


RW Task Timeliness

Direct Impact Task Timeliness



Direct Impact Task Timeliness:


Score = 97.22%

Submitted On Time = 28

Submitted Late = 7

Pending Resubmission = 0

Other Task Timeliness



Other Task Timeliness:

Score = 95.57%


Submitted On Time = 59

Submitted Late = 8

Pending Resubmission = 0

RW Task Completeness

Direct Impact Task Completeness



Direct Task Completeness:


Score = 95.43%

Submitted Complete = 29

Submitted Incomplete = 0

Completed After Submission = 6

Other Task Completeness



Other Task Completeness:

Score = 96.83%

Submitted Complete = 38

Submitted Incomplete = 0

Completed After Submission = 3

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 = 14

Duplicate Filled Role = 0

Vacant Role = 0

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	Technology	561	Remediate Agency Business Systems based on Segment IV	10/21/24	03/14/25	100% - Submitted	05/07/25	UPDATE AS OF 3/26/2025: Task team is working on CPAS & TSPPS business systems to ensure compatibility with PALM outbound interfaces; UPDATE AS OF 4/3/25: team continues to work on coding to ensure compatibility and anticipates task completion prior to July 2025; UPDATE AS OF 5/7/2025: Commerce has opted to submit task 561, however, remediation efforts will remain on-going and tracked with task 567.		
Indirect	People	536-C	Create Agency Specific User Acceptance Testing Plan	12/09/24	05/02/25	100% - Submitted	02/18/25		Submission Complete	
N/A	Processes	560	Submit Change Analysis Tool	12/09/24	05/02/25	100% - Submitted	05/02/25	UPDATE AS OF 4/3/2025: business process unit teams are actively working to complete task activities by way of team meetings. We anticipate successful completion by task due date.	Submission Complete	
N/A	People	568	Create Training Plan for Agency Managed End User Training	12/09/24	05/30/25	50% - In Progress		UPDATE AS OF 4/3/2025: team is actively working on activities that impact the completion of the training plan. We anticipate successful completion by due 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	50% - In Progress				
Direct	Data	658-D	Submit Data Field Mapping	02/03/25	03/14/25	100% - Submitted	03/14/25		Submission Complete	
N/A	N/A	589	Submit Bimonthly Agency Readiness Status Report	02/28/25	03/10/25	100% - Submitted	03/08/25		Submission Complete	
Direct	Data	567-L	Share, Review, and Update Configuration Workbooks	03/03/25	03/28/25	100% - Submitted	03/28/25		Submission Complete	04/01/25
Direct	Data	567-M	Share, Review, and Update Configuration Workbooks	03/03/25	03/28/25	100% - Submitted	03/28/25		Submission Complete	
Direct	People	579	Confirm UAT SMEs	04/14/25	05/02/25	100% - Submitted	04/29/25		Submission Complete	
N/A	People	598	Share Florida PALM Updates	04/14/25	04/25/25	100% - Submitted	04/15/25		Submission Complete	
N/A	N/A	599	Submit Bimonthly Agency Readiness Status Report	05/01/25	05/12/25	100% - Submitted	05/12/25		Submission Complete	
Indirect	Technology	578	Confirm Identity Provider for Florida PALM	05/05/25	05/23/25	100% - Submitted	05/13/25			
Direct	Data	571	Complete Data Cleansing Based on Mock Conversion 2	05/12/25	06/20/25	25% - Beginning Initial Internal Meetings and Information Gathering				

People	Processes	Technology	Data
The staff and stakeholders affected by your agency's transition to Florida PALM.	The sequence of procedures to accomplish a business objective.	The applications or tools used to process, track, or report on financial operations.	Information used in or produced from an agency's financial business operations.
<u>Implementation:</u> Planned Florida PALM End Users = 64 • Business Process Groupings = 13/13 Identified Subject Matter Experts = 22	<u>Implementation:</u> Impacted Agency Business Processes = 103 • Related Business Process Groupings = 9/13 • Planned Spreadsheet Uploads = 11	<u>Implementation:</u> Business Systems Planned for Integration = 22 Planned Interfaces = 82 - Inbound Interfaces = 7 - Outbound Interfaces = 75	<u>Implementation:</u> Configuration • Commitment Control (KK) - Budget Allotments - Control Option = Option # 3 - Track without Budget - Account ChartField Tier Selection = Account Tier #1: Highest - Organization ChartField Translation Tree Selection = Translation Tree #2: Agency-Defined Tree • Org Security Rule = Agency Defined • Optional ChartFields - OA1 = To Be Configured - OA2 = Not To Be Configured - PC Category = To Be Configured - PC Subcategory = To Be Configured - PC Source Type = Not To Be Configured Conversion • Optional Conversions - Accounts Receivable = Not Needed - Assets = Needed - Contracts = Needed - Customers = Not Needed - Encumbrances = Needed - Grants = Needed - Projects = Not Needed - Projects Balances = Not Needed

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.

