DACS Status Report Dashboard

Helpful Links

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

Reporting Period

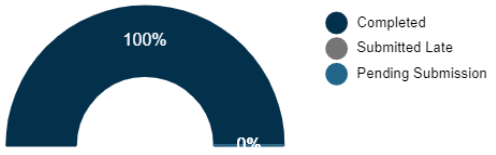
November - December 2023

Agency Sponsor

Alan Edwards

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

Readiness Workplan Tasks



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

Readiness Workplan Tasks:

Total Tasks = 14

- Completed = 14
- Submitted Late = 0
- 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	01/11/24	
N/A	506	Submit Bimonthly Agency Readiness Status Report	11/01/23	11/13/23	100% - Completed in Requested Format	11/09/23	
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	Issues, Risks, and Assumptions have been updated internally and will be added to the bimonthly status report and DACS spreadsheets once all internal approvals have been acquired. Agency-specific Implementation schedule has been reviewed, updated, and is on schedule.
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.

Change Champion Network:

- Unique Filled Role = 14
- Duplicate Filled Role = 0
- Vacant Role = 0

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

Processes

The sequence of procedures to accomplish a business objective.

Current-State:

Cataloged Business Processes = 243

- Related Business Systems = 6
- Related Reports = 10
- **Documentation Status:**

- Complete = 243 Partial = 0 Not Started = 0

Implementation:

- Role Mapping = TBD

Technology

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

Current-State:

Cataloged Business Systems = 49

- **Criticality:**

- High = 27 Med = 13 Low = 6 None = 3
- **Documentation Status:**

- Complete = 48 Partial = 0 Not Started = 0

Cataloged Interfaces = 42

- Inbound Interfaces = 28
- Outbound Interfaces = 14

Implementation:

Business Systems Planned for Integration = 16

- **Segment I - Documentation Updates:**

- Complete = 3 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 12
- **Segment II - Documentation Updates: TBD**
- **Segment III - Documentation Updates: TBD**
- **Segment IV - Documentation Updates: TBD**

Planned Interfaces = 13

- Inbound Interfaces = 2
- Outbound Interfaces = 7
- Spreadsheet Uploads = 4

Data

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

Current-State:

Unique FLAIR Data Elements = 70

- **Associated Unique Uses = 70**

- Continued Use - Yes = 50
- Continued Use - No = 19
- **Associated Business Systems = 6**

Cataloged Reports = 221

- **Criticality:**

- High = 85 Med = 56 Low = 17 None = 51

Implementation:

- Conversions = TBD
- Configurations = TBD

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.

Agency Reported

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

DACS Risks

Critical Operational Elements	Risk Description	Status	Risk Rating	Mitigation/Response Strategy	Reporting Period Comments or Updates	Date of Status Change	Owner / Coordinator
Technology Data	Divisions' use of existing budget codes for various purposes could increase the complexity of cross-walking/converting to the PALM data structure.	Open	9 (High/High)	Identify opportunities for standardization to discuss with divisions during engagements related to remediation and data cleansing. Began the PALM Task 116 early. Expecting an 18-month duration for the analysis.	Ongoing, Mitigate	09/11/23	Jim Lewandowski
Data	The FLAIR data and Florida PALM data will represent substantially different information and may cause a gap in trend analysis.	Open	9 (High/High)	Detailed data crosswalks will be imperative to closing potential data translation gaps.	Ongoing; Mitigate	09/11/23	Jim Lewandowski
Technology	Division applications may require more remediation than the project team can accomplish prior to the transition to PALM.	Open	6 (Medium/High)	Begin the analysis of the Divisions earlier than planned and prioritize the Divisions that are the most likely to be impacted by PALM. Establish a communications plan with Divisions that were identified as a priority and adjust the plan as the analysis progresses using an iterative approach.	Ongoing; Mitigate	09/11/23	PPMO
Technology	Unknown changes to the PeopleFirst Payroll component.	Open	6 (High/Medium)	Monitor People First updates and the Florida PALM team to be involved in the analysis and dependencies.	Ongoing; Additional infor	09/11/23	Jim Lewandowski
People	Increased vacancies with the Finance and Accounting staff as PALM approaches due to employee concerns about adapting to new processes/technology, job security, and performance.	Open	6 (High/Medium)	Increase focus on people readiness and change management. Increase communication and training to build confidence in employees' abilities to successfully launch as an agency.	Ongoing; Mitigate	09/11/23	Nicole Jacobik
Processes Technology	Short turnaround time of Florida PALM tasks (the time between the notification and description of the task and the expected task completion date) could result in the inability to meet stated due dates.	Open	4 (Medium/Mediu	Continue to monitor Florida PALM notifications and participate with Florida PALM at every opportunity.	Ongoing, Mitigate	09/11/23	Jim Lewandowski
Technology Data	Future transaction/data analysis: Division business systems and reports will need to speak both PALM and FLAIR COA languages.	Open	4 (Medium/Mediu	Mitigate. Reducing impact via concept model of COA crosswalk.	Ongoing; Crosswalks un	12/26/23	Rosemarie Zubler/ Jim Lewandowski

