Department of Financial Services

# Bimonthly Agency Readiness Status Report

This report is a collection of Bimonthly Agency Readiness Status Reports as provided by agencies on a bimonthly basis, containing the status of the agency and enterprise remediation progress for each business system required for the Florida PALM Financials and Payroll deployment, in accordance with Proviso contained in the 2024/25 General Appropriations Act.

Reporting Period:

November – December 2024

# AHCA Status Report Dashboard

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

| CCN Composition | RW Task Completeness | RW Task Timeliness | Project-led Meeting Participation |
|---|---|---|---|
|  |  |  |  |
| The Change Champion Network dial reflects the completeness of your CCN makeup. | The Readiness Workplan Tasks Completeness dial reflects the completeness of your agency's submission of RW tasks, starting with RW Task 512. | The Readiness Workplan Tasks Timeliness dial reflects the timeliness of your agency's submission of all RW tasks to date. | The Participation dial reflects your agency's attendance at Project-led meetings during the current reporting period. |

**Change Champion Network:**
- Unique Filled Role = 12
- Duplicate Filled Role = 4
- Vacant Role = 0

**RW Task Completeness:**

**Score = 88.20%**
- Submitted Complete = 39
- Submitted Incomplete = 0
- Completed After Submission = 11

**RW Task Timeliness:**

**Score = 73.01%**
- Submitted On Time = 40
- Submitted Late = 36
- Pending Submission = 6

**Meeting Participation:**
- Meetings Attended = 6
- Meetings Missed = 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 |
|---|---|---|---|---|---|---|---|---|---|---|
| N/A | Processes | 515 | Identify Change Impacts and Update Agency Business Process Documentation for Segments I and II | 01/29/24 | 04/12/24 | 75% - Consolidating/Inputting Information for Submission | | 11/1 - Discussed completion of the tasks and in the process of documentation 8/30 - On-going process for updates. Identifying most important processes to document. 7/12 - Continue to work on the AS-IS and have begun design the To-Be. processes for Disbursement. Assets To-Be Designs are in progress. AR To-Be processes are in progress. Contracts is not impacted as much and internal Agency Business System (CATS) needs to be remediated. 6/28 - Continuing discovery of processes performed by the BFS team 4/30 - New Resources are reviewing as is to identify gaps. 4/12 - Documentation of business processes have not begun due to resource constraints | | |
| N/A | Technology | 519 | Remediate Agency Business Systems based on Segment I | 01/29/24 | 06/28/24 | 75% - Consolidating/Inputting Information for Submission | | 11/1 - Completed remediation for the Chart of Account structure 9/18 - Agency Business System remediation is not in line with Florida PALM remediation requirements. Agency is documenting a remediation plan for Agency Business System remediation to address Florida PALM remediation requirements. 8/30 - Development team is actively involved with the remediation, beginning with the Chart of Accounts. | | |
| 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 | | 8/30 - Documentation has not been completed for the lack of access to the BFS team that are understaffed. 7/12 - Continue to work on the AS-IS and have begun design the To-Be. Assets To-Be Designs are in progress. AR To-Be processes are in progress. CMIA is being worked. 6/28 - Continuing discovery of processes performed by the BFS team | | |
| N/A | Technology | 531 | Remediate Agency Business Systems based on Segment II | 04/29/24 | 10/04/24 | 75% - Consolidating/Inputting Information for Submission | | | | |
| N/A | Processes | 543 | Identify Change Impacts and Update Agency Business Process Documentation for Segment IV | 07/22/24 | 10/18/24 | 50% - In Progress | | | | |
| N/A | Technology | 547 | Remediate Agency Business Systems based on Segment III | 07/22/24 | 12/13/24 | 25% - Beginning Initial Internal Meetings and Information Gathering | | 9/18 - Agency Business System remediation is not in line with Florida PALM remediation requirements. Agency is documenting a remediation plan for Agency Business System remediation to address Florida PALM remediation requirements. | | |
| Direct | Data | 555-A | Complete Data Cleansing Based on Mock Conversion 1 - Projects (PCC001) | 10/07/24 | 11/22/24 | 100% - Submitted | 11/25/24 | | Submission Complete | |
| N/A | Technology | 561 | Remediate Agency Business Systems based on Segment IV | 10/21/24 | 03/14/25 | | | | | |
| Direct | Data | 555-B | Complete Data Cleansing Based on Mock Conversion 1 (CTC001, GMC001, and PCC002) | 10/28/24 | 11/22/24 | 100% - Submitted | 12/02/24 | | Submission Complete | |
| N/A | N/A | 562 | Submit Bimonthly Agency Readiness Status Report | 11/01/24 | 11/12/24 | 100% - Submitted | 11/12/24 | | Submission Complete | |
| N/A | N/A | 563 | Manage Agency Specific Implementation Schedule, Risks and Issues | 11/01/24 | 12/27/24 | 100% - Submitted | 01/02/25 | | Submission Complete | |

| | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| Direct | Data | 555-C | Complete Data Cleansing Based on Mock Conversion 1 (AMC001 and POC001) | 11/08/24 | 12/06/24 | 100% - Submitted | 01/02/25 | 12-20 AHCA team is researching property help documents to determine actions that need to be taken and then contacting DFS if it cannot be determined how to add the amount to the Property Master file. The team has not encountered the issue before. There are only a few records. About 99% complete with this task. | Submission Complete | |
| Direct | Technology | 557 | Confirm Interface Inventory for Cycle 2 Interface Testing | 11/18/24 | 12/13/24 | 100% - Submitted | 12/13/24 | | Submission Complete | |
| N/A | Technology | 558 | Update Agency Business System Documentation | 11/18/24 | 01/10/25 | 100% - Submitted | 01/08/25 | | Submission Complete | |
| Direct | Data | 567-A | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/12/24 | | Submission Complete | |
| Direct | Data | 567-B | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/19/24 | | Submission Complete | 01/03/25 |
| Direct | Data | 567-C | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/16/24 | | Submission Complete | |
| Direct | Data | 567-D | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/05/24 | Not being used | Submission Complete | 12/05/24 |
| Direct | Data | 567-E | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/19/24 | | Submission Complete | |
| Direct | Data | 567-G | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/12/24 | | Submission Complete | |
| Direct | Data | 567-H | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/05/24 | Projects is not used by the Agency. | Submission Complete | 12/05/24 |
| Direct | Data | 567-I | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/16/24 | | Submission Complete | |
| Indirect | People | 536-C | Create Agency Specific User Acceptance Testing Plan | 12/09/24 | 01/31/25 | 50% - In Progress | | | | |
| N/A | Processes | 560 | Submit Change Analysis Tool | 12/09/24 | 01/31/25 | | | | | |
| Indirect | People | 564 | Update Future Florida PALM Users | 12/09/24 | 01/10/25 | 100% - Submitted | 01/10/25 | | | |
| N/A | People | 568 | Create Training Plan for Agency Managed End User Training | 12/09/24 | 03/28/25 | | | | | |
| Direct | Data | 567-J | Share, Review, and Update Configuration Workbooks | 12/18/24 | 01/17/25 | 25% - Beginning Initial Internal Meetings and Information Gathering | | | | |
| Direct | Data | 567-K | Share, Review, and Update Configuration Workbooks | 12/18/24 | 01/17/25 | | | | | |
| Direct | Data | 567-P | Share, Review, and Update Configuration Workbooks | 12/18/24 | 01/17/25 | 25% - Beginning Initial Internal Meetings and Information Gathering | | | | |
| Direct | Data | 658-A | Submit Data Field Mapping | 12/18/24 | 01/31/25 | | | | | |
| Direct | Data | 658-B | Submit Data Field Mapping | 12/18/24 | 01/31/25 | | | | | |
| N/A | N/A | 569 | Submit Bimonthly Agency Readiness Status Report | 12/30/24 | 01/10/25 | 100% - Submitted | 01/10/25 | | | |
| N/A | N/A | 570 | Manage Agency Specific Implementation Schedule, Risks and Issues | 12/30/24 | 02/28/25 | | | | | |
| Direct | Data | 658-C | Submit Data Field Mapping | 01/06/25 | 01/31/25 | | | | | |
| Indirect | Technology | 576 | Complete Internal Agency Business System Test and Remediation to prepare for Cycle 2 - Technical Interface Testing | 01/06/25 | 03/28/25 | | | | | |

| People | Processes | Technology | Data |
|---|---|---|---|
| The staff and stakeholders affected by your agency's transition to Florida PALM. | The sequence of procedures to accomplish a business objective. | The applications or tools used to process, track, or report on financial operations. | Information used in or produced from an agency's financial business operations. |

**People**

**Implementation:**

**Planned Florida PALM End Users = 28**

• Business Process Groupings = 12/13

**Identified Subject Matter Experts = 13**

**Processes**

**Implementation:**

**Impacted Agency Business Processes = 67**

• Related Business Process Groupings = 10/13

• Planned Spreadsheet Uploads = 4

**Technology**

**Implementation:**

**Business Systems Planned for Integration = 23**

**Planned Interfaces = 17**

- Inbound Interfaces = 2

- Outbound Interfaces = 15

**Data**

**Implementation:**

**Configuration**

• **Commitment Control (KK)**

- Budget Allotments - Control Option = Option # 2 - Track with Budget

- Account ChartField Tier Selection = Account Tier #3: Family

- Organization ChartField Translation Tree Selection = Translation Tree #2: Agency-Defined Tree

• **Org Security Rule = Agencywide**

• **Optional ChartFields**

- OA1 = To Be Configured

- OA2 = Not To Be Configured

- PC Category = To Be Configured

- PC Subcategory = To Be Configured

- PC Source Type = Not To Be Configured

**Conversion**

• **Optional Conversions**

- Accounts Receivable = Not Needed

- Assets = Needed

- Contracts = Needed

- Customers = Not Needed

- Encumbrances = Needed

- Grants = Needed

- Projects = Not Needed

- Projects Balances = Not Needed

# 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.

## AHCA Risks

| Critical Operational Elements | Risk Description | Status | Risk Rating | Mitigation/Response Strategy | Reporting Period Comments or Updates | Date of Status Change | Owner / Coordinator |
|---|---|---|---|---|---|---|---|
| Processes Data | If there is not an accounting system available in December 2025, AHCA will not be able to complete the Weekly Medicaid Run and will not have the ability to pay the providers, costing the State, millions of dollars in fines/penalties. | Open | 9 (High/High) | Change statutory requirements. | | 11/25/24 | Lynn Smith |
| People | If Florida PALM project scope increases based upon unidentified agency requirements that were missed, the Agency's current LBR funding requests will be inadequate to complete the Florida PALM transition (schedule, scope and budget). | Open | 6 (High/Medium) | Request administrative funding from the Legislature. | On-going | 11/02/23 | Phyllis Wander |
| People Processes | Given that Budget resources in the Bureau of Financial Services are involved in the 25/26 Legislative Budget Request Process, if the budget team has not provided a plan for accomplishing Florida PALM YE UAT by 1/25/2025 , AHCA will not provide Agency Readiness for Stage Gate 4 for Agency Readiness. | Open | 6 (High/Medium) | Continue to use the resources adding resources from the IT team (Business Consultants) to perform the testing for the Agency | Additional business analysis resource (IT) has been added to address the year end process analysis and what needs to be accomplished by the BFS Team | 11/18/24 | Lynn Smith |

## AHCA Issues

| Critical Operational Elements | Issue Description | Status | Priority | Resolution Plan | Reporting Period Comments or Updates | Planned or Actual Resolution Date | Owner / Coordinator |
|---|---|---|---|---|---|---|---|
| People | As of August 2024, BFS had 22 vacant positions. As a result, the Bureau of FS team is challenged with performing operational activities and Florida PALM task requirements. The Florida PALM workload will only increase as the project progresses, where testing will require more of their time during end of year process and will hinder the ability for AHCA to complete task assignments. | Open | High - Impacts the ability of the agency to meet deadlines or milestones | Hire additional BFS staff with different skillsets; and do not make it a requirement to possess FLAIR experience. Hire additional staff augmented staff to perform more of the Florida PALM related tasks. | 12/30-There are currently 15 vacancies, down from 22 | 03/28/25 | Hughes, Levis |
| People Processes | AHCA Florida PALM team needs at least two additional resources for the remainder of the Florida PALM project. The Agency currently has budget to hire one additional resource, but needs budget to hire the second. | Open | High - Impacts the ability of the agency to meet deadlines or milestones | Obtain budget to hire additional staff | 1/8/2025-Completing the documentation for the amendment | 01/31/25 | Wander, Phyllis |
| People | Matriculation of knowledgeable business process and the SunFocus Application resources' will hinder the progress of the project. | Open | High - Impacts the ability of the agency to meet deadlines or milestones | Short term is to ensure documentation is current for jobs roles | 1/8/2025-Identfying undocumented processes | 02/28/25 | Hughes, Levis |
| Technology | Remediation of the Agency Business System (SunFocus) application is not on the same schedule as the Florida PALM schedule. Some remediation activities will cross Segments, causing the agency timeliness of task to continue to be low. | Open | Low - All impacts not listed as Critical or High | Update the comments of the remediation tasks as they become complete. | | 05/30/25 | Wander, Phyllis |

## AHCA Assumptions

| Critical Operational Elements | Assumption | Status | Date Logged or Removed | Impacted Stakeholder(s) and/or System(s) | Reporting Period Comments or Updates |
|---|---|---|---|---|---|
| | | | | | |

## 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

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## AHCA Status Report Confirmation

| Reporting Period | Agency Sponsor Name: | Confirmed By: | Confirmation Date: |
|---|---|---|---|
| November - December 2024 | Lynn Smith | lynn.smith@ahca.myflorida.com | 01/10/25 |
| September - October 2024 | Lynn Smith | lynn.smith@ahca.myflorida.com | 11/12/24 |
| July - August 2024 | Lynn Smith | lynn.smith@ahca.myflorida.com | 09/10/24 |
| May - June 2024 | Lynn Smith | lynn.smith@ahca.myflorida.com | 07/03/24 |
| March - April 2024 | Lynn Smith | lynn.smith@ahca.myflorida.com | 05/09/24 |
| January - February 2024 | Sonya Smith | sonya.smith@ahca.myflorida.com | 03/11/24 |

# APD 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
November - December 2024

## Agency Sponsor
Rose Salinas

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## CCN Composition



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

### Change Champion Network:
- Unique Filled Role = 12
- Duplicate Filled Role = 4
- Vacant Role = 0

## RW Task Completeness



The Readiness Workplan Tasks Completeness dial reflects the completeness of your agency's submission of RW tasks, starting with RW Task 512.

### RW Task Completeness:
**Score = 86.91%**
- Submitted Complete = 32
- Submitted Incomplete = 0
- Completed After Submission = 23

## RW Task Timeliness



The Readiness Workplan Tasks Timeliness dial reflect the timeliness of your agency's submission of all RW tasks to date.

### RW Task Timeliness:
**Score = 98.55%**
- Submitted On Time = 80
- Submitted Late = 3
- Pending Submission = 0

## Project-led Meeting Participation



The Participation dial reflects your agency's attendance at Project-led meetings during the current reporting period.

### Meeting Participation:
- Meetings Attended = 4
- Meetings Missed = 0

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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.

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## 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 |
|---|---|---|---|---|---|---|---|---|---|---|
| N/A | Technology | 561 | Remediate Agency Business Systems based on Segment IV | 10/21/24 | 03/14/25 | 75% - Consolidating/Inputting Information for Submission | | 11/4 - IT Team is addressing - Business System by Business System | | |
| Direct | Data | 555-C | Complete Data Cleansing Based on Mock Conversion 1 (AMC001 and POC001) | 11/08/24 | 12/06/24 | 100% - Submitted | 12/06/24 | 11/15 - reviewing the mock test error report in shared drive 11/21 - actively looking into Mock trail errors and fall out 12/6 - assets and open encumbrance's MFMP = email out to PALM - response is Property ID -may need an answer from PALM | Submission Complete | |
| Direct | Technology | 557 | Confirm Interface Inventory for Cycle 2 Interface Testing | 11/18/24 | 12/13/24 | 100% - Submitted | 12/12/24 | 11/18 - K working to prep for next activity | Submission Complete | |
| N/A | Technology | 558 | Update Agency Business System Documentation | 11/18/24 | 01/10/25 | 100% - Submitted | 01/07/25 | 11/18 - documentation is updated - in review tho 12/16 - KB is leading the APD Data team review for any new updates 12/27 meeting to review - Core team 12/30 - Core team final review - 1/2 1/6 - to be submitted Tuesday after review 1/7 - checked and comments updated | | |
| Direct | Data | 567-A | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/10/24 | 11/18 - team working thru the task requirements and scheduled team input for review - Core team review 12/10 - agency sponsor has completed form and APD selections have been made. | Submission Complete | 12/10/24 |
| Direct | Data | 567-B | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/13/24 | 11/18 - team working thru the task requirements and scheduled team input for review - Core team review 12/13 - reviewed by team for accuracy, Smartsheet completed 12/16 - HB is working to populate the spreadsheet as needed 12/19 - Resubmitted based on Verification Form feedback 12/20 - 12/19 Resubmission remains incomplete as of 12/20, 1017p. See verification form for info. 12/30 - update to be completed with January Task - PALM Team aware 1/3 - reviewed with Dora/PALM Team APD to close out by mid week - 1/8 | Submission Complete | 01/07/25 |
| Direct | Data | 567-C | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/12/24 | 11/18 - team working thru the task requirements and scheduled team input for review - Core team review 12/12 - reviewed by team for accuracy, Smartsheet completed | Submission Complete | |
| Direct | Data | 567-D | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/12/24 | 11/18 - team working thru the task requirements and scheduled team input for review - Core team review 12/12 - reviewed by team for accuracy, Smartsheet completed | Submission Complete | |
| Direct | Data | 567-E | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/13/24 | 11/18 - team working thru the task requirements and scheduled team input for review - Core team review 12/13 - reviewed by team for accuracy, Smartsheet completed | Submission Complete | 12/17/24 |
| Direct | Data | 567-G | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/12/24 | 11/18 - team working thru the task requirements and scheduled team input for review - Core team review 12/12 - Reviewed against corrected locations, all updates made | Submission Complete | 12/17/24 |
| Direct | Data | 567-H | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/12/24 | 11/18 - team working thru the task requirements and scheduled team input for review - Core team review 12/12 - reviewed, no changes to | Submission Complete | |

| | | | | | | | | previous selections | | |
|---|---|---|---|---|---|---|---|---|---|---|
| Direct | Data | 567-I | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/10/24 | 11/18 - team working thru the task requirements and scheduled team input for review - Core team review<br>12/10 - completed, org security not used within APD | Submission Complete | |
| Indirect | People | 536-C | Create Agency Specific User Acceptance Testing Plan | 12/09/24 | 01/31/25 | 75% - Consolidating/Inputting Information for Submission | | 12/16 - APD PALM Team has been in review of the current USER Testing plan and also the PALM Template. Notes for change and updates are in progress<br>12/19 - we are working thru current with PALM template adjustments<br>12/30 - currently working up the additions to the UAT plan - Core team and APD Team participation - to be completed by 1/31<br>1/9 - 567-C completed -Team is working on it. | | |
| N/A | Processes | 560 | Submit Change Analysis Tool | 12/09/24 | 01/31/25 | 75% - Consolidating/Inputting Information for Submission | | 12/16 - PM and BA working to update the tools - in progress<br>12/30 - Core team working to update/input data<br>1/9 - Team is working on it. | | |
| Indirect | People | 564 | Update Future Florida PALM Users | 12/09/24 | 01/10/25 | 100% - Submitted | 01/08/25 | 12/16 - Team has reviewed and APD handles security differently - decisions in progress<br>12/19 - working thru user matrix<br>12/30 - updates made - review with Core team scheduled for 1/2<br>1/6 - to be submitted on 1/8<br>1/8 - completed and reviewed - updates on internal excel spreadsheet - Ashlie checked | | |
| N/A | People | 568 | Create Training Plan for Agency Managed End User Training | 12/09/24 | 03/28/25 | 50% - In Progress | | 12/16 - reviewing the task in depth with APD PALM Team<br>12/30 - BA and PM in review of training docs that will be incorporated in the APD plans<br>1/7 - re-read task - use template | | |
| Direct | Data | 567-J | Share, Review, and Update Configuration Workbooks | 12/18/24 | 01/17/25 | 75% - Consolidating/Inputting Information for Submission | | January due date!<br>1/7 - team reviewed and working<br>1/9 - 567-C completed -Team is working on it. | | |
| Direct | Data | 567-K | Share, Review, and Update Configuration Workbooks | 12/18/24 | 01/17/25 | 75% - Consolidating/Inputting Information for Submission | | January due date!<br>1/7 - team reviewed and working<br>1/9 - 567-C completed -Team is working on it. | | |
| Direct | Data | 567-P | Share, Review, and Update Configuration Workbooks | 12/18/24 | 01/17/25 | 75% - Consolidating/Inputting Information for Submission | | January due date!<br>1/7 - team reviewed and working<br>1/9 - 567-C completed -Team is working on it. | | |
| Direct | Data | 658-A | Submit Data Field Mapping | 12/18/24 | 01/31/25 | 75% - Consolidating/Inputting Information for Submission | | January due date!<br>12/30 - working on worksheet<br>1/9 - Team is working on it. | | |
| Direct | Data | 658-B | Submit Data Field Mapping | 12/18/24 | 01/31/25 | 75% - Consolidating/Inputting Information for Submission | | January due date!<br>12/30 - working worksheet<br>1/9 - Team is working on it. | | |
| N/A | N/A | 569 | Submit Bimonthly Agency Readiness Status Report | 12/30/24 | 01/10/25 | 100% - Submitted | 01/09/25 | 1/2 - email to Rose for review - she is back in office on 1/6<br>1/7 - reminder to Rose<br>1/8 - reminder and link to Rose<br>1/9 - signed off by Roe | | |
| N/A | N/A | 570 | Manage Agency Specific Implementation Schedule, Risks and Issues | 12/30/24 | 02/28/25 | 25% - Beginning Initial Internal Meetings and Information Gathering | | | | |
| Direct | Data | 658-C | Submit Data Field Mapping | 01/06/25 | 01/31/25 | 25% - Beginning Initial Internal Meetings and Information Gathering | | 1/9 - Team is working on it. | | |
| Indirect | Technology | 576 | Complete Internal Agency Business System Test and Remediation to prepare for Cycle 2 - Technical Interface Testing | 01/06/25 | 03/28/25 | 25% - Beginning Initial Internal Meetings and Information Gathering | | | | |

| **People** | **Processes** | **Technology** | **Data** |
|---|---|---|---|
| The staff and stakeholders affected by your agency's transition to Florida PALM. | The sequence of procedures to accomplish a business objective. | The applications or tools used to process, track, or report on financial operations. | Information used in or produced from an agency's financial business operations. |

**People**

<u>Implementation:</u>

**Planned Florida PALM End Users = 73**

• Business Process Groupings = 13/13

**Identified Subject Matter Experts = 41**

**Processes**

<u>Implementation:</u>

**Impacted Agency Business Processes = 236**

• Related Business Process Groupings = 10/13

• Planned Spreadsheet Uploads = 2

**Technology**

<u>Implementation:</u>

**Business Systems Planned for Integration = 8**

**Planned Interfaces = 28**

- Inbound Interfaces = 6

- Outbound Interfaces = 22

**Data**

<u>Implementation:</u>

**Configuration**

• **Commitment Control (KK)**

- Budget Allotments - Control Option = Option # 2 - Track with Budget

- Account ChartField Tier Selection = Account Tier #1: Highest

- Organization ChartField Translation Tree Selection = Translation Tree #2: Agency-Defined Tree

• **Org Security Rule = Agencywide**

• **Optional ChartFields**

- OA1 = To Be Configured

- OA2 = To Be Configured

- PC Category = To Be Configured

- PC Subcategory = To Be Configured

- PC Source Type = Not To Be Configured

**Conversion**

• **Optional Conversions**

- Accounts Receivable = Not Needed

- Assets = Needed

- Contracts = Needed

- Customers = Not Needed

- Encumbrances = Needed

- Grants = Not Needed

- Projects = Needed

- Projects Balances = Needed

## 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.

### APD Risks

| Critical Operational Elements | Risk Description | Status | Risk Rating | Mitigation/Response Strategy | Reporting Period Comments or Updates | Date of Status Change | Owner / Coordinator |
|---|---|---|---|---|---|---|---|
| Technology | Data loss during migration | Open | 9 (High/High) | Implement robust backup and recovery mechanisms, conduct thorough testing | Measurement: Percentage of data migrated successfully noted: Migration Phase 12/13 - being addressed in UAT plan | 12/08/23 | APD Finance Team |
| Processes | Downtime during the transition | Open | 9 (High/High) | Develop a detailed migration plan with scheduled downtime, parallel run for testing | Measurement: Duration of downtime noted: Migration Phase 12/13 - being addressed in UAT plan | 12/08/23 | PALM Team/APD Project Team |
| People Processes Technology Data | COA - Update accounting business system software or system with the new chart of accounts. | Open | 9 (High/High) | - This includes modifying the account structure and assigning codes as needed. within the APD Business Systems so that the alignment flows thru upon migration and that all accounting is correctly the same | IT Team will align to update and make required changes in the Business System arena 12/13 - new coa and field specifications being supported based on PALM parameters | 12/27/23 | IT Team and APD Teams |
| People Processes Technology Data | COA - Testing old to new and establishing a valid testing exercise | Open | 9 (High/High) | - Establish testing to ensure that transactions are posted correctly to the new chart of accounts. Verify that financial reports generate accurate results. | Testing scenarios and plan to be defined12/13 - UAT Development in process | 12/27/23 | ALL APD Finance and IT Teams |
| Technology Data | Use of API technologies to create Data Tables not available in timely manner to begin the Agency Build | Open | 9 (High/High) | KB/Tech Analyst is driving the request with the PALM IT team to get schema provided | With Task 519 - the updates required to ABS does not have all information required to start the effort Ideal would be to have an API Schema that is pushed by PALM to update and execute all the requirements 6/26 - IT Team will work with strategy to build parallel data base with PALM parameters that will be set up with all the correct fields/requirements/etc 12/13 - ongoing | 04/24/24 | ALL APD Finance and IT Teams |
| Technology Data | Compatibility issues between old and new systems | Open | 9 (High/High) | APD is in a re-write mode with several ABS - this will be a double effort and therefore use of old systems to adapt will be an issue | Running re-writes in the parallel with IT side of mitigation with ABS 12/13 - leaving open - documenting any issues | 04/24/24 | ALL APD Finance and IT Teams |
| Technology Data | Integration challenges with existing accounting software on ABS | Open | 9 (High/High) | APT TA to work with PALM IT to gain best updates and data | Running re-writes in the parallel with IT side of mitigation with ABS 12/13 - all APD ABS are being upgraded to support PALM Specs | 04/24/24 | ALL APD Finance and IT Teams |
| People Processes Technology Data | Training - Lack of Familiarity with New System Features | Open | 6 (Medium/High) | - Provide comprehensive training. - Offer hands-on practice and simulations. - Encourage knowledge sharing. | - noting that the "sandbox" will be open and provided with PALM team roll out of training phase(s) 12/13 - we are all not familiar with the new platform | 12/27/23 | APD Teams |
| Data | Training - Data Migration Errors | Open | 6 (Medium/High) | - Conduct thorough data validation and testing. - Have backup plans for data recovery. | - Organizing Data Review Teams and timeline 12/13 - track in UAT | 12/27/23 | APD Teams |
| People Processes | Training - Time Constraints with routine business | Open | 6 (Medium/High) | - Plan training schedules to minimize disruption. - Allocate extra time for learning and transition. | - teams will be in review of scheduling and clean up in 2024 12/13 - working to schedule around critical Finance dates | 12/27/23 | APD Teams |
| People Processes Technology | Training - Inaccurate Financial Reporting | Open | 6 (Medium/High) | - Verify and validate financial data during and after migration. - Have contingency plans for reporting errors. | - clean preparation prior to and then checking team after - | 12/27/23 | APD Financial Accounting Team |

| Category | Risk | Status | Rating | Mitigation | Notes/Updates | Date | Owner |
|---|---|---|---|---|---|---|---|
| Data | | | | | APD is in clean up mode going forward. 12/13 - UAT to be training effort by PALM | | |
| Processes Technology Data | Data Security Breach | Open | 6 (High/Medium) | - Implement strict access controls and encryption measures. | - Conduct quarterly security audits and address any vulnerabilities immediately. - PALM Team to engage thru Technical reviews the security support and activities with PALM 12/13 - PALM Team | 12/27/23 | APD IT Team |
| People | Lack of Training and Awareness | Open | 6 (High/Medium) | - Provide regular training sessions for team members on documentation best practices. | - Maintain a record of training attendance and monitor improvements in documentation quality. October 2023 - bringing awareness to the PALM Team activities with participation in the design and build sessions hosted by the PALM Team. -ongoing 12/13 - APD does not know what we dont know yet! | 10/24/23 | PALM TEAM and APD Teams |
| People Processes Technology Data | Technology Failures | Open | 6 (High/Medium) | - Implement data backup and recovery procedures | - Regularly test technology systems and document results in monthly IT reports. - roll out with IT team in 2024 12/13 - IT Teams to support as needed - new PALM Helpdesk access | 10/24/23 | APD IT Team |
| People Processes | Timing in Financial accounting arena - Loss of Productivity During Transition | Open | 6 (High/Medium) | - Plan for a gradual transition with overlapping systems if possible. | -Teams will be attending focus group meetings 1st qtr 2024 and will participate in designing a workable schedule 12/13 - addressing timeframe for 2025 - 12/19 - 1/7 | 12/27/23 | APD TEams |
| People Processes Technology Data | COA - Archive old Data | Open | 6 (High/Medium) | - archiving or retaining old chart of accounts data for historical reference and compliance purposes.Where/When/How | Plan to establish archive process to be determined or updated from present archive responsibilities within the agencies processes and policies 12/13 - APD working on Archive for FAS/FRS archive for all data prior to PALM Migration - internal APD | 12/27/23 | ALL APD Finance and IT Teams |
| People Processes Technology Data | Payroll - Severe Data Loss or Corruption during Migration of data | Open | 6 (High/Medium) | Severe data loss or corruption during migration, leading to incorrect payroll processing and legal compliance issues. Implement robust backup and recovery procedures, conduct extensive testing, involve experts in data migration, and have a rollback plan in case of failures. Conversion Plan is Critical for detail and review/testing and acceptance. | Conversion PLAN critical to success with PALM and APD Teams 6/26 - Seg IV 12/13 - s/B non issue- keep open | 01/26/24 | ALL APD Finance and IT Teams |
| People Processes Technology Data | Payroll -Integration issues between the new accounting system and other HR or finance software, causing delays in payroll processing. | Open | 6 (High/Medium) | . APD will conduct thorough integration testing, involve IT specialists, and ensure seamless data exchange protocols thru a detailed conversion plan. | Ongoing teams meetings to mitigate 6/26 - Seg IV 12/13 - should not effect APD = keep open | 01/26/24 | ALL APD Finance and IT Teams |
| Technology Data | Data Integrity issues during schema migration | Open | 6 (High/Medium) | APT TA to work with PALM IT to gain best updates and data | Running re-writes in the parallel with IT side of mitigation with ABS 12/13 - APD will be prepared in advance leaving open for now | 04/24/24 | ALL APD Finance and IT Teams |
| Technology Data | Lack of scalability in new API architecture | Open | 6 (High/Medium) | APT TA to work with PALM IT to gain best updates and data | Running re-writes in the parallel with IT side of mitigation with ABS 12/13 - API - interface questions continue as APD works to build | 04/24/24 | ALL APD Finance and IT Teams |
| Technology Data | Data Breach | Open | 6 (High/Medium) | Implement multi-factor authentication, encrypt sensitive data, and regularly audit access logs | 12/13 - global issue for any could based applications | 10/31/24 | ALL APD Finance and IT Teams |
| Technology Data | Unauthorized Access (Insider Threat) | Open | 6 (High/Medium) | Apply role-based access controls, monitor user activities, and conduct regular training for employees on data security | Conduct periodic internal audits and monitor for suspicious activity 12/13 - checking internal APD users access abilities SSO | 10/31/24 | ALL APD Finance and IT Teams |
| People Processes Technology Data | UAT - Incomplete Test Coverage | Open | 6 (High/Medium) | Define comprehensive test cases based on requirements, prioritize critical features, conduct test case reviews | Ensure requirements traceability to avoid missed scenarios 12/13 - UAT plan updates in progress with CORE Team | 10/31/24 | ALL APD Finance and IT Teams |
| People Processes Technology Data | UAT - Data Security in Test Environment | Open | 6 (High/Medium) | Mask or anonymize sensitive data, limit access to test environment, and encrypt data at rest and in transit | Use dummy data where possible to minimize risks 12/13 - testers are primary and secondary SME's with | 10/31/24 | ALL APD Finance and IT Teams |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| | | | | | each team and CORE Team | | |
| People Processes Technology Data | Defects Missed in UAT | Open | 6 (High/Medium) | Implement multiple testing stages (functional, integration, regression), train testers on critical business flows, and conduct defect reviews | Encourage detailed documentation and communication for defect reporting 12/13 - create a capture log for PALM during UAT - incorporating into the UAT plan | 10/31/24 | ALL APD Finance and IT Teams |
| People Processes Technology Data | Unclear Exit Criteria for UAT | Open | 6 (High/Medium) | Define clear pass/fail criteria, set quality benchmarks, and ensure all criteria are met before exiting UAT | Review exit criteria with stakeholders before starting UAT 12/13 - open until PALM provides UAT plan for go - no go | 10/31/24 | ALL APD Finance and IT Teams |
| Processes Data | Time lag/Plan for AR and conversion accounts | Open | 4 (Medium/Medium) | Review date impact with review of GL accounts and establish conversion accounts for time element affect - 2/6 - Team working to map COA | Measurement: Reconciliation issue noted: Migration Phase 12/13 - part of updated convergence plan - teams noting now | 02/06/24 | APD Finance Team |
| People Technology Data | Training - Insufficient Training Resources - needing a variety | Open | 4 (Medium/Medium) | - Secure necessary training materials and resources. - Engage vendor-provided training and support. | - looking to PALM for direction and scheduling when it becomes available 12/13 - training for APD = being developed - no PALM training at this time | 12/27/23 | APD and PALM |
| People Processes | Inadequate Post-Training Support | Open | 4 (Medium/Medium) | - Establish a helpdesk or support team. - Provide ongoing access to resources. | - PALM Team to define 12/13 - APD to determine addition Training Headcount | 12/27/23 | PALM and APD IT Team |
| People Processes Technology Data | Payroll - Insufficient training for payroll staff on the new system, resulting in errors and productivity loss. | Open | 4 (Medium/Medium) | APD will work with PALM to develop comprehensive training programs, provide user manuals, and offer ongoing support during the transition. | Ongoing teams meetings to mitigate 6/26 - Seg IV 12/13 - UAT - keep open | 01/26/24 | ALL APD Finance and IT Teams |
| Technology Data | Insufficient documentation for new API interfaces | Open | 4 (Medium/Medium) | APT TA to work with PALM IT to gain best updates and data | Running re-writes in the parallel with IT side of mitigation with ABS 12/13 - IT team working thru each ABS at this time | 04/24/24 | ALL APD Finance and IT Teams |
| Technology Data | Ineffective communication between IT and accounting teams | Open | 4 (Medium/Medium) | APT TA to work with PALM IT to gain best updates and data | Running re-writes in the parallel with IT side of mitigation with ABS 6/26 - improvement in the PALM team presence with IT Readiness team building 12/13 - PALM Log for all IT questions ongoing | 04/24/24 | ALL APD Finance and IT Teams |
| Technology Data | Service Downtime/Disruptions | Open | 4 (Medium/Medium) | Implement failover and disaster recovery protocols, choose a provider with SLAs for high availability, monitor system uptime | Inform users in case of downtime and provide transparent communication 12/13 - testing now for impacts = all teams | 10/31/24 | ALL APD Finance and IT Teams |
| People Processes Technology Data | UAT Environment Downtime | Open | 4 (Medium/Medium) | Plan for backup environments, perform load testing on UAT, and have an incident response plan for UAT | Inform stakeholders of potential downtime impacts 12/13 - working with 12/19-1/7 freeze timeframe - exercise by teams within APD at this time | 10/31/24 | ALL APD Finance and IT Teams |
| People Processes Technology Data | UAT - Incorrect Test Data Use | Open | 4 (Medium/Medium) | Set up accurate and relevant test data, train testers on data setup, and maintain a standardized test data set | Establish guidelines for creating and using test data 12/13 - scenrios review in progress | 10/31/24 | ALL APD Finance and IT Teams |
| People Processes Technology Data | Inadequate UAT Documentation | Open | 4 (Medium/Medium) | Maintain detailed test plans, cases, and results, and set documentation standards; conduct reviews to ensure clarity | Ensure all stakeholders have access to up-to-date UAT documentation 12/13 - UAT scenarios/stories being captured at this time for 1st qtr 2025 | 10/31/24 | ALL APD Finance and IT Teams |
| People Processes Technology Data | UAT Poor Test Case Prioritization | Open | 4 (Medium/Medium) | Identify high-risk areas for prioritization, work with stakeholders to prioritize based on business impact | Focus on areas with high impact on the application's functionality 12/13 - Teams are in review of their critical tasks | 10/31/24 | ALL APD Finance and IT Teams |
| People Processes Technology Data | Documentation Errors | Open | 3 (High/Low) | - Implement a peer review process for critical documentation. | - Monitor error rates and track corrective actions in weekly status reports. -effort to b intiatied with COA review 12/13 - UAT to document in plan | 12/27/23 | APD Core Team |
| Technology Data | Security vulnerabilities in new API interfaces | Open | 3 (High/Low) | APT TA to work with PALM IT to gain best updates and data | Running re-writes in the parallel with IT side of mitigation with ABS 12/13 - open data/cloud - IT question-challenge | 04/24/24 | ALL APD Finance and IT Teams |
| People Processes Technology | Roll Back Plan to be included in the Conversion Plan | Open | 3 (High/Low) | APT to incorporate the parallel effort with current business processes and also with the strategy | Prepare for unexpected issues | 08/27/24 | ALL APD Finance and IT Teams |

| Critical Operational Elements | Issue Description | Status | Priority | Resolution Plan | Reporting Period Comments or Updates | Planned or Actual Resolution Date | Owner / Coordinator |
|---|---|---|---|---|---|---|---|
| Technology Data | | | | process with PALM Data and ABS alignment. | that cause risk during migration causing significant problems that will stop progress forward into PALM 12/13 - UAT and PALM to provide a plan for migration time frame | | |
| Technology Data | Data Loss due to Cloud Provider Failure | Open | 3 (High/Low) | Enable regular automated backups, store backups in geographically separate regions, test data restoration | Partner with reputable providers with a history of reliability 12/13 - PALM issue - may impact service | 10/31/24 | ALL APD Finance and IT Teams |
| Technology Data | Inaccurate Financial Data | Open | 3 (High/Low) | Implement input validation checks, automate data reconciliation, perform regular audits on financial data | Include error reporting mechanisms and alerts for users 12/13- APD reconciliation will be part of the UAT to determine that FLAIR Data base was migrated/in sandbox/and mapped correctly | 10/31/24 | ALL APD Finance and IT Teams |
| People Processes Technology Data | Unauthorized Access to UAT Environment | Open | 3 (High/Low) | Use role-based access controls, monitor access logs, and enforce MFA for test environment access | Regularly review UAT environment access rights 12/13 - not certain of the user access and will be tested in UAT | 10/31/24 | ALL APD Finance and IT Teams |
| People Processes Technology Data | Payroll - Inaccurate employee data migration leading to payroll discrepancies and employee dissatisfaction. | Open | 2 (Medium/Low) | Validate data migration processes, cross-reference data, and conduct reconciliation checks to ensure accuracy. UAT required. | Ongoing teams meetings to mitigate - IT included 6/26 - Seg IV 12/13 - APD Teams to determine migration trust | 01/26/24 | ALL APD Finance and IT Teams |
| People Technology Data | Training - set up with current IT Platform and making available the training online requirements for the user experience - Software Compatibility Issues | Open | 2 (Low/Medium) | - Ensure that the new system is compatible with existing hardware and software. | - IT Team engagement is strong within APD so this will be part of the IT agenda 12/13 - training for APD = being developed - no PALM training at this time | 12/27/23 | IT Team |
| People Processes Technology Data | Insufficient user training and support | Open | 1 (Low/Low) | Develop comprehensive training materials, provide ongoing user support | Measurement: User feedback and help desk tickets note: Training phase 12/13 - Training still open - will also be a part of UAT | 10/24/23 | PALM Team/APD Project Team |
| People Processes Technology Data | Payroll - Minor delays in the migration timeline due to unexpected technical issues or resource constraints | Open | 1 (Low/Low) | Develop contingency plans for minor delays, allocate extra resources if needed, and maintain clear communication with stakeholders- PALM Team Centric and APD IT engaged. | Ongoing teams meetings to mitigate - IT included 6/26 - Seg IV 12/13 - shouldnt be an issue per PALM - but keeping open | 01/26/24 | ALL APD Finance and IT Teams |
| People Processes Technology Data | Payroll - Minimal impact documentation discrepancies that have no significant effect on payroll processing | Open | 1 (Low/Low) | Continuously monitor and address documentation issues as part of routine maintenance. HR and Finance Teams will be collaborating for all reviews/training/queries to pass success. | Ongoing teams meetings to mitigate - IT included 6/26 - Seg IV 12/13 - APD IT team working any issues and aligning PAYROLL | 01/26/24 | ALL APD Finance and IT Teams |

| APD Issues | | | | | | | |
|---|---|---|---|---|---|---|---|
| Critical Operational Elements | Issue Description | Status | Priority | Resolution Plan | Reporting Period Comments or Updates | Planned or Actual Resolution Date | Owner / Coordinator |
| People Processes Technology Data | APD Grant Field | Closed | Critical - Impacts the ability of the agency to move forward with work without resolution | APD does NOT have Grants - however the grant field in FLAIR is used as an indicator - and the data in this field needs to be converted to PALM but needs to be corrected/mapped/correctly for PALM so that it does not land in the grant field. Fix before migration. Determined to use OA2 and team is focused on corrections in FLAIR at this time. | 2/29 - Revenue Team is in review and walk thru exercises are in progress to determine fix prior to data migration 4/22 - remains a critical consideration as this will be a mapping and scripting issue due to: APD Does NOT have Grants - use of the field in FLAIR caused this to be "called" a grant - this will become OCA2 8/27 - still reviewin g- as this is a unique field to APD - we will incorporate the conversion with a plan to make certain this is mapped correctly 12/10 - COA updated with OA2 for the funds (not grants) in PALM | 12/31/24 | APD finance Team/APD Revenue Team/BA/PM |
| People Processes Technology Data | APD IT TEAM Collaboration with the PALM IT Team | Open | Critical - Impacts the ability of the agency to move forward with work without resolution | APD will continue with the Excel Spreadsheet listing of IT questions that will be shared to the Readiness Coordinator for APD and filter to the relevant PALM team members for answers and acknowledgement - this is a solution that was proposed by the PALM Team - APD would like to work more collaboratively in the IT effort - as we have begun work to establish efforts for business as usual and develop PALM spec initiatives that are currently known. 12/10 - improved efforts - APD seeks a better collaboration effort as important agency wide corrections and updates could be effectively supported in a timely manner | This is going to be an ongoing challenge as timing is of the essence and with a delay in responses - the pace is slowed and falls back to last minute activities for completion | 01/31/26 | APD IT Teams/APD PALM Team and Core Team |
| People | APD is in the process of a Business | Closed | High - Impacts the ability | ABC project is pending a hold to address current | 4/24 - the Business | 12/30/24 | APD IT Team |

| Critical Operational Elements | Assumption/Risk | Status | Impact | Comments | Reporting Period Comments or Updates | Date | Stakeholder |
|---|---|---|---|---|---|---|---|
| People Processes Technology Data | APD is in the process of a Business System re-write to the ABC system and this will require a 2 x re-write for support as PALM is onboarded | Closed | High - Impacts the ability of the agency to meet deadlines or milestones | APD project is pending a hold to address current and PALM affected activity. KB/Tech Analyst is engaged to drive decisions | ~~ABC - the Business System requirements at APD are unique due to the clients services provided. Need to update is critical but the affect to do this 2xs is being measured. TBD on the outcome and IT decisions 6/25 - reconsideration of the internal FRS APD Database updates flow and build will not effect ABC re-write at this time~~ | 12/20/24 | APD IT Team |
| People Processes Technology Data | APD Asset Inventories - Locations physical address alignment across systems to include Solaris | Closed | High - Impacts the ability of the agency to meet deadlines or milestones | The teams are working to get FLAIR and Solaris Data corrected/updated/changed/added/deleted for all Physical locations associated with APD either HQ/Regions/Facilities/Regions 12/10 - Asset team is working thru updates and system adds/moves and changes | 4/24 - APD accounting is keeping the org codes in place that are currently in use based on FLAIR and will change as needed (approvals come thru) but there is no date when this will be accomplished. No changes to existing orgs at this time - and that is imposed on the PALM project activity. 6/26 - update to close in July 31 - organizational changes are pending DMS updates/Approval - re-write of procedures and documentation to correct processes - aligning with the asset module workflow within PALM 8/27 - still in process with IT team - PALM specs being used and PALM CORE Team working with IT teams to support the changes expected | 12/20/24 | APD Agency as a whole |

| APD Assumptions | | | | | |
|---|---|---|---|---|---|
| Critical Operational Elements | Assumption | Status | Date Logged or Removed | Impacted Stakeholder(s) and/or System(s) | Reporting Period Comments or Updates |
| People Processes Technology Data | The vendor-directed project plan aligns with the requirements and objectives outlined in the state government regulations and legislative directives specific to APD. | Logged | 09/06/23 | PALM Project Team/APD Project Team | On-Going with PALM Team Readiness Plan |
| People Processes Technology Data | Sufficient resources, including personnel and infrastructure, will be available to support the implementation by APD and will require additional resources as defined by the PALM project Plan for Conversion | Logged | 09/06/23 | PALM Project Team/APD Project Team | Working on Task 503 - In progress 4/24 - noted that the PALM Project Personnel for APD has been Hired: HB for Business Analyst/KB for Sr. Technical Analyst |
| People | The state government will continue to provide the necessary cooperation and support for the project's success along with our APD Sponsor support. | Logged | 09/06/23 | PALM Project Team/APD Project Team | On-going |
| People Processes Technology Data | The PALM vendor has expertise in implementing cloud-based financial systems and complying with state government regulations with APD looking to gain information and support from the PALM teams as needed or required. | Logged | 09/06/23 | PALM Project Team/APD Project Team | On-going with Amendment 8 approved - move forward with PALM Directives as defined |
| People Processes Technology Data | Financials, Payroll, and Data Warehouse will be implemented at one time in January 2026 | Logged | 09/06/23 | PALM Project Team/APD Project Team | To be focused at conversion timeframe at 4th qtr. of project 4/24 - Conversion Plan is not yet created by the PALM Team and is a significant requirement for the IT and Finance Teams at APD |
| People Processes Technology Data | All agencies will transition together. | Logged | 09/06/23 | PALM Project Team/APD Project Team | To be focused at conversion timeframe at 4th qtr. of project |
| People Processes Technology Data | Agencies/APD will have significant time to test and practice specific transactions before go-live in a dedicated testing environment (UAT) | Logged | 09/06/23 | PALM Project Team/APD Project Team | second half and then ongoing as the project readiness plan is outlined by PALM 12/13 - UAT - timeframe is the test |
| People Processes Technology Data | The Florida PALM production sandbox will continue to be a copy of the current production environment and will be updated in January 2026 for this major implementation | Logged | 09/06/23 | PALM Project Team/APD Project Team | second half and then ongoing as the project readiness plan is outlined by PALM |
| People Processes Technology Data | Dedicated hyper care and post-implementation support will be available following implementation to ensure stabilization of business operations within APD | Logged | 09/06/23 | PALM Project Team/APD Project Team | Post implementation - At Live |
| People Processes Technology Data | APD Business Systems will continue to be used within APD and be supported with gateway/interface connectivity to the PALM Database for data capture as needed by APD - stay in the same effort as currently supported with FLAIR | Logged | 12/27/23 | PALM Project Team/APD Project Team/APD IT Team | Technology alignment 4/24 - noted that APD will initiate review of Business Systems for retention after the conversion to PALM Platform - there will be a timeframe to review and consider PALM capabilities/reports/access that will aide in this determination sponsored by the APD IT Team. |
| People Processes Technology Data | APD COA will be aligned and designed based on new PALM parameters | Logged | 02/28/24 | APD Project Team/APD IT Team | Accounting Alignment 4/24 - In process with Task 513 - also in data cleanse effort 12/13 - APD Completed to test in UAT |
| People | APD Organizational Structure is fully defined and corelated to the correct org code by personnel alignment - updated by HR | Logged | 02/28/24 | APD Project Team/APD IT Team | Organizational Alignment 4/24 - APD faces a reorganization over the next 9 months - thru Dec. 2024. Approvals remain outstanding. The PALM requirements will be "as is" for the agency and updates will occur when approvals move thru. There will be no wait time or hold to update. Following the Task requirements of 513 toward the May due date. 12/13 - base on current to date ORG code for APD |
| Data | APD is able to identify the data within the Grant field in FLAIR and get it out of there prior to conversion/map it to the correct OCA2 - because this is not a true Grant and will not be a part of FCTS system - getting it identified and readied for conversion is a big must have and with it correctly supported will not cause issues. | Logged | 02/28/24 | APD Project Team/APD IT Team | 4/24 - this remains a big concern on the handling of this data prior to conversion. The data pull for the conversion must be aligned correctly so that the PALM load places the data into the OA2 field in support of the accounting requirements for APD. Planning within APD is on-going as understanding of the data requirements becomes available. APD has discussed in several Touchpoint meetings and also reviewed with the PALM IT RC Lead Chris. 6/25 - Consideration into the conversion plan and how data will |

| Category | Assumption/Requirement | Status | Date | Owner | Notes |
|---|---|---|---|---|---|
| | | | | | map. Need to review all possibilities<br>12/13 - condiserations completed |
| Data | APD is assuming responsibility thru Task requirements to perform data cleansing activities and that any data transformation or cleansing processes required during the pre-migration timeframe will be successfully implemented in the best captured data at time of migration. | Logged | 04/24/24 | APD Finance Teams | 4/24 - there is still no defined conversion plan so that data input and accounting activities are not frozen and unaffected at time of conversion - this is critical to accounting reconciliation after conversion - cleansing data is ongoing and APD will face 2 Fiscal year ends prior to the conversion to PALM. The assumption is that data will be pulled at the last possible time with imposed moratoriums on activities while data is loaded into PALM for use in past conversion.<br>6/26 - data cleansing continues and will continue thru the next 18 months. Updates will be made in FLAIR as required by the accounting daily/weekly/monthly |
| People<br>Processes<br>Technology<br>Data | APD assumes that the security matrix for Module Use is fully in place at migration to PALM so that all teams can reconcile and work to validate data transfer | Logged | 04/24/24 | APD Finance Teams | 4/24 - understanding team business process vs PALM Module accessibility has been identified and the teams overlap must be tailored to their work activity. |
| People<br>Processes<br>Technology<br>Data | Data Security Compliance | Logged | 08/27/24 | APD Finance Teams | The cloud-based system will comply with all state and federal regulations regarding data privacy and security, such as CJIS, HIPAA, or IRS 1075, as applicable |
| People<br>Processes<br>Technology<br>Data | No Major Changes to Existing Workflows, | Logged | 08/27/24 | APD Finance Teams | Assumes minimal disruption to existing business processes or workflows, and that the new system can adapt to existing operational requirements. |
| Processes<br>Technology<br>Data | High Availability and Reliability | Logged | 08/27/24 | APD Finance Teams | The cloud-based system will be more reliable than the legacy mainframe, with a guaranteed uptime and robust disaster recovery capabilities. |
| Technology<br>Data | Scalability | Logged | 08/27/24 | APD Finance Teams | The new system can handle future growth in terms of users, transactions, and data volume without requiring significant reconfiguration or additional infrastructure |
| People<br>Processes<br>Technology<br>Data | Realistic Timeline. | Logged | 08/27/24 | APD Finance Teams | The project will follow a realistic timeline with adequate buffers for unforeseen delays, ensuring that all milestones are met without excessive pressure |
| People<br>Processes<br>Technology<br>Data | Auditability | Logged | 08/27/24 | APD Finance Teams | The new system will provide sufficient audit trails and logs to satisfy internal and external audit requirements. |
| People<br>Processes<br>Technology<br>Data | UAT Environment Mirrors Production Environment | Logged | 10/31/24 | UAT Team, IT | Confirm that configurations and settings match production before UAT begins |
| People<br>Processes<br>Technology<br>Data | UAT -Test Data Accurately Reflects Real User Data Scenarios | Logged | 10/31/24 | UAT Team, QA | Test data generation in progress; validation with real user scenarios needed |
| People<br>Processes<br>Technology<br>Data | All Key Stakeholders are Available for UAT Feedback | Logged | 10/31/24 | Business Users, Project Lead | Stakeholders have confirmed availability, but final schedule pending |
| People<br>Processes<br>Technology<br>Data | All Major Functionalities are Developed and Deployed in UAT | Logged | 10/31/24 | UAT Team, Development | 90% of functionalities are ready; remaining features are expected by the end of this week |
| People<br>Processes<br>Technology<br>Data | UAT Test Cases Cover All Critical Business Requirements | Logged | 10/31/24 | UAT Team, Business Analyst | Initial review complete; updates to test cases in progress based on new requirements |

## 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:** *

[                                        ]

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## APD Status Report Confirmation

| Reporting Period | Agency Sponsor Name: | Confirmed By: | Confirmation Date: |
|---|---|---|---|
| November - December 2024 | Rose Salinas | rose.salinas@apdcares.org | 01/09/25 |
| September - October 2024 | Rose Salinas | rose.salinas@apdcares.org | 11/08/24 |
| July - August 2024 | Rose Salinas | rose.salinas@apdcares.org | 09/09/24 |
| May - June 2024 | Rose Salinas | rose.salinas@apdcares.org | 07/01/24 |
| March - April 2024 | Rose Salinas | rose.salinas@apdcares.org | 05/09/24 |
| January - February 2024 | Rose Salinas | rose.salinas@apdcares.org | 03/08/24 |

# CITRUS 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**

November - December 2024

**Agency Sponsor**

Christine Marion

| CCN Composition | RW Task Completeness | RW Task Timeliness | Project-led Meeting Participation |
|---|---|---|---|
|  |  |  |  |
| The Change Champion Network dial reflects the completeness of your CCN makeup. | The Readiness Workplan Tasks Completeness dial reflects the completeness of your agency's submission of RW tasks, starting with RW Task 512. | The Readiness Workplan Tasks Timeliness dial reflect the timeliness of your agency's submission of all RW tasks to date. | The Participation dial reflects your agency's attendance at Project-led meetings during the current reporting period. |

**Change Champion Network:**

• Unique Filled Role = 7

• Duplicate Filled Role = 9

• Vacant Role = 0

**RW Task Completeness:**

**Score = 81.49%**

• Submitted Complete = 32

• Submitted Incomplete = 3

• Completed After Submission = 12

**RW Task Timeliness:**

**Score = 92.41%**

• Submitted On Time = 58

• Submitted Late = 16

• Pending Submission = 5

**Meeting Participation:**

• Meetings Attended = 6

• Meetings Missed = 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 |
|---|---|---|---|---|---|---|---|---|---|---|
| N/A | People | 535 | Update Workforce Readiness Plan | 06/17/24 | 08/02/24 | 75% - Consolidating/Inputting Information for Submission | | | | |
| N/A | Processes | 543 | Identify Change Impacts and Update Agency Business Process Documentation for Segment IV | 07/22/24 | 10/18/24 | Pending Resubmission | 10/23/24 | | Submission Incomplete | |
| N/A | Technology | 544 | Update Agency Business System Documentation for Segment IV | 07/22/24 | 10/18/24 | Pending Resubmission | 10/23/24 | | Submission Incomplete | |
| N/A | Technology | 547 | Remediate Agency Business Systems based on Segment III | 07/22/24 | 12/13/24 | | | Due to budget constraints, Citrus is delaying starting remediation efforts until January 2025. | | |
| Indirect | People | 536-B | Create Agency Specific User Acceptance Testing Plan | 08/19/24 | 10/11/24 | 75% - Consolidating/Inputting Information for Submission | | | | |
| Direct | Data | 541-D | Complete Configuration Workbooks for Segment IV - General Ledger (GL) | 10/07/24 | 11/01/24 | 25% - Beginning Initial Internal Meetings and Information Gathering | | | | |
| Direct | Data | 555-A | Complete Data Cleansing Based on Mock Conversion 1 - Projects (PCC001) | 10/07/24 | 11/22/24 | 100% - Submitted | 11/19/24 | | Submission Complete | |
| N/A | Technology | 561 | Remediate Agency Business Systems based on Segment IV | 10/21/24 | 03/14/25 | | | Due to budget constraints, Citrus is delaying starting remediation efforts until January 2025. | | |
| Direct | Data | 555-B | Complete Data Cleansing Based on Mock Conversion 1 (CTC001, GMC001, and PCC002) | 10/28/24 | 11/22/24 | 100% - Submitted | 11/22/24 | | Submission Complete | |
| N/A | N/A | 562 | Submit Bimonthly Agency Readiness Status Report | 11/01/24 | 11/12/24 | 100% - Submitted | 11/08/24 | | Submission Complete | |
| N/A | N/A | 563 | Manage Agency Specific Implementation Schedule, Risks and Issues | 11/01/24 | 12/27/24 | 50% - In Progress | | | | |
| Direct | Data | 555-C | Complete Data Cleansing Based on Mock Conversion 1 (AMC001 and POC001) | 11/08/24 | 12/06/24 | 100% - Submitted | 12/03/24 | All errors which are the responsibility of Citrus have been resolved. Numerous errors remain, but are the responsibility of Florida PALM to correct during the process revisions prior to the Mock 2 conversion. | Submission Complete | |
| Direct | Technology | 557 | Confirm Interface Inventory for Cycle 2 Interface Testing | 11/18/24 | 12/13/24 | Pending Resubmission | 12/12/24 | | Submission Incomplete | |
| N/A | Technology | 558 | Update Agency Business System Documentation | 11/18/24 | 01/10/25 | | | | | |
| Direct | Data | 567-A | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/04/24 | | Submission Complete | |
| Direct | Data | 567-B | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/12/24 | | Submission Complete | |
| Direct | Data | 567-C | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/12/24 | | Submission Complete | 12/12/24 |
| Direct | Data | 567-D | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/13/24 | | Submission Complete | |
| Direct | Data | 567-E | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/04/24 | | Submission Complete | 12/09/24 |
| Direct | Data | 567-G | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/09/24 | | Submission Complete | |
| Direct | Data | 567-H | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/04/24 | | Submission Complete | 12/17/24 |
| Direct | Data | 567-I | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/04/24 | | Submission Complete | 12/04/24 |
| Indirect | People | 536-C | Create Agency Specific User Acceptance Testing Plan | 12/09/24 | 01/31/25 | 25% - Beginning Initial Internal Meetings and Information Gathering | | | | |
| N/A | Processes | 560 | Submit Change Analysis Tool | 12/09/24 | 01/31/25 | 25% - Beginning Initial Internal Meetings and Information Gathering | | | | |

| | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| Indirect | People | 564 | Update Future Florida PALM Users | 12/09/24 | 01/10/25 | Pending Resubmission | 01/09/25 | | Submission Incomplete | |
| N/A | People | 568 | Create Training Plan for Agency Managed End User Training | 12/09/24 | 03/28/25 | | | | | |
| Direct | Data | 567-J | Share, Review, and Update Configuration Workbooks | 12/18/24 | 01/17/25 | | | | | |
| Direct | Data | 567-P | Share, Review, and Update Configuration Workbooks | 12/18/24 | 01/17/25 | | | | | |
| Direct | Data | 658-A | Submit Data Field Mapping | 12/18/24 | 01/31/25 | | | | | |
| Direct | Data | 658-B | Submit Data Field Mapping | 12/18/24 | 01/31/25 | | | | | |
| N/A | N/A | 569 | Submit Bimonthly Agency Readiness Status Report | 12/30/24 | 01/10/25 | 100% - Submitted | 01/09/25 | | | 01/09/25 |
| N/A | N/A | 570 | Manage Agency Specific Implementation Schedule, Risks and Issues | 12/30/24 | 02/28/25 | 25% - Beginning Initial Internal Meetings and Information Gathering | | | | |
| Direct | Data | 658-C | Submit Data Field Mapping | 01/06/25 | 01/31/25 | | | | | |
| Indirect | Technology | 576 | Complete Internal Agency Business System Test and Remediation to prepare for Cycle 2 - Technical Interface Testing | 01/06/25 | 03/28/25 | | | | | |

## People
The staff and stakeholders affected by your agency's transition to Florida PALM.

### Implementation:

**Planned Florida PALM End Users = 9**

• Business Process Groupings = 11/13

**Identified Subject Matter Experts = 6**

## Processes
The sequence of procedures to accomplish a business objective.

### Implementation:

**Impacted Agency Business Processes = 32**

• Related Business Process Groupings = 9/13

• Planned Spreadsheet Uploads = 0

## Technology
The applications or tools used to process, track, or report on financial operations.

### Implementation:

**Business Systems Planned for Integration = 3**

**Planned Interfaces = 26**

- Inbound Interfaces = 0

- Outbound Interfaces = 26

## Data
Information used in or produced from an agency's financial business operations.

### Implementation:

**Configuration**

**• Commitment Control (KK)**

- Budget Allotments - Control Option = Option # 3 - Track without Budget

- Account ChartField Tier Selection = Account Tier #2: Groupings

- Organization ChartField Translation Tree Selection = Translation Tree #2: Agency-Defined Tree

**• Org Security Rule = Agencywide**

**• Optional ChartFields**

- OA1 = To Be Configured

- OA2 = To Be Configured

- PC Category = To Be Configured

- PC Subcategory = To Be Configured

- PC Source Type = Not To Be Configured

**Conversion**

**• Optional Conversions**

- Accounts Receivable = Needed

- Assets = Needed

- Contracts = Needed

- Customers = Not Needed

- Encumbrances = Not Needed

- Grants = Needed

- Projects = Not Needed

- Projects Balances = Not Needed

## 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.

### CITRUS Risks

| Critical Operational Elements | Risk Description | Status | Risk Rating | Mitigation/Response Strategy | Reporting Period Comments or Updates | Date of Status Change | Owner / Coordinator |
|---|---|---|---|---|---|---|---|
| | | | | | | | |

### CITRUS Issues

| Critical Operational Elements | Issue Description | Status | Priority | Resolution Plan | Reporting Period Comments or Updates | Planned or Actual Resolution Date | Owner / Coordinator |
|---|---|---|---|---|---|---|---|
| Technology Data | On 11/14/2024, Florida PALM finalized the parameters (scope and schedule) regarding interface selection, interface testing, and data warehouse design in a way that makes it impossible for Citrus to create interfaces with our agency business systems at Go-live, hampering the ability of the agency to conduct business related to revenue collection, contract tracking, and overseas payments. | Open | Critical - Impacts the ability of the agency to move forward with work without resolution | On 12/12/24, Citrus elected to select all "outbound" interfaces from Florida PALM and will be requesting funds in an OWP to solicit and contract for a data repositing solution to collect all Florida PALM data and provide more advanced, robust, and specific reporting capabilities than Florida PALM presented on 11/14/24. In addition, as the DW solution for Florida PALM is not planned for full functionality at Go-live, Citrus will also be constructing our own reports from PALM data in this environment. | | 12/13/24 | Project Manager |
| Technology Data | The PALM team presents some workshops as webinars, but the technology is not very good. Audio is either choppy with echoes, or completely nonexistent. | Open | High - Impacts the ability of the agency to meet deadlines or milestones | It is not possible for us to travel to Tallahassee for every meeting. The quality of the webinars is so low that it is not productive for our team to participate | PALM has improved the quality of some recordings, but not all. We are moving the resolution date out to the end of July to see how the Design | 07/31/24 | PALM |

| | | | | | meetings go. | | |
|---|---|---|---|---|---|---|---|

## CITRUS Assumptions

| Critical Operational Elements | Assumption | Status | Date Logged or Removed | Impacted Stakeholder(s) and/or System(s) | Reporting Period Comments or Updates |
|---|---|---|---|---|---|
| | | | | | |

## 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

## CITRUS Status Report Confirmation

| Reporting Period | Agency Sponsor Name: | Confirmed By: | Confirmation Date: |
|---|---|---|---|
| November - December 2024 | Christine Marion | cmarion@citrus.myflorida.com | 01/09/25 |
| September - October 2024 | Christine Marion | cmarion@citrus.myflorida.com | 11/08/24 |
| July - August 2024 | Christine C Marion | cmarion@citrus.myflorida.com | 09/06/24 |
| May - June 2024 | Christine Marion | cmarion@citrus.myflorida.com | 07/09/24 |
| March - April 2024 | Christine Marion | cmarion@citrus.myflorida.com | 05/02/24 |
| January - February 2024 | Christine Marion | cmarion@citrus.myflorida.com | 03/08/24 |

# COM Status Report Dashboard

### Helpful Links
- 🔗 Dashboard Snapshots
- 🔗 Knowledge Center
- 🔗 Florida PALM Workbook for COM
- 🔗 Readiness Workplan

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

### Agency Sponsor
Tisha Womack

---

### CCN Composition



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

**Change Champion Network:**
- Unique Filled Role = 16
- Duplicate Filled Role = 0
- Vacant Role = 0

### RW Task Completeness



The Readiness Workplan Tasks Completeness dial reflects the completeness of your agency's submission of RW tasks, starting with RW Task 512.

**RW Task Completeness:**
- **Score = 96.79%**
- Submitted Complete = 49
- Submitted Incomplete = 0
- Completed After Submission = 7

### RW Task Timeliness



The Readiness Workplan Tasks Timeliness dial reflect the timeliness of your agency's submission of all RW tasks to date.

**RW Task Timeliness:**
- **Score = 96.02%**
- Submitted On Time = 69
- Submitted Late = 14
- Pending Submission = 0

### Project-led Meeting Participation



The Participation dial reflects your agency's attendance at Project-led meetings during the current reporting period.

**Meeting Participation:**
- Meetings Attended = 6
- Meetings Missed = 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 |
|---|---|---|---|---|---|---|---|---|---|---|
| N/A | Technology | 547 | Remediate Agency Business Systems based on Segment III | 07/22/24 | 12/13/24 | 100% - Submitted | 12/17/24 | | Submission Complete | |
| Direct | Data | 555-A | Complete Data Cleansing Based on Mock Conversion 1 - Projects (PCC001) | 10/07/24 | 11/22/24 | 100% - Submitted | 12/04/24 | | Submission Complete | |
| N/A | Technology | 561 | Remediate Agency Business Systems based on Segment IV | 10/21/24 | 03/14/25 | 25% - Beginning Initial Internal Meetings and Information Gathering | | | | |
| Direct | Data | 555-B | Complete Data Cleansing Based on Mock Conversion 1 (CTC001, GMC001, and PCC002) | 10/28/24 | 11/22/24 | 100% - Submitted | 12/04/24 | | Submission Complete | |
| N/A | N/A | 562 | Submit Bimonthly Agency Readiness Status Report | 11/01/24 | 11/12/24 | 100% - Submitted | 11/11/24 | | Submission Complete | |
| N/A | N/A | 563 | Manage Agency Specific Implementation Schedule, Risks and Issues | 11/01/24 | 12/27/24 | 100% - Submitted | 12/30/24 | | Submission Complete | |
| Direct | Data | 555-C | Complete Data Cleansing Based on Mock Conversion 1 (AMC001 and POC001) | 11/08/24 | 12/06/24 | 100% - Submitted | 12/06/24 | | Submission Complete | |
| Direct | Technology | 557 | Confirm Interface Inventory for Cycle 2 Interface Testing | 11/18/24 | 12/13/24 | 100% - Submitted | 12/17/24 | | Submission Complete | |
| N/A | Technology | 558 | Update Agency Business System Documentation | 11/18/24 | 01/10/25 | 50% - In Progress | | | | |
| Direct | Data | 567-A | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/13/24 | | Submission Complete | |
| Direct | Data | 567-B | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/16/24 | | Submission Complete | |
| Direct | Data | 567-C | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/13/24 | | Submission Complete | |
| Direct | Data | 567-D | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/13/24 | | Submission Complete | |
| Direct | Data | 567-E | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/13/24 | | Submission Complete | |
| Direct | Data | 567-G | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/16/24 | | Submission Complete | |
| Direct | Data | 567-H | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/16/24 | | Submission Complete | |
| Direct | Data | 567-I | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/13/24 | | Submission Complete | |
| Indirect | People | 536-C | Create Agency Specific User Acceptance Testing Plan | 12/09/24 | 01/31/25 | 50% - In Progress | | | | |
| N/A | Processes | 560 | Submit Change Analysis Tool | 12/09/24 | 01/31/25 | 25% - Beginning Initial Internal Meetings and Information Gathering | | | | |
| Indirect | People | 564 | Update Future Florida PALM Users | 12/09/24 | 01/10/25 | 50% - In Progress | | | | |
| N/A | People | 568 | Create Training Plan for Agency Managed End User Training | 12/09/24 | 03/28/25 | 25% - Beginning Initial Internal Meetings and Information Gathering | | | | |
| Direct | Data | 567-J | Share, Review, and Update Configuration Workbooks | 12/18/24 | 01/17/25 | 50% - In Progress | | | | |
| Direct | Data | 567-K | Share, Review, and Update Configuration Workbooks | 12/18/24 | 01/17/25 | 50% - In Progress | | | | |
| Direct | Data | 567-P | Share, Review, and Update Configuration Workbooks | 12/18/24 | 01/17/25 | 50% - In Progress | | | | |
| Direct | Data | 658-A | Submit Data Field Mapping | 12/18/24 | 01/31/25 | 50% - In Progress | | | | |
| Direct | Data | 658-B | Submit Data Field Mapping | 12/18/24 | 01/31/25 | 50% - In Progress | | | | |
| N/A | N/A | 569 | Submit Bimonthly Agency Readiness Status Report | 12/30/24 | 01/10/25 | 100% - Submitted | 01/07/25 | | | |
| N/A | N/A | 570 | Manage Agency Specific Implementation Schedule, Risks and Issues | 12/30/24 | 02/28/25 | 25% - Beginning Initial Internal Meetings and Information Gathering | | | | |

| Direct | Data | 658-C | Submit Data Field Mapping | 01/06/25 | 01/31/25 | 50% - In Progress | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Indirect | Technology | 576 | Complete Internal Agency Business System Test and Remediation to prepare for Cycle 2 - Technical Interface Testing | 01/06/25 | 03/28/25 | 25% - Beginning Initial Internal Meetings and Information Gathering | | | | | |

| **People** | **Processes** | **Technology** | **Data** |
|---|---|---|---|
| The staff and stakeholders affected by your agency's transition to Florida PALM. | The sequence of procedures to accomplish a business objective. | The applications or tools used to process, track, or report on financial operations. | Information used in or produced from an agency's financial business operations. |

**People**

<u>Implementation:</u>

**Planned Florida PALM End Users = 43**

• Business Process Groupings = 12/13

**Identified Subject Matter Experts = 22**

**Processes**

<u>Implementation:</u>

**Impacted Agency Business Processes = 103**

• Related Business Process Groupings = 9/13

• Planned Spreadsheet Uploads = 10

**Technology**

<u>Implementation:</u>

**Business Systems Planned for Integration = 22**

**Planned Interfaces = 10**

- Inbound Interfaces = 1

- Outbound Interfaces = 9

**Data**

<u>Implementation:</u>

**Configuration**

• **Commitment Control (KK)**

- Budget Allotments - Control Option = Option # 3 - Track without Budget

- Account ChartField Tier Selection = Account Tier #1: Highest

- Organization ChartField Translation Tree Selection = Translation Tree #2: Agency-Defined Tree

• **Org Security Rule = Agency Defined**

• **Optional ChartFields**

- OA1 = To Be Configured

- OA2 = Not To Be Configured

- PC Category = To Be Configured

- PC Subcategory = To Be Configured

- PC Source Type = Not To Be Configured

**Conversion**

• **Optional Conversions**

- Accounts Receivable = Not Needed

- Assets = Needed

- Contracts = Needed

- Customers = Not Needed

- Encumbrances = Needed

- Grants = Needed

- Projects = Not Needed

- Projects Balances = Not Needed

## 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.

### COM Risks

| Critical Operational Elements | Risk Description | Status | Risk Rating | Mitigation/Response Strategy | Reporting Period Comments or Updates | Date of Status Change | Owner / Coordinator |
|---|---|---|---|---|---|---|---|
| People Processes Technology Data | Lack of support for Life-to-Date Accounting and Reporting | Open | 9 (High/High) | Create internal life-to-date reporting system | Commerce needs LTD balances for federal grant reporting, which is a predominant portion of funding for this department. PALM will make available a Project Costing module that has some type of LTD capability but details are not known to agencies at this time. Contingency plans have been identified and Commerce is currently working to determine best response if Project Costing module will not provide needed support. UPDATE as of 6/5/2024: Risk reviewed by CCN. Risk remains in place until Commerce has more information on how PALM will handle or is able to assist in LTD reporting. UPDATE AS OF 8/26/2024: Commerce will not be using PALM Project Costing module to address LTD needs. Risk remains as is. | 06/05/24 | Caroline (Tisha) Womack / Dean Modling / Ken Heim |
| People Processes | If there is no documentation tracking process in place, then documentation updates may be missed, causing delays, inconsistencies, or errors in project deliverables. | Open | 9 (High/High) | Develop documentation tracking process tool, schedule meetings with supervisors and determine a centralized location for BPs. We will then develop a matrix to cross check and verify all BPs listing in the tracking tool are in the centralized location. Supervisors will provide any missing information or correct incorrect information. | UPDATE as of 12/12/2024: Meeting was held with risk team to discuss moving the BP to SharePoint and prioritization of business processes based on | 12/12/24 | Gabi Jerome |

| Critical Operational Elements | Risk Description | Status | Priority | Mitigation/Response Plan | Reporting Period Comments or Updates | Planned or Actual Resolution Date | Owner / Coordinator |
|---|---|---|---|---|---|---|---|
| | | | | | project impact. | | |
| People Processes Technology Data | If there is no common understanding of the PALM project goals, then there could be misalignment among team members, leading to potential misunderstandings, inconsistent priorities, and inefficiencies in project task execution. | Open | 6 (Medium/High) | Provide project update communications to team or team members associated with the areas of impact via email, Teams channels, Teams chat, face-to-face and/or virtual meetings. Also provide opportunities to participate in workshops and CoLab sessions provided by PALM. We will also provide and share information to team members with office/agency social gatherings approved by management in approved locations/areas. | UPDATE as of 12/12/2024: PALM knowledge center pamphlet with QR codes will be made available on 12/20/2024 during office event. | 12/12/24 | Tulani Honablew Gabi Jerome |

## COM Issues

| Critical Operational Elements | Issue Description | Status | Priority | Resolution Plan | Reporting Period Comments or Updates | Planned or Actual Resolution Date | Owner / Coordinator |
|---|---|---|---|---|---|---|---|
| | | | | | | | |

## COM Assumptions

| Critical Operational Elements | Assumption | Status | Date Logged or Removed | Impacted Stakeholder(s) and/or System(s) | Reporting Period Comments or Updates |
|---|---|---|---|---|---|
| | | | | | |

## 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

Privacy Notice | Report Abuse

## COM Status Report Confirmation

| Reporting Period | Agency Sponsor Name: | Confirmed By: | Confirmation Date: |
|---|---|---|---|
| November - December 2024 | Tisha Womack | caroline.womack@commerce.fl.gov | 01/07/25 |
| September - October 2024 | Tisha Womack | caroline.womack@commerce.fl.gov | 12/26/24 |
| September - October 2024 | Tisha Womack | caroline.womack@commerce.fl.gov | 11/11/24 |
| July - August 2024 | Tisha Womack | caroline.womack@commerce.fl.gov | 09/09/24 |
| July - August 2024 | Tisha Womack | caroline.womack@commerce.fl.gov | 08/26/24 |
| May - June 2024 | Tisha Womack | caroline.womack@commerce.fl.gov | 07/08/24 |
| March - April 2024 | Tisha Womack | caroline.womack@commerce.fl.gov | 05/11/24 |
| January - February 2024 | Caroline (Tisha) Womack | tulani.honablew@commerce.fl.gov | 03/08/24 |

# DACS 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

November - December 2024

## Agency Sponsor

Alan Edwards

---

## CCN Composition



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

### Change Champion Network:

- Unique Filled Role = 16
- Duplicate Filled Role = 0
- Vacant Role = 0

## RW Task Completeness



The Readiness Workplan Tasks Completeness dial reflects the completeness of your agency's submission of RW tasks, starting with RW Task 512.

