

**Helpful Links**

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- Readiness Workplan

# DVA 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**

AI Carter

## RW Task Timeliness

## RW Task Completeness

**Direct Impact Task Timeliness**



**Direct Impact Task Timeliness:**

Score = 95.51%

- Submitted On Time = 46
- Submitted Late = 3
- Pending Submission = 0

**Other Task Timeliness**



**Other Task Timeliness:**

Score = 82.75%

- Submitted On Time = 65
- Submitted Late = 26
- Pending Submission = 0

**Direct Impact Task Completeness**



**Direct Task Completeness:**

Score = 91.04%

- Submitted Complete = 37
- Submitted Incomplete = 2
- Completed After Submission = 9

**Other Task Completeness**



**Other Task Completeness:**

Score = 84.15%

- Submitted Complete = 50
- Submitted Incomplete = 6
- Completed After Submission = 9

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.

**Change Champion Network:**

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

- Unique Filled Role = 7
- Duplicate Filled Role = 17
- 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	01/08/26		Submission Complete	
Direct	Technology	592	Agency IDP SMEs Add End Users to Agency's Identity Provider	12/08/25	01/09/26	100% - Submitted	01/08/26		Submission Complete	
Indirect	People	688	Update UAT Plan	12/08/25	01/09/26	100% - Submitted	01/08/26		Submission Complete	
Indirect	N/A	606	Update Agency Readiness Certification #2	12/15/25	01/09/26	100% - Submitted	01/09/26	Agency user stories - 55 of 55 completed, Continuing to work role mapping and prerequisite training for end users.	Submission Complete	
N/A	N/A	671	Submit Bimonthly Agency Readiness Status Report	12/29/25	01/14/26	100% - Submitted	01/14/26	Agency user stories submitted and accepted. Standing by for system feedback. Also, prerequisite training has begun for Accounts Receivable personnel to learn end user roles.	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	25% - Beginning Initial Internal Meetings and Information Gathering				
N/A	People	670	Share Florida PALM Updates	01/12/26	01/23/26	100% - Submitted	01/14/26		Submission Complete	
Indirect	N/A	672	Submit Monthly Progress Report - Testing	02/02/26	02/27/26	100% - Submitted	02/27/26		Task Closed - Submission Incomplete	
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					

### 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.

### DVA 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	05/14/25		Staffing/Resource Avail	Staffing shortfalls	Increasing	6 (Medium/High)	FDVA has one person performing most functions and must keep PALM tasks on track while simultaneously performing day-to-day required tasks. Also, staff turnover is an issue as some of these personnel are retiring or terminating employment due to increased workload. Additionally,	Working to hire a new vendor/consultant to assist with key tasks as the current vendor was terminated for work performance.	Tasks will not be accomplished in a timely manner, if at all.	New PALM Vendor is on board and working out well. If we are able to keep them, at a minimum, six months beyond start up, our Agency should be able to function fine.

							major cyclic operations and events like year-end closeout and hurricane season becomes priority for these singularly manned positions.			
Open and Monitoring	05/14/25		Staffing/Resource Avail	Contracting and Procurement Funding	Stable	6 (High/Medium)	Our Agency is unique and may require contractor support to meet implementation requirements and ensure our processes and procedures align to meet State, federal and local requirements, and that it supports the transition of staff. It could impact the Agencies ability to meet deliverables. Processes that don't align with PALM will have to be retooled to do so. Technology expertise may not be resident to perform retooling requirements.	Requesting that current funding be reverted and reallocated to support getting the contractual support needed.	PALM and Agency required processes won't synchronize leading to the Agency having to do manual processes.	Contract staffing on board and continual funding is needed to complete tasks required prior to and through integration.
Open and Monitoring	05/14/25		Interface	Technology - IT Staffing	Stable	4 (Medium/Medium)	Existing IT Staffing has limited knowledge of PALM system and will take time to get trained up, especially given their existing Agency requirements. Agency requested additional personnel through the LBR process but positions to date, have not been approved.	Agency requested additional IT personnel through the LBR process, but these positions were not approved by the legislature. The next legislative session is another year away and the PALM implementation will have begun	Agency will not be able to meet IT requirements timely, if at all, if IT personnel can't support.	IT Personnel are currently supporting this task without issue. However, personnel shortages could impact long term success of this project.
Open and Monitoring	05/14/25		Interface	FDVA FLAIR and PALM Data Interface	Decreasing	4 (Medium/Medium)	FLAIR and Florida PALM data will be different in its input and likely representation, which may cause challenges when performing data analysis as well as input errors.	Staff will incur extra time and productivity lag in trying to learn, crosswalk and translate data outputs. Hopefully training and SOPs will minimize this issue. SOP being developed and revised, and training plan in place to mitigate this issue.	Data errors or data lag in inputting data.	Staff continues to update SOPs and undergo UAT Training and Testing to ensure data is processed appropriately in the system and reflects the outputs we need to conduct our administrative financial processes.
Open and Monitoring	02/27/26		User Acceptance Testing	UAT Testing and Data Capture	Stable	4 (Medium/Medium)	UAT of data stories has become more complicated than expected. Current stories which reflect day-to-day operations is not yielding the full scope of work being completed.	UAT Testing and data capture are proceeding as planned. Alignment between the live spreadsheet and the state-provided User Story Smartsheet requires structured reconciliation to ensure dashboard reporting reflects real-time progress. The FDVA PALM Team has implemented a process to ensure full accuracy and compliance by the March reporting deadline.	Data errors and inaccurate reporting of progress.	Agency continues to work through complicated data capture input process to ensure data reflects our real-time progress, and that the data is accurate. Data is not there yet but positive progress is being made.

DVA 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	04/22/25		Low - All impacts not listed	Staffing/Resource Avail	Human Resources Shortfall	VACO Consultants were hired to assist Agency with PALM Transition 9 months ago, but had to fire them due to performance issues on 15 April 2025.	Secure a new contractor from State Term Contract listing and bring them onboard NLT 15 May 2025. A new vendor contract is being worked and we anticipate the new contractor being on board on 1 August 2025.	08/01/25		New contractor is on board and productive. If we are able to keep them until 6 months following the implementation date the Agency should be able to sustain itself under the new PALM system.

DVA 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	Funding will be approved/provided by the Florida Legislature to secure personnel or contract vendors to support the Agencies full PALM Transition.	Logged	09/18/23	FDVA and the overall Statewide PALM project implementation/all connected Agency process converted to PALM.		Legislative budget still not approved so no status on funding is available.
People Processes Technology Data	Sufficient contract personnel will be available to support the Agency as it undergoes its PALM integration.	Logged	05/14/25	FDVA PALM required processes (Admin, Fiscal, and Finance and Accounting functions)		If we are able to keep our contract personnel up to six months beyond the start-up date, we should be able to function effectively under the new system.
People	FDVA Executive Leadership, including project Sponsor, will support the project by providing resources, access to systems and by supporting the organizational change management strategy created by the project development team.	Logged	09/18/23	Agency Administrative functions (Fiscal and Finance & Accounting)		Agency leadership will resource the project as best possible within the funding constraints it currently has.

#### Agency Sponsor Confirmation

#### DVA Status Report 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.

Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
January - February 2026	ALFRED D. CARTER	al.carter@fdva.fl.gov	03/10/26