LEG 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

Heather Cleary

RW Task Timeliness

RW Task Completeness

Direct Impact Task Timeliness

Direct Impact Task Timeliness:

Score = 88.57%

• Submitted On Time = 33

• Submitted Late = 16

• Pending Submission = 0

Other Task Timeliness

Other Task Timeliness:

Score = 90.44%

• Submitted On Time = 69

• Submitted Late = 22

• Pending Submission = 0

Direct Impact Task Completeness

Direct Task Completeness:

Score = 82.08%

• Submitted Complete = 33

• Submitted Incomplete = 6

• Completed After Submission = 9

Other Task Completeness

Other Task Completeness:

Score = 83.02%

• Submitted Complete = 49

• Submitted Incomplete = 2

• Completed After Submission = 12

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 = 7

• Duplicate Filled Role = 12

• 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	Submitted addendum 8/28/2025	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	01/09/26		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	The one outbound interface PRI007 is still being worked through with the vendor.	Submission Complete	
Direct	Data	597	Complete Data Cleansing Based on Mock Conversion 4	01/12/26	03/13/26				Submission Complete	
N/A	People	670	Share Florida PALM Updates	01/12/26	01/23/26	100% - Submitted	01/30/26	This was complete as of 1/23/2026. There is no documentation to attach to the sheet and I neglected to mark it as complete, but the sheet is updated as items are scheduled/completed so there are already items on the sheet for future UAT scheduled activities.	Submission Complete	
Indirect	N/A	672	Submit Monthly Progress Report - Testing	02/02/26	02/27/26	100% - Submitted	03/02/26		Task Closed - Submission Incomplete	
N/A	N/A	673	Submit Bimonthly Agency Readiness Status Report	03/02/26	03/10/26	100% - Submitted	03/09/26			
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.

LEG 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	10/28/24		Interface	EDR and Auditor General Data needs	Stable	9 (High/High)	PALM must continue to provide EDR and Auditor General the data they need to support the Legislature	Continue to work through issue with partners	High	Continue to work through issue with partners and Florida PALM to determine a solution. AG has been given access to UAT DW/BI to test. EDR will be given UAT DW/BI access after session. Will need to continue to work with these partners and Florida PALM to determine the appropriate solution.
Open and	08/26/24		Agency Business System	Procurement of a new	Stable	3 (Low/High)	Current Legislative	Continue to work	HIgh	Continue to work through

Mitigating				Travel Management System to be implemented and integrated commensurate with PALM implementation			travel system vendor will not support PALM. New travel management system must be procured and operational in time for PALM Go-Live on July 1, 2026.	through issue with partners		procurement of new travel/expense management system.
Open and Mitigating	08/26/24		Agency Business System	Procurement of a new Asset Management System to be implemented and integrated commensurate with PALM implementation	Stable	3 (Low/High)	Current Asset Management system vendor will not support PALM. New system must be procured and operational in time for PALM Go-Live on July 1, 2026.	Continue to work through issue with partners	Medium	Continue to work through procurement of new asset management system.

LEG 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	03/09/26		Low - All impacts not listed	Interface	New versus update issue for PRI001 and PRI003	Related Dependencies: 1. We must have a Personal (Employee ID) and Job record (Employee ID/Appointment ID) established to pay an employee. 2. The same Employee ID and Appointment ID combo must be used throughout the daily and payroll interfaces to create an employee and tie all earnings and deductions together. 3. Employee ID, Appointment ID, and SSN cannot be updated through PRI003. That will require a manual process that is being discussed by FLP. 4. We cannot have duplicate SSNs in FLP, so each employee will have one Personal record. 5. People First and Legislature will share the employee's Personal record, and their Job record will be updated with top of stack as the employee moves around. 6. The People First assigned Employee ID will need to replace any temporary ID, such as LEG####### for Pages.	LEG workaround for PRI003/PRI001: HL sends a N with the employees People First ID on PRI003. HL will receive an error for duplicate SSN. The Personal record already exists for the employee. HL will need to request a manual update to any field that has changed or resend the line with a U. The home and work addresses would be the most updated. HL sends the Employee ID and new Appointment ID on PRI001 The Job record will load using the existing Employee ID creating a new Employee Record to cover the new Appointment ID. HL sends PRI005/PRI006 to pay the PF Employee ID/Appointment ID combo. LEG workaround for PRI003/PRI001 Scenario 2: Legislature hires a new Page that previously worked at another agency. HL sends a N with the employees LEG####### ID on PRI003. HL sends a N with the employees LEG####### ID on PRI003. HL will receive an error for duplicate SSN. The Personal record already exists for the employee with their People First Employee ID. HL will need to request a manual update to any field that has changed or resend the line the following day with a U using the People First Employee ID. The home and work addresses would be the most updated. The key here is making sure you use the already existing People First Employee ID. HL sends the LEG####### on PRI001. HL will receive an error for Employee ID not found. HL will need to resend the line with a U using the People First Employee ID and LEG####### ID for the Appt ID if time permits for payroll processing. Otherwise, we will need to manually enter the Job data if payroll is being processed that day. The key here is making sure you use the already existing People First Employee ID. HL sends PRI005/PRI006 to pay the employee. The employee will not be paid if the LEG####### ID is used for the Employee ID. The employee will be paid correctly if the PF Employee ID/ LEG####### Appointment ID combo is used.	01/13/26	Documenting this issue to revisit after go-live to find a resolution to avoid manual workaround by LEG.

LEG 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	Will not lose project resources to competing priorities, retirements or other turnover.	Logged	07/01/23	Temporary impact to project	Appropriate hires were made over the past year to mitigate the issue. But this is still a good assumption to maintain for awareness.

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]

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LEG Status Report Confirmation

Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
January - February 2026	Heather Cleary	cleary.heather@leg.state.fl.us	03/10/26