

Helpful Links

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- Readiness Workplan

DLA Status Report Dashboard

Reporting Period

November - December 2025

Agency Sponsor

Darlene Faris

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 = 98.98%

- Submitted On Time = 44
- Submitted Late = 4
- Pending Submission = 2

Other Task Timeliness:

Score = 92.27%

- Submitted On Time = 70
- Submitted Late = 14
- Pending Submission = 0

Direct Task Completeness:

Score = 85.63%

- Submitted Complete = 30
- Submitted Incomplete = 4
- Completed After Submission = 14

Other Task Completeness:

Score = 85.36%

- Submitted Complete = 39
- Submitted Incomplete = 2
- Completed After Submission = 15

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 = 16
- Duplicate Filled Role = 13
- 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
Direct	Technology	576	Complete Internal Agency Business System Test and Remediation to prepare for Cycle 2 - Technical Interface Testing	01/06/25	07/25/25	50% - In Progress		Blocked due to missing Single Pay procedures, which prevents testing.		
Indirect	Processes	574	Prepare Documentation for User Acceptance Testing	06/02/25	01/09/26	100% - Submitted	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		Task Closed - Submission Incomplete	
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	75% - Consolidating/Inputting Information for Submission			Task Closed - Submission Incomplete	
Direct	Data	662	Submit Updated Configuration Workbooks	08/11/25	11/05/25	100% - Submitted	11/04/25		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	11/25/25		Submission Complete	11/25/25
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			
Indirect	People	688	Update UAT Plan	12/08/25	01/09/26	100% - Submitted	01/09/26			
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			
Indirect	N/A	669	Submit Monthly Progress Report - Testing	01/05/26	01/30/26	50% - In Progress				
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/located, closed/resolved or active during the reporting period.

DLA 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 Mitigating	01/13/26		Staffing/Resource Availa	Limited SME availability and Potential SOD Conflicts during UAT Due to Operational Workload	Increasing	9 (High/High)	Agency SMEs are responsible for supporting Florida PALM UAT activities while also managing day-to-day operational responsibilities. Due to limited staffing and overlapping responsibilities, SMEs may encounter potential segregation of duties(SOD) conflicts during testing.	The risk was discussed with PALM team. Agency will monitor SME availability and potential SOD conflicts during UAT and adjust participation as needed based on operational priorities.	Delays or gaps in UAT execution may occur, resulting in reduced test coverage, delayed defect identification and resolution, and potential impacts to overall project readiness and go-live timelines.	Risk acknowledged due to limited SME availability during UAT.
Open and Monitoring	01/13/26		Deployment/Cutover	Potential System Downtime During PALM-FLAIR Transition	Increasing	9 (High/High)	During the transition from FLAIR to Florida PALM, there may be anticipated periods where system availability is reduced. Clarification has been requested from the PALM team regarding any planned downtime.	Agency raised the question with PALM RCs and is awaiting confirmation regarding anticipated system downtime. Agency will monitor updates.	It may delay processing activities, impact UAT execution, and affect day-to-day operational tasks during the transition period.	Agency raised the question and is monitoring for confirmation on any anticipated system downtime.
Open and Monitoring	01/14/26		User Acceptance Testing	UAT Data Readiness Dependency on Mock Conversion 4	Increasing	9 (High/High)	Data cleansing based on Mock Conversion 4 is scheduled to be completed by March 13, while UAT is planned to begin in February. If UAT begins before Mock Conversion 4 data is available or validated, testing may need to proceed with incomplete or non-final data.	Agency has raised the concern with PALM RCs and is awaiting guidance on UAT data expectations.	UAT execution may be delayed or limited, resulting in reduced test coverage, increased work, and potential impacts to testing timelines.	Risk identified and discussed with PALM team. Agency is monitoring Mock Conversion 4 timelines and awaiting confirmation on data availability to support planned UAT start.
Open and Mitigating	04/30/25		Role Mapping	Segregation of responsibilities with a Florida PALM user role.	Increasing	6 (Medium/High)	FLAIR user access allows the agency to restrict functions but Florida PALM user roles do not allow for restricting activities.	We need to determine if this will be a training issue or if responsibilities will need to be shifted to HR for payroll related activities.	HR will have to assume additional responsibilities.	Issue is still open
Open and Monitoring	01/13/26		Deployment/Cutover	Inter-Agency PALM Go-Live Readiness Impacting DLA Operations	Stable	6 (Medium/High)	Agency relies on Inter-agency transactions and coordination to support day-to-day operations. If one or more dependent agencies are not ready for Florida PALM go-live, required inter-agency processes and transactions may be delayed or disrupted, potentially impacting agency's operational continuity.	The risk was previously discussed with PALM RCs. Agency will continue to monitor updates from DFS and adjust planning as needed to minimize operational priorities.	Delays or disruptions in inter-agency processes may impact DLA's day-to-day operations and require interim or manual procedures until all dependent agencies are fully live in Florida PALM	Risk discussed with appropriate team. Agency is monitoring statewide readiness and will adjust planning as needed to minimize impact.

