# 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 2023/24 General Appropriations Act.

Reporting Period:

September - October 2024

**Helpful Links**

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

# AHCA 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**

September - October 2024

**Agency Sponsor**

Lynn Smith

## CCN Composition

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

**Change Champion Network:**

- Unique Filled Role = 10
- 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 = 89.71%**

- Submitted Complete = 27
- Submitted Incomplete = 0
- Completed After Submission = 8

## RW Task Timeliness

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

**RW Task Timeliness:**

**Score = 70.45%**

- Submitted On Time = 34
- Submitted Late = 27
- Pending Submission = 5

## 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 | 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<br>8/30 - On-going process for updates. Identifying most important processes to document.<br>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.<br>6/28 - Continuing discovery of processes performed by the BFS team<br>4/30 - New Resources are reviewing as is to identify gaps.<br>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<br>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.<br>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.<br>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 | | | | |
| Direct | Data | **541-A** | Complete Configuration Workbooks for Segment IV | 07/22/24 | 09/06/24 | 100% - Submitted | **09/06/24** | | Submission Complete | |
| Direct | Data | **541-B** | Complete Configuration Workbooks for Segment IV | 07/22/24 | 09/06/24 | 100% - Submitted | **09/04/24** | | Submission Complete | |
| N/A | Data | **542** | Complete Data Readiness Analysis and Data Cleansing Activities for Segment IV | 07/22/24 | 10/18/24 | 100% - Submitted | **10/07/24** | | Submission Complete | |
| 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 | **544** | Update Agency Business System Documentation for Segment IV | 07/22/24 | 10/18/24 | 100% - Submitted | **10/18/24** | | Submission Complete | 11/01/24 |
| Direct | Technology | **545-A** | Update and Finalize Florida PALM Conversion Inventory for Segment IV | 07/22/24 | 10/18/24 | 100% - Submitted | **10/07/24** | | Submission Complete | |
| Direct | Technology | **546** | Update Florida PALM Interface Inventory for Segment IV | 07/22/24 | 10/18/24 | 100% - Submitted | **10/18/24** | | Submission Complete | |
| 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 | People | **549** | Submit Training Survey | 08/12/24 | 09/20/24 | 100% - Submitted | **09/20/24** | | Submission Complete | |
| Indirect | People | **536-B** | Create Agency Specific User Acceptance Testing Plan | 08/19/24 | 10/11/24 | 100% - Submitted | **10/11/24** | | Submission Complete | |
| Direct | Data | **541-C** | Complete Configuration Workbooks for Segment IV | 08/26/24 | 10/04/24 | 100% - Submitted | **10/21/24** | 10/15- Completed the Default funding workbook. Team had problems with a locked cell that had incorrect information.<br>10/07 - Completed (100%) the P-Card portion of the Speedkey workbook and most of the Payroll. About 11% of the payroll position funding needs to be completed. Research needs to be complete with HR to complete the position funding that were created new for this FY as well as a few positions that are questionable. We are planning to have both Smartsheet completed by end of day on 8/9.<br>10/03 - Awaiting direction from RC on how to complete the task. Cannot check in as directed. | Submission Complete | |
| N/A | N/A | **551** | Submit Bimonthly Agency Readiness Status Report | 08/30/24 | 09/11/24 | 100% - Submitted | **09/10/24** | | Submission Complete | |
| N/A | N/A | **552** | Manage Agency Specific Implementation Schedule, Risks and Issues | 08/30/24 | 10/31/24 | 100% - Submitted | **11/01/24** | | N/A | |
| Direct | Technology | **550-B** | Participate in Technical Meeting to Receive Credentials and Access | 09/03/24 | 09/13/24 | 100% - Submitted | **09/06/24** | | N/A | |
| Indirect | Technology | **553** | Prepare for Interface Testing | 09/16/24 | 10/18/24 | 100% - Submitted | **10/18/24** | | Submission Complete | |
| Direct | Technology | **554** | Participate in Connectivity Testing for Cycle 1 Interface Testing | 09/16/24 | 10/04/24 | 100% - Submitted | **09/24/24** | | Submission Complete | |
| Direct | Data | **541-D** | Complete Configuration Workbooks for Segment IV - General Ledger (GL) | 10/07/24 | 11/01/24 | 100% - Submitted | **11/04/24** | | Submission Complete | |
| Direct | Data | **555-A** | Complete Data Cleansing Based on Mock Conversion 1 - Projects (PCC001) | 10/07/24 | 11/22/24 | 50% - In Progress | | | | |
| N/A | People | **559** | Share Florida PALM Updates | 10/14/24 | 10/25/24 | 100% - Submitted | **10/25/24** | | 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 | 25% - Beginning Initial Internal Meetings and Information Gathering | | | | |
| 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 | 25% - Beginning Initial Internal Meetings and Information Gathering | | | | |
| Direct | Data | **555-C** | Complete Data Cleansing Based on Mock Conversion 1 (AMC001 and POC001) | 11/08/24 | 12/06/24 | 25% - Beginning Initial Internal Meetings and Information Gathering | | | | |

## People

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

### Implementation:

**Planned Florida PALM End Users = 28**

• Business Process Groupings = 12/13

**Identified Subject Matter Experts = 13**

**• SMEs by Business Process Grouping**

- Account Mgmt. and Financial Reporting = 0
- Accounts Receivable = 4
- Asset Accounting and Mgmt. = 2
- Banking = 0
- Budget Mgmt. and Cash Control = 2
- Contracts Mgmt. = 1
- Disbursements Mgmt. = 2
- Grants Mgmt. = 1
- Inter/IntraUnit Transactions = 1
- Payroll Mgmt. = 1
- Projects Mgmt. = 0
- Revenue Accounting = 1
- System Access and Controls = 1

**Role Mapping = TBD**

**Training = TBD**

## Processes

The sequence of procedures to accomplish a business objective.

### Current-State:

**Cataloged Business Processes = 67**

• Related Business Systems = 5

• Related Reports = 31

**• Documentation Status:**

- Complete = 65 Partial = 0 Not Started = 1

### Implementation:

**Impacted Agency Business Processes = 67**

• Related Business Process Groupings = 10

- Planned Spreadsheet Uploads = 4

**• Level of Impact: People Changes**

- High = 10 Medium = 9 Low = 16 None = 1 Uncertain = 0

**• Level of Impact: Processes Changes**

- High = 0 Medium = 20 Low = 15 None = 1 Uncertain = 0

**• Level of Impact: Technology Changes**

- High = 1 Medium = 30 Low = 4 None = 1 Uncertain = 0

**• Level of Impact: Data Changes**

- High = 0 Medium = 31 Low = 4 None = 1 Uncertain = 0

**• Segments I & II Documentation Update Status**

- Not Started = 16 In Progress = 21 Complete = 0

**• Segment III Documentation Update Status**

- Not Started = 0 In Progress = 0 Complete = 0

## Technology

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

### Current-State:

**Cataloged Business Systems = 23**

**• Criticality:**

- High = 20 Med = 0 Low = 2 None = 1

**• Documentation Status:**

- Complete = 3 Partial = 15 Not Started = 0

**Cataloged Interfaces = 19**

- Inbound Interfaces = 14
- Outbound Interfaces = 5

### Implementation:

**Business Systems Planned for Integration = 23**

**• Segment I - Documentation Updates:**

- Complete = 1 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 0

**• Segment II - Documentation Updates:**

- Complete = 1 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 0

**• Segment III Documentation Update Status**

- Not Started = 0 In Progress = 0 Complete = 0

**Planned Interfaces = 14**

- Inbound Interfaces = -2
- Outbound Interfaces = 12

## Data

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

### Current-State:

**Unique FLAIR Data Elements = 82**

**• Associated Unique Uses = 82**

- Continued Use - Yes = 1
- Continued Use - No = 0

**• Associated Business Systems = 22**

**Cataloged Reports = 62**

**• Criticality:**

- High = 59 Med = 0 Low = 0 None = 0

### Implementation:

**Segments I & II Planned Configurations = 7/9**

**• Accounts Receivable (AR)**

- Planned Distribution Codes = 13

**• Asset Management (AM)**

- Planned Location Codes = 13
- Planned Associated Area ID's = 50

**• Commitment Control (KK)**

- Planned Option = Option # 1 - Track with Budget

**• General Ledger (GL)**

- Planned Budgetary Value Combo Edits = 694
- Planned Local Funds = None
- Planned Organization ID's = 192
- Planned OA1's = 632
- Planned OA2's = None

**Segment IV Planned Configurations**

- Started = 2 Not Started = 0

**Conversions & Data Readiness**

• Conversions Needed = 9

• Agency Data Outside of Primary Source System(s) = 0

**• Data Readiness/Cleansing Status:**

- Complete = 5 In Progress = 0 Not Started = 0 Not Applicable 0

**Reports = TBD**

# Agency Reported

The Risks, Issues, Assumptions and Readiness Activities tables below display only items that 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 |
|---|---|---|---|---|---|---|---|
| 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 | | 11/12/24 | 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 staff augmented staff to perform more of the Florida PALM related tasks. | | 03/28/25 | Smith, Sonya |
| 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 | | 11/29/24 | Smith, Lynn |
| 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 | | 12/27/24 | Smith, Sonya |
| 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 |
|---|---|---|---|---|---|
| | | | | | |

## AHCA 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 Technology | Florida PALM Technical Meeting | 09/09/24 | Vendor development team/AHCA BPC/PM | To provide requirements to the development team | |
| People Technology | AR Module-Lease Bond/Receipts Walkthrough | 09/09/24 | Bureau of Financial Services; Vendor Devlopment Team | To review user screens for SunFocus Remediation | |
| People Processes | Weekly Florida PALM Chat with Ex Sponsor | 09/10/24 | Executive Sponsor | To review specific issues; processes; questions,budget | |
| People | Florida PALM-Financial Services Ecosystem Management Status | 09/16/24 | Bureau of Financial Services / Agency Business System / Agency Financial and Payroll Processes | To review highlights of weekly activities and bring risks and issues for resolution | |
| People Technology | Florida PALM Technical Meeting | 09/16/24 | Vendor development team/AHCA BPC/PM | To provide requirements to the development team | |
| People Technology | Florida PALM Technical Meeting | 09/23/24 | Vendor development team/AHCA BPC/PM | To provide requirements to the development team | |
| People | Florida PALM-Financial Services Ecosystem Management Status | 09/23/24 | Bureau of Financial Services; BPC | To review highlights of weekly activities and bring risks and issues for resolution | |
| People Processes | Weekly Florida PALM Chat with Ex Sponsor | 09/24/24 | Executive Sponsor | To review specific issues; processes; questions,budget | |
| People Technology | Florida PALM Technical Meeting | 09/30/24 | Vendor development team/AHCA BPC/PM | To provide requirements to the development team | |
| People | Weekly Project Team Meeting | 10/02/24 | Bureau of Financial Services; BPC | To review specific issues; processes; questions | |
| People | Florida PALM Technical Meeting | 10/07/24 | Vendor development | To provide requirements to the development team | |

| | | | | | |
|---|---|---|---|---|---|
| Technology | | | team/AHCA BPC/PM | | |
| People | Florida PALM-Financial Services Ecosystem Management Status | 10/07/24 | Bureau of Financial Services / Agency Business System / Agency Financial and Payroll Processes | To review highlights of weekly activities and bring risks and issues for resolution | |
| People | Budget Transaction Process Discussion 1 | 10/09/24 | Bureau of Financial Services; BPC | To review impacts of Florida PALM Budget changes to BFS teams | |
| People Data | Florida PALM Task 541- C SPEEDKEY and PAYROLL | 10/13/24 | Bureau of Financial Services | Review Instructions for Task 541-C | |
| People | Florida PALM-Financial Services Ecosystem Management Status | 10/14/24 | Bureau of Financial Services / Agency Business System / Agency Financial and Payroll Processes | To review highlights of weekly activities and bring risks and issues for resolution | |
| People Technology | Florida PALM Technical Meeting | 10/14/24 | Vendor development team/AHCA BPC/PM | To provide requirements to the development team | |
| People Technology | Task 546 Interface Discussion | 10/16/24 | BPC/PM | To review impacts of Florida PALM interface needs | |
| People | Budget Transaction Process Discussion 1 | 10/16/24 | Bureau of Financial Services; BPC | To review impacts of Florida PALM Budget changes to BFS teams | |
| People | SunFocus/SunPALM Chartfield Mapping | 10/17/24 | Bureau of Financial Services; BPC | To review impacts of Florida PALM Chart of Accounts | |
| People | Florida PALM-Financial Services Ecosystem Management Status | 10/21/24 | Bureau of Financial Services / Agency Business System / Agency Financial and Payroll Processes | To review highlights of weekly activities and bring risks and issues for resolution | |
| People Technology | Florida PALM Technical Meeting | 10/21/24 | Vendor development team/AHCA BPC/PM | To provide requirements to the development team | |
| People | Budget Transaction Process Discussion 2 | 10/22/24 | Bureau of Financial Services; BPC | To review impacts of Florida PALM Budget changes to BFS | |
| People | Weekly Project Team Meeting | 10/23/24 | Bureau of Financial Services; BPC | To review specific issues; processes; questions | |
| People Technology | Florida PALM Technical Meeting | 10/28/24 | Vendor development team/AHCA BPC/PM | To provide requirements to the development team | |
| People | Weekly Project Team Meeting | 10/30/24 | Bureau of Financial Services; BPC | To review specific issues; processes; questions | |

## 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: |
|---|---|---|---|
| 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 |

**Helpful Links**

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

# 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**

September - October 2024

**Agency Sponsor**

Rose Salinas

## 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 = 85.48%**

- Submitted Complete = 25
- Submitted Incomplete = 2
- Completed After Submission = 15

## 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 = 65
- Submitted Late = 2
- 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 | **544** | Update Agency Business System Documentation for Segment IV | 07/22/24 | 10/18/24 | Pending Resubmission | **10/18/24** | 7/25 - BA/PM reviewing new TASKS for internal documentation/teams responsibilities<br>8/19 - BA managing within Internal Tracker for teams updates/reviews and deliverables<br>9/30 - Team working all<br>10/16 - reviewed/Hayley finishing up with team participation<br>10/18 - Submitted!<br>11/6 - Kristopher/Becky - updating for the documentation based on updates to inventory sheet<br>11/7 - reviewed for % updates and for documentation IV<br>11/13 - remains incomplete. See task verification for more information. -dlt | Submission Incomplete | 11/07/24 |
| Direct | Technology | **545-A** | Update and Finalize Florida PALM Conversion Inventory for Segment IV | 07/22/24 | 10/18/24 | Pending Resubmission | **10/18/24** | 7/25 - BA/PM reviewing new TASKS for internal documentation/teams responsibilities<br>8/19 - BA managing within Internal Tracker for teams updates/reviews and deliverables<br>9/30 - Team working all<br>10/16 - reviewed/Hayley finishing up with team participation<br>10/18 - Submitted!<br>11/4 - Team is working and addressing several critical questions with the PALM Team - to be cleared by Friday 11/8 | Submission Incomplete | |
| N/A | Technology | **547** | Remediate Agency Business Systems based on Segment III | 07/22/24 | 12/13/24 | 75% - Consolidating/Inputting Information for Submission | | 7/25 - planning IT Team review<br>8/19 - IT Team in Review and working Data Warehouse - ABS attention<br>9/30 - Team working all<br>10/31 - Immediate actions: Finalize materialized views, prepare for UAT Key contacts available for support - PALM project alignment ensures readiness for finance and IT priorities<br>11/4 - meeting by Core team in review and prepping to post into Smartsheet | | |
| Direct | Technology | **550-B** | Participate in Technical Meeting to Receive Credentials and Access | 09/03/24 | 09/13/24 | 100% - Submitted | **09/05/24** | 9/4 - meeting scheduled for 1:30 pm est Thursday Sept 5 | N/A | |
| Indirect | Technology | **553** | Prepare for Interface Testing | 09/16/24 | 10/18/24 | 100% - Submitted | **10/18/24** | 9/30 - reviewing<br>10/3 - IT team reviewing Biz Sys et al<br>10/17 - review in progress - finished - team call discussion and then submit<br>10/18 - Submitted!<br>Resubmitted as complete | Submission Complete | 10/31/24 |
| Direct | Technology | **554** | Participate in Connectivity Testing for Cycle 1 Interface Testing | 09/16/24 | 10/04/24 | 100% - Submitted | **09/25/24** | 9/25 - completed by IT Team - Screenshots attached | Submission Complete | |
| Direct | Data | **555-A** | Complete Data Cleansing Based on Mock Conversion 1 - Projects (PCC001) | 10/07/24 | 11/22/24 | 75% - Consolidating/Inputting Information for Submission | | 10/16 - in review<br>11/4 - each team participating with the Core team in review and updates - any corrections to be made in PALM Smartsheet<br>11/12 - team review and in prep work for the Smartsheet updates | | |
| Direct | Data | **541-D** | Complete Configuration Workbooks for Segment IV - General Ledger (GL) | 10/07/24 | 11/01/24 | 100% - Submitted | **11/01/24** | 10/16 - in review | Submission Complete | |
| N/A | People | **559** | Share Florida PALM Updates | 10/14/24 | 10/25/24 | 100% - Submitted | **10/25/24** | 10/16 - Becky working list in excel and updating for load into Smartsheet<br>10/21 - getting things into Smartsheet<br>10/25 - Smartsheet updated for all communications - APD specific - 100% | Submission Complete | 10/31/24 |
| N/A | Technology | **561** | Remediate Agency Business Systems based on Segment IV | 10/21/24 | 03/14/25 | 50% - In Progress | | 11/4 - IT Team is addressing - Business System by Business System | | |

| | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| Direct | Data | **555-B** | Complete Data Cleansing Based on Mock Conversion 1 (CTC001, GMC001, and PCC002) | 10/28/24 | 11/22/24 | 75% - Consolidating/Inputting Information for Submission | | 11/4 - BA working with teams to review/update change as needed 11/12 - Team call in review and prep work for sheets | | |
| N/A | N/A | **562** | Submit Bimonthly Agency Readiness Status Report | 11/01/24 | 11/12/24 | 100% - Submitted | **11/08/24** | 11/4 - updates to resubmissions in progress - Sponsor to sign off by 11/12 | 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 | | | | | |

## People

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

### Implementation:

**Planned Florida PALM End Users = 74**

• Business Process Groupings = 13/13

**Identified Subject Matter Experts = 41**

**• SMEs by Business Process Grouping**

- Account Mgmt. and Financial Reporting = 3
- Accounts Receivable = 2
- Asset Accounting and Mgmt. = 3
- Banking = 2
- Budget Mgmt. and Cash Control = 2
- Contracts Mgmt. = 2
- Disbursements Mgmt. = 3
- Grants Mgmt. = 2
- Inter/IntraUnit Transactions = 20
- Payroll Mgmt. = 6
- Projects Mgmt. = 4
- Revenue Accounting = 2
- System Access and Controls = 2

**Role Mapping = TBD**

**Training = TBD**

## Processes

The sequence of procedures to accomplish a business objective.

### Current-State:

**Cataloged Business Processes = 236**

• Related Business Systems = 6

• Related Reports = 34

**• Documentation Status:**

- Complete = 236 Partial = 0 Not Started = 0

### Implementation:

**Impacted Agency Business Processes = 236**

• Related Business Process Groupings = 10

- Planned Spreadsheet Uploads = 2

**• Level of Impact: People Changes**

- High = 14 Medium = 6 Low = 47 None = 167 Uncertain = 0

**• Level of Impact: Processes Changes**

- High = 13 Medium = 45 Low = 61 None = 115 Uncertain = 0

**• Level of Impact: Technology Changes**

- High = 15 Medium = 5 Low = 62 None = 152 Uncertain = 0

**• Level of Impact: Data Changes**

- High = 17 Medium = 13 Low = 11 None = 193 Uncertain = 0

**• Segments I & II Documentation Update Status**

- Not Started = 0 In Progress = 0 Complete = 138

**• Segment III Documentation Update Status**

- Not Started = 0 In Progress = 0 Complete = 138

## Technology

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

### Current-State:

**Cataloged Business Systems = 9**

**• Criticality:**

- High = 9 Med = 0 Low = 0 None = 0

**• Documentation Status:**

- Complete = 8 Partial = 1 Not Started = 0

**Cataloged Interfaces = 78**

- Inbound Interfaces = 6
- Outbound Interfaces = 1

### Implementation:

**Business Systems Planned for Integration = 8**

**• Segment I - Documentation Updates:**

- Complete = 0 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 7

**• Segment II - Documentation Updates:**

- Complete = 0 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 7

**• Segment III - Documentation Updates:**

- Complete = 0 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 7

**Planned Interfaces = 29**

- Inbound Interfaces = 2
- Outbound Interfaces = 25

## Data

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

### Current-State:

**Unique FLAIR Data Elements = 480**

**• Associated Unique Uses = 1181**

- Continued Use - Yes = 1094
- Continued Use - No = 57

**• Associated Business Systems = 2**

**Cataloged Reports = 112**

**• Criticality:**

- High = 150 Med = 18 Low = 1 None = 0

### Implementation:

**Segments I & II Planned Configurations = 7**

**• Accounts Receivable (AR)**

- Planned Distribution Codes = 3

**• Asset Management (AM)**

- Planned Location Codes = 368
- Planned Associated Area ID's = None

**• Commitment Control (KK)**

- Planned Option = Option # 1 - Track with Budget

**• General Ledger (GL)**

- Planned Budgetary Value Combo Edits = 382
- Planned Local Funds = None
- Planned Organization ID's = 359
- Planned OA1's = 230
- Planned OA2's = 65

