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DBPR Status Report Dashboard

Reporting Period

May - June 2026

Agency Sponsor

Sally Huggins

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 Impact Task Timeliness:

Score = 94.18%

Submitted On Time = 47

Submitted Late = 8

Pending Submission = 0

Other Task Timeliness



Other Task Timeliness:

Score = 95.05%

Submitted On Time = 86

Submitted Late = 15

Pending Submission = 0

Direct Impact Task Completeness



Direct Task Completeness:

Score = 92.00%

Submitted Complete = 49

Submitted Incomplete = 4

Completed After Submission = 2

Other Task Completeness



Other Task Completeness:

Score = 98.63%

Submitted Complete = 72

Submitted Incomplete = 1

Completed After 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 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:

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

- Unique Filled Role = 9
- Duplicate Filled Role = 4
- Vacant Role = 3

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	People	607	Update Training Plan	04/06/26	06/05/26	100% - Submitted	06/05/26	Training Plan sent to sponsor for approval	Submission Complete		
Direct	Data	713	Confirm Supplier Records	04/20/26	05/22/26	100% - Submitted	05/22/26		Submission Complete		
Direct	Data	698	Complete Data Cleansing in Preparation for Dry Run 2	04/20/26	06/17/26	100% - Submitted	06/17/26	Reopening old accounts to move balances so they can be closed.	Submission Complete		
N/A	N/A	677	Submit Bimonthly Agency Readiness Status Report	05/01/26	05/11/26	100% - Submitted	05/11/26		Submission Complete		
Indirect	N/A	678	Submit Monthly Progress Report - Testing, Training	05/01/26	05/29/26	100% - Submitted	05/29/26	User story testing updated. Awaiting approval of Test Plan	Submission Complete		
Indirect	Data	699	Maintain Configuration and Conversion Workbooks	05/01/26	05/29/26	100% - Submitted	05/29/26	Last remaining issues are from adding new SAMs and getting them through the approval process.	Submission Complete		
Indirect	People	700	Maintain Role Mapping Worksheet	05/01/26	05/29/26	100% - Submitted	05/29/26	Last remaining issues are from adding new SAMs and getting them through the approval process.	Submission Complete		
N/A	Processes	602	Update Agency Business Process Documentation	05/04/26	10/30/26	25% - Beginning Initial Internal Meetings and Information Gathering					
N/A	People	604	Create Agency-Specific Learning Materials to Support End Users	05/04/26	10/30/26	25% - Beginning Initial Internal Meetings and Information Gathering					
Direct	Data	701	Submit Configuration and Conversion Workbooks	06/01/26	06/17/26	100% - Submitted	06/17/26	We have asked A&A and PALM to look at a better process for tracking Hughs Act Funds. The current process may be improved in PALM instead of using the existing process in FLAIR, but advice is needed.	Submission Complete		
Direct	People	702	Submit Role Mapping Worksheet	06/01/26	06/26/26	100% - Submitted	06/26/26	DWBI ONLY Access and Contract Viewer Access needs to be revisited to resolve some confusion.	Submission Complete		
Indirect	N/A	679	Submit Monthly Progress Report - Testing, Training	06/01/26	06/30/26	100% - Submitted	06/30/26	Staff vacancies are being filled but new resources are in training and not ready to test in PALM. DBPR expects to complete more project recommended user story testing in July.	Submission Complete		
Indirect	N/A	619	Update Agency Readiness Certification #3	06/22/26	07/10/26	25% - Beginning Initial Internal Meetings and Information Gathering					
Indirect	Technology	586	Create Agency Deployment Plan and Cutover Checklist to Prepare for Go-Live	06/29/26	09/11/26	25% - Beginning Initial Internal Meetings and Information Gathering					
N/A	N/A	680	Submit Bimonthly Agency Readiness Status Report	07/01/26	07/10/26	100% - Submitted	07/10/26				
Indirect	N/A	681	Submit Monthly Progress Report - Testing, Training, Cutover	07/01/26	07/31/26	25% - Beginning Initial Internal Meetings and Information Gathering					
Indirect	Data	703	Maintain Configuration and Conversion Workbooks	07/01/26	07/31/26	25% - Beginning Initial Internal Meetings and Information Gathering					
Indirect	People	704	Maintain Role Mapping Worksheet	07/01/26	08/21/26	25% - Beginning Initial Internal Meetings and Information Gathering					

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.

