

Helpful Links

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

DMA Status Report Dashboard

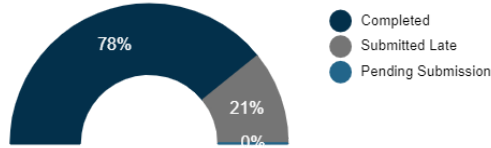
Reporting Period

November - December 2023

Agency Sponsor

Col. Adam Curry

Readiness Workplan Tasks



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

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 = 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	12/19/23	
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	01/09/24	
Technology	505	Update Florida PALM Interface Inventory for Segment I	10/30/23	01/12/24	100% - Completed in Requested Format	01/09/24	
N/A	506	Submit Bimonthly Agency Readiness Status Report	11/01/23	11/13/23	100% - Completed in Requested Format	11/30/23	
N/A	507	Manage Agency Specific Implementation Schedule, Risks and Issues	11/01/23	12/27/23	100% - Completed in Requested Format	12/01/23	
N/A	509	Submit Bimonthly Agency Readiness Status Report	12/28/23	01/12/24	100% - Completed in Requested Format	01/12/24	

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 = 11
- Duplicate Filled Role = 3
- Vacant Role = 1



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

Participation:

- Meetings Attended = 3
- Meetings Missed = 1



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

Implementation:

- Training = TBD

Current-State:

Cataloged Business Processes = 19

- Related Business Systems = 4
- Related Reports = 12
- Documentation Status:**
- Complete = 18 Partial = 3 Not Started = 0

Implementation:

- Role Mapping = TBD

Current-State:

Cataloged Business Systems = 5

- Criticality:**
- High = 2 Med = 3 Low = 0 None = 0
- Documentation Status:**
- Complete = 2 Partial = 0 Not Started = 2

Cataloged Interfaces = 1

- Inbound Interfaces = 0
- Outbound Interfaces = 1

Implementation:

Business Systems Planned for Integration = 2

- Segment I - Documentation Updates:**
- Complete = 0 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 2
- Segment II - Documentation Updates:**
- TBD
- Segment III - Documentation Updates:**
- TBD
- Segment IV - Documentation Updates:**
- TBD

Planned Interfaces = 5

- Inbound Interfaces = 1
- Outbound Interfaces = 3
- Spreadsheet Uploads = 1

Current-State:

Unique FLAIR Data Elements = 94

- Associated Unique Uses = 97**
- Continued Use - Yes = 71
- Continued Use - No = 22
- Associated Business Systems = 2**
- Cataloged Reports = 48**
- Criticality:**
- High = 28 Med = 12 Low = 6 None = 1

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.

DMA Risks

Critical Operational Elements	Risk Description	Status	Risk Rating	Mitigation/Response Strategy	Reporting Period Comments or Updates	Date of Status Change	Owner / Coordinator
People	Replacing current F&A tracking system. May not be in place or compatible to perform testing with Florida PALM.	Open	9 (High/High)	Awaiting approval to move forward with project.	July/August	07/01/24	Jack McAlpine
People	Lack of Project Manager to lead tasks	Open	9 (High/High)	Funding has been received. Leadership will discuss next steps to onboarding a person.	Nov/Dec	01/31/24	Jack McAlpine
People	Awaiting hiring decision of Project Manager.	Open	9 (High/High)	Continued discussion for hiring process.	Jan/Feb	03/01/24	Tim Smith
Technology	Replacing current F&A tracking system. May not be in place or compatible to perform testing with Florida PALM.	Open	6 (High/Medium)	Awaiting approval and research information of possible products to purchase.	Sep/Oct	07/01/24	Brian Checchia
Technology	Awaiting information about new tracking system to replace Quickbooks	Open	6 (High/Medium)	Funding. LBR request has made it into the Governor's Recommended Budget.	Nov/Dec	05/31/24	Jack McAlpine

