

### Helpful Links

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

# DMS Status Report Dashboard

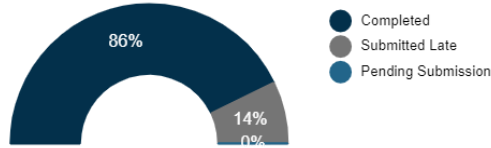
### Reporting Period

November - December 2023

### Agency Sponsor

Katie Parrish

### 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 = 12
- Submitted Late = 2
- 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	12/11/23	
N/A	500	Create Agency Specific Project Charter	10/02/23	12/15/23	100% - Completed in Requested Format	12/15/23	Charter signed electronically via DocuSign.
N/A	501	Create Agency Specific Implementation Schedule	10/09/23	12/15/23	100% - Completed in Requested Format	12/14/23	
N/A	502	Create Agency Specific Risks and Issues Management Plan	10/09/23	12/15/23	100% - Completed in Requested Format	12/14/23	
People	503	Create Workforce Readiness Plan	10/16/23	12/15/23	100% - Completed in Requested Format	12/14/23	
Technology	504	Update Agency Business System Documentation for Segment I	10/30/23	01/12/24	100% - Completed in Requested Format	01/12/24	
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	11/08/23	
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 = 5
- Duplicate Filled Role = 6
- Vacant Role = 3



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 = 64**

- Related Business Systems = 7
- Related Reports = 40
- Documentation Status:**
- Complete = 64 Partial = 0 Not Started = 0

### Implementation:

- Role Mapping = TBD

### Current-State:

**Cataloged Business Systems = 12**

- Criticality:**
- High = 5 Med = 2 Low = 0 None = 5
- Documentation Status:**
- Complete = 10 Partial = 1 Not Started = 1

**Cataloged Interfaces = 55**

- Inbound Interfaces = 40
- Outbound Interfaces = 15

### Implementation:

**Business Systems Planned for Integration = 4**

- Segment I - Documentation Updates:**
- Complete = 4 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 = 10**

- Inbound Interfaces = 2
- Outbound Interfaces = 6
- Spreadsheet Uploads = 2

### Current-State:

**Unique FLAIR Data Elements = 143**

- Associated Unique Uses = 1303**
- Continued Use - Yes = 205
- Continued Use - No = 43
- Associated Business Systems = 5**
- Cataloged Reports = 108**
- Criticality:**
- High = 91 Med = 18 Low = 3 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.

