

**Helpful Links**

- Dashboard Snapshots
- Florida PALM Resources
- Florida PALM Workbook for FDC
- Readiness Workplan

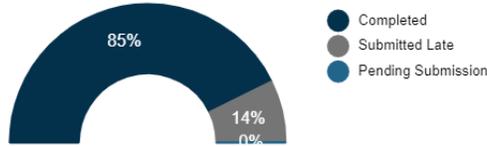
# FDC Status Report Dashboard

Reporting Period  
September - October 2023

Agency Sponsor

Mark Tallent

**Readiness Workplan Tasks**



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

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

**Readiness Workplan Tasks:**

Total Tasks = 7

- Completed = 6
- Submitted Late = 1
- Pending Submission = 0

**People**

The staff and stakeholders affected by your agency's transition to Florida PALM.

**Processes**

The sequence of procedures to accomplish a business objective.

**Technology**

The applications or tools used to process, track, or report on financial operations.

**Data**

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 = 12
- Duplicate Filled Role = 2
- 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 = 173

- Related Business Systems = 5
- Related Reports = 33
- Documentation Status:**
  - Complete = 91 Partial = 55 Not Started = 27

**Implementation:**

- Role Mapping = TBD

**Current-State:**

Cataloged Business Systems = 26

- Criticality:**
  - High = 10 Med = 5 Low = 5 None = 6
- Documentation Status:**
  - Complete = 13 Partial = 8 Not Started = 5

Cataloged Interfaces = 33

- Inbound Interfaces = 30
- Outbound Interfaces = 3

**Implementation:**

- Interfaces = TBD

**Current-State:**

Unique FLAIR Data Elements = 73

- Associated Unique Uses = 222**
  - Continued Use - Yes = 183
  - Continued Use - No = 10
- Associated Business Systems = 2**

Cataloged Reports = 224

- Criticality:**
  - High = 207 Med = 8 Low = 0 None = 10

**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.

**FDC 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 Technology	1077 - Funding for PM staff augmentation	Open	6 (High/Medium)	Funding request	Funding is required for PM and potentially technical staff augmentation	10/31/23	Greg Prescott, OIT
People Processes Technology	1078 - FLAIR interfaces	Closed	6 (High/Medium)	Assign Business Analyst	Received response.	09/20/23	Greg Prescott, OIT
People Processes Technology	1074 - OIT Resource Capacity Technical FTEs	Open	3 (High/Low)	Staff Augmentation required due to current capacity	FDC has implemented an OIT Governance Process to manage all IT Projects and assign resources based upon capacity. The PALM-FDC Project has been approved by Governance. The risk rating improved from 6 to 3.	09/20/23	Greg Prescott, OIT

FDC 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	Do not have a permanent Project Manager or backup Project Manager	Open	Critical - Impacts the ability of the agency to move forward with work without resolution	To access the available Administered Funds to support the PALM Project and readiness activities	To access the available Administered Funds to support the PALM Project and readiness activities. The Planned or Actual Resolution Date has been extended to 11/30/23 to allow time for the resource to be hired by FDC, as the process has been initiated.	11/30/23	OIT
People Processes Technology	Not having a backup for newly created agency business systems	Open	High - Impacts the ability of the agency to meet deadlines or milestones	Crosstrain staff to ensure adequate backup	The Planned or Actual Resolution Date is extended to 06/30/2025 to provide 6 months of readiness prior to the current Project Production date – January 2026.	06/30/25	David Eskin, Finance and Accounting/Systems Reporting

FDC Assumptions

Critical Operational Elements	Assumption	Status	Date Logged or Removed	Impacted Stakeholder(s) and/or System(s)	Reporting Period Comments or Updates
People Processes Technology	The agency will be able to access the available Administered Funds to support readiness activities.	Logged	07/01/23	All agency business systems and PM roles	July 31st, the agency submitted a budget amendment requesting funds for staff augmentation to perform project management functions for the agency's readiness activities. Due to the overallocation of FDC key subject-matter resources, hiring consultants and other resources to augment the FPST Project is essential for the department's continuity of operations and successful transition to the Florida PALM solution.
People Processes Technology	There will be sufficient engagement by resources knowledgeable about agency business processes and technical capabilities.	Logged	07/31/23	All agency business systems and CCN roles	Currently still relevant.
People Processes Technology	FDC's Change Champion Network will continue to attend workshops, working sessions, meetings, and other forums for collaboration to ensure the continued functionality of inbound and outbound interface points between the two agencies.	Logged	07/31/23	All agency business systems and CCN roles	Currently still relevant.
People Processes Technology	FDC will understand and document our current state technical architecture and business systems and modify to integrate with the financial management solution.	Logged	07/31/23	All agency business systems and CCN roles	Continually updating, as needed.
People Processes Technology	FDC will understand and document our internal processes and modify them where possible to accommodate the financial management solution functionality.	Logged	07/31/23	All agency business systems and CCN roles	Currently still working on Task 328.