DACS Issues

Critical Operational Elements	Issue Description	Status	Priority	Resolution Plan	Reporting Period Comments or Updates	Planned or Actual Resolution Date	Owner / Coordinator
People	The PALM Remediation Team has four contract vacancies.	Closed	High - Impacts the ability of the agency to meet deadlines or milestones	RFQs are drafted and provided to vendors, and interviews will be scheduled.	Closed	10/24/23	Khadija Harris
People	Vacancies: OPS PALM position and Contract Administrator Vacancies	Open	Low - All impacts not listed as Critical or High	Hire as soon as possible.	Working through hiring process for both positions. Contract Administrator candidate has a start date.	02/15/24	Nicole Jacobik / Michelle Faircloth

DACS Assumptions

Critical Operational Elements	Assumption	Status	Date Logged or Removed	Impacted Stakeholder(s) and/or System(s)	Reporting Period Comments or Updates
Technology	Funding for staff augmentation and services will continue through implementation and Hypercare.	Logged	08/31/23	Software remediation and Chart of Accounts crosswalk transitioning from FLAIR to PALM.	Continuing to monitor
Data	Division reporting needs currently handled by Data Warehouse will be taken care of by user roles for Information Warehouse or PALM reports.	Logged	12/19/23	Division fiscals, Finance and Accounting, OPB, Purchasing, Payroll	Will monitor as FL PALM releases additional information.
Data	Contract numbers in FL PALM and agency business systems will use current values with 5 zeroes at the beginning (for 10 digit PALM COA Contract number).	Logged	12/19/23	Purchasing, Finance and Accounting, Division fiscals, OPB; AIMS	Will monitor as FL PALM releases additional information and agency develops internal Agency Business System remediation.