DMS Risks

Critical Operational Elements	Risk Description	Status	Risk Rating	Mitigation/Response Strategy	Reporting Period Comments or Updates	Date of Status Change	Owner / Coordinator
People	Resources. Year-end close out, certified forward and financial statements are forthcoming. There will be limited resources to perform Florida Palm tasks during year end, from June to September 30th.	Closed	9 (High/High)	Postpone tasks completion deadline dates to after September 30, 2023.  Year end close out complete. PALM tasks in progress.	Logged April 26, 2023. Reviewed again September 6, 2023.  Reviewed again Nov 2 and closed.	11/02/23	Financial Management Services / Kedra Lewis
Technology Data	Functionality. Failure to utilize latest and most efficient data transfer methods.	Closed	6 (Medium/High)	Evaluate effort required to create Encumbrance API vs Voucher API and determine if creating one provides enough of a foundation to justify creating the second API.  Meetings with PALM have been initiated. Still early in the process.	Logged Sept 8, 2023.  Reviewed again Nov 6, 2023 - no change.  Reviewed again Dec 19, 2023 and closed.	12/19/23	STMS / Matt Giglio
People Processes Technology Data	Variable risks at this time with People First. People First is currently working on its next-generation solution and plans to issue an ITN in early 2024. The current contract expires August 2026 and the platform reaches end of life in Dec 2027. The primary risks are converging timelines, and limited information on the level of remediation necessary for PF/PALM integration.	Open	6 (High/Medium)	PALM integration will be addressed in current People First Solution and required in the next generation solution.  DMS will work in good faith to request and dedicate appropriate resources to ensure effective coordination of efforts between People First and PALM and will plan for contingencies within the requirements of the next generation solution.	Logged April 22, 2023.  Reviewed again September 6, 2023.  Reviewed again Nov 2 - no change.  Updated Dec 15, 2023.	12/15/23	People First / Stephen Eaton
People Processes Technology Data	Functionality, Will PALM deliver the functionality needed for DMS operations?	Open	6 (High/Medium)	Develop a testing plan. Use the PALM Sandbox environment. Functionality assessment in progress. Sandbox environment is approved for a limited number of DMS employees.	Logged April 26, 2023. Reviewed again September 6, 2023.  Reviewed again Nov 2 - no change.  Reviewed again Dec 20 - no change. Continuing to monitor.	11/02/23	Finance and Administration / Jennifer Gaines
People Processes Technology Data	Resources and Functionality. Full implementation simultaneously with "FLAIR-end" seems risky with the current change solutions. The seen and unforeseen functionality and compatibility issues at CMS Wave implementation adversely impacted and even stopped certain critical business processes for agencies.	Open	6 (High/Medium)	Mimic FLAIR functionality EXACTLY or as close to exactly as possible. Any deviations should require extensive testing and re-testing with sufficient sandbox training and focus from agencies a minimum of one year in advance of implementation. So far, agencies do not have enough appropriate staff, support, or available resources for implementation and its aftermath which is difficult to plan for with so many unknowns. Allowing for that year of testing, sandboxing, and training to allow agencies to prepare is another suggested solution for this inherent risk.	Logged April 26, 2023. Reviewed again September 6, 2023.  Reviewed again Nov 2 - no change. Continuing to monitor.  Reviewed again Dec 20 - no change. Continuing to monitor.	11/02/23	Finance and Administration / Sandy Watson
People Processes	Timeline and Resources. There are multiple overlapping Palm tasks with due dates that utilize the same personnel resources as statutorily required tasks during year end.	Closed	6 (High/Medium)	Complete the tasks early or ask for a later due date. Most PALM tasks completed early - some still in progress. Year end required tasks complete.	Logged April 27, 2023. Reviewed again September 6, 2023.  Reviewed again Nov 2, 2023 and closed.	11/02/23	Finance and Administration / Eric Thiele
People Processes Technology Data	Pulling reports from FLAIR/PALM is mandatory to complete the statutory requirement to publish the ACFR by December 31st. Multiple agencies are involved in this publication.	Open	6 (High/Medium)	Reports are available. Plan for report identification and testing.	Logged Nov 6, 2023  Reviewed again on Dec 20, 2023. No change.	11/07/23	Division of Retirement / Megan Biederman
