DOR Status Report Dashboard

Readiness Workplan Tasks

- ⬤ Completed
- ⬤ Submitted Late
- ⬤ Pending Submission

85%

14%

0%

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 = 6

• Submitted Late = 1

• Pending Submission = 0
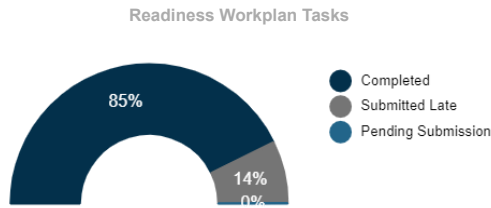
The Readiness Workplan Tasks dial reflects the timeliness of your agency's submission of all RW tasks to date.

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 = 10

• Duplicate Filled Role = 6

• Vacant Role = 0

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

Participation:

• Meetings Attended = 13

• Meetings Missed = 0

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

Implementation:

• Training = TBD

Current-State:

Cataloged Business Processes = 183

• Related Business Systems = 8

• Related Reports = 43

• **Documentation Status:**

- Complete = 171 Partial = 2 Not Started = 8

Implementation:

• Role Mapping = TBD

Current-State:

Cataloged Business Systems = 30

• **Criticality:**

- High = 29 Med = 1 Low = 0 None = 0

• **Documentation Status:**

- Complete = 30 Partial = 0 Not Started = 0

Cataloged Interfaces = 30

- Inbound Interfaces = 17

- Outbound Interfaces = 13

Implementation:

• Interfaces = TBD

Current-State:

Unique FLAIR Data Elements = 439

• **Associated Unique Uses = 838**

- Continued Use - Yes = 392

- Continued Use - No = 0

• **Associated Business Systems = 9**

Cataloged Reports = 182

• **Criticality:**

- High = 218 Med = 16 Low = 16 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.

DOR Risks

Critical Operational Elements	Risk Description	Status	Risk Rating	Mitigation/Response Strategy	Reporting Period Comments or Updates	Date of Status Change	Owner / Coordinator
People	Legislation enacted in the 2024 legislative session that creates new taxes or modifies existing taxes may impact GTA's ability to complete remediation to SUNTAX on 2024/2025 due to staff augmentation resources being involved in system modifications to implement new legislation.	Open	6 (High/Medium)	Request funding to contract for additional GTA staff augmentation resources in FY23/24, FY24/25 and FY25/26.	A budget amendment was submitted for staff augmentation resources for Florida PALM agency business system remediation. Additional staff augmentation resources may be needed for system modifications to implement new legislation. Funding was received for FY23/24.	11/02/23	Laura Dukes, Budget Officer; Lisa Morgan, GTA Budget Liaison
Processes Data	DOR collects and distributes funds to 16 other state agencies. We are going to request that they provide the business unit specific ChartField values needed to effect those collections and distributions within PALM. Due to individual agency readiness activities, data from one or more of those agencies may not be available and could result in DOR not being able to collect and distribute their funds to them.	Open	6 (High/Medium)	Coordinate with other agencies to gather, confirm and validate ChartField data.	Discussed with DOR's Readiness Coordinator and other Florida PALM porject staff during November 2023 Touchpoint meeting.	11/02/23	Steve Welch, GTA PMO
People	Natural Gas project #006277 for GTA has an implementation date of January 2026, same time as PALM financials wave implementation date, and could create a resource issue	Open	4 (Medium/Mediur	Plan efficiently with the resources provided.	Continue monitoring risk. We plan to kick-off this project Fall 2024 to ensure we have	11/02/23	Catherine Barber, GTA; Andrea Hunter, GTA, Backup Owner

					ensure we have sufficient time for all projects. Updated risk owner and backup.		
People	The GTA E-services project may be conducted at the same time agency business system remediation is conducted.	Open	4 (Medium/Medium)	Plan efficiently with the resources provided. This project will begin in July 2024. Staff augmentation resources to support Florida PALM activities have been requested for FY24/25.	Continue monitoring risk.	10/17/23	David Potter, GTA - BTO

DOR Issues

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

DOR Assumptions

Critical Operational Elements	Assumption	Status	Date Logged or Removed	Impacted Stakeholder(s) and/or System(s)	Reporting Period Comments or Updates
Data	The current PALM Chart of Accounts (COA) structure will not be changed.	Logged	07/01/23	All agency business systems	DOR will begin agency business system remediation in FY23/24.
People	Administered funds will be available for use in procuring staff augmentation resources for agency business system remediation.	Logged	07/13/23	All agency business systems	During July, DOR submitted a budget amendment requesting funds for staff augmentation to perform project management and IT consulting activities for agency business system remediation and pre-remediation evaluation activities. Funds were approved and released for FY23/24.

DOR Agency-Specific Readiness Activities

Critical Operational Elements	Activity Description	Date(s)	Impacted Stakeholder(s) and/or System(s)	Objective	Reporting Period Comments or Updates
Data	Continued data clean-up activities to purge discontinued/obsolete funds and budget entities.	Ongoing	FLAIR and PALM, all agency users.	To remove obsolete/discontinued funds and budget entities from FLAIR prior to migration to PALM.	Current action item on track to be complete by 12/31/24. Will coordinate activities through DFS OIT.
Data	Continued discussions regarding DOR Chart of Accounts structure for organization codes, OA1 and OA2 values.	Ongoing	All agency FLAIR/PALM users, all agency business systems that utilize FLAIR/PALM data	To establish agency-defined ChartField values	Ongoing process. Organization values and OA1 values have been established. OA2 values still being defined.
Processes	Updated the DOR PALM Project Tracking Book.	Ongoing	Business process owners in each program and the Information Services Program (ISP)	Maintain Action Items, Key Decisions, Risk Register, Issue Log, etc. in the Project Tracking Book	Ongoing process, will continue to maintain until all PALM implementation activities are completed.
Technology	Conducted a review of SAP Hana implementation guidelines.	7/17/23	CAMS, SUNTAX	Ensure that Hana implementation occurs after Financial and Payroll Go-Live.	Confirmed Hana migration will occur in FY26/27.

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

DOR Status Report Confirmation

Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
September - October 202	Clark Rogers	shannon.segers@floridarevenue.com	11/09/23
July - August 2023	Clark Rogers	shannon.segers@floridarevenue.com	09/11/23

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