

**Helpful Links**

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

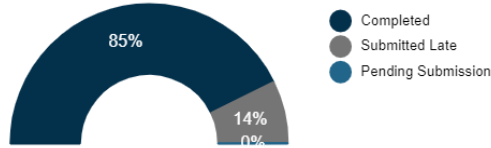
# SCS Status Report Dashboard

Reporting Period  
September - October 2023

Agency Sponsor  
Eric Maclure

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

**Readiness Workplan Tasks**



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 = 7
- Duplicate Filled Role = 5
- Vacant Role = 3



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

**Participation:**

- Meetings Attended = 11
- Meetings Missed = 2



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

**Implementation:**

- Training = TBD

**Current-State:**

**Cataloged Business Processes = 22**

- Related Business Systems = 3
- Related Reports = 16
- Documentation Status:**
  - Complete = 3 Partial = 19 Not Started = 0

**Implementation:**

- Role Mapping = TBD

**Current-State:**

**Cataloged Business Systems = 6**

- Criticality:**
  - High = 3 Med = 2 Low = 0 None = 0
- Documentation Status:**
  - Complete = 2 Partial = 3 Not Started = 0

**Cataloged Interfaces = 0**

- Inbound Interfaces = 0
- Outbound Interfaces = 0

**Implementation:**

- Interfaces = TBD

**Current-State:**

**Unique FLAIR Data Elements = 72**

- Associated Unique Uses = 72**
  - Continued Use - Yes = 48
  - Continued Use - No = 0
- Associated Business Systems = 6**
- Cataloged Reports = 48**
- Criticality:**
  - High = 3 Med = 27 Low = 6 None = 9

**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.

**SCS Risks**

Critical Operational Elements	Risk Description	Status	Risk Rating	Mitigation/Response Strategy	Reporting Period Comments or Updates	Date of Status Change	Owner / Coordinator
People	We have experienced a few key personnel changes which could affect us with the personnels in our CCN	Open	4 (Medium/Medium)	Whenever a new member is added to our CCN we will have to get them up to speed as quickly as possible. We also will have current CCN members able to fill in other roles if or when needed.			
Technology	Heather's departure from SCS is critical as we work on Task 328. Not sure who will be her replacement or when that transition will take place.	Open	4 (Medium/Medium)	The current CCN member will try our best to complete our current tasks as best as possible.			

**SCS Issues**

Critical Operational Elements	Issue Description	Status	Priority	Resolution Plan	Reporting Period Comments or Updates	Planned or Actual Resolution Date	Owner / Coordinator
People	Our Agency is without an Agency Sponsor	Open	Low - All impacts not listed as Critical or High	Try to get the new State Court Administrator to assign a new agency Sponsor and get the Sponsor upto speed with the agency's current status.			

**SCS Assumptions**

Critical Operational Elements	Assumption	Status	Date Logged or Removed	Impacted Stakeholder(s) and/or System(s)	Reporting Period Comments or Updates

**SCS 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	We will be depending on PALM to help with any data clean up		F&A and Budget Offices	Make sure we clean up our ORG list Inactive thORG codes which are not been used		
Data	Reconciliation		F&A	Should be allowed to reconcile FLAIR and FL PALM	1/1/2026	
Data	Property Management clean up		F&A	Make sure all the active property items have all accounting data		
People	Training state wide	7/15/2025	Everyone	To makesure our unique business processes are captured in FL PALM. Create job aids internally or use FL PALM materials to train OSCA, Supreme Court, JQC, DCA and Circuits. In person, Remote and other methods	12/15/2025	
People	Communication	Continuing	Everyone	Information sharing for everyone to be in the loop. ASD yearly training and timely updates on the status of FL PALM implementation. Susan within the communication statewide.		
People	Turnover	On going	Everyone	Document and communicate internally the efforts with FL PALM		
People	Additional staff	7/1/2024	OSCA	Potention need for additional staff. Request of funds from FL PALM 2024		
Processes	IMS batch upload with FLAIR	12/12/2023	OSCA Finance & Accounting	Key accounting invoices in IMS with FLAIR		
Processes	IMS corrections will still be processed in FLAIR	12/12/2023	OSCA Finance & Accounting			
Processes	Update Desktop Procedures	10/01/2023	F&A, OIT	Complete all tasks desktop procedures.		
Technology	Procurement (data integration services)		OIT			API purchase to assist with remediation.
Technology	Survey statewide		OIT	to find out if any DCA Circuits have any business system they are using that need to remediate		
Technology	Business systems updates	10/1/2023	F&A, OIT,	Make sure all our business systems will be ready for implementation. Getting the development environment prepared		

**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 \***

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**SCS Status Report Confirmation**

Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
September - October 2023	Eric W. Maclure, Interim	macluree@flcourts.org	11/13/23
July - August 2023	Carlington Brown	brownd@flcourts.org	09/12/23