People Processes Technology Data	Functionality. Will Agencies have enough time to work in the sandbox environment to ensure their respective divisions can test and see if the current work they perform in FLAIR can be achieved in the PALM Environment? If time is limited and a required field is missing, will there be enough time for it to be fixed and re-tested prior to the January 2026 go live date?	Open	4 (Medium/Medium)	Roll out sandbox test capabilities as sections are completed for Agencies to test.  Sandbox environment is not secure for testing - PALM needs to work on true test environment.	Logged April 21, 2023. Reviewed again September 6, 2023.  Reviewed again Nov 3, 2023. Mitigation notes updated.  Reviewed again Dec 15, 2023. No change. Continuing to monitor.	11/03/23	Division of State Group Insurance / Jason Ottinger
People Processes	Timeline. Competing deadlines immediately prior to go-live. Fiscal accountants and other users will be trying to learn PALM as well as changes to departmental and enterprise systems affected by PALM implementation, at the same time. The STMS Team, as well as other system owners, may need to make late changes while also trying to train end users.	Open	4 (Medium/Medium)	Identify impacted users and trainings that will be offered, to coordinate a DMS training schedule.  Meetings with PALM have been initiated. Still early in the process.	Logged Sept 8, 2023.  Reviewed again Nov 6, 2023 - no change.  Reviewed again Dec 20. No change. Continuing to monitor.	11/06/23	STMS / Kurt Bonhamer
People Processes Technology	Make sure all business and IT and HRM liaisons are included in the appropriate technical sessions for capturing accurate business needs within these areas that will be using and/or interfacing with PALM.	Open	4 (Medium/Medium)	Weekly follow up with PALM staff to ensure recommended Business and Technical liaisons are up to date prior to these critical PALM sessions.	Logged Nov 2, 2023.  Reviewed again Dec 15, 2023. No change. Continuing to monitor.	11/06/23	Division of State Group Insurance / Jason Ottinger
People Processes Technology Data	Unknown risks due to changes to major statewide systems during modernizations. (Example: Changes to HR Class Code System, Changes to People First System)	Open	4 (Medium/Medium)	Solution is continued information sharing and communication with PALM team and Retirement. As well as adhering to the Retirement reporting format.	Logged Nov 6, 2023  Reviewed again Dec 20, 2023 and updated mitigation.	11/07/23	Division of Retirement / Megan Biederman
People Processes Technology Data	Retirement benefits payments must be supported by PALM to allow for timely release of funds. This would create a loss of earnings for the trust funds if transfer is delayed.	Open	3 (High/Low)	Programming needs to be completed to allow for flexibility so funds can be released timely.	Logged Nov 6, 2023  Reviewed again on Dec 20, 2023. No change.	11/07/23	Division of Retirement / Megan Biederman
People Technology	Functionality. Inability to design new STMS user interface for creating vouchers.	Open	2 (Medium/Low)	Provide training in PALM for creating vouchers so that we can attempt to replicate the process and minimize confusion for users in both systems. Provide information about flat files with information required to build vouchers in STMS and confidently pass combo edit checks using the PALM Combo Edit Check API.  Meetings with PALM have been initiated. Still early in the process.	Logged Sept 8, 2023.  Reviewed again Nov 6, 2023 - no change.  Reviewed again Dec 20 - no change.	11/06/23	STMS / Matt Giglio
Technology Data	Interface. Inability to design flat file transfer process.	Open	2 (Medium/Low)	Provide information about when and where flat file data will be provided and how it will be accessed.  Meetings with PALM have been initiated. Still early in the process.	Logged Sept 8, 2023.  Reviewed again Nov 6, 2023 - no change.	11/06/23	STMS / Matt Giglio
Technology Data	Functionality. Inability to design user interface to accommodate Speed Keys instead of Expansion Options	Closed	2 (Medium/Low)	Provide information about the Speed Key interface, as well as training about how agencies will be using it in PALM. Provide training about how Speed Keys will be used by travelers to communicate billing information to Fiscal Accountants.	Logged Sept 8, 2023.  Reviewed again Nov 6, 2023 - no change.  Reviewed again Dec	12/19/23	STMS / Matt Giglio