DBPR Risks										
Status	Date Opened	Date Closed	Primary Risk Category	Risk Title	Trend	Risk Rating	Background	Monitor/Mitigation Plan/Resolution	Impact if Risk Becomes an Issue	Reporting Period Comments
Open and Mitigating	01/13/25		Agency Business System	If significant problems are encountered during UAT when testing Versa Regulation output files (spreadsheet uploads and interfaces), there may not be enough time for DBPR IT to make modifications in time to be retested	Increasing	9 (High/High)	DBPR IT has many simultaneous projects on their plates and they are trying to prioritize to get the PALM project what is needed when it is needed.	Conduct structured walkthroughs, desk-checks, and as much unit testing as possible prior to UAT	There may not be enough time for DBPR IT to make modifications in time to be retested	DBPR is examining mitigation strategies since the Versa Interface program is still in development, and an end date for delivery has not been provided.
Open and Monitoring	03/06/26		Deployment/Cutover	If a querying tool similar in ease of use as the FLAIR@DBPR application is not provided by PALM, DBPR may need to create their own version of PALM@DBPR. This may require development assistance instead of macros as was done in the past.	Increasing	9 (High/High)	DBPR staff are extensive users of the FLAIR@DBPR application. If this system is not replaced, it may negatively impact productivity.	A gap analysis is needed to show available data in the data warehouse that DBPR can query from, and the query abilities of FLAIR@DBPR. If the data warehouse is limited to report data, and if DBPR must have access to real time PALM data, this could become an issue. The complexity of PALM may be too high for existing F & A staff to develop a query tool on their own.	The solution for this cannot negatively impact productivity.	Data warehouse information for End Users has been published, but users have little availability for testing DWBI at end of year closing.
Open and Mitigating	02/19/25		User Acceptance Testing	If all business processes (Current-State and Future-State) are not reviewed before UAT begins, DBPR SMEs will have minimal time to catch up	Increasing	4 (Medium/Medium)	Subject Matter experts need to review all workflows (present and future) to ensure the business functions are documented properly because this documentation serves as the foundation for many other PALM Project activities.	Make every attempt to schedule and conduct business process review sessions (Crosswalks) before UAT begins. UAT currently scheduled to begin in August 2025.	DBPR SMEs will have minimal time to catch up review of business processes	Processes are constantly changing. The DBPR Team cannot continue to update test cases while working on the Deployment/Cutover Plan and the UAT Engagement Plan. All SMEs are required for these plans which leaves no time for additional testing.
Open and Mitigating	11/15/24		Deployment/Cutover	If DBPR does not have a cutover plan for the duration when FLAIR is shutdown but PALM is not yet available, key business processes may not be able to be completely timely and could have negative consequences.	Stable	3 (High/Low)	Down time and other conditions need to be planned for to ensure a smooth transition.	Create a Cutover Plan that identifies all planned activities and possible impacts, taking into account Florida rules and regulations, and other considerations.	Key business processes may not be able to be completely timely and could have negative consequences	The PM has started listing the tasks needed and aligning them with the Deployment and Cutover template. The real challenge will be coordinating all agencies for cutover and deployment.
Open and Mitigating	05/31/24		Business Process Change	If DBPR end users are not familiar with and understand PALM Future-State Processes, then translating Current-State Business Processes will be difficult and will negatively impact DBPR PALM readiness	Decreasing	2 (Medium/Low)	Documentation on Future-State business processes is being provided by The Project on the PALM website.	Establish and conduct PALM Education and related planning. Review Future-State processes with end users. Add Tasks to the Project Schedule and manage their completion.	Translating Current-State Business Processes will be difficult and will negatively impact DBPR PALM readiness	Business Processes have not changed. But system steps have increased. SMEs and End Users do not fear the business process translation. Instead, they feel the increase in steps from FLAIR to PALM will make things take longer to do.

