


RW Task Timeliness

Direct Impact Task Timeliness



Direct Impact Task Timeliness:


Score = 97.3%

Submitted On Time = 30

Submitted Late = 6

Pending Resubmission = 0

Other Task Timeliness



Other Task Timeliness:

Score = 97.35%


Submitted On Time = 57

Submitted Late = 8

Pending Resubmission = 2

RW Task Completeness

Direct Impact Task Completeness



Direct Task Completeness:


Score = 90.00%

Submitted Complete = 24

Submitted Incomplete = 0

Completed After Submission = 12

Other Task Completeness



Other Task Completeness:

Score = 77.14%

Submitted Complete = 28

Submitted Incomplete = 5

Completed After Submission = 9

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 = 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
	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 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	
N/A	Technology	547	Remediate Agency Business Systems based on Segment III	07/22/24	12/13/24	Pending Resubmission	12/12/24		Submission Incomplete	
N/A	Technology	561	Remediate Agency Business Systems based on Segment IV	10/21/24	03/14/25	100% - Submitted	03/06/25	To be tracked in Task 576 per PALM communication 4/21/25. Last reviewed 4/16/25 w/ Agency; follow up questions for R.C. on PALM's desired responses per review form, vs agency status for doc/remed. Clarification needed to proceed, please. archived comment: 1-Please see our updated comments and statuses in Imp Interfaces & Dev and Interface Test Planning sheets, in context of A12 approval / go live extension. 2-Please ADD interface GLI051 to FLHSMV interface inventory, per email sent 3/6/2025 to our RC. 3-The Implementation Interfaces Details sheet has a yellow cell for AMI002 because the Interface ID is missing from the pulldown (008 or 007 - ?).	Submission Incomplete	05/06/25
Indirect	People	536-C	Create Agency Specific User Acceptance Testing Plan	12/09/24	05/02/25	100% - Submitted	05/02/25	Plan V9.0 FINAL is in agency teams library, and attached as PDF to this task for PALM. 5/2/25 Plan v5.0 in agency teams library for review. PALM extended due date from 4/11 to 5/2. Agency approved final (as of then) agency UAT plan on 1/30/25, for submission by original deadline of 1/31/25. Plan held given extended deadline to 3/28/25, to allow for review of PALM UAT plan when published. Agency UAT plan v5.0 shared to Readiness coordinators on 4/2 for review. Plan is being updated with latest project timeline/task dates. Test schedule, Error tracking workbooks, and user story enhancement/test scenarios are in progress DW/BI	Submission Complete	

