss agency data cleanup approach	
Data	Potential PALM COA Changes	02/07/24	F&A Bureau Chief and Assistant Chief, PALM Director, Financial Management Supervisor	Discuss PALM Chart of Account methodology and FLAIR/ABS to PALM Crosswalk	
Data	Task 514 Data Cleanup Grants discussion	02/09/24	PALM Director, Grants Supervisors	Discuss Task 514 Data Cleanup approach, current data readiness, data cleanup plan, and internal timelines	
Data	Task 514 Data Cleanup Encumbrances discussion	02/09/24	PALM Director, Finance and Accounting Disbursements and Travel Supervisors, Purchasing Supervisors	Discuss Task 514 Data Cleanup approach, current data readiness, data cleanup plan, and internal timelines	
Data	Task 514 Data Cleanup Customers discussion	02/14/24	PALM Director, Finance and Accounting Revenue Supervisors	Discuss Task 514 Data Cleanup approach, current data readiness, data cleanup plan, and internal timelines	
Data	Task 514 Data Cleanup Assets and Property discussion	02/16/24	PALM Director, Finance and Accounting Property and Financial Management Supervisors	Discuss Task 514 Data Cleanup approach, current data readiness, data cleanup plan, and internal timelines	
Data	COA Methodology	02/29/24	F&A Bureau Chief, PALM Director, Admin IT	Discuss approved COA Methodology, documentation of approval, and communication to IT and SMEs	
People Processes Technology Data	Division of Administration AIMS/PALM Integration Meeting	01/23/24	Division of Administration (F&A, Admin DIO (IT), General Services/Purchasing, Professional and Organizational	Discuss future processes for AIMS (Agency Business System) transition to PALM.	

			Development)		
People Processes Technology Data	Florida PALM Advisory Council	01/24/24	Advisory Council Member, Technical Liaison, Change Management Liaison,	Receive PALM Updates and communicate take-aways internally	
People Processes Technology Data	PALM Activities Review	01/25/24	FDACS PALM Project Manager and Finance & Accounting PALM Director	The purpose of this meeting is (1) PALM Risk status review, (2) PALM Issue status review, (3) PALM Assumptions, (4) PALM Decisions review, and any other PALM Project related items	
People Processes Technology Data	Finance and Accounting Chief Office PALM Update	01/29/24	F&A Bureau Chief and Assistant Chief, PALM Director	Discuss PALM End Users approach, questions for Readiness Coordinator, Risk 002, PALM Resources, expenditure code object analysis, PALM Management Workgroup dashboard and Calendar layout,	
People Processes Technology Data	PALM Activities Review	02/01/24	FDACS PALM Project Manager and Finance & Accounting PALM Director	The purpose of this meeting is (1) PALM Risk status review, (2) PALM Issue status review, (3) PALM Assumptions, (4) PALM Decisions review, and any other PALM Project related items	
People Processes Technology Data	Finance and Accounting Chief Office PALM Update	02/01/24	F&A Bureau Chief and Assistant Chief, PALM Director	Discuss current Task status and steps for agency completion, review Implementation schedule	
People Processes Technology Data	Review/Update Agency Readiness Activities for the upcoming Bi-monthly Agency Report	02/06/24	FDACS PALM Project Manager and Finance & Accounting PALM Director	Review the agency readiness activities for January 2024	
People Processes Technology Data	PRT Dashboard Calendar Discussion	02/08/24	PALM Director, PRT Project Manager, OATS	To discuss the status and any needed clarification of the following: Calendar for FL PALM Tasks, PRT deliverables, and Agency-readiness activities; From a SharePoint list with a calendar view; planned start and finish dates; A link on the Power BI PALM dashboard	
People Processes Technology Data	Division of Administration Leadership PALM Update	02/15/24	Administration Director, Assistant Director, Finance and Accounting Bureau Chief, PALM Director, OPS PALM position	Discuss status of PALM Tasks, PALM Resources needed, Internal approval process	
