- ⊘ Dashboard Snapshots
- ⊘ Knowledge Center
- Plorida PALM Workbook for FCOR
- ⊘ Readiness Workplan

FCOR Status Report Dashboard

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

July - August 2025

Agency Sponsor

Ryan Schenck

RW Task Timeliness

Direct Impact Task Timeliness



Direct Impact Task Timeliness:

Score = 99.46%

- Submitted On Time = 35
- Submitted Late = 2
- Pending Submission = 0

Other Task Timeliness



Other Task Timeliness:

Score = 95.84%

- Submitted On Time = 71
- Submitted Late = 6
- Pending Submission = 0

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

Direct Impact Task Completeness



Direct Task Completeness:

Score = 99.17%

- Submitted Complete = 32
- Submitted Incomplete = 0
- Completed After Submission = 4

Other Task Completeness

Other Task Completeness:

Score = 97.96%

- Submitted Complete = 48
- Submitted Incomplete = 0
- Completed After Submission = 1

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.

RW Task Completeness

Change Champion Network:

- Unique Filled Role = 14
- Duplicate Filled Role = 0
- 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 1	Tasks - Co	mpleted or Open Ite	ems			
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	01/09/25	FCOR doesn't have any ABS systems to update so no interfaces or remediation required	Submission Complete	
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	06/26/25		N/A	
Direct	Technology	591	Confirm IDP Configuration for Florida PALM	06/23/25	07/11/25	100% - Submitted	07/11/25		Submission Complete	07/18/25
Indirect	N/A	593	Update Agency Readiness Certification #1	06/23/25	07/18/25	100% - Submitted	07/14/25		Submission Complete	
N/A	N/A	611	Submit Bimonthly Agency Readiness Status Report	07/01/25	07/10/25	100% - Submitted	07/10/25		Submission Complete	
N/A	People	616	Share Florida PALM Updates	07/14/25	07/25/25	100% - Submitted	07/24/25		Submission Complete	
Direct	People	573-B	Complete and Submit End User Role Mapping Worksheet for remaining End Users.	07/14/25	10/03/25	75% - Consolidating/Inputting Information for Submission				
Indirect	N/A	660	Submit Monthly Progress Report - Testing	08/04/25	08/29/25	100% - Submitted	08/26/25		Submission Complete	
Direct	Data	587-A	Complete Data Cleansing Based on Mock Conversion 3	08/11/25	10/03/25	50% - In Progress				
Direct	Data	587-B	Complete Data Cleansing Based on Mock Conversion 3 – APC001 Suppliers	08/11/25	10/03/25	100% - Submitted	08/19/25			
Direct	Data	661	Update Conversion Field Mapping	08/11/25	10/03/25	25% - Beginning Initial Internal Meetings and Information Gathering				
Direct	Data	662	Submit Updated Configuration Workbooks	08/11/25	10/03/25	25% - Beginning Initial Internal Meetings and Information Gathering				
N/A	N/A	617	Submit Bimonthly Agency Readiness Status Report	08/29/25	09/10/25	100% - Submitted	09/05/25			
Indirect	N/A	664	Submit Monthly Progress Report - Testing	09/02/25	09/30/25	25% - Beginning Initial Internal Meetings and Information Gathering				