**Segment IV Planned Configurations**

- Started = 2 Not Started = 0

**Conversions & Data Readiness**

• Conversions Needed = 10

• Agency Data Outside of Primary Source System(s) = 0

**• Data Readiness/Cleansing Status:**

- Complete = 6 In Progress = 0 Not Started = 0 Not Applicable 0

**Reports = TBD**

# Agency Reported

The Risks, Issues, Assumptions and Readiness Activities tables below display only items that 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 | 12/08/23 | 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 | 12/08/23 | PALM Team/APD Project Team |
| People<br>Processes<br>Technology<br>Data | Data breach or unauthorized access in the cloud | Open | 9 (High/High) | Implement strong encryption, access controls, and security protocols | Measurement: Number of security incidents<br>- ongoing security effort | 10/24/23 | PALM Team/APD Project Team |
| People<br>Processes | Training - Resistance to Change | Open | 9 (High/High) | - Implement a robust change management plan. - Communicate the benefits of the new system. - Involve team members in decision-making. | -Teams will be attending focus group meetings 1st qtr 2024 - focus on how to | 12/27/23 | APD CCN |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| | | | | | embrace training to adjust to change | | |
| People<br>Processes<br>Technology<br>Data | Training - Skill Gaps in the Legacy Team | Open | 9 (High/High) | - Identify and prioritize training needs. - Create custom training modules. - Encourage knowledge transfer among team members. | -APD teams will continue with focus groups for team participation and understand as a whole | 12/27/23 | APD Teams |
| People<br>Processes<br>Technology<br>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 | 12/27/23 | IT Team and APD Teams |
| People<br>Processes<br>Technology<br>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 defined | 12/27/23 | ALL APD Finance and IT Teams |
| Technology<br>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<br>Ideal would be to have an API Schema that is pushed by PALM to update and execute all the requirements<br>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 | 04/24/24 | ALL APD Finance and IT Teams |
| Technology<br>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 | 04/24/24 | ALL APD Finance and IT Teams |
| Technology<br>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 | 04/24/24 | ALL APD Finance and IT Teams |
| People<br>Processes<br>Technology<br>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) | 12/27/23 | 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 | 12/27/23 | APD Teams |
| People<br>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 | 12/27/23 | APD Teams |
| People<br>Processes<br>Technology<br>Data | 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 - APD is in clean up mode going forward. | 12/27/23 | APD Financial Accounting Team |
| Processes<br>Technology<br>Data | Data Security Breach | Open | 6 (High/Medium) | - Implement strict access controls and encryption measures. | - Conduct quarterly security audits and address any vulnerabilities immediately.<br>- PALM Team to engage thru Technical reviews the security support and activities with PALM | 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<br>- bringing awareness to the PALM Team activities with participation in the design and build sessions hosted by the PALM Team.<br>-ongoing | 10/24/23 | PALM TEAM and APD Teams |
| People<br>Processes<br>Technology<br>Data | Technology Failures | Open | 6 (High/Medium) | - Implement data backup and recovery procedures | - Regularly test technology systems and document results in monthly IT reports.<br>- roll out with IT team in 2024 | 10/24/23 | APD IT Team |
| People<br>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 | 12/27/23 | APD TEams |
| People<br>Processes<br>Technology<br>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 | 12/27/23 | ALL APD Finance and IT Teams |
| People<br>Processes<br>Technology<br>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<br>6/26 - Seg IV | 01/26/24 | ALL APD Finance and IT Teams |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| People<br>Processes<br>Technology<br>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 | 01/26/24 | ALL APD Finance and IT Teams |
| Technology<br>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 | 04/24/24 | ALL APD Finance and IT Teams |
| Technology<br>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 | 04/24/24 | ALL APD Finance and IT Teams |
| Technology<br>Data | Data Breach | Open | 6 (High/Medium) | Implement multi-factor authentication, encrypt sensitive data, and regularly audit access logs | Ensure compliance with industry standards such as GDPR, SOC 2 | 10/31/24 | ALL APD Finance and IT Teams |
| Technology<br>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 | 10/31/24 | ALL APD Finance and IT Teams |
| Technology<br>Data | Lack of Incident Response Plan | Open | 6 (High/Medium) | Develop and test an incident response plan, train staff on incident protocols, and document response steps | Establish a clear communication plan for users during incidents | 10/31/24 | ALL APD Finance and IT Teams |
| People<br>Processes<br>Technology<br>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 | 10/31/24 | ALL APD Finance and IT Teams |
| People<br>Processes<br>Technology<br>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 | 10/31/24 | ALL APD Finance and IT Teams |
| People<br>Processes<br>Technology<br>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 | 10/31/24 | ALL APD Finance and IT Teams |
| People<br>Processes<br>Technology<br>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 | 10/31/24 | ALL APD Finance and IT Teams |
| Processes<br>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<br>- 2/6 - Team working to map COA | Measurement: Reconciliation issue noted: Migration Phase | 02/06/24 | APD Finance Team |
| People<br>Processes | Resistance to change among employees | Open | 4 (Medium/Medium | Conduct change management training, communicate benefits of the new system<br>- 2/6 - continue with awareness/participation/information sharing | Measurement: Employee feedback and adoption rate<br>- ongoing | 02/06/24 | PALM Team/APD Project Team |
| Processes<br>Technology<br>Data | Incompatibility with existing systems | Open | 4 (Medium/Medium | Perform compatibility testing, ensure seamless integration with other systems<br>- 2/6 - IT Team reviewing Tasks/Strategy | Measurement: Number of integration issues<br>noted: Business system's activities to be defined by IT team | 02/06/24 | PALM Team/APD Project Team |
| People<br>Technology<br>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 | 12/27/23 | APD and PALM |
| People<br>Processes | Inadequate Post-Training Support | Open | 4 (Medium/Medium | - Establish a helpdesk or support team. - Provide ongoing access to resources. | - PALM Team to define | 12/27/23 | PALM and APD IT Team |
| People<br>Processes<br>Technology<br>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 | 01/26/24 | ALL APD Finance and IT Teams |
| Technology<br>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 | 04/24/24 | ALL APD Finance and IT Teams |
| Technology<br>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<br>6/26 - improvement in the PALM team presence with IT Readiness team building | 04/24/24 | ALL APD Finance and IT Teams |
| Technology<br>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 | 10/31/24 | ALL APD Finance and IT Teams |
| Technology<br>Data | Poor User Access Management | Open | 4 (Medium/Medium | Require strong passwords, apply principles of least privilege, and establish periodic access reviews | Ensure proper training on access management and change protocols | 10/31/24 | ALL APD Finance and IT Teams |
| Technology<br>Data | Inadequate Vendor Security Controls | Open | 4 (Medium/Medium | Conduct vendor security assessments, require providers to comply with certifications (e.g., ISO 27001), and monitor third-party risks | Evaluate vendor SLAs and security protocols | 10/31/24 | ALL APD Finance and IT Teams |
| People<br>Processes<br>Technology<br>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 | 10/31/24 | ALL APD Finance and IT Teams |
| People<br>Processes<br>Technology<br>Data | UAT - Lack of Stakeholder Engagement | Open | 4 (Medium/Medium | Involve stakeholders early, provide clear UAT objectives, and conduct regular status meetings | Allocate roles and responsibilities for stakeholder engagement | 10/31/24 | ALL APD Finance and IT Teams |
| People<br>Processes<br>Technology<br>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 | 10/31/24 | ALL APD Finance and IT Teams |
| People<br>Processes<br>Technology<br>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 | 10/31/24 | ALL APD Finance and IT Teams |
| People<br>Processes<br>Technology<br>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 | 10/31/24 | ALL APD Finance and IT Teams |
| People<br>Processes | Regression Issues in UAT | Open | 4 (Medium/Medium | Conduct automated regression testing, establish a baseline of critical functionalities, and perform | Regularly update regression test cases | 10/31/24 | ALL APD Finance and IT Teams |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| Technology Data | | | | continuous integration tests | to match recent changes | | |
| People Processes Technology Data | Changes in Regulations | Open | 3 (High/Low) | - Establish a regulatory monitoring system and update documentation accordingly. | - Provide updates on regulatory changes in real-time and include them in monthly compliance reports.<br>- ongoing | 10/24/23 | APD Core Team |
| 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.<br>-effort to b intiatied with COA review | 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 | 04/24/24 | ALL APD Finance and IT Teams |
| People Processes Technology Data | 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 process with PALM Data and ABS alignment. | Prepare for unexpected issues that cause risk during migration causing significant problems that will stop progress forward into PALM | 08/27/24 | ALL APD Finance and IT Teams |
| 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 | 10/31/24 | ALL APD Finance and IT Teams |
| Technology Data | Regulatory Non-Compliance | Open | 3 (High/Low) | Regularly update application in line with regulatory changes, engage compliance experts, and conduct annual compliance reviews | Stay informed on global regulatory requirements (e.g., GDPR, SOX) | 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 | 10/31/24 | ALL APD Finance and IT Teams |
| Technology Data | Malware or Ransomware Attack | Open | 3 (High/Low) | Utilize advanced threat detection, conduct regular penetration testing, educate users on phishing and ransomware | Regularly update security protocols and anti-malware solutions | 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 | 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<br>6/26 - Seg IV | 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 | 12/27/23 | IT Team |
| People Processes | Non-compliance with data privacy regulations/APD Client | Open | 1 (Low/Low) | Conduct thorough legal review, ensure adherence to applicable regulations | Measurement: Compliance audit results<br>- ongoing | 10/24/23 | PALM Team/APD Project 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<br>note: Training phase | 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<br>6/26 - Seg IV | 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<br>6/26 - Seg IV | 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 | Open | 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<br>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<br>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 | 12/31/24 | 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. | This is going to be an ongoing challenge as timeing is of the essence and with a delay in responses - the pace is slowed and falls back to last minute activities for completion | 09/26/25 | APD IT Teams/APD PALM Team and Core Team |
| People Processes Technology Data | APD Location Identifier - Asset Mgmt Team | Open | High - Impacts the ability of the agency to meet deadlines or milestones | APD uses the Location Identifier for purposes that are tied to Warrants and the delivery of warrants to the correct site location. There is a need to clean this up and a better understanding of the use in PALM is being reviewed with questions and support from the PALM team | 2/29 - meetings to discuss planned for 2/29 - so that the worksheet updates can be supported by the Asset Management | 07/01/24 | APD AM Team - BA - PM - Core Team |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| | | | | | Team<br>4/22 - the inventory clean up and alignment with G/L cleanse is in progress - not yet closed<br>8/27 - still open and will review by 9/30 | | |
| People | APD Organizational changes will change the alignment of the personnel within the agency - but no approvals are final and there remain accounting adjustments to support until the accounting structure can be corrected | Open | High - Impacts the ability of the agency to meet deadlines or milestones | The teams are working to get DMS approvals thru based on the Director's changes to organizational structure and chart - currently a draft | 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.<br>6/26 - update to close in July 31 - organizational changes are pending DMS updates/Approval | 07/31/24 | APD Agency as a whole |
| People<br>Processes<br>Technology<br>Data | APD Asset Inventories - Locations physical address alignment across systems to include Solaris | Open | 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 | 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.<br>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<br>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 |
| People<br>Processes<br>Technology<br>Data | Custom development and Thorough Testing | Open | High - Impacts the ability of the agency to meet deadlines or milestones | work in a sprint IP effort to write - test - move forward with the data base effort being built for PALM - | 8/27 - creating the testing effort to make certain the APD strategy for PAL database within APD to support the data from PALM will be fully tested and a test plan will be vetted by the teams | 09/26/25 | APD IT Teams/APD PALM Team and Core Team |
| People<br>Processes<br>Technology<br>Data | UAT - Incorrect Financial Calculations | Open | High - Impacts the ability of the agency to meet deadlines or milestones | Identify source of calculation errors, debug relevant code, and retest with correct data | Testing of calculations delayed until fix is applied | 09/27/24 | APD IT Teams/APD PALM Team and Core Team |
| People<br>Processes<br>Technology<br>Data | Missing User Permissions in UAT Environment | Open | High - Impacts the ability of the agency to meet deadlines or milestones | Adjust role-based access settings, review permissions with security team, and re-test access levels | Certain roles still unable to access key features | 09/27/24 | APD IT Teams/APD PALM Team and Core Team |
| People<br>Processes<br>Technology<br>Data | UAT Delays in Report Generation | Open | High - Impacts the ability of the agency to meet deadlines or milestones | Optimize report generation code, test under various load conditions, and monitor performance | Issue impacts reporting functionality; delays are unacceptable for go-live | 09/27/24 | APD IT Teams/APD PALM Team and Core Team |
| People<br>Processes<br>Technology<br>Data | UAT Data Sync Errors with External Systems | Open | High - Impacts the ability of the agency to meet deadlines or milestones | Troubleshoot sync protocol, verify external API configurations, and conduct integration testing | Sync errors intermittent, but testing will resume once fix is confirmed | 09/27/24 | APD IT Teams/APD PALM Team and Core Team |
| People<br>Processes<br>Technology<br>Data | UAT User Login Failures | Open | High - Impacts the ability of the agency to meet deadlines or milestones | Resolve MFA configuration, update security protocols, and verify login flows post-fix | Issue resolved with updated MFA configurations | 09/27/24 | APD IT Teams/APD PALM Team and Core Team |
| People<br>Processes<br>Technology<br>Data | UAT Poor Load Performance During Peak Hours | Open | High - Impacts the ability of the agency to meet deadlines or milestones | Identify bottlenecks, perform load testing, and adjust resource allocation | Performance tests show improvement; retesting required to confirm | 09/27/24 | APD IT Teams/APD PALM Team and Core Team |
| Processes<br>Data | Data Quality issue | Open | Low - All impacts not listed as Critical or High | Ongoing efforts with all teams to cleanse data in FLAIR | 8/27 - ongoing issue and ongoing cleanse in progress | 02/28/25 | PM/BA/Finance Teams |
| People<br>Processes<br>Technology<br>Data | UI Display Issues on Different Devices | Open | Low - All impacts not listed as Critical or High | Implement responsive design fixes, test across multiple device types, and validate display | Display issues noted on specific mobile devices, testing ongoing | 09/27/24 | APD IT Teams/APD PALM Team and Core Team |
| People<br>Processes<br>Technology<br>Data | UAT Unclear Error Messages | Open | Low - All impacts not listed as Critical or High | Update error messages to provide clear guidance, review with UX team, and retest | Review of error message clarity and usefulness is in progress | 09/27/24 | APD IT Teams/APD PALM Team and Core Team |
| People<br>Processes<br>Technology<br>Data | UAT Test Data Inconsistencies | Open | Low - All impacts not listed as Critical or High | Refresh test data, standardize setup procedures, and train UAT team on data use guidelines | Data inconsistencies affecting test results; awaiting data refresh | 09/27/24 | APD IT Teams/APD PALM Team and Core Team |
| People<br>Processes<br>Technology<br>Data | Missing or Incomplete UAT Documentation | Open | Low - All impacts not listed as Critical or High | Create additional documentation, update test cases, and assign responsible team for updates | Review meeting scheduled to confirm updated documentation adequacy | 09/27/24 | APD IT Teams/APD PALM Team and Core Team |
| People<br>Processes<br>Technology<br>Data | UAT - Defect Logging Issues in Tracking Tool | Open | Low - All impacts not listed as Critical or High | Work with tool vendor to resolve logging issue, and conduct training for testers | Logging tool updated and functioning correctly after fix | 09/27/24 | APD IT Teams/APD PALM Team and Core Team |

## APD 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 | 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<br>Processes<br>Technology<br>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<br>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<br>Processes<br>Technology<br>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<br>Processes<br>Technology<br>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<br>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<br>Processes<br>Technology<br>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<br>Processes<br>Technology<br>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 |
| People<br>Processes<br>Technology<br>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<br>Processes<br>Technology<br>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<br>Processes<br>Technology<br>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<br>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<br>Processes<br>Technology<br>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<br>4/24 - In process with Task 513 - also in data cleanse effort |
| 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<br>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. |
| 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.<br>6/25 - Consideration into the conversion plan and how data will map. Need to review all possibilities |
| 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 |

## APD Agency-Specific Readiness Activities

| Critical Operational Elements | Activity Description | Date(s) | Impacted Stakeholder(s) and/or System(s) | Objective | 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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## APD Status Report Confirmation

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

**Helpful Links**

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

# 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**

September - October 2024

**Agency Sponsor**

Christine Marion

## CCN Composition

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

**Change Champion Network:**

- Unique Filled Role = 7
- Duplicate Filled Role = 9
- 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 = 82.42%**

- Submitted Complete = 23
- Submitted Incomplete = 3
- 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 = 93.69%**

- Submitted On Time = 45
- Submitted Late = 16
- 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 = 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 | 100% - Submitted | **09/23/24** | After a review and comparison of Segment II requirements and our ABS, it was determined that no remediations will be necessary for this segment. As such, Citrus has closed this task as "Complete". | Submission Complete | |
| N/A | People | **535** | Update Workforce Readiness Plan | 06/17/24 | 08/02/24 | 75% - Consolidating/Inputting Information for Submission | | | | |
| Direct | Data | **541-A** | Complete Configuration Workbooks for Segment IV | 07/22/24 | 09/06/24 | 100% - Submitted | **09/11/24** | | Submission Complete | |
| N/A | Data | **542** | Complete Data Readiness Analysis and Data Cleansing Activities for Segment IV | 07/22/24 | 10/18/24 | 100% - Submitted | **10/23/24** | | Submission Complete | |
| 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 | |
| Direct | Technology | **545-A** | Update and Finalize Florida PALM Conversion Inventory for Segment IV | 07/22/24 | 10/18/24 | 100% - Submitted | **10/23/24** | | Submission Complete | 10/24/24 |
| Direct | Technology | **546** | Update Florida PALM Interface Inventory for Segment IV | 07/22/24 | 10/18/24 | 100% - Submitted | **10/29/24** | Citrus is delaying final interface selections pending the outcome of the Data Warehouse designs. Our final inventory will be submitted as part of RW Task 557. | Submission Incomplete | 11/07/24 |
| 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. | | |
| Direct | People | **549** | Submit Training Survey | 08/12/24 | 09/20/24 | 100% - Submitted | **08/19/24** | | Submission Complete | |
| 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-C** | Complete Configuration Workbooks for Segment IV | 08/26/24 | 10/04/24 | 100% - Submitted | **10/23/24** | | Submission Complete | |
| N/A | N/A | **551** | Submit Bimonthly Agency Readiness Status Report | 08/30/24 | 09/11/24 | 100% - Submitted | **09/06/24** | | Submission Complete | |
| N/A | N/A | **552** | Manage Agency Specific Implementation Schedule, Risks and Issues | 08/30/24 | 10/31/24 | 100% - Submitted | **11/07/24** | | N/A | |
| Direct | Technology | **550-B** | Participate in Technical Meeting to Receive Credentials and Access | 09/03/24 | 09/13/24 | 100% - Submitted | **09/12/24** | | N/A | |
| 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 | 25% - Beginning Initial Internal Meetings and Information Gathering | | | | |
| N/A | People | **559** | Share Florida PALM Updates | 10/14/24 | 10/25/24 | 100% - Submitted | **11/07/24** | Updates are shared by the Agency Sponsor with both Citrus leadership and the Florida Citrus Commission as part of routine weekly and monthly briefings. No written materials are produced. | | |
| 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 | 25% - Beginning Initial Internal Meetings and Information Gathering | | | | |
| 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 | | | | | |

## 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**

**• SMEs by Business Process Grouping**

- Account Mgmt. and Financial Reporting = 5
- Accounts Receivable = 5
- Asset Accounting and Mgmt. = 2
- Banking = 5
- Budget Mgmt. and Cash Control = 5
- Contracts Mgmt. = 2
- Disbursements Mgmt. = 4
- Grants Mgmt. = 3
- Inter/IntraUnit Transactions = 4
- Payroll Mgmt. = 2
- Projects Mgmt. = 0
- Revenue Accounting = 3
- System Access and Controls = 1

**Role Mapping = TBD**

**Training = TBD**

## Processes

The sequence of procedures to accomplish a business objective.

### Current-State:

**Cataloged Business Processes = 32**

• Related Business Systems = 4

• Related Reports = 42

**• Documentation Status:**

- Complete = 0 Partial = 1 Not Started = 31

### Implementation:

**Impacted Agency Business Processes = 32**

• Related Business Process Groupings = 9

- Planned Spreadsheet Uploads = 0

**• Level of Impact: People Changes**

- High = 0 Medium = 11 Low = 21 None = 0 Uncertain = 0

**• Level of Impact: Processes Changes**

- High = 31 Medium = 0 Low = 1 None = 0 Uncertain = 0

**• Level of Impact: Technology Changes**

- High = 2 Medium = 9 Low = 16 None = 5 Uncertain = 0

**• Level of Impact: Data Changes**

- High = 1 Medium = 2 Low = 28 None = 1 Uncertain = 0

**• Segments I & II Documentation Update Status**

- Not Started = 0 In Progress = 0 Complete = 32

**• Segment III Documentation Update Status**

- Not Started = 0 In Progress = 0 Complete = 32

## Technology

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

### Current-State:

**Cataloged Business Systems = 4**

**• Criticality:**

- High = 4 Med = 0 Low = 0 None = 0

**• Documentation Status:**

- Complete = 4 Partial = 0 Not Started = 0

**Cataloged Interfaces = 2**

- Inbound Interfaces = 2
- Outbound Interfaces = 0

### Implementation:

**Business Systems Planned for Integration = 2**

**• Segment I - Documentation Updates:**

- Complete = 0 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 0

**• Segment II - Documentation Updates:**

- Complete = 0 Updating = 0 Evaluating = 2 Not Started = 0 Not Needed = 0

**• Segment III - Documentation Updates:**

- Complete = 2 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 0

**Planned Interfaces = 0**

- Inbound Interfaces = 0
- Outbound Interfaces = 0

## Data

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

### Current-State:

**Unique FLAIR Data Elements = 70**

**• Associated Unique Uses = 70**

- Continued Use - Yes = 21
- Continued Use - No = 3

**• Associated Business Systems = 0**

**Cataloged Reports = 62**

**• Criticality:**

- High = 32 Med = 12 Low = 5 None = 0

### Implementation:

**Segments I & II Planned Configurations = 6/9**

**• Accounts Receivable (AR)**

- Planned Distribution Codes = 1

**• Asset Management (AM)**

- Planned Location Codes = 7
- Planned Associated Area ID's = 2

**• Commitment Control (KK)**

- Planned Option = None

**• General Ledger (GL)**

- Planned Budgetary Value Combo Edits = 84
- Planned Local Funds = None
- Planned Organization ID's = 40
- Planned OA1's = 101
- Planned OA2's = None

**Segment IV Planned Configurations**

- Started = 1 Not Started = 1

**Conversions & Data Readiness**

• Conversions Needed = 9

• Agency Data Outside of Primary Source System(s) = 0

**• Data Readiness/Cleansing Status:**

- Complete = 5 In Progress = 0 Not Started = 0 Not Applicable 0

**Reports = TBD**

# Agency Reported

The Risks, Issues, Assumptions and Readiness Activities tables below display only items that 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 |
|---|---|---|---|---|---|---|---|
| Processes | Citrus currently purchases foreign currency to pay overseas vendors. We use a SPIA account, and transfer funds as needed to wire payments overseas. Foreign vendors are transitioning away from accepting paper check, which is the only way the state will allow us to pay with USD (Treasury will not wire funds to a foreign bank). | Open | 6 (Medium/High) | We have made the project manager aware of the issue, and he has informed PALM that we need to determine how foreign currency payments will be handled through PALM. | | 04/29/24 | Matthew Christovich |
| Technology Data | The quality of audio on webinars and recordings is low. Our team does not feel it is receiving much needed information presented during these workshops | Open | 6 (High/Medium) | Please see what you can do to upgrade the quality of webinars. | The quality of the audio recording has improved but remains inconsistent. | 04/30/24 | Matthew Christovich |
| People | The legislature has provided funding for this fiscal year, but there is a misalignment between the timing of project schedule, the availability of funds, and the timeframe staffing resources are needed. | Open | 6 (High/Medium) | We will have to carefully adjust our implementation schedule to ensure that there is no delay or gaps in services during UAT. | Risk opened per our June PALM touchpoint. | 06/06/24 | Matthew Christovich |
| People | New IT staff with no knowledge of PALM | Open | 2 (Low/Medium) | We have one IT support staff member, and he was not here for the CMS Wave of PALM, and has no knowledge of PALM. | We remain unsure of the role our technical support person will play in PALM. Currently, the technical staff has very little to do with FLAIR, but we're awaiting the final roles. | 09/19/23 | Matthew Christovich |

## CITRUS Issues

| Critical Operational Elements | Issue Description | Status | Priority | Resolution Plan | Reporting Period Comments or Updates | Planned or Actual Resolution Date | Owner / Coordinator |
|---|---|---|---|---|---|---|---|
| Technology<br>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 meetings go. | 07/31/24 | PALM |

## CITRUS 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 | The DFS Florida PALM project team will provide a PALM UAT environment to all CCN members, SMEs, and End Users prior to go-live. The Department will be given sufficient time to test and practice critical transactions before go-live in this dedicated testing environment. | Logged | 11/14/23 | PALM Project Team, Citrus Accounting Dept, CCN's | It was clarified by Jimmie Cox during the Design Segment meetings that PALM will have two environments: Sandbox, which is a copy of Production, and Test, which is intended to test future functionality. |
| People<br>Processes<br>Technology | The Legislature will appropriate and timely release General Revenue funding for contracted services for Agency support of the PALM project and those resources are available to perform the work assigned to them as scheduled. | Logged | 11/14/23 | Citrus Accounting Dept and all Admin staff, CCN's PALM project team | Language updated to reflect the necessity of both appropriation and timely release of General Revenue funds. |
| Processes<br>Technology<br>Data | The DFS Florida PALM project team will provide a reporting solution at go-live to support the business needs of the Department. | Logged | 11/14/23 | Citrus Accounting Dept and all Admin staff, CCN's PALM project team | Design Segment IV for Data Warehouse is currently pending. Language updated for standardization. |
| People<br>Processes<br>Data | The DFS Florida PALM project team will provide information regarding the data fields to support all Chart of Accounts values Citrus currently uses (such as OCA's). | Logged | 11/14/23 | Citrus Accounting Dept and all Admin staff, CCN's PALM project team | Language updated for standardization. |
| Processes<br>Technology<br>Data | The DFS Florida PALM project team will provide solutions and integration for Enterprise applications - WORKS, STMS, People First, Etc. | Logged | 11/14/23 | Citrus Accounting Dept and all Admin staff, CCN's PALM project team | Language updated for standardization. |
| People<br>Processes<br>Technology | The DFS Florida PALM project team will provide both in-person, on-line, and recorded training for CCN's, SMEs, and all accounting staff. | Logged | 11/14/23 | Citrus Accounting Dept and all Admin staff, CCN's PALM project team | Language updated for standardization. |
| People<br>Processes<br>Data | Key tasks, such as user maintenance, vendor maintenance, vendor payment registration, etc. will be done outside of PALM in their respective enterprise systems, e.g. AOD, STMS, VIP, etc. | Logged | 02/09/24 | Citrus Admin Staff, CCN's PALM project team | Language updated for standardization. |
| People<br>Processes<br>Technology<br>Data | The leadership of the Department of Citrus will support the project by providing resources, access to systems and stakeholders, and by supporting the organizational change management strategy created by the project team. | Logged | 08/30/24 | Citrus Admin Staff, CCN's PALM project team | Assumption added to reflect the need for Department buy-in as a Critical Success Factor. |
| People<br>Processes<br>Technology<br>Data | The DFS Florida PALM project will provide key information identifying the functionality, business processes, and timeline of the larger project in a timely manner to facilitate planning and execution. | Logged | 08/30/24 | Citrus Admin Staff, CCN's PALM project team | Assumption added to reflect the dependency of the Department on Florida PALM to provide timely and complete information as a Critical Success Factor. |

## CITRUS Agency-Specific Readiness Activities

| Critical Operational Elements | Activity Description | Date(s) | Impacted Stakeholder(s) and/or System(s) | Objective | 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

## CITRUS Status Report Confirmation

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

**Helpful Links**

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

# COM 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**

September - October 2024

**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 = 95.61%**

- Submitted Complete = 34
- 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 = 96.67%**