People Processes Technology Data	FL PALM Advisory Council	02/21/24	Advisory Council Member, Technical Liaison, Change Management Liaison,	Receive PALM Updates and communicate take-aways internally	
People Processes Technology Data	Finance and Accounting Chief PALM Update	02/22/24	Finance and Accounting Bureau Chief and Assistant Chief, PALM Director, OPS PALM Position	Review PALM Resources needed, COA Methodology, JAD Session expectations, PALM Tasks status, Review Task 515 supplemental FDACS Guidelines, configuration workbooks planning, upcoming PALM Management Workgroup agenda items	
People Processes Technology Data	PALM Admin Leadership Meeting	02/26/24	Administration Director, Assistant Director, Finance and Accounting Bureau Chief and Assistant Bureau Chief, PALM Director, OPS PALM Position	PALM Project management weekly summary approval, CCN Town Hall attendees, AIMS Launch date decision point, COA Methodology, JAD Session expectations, Risks, Issues, Assumptions, Decision Points, Action Items, Calendar, Resources needed, Vacancies, Configurations task, PALM Task status overview	
People Processes Technology Data	Agency Sponsor Meeting	02/27/24	Leadership	Agency Sponsor PALM Update	
People Processes Technology Data	PMW Weekly Summary Reporting	01/01/24	PALM Management Workgroup [Administration (Finance and Accounting, Admin IT, Purchasing/General Services), OATS, PRT, FNW FANS Technical team, Payroll, Office of Policy and Budget, Leadership]	Provide status of PALM Tasks, Deliverables, and agency readiness tasks; Provide notice for upcoming meetings and current decision points; Report accomplishments for both business and technical side of PALM project management; Provide other project updates as needed	Every Monday
People	COA Crosswalk Requirements and Development Meeting	01/08/24	Administration, Finance & Accounting, OATS, PALM Remediation Team	The purpose of this meeting is to discuss the COA Crosswalk Requirements and Development approach.	
People	Tuesday Task Talk	01/09/24	Finance & Accounting, PRT	Review of the instructions for PALM Task 511; Communicate updates	Participate Weekly.
People	Tuesday Task Talk	01/16/24	OATS, Finance & Accounting	Review of the instructions for PALM Task 512	Participate Weekly.
People	Task 512 Communication	01/17/24	PALM Management Workgroup	Share newly released Task 512 Instructions, and Task Talk	
People	Attended Segment II Design Workshop-Grants Management/Contracts Management/System Access Controls	01/17/24	Admin IT, Finance and Accounting, PALM Remediation Team Project Manager	Review Segment II Business Process Models and communicate changes internally	
People	Attended Segment II Design Workshop-Accounts Management and Financial Reporting	01/18/24	Admin IT, Finance and Accounting, PALM Remediation Team Project Manager	Review Segment II Business Process Models and communicate changes internally	
People	Thursday Task Talk	02/01/24	OATS, Finance & Accounting	Review of the instructions for PALM Task 513	
People	Thursday Task Talk	02/08/24	OATS, Finance & Accounting, PRT	Review of the instructions for PALM Task	
People	PALM Activities Review	02/08/24	FDACS PALM Project Manager and Finance & Accounting PALM Director	The purpose of this meeting is (1) PALM Risk status review, (2) PALM Issue status review, (3) PALM Assumptions, (4) PALM Decisions review, and any other PALM Project related items	
People	FLAIR End Users to PALM End users status update	02/08/24	PALM Director, Sierra Jenkins	Discuss data entry of FLAIR End users from report and translation to PALM End users	
People	FDACS PALM Remediation Team Touchpoint with Admin Division Information Officer	02/14/24	FDACS PALM Remediation Team, OATS, and Finance & Accounting, Admin IT	The purpose of this weekly meeting is (1) Answer any PRT questions (2) Any blockers, issues, or assistance needed, (3) Review any updates	