Agency Reported

Status	Date	Date	Risk Category	Risk Title	Trend	Risk Rating	Background	Monitor/Mitigation	Impact if Risk	Reporting Period Comments for Ju
Open and Mitigating	Opened 06/25/25	Closed	Deployment/Cutover	Several readiness deliverables for agencies have been removed from the Florida PALM Program plan.	Increasing	6 (Medium/High)	Newly added, on 6/25/2025	Plan/Resolution Risk Management Strategy: Mitigate 1. Analysis of the removed readiness workplan tasks which are still applicable to the agencies. 2. Agencies to add the applicable deliverables as part of agency specific activities. 3. Continue to progress these agency specific deliverables and	Becomes an Issue Fail to achieve the mandatory success measure of agency systems readiness for PALM Go-Live.	August 2025 8/20/2025: Agen specific plan has updated for Peo Technology reac areas. The team working on these deliverables.
Open and	12/04/24		User Acceptance	The Testing phases in	Increasing	6 (High/Medium)	Archived Risk Id: 014/	ongoing monitoring. Target Closure Date: 11/30/2025 Risk Mitigation	Fail to achieve the	7/21/2025: The
Monitoring			Testing	the Florida PALM project plan assumes right-at-first-time, therefore may not allow sufficient time for defect management and retest of fixes.			011	Strategy: Reduction 1. Prepare the UAT testing team thoroughly, wr.to Business processes, Configurations, User roles, PALM trainings, Test scripts. 2. Establish a communication channel with Florida PALM to get quick turnaround on the defect management. 3. Identify acrossagency best practices for UAT planning and execution. 4. Continue to touch base with the Florida PALM team, and assess the impact due to the risk. Target Closure Date: 12/31/2025	mandatory success measure of User Acceptance Testing	schedule for indi UAT-Online sess was published in July Advisory Co. (7/16), including sessions for Aug Information for fu months is yet to published. Delay sharing 'Project Recommended I scenario' and ne directions have oc challenges for ag in UAT planning. Additionally, sho durations for Configuration and Conversion upda durations for configuration and conversion upda analyze the infor and continue ass the agency read status. 8/20/2025: Agen SMEs continued the preparation activities, includi UAT pre-requisiti trainings and UA cases. However PALM ESC took decision not to s UAT-Online in August/2025 du project not meetl exit criteria for S Gate 3; the State yet to publish the revised schedule UAT-Online. Age plan for Cycle-2 Interface testing get impacted du unavailability of Outbound interfa in-time from Stat team. 9/3/2025: on Aug 27th, PALM ESC tot take decision star of UAT-Onli Agency to asses revised program once published, understand casc impact to the ag readiness.
Open and Mitigating	12/04/24		Business Process Change	Inadequate planning to identify specific process gaps and remediation planning may impact agency user readiness/ adoption.		6 (High/Medium)	Archived Risk Id: 015/ 012	Risk Mitigation Strategy: Mitigate Action: Develop and Launch Pre-PALM Training Closing Activities. Closing Activity 1: Process Gap Analysis Closing Activity 2: Process Gap Remediation	Fail to achieve the mandatory success measure Business Process readiness for PALM Go-Live.	8/22/2025: Proce to be finalized ba SMEs attending
Open and	12/04/24		Staffing/Resource	Unavailability of IT	Decreasing	6 (High/Medium)	Archived Risk Id: 010/	12/30/2025 Risk Management	Fail to achieve the	8/20/2025: Identi
Mitigating			Availability	resources with required skillset may impact timely remediations of agency business systems.			007	Strategy: Mitigate 1. Identify the High level solution for Agency Business System (ABS) remediation. 2. Finalize the Architectural design and technology stack identification. 3. Conclude the resources/ roles required for ABS remediation. 4. Onboard the required resources, complete the IT development	mandatory success measure of agency	lower than exper productivity of th agency QA reso therefore initiated of replacement.

