DLA 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 2025

Agency Sponsor

Sabrina Donovan

RW Task Timeliness

RW Task Completeness

Direct Impact Task Timeliness

Other Task Timeliness

Direct Impact Task Completeness

Other Task Completeness

Direct Impact Task Timeliness:

Score = 98.84%

• Submitted On Time = 39
• Submitted Late = 4
• Pending Submission = 1

Other Task Timeliness:

Score = 91.3%

• Submitted On Time = 64
• Submitted Late = 13
• Pending Submission = 0

Direct Task Completeness:

Score = 88.33%

• Submitted Complete = 26
• Submitted Incomplete = 2
• Completed After Submission = 14

Other Task Completeness:

Score = 87.35%

• Submitted Complete = 34
• Submitted Incomplete = 1
• Completed After Submission = 14

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:

• Unique Filled Role = 14
• Duplicate Filled Role = 10
• Vacant Role = 0

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

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
Direct	Technology	576	Complete Internal Agency Business System Test and Remediation to prepare for Cycle 2 - Technical Interface Testing	01/06/25	07/25/25	50% - In Progress		The file format has been identified and provided to Business Unit for Remediation. Testcases are in Progress.		
Indirect	Processes	574	Prepare Documentation for User Acceptance Testing	06/02/25	10/03/25	25% - Beginning Initial Internal Meetings and Information Gathering				
N/A	People	610	Update Authorized Smartsheet Users	06/23/25	07/11/25	100% - Submitted	07/09/25		N/A	
Direct	Technology	591	Confirm IDP Configuration for Florida PALM	06/23/25	07/11/25	100% - Submitted	07/11/25		Submission Complete	
Indirect	N/A	593	Update Agency Readiness Certification #1	06/23/25	07/18/25	100% - Submitted	07/18/25		Submission Complete	
N/A	N/A	611	Submit Bimonthly Agency Readiness Status Report	07/01/25	07/10/25	100% - Submitted	07/10/25		Task Closed - Submission Incomplete	
N/A	People	616	Share Florida PALM Updates	07/14/25	07/25/25	100% - Submitted	07/25/25		Submission Complete	
Direct	People	573-B	Complete and Submit End User Role Mapping Worksheet for remaining End Users.	07/14/25	10/03/25					
Indirect	N/A	660	Submit Monthly Progress Report - Testing	08/04/25	08/29/25	100% - Submitted	09/02/25		Submission Complete	
Direct	Data	587-A	Complete Data Cleansing Based on Mock Conversion 3	08/11/25	10/03/25					
Direct	Data	587-B	Complete Data Cleansing Based on Mock Conversion 3 – APC001 Suppliers	08/11/25	10/03/25	50% - In Progress				
Direct	Data	661	Update Conversion Field Mapping	08/11/25	10/03/25					
Direct	Data	662	Submit Updated Configuration Workbooks	08/11/25	10/03/25					
N/A	N/A	617	Submit Bimonthly Agency Readiness Status Report	08/29/25	09/10/25	100% - Submitted	09/10/25			
Indirect	N/A	664	Submit Monthly Progress Report - Testing	09/02/25	09/30/25	50% - In Progress				

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.

DLA Risks

Status	Date Opened	Date Closed	Risk Category	Risk Title	Trend	Risk Rating	Background	Monitor/Mitigation Plan/Resolution	Impact if Risk Becomes an Issue	Reporting Period Comments for July - August 2025
Open and Mitigating	02/26/24		Staffing/Resource Availability	Loss of technical CNN participant	Increasing	9 (High/High)	The position is still vacant, creating a gap in support for F&A functions.	Backup technical CNN participant will need to take lead role. IT will be recruiting for replacement staff to support Finance & Accounting functions.	F&A tasks may face delays. affecting project deadlines and deliverables.	Risk remains open
Open and	04/23/24	08/20/25	Business Process	Changes to	Increasing	9 (High/High)	Review of BPMs was	Review BPM's for	Changes to project	Risk can be closed.

Status	Date Opened	Date Closed	Category	Risk Title	Trend	Rating	Background	Action Plan	Impact	Comments
Mitigating			Change	project scope potentially impacts agency planned mitigation.			initiated to access workflow changes and identify potential impacts on agency solutions, interfaces, and processes.	changes to workflows to identify potential impacts to agency solutions, interfaces and processes.	scope potentially impacts agency planned mitigation.	
Open and Mitigating	04/09/25	08/20/25	Agency Business System	DFS Single Pay Approval Impact on consumer restitution payments and Refunds.	Increasing	9 (High/High)	Additional processes are being added to support Single Pay for consumer restitutions, and refunds, requiring updates to ABS and supplier records to prevent payment delays.	We need to revise ABS processes to include supplier records being added by DFS then being ingested by ABS which causes delay in payment processing.	Delay in payment processing affects timely disbursements.	Risk can be closed.
Open and Monitoring	08/20/25	09/10/25	Staffing/Resource Availability	Sponsor Departure Creating Leadership and Decision-Making Gap	Increasing	9 (High/High)	The current Agency Sponsor will be leaving in the first week of September. This transition creates a leadership gap and may delay decision-making.Although the Business Liaison and Agency Liaison are available, they are heavily occupied with their existing responsibilities, limiting the support they can provide.	Distribute sponsor responsibilities between the Business Liaison and Agency Liaison, with clear escalation paths. Request executive leadership to assign a new sponsor.	Lack of sponsor advocacy may affect coordination across agencies.	Risk can be closed
Open and Mitigating	04/30/25		Role Mapping	Segregation of responsibilities with a Florida PALM user role.	Increasing	6 (Medium/High)	FLAIR user access allows the agency to restrict functions but Florida PALM user roles do not allow for restricting activities.	We need to determine if this will be a training issue or if responsibilities will need to be shifted to HR for payroll related activities.	HR will have to assume additional responsibilities.	Risk remains open

