Helpful Links

- Dashboard Snapshots
- Knowledge Center
- Florida PALM Workbook for DLA
- Readiness Workplan

DLA Status Report Dashboard

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

Reporting Period

May - June 2026

Agency Sponsor

Darlene Faris

RW Task Timeliness

Direct Impact Task Timeliness

Direct Impact Task Timeliness:

Score = 98.87%

- Submitted On Time = 48
- Submitted Late = 5
- Pending Submission = 3

Other Task Timeliness

Other Task Timeliness:

Score = 93.4%

- Submitted On Time = 89
- Submitted Late = 14
- Pending 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.

RW Task Completeness

Direct Impact Task Completeness

Direct Task Completeness:

Score = 84.81%

- Submitted Complete = 34
- Submitted Incomplete = 6
- Completed After Submission = 14

Other Task Completeness

Other Task Completeness:

Score = 90.40%

- Submitted Complete = 59
- Submitted Incomplete = 3
- Completed After Submission = 13

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 = 17
- Duplicate Filled Role = 13
- 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
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	75% - Consolidating/Inputting Information for Submission		Blocked due to missing Single Pay procedures, which prevents testing.		
Direct	Data	**661**	Update Conversion Field Mapping	08/11/25	11/05/25	75% - Consolidating/Inputting Information for Submission			Task Closed - Submission Incomplete	
N/A	People	**607**	Update Training Plan	04/06/26	06/05/26	100% - Submitted	**06/04/26**	Training Plan updated with current training approach in Version History section. Ongoing updates will be incorporated as training team discussions and collaboration activities continue.	Submission Complete	
Direct	Data	**713**	Confirm Supplier Records	04/20/26	05/22/26	100% - Submitted	**05/14/26**		Submission Complete	05/22/26
Direct	Data	**698**	Complete Data Cleansing in Preparation for Dry Run 2	04/20/26	06/17/26	50% - In Progress		6/19 FH: NOT SUBMITTED/ TASK CLOSED Agency SMEs were prioritizing fiscal year-end financial activities and were unable to dedicate sufficient time to complete this task by the due date. Work will continue as resources will become available.	Task Closed - Submission Incomplete	
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**		Submission Complete	
Indirect	Data	**699**	Maintain Configuration and Conversion Workbooks	05/01/26	05/29/26	100% - Submitted	**05/29/26**		Submission Complete	
Indirect	People	**700**	Maintain Role Mapping Worksheet	05/01/26	05/29/26	100% - Submitted	**05/28/26**		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**	The SpeedKey issue remains unresolved, and the Position Funding updates have not yet been reflected as expected even after API Run. Agency is working with PALM to investigate and resolve the issue.	Task Closed - Submission Incomplete	
Direct	People	**702**	Submit Role Mapping Worksheet	06/01/26	06/26/26	100% - Submitted	**06/25/26**		Submission Complete	
Indirect	N/A	**679**	Submit Monthly Progress Report - Testing, Training	06/01/26	06/30/26	100% - Submitted	**06/30/26**		Submission Complete	
Indirect	N/A	**619**	Update Agency Readiness Certification #3	06/22/26	07/10/26	100% - Submitted	**07/10/26**			
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	07/01/26	07/10/26	100% - Submitted	**07/10/26**			

			Status Report							
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	75% - Consolidating/Inputting Information for Submission				

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.