							activities to ensure readiness for E2E interface testing/ UAT Target Closure Date:		
Open and Mitigating	12/04/24	Staffing/Resource Availability	Competing priorities for SMEs leading to limited bandwidth availability, may impact timely completion and quality of FDC/FCOR PALM project deliverables, including data cleanup, configurations, process mapping & remediation,	Increasing	6 (High/Medium)	Archived Risk ld: 017/ 014	10/30/2025 Risk Mitigation Strategy: Mitigate 1. Identify the areas where it needs the SMEs bandwidth. 2. Come out with a plan to support FDC PALM project with required SMEs bandwidth.	Fail to achieve the mandatory success measure User Acceptance Testing, User training and People readiness for PALM Go-Live.	7/21/2025: Agency continues to balance the year end F&A closure activities with the critical priority, complex deliverables with shorter turnaround time, which is affecting the agency's ability to complete the data cleansing fully.
			Trainings, agency systems remediations, and UAT preparation & execution.				Target Closure Date: 5/31/2026		8/20/2025: SMEs are currently working on several data cleansing and configuration activities along with preparation for UAT-Online, in parallel to their day to day work. These conflicting priorities are affecting agency's ability to ensure on-time completion of readiness activities.
Open and Mitigating	12/04/24	Agency Business System	Timely remediation of the 3rd party managed agency systems (Axiom Pro and SSTC Bar Code Scanning tool) could be challenging as (a) the vendor adopts a common remediation	Increasing	6 (High/Medium)	Archived Risk Id: 018	Risk Mitigation Strategy: Mitigate 1. Vendor to refer FL PALM knowledge center to plan & design the system remediation. 2. Vendor to perform	Fail to achieve the mandatory success measure of agency systems readiness for PALM Go-Live.	7/21/2025: Continue discussions with the 3rd party product vendor for the AxiomPro system to bring schedule alignment with the PALM Technical Interface Test schedule.
			approach across agencies and (b) high dependency on technical specifications and sample interface files from FL PALM.				2. Vertical to periodin unit testing with the information provided by the FL PALM team. 3. FL PALM Team to make sizable and reliable testing data available. 4. Vendor to perform exhaustive Technical Testing of the system integration (Cycle 2 - Testing) Target Closure Date: 11/30/2025		8/20/2025: Received approval from State PALM team to leverage contingency period (November/2025) for Cycle-2 Testing for Axiom Pro. Additionally, ongoing monitoring has been put in place to review the progress of the remediation efforts for this 3rd party managed agency system.
									9/3/2025: Technical Interface Testing of Bar Code Scanning tool is blocked, as the testing has hard dependency on the relevant Outbound Interface file (AMI004).
Open and Mitigating	06/25/25	Deployment/Cutover	Lack of clear guidelines from the Florida PALM Program on preparing for Cutover activities and setting up Operations support for the agencies.	Increasing	6 (High/Medium)	Newly added, on 6/25/2025	Risk Management Strategy: Mitigate 1. Identify the agency specific cutover activities for the agency systems and readiness activities to prepare for operations support. 2. Add the agency specific cutover activities and operations support preparation to agency plan. 3. Continue to progress on the agency specific plan and ongoing monitoring	Fail to achieve the mandatory success measure of agency systems readiness for PALM Go-Live.	7/7/2025: The Agency specific plan is being updated. Next step is to brainstorm on the agency specific cutover planning and readiness for operations support.
Open and	08/20/25	Staffing/Resource	Reduced budget	Increasing	6 (High/Medium)	Newly added, on	Target Closure Date: 11/30/2025 Risk Management	Fail to achieve the	8/20/2025: Current
Monitoring	55.53.20	Availability	allocation for fiscal year 2025-26 could lead to impediments to the planned readiness activities for the agency PALM efforts and agency systems remediation.		y (g., meed.)	8/20/25	Strategy: Avoid. 1. Identify the fixed vs variable part of the spend plan. 2. Prepare strong basis for the estimation for the variable cost, with credible assumptions and experts' assessments. 3. Manage the spend plan regularly, aligning the available budget against the prioritized project needs.	mandatory success measure of agency systems readiness for PALM Go-Live.	spend plan does not have any contingency to cover large unforeseen cost. Estimation for PowerBt tool is based on the shared licenses in FDC OIT, team is assessing the available capacity to support FDC agency reporting needs.
Open and	12/04/24	Training	Unavailability of Florida	Decreasing	4 (Medium/Medium)	Archived Risk Id: 013/	Target Closure Date: 6/30/2026. Risk Management	Fail to achieve the	7/21/2025: Test data for
Mitigating			Drawanalinity of Polica PALM system training and Demo sessions early in the project phase may result in insufficient time given to agency user readiness/ adoption.	_ conscioning	, (mesanimoduli)	010	Action: Develop and Launch to PALM Superusers the prel PALM 4-Part training series. Training 1.1: Orientation to PALM Business Process Groups. Training 1.2: Orientation to PALM Modules. Training 1.3: Orientation to PALM Modules. Training 1.3: Orientation to PALM Susiness Process Models.	mandatory success measure of agency systems readiness for PALM Go-Live.	UAT should be prepared during the 'Preparation' phase, using the format provided in PALM demos and prematerials. Recent information sharing from PALM revealed that there are 'mandatory' pre-requisite training to be completed by all participants of UAT-Online. FDC/FCOR need to analyze the information and continue

