Project Sponsor:	*Steven Fielder*	**Project Director:**	*Jimmy Cox*
Status Report Period:	*January 1, 2024 – January 31, 2024*	**Current Project R&C Category:**	*4*
Project Start Date:	*Project funding began July 1, 2014*	**Project End Date:**	*July 19, 2027* *(Funding appropriated through June 30, 2024)*

1 – FLORIDA PALM STATUS OVERVIEW

A. Agency Engagement

Required for R&C Category

During the month of January, the Department completed the following:

- Hosted Segment II Design Workshops with agencies, engaging with over 125 agency representatives per day on various business processes
- Fully launched the Florida PALM Knowledge Center including Segments I & II Business Process Models and functional designs
- Surveyed all Change Champion Network Liaisons and Agency Sponsors to gain an agency perspective on their agency engagement and agency readiness, summarized, and shared the findings
- Florida PALM implemented PeopleSoft system upgrades and enhancements to provide better functionality and improved user experience
- Published nine new Readiness Workplan tasks that focus on agency end users, data readiness, conversions, configurations, interfaces, and agency business systems
- Began a new series of Task Talks (virtual meetings) that will be held every Thursday to support agency Change Champion Network and subject matter experts' understanding of RW tasks
- Continued to meet in person with agencies for Agency Touchpoints
- Continued focused conversations with agencies and enterprise partners in areas of specific importance and personalized support

B. Implementation Status

Required for R&C Category

	Yes	No	Explain:
Is the project on schedule? *If no, explain why and what corrective action(s) are planned to bring the project back on schedule*	✔		The Project Schedule includes implementation activities to be completed through post-implementation support and establishes major implementation activities and Stage Gate dates.
Will the project complete on schedule?	✔		The accepted Project Schedule shows Florida PALM going live on January 6, 2026.
Is the project currently within budget? *If no, explain why and what corrective action(s) are planned to bring the project back within budget*	✔		The Project is currently within budget.

B. Implementation Status			Required for R&C Category 1 2 3 4
	Yes	No	Explain:
Will the project remain within budget?	✔		Spend Plan details provided in section four.
Were any Project Change Requests approved during this reporting period?	✔		Project Change Request (PCR) 109 and 110 were approved during this period.
Have any risks or issues impacted the project during the reporting period?		✔	No new risks or issues have been identified.

C. SPI *Provide SPI for Current + Last 3 Reporting Periods*				Required for R&C Category 3 4
	Past Reporting Period	**Past Reporting Period**	**Last Reporting Period**	**Current Reporting Period**
Date	October 2023	November 2023	December 2023	January 2024
Project Schedule Performance Index (SPI)	0.93	0.91	0.92	0.90
Explanation of SPI Variance / Trend	This Schedule includes all activities needed to implement the Florida PALM Financial/Payroll Waves.			

2 – IMPLEMENTATION PROGRESS

A. Stage Gate Decision (Milestones and Critical Path Items)

Provide status tracking for Stage Gate Decisions planned for action by the Project Director and/or Executive Steering Committee and identify the status of each item listed (Completed, In Progress, Future).

Required for R&C Category

Stage Gate Decision Name	Contractual Due Date	Actual Finish Date *(completed)*	Status *(**C**=Completed **IP**= In Progress **F**=Future)*
SG1 – Ready to Start Build	12/29/2023	11/8/2023	C
SG2 – Ready to Begin System Testing	8/30/2024	N/A	IP
SG3 – Ready to Begin UAT	3/28/2025	N/A	F
SG4 – Agency Readiness	11/26/2025	N/A	IP
SG5 – Deployment Readiness	12/17/2025	N/A	F
SG6 – Confirm Deployment	12/30/2025	N/A	F
SG7 – Go-Live	1/6/2026	N/A	F

B. Scope Changes

List all scope changes (any changes from the original project objectives and deliverables that impact the project schedule or budget) identified during this reporting period, including those that may impact the project in later reporting periods.

Required for R&C Category

Scope Change Description	Cost Impact	Schedule Impact	Status *(if approved, include approval date)* / Variance Explanation / Comment
PCR 109 - Segment IV Financials Customizations and Requirement Updates	N/A	N/A	Approved on 01/24/2024 by the ESC – Financials and Payroll Waves related change – Implementation in progress during this reporting period
PCR 110 - Segment IV Payroll Customizations and Requirement Updates	N/A	N/A	Approved on 01/24/2024 by the ESC – Financials and Payroll Waves related change – Implementation in progress during this reporting period

3 – IMPLEMENTATION ISSUES / RISKS

A. Implementation Issues

List all issues identified, open, occurring, or closed within this reporting period related to implementation of the Financials or Payroll Waves.

Required for R&C Category

Issue Description	Status (Open/ Closed)	Priority	Resolution Approach	Resolution Date	Owner
NA					

B. Implementation Risks

List risks identified, open, occurring, or closed within the reporting period with risk score of 6 or greater.