DLA 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	01/13/26		Staffing/Resource Availal	Limited SME availability and Potential SOD Conflicts during UAT Due to Operational Workload	Increasing	9 (High/High)	Agency SMEs are responsible for supporting Florida PALM UAT activities while also managing day-to-day operational responsibilities. Due to limited staffing and overlapping responsibilities, SMEs may encounter potential segregation of duties(SOD) conflicts during testing.	The risk was discussed with PALM team. Agency will monitor SME availability and potential SOD conflicts during UAT and adjust participation as needed based on operational priorities.	Delays or gaps in UAT execution may occur, resulting in reduced test coverage, delayed defect identification and resolution, and potential impacts to overall project readiness and go-live timelines.	No change. SME availability continues to be limited due to operational priorities.
Open and Monitoring	01/13/26		Deployment/Cutover	Potential System Downtime During PALM-FLAIR Transition	Increasing	9 (High/High)	During the transition from FLAIR to Florida PALM, there may be anticipated periods where system availability is reduced. Clarification has been requested from the PALM team regarding any planned downtime.	Agency raised the question with PALM RCs and is awaiting confirmation regarding anticipated system downtime. Agency will monitor updates.	It may delay processing activities, impact UAT execution, and affect day-to-day operational tasks during the transition period.	Awaiting PALM guidance on planned system downtime. Continue monitoring for updates.
Open and Monitoring	04/15/26		Agency Business Systen	DFS Single Pay Approval Impact on consumer restitution payments and Refunds.	Increasing	9 (High/High)	Additional processes are being added to support Single Pay for consumer restitutions, and refunds, requiring updates to ABS and supplier records to prevent payment delays.	We need to revise ABS processes to include supplier records being added by DFS then being ingested by ABS which causes delay in payment processing.	Delay in payment processing affects timely disbursements.	No change. ABS process updates are in progress to support supplier record integration and minimize payment delays.
Open and Mitigating	07/08/26		Conversion/Configuratior	FLAIR / PALM Crosswalk	Increasing	9 (High/High)	Currently no crosswalk exists to map FLAIR data to PALM data, including speedkeys.	• Project team is reaching out to other agencies to see if they've been successful creating a crosswalk. • F&A will need to assist in crosswalk development. • All business units will need to know how to code from FLAIR to PALM.	If no crosswalk is developed, DLA Business Units will struggle with day-to-day operations post-cutover.	Newly logged and being discussed.
Open and Mitigating	04/30/25		Role Mapping	Segregation of responsibilities with a Florida PALM user role.	Increasing	6 (Medium/High)	FLAIR user access allows the agency to restrict functions but Florida PALM user roles do not allow for restricting activities.	We need to determine if this will be a training issue or if responsibilities will need to be shifted to HR for payroll related activities.	HR will have to assume additional responsibilities.	SOD conflicts still exist for Budget. A&A approved the request for an exemption on 6/25/2026. The exemption expires 10/24/2026.
Open and Monitoring	01/13/26		Deployment/Cutover	Inter-Agency PALM Go-Live Readiness Impacting DLA Operations	Stable	6 (Medium/High)	Agency relies on Inter-agency transactions and coordination to support day-to-day operations. If one or more dependent agencies are not ready for Florida PALM go-live, required inter-agency processes and transactions may be delayed or disrupted, potentially impacting agency's operational continuity.	The risk was previously discussed with PALM RCs. Agency will continue to monitor updates from DFS and adjust planning as needed to minimize operational priorities.	Delays or disruptions in inter-agency processes may impact DLA's day-to-day operations and require interim or manual procedures untill all dependent agencies are fully live in Florida PALM	No change. Continue monitoring DFS/PALM updates and coordinating with cross-agencies to support operational readiness.
Open and Mitigating	05/06/26		Business Process Chang	Lack of Batch Upload Capability for Supporting Documents/ Project ID Processing	Stable	6 (High/Medium)	Current understanding is that PALM may require supporting documents and Project ID related records to be uploaded manually one at a time instead of through a batch upload process. Existing agency processes currently support bulk uploads through Excel/scripting in FLAIR. If PALM does not support batch upload functionality, Finance & Accounting staff may experience operational delays and increased manual workload after cutover.	• Validate functionality during UAT testing. • Escalate to PALM/DFS if no batch upload capability exists.	Manual one-by-one uploads may significantly delay processing activities and increase operational workload during post-cutover production activities, especially during high-volume processing periods.	No change. Batch upload functionality will be validated during UAT. The agency will continue coordinating with PALM/DFS.
Open and Mitigating	05/07/26		Business Process Chang	Manual Payroll Split Processing for Federal Grants	Stable	6 (High/Medium)	Current Medicaid Fraud payroll and related expenditures are processed using split funding between Federal Grants Trust	• Coordinate with PALM/DFS regarding split funding approach • Validate split funding capability during UAT activities.	If PALM does not support expected split funding functionality, additional manual journal transfers and payroll adjustment	Continue discussions with Finance and Payroll SMEs and validate split funding functionality during UAT.