DACS Agency-Specific Readiness Activities

Critical Operational Elements	Activity Description	Date(s)	Impacted Stakeholder(s) and/or System(s)	Objective	Reporting Period Comments or Updates
Data	FLAIR to PALM Chart of Accounts – Division engagement	10/19/23	Division of Plant Industry Division of Food Safety Division of Agricultural Environmental Services Division of Florida Forest Service	Relayed COA changes and facilitated buy-in from Division fiscal liaisons and Assistant Directors, and other key division stakeholders. Highlighted simplifying Org codes and identifying gaps in division reporting needs.	Led by F&A, met with each division individually
Data	FLAIR to PALM Chart of Accounts – Division engagement	10/20/23	Office of Agriculture Technology Services	Relayed COA changes and facilitated buy-in from Division fiscal liaisons and Assistant Directors, and other key division stakeholders. Highlighted simplifying Org codes and identifying gaps in division reporting needs.	Led by F&A, met with each division individually
Data	FLAIR to PALM Chart of Accounts – Division engagement	10/23/23	Division of Licensing	Relayed COA changes and facilitated buy-in from Division fiscal liaisons and Assistant Directors, and other key division stakeholders. Highlighted simplifying Org codes and identifying gaps in division reporting needs.	Led by F&A, met with each division individually
Data	FLAIR to PALM Chart of Accounts – Division engagement	10/24/23	Division of Marketing Division of Animal Industry	Relayed COA changes and facilitated buy-in from Division fiscal liaisons and Assistant Directors, and other key division stakeholders. Highlighted simplifying Org codes and identifying gaps in division reporting needs.	Led by F&A, met with each division individually
Data	FLAIR to PALM Chart of Accounts – Division engagement	10/26/23	Division of Fruit and Vegetable	Relayed COA changes and facilitated buy-in from Division fiscal liaisons and Assistant Directors, and other key division stakeholders. Highlighted simplifying Org codes and identifying gaps in division reporting needs.	Led by F&A, met with each division individually
Data	FLAIR to PALM Chart of Accounts – Division engagement	10/30/23	Division of Aquaculture Office of Energy Division of Food, Nutrition, and Wellness	Relayed COA changes and facilitated buy-in from Division fiscal liaisons and Assistant Directors, and other key division stakeholders. Highlighted simplifying Org codes and identifying gaps in division reporting needs.	Led by F&A, met with each division individually
Data	FLAIR to PALM Chart of Accounts – Division engagement	10/31/23	Office of Agricultural Law Enforcement Division of Consumer Services	Relayed COA changes and facilitated buy-in from Division fiscal liaisons and Assistant Directors, and other key division stakeholders. Highlighted simplifying Org codes and identifying gaps in division reporting needs.	Led by F&A, met with each division individually
Data	Chart of Accounts Brainstorming for AIMS Business Rules	11/27/23	Admin IT including Technical Liaison, Business Liaisons/Finance and Accounting Leadership, Change Management Liaison; AIMS	Brainstorm design of PALM Chart of Accounts business rules within AIMS	Reviewed initial proof of concept by Technical liaison with end user experience and data integrity in mind.
People	Participated in PALM Change Management and Training Liaison	10/26/23	Direct: Change Management/Training	Facilitate agency collaboration. Provide tools for agency change management and training plan	Addressed people-related issues, risks, and assumptions.

