DLA Status Report Dashboard

Readiness Workplan Tasks

Reporting Period

September - October 2023

Agency Sponsor

Sabrina Donovan

71%   14%   14%

● Completed
● Submitted Late
● Pending Submission

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

Readiness Workplan Tasks:

Total Tasks = 7

• Completed = 5

• Submitted Late = 1

• Pending Submission = 1
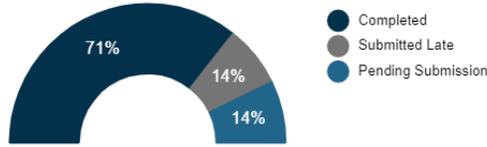
The Readiness Workplan Tasks dial reflects the timeliness of your agency's submission of all RW tasks to date.

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 = 7

• Duplicate Filled Role = 6

• Vacant Role = 4

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

Participation:

• Meetings Attended = 12

• Meetings Missed = 1

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

Implementation:

• Training = TBD

Current-State:

Cataloged Business Processes = 0

• Related Business Systems = 0

• Related Reports = 0

• **Documentation Status:**

- Complete = 0 Partial = 0 Not Started = 0

Implementation:

• Role Mapping = TBD

Current-State:

Cataloged Business Systems = 13

• **Criticality:**

- High = 9 Med = 0 Low = 1 None = 3

• **Documentation Status:**

- Complete = 10 Partial = 3 Not Started = 0

Cataloged Interfaces = 0

- Inbound Interfaces = 0

- Outbound Interfaces = 0

Implementation:

• Interfaces = TBD

Current-State:

Unique FLAIR Data Elements = 70

• **Associated Unique Uses = 70**

- Continued Use - Yes = 39

- Continued Use - No = 3

• **Associated Business Systems = 15**

Cataloged Reports = 176

• **Criticality:**

- High = 21 Med = 1 Low = 86 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.

DLA Risks

Critical Operational Elements	Risk Description	Status	Risk Rating	Mitigation/Response Strategy	Reporting Period Comments or Updates	Date of Status Change	Owner / Coordinator
Processes	Need ability to make corrections to closed reporting period	Open	9 (High/High)	need a solution option	no change	10/05/23	Darlene Faris
People	Ability to complete tasks completely and timely	Open	9 (High/High)	Initiating solicitation for staff augmentation to assist with business analysis and project management	RFP for business analyst posted 11/03/2023, RFP for project manager posted 11/06/2023	11/06/23	Sabrina Donovan
People	loss of key CNN participant	Open	6 (Medium/High)	fill vacancy as quickly as possible with an individual with similar skills and experience	vacancy has been filled as of 10/27/2023	09/07/23	Darlene Faris

DLA Issues

Critical Operational Elements	Issue Description	Status	Priority	Resolution Plan	Reporting Period Comments or Updates	Planned or Actual Resolution Date	Owner / Coordinator

DLA Assumptions

Critical Operational Elements	Assumption	Status	Date Logged or Removed	Impacted Stakeholder(s) and/or System(s)	Reporting Period Comments or Updates
Processes	processes will require modification to accommodate new roles	Logged	09/07/23	Finance & Accounting	
Data	data field changes will impact systems	Logged	09/07/23	Finance & accounting, VANExt,	

				EGrants, SQL reporting	

DLA 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	workgroup to assign tasks and discuss processes	08/09/2023 - completion	primarily Finance & Accounting	to ensure tasks are completed appropriately and timely	
People	initating RFQ's for staff augmentation for project management for the agency	11/03/2023 - completion	CCN staff, agency business system owners outside of Finance & Accounting	assist with project management tasks, and ensure assignments are completed timely	

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:
September - October 202	John Guard	john.guard@myfloridalegal.com	11/08/23
July - August 2023	John Guard	sabrina.donovan@myfloridalegal.com	09/11/23