

# FloridaPALM

Planning, Accounting, and Ledger Management



Task ID	Critical Operational Element	Task Name	Task Description
324	Data	Complete FLAIR Data Elements Inventory	Complete and submit the FLAIR Data Elements Inventory documenting data elements your agency currently uses and how they are being u
325	Processes	Complete Data Security and Access Survey	Complete and submit the Data Security and Access Survey to inform how you currently manage data security and user access.
326	Technology	Update Current Agency Business Systems	Review and update the current Agency Business Systems. Re document each of current systems technical design for each system.
327	Data	Complete Reports Inventory	Complete and submit the Reports Inventory documenting all agency FLAIR reports.
328	Processes	Document Current Agency Business Processes	Document and submit current agency fiscal and payroll processes, and any agency business systems engaged in the processes.
329	People	Update CCN and Project Contacts	Review, update and confirm Change Champion Network (primary and Subject Matter Experts) and other support contacts.
330	People	Update Authorized System Users	Review, update and confirm all user access to all Florida T resources.
331	N/A	Submit Monthly Agency Report	Agency Sponsor to confirm a monthly report, in the Project, to provide a summary of the agency to project impact.
332	N/A	Create Agency Specific Risk and Issues Management Plan	Create or update a plan to identify and manage agency specific risk Florida PALM implementation.
333	People	Create Webinars Readiness Plan	Create a plan to identify and assess impacted stakeholders with the

# THURSDAY Task Talk

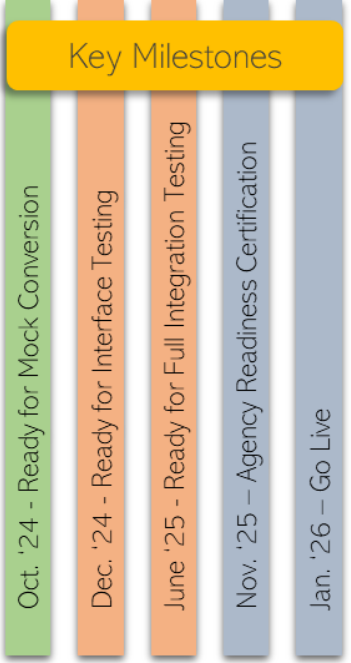
*Hosted by your favorite Florida PALM RC's*

FEBRUARY 01, 2024



# Agency Readiness Activities

We are here



Readiness Task	Fiscal Year 2023/2024											
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
<b>AGENCY CURRENT STATE ANALYSIS</b>												
Complete Reports Inventory	4/3-7/28											
Update Current State Agency Business System Inventory and Documentation		3/13-10/27										
Document Current Agency Business Processes			7/31-12/15									
<b>AGENCY TRANSFORMATION PLANNING</b>												
Create Agency Specific Project Charter					10/2-12/15							
Create Agency Specific Implementation Schedule					10/9-12/15							
Create Agency Specific Risks and Issues Management Plan					10/9-12/15							
Create Workforce Readiness Plan					10/16-12/15							
Update Workforce Readiness Plan												6/17-8/2
Review Payroll Wave Business Process Models						11/6-1/26						
Identify Future Florida PALM End Users								1/16-3/1				
<b>AGENCY &amp; ENTERPRISE SYSTEM BUILD</b>												
Update Agency Business System Documentation for Segment I					10/30-1/12							
Update Agency Business System Documentation for Segment II								1/29-4/12				
Update Agency Business System Documentation for Segment III										4/29-7/12		
Update Florida PALM Interface Inventory for Segment I					10/30-1/12							
Update Florida PALM Interface Inventory for Segment II								1/29-4/12				
Update Florida PALM Interface Inventory for Segment III										4/29-7/12		
Complete Configuration Workbooks for Segments I and II								1/29-3/29				
Complete Configuration Workbooks for Segment III										4/29-5/31		
Identify Change Impacts and Update Agency Business Process Documentation for Segments I and II								1/29-4/12				
Identify Change Impacts and Update Agency Business Process Documentation for Segment III										4/29-7/12		
Update Florida PALM Conversion Inventory for Segment II								1/29-4/12				
Update Florida PALM Conversion Inventory for Segment III										4/29-7/12		
Remediate Agency Business Systems Based on Segment I									1/29-5/28			
Remediate Agency Business Systems Based on Segment II										4/29-9/27		
Complete Data Readiness Analysis and Data Cleansing Activities for Segments I and II								1/29-4/12				
Complete Data Readiness Analysis and Data Cleansing Activities for Segment III										4/29-7/12		
<b>AGENCY &amp; ENTERPRISE TESTING</b>												
Create Agency Specific User Acceptance Testing Plan												6/17-12/13
<b>AGENCY TRAINING AND GO LIVE READINESS</b>												
<b>AGENCY UTILIZATION OF FLORIDA PALM</b>												

Ongoing management and update

Segment I Design Workshops

Segment II Design Workshops

Segment III Design Workshops

Segment IV Design Workshops



# January RW Tasks

RW Task	JSYK	People	Processes	Technologies	Data
512 – Identify Future Florida PALM End Users	First User ID Task	P	S		
513 - Complete Configuration Workbooks for Segments I and II	Pending Supplement First Config Task		S		P
514 - Complete Data Readiness Analysis and Data Cleansing Activities for Segments I and II	Guidance Released Shared Task Instruction		S	S	P
517 - Update Florida PALM Conversion Inventory for Segment II			S	S	P
515 - Identify Change Impacts and Update Agency Business Process Documentation for Segments I and II	First Change Impact and Process Update Task	P	P	P	P
516 - Update Agency Business System Documentation for Segment II	Segment Repeat Shared Task Instruction		S	P	
518 - Update Florida PALM Interface Inventory for Segment II			S	P	S
519 - Remediate Agency Business Systems based on Segment I	First Remediation Task			P	

P – Primary S – Secondary



# Agency Configuration Workbooks

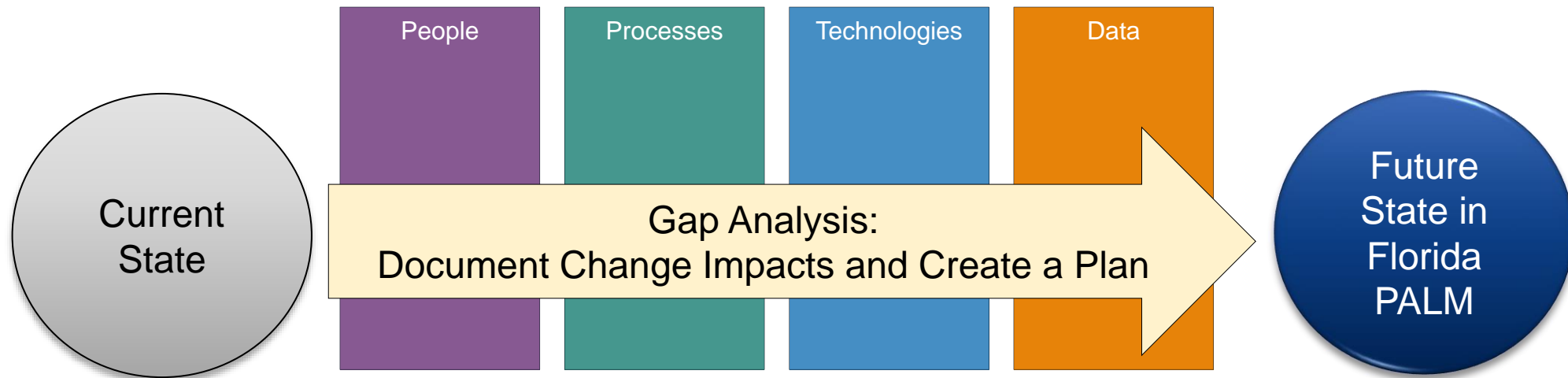
Config ID	Config Name	Business Process Grouping	Segment	Comment / Description
GL020	Organization	Account Management & Financial Reporting	II	<b>Required</b> - Identifies the organizational entity associated with a transaction and tracks information according to a structural breakdown (i.e., division, bureau, section) or operating unit of the organization. The Organization ChartField aids in reporting, security, and budgeting using a tree structure
GL025	OA2	Account Management & Financial Reporting	II	<b>Optional</b> - Used to track optional agency reporting, cost pools, expenditures, revenues, or other specific use. Can be used to further subclassify a financial transaction that has not already been accommodated by the primary ChartFields.
GL026	OA1	Account Management & Financial Reporting	II	<b>Optional</b> - Used to track optional agency reporting, cost pools, expenditures, revenues, or other specific use. Can be used to further subclassify a financial transaction that has not already been accommodated by the primary ChartFields.
GL027	Fund (Local Funds)	Account Management & Financial Reporting	II	<b>Required</b> - Only specify the Local Fund types / information. Five-character field used to segregate and capture specific activities or classify certain objectives in accordance with special regulations, restrictions or limitations.
GL080	Budgetary Value Combination Edit	Budget Management & Cash Control	II	<b>Required</b> - Represents the combination of Transactional Fund, Budget Entity and Category values that will control transaction entry across Florida PALM. This includes interfaces, spreadsheet uploads and online entry.
AM014	Location Definition	Asset Accounting & Management	II	<b>Required</b> - Locations listed in the DMS SOLARIS system and Agency Primary Locations published by the Division of Library and Information Services.
AM062	Area ID	Asset Accounting & Management	II	<b>Optional</b> - Provide a more specific area within a Location Code. One or more Area ID may be provided per Location Code.
AR031	Distribution Code	Accounts Receivable	II	<b>Required</b> - Represents a combination of Florida PALM ChartField values, which is used to create accounting entries for returned items/debit memos. Organization and State Program values are required from agencies
CM012	Accounting Templates	Banking	IV	<b>Required</b> - A CRA Default Accounting Template represents a combination of Florida PALM ChartFields values, used to create accounting entries for CRA bank transactions. Organization and State Program values are required from agencies.
PC026	Source Types	Projects Management	IV	<b>Optional</b> - Project Costing uses transactions to track, analyze, and report on actual and planned project costs. You assign source types to individual transactions to identify the transaction's purpose.
PC037	Categories	Projects Management	IV	<b>Optional</b> - Categories and SubCategories further define source types. You can combine categories and subcategories in source groups for reporting and analysis. Although defining categories and subcategories is optional, using them provides greater flexibility and granularity for tracking and analyzing costs. Source types, categories, and subcategories provide flexibility for defining transactions.
PC038	SubCategories	Projects Management	IV	
PR059	Position Funding Allocation	Payroll Management	IV	<b>Required</b> - Position level funding splits.
SD001	SpeedKeys	All	IV	<b>Optional and Required</b> - The SpeedKey is used to simplify and enhance data entry by populating multiple ChartFields at one time. The SpeedKeys are optional except for as they relate to payroll.