### RW Task Completeness:

**Score = 99.48%**

- Submitted Complete = 55
- Submitted Incomplete = 0
- Completed After Submission = 3

## RW Task Timeliness



The Readiness Workplan Tasks Timeliness dial reflect the timeliness of your agency's submission of all RW tasks to date.

### RW Task Timeliness:

**Score = 97.09%**

- Submitted On Time = 80
- Submitted Late = 0
- Pending Submission = 3

## Project-led Meeting Participation



The Participation dial reflects your agency's attendance at Project-led meetings during the current reporting period.

### Meeting Participation:

- Meetings Attended = 6
- Meetings Missed = 0

---

The dials above below 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 |
|---|---|---|---|---|---|---|---|---|---|---|
| N/A | Technology | 519 | Remediate Agency Business Systems based on Segment I | 01/29/24 | 06/28/24 | 75% - Consolidating/Inputting Information for Submission | | 01/06/2025 - Remediation efforts for Segment I - IV designs continue to progress and move toward completion in order to align with the Florida PALM Project's timeline to participate in future testing activities (March 2025). 12/13/2024 - Remediation efforts for Segment I - IV designs are in progress. We continue to monitor this task for completion in order to align with the Florida PALM Project's timeline to participate in future testing activities. 11/01/2024 - Remediation efforts for Segment I - IV designs are in progress. We continue to monitor this task for completion in order to align with the Florida PALM Project's timeline to participate in future testing activities. 10/02/2024 - Remediation efforts for Segment I - IV designs are in progress. We continue to monitor this task for completion in order to align with the Florida PALM Project's timeline to participate in future testing activities. 09/01/2024 - Remediation efforts for Segment I (and all segment) designs are in progress. We continue to monitor this task for completion in order to align with the Florida PALM Project's timeline to participate in future testing activities. 08/02/24 - Remediation efforts for Segment I designs are still in progress. We continue to monitor this task for completion in order to align with the Florida PALM Project's timeline to participate in future testing activities. 06/28/24 - Our agency is actively working on ABS remediation based on Segment I designs, ensuring alignment with our own agency specific project management approach. The FDACS remediation approach is to complete all required changes for each application function following our internal project schedule, that cannot be defined by segment design timing. Agency remediation efforts are ongoing and will continue in order to meet the overall Florida PALM Project's timeline for remediation completion to participate in future testing activities. We will continue to monitor our progress and provide status updates to the Florida PALM project through our Readiness Coordinator and as part of our Agency Status Reporting. | | |
| N/A | Technology | 531 | Remediate Agency Business Systems based on Segment II | 04/29/24 | 10/04/24 | 75% - Consolidating/Inputting Information for Submission | | 01/06/2025 - Remediation efforts for Segment I - IV designs continue to progress and move toward completion in order to align with the Florida PALM Project's timeline to participate in future testing activities (March 2025). 12/13/2024 - Remediation efforts for Segment I - IV designs are in progress. We continue to monitor this task for completion in order to align with the Florida PALM Project's | | |

| | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | timeline to participate in future testing activities (March 2025). 11/01/2024 - Remediation efforts for Segment I - IV designs are in progress. We continue to monitor this task for completion in order to align with the Florida PALM Project's timeline to participate in future testing activities. 10/02/2024: Our agency is actively working on ABS remediation based on Segment I - IV designs, ensuring alignment with our own agency specific project management approach. The FDACS remediation approach is to complete all required changes for each application function following our internal project schedule, that could not be defined by segment design timing. Agency remediation efforts are ongoing and will continue in order to meet the overall Florida PALM Project's timeline for remediation completion to participate in future testing activities. We will continue to monitor our progress and provide status updates to the Florida PALM project through our Readiness Coordinator and as part of our Agency Status Reporting. | | |
| N/A | Technology | 547 | Remediate Agency Business Systems based on Segment III | 07/22/24 | 12/13/24 | 75% - Consolidating/Inputting Information for Submission | | 01/06/2025 - Remediation efforts for Segment I - IV designs continue to progress and move toward completion in order to align with the Florida PALM Project's timeline to participate in future testing activities (March 2025). 12/13/2024 -.Our agency is actively working on ABS remediation based on Segment I - IV designs, ensuring alignment with our own agency specific project management approach. The FDACS remediation approach is to complete all required changes for each application function following our internal project schedule, that could not be defined by segment design timing. Agency remediation efforts are ongoing and will continue in order to meet the overall Florida PALM Project's timeline for remediation completion to participate in future testing activities (March 2025). We will continue to monitor our progress and provide status updates to the Florida PALM project through our Readiness Coordinator and as part of our Agency Status Reporting. | | |
| Direct | Data | 555-A | Complete Data Cleansing Based on Mock Conversion 1 - Projects (PCC001) | 10/07/24 | 11/22/24 | 100% - Submitted | 11/19/24 | Also includes Data Cleansing for ARC001 | Submission Complete | |
| N/A | Technology | 561 | Remediate Agency Business Systems based on Segment IV | 10/21/24 | 03/14/25 | 50% - In Progress | | | | |
| Direct | Data | 555-B | Complete Data Cleansing Based on Mock Conversion 1 (CTC001, GMC001, and PCC002) | 10/28/24 | 11/22/24 | 100% - Submitted | 11/22/24 | | Submission Complete | |
| N/A | N/A | 562 | Submit Bimonthly Agency Readiness Status Report | 11/01/24 | 11/12/24 | 100% - Submitted | 11/05/24 | | Submission Complete | |
| N/A | N/A | 563 | Manage Agency Specific Implementation Schedule, Risks and Issues | 11/01/24 | 12/27/24 | 100% - Submitted | 12/19/24 | | Submission Complete | |
| Direct | Data | 555-C | Complete Data Cleansing Based on Mock Conversion 1 (AMC001 and POC001) | 11/08/24 | 12/06/24 | 100% - Submitted | 11/22/24 | Also includes data cleansing for ARC002 | Submission Complete | |
| Direct | Technology | 557 | Confirm Interface Inventory for Cycle 2 Interface Testing | 11/18/24 | 12/13/24 | 100% - Submitted | 12/13/24 | | Submission Complete | |
| N/A | Technology | 558 | Update Agency Business System Documentation | 11/18/24 | 01/10/25 | 100% - Submitted | 01/10/25 | | Submission Complete | |
| Direct | Data | 567-A | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/12/24 | | Submission Complete | |
| Direct | Data | 567-B | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/12/24 | | Submission Complete | 12/19/24 |
| Direct | Data | 567-C | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/06/24 | | Submission Complete | |
| Direct | Data | 567-D | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/06/24 | | Submission Complete | |
| Direct | Data | 567-E | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/06/24 | | Submission Complete | |
| Direct | Data | 567-G | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 11/22/24 | | Submission Complete | |
| Direct | Data | 567-H | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/06/24 | | Submission Complete | |
| Direct | Data | 567-I | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/06/24 | | Submission Complete | |
| Indirect | People | 536-C | Create Agency Specific User Acceptance Testing Plan | 12/09/24 | 01/31/25 | 50% - In Progress | | | | |
| N/A | Processes | 560 | Submit Change Analysis Tool | 12/09/24 | 01/31/25 | 50% - In Progress | | | | |
| Indirect | People | 564 | Update Future Florida PALM Users | 12/09/24 | 01/10/25 | 100% - Submitted | 01/09/25 | | Submission Complete | |
| N/A | People | 568 | Create Training Plan for Agency Managed End User Training | 12/09/24 | 03/28/25 | 50% - In Progress | | | | |
| Direct | Data | 567-J | Share, Review, and Update Configuration Workbooks | 12/18/24 | 01/17/25 | 100% - Submitted | 01/09/25 | | Submission Complete | |
| Direct | Data | 567-K | Share, Review, and Update Configuration Workbooks | 12/18/24 | 01/17/25 | 100% - Submitted | 01/09/25 | | Submission Complete | |
| Direct | Data | 567-P | Share, Review, and Update Configuration Workbooks | 12/18/24 | 01/17/25 | 50% - In Progress | | | | |
| Direct | Data | 658-A | Submit Data Field Mapping | 12/18/24 | 01/31/25 | 25% - Beginning Initial Internal Meetings and Information Gathering | | | | |
| Direct | Data | 658-B | Submit Data Field Mapping | 12/18/24 | 01/31/25 | 25% - Beginning Initial Internal Meetings and Information Gathering | | | | |

| | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| N/A | N/A | **569** | Submit Bimonthly Agency Readiness Status Report | 12/30/24 | 01/10/25 | 100% - Submitted | **01/09/25** | Primary Sponsor unavailable to confirm and submit. | Submission Complete | 01/10/25 |
| N/A | N/A | **570** | Manage Agency Specific Implementation Schedule, Risks and Issues | 12/30/24 | 02/28/25 | 50% - In Progress | | | | |
| Direct | Data | **658-C** | Submit Data Field Mapping | 01/06/25 | 01/31/25 | 50% - In Progress | | | | |
| Indirect | Technology | **576** | Complete Internal Agency Business System Test and Remediation to prepare for Cycle 2 - Technical Interface Testing | 01/06/25 | 03/28/25 | 50% - In Progress | | | | |

| **People** | **Processes** | **Technology** | **Data** |
|---|---|---|---|
| The staff and stakeholders affected by your agency's transition to Florida PALM. | The sequence of procedures to accomplish a business objective. | The applications or tools used to process, track, or report on financial operations. | Information used in or produced from an agency's financial business operations. |

### People

**Implementation:**

**Planned Florida PALM End Users = 68**

• Business Process Groupings = 13/13

**Identified Subject Matter Experts = 25**

### Processes

**Implementation:**

**Impacted Agency Business Processes = 109**

• Related Business Process Groupings = 11/13

• Planned Spreadsheet Uploads = 11

### Technology

**Implementation:**

**Business Systems Planned for Integration = 15**

**Planned Interfaces = 30**

- Inbound Interfaces = 9

- Outbound Interfaces = 21

### Data

**Implementation:**

**Configuration**

• **Commitment Control (KK)**

- Budget Allotments - Control Option = Option # 3 - Track without Budget

- Account ChartField Tier Selection = Account Tier #2: Groupings

- Organization ChartField Translation Tree Selection = Translation Tree #2: Agency-Defined Tree

• **Org Security Rule = Agencywide**

• **Optional ChartFields**

- OA1 = To Be Configured

- OA2 = Not To Be Configured

- PC Category = To Be Configured

- PC Subcategory = To Be Configured

- PC Source Type = To Be Configured

**Conversion**

• **Optional Conversions**

- Accounts Receivable = Needed

- Assets = Needed

- Contracts = Needed

- Customers = Needed

- Encumbrances = Needed

- Grants = Needed

- Projects = Needed

- Projects Balances = Needed

## 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.

### DACS Risks

| Critical Operational Elements | Risk Description | Status | Risk Rating | Mitigation/Response Strategy | Reporting Period Comments or Updates | Date of Status Change | Owner / Coordinator |
|---|---|---|---|---|---|---|---|
| Technology | There is a mismatch between the Interface Layout and sample data files provided by the PALM team. It means that the sample data files are inconsistent with the interface layout. As the result, many times it's not possible to develop and test the interfaces. | Closed | 9 (High/High) | For the purposes of testing the interface, the sample data file is manually modified to fit the interface layout so the interface process could be tested. However, it means this is no longer a true test. | Information is shared with Agency Readiness Coordinator as they are encountered. 6/25/2024 - Error Log for the sample data files for Interfaces PCI001 and iUI003 was reviewed to send to the Florida PALM Team. 8/28/2024 - No additional interface sample data files have been provided. 10/31/2024 - No additional interface sample data files have been provided. 12/16/2024- Risk has been closed. | 12/19/24 | Rosemarie Zubler |
| Technology Data | FL PALM Project UAT Plan details unknown at this time. FL PALM must be running regular batch processing during UAT to allow FDACS to interface Agency Business System test scenario data (API002, ARI007, ARI009, ARI011, IUI002, POI002, POI006, SDI009) to PALM during the testing window. | Open | 3 (High/Low) | The Department is waiting on more information from PALM regarding their testing plans. We plan to attend PALM's test preparation workshop in mid-November where these topics will be discussed and where the PALM team is expected to provide more insight. Information about UAT testing details will impact our internal management of this risk. | 10/31/2024 - New Risk Logged 12/16/2024- No Change or update at this time. | 10/31/24 | Rosemarie Zubler |
| Technology Data | FL PALM Project UAT Plan details unknown at this time. FDACS must receive outbound interface file data from PALM (AMI003, API020, API031, ARI002, ARI020, ARI024, ARI034, GLI001, GLI017, IUI003, KKI009, POI001, POI007, SDI008) that will contain records associated with the agency test data and foundational data such as the chart of account values, chartfield combinations, and budget information. | Open | 3 (High/Low) | The Department is waiting on more information from PALM regarding their testing plans. We plan to attend PALM's test preparation workshop in mid-November where these topics will be discussed and where the PALM team is expected to provide more insight. Information about UAT testing details will impact our internal management of this risk. | 10/31/2024 - New Risk Logged 12/16/2024- No Change or update at this time. | 10/31/24 | Rosemarie Zubler |

### DACS Issues

| Critical Operational Elements | Issue Description | Status | Priority | Resolution Plan | Reporting Period Comments or Updates | Planned or Actual Resolution Date | Owner / Coordinator |
|---|---|---|---|---|---|---|---|
| Processes Technology Data | Division of FL PALM information by Segments may result in timing differences between what is needed for remediation and task due date. | Open | High - Impacts the ability of the agency to meet deadlines or milestones | Our agency is actively working on ABS remediation based on Segment designs, ensuring alignment with our own agency specific project management approach. The FDACS remediation approach is to complete all required changes for each application function following our internal project schedule, that cannot be defined by segment design timing. Agency remediation efforts are ongoing and will continue in order to meet the overall Florida PALM Project's timeline for remediation completion to participate in future testing activities. Regular monitoring of the interface catalog is occurring to stay up to date on any changes made to interface layouts or sample data files. | 10/31/2024 - Updated to Issue. Previously listed as Risk #15. 12/16/2024- No Change or update at this time. | 03/01/25 | Rosemarie Zubler |

## DACS Assumptions

| Critical Operational Elements | Assumption | Status | Date Logged or Removed | Impacted Stakeholder(s) and/or System(s) | Reporting Period Comments or Updates |
|---|---|---|---|---|---|
| Technology | Funding for staff augmentation and services will continue through implementation and Hypercare. | Logged | 08/31/23 | Software remediation and Chart of Accounts crosswalk transitioning from FLAIR to PALM. | 08/29/2024 - Continuing to monitor 07/01/2024 - Continuing to monitor 12/16/2024- Continuing to monitor. |
| Data | Division reporting needs currently handled by Data Warehouse will be taken care of by user roles for Information Warehouse or PALM reports. | Logged | 12/19/23 | Division fiscals, Finance and Accounting, OPB, Purchasing, Payroll | 08/29/2024 - Continuing to monitor 07/01/2024 - Will monitor as FL PALM releases additional information. 12/16/2024- Continuing to monitor. |
| People | The Florida PALM team will be able to provide timely and complete requirements for the transition to Florida PALM with sufficient detail and time to implement the changes according to the Florida PALM schedule | Logged | 11/13/23 | FDACS PALM Readiness Team, CCN, all FDACS key stakeholders, PALM/impacted Agency Business System end users | 08/29/2024 - Continuing to monitor 07/01/2024 - Will monitor as FL PALM releases additional information. 12/16/2024- Continuing to monitor. |
| Processes | Work efforts of staff augmentation resources are undertaken to collectively achieve a broader understanding of the totality of work that must be accomplished to meet all Critical Success Factors. As such, the deliverables outlined in the Operational Work Plan are critical, and the FDACS PALM Transition Readiness Team assumes that the deliverables are accurately and thoroughly defined and reflect the necessary Level of Effort to achieve all transition tasks and activities. Work efforts under the deliverables may adjust to accommodate operational variances, but the deliverables are fixed. | Logged | 11/13/23 | Staff Augmentation; FDACS PALM Readiness Team, CCN | 08/29/2024 - Continuing to monitor 07/01/2024 - Will monitor as FL PALM releases additional information. 12/16/2024- Continuing to monitor. |
| Technology Data | FDACS is assuming that interface testing between PALM and enterprise partners/third parties will be completed on schedule and that suitable batch scheduling between PALM and enterprise partners/third parties will be established. Deviation from those outcomes might impact downstream project activities including agency interface testing and user acceptance testing. | Logged | 10/22/24 | FDACS PALM Readiness Team, PALM/impacted Agency Business System end users. | 10/22/2024 - New assumption added. 12/16/2024- No update at this time. |

## 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

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## DACS Status Report Confirmation

| Reporting Period | Agency Sponsor Name: | Confirmed By: | Confirmation Date: |
|---|---|---|---|
| November - December 2024 | Derek Buchanan | derek.buchanan@fdacs.gov | 01/09/25 |
| September - October 2024 | Alan Edwards | alan.edwards@fdacs.gov | 11/05/24 |
| July - August 2024 | Alan Edwards | alan.edwards@fdacs.gov | 09/05/24 |
| May - June 2024 | Alan Edwards | alan.edwards@fdacs.gov | 07/09/24 |
| March - April 2024 | Alan Edwards | alan.edwards@fdacs.gov | 05/08/24 |
| January - February 2024 | Alan Edwards | alan.edwards@fdacs.gov | 03/11/24 |

# DBPR 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
November – December 2024

## Agency Sponsor
Sally Huggins

| CCN Composition | RW Task Completeness | RW Task Timeliness | Project-led Meeting Participation |
|---|---|---|---|
|  |  |  |  |
| The Change Champion Network dial reflects the completeness of your CCN makeup. | The Readiness Workplan Tasks Completeness dial reflects the completeness of your agency's submission of RW tasks, starting with RW Task 512. | The Readiness Workplan Tasks Timeliness dial reflect the timeliness of your agency's submission of all RW tasks to date. | The Participation dial reflects your agency's attendance at Project-led meetings during the current reporting period. |

**Change Champion Network:**
- Unique Filled Role = 12
- Duplicate Filled Role = 6
- Vacant Role = 0

**RW Task Completeness:**
**Score = 99.26%**
- Submitted Complete = 52
- Submitted Incomplete = 0
- Completed After Submission = 2

**RW Task Timeliness:**
**Score = 94.13%**
- Submitted On Time = 67
- Submitted Late = 13
- Pending Submission = 0

**Meeting Participation:**
- Meetings Attended = 5
- Meetings Missed = 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 |
|---|---|---|---|---|---|---|---|---|---|---|
| N/A | Technology | 547 | Remediate Agency Business Systems based on Segment III | 07/22/24 | 12/13/24 | 100% - Submitted | 12/13/24 | FLAIR Object Codes to be configured in PALM OA2 and Versa will be remediated to do the same. Specifications to produce ARI010 out of Versa Regulation have been drafted, reviewed, and turned over to DBPR IT. Specifications for spreadsheet uploads IUI001 and API041 still be developed and are being managed under PALM Task 561. Revenue Codes Crosswalk - COA Lookup Table has been provided to DBPR IT for DBPR entries only. | Submission Complete | |
| Direct | Data | 555-A | Complete Data Cleansing Based on Mock Conversion 1 - Projects (PCC001) | 10/07/24 | 11/22/24 | 100% - Submitted | 11/05/24 | Reviewed Conversions with Accounting Systems Analyst | Submission Complete | |
| N/A | Technology | 561 | Remediate Agency Business Systems based on Segment IV | 10/21/24 | 03/14/25 | 25% - Beginning Initial Internal Meetings and Information Gathering | | | | |
| Direct | Data | 555-B | Complete Data Cleansing Based on Mock Conversion 1 (CTC001, GMC001, and PCC002) | 10/28/24 | 11/22/24 | 100% - Submitted | 11/21/24 | Outstanding question on a contract that was inactivated in FACTS but remains Active in FLAIR (out of sync) | Submission Complete | |
| N/A | N/A | 562 | Submit Bimonthly Agency Readiness Status Report | 11/01/24 | 11/12/24 | 100% - Submitted | 11/05/24 | | Submission Complete | |
| N/A | N/A | 563 | Manage Agency Specific Implementation Schedule, Risks and Issues | 11/01/24 | 12/27/24 | 100% - Submitted | 12/26/24 | November and December 2024 | Submission Complete | |
| Direct | Data | 555-C | Complete Data Cleansing Based on Mock Conversion 1 (AMC001 and POC001) | 11/08/24 | 12/06/24 | 100% - Submitted | 11/26/24 | No missing values for Assets per research. DEPR errors are all okay. | Submission Complete | |
| Direct | Technology | 557 | Confirm Interface Inventory for Cycle 2 Interface Testing | 11/18/24 | 12/13/24 | 100% - Submitted | 11/26/24 | ABS information updated and no interfaces at this time | Submission Complete | |
| N/A | Technology | 558 | Update Agency Business System Documentation | 11/18/24 | 01/10/25 | 100% - Submitted | 01/08/25 | Added new Technical and User Documentation for Versa for DBPR | | |
| Direct | Data | 567-A | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 11/26/24 | Determining if with or without budget | Submission Complete | |
| Direct | Data | 567-B | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 11/26/24 | Only Orgs with activity over the last 2 years were configured | Submission Complete | |
| Direct | Data | 567-C | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 11/26/24 | Contains all OCA values | Submission Complete | |
| Direct | Data | 567-D | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 11/26/24 | Contains all Object Codes values; special characters removed | Submission Complete | |
| Direct | Data | 567-E | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 11/26/24 | | Submission Complete | |
| Direct | Data | 567-G | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 11/26/24 | No updates since last cleanup | Submission Complete | |
| Direct | Data | 567-H | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 11/26/24 | DBPR has no projects | Submission Complete | |
| Direct | Data | 567-I | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 11/26/24 | Going with Agency Wide | Submission Complete | |
| Indirect | People | 536-C | Create Agency Specific User Acceptance Testing Plan | 12/09/24 | 01/31/25 | 75% - Consolidating/Inputting Information for Submission | | The final UAT Testing Plan has been drafted and is being reviewed internally by DBPR Project Directors. | | |
| N/A | Processes | 560 | Submit Change Analysis Tool | 12/09/24 | 01/31/25 | 25% - Beginning Initial Internal Meetings and Information Gathering | 01/07/25 | | | |
| Indirect | People | 564 | Update Future Florida PALM Users | 12/09/24 | 01/10/25 | 100% - Submitted | 01/07/25 | | | |
| N/A | People | 568 | Create Training Plan for Agency Managed End User Training | 12/09/24 | 03/28/25 | 25% - Beginning Initial Internal Meetings and Information Gathering | | | | |
| Direct | Data | 567-J | Share, Review, and Update Configuration Workbooks | 12/18/24 | 01/17/25 | 100% - Submitted | 01/07/25 | DBPR believes only one Distribution Code is needed; however, sub-locations have had recent activity against them. | | |
| Direct | Data | 567-K | Share, Review, and Update Configuration Workbooks | 12/18/24 | 01/17/25 | 75% - Consolidating/Inputting | | Director of Admin considering removal of one revolving account. | | |

| | | | | | | Information for Submission | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| Direct | Data | 567-P | Share, Review, and Update Configuration Workbooks | 12/18/24 | 01/17/25 | 75% - Consolidating/Inputting Information for Submission | | One Speedkey has Category of 030000, which is not allowed, but is needed. Question out to RC. | | |
| Direct | Data | 658-A | Submit Data Field Mapping | 12/18/24 | 01/31/25 | 75% - Consolidating/Inputting Information for Submission | | Reviewing differences between Organizations configured and those being converted. | | |
| Direct | Data | 658-B | Submit Data Field Mapping | 12/18/24 | 01/31/25 | 75% - Consolidating/Inputting Information for Submission | | Reviewing differences between Organizations configured and those being converted. | | |
| N/A | N/A | 569 | Submit Bimonthly Agency Readiness Status Report | 12/30/24 | 01/10/25 | 100% - Submitted | 01/09/25 | All related updates applied to Smartsheet | Submission Complete | |
| N/A | N/A | 570 | Manage Agency Specific Implementation Schedule, Risks and Issues | 12/30/24 | 02/28/25 | 25% - Beginning Initial Internal Meetings and Information Gathering | | Covers January and February 2025 | | |
| Direct | Data | 658-C | Submit Data Field Mapping | 01/06/25 | 01/31/25 | 75% - Consolidating/Inputting Information for Submission | | No mapping of Grants to occur | | |
| Indirect | Technology | 576 | Complete Internal Agency Business System Test and Remediation to prepare for Cycle 2 - Technical Interface Testing | 01/06/25 | 03/28/25 | 25% - Beginning Initial Internal Meetings and Information Gathering | | | | |

| People | Processes | Technology | Data |
|---|---|---|---|
| The staff and stakeholders affected by your agency's transition to Florida PALM. | The sequence of procedures to accomplish a business objective. | The applications or tools used to process, track, or report on financial operations. | Information used in or produced from an agency's financial business operations. |

**People**

**Implementation:**

**Planned Florida PALM End Users = 32**

• Business Process Groupings = 13/13

**Identified Subject Matter Experts = 23**

**Processes**

**Implementation:**

**Impacted Agency Business Processes = 98**

• Related Business Process Groupings = 9/13

• Planned Spreadsheet Uploads = 0

**Technology**

**Implementation:**

**Business Systems Planned for Integration = 2**

**Planned Interfaces = 0**

- Inbound Interfaces = 0

- Outbound Interfaces = 0

**Data**

**Implementation:**

**Configuration**

• Commitment Control (KK)

- Budget Allotments - Control Option = Option # 2 - Track with Budget

- Account ChartField Tier Selection = Account Tier #1: Highest

- Organization ChartField Translation Tree Selection = Translation Tree #3: No Tree Assigned

• Org Security Rule = Agencywide

• Optional ChartFields

- OA1 = To Be Configured

- OA2 = To Be Configured

- PC Category = To Be Configured

- PC Subcategory = To Be Configured

- PC Source Type = Not To Be Configured

**Conversion**

• Optional Conversions

- Accounts Receivable = Not Needed

- Assets = Needed

- Contracts = Needed

- Customers = Not Needed

- Encumbrances = Needed

- Grants = Not Needed

- Projects = Not Needed

- Projects Balances = Not Needed

## 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.

### DBPR Risks

| Critical Operational Elements | Risk Description | Status | Risk Rating | Mitigation/Response Strategy | Reporting Period Comments or Updates | Date of Status Change | Owner / Coordinator |
|---|---|---|---|---|---|---|---|
| People | If DBPR process owners are not prepared from an Organizational Change perspective (training, documentation, understanding, and emotional), then PALM readiness could be negatively impacted | Open | 3 (High/Low) | Mitigation - Analyze DBPR future Process Flows to identify new process steps, document them, and communicate with Process Owners Create visual aids, mapping documents, and other PALM educational tools. | PALM Task 568 - DBPR End User Training Plan has been released and is actively being worked. PALM Education continues to be an area of focus. | 04/08/24 | Gary Townsend |
| Processes | If all new Future-State Business Requirements are not captured, communicated, and reviewed by the DFS PALM technical team for feasibility, then DBPR future-state processes may not be properly addressed (developed, tested, documented, etc.) | Open | 3 (High/Low) | Mitigation - Ensure that all Business Requirements are captured in the RTM and shared with all key stakeholders | | 04/08/24 | Thomas Richardson |
| People Processes Technology Data | If DBPR end users cannot understand Future-State Process Flow language (created by DFS PALM), then they will not be able to map current Process Flows nor confirm the accuracy of the Future-State Process Flows and that could lead to incomplete work flows | Open | 3 (High/Low) | Mitigation - Continue to expose the staff to Business Process and related details and ensure they have access to all tools (UAT sandbox, etc.) | End Users were updated in Smartsheet. DBPR end users need to assist with User Story creation. DBPR end users need to assist with identifying Sources of data | 04/18/24 | Thomas Richardson |

| Category | Risk | Status | Priority | Mitigation | Update | Date | Owner |
|---|---|---|---|---|---|---|---|
| People Processes Technology Data | If PALM does not provide efficient Data Warehouse and PALM data availability tools similar to FLAIR@BPR capabilities, then DBPR may not have the data necessary to complete Future-State Business Processes once we go live | Open | 3 (High/Low) | Mitigation - Review and document FLAIR@BPR data requirements and compare to PALM Chart of Accounts to identify any gaps. Identify and establish the necessary PALM data queries and store them for subsequent use. Identify constraints and limitations precipitated by batch cycles that need to run. | Action Item #69 was created to establish a repository for PALM post-production install support items. It is believed data queries, direct PALM access, and reports will provide all of the necessary data that is needed by Finance & Accounting and no new tool will be necessary. | 04/23/24 | Thomas Richardson |
| People Processes Technology Data | If DBPR end users are not familiar with and understand PALM Future-State Processes, then translating Current-State Business Processes will be difficult and will negatively impact DBPR PALM readiness | Open | 3 (High/Low) | Mitigation - Establish and conduct PALM Education and related planning. Review Future-State processes with end users. Add Tasks to the Project Schedule and manage their completion. | Engaging DBPR SMEs to assist with User Stories should help. Current-State to Future-State Crosswalk sessions are behind the scheduled dates the OCM lead requested. An Assumption (#44) was added for getting caught up. Current-State to Future-State Crosswalk sessions should resolve. | 05/31/24 | Thomas Richardson |
| People Processes Technology Data | If all various Future-State Business Process scenarios (including anomalies and non-happy path conditions) are not identified and accounted for in test scripts, then testing will not be comprehensive and could negatively impact DBPR PALM readiness | Open | 3 (High/Low) | Mitigation - Work with DBPR SMEs and identify all possible scenarios. Account for these scenarios in UAT test scripts in advance of scheduled UAT. | User Stories are being created, and this should flesh out all scenarios. Decreasing Probability from 2 to 1. Some anomalies and scenarios are trickling in from F&A staff. A Task for each process crosswalk session has been added to identify any anomalies or scenarios. Changed Probability from 3 to 2. | 07/03/24 | Thomas Richardson |
| People Processes Technology Data | If significant time is not spent planning and preparing for UAT as well as business processes not intended to be performed in PALM, then UAT could be delayed and/or ineffective which would negatively impact DBPR's PALM readiness | Open | 3 (High/Low) | Mitigation - If significant time is not spent planning and preparing for UAT as well as business processes not being performed in PALM, then UAT could be delayed and/or ineffective which would negatively impact DBPR's PALM readiness | UAT Testing Plan draft (PALM Task 536-C) has been drafted and is under internal DBPR review. Significant UAT planning and documentation has been accomplished. PALM Task 536-C is being released on 12/9/24 and internal definition of defect tiers has been drafted and discussed. | 07/17/24 | Thomas Richardson |
| People Processes Technology Data | If DBPR does not test all send/receive transactions for iInter/IntraUnit process model, UAT testing could be inadequate and could negatively impact DBPR PALM readiness | Open | 3 (High/Low) | Identify an Agency that we can partner up with and coordinate send/receive testing with them | This has been added as a Task on the Leadership Summary of Tasks. | 08/16/24 | Thomas Richardson |
| People Processes Technology Data | If all possible situations for getting large amounts of data into FLAIR are not addressed with automated replacements in PALM, hand-typing data into PALM could be error prone and inefficient | Closed | 3 (High/Low) | Identify all high-volume data imports into FLAIR currently and identify possible spreadsheet uploads that can be utilized | An API041 upload spreadsheet mapping was reviewed with the Disbursements Team. | 12/04/24 | Thomas Richardson |
| People Technology Data | If FGCC does not provide the necessary details (conditional logic, valid values, Chart of Accounts table lookup values) in a timely manner, then FGCC will not be able to receive bank deposits from Versa in the ARI010 upload spreadsheet and these deposits will not be applied in PALM | Closed | 3 (High/Low) | Log and track appropriate action items, follow-up with FGCC Project Manager (periodically), facilitate communications/discussions with DBPR IT, provide COA Table Lookup entries for FGCC only so they can be reviewed and updated, and ensure DBPR IT has what they need to complete Versa Regulation remediation as scheduled | Transferred to FGCC Project Manager. Determined FGCC will be able to log in and pick up Versa Bank Deposit files. | 11/13/24 | Thomas Richardson |
| People Processes Technology Data | If all PALM CMS Wave processes already in production that have a current FLAIR component have not been identified how the FLAIR piece will be replaced, then we will have problems executing Business Processes when the PALM Financial Wave is deployed to production considering FLAIR is going away at that time | Open | 3 (High/Low) | Identify all PALM Business Processes done by DBPR in production today and identify all that have a FLAIR component, review the FLAIR components in detail and identify a replacement, confirm the approach, and test the approach during Financial Wave UAT. | Lyndell Francis is currently researching. | 11/13/24 | Thomas Richardson |
| People Processes Technology Data | If DBPR does not have a cutover plan for the duration when FLAIR is shut down but PALM is not yet available, key business processes may not be able to be completely timely and could have negative consequences. | Closed | 3 (High/Low) | Create a Cutover Plan that Identifies all planned activities and possible impacts, taking into account Florida rules and regulations, and other considerations. | See Action Item #24. Risk was escalated to Issue #2 that has since been closed. See Task 547 (ABS remediation). See AI #56. | 11/27/24 | Thomas Richardson |
| Data | If an approach/solution/revision for how to populate the Payment Method in the ARI010 upload spreadsheet is not determined by the PALM Technical Team in a timely manner, then DBPR ABS remediation (Versa) by DBPR IT will not be completed in accordance with the schedule and negatively impact UAT and the DBPR PALM Readiness Project. | Closed | 3 (High/Low) | Share with the readiness Coordinator Team, ensure the question is added to the DBPR Question Log, and follow up periodically. | A meeting was conducted to review all pertinent PALM CMS Business Processes with a FLAIR component, and it was determined no special action is required to prepare for the retirement of FLAIR for the PALM CMS processes. | 12/18/24 | Thomas Richardson |
| People Processes Technology | If PALM Future-State Business Processes are not stable and subject to significant change during or after PALM education presented to DBPR end users, then this can lead to confusion and negatively impact DBPR's PALM readiness | Open | 2 (Medium/Low) | Mitigation - Communicate with Readiness Coordinators early and often and ensure Organizational Change Manager and F&A staff are quickly made aware of any process changes. Identify any shortcomings in Future-State Business Processes and communicate them to the DFS PALM Project team via the RC as soon as possible | Current-State to Future-State Crosswalk sessions are behind schedule but are taking place. A template for addressing flow changes as well as technical changes is being developed. | 06/19/24 | Thomas Richardson |
| People Processes | If DBPR does not have all PALM roles clearly defined and permissions properly set up for UAT as well as production, then there could be permissions-related problems when we go live with PALM and required activities may be delayed | Open | 2 (Medium/Low) | Be sure to define all required roles and set up the proper permissions as early as possible | Added to anomalies and scenarios folder. | 08/19/24 | Jennifer Gaines |
| People Processes Technology | If DBPR does not test email notifications from PALM as part of our UAT testing (particularly proxies and delegates), then DBPR may not | Open | 2 (Medium/Low) | Be sure to create test scripts that incorporate proxies and delegates for PALM email notifications during UAT | Once PALM Task 573-A is released, PALM roles should be well-defined. | 08/19/24 | Thomas Richardson |

| Data | have the desired flexibility once we go to production with PALM | | | | | Organizational Security is going to be handled Agency-wide per configuration PALM Task 567-I that has been completed. | | |
|---|---|---|---|---|---|---|---|---|
| People Processes Technology Data | If all potential manual work arounds conducted by Finance and Accounting staff that center around Versa are not addressed as a result of PALM remediation, then an opportunity to eliminate inefficiencies and increased potential risks could remain | Closed | 2 (Medium/Low) | Identify manual work arounds completed in FLAIR today, conduct analysis, and determine if they can be resolved programmatically by DBPR IT within Versa | | No manual workarounds will be required | 12/04/24 | Thomas Richardson |

## DBPR Issues

| Critical Operational Elements | Issue Description | Status | Priority | Resolution Plan | Reporting Period Comments or Updates | Planned or Actual Resolution Date | Owner / Coordinator |
|---|---|---|---|---|---|---|---|
| Technology Data | A timely approach/solution/revision for how to populate the Payment Method in the ARI010 upload spreadsheet has not been determined by the PALM Technical Team. The DBPR ABS remediation (Versa) by DBPR IT will not be completed in accordance with the schedule and negatively impact UAT and the DBPR PALM Readiness Project. | Closed | Critical - Impacts the ability of the agency to move forward with work without resolution | Share with the readiness Coordinator Team, ensure the question is added to the DBPR Question Log, and follow up periodically. | This issue was resolved. Payment Method will not be populated with all of the desired values; however, Versa will continue to product a QLIK report that includes all detail remittance types. If this information is required, DBPR F&A staff can view the QLIK report. | 12/02/24 | Thomas Richardson |

## DBPR Assumptions

| Critical Operational Elements | Assumption | Status | Date Logged or Removed | Impacted Stakeholder(s) and/or System(s) | Reporting Period Comments or Updates |
|---|---|---|---|---|---|
| People | The success of the Florida PALM project is one of the highest DBPR project priorities. All other financial functional projects should be scheduled appropriately. | Logged | 04/01/24 | All DBPR end users | |
| Processes | The Agency Project Schedule will be used to establish and monitor scope and progress of tasks supporting the implementation of Florida PALM. | Logged | 04/01/24 | Sally Huggins Jennifer Gaines Thomas Richardson PALM | Project Schedule is reviewed, updated, and managed daily |
| Processes Technology | All work required by the Florida PALM project for Agency Readiness will be documented in the Florida PALM Readiness Workplan. | Logged | 04/01/24 | Sally Huggins Jennifer Gaines Thomas Richardson PALM | Updates are current |
| People | Resources will be available to support the agreed-upon schedule. | Logged | 04/01/24 | All DBPR end users PALM | |
| Processes | Based on the current Florida PALM implementation timeline, the Go-Live date for the Florida PALM solution is expected to occur no sooner than January 2026. | Logged | 04/01/24 | All DBPR end users PALM | |
| People Processes | There will be sufficient engagement by division/office resources knowledgeable about their organization business processes. | Logged | 04/01/24 | All DBPR end users PALM | The DBPR staff remain active and engaged |
| People Processes Data | Division/Offices act on the CCN/PALM Readiness information and direction. | Logged | 04/01/24 | All DBPR end users PALM | |
| People Processes | The DBPR Functional PALM Readiness Project will be supported and managed by executive leadership. | Logged | 04/01/24 | All DBPR end users Thomas Richardson PALM | |
| People Processes Technology Data | The Department will remediate all agency business systems impacted by Florida PALM that cannot be retired. | Logged | 04/01/24 | All DBPR end users Versa FLAIR@BPR | Versa is the only ABS being remediated. |
| People Processes Technology Data | The Department will complete all necessary interface builds to allow for business operations to continue in the Florida PALM solution. | Logged | 04/01/24 | DFS PALM Development Staff All DBPR end users PALM | DBPR will have no direct interfaces from ABSs to PALM (at least at Go LIve). |
| Processes Technology Data | Following (and contingent upon) the successful Go Live implementation of Florida PALM and confirmation of its operational stability, FLAIR will not be available as a "fallback" option after the transition to Florida PALM. | Logged | 04/01/24 | All DBPR end users PALM FLAIR | |
| Processes Technology Data | All FLAIR functions and sub-functions will be transitioned to Florida PALM or no longer needed. | Logged | 04/01/24 | All DBPR end users PALM FLAIR | |
| Processes Technology Data | The Florida PALM Project will be able to provide timely and complete requirements for agency business processes with enough detail and time to implement the changes according to the Florida PALM schedule. | Logged | 04/01/24 | DFS PALM Development Staff All DBPR end users PALM | |
| People Processes Technology Data | DBPR Divisions/Offices will identify and make the necessary business process changes with enough detail and time to implement the changes according to the Florida PALM Project Schedule. | Logged | 04/01/24 | All DBPR end users PALM | The Project Schedule is updated and managed on a daily basis. Snapshots are captured on a weekly basis. |
| People Processes Technology Data | Testing of remediated business systems and business processes will be rigorous and scheduled well-ahead of implementation to ensure enough time to resolve identified issues. | Logged | 04/01/24 | All DBPR end users PALM | Versa remediation continues. One PALM Spreadsheet Upload has been completed and two more are in the works. |
| People Processes Technology Data | The Department will actively participate in the agency testing efforts of the new processes and validate the outputs meet the needs of the Department. | Logged | 04/01/24 | DFS PALM Development Staff All DBPR end users PALM | The Project Schedule is updated and managed on a daily basis. |
| People | Funding for contracted services will be released and those resources will be available to perform the work assigned to them as scheduled. | Logged | 04/01/24 | Contract Project Manager Contrace Organizational Change Lead | |
| People Processes | The Florida PALM Project will prepare and provide training and related training materials. | Logged | 04/01/24 | DFS PALM Training Staff All DBPR end users OCM Lead PALM | PALM training Tasks are under way. |
| People Processes Technology Data | The Department will support data cleansing. | Logged | 04/01/24 | DFS PALM Development Staff All DBPR end users PALM | DBPR was engaged n the required data cleansing. |
| People Processes Technology Data | The Florida PALM Project will perform data conversion. | Logged | 09/25/24 | DFS PALM Development Staff All DBPR end users PALM | Scheduled PALM Data cleansing and conversion Tasks were completed for Mock 2. |
| People | The Florida PALM Project will provide a Chart of Accounts | Logged | 04/01/24 | DFS PALM Development Staff | |

| | | | | | |
|---|---|---|---|---|---|
| Data | crosswalk, interface layouts, and conversion layouts. | | | All DBPR end users PALM | |
| People Processes Technology Data | DFS PALM (The Project) will maintain the Requirements Traceability Matrix (RTM) as well as recording the traceability details for all Business requirements | Logged | 04/18/24 | DFS PALM Development Staff All DBPR end users PALM | |
| People Processes Data | DBPR will identify any unique Business requirements resulting from review of the To Be processes and will maintain these requirements in the DBPR PALM Readiness RTM as well as related traceability details for these requirements only | Logged | 04/18/24 | DFS PALM Development Staff All DBPR end users PALM | None identified yet. |
| People Processes Technology Data | Language in the To Be Process Flows created by DFS PALM will be clear and understood by DBPR staff | Logged | 04/18/24 | DFS PALM Development Staff All DBPR end users PALM | Staff continue to review PALM Business Processes. |
| People Processes Technology Data | Newly discovered CMS Wave remediation (if necessary) will be managed and conducted by DFS PALM outside of the DBPR PALM Readiness Project | Logged | 04/23/24 | DFS PALM Development Staff All Finance and Accounting CMS Staff PALM | All PALM CMS processes that include a FLAIR component, were revisited to determine if the FLAIR component (because FLAIR is going away) needs to be replaced or accounted for. It was determined that nothing special needs to be done to account for FLAIR going away. |
| People Processes Technology Data | Some Current-State Business Processes are not in PALM and thus will not have corresponding To Be Business Processes to map to. Business Processes that fall into this category will still be reviewed for accuracy. | Logged | 05/01/24 | DFS PALM Development Staff All DBPR end users PALM | |
| People Processes Technology Data | A Test environment will be made available to F&A staff so they can learn/confirm | Logged | 06/12/24 | All DBPR end users | Received confirmation only UAT environment in April 2025. |
| People Processes | DFS PALM (The Project) will create base test scripts for UAT and DBPR staff will tweak as needed with specific department details | Logged | 06/14/24 | All DBPR end users | Has been included in the UAT Testing Plan (Task 536) |
| People Processes | All PALM Future-State Business Processes will be able to be reviewed in some form or fashion (video, PALM TECH, and/or demonstration) well in advance of UAT | Logged | 06/17/24 | All DBPR end users PALM PALM Website | Future-State Business Processes are currently being reviewed with DBPR staff. |
| People Processes | Data elements included in FLAIR standard reports will be provided by DBPR as well as will identify data elements included in DBPR custom reports | Logged | 09/25/24 | All DBPR end users DFS PALM Technical Team DFS PALM Training Team Gary Townsend PALM PALM Website | All FLAIR Reports data elements were updated in the Reports Smartsheet |
| People Processes Technology Data | All state-wide enterprise Business Systems will be remediated by Florida PALM and are not the responsibility of DBPR | Logged | 06/21/24 | All DBPR end users DFS PALM Technical Team DFS PALM Training Team Gary Townsend PALM PALM Website | These will be remediated by the time scheduled testing begins, and enterprise partners will provide the possible scenarios. |
| People Processes Data | DBPR will be responsible for providing traceability details and new requirements for business requirements that are unique to DBPR | Logged | 07/17/24 | All DBPR PALM Readiness Project stakeholders | |
| People Processes Technology Data | The Project Management Plan (PMP) will be reviewed quarterly (every 3 months) for accuracy and the appropriate updates will be applied so that it does not become outdated and obsolete. | Logged | 08/07/24 | All DBPR PALM Readiness Project stakeholders | The PMP quarterly review is currently under way. Names on the DBPR Org Chart is one area that will need to be closely monitored. |
| Data | All PALM reports will include all Chart of Accounts fields (including OA2) | Logged | 08/16/24 | All DBPR PALM Readiness Project stakeholders PALM | All OA2 (FLAIR Object Codes) have been configured per PALM Task 567-D. |
| People Processes Technology Data | Taking advantage of available PALM interfaces will be available after PALM goes live | Logged | 08/29/24 | All DBPR PALM Readiness Project stakeholders PALM | |
| People Processes Technology Data | All needed PALM data can be obtained from PALM via queries as and when needed in an efficient and acceptable time frame. | Logged | 09/25/24 | All DBPR PALM Readiness Project stakeholders PALM | |
| People Processes Technology Data | All needed PALM data can be obtained from PALM via queries as and when needed in an efficient and acceptable time frame. | Logged | 10/23/24 | All DBPR PALM Readiness Project stakeholders PALM | |
| People Processes Technology | Review and familiarity with PALM Future-State Business Processes will be caught up and completed before UAT begins in April 2025 | Logged | 11/27/24 | All DBPR Stakeholders Gary Townsend PALM | The Current-State to Future-State Business Processes were rearranged, rescheduled, with revised tasks with the input from the OCM Lead. |
| People Processes Technology Data | DBPR Finance and Accounting staff can review the QLIK report generated out of Versa Regulation when they need to see Remittance Type (Deposit Type) details | Logged | 12/04/24 | All DBPR Revenue Accounting Stakeholders PALM Versa Regulation | The PALM Technical Team is limiting the Payment Method values that will be stored in PALM. The Remittance Type values included in the QLIK report should be sufficient. |
| People Processes Technology Data | Multiple Future-State Crosswalks that are behind schedule can be done simultaneously and will be completed in accordance with the Project Schedule | Logged | 12/04/24 | All DBPR Stakeholders Gary Townsend PALM | The Future-State crosswalks have been rescheduled and are getting caught up in the Project Schedule. |
| People Processes Data | In addition to obtaining various scenarios and anomalies at Future-State Crosswalk sessions, details necessary to create all user stories will also be an objective out of the sessions | Logged | 12/05/24 | All DBPR Stakeholders Gary Townsend PALM | The Future-State crosswalks are currently under way. |
| People Processes Technology Data | all Enterprise Partners will provide the various scenarios for their respective Enterprise Business Systems that will be used to ensure the proper test scripts are created for UAT | Logged | 12/18/24 | All DBPR Stakeholders Thomas Richardson Gary Townsend PALM | At the December STMS Update conducted on 12/17/24, STMS indicated they will be providing all of the scenarios for STMS that need to be tested. |

## DBPR Status Report Confirmation

| Reporting Period | Agency Sponsor Name: | Confirmed By: | Confirmation Date: |
|---|---|---|---|
| November - December 2024 | Sally Huggins | sally.huggins@myfloridalicense.com | 01/09/25 |
| September - October 2024 | Sally Huggins | sally.huggins@myfloridalicense.com | 11/05/24 |
| July - August 2024 | Sally Huggins | sally.huggins@myfloridalicense.com | 09/09/24 |
| May - June 2024 | Sally Huggins | sally.huggins@myfloridalicense.com | 07/11/24 |
| March - April 2024 | Sally Huggins | sally.huggins@myfloridalicense.com | 05/13/24 |
| January - February 2024 | Tyler Russell | tyler.russell@myfloridalicense.com | 03/12/24 |

# DCF 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**
November - December 2024

**Agency Sponsor**
Chad Barrett

| CCN Composition | RW Task Completeness | RW Task Timeliness | Project-led Meeting Participation |
|---|---|---|---|



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

The Readiness Workplan Tasks Completeness dial reflects the completeness of your agency's submission of RW tasks, starting with RW Task 512.

The Readiness Workplan Tasks Timeliness dial reflect the timeliness of your agency's submission of all RW tasks to date.

The Participation dial reflects your agency's attendance at Project-led meetings during the current reporting period.

**Change Champion Network:**
- Unique Filled Role = 13
- Duplicate Filled Role = 2
- Vacant Role = 1

**RW Task Completeness:**
- Score = 91.20%
- Submitted Complete = 36
- Submitted Incomplete = 0
- Completed After Submission = 14

**RW Task Timeliness:**
- Score = 78.84%
- Submitted On Time = 45
- Submitted Late = 32
- Pending Submission = 6

**Meeting Participation:**
- Meetings Attended = 5
- Meetings Missed = 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 |
|---|---|---|---|---|---|---|---|---|---|---|
| N/A | Technology | 516 | Update Agency Business System Documentation for Segment II | 01/29/24 | 04/12/24 | 50% - In Progress | | OITS, Remediation strategy has been discussed, approaching remediation with Segments I, II, III, and IV jointly. | | |
| N/A | Technology | 519 | Remediate Agency Business Systems based on Segment I | 01/29/24 | 06/28/24 | 50% - In Progress | | OITS, Remediation strategy has been discussed, approaching remediation with Segments I, II, III, and IV jointly. | | |
| N/A | Technology | 528 | Update Agency Business System Documentation for Segment III | 04/15/24 | 07/12/24 | 50% - In Progress | | OITS, Remediation strategy has been discussed, approaching remediation with Segments I, II, III, and IV jointly. | | |
| N/A | Technology | 531 | Remediate Agency Business Systems based on Segment II | 04/29/24 | 10/04/24 | 50% - In Progress | | OITS, Remediation strategy has been discussed, approaching remediation with Segments I, II, III, and IV jointly. | | |
| N/A | Technology | 544 | Update Agency Business System Documentation for Segment IV | 07/22/24 | 10/18/24 | 50% - In Progress | | OITS, Remediation strategy has been discussed, approaching remediation with Segments I, II, III, and IV jointly. | | |
| N/A | Technology | 547 | Remediate Agency Business Systems based on Segment III | 07/22/24 | 12/13/24 | 50% - In Progress | | OITS, Remediation strategy has been discussed, approaching remediation with Segments I, II, III, and IV jointly. | | |
| Direct | Data | 555-A | Complete Data Cleansing Based on Mock Conversion 1 - Projects (PCC001) | 10/07/24 | 11/22/24 | 100% - Submitted | 11/22/24 | Data Cleansing complete. Waiting for due date to submit. | Submission Complete | |
| N/A | Technology | 561 | Remediate Agency Business Systems based on Segment IV | 10/21/24 | 03/14/25 | 25% - Beginning Initial Internal Meetings and Information Gathering | | OITS, Remediation strategy has been discussed, approaching remediation with Segments I, II, III, and IV jointly. | | |
| Direct | Data | 555-B | Complete Data Cleansing Based on Mock Conversion 1 (CTC001, GMC001, and PCC002) | 10/28/24 | 11/22/24 | 100% - Submitted | 11/26/24 | Pulling error logs down from CFO Secure Sharepoint | Submission Complete | |
| N/A | N/A | 562 | Submit Bimonthly Agency Readiness Status Report | 11/01/24 | 11/12/24 | 100% - Submitted | 11/26/24 | Chad, Darrell | Submission Complete | |
| N/A | N/A | 563 | Manage Agency Specific Implementation Schedule, Risks and Issues | 11/01/24 | 12/27/24 | 100% - Submitted | 01/03/25 | | Submission Complete | |
| Direct | Data | 555-C | Complete Data Cleansing Based on Mock Conversion 1 (AMC001 and POC001) | 11/08/24 | 12/06/24 | 100% - Submitted | 12/13/24 | Marilyn and Mary | Submission Complete | |
| Direct | Technology | 557 | Confirm Interface Inventory for Cycle 2 Interface Testing | 11/18/24 | 12/13/24 | 100% - Submitted | 12/12/24 | Complete with Caveats - one custom interface needed for Wage Garnishment system. Also see comment on Row 5 of Interface Details file - Rows 5 and 6 interface file should update from GL to IU. | Submission Complete | |
| N/A | Technology | 558 | Update Agency Business System Documentation | 11/18/24 | 01/10/25 | 25% - Beginning Initial Internal Meetings and Information Gathering | | | | |
| Direct | Data | 567-A | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/12/24 | Complete. Waiting for due date to submit. | Submission Complete | |
| Direct | Data | 567-B | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/13/24 | | Submission Complete | |
| Direct | Data | 567-C | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/13/24 | | Submission Complete | |
| Direct | Data | 567-D | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/13/24 | | Submission Complete | |
| Direct | Data | 567-E | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/17/24 | | Submission Complete | |
| Direct | Data | 567-G | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 01/13/25 | | | |
| Direct | Data | 567-H | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/12/24 | | Submission Complete | |
| Direct | Data | 567-I | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/16/24 | | Submission Complete | |
| Indirect | People | 536-C | Create Agency Specific User Acceptance Testing Plan | 12/09/24 | 01/31/25 | 75% - Consolidating/Inputting Information for Submission | | Complete...waiting for due date to submit. | | |
| N/A | Processes | 560 | Submit Change Analysis Tool | 12/09/24 | 01/31/25 | 25% - Beginning Initial Internal Meetings and | | | | |

| | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | Internal Meetings and Information Gathering | | | | |
| Indirect | People | 564 | Update Future Florida PALM Users | 12/09/24 | 01/10/25 | 100% - Submitted | 01/13/25 | Sue Davis | | |
| N/A | People | 568 | Create Training Plan for Agency Managed End User Training | 12/09/24 | 03/28/25 | 25% - Beginning Initial Internal Meetings and Information Gathering | | | | |
| Direct | Data | 567-J | Share, Review, and Update Configuration Workbooks | 12/18/24 | 01/17/25 | 100% - Submitted | 01/13/25 | | | |
| Direct | Data | 567-K | Share, Review, and Update Configuration Workbooks | 12/18/24 | 01/17/25 | 100% - Submitted | 01/07/25 | | Submission Complete | |
| Direct | Data | 567-P | Share, Review, and Update Configuration Workbooks | 12/18/24 | 01/17/25 | 50% - In Progress | | | | |
| Direct | Data | 658-A | Submit Data Field Mapping | 12/18/24 | 01/31/25 | 25% - Beginning Initial Internal Meetings and Information Gathering | | | | |
| Direct | Data | 658-B | Submit Data Field Mapping | 12/18/24 | 01/31/25 | 25% - Beginning Initial Internal Meetings and Information Gathering | | | | |
| N/A | N/A | 569 | Submit Bimonthly Agency Readiness Status Report | 12/30/24 | 01/10/25 | 100% - Submitted | 01/13/25 | | Submission Complete | |
| N/A | N/A | 570 | Manage Agency Specific Implementation Schedule, Risks and Issues | 12/30/24 | 02/28/25 | 25% - Beginning Initial Internal Meetings and Information Gathering | | | | |
| Direct | Data | 658-C | Submit Data Field Mapping | 01/06/25 | 01/31/25 | 75% - Consolidating/Inputting Information for Submission | | Complete and pending due date. | | |
| Indirect | Technology | 576 | Complete Internal Agency Business System Test and Remediation to prepare for Cycle 2 - Technical Interface Testing | 01/06/25 | 03/28/25 | 25% - Beginning Initial Internal Meetings and Information Gathering | | | | |

| **People** | **Processes** | **Technology** | **Data** |
|---|---|---|---|
| The staff and stakeholders affected by your agency's transition to Florida PALM. | The sequence of procedures to accomplish a business objective. | The applications or tools used to process, track, or report on financial operations. | Information used in or produced from an agency's financial business operations. |

**People**

**Implementation:**

**Planned Florida PALM End Users = 188**

• Business Process Groupings = 10/13

**Identified Subject Matter Experts = 30**

**Processes**

**Implementation:**

**Impacted Agency Business Processes = 52**

• Related Business Process Groupings = 10/13

• Planned Spreadsheet Uploads = 16

**Technology**

**Implementation:**

**Business Systems Planned for Integration = 23**

**Planned Interfaces = 25**

- Inbound Interfaces = 6

- Outbound Interfaces = 19

**Data**

**Implementation:**

**Configuration**

• **Commitment Control (KK)**

- Budget Allotments - Control Option = Option # 3 - Track without Budget

- Account ChartField Tier Selection = Account Tier #1: Highest

- Organization ChartField Translation Tree Selection = Translation Tree #3: No Tree Assigned

• **Org Security Rule = Agency Defined**

• **Optional ChartFields**

- OA1 = To Be Configured

- OA2 = To Be Configured

- PC Category = To Be Configured

- PC Subcategory = To Be Configured

- PC Source Type = Not To Be Configured

**Conversion**

• **Optional Conversions**

- Accounts Receivable = Not Needed

- Assets = Needed

- Contracts = Needed

- Customers = Not Needed

- Encumbrances = Needed

- Grants = Needed

- Projects = Needed

- Projects Balances = Needed

## 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.

### DCF Risks

| Critical Operational Elements | Risk Description | Status | Risk Rating | Mitigation/Response Strategy | Reporting Period Comments or Updates | Date of Status Change | Owner / Coordinator |
|---|---|---|---|---|---|---|---|
| People | Financial Leadership Distraction | Open | 9 (High/High) | Avoid. Engage stakeholders in a constant dialogue regarding the status and direction of the Project. | Growing interest in prioritizing PALM implementation ahead of UAT. | 11/20/24 | Quantrel Johnson |
| People Processes Technology | Risk of not completing system development/remediation by April 2025 deadline for interface testing approval, potentially resulting in exclusion from PALM end-to-end testing after May 2025. | Open | 9 (High/High) | Avoid. Establish aggressive development milestones Increase development resources Weekly progress monitoring Early interface testing preparation Prioritize critical system components Regular communication with PALM project team Mock up files as if they were coming from our apps, for completion of April/May testing | | 11/20/24 | Quantrel Johnson |
| Processes Data | Potential for inaccurate or inconsistent mapping of organizational codes during transition from FLAIR to PALM, affecting financial tracking, reporting, and departmental accountability. | Open | 9 (High/High) | Mitigate. Conduct a Comprehensive audit of existing FLAIR org codes. Documentation of mapping logic and decisions. Stakeholder validation of crosswalk methodology Stakeholder validation of crosswalk methodology | | 11/20/24 | Agency and Business Liaisons |

| Critical Operational Elements | Issue Description | Status | Priority | Resolution Plan | Reporting Period Comments or Updates | Planned or Actual Resolution Date | Owner / Coordinator |
|---|---|---|---|---|---|---|---|
| People Processes | Potential delays or complications in obtaining federal approval for transition of GRANTS remediation/replacement when interfacing with Florida PALM versus current FLAIR system. This may impact federal grant management and reporting capabilities. | Open | 9 (High/High) | Mitigate. Early engagement with federal stakeholders Detailed documentation of PALM-GRANTS interface specifications Parallel testing of both systems during transition Regular status updates to federal authorities Contingency planning for extended approval timeline | | 11/20/24 | Agency and Business Liaisons |
| People Processes | Not enough time for training before go live. | Open | 6 (Medium/High) | Mitigate. Continue to promote the importance of prioritizing the PALM transition at a level equal to or greater than performance of legacy business processes. | | 11/20/24 | Agency Liaison |
| People Processes Data | handling corrections with accounting and property. | Open | 6 (Medium/High) | Mitigate. Develop business process that includes communication between property and accounting offices. | | 11/21/24 | General Services |
| People Processes Technology Data | Out-of-balance prioritization of PALM with other business processes | Open | 6 (Medium/High) | Mitigate. Emphasize the importance of engagement in UAT by SMEs and CCN members. Involve SMEs frequently in discussion of interface systems to ensure mapping of existing FLAIR chartfields to PALM chartfields. Help business system managers with prioritization of tasks. Engage Agency Liaison and Sponsor as necessary to set priorities for business system managers | | 11/20/24 | Agency and Business Liaisons |
| People | FL PALM's inclusion of Speed Keys, particularly with Enterprise Applications, can support current business processes that utilize Expansion Option with front end processing. | Open | 6 (High/Medium) | Mitigate. Adjust documentation where needed. If Speed Keys are not adopted such that they can support "front end processing" for "splits" then a new application must be made to act as a front end to conduct those operations. | Attend Day 3 of Segment 4 Workshop. Continue to gather information MFMP implementation of Speed Keys.Continue to Monitor Risk. | 07/01/24 | Quantrel Johnson |
| People | Project Manager/Agency Liaison Turnover | Open | 4 (Medium/Medium | Mitigate. Ensure project approach and status are well-documented. | None. Continue to Monitor Risk. | 06/18/24 | Quantrel Johnson |
| Data | Incomplete/Improper Data Cleansing Activities | Open | 4 (Medium/Medium | Avoid. Continue data cleansing activities, otherwise UAT testing with the data sets will produce unexpected and inaccurate results. | | 07/15/24 | Alexander Añé |
| Processes Technology Data | Incomplete/Improper Current State Analysis | Open | 4 (Medium/Medium | Mitigate. Due to change in implementation strategy and change in stakeholders, avoiding inconsistencies in current state analysis is unlikely. Remediation must take place when and where appropriate. | | 07/15/24 | Alexander Añé |
| People Processes | Incomplete/Improper UAT planning and execution | Open | 4 (Medium/Medium | Avoid. Build user stories that accurately represent current business processes so that users are aware which processes to test against PALM and enterprise systems. Ensure a time management plan for SMEs so that a testing/work balance can be achieved. | | 07/22/24 | Alexander Añé |
| People | Operational Management Turnover - Key Personnel | Open | 3 (High/Low) | Accept. Work to document business processes and roles for the impact of a sudden or unexpected departure. | None. Continue to Monitor Risk. | 06/18/24 | Quantrel Johnson |
| People | Project Sponsor Turnover | Open | 3 (High/Low) | Accept. Ensure sponsor commitments and operational plans are well documented and rationale is well established. | None. Continue to Monitor Risk. | 06/18/24 | Quantrel Johnson |
| People | Operational Staff Turnover - Key Personnel | Open | 2 (Medium/Low) | Accept. Work to document key personnel knowledge and specific operational processes in the event of a sudden or unexpected departure. | None. Continue to Monitor Risk. | 06/18/24 | Quantrel Johnson |
| People | Project Staff Turnover | Open | 2 (Low/Medium) | Accept. Ensure project staff responsibilities are well defined and documentation is up-to-date | None. Continue to Monitor Risk. | 06/18/24 | Quantrel Johnson |
| People | Operational Staff Turnover - General | Open | 2 (Low/Medium) | Accept. Ensure job-specific processes are documented and generic enough to permit retraining of new incoming staff. | None. Continue to Monitor Risk. | 06/18/24 | Quantrel Johnson |
| People | Operational Management Turnover - General | Open | 1 (Low/Low) | Accept. Ensure job-specific processes are documented and generic enough to permit retraining of new incoming staff. | None. Continue to Monitor Risk. | 06/18/24 | Quantrel Johnson |
| People | Department Leadership Turnover | Open | 1 (Low/Low) | Accept. Monitor political developments as they unfold, and adapt as needed. | None. Continue to Monitor Risk. | 06/18/24 | Quantrel Johnson |

## DCF Issues

| Critical Operational Elements | Issue Description | Status | Priority | Resolution Plan | Reporting Period Comments or Updates | Planned or Actual Resolution Date | Owner / Coordinator |
|---|---|---|---|---|---|---|---|
| Processes Technology | Cost Allocation Not Available in PALM. (See attachments) | Open | Critical - Impacts the ability of the agency to move forward with work without resolution | On going pending SpeedKey and other conversation with Enterprise applications | DCF is revisiting as plans for remediating internal applications for PALM. Several overtures have been made to PALM RA to communicate functional impacts to DCF processes and requesting one or more sessions with PALM technical and DFS F&A staff regarding DCF concerns. | 01/01/26 | Joan Davis |
| Processes Technology Data | DCF's journal distribution process | Open | Critical - Impacts the ability of the agency to move forward with work without resolution | As DCF is moving forward with reviewing and updating processes, we have several concerns related to the journal distributions which is a critical business process in DCF. We have sent the related concerns to the PALM team, conversations are on-going. Several of our updates are dependent on the concerns being addressed. | Given information provided, DCF team has concluded there are 2 viable options: building a front end application to perform front end splits or utilize Speed Key functionality (amongst PALM and Enterprise Applications) to simulate splits. Further conversation will be had post Segment 4 as of 8/20. | 03/14/25 | DCF team |
| Processes | Budget Funding Process since PTAXX cannot be loaded in FACTS. | Open | Critical - Impacts the ability of the agency to move forward with work without resolution | Develop alternate budgeting process for TANF processing that estimates and budgets revenue per year. | | 03/14/25 | Revenue and Budgeting Team |
| Technology | Joint strategy to pursue applications development for Segments I-III will result in tasks being considered late. | Open | Low - All impacts not listed as Critical or High | Tasks relating to applications development/remediation will be late as we're working all segments simultaneously, to conclude with the end date of Segment IV remediation. | | 03/14/25 | Project Team |

## DCF Assumptions

| Critical Operational Elements | Assumption | Status | Date Logged or Removed | Impacted Stakeholder(s) and/or System(s) | Reporting Period Comments or Updates |
|---|---|---|---|---|---|
| People Processes Technology Data | DCF's project team possesses the necessary skills and expertise in the required disciplines to ensure project success. | Logged | 07/17/23 | DCF-Departmentwide | None. |

## 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

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## DCF Status Report Confirmation

| Reporting Period | Agency Sponsor Name: | Confirmed By: | Confirmation Date: |
|---|---|---|---|
| November - December 2024 | Chad Barrett | chad.barrett@myflfamilies.com | 01/13/25 |
| September - October 2024 | Chad Barrett | chad.barrett@myflfamilies.com | 11/26/24 |
| July - August 2024 | Chad Barrett | chad.barrett@myflfamilies.com | 09/23/24 |
| July - August 2024 | Chad Barrett | rick.owen@myflfamilies.com | 09/13/24 |
| May - June 2024 | Chad Barrett | chad.barrett@myflfamilies.com | 07/12/24 |
| March - April 2024 | Chad Barrett | chad.barrett@myflfamilies.com | 04/30/24 |
| January - February 2024 | Chad Barrett | chad.barrett@myflfamilies.com | 03/12/24 |
| January - February 2024 | Tony Lloyd | tony.lloyd@myflfamilies.com | 03/08/24 |

# DEM 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**

November - December 2024

**Agency Sponsor**

Jeremy Smith

| CCN Composition | RW Task Completeness | RW Task Timeliness | Project-led Meeting Participation |
|---|---|---|---|



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

The Readiness Workplan Tasks Completeness dial reflects the completeness of your agency's submission of RW tasks, starting with RW Task 512.

The Readiness Workplan Tasks Timeliness dial reflect the timeliness of your agency's submission of all RW tasks to date.

The Participation dial reflects your agency's attendance at Project-led meetings during the current reporting period.

**Change Champion Network:**
- Unique Filled Role = 10
- Duplicate Filled Role = 12
- Vacant Role = 0

**RW Task Completeness:**

Score = 100.00%
- Submitted Complete = 55
- Submitted Incomplete = 0
- Completed After Submission = 0

**RW Task Timeliness:**

Score = 97.8%
- Submitted On Time = 71
- Submitted Late = 11
- Pending Submission = 0

**Meeting Participation:**
- Meetings Attended = 6
- Meetings Missed = 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 |
|---|---|---|---|---|---|---|---|---|---|---|
| N/A | Technology | 547 | Remediate Agency Business Systems based on Segment III | 07/22/24 | 12/13/24 | 100% - Submitted | 12/10/24 | | Submission Complete | |
| Direct | Data | 555-A | Complete Data Cleansing Based on Mock Conversion 1 - Projects (PCC001) | 10/07/24 | 11/22/24 | 100% - Submitted | 11/19/24 | | Submission Complete | |
| N/A | Technology | 561 | Remediate Agency Business Systems based on Segment IV | 10/21/24 | 03/14/25 | 50% - In Progress | | | | |
| Direct | Data | 555-B | Complete Data Cleansing Based on Mock Conversion 1 (CTC001, GMC001, and PCC002) | 10/28/24 | 11/22/24 | 100% - Submitted | 11/19/24 | | Submission Complete | |
| N/A | N/A | 562 | Submit Bimonthly Agency Readiness Status Report | 11/01/24 | 11/12/24 | 100% - Submitted | 11/12/24 | | Submission Complete | |
| N/A | N/A | 563 | Manage Agency Specific Implementation Schedule, Risks and Issues | 11/01/24 | 12/27/24 | 100% - Submitted | 12/26/24 | | Submission Complete | |
| Direct | Data | 555-C | Complete Data Cleansing Based on Mock Conversion 1 (AMC001 and POC001) | 11/08/24 | 12/06/24 | 100% - Submitted | 12/03/24 | | Submission Complete | |
| Direct | Technology | 557 | Confirm Interface Inventory for Cycle 2 Interface Testing | 11/18/24 | 12/13/24 | 100% - Submitted | 12/11/24 | | Submission Complete | |
| N/A | Technology | 558 | Update Agency Business System Documentation | 11/18/24 | 01/10/25 | 100% - Submitted | 01/09/25 | | | |
| Direct | Data | 567-A | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/11/24 | | Submission Complete | |
| Direct | Data | 567-B | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/17/24 | Updated after removing special characters | Submission Complete | |
| Direct | Data | 567-C | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/11/24 | | Submission Complete | |
| Direct | Data | 567-D | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/11/24 | | Submission Complete | |
| Direct | Data | 567-E | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/12/24 | | Submission Complete | |
| Direct | Data | 567-G | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/12/24 | | Submission Complete | |
| Direct | Data | 567-H | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/12/24 | | Submission Complete | |
| Direct | Data | 567-I | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/11/24 | | Submission Complete | |
| Indirect | People | 536-C | Create Agency Specific User Acceptance Testing Plan | 12/09/24 | 01/31/25 | 50% - In Progress | | | | |
| N/A | Processes | 560 | Submit Change Analysis Tool | 12/09/24 | 01/31/25 | 25% - Beginning Internal Meetings and Information Gathering | | | | |
| Indirect | People | 564 | Update Future Florida PALM Users | 12/09/24 | 01/10/25 | 100% - Submitted | 01/09/25 | | Submission Complete | |
| N/A | People | 568 | Create Training Plan for Agency Managed End User Training | 12/09/24 | 03/28/25 | 25% - Beginning Internal Meetings and Information Gathering | | | | |
| Direct | Data | 567-J | Share, Review, and Update Configuration Workbooks | 12/18/24 | 01/17/25 | | | | | |
| Direct | Data | 567-K | Share, Review, and Update Configuration Workbooks | 12/18/24 | 01/17/25 | | | | | |
| Direct | Data | 567-P | Share, Review, and Update Configuration Workbooks | 12/18/24 | 01/17/25 | | | | | |
| Direct | Data | 658-A | Submit Data Field Mapping | 12/18/24 | 01/31/25 | | | | | |
| Direct | Data | 658-B | Submit Data Field Mapping | 12/18/24 | 01/31/25 | | | | | |
| N/A | N/A | 569 | Submit Bimonthly Agency Readiness Status Report | 12/30/24 | 01/10/25 | 100% - Submitted | 01/09/25 | | Submission Complete | |
| N/A | N/A | 570 | Manage Agency Specific Implementation Schedule, Risks and Issues | 12/30/24 | 02/28/25 | | | | | |

| Direct | Data | 658-C | Submit Data Field Mapping | 01/06/25 | 01/31/25 | | | | | |
|--------|------|-------|---------------------------|----------|----------|---|---|---|---|---|
| Indirect | Technology | 576 | Complete Internal Agency Business System Test and Remediation to prepare for Cycle 2 - Technical Interface Testing | 01/06/25 | 03/28/25 | | | | | |

| People | Processes | Technology | Data |
|--------|-----------|------------|------|
| The staff and stakeholders affected by your agency's transition to Florida PALM. | The sequence of procedures to accomplish a business objective. | The applications or tools used to process, track, or report on financial operations. | Information used in or produced from an agency's financial business operations. |

**People**

**Implementation:**

**Planned Florida PALM End Users = 36**

• Business Process Groupings = 13/13

**Identified Subject Matter Experts = 20**

**Processes**

**Implementation:**

**Impacted Agency Business Processes = 35**

• Related Business Process Groupings = 6/13

• Planned Spreadsheet Uploads = 3

**Technology**

**Implementation:**

**Business Systems Planned for Integration = 5**

**Planned Interfaces = 11**

- Inbound Interfaces = 4

- Outbound Interfaces = 7

**Data**

**Implementation:**

**Configuration**

• **Commitment Control (KK)**

- Budget Allotments - Control Option = Option # 3 - Track without Budget

- Account ChartField Tier Selection = Account Tier #2: Groupings

- Organization ChartField Translation Tree Selection = Translation Tree #2: Agency-Defined Tree

• **Org Security Rule = Agency Defined**

• **Optional ChartFields**

- OA1 = To Be Configured

- OA2 = Not To Be Configured

- PC Category = To Be Configured

- PC Subcategory = To Be Configured

- PC Source Type = To Be Configured

**Conversion**

• **Optional Conversions**

- Accounts Receivable = Needed

- Assets = Needed

- Contracts = Needed

- Customers = Not Needed

- Encumbrances = Needed

- Grants = Needed

- Projects = Needed

- Projects Balances = Needed

## 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.

### DEM Risks

| Critical Operational Elements | Risk Description | Status | Risk Rating | Mitigation/Response Strategy | Reporting Period Comments or Updates | Date of Status Change | Owner / Coordinator |
|---|---|---|---|---|---|---|---|
| Processes Data | If life to date balances are not transferred either as a datum or as a concept between FLAIR grant tracking and PALM project costing then a system of balance tracking processes will need to be built to managed life to date reporting, meaning process complexity will be added to the Finance team | Open | 6 (Medium/High) | The FDEM Finance team is building it's reporting effectiveness to increase the agility of building reporting structures to the necessary level to meet this challenge | No Change | 10/31/24 | Michael Braun |
| Technology Data | If the PALM interfaces do not cover all required data elements as currently engaged by DEMES to FLAIR connections, then either the elements will need to be accessed via the data warehouse or DEMES will need to be changed to interact correctly with the new PALM structure, meaning cost will be added to the DEMES development project. | Open | 6 (High/Medium) | DEMES development assets have been onboarded to the PALM project to project any issues that may arise and attempt to port all elements of PALM on top of the FLAIR structure | No Change | 10/31/24 | Michael Braun |
| People Processes Data | EOG and DEM interfaces and elements are under the same OLO umbrella. Could lead to increased lead time in access aspects of processes or reporting confusion when summarizing agency workload | Open | 2 (Medium/Low) | Working directly with Kelley Sasso in EOG to put process agreements in place. | Still need to monitor, reduced probability due to good relationship with EOG/Kelley Sasso | 08/28/24 | Michael Braun |
| Processes Technology | If the payroll processes built in PALM cannot support the needs of the FDEM Payroll team, then the payroll system currently managed by FDEM IT may need continuing support meaning the Payroll process may become more complex/expensive | Open | 2 (Medium/Low) | Highlighting Payroll within UAT as an important module with downstream impact so we can quickly close or escalate this risk | No Change | 10/31/24 | Michael Braun |
| Processes Technology | Many projects related to DEM incidents are built by an enterprise business system Florida PA. If the Florida PA development team is not aware of the inbound and outbound Project information interface needs the process of creating projects related to an incident may become more complex | Open | 1 (Low/Low) | Will socialize with Florida PA users and then the poc for those users to ensure the appropriate interface conversation is had | Discussions Begun with Florida PA development Team, Civix, and internal FDEM Management team. | 08/01/24 | Michael Braun |
| Processes Data | If stale funds are carried over into the project costing module then the day to day operation of project accounting will increase in complexity meaning the project costing module will create less value for the accounting team | Open | 1 (Low/Low) | The budget team in the finance bureau has been tasked with clearing stale funds/project ids out of our system | No Change | 10/31/24 | Michael Braun |
| People | If PALM is seen as creating work or uncertainty then the finance team will be unwilling to explore further functionality, meaning the FDEM agency my have trouble with accounting post PALM launch | Open | 1 (Low/Low) | Communication about PALM including changes and updates is ongoing, frequent and positively positioned | No Change | 10/31/24 | Michael Braun |
| Technology | If FLAIR shuts down before PALM goes live | Open | 1 (Low/Low) | Request more information from Felecia | Newly Added | 12/26/24 | Michael Braun |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| | then our business processes will be delayed, meaning we may lose effectiveness on PALM rollout as well as day to day business execution | | | | | | |

## DEM Issues

| Critical Operational Elements | Issue Description | Status | Priority | Resolution Plan | Reporting Period Comments or Updates | Planned or Actual Resolution Date | Owner / Coordinator |
|---|---|---|---|---|---|---|---|
| Data | CSFA and ALN values not recognized from FACTS, See Mock Conversion 1 for specifics<br><br>Grants & Contracts in FACTS affected, 31086 should be active. | Open | Low - All impacts not listed as Critical or High | Discuss the specific expectations with a technical contact | Need to Review Mock Conversion 2 to see if changes were effective | 12/17/24 | Michael Braun |

## DEM Assumptions

| Critical Operational Elements | Assumption | Status | Date Logged or Removed | Impacted Stakeholder(s) and/or System(s) | Reporting Period Comments or Updates |
|---|---|---|---|---|---|
| People Processes Technology Data | The Division will be able to process all financial activity in order to adequately report to our grantors and all requestors to continue to assist in financial management of the Division's missions and objectives | Logged | 09/06/23 | FDEM | No change. |
| Technology Data | Connecting to interfaces within PALM will be supported by a request process that is not difficult to navigate AFTER launch | Logged | 10/31/24 | DEMES; FDEM IT; Slalom Development Team | No change. |
| Processes | There will be a process to change, add, remove speedkeys after launch. The knowledge center is up to date on exceptions and speedkey expectations. | Logged | 10/31/24 | Finance; | No change. |
| Data | The PALM Data Warehouse will be accessible by appropriate agency staff for self service reporting | Logged | 10/31/24 | DEMES; FDEM IT; Slalom Development Team; Finance | No change. |
| Processes Technology | FLAIR Shutdown will occur roughly 2 weeks before PALM go-live | Logged | 12/26/24 | Finance; DEMES | Newly Added |

## 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

## DEM Status Report Confirmation

| Reporting Period | Agency Sponsor Name: | Confirmed By: | Confirmation Date: |
|---|---|---|---|
| November - December 2024 | Jeremy W. Smith | jeremy.smith@em.myflorida.com | 01/08/25 |
| September - October 2024 | Jeremy Smith | jeremy.smith@em.myflorida.com | 11/12/24 |
| July - August 2024 | Jeremy W. Smith | jeremy.smith@em.myflorida.com | 09/10/24 |
| May - June 2024 | Luke Strickland | luke.strickland@em.myflorida.com | 07/11/24 |
| March - April 2024 | Luke Strickland | luke.strickland@em.myflorida.com | 05/10/24 |
| January - February 2024 | Luke Strickland | luke.strickland@em.myflorida.com | 03/11/24 |

# DEP Status Report Dashboard

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

## Helpful Links

- 🔗 Dashboard Snapshots
- 🔗 Knowledge Center
- 🔗 Florida PALM Workbook for DEP
- 🔗 Readiness Workplan

## Reporting Period

November - December 2024

## Agency Sponsor

Darinda McLaughlin

| CCN Composition | RW Task Completeness | RW Task Timeliness | Project-led Meeting Participation |
|---|---|---|---|



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

The Readiness Workplan Tasks Completeness dial reflects the completeness of your agency's submission of RW tasks, starting with RW Task 512.