- Submitted On Time = 61
- Submitted Late = 6
- 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 | **531** | Remediate Agency Business Systems based on Segment II | 04/29/24 | 10/04/24 | 100% - Submitted | **10/04/24** | | Submission Complete | |
| Direct | Data | **541-A** | Complete Configuration Workbooks for Segment IV | 07/22/24 | 09/06/24 | 100% - Submitted | **08/29/24** | | Submission Complete | |
| Direct | Data | **541-B** | Complete Configuration Workbooks for Segment IV | 07/22/24 | 09/06/24 | 100% - Submitted | **08/29/24** | | Submission Complete | |
| N/A | Data | **542** | Complete Data Readiness Analysis and Data Cleansing Activities for Segment IV | 07/22/24 | 10/18/24 | 100% - Submitted | **10/18/24** | Segment IV meetings are currently ongoing. Teams will review and provide necessary information after all information is received. | Submission Complete | |
| N/A | Processes | **543** | Identify Change Impacts and Update Agency Business Process Documentation for Segment IV | 07/22/24 | 10/18/24 | 100% - Submitted | **10/18/24** | Segment IV meetings are currently ongoing. Teams will review and provide necessary information after all information is received. | Submission Complete | |
| N/A | Technology | **544** | Update Agency Business System Documentation for Segment IV | 07/22/24 | 10/18/24 | 100% - Submitted | **10/18/24** | Segment IV meetings are currently ongoing. Teams will review and provide necessary information after all information is received. | Submission Complete | |
| Direct | Technology | **545-A** | Update and Finalize Florida PALM Conversion Inventory for Segment IV | 07/22/24 | 10/18/24 | 100% - Submitted | **10/18/24** | NOTE: The following agencies do not have active Project records in FLAIR and therefore a conversion workbook has not been provided: AHCA, Citrus, DBPR, COM, DOAH, DOL, DOR, FCOR, LEG, JAC, PSC. | Submission Complete | 10/31/24 |
| Direct | Technology | **546** | Update Florida PALM Interface Inventory for Segment IV | 07/22/24 | 10/18/24 | 100% - Submitted | **10/31/24** | | Submission Complete | |
| N/A | Technology | **547** | Remediate Agency Business Systems based on Segment III | 07/22/24 | 12/13/24 | 50% - In Progress | | | | |
| Direct | People | **549** | Submit Training Survey | 08/12/24 | 09/20/24 | 100% - Submitted | **09/19/24** | | Submission Complete | |
| Indirect | People | **536-B** | Create Agency Specific User Acceptance Testing Plan | 08/19/24 | 10/11/24 | 100% - Submitted | **10/11/24** | | Submission Complete | |
| Direct | Data | **541-C** | Complete Configuration Workbooks for Segment IV | 08/26/24 | 10/04/24 | 100% - Submitted | **10/04/24** | | Submission Complete | 10/24/24 |
| N/A | N/A | **551** | Submit Bimonthly Agency Readiness Status Report | 08/30/24 | 09/11/24 | 100% - Submitted | **09/09/24** | | Submission Complete | |
| N/A | N/A | **552** | Manage Agency Specific Implementation Schedule, Risks and Issues | 08/30/24 | 10/31/24 | 100% - Submitted | **10/31/24** | | N/A | |
| Direct | Technology | **550-B** | Participate in Technical Meeting to Receive Credentials and Access | 09/03/24 | 09/13/24 | 100% - Submitted | **09/03/24** | | N/A | |
| Indirect | Technology | **553** | Prepare for Interface Testing | 09/16/24 | 10/18/24 | 100% - Submitted | **10/31/24** | | Submission Complete | |
| Direct | Technology | **554** | Participate in Connectivity Testing for Cycle 1 Interface Testing | 09/16/24 | 10/04/24 | 100% - Submitted | **09/24/24** | | Submission Complete | |
| Direct | Data | **541-D** | Complete Configuration Workbooks for Segment IV - General Ledger (GL) | 10/07/24 | 11/01/24 | 100% - Submitted | **10/18/24** | | Submission Complete | |
| Direct | Data | **555-A** | Complete Data Cleansing Based on Mock Conversion 1 - Projects (PCC001) | 10/07/24 | 11/22/24 | 50% - In Progress | | | | |
| N/A | People | **559** | Share Florida PALM Updates | 10/14/24 | 10/25/24 | 100% - Submitted | **10/22/24** | | 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 | 50% - In Progress | | | | |
| 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 | 75% - Consolidating/Inputting Information for Submission | | | | |
| Direct | Data | **555-C** | Complete Data Cleansing Based on Mock Conversion 1 (AMC001 and POC001) | 11/08/24 | 12/06/24 | | | | | |

## People

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

### Implementation:

**Planned Florida PALM End Users = 43**

• Business Process Groupings = 12/13

**Identified Subject Matter Experts = 22**

**• SMEs by Business Process Grouping**

- Account Mgmt. and Financial Reporting = 2
- Accounts Receivable = 3
- Asset Accounting and Mgmt. = 2
- Banking = 2
- Budget Mgmt. and Cash Control = 2
- Contracts Mgmt. = 4
- Disbursements Mgmt. = 3
- Grants Mgmt. = 6
- Inter/IntraUnit Transactions = 1
- Payroll Mgmt. = 3
- Projects Mgmt. = 2
- Revenue Accounting = 2
- System Access and Controls = 3

**Role Mapping = TBD**

**Training = TBD**

## Processes

The sequence of procedures to accomplish a business objective.

### Current-State:

**Cataloged Business Processes = 103**

• Related Business Systems = 15

• Related Reports = 32

**• Documentation Status:**

- Complete = 64 Partial = 36 Not Started = 3

### Implementation:

**Impacted Agency Business Processes = 103**

• Related Business Process Groupings = 9

- Planned Spreadsheet Uploads = 10

**• Level of Impact: People Changes**

- High = 4 Medium = 71 Low = 21 None = 7 Uncertain = 0

**• Level of Impact: Processes Changes**

- High = 52 Medium = 33 Low = 16 None = 2 Uncertain = 0

**• Level of Impact: Technology Changes**

- High = 57 Medium = 30 Low = 15 None = 1 Uncertain = 0

**• Level of Impact: Data Changes**

- High = 55 Medium = 34 Low = 12 None = 2 Uncertain = 0

**• Segments I & II Documentation Update Status**

- Not Started = 0 In Progress = 0 Complete = 103

**• Segment III Documentation Update Status**

- Not Started = 0 In Progress = 0 Complete = 103

## Technology

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

### Current-State:

**Cataloged Business Systems = 26**

**• Criticality:**

- High = 6 Med = 18 Low = 0 None = 2

**• Documentation Status:**

- Complete = 24 Partial = 1 Not Started = 1

**Cataloged Interfaces = 15**

- Inbound Interfaces = 15
- Outbound Interfaces = 0

### Implementation:

**Business Systems Planned for Integration = 22**

**• Segment I - Documentation Updates:**

- Complete = 22 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 0

**• Segment II - Documentation Updates:**

- Complete = 22 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 0

**• Segment III - Documentation Updates:**

- Complete = 22 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 0

**Planned Interfaces = 12**

- Inbound Interfaces = -7
- Outbound Interfaces = 9

## Data

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

### Current-State:

**Unique FLAIR Data Elements = 71**

**• Associated Unique Uses = 84**

- Continued Use - Yes = 2
- Continued Use - No = 12

**• Associated Business Systems = 2**

**Cataloged Reports = 374**

**• Criticality:**

- High = 2 Med = 0 Low = 0 None = 0

### Implementation:

**Segments I & II Planned Configurations = 6/9**

**• Accounts Receivable (AR)**

- Planned Distribution Codes = 6

**• Asset Management (AM)**

- Planned Location Codes = 21
- Planned Associated Area ID's = None

**• Commitment Control (KK)**

- Planned Option = Option # 1 - Track with Budget

**• General Ledger (GL)**

- Planned Budgetary Value Combo Edits = 693
- Planned Local Funds = None
- Planned Organization ID's = 163
- Planned OA1's = 49
- Planned OA2's = None

**Segment IV Planned Configurations**

- Started = 2 Not Started = 0

**Conversions & Data Readiness**

• Conversions Needed = 9

• Agency Data Outside of Primary Source System(s) = 0

**• Data Readiness/Cleansing Status:**

- Complete = 4 In Progress = 0 Not Started = 0 Not Applicable 1

**Reports = TBD**

# Agency Reported

The Risks, Issues, Assumptions and Readiness Activities tables below display only items that 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 | SME Workload | Open | 9 (High/High) | Currently we are awaiting legislative budget amendment approval to procure support resources | Delegated some day-to-day activities to staff members not directly involved with PALM. This change allows CCN team members some time to work on PALM each week. UPDATE as of 4/29/2024: Lead SMEs currently training new resources to be independent. UPDATE as of 6/5/2024: Agency Sponsor and Agency Liaison have procured a project manager and are currently finalizing procurement of business analyst/change manager for technical support. UPDATE AS OF 8/26/2024: Commerce currently has a full CCN with | 06/24/24 | Caroline (Tisha) Womack / Ken Heim |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| | | | | | new Change Management Liaison. Commerce has also procured Technical to assist SMEs, however, this risk remains as is. UPDATE AS OF 10/17/2024: Agency is currently seeking procurement of contracted resources to bridge the gap. This risk has been accepted. | | |
| People<br>Processes<br>Technology<br>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 |

## 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 |
|---|---|---|---|---|---|
| | | | | | |

## COM Agency-Specific Readiness Activities

| Critical Operational Elements | Activity Description | Date(s) | Impacted Stakeholder(s) and/or System(s) | Objective | 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: |
|---|---|---|---|
| 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 |

**Helpful Links**

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

# 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**

September - October 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 = 99.75%**

- Submitted Complete = 39
- Submitted Incomplete = 0
- Completed After Submission = 1

## 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 = 97.68%**

- Submitted On Time = 65
- Submitted Late = 0
- 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 = 5
- 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 | | 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.<br>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.<br>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.<br>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.<br>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 | | 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.<br>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. | | |
| Direct | Data | **541-A** | Complete Configuration Workbooks for Segment IV | 07/22/24 | 09/06/24 | 100% - Submitted | **09/05/24** | | Submission Complete | |
| Direct | Data | **541-B** | Complete Configuration Workbooks for Segment IV | 07/22/24 | 09/06/24 | 100% - Submitted | **08/28/24** | | Submission Complete | |
| N/A | Data | **542** | Complete Data Readiness Analysis and Data Cleansing Activities for Segment IV | 07/22/24 | 10/18/24 | 100% - Submitted | **10/17/24** | | Submission Complete | |
| N/A | Processes | **543** | Identify Change Impacts and Update Agency Business Process Documentation for Segment IV | 07/22/24 | 10/18/24 | 100% - Submitted | **10/18/24** | | Submission Complete | |
| N/A | Technology | **544** | Update Agency Business System Documentation for Segment IV | 07/22/24 | 10/18/24 | 100% - Submitted | **10/18/24** | | Submission Complete | |
| Direct | Technology | **545-A** | Update and Finalize Florida PALM Conversion Inventory for Segment IV | 07/22/24 | 10/18/24 | 100% - Submitted | **10/17/24** | | Submission Complete | |
| Direct | Technology | **546** | Update Florida PALM Interface Inventory for Segment IV | 07/22/24 | 10/18/24 | 100% - Submitted | **10/18/24** | | Submission Complete | |
| N/A | Technology | **547** | Remediate Agency Business Systems based on Segment III | 07/22/24 | 12/13/24 | 50% - In Progress | | | | |
| Direct | People | **549** | Submit Training Survey | 08/12/24 | 09/20/24 | 100% - Submitted | **08/21/24** | | Submission Complete | |
| Indirect | People | **536-B** | Create Agency Specific User Acceptance Testing Plan | 08/19/24 | 10/11/24 | 100% - Submitted | **10/11/24** | | Submission Complete | |
| Direct | Data | **541-C** | Complete Configuration Workbooks for Segment IV | 08/26/24 | 10/04/24 | 100% - Submitted | **10/04/24** | | Submission Complete | |
| N/A | N/A | **551** | Submit Bimonthly Agency Readiness Status Report | 08/30/24 | 09/11/24 | 100% - Submitted | **09/05/24** | | Submission Complete | |
| N/A | N/A | **552** | Manage Agency Specific Implementation Schedule, Risks and Issues | 08/30/24 | 10/31/24 | 100% - Submitted | **10/31/24** | | N/A | 10/31/24 |
| Direct | Technology | **550-B** | Participate in Technical Meeting to Receive Credentials and Access | 09/03/24 | 09/13/24 | 100% - Submitted | **09/09/24** | Meeting scheduled for 09/09 | N/A | |
| Indirect | Technology | **553** | Prepare for Interface Testing | 09/16/24 | 10/18/24 | 100% - Submitted | **10/18/24** | | Submission Complete | |
| Direct | Technology | **554** | Participate in Connectivity Testing for Cycle 1 Interface Testing | 09/16/24 | 10/04/24 | 100% - Submitted | **09/24/24** | 09/24 - Agency Completed Connectivity Testing | Submission Complete | |
| Direct | Data | **541-D** | Complete Configuration Workbooks for Segment IV - General Ledger (GL) | 10/07/24 | 11/01/24 | 100% - Submitted | **10/22/24** | | Submission Complete | |
| Direct | Data | **555-A** | Complete Data Cleansing Based on Mock Conversion 1 - Projects (PCC001) | 10/07/24 | 11/22/24 | 75% - Consolidating/Inputting Information for Submission | | Also includes Data Cleansing for ARC001 | | |
| N/A | People | **559** | Share Florida PALM Updates | 10/14/24 | 10/25/24 | 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 | 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 | 50% - In Progress | | | | |
| 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 | 50% - In Progress | | | | |
| Direct | Data | **555-C** | Complete Data Cleansing Based on Mock Conversion 1 (AMC001 and POC001) | 11/08/24 | 12/06/24 | | | | | |

## People

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

### Implementation:

**Planned Florida PALM End Users = 73**

• Business Process Groupings = 13/13

**Identified Subject Matter Experts = 25**

**• SMEs by Business Process Grouping**

- Account Mgmt. and Financial Reporting = 4
- Accounts Receivable = 4
- Asset Accounting and Mgmt. = 5
- Banking = 4
- Budget Mgmt. and Cash Control = 5
- Contracts Mgmt. = 3
- Disbursements Mgmt. = 7
- Grants Mgmt. = 4
- Inter/IntraUnit Transactions = 10
- Payroll Mgmt. = 5
- Projects Mgmt. = 7
- Revenue Accounting = 4
- System Access and Controls = 4

**Role Mapping = TBD**

**Training = TBD**

## Processes

The sequence of procedures to accomplish a business objective.

### Current-State:

**Cataloged Business Processes = 109**

• Related Business Systems = 6

• Related Reports = 7

**• Documentation Status:**

- Complete = 109 Partial = 0 Not Started = 0

### Implementation:

**Impacted Agency Business Processes = 109**

• Related Business Process Groupings = 11

- Planned Spreadsheet Uploads = 11

**• Level of Impact: People Changes**

- High = 7 Medium = 31 Low = 71 None = 0 Uncertain = 0

**• Level of Impact: Processes Changes**

- High = 11 Medium = 39 Low = 59 None = 0 Uncertain = 0

**• Level of Impact: Technology Changes**

- High = 11 Medium = 54 Low = 44 None = 0 Uncertain = 0

**• Level of Impact: Data Changes**

- High = 11 Medium = 34 Low = 64 None = 0 Uncertain = 0

**• Segments I & II Documentation Update Status**

- Not Started = 0 In Progress = 0 Complete =

## Technology

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

### Current-State:

**Cataloged Business Systems = 49**

**• Criticality:**

- High = 27 Med = 13 Low = 6 None = 3

**• Documentation Status:**

- Complete = 48 Partial = 0 Not Started = 0

**Cataloged Interfaces = 42**

- Inbound Interfaces = 28
- Outbound Interfaces = 14

### Implementation:

**Business Systems Planned for Integration = 15**

**• Segment I - Documentation Updates:**

- Complete = 3 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 11

**• Segment II - Documentation Updates:**

- Complete = 5 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 9

**• Segment III - Documentation Updates:**

- Complete = 6 Updating = 1 Evaluating = 0 Not Started = 0 Not Needed = 7

**Planned Interfaces = 28**

- Inbound Interfaces = -2
- Outbound Interfaces = 19

## Data

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

### Current-State:

**Unique FLAIR Data Elements = 70**

**• Associated Unique Uses = 70**

- Continued Use - Yes = 50
- Continued Use - No = 19

**• Associated Business Systems = 6**

**Cataloged Reports = 221**

**• Criticality:**

- High = 85 Med = 56 Low = 17 None = 51

### Implementation:

**Segments I & II Planned Configurations = 6/9**

**• Accounts Receivable (AR)**

- Planned Distribution Codes = 50

**• Asset Management (AM)**

- Planned Location Codes = 488
- Planned Associated Area ID's = None

**• Commitment Control (KK)**

- Planned Option = Option # 1 - Track with Budget

**• General Ledger (GL)**

- Planned Budgetary Value Combo Edits = 1949
- Planned Local Funds = None
- Planned Organization ID's = 1095

51

**• Segment III Documentation Update Status**

- Not Started = 0 In Progress = 0 Complete = 29

- Planned OA1's = 768

- Planned OA2's = None

**Segment IV Planned Configurations**

- Started = 2 Not Started = 0

**Conversions & Data Readiness**

• Conversions Needed = 13

• Agency Data Outside of Primary Source System(s) = 0

**• Data Readiness/Cleansing Status:**

- Complete = 9 In Progress = 0 Not Started = 0 Not Applicable 0

**Reports = TBD**

## Agency Reported

The Risks, Issues, Assumptions and Readiness Activities table below display only items that 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. | Open | 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.<br>10/31/2024 - No additional interface sample data files have been provided.<br>8/28/2024 - No additional interface sample data files have been provided.<br>6/25/2024 - Error Log for the sample data files for Interfaces PCI001 and iUI003 was reviewed to send to the Florida PALM Team. | 06/28/24 | Rosemarie Zubler |
| Technology | Division of FL PALM information by Segments may result in timing differences between what is needed for remediation and task due date. | Closed | 9 (High/High) | 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. | 8/28/2024 - New information is consumed as it becomes available. This also includes information resulting from design meeting discussions.<br>6/21/2024 - Discussion with agency Readiness Coordinator at monthly Touchpoint Meeting.<br>10/31/2024 - Updated to Issue. | 10/31/24 | Rosemarie Zubler |
| Technology<br>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 | 10/31/24 | Rosemarie Zubler |
| Technology<br>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 | 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<br>Technology<br>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. | 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<br>7/01/2024 - Continuing to monitor<br>10/22/2024 - Will continue 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<br>07/01/2024 - Will monitor as FL PALM releases additional information.<br>10/22/2024 - Will continue 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 | Logged | 11/13/23 | FDACS PALM Readiness Team, CCN, all FDACS key stakeholders PALM/impacted | 08/29/2024 - Continuing to monitor<br>07/01/2024 - Will monitor as FL PALM releases additional information |

| | | | | | |
|---|---|---|---|---|---|
| | to the Florida PALM schedule | | | Agency Business System end users | 10/22/2024 - Will continue 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<br>07/01/2024 - Will continue to monitor.<br>10/22/2024 - Will continue to monitor. |
| Technology<br>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 |

**DACS Agency-Specific Readiness Activities**

| Critical Operational Elements | Activity Description | Date(s) | Impacted Stakeholder(s) and/or System(s) | Objective | Reporting Period Comments or Updates |
|---|---|---|---|---|---|
| Technology | Sprint Retro, Planning, and Tasking | 09/03/24 | PRT, OATS, Finance and Accounting | Conduct retrospective of ending sprint and plan for next sprint. | Occurs biweekly. Date entered reflects start of reporting period. |
| Data | FLAIR Data Cleanup | 09/03/24 | Enterprise Wide | To ensure clean records for current use and for conversion to PALM. | Ongoing. Date entered reflects start of reporting period. |
| Processes | Process Review | 09/03/24 | Enterprise Wide | Ensure processes are as effective and efficient as possible for translation to PALM as appropriate. | Ongoing. Date entered reflects start of reporting period. |
| People | Change Management Meeting | 09/03/24 | Finance and Accounting, Training and Research Team | Follow-up meeting for F&A to discuss training needs and potential opportunities for job aids. Review information and brainstorm other paths for change management as we move forward with the PALM transition. | No other comments or updates. |
| Technology | Daily PRT Standups | 09/04/24 | PRT, OATS, Finance and Accounting, Admin IT | Conduct daily standups to provide update on technology tasks and deliverables, address risks, issues, assumptions, time exceptions, and blockers. | Work breakdown structure and deliverable progress monitoring; Project Management Liaison, Change Management Liaison. Occurs daily |
| Technology | Contracts Amendments Requirements Review | 09/04/24 | PALM Project Manager, PRT Analyst and Developers | The purpose of this meeting is to discuss and review the changes needed on the Contracts Amendments page within the AIMS application. | Meet as needed. |
| Technology | Weekly Touchpoint with CCNTechnical Liaison | 09/05/24 | OATS, Admin, Finance and Accounting, FDACS PALM Remediation Team | The purpose of this weekly meeting is to discuss any PALM technical updates, answer any questions from the PALM Remediation Team, and review any assistance needed. | Occurs weekly on Wednesdays. This meeting occurred on a Thursday due scheduling conflicts. |
| People<br>Data | PALM Activities Status Meeting | 09/05/24 | PALM Director and PALM Project Manager | The of this meeting is to discuss and PALM related risks, issues, and decisions. The status of PALM agency tasks is also discussed. | Occurs weekly on Thursdays. |
| Processes<br>Technology<br>Data | FCO Project Costing Module Discussion | 09/05/24 | Finance and Accounting, Forestry | Discuss Forestry needs within Project Costing Module. | No other comments or updates. |
| Technology | FANS PALM Remediation Status Meeting | 09/05/24 | OATS, Admin, Finance and Accounting, FDACS PALM Remediation Team, Admin IT | The purpose of this weekly meeting is (1) FANS PALM Remediation status update ( What has been accomplished) (2) Any blockers, issues, or assistance needed, (3) Next steps (Goals for the next week). | Occurs weekly on Thursdays. |
| Technology | Weekly Summary Reporting | 09/06/24 | PRT, OATS, Finance & Accounting, Admin IT | Provide status of completed and ongoing PRT deliverables/agency tasks; analyze implementation schedule progress; plan for next week. | Report is compiled and sent weekly on Fridays. |
| Technology | Weekly PALM AIMS & REV Remediation Tasks Review | 09/06/24 | PALM Project Manager and PRT Analyst | The purpose of this meeting is to review the status and percentage completion for remediation tasks, review of the weeks activities, and next week's goals. | Occurs weekly on Fridays. |
| Technology | PALM PRT Mid Sprint Planning | 09/06/24 | PRT, OATS, Finance & Accounting | A review of the current sprint's work and preview the next sprint's work items and activities. | Occurs biweekly. |
| Technology | Deliverables and Fund Set Meeting | 09/06/24 | PALM Project Manager, PRT Analyst and Developers | The purpose of this meeting is to discuss and review the Deliverables and Fund Set new screen design and mockup. | No other comments or updates. |
| Technology | Amendment Screen Mockup Review | 09/09/24 | PALM Project Manager, PRT Analyst and Developers | The purpose of this meeting is to review the Amendment screen mockup. | No other comments or updates. |
| Technology | Contracts and Contracts Amendment Demo Meeting | 09/16/24 | OATS, Admin, Finance and Accounting, FDACS PALM Remediation Team, Admin IT, Purchasing, Administration | The purpose of this meeting is to demo the required and requested changes to the Contracts and Contracts Amendments screens within AIMS. | No other comments or updates. |
| People<br>Processes<br>Technology<br>Data | Florida PALM Payroll Design Discussion | 09/17/24 | Administration, Payroll, Finance and Accounting, Admin IT | Follow-up discussion of Florida PALM Payroll designs and department approach for use of payroll SpeedKeys. | No other comments or updates. |
| Processes<br>Data | Project Life to Date Balances | 09/17/24 | Finance and Accounting | Discuss departments' Project Life to Date data conversion needs and approach. | No other comments or updates. |
| People<br>Processes<br>Technology<br>Data | Florida PALM Meeting | 09/18/24 | Finance and Accounting, Office of Policy and Budget, Admin IT | Discuss recent Segment IV Design Sessions. | No other comments or updates. |
| People<br>Data | Interface Selection PALM Task 546 Discussion | 09/19/24 | Palm Director, PALM Project Manager, and PALM Technical Liaison | The intent of this meeting is to review the department's interface selections and required information for task 546. | No other comments or updates. |
| Processes<br>Technology | Interface Selection Review | 09/19/24 | Finance and Accounting, Admin IT | Discuss and review Preparing for Interface Testing tasks and upcoming activities. | No other comments or updates. |
| People<br>Data | PALM AIMS & REV Remediation Tasks Review | 09/20/24 | PALM Project Manager and PRT Analyst | The purpose of this meeting is to review the AIMS and REV PALM Remediation tasks completed for the week. | This meeting occurs weekly on Fridays. |
| Technology | Disbursements Screen Redesign Analysis Meeting | 09/24/24 | PRT, Finance & Accounting, Admin IT | The purpose of this meeting is to discuss PALM Inbound Voucher Load Interface API002. | No other comments or updates. |
| Technology<br>Data | SpeedKey planning and review | 09/24/24 | Finance and Accounting, Admin IT | Review and prepare final SpeedKey configurations. | No other comments or updates. |
| Technology | CATS 1020Q FACTS Meeting | 09/25/24 | PRT, Finance & Accounting, Admin IT | The purpose of this meeting is to discuss FACTS to PALM. | No other comments or updates. |
| Processes<br>Technology | Disbursements Screen Redesign Analysis Meeting- Part 2 | 09/25/24 | PRT, Finance & Accounting, Admin IT | he purpose of this meeting is to discuss PALM Inter-IntraUnit Interface IUI002 | No other comments or updates. |
| Processes<br>Technology | Disbursements Screen Redesign Analysis Meeting- Part 3 | 09/30/24 | PRT, Finance & Accounting, Admin IT | he purpose of this meeting is to discuss PALM Inbound Carry Forward Payable Interface POI006. | No other comments or updates. |
| Technology | CATS 1020Q FACTS Meeting Review | 09/30/24 | PALM Project Manager, PRT Analyst and Developers | The purpose of this meeting is to review the requirements presented by SMEs for Analysis and Development. | No other comments or updates. |
| Processes<br>Technology | Contracts Amendments Requirements Demo | 10/03/24 | PRT, Finance & Accounting, Admin IT, Purchasing, Admin, OATS Management | The purpose of this meeting is confirmation on Amendment changes and review of the CATS1020Q_FACTS screen mockup | No other comments or updates. |
| People<br>Processes | PALM Task 536-B Meeting | 10/04/24 | Palm Director, PALM Project Manager, PALM Technical | The purpose of this meeting is to review the task instructions and make any needed changes to the draft FDACS PALM UAT | No other comments or updates. |