# Identifying Change Impacts

- ▶ Consider what have you done leading up to this day!
  - Current State Documentation
  - Segment I Tasks
- ▶ Continue to build your understanding with the new tasks
- ▶ Lean on the Project-provided and agency specific resources



# Understanding Future State

- ▶ Design Resources
  - Knowledge Center
  - Business Process Models
  - Interface Catalog
  - Reports Catalog
  - Conversion Catalog
  - Segment Design Workshops
  - Account Codes
  - Chart of Account Design
- ▶ Collaboration
  - Leverage your SMEs
  - Ongoing discussions about potential change impacts
  - Debrief after design workshops



# Task Completion Risks

## Potential Risks

- ▶ Small Team
- ▶ No or Limited IT Involvement/Support
- ▶ Lack of Focus
- ▶ Competing Priorities
- ▶ Gaps from Prior RW Tasks
- ▶ Freezing/Overwhelm

## So What?

- ▶ Potential to miss major milestones in the next 12 months (e.g., testing)
- ▶ Potential impacts to the Project's
- ▶ Difficulty to catch up, the work keeps coming
- ▶ Missed agency people, process, technology, and data modifications for new processes

Have you logged the risks?  
What are your mitigations?





# Upcoming Key Tasks

RW Tasks Releasing in April	RW Tasks Releasing in June/July
523 – Share Florida PALM Updates	535 – Update Workforce Readiness Plan
524 – Complete and Submit Florida PALM End User Readiness Survey Analysis	536 – Create Agency Specific User Acceptance Testing Plan
525 - Complete Configuration Workbooks for Segment III	540 – Share Florida PALM Updates
526 - Complete Data Readiness Analysis and Data Cleansing Activities for Segment III	541 - Complete Configuration Workbooks for Segment IV
527 - Identify Change Impacts and Update Agency Business Process Documentation for Segment III	542 - Complete Data Readiness Analysis and Data Cleansing Activities for Segment IV
528 - Update Agency Business System Documentation for Segment III	543 - Identify Change Impacts and Update Agency Business Process Documentation for Segment IV
529 - Update Florida PALM Conversion Inventory for Segment III	544 - Update Agency Business System Documentation for Segment IV
530 - Update Florida PALM Interface Inventory for Segment III	545 - Update and Finalize Florida PALM Conversion Inventory for Segment IV
531 - Remediate Agency Business Systems based on Segment II	546 - Update Florida PALM Interface Inventory for Segment IV
	547 - Remediate Agency Business Systems based on Segment III



