FDOT 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
July - August 2023

Agency Sponsor
Lisa Saliba

Readiness Workplan Tasks

- Completed
- Submitted Late
- Pending Submission

100%

0%

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 = 5

• Submitted Late = 0

• Pending Submission = 0

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.

Change Champion Network:

• Unique Filled Role = 25

• Duplicate Filled Role = 0

• Vacant Role = 0

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

Participation:

• Meetings Attended = 5

• Meetings Missed = 0

The Participation dial reflects your agency's attendance at Project-led meetings.

Implementation:

• Training = TBD

Current-State:

Cataloged Business Processes = 0

• Related Business Systems = 0

• Related Reports = 0

• Documentation Status:

- Complete = 0 Partial = 0 Not Started = 0

Implementation:

• Role Mapping = TBD

Current-State:

Cataloged Business Systems = 314

• Criticality:

- High = 21 Med = 9 Low = 9 None = 0

• Documentation Status:

- Complete = 18 Partial = 20 Not Started = 1

Cataloged Interfaces = 119

- Inbound Interfaces = 47

- Outbound Interfaces = 15

Implementation:

• Interfaces = TBD

Current-State:

Unique FLAIR Data Elements = 92

• Associated Unique Uses = 92

- Continued Use - Yes = 18

- Continued Use - No = 1

• Associated Business Systems = 3

Cataloged Reports = 215

• Criticality:

- High = 87 Med = 72 Low = 33 None = 23

Implementation:

• Conversions = TBD

• Configurations = TBD

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.

FDOT Risks

Critical Operational Elements	Risk Description	Status	Risk Rating	Mitigation/Response Strategy	Reporting Period Comments or Updates	Date of Status Change	Owner / Coordinator
Technology	Impacted asset inventory inconsistencies cause problems in planning remediation efforts.	Open	9 (High/High)	Mitigation			Brian Boyd
Data	The new "Account" CoA field will be replacing the GL and Object codes. FDOT needs the specifications for how to cross walk GL and object codes to account in PALM. Delay in this information delays our ability to remediate our systems.	Open	9 (High/High)	Mitigation			Brian Boyd
Processes	Major schedule changes in PALM solution would impact our remediation efforts.	Open	9 (High/High)	Mitigation			Brian Boyd
Processes	Delay or loss of planned funding for the program	Open	9 (High/High)	Acceptance			Brian Boyd
Technology	Timeliness of PALM Nightly Batch Files and Data Warehouse Updates	Open	9 (High/High)	Avoidance			Brian Boyd
Technology	PALM interfaces are not fully designed/documented, and currently defined interfaces are subject to change. FDOT is unable to accurately define impacts to our systems without complete specifications on the interfaces for supplier functionality, commitment control module, and project grants module.	Open	9 (High/High)	Mitigation			Brian Boyd

Technology	Vendor specifications are incomplete. FDOT TVI uses TIN and Seq # for vendors; Supplier is the new name for vendor and Traveler is new name for sub vendors. FDOT needs additional specifications on vendor functionality to determine TVI remediation requirements.	Open	9 (High/High)	Mitigation				Brian Boyd
Technology	MFMP revisions and impact on TVI is unknown. FDOT needs additional specifications on MFMP changed functionality to determine TVI remediation requirements.	Open	9 (High/High)	Mitigation				Brian Boyd
Processes	Delay of budget release on LBR funds preventing change orders for staff augmentation purchase orders.	Open	9 (High/High)	Acceptance				Brian Boyd
Processes	Scope changes in PALM solution	Open	9 (High/High)	Mitigation				Brian Boyd
Processes	Issues not resolved in a timely manner	Open	6 (High/Medium)	Mitigation				Brian Boyd
People	Limited qualified staff availability for requirements gathering, application remediation, remediation testing, and other critical activities	Open	6 (High/Medium)	Mitigation				Brian Boyd
Processes	Scope and schedule alignment of individual department remediation efforts with FPST.	Open	4 (Medium/Mediu	Mitigation				Brian Boyd
Processes	Inconsistent processes and standards across FDOT business units could impact efforts to perform remediation for PALM impacts	Open	4 (Medium/Mediu	Mitigation				Brian Boyd