People	PALM Activities Review	02/15/24	FDACS PALM Project Manager and Finance & Accounting PALM Director	The purpose of this meeting is (1) PALM Risk status review, (2) PALM Issue status review, (3) PALM Assumptions, (4) PALM Decisions review, and any other PALM Project related items	
People	Thursday Task Talk	02/15/24	OATS, Finance & Accounting	Review of the instructions for PALM Task	
People	PALM Remediation Project Weekly Summary Report	02/16/24	OATS, Admin, Finance and Accounting, FDACS PALM Remediation Team	Weekly status summary of the PALM Tasks, PALM Remediation efforts, any known Operation Issues, Risks, or Blockers, and the next week's priorities	
People	FL PALM Monthly Readiness Touchpoint Meeting	02/16/24	OATS, Admin, Finance and Accounting, FDACS PALM Remediation Team, Readiness Coordinator	The purpose of this meeting is:(1) Agency updates, (2) Project Updates, (3) Meetings & Workshops, (4) Readiness Tasks, and (5) General Discussions and Questions	
People	FDACS PALM Remediation Team Touchpoint with Admin Division Information Officer	02/21/24	FDACS PALM Remediation Team, OATS, and Finance & Accounting, Admin IT	The purpose of this weekly meeting is (1) Answer any PRT questions (2) Any blockers, issues, or assistance needed, (3) Review any updates	
People	Thursday Task Talk	02/22/24	OATS, Finance & Accounting	Review of the instructions for PALM Task	
People	PALM Activities Review	02/22/24	FDACS PALM Project Manager and Finance & Accounting PALM Director	The purpose of this meeting is (1) PALM Risk status review, (2) PALM Issue status review, (3) PALM Assumptions, (4) PALM Decisions review, and any other PALM Project related items	

People	FDACS PALM Remediation Team Touchpoint with Admin Division Information Officer	02/28/24	FDACS PALM Remediation Team, OATS, and Finance & Accounting	The purpose of this weekly meeting is (1) Answer any PRT questions (2) Any blockers, issues, or assistance needed, (3) Review any updates	
People	PALM Activities Review	02/29/24	FDACS PALM Project Manager and Finance & Accounting PALM Director	The purpose of this meeting is (1) PALM Risk status review, (2) PALM Issue status review, (3) PALM Assumptions, (4) PALM Decisions review, and any other PALM Project related items	
People	Thursday Task Talk	02/29/24	OATS, Finance & Accounting	Review of the instructions for PALM Task	
People Processes	Finance and Accounting Supervisors meeting and PALM Update	01/25/24	Finance and Accounting Supervisors	Provide overview of current task status, upcoming PALM Tasks, discuss readiness activities and vacancies	
People Processes Technology	Delivery of draft FDACS PALM Intranet site design for SharePoint	01/03/24	Directly: Change Management Liaison, OATS staff; Indirectly: All FDACS employees	Deliver initial mock-up of FDACS PALM Intranet site on SharePoint for development in test site. Intranet site will be available to all FDACS employees once completed.	Design includes introduction to FL PALM and impact to FDACS, FDACS PALM Project Management documents, FL PALM resource links, FDACS PALM contact info, with intent to add agency training once developed
People Processes Technology	PALM Quarter 3 Funds Release request	01/22/24	PALM Management Workgroup	Update and submit PALM budget documentation for release of PALM funds	
People Technology	Finance and Accounting Chief Office PALM Update	02/07/24	F&A Bureau Chief and Assistant Chief, PALM Director,	Discuss agency stakeholder engagement, AIMS remediation approach timeline	
Processes	Communication for Task 515 based on known Task 508 elements	01/03/24	F&A Supervisors, Purchasing section, Payroll Liaison, Admin Leadership, Project Manager	Distributed Task 508 Instructions and additional agency-created guidelines to supervisors and leadership involved in Task 515 to anticipate PALM elements that will be requested ahead of Segment II Design meetings.	Impacted stakeholders will attend Segment II Design and take notes on Risks, Issues, Assumptions, Readiness Activities, Change Impacts, etc.
Processes	Collaboration with DFS Proper on Task 508 additional guidelines	01/03/24	Alexandra, DFS Proper; Business Liaison, Change Management Liaison, Payroll	Complete Task 508 though inter-agency resource sharing.	Microsoft Word - Additional Guidelines template
Processes	Task 508 Payroll Process Analysis Update meeting	01/08/24	Payroll, PALM Director	Provide status update on Task 508, answer questions, provided new Task 508 Spreadsheet template	Task 508 on schedule.
Processes	Attended Segment II Design Workshop-Disbursements Management	01/10/24	Admin IT, Finance and Accounting, PALM Remediation Team Project Manager	Review Segment II Business Process Models and communicate changes internally	
Processes	Attended Segment II Design Workshop-Asset Accounting and Management	01/11/24	Admin IT, Finance and Accounting, PALM Remediation Team Project Manager	Review Segment II Business Process Models and communicate changes internally	
Processes	Attended Segment II Design Workshop-Disbursements Management	01/12/24	Admin IT, Finance and Accounting, PALM Remediation Team Project Manager	Review Segment II Business Process Models and communicate changes internally	
Processes	Attended Segment II Design Workshop-Accounts Receivables	01/16/24	Admin IT, Finance and Accounting, PALM Remediation Team Project Manager	Review Segment II Business Process Models and communicate changes internally	
Processes	Save the Date - Segment III	01/19/24	Finance and Accounting, Purchasing, and Payroll SMEs, PALM Management Workgroup	Communicate upcoming PALM Segment III Business Process Model Reviews and Design workshops.	
Processes	Task 508 Payroll Process Analysis Update meeting	01/19/24	Payroll, PALM Director	Provide status update on Task 508, answer questions, received updated Task 508 Spreadsheet for review	
Processes	Attended Segment III Design Workshop-Disbursement Management	02/12/24	Admin, Finance and Accounting	Review Segment III Business Process Models and communicate changes internally	
Processes	Attended Segment III Design Workshop-Asset Accounting and Management	02/12/24	Admin, Finance and Accounting	Review Segment III Business Process Models and communicate changes internally	
Processes	Attended Segment III Design Workshop-Revenue Accounting, Accounts Receivables, and Grants Management	02/13/24	Admin, Finance and Accounting	Review Segment III Business Process Models and communicate changes internally	
Processes	Attended Segment III Design Workshop-Account Management and Financial Reporting	02/13/24	Admin, Finance and Accounting	Review Segment III Business Process Models and communicate changes internally	
Processes	SmartSheet Training	02/14/24	PALM Director, PRT Project Manager, OPS PALM position	Training on adding/removing Smartsheet users, Smartsheet Dashboard, Data input on Smartsheets	
Processes	PALM Task 515 - Financial Management and Property	02/20/24	PALM Director, Financial Management and Property supervisors	Discuss Task 515 approach, current business process to PALM process reconciliation, Change impacts (Risks, Issues, Assumptions, Questions, Decision points, Vacancies, resources needed), weekly status updates, updating current business process documentation	
Processes	PALM Task 515 - Office of Policy and Budget	02/21/24	PALM Director, Office of Policy and Budget	Discuss Task 515 approach, current business process to PALM process reconciliation, Change impacts (Risks, Issues, Assumptions, Questions, Decision points, Vacancies, resources needed), weekly status updates, updating current business process documentation	
Processes	PALM Task 515 - Revenue and Grants	02/22/24	PALM Director, Revenue and Grants Supervisors	Discuss Task 515 approach, current business process to PALM process reconciliation, Change impacts (Risks, Issues, Assumptions, Questions, Decision points, Vacancies, resources needed), weekly status updates, updating current business process documentation	
Processes	Decision Points Discussion	02/23/24	Admin IT, PALM Director	Discuss Decision Points needed from leadership, process of tracking internally and escalation as needed	
Processes	PALM Task 515 - Disbursements: Travel, Research, Warrants and General Audit	02/26/24	PALM Director, Disbursements Supervisors	Discuss Task 515 approach, current business process to PALM process reconciliation, Change impacts (Risks, Issues, Assumptions, Questions, Decision points, Vacancies, resources needed), weekly status updates, updating current business process documentation	
Processes	PALM Task 515 - Purchasing	02/27/24	PALM Director, Purchasing Supervisors	Discuss Task 515 approach, current business process to PALM process reconciliation, Change impacts (Risks, Issues, Assumptions, Questions, Decision points, Vacancies, resources needed), weekly status updates, updating current business process documentation	
Technology	FANS to AIMS Status Meeting	01/03/24	FNW FANS IT team, FNW Fiscals, Admin IT, PRT, OATS, Administration Director's Office, Finance and Accounting; FANS	The purpose of this weekly meeting is (1) FANS PALM Remediation status update ( What has been accomplished) (2) Any blockers, issues, or assistance needed, (3) Next steps ( Goals for the next week)	Conducted Weekly and as needed..
Technology	Conducted FANS AIMS/PALM approach	01/03/24	FNW FANS IT team, FNW Fiscals, Admin IT, PRT, OATS, Administration Director's Office, Finance and Accounting; FANS	Discuss FANS approach for PALM via AIMS, identify risks (UEI), planning for FANS to connect to AIMS, identify responsible/accountable parties, next steps	FNW= Division of Food, Nutrition, and Wellness, FANS = Food and Nutrition System (Agency Business System), PRT = PALM Remediation Team, OATS = Office of Agriculture Technology, AIMS = Administrative Image Management System,
Technology	REV and AIMS (ABS) Forms and Reports Analysis Preliminary Review	01/04/24	PALM Remediation Team, Admin IT, Change Management Liaison; AIMS and REV	Review the findings from the analysis of REV and AIMS forms and reports.	
Technology	PALM Management Touchpoint	01/05/24	Leadership and key	Provide agency readiness status updates, discuss AIMS, REV,	

			stakeholders from Administration, Finance and Accounting, OATS, PRT, OPB, AIMS, REV, FANS	and FANS remediation, and review risks, issues, and assumptions. Discuss upcoming tasks and key takeaways from recent PALM meetings	
Technology	FANS to AIMS Workshop	01/08/24	FNW FANS IT team, FNW Fiscals, Admin IT, PRT, OATS, Administration Director's Office, Finance and Accounting; FANS	The agenda for this workshop is: (1) Discuss FNW current Disbursements Process involving DUNS/UEI Number to identify remediation strategy for PALM migration. (2) Understand the FANS current data in terms of integrating with AIMS. (3) Overview of the FANS Claims Process for PALM Task Documentation.	
Technology	New AIMS PALM Development Environment/Application Meeting	01/08/24	Administration, OATS, FDACS PALM Remediation Team, Finance & Accounting	The purpose of this meeting is for the FDACS PALM Remediation Team to log into the new AIMS PALM DEV Environment and as a group we will test to see if there are any issues/conflicts with Production, directory permissions, etc.	
Technology	FANS to AIMS Status Meeting	01/10/24	FNW FANS IT team, FNW Fiscals, Admin IT, PRT, OATS, Administration Director's Office, Finance and Accounting; FANS	The purpose of this weekly meeting is (1) FANS PALM Remediation status update ( What has been accomplished) (2) Any blockers, issues, or assistance needed, (3) Next steps ( Goals for the next week)	
Technology	PALM Quarter 3 Request For Funds Review Meeting	01/12/24	OATS, PRT	Review of documentation needed for Q3 request for PALM funds	Review Quarterly.
Technology	FANS to AIMS Status Meeting	01/17/24	FNW FANS IT team, FNW Fiscals, Admin IT, PRT, OATS, Administration Director's Office, Finance and Accounting; FANS	The purpose of this weekly meeting is (1) FANS PALM Remediation status update ( What has been accomplished) (2) Any blockers, issues, or assistance needed, (3) Next steps ( Goals for the next week)	
Technology	FANS for PALM Workshop	01/19/24	FNW FANS IT team, FNW Fiscals, Admin IT, PRT, OATS, Administration Director's Office, Finance and Accounting; FANS	Discuss FANS approach for PALM via AIMS, identify risks (UEI), planning for FANS to connect to AIMS, identify responsible/accountable parties, next steps	
Technology	PALM Management Touchpoint	01/19/24	Leadership and key stakeholders from Administration, Finance and Accounting, OATS, PRT, OPB, Payroll, Admin IT, Purchasing; AIMS, REV, FANS	Provide agency readiness status updates, discuss AIMS, REV, and FANS remediation, and review risks, issues, and assumptions. Discuss upcoming tasks and key takeaways from recent PALM meetings	
Technology	Database & Application Server Environments for Remediation	01/22/24	OATS, Finance & Accounting, FDACS PALM Remediation Team	This meeting was set up to discuss the database and application server environments for remediating AIMS, REV, and other applications.	
Technology	FANS to AIMS Workshop	01/24/24	FNW FANS IT team, FNW Fiscals, Admin IT, PRT, OATS, Administration Director's Office, Finance and Accounting; FANS	The purpose for this workshop isto get a better understanding of FANS current processes.	
Technology	FANS PALM Tasks review	01/25/24	FANS Liaison, PRT Project Manager, PALM Director	The purpose of this meeting is to review the following: Status of documentation and deliverables, Percentage completion of tasks, Summary of PALM activities for this week, Any blockers or assistance needed, Next week's goals.	
Technology	PRT Dashboard Discussion	01/29/24	PRT Project Manager, PALM Director, OATS Developer	Discuss PRT Dashboard updates for PALM Management Workgroup	
Technology	FANS to AIMS Status Meeting	01/31/24	FNW FANS IT team, FNW Fiscals, Admin IT, PRT, OATS, Administration Director's Office, Finance and Accounting; FANS	The purpose of this weekly meeting is (1) FANS PALM Remediation status update ( What has been accomplished) (2) Any blockers, issues, or assistance needed, (3) Next steps ( Goals for the next week)	
Technology	Test PALM Development Environment for AIMS	02/01/24	PRT, Admin IT, OATS	Testing AIMS application for new PALM Development Environment - Purchase Orders, Approvals	
Technology	PALM Management Touchpoint	02/02/24	Leadership and key stakeholders from Administration, Finance and Accounting, OATS, PRT, OPB, Payroll, Admin IT, Purchasing; AIMS, REV, FANS	Provide agency readiness status updates, discuss AIMS, REV, and FANS remediation, and review risks, issues, and assumptions. Discuss upcoming tasks and key takeaways from recent PALM meetings	Leadership and key stakeholders from Administration, Finance and Accounting, OATS, PRT, OPB
Technology	Test PALM Development Environment for AIMS Contracts	02/02/24	Admin, FDACS PALM Remediation Team, Finance & Accounting	The purpose of this meeting is to test the AIMS Contracts for Environment Issues in the new PALM Development environment	
Technology	FANS to AIMS Status Meeting	02/07/24	FNW FANS IT team, FNW Fiscals, Admin IT, PRT, OATS, Administration Director's Office, Finance and Accounting; FANS	The purpose of this weekly meeting is (1) FANS PALM Remediation status update ( What has been accomplished) (2) Any blockers, issues, or assistance needed, (3) Next steps ( Goals for the next week)	
Technology	FANS to AIMS Status Meeting	02/14/24	FNW FANS IT team, FNW Fiscals, Admin IT, PRT, OATS, Administration Director's Office, Finance and Accounting; FANS	The purpose of this weekly meeting is (1) FANS PALM Remediation status update ( What has been accomplished) (2) Any blockers, issues, or assistance needed, (3) Next steps ( Goals for the next week)	
Technology	FANS Level of Effort Approach Meeting	02/15/24	PRT, OATS, Admin IT, Finance and Accounting, PALM Director, Leadership	To anticipate the FANS Technical Team's Needs, Provide a general roadmap of deliverables, templates, and timelines in one living document; Determine any assistance needed that may help with the Level of Effort determination for the proposed October 1, 2024 FANS to AIMS for FLAIR launch	
Technology	PALM Considerations Document	02/19/24	PRT, OATS, PALM Director	Review items in consideration list for remediation; Existing tool for converting FLAIR to COA codes and vice versa; Is a service needed?	
Technology	AIMS Remediation JAD session (Purchase orders)	02/20/24	PRT, Admin IT, F&A Disbursements supervisors, Purchasing Supervisors, Leadership, PALM Director section	Discuss AIMS Application Analysis Overview and Findings, Analysis Documents repository, Forms/Screens, Reports, Interfaces, Databases; Remediation of PO Process - Purchase requisition, Contract Creation, PO Administration; Remediation Approach - Requirements Gathering through Joint Application Development Sessions, Development, Test Cases, User Acceptance Testing	
Technology	Risks associated with PALM Inbound and Outbound Interfaces	02/20/24	PRT, Admin IT	Discuss risks associated with PALM Inbound and Outbound Interfaces	
Technology	PALM Remediation Development Environment	02/20/24	PRT, Admin IT, OATS	Discuss the production deployments of AIMS, CATS, REV, FA, and other applications that will happen going forward. We will discuss the process of merging the changes to PALM Remediation Development environment.	
Technology	FANS to AIMS Status Meeting	02/21/24	FNW FANS IT team, FNW Fiscals, Admin IT, PRT, OATS, Administration Director's Office, Finance and Accounting; FANS	The purpose of this weekly meeting is (1) FANS PALM Remediation status update ( What has been accomplished) (2) Any blockers, issues, or assistance needed, (3) Next steps ( Goals for the next week)	
Technology	REV Remediation (Direct Deposits) Joint Application Development Session	02/21/24	PRT, OATS, Admin IT, Revenue Supervisors, Leadership	REV Application Analysis and Findings - Analysis Documents Repository, Forms/Screens, Reports, Interfaces, Databases; Remediation of Direct Deposits Process - Work Period, Batch, Balance Work Period; Remediation Approach - Requirements gathering through JAD sessions, development, test cases, user acceptance testing	

Technology	AIMS Remediation (PO) JAD Session	02/22/24	PRT, Admin IT, F&A Disbursements supervisors, Purchasing Supervisors, Leadership, PALM Director section	Review each screen in the Purchase Request Approval Process for remediation impact and future changes needed	
Technology	Strategic Asset Tracking System - FLAIR to PALM External meeting with Vendor	02/26/24	Property section, PALM Director, OPS PALM position, Admin IT	Discuss Strategic system for tracking inventory upcoming updates and changes for PALM	
Technology	Test Disbursements in PALM Development Environment	02/27/24	PRT, OATS	Test Disbursements in AIMS PALM Development environment; prepare AIMS PALM development environment for remediation	
Technology	FANS to AIMS Status Meeting	02/28/24	FNW FANS IT team, FNW Fiscals, Admin IT, PRT, OATS, Administration Director's Office, Finance and Accounting; FANS	The purpose of this weekly meeting is (1) FANS PALM Remediation status update ( What has been accomplished) (2) Any blockers, issues, or assistance needed, (3) Next steps ( Goals for the next week)	
Technology	Daily PRT Standups	01/01/24	PRT, Finance and Accounting, OATS, Admin IT	Conduct daily standups to provide update on technology tasks and deliverables, address risks, issues, assumptions, time exceptions, and blockers.	Work breakdown structure and deliverable progress monitoring; Project Management Liaison, Change Management Liaison; Recurring daily meeting

### Agency Sponsor Confirmation

As Agency Sponsor, I understand my role and responsibility for monitoring and reporting on my agency's readiness status. I have reviewed and confirmed the accuracy of my agency's readiness status as reflected in this dashboard.

Agency Sponsor Name: \*

Confirm \*

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### DACS Status Report Confirmation

Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
January - February 2024	Alan Edwards	alan.edwards@fdacs.gov	03/11/24
November - December 2023	Alan Edwards	alan.edwards@fdacs.gov	01/11/24
September - October 2023	Alan Edwards	alan.edwards@fdacs.gov	11/09/23
July - August 2023	Alan Edwards	alan.edwards@fdacs.gov	09/11/23