	Management and Training Liaison Forum		Management Training Liaison Indirect: Agency-wide	Provide tools for agency change management and training plan implementation.	Discussed strategies for overcoming resistance to change and embracing the PALM journey. Brainstormed communication and training format, frequency, and content (statewide and agency-specific)
People	Participated in Project Management Liaison Forum	10/26/23	Direct: Project Management Liaison Indirect: Agency-wide	Facilitate agency collaboration; Provide tools for agency project management	Addressed the need for Stakeholder engagement and communication. Discussed strategies for gaining stakeholders support and collaboration.
People	Monthly Supervisors Meeting	11/02/23	Bureau of Finance and Accounting Supervisors and Chief's office	PALM Status updates, Task 328 status updates, Vacancy review for PALM Risks/Issues	Business Liaison, Change Management Liaison, Training Liaison,
People	PALM Business needs and budget	11/28/23	Admin Director's Office, OATS Director's Office, Finance and Accounting Bureau Chief's Office, OATS Fiscal, Admin IT,	Discussed PALM business needs and budget	Included Business Liaisons, Agency Liaison (Backup), Change Management Liaison, Project Management Liaison (Backup), Technical Liaison
People	Planning for FDACS PALM website	12/19/23	PRT, OATS, Admin IT, Finance and Accounting,	Discuss ownership of intranet site development and maintenance, show draft design preview, and discuss timeline for completion	Planning phase on intranet site for FDACS employees to gain awareness, knowledge, and buy-in via FDACS project documents and FL PALM links with anticipated updates as training materials are created.
People	Conducted interviews for PALM OPS position	12/27/23	Finance and Accounting	Interview to hire PALM business support for People/Process PALM tasks and agency readiness activities	Change Management Liaison, Business Liaison
Processes	Advisory Council Meeting	10/18/23	Enterprise-wide	Discussed Bimonthly status report, readiness workplan, Segment I Design workshops, project costing module, and brought back key takeaways to agency stakeholders	Takeaways shared.
Processes	PALM Task 328 – Personnel	10/23/23	Personnel, Change Management Liaison, F&A Assistant Bureau Chief	Met with Personnel to discuss Task 328 progress and approach	(Payroll processes)
Processes	Conducted PALM Readiness Support Procurement meeting	11/01/23	Administration, OATS, and PRT leadership, Vendor	Met with potential vendor to discuss procurement of PALM support services	PALM Management Workgroup leadership
Processes	Property Process Review	11/02/23	Finance and Accounting Chief's office and Property Section;	Met with Property section to discuss Task 328 progress.	Change Management Liaison
Processes	Financial Management Process Review	11/03/23	Finance and Accounting Chief's Office and Financial Management Section;	Met with Financial Management section to discuss Task 328 progress.	Change Management Liaison
Processes	Conducted AIMS to PALM Integration Meeting	11/03/23	Division of Administration (Director's office, IT, Finance and Accounting, Purchasing, Professional and Organizational Development), Project Management Liaison; AIMS	Brainstorm transition readiness for AIMS to PALM integration as it relates to people and processes with a high-level view of data and technology transformation, hosted by the Division of Administration	Risks, Issues, Assumptions, and vacancies reviewed; discussed payroll module, COA crosswalk, FANS, training planning, newsletters; Project Management Liaison, Change Management Liaison, Agency Liaison (Backup), Business Liaison, Technical Liaison, Training Liaison,
Processes	Discussed Additional Funding Needs for PALM	11/14/23	Finance and Accounting, OATS leadership, Admin Director's Office, PRT Project Manager	Discussed additional PALM funding needs,	Resources for LBR
Processes	Participated in PALM Advisory Council Meeting	11/15/23	Business Liaisons	Agency Council member participated in discussions regarding master data cleanup, budget/allocations, task completion and dashboard trackers. Information or meetings relayed to FDACS PALM key stakeholders	Information from Advisory Council meeting relayed to FDACS PALM key stakeholders
Processes	Conducted PALM Readiness Support Procurement meeting	11/16/23	Administration, OATS, and PRT leadership, Vendor	Met with potential vendor to discuss procurement of PALM support services	PALM Management Workgroup leadership
Processes	Monthly Supervisors Meeting	11/30/23	Bureau of Finance and Accounting Supervisors and Chief's office	PALM Status updates, Task 328 status updates, Vacancy review for PALM Risks/Issues	Reviewed Process documentation development
Processes	Monthly Supervisors Meeting	11/30/23	Bureau of Finance and Accounting Supervisors and Chief's office	PALM Status updates, Vacancy review for PALM Risks/Issues	Business Liaison, Change Management Liaison, Training Liaison,