							Training 1.4: Orientation to PALM Roles & Workflows. Target Closure Date: 12/31/2025		assessing the agency readiness status. 8/20/2025: pre]PALM training series has been replaced by, 1. UAT Prerequisite Learning Paths via the PeopleFirst Learning Management System. 2. Wisdom Wednesday-Pause for PALM Knowledge Check Series. PALM state team has provided UAT testers access to online prerequisite trainings for, tlearning paths that will prepare end users for upcoming spring training by permitting early
Open and Monitoring	12/04/24	Role Mapping	Insufficient information on access security model and planning of changes to current user roles/responsibilities may impact agency user readiness/ adoption.	Stable	4 (Medium/Medium)	Archived Risk Id: 016/ 013	Risk Mitigation Strategy: Mitigate 1. Read & understand the access security model and role definition, published by FL PALM. 2. Map the current business teams to the appropriate user role. 3. Identify the users for whom role/ responsibility are changed. 4. Provide required support to the users to adapt to their changed role. Target Closure Date: 10/31/2025	Fail to achieve the mandatory success measure User Acceptance Testing and Go-Live Readiness for PALM Go-Live.	exposure to content. 7/21/2025: Role assignment knowledge articles were published in mid-May, and the SME role assignment deliverable was due in mid-June. With the shorter turnaround time, the agency assigned SME roles have been assigned to the best of their knowledge, and any gaps may be identified during the UAT-Online sessions. 8/20/2025: Agency started the user role mapping for remaining UAT testers beyond the SMEs (RWP - 573-B).
Open and Mitigating	12/04/24	Agency Business System	Unavailability of existing BARS reporting infrastructure will impact agency ability to generate user reports based on legacy/ historical data.		3 (High/Low)	Archived Risk Id: 012/ 009	Risk Management Strategy: Mitigate 1. Work with FDC OIT on archival of BARS reporting solution, including database, UI and any platform components. 2. Archive BARS reporting solution, as the reporting tool for the legacy (FLAIR) information. Target Closure Date: 8/31/2026	Fail to achieve the mandatory success measure of agency systems readiness for PALM Go-Live.	8/20/2025: Setting up of BARS archival is planned around the PALM go-live, whereas preparation for this shall begin a few months prior to the go-live.

					FCOF	R 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	01/30/25		Agency Business System	Unavailability of PALM Data Warehouse and technical specifications (File format, Data dictionary) affecting the remediation activities for the agency based system.	Critical - Impacts the abil	Archived Issue Id: 007/ 006	Setup new database, to remediate 12 agency business systems/ tools, depends on the PALM Data Warehouse for data. Design the new database, and subsequently plan for the user reporting solution (CAIRS - Corrections Accounting Information Resource System) with appropriate reports. Remediate Agency based systems to integration to CAIRS and internal functional testing	11/30/25	8/19/2025: Agency systems remediation activities on-track to start the Cycle-2 Testing (Technical Interface Testing) in August/2025. State PALM team continued to generate and share sample Outbound interface files, leading agency to be able to partially start the Cycle-2 Testing. 9/3/2025: State PALM team published sample files for 9 out of 22 Outbound interfaces that are required for Technical Interface Testing of the agency. Team started the testing with the available sample files.
Open	03/25/25		Agency Business System	Continued changes to the interface specifications by FL PALM due to ongoing system development, may require FDC PALM project team to rework on the solution for agency systems remediation, which could lead to agencies missing the interface testing milestone.	Critical - Impacts the abil	Archived Issue Id: 008/ 007	Team to work on minimizing the impact due to this issue. 1. Develop a scalable solution design with system level flexibility built-in. 2. Collaborate closely with the FL PALM interface team, and ensure the FDC PALM team is updated with the recent/ upcoming changes to the interface file structures. 3. Resolve the gaps in the agency system remediation solution. 4. Escalate in case the changes to interfaces are not feasible to be mitigated.	12/31/25	8/19/2025: State PALM team yet to conclude the Interface Development and Testing activities, therefore we find continued changes to the Interface specifications, which is leading to rework at agency and impacting agency system remediation.
Open	02/28/24		Interface	Lack of clear instructions and frequent changes to the Task guidelines from Florida PALM team impacts agency's ability to complete the tasks	High - Impacts the ability	Archived Issue Id: 004/ 003	To minimize frequent changes in task instructions. Consistent guidance fosters stability and improves overall performance. Collaborate with	07/01/26	7/21/2025: Delayed sharing of 'Project Recommended UAT scenario' and new directions has created challenges for agencies in UAT planning. Additionally, shorter durations for Configuration and Conversion updates led to mid-way baselining. FDC/FCOR need to analyze the information and continue assessing.