				Meetings with PALM have been initiated. Still early in the process.	19, 2023 and closed.		
Processes Technology Data	Interface. Insufficient information about what the Combo Edit Check API will verify and what STMS must be prepared to verify.	Closed	2 (Medium/Low)	Provide details about what the Combo Edit Check will verify and what needs to be verified outside of that check.  Meetings with PALM have been initiated. Still early in the process.	Logged Sept 8, 2023.  Reviewed again Nov 6, 2023 - no change.  Reviewed again Dec 19, 2023 and closed.	12/19/23	STMS / Matt Giglio
Data	Interface. Inability to make informed design decisions about API versus Flat File.	Closed	1 (Low/Low)	Provide more information about flat files required to create vouchers, update voucher status, and update voucher payment status. Provide information about time required to process inbound vouchers in PALM and then return status updates. Then provide information about these processes if using an API to determine value provided.  Meetings with PALM have been initiated. Still early in the process. PALM removed most API options.	Logged Sept 8, 2023.  Reviewed again Nov 6, 2023 and closed.	11/06/23	STMS / Matt Giglio

### DMS Issues

Critical Operational Elements	Issue Description	Status	Priority	Resolution Plan	Reporting Period Comments or Updates	Planned or Actual Resolution Date	Owner / Coordinator
Processes Technology	The Florida PALM Team has decided to not provide a webservice/real time interface for budget pre-check or vouchers. This does not match up to current FLAIR functionality and presents a significant risk in increasing payment cycle time, which has direct impact on agencies' ability to meet prompt payment requirements.	Open	High - Impacts the ability of the agency to meet deadlines or milestones	The recommended proposed solution is for the Florida PALM team to provide a budget pre-check and voucher webservice/real time interface, in addition to the Combo Edit Check and Encumbrance webservice they have already offered.	Interface: There are also impacts to emergency operations invoice payment in the event a vendor needs to be paid quickly to secure emergency supplies or services during Emergency Operations Center (EOC) activation.	01/01/24	State Purchasing / Tyler Brown
People Processes Technology Data	Promised piece of \$20M administered funds not being provided. System remediation and FLAIR clean up can not move forward without funding.	Open	High - Impacts the ability of the agency to meet deadlines or milestones	Release of funds to agencies is the proposed solution. New LBRs are currently in development.	Resources: Funding is a major factor to the success or failure of this effort.  Reviewed again on Dec 20, 2023. No change.	07/01/24	Finance and Administration / Eric Thiele
People Processes Technology Data	Exchange of unique identifier that can be passed back and forth during the EFT process to ensure a specific member is identified. (RP240, RP501, RP503, RP504, and RP505)	Closed	High - Impacts the ability of the agency to meet deadlines or milestones	Functionality: Could use a SSN or Member ID, build a web service.	Internal meetings in progress to address this issue.  After meetings with PALM Team, we understand we must change some programing but this information has been addressed.	12/20/23	Florida Retirement System / Megan.Biederman
People Processes Technology Data	Business System (IRIS) upgrade is happening at the same time as the PALM implementation. This impacts resources and a new system, with new screens and interfaces.	Open	Low - All impacts not listed as Critical or High	Testing and training in advance - plan to be developed.	As long as we can produce an accurate accounting file and benefit payroll file, and process the incoming state retirement file from BOSP, as well as the information transferred between IRIS and PALM is correct.	01/30/24	Florida Retirement System / Megan.Biederman
People Processes Technology Data	Business System (IRIS) upgrade is happening at the same time as the PALM implementation.	Open	Low - All impacts not listed as Critical or High	Testing and training in advance - plans in development.	This impacts resources and a new system, with new screens and interfaces.	02/29/24	Florida Retirement System / Megan.Biederman

### DMS Assumptions

Critical Operational Elements	Assumption	Status	Date Logged or Removed	Impacted Stakeholder(s) and/or System(s)	Reporting Period Comments or Updates
People Processes Technology Data	Decreased timeliness and staff familiarity with the new PALM system prior to go live. Unforeseen vacant positions in key role areas will have an effect on over utilization on staff not familiar with PALM in general.	Logged	09/07/23	State Group Insurance / Jason Ottinger	Start PALM training on new system and UAT testing as soon as possible. Ensure units have backup staff trained along with primary staff early on to be able to continue with PALM functions in the Division.  Reviewed again on Dec 27. No change.

### DMS 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	Retirement / KPMG Meeting regarding PALM future	11/01/23	Agency Liaisons, Change Management Liaisons, Project Management Liaisons, SMEs, CCN, Production Support / OIT / Technical	Discuss the future of PALM assistance from KPMG.	
People Processes Technology Data	PALM Task 328 Work Session: Document Current Agency Business Processes	11/02/23	Agency Liaisons, Production Support, SMEs	Document current agency fiscal and payroll processes, including the people and any agency business systems (ABS) engaged in the processes. Review and complete PALM Smartsheet fields.	Recurring weekly work group meeting to address PALM tasks.
People Processes Technology Data	PALM Risk Review Work Session	11/03/23	Agency Liaisons, Production Support, SMEs	Review and update risks logged for the PALM Bi-monthly report.	One-on-one meeting with DSGI.
People Processes Technology Data	PALM Risk Review Work Session	11/06/23	Agency Liaisons, Production Support, SMEs	Review and update risks logged for the PALM Bi-monthly report.	One-on-one meeting with STMS.
People Processes Technology Data	PALM Risk Review Work Session	11/07/23	Agency Liaisons, Production Support, SMEs	Review and update risks logged for the PALM Bi-monthly report.	One-on-one meeting with FRS.
People Processes Technology Data	PALM Risk Review Work Session	11/08/23	Agency Sponsor(s)	Review the Bi-Monthly PALM Report and approve it via the dashboard.	One-on-one meeting with Agency Sponsor and Agency Sponsor Backup.

