


RW Task Timeliness

Direct Impact Task Timeliness



**Direct Impact Task Timeliness:**


Score = 91.58%

Submitted On Time = 22

Submitted Late = 15

Pending Resubmission = 0

Other Task Timeliness



**Other Task Timeliness:**

Score = 83.28%


Submitted On Time = 33

Submitted Late = 26

Pending Resubmission = 8

RW Task Completeness

Direct Impact Task Completeness



**Direct Task Completeness:**


Score = 87.84%

Submitted Complete = 28

Submitted Incomplete = 2

Completed After Submission = 7

Other Task Completeness



**Other Task Completeness:**

Score = 89.12%

Submitted Complete = 23

Submitted Incomplete = 0

Completed After Submission = 11

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 = 12

Duplicate Filled Role = 2

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	516	Update Agency Business System Documentation for Segment II	01/29/24	04/12/24	50% - In Progress		OITS, Remediation strategy has been discussed, approaching remediation with Segments I, II, III, and IV jointly.			
N/A	Technology	519	Remediate Agency Business Systems based on Segment I	01/29/24	06/28/24	50% - In Progress		OITS, Remediation strategy has been discussed, approaching remediation with Segments I, II, III, and IV jointly.			
N/A	Technology	528	Update Agency Business System Documentation for Segment III	04/15/24	07/12/24	50% - In Progress		OITS, Remediation strategy has been discussed, approaching remediation with Segments I, II, III, and IV jointly.			
N/A	Technology	531	Remediate Agency Business Systems based on Segment II	04/29/24	10/04/24	50% - In Progress		OITS, Remediation strategy has been discussed, approaching remediation with Segments I, II, III, and IV jointly.			
N/A	Technology	544	Update Agency Business System Documentation for Segment IV	07/22/24	10/18/24	50% - In Progress		OITS, Remediation strategy has been discussed, approaching remediation with Segments I, II, III, and IV jointly.			
N/A	Technology	547	Remediate Agency Business Systems based on Segment III	07/22/24	12/13/24	50% - In Progress		OITS, Remediation strategy has been discussed, approaching remediation with Segments I, II, III, and IV jointly.			
N/A	Technology	561	Remediate Agency Business Systems based on Segment IV	10/21/24	03/14/25	50% - In Progress		OITS, Remediation strategy has been discussed, approaching remediation with Segments I, II, III, and IV jointly.			
N/A	Technology	558	Update Agency Business System Documentation	11/18/24	01/10/25	50% - In Progress		OITS, Remediation strategy has been discussed, approaching remediation with Segments I, II, III, and IV jointly.			
Indirect	People	536-C	Create Agency Specific User Acceptance Testing Plan	12/09/24	05/02/25	100% - Submitted	01/16/25		Submission Complete		
N/A	Processes	560	Submit Change Analysis Tool	12/09/24	05/02/25	75% - Consolidating/Inputting Information for Submission		Courtney - Business Areas (FSS, HR, Budget, Revenue, FCO)			
N/A	People	568	Create Training Plan for Agency Managed End User Training	12/09/24	05/30/25	75% - Consolidating/Inputting Information for Submission		Courtney Howell			
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	25% - Beginning Initial Internal Meetings and Information Gathering					
Direct	Data	658-D	Submit Data Field Mapping	02/03/25	03/14/25	100% - Submitted	03/26/25		Not Submitted		
N/A	N/A	589	Submit Bimonthly Agency Readiness Status Report	02/28/25	03/10/25	100% - Submitted	03/13/25		Submission Complete	03/14/25	
Direct	Data	567-L	Share, Review, and Update Configuration Workbooks	03/03/25	03/28/25	100% - Submitted	03/31/25	Matt Brock, Rick Owen	Submission Complete		
Direct	Data	567-M	Share, Review, and Update Configuration Workbooks	03/03/25	03/28/25	100% - Submitted	03/31/25	Matt Brock, Rick Owen	Submission Complete		
Direct	Data	567-N	Share, Review, and Update Configuration Workbooks	03/03/25	03/28/25	100% - Submitted	03/31/25	Matt Brock, Rick Owen	Submission Complete		
Direct	Data	567-O	Share, Review, and Update Configuration Workbooks	03/03/25	03/28/25	100% - Submitted	03/31/25	Matt Brock, Rick Owen	Submission Complete		
Direct	People	579	Confirm UAT SMEs	04/14/25	05/02/25	100% - Submitted	04/28/25		Submission Incomplete	05/05/25	
N/A	People	598	Share Florida PALM Updates	04/14/25	04/25/25	100% - Submitted	04/23/25		Submission Complete		
N/A	N/A	599	Submit Bimonthly Agency Readiness	05/01/25	05/12/25	100% - Submitted	05/12/25		Submission		

