COM Status Report Dashboard

Readiness Workplan Tasks

- Completed
- Submitted Late
- Pending Submission

57% 43% 0%

Readiness Workplan Tasks:

Total Tasks = 7

• Completed = 4

• Submitted Late = 3

• Pending Submission = 0

The Readiness Workplan Tasks dial reflects the timeliness of your agency's submission of all RW tasks to date.

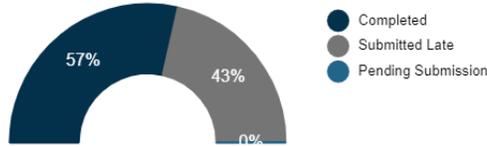***Click on the various statistics or dials to view the supporting information within your agency's Smartsheet Florida PALM Workbook.***

People	Processes	Technology	Data
The staff and stakeholders affected by your agency's transition to Florida PALM.	The sequence of procedures to accomplish a business objective.	The applications or tools used to process, track, or report on financial operations.	Information used in or produced from an agency's financial business operations.

The dials below 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.

Change Champion Network:

• Unique Filled Role = 9

• Duplicate Filled Role = 3

• Vacant Role = 2

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

Participation:

• Meetings Attended = 11

• Meetings Missed = 1

The Participation dial reflects your agency's attendance at Project-led meetings.

Implementation:

• Training = TBD

Current-State:

Cataloged Business Processes = 74

• Related Business Systems = 4

• Related Reports = 8

• **Documentation Status:**

- Complete = 33 Partial = 33 Not Started = 8

Implementation:

• Role Mapping = TBD

Current-State:

Cataloged Business Systems = 26

• **Criticality:**

- High = 7 Med = 18 Low = 0 None = 1

• **Documentation Status:**

- Complete = 4 Partial = 22 Not Started = 0

Cataloged Interfaces = 0

- Inbound Interfaces = 0

- Outbound Interfaces = 0

Implementation:

• Interfaces = TBD

Current-State:

Unique FLAIR Data Elements = 71

• **Associated Unique Uses = 84**

- Continued Use - Yes = 2

- Continued Use - No = 12

• **Associated Business Systems = 2**

Cataloged Reports = 373

• **Criticality:**

- High = 2 Med = 0 Low = 0 None = 0

Implementation:

• Conversions = TBD

• Configurations = TBD

Agency Reported

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

COM Risks

Critical Operational Elements	Risk Description	Status	Risk Rating	Mitigation/Response Strategy	Reporting Period Comments or Updates	Date of Status Change	Owner / Coordinator
People Processes	SME Workload	Open	9 (High/High)	Currently we are awaiting legislative budget amendment approval to procure support resources	No updates at this time	11/09/23	Caroline (Tisha) Womack / Lemuel Toro
Processes	The current schedule for review of Payroll Wave Business Models allows insufficient time for comprehensive agency review.	Open	6 (Medium/High)	At present all we can do is await the publication of the meeting materials.	No updates at this time	09/13/23	Lisa Simpson
People	Staff turnover and retention rates negatively impact Commerce's ability to gain and retain talent beneficial to PALM project and agency	Open	4 (Medium/Mediu	Vacant positions posted on state employment site to recruit agency resources to support Commerce business goals and PALM initiatives as needed	No updates at this time	11/09/23	Caroline (Tisha) Womack / Human Resources

COM Issues

Critical Operational Elements	Issue Description	Status	Priority	Resolution Plan	Reporting Period Comments or Updates	Planned or Actual Resolution Date	Owner / Coordinator
People Processes Technology Data	Insufficient work hours available to fully support Commerce specific PALM initiatives because existing staff are at capacity with regular hours	Open	High - Impacts the ability of the agency to meet deadlines or milestones	Currently awaiting legislative budget amendment approval	Awaiting Legislative budget amendment approval	12/31/23	Caroline (Tisha) Womack / Lemuel Toro

COM Assumptions

Critical Operational Elements	Assumption	Status	Date Logged or Removed	Impacted Stakeholder(s) and/or System(s)	Reporting Period Comments or Updates
People	Common understanding of PALM project goals	Logged	11/08/23	Commerce Stakeholders and Agency Business Systems	Partner with PALM teams to ensure consistent understanding of task requirements and expectations

				Agency Business Systems	task requirements and expectations
People	Common understanding of PALM PMO expectations	Logged	11/08/23	Commerce Stakeholders and Agency Business Systems	Partner with PALM teams to ensure consistent understanding of task requirements and expectations
People Processes Technology Data	Sufficient engagement by resources knowledgeable about Commerce business processes and technical capabilities	Logged	11/08/23	Commerce Stakeholders and Agency Business Systems	PALM specific team meetings
People Processes Technology Data	New project manager will understand PALM project sufficiently enough to provide proper guidance within a short amount of time	Logged	11/08/23	Commerce Stakeholders	PM attends PALM Project Management Forums and other virtual/face-to-face PALM specific training opportunities
People Processes Technology Data	Florida PALM PMO will provide timely decisions on items impacting project scope and schedule	Logged	11/08/23	Commerce Stakeholders	Attend PALM specific virtual/face-to-face meetings

COM Agency-Specific Readiness Activities

Critical Operational Elements	Activity Description	Date(s)	Impacted Stakeholder(s) and/or System(s)	Objective	Reporting Period Comments or Updates
People Processes	COM Budget Process Discussion with PALM	11/08/2023	Budget Team	Provide current and new COM Budget team members awareness of Florida PALM Budget design.	

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:
September - October 202	Caroline (Tisha) Woma	tulani.honablew@commerce.fl.gov	11/13/23
July - August 2023	Tisha Womack	lisa.simpson@deo.myflorida.com	09/13/23