

## Overview

Agencies will use Smartsheet to report:

- Agency-specific risks and issues as described in their Risks and Issues Management Plan.
- Agency assumptions informing the agency’s readiness approach.
- Agency-specific readiness activities as described in their Agency-Specific Implementation Schedule.

To collect this agency-specific information, a “Status Reporting” folder has been added to the agency workspace in Smartsheet. Within that folder are four sheets: Agency Risks, Agency Issues, Agency Assumptions, and Agency-Specific Readiness Activities. Agencies should use these sheets for status reporting and the data relevant to the reporting period and will be displayed in the “Agency Reported” section of the Dashboard.

The information in the below sections provides guidance for completing the four sheets, as well as the Agency Sponsor Confirmation section of the Dashboard.

## Risks and Issues

Agencies should be actively identifying, managing, and reporting Florida PALM-related readiness risks (or opportunities) and issues as described in their Agency-Specific Risks and Issues Management Plan. Risks should be logged and tracked in the Agency Risk sheet in Smartsheet.

Critical Operational Elements	Risk Description	Status	Impact Rating	Probability Rating	Risk Rating	Mitigation/Response Strategy	Reporting Period Comments or Updates	Date of Status Change	Owner / Coordinator
Technology	Grant Tracking System remediation will not be completed in time to perform testing with Florida PALM	Open	High (3) - Extensive impact	High (3) - Likely to occur often or soon	9 (High/High)	A contract amendment is being developed to update requirements (scope) to the current agreement with the vendor		07/14/23	John Smith, Chief of Finance and Budget
Technology	Poor vendor response to RFQ	Open	Low (1) - No or minimal impact	Low (1) - Unlikely but possible to occur	1 (Low/Low)	An extended response time will be included. A pre-response conference will be held prior to the response due date.		08/10/23	John Smith, Chief of Finance and Budget

Figure 1: Agency Risks Sheet in Smartsheet

## Agency Risks Smartsheet Columns

- **Critical Operational Element** – Identify which of the four categories the risk is related: People, Processes, Technology, or Data
- **Risk Description** – Provide a brief description of the identified risk (or opportunity)
- **Status** – Indicate whether the risk is open or was closed during the period
- **Impact Rating** – Select the impact (severity) of the task
- **Probability Rating** – Select the probability (likelihood) of the task
- **Risk Rating** – The sheet will assign a risk rating based on the Impact Rating and Probability Rating (See the [supplemental risk and issues scoring document](#) for additional guidance)
- **Mitigation / Response Strategy** – Describe your agency’s approach to addressing the risk to keep the risk from becoming an issue
- **Reporting Period Comments or Updates** – Describe any changes to the issue during this reporting period (optional)
- **Date of Status Change** – Include the date the risk was opened or closed
- **Owner/Coordinator** – Identify the primary risk owner or coordinator within your agency

In the Agency Issues sheet in Smartsheet, include any “realized” risks or known issues that impact your agency’s readiness journey.

Critical Operational Elements	Issue Description	Status	Priority	Resolution Plan	Reporting Period Comments or Updates	Planned or Actual Resolution Date	Owner / Coordinator
People	Key Agency F&A Resource Resigned	Open	High - Impacts the ability of the agency to meet deadlines or milestones	The agency is actively recruiting for a replacement. In the meantime, the agency is hiring the employee back with in a temporary OPS position.		09/15/23	John Smith, Chief of Finance and Budget

Figure 2: Agency Issues Sheet in Smartsheet

## Agency Issues Smartsheet Columns

- **Critical Operational Element** – Identify which of the four categories the issue is related: People, Processes, Technology, or Data
- **Issue Description** – Provide a brief description of the identified issue
- **Status** – Indicate whether the issue is open or was closed during the period
- **Priority** – Include the priority for the issue (see the [supplemental risk and issues scoring document](#) for additional guidance)
- **Resolution Plan** – Describe your agency’s approach to addressing the issue
- **Reporting Period Comments or Updates** – Describe any changes to the issue during this reporting period (optional)
- **Planned or Actual Resolution Date** – Indicate the date the issue is expected to be addressed or was addressed
- **Owner/Coordinator** – Identify the primary issue owner or coordinator within your agency

## Assumptions

Assumptions describe what your agency believes to be true and play an essential role in developing your risk management approach. They are expected events or circumstances during your transformation journey, are based on your experience or the information available at hand and may or may not end up being true. Assumptions should be realistically analyzed as they can sometimes be false and may negatively affect your efforts, adding risk. Therefore, identifying and communicating assumptions throughout your readiness journey allows your agency and stakeholders to better understand the basis for your approach and can help avoid or reduce risks associated with the assumption turning out differently.

In the Agency Assumptions sheet in Smartsheet, include a list of assumptions that impact your agency’s readiness journey.

