DEP 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

Karen Armstrong

RW Task Timeliness

RW Task Completeness

Direct Impact Task Timeliness

Other Task Timeliness

Direct Impact Task Completeness

Other Task Completeness

Direct Impact Task Timeliness:

Score = 100%

• Submitted On Time = 52

• Submitted Late = 0

• Pending Submission = 0

Other Task Timeliness:

Score = 96.59%

• Submitted On Time = 87

• Submitted Late = 4

• Pending Submission = 0

Direct Task Completeness:

Score = 99.80%

• Submitted Complete = 50

• Submitted Incomplete = 0

• Completed After Submission = 1

Other Task Completeness:

Score = 100.00%

• Submitted Complete = 60

• Submitted Incomplete = 0

• Completed After 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.

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.

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

Change Champion Network:

• Unique Filled Role = 20

• Duplicate Filled Role = 0

• Vacant Role = 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
Indirect	Processes	574	Prepare Documentation for User Acceptance Testing	06/02/25	01/09/26	100% - Submitted	01/09/26		Submission Complete	
Direct	Technology	592	Agency IdP SMEs Add End Users to Agency's Identity Provider	12/08/25	01/09/26	100% - Submitted	12/30/25		Submission Complete	
Indirect	People	688	Update UAT Plan	12/08/25	01/09/26	100% - Submitted	01/09/26		Submission Complete	
Indirect	N/A	606	Update Agency Readiness Certification #2	12/15/25	01/09/26	100% - Submitted	01/09/26		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		Submission Complete	
Direct	Data	597	Complete Data Cleansing Based on Mock Conversion 4	01/12/26	03/13/26	50% - In Progress				
N/A	People	670	Share Florida PALM Updates	01/12/26	01/23/26	100% - Submitted	01/22/26		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	03/06/26			
Indirect	N/A	674	Submit Monthly Progress Report - Testing	03/02/26	03/31/26	50% - In Progress				

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.

DEP 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 Monitoring	11/04/24		Agency Business System	Timeline for ABS system testing and PALM UAT	Stable	9 (High/High)	PALM Process Changes were introduced in a staggered approach which impacted ABS remediation efforts until PALM changes and impacts were completed. As a result, some ABS system testing may not be fully completed until all agency UAT is in progress.	Continuing to monitor remediation progress. Remediation is anticipated to complete for all applications except one by the all agency UAT start date.	Will require ABS testing to be continued during UAT	All agency tier 1 and 2 systems have been remediated, though some updates and final internal testing are being finalized.
Open and Mitigating	02/25/26		Training	Training Center	Stable	6 (Medium/High)	Official PALM training content is not scheduled to be provided to agencies until the Fall of 2026. DEP's training plan implements end user	DEP will create PALM training information based on existing process steps, demo videos, and SME knowledge from the knowledge center and	Agency resources will spend additional time creating PALM training information for end users which will reduce time spent reviewing testing of PALM and	This risk will be monitored as training information is being identified and developed.

