

Helpful Links

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- Readiness Workplan

DCF Status Report Dashboard

Reporting Period

November - December 2025

Agency Sponsor

Chad Barrett

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

RW Task Timeliness

RW Task Completeness

Direct Impact Task Timeliness

Other Task Timeliness

Direct Impact Task Completeness

Other Task Completeness



Direct Impact Task Timeliness:

Score = 93.96%

- Submitted On Time = 37
- Submitted Late = 15
- Pending Submission = 0

Other Task Timeliness:

Score = 78.64%

- Submitted On Time = 49
- Submitted Late = 35
- Pending Submission = 0

Direct Task Completeness:

Score = 83.65%

- Submitted Complete = 39
- Submitted Incomplete = 5
- Completed After Submission = 8

Other Task Completeness:

Score = 78.47%

- Submitted Complete = 39
- Submitted Incomplete = 1
- Completed After Submission = 19

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:

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

- Unique Filled Role = 7
- Duplicate Filled Role = 7
- Vacant Role = 0

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
N/A	Processes	560	Submit Change Analysis Tool	12/09/24	05/02/25	Pending Resubmission	06/10/25	This indirect task is ongoing. Many of our business processes will be mapped out during and post UAT.	Submission Incomplete	
Indirect	Processes	574	Prepare Documentation for User Acceptance Testing	06/02/25	01/09/26	100% - Submitted	08/04/25			01/09/26
Direct	People	573-B	Complete and Submit End User Role Mapping Worksheet.	07/14/25	12/19/25	100% - Submitted	12/19/25		Submission Complete	
Direct	Data	587-A	Complete Data Cleansing Based on Mock Conversion 3	08/11/25	11/07/25	100% - Submitted	11/04/25		Submission Complete	
Direct	Data	661	Update Conversion Field Mapping	08/11/25	11/05/25	100% - Submitted	11/04/25		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	11/07/25		Submission Complete	
Indirect	N/A	667	Submit Monthly Progress Report - Testing	11/03/25	11/25/25	100% - Submitted	11/20/25		Submission Complete	
Indirect	N/A	668	Submit Monthly Progress Report - Testing	12/01/25	12/30/25	100% - Submitted	12/30/25		Submission Complete	
Direct	Technology	592	Agency IdP SMEs Add End Users to Agency's Identity Provider	12/08/25	01/09/26	100% - Submitted	01/09/26		Submission Complete	
Indirect	People	688	Update UAT Plan	12/08/25	01/09/26	100% - Submitted	12/31/25		Submission Complete	12/31/25
Indirect	N/A	606	Update Agency Readiness Certification #2	12/15/25	01/09/26	100% - Submitted	01/09/26		Submission Complete	
N/A	N/A	671	Submit Bimonthly Agency Readiness Status Report	12/29/25	01/14/26	100% - Submitted	01/09/26		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.

