

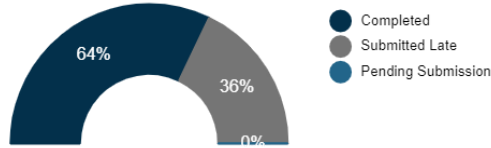
Helpful Links

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

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

SCS Status Report Dashboard

Readiness Workplan Tasks



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

Reporting Period

November - December 2023

Agency Sponsor

Eric Maclure

Readiness Workplan Tasks:

Total Tasks = 14

- Completed = 9
- Submitted Late = 5
- 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	01/10/24	
N/A	500	Create Agency Specific Project Charter	10/02/23	12/15/23	100% - Completed in Requested Format	12/15/23	This is a living document and subjected to changes
N/A	501	Create Agency Specific Implementation Schedule	10/09/23	12/15/23	100% - Completed in Requested Format	12/15/23	This is a living document and subjected to changes
N/A	502	Create Agency Specific Risks and Issues Management Plan	10/09/23	12/15/23	100% - Completed in Requested Format	12/21/23	This is a living document and subjected to changes
People	503	Create Workforce Readiness Plan	10/16/23	12/15/23	100% - Completed in Requested Format	12/15/23	This is a living document and subjected to changes
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	11/14/23	
N/A	507	Manage Agency Specific Implementation Schedule, Risks and Issues	11/01/23	12/27/23	100% - Completed in Requested Format	01/08/24	
N/A	509	Submit Bimonthly Agency Readiness Status Report	12/28/23	01/12/24	100% - Completed in Requested Format	01/08/24	
N/A	510	Manage Agency Specific Implementation Schedule, Risks and Issues	12/28/23	02/29/24	100% - Completed in Requested Format	01/08/24	

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 = 7
- Duplicate Filled Role = 5
- 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 = 33

- Related Business Systems = 5
- Related Reports = 31
- Documentation Status:**
- Complete = 32 Partial = 0 Not Started = 0

Implementation:

- Role Mapping = TBD

Current-State:

Cataloged Business Systems = 5

- Criticality:**
- High = 3 Med = 2 Low = 0 None = 0
- Documentation Status:**
- Complete = 5 Partial = 0 Not Started = 0

Cataloged Interfaces = 0

- Inbound Interfaces = 0
- Outbound Interfaces = 0

Implementation:

Business Systems Planned for Integration = 4

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

Planned Interfaces = 8

- Inbound Interfaces = 3
- Outbound Interfaces = 3
- Spreadsheet Uploads = 2

Current-State:

Unique FLAIR Data Elements = 72

- Associated Unique Uses = 72**
- Continued Use - Yes = 48
- Continued Use - No = 0
- Associated Business Systems = 6**
- Cataloged Reports = 48**
- Criticality:**
- High = 3 Med = 27 Low = 6 None = 9

Implementation:

- Conversions = TBD
- Configurations = TBD

Agency Reported

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

The data, views, descriptions and responses herein shall not imply any form of endorsement, selection or endorsement during the reporting period.

SCS Risks

Critical Operational Elements	Risk Description	Status	Risk Rating	Mitigation/Response Strategy	Reporting Period Comments or Updates	Date of Status Change	Owner / Coordinator
People	Additional/adequate human resources for accounting roles	Open	6 (Medium/High)	Prepare LBR to request additional funding or FTE. Cross train employees to assume different work responsibilities.	This was discussed during our last touchpoint meeting 12/12/23	12/12/23	Finance & Accounting Chief and Budget Chief
Technology Data	Data conversion integrity	Open	6 (High/Medium)	Working with PALM to see what resources will be provided to the agencies.	This was discussed during our 12/12/23 Touch Point meeting that we need assistance to convert our ORG Code listings.	12/13/23	F&A, OIT and HR
People	We have experienced a few key personnel changes which could affect us with the personnel in our CCN	Closed	4 (Medium/Medium)	Whenever a new member is added to our CCN we will have to get them up to speed as quickly as possible. We also will have current CCN members able to fill in other roles if or when needed.	Agency Sponsor Eric Maclure has met with PALM	11/13/23	Dean Brown
People Technology	IT Technical Liasion departure from SCS is critical as we work on Task 328. Not sure who will be her replacement or when that transition will take place.	Closed	4 (Medium/Medium)	The current CCN member will try our best to complete our current tasks as best as possible.	Andrea and Roosevelt have been added as Technical liaison	11/01/23	Dean Brown
Technology	Purchasing of new services	Open	4 (Medium/Medium)	Looking for the appropriate products and services	Funding was received and resources are being identified to prioritize spending.	12/15/23	OIT/Technical Liasian
Processes	Proper documentation of current processes and procedures.	Open	2 (Medium/Low)	In the process of updating and documenting all our processes.	Processes were updated to complete FL PALM TASK 328	11/30/23	SCS
People	Ongoing Communication about project	Open	1 (Low/Low)	Working on a communication plan.	Planned bi-monthly SCS communication beginning 2024. Intranet updates. As PALM implementation comes closer, we will create a mass communication SCS campaign.		Finance & Accounting

SCS Issues

Critical Operational Elements	Issue Description	Status	Priority	Resolution Plan	Reporting Period Comments or Updates	Planned or Actual Resolution Date	Owner / Coordinator
Data	Data conversion with our ORG Code Listing to COA	Open	Critical - Impacts the ability of the agency to move forward with work without resolution	As soon as possible, we will begin the conversion process from FLAIR Accounts to COA	This was discussed with Readiness coordinator to see what recourse	12/12/23	Finance & Accounting

SCS Assumptions

Critical Operational Elements	Assumption	Status	Date Logged or Removed	Impacted Stakeholder(s) and/or System(s)	Reporting Period Comments or Updates

SCS Agency-Specific Readiness Activities

Critical Operational Elements	Activity Description	Date(s)	Impacted Stakeholder(s) and/or System(s)	Objective	Reporting Period Comments or Updates
Processes	IMS batch upload with FLAIR	12/12/23	OSCA Finance & Accounting	Key accounting invoices in IMS with FLAIR	
Processes	IMS corrections will still be processed in FLAIR	12/12/23	OSCA Finance & Accounting		

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

SCS Status Report Confirmation

Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
November - December 2023	Eric W. Maclure, Interim	macluree@fcourts.org	12/28/23
September - October 2023	Eric W. Maclure, Interim	macluree@fcourts.org	11/13/23
July - August 2023	Carlington Brown	brownd@fcourts.org	09/12/23