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	07/03/23	All agency business systems	

Figure 3: Agency Assumptions Sheet in Smartsheet

### Agency Assumptions Smartsheet Columns

- **Critical Operational Element** – Identify which of the four categories the assumption is related: People, Processes, Technology, or Data
- **Assumption** – Include a description of the expected event or circumstance
- **Status** – Indicate whether the assumption is open or was closed during the period
- **Date Logged or Removed** – Include the date the assumption was opened or closed
- **Impacted Stakeholder(s) and/or System(s)** – List each system that is affected by the assumption and each stakeholder or stakeholder group that may be impacted by the assumption
- **Reporting Period Comments or Updates** – Include additional pertinent information regarding the assumption (optional)

### Agency-Specific Readiness Activities

In this sheet, you will provide key activities your agency conducted to ready your people, processes, technology, and data. This is an opportunity to highlight any agency-specific activities, beyond the Readiness Workplan (RW) assigned task itself, that your agency conducted, including those that may be in benefit of the effort to complete the RW task.

*Note: There is no need to duplicate information that is generated on the Dashboard including RW task activity/completion or Project hosted meetings and workshops that your agency attended. Agencies should only report non-RW related agency-specific activities.*

Critical Operational Elements	Activity Description	Date(s)	Impacted Stakeholder(s) and/or System(s)	Objective	Reporting Period Comments or Updates
People	Florida PALM Sandbox Lunch and Learn	07/12/23 07/25/23	Accounts Payable Team General Services Team	To provide future Florida PALM end users a view of what Florida PALM looks like and how to navigate	A current Florida PALM end user provided a demonstration of a transaction in the current Florida PALM Sandbox
Processes	Started a current-state desktop procedures library	07/14/23	Business process owners throughout the Division of Administration	Create a single location of all procedure documents that will require updating for Florida PALM	Ongoing process, will continue to add to the library as documentation is identified
Processes	Posted procurement to obtain consulting services	08/21/23	Bureau of Finance & Accounting as Contract Manager	Update business processes for Florida PALM	Vendor responses to RFQ to be received by 09/15/23. Evaluation and selection to conclude by 10/13/23.
Technology	Conducted a monthly meeting with agency business system owners to discuss current-state and remediation needs	07/11/23 08/10/23	All agency business systems	Ensure regular updates and information is shared between the core support team and the technical system owners	A new risk related to the Grant Tracking System was identified during this month's meeting (See Agency Risks worksheet).
Technology	Posted procurement to obtain consulting services	08/21/23	Office of Information Technology	Update technical business system documentation in anticipation for Florida PALM	Vendor responses to RFQ to be received by 09/15/23. Evaluation and selection to conclude by 10/13/23.
Data	Continued analysis for data clean-up of Org Codes and Project IDs	Ongoing	Grant Tracking System All agency users	To review the extent of the use of Org Codes and Project IDs	Current action item on track to be complete by 12/31/23. Next step will be to prioritize the clean-up activities.
Data	Participated in Master File Balance working group conducted by A&A	08/14/23	Jane Doe, Bureau of F&A	Provide subject matter expertise to the working group and to expand agency understanding of Master File Balance clean up options	This was the second meeting of the working group, led by A&A. The work group is set to release its results and to present to the Advisory Council on 9/13/23. To support the working group, the agency representative analyzed the agency's current master file balances to determine characteristics and identify potential areas of concern for discussion with the group.

Figure 4: Agency-Specific Readiness Activities in Smartsheet

### Agency-Specific Readiness Activities Smartsheet Columns

- **Critical Operational Elements** – Identify which of the four categories the activity is related: People, Processes, Technology, or Data.
- **Activity Description** – Provide a brief description of the activity completed.
- **Date(s)** – Identify the specific date the activity was completed. Ongoing activities should be reported using the latest date the activity occurred.
- **Impacted Stakeholder(s) and/or System(s)** – List each system that is affected by the activity and each stakeholder or stakeholder group that may be impacted by the activity.
- **Objective** – Provide a brief description of the intended objective of the activity.

- **Reporting Period Comments or Updates** – Include additional pertinent information regarding the activity. (optional)

## Agency Sponsor Confirmation

For each reporting period, Agency Sponsors must review all Dashboard information and provide confirmation that the data represented is accurate. If updates are needed to the Dashboard, the supporting agency Smartsheet should be updated, as appropriate, prior to submission of confirmation. To submit the Dashboard, Agency Sponsor will provide their name, select the box to confirm the Dashboard, and then select the submit button. Upon submission, a confirmation status will appear in the Status Report Confirmation section.

**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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**DEMO Status Report Confirmation**

Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:

Figure 5: Agency Sponsor Confirmation Section of Dashboard