		Status Report						Complete	
Indirect	Technology	578	Confirm Identity Provider for Florida PALM	05/05/25	05/23/25	50% - In Progress			
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> <b>Planned Florida PALM End Users = 210</b> • Business Process Groupings = 12/13 <b>Identified Subject Matter Experts = 33</b>	<u>Implementation:</u> <b>Impacted Agency Business Processes = 52</b> • Related Business Process Groupings = 10/13 • Planned Spreadsheet Uploads = 16	<u>Implementation:</u> <b>Business Systems Planned for Integration = 23</b> <b>Planned Interfaces = 33</b> - Inbound Interfaces = 9 - Outbound Interfaces = 24	<u>Implementation:</u> <b>Configuration</b> • <b>Commitment Control (KK)</b>  - Budget Allotments - Control Option = Option # 3 - Track without Budget  - Account ChartField Tier Selection = Account Tier #1: Highest  - Organization ChartField Translation Tree Selection = Translation Tree #3: No Tree Assigned  • <b>Org Security Rule = Agency Defined</b>  • <b>Optional ChartFields</b>  - OA1 = To Be Configured  - OA2 = To Be Configured  - PC Category = To Be Configured  - PC Subcategory = To Be Configured  - PC Source Type = Not To Be Configured  <b>Conversion</b>  • <b>Optional Conversions</b>  - Accounts Receivable = Not Needed  - Assets = Needed  - Contracts = Needed  - Customers = Not Needed  - Encumbrances = Needed  - Grants = Needed  - Projects = Needed  - Projects Balances = 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.

DCF 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	05/06/25		Agency Business System Business Process Change Training User Acceptance Testing	Risk of not completing system development/remediation by deadline for interface testing approval, potentially resulting in exclusion from PALM end-to-end testing at a future date.	Increasing	6 (Medium/High)	Avoid. Establish aggressive development milestones Increase development resources Weekly progress monitoring Early interface testing preparation Prioritize critical system components Regular communication with PALM project team Mock up files as if they were coming from our apps, for completion of April/May testing	None
Open and Mitigating	05/06/25		Staffing/Resource Availability Training User Acceptance Testing	Out-of-balance prioritization of PALM with other business processes	Increasing	6 (Medium/High)	Mitigate. Work with business units to develop work management plan to ensure adequate distribution of personnel resources across competing priorities. Involve SMEs frequently in discussion of interface systems to ensure mapping of existing FLAIR chartfields to PALM chartfields. Engage Agency Liaison and Sponsor as necessary to set priorities for business system managers	None
Open and Mitigating	05/06/25		Business Process Change Deployment/Cutover Post Implementation	If encumbrances are not accomplished in MFMP then sufficient budget may not be available for purchase	Increasing	6 (High/Medium)	Mitigate. Provide training and job guides to teach that budget check must be conducted before	None

