

RW Task Timeliness

Direct Impact Task Timeliness

**Direct Impact Task Timeliness:**

Score = 97.73%

Submitted On Time = 38

Submitted Late = 6

Pending Submission = 0

Other Task Timeliness

**Other Task Timeliness:**

Score = 97.6%

Submitted On Time = 67

Submitted Late = 8

Pending Submission = 2

RW Task Completeness

Direct Impact Task Completeness

**Direct Task Completeness:**

Score = 91.63%

Submitted Complete = 31

Submitted Incomplete = 0

Completed After Submission = 12

Other Task Completeness

**Other Task Completeness:**

Score = 82.29%

Submitted Complete = 34

Submitted Incomplete = 2

Completed After Submission = 12

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:**

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

Unique Filled Role = 14

Duplicate Filled Role = 2

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 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
	People	328	Document Current Agency Business Processes	07/31/23	12/15/23	50% - In Progress		Due to the importance of other tasks, and the agency's operational work priorities, this task may not be completed by HSMV.	N/A	
N/A	Processes	515	Identify Change Impacts and Update Agency Business Process Documentation for Segments I and II	01/29/24	04/12/24	Pending Resubmission	04/16/24	We have completed this task, except for the updates to our current state business process documentation. Our goal is to update our procedures during UAT testing, when we'll have full access to the PALM screens and testing environment.	Submission Incomplete	
N/A	Processes	527	Identify Change Impacts and Update Agency Business Process Documentation for Segment III	04/15/24	07/12/24	75% - Consolidating/Inputting Information for Submission		We have completed this task, except for the updates to our current state business process documentation. Our goal is to update our procedures during Agency UAT testing, when we'll have full access to the PALM screens and testing environment.		
N/A	Processes	543	Identify Change Impacts and Update Agency Business Process Documentation for Segment IV	07/22/24	10/18/24	Pending Resubmission	11/01/24	Submitted 11/1/2024 per previous update.	Submission Incomplete	
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	Last meetings July 25, 2025, July 16 2025; On track for July 25 deadline per developer meetings June 26, 2025 and May 30, 2025   Update: discussion with developer 5/7/25 on replicating current FLAIR process in PALM for support of existing TR2 file pickup. The business does not yet have new TR2 solution in place so development on GLI051 will be ready in October instead of August. We can work around the pending procurement and develop replicated process in PALM for TR2, until new solution can develop connection for automatic TR2 pickup via GLI051.   Agency continues development monitoring via daily standups, regular collaborative work sessions. Last interface status discussion: 4/16/25 during April touchpoint agency prep meeting.	Submission Complete	
Indirect	Processes	574	Prepare Documentation for User Acceptance Testing	06/02/25	10/03/25	75% - Consolidating/Inputting Information for Submission		The agency continues to gather test data and collect and analyze support materials for HSMV SMEs in Project UAT and HSMV End Users in Agency UAT. HSMV has compiled agency user stories for unique processes, and continues to enhance or change those as necessary. The team reviewed and will continue to review the project-recommended activities worksheet released on 7/10/25. The agency is using Option 3 in Task 574, and will submit an Excel file containing agency user stories to task 574. HSMV will use task 663 due 10/3/25 to update the UAT user stories, support materials, and gathering test data.		

N/A	People	<b>610</b>	Update Authorized Smartsheet Users	06/23/25	07/11/25	100% - Submitted	<b>06/30/25</b>		N/A	
Direct	Technology	<b>591</b>	Confirm IDP Configuration for Florida PALM	06/23/25	07/11/25	100% - Submitted	<b>07/07/25</b>	Users added to group; Confirmed both SAMs had affirmative testing result.	Submission Complete	
Indirect	N/A	<b>593</b>	Update Agency Readiness Certification #1	06/23/25	07/18/25	100% - Submitted	<b>07/18/25</b>	Team collaborated on June 27; Agency Criteria sheet updated 6/27/25. Next meeting on July 14. Criteria sheet updated July 14, July 17. Sponsor signed July 18 by deadline. - KG 7/18/25	Submission Complete	
N/A	N/A	<b>611</b>	Submit Bimonthly Agency Readiness Status Report	07/01/25	07/10/25	100% - Submitted	<b>07/08/25</b>	Submitted July 8, 2025.	Submission Complete	
N/A	People	<b>616</b>	Share Florida PALM Updates	07/14/25	07/25/25	100% - Submitted	<b>07/25/25</b>		Submission Complete	
Direct	People	<b>573-B</b>	Complete and Submit End User Role Mapping Worksheet for remaining End Users.	07/14/25	10/03/25	50% - In Progress				
Indirect	N/A	<b>660</b>	Submit Monthly Progress Report - Testing	08/04/25	08/29/25	100% - Submitted	<b>08/28/25</b>		Submission Complete	
Direct	Data	<b>587-A</b>	Complete Data Cleansing Based on Mock Conversion 3	08/11/25	10/03/25	50% - In Progress				
Direct	Data	<b>587-B</b>	Complete Data Cleansing Based on Mock Conversion 3 – APC001 Suppliers	08/11/25	10/03/25	50% - In Progress				
Direct	Data	<b>587-C</b>	Complete Data Cleansing Based on Mock Conversion 3 – PCC001 Projects	08/11/25	10/03/25	50% - In Progress				
Direct	Data	<b>661</b>	Update Conversion Field Mapping	08/11/25	10/03/25	50% - In Progress				
Direct	Data	<b>662</b>	Submit Updated Configuration Workbooks	08/11/25	10/03/25	50% - In Progress				
N/A	N/A	<b>617</b>	Submit Bimonthly Agency Readiness Status Report	08/29/25	09/10/25	100% - Submitted	<b>09/09/25</b>			
Indirect	N/A	<b>664</b>	Submit Monthly Progress Report - Testing	09/02/25	09/30/25	25% - Beginning Initial Internal Meetings and Information Gathering				