FDOT Issues

Critical Operational Elements	Issue Description	Status	Priority	Resolution Plan	Reporting Period Comments or Updates	Planned or Actual Resolution Date	Owner / Coordinator
Technology	The New 8.6 GEN COM Bridge and HIS windows server have been built. Efforts are underway to migrate to the Dev and Test environments for additional testing. Errors have been encountered and the Department is working through a resolution.	Open	High - Impacts the ability of the agency to meet deadlines or milestones	Continue efforts to finalize migration.		09/30/23	Brian Wilson

FDOT Assumptions

Critical Operational Elements	Assumption	Status	Date Logged or Removed	Impacted Stakeholder(s) and/or System(s)	Reporting Period Comments or Updates
Processes	The Florida PALM Project implementation will replace current FLAIR functionality only and will not encompass the agency specific financial planning and analysis requirements of FDOT.	Logged	06/30/23	FDOT Florida PALM End Users FDOT Application Owners	Readiness Workplans will be provided by Florida PALM over the three years of the implementation process to provide guidance on the tasks and activities that are needed for the Financials and Payroll implementation waves.
Processes	The Readiness Workplan activities direct/guide the FPST Program work and tracks the progress of department specific tasks.	Logged	06/30/23	FDOT Florida PALM Agency Liaisons FPST Program Managers	Changes in the scope and/or schedule of RW activities impact the FPST Program activities.
Technology	The Florida PALM detail schedule specific to sequencing of design activities for PeopleSoft module functionality and interface designs will be available in July 2023.	Logged	06/30/23	FDOT Florida PALM Agency Liaisons FPST Program Managers	As of 9/1/23, we are still waiting for a detailed schedule.
Processes	FPST work efforts meeting the FDOT guidelines for project classification will be managed as projects and follow the established project management standards mandated by 60GG-1, F.A.C.	Logged	06/30/23	FDOT Florida PALM Agency Liaisons FPST Program Managers FDOT Application Services Section Managers	
Processes	FPST work efforts classified as operations and maintenance (O&M) will follow the established standards for O&M activities.	Logged	06/30/23	FDOT Florida PALM Agency Liaisons FPST Program Managers FDOT Application Services Section Managers	
People	Adequate staffing, equipment, software, and hardware are primary drivers of the department's FPST Program activities.	Logged	06/30/23	Executive FPST Program Sponsors Chief Information Officer	
Processes	Sufficient recurring Legislative Budget Request (LBR) funding will be appropriated to complete FPST efforts.	Logged	06/30/23	Executive FPST Program Sponsors FDOT Florida PALM Agency Liaisons FPST Program Managers	
People	Due to the overallocation of FDOT key subject-matter resources, hiring consultants and other resources to augment the FPST Program is essential for the department's continuity of operations and successful transition to the Florida PALM solution.	Logged	06/30/23	Executive FPST Program Sponsors	
Processes	Additional appropriation is required to successfully complete required remediation efforts to align with the Florida PALM January 2026 implementation date for the Financial and Payroll Waves.	Logged	06/30/23	Executive FPST Program Sponsors FDOT Florida PALM Agency Liaisons FPST Program Managers	
Processes	FDOT has extensive dependencies on Solution Design deliverables from the Florida PALM Project.	Logged	06/30/23	FDOT Florida PALM Agency Liaisons FPST Program Managers	The current Florida PALM schedule has several to-be-determined schedule placeholders. FDOT needs schedule detail specific to the Florida PALM solution modules to accurately map dependencies and activities for remediation efforts.
Processes	Staff resources are assigned to multiple workstreams and may have limited availability for FPST activities. Scheduling and resourcing for the FPST Program must take into consideration the department's annual operational schedule to minimize interference with development and delivery of the Work Program and required activities for the state and federal fiscal year-end closings.	Logged	06/30/23	Executive FPST Program Sponsors	