							Fund and General Revenue. Existing processes use journal transfers and spreadsheet/scripting activities. There is uncertainty regarding how PALM payroll processing and split funding functionality will operate after cutover.	• Continuing discussions with Finance and Payroll SMEs regarding future-state processing	activities may be required after cutover, increasing operational workload and reconciliation efforts.	
Open and Mitigating	07/08/26		Agency Business Systen	Onbase Contracts	Stable	6 (High/Medium)	ABS Onbase Contracts is undergoing a modernization effort. Existing scope was to build this based on FLAIR data, not PALM.	• Review the screens for Onbase Contracts and provide modifications needed to accommodate PALM data. • Coordinate with DLA IT to review the output file from Onbase Contracts to ensure the file satisfies the new PALM format requirements (field names, character limits, etc.).	If ABS Onbase Contracts is not reconfigured based on PALM data in time for UAT, CTI002 spreadsheet upload functionality may have errors and not be accepted into PALM. If CTI002 fails, all info for contracts will have to be manually entered into PALM.	Onbase Contracts project manager states this is on track for Go/No-Go by next week. If this stays on track and we can get the screen mockup and output file ready for modifications, DLA IT states they will have resources available to make these changes, and F&A will have time to test after UAT refresh.
Open and Mitigating	07/08/26		Agency Business Systen	Onbase Purchasing	Stable	6 (High/Medium)	ABS Onbase Purchasing is undergoing a modernization effort. Existing scope was to build this based on FLAIR data, not PALM.	• Review the screens for Onbase Purchasing and provide modifications needed to accommodate PALM data. • Coordinate with DLA IT to review the output file from Onbase Purchasing to ensure the file satisfies the new PALM format requirements (field names, character limits, etc.) for API002.	ABS Onbase Purchasing is not reconfigured based on PALM data in time for UAT, API002 interface functionality may have errors and not be accepted into PALM. The team is discussing what this means in the instance API002 fails (will data be manually entered into PALM? Will DLA be unable to process any purchasing transactions until API002 is successfully accepted?).	Onbase Purchasing project manager states this is on track for Go/No-Go by next week. If this stays on track and we can get the screen mockup and output file ready for modifications, DLA IT states they will have resources available to make these changes, and F&A will have time to test after UAT refresh.
Open and Mitigating	07/08/26		Agency Business Systen	Onbase Check Listings	Stable	6 (High/Medium)	This modernization will help us complete DLA's transition to PALM. The existing screen in Production will need to be taken down when the modernized Onbase Check Listings screen has been tested and ready to deloy.	• Onbase Check Listings needs to be live in the UAT environment. • Developer (Deshan) for Cash Receipts can pull the file into the new Cash Receipts ABS that will generate the file for ARI007.	If Onbase Check Listings is not in the UAT environment, DLA will be unable to complete end-to-end testing and validation. If this fails, all info for check listings will have to be manually entered into PALM.	Onbase Check Listings project manager states this is on track for deployment to UAT by the end of July 2026.
Open and Mitigating	07/08/26		Conversion/Configuratior	PALM Data Repository	Increasing	6 (High/Medium)	Currently all configuration and conversion data are stored in SmartSheet. Once the PALM project has cutover, the Agency will need to have all of the data and logic stored in a DLA repository.	The project team is discussing the following questions with stakeholders: • The agency needs to own the data going in and out of PALM, especially as a backup to PALM. Where/how can this be stored? • Once the PALM project ends and the staff aug contractors move to other projects, the knowledge for PALM and how it's designed leaves with them. Who will be the data stewards of this repository? • What is the process to update/modify data and/or logic post cutover?	If the agency loses the data and logic contained in SmartSheet, DLA will struggle when files have errors or when modifications need to be made.	Newly logged and being discussed.

DLA Issues

Status	Date Opened	Date Closed	Priority	Primary Issue Category	Issue Title	Background	Action Plan	Planned or Actual Resolution Date	Reporting Period Comments
Closed	12/20/24	05/07/26	Critical - Impacts the abil	Interface	Approval seeking on batch upload to Import process for supporting documents	The need for batch upload approval was identified to improve the efficiency of importing supporting documents.	If there is no project solution it will require considerable staff effort to complete the supporting docs	04/14/25	Moved from Issue Log to Risk Log after team discussion. Not currently blocking project activities. Refer associated Risk ID: 011
Closed	04/09/25	05/07/26	Critical - Impacts the abil	Business Process Chang	Manual payroll split for federal grants.	Manual process may be required to split payroll costs related to federal grants rather than utilizing Florida PALM payroll accounting functions.	We are hopeful that the future tasks will allow us to rectify the issue	09/25/25	Moved to Risk Log for ongoing monitoring. Refer associated Risk ID: 012
Open	05/21/25		Critical - Impacts the abil	User Acceptance Testing	Data Warehouse	We have no way to test whether the new data warehouse will function the way that it does today because it's not available for us to test it.	Follow up with DW/BI UAT Testing participants and PALM resources to confirm available data warehouse testing capabilities and reporting validation approach.	06/30/26	DW/BI UAT testing continued. User access and report validation activities are in progress.
Open	06/26/26		Critical - Impacts the abil	Staffing/Resource Availal	DLA SME Resource Availability	The Finance & Accounting (F&A) team has been unable to complete any User Acceptance Test (UAT) scripts. This is due mainly to competing priority requests received from the Front Office/Capitol and/or operational deadlines (tax season, fiscal year-	DLA does not currently have a solid action plan, mainly because the focus has been on replacing the previous Director of Administration (position has been vacant since September 2025). Several staffing / SOD discussions and decisions will need to	07/31/26	Newly logged. Raising this issue up for visibility to explain how staffing challenges continue to impact our progress.