DLA Issues

Status	Date Opened	Date Closed	Issue Category	Issue Title	Priority	Background	Action Plan	Planned or Actual Resolution Date	Reporting Period Comments for July - August 2025
Open	04/23/24	08/20/25	Agency Business System	Need ability to make corrections to closed reporting period	Critical - Impacts the abil	The need to correct transactions after the reporting period closed highlighted a system gap affecting timely financial adjustments.	Need a solution option	04/14/25	This issue is closed
Open	12/20/24		Conversion/Configuration	Approval seeking on batch upload to Import process for supporting documents	Critical - Impacts the abil	The need for batch upload approval was identified to improve the efficiency of importing supporting documents.	If there is no project solution it will require considerable staff effort to complete the supporting docs	04/14/25	Issue still pending
Closed	02/18/25	05/28/25	Agency Business System	DFS approval to use single pay option for consumer restitution payments and refunds.	Critical - Impacts the abil	DFS approval to use single pay option for consumer restitution payments and refunds.	Need a solution option from PALM. 05/29/2025 - DFS provided approval for the agency to use the single pay option.	07/31/25	this issue is closed
Open	10/31/24	08/20/25	User Acceptance Testing	UAT scheduling conflict due to fiscal year transition.	Critical - Impacts the abil	The recent decision to begin UAT on July1 will have an adverse impact on fiscal year close out and opening a new fiscal year and thats critical.	Need PALM funding to support F&A consultants that will perform the duties of F&A FTEs during UAT.	04/01/25	this issue is closed
Open	04/09/25		Agency Business System	Manual payroll split for federal grants.	Critical - Impacts the abil	Manual process may be required to split payroll costs related to federal grants rather than utilizing Florida PALM payroll accounting functions.	We are hopeful that the future tasks will allow us to rectify the issue	09/25/25	Can be confirmed for closure once SMEs complete review through the IU Interface.
Open	05/21/25		User Acceptance Testing	Data Warehouse	Critical - Impacts the abil	we have no way to test whether the new data warehouse will function the way that it does today because it's not available for us to test it.	we will explore optional reporting solutions.	06/30/26	Still pending resolution.
Open	08/20/25		Staffing/Resource Availability	Transition of Agency Sponsor Role	Critical - Impacts the abil	The current Agency Sponsor departed in early September, leaving a leadership gap.	The role of Agency Sponsor will be replaced by Senior Executive Staff from F&A to ensure leadership continuity and decision-making support.	09/30/25	Issue still pending
Open	09/10/25		Conversion/Configuration	Review and validation of extensive APLM Supplier file	High - Impacts the ability	The PALM Supplier file is significantly large, making it difficult for F&A staff to complete reviews within the required timeframe. This may impact timely validations and downstream processes.	Extend review timelines or allocate additional resources to ensure accurate validation of supplier data.	11/07/25	Additional time and resource support is required.
Open	09/02/25		Staffing/Resource Availability	Project Team Member out on extended FMLA who had expertise working with our grants and property areas.	Low - All impacts not liste	This individual is currently the only person who handles our property inventory and works with the agency business system application that is a part of the inventory tracking. He is also the primary person for out grant reporting.	Key resource remains unavailable. Monitoring will continue until the individual returns or additional support is secured.	11/07/25	Issue still pending

DLA Assumptions

Critical Operational Elements	Assumption	Status	Date Logged or Removed	Impacted Stakeholder(s) and/or System(s)	Reporting Period Comments for July - August 2025
Processes	Processes will require modification to accommodate new roles	Logged	09/07/23	Finance & Accounting	Still open

Data	Data field changes will impact systems	Logged	09/07/23	Finance & accounting, VANExt, EGrants, SQL reporting	Still open
People Processes Technology Data	Final build is complete and available for UAT and Interface Testing	Logged	12/20/24	Finance & accounting, VANExt, EGrants, SQL reporting	Still open
Processes Data	Supplier records were added by DLA, but PALM and FLAIR outputs show discrepancies that need clarification.	Logged	09/10/25	Finance & Accounting	Reviewed with RCs; supplier data alignment between PLAM and FLAIR still needs resolution.

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]

DLA Status Report Confirmation

Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
July - August 2025	Darlene Faris - Interim	darlene.faris@myfloridalegal.com	09/10/25
May - June 2025	Sabrina Donovan	sabrina.donovan@myfloridalegal.com	07/10/25
March - April 2025	Sabrina Donovan	sabrina.donovan@myfloridalegal.com	05/09/25
January - February 2025	Sabrina Donovan	sabrina.donovan@myfloridalegal.com	03/07/25