				even though purchase order is approved.			seeking purchase order approval.	
Open and Mitigating	05/06/25		Staffing/Resource Availability Training	Operational Staff Turnover - General	Stable	4 (Medium/Medium)	Accept. Ensure job-specific processes are documented and generic enough to permit retraining of new incoming staff.	None
Open and Mitigating	05/06/25		Agency Business System Business Process Change Training User Acceptance Testing	FL PALM's inclusion of Speed Keys, particularly with Enterprise Applications, can support current business processes that utilize Expansion Option with front end processing.	Stable	4 (Medium/Medium)	Mitigate. Adjust documentation where needed. If Speed Keys are not adopted such that they can support "front end processing" for "splits" then a new application must be made to act as a front end to conduct those operations.	None
Open and Mitigating	05/06/25		Agency Business System Business Process Change Interface Conversion/Configuration Deployment/Cutover Staffing/Resource Availability Training User Acceptance Testing	Incomplete/Improper Data Cleansing Activities	Increasing	4 (Medium/Medium)	Avoid. Continue data cleansing activities, otherwise UAT testing with the data sets will produce unexpected and inaccurate results.	None
Open and Mitigating	05/06/25		Agency Business System Business Process Change Interface Conversion/Configuration Deployment/Cutover Role Mapping Staffing/Resource Availability Training User Acceptance Testing	Incomplete/Improper Current State Analysis	Stable	4 (Medium/Medium)	Mitigate. Due to change in implementation strategy and change in stakeholders, avoiding inconsistencies in current state analysis is unlikely. Remediation must take place when and where appropriate.	None
Open and Mitigating	05/06/25		Deployment/Cutover Role Mapping Staffing/Resource Availability Training User Acceptance Testing	Incomplete/Improper UAT planning and execution	Decreasing	4 (Medium/Medium)	Avoid. Build user stories that accurately represent current business processes so that users are aware which processes to test against PALM and enterprise systems. Ensure a time management plan for SMEs so that a testing/work balance can be achieved.	None
Open and Monitoring	05/06/25		Business Process Change Deployment/Cutover Post Implementation	Federal Grant System Integration Approval Requirements	Increasing	4 (Medium/Medium)	Mitigate. Early engagement with federal stakeholders Detailed documentation of PALM-GRANTS interface specifications Parallel testing of both systems during transition Regular status updates to federal authorities Contingency planning for extended approval timeline	None
Open and Monitoring	05/06/25		Deployment/Cutover Staffing/Resource Availability Training User Acceptance Testing	Delays and negative impacts may result if adequate training materials and information are not made available by the Florida PALM Project Team.	Stable	4 (Medium/Medium)	Monitor. Continue to request materials and information from PALM. Work with SMEs and other agencies to develop comprehensive training plan independent of PALM Project team.	None
Open and Mitigating	05/06/25		Staffing/Resource Availability	Project Manager/Agency Liaison Turnover	Stable	2 (Medium/Low)	Mitigate. Ensure project approach and status are well-documented.	None
Open and Mitigating	05/06/25		Staffing/Resource Availability	Project Staff Turnover	Stable	2 (Medium/Low)	Accept. Ensure project staff responsibilities are well defined and documentation is up-to-date	None
Open and Mitigating	05/06/25		Agency Business System Business Process Change Staffing/Resource Availability Training User Acceptance Testing	Operational Management Turnover - General	Stable	2 (Medium/Low)	Accept. Ensure job-specific processes are documented and generic enough to permit retraining of new incoming staff.	None
Open and Mitigating	05/06/25		Staffing/Resource Availability	Department Leadership Turnover	Decreasing	2 (Medium/Low)	Accept. Monitor political developments as they unfold, and adapt as needed.	None
Open and Mitigating	05/06/25		Staffing/Resource Availability	Financial Leadership Distraction by competing priorities	Decreasing	2 (Medium/Low)	Avoid. Engage stakeholders in a constant dialogue regarding the status and direction of the Project.	None
Open and Monitoring	05/06/25		Staffing/Resource Availability Training User Acceptance Testing	Not enough time for training before go live.	Stable	2 (Medium/Low)	Monitor. Continue to promote the importance of prioritizing the PALM transition at a level equal to or greater than performance of legacy business processes.	None
Open and Mitigating	05/06/25		Agency Business System	Potential for inaccurate or inconsistent mapping	Stable	2 (Medium/Low)	Mitigate. Conduct a	None