| | | | | | |
|---|---|---|---|---|---|
| Technology Data | | | Liaison, and PRT Technical Lead | Plan. | |
| Processes Technology | Disbursements Screen Redesign Analysis Meeting- Part 4 | 10/04/24 | PRT, Finance & Accounting, Admin IT | he purpose of this meeting is to discuss data elements for the Disbursements screen and FDACS Voucher impacts. | No other comments or updates. |
| Processes Technology | Disbursements & Assets Meeting | 10/07/24 | PRT, Finance & Accounting, Admin IT, PALM Director, and PALM Project Manager. | The purpose of this meeting is to discuss Disbursements Asset Components, what type of disbursements/vouchers require asset details to be entered by the user, and what type of assets are available for selection by the user. | No other comments or updates. |
| Technology | NIC File Processing - Point-of-Sale at Farmers Markets | 10/07/24 | PRT, PALM Project Manager, and PALM Technical Liaison | The purpose of this meeting is for the PRT Analyst and Developers to get an overview and discuss the enhancement to REV for processing NIC file with details about the point-of-sale transactions at the Farmers Markets. | No other comments or updates. |
| Processes Technology | Inter/IntraUnit Disbursements/Vouchers Meeting | 10/08/24 | PRT, Finance & Accounting, Admin IT, PALM Director, and PALM Project Manager. | The purpose of this meeting is to discuss an overview of the Inter/IntraUnit and the Transactions/Vouchers process. This meeting also discusses the feasibility of using the Disbursements screen for Inter/IntraUnit Transactions. | No other comments or updates. |
| People Data | PALM Task 536-B Meeting | 10/10/24 | PALM Director, PALM Project Manager, PALM Technical Liaison, and PRT Technical Lead | This meeting is a continuation of the prior week's meeting to further discuss any needed changes to the draft FDACS UAT Plan. | No other comments or updates. |
| People Data | PALM Task 536-B Meeting | 10/10/24 | PALM Director, PALM Project Manager, PALM Technical Liaison, and PRT Technical Lead | This meeting is a continuation of the prior week's meeting to further discuss any needed changes to the draft FDACS UAT Plan. | No other comments or updates. |
| Technology | Creation of Budget Year Function Working Session | 10/11/24 | PRT Developers, PRT Analyst, PALM Director, PRT Technical Lead, Admin IT, Finance & Accounting | The purpose of this working session is for PRT to work with Rosemarie in the creation of a function for Budget Year validation. | No other comments or updates. |
| Technology | FANS-AIMS-FLAIR Process Meeting | 10/14/24 | PALM Project Manager ,PRT Analyst, PALM Technical Liaison, and FANS Technical Team | The purpose of this meeting is to identify Admin staff that is needed for the FANS-AIMS-FLAIR Process. | No other comments or updates. |
| People | Change Management (Segment IV) | 10/15/24 | Finance and Accounting SMEs, Administration | Discuss change impacts and review process updates to align with Segment IV Florida PALM designs | No other comments or updates. |
| Processes Data | Mock 1 Conversion Review | 10/16/24 | Finance and Accounting SMEs | Review of PCC001 conversion results; discuss data cleansing needs to prepare for Mock 2 | No other comments or updates. |
| Technology Data | Spreadsheet Upload Discussion | 10/17/24 | Finance and Accounting, Admin IT | Review final selections for Segment IV Spreadsheet uploads needs for the department | No other comments or updates. |
| People Processes | F&A Supervisors Meeting | 10/18/24 | Finance and Accounting Supervisors and SMEs | Discuss department updates, F&A topics and PALM activities | No other comments or updates. |
| Data | General Ledger Configuration Working Session | 10/22/24 | Finance and Accounting and SMEs | Working session to review and complete department GL Configuration needs | No other comments or updates. |
| Processes Data | Mock 1 Conversion Review | 10/29/24 | Finance and Accounting SMEs | Working sessions to review ARC001 conversion data | No other 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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## DACS Status Report Confirmation

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

**Helpful Links**

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

# 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**

September - October 2024

**Agency Sponsor**

Sally Huggins

## CCN Composition

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

**Change Champion Network:**

- Unique Filled Role = 12
- Duplicate Filled Role = 6
- 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 = 99.00%**

- Submitted Complete = 38
- Submitted Incomplete = 0
- Completed After Submission = 2

## 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 = 92.88%**

- Submitted On Time = 51
- Submitted Late = 13
- 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 | **531** | Remediate Agency Business Systems based on Segment II | 04/29/24 | 10/04/24 | 100% - Submitted | **08/20/24** | Versa Regulation (ABS) remediation is being tracked under Task 547 | Submission Complete | |
| Direct | Data | **541-A** | Complete Configuration Workbooks for Segment IV | 07/22/24 | 09/06/24 | 100% - Submitted | **08/02/24** | | Submission Complete | |
| Direct | Data | **541-B** | Complete Configuration Workbooks for Segment IV | 07/22/24 | 09/06/24 | 100% - Submitted | **08/26/24** | Have 2 rows with multiple organizations. | Submission Complete | |
| N/A | Data | **542** | Complete Data Readiness Analysis and Data Cleansing Activities for Segment IV | 07/22/24 | 10/18/24 | 100% - Submitted | **08/20/24** | Cleansing plans for 4 remaining required conversions were confirmed. | Submission Complete | |
| N/A | Processes | **543** | Identify Change Impacts and Update Agency Business Process Documentation for Segment IV | 07/22/24 | 10/18/24 | 100% - Submitted | **10/15/24** | Current-State Business Process 7.01 will be handled by DFS going forward.<br><br>INTER/INTRAUNIT processes have been added. | Submission Complete | |
| N/A | Technology | **544** | Update Agency Business System Documentation for Segment IV | 07/22/24 | 10/18/24 | Pending Resubmission | **08/22/24** | No updates identified and required at this time and have confirmed with Versa even though there will be remediation. | Submission Complete | |
| Direct | Technology | **545-A** | Update and Finalize Florida PALM Conversion Inventory for Segment IV | 07/22/24 | 10/18/24 | 100% - Submitted | **08/20/24** | Confirmed 4 conversions identified as needed (Conversion Inventory & Data Readiness Smartsheet). | Submission Complete | |
| Direct | Technology | **546** | Update Florida PALM Interface Inventory for Segment IV | 07/22/24 | 10/18/24 | 100% - Submitted | **08/29/24** | No interfaces being developed at this time.<br>Completed meeting with new Accounting Systems Analyst to review all ABSs and confirm information provided (removed all "Uncertains") | Submission Complete | 09/24/24 |
| N/A | Technology | **547** | Remediate Agency Business Systems based on Segment III | 07/22/24 | 12/13/24 | 50% - In Progress | | 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. | | |
| Direct | People | **549** | Submit Training Survey | 08/12/24 | 09/20/24 | 100% - Submitted | **08/30/24** | | Submission Complete | |
| Indirect | People | **536-B** | Create Agency Specific User Acceptance Testing Plan | 08/19/24 | 10/11/24 | 100% - Submitted | **09/24/24** | Draft reviewed internally by DBPR. | Submission Complete | |
| Direct | Data | **541-C** | Complete Configuration Workbooks for Segment IV | 08/26/24 | 10/04/24 | 100% - Submitted | **10/04/24** | All Payroll and PCard SpeedKeys have been defined and entered into Secure File Share. Some Positional Funding Workbook entries are outdated so a placeholder SpeedKey (PYPLACEHLD) was entered. One position was Deactivated (see the Comments Column). New appropriations are not present but will be added later under Task 567. Resubmitted on 10/23/24. | Submission Complete | 10/16/24 |
| N/A | N/A | **551** | Submit Bimonthly Agency Readiness Status Report | 08/30/24 | 09/11/24 | 100% - Submitted | **09/09/24** | | Submission Complete | |
| N/A | N/A | **552** | Manage Agency Specific Implementation Schedule, Risks and Issues | 08/30/24 | 10/31/24 | 100% - Submitted | **10/31/24** | All of September and October updates are posted to Smartsheet(s) | N/A | |
| Direct | Data | **541-D** | Complete Configuration Workbooks for Segment IV - General Ledger (GL) | 10/07/24 | 11/01/24 | 100% - Submitted | **11/01/24** | Revolving Funds need resolved; review complete | 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 | People | **559** | Share Florida PALM Updates | 10/14/24 | 10/25/24 | 100% - Submitted | **10/25/24** | All updates have been posted | 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 | 25% - Beginning Initial Internal Meetings and Information Gathering | | | | |
| 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 | 25% - Beginning Initial Internal Meetings and Information Gathering | | November and December 2024 | | |
| Direct | Data | **555-C** | Complete Data Cleansing Based on Mock Conversion 1 (AMC001 and POC001) | 11/08/24 | 12/06/24 | | | | | |

## People

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

### Implementation:

**Planned Florida PALM End Users = 32**

• Business Process Groupings = 13/13

**Identified Subject Matter Experts = 23**

**• SMEs by Business Process Grouping**

- Account Mgmt. and Financial Reporting = 7
- Accounts Receivable = 7
- Asset Accounting and Mgmt. = 8
- Banking = 7
- Budget Mgmt. and Cash Control = 7
- Contracts Mgmt. = 2
- Disbursements Mgmt. = 7
- Grants Mgmt. = 1
- Inter/IntraUnit Transactions = 5
- Payroll Mgmt. = 1
- Projects Mgmt. = 1
- Revenue Accounting = 9
- System Access and Controls = 4

**Role Mapping = TBD**

**Training = TBD**

## Processes

The sequence of procedures to accomplish a business objective.

### Current-State:

**Cataloged Business Processes = 98**

• Related Business Systems = 11

• Related Reports = 25

**• Documentation Status:**

- Complete = 85 Partial = 13 Not Started = 0

### Implementation:

**Impacted Agency Business Processes = 98**

• Related Business Process Groupings = 9

- Planned Spreadsheet Uploads = 0

**• Level of Impact: People Changes**

- High = 0 Medium = 0 Low = 0 None = 98 Uncertain = 0

**• Level of Impact: Processes Changes**

- High = 80 Medium = 0 Low = 0 None = 18 Uncertain = 0

**• Level of Impact: Technology Changes**

- High = 80 Medium = 0 Low = 0 None = 18 Uncertain = 0

**• Level of Impact: Data Changes**

- High = 0 Medium = 80 Low = 0 None = 18 Uncertain = 0

**• Segments I & II Documentation Update Status**

- Not Started = 0 In Progress = 0 Complete = 52

**• Segment III Documentation Update Status**

- Not Started = 0 In Progress = 0 Complete = 30

## Technology

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

### Current-State:

**Cataloged Business Systems = 11**

**• Criticality:**

- High = 6 Med = 2 Low = 1 None = 2

**• Documentation Status:**

- Complete = 9 Partial = 0 Not Started = 1

**Cataloged Interfaces = 1**

- Inbound Interfaces = 1
- Outbound Interfaces = 0

### Implementation:

**Business Systems Planned for Integration = 2**

**• Segment I - Documentation Updates:**

- Complete = 0 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 0

**• Segment II - Documentation Updates:**

- Complete = 0 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 0

**• Segment III - Documentation Updates:**

- Complete = 0 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 0

**Planned Interfaces = 0**

- Inbound Interfaces = 0
- Outbound Interfaces = 0

## Data

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

### Current-State:

**Unique FLAIR Data Elements = 84**

**• Associated Unique Uses = 85**

- Continued Use - Yes = 48
- Continued Use - No = 32

**• Associated Business Systems = 37**

**Cataloged Reports = 55**

**• Criticality:**

- High = 20 Med = 19 Low = 15 None = 0

### Implementation:

**Segments I & II Planned Configurations = 6/9**

**• Accounts Receivable (AR)**

- Planned Distribution Codes = 52

**• Asset Management (AM)**

- Planned Location Codes = 9
- Planned Associated Area ID's = None

**• Commitment Control (KK)**

- Planned Option = Option # 1 - Track with Budget

**• General Ledger (GL)**

- Planned Budgetary Value Combo Edits = 661
- Planned Local Funds = None
- Planned Organization ID's = 368
- Planned OA1's = 31
- Planned OA2's = None

**Segment IV Planned Configurations**

- Started = 2 Not Started = 0

**Conversions & Data Readiness**

• Conversions Needed = 8

• Agency Data Outside of Primary Source System(s) = 0

**• Data Readiness/Cleansing Status:**

- Complete = 4 In Progress = 0 Not Started = 0 Not Applicable 0

**Reports = TBD**

# Agency Reported

The Risks, Issues, Assumptions and Readiness Activities tables below display only items that 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<br>Processes<br>Technology<br>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 | 6 (High/Medium) | Mitigation - Work with DBPR SMEs and identify all possible scenarios. Account for these scenarios in UAT test scripts in advance of scheduled UAT. | Non-happy path scenarios for Bank Deposits have been identified by the Project Manager. All SpeedKeys will need to be tested during UAT. Will be covered at Future-State review sessions. Increased Probability from 2 to 3 given likelihood some scenarios could be overlooked. | 07/03/24 | Thomas Richardson |
| 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 education, UAT training, and Florida PALM training is being planned. Anomalies and various scenarios are being identified so they can be tested. | 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 | No DBPR-specific requirements have been identified at this time | 04/08/24 | Thomas Richardson |
| People<br>Processes<br>Technology<br>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 Processes and related details and ensure they have access to all tools (UAT sandbox, etc.) | | 04/18/24 | Thomas Richardson |
| People<br>Processes<br>Technology<br>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. | Added as an assumption (#40) It is anticipated that all needed data can be obtained from PALM via queries as and when needed. | 04/23/24 | Thomas Richardson |
| People<br>Processes<br>Technology<br>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. | A mapping document has been started that illustrates FLAIR transactions to PALM equivalents. | 05/31/24 | Thomas Richardson |
| People<br>Processes<br>Technology<br>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 planning and test case development is under way. Per Task 536-B the testing and error management process has been defined. | 07/17/24 | Thomas Richardson |
| People<br>Processes<br>Technology<br>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 | Looking to partner with FDACS (also AHCA and DOH), DMS (transfers for services), and DFS (sends Child Labor). This is related to Action Item #40 | 08/16/24 | Thomas Richardson |
| People<br>Processes<br>Technology<br>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 | Open | 3 (High/Low) | Identify all high-volume data imports into FLAIR currently and identify possible spreadsheet uploads that can be utilized | A meeting with FGCC to discuss Bank Deposits (ARI010) was conducted and details necessary to support them have been identified. Additional upload spreadsheets that are not generated by DBPR ABSs are being analyzed for potential use. PALM spreadsheet uploads IUI001 and API041 are being leveraged and output by Versa Regulation. According to DBPR IT, there are three large volume outputs that Versa produces today for FLAIR and all 3 have been identified in PALM as spreadsheet uploads.<br>ARI010 is being leveraged out of Versa for Bank Deposits. Other processes are being researched. | 09/04/24 | Thomas Richardson |
| People<br>Technology<br>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 | Open | 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 | See Action Items #54, 55, 57, 60, 61 in the Action Item Log | 10/30/24 | Thomas Richardson |
| People<br>Processes<br>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 | Increased Probability from 1 to 2. | 06/19/24 | Thomas Richardson |
| People<br>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 | The Organizational Change Manager will assist in defining who should have what role. A spreadsheet will be established that includes all roles and who is responsible for what in each business process. This will aid in establish roles. | 08/19/24 | Jennifer Gaines |
| People<br>Processes<br>Technology<br>Data | If DBPR does not test email notifications from PALM as part of our UAT testing (particularly proxies and delegates), then DBPR may not have the desired flexibility once we go to production with PALM | Open | 2 (Medium/Low) | Be sure to create test scripts that incorporate proxies and delegates for PALM email notifications during UAT | email notifications will be set up and tested in test scripts during UAT. | 08/19/24 | Thomas Richardson |
| People<br>Processes<br>Technology<br>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 | Open | 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 | FGCC Casino Activity Payments are being researched currently. A meeting with FGCC has been scheduled and prepared for. A meeting with FGCC has been scheduled and prepared for. One item to consider is eliminate the manual splitting of the FGCC and DBPR bank deposits (TR30s) by having Versa create separate output files (ARI010). Other similar solutions are being reviewed. | 09/18/24 | 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 |
|---|---|---|---|---|---|---|---|
| | | | | | | | |

## 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<br>Jennifer Gaines<br>Thomas Richardson<br>PALM | Project Schedule is reviewed and updated daily |
| Processes<br>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<br>Jennifer Gaines<br>Thomas Richardson<br>PALM | Updates are current |
| People | Resources will be available to support the agreed-upon schedule. | Logged | 04/01/24 | All DBPR end users<br>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<br>PALM | |
| People<br>Processes | There will be sufficient engagement by division/office resources knowledgeable about their organization business processes. | Logged | 04/01/24 | All DBPR end users<br>PALM | The DBPR staff remain active and engaged |
| People<br>Processes<br>Data | Division/Offices act on the CCN/PALM Readiness information and direction. | Logged | 04/01/24 | All DBPR end users<br>PALM | |
| People<br>Processes | The DBPR Functional PALM Readiness Project will be supported and managed by executive leadership. | Logged | 04/01/24 | All DBPR end users<br>Thomas Richardson<br>PALM | |
| People<br>Processes<br>Technology<br>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<br>Versa<br>FLAIR@BPR | Some progress has been made; Data warehouse design not yet completed will impact this |
| People<br>Processes<br>Technology<br>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<br>All DBPR end users<br>PALM | |
| Processes<br>Technology<br>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<br>PALM<br>FLAIR | |
| Processes<br>Technology<br>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<br>PALM<br>FLAIR | |
| Processes<br>Technology<br>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<br>All DBPR end users<br>PALM | |
| People<br>Processes<br>Technology<br>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<br>PALM | |
| People<br>Processes<br>Technology<br>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<br>PALM | |
| People<br>Processes<br>Technology<br>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<br>All DBPR end users<br>PALM | Detailed Testing Tasks were added to the Project Schedule |
| 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<br>Contrace Organizational Change Lead | |
| People<br>Processes | The Florida PALM Project will prepare and provide training and related training materials. | Logged | 04/01/24 | DFS PALM Training Staff<br>All DBPR end users<br>OCM Lead<br>PALM | |
| People<br>Processes<br>Technology<br>Data | The Department will support data cleansing. | Logged | 04/01/24 | DFS PALM Development Staff<br>All DBPR end users<br>PALM | |
| People<br>Processes<br>Technology<br>Data | The Florida PALM Project will perform data conversion. | Logged | 09/25/24 | DFS PALM Development Staff<br>All DBPR end users<br>PALM | Scheduled PALM Data cleansing and conversion Tasks were completed |
| People<br>Data | The Florida PALM Project will provide a Chart of Accounts crosswalk, interface layouts, and conversion layouts. | Logged | 04/01/24 | DFS PALM Development Staff<br>All DBPR end users<br>PALM | |
| People<br>Processes<br>Technology<br>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<br>All DBPR end users<br>PALM | |
| People<br>Processes<br>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<br>All DBPR end users<br>PALM | |
| People<br>Processes<br>Technology<br>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<br>All DBPR end users<br>PALM | |
| People<br>Processes<br>Technology<br>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<br>All Finance and Accounting CMS Staff<br>PALM | |
| People<br>Processes<br>Technology<br>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<br>All DBPR end users<br>PALM | These Current-State Business Processes are being assigned to arbitrary Segment 5 for scheduling/priority purposes. |
| People<br>Processes | 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. |

| | | | | | |
|---|---|---|---|---|---|
| Processes<br>Technology<br>Data | they can learn/confirm | | | | |
| People<br>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 | To be included in the UAT Test Plan (Task 536) |
| People<br>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<br>PALM<br>PALM Website | |
| People<br>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<br>DFS PALM Technical Team<br>DFS PALM Training Team<br>Gary Townsend<br>PALM<br>PALM Website | Several FLAIR Reports data elements were updated in the Reports Smartsheet |
| People<br>Processes<br>Technology<br>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<br>DFS PALM Technical Team<br>DFS PALM Training Team<br>Gary Townsend<br>PALM<br>PALM Website | These will be remediated by the time scheduled testing begins |
| People<br>Processes<br>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 | Related to question added to Question Log Smartsheet about who populates the RTM for global PALM Business Processes that apply to all Agencies |
| People<br>Processes<br>Technology<br>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 | 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<br>PALM | DBPR will be using the OA2 field in PALM to house the Object Codes and OA1 field in PALM to house the FLAIR OCA data |
| People<br>Processes<br>Technology<br>Data | Taking advantage of available PALM interfaces will be available after PALM goes live | Logged | 08/29/24 | All DBPR PALM Readiness Project stakeholders<br>PALM | No direct interfaces are being developed for DBPR ABSs at this time |
| People<br>Processes<br>Technology<br>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<br>PALM | FLAIR@BPR will be replaced in PALM via queries (canned and ad hoc) |
| People<br>Processes<br>Technology<br>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<br>PALM | FLAIR@BPR will be replaced in PALM via queries (canned and ad hoc) |

## DBPR 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<br>Processes<br>Technology<br>Data | Prepared for and conducted meeting with the Project Directors | 09/03/24 | Sally Huggins<br>Jennifer Gaines<br>Thomas Richardson<br>Gary Townsend | To obtain information necessary to accurately manage the project | Every Tuesday and Thursday |
| People<br>Processes<br>Technology<br>Data | Review and revise PALM Smartsheets | 09/03/24 | Sally Huggins<br>Jennifer Gaines<br>Thomas Richardson<br>Gary Townsend | To keep all project details current and up-to-date | Updates to staff and contacts were applied |
| People<br>Processes<br>Technology<br>Data | Reviewed and updated RAID logs and Posted to Central Repository. Mitigated Risks, completed Action Items, and documented Decisions. Posted weekly snapshots of RAID Logs to the Central Repository. | 09/04/24 | Thomas Richardson | To reduce project impediments and to manage and document all RAID items | |
| People<br>Processes<br>Technology<br>Data | Work with F&A Bureau Chief to research Bank Deposit data in PALM for ABS remediation | 09/04/24 | Jennifer Gaines<br>Thomas Richardson | To obtain details necessary to complete ABS remediation specifications | Upload spreadsheet ARI010 |
| People<br>Processes<br>Technology<br>Data | Participated in Weekly Task Talk session | 09/05/24 | Thomas Richardson | Keep abreast of changes and guidance for the completion of PALM Tasks | |
| People<br>Processes<br>Technology<br>Data | Prepared for and conducted meeting with the Project Directors | 09/05/24 | Sally Huggins<br>Jennifer Gaines<br>Thomas Richardson<br>Gary Townsend | To obtain information necessary to accurately manage the project | Every Tuesday and Thursday |
| People<br>Processes<br>Data | Prepared for and conducted Biweekly DBPR PALM Readiness Project Meeting; prepared and posted minutes | 09/05/24 | DBPR Supervisors/Managers<br>Thomas Richardson | To keep all DBPR Supervisors and Managers in the loop on all project activities and status | emailed agenda and minutes to participants |
| People<br>Processes<br>Technology<br>Data | Completed DBPR PALM Readiness Project Weekly Status report and posted in the Project Repository | 09/06/24 | Sally Huggins<br>Jennifer Gaines<br>Thomas Richardson | Report project status to provide management support | |
| People<br>Processes<br>Data | Saved a weekly snapshot of the Project Schedule in Excel and MS Project formats and posted in the Project Central Repository | 09/06/24 | DBPR Supervisors/Managers<br>Thomas Richardson | Provide a format of the Project Schedule that everyone can review | |
| People<br>Processes<br>Technology<br>Data | Schedule Internal DBPR Meeting to go over upload spreadsheet IUI001 Details | 09/06/24 | Sally Huggins<br>Jennifer Gaines<br>Lyndell Francis<br>Thomas Richardson | To obtain details necessary to complete ABS remediation specifications | Equivalent for TR94s in FLAIR for transfering funds for Debit Memos |
| People<br>Processes<br>Technology<br>Data | Schedule and conduct review of bank deposit corrections (Internal DBPR Meeting) related to upload spreadsheet ARI010 Details | 09/06/24 | Sally Huggins<br>Jennifer Gaines<br>Lyndell Francis<br>Thomas Richardson | To obtain details necessary to complete ABS remediation specifications | |
| People<br>Processes<br>Technology<br>Data | Participate in F&A walkthru CIU | 09/06/24 | Sally Huggins<br>Jennifer Gaines<br>Lyndell Francis<br>Thomas Richardson | To obtain details necessary to complete ABS remediation specifications | Tour of intake unit |
| People<br>Processes<br>Data | Participate in Segment IV Design Workshop | 09/10/24 | Thomas Richardson<br>Gary Townsend<br>Jennifer Gaines | To keep up with Segment IV design | Carry/Certified Forward & Budget Close |
| People<br>Processes<br>Technology<br>Data | Completed Task 551 - Submit Bimonthly Agency Readiness Status Report; obtained approval from Readiness Coordinator (ahead of schedule) | 09/10/24 | All DBPR Stakeholders<br>PALM Leadership | To ensure DBPR status is communicated and the project is being managed effectively | |
| People<br>Processes<br>Data | Participate in Segment IV Design Workshop | 09/11/24 | Thomas Richardson<br>Gary Townsend<br>Jennifer Gaines | To keep up with Segment IV design | Account Management and Financial Reporting |