FDOT 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	Completed Organization Code analysis results and updated data references on the FLAIR Data Element Inventory Smartsheet.		Florida PALM End Users	Develop detail requirements for Agency Business Systems use of the Organization ChartField.	
Data	Continued analysis of the current use of Expansion Option and Expansion Set by the Department's computing assets to transition to the Florida PALM Speed Charts and Speed Types (a.k.a. Accounting Tags) functionality.	6/30/2023	Florida PALM End Users	Reduce the number of Speed Chart and Speed Types that will be required in the Florida PALM solution.	
Data	Continued analysis of the Department's use of "hard-coded" values for General Ledger, Object Code, and Other Cost Accumulator for all computing assets.	6/30/2023	Florida PALM End Users	Develop detail requirements for Agency Business Systems use of the Account ChartField.	Findings are being documented for review with SMEs to determine if specific outbound interfaces should be targeted for processing changes, data validation routines updated, and/or data references replaced with specific Account ChartField values.
Data	PALM Expansion Option Discussion	8/17/2023	FDOT Florida PALM System Transition Team	discuss options for the remediation or replacement of Expansion Option	
Data	Unit test batch program to address legacy system FLAIR Transactions with missing Trust Funds.	6/30/2023	Florida PALM End Users	Create the landing zone for the Fund tree structure and complete data cleansing.	
People	Weekly BSSO Staff Meeting	5/3/2023 - 11/1/2023	FDOT FPST Team FDOT PALM End Users	Provide status update on readiness task and remediation status	Met 9/6
People	FDOT/Florida PALM Readiness Touchpoint Meeting	5/19/2023	FDOT Florida PALM System Transition Team	Review and discuss Florida PALM implementation activities	
People	FPST Internal Workgroup	6/1/2023	FDOT Florida PALM System Transition Team		
People	FPST Technology Components	6/8/2023	FDOT Florida PALM System Transition Team		
People	OIT Staff Meetings	7/7/2023	FDOT Florida PALM System Transition Team-OIT members	Provide status update on readiness task and remediation status	
People	OIT Staff Meetings	7/14/2023	FDOT Florida PALM System Transition Team-OIT members	Provide status update on readiness task and remediation status	
People	OIT Staff Meetings	7/21/2023	FDOT Florida PALM System Transition Team-OIT members	Provide status update on readiness task and remediation status	
People	OIT Staff Meetings	7/28/2023	FDOT Florida PALM System Transition Team-OIT members	Provide status update on readiness task and remediation status	
People	OIT Staff Meetings	8/4/2023	FDOT Florida PALM System Transition Team-OIT members	Provide status update on readiness task and remediation status	
People	OIT Staff Meetings	8/11/2023	FDOT Florida PALM System Transition Team-OIT members	Provide status update on readiness task and remediation status	
People	OIT Staff Meetings	8/18/2023	FDOT Florida PALM System Transition Team-OIT members	Provide status update on readiness task and remediation status	