The Readiness Workplan Tasks Timeliness dial reflect the timeliness of your agency's submission of all RW tasks to date.

The Participation dial reflects your agency's attendance at Project-led meetings during the current reporting period.

### Change Champion Network:
- Unique Filled Role = 22
- Duplicate Filled Role = 0
- Vacant Role = 0

### RW Task Completeness:
**Score = 99.82%**
- Submitted Complete = 56
- Submitted Incomplete = 0
- Completed After Submission = 1

### RW Task Timeliness:
**Score = 98.21%**
- Submitted On Time = 80
- Submitted Late = 1
- Pending Submission = 2

### Meeting Participation:
- Meetings Attended = 5
- Meetings Missed = 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 |
|---|---|---|---|---|---|---|---|---|---|---|
| N/A | Technology | 531 | Remediate Agency Business Systems based on Segment II | 04/29/24 | 10/04/24 | 75% - Consolidating/Inputting Information for Submission | | DEP's current remediation schedule is prioritized based on the agency business system (ABS) tier.<br><br>DEP's ABS remediation schedule continues to be adjusted to allow for interface updates posted to the knowledge center.<br><br>A completion date that correlates to the PALM deadline for the end of March 2025 is anticipated. | | |
| N/A | Technology | 547 | Remediate Agency Business Systems based on Segment III | 07/22/24 | 12/13/24 | 50% - In Progress | | DEP's current remediation schedule is prioritized based on the agency business system (ABS) tier.<br><br>DEP's ABS remediation schedule continues to be adjusted to allow for interface updates posted to the knowledge center.<br><br>A completion date that correlates to the PALM deadline for the end of March 2025 is anticipated. | | |
| Direct | Data | 555-A | Complete Data Cleansing Based on Mock Conversion 1 - Projects (PCC001) | 10/07/24 | 11/22/24 | 100% - Submitted | 11/22/24 | | Submission Complete | |
| N/A | Technology | 561 | Remediate Agency Business Systems based on Segment IV | 10/21/24 | 03/14/25 | 50% - In Progress | | | | |
| Direct | Data | 555-B | Complete Data Cleansing Based on Mock Conversion 1 (CTC001, GMC001, and PCC002) | 10/28/24 | 11/22/24 | 100% - Submitted | 11/22/24 | | Submission Complete | |
| N/A | N/A | 562 | Submit Bimonthly Agency Readiness Status Report | 11/01/24 | 11/12/24 | 100% - Submitted | 11/08/24 | | Submission Complete | |
| N/A | N/A | 563 | Manage Agency Specific Implementation Schedule, Risks and Issues | 11/01/24 | 12/27/24 | 100% - Submitted | 12/26/24 | | Submission Complete | |
| Direct | Data | 555-C | Complete Data Cleansing Based on Mock Conversion 1 (AMC001 and POC001) | 11/08/24 | 12/06/24 | 100% - Submitted | 12/06/24 | | Submission Complete | |
| Direct | Technology | 557 | Confirm Interface Inventory for Cycle 2 Interface Testing | 11/18/24 | 12/13/24 | 100% - Submitted | 12/13/24 | | Submission Complete | |
| N/A | Technology | 558 | Update Agency Business System Documentation | 11/18/24 | 01/10/25 | 100% - Submitted | 01/09/25 | | Submission Complete | |
| Direct | Data | 567-A | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/13/24 | | Submission Complete | |
| Direct | Data | 567-B | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/13/24 | | Submission Complete | |
| Direct | Data | 567-C | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/13/24 | | Submission Complete | |
| Direct | Data | 567-D | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/12/24 | | Submission Complete | |
| Direct | Data | 567-E | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/13/24 | | Submission Complete | |
| Direct | Data | 567-G | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/13/24 | | Submission Complete | 12/17/24 |
| Direct | Data | 567-H | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/12/24 | | Submission Complete | |
| Direct | Data | 567-I | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/13/24 | | Submission Complete | |
| Indirect | People | 536-C | Create Agency Specific User Acceptance Testing Plan | 12/09/24 | 01/31/25 | 50% - In Progress | | | | |
| N/A | Processes | 560 | Submit Change Analysis Tool | 12/09/24 | 01/31/25 | 50% - In Progress | | | | |
| Indirect | People | 564 | Update Future Florida PALM Users | 12/09/24 | 01/10/25 | 100% - Submitted | 01/10/25 | | | |
| N/A | People | 568 | Create Training Plan for Agency Managed End User Training | 12/09/24 | 03/28/25 | 25% - Beginning Initial Internal Meetings and | | | | |

| | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | Managed End User Training | | | Internal Meetings and Information Gathering | | | | |
| Direct | Data | 567-J | Share, Review, and Update Configuration Workbooks | 12/18/24 | 01/17/25 | 100% - Submitted | 01/08/25 | | Submission Complete | |
| Direct | Data | 567-K | Share, Review, and Update Configuration Workbooks | 12/18/24 | 01/17/25 | 100% - Submitted | 01/08/25 | | Submission Complete | |
| Direct | Data | 567-P | Share, Review, and Update Configuration Workbooks | 12/18/24 | 01/17/25 | 50% - In Progress | | | | |
| Direct | Data | 658-A | Submit Data Field Mapping | 12/18/24 | 01/31/25 | 50% - In Progress | | | | |
| Direct | Data | 658-B | Submit Data Field Mapping | 12/18/24 | 01/31/25 | 50% - In Progress | | | | |
| N/A | N/A | 569 | Submit Bimonthly Agency Readiness Status Report | 12/30/24 | 01/10/25 | 100% - Submitted | 01/10/25 | | Submission Complete | |
| N/A | N/A | 570 | Manage Agency Specific Implementation Schedule, Risks and Issues | 12/30/24 | 02/28/25 | 50% - In Progress | | | | |
| Direct | Data | 658-C | Submit Data Field Mapping | 01/06/25 | 01/31/25 | 50% - In Progress | | | | |
| Indirect | Technology | 576 | Complete Internal Agency Business System Test and Remediation to prepare for Cycle 2 - Technical Interface Testing | 01/06/25 | 03/28/25 | 25% - Beginning Initial Internal Meetings and Information Gathering | | | | |

| **People** | **Processes** | **Technology** | **Data** |
|---|---|---|---|
| The staff and stakeholders affected by your agency's transition to Florida PALM. | The sequence of procedures to accomplish a business objective. | The applications or tools used to process, track, or report on financial operations. | Information used in or produced from an agency's financial business operations. |

### People

**Implementation:**

**Planned Florida PALM End Users = 151**

• Business Process Groupings = 13/13

**Identified Subject Matter Experts = 22**

### Processes

**Implementation:**

**Impacted Agency Business Processes = 250**

• Related Business Process Groupings = 11/13

• Planned Spreadsheet Uploads = 5

### Technology

**Implementation:**

**Business Systems Planned for Integration = 31**

**Planned Interfaces = 23**

- Inbound Interfaces = 4

- Outbound Interfaces = 19

### Data

**Implementation:**

**Configuration**

• **Commitment Control (KK)**

- Budget Allotments - Control Option = Option # 3 - Track without Budget

- Account ChartField Tier Selection = Account Tier #1: Highest

- Organization ChartField Translation Tree Selection = Translation Tree #3: No Tree Assigned

• **Org Security Rule = Agencywide**

• **Optional ChartFields**

- OA1 = To Be Configured

- OA2 = Not To Be Configured

- PC Category = To Be Configured

- PC Subcategory = To Be Configured

- PC Source Type = Not To Be Configured

**Conversion**

• **Optional Conversions**

- Accounts Receivable = Not Needed

- Assets = Needed

- Contracts = Needed

- Customers = Not Needed

- Encumbrances = Needed

- Grants = Needed

- Projects = Needed

- Projects Balances = Needed

## 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.

### DEP Risks

| Critical Operational Elements | Risk Description | Status | Risk Rating | Mitigation/Response Strategy | Reporting Period Comments or Updates | Date of Status Change | Owner / Coordinator |
|---|---|---|---|---|---|---|---|
| People Processes Technology Data | Due to the staggered nature of Design Segment delivery, PALM requirement changes, and iterative updates to knowledge relating to PALM processes, the requirements gathering cannot be finalized.<br><br>If the business owners are unable to confidently document change Impacts and change recommendations (requirements), there is a direct impact to remediation completion dates. This could affect downstream tasks such as internal ABS testing prior to PALM UAT and planned training. | Closed | 9 (High/High) | DEP needs to have sufficient knowledge of the changes to its financial systems, monitor changes to PALM requirements and functionality, and allow for adjustments to the implementation schedule for unplanned changes/updates to requirements and design. | The ambiguity can lead to misinterpretation or incorrect implementation of the new PALM interfaces.<br><br>Additionally, there is the potential that previous design specifications could change as a result of subsequent discoveries in later design segments. Design reviews should be completed for all process areas after segment IV and the design summary. DEP is monitoring this risk.<br><br>12/18/24<br>DEP has received all information delivered by the project and will continue to monitor internally. | 12/26/24 | Brady Schmidt & Steve Waters |
| People Processes | Based on the current PALM schedule, training delivery of processes is slated to begin at the same time as PALM UAT (User Acceptance Testing).<br><br>There is a risk to the agency that the testers will not have a complete understanding of all | Closed | 9 (High/High) | Use of the Knowledge Center and specifications received from Design sessions should help to some extent in understanding the processes. Once details of screen design functionality is available, the teams can get a better grasp of the end-to-end process flow. | Discussed this at the PALM Touchpoint meetings in April and May 2024. | 12/26/24 | Bento Eyles and Steve Waters |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| | the details of each process in time for them to participate in a UAT. Testers may not be able to understand all the nuances of the work end-to-end process they are supposed to be testing without full knowledge.<br><br>This could potentially not only lead to ineffective testing results, but could possibly cause more confusion. If certain assumptions that were made by the agency on a particular process are no longer valid post-training, this could potentially lead to rework of agency documented procedures, and changes to ABS systems. | | | | | | |
| Technology<br>Data | Agency business system remediation dates are too close to or past the PALM UAT start date for any meaningful DEP Business System testing to be completed prior to UAT. If DEP business systems are not tested internally prior to PALM UAT, agency data and system issues could result in PALM testing errors. | Open | 9 (High/High) | DEP is working to prioritize all changes based on prioritization strategy for the portfolio of ABS applications scheduled for change. As change impacts are clarified and finalized, the remediation dates for these applications will be updated. | DEP will closely monitor progress on remediation of all ABS systems.<br><br>12/18/2024<br>Based on current progress, remediation dates are anticipated to end earlier than originally estimated. | 11/20/24 | Steve Waters and Joseph Veretto |
| Processes<br>Technology<br>Data | PALM reporting information is being provided in a staggered cadence, with many reports dependent on the outcome of the data warehouse design which will extend report definitions and mockup completion into 2025. There is a risk that agency reporting needs may not be identified until UAT. Delayed identification of reports needed for PALM could cause additional strain on agency remediation schedules and the ability to provide management reporting needs in time for go-live. | Open | 9 (High/High) | DEP will continue to monitor and evaluate report formats as they are made available by PALM to integrate with the existing reporting systems in place for change and usability.<br><br>Due to the late development and finalization of PALM reports, DEP will have to speculate on agency reporting needs that would not be covered by PALM. | This risk will be monitored as more information becomes available.<br><br>12/18/2024<br>DEP is monitoring changes to PALM reports through the knowledge center. DEP is identifying critical reports that PALM will not provide or may be provided in the data warehouse. These reports will be updated in DEP's reporting tool due to uncertainty of the PALM data warehouse. | 11/20/24 | Steve Waters and Joseph Veretto |
| People<br>Processes<br>Technology | Loss of knowledge due to staff turnover. | Open | 6<br>(High/Medium) | Ensure job-specific processes are properly documented, staff are cross trained and backups are trained on processes. | DEP continues to engage the Division/District/Office staff throughout the department and is documenting key business processes to foster knowledge sharing.<br><br>12/18/24<br>DEP has acquired additional staff to address testing and training for planned implementation. | 04/01/24 | Lydia Griffin & Steve Waters |
| People<br>Processes<br>Technology<br>Data | The finalization and end-to-end walkthroughs of the business processes and screen flows pertaining to PALM functionality were scheduled for early October through the Design Summary Workshops. These meetings were rescheduled to mid November.<br><br>Since the business processes were staggered iteratively to the agencies with several missing pieces due to a design segmentation approach, and with high-level draft screenshots, there is little opportunity currently for agency personnel to have a walkthrough of the "end-to-end finalized business process workflows and screen flows" with finalized screen designs and functionality descriptions, which are now planned for November through the Design Summary Workshops or as and when PALM indicates that designs have been locked down.<br><br>The agency has to understand these final designs and then finalize agency business systems and understand how the changes affect the inputs to, and outputs from, PALM, while understanding how defined reporting may be affected.<br><br>There is a risk of delay to agency business system updates unless the final designs are submitted by PALM well in advance of UAT, to allow sufficient time for agency business system changes to occur and be tested prior to PALM UAT activities. | Closed | 6<br>(High/Medium) | PALM has added a 3 day Design Summary Workshop in November.<br><br>DEP will monitor this risk and continue to seek details of what will be received in advance of and during the Design Summary Workshops from PALM. | The DEP PALM project team brought this to the attention of the PALM Readiness coordinator for review.<br><br>DEP will attend and review the information provided at the Design Summary Workshops in November to understand the end to end processes or identify processes needing additional information. Risk monitoring will continue.<br><br>The DEP PALM project team will also work closely with agency personnel to apprise them of changes to designed processes, workflow, procedures, screen flows and reports as they are confirmed and published by PALM to the knowledge center.<br><br>12/18/24<br>DEP will continue conducting additional process reviews and building training documentation for agency staff to understand process and system changes. | 12/26/24 | Bento Eyles and Steve Waters |
| Processes<br>Technology<br>Data | DEP needs details regarding PALM's Data refresh strategy in advance of UAT to allow DEP to test Agency Business systems (ABS) in advance of the UAT test Cycle and prepare accordingly for UAT.<br><br>If PALM does not clarify their data refresh plans, DEP assumes the following risks:<br>- inaccurate test results due to outdated data data,<br>- not having data that accurately simulates real-world scenarios,<br>- inability to test time-sensitive features,<br>- inefficient use of team members' time leading to waste (time spent waiting on refresh or creating new tests at the last minute),<br>- ineffective scheduling of test activities,<br>- inefficient or ineffective data integrity and flow between DEP systems and PALM (is the | Closed | 6<br>(High/Medium) | DEP will monitor this risk and continue to seek details of what will be received from PALM and by when.<br><br>A separate internal discussion will be conducted to understand how the data refresh strategy identifed by PALM will be handled for DEP testing. | The risk was brought forward for discussion at the last few PALM monthly Touchpoint meetings and PALM has responded that they will be working on this in a future data strategy update relating to test data refreshes which is pending.<br><br>09/06<br>From the material provided by PALM in the UAT Approach document for RW Task 536B, the following was mentioned: | 12/26/24 | Steve Waters and Dan Zimmerman |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| | between DEP systems and PALM (is the correct data transferred and updated at the right time, and are any necessary translations occurring as designed, and is there data loss or corruption), and<br>- inability to effectively assess the scalability of the solution. | | | | mentioned.<br>"Further guidance for developing agency testing materials will be provided to agencies with the release of RW task 574 – Prepare Documentation for User Acceptance Testing in January 2025. However, it's important to note that agency example / sample transactions (e.g., invoices, deposits, transfers) should be sourced from actual agency transactions from the period of January to March 2025".<br><br>Agency Testing Data<br>As described above, the Project will load the initial configuration and conversion data, along with SME only end user role assignments at the start of UAT. At the start of the Agency-Led Expanded End User Testing in July, the Project will perform a data refresh." | | |
| Processes Technology Data | Due to the way PALM interface, report, and process catalog change entries are referenced by PALM in the version history notes, it is possible for agencies to miss specific changes made to the Interface file being referenced.<br><br>The need to physically check every field for changes in the layout for changes that may have been made but not referenced in the Version history or the version history not having the change documented in a timely manner.<br><br>The risk to the agency is that a specific change that is not referenced in the Version History or added after the fact may be missed by the agency during analysis of the changes to the Interface file and potentially cause errors during development of the data for the interface. | Open | 6 (High/Medium) | DEP has requested to have a column added to the interface file layout with the change narrative and the date that the field was last changed.<br><br>This would allow for field-level change log documentation and remove any potential human error due to interpretation of the Version History notes where there is another potential opportunity for human error to be introduced.<br><br>DEP will manually monitor interfaces, reports, and processes on a routine basis to identify and record changes. Documented changes will have to be communicated timely to applicable agency staff as needed in order to reduce impacts to existing planned system and process changes. | DEP has brought this up at the PALM Touchpoint meeting with the Technical PALM liaison on 07/10/2024 and other occasions. DEP has implemented a routine review process to identify and record changes.<br><br>PALM has added a column to the Interface Catalog in Knowledge Center to capture dates when revisions were made to the interface; however the risk remains at the data element specifications within the version updates.<br><br>12/18/2024<br>There continue to be instances where the revision history updates have not been synced with actual revisions made. This is causing some rework for the agency, and requires this risk to continue to be monitored going forward. | 11/20/24 | Steve Waters and Joseph Veretto |
| Processes Technology Data | Based on preliminary information about PALM's mock conversion data and configuration processes, agencies will not have access to PALM data files until full UAT in July 2025. Therefore, DEP will have to create sample files or sample data sets to mimic PALM data to test agency business systems and reports.<br><br>Waiting until July 2025 for full UAT training with PALM files could create testing and remediation delays that would coincide with PALM UAT and agency training efforts. | Open | 6 (High/Medium) | DEP will establish a data strategy for testing based on the mock conversion and configuration data submitted to PALM. Additional mock files and data will have to be created where PALM does not have planned conversions. Sample test data will be created by using FLAIR data files mapped to PALM values.<br><br>DEP will also establish testing scenarios and cases to ensure that transactions are posted correctly to the new Chart of Accounts and verifiable totals possible for new and old transactions based on reporting. | DEP will mimic PALM's data snapshot timing planned for use with the different UAT cycles.<br><br>12/18/2024<br>DEP is identifying the test data and updates that will be needed to test the changes to processes and systems. | 11/20/24 | Steve Waters and Bento Eyles |
| Processes Technology Data | Insufficient time allotted for the process updates or making assumptions without proper interface specifications and sample data can increase the risk of errors and inconsistencies. | Closed | 4 (Medium/Medium) | DEP will ensure sufficient documentation of business system processes and interfaces, as well as develop accurate sample data to ensure there is reduced risk of application errors. Testing applications thoroughly will mitigate this risk. | DEP has fully documented current state of the business systems and interfaces. DEP has synchronized updates with PALM design segments to ensure complete documentation.<br><br>12/18/24<br>DEP has addressed this risk and will continue monitoring ABS Remediation and testing to ensure that all process changes are working accurately and according to PALM design. | 12/26/24 | Brady Schmidt |
| Processes Technology Data | Insufficient time to test PALM and agency business system processes due to shortened testing windows or unexpected changes to functionality is a risk to DEP.<br><br>Potential changes to PALM testing windows due to project delays or delayed PALM functionality changes would limit the agencies' ability to timely verify processes through PALM and agency testing. | Open | 4 (Medium/Medium) | DEP will continue to monitor PALM project schedule changes and potential impacts to agency remediation, testing, and training timelines.<br><br>These agency activities will be scheduled as soon as possible to reduce potential resource issues from PALM and agency process changes. | DEP will closely monitor progress on any changes affecting impacts to remediation, testing and training activities and milestones.<br><br>12/18/2024<br>PALM's testing timeline was updated to begin interface cycle 2 and UAT online later than originally planned. | 11/20/24 | Steve Waters and Bento Eyles |

## DEP Issues

| Critical Operational Elements | Issue Description | Status | Priority | Resolution Plan | Reporting Period Comments or Updates | Planned or Actual Resolution Date | Owner / Coordinator |
|---|---|---|---|---|---|---|---|
| People Processes Technology Data | SME Process & Business System Knowledge | Open | High - Impacts the ability of the agency to meet deadlines or milestones | Catalog Desktop Procedures, Document Business System functionality and interfaces. | FDEP Project Team continues to facilitate information gathering and identifying financial data impacts. The results will be used for future planning of PALM implementation.<br><br>12/18/2024 DEP has acquired additional staff to address testing and training for planned implementation. | 07/01/25 | Lydia Griffin, Steve Waters |
| People Processes Technology Data | Identifying changes to processes and business systems as a result of a staggered design segmentation approach which can potentially change designs after the fact. This approach is hindering the ability of key business and technical resources to reach a decision or agreement about impacts to agency business processes and systems. | Closed | High - Impacts the ability of the agency to meet deadlines or milestones | Identifying key requirements now while keeping an open mind to potential changes down the road and structurally delineating future state requirements into known vs. unknown may help in building incremental build components and requirements for agency business systems and processes. | FDEP Project team continues to share latest PALM designs with DAS, Division SMEs and CCN Leads to help them identify potential changes to business processes based on published Segment designs from the PALM project.<br><br>Technical SMEs are also working to identify potential changes to systems based on everything currently published by PALM.<br><br>Changed resolution date to 12/30/2024 on conclusion of Change Analysis phase of PALM.<br><br>12/18/2024 DEP will continue to monitor this item as a a risk for the agency. | 12/30/24 | Bento Eyles and Steve Waters |

## DEP Assumptions

| Critical Operational Elements | Assumption | Status | Date Logged or Removed | Impacted Stakeholder(s) and/or System(s) | Reporting Period Comments or Updates |
|---|---|---|---|---|---|
| People Processes Technology Data | The IV&V will review agency risks, issues and assumptions that have been documented in Smartsheet and address them with the PALM team as needed. The IV&V will communicate information to PALM that is received from the agencies through the IV&V touchpoint meetings. PALM will use the information received from the IV&V and the agencies to make updates as applicable. | Logged | 08/30/24 | Division/District/Office Business Systems remediation, processes and project management. | DEP cannot be sure if the mitigation strategies for the PALM based risks and issues are adequate and/or if a risk has changed due to adjustments by PALM.<br><br>12/18/24 Risks, issues, and assumptions have been reviewed and updated as the project has progressed and additional information communicated to the agencies. |
| People Processes Technology Data | SME Process & Business System Knowledge | Removed | 12/26/24 | Division/District/Office Business Systems remediation, processes and project management. | FDEP Project Team has facilitated information gathering and identifying financial data impacts.<br><br>- DEP is conducting process reviews and SMEs are attending PALM Design reviews to gain knowledge of PALM processes.<br>- SMEs are being tasked with documenting changes to the existing processes based on knowledge of PALM.<br><br>12/18/24 DEP will continue to monitor this item as needed. |
| People Processes Technology Data | PALM Project Implementation Schedule | Removed | 12/26/24 | Division/District/Office Business Systems remediation, processes and project management. | In planning, the success of FDEP's implementation schedule is contingent upon the timely receipt of information from the PALM Project team.<br><br>12/18/24 DEP will continue to monitor this item as needed. |
| People Processes Technology Data | DEP must receive the following to successfully complete system remediation:<br>1) ALL applicable PALM Design Segment tasks related to said applications is completed.<br>i. Process specifications<br>ii. Interface specifications<br>iii. Configuration Workbooks<br>iv. Conversions<br>v. Report specifications<br>2) Data mapping with PALM design specifications and process requirements. | Removed | 12/26/24 | Division/District/Office Business Systems remediation, processes and project management, PALM Team | Discussed at the PALM Touchpoint meeting on 2/14/2024 and 3/13/2024 with PALM.<br>- Agency shared that their remediation approach is based on phases, and the concern of having to do remediation re-work with major changes to occur after final design has been shared.<br>- Monitoring of Design Segment updates is continuing, need confirmation that final screen designs will also be available to the agency as and when locked down by PALM.<br>- DEP still awaiting additional detailed information from the project on enterprise system changes and report specifications.<br><br>12/18/24 DEP will continue to monitor this item as needed. |

## 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

## DEP Status Report Confirmation

| Reporting Period | Agency Sponsor Name: | Confirmed By: | Confirmation Date: |
|---|---|---|---|
| November - December 2024 | Darinda McLaughlin | darinda.mclaughlin@floridadep.gov | 01/10/25 |
| September - October 2024 | Darinda McLaughlin | darinda.mclaughlin@floridadep.gov | 11/08/24 |
| July - August 2024 | Darinda McLaughlin | darinda.mclaughlin@floridadep.gov | 09/06/24 |
| May - June 2024 | Darinda McLaughlin | darinda.mclaughlin@floridadep.gov | 07/12/24 |
| March - April 2024 | Darinda McLaughlin | darinda.mclaughlin@floridadep.gov | 05/09/24 |
| January - February 2024 | Darinda McLaughlin | darinda.mclaughlin@floridadep.gov | 03/11/24 |

# DFS 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**

November - December 2024

**Agency Sponsor**

Scott Fennell

| CCN Composition | RW Task Completeness | RW Task Timeliness | Project-led Meeting Participation |
|---|---|---|---|
|  |  |  |  |
| The Change Champion Network dial reflects the completeness of your CCN makeup. | The Readiness Workplan Tasks Completeness dial reflects the completeness of your agency's submission of RW tasks, starting with RW Task 512. | The Readiness Workplan Tasks Timeliness dial reflect the timeliness of your agency's submission of all RW tasks to date. | The Participation dial reflects your agency's attendance at Project-led meetings during the current reporting period. |

**Change Champion Network:**
- Unique Filled Role = 14
- Duplicate Filled Role = 6
- Vacant Role = 0

**RW Task Completeness:**

Score = 96.54%
- Submitted Complete = 48
- Submitted Incomplete = 0
- Completed After Submission = 4

**RW Task Timeliness:**

Score = 92.77%
- Submitted On Time = 72
- Submitted Late = 8
- Pending Submission = 3

**Meeting Participation:**
- Meetings Attended = 6
- Meetings Missed = 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 |
|---|---|---|---|---|---|---|---|---|---|---|
| N/A | Technology | 519 | Remediate Agency Business Systems based on Segment I | 01/29/24 | 06/28/24 | 50% - In Progress | | Build will not start until design is complete. Build scheduled from August - December 2024. Build is still in progress for two applications using Design Segment I interfaces. | | |
| N/A | Technology | 531 | Remediate Agency Business Systems based on Segment II | 04/29/24 | 10/04/24 | 50% - In Progress | | Build will not start until design is complete. Build scheduled from August - December 2024. Build is still in progress for one application using Design Segment II interfaces. | | |
| N/A | Technology | 547 | Remediate Agency Business Systems based on Segment III | 07/22/24 | 12/13/24 | 50% - In Progress | | Build will not start until design is complete. Build scheduled from August - December 2024. Build is still in progress for one application using Design Segment III interfaces. | | |
| Direct | Data | 555-A | Complete Data Cleansing Based on Mock Conversion 1 - Projects (PCC001) | 10/07/24 | 11/22/24 | 100% - Submitted | 10/21/24 | | Submission Complete | |
| N/A | Technology | 561 | Remediate Agency Business Systems based on Segment IV | 10/21/24 | 03/14/25 | 50% - In Progress | | | | |
| Direct | Data | 555-B | Complete Data Cleansing Based on Mock Conversion 1 (CTC001, GMC001, and PCC002) | 10/28/24 | 11/22/24 | 100% - Submitted | 11/21/24 | | Submission Complete | |
| N/A | N/A | 562 | Submit Bimonthly Agency Readiness Status Report | 11/01/24 | 11/12/24 | 100% - Submitted | 11/12/24 | | Submission Complete | |
| N/A | N/A | 563 | Manage Agency Specific Implementation Schedule, Risks and Issues | 11/01/24 | 12/27/24 | 100% - Submitted | 12/28/24 | | | |
| Direct | Data | 555-C | Complete Data Cleansing Based on Mock Conversion 1 (AMC001 and POC001) | 11/08/24 | 12/06/24 | 100% - Submitted | 11/22/24 | | Submission Complete | |
| Direct | Technology | 557 | Confirm Interface Inventory for Cycle 2 Interface Testing | 11/18/24 | 12/13/24 | 100% - Submitted | 12/12/24 | | Submission Complete | 12/15/24 |
| Direct | Data | 567-A | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 11/20/24 | | Submission Complete | |
| Direct | Data | 567-B | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/13/24 | | Submission Complete | |
| Direct | Data | 567-C | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 11/22/24 | | Submission Complete | |
| Direct | Data | 567-D | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 11/22/24 | | Submission Complete | |
| Direct | Data | 567-E | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/13/24 | | Submission Complete | 12/13/24 |
| Direct | Data | 567-G | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/06/24 | | Submission Complete | |
| Direct | Data | 567-H | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/02/24 | DFS Does not use FCO for Position funding. | Submission Complete | |
| Direct | Data | 567-I | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/02/24 | This applies for both 43 and 4390 if needed for configuration. | Submission Complete | |
| N/A | Technology | 558 | Update Agency Business System Documentation | 11/18/24 | 01/10/25 | 100% - Submitted | 01/08/25 | | | |
| Indirect | People | 564 | Update Future Florida PALM Users | 12/09/24 | 01/10/25 | 50% - In Progress | | | | |
| Indirect | People | 536-C | Create Agency Specific User Acceptance Testing Plan | 12/09/24 | 01/31/25 | | | | | |
| N/A | Processes | 560 | Submit Change Analysis Tool | 12/09/24 | 01/31/25 | | | | | |
| N/A | People | 568 | Create Training Plan for Agency Managed End User Training | 12/09/24 | 03/28/25 | 25% - Beginning Initial Internal Meetings and Information Gathering | | | | |
| Direct | Data | 567-J | Share, Review, and Update Configuration Workbooks | 12/18/24 | 01/17/25 | 25% - Beginning Initial Internal Meetings and Information Gathering | | | | |
| Direct | Data | 567-K | Share, Review, and Update | 12/18/24 | 01/17/25 | 100% - Submitted | 12/27/24 | | | |

| | | | Configuration Workbooks | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Direct | Data | 567-P | Share, Review, and Update Configuration Workbooks | 12/18/24 | 01/17/25 | 50% - In Progress | | | | | |
| Direct | Data | 658-A | Submit Data Field Mapping | 12/18/24 | 01/31/25 | | | | | | |
| Direct | Data | 658-B | Submit Data Field Mapping | 12/18/24 | 01/31/25 | 25% - Beginning Initial Internal Meetings and Information Gathering | | | | | |
| N/A | N/A | 569 | Submit Bimonthly Agency Readiness Status Report | 12/30/24 | 01/10/25 | 100% - Submitted | 01/07/25 | | | | |
| N/A | N/A | 570 | Manage Agency Specific Implementation Schedule, Risks and Issues | 12/30/24 | 02/28/25 | 25% - Beginning Initial Internal Meetings and Information Gathering | | | | | |
| Direct | Data | 658-C | Submit Data Field Mapping | 01/06/25 | 01/31/25 | | | | | | |
| Indirect | Technology | 576 | Complete Internal Agency Business System Test and Remediation to prepare for Cycle 2 - Technical Interface Testing | 01/06/25 | 03/28/25 | | | | | | |

| People | Processes | Technology | Data |
|---|---|---|---|
| The staff and stakeholders affected by your agency's transition to Florida PALM. | The sequence of procedures to accomplish a business objective. | The applications or tools used to process, track, or report on financial operations. | Information used in or produced from an agency's financial business operations. |

**People**

**Implementation:**

**Planned Florida PALM End Users = 317**

• Business Process Groupings = 13/13

**Identified Subject Matter Experts = 49**

**Processes**

**Implementation:**

**Impacted Agency Business Processes = 462**

• Related Business Process Groupings = 12/13

• Planned Spreadsheet Uploads = 1

**Technology**

**Implementation:**

**Business Systems Planned for Integration = 19**

**Planned Interfaces = 22**

- Inbound Interfaces = 8

- Outbound Interfaces = 14

**Data**

**Implementation:**

**Configuration**

• **Commitment Control (KK)**

- Budget Allotments - Control Option = Option # 3 - Track without Budget

- Account ChartField Tier Selection = Account Tier #1: Highest

- Organization ChartField Translation Tree Selection = Translation Tree #1: Agency-Wide Tree

• **Org Security Rule = Agencywide**

• **Optional ChartFields**

- OA1 = To Be Configured

- OA2 = Not To Be Configured

- PC Category = To Be Configured

- PC Subcategory = To Be Configured

- PC Source Type = Not To Be Configured

**Conversion**

• **Optional Conversions**

- Accounts Receivable = Not Needed

- Assets = Needed

- Contracts = Needed

- Customers = Not Needed

- Encumbrances = Needed

- Grants = Needed

- Projects = Needed

- Projects Balances = Not Needed

## 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.

| DFS Risks | | | | | | | |
|---|---|---|---|---|---|---|---|
| Critical Operational Elements | Risk Description | Status | Risk Rating | Mitigation/Response Strategy | Reporting Period Comments or Updates | Date of Status Change | Owner / Coordinator |
| People | The loss of CCN resources would constrain current CCN staff capacity and could result in the loss of critical functional and institutional knowledge, which is imperative to the success of the Florida PALM Project. | Open | 9 (High/High) | • Create a knowledge base of CCN operational processes and procedures; develop training methods to facilitate knowledge transfer; and provide cross-training among CCN members where feasible.<br>• Use of dedicated back-up CCN Liaisons will aid in the short-term continuity. | Monitoring | 02/19/24 | Alexandra Weimorts |
| People | ENTERPRISE A&A:<br>The Project timeline is very conservative regarding flexibility, and A&A's involvement is critical for project success. Our level of involvement pulls our resources in multiple directions putting a strain on our time to complete tasks. A&A change management and internal preparation for A&A preparedness activities have already started, but having adequate resources will be key to successful implementation. | Open | 9 (High/High) | • Recruit knowledgeable and skilled staff, not entry level positions, to help with preparedness activities and management of daily operations.<br><br>• Retain our critical staff that are involved in Florida PALM activities and those who are picking up added job responsibilities so that subject matter experts can dedicate time to Florida PALM activities.<br><br>• Provide expectations that staff will cross-train and provide knowledge transfer to increase the depth need to continue operating with a high level of service and accuracy.<br><br>• A&A is seeking additional FTE through the LBR process with intent to onboard and train within the 2025 FY. | Monitoring | 10/11/23 | Renee Hermeling |
| People | ENTERPRISE A&A:<br>Resource impacts due to A&A operational staff spending a significant amount of time performing Project related tasks. This pulls resources from operations, increases workloads and causes stress and an increased | Open | 9 (High/High) | • Contract with staff aug who can help with data analysis, developing testing scenarios, perform testing functions, support cut-over, support FLAIR retirement activities.<br><br>• Hire additional staff (FTE or OPS) to learn current | Monitoring | 10/11/23 | Renee Hermeling |

| Category | Risk Description | Status | Score | Mitigation | Status | Date | Owner |
|---|---|---|---|---|---|---|---|
| | chance of employee burnout.<br><br>• Project tasks may require additional time outside employees designated working hours to attend meetings, review time sensitive documents, or contribute to critical tasks. Some positions are not granted flexibility to flex time throughout the month, but they must flex it within the week. This policy limitation causes a strain on availability of resources. Allowing current staff more flexibility to flex their time beyond the work week would help with resource allocation.<br><br>• As we get closer to implementation, the number of items that will require attention will continue to increase. This will include, assisting agencies with data management, preparing enterprise data for conversion, developing cut-over and FLAIR close out plans, participating in all levels of integration and UAT testing, validating testing results, participation and validation of mock and production conversions, developing policy around new processes. | | | operations so that our experienced staff can continue to participate with the Florida PALM Project in design, testing, and implementation activities.<br><br>• Consider providing current staff with Special Pay Increase to acknowledge the increased job responsibilities and retain these critical members of the team.<br><br>• Work with Human Resources to properly document team members who should be classified as SES staff.<br><br>• Establish plans for reduction of current operational activities and prioritize responsibilities based on risk and probability. This could include posting all payments and suspending pre-audit activities, suspending Article V and Contract Management audits, suspending processing of EFT applications, as examples. | | | |
| Technology | Florida PALM design release dates for Segments III, IV, and Data Warehouse will decrease the build time for impacted agency business systems. This may impact the ability for applicable agency business systems to be ready for interface testing. | Open | 6 (Medium/High) | • Develop initial agency business system future-state designs as much as possible based on Segment I and II design information made available by the Florida PALM Project. Update ABS designs as soon as Segment III, IV, and Data Warehouse design information becomes available from the Florida PALM Project.<br>• Work with Division/Office management to allow dedicated technical and functional resources to be available for agency business systems remediation efforts when design information is released. | Monitoring | 10/20/23 | Stacey Pollock |
| Processes | ENTERPRISE TREASURY:<br>Discussions relating to the status of outstanding warrants at the cutover from December 2025 to January 2026 has not been finalized and could, potentially, have impacts to warrant recipients and reconciliation processes. | Open | 6 (High/Medium) | • Continue to collaborate with the Florida PALM Project on policy relating to outstanding warrants.<br>• Potential solutions being discussed between PALM and Treasury including the possibility that warrants would be maintained in FLAIR and concurrently canceled and reissued in PALM while maintaining warrant number. Note that solution is pending approval from Treasury. | Monitoring | 01/25/24 | Sarah Pons |
| Processes | ENTERPRISE TREASURY:<br>The current Concentration Account contract ends in March of 2026. If a different financial institution is awarded the contract during the procurement process, an implementation will need to occur with Florida PALM. The new bank and all of the subaccounts (currently 550+) will need to be configured in PALM, along with file transmissions, BAI codes, returned item processing, book to bank processing, cash transfer processing, and reconciliation rules. Agencies will be involved in this transition and will need to communicate new depository instructions to their vendors, including Federal agencies. They will also need to receive and distribute new depository supplies to their locations. | Open | 6 (High/Medium) | • Continue to collaborate with the Florida PALM Project and seek resources through staff augmentation, additional FTE, or contracts as needs are discovered. | Monitoring | 12/13/23 | Sarah Pons |
| Technology | Reduced duration for agency business system end-to-end testing with Florida PALM during UAT could impact Tier 1 agency business systems with significant changes, as well as those systems that will require downstream Tier 2 interface testing. As a result, DFS may not have enough time to successfully complete all of the testing needed for agency business systems, which in turn could impact agency readiness for go-live with Florida PALM. | Open | 6 (High/Medium) | • Develop remediation timelines and resources to prepare the agency business systems to be ready for the start of ABS end-to-end testing with Florida PALM.<br>• Work with Division/Office management to allow technical and functional resources to be available during the ABS end-to-end testing period with Florida PALM. | Monitoring | 10/20/23 | Stacey Pollock |
| Processes | ENTERPRISE A&A:<br>Planning for some critical activities has not been done. Until these plans have been developed, A&A cannot adequately determine needed resources, time and effort.<br><br>• Cutover planning<br>• FLAIR retirement planning<br>• Stabilization period planning<br>• Specialized knowledge that may be needed for new processes, such as processing States' taxes from payroll<br>• Financial Reporting mappings and data rollup | Open | 6 (High/Medium) | • Continue to collaborate with the Florida PALM Project and seek resources through staff aug. additional FTE or contracts as needs are discovered. | Monitoring | 10/11/23 | Renee Hermeling |
| People Processes Technology Data | ENTERPRISE TREASURY/Deferred Compensation:<br><br>Background:<br>As a step 1, Bureau of Deferred Compensation recently launched the Roth deferral type that allows participants to make (Post- Tax) Roth contributions and/ or Pre-Tax contributions to the Deferred Compensation Plan. Since Roth was rolled out without restriction to Catch- up contributions, participants may contribute to both deferral types in any proportion they choose.<br><br>Current Challenge:<br>As a step 2, beginning in January 2026, the Deferred Compensation Plan will have to implement a new federal regulation that limits 50+ Catch up contributions made to the 457b Pre-Tax deferral type for participants whose prior year FICA wages exceed $145,000.<br><br>The federal government has been slow to clarify a few key points, especially applicable for multi- employer plans like ours. The Bureau of Deferred Compensation is committed to determine and communicate exactly what is needed for implementation as soon as possible.<br><br>Once specified, BOSP, OIT, and PALM will need to be able to implement requested changes to meet this federal regulation deadline, which coincides with the timing of the release of PALM.<br><br>BOSP, OIT and PALM resources will be needed | Open | 4 (Medium/Medium) | • The Bureau of Deferred Compensation will make expeditious efforts to get clarity from FEDs.<br><br>• BOSP, OIT, and PALM management will be made aware of all known details and will be updated on further details as soon as they are available.<br><br>• BOSP, OIT, and PALM management will evaluate the information (when made available by Bureau of Deferred Compensation) and will make a conscious effort to assign resources to implement the required changes.<br><br>• Contingency plan will be prepared by Bureau of Deferred Compensation for a scenario in which PALM is unable to implement the changes within the required timeline. | Risk Assessment still valid and monitoring | 07/09/24 | Sarah Pons (BOSP/OIT/PALM/DC) |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| | to implement whatever changes are necessary.<br><br>Risk Highlight:<br><br>The risk is that the appropriate resources may not be available to meet the timing of this Federal mandate.<br><br>Implication:<br><br>If we do not implement on time we would be required to suspend or terminate the 50+ catchup for ALL participants in our plan. | | | | | | |
| Technology | Agency business systems supported by third-party vendors could have different design and build timelines for Florida PALM remediation activities. This could impact the Department's ability to meet the scheduled finish dates for Florida PALM Readiness Workplan tasks related to design, build, and testing activities. | Open | 4 (Medium/Medium) | • Communicate the Florida PALM timelines with third-party vendors.<br>• Provide information and advisory support to the functional area(s) related to remediation activities and timelines.<br>• Provide advisory support if needed related to interfaces, interface field mapping, and possible functional changes. | Monitoring | 02/27/24 | Stacey Pollock |
| Processes | ENTERPRISE TREASURY:<br>Relating to CMIA, expenditures for agency covered programs will need to be tracked in PALM by CFDA number so clearance patterns can be calculated. Agencies will be responsible for providing the PALM chartfields for their covered programs and PALM will need to track the expenditures for those account codes. Clearance patterns will have to be calculated by CFDA Number for CMIA reporting. | Open | 4 (Medium/Medium) | • Continue to collaborate with the Florida PALM Project and seek resources through staff augmentation, additional FTE, or contracts as needs are discovered. | Monitoring | 12/13/23 | Sarah Pons |
| Technology | Resource impacts due to unforeseen system changes from DFS divisions, other projects, and external entities could cause delays in the ABS Remediation timeline. | Open | 4 (Medium/Medium) | • Work closely with the ABS functional and technical owners to coordinate the timeline of changes with the Florida PALM timeline.<br>• Work closely with the ABS functional and technical owners on design strategies related to Florida PALM integration. | Monitoring | 10/20/23 | Stacey Pollock |
| People | ENTERPRISE A&A:<br>• All bureaus within the division will have significant process changes.<br>• Insufficient preparation or reluctance to adopt and adapt to changes could result in delays; operational deficiencies; and critical operations, tools, technologies, and resources not being available.<br>• Performance issues at implementation if staff are not able to adapt and produce results at the current, expected level of output.<br>• Due to the unique activities that A&A performs at an enterprise level, reduced performance could have a negative impact on agencies. | Open | 4 (Medium/Medium) | • Prepare staff through regular change management engagements.<br><br>• Perform knowledge transfer on why things are done so we can ensure better understanding of future processes.<br><br>•Complete thorough process analysis and mapping of each process, along with the technology, tools, and resources to future functionality can ensure that we have identified where operational changes will occur and to what extent it will be affected.<br><br>• Monitor staffs' engagement.<br><br>• Analyze current skill sets and mentor or provide training needed to acquire the proper skills and address skill gaps.<br><br>• Review organizational charts and identify succession planning or knowledge transfers for known gaps.<br><br>• A&A has contracted with two People Soft experienced resources to help with implementation activities, including identifying staffing model changes and process changes. | Monitoring | 10/11/23 | Renee Hermeling |
| People<br>Processes<br>Technology<br>Data | ENTERPRISE A&A:<br>A&A serves all other agencies, therefore our processes are at risk from external impacts:<br><br>• Agencies – All A&A processes are downstream of agency processes. Agencies may lack their own training and resources for proper preparation. If agencies are not ready for implementation, this will cause significant issues for A&A to be able to continue operations at an acceptable level and could cause more significant increase in work or rework for A&A staff around go live.<br>• Project – There may be changes in Project directions or decisions that negative affect A&A that would cause an increase of time and resources or provide confusion and lack of clarity among A&A's expectations.<br>• Government/Florida Statutes/Regulations – Any potential changes to laws, regulations, or elected officials could change Project direction or restrict A&A's operations. | Open | 4 (Medium/Medium) | • Continue to work closely with the Florida PALM Project to identify areas where significant training will be needed for agency staff.<br><br>• A&A OFFE team make outreach with agencies to determine training needs for skills that will be needed in Florida PALM users.<br><br>• Participate with all FFMIS and Enterprise partners to ensure remediation, testing and change management needs are understood and acted upon.<br><br>• Assist agencies with readiness tasks such as data analysis and cleansing.<br><br>• Develop contingency plans for agencies that are not prepared for Florida PALM implementation.<br><br>• Monitor activities, changes in rules and regulations, and agencies competencies.<br><br>• Establish contingency plans as risks become more probable (as information becomes available) and communicate those changes as quickly and clearly as possible.<br><br>• A&A is seeking funding through the LBR process to contract for financial expertise that State Agencies can use to identify knowledge gaps and areas needing improvement and address those issues. | Monitoring | 10/11/23 | Renee Hermeling |
| People<br>Technology<br>Data | A&A is responsible for several enterprise business systems, some of which are interdependent. Testing each system through the entire process, from start to finish, will be critical to determine success. This will require testing to be synchronized according to the Interdependencies and workflow. Failure to do so could result in functions not being appropriately tested.<br>This risk is really meant to address the issue around the complication of staging multiple business systems and the data within them for testing.<br>This requires a huge effort and any misalignment of data, or refresh dates, can impact testing results, or the ability to test processes.<br>Both Interface Testing and User Acceptance Testing can be impacted.<br>It has potential to impact, or delay go live if agency enterprise systems cannot be fully | Open | 4 (Medium/Medium) | • Identify all enterprise business systems that will need to be tested.<br>• Work with Division/Office management to allow dedicated technical and functional resources to be available for enterprise business systems testing efforts when the UAT timeline is released. | Monitoring | 10/08/24 | Renèe Hermeling / Don Hurst |

| | tested in the allotted time. The enterprise owners and systems impacted includes STMS, PeopleFirst, PCard Works, FACTs, LASPBS, and other critical agency business systems that interface with Florida PALM. | | | | | | |
|---|---|---|---|---|---|---|---|

## DFS Issues

| Critical Operational Elements | Issue Description | Status | Priority | Resolution Plan | Reporting Period Comments or Updates | Planned or Actual Resolution Date | Owner / Coordinator |
|---|---|---|---|---|---|---|---|
| | | | | | | | |

## DFS Assumptions

| Critical Operational Elements | Assumption | Status | Date Logged or Removed | Impacted Stakeholder(s) and/or System(s) | Reporting Period Comments or Updates |
|---|---|---|---|---|---|
| Technology | Based on the Florida PALM implementation timeline established through the execution of Amendment #8, the Go-Live date for the Florida PALM solution is expected to occur on January 6, 2026. | Logged | 10/20/23 | Agency Business Systems | Assumptions still valid. |
| Technology | The Florida PALM Project will be able to provide timely and complete requirements for agency business system interfaces and business processes with enough detail and time to implement the changes according to the Florida PALM schedule. | Logged | 10/20/23 | Agency Business Systems | Assumptions still valid. |
| Technology | Agency business system owners will understand Florida PALM impacts to be able to provide requirements for system modifications with enough detail and time to implement the changes according to the Florida PALM schedule. | Logged | 10/20/23 | Agency Business Systems | Assumptions still valid. |

## 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

## DFS Status Report Confirmation

| Reporting Period | Agency Sponsor Name: | Confirmed By: | Confirmation Date: |
|---|---|---|---|
| November - December 2024 | Scott Fennell | scott.fennell@myfloridacfo.com | 01/07/25 |
| September - October 2024 | Scott Fennell | scott.fennell@myfloridacfo.com | 11/12/24 |
| July - August 2024 | Scott Fennell | scott.fennell@myfloridacfo.com | 09/10/24 |
| May - June 2024 | Scott Fennell | scott.fennell@myfloridacfo.com | 07/10/24 |
| March - April 2024 | Scott Fennell | scott.fennell@myfloridacfo.com | 05/13/24 |
| January - February 2024 | Scott Fennell | scott.fennell@myfloridacfo.com | 03/05/24 |

# DJJ 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**
November - December 2024

**Agency Sponsor**
Heather DiGiacomo

## CCN Composition



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

### Change Champion Network:
• Unique Filled Role = 16
• Duplicate Filled Role = 0
• Vacant Role = 0

## RW Task Completeness



The Readiness Workplan Tasks Completeness dial reflects the completeness of your agency's submission of RW tasks, starting with RW Task 512.

### RW Task Completeness:
**Score = 96.14%**
• Submitted Complete = 51
• Submitted Incomplete = 0
• Completed After Submission = 6

## RW Task Timeliness



The Readiness Workplan Tasks Timeliness dial reflect the timeliness of your agency's submission of all RW tasks to date.

### RW Task Timeliness:
**Score = 88.81%**
• Submitted On Time = 58
• Submitted Late = 24
• Pending Submission = 0

## Project-led Meeting Participation



The Participation dial reflects your agency's attendance at Project-led meetings during the current reporting period.

### Meeting Participation:
• Meetings Attended = 5
• Meetings Missed = 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 |
|---|---|---|---|---|---|---|---|---|---|---|
| N/A | Technology | 547 | Remediate Agency Business Systems based on Segment III | 07/22/24 | 12/13/24 | 100% - Submitted | 12/13/24 | | Submission Complete | |
| Direct | Data | 555-A | Complete Data Cleansing Based on Mock Conversion 1 - Projects (PCC001) | 10/07/24 | 11/22/24 | 100% - Submitted | 11/21/24 | | Submission Complete | |
| N/A | Technology | 561 | Remediate Agency Business Systems based on Segment IV | 10/21/24 | 03/14/25 | 50% - In Progress | | | | |
| Direct | Data | 555-B | Complete Data Cleansing Based on Mock Conversion 1 (CTC001, GMC001, and PCC002) | 10/28/24 | 11/22/24 | 100% - Submitted | 11/21/24 | Projects LTD Balances will be updated in FLAIR, and applicable projects have been identified in Task 555A. | Submission Complete | |
| N/A | N/A | 562 | Submit Bimonthly Agency Readiness Status Report | 11/01/24 | 11/12/24 | 100% - Submitted | 11/13/24 | | Submission Complete | |
| N/A | N/A | 563 | Manage Agency Specific Implementation Schedule, Risks and Issues | 11/01/24 | 12/27/24 | 100% - Submitted | 12/19/24 | | Submission Complete | |
| Direct | Data | 555-C | Complete Data Cleansing Based on Mock Conversion 1 (AMC001 and POC001) | 11/08/24 | 12/06/24 | 100% - Submitted | 12/06/24 | | Submission Complete | |
| Direct | Technology | 557 | Confirm Interface Inventory for Cycle 2 Interface Testing | 11/18/24 | 12/13/24 | 100% - Submitted | 12/13/24 | | Submission Complete | |
| N/A | Technology | 558 | Update Agency Business System Documentation | 11/18/24 | 01/10/25 | 100% - Submitted | 01/03/25 | | Submission Complete | |
| Direct | Data | 567-A | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/12/24 | | Submission Complete | |
| Direct | Data | 567-B | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/16/24 | | Submission Complete | 12/28/24 |
| Direct | Data | 567-C | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/13/24 | | Submission Complete | 01/02/25 |
| Direct | Data | 567-D | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/13/24 | DJJ is not planning to utilize OA2 at this time. Nothing to configure. | Submission Complete | |
| Direct | Data | 567-E | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/13/24 | Need 2 FLAIR Account Codes added to this list. | Submission Complete | |
| Direct | Data | 567-G | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/16/24 | | Submission Complete | 12/16/24 |
| Direct | Data | 567-H | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/12/24 | | Submission Complete | |
| Direct | Data | 567-I | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/13/24 | DJJ will be not be utilizing org security. | Submission Complete | |
| Indirect | People | 536-C | Create Agency Specific User Acceptance Testing Plan | 12/09/24 | 01/31/25 | 50% - In Progress | | | | |
| N/A | Processes | 560 | Submit Change Analysis Tool | 12/09/24 | 01/31/25 | 50% - In Progress | | | | |
| Indirect | People | 564 | Update Future Florida PALM Users | 12/09/24 | 01/10/25 | 100% - Submitted | 01/09/25 | | | |
| N/A | People | 568 | Create Training Plan for Agency Managed End User Training | 12/09/24 | 03/28/25 | 50% - In Progress | | | | |
| Direct | Data | 567-J | Share, Review, and Update Configuration Workbooks | 12/18/24 | 01/17/25 | 100% - Submitted | 01/03/25 | | Submission Complete | |
| Direct | Data | 567-P | Share, Review, and Update Configuration Workbooks | 12/18/24 | 01/17/25 | 50% - In Progress | | | | |
| Direct | Data | 658-A | Submit Data Field Mapping | 12/18/24 | 01/31/25 | 50% - In Progress | | | | |
| Direct | Data | 658-B | Submit Data Field Mapping | 12/18/24 | 01/31/25 | 50% - In Progress | | | | |
| N/A | N/A | 569 | Submit Bimonthly Agency Readiness Status Report | 12/30/24 | 01/10/25 | 100% - Submitted | 01/10/25 | | | |
| N/A | N/A | 570 | Manage Agency Specific Implementation Schedule, Risks and Issues | 12/30/24 | 02/28/25 | 50% - In Progress | | | | |
| Direct | Data | 658-C | Submit Data Field Mapping | 01/06/25 | 01/31/25 | 25% - Beginning Initial Internal Meetings and Information Gathering | | | | |
| Indirect | Technology | 576 | Complete Internal Agency Business System Test and Remediation to prepare for Cycle 2 - Technical Interface Testing | 01/06/25 | 03/28/25 | 50% - In Progress | | | | |

| People | Processes | Technology | Data |
|---|---|---|---|
| The staff and stakeholders affected by your agency's transition to Florida PALM. | The sequence of procedures to accomplish a business objective. | The applications or tools used to process, track, or report on financial operations. | Information used in or produced from an agency's financial business operations. |

**Implementation:**

**People**
- **Planned Florida PALM End Users = 54**
- • Business Process Groupings = 13/13
- **Identified Subject Matter Experts = 29**

**Implementation:**

**Processes**
- **Impacted Agency Business Processes = 98**
- • Related Business Process Groupings = 12/13
- • Planned Spreadsheet Uploads = 1

**Implementation:**

**Technology**
- **Business Systems Planned for Integration = 21**
- **Planned Interfaces = 6**
- - Inbound Interfaces = 1
- - Outbound Interfaces = 5

**Implementation:**

**Data**

**Configuration**
- • **Commitment Control (KK)**
- - Budget Allotments - Control Option = Option # 2 - Track with Budget
- - Account ChartField Tier Selection = Account Tier #1: Highest
- - Organization ChartField Translation Tree Selection = Translation Tree #2: Agency-Defined Tree
- • **Org Security Rule = Agencywide**
- • **Optional ChartFields**
- - OA1 = To Be Configured
- - OA2 = To Be Configured
- - PC Category = To Be Configured
- - PC Subcategory = To Be Configured
- - PC Source Type = To Be Configured

**Conversion**
- • **Optional Conversions**
- - Accounts Receivable = Not Needed
- - Assets = Needed
- - Contracts = Needed
- - Customers = Not Needed
- - Encumbrances = Needed
- - Grants = Needed
- - Projects = Needed
- - Projects Balances = Not Needed

## 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.

### DJJ Risks

| Critical Operational Elements | Risk Description | Status | Risk Rating | Mitigation/Response Strategy | Reporting Period Comments or Updates | Date of Status Change | Owner / Coordinator |
|---|---|---|---|---|---|---|---|
| People | BA and SMEs overwhelmed by the volume of PALM tasks and may not be able to complete them in time for PALM team use. | Closed | 9 (High/High) | Concerted efforts underway to recruit Business Analysts and SMEs to augment current work efforts.. Resolution in progress | PMO is assisting Business Units in completing tasks. Business Units actively recruiting PALM dedicated resources to assist in the workload; PALM Administrators in both F&A and Budget take on the primary burden of completing PALM-related tasks for DJJ. | 11/25/24 | BU Chiefs |
| People Processes Technology Data | Impacted SMEs not attending workshops (e.g. Solution Design) | Closed | 6 (Medium/High) | Continue to encourage SMEs to attend workshops and review PALM Project documentation as required. | Design workshops are finished. No changes for this period. | 11/25/24 | BU SMEs, BU Chiefs |
| People Processes Technology Data | Current internal processes for open encumbrances and grants allows for the submission of blank fields that are required fields for PALM. | Closed | 6 (Medium/High) | Tasks owner(s) to work with BA and PMO to overcome obstacles that are hindering meeting deadlines. | The Department is making efforts to ensure processes are updated that allow for more accurate data and less manual cleansing. | 11/15/24 | Chiefs of GS and F&A |
| People | Budget schedule conflict between UAT and LBR deadline. | Open | 6 (Medium/High) | When developing the testing schedule, Budget will need to go first so they can work on their LBR that is due Sept. 15th, 2025. Starting LBR earlier. | Budget Unit has prepared a timeline for staff to complete both UAT and the LBR and are starting the compilation of the Agency's LBR sooner in the year. | 10/28/24 | PMO/Budget |
| People Processes Technology Data | Tasks completion not meeting deadlines. | Closed | 6 (High/Medium) | Tasks owner(s) to work with BA and PMO to overcome obstacles that are hindering meeting deadlines. | No changes for this period. | 11/25/24 | Morgan Helton |
| People Processes | Business Units' staff resources limited during End-User UAT Testing due to competing priorities and vacant positions. | Open | 6 (High/Medium) | OPS positions are being created and will be used in F&A and General Services to support agency operations so that managers can focus on PALM-related initiatives including UAT. | Updated Mitigation/Response Strategy | 11/25/24 | F&A, Budget, General Services, HR |
| People | Positions within F&A remain vacant, with a 25% vacancy rate as of 11/13/24. A high number of vacant positions impacts the involvement of current F&A staff in planning, preparation, and involvement in UAT. | Closed | 6 (High/Medium) | 12/18/2024 - Risk escalated to Issue due to the high vacancy rate. 11/15/2024 - Continue to advertise and hire vacant positions. | Moved to Issue. | 11/15/24 | F&A Chief |
| People | Business units' staff resources limited during end user UAT Testing due to competing | Closed | 6 (High/Medium) | Plan in Progress | Duplicate risk. See row 16 | 12/18/24 | BU Chiefs |

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| | priorities and vacant positions. | | | | | | | |
| People | If DJJ loses quality staff, then the agency may be at risk of losing historical knowledge. | Open | 6 (High/Medium) | Continue to advertise and recruit vacancies; Continue to allow for management decisions that support personnel actions to retain qualified employees. | None. | 12/03/24 | BU Chiefs | |
| People Processes Technology Data | Shortened UAT time could impact the completion and quality of UAT | Open | 6 (High/Medium) | Aggressive UAT testing with additional resources. | None. | 12/18/24 | Sponsor | |
| People | If adequate training is not provided to end users, then the quality of testing during UAT may be impacted. | Open | 4 (Medium/Mediu | The Project will provide training to SMEs so they can effectively train end users | No changes for this period. | 12/03/24 | BU Chiefs | |
| People | Agency configuration tasks may not be approved by the deadline. | Closed | 4 (Medium/Mediu | Escalate to Sponsor | Completed. | 12/18/24 | BU Chiefs | |
| People Processes Technology Data | Assigned tasks not accurately completed. | Open | 3 (High/Low) | Submissions will be checked by another PALM Administrator/Agency Liaison prior to submission; associated SME's and PALM administrators will be invited to attend task talks at the beginning of the task. | Mitigation/Response Strategy updated | 11/15/24 | Jessica Bowling | |
| Data | Data Cleansing not completed on time for Mock Conversions. | Open | 3 (High/Low) | Concerted effort required to ensure data cleansing completed accurately. | The Department made a concerted effort to cleanse data in preparation for Mock 2 Conversion. This will remain a risk on the log, but with low probability at this time. | 11/15/24 | BU SMEs, BU Chiefs | |

## DJJ Issues

| Critical Operational Elements | Issue Description | Status | Priority | Resolution Plan | Reporting Period Comments or Updates | Planned or Actual Resolution Date | Owner / Coordinator |
|---|---|---|---|---|---|---|---|
| People | Positions within Finance and Accounting remain vacant. A high vacancy rate impacts involvement of current F&A staff in the planning, preparation, and involvement in UAT. | Open | High - Impacts the ability of the agency to meet deadlines or milestones | F&A will continue to advertise and fill vacancies in a timely manner | None. | 06/01/25 | F&A Chief |
| People Processes Technology Data | Of the tasks due in Jan 12 thru Oct 25, 2024, 5% of them are in progress, and 95% have been completed. | Closed | Low - All impacts not listed as Critical or High | BA working with chiefs & SMEs on the tasks to ensure the deadline for them is met. | Task has been completed and was submitted 11/1/24. | 11/01/24 | BU Chiefs, BU SMEs, and BA |
| People | Business Analyst (BA) shortage | Closed | Low - All impacts not listed as Critical or High | Will re-advertise if current efforts fail. | PMO has onboarded one BA and is advertising for the remaining vacancy. | 11/15/24 | Olu Oyewole |

## DJJ Assumptions

| Critical Operational Elements | Assumption | Status | Date Logged or Removed | Impacted Stakeholder(s) and/or System(s) | Reporting Period Comments or Updates |
|---|---|---|---|---|---|
| Processes Data | Chart of Account (COA) will not change beyond what the FL PALM team has forecast | Logged | 08/01/23 | Marcia Haye | Correct. |
| People | All SMEs will be available to work on required PALM-tasks, as needed. | Logged | 04/17/24 | All | Business Units are experiencing staffing shortages which impact PALM Tasks. Budget, F&A, and General Services has hired BU-specific PALM Administrators to help with PALM tasks. |
| Technology | Software licenses will be available for PMO staff to manage the project. | Logged | 04/17/24 | Godfrey Ekata, Rhett Pinelo | PM has not received the Software license for Microsoft Projects. |
| People | DJJ PMO can drive the implementation of the PALM Project with four team members. | Logged | 12/03/24 | PMO | PMO fully staffed. |
| People | There is a commitment from end users to the PALM Project. | Logged | 04/23/24 | All | Based on the results of the end-user survey, the End-User stakeholders are 53% committed. Additional action steps are in place to increase the commitment of the project within the agency. |
| People Technology | PALM funding is maintained at the current level or greater allowing current BU-specific PALM administrators to be kept on staff. | Logged | 04/23/24 | PMO, F&A, General Services | DJJ received budget for PALM related activities in FY2024-25, requested an increase for FY2025-2026. |
| People Processes Technology | There will be sufficient engagement from DJJ's SME's who are knowledgeable about agency business processes. | Logged | 04/23/24 | F&A, Budget, General Services, HR, Contracts, Grants, Revenue | |
| Processes | The PALM Project will not deviate from the implementation schedule. | Logged | 04/23/24 | PMO | Still a valid assumption; no changes to implementation schedule during this reporting period. |
| People Processes Technology | The PALM team will provide sufficient and adequate guidance to DJJ's requirements for PALM. | Logged | 04/23/24 | F&A, Budget, General Services, HR, Contracts, PMO | PALM's Readiness Coordinator's have proved to be adequate and responsive resources for questions and assistance when needed. |
| Processes Technology Data | DJJ's IT/PALM Technical liaisons will understand and document the current state of its technical architecture and business systems. | Logged | 04/23/24 | IT | PMO successfully collaborated with IT staff to understand its system architecture and how the databases and ABS interfaces/functions interact. |
| Processes Technology Data | DJJ's IT/PALM Technical liaisons will remediate agency business systems so that current business practices can be continued when Florida PALM goes live. | Logged | 04/23/24 | IT | Split row 18 into 2 separate assumptions. |
| Processes Technology | UAT training with SMEs and PALM team will be in person and not virtual. | Logged | 07/15/24 | F&A, Budget, General Services, HR, PMO, TLC, IT | The Project has clarified that training will occur in a multitude of ways to accommodate the various learning styles. |
| Technology Data | The Payment Detail Report (APR032) will provide all necessary information so that it can be used in place of printing payment pages for upload into Axiom Pro. | Logged | 12/18/24 | F&A | |
| Processes Technology Data | PALM will not provide the same reporting capabilities that current agency business systems provide. | Logged | 04/17/24 | F&A and Budget | An analysis of actual reports utilized, PALM interfaces selected, and PALM reports offered concluded that PALM functionality should meet the current reporting capabilities of ABS (based on the information provided to-date). |

## 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

## DJJ Status Report Confirmation

| Reporting Period | Agency Sponsor Name: | Confirmed By: | Confirmation Date: |
|---|---|---|---|
| November - December 2024 | Heather DiGiacomo | heather.digiacomo@fldjj.gov | 01/10/25 |
| September - October 2024 | Heather DiGiacomo | heather.digiacomo@fldjj.gov | 11/13/24 |
| July - August 2024 | Heather DiGiacomo | heather.digiacomo@fldjj.gov | 09/10/24 |
| May - June 2024 | Heather DiGiacomo | heather.digiacomo@fldjj.gov | 07/11/24 |
| March - April 2024 | Heather DiGiacomo | heather.digiacomo@fldjj.gov | 05/14/24 |
| January - February 2024 | Heather DiGiacomo | heather.digiacomo@fldjj.gov | 03/11/24 |

# DLA Status Report Dashboard

**Reporting Period**
November - December 2024

**Agency Sponsor**
Sabrina Donovan

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

| **CCN Composition** | **RW Task Completeness** | **RW Task Timeliness** | **Project-led Meeting Participation** |
|---|---|---|---|

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

The Readiness Workplan Tasks Completeness dial reflects the completeness of your agency's submission of RW tasks, starting with RW Task 512.

The Readiness Workplan Tasks Timeliness dial reflect the timeliness of your agency's submission of all RW tasks to date.

The Participation dial reflects your agency's attendance at Project-led meetings during the current reporting period.

