FLHSMV Status Report Dashboard

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

Reporting Period
September - October 2025

Agency Sponsor
Steve Burch

RW Task Timeliness

Direct Impact Task Timeliness

Direct Impact Task Timeliness:

Score = 97.96%

- Submitted On Time = 41
- Submitted Late = 6
- Pending Submission = 0

Other Task Timeliness

Other Task Timeliness:

Score = 97.72%

- Submitted On Time = 71
- Submitted Late = 8
- Pending Submission = 2

The RW Task Timeliness dials reflect the timeliness of your agency's submission of all RW tasks based on the task due date. Calculations are based on all RW tasks to date.

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

RW Task Completeness

Direct Impact Task Completeness

Direct Task Completeness:

Score = 92.34%

- Submitted Complete = 35
- Submitted Incomplete = 0
- Completed After Submission = 12

Other Task Completeness

Other Task Completeness:

Score = 83.00%

- Submitted Complete = 36
- Submitted Incomplete = 2
- Completed After Submission = 12

The RW Task Completeness dials reflect the completeness of your agency's task submissions based on the task rubric. Calculations of task completeness includes all RW Tasks since RW 512.

Change Champion Network:

- Unique Filled Role = 14
- Duplicate Filled Role = 2
- Vacant Role = 0

The dials above 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.

RW Tasks - Completed or Open Items

Project Impact	Critical Operational Element	Task ID	Task Name	Task Planned Start Date	Task Planned End Date	Agency Reported Task Progress	Agency Submission Date	Status Comment	Project Verification of Completion	Agency Corrected Submission Date
	People	328	Document Current Agency Business Processes	07/31/23	12/15/23	50% - In Progress		Due to the importance of other tasks, and the agency's operational work priorities, this task may not be completed by HSMV.	N/A	
N/A	Processes	515	Identify Change Impacts and Update Agency Business Process Documentation for Segments I and II	01/29/24	04/12/24	Pending Resubmission	04/16/24	We have completed this task, except for the updates to our current state business process documentation. Our goal is to update our procedures during UAT testing, when we'll have full access to the PALM screens and testing environment.	Submission Incomplete	
N/A	Processes	527	Identify Change Impacts and Update Agency Business Process Documentation for Segment III	04/15/24	07/12/24	75% - Consolidating/Inputting Information for Submission		We have completed this task, except for the updates to our current state business process documentation. Our goal is to update our procedures during Agency UAT testing, when we'll have full access to the PALM screens and testing environment.		
N/A	Processes	543	Identify Change Impacts and Update Agency Business Process Documentation for Segment IV	07/22/24	10/18/24	Pending Resubmission	11/01/24	Submitted 11/1/2024 per previous update.	Submission Incomplete	
Indirect	Processes	574	Prepare Documentation for User Acceptance Testing	06/02/25	12/19/25	75% - Consolidating/Inputting Information for Submission		The agency continues to gather test data and collect and analyze support materials for HSMV SMEs in Project UAT and HSMV End Users in Agency UAT. HSMV has compiled agency user stories for unique processes, and continues to enhance or change those as necessary. The team reviewed and will continue to review the project-recommended activities worksheet released on 7/10/25. The agency is using Option 3 in Task 574, and will submit an Excel file containing agency user stories to task 574. HSMV will use task 663 due 10/3/25 to update the UAT user stories, support materials, and gathering test data.		
Direct	People	573-B	Complete and Submit End User Role Mapping Worksheet for remaining End Users.	07/14/25	12/19/25	75% - Consolidating/Inputting Information for Submission				
Direct	Data	587-A	Complete Data Cleansing Based on Mock Conversion 3	08/11/25	11/07/25	100% - Submitted	11/06/25	Ready to mark complete as of 10/27 meeting	Submission Complete	
Direct	Data	587-B	Complete Data Cleansing Based on Mock Conversion 3 – APC001 Suppliers	08/11/25	10/17/25	100% - Submitted	10/15/25	10/15/25: confirmed via email the agency supplier record is correct and APC001 analysis complete including identification of confidential suppliers - KG	Submission Complete	
Direct	Data	587-C	Complete Data Cleansing Based on Mock Conversion 3 – PCC001 Projects	08/11/25	10/29/25	100% - Submitted	10/29/25	10/29/25: confirmed via email the agency analysis and updating of the PCC001 sheet is completed.	Submission Complete	
Direct	Data	661	Update Conversion Field Mapping	08/11/25	11/05/25	100% - Submitted	11/05/25		Submission Complete	
Direct	Data	662	Submit Updated Configuration Workbooks	08/11/25	11/05/25	100% - Submitted	10/29/25		Submission Complete	