| | | | | | |
|---|---|---|---|---|---|
| People<br>Processes<br>Technology<br>Data | Identified all DBPR Agency-specific Project Tasks that were conducted throughout the 2-month Bimonthly Status reporting period | 09/11/24 | Sally Huggins<br>Jennifer Gaines<br>Thomas Richardson | To provide a thorough and accurate account of the DBPR Readiness activities conducted throughout the reporting period | |
| People<br>Processes<br>Data | Participate in Segment IV Design Workshop | 09/12/24 | Thomas Richardson<br>Gary Townsend<br>Jennifer Gaines | To keep up with Segment IV design | Account Management and Financial Reporting |
| People<br>Processes<br>Technology<br>Data | Reviewed and updated RAID logs and Posted to Central Repository. Mitigated Risks, completed Action Items, and documented Decisions. Posted weekly snapshots of RAID Logs to the Central Repository. | 09/13/24 | Thomas Richardson | To reduce project impediments and to manage and document all RAID items | |
| People<br>Processes<br>Technology<br>Data | Completed DBPR PALM Readiness Project Weekly Status report and posted in the Project Repository | 09/13/24 | Sally Huggins<br>Jennifer Gaines<br>Thomas Richardson | Report project status to provide management support | |
| People<br>Processes<br>Data | Saved a weekly snapshot of the Project Schedule in MS Project and Excel formats and posted in the Project Central Repository | 09/13/24 | Sally Huggins<br>Jennifer Gaines<br>Thomas Richardson | Provide a format of the Project Schedule that everyone can review | |
| People<br>Processes<br>Technology<br>Data | Review UAT and regular Questions Smartsheet(s) for Answers and act accordingly for answers provided | 09/13/24 | Thomas Richardson | To ensure that information received is incorporated into project work products | |
| People<br>Processes<br>Technology<br>Data | Worked on FLAIR Transaction to PALM Equivalents Spreadsheet | 09/13/24 | Thomas Richardson | To provide PALM educational materials for DBPR staff to help them transition | |
| People<br>Processes<br>Technology<br>Data | Review and revise PALM Smartsheets | 09/13/24 | Sally Huggins<br>Jennifer Gaines<br>Thomas Richardson<br>Gary Townsend | To keep all project details current and up-to-date | Updates to staff and contacts were applied |
| People<br>Processes<br>Technology<br>Data | Schedule a conduct an internal DBPR meeting to establish specifications for upload spreadsheet IUI001 to remediate ABS Versa Regulation (Task 547) | 09/13/24 | Sally Huggins<br>Jennifer Gaines<br>Lyndell Francis<br>Thomas Richardson<br>Gary Townsend | So Versa can automate in PALM the equivalent of TR94s in FLAIR | |
| People<br>Processes<br>Data | Saved a weekly snapshot of the Project Schedule in MS Project and Excel formats and posted in the Project Central Repository | 09/13/24 | Sally Huggins<br>Jennifer Gaines<br>Thomas Richardson | Provide a format of the Project Schedule that everyone can review | |
| People<br>Processes<br>Technology<br>Data | Completed DBPR PALM Readiness Project Weekly Status report and posted in the Project Repository | 09/13/24 | Sally Huggins<br>Jennifer Gaines<br>Thomas Richardson | Report project status to provide management support | |
| People<br>Processes<br>Technology<br>Data | Prepared for and conducted meeting with the Project Directors | 09/17/24 | Sally Huggins<br>Jennifer Gaines<br>Thomas Richardson<br>Gary Townsend | To obtain information necessary to accurately manage the project | Every Tuesday and Thursday |
| People<br>Processes<br>Technology<br>Data | Worked on Task 541-C and defined Payroll Speedkeys; applied to a SpeedKey cheatsheet | 09/17/24 | All DBPR<br>Gary Townsend | To ensure all required SpeedKeys are named with built-in intelligence and data elements are accurately defined | |
| People<br>Processes<br>Technology<br>Data | Worked on Task 541-C and defined Payroll Speedkeys; applied to a SpeedKey cheatsheet | 09/18/24 | All DBPR<br>Gary Townsend | To ensure all required SpeedKeys are named with built-in intelligence and data elements are accurately defined | |
| People<br>Processes<br>Technology<br>Data | Reviewed and updated RAID logs and Posted to Central Repository. Mitigated Risks, completed Action Items, and documented Decisions. Posted weekly snapshots of RAID Logs to the Central Repository. | 09/18/24 | Thomas Richardson | To reduce project impediments and to manage and document all RAID items | |
| People<br>Processes<br>Technology<br>Data | Participated in Weekly Task Talk session | 09/19/24 | Thomas Richardson | Keep abreast of changes and guidance for the completion of PALM Tasks | |
| People<br>Processes<br>Technology<br>Data | Prepared for and conducted meeting with the Project Directors | 09/19/24 | Sally Huggins<br>Jennifer Gaines<br>Thomas Richardson<br>Gary Townsend | To obtain information necessary to accurately manage the project | Every Tuesday and Thursday |
| People<br>Processes<br>Technology<br>Data | Completed DBPR PALM Readiness Project Weekly Status report and posted in the Project Repository | 09/20/24 | Sally Huggins<br>Jennifer Gaines<br>Thomas Richardson | Report project status to provide management support | |
| People<br>Processes<br>Data | Saved a weekly snapshot of the Project Schedule in MS Project and Excel formats and posted in the Project Central Repository | 09/20/24 | Sally Huggins<br>Jennifer Gaines<br>Thomas Richardson | Provide a format of the Project Schedule that everyone can review | |
| People<br>Processes<br>Technology<br>Data | Participated in DBPR/FL PALM Monthly Readiness Touchpoint meeting with PALM Readiness Coordinators | 09/20/24 | DBPR Supervisors/Managers | To ensure the Readiness Coordinators and DBPR Supervisors and Managers are on the same page related to PALM Readiness progress and to resolve any outstanding questions | |
| Technology<br>Data | Identify FLAIR Reports data elements | 09/23/24 | All DBPR<br>Gary Townsend<br>Thomas Richardson | To ensure the equivalent data elements are available in PALM | Started with the reports labelled as critical |
| Technology<br>Data | Define Payroll SpeedKeys for OPS and Special Categories (Task 541-C) | 09/24/24 | DBPR Payroll<br>Sally Huggins<br>Jennifer Gaines<br>Derrick Thomas<br>Thomas Richardson | To complete PALM Task 541-C | |
| People<br>Processes<br>Technology<br>Data | Updated Task 536-B in RW Task Tracker to Submitted after attaching reviewed UAT Testing Plan | 09/24/24 | All DBPR<br>Gary Townsend<br>Thomas Richardson | To complete PALM Task 536-B | |
| People<br>Processes<br>Technology<br>Data | Updated Smartsheet for Agency Business Systems (ABS) and removed any "uncertain" entries. Updated Task 546 in RW Task Tracker to Submitted. | 09/24/24 | All DBPR<br>Gary Townsend<br>Thomas Richardson | To complete PALM Task 546 | |
| Technology<br>Data | Conduct meeting to review proposed Payroll SpeedKeys (Task 541-C) | 09/25/24 | DBPR Payroll<br>Sally Huggins<br>Jennifer Gaines<br>Derrick Thomas<br>Thomas Richardson | To ensure the proposed Payroll SpeedKeys are accurately configured | |
| People<br>Processes<br>Technology<br>Data | Identify and document new Assumptions | 09/25/24 | All DBPR Stakeholders<br>PALM Leadership | To keep assumptions and RAID documentation current up-to-date | |

| | | | | | |
|---|---|---|---|---|---|
| People<br>Processes<br>Technology<br>Data | Conducted biweekly RAID Review | 09/25/24 | Sally Huggins<br>Jennifer Gaines<br>Thomas Richardson | To ensure Project Directors are on board and understand all logged and managed Risks, Action Items, Issues, and Decisions. Assumptions as well. | |
| People<br>Processes<br>Technology<br>Data | Update Stakeholder contacts, RW Task Tracker, and PALM Smartsheet(s) | 09/25/24 | Sally Huggins<br>Jennifer Gaines<br>Thomas Richardson<br>Gary Townsend<br>Nicole Jacobik<br>PALM | To keep all DBPR PALM Readiness project information current and accurate | |
| People<br>Processes<br>Technology<br>Data | Reviewed and updated RAID logs and Posted to Central Repository. Mitigated Risks, completed Action Items, and documented Decisions. Posted weekly snapshots of RAID Logs to the Central Repository. | 09/26/24 | Thomas Richardson | To reduce project impediments and to manage and document all RAID items | Posted to Smartsheet |
| People<br>Processes<br>Technology<br>Data | Completed DBPR PALM Readiness Project Weekly Status report and posted in the Project Repository | 09/27/24 | Sally Huggins<br>Jennifer Gaines<br>Thomas Richardson | Report project status to provide management support | emailed to Project Directors |
| People<br>Processes<br>Data | Saved a weekly snapshot of the Project Schedule in MS Project and Excel formats and posted in the Project Central Repository | 09/27/24 | Sally Huggins<br>Jennifer Gaines<br>Thomas Richardson | Provide a format of the Project Schedule that everyone can review | Completed tasks are rolled up |
| People<br>Processes<br>Technology<br>Data | Completed DBPR PALM Readiness Project Weekly Status report and posted in the Project Repository | 09/27/24 | Sally Huggins<br>Jennifer Gaines<br>Thomas Richardson | Report project status to provide management support | |
| People<br>Processes<br>Data | Saved a weekly snapshot of the Project Schedule in MS Project and Excel formats and posted in the Project Central Repository | 09/27/24 | Sally Huggins<br>Jennifer Gaines<br>Thomas Richardson | Provide a format of the Project Schedule that everyone can review | |
| People<br>Processes<br>Technology<br>Data | Conduct session to establish Chart of Accounts Crosswalk to facilitate ABS Versa Regulation remediation for Task 547 | 09/30/24 | All DBPR Finance & Accounting<br>DBPR IT<br>PALM<br>Versa Regulation | Ensure DBPR IT has what it needs to remediate Versa Regulation for PALM Task 547 | Versa output is upload spreadsheet ARI0010 |
| People<br>Processes<br>Technology<br>Data | Prepared for and conducted meeting with the Project Directors | 10/01/24 | Sally Huggins<br>Jennifer Gaines<br>Thomas Richardson<br>Gary Townsend | To obtain information necessary to accurately manage the project | Every Tuesday and Thursday |
| People<br>Processes<br>Technology<br>Data | Reviewed and updated RAID logs and Posted to Central Repository. Mitigated Risks, completed Action Items, and documented Decisions. Posted weekly snapshots of RAID Logs to the Central Repository. | 10/02/24 | Thomas Richardson | To reduce project impediments and to manage and document all RAID items | Posted to Smartsheet |
| People<br>Processes<br>Technology<br>Data | Reviewed and updated all Smartsheet(s). | 10/03/24 | Sally Huggins<br>Jennifer Gaines<br>Thomas Richardson<br>Gary Townsend<br>Nicole Jacobik<br>PALM | To keep all project information and details current and up to date. | |
| Technology<br>Data | Identify FLAIR Reports data elements | 10/03/24 | All DBPR<br>Gary Townsend<br>Thomas Richardson<br>FLAIR | To ensure the equivalent data elements are available in PALM | Started with the reports labelled as critical |
| People<br>Processes<br>Technology<br>Data | Research PALM upload spreadsheets for Versa (ABS) remediation | 10/03/24 | DBPR Finance & Accounting Staff<br>DBPR IT<br>Versa<br>PALM | To make uploads to PALM from Versa as efficient as possible | This could impact ABS remediation design for Versa - API041 |
| People<br>Processes<br>Technology<br>Data | Prepared for and conducted meeting with the Project Directors | 10/03/24 | Sally Huggins<br>Jennifer Gaines<br>Thomas Richardson<br>Gary Townsend | To obtain information necessary to accurately manage the project | Every Tuesday and Thursday |
| People<br>Processes<br>Data | Work on Task 541-C - update Secure File Share Configuration Smartsheet(s) for SpeedKeys | 10/04/24 | Sally Huggins<br>Jennifer Gaines<br>Thomas Richardson<br>Gary Townsend<br>Derrick Thomas<br>Nicole Jacobik<br>PALM<br>FLAIR | To complete the required and released PALM Task | An Excel User Cheat Sheet that includes all SpeedKeys was created and posted as well |
| People<br>Processes<br>Data | Prepared for and conducted Biweekly DBPR PALM Readiness Project Meeting; prepared and posted minutes | 10/04/24 | DBPR Supervisors/Managers<br>Thomas Richardson | To keep all DBPR Supervisors and Managers in the loop on all project activities and status | emailed agenda and minutes to participants |
| People<br>Processes<br>Data | Saved a weekly snapshot of the Project Schedule in PDF and Excel formats and posted in the Project Central Repository | 10/04/24 | Sally Huggins<br>Jennifer Gaines<br>Thomas Richardson | Provide a format of the Project Schedule that everyone can review | Completed tasks are rolled up |
| People<br>Processes<br>Technology<br>Data | Completed DBPR PALM Readiness Project Weekly Status report and posted in the Project Repository | 10/04/24 | Sally Huggins<br>Jennifer Gaines<br>Thomas Richardson | Report project status to provide management support | emailed to Project Directors |
| People<br>Processes<br>Technology<br>Data | Review the ABS Versa Regulation database layout and established recommended changes to field naames | 10/04/24 | All DBPR end users<br>FLAIR<br>PALM | To facilitate design specifications and mapping related to to Versa Regulation going forward | |
| People<br>Data | Prepare and Finalize SpeedKey tool for use by Payroll and PCARD users | 10/07/24 | All DBPR Payroll and Pcard end users<br>FLAIR<br>PALM | To provide a tool that provides all SpeedKey details for quick reference of DBPR staff | |
| People<br>Processes<br>Data | Researched Current-State reports and related data elements within each; also, reviewed similar Future-State reports | 10/08/24 | All DBPR end users<br>FLAIR<br>PALM | To make sure all data elements used in Current-State Business Processes are identified and Future-Stategin understanding where these data elements reside in PALM | |
| People<br>Processes<br>Technology<br>Data | Prepared for and conducted meeting with the Project Directors | 10/08/24 | Sally Huggins<br>Jennifer Gaines<br>Thomas Richardson<br>Gary Townsend | To obtain information necessary to accurately manage the project | Every Tuesday and Thursday |
| People<br>Processes<br>Technology<br>Data | Reviewed and updated RAID logs and Posted to Central Repository. Mitigated Risks, completed Action Items, and documented Decisions. Posted weekly snapshots of RAID Logs to the Central Repository. | 10/09/24 | Thomas Richardson | To reduce project impediments and to manage and document all RAID items | Posted to Smartsheet |
| People<br>Processes<br>Technology | Identified all DBPR Agency-specific Project Tasks that were conducted throughout the 2-month Bimonthly | 10/09/24 | Sally Huggins<br>Jennifer Gaines<br>Thomas Richardson | To report all DBPR PALM Readiness project activities conducted | Posted to Smartsheet |

| | | | | | |
|---|---|---|---|---|---|
| Data | Status reporting period | | | | |
| People<br>Processes<br>Technology<br>Data | Participated in Weekly Task Talk session | 10/10/24 | Thomas Richardson | Keep abreast of changes and guidance for the completion of PALM Tasks | |
| People<br>Processes<br>Technology<br>Data | Prepared for and conducted meeting with the Project Directors | 10/10/24 | Sally Huggins<br>Jennifer Gaines<br>Thomas Richardson<br>Gary Townsend | To obtain information necessary to accurately manage the project | Every Tuesday and Thursday |
| People<br>Processes<br>Technology<br>Data | Completed DBPR PALM Readiness Project Weekly Status report and posted in the Project Repository | 10/11/24 | Sally Huggins<br>Jennifer Gaines<br>Thomas Richardson | Report project status to provide management support | emailed to Project Directors |
| People<br>Processes<br>Data | Saved a weekly snapshot of the Project Schedule in PDF and Excel formats and posted in the Project Central Repository | 10/11/24 | Sally Huggins<br>Jennifer Gaines<br>Thomas Richardson | Provide a format of the Project Schedule that everyone can review | Completed tasks are rolled up |
| People<br>Processes<br>Technology<br>Data | Review Future-State (PALM) Business Processes and identify those that involve Inter/IntraUnit transfers. | 10/15/24 | All DBPR end users<br>Jennifer Gaines<br>Gary Townsend<br>PALM | So Future-State Business Processes can be documented accurately | |
| People<br>Data | Create a matrix for all Org Code, EO, and Object code combinations that map to Fund Codes and provide to DBPR IT so Versa can be modified to populate the Fund on IUI001 upload spreadsheets. | 10/15/24 | All DBPR end users<br>FLAIR<br>PALM | To facilitate a table lookup for COA values needed by Versa Regulation (ABS) to populate spreadsheet uploads | |
| People<br>Processes | Completed Task 543 - Identify Change Impacts and Update Agency Business Process Documentation for Segment IV; obtained approval from Readiness Coordinator (ahead of schedule) | 10/15/24 | All DBPR Stakeholders | To ensure DBPR has documented all business processes and to complete PALM Tasks timely and with accuracy | Inter/IntraUnit processes were added to Future State processes |
| People<br>Processes<br>Technology<br>Data | Conducted a meeting with DBPR Bureau Chief to address Configuration Workbooks for Segment 4 (Task 541-C) | 10/16/24 | Jennifer Gaines<br>Thomas Richardson | To complete PALM Tasks timely and with accuracy | |
| People<br>Processes<br>Technology<br>Data | Reviewed and updated RAID logs and Posted to Central Repository. Mitigated Risks, completed Action Items, and documented Decisions. Posted weekly snapshots of RAID Logs to the Central Repository. | 10/16/24 | Thomas Richardson | To reduce project impediments and to manage and document all RAID items | Posted to Smartsheet |
| People<br>Processes<br>Technology<br>Data | Review Executive Steering Committee meeting notes to identify progress on development and then updated the Project Schedule for related tasks | 10/16/24 | Jennifer Gaines<br>Lyndell Francis<br>Michelle Stauffer<br>Thomas Richardson | To ensure DBPR Project Schedule is current and up-to-date for all tasks | |
| People<br>Processes<br>Technology<br>Data | Schedule, prepare and conduct meeting with FGCC to discuss ABS (Versa Regulation remediation for Task 547 | 10/17/24 | Sally Huggins<br>Jennifer Gaines<br>Thomas Richardson<br>Gary Townsend<br>DBPR Stakeholders | To learn about the design of the Business Model | Covered details for Bank Deposits, corrections , and debit memos using PALM spreadsheet upload ARI010 |
| People<br>Processes<br>Data | Prepared for and conducted Biweekly DBPR PALM Readiness Project Meeting; prepared and posted minutes | 10/17/24 | DBPR Supervisors/Managers<br>Thomas Richardson | To keep all DBPR Supervisors and Managers in the loop on all project activities and status | emailed agenda and minutes to participants |
| People<br>Processes<br>Technology<br>Data | Participated in Weekly Task Talk session | 10/17/24 | Thomas Richardson | Keep abreast of changes and guidance for the completion of PALM Tasks | |
| People<br>Processes<br>Technology<br>Data | Completed DBPR PALM Readiness Project Weekly Status report and posted in the Project Repository | 10/18/24 | Sally Huggins<br>Jennifer Gaines<br>Thomas Richardson | Report project status to provide management support | emailed to Project Directors |
| People<br>Processes<br>Data | Saved a weekly snapshot of the Project Schedule in PDF and Excel formats and posted in the Project Central Repository | 10/18/24 | Sally Huggins<br>Jennifer Gaines<br>Thomas Richardson | Provide a format of the Project Schedule that everyone can review | Completed tasks are rolled up |
| People<br>Processes<br>Technology<br>Data | Participated in DBPR/FL PALM Monthly Readiness Touchpoint meeting with PALM Readiness Coordinators | 10/18/24 | DBPR Supervisors/Managers | To ensure the Readiness Coordinators and DBPR Supervisors and Managers are on the same page related to PALM Readiness progress and to resolve any outstanding questions | Prepared in advance |
| People<br>Processes<br>Technology<br>Data | Completed Task 541-C - Complete Configuration Workbooks for Segment IV; obtained approval from Readiness Coordinator (slightly behind schedule) | 10/22/24 | All DBPR<br>Thomas Richardson | To ensure data conversion is addressed and to complete PALM Tasks timely and with accuracy | |
| People<br>Processes<br>Technology<br>Data | Prepared for and conducted meeting with the Project Directors | 10/22/24 | Sally Huggins<br>Jennifer Gaines<br>Thomas Richardson<br>Gary Townsend | To obtain information necessary to accurately manage the project | Every Tuesday and Thursday |
| People<br>Data | Update all Contacts Smartsheet(s) | 10/22/24 | All DBPR stakeholders<br>Nicole Jacobik<br>All Readiness Coordinators | To keep the information current and accurate | |
| People<br>Processes<br>Technology<br>Data | Completed Task 543 - Identify Change Impacts and Update Agency Business Process Documentation for Segment IV; obtained approval from Readiness Coordinator | 10/23/24 | Sally Huggins<br>Jennifer Gaines<br>Thomas Richardson<br>Gary Townsend | To document and understand the change impacts to People, Processes, Technology, and Data and to complete a required PALM Task | Added newly identified Inter/IntraUnit processes to Smartsheet |
| People<br>Processes<br>Technology<br>Data | Identified and documented new assumptions | 10/23/24 | Sally Huggins<br>Thomas Richardson | Provide Project Management support and to keep the assumptions current and up to date | Posted to Smartsheet |
| Processes<br>Data | Participated in Chart of Accounts Presentation to Finance & Accounting Staff | 10/23/24 | Sally Huggins<br>Jennifer Gaines<br>Thomas Richardson<br>Gary Townsend<br>All DBPR Finance & Accounting staff<br>PALM | Provide awareness and education related to data changes for key data elements in PALM | Presentation COA Tool posted to Project Repository |
| People<br>Processes<br>Technology<br>Data | Prepared for and conducted meeting with the Project Directors | 10/24/24 | Sally Huggins<br>Jennifer Gaines<br>Thomas Richardson<br>Gary Townsend | To obtain information necessary to accurately manage the project | Every Tuesday and Thursday |
| People<br>Processes<br>Technology<br>Data | Participated in Weekly Task Talk session | 10/24/24 | Thomas Richardson | Keep abreast of changes and guidance for the completion of PALM Tasks | |
| People | Reviewed Risks and Issues with | 10/24/24 | Sally Huggins | To ensure the DBPR leadership has an opportunity to | Posted to Smartsheet |

