DBPR Status Report Dashboard

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

Reporting Period

January - February 2026

Agency Sponsor

Sally Huggins

RW Task Timeliness

Direct Impact Task Timeliness

Direct Impact Task Timeliness:

Score = 93.6%

- Submitted On Time = 42
- Submitted Late = 8
- Pending Submission = 0

Other Task Timeliness

Other Task Timeliness:

Score = 94.38%

- Submitted On Time = 74
- Submitted Late = 15
- Pending Submission = 0

The RW Task Timeliness dials reflect the timeliness of your agency's submission of all RW tasks based on the task due date. Calculations are based on all RW tasks to date.

RW Task Completeness

Direct Impact Task Completeness

Direct Task Completeness:

Score = 91.20%

- Submitted Complete = 44
- Submitted Incomplete = 4
- Completed After Submission = 2

Other Task Completeness

Other Task Completeness:

Score = 98.36%

- Submitted Complete = 60
- Submitted Incomplete = 1
- Completed After Submission = 0

The RW Task Completeness dials reflect the completeness of your agency's task submissions based on the task rubric. Calculations of task completeness includes all RW Tasks since RW 512.

Change Champion Network:

- Unique Filled Role = 7
- Duplicate Filled Role = 8
- Vacant Role = 1

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

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
Indirect	Processes	574	Prepare Documentation for User Acceptance Testing	06/02/25	01/09/26	100% - Submitted	01/21/26	The DBPR Test Case Inventory-01.21.2026 was uploaded. The FL PALM Topic and Activity User Stories contain the source material references that will be used when executing test cases. The DBPR Teams Channel contains these documents.	Submission Complete	
Direct	Technology	592	Agency IdP SMEs Add End Users to Agency's Identity Provider	12/08/25	01/09/26	100% - Submitted	01/09/26		Submission Complete	
Indirect	People	688	Update UAT Plan	12/08/25	01/09/26	100% - Submitted	01/16/26		Submission Complete	
Indirect	N/A	606	Update Agency Readiness Certification #2	12/15/25	01/09/26	100% - Submitted	01/09/26	01/11/2026 FL PALM: Submitted on behalf of agency based on AS signoff and completion of worksheets	Submission Complete	
N/A	N/A	671	Submit Bimonthly Agency Readiness Status Report	12/29/25	01/14/26	100% - Submitted	01/14/26		Submission Complete	
Indirect	N/A	669	Submit Monthly Progress Report - Testing	01/05/26	01/30/26	100% - Submitted	01/30/26	API002 requires a second round of testing. DBPR-IT are currently working on it.	Submission Complete	
Direct	Data	597	Complete Data Cleansing Based on Mock Conversion 4	01/12/26	03/13/26	75% - Consolidating/Inputting Information for Submission		Updates for Asset Management will be completed today. The RC was emailed about duplicate records in the GL report.		
N/A	People	670	Share Florida PALM Updates	01/12/26	01/23/26	100% - Submitted	01/16/26		Submission Complete	
Indirect	N/A	672	Submit Monthly Progress Report - Testing	02/02/26	02/27/26	100% - Submitted	02/27/26		Submission Complete	
N/A	N/A	673	Submit Bimonthly Agency Readiness Status Report	03/02/26	03/10/26	100% - Submitted	03/10/26			
Indirect	N/A	674	Submit Monthly Progress Report - Testing	03/02/26	03/31/26	25% - Beginning Initial Internal Meetings and Information Gathering				

Agency Reported

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

DBPR Risks

Status	Date Opened	Date Closed	Primary Risk Category	Risk Title	Trend	Risk Rating	Background	Monitor/Mitigation Plan/Resolution	Impact if Risk Becomes an Issue	Reporting Period Comments for Jan. - Feb. 2026
Open and Mitigating	01/13/25		Agency Business System	If significant problems are encountered during UAT when testing Versa Regulation output files (spreadsheet uploads and interfaces),	Decreasing	9 (High/High)	DBPR IT has many simultaneous projects on their plates and they are trying to prioritize to get the PALM project what is needed when it is needed.	Conduct structured walkthroughs, desk-checks, and as much unit testing as possible prior to UAT	There may not be enough time for DBPR IT to make modifications in time to be retested	DBPR-IT sent questions, questions were answered, waiting for a response.