Processes	Conducted PALM Tasks Status review	12/11/23	Finance and Accounting Chief's Office	Review Tasks 328, 500, 501, 502, 503 progress and completion status, identify blockers, and plan for accomplishing task completion with necessary internal approvals.	Business Liaison, Change Management Liaison
Processes	Conducted PALM Finance and Accounting Needs meeting	12/18/23	Finance and Accounting Chief's Office	Provide PALM status updates, address assistance needed, task approval route flows, payroll rollout, future agenda items, the Bimonthly status report, future quarterly liaison meetings, and PALM tasks completed	Business Liaisons, Change Management Liaison
Processes	Conducted Division of Administration AIMS to PALM Integration Meeting	12/19/23	Division of Administration (Director's office, IT, Finance and Accounting, Purchasing, Professional and Organizational Development), PRT Project Manager; AIMS	Brainstorm transition readiness for AIMS to PALM integration as it relates to people and processes with a high-level view of data and technology transformation, hosted by the Division of Administration	Included Business Liaisons, Agency Liaison (Backup), Change Management Liaison, Project Management Liaison, Technical Liaison, Training Liaison; Addressed AIMS COA Proof of Concept, OA1 and OA2 field usage, FANS approach, shared PALM updates, Discussed intranet site for FDACS employees, Training needs, Risk, Issue, Assumption, and vacancy review
Processes	Participated in Segment II Business Process Model Review Meetings: Disbursements Management and Asset Accounting & Management	12/05/23	Advisory Council member, Subject Matter Experts, PALM Management Workgroup	Review BPM design, ask the FL PALM team questions, and share takeaways with key stakeholders	Review of Segment II BPMs ongoing.
Processes	Participated in Segment II Business Process Model Review Meetings: Account Management and System Access & Controls	12/06/23	Advisory Council member, Subject Matter Experts, PALM Management Workgroup	Review BPM design, ask the FL PALM team questions, and share takeaways with key stakeholders	Review of Segment II BPMs ongoing.
Processes	Participated in Segment II Business Process Model Review Meetings: Accounts Receivable and Grants Management & Contract Management	12/07/23	Advisory Council member, Subject Matter Experts, PALM Management Workgroup	Review BPM design, ask the FL PALM team questions, and share takeaways with key stakeholders	Review of Segment II BPMs ongoing.
Technology	PALM Interface – Capture of Information	10/24/23	AIMS, REV	Discussing process for capturing PALM interface information and related fields for remediation, document templates, folders, and retention	F&A, PRT, Admin DIO
Technology	AIMS Chart of Account Fields	10/24/23	AIMS – Purchases, Contracts applications	Discussion between end user subject matter experts and PALM Remediation team to increase understanding in workflows and identification of FLAIR to PALM COA.	F&A, Purchasing, Admin DIO, PRT, OATS
Technology	PALM Management Touchpoint	10/27/23	AIMS, REV, FANS	Provide agency readiness status updates, discuss AIMS, REV, and FANS remediation, and review risks, issues, and assumptions. Discuss upcoming tasks and key takeaways from recent PALM meetings	Leadership and key stakeholders from Administration, Finance and Accounting, OATS, PRT, OPB
Technology	AIMS Chart of Account Fields	10/31/23	AIMS – Receiving, Research, Bids, Travel Applications	Discussion between end user subject matter experts and PALM Remediation team to increase understanding in workflows and identification of FLAIR to PALM COA	F&A, Purchasing, Admin DIO, PRT, OATS
Technology	FANS for PALM Transition Meeting	11/01/23	FNW FANS IT team, FNW Fiscals, Admin IT, PRT, OATS, Administration Director's Office, Finance and Accounting; FANS	Develop cross-functional team to develop FANS approach for PALM, share information/resources, and brainstorm how FANS will function once next PALM waves launch.	FNW= Division of Food, Nutrition, and Wellness, FANS = Food and Nutrition System (Agency Business System), PRT = PALM Remediation Team, OATS = Office of Agriculture Technology
Technology	AIMS Remediation Production Implementation	11/02/23	PALM Remediation Team, Disbursement Unit Supervisors, Admin IT, OATS; AIMS Disbursements	User Acceptance Testing for Production Implementation of AIMS Disbursements update in anticipation of PALM	Production configuration, verified maximized disbursement screens, created and voided batches, verified Certified Forward Code sheets, and other testing scenarios.
Technology	Participated in Effective Use of RAIR	11/07/23	PRT Project Manager	Improve best practices use of RAIR (Risks, Actions, Issues, and	Project Management Liaison