								reporting will be available in UAT. Project UAT plan will be considered when available.		
N/A	Processes	560	Submit Change Analysis Tool	12/09/24	05/02/25	100% - Submitted	01/31/25	Agency reviewed response and updated DM sheet. Approved to resubmit. - 2/14/25 Agency reviewed and completed all 13 workbooks. Two lines in DM workbook require selections that are not available in the field menus: row 1; row 21. Submitting 1/31/25 for analysis, per original deadline. Review of cross-ref reports in process.	Submission Complete	02/19/25
N/A	People	568	Create Training Plan for Agency Managed End User Training	12/09/24	05/30/25	50% - In Progress		Next meeting w/ LDO: TBA; last meeting: April 28; April 7; Training plan extended to May 2. Planning to use Project UAT stages to capture training aide material and start agency UAT and agency training. Seeking training liaison support from LDO.		
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		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.		
Direct	Data	658-D	Submit Data Field Mapping	02/03/25	03/14/25	100% - Submitted	02/28/25	Agency approved 2/28/25 Ready for SC review - 2/7	Submission Complete	
N/A	N/A	589	Submit Bimonthly Agency Readiness Status Report	02/28/25	03/10/25	100% - Submitted	03/07/25		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	
Direct	Data	567-M	Share, Review, and Update Configuration Workbooks	03/03/25	03/28/25	100% - Submitted	03/24/25		Submission Complete	
Direct	Data	567-N	Share, Review, and Update Configuration Workbooks	03/03/25	03/28/25	100% - Submitted	03/24/25		Submission Complete	
Direct	People	579	Confirm UAT SMEs	04/14/25	05/02/25	100% - Submitted	05/02/25	Agency reviewed UAT SMEs in collab work session on 4/15/25, again on 4/29/25, in context of UAT plan review on 4/30/25, and on 5/2/25 (Project Lead / PML call) to verify at least 1 SME per process group. All SMEs have contact information provided.	Submission Complete	
N/A	People	598	Share Florida PALM Updates	04/14/25	04/25/25	100% - Submitted	04/25/25	Resubmitted 5/2/25 but resubmitting again 5/8/25 (did not save?). Reviewed w/ project lead and training liaisons on 4/25. Discussed in 4/16/25 April Touchpoint agency prep meeting.	Submission Incomplete	05/08/25
N/A	N/A	599	Submit Bimonthly Agency Readiness Status Report	05/01/25	05/12/25	100% - Submitted	05/12/25	Agency Sponsor confirmed sign-off 5/12/25	Submission Complete	
Indirect	Technology	578	Confirm Identity Provider for Florida PALM	05/05/25	05/23/25	50% - In Progress		Confirmed via agency tech liaison that FLHSMV IdP names as reported remain correct, pending final confirmation from ISA manager. Meeting on 5/16/25 w/primary and backup IdP contacts, their supervisor, and project leads to review duties and task requirements (contacts and configuration for IdP in UAT). Sent the task 578 sheet w/ IDP configuration notes and IDP contact duties for early review to Eddy, Kevin and Fred on 5/7/25. - KG 5/8/25		
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.
<u>Implementation:</u> Planned Florida PALM End Users = 63 • Business Process Groupings = 13/13 Identified Subject Matter Experts = 24	<u>Implementation:</u> Impacted Agency Business Processes = 163 • Related Business Process Groupings = 12/13 • Planned Spreadsheet Uploads = 0	<u>Implementation:</u> Business Systems Planned for Integration = 4 Planned Interfaces = 9 - Inbound Interfaces = 5 - Outbound Interfaces = 4	<u>Implementation:</u> Configuration • Commitment Control (KK) - Budget Allotments - Control Option = Option # 2 - Track with Budget - Account ChartField Tier Selection = Account Tier #1: Highest - Organization ChartField Translation Tree Selection = Translation Tree #1: Agency-Wide Tree • Org Security Rule = Agencywide • 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 = 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.

FLHSMV 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	12/20/24		Agency Business System Interface Deployment/Cutover User Acceptance Testing	Supplier ID	Stable	9 (High/High)	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	FLHSMV is excitedly awaiting the Supplier Crosswalk which we understand is coming out from Mock 2 data on Monday May 12, 2025. We will closely review that data with our business leads, developers, data managers, and other SMEs. We have already shared this info as "coming soon" in our daily standups. 5/8/25
Open and Monitoring	04/14/25		Interface Deployment/Cutover Training User Acceptance Testing	Interface Error File and Summary Logs	Stable	6 (High/Medium)	HSMV will test the Error Files and Summary Logs when received 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 these errors may be delayed in UAT. 5/8/25
Open and Mitigating	12/20/24		Staffing/Resource Availability	Resources - Accounting (train / hire)	Stable	4 (Medium/Medium)	HSMV is actively working to train new staff and provide Florida PALM information. The agency has filled some positions, and continues to work to fill others.	Accounting continues to train, retain and recruit staff, and provide PALM support and knowledge to all users. 5/8/25
Open and Mitigating	09/01/23		Agency Business System	FAME application	Stable	3 (High/Low)	HSMV is working on developing multiple interfaces and has begun developing reports. Changes to the payment batch jobs are in progress.	Updated start to building FAME interface 5/8/25

FLHSMV 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	11/07/23		High - Impacts the ability	Staffing/Resource Availability	Accounting resources / availability to Florida PALM	HSMV is actively working to fill these positions.	10/01/25	Accounting has 14 vacant positions, and is authorized to fill 8 of these positions.

FLHSMV Assumptions						
Critical Operational Elements	Assumption	Status	Date Logged or Removed	Impacted Stakeholder(s) and/or System(s)	Reporting Period Comments for March - April 2025	
Data	Florida PALM will provide similar functionality as FLAIR@HSMV	Logged	08/31/23	Impacted Stakeholders include all end users.	HSMV relies heavily on FLAIR@HSMV to query FLAIR data on a daily basis. Without a process to easily query data, it will have a significant impact on HSMV staff.	
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	Internal discussions as of 12/20/24 confirmed all technical units are prepared for the agency internal readiness target date of June 1, 2025 for interface testing, prior to updated PALM timeline indicating UAT Online (SMEs) beginning August 11, 2025 and	

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:
March - April 2025	Steve Burch	steveburch@flhsmv.gov	05/12/25
January - February 2025	Steve Burch	steveburch@flhsmv.gov	03/07/25