

Helpful Links

- Dashboard Snapshots
- Florida PALM Resources
- Florida PALM Workbook for COM
- Readiness Workplan

COM Status Report Dashboard

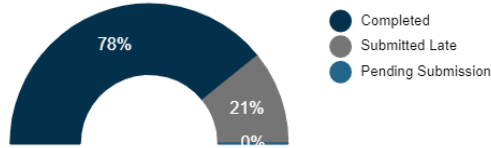
Reporting Period

November - December 2023

Agency Sponsor

Tisha Womack

Readiness Workplan Tasks



The Readiness Workplan Tasks dial reflects the timeliness of your agency's submission of all RW tasks to date.

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

Readiness Workplan Tasks:

Total Tasks = 14

- Completed = 11
- Submitted Late = 3
- Pending Submission = 0

RW Tasks - Completed or Open Items

Critical Operational Element	Task ID	Task Name	Task Planned Start Date (dates subject to change)	Task Planned End Date (dates subject to change)	Agency Reported Task Progress	Agency Completion Date	Status Comment
People	328	Document Current Agency Business Processes	07/31/23	12/15/23	100% - Completed in Requested Format	12/15/23	
N/A	500	Create Agency Specific Project Charter	10/02/23	12/15/23	100% - Completed in Requested Format	12/15/23	
N/A	501	Create Agency Specific Implementation Schedule	10/09/23	12/15/23	100% - Completed in Requested Format	12/15/23	
N/A	502	Create Agency Specific Risks and Issues Management Plan	10/09/23	12/15/23	100% - Completed in Requested Format	12/15/23	
People	503	Create Workforce Readiness Plan	10/16/23	12/15/23	100% - Completed in Requested Format	12/15/23	
Technology	504	Update Agency Business System Documentation for Segment I	10/30/23	01/12/24	100% - Completed in Requested Format	01/11/24	
Technology	505	Update Florida PALM Interface Inventory for Segment I	10/30/23	01/12/24	100% - Completed in Requested Format	01/12/24	
N/A	506	Submit Bimonthly Agency Readiness Status Report	11/01/23	11/13/23	100% - Completed in Requested Format	11/13/23	
N/A	507	Manage Agency Specific Implementation Schedule, Risks and Issues	11/01/23	12/27/23	100% - Completed in Requested Format	12/27/23	
N/A	509	Submit Bimonthly Agency Readiness Status Report	12/28/23	01/12/24	100% - Completed in Requested Format	01/11/24	

People

The staff and stakeholders affected by your agency's transition to Florida PALM.

Processes

The sequence of procedures to accomplish a business objective.

Technology

The applications or tools used to process, track, or report on financial operations.

Data

Information used in or produced from an agency's financial business operations.

The dials below 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.

Change Champion Network:

- Unique Filled Role = 9
- Duplicate Filled Role = 3
- Vacant Role = 2



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

Participation:

- Meetings Attended = 4
- Meetings Missed = 0



The Participation dial reflects your agency's attendance at Project-led meetings.

Implementation:

- Training = TBD

Current-State:

Cataloged Business Processes = 61

- Related Business Systems = 8
- Related Reports = 31
- Documentation Status:**
- Complete = 17 Partial = 41 Not Started = 3

Implementation:

- Role Mapping = TBD

Current-State:

Cataloged Business Systems = 26

- Criticality:**
- High = 7 Med = 18 Low = 0 None = 1
- Documentation Status:**
- Complete = 4 Partial = 22 Not Started = 0

Cataloged Interfaces = 0

- Inbound Interfaces = 0
- Outbound Interfaces = 0

Implementation:

Business Systems Planned for Integration = 23

- Segment I - Documentation Updates:**
- Complete = 23 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 0
- Segment II - Documentation Updates:**
- TBD
- Segment III - Documentation Updates:**
- TBD
- Segment IV - Documentation Updates:**
- TBD

Planned Interfaces = 14

- Inbound Interfaces = 3
- Outbound Interfaces = 7
- Spreadsheet Uploads = 4

Current-State:

Unique FLAIR Data Elements = 71

- Associated Unique Uses = 84**
- Continued Use - Yes = 2
- Continued Use - No = 12
- Associated Business Systems = 2**
- Cataloged Reports = 373**
- Criticality:**
- High = 2 Med = 0 Low = 0 None = 0

Implementation:

- Conversions = TBD
- Configurations = TBD

Agency Reported

The Risks, Issues, Assumptions and Readiness Activities tables below display only items that were opened/logged, closed/resolved or active during the reporting period.

COM Risks

Critical Operational Elements	Risk Description	Status	Risk Rating	Mitigation/Response Strategy	Reporting Period Comments or Updates	Date of Status Change	Owner / Coordinator
People Processes	SME Workload	Open	9 (High/High)	Currently we are awaiting legislative budget amendment approval to procure support resources	In process of restructuring day-to-day operations responsibilities to allow Business Liaison (Lisa Simpson) more dedicated time to the Florida PALM project, assist fellow SMEs in understanding and completion of implementation tasks in a timely manner. This will help remedy workload concerns at this time.	01/11/24	Caroline (Tisha) Womack / Lemuel Toro
Processes	The current schedule for review of Payroll Wave Business Models allows insufficient time for comprehensive agency review.	Open	6 (Medium/High)	At present all we can do is await the publication of the meeting materials.	In process of restructuring day-to-day operations responsibilities to allow Business Liaison (Lisa Simpson) more dedicated time to the Florida PALM project, assist fellow SMEs in understanding and completion of implementation tasks in a timely manner. This will help remedy time constraints caused by current schedule.	01/11/24	Lisa Simpson
People	Staff turnover and retention rates negatively impact Commerce's ability to gain and retain talent beneficial to PALM project and agency	Open	4 (Medium/Medium)	Leadership efforts to recruit agency resources to support Commerce business goals and PALM initiatives as needed	No updates at this time.	01/11/24	Caroline (Tisha) Womack / Human Resources