Technology	Participated in Effective Use of RAID Logs Workshop	11/07/23	PRT Project Manager	Learn about effective use of RAID (Risks, Actions, Issues, and Decisions) logs and project assumptions for FDACS PALM project management	Project Management Liaison
Technology	Conducted FANS PALM Workshop with PRT	11/08/23	PALM Remediation Team (PRT), FNW FANS IT, FNW Fiscals (FANS end users), OATS, Admin IT, Admin Director's office, Finance and Accounting; FANS	Continue to develop FANS approach for Florida PALM, build cross-sectional knowledge, and share analysis resources	Demonstration of FANS interactions with FLAIR Chart of Accounts, overview of processes and procedures PRT is using for analyzing AIMS and REV
Technology	PALM Management Touchpoint	11/10/23	Office of Agriculture Technology Services, Division of Administration (Finance and Accounting, Admin IT, Director's Office, Purchasing, Professional and Organizational Development), PALM Remediation Team, Office of Policy and Budget; AIMS, REV, FANS	Provide agency readiness status updates; discuss AIMS, REV, and FANS remediation; review risks, issues, and assumptions; discuss upcoming tasks and key takeaways from recent PALM meetings; vacancy review	Leadership and key stakeholders from Administration, Finance and Accounting, OATS, PRT, OPB
Technology	PALM Management Workgroup Touchpoint	11/10/23	Office of Agriculture Technology Services, Division of Administration (Finance and Accounting, Admin IT, Director's Office, Purchasing, Professional and Organizational Development), PALM Remediation Team, Office of Policy and Budget; AIMS, REV, FANS	Provide agency readiness status updates; discuss AIMS, REV, and FANS remediation; review risks, issues, and assumptions; discuss upcoming tasks and key takeaways from recent PALM meetings; vacancy review	Leadership and key stakeholders from Administration, Finance and Accounting, OATS, PRT, OPB
Technology	PALM Management Touchpoint	11/17/23	Office of Agriculture Technology Services, Division of Administration (Finance and Accounting, Admin IT, Director's Office, Purchasing, Professional and Organizational Development), PALM Remediation Team, Office of Policy and Budget; AIMS, REV, FANS	Provide agency readiness status updates; discuss AIMS, REV, and FANS remediation; review risks, issues, and assumptions; discuss upcoming tasks and key takeaways from recent PALM meetings; vacancy review	Leadership and key stakeholders from Administration, Finance and Accounting, OATS, PRT, OPB
Technology	Review and discuss PALM Task 504 and 505 and Addendum	11/17/23	Admin IT, OATS, PRT, Finance and Accounting	Review and discuss PALM Task 504 and 505 and Addendum.	Task 504/505 responsible and accountable parties
Technology	Walkthrough of Purchasing flow in AIMS	11/20/23	PRT	Provision of a demo for PRT on creating a new request, granting an approval, creating a change order, and the tasks of a reviewer.	The provision of the demo assists PRT with their analysis.
Technology	PALM Management Touchpoint	11/22/23	Office of Agriculture Technology Services, Division of Administration (Finance and Accounting, Admin IT, Director's Office, Purchasing, Professional and Organizational Development), PALM Remediation Team, Office of Policy and Budget; AIMS, REV, FANS	Provide agency readiness status updates; discuss AIMS, REV, and FANS remediation; review risks, issues, and assumptions; discuss upcoming tasks and key takeaways from recent PALM meetings; vacancy review	Leadership and key stakeholders from Administration, Finance and Accounting, OATS, PRT, OPB
Technology	Conducted FANS PALM Weekly status meeting with PRT	11/29/23	PALM Remediation Team (PRT), FNW FANS IT, FNW Fiscals (FANS end users), OATS, Admin IT, Finance and Accounting; FANS	Provide FANS PALM remediation status update/accomplishments; review blockers and assistance needed, set goals for next week	Reviewed Risks and Issues