### 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.

FLHSMV 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	12/20/24		Agency Business System Interface Deployment/Cutover User Acceptance Testing	Supplier ID	Increasing	9 (High/High)	Final Supplier ID will be provided by PALM before Go Live. Risk to agency is in not receiving finalized Supplier IDs until or just before go live. In order to successfully match supplier IDs provided by PALM, the FEID is critically needed by FLHSMV, confirmed by Data Manager. The agency does not have an idea of the manual processing time required to match Supplier IDs until initial data received (approximately May 2025).	The agency will test Supplier ID fields and matching as received on each iterative Mock Conversion, and will use the iterative Supplier ID test results	The ability to match the Supplier ID (throughout multiple mock conversions) period to agency data would be quite taxing and require multiple, additional hours that are not currently included in the plan budget.	Uncertainty in Testing; unforeseen impacts from data conversion, specifically special characters.
Open and Monitoring	04/14/25		Interface Deployment/Cutover Training User Acceptance Testing	Interface Error File and Summary Logs	Stable	6 (High/Medium)	Interface Error Log layouts (multiple) have not been provided to HSMV.	HSMV has tested Error Files for API002 from PALM (during interface testing).	The agency was advised by PALM that agencies will receive error files and summary logs at Interface Testing. FLHSMV would need to re-evaluate impact if the error files and summary logs are NOT able to be read (further development and testing may be required). Resolving the errors may be delayed in UAT.	Updated Mitigation plan.
Open and Mitigating	12/20/24		Staffing/Resource Availability	Resources - Accounting (train / hire)	Stable	4 (Medium/Medium)	FLHSMV has a large number of key vacancies within the Bureau of Accounting. Due to difficulties in filling these positions, FLHSMV will need to move duties performed by vacant positions to other employees reducing the amount of time that can be committed to complete Florida PALM Tasks. HSMV is attempting to hire new and cross-train existing, accounting staff to learn new / daily business processes in addition to testing the PALM system and learning adjacent systems.	HSMV is actively working to train new staff, cross-train existing staff, and provide Florida PALM information. The agency has filled some positions, and is actively working to fill others.	Staff resource challenges could impact successful PALM implementation and go-live experience during a critical period.	Updated 9/3/25: Issue of Staff resources was Elevated to a Risk per Project Lead, and merged into this line of existing Risk (line 3).
Open and Monitoring	06/18/25		Conversion/Configuration	Mock 3 Conversion Errors	Stable	4 (Medium/Medium)	The agency continues to work on Mock 3 data tasks, while completing UAT documentation and training preparation tasks.	HSMV will review Mock 3 conversion errors and correct as soon as possible.	Staff burnout due to daily job duties, UAT participation, and cleanup of Mock 3 conversion files.	Updated Background and Impact.
Open and	09/01/23		Agency Business	FAME	Stable	2 (Medium/Low)	HSMV processes large	HSMV is working on	The agency has	Lowered impact rating

Open and Mitigating	08/07/23		Agency Business System	FAME application	08/07/23	08/07/23	FLHSMV processes large volume of data through its FAME application (Revenue Distribution, WEX, Goodyear, PRIDE, etc.). It is imperative that the interfaces and reports work properly when tested.	FLHSMV is working on developing multiple interfaces and has begun developing reports. Changes to the payment batch jobs are in progress.	The agency has adequate time to complete development, given delay to project UAT.	External input using
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FLHSMV 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

FLHSMV Assumptions					
Critical Operational Elements	Assumption	Status	Date Logged or Removed	Impacted Stakeholder(s) and/or System(s)	Reporting Period Comments for July - August 2025
Data	Florida PALM will provide similiar functionality as FLAIR@HSMV	Logged	08/31/23	Impacted Stakeholders include all end users.	No changes.
People Technology	Departmental technical resources will be available to update internal databases and reports for distributions from FRVIS to FAME for the new PALM Account codes.	Logged	08/31/23	Impacted ABS could include FAME, Hireback, Asset Management, Service Now, and spreadsheet uploads as they pertain to FAME. Impacted Stakeholders include All End Users and potentially other agencies.	No changes.

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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FLHSMV Status Report Confirmation			
Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
July - August 2025	Steve Burch	steveburch@flhsmv.gov	09/09/25
May - June 2025	Steve Burch	steveburch@flhsmv.gov	07/08/25
March - April 2025	Steve Burch	steveburch@flhsmv.gov	05/12/25
January - February 2025	Steve Burch	steveburch@flhsmv.gov	03/07/25