**Change Champion Network:**
• Unique Filled Role = 15
• Duplicate Filled Role = 10
• Vacant Role = 0

**RW Task Completeness:**
**Score = 85.66%**
• Submitted Complete = 29
• Submitted Incomplete = 0
• Completed After Submission = 24

**RW Task Timeliness:**
**Score = 93.37%**
• Submitted On Time = 69
• Submitted Late = 11
• Pending Submission = 3

**Meeting Participation:**
• Meetings Attended = 6
• Meetings Missed = 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 |
|---|---|---|---|---|---|---|---|---|---|---|
| N/A | Technology | 519 | Remediate Agency Business Systems based on Segment I | 01/29/24 | 06/28/24 | 75% - Consolidating/Inputting Information for Submission | | The file format has been identified and provided to Business Unit for Remediation. | | |
| N/A | Technology | 531 | Remediate Agency Business Systems based on Segment II | 04/29/24 | 10/04/24 | 50% - In Progress | | The file format has been identified and provided to Business Unit for Remediation. | | |
| N/A | Technology | 547 | Remediate Agency Business Systems based on Segment III | 07/22/24 | 12/13/24 | 25% - Beginning Initial Internal Meetings and Information Gathering | | The file format has been identified and provided to Business Unit for Remediation. | | |
| Direct | Data | 555-A | Complete Data Cleansing Based on Mock Conversion 1 - Projects (PCC001) | 10/07/24 | 11/22/24 | 100% - Submitted | 10/16/24 | | Submission Complete | 11/01/24 |
| N/A | Technology | 561 | Remediate Agency Business Systems based on Segment IV | 10/21/24 | 03/14/25 | | | | | |
| Direct | Data | 555-B | Complete Data Cleansing Based on Mock Conversion 1 (CTC001, GMC001, and PCC002) | 10/28/24 | 11/22/24 | 100% - Submitted | 11/22/24 | | Submission Complete | 11/22/24 |
| N/A | N/A | 562 | Submit Bimonthly Agency Readiness Status Report | 11/01/24 | 11/12/24 | 100% - Submitted | 11/12/24 | | Submission Complete | |
| N/A | N/A | 563 | Manage Agency Specific Implementation Schedule, Risks and Issues | 11/01/24 | 12/27/24 | 100% - Submitted | 12/20/24 | | Submission Complete | |
| Direct | Data | 555-C | Complete Data Cleansing Based on Mock Conversion 1 (AMC001 and POC001) | 11/08/24 | 12/06/24 | 100% - Submitted | 12/10/24 | | Submission Complete | |
| Direct | Technology | 557 | Confirm Interface Inventory for Cycle 2 Interface Testing | 11/18/24 | 12/13/24 | 100% - Submitted | 12/18/24 | | Submission Complete | |
| N/A | Technology | 558 | Update Agency Business System Documentation | 11/18/24 | 01/10/25 | 50% - In Progress | | | | |
| Direct | Data | 567-A | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/11/24 | | Submission Complete | |
| Direct | Data | 567-B | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/10/24 | Used guidance provided by the project to update response | Submission Complete | 01/03/25 |
| Direct | Data | 567-C | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/10/24 | | Submission Complete | 12/19/24 |
| Direct | Data | 567-D | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/10/24 | There are two records that are still marked in RED but they are 10 characters. | Submission Complete | 12/19/24 |
| Direct | Data | 567-E | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/10/24 | | Submission Complete | |
| Direct | Data | 567-G | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/10/24 | | Submission Complete | |
| Direct | Data | 567-H | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/11/24 | Included comment on sheet for Source Type | Submission Complete | 12/26/24 |
| Direct | Data | 567-I | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/11/24 | | Submission Complete | |
| Indirect | People | 536-C | Create Agency Specific User Acceptance Testing Plan | 12/09/24 | 01/31/25 | | | | | |
| N/A | Processes | 560 | Submit Change Analysis Tool | 12/09/24 | 01/31/25 | | | | | |
| Indirect | People | 564 | Update Future Florida PALM Users | 12/09/24 | 01/10/25 | | | | | |
| N/A | People | 568 | Create Training Plan for Agency Managed End User Training | 12/09/24 | 03/28/25 | | | | | |
| Direct | Data | 567-J | Share, Review, and Update Configuration Workbooks | 12/18/24 | 01/17/25 | | | | | |
| Direct | Data | 567-K | Share, Review, and Update Configuration Workbooks | 12/18/24 | 01/17/25 | | | | | |
| Direct | Data | 567-P | Share, Review, and Update Configuration Workbooks | 12/18/24 | 01/17/25 | | | | | |
| Direct | Data | 658-A | Submit Data Field Mapping | 12/18/24 | 01/31/25 | | | | | |
| Direct | Data | 658-B | Submit Data Field Mapping | 12/18/24 | 01/31/25 | | | | | |

| | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| N/A | N/A | 569 | Submit Bimonthly Agency Readiness Status Report | 12/30/24 | 01/10/25 | 100% - Submitted | **01/07/25** | | | |
| N/A | N/A | 570 | Manage Agency Specific Implementation Schedule, Risks and Issues | 12/30/24 | 02/28/25 | | | | | |
| Direct | Data | 658-C | Submit Data Field Mapping | 01/06/25 | 01/31/25 | | | | | |
| Indirect | Technology | 576 | Complete Internal Agency Business System Test and Remediation to prepare for Cycle 2 - Technical Interface Testing | 01/06/25 | 03/28/25 | | | | | |

| **People** | **Processes** | **Technology** | **Data** |
|---|---|---|---|
| The staff and stakeholders affected by your agency's transition to Florida PALM. | The sequence of procedures to accomplish a business objective. | The applications or tools used to process, track, or report on financial operations. | Information used in or produced from an agency's financial business operations. |

**People**

**Implementation:**

Planned Florida PALM End Users = 26

• Business Process Groupings = 12/13

Identified Subject Matter Experts = 10

**Processes**

**Implementation:**

Impacted Agency Business Processes = 67

• Related Business Process Groupings = 11/13

• Planned Spreadsheet Uploads = 8

**Technology**

**Implementation:**

Business Systems Planned for Integration = 8

Planned Interfaces = 11

- Inbound Interfaces = 2

- Outbound Interfaces = 9

**Data**

**Implementation:**

Configuration

• **Commitment Control (KK)**

- Budget Allotments - Control Option = Option # 3 - Track without Budget

- Account ChartField Tier Selection = Account Tier #1: Highest

- Organization ChartField Translation Tree Selection = Translation Tree #1: Agency-Wide Tree

• **Org Security Rule = Agencywide**

• **Optional ChartFields**

- OA1 = To Be Configured

- OA2 = To Be Configured

- PC Category = To Be Configured

- PC Subcategory = To Be Configured

- PC Source Type = Not To Be Configured

Conversion

• **Optional Conversions**

- Accounts Receivable = Not Needed

- Assets = Needed

- Contracts = Not Needed

- Customers = Not Needed

- Encumbrances = Needed

- Grants = Not Needed

- Projects = Not Needed

- Projects Balances = Not Needed

## 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.

### DLA Risks

| Critical Operational Elements | Risk Description | Status | Risk Rating | Mitigation/Response Strategy | Reporting Period Comments or Updates | Date of Status Change | Owner / Coordinator |
|---|---|---|---|---|---|---|---|
| People Technology | Loss of technical CNN participant | Open | 9 (High/High) | Backup technical CNN participant will need to take lead role. IT will be recruiting for replacement staff to support Finance & Accounting functions. | Position is still vacant. 04/23/2024 position is still vacant | 02/26/24 | Sabrina Donovan |
| Processes Technology | Changes to project scope potentially impacts agency planned mitigation. | Open | 9 (High/High) | Review BPM's for changes to workflows to identify potential impacts to agency solutions, interfaces and processes. | Review continues 04/23/2024 this is is a continuing risk. | 03/11/24 | Sabrina Donovan |
| People Processes Technology Data | PALM Interfaces are not been fully developed on time for UAT scheduled for July 2025. | Open | 9 (High/High) | Onboarding additional developer resources will ensure interface development will be ready for UAT. | New Risk | 12/20/24 | Sabrina Donovan |
| People Technology | Technical Documentation: Lack of technical knowledge and/or documentation related to business systems and interfaces being impacted by the project. | Open | 4 (Medium/Medium) | Staff Aug business analyst to assist with gathering requirements. | Staff aug has been on-boarded, but is still becoming familiar with agency and the project. Additional staff aug will begin 03/25/2024. 12/20/2024- We are still pending on additional developer. | 03/11/24 | Sabrina Donovan |

### DLA Issues

| Critical Operational Elements | Issue Description | Status | Priority | Resolution Plan | Reporting Period Comments or Updates | Planned or Actual Resolution Date | Owner / Coordinator |
|---|---|---|---|---|---|---|---|
| Processes Technology | Reengineer FLAIR accounting interfaces to Florida PALM. | Open | Critical - Impacts the ability of the agency to move forward with work without resolution | Engage technical CNN participation to review data formats and interface options to determine optimal solution. | Continuing issue. 04/23/2024 - this is a continuing issue. | 04/14/25 | Sabrina Donovan |
| People Processes Technology | Software Integration Issues: Planned software integration may not work as expected, leading to re-design and re-work. | Open | Critical - Impacts the ability of the agency to move forward with work without resolution | Engage technical CNN participation in design workshops and UAT. | Continuing issue. 04/23/2024 - this is a continuing issue. | 04/14/25 | Sabrina Donovan |
| Processes | Need ability to make corrections to closed reporting period | Open | Critical - Impacts the ability of the agency to move forward with work without resolution | Need a solution option | new issue moved from risk-I don't think this has a resolution. 04/23/2024 - still need to understand the transaction correction | 04/14/25 | Darlene Faris |

| | | | | | | transaction correction process in Florida PALM. | | | |
|---|---|---|---|---|---|---|---|---|---|
| Processes Data | No Single Payer Interface for VANext in PALM for remediation | Open | Critical - Impacts the ability of the agency to move forward with work without resolution | Need a solution option from PALM. | | New. 11/12/2024 - DLA anticipates the use of Single Payer for VANext individual claimants, consumer restitution and refunds. 12/20/2024- A&A has not set a policy on approval process. | 04/14/25 | | Sabrina Donovan |
| Processes Technology | Approval seeking on batch upload to Import process for supporting documents | Open | Critical - Impacts the ability of the agency to move forward with work without resolution | If there is no project solution it will require considerable staff effort to complete the supporting docs | | 12/20/2024- No resolution on supporting documents and A&A policy has not been set for support documents. | 04/14/25 | | Sabrina Donovan |
| Processes Technology | The recent decision to begin UAT on July1 will have an adverse impact on fiscal year close out and opening a new fiscal year and thats critical. | Open | Critical - Impacts the ability of the agency to move forward with work without resolution | Need PALM funding to support F&A consultants that will perform the duties of F&A FTEs during UAT. | | Outstanding issue- 10/31/2024. It's a continuing concern- 12/20/2024 | 04/01/25 | | Steven Ritacco |
| People | Availability of Finance & Accounting SMES: Due to workload and competing priorities SMES may not be available. This may result in extending the overall schedule, and adding cost to the budget. | Open | High - Impacts the ability of the agency to meet deadlines or milestones | When the staff aug business analyst is engaged, interviews will need to be scheduled to minimize work disruption. | | Scheduling of Segment IV workshops coincides with year-end activities, resulting in reduced availability. 04/23/2024 - this is a continuing issue. | 04/14/25 | | Sabrina Donovan |

## DLA Assumptions

| Critical Operational Elements | Assumption | Status | Date Logged or Removed | Impacted Stakeholder(s) and/or System(s) | Reporting Period Comments or Updates |
|---|---|---|---|---|---|
| Processes | processes will require modification to accommodate new roles | Logged | 09/07/23 | Finance & Accounting | no change |
| Data | data field changes will impact systems | Logged | 09/07/23 | Finance & accounting, VANExt, EGrants, SQL reporting | no change |
| People Processes Technology Data | Final build is complete and available for UAT and Interface Testing | Logged | 12/20/24 | Finance & accounting, VANExt, EGrants, SQL reporting | New |

## 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

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## DLA Status Report Confirmation

| Reporting Period | Agency Sponsor Name: | Confirmed By: | Confirmation Date: |
|---|---|---|---|
| November - December 2024 | Sabrina Donovan | sabrina.donovan@myfloridalegal.com | 01/07/25 |
| September - October 2024 | Sabrina Donovan | sabrina.donovan@myfloridalegal.com | 11/12/24 |
| July - August 2024 | Sabrina Donovan | sabrina.donovan@myfloridalegal.com | 09/06/24 |
| May - June 2024 | Sabrina Donovan | sabrina.donovan@myfloridalegal.com | 07/12/24 |
| March - April 2024 | Sabrina Donovan | sabrina.donovan@myfloridalegal.com | 05/13/24 |
| January - February 2024 | Sabrina Donovan | sabrina.donovan@myfloridalegal.com | 03/11/24 |

# DMA 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**

November - December 2024

**Agency Sponsor**

Col. Adam Curry

---

| CCN Composition | RW Task Completeness | RW Task Timeliness | Project-led Meeting Participation |
|---|---|---|---|
|  |  |  |  |
| The Change Champion Network dial reflects the completeness of your CCN makeup. | The Readiness Workplan Tasks Completeness dial reflects the completeness of your agency's submission of RW tasks, starting with RW Task 512. | The Readiness Workplan Tasks Timeliness dial reflect the timeliness of your agency's submission of all RW tasks to date. | The Participation dial reflects your agency's attendance at Project-led meetings during the current reporting period. |

### Change Champion Network:
- Unique Filled Role = 14
- Duplicate Filled Role = 2
- Vacant Role = 0

### RW Task Completeness:
**Score = 91.93%**
- Submitted Complete = 41
- Submitted Incomplete = 0
- Completed After Submission = 16

### RW Task Timeliness:
**Score = 99.02%**
- Submitted On Time = 76
- Submitted Late = 6
- Pending Submission = 0

### Meeting Participation:
- Meetings Attended = 6
- Meetings Missed = 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 |
|---|---|---|---|---|---|---|---|---|---|---|
| N/A | Technology | 547 | Remediate Agency Business Systems based on Segment III | 07/22/24 | 12/13/24 | 100% - Submitted | 12/11/24 | | Submission Complete | |
| Direct | Data | 541-C | Complete Configuration Workbooks for Segment IV | 08/26/24 | 10/04/24 | Pending Resubmission | 10/02/24 | | Submission Complete | 10/22/24 |
| Direct | Data | 555-A | Complete Data Cleansing Based on Mock Conversion 1 - Projects (PCC001) | 10/07/24 | 11/22/24 | 100% - Submitted | 11/21/24 | | Submission Complete | |
| N/A | Technology | 561 | Remediate Agency Business Systems based on Segment IV | 10/21/24 | 03/14/25 | | | | | |
| Direct | Data | 555-B | Complete Data Cleansing Based on Mock Conversion 1 (CTC001, GMC001, and PCC002) | 10/28/24 | 11/22/24 | 100% - Submitted | 11/21/24 | | Submission Complete | |
| N/A | N/A | 562 | Submit Bimonthly Agency Readiness Status Report | 11/01/24 | 11/12/24 | 100% - Submitted | 11/04/24 | Smartsheet form issue prevented agency from being able to submit status report confirmation. Met with Project team on 11/4/24 and issue will require additional research. Project updated confirmation as submitted as of date of meeting. | Submission Complete | |
| N/A | N/A | 563 | Manage Agency Specific Implementation Schedule, Risks and Issues | 11/01/24 | 12/27/24 | 100% - Submitted | 12/19/24 | | Submission Complete | |
| Direct | Data | 555-C | Complete Data Cleansing Based on Mock Conversion 1 (AMC001 and POC001) | 11/08/24 | 12/06/24 | 100% - Submitted | 12/05/24 | | Submission Complete | |
| Direct | Technology | 557 | Confirm Interface Inventory for Cycle 2 Interface Testing | 11/18/24 | 12/13/24 | 100% - Submitted | 11/21/24 | | Submission Complete | 12/19/24 |
| N/A | Technology | 558 | Update Agency Business System Documentation | 11/18/24 | 01/10/25 | 100% - Submitted | 12/19/24 | No Final ABS Documentation Complete Column on spreadsheet. | Submission Complete | |
| Direct | Data | 567-A | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/11/24 | | Submission Complete | |
| Direct | Data | 567-B | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/11/24 | | Submission Complete | 12/18/24 |
| Direct | Data | 567-C | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/11/24 | | Submission Complete | |
| Direct | Data | 567-D | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/11/24 | | Submission Complete | |
| Direct | Data | 567-E | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/11/24 | | Submission Complete | |
| Direct | Data | 567-G | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/11/24 | | Submission Complete | |
| Direct | Data | 567-H | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/11/24 | | Submission Complete | |
| Direct | Data | 567-I | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/11/24 | | Submission Complete | |
| Indirect | People | 536-C | Create Agency Specific User Acceptance Testing Plan | 12/09/24 | 01/31/25 | | | | | |
| N/A | Processes | 560 | Submit Change Analysis Tool | 12/09/24 | 01/31/25 | | | | | |
| Indirect | People | 564 | Update Future Florida PALM Users | 12/09/24 | 01/10/25 | 25% - Beginning Initial Internal Meetings and Information Gathering | | | | |
| N/A | People | 568 | Create Training Plan for Agency Managed End User Training | 12/09/24 | 03/28/25 | | | | | |
| Direct | Data | 567-J | Share, Review, and Update Configuration Workbooks | 12/18/24 | 01/17/25 | | | | | |
| Direct | Data | 567-P | Share, Review, and Update Configuration Workbooks | 12/18/24 | 01/17/25 | | | | | |
| Direct | Data | 658-A | Submit Data Field Mapping | 12/18/24 | 01/31/25 | | | | | |
| Direct | Data | 658-B | Submit Data Field Mapping | 12/18/24 | 01/31/25 | | | | | |
| N/A | N/A | 569 | Submit Bimonthly Agency Readiness Status Report | 12/30/24 | 01/10/25 | 100% - Submitted | 12/30/24 | Agency sponsor confirmed for Nov-Dec 24 but it is listed as Oct-Nov 24 | Submission Complete | |

| | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| N/A | N/A | 570 | Manage Agency Specific Implementation Schedule, Risks and Issues | 12/30/24 | 02/28/25 | | | | | |
| Direct | Data | 658-C | Submit Data Field Mapping | 01/06/25 | 01/31/25 | | | | | |
| Indirect | Technology | 576 | Complete Internal Agency Business System Test and Remediation to prepare for Cycle 2 - Technical Interface Testing | 01/06/25 | 03/28/25 | | | | | |

| **People** | **Processes** | **Technology** | **Data** |
|---|---|---|---|
| The staff and stakeholders affected by your agency's transition to Florida PALM. | The sequence of procedures to accomplish a business objective. | The applications or tools used to process, track, or report on financial operations. | Information used in or produced from an agency's financial business operations. |

**People**

**Implementation:**

**Planned Florida PALM End Users = 26**

• Business Process Groupings = 10/13

**Identified Subject Matter Experts = 11**

**Processes**

**Implementation:**

**Impacted Agency Business Processes = 24**

• Related Business Process Groupings = 13/13

• Planned Spreadsheet Uploads = 0

**Technology**

**Implementation:**

**Business Systems Planned for Integration = 2**

**Planned Interfaces = 6**

- Inbound Interfaces = 3

- Outbound Interfaces = 3

**Data**

**Implementation:**

**Configuration**

• **Commitment Control (KK)**

- Budget Allotments - Control Option = Option # 2 - Track with Budget

- Account ChartField Tier Selection = Account Tier #1: Highest

- Organization ChartField Translation Tree Selection = Translation Tree #1: Agency-Wide Tree

• **Org Security Rule = Agencywide**

• **Optional ChartFields**

- OA1 = To Be Configured

- OA2 = Not To Be Configured

- PC Category = To Be Configured

- PC Subcategory = To Be Configured

- PC Source Type = Not To Be Configured

**Conversion**

• **Optional Conversions**

- Accounts Receivable = Not Needed

- Assets = Needed

- Contracts = Not Needed

- Customers = Not Needed

- Encumbrances = Needed

- Grants = Needed

- Projects = Needed

- Projects Balances = Not Needed

## 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.

### DMA Risks

| Critical Operational Elements | Risk Description | Status | Risk Rating | Mitigation/Response Strategy | Reporting Period Comments or Updates | Date of Status Change | Owner / Coordinator |
|---|---|---|---|---|---|---|---|
| | | | | | | | |

### DMA Issues

| Critical Operational Elements | Issue Description | Status | Priority | Resolution Plan | Reporting Period Comments or Updates | Planned or Actual Resolution Date | Owner / Coordinator |
|---|---|---|---|---|---|---|---|
| People Processes Technology Data | Start planning process for 2-3 week downtime of system when FLAIR converts to PALM | Open | High - Impacts the ability of the agency to meet deadlines or milestones | DMA Staff must plan and implement downtime process necessary for the potential FLAIR offline due to converstion to PALM. | Sep/Oct 24 - Continue to monitor | 07/31/25 | Kevin Creech |
| Technology | Quickbooks Replacement | Closed | Low - All impacts not listed as Critical or High | It appears the request for a Quickbooks database will end up being denied based on previous offers from House and Senate. The agency will plan on moving forward with Quickbooks. | Jun/Jul 24 - Continue to work with PALM support on whether to have Quickbooks interface with PALM or provide a spreadsheet upload. Also possibility to use Projects in PALM. Raised question to Staff (7 Aug) to confirm if this is a vialble option. Sep/Oct - Working with a pending contract to replace Quickbooks. Should be awarded by end of Oct 24. | 12/31/24 | Jack McAlpine |
| Processes Data | Lump sum payment made for multiple items that become Assets: a. FLAIR allows these payments to be unitized into Assets by the Asset tag and cost per item. b. Palm allows these payments to be unitized into Assets by dividing the total costs by the total assets averaging the costs per unit rather than by the true costs. | Open | Low - All impacts not listed as Critical or High | Cost averaging is ok if every asset has the exact same cost but there are many assets purchased together where the costs are completely different. This will result in inaccurate asset valuations. Example would be a skid steer with multiple attachments. | Sep/Oct 24 - Continue to monitor | 02/28/25 | Brad Bowman |
| Processes Data | FLAIR Pending table vs PALM staging table | Open | Low - All impacts not listed as Critical or High | a. FLAIR allows for pending items to be deleted. If payments are made for assets that fall outside the threshold of property by State and Agency requirements. These can be deleted. b. Palm allows for the pending item to be skipped but its can never be deleted. | Sep/Oct 24 - Continue to monitor | 02/28/25 | Brad Bowman |

## DMA Assumptions

| Critical Operational Elements | Assumption | Status | Date Logged or Removed | Impacted Stakeholder(s) and/or System(s) | Reporting Period Comments or Updates |
|---|---|---|---|---|---|
| Processes | Changing of ARRO file format | Logged | 03/05/24 | Agency has concern about potential file changes that will be required from ARRO without missing any bi-weekly payrolls. | Jan/Feb |
| People Processes Technology Data | A downtime plan for FLAIR will be in place prior to the conversion to PALM. | Logged | 07/31/25 | All agency business systems | Mar/Apr 24 |

## 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

Privacy Notice | Report Abuse

## DMA Status Report Confirmation

| Reporting Period | Agency Sponsor Name: | Confirmed By: | Confirmation Date: |
|---|---|---|---|
| November - December 2024 | COL Adam Curry | adam.m.curry.mil@army.mil | 01/08/25 |
| September - October 2024 | COL Adam Curry | adam.m.curry.mil@army.mil | 12/20/24 |
| September - October 2024 | COL Adam Curry | floridapalm@myfloridacfo.com | 11/04/24 |
| July - August 2024 | Timothy Smith | timothy.j.smith53.nfg@army.mil | 09/09/24 |
| May - June 2024 | COL Adam Curry | adam.m.curry.mil@army.mil | 07/10/24 |
| March - April 2024 | Timothy Smith | timothy.j.smith53.nfg@army.mil | 05/01/24 |
| January - February 2024 | COL Adam Curry | adam.m.curry.mil@army.mil | 03/06/24 |

# DMS 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**
November - December 2024

**Agency Sponsor**
Lance Dyal

| CCN Composition | RW Task Completeness | RW Task Timeliness | Project-led Meeting Participation |
|---|---|---|---|
|  |  |  |  |
| The Change Champion Network dial reflects the completeness of your CCN makeup. | The Readiness Workplan Tasks Completeness dial reflects the completeness of your agency's submission of RW tasks, starting with RW Task 512. | The Readiness Workplan Tasks Timeliness dial reflect the timeliness of your agency's submission of all RW tasks to date. | The Participation dial reflects your agency's attendance at Project-led meetings during the current reporting period. |

**Change Champion Network:**
- Unique Filled Role = 10
- Duplicate Filled Role = 6
- Vacant Role = 0

**RW Task Completeness:**
**Score = 92.04%**
- Submitted Complete = 41
- Submitted Incomplete = 1
- Completed After Submission = 12

**RW Task Timeliness:**
**Score = 97.47%**
- Submitted On Time = 75
- Submitted Late = 7
- Pending Submission = 0

**Meeting Participation:**
- Meetings Attended = 5
- Meetings Missed = 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 |
|---|---|---|---|---|---|---|---|---|---|---|
| N/A | Technology | 547 | Remediate Agency Business Systems based on Segment III | 07/22/24 | 12/13/24 | 100% - Submitted | 12/10/24 | | Submission Complete | |
| Direct | Data | 541-C | Complete Configuration Workbooks for Segment IV | 08/26/24 | 10/04/24 | Pending Resubmission | 10/08/24 | Completed the Speedkeys (1) and Payroll (2) Spreadsheets and checked them back into the secure DMS PALM portal. | Submission Incomplete | |
| Direct | Data | 555-A | Complete Data Cleansing Based on Mock Conversion 1 - Projects (PCC001) | 10/07/24 | 11/22/24 | 100% - Submitted | 11/15/24 | | Submission Complete | |
| N/A | Technology | 561 | Remediate Agency Business Systems based on Segment IV | 10/21/24 | 03/14/25 | 25% - Beginning Initial Internal Meetings and Information Gathering | | | | |
| Direct | Data | 555-B | Complete Data Cleansing Based on Mock Conversion 1 (CTC001, GMC001, and PCC002) | 10/28/24 | 11/22/24 | 100% - Submitted | 11/21/24 | Mock Conversions Smartsheet is now complete. | Submission Complete | 12/06/24 |
| N/A | N/A | 562 | Submit Bimonthly Agency Readiness Status Report | 11/01/24 | 11/12/24 | 100% - Submitted | 11/07/24 | | Submission Complete | |
| N/A | N/A | 563 | Manage Agency Specific Implementation Schedule, Risks and Issues | 11/01/24 | 12/27/24 | 100% - Submitted | 12/19/24 | | Submission Complete | |
| Direct | Data | 555-C | Complete Data Cleansing Based on Mock Conversion 1 (AMC001 and POC001) | 11/08/24 | 12/06/24 | 100% - Submitted | 12/04/24 | Mock Conversions Smartsheet is now complete | Submission Complete | |
| Direct | Technology | 557 | Confirm Interface Inventory for Cycle 2 Interface Testing | 11/18/24 | 12/13/24 | 100% - Submitted | 12/10/24 | | Submission Complete | |
| Direct | Data | 567-A | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/13/24 | | Submission Complete | 12/17/24 |
| Direct | Data | 567-B | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/13/24 | | Submission Complete | 01/09/25 |
| Direct | Data | 567-C | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/13/24 | | Submission Complete | 12/18/24 |
| Direct | Data | 567-D | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/13/24 | | Submission Complete | |
| Direct | Data | 567-E | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/13/24 | | Submission Complete | 12/19/24 |
| Direct | Data | 567-G | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/13/24 | | Submission Complete | |
| Direct | Data | 567-H | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/13/24 | | Submission Complete | 12/18/24 |
| Direct | Data | 567-I | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/13/24 | | Submission Complete | |
| N/A | Technology | 558 | Update Agency Business System Documentation | 11/18/24 | 01/10/25 | 100% - Submitted | 01/09/25 | | | |
| Indirect | People | 564 | Update Future Florida PALM Users | 12/09/24 | 01/10/25 | 75% - Consolidating/Inputting Information for Submission | | DMS: Updates will be ongoing. | | |
| Indirect | People | 536-C | Create Agency Specific User Acceptance Testing Plan | 12/09/24 | 01/31/25 | 50% - In Progress | | | | |
| N/A | Processes | 560 | Submit Change Analysis Tool | 12/09/24 | 01/31/25 | 25% - Beginning Initial Internal Meetings and Information Gathering | | | | |
| N/A | People | 568 | Create Training Plan for Agency Managed End User Training | 12/09/24 | 03/28/25 | 25% - Beginning Initial Internal Meetings and Information Gathering | | | | |
| Direct | Data | 567-J | Share, Review, and Update Configuration Workbooks | 12/18/24 | 01/17/25 | 25% - Beginning Initial Internal Meetings and Information Gathering | | | | |
| Direct | Data | 567-P | Share, Review, and Update Configuration Workbooks | 12/18/24 | 01/17/25 | 25% - Beginning Initial Internal Meetings and Information Gathering | | | | |
| Direct | Data | 658-A | Submit Data Field Mapping | 12/18/24 | 01/31/25 | 25% - Beginning Initial | | | | |

| | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| | | | | | | Internal Meetings and Information Gathering | | | |
| Direct | Data | 658-B | Submit Data Field Mapping | 12/18/24 | 01/31/25 | 25% - Beginning Initial Internal Meetings and Information Gathering | | | |
| N/A | N/A | 569 | Submit Bimonthly Agency Readiness Status Report | 12/30/24 | 01/10/25 | 100% - Submitted | 01/10/25 | Submission Complete | |
| N/A | N/A | 570 | Manage Agency Specific Implementation Schedule, Risks and Issues | 12/30/24 | 02/28/25 | 25% - Beginning Initial Internal Meetings and Information Gathering | | | |
| Direct | Data | 658-C | Submit Data Field Mapping | 01/06/25 | 01/31/25 | 25% - Beginning Initial Internal Meetings and Information Gathering | | | |
| Indirect | Technology | 576 | Complete Internal Agency Business System Test and Remediation to prepare for Cycle 2 - Technical Interface Testing | 01/06/25 | 03/28/25 | 25% - Beginning Initial Internal Meetings and Information Gathering | | | |

| People | Processes | Technology | Data |
|---|---|---|---|
| The staff and stakeholders affected by your agency's transition to Florida PALM. | The sequence of procedures to accomplish a business objective. | The applications or tools used to process, track, or report on financial operations. | Information used in or produced from an agency's financial business operations. |

**People**

**Implementation:**

**Planned Florida PALM End Users = 73**

• Business Process Groupings = 12/13

**Identified Subject Matter Experts = 51**

**Processes**

**Implementation:**

**Impacted Agency Business Processes = 60**

• Related Business Process Groupings = 10/13

• Planned Spreadsheet Uploads = 4

**Technology**

**Implementation:**

**Business Systems Planned for Integration = 4**

**Planned Interfaces = 9**

- Inbound Interfaces = 5

- Outbound Interfaces = 3

**Data**

**Implementation:**

**Configuration**

• **Commitment Control (KK)**

- Budget Allotments - Control Option = Option # 3 - Track without Budget

- Account ChartField Tier Selection = Account Tier #1: Highest

- Organization ChartField Translation Tree Selection = Translation Tree #1: Agency-Wide Tree

• **Org Security Rule = Agencywide**

• **Optional ChartFields**

- OA1 = To Be Configured

- OA2 = Not To Be Configured

- PC Category = To Be Configured

- PC Subcategory = To Be Configured

- PC Source Type = Not To Be Configured

**Conversion**

• **Optional Conversions**

- Accounts Receivable = Not Needed

- Assets = Needed

- Contracts = Needed

- Customers = Not Needed

- Encumbrances = Needed

- Grants = Not Needed

- Projects = Needed

- Projects Balances = Not Needed

## 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.

### DMS Risks

| Sheet Name | Critical Operational Elements | Risk Description | Status | Risk Rating | Mitigation/Response Strategy | Reporting Period Comments or Updates | Date of Status Change | Owner / Coordinator |
|---|---|---|---|---|---|---|---|---|
| FRS Risks | People Processes Technology Data | Retiree payroll warrants and EFTs (approximately $12 billion per year for 472,000+ payees) not being processed timely and/or accurately.<br><br>Currently, because we are using the accounts payable module, instead of a payroll module, we may not be able to schedule payrolls with a specific timing. We may not be guaranteed that the payments will be made timely, or the checks will be printed prior to the pay date.<br>• Pay dates for Retired Payroll is set a year in advance. After going through an approval process, these dates are sent to DFS every year before December prior to the year beginning. (Payroll schedule attached.)<br>o This may need to be adjusted on the fly for natural disasters.<br>o Pay date for Retired Payroll is the last business day of every month, as required by statute (F.S. 121.091(1), F.S. 121.091(3), and F.S. 121.091(4)).<br>o Florida PALM needs to be responsible for scheduling changes or adjustments.<br>• We believe we can make this work using the Accounts Payable (AP) module, however, this could be an extremely human driven and coordinated process, if this cannot be pre-established with supplemental and monthly fixed dates.<br>• Of other known retirement systems, none process benefit payments through Accounts Payable (AP) modules.<br>• Potential Options: | Open | 9 (High/High) | Going through confirming requirements, build an acceptable design, extensive testing - especially formal parallel testing to ensure everything is running properly for several cycles. Working with PALM to get more information to better define the programming needs. | 2023-09-22 - Originally entered.<br><br>2024-06-18 - No change.<br><br>2024-09-04 - No change.<br><br>2024-10-25 - No change.<br><br>2024-12-13 - Updated Impact Rating to (3) High and Probability Rating to (2) Medium<br>2024-12-19 - Updated Probability Rating to (3) High and added additional language to the description to better clarify why the risk has intensified. | 09/22/23 | Division of Retirement / Megan Biederman |

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| | | o Have a direct interface with the state disbursement bank (currently JP Morgan) (this is how other states function).<br>o Third Party sending bank files to and from our state disbursement bank account.<br>o Build the AP module around our pay cycle. (Supplemental and Monthly) | | | | | | |
| DMS Risks | People<br>Processes<br>Technology<br>Data | The requirement of Speedkeys for transactions can pose a problem for several of our enterprise systems. If the speedkeys are still hardcoded and unable to be changed once entered there is an additional risk of user error both on the entry of the speedkey and the selection. | Open | 6<br>(Medium/High) | This topic was recently brought up in our monthly PALM Touchpoint with the DMS RC. DMS is seeking additional information on requirements.<br><br>Workshop in Sept 2024 will address this along with a required RW Task.<br><br>Oct 23: This task has been completed and submitted for Payroll and Pcard. There will be another opportunity to review and edit.<br><br>Dec 18: New task will provide an opportunity to review and edit prior to UAT and Go Live. | Logged April 25, 2024<br><br>Reviewed again Aug 28, 2024. Edits made.<br><br>Oct 23: No change. Continuing to monitor.<br><br>Dec 18: No change. Continuing to monitor. Review date TBD. Hardcoding no longer an issue. | 04/25/24 | Finance and Administration / Eric Thiele |
| DMS Risks | Processes<br>Technology<br>Data | Developing test plans before the system is available will limit test coverage. | Open | 6<br>(Medium/High) | Have test bed available prior to UAT execution.<br><br>Oct 23: UAT Plan currently in development to address this. Waiting on PALM to provide more info.<br><br>Dec 18: No change. Continuing to monitor. | Logged Oct 9, 2024. | 10/09/24 | OIT / FMS |
| DMS Risks | People<br>Processes<br>Technology<br>Data | Key SMEs will be involved in annual processes at the same time that they are required to attend PALM training and participate in PALM taks driven efforts, | Closed | 6<br>(Medium/High) | Bandwidth for SMEs and End Users is at risk. Mitigation would involve a staff augmentation, Key time period for highest risk is June-Sept 2025.<br><br>Dec 18: This risk is addressed in Risk ID 004. | Logged Oct 23, 2024 | 12/18/24 | OIT/FMS/Stephen Russell |
| DMS Risks | People<br>Processes | Timeline and Resources.<br>There are multiple overlapping Palm tasks with due dates that utilize the same personnel resources as statutorily required tasks during year end. | Open | 6<br>(High/Medium) | Complete the tasks early or ask for a later due date. Most PALM tasks completed early - some still in progress. Year end required tasks complete.<br><br>Dec 18: Key staff are required to do fiscal year end close out. Also required to participate in UAT and Training activities. Attempting to mitigate this risk with staff augmentation. | Logged April 27, 2023. Reviewed again September 6, 2023.<br><br>Reviewed again Nov 2, 2023 and closed.<br><br>Reviewed again Dec 18, 2024 and reopened. | 12/18/24 | Finance and Administration / Eric Thiele |
| DMS Risks | People<br>Processes<br>Technology<br>Data | Functionality,<br>Will PALM deliver the functionality needed for DMS operations? | Open | 6<br>(High/Medium) | Develop a testing plan. Use the PALM Sandbox environment.<br>Functionality assessment in progress. Sandbox environment is approved for a limited number of DMS employees.<br><br>PALM is addressing this risk.<br><br>June 20: PALM is requiring that agencies create and implement their own testing plans. That initiative is in planning.<br><br>Oct 23: Implementation plan in development. UAT plan is in progress.<br><br>Dec 18: Still evaluating interface requirements in light of new business requirements. UAT plan will address this and is in progress. | Logged April 26, 2023. Reviewed again September 6, 2023.<br><br>Reviewed again Nov 2 - no change.<br><br>Reviewed again Dec 20 - no change.<br><br>Reviewed again April 24, 2024. Re-opened. Continuing to monitor.<br><br>Reviewed again June 20, 2024. Edits made. Continuing to monitor.<br><br>Reviewed again Aug 28, 2024. Continuing to monitor.<br><br>Oct 23: No change. Continuing to monitor.<br><br>Dec 18: Remediation in progress. Continuing to monitor. | 02/22/24 | Finance and Administration / Stephen Russel |
| DMS Risks | People<br>Processes<br>Technology<br>Data | Resources and Functionality.<br>Full implementation simultaneously with "FLAIR-end" seems risky with the current change solutions. The seen and unforeseen functionality and compatibility issues at CMS Wave implementation adversely impacted and even stopped certain critical business processes for agencies. | Open | 6<br>(High/Medium) | Mimic FLAIR functionality EXACTLY or as close to exactly as possible. Any deviations should require extensive testing and re-testing with sufficient sandbox training and focus from agencies a minimum of one year in advance of implementation. So far, agencies do not have enough appropriate staff, support, or available resources for implementation and its aftermath which is difficult to plan for with so many unknowns. Allowing for that year of testing, sandboxing, and training to allow agencies to prepare is another suggested solution for this inherent risk. | Logged April 26, 2023. Reviewed again September 6, 2023.<br><br>Reviewed again Nov 2 - no change. Continuing to monitor.<br><br>Reviewed again Dec 20 - no change. Continuing to monitor.<br><br>Reviewed again Feb 22 - no change. Continuing to monitor.<br><br>Reviewed again April 24, 2024. No change.<br><br>Reviewed again Aug 28, 2024. No change.<br><br>Oct 23: No change. Continuing to monitor.<br><br>Dec 18: No change. Continuing to monitor. | 11/02/23 | Finance and Administration / Sandy Watson |
| FRS Risks | People<br>Processes<br>Technology<br>Data | Retirement benefits payments must be supported by PALM to allow for timely release of funds. This would create a loss of earnings for the trust funds if transfer is delayed.<br><br>Retirement needs to be able to go negative in specific funds, not all funds have been approved that are required to be able to go into negative cash balances. Specifically fund 70500 (need to invest Health Insurance Subsidy (HIS) and Investment Plan (IP) Investment Vouchers need to post even if the fund is negative in cash), other funds needed were previously approved. The current process has allowed us to keep loss of earnings at a minimum, however, if the process is changed and we are unable to go negative and must wait on funds to be available to transfer funds to Investment Plan (IP) member accounts we will be forced to pay more loss of earnings which would negatively effect the Florida Retirement System (FRS) Trust Fund. | Open | 6<br>(High/Medium) | Programming needs to be completed to allow for flexibility so funds can be released timely.<br><br>Continue to work with the PALM team. | 2023-11-6 - Logged<br><br>2023-12-20 - No change.<br><br>2024-02-09 - No change.<br><br>2024-04-19 - No change.<br><br>2024-06-18 - No change.<br><br>2024-09-04 - No change.<br><br>2024-10-25 - No change.<br><br>2024-12-19 - Updated description and mitigation/response strategy to give more | 11/07/23 | Division of Retirement / Megan Biederman |

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| | | | | | details. Raised the probability rating. | | | |
| [FRS Risks](#) | People Processes Technology Data | Pulling reports from FLAIR/PALM is mandatory to complete the statutory requirement to publish the ACFR by December 31st. Multiple agencies are involved in this publication. | Open | 6 (High/Medium) | Plan for report identification and testing. Verify reports are available. | 2023-11-6 - Logged<br><br>2023-12-20 - No change.<br><br>2024-02-09 - No change.<br><br>2024-04-19 - No change.<br><br>2024-06-18 - No change.<br><br>2024-09-04 - No change.<br><br>2024-10-25 - No change.<br><br>2024-12-19 - No change. | 11/07/23 | Division of Retirement / Megan Biederman |
| [FRS Risks](#) | People Processes Technology Data | Any significant change to existing Retiree payroll, EFT processing (EFT processes, including payment information for retirees, pre-noting, bank account changes, EFT returns, stop payments, etc., not being automated or not being processed timely and/or accurately.), BOSP retirement reporting, and/or interface files between IRIS and FLAIR could require substantial programming and lead time. | Open | 6 (High/Medium) | Going through confirming requirements, build an acceptable design, extensive testing. Clearly define processes, make sure no interfaces are missed - all designs/build/tests are accounted for. Some items have a work around, some do not - unknown solution at this time. The only option would be to create online entries manually in Florida PALM. Working with PALM to get more information to better define the programming needs. | 2022-02-17 - Originally entered.<br><br>2024-06-18 - No change.<br><br>2024-09-04 - No change.<br><br>2024-10-25 - No change.<br><br>2024-12-13 - Updated Impact Rating to (3) High and Probability Rating to (2) Medium 2024-12-19 - Updated language in description and mitigation/response strategy to include language from closed Issue #3. | 02/17/22 | Division of Retirement / Megan Biederman |
| [DMS Risks](#) | People Processes Technology Data | Functionality. Will Agencies have enough time to work in the sandbox environment to ensure their respective divisions can test and see if the current work they perform in FLAIR can be achieved in the PALM Environment? If time is limited and a required field is missing, will there be enough time for it to be fixed and re-tested prior to the January 2026 go live date? | Open | 4 (Medium/Mediu | Roll out sandbox test capabilities as sections are completed for Agencies to test.<br><br>Sandbox environment is not secure for testing - PALM needs to work on true test environment.<br><br>Sandbox status has not changed. PALM is addressing this risk.<br><br>Aug 8: This remains a risk until UAT goes into production. Waiting on a status update from PALM on how the sandbox will function during UAT.<br><br>Oct 23: No change. Continuing to monitor.<br><br>Dec 18: No change. Continuing to monitor. Testing environment for UAT will use historical mock data. | Logged April 21, 2023. Reviewed again September 6, 2023.<br><br>Reviewed again Nov 3, 2023. Mitigation notes updated.<br><br>Reviewed again Dec 15, 2023. No change. Continuing to monitor.<br><br>Reviewed again Feb 2 2024. No change. Continuing to monitor.<br><br>Reviewed again April 24, 2024. No change. Continuing to monitor.<br><br>Reviewed again June 20, 2024. No change. Continuing to monitor.<br><br>Reviewed again Aug 8, 2024. No change. Continuing to monitor.<br><br>Reviewed again Aug 28, 2024. No change. Expect to monitor more closely during UAT activities.<br><br>Reviewed again Dec 18, 2024. No change. Expect to monitor more closely during UAT activities. | 11/03/23 | Division of State Group Insurance / Jason Ottinger |
| [FRS Risks](#) | People Processes Technology Data | Unknown risks due to changes to major statewide systems during modernizations. (Example: Changes to HR Class Code System, Changes to People First System) | Open | 4 (Medium/Mediu | Solution is continued information sharing and communication with PALM team and Retirement. As well as adhering to the Retirement reporting format.<br><br>Continuing to monitor Class Code implications by being aware of what is coming out of HR regarding class codes. | 2023-11-6 - Logged<br><br>2023-12-20 - Updated mitigation.<br><br>2024-02-09 - No change.<br><br>2024-04-19 - Class Code System changes could create high impact for Retirement Interface Files.<br><br>2024-06-18 - No change.<br><br>2024-09-04 - No change.<br><br>2024-10-25 - No change.<br><br>2024-12-19 - Added clarification in Response Strategy. | 11/07/23 | Division of Retirement / Megan Biederman |
| [STMS Risks](#) | People Processes | Timeline. Competing deadlines immediately prior to go-live. Fiscal accountants and other users will be trying to learn PALM as well as changes to departmental and enterprise systems affected | Open | 4 (Medium/Mediu | Identify impacted users and trainings that will be offered, to coordinate a DMS training schedule.<br><br>Meetings with PALM have been initiated. Still early in the process. | Logged Sept 8, 2023.<br><br>Reviewed again Nov 6, 2023 - no change.<br><br>Reviewed again Dec | 11/06/23 | STMS / Casey Taylor |

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| | | by PALM implementation, at the same time. The STMS Team, as well as other system owners, may need to make late changes while also trying to train end users. | | | | 20. No change. Continuing to monitor.<br><br>Reviewed again Feb 29, 2024. Continuing to monitor.<br><br>Reviewed again April 24, 2024. No change.<br><br>Reviewed again June 12, 2024. No change.<br><br>Reviewed again on Sept 10, 2024. No change.<br><br>Reviewed again on Oct 29, 2024. No change.<br><br>Reviewed again on Dec 18, 2024. | | |
| [FRS Risks](#) | People Processes Technology Data | Bureau of State Payrolls' (BOSP) reporting and payment of contributions to the Division of Retirement for both the FRS and optional retirement plans not being completed timely and/or accurately. | Open | 3 (High/Low) | Going through confirming requirements, build an acceptable design, extensive testing. In the process of working through the design with PALM. No work around except using the existing payroll system. | 2022-02-17 - Originally entered.<br><br>2024-06-18 - No change.<br><br>2024-09-04 - No change.<br><br>2024-10-25 - No change.<br><br>2024-12-19 - Confirmed this risk is still valid and ratings are appropriate. | 02/17/22 | Division of Retirement / Megan Biederman |
| [FRS Risks](#) | People Processes Technology Data | Upload of revenue accounting transactions from the Division's business system (IRIS) to PALM not being processed timely and/or accurately. This risk includes the timely and accurate posting of revenues in PALM. (These transactions record the receipt of retirement contributions of approximately $6 billion per year.) If this risk happens, Retirement would not be able to receive the revenue and be able to invest (loss of earnings) and allocate to employer's accounts (the delay will affect allocations to balance the retirement reports which will delay posting of contribution data in IRIS which delays funds transfers to Investment Plan member accounts which may result in loss of earnings. If the employer submitted timely and the delay is on Retirement, the loss of earnings could be assessed to Retirement). | Open | 3 (High/Low) | Going through confirming requirements, build an acceptable design, extensive testing. The risk would be on IRIS - would be able to take information from the Department of Revenue website and manually enter, reconcile, and adjust in IRIS.<br><br>Completed everything regarding strategy, need to test in UAT. | 2022-02-17 - Originally entered.<br><br>2024-06-18 - No change.<br><br>2024-09-04 - No change.<br><br>2024-10-25 - No change.<br><br>2024-12-19 - Updated description to added more detail. | 02/17/22 | Division of Retirement / Megan Biederman |
| [STMS Risks](#) | People Technology | Functionality.<br>Inability to design new STMS user interface for creating vouchers. | Open | 2 (Medium/Low) | Provide training in PALM for creating vouchers so that we can attempt to replicate the process and minimize confusion for users in both systems. Provide information about flat files with information required to build vouchers in STMS and confidently pass combo edit checks using the PALM Combo Edit Check API.<br><br>Meetings with PALM have been initiated. Still early in the process.<br><br>Close to resolution; will review next cycle. | Logged Sept 8, 2023.<br><br>Reviewed again Nov 6, 2023 - no change.<br><br>Reviewed again Dec 20 - no change.<br><br>Reviewed again Feb 29, 2024. Continuing to monitor.<br><br>Reviewed again April 24, 2024. No change.<br><br>Reviewed again July 12, 2024. Likely resolution next cycle.<br><br>Reviewed again Sept 10, 2024. Design sessions are in process.<br><br>Reviewed again on Oct 29, 2024. Design/development in process.<br><br>Reviewed again on Dec 18, 2024. Design/development in progress. | 11/06/23 | STMS / Casey Taylor |
| [STMS Risks](#) | Technology Data | Interface.<br>Inability to design flat file transfer process. | Open | 2 (Medium/Low) | Provide information about when and where flat file data will be provided and how it will be accessed.<br><br>Meetings with PALM have been initiated. Still early in the process. | Logged Sept 8, 2023.<br><br>Reviewed again Nov 6, 2023 - no change.<br><br>Reviewed again Feb 29, 2024. Continuing to monitor.<br><br>Reviewed again April 24, 2024. No change.<br><br>Reviewed again July 12, 2024. No change.<br><br>Reviewed again Sept 10, 2024. No change.<br><br>Reviewed again Oct 29, 2024. Development and testing in progress.<br><br>Reviewed again on Dec 18, 2024. Development in progress. | 11/06/23 | STMS / Casey Taylor |
| [STMS Risks](#) | Technology Data | Functionality.<br>Inability to design user interface to accommodate Speed Keys instead of Expansion Options | Open | 2 (Medium/Low) | Provide information about the Speed Key interface, as well as training about how agencies will be using it in PALM. Provide training about how Speed Keys will be used by travelers to communicate billing information to Fiscal Accountants.<br><br>Meetings with PALM have been initiated. Still early in | Logged Sept 8, 2023.<br><br>Reviewed again Nov 6, 2023 - no change.<br><br>Reviewed again Dec 19, 2023 and closed | 12/19/23 | STMS / Casey Taylor |

| | | | | | meetings with PALM have been initiated. Still early in the process.<br><br>CCN and Enterprise Partners are currently collaborating.<br><br>Close to resolution; will review next cycle. | 10, 2023 and closed.<br><br>Reviewed again and reopened April 24, 2024.<br><br>Reviewed again July 12, 2024. Likely resolution next cycle.<br><br>Reviewed again Sept 10, 2024. PALM team is providing additional details on speed keys 9/11/24. Likely resolution next cycle.<br><br>Reviewed again Oct 29, 2024. Development in progress.<br><br>Reviewed again on Dec 18, 2024. Design/development in progress. | | |

<table>
<tr><th colspan="9" style="text-align:center">DMS Issues</th></tr>
<tr>
<th>Sheet Name</th>
<th>Critical Operational Elements</th>
<th>Issue Description</th>
<th>Status</th>
<th>Priority</th>
<th>Resolution Plan</th>
<th>Reporting Period Comments or Updates</th>
<th>Planned or Actual Resolution Date</th>
<th>Owner / Coordinator</th>
</tr>
<tr>
<td>STMS Issues</td>
<td>Technology Data</td>
<td>Error while testing web service connection.</td>
<td>Open</td>
<td>High - Impacts the ability of the agency to meet deadlines or milestones</td>
<td>PALM Team is troubleshooting the connection issue and will schedule a meeting for resolution when available.</td>
<td>Reviewed again on Dec 18, 2024. PALM team will contact us with an update when available.</td>
<td>11/08/24</td>
<td>PALM</td>
</tr>
<tr>
<td>DMS Issues</td>
<td>Processes</td>
<td>MIP interfaces selected may not be 100% remediated without testing.</td>
<td>Open</td>
<td>Low - All impacts not listed as Critical or High</td>
<td>Could be manually resolved with more manpower, but would want to make changes to interface selection and possibly the interfaces themselves to account for missing / unknown elements.<br><br>Oct 23: Confirmed interfaces. MIP has updated and automated internal FLAIR reports.<br>Next steps are in progress - id data fields that need to be integrated with MIP and PALM.</td>
<td>If we mark "Remediation Complete" on the PALM Smartsheet, does that preclude us from making changes once testing starts?<br><br>Reviewed again Aug 28, 2024. No change. Continuing to monitor.<br><br>Oct 23: Continuing to monitor.<br><br>Dec 18: Continuing to monitor. Some remediation complete and some still in progress. Process mapping in progress.</td>
<td>01/15/25</td>
<td>OIT / Production Support / John Ross</td>
</tr>
<tr>
<td>DMS Issues</td>
<td>People Processes</td>
<td>The majority of the DMS End Users are new to DMS. An even larger percentage have held their current jobs at DMS for less than 5 years.</td>
<td>Open</td>
<td>Low - All impacts not listed as Critical or High</td>
<td>Consistent monitoring, training and follow up. Regular communication, meetings, and increased involvment in the project Readiness Workplan Tasks.</td>
<td>This issue was logged as low priority because half of the DMS End Users have worked for the state for over 15 years. The remainder have been in the state system for between 6 and 15 years. DMS End Users as a whole are familiar with and have worked in PALM, counteracting their short time with DMS and / or in their current position. These numbers represent minmal risk to the project.<br><br>Reviewed again Aug 28, 2024. No change. Continuing to monitor.<br><br>Oct 23: No change. Continuing to monitor.<br><br>Dec 18: No change. Continuing to monitor. Staff augs have been briefed and risk level is minimal to date.</td>
<td>01/30/26</td>
<td>Lance Dyal / Eric Thiele</td>
</tr>
<tr>
<td>FRS Issues</td>
<td>People Processes Technology Data</td>
<td>Business System (IRIS) upgrade is happening at the same time as the PALM implementation. This impacts resources and a new system, with new screens and interfaces.</td>
<td>Open</td>
<td>Low - All impacts not listed as Critical or High</td>
<td>Testing and training in advance - plan to be developed.</td>
<td>As long as we can produce an accurate accounting file and benefit payroll file, and process the incoming state retirement file from BOSP, as well as the information transferred between IRIS and PALM is correct.<br><br>2024-02-09 - No change.<br><br>2024-04-19 - No change.<br><br>2024-06-18 - No change.<br><br>2024-09-04 - No change.<br><br>2024-10-25 - No change.<br><br>2024-12-19 - No Changes</td>
<td>12/01/25</td>
<td>Florida Retirement System / Megan Biederman</td>
</tr>
<tr>
<td>FRS Issues</td>
<td>People Processes Technology</td>
<td>EFT processes, including payment information for retirees, pre-noting, bank account changes, EFT returns, stop</td>
<td>Closed</td>
<td>Low - All impacts not listed as Critical or High</td>
<td>Going through confirming requirements, build an acceptable design, extensive testing. Clearly define processes, make sure no interfaces are missed - all</td>
<td>Reviewed 2022 entry. Re-entered April 19, 2024.</td>
<td>12/19/24</td>
<td>Florida Retirement System / Megan Biederman</td>
</tr>
</table>

| | | payments, etc., not being automated or not being processed timely and/or accurately. | | | designs/build/tests are accounted for. Some items have a work around, some do not - unknown solution at this time. The only option would be to create online entries manually in Florida PALM. |
Outstanding currently. Confident that PALM will address and work with FRS to resolve.

2024-06-18 - No change.

2024-09-04 - No change.

2024-10-25 - No change.

2024-12-19 - Agreed as a group this is not an issue, ensured description language was captured in Risk #6 and closed issue. | |

## DMS Assumptions

| Sheet Name | Critical Operational Elements | Assumption | Status | Date Logged or Removed | Impacted Stakeholder(s) and/or System(s) | Reporting Period Comments or Updates |
|---|---|---|---|---|---|---|
| DMS Assumption | People Processes Technology Data | Decreased timeliness and staff familiarity with the new PALM system prior to go live.\n\nUnforeseen vacant positions in key role areas will have an effect on over utilization on staff not familiar with PALM in general. | Logged | 09/07/23 | Logged by: State Group Insurance / Jason Ottinger\n\nAll DMS PALM end users are impacted. | Start PALM training on new system and UAT testing as soon as possible. Ensure units have backup staff trained along with primary staff early on to be able to continue with PALM functions in the Division.\n\nReviewed again on Dec 27. No change.\n\nReviewed again on Feb 2, 2024. No change. This assumption is directly related to the risk associated with the Sandbox.\n\nReviewed again April 24, 2024. No change. Intend to address this general assumption in more detail with the End User Survey Analysis.\n\nReviewed again Aug 8. No change.\n\nReviewed again on Aug 28. No change.\n\nOct 23: No change. Continuing to monitor.\n\nDec 18: No change. Continuing to monitor. Some staff aug is now in place. |
| FRS Assumption | Data | The State Retirement file from Bureau of State Payrolls (BOSP) will contain all of the same data elements that it currently contains, the reporting will function as it currently does, and Retirement will continue receiving the same information from People First. | Logged | 08/28/24 | Bureau of Enrollment and Contributions, IRIS | 2024-10-25: Worked with PALM, they confirmed the file properties will be the same, however, leaving open until testing.\n\n2024-12-19: Reviewed, no changes. |

## 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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## DMS Status Report Confirmation

| Reporting Period | Agency Sponsor Name: | Confirmed By: | Confirmation Date: |
|---|---|---|---|
| November - December 2024 | Lance Dyal | lance.dyal@dms.fl.gov | 01/10/25 |
| September - October 2024 | Lance Dyal | lance.dyal@dms.fl.gov | 11/07/24 |
| July - August 2024 | Lance Dyal | lance.dyal@dms.fl.gov | 09/11/24 |
| May - June 2024 | Lance Dyal | lance.dyal@dms.fl.gov | 07/12/24 |
| March - April 2024 | Katie Parrish | eric.thiele@dms.fl.gov | 05/14/24 |
| March - April 2024 | Katie Parrish | evelyn.harrison@dms.fl.gov | 05/13/24 |
| January - February 2024 | Katie Parrish | katie.parrish@dms.fl.gov | 03/06/24 |

## FRS Status Report Confirmation

| Reporting Period | Enterprise Sponsor Name: | Confirmed By: | Confirmation Date: |
|---|---|---|---|
| November - December 2024 | Kathy Gould | kathy.gould@dms.fl.gov | 12/20/24 |
| September - October 2024 | Kathy Gould | kathy.gould@dms.fl.gov | 11/07/24 |
| July - August 2024 | Kathy Gould | kathy.gould@dms.fl.gov | 09/05/24 |
| May - June 2024 | Kathy Gould | floridapalm@myfloridacfo.com | 07/02/24 |

## MFMP Status Report Confirmation

| Reporting Period | Enterprise Sponsor Name: | Confirmed By: | Confirmation Date: |
|---|---|---|---|
| November - December 2024 | Tyler Brown | tyler.brown@dms.fl.gov | 01/07/25 |
| September - October 2024 | Tyler Brown | tyler.brown@dms.fl.gov | 11/07/24 |
| July - August 2024 | Tyler Brown | tyler.brown@dms.fl.gov | 09/11/24 |
| May - June 2024 | Tyler Brown | tyler.brown@dms.fl.gov | 07/01/24 |

## PF Status Report Confirmation

| Reporting Period | Enterprise Sponsor Name: | Confirmed By: | Confirmation Date: |
|---|---|---|---|
| November - December 2024 | Michael Livingston | michael.livingston@dms.fl.gov | 12/19/24 |
| September - October 2024 | Tony Lloyd | tony.lloyd@dms.fl.gov | 10/31/24 |
| July - August 2024 | Tony Lloyd | tony.lloyd@dms.fl.gov | 09/09/24 |
| May - June 2024 | Tony Lloyd | tony.lloyd@dms.fl.gov | 07/08/24 |

## STMS Status Report Confirmation

| Reporting Period | Enterprise Sponsor Name: | Confirmed By: | Confirmation Date: |
|---|---|---|---|
| November - December 2024 | Casey Taylor | casey.taylor@dms.fl.gov | 12/18/24 |
| September - October 2024 | Casey Taylor | casey.taylor@dms.fl.gov | 10/30/24 |
| July - August 2024 | Casey Taylor | casey.taylor@dms.fl.gov | 09/11/24 |
| May - June 2024 | Gerard Steele | gerard.steele@dms.fl.gov | 07/12/24 |

# DOAH 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**
November - December 2024

**Agency Sponsor**
Megan Silver

| CCN Composition | RW Task Completeness | RW Task Timeliness | Project-led Meeting Participation |
|---|---|---|---|

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

The Readiness Workplan Tasks Completeness dial reflects the completeness of your agency's submission of RW tasks, starting with RW Task 512.

The Readiness Workplan Tasks Timeliness dial reflect the timeliness of your agency's submission of all RW tasks to date.

The Participation dial reflects your agency's attendance at Project-led meetings during the current reporting period.

**Change Champion Network:**
• Unique Filled Role = 6
• Duplicate Filled Role = 10
• Vacant Role = 0

**RW Task Completeness:**
Score = 96.79%
• Submitted Complete = 48
• Submitted Incomplete = 0
• Completed After Submission = 5

**RW Task Timeliness:**
Score = 95.85%
• Submitted On Time = 75
• Submitted Late = 5
• Pending Submission = 2

**Meeting Participation:**
• Meetings Attended = 6
• Meetings Missed = 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 |
|---|---|---|---|---|---|---|---|---|---|---|
| N/A | Technology | 544 | Update Agency Business System Documentation for Segment IV | 07/22/24 | 10/18/24 | 50% - In Progress | | DOAH and several other agencies are collaborating regarding the mapping and rewrite of Axiom Pro. DOAH has been conversing with Image API (owners of Axiom Pro Software) and they are working on reconfiguring how to pull vouchers from FLAIR to PALM. | | |
| N/A | Technology | 547 | Remediate Agency Business Systems based on Segment III | 07/22/24 | 12/13/24 | 50% - In Progress | | DOAH only has Axiom Pro software as a Agency Business System. DOAH and several other agencies are collaborating regarding the mapping and rewrite of Axiom Pro. DOAH has been conversing with Image API (owners of Axiom Pro Software) and they are working on reconfiguring how to pull vouchers from FLAIR to PALM. | | |
| Direct | Data | 555-A | Complete Data Cleansing Based on Mock Conversion 1 - Projects (PCC001) | 10/07/24 | 11/22/24 | 100% - Submitted | 10/18/24 | | Submission Complete | |
| N/A | Technology | 561 | Remediate Agency Business Systems based on Segment IV | 10/21/24 | 03/14/25 | 50% - In Progress | | DOAH only has Axiom Pro software as a Agency Business System. DOAH and several other agencies are collaborating regarding the mapping and rewrite of Axiom Pro. DOAH has been conversing with Image API (owners of Axiom Pro Software) and they are working on reconfiguring how to pull vouchers from FLAIR to PALM. | | |
| Direct | Data | 555-B | Complete Data Cleansing Based on Mock Conversion 1 (CTC001, GMC001, and PCC002) | 10/28/24 | 11/22/24 | 100% - Submitted | 11/22/24 | | Submission Complete | |
| N/A | N/A | 562 | Submit Bimonthly Agency Readiness Status Report | 11/01/24 | 11/12/24 | 100% - Submitted | 11/08/24 | | Submission Complete | |
| N/A | N/A | 563 | Manage Agency Specific Implementation Schedule, Risks and Issues | 11/01/24 | 12/27/24 | 100% - Submitted | 12/20/24 | | Submission Complete | |
| Direct | Data | 555-C | Complete Data Cleansing Based on Mock Conversion 1 (AMC001 and POC001) | 11/08/24 | 12/06/24 | 100% - Submitted | 12/06/24 | | Submission Complete | |
| Direct | Technology | 557 | Confirm Interface Inventory for Cycle 2 Interface Testing | 11/18/24 | 12/13/24 | 100% - Submitted | 12/13/24 | DOAH only has Axiom Pro software as a Agency Business System. DOAH and several other agencies are collaborating regarding the mapping and rewrite of Axiom Pro. DOAH has been conversing with Image API (owners of Axiom Pro Software) and they are working on reconfiguring how to pull vouchers from FLAIR to PALM. | Submission Complete | |
| N/A | Technology | 558 | Update Agency Business System Documentation | 11/18/24 | 01/10/25 | 50% - In Progress | | DOAH only has Axiom Pro software as a Agency Business System. DOAH and several other agencies are collaborating regarding the mapping and rewrite of Axiom Pro. DOAH has been conversing with Image API (owners of Axiom Pro Software) and they are working on reconfiguring how to pull vouchers from FLAIR to PALM. | | |
| Direct | Data | 567-A | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/11/24 | | Submission Complete | |
| Direct | Data | 567-B | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/11/24 | | Submission Complete | |
| Direct | Data | 567-C | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/11/24 | | Submission Complete | |
| Direct | Data | 567-D | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/11/24 | | Submission Complete | |
| Direct | Data | 567-E | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/11/24 | | Submission Complete | |

| | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| Direct | Data | 567-G | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | **12/11/24** | | Submission Complete | |
| Direct | Data | 567-H | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | **12/11/24** | | Submission Complete | |
| Direct | Data | 567-I | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | **12/11/24** | | Submission Complete | |
| Indirect | People | 536-C | Create Agency Specific User Acceptance Testing Plan | 12/09/24 | 01/31/25 | 50% - In Progress | | | | |
| N/A | Processes | 560 | Submit Change Analysis Tool | 12/09/24 | 01/31/25 | 25% - Beginning Initial Internal Meetings and Information Gathering | | | | |
| Indirect | People | 564 | Update Future Florida PALM Users | 12/09/24 | 01/10/25 | 75% - Consolidating/Inputting Information for Submission | | | | |
| N/A | People | 568 | Create Training Plan for Agency Managed End User Training | 12/09/24 | 03/28/25 | 25% - Beginning Initial Internal Meetings and Information Gathering | | | | |
| Direct | Data | 567-J | Share, Review, and Update Configuration Workbooks | 12/18/24 | 01/17/25 | 50% - In Progress | | | | |
| Direct | Data | 567-P | Share, Review, and Update Configuration Workbooks | 12/18/24 | 01/17/25 | 100% - Submitted | **01/06/25** | | | |
| Direct | Data | 658-A | Submit Data Field Mapping | 12/18/24 | 01/31/25 | 100% - Submitted | **01/06/25** | | | |
| Direct | Data | 658-B | Submit Data Field Mapping | 12/18/24 | 01/31/25 | 100% - Submitted | **01/06/25** | | | |
| N/A | N/A | 569 | Submit Bimonthly Agency Readiness Status Report | 12/30/24 | 01/10/25 | 100% - Submitted | **01/06/25** | | | |
| N/A | N/A | 570 | Manage Agency Specific Implementation Schedule, Risks and Issues | 12/30/24 | 02/28/25 | | | | | |
| Indirect | Technology | 576 | Complete Internal Agency Business System Test and Remediation to prepare for Cycle 2 - Technical Interface Testing | 01/06/25 | 03/28/25 | | | | | |

| People | Processes | Technology | Data |
|---|---|---|---|
| The staff and stakeholders affected by your agency's transition to Florida PALM. | The sequence of procedures to accomplish a business objective. | The applications or tools used to process, track, or report on financial operations. | Information used in or produced from an agency's financial business operations. |

**People**

Implementation:

**Planned Florida PALM End Users = 11**

• Business Process Groupings = 11/13

**Identified Subject Matter Experts = 9**

**Processes**

Implementation:

**Impacted Agency Business Processes = 26**

• Related Business Process Groupings = 6/13

• Planned Spreadsheet Uploads = 0

**Technology**

Implementation:

**Business Systems Planned for Integration = 1**

**Planned Interfaces = 1**

- Inbound Interfaces = 0

- Outbound Interfaces = 1

**Data**

Implementation:

**Configuration**

**• Commitment Control (KK)**

- Budget Allotments - Control Option = Option # 3 - Track without Budget

- Account ChartField Tier Selection = Account Tier #1: Highest

- Organization ChartField Translation Tree Selection = Translation Tree #3: No Tree Assigned

**• Org Security Rule = Agencywide**

**• Optional ChartFields**

- OA1 = Not To Be Configured

- OA2 = Not To Be Configured

- PC Category = To Be Configured

- PC Subcategory = To Be Configured

- PC Source Type = Not To Be Configured

**Conversion**

**• Optional Conversions**

- Accounts Receivable = Needed

- Assets = Needed

- Contracts = Needed

- Customers = Not Needed

- Encumbrances = Needed

- Grants = Not Needed

- Projects = Not Needed

- Projects Balances = Not Needed

# 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.

| DOAH Risks | | | | | | | |
|---|---|---|---|---|---|---|---|
| Critical Operational Elements | Risk Description | Status | Risk Rating | Mitigation/Response Strategy | Reporting Period Comments or Updates | Date of Status Change | Owner / Coordinator |
| Technology | If Axiom Pro is not reconfigured for UAT, accountants will be unable to test and verify the functionality of the application with FL PALM.. | Open | 6 (High/Medium) | Agency Liaison will collaborate with other agencies and Image API to ensure the reconfiguration is completed prior to UAT. Agency Liaison will request status updates from Image API to ensure timeliness of end product. | Agency Liaison is collaborating with other agencies and Image API to regarding the reconfiguration. Virtual Meetings will occur in January with agencies and Image API to discuss the reconfiguration. | 11/07/24 | Patricia Kenyon |
| People | If resources are not fully trained to do their jobs, go-live will continue but DOAH will not be ready for go-live. | Open | 3 (High/Low) | DOAH will work with the PALM team to ensure staff's capabilities to function in PALM by attending meetings to keep abreast of new information. Have affected staff participate in testing PALM. Have affected staff participate in all training activities provided. SMEs have | Agency Liaison has integrated PALM awareness discussion during staff meetings. Accounting staff | 07/05/23 | Patricia Kenyon |

| | | | | participated in Segment III and IV meetings. | members are actively participating in completing PALM tasks. Accounting staff have been shown the PALM Knowledge Center and have reviewed the information regarding their business processes as updated by Segment updates. CCN and SMEs and future end users are participating in preparing for UAT activities.. | | |
|---|---|---|---|---|---|---|---|
| People | The staff's previous experience with system implementations may lead to low or lack of engagement in transitioning to the new financial system. | Open | 2 (Medium/Low) | Agency Liaison will integrate PALM awareness through emails, meeting discussions and providing updates regarding PALM during management staff meetings. Agency Liaison will provide staff with PALM resources to become familiar with the system. SMEs and future end users will participate in Segment IV meetings and meet regularly to discuss PALM implementation in designated meetings so the conversation is focused. | Agency Liaison has integrated PALM awareness discussion during accounting staff meetings. Accounting, Budget and HR staff are assisting with completing PALM tasks. DOAH future end users have been introduced to the FL PALM Knowledge Center. CNN Members, SMEs and end users are engaged in preparing for UAT activities. | 08/28/24 | Patricia Kenyon |

## DOAH Issues

| Critical Operational Elements | Issue Description | Status | Priority | Resolution Plan | Reporting Period Comments or Updates | Planned or Actual Resolution Date | Owner / Coordinator |
|---|---|---|---|---|---|---|---|
| | | | | | | | |

## DOAH Assumptions

| Critical Operational Elements | Assumption | Status | Date Logged or Removed | Impacted Stakeholder(s) and/or System(s) | Reporting Period Comments or Updates |
|---|---|---|---|---|---|
| People Processes Technology Data | Staff will be able to perform their assigned function proficiently in PALM on Go Live Date | Logged | 09/08/23 | End Users | Agency Liaison is working with DOAH's CCN members to complete readiness tasks and provide awareness of PALM activities and resources to impacted stakeholders. End users attended the Segment IV Workshops to gain understanding how PALM will work. End Users have been provided awareness of FL PALM's Knowledge Center to review individually and during staff meetings as well as through emails. |
| Technology | Axiom Pro Application will be reconfigured to pull the vouchers in PALM by UAT | Logged | 10/31/24 | End Users | Agency Liaison is collaborating with other agencies and Image API to regarding the reconfiguration. |

## 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

## DOAH Status Report Confirmation

| Reporting Period | Agency Sponsor Name: | Confirmed By: | Confirmation Date: |
|---|---|---|---|
| November - December 2024 | Megan S. Silver | megan.silver@doah.state.fl.us | 01/06/25 |
| September - October 2024 | Megan S. Silver | megan.silver@doah.state.fl.us | 11/04/24 |
| July - August 2024 | Megan S. Silver | megan.silver@doah.state.fl.us | 09/06/24 |
| May - June 2024 | Megan S. Silver | megan.silver@doah.state.fl.us | 07/08/24 |
| March - April 2024 | Megan S. Silver | megan.silver@doah.state.fl.us | 05/08/24 |
| January - February 2024 | Megan S. Silver | megan.silver@doah.state.fl.us | 03/11/24 |

# DOE 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**
November - December 2024

**Agency Sponsor**
Suzanne Pridgeon

| CCN Composition | RW Task Completeness | RW Task Timeliness | Project-led Meeting Participation |
|---|---|---|---|

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

The Readiness Workplan Tasks Completeness dial reflects the completeness of your agency's submission of RW tasks, starting with RW Task 512.

The Readiness Workplan Tasks Timeliness dial reflect the timeliness of your agency's submission of all RW tasks to date.

The Participation dial reflects your agency's attendance at Project-led meetings during the current reporting period.

**Change Champion Network:**
- Unique Filled Role = 11
- Duplicate Filled Role = 5
- Vacant Role = 0

**RW Task Completeness:**
Score = 79.80%
- Submitted Complete = 29
- Submitted Incomplete = 5
- Completed After Submission = 17

**RW Task Timeliness:**
Score = 92.32%
- Submitted On Time = 70
- Submitted Late = 8
- Pending Submission = 4

**Meeting Participation:**
- Meetings Attended = 4
- Meetings Missed = 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 |
|---|---|---|---|---|---|---|---|---|---|---|
| N/A | Technology | 519 | Remediate Agency Business Systems based on Segment I | 01/29/24 | 06/28/24 | 50% - In Progress | | | | |
| N/A | Technology | 531 | Remediate Agency Business Systems based on Segment II | 04/29/24 | 10/04/24 | 50% - In Progress | | | | |
| N/A | Technology | 544 | Update Agency Business System Documentation for Segment IV | 07/22/24 | 10/18/24 | Pending Resubmission | 10/18/24 | Documentation is still in progress. To be completed the according to the rubric, the documentation must be completed. | Submission Incomplete | |
| N/A | Technology | 547 | Remediate Agency Business Systems based on Segment III | 07/22/24 | 12/13/24 | 50% - In Progress | | | | |
| Direct | Data | 541-C | Complete Configuration Workbooks for Segment IV | 08/26/24 | 10/04/24 | Pending Resubmission | 10/03/24 | | Submission Incomplete | 11/07/24 |
| N/A | N/A | 551 | Submit Bimonthly Agency Readiness Status Report | 08/30/24 | 09/11/24 | Pending Resubmission | 09/11/24 | Susanne to confirm July-August 2024 to be marked complete. -dlt, 12/9 | Submission Incomplete | 11/12/24 |
| Indirect | Technology | 553 | Prepare for Interface Testing | 09/16/24 | 10/18/24 | Pending Resubmission | 10/18/24 | Test cases has not been identified yet. | Submission Incomplete | |
| Direct | Data | 555-A | Complete Data Cleansing Based on Mock Conversion 1 - Projects (PCC001) | 10/07/24 | 11/22/24 | 100% - Submitted | 11/21/24 | | Submission Complete | 12/04/24 |
| N/A | Technology | 561 | Remediate Agency Business Systems based on Segment IV | 10/21/24 | 03/14/25 | 50% - In Progress | | | | |
| Direct | Data | 555-B | Complete Data Cleansing Based on Mock Conversion 1 (CTC001, GMC001, and PCC002) | 10/28/24 | 11/22/24 | 100% - Submitted | 12/09/24 | | Submission Complete | |
| N/A | N/A | 562 | Submit Bimonthly Agency Readiness Status Report | 11/01/24 | 11/12/24 | 100% - Submitted | 11/12/24 | | Submission Complete | |
| N/A | N/A | 563 | Manage Agency Specific Implementation Schedule, Risks and Issues | 11/01/24 | 12/27/24 | 100% - Submitted | 12/27/24 | | Submission Complete | |
| Direct | Data | 555-C | Complete Data Cleansing Based on Mock Conversion 1 (AMC001 and POC001) | 11/08/24 | 12/06/24 | 50% - In Progress | | | | |
| Direct | Technology | 557 | Confirm Interface Inventory for Cycle 2 Interface Testing | 11/18/24 | 12/13/24 | Pending Resubmission | 12/13/24 | | Submission Incomplete | |
| N/A | Technology | 558 | Update Agency Business System Documentation | 11/18/24 | 01/10/25 | 50% - In Progress | | | | |
| Direct | Data | 567-A | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/13/24 | | Submission Complete | |
| Direct | Data | 567-B | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/13/24 | | Submission Complete | 12/17/24 |
| Direct | Data | 567-C | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/12/24 | | Submission Complete | 12/16/24 |
| Direct | Data | 567-D | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/12/24 | | Submission Complete | |
| Direct | Data | 567-E | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/12/24 | | Submission Complete | |
| Direct | Data | 567-G | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/13/24 | | Submission Complete | 12/17/24 |
| Direct | Data | 567-H | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/12/24 | | Submission Complete | 12/16/24 |
| Direct | Data | 567-I | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/12/24 | | Submission Complete | |
| Indirect | People | 536-C | Create Agency Specific User Acceptance Testing Plan | 12/09/24 | 01/31/25 | 50% - In Progress | | | | |
| N/A | Processes | 560 | Submit Change Analysis Tool | 12/09/24 | 01/31/25 | 50% - In Progress | | | | |
| Indirect | People | 564 | Update Future Florida PALM Users | 12/09/24 | 01/10/25 | 75% - Consolidating/Inputting Information for Submission | | | | |
| N/A | People | 568 | Create Training Plan for Agency Managed End User Training | 12/09/24 | 03/28/25 | 50% - In Progress | | | | |
| Direct | Data | 567-J | Share, Review, and Update Configuration Workbooks | 12/18/24 | 01/17/25 | 50% - In Progress | | | | |

| Direct | Data | 567-P | Share, Review, and Update Configuration Workbooks | 12/18/24 | 01/17/25 | 50% - In Progress | | | | |
|--------|------|-------|--------------------------------------------------|----------|----------|-------------------|--|--|--|--|
| Direct | Data | 658-A | Submit Data Field Mapping | 12/18/24 | 01/31/25 | 50% - In Progress | | | | |
| Direct | Data | 658-B | Submit Data Field Mapping | 12/18/24 | 01/31/25 | 50% - In Progress | | | | |
| N/A | N/A | 569 | Submit Bimonthly Agency Readiness Status Report | 12/30/24 | 01/10/25 | 100% - Submitted | 01/10/25 | | | |
| N/A | N/A | 570 | Manage Agency Specific Implementation Schedule, Risks and Issues | 12/30/24 | 02/28/25 | 50% - In Progress | | | | |
| Direct | Data | 658-C | Submit Data Field Mapping | 01/06/25 | 01/31/25 | 25% - Beginning Initial Internal Meetings and Information Gathering | | | | |
| Indirect | Technology | 576 | Complete Internal Agency Business System Test and Remediation to prepare for Cycle 2 - Technical Interface Testing | 01/06/25 | 03/28/25 | 25% - Beginning Initial Internal Meetings and Information Gathering | | | | |

| People | Processes | Technology | Data |
|--------|-----------|------------|------|
| The staff and stakeholders affected by your agency's transition to Florida PALM. | The sequence of procedures to accomplish a business objective. | The applications or tools used to process, track, or report on financial operations. | Information used in or produced from an agency's financial business operations. |

**People**

**Implementation:**

**Planned Florida PALM End Users = 124**

• Business Process Groupings = 13/13

**Identified Subject Matter Experts = 13**

**Processes**

**Implementation:**

**Impacted Agency Business Processes = 49**

• Related Business Process Groupings = 7/13

• Planned Spreadsheet Uploads = 1

**Technology**

**Implementation:**

**Business Systems Planned for Integration = 10**

**Planned Interfaces = 12**

- Inbound Interfaces = 6

- Outbound Interfaces = 5

**Data**

**Implementation:**

**Configuration**

• **Commitment Control (KK)**

- Budget Allotments - Control Option = Option # 3 - Track without Budget

- Account ChartField Tier Selection = Account Tier #2: Groupings

- Organization ChartField Translation Tree Selection = Translation Tree #3: No Tree Assigned

• **Org Security Rule = Agency Defined**

• **Optional ChartFields**

- OA1 = To Be Configured

- OA2 = Not To Be Configured

- PC Category = To Be Configured

- PC Subcategory = To Be Configured

- PC Source Type = To Be Configured

**Conversion**

• **Optional Conversions**

- Accounts Receivable = Not Needed

- Assets = Needed

- Contracts = Needed

- Customers = Not Needed

- Encumbrances = Needed

- Grants = Needed

- Projects = Needed

- Projects Balances = Needed

## 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.

### DOE Risks

| Critical Operational Elements | Risk Description | Status | Risk Rating | Mitigation/Response Strategy | Reporting Period Comments or Updates | Date of Status Change | Owner / Coordinator |
|-------------------------------|------------------|--------|-------------|------------------------------|--------------------------------------|-----------------------|---------------------|
| Processes Technology Data | The testing schedule and related details have not been sufficiently outlined | Open | 9 (High/High) | DOE will continue to communicate with PALM team as much as possible to facilitate the need information. | No status change | 06/25/24 | Project Manager |
| People Technology Data | The potential time constraints in communicating our requirements to vendors. | Open | 9 (High/High) | DOE will continue to communicate with PALM team as much as possible to facilitate the need information. | No status change | 06/25/24 | Project Manager |
| Processes Technology Data | Significant delay in receiving the technical requirements | Open | 6 (High/Medium) | DOE will continue to communicate with PALM team as much as possible to facilitate the need information. | Quicker response time has lowered the risk level. | 06/25/24 | Project Manager |
| People Processes Technology Data | A potential risk for the TraQ application not being ready for User Acceptance Testing (UAT) is the possibility of incomplete functionality or unresolved bugs. If critical features are not fully implemented or existing issues have not been addressed, it can lead to:<br><br>1. Delays in Project Timeline: UAT is a crucial phase, and if the application isn't ready, it can push back the overall project schedule, affecting subsequent phases such as deployment and user training.<br><br>2. Increased Costs: Remediation efforts to fix issues identified during UAT can lead to unexpected costs, particularly if extensive changes are needed or if additional resources are required.<br><br>3. User Dissatisfaction: If the application does | Open | 6 (High/Medium) | Clear Communication: Maintain Transparent Communication with Stakeholders about timelines, potential risk and the importance of maintaining the project schedule.<br><br>Risk Management Plan: Create a comprehensive risk plan to outline potential risk and the impacts on the application and the timeline of the project. | New Risk | 12/13/24 | Application Owner |

not meet user expectations during UAT, it can result in negative feedback, eroding user confidence and satisfaction, which may impact future adoption.