			Business Process Change Conversion/Configuration Deployment/Cutover User Acceptance Testing	of organizational codes during transition from FLAIR to PALM, affecting financial tracking, reporting, and departmental accountability.			Comprehensive audit of existing FLAIR org codes. Documentation of mapping logic and decisions. Stakeholder validation of crosswalk methodology	
Open and Mitigating	05/06/25		Staffing/Resource Availability	Project Sponsor Turnover	Stable	1 (Low/Low)	Ensure sponsor commitments and operational plans are well documented and rationale is well established.	None
Open and Mitigating	05/06/25		Staffing/Resource Availability Training	Operational Staff Turnover - Key Personnel	Stable	1 (Low/Low)	Accept. Work to document key personnel knowledge and specific operational processes in the event of a sudden or unexpected departure.	None
Open and Monitoring	05/06/25		Business Process Change Interface Deployment/Cutover Training User Acceptance Testing	Cutover date from FLAIR to PALM not formally established	Stable	1 (Low/Low)	Monitor. Continue to engage with PALM contract to obtain meaningful and timely schedule for cutover. Establish "roughed-in" and anticipated cutover date and build agency plan around this expectation.	None

DCF 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
Open	05/08/25		Critical - Impacts the ability to process	Agency Business System Business Process Change Conversion/Configuration Deployment/Cutover	Cost Allocation Not Available in PALM. (See attachments)	On going pending SpeedKey and other conversation with Enterprise applications		Carried forward
Open	05/08/25		Critical - Impacts the ability to process	Agency Business System Business Process Change Interface Conversion/Configuration Deployment/Cutover	DCF's journal distribution process	As DCF is moving forward with reviewing and updating processes, we have several concerns related to the journal distributions which is a critical business process in DCF. We have sent the related concerns to the PALM team, conversations are on-going. Several of our updates are dependent on the concerns being addressed.		Carried forward
Open	05/08/25		Critical - Impacts the ability to process	Agency Business System Business Process Change Interface Conversion/Configuration	Budget Funding Process since PTAXX cannot be loaded in FACTS.	Develop alternate budgeting process for TANF processing that estimates and budgets revenue per year.		Carried forward
Open	05/08/25		High - Impacts the ability to process	Business Process Change Interface Role Mapping Staffing/Resource Availability Training User Acceptance Testing	MFMP to PALM interface will not support more than 100 splits per invoice line item, some of our Collocated expenditures are expected to split to at least 500 lines, directly impacting our ability to utilize that enterprise business system.	Restructure invoices and implement manual processing in the short term Develop intermediate processing systems and request interface enhancements in the medium term System integration improvements and potential accounting structure redesign for the long term		Carried forward
Open	05/08/25		High - Impacts the ability to process	Deployment/Cutover Staffing/Resource Availability Training User Acceptance Testing	Agency often experiences delays between requests for meetings and other communication with various PALM teams and acknowledgement of these requests.	Continue to submit requests and follow-up with RCs to ensure message is received and appropriate prioritization occurs.		Carried forward
Open	05/08/25		High - Impacts the ability to process	Conversion/Configuration Staffing/Resource Availability Training	Staffing challenges in General Services are presenting difficulties with readiness workplan tasks related to assets, leading to voids in data migration.	Meet with impacted stakeholders to create strategy for resolving personnel and training shortfalls.		Carried forward

DCF Assumptions					
Critical Operational Elements	Assumption	Status	Date Logged or Removed	Impacted Stakeholder(s) and/or System(s)	Reporting Period Comments for March - April 2025

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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DCF Status Report Confirmation			
Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
March - April 2025	Chad Barrett	chad.barrett@myffamilies.com	05/12/25
January - February 2025	Chad Barrett	chad.barrett@myffamilies.com	03/13/25