| | | | | | |
|---|---|---|---|---|---|
| Processes<br>Technology<br>Data | Project Sponsor every other week | | Jennifer Gaines<br>Thomas Richardson | review all RAID items on a regular basis and to provide her feedback/input | |
| People<br>Processes<br>Technology<br>Data | Completed Task 559 - Share Florida PALM Updates; obtained approval from Readiness Coordinator (ahead of schedule) | 10/25/24 | All DBPR<br>Thomas Richardson | To ensure data conversion is addressed and to complete PALM Tasks timely and with accuracy | July, August, September 2024 |
| People<br>Processes<br>Data | Saved a weekly snapshot of the Project Schedule in PDF and Excel formats and posted in the Project Central Repository | 10/25/24 | Sally Huggins<br>Jennifer Gaines<br>Thomas Richardson | Provide a format of the Project Schedule that everyone can review | Completed tasks are rolled up |
| People<br>Processes<br>Technology<br>Data | Completed DBPR PALM Readiness Project Weekly Status report and posted in the Project Repository | 10/25/24 | Sally Huggins<br>Jennifer Gaines<br>Thomas Richardson | Report project status to provide management support | emailed to Project Directors |
| People<br>Processes<br>Technology<br>Data | Reviewed and updated all Smartsheet(s). | 10/25/24 | Sally Huggins<br>Jennifer Gaines<br>Thomas Richardson<br>Gary Townsend<br>Nicole Jacobik<br>PALM | To keep all project information and details current and up to date. | |
| People<br>Processes<br>Technology<br>Data | Prepared for and conducted meeting with the Project Directors | 10/29/24 | Sally Huggins<br>Jennifer Gaines<br>Thomas Richardson<br>Gary Townsend | To obtain information necessary to accurately manage the project | Every Tuesday and Thursday |
| People<br>Processes<br>Technology<br>Data | Identified all DBPR Agency-specific Project Tasks that were conducted throughout the 2-month Bimonthly Status reporting period | 10/30/24 | Sally Huggins<br>Jennifer Gaines<br>Thomas Richardson | To report all DBPR PALM Readiness project activities conducted | Posted to Smartsheet |
| People<br>Processes<br>Technology<br>Data | Identified and managed Risks (Risk Register), Action Items (Action Item Log), Issues (issue Log), and Decisions (Decision Log) (RAID items) every week | 10/30/24 | Sally Huggins<br>Jennifer Gaines<br>Thomas Richardson | To manage and mitigate risks and issues that could negatively impact PALM Readiness (and the project) | Posted to Smartsheet |
| People<br>Processes<br>Technology<br>Data | Prepared for and conducted meeting with the Project Directors to go over SpeedKeys | 10/30/24 | Sally Huggins<br>Jennifer Gaines<br>Thomas Richardson<br>Gary Townsend<br>Derrick Thomas | To obtain information necessary to complete Task 541-C and configure SpeedKeys | Payroll and Pcard SpeedKeys were defined |
| People<br>Processes<br>Technology<br>Data | Continued discussions, planning, and execution of PALM Education of the DBPR end users | 10/30/24 | Sally Huggins<br>Jennifer Gaines<br>Thomas Richardson<br>Gary Townsend | To ensure DBPR DBPR staff are getting acclimated with PALM details | |
| People<br>Processes<br>Technology<br>Data | Schedule, prepare for, and conduct a meeting with DBPR IT to go over ABS Versa Regulation design specifications | 10/31/24 | Sally Huggins<br>Jennifer Gaines<br>Lyndell Francis<br>Jessie Rideout<br>Alice Ibarra<br>Michelle Stauffer<br>Thomas Richardson<br>DBPR IT | To ensure DBPR IT has the necessary detail specifications so the ABS Versa Regulation can be remediated to provide data in the required PALM format | This is for spreadsheet upload ARI010 and other Versa remediation. |
| People<br>Processes<br>Data | Saved a weekly snapshot of the Project Schedule in PDF and Excel formats and posted in the Project Central Repository | 10/31/24 | Sally Huggins<br>Jennifer Gaines<br>Thomas Richardson | Provide a format of the Project Schedule that everyone can review | |
| People<br>Processes<br>Technology<br>Data | Completed Task 552 - Manage Agency Specific Implementation Schedule, Risks and Issues and updated the RW Task Tracker Smartsheet; approval not required | 10/31/24 | Sally Huggins<br>Jennifer Gaines<br>Thomas Richardson<br>Gary Townsend | To ensure ABS documentation is thorough and accurate and to complete PALM Tasks timely and with accuracy | September and October 2024 |
| People<br>Processes<br>Technology<br>Data | Completed Task 541-D -Complete Configuration Workbooks for Segment IV - General Ledger (GL); obtained approval from Readiness Coordinator (ahead of schedule) | 10/31/24 | All DBPR Revenue Team<br>Thomas Richardson<br>Jennifer Gaines<br>Sally Huggins<br>Gary Townsend | To ensure DBPR has configured Cash Management details so available in PALM when needed | |
| People<br>Processes<br>Data | Prepared for and conducted Biweekly DBPR PALM Readiness Project Meeting; prepared and posted minutes | 10/31/24 | DBPR Supervisors/Managers<br>Thomas Richardson | To keep all DBPR Supervisors and Managers in the loop on all project activities and status | emailed agenda and minutes to participants |
| People<br>Processes<br>Technology<br>Data | Prepared for and conducted meeting with the Project Directors | 10/31/24 | Sally Huggins<br>Jennifer Gaines<br>Thomas Richardson<br>Gary Townsend | To obtain information necessary to accurately manage the project | Every Tuesday and Thursday |
| People<br>Processes<br>Technology<br>Data | Completed DBPR PALM Readiness Project Weekly Status report and posted in the Project Repository | 10/31/24 | Sally Huggins<br>Jennifer Gaines<br>Thomas Richardson | Report project status to provide management support | emailed to Project Directors |
| People<br>Processes<br>Technology<br>Data | Managed Tasks and assignments from the Project Schedule daily; updated the working copy of the Project Schedule | 10/31/24 | DBPR Supervisors/Managers<br>Thomas Richardson | To ensure all project tasks are being completed on time | |
| People<br>Processes<br>Technology<br>Data | Provide DBPR IT with Revenue Codes Crosswalk (COA Lookup Table) and ARI010 upload spreadsheet ABS Versa Regulation design specifications and request a follow up meeting | 10/31/24 | Sally Huggins<br>Jennifer Gaines<br>Lyndell Francis<br>Jessie Rideout<br>Alice Ibarra<br>Michelle Stauffer<br>Thomas Richardson<br>DBPR IT | To ensure DBPR IT has the necessary detail specifications so the ABS Versa Regulation can be remediated to provide data in the required PALM format | This is for spreadsheet upload ARI010 and other Versa remediation that splits FGCC's bank deposits out. |
| People<br>Processes<br>Technology<br>Data | Completed Task 541-D -Complete Configuration Workbooks for Segment IV - General Ledger (GL); obtained approval from Readiness Coordinator (ahead of schedule) | 10/31/24 | All DBPR Revenue Team<br>Thomas Richardson<br>Jennifer Gaines<br>Sally Huggins<br>Gary Townsend | To ensure DBPR has configured General Ledger Interest Apportionment and so details will be available in PALM when 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** *

## DBPR Status Report Confirmation

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

**Helpful Links**

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

# 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**

September - October 2024

**Agency Sponsor**

Jeremy Smith

## CCN Composition

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

**Change Champion Network:**

- Unique Filled Role = 10
- Duplicate Filled Role = 12
- 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 = 97.50%**

- Submitted Complete = 39
- Submitted Incomplete = 1
- Completed After Submission = 0

## 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 = 97.46%**

- Submitted On Time = 56
- Submitted Late = 10
- 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 | **531** | Remediate Agency Business Systems based on Segment II | 04/29/24 | 10/04/24 | 100% - Submitted | **10/03/24** | | Submission Complete | |
| Direct | Data | **541-A** | Complete Configuration Workbooks for Segment IV | 07/22/24 | 09/06/24 | 100% - Submitted | **08/28/24** | | Submission Complete | |
| N/A | Data | **542** | Complete Data Readiness Analysis and Data Cleansing Activities for Segment IV | 07/22/24 | 10/18/24 | 100% - Submitted | **10/15/24** | | Submission Complete | |
| N/A | Processes | **543** | Identify Change Impacts and Update Agency Business Process Documentation for Segment IV | 07/22/24 | 10/18/24 | 100% - Submitted | **10/15/24** | | Submission Complete | |
| N/A | Technology | **544** | Update Agency Business System Documentation for Segment IV | 07/22/24 | 10/18/24 | 100% - Submitted | **11/05/24** | Changed Segment IV to Documentation Update Complete per instructions | Submission Complete | |
| Direct | Technology | **545-A** | Update and Finalize Florida PALM Conversion Inventory for Segment IV | 07/22/24 | 10/18/24 | 100% - Submitted | **10/15/24** | | Submission Complete | |
| Direct | Technology | **546** | Update Florida PALM Interface Inventory for Segment IV | 07/22/24 | 10/18/24 | 100% - Submitted | **10/15/24** | | Submission Complete | |
| N/A | Technology | **547** | Remediate Agency Business Systems based on Segment III | 07/22/24 | 12/13/24 | 50% - In Progress | | | | |
| Direct | People | **549** | Submit Training Survey | 08/12/24 | 09/20/24 | 100% - Submitted | **09/20/24** | | Submission Complete | |
| Indirect | People | **536-B** | Create Agency Specific User Acceptance Testing Plan | 08/19/24 | 10/11/24 | 100% - Submitted | **10/10/24** | | Submission Complete | |
| Direct | Data | **541-C** | Complete Configuration Workbooks for Segment IV | 08/26/24 | 10/04/24 | 100% - Submitted | **10/10/24** | Appropriate Speedkey added to row 659 for overtime | Submission Complete | |
| N/A | N/A | **551** | Submit Bimonthly Agency Readiness Status Report | 08/30/24 | 09/11/24 | 100% - Submitted | **09/10/24** | | Submission Complete | |
| N/A | N/A | **552** | Manage Agency Specific Implementation Schedule, Risks and Issues | 08/30/24 | 10/31/24 | 100% - Submitted | **10/31/24** | | N/A | |
| Direct | Technology | **550-B** | Participate in Technical Meeting to Receive Credentials and Access | 09/03/24 | 09/13/24 | 100% - Submitted | **09/05/24** | | N/A | |
| Indirect | Technology | **553** | Prepare for Interface Testing | 09/16/24 | 10/18/24 | 100% - Submitted | **10/16/24** | | Submission Complete | |
| Direct | Technology | **554** | Participate in Connectivity Testing for Cycle 1 Interface Testing | 09/16/24 | 10/04/24 | 100% - Submitted | **09/27/24** | | Submission Complete | |
| Direct | Data | **541-D** | Complete Configuration Workbooks for Segment IV - General Ledger (GL) | 10/07/24 | 11/01/24 | 100% - Submitted | **10/25/24** | | Submission Complete | |
| Direct | Data | **555-A** | Complete Data Cleansing Based on Mock Conversion 1 - Projects (PCC001) | 10/07/24 | 11/22/24 | | | | | |
| N/A | People | **559** | Share Florida PALM Updates | 10/14/24 | 10/25/24 | 100% - Submitted | **10/25/24** | | 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 | | | | | |
| 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 | | | | | |
| Direct | Data | **555-C** | Complete Data Cleansing Based on Mock Conversion 1 (AMC001 and POC001) | 11/08/24 | 12/06/24 | | | | | |

## People

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

### Implementation:

**Planned Florida PALM End Users = 40**

• Business Process Groupings = 13/13

**Identified Subject Matter Experts = 20**

**• SMEs by Business Process Grouping**

- Account Mgmt. and Financial Reporting = 2
- Accounts Receivable = 1
- Asset Accounting and Mgmt. = 2
- Banking = 1
- Budget Mgmt. and Cash Control = 4
- Contracts Mgmt. = 6
- Disbursements Mgmt. = 7
- Grants Mgmt. = 8
- Inter/IntraUnit Transactions = 2
- Payroll Mgmt. = 4
- Projects Mgmt. = 1
- Revenue Accounting = 3
- System Access and Controls = 3

**Role Mapping = TBD**

**Training = TBD**

## Processes

The sequence of procedures to accomplish a business objective.

### Current-State:

**Cataloged Business Processes = 35**

• Related Business Systems = 3

• Related Reports = 21

**• Documentation Status:**

- Complete = 31 Partial = 0 Not Started = 0

### Implementation:

**Impacted Agency Business Processes = 35**

• Related Business Process Groupings = 6

- Planned Spreadsheet Uploads = 3

**• Level of Impact: People Changes**

- High = 0 Medium = 0 Low = 30 None = 5 Uncertain = 0

**• Level of Impact: Processes Changes**

- High = 1 Medium = 15 Low = 11 None = 8 Uncertain = 0

**• Level of Impact: Technology Changes**

- High = 1 Medium = 3 Low = 16 None = 15 Uncertain = 0

**• Level of Impact: Data Changes**

- High = 0 Medium = 3 Low = 6 None = 26 Uncertain = 0

**• Segments I & II Documentation Update Status**

- Not Started = 0 In Progress = 0 Complete = 35

**• Segment III Documentation Update Status**

- Not Started = 0 In Progress = 0 Complete = 35

## Technology

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

### Current-State:

**Cataloged Business Systems = 7**

**• Criticality:**

- High = 6 Med = 0 Low = 0 None = 1

**• Documentation Status:**

- Complete = 2 Partial = 2 Not Started = 1

**Cataloged Interfaces = 0**

- Inbound Interfaces = 0
- Outbound Interfaces = 0

### Implementation:

**Business Systems Planned for Integration = 4**

**• Segment I - Documentation Updates:**

- Complete = 0 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 2

**• Segment II - Documentation Updates:**

- Complete = 0 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 2

**• Segment III - Documentation Updates:**

- Complete = 0 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 2

**Planned Interfaces = 24**

- Inbound Interfaces = 6
- Outbound Interfaces = 15

## Data

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

### Current-State:

**Unique FLAIR Data Elements = 71**

**• Associated Unique Uses = 71**

- Continued Use - Yes = 48
- Continued Use - No = 0

**• Associated Business Systems = 22**

**Cataloged Reports = 41**

**• Criticality:**

- High = 24 Med = 9 Low = 7 None = 1

### Implementation:

**Segments I & II Planned Configurations = 6/9**

**• Accounts Receivable (AR)**

- Planned Distribution Codes = 10

**• Asset Management (AM)**

- Planned Location Codes = 38
- Planned Associated Area ID's = None

**• Commitment Control (KK)**

- Planned Option = Option # 1 - Track with Budget

**• General Ledger (GL)**

- Planned Budgetary Value Combo Edits = 149
- Planned Local Funds = None
- Planned Organization ID's = 28
- Planned OA1's = 14
- Planned OA2's = None

**Segment IV Planned Configurations**

- Started = 1 Not Started = 1

**Conversions & Data Readiness**

• Conversions Needed = 12

• Agency Data Outside of Primary Source System(s) = 0

**• Data Readiness/Cleansing Status:**

- Complete = 8 In Progress = 0 Not Started = 0 Not Applicable 0

**Reports = TBD**

# Agency Reported

The Risks, Issues, Assumptions and Readiness Activities tables below display only items that 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<br>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 | Newly Added | 10/31/24 | Michael Braun |
| Technology<br>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 | Newly Added | 10/31/24 | Michael Braun |
| Processes | FDEM performs several disaster management functions that have historically required an override to obligate agreements (encumbrances) that exceed budget authority. We will need this override capability in PALM or we risk being unable to perform disaster management functions in a timely manner. | Open | 4 (Medium/Mediu | Our agency liason has discussed this risk with the Readiness Coordinator and Budget specialist Robert Hicks. We have concluded that the needed functionality will be included in the final AP module. Once this exception/override process is documented we will close this risk. | Issue newly added, but discussions have been ongoing since Dec./Jan of last fiscal year. | 07/26/24 | Michael Braun/ Karen Peyton |
| People<br>Processes<br>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 | 4 (Medium/Mediu | Working directly with Kelley Sasso in EOG to put process agreements in place. | Captured after first round of Segment IV Configuration | 08/28/24 | Michael Braun |
| Processes<br>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 | Identified during payroll configuration tasks, captured later | 10/31/24 | Michael Braun |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| Processes<br>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 | Issue newly added after Segment IV workshop 90.1 Project Management | 08/01/24 | Michael Braun |
| Processes<br>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 | Newly Added | 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 | Newly Added | 10/31/24 | Michael Braun |

## DEM Issues

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

## DEM 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 | 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<br>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. |

## DEM Agency-Specific Readiness Activities

| Critical Operational Elements | Activity Description | Date(s) | Impacted Stakeholder(s) and/or System(s) | Objective | Reporting Period Comments or Updates |
|---|---|---|---|---|---|
| Technology<br>Data | Technical Testing Preperation | 09/05/24 | IT, DEMES | Prepare for interface transfer form FLAIR to PALM | 9/5/2024 |
| People<br>Processes | FDEM Finance Change Management Preperation Meaning | 09/17/24 | FDEM Finance | Using the COLAB material to plan with the FDEM finance team how to approach change management around PALM | New Addition |
| People<br>Technology | FDEM Finance/Slalom Data Pipeline Planning | 09/19/24 | Finance, IT, DEMES | Sitting with the project management from Slalom to discuss how to best enter the new requirements from PALM into the DEMES project plan | New Addition |
| Processes<br>Data | Payroll System Team Meeting | 09/24/24 | Finance, IT | Breaking down the Payroll process and discussing how the new PALM functionality lets us sunset the existing Payroll system | New Addition |
| People<br>Processes | CMS Process Meeting | 10/22/24 | Finance | Breaking down the interest reapportionment process and updating the processes to backfill changing roles in order to fill out the configuration worksheets | New Addition |
| People<br>Technology | FDEM Finance/Slalom Data Pipeline Planning #2 | 10/24/24 | Finance, IT, DEMES | Refreshing our conversation around building a data pipeline, offering support for project ingestion process and improving the schedule based on new information | New Addition |

## 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

## DEM Status Report Confirmation

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

**Helpful Links**

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

# DEP 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**

September - October 2024

**Agency Sponsor**

Darinda McLaughlin

## CCN Composition

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

**Change Champion Network:**

- Unique Filled Role = 23
- 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 = 100.00%**

- Submitted Complete = 40
- Submitted Incomplete = 0
- Completed After Submission = 0

## 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 = 98.99%**

- Submitted On Time = 65
- Submitted Late = 1
- Pending Submission = 1

## 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 | **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. DEP's ABS remediation schedule continues to be adjusted to allow for interface updates posted to the knowledge center. A completion date that correlates to the PALM deadline for the end of March 2025 is anticipated. | | |
| Direct | Data | **541-A** | Complete Configuration Workbooks for Segment IV | 07/22/24 | 09/06/24 | 100% - Submitted | **09/06/24** | | Submission Complete | |
| Direct | Data | **541-B** | Complete Configuration Workbooks for Segment IV | 07/22/24 | 09/06/24 | 100% - Submitted | **09/06/24** | | Submission Complete | |
| N/A | Data | **542** | Complete Data Readiness Analysis and Data Cleansing Activities for Segment IV | 07/22/24 | 10/18/24 | 100% - Submitted | **10/18/24** | | Submission Complete | |
| N/A | Processes | **543** | Identify Change Impacts and Update Agency Business Process Documentation for Segment IV | 07/22/24 | 10/18/24 | 100% - Submitted | **10/18/24** | | Submission Complete | |
| N/A | Technology | **544** | Update Agency Business System Documentation for Segment IV | 07/22/24 | 10/18/24 | 100% - Submitted | **10/18/24** | | Submission Complete | |
| Direct | Technology | **545-A** | Update and Finalize Florida PALM Conversion Inventory for Segment IV | 07/22/24 | 10/18/24 | 100% - Submitted | **10/18/24** | | Submission Complete | |
| Direct | Technology | **546** | Update Florida PALM Interface Inventory for Segment IV | 07/22/24 | 10/18/24 | 100% - Submitted | **10/18/24** | | Submission Complete | |
| N/A | Technology | **547** | Remediate Agency Business Systems based on Segment III | 07/22/24 | 12/13/24 | 50% - In Progress | | | | |
| Direct | People | **549** | Submit Training Survey | 08/12/24 | 09/20/24 | 100% - Submitted | **09/20/24** | | Submission Complete | |
| Indirect | People | **536-B** | Create Agency Specific User Acceptance Testing Plan | 08/19/24 | 10/11/24 | 100% - Submitted | **10/11/24** | | Submission Complete | |
| Direct | Data | **541-C** | Complete Configuration Workbooks for Segment IV | 08/26/24 | 10/04/24 | 100% - Submitted | **10/04/24** | | Submission Complete | |
| N/A | N/A | **551** | Submit Bimonthly Agency Readiness Status Report | 08/30/24 | 09/11/24 | 100% - Submitted | **09/06/24** | | Submission Complete | |
| N/A | N/A | **552** | Manage Agency Specific Implementation Schedule, Risks and Issues | 08/30/24 | 10/31/24 | 100% - Submitted | **10/30/24** | | N/A | |
| Direct | Technology | **550-B** | Participate in Technical Meeting to Receive Credentials and Access | 09/03/24 | 09/13/24 | 100% - Submitted | **09/09/24** | | N/A | |
| Indirect | Technology | **553** | Prepare for Interface Testing | 09/16/24 | 10/18/24 | 100% - Submitted | **10/18/24** | | Submission Complete | |
| Direct | Technology | **554** | Participate in Connectivity Testing for Cycle 1 Interface Testing | 09/16/24 | 10/04/24 | 100% - Submitted | **09/24/24** | | Submission Complete | |
| Direct | Data | **541-D** | Complete Configuration Workbooks for Segment IV - General Ledger (GL) | 10/07/24 | 11/01/24 | 100% - Submitted | **11/01/24** | | Submission Complete | |
| Direct | Data | **555-A** | Complete Data Cleansing Based on Mock Conversion 1 - Projects (PCC001) | 10/07/24 | 11/22/24 | 50% - In Progress | | | | |
| N/A | People | **559** | Share Florida PALM Updates | 10/14/24 | 10/25/24 | 100% - Submitted | **10/25/24** | | 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 | 50% - In Progress | | | | |
| 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 | 25% - Beginning Initial Internal Meetings and Information Gathering | | | | |

## People

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

### Implementation:

**Planned Florida PALM End Users = 148**

• Business Process Groupings = 13/13

**Identified Subject Matter Experts = 24**

**• SMEs by Business Process Grouping**

- Account Mgmt. and Financial Reporting = 3
- Accounts Receivable = 2
- Asset Accounting and Mgmt. = 2
- Banking = 3
- Budget Mgmt. and Cash Control = 7
- Contracts Mgmt. = 3
- Disbursements Mgmt. = 5
- Grants Mgmt. = 1
- Inter/IntraUnit Transactions = 4
- Payroll Mgmt. = 4
- Projects Mgmt. = 2
- Revenue Accounting = 4
- System Access and Controls = 2

**Role Mapping = TBD**

**Training = TBD**

## Processes

The sequence of procedures to accomplish a business objective.

### Current-State:

**Cataloged Business Processes = 250**

• Related Business Systems = 13

• Related Reports = 44

**• Documentation Status:**

- Complete = 250 Partial = 0 Not Started = 0

### Implementation:

**Impacted Agency Business Processes = 250**

• Related Business Process Groupings = 11

- Planned Spreadsheet Uploads = 4

**• Level of Impact: People Changes**

- High = 0 Medium = 10 Low = 106 None = 134 Uncertain = 0

**• Level of Impact: Processes Changes**

- High = 13 Medium = 142 Low = 33 None = 62 Uncertain = 0

**• Level of Impact: Technology Changes**

- High = 6 Medium = 15 Low = 65 None = 164 Uncertain = 0

**• Level of Impact: Data Changes**

- High = 0 Medium = 149 Low = 56 None = 45 Uncertain = 0

**• Segments I & II Documentation Update Status**

- Not Started = 0 In Progress = 0 Complete = 136

**• Segment III Documentation Update Status**

- Not Started = 0 In Progress = 0 Complete = 34

## Technology

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

### Current-State:

**Cataloged Business Systems = 44**

**• Criticality:**

- High = 21 Med = 9 Low = 5 None = 9

**• Documentation Status:**

- Complete = 44 Partial = 0 Not Started = 0

**Cataloged Interfaces = 67**

- Inbound Interfaces = 57
- Outbound Interfaces = 10

### Implementation:

**Business Systems Planned for Integration = 30**

**• Segment I - Documentation Updates:**

- Complete = 3 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 25

**• Segment II - Documentation Updates:**

- Complete = 10 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 18

**• Segment III - Documentation Updates:**

- Complete = 7 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 21

**Planned Interfaces = 20**

- Inbound Interfaces = 0
- Outbound Interfaces = 16

## Data

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

### Current-State:

**Unique FLAIR Data Elements = 261**

**• Associated Unique Uses = 264**

- Continued Use - Yes = 221
- Continued Use - No = 41

**• Associated Business Systems = 35**

**Cataloged Reports = 391**

**• Criticality:**

- High = 47 Med = 3 Low = 15 None = 31

### Implementation:

**Segments I & II Planned Configurations = 6/9**

**• Accounts Receivable (AR)**

- Planned Distribution Codes = 118

**• Asset Management (AM)**

- Planned Location Codes = 343
- Planned Associated Area ID's = None

**• Commitment Control (KK)**

- Planned Option = Option # 1 - Track with Budget

**• General Ledger (GL)**

- Planned Budgetary Value Combo Edits = 1920
- Planned Local Funds = None
- Planned Organization ID's = 133
- Planned OA1's = 340
- Planned OA2's = None

**Segment IV Planned Configurations**

- Started = 2 Not Started = 0

**Conversions & Data Readiness**

• Conversions Needed = 11

• Agency Data Outside of Primary Source System(s) = 0

**• Data Readiness/Cleansing Status:**

- Complete = 7 In Progress = 0 Not Started = 0 Not Applicable 0

**Reports = TBD**

# Agency Reported

The Risks, Issues, Assumptions and Readiness Activities tables below display only items that 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<br>Processes<br>Technology<br>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. | Open | 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. | 11/15/24 | Brady Schmidt & Steve Waters |
| Technology<br>Data | Agency business system remediation dates estimated for CRA (May'25), FIN-Reports (TBD), ELFF (Apr'25) and Tier 3 Apps (TBD) are too close to or past the PALM UAT start date for any meaningful DEP Business System testing to be completed prior to UAT. | 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. | 04/01/25 | 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. | 04/01/25 | Steve Waters and Joseph Veretto |
| People<br>Processes<br>Technology | Loss of knowledge due to staff turnover. | Open | 6 (High/Medium) | Ensure job-specific processes are properly documented, staff are cross trained and backups are trained on processes. | DEP has engaged the Division/District/Office staff throughout the department and is documenting key business processes to ensure knowledge sharing is continuing. Primary impacted sections have been working to ensure higher level staff are trained on day to day processes. | 04/01/25 | 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. | Open | 6 (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. | 04/01/25 | Bento Eyles and Steve Waters |
| Processes<br>Technology<br>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. | 04/01/25 | Steve Waters and Joseph Veretto |
| Processes<br>Technology<br>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. | 04/01/25 | Steve Waters and Bento Eyles |
| Processes<br>Technology<br>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. | Open | 4 (Medium/Mediur | 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. | 04/01/25 | Brady Schmidt |
| Processes<br>Technology<br>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/Mediur | 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. | 04/01/25 | 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<br>Processes<br>Technology<br>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. | 07/01/25 | Lydia Griffin, Steve Waters |
| People<br>Processes<br>Technology<br>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. | Open | 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. 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. | 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<br>Processes<br>Technology<br>Data | SME Process & Business System Knowledge | Logged | 11/13/23 | 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. |
| People<br>Processes<br>Technology<br>Data | PALM Project Implementation Schedule | Logged | 11/13/23 | 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. |
| People<br>Processes<br>Technology<br>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. | Logged | 02/14/24 | 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. |
| People<br>Processes<br>Technology<br>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. | 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. |

