DVA 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
Al Carter

RW Task Timeliness

RW Task Completeness

Direct Impact Task Timeliness

Direct Impact Task Timeliness:

Score = 95.51%

• Submitted On Time = 45

• Submitted Late = 3

• Pending Submission = 0

Other Task Timeliness

Other Task Timeliness:

Score = 81.95%

• Submitted On Time = 58

• Submitted Late = 26

• Pending Submission = 0

Direct Impact Task Completeness

Direct Task Completeness:

Score = 91.04%

• Submitted Complete = 37

• Submitted Incomplete = 2

• Completed After Submission = 9

Other Task Completeness

Other Task Completeness:

Score = 83.79%

• Submitted Complete = 43

• Submitted Incomplete = 3

• Completed After Submission = 12

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 = 7

• Duplicate Filled Role = 17

• 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	01/08/26			
Direct	People	573-B	Complete and Submit End User Role Mapping Worksheet.	07/14/25	12/19/25	100% - Submitted	12/17/25	Looking to bring new vendor on board August 1. Then will incorporate them into the process of working training matters. End User Role mapping is nearly complete.	Submission Complete	
Direct	Data	587-A	Complete Data Cleansing Based on Mock Conversion 3	08/11/25	11/07/25	100% - Submitted	11/06/25		Submission Complete	11/25/25
Direct	Data	661	Update Conversion Field Mapping	08/11/25	11/05/25	100% - Submitted	11/05/25		Submission Complete	
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	11/12/25		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	Agency working through stories and its inherent problems given the revised guidance from the State PALM leadership.	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	01/08/26		Submission Complete	
Indirect	N/A	606	Update Agency Readiness Certification #2	12/15/25	01/09/26	100% - Submitted	01/09/26	Agency user stories - 55 of 55 completed, Continuing to work role mapping and prerequisite training for end users.	Submission Complete	
N/A	N/A	671	Submit Bimonthly Agency Readiness Status Report	12/29/25	01/14/26	100% - Submitted	01/14/26	Agency user stories submitted and accepted. Standing by for system feedback. Also, prerequisite training has begun for Accounts Receivable personnel to learn end user roles.		
Indirect	N/A	669	Submit Monthly Progress Report - Testing	01/05/26	01/30/26					
Direct	Data	597	Complete Data Cleansing Based on Mock Conversion 4	01/12/26	03/13/26					
N/A	People	670	Share Florida PALM Updates	01/12/26	01/23/26	100% - Submitted	01/14/26			

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.

DVA 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	05/14/25		Staffing/Resource Availab	Staffing shortfalls	Increasing	6 (Medium/High)	FDVA has one person performing most functions and must keep PALM tasks on track while simultaneously performing day-to-day required tasks. Also, staff turnover is an issue as some of these personnel are retiring or terminating employment due to increased workload. Additionally, major cyclic operations and events like year-end closeout and hurricane season becomes priority for these singularly manned positions.	Working to hire a new vendor/consultant to assist with key tasks as the current vendor was terminated for work performance.	Tasks will not be accomplished in a timely manner, if at all.	FDVA is still one person deep in most functions, but the Katydid contractor has assisted greatly with filling the void. We are poised to meet tasks and complete revised SOP's to support PALM integration.
Open and Monitoring	05/14/25		Staffing/Resource Availab	Contracting and Procurement Funding	Stable	6 (High/Medium)	Our Agency is unique and may require contractor support to meet implementation requirements and ensure our processes and procedures align to meet State, federal and local requirements, and that it supports the transition of staff. It could impact the Agencies ability to meet deliverables. Processes that don't align with PALM will have to be retooled to do so. Technology expertise may not be resident to perform retooling requirements.	Requesting that current funding be reverted and reallocated to support getting the contractual support needed.	PALM and Agency required processes won't synchronize leading to the Agency having to do manual processes.	Agency is comfortable with vendor and making great progress on tasks and requirements. However, we are still not confident that funding will be available and provided to bring us through the PALM implementation date and mitigation period that follows.
Open and Monitoring	05/14/25		Interface	Technology - IT Staffing	Stable	4 (Medium/Medium)	Existing IT Staffing has limited knowledge of PALM system and will take time to get trained up, especially given their existing Agency requirements. Agency requested additional personnel through the LBR process but positions to date, have not been approved.	Agency requested additional IT personnel through the LBR process, but these positions were not approved by the legislature. The next legislative session is another year away and the PALM implementation will have begun.	Agency will not be able to meet IT requirements timely, if at all, if IT personnel can't support.	Agency is beginning its training of its Accounts Receivable Team.
Open and Monitoring	05/14/25		Interface	FDVA FLAIR and PALM Data Interface	Decreasing	4 (Medium/Medium)	FLAIR and Florida PALM data will be different in its input and likely representation, which may cause challenges when performing data analysis as well as input errors.	Staff will incur extra time and productivity lag in trying to learn, crosswalk and translate data outputs. Hopefully training and SOPs will minimize this issue. SOP being developed and revised, and training plan in place to mitigate this issue.	Data errors or data lag in inputting data.	The staff will still incur extra time to learn PALM. Training has begun, and our Executive Director has authorized overtime to meet requirements given that we are one person deep in most of our functions.