FDC 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	Subsidiary Cleanup	09/01/2023-09/30/2023	FLAIR, Daily Data and Report Distribution, FLAIR Scripts: AP Module	To remove/cleanup all payables	
Data	Subsidiary Cleanup	09/01/2023-09/30/2023	FLAIR, Daily Data and Report Distribution, FLAIR Scripts: AR Module	To remove/cleanup all CF receivables	
Data	Subsidiary Cleanup	09/01/2023-09/30/2023	FLAIR, Daily Data and Report Distribution, FLAIR Scripts: AP Module	To remove/cleanup all CF encumbrances	
People	Monthly Enlightenment Communication	09/05/2023	All F&A staff & Inmate Grievance	Monthly communication about any upcoming activities and to engage new staff onboarding	
People	Task 326 Internal Discussion Meeting	09/06/2023	Systems Reporting	To discuss the information provided by Systems Reporting on Task 326 to determine the next steps to complete the task	
People	Monthly Enlightenment Communication	10/02/2023	All F&A staff & Inmate Grievance	Monthly communication about any upcoming activities and to engage new staff onboarding	
People	FDC/FCOR FL PALM Merger Meeting	10/06/2023	FCOR Agency Sponsor, FDC Backup Agency Sponsor and FDC/FCOR Agency Liaisons	To discuss the merging of FDC/FCOR in Smartsheet for FL PALM	
People	Task 326 Internal Discussion Meeting	10/10/2023	Systems Reporting	To discuss the information provided by Systems and OIT on Task 326 to complete the additional fields required in the addendum and to finalize the agency business systems and interfaces	
People	PALM – FDC/FCOR Discussion	10/11/2023	Backup Agency Sponsor, Agency Liaison, Project Management Liaison	Met to discuss the upcoming project related task 500, 501 & 502 with our Project Manager from OIT	
People	Task 326 Internal Discussion Meeting	10/16/2023	Agency Liaisons	To discuss the information provided by Systems and OIT on Task 326 to complete the additional fields required in the addendum	

People	CCN PALM Monthly Standing Meeting	10/20/2023	Agency Sponsors, Agency Liaisons, Project Management Liaison and all identified CCN staff	Monthly standing meeting to discuss where we stand on the project and to engage all CCN staff	
People	Task 328 Internal Discussion Meeting	10/31/2023	Agency Liaisons	To discuss the information provided by all units on Task 328 to start completion of this task	
Processes	Continuous updates to our current	09/01/2023-10/31/2023	Business Process owners throughout Finance & Accounting	To ensure our current state desktop procedures library is up to date.	Ongoing
Processes	RFQ posted to obtain consulting services	09/05/2023	Bureau of Finance and Accounting as Contract Manager	Inventory, catalog, and comprehensively document all existing business roles, business processes, and business technology involved in the operation of the Department's Office of Budget & Financial Management (Accounting, Budget, Disbursements, Finance, Revenue, and Reporting functions). Analyze the functionality that will be delivered by Florida PALM during the Financials/Payroll Waves (TBD) and the Florida PALM Expansion Wave (TBD) and determine what gaps, if any, exist between functions the Department currently maintains, and the functionality provided by Florida PALM during each Wave. Create a roadmap to address any identified gaps in functionality.	Received vendor quote to RFQ on August 15th. Only received one quote, this has not moved forward due to funding issue. Analyzed funding issue again as of September 5th.
Processes	Continuous documentation of our current state reports, agency business systems, and interfaces.	09/01/2023-10/27/2023	All business process owners in Finance and Accounting, Budget, Division of Administration, FMBC, Procurement, HR	To document our current state	Ongoing
Technology	Review of posted RFQ and funding to obtain consulting services	09/05/2023	Office of Information Technology and F&A	Inventory, catalog, and comprehensively document all existing business roles, business processes, and business technology involved in the operation of the Department's Office of Budget & Financial Management (Accounting, Budget, Disbursements, Finance, Revenue, and Reporting functions). Analyze the functionality that will be delivered by Florida PALM during the Financials/Payroll Waves (TBD) and the Florida PALM Expansion Wave (TBD) and determine what gaps, if any, exist between functions the Department currently maintains, and the functionality provided by Florida PALM during each Wave. Create a roadmap to address any identified gaps in functionality.	Received vendor quote to RFQ on August 15th. Only received one quote, this has not moved forward due to funding issue. Analyzed funding issue again as of September 5th.

#### 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

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#### FDC Status Report Confirmation

Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
September - October 2023	Mark Tallent	mark.tallent@fdc.myflorida.com	11/08/23
July - August 2023	Mark Tallent	mary.quinsey@fdc.myflorida.com	09/08/23