COM Risks								
Status	Date Opened	Date Closed	Risk Category	Risk Title	Trend	Risk Rating	Monitor/Mitigation Plan/Resolution	Reporting Period Comments for March - April 2025
Open and Monitoring	08/26/24		Agency Business System Business Process Change	Lack of support for Life-to-Date Accounting and Reporting	Stable	9 (High/High)	Create internal life-to-date reporting system.	UPDATE as of 5/9/2025: agency will continue to gather further feedback from project to find ways to meet Commerce's life-to-date reporting need
Open and Mitigating	12/12/24		Business Process Change	Documentation Tracking Process	Decreasing	9 (High/High)	Develop documentation tracking process tool, schedule meetings with supervisors and determine a centralized location for BPs. We will then develop a matrix to cross check and verify all BPs listing in the tracking tool are in the centralized location. Supervisors will provide any missing information or correct incorrect information.	UPDATE as of 5/7/2025: PML is working with each business unit to train and use centralized location for business processes and documentation.
Open and Mitigating	12/12/24		Training	Common Understanding of Florida PALM project goals	Decreasing	6 (Medium/High)	Provide project update communications to team or team members associated with the areas of impact via email, Teams channels, Teams chat, face-to-face and/or virtual meetings. Also provide opportunities to participate in workshops and CoLab sessions provided by PALM. We will also provide and share information to team members with office/agency social gatherings approved by management in approved locations/areas.	UPDATE as of 5/7/2025: Information i shared with each business unit as it is released by the Florida PALM project. Commerce has hosted a Town Hall and other information sharing events to ensure common understandin of Florida PALM goals and updates.
Open and Mitigating	01/30/25		Conversion/Configuration	Data Migration Process	Stable	4 (Medium/Medium)	- Perform a comprehensive data audit before migration to identify and resolve inconsistencies - Use automated data validation tools to	UPDATE as of 5/9/25: Evaluating options for how to use data fields in PALM to meet Commerce's financial reporting needs.

							ensure data accuracy during migration - Conduct multiple rounds of data testing in a staging environment to verify accuracy and completeness - Establish a plan to address any critical issues identified post migration	
Open and Mitigating	01/07/25		Training	End User Training	Decreasing	3 (High/Low)	- Develop a detailed training plan tailored to various user roles, including hands-on practice sessions - Provide user-friendly guides, FAQs, and on-demand video tutorials for continuous learning - Partner with Florida PALM to provide support helpdesk information to address end-user questions during and after implementation - Involve SMEs and end users in Commerce specific and Florida PALM User Acceptance Testing for familiarization purposes, as well as feedback"	UPDATE as of 5/9/25: Team will work to prepare for upcoming UAT end-user training based on results of Change Analysis activity.
Open and Mitigating	01/07/25		Interface	FLAIR Integrations	Decreasing	2 (Medium/Low)	- Conduct a system mapping and dependency analysis for all interfacing applications - Test integrations thoroughly during User Acceptance Testing - Partner with Florida PALM, third-party vendors, and in-house teams to ensure compatibility - Monitor system performance post-integration and address any issues promptly using Florida PALM help desk"	UPDATE as of 5/9/2025: Commerce i working to update existing systems to use the interface files, as designed by PALM, to create the required output for managemer reporting.
Open and Mitigating	01/07/25		Business Process Change	Business Processes Alignment with Florida PALM	Decreasing	2 (Medium/Low)	- Review all Florida Commerce Finance & Administration business processes impacted by the Florida PALM implementation in order to identify inefficiencies and areas for improvement before system implementation - Collaborate with key stakeholders to design optimized processes that align with the capabilities of Florida PALM - Document the redesigned processes and train staff to ensure smooth adoption - Conduct regular reviews post-implementation to identify and address any process gaps	UPDATE as of 5/9/2025: The work being done on documenting existing Commerce business processes will assist in mitigating any related risks.

COM Issues								
Status	Date Opened	Date Closed	Priority	Issue Category	Issue Title	Action Plan	Planned or Actual Resolution Date	Reporting Period Comments for March - April 2025

COM Assumptions						
Critical Operational Elements	Assumption	Status	Date Logged or Removed	Impacted Stakeholder(s) and/or System(s)	Reporting Period Comments for March - April 2025	
Technology	It is assumed that Florida PALM will be fully operational and accessible to all users at go-live, with minimal downtime required for maintenance and updates.	Logged	01/08/25	Commerce F&A Stakeholders	Commerce will have the ability to prioritize things that need to be uploaded. Put together a workflow of transactions to be posted in case user access is limited.	
Data	It is assumed that all critical financial data from FLAIR will be accurately migrated and available in the cloud-based system before go-live, ensuring continuity in financial operations and reporting.	Logged	01/08/25	Commerce F&A Stakeholders	Seek verification from PALM prior to the migration, during UAT, in order to have a solid understanding of what is going well and note potential issues.	
Data	It is assumed, at go-live, Florida PALM will provide a data warehouse with detailed data tables, including data that may not currently be available through outbound interfaces. This data will be essential for supporting F&A's reporting and financial analysis requirements.	Logged	01/08/25	Commerce F&A Stakeholders	Commerce F&A will build in-house processes so we are not relying on the data warehouse.	

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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COM Status Report Confirmation			
Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
March - April 2025	Tisha Womack	caroline.womack@commerce.fl.gov	05/12/25
January - February 2025	Tisha Womack	caroline.womack@commerce.fl.gov	03/06/25