

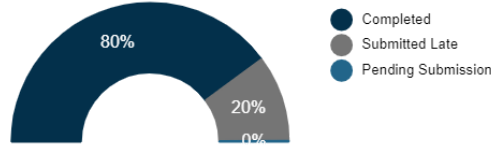
- Helpful Links**
- Dashboard Snapshots
  - Florida PALM Resources
  - Florida PALM Workbook for FDC
  - Readiness Workplan

# FDC Status Report Dashboard

**Reporting Period**  
July - August 2023

**Agency Sponsor**  
Mark Tallent

## Readiness Workplan Tasks



The Readiness Workplan Tasks dial reflects the timeliness of your agency's submission of all RW tasks to date.

### Readiness Workplan Tasks:

**Total Tasks = 5**

- Completed = 4
- Submitted Late = 1
- Pending Submission = 0

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

People	Processes	Technology	Data
The staff and stakeholders affected by your agency's transition to Florida PALM.	The sequence of procedures to accomplish a business objective.	The applications or tools used to process, track, or report on financial operations.	Information used in or produced from an agency's financial business operations.

The dials below 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.

<p><b>Change Champion Network:</b></p> <ul style="list-style-type: none"> <li>Unique Filled Role = 12</li> <li>Duplicate Filled Role = 2</li> <li>Vacant Role = 0</li> </ul> <p>The Change Champion Network dial reflects the completeness of your CCN makeup.</p>	<p><b>Current-State:</b></p> <p><b>Cataloged Business Processes = 0</b></p> <ul style="list-style-type: none"> <li>Related Business Systems = 0</li> <li>Related Reports = 0</li> </ul> <p><b>Documentation Status:</b></p> <ul style="list-style-type: none"> <li>Complete = 0 Partial = 0 Not Started = 0</li> </ul> <p><b>Implementation:</b></p> <ul style="list-style-type: none"> <li>Role Mapping = TBD</li> </ul>	<p><b>Current-State:</b></p> <p><b>Cataloged Business Systems = 122</b></p> <ul style="list-style-type: none"> <li><b>Criticality:</b></li> <li>High = 39 Med = 2 Low = 16 None = 41</li> </ul> <p><b>Documentation Status:</b></p> <ul style="list-style-type: none"> <li>Complete = 58 Partial = 32 Not Started = 6</li> </ul> <p><b>Cataloged Interfaces = 0</b></p> <ul style="list-style-type: none"> <li>Inbound Interfaces = 0</li> <li>Outbound Interfaces = 0</li> </ul> <p><b>Implementation:</b></p> <ul style="list-style-type: none"> <li>Interfaces = TBD</li> </ul>	<p><b>Current-State:</b></p> <p><b>Unique FLAIR Data Elements = 73</b></p> <ul style="list-style-type: none"> <li><b>Associated Unique Uses = 222</b></li> <li>Continued Use - Yes = 183</li> <li>Continued Use - No = 10</li> </ul> <p><b>Associated Business Systems = 2</b></p> <p><b>Cataloged Reports = 224</b></p> <ul style="list-style-type: none"> <li><b>Criticality:</b></li> <li>High = 207 Med = 8 Low = 0 None = 10</li> </ul> <p><b>Implementation:</b></p> <ul style="list-style-type: none"> <li>Conversions = TBD</li> <li>Configurations = TBD</li> </ul>
<p><b>Participation:</b></p> <ul style="list-style-type: none"> <li>Meetings Attended = 5</li> <li>Meetings Missed = 0</li> </ul> <p>The Participation dial reflects your agency's attendance at Project-led meetings.</p>	<p><b>Implementation:</b></p> <ul style="list-style-type: none"> <li>Training = TBD</li> </ul>		

## Agency Reported

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

### FDC Risks

Critical Operational Elements	Risk Description	Status	Risk Rating	Mitigation/Response Strategy	Reporting Period Comments or Updates	Date of Status Change	Owner / Coordinator
People Processes Technology	1074 – OIT Resource Capacity Technical FTEs	Open	9 (High/High)	Staff Augmentation required due to current capacity		08/14/23	Greg Prescott, OIT
People Processes Technology	1077 - Funding for PM staff augmentation	Open	6 (High/Medium)	Funding request		08/14/23	Greg Prescott, OIT
People Processes Technology	1078 - FLAIR interfaces	Open	6 (High/Medium)	Assign Business Analyst		08/14/23	Greg Prescott, OIT

### FDC Issues

Critical Operational Elements	Issue Description	Status	Priority	Resolution Plan	Reporting Period Comments or Updates	Planned or Actual Resolution Date	Owner / Coordinator
People Processes Technology	Do not have a permanent Project Manager or backup Project Manager	Open	Critical - Impacts the ability of the agency to move forward with work without resolution	To access the available Administered Funds to support the PALM Project and readiness activities			OIT
People Processes Technology	Not having a backup for newly created agency business systems	Open	High - Impacts the ability of the agency to meet deadlines or milestones	Crosstrain staff to ensure adequate backup		09/30/23	David Eskin, Finance and Accounting/Systems Reporting

