|  |  |  |  |
| --- | --- | --- | --- |
|  **Agency Sponsor:** | *Name, Title* | **Submitted by:** | *Name, Title* |
| **Status Report Period***:* | *Month 1 – Month XX, YYYY* | **Submitted on:** | *MM/DD/YYYY* |

**1 - Status Overview**

|  |
| --- |
| **Overview of Agency progress during reporting period:**  |
| During the month of >>month<<, >>agency<< completed the following activities related to system interfaces and agency business system remediation:* <insert highlight 1>
* <insert highlight 2>
* <insert highlight 3>

<insert number> FTEs are supporting the transition to Florida PALM on a full-time basis.<insert number> FTEs are supporting the transition to Florida PALM on a part-time basis. |

**2 – Agency system InterFAce Progress**

| Florida PALM Interface | Agency Business System | Planned Start Date | Planned Finish Date | Actual Finish Date*(completed)* | Cost for the Month | Cumulative Cost - FYTD | Progress/Comments |
| --- | --- | --- | --- | --- | --- | --- | --- |
| <insert interface 1> |  | <insert> | <insert> | <insert> | <insert> | <insert> | <insert> |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

**3 – Agency Application REMeDIATION PROGRESS**

| Agency Business System Remediation Task | Planned Start Date | Planned Finish Date | Actual Finish Date*(completed)* | Cost for the Month | Cumulative Cost - FYTD | Progress/Comments |
| --- | --- | --- | --- | --- | --- | --- |
| <insert business system task 1> | <insert> | <insert> | <insert> | <insert> | <insert> | <insert> |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

**4 – Florida PALM Production Support**

|  |
| --- |
| The following incident reports were submitted to the Florida PALM Solution Center more than 10 business days ago and are still open: |
| Incident Submission Date | Incident Number | Summary of Incident |
| <insert date> | <insert number> | <insert summary> |
|  |  |  |
|  |  |  |