

Helpful Links

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- Readiness Workplan

LEG Status Report Dashboard

Reporting Period

November - December 2025

Agency Sponsor

Heather Cleary

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 = 88.57%

- Submitted On Time = 32
- Submitted Late = 16
- Pending Submission = 0

Other Task Timeliness:

Score = 90.34%

- Submitted On Time = 64
- Submitted Late = 20
- Pending Submission = 0

Direct Task Completeness:

Score = 82.08%

- Submitted Complete = 33
- Submitted Incomplete = 6
- Completed After Submission = 9

Other Task Completeness:

Score = 82.68%

- Submitted Complete = 43
- Submitted Incomplete = 1
- 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:

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

- Unique Filled Role = 7
- Duplicate Filled Role = 12
- 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
Indirect	Processes	574	Prepare Documentation for User Acceptance Testing	06/02/25	01/09/26	100% - Submitted	01/09/26	Submitted addendum 8/28/2025		
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	11/07/25		Submission Complete	
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	11/03/25	Updated GL Workbooks: General Ledger Allocation, Organization	Task Closed - Submission Incomplete	
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	
Indirect	N/A	668	Submit Monthly Progress Report - Testing	12/01/25	12/30/25	100% - Submitted	12/30/25	The Monthly Progress Report was submitted 12/30/2025. For Cycle 2 Interface Testing, all interfaces are marked as complete by Florida PALM, however, there is a comment from LEG for PRI002 that there were errors and LEG is waiting for Florida PALM to resolve those errors. PRI005 and PRI006 are marked as Not Started on the LEG side but should be updated to complete to align and PRI007, which is an outbound, was sent to LEG recently and LEG has not completed testing on our side and the Cycle 2 sheet is locked and cannot be updated to include comments or statuses.	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	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					
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					

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.

LEG 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	10/28/24		Interface	EDR and Auditor General Data needs	Stable	9 (High/High)	PALM must continue to provide EDR and Auditor General the data they need to support the Legislature	Continue to work through issue with partners	High	EDR and AG must have the same data that is used today to complete their daily work.
Open and Mitigating	08/26/24		Agency Business System	Procurement of a new Travel Management System to be implemented and integrated commensurate with PALM implementation	Stable	3 (Low/High)	Current Legislative travel system vendor will not support PALM. New travel management system must be procured and operational in time for PALM Go-Live on July 1, 2026.	Continue to work through issue with partners	High	Working through the process to procure a new expense management/travel system.
Open and Mitigating	08/26/24		Agency Business System	Procurement of a new Asset Management System to be implemented and integrated commensurate with PALM implementation	Stable	3 (Low/High)	Current Asset Management system vendor will not support PALM. New system must be procured and operational in time for PALM Go-Live on July 1, 2026.	Continue to work through issue with partners	Medium	Working through the process to procure a new Asset Management system.

LEG 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	

LEG 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	Will not lose project resources to competing priorities, retirements or other turnover.	Logged	07/01/23	Temporary impact to project	Staff has been hired to fill the vacancies that were a concern as it relates to Florida PALM, however, we will leave this as an assumption.	

Agency Sponsor Confirmation

LEG Status Report 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.

Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
November - December 2025	Heather Cleary	cleary.heather@leg.state.fl.us	01/14/26
September - October 2025	Heather Cleary	cleary.heather@leg.state.fl.us	11/10/25
July - August 2025	Heather Cleary	cleary.heather@leg.state.fl.us	09/10/25
May - June 2025	Lee Boatwright	boatwright.lee@leg.state.fl.us	07/07/25
March - April 2025	Lee Boatwright	boatwright.lee@leg.state.fl.us	05/09/25

Agency Sponsor Name: *

Confirm *

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