4. Reputational Damage: Failing to deliver a functional product on time can harm the organization's reputation, especially if stakeholders or customers are relying on the application for critical business operations.

5. Compliance Risks: If the application is intended to meet specific regulatory or compliance standards, not being ready for UAT could lead to non-compliance issues, resulting in legal or financial repercussions.

| Critical Operational Elements | Risk Description | Status | Priority | Resolution Plan | Reporting Period Comments or Updates | Planned or Actual Resolution Date | Owner / Coordinator |
|---|---|---|---|---|---|---|---|
| People | Employee Retention - Staff leaving the Agency for retirement or other opportunities can create a delay with collection of data and/or processes. | Open | 4 (Medium/Medium) | DOE will refill positions as quickly as possible to stop any delays. | No Change<br><br>10/01/2024 This risk will remain throughout the project | 10/03/23 | DOE Management |
| People Technology | Limited communication between the business and IT team (there is no daily communication or stand up for the project team {anyone working on PALM}). If all communication has to go thru the PPM Pro system, it could cause delay in the flow of communication, systems to miss functionality, the project to fall behind and miss the go-live date. | Open | 4 (Medium/Medium) | Business team will place more tickets into PPM Pro to increase the communication between the two sides. | Risk remains for future task but has escalated to an issue. | 10/27/23 | Project Manager |
| Data | loss of data could affect audit information. | Open | 4 (Medium/Medium) | Pending | No update - 10/11/2024 | 02/14/24 | DOE |
| Data | Incorrect invoice or missed invoices | Open | 4 (Medium/Medium) | Create a manual checking system for implementation. | New Risk - UAT will help the determine if the level of risk moving throughout the Project. | 02/14/24 | DOE |
| Technology Data | Double or no payment to vendors at the time of implementation | Open | 4 (Medium/Medium) | Create a manual checking system for implementation. | New Risk - UAT will help the determine if the level of risk moving throughout the Project. | 02/14/24 | DOE |
| People Processes Data | Slow response time from PALM can/will affect the decision-making process and time. The delayed response can delay push back DOE schedule remediations. | Open | 4 (Medium/Medium) | PM will work with RC's to acquire information as quickly as possible to prevent any delays on DOE side. | Updating the risk due to the new risk that has been identified.<br><br>10/01/2024 The quicker response by PALM have lowered the risk level. | 05/30/24 | Project Manager |
| Technology | System Capabilities - Several individuals have mentioned outdated systems within the DOE, this could cause a limitation of data from PALM. | Open | 3 (High/Low) | DOE to Remediation existing systems to be compatible with Florida PALM | Testing will discover any deficiencies.<br><br>10/01/20/24 This risk remains current | 07/04/23 | DOE IT |
| Processes Technology | Change in Financial payment may result in payment delays. | Open | 3 (High/Low) | DOE will perform testing to ensure processing with DFS. | No update-10/11/2024 | 01/12/24 | DTI and Aware technical teams |
| People Processes Technology Data | The project is heavily reliant on one individual (Matt Kirkland) who possesses the primary knowledge of the business applications. If this individual becomes unavailable (due to illness, departure, or other reasons), there is a risk of project delays, errors, and reduced efficiency in resolving technical or operational challenges.<br><br>Impact:<br><br>-Delays in project timelines due to the lack of expertise available to address critical issues.<br>-Reduced quality of deliverables due to incomplete understanding of business applications.<br>-Increased operational and knowledge transfer costs if the individual exits or is unavailable.<br>-Potential for project failure in critical phases where the knowledge is essential. | Open | 3 (High/Low) | 1.) Knowledge Sharing: Implement regular knowledge-sharing sessions to distribute expertise among team members.<br><br>2.) Documentation: Develop comprehensive documentation for business applications, ensuring critical knowledge is stored and accessible.<br><br>3.) Cross-Training: Train other team members to create redundancies in expertise.<br><br>4.) Backup Plans: Establish a clear plan for knowledge transition and business continuity.<br><br>5.) Mentorship Programs: Pair the individual with a mentee who can gradually acquire similar expertise.<br><br>By addressing this risk proactively, the project can reduce its dependency on a single resource and ensure continuity. | New Risk Assessment | 11/22/24 | DOE Leadership |
| Data | Missing Agency Business Systems - Task 326 not all systems recognized. | Open | 2 (Medium/Low) | DOE PALM Team will continue to interview staff for any additional systems and work it DOE IT to determine if remediation is needed for PALM | Task has been submitted to PALM. If additional systems are discovered, DOE will revisit the task.<br><br>10/01/2024 No new system has been identified. | 07/13/23 | DOE PALM Team |
| People Technology | Vendor available and cost could delay the project. | Open | 2 (Medium/Low) | Agency will communicate with vendor as often as possible to ensure timely processing. | No update - 10/11/2024 | 01/30/24 | AWARE Team |

| DOE Issues | | | | | | | |
|---|---|---|---|---|---|---|---|
| Critical Operational Elements | Issue Description | Status | Priority | Resolution Plan | Reporting Period Comments or Updates | Planned or Actual Resolution Date | Owner / Coordinator |
| People | Lack of technical resources for the project. - No dedicated staff for the project. | Open | Critical - Impacts the ability of the agency to move forward with work without resolution | Executive team place staff | RFQ for Technical Business Analysis have been submitted | 10/01/23 | DOE Executives |
| People Technology Data | Task 519 remediation phase 1 not being met due to limited department IT resources and reliance on timely vendor involvement. Department has not complete remediation system redesign specs and has not started any recoding of business systems for remediation to PALM. Completing remediation to meet PALM testing deadline in 7 months is very unlikely without having IT staff dedicated full time to remediation tasks. | Open | High - Impacts the ability of the agency to meet deadlines or milestones | PM is working for DTI to develop a strategy to speed up the process of starting remediation. | No update as of 10/11/2024 | 12/02/24 | PM/DTI |
| People Processes Technology Data | Task 531 remediation phase 2 not being met due to limited department IT resources and reliance on timely vendor involvement. Department has not complete remediation system redesign specs and has not started any recoding of business systems for remediation to | Open | High - Impacts the ability of the agency to meet deadlines or milestones | PM is working for DTI to develop a strategy to speed up the process of starting remediation. | New issue | 12/02/24 | PM/DTI |

| | PALM. Completing remediation to meet PALM testing deadline in 7 months is very unlikely without having IT staff dedicated full time to remediation tasks. | | | | | | |
|---|---|---|---|---|---|---|---|

## DOE Assumptions

| Critical Operational Elements | Assumption | Status | Date Logged or Removed | Impacted Stakeholder(s) and/or System(s) | Reporting Period Comments or Updates |
|---|---|---|---|---|---|
| Processes | System AS-IS documentation will be completed and be readily available by 10/27/2023 | Logged | 07/08/23 | 22 Agencies Business Systems, Comptrollers and budget office. | Closed |
| Data | Reports is fully documented and available as of 07/31/2023 | Logged | 07/08/23 | Comptroller Office | Reports submitted to the FL PALM on 07/28/2023 and will continue to be updated. |
| Technology | Technical Systems with be updated to be compatible with PALM. | Logged | 07/08/23 | Comptroller, DOE IT and Agency department users. | No Change |
| Technology | Florida PALM will provide system designed for DOE to meet the project needs | Logged | 08/01/23 | Comptroller, DOE IT and Agency department users. | Schedule PALM simulations schedule for 08/2023 and 09/2023 |

## 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]

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## DOE Status Report Confirmation

| Reporting Period | Agency Sponsor Name: | Confirmed By: | Confirmation Date: |
|---|---|---|---|
| November - December 2024 | Suzanne Pridgeon | suzanne.pridgeon@fldoe.org | 01/10/25 |
| September - October 2024 | Suzanne Pridgeon | suzanne.pridgeon@fldoe.org | 11/12/24 |
| July - August 2024 | Matt Kirkland | matt.kirkland@fldoe.org | 09/11/24 |
| May - June 2024 | Matt Kirkland | matt.kirkland@fldoe.org | 07/12/24 |
| March - April 2024 | Matt Kirkland | matt.kirkland@fldoe.org | 05/13/24 |
| January - February 2024 | Matt Kirkland | matt.kirkland@fldoe.org | 03/08/24 |

# DOEA 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**
November - December 2024

**Agency Sponsor**
Teresa Johnson

| CCN Composition | RW Task Completeness | RW Task Timeliness | Project-led Meeting Participation |
|---|---|---|---|

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

The Readiness Workplan Tasks Completeness dial reflects the completeness of your agency's submission of RW tasks, starting with RW Task 512.

The Readiness Workplan Tasks Timeliness dial reflect the timeliness of your agency's submission of all RW tasks to date.

The Participation dial reflects your agency's attendance at Project-led meetings during the current reporting period.

**Change Champion Network:**
- Unique Filled Role = 6
- Duplicate Filled Role = 10
- Vacant Role = 0

**RW Task Completeness:**

Score = 90.82%
- Submitted Complete = 42
- Submitted Incomplete = 1
- Completed After Submission = 6

**RW Task Timeliness:**

Score = 71.25%
- Submitted On Time = 44
- Submitted Late = 27
- Pending Submission = 7

**Meeting Participation:**
- Meetings Attended = 5
- Meetings Missed = 1

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 | 503 | Create Workforce Readiness Plan | 10/16/23 | 12/15/23 | 25% - Beginning Initial Internal Meetings and Information Gathering | | Temporary staff has been hired to manage PM related tasks. | 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 | 50% - In Progress | | Regularly engaging SMEs to compare current business processes to PALM business processes. | | |
| N/A | Processes | 527 | Identify Change Impacts and Update Agency Business Process Documentation for Segment III | 04/15/24 | 07/12/24 | 50% - In Progress | | Regularly engaging SMEs to compare current business processes to PALM business processes. | | |
| N/A | People | 535 | Update Workforce Readiness Plan | 06/17/24 | 08/02/24 | 25% - Beginning Initial Internal Meetings and Information Gathering | | | | |
| Indirect | People | 536-A | Create Agency Specific User Acceptance Testing Plan | 06/17/24 | 08/16/24 | 50% - In Progress | | Created draft document. Internal review scheduled. Still working to document processes and crosswalk to PALM processes to determine scripts. | | |
| N/A | Processes | 543 | Identify Change Impacts and Update Agency Business Process Documentation for Segment IV | 07/22/24 | 10/18/24 | 50% - In Progress | | Regularly engaging SMEs to compare current business processes to PALM business processes. | | |
| N/A | Technology | 547 | Remediate Agency Business Systems based on Segment III | 07/22/24 | 12/13/24 | 100% - Submitted | 08/01/24 | Business system related, no anticipated remediation. | Submission Complete | 08/01/24 |
| Indirect | People | 536-B | Create Agency Specific User Acceptance Testing Plan | 08/19/24 | 10/11/24 | 50% - In Progress | | Created draft document. Internal review scheduled. Still working to document processes and crosswalk to PALM processes to determine scripts. | | |
| Direct | Data | 555-A | Complete Data Cleansing Based on Mock Conversion 1 - Projects (PCC001) | 10/07/24 | 11/22/24 | 100% - Submitted | 10/18/24 | Uploaded the verified file in the main DOEA folder. I couldn't edit the file in the web browser so I downloaded a copy instead. Then had issues reuploading to the mock 1 > projects folder. | Submission Complete | |
| N/A | Technology | 561 | Remediate Agency Business Systems based on Segment IV | 10/21/24 | 03/14/25 | 100% - Submitted | 10/21/24 | DOEA does not have any business systems interacting with FLAIR and will not have any business systems interacting with PALM. | Submission Complete | |
| Direct | Data | 555-B | Complete Data Cleansing Based on Mock Conversion 1 (CTC001, GMC001, and PCC002) | 10/28/24 | 11/22/24 | 100% - Submitted | 11/21/24 | Updated records with errors in FACTS. Still reviewing data for further clean up. | Submission Complete | |
| N/A | N/A | 562 | Submit Bimonthly Agency Readiness Status Report | 11/01/24 | 11/12/24 | 100% - Submitted | 11/12/24 | | Submission Complete | |
| N/A | N/A | 563 | Manage Agency Specific Implementation Schedule, Risks and Issues | 11/01/24 | 12/27/24 | 100% - Submitted | 12/27/24 | Uploaded records of task, risk, and issue meeting. | Submission Complete | |
| Direct | Data | 555-C | Complete Data Cleansing Based on Mock Conversion 1 (AMC001 and POC001) | 11/08/24 | 12/06/24 | 100% - Submitted | 12/02/24 | Addressed Asset and Encumbrance errors. One error must be addressed in RW-567 because a new Org must be added. | Submission Complete | |
| Direct | Technology | 557 | Confirm Interface Inventory for Cycle 2 Interface Testing | 11/18/24 | 12/13/24 | 100% - Submitted | 11/19/24 | Updated comments in smartsheets. No interfaces needs currently. | Submission Complete | |
| N/A | Technology | 558 | Update Agency Business System Documentation | 11/18/24 | 01/10/25 | 100% - Submitted | 11/21/24 | No business systems affected by the PALM implementation that need to have their documentation updated. | Submission Complete | |
| Direct | Data | 567-A | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/09/24 | Q1: Control; Q2: Highest; Q3: Tree 2 | Submission Complete | 12/27/24 |
| Direct | Data | 567-B | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | Pending Resubmission | 12/12/24 | RP and TF confirmed task was completed and up to date in smartsheets

Removed & from workbook. | Submission Incomplete | 12/17/24 |
| Direct | Data | 567-C | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/09/24 | RP confirmed task was completed and up to date in smartsheets

Removed & from workbook. | Submission Complete | 12/17/24 |
| Direct | Data | 567-D | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/09/24 | RP confirmed task was completed and up to date in smartsheets | Submission Complete | |
| Direct | Data | 567-E | Share, Review, and Update | 11/18/24 | 12/13/24 | 100% - Submitted | 12/09/24 | RP confirmed task was completed and | Submission | |

| | | | | | | | | up to date in smartsheets | Complete | |
|---|---|---|---|---|---|---|---|---|---|---|
| Direct | Data | 567-G | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/09/24 | CE confirmed task was completed and up to date in smartsheets | Submission Complete | |
| Direct | Data | 567-H | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/09/24 | CE confirmed task was completed and up to date in smartsheets | Submission Complete | |
| Direct | Data | 567-I | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/11/24 | RP and TF confirmed task was completed. Not planning to use this feature at this time due to smaller nature of the Department. | Submission Complete | |
| Indirect | People | 536-C | Create Agency Specific User Acceptance Testing Plan | 12/09/24 | 01/31/25 | 50% - In Progress | | | | |
| N/A | Processes | 560 | Submit Change Analysis Tool | 12/09/24 | 01/31/25 | 25% - Beginning Initial Internal Meetings and Information Gathering | | | | |
| Indirect | People | 564 | Update Future Florida PALM Users | 12/09/24 | 01/10/25 | 100% - Submitted | 01/06/25 | Confirmed with TF that task was completed. | Submission Complete | |
| N/A | People | 568 | Create Training Plan for Agency Managed End User Training | 12/09/24 | 03/28/25 | 50% - In Progress | | | | |
| Direct | Data | 567-J | Share, Review, and Update Configuration Workbooks | 12/18/24 | 01/17/25 | 25% - Beginning Initial Internal Meetings and Information Gathering | | | | |
| Direct | Data | 567-P | Share, Review, and Update Configuration Workbooks | 12/18/24 | 01/17/25 | 25% - Beginning Initial Internal Meetings and Information Gathering | | | | |
| Direct | Data | 658-A | Submit Data Field Mapping | 12/18/24 | 01/31/25 | 25% - Beginning Initial Internal Meetings and Information Gathering | | | | |
| Direct | Data | 658-B | Submit Data Field Mapping | 12/18/24 | 01/31/25 | 25% - Beginning Initial Internal Meetings and Information Gathering | | | | |
| N/A | N/A | 569 | Submit Bimonthly Agency Readiness Status Report | 12/30/24 | 01/10/25 | 100% - Submitted | 01/10/25 | Confirmed with Teresa that the status report was submitted. | | |
| N/A | N/A | 570 | Manage Agency Specific Implementation Schedule, Risks and Issues | 12/30/24 | 02/28/25 | 25% - Beginning Initial Internal Meetings and Information Gathering | | | | |
| Direct | Data | 658-C | Submit Data Field Mapping | 01/06/25 | 01/31/25 | | | | | |
| Indirect | Technology | 576 | Complete Internal Agency Business System Test and Remediation to prepare for Cycle 2 - Technical Interface Testing | 01/06/25 | 03/28/25 | 100% - Submitted | 01/09/25 | Marked as completed due to DOEA not having any business systems interfacing with Florida PALM. | | |

| **People** | **Processes** | **Technology** | **Data** |
|---|---|---|---|
| The staff and stakeholders affected by your agency's transition to Florida PALM. | The sequence of procedures to accomplish a business objective. | The applications or tools used to process, track, or report on financial operations. | Information used in or produced from an agency's financial business operations. |

**People**

**Implementation:**

**Planned Florida PALM End Users = 28**

• Business Process Groupings = 13/13

**Identified Subject Matter Experts = 10**

**Processes**

**Implementation:**

**Impacted Agency Business Processes = 176**

• Related Business Process Groupings = 12/13

• Planned Spreadsheet Uploads = 0

**Technology**

**Implementation:**

**Business Systems Planned for Integration = 0**

**Planned Interfaces = 0**

- Inbound Interfaces = 0

- Outbound Interfaces = 0

**Data**

**Implementation:**

**Configuration**

• **Commitment Control (KK)**

- Budget Allotments - Control Option = Option # 1 - Control

- Account ChartField Tier Selection = Account Tier #1: Highest

- Organization ChartField Translation Tree Selection = Translation Tree #2: Agency-Defined Tree

• **Org Security Rule = Agencywide**

• **Optional ChartFields**

- OA1 = To Be Configured

- OA2 = To Be Configured

- PC Category = To Be Configured

- PC Subcategory = To Be Configured

- PC Source Type = Not To Be Configured

**Conversion**

• **Optional Conversions**

- Accounts Receivable = Not Needed

- Assets = Needed

- Contracts = Needed

- Customers = Not Needed

- Encumbrances = Needed

- Grants = Needed

- Projects = Needed

- Projects Balances = Not Needed

## 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.

### DOEA Risks

| Critical Operational Elements | Risk Description | Status | Risk Rating | Mitigation/Response Strategy | Reporting Period Comments or Updates | Date of Status Change | Owner / Coordinator |
|---|---|---|---|---|---|---|---|
| Processes | Internal manual processes - uncertain how these may be impacted and what measures are needed. | Open | 4 (Medium/Medium | Processes documented and cross walking has begun. | Processes were documented by 10/31/24 and crosswalking has begun. | 12/27/24 | Randy Pupo |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| | | | | | begun. | | |
| Data | While cleaning up existing data, making sure new data entered meets PALM requirements for conversion | Open | 2 (Low/Medium) | Reviewing conversion inventory carefully to minimize post go-live clean up. Also communicating new requirements to staff. | Procured consulting services to aid in data clean up and other activities. | 12/27/24 | Nancy Frye |

## DOEA Issues

| Critical Operational Elements | Issue Description | Status | Priority | Resolution Plan | Reporting Period Comments or Updates | Planned or Actual Resolution Date | Owner / Coordinator |
|---|---|---|---|---|---|---|---|
| People | Staff limitations still exist, turnover creates knowledge gaps | Open | High - Impacts the ability of the agency to meet deadlines or milestones | Working on retention and building processes and procedures so when turnover occurs, knowledge is not completely lost | Have completed current process documentation. Knowledge gaps still exist in Agency processes while new staff are being trained. | 06/24/25 | Ryan White |
| Processes | Current processes may be outdated or not fully known creating issues in determining how they will be done in PALM | Open | Low - All impacts not listed as Critical or High | Working to build processes and utilize resources for when employees are learning and understanding the "why", and when possible looking in the knowledge center to understand how it will change | In progress of cross walking processes so that staff can review while learning. | 01/31/25 | Ann Habib |

## DOEA Assumptions

| Critical Operational Elements | Assumption | Status | Date Logged or Removed | Impacted Stakeholder(s) and/or System(s) | Reporting Period Comments or Updates |
|---|---|---|---|---|---|
| | | | | | |

## DOEA Agency-Specific Readiness Activities

| Critical Operational Elements | Activity Description | Date(s) | Impacted Stakeholder(s) and/or System(s) | Objective | Reporting Period Comments or Updates |
|---|---|---|---|---|---|
| People | Reviewed all outstanding and current tasks with new Project Manager | 09/18/24 | | | |
| Processes | Supervisors reviewed desk procedures captured by contractor team and had them finalize the documents to begin cross walking to PALM Processes | 10/07/24 | | | |
| Data | Pulled various reports to determine data readiness prior to mock conversions being released. | 10/28/24 | | To determine if our current procedures need to be updated to maintain data clean-up | |

## 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

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## DOEA Status Report Confirmation

| Reporting Period | Agency Sponsor Name: | Confirmed By: | Confirmation Date: |
|---|---|---|---|
| November - December 2024 | Teresa Johnson | johnsont@elderaffairs.org | 01/10/25 |
| September - October 2024 | Teresa Johnson | johnsont@elderaffairs.org | 11/12/24 |
| July - August 2024 | Randy Pupo | pupor@elderaffairs.org | 09/12/24 |
| May - June 2024 | Randy Pupo | pupor@elderaffairs.org | 07/10/24 |
| March - April 2024 | Randy Pupo | pupor@elderaffairs.org | 05/14/24 |
| January - February 2024 | Glenn Elmer (CFO posit | elmere@elderaffairs.org | 03/13/24 |

# DOH 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**

November - December 2024

**Agency Sponsor**

Robert Herron

---

## CCN Composition



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

**Change Champion Network:**
- Unique Filled Role = 18
- Duplicate Filled Role = 0
- Vacant Role = 0

## RW Task Completeness



The Readiness Workplan Tasks Completeness dial reflects the completeness of your agency's submission of RW tasks, starting with RW Task 512.

**RW Task Completeness:**

**Score = 87.22%**
- Submitted Complete = 34
- Submitted Incomplete = 2
- Completed After Submission = 18

## RW Task Timeliness



The Readiness Workplan Tasks Timeliness dial reflect the timeliness of your agency's submission of all RW tasks to date.

**RW Task Timeliness:**

**Score = 98.19%**
- Submitted On Time = 80
- Submitted Late = 1
- Pending Submission = 2

## Project-led Meeting Participation



The Participation dial reflects your agency's attendance at Project-led meetings during the current reporting period.

**Meeting Participation:**
- Meetings Attended = 4
- Meetings Missed = 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 |
|---|---|---|---|---|---|---|---|---|---|---|
| N/A | Technology | 519 | Remediate Agency Business Systems based on Segment I | 01/29/24 | 06/28/24 | 25% - Beginning Initial Internal Meetings and Information Gathering | 06/14/24 | Our Agency cannot reflect our remediation as 100% due to following reasons: 1) Interface files have updates based on questions or corrections asked to the PALM team, thus interface file is not finalized. 2) Some questions asked about the interfaces from Segment I for remediation are crucial and many technical decisions are made based on the answers provided by PALM 3) Part of remediation and data dependencies are contingent on Segment IV and recap in October | Submission Incomplete | |
| N/A | Technology | 531 | Remediate Agency Business Systems based on Segment II | 04/29/24 | 10/04/24 | 50% - In Progress | | Our Agency cannot reflect our remediation as 100% due to following reasons: 1) Some questions asked about the interfaces are crucial and many technical decisions are made based on the answers provided by PALM 2) Part of remediation and data dependencies are contingent on Segment IV and recap in November. technical team is now deciphering information and meeting with ABS systems to give this information. 3) Coding to reflect and make changes has started but will not complete by 9/27 now 10/4 | | |
| N/A | Technology | 547 | Remediate Agency Business Systems based on Segment III | 07/22/24 | 12/13/24 | 50% - In Progress | | Our Agency cannot reflect our remediation as 100% due to following reasons: 1) Some questions asked about the interfaces are crucial and many technical decisions are made based on the answers provided by PALM 2) Part of remediation and data dependencies were contingent on Segment IV and recap in November. technical team is now deciphering information and meeting with ABS systems to give this information. 3) Coding to reflect and make changes has started but will not complete by 12/13 (Task end date) | | |
| Direct | Data | 555-A | Complete Data Cleansing Based on Mock Conversion 1 - Projects (PCC001) | 10/07/24 | 11/22/24 | 100% - Submitted | 11/21/24 | This task has been completed by the agency to the best of our abilities due to the Mock Conversion files containing inactive / terminated data. | Submission Complete | 12/03/24 |
| N/A | Technology | 561 | Remediate Agency Business Systems based on Segment IV | 10/21/24 | 03/14/25 | | | | | |
| Direct | Data | 555-B | Complete Data Cleansing Based on Mock Conversion 1 (CTC001, GMC001, and PCC002) | 10/28/24 | 11/22/24 | 100% - Submitted | 11/21/24 | This task has been completed by the agency to the best of our abilities due to the Mock Conversion files containing inactive / terminated data. | Submission Complete | |
| N/A | N/A | 562 | Submit Bimonthly Agency Readiness Status Report | 11/01/24 | 11/12/24 | 100% - Submitted | 11/03/24 | | Submission Complete | |
| N/A | N/A | 563 | Manage Agency Specific Implementation Schedule, Risks and Issues | 11/01/24 | 12/27/24 | Pending Resubmission | 12/18/24 | | Submission Incomplete | |
| Direct | Data | 555-C | Complete Data Cleansing Based on Mock Conversion 1 (AMC001 and POC001) | 11/08/24 | 12/06/24 | 100% - Submitted | 12/03/24 | This task has been completed by the agency to the best of our abilities due to the Mock Conversion files containing inactive / terminated data. We also mentioned to the Project in our November TouchPoint meeting dated November 26 that the data that we received in POC001 is duplicated | Submission Complete | |

| | | | | | | | | Project team was to fix this error. | | |
|---|---|---|---|---|---|---|---|---|---|---|
| Direct | Technology | 557 | Confirm Interface Inventory for Cycle 2 Interface Testing | 11/18/24 | 12/13/24 | 100% - Submitted | 12/11/24 | | Submission Complete | |
| N/A | Technology | 558 | Update Agency Business System Documentation | 11/18/24 | 01/10/25 | 100% - Submitted | 01/09/25 | | | |
| Direct | Data | 567-A | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/09/24 | | Submission Complete | |
| Direct | Data | 567-B | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/11/24 | The instructions provided for this task were unclear and DOH got on a call with the PALM team on 12/13 to get clarifications and answers for the Task to be completed. DOH will resubmit this task the week of 12/16. | Submission Complete | 12/19/24 |
| Direct | Data | 567-C | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/11/24 | Updated and resent 12/12 | Submission Complete | 12/17/24 |
| Direct | Data | 567-D | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/11/24 | Updated and resent 12/13 | Submission Complete | 12/13/24 |
| Direct | Data | 567-E | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/11/24 | | Submission Complete | |
| Direct | Data | 567-G | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/11/24 | | Submission Complete | |
| Direct | Data | 567-H | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/11/24 | Updated and resent 12/12 | Submission Complete | 12/17/24 |
| Direct | Data | 567-I | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/11/24 | | Submission Complete | |
| Indirect | People | 536-C | Create Agency Specific User Acceptance Testing Plan | 12/09/24 | 01/31/25 | | | | | |
| N/A | Processes | 560 | Submit Change Analysis Tool | 12/09/24 | 01/31/25 | | | | | |
| Indirect | People | 564 | Update Future Florida PALM Users | 12/09/24 | 01/10/25 | | | | | |
| N/A | People | 568 | Create Training Plan for Agency Managed End User Training | 12/09/24 | 03/28/25 | | | | | |
| Direct | Data | 567-J | Share, Review, and Update Configuration Workbooks | 12/18/24 | 01/17/25 | | | | | |
| Direct | Data | 567-K | Share, Review, and Update Configuration Workbooks | 12/18/24 | 01/17/25 | | | | | |
| Direct | Data | 567-P | Share, Review, and Update Configuration Workbooks | 12/18/24 | 01/17/25 | | | | | |
| Direct | Data | 658-A | Submit Data Field Mapping | 12/18/24 | 01/31/25 | | | | | |
| Direct | Data | 658-B | Submit Data Field Mapping | 12/18/24 | 01/31/25 | | | | | |
| N/A | N/A | 569 | Submit Bimonthly Agency Readiness Status Report | 12/30/24 | 01/10/25 | 100% - Submitted | 01/09/25 | | | |
| N/A | N/A | 570 | Manage Agency Specific Implementation Schedule, Risks and Issues | 12/30/24 | 02/28/25 | | | | | |
| Direct | Data | 658-C | Submit Data Field Mapping | 01/06/25 | 01/31/25 | | | | | |
| Indirect | Technology | 576 | Complete Internal Agency Business System Test and Remediation to prepare for Cycle 2 - Technical Interface Testing | 01/06/25 | 03/28/25 | | | | | |

---

## People

The staff and stakeholders affected by your agency's transition to Florida PALM.

### Implementation:

**Planned Florida PALM End Users = 457**

• Business Process Groupings = 12/13

**Identified Subject Matter Experts = 17**

---

## Processes

The sequence of procedures to accomplish a business objective.

### Implementation:

**Impacted Agency Business Processes = 62**

• Related Business Process Groupings = 13/13

• Planned Spreadsheet Uploads = 3

---

## Technology

The applications or tools used to process, track, or report on financial operations.

### Implementation:

**Business Systems Planned for Integration = 53**

**Planned Interfaces = 43**

- Inbound Interfaces = 16

- Outbound Interfaces = 26

---

## Data

Information used in or produced from an agency's financial business operations.

### Implementation:

**Configuration**

• **Commitment Control (KK)**

- Budget Allotments - Control Option = Option # 3 - Track without Budget

- Account ChartField Tier Selection = Account Tier #3: Family

- Organization ChartField Translation Tree Selection = Translation Tree #3: No Tree Assigned

• **Org Security Rule = Agency Defined**

• **Optional ChartFields**

- OA1 = To Be Configured

- OA2 = Not To Be Configured

- PC Category = To Be Configured

- PC Subcategory = To Be Configured

- PC Source Type = Not To Be Configured

**Conversion**

• **Optional Conversions**

- Accounts Receivable = Not Needed

- Assets = Needed

- Contracts = Needed

- Customers = Not Needed

- Encumbrances = Needed

- Grants = Needed

- Projects = Needed

- Projects Balances = Needed

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.

## DOH Risks

| Critical Operational Elements | Risk Description | Status | Risk Rating | Mitigation/Response Strategy | Reporting Period Comments or Updates | Date of Status Change | Owner / Coordinator |
|---|---|---|---|---|---|---|---|
| Technology | Lack of Testing Environment: Subject matter experts can determine the processes needed, document those processes, and train staff within a sandbox environment prior to go live. Subject matter experts can also start working through processes and identify gaps for the staff and determine additional training requirements. | Open | 9 (High/High) | DOH has raised this risk to PALM Project. The delivery of test environment is scheduled in April 2025. Upon delivery of this we will remove the risk. | Lack of testing environment for Financials and Payroll wave. Reviewed risk and agency continues to monitor this risk. Updated: 06/14/2024 | 02/14/22 | PALM & DOH |
| Processes Technology | Awaiting confirmation and finalized requirements, process flows, configurations, and interfaces so DOH can calculate work effort on remediation and develop project timelines for completion of necessary tasks. | Open | 9 (High/High) | Pre-design and design activities based on calculated assumptions. | As the requirements, interfaces, process flows, and updates to interfaces files and reports come to us in Segments; Review, process changes and remediation are fragmented. Reviewed risk and agency continues to monitor this risk. Updated: 06/14/2024 | 02/14/22 | PALM & DOH |
| People Processes Technology Data | Payroll Design Sessions are scheduled to complete / finalize by the PALM project in July-October 2024 (Segment IV). Agencies may not have enough time to understand and implement change of processes, requirements, interface files. | Open | 9 (High/High) | Pre-design and design activities based on assumptions. Our most complex business operations are based on Payroll design and requirements. This gives us on 12 months to remediate some of Department's key applications. | Reviewed risk and agency continues to monitor this risk. Reviewed: 06/14/2024 | 04/30/24 | PALM & DOH |
| Processes | Agency is unable to determine how the Trial Balance, Schedule of Allotment Balances, year-end closing processes and Schedule I processes will be completed with the Account field which combines the current FLAIR General Ledger Code and Object Code. | Open | 9 (High/High) | DOH would like to review the envisioned example of a Trial Balance and speed key. DOH would like to see the account field values and an explanation of how the account field enables us to record the current level of information. Meeting set up with DFS the week of 4/29 and 05/06 | Reviewed risk and agency continues to monitor this risk. Reviewed: 06/14/2024 | 04/30/24 | PALM & DOH |
| Processes | The intention is for DFS to setup all of our organization codes and they have to route through their team for an approval process as well. | Open | 9 (High/High) | Work with PALM and DFS to set up a successful Service Level Expectation. | Reviewed risk and agency continues to monitor this risk. Reviewed: 06/14/2024 | 08/16/23 | PALM & DOH |
| Technology | Lack of prototype system. Agency would like a demo of the overall process in the PALM to better understand how the processes would start and end. | Open | 9 (High/High) | DOH would like to see a prototype system, actual screens so SME's can figure out the processes. | Reviewed risk and agency continues to monitor this risk. Reviewed: 06/14/2024 | 08/21/23 | PALM & DOH |
| Processes | DOH currently uses multiple RDS and existing reports in preparation of Federal Grant Reporting. DOH is concerned how the agency will generate Grant Reporting within PALM. | Open | 9 (High/High) | Review and understanding of Grant Reporting functionality within PALM | Within the realm of financial audit, we need to show financial documents in support of financial activity. This is the need that we have identified at our agency. Reviewed & Updated: 06/14/2024 | 08/23/23 | PALM & DOH |
| Processes | PALM eliminating the IBI field for DOH | Open | 9 (High/High) | Department recognizes and has addressed this risk with the PALM Project team. Department is waiting for further guidance from the PALM project team. | Reviewed risk and agency continues to monitor this risk. Reviewed: 06/14/2024 | 02/14/22 | PALM & DOH |
| People Processes Technology | The training timeframe given will not be enough time for us to create and launch agency specific trainings. End users won't have time to take them before go live either. | Open | 9 (High/High) | We have to be trained by PALM, train our trainers or area SMEs, and build agency specific trainings (on top of the trainings we'll have to update due to the impacts of PALM) | Reviewed risk and agency continues to monitor this risk. Reviewed: 06/14/2024 | 09/25/23 | PALM & DOH |
| People Data | Missing or Incomplete information. For e.g., 567B – Org Configuration. Tasks like this one are critical to DOH. This task also has dependencies for the agency to get back Speed keys in this case. | Open | 9 (High/High) | Clear understanding and instructions from the Project team to complete tasks. Time to process the ask of the task and have enough time to discuss and complete the task correctly. | | 12/18/24 | PALM & DOH |
| Technology | Lack of Training: The training needs to be specific to the State of Florida implementation, including specific Chart of Accounts ChartField values as well as other configured elements. In addition, there also needs to be technical related training for interfacing methods, data access for the IW, and remediation techniques | Open | 6 (High/Medium) | DOH can create DOH's specific training. SPM team is part of PALM Readiness updates and is attending all PALM meetings. | Reviewed risk and agency continues to monitor this risk. Reviewed: 06/14/2024 | 02/14/22 | PALM & DOH |
| Processes | With the implementation of PALM there will be many enterprise processes that are overseen by one agency that will impact all agencies. One example of this is DFS. DFS oversees areas such as Vendor Relations, Auditing, Financial Statements and New Account Codes. DFS will solely establish processes that will impact the successful implementation of PALM at the agency level based on these processes in relation to PALM being provided prior to implementation. | Open | 6 (High/Medium) | DFS publishes the processes well in advance for DOH has time to adapt and modify current processes. | Reviewed risk and agency continues to monitor this risk. Reviewed: 06/14/2024 | 10/18/23 | PALM & DOH |
| People Processes | Enterprise entities like AG/IG's offices or Agencies like DMS, DFS may present new processes / changes at or close to Go-Live or during Hypercare, that may present more work on the Agency. For example, auditing of payments and the increased number of returns and possibly hold up of payments all while transitioning and learning how to work within PALM. Back in 2019 when we went live with the Statewide Travel Management System (STMS), our trips were sampled for audit and returned by DFS increased from approximately 0-2 trips returned per month to 34 trips returned in April 2019 and 197 trips returned in May 2019. Once these trips were returned, we had to review the return and clear up the issue with the returns which meant coordinating with each traveler for each trip returned. This was very time consuming and a struggle to learn a new system and deal with the influx in sampled trips being returned. | Open | 6 (High/Medium) | DOH would like to know if there are any new processes and changes that are discussed at Enterprise level that will impact DOH | Reviewed risk and agency continues to monitor this risk. Reviewed: 06/14/2024 | 02/21/24 | PALM & DOH |
| Processes | Payroll Reallocation Voucher Adjustment: • How will we complete payroll reallocations for a voucher that posted in FLAIR in November or | Open | 4 (Medium/Mediu | DOH needs to know how this will work in PALM | Reviewed risk and agency continues to monitor this risk. | 10/18/23 | PALM & DOH |

December 2025 when PRP is to process in January 2026 using the PALM data?
• How will FIRS or CHDs edit or correct any vouchers between July-Dec 2025 when we go to PALM Jan 2026?
• If only the balances are rolling over to PALM, then what about the voucher details?

This is specific for Payroll Reallocation, but this will be true for all Vouchers.

Reviewed: 06/14/2024

## DOH Issues

| Critical Operational Elements | Issue Description | Status | Priority | Resolution Plan | Reporting Period Comments or Updates | Planned or Actual Resolution Date | Owner / Coordinator |
|---|---|---|---|---|---|---|---|
| | | | | | | | |

## DOH Assumptions

| Critical Operational Elements | Assumption | Status | Date Logged or Removed | Impacted Stakeholder(s) and/or System(s) | Reporting Period Comments or Updates |
|---|---|---|---|---|---|
| | | | | | |

## 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]

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## DOH Status Report Confirmation

| Reporting Period | Agency Sponsor Name: | Confirmed By: | Confirmation Date: |
|---|---|---|---|
| November - December 2024 | Robert Herron | robert.herron@flhealth.gov | 01/09/25 |
| September - October 2024 | Robert Herron | robert.herron@flhealth.gov | 11/01/24 |
| July - August 2024 | Robert Herron | robert.herron@flhealth.gov | 09/09/24 |
| May - June 2024 | Robert Herron | robert.herron@flhealth.gov | 07/10/24 |
| March - April 2024 | Robert Herron | robert.herron@flhealth.gov | 05/08/24 |
| January - February 2024 | Robert Herron | robert.herron@flhealth.gov | 03/07/24 |

# DOL 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
November - December 2024

## Agency Sponsor
Becky Ajhar

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| CCN Composition | RW Task Completeness | RW Task Timeliness | Project-led Meeting Participation |
|---|---|---|---|

   

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

The Readiness Workplan Tasks Completeness dial reflects the completeness of your agency's submission of RW tasks, starting with RW Task 512.

The Readiness Workplan Tasks Timeliness dial reflect the timeliness of your agency's submission of all RW tasks to date.

The Participation dial reflects your agency's attendance at Project-led meetings during the current reporting period.

### Change Champion Network:
• Unique Filled Role = 7
• Duplicate Filled Role = 9
• Vacant Role = 0

### RW Task Completeness:
**Score = 97.25%**
• Submitted Complete = 46
• Submitted Incomplete = 0
• Completed After Submission = 5

### RW Task Timeliness:
**Score = 94.57%**
• Submitted On Time = 74
• Submitted Late = 4
• Pending Submission = 3

### Meeting Participation:
• Meetings Attended = 6
• Meetings Missed = 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.

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## 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 |
|---|---|---|---|---|---|---|---|---|---|---|
| N/A | Processes | 515 | Identify Change Impacts and Update Agency Business Process Documentation for Segments I and II | 01/29/24 | 04/12/24 | 75% - Consolidating/Inputting Information for Submission | | Updating current state business process documentation is underway, but it's taking longer than initially anticipated. Due to the comprehensive review needed, the timeline for completing this task is being adjusted. We anticipate finalizing the updated documentation within 3 weeks.<br><br>5/29 - Documentation for business processes reviewed and completed. Areas which require remediation have been identified and currently being updated by Finance Department. ETC unknown. 7/12/24 - Documentation updates still pending for submittal 12/2024 - Will not submit until UAT | | |
| N/A | Processes | 527 | Identify Change Impacts and Update Agency Business Process Documentation for Segment III | 04/15/24 | 07/12/24 | 50% - In Progress | | Updating current state business process documentation is underway, but it's taking longer than initially anticipated. Due to the comprehensive review needed, the timeline for completing this task is being adjusted. 7/12/24 - Documentation updates still pending for submittal 12/2024 - Will not submit until UAT | | |
| N/A | Processes | 543 | Identify Change Impacts and Update Agency Business Process Documentation for Segment IV | 07/22/24 | 10/18/24 | 50% - In Progress | | 12/2024 - Will not submit until UAT | | |
| N/A | Technology | 547 | Remediate Agency Business Systems based on Segment III | 07/22/24 | 12/13/24 | 100% - Submitted | 12/10/24 | | Submission Complete | |
| Direct | Data | 555-A | Complete Data Cleansing Based on Mock Conversion 1 - Projects (PCC001) | 10/07/24 | 11/22/24 | 100% - Submitted | 10/09/24 | | Submission Complete | |
| N/A | Technology | 561 | Remediate Agency Business Systems based on Segment IV | 10/21/24 | 03/14/25 | | | | | |
| Direct | Data | 555-B | Complete Data Cleansing Based on Mock Conversion 1 (CTC001, GMC001, and PCC002) | 10/28/24 | 11/22/24 | 100% - Submitted | 11/22/24 | | Submission Complete | |
| N/A | N/A | 562 | Submit Bimonthly Agency Readiness Status Report | 11/01/24 | 11/12/24 | 100% - Submitted | 11/01/24 | | Submission Complete | |
| N/A | N/A | 563 | Manage Agency Specific Implementation Schedule, Risks and Issues | 11/01/24 | 12/27/24 | 100% - Submitted | 12/26/24 | | Submission Complete | |
| Direct | Data | 555-C | Complete Data Cleansing Based on Mock Conversion 1 (AMC001 and POC001) | 11/08/24 | 12/06/24 | 100% - Submitted | 12/06/24 | AMC001 - 262 assets missing in the extraction file from the conversion flat file. 835 assets with DEPR error will be fixed by project, 4 assets with LIFE and CATEGORY error will fixed by project, 4 assets with ASSET_TYPE and PROFILE_ID will need data cleansing. POC001 - 7 encumbrances with VENDOR_SETID, VENDOR_ID, PO Header, 1 encumbrance with Organization/Account/Fund/Budget Entity/Category/State Program | Submission Complete | |
| Direct | Technology | 557 | Confirm Interface Inventory for Cycle 2 Interface Testing | 11/18/24 | 12/13/24 | 100% - Submitted | 12/12/24 | | Submission Complete | |
| N/A | Technology | 558 | Update Agency Business System Documentation | 11/18/24 | 01/10/25 | | | | | |
| Direct | Data | 567-A | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 11/22/24 | | Submission Complete | |
| Direct | Data | 567-B | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/06/24 | | Submission Complete | |
| Direct | Data | 567-C | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/10/24 | | Submission Complete | |

| | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| Direct | Data | 567-D | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/10/24 | | Submission Complete | |
| Direct | Data | 567-E | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/06/24 | | Submission Complete | |
| Direct | Data | 567-G | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/06/24 | | Submission Complete | |
| Direct | Data | 567-H | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/06/24 | | Submission Complete | |
| Direct | Data | 567-I | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/06/24 | | Submission Complete | |
| Indirect | People | 536-C | Create Agency Specific User Acceptance Testing Plan | 12/09/24 | 01/31/25 | | | | | |
| N/A | Processes | 560 | Submit Change Analysis Tool | 12/09/24 | 01/31/25 | | | | | |
| Indirect | People | 564 | Update Future Florida PALM Users | 12/09/24 | 01/10/25 | | | | | |
| N/A | People | 568 | Create Training Plan for Agency Managed End User Training | 12/09/24 | 03/28/25 | | | | | |
| Direct | Data | 567-J | Share, Review, and Update Configuration Workbooks | 12/18/24 | 01/17/25 | | | | | |
| Direct | Data | 567-P | Share, Review, and Update Configuration Workbooks | 12/18/24 | 01/17/25 | | | | | |
| Direct | Data | 658-A | Submit Data Field Mapping | 12/18/24 | 01/31/25 | | | | | |
| Direct | Data | 658-B | Submit Data Field Mapping | 12/18/24 | 01/31/25 | | | | | |
| N/A | N/A | 569 | Submit Bimonthly Agency Readiness Status Report | 12/30/24 | 01/10/25 | 100% - Submitted | 01/09/25 | | Submission Complete | |
| N/A | N/A | 570 | Manage Agency Specific Implementation Schedule, Risks and Issues | 12/30/24 | 02/28/25 | | | | | |
| Indirect | Technology | 576 | Complete Internal Agency Business System Test and Remediation to prepare for Cycle 2 - Technical Interface Testing | 01/06/25 | 03/28/25 | | | | | |

| **People** | **Processes** | **Technology** | **Data** |
|---|---|---|---|
| The staff and stakeholders affected by your agency's transition to Florida PALM. | The sequence of procedures to accomplish a business objective. | The applications or tools used to process, track, or report on financial operations. | Information used in or produced from an agency's financial business operations. |

**People**

**Implementation:**

**Planned Florida PALM End Users = 22**

• Business Process Groupings = 11/13

**Identified Subject Matter Experts = 10**

**Processes**

**Implementation:**

**Impacted Agency Business Processes = 49**

• Related Business Process Groupings = 2/13

• Planned Spreadsheet Uploads = 1

**Technology**

**Implementation:**

**Business Systems Planned for Integration = 6**

**Planned Interfaces = 18**

- Inbound Interfaces = 3

- Outbound Interfaces = 15

**Data**

**Implementation:**

**Configuration**

• **Commitment Control (KK)**

- Budget Allotments - Control Option = Option # 3 - Track without Budget

- Account ChartField Tier Selection = Account Tier #1: Highest

- Organization ChartField Translation Tree Selection = Translation Tree #1: Agency-Wide Tree

• **Org Security Rule = Agencywide**

• **Optional ChartFields**

- OA1 = To Be Configured

- OA2 = To Be Configured

- PC Category = To Be Configured

- PC Subcategory = To Be Configured

- PC Source Type = Not To Be Configured

**Conversion**

• **Optional Conversions**

- Accounts Receivable = Not Needed

- Assets = Needed

- Contracts = Needed

- Customers = Not Needed

- Encumbrances = Needed

- Grants = Not Needed

- Projects = Needed

- Projects Balances = Not Needed

## 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.

### DOL Risks

| Critical Operational Elements | Risk Description | Status | Risk Rating | Mitigation/Response Strategy | Reporting Period Comments or Updates | Date of Status Change | Owner / Coordinator |
|---|---|---|---|---|---|---|---|
| Technology Data | The Florida Lottery's new Claims and Payment system (CAPS) is scheduled to tentatively go-live in the second quarter of 2025. The implementation of Lottery's CAPS may impact PALM training activities. The new CAPS will be replacing the current system known as Fortune. | Open | 4 (Medium/Medium | Develop a proactive strategy for the upcoming launch of the new CAPS; will focus on early communication, training for PALM activities, continuous monitoring, and establish contingency plans to address any potential adjustments required in the supplied data. | Ongoing | 09/07/23 | Chris Rorison |

## DOL Issues

| Critical Operational Elements | Issue Description | Status | Priority | Resolution Plan | Reporting Period Comments or Updates | Planned or Actual Resolution Date | Owner / Coordinator |
|---|---|---|---|---|---|---|---|
| People Processes | Current CAP prioritization is impacting PALM activities. | Closed | Low - All impacts not listed as Critical or High | Due to conflicting project schedule on vendor side, CAP implementation has been deprioritized and will be reassessed in 2025. | | 12/20/24 | Meghan Gregg |

## DOL Assumptions

| Critical Operational Elements | Assumption | Status | Date Logged or Removed | Impacted Stakeholder(s) and/or System(s) | Reporting Period Comments or Updates |
|---|---|---|---|---|---|
| People Processes Technology Data | Florida PALM will design and be able to record DOL manual payments currently handled outside of FLAIR today. 30.5 Manage Payments 30.5.1 Record Manual Payments | Logged | 12/11/23 | Disbursements | FLAIR screenshots of recording retailer incentives for manual payments |
| People Processes | Florida PALM Payroll Processing will be able to process refunds on Insurance Benefits (overpayments) | Logged | 01/25/24 | People First | |

## 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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## DOL Status Report Confirmation

| Reporting Period | Agency Sponsor Name: | Confirmed By: | Confirmation Date: |
|---|---|---|---|
| November - December 2024 | Rebecca Ajhar | ajharb@flalottery.com | 01/08/25 |
| September - October 2024 | Rebecca Ajhar | ajharb@flalottery.com | 11/01/24 |
| July - August 2024 | Rebecca Ajhar | ajharb@flalottery.com | 09/11/24 |
| May - June 2024 | Rebecca Ajhar | ajharb@flalottery.com | 07/12/24 |
| March - April 2024 | Rebecca Ajhar | ajharb@flalottery.com | 05/10/24 |
| January - February 2024 | Rebecca Ajhar | ajharb@flalottery.com | 03/08/24 |

# DOR 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
November - December 2024

### Agency Sponsor
Clark Rogers

| CCN Composition | RW Task Completeness | RW Task Timeliness | Project-led Meeting Participation |
|---|---|---|---|

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

The Readiness Workplan Tasks Completeness dial reflects the completeness of your agency's submission of RW tasks, starting with RW Task 512.

The Readiness Workplan Tasks Timeliness dial reflect the timeliness of your agency's submission of all RW tasks to date.

The Participation dial reflects your agency's attendance at Project-led meetings during the current reporting period.

**Change Champion Network:**
• Unique Filled Role = 17
• Duplicate Filled Role = 0
• Vacant Role = 0

**RW Task Completeness:**
Score = 81.73%
• Submitted Complete = 33
• Submitted Incomplete = 2
• Completed After Submission = 17

**RW Task Timeliness:**
Score = 90.12%
• Submitted On Time = 63
• Submitted Late = 18
• Pending Submission = 1

**Meeting Participation:**
• Meetings Attended = 6
• Meetings Missed = 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 |
|---|---|---|---|---|---|---|---|---|---|---|
| N/A | Technology | 547 | Remediate Agency Business Systems based on Segment III | 07/22/24 | 12/13/24 | 100% - Submitted | 12/13/24 | | Submission Complete | |
| Direct | Data | 555-A | Complete Data Cleansing Based on Mock Conversion 1 - Projects (PCC001) | 10/07/24 | 11/22/24 | 100% - Submitted | 11/07/24 | | Submission Complete | |
| N/A | Technology | 561 | Remediate Agency Business Systems based on Segment IV | 10/21/24 | 03/14/25 | 50% - In Progress | | | | |
| Direct | Data | 555-B | Complete Data Cleansing Based on Mock Conversion 1 (CTC001, GMC001, and PCC002) | 10/28/24 | 11/22/24 | 100% - Submitted | 01/03/25 | | Submission Complete | 01/06/25 |
| N/A | N/A | 562 | Submit Bimonthly Agency Readiness Status Report | 11/01/24 | 11/12/24 | 100% - Submitted | 11/08/24 | | Submission Complete | |
| N/A | N/A | 563 | Manage Agency Specific Implementation Schedule, Risks and Issues | 11/01/24 | 12/27/24 | 100% - Submitted | 01/03/25 | | Submission Complete | |
| Direct | Data | 555-C | Complete Data Cleansing Based on Mock Conversion 1 (AMC001 and POC001) | 11/08/24 | 12/06/24 | 100% - Submitted | 01/07/25 | | | |
| Direct | Technology | 557 | Confirm Interface Inventory for Cycle 2 Interface Testing | 11/18/24 | 12/13/24 | 100% - Submitted | 12/18/24 | | Submission Incomplete | 01/03/25 |
| N/A | Technology | 558 | Update Agency Business System Documentation | 11/18/24 | 01/10/25 | 100% - Submitted | 01/09/25 | | | |
| Direct | Data | 567-A | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/13/24 | | Submission Complete | 01/07/25 |
| Direct | Data | 567-B | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/19/24 | | Submission Complete | 12/27/24 |
| Direct | Data | 567-C | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/13/24 | | Submission Complete | |
| Direct | Data | 567-D | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/13/24 | | Submission Complete | 12/17/24 |
| Direct | Data | 567-E | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/13/24 | | Submission Complete | |
| Direct | Data | 567-G | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/17/24 | | Submission Complete | |
| Direct | Data | 567-H | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/13/24 | | Submission Complete | |
| Direct | Data | 567-I | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 01/10/25 | 1. While configuring the org security, we have also listed Agencywide. 2. We are using multiple field criteria within the same rule, with unique sequence number. In doing so, the Security Rule is showing red. | | |
| Indirect | People | 536-C | Create Agency Specific User Acceptance Testing Plan | 12/09/24 | 01/31/25 | 25% - Beginning Initial Internal Meetings and Information Gathering | | | | |
| N/A | Processes | 560 | Submit Change Analysis Tool | 12/09/24 | 01/31/25 | 25% - Beginning Initial Internal Meetings and Information Gathering | | | | |
| Indirect | People | 564 | Update Future Florida PALM Users | 12/09/24 | 01/10/25 | 50% - In Progress | | | | |
| N/A | People | 568 | Create Training Plan for Agency Managed End User Training | 12/09/24 | 03/28/25 | 25% - Beginning Initial Internal Meetings and Information Gathering | | | | |
| Direct | Data | 567-J | Share, Review, and Update Configuration Workbooks | 12/18/24 | 01/17/25 | 25% - Beginning Initial Internal Meetings and Information Gathering | | | | |
| Direct | Data | 567-P | Share, Review, and Update Configuration Workbooks | 12/18/24 | 01/17/25 | 50% - In Progress | | | | |
| Direct | Data | 658-A | Submit Data Field Mapping | 12/18/24 | 01/31/25 | 25% - Beginning Initial Internal | | | | |

| | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | Initial Internal Meetings and Information Gathering | | | | |
| Direct | Data | 658-B | Submit Data Field Mapping | 12/18/24 | 01/31/25 | 25% - Beginning Initial Internal Meetings and Information Gathering | | | | |
| N/A | N/A | 569 | Submit Bimonthly Agency Readiness Status Report | 12/30/24 | 01/10/25 | 100% - Submitted | 01/09/25 | | Submission Complete | 01/13/25 |
| N/A | N/A | 570 | Manage Agency Specific Implementation Schedule, Risks and Issues | 12/30/24 | 02/28/25 | 50% - In Progress | | | | |
| Direct | Data | 658-C | Submit Data Field Mapping | 01/06/25 | 01/31/25 | 25% - Beginning Initial Internal Meetings and Information Gathering | | | | |
| Indirect | Technology | 576 | Complete Internal Agency Business System Test and Remediation to prepare for Cycle 2 - Technical Interface Testing | 01/06/25 | 03/28/25 | 25% - Beginning Initial Internal Meetings and Information Gathering | | | | |

| **People** | **Processes** | **Technology** | **Data** |
|---|---|---|---|
| The staff and stakeholders affected by your agency's transition to Florida PALM. | The sequence of procedures to accomplish a business objective. | The applications or tools used to process, track, or report on financial operations. | Information used in or produced from an agency's financial business operations. |

**People**

**Implementation:**

**Planned Florida PALM End Users = 100**

• Business Process Groupings = 12/13

**Identified Subject Matter Experts = 48**

**Processes**

**Implementation:**

**Impacted Agency Business Processes = 209**

• Related Business Process Groupings = 11/13

• Planned Spreadsheet Uploads = 5

**Technology**

**Implementation:**

**Business Systems Planned for Integration = 25**

**Planned Interfaces = 20**

- Inbound Interfaces = 5

- Outbound Interfaces = 15

**Data**

**Implementation:**

**Configuration**

• Commitment Control (KK)

- Budget Allotments - Control Option = TBD

- Account ChartField Tier Selection = TBD

- Organization ChartField Translation Tree Selection = TBD

• Org Security Rule = TBD

• Optional ChartFields

- OA1 = To Be Configured

- OA2 = To Be Configured

- PC Category = To Be Configured

- PC Subcategory = To Be Configured

- PC Source Type = Not To Be Configured

**Conversion**

• Optional Conversions

- Accounts Receivable = Not Needed

- Assets = Needed

- Contracts = Not Needed

- Customers = Not Needed

- Encumbrances = Needed

- Grants = Needed

- Projects = Needed

- Projects Balances = Needed

## 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.

### DOR Risks

| Critical Operational Elements | Risk Description | Status | Risk Rating | Mitigation/Response Strategy | Reporting Period Comments or Updates | Date of Status Change | Owner / Coordinator |
|---|---|---|---|---|---|---|---|
| People | Natural Gas project #006277 for GTA has an implementation date of January 2026, same time as PALM financials wave implementation date, and could create a resource issue. | Open | 4 (Medium/Medium) | Plan efficiently with the resources provided. | Continue monitoring risk. We plan to kick-off this project Fall 2024 to ensure we have sufficient time for all projects. Updated risk owner and backup. | 11/02/23 | Marsha Revell, GTA; Andrea Hunter, GTA, Backup Owner |
| Processes Data | DOR collects and distributes funds to 16 other state agencies. We are going to request that they provide the business unit specific ChartField values needed to effect those collections and distributions within PALM. Due to individual agency readiness activities, data from one or more of those agencies may not be available and could result in DOR not being able to collect and distribute their funds to them. | Open | 4 (Medium/Medium) | Coordinate with other agencies to gather, confirm and validate ChartField data. | Discussed with DOR's Readiness Coordinator and other Florida PALM project staff during November 2023 Touchpoint meeting. As of October 2024, GTA is drafting emails and an Excel workbook to send to the 16 Agencies to request their Chart Field values. | 11/02/23 | Wynette Davis |
| Processes Data | All enterprise systems will be remediated and operating with PALM COA data in the test environment used for UAT so that agency business systems may be fully validated by processing actual data generated by normal business processes in the test environment. | Open | 3 (High/Low) | Unable to mitigate at agency level; must be mitigated by the enterprise. | New Risk, also logged as an assumption. | 06/28/24 | Shannon Segers |
| Data | With Agency Reporting Systems like RABIT and FICAS retiring away, DOR will solely rely on PALM Reports and the proposed PALM Datawarehouse for all its reporting needs. Until the PALM Data warehouse is available, DOR is not sure whether it can meet its reporting needs. PALM Datawarehouse is proposed to | Open | 2 (Medium/Low) | Unable to mitigate at agency level; must be mitigated by the enterprise. | New Risk | 12/04/24 | CCN Members |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| | be available in June 2025. | | | | | | |
| People | The GTA E-services project may be conducted at the same time agency business system remediation is conducted. | Open | 1 (Low/Low) | Plan efficiently with the resources provided. This project will begin in July 2024. Staff augmentation resources to support Florida PALM activities have been requested for FY24/25. | Continue monitoring risk. As of 10/28/24 DOR management has reprioritized IT projects to reallocated support to our four major, high-priority IT projects. This includes mandatory SAP upgrade, eFile and Pay, and Florida PALM. | 10/17/23 | David Potter, GTA - BTO |

## DOR Issues

| Critical Operational Elements | Issue Description | Status | Priority | Resolution Plan | Reporting Period Comments or Updates | Planned or Actual Resolution Date | Owner / Coordinator |
|---|---|---|---|---|---|---|---|
| Data | Supplier ID not provided by PALM for DOR Vendors. DOR is not able to perform any test generate vouchers/distributions until that information is available. | Open | High - Impacts the ability of the agency to meet deadlines or milestones | Supplier ID is a required field in Interface Files, and must be provided. | Issue opened Dec 2024. Waiting on the Vendor conversion to occur by Florida PALM team. | 01/31/25 | Deepak Haldiya, Wynette Davis |

## DOR Assumptions

| Critical Operational Elements | Assumption | Status | Date Logged or Removed | Impacted Stakeholder(s) and/or System(s) | Reporting Period Comments or Updates | Confirmed for November-December 2024 |
|---|---|---|---|---|---|---|
| Data | New chart of account data from the configuration workbooks will be loaded by the Florida PALM Project Team into all enterprise business systems. | Logged | 03/08/24 | All agencies, all agency business systems. | Needed before UAT so that the new COA data may be utilized in UAT to validate agency business system remediations. | ☑ |
| Data | People First data will be cleansed and updated chart of accounts data will be available in a test environment for UAT. | Logged | 04/12/24 | All agencies, all business systems that use People First data. | Data cleansing needed and new COA data available for UAT. Also, old data must be purged from People First prior to first live payroll in PALM to avoid errors in payroll processing. 6/10/24: Requested funding information by program from Budget to create spreadsheet to load funding information into People First. | ☑ |
| Processes Data | All enterprise systems will be remediated and operating with PALM COA data in the test environment used for UAT so that agency business systems may be fully validated by processing actual data generated by normal business processes in the test environment. | Logged | 06/28/24 | All enterprise systems will be remediated and operating with PALM COA data in the test environment used for UAT so that agency business systems may be fully validated by processing actual data generated by normal business processes in the test environment. | This is necessary for agencies to fully validate the remediated agency business systems. | ☑ |

## 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

Privacy Notice | Report Abuse

## DOR Status Report Confirmation

| Reporting Period | Agency Sponsor Name: | Confirmed By: | Confirmation Date: |
|---|---|---|---|
| November - December 2024 | Clark M. Rogers | clark.rogers@floridarevenue.com | 01/09/25 |
| November - December 2024 | Clark Rogers | lee.boatwright@floridarevenue.com | 01/03/25 |
| September - October 2024 | Clark M. Rogers | clark.rogers@floridarevenue.com | 11/08/24 |
| July - August 2024 | Clark M. Rogers | clark.rogers@floridarevenue.com | 09/11/24 |
| May - June 2024 | Clark Rogers | shannon.segers@floridarevenue.com | 07/12/24 |
| March - April 2024 | Clark Rogers | shannon.segers@floridarevenue.com | 05/08/24 |
| January - February 2024 | Clark Rogers | shannon.segers@floridarevenue.com | 03/08/24 |

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

### Reporting Period
November - December 2024

### Agency Sponsor
Antonio Murphy

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| CCN Composition | RW Task Completeness | RW Task Timeliness | Project-led Meeting Participation |
|---|---|---|---|



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

The Readiness Workplan Tasks Completeness dial reflects the completeness of your agency's submission of RW tasks, starting with RW Task 512.

The Readiness Workplan Tasks Timeliness dial reflect the timeliness of your agency's submission of all RW tasks to date.

The Participation dial reflects your agency's attendance at Project-led meetings during the current reporting period.

**Change Champion Network:**

• Unique Filled Role = 18

• Duplicate Filled Role = 0

• Vacant Role = 0

**RW Task Completeness:**

Score = 81.09%

• Submitted Complete = 36

• Submitted Incomplete = 2

• Completed After Submission = 17

**RW Task Timeliness:**

Score = 83.7%

• Submitted On Time = 50

• Submitted Late = 28

• Pending Submission = 0

**Meeting Participation:**

• Meetings Attended = 6

• Meetings Missed = 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.

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### 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 |
|---|---|---|---|---|---|---|---|---|---|---|
| N/A | Technology | 547 | Remediate Agency Business Systems based on Segment III | 07/22/24 | 12/13/24 | 100% - Submitted | 07/24/24 | Not applicable. | Submission Complete | |
| Direct | Data | 541-C | Complete Configuration Workbooks for Segment IV | 08/26/24 | 10/04/24 | Pending Resubmission | 10/04/24 | | Submission Incomplete | 10/29/24 |
| Direct | Data | 555-A | Complete Data Cleansing Based on Mock Conversion 1 - Projects (PCC001) | 10/07/24 | 11/22/24 | 100% - Submitted | 11/20/24 | Some fields need to be completed in the workbook, but I can't locate the Mock Conversion workbook. Antonio Murphy might have permissions to see it. | Submission Complete | |
| N/A | Technology | 561 | Remediate Agency Business Systems based on Segment IV | 10/21/24 | 03/14/25 | 100% - Submitted | 11/26/24 | Agency does not have any agency business systems. | Submission Complete | |
| Direct | Data | 555-B | Complete Data Cleansing Based on Mock Conversion 1 (CTC001, GMC001, and PCC002) | 10/28/24 | 11/22/24 | 100% - Submitted | 11/22/24 | | Submission Complete | |
| N/A | N/A | 562 | Submit Bimonthly Agency Readiness Status Report | 11/01/24 | 11/12/24 | 100% - Submitted | 11/12/24 | | Submission Incomplete | 12/17/24 |
| N/A | N/A | 563 | Manage Agency Specific Implementation Schedule, Risks and Issues | 11/01/24 | 12/27/24 | 100% - Submitted | 11/07/24 | No agency specific schedule to report. RAID log items are attached. | Submission Complete | |
| Direct | Data | 555-C | Complete Data Cleansing Based on Mock Conversion 1 (AMC001 and POC001) | 11/08/24 | 12/06/24 | 100% - Submitted | 12/05/24 | For assets: we have reviewed the 1200+ errors indicated. For incumbrances we will think it's a inter agency transition to DMS unsure how to resolve. Will discuss further with Project Team. | Submission Complete | 12/17/24 |
| Direct | Technology | 557 | Confirm Interface Inventory for Cycle 2 Interface Testing | 11/18/24 | 12/13/24 | 100% - Submitted | 12/05/24 | Initially, we stated that we had no business systems; however, what we meant was that our business systems would be replaced or retired by PALM. | Submission Complete | 12/10/24 |
| N/A | Technology | 558 | Update Agency Business System Documentation | 11/18/24 | 01/10/25 | 100% - Submitted | 11/20/24 | Agency has no Agency Business Systems | Submission Complete | |
| Direct | Data | 567-A | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/13/24 | Pending Agency Sponsor Signature, will be attached. | Submission Complete | |
| Direct | Data | 567-B | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/13/24 | Updated on 11/25,moved to 50% pending question to PALM team and rewatch task talk. | Submission Complete | 12/17/24 |
| Direct | Data | 567-C | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 11/25/24 | Updated on 11/25. | Submission Complete | 11/25/24 |
| Direct | Data | 567-D | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 11/25/24 | | Submission Complete | 11/25/24 |
| Direct | Data | 567-E | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/05/24 | Reviewed and updated on 12/5. Used ticket to educated newer staff on accounting codes. | Submission Complete | |
| Direct | Data | 567-G | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/13/24 | | Submission Complete | |
| Direct | Data | 567-H | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 11/25/24 | The workbook as locked fields. Updated and reviewed on 11/25. | Submission Complete | 12/17/24 |
| Direct | Data | 567-I | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 11/25/24 | Workbook updated on 11/25. Security will be a byproduct role mapping. | Submission Complete | |
| Indirect | People | 536-C | Create Agency Specific User Acceptance Testing Plan | 12/09/24 | 01/31/25 | 100% - Submitted | 01/06/25 | At DoS, our business systems will be replaced by PALM, and we currently do not have any test scripts requiring testing. We aim to mark this as complete during the 12/20 DFS touchpoint meeting. | | |
| N/A | Processes | 560 | Submit Change Analysis Tool | 12/09/24 | 01/31/25 | 25% - Beginning Initial Internal Meetings and Information Gathering | | | | |
| Indirect | People | 564 | Update Future Florida PALM Users | 12/09/24 | 01/10/25 | 100% - Submitted | 01/06/25 | End users are being kept informed, and the item has been attached. We're also hoping this will simplify role mapping. Jordan Clyatt topic is left blank as he is the security access manager, and won't be working inside of PALM. | | 01/10/25 |
| N/A | People | 568 | Create Training Plan for Agency Managed End User Training | 12/09/24 | 03/28/25 | 75% - Consolidating/Inputting Information for | 01/06/25 | We are utilizing the attached test cases as a training plan and hope to use this template to gather user stories as well | | |

| | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | template to gather user stories as well. We also have several staff members using PALM currently who will participate in the "Train the Trainer" program once the program details are available. | | |
| Direct | Data | 567-J | Share, Review, and Update Configuration Workbooks | 12/18/24 | 01/17/25 | 25% - Beginning Initial Internal Meetings and Information Gathering | | | | |
| Direct | Data | 567-P | Share, Review, and Update Configuration Workbooks | 12/18/24 | 01/17/25 | 25% - Beginning Initial Internal Meetings and Information Gathering | | | | |
| Direct | Data | 658-A | Submit Data Field Mapping | 12/18/24 | 01/31/25 | 25% - Beginning Initial Internal Meetings and Information Gathering | | | | |
| Direct | Data | 658-B | Submit Data Field Mapping | 12/18/24 | 01/31/25 | 25% - Beginning Initial Internal Meetings and Information Gathering | | | | |
| N/A | N/A | 569 | Submit Bimonthly Agency Readiness Status Report | 12/30/24 | 01/10/25 | 100% - Submitted | 01/10/25 | Submitted 1/10. | Submission Complete | |
| N/A | N/A | 570 | Manage Agency Specific Implementation Schedule, Risks and Issues | 12/30/24 | 02/28/25 | 25% - Beginning Initial Internal Meetings and Information Gathering | | | | |
| Direct | Data | 658-C | Submit Data Field Mapping | 01/06/25 | 01/31/25 | 25% - Beginning Initial Internal Meetings and Information Gathering | | This is optional, and I'm assuming Antonio has chosen not to map grants. I think this is the workbook. https://app.smartsheet.com/sheets/cX8hVF | | |
| Indirect | Technology | 576 | Complete Internal Agency Business System Test and Remediation to prepare for Cycle 2 - Technical Interface Testing | 01/06/25 | 03/28/25 | 100% - Submitted | 01/09/25 | | | |

| **People** | **Processes** | **Technology** | **Data** |
|---|---|---|---|
| The staff and stakeholders affected by your agency's transition to Florida PALM. | The sequence of procedures to accomplish a business objective. | The applications or tools used to process, track, or report on financial operations. | Information used in or produced from an agency's financial business operations. |

**People**

**Implementation:**

**Planned Florida PALM End Users = 18**

• Business Process Groupings = 10/13

**Identified Subject Matter Experts = 8**

**Processes**

**Implementation:**

**Impacted Agency Business Processes = 10**

• Related Business Process Groupings = 5/13

• Planned Spreadsheet Uploads = 0

**Technology**

**Implementation:**

**Business Systems Planned for Integration = 0**

**Planned Interfaces = 0**

- Inbound Interfaces = 0

- Outbound Interfaces = 0

**Data**

**Implementation:**

**Configuration**

• **Commitment Control (KK)**

- Budget Allotments - Control Option = Option # 3 - Track without Budget

- Account ChartField Tier Selection = Account Tier #1: Highest

- Organization ChartField Translation Tree Selection = Translation Tree #1: Agency-Wide Tree

• **Org Security Rule = Agencywide**

• **Optional ChartFields**

- OA1 = To Be Configured

- OA2 = Not To Be Configured

- PC Category = To Be Configured

- PC Subcategory = To Be Configured

- PC Source Type = Not To Be Configured

**Conversion**

• **Optional Conversions**

- Accounts Receivable = Needed

- Assets = Needed

- Contracts = Not Needed

- Customers = Not Needed

- Encumbrances = Needed

- Grants = Not Needed

- Projects = Not Needed

- Projects Balances = Not Needed

## 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.

### DOS Risks

| Critical Operational Elements | Risk Description | Status | Risk Rating | Mitigation/Response Strategy | Reporting Period Comments or Updates | Date of Status Change | Owner / Coordinator |
|---|---|---|---|---|---|---|---|
| People | Current staff have little knowledge of the details of current Access Database being used to extract transaction data. | Closed | 6 (Medium/High) | Department currently exploring options for hiring staff with extensive Access experience to fill knowledge gaps. | The Department has received Administered funds for the purposes of preparations for Florida PALM. These funds are intended to be used for hiring a project manager and consultant to assist with agency efforts. The Department has chosen to redirect efforts to hire additional staff by bringing on OPS staff to assist with project management and system implementation. The Department has onboarded new Project Manager Marc Weeks. | 03/08/24 | Antonio Murphy |

| | | | | | Marc is currently working with End Users to understand daily functions in order to developed updated risks and change challenges. | | |
|---|---|---|---|---|---|---|---|
| Processes | There is an opportunity to use UAT and Sandbox environments to cross-train employees. | Open | 1 (Low/Low) | Sharing information about this opportunity appears to be the best approach to encourage adoption. | | 09/16/24 | Marc Weeks |

## DOS Issues

| Critical Operational Elements | Issue Description | Status | Priority | Resolution Plan | Reporting Period Comments or Updates | Planned or Actual Resolution Date | Owner / Coordinator |
|---|---|---|---|---|---|---|---|
| People | End users have refined processes and a strong affinity for FLAIR. The current sentiment is, "Why fix it if it isn't broken?" I believe this could also be an issue within other organizations and state departments. | Open | Low - All impacts not listed as Critical or High | Set as an agenda item with the change champion network, this issue will be an ongoing challenge. | | 12/31/24 | Marc Weeks |
| Processes | The sandbox environment lacks segregation from the production environment. Consultants need to see what end users see, but since the sandbox and production environments are the same, this creates a legitimate security concern. | Open | Low - All impacts not listed as Critical or High | Contacted DFS readiness coordinators about this matter, which is actually more of a user story than an issue. | | 07/29/24 | Marc Weeks |
| Processes | The SAM (Security Access Manager) for PALM, previously an undesignated position under FLAIR, has now been identified and will transition within the Department of State's Administrative Services from Accounting to IT. | Open | Low - All impacts not listed as Critical or High | A meeting has been scheduled with the two different positions to coordinate the handoff and, with any luck, ensure a smooth transition for end users when UAT goes live. SAMs will be included in the CCN as a kind of subcommittee. | For the readiness coordinators: Other state organizations might be overlooking this issue—just a thought. | 08/19/24 | Marc Weeks |

## DOS Assumptions

| Critical Operational Elements | Assumption | Status | Date Logged or Removed | Impacted Stakeholder(s) and/or System(s) | Reporting Period Comments or Updates |
|---|---|---|---|---|---|
| Processes | Many of the tasks involve properly identifying work process flows. While we are working hard to identify these issues, it is assumed that many of them will be properly identified during UAT. | Logged | 07/29/24 | Current agency F&A staff | |

## 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

## DOS Status Report Confirmation

| Reporting Period | Agency Sponsor Name: | Confirmed By: | Confirmation Date: |
|---|---|---|---|
| November - December 2024 | Antonio Murphy | antonio.murphy@dos.myflorida.com | 01/10/25 |
| September - October 2024 | Antonio Murphy | antonio.murphy@dos.myflorida.com | 11/13/24 |
| July - August 2024 | Antonio Murphy | antonio.murphy@dos.myflorida.com | 09/11/24 |
| May - June 2024 | Jennifer Kennedy | antonio.murphy@dos.myflorida.com | 07/15/24 |
| March - April 2024 | Jennifer Kennedy | antonio.murphy@dos.myflorida.com | 05/14/24 |
| January - February 2024 | Jennifer Kennedy | antonio.murphy@dos.myflorida.com | 03/08/24 |

# DVA Status Report Dashboard

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

- Dashboard Snapshots
- Knowledge Center
- Florida PALM Workbook for DVA
- Readiness Workplan

November - December 2024

**Agency Sponsor**

Al Carter

## CCN Composition



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

**Change Champion Network:**

- Unique Filled Role = 8
- Duplicate Filled Role = 13
- Vacant Role = 0

## RW Task Completeness



The Readiness Workplan Tasks Completeness dial reflects the completeness of your agency's submission of RW tasks, starting with RW Task 512.

**RW Task Completeness:**

**Score = 86.94%**

- Submitted Complete = 35
- Submitted Incomplete = 3
- Completed After Submission = 11

## RW Task Timeliness



The Readiness Workplan Tasks Timeliness dial reflect the timeliness of your agency's submission of all RW tasks to date.