People	OIT Staff Meetings	/	FDOT Florida PALM System Transition Team-OIT members	Provide status update on readiness task and remediation status	
People	OOC Remediation Counts Updates	5/4/2023	FDOT Florida PALM System Transition Team	Review and update OOC Status for Assets and Objects in the scope of PALM remediation	
People	OOC Remediation Counts Updates	5/25/2023	FDOT Florida PALM System Transition Team	Review and update OOC Status for Assets and Objects in the scope of PALM remediation	
People	OOC Remediation Counts Updates	6/1/2023	FDOT Florida PALM System Transition Team	Review and update OOC Status for Assets and Objects in the scope of PALM remediation	
People	PALM Planning and Stand-Up Meeting	5/1/2023	FDOT Florida PALM System Transition Team	To discuss Readiness Task, Updates on PALM plans, Budget, Risks, and Issues	
People	PALM Planning and Stand-Up Meeting	5/8/2023	FDOT Florida PALM System Transition Team	To discuss Readiness Task, Updates on PALM plans, Budget, Risks, and Issues	
People	PALM Planning and Stand-Up Meeting	5/15/2023	FDOT Florida PALM System Transition Team	To discuss Readiness Task, Updates on PALM plans, Budget, Risks, and Issues	
People	PALM Planning and Stand-Up Meeting	5/16/2023	FDOT Florida PALM System Transition Team	To discuss Readiness Task, Updates on PALM plans, Budget, Risks, and Issues	
People	PALM Planning and Stand-Up Meeting	5/22/2023	FDOT Florida PALM System Transition Team	To discuss Readiness Task, Updates on PALM plans, Budget, Risks, and Issues	
People	Weekly PALM Planning and Stand-Up Meeting	9/1/2023 - 11/1/2023	FDOT Florida PALM System Transition Team	To discuss Readiness Task, Updates on PALM plans, Budget, Risks, and Issues	Met 9/11
People	PALM Technical Meeting	8/14/2023	FDOT Florida PALM System Transition Team	Discuss technical PALM issues.	
People	PALM Technical Meeting	8/28/2023	FDOT Florida PALM System Transition Team	Discuss technical PALM issues.	
Processes	Azure DevOps Technical user story review	8/17/2023	Subject Matter expert	Discuss user stories	
Processes	Cost Table 22 Meeting	7/27/2023	Subject Matter expert	Discuss cost table 22-anticpated use of landing zones, database structure	
Processes	EED Requirements document reviewed, revised, and accepted by business unit stakeholders.	6/13/2023- 8/4/2023	Multiple	Document the requirements for replacing the EED system.	
Processes	FDOT-NH Onsite Session 1: Scope, Agile Approach, Repository Overview & Florida PALM Readiness	8/9/2023	FDOT Florida PALM System Transition Team	Discuss Scope, Agile Approach, Repository Overview & Florida PALM Readiness	
Processes	FDOT-NH Onsite Session 2: PCM Modernization Process & Business Functions	8/9/2023	FDOT Florida PALM System Transition Team	Discuss PCM Modernization Process & Business Functions	
Processes	FDOT-NH- Onsite Session 3: PCM Functional Requirements	8/10/2023	FDOT Florida PALM System Transition Team	Discuss PCM Functional Requirements	
Processes	FDOT-NH- Onsite Session 4: EED Review	8/10/2023	FDOT Florida PALM System Transition Team	Review EED system.	
Processes	FDOT-NH- Onsite Session 5: Closeout & Next Steps	8/10/2023	FDOT Florida PALM System Transition Team	Discuss closeout of onsite sessions and next steps.	