N/A	N/A	617	Submit Bimonthly Agency Readiness Status Report	08/29/25	09/10/25	100% - Submitted	09/09/25			Submission Complete	
Indirect	N/A	664	Submit Monthly Progress Report - Testing	09/02/25	09/30/25	100% - Submitted	09/30/25			Submission Complete	
Direct	Data	662-A	Submit Updated Configuration Workbooks - State Program Selection for Budget Allotments	09/15/25	10/29/25	100% - Submitted	09/30/25	Sponsor info shared 9/20/25. Sponsor meeting held 9/29/25.Sponsor submitted form 9/30/2025.		Submission Complete	
Indirect	N/A	665	Submit Monthly Progress Report - Testing	10/01/25	10/31/25	100% - Submitted	10/29/25				
N/A	People	666	Share Florida PALM Updates	10/13/25	10/24/25	100% - Submitted	10/24/25			Submission Complete	
N/A	N/A	627	Submit Bimonthly Agency Readiness Status Report	11/03/25	11/10/25	100% - Submitted	11/07/25				
Indirect	N/A	667	Submit Monthly Progress Report - Testing	11/03/25	11/25/25	25% - Beginning Initial Internal Meetings and Information Gathering					

Agency Reported

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

FLHSMV Risks

Status	Date Opened	Date Closed	Primary Risk Category	Risk Title	Trend	Risk Rating	Background	Monitor/Mitigation Plan/Resolution	Impact if Risk Becomes an Issue	Reporting Period Comments for Sep. - Oct. 2025
Open and Monitoring	12/20/24		User Acceptance Testing	Supplier ID	Stable	9 (High/High)	Final Supplier ID will be provided by PALM before Go Live. Risk to agency is in not receiving finalized Supplier IDs until or just before go live. In order to successfully match supplier IDs provided by PALM, the FEID is critically needed by FLHSMV, confirmed by Data Manager. The agency will re-examine manual processing time required to match Supplier IDs when Mock 4 data is received (approximately January 2026).	The agency will test Supplier ID fields and matching as received on each iterative Mock Conversion, and will use the iterative Supplier ID test results	The ability to match the Supplier ID (throughout multiple mock conversions)period to agency would be quite taxing and require multiple, additional hours that are not currently included in the plan budget.	The agency completed analysis of the Mock 3 APC001 Supplier Crosswalk, and will analyze the Mock 4 Supplier data when provided (ETA January 2026).
Open and Monitoring	04/14/25		Interface	Interface Error File and Summary Logs	Stable	6 (High/Medium)	Interface Error Log layouts (multiple) have not been provided to HSMV.	HSMV has tested Error Files for API002 from PALM (during interface testing). While PALM did provide additional fields in the error logs for easier identification, HSMV hasnt been able to complete our automation process as we had with FLAIR. This processing is still in development and will be better tested in full UAT.	The agency was advised by PALM that agencies will receive error files and summary logs at Interface Testing. FLHSMV would need to re-evaluate impact if the error files and summary logs are NOT able to be read (further development and testing may be required). Resolving the errors may be delayed in UAT.	While PALM updated the values provided in the error log, continuing analysis is needed from development on the agency's automation process.
Open and Mitigating	12/20/24		Staffing/Resource Availal	Resources - Accounting (training / up-skilling for PALM)	Stable	4 (Medium/Medium)	The agency has identified a need to cross-train accounting staff, and allied teams, to learn new / daily business processes in addition to testing the PALM system and learning adjacent systems.	HSMV is actively working to cross-train existing staff, and to provide Florida PALM training and job aides.	Training challenges could impact successful PALM implementation and go-live experience during a critical period.	The agency continues to cross-train staff.