Status	Date		Category	Risk	Trend	Score	Impact	Response	Consequence	Notes
				there may not be enough time for DBPR IT to make modifications in time to be retested						
Open and Monitoring	03/06/26		Deployment/Cutover	If a querying tool similar in ease of use as the FLAIR@DBPR application is not provided by PALM, DBPR may need to create their own version of PALM@DBPR. This may require development assistance instead of macros as was done in the past.	Increasing	9 (High/High)	DBPR staff are extensive users of the FLAIR@DBPR application. If this system is not replaced, it may negatively impact productivity.	A gap analysis is needed to show available data in the data warehouse that DBPR can query from, and the query abilities of FLAIR@DBPR. If the data warehouse is limited to report data, and if DBPR must have access to real time PALM data, this could become an issue. The complexity of PALM may be too high for existing F & A staff to develop a query tool on their own.	The solution for this cannot negatively impact productivity.	More investigation is needed on the scope of reports and the data warehouse, including access to data not necessarily contained in PALM reports, but necessary for queries. Some queries may require real-time data, but this must be confirmed.
Open and Mitigating	03/06/26		Deployment/Cutover	The OCM has left the agency the end of February. This may cause delays in updating procedures during PALM UAT	Stable	6 (Medium/High)	OCM left unexpectedly at the end of February. His task was to update procedure documentation since test cases have been completed.	Much of the procedure update documentation needs are captured in the Test Cases. This information can be used to populate draft procedures to start. There may be a need for the addition of policies to ensure quality, for example, PALM file upload naming standards, etc. to ensure uniformity and cleanliness at DBPR high standards. Discussions with Sally and supervisors will determine if this should be elevated to an issue, or if the PM and existing staff can complete the work.	Pending discussions with supervisors and F & A Chief.	New risk, updates will be provided after discussions are completed.
Open and Mitigating	02/19/25		User Acceptance Testing	If all business processes (Current-State and Future-State) are not reviewed before UAT begins, DBPR SMEs will have minimal time to catch up	Decreasing	4 (Medium/Medium)	Subject Matter experts need to review all workflows (present and future) to ensure the business functions are documented properly because this documentation serves as the foundation for many other PALM Project activities.	Make every attempt to schedule and conduct business process review sessions (Crosswalks) before UAT begins. UAT currently scheduled to begin in August 2025.	DBPR SMEs will have minimal time to catch up review of business processes	PALM has been documenting future state process steps as part of UAT Preparations. They are also adding videos, and providing both application and IT support during in-person UAT sessions, and they are providing the presentations early enough for printing before staff attend UAT. Also, most users have expressed that while the business processes themselves are comfortably familiar, the increase in the number of steps to complete a process is much higher than in FLAIR. There doesn't seem to be a need to "catch up." Rather, they know they need to perform the same business processes but with more steps.
Open and Mitigating	05/31/24		Business Process Change	If DBPR end users are not familiar with and understand PALM Future-State Processes, then translating Current-State Business Processes will be difficult and will negatively impact DBPR PALM readiness	Stable	3 (High/Low)	Documentation on Future-State business processes is being provided by The Project on the PALM website.	Establish and conduct PALM Education and related planning. Review Future-State processes with end users. Add Tasks to the Project Schedule and manage their completion.	Translating Current-State Business Processes will be difficult and will negatively impact DBPR PALM readiness	Test Cases, PALM Topic and Activiies User Stories, and support materials for tranlations have been published to the DBPR PALM Implementation Channel for UAT Testers. The OCM and the SAM are working with business units on issues, questions, etc. now until UAT Testing begins.
Open and Mitigating	11/15/24		Deployment/Cutover	If DBPR does not have a cutover plan for the duration when FLAIR is shutdown but PALM is not yet available, key business processes may not be able to be completely timely and could have negative consequences.	Stable	3 (High/Low)	Down time and other conditions need to be planned for to ensure a smooth transition.	Create a Cutover Plan that Identifies all planned activities and possible impacts, taking into account Florida rules and regulations, and other considerations.	Key business processes may not be able to be completely timely and could have negative consequences	Completion of the cutover plan is a requirement for DBPR Go/No Go approval to move to PALM Production.
Open and Mitigating	08/19/24		Conversion/Configuration	If DBPR does not test email notifications from PALM as part of our UAT testing (particularly proxies and delegates), then DBPR may not have the desired flexibility once we go to production with PALM	Decreasing	2 (Medium/Low)	We need to not only test normal email notifications sent from PALM, but also special conditions and overrides to simulate the real world.	Be sure to create test scripts that incorporate proxies and delegates for PALM email notifications during UAT	DBPR may not have the desired email notification flexibility once we go to production with PALM	Email Notifications from PALM may be a non-issue. The flexibility in PALM is represented by WorkCenters and 'open' Items pages that list artifacts needed approvals or responses including current status.

DBPR Issues

Status	Date Opened	Date Closed	Priority	Primary Issue Category	Issue Title	Background	Action Plan	Planned or Actual Resolution Date	Reporting Period Comments for Jan. - Feb. 2026
Open	06/04/25		Critical - Impacts the abil	Interface	ABS Versa Regulation remediation is behind schedule	DBPR IT has not produced any output files from the remediation of Versa Regulation for PALM and development of the direct interface API002 has not even been started, which should have started in May based on the re-baselined Project Schedule.	Escalate to DBPR leadership and make sure it is prioritized highly by DBPR IT.	10/31/25	DBPR is in the second round of issue resolution with DBPR IT and waits word on the last round of changes.