DCF Risks

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	11/18/25		Business Process Change	Loss of Cross-Agency Payroll Processing Capability in PALM	Increasing	9 (High/High)	DCF currently has the ability in FLAIR to process salary and OPS payroll payments for employees of other state agencies based on People First permissions. In PALM, this functionality will be restricted and DCF will only be able to issue payments for DCF employees, eliminating the cross-agency payroll processing capability that DCF currently provides.	Collaborate with PALM team to identify and implement a long-term solution that restores cross-agency payroll processing capability or establishes a sustainable alternative process.	Loss of Current Functionality: Elimination of established business capability that DCF performs for other state agencies Workflow Disruption: Interruption to current payroll processing workflows for non-DCF employees Service Impact: Potential service interruption for other state agencies that depend on DCF for payroll processing Process Redesign Required: May necessitate establishment of new inter-agency coordination procedures and process changes Relationship Impact: Could affect DCF's service relationships with other state agencies	No comments for this reporting period.
Open and Monitoring	05/06/25		Agency Business System	Risk of not completing system development/remediation by deadline for interface testing approval, potentially resulting in exclusion from PALM end-to-end testing at a future date.	Increasing	6 (Medium/High)	The Florida PALM Project has imposed a deadline for agencies to identify and have in place the interfaces for systems that will connect to PALM. Risk of not completing system development/remediation by that deadline for interface testing approval, potentially resulting in exclusion from PALM end-to-end testing. Since many of the development teams that will address these builds and remediations are newly online, there is a high likelihood that work will not be completed by this deadline.	Avoid. Establish aggressive development milestones Increase development resources Weekly progress monitoring Early interface testing preparation Prioritize critical system components Regular communication with PALM project team Mock up files as if they were coming from our apps, for completion of April/May testing	Missing development deadlines can exclude the project from critical testing phases, impacting overall project success and delivery.	No comments for this reporting period.
Open and Mitigating	05/06/25		Staffing/Resource Availability	Out-of-balance prioritization of PALM with other business processes	Increasing	6 (Medium/High)	Potential negative impacts to user acceptance training, business interface development and deployment, and readiness for go-live may result if activities related to the transition to Florida PALM are raised to the same (or higher) priority than other, legacy business processes in and around FLAIR.	Mitigate. Work with business units to develop work management plan to ensure adequate distribution of personnel resources across competing priorities. Involve SMEs frequently in discussion of interface systems to ensure mapping of existing FLAIR chartfields to PALM chartfields. Engage Agency Liaison and Sponsor as necessary to set priorities for business system managers	Imbalanced prioritization can strain resources and affect the efficiency of other business processes, leading to operational challenges.	No comments for this reporting period.
Open and Monitoring	12/30/25		Business Process Change	DCF Budget Consolidation to Headquarters - Impact on PALM Systems and Functionality	Increasing	6 (Medium/High)	DCF is planning a major organizational change to consolidate all budget authority to Headquarters (Org L2=20 or 30) at the department level, moving away from the current regional budget structure (L2=31, 32, 33, etc.). While expenditures will continue at the regional level, all budgetary control and authority will be centralized. This significant policy and structural change is planned for implementation on July 1, 2026, and may have substantial impacts on existing systems, particularly AJT/CJT functionality and future FRC functionality within PALM.	Conduct comprehensive impact analysis through cross-functional working group to identify all system, process, and organizational barriers prior to July 1, 2026 implementation. Develop mitigation plans for each identified impact area and coordinate with PALM implementation timeline.	If critical system limitations identified, escalate to executive leadership for policy modification or timeline adjustment.	No new comments since this is a newly identified risk
Open and Mitigating	05/06/25		Business Process Change	If encumbrances are not accomplished in MFMP then sufficient	Increasing	6 (High/Medium)	DCF accumulates expenses that are payable from multiple fund sources (Federal, Grant, GF, etc.). In FLAIR, encumbrances	Mitigate. Provide training and job guides to teach that budget check must be conducted before making purchase order	Failure to accomplish encumbrances can lead to budgetary issues and financial mismanagement, affecting report timeliness	No comments for this reporting period.

