DOE 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

Suzanne Pridgeon

RW Task Timeliness

RW Task Completeness

Direct Impact Task Timeliness

Other Task Timeliness

Direct Impact Task Completeness

Other Task Completeness

Direct Task Completeness:

Score = 96.34%

• Submitted On Time = 38

• Submitted Late = 3

• Pending Submission = 0

Other Task Timeliness:

Score = 89.09%

• Submitted On Time = 62

• Submitted Late = 15

• Pending Submission = 0

Direct Task Completeness:

Score = 75.75%

• **Submitted Complete = 19**

• Submitted Incomplete = 5

• Completed After Submission = 16

Other Task Completeness:

Score = 85.00%

• Submitted Complete = 33

• Submitted Incomplete = 2

• Completed After Submission = 13

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 = 8

• Duplicate Filled Role = 5

• Vacant Role = 1

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	100% - Submitted	07/25/25		Submission Complete	07/28/25
Indirect	Processes	574	Prepare Documentation for User Acceptance Testing	06/02/25	10/03/25	75% - Consolidating/Inputting Information for Submission				
N/A	People	610	Update Authorized Smartsheet Users	06/23/25	07/11/25	100% - Submitted	07/08/25		N/A	
Direct	Technology	591	Confirm IDP Configuration for Florida PALM	06/23/25	07/11/25	100% - Submitted	07/15/25		Submission Complete	07/18/25
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	07/15/25		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	25% - Beginning Initial Internal Meetings and Information Gathering				
Indirect	N/A	660	Submit Monthly Progress Report - Testing	08/04/25	08/29/25	100% - Submitted	09/03/25		Task Closed - Not Submitted	
Direct	Data	587-A	Complete Data Cleansing Based on Mock Conversion 3	08/11/25	10/03/25	75% - Consolidating/Inputting Information for Submission				
Direct	Data	587-B	Complete Data Cleansing Based on Mock Conversion 3 – APC001 Suppliers	08/11/25	10/03/25	75% - Consolidating/Inputting Information for Submission				
Direct	Data	587-C	Complete Data Cleansing Based on Mock Conversion 3 – PCC001 Projects	08/11/25	10/03/25	75% - Consolidating/Inputting Information for Submission				
Direct	Data	661	Update Conversion Field Mapping	08/11/25	10/03/25	75% - Consolidating/Inputting Information for Submission				
Direct	Data	662	Submit Updated Configuration Workbooks	08/11/25	10/03/25	75% - Consolidating/Inputting Information for Submission				
N/A	N/A	617	Submit Bimonthly Agency Readiness Status Report	08/29/25	09/10/25	100% - Submitted	09/02/25			
Indirect	N/A	664	Submit Monthly Progress Report - Testing	09/02/25	09/30/25	25% - Beginning Initial Internal Meetings and Information Gathering				

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.