Required for R&C Category

Risk Description	Status (Open / Closed)	Risk Score	Mitigation/Response Strategy	Trend	Owner
Risk 4 – Agencies' ability to adequately engage and participate may impact agency readiness	Open	6	The Project will utilize one or more of the following mitigations to manage the risk: 1. Conduct monthly meetings between Readiness Coordinators and agency Change Champion Network members to discuss internal readiness and preparation to transition to Florida PALM. 2. Conduct meetings between Project leadership and Agency Sponsors to discuss the agency's progress and any concerns, needs, or roadblocks that the agency is facing in their transition activities. 3. Lead meetings and workshops designed to share timely and relevant information with agencies throughout the Project's lifecycle. 4. Provide tools and information (e.g., graphics and content) to support messaging and communication within the agency regarding key implementation activities and change impacts.	Increasing	Carolyn Hicks

B. Implementation Risks
List risks identified, open, occurring, or closed within the reporting period with risk score of 6 or greater.

Risk Description	Status (Open / Closed)	Risk Score	Mitigation/Response Strategy	Trend	Owner
Risk 5 – The timing and efficiency of information sharing between enterprise partners and agencies and the Project could impact the success of the Project	Open	6	The Project will leverage existing meetings and schedule additional as needed to discuss: 1. The Project's timeline and status identifying timing for key work to be completed. 2. Projected changes to: a. Enterprise systems and their potential impact on the Project. b. The Project and its potential impact on enterprise systems. 3. Progress of integration. 4. The Project will look for potential connections between the applications and Florida PALM identified during design and development and their impacts to enterprise partners.	Increasing	Jimmy Cox
Risk 6 – The execution of contracts and procurement activities outside of the Project may impact Florida PALM implementation and agency readiness	Open	6	The Project will utilize one or more of the following strategies to manage the risk: 1. Provide the Project's timeline and key Project dates essential for agency and enterprise partner readiness (e.g., milestones). 2. Engage regularly with agency and enterprise partners to share information and to report progress towards key milestone dates. 3. Request updates and status reporting on key readiness activities. 4. Provide support or information to support agency, enterprise partner, or oversight body planning or decision making or needs.	Stable	Angie Robertson

4 – SPEND PLAN

The Florida PALM Project was appropriated $63,769,143 for FY 2023-24. As of the end of this reporting period, $36,695,961 has been released, $30,024,524 has been projected fiscal year to date, $29,709,305 has been incurred, and $29,210,523 has been paid. See the Florida PALM Project Spend Plan for additional details.

5 – REMEDIATION AND TRANSITION TASKS REQUIRED TO REPLACE FLAIR

Remediation and Transition Tasks
Provide status tracking for remediation and transition tasks required to replace FLAIR and identify the status of each item listed (Completed, In Progress, Future).

Required for R&C Category

Task Name	Due Date	Actual Finish Date *(Completed)*	Status *(**C**=Completed **IP**= In Progress **F**=Future)*
Stage Gate 1 – Ready to Start Build (includes the following critical path items): • Project Schedule (D635) – ***Accepted*** • Solution Design – Segment I (D636) – ***Accepted*** • Solution Design – Segment II (D637) – ***Accepted*** • Update Process Models – Financials – Segment I (I-WP101) – ***Complete*** • Update Process Models – Financials – Segment II (I-WP101) – ***Complete*** **Items do not need to be complete for the decision to begin build.*	12/29/23	11/8/23	C
Stage Gate 2 – Ready to Begin System Testing (includes the following critical path items): • Solution Design – Segment III (D641) – ***In Progress*** • Process Models – Payroll (D639) – ***Accepted*** • Master Data Configuration Workbooks (D640) – ***Accepted*** • Updated Technical Architecture Design (D642) – ***In Progress**** • Update Process Models – Financials – Segment III (I-WP101) – ***In Progress**** • Build – Segment I (D646) – ***In Progress*** • Solution Design – Segment IV (D644)* • Update Process Models – Financials – Segment IV (I-WP101)* • Environment Builds – System Test Environment **Items do not need to be complete for the decision to begin system testing.*	08/30/24	N/A	IP

Remediation and Transition Tasks
Provide status tracking for remediation and transition tasks required to replace FLAIR and identify the status of each item listed (Completed, In Progress, Future).

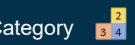
Task Name	Due Date	Actual Finish Date *(Completed)*	Status *(**C**=Completed **IP**= In Progress **F**=Future)*
Stage Gate 3 – Ready to Begin UAT (includes the following critical path items): • Establish DW/BI Environments (D647) • Build – Segment II (D648) • Security Roles Matrix (WP405) • Environment Builds – Mock Conversion Test Environment • Environment Builds – Interface Test Environment • Solution Design – DW/BI (D650) • Mock Conversion I (D651) • Build – Segment III (D649) • Build – DW/BI – Segment I (D653) • System Test – Segment I (D652) • Mock Conversion II (System Test) (D655) • Build – Segment IV (D654) • Build – DW/BI – Segment II (D659) • Environment Builds – UAT Test Environment • System Test – Segment II (D656) • Build – DW/BI – Segment III (D668) • Mock Conversion III (UAT) (D657) • System Test – DW/BI (D661) **Items do not need to be complete for the decision to begin system testing.*	03/28/25	N/A	F
Stage Gate 4 – Agency Readiness (includes the following critical path items): • Training Build (I-WP110) • Role Mapping Worksheet (I-WP118) • Readiness Workplan (I-WP126) – ***Complete*** • Agency Readiness Certification (I-WP128) **Items do not need to be complete for the decision to begin system testing.*	11/26/25	N/A	IP

Remediation and Transition Tasks
Provide status tracking for remediation and transition tasks required to replace FLAIR and identify the status of each item listed (Completed, In Progress, Future).