Technology	PRT Dashboard Preview Demonstration	11/29/23	PRT, OATS (Director's office, PPMO), Admin IT, Finance and Accounting	Demonstrate new PRT Dashboard. Review and provide feedback for PRT Dashboard (internal FDACS PALM project management tool developed for transparency and pull-communication for PALM Management Workgroup)	Reviewed Users who need access to PRT Dashboard, PRT Dashboard design with project management and deliverable documents, work breakdown structure, remediation schedule, and sprint details.
Technology	Conducted FANS PALM Weekly status meeting with PRT	12/06/23	PALM Remediation Team (PRT), FNW FANS IT, FNW Fiscals (FANS end users), OATS, Admin IT, Finance and Accounting; FANS	Provide FANS PALM remediation status update/accomplishments; review blockers and assistance needed, set goals for next week	Reviewed Risks and Issues
Technology	Conducted FANS PALM Weekly status meeting with PRT	12/13/23	PALM Remediation Team (PRT), FNW FANS IT, FNW Fiscals (FANS end users), OATS, Admin IT, Finance and Accounting; FANS	Provide FANS PALM remediation status update/accomplishments; review blockers and assistance needed, set goals for next week	Reviewed Risks and Issues
Technology	CATS Analysis Meeting	12/13/23	PRT	Provide PRT with a better understanding of where contracts are initiated from AIMS and where they are located on FDACS AIMS Tree structure,.	The provision of the demo assists PRT with their analysis.
Technology	Interface Selection	12/14/23	F&A Chief's Office, PRT Project Manager, Admin IT	Discuss interfaces that FDACS will/should be signing up for and general direction of the interfaces (in relation to PALM Task 505)	Included Technical Liaison, Project Management Liaison, Business Liaisons, and Change Management Liaison
Technology	Conducted FANS PALM Weekly status meeting with PRT	12/20/23	PALM Remediation Team (PRT), FNW FANS IT, FNW Fiscals (FANS end users), OATS, Admin IT, Finance and Accounting; FANS	Provide FANS PALM remediation status update/accomplishments; review blockers and assistance needed, set goals for next week	Reviewed Risks and Issues; discussion of task 504 items needed
Technology	Daily PRT Standups	11/01/23	PRT, Finance and Accounting, OATS, Admin IT	Conduct daily standups to provide update on technology tasks and deliverables, address risks, issues, assumptions, time exceptions, and blockers.	Ongoing; Work breakdown structure and deliverable progress monitoring; Project Management Liaison, Change Management Liaison,
Technology	Daily PRT Open Forum	11/01/23	PRT	Brainstorm items related to current and future tasks.	Ongoing; Project Management Liaison
Technology	Sprint Retrospectives and planning	11/01/23	PRT, OATS, Admin IT	Conduct retrospective of ending sprint and plan for next sprint	Ongoing; Project Management Liaison; Sprint 39/40: 11/1/2023; Sprint 40/41: 11/16/2023; Sprint 41/42: 12/1/2023; Sprint 42/43 12/16/2023
Technology	Weekly Summary Reporting	11/01/23	PRT, OATS, Finance & Accounting, Admin IT	Provide status of completed and ongoing PRT deliverables/agency tasks; analyze implementation schedule progress; plan for next week	Ongoing; Every Friday
Technology	Risks and Issue Management, monitoring Implementation Schedule, reviewing vacancies	11/01/23	PALM Management Workgroup	Consistently review and update Risks, Issues, Assumptions, Implementation Schedule, and vacancies	Ongoing; Primary: Project Management Liaison, Change Management Liaison

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: *

DACS Status Report Confirmation

Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
November - December 2023	Alan Edwards	alan.edwards@fdacs.gov	01/11/24
September - October 2023	Alan Edwards	alan.edwards@fdacs.gov	11/09/23
July - August 2023	Alan Edwards	alan.edwards@fdacs.gov	09/11/23

Agency Sponsor Name: *

Confirm *

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