People Processes Technology Data	Retirement PALM LBR Discussion	11/08/23	Agency Liaisons, Business Liaisons, Change Management Liaisons, Project Management Liaisons, SMEs, Agency Sponsor, CCN, Finance and Accounting, Production Support / OIT / Technical	Discuss funding amounts regarding supporting PALM through implementation from technical and other external vendor support.	Review LBR funding request.
People Processes Technology Data	Retirement / KPMG Bi-weekly status meeting	11/14/23	Agency Liaisons, Business Liaisons, Change Management Liaisons, Project Management Liaisons, CCN, Production Support / OIT / Technical	Status update of all projects being worked on during the engagement between the Division of Retirement and KPMG, including PALM.	Recurring bi-weekly status meeting.
People Processes Technology Data	Retirement Meeting: Pre-FD Discussion: APE017 Retiree Payment Remittance Extension	11/14/23	Agency Liaisons, Business Liaisons, Change Management Liaisons, Project Management Liaisons, SMEs, CCN, Production Support / OIT / Technical	Discuss upcoming meetings and process of meetings.	
People Processes Technology Data	PALM Task 328 Work Session: Document Current Agency Business Processes	11/14/23	Agency Liaisons, Production Support, SMEs	Complete Smartsheet fields and prep for submission.	Recurring weekly work group meeting to address PALM tasks.
People Processes Technology Data	Retirement PALM Task 328 Discussion	11/20/23	Agency Liaisons, Business Liaisons, Change Management Liaisons, Project Management Liaisons, SMEs, Agency Sponsor, CCN, Finance and Accounting, Production Support / OIT / Technical	Work on Task 328	
People Processes Technology Data	PALM Task 328 Work Session: Document Current Agency Business Processes	11/27/23	Retirement Liaison, Agency Liaison / Project Manager	Complete Smartsheet fields for FRS and prep for submission.	Assist Retirement with Task 328 and how to interact with their vendor to get the proper documentation.
People Processes Technology Data	PALM Task 328 Work Session: Document Current Agency Business Processes	11/28/23	FMS Liaison, Agency Liaison / Project Manager	Complete Smartsheet fields for FMS and prep for submission.	Assist Financial Management Services with Task 328 and verify the proper documentation.
People Processes Technology Data	PALM Task 500 Work Session: PALM Project Charter	11/29/23	Agency Liaisons, Production Support, SMEs	Confirm PALM Project Charter for Agency Sponsor review and approval.	Open discussion regarding charter and associated risk evaluation.
People Processes Technology Data	Retirement PALM Task 328 Discussion	11/30/23	Project Management Liaisons, SMEs, CCN, Finance and Accounting, Production Support / OIT / Technical	Work on Task 328	
People Processes Technology Data	PALM Project Work Session	11/30/23	Agency Liaisons, Production Support, SMEs	Review PALM Readiness Work Plan tasks due Dec 15: Task 500: Create Agency Specific Project Charter Task 501: Create Agency Specific Implementation Schedule Task 502: Create Agency Specific Risks and Issues Management Plan Task 503: Create Workforce Readiness Plan	Recurring weekly work group meeting to address PALM tasks.
People Processes Technology Data	PALM Work Task 502 Work Session: Risk Management	11/30/23	Agency Liaison / Project Manager, SMEs	Review Task 502 internal DMS survey results. Insert calculations into Smartsheet columns.	One-on-one with SMEs.
People Processes Technology Data	Retirement PALM Task 328: Review Smartsheet	12/04/23	Project Management Liaisons, SMEs, CCN, Finance and Accounting, Production Support / OIT / Technical	Work on Task 328	
People Processes Technology Data	Retirement PALM Task 328: Review Smartsheet	12/05/23	Project Management Liaisons, SMEs, CCN, Finance and Accounting, Production Support / OIT / Technical	Work on Task 329	
People Processes Technology Data	Retirement PALM Task 328: Review Smartsheet	12/06/23	Project Management Liaisons, SMEs, CCN, Finance and Accounting, Production Support / OIT / Technical	Work on Task 330	
People Processes Technology Data	PALM Task 328: Business Processes Discussion	12/06/23	Agency Liaison / Project Manager, Retirement Liaisons	Review Spreadsheet results and confirm documentation for FRS.	One-on-one with FRS.
People Processes Technology Data	Retirement PALM Meeting Summary: API127	12/07/23	Project Management Liaisons, SMEs, CCN, Finance and Accounting, Production Support / OIT / Technical	Discuss PALM design meetings.	
People Processes Technology Data	Retirement PALM Task 328: Review Smartsheet	12/07/23	Project Management Liaisons, SMEs, CCN, Finance and Accounting, Production Support / OIT / Technical	Work on Task 328.	
People Processes Technology Data	PALM PM Huddle	12/11/23	Agency Liaison / Project Manager, Project Manager Backup	Review all current tasks and confirm status.	One-on-one with PM Backup.
People Processes Technology Data	PALM People First Huddle	12/11/23	Agency Liaison / Project Manager, People First / Enterprise Liaison	Enterprise status review and update.	One-on-one with PF Liaison.
People Processes Technology Data	Retirement / KPMG Bi-weekly Status meeting	12/12/23	Agency Liaisons, Business Liaisons, Change Management Liaisons, Project Management Liaisons, CCN, Production Support / OIT / Technical	Status update of all projects being worked on during the engagement between the Division of Retirement and KPMG, including PALM.	Recurring bi-weekly status meeting.
People Processes Technology Data	PALM Project Work Session	12/14/23	Agency Liaisons, Production Support, SMEs	Review PALM Readiness Work Plan tasks due Dec 15: Task 500: Create Agency Specific Project Charter Task 501: Create Agency Specific Implementation Schedule Task 502: Create Agency Specific Risks and Issues Management Plan Task 503: Create Workforce Readiness Plan	Recurring weekly work group meeting to address PALM tasks.

