FDLE 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
Mike Moore

RW Task Timeliness

RW Task Completeness

Direct Impact Task Timeliness

Direct Impact Task Timeliness:

Score = 94.55%

- Submitted On Time = 34
- Submitted Late = 10
- Pending Submission = 0

Other Task Timeliness

Other Task Timeliness:

Score = 86.71%

- Submitted On Time = 62
- Submitted Late = 14
- Pending Submission = 1

Direct Impact Task Completeness

Direct Task Completeness:

Score = 81.63%

- Submitted Complete = 32
- Submitted Incomplete = 3
- Completed After Submission = 8

Other Task Completeness

Other Task Completeness:

Score = 91.04%

- Submitted Complete = 42
- Submitted Incomplete = 0
- Completed After Submission = 6

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 = 4
- Duplicate Filled Role = 9
- 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
N/A	Processes	560	Submit Change Analysis Tool	12/09/24	05/02/25	75% - Consolidating/Inputting Information for Submission		9/10/25 - Delayed		
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	07/30/25	Our Agency cannot reflect our remediation as 100% due to following reasons: 1) Some questions asked about the interfaces are crucial and many technical decisions are made based on the answers provided by PALM 2) Part of remediation and data dependencies were contingent on Segment IV and recap in November. Technical team is now deciphering information and meeting with ABS systems to give this information. 3) Coding to reflect and make changes has started but will not complete by – October'25 (Approx.) 12/6 Remediation Ongoing 07/25/2025 - Comments from Anik - We are in the process of building the interfaces and conducting internal testing. 07/29/2025 - Comments from Terri - Interface Testing Plan updated.	Submission Complete	
Indirect	Processes	574	Prepare Documentation for User Acceptance Testing	06/02/25	10/03/25	75% - Consolidating/Inputting Information for Submission		9/10/25 On Track for 10/3/25		
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	07/09/25	Reattached SAM UAT screenshot	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	07/09/25		Submission Complete	
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	50% - In Progress		9/10/25 On Track for 10/3/25		
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		9/10/25 On Track for 10/3/25		
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		9/10/25 On Track for 10/3/25		
Direct	Data	587-C	Complete Data Cleansing Based on Mock Conversion 3 – PCC001 Projects	08/11/25	10/03/25	50% - In Progress		9/10/25 On Track for 10/3/25		
Direct	Data	661	Update Conversion Field Mapping	08/11/25	10/03/25	50% - In Progress		9/10/25 On Track for 10/3/25		
Direct	Data	662	Submit Updated Configuration	08/11/25	10/03/25	50% - In Progress		9/10/25 On Track for 10/3/25		

			Workbooks							
N/A	N/A	**617**	Submit Bimonthly Agency Readiness Status Report	08/29/25	09/10/25	100% - Submitted	**09/10/25**	9/10/25 On Track for 9/10/25		
Indirect	N/A	**664**	Submit Monthly Progress Report - Testing	09/02/25	09/30/25	25% - Beginning Initial Internal Meetings and Information Gathering		9/10/25 On Track for 9/30/25		

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.