**RW Task Timeliness:**

**Score = 82.12%**

- Submitted On Time = 57
- Submitted Late = 16
- Pending Submission = 9

## Project-led Meeting Participation



The Participation dial reflects your agency's attendance at Project-led meetings during the current reporting period.

**Meeting Participation:**

- Meetings Attended = 4
- Meetings Missed = 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 |
|---|---|---|---|---|---|---|---|---|---|---|
| N/A | Processes | 515 | Identify Change Impacts and Update Agency Business Process Documentation for Segments I and II | 01/29/24 | 04/12/24 | 75% - Consolidating/Inputting Information for Submission | 06/28/24 | ETA by July 2024 - RFQ in process RC comment: as of 8/20, task remains incomplete via review with E. RiceMorgan. Anticipate completion by end of December 2024. VACO Analyst Jose Gutierrez working through Business processes. | Submission Incomplete | 08/02/24 |
| N/A | Processes | 527 | Identify Change Impacts and Update Agency Business Process Documentation for Segment III | 04/15/24 | 07/12/24 | Pending Resubmission | 07/12/24 | Remains incomplete. 1. Mark None where spreadsheet uploads are not identified. 2. Complete process documentation updates for Segments I, II, and III. -dlt, 11/6/2024 | Submission Incomplete | 09/19/24 |
| N/A | N/A | 539 | Manage Agency Specific Implementation Schedule, Risks and Issues | 07/01/24 | 08/29/24 | 75% - Consolidating/Inputting Information for Submission | | Agency continues to work through risk issues and issues. Procurement progressing. Vendor listing provided and interviews scheduled with vendors. Vendor (VACO) selected and integration has begun. Vendor attended meetings and duties outlined and implementation schedule updated. SOPs to be completed by end of December 2025. Nov 6, 2024: Agency continues to work through its SOPs to ensure procedures and processes marry with those in PALM. Simultaneously we continue to work through tasks and attend workshops and UAT requirements while performing hurricane recovery operations and nursing home inspections/assessments and Legislative Budget action items. Having a much smaller administrative staff than other Agencies makes meeting suspenses challenging. | N/A | |
| N/A | Processes | 543 | Identify Change Impacts and Update Agency Business Process Documentation for Segment IV | 07/22/24 | 10/18/24 | 75% - Consolidating/Inputting Information for Submission | | | | |
| N/A | Technology | 544 | Update Agency Business System Documentation for Segment IV | 07/22/24 | 10/18/24 | 25% - Beginning Initial Internal Meetings and Information Gathering | | | | |
| Direct | Technology | 546 | Update Florida PALM Interface Inventory for Segment IV | 07/22/24 | 10/18/24 | 75% - Consolidating/Inputting Information for Submission | | | | |
| N/A | Technology | 547 | Remediate Agency Business Systems based on Segment III | 07/22/24 | 12/13/24 | 75% - Consolidating/Inputting Information for Submission | | | | |
| Direct | Data | 541-C | Complete Configuration Workbooks for Segment IV | 08/26/24 | 10/04/24 | Pending Resubmission | 09/26/24 | Thank you for completing Speedkey sheet. A few updates are required, and are outlined in the Task Verification form. -dlt, 11/6/2024 Speedkey workbook is blank. -dlt, 10/4/2024 | Submission Incomplete | 10/31/24 |
| N/A | N/A | 552 | Manage Agency Specific Implementation Schedule, Risks and Issues | 08/30/24 | 10/31/24 | 50% - In Progress | | | N/A | |
| Indirect | Technology | 553 | Prepare for Interface Testing | 09/16/24 | 10/18/24 | 50% - In Progress | | | | |
| Direct | Data | 555-A | Complete Data Cleansing Based on Mock Conversion 1 - Projects (PCC001) | 10/07/24 | 11/22/24 | 100% - Submitted | 11/21/24 | | Submission Complete | |
| N/A | Technology | 561 | Remediate Agency Business Systems based on Segment IV | 10/21/24 | 03/14/25 | | | | | |
| Direct | Data | 555-B | Complete Data Cleansing Based on Mock Conversion 1 (CTC001, GMC001, and PCC002) | 10/28/24 | 11/22/24 | 100% - Submitted | 11/21/24 | | Submission Complete | 12/04/24 |

| | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| N/A | N/A | 562 | Submit Bimonthly Agency Readiness Status Report | 11/01/24 | 11/12/24 | 100% - Submitted | 11/06/24 | | Submission Complete | |
| N/A | N/A | 563 | Manage Agency Specific Implementation Schedule, Risks and Issues | 11/01/24 | 12/27/24 | | | | | |
| Direct | Data | 555-C | Complete Data Cleansing Based on Mock Conversion 1 (AMC001 and POC001) | 11/08/24 | 12/06/24 | | | | | |
| Direct | Technology | 557 | Confirm Interface Inventory for Cycle 2 Interface Testing | 11/18/24 | 12/13/24 | 100% - Submitted | 12/12/24 | | Submission Complete | 01/08/25 |
| N/A | Technology | 558 | Update Agency Business System Documentation | 11/18/24 | 01/10/25 | 25% - Beginning Initial Internal Meetings and Information Gathering | | | | |
| Direct | Data | 567-A | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/12/24 | | Submission Complete | |
| Direct | Data | 567-B | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/12/24 | | Submission Complete | 01/08/25 |
| Direct | Data | 567-C | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/12/24 | | Submission Complete | 12/16/24 |
| Direct | Data | 567-D | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/12/24 | | Submission Complete | |
| Direct | Data | 567-E | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/12/24 | | Submission Complete | 12/17/24 |
| Direct | Data | 567-G | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/12/24 | | Submission Complete | |
| Direct | Data | 567-H | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/12/24 | | Submission Complete | |
| Direct | Data | 567-I | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/12/24 | | Submission Complete | |
| Indirect | People | 536-C | Create Agency Specific User Acceptance Testing Plan | 12/09/24 | 01/31/25 | | | | | |
| N/A | Processes | 560 | Submit Change Analysis Tool | 12/09/24 | 01/31/25 | | | | | |
| Indirect | People | 564 | Update Future Florida PALM Users | 12/09/24 | 01/10/25 | 100% - Submitted | 01/08/25 | | Submission Complete | |
| N/A | People | 568 | Create Training Plan for Agency Managed End User Training | 12/09/24 | 03/28/25 | | | | | |
| Direct | Data | 567-J | Share, Review, and Update Configuration Workbooks | 12/18/24 | 01/17/25 | 75% - Consolidating/Inputting Information for Submission | | | | |
| Direct | Data | 567-P | Share, Review, and Update Configuration Workbooks | 12/18/24 | 01/17/25 | 25% - Beginning Initial Internal Meetings and Information Gathering | | | | |
| Direct | Data | 658-A | Submit Data Field Mapping | 12/18/24 | 01/31/25 | | | | | |
| Direct | Data | 658-B | Submit Data Field Mapping | 12/18/24 | 01/31/25 | | | | | |
| N/A | N/A | 569 | Submit Bimonthly Agency Readiness Status Report | 12/30/24 | 01/10/25 | 100% - Submitted | 01/13/25 | | Submission Complete | 01/13/25 |
| N/A | N/A | 570 | Manage Agency Specific Implementation Schedule, Risks and Issues | 12/30/24 | 02/28/25 | | | | | |
| Direct | Data | 658-C | Submit Data Field Mapping | 01/06/25 | 01/31/25 | | | | | |
| Indirect | Technology | 576 | Complete Internal Agency Business System Test and Remediation to prepare for Cycle 2 - Technical Interface Testing | 01/06/25 | 03/28/25 | | | | | |

| People | Processes | Technology | Data |
|---|---|---|---|
| The staff and stakeholders affected by your agency's transition to Florida PALM. | The sequence of procedures to accomplish a business objective. | The applications or tools used to process, track, or report on financial operations. | Information used in or produced from an agency's financial business operations. |

**People**

**Implementation:**

**Planned Florida PALM End Users = 62**
- Business Process Groupings = 12/13

**Identified Subject Matter Experts = 8**

**Processes**

**Implementation:**

**Impacted Agency Business Processes = 110**
- Related Business Process Groupings = 9/13
- Planned Spreadsheet Uploads = 1

**Technology**

**Implementation:**

**Business Systems Planned for Integration = 2**

**Planned Interfaces = 2**
- Inbound Interfaces = 1
- Outbound Interfaces = 1

**Data**

**Implementation:**

**Configuration**

**• Commitment Control (KK)**
- Budget Allotments - Control Option = Option # 2 - Track with Budget
- Account ChartField Tier Selection = Account Tier #2: Groupings
- Organization ChartField Translation Tree Selection = Translation Tree #2: Agency-Defined Tree

**• Org Security Rule = Agency Defined**

**• Optional ChartFields**
- OA1 = To Be Configured
- OA2 = Not To Be Configured
- PC Category = To Be Configured
- PC Subcategory = To Be Configured
- PC Source Type = To Be Configured

**Conversion**

**• Optional Conversions**
- Accounts Receivable = Not Needed
- Assets = Needed
- Contracts = Needed
- Customers = Not Needed
- Encumbrances = Needed
- Grants = Needed
- Projects = Needed

## 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.

### DVA Risks

| Critical Operational Elements | Risk Description | Status | Risk Rating | Mitigation/Response Strategy | Reporting Period Comments or Updates | Date of Status Change | Owner / Coordinator |
|---|---|---|---|---|---|---|---|
| | | | | | | | |

### DVA Issues

| Critical Operational Elements | Issue Description | Status | Priority | Resolution Plan | Reporting Period Comments or Updates | Planned or Actual Resolution Date | Owner / Coordinator |
|---|---|---|---|---|---|---|---|
| People Processes Data | Submitted a contract solicitation for a Project Manager | Open | Critical - Impacts the ability of the agency to move forward with work without resolution | Solicitation done week of April 17, 2024. Will hopefully select an appropriate vendor to meet Agency needs. | Only one Vendor replied to procurement, and Agency is not confident the vendor can meet Agency needs. 11//6/2024: Vendor on board and working to ensure our plan continues to move forward. Vendor on staff now for 2 1/2 months. | 05/31/24 | Al Carter, Chief of Staff |

### DVA Assumptions

| Critical Operational Elements | Assumption | Status | Date Logged or Removed | Impacted Stakeholder(s) and/or System(s) | Reporting Period Comments or Updates |
|---|---|---|---|---|---|
| People | Funding will be approved/provided by the Florida Legislature to secure personnel needed to support the Agencies PALM transition. | Logged | 09/18/23 | FDVA and the overall Statewide PALM project implementation | Requested in Agency LBR as of August 15, 2023. 11/6/2024: Agency received limited funding and is working to stretch this funding until the end of the fiscal year. However, indications are that funding for our VACO contractors will run out in April 2025. Agency will work with PALM Executive Committee to ascertain funds to continue implementation. |
| Technology | Sufficient contract personnel will be available to support the Agency as it undergoes its PALM integration. | Logged | 09/18/23 | FDVA and the overall Statewide PALM project implementation | TBD after funding is secured. Procuring a vendor who can provide a Project Manager to oversee/support PALM integration O/A April 25, 2024. 11/6/2024: After two months with the new Vendor (VACO) Agency continues to work through ensuring they understand Agency processes so we can collectively determine how they will integrate into PALM. VACO team, comprised of two persons, in concert with function SME's has taken on the challenge of SOP revision and mapping to PALM processes. |
| People Processes Data | FDVA Executive leadership, including Project Sponsor, will support the project by providing resources, access to systems and stakeholders and by supported the organizational change management strategy created by the project team. | Logged | 09/18/23 | Agency wide | State provided resources, but not timely to allow Agency to secure project management and contract support staff resources. Those agencies undergoing the initial implementation were able to secure contract staff with PALM and related accounting staff. Current solicitations have yielded only one vendor, who at initial glance may not be qualified to do the work. 11/6/2024: Agency working with contracted project manager and analyst to ensure PALM requirements for integration continues according to schedule. Agency has had to adjust SOP development and PALM Mapping due to impending personnel retirements. |

### 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

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### DVA Status Report Confirmation

| Reporting Period | Agency Sponsor Name: | Confirmed By: | Confirmation Date: |
|---|---|---|---|
| November - December 2024 | Alfred D. Carter | al.carter@fdva.fl.gov | 01/13/25 |
| September - October 2024 | Alfred D. Carter | al.carter@fdva.fl.gov | 11/06/24 |
| September - October 2024 | Alfred D. Carter | al.carter@fdva.fl.gov | 11/01/24 |
| July - August 2024 | Alfred D. Carter | al.carter@fdva.fl.gov | 09/10/24 |
| May - June 2024 | Alfred D. Carter | al.carter@fdva.fl.gov | 06/28/24 |
| March - April 2024 | Alfred D. Carter | al.carter@fdva.fl.gov | 05/09/24 |
| January - February 2024 | Alfred D. Carter | al.carter@fdva.fl.gov | 03/07/24 |

# EOG 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
November - December 2024

## Agency Sponsor
Dawn Hanson

| CCN Composition | RW Task Completeness | RW Task Timeliness | Project-led Meeting Participation |
|---|---|---|---|

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

The Readiness Workplan Tasks Completeness dial reflects the completeness of your agency's submission of RW tasks, starting with RW Task 512.

The Readiness Workplan Tasks Timeliness dial reflect the timeliness of your agency's submission of all RW tasks to date.

The Participation dial reflects your agency's attendance at Project-led meetings during the current reporting period.

**Change Champion Network:**

• Unique Filled Role = 5

• Duplicate Filled Role = 12

• Vacant Role = 0

**RW Task Completeness:**

**Score = 95.00%**

• Submitted Complete = 48

• Submitted Incomplete = 2

• Completed After Submission = 8

**RW Task Timeliness:**

**Score = 99.52%**

• Submitted On Time = 82

• Submitted Late = 1

• Pending Submission = 0

**Meeting Participation:**

• Meetings Attended = 4

• Meetings Missed = 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 |
|---|---|---|---|---|---|---|---|---|---|---|
| N/A | Technology | 547 | Remediate Agency Business Systems based on Segment III | 07/22/24 | 12/13/24 | 100% - Submitted | 10/18/24 | n/a This was submitted on time. There are no business systems to update. | Submission Complete | 10/23/24 |
| Direct | Data | 555-A | Complete Data Cleansing Based on Mock Conversion 1 - Projects (PCC001) | 10/07/24 | 11/22/24 | 100% - Submitted | 11/19/24 | EOG does not have any projected. Awaiting confirmation of completion from DEM. Confirmed completed from M. Braun. 11/19/2024 | Submission Complete | |
| N/A | Technology | 561 | Remediate Agency Business Systems based on Segment IV | 10/21/24 | 03/14/25 | 100% - Submitted | 10/23/24 | n/a This was submitted on time. There are no business systems to update. | Submission Complete | |
| Direct | Data | 555-B | Complete Data Cleansing Based on Mock Conversion 1 (CTC001, GMC001, and PCC002) | 10/28/24 | 11/22/24 | 100% - Submitted | 11/19/24 | EOG does not have any projected. Awaiting confirmation of completion from DEM. Confirmed completed from M. Braun. 11/19/2024 | Submission Complete | |
| N/A | N/A | 562 | Submit Bimonthly Agency Readiness Status Report | 11/01/24 | 11/12/24 | 100% - Submitted | 11/07/24 | | Submission Complete | |
| N/A | N/A | 563 | Manage Agency Specific Implementation Schedule, Risks and Issues | 11/01/24 | 12/27/24 | 100% - Submitted | 12/13/24 | Updated for Assumptions and confirmed no issues. This was re-submitted with corrections on 12/19/2024. I do not see any new comments on requiring resubmission again. | Submission Complete | 12/26/24 |
| Direct | Data | 555-C | Complete Data Cleansing Based on Mock Conversion 1 (AMC001 and POC001) | 11/08/24 | 12/06/24 | 100% - Submitted | 12/06/24 | Awaiting response from PALM team regarding assets with no value. Team is researching options. | Submission Complete | |
| Direct | Technology | 557 | Confirm Interface Inventory for Cycle 2 Interface Testing | 11/18/24 | 12/13/24 | 100% - Submitted | 12/13/24 | No interfaces at this time. As of 12/20/2024 and 12/26/2024, there are still no interfaces to test. | Submission Incomplete | 12/26/24 |
| N/A | Technology | 558 | Update Agency Business System Documentation | 11/18/24 | 01/10/25 | 100% - Submitted | 12/19/24 | No business systems at this time. As of 12/20/2024 and 12/26/2024, there are still no new business systems to test. | Submission Incomplete | 12/26/24 |
| Direct | Data | 567-A | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/13/24 | Confirmed DEM completion 12/13/2024. | Submission Complete | |
| Direct | Data | 567-B | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/13/24 | Confirmed DEM completion 12/13/2024. DEM updated to remove special characters on 12/18/2024. | Submission Complete | 12/17/24 |
| Direct | Data | 567-C | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/13/24 | Confirmed DEM completion 12/13/2024. Confirmed EOG completion 12/16/2024. | Submission Complete | |
| Direct | Data | 567-D | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/13/24 | Confirmed DEM completion 12/13/2024. Confirmed EOG completion 12/17/2024 | Submission Complete | |
| Direct | Data | 567-E | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/13/24 | Confirmed DEM completion 12/13/2024. Confirmed EOG completion 12/17/2024. | Submission Complete | |
| Direct | Data | 567-G | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/13/24 | Confirmed DEM completion 12/13/2024. Confirmed EOG completion 12/16/2024. | Submission Complete | |
| Direct | Data | 567-H | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/13/24 | Confirmed DEM completion 12/13/2024. Confirmed EOG completion 12/17/2024. | Submission Complete | |
| Direct | Data | 567-I | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/13/24 | Confirmed DEM completion 12/13/2024. Confirmed EOG completion 12/17/2024. | Submission Complete | |
| Indirect | People | 536-C | Create Agency Specific User Acceptance Testing Plan | 12/09/24 | 01/31/25 | | | | | |
| N/A | Processes | 560 | Submit Change Analysis Tool | 12/09/24 | 01/31/25 | | | | | |
| Indirect | People | 564 | Update Future Florida PALM Users | 12/09/24 | 01/10/25 | | | | | |
| N/A | People | 568 | Create Training Plan for Agency Managed End User Training | 12/09/24 | 03/28/25 | | | | | |
| Direct | Data | 567-J | Share, Review, and Update Configuration Workbooks | 12/18/24 | 01/17/25 | | | | | |
| Direct | Data | 567-K | Share, Review, and Update Configuration Workbooks | 12/18/24 | 01/17/25 | | | | | |
| Direct | Data | 567-P | Share, Review, and Update Configuration Workbooks | 12/18/24 | 01/17/25 | | | | | |
| Direct | Data | 658-A | Submit Data Field Mapping | 12/18/24 | 01/31/25 | | | | | |
| Direct | Data | 658-B | Submit Data Field Mapping | 12/18/24 | 01/31/25 | | | | | |
| N/A | N/A | 569 | Submit Bimonthly Agency Readiness Status Report | 12/30/24 | 01/10/25 | 100% - Submitted | 01/08/25 | | | |

| | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| N/A | N/A | 570 | Manage Agency Specific Implementation Schedule, Risks and Issues | 12/30/24 | 02/28/25 | | | | | |
| Direct | Data | 658-C | Submit Data Field Mapping | 01/06/25 | 01/31/25 | | | | | |
| Indirect | Technology | 576 | Complete Internal Agency Business System Test and Remediation to prepare for Cycle 2 - Technical Interface Testing | 01/06/25 | 03/28/25 | | | | | |

| **People** | **Processes** | **Technology** | **Data** |
|---|---|---|---|
| The staff and stakeholders affected by your agency's transition to Florida PALM. | The sequence of procedures to accomplish a business objective. | The applications or tools used to process, track, or report on financial operations. | Information used in or produced from an agency's financial business operations. |

### People

**Implementation:**

**Planned Florida PALM End Users = 9**

• Business Process Groupings = 13/13

**Identified Subject Matter Experts = 5**

### Processes

**Implementation:**

**Impacted Agency Business Processes = 151**

• Related Business Process Groupings = 13/13

• Planned Spreadsheet Uploads = 0

### Technology

**Implementation:**

**Business Systems Planned for Integration = 0**

**Planned Interfaces = 0**

- Inbound Interfaces = 0

- Outbound Interfaces = 0

### Data

**Implementation:**

**Configuration**

• **Commitment Control (KK)**

- Budget Allotments - Control Option = Option # 3 - Track without Budget

- Account ChartField Tier Selection = Account Tier #2: Groupings

- Organization ChartField Translation Tree Selection = Translation Tree #2: Agency-Defined Tree

• **Org Security Rule = Agency Defined**

• **Optional ChartFields**

- OA1 = To Be Configured

- OA2 = Not To Be Configured

- PC Category = To Be Configured

- PC Subcategory = To Be Configured

- PC Source Type = To Be Configured

**Conversion**

• **Optional Conversions**

- Accounts Receivable = Not Needed

- Assets = Needed

- Contracts = Needed

- Customers = Not Needed

- Encumbrances = Needed

- Grants = Needed

- Projects = Needed

- Projects Balances = Needed

## 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.

### EOG Risks

| Critical Operational Elements | Risk Description | Status | Risk Rating | Mitigation/Response Strategy | Reporting Period Comments or Updates | Date of Status Change | Owner / Coordinator |
|---|---|---|---|---|---|---|---|
| People Processes | The EOG has limited staff and technical/training resources. | Open | 9 (High/High) | Discussed with FL Palm limited staffing resources and need for in person training. | No change. | 10/31/23 | Kelley Sasso |
| People Processes | Some of the FL PALM project activities and tasks coincide with the busiest times for financial and accounting agency resources. Training is indicated as being conducted prior to go live in the July-December, 2025 timeframe. The July-Mid-Oct timeframe is the busiest of the year with most duties falling to a very limited number of staff. | Open | 9 (High/High) | The EOG will monitor staff workload. Please re-consider timeframe for trainings to keep the project on schedule and allow for agency statutory deadlines to be met. | Updated upon review of timeline. | 10/11/24 | Kelley Sasso |
| People Processes Technology Data | The Division of Emergency Management is physically and functionally separate from the Executive Office; however, the two entities share the same OLO/business unit. Risks exist surrounding data management, reporting, payments, transaction differentiation, and incorrect updates based on assumptions of shared/not shared data in DEM business systems. | Open | 9 (High/High) | The EOG and DEM have met with FL PALM to outline concerns and have requested additional meetings regarding pending inquiries. It was determined that many of the solutions initially discussed will not be able to be effectively implemented. We will continue to monitor and meet with the PALM team as the final design takes shape to determine the best methodologies for the differentiation of data. System configuration will be tested during UAT to determine what will be policy or procedure driven changes vs. what will require additional PALM knowledge or staff resources. | Updated. | 12/13/24 | Kelley Sasso |
| People | There will be many competing priorities for staff working on this project. Staff on the project may serve in more than one capacity and time may not be fully dedicated to accounting and FL PALM work. | Open | 6 (Medium/High) | The EOG will monitor staff workload. | No change. | 10/31/23 | Kelley Sasso |
| People Processes | FL PALM transactions are based on roles with an approval workflow. Because of EOG's limited staff, transactions requiring approvals will likely bottleneck with 1 or possibly 2 staff members. There is insufficient staffing for backup processors and approvers. | Open | 6 (Medium/High) | The EOG has discussed this risk with FL PALM and communicated its inability to have role backups and the risk of transaction approval bottlenecks with so few individuals available to work on any given process. There exists the possibility for some transactions to utilize a spreadsheet upload of transactions rather than individual transaction approvals. | No change. | 10/31/23 | Kelley Sasso |
| People Processes Data | Nomenclature is changing in from FLAIR terms to PALM terms. Some fields in PALM are named the same as in FLAIR but with different meanings/uses. Examples are category, asset location, etc. This will primarily be a training challenge; however, there exists the risk that procedures, guidelines, data, queries, etc will be misinterpreted or not updated properly. | Open | 6 (Medium/High) | The EOG will work to highlight terminology/naming differences to mitigate risk of confusion. | No change. | 06/06/24 | Kelley Sasso |

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| People<br>Processes<br>Data | The Division of Emergency Management is physically and functionally separate from the Executive Office; however, the two entities share the same OLO/business unit. Detailed risk outline in Line 007 relates to payment management. In reviewing Segment IV -Inter-Unit transactions, we noted that all receiving transactions may be rolled together with no ability to discern 'ownership' of the transaction since only OLO is required. Sent suggestions to the PALM team requesting addition fields be mandatory. Also requested that search menus be available on each workcenter screen to filter out unneeded transactions to only those relevant to DEM or EOG. | Open | 6 (Medium/High) | The EOG has reported the issue and made suggestions to FL PALM as potential solutions. | New. | 08/23/24 | Kelley Sasso |
| People<br>Processes | The Division of Emergency Management is physically and functionally separate from the Executive Office; however, the two entities share the same OLO/business unit. Detailed risk outline in Line 007 relates to payment management. In reviewing the hardcopy draft of new warrants, if the wrong payment handling code is selected by DEM, EOG will not be able to tell who the warrant belongs to since BE is not printed on the warrant. | Open | 4 (Medium/Medium) | The EOG and DEM have met with FL PALM to outline concerns. We will reach out to the PALM team during configuration to determine at what level certain codes can be defaulted to ensure this does not happen. As long as the warrants do not combine, we will be able to research to accomodate. If warrants combine, the entire warrant may need to be deleted and invoices re-vouchered. Noted during review of configuration values worksheet that DEM has been assigned 2 pmt handling codes. Also noted that ORIGIN will not work for differentiation since Works, MFMP, STMS are origins which both EOG and DEM use. | Updated upon review of most recent configurations values worksheets. | 06/06/24 | Kelley Sasso |
| People<br>Processes | Due to limited staff and staff turnover, there exists a risk that relevant or important steps in a new or revised task will be missed or not completed. | Open | 2 (Medium/Low) | The EOG will outline as many processes as possible to mitigate risk of missing a step. The EOG will ensure that all staff attend training, perform work during UAT, and have access to PALM resources when appropriate. | No change. | 10/31/23 | Kelley Sasso |
| People<br>Processes<br>Technology | With the revision of interfaces for all Enterprise business systems, such as Works, STMS, and MFMP, and staff learning the updates to all new systems with FL PALM, it may be more difficult to pinpoint the source of errors in transaction processing. | Open | 2 (Medium/Low) | The EOG will monitor all tasks and attempt to report issues to all relevant parties. | No change. | 10/31/23 | Kelley Sasso |
| Processes<br>Technology<br>Data | The EOG uses a purchased software that accepts an FTP download of FLAIR recorded asset data and transmits the data to a mobile device for state asset inventory purposes. A risk exists that the inventory software is not ready to purchase during the first year of go-live. | Open | 2 (Medium/Low) | The EOG will monitor progress with other state agencies who also use this software and/or have this business need. The EOG will test PALM's inventory solution during UAT to determine if it will meet our agency's needs. | No change. | 04/16/24 | Kelley Sasso |
| People<br>Data | Risks relate to attachments of documents in FL PALM. Staff will need training on what can and should be attached or redacted prior to attaching in FL PALM. | Open | 1 (Low/Low) | The EOG will outline as many processes as possible to mitigate risk of incorrectly attached documents, and will ensure that all staff attend training and have access to PALM resources when appropriate. | No change. | 10/31/23 | Kelley Sasso |

## EOG Issues

| Critical Operational Elements | Issue Description | Status | Priority | Resolution Plan | Reporting Period Comments or Updates | Planned or Actual Resolution Date | Owner / Coordinator |
|---|---|---|---|---|---|---|---|
| People<br>Processes<br>Technology<br>Data | No issues to report. | Closed | Low - All impacts not listed as Critical or High | There is no issue or resolution required. | | 12/19/24 | Kelley Sasso |

## EOG Assumptions

| Critical Operational Elements | Assumption | Status | Date Logged or Removed | Impacted Stakeholder(s) and/or System(s) | Reporting Period Comments or Updates |
|---|---|---|---|---|---|
| People<br>Processes<br>Technology<br>Data | EOG assumes that FL PALM will provide adequate in-person training and will assist in workflows where there is insufficient staff for approvals. | Logged | 10/31/23 | All Administrative Services. | Updated to consolidate this assumptions for all 4 critical operational elements. Removed duplicative assumptions. |
| People<br>Processes<br>Technology<br>Data | EOG assumes that while processor roles cannot approve his/her own transactions, the processor can also be assigned an approver role, so that in all cases, staff can function as backup processors or approvers. | Logged | 01/23/24 | All Administrative Services. | Discussed with D. Thomas on 1/19/2024. |

## 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 ]

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## EOG Status Report Confirmation

| Reporting Period | Agency Sponsor Name: | Confirmed By: | Confirmation Date: |
|---|---|---|---|
| November - December 2024 | Dawn Hanson | dawn.hanson@eog.myflorida.com | 01/07/25 |
| September - October 2024 | Dawn Hanson | dawn.hanson@eog.myflorida.com | 11/07/24 |
| July - August 2024 | Dawn Hanson | dawn.hanson@eog.myflorida.com | 09/09/24 |
| May - June 2024 | Dawn Hanson | dawn.hanson@eog.myflorida.com | 07/03/24 |
| March - April 2024 | Dawn Hanson | dawn.hanson@eog.myflorida.com | 05/06/24 |
| January - February 2024 | Dawn Hanson | dawn.hanson@eog.myflorida.com | 03/05/24 |

# FCOR 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**

November - December 2024

**Agency Sponsor**

Ryan Schenck

| CCN Composition | RW Task Completeness | RW Task Timeliness | Project-led Meeting Participation |
|---|---|---|---|

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

The Readiness Workplan Tasks Completeness dial reflects the completeness of your agency's submission of RW tasks, starting with RW Task 512.

The Readiness Workplan Tasks Timeliness dial reflect the timeliness of your agency's submission of all RW tasks to date.

The Participation dial reflects your agency's attendance at Project-led meetings during the current reporting period.

**Change Champion Network:**

• Unique Filled Role = 16

• Duplicate Filled Role = 0

• Vacant Role = 0

**RW Task Completeness:**

**Score = 99.63%**

• Submitted Complete = 52

• Submitted Incomplete = 0

• Completed After Submission = 2

**RW Task Timeliness:**

**Score = 95.75%**

• Submitted On Time = 72

• Submitted Late = 8

• Pending Submission = 0

**Meeting Participation:**

• Meetings Attended = 6

• Meetings Missed = 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 |
|---|---|---|---|---|---|---|---|---|---|---|
| N/A | Technology | 547 | Remediate Agency Business Systems based on Segment III | 07/22/24 | 12/13/24 | 100% - Submitted | 08/01/24 | FCOR doesn't have any ABS systems to update documentation or remediation needed. | Submission Complete | |
| Direct | Data | 555-A | Complete Data Cleansing Based on Mock Conversion 1 - Projects (PCC001) | 10/07/24 | 11/22/24 | 100% - Submitted | 10/24/24 | FCOR doesn't have any Projects, but have completed all the required fields. | Submission Complete | |
| N/A | Technology | 561 | Remediate Agency Business Systems based on Segment IV | 10/21/24 | 03/14/25 | 100% - Submitted | 11/17/24 | FCOR doesn't have any ABS systems to update documentation or remediation needed. | Submission Complete | |
| Direct | Data | 555-B | Complete Data Cleansing Based on Mock Conversion 1 (CTC001, GMC001, and PCC002) | 10/28/24 | 11/22/24 | 100% - Submitted | 11/17/24 | | Submission Complete | |
| N/A | N/A | 562 | Submit Bimonthly Agency Readiness Status Report | 11/01/24 | 11/12/24 | 100% - Submitted | 11/08/24 | | Submission Complete | |
| N/A | N/A | 563 | Manage Agency Specific Implementation Schedule, Risks and Issues | 11/01/24 | 12/27/24 | 100% - Submitted | 12/20/24 | | Submission Complete | |
| Direct | Data | 555-C | Complete Data Cleansing Based on Mock Conversion 1 (AMC001 and POC001) | 11/08/24 | 12/06/24 | 100% - Submitted | 11/21/24 | | Submission Complete | |
| Direct | Technology | 557 | Confirm Interface Inventory for Cycle 2 Interface Testing | 11/18/24 | 12/13/24 | 100% - Submitted | 12/17/24 | FCOR doesn't have any ABS systems to update so no interfaces or remediation required | Submission Complete | |
| N/A | Technology | 558 | Update Agency Business System Documentation | 11/18/24 | 01/10/25 | 100% - Submitted | 01/09/25 | FCOR doesn't have any ABS systems to update so no interfaces or remediation required | | |
| Direct | Data | 567-A | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/12/24 | Sponsor submitted these yesterday. | Submission Complete | 12/20/24 |
| Direct | Data | 567-B | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/12/24 | Updates made. | Submission Complete | 12/17/24 |
| Direct | Data | 567-C | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/04/24 | One OCA deleted. | Submission Complete | |
| Direct | Data | 567-D | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/04/24 | We are not currently using the OA2. | Submission Complete | |
| Direct | Data | 567-E | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/06/24 | | Submission Complete | |
| Direct | Data | 567-G | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/09/24 | | Submission Complete | |
| Direct | Data | 567-H | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/05/24 | FCOR doesn't have any Projects. | Submission Complete | |
| Direct | Data | 567-I | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/10/24 | | Submission Complete | |
| Indirect | People | 536-C | Create Agency Specific User Acceptance Testing Plan | 12/09/24 | 01/31/25 | 25% - Beginning Initial Internal Meetings and Information Gathering | | | | |
| N/A | Processes | 560 | Submit Change Analysis Tool | 12/09/24 | 01/31/25 | 25% - Beginning Initial Internal Meetings and Information Gathering | | | | |
| Indirect | People | 564 | Update Future Florida PALM Users | 12/09/24 | 01/10/25 | 75% - Consolidating/Inputting Information for Submission | | | | |
| N/A | People | 568 | Create Training Plan for Agency Managed End User Training | 12/09/24 | 03/28/25 | 25% - Beginning Initial Internal Meetings and Information Gathering | | | | |
| Direct | Data | 567-J | Share, Review, and Update Configuration Workbooks | 12/18/24 | 01/17/25 | 25% - Beginning Initial Internal Meetings and Information Gathering | | | | |
| Direct | Data | 567-P | Share, Review, and Update Configuration Workbooks | 12/18/24 | 01/17/25 | 25% - Beginning Initial Internal Meetings and Information Gathering | | | | |
| Direct | Data | 658-A | Submit Data Field Mapping | 12/18/24 | 01/31/25 | 25% - Beginning Initial Internal Meetings and | | | | |

| | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| | | | | | | Internal Meetings and Information Gathering | | | |
| Direct | Data | 658-B | Submit Data Field Mapping | 12/18/24 | 01/31/25 | 25% - Beginning Initial Internal Meetings and Information Gathering | | | |
| N/A | N/A | 569 | Submit Bimonthly Agency Readiness Status Report | 12/30/24 | 01/10/25 | 100% - Submitted | **01/06/25** | | |
| N/A | N/A | 570 | Manage Agency Specific Implementation Schedule, Risks and Issues | 12/30/24 | 02/28/25 | 25% - Beginning Initial Internal Meetings and Information Gathering | | | |
| Indirect | Technology | 576 | Complete Internal Agency Business System Test and Remediation to prepare for Cycle 2 - Technical Interface Testing | 01/06/25 | 03/28/25 | 100% - Submitted | **01/09/25** | FCOR doesn't have any ABS systems to update so no interfaces or remediation required | |

| People | Processes | Technology | Data |
|---|---|---|---|
| The staff and stakeholders affected by your agency's transition to Florida PALM. | The sequence of procedures to accomplish a business objective. | The applications or tools used to process, track, or report on financial operations. | Information used in or produced from an agency's financial business operations. |

**People**

**Implementation:**

**Planned Florida PALM End Users = 16**

• Business Process Groupings = 7/13

**Identified Subject Matter Experts = 18**

**Processes**

**Implementation:**

**Impacted Agency Business Processes = 18**

• Related Business Process Groupings = 3/13

• Planned Spreadsheet Uploads = 0

**Technology**

**Implementation:**

**Business Systems Planned for Integration = 0**

**Planned Interfaces = 0**

- Inbound Interfaces = 0

- Outbound Interfaces = 0

**Data**

**Implementation:**

**Configuration**

• Commitment Control (KK)

- Budget Allotments - Control Option = Option # 3 - Track without Budget

- Account ChartField Tier Selection = Account Tier #3: Family

- Organization ChartField Translation Tree Selection = Translation Tree #3: No Tree Assigned

• **Org Security Rule = Agencywide**

• **Optional ChartFields**

- OA1 = To Be Configured

- OA2 = Not To Be Configured

- PC Category = To Be Configured

- PC Subcategory = To Be Configured

- PC Source Type = Not To Be Configured

**Conversion**

• **Optional Conversions**

- Accounts Receivable = Not Needed

- Assets = Needed

- Contracts = Needed

- Customers = Not Needed

- Encumbrances = Needed

- Grants = Not Needed

- Projects = Not Needed

- Projects Balances = Not Needed

## 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.

### FCOR Risks

| Critical Operational Elements | Risk Description | Status | Risk Rating | Mitigation/Response Strategy | Reporting Period Comments or Updates | Date of Status Change | Owner / Coordinator |
|---|---|---|---|---|---|---|---|
| Processes Technology Data | Staffing issue impacting data cleansing activity to be completed on-time for Data Conversion. | Closed | 9 (High/High) | Requested the new Project Manager to request additional staffing from OIT to assist with remediation and data cleanup efforts. | 1. Data Analyst has been onboarded in October/2024. 2. All delayed data cleansing activities are completed by 12/04/2024. 3. Data Conversion iterations are started and the Team continued to work on correcting the data conversion errors and the master files. | 12/04/24 | Mary Quinsey, FDC & FCOR PALM Liaison |
| People Processes Technology Data | Unavailability of PALM Data Warehouse and technical specifications (File format, Data dictionary) affecting the remediation activities for the 12 agency based system. | Open | 9 (High/High) | 1. Setup new database, to remediate 12 agency business systems/ tools, depends on the PALM Data Warehouse for data. 2. Design the new database, and subsequently plan for the user reporting solution (CAIRS - Corrections Accounting Information Resource System) with appropriate reports. 3. Remediate Agency based systems to integration to CAIRS and internal functional testing | 1. It is recently understood that PALM Data Warehouse shall be available in Jun/2025. No technical specification for the PALM Datawarehouse will be available before that. Therefore, the FDC/ FCOR PALM team is taking a workaround to mitigate the Reporting platform and 11 other downstream system mitigation using PALM outbound interfaces. 2. Solution approach for New Database and CAIRS has been prepared. 3. Architectural design of the solution currently in-progress. | 03/14/25 | Dipak Roy, OIT PM |

| Category | Risk | Status | Rating | Action Plan | Update | Due Date | Owner |
|---|---|---|---|---|---|---|---|
| People Processes Technology | Unavailability of IT resources with required skillset may impact timely remediations of agency business systems. | Open | 6 (High/Medium) | 1. Identify the High level solution for Agency Business System (ABS) remediation. 2. Finalize the Architectural design and technology stack identification. 3. Conclude the resources/ roles required for ABS remediation. 4. Onboard the required resources, complete the IT development activities to ensure readiness for E2E interface testing/ UAT | 11/05/2024 : Solution concept shared with the OIT experts to review and guide FDC PALM team on the next steps for technical solutioning. 11/06/2024 : Initial resourcing plan has been reviewed with OIT leadership and received alignment on hiring Reports developer. 12/10/2024 : Solution concept aligned with the OIT Enterprise Architect. Next step is to have a technical workshop, to finalize on the Architectural design and Technology platform. | 06/30/25 | Dipak Roy, OIT PM |
| People Processes Technology Data | Unavailability of archived FLAIR Information Warehouse shall impact business continuity of agency business systems and processes which are dependent on legacy/ historical FLAIR data. | Open | 6 (High/Medium) | 1. Interact with Florida PALM team and get confirmation on archival of FLAIR Information Warehouse (IW) availability for future use. 2. Plan for remediation of legacy reporting needs out of FLAIR IW data. | 12/13/2024: Florida PALM team confirmed that archival strategy yet to be finalized. Therefore agency team expected to go ahead with remediation of legacy reports requirements with a local solution. Next step is to work with the FDC OIT team, to plan for archival of FLAIR IW data into the archived BARS tool (Budget & Accounting Reporting Solution). | 06/30/25 | Dipak Roy, OIT PM |
| People Processes | Unavailability of Florida PALM system training and Demo sessions early in the project phase may result in insufficient time given to agency user readiness/ adoption. | Open | 6 (High/Medium) | Action 1: Utilize the PALM site to develop and deploy a 3-part preliminary training series to future PALM end users. The training series will be followed by a Process Gap Analysis and Process Gap Remediation activity for each Business process group. Action 2: Identify future PALM superusers, to participate in the preliminary PALM training series and closing activities. Action 3: Once available, leverage the Sandbox and Demo sessions to further familiarize users with system functionality. | The Change Management Lead is driving the action items. Presentation completion percentages are detailed below. ----------------------------- Training Series Title: Preliminary PALM EndUser Orientation Training 1: Orientation to PALM Modules-50% Training 2: Orientation to PALM Business Process Groups-50% Training 3: Orientation to PALM Business Process Models-10% Training 4: Orientation to PALM Roles & Workflows-0% 12/17/2024: CML-Training Development is underway and is on track to be completed by January 31, 2025. 12/16/2024: Identification of Train-the-trainer and PALM superusers community for FDC has been initiated. Training liaison has been engaged to prepare for overall training plan and training materials. | 06/30/25 | Erica Starling, Financial Administrator |
| People Processes Technology Data | The Testing phases in the Florida PALM project plan assumes right-at-first-time, therefore may not allow sufficient time for defect management and retest of fixes. | Open | 6 (High/Medium) | 1. Prepare the UAT testing team thoroughly, regarding Business processes, Configurations, User roles, PALM trainings, Test scripts. 2. Establish a communication channel with Florida PALM to get quick turnaround on the defect management. 3. Identify across-agency best practices for UAT planning and execution. 4. Continue to touch base with the Florida PALM team, and assess the impact due to the risk. | 12/05/2024: Florida PALM team held across-agency kick-off of the UAT planning activity. There are several follow-up workshops shall be planned, to support agency teams in preparation for UAT. Most of the preparation activities are affected by non-availability of the final system. | 06/30/25 | Erica Starling, Financial Administrator |
| People Processes Technology Data | Inadequate planning to identify specific process gaps and remediation planning may impact agency user readiness/ adoption. | Open | 6 (High/Medium) | Action 1: Launch the Process Gap Analysis and Process Gap Remediation Planning/ Implementation Activities at the conclusion of the 3-Part PALM End user Orientation preliminary trainings. -- Preliminary PALM End User Orientation Training Series -- Closing Activity 1: Process Gap Analysis -- Closing Activity 2: Process Gap Remediation Planning & Implementation Action 2: Outputs from Activity-1:Process Gap Analysis will be leveraged to finalize and document the deltas between the As-Is and To-Be states. Action 3. Output implementation plans from Activity-2:Process Gap Remediation Planning & Implementation will be launched to resolve the deltas for each Business Process Group. Action 4. Delta remediation effectiveness and progress will be tracked and monitored. | 12/17/2024: CML-Training Development is underway and will precede the initiation of the Closing Process Gap Analysis and Remediation activities. The deployment of the training Series is on track to launch by February 01, 2025. 11/30/2024: As-is processes (FLAIR) are mapped to the to-be processes (PALM). Identification of specific remediation plan has been initiated. | 09/30/25 | Mary Quinsey, FDC & FCOR PALM Liaison |
| People Processes Technology Data | Competing priorities for SMEs leading to limited bandwidth availability, may impact timely completion and quality of FDC/ FCOR PALM project deliverables, including data cleanup, configurations, process mapping & | Open | 6 (High/Medium) | 1. Identify the areas where it needs the SMEs bandwidth. 2. Come out with a plan to support FDC PALM project with required SMEs bandwidth. | 12/10/2024 : Highlighted the risk in the FDC/FCOR Sponsors briefing. | 09/30/25 | Erica Starling, Financial Administrator |

| Critical Operational Elements | Issue Description | Status | Priority | Resolution Plan | Reporting Period Comments or Updates | Planned or Actual Resolution Date | Owner / Coordinator |
|---|---|---|---|---|---|---|---|
| | remediation, Trainings, agency systems remediations, and UAT preparation & execution. | | | | To continue working on to find a remediation plan, on how to optimize the resource allocation between the business critical activities and supporting activities to ensure agency readiness for PALM project. | | |
| People Processes Technology | Insufficient information on access security model and planning of changes to current users role/ responsibilities may impact agency user readiness/ adoption. | Open | 4 (Medium/Mediu | Action 1: People Readiness Lead will develop a Role Mapping Workbook to document and map current state positions to future PALM roles and Business Process Groups. Action 2: People Readiness Lead will leverage the PALM site (Now RWP 560: Topics & Activities Workbook) to obtain and map future PALM roles and to all PALM Business Process Groups. Action 3: People Readiness Lead will leverage the Current State Position Catalogue to obtain the current state roles and collaborate with FDC Project Manager and SMEs to map those roles to the documented future PALM roles within the Role Mapping workbook (Now RWP 560: Topics & Activities Workbook) for each Business Process Group. Action 4: People Readiness Lead in collaboration with the FDC Training lead will utilize the PALM site and Role Mapping Workbook to develop and deploy a 4-part preliminary training series to future PALM end users. Training 4 of the series will focus specifically on future PALM roles allowing the training participant to understand the linkage between their current role and future PALM role. Training 4: End User Orientation to PALM Roles & Workflows. | Action 1 : Completed Action 2 : Completed the internal workings 12/17/2024: CML-The provision of the RWP 560-"Topics & Activities" Workbook invalidates the need for further effort towards Action 2 (Mapping is Provided). Work effort towards the completion of Action 3 has launched. 12/09/2024: CML-As a part of RWP Task 560, the PALM State team has now provided the agency teams with the "Topics & Activities" Workbook. The People Readiness Lead will sunset the previously created Role Mapping Workbook and transition work efforts to this new workbook. 11/15/2024: CML-People Readiness Lead completed the development of the RoleMapping Workbook and socialized workbook with the project team. 11/30: Team started exploring the user & security roles definitions in the Florida PALM portal. | 06/30/25 | Mary Quinsey, FDC & FCOR PALM Liaison |
| People Processes Technology Data | Unavailability of existing BARS reporting infrastructure will impact agency ability to generate user reports based on legacy/ historical data. | Open | 3 (High/Low) | Work with FDC OIT on archival of BARS reporting solution, including database, UI and any platform components | 11/06/2024 : Overall requirement was reviewed with OIT leadership and received alignment. Currently in discussion with OIT Systems Management team to identify a solution. Next step is implement and test the solution. | 06/30/25 | Dipak Roy, OIT PM |

## FCOR Issues

| Critical Operational Elements | Issue Description | Status | Priority | Resolution Plan | Reporting Period Comments or Updates | Planned or Actual Resolution Date | Owner / Coordinator |
|---|---|---|---|---|---|---|---|
| People Processes | Not having resource backup in the FDC F&A team for recently created agency systems, to ensure business continuity. | Open | High - Impacts the ability of the agency to meet deadlines or milestones | 1. Crosstrain staff to ensure adequate backup. 2. Cross training will be completed during the project to ensure operational resiliency. | The planned or Actual Resolution Date is extended to 06/30/2025 to provide 6 months of readiness prior to the current Project Production date - January 2026. | 06/30/25 | David Eskin, FDC Finance and Accounting/Systems Reporting |
| People Processes | Lack of clear instructions and frequent changes to the Task guidelines from Florida PALM team impacts agency's ability to complete the tasks on time. | Open | High - Impacts the ability of the agency to meet deadlines or milestones | 1. To minimize frequent changes in task instructions. Consistent guidance fosters stability and improves overall performance. 2. Collaborate with Florida PALM team on the issues with the Smartsheets. | 1. Communicated to Florida PALM team on the challenges with ongoing changes to task instructions. 2. Ongoing basis FDC team highlight the specific issues with the Smartsheets to get quick turnaround on issues. | 01/06/26 | Erica Starling, Financial Administrator |
| People Processes Technology Data | Lack of resource capacity within FDC F&A team for Financial data analysis, impacting the timely data cleanup activities and ensure conversion readiness. | Open | High - Impacts the ability of the agency to meet deadlines or milestones | Onboard additional staff aug position with FLAIR data experience. | 1. Created RFQ for an additional staff aug position. 2. The resource has been onboarded in early December 2024. | 12/31/24 | Erica Starling, Financial Administrator |
| Processes Technology | Resource availability is limiting agency ability to progress on UAT preparation activities, e.g. UAT Test Plan, UAT Test Scripts, Future State Work Processes | Open | High - Impacts the ability of the agency to meet deadlines or milestones | 1. Onboard additional OIT BA to assist with mapping future state work processes to PALM and write test scenarios. 2. The SMEs from F&A team will guide this OIT BA and will review, revise, approve, and use the test scripts in UAT. 3. OIT BA will guide the F&A team on the UAT process and support on Test Management and monitoring UAT progress. | 9/12/2024 : waiting for clarity on the UAT approach, scope and volume of work. 10/16/2024: UAT high level plan was shared in PALM advisory council meeting. 11/20/2024: BA requirement has been reviewed with the OIT leadership and available vendors are being evaluated. | 01/13/25 | Dipak Roy, OIT PM |

## FCOR Assumptions

| Critical Operational Elements | Assumption | Status | Date Logged or Removed | Impacted Stakeholder(s) and/or System(s) | Reporting Period Comments or Updates |
|---|---|---|---|---|---|

| | | | | | |
|---|---|---|---|---|---|
| People Processes Technology | FCOR's Change Champion Network will continue to attend workshops, working sessions, meetings, and other forums for collaboration to ensure the continued functionality of inbound and outbound interface points between the two agencies. | Logged | 07/31/23 | All agency business systems and CCN roles | Currently still relevant. |
| People Processes Technology | FCOR will understand and document our current state technical architecture and business systems and modify to integrate with the financial management solution. | Logged | 07/31/23 | All agency business systems and CCN roles | List of agency business systems are documented, i.e. as-is state, systems in the scope of remediation. Remediation approach for 2 systems are finalized, and the same for remaining systems are currently in-discussion. Team will continue with analysis and reach out to sponsors for any major change in the interface approach. |
| People Processes Technology | Additional clarity required from Florida PALM team, for finalizing the FCOR UAT plan | Logged | 10/21/24 | UAT Planning for user readiness for performing UAT | Requested additional clarity from Florida PALM team Florida PALM team to setup follow up sessions with the agency team to finalize the details of the UAT plan. |
| People Processes Technology | Florida PALM team will work closely with agency team to mitigate any challenges the agency may face to meet the strict cutover timeline. | Logged | 12/20/24 | All users in agency financial functions. | Tentative plan for go-live is 1/6/2026, and the forecasted cutover period is around 2 weeks prior to it. Agency teams are asked to prepare the list of pre-requisites and the plan to meet this timeline. Agency to schedule further discussion to get the required support from the Florida PALM team/ DFS. |
| People Processes Technology | Agency team will receive required support (availability of Infrastructure and Florida PALM team) while performing the User Acceptance Testing and defect management. | Logged | 12/20/24 | All UAT Testers. | User Acceptance Test plan to document the pre-requisites and support required from Florida PALM team. |
| People Processes Technology Data | Enterprise systems shall be available for User Acceptance Testing including respective business processes. | Logged | 12/20/24 | All UAT Testers. | During Florida PALM design workshop it is understood that the IT development activities for enterprise systems are in-progress. |
| Technology | IT Infrastructure for the agency shall support the user access and continued use of Florida PALM system | Logged | 12/20/24 | All users in agency financial functions. | Florida PALM team expected to share the volumetrics for the agency. |
| Processes Technology | Required operations support team (both IT and F&A team) has been setup to support Florida PALM system access for the agency users, e.g., ongoing user access, user/ security roles assignments, access to data/ reports etc. | Logged | 12/20/24 | All users in agency financial functions. | |
| People Processes Technology | There will be sufficient engagement by resources knowledgeable about agency business processes and technical capabilities | Removed | 12/20/24 | All agency business systems and CCN roles | Organizational Change Management (OCM) Lead was onboarded and started working 05/06/2024. Onboarded project team from OIT including Project Manager, Business Analyst and Data Analyst. Key SMEs from F&A team has been engaged actively. |
| People Processes Technology | FCOR will understand and document our internal processes and modify them where possible to accommodate the financial management solution functionality. | Removed | 12/20/24 | All agency business systems and CCN roles | Task 328 has been completed. |

## 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

## FCOR Status Report Confirmation

| Reporting Period | Agency Sponsor Name: | Confirmed By: | Confirmation Date: |
|---|---|---|---|
| November - December 2024 | Ryan C. Schenck | ryanschenck@fcor.state.fl.us | 01/06/25 |
| September - October 2024 | Ryan C. Schenck | ryanschenck@fcor.state.fl.us | 11/08/24 |
| July - August 2024 | Ryan C. Schenck | ryanschenck@fcor.state.fl.us | 09/10/24 |
| May - June 2024 | Ryan C. Schenck | ryanschenck@fcor.state.fl.us | 07/12/24 |
| March - April 2024 | Gina Giacomo | karencarter@fcor.state.fl.us | 05/09/24 |
| January - February 2024 | Gina Giacomo | ginagiacomo@fcor.state.fl.us | 03/08/24 |

# FDC 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
November - December 2024

### Agency Sponsor
Mark Tallent

| CCN Composition | RW Task Completeness | RW Task Timeliness | Project-led Meeting Participation |
|---|---|---|---|



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

The Readiness Workplan Tasks Completeness dial reflects the completeness of your agency's submission of RW tasks, starting with RW Task 512.

The Readiness Workplan Tasks Timeliness dial reflect the timeliness of your agency's submission of all RW tasks to date.

The Participation dial reflects your agency's attendance at Project-led meetings during the current reporting period.

**Change Champion Network:**
- Unique Filled Role = 16
- Duplicate Filled Role = 0
- Vacant Role = 0

**RW Task Completeness:**
- Score = 94.64%
- Submitted Complete = 48
- Submitted Incomplete = 0
- Completed After Submission = 8

**RW Task Timeliness:**
- Score = 89.29%
- Submitted On Time = 64
- Submitted Late = 18
- Pending Submission = 0

**Meeting Participation:**
- Meetings Attended = 6
- Meetings Missed = 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 |
|---|---|---|---|---|---|---|---|---|---|---|
| N/A | Technology | 547 | Remediate Agency Business Systems based on Segment III | 07/22/24 | 12/13/24 | 100% - Submitted | 12/20/24 | | Submission Complete | |
| Direct | Data | 555-A | Complete Data Cleansing Based on Mock Conversion 1 - Projects (PCC001) | 10/07/24 | 11/22/24 | 100% - Submitted | 10/24/24 | | Submission Complete | |
| N/A | Technology | 561 | Remediate Agency Business Systems based on Segment IV | 10/21/24 | 03/14/25 | 25% - Beginning Internal Meetings and Information Gathering | | | | |
| Direct | Data | 555-B | Complete Data Cleansing Based on Mock Conversion 1 (CTC001, GMC001, and PCC002) | 10/28/24 | 11/22/24 | 100% - Submitted | 12/05/24 | Per Vince, we can close this task and deal with the errors on the next conversion due to PCC001 not being able to be edited. | Submission Complete | |
| N/A | N/A | 562 | Submit Bimonthly Agency Readiness Status Report | 11/01/24 | 11/12/24 | 100% - Submitted | 11/07/24 | | Submission Complete | |
| N/A | N/A | 563 | Manage Agency Specific Implementation Schedule, Risks and Issues | 11/01/24 | 12/27/24 | 100% - Submitted | 12/20/24 | | Submission Complete | |
| Direct | Data | 555-C | Complete Data Cleansing Based on Mock Conversion 1 (AMC001 and POC001) | 11/08/24 | 12/06/24 | 100% - Submitted | 12/06/24 | The 31 errors listed as 'Required Field (Organization; Account; Fund; Budget Entity; Category; State Program) is/are missing' - have either been identified to be updated on the Organization configuration (Task 567-B) or the encumbrance has been paid out or has been deleted. | Submission Complete | |
| Direct | Technology | 557 | Confirm Interface Inventory for Cycle 2 Interface Testing | 11/18/24 | 12/13/24 | 100% - Submitted | 01/07/25 | | Submission Complete | 01/08/25 |
| N/A | Technology | 558 | Update Agency Business System Documentation | 11/18/24 | 01/10/25 | 25% - Beginning Initial Internal Meetings and Information Gathering | | This task cannot be completed. This is due to us not have the sufficient information from PALM to complete the remediation of our Agency Business Systems. We are still analyzing the data that they have provided, and will continue to work to complete this task. ETA Unknown. | | |
| Direct | Data | 567-A | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/16/24 | Mr. Tallent is out until January 2nd. | Submission Complete | 12/20/24 |
| Direct | Data | 567-B | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/20/24 | | Submission Complete | |
| Direct | Data | 567-C | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/05/24 | STEQP, DOEJ, ADX, AB & CPS are inactive OCA's and should remain inactive. We will correct this on the SpeedKeys. | Submission Complete | 12/17/24 |
| Direct | Data | 567-D | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/04/24 | We are not currently using the OA2. | Submission Complete | |
| Direct | Data | 567-E | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/13/24 | | Submission Complete | |
| Direct | Data | 567-G | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 01/08/25 | | Submission Complete | |
| Direct | Data | 567-H | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/03/24 | Reviewed by Laura Bruce, Amanda Braxton and John Kelley. | Submission Complete | |
| Direct | Data | 567-I | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/10/24 | | Submission Complete | |
| Indirect | People | 536-C | Create Agency Specific User Acceptance Testing Plan | 12/09/24 | 01/31/25 | 25% - Beginning Initial Internal Meetings and Information Gathering | | | | |
| N/A | Processes | 560 | Submit Change Analysis Tool | 12/09/24 | 01/31/25 | 25% - Beginning Initial Internal Meetings and Information Gathering | | | | |
| Indirect | People | 564 | Update Future Florida PALM Users | 12/09/24 | 01/10/25 | 100% - Submitted | 01/10/25 | | | |
| N/A | People | 568 | Create Training Plan for Agency Managed End User Training | 12/09/24 | 03/28/25 | 25% - Beginning Initial Internal Meetings and Information Gathering | | | | |

| | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| Direct | Data | 567-J | Share, Review, and Update Configuration Workbooks | 12/18/24 | 01/17/25 | 100% - Submitted | 01/09/25 | | | |
| Direct | Data | 567-P | Share, Review, and Update Configuration Workbooks | 12/18/24 | 01/17/25 | 25% - Beginning Initial Internal Meetings and Information Gathering | | | | |
| Direct | Data | 658-A | Submit Data Field Mapping | 12/18/24 | 01/31/25 | 25% - Beginning Initial Internal Meetings and Information Gathering | | | | |
| Direct | Data | 658-B | Submit Data Field Mapping | 12/18/24 | 01/31/25 | 25% - Beginning Initial Internal Meetings and Information Gathering | | | | |
| N/A | N/A | 569 | Submit Bimonthly Agency Readiness Status Report | 12/30/24 | 01/10/25 | 100% - Submitted | 01/07/25 | | Submission Complete | 01/07/25 |
| N/A | N/A | 570 | Manage Agency Specific Implementation Schedule, Risks and Issues | 12/30/24 | 02/28/25 | 25% - Beginning Initial Internal Meetings and Information Gathering | | | | |
| Direct | Data | 658-C | Submit Data Field Mapping | 01/06/25 | 01/31/25 | 25% - Beginning Initial Internal Meetings and Information Gathering | | | | |
| Indirect | Technology | 576 | Complete Internal Agency Business System Test and Remediation to prepare for Cycle 2 - Technical Interface Testing | 01/06/25 | 03/28/25 | 25% - Beginning Initial Internal Meetings and Information Gathering | | | | |

| People | Processes | Technology | Data |
|---|---|---|---|
| The staff and stakeholders affected by your agency's transition to Florida PALM. | The sequence of procedures to accomplish a business objective. | The applications or tools used to process, track, or report on financial operations. | Information used in or produced from an agency's financial business operations. |

**People**

**Implementation:**

**Planned Florida PALM End Users = 138**

• Business Process Groupings = 13/13

**Identified Subject Matter Experts = 48**

**Processes**

**Implementation:**

**Impacted Agency Business Processes = 156**

• Related Business Process Groupings = 12/13

• Planned Spreadsheet Uploads = 10

**Technology**

**Implementation:**

**Business Systems Planned for Integration = 15**

**Planned Interfaces = 22**

- Inbound Interfaces = 1

- Outbound Interfaces = 21

**Data**

**Implementation:**

**Configuration**

• **Commitment Control (KK)**

- Budget Allotments - Control Option = Option # 3 - Track without Budget

- Account ChartField Tier Selection = Account Tier #3: Family

- Organization ChartField Translation Tree Selection = Translation Tree #3: No Tree Assigned

• **Org Security Rule = Agencywide**

• **Optional ChartFields**

- OA1 = To Be Configured

- OA2 = Not To Be Configured

- PC Category = To Be Configured

- PC Subcategory = To Be Configured

- PC Source Type = To Be Configured

**Conversion**

• **Optional Conversions**

- Accounts Receivable = Not Needed

- Assets = Needed

- Contracts = Needed

- Customers = Not Needed

- Encumbrances = Needed

- Grants = Needed

- Projects = Needed

- Projects Balances = Needed

## 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.

### FDC Risks

| Critical Operational Elements | Risk Description | Status | Risk Rating | Mitigation/Response Strategy | Reporting Period Comments or Updates | Date of Status Change | Owner / Coordinator |
|---|---|---|---|---|---|---|---|
| Processes Technology Data | Staffing issue impacting data cleansing activity to be completed on-time for Data Conversion. | Closed | 9 (High/High) | Requested the new Project Manager to request additional staffing from OIT to assist with remediation and data cleanup efforts. | 1. Data Analyst has been onboarded in October/2024. 2. All delayed data cleansing activities are completed by 12/04/2024. 3. Data Conversion iterations are started and the Team continued to work on correcting the data conversion errors and the master files. | 12/04/24 | Mary Quinsey, FDC & FCOR PALM Liaison |
| People Processes Technology Data | Unavailability of PALM Data Warehouse and technical specifications (File format, Data dictionary) affecting the remediation activities for the 12 agency based system. | Open | 9 (High/High) | 1. Setup new database, to remediate 12-agency business systems/ tools, depends on the PALM Data Warehouse for data. 2. Design the new database, and subsequently plan for the user reporting solution (CAIRS - Corrections Accounting Information Resource System) with appropriate reports. 3. Remediate Agency based systems to integration to CAIRS and internal functional testing | 1. It is recently understood that PALM Data Warehouse shall be available in Jun/2025. No technical specification for the PALM Datawarehouse will be available before that. Therefore, the FDC/ FCOR PALM team is taking a workaround to mitigate the Reporting platform and 11 other | 03/14/25 | Dipak Roy, OIT PM |

| Category | Risk | Status | Priority | Mitigation Actions | Updates | Due Date | Owner |
|---|---|---|---|---|---|---|---|
| | | | | | downstream system mitigation using PALM outbound interfaces.<br>2. Solution approach for New Database and CAIRS has been prepared.<br>3. Architectural design of the solution currently in-progress. | | |
| People Processes Technology | Unavailability of IT resources with required skillset may impact timely remediations of agency business systems. | Open | 6 (High/Medium) | 1. Identify the High-level solution for Agency Business System (ABS) remediation.<br>2. Finalize the Architectural design and technology stack identification.<br>3. Conclude the resources/ roles required for ABS remediation.<br>4. Onboard the required resources, complete the IT development activities to ensure readiness for E2E interface testing/ UAT | 11/05/2024 : Solution concept shared with the OIT experts to review and guide FDC PALM team on the next steps for technical solutioning.<br>11/06/2024 : Initial resourcing plan has been reviewed with OIT leadership and received alignment on hiring Reports developer.<br>12/10/2024 : Solution concept aligned with the OIT Enterprise Architect.<br>Next step is to have a technical workshop, to finalize on the Architectural design and Technology platform. | 06/30/25 | Dipak Roy, OIT PM |
| People Processes Technology Data | Unavailability of archived FLAIR Information Warehouse shall impact business continuity of agency business systems and processes which are dependent on legacy/ historical FLAIR data. | Open | 6 (High/Medium) | 1. Interact with Florida PALM team and get confirmation on archival of FLAIR Information Warehouse (IW) availability for future use.<br>2. Plan for remediation of legacy reporting needs out of FLAIR IW data. | 12/13/2024: Florida PALM team confirmed that archival strategy yet to be finalized. Therefore agency team expected to go ahead with remediation of legacy reports requirements with a local solution.<br>Next step is to work with the FDC OIT team, to plan for archival of FLAIR IW data into the archived BARS tool (Budget & Accounting Reporting Solution). | 06/30/25 | Dipak Roy, OIT PM |
| People Processes | Unavailability of Florida PALM system training and Demo sessions early in the project phase may result in insufficient time given to agency user readiness/ adoption. | Open | 6 (High/Medium) | Action 1: Utilize the PALM site to develop and deploy a 3-part preliminary training series to future PALM end users. The training series will be followed by a Process Gap Analysis and Process Gap Remediation activity for each Business process group.<br>Action 2: Identify future PALM superusers, to participate in the preliminary PALM training series and closing activities.<br>Action 3. Once available, leverage the Sandbox and Demo sessions to further familiarize users with system functionality. | The Change Management Lead is driving the action items.<br><br>Presentation completion percentages are detailed below.<br>----------------------------<br>Training Series Title: Preliminary PALM EndUser Orientation<br>Training 1: Orientation to PALM Modules-50%<br>Training 2: Orientation to PALM Business Process Groups-50%<br>Training 3: Orientation to PALM Business Process Models-10%<br>Training 4: Orientation to PALM Roles & Workflows-0%<br><br>12/17/2024: CML-Training Development is underway and is on track to be completed by January 31, 2025.<br><br>12/16/2024: Identification of Train-the-trainer and PALM superusers community for FDC has been initiated.<br>Training liaison has been engaged to prepare for overall training plan and training materials. | 06/30/25 | Erica Starling, Financial Administrator |
| People Processes Technology Data | The Testing phases in the Florida PALM project plan assumes right-at-first-time, therefore may not allow sufficient time for defect management and retest of fixes. | Open | 6 (High/Medium) | 1. Prepare the UAT testing team thoroughly, regarding Business processes, Configurations, User roles, PALM trainings, Test scripts.<br>2. Establish a communication channel with Florida PALM to get quick turnaround on the defect management.<br>3. Identify across-agency best practices for UAT planning and execution.<br>4. Continue to touch base with the Florida PALM team and assess the impact due to the risk. | 12/05/2024: Florida PALM team held across-agency kick-off of the UAT planning activity.<br><br>There are several follow-up workshops shall be planned, to support agency teams in preparation for UAT.<br><br>Most of the preparation activities are affected by non-availability of the final system. | 06/30/25 | Erica Starling, Financial Administrator |
| People Processes Technology Data | Inadequate planning to identify specific process gaps and remediation planning may impact agency user readiness/ adoption. | Open | 6 (High/Medium) | Action 1: Launch the Process Gap Analysis and Process Gap Remediation Planning/ Implementation Activities at the conclusion of the 3-Part PALM End user Orientation preliminary trainings.<br>-- Preliminary PALM End User Orientation Training Series<br>-- Closing Activity 1: Process Gap Analysis<br>-- Closing Activity 2: Process Gap Remediation Planning & Implementation<br><br>Action 2: Outputs from Activity-1: Process Gap Analysis will be leveraged to finalize and document the deltas between the As-Is and To-Be states.<br>Action 3. Output implementation plans from Activity-2: Process Gap Remediation Planning & Implementation will be launched to resolve the deltas for each | 12/17/2024: CML-Training Development is underway and will precede the initiation of the Closing Process Gap Analysis and Remediation activities. The deployment of the training Series is on track to launch by February 01, 2025.<br><br>11/30/2024: As-is processes (FLAIR) are mapped to the to-be processes (PALM) | 09/30/25 | Mary Quinsey, FDC & FCOR PALM Liaison |

| Critical Operational Elements | Risk Description | Status | Priority | Action Plan | Reporting Period Comments or Updates | Planned or Actual Resolution Date | Owner / Coordinator |
|---|---|---|---|---|---|---|---|
| | | | | will be launched to resolve the deltas for each Business Process Group. Action 4. Delta remediation effectiveness and progress will be tracked and monitored. | processes (PALM). Identification of specific remediation plan has been initiated. | | |
| People Processes Technology Data | Competing priorities for SMEs leading to limited bandwidth availability, may impact timely completion and quality of FDC/ FCOR PALM project deliverables, including data cleanup, configurations, process mapping & remediation, Trainings, agency systems remediations, and UAT preparation & execution. | Open | 6 (High/Medium) | 1. Identify the areas where it needs the SMEs bandwidth. 2. Come out with a plan to support FDC PALM project with required SMEs bandwidth. | 12/10/2024 : Highlighted the risk in the FDC/FCOR Sponsors briefing. To continue working on to find a remediation plan, on how to optimize the resource allocation between the business critical activities and supporting activities to ensure agency readiness for PALM project. | 09/30/25 | Erica Starling, Financial Administrator |
| People Processes Technology | Insufficient information on access security model and planning of changes to current user roles/responsibilities may impact agency user readiness/ adoption. | Open | 4 (Medium/Medium) | Action 1: People Readiness Lead will develop a Role Mapping Workbook to document and map current state positions to future PALM roles and Business Process Groups. Action 2: People Readiness Lead will leverage the PALM site (Now RWP 560: Topics & Activities Workbook) to obtain and map future PALM roles and to all PALM Business Process Groups. Action 3: People Readiness Lead will leverage the Current State Position Catalogue to obtain the current state roles and collaborate with FDC Project Manager and SMEs to map those roles to the documented future PALM roles within the Role Mapping workbook (Now RWP 560: Topics & Activities Workbook) for each Business Process Group. Action 4: People Readiness Lead in collaboration with the FDC Training lead will utilize the PALM site and Role Mapping Workbook to develop and deploy a 4-part preliminary training series to future PALM end users. Training 4 of the series will focus specifically on future PALM roles allowing the training participant to understand the linkage between their current role and future PALM role. Training 4: End User Orientation to PALM Roles & Workflows. | Action 1 : Completed Action 2 : Completed the internal workings 12/17/2024: CML-The provision of the RWP 560-""Topicis & Activities"" Workbook invalidates the need for further effort towards Action 2 (Mapping is Provided). Work effort towards the completion of Action 3 has launched. 12/09/2024: CML-As a part of RWP Task 560, the PALM State team has now provided the agency teams with the ""Topics & Activities"" Workbook. The People Readiness Lead will sunset the previously created Role Mapping Workbook and transition work efforts to this new work book. 11/15/2024: CML- People Readiness Lead completed the development of the RoleMapping Workbook and socialized workbook with the project team. 11/30: Team started exploring the user & security roles definitions in the Florida PALM portal. | 06/30/25 | Mary Quinsey, FDC & FCOR PALM Liaison |
| People Processes Technology Data | Unavailability of existing BARS reporting infrastructure will impact agency ability to generate user reports based on legacy/ historical data. | Open | 3 (High/Low) | Work with FDC OIT on archival of BARS reporting solution, including database, UI and any platform components | 11/06/2024 : Overall requirement was reviewed with OIT leadership and received alignment. Currently in discussion with OIT Systems Management team to identify a solution. Next step is implement and test the solution. | 06/30/25 | Dipak Roy, OIT PM |

| FDC Issues | | | | | | | |
|---|---|---|---|---|---|---|---|
| Critical Operational Elements | Issue Description | Status | Priority | Resolution Plan | Reporting Period Comments or Updates | Planned or Actual Resolution Date | Owner / Coordinator |
| People Processes Technology | Not having resource backup in the FDC F&A team for recently created agency systems, to ensure business continuity. | Open | High - Impacts the ability of the agency to meet deadlines or milestones | 1. Crosstrain staff to ensure adequate backup. 2. Cross training will be completed during the project to ensure operational resiliency. | The Planned or Actual Resolution Date is extended to 06/30/2025 to provide 6 months of readiness prior to the current Project Production date – January 2026. | 06/30/25 | David Eskin, Finance and Accounting/Systems Reporting |
| People Processes | Lack of clear instructions and frequent changes to the Task guidelines from Florida PALM team impacts agency's ability to complete the tasks on time. | Open | High - Impacts the ability of the agency to meet deadlines or milestones | 1. To minimize frequent changes in task instructions. Consistent guidance fosters stability and improves overall performance. 2. Collaborate with Florida PALM team on the issues with the Smartsheets. | 1. Communicated to Florida PALM team on the challenges with ongoing changes to task instructions. 2. Ongoing basis FDC team highlight the specific issues with the Smartsheets to get quick turnaround on issues. | 01/06/26 | Erica Starling, Financial Administrator |
| People Processes Technology Data | Lack of resource capacity within FDC F&A team for Financial data analysis, impacting the timely data cleanup activities and ensure conversion readiness. | Open | High - Impacts the ability of the agency to meet deadlines or milestones | Onboard additional staff aug position with FLAIR data experience. | 1. Created RFQ for an additional staff aug position. 2. The resource has been onboarded in early December 2024. | 12/31/24 | Erica Starling, Financial Administrator |
| Processes Technology | Resource availability is limiting agency ability to progress on UAT preparation activities, e.g., UAT Test Plan, UAT Test Scripts, Future State Work Processes. | Open | High - Impacts the ability of the agency to meet deadlines or milestones | 1. Onboard additional OIT BA to assist with mapping future state work processes to PALM and write test scenarios. 2. The SMEs from F&A team will guide this OIT BA and will review, revise, approve, and use the test scripts in UAT. 3. OIT BA will guide the F&A team on the UAT process and support on Test Management and monitoring UAT progress. | 9/12/2024 : waiting for clarity on the UAT approach, scope and volume of work. 10/16/2024: UAT high level plan was shared in PALM advisory council meeting. 11/20/2024: BA requirement has been reviewed with the OIT leadership and | 01/13/25 | Dipak Roy, OIT PM |

| | | | | | available vendors are being evaluated. | |
|---|---|---|---|---|---|---|

## FDC Assumptions

| Critical Operational Elements | Assumption | Status | Date Logged or Removed | Impacted Stakeholder(s) and/or System(s) | Reporting Period Comments or Updates |
|---|---|---|---|---|---|
| People Processes Technology | There will be sufficient engagement by resources knowledgeable about agency business processes and technical capabilities. | Logged | 07/31/23 | All agency business systems and CCN roles | FDC's Organizational Change Management (OCM) Lead was onboarded and started working 05/06/2024. Onboarded project team from OIT including Project Manager, Business Analyst and Data Analyst. Key SMEs from F&A team has been engaged actively. |
| People Processes Technology | FDC's Change Champion Network will continue to attend workshops, working sessions, meetings, and other forums for collaboration to ensure the continued functionality of inbound and outbound interface points between the two agencies. | Logged | 07/31/23 | All agency business systems and CCN roles | Currently still relevant. |
| People Processes Technology | FDC will understand and document our current state technical architecture and business systems and modify to integrate with the financial management solution. | Logged | 07/31/23 | All agency business systems and CCN roles | List of agency business systems are documented, i.e., as-is state, systems in the scope of remediation. Remediation approach for 2 systems is finalized, and the same for remaining systems are currently in-discussion. Team will continue with analysis and reach out to sponsors for any major change in the interface approach. |
| Technology Data | It is assumed that data in FLAIR will exist in a new field in PALM except for fields that are discontinued. For the discontinued fields, it is assumed that PALM project team will communicate the names of the discontinued fields and will be shared as the data dictionary is updated for each Palm Design Segment. | Logged | 04/22/24 | All agency business systems and the remediation of agency business systems. | The complete data mapping sheet/ crosswalk between FLAIR and PALM data fields are yet to be published by the Florida PALM team. |
| People Processes Technology | Additional clarity required from Florida PALM team, for finalizing the FDC UAT plan | Logged | 10/21/24 | UAT Planning for user readiness for performing UAT | Requested additional clarity from Florida PALM team. Florida PALM team to setup follow up sessions with the agency team to finalize the details of the UAT plan. |
| People Processes Technology | Florida PALM team will work closely with agency team to mitigate any challenges the agency may face to meet the strict cutover timeline. | Logged | 12/20/24 | All users in agency financial functions. | Tentative plan for go-live is 1/6/2026, and the forecasted cutover period is around 2 weeks prior to it. Agency teams are asked to prepare the list of pre-requisites and the plan to meet this timeline. Agency to schedule further discussion to get the required support from the Florida PALM team/ DFS. |
| People Processes Technology | Agency team will receive required support (availability of Infrastructure and Florida PALM team) while performing the User Acceptance Testing and defect management. | Logged | 12/20/24 | All UAT Testers. | User Acceptance Test plan to document the pre-requisites and support required from Florida PALM team. |
| People Processes Technology Data | Enterprise systems shall be available for User Acceptance Testing including respective business processes. | Logged | 12/20/24 | All UAT Testers. | During Florida PALM design workshop, it is understood that the IT development activities for enterprise systems are in-progress. |
| Technology | IT Infrastructure for the agency shall support the user access and continued use of Florida PALM system. | Logged | 12/20/24 | All users in agency financial functions. | Florida PALM team expected to share the volumetrics for the agency. |
| Processes Technology | Required operations support team (both IT and F&A team) has been setup to support Florida PALM system access for the agency users, e.g. ongoing user access, user/ security roles assignments, access to data/ reports etc. | Logged | 12/20/24 | All users in agency financial functions. | |

<table>
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## 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 ]

</td></tr>
</table>

## FDC Status Report Confirmation

| Reporting Period | Agency Sponsor Name: | Confirmed By: | Confirmation Date: |
|---|---|---|---|
| November - December 2024 | Mark Tallent | mark.tallent@fdc.myflorida.com | 01/07/25 |
| September - October 2024 | Mark Tallent | mark.tallent@fdc.myflorida.com | 11/07/24 |
| July - August 2024 | Mark Tallent | mark.tallent@fdc.myflorida.com | 09/11/24 |
| May - June 2024 | Mark Tallent | mark.tallent@fdc.myflorida.com | 07/09/24 |
| March - April 2024 | Mark Tallent | mark.tallent@fdc.myflorida.com | 05/13/24 |
| January - February 2024 | Mark Tallent | mark.tallent@fdc.myflorida.com | 03/07/24 |

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# FDLE 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
November – December 2024

### Agency Sponsor
Charlotte Fraser

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| CCN Composition | RW Task Completeness | RW Task Timeliness | Project-led Meeting Participation |
|---|---|---|---|



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

The Readiness Workplan Tasks Completeness dial reflects the completeness of your agency's submission of RW tasks, starting with RW Task 512.