DBPR Assumptions

Critical Operational Elements	Assumption	Status	Date Logged or Removed	Impacted Stakeholder(s) and/or System(s)	Reporting Period Comments for Jan. - Feb. 2026
People Processes Technology Data	The Department will complete all necessary interface and spreadsheet upload builds to allow for business operations to continue in the Florida PALM solution.	Logged	04/01/24	DBPR IT Project Manager Organizational Change Manager DBPR Revenue staff DBPR Disbursements staff Accounting Systems Analyst	API002 is being updated after round 2 of testing.
Processes Technology Data	The Florida PALM Project will be able to provide timely and complete requirements for agency business processes with enough detail and time to implement the changes according to the Florida PALM schedule.	Logged	04/01/24	All DBPR stakeholders	Payroll UAT equirements were in some cases a day before In-Person UAT.
People Processes Technology Data	DBPR Divisions/Offices will identify and make the necessary business process changes with enough detail and time to implement the changes according to the Florida PALM Project Schedule.	Logged	04/01/24	All DBPR stakeholders	Testers stated that finally being able to work in Florida PALM has eased their anxiety.
People Processes Technology Data	Testing of remediated agency and enterprise business systems and business processes will be rigorous and scheduled well-ahead of implementation to ensure enough time to resolve identified issues.	Logged	04/01/24	DBPR IT Project Manager Organizational Change Manager DBPR Revenue staff	Enterprise business systems are scheduling UAT Testing and requesting tester names.
People Processes Technology Data	The Department will actively participate in the agency testing efforts of the new processes and validate the outputs meet the needs of the Department.	Logged	04/01/24	All DBPR division/office staff Project Manager Organizational Change Manager Finance & Accounting Bureau Chief	DBPR is currently running test cases
People Processes Technology Data	DFS PALM (The Project) will maintain the Requirements Traceability Matrix (RTM) as well as recording the traceability details for all Business requirements	Logged	04/18/24	All DBPR division/office staff Project Manager Organizational Change Manager Accounting Systems Analyst Finance & Accounting Bureau Chief DBPR Sponsor	PALM is enforcing the RTM through Agencies populating the User Story Inventory
People Processes Data	DBPR will identify any unique Business requirements resulting from review of the Future-State processes and will maintain these requirements in the DBPR PALM Readiness RTM as well as related traceability details for these requirements only	Logged	04/18/24	All DBPR division/office staff Project Manager Organizational Change Manager Accounting Systems Analyst Finance & Accounting Bureau Chief DBPR Sponsor	There have not been any requirements unique to DBPR.
People Processes Technology Data	All state-wide enterprise Business Systems will be remediated by their owners and are not the responsibility of DBPR; however, DBPR will be responsible for testing all systems.	Logged	06/21/24	All DBPR division/office staff Project Manager Organizational Change Manager Accounting Systems Analyst Finance & Accounting Bureau Chief Project Sponsor	Enterprise Business System UAT testing is at the scheduling stage
People Processes Technology Data	The Project Management Plan (PMP) will be reviewed quarterly (every 3 months) for accuracy and the appropriate updates will be applied so that the PMP does not become outdated and obsolete.	Logged	08/07/24	Project Manager Finance & Accounting Bureau Chief Project Sponsor	The schedule is currently being updated to include completion of the first session of UAT testing.
People Processes Technology Data	DBPR can resolve all technical hurdles and get Bank Deposit files out of Versa to FGCC without involving the DBPR Business staff	Logged	10/23/24	DBPR IT DBPR Revenue staff Project Manager	API010 is scheduled for testing Bank Deposit files from Versa after API002 testing is complete.
People Processes Technology Data	DBPR Finance and Accounting staff can review the QLIK report generated out of Versa Regulation when they need to see Remittance Type (Deposit Type) details	Logged	12/04/24	DBPR Revenue staff	This will be tested once the Versa interface is complete.
People Processes Technology Data	DBPR IT will complete the ABS modification for Versa Regulation (ABS) in time for all required testing	Logged	03/05/25	DBPR IT Project Manager	Versa required more modification than planned. F & A is waiting for a response after answering questions sent in February.
People Processes Technology Data	Existing DBPR high-level Risks related to PALM education and training will continue to be mitigated/managed and any specific challenges related to training will be addressed as assumptions within the Training Plan rather than creating new individual Risks	Logged	04/02/25	Project Manager Organizational Change Manager	PALM's Education and Training materials have significantly reduced or removed any high level training risks.
People Processes Data	DBPR as well as the Project will follow PMI best practices and Rule 60GG statute.	Logged	05/28/25	IV&V endorses this.	The project is being tracked as required.
People Technology Data	PALM will provide a tool with the same capabilities as FLAIR@DBPR so that staff can query PALM data	Logged	03/06/26	Finance and Accounting Bureau Chief Project Manager Finance and Accounting Supervirsors	DBPR has heard in leadership meetings that other agencies are considering creating their own tool if they do not have the same functionality available as in FLAIR@DBPR.

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.

DBPR Status Report Confirmation

Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
January - February 2026	Sally Huggins	sally.huggins@myfloridalicense.com	03/10/26

Agency Sponsor Name:

Confirm *

Submit