DOE 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	07/02/25		Staffing/Resource Availability Training	Operational Staff Turnover - General	Stable	4 (Medium/Medium)	Staff turnover is an ever-present risk and is especially significant when contemplating a new financial platform.	Mitigate. Ensure job-specific processes are documented and generic enough to permit retraining of new, incoming staff.	Delays could occur.	Continuing to monitor staffing changes.
Open and Mitigating	07/15/25		Agency Business System Interface	Weak integration plan between legacy agency systems and PALM	Stable	4 (Medium/Medium)	Current agency systems may not align or integrate cleanly with PALM data structures or workflows.	Mitigate: Continue to evaluate ABS during PALM testing.	Delays in data flow and reporting; potential data loss or duplication.	Completed first interface file (API002) testing meeting.
Open and Monitoring	07/15/25		Post Implementation Staffing/Resource Availability Training	No training plan or materials provided for end users.	Increasing	4 (Medium/Medium)	Training needs assessment not conducted; PALM training assets not yet distributed.	Monitor. Coordinate with PALM training team; develop internal training schedule and delivery method.	Low adoption, user errors, and surge in post-go-live support needs.	Monitoring and reporting staff completion of PALM UAT prerequisite training activity.
Open and Mitigating	07/29/25		Role Mapping Staffing/Resource Availability User Acceptance Testing	SMEs and UAT	Increasing	4 (Medium/Medium)	SMEs have limited availability or unclear responsibilities for test participation.	Mitigate. Establish SME commitment calendar with sponsor oversight.	Insufficient test coverage and validation of configurations.	Engaged SMEs in UAT user story and test case creation.
Open and Monitoring	07/29/25		Staffing/Resource Availability Training User Acceptance Testing	Overlapping UAT and Training Development	Increasing	4 (Medium/Medium)	Critical path activities such as SME testing and internal training design are scheduled simultaneously.	Monitor. Separate workstreams with distinct leads and buffer schedules.	Reduced availability of key resources and delays in readiness activities.	Emphasizing prerequisite training as independent task to UAT itself.
Open and Mitigating	07/29/25		Conversion/Configuration	Data Integrity Issues During FLAIR-to-PALM Conversion	Increasing	4 (Medium/Medium)	Data extracted from the legacy FLAIR system may be incomplete, inconsistent, or poorly structured, posing conversion challenges.	Mitigate. Perform multiple test conversions and reconciliations; involve business SMEs to verify data mapping accuracy.	Financial records may be inaccurate, requiring extensive reconciliation and delaying go-live.	Data cleansing activities on-going.
Open and Mitigating	11/22/24		Agency Business System Interface Training User Acceptance Testing	The project is leans on one or two key people who possesses the primary knowledge of the business applications. If these individuals become unavailable (due to illness, departure, or other reasons), there is a risk of project delays, errors, and reduced efficiency in resolving technical or operational challenges.	Stable	3 (High/Low)	Matt has extensive knowledge of the Comptroller's business applications. The staff that backs Matt up knowledge of the applications are limited and would cause delays if the Matt becomes unavailable.	Mitigate: 1.) Knowledge Sharing: Implement regular knowledge-sharing sessions to distribute expertise among team members. 2.) Documentation: Develop comprehensive documentation for business applications, ensuring critical knowledge is stored and accessible. 3.) Cross-Training: Train other team members to create redundancies in expertise. 4.) Backup Plans: Establish a clear plan for knowledge transition and business continuity. 5.) Mentorship Programs: Pair the individual with a mentee who can gradually acquire similar expertise. By addressing this risk proactively, the project can reduce its dependency on a single resource and ensure continuity.	-Delays in project timelines due to the lack of expertise available to address critical issues. -Reduced quality of deliverables due to incomplete understanding of business applications. -Increased operational and knowledge transfer costs if the individual exits or is unavailable. -Potential for project failure in critical phases where the knowledge is essential.	Working to distribute business activities related to PALM.
Open and Mitigating	01/07/25		Agency Business System Business Process Change Interface User Acceptance Testing	ABS Applications (FLAGS, Deposit, Indirect Cost and PARS) risk being not ready for UAT and go-live due to insufficient remediation.	Stable	2 (Medium/Low)	DOE has encountered development delays resulting from moving interface file standards with the Project and lacked one developer for applications.	Monitor. Prioritize Applications: Assess and prioritize applications based on criticality and impact. Focus remediation efforts on the highest-risk applications first; Reallocate resources: Identify and allocate resources from less critical projects or consider temporary hires/contractors to bolster the team; implement phased rollout: Consider a phased rollout approach where non-critical features are delayed to allow for necessary remediation; Conduct regular progress reviews: Implement weekly check-ins to monitor remediation progress and adjust resources as needed.	Significant delays could occur	Engaged in routine meetings with development team.
Open and Mitigating	07/29/25		Business Process Change Training User Acceptance Testing	Moderate OCM efforts.	Stable	2 (Medium/Low)	Organizational Change Management efforts have been minimal, risking user adoption and SME readiness	Mitigate. Accelerate internal OCM activities, engage leadership, deliver targeted messaging	Delayed adoption and lack of preparedness during implementation.	Assisted with OCM strategy and built end user survey.