The Readiness Workplan Tasks Timeliness dial reflect the timeliness of your agency's submission of all RW tasks to date.

The Participation dial reflects your agency's attendance at Project-led meetings during the current reporting period.

**Change Champion Network:**
- Unique Filled Role = 6
- Duplicate Filled Role = 10
- Vacant Role = 0

**RW Task Completeness:**

Score = 90.00%
- Submitted Complete = 46
- Submitted Incomplete = 0
- Completed After Submission = 8

**RW Task Timeliness:**

Score = 87.09%
- Submitted On Time = 63
- Submitted Late = 17
- Pending Submission = 3

**Meeting Participation:**
- Meetings Attended = 6
- Meetings Missed = 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.

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## 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 |
|---|---|---|---|---|---|---|---|---|---|---|
| N/A | Technology | 519 | Remediate Agency Business Systems based on Segment I | 01/29/24 | 06/28/24 | 50% - In Progress | | 12/6 Remediation Ongoing | | |
| N/A | Technology | 531 | Remediate Agency Business Systems based on Segment II | 04/29/24 | 10/04/24 | 50% - In Progress | | 12/6 - Remediation Ongoing | | |
| N/A | Technology | 547 | Remediate Agency Business Systems based on Segment III | 07/22/24 | 12/13/24 | 50% - In Progress | | 12/6 - Final spreadsheet currently being updated for submission | | |
| Direct | Data | 555-A | Complete Data Cleansing Based on Mock Conversion 1 - Projects (PCC001) | 10/07/24 | 11/22/24 | 100% - Submitted | 12/06/24 | Task Complete | Submission Complete | |
| N/A | Technology | 561 | Remediate Agency Business Systems based on Segment IV | 10/21/24 | 03/14/25 | 50% - In Progress | | | | |
| Direct | Data | 555-B | Complete Data Cleansing Based on Mock Conversion 1 (CTC001, GMC001, and PCC002) | 10/28/24 | 11/22/24 | 100% - Submitted | 12/17/24 | Task Complete | Submission Complete | |
| N/A | N/A | 562 | Submit Bimonthly Agency Readiness Status Report | 11/01/24 | 11/12/24 | 100% - Submitted | 11/06/24 | | Submission Complete | |
| N/A | N/A | 563 | Manage Agency Specific Implementation Schedule, Risks and Issues | 11/01/24 | 12/27/24 | 100% - Submitted | 12/18/24 | Task Complete | Submission Complete | |
| Direct | Data | 555-C | Complete Data Cleansing Based on Mock Conversion 1 (AMC001 and POC001) | 11/08/24 | 12/06/24 | 100% - Submitted | 12/06/24 | Task Complete | Submission Complete | 12/09/24 |
| Direct | Technology | 557 | Confirm Interface Inventory for Cycle 2 Interface Testing | 11/18/24 | 12/13/24 | 100% - Submitted | 12/11/24 | Task Complete | Submission Complete | |
| N/A | Technology | 558 | Update Agency Business System Documentation | 11/18/24 | 01/10/25 | 100% - Submitted | 01/10/25 | Task Complete | | |
| Direct | Data | 567-A | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 11/25/24 | Task Complete | Submission Complete | |
| Direct | Data | 567-B | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/17/24 | Task Complete | Submission Complete | 12/18/24 |
| Direct | Data | 567-C | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/11/24 | Task Complete | Submission Complete | |
| Direct | Data | 567-D | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/10/24 | Task Resubmitted | Submission Complete | 12/17/24 |
| Direct | Data | 567-E | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/16/24 | Task Complete | Submission Complete | |
| Direct | Data | 567-G | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/17/24 | Task Complete | Submission Complete | |
| Direct | Data | 567-H | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/13/24 | Task Complete | Submission Complete | |
| Direct | Data | 567-I | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/10/24 | Task Complete | Submission Complete | |
| Indirect | People | 536-C | Create Agency Specific User Acceptance Testing Plan | 12/09/24 | 01/31/25 | 50% - In Progress | | | | |
| N/A | Processes | 560 | Submit Change Analysis Tool | 12/09/24 | 01/31/25 | 25% - Beginning Initial Internal Meetings and Information Gathering | | | | |
| Indirect | People | 564 | Update Future Florida PALM Users | 12/09/24 | 01/10/25 | 100% - Submitted | 01/10/25 | Task Complete | | |
| N/A | People | 568 | Create Training Plan for Agency Managed End User Training | 12/09/24 | 03/28/25 | 50% - In Progress | | | | |
| Direct | Data | 567-J | Share, Review, and Update Configuration Workbooks | 12/18/24 | 01/17/25 | 50% - In Progress | | | | |
| Direct | Data | 567-K | Share, Review, and Update Configuration Workbooks | 12/18/24 | 01/17/25 | 50% - In Progress | | | | |
| Direct | Data | 567-P | Share, Review, and Update Configuration Workbooks | 12/18/24 | 01/17/25 | 50% - In Progress | | | | |
| Direct | Data | 658-A | Submit Data Field Mapping | 12/18/24 | 01/31/25 | 25% - Beginning Initial Internal Meetings and Information Gathering | | | | |
| Direct | Data | 658-B | Submit Data Field Mapping | 12/18/24 | 01/31/25 | 25% - Beginning Initial Internal Meetings and | | | | |

| | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | Information Gathering | | | | |
| N/A | N/A | **569** | Submit Bimonthly Agency Readiness Status Report | 12/30/24 | 01/10/25 | 100% - Submitted | **01/06/25** | Task Complete | Submission Complete | |
| N/A | N/A | **570** | Manage Agency Specific Implementation Schedule, Risks and Issues | 12/30/24 | 02/28/25 | 50% - In Progress | | | | |
| Direct | Data | **658-C** | Submit Data Field Mapping | 01/06/25 | 01/31/25 | 25% - Beginning Initial Internal Meetings and Information Gathering | | | | |
| Indirect | Technology | **576** | Complete Internal Agency Business System Test and Remediation to prepare for Cycle 2 - Technical Interface Testing | 01/06/25 | 03/28/25 | 25% - Beginning Initial Internal Meetings and Information Gathering | | | | |

| **People** | **Processes** | **Technology** | **Data** |
|---|---|---|---|
| The staff and stakeholders affected by your agency's transition to Florida PALM. | The sequence of procedures to accomplish a business objective. | The applications or tools used to process, track, or report on financial operations. | Information used in or produced from an agency's financial business operations. |

**People**

**Implementation:**

**Planned Florida PALM End Users = 47**

• Business Process Groupings = 13/13

**Identified Subject Matter Experts = 22**

**Processes**

**Implementation:**

**Impacted Agency Business Processes = 231**

• Related Business Process Groupings = 12/13

• Planned Spreadsheet Uploads = 2

**Technology**

**Implementation:**

**Business Systems Planned for Integration = 16**

**Planned Interfaces = 6**

- Inbound Interfaces = 4

- Outbound Interfaces = 2

**Data**

**Implementation:**

**Configuration**

• Commitment Control (KK)

- Budget Allotments - Control Option = Option # 3 - Track without Budget

- Account ChartField Tier Selection = Account Tier #1: Highest

- Organization ChartField Translation Tree Selection = Translation Tree #2: Agency-Defined Tree

• Org Security Rule = Agencywide

• Optional ChartFields

- OA1 = To Be Configured

- OA2 = To Be Configured

- PC Category = To Be Configured

- PC Subcategory = To Be Configured

- PC Source Type = Not To Be Configured

**Conversion**

• Optional Conversions

- Accounts Receivable = Needed

- Assets = Needed

- Contracts = Needed

- Customers = Not Needed

- Encumbrances = Needed

- Grants = Needed

- Projects = Needed

- Projects Balances = Needed

## 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.

### FDLE Risks

| Critical Operational Elements | Risk Description | Status | Risk Rating | Mitigation/Response Strategy | Reporting Period Comments or Updates | Date of Status Change | Owner / Coordinator |
|---|---|---|---|---|---|---|---|
| Data | That we will be unable to do life-to-date tracking and trend analysis for data that is in both FLAIR and PALM. | Open | 4 (Medium/Medium) | Develop crosswalk methodology if the new Data Warehouse will not provide this capability. | None 5/16/24: Still pending 7/22/24: No Change 8/19/24: No Change 10/14/24: No Change 11/19/24: No Change 12/9/24: No Change 1/6/25: No Change | 05/16/24 | Mike Moore |
| Processes Data | FDLE has good number of reports that will need to be created based on PALM objects. PALM will have "some" reports but not all that is needed. | Open | 4 (Medium/Medium) | Request PALM team to provide the similar functionality of those reports / report name. | 6/25/24: - Project has begun the RFP process for staff augmentation. Resource Needs: 2-BA's and 1-SA 7/2/24: - Still Pending 7/22/24 - No Change 8/19/24: Will update by 8/22/24 9/4/24: Awaiting response from Alise 10/14/24: No Change 11/19/24: No Change 12/9/24: No Change 1/6/25: No Change | 06/25/24 | Anik Datta |
| Processes Data | Information is needed related to the data warehouse for PALM | Open | 4 (Medium/Medium) | FDLE is depending on the PALM project to provide FDLE project team information regarding the data warehouse. Mitigate this risk | 6/25/24: - Reached out to our RC's for any available information. 7/22/24: No Change 8/19/24: Will update by 8/22/24 10/14/24: No Change 11/19/24: No Change 12/9/24: No Change | 06/25/24 | Anik Datta |
| People | FDLE needs of a couple of Business Analysts to support the UAT process. Once selected the background process may hinder onboarding resources quickly. | Open | 4 (Medium/Medium) | We are currently crafting RFP in support of those resources. | 7/8/24: - New risk. RFP has not been posted 7/22/24: No Change 8/19/24: SOW ready, needed to review but will be posted this | 07/08/24 | Mike Moore |

week.
9/16/24: OFM resume's evaluated, seven interviews scheduled.
10/1/24: ITS has 6 Interviews scheduled
10/14/24: OFM Candidates selected and is currently going through back ground check. ITS will be selecting its candidate today.
12/9/24: New BA did not workout. We've reached out to the third candidate who is still interested in this role. He has started the background process. Our 2nd BA will start 12.11.24
1/6/25: ITS New Resource started.

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| Processes Data | Early visibility of Data Warehouse & Report Query Builder will help us to decide the future scope of custom reports for data validation (well before interface testing) | Open | 4 (Medium/Medium | Will address once PALM begins working on the Data Warehouse | 8/7/24 New Risk 9/4/24: A/I for Angie to f/u 10/14/24: No Change 11/19/24: No Change 12/9/24: No Change 1/6/25: No Change | 08/07/24 | Anik Datta |
| Processes Technology | FDLE needs more details related to the upcoming task "Change Analysis" outlined in the Agency Implementation Roadmap, that is scheduled to commence in mid-October. | Closed | 4 (Medium/Medium | Pursue more information /direction from the PALM team. | 9.4.24 New Risk 9/17/24: No Change 10/14/24: No Change 11/19/24: CLOSED | 11/19/24 | Anik Datta |
| Processes Technology Data | FDLE is in need of a comprehensive list of anticipated errors and warnings that may occur in relation to interface interactions and report parameters inputs. | Open | 4 (Medium/Medium | Pursue more information /direction from the PALM team. Further delay may impact our ability to meet downstream activities for example UAT. | 9.4.24 New Risk 9/17/24: No Change 10/14/24: No Change 11/19/24: No Change 12/9/24: No Change 1/6/25: No Change | 09/04/24 | Anik Datta |
| Technology Data | Timeline for interface testing coinciding with integration testing presents a risk. | Open | 4 (Medium/Medium | Continue to watch the project timeline to see if this will change. Otherwise, we will accept the risk. | 11/19/24: No Change 12/9/25: No Change 1/6/25: No Change | 11/19/24 | Anik Datta |
| Technology Data | FDLE uses Object code for various purposes. PALM is replacing this with Account. As a result it will be challenging to reconcile RAMS with PALM and get details at transaction type level. | Open | 3 (High/Low) | New chart of accounts and transaction types have to be setup to fulfill PALM and FDLE accounting requirements. | Analyzing PALM account codes provided to determine if additional fields need to be utilized. 5/16/24: Still pending 7/22/24: No Change 8/19/24: No Change 10/14/24: No Change 11/19/24: No Change 12/9/24: No Change 1/6/25: No Change | 05/16/24 | Terri Speed / Andrew Gutsch |
| Processes Technology | The Configuration Review and Update task during UAT poses a potential risk. Changes could affect the UAT timelines and outcomes. | Open | 2 (Medium/Low) | Accept the risk. | 11/19/24: No Change 12/9/24: Paused for now | 10/31/24 | Anik Datta |
| Processes Data | The task "Update Reports Inventory" is missing from the new 'Agency Implementation Roadmap.' There is no visibility of the Data Warehouse reporting tool in the current roadmap. | Open | 2 (Low/Medium) | Accept the risk. | 10.31.24: New Risk 11/19/24: No Change 12/9/24: No Change 1/6/25: No Change | 10/31/24 | Anik Datta |

## FDLE Issues

| Critical Operational Elements | Issue Description | Status | Priority | Resolution Plan | Reporting Period Comments or Updates | Planned or Actual Resolution Date | Owner / Coordinator |
|---|---|---|---|---|---|---|---|
| Processes | There is no cutover plan to transition from current systems to PALM compliant systems in future on the day of PALM go-live. | Open | Low - All impacts not listed as Critical or High | New PM onboarded and will develop cutover schedule for all affected applications and provide detailed plans much before PALM go-live date | 6/21/24: Ongoing | 12/31/25 | Anik Datta |

## FDLE Assumptions

| Critical Operational Elements | Assumption | Status | Date Logged or Removed | Impacted Stakeholder(s) and/or System(s) | Reporting Period Comments or Updates |
|---|---|---|---|---|---|
| People Processes Technology Data | The agency will be approved for funding to support readiness activities. | Logged | 07/01/23 | Office of Information and Technology Systems Office of Financial Management Agency business systems | Pending FY 24/25 Legislative Session |
| Technology Data | PALM will not change the identified Chart of Accounts structure between now and go-live. | Logged | 07/01/23 | Agency business systems | Monitor information as provided by PALM. |
| Data | PALM will provide similar funtionality as ABS Open Reports which is used for querying FLAIR and PYRL data so that we can retire those applications. | Logged | 09/01/23 | Office of Financial Management Office of Policy and Planning All divisional/regional business liaisons Management | Monitor information as provided by PALM. |
| People Processes Technology Data | PALM will provide significant time to test and practice specific transactions before go-live in a dedicated testing environment (UAT). | Logged | 10/31/23 | All agency business systems | Monitor information as provided by PALM. |
| Technology Data | FDLE assumes all PALM reports WILL match 1:1 with current FLAIR reports | Logged | 08/19/24 | Office of Information and Technology Systems Office of Financial Management | Monitor information as provided by PALM. |

## 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** *

## FDLE Status Report Confirmation

| Reporting Period | Agency Sponsor Name: | Confirmed By: | Confirmation Date: |
|---|---|---|---|
| November - December 2024 | Charlotte Fraser | charlottefraser@fdle.state.fl.us | 01/06/25 |
| September - October 2024 | Charlotte Fraser | charlottefraser@fdle.state.fl.us | 11/06/24 |
| July - August 2024 | Charlotte Fraser | charlottefraser@fdle.state.fl.us | 09/09/24 |
| May - June 2024 | Charlotte Fraser | charlottefraser@fdle.state.fl.us | 07/10/24 |
| March - April 2024 | Charlotte Fraser | charlottefraser@fdle.state.fl.us | 05/08/24 |
| January - February 2024 | Charlotte Fraser | charlottefraser@fdle.state.fl.us | 03/11/24 |

# FDOT 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**
November - December 2024

**Agency Sponsor**
Lisa Saliba

| CCN Composition | RW Task Completeness | RW Task Timeliness | Project-led Meeting Participation |
|---|---|---|---|
|  |  |  |  |
| The Change Champion Network dial reflects the completeness of your CCN makeup. | The Readiness Workplan Tasks Completeness dial reflects the completeness of your agency's submission of RW tasks, starting with RW Task 512. | The Readiness Workplan Tasks Timeliness dial reflect the timeliness of your agency's submission of all RW tasks to date. | The Participation dial reflects your agency's attendance at Project-led meetings during the current reporting period. |

**Change Champion Network:**
- Unique Filled Role = 31
- Duplicate Filled Role = 0
- Vacant Role = 0

**RW Task Completeness:**
**Score = 92.55%**
- Submitted Complete = 33
- Submitted Incomplete = 0
- Completed After Submission = 14

**RW Task Timeliness:**
**Score = 79.52%**
- Submitted On Time = 42
- Submitted Late = 33
- Pending Submission = 8

**Meeting Participation:**
- Meetings Attended = 6
- Meetings Missed = 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 |
|---|---|---|---|---|---|---|---|---|---|---|
| N/A | Data | 514 | Complete Data Readiness Analysis and Data Cleansing Activities for Segments I and II | 01/29/24 | 04/12/24 | 75% - Consolidating/Inputting Information for Submission | | Will be completing from a systems perspective rather than segment perspective. Segment delineations do not match with blended business system functionality. FDOT is planning to complete remediation tasks at once rather than in segment order. Completion Target at 3/14/2025 | | |
| N/A | Technology | 519 | Remediate Agency Business Systems based on Segment I | 01/29/24 | 06/28/24 | 50% - In Progress | | Will be completing from a systems perspective rather than segment perspective. Segment delineations do not match with blended business system functionality. FDOT is planning to complete remediation tasks at once rather than in segment order. Completion Target at 3/14/2025 | | |
| N/A | Data | 526 | Complete Data Readiness Analysis and Data Cleansing Activities for Segment III | 04/29/24 | 07/12/24 | 25% - Beginning Initial Internal Meetings and Information Gathering | | Will be completing from a systems perspective rather than segment perspective. Segment delineations do not match with blended business system functionality. FDOT is planning to complete remediation tasks at once rather than in segment order. Completion Target at 3/14/2025 | | |
| N/A | Technology | 531 | Remediate Agency Business Systems based on Segment II | 04/29/24 | 10/04/24 | 25% - Beginning Initial Internal Meetings and Information Gathering | | Will be completing from a systems perspective rather than segment perspective. Segment delineations do not match with blended business system functionality. FDOT is planning to complete remediation tasks at once rather than in segment order. Completion Target at 3/14/2025 | | |
| N/A | Data | 542 | Complete Data Readiness Analysis and Data Cleansing Activities for Segment IV | 07/22/24 | 10/18/24 | 25% - Beginning Initial Internal Meetings and Information Gathering | | Will be completing from a systems perspective rather than segment perspective. Segment delineations do not match with blended business system functionality. FDOT is planning to complete remediation tasks at once rather than in segment order. Completion Target at 3/14/2025 | | |
| N/A | Technology | 544 | Update Agency Business System Documentation for Segment IV | 07/22/24 | 10/18/24 | 75% - Consolidating/Inputting Information for Submission | | | | |
| N/A | Technology | 547 | Remediate Agency Business Systems based on Segment III | 07/22/24 | 12/13/24 | 50% - In Progress | | Will be completing from a systems perspective rather than segment perspective. Segment delineations do not match with blended business system functionality. FDOT is planning to complete remediation tasks at once rather than in segment order. Completion Target at 3/14/2025 | | |
| Direct | Data | 555-A | Complete Data Cleansing Based on Mock Conversion 1 - Projects (PCC001) | 10/07/24 | 11/22/24 | 100% - Submitted | 11/22/24 | 1. Out of the 55,534 projects we had marked for conversion in August, only 53,718 were included in mock conversion 1, why were 1,816 skipped? 2. Why were the extra 7,924 projects included in Mock conversion 1 when they were not part of the list in August and please confirm the source for the list of projects? | Submission Complete | |
| N/A | Technology | 561 | Remediate Agency Business Systems based on Segment IV | 10/21/24 | 03/14/25 | 50% - In Progress | | Will be completing from a systems perspective rather than segment perspective. | | |

| | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | Segment delineations do not match with blended business system functionality. FDOT is planning to complete remediation tasks at once rather than in segment order. Completion Target at 3/14/2025 | | |
| Direct | Data | 555-B | Complete Data Cleansing Based on Mock Conversion 1 (CTC001, GMC001, and PCC002) | 10/28/24 | 11/22/24 | 100% - Submitted | 12/04/24 | | Submission Complete | |
| N/A | N/A | 562 | Submit Bimonthly Agency Readiness Status Report | 11/01/24 | 11/12/24 | 100% - Submitted | 11/08/24 | | Submission Complete | |
| N/A | N/A | 563 | Manage Agency Specific Implementation Schedule, Risks and Issues | 11/01/24 | 12/27/24 | 100% - Submitted | 12/30/24 | | Submission Complete | |
| Direct | Data | 555-C | Complete Data Cleansing Based on Mock Conversion 1 (AMC001 and POC001) | 11/08/24 | 12/06/24 | 100% - Submitted | 01/07/25 | | Submission Complete | |
| Direct | Technology | 557 | Confirm Interface Inventory for Cycle 2 Interface Testing | 11/18/24 | 12/13/24 | 50% - In Progress | | | | |
| N/A | Technology | 558 | Update Agency Business System Documentation | 11/18/24 | 01/10/25 | 25% - Beginning Initial Internal Meetings and Information Gathering | | | | |
| Direct | Data | 567-A | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/06/24 | | Submission Complete | |
| Direct | Data | 567-B | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/17/24 | | Submission Complete | 12/18/24 |
| Direct | Data | 567-C | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/13/24 | | Submission Complete | |
| Direct | Data | 567-D | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/13/24 | | Submission Complete | 12/17/24 |
| Direct | Data | 567-E | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/13/24 | | Submission Complete | |
| Direct | Data | 567-G | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/19/24 | | Submission Complete | |
| Direct | Data | 567-H | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/13/24 | | Submission Complete | |
| Direct | Data | 567-I | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/19/24 | | Submission Complete | |
| Indirect | People | 536-C | Create Agency Specific User Acceptance Testing Plan | 12/09/24 | 01/31/25 | 25% - Beginning Initial Internal Meetings and Information Gathering | | | | |
| N/A | Processes | 560 | Submit Change Analysis Tool | 12/09/24 | 01/31/25 | 50% - In Progress | | | | |
| Indirect | People | 564 | Update Future Florida PALM Users | 12/09/24 | 01/10/25 | 25% - Beginning Initial Internal Meetings and Information Gathering | | | | |
| N/A | People | 568 | Create Training Plan for Agency Managed End User Training | 12/09/24 | 03/28/25 | 25% - Beginning Initial Internal Meetings and Information Gathering | | | | |
| Direct | Data | 567-J | Share, Review, and Update Configuration Workbooks | 12/18/24 | 01/17/25 | 50% - In Progress | | | | |
| Direct | Data | 567-K | Share, Review, and Update Configuration Workbooks | 12/18/24 | 01/17/25 | 100% - Submitted | 01/10/25 | | | |
| Direct | Data | 567-P | Share, Review, and Update Configuration Workbooks | 12/18/24 | 01/17/25 | 50% - In Progress | | | | |
| Direct | Data | 658-A | Submit Data Field Mapping | 12/18/24 | 01/31/25 | 25% - Beginning Initial Internal Meetings and Information Gathering | | | | |
| Direct | Data | 658-B | Submit Data Field Mapping | 12/18/24 | 01/31/25 | 25% - Beginning Initial Internal Meetings and Information Gathering | | | | |
| N/A | N/A | 569 | Submit Bimonthly Agency Readiness Status Report | 12/30/24 | 01/10/25 | 100% - Submitted | 01/10/25 | | Submission Complete | |
| N/A | N/A | 570 | Manage Agency Specific Implementation Schedule, Risks and Issues | 12/30/24 | 02/28/25 | 50% - In Progress | | | | |
| Direct | Data | 658-C | Submit Data Field Mapping | 01/06/25 | 01/31/25 | | | | | |
| Indirect | Technology | 576 | Complete Internal Agency Business System Test and Remediation to prepare for Cycle 2 - Technical Interface Testing | 01/06/25 | 03/28/25 | | | | | |

| People | Processes | Technology | Data |
|---|---|---|---|
| The staff and stakeholders affected by your agency's transition to Florida PALM. | The sequence of procedures to accomplish a business objective. | The applications or tools used to process, track, or report on financial operations. | Information used in or produced from an agency's financial business operations. |

**People**

**Implementation:**

**Planned Florida PALM End Users = 221**

• Business Process Groupings = 11/13

**Identified Subject Matter Experts = 41**

**Processes**

**Implementation:**

**Impacted Agency Business Processes = 72**

• Related Business Process Groupings = 13/13

• Planned Spreadsheet Uploads = 7

**Technology**

**Implementation:**

**Business Systems Planned for Integration = 234**

**Planned Interfaces = 42**

- Inbound Interfaces = 17

- Outbound Interfaces = 24

**Data**

**Implementation:**

**Configuration**

• **Commitment Control (KK)**

- Budget Allotments - Control Option = Option # 3 - Track without Budget

- Account ChartField Tier Selection = Account Tier #2: Groupings

- Organization ChartField Translation Tree Selection = Translation Tree #2: Agency-Defined Tree

• **Org Security Rule = Agency Defined**

• **Optional ChartFields**

- OA1 = To Be Configured

- OA2 = To Be Configured

- PC Category = To Be Configured

- PC Subcategory = To Be Configured

- PC Source Type = To Be Configured

**Conversion**

• Optional Conversions

- Accounts Receivable = Needed

- Assets = Needed

- Contracts = Needed

- Customers = Needed

- Encumbrances = Needed

- Grants = Needed

- Projects = Needed

- Projects Balances = Needed

## 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.

| FDOT Risks | | | | | | | |
|---|---|---|---|---|---|---|---|
| Critical Operational Elements | Risk Description | Status | Risk Rating | Mitigation/Response Strategy | Reporting Period Comments or Updates | Date of Status Change | Owner / Coordinator |
| Technology | FDOT Applications - Impacted asset inventory inconsistencies cause problems in planning remediation efforts. | Open | 9 (High/High) | Control - Regularly reviewing asset impact and assessing priority to asset for planning purposes | No comment this period | 11/01/23 | Brian Boyd |
| Technology | PALM Interfaces - Timeliness of PALM Nightly Batch Files and Data Warehouse Updates and Data Warehouse Updates introduce instability of established processes and payments. | Open | 9 (High/High) | Transfer - Expecting the PALM solution to have timely or as needed batch files and Data Warehouse needs are available in agency or from interfaces until DW is fully available. | Outstanding question looking for guidance. | 11/01/23 | Brian Boyd |
| Processes | PALM Scope -Scope and features changes by the FL PALM Project being moved to post-implementation (Go Live) may reduce core processing functions needed. | Open | 9 (High/High) | Mitigation- Monitor PALM scope and adjust FDOT scope as needed | No comment this period | 11/01/23 | Brian Boyd |
| Processes | PALM Response - Issues not resolved in a timely manner, FDOT not receiving clear answers from Florida PALM in a timely manner will increase the duration to perform the remediation. | Open | 9 (High/High) | Conduct monthly RAID meetings and promptly escalate issues to FDOT leadership and PALM leadership | Technical question on Interfaces remain unaddressed and will request a focused meeting to review each. | 08/29/24 | Brian Boyd |
| People | FDOT SMEs - Limited qualified staff availability for requirements gathering, application remediation, remediation testing, and other critical activities | Open | 9 (High/High) | Request LBR funding for staff augmentation for BA and QAA positions. Prioritze the project tasks. | Actively seeking and hiring qualified personnel. | 08/29/24 | Brian Boyd |
| Processes Technology | PALM Interfaces - Upload Excel Spreadsheets to PALM will be replacing the existing FLAIR emulator scripting processes, additional steps involved in the new Excel upload having more manual steps. | Open | 9 (High/High) | Mitigation | Leverage batch interfaces, flat files. Recommend schedule increase in frequency. | 07/19/24 | Brian Boyd |
| Processes Data | PALM Technical - The concept of splitting up the new PALM Accounting system into reviewable Segments is not reasonably workable with many ABS's since systems were architected from broader financial/functional perspectives. This may cause delay in remediation completion of systems as they wait for future segments to provide answers/guidance towards full remediation. | Open | 9 (High/High) | Mitigation | Attempting to conduct partial remediation where able, but additional efforts identified when systems need to be revisited at future segment intervals. | 08/29/24 | Brian Boyd |
| Technology | PALM Technical - Not knowing the batch schedule until at least July 2025 will leave agencies little time to remediation processes as needed. | Open | 9 (High/High) | It is an absolute necessity. PALM must provide this is planned and we are waiting. | Impact is increasing to 4, Rating of 12 (12/12/24) | 12/12/24 | Mark Rissinger |
| Technology | PALM Technical - The inability to efficiently enter large amounts of records via Excel uploads will incur delays due to the need to provide technical solutions for mass entry. | Open | 9 (High/High) | Project costing could have a large number of records, as an example. An interface to accept our transactions in an automated fashion is needed. | No comment this period | 08/29/24 | Mark Rissinger |
| Processes | PALM Technical - Need to identify the "Input and Automated" records in extracts. FLAIR indicates whether records are input manually, automated, or system generated. FDOT uses this indicator for various reporting and balancing methods. PALM not having this indicator could cause major impacts to Cost Allocation and Cash Forecasting, especially if the automated records do not come across in the extracts. (add to Touchpoint Mtg.) | Open | 9 (High/High) | Prefer having PALM provide this indicator. If not, may need to quantify the result and come up with backup plan. | New 10/7/24. Increasing to 4 and 4, for our Risk rating or 16.. | 12/12/24 | Brian Boyd |
| Data | PALM Timeline - Solution Design delay but agency deadline has not changed. | Open | 9 (High/High) | Florida PALM explained that there are Accenture development delays and contract limitations; leadership is keeping the current timeline, adding project resources, and fostering agency collaboration. | New 10/30/24. | 10/30/24 | Brian Boyd |
| Processes Technology | PALM Technical - Project Costing Module and duplicating information into Florida PALM for 15,000 projects manually is not feasible. (Hiring staff will be more expensive that developing and interface. Average 90-70 updates a day.) | Open | 9 (High/High) | Florida PALM - will advise if can do through Excel upload. | New 10/30/24. | 10/30/24 | Brian Boyd |
| Processes Data | Uploading data files through the use of Excel is critical for interface testing, yet there is no mechanism in place to test this in advance for our unit testing. | Open | 9 (High/High) | Awaiting the ability to completely test the upload functionality. | New 12/12/24. | 12/12/24 | Mark Rissinger |
| Processes Data | Motorlog has a greater level of specificity than the PALM Area ID, PALM's also has fewer characters. | Open | 9 (High/High) | Analysis is being performed to assess the impact and determine a solution or workaround. | New 12/12/24. | 12/12/24 | Magdiel Puig |
| Data | PALM COA - Incomplete information for Object Code for understanding the Expansion Option design in advance to effectively remediate the code and replace. Also added to Questions. | Closed | 6 (Medium/High) | Mitigation | Attempting to conduct partial remediation where able, but additional efforts identified when systems need to be revisited at future segment intervals. | 12/05/24 | Brian Tippel |
| Processes | PALM COA, Project codes - Will PALM be enforcing agencies to use project numbers starting with two-digit agency numbers? We have project numbers set before entering them into the statewide accounting system, if another agency takes a project number we need, it will create an issue. (Touchpoint Mtg.) | Closed | 6 (Medium/High) | If this may not happen. | New 10/7/24. Is an Issue #16/15. Moved to ISSUE. | 12/12/24 | Mark Rissinger |
| Processes Data | The Mock Conversion is problematic, having conversion errors that are inaccurate. | Open | 6 (Medium/High) | Continue to work through the process and find a pattern to help identify the problem points. | New 12/12/24. | 12/12/24 | Magdiel Puig |

| Critical Operational Elements | Issue Description | Status | Priority | Resolution Plan | Reporting Period Comments or Updates | Planned or Actual Resolution Date | Owner / Coordinator |
|---|---|---|---|---|---|---|---|
| Processes Data | The Mock Conversion 2 does not include a method to keep data in sync, for example, Project, how to make updates because we will have new projects and similar to other fields like organization, location, etc. | Open | 6 (Medium/High) | Structure the testing in small units recognizing the problems and limit how far we can effectively test. | New 12/12/24. | 12/12/24 | Magdiel Puig |
| Processes | PALM Estimate - Scope and schedule changes of individual remediation efforts within the program and the level of effort involved and the dependencies are underestimated. | Open | 6 (High/Medium) | Mitigation- Monitor scope and schedule changes of individual efforts. Reassign resources as needed to avoid schedule changes. Carefully evaluate proposed scope changes. | No comment this period | 11/01/23 | Brian Boyd |
| Processes | FDOT Applications - Incompatibility of the processing account codes across FDOT business units could impact efforts to remediate for PALM. | Open | 6 (High/Medium) | Evaluate opportunities for process standardization | No comment this period | 08/29/24 | Brian Boyd |
| Processes Data | PALM Technical - Need balance sheet account examples and inter and intra agency funds transfer to begin data conversion preparation. | Open | 6 (High/Medium) | Mitigation | Segment IV is to have this functionality included. | 03/07/24 | Brian Boyd |
| Technology Data | PALM Technical - Knowledge Center does not have version history on what was changed. It is a manual compare effort. The change log has not been updated for these interfaces. This would require agencies to check each field in every interface to implement technical changes and some changes may be missed. | Open | 6 (High/Medium) | Ask PALM project to understand high level of dependency and stability interfaces require and to ensure completeness and accuracy in interface management. | Remains a problem (12/12/24) | 08/29/24 | Mark Rissinger |
| Processes Technology | FDOT Applications - The analysis of FDOT systems is complex and software components requiring remediation may be overlooked. | Open | 6 (High/Medium) | Broaden the analysis as soon as possible, ensure to include SME. Applying early QA processes. | Increasing (12/12/24) | 08/29/24 | Brian Boyd |
| Technology | PALM Applications - Knowledge Center does not provide a method for downloading all the File Layouts for the interfaces, requiring agencies to download each interface manually. | Closed | 6 (High/Medium) | It is PALM responsibility to advise the changes to ensure we recgonize the correct change. | | 12/12/24 | Mark Rissinger |
| Technology | PALM Interfaces - If agencies are expected to have to communicate with PALM via inconsistent interfaces (excel upload vs batch upload), then it will lead to increased time needed for remediation. (Touchpoint Mtg.) | Open | 6 (High/Medium) | Through repeated trials and analysis to arrvie at the best sequence and timing. | New (10/7/24). Increasing (12/12/24) | 10/07/24 | Mark Rissinger |
| Technology | PALM MFMP - Revisions and impact on TVI is unknown. FDOT needs additional specifications on MFMP changed functionality to determine TVI remediation requirements. | Open | 4 (Medium/Mediu | Mitigation | Advance analysis on the components of the TVI and exploring the current use of the TIN number. (MFMP). | 11/01/23 | Brian Boyd |
| Technology Data | PALM Technical - PALM Technical and Business Processing specifications have errors or are unclear at the lower level needed for effective remediation activities. | Open | 4 (Medium/Mediu | Interface file layout and commitment control are indicators. Continue to review closely PALM materials and ask for clarifications. | Technical question on Interfaces remain unaddressed and will request a focused meeting to review each. | 07/12/24 | Brian Boyd |
| Processes | PALM Technical - The PALM solution will not have a working model or prototype to serve as an example for the future state. | Open | 4 (Medium/Mediu | Raised the request to Florida PALM, 1st week in August. | no update | 08/29/24 | Brian Boyd |
| Technology | PALM Technical - PALM is unable to provide accurate data crosswalk examples, such as for the Supplier supporting multiple vendor ids for same TIN/FEIN. | Open | 4 (Medium/Mediu | Request PALM for an example. Many questions, until we are shown examples to know how to convert data and place in TVI. | There has been progress, but remains a Risk. (12/12/24) | 08/29/24 | Brian Tippel |
| Processes Technology | PALM Planning — The UAT Testing period is inadequate for agencies to test their applications and determine appropriate remediation strategies. | Open | 4 (Medium/Mediu | Under review for options. | No comment this period | 08/29/24 | Program Management |
| Technology | PALM Interfaces - If FDOT is supposed to use the Excel uploads generated from automated processes, then we will need the comma-delimited layouts for the upload files to be more successful. (Touchpoint Mtg.) | Open | 4 (Medium/Mediu | Create our best estimate for comma-delimited layouts. (PALM has offered a discussion, unsure if resolves problem.) | New this period. | 10/07/24 | Mark Rissinger |
| Technology | PALM COA, Activity—We need to know the full Activity Codes list so that we can remediate our applications, believing we need to use the detailed list. Or will we be able to do everything we need with the high-level Activity Codes with PALM? (Touchpoint Mtg.) | Open | 4 (Medium/Mediu | Predict what the Activity Codes will be or have placeholders to be later remediated where possible. Analyze further if we can achieve our business requirements with higher level, less grandular Activity codes. 10/2/24 Rec'd full Activity List, under analysis. | New (10/7/24). Decreasing (12/12/24). | 12/12/24 | Mark Rissinger |
| Processes | Funding - allocations may not be available through to completion for all systems. | Open | 3 (Low/High) | Avoid - Document program funding requirements and communicate with FDOT leadership, Governor's office, and House/Senate staff. | Received funding, and actively monitoring | 11/01/23 | Brian Boyd |
| Processes Technology Data | PALM Scope - FDOT not having a clear understanding of Readiness Workplan tasks from Florida PALM will increase the duration to perform the remediation. | Closed | 2 (Medium/Low) | Attend Thursday Task Talks and Design Workshops, and research PALM configurations. | | 12/05/24 | Program Management |

| | | | | FDOT Issues | | | |
|---|---|---|---|---|---|---|---|
| Critical Operational Elements | Issue Description | Status | Priority | Resolution Plan | Reporting Period Comments or Updates | Planned or Actual Resolution Date | Owner / Coordinator |
| Data | Interface layouts contain errors. | Open | Critical - Impacts the ability of the agency to move forward with work without resolution | Notify PALM and work to gain clarity and accuracy on interface layouts. | Contact_Sequence_Num | 05/31/24 | Brian Tippel |
| Data | Interface schema relationship details not provided in layouts, samples, or knowledge center. | Open | Critical - Impacts the ability of the agency to move forward with work without resolution | Reaching out to PALM technical staff to gain guidance on entity relationship diagrams. | Identified this period | 05/31/24 | Mark Rissinger |
| People | SME Resources limited for business processes and the technical knowledge experts are overallocated. | Open | Critical - Impacts the ability of the agency to move forward with work without resolution | The majority of the tasks for these resources are critical for others to continue with analysis or remediation. | No comment this period | 08/29/24 | Program Management |
| Technology Data | PALM Interfaces - In the Interface layout files, the tab containing the type of feedback the agencies will receive after file processing was removed. This information is necessary to know of successful entries, or which ones had errors and the cause; need the format/layout definition what we will receive. We need the journal ID or unique ID that was generated so they can pair the processing with the transaction. | Open | Critical - Impacts the ability of the agency to move forward with work without resolution | Raised to the Technical Coordinator. | No comment this period | 10/07/24 | Mark Rissinger |
| Processes Technology | FDOT Applications - Switching from the FLAIR transactions to the internal PALM functionality may be different for our internal systems. | Open | Critical - Impacts the ability of the agency to move forward with work without resolution | Critical - Required functionality is missed | Moved from Risk 12/12/24. | 12/12/24 | Mark Rissinger |
| Technology | PALM COA, Project codes - Will PALM | Open | Critical - Impacts the | Critical - Having exclusive project numbers for FDOT | Moved from Risk | 12/12/24 | Mark Rissinger |

| Critical Operational Elements | Description | Status | Impact | | Reporting Period Comments or Updates | Date | Owner |
|---|---|---|---|---|---|---|---|
| Data | be enforcing agencies to use project numbers starting with two-digit agency numbers? We have project numbers set before entering them into the statewide accounting system, if another agency takes a project number we need, it will create an issue. (Touchpoint Mtg.) | | ability of the agency to move forward with work without resolution | | | 12/12/24. | |
| Processes Technology Data | PALM Technical - The sample data for the interface files is standalone and does not represent actual transactions; without data continuity examples that support workflow scenarios the accuracy of the internal edits and quality checks most likely will be inaccurate. | Open | Critical - Impacts the ability of the agency to move forward with work without resolution | Critical - Impacts the ability to support the data linkage and business rules for processing | Moved from Risk 12/12/24. | 12/12/24 | Mark Rissinger |
| Technology | Low on mainframe available capacity and space. | Open | High - Impacts the ability of the agency to meet deadlines or milestones | Application performance in Dev and Test may be limited. Requested Ensono for increase capacity. | No comment this period | 07/08/24 | Brian Tippel |
| Data | Inactive COA codes not being converted. | Open | High - Impacts the ability of the agency to meet deadlines or milestones | Fiscal year(s) data requests may be limited. | 6/19/2024 moved from Risk. | 07/08/24 | Brian Tippel |
| Technology | PALM Interfaces - Not fully designed/documented, and currently defined interfaces are subject to change. FDOT is unable to accurately define impacts to our systems without complete specifications on the interfaces for supplier functionality, commitment control module, and project grants module. From Risks. | Open | High - Impacts the ability of the agency to meet deadlines or milestones | Longer duration for remediation and testing. | Continue to convey the importance and provide as much assistance to help. 6/13/24 Moved from Risk. | 12/12/24 | Mark Rissinger |
| Data | The FLAIR General Ledger contains a field named Quantity but this field does not exist in the PALM general ledger. | Open | High - Impacts the ability of the agency to meet deadlines or milestones | It is used to track work hours for payroll redistribution. | No comment this period | 08/29/24 | Brian Boyd |
| Processes Technology | PALM COA - The new "Account" CoA field will be replacing the GL and Object codes. FDOT needs the specifications for how to cross walk GL and object codes to Account in PALM. Delay in this information delays our ability to remediate our systems. From Risks. | Open | High - Impacts the ability of the agency to meet deadlines or milestones | Propose moving this to Issues. This risk has already occurred, and we are Accepting it with a work-around being proceeding with the best information we have been provided and our best education guesses. This is not an idea and rework is an expected impact. | Monitor Florida PALM publications and attend work sessions. We received them from PALM and did Tommy said we have more for PALM than we use today. 12/11/24 -Tippel: Needing more info. 6/19/2024 moved from Risk. | 08/29/24 | Brian Boyd |
| Technology Data | PALM Interfaces - Cannot provide ERD's or DDL for the interface files reduces the understanding of the data relationships.Not enough detail on parent/child/sibling, one:one, or one:many, relationships, or optional record types. There is a desperate need for ERD diagrams to answer these questions for remediation efforts. Moved from Risk to Issue. (Touchpoint Mtg.) | Open | High - Impacts the ability of the agency to meet deadlines or milestones | Reachout to PALM regularly for details. | Reachout to PALM regularly for details. Matt Breeding implied this would have a fast turnaround, but we have not heard anything back since Nov 20th. Moved from RISK. | 10/07/24 | Mark Rissinger |
| People Processes | The Budget Without Control option will require FDOT's Budgeting team to significantly increase the level of regular data entry, budget monitoring, and controlling for regular budget reconciliation when PALM goes live. This will require a significantly unplanned increase in budget resources. | Open | High - Impacts the ability of the agency to meet deadlines or milestones | Raised to the Technical Coordinator. | No comment this period | 10/07/24 | Brian Boyd |

| FDOT Assumptions | | | | | |
|---|---|---|---|---|---|
| Critical Operational Elements | Assumption | Status | Date Logged or Removed | Impacted Stakeholder(s) and/or System(s) | Reporting Period Comments or Updates |
| Processes | The Florida PALM Project implementation will replace current FLAIR functionality only and will not encompass the agency specific financial planning and analysis requirements of FDOT. | Logged | 06/30/23 | FDOT Florida PALM End Users FDOT Application Owners | Readiness Workplans will be provided by Florida PALM over the three years of the implementation process to provide guidance on the tasks and activities that are needed for the Financials and Payroll implementation waves. |
| Processes | The Readiness Workplan activities direct/guide the FPST Program work and tracks the progress of department specific tasks. | Logged | 06/30/23 | FDOT Florida PALM Agency Liaisons FPST Program Managers | Changes in the scope and/or schedule of RW activities impact the FPST Program activities. |
| Technology | The Florida PALM detail schedule specific to sequencing of design activities for PeopleSoft module functionality and interface designs will be available in July 2023. | Logged | 06/30/23 | FDOT Florida PALM Agency Liaisons FPST Program Managers | As of 1/1/24, we are still waiting for a detailed schedule. The recently provided Agency Implementation Roadmap and updates to the Readiness Workplan lack the necessary detail. |
| Processes | FPST work efforts meeting the FDOT guidelines for project classification will be managed as projects and follow the established project management standards mandated by 60GG-1, F.A.C. | Logged | 06/30/23 | FDOT Florida PALM Agency Liaisons FPST Program Managers FDOT Application Services Section Managers | No comment this period |
| Processes | FPST work efforts classified as operations and maintenance (O&M) will follow the established standards for O&M activities. | Logged | 06/30/23 | FDOT Florida PALM Agency Liaisons FPST Program Managers FDOT Application Services Section Managers | No comment this period |
| People | Adequate staffing, equipment, software, and hardware are primary drivers of the department's FPST Program activities. | Logged | 06/30/23 | Executive FPST Program Sponsors Chief Information Officer | No comment this period |
| Processes | Sufficient recurring Legislative Budget Request (LBR) funding will be released to complete FPST efforts. | Logged | 06/30/23 | Executive FPST Program Sponsors FDOT Florida PALM Agency Liaisons FPST Program Managers | Funding received December, 2023 |
| People | Due to the overallocation of FDOT key subject-matter resources, hiring consultants and other resources to augment the FPST Program is essential for the department's continuity of operations and successful transition to the Florida PALM solution. | Logged | 06/30/23 | Executive FPST Program Sponsors | No comment this period |
| Processes | Additional appropriation is required to successfully complete required remediation efforts to align with the Florida PALM January 2026 implementation date for the Financial and Payroll Waves. | Logged | 06/30/23 | Executive FPST Program Sponsors FDOT Florida PALM Agency Liaisons FPST Program Managers | No comment this period |
| Processes | FDOT has extensive dependencies on Solution Design deliverables from the Florida PALM Project. | Logged | 06/30/23 | FDOT Florida PALM Agency Liaisons FPST Program Managers | The current Florida PALM schedule has several to-be-determined schedule placeholders. FDOT needs schedule detail specific to the Florida PALM solution modules to accurately map dependencies and activities for remediation efforts. |
| Processes | Staff resources are assigned to multiple workstreams and may have limited availability for FPST activities. Scheduling and resourcing for the FPST Program must take into consideration the department's annual operational schedule to minimize interference with development and delivery of the Work | Logged | 06/30/23 | Executive FPST Program Sponsors | No comment this period |

| | Program and required activities for the state and federal fiscal year-end closings. | | | | |
|---|---|---|---|---|---|
| Technology | Expansion Options being replaced by Speed Keys will require interface and design guidance with adequate availability for review and integration. | Logged | 11/01/23 | FDOT Florida PALM Agency Liaisons<br>FPST Program Managers | No comment this period |
| People<br>Technology | Excel spreadsheet uploads will be easily entered into PALM by business users. | Logged | 02/20/24 | FDOT End Users | Capability will need to be tested and training, if workable, provided. |
| People<br>Processes<br>Technology<br>Data | Employees will not need PALM logins to access W2s and Paystubs or to update W4 information. | Logged | 03/07/24 | Everyone | Payroll concern |
| Processes<br>Technology<br>Data | GL last two digits are expense classifications, needed in PALM, expecting solution. Assumption is PALM will give us solution to capture expense classification. | Logged | 04/05/24 | Everyone | No comment this period |
| Data | Previous year adjustments report exclusion needed, PALM expected to provide | Logged | 04/05/24 | Everyone | |
| Technology<br>Data | CFDA number storage location needed in PALM for expenditure of grants | Logged | 04/05/24 | FDOT Florida PALM Agency Liaisons<br>FPST Program Managers | workaround would be to leverage OA fields and create data relationships. |
| Processes<br>Technology | OA1 and OA2 will fully remain agency specified. This will ensure that PALM will not be using these fields for any PALM functionality that could conflict with other agency's usage of OA1 or OA2. | Logged | 07/08/24 | Finance Users | No comment this period |
| Technology | MFMP - System integration between MFMP and PALM is not operational and may introduce incompatibility items to for FDOT. | Logged | 07/08/24 | MFMP Users | No comment this period |
| Technology | People First - System integration between People First and PALM is not operational and may introduce incompatibility items for FDOT. | Logged | 07/08/24 | Payroll and HR | No comment this period |
| Processes | Assuming PALM will provide a comparable functionality to the current 1SX, work program funds not certified forward rather carry forward, process in FLAIR. | Logged | 10/07/24 | Carry Forward | No comment this period |
| Processes | PALM will provide functionality to allow FDOT to input accounts payables into the system. (Part of the carry forward process last months of the year.) | Logged | 10/07/24 | Accounts Payable | No comment this period |

## 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

## FDOT Status Report Confirmation

| Reporting Period | Agency Sponsor Name: | Confirmed By: | Confirmation Date: |
|---|---|---|---|
| November - December 2024 | Lisa Saliba | lisa.saliba@dot.state.fl.us | 01/10/25 |
| September - October 2024 | Lisa Saliba | lisa.saliba@dot.state.fl.us | 11/08/24 |
| July - August 2024 | Lisa Saliba | lisa.saliba@dot.state.fl.us | 09/13/24 |
| May - June 2024 | Lisa Saliba | lisa.saliba@dot.state.fl.us | 07/12/24 |
| March - April 2024 | Lisa Saliba | lisa.saliba@dot.state.fl.us | 05/13/24 |
| January - February 2024 | Lisa Saliba | lisa.saliba@dot.state.fl.us | 03/11/24 |

# FGCC 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**

November - December 2024

**Agency Sponsor**

Lisa Mustain

| CCN Composition | RW Task Completeness | RW Task Timeliness | Project-led Meeting Participation |
|---|---|---|---|
|  |  |  |  |
| The Change Champion Network dial reflects the completeness of your CCN makeup. | The Readiness Workplan Tasks Completeness dial reflects the completeness of your agency's submission of RW tasks, starting with RW Task 512. | The Readiness Workplan Tasks Timeliness dial reflect the timeliness of your agency's submission of all RW tasks to date. | The Participation dial reflects your agency's attendance at Project-led meetings during the current reporting period. |

**Change Champion Network:**

• Unique Filled Role = 7

• Duplicate Filled Role = 9

• Vacant Role = 0

**RW Task Completeness:**

**Score = 93.27%**

• Submitted Complete = 41

• Submitted Incomplete = 0

• Completed After Submission = 14

**RW Task Timeliness:**

**Score = 97.26%**

• Submitted On Time = 70

• Submitted Late = 11

• Pending Submission = 0

**Meeting Participation:**

• Meetings Attended = 5

• Meetings Missed = 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 |
|---|---|---|---|---|---|---|---|---|---|---|
| N/A | Technology | 547 | Remediate Agency Business Systems based on Segment III | 07/22/24 | 12/13/24 | 100% - Submitted | 12/13/24 | | Submission Complete | |
| Direct | Data | 555-A | Complete Data Cleansing Based on Mock Conversion 1 - Projects (PCC001) | 10/07/24 | 11/22/24 | 100% - Submitted | 11/21/24 | | Submission Complete | |
| N/A | Technology | 561 | Remediate Agency Business Systems based on Segment IV | 10/21/24 | 03/14/25 | | | | | |
| Direct | Data | 555-B | Complete Data Cleansing Based on Mock Conversion 1 (CTC001, GMC001, and PCC002) | 10/28/24 | 11/22/24 | 100% - Submitted | 11/21/24 | | Submission Complete | |
| N/A | N/A | 562 | Submit Bimonthly Agency Readiness Status Report | 11/01/24 | 11/12/24 | 100% - Submitted | 11/15/24 | | Submission Complete | |
| N/A | N/A | 563 | Manage Agency Specific Implementation Schedule, Risks and Issues | 11/01/24 | 12/27/24 | 100% - Submitted | 12/27/24 | | Submission Complete | 01/09/25 |
| Direct | Data | 555-C | Complete Data Cleansing Based on Mock Conversion 1 (AMC001 and POC001) | 11/08/24 | 12/06/24 | 100% - Submitted | 12/06/24 | | Submission Complete | |
| Direct | Technology | 557 | Confirm Interface Inventory for Cycle 2 Interface Testing | 11/18/24 | 12/13/24 | 100% - Submitted | 12/13/24 | | Submission Complete | 01/09/25 |
| N/A | Technology | 558 | Update Agency Business System Documentation | 11/18/24 | 01/10/25 | 100% - Submitted | 01/10/25 | | | |
| Direct | Data | 567-A | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/13/24 | | Submission Complete | |
| Direct | Data | 567-B | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/13/24 | | Submission Complete | 01/03/25 |
| Direct | Data | 567-C | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/13/24 | | Submission Complete | |
| Direct | Data | 567-D | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/13/24 | | Submission Complete | |
| Direct | Data | 567-E | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/13/24 | | Submission Complete | |
| Direct | Data | 567-G | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/13/24 | | Submission Complete | |
| Direct | Data | 567-H | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/13/24 | | Submission Complete | |
| Direct | Data | 567-I | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/13/24 | | Submission Complete | |
| Indirect | People | 536-C | Create Agency Specific User Acceptance Testing Plan | 12/09/24 | 01/31/25 | 50% - In Progress | | | | |
| N/A | Processes | 560 | Submit Change Analysis Tool | 12/09/24 | 01/31/25 | 50% - In Progress | | | | |
| Indirect | People | 564 | Update Future Florida PALM Users | 12/09/24 | 01/10/25 | 100% - Submitted | 01/10/25 | | | |
| N/A | People | 568 | Create Training Plan for Agency Managed End User Training | 12/09/24 | 03/28/25 | | | | | |
| Direct | Data | 567-J | Share, Review, and Update Configuration Workbooks | 12/18/24 | 01/17/25 | 75% - Consolidating/Inputting Information for Submission | | | | |
| Direct | Data | 567-P | Share, Review, and Update Configuration Workbooks | 12/18/24 | 01/17/25 | 75% - Consolidating/Inputting Information for Submission | | | | |
| Direct | Data | 658-A | Submit Data Field Mapping | 12/18/24 | 01/31/25 | 50% - In Progress | | | | |
| Direct | Data | 658-B | Submit Data Field Mapping | 12/18/24 | 01/31/25 | 50% - In Progress | | | | |
| N/A | N/A | 569 | Submit Bimonthly Agency Readiness Status Report | 12/30/24 | 01/10/25 | 100% - Submitted | 01/10/25 | | Submission Complete | |
| N/A | N/A | 570 | Manage Agency Specific Implementation Schedule, Risks and Issues | 12/30/24 | 02/28/25 | 25% - Beginning Initial Internal Meetings and Information Gathering | | | | |
| Indirect | Technology | 576 | Complete Internal Agency Business | 01/06/25 | 03/28/25 | | | | | |

| | | System Test and Remediation to prepare for Cycle 2 - Technical Interface Testing | | | | | |
|---|---|---|---|---|---|---|---|

| People | Processes | Technology | Data |
|---|---|---|---|
| The staff and stakeholders affected by your agency's transition to Florida PALM. | The sequence of procedures to accomplish a business objective. | The applications or tools used to process, track, or report on financial operations. | Information used in or produced from an agency's financial business operations. |

**People**

**Implementation:**

**Planned Florida PALM End Users = 14**

• Business Process Groupings = 12/13

**Identified Subject Matter Experts = 13**

**Processes**

**Implementation:**

**Impacted Agency Business Processes = 29**

• Related Business Process Groupings = 10/13

• Planned Spreadsheet Uploads = 0

**Technology**

**Implementation:**

**Business Systems Planned for Integration = 8**

**Planned Interfaces = 42**

- Inbound Interfaces = 16

- Outbound Interfaces = 25

**Data**

**Implementation:**

**Configuration**

• **Commitment Control (KK)**

- Budget Allotments - Control Option = Option # 3 - Track without Budget

- Account ChartField Tier Selection = Account Tier #2: Groupings

- Organization ChartField Translation Tree Selection = Translation Tree #3: No Tree Assigned

• **Org Security Rule = Agencywide**

• **Optional ChartFields**

- OA1 = To Be Configured

- OA2 = Not To Be Configured

- PC Category = To Be Configured

- PC Subcategory = To Be Configured

- PC Source Type = Not To Be Configured

**Conversion**

• **Optional Conversions**

- Accounts Receivable = Not Needed

- Assets = Needed

- Contracts = Needed

- Customers = Not Needed

- Encumbrances = Needed

- Grants = Not Needed

- Projects = Not Needed

- Projects Balances = Not Needed

## 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.

### FGCC Risks

| Critical Operational Elements | Risk Description | Status | Risk Rating | Mitigation/Response Strategy | Reporting Period Comments or Updates | Date of Status Change | Owner / Coordinator |
|---|---|---|---|---|---|---|---|
| Technology | Our configuration workbooks are out of date and there is no set timetable for when they will be refreshed | Open | 9 (High/High) | FGCC has requested that our workbooks get refreshed and that we establish a regular schedule to refresh them so that as we make updates to FLAIR the workbooks will also get updated | We have not received an estimated time frame of when these workbooks will be refreshed (8/15/2024) | 05/02/24 | Rob Stoner |
| Processes Technology | It is extremely problematic that Enterprise Systems are not using the PALM CCN when setting up meetings and workshops associated with system modifications related to PALM. BOSP only reaches out to our HR staff, MFMP only reaches out to our purchasing staff, STMS only reaches out to our processors, etc. It is incumbent on these staff members to forward any meeting invites to other people on the CCN.<br><br>Essentially, the enterprise systems are notifying SME's of things that the Agency Sponsor, Business Liaison, and Project Manager are not getting. In some cases, the enterprise systems are starting a completely separate CCN that is specific to their system. This circumvents the entire reason for the PALM CCN. | Open | 9 (High/High) | FGCC would request that all enterprise system meeting and workshops that are associated to modifications and remediation related to PALM be communicated with all members of our PALM CCN | | 12/10/24 | Rob Stoner |
| Processes Data | FGCC has not found any definitive information regarding the use of inbound interface files, conversions, or spreadsheet uploads before or during UAT. Likewise, FGCC has not found any information about the availability of outbound interface files after the initial data upload and during UAT. FGCC intends to use these files as part of our UAT process. | Open | 6 (Medium/High) | FGCC would like to get clarification on the availability of inbound and outbound interfaces prior to the beginning of UAT as well as during the UAT process. Additionally, if spreadsheet uploads will be available before PALM interfaces please let us know. | We have not received any update from DFS on this risk (10/25/2024)<br><br>There has been some information shared during the most recent workshops. However, the planned interface testing seems to be focused on agency to palm and palm to agency and does not provide much information about enterprise system to palm. So, additional clarification is still needed (11/25/2024) | 08/15/24 | Rob Stoner |
| Processes Technology Data | The data available within the PALM File Share with regards to Mock 1 conversation is inconsistent and incomplete and does not allow FGCC to identify what actions need to be taken as part of data cleanup | Open | 6 (Medium/High) | FGCC would like for all mock conversion file share folders to have consistent information (ie source interface file, error report, error log, and record extract of successfully converted data). Additionally, we would like to have the ability to report issues that appear to be | | 11/25/24 | Rob Stoner |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| | | | | related to the creation of the mock conversion source interface file | | | |
| Technology | FGCC did not receive funding for the Versa replacement system. Therefore, FGCC will need to work closely with DBPR in order to complete detailed business analysis and determine necessary remediation tasks. | Open | 6 (High/Medium) | FGCC will reach out to IT within DBPR to establish regular analysis and design meetings in order to determine the business case and data requirements related to direct interface with PALM | Monthly. | 09/11/23 | Lisa Mustain, Director of Administration |
| Processes Data | Currently, PALM has not been able to provide definitive timelines of how much time we have to make adjustments to earnings and position funding during preliminary payroll accounting | Open | 6 (High/Medium) | FGCC would like to get clarification on the expected time frames for the preliminary processing | We have not received any update from DFS on this risk (10/25/2024) <br><br>We have not received any update from DFS on this risk (11/25/2024) | 09/27/24 | Rob Stoner |
| Processes Technology Data | FGCC has not found any definitive information regarding any scheduled Testing environment resets that will occur during UAT. As well as if any resets will only be schedule reset or if the agency will be able to request a reset during UAT | Closed | 6 (High/Medium) | FGCC would like to get clarification on when and if resets will occur during UAT and if so will they only be scheduled or would they also be available per request | We have not received any update from DFS on this risk (10/25/2024) <br><br>We have closed this issue but opened a new one due the the fact that there are no scheduled testing resets. | 11/25/24 | Rob Stoner |
| Processes Technology Data | FGCC has not found any definitive information regarding the schedule and cut off dates for conversion data prior to go live and/or UAT. This information is needed in order for FGCC to implement any process and procedures for UAT testing and go live data verification. | Open | 6 (High/Medium) | FGCC would like to get clarification on the schedule and cut off dates related to conversion data prior to UAT and GoLive | We have not received any update from DFS on this risk (10/25/2024). <br><br>We have not received any update from DFS on this risk (11/25/2024) | 09/27/24 | Rob Stoner |
| Processes Technology Data | FGCC has not found and definitive information regarding the processes that the enterprise systems will be following during UAT. For example, during UAT are Enterprise systems going to be updating both FLAIR and PALM UAT for ongoing daily transactions so that balances are properly maintained during UAT or are the enterprise systems only going to periodically update UAT? If it is periodic, is there a schedule? | Open | 6 (High/Medium) | FGCC would like to get clarification on each enterprise testing strategy | We have not received any update from DFS on this risk (10/25/2024) <br><br>We have not received any update from DFS on this risk (11/25/2024) | 09/27/24 | Rob Stoner |
| Processes Technology Data | Currently, PALM has explained that during UAT there will be no scheduled resets of the initial data loads. This presents a risk associated to the overall UAT testing. Without scheduled resets during the UAT process we will be unable to confirm fixes associated with any identified errors that occur during UAT. This means that any errors could re-occur during Go Live. | Open | 6 (High/Medium) | FGCC would like to have a few scheduled resets back to the initial Mock 4 conversion data so that we can test and corrective actions implemented as a result of UAT errors | | 11/25/24 | Rob Stoner |
| Processes Technology Data | Currently, FGCC is unable to identify how often during interface testing and UAT we are going to be able to receive updated COA values from PALM. Additionally, currently the is a COA workbook which will at some point be replaced by the standard PALM outbound interfaces and FGCC does not know when this transition will occur. The inability to receive updated COA values at regular intervals during interface testing and UAT has a direct impact on the ability to test our interface files and UI. | Open | 6 (High/Medium) | FGCC would like to get clarification on when the PALM project will transition from the COA workbook to outbound interface files and how often the related data will be updated during interface testing and UAT. | | 11/25/24 | Rob Stoner |
| Technology | The Current State Business Process smartsheet does not have columns for both spreadsheet uploads and PALM Interfaces. Therefore, we do not have the ability to track and report progress for our business systems that may use PALM Interfaces | Open | 4 (Medium/Mediu | FGCC has requested that the smartsheets be updated to allow this capability | We have not received any update from DFS on this risk (10/25/2024). <br><br>We have not received any update from DFS on this risk (11/25/2024). <br><br>At this point it seems like there will not any changes made to the smartsheets. If that is the case please just tell us so that we can simply accept the risk and close the risk. | 05/02/24 | Rob Stoner |
| Technology Data | When do not have an estimated time frame of when we will be able to test both inbound and outbound PALM Interfaces | Closed | 4 (Medium/Mediu | FGCC has asked for an update on when we can expect to be able to test an upload interface file and when we will be able to test a download interface file with our test/conversion data | We look forward to participating in the Interface testing period | 11/25/24 | Rob Stoner |
| Technology | Conversion Inventory and Data Readiness smartsheet utilizes a column called Agency Maintain Data Source. Due to the fact that each data source requires a date evaluation, cleanliness plan, and data monitoring, this column seems to be the same as Agency Business Systems but the smartsheet does not link to the business systems smartsheet.This makes it difficult to identify and track progress associated to data source clean up and business system remediation. | Open | 4 (Medium/Mediu | FGCC would like to get clarification on the distinction between an Agency Business System and an Agency Maintained Data Source as well as insight into how to track how data from agency systems that is not in the primary sources gets converted into PALM. | We have not received any update from DFS on this risk (10/25/2024) <br><br>We have not received any update from DFS on this risk (11/25/2024). <br><br>At this point it seems like there will not any changes made to the smartsheets. If that is the case please just tell us so that we can simply accept the risk and close the risk. | 05/02/24 | Rob Stoner |
| Processes Data | FGCC has not found any definitive information regarding the schedule, depth, and scope of the conversion testing. Without this information we cannot determine the depth and scope of our testing, verification, and validation | Open | 4 (Medium/Mediu | FGCC would like to get clarification on what will be included in the conversion testing. For example, after the conversion process in completed are we going to have access to the PALM sandbox to review and confirm our data within the PALM application, are we going to get samples of PALM reports, are we going to get PALM outbound interface files, etc. | We have not received any update from DFS on this risk (10/25/2024). <br><br>As part of the workshops in the past month there has been some clarification on this issue. However, there is still not enough definitive information about interaction with enterprise systems and timelines of when functionality will be | 06/28/24 | Rob Stoner |

| | | | | | | available to establish full testing plans. (11/25/2024) | |
|---|---|---|---|---|---|---|---|

## FGCC Issues

| Critical Operational Elements | Issue Description | Status | Priority | Resolution Plan | Reporting Period Comments or Updates | Planned or Actual Resolution Date | Owner / Coordinator |
|---|---|---|---|---|---|---|---|
| People | FGCC lacks the appropriate staffing levels to fully support readiness activities. | Open | High - Impacts the ability of the agency to meet deadlines or milestones | FGCC has requested Administered Funds. | FGCC is recruiting additional staffing. | 04/01/24 | Brice Kayiranga, Chief of Financial Support Services |

## FGCC Assumptions

| Critical Operational Elements | Assumption | Status | Date Logged or Removed | Impacted Stakeholder(s) and/or System(s) | Reporting Period Comments or Updates |
|---|---|---|---|---|---|
| People Processes Technology | FGCC will be able to access the available Administered Funds to support readiness activities. | Logged | 02/29/24 | All agency business systems. | 12/14/2023 Update: Appropriation received.<br><br>02/29/2024 Update: FGCC is actively recruiting a Project Manager for the implementation of Florida PALM at FGCC.<br><br>03/12/2024 Update: FGCC conducted interviews for the Project Manager position during the week of March 8th. |
| Technology | FGCC will not have a replacement for Versa Regulation by PALM go live | Logged | 11/13/23 | Revenue Management | The Versa Replacement budget line item was vetoed so FGCC will not have a Versa Replacement system by PALM Go Live |
| Technology | DBPR will continue to update and keep FGCC abreast on any modifications or remediations, if any, of Versa Regulation. | Logged | 01/10/24 | Revenue Management | Ongoing. |
| Processes Technology Data | FGCC will establish an agency consolidated financial database that will serve as a single repository for historical FLAIR data as well as ongoing PALM data | Logged | 04/11/24 | All agency business systems | Ongoing |

## 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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## FGCC Status Report Confirmation

| Reporting Period | Agency Sponsor Name: | Confirmed By: | Confirmation Date: |
|---|---|---|---|
| November - December 2024 | Lisa Mustain | lisa.mustain@flgaming.gov | 01/10/25 |
| September - October 2024 | Lisa Mustain | lisa.mustain@flgaming.gov | 11/15/24 |
| July - August 2024 | Lisa Mustain | lisa.mustain@flgaming.gov | 09/11/24 |
| May - June 2024 | Lisa Mustain | lisa.mustain@flgaming.gov | 07/15/24 |
| March - April 2024 | Lisa Mustain | lisa.mustain@flgaming.gov | 05/13/24 |
| January - February 2024 | Lisa Mustain | brice.kayiranga@flgaming.gov | 03/12/24 |

# FLHSMV Status Report Dashboard

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

| CCN Composition | RW Task Completeness | RW Task Timeliness | Project-led Meeting Participation |
|---|---|---|---|
| The Change Champion Network dial reflects the completeness of your CCN makeup. | The Readiness Workplan Tasks Completeness dial reflects the completeness of your agency's submission of RW tasks, starting with RW Task 512. | The Readiness Workplan Tasks Timeliness dial reflect the timeliness of your agency's submission of all RW tasks to date. | The Participation dial reflects your agency's attendance at Project-led meetings during the current reporting period. |

**Change Champion Network:**

• Unique Filled Role = 15

• Duplicate Filled Role = 5

• Vacant Role = 0

**RW Task Completeness:**

**Score = 80.73%**

• Submitted Complete = 37

• Submitted Incomplete = 4

• Completed After Submission = 14

**RW Task Timeliness:**

**Score = 94.22%**

• Submitted On Time = 67

• Submitted Late = 14

• Pending Submission = 2

**Meeting Participation:**

• Meetings Attended = 6

• Meetings Missed = 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 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 | |
| N/A | Technology | 544 | Update Agency Business System Documentation for Segment IV | 07/22/24 | 10/18/24 | 75% - Consolidating/Inputting Information for Submission | 10/18/24 | ABS Documentation updates are necessary, but not complete. - KG 10/25/24 | Submission Incomplete | |
| N/A | Technology | 547 | Remediate Agency Business Systems based on Segment III | 07/22/24 | 12/13/24 | Pending Resubmission | 12/12/24 | | Submission Incomplete | |
| Direct | Data | 555-A | Complete Data Cleansing Based on Mock Conversion 1 - Projects (PCC001) | 10/07/24 | 11/22/24 | 100% - Submitted | 12/04/24 | Agency work complete pending Project remediation on Project ID. - KGlisson | Submission Complete | 12/04/24 |
| N/A | Technology | 561 | Remediate Agency Business Systems based on Segment IV | 10/21/24 | 03/14/25 | 25% - Beginning Initial Internal Meetings and Information Gathering | | | | |
| Direct | Data | 555-B | Complete Data Cleansing Based on Mock Conversion 1 (CTC001, GMC001, and PCC002) | 10/28/24 | 11/22/24 | 100% - Submitted | 12/11/24 | CTC001 is complete. GMC001 is complete, pending solution for batch uploads from FACTS. Some records entered into FACTS manually before 11/30/24. PCC002 is complete; no need to convert. Given this, submitting task 555-B as 100%. 12/11/24 - KGlisson | Submission Complete | 01/02/25 |
| N/A | N/A | 562 | Submit Bimonthly Agency Readiness Status Report | 11/01/24 | 11/12/24 | 100% - Submitted | 11/07/24 | | Submission Complete | |
| N/A | N/A | 563 | Manage Agency Specific Implementation Schedule, Risks and Issues | 11/01/24 | 12/27/24 | 100% - Submitted | 12/20/24 | | Submission Complete | |
| Direct | Data | 555-C | Complete Data Cleansing Based on Mock Conversion 1 (AMC001 and POC001) | 11/08/24 | 12/06/24 | 100% - Submitted | 12/11/24 | AMC001 - updates in FLAIR complete; POC001 - no further work required by agency per PALM project. Given this, submitting task 555-C as 100%. 12/11/24 - KGlisson | Submission Complete | 01/02/25 |
| Direct | Technology | 557 | Confirm Interface Inventory for Cycle 2 Interface Testing | 11/18/24 | 12/13/24 | 100% - Submitted | 12/13/24 | Agency added comments to Lines 3 and 4; agency process does not require an Outbound interface for those processes, thus no Connection ID was selected. | Submission Complete | |
| N/A | Technology | 558 | Update Agency Business System Documentation | 11/18/24 | 01/10/25 | 50% - In Progress | | Meeting in work groups to complete documentation. | | |
| Direct | Data | 567-A | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/09/24 | Agency action complete; response needed from Project to question in email (attachment). Decision meeting held Mon 12/9/24. Entries in KK form made during real time with FLHSMV leadership in room. - KG 12/9/24 | Submission Complete | 01/03/25 |
| Direct | Data | 567-B | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/12/24 | Resubmitted 12/20/24 | Submission Complete | 01/09/25 |

| | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| Direct | Data | 567-C | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/05/24 | AP confirmed all OA1 values still valid and in use. - KG 12/5/24 | Submission Complete | |
| Direct | Data | 567-D | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/12/24 | No values, no actions. Reviewed sheet (no values). - confirm ready to submit if no changes | Submission Complete | |
| Direct | Data | 567-E | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/12/24 | 12/12/24: TT confirmed Budget verified. | Submission Complete | |
| Direct | Data | 567-G | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/10/24 | Asset team confirmed completion. - KG 12/9/24 | Submission Complete | 12/12/24 |
| Direct | Data | 567-H | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 11/22/24 | Agency updated PC Source Type config wkbk. Resubmitted 12/5/24. -KG. | Submission Complete | 12/05/24 |
| Direct | Data | 567-I | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/12/24 | 12/12/24: TT confirmed Budget verified. | Submission Complete | |
| Indirect | People | 536-C | Create Agency Specific User Acceptance Testing Plan | 12/09/24 | 01/31/25 | 50% - In Progress | | PMgr and B. A. continue to work on this. On track for deadline. Agency scehdule and mapping dev in progress. FLHSMV using TFS for sprint/task mgmt. Sprint planning session 1 held week of Dec. 5. | | |
| N/A | Processes | 560 | Submit Change Analysis Tool | 12/09/24 | 01/31/25 | 50% - In Progress | | | | |
| Indirect | People | 564 | Update Future Florida PALM Users | 12/09/24 | 01/10/25 | 50% - In Progress | | PM to continue comm with TT to finalize End Users. | | |
| N/A | People | 568 | Create Training Plan for Agency Managed End User Training | 12/09/24 | 03/28/25 | 25% - Beginning Initial Internal Meetings and Information Gathering | | PM to schedule meeting w/ LDO re: PALM sandbox and regarding the PALM training plan support - follow up to earlier meeting w/ LDO. | | |
| Direct | Data | 567-J | Share, Review, and Update Configuration Workbooks | 12/18/24 | 01/17/25 | 25% - Beginning Initial Internal Meetings and Information Gathering | | | | |
| Direct | Data | 567-K | Share, Review, and Update Configuration Workbooks | 12/18/24 | 01/17/25 | 25% - Beginning Initial Internal Meetings and Information Gathering | | | | |
| Direct | Data | 567-P | Share, Review, and Update Configuration Workbooks | 12/18/24 | 01/17/25 | 25% - Beginning Initial Internal Meetings and Information Gathering | | | | |
| Direct | Data | 658-A | Submit Data Field Mapping | 12/18/24 | 01/31/25 | 25% - Beginning Initial Internal Meetings and Information Gathering | | | | |
| Direct | Data | 658-B | Submit Data Field Mapping | 12/18/24 | 01/31/25 | 25% - Beginning Initial Internal Meetings and Information Gathering | | | | |
| N/A | N/A | 569 | Submit Bimonthly Agency Readiness Status Report | 12/30/24 | 01/10/25 | 100% - Submitted | 01/08/25 | | Submission Complete | |
| N/A | N/A | 570 | Manage Agency Specific Implementation Schedule, Risks and Issues | 12/30/24 | 02/28/25 | | | | | |
| Direct | Data | 658-C | Submit Data Field Mapping | 01/06/25 | 01/31/25 | | | | | |
| Indirect | Technology | 576 | Complete Internal Agency Business System Test and Remediation to prepare for Cycle 2 - Technical Interface Testing | 01/06/25 | 03/28/25 | | | | | |

| People | Processes | Technology | Data |
|---|---|---|---|
| The staff and stakeholders affected by your agency's transition to Florida PALM. | The sequence of procedures to accomplish a business objective. | The applications or tools used to process, track, or report on financial operations. | Information used in or produced from an agency's financial business operations. |

**People**

**Implementation:**

**Planned Florida PALM End Users = 60**

• Business Process Groupings = 13/13

**Identified Subject Matter Experts = 24**

**Processes**

**Implementation:**

**Impacted Agency Business Processes = 150**

• Related Business Process Groupings = 10/13

• Planned Spreadsheet Uploads = 2

**Technology**

**Implementation:**

**Business Systems Planned for Integration = 3**

**Planned Interfaces = 7**

- Inbound Interfaces = 4

- Outbound Interfaces = 3

**Data**

**Implementation:**

**Configuration**

• **Commitment Control (KK)**

- Budget Allotments - Control Option = Option # 2 - Track with Budget

- Account ChartField Tier Selection = Account Tier #1: Highest

- Organization ChartField Translation Tree Selection = Translation Tree #1: Agency-Wide Tree

• **Org Security Rule = Agencywide**

• **Optional ChartFields**

- OA1 = To Be Configured

- OA2 = Not To Be Configured

- PC Category = To Be Configured

- PC Subcategory = To Be Configured

- PC Source Type = Not To Be Configured

**Conversion**

• **Optional Conversions**

- Accounts Receivable = Not Needed

- Assets = Needed

- Contracts = Needed

- Customers = Not Needed

- Encumbrances = Needed

- Grants = Needed

- Projects = Needed

- Projects Balances = Not Needed

# 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

| Critical Operational Elements | Risk Description | Status | Risk Rating | Mitigation/Response Strategy | Reporting Period Comments or Updates | Date of Status Change | Owner / Coordinator |
|---|---|---|---|---|---|---|---|
| People | HSMV is training and attempting to hire new accounting staff to learn new / daily business processes in addition to testing the PALM system and learning adjacent systems. | Open | 6 (Medium/High) | HSMV is actively working to train new staff and provide Florida PALM information. | | 12/20/24 | FLHSMV Supervisors |
| Technology | HSMV processes large volume of data through its FAME application (Revenue Distribution, WEX, Goodyear, PRIDE, etc.). It is imperative that the interfaces work properly when designed. | Open | 6 (High/Medium) | HSMV has been working with the Florida PALM team to identify which interface files should be used to send and obtain data between FAME and Florida PALM. HSMV has mapped its current FLAIR interface file to the Florida PALM interface file. HSMV has begun building a new interface file in preparation for interface testing in late 2024. | Updated start to building FAME interface file | 06/27/24 | Steve Burch / Mike Alexander / Nate Seabrooks |
| Processes Technology Data | HSMV will need to update its scanning capabilities to include Florida PALM voucher schedule instead of FLAIR voucher schedule. | Open | 6 (High/Medium) | Agency confirmed it will use Adobe Pro for future AP document retention in PALM. - KG 12/19/24 | HSMV will work with its vendor to modify scanned documents to include a Florida PALM voucher schedule once available. | | 10/29/24 | Stephanie Cabrera / Melissa Groom |
| Processes Technology Data | 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. | Open | 3 (Low/High) | Pending PALM updates. | | 12/20/24 | Nathaniel Seabrooks |

## FLHSMV Issues

| Critical Operational Elements | Issue Description | Status | Priority | Resolution Plan | Reporting Period Comments or Updates | Planned or Actual Resolution Date | Owner / Coordinator |
|---|---|---|---|---|---|---|---|
| People | 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 Florida PALM Tasks. | Open | High - Impacts the ability of the agency to meet deadlines or milestones | HSMV will attempt to fill these positions. | Maintaining this Issue with added context of new employees needing regular training compounded by UAT occurring during YEC. | Accounting has 10 vacant position and is authorized to fill 6 of these positions (12/20/24). | 08/22/24 | Steve Burch / Stephanie Cabrera |

## FLHSMV Assumptions

| Critical Operational Elements | Assumption | Status | Date Logged or Removed | Impacted Stakeholder(s) and/or System(s) | Reporting Period Comments or Updates |
|---|---|---|---|---|---|
| Data | Florida PALM will provide similiar functionality as FLAIR@HSMV | Logged | 08/31/23 | All Accounting and Budgeting areas of HSMV | HSMV relies heavily on FLAIR@HSMV to query FLAIR data on a daily basis. Without a process to easily query data, it will have a significant impact on HSMV staff. |
| 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 | Selected State Agencies, Not for Profit and, local governmental entities. | Internal discussions as of 12/20/24 confirmed all technical units are prepared for UAT start date of April 15, 2024 per PALM schedule. |
| Processes | Florida PALM will create a voucher schedule similar to what is produced by FLAIR today. The Florida PALM voucher will provide the payee, date and amount paid, voucher number, and minimal Florida PALM account values being paid. This voucher schedule will be printed (or PDF) by FLHSMV and added to supporting documents to be scanned and retained. | Logged | 10/31/23 | Accounts Payable Section | Agency will use Adobe Pro for future AP document retention in PALM. - KG confirmed via SC 12/19/24 |
| Data | PAPS or similar report will be generated by PALM for Hireback payroll. | Logged | 08/22/24 | Payroll Section and Financial Accounting Section | Agency confirmed no changes to PAPS report or to NWRDC for Hireback Payroll. |

## 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 ]

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## FLHSMV Status Report Confirmation

| Reporting Period | Agency Sponsor Name: | Confirmed By: | Confirmation Date: |
|---|---|---|---|
| November - December 2024 | Steve Burch | steveburch@flhsmv.gov | 01/07/25 |
| September - October 2024 | Steve Burch | steveburch@flhsmv.gov | 11/07/24 |
| July - August 2024 | Steve Burch | steveburch@flhsmv.gov | 09/06/24 |
| May - June 2024 | Steve Burch | steveburch@flhsmv.gov | 07/12/24 |
| March - April 2024 | Steve Burch | steveburch@flhsmv.gov | 05/07/24 |
| January - February 2024 | Steve Burch | steveburch@flhsmv.gov | 03/08/24 |

# FSDB 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

November - December 2024

## Agency Sponsor

Tracie Snow

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| CCN Composition | RW Task Completeness | RW Task Timeliness | Project-led Meeting Participation |
|---|---|---|---|



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

The Readiness Workplan Tasks Completeness dial reflects the completeness of your agency's submission of RW tasks, starting with RW Task 512.