FDLE 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 Monitoring	02/01/25		Interface	Going live in July 2026 which is fiscal year-end, presents new challenges that need to be considered and addressed, as well as months of upfront work.	Increasing	9 (High/High)	Yearend in FLAIR is extremely complex and time consuming. Trying to learn an entirely new system as well as complete financial statement duties at the same could prove problematic.	Work through the challenges going live at this time will present.	The impact would be that Resources and Systems will not be available to close out the Fiscal Year.	Confirmed on 8/28 Still at RISK
Open and Monitoring	05/16/24		Interface	FDLE will be unable to do life-to-date tracking and trend analysis for data that is in both FLAIR and PALM.	Stable	4 (Medium/Medium)	Many of our budget and grant tasks required life-to-date tracking and research.	Develop crosswalk methodology if the new Data Warehouse will not provide this capability.	None for now	None for now
Open and Mitigating	09/04/24		Interface	There is a RISK that FDLE will not recieve a comprehensive list early enough of anticipated errors and warnings that may occur in relation to interface interactions and report parameters input. This is needed ~ January 2026 in order to have ITS code and Test error handling across Florida PALM functions including interfaces and online functionality.	Increasing	4 (Medium/Medium)	Waiting for the updates that are planned for Spring of 2026 according to the Question Log/Answer #0520	The project is developing a comprehensive Error Handling Matrix that will be released in early Spring next year (2026). This matrix will cover errors across Florida PALM functions including interfaces and online functionality.	Scope : Mitigate the Interface Errors Cost : Development time may increase Schedule : Implementation timeline will be affected	Confirmed on 8/28/25 Still a need.
Open and Monitoring	10/31/24		Interface	The Configuration Review and Update task during UAT poses a potential risk. Changes could affect the UAT timelines and outcomes.	Increasing	4 (Medium/Medium)	Pause the risk as of now	Paused	Paused	PAUSED for Now due to Delay in UAT .
Open and Mitigating	08/27/25		User Acceptance Testing	Delays in UAT, but not in UAT dependencies may cause gaps in the UAT Test Stories and Test Scripts.	Increasing	4 (Medium/Medium)	The UAT was initially planned to start on 8/11/25. It was pushed out without a new date. The UAT milestone had dependencies that were not pushed out. The RISK is that the Dependencies of UAT Test Stories and Test Scripts will be incomplete, due to not have the UAT system to reference for testing.	Team will use Processes to Write the PALM UAT Stories and request were made on 9/5/25 that B.As. (Business Analysts) are given access to the PALM Wire Frames, PALM Functional Testing Documentation, PALM Technical Specifications and any other PALM development documentation that is related to the PALM UAT User Interface and functionality, so FDLE's B.As. can write TEST CASES and TEST SCRIPTS prior to the UAT start.	The impact will be gaps in the PALM UAT Testing. Possibly leading to not all functionalities being validated by the various Florida departments.	Just opened on 8/27/25- Updated on 9/8/25

FDLE 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	09/08/25		Deployment/Cutover	The task "Update Reports Inventory" is missing from the new 'Agency Implementation Roadmap.' There is no visibility of the Data Warehouse reporting tool in the current roadmap.	High - Impacts the ability	This RISK was opened up on 2/17/25 and we have yet to receive updates as to when the Data Warehouse work will be started and completed.	Our FDLE ITS team is planning to build a Data Warehouse to be used to meet the needs of the business. In order to be successful, ITS needs the PALM Report List and the Data that will be available to replicate.	Not Available	No Change 9/8/25

FDLE Assumptions

Critical Operational Elements	Assumption	Status	Date Logged or Removed	Impacted Stakeholder(s) and/or System(s)	Reporting Period Comments for July - August 2025
Technology Data	PALM will not change the identified Chart of Accounts structure between now and go-live.	Logged	07/01/23	Agency business systems	Still an Assumption
Data	PALM will provide similar functionality as ABS which is used for querying FLAIR and PYRL data so that we can retire those applications.	Logged	09/01/23	Office of Financial Management Office of Policy and Planning All divisional/regional business liaisons Management	Still an Assumption
People Processes Technology Data	PALM will provide significant time to test and practice specific transactions before go-live in a dedicated testing environment (UAT).	Logged	10/31/23	All agency business systems	Still an Assumption
Data	PALM transactional data will be moved to Palm Warehouse on daily basis. We assume that this will stay for indefinite time in Warehouse.	Logged	07/02/25	All agency business systems	Still an Assumption
Technology Data	FDLE assumes that PALM Reports and Data will meet Florida's Retention Policy Standards.	Logged	09/08/25	All agency business systems	Still an Assumption

Processes Technology Data	FDLE assumes that the PALM Team will provide a comprehensive Cut-over plan from FLAIR to PALM.	Logged	09/09/25	All agency business systems	Still an Assumption

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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FDLE Status Report Confirmation

Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
July - August 2025	Mike Moore	mikemoore@fdle.state.fl.us	09/10/25
May - June 2025	Charlotte Fraser	charlottefraser@fdle.state.fl.us	07/08/25
March - April 2025	Charlotte Fraser	charlottefraser@fdle.state.fl.us	05/12/25
January - February 2025	Charlotte Fraser	charlottefraser@fdle.state.fl.us	03/07/25