Status	Date		Category	Risk	Trend	Score	Description	Mitigation	Impact	Notes
							training prior to this timeframe, which will likely cause the agency to rely on existing PALM information in the knowledge center to create its own training materials.	testing activities. PALM training materials will be reviewed to supplement agency training information once available.	ABS issues, and other go-live preparation activities.	
Open and Monitoring	08/31/23		Staffing/Resource Availability	Loss of knowledge due to staff turnover and time to get added staff trained to meet expectations	Stable	6 (High/Medium)	Accounting for staff turnover that may occur during the implementation phase of the project.	Ensure job-specific processes are properly documented, staff are cross trained and backups are trained on processes.	Will require retraining of new resources and potential reshuffling of existing resources which could affect the agency's ability to meet critical deadlines	This risk continues to be monitored. A mitigation plan is also being implemented due to a SME leaving the agency.
Open and Mitigating	11/20/24		User Acceptance Testing	PALM data availability for ABS testing of remediated applications	Increasing	6 (High/Medium)	Based on preliminary information about PALM's mock conversion data and configuration processes, agencies will not have access to PALM data files until full UAT in February 2026. Waiting for full UAT training with PALM files could create testing and remediation delays that would coincide with PALM UAT and agency training efforts.	DEP will establish a data strategy for testing based on the mock conversion and configuration data submitted to PALM. Additional mock files and data will have to be created where PALM does not have planned conversions. Sample test data will be created by using FLAIR data files mapped to PALM values. DEP will also establish testing scenarios and cases to ensure that transactions are posted correctly to the new Chart of Accounts and verifiable totals possible for new and old transactions based on reporting.	The movement of Full UAT to February 2026 from December 2025 will cause a delay in completing ABS testing activities and validating system processes and reports.	This risk is being monitored as the agency has begun all agency testing. Continued monitoring is needed to determine any delays.
Open and Mitigating	11/20/24		Business Process Change	Availability of reports through PALM	Increasing	6 (High/Medium)	PALM reporting information is being provided in a staggered cadence, with many reports dependent on the outcome of the data warehouse design which will extend report definitions and mockup completion until February 2026. Reports not provided by PALM, will require agency resources to build reports utilizing a mix of interface data and DW/BI custom reporting. There is a risk that agency reporting needs may not be identified until UAT, depending on when PALM releases DW/BI information to the agencies. Delayed identification of reports needed for PALM could cause additional strain on agency remediation schedules and the ability to provide management reporting needs in time for go-live.	DEP is monitoring changes to PALM reports through the knowledge center. DEP is now mitigating this by identifying critical reports that PALM will not provide or may be provided in the data warehouse. These critical reports will be developed in DEP applications.	Will require additional agency resources to build suitable reports for PALM using DW/BI and ABS systems data which could cause delays in critical information needs for management.	This risk is being monitored as all agency testing has begun to identify further mitigation needs.
Open and Monitoring	09/06/24		Training	Training and Testing Resource Conflicts	Increasing	6 (High/Medium)	Internal training efforts for agency users is dependent on agency SME's completing PALM system training and testing during UAT efforts, test ABS, develop agency training material, and being able to train agency end users while also being expected to conduct all agency UAT.	PALM has moved Full UAT start date to February 2026. Formal training for PALM is scheduled for October 2026, so DEP will need to build internal training to assist end users.	SMEs would be unfamiliar with the new systems to confidently complete UAT and unable to properly train end users, which would lead to incomplete and inaccurate UAT results. Invalid UAT results would potentially lead to an unsuccessful go-live.	This risk is being monitored as all agency testing has begun to identify potential issues in creating and implementing the agency's training plan.
Open and Monitoring	05/08/25		Business Process Change	Changing Requirements and Impacts on Resources and Delivery	Stable	6 (High/Medium)	High volume and impact changes to PALM processes and interfaces could negatively impact the agency's ability to remediate and test ABS prior to interface testing and UAT. Changes are anticipated to continue, though large volume or late developing updates in these areas have to be analyzed for impact and work redirected to change remediation and process knowledge efforts. Changes in requirements and replanning of activities due to unforeseen changes can lead to rescheduling of project activities. This can disrupt project flow	The agency will continue to monitor the PALM Change log and proactively seek to understand how to allocate resources and knowledge transfer across the agency (SMEs and End Users). Pre-UAT testing allowed SME's to review PALM screen functionality for the first time and understand how PALm may work prior to Full UAT.	Business system remediation could be delayed or extended impacting interface testing and business system testing and preparedness. Impacts to interface testing have already been realised. Additionally, impacts to role assignments and workload estimations could occur.	This risk has been realized in some cases of interface changes and role/activity updates that are causing additional workloads. This will continue to be monitored to potentially move the risk to an issue if the changes are significant.