				budget may not be available for purchase even though purchase order is approved.			Some encumbrances could be made against a single fund, regardless of whether or not that fund was sufficient to pay the obligations. When the expenses were realized, they were split across multiple funds to accumulate a sufficient amount. Since MFMP will budget check against PALM at the time of the encumbrance, a new business process will be needed to replace prior one.	covering purchase order approval.	ensuring project timing and execution.	
Open and Mitigating	05/06/25		Staffing/Resource Availal	Operational Staff Turnover - General	Stable	4 (Medium/Medium)	Personnel changes are an ever-present risk to the project.	Accept. Ensure job-specific processes are documented and generic enough to permit retraining of new incoming staff.	Similar to management turnover, this can cause delays in operations but can be managed with proper documentation and training.	No comments for this reporting period.
Open and Mitigating	05/06/25		Agency Business System	FL PALM's inclusion of Speed Keys, particularly with Enterprise Applications, can support current business processes that utilize Expansion Option with front end processing.	Stable	4 (Medium/Medium)	FL PALM's inclusion of Speed Keys, particularly with Enterprise Applications, may not be able to support current business processes that utilize Expansion Option with front end processing.	Mitigate. Adjust documentation where needed. If Speed Keys are not adopted such that they can support "front end processing" for "splits" then a new application must be made to act as a front end to conduct those operations.	Improper integration of speed keys can disrupt business processes, requiring additional resources to develop new applications and potentially causing delays.	No comments for this reporting period.
Open and Mitigating	05/06/25		Agency Business System	Incomplete/Imp Data Cleansing Activities	Increasing	4 (Medium/Medium)	FL PALM initiated agency data cleansing activities in September 2024 with Mock 1. After the first error dump, it was discovered that there were algorithmic errors the precluded the Mock 2 data extraction on November 30, 2024. Since that time, the focus of the data cleansing timeline has shifted to meet stage gates on the PALM schedule rather than focus on data integrity.	Avoid. Continue data cleansing activities, otherwise UAT testing with the data sets will produce unexpected and inaccurate results.	Inaccurate data cleansing can lead to flawed data analysis and decision-making, affecting the reliability of project outcomes.	No comments for this reporting period.
Open and Mitigating	05/06/25		Agency Business System	Incomplete/Imp Current State Analysis	Stable	4 (Medium/Medium)	DCF's project strategy shifted after the due dates of several of the initial current state assessment tasks had lapsed. In light of this change, current state analysis has occurred on an evolving basis.	Mitigate. Due to change in implementation strategy and change in stakeholders, avoiding inconsistencies in current state analysis is unlikely. Remediation must take place when and where appropriate.	Misunderstanding the current state can result in flawed project planning and execution, leading to inefficiencies and potential project failure.	No comments for this reporting period.
Open and Mitigating	05/06/25		Deployment/Cutover	Incomplete/Imp UAT planning and execution	Decreasing	4 (Medium/Medium)	With the approval of Amendment 12, UAT has shifted to a two-fold purpose: 1) test PALM; 2) Train on how to use PALM. The second of these two purposes could derail deliberate focus on testing PALM and connected ABSs.	Avoid. Build user stories that accurately represent current business processes so that users are aware which processes to test against PALM and enterprise systems. Ensure a time management plan for SMEs so that a testing/work balance can be achieved.	Poor user acceptance testing can result in untested processes and system failures post-implementation, affecting project success.	No comments for this reporting period.
Open and Monitoring	05/06/25		Business Process Chang	Federal Grant System Integration Approval Requirements	Increasing	4 (Medium/Medium)	Potential delays or complications in obtaining federal approval for transition of GRANTS remediation/replacement when interfacing with Florida PALM versus current FLAIR system. This may impact federal grant management and reporting capabilities.	Mitigate. Early engagement with federal stakeholders Detailed documentation of PALM-GRANTS interface specifications Parallel testing of both systems during transition Regular status updates to federal authorities Contingency planning for extended approval timeline	Delays in approval can affect project timelines and funding, potentially jeopardizing project success.	No comments for this reporting period.
Open and Monitoring	05/06/25		Training	Delays and negative impacts may result if adequate training materials and information are not made available by the Florida PALM Project Team.	Stable	4 (Medium/Medium)	The PALM Project team has mentioned statewide training a number of times, only to remove commitments from discussion at a later date. The common rationale is that the agencies will be responsible for training.	Monitor. Continue to request materials and information from PALM. Work with SMEs and other agencies to develop comprehensive training plan independent of PALM Project team.	Lack of adequate training materials can hinder user adoption and system effectiveness, affecting overall project outcomes.	No comments for this reporting period.
Open and Mitigating	05/06/25		Staffing/Resource Availal	Project Manager/Agency Liaison Turnover	Stable	2 (Medium/Low)	Personnel changes are an ever-present risk to the project.	Mitigate. Ensure project approach and status are well-documented.	Disruption in leadership can lead to communication breakdowns and loss of project momentum. New leadership may require time to understand project intricacies, potentially causing delays in project timelines and affecting team morale.	No comments for this reporting period.