Task Name	Due Date	Actual Finish Date *(Completed)*	Status *(**C**=Completed **IP**= In Progress **F**=Future)*
Stage Gate 5 – **Deployment Readiness** • Environment Builds – Disaster Recovery Test Environment • Deployment and Contingency Plan (D658) • Environment Builds – Dry Run Test Environment • Environment Builds – Performance Test Environment • Mock Conversion IV (D662) • Interface Testing – Segment I (D663) • Regression Testing (WP416) • Mock Go-Live – Dry Run #1 (D667) • Disaster Recovery Testing (D676) • Payroll Parallel Testing (D670) • Interface Testing – Segment II (D671) • Mock Go-Live – Dry Run #2 (D673) • Penetration Testing (D674) • Performance Testing (D675) • Final Known Issues & Enhancements List (D678) • Mock Go-Live – Dry Run #3 (D677) **Items do not need to be complete for the decision to begin system testing.*	12/17/25	N/A	F
Stage Gate 6 – Confirm Deployment	12/30/25	N/A	F
Stage Gate 7 – Go-Live	01/06/26	N/A	F

6 – TRAINING PLANS

Training Plans for Department Staff
Provide the status of the implementation of training plans for Department staff and identify the status of each item listed (Completed, In Progress, Future).

Required for R&C Category 

Deliverable / Work Product / Activity Name	Due Date	Actual Finish Date *(Completed)*	Status *(**C**=Completed **IP**= In Progress **F**=Future)*
Update Training Strategy (I-WP122)	02/29/24		IP
Training Curriculum (I-WP108)	11/15/24		IP
ILT Training Delivery Plan (I-WP113)	01/03/25		F
UAT Training Materials (I-WP111)	02/13/25		F
Training Build (I-WP110)	06/10/25		F
End User Manual (I-WP112)	08/05/25		F
Conduct Training	11/26/25		F

7 – REMEDIATION PROGRESS OF AGENCY BUSINESS SYSTEMS

Remediation Progress of Agency Business Systems

Provide an update on the remediation progress for each agency business system required for deployment of PALM functionality.

Required for R&C Category

Chapter 2023-240, implementing the 2023-2024 General Appropriations Act, directs agencies to submit bi-monthly status reports to the Florida PALM Executive Steering Committee. The agency-specific, first bi-monthly status reporting tool was released to agencies, through Readiness Workplan Task 509, on December 22, 2023 with a due date of January 12, 2024 for completing the requested information and providing Agency Sponsor confirmation. As of January 31, 2024, all 35 agencies submitted their bimonthly status report for the period of November to December 2023. The Summary dashboards document will be updated and published on the Florida PALM website.

Agencies completed (noted with a check mark), continued or began working on the following readiness tasks included in the Readiness Workplan during January:

- ✓ Task 504 – Update Agency Business System Documentation for Segment I – Released: 10/30/2023 – Due: 1/12/2024
- ✓ Task 505 – Update Florida PALM Interface Inventory for Segment I – Released: 10/30/2023 – Due: 1/12/2024
- ✓ Task 508 – Review Payroll Wave Business Process Models – Released: 11/6/2023 – Due: 1/26/2024
- ✓ Task 509 – Submit Bimonthly Agency Readiness Status Report – Released: 12/22/2023 – Due: 1/12/2024
- Task 510 – Manage Agency-specific Implementation Schedule, Risks and Issues – Released: 12/22/2023 – Due: 2/29/2024
- ✓ Task 511 – Update CCN and Contacts – Released: 1/8/2024 – Due: 1/26/2024
- Task 512 – Identify Future Florida PALM End Users – Released: 1/16/2024 – Due: 3/01/2024
- Task 513 – Complete Configuration Workbooks for Segments I and II – Released: 1/29/2024 – Due: 3/29/2024
- Task 514 – Complete Data Readiness Analysis and Data Cleansing Activities for Segments I and II – Released: 1/29/2024 – Due: 4/12/2024
- Task 515 – Identify Change Impacts and Update Agency Business Process Documentation for Segments I and II – Released: 1/29/2024 – Due: 4/12/2024
- Task 516 – Update Agency Business System Documentation for Segment II – Released: 1/29/2024 – Due: 4/12/2024
- Task 517 – Update Florida PALM Conversion Inventory for Segment II – Released: 1/29/2024 – Due: 4/12/2024
- Task 518 – Update Florida PALM Interface Inventory for Segment II – Released: 1/29/2024 – Due: 4/12/2024
- Task 519 – Remediate Agency Business Systems based on Segment I – Released: 1/29/2024 – Due: 6/28/2024