	Closeout & Next Steps		Transition Team		
Processes	Florida PALM Readiness Azure Dev Ops Working Session	8/25/2023	FDOT Florida PALM System Transition Team	Setting up this session to continue our collaboration and progress towards a useful central repository in Azure DevOps for Florida PALM readiness.	
Processes	FPST Internal Workgroup Meeting	7/20/2023	FDOT Florida PALM System Transition Team	These workgroups are to discuss, deep-dive, and document all efforts/tasks related to PALM readiness.	
Processes	FPST Internal Workgroup Meeting	8/17/2023	FDOT Florida PALM System Transition Team	These workgroups are to discuss, deep-dive, and document all efforts/tasks related to PALM readiness.	
Processes	NH-FDOT PCM Batch Job Disussion Meeting	7/31/2023	FDOT Florida PALM System Transition Team	Functional requirement review.	
Processes	PALM Discussion	8/15/2023	Business Analysts	PPS payroll processing	
Processes	Payroll Distribution	8/21/2023	Subject Matter expert	Payroll distribution	
Processes	PCM Decomposition Working Session w North Highland	8/2/2023	FDOT Florida PALM System Transition Team	The North Highland team is setting this time to review the PCM Decomposition Process, including: Process to identify PCM Batch Jobs, break down technical and business functionality, and create an Azure DevOps backlog for Florida PALM Readiness & PCM Modernization. Actions, roles, and responsibilities needed	
Processes	PCM Red Box Diagram Review with North Highland	8/16/2023	FDOT Florida PALM System Transition Team	Discuss impacted PCM subject areas that need to be remediated by FL PALM, including chart of account fields, data model changes, etc.	
Processes	PPS Touchpoint	8/11/2023	Business Analysts	PPS payroll processing	
Processes	Task ID 326: (Update Current-State Agency Business System Inventory and Documentation): Continued with the analysis of current inventory to update and validate systems owners and users, review the information being captured, identify interface data being used, and determine the role of each system within the Department.	5/1/23-6/30/23	Florida PALM team, FDOT Florida PALM System Transition team	Provide Current State Agency Business Systems Inventory to PALM project.	Task ID 326 is on target to be completed by October 27, 2023.
Processes	Task ID 327 (Complete Report Inventory): Continued with the current-state analysis of reviewing reports to identify the agency's essential reports used with the business processes. Areas of concentration include Federal Programs Management (FPM), Contract Funds Management (CFM), Disbursement Operations Office (DOO), and Project Cost Management (PCM).	5/1/23-6/30/23	Florida PALM team, FDOT Florida PALM System Transition team	Provide Report Inventory to PALM project.	Task ID 327 is on target to be completed by July 28, 2023.
Processes	Task ID 329 (Update CCN and Project Contacts): Reviewed the CCN and SME selections to align to the roles as defined by the Florida PALM Team. Identified back-ups for key subject areas as well as defined organizational units. Contacts folder was completed.	5/1/23-6/1/23	Florida PALM team, FDOT Florida PALM System Transition team	Provide agency project contacts to the PALM project.	
Technology	Completed physical data structure changes for the State Program, Organization, and Operating Level Org ChartFields, and the elimination of the Internal Budget Indicator ChartField. Targeting Fund (a.k.a. Trust Fund) as the next COA field to physically change in the test environment and create the landing zone for the Fund tree structure.	5/1/23-6/30/23	Multiple	Provide PALM data to agency systems.	
Technology	Continued analysis of the current use of Expansion Option and Expansion Set by the Department's computing assets to transition to the Florida PALM Speed Charts and Speed Types (a.k.a. Accounting Tags) functionality	5/1/23-6/30/23	Multiple	Replace the functionality provided by the Expansion Option and Expansion Set in agency business systems.	
Technology	Continued analysis of the Department's use of "hard-coded" values for General Ledger, Object Code, and Other Cost Accumulator for all computing assets.	5/1/23-6/30/23	Multiple	Replace functionality with PALM Chart of Accounts	
Technology	Continued the analysis efforts for the Department's Electronic Estimate Disbursement (EED) system.	5/1/23-6/30/23	Multiple	Assess business continuity risks with the current architecture, identify major system dependencies, and inform the assessment of future state solutions to modernize EED.	
Technology	Continued the analysis of the Chart of Accounts and Standardized Business Process Model adoption impact on the Department's project cost accounting functionality and supporting computing assets	5/1/23-6/30/23	Multiple	Ensure systems continue to function after PALM implementation.	
Technology	Continued the analysis on the impact of the Chart of Accounts and Standardized Business Process Model adoption on the Department's Contract Funds Management (CFM) system.	5/1/23-6/30/23	Multiple	Replace functionality with PALM Chart of Accounts	
Technology	Continued the Florida PALM Impact Analysis Phase for Office of Comptroller (OOC) owned computing assets	5/1/23-6/30/23	Multiple	Ensure OOC systems continue to function after PALM implementation.	
Technology	Continued the impact analysis and remediation of the Office of Work Program and Budget (OWPB) owned computing assets.	5/1/23-6/30/23	Multiple	Ensure OWPB systems continue to function after PALM implementation.	
Technology	EED POC Rewrite	8/17/2023	App Services Architect Team	Demonstration of Informatica ETL capabilities.	
Technology	GEN Installation Activities	7/1/2023-8/31/2023	Subject Matter expert	GEN installation activities	
Technology	Landing Zone Implementations	7/1/2023-8/31/2024	Subject Matter expert	Landing zone implementations	

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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FDOT Status Report Confirmation

Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
July - August 2023	Lisa Saliba	lisa.saliba@dot.state.fl.us	09/07/23

July - August 2023		lisa.saliba@dot.state.fl.us	