Status	Date		Category	Risk Name	Trend	Rating	Risk Description			Comments
							disrupt project flow, affect dependencies, and require changes to resource allocations in a short time leading to unforced errors, overloaded resources and delayed delivery schedules.			
Open and Monitoring	05/02/25		Training	UAT Preparation and Readiness	Stable	4 (Medium/Medium)	The extended timeframe between design sessions and UAT and the unknown details of PALM training could lead to SMEs being unfamiliar with PALM processes and their affect on agency processes which could lead to inefficient or inaccurate end user training and testing. UAT preparation activities are dependent on agency staff reviewing knowledge center resources, using newly developed agency workgroup materials, and preparing testers for the PALM UAT testing process, updated agency processes, defect tracking, and coordinating ABS updates. The DEP PALM team will be responsible for ensuring SMEs and end users are equipped with the knowledge and information to be efficient and successful during UAT.	DEP is a member of the PALM workgroups that are producing UAT preparation materials and is developing tasks for SMEs to be prepared for UAT. The PALM core team is also creating reference guides based on PALM process steps to aid users ability to perform various tasks.	Lack of training and preparedness for testing and detailed PALM navigation and process steps could potentially affect the efficiency and effectiveness of SME UAT. This could lead to uncertainty and delays in preparing end users for testing and completing full integration testing.	This risk is being monitored as we begin all agency testing.
Open and Mitigating	01/12/26		User Acceptance Testing	Test Case Identification	Stable	4 (Medium/Medium)	Due to the variety and volume of processes changing due to PALM, the agency may not identify all needed scenarios that need to be tested. This includes verifying remediated reports and ABS reflect correct balances.	DEP continues to analyze test cases as changes are identified, testing multiple roles for the same test cases, participating in cross agency collaborations for test cases, scripts, etc., identifying negative test scenarios, and multiple data inputs/options for processing transactions.	Critical processes or scenarios not tested could lead to critical issues upon PALM implementation, delaying recording and reporting information timely.	This risk is being monitored as we begin all agency testing.
Open and Monitoring	02/25/26		User Acceptance Testing	Conversion and	Stable	4 (Medium/Medium)	Agency conversion and configuration data available for testing will conclude with data as of June and July 2026 (DR2). Additional updates to data identified after this time frame (6 months) will not be available in the UAT environment to test based on the current testing information. Significant variances in testing data identified after DR2 could result in unverified information that would impact the success of PALM implementation for the agency.	DEP will continue to identify applicable testing scenarios and data updates to ensure data conversions and configurations are accurate.	Unknown issues affecting ABS and reports could result from untested data conversions and configurations.	This risk is being monitored as we begin all agency testing.
Open and Monitoring	02/27/26		Deployment/Cutover	Revert ABS afte	Stable	3 (High/Low)	PALM is scheduled to make a final go-live decision on January 4th, 2027. Agency's will have to follow suite to migrate business systems based on this decision. If PALM has to delay go-live for any reason, agency business systems will not be able to revert back to their previous FLAIR setup without causing large risks and issues to data and processing abilities.	DEP will delay the migration of ABS to the PALM production versions as late as possible after PALM approves the final go-live and monitor PALM activities for possible mitigating activities.	DEP would continue to feature freeze ABS for a longer period of time and potentially loose some agency data. The ability to continue agency business functions would be negatively impacted.	This risk will be monitored as we move closer to go-live and as additional information on cutover activities is finalized.
Open and Monitoring	12/29/25		Role Mapping	Role Mapping and Premissions	Stable	2 (Low/Medium)	Role mapping exercises were initially believed to be utilized as a result of the lessons learned from SME UAT. Due to the switch to Pre-UAT testing with limited SMEs, the ability for role assignments to be tested was delayed. Additionally, SME testing was removed from PALM scope and agencies were asked to include SME testing as part of Full UAT testing, This risks the ability of role assignments to be properly tested within the agencies to a window at the end of the UAT cycle.	DEP has assigned roles with no long term conflicts for the initial phase of all agency UAT. DEP will perform testing to mimic end user role conflicts during the first phase of testing to prepare for their end users testing efforts and role needs.	There will be a short UAT window for agency SMEs to work with end users on role assignments to help plan for an efficient and effective work flow. This may lead to some re-arrangement of roles within the agency prior to go-Live or post go-live.	This risk is being monitored as we begin all agency testing.

DEP 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

DEP 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	Agency critical tier 1 and tier 2 processes and business systems are successfully tested with PALM UAT environment and have zero "critical" defects prior to recommending readiness for go-live.	Logged	06/30/25	All Tier 1, 2 and 3 systems and interfaces and DEP business processes affected by PALM.	This assumption remains true for this reporting period.
People Processes Technology	Agency SME's have completed initial testing and are ready to train end users prior to fiscal year end.	Logged	06/30/25	All SME's and end-users scheduled for training and end user testing. This impacts agency's ability to certify readiness for go-live by SG4 in November 2026.	This assumption remains true for this reporting period.
People Processes Technology	PALM process steps, navigation guides, and other UAT materials will be provided in a timely fashion in advance of end user UAT to allow SMEs to develop DEP training content for end users.	Logged	06/30/25	SMEs would be required to create all PALM training materials and end users will be unable to effectively test PALM functionality during the full UAT testing phase.	This assumption remains true for this reporting period.
People Processes Technology	Final changes to external systems such as MFMP, Works, STMS, People First and FACTS will be provided by the respective enterprise partners, along with process impacts, in advance of end user UAT, to allow time for specific content to be incorporated into DEP training.	Logged	06/30/25	SMEs would be required to create enterprise training materials and end users will be unable to effectively test enterprise systems functionality during the full UAT testing phase.	This assumption remains true for this reporting period.

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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DEP Status Report Confirmation

Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
January - February 2026	Karen Armstrong	karen.e.armstrong@floridadep.gov	03/06/26