DBPR Issues									
Status	Date Opened	Date Closed	Priority	Primary Issue Category	Issue Title	Background	Action Plan	Planned or Actual Resolution Date	Reporting Period Comments
Open	06/04/25		Critical - Impacts the ability to test	Interface	ABS Versa Regulation remediation is behind schedule	DBPR IT has not produced any output files from the remediation of Versa Regulation for PALM and development of the direct interface API002 has not even been started, which should have started in May based on the re-baselined Project Schedule.	Escalate to DBPR leadership and make sure it is prioritized highly by DBPR IT.	06/26/26	Risk mitigation strategies are being examined.
Open	04/20/26		Critical - Impacts the ability to test	User Acceptance Testing	UAT Test Case Completion has been very slow to complete. This is impacting other testers regarding the availability of test data for downstream processes.	Staff losses in DBPR have impacted the ability for business units to test since there is a lack of test data for them to test with. This may also be impacting enterprise applications	Prioritize all work expected by PALM to determine what can be completed in the expected timeframes, and what cannot be done.	06/26/26	UAT test case creation, (due to Doc360 updates), has been stopped so DBPR can work on the Deployment Cutover Plan and the UAT Engagement Plan. These plans will require all staff to participate so prioritization of deliverables will need to be done to see what cannot be

DBPR Assumptions						
Critical Operational Elements		Assumption	Status	Date Logged or Removed	Impacted Stakeholder(s) and/or System(s)	Reporting Period Comments for May - June 2026
People Technology	Processes Data	The Department will complete all necessary interface and spreadsheet upload builds to allow for business operations to continue in the Florida PALM solution.	Logged	04/01/24	DBPR IT Project Manager Organizational Change Manager DBPR Revenue staff DBPR Disbursements staff Accounting Systems Analyst	Testing of interfaces may not be completed until after refresh due to higher priorities.
People Technology	Processes Data	Testing of remediated agency and enterprise business systems and business processes will be rigorous and scheduled well-ahead of implementation to ensure enough time to resolve identified issues.	Logged	04/01/24	DBPR IT Project Manager Organizational Change Manager DBPR Revenue staff	Enterprise business systems are in testing.
People Technology	Processes Data	The Department will actively participate in the agency testing efforts of the new processes and validate the outputs meet the needs of the Department.	Logged	04/01/24	All DBPR division/office staff Project Manager Organizational Change Manager Finance & Accounting Bureau Chief	DBPR has user stories that haven't been tested but an effort is being made to get more completed in July
People Technology	Processes Data	DBPR can resolve all technical hurdles and get Bank Deposit files out of Versa to FGCC without involving the DBPR Business staff	Logged	10/23/24	DBPR IT DBPR Revenue staff Project Manager	DBPR-IT continues to work on the Versa interface.
People Technology	Processes Data	DBPR IT will complete the ABS modification for Versa Regulation (ABS) in time for all required testing	Logged	03/05/25	DBPR IT Project Manager	DBPR-IT continues to work on the Versa interface.
People Technology	Processes Data	Existing DBPR high-level Risks related to PALM education and training will continue to be mitigated/managed and any specific challenges related to training will be addressed as assumptions within the Training Plan rather than creating new individual Risks	Logged	04/02/25	Project Manager Organizational Change Manager	Desktop Job Aids are planned for each position.
People Data	Processes	DBPR as well as the Project will follow PMI best practices and Rule 60GG statute.	Logged	05/28/25	IV&V endorses this.	PMI best practices are followed as best

Agency Sponsor Confirmation

Fields marked with an asterisk (*) are required.

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:

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DBPR Status Report Confirmation

Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
May - June 2026	Sally Huggins	sally.huggins@myfloridalicense.com	07/10/26
March - April 2026	Sally Huggins	sally.huggins@myfloridalicense.com	05/11/26
January - February 2026	Sally Huggins	sally.huggins@myfloridalicense.com	03/10/26