DMA Issues

Critical Operational Elements	Issue Description	Status	Priority	Resolution Plan	Reporting Period Comments or Updates	Planned or Actual Resolution Date	Owner / Coordinator
People	The agency F&A has 2 Accountant positions to be fill. Recent termination and re-advertisement.	Closed	High - Impacts the ability of the agency to meet deadlines or milestones	The agency is actively recruiting for replacements.	Sep/Oct	12/01/23	Trixy Pacetti
People	The F&A current accountant supervisor is on medical leave.	Closed	High - Impacts the ability of the agency to meet deadlines or milestones	Once supervisor returns interviews can be conducted.	Sep/Oct	12/01/23	Trixy Pacetti
People	The agency's Purchasing & Contracting office has 1 position to fill.	Open	High - Impacts the ability of the agency to meet deadlines or milestones	The agency is actively recruiting for position.	Sep/Oct	01/26/24	John Connor
People	The F&A has completed with hire of two (2) Accountant position however, 4 positions are less than 6 months and 1 more to come aboard	Closed	High - Impacts the ability of the agency to meet deadlines or milestones	The F&A department is currently training personnel	Nov/Dec	12/29/23	Trixy Pacetti
Processes	Budget Administrator has sent email to other departments which interact with FLAIR to give their input via Excel spreadsheet.	Closed	High - Impacts the ability of the agency to meet deadlines or milestones	Lack of incoming information as required	Nov/Dec	12/29/23	Trixy Pacetti
People	Email sent out to CCN to encourage members to sign up for the design workshops if applicable	Open	High - Impacts the ability of the agency to meet deadlines or milestones	Passing along information to encourage important members to attend the workshops that apply to their positions.	Jan/Feb	01/19/24	Jack McAlpine
People Processes	Budget Administrator and Finance Supervisor are in the process of training several new personnel.	Open	High - Impacts the ability of the agency to meet deadlines or milestones	To bring staff up to date with current processes within the Finance and Accounting Office.	Jan/Feb		
People Processes	Leadership is beginning the process for looking for a project manager. CPT. Estes has been involved to fill some of the void for the time being	Open	Low - All impacts not listed as Critical or High	CFO and Deputy Quartermaster to discuss plan on hiring a project manager	Nov/Dec	01/31/24	Timothy Smith

DMA Assumptions

Critical Operational Elements	Assumption	Status	Date Logged or Removed	Impacted Stakeholder(s) and/or System(s)	Reporting Period Comments or Updates
Technology	The agency has submitted an LBR for Project Manager to help manage implementation of Florida PALM and travel to Tallahassee for meetings.	Logged	09/01/23	All agency business systems	July/August
People Processes Data	The agency is expecting Florida PALM funding in the 3rd quarter of Fiscal Year 2023-24.	Logged	09/25/23	Agency stakeholder and systems processes.	Sep/Oct
People Data	The agency is still information on funding for Project Manager	Logged	11/01/23	Agency stakeholder and systems processes	Nov/Dec
People Processes	The agency is current discussing the hiring process for Project Manager.	Logged	01/09/24	Agency stakeholder and systems processes	Jan/Feb

DMA 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 Technology Data	Agency Liaison listen to recorded Tuesday Task Talk 503.	10/25/23	Information	To provide better understanding of task to be completed.	Sep/Oct
People Processes Technology Data	Continued discussion with payroll interfaces and DMAARRO	01/09/24	Informational	To ensure systems will transition properly.	Jan/Feb
Processes Technology Data	Continued conversations about AOD and documentation.	12/15/23	Updated required documentation	To stay updated with current and future processes needed to connect with FL PALM system	Nov/Dec
People	Tuesday Task Talk	11/07/23	Informational	To get an better understanding of upcoming task.	Nov/Dec
People	Continued conversation referencing roles with FL Palm	12/15/23	Consulting with appropriated departments.	To ensure who is responsible for various roles within FL Palm.	Nov/Dec
Processes	Budget Administrator attended technology meeting with FL PALM staff	11/23/23	Better understanding of what is needed.	FL PALM staff to get an understanding how to possible implement current systems with FL PALM.	Nov/Dec

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

DMA Status Report Confirmation

Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
November - December 2023	Adam M. Curry	adam.m.curry.mil@army.mil	01/11/24
September - October 2023	Adam Curry	timothy.j.smith53.nfg@army.mil	11/08/23
July - August 2023	Timothy Smith	timothy.j.smith53.nfg@army.mil	09/11/23