# Fiscal Year 2024/2025

## Critical Components

## Key Activities

Mock Conversion(s)  
*Begins in November*

Data Readiness & Data Cleansing  
Conversion Selections  
Data Clean Up *(Based on Mock)*

Interface Testing  
*Begins in January*

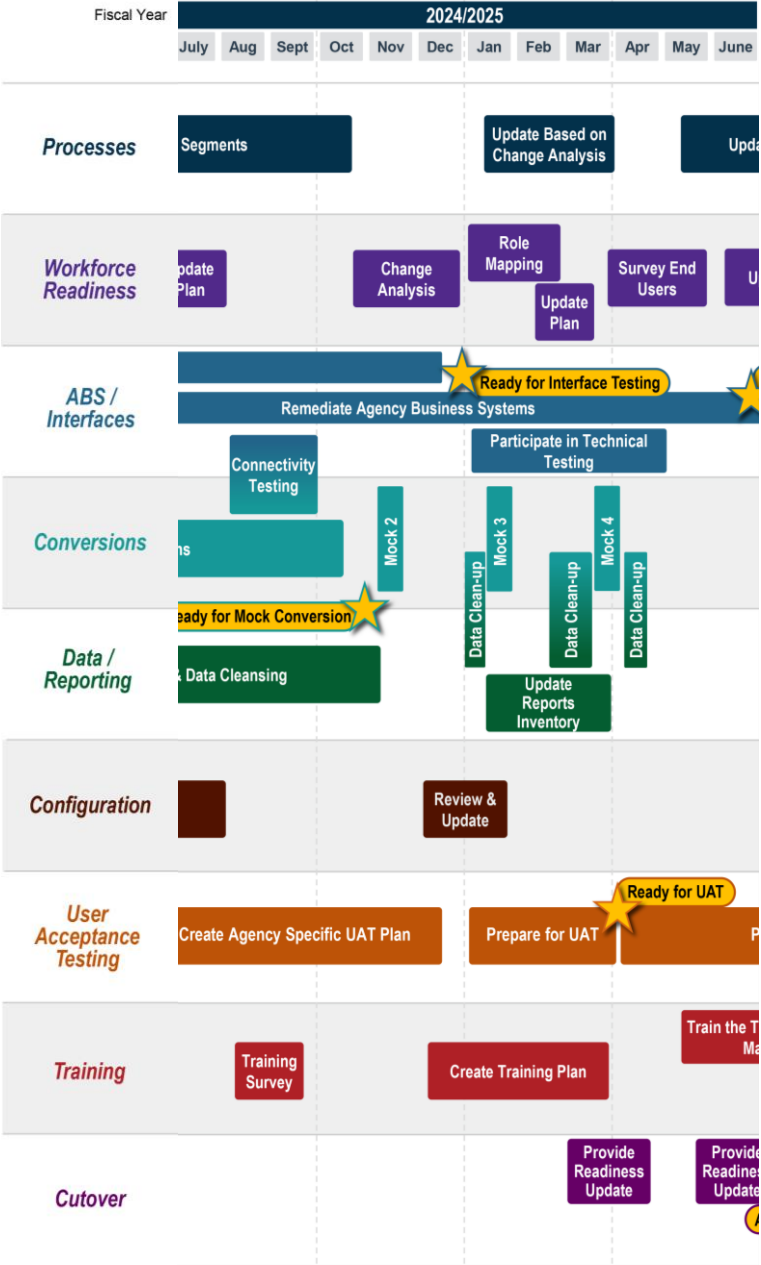
Interface Selections  
Business System Remediation  
Technical Testing Participation

User Acceptance Testing  
*Begins in April*

UAT Planning and Preparation  
Interface Selections  
Business System Remediation  
Change Analysis  
Configurations  
Role Mapping

Training  
*Preparing for July 2025*

Training Survey  
Training Plan



# CONTACT INFORMATION

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