						end, etc.). The F&A team is understaffed due to both: - losing positions with no decrease in workload and - lack of qualified candidates for the positions they do have available. This is further compounded when staff members are out of the office (time off, sick leave, FMLA, offsite meetings/trainings, etc.). DLA hired several staff aug contractors to assist with the PALM project workload and to complete many PALM-related activities (ABS modernization development, business analysis, and project management). These resources heavily rely on the DLA F&A SMEs for their finance/budget (especially DLA-specific finance/budget) expertise. With limited SME availability, tasks have started to pile up needing SME clarification (how should this work in reality?), validation (did we map these items correctly), and acceptance/approval (transitioning SAM roles from F&A to IT to avoid role mapping conflicts).	be made once this role has been filled and the resource has been onboarded. The 7/31/2026 Planned Resolution Date is arbitrary at this point. The true Planned Resolution Date will be updated once we know we have a resource coming onboard.		
Open	09/10/25		High - Impacts the ability	Conversion/Configuration	Review and validation of extensive PALM Supplier file	The PALM Supplier file is significantly large, making it difficult for F&A staff to complete reviews within the required timeframe. This may impact timely validations and downstream processes.	Extend review timelines or allocate additional resources to ensure accurate validation of supplier data. 05/07-Continue reviewing the Supplier file and identify an efficient approach for validating extensive supplier records. Coordinate with PALM and other agencies for clarification and best practices.	05/30/26	Fiscal-year end activities have limited SME availability to complete the PALM Supplier File validation.
Open	04/08/26		High - Impacts the ability	Deployment/Cutover	Unclear guidance on PCard usage, prompt payment, and payment processing during PALM cutover	The agency has requested clarity on operational impacts during the PALM cutover period (Dec 19, 2026 – Jan 1, 2027), including PCard usage, prompt payment processing, and general payment activities. A&A indicated that WORKS and related systems will experience downtime, and transactions will not be accessible until the updated environment is available. Guidance on PCard usage and prompt payment handling is still being finalized and requires State-level decisions. Additionally, the agency has identified several operational concerns, including inability to process on-demand checks, restrictions on advance payments, and potential delays in invoice processing. Finalized guidance is not yet available, creating uncertainty for agency planning and communication.	Follow up with DFS/PALM for finalized guidance on: • PCard usage during cutover • Prompt payment handling • Payment processing limitations • Track updates from State-level decisions • Identify and document agency contingency plans • Prepare communication inputs for executive and agency staff	12/01/26	The agency is awaiting final guidance from DFS/PALM before completing planning activities.

DLA Assumptions

Critical Operational Elements	Assumption	Status	Date Logged or Removed	Impacted Stakeholder(s) and/or System(s)	Reporting Period Comments for May - June 2026
Processes	Processes will require modification to accommodate new roles	Logged	09/07/23	Finance & Accounting	Role mapping activities are substantially complete. SOD and SAM forms have been submitted for A&A review. The SAM transition to the IT team is in progress, and the remaining SOD issue for the Budget area will be resolved once the additional resource is onboarded.
People Processes Technology Data	Final build is complete and available for UAT and Interface Testing	Logged	12/20/24	Finance & accounting, VANExt, EGrants, SQL reporting	The final build has been available for UAT and interface testing. User story and test case development have been completed, and SME validation is pending. Interface testing is substantially complete, with the remaining ARI007/ARI024 end-to-end validation currently under investigation.
Processes Data	Supplier records were added by DLA; however, PALM and FLAIR supplier outputs require additional validation and clarification.	Logged	05/31/26	Finance & Accounting	DFS A&A and DLA aligned on the Single Pay testing approach, scenarios, and processing expectations. DLA sponsor confirmed that UAT execution will begin after fiscal year-end activities; therefore no Single Pay testing was performed during this

					therefore, no Single Pay testing was performed during this reporting period.

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: *

Confirm *

Submit

DLA Status Report Confirmation

Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
May - June 2026	Darlene Faris - Interi	darlene.faris@myfloridalegal.com	07/10/26
March - April 2026	Darlene Faris - Interi	darlene.faris@myfloridalegal.com	05/11/26
January - February 2026	Darlene Faris - Interi	darlene.faris@myfloridalegal.com	03/16/26
January - February 2026	Darlene Faris - Interi	darlene.faris@myfloridalegal.com	03/10/26