## DEP 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<br>Processes<br>Data | Business Process to User Roles Review | 09/03/24 | DEP PALM Core Team | Mapping and review Analysis of PALM Roles to Business Processes | 9/3 - Completed |
| Processes<br>Data | Revenue Object Code Analysis | 09/04/24 | DEP F&A Mgrs., Sponsor, DEP PALM Core Team | Reviewing the updated DFS and PALM revenue account codes | 9/4 - Initial Review<br>9/19 - Completed |
| Processes<br>Technology<br>Data | PEAS and Payroll Accounting in PALM | 09/04/24 | DEP PALM Core Team, Sponsor, DEP DAS CCNs, | Review and plan for how to record PeopleFirst timesheet information in PALM | 9/4 - Completed |
| Technology<br>Data | FIN-GMS Remediation Planning | 09/05/24 | DEP PALM Core Team, Sponsor, DEP DAS CCNs, DEP F&A Mgrs. | Discuss additional remediation needs for FIN-GMS | 9/5 - Completed |
| Processes<br>Technology<br>Data | Project and Project Balances Cleanup for PALM | 09/06/24 | DEP PALM Core Team, DEP F&A Mgrs | Discuss activities to clean up project ID information and balances in preparation for PALM testing and related activities | 9/6 - Completed |
| Processes<br>Technology<br>Data | ELFF API002 - Inbound Voucher Load Review | 09/09/24 | DEP PALM Core Team, DEP F&A Mgrs | Review the PALM voucher load interface file for use in ELFF to confirm how file is created and fields that need to be added to ELFF to create the upload | 9/9 - Initial Review<br>9/19 - Secondary Review Completed |
| Processes<br>Data | PALM SpeedKey Planning | 09/13/24 | DEP PALM Core Team, Sponsor, DEP DAS CCNs, DEP F&A Mgrs., SMEs | Review the PALM Speedkey functionality and discuss how best to use them in PALM for a titling and use perspective | 9/13 - Completed |
| Processes<br>Data | DEP FCO Certification Forward Review | 09/18/24 | DEP PALM Core Team, DEP F&A Mgrs, Sponsor | Review and Discuss PALM's FCO certification forward process along with DEP's plan to record projects in PALM and submit certification forward requests | 9/18 - Initial Review<br>10/2 - Completed |
| People<br>Processes<br>Technology<br>Data | CCN Townhall Planning | 09/19/24 | DEP PALM Core Team | Plan content for CCN Townhall meeting | 9/19 - Initial Review<br>10/21 - Completed |
| People<br>Processes<br>Technology<br>Data | CRA Walkthrough for STCM Team | 09/24/24 | DEP PALM Core Team, OTIS, DEP F&A Mgrs | Walk through of the processes in CRA as they relate to STCM payments to resolve pending CRA remediation questions | 9/24 - Completed |
| People<br>Processes<br>Technology<br>Data | Contract Disbursements Process Review for PALM | 10/01/24 | DEP PALM Core Team, Sponsor, DEP DAS CCNs | Walk through of the current processes for setting up and paying different types of encumbrances in FLAIR and identifying how this will be handled in PALM | 10/1 - Initial Review<br>10/28 - Final Review |

| | | | | | |
|---|---|---|---|---|---|
| People<br>Processes<br>Technology<br>Data | Review PALM Testing and Training Plans | 10/02/24 | DEP PALM Core Team | Review PALM content and develop DEP plans | 10/2 - Initial Review |
| People<br>Processes<br>Technology<br>Data | PALM Financial Reporting and Year End Close Review | 10/04/24 | DEP PALM Core Team, Sponsor, DEP DAS Mgrs. | Review of the segment IV design sessions covering cash checking, financial year end processes, and speedkeys | 10/4 - Completed |
| People<br>Processes<br>Technology<br>Data | PALM Sprint Retrospective | 10/07/24 | DEP PALM Core Team, Sponsor, OTIS | Review all PALM related tasks completed during the sprint, and plan for the PALM related tasks for the upcoming sprint | 9/16 - Completed<br>10/7 - Completed<br>10/28 - Completed |
| Technology<br>Data | ARI010: Object Code Discussion | 10/09/24 | DEP PALM Core Team, OTIS | Discuss our open questions related to object codes in ARI010 | 10/9 - Complete |
| People<br>Processes<br>Technology<br>Data | FIN Tax Design Review | 10/16/24 | DEP PALM Core Team, Sponsor, DEP DAS Mgrs. | Review of the Fin-TAX Design document | 10/16 - Completed |
| People<br>Processes<br>Data | DEP - Payables & Retainage | 10/21/24 | DEP PALM Core Team, Sponsor, PALM | Discussion of DEP Payables and Retainage processes under PALM | 10/21 - Completed |
| People<br>Processes<br>Technology<br>Data | PALM Change Champion Network (CCN) Meeting | 10/24/24 | DEP PALM Core Team, Sponsor, DEP DAS Mgrs., DEP DAS CCNs | Share information about current PALM activities and updates to DEP processes with DEP CCNs | 10/24 - Completed |
| Processes<br>Technology<br>Data | Test Case Tracking Discussion | 10/28/24 | DEP PALM Core Team | Discussion on what and how to track for test cases | 10/28 - Initial Review |
| People<br>Processes<br>Technology<br>Data | Discussion of mapping DEP and PALM Reports and Analysis | 10/29/24 | DEP PALM Core Team | Discussion of where content is stored and how to present the date to CCNs and Managers for further review | 10/29 - Initial discussion |
| People<br>Processes<br>Technology<br>Data | FIN-Rate Report Design Review | 10/31/24 | DEP PALM Core Team, Sponsor, DEP F&A Mgrs. | Review of FIN-Rate Report Design document | 10/31 - Complete |
| People<br>Processes<br>Technology<br>Data | FIN-TAX Review and follow-up | 10/31/24 | DEP PALM Core Team, Sponsor, DEP F&A Mgrs. | Review of FIN-TAX Design and follow-ups | 10/31 - Complete |

## 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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## DEP Status Report Confirmation

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

**Helpful Links**

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

# 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**

September - October 2024

**Agency Sponsor**

Scott Fennell

## CCN Composition

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

**Change Champion Network:**

- Unique Filled Role = 14
- Duplicate Filled Role = 6
- 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 = 98.29%**

- Submitted Complete = 39
- Submitted Incomplete = 0
- Completed After Submission = 2

## 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 = 92.61%**

- Submitted On Time = 58
- Submitted Late = 7
- 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 = 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 | | Build will not start until design is complete. Build scheduled from August - December 2024. | | |
| 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. | | |
| Direct | Data | **541-A** | Complete Configuration Workbooks for Segment IV | 07/22/24 | 09/06/24 | 100% - Submitted | **08/19/24** | DFS will not be using the optional PC costing fields. | Submission Complete | |
| Direct | Data | **541-B** | Complete Configuration Workbooks for Segment IV | 07/22/24 | 09/06/24 | 100% - Submitted | **09/06/24** | | Submission Complete | |
| N/A | Data | **542** | Complete Data Readiness Analysis and Data Cleansing Activities for Segment IV | 07/22/24 | 10/18/24 | 100% - Submitted | **10/18/24** | | Submission Complete | |
| N/A | Processes | **543** | Identify Change Impacts and Update Agency Business Process Documentation for Segment IV | 07/22/24 | 10/18/24 | 100% - Submitted | **10/25/24** | 10/25: Complete. Have 3 "report" records that need to be added. Reports inventory is an overnight process to make available in Current Process Inventory. Will update on Monday 10/28. | Submission Complete | |
| N/A | Technology | **544** | Update Agency Business System Documentation for Segment IV | 07/22/24 | 10/18/24 | 100% - Submitted | **09/25/24** | Workiva/W-Desk was TBD in terms of data integration until a meeting held 10/15 (after 544 was submitted). During that meeting AA and PALM discussed an interface that was included in the RICEFW, but hasn't been designed and is not part of Segments I – IV. So, 544 was for Segment IV, and the interface is not available in the dropdown list nor is it part of Segment IV (or any of the Segments). | Submission Complete | 11/05/24 |
| Direct | Technology | **545-A** | Update and Finalize Florida PALM Conversion Inventory for Segment IV | 07/22/24 | 10/18/24 | 100% - Submitted | **09/20/24** | | Submission Complete | |
| Direct | Technology | **546** | Update Florida PALM Interface Inventory for Segment IV | 07/22/24 | 10/18/24 | 100% - Submitted | **09/25/24** | | Submission Complete | |
| N/A | Technology | **547** | Remediate Agency Business Systems based on Segment III | 07/22/24 | 12/13/24 | 50% - In Progress | | | | |
| Direct | People | **549** | Submit Training Survey | 08/12/24 | 09/20/24 | 100% - Submitted | **08/29/24** | | Submission Complete | |
| Indirect | People | **536-B** | Create Agency Specific User Acceptance Testing Plan | 08/19/24 | 10/11/24 | 100% - Submitted | **10/11/24** | | Submission Complete | |
| Direct | Data | **541-C** | Complete Configuration Workbooks for Segment IV | 08/26/24 | 10/04/24 | 100% - Submitted | **10/03/24** | | Submission Complete | |
| N/A | N/A | **551** | Submit Bimonthly Agency Readiness Status Report | 08/30/24 | 09/11/24 | 100% - Submitted | **09/10/24** | | Submission Complete | |
| N/A | N/A | **552** | Manage Agency Specific Implementation Schedule, Risks and Issues | 08/30/24 | 10/31/24 | 100% - Submitted | **10/29/24** | | N/A | |
| Direct | Technology | **550-B** | Participate in Technical Meeting to Receive Credentials and Access | 09/03/24 | 09/13/24 | 100% - Submitted | **09/05/24** | | N/A | |
| Indirect | Technology | **553** | Prepare for Interface Testing | 09/16/24 | 10/18/24 | 100% - Submitted | **10/11/24** | | Submission Complete | |
| Direct | Technology | **554** | Participate in Connectivity Testing for Cycle 1 Interface Testing | 09/16/24 | 10/04/24 | 100% - Submitted | **09/23/24** | | Submission Complete | |
| Direct | Data | **541-D** | Complete Configuration Workbooks for Segment IV - General Ledger (GL) | 10/07/24 | 11/01/24 | 100% - Submitted | **10/24/24** | 10/15/24 GL Allocation complete working on the Interest apportionment. 10/21/24 DFS Proper Interest Apportionment Complete. 10/24/24: 4301 DFS Treasury Interest apportionment complete | Submission Complete | |
| Direct | Data | **555-A** | Complete Data Cleansing Based on Mock Conversion 1 - Projects (PCC001) | 10/07/24 | 11/22/24 | 100% - Submitted | **10/21/24** | | Submission Complete | |
| N/A | People | **559** | Share Florida PALM Updates | 10/14/24 | 10/25/24 | 100% - Submitted | **10/23/24** | | 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 | 50% - In Progress | | | | |
| 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 | 25% - Beginning Initial Internal Meetings and Information Gathering | | | | |
| Direct | Data | **555-C** | Complete Data Cleansing Based on Mock Conversion 1 (AMC001 and POC001) | 11/08/24 | 12/06/24 | | | | | |

## People

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

### Implementation:

**Planned Florida PALM End Users = 320**

• Business Process Groupings = 13/13

**Identified Subject Matter Experts = 49**

**• SMEs by Business Process Grouping**

- Account Mgmt. and Financial Reporting = 16
- Accounts Receivable = 13
- Asset Accounting and Mgmt. = 4
- Banking = 7
- Budget Mgmt. and Cash Control = 29
- Contracts Mgmt. = 12
- Disbursements Mgmt. = 35
- Grants Mgmt. = 4
- Inter/IntraUnit Transactions = 9
- Payroll Mgmt. = 5
- Projects Mgmt. = 2
- Revenue Accounting = 10
- System Access and Controls = 2

**Role Mapping = TBD**

**Training = TBD**

## Processes

The sequence of procedures to accomplish a business objective.

### Current-State:

**Cataloged Business Processes = 462**

• Related Business Systems = 12

• Related Reports = 52

**• Documentation Status:**

- Complete = 460 Partial = 0 Not Started = 0

### Implementation:

**Impacted Agency Business Processes = 462**

• Related Business Process Groupings = 12

- Planned Spreadsheet Uploads = 1

**• Level of Impact: People Changes**

- High = 17 Medium = 80 Low = 216 None = 89 Uncertain = 0

**• Level of Impact: Processes Changes**

- High = 38 Medium = 116 Low = 178 None = 70 Uncertain = 0

**• Level of Impact: Technology Changes**

- High = 24 Medium = 65 Low = 169 None = 144 Uncertain = 0

**• Level of Impact: Data Changes**

- High = 71 Medium = 120 Low = 118 None = 85 Uncertain = 0

**• Segments I & II Documentation Update Status**

- Not Started = 0 In Progress = 0 Complete = 460

**• Segment III Documentation Update Status**

- Not Started = 0 In Progress = 0 Complete = 460

## Technology

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

### Current-State:

**Cataloged Business Systems = 68**

**• Criticality:**

- High = 16 Med = 5 Low = 0 None = 47

**• Documentation Status:**

- Complete = 31 Partial = 0 Not Started = 0

**Cataloged Interfaces = 121**

- Inbound Interfaces = 100
- Outbound Interfaces = 21

### Implementation:

**Business Systems Planned for Integration = 20**

**• Segment I - Documentation Updates:**

- Complete = 9 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 8

**• Segment II - Documentation Updates:**

- Complete = 3 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 14

**• Segment III - Documentation Updates:**

- Complete = 4 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 13

**Planned Interfaces = 21**

- Inbound Interfaces = 7
- Outbound Interfaces = 13

## Data

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

### Current-State:

**Unique FLAIR Data Elements = 419**

**• Associated Unique Uses = 1301**

- Continued Use - Yes = 1064
- Continued Use - No = 47

**• Associated Business Systems = 19**

**Cataloged Reports = 409**

**• Criticality:**

- High = 252 Med = 76 Low = 38 None = 45

### Implementation:

**Segments I & II Planned Configurations = 7/9**

**• Accounts Receivable (AR)**

- Planned Distribution Codes = 20

**• Asset Management (AM)**

- Planned Location Codes = 47
- Planned Associated Area ID's = 241

**• Commitment Control (KK)**

- Planned Option = Option # 1 - Track with Budget

**• General Ledger (GL)**

- Planned Budgetary Value Combo Edits = 1086
- Planned Local Funds = None
- Planned Organization ID's = 276
- Planned OA1's = 45
- Planned OA2's = None

**Segment IV Planned Configurations**

- Started = 2 Not Started = 0

**Conversions & Data Readiness**

• Conversions Needed = 10

• Agency Data Outside of Primary Source System(s) = 0

**• Data Readiness/Cleansing Status:**

- Complete = 6 In Progress = 0 Not Started = 0 Not Applicable 0

**Reports = TBD**

# Agency Reported

The Risks, Issues, Assumptions and Readiness Activities tables below display only items that 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 |
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| 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 | Monitoring | 10/11/23 | Renee Hermeling |

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| | | | | 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. | | | |
| 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 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. | 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 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. | Monitoring | 10/11/23 | Renee Hermeling |
| 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 by January 2025. | 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<br>Processes<br>Technology<br>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 | Open | 4 (Medium/Mediu | • 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. | New Risk Assessment | 07/09/24 | Sarah Pons (BOSP/OIT/PALM/DC) |

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| | 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 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/Mediu | • 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/Mediu | • 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/Mediu | • 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/Mediu | • 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/Mediu | • 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 | Open | 4 (Medium/Mediu | • 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 |

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| | 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 tested in the allotted time.<br>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 |
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## DFS Assumptions

| Critical Operational Elements | Assumption | Status | Date Logged or Removed | Impacted Stakeholder(s) and/or System(s) | Reporting Period Comments or Updates |
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| 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 | Added as a new entry to the Assumptions Log. |
| 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 | Added as a new entry to the Assumptions Log. |
| 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 | Added as a new entry to the Assumptions Log. |

## DFS 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 | OGC shared the Florida Palm Sponsor Snapshot September 2024 | 09/02/24 | CCN, SMEs, End Users | OGC shared the Florida Palm Sponsor Snapshot September 2024 | Entered as a new Readiness Activity |
| People Processes | DRM Supplier Meeting with Leadership | 09/03/24 | DRM Leadership and SMEs | A meeting was held on 9/3 to discuss the internal meeting to review what was discussed during 08/30 meeting with A&A/CCN and to determine next steps. | Entered as a new Readiness Activity |
| People | Sponsor Snapshot - September | 09/04/24 | Agency Leadership, CCNs, SMEs, POCs, End Users | Inform audiences of division shout-outs, accomplishments, what to expect and where we are in the Florida PALM journey | Entered as new Readiness Activity |
| People | FCCS-Bulletin Board post | 09/05/24 | End Users | Displayed "DFS is Cruising to Florida PALM" flyer on a bulletin board in the common area for employees view | Entered as a new Readiness Activity |
| People Processes Data | DRM Supplier Meetings | 09/06/24 | CCN and SMEs | A meeting was held on 09/06 with A&A and CCN to provide additional deeper walkthrough of the MCM and MBR data exchanges. | Entered as a new Readiness Activity |
| People Processes | DRM Florida PALM ServiceNow UAT | 09/06/24 | CCN, End Users | Participate in the Florida PALM ServiceNow UAT | Entered as a new Readiness Activity |
| People | Shared the September Florida PALM Sponsor Snapshot with OFB Staff | 09/06/24 | OFB Staff | Inform audiences of division shout-outs, accomplishments, what to expect and where we are in the Florida PALM journey | Entered as a new Readiness Activity |
| People Technology | OFB Florida PALM Prep | 09/06/24 | OFB Staff | Shared the Knowledge Center and Stakeholder site navigation | Entered as a new Readiness Activity |
| People Processes Data | DRM Invoiced Received Date Requirement Meeting | 09/09/24 | CCN and SMEs | Meeting to discuss three-date stamp requirement in ABS. | |
| People | Sponsor-Agency Liaison Monthly Meeting - September | 09/09/24 | Agency Leadership | Share project task statuses, project communication wrap-ups, make suggestions, provide areas of concerns and provide feedback. | Entered as a new Readiness Activity |
| People | Change Champion Network (CCN) Meeting | 09/09/24 | CCN, PM, OCM, Agency Liaison | Share project activities status, project communication wrap-ups and allow CCN members an opportunity to ask questions, make suggestions and provide feedback. Prepare recurring agenda in SmartSheet and use to capture minutes and actions. Strategize on Florida PALM RW Task assignments that impact the Division stakeholders. | Entered as a new Readiness Activity |
| People | Florida PALM CCN: Risks and Issues Management Team | 09/09/24 | Agency Leadership | Inform Leadership of the creation of a Risk and Issues Team | Entered as a new Readiness Activity |
| People | DRM shared the Florida Palm Sponsor Snapshot September 2024 | 09/09/24 | CCN, SMEs, End Users | DRM shared the Florida Palm Sponsor Snapshot September 2024 | Entered as a new Readiness Activity |
| People | DWC/ Management Team Update | 09/10/24 | Agency Leadership | BFA provided a Florida PALM update to the DWC Management Team during our quarterly meeting. | Entered as a new Readiness Activity |
| People | Treasury Weekly PALM Update | 09/11/24 | CCN, SMEs, and Agency Leadership | Share project task statuses, project communication wrap-ups and allow SMEs an opportunity to ask questions, make suggestions and provide feedback. | Entered as a new Readiness Activity |
| People Processes Data | OIT Administration discussion on Florida PALM | 09/11/24 | CCN and SMEs | The objective of this meeting was to review accounting changes, go over key upcoming dates, give a project status update, and share in person notifications of the latest updates. We also addressed questions and concerns about how processes will work in the future when we transition from FLAIR to Florida PALM. | Entered as a new Readiness Activity |
| People | DWC/PSDA Sharing Awareness | 09/12/24 | Agency Leadership, CCN, SMEs | Share information regarding the PALM Design Recaps | Entered as a new Readiness Activity |
| People Technology | DWC/ BFA OIT Technical Meeting | 09/12/24 | CCN, SMEs, Technical Team | BFA & OTD participated in a mainframe conversion meeting relating to PT01 and WaPR. This involved discussions about Florida PALM, too. | Entered as a new Readiness Activity |
| People Processes Data | DRM Supplier Meetings | 09/13/24 | CCN and SMEs | Meetings were held on 09/06, 09/09, and 09/13 with SMEs to go over layouts (API002, API015, and API020) and Florida PALM supplier functionality to identify potential process/ABS changes and any concerns for changes. | Entered as a new Readiness Activity |
| People | Change Champion Network (CCN) Meeting | 09/16/24 | CCN, PM, OCM, Agency Liaison | Share project activities status, project communication wrap-ups and allow CCN members an opportunity to ask questions, make suggestions and provide feedback. | Entered as a new Readiness Activity |

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| | | | | Prepare recurring agenda in SmartSheet and use to capture minutes and actions. Strategize on Florida PALM RW Task assignments that impact the Division stakeholders. | |
| People | DRM Supplier Meetings | 09/16/24 | Agency Leadership | A meeting was held on 9/16 with DRM Management to go over potential process changes. | Entered as a new Readiness Activity |
| People | DRM CoLab Change Management for Successful Transformation | 09/17/24 | CCN and SMEs | Training included OCM needs, Steps to successful change management, keeping humans at the center of change, mitigating change fatigue, and staying positive but allowing for employees to be heard. | Entered as a new Readiness Activity |
| People Processes Technology Data | A&A - Florida PALM Transition Team - UAT Meeting | 09/17/24 | End Users | The A&A Transition Team met with identified staff to hear feedback on their UAT experiences, what worked best, what didn't, and lessons learned. This meeting was to gather information to incorporate into our UAT Plan. | Entered as a new Readiness Activity |
| People | Treasury Weekly PALM Update | 09/20/24 | Leadership | Share project task statuses, project communication wrap-ups and allow SMEs an opportunity to ask questions, make suggestions and provide feedback. | Entered as a new Readiness Activity |
| People Processes Data | DRM Supplier Meetings | 09/23/24 | CCN and SMEs | A meeting was held on 09/23 with A&A and CCN to address questions for potential use of API015 - Inbound Supplier Load. | Entered as a new Readiness Activity |
| People | Change Champion Network (CCN) Meeting | 09/23/24 | CCN, PM, OCM, Agency Liaison | Share project activities status, project communication wrap-ups and allow CCN members an opportunity to ask questions, make suggestions and provide feedback. Prepare recurring agenda in SmartSheet and use to capture minutes and actions. Strategize on Florida PALM RW Task assignments that impact the Division stakeholders. | Entered as a new Readiness Activity |
| People | POC Monthly Meeting | 09/24/24 | POC, SMEs | Purpose of standing POC meeting is to share project activities status, project communication wrap-ups and allow POCs an opportunity to ask questions, make suggestions and provide feedback. | Entered as a new Readiness Activity |
| People Processes Data | DWC/ PSDA Debrief of September POC Meeting | 09/25/24 | Agency Leadership | Share information learned at the 9/24/2024 POC Monthly Meeting with BFA Bureau Chief and PSDA Manager. In addition, DWC POCs updated BFA Chief regarding the CODA FDD, and initiating refunds in CODA vs. PALM. | Entered as a new Readiness Activity |
| People | Awareness: UAT and You | 09/30/24 | CCN, POCs, SMEs, End Users | Sent UAT Flyer to raise awareness of the UAT Plan | |
| People | Change Champion Network (CCN) Meeting | 09/30/24 | CCN, PM, OCM, Agency Liaison | Share project activities status, project communication wrap-ups and allow CCN members an opportunity to ask questions, make suggestions and provide feedback. Prepare recurring agenda in SmartSheet and use to capture minutes and actions. Strategize on Florida PALM RW Task assignments that impact the Division stakeholders. | Entered as a new Readiness Activity |
| People | A&A - Florida PALM Transition Team - UAT Flyer | 09/30/24 | SMEs, End Users | The A&A Transition Team created an infographic flyer to help division staff understand what UAT is, why it's important, help them understand their role, and what they can do now to prepare. | Entered as a new Readiness Activity |
| People | OIR Update Management on Florida PALM | 09/30/24 | Leadership | Updated OIR on where we are in the Florida PALM timeline and process. | Entered as a new Readiness Activity |
| People Technology | DWC/PSDA Information Sharing | 10/02/24 | CCN and SMEs | Shared the links to the videos and materials for the workshop held on 9/10/2024 with SMEs who were unable to attend the live sessions. | Entered as a new Readiness Activity |
| People | Florida PALM Agency Sponsor Scoop | 10/02/24 | CCN, SMEs, and End Users | Shared the Florida PALM Agency Sponsor Scoop to raise awareness of UAT. | Entered as a new Readiness Activity |
| People Processes Data | OFB Shared the October Florida PALM Scoop with Bureau Staff | 10/02/24 | End Users | Inform audiences of division shout-outs, accomplishments, what to expect and where we are in the Florida PALM journey | Entered as a new Readiness Activity |
| People | Change Champion Network (CCN) Meeting | 10/07/24 | CCN, PM, OCM, Agency Liaison | Share project activities status, project communication wrap-ups and allow CCN members an opportunity to ask questions, make suggestions and provide feedback. Prepare recurring agenda in SmartSheet and use to capture minutes and actions. Strategize on Florida PALM RW Task assignments that impact the Division stakeholders. | Entered as a new Readiness Activity |
| People | Sponsor-Agency Liaison Monthly Meeting - October | 10/08/24 | Agency Leadership | Share project task statuses, project communication wrap-ups, make suggestions, provide areas of concerns and provide feedback. | Entered as a new Readiness Activity |
| People | Sponsor Snapshot - October | 10/08/24 | Agency Leadership, CCNs, SMEs, POCs, End Users | Inform audiences of division shout-outs, accomplishments, what to expect and where we are in the Florida PALM journey | Entered as new Readiness Activity |
| People Processes | OFB Shared the October Florida PALM Sponsor Snapshot with Bureau Staff | 10/08/24 | End Users | Inform audiences of division shout-outs, accomplishments, what to expect and where we are in the Florida PALM journey | Entered as a new Readiness Activity |
| People Processes Data | DRM Voucher/Payment Interfaces Meetings | 10/09/24 | CCN, SMEs, and End Users | A series of meetings were held on 09/16, 09/19, 09/20, 09/23, and 10/09 to add notes/mapping to each field on the API002 and API031 layouts to send to Origami. | Entered as a new Readiness Activity |
| People Processes Technology Data | DRM Project Tracking Meetings | 10/09/24 | CCN and SMEs | Meetings were held on 9/20 and 10/9 to update the Florida PALM Tracking Log. | Entered as a new Readiness Activity |
| People Processes Technology Data | DUP/DUP OIT Design Meeting: Account Code | 10/09/24 | CCN, SMEs | The purpose of this meeting was to confirm design validation record and posting functionality within UPMIS using Florida PALM account codes in place of object codes. | Entered as a new Readiness Activity |
| People Technology | DWC/ PSDA & End-user SMEs Attended Florida PALM/FACTS Seminar | 10/10/24 | CCN, SMEs, and End Users | Learn about Florida PALM related changes to FACTS. | Entered as a new Readiness Activity |
| People Processes Technology Data | DWC/ PSDA & End-user SMEs Attended Florida PALM/FACTS Seminar | 10/10/24 | Agency Leadership, CCN, SMEs | Learn about Florida PALM related changes to FACTS. | Entered as a new Readiness Activity |
| People Processes Technology Data | A&A - BOA - FACTS End User Workshops | 10/10/24 | CCN, SMEs, End Users | A&A's Bureau of Auditing hosted a series of FACTS workshops to for agencies. These workshops allowed BOA to share FACTS changes that will be implemented when we go live into Florida PALM. | Entered as a new Readiness Activity |
| People Processes Technology Data | DRM Management Update Meeting | 10/11/24 | Agency Leadership | Meeting topics included Florida PALM tasks, Risks and Issues Management Team, WKC Payroll Reporting, CoLab Change Management for Successful Transformations, Upcoming Meetings, New Organization Change Management Liaison, and September Segment IV Design Workshops. | Entered as a new Readiness Activity |
| People Processes Technology Data | TRS Integration of Deferred Compensation with Payroll for Financials Wave | 10/11/24 | Deferred Comp Participants | Meetings have been conducted to ensure the Payroll processing for Deferred Compensation participants is appropriately configured and accounted for in Florida PALM. | |
| People | Change Champion Network (CCN) | 10/14/24 | CCN, PM, OCM, Agency | Share project activities status, project communication | Entered as a new Readiness Activity |