Open and Monitoring	06/18/25		Conversion/Configuration	Mock 4 Conversion Errors	Stable	4 (Medium/Medium)	The agency completed Mock 3 data tasks. Overall, conversion results were improved from Mock 2 to Mock 3.	HSMV will review Mock 4 conversion errors and correct as soon as possible. (January 2026 ETA)	The agency continues to consider staff burnout due to daily job duties, UAT participation, and cleanup of Mock 4 conversion files.	Mock 4 data will be provided to agencies in January 2026. To support Mock 3 to Mock 4 data analysis, the agency should maintain and update the relevant conversion and configuration workbooks in either Smartsheet or, for those workbooks that are now locked, download and maintain an offline copy. The workbooks locked are in AM, AR, DM, KK, GL, Org Security, PCC001, PR, Speedkeys, and Conversion Mapping. The agency conversion results were improved from Mock 2 to Mock 3.
Open and Mitigating	09/01/23		Agency Business System	FAME application	Stable	2 (Medium/Low)	HSMV processes large volume of data through its FAME application (Revenue Distribution, WEX, Goodyear, PRIDE, etc.). It is imperative that the interfaces and reports work properly when tested.	HSMV is working on developing multiple interfaces and has begun developing reports. Changes to the payment batch jobs are in progress.	The agency has adequate time to complete development, given delay to project UAT.	FAME interface testing is in progress for API002 and IUI002. Note: Asset Interface AMI002 also in progress; identified FAME dependencies leading to additional development. FAME Interface testing is complete per PALM for GLI001, as of 8/25/25. FAME Interface testing is on hold for API031 as of 10/21/25, while PALM works to resolve challenges, per interface catalog update.

FLHSMV Issues

Status	Date Opened	Date Closed	Priority	Primary Issue Category	Issue Title	Background	Action Plan	Planned or Actual Resolution Date	Reporting Period Comments for Sep. - Oct. 2025
Closed	11/07/23	09/03/25	Low - All impacts not liste		Accounting resources / availability to Florida PALM	FLHSMV has a large number of key vacancies within the Bureau of Accounting. Due to difficulties in filling these positions, FLHSMV will need to move duties performed by vacant positions to other employees reducing the amount of time that can be committed to complete	HSMV is actively working to fill these positions.	10/01/25	Closed for the period. Positions were able to be filled.

| | | | | committed to complete Florida PALM Tasks. | | |

FLHSMV Assumptions

Critical Operational Elements	Assumption	Status	Date Logged or Removed	Impacted Stakeholder(s) and/or System(s)	Reporting Period Comments for Sep. - Oct. 2025
Data	Florida PALM will provide similiar functionality as FLAIR@HSMV	Logged	08/31/23	Impacted Stakeholders include all end users.	No change.
People Technology	Departmental technical resources will be available to update internal databases and reports for distributions from FRVIS to FAME for the new PALM Account codes.	Logged	08/31/23	Impacted ABS could include FAME, Hireback, Asset Management, Service Now, and spreadsheet uploads as they pertain to FAME. Impacted Stakeholders include All End Users and potentially other agencies.	No change.

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

FLHSMV Status Report Confirmation

Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
September - October 2025	Steve Burch	steveburch@flhsmv.gov	11/07/25
July - August 2025	Steve Burch	steveburch@flhsmv.gov	09/09/25
May - June 2025	Steve Burch	steveburch@flhsmv.gov	07/08/25
March - April 2025	Steve Burch	steveburch@flhsmv.gov	05/12/25
January - February 2025	Steve Burch	steveburch@flhsmv.gov	03/07/25