COM Status Report Dashboard

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

Reporting Period
November - December 2025

Agency Sponsor
Tisha Womack

RW Task Timeliness

RW Task Completeness

Direct Impact Task Timeliness

Direct Impact Task Timeliness:

Score = 98%

• Submitted On Time = 42

• Submitted Late = 7

• Pending Submission = 0

Other Task Timeliness

Other Task Timeliness:

Score = 96.36%

• Submitted On Time = 75

• Submitted Late = 9

• Pending Submission = 0

Direct Impact Task Completeness

Direct Task Completeness:

Score = 88.37%

• Submitted Complete = 38

• Submitted Incomplete = 4

• Completed After Submission = 7

Other Task Completeness

Other Task Completeness:

Score = 94.24%

• Submitted Complete = 53

• Submitted Incomplete = 1

• Completed After Submission = 5

The RW Task Timeliness dials reflect the timeliness of your agency's submission of all RW tasks based on the task due date. Calculations are based on all RW tasks to date.

The RW Task Completeness dials reflect the completeness of your agency's task submissions based on the task rubric. Calculations of task completeness includes all RW Tasks since RW 512.

Change Champion Network:

• Unique Filled Role = 14

• Duplicate Filled Role = 0

• Vacant Role = 0

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

The dials above 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.

RW Tasks - Completed or Open Items

Project Impact	Critical Operational Element	Task ID	Task Name	Task Planned Start Date	Task Planned End Date	Agency Reported Task Progress	Agency Submission Date	Status Comment	Project Verification of Completion	Agency Corrected Submission Date
Indirect	Processes	574	Prepare Documentation for User Acceptance Testing	06/02/25	01/09/26	100% - Submitted	01/06/26		Submission Complete	
Direct	People	573-B	Complete and Submit End User Role Mapping Worksheet.	07/14/25	12/19/25	100% - Submitted	12/18/25		Submission Complete	
Direct	Data	587-A	Complete Data Cleansing Based on Mock Conversion 3	08/11/25	11/07/25	100% - Submitted	11/07/25		Submission Complete	
Direct	Data	661	Update Conversion Field Mapping	08/11/25	11/05/25	100% - Submitted	11/05/25		Task Closed - Submission Incomplete	
Direct	Data	662	Submit Updated Configuration Workbooks	08/11/25	11/05/25	100% - Submitted	11/05/25		Submission Complete	
N/A	N/A	627	Submit Bimonthly Agency Readiness Status Report	11/03/25	11/10/25	100% - Submitted	11/10/25		Submission Complete	
Indirect	N/A	667	Submit Monthly Progress Report - Testing	11/03/25	11/25/25	100% - Submitted	11/21/25		Submission Complete	
Indirect	N/A	668	Submit Monthly Progress Report - Testing	12/01/25	12/30/25	100% - Submitted	12/29/25		Submission Complete	
Direct	Technology	592	Agency IdP SMEs Add End Users to Agency's Identity Provider	12/08/25	01/09/26	100% - Submitted	01/08/26		Submission Complete	
Indirect	People	688	Update UAT Plan	12/08/25	01/09/26	100% - Submitted	01/09/26		Submission Complete	
Indirect	N/A	606	Update Agency Readiness Certification #2	12/15/25	01/09/26	100% - Submitted	01/09/26			
N/A	N/A	671	Submit Bimonthly Agency Readiness Status Report	12/29/25	01/14/26	100% - Submitted	01/14/26		Submission Complete	
Indirect	N/A	669	Submit Monthly Progress Report - Testing	01/05/26	01/30/26	75% - Consolidating/Inputting Information for Submission				
Direct	Data	597	Complete Data Cleansing Based on Mock Conversion 4	01/12/26	03/13/26	25% - Beginning Initial Internal Meetings and Information Gathering				
N/A	People	670	Share Florida PALM Updates	01/12/26	01/23/26	25% - Beginning Initial Internal Meetings and Information Gathering				