DVA 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	04/22/25		Low - All impacts not liste	Staffing/Resource Availab	Human Resources Shortfall	VACO Consultants were hired to assist Agency with PALM Transition 9 months ago, but had to fire them due to performance issues on 15 April 2025.	Secure a new contractor from State Term Contact listing and bring them onboard NLT 15 May 2025. A new vendor contract is being worked and we anticipate the new contractor being on board on 1 August 2025.	08/01/25	New contractor - Katydid is on site and performing well. They have assisted greatly in the Agency being able to perform its task in accordance with State PALM Schedule.

DVA Assumptions

Critical Operational Elements	Assumption	Status	Date Logged or Removed	Impacted Stakeholder(s) and/or System(s)	Reporting Period Comments for Nov. - Dec. 2025
People Processes Technology Data	Funding will be approved/provided by the Florida Legislature to secure personnel or contract vendors to support the Agencies full PALM Transition.	Logged	09/18/23	FDVA and the overall Statewide PALM project implementation/all connected Agency process converted to PALM.	FDVA has funding to last to the end of the fiscal year. No approval has been provided as to additional funding to bring us to the new PALM initiation date - 2027.
People Processes Technology Data	Sufficient contract personnel will be available to support the Agency as it undergoes its PALM integration.	Logged	05/14/25	FDVA PALM required processes (Admin, Fiscal, and Finance and Accounting functions)	PALM tasks are being met and processes updated to adhere to PALM requirements and standards.
People	FDVA Executive Leadership, including project Sponsor, will support the project by providing resources, access to systems and by supporting the organizational change management strategy created by the project development team.	Logged	09/18/23	Agency Administrative functions (Fiscal and Finance & Accounting)	FDVA will provide support to project as allocated by the State of Florida.

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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DVA Status Report Confirmation

Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
November - December 2025	ALFRED D. CARTER	al.carter@fdva.fl.gov	01/14/26
November - December 2025	ALFRED D. CARTER	al.carter@fdva.fl.gov	12/29/25
September - October 2025	ALFRED D. CARTER	al.carter@fdva.fl.gov	11/12/25
July - August 2025	ALFRED D. CARTER	al.carter@fdva.fl.gov	09/10/25
May - June 2025	ALFRED D. CARTER	al.carter@fdva.fl.gov	07/01/25
March - April 2025	ALFRED D. CARTER	al.carter@fdva.fl.gov	05/12/25
January - February 2025	ALFRED D. CARTER	al.carter@fdva.fl.gov	03/07/25

Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date: