

RW Task Timeliness

Direct Impact Task Timeliness



Direct Impact Task Timeliness:

Score = 97.84%

Submitted On Time = 49

Submitted Late = 2

Pending Submission = 0

Other Task Timeliness



Other Task Timeliness:

Score = 93.53%

Submitted On Time = 92

Submitted Late = 10

Pending Submission = 1

RW Task Completeness

Direct Impact Task Completeness



Direct Task Completeness:

Score = 96.80%

Submitted Complete = 47

Submitted Incomplete = 1

Completed After Submission = 2

Other Task Completeness



Other Task Completeness:

Score = 88.67%

Submitted Complete = 62

Submitted Incomplete = 7

Completed After Submission = 6

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 = 4

Duplicate Filled Role = 8

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.

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.

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
Indirect	Processes	574	Prepare Documentation for User Acceptance Testing	06/02/25	01/09/26	75% - Consolidating/Inputting Information for Submission		Goal is to have the task completed by 2/16/2026.	Task Closed - Submission Incomplete	
N/A	People	607	Update Training Plan	04/06/26	06/05/26	100% - Submitted	06/05/26		Submission Complete	
Direct	Data	713	Confirm Supplier Records	04/20/26	05/22/26	100% - Submitted	05/20/26		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		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	05/28/26		Task Closed - Submission Incomplete	
Indirect	Data	699	Maintain Configuration and Conversion Workbooks	05/01/26	05/29/26	100% - Submitted	05/28/26		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					
N/A	People	604	Create Agency-Specific Learning Materials to Support End Users	05/04/26	10/30/26					
Direct	Data	701	Submit Configuration and Conversion Workbooks	06/01/26	06/17/26	100% - Submitted	06/17/26		Submission Complete	
Direct	People	702	Submit Role Mapping Worksheet	06/01/26	06/26/26	100% - Submitted	06/26/26		Submission Complete	
Indirect	N/A	679	Submit Monthly Progress Report - Testing, Training	06/01/26	06/30/26	100% - Submitted	06/29/26		Task Closed - Submission Incomplete	
Indirect	N/A	619	Update Agency Readiness Certification #3	06/22/26	07/10/26					
Indirect	Technology	586	Create Agency Deployment Plan and Cutover Checklist to Prepare for Go-Live	06/29/26	09/11/26					
N/A	N/A	680	Submit Bimonthly Agency Readiness Status Report	07/01/26	07/10/26	100% - Submitted	07/10/26			07/10/26
Indirect	N/A	681	Submit Monthly Progress Report - Testing, Training, Cutover	07/01/26	07/31/26					

Indirect	Data	703	Maintain Configuration and Conversion Workbooks	07/01/26	07/31/26				
Indirect	People	704	Maintain Role Mapping Worksheet	07/01/26	08/21/26				

DOAH 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	07/05/23		Training	If resources are not fully trained to do their jobs, go-live will continue but DOAH will not be ready for go-live.	Decreasing	6 (High/Medium)	DOAH is a small agency with limited workforce. There are eight purchasing and accounting positions, one budget director, and one personnel director that perform functions in FLAIR today. It is critical these personnel are able to perform their function in PALM.	DOAH will work with the DOAH's SMEs and PALM team to ensure staff's capabilities to function in PALM by attending meetings, reviewing information from the Knowledge Center, and Thursday Talks to keep abreast of information. Have affected staff (all end users) participate in testing and training for PALM. All SMEs have participated in Segment III and IV workshops.	DOAH will not effectively function in PALM and business processes will be delayed for completion. This will effect our internal and external customers.	Current staff have been participating in UAT and learning how to function in PALM with their associated roles.
Open and Mitigating	11/07/24		User Acceptance Testing	If Axiom Pro is not reconfigured for UAT, accountants will be unable to test and verify the functionality of the application with FL PALM..	Decreasing	2 (Medium/Low)	DOAH utilizes the Axiom Pro application for our voucher schedule workflow approval and as a repository for our voucher schedules.	Agency Liaison will collaborate with other agencies and Image API to ensure the reconfiguration is completed prior to UAT. Agency Liaison will request status updates from Image API to ensure timeliness of end product.	Staff will make plans to test the process using our previous method of assembling and storing our vouchers on shared network folder.	Docufree/Image API has reconfigured Axiom Pro for the API031 and IUI003 files. DOAH has tested the API031 file successfully, but will test the IUI003 file in July/August.
Open and Mitigating	08/28/24		Staffing/Resource Availal	The staff's previous experience with system implementation may lead to low or lack of engagement in transitioning to the new financial system.	Decreasing	1 (Low/Low)	Staff's experience with the previous rollout of the CMS was did not go well. They are anxious about transitioning to a new system.	Agency Liaison will integrate PALM awareness through emails, meeting discussions and providing updates regarding PALM during management staff meetings. Agency Liaison will provide staff with PALM resources to become familiar with the system. SMEs and future end users will participate in Segment IV meetings and meet regularly to discuss PALM implementation in designated meetings so the conversation is focused."	Staff will not be actively engaged and will hinder the testing and training with PALM. Thus, not having trained staff to function in PALM on the Go-Live date.	Staff have been participating in UAT and becoming familiar with PALM.

DOAH Issues									
Status	Date Opened	Date Closed	Priority	Primary Issue Category	Issue Title	Background	Action Plan	Planned or Actual Resolution Date	Reporting Period Comments
Open	06/15/26		High - Impacts the ability	Staffing/Resource Availal	Accounting, Lead Resigned and Contract Manager Resigned	Accounting, Lead staff and Contract Manager both resigned and June 15th was their last day. The Operations Manager who also acts as the Agency Liaison and Change Management Liaison is responsible for their duties and responsibilities until positions are filled and the new staff member is trained.	DOAH has requested to reclass the Accounting, Lead position to an Accounting Services Supervisor position. We have advertised the position and will conduct interviews next week. DOAH has filled the Contract Manager position internally. This created a vacancy for the Accountant II position. DOAH has advertised and interviewed for the position. During this period, focus will be on continuing daily operations and training new staff and staff in new positions.	09/30/26	DOAH is currently working on filling the vacant positions and training staff on their new role and responsibilities.
Open	03/03/26		Low - All impacts not liste	Staffing/Resource Availal	Accountant III- Disbursements Leave During UAT	Accountant III- Disbursements will be on extended leave from the third week of May until the third week in August.	The core functions of the Accountant III- Disbursements position will be handled by staff outside of the Purchasing and Accounting unit. These staff will have to be trained prior to the Accountant III- Disbursements leave of absence. Other duties performed by the Accountant III- Disbursements will be managed by the Purchasing and Accounting unit. During the leave of absence, PALM UAT testing related to this position will have to be conducted by back-ups.	08/24/26	The Accountant III-Disbursements position is not due back in the office until the week of August 17th.

DOAH 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 Processes Technology Data	Staff will be able to perform their assigned function proficiently in PALM on Go Live Date	Logged	09/08/23	End Users	Staff have been testing the functionality during UAT and therefore becoming familiar with PALM for Go-Live.
Technology	Axiom Pro Application will be reconfigured to pull the vouchers in PALM by UAT.	Logged	10/31/24	End Users	Axiom Pro has been reconfigured for API031 and tested by DOAH. Docufree/Image API has reconfigured Axiom Pro for the IUI003 file for JT transactions, but DOAH hasn't tested it yet. Test will occur in July/August.
People	All positions will be filled with staff trained on current business processes.	Logged	04/04/25	End Users	DOAH is working to fill vacant positions and have them trained in their roles and responsibilities.

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 *

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DOAH Status Report Confirmation			
Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
May - June 2026	Megan S. Silver	megan.silver@doah.state.fl.us	07/10/26
March - April 2026	Darren Schwartz	darren.schwartz@doah.state.fl.us	05/11/26
January - February 2026	Megan S. Silver	megan.silver@doah.state.fl.us	03/06/26