Agency Reported

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

Status	Date Opened	Date Closed	Primary Risk Category	Risk Title	Trend	Risk Rating	Background	Monitor/Mitigation Plan/Resolution	Impact if Risk Becomes an Issue	Reporting Period Comments for Nov. - Dec. 2025
Open and Monitoring	08/26/24		Business Process Chang	Lack of support for Life-to-Date Accounting and Reporting	Stable	9 (High/High)	Commerce needs LTD balances for federal grant reporting, which is a predominant portion of funding for this department. PALM will make available a Project Costing module that has some type of LTD capability but details are not known to agencies at this time. Contingency plans have been identified and Commerce is currently working to determine best response if Project Costing module will not provide needed support.	Create internal life-to-date reporting system.	Commerce will face significant disruptions in financial oversight, reconciliation, and compliance. This gap will hinder our ability to produce accurate historical financial reports, negatively impact audit readiness, and delay decision making processes that rely on cumulative financial data.	Palm resources acquired to create internal life-to-date reporting system.
Open and Mitigating	12/12/24		Business Process Chang	Documentation Tracking Process	Decreasing	9 (High/High)	Team identified the need for a consistent documentation tracking process.	Develop documentation tracking process tool, schedule meetings with supervisors and determine a centralized location for BPs. We will then develop a matrix to cross check and verify all BPs listing in the tracking tool are in the centralized location. Supervisors will provide any missing information or correct incorrect information.	If there is no documentation tracking process in place, then documentation updates may be missed, causing delays, inconsistencies, or errors in project deliverables.	Internal Sharepoint site has been created as a centralized location. Documentation for each business unit is being reviewed/updated at this time. Documentation is prioritized based on proposed UAT topic schedule. This task is iterative; each procedure will be reviewed/updated throughout UAT as process steps are released.
Open and Mitigating	12/12/24		Training	Common Understanding of Florida PALM project goals	Decreasing	6 (Medium/High)	Florida PALM project impacts many business units in Commerce's F&A area. Team acknowledges there must be unity in understanding of project goals.	Provide project update communications to team or team members associated with the areas of impact via email, Teams channels, Teams chat, face-to-face and/or virtual meetings. Also provide opportunities to participate in workshops and CoLab sessions provided by PALM. We will also provide and share information to team members with office/agency social gatherings approved by management in approved locations/areas.	If there is no common understanding of the PALM project goals, then there could be misalignment among team members, leading to potential misunderstandings, inconsistent priorities, and inefficiencies in project task execution.	Information is shared via Teams channels, based on business units. Face to face PALM team meetings are scheduled weekly to identify impacts.
Open and Mitigating	01/30/25		Conversion/Configuratior	Data Migration Process	Stable	4 (Medium/Medium)	Proactive efforts by project team to identify potential data-related risks.	- Perform a comprehensive data audit before migration to identify and resolve inconsistencies - Use automated data validation tools to ensure data accuracy during migration - Conduct multiple rounds of data testing in a staging environment to verify accuracy and completeness - Establish a plan to address any critical issues identified post migration	If the data migration process from FLAIR to PALM encounters inconsistencies or errors, then critical financial data could be compromised, leading to reporting inaccuracies and delays in operational processes.	Technical team meets regularly to monitor this risk.
Open and Mitigating	01/07/25		Training	End User Training	Stable	3 (High/Low)	Proactive efforts by project team to identify potential end user risks.	- Develop a detailed training plan tailored to various user roles, including hands-on practice sessions - Provide user-friendly guides, FAQs, and on-demand video tutorials for continuous learning - Partner with Florida PALM to provide support helpdesk information to address end-user questions during and after implementation - Involve SMEs and end users in Commerce specific and Florida PALM User Acceptance Testing for familiarization purposes, as well as feedback"	If end users are not adequately trained or fail to adapt to Florida PALM, then system usage could be inefficient, causing a decrease in productivity and potential disruption to daily operations.	SMEs will meet with teams to demo test environment so that end users are familiar before accessing environment. Sharepoint site has been created to house demo videos.
Open and Mitigating	01/07/25		Interface	FLAIR Integrations	Stable	2 (Medium/Low)	Proactive efforts by project team to identify potential interface risks.	- Conduct a system mapping and dependency analysis for all interfacing applications - Test integrations thoroughly during User Acceptance Testing - Partner with Florida PALM, third-party vendors, and in-house teams to ensure compatibility - Monitor system performance post-integration and address	If FLAIR does not seamlessly integrate with existing Commerce applications and third-party interfaces (MFMP, etc.), then there could be disruptions in data exchange, resulting in operational bottlenecks and delayed financial transactions.	Technical team meets regularly to monitor this risk.

