DOE Status Report Dashboard

Click on the various statistics or dials to view the supporting information within your agency's Smartsheet Florida PALM Workbook.

RW Task Timeliness

RW Task Completeness

Direct Impact Task Timeliness

Direct Task Completeness:

Score = 96.18%

• Submitted On Time = 31
• Submitted Late = 2
• Pending Resubmission = 0

Other Task Timeliness

Other Task Timeliness:

Score = 95.08%

• Submitted On Time = 54
• Submitted Late = 8
• Pending Resubmission = 5

Direct Impact Task Completeness

Direct Task Completeness:

Score = 83.33%

• **Submitted Complete = 18**
• Submitted Incomplete = 1
• Completed After Submission = 14

Other Task Completeness

Other Task Completeness:

Score = 80.27%

• Submitted Complete = 25
• Submitted Incomplete = 5
• Completed After Submission = 7

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.

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

Change Champion Network:

• Unique Filled Role = 9
• Duplicate Filled Role = 5
• 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
N/A	Technology	519	Remediate Agency Business Systems based on Segment I	01/29/24	06/28/24	50% - In Progress				
N/A	Technology	531	Remediate Agency Business Systems based on Segment II	04/29/24	10/04/24	50% - In Progress				
N/A	Technology	544	Update Agency Business System Documentation for Segment IV	07/22/24	10/18/24	Pending Resubmission	10/18/24	Documentation is still in progress. To be completed the according to the rubric, the documentation must be completed.	Submission Incomplete	
N/A	Technology	547	Remediate Agency Business Systems based on Segment III	07/22/24	12/13/24	50% - In Progress				
Indirect	Technology	553	Prepare for Interface Testing	09/16/24	10/18/24	Pending Resubmission	10/18/24	Test cases has not been identified yet.	Submission Incomplete	
N/A	Technology	561	Remediate Agency Business Systems based on Segment IV	10/21/24	03/14/25	50% - In Progress				
N/A	Technology	558	Update Agency Business System Documentation	11/18/24	01/10/25	50% - In Progress				
Indirect	People	536-C	Create Agency Specific User Acceptance Testing Plan	12/09/24	05/02/25	Pending Resubmission	05/02/25		Submission Incomplete	
N/A	Processes	560	Submit Change Analysis Tool	12/09/24	05/02/25	Pending Resubmission	05/02/25		Submission Incomplete	
N/A	People	568	Create Training Plan for Agency Managed End User Training	12/09/24	05/30/25	50% - In Progress				
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	02/28/25		Submission Complete	
N/A	N/A	589	Submit Bimonthly Agency Readiness Status Report	02/28/25	03/10/25	100% - Submitted	03/12/25		Submission Complete	
Direct	Data	567-L	Share, Review, and Update Configuration Workbooks	03/03/25	03/28/25	100% - Submitted	03/20/25		Submission Complete	03/31/25
Direct	Data	567-M	Share, Review, and Update Configuration Workbooks	03/03/25	03/28/25	100% - Submitted	03/20/25		Submission Complete	
Direct	People	579	Confirm UAT SMEs	04/14/25	05/02/25	100% - Submitted	05/02/25		Submission Complete	
N/A	People	598	Share Florida PALM Updates	04/14/25	04/25/25	100% - Submitted	04/25/25		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	50% - In Progress				
Direct	Data	571	Complete Data Cleansing Based on Mock Conversion 2	05/12/25	06/20/25					

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.

Implementation: (People)

Planned Florida PALM End Users = 124

• Business Process Groupings = 13/13

Identified Subject Matter Experts = 11

Implementation: (Processes)

Impacted Agency Business Processes = 133

• Related Business Process Groupings = 10/13

• Planned Spreadsheet Uploads = 8

Implementation: (Technology)

Business Systems Planned for Integration = 14

Planned Interfaces = 22

- Inbound Interfaces = 9

- Outbound Interfaces = 13

Implementation: (Data)

Configuration

• Commitment Control (KK)

- Budget Allotments - Control Option = Option # 3 - Track without Budget

- Account ChartField Tier Selection = Account Tier #2: Groupings

- Organization ChartField Translation Tree Selection = Translation Tree #3: No Tree Assigned

• 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 = To Be Configured

Conversion

• Optional Conversions

- 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.

DOE 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 Mitigating	02/26/25		Agency Business System Staffing/Resource Availability	DOE is down to one developer causing delays in remediation	Stable	9 (High/High)	Procurement of additional resources	Leadership is recruiting the additional resource
Open and Monitoring	12/13/24		Agency Business System	A potential risk for the TraQ application not being ready for User Acceptance Testing (UAT) is the possibility of incomplete functionality or unresolved bugs. If critical features are not fully implemented or existing issues have not been addressed, it can lead to: 1. Delays in Project Timeline: UAT is a crucial phase, and if the application isn't ready, it can push back the overall project schedule, affecting subsequent phases such as deployment and user training. 2. Increased Costs: Remediation efforts to fix issues identified during UAT can lead to unexpected costs, particularly if extensive changes are needed or if additional resources are required. 3. User Dissatisfaction: If the application does not meet user expectations during UAT, it can result in negative feedback, eroding user confidence and satisfaction, which may impact future adoption. 4. Reputational	Stable	4 (Medium/Medium)	Clear Communication: Maintain Transparent Communication with Stakeholders about timelines, potential risk and the importance of maintaining the project schedule. Risk Management Plan: Create a comprehensive risk plan to outline potential risk and the impacts on the application and the timeline of the project.	Meeting schedule to discuss Interface files and testing schedule