Open and Mitigating	05/06/25		Staffing/Resource Availal	Project Staff Turnover	Stable	2 (Medium/Low)	Personnel changes are an ever-present risk to the project.	Accept. Ensure project staff responsibilities are well defined and documentation is up-to-date	While manageable, staff turnover can lead to temporary disruptions in workflow and productivity. It may require additional resources for recruitment and training, impacting project costs and timelines.	No comments for this reporting period.
Open and Mitigating	05/06/25		Business Process Chang	Operational Management Turnover - General	Stable	2 (Medium/Low)	Personnel changes are an ever-present risk to the project.	Accept. Ensure job-specific processes are documented and generic enough to permit retraining of new incoming staff.	Changes in operational management can lead to inefficiencies in process execution and decision-making. It may require time for new managers to adapt, potentially affecting project deliverables and stakeholder satisfaction.	No comments for this reporting period.
Open and Mitigating	05/06/25		Staffing/Resource Availal	Department Leadership Turnover	Decreasing	2 (Medium/Low)	Personnel changes are an ever-present risk to the project.	Accept. Monitor political developments as they unfold, and adapt as needed.	A shift in department leadership can alter project priorities and affect strategic alignment, potentially leading to changes in project scope or objectives.	No comments for this reporting period.
Open and Mitigating	05/06/25		Staffing/Resource Availal	Financial Leadership Distraction by competing priorities	Decreasing	2 (Medium/Low)	Including EOY activities, the budget process, and day-to-day resource challenges, the agency has many distractions that may impact the ability to focus on PALM at key times in the project lifecycle.	Avoid. Engage stakeholders in a constant dialogue regarding the status and direction of the Project.	If financial leadership is distracted, it can lead to mismanagement of resources and financial oversight, affecting project funding and resource allocation.	No comments for this reporting period.
Open and Monitoring	05/06/25		Training	Not enough time for training before go live.	Stable	2 (Medium/Low)	The announced plan for rollout of PALM UAT suggests the window for SME Training will be too small for adequate training given the competing priorities for legacy business activities and processes.	Monitor. Continue to promote the importance of prioritizing the PALM transition at a level equal to or greater than performance of legacy business processes.	Insufficient training can lead to user errors and operational inefficiencies, affecting the smooth transition to new systems.	No comments for this reporting period.
Open and Mitigating	05/06/25		Business Process Chang	Potential for inaccurate or inconsistent mapping of organizational codes during transition from FLAIR to PALM, affecting financial tracking, reporting, and departmental accountability.	Stable	2 (Medium/Low)	The changes to chartfield purposes and lengths with PALM have necessitated a complete org code restructuring for the agency. This new structure will not be fully testable until access to PALM is provided.	Mitigate. Conduct a Comprehensive audit of existing FLAIR org codes. Documentation of mapping logic and decisions. Stakeholder validation of crosswalk methodology	Inaccurate mapping can affect financial tracking and accountability, leading to compliance issues and financial discrepancies.	No comments for this reporting period.
Open and Mitigating	05/06/25		Staffing/Resource Availal	Project Sponsor Turnover	Stable	1 (Low/Low)	Personnel changes are an ever-present risk to the project.	Ensure sponsor commitments and operational plans are well documented and rationale is well established.	May result in delays in decision-making, potential loss of funding, and a decrease in stakeholder engagement. The project may struggle to align with organizational goals, leading to potential scope changes or project cancellation.	No comments for this reporting period.
Open and Mitigating	05/06/25		Staffing/Resource Availal	Operational Staff Turnover - Key Personnel	Stable	1 (Low/Low)	Personnel changes are an ever-present risk to the project.	Accept. Work to document key personnel knowledge and specific operational processes in the event of a sudden or unexpected departure.	Loss of key personnel can create significant knowledge gaps and operational inefficiencies, impacting project execution and outcomes.	No comments for this reporting period.
Open and Monitoring	05/06/25		Deployment/Cutover	Cutover date from FLAIR to PALM not formally established	Stable	1 (Low/Low)	Amendment 12 shifted go live to July 26 and is now aligned with end-of-year activities. At an ESC meeting earlier this year, one of the discussion items pertained to the cutover date. As of this date, we do not have confirmation of a specific date when cutover will occur.	Monitor. Continue to engage with PALM contract to obtain meaningful and timely schedule for cutover. Establish "roughed-in" and anticipated cutover date and build agency plan around this expectation.	Uncertainty in transition timelines can disrupt planning and resource allocation, leading to potential delays and confusion.	No comments for this reporting period.