The Readiness Workplan Tasks Timeliness dial reflect the timeliness of your agency's submission of all RW tasks to date.

The Participation dial reflects your agency's attendance at Project-led meetings during the current reporting period.

### Change Champion Network:
- Unique Filled Role = 4
- Duplicate Filled Role = 12
- Vacant Role = 0

### RW Task Completeness:
**Score = 82.88%**
- Submitted Complete = 31
- Submitted Incomplete = 3
- Completed After Submission = 18

### RW Task Timeliness:
**Score = 96.17%**
- Submitted On Time = 61
- Submitted Late = 17
- Pending Submission = 0

### Meeting Participation:
- Meetings Attended = 6
- Meetings Missed = 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.

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## 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 |
|---|---|---|---|---|---|---|---|---|---|---|
| N/A | Technology | 547 | Remediate Agency Business Systems based on Segment III | 07/22/24 | 12/13/24 | 100% - Submitted | 09/10/24 | We do not use agency interfaces to PALM | Submission Complete | |
| Direct | Data | 541-C | Complete Configuration Workbooks for Segment IV | 08/26/24 | 10/04/24 | Pending Resubmission | 10/18/24 | | Submission Incomplete | 10/24/24 |
| Direct | Data | 555-A | Complete Data Cleansing Based on Mock Conversion 1 - Projects (PCC001) | 10/07/24 | 11/22/24 | 100% - Submitted | 11/19/24 | We do not consistently use this field but I have allowed one just for testing purposes. | Submission Complete | 11/19/24 |
| N/A | Technology | 561 | Remediate Agency Business Systems based on Segment IV | 10/21/24 | 03/14/25 | 100% - Submitted | 10/24/24 | NA | Submission Complete | |
| Direct | Data | 555-B | Complete Data Cleansing Based on Mock Conversion 1 (CTC001, GMC001, and PCC002) | 10/28/24 | 11/22/24 | Pending Resubmission | 12/10/24 | | Submission Incomplete | |
| N/A | N/A | 562 | Submit Bimonthly Agency Readiness Status Report | 11/01/24 | 11/12/24 | 100% - Submitted | 11/13/24 | | Submission Complete | |
| N/A | N/A | 563 | Manage Agency Specific Implementation Schedule, Risks and Issues | 11/01/24 | 12/27/24 | 100% - Submitted | 01/10/25 | | | |
| Direct | Data | 555-C | Complete Data Cleansing Based on Mock Conversion 1 (AMC001 and POC001) | 11/08/24 | 12/06/24 | Pending Resubmission | 12/10/24 | Converted files are missing the complete record in many cases or do not adhere to GAAP and DFS guidance resulting in forced errors from lack of accounting knowledge. The complete FLAIR record is not being captured resulting in supposed errors. | Submission Incomplete | |
| Direct | Technology | 557 | Confirm Interface Inventory for Cycle 2 Interface Testing | 11/18/24 | 12/13/24 | 100% - Submitted | 01/08/25 | | Submission Complete | |
| N/A | Technology | 558 | Update Agency Business System Documentation | 11/18/24 | 01/10/25 | 100% - Submitted | 01/10/25 | NA - We do not use agency business systems to interface with PALM. | | |
| Direct | Data | 567-A | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/12/24 | | Submission Complete | |
| Direct | Data | 567-B | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/10/24 | | Submission Complete | |
| Direct | Data | 567-C | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/10/24 | | Submission Complete | |
| Direct | Data | 567-D | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/10/24 | | Submission Complete | |
| Direct | Data | 567-E | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/12/24 | | Submission Complete | |
| Direct | Data | 567-G | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/10/24 | | Submission Complete | 12/18/24 |
| Direct | Data | 567-H | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/10/24 | | Submission Complete | |
| Direct | Data | 567-I | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/10/24 | | Submission Complete | |
| Indirect | People | 536-C | Create Agency Specific User Acceptance Testing Plan | 12/09/24 | 01/31/25 | 50% - In Progress | | | | |
| N/A | Processes | 560 | Submit Change Analysis Tool | 12/09/24 | 01/31/25 | 50% - In Progress | | | | |
| Indirect | People | 564 | Update Future Florida PALM Users | 12/09/24 | 01/10/25 | 100% - Submitted | 01/10/25 | | | |
| N/A | People | 568 | Create Training Plan for Agency Managed End User Training | 12/09/24 | 03/28/25 | 50% - In Progress | | | | |
| Direct | Data | 567-J | Share, Review, and Update Configuration Workbooks | 12/18/24 | 01/17/25 | | | | | |
| Direct | Data | 567-P | Share, Review, and Update Configuration Workbooks | 12/18/24 | 01/17/25 | | | | | |
| Direct | Data | 658-A | Submit Data Field Mapping | 12/18/24 | 01/31/25 | | | | | |
| Direct | Data | 658-B | Submit Data Field Mapping | 12/18/24 | 01/31/25 | | | | | |
| N/A | N/A | 569 | Submit Bimonthly Agency Readiness Status Report | 12/30/24 | 01/10/25 | 100% - Submitted | 01/13/25 | | Submission Complete | |
| N/A | N/A | 570 | Manage Agency Specific Implementation Schedule, Risks and Issues | 12/30/24 | 02/28/25 | | | | | |

| Direct | Data | **658-C** | Submit Data Field Mapping | 01/06/25 | 01/31/25 | | | | |
|--------|------|-----------|---------------------------|----------|----------|---|---|---|---|
| Indirect | Technology | **576** | Complete Internal Agency Business System Test and Remediation to prepare for Cycle 2 - Technical Interface Testing | 01/06/25 | 03/28/25 | | | | |

| People | Processes | Technology | Data |
|--------|-----------|------------|------|
| The staff and stakeholders affected by your agency's transition to Florida PALM. | The sequence of procedures to accomplish a business objective. | The applications or tools used to process, track, or report on financial operations. | Information used in or produced from an agency's financial business operations. |

**People**

**Implementation:**

**Planned Florida PALM End Users = 9**

• Business Process Groupings = 13/13

**Identified Subject Matter Experts = 4**

**Processes**

**Implementation:**

**Impacted Agency Business Processes = 7**

• Related Business Process Groupings = 7/13

• Planned Spreadsheet Uploads = 0

**Technology**

**Implementation:**

**Business Systems Planned for Integration = 0**

**Planned Interfaces = 0**

- Inbound Interfaces = 0

- Outbound Interfaces = 0

**Data**

**Implementation:**

**Configuration**

• **Commitment Control (KK)**

- Budget Allotments - Control Option = Option # 3 - Track without Budget

- Account ChartField Tier Selection = Account Tier #3: Family

- Organization ChartField Translation Tree Selection = Translation Tree #2: Agency-Defined Tree

• **Org Security Rule = Agencywide**

• **Optional ChartFields**

- OA1 = To Be Configured

- OA2 = To Be Configured

- PC Category = To Be Configured

- PC Subcategory = To Be Configured

- PC Source Type = To Be Configured

**Conversion**

• **Optional Conversions**

- Accounts Receivable = Needed

- Assets = Needed

- Contracts = Needed

- Customers = Needed

- Encumbrances = Needed

- Grants = Needed

- Projects = Not Needed

- Projects Balances = Not Needed

## 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.

### FSDB Risks

| Critical Operational Elements | Risk Description | Status | Risk Rating | Mitigation/Response Strategy | Reporting Period Comments or Updates | Date of Status Change | Owner / Coordinator |
|---|---|---|---|---|---|---|---|
| | | | | | | | |

### FSDB Issues

| Critical Operational Elements | Issue Description | Status | Priority | Resolution Plan | Reporting Period Comments or Updates | Planned or Actual Resolution Date | Owner / Coordinator |
|---|---|---|---|---|---|---|---|
| | | | | | | | |

### FSDB Assumptions

| Critical Operational Elements | Assumption | Status | Date Logged or Removed | Impacted Stakeholder(s) and/or System(s) | Reporting Period Comments or Updates |
|---|---|---|---|---|---|
| | | | | | |

### 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

### FSDB Status Report Confirmation

| Reporting Period | Agency Sponsor Name: | Confirmed By: | Confirmation Date: |
|---|---|---|---|
| November - December 2024 | Tracie C. Snow | snowt@fsdbk12.org | 01/13/25 |
| September - October 2024 | Tracie C. Snow | snowt@fsdbk12.org | 11/13/24 |
| July - August 2024 | Tracie C. Snow | snowt@fsdbk12.org | 09/17/24 |
| May - June 2024 | Tracie C. Snow | snowt@fsdbk12.org | 07/11/24 |
| March - April 2024 | Tracie C. Snow | snowt@fsdbk12.org | 05/15/24 |
| January - February 2024 | Tracie C. Snow | snowt@fsdbk12.org | 03/18/24 |

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# FWC 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**

November - December 2024

**Agency Sponsor**

Jessica Crawford

| CCN Composition | RW Task Completeness | RW Task Timeliness | Project-led Meeting Participation |
|---|---|---|---|
|  |  |  |  |
| The Change Champion Network dial reflects the completeness of your CCN makeup. | The Readiness Workplan Tasks Completeness dial reflects the completeness of your agency's submission of RW tasks, starting with RW Task 512. | The Readiness Workplan Tasks Timeliness dial reflect the timeliness of your agency's submission of all RW tasks to date. | The Participation dial reflects your agency's attendance at Project-led meetings during the current reporting period. |

**Change Champion Network:**
- Unique Filled Role = 8
- Duplicate Filled Role = 8
- Vacant Role = 0

**RW Task Completeness:**

Score = 96.72%
- Submitted Complete = 51
- Submitted Incomplete = 0
- Completed After Submission = 7

**RW Task Timeliness:**

Score = 96.59%
- Submitted On Time = 73
- Submitted Late = 9
- Pending Submission = 0

**Meeting Participation:**
- Meetings Attended = 6
- Meetings Missed = 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 |
|---|---|---|---|---|---|---|---|---|---|---|
| N/A | Technology | 547 | Remediate Agency Business Systems based on Segment III | 07/22/24 | 12/13/24 | 100% - Submitted | 07/30/24 | We do not have any agency business systems associated with Segment 3. | Submission Complete | 07/30/24 |
| Direct | Data | 555-A | Complete Data Cleansing Based on Mock Conversion 1 - Projects (PCC001) | 10/07/24 | 11/22/24 | 100% - Submitted | 11/22/24 | | Submission Complete | |
| N/A | Technology | 561 | Remediate Agency Business Systems based on Segment IV | 10/21/24 | 03/14/25 | 75% - Consolidating/Inputting Information for Submission | | | | |
| Direct | Data | 555-B | Complete Data Cleansing Based on Mock Conversion 1 (CTC001, GMC001, and PCC002) | 10/28/24 | 11/22/24 | 100% - Submitted | 11/22/24 | 11/25/24: Agency instructed to submit task w/o PCC002, PCC002 portion will be marked N/A due to receiving data late; CTC001 and GMC001 are complete. We just received our Agency data for PCC002 on 11/22/2024. | Submission Complete | |
| N/A | N/A | 562 | Submit Bimonthly Agency Readiness Status Report | 11/01/24 | 11/12/24 | 100% - Submitted | 11/06/24 | | Submission Complete | |
| N/A | N/A | 563 | Manage Agency Specific Implementation Schedule, Risks and Issues | 11/01/24 | 12/27/24 | 100% - Submitted | 12/27/24 | | Submission Complete | |
| Direct | Data | 555-C | Complete Data Cleansing Based on Mock Conversion 1 (AMC001 and POC001) | 11/08/24 | 12/06/24 | 100% - Submitted | 12/09/24 | POC001 is done but AMC001 is still in process. I expect it to be complete on 12/9 or 12/10. AMC001 was completed on 12/9. | Submission Complete | |
| Direct | Technology | 557 | Confirm Interface Inventory for Cycle 2 Interface Testing | 11/18/24 | 12/13/24 | 100% - Submitted | 12/12/24 | | Submission Complete | |
| N/A | Technology | 558 | Update Agency Business System Documentation | 11/18/24 | 01/10/25 | 100% - Submitted | 01/08/25 | | Submission Complete | |
| Direct | Data | 567-A | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/09/24 | | Submission Complete | |
| Direct | Data | 567-B | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/12/24 | | Submission Complete | 01/08/25 |
| Direct | Data | 567-C | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/14/24 | | Submission Complete | 12/18/24 |
| Direct | Data | 567-D | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/14/24 | | Submission Complete | 12/16/24 |
| Direct | Data | 567-E | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/16/24 | | Submission Complete | 12/16/24 |
| Direct | Data | 567-G | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/19/24 | We did a few things wrong the Location worksheet. We are correcting those which will allow the area id worksheet to be completed successfully. We will most likely be submitting on 12/17. | Submission Complete | |
| Direct | Data | 567-H | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/12/24 | | Submission Complete | |
| Direct | Data | 567-I | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/12/24 | | Submission Complete | |
| Indirect | People | 536-C | Create Agency Specific User Acceptance Testing Plan | 12/09/24 | 01/31/25 | 75% - Consolidating/Inputting Information for Submission | | | | |
| N/A | Processes | 560 | Submit Change Analysis Tool | 12/09/24 | 01/31/25 | 75% - Consolidating/Inputting Information for Submission | | | | |
| Indirect | People | 564 | Update Future Florida PALM Users | 12/09/24 | 01/10/25 | 100% - Submitted | 01/10/25 | | Submission Complete | |
| N/A | People | 568 | Create Training Plan for Agency Managed End User Training | 12/09/24 | 03/28/25 | 50% - In Progress | | | | |
| Direct | Data | 567-J | Share, Review, and Update Configuration Workbooks | 12/18/24 | 01/17/25 | 50% - In Progress | | | | |
| Direct | Data | 567-P | Share, Review, and Update Configuration Workbooks | 12/18/24 | 01/17/25 | 50% - In Progress | | | | |
| Direct | Data | 658-A | Submit Data Field Mapping | 12/18/24 | 01/31/25 | 50% - In Progress | | | | |

| Direct | Data | 658-B | Submit Data Field Mapping | 12/18/24 | 01/31/25 | 50% - In Progress | | | | |
| Direct | Data | 658-B | Submit Data Field Mapping | 12/18/24 | 01/31/25 | 50% - In Progress | | | | |
| N/A | N/A | 569 | Submit Bimonthly Agency Readiness Status Report | 12/30/24 | 01/10/25 | 100% - Submitted | 01/07/25 | Jessica is out on maternity leave so our backup signed. | Submission Complete | |
| N/A | N/A | 570 | Manage Agency Specific Implementation Schedule, Risks and Issues | 12/30/24 | 02/28/25 | 50% - In Progress | | | | |
| Direct | Data | 658-C | Submit Data Field Mapping | 01/06/25 | 01/31/25 | 50% - In Progress | | | | |
| Indirect | Technology | 576 | Complete Internal Agency Business System Test and Remediation to prepare for Cycle 2 - Technical Interface Testing | 01/06/25 | 03/28/25 | 25% - Beginning Initial Internal Meetings and Information Gathering | | | | |

| People | Processes | Technology | Data |
|---|---|---|---|
| The staff and stakeholders affected by your agency's transition to Florida PALM. | The sequence of procedures to accomplish a business objective. | The applications or tools used to process, track, or report on financial operations. | Information used in or produced from an agency's financial business operations. |

**People**

**Implementation:**

**Planned Florida PALM End Users = 148**

• Business Process Groupings = 8/13

**Identified Subject Matter Experts = 13**

**Processes**

**Implementation:**

**Impacted Agency Business Processes = 109**

• Related Business Process Groupings = 11/13

• Planned Spreadsheet Uploads = 0

**Technology**

**Implementation:**

**Business Systems Planned for Integration = 5**

**Planned Interfaces = 3**

- Inbound Interfaces = 0

- Outbound Interfaces = 3

**Data**

**Implementation:**

**Configuration**

• **Commitment Control (KK)**

- Budget Allotments - Control Option = Option # 1 - Control

- Account ChartField Tier Selection = Account Tier #1: Highest

- Organization ChartField Translation Tree Selection = Translation Tree #2: Agency-Defined Tree

• **Org Security Rule = Agencywide**

• **Optional ChartFields**

- OA1 = To Be Configured

- OA2 = Not To Be Configured

- PC Category = To Be Configured

- PC Subcategory = To Be Configured

- PC Source Type = To Be Configured

**Conversion**

• **Optional Conversions**

- Accounts Receivable = Not Needed

- Assets = Needed

- Contracts = Needed

- Customers = Not Needed

- Encumbrances = Needed

- Grants = Needed

- Projects = Needed

- Projects Balances = Needed

## 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.

### FWC Risks

| Critical Operational Elements | Risk Description | Status | Risk Rating | Mitigation/Response Strategy | Reporting Period Comments or Updates | Date of Status Change | Owner / Coordinator |
|---|---|---|---|---|---|---|---|
| People | Limited subject matter expert (SME) availability | Open | 6 (Medium/High) | 1. Identify any planned schedule issues 2. Obtain and include backup resources in activities | No change | 11/06/23 | Laurie Kershaw |
| People | Team Attrition | Open | 6 (Medium/High) | 1. Ensure sufficient cross training in all project activities 2. Establish and enforce adequate documentation standards | No change | 11/06/23 | Laurie Kershaw |
| Processes Data | There is no communication plan between PALM, Enterprise systems and the agencies. FWC is unable to accurately define impacts to processes and potentially agency business systems. | Open | 6 (High/Medium) | 1. FWC Analysis, design, and system remediation is being based on calculated assumptions | | 09/20/24 | Laurie Kershaw |
| People | Resistance to change | Open | 4 (Medium/Mediu | 1. Include impacted stakeholders early in the process and often 2. Educate the reason for the change and impact | No change | 11/06/23 | Laurie Kershaw |
| Technology | PALM interfaces are not fully designed/documented, and currently defined interfaces are subject to change. FWC is unable to accurately define impacts to our systems without complete specifications on the interfaces. | Open | 4 (Medium/Mediu | 1. FWC Analysis and design is being based on calculated assumptions | We reduce the risk rating on this item since most of the interfaces have been designed. | 11/06/23 | Laurie Kershaw |

### FWC Issues

| Critical Operational Elements | Issue Description | Status | Priority | Resolution Plan | Reporting Period Comments or Updates | Planned or Actual Resolution Date | Owner / Coordinator |
|---|---|---|---|---|---|---|---|
| | | | | | | | |

### FWC Assumptions

| Critical Operational Elements | Assumption | Status | Date Logged or Removed | Impacted Stakeholder(s) and/or System(s) | Reporting Period Comments or Updates |
|---|---|---|---|---|---|
| | | | | | |

| Agency Sponsor Confirmation | FWC Status Report Confirmation |
|---|---|

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

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

| | | | |
|---|---|---|---|
| November - December 2024 | Charlotte Jerrett | charlotte.jerrett@myfwc.com | 01/07/25 |
| September - October 2024 | Jessica Crawford | jessica.crawford@myfwc.com | 11/06/24 |
| July - August 2024 | Jessica Crawford | jessica.crawford@myfwc.com | 09/04/24 |
| May - June 2024 | Jessica Crawford | jessica.crawford@myfwc.com | 07/02/24 |
| March - April 2024 | Jessica Crawford | jessica.crawford@myfwc.com | 05/08/24 |
| January - February 2024 | Jessica Crawford | jessica.crawford@myfwc.com | 03/06/24 |

| | | | |
|---|---|---|---|
| November - December 2024 | Charlotte Jerrett | charlotte.jerrett@myfwc.com | 01/07/25 |
| September - October 2024 | Jessica Crawford | jessica.crawford@myfwc.com | 11/06/24 |
| July - August 2024 | Jessica Crawford | jessica.crawford@myfwc.com | 09/04/24 |
| May - June 2024 | Jessica Crawford | jessica.crawford@myfwc.com | 07/02/24 |
| March - April 2024 | Jessica Crawford | jessica.crawford@myfwc.com | 05/08/24 |
| January - February 2024 | Jessica Crawford | jessica.crawford@myfwc.com | 03/06/24 |

# JAC 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**

November - December 2024

**Agency Sponsor**

Alton L. "Rip" Colvin, Jr.

| CCN Composition | RW Task Completeness | RW Task Timeliness | Project-led Meeting Participation |
|---|---|---|---|
| | | | |

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

The Readiness Workplan Tasks Completeness dial reflects the completeness of your agency's submission of RW tasks, starting with RW Task 512.

The Readiness Workplan Tasks Timeliness dial reflect the timeliness of your agency's submission of all RW tasks to date.

The Participation dial reflects your agency's attendance at Project-led meetings during the current reporting period.

**Change Champion Network:**

• Unique Filled Role = 12

• Duplicate Filled Role = 4

• Vacant Role = 0

**RW Task Completeness:**

**Score = 84.21%**

• Submitted Complete = 30

• Submitted Incomplete = 0

• Completed After Submission = 27

**RW Task Timeliness:**

**Score = 81.51%**

• Submitted On Time = 53

• Submitted Late = 26

• Pending Submission = 4

**Meeting Participation:**

• Meetings Attended = 4

• Meetings Missed = 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 | 75% - Consolidating/Inputting Information for Submission | | 04/30/2024 Anticipate that this task will be complete by 08/01/2024 | 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 | 50% - In Progress | | 06/14/2024 - We hope to have the first part of Tasks 515 and 527 complete by 07/12/2024. | | |
| N/A | Processes | 527 | Identify Change Impacts and Update Agency Business Process Documentation for Segment III | 04/15/24 | 07/12/24 | 50% - In Progress | | Dependent on completion of Tasks 328 and 515 | | |
| N/A | Processes | 543 | Identify Change Impacts and Update Agency Business Process Documentation for Segment IV | 07/22/24 | 10/18/24 | 50% - In Progress | | | | |
| N/A | Technology | 547 | Remediate Agency Business Systems based on Segment III | 07/22/24 | 12/13/24 | 100% - Submitted | 12/13/24 | | Submission Complete | 01/08/25 |
| Direct | Data | 555-A | Complete Data Cleansing Based on Mock Conversion 1 - Projects (PCC001) | 10/07/24 | 11/22/24 | 100% - Submitted | 10/17/24 | | Submission Complete | 11/04/24 |
| N/A | Technology | 561 | Remediate Agency Business Systems based on Segment IV | 10/21/24 | 03/14/25 | 100% - Submitted | 12/17/24 | | Submission Complete | 12/17/24 |
| Direct | Data | 555-B | Complete Data Cleansing Based on Mock Conversion 1 (CTC001, GMC001, and PCC002) | 10/28/24 | 11/22/24 | 100% - Submitted | 01/08/25 | | Submission Complete | |
| N/A | N/A | 562 | Submit Bimonthly Agency Readiness Status Report | 11/01/24 | 11/12/24 | 100% - Submitted | 11/08/24 | | Submission Complete | |
| N/A | N/A | 563 | Manage Agency Specific Implementation Schedule, Risks and Issues | 11/01/24 | 12/27/24 | 100% - Submitted | 12/18/24 | | Submission Complete | |
| Direct | Data | 555-C | Complete Data Cleansing Based on Mock Conversion 1 (AMC001 and POC001) | 11/08/24 | 12/06/24 | 100% - Submitted | 12/27/24 | | Submission Complete | 01/10/25 |
| Direct | Technology | 557 | Confirm Interface Inventory for Cycle 2 Interface Testing | 11/18/24 | 12/13/24 | 100% - Submitted | 12/13/24 | | Submission Complete | 01/08/25 |
| N/A | Technology | 558 | Update Agency Business System Documentation | 11/18/24 | 01/10/25 | 100% - Submitted | 01/08/25 | | Submission Complete | |
| Direct | Data | 567-A | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/13/24 | | Submission Complete | |
| Direct | Data | 567-B | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/13/24 | | Submission Complete | 01/02/25 |
| Direct | Data | 567-C | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/13/24 | | Submission Complete | |
| Direct | Data | 567-D | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/13/24 | | Submission Complete | 12/16/24 |
| Direct | Data | 567-E | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/13/24 | | Submission Complete | |
| Direct | Data | 567-G | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/13/24 | | Submission Complete | |
| Direct | Data | 567-H | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/13/24 | | Submission Complete | |
| Direct | Data | 567-I | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/13/24 | | Submission Complete | 12/27/24 |
| Indirect | People | 536-C | Create Agency Specific User Acceptance Testing Plan | 12/09/24 | 01/31/25 | 50% - In Progress | | | | |
| N/A | Processes | 560 | Submit Change Analysis Tool | 12/09/24 | 01/31/25 | 50% - In Progress | | | | |
| Indirect | People | 564 | Update Future Florida PALM Users | 12/09/24 | 01/10/25 | 100% - Submitted | 01/10/25 | | Submission Complete | |
| N/A | People | 568 | Create Training Plan for Agency Managed End User Training | 12/09/24 | 03/28/25 | 25% - Beginning Initial Internal Meetings and Information Gathering | | | | |
| Direct | Data | 567-J | Share, Review, and Update Configuration Workbooks | 12/18/24 | 01/17/25 | 25% - Beginning Initial Internal Meetings and Information Gathering | | | | |

| | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| Direct | Data | 567-K | Share, Review, and Update Configuration Workbooks | 12/18/24 | 01/17/25 | | | | |
| Direct | Data | 567-P | Share, Review, and Update Configuration Workbooks | 12/18/24 | 01/17/25 | 25% - Beginning Initial Internal Meetings and Information Gathering | | | |
| Direct | Data | 658-A | Submit Data Field Mapping | 12/18/24 | 01/31/25 | | | | |
| Direct | Data | 658-B | Submit Data Field Mapping | 12/18/24 | 01/31/25 | | | | |
| N/A | N/A | 569 | Submit Bimonthly Agency Readiness Status Report | 12/30/24 | 01/10/25 | 100% - Submitted | 01/09/25 | | Submission Complete |
| N/A | N/A | 570 | Manage Agency Specific Implementation Schedule, Risks and Issues | 12/30/24 | 02/28/25 | | | | |
| Direct | Data | 658-C | Submit Data Field Mapping | 01/06/25 | 01/31/25 | | | | |
| Indirect | Technology | 576 | Complete Internal Agency Business System Test and Remediation to prepare for Cycle 2 - Technical Interface Testing | 01/06/25 | 03/28/25 | | | | |

| People | Processes | Technology | Data |
|---|---|---|---|
| The staff and stakeholders affected by your agency's transition to Florida PALM. | The sequence of procedures to accomplish a business objective. | The applications or tools used to process, track, or report on financial operations. | Information used in or produced from an agency's financial business operations. |

**People**

**Implementation:**

**Planned Florida PALM End Users = 389**

• Business Process Groupings = 12/13

**Identified Subject Matter Experts = 31**

**Processes**

**Implementation:**

**Impacted Agency Business Processes = 120**

• Related Business Process Groupings = 10/13

• Planned Spreadsheet Uploads = 1

**Technology**

**Implementation:**

**Business Systems Planned for Integration = 10**

**Planned Interfaces = 5**

- Inbound Interfaces = 1

- Outbound Interfaces = 4

**Data**

**Implementation:**

**Configuration**

• **Commitment Control (KK)**

- Budget Allotments - Control Option = Option # 3 - Track without Budget

- Account ChartField Tier Selection = Account Tier #1: Highest

- Organization ChartField Translation Tree Selection = Translation Tree #2: Agency-Defined Tree

• **Org Security Rule = TBD**

• **Optional ChartFields**

- OA1 = To Be Configured

- OA2 = To Be Configured

- PC Category = To Be Configured

- PC Subcategory = To Be Configured

- PC Source Type = Not To Be Configured

**Conversion**

• **Optional Conversions**

- Accounts Receivable = Not Needed

- Assets = Not Needed

- Contracts = Not Needed

- Customers = Not Needed

- Encumbrances = Needed

- Grants = Not Needed

- Projects = Not Needed

- Projects Balances = Not Needed

## 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.

### JAC Risks

| Critical Operational Elements | Risk Description | Status | Risk Rating | Mitigation/Response Strategy | Reporting Period Comments or Updates | Date of Status Change | Owner / Coordinator |
|---|---|---|---|---|---|---|---|
| People | Low acceptance by Judicial Related Organizations (JROs) | Open | 6 (High/Medium) | Mitigate: The agency is preparing a change management plan. Additionally, the agency has started a series of meetings to involve the JROs and keep them informed of the project progress and current status. | The survey indicated high understanding and awareness. | 06/28/24 | Rip Colvin, Executive Director |
| Technology | External business system (BOMS) may not be updated with proper accounting fields for integration with PALM | Open | 6 (High/Medium) | Avoid: The agency needs to engage the business system vendor to discuss new chartfields once the agency has additional technical information | JAC is working on the Contract, Operational Work Plan, and negotiations with the Vendor | 06/28/24 | Kathy LaCorte |
| Data | The access to data must be segregated by each Judicial-Related Office (JRO) to ensure that JROs can only see their information. This is critical to protect indigent defendants' rights and the defense's trial strategies. | Open | 6 (High/Medium) | Transfer: The agency has been discussing mitigation options with the PALM team. | We had an excellent meeting with the Florida PALM team on 02/19/2024. We believe they understand our concerns and will work toward a resultion. | 06/28/24 | Rip Colvin, Executive Director |
| People | Availability of staff to work on the project/Limited qualified staff | Open | 6 (High/Medium) | Mitigate: The agency is looking at ways to supplement current staff. | The agency has 5 Technical Writers working. We plan on adding additional staff to assist in completing other tasks. | 07/10/24 | JAC Directors |
| People Processes Technology Data | Funding insufficient for project costs | Open | 6 (High/Medium) | Mitigate: The agency will continue to look at projected costs and request needed funding | The legislature granted our FY 2024-2025 request in the GAA. We are considering our needs for FY 2025-26 | 06/28/24 | Rip Colvin, Executive Director |
| Technology | Org code updates may not be established and implemented which will allow correct reporting especially for grants and projects | Open | 3 (High/Low) | Mitigate: The agency is initiating discussions with internal partners to create a new org code structure with a goal of implementing on July 1, 2025 | Our plan has been submitted; we will monitor. | 06/28/24 | Dina Kamen |

| Processes Technology | Delays in PALM information will create delays in remediating our processes | Open | 3 (High/Low) | Accept: The agency will continue to monitor information received | No new comments | 07/10/24 | JAC Directors |
|---|---|---|---|---|---|---|---|
| Data | Data my not be sufficiently cleansed at Go-Live | Open | 2 (Medium/Low) | Avoid; The agency is preparing a plan for Data Cleansing. DFS stepped back from the data cleansing process they started and won't rec | The agency plans on hiring an OPS to perform data cleansing. DFS stepped back from the data cleansing process that had started and won't restart it until after the new year. This is delaying our process too. | 07/10/24 | Nona McCall |
| Processes | Downtime during transition | Open | 2 (Medium/Low) | Mitigate: The agency will create a plan to minimize this risk such as front loading work in December 2025. | Item to create a plan added to the Agency's Implementation Plan for August 2025. | 06/28/24 | Dina Kamen and Jamie Johnson |
| People Processes | Replacement or major upgrade of PeopleFirst involving the same team members as the PALM Project | Open | 2 (Medium/Low) | Mitigate: The agency will review all available information regarding this potential new contract and then plan accordingly | At this time the People First is focusing on the PALM Project. | 08/27/24 | Jamie Johnson |
| Data | Data may not be sufficiently cleansed at go-live due to the JACs inability to adjust FLAIR records which are no longer active in FLAIR. DFS manages these records, and there is not guidance on how DFS will eliminate these records prior to go-live. | Open | 2 (Medium/Low) | Transfer: The agency will continue to discuss this issue with DFS staff and react to their guidance | DFS stepped back from the data cleansing process that had started and will not restart it until after the new year. This is delaying our process, too. | 07/10/24 | Nona McCall |
| Processes | PALM fails to integrate properly with other state-owned systems such as PeopleFirst, STMS, and PCard Works | Open | 2 (Medium/Low) | Accept: The agency will continue to monitor information being received from the PALM team and other agencies. | | 07/10/24 | Nona McCall |

## JAC Issues

| Critical Operational Elements | Issue Description | Status | Priority | Resolution Plan | Reporting Period Comments or Updates | Planned or Actual Resolution Date | Owner / Coordinator |
|---|---|---|---|---|---|---|---|
| | | | | | | | |

## JAC Assumptions

| Critical Operational Elements | Assumption | Status | Date Logged or Removed | Impacted Stakeholder(s) and/or System(s) | Reporting Period Comments or Updates |
|---|---|---|---|---|---|
| People Processes Technology Data | The agency will have sufficient funding in FY 2023-2024 and receive funds via the LBR process for FY 2024-2025. | Logged | 09/01/23 | All processes and systems | The FY 2024-25 amended LBR request was included in the GAA. We are hopefully that this amount will be sufficient to cover FY 2024-25 costs. |
| People Processes Technology | Program governance will provide timely decisions and issue resolution | Logged | 11/13/23 | All stakeholders | The agency continues to monitor those decisions for which we need more information |
| People Processes Technology Data | Project teams will have access to the appropriate management, staff and related Program stakeholders (internal and external) and other resources as required and as needed without delay | Logged | 11/13/23 | All stakeholders | The agency sponsor has made it clear that this is a priority project. Additionally, the agency is looking into acquiring contracted or OPS staff to assist with the workload |
| People Processes Technology Data | Stakeholder input will be provided in a timely manner so as to not impede the progress of the Project | Logged | 11/13/23 | All stakeholders | The agency sponsor has made it clear that this is a priority project. |

## 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

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## JAC Status Report Confirmation

| Reporting Period | Agency Sponsor Name: | Confirmed By: | Confirmation Date: |
|---|---|---|---|
| November - December 2024 | Alton L. Colvin, Jr. | rip.colvin@justiceadmin.org | 01/09/25 |
| September - October 2024 | Alton L. Colvin, Jr. | rip.colvin@justiceadmin.org | 11/08/24 |
| July - August 2024 | Alton L. Colvin, Jr. | rip.colvin@justiceadmin.org | 09/11/24 |
| May - June 2024 | Alton L. Colvin, Jr. | rip.colvin@justiceadmin.org | 07/11/24 |
| March - April 2024 | Alton L. Colvin, Jr. | rip.colvin@justiceadmin.org | 05/03/24 |
| January - February 2024 | Alton L. Colvin, Jr. | rip.colvin@justiceadmin.org | 03/11/24 |

# LEG 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**

November - December 2024

**Agency Sponsor**

Brendan Jones

| CCN Composition | RW Task Completeness | RW Task Timeliness | Project-led Meeting Participation |
|---|---|---|---|



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

The Readiness Workplan Tasks Completeness dial reflects the completeness of your agency's submission of RW tasks, starting with RW Task 512.

The Readiness Workplan Tasks Timeliness dial reflect the timeliness of your agency's submission of all RW tasks to date.

The Participation dial reflects your agency's attendance at Project-led meetings during the current reporting period.

**Change Champion Network:**
- Unique Filled Role = 14
- Duplicate Filled Role = 10
- Vacant Role = 0

**RW Task Completeness:**

Score = 81.00%
- Submitted Complete = 34
- Submitted Incomplete = 5
- Completed After Submission = 11

**RW Task Timeliness:**

Score = 87.21%
- Submitted On Time = 54
- Submitted Late = 24
- Pending Submission = 5

**Meeting Participation:**
- Meetings Attended = 5
- Meetings Missed = 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 |
|---|---|---|---|---|---|---|---|---|---|---|
| N/A | Technology | 519 | Remediate Agency Business Systems based on Segment I | 01/29/24 | 06/28/24 | 50% - In Progress | | System build and test is an ongoing effort. As information is continuing to come regarding crosswalks and valid values, this will remain open until those actions are complete and systems are updated with appropriate changes. | | |
| N/A | Technology | 531 | Remediate Agency Business Systems based on Segment II | 04/29/24 | 10/04/24 | 50% - In Progress | | System build and test is an ongoing effort. As information is continuing to come regarding crosswalks and valid values, this will remain open until those actions are complete and systems are updated with appropriate changes. | | |
| N/A | Processes | 543 | Identify Change Impacts and Update Agency Business Process Documentation for Segment IV | 07/22/24 | 10/18/24 | 75% - Consolidating/Inputting Information for Submission | 10/18/24 | | Submission Incomplete | |
| Direct | Technology | 546 | Update Florida PALM Interface Inventory for Segment IV | 07/22/24 | 10/18/24 | 75% - Consolidating/Inputting Information for Submission | | Pending meetings for EDR, and for AG's office to confirm what interfaces will be used. | | |
| N/A | Technology | 547 | Remediate Agency Business Systems based on Segment III | 07/22/24 | 12/13/24 | 50% - In Progress | | | | |
| Indirect | Technology | 553 | Prepare for Interface Testing | 09/16/24 | 10/18/24 | Pending Resubmission | 10/18/24 | | Submission Incomplete | |
| Direct | Data | 555-A | Complete Data Cleansing Based on Mock Conversion 1 - Projects (PCC001) | 10/07/24 | 11/22/24 | 100% - Submitted | 12/11/24 | We are reviewing Mock 1 conversion errors, found some program issues, made some data corrections, waiting on rerun to review errors. | Submission Complete | |
| N/A | Technology | 561 | Remediate Agency Business Systems based on Segment IV | 10/21/24 | 03/14/25 | 50% - In Progress | | | | |
| Direct | Data | 555-B | Complete Data Cleansing Based on Mock Conversion 1 (CTC001, GMC001, and PCC002) | 10/28/24 | 11/22/24 | 100% - Submitted | 12/11/24 | | Submission Complete | |
| N/A | N/A | 562 | Submit Bimonthly Agency Readiness Status Report | 11/01/24 | 11/12/24 | 100% - Submitted | 11/12/24 | | Submission Complete | |
| N/A | N/A | 563 | Manage Agency Specific Implementation Schedule, Risks and Issues | 11/01/24 | 12/27/24 | 100% - Submitted | 12/20/24 | | | |
| Direct | Data | 555-C | Complete Data Cleansing Based on Mock Conversion 1 (AMC001 and POC001) | 11/08/24 | 12/06/24 | 100% - Submitted | 12/13/24 | We have reviewed the results of mock conversion 1, communicated issues to palm, adjusted (corrected) records on error reports as necessary. | Submission Complete | |
| Direct | Technology | 557 | Confirm Interface Inventory for Cycle 2 Interface Testing | 11/18/24 | 12/13/24 | 75% - Consolidating/Inputting Information for Submission | | | | |
| Direct | Data | 567-A | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/13/24 | | Submission Complete | |
| Direct | Data | 567-B | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/13/24 | I completed the workbook | Submission Complete | 01/08/25 |
| Direct | Data | 567-C | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/13/24 | | Submission Complete | |
| Direct | Data | 567-D | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/13/24 | | Submission Complete | 12/16/24 |
| Direct | Data | 567-E | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/13/24 | | Submission Complete | |
| Direct | Data | 567-G | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/13/24 | N/A | Submission Complete | 12/20/24 |
| Direct | Data | 567-H | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/13/24 | We do not want Projects in Florida PALM. N/A for the Legislature. We will be using OA2 for this purpose. | Submission Complete | |
| Direct | Data | 567-I | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/16/24 | | Submission Incomplete | 01/08/25 |

| | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| N/A | Technology | 558 | Update Agency Business System Documentation | 11/18/24 | 01/10/25 | 100% - Submitted | 01/10/25 | | | |
| Indirect | People | 564 | Update Future Florida PALM Users | 12/09/24 | 01/10/25 | 100% - Submitted | 01/10/25 | | | |
| Indirect | People | 536-C | Create Agency Specific User Acceptance Testing Plan | 12/09/24 | 01/31/25 | 25% - Beginning Initial Internal Meetings and Information Gathering | | | | |
| N/A | Processes | 560 | Submit Change Analysis Tool | 12/09/24 | 01/31/25 | | | | | |
| N/A | People | 568 | Create Training Plan for Agency Managed End User Training | 12/09/24 | 03/28/25 | | | | | |
| Direct | Data | 567-J | Share, Review, and Update Configuration Workbooks | 12/18/24 | 01/17/25 | | | | | |
| Direct | Data | 567-K | Share, Review, and Update Configuration Workbooks | 12/18/24 | 01/17/25 | | | | | |
| Direct | Data | 567-P | Share, Review, and Update Configuration Workbooks | 12/18/24 | 01/17/25 | | | | | |
| Direct | Data | 658-A | Submit Data Field Mapping | 12/18/24 | 01/31/25 | | | | | |
| Direct | Data | 658-B | Submit Data Field Mapping | 12/18/24 | 01/31/25 | | | | | |
| N/A | N/A | 569 | Submit Bimonthly Agency Readiness Status Report | 12/30/24 | 01/10/25 | 100% - Submitted | 01/10/25 | | Submission Complete | |
| N/A | N/A | 570 | Manage Agency Specific Implementation Schedule, Risks and Issues | 12/30/24 | 02/28/25 | | | | | |
| Indirect | Technology | 576 | Complete Internal Agency Business System Test and Remediation to prepare for Cycle 2 - Technical Interface Testing | 01/06/25 | 03/28/25 | | | | | |

## People

The staff and stakeholders affected by your agency's transition to Florida PALM.

### Implementation:

**Planned Florida PALM End Users = 48**

• Business Process Groupings = 10/13

**Identified Subject Matter Experts = 10**

## Processes

The sequence of procedures to accomplish a business objective.

### Implementation:

**Impacted Agency Business Processes = 112**

• Related Business Process Groupings = 8/13

• Planned Spreadsheet Uploads = 3

## Technology

The applications or tools used to process, track, or report on financial operations.

### Implementation:

**Business Systems Planned for Integration = 11**

**Planned Interfaces = 19**

- Inbound Interfaces = 11

- Outbound Interfaces = 7

## Data

Information used in or produced from an agency's financial business operations.

### Implementation:

**Configuration**

• **Commitment Control (KK)**

- Budget Allotments - Control Option = Option # 3 - Track without Budget

- Account ChartField Tier Selection = Account Tier #3: Family

- Organization ChartField Translation Tree Selection = Translation Tree #3: No Tree Assigned

• **Org Security Rule = TBD**

• **Optional ChartFields**

- OA1 = To Be Configured

- OA2 = To Be Configured

- PC Category = To Be Configured

- PC Subcategory = To Be Configured

- PC Source Type = Not To Be Configured

**Conversion**

• **Optional Conversions**

- Accounts Receivable = Not Needed

- Assets = Needed

- Contracts = Not Needed

- Customers = Not Needed

- Encumbrances = Needed

- Grants = Not Needed

- Projects = Not Needed

- Projects Balances = Not Needed

## 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.

### LEG Risks

| Critical Operational Elements | Risk Description | Status | Risk Rating | Mitigation/Response Strategy | Reporting Period Comments or Updates | Date of Status Change | Owner / Coordinator |
|---|---|---|---|---|---|---|---|
| | | | | | | | |

### LEG Issues

| Critical Operational Elements | Issue Description | Status | Priority | Resolution Plan | Reporting Period Comments or Updates | Planned or Actual Resolution Date | Owner / Coordinator |
|---|---|---|---|---|---|---|---|
| | | | | | | | |

### LEG Assumptions

| Critical Operational Elements | Assumption | Status | Date Logged or Removed | Impacted Stakeholder(s) and/or System(s) | Reporting Period Comments or Updates |
|---|---|---|---|---|---|
| | | | | | |

## 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

Privacy Notice | Report Abuse

## LEG Status Report Confirmation

| Reporting Period | Agency Sponsor Name: | Confirmed By: | Confirmation Date: |
|---|---|---|---|
| November - December 2024 | Brendan Jones | jones.brendan@leg.state.fl.us | 01/10/25 |
| September - October 2024 | Brendan Jones | jones.brendan@leg.state.fl.us | 11/12/24 |
| July - August 2024 | Brendan Jones | jones.brendan@leg.state.fl.us | 09/12/24 |
| May - June 2024 | Brendan Jones | jones.brendan@leg.state.fl.us | 07/12/24 |
| March - April 2024 | Brendan Jones | jones.brendan@leg.state.fl.us | 05/15/24 |
| January - February 2024 | Lisa Swindle | mentillo.mike@leg.state.fl.us | 03/04/24 |

# PSC 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**

November - December 2024

**Agency Sponsor**

Apryl Lynn

| CCN Composition | RW Task Completeness | RW Task Timeliness | Project-led Meeting Participation |
|---|---|---|---|



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

The Readiness Workplan Tasks Completeness dial reflects the completeness of your agency's submission of RW tasks, starting with RW Task 512.

The Readiness Workplan Tasks Timeliness dial reflect the timeliness of your agency's submission of all RW tasks to date.

The Participation dial reflects your agency's attendance at Project-led meetings during the current reporting period.

**Change Champion Network:**
- Unique Filled Role = 4
- Duplicate Filled Role = 12
- Vacant Role = 0

**RW Task Completeness:**
Score = 87.50%
- Submitted Complete = 37
- Submitted Incomplete = 3
- Completed After Submission = 12

**RW Task Timeliness:**
Score = 95.57%
- Submitted On Time = 54
- Submitted Late = 22
- Pending Submission = 0

**Meeting Participation:**
- Meetings Attended = 6
- Meetings Missed = 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 |
|---|---|---|---|---|---|---|---|---|---|---|
| N/A | Technology | 547 | Remediate Agency Business Systems based on Segment III | 07/22/24 | 12/13/24 | 100% - Submitted | 10/28/24 | | Submission Complete | |
| Direct | Data | 541-C | Complete Configuration Workbooks for Segment IV | 08/26/24 | 10/04/24 | Pending Resubmission | 10/04/24 | RC: 10/11 additional review/correction in SpeedKey workbook (Line Type). PSC: 10/14 Ran into issue as I was entering information into spreadsheet. Corrected Line Type the best I could to show values. | Submission Incomplete | 10/10/24 |
| Direct | Data | 555-A | Complete Data Cleansing Based on Mock Conversion 1 - Projects (PCC001) | 10/07/24 | 11/22/24 | 100% - Submitted | 10/16/24 | | Submission Complete | 10/28/24 |
| N/A | Technology | 561 | Remediate Agency Business Systems based on Segment IV | 10/21/24 | 03/14/25 | 100% - Submitted | 10/29/24 | | Submission Complete | |
| Direct | Data | 555-B | Complete Data Cleansing Based on Mock Conversion 1 (CTC001, GMC001, and PCC002) | 10/28/24 | 11/22/24 | 100% - Submitted | 10/29/24 | | Submission Complete | |
| N/A | N/A | 562 | Submit Bimonthly Agency Readiness Status Report | 11/01/24 | 11/12/24 | 100% - Submitted | 11/12/24 | | Submission Complete | |
| N/A | N/A | 563 | Manage Agency Specific Implementation Schedule, Risks and Issues | 11/01/24 | 12/27/24 | 100% - Submitted | 12/18/24 | | Submission Complete | |
| Direct | Data | 555-C | Complete Data Cleansing Based on Mock Conversion 1 (AMC001 and POC001) | 11/08/24 | 12/06/24 | 100% - Submitted | 11/21/24 | | Submission Complete | |
| Direct | Technology | 557 | Confirm Interface Inventory for Cycle 2 Interface Testing | 11/18/24 | 12/13/24 | 100% - Submitted | 11/21/24 | | Submission Complete | |
| N/A | Technology | 558 | Update Agency Business System Documentation | 11/18/24 | 01/10/25 | 100% - Submitted | 01/10/25 | | | |
| Direct | Data | 567-A | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/17/24 | | Submission Complete | |
| Direct | Data | 567-B | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/17/24 | PSC: Updated formatting of organization tiers. 1/9/2025 PSC: Organization values have been updated to show only top tier values. Budget Translation Tree has also been updated to reflect values. | Submission Complete | 01/09/25 |
| Direct | Data | 567-C | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/17/24 | | Submission Complete | |
| Direct | Data | 567-D | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/17/24 | Updated sheet. | Submission Complete | 12/20/24 |
| Direct | Data | 567-E | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/17/24 | | Submission Complete | |
| Direct | Data | 567-G | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/17/24 | | Submission Complete | |
| Direct | Data | 567-H | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/17/24 | | Submission Complete | |
| Direct | Data | 567-I | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/17/24 | | Submission Complete | |
| Indirect | People | 536-C | Create Agency Specific User Acceptance Testing Plan | 12/09/24 | 01/31/25 | 50% - In Progress | | | | |
| N/A | Processes | 560 | Submit Change Analysis Tool | 12/09/24 | 01/31/25 | 50% - In Progress | | | | |
| Indirect | People | 564 | Update Future Florida PALM Users | 12/09/24 | 01/10/25 | 100% - Submitted | 01/10/25 | | | 01/10/25 |
| N/A | People | 568 | Create Training Plan for Agency Managed End User Training | 12/09/24 | 03/28/25 | 50% - In Progress | | | | |
| Direct | Data | 567-J | Share, Review, and Update Configuration Workbooks | 12/18/24 | 01/17/25 | 50% - In Progress | | | | |
| Direct | Data | 567-P | Share, Review, and Update Configuration Workbooks | 12/18/24 | 01/17/25 | 50% - In Progress | | | | |
| Direct | Data | 658-A | Submit Data Field Mapping | 12/18/24 | 01/31/25 | 50% - In Progress | | | | |
| Direct | Data | 658-B | Submit Data Field Mapping | 12/18/24 | 01/31/25 | 50% - In Progress | | | | |
| N/A | N/A | 569 | Submit Bimonthly Agency Readiness Status Report | 12/30/24 | 01/10/25 | 100% - Submitted | 01/10/25 | | Submission Complete | |

| | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| N/A | N/A | **570** | Manage Agency Specific Implementation Schedule, Risks and Issues | 12/30/24 | 02/28/25 | 50% - In Progress | | | | |
| Direct | Data | **658-C** | Submit Data Field Mapping | 01/06/25 | 01/31/25 | 50% - In Progress | | | | |
| Indirect | Technology | **576** | Complete Internal Agency Business System Test and Remediation to prepare for Cycle 2 - Technical Interface Testing | 01/06/25 | 03/28/25 | 50% - In Progress | | | | |

| People | Processes | Technology | Data |
|---|---|---|---|
| The staff and stakeholders affected by your agency's transition to Florida PALM. | The sequence of procedures to accomplish a business objective. | The applications or tools used to process, track, or report on financial operations. | Information used in or produced from an agency's financial business operations. |

**People**

**Implementation:**

**Planned Florida PALM End Users = 9**

• Business Process Groupings = 10/13

**Identified Subject Matter Experts = 3**

**Processes**

**Implementation:**

**Impacted Agency Business Processes = 15**

• Related Business Process Groupings = 6/13

• Planned Spreadsheet Uploads = 0

**Technology**

**Implementation:**

**Business Systems Planned for Integration = 0**

**Planned Interfaces = 0**

- Inbound Interfaces = 0

- Outbound Interfaces = 0

**Data**

**Implementation:**

**Configuration**

• **Commitment Control (KK)**

- Budget Allotments - Control Option = Option # 2 - Track with Budget

- Account ChartField Tier Selection = Account Tier #2: Groupings

- Organization ChartField Translation Tree Selection = Translation Tree #2: Agency-Defined Tree

• **Org Security Rule = Agencywide**

• **Optional ChartFields**

- OA1 = To Be Configured

- OA2 = Not To Be Configured

- PC Category = To Be Configured

- PC Subcategory = To Be Configured

- PC Source Type = Not To Be Configured

**Conversion**

• **Optional Conversions**

- Accounts Receivable = Not Needed

- Assets = Needed

- Contracts = Needed

- Customers = Not Needed

- Encumbrances = Needed

- Grants = Not Needed

- Projects = Not Needed

- Projects Balances = Not Needed

## 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.

### PSC Risks

| Critical Operational Elements | Risk Description | Status | Risk Rating | Mitigation/Response Strategy | Reporting Period Comments or Updates | Date of Status Change | Owner / Coordinator |
|---|---|---|---|---|---|---|---|
| People | Training and understanding how to work/maneuver in FL PALM | Open | 4 (Medium/Medium) | Will determine as we get closer to the finished product. Attend FL PALM training, meetings, and create agency training guides. | | 12/18/24 | Katisha Mobley |
| Technology | Updating coding of agency business systems that we manually enter FLAIR data from reports into | Open | 4 (Medium/Medium) | Will determine as we get closer to the finished product. Provide IT with chart of accounts and other necessary information to update agency business systems. | | 12/18/24 | Katisha Mobley |

### PSC Issues

| Critical Operational Elements | Issue Description | Status | Priority | Resolution Plan | Reporting Period Comments or Updates | Planned or Actual Resolution Date | Owner / Coordinator |
|---|---|---|---|---|---|---|---|
| | | | | | | | |

### PSC Assumptions

| Critical Operational Elements | Assumption | Status | Date Logged or Removed | Impacted Stakeholder(s) and/or System(s) | Reporting Period Comments or Updates |
|---|---|---|---|---|---|
| | | | | | |

### 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

### PSC Status Report Confirmation

| Reporting Period | Agency Sponsor Name: | Confirmed By: | Confirmation Date: |
|---|---|---|---|
| November - December 2024 | Apryl Lynn | alynn@psc.state.fl.us | 01/10/25 |
| September - October 2024 | Apryl Lynn | alynn@psc.state.fl.us | 11/12/24 |
| July - August 2024 | Apryl Lynn | alynn@psc.state.fl.us | 09/23/24 |
| May - June 2024 | Apryl Lynn | alynn@psc.state.fl.us | 07/08/24 |
| March - April 2024 | Apryl Lynn | alynn@psc.state.fl.us | 05/08/24 |
| January - February 2024 | Apryl Lynn | alynn@psc.state.fl.us | 03/11/24 |

# SCS 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**

November - December 2024

**Agency Sponsor**

Eric Maclure

| CCN Composition | RW Task Completeness | RW Task Timeliness | Project-led Meeting Participation |
|---|---|---|---|
|  |  |  |  |
| The Change Champion Network dial reflects the completeness of your CCN makeup. | The Readiness Workplan Tasks Completeness dial reflects the completeness of your agency's submission of RW tasks, starting with RW Task 512. | The Readiness Workplan Tasks Timeliness dial reflect the timeliness of your agency's submission of all RW tasks to date. | The Participation dial reflects your agency's attendance at Project-led meetings during the current reporting period. |

**Change Champion Network:**
- Unique Filled Role = 18
- Duplicate Filled Role = 0
- Vacant Role = 0

**RW Task Completeness:**

**Score = 91.75%**
- Submitted Complete = 39
- Submitted Incomplete = 1
- Completed After Submission = 17

**RW Task Timeliness:**

**Score = 97.29%**
- Submitted On Time = 73
- Submitted Late = 9
- Pending Submission = 0

**Meeting Participation:**
- Meetings Attended = 6
- Meetings Missed = 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 |
|---|---|---|---|---|---|---|---|---|---|---|
| N/A | Technology | 547 | Remediate Agency Business Systems based on Segment III | 07/22/24 | 12/13/24 | 100% - Submitted | 12/16/24 | | Submission Complete | 01/08/25 |
| Direct | Data | 555-A | Complete Data Cleansing Based on Mock Conversion 1 - Projects (PCC001) | 10/07/24 | 11/22/24 | 100% - Submitted | 11/21/24 | | Submission Complete | 12/04/24 |
| N/A | Technology | 561 | Remediate Agency Business Systems based on Segment IV | 10/21/24 | 03/14/25 | 75% - Consolidating/Inputting Information for Submission | | | | |
| Direct | Data | 555-B | Complete Data Cleansing Based on Mock Conversion 1 (CTC001, GMC001, and PCC002) | 10/28/24 | 11/22/24 | 100% - Submitted | 11/21/24 | | Submission Complete | 12/04/24 |
| N/A | N/A | 562 | Submit Bimonthly Agency Readiness Status Report | 11/01/24 | 11/12/24 | 100% - Submitted | 11/07/24 | | Submission Complete | |
| N/A | N/A | 563 | Manage Agency Specific Implementation Schedule, Risks and Issues | 11/01/24 | 12/27/24 | 100% - Submitted | 12/27/24 | | Submission Complete | |
| Direct | Data | 555-C | Complete Data Cleansing Based on Mock Conversion 1 (AMC001 and POC001) | 11/08/24 | 12/06/24 | 100% - Submitted | 12/06/24 | | Submission Complete | |
| Direct | Technology | 557 | Confirm Interface Inventory for Cycle 2 Interface Testing | 11/18/24 | 12/13/24 | 100% - Submitted | 12/13/24 | | Submission Complete | 12/20/24 |
| N/A | Technology | 558 | Update Agency Business System Documentation | 11/18/24 | 01/10/25 | 100% - Submitted | 12/13/24 | | Submission Complete | |
| Direct | Data | 567-A | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/12/24 | | Submission Complete | |
| Direct | Data | 567-B | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/13/24 | | Submission Complete | 01/10/25 |
| Direct | Data | 567-C | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 11/26/24 | | Submission Complete | 12/13/24 |
| Direct | Data | 567-D | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 11/26/24 | | Submission Complete | 12/16/24 |
| Direct | Data | 567-E | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/13/24 | | Submission Complete | |
| Direct | Data | 567-G | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/12/24 | | Submission Complete | |
| Direct | Data | 567-H | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 11/26/24 | | Submission Complete | |
| Direct | Data | 567-I | Share, Review, and Update Configuration Workbooks | 11/18/24 | 12/13/24 | 100% - Submitted | 12/13/24 | | Submission Complete | 01/07/25 |
| Indirect | People | 536-C | Create Agency Specific User Acceptance Testing Plan | 12/09/24 | 01/31/25 | 50% - In Progress | | | | |
| N/A | Processes | 560 | Submit Change Analysis Tool | 12/09/24 | 01/31/25 | 50% - In Progress | | | | |
| Indirect | People | 564 | Update Future Florida PALM Users | 12/09/24 | 01/10/25 | 100% - Submitted | 01/10/25 | | Submission Complete | |
| N/A | People | 568 | Create Training Plan for Agency Managed End User Training | 12/09/24 | 03/28/25 | 50% - In Progress | | | | |
| Direct | Data | 567-J | Share, Review, and Update Configuration Workbooks | 12/18/24 | 01/17/25 | 50% - In Progress | | | | |
| Direct | Data | 567-P | Share, Review, and Update Configuration Workbooks | 12/18/24 | 01/17/25 | 50% - In Progress | | | | |
| Direct | Data | 658-A | Submit Data Field Mapping | 12/18/24 | 01/31/25 | 50% - In Progress | | | | |
| Direct | Data | 658-B | Submit Data Field Mapping | 12/18/24 | 01/31/25 | 50% - In Progress | | | | |
| N/A | N/A | 569 | Submit Bimonthly Agency Readiness Status Report | 12/30/24 | 01/10/25 | 100% - Submitted | 01/09/25 | | Submission Complete | |
| N/A | N/A | 570 | Manage Agency Specific Implementation Schedule, Risks and Issues | 12/30/24 | 02/28/25 | 50% - In Progress | | | | |
| Direct | Data | 658-C | Submit Data Field Mapping | 01/06/25 | 01/31/25 | 25% - Beginning Initial Internal Meetings and Information Gathering | | | | |

| Indirect | Technology | 576 | Complete Internal Agency Business System Test and Remediation to prepare for Cycle 2 - Technical Interface Testing | 01/06/25 | 03/28/25 | 25% - Beginning Initial Internal Meetings and Information Gathering | | | |

| **People** | **Processes** | **Technology** | **Data** |
|---|---|---|---|
| The staff and stakeholders affected by your agency's transition to Florida PALM. | The sequence of procedures to accomplish a business objective. | The applications or tools used to process, track, or report on financial operations. | Information used in or produced from an agency's financial business operations. |

**People**

**Implementation:**

**Planned Florida PALM End Users = 137**

• Business Process Groupings = 13/13

**Identified Subject Matter Experts = 9**

**Processes**

**Implementation:**

**Impacted Agency Business Processes = 35**

• Related Business Process Groupings = 11/13

• Planned Spreadsheet Uploads = 3

**Technology**

**Implementation:**

**Business Systems Planned for Integration = 4**

**Planned Interfaces = 9**

- Inbound Interfaces = 2

- Outbound Interfaces = 7

**Data**

**Implementation:**

**Configuration**

• **Commitment Control (KK)**

- Budget Allotments - Control Option = Option # 2 - Track with Budget

- Account ChartField Tier Selection = Account Tier #1: Highest

- Organization ChartField Translation Tree Selection = Translation Tree #3: No Tree Assigned

• **Org Security Rule = TBD**

• **Optional ChartFields**

- OA1 = To Be Configured

- OA2 = Not To Be Configured

- PC Category = To Be Configured

- PC Subcategory = To Be Configured

- PC Source Type = Not To Be Configured

**Conversion**

• **Optional Conversions**

- Accounts Receivable = Not Needed

- Assets = Needed

- Contracts = Not Needed

- Customers = Not Needed

- Encumbrances = Needed

- Grants = Not Needed

- Projects = Needed

- Projects Balances = Not Needed

## 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.

### SCS Risks

| Critical Operational Elements | Risk Description | Status | Risk Rating | Mitigation/Response Strategy | Reporting Period Comments or Updates | Date of Status Change | Owner / Coordinator |
|---|---|---|---|---|---|---|---|
| Processes | Allocation to Object Code. State Courts does not allocate to the Object Code level. This would be a severe impact to the Judicial Branch. Not only our process would be hugely impacted but also our need for additional FTE. | Closed | 9 (High/High) | We have verbalized to FL PALM the impact of this proposed change to the Judicial Branch. We are waiting for updates on the proposed design. | Allocation to the object code may not be necessary - check with PALM to validate this approach. - example: place "7" (expenses) value in the Account Code to satisfy the Object Code requirement | 12/26/24 | Budget Chief Sharon Bosley |
| Processes | Warrant cancellation, On Demand and Salary refunds. | Closed | 9 (High/High) | We do not use. Setup a discussion with SCS HR to further identify any actions. | HR impact to be further flushed out Additional BPC resources have been added to assist with developing salary refunds, etc. as needed, continuing to monitor progress | 12/26/24 | Human Resources Chief Michelle Pyle |
| People Processes Technology Data | Receiving Funds for additional SCS resources to support SCS's modified production performance model that includes: - modified/additional staff levels, - modified business processes, - ABS changes, - data changes to perform PALM processing in UAT & Production. | Open | 9 (High/High) | SCS will submit supplemental funding request and justification in January to support additional SCS resources | Compiling additional funding request details for a January submission to PALM | 12/26/24 | Finance & Accounting Chief Jackie Knight and Budget Chief Sharon Bosley |
| People | Training for all stakeholders at deployment. | Closed | 4 (Medium/Medium) | We will take advantage of all available training provided by PALM. Update our process and procedures. - Recruit staff augmentation resources to assist | Staff augmentation is in process Additional BPC resources have been added to assist with developing training materials as needed, continuing to monitor progress | 12/26/24 | Finance & Accounting Chief Jackie Knight |
| Processes | Statutory Compliance - Prompt Payments | Closed | 4 (Medium/Medium) | PALM to provide training to process Statutory Compliance - Prompt Payments - Reduce time involved to process batch approval processes for Statutory Compliance - Prompt Payments - Remediate process flow in PALM vs the current process flow | Further details will be flushed out as the SCS PALM solution design is further defined. | 12/26/24 | Finance & Accounting Chief Jackie Knight |
| People Processes Technology | UAT Readiness: PALM's ability to provide full PALM application functionality in UAT to support SCS's modified production | Open | 4 (Medium/Medium) | SCS is assuming that PALM will provide full application functionality for all modules & PALM business processes. SCS is creating internal ABS testing | Following up with PALM POC's and other Agency contacts | 12/26/24 | Finance & Accounting Chief Jackie Knight |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| Data | performance model that includes:<br>- modified/additional staff levels,<br>- modified business processes,<br>- ABS changes,<br>- data changes<br>for UAT on-line & complete "end-to-end" testing activities. | | | scenarios that will integrate complete "end-to-end" testing scenarios with PALM. | | | |
| Processes<br>Technology | Enterprise System Readiness: Enterprise partners ability to perform "round-trip" integration testing scenarios with SCS ABS & PALM | Open | 4<br>(Medium/Mediu | SCS is focusing on internal ABS testing scenarios, defining where Enterprise Systems can be leveraged, communicating with external partners SCS requirements & expectations for successful integration support | Reaching out to Enterprise System contacts, PALM POC's, and other Agency contacts | 12/26/24 | Finance & Accounting Chief Jackie Knight, OIT Chief Information Officer Roosevelt Sawyers |
| People | Ongoing Communication about project | Closed | 1 (Low/Low) | Working Task 523 to document SCS communications.<br>- Continue to meet with our SCS communication team to further define PALM communication campaign strategies, project messaging, delivery channels and schedules to PALM stakeholders | Planned bi-monthly SCS communication beginning 2024. Intranet updates. As PALM implementation comes closer, we will create a mass communication SCS campaign.<br>- Met with our SCS communication team to define PALM communication campaign strategies, project messaging, delivery channels and schedules to PALM stakeholders | 12/26/24 | Finance & Accounting Chief Jackie Knight |
| Technology<br>Data | Business system development and integration | Closed | 1 (Low/Low) | We develop as best as possible | Follow up with OIT (Brian) | 12/26/24 | Finance & Accounting Chief Jackie Knight, OIT Chief Information Officer Roosevelt Sawyers |

## SCS Issues

| Critical Operational Elements | Issue Description | Status | Priority | Resolution Plan | Reporting Period Comments or Updates | Planned or Actual Resolution Date | Owner / Coordinator |
|---|---|---|---|---|---|---|---|
| Processes<br>Data | SCS does not utilize HRIS for timesheet reporting, this apart of the payroll life cycle in PALM<br><br>Consolidated into Issue 12 | Closed | Critical - Impacts the ability of the agency to move forward with work without resolution | 1) Request ARS to interface with PALM<br>2) Integrate PALM HR/Payroll procedures with SCS HR/Payroll<br>3) | SCS needs to validate SCS ARS (time reporting system) integration procedures with PALM HR/Payroll | 11/22/24 | Human Resources Chief Michelle Pyle |
| Processes<br>Data | SCS COA Bureau, Section & Unit combination is incomplete | Closed | High - Impacts the ability of the agency to meet deadlines or milestones | SCS is waiting to validate the conversion process from FLAIR Accounts to COA | When FL PALM opens the Smartsheet, SCS F&A will update the Bureau, Section & Unit combination values. | 12/06/24 | Finance and Accounting Chief Jackie Knight |
| Processes<br>Technology<br>Data | Consolidated Issue 2, 3, 4, 6, 7:<br>SCS is adopting new PALM HR/Payroll processing requirements, designs, & reporting:<br>- Updating how to enter SCS ARS (Time Reporting System) into PALM<br>- Updating how to enter SCS HRIS payroll reports into PALM<br>- Updating available reports from PALM | Open | High - Impacts the ability of the agency to meet deadlines or milestones | Attended the PALM HR/Payroll workshops, SCS is conducting internal design sessions to update processing procedures. | Validating updated processing with SCS HR, F&A, & OIT | 10/31/24 | Human Resources Chief Michelle Pyle |

## SCS Assumptions

| Critical Operational Elements | Assumption | Status | Date Logged or Removed | Impacted Stakeholder(s) and/or System(s) | Reporting Period Comments or Updates |
|---|---|---|---|---|---|
| Processes | Additional One-Time Payment function in HRIS will function the same | Logged | 08/09/24 | Separating, retiring, DROP entry, Overtime recipients | |
| Data | Payroll data will be transferred the way it is now, except the funding codes will be updated | Logged | 08/09/24 | Human Resouces | |
| Processes | Alternate Time Entry screen will function the same | Logged | 08/09/24 | LWOP and OPS employees | |
| People<br>Processes<br>Technology<br>Data | SCS is assuming that PALM will provide full application functionality for all modules & business processes to support SCS's modified production performance model. SCS is creating internal ABS testing scenarios that will integrate a complete "end-to-end" testing scenario between SCS, Enterprise Partners, & PALM | Logged | 12/26/24 | SCS Business Units:<br>- F&A<br>- Budget<br>- Contracts & Grants<br>- HR/Payroll<br>- OIT<br>- Cour | Logged assumption to help mitigate the Risk of PALM delivered application functionality in UAT & Production to support SCS's modified production support model |

## 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

## SCS Status Report Confirmation

| Reporting Period | Agency Sponsor Name: | Confirmed By: | Confirmation Date: |
|---|---|---|---|
| November - December 2024 | Eric W. Maclure, State ( | macluree@flcourts.org | 01/06/25 |
| September - October 2024 | Eric W. Maclure, State ( | macluree@flcourts.org | 11/06/24 |
| July - August 2024 | Eric W. Maclure, State ( | macluree@flcourts.org | 09/09/24 |
| May - June 2024 | Eric W. Maclure, State ( | macluree@flcourts.org | 07/10/24 |
| March - April 2024 | Eric W. Maclure, State ( | macluree@flcourts.org | 05/10/24 |
| January - February 2024 | Eric W. Maclure, Interim | macluree@flcourts.org | 03/06/24 |

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