Status	Date		Area	Risk Description	Trend	Score	Mitigation	Comments
				Damage: Failing to deliver a functional product on time can harm the organization's reputation, especially if stakeholders or customers are relying on the application for critical business operations. 5. Compliance Risks: If the application is intended to meet specific regulatory or compliance standards, not being ready for UAT could lead to non-compliance issues, resulting in legal or financial repercussions.				
Open and Mitigating	11/22/24		Agency Business System Interface Training User Acceptance Testing	The project is heavily reliant on one individual (Matt Kirkland) who possesses the primary knowledge of the business applications. If this individual becomes unavailable (due to illness, departure, or other reasons), there is a risk of project delays, errors, and reduced efficiency in resolving technical or operational challenges. Impact: -Delays in project timelines due to the lack of expertise available to address critical issues. -Reduced quality of deliverables due to incomplete understanding of business applications. -Increased operational and knowledge transfer costs if the individual exits or is unavailable. -Potential for project failure in critical phases where the knowledge is essential.	Stable	3 (High/Low)	1.) Knowledge Sharing: Implement regular knowledge-sharing sessions to distribute expertise among team members. 2.) Documentation: Develop comprehensive documentation for business applications, ensuring critical knowledge is stored and accessible. 3.) Cross-Training: Train other team members to create redundancies in expertise. 4.) Backup Plans: Establish a clear plan for knowledge transition and business continuity. 5.) Mentorship Programs: Pair the individual with a mentee who can gradually acquire similar expertise. By addressing this risk proactively, the project can reduce its dependency on a single resource and ensure continuity.	Processes and applications are being documented to mitigate the risk.
Open and Mitigating	01/07/25		Agency Business System Business Process Change Interface User Acceptance Testing	Applications (FLAGS, Deposit, Indirect Cost and PARS) Missing Remediation and UAT Due to Resource (Programmers/Developer Constraint Risk 1: Applications Not Remediated Before Go-Live -Description: Critical applications may not be fully remediated, leading to potential failures, security vulnerabilities, or non-compliance with regulations post-launch. - Impact: High – Could result in operational disruptions, financial losses, and damage to reputation. - Likelihood: Medium – Resource constraints are common, but proactive measures can reduce this risk. Risk 2: Missing User Acceptance Testing (UAT) - Description: Inadequate UAT can lead to undetected defects and user dissatisfaction, resulting in a product that does not meet user needs or expectations. -Impact: High – Can lead to significant rework, increased costs, and user resistance to adopting the solution. - Likelihood: Medium – UAT is often deprioritized under resource constraints. Risk 3: Delay in Project Timeline - Description: Both remediation and UAT delays can extend project timelines, affecting overall delivery and stakeholder satisfaction.	Stable	2 (Medium/Low)	Risk 1: 1. Prioritization of Applications: Assess and prioritize applications based on criticality and impact. Focus remediation efforts on the highest-risk applications first. 2. Resource Allocation: Identify and allocate resources from less critical projects or consider temporary hires/contractors to bolster the team. 3. Phased Rollout: Consider a phased rollout approach where non-critical features are delayed to allow for necessary remediation. 4. Regular Progress Reviews: Implement weekly check-ins to monitor remediation progress and adjust resources as needed. Risk 2: 1. Engage Stakeholders Early: Involve key stakeholders early in the process to identify critical functionalities that must be tested. 2. Simplified UAT Processes: Streamline UAT processes by reducing the scope to focus on core functionalities, allowing for quicker testing cycles. 3. Utilize Automated Testing Tools: Implement automated testing tools to supplement manual UAT efforts, increasing efficiency. 4. Schedule UAT in Phases: Conduct UAT in phases aligned with sprint cycles to ensure continual feedback and reduce the backlog of testing. Risk 3	Business owner has created work around for application remediations

| | | | | - Impact: Medium – Extended timelines can lead to increased costs and resource contention.
- Likelihood: High – Delays are likely if remediation and UAT are overlooked.

Summary
By actively identifying and addressing the risks associated with applications not being remediated and missing UAT due to resource constraints, Agency can take proactive measures to mitigate potential impacts. Implementing prioritization, effective resource allocation, and streamlined processes will enhance the likelihood of successful project outcomes despite challenges. | | | 1. Clear Timeline Management Use project management tools to visualize timelines and set clear milestones.
2. Buffer Periods: Incorporate buffer periods in project schedules to accommodate potential delays.
3. Transparent Communication: Maintain open communication with stakeholders about potential risks and delays, managing expectations effectively. |

DOE 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	04/04/25		High - Impacts the ability	Agency Business System	Developer resource is limited causing delays in remediation	DOE has started the procurement process for the additional needed resource	06/02/25	new issues

DOE Assumptions

Critical Operational Elements	Assumption	Status	Date Logged or Removed	Impacted Stakeholder(s) and/or System(s)	Reporting Period Comments for March - April 2025
People	All staffing needs will be met to complete the project	Logged	03/03/25	Leadership	Currently in the process for procuring developer resource

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]

DOE Status Report Confirmation

Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
March - April 2025	Suzanne Pridgeon	suzanne.pridgeon@fldoe.org	05/12/25
January - February 2025	Suzanne Pridgeon	suzanne.pridgeon@fldoe.org	03/12/25

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