								jure intermedien and continue according
						the issues with the Smartsheets. 3. Continue to communicate with the FL PALM on the impacted delayed deliverables. 4. Re-prioritize/ reorganize the work in agencies to complete the deliverables with minimal impact possible.		the agency readiness status. 8/19/2025: Awaiting PALM ESC decision on the Stage-Gate-3 and revised UAT/ program plan, to assess the impact of not able to start UAT-Online in August, on the completion of it by mid-November.
Open	07/31/24	Staffing/Resource Availability	Lack of resource capacity within FDC F&A team for Financial data analysis, impacting the timely data cleanup activities and ensure conversion readiness.	High - Impacts the ability	Archived Issue Id: 005/ 004	Onboard additional staff aug position with FLAIR data experience.	10/30/25	8/19/2025: F&A team continued to recruit financial domain experts to mitigate the impact of attrition.
Open	08/31/24	Staffing/Resource Availability	Resource availability is limiting agency ability to progress on UAT preparation activities, e.g., UAT Test Plan, UAT Test Scripts, Future State Work Processes.	High - Impacts the ability	Archived Issue Id: 006/ 005	Onboard additional OIT BA to assist with mapping future state work processes to PALM and write test scenarios. The SMEs from F&A team will guide this OIT BA and will review, revise, approve, and use the test scripts in UAT. OIT BA will guide the F&A team on the UAT process and support on Test Management and monitoring UAT progress.	11/30/25	8/19/2025: State PALM team shared the high level schedule for UAT sessions on 7/16. Agency team prioritized the UAT test cases preparation accordingly. Identified lower than expected productivity of the agency QA resources, therefore initiated hiring of replacement.
Open	08/21/23	Staffing/Resource Availability	Not having resource backup in the FDC F&A team for recently created agency systems, to ensure business continuity.	High - Impacts the ability	Archived Issue Id: 001/ 001	Crosstrain staff to ensure adequate backup. Cross training to be completed during the PALM project to ensure operational resiliency.	12/31/25	8/22/2025: Continuing to monitor and reassess 6 months prior to Go-Live.

		FC	OR Assumpti	ons	
Critical Operational Elements	Assumption	Status	Date Logged or Removed	Impacted Stakeholder(s) and/or System(s)	Reporting Period Comments for July - August 2025
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	No further updates in this reporting period.
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	No further updates in this reporting period.
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	No further updates in this reporting period.
People Processes Technology	Additional clarity required from Florida PALM team, for finalizing the FDC UAT plan	Logged	10/21/24	UAT Planning for user readiness for performing UAT	No further updates in this reporting period.
People Processes Technology	Florida PALM team will work closely with agency team to mitigate any challenges the agency may face to meet the strict cutover timeline.	Logged	12/20/24	All users in agency financial functions.	No further updates in this reporting period.
People Processes Technology	Agency team will receive required support (availability of Infrastructure and Florida PALM team) while performing the User Acceptance Testing and defect management.	Logged	12/20/24	All UAT Testers.	No further updates in this reporting period.
People Processes Technology Data	Enterprise systems shall be available for User Acceptance Testing including respective business processes.	Logged	12/20/24	All UAT Testers.	No further updates in this reporting period.
Technology	IT Infrastructure for the agency shall support the user access and continued use of Florida PALM system.	Logged	12/20/24	All users in agency financial functions.	No further updates in this reporting period.
Processes Technology	Required operations support team (both IT and F&A team) has been setup to support Florida PALM system access for the agency users, e.g. ongoing user access, user/ security roles assignments, access to data/reports etc.	Logged	12/20/24	All users in agency financial functions.	No further updates in this reporting period.
Technology	State PALM team to provide necessary support to the agency for Cycle-2 Technical Interface Testing	Logged	08/20/25	All agency business systems and the remediation of agency business systems.	8/20/2025: State PALM team is yet to generate the Outbound files which are required for Cycle-2 Technical Interface Testing of agency business systems.

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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FCOR Status Report Confirmation								
Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:					
July - August 2025	Ryan C. Schenck	ryanschenck@fcor.state.fl.us	09/05/25					
May - June 2025	Ryan C. Schenck	ryanschenck@fcor.state.fl.us	07/10/25					
May - June 2025	Ryan C. Schenck	ryanschenck@fcor.state.fl.us	07/10/25					
March - April 2025	Ryan C. Schenck	ryanschenck@fcor.state.fl.us	05/07/25					
January - February 2025	Ryan C. Schenck	ryanschenck@fcor.state.fl.us	03/05/25					