DLA 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	12/20/24		Critical - Impacts the abil	Interface	Approval seeking on batch upload to Import process for supporting documents	The need for batch upload approval was identified to improve the efficiency of importing supporting documents.	If there is no project solution it will require considerable staff effort to complete the supporting docs	04/14/25	Issue is still open	
Open	04/09/25		Critical - Impacts the abil	Business Process Chang	Manual payroll split for federal grants.	Manual process may be required to split payroll costs related to federal grants rather than utilizing Florida PALM payroll accounting functions.	We are hopeful that the future tasks will allow us to rectify the issue	09/25/25	Issue is still open	
Open	05/21/25		Critical - Impacts the abil	User Acceptance Testing	Data Warehouse	we have no way to test whether the new data warehouse will function the way that it does today because it's not available for us to test it.	We will explore optional reporting solutions.	06/30/26	Issue is still open	
Open	09/10/25		High - Impacts the ability	Conversion/Configuratio	Review and validation of extensive APLM Supplier file	The PALM Supplier file is significantly large, making it difficult for F&A staff to complete reviews within the required timeframe. This may impact timely validations and downstream processes.	Extend review timelines or allocate additional resources to ensure accurate validation of supplier data.	11/07/25	Issue is still open	
Open	09/02/25		Low - All impacts not liste	Staffing/Resource Availa	Project Team Member out on extended FMLA who had expertise working with our grants and property areas.	This individual is currently the only person who handles our property inventory and works with the agency business system application that is a part of the inventory tracking. He is also the primary person for out grant reporting.	Key resource remains unavailable. Monitoring will continue until the individual returns or additional support is secured.	11/07/25	Issue is still open	

DLA Assumptions

Critical Operational Elements	Assumption	Status	Date Logged or Removed	Impacted Stakeholder(s) and/or System(s)	Reporting Period Comments for Nov. - Dec. 2025
Processes	Processes will require modification to accommodate new roles	Logged	09/07/23	Finance & Accounting	Assumption is still open.
Data	Data field changes will impact systems	Logged	09/07/23	Finance & accounting, VANExt, EGrants, SQL reporting	Assumption is still open and under review.
People Processes Technology Data	Final build is complete and available for UAT and Interface Testing	Logged	12/20/24	Finance & accounting, VANExt, EGrants, SQL reporting	Assumption is still open and under review.
Processes Data	Supplier records were added by DLA, but PALM and FLAIR outputs show discrepancies that need clarification.	Logged	09/10/25	Finance & Accounting	Open assumption; pending validation.

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

DLA Status Report Confirmation

Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
November - December 2025	Darlene Faris - Interii	darlene.faris@myfloridalegal.com	01/14/26
September - October 2025	Darlene Faris - Interii	darlene.faris@myfloridalegal.com	11/10/25
July - August 2025	Darlene Faris - Interii	darlene.faris@myfloridalegal.com	09/10/25
May - June 2025	Sabrina Donovan	sabrina.donovan@myfloridalegal.com	07/10/25
March - April 2025	Sabrina Donovan	sabrina.donovan@myfloridalegal.com	05/09/25