COM Issues

Critical Operational Elements	Issue Description	Status	Priority	Resolution Plan	Reporting Period Comments or Updates	Planned or Actual Resolution Date	Owner / Coordinator
People Processes Technology Data	Insufficient work hours available to fully support Commerce specific PALM initiatives because existing staff are at capacity with regular hours	Open	High - Impacts the ability of the agency to meet deadlines or milestones	Currently awaiting legislative budget amendment approval	Awaiting Legislative budget amendment approval	01/31/24	Caroline (Tisha) Womack (Sponsor)/ Lemuel Toro

COM Assumptions

Critical Operational Elements	Assumption	Status	Date Logged or Removed	Impacted Stakeholder(s) and/or System(s)	Reporting Period Comments or Updates
People	Common understanding of PALM project goals	Logged	11/08/23	Commerce Stakeholders and Agency Business Systems	Partner with PALM teams to ensure consistent understanding of task requirements and expectations
People	Common understanding of PALM PMO expectations	Logged	11/08/23	Commerce Stakeholders and Agency Business Systems	Partner with PALM teams to ensure consistent understanding of task requirements and expectations
People Processes Technology Data	Sufficient engagement by resources knowledgeable about Commerce business processes and technical capabilities	Logged	11/08/23	Commerce Stakeholders and Agency Business Systems	PALM specific team meetings
People Processes Technology Data	New project manager will understand PALM project sufficiently enough to provide proper guidance within a short amount of time	Logged	11/08/23	Commerce Stakeholders	PM attends PALM Project Management Forums and other virtual/face-to-face PALM specific training opportunities
People Processes Technology Data	Florida PALM PMO will provide timely decisions on items impacting project scope and schedule	Logged	11/08/23	Commerce Stakeholders	Attend PALM specific virtual/face-to-face meetings
People Processes	PALM will have a reconciliation solution to identify differences between modules and general ledger at go-live	Logged	12/14/23	Commerce Stakeholders	Attend PALM meetings and collaborate with PALM technical team

COM Agency-Specific Readiness Activities

Critical Operational Elements	Activity Description	Date(s)	Impacted Stakeholder(s) and/or System(s)	Objective	Reporting Period Comments or Updates
People Processes Data	Executive PALM Team Meeting	10/23/23	Commerce PALM Team	Update Executive leaders on PALM project progress and get understanding of expectations	
People Processes Data	PALM Planning Meeting with Business Liaison (Lisa Simpson)	10/19/23	Commerce PALM Team	Review and unpack Task 326 - Business Systems	
People Processes Technology Data	PALM COLLABORATION MEETING: COM Budget Process Discussion with PALM	11/08/23	Budget Team	Provide current and new COM Budget team members with awareness of Florida PALM Budget design.	
People Processes Technology Data	Task 504 & 505 Planning Review (PM & BL)	01/04/24	ABS/Interfaces; Commerce SMEs	Select/plan for ABS interfaces needed for Task 504 & 505	
People Processes Technology Data	Review Payroll Wave Business Process Models	01/08/24	Finance & Accounting SMEs; HR Payroll SMEs	Discussed PALM Payroll BPM	
People Processes	Executive PALM Team Meeting	11/10/23	Commerce PALM Team	Review and discuss Bi-Monthly Report	
People Processes	Executive PALM Team Meeting	12/11/23	Commerce PALM Team	Charter, Meetings, restructure day-to-day operations to allow Business Liaison (Lisa Simpson) to focus more on PALM.	
People Processes	PALM Planning Meeting with Business Liaison (Lisa Simpson)	11/03/23	Commerce PALM Team	Task 326 Progress Check; Begin planning of Task 328	
People Processes	PALM Planning Meeting with Business Liaison (Lisa Simpson)	11/06/23	Commerce PALM Team	Task 326 Progress Monitoring; Planning of Task 328	
People Processes	PALM Planning Meeting with Business Liaison (Lisa Simpson)	11/17/23	Commerce PALM Team	Discuss and unpack Tasks 503, 504, and 505	
People Processes	PALM Planning Meeting with Business Liaison (Lisa Simpson)	11/28/23	Commerce PALM Team	Plan for CCN & SME Kickoff Meeting	

People Processes	PALM Planning Meeting with Business Liaison (Lisa Simpson)	12/12/23	Commerce PALM Team	Identify engagement activities for Task 504
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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

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COM Status Report Confirmation

Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
November - December 2023	Caroline (Tisha) Womack	tulani.honablew@commerce.fl.gov	01/11/24
September - October 2023	Caroline (Tisha) Womack	tulani.honablew@commerce.fl.gov	11/13/23
July - August 2023	Tisha Womack	lisa.simpson@deo.myflorida.com	09/13/23