DCF 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
Open	05/08/25		Critical - Impacts the ability of the agency to move forward with work without resolution	Agency Business System	Cost Allocation Not Available in PALM. (See attachments)	DCF is revisiting as plans for remediating internal applications for PALM. Several overtures have been made to PALM RA to communicate functional impacts to DCF processes and requesting one or more sessions with PALM technical and DFS F&A staff regarding DCF	On going pending SpeedKey and other conversation with Enterprise applications	08/28/26	No comments for this reporting period.

Open	05/08/25		Critical - Impacts the ability of the agency to move forward with work without resolution	Agency Business System	DCF's journal distribution process	Given information provided, DCF team has concluded there are 2 viable options: building a front end application to perform front end splits or utilize Speed Key functionality (amongst PALM and Enterprise Applications) to simulate splits. Further conversation will be had post Segment 4 as of 8/20.	As DCF is moving forward with reviewing and updating processes, we have several concerns related to the journal distributions which is a critical business process in DCF. We have sent the related concerns to the PALM team, conversations are on-going. Several of our updates are dependent on the concerns being addressed.	08/28/26	No comments for this reporting period.
Open	05/08/25		Critical - Impacts the ability of the agency to move forward with work without resolution	Agency Business System	Budget Funding Process since PTAXX cannot be loaded in FACTS.	DCF's project strategy shifted after the due dates of several of the initial current state assessment tasks had lapsed. In light of this change, current state analysis has occurred on an evolving basis.	Develop alternate budgeting process for TANF processing that estimates and budgets revenue per year.	08/28/26	No comments for this reporting period.
Open	05/08/25		High - Impacts the ability of the agency to meet deadlines or milestones	Business Process Change	MFMP to PALM interface will not support more than 100 splits per invoice line item, some of our Collocated expenditures are expected to split to at least 500 lines, directly impacting our ability to utilize that enterprise business system.	Given information provided, DCF team has concluded there are 2 viable options: building a front end application to perform front end splits or utilize Speed Key functionality (amongst PALM and Enterprise Applications) to simulate splits. Further conversation will be had post Segment 4 as of 8/20.	Restructure invoices and implement manual processing in the short term Develop intermediate processing systems and request interface enhancements in the medium term System integration improvements and potential accounting structure redesign for the long term	08/28/26	No comments for this reporting period.
Open	05/08/25		High - Impacts the ability of the agency to meet deadlines or milestones	Deployment/Cutover	Agency often experiences delays between requests for meetings and other communication with various PALM teams and acknowledgement of these requests.	PALM RCs are placed between agencies and SMEs on various topics. This has proven to cause confusion and miscommunication on several occasions.	Continue to submit requests and follow-up with RCs to ensure message is received and appropriate prioritization occurs.	08/28/26	No comments for this reporting period.
Open	05/08/25		High - Impacts the ability of the agency to meet deadlines or milestones	Conversion/Configuration	Staffing challenges in General Services are presenting difficulties with readiness workplan tasks related to assets, leading to voids in data migration.	DCF's project strategy shifted after the due dates of several of the initial current state assessment tasks had lapsed. In light of this change, current state analysis has occurred on an evolving basis.	Meet with impacted stakeholders to create strategy for resolving personnel and training shortfalls.	08/28/26	No comments for this reporting period.

DCF Assumptions

Critical Operational Elements	Assumption	Status	Date Logged or Removed	Impacted Stakeholder(s) and/or System(s)	Reporting Period Comments for Nov. - Dec. 2025

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

DCF Status Report Confirmation

Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
November - December 2025	Chad Barrett	chad.barrett@myffamilies.com	01/09/26
September - October 2025	Chad Barrett	chad.barrett@myffamilies.com	11/07/25
July - August 2025	Chad Barrett	chad.barrett@myffamilies.com	09/08/25
May - June 2025	Chad Barrett	chad.barrett@myffamilies.com	07/10/25
March - April 2025	Chad Barrett	chad.barrett@myffamilies.com	05/12/25
January - February 2025	Chad Barrett	chad.barrett@myffamilies.com	03/13/25