DOEA 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

Teresa Johnson

RW Task Timeliness

Direct Impact Task Timeliness

Direct Impact Task Timeliness:

Score = 98%

- Submitted On Time = 41
- Submitted Late = 4
- Pending Submission = 0

Other Task Timeliness

Other Task Timeliness:

Score = 74.94%

- Submitted On Time = 58
- Submitted Late = 31
- Pending Submission = 0

RW Task Completeness

Direct Impact Task Completeness

Direct Task Completeness:

Score = 93.33%

- Submitted Complete = 39
- Submitted Incomplete = 2
- Completed After Submission = 4

Other Task Completeness

Other Task Completeness:

Score = 93.11%

- Submitted Complete = 55
- Submitted Incomplete = 3
- Completed After Submission = 3

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 = 3
- Duplicate Filled Role = 11
- 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	SMEs documented different testing scenarios and started creating training documentation.	Submission Complete	
Direct	Technology	592	Agency IdP SMEs Add End Users to Agency's Identity Provider	12/08/25	01/09/26	100% - Submitted	12/19/25	Confirmed with IdP SMEs that the required updates were made.	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	Finalizing in 1/29 internal meeting	Submission Complete	
Direct	Data	597	Complete Data Cleansing Based on Mock Conversion 4	01/12/26	03/13/26	50% - In Progress		Currently reviewing. Will determine further clean up required depending on how certain values are displayed in UAT.		
N/A	People	670	Share Florida PALM Updates	01/12/26	01/23/26	100% - Submitted	01/23/26		Submission Complete	
Indirect	N/A	672	Submit Monthly Progress Report - Testing	02/02/26	02/27/26	100% - Submitted	02/27/26		Submission Complete	02/27/26
N/A	N/A	673	Submit Bimonthly Agency Readiness Status Report	03/02/26	03/10/26	100% - Submitted	03/09/26			03/10/26
Indirect	N/A	674	Submit Monthly Progress Report - Testing	03/02/26	03/31/26					

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.

DOEA 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	03/05/26		Training	Understanding the why	Increasing	9 (High/High)	As testing has progressed and users have navigated the system, we have identified gaps in general understanding of the agency's and state's business processes. While our sessions have been effective in helping bridge these knowledge gaps, the information is being absorbed gradually. Many of our users joined the agency within the current fiscal year and were initially shown only where to perform tasks, without the broader context of...	Targeting office hours for specific units covering the why and what as well as communicating with individuals on their understanding. Developing more clear and concise learning session agendas to cover the overall financial processes and how individual units affect others.	Increased likelihood of errors and strain on the knowledgeable staff resulting in reduction of overall readiness and confidence entering production	Added new risk based on current capabilities

Status	Date Opened		Primary Risk Category	Risk Title	Trend	Risk Score	Background	Action Plan	Impact	Reporting Period Comments
							the broader context of why those tasks are completed in a particular way. As a result, we are now learning PALM while still becoming comfortable with FLAIR, all as we approach one of the busiest periods of the year. Although we anticipated some challenges, the extent of the knowledge gaps became more apparent through our testing discussions.			
Open and Mitigating	09/05/24		Conversion/Configuration	Data Clean Up	Increasing	4 (Medium/Medium)	While cleaning up existing data, making sure new data entered meets PALM requirements for conversion. This was Risk 4 from the archived Risk log.	Reviewing conversion inventory carefully to minimize post go-live clean up. Communicating new requirements to staff. Also working with contracted staff to aid in the clean up of data.	Inflated workload post go-live for Agency staff.	As conversions are more understood, agency is continuing to identify areas that require additional review.
Open and Monitoring	10/21/25		Training	Lack of information on PCard Works	Decreasing	4 (Medium/Medium)	This risk is to document the concern about the lack of information being shared by the PCard Works vendor regarding the coming changes due to Florida PALM. Other vendors (STMS and MFMP) have had meetings on a regular basis regarding the PALM Changes. The concern is that the Department won't be able to create training documents and test scripts for that system in a timely manner (i.e. the training documentation gets communicated to end users after go-live or a few weeks before go-live).	Regularly communicate with the PALM project on the status of the PCard Works.	The Department won't be able to create training documents and test scripts for that system in a timely manner (i.e. the training documentation gets communicated to end users after go-live or a few weeks before go-live).	Enterprise system has communicated but there are still plenty of unknowns and limited ability to create training documents.
Open and Mitigating	09/10/23		Business Process Change	Streamlining Manual Processes	Stable	2 (Low/Medium)	Agency has been dependent on manual and/or outdated processes prior to data entry currently in FLAIR. This is replacing Risk 1 from the archived Risk log.	Having internal cross-functional meetings to reduce dependencies on manual/physical processes.	Minimal impact - more work for the training team and staff to learn in tandem with new system.	Agency still reliant on manual processes, however continuing to modernize with digitization but not automation.

DOEA 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	01/16/24		Low - All impacts not listed	Staffing/Resource Availability	New Staff Knowledge	Filled vacancies and new hires are being trained but still have knowledge gaps. This increases the workload on existing staff	Continue training new hires, and continuing to update desk procedures to make sure they are up to date.	06/30/26	The knowledge is increasing but new staff is having to learn FLAIR and learn/test in PALM and enterprise systems.

DOEA Assumptions

Critical Operational Elements	Assumption	Status	Date Logged or Removed	Impacted Stakeholder(s) and/or System(s)	Reporting Period Comments for Jan. - Feb. 2026

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 *

Submit

DOEA Status Report Confirmation

Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
January - February 2026	Teresa Johnson	johnsont@elderaffairs.org	03/09/26