LEG 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

Heather Cleary

RW Task Timeliness

Direct Impact Task Timeliness

Direct Impact Task Timeliness:

Score = 86.67%

• Submitted On Time = 26
• Submitted Late = 16
• Pending Submission = 0

Other Task Timeliness

Other Task Timeliness:

Score = 89.1%

• Submitted On Time = 57
• Submitted Late = 20
• 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.

RW Task Completeness

Direct Impact Task Completeness

Direct Task Completeness:

Score = 81.46%

• Submitted Complete = 27
• Submitted Incomplete = 5
• Completed After Submission = 9

Other Task Completeness

Other Task Completeness:

Score = 82.24%

• Submitted Complete = 37
• Submitted Incomplete = 1
• Completed After Submission = 11

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 = 12
• Duplicate Filled Role = 7
• 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
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	07/23/25		Submission Complete	
Indirect	Processes	574	Prepare Documentation for User Acceptance Testing	06/02/25	10/17/25	75% - Consolidating/Inputting Information for Submission		Submitted addendum 8/28/2025		
N/A	People	610	Update Authorized Smartsheet Users	06/23/25	07/11/25	100% - Submitted	07/07/25		N/A	
Direct	Technology	591	Confirm IDP Configuration for Florida PALM	06/23/25	07/11/25	100% - Submitted	07/10/25		Submission Complete	
Indirect	N/A	593	Update Agency Readiness Certification #1	06/23/25	07/18/25	100% - Submitted	07/07/25		Submission Complete	
N/A	N/A	611	Submit Bimonthly Agency Readiness Status Report	07/01/25	07/10/25	100% - Submitted	07/07/25		Submission Complete	
N/A	People	616	Share Florida PALM Updates	07/14/25	07/25/25	100% - Submitted	07/15/25		Submission Complete	
Direct	People	573-B	Complete and Submit End User Role Mapping Worksheet for remaining End Users.	07/14/25	10/17/25	50% - In Progress				
Indirect	N/A	660	Submit Monthly Progress Report - Testing	08/04/25	08/29/25	100% - Submitted	08/28/25		Submission Complete	
Direct	Data	587-A	Complete Data Cleansing Based on Mock Conversion 3	08/11/25	10/17/25	25% - Beginning Initial Internal Meetings and Information Gathering				
Direct	Data	587-B	Complete Data Cleansing Based on Mock Conversion 3 – APC001 Suppliers	08/11/25	10/17/25	100% - Submitted	08/25/25	Updated Agency Supplier Record and marked confidential suppliers are complete as is. Legislature does not have any confidential suppliers.		
Direct	Data	661	Update Conversion Field Mapping	08/11/25	10/17/25	50% - In Progress				
Direct	Data	662	Submit Updated Configuration Workbooks	08/11/25	10/17/25	50% - In Progress				
N/A	N/A	617	Submit Bimonthly Agency Readiness Status Report	08/29/25	09/10/25	100% - Submitted	09/10/25			09/11/25
Indirect	N/A	664	Submit Monthly Progress Report - Testing	09/02/25	09/30/25					

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.

LEG 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	10/28/24		Post Implementation	EDR and Auditor General Data needs	Stable	9 (High/High)	PALM must continue to provide EDR and Auditor General the data they need to support the Legislature	Continue to work through issue with partners	High	EDR and Auditor General will need access to the same data from Florida PALM that they receive from FLAIR today

Status	Date Opened	Date Closed	Issue Category							
							support the Legislature			from FLAIR today.
Closed	07/01/25	09/10/25	Staffing/Resource Availability	Loss of project resources to DROP, absences or other turnover.	Stable	9 (High/High)	Loss of key PALM resource and institutional knowledge due to death of employee	Working to backfill this resource	High	Staff has been hired to replace the vacancies that were a concern related to Florida PALM.
Open and Mitigating	08/26/24		Agency Business System	Procurement of a new Travel Management System to be implemented and integrated commensurate with PALM implementation	Stable	3 (Low/High)	Current Legislative travel system vendor will not support PALM. New travel management system must be procured and operational in time for PALM Go-Live on July 1, 2026.	Continue to work through issue with partners	HIgh	LEG is continuing to work toward selection of a new travel system to fully integrate with Florida PALM, however, LEG has a backup plan in place to move forward with Florida PALM implementation even if a new travel system is not ready during testing and at go-live.
Open and Mitigating	08/26/24		Agency Business System	Procurement of a new Asset Management System to be implemented and integrated commensurate with PALM implementation	Stable	3 (Low/High)	Current Asset Management system vendor will not support PALM. New system must be procured and operational in time for PALM Go-Live on July 1, 2026.	Continue to work through issue with partners	Medium	LEG is continuing to work toward selection of a new AM system to fully integrate with Florida PALM, however, LEG has a backup plan in place to move forward with Florida PALM implementation even if a new AM system is not ready during testing and at go-live.

LEG 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

LEG 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	Will not lose project resources to competing priorities, retirements or other turnover.	Logged	07/01/23	Temporary impact to project	With new LEG hires, there is very little impact to Florida PALM if others within the LEG team separate or retire.

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

LEG Status Report Confirmation

Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
July - August 2025	Heather Cleary	cleary.heather@leg.state.fl.us	09/10/25
May - June 2025	Lee Boatwright	boatwright.lee@leg.state.fl.us	07/07/25
March - April 2025	Lee Boatwright	boatwright.lee@leg.state.fl.us	05/09/25
January - February 2025	Lee Boatwright	boatwright.lee@leg.state.fl.us	03/10/25