Status	Date									
			testing			and SME readiness.	messaging.			
Open and Mitigating	07/29/25		Interface Conversion/Configuration	ABS and interface compatibility with PALM	Stable	2 (Medium/Low)	Interfaces and legacy systems may fail to transmit or receive PALM-compatible data.	Mitigate. System integration testing, interface validation, early defect tracking.	Critical data failures during financial processing or reporting.	Completed first interface file (API002) testing meeting.
Open and Mitigating	07/15/25		Role Mapping Staffing/Resource Availability Training User Acceptance Testing	PALM roles not yet aligned to agency job functions	Increasing	2 (Low/Medium)	Agency not yet focused on solidifying role-mapping effort.	Mitigate. Schedule role-mapping session and communicate responsibilities.	Users receive incorrect permissions, reducing efficiency or creating access issues.	Reviewed role mapping with department heads.
Open and Mitigating	07/29/25		Staffing/Resource Availability Training User Acceptance Testing	Competing Responsibilities for Key Roles During Testing	Increasing	2 (Low/Medium)	Key agency staff fulfilling Project Team roles (e.g., BAs, Liaisons, Workgroups) are also managing core business responsibilities, limiting availability for PALM testing and training.	Mitigate. Secure dedicated time allocations through resource management planning and escalate conflicts to Sponsor for prioritization.	UAT execution may be delayed or insufficient, leading to missed defects and rework.	Waiting for new UAT date announcement.

DOE 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	09/05/25		Interface	API002 Interface file transmittal from DOE to PALM not being received correctly by PALM Project.	Critical - Impacts the abil	A core requirement of ABS-PALM interface testing is the transmittal of ABS-generated interface file getting picked up from PALM server for processing. The agency has the responsibility to ensure file is placed in the correct folder on the PALM server and PALM Project the responsibility for correctly picking up that file.	DOE has initiated communication with PALM development team to seek resolution to API002 reaching the correct location and PALM picking up that file from the location.	09/19/25	Missing file at location issue identified on 9/4/2025.

DOE Assumptions

Critical Operational Elements	Assumption	Status	Date Logged or Removed	Impacted Stakeholder(s) and/or System(s)	Reporting Period Comments for July - August 2025
People	All staffing needs will be met to complete the project	Logged	03/03/25	Leadership	CML left agency and waiting new hire.
People	The PALM central project team will provide deadlines, templates, and support for key deliverables.	Logged	07/15/25	SMEs, Leadership, End Users	Engaged with RCs in level-setting meeting.
People Processes	Business process knowledge is fragmented but recoverable through interviews and document reviews.	Logged	07/15/25	SMEs, Leadership, End Users	Continuing to hold weekly meetings with key staff.
People	Current lack of OCM effort is due to oversight, not resistance.	Logged	07/15/25	SMEs, Leadership, End Users	PML is assisting with CML activities.
Processes Data	The division has access to or can obtain relevant FLAIR documentation and historical process flows.	Logged	07/15/25	SMEs, Leadership, End Users	BA and PML researching.
People Processes	End-user community is unaware of upcoming changes and will require structured, repeated communication.	Logged	07/15/25	SMEs, Leadership, End Users	Sharing information with SMEs and end users.
People Processes Technology Data	Data conversion from FLAIR will rely heavily on existing systems and internal technical SMEs.	Logged	07/15/25	SMEs, Leadership, End Users	Gathering information on where subject matter experts can help others.
People Processes Technology Data	UAT will require active participation from functional staff.	Logged	07/15/25	SMEs, Leadership, End Users	Waiting for new SME UAT start date.
People Processes	PALM stakeholders will respond positively to constructive engagement.	Logged	07/15/25	SMEs, Leadership, End Users	Engaging with stakeholders with eye on communication plan.

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

DOE Status Report Confirmation

Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
July - August 2025	Suzanne Pridgeon	suzanne.pridgeon@fldoe.org	09/05/25
July - August 2025	Suzanne Pridgeon	suzanne.pridgeon@fldoe.org	08/29/25
May - June 2025	Suzanne Pridgeon	suzanne.pridgeon@fldoe.org	07/18/25
May - June 2025	Matt Kirkland	matt.kirkland@fldoe.org	07/15/25
March - April 2025	Suzanne Pridgeon	suzanne.pridgeon@fldoe.org	05/12/25
January - February 2025	Suzanne Pridgeon	suzanne.pridgeon@fldoe.org	03/12/25