Status	Date										
								any issues promptly using Florida PALM help desk"			
Open and Mitigating	01/07/25		Business Process Chang	Business Processes Alignment with Florida PALM	Stable	2 (Medium/Low)	Proactive efforts by project team to identify potential business process risks.	- Review all Florida Commerce Finance & Administration business processes impacted by the Florida PALM implementation in order to identify inefficiencies and areas for improvement before system implementation - Collaborate with key stakeholders to design optimized processes that align with the capabilities of Florida PALM - Document the redesigned processes and train staff to ensure smooth adoption - Conduct regular reviews post-implementation to identify and address any process gaps	If existing business processes are not adequately reviewed and aligned with Florida PALM, the inefficiencies may persist or new process gaps could emerge, leading to operational delays and reduced system effectiveness.	Internal Sharepoint site has been created as a centralized location. Documentation for each business unit is being reviewed/updated at this time. Documentation is prioritized based on proposed UAT topic schedule. This task is iterative; each procedure will be reviewed/updated throughout UAT as process steps are released.
Open and Monitoring	09/25/25		User Acceptance Testing	Loss of Engagement	Stable	2 (Medium/Low)	Postponing UAT may lead to disengagement or loss of momentum among SMEs and End Users due to shifting priorities or project fatigue.	- Maintain familiarity with user stories, training materials, and expected UAT responsibilities during weekly PALM team meetings. - Monitor SME readiness and reconfirm availability to the rescheduled UAT timelines. - Implement a communication strategy to keep SMEs informed and engaged during the delay.	If User Acceptance Testing (UAT) continues to be postponed for an extended period of time, then SMEs/End Users may become disengaged or deprioritize project-related activities, potentially resulting in reduced participation and lower testing quality during UAT execution.	Commerce PALM team will continue to monitor this risk at this time.

COM Issues

Status	Date Opened	Date Closed	Priority	Primary Issue Category	Issue Title	Background	Action Plan	Planned or Actual Resolution Date	Reporting Period Comments for Nov. - Dec. 2025

COM Assumptions

Critical Operational Elements	Assumption	Status	Date Logged or Removed	Impacted Stakeholder(s) and/or System(s)	Reporting Period Comments for Nov. - Dec. 2025
Technology	It is assumed that Florida PALM will be fully operational and accessible to all users at go-live, with minimal downtime required for maintenance and updates.	Logged	01/08/25	Commerce F&A Stakeholders	Commerce maintains this assumption at this time.
Data	It is assumed that all critical financial data from FLAIR will be accurately migrated and available in the cloud-based system before go-live, ensuring continuity in financial operations and reporting.	Logged	01/08/25	Commerce F&A Stakeholders	Commerce maintains this assumption at this time.
Data	It is assumed, at go-live, Florida PALM will provide a data warehouse with detailed data tables, including data that may not currently be available through outbound interfaces. This data will be essential for supporting F&A's reporting and financial analysis requirements.	Logged	01/08/25	Commerce F&A Stakeholders	Commerce maintains this assumption at this time.
Processes Technology	It is assumed that the user stories, business procedures, and training materials created to date will still be relevant with minimal changes required when UAT resumes.	Logged	09/25/25	Commerce F&A Stakeholders	Commerce team will continue to monitor through the first round of testing, at least.

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

COM Status Report Confirmation

Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
November - December 2025	Tisha Womack	caroline.womack@commerce.fl.gov	01/14/26
September - October 2025	Tisha Womack	caroline.womack@commerce.fl.gov	11/10/25
July - August 2025	Tisha Womack	caroline.womack@commerce.fl.gov	09/08/25
May - June 2025	Tisha Womack	caroline.womack@commerce.fl.gov	07/14/25
March - April 2025	Tisha Womack	caroline.womack@commerce.fl.gov	05/12/25