				Task 505. Create WORKFORCE Readiness Plan	
People Processes Technology Data	Retirement Risk Management	12/18/23	Agency Liaisons, Business Liaisons, Change Management Liaisons, Project Management Liaisons, SMEs, Agency Sponsor, CCN, Finance and Accounting, Production Support / OIT / Technical	To identify risk associated with PALM in regards to the Division of Retirement.	Open discussion regarding risk for everyone involved with PALM.
People Processes Technology Data	Retirement PALM Solution Review	12/20/23	Project Management Liaisons, SMEs, Production Support / OIT / Technical	Meet with this group to go over what we are understanding PALM to be offering this far.	
People Processes Technology Data	Retirement Risk Review: Older Risks	12/20/23	Change Management Liaisons, Project Management Liaisons, SMEs, Finance and Accounting, Production Support / OIT / Technical	To review previously reported risks to ensure they are still relevant.	Open discussion regarding risk for everyone involved with PALM.
People Processes Technology Data	PALM Project Work Session: Risk Management	12/20/23	Agency Liaisons, Production Support, SMEs	Review and complete PALM Task 507: Manage Agency Specific Implementation Schedule, Risks and Issues	Recurring weekly work group meeting to address PALM tasks.
Processes Data	STMS Internal review API002	11/01/23	SMEs	Line by line review of interface and discussion	One Time Success
Processes Data	STMS Internal review API002	11/01/23	SMEs	Line by line review of interface and discussion	One Time Success
People Processes	PALM Work Task 505 Work Session: Interfaces	12/01/23	Agency Liaison / Project Manager, Change Management Liaison	Review Task 502 Smartsheet results. Edit and identify additional SMEs.	One-on-one with 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: \*

Confirm \*

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### DMS Status Report Confirmation

Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
November - December 2023	Katie Parrish	katie.parrish@dms.fl.gov	01/11/24
September - October 2023	Katie Parrish	katie.parrish@dms.fl.gov	11/08/23
July - August 2023	Katie Parrish	evelyn.harrison@dms.fl.gov	09/11/23