**FDC Assumptions**

Critical Operational Elements	Assumption	Status	Date Logged or Removed	Impacted Stakeholder(s) and/or System(s)	Reporting Period Comments or Updates
People Processes Technology	The agency will be able to access the available Administered Funds to support readiness activities.	Logged	07/01/23	All agency business systems and PM roles	July 31st, the agency submitted a budget amendment requesting funds for staff augmentation to perform project management functions for the agency's readiness activities. Due to the overallocation of FDC key subject-matter resources, hiring consultants and other resources to augment the FPST Project is essential for the department's continuity of operations and successful transition to the Florida PALM solution.
People Processes Technology	There will be sufficient engagement by resources knowledgeable about agency business processes and technical capabilities.	Logged	07/31/23	All agency business systems and CCN roles	
People Processes Technology	FDC's Change Champion Network will continue to attend workshops, working sessions, meetings, and other forums for collaboration to ensure the continued functionality of inbound and outbound interface points between the two agencies.	Logged	07/31/23	All agency business systems and CCN roles	
People Processes Technology	FDC will understand and document our current state technical architecture and business systems and modify to integrate with the financial management solution.	Logged	07/31/23	All agency business systems and CCN roles	
People Processes Technology	FDC will understand and document our internal processes and modify them where possible to accommodate the financial management solution functionality.	Logged	07/31/23	All agency business systems and CCN roles	

**FDC Agency-Specific Readiness Activities**

Critical Operational Elements	Activity Description	Date(s)	Impacted Stakeholder(s) and/or System(s)	Objective	Reporting Period Comments or Updates
Data	AR Subsidiary Cleanup	06/01/2023-07/28/2023	FLAIR – AR Subsidiary and General Ledger Masters	True up the AR balance between the AR subsidiary and the General Ledger balances	This was completed. The balances within the subsidiary and the General ledgers match as of 06/30/2023. However, there is a couple of accounts receivables set up in prior years which need further research to determine actions. Decision will affect both AR subsidiary and the General Ledger balances.
Data	Property File Clean up	04/01/2023-Current	FLAIR: Property File	Error correction of two property items.	We are in communication OFFE (at DFS) to obtain guidance on how to resolve the issue.
People	PALM	07/05/2023	F&A/OIT, Liaisons	OIT wanted to introduce F&A to the interim OIT liaison as the current liaison was leaving the Department, to bring him up to speed	
People	Pre-Florida PALM Funding Meeting with Budget/F&A	07/05/2023	CFO, Budget Director, F&A Director, Agency Liaison	To prepare for our July 7th meeting with OIT and the CIO on PALM funding	
People	Fleet Management System Conversation PALM	07/06/2023	Fleet, Director of Administration, F&A	To determine if our Fleet section had any agency business systems and how the org codes will be converted in PALM	We reached out to PALM regarding how the org codes in the current Fleetwave system (maintained by DMS) will be converted in PALM. We have not yet received a response.
People	PALM and BARS discussion	07/07/2023	F&A, Budget, FMBC, Internal Audit, Regional Business Managers	To discuss and determine if our Budgeting and Reporting System (BARS) currently in use needs to be recreated with a new BARS or if the PALM reporting warehouse will be sufficient	Need to continue discussions internally and get additional clarification from PALM.
People	Florida PALM funding discussion	07/07/2023	CIO, CFO, Budget, OIT, PM, Agency Liaison	To review resources needed from OIT and F&A, and the OWP plan.	
People	PALM discussion with interim Project Manager	07/17/2023	Agency Liaisons, Project Manager	To discuss the project	Bring the interim PM up to speed on the project.
People	PALM Resources meeting	07/27/2023	OIT, F&A, CIO, PM	To discuss the interim Project Manager and the lack of resources and the OWP	
People	PALM Weekly Standing Meeting	08/07/2023	Agency Sponsors, Agency Liaisons, Project Management Liaison	Weekly standing meeting to discuss where we stand on the project	
People	PALM Weekly Standing Meeting	08/21/2023	Agency Sponsors, Agency Liaisons, Project Management Liaison	Weekly standing meeting to discuss where we stand on the project	
People	PALM Weekly Standing Meeting	08/28/2023	Agency Sponsors, Agency Liaisons, Project Management Liaison	Weekly standing meeting to discuss where we stand on the project	
Processes	Sent out a request to update our current-state desktop procedures library	08/09/2023	Business Process owners throughout Finance & Accounting	To ensure our current state desktop procedures library is up to date.	Ongoing
Processes	RFQ posted to obtain consulting services	07/10/2023	Bureau of Finance and Accounting as Contract Manager	Inventory, catalog, and comprehensively document all existing business roles, business processes, and business technology involved in the operation of the Department's Office of Budget & Financial Management (Accounting, Budget, Disbursements, Finance, Revenue, and Reporting functions). Analyze the functionality that will be delivered by Florida PALM during the Financials/Payroll Waves (TBD) and the Florida PALM Expansion Wave (TBD) and determine what gaps, if any, exist between functions the Department currently maintains, and the functionality provided by Florida PALM during each Wave. Create a roadmap to address any identified gaps in functionality.	Vendor quotes to RFQ to be received by August 15th. Only received one quote, this has not moved forward due to funding issue.
Processes	Documenting current state reports, agency business systems, and interfaces.	07/01/2023	All business process owners in Finance and Accounting, Budget, Division of Administration, FMBC, Procurement, HR	To document our current state	Ongoing
Technology	RFQ posted to obtain consulting services	07/10/2023	Office of Information Technology and F&A	Inventory, catalog, and comprehensively document all existing business roles, business processes, and business technology involved in the operation of the Department's Office of Budget & Financial Management (Accounting, Budget, Disbursements, Finance, Revenue, and Reporting functions). Analyze the functionality that will be delivered by Florida PALM during the Financials/Payroll Waves (TBD) and the Florida PALM Expansion Wave (TBD) and determine what gaps, if any, exist between functions the Department currently maintains, and the functionality provided by Florida PALM during each Wave. Create a roadmap to address any identified gaps in functionality.	Vendor quotes to RFQ to be received by August 15th. Only received one quote, this has not moved forward due to funding issue.

### 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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### FDC Status Report Confirmation

Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
July - August 2023	Mark Tallent	mary.quinsey@fdc.myflorida.com	09/08/23