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| | Meeting | | Liaison | wrap-ups and allow CCN members an opportunity to ask questions, make suggestions and provide feedback. Prepare recurring agenda in SmartSheet and use to capture minutes and actions. Strategize on Florida PALM RW Task assignments that impact the Division stakeholders. | |
| People Processes | DWC/BFA Florida PALM Orientation and DWC BP Review | 10/15/24 | POCs, SMEs | Held orientation for a new member added to the PALM DWC BFA team. (Also held discussion and review of DWC-BP037) | |
| People | CCN Prepared Presentation of Road Show Analysis Awareness and Desire scores for CID/PAF | 10/17/24 | Division leadership, CCN Coordinator, OCM, Training Coordinator, POC and SMEs. | Educate stakeholders on the survey results, how can use to engage and discussed division responses that may need to be addressed. Presentation was shared with these groups to emphasize the following.<br>* Law of Diffusion<br>* Survey Approach<br>* Survey Methodology<br>* Heat Map and how to use<br>* Division and Group Survey Results<br>* Next steps to ensure that we maintain higher scores through the life of the project<br>-To facilitate the directors, assistant directors, and respective division staff, the sessions were purposely held in person, in their office buildings.<br>- Agency Liaison led the conversation, Training Liaison, Training Liaison Back up, and Project Management Liaison supported.<br>- Division directors, assistant directors, and respective division staff acknowledged CCN's hard work and appeared committed to continue the efforts to ensure that we sustain higher levels of awareness and desire. | Entered as a new Readiness Activity |
| People Processes Data | DRM Supplier Meetings | 10/17/24 | CCN and SMEs | A series of meetings were held on 10/10, 10/11, 10/16, and 10/17 to review API015 and API020 in further detail, add notes for each field, and identify additional questions/concerns. | Entered as a new Readiness Activity |
| People Processes Technology Data | A&A - PTCM - Weekly Meetings | 10/17/24 | Leadership, End Users, SMEs | A&A's Project, Training, and Change Management Team meets every Friday to discuss Florida PALM and knowledge share information. | |
| People Processes Technology | DUP/UPMIS IT Design Meeting: Warrant Cancellations - API006 | 10/17/24 | SMEs | Review cancellation reasons for API006 to existing reason codes in UPMIS. Discuss changes and crosswalks for reason codes. Began talks of transition and probable need to return to manual cancellation processes just prior to PALM Go-Live. | Entered as a new Readiness Activity |
| People | DRM Shared the Florida PALM Newsletter | 10/18/24 | End Users | Distribution to DRM Management the FL PALM Newsletter for the first quarter. | Entered as a new Readiness Activity |
| People | Change Champion Network (CCN) Meeting | 10/21/24 | CCN, PM, OCM, Agency Liaison | Share project activities status, project communication wrap-ups and allow CCN members an opportunity to ask questions, make suggestions and provide feedback. Prepare recurring agenda in SmartSheet and use to capture minutes and actions. Strategize on Florida PALM RW Task assignments that impact the Division stakeholders. | Entered as a new Readiness Activity |
| People Processes Technology Data | DRM CCN Risks and Issues Management Team Meetings | 10/22/24 | CCN and SMEs | Meetings were held on 10/08 & 10/22 with the team to identify/monitor/mitigate DFS risks and issues. | Entered as a new Readiness Activity |
| People Processes Data | A&A - BOSP - Business Process Flow Posters | 10/22/24 | Leadership, End Users | BOSP leadership created posters for critical business processes to help staff understand the processes and changes. | |
| People Processes Data | DRM Implementation Plan Touchpoint | 10/24/24 | POCs, CCN ,and SMEs | Meeting to provide updates on DRM's implementation plan. | Entered as a new Readiness Activity |
| People Processes | OFB Disbursements Staff Meeting | 10/24/24 | OFB Disbursements staff | Encourage team to use the Knowledge Center. Played matching game to reinforce understanding of terminology and comparisons between FLAIR and Florida PALM. | Entered as a new Readiness Activity |
| People Processes Technology Data | DRM Origami Florida PALM Integration Meetings | 10/25/24 | CCN and SMEs | A series of meetings held on 09/06, 09/13, 09/20, 10/11, 10/18, and 10/25 to discuss PALM Origami Project Progress. Topics included setting up chart of accounts, handling warrant cancellations, setting up required date fields, UAT, and interface layouts. | Entered as a new Readiness Activity |
| Processes Technology | OFB Florida PALM Prep | 10/25/24 | OFB Staff | Watched the general navigation video, reviewed process flows for Create and Maintain Encumbrances (30.2.1), watched the demo video for 30.2.1 | Entered as a new Readiness Activity |
| People | Change Champion Network (CCN) Meeting | 10/28/24 | CCN, PM, OCM, Agency Liaison | Share project activities status, project communication wrap-ups and allow CCN members an opportunity to ask questions, make suggestions and provide feedback. Prepare recurring agenda in SmartSheet and use to capture minutes and actions. Strategize on Florida PALM RW Task assignments that impact the Division stakeholders. | Entered as a new Readiness Activity |
| People Data | DRM Florida PALM Training | 10/28/24 | End Users | Continued training on chart of accounts including playing games provided on the DFS Florida PALM Stakeholders Site. | Entered as a Readiness Activity |
| People | POC Monthly Meeting | 10/29/24 | POC, SMEs | Purpose of standing POC meeting is to share project activities status, project communication wrap-ups and allow POCs an opportunity to ask questions, make suggestions and provide feedback. | Entered as a new Readiness Activity |
| People | DWC/PSDA Debrief of POC Monthly Meeting | 10/29/24 | POCs, Leadership, End Users | Share information learned at the 10/29/2024 POC Monthly Meeting with BFA Bureau Chief and PSDA Manager. This includes CODA informational updates, the CCN's PALM opinion survey, and answers to DWC's risk assessment task questions. | Entered as a new Readiness Activity |

## 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** *

## DFS Status Report Confirmation

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

**Helpful Links**

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

# 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**

September - October 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 = 98.29%**

- Submitted Complete = 38
- 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 = 86.47%**

- Submitted On Time = 45
- Submitted Late = 21
- 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 | **531** | Remediate Agency Business Systems based on Segment II | 04/29/24 | 10/04/24 | 100% - Submitted | **06/03/24** | There are no Agency Business Systems that require remediation based on updates from Segment II. | Submission Complete | |
| Direct | Data | **541-A** | Complete Configuration Workbooks for Segment IV | 07/22/24 | 09/06/24 | 100% - Submitted | **09/06/24** | | Submission Complete | |
| N/A | Data | **542** | Complete Data Readiness Analysis and Data Cleansing Activities for Segment IV | 07/22/24 | 10/18/24 | 100% - Submitted | **10/17/24** | Data Cleansing for Projects has been completed and is under monitoring. Updates to the Data Cleansing plan have been made. | Submission Complete | |
| N/A | Processes | **543** | Identify Change Impacts and Update Agency Business Process Documentation for Segment IV | 07/22/24 | 10/18/24 | 100% - Submitted | **11/01/24** | Business processes have been updated for Segment and impacts have been documented. | Submission Complete | |
| N/A | Technology | **544** | Update Agency Business System Documentation for Segment IV | 07/22/24 | 10/18/24 | 100% - Submitted | **10/25/24** | One interface impacts one ABS. | Submission Complete | |
| Direct | Technology | **545-A** | Update and Finalize Florida PALM Conversion Inventory for Segment IV | 07/22/24 | 10/18/24 | 100% - Submitted | **10/01/24** | Selected the Conversion Confirmation column for the two items DJJ selected as N/A. Updated Contracts information as well. | Submission Complete | 10/23/24 |
| Direct | Technology | **546** | Update Florida PALM Interface Inventory for Segment IV | 07/22/24 | 10/18/24 | 100% - Submitted | **10/01/24** | One interface impacts one ABS directly and one indirectly. | Submission Complete | |
| N/A | Technology | **547** | Remediate Agency Business Systems based on Segment III | 07/22/24 | 12/13/24 | 50% - In Progress | | | | |
| Direct | People | **549** | Submit Training Survey | 08/12/24 | 09/20/24 | 100% - Submitted | **09/19/24** | | Submission Complete | |
| Indirect | People | **536-B** | Create Agency Specific User Acceptance Testing Plan | 08/19/24 | 10/11/24 | 100% - Submitted | **10/11/24** | | Submission Complete | |
| Direct | Data | **541-C** | Complete Configuration Workbooks for Segment IV | 08/26/24 | 10/04/24 | 100% - Submitted | **09/24/24** | | Submission Complete | 10/21/24 |
| N/A | N/A | **551** | Submit Bimonthly Agency Readiness Status Report | 08/30/24 | 09/11/24 | 100% - Submitted | **09/10/24** | | Submission Complete | |
| N/A | N/A | **552** | Manage Agency Specific Implementation Schedule, Risks and Issues | 08/30/24 | 10/31/24 | 100% - Submitted | **10/30/24** | | N/A | |
| Direct | Technology | **550-B** | Participate in Technical Meeting to Receive Credentials and Access | 09/03/24 | 09/13/24 | 100% - Submitted | **09/18/24** | | N/A | 09/19/24 |
| Indirect | Technology | **553** | Prepare for Interface Testing | 09/16/24 | 10/18/24 | 100% - Submitted | **10/22/24** | | Submission Complete | |
| Direct | Technology | **554** | Participate in Connectivity Testing for Cycle 1 Interface Testing | 09/16/24 | 10/04/24 | 100% - Submitted | **09/30/24** | | Submission Complete | |
| Direct | Data | **541-D** | Complete Configuration Workbooks for Segment IV - General Ledger (GL) | 10/07/24 | 11/01/24 | 100% - Submitted | **10/22/24** | N/A for Default Interest Apportionment. | Submission Complete | |
| Direct | Data | **555-A** | Complete Data Cleansing Based on Mock Conversion 1 - Projects (PCC001) | 10/07/24 | 11/22/24 | 50% - In Progress | | | | |
| N/A | People | **559** | Share Florida PALM Updates | 10/14/24 | 10/25/24 | 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 | 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 | 50% - In Progress | | | | |
| 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 | 50% - In Progress | | | | |
| Direct | Data | **555-C** | Complete Data Cleansing Based on Mock Conversion 1 (AMC001 and POC001) | 11/08/24 | 12/06/24 | | | | | |

## People

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

### Implementation:

**Planned Florida PALM End Users = 99**

• Business Process Groupings = 13/13

**Identified Subject Matter Experts = 29**

**• SMEs by Business Process Grouping**

- Account Mgmt. and Financial Reporting = 3
- Accounts Receivable = 5
- Asset Accounting and Mgmt. = 3
- Banking = 4
- Budget Mgmt. and Cash Control = 4
- Contracts Mgmt. = 5
- Disbursements Mgmt. = 7
- Grants Mgmt. = 4
- Inter/IntraUnit Transactions = 5
- Payroll Mgmt. = 5
- Projects Mgmt. = 7
- Revenue Accounting = 3
- System Access and Controls = 9

**Role Mapping = TBD**

**Training = TBD**

## Processes

The sequence of procedures to accomplish a business objective.

### Current-State:

**Cataloged Business Processes = 100**

• Related Business Systems = 6

• Related Reports = 20

**• Documentation Status:**

- Complete = 100 Partial = 0 Not Started = 0

### Implementation:

**Impacted Agency Business Processes = 100**

• Related Business Process Groupings = 12

- Planned Spreadsheet Uploads = 1

**• Level of Impact: People Changes**

- High = 13 Medium = 0 Low = 17 None = 38 Uncertain = 0

**• Level of Impact: Processes Changes**

- High = 12 Medium = 8 Low = 29 None = 19 Uncertain = 0

**• Level of Impact: Technology Changes**

- High = 8 Medium = 4 Low = 36 None = 20 Uncertain = 0

**• Level of Impact: Data Changes**

- High = 9 Medium = 6 Low = 40 None = 13 Uncertain = 0

**• Segments I & II Documentation Update Status**

- Not Started = 0 In Progress = 0 Complete = 68

**• Segment III Documentation Update Status**

- Not Started = 0 In Progress = 0 Complete =

## Technology

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

### Current-State:

**Cataloged Business Systems = 29**

**• Criticality:**

- High = 28 Med = 1 Low = 0 None = 0

**• Documentation Status:**

- Complete = 28 Partial = 0 Not Started = 0

**Cataloged Interfaces = 16**

- Inbound Interfaces = 12
- Outbound Interfaces = 4

### Implementation:

**Business Systems Planned for Integration = 19**

**• Segment I - Documentation Updates:**

- Complete = 7 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 8

**• Segment II - Documentation Updates:**

- Complete = 0 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 15

**• Segment III - Documentation Updates:**

- Complete = 5 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 10

**Planned Interfaces = 4**

- Inbound Interfaces = -1
- Outbound Interfaces = 4

## Data

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

### Current-State:

**Unique FLAIR Data Elements = 76**

**• Associated Unique Uses = 76**

- Continued Use - Yes = 75
- Continued Use - No = 1

**• Associated Business Systems = 4**

**Cataloged Reports = 89**

**• Criticality:**

- High = 71 Med = 19 Low = 0 None = 0

### Implementation:

**Segments I & II Planned Configurations = 7/9**

**• Accounts Receivable (AR)**

- Planned Distribution Codes = 1

**• Asset Management (AM)**

- Planned Location Codes = 808
- Planned Associated Area ID's = 171

**• Commitment Control (KK)**

- Planned Option = Option # 2 - Control

**• General Ledger (GL)**

- Planned Budgetary Value Combo Edits = 473
- Planned Local Funds = None
- Planned Organization ID's = 1303
- Planned OA1's = 4
- Planned OA2's = None

**Segment IV Planned Configurations**

- Started = 1 Not Started = 1

**Conversions & Data Readiness**

• Conversions Needed = 9

• Agency Data Outside of Primary Source System(s) = 0

**• Data Readiness/Cleansing Status:**

- Complete = 5 In Progress = 0 Not Started = 0 Not Applicable 0

**Reports = TBD**

# Agency Reported

The Risks, Issues, Assumptions and Readiness Activities tables below display only items that 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<br>Processes<br>Technology<br>Data | Tasks completion not meeting deadlines. | Open | 9 (High/High) | Tasks owner(s) to work with BA and PMO to overcome obstacles that are hindering meeting deadlines. | Task 543 was not submitted by the due date, October 18, 2024 and is still pending completion. | 03/28/24 | Morgan Helton |
| Data | Data Cleansing not completed on time for Mock Conversions. | Open | 9 (High/High) | Concerted effort required to ensure data cleansing completed accurately. | The Department is making concerted efforts to ensure data cleansing is complete by Nov. 22, 2024 | 07/31/24 | BU SMEs, BU Chiefs |
| People<br>Processes<br>Technology<br>Data | Impacted SMEs not attending workshops (e.g. Solution Design) | Open | 6 (Medium/High) | Continue to encourage SMEs to attend workshops and review PALM Project documentation as required. | | 07/31/24 | BU SMEs, BU Chiefs |
| People<br>Processes<br>Technology<br>Data | Current internal processes for open encumbrances and grants allows for the submission of blank fields that are required fields for PALM. | Open | 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. | 10/28/24 | 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. | Budget Unit has prepared a timeline for staff to complete both UAT and the LBR. | 10/28/24 | PMO |
| People<br>Processes | F&A staff resources limited during End-User UAT Testing due to competing priorities and vacant positions. | Open | 6 (High/Medium) | 11/04/24-Mitigation plan in progress | | | F&A |

## DJJ 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 | Verify previously “completed” tasks found to be incomplete or inaccurate (Task 328) | Closed | High - Impacts the ability of the agency to meet deadlines or milestones | Business Analyst working with affected BU Chiefs and SMEs to understand task requirements, rework the tasks, and complete them accurately. | Business Units documented additional business process to reflect PALM changes/impacts that were previously incomplete. | 10/18/24 | BU SMEs |
| Technology<br>Data | Task 514 (Complete Data Readiness Analysis and Data Cleansing Activities for Segment I and II) not completed | Closed | High - Impacts the ability of the agency to meet deadlines or milestones | Complete the data analysis and cleansing activities for the task's data elements. | Data Plan is complete. Data cleansing activities have been completed. | 10/18/24 | BA, F&A, Budget, and General Services |
| Processes<br>Data | Task 515 (Identify Change Impacts and Update Agency Business Progress Documentation for Segments I and II) not completed | Closed | High - Impacts the ability of the agency to meet deadlines or milestones | Reconcile documentation provided via email, Task Card and documented in SmartSheet to determine outstanding documentation. Then, collaborate with Business Units to update any missing documentation. | Business Units documented impacted business process to reflect PALM changes/impacts. | 10/25/24 | BA and BU Chiefs |
| Data | Task 526 - Data Readiness Analysis and Data Cleansing Activities for Segment III | Closed | High - Impacts the ability of the agency to meet deadlines or milestones | BA to work with BU PALM Administrators to resolve. | Data cleaning for contracts and grants have been completed. DJJ will work with FACTS to complete their data cleansing activities in their own time. Progress has been made in updating policies surrounding grant coding in order to better maintain accurate data prior to conversion. | 10/18/24 | PMO |
| Processes | Task 527 - Identify Change Impacts and Update Agency Business Process Documentation for Segment III | Closed | High - Impacts the ability of the agency to meet deadlines or milestones | Update the existing Business Processes using the standardized business process documentation template. | Business Units documented impacted business process to reflect PALM changes/impacts. | 10/18/24 | BU Chiefs, BU SMEs, PALM Admins, and BA |
| People | Business Analyst (BA) shortage | Open | 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<br>Technology | FL PALM Voucher processes/systems will be able to replace current voucher system (Axiom Pro). | Logged | 08/01/23 | Marcia Haye, Evelyn Jacobs | FL PALM will not replace DJJ's current document management system (Axiom Pro). |
| Processes<br>Data | Chart of Account (COA) will not change beyond what the FL PALM team has forecast | Logged | 08/01/23 | Marcia Haye | Correct. |
| People | Availability of adequate resources (SMEs) dedicated to work on required PALM tasks. | Logged | 04/17/24 | All | Business Units are experiencing staffing shortages which impact PALM Tasks. |
| People | PMO would be fully staffed. | Logged | 04/17/24 | All | PMO not fully staffed. |
| Technology | Software licenses would be available for PMO staff to manage the project. | Logged | 04/17/24 | Godfrey Ekata, Morgan Helton | PM has received the Software license for Microsoft Project. |
| Processes | Previously worked and submitted PALM tasks would have been complete and accurate. | Logged | 04/17/24 | SMEs, PMO | PMO working with SMEs to update and/or correct previous tasks that are incomplete or inaccurate. |
| Processes<br>Technology<br>Data | PALM will not provide the same reporting capabilities that current ABS 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 meets or exceeds the current reporting capabilities of ABS (based on the information provided to-date). |
| People | DJJ PMO can drive the implementation of the PALM Project with four team members. | Logged | 04/17/24 | PMO | Advertising for one vacancy. |
| People | There is a commitment to the project goals from all stakeholders. | 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. |
| Processes<br>Technology | The project schedule will be used to establish and monitor the nature and progress of tasks supporting defined milestones and deliverables. | Logged | 04/23/24 | PMO | This has been implemented. |
| People<br>Processes<br>Technology<br>Data | The current FLAIR system will function until PALM is implemented in production. | Logged | 04/23/24 | F&A, Budget, General Services, HR, Contracts, Grants | PMO learned that the two systems will not run concurrently. |
| People<br>Technology | There is a sufficient talent pool within the budget from which to hire state staff resources. | Logged | 04/23/24 | PMO, F&A, General Services | DJJ received budget for PALM related activities. |
| People<br>Processes<br>Technology | There will be sufficient engagement by DJJ’s resources knowledgeable about agency business processes and technical capabilities. | Logged | 04/23/24 | F&A, Budget, General Services, HR, Contracts, Grants, Revenue | |
| Processes | The PALM team will stick with implementation schedule and will not deviate. | Logged | 04/23/24 | PMO | |
| Processes | The PALM team will determine the PALM-related tasks to be performed by DJJ staff to support the design and build of PALM. | Logged | 04/23/24 | F&A, Budget, General Services, HR, Contracts | PALM periodically assigns tasks to DJJ for completion. |
| People<br>Processes<br>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 | DJJ SMEs understand and document their internal processes and modify them where possible to accommodate PALM functionalities. | Logged | 04/23/24 | F&A, Budget, General Services, HR, Contracts, Grants, Revenue | The initial documentation has gaps that are being corrected. |
| Processes<br>Technology<br>Data | DJJ understands and will document the current state of its technical architecture and business systems and modify to integrate with the financial management solution. | 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. |
| Technology | DJJ has the budget needed to perform tasks assigned. | Logged | 04/23/24 | Budget, IT | |
| Processes<br>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. |
| Processes<br>Technology | UAT training with SMEs and end users will in in the lab on site. | Logged | 07/15/24 | F&A, Budget, General Services, HR, PMO, TLC, IT | TBD |

## DJJ 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 Processes Technology | Segment IV Design Workshop | 09/10/24 | SMEs, Agency Liaison | Agenda: Carry/Certified Forwards, Year-End Closing and SpeedKeys | |
| People | CoLab's Change Management Workshop | 09/17/24 | Agency Liaison | Discussion on how best to manage and influence change in project management. | |
| People Processes | Advisory Council Meeting | 09/18/24 | Agency Liaison, F&A, Budget SMEs | Discussed IW Tool for Master Balance File Analysis and Budget Control additional options | |
| People Processes Technology | Task Talk | 09/19/24 | Agency Liaison, F&A, IT | Q&A on current PALM tasks | |
| People Processes Technology Data | Contracts Bi-Weekly PALM Check In | 10/01/24 | SMEs, Agency Liaison, PM | Status check on PALM Tasks | Reviewed Risks and Issues log, cover outstanding tasks, review upcoming tasks and forthcoming design meetings. |
| People Processes Technology Data | F&A Bi-Weekly PALM Check In | 10/03/24 | Chief, SMEs, Agency Liaison, PM | Status check on PALM Tasks | Reviewed Risks and Issues log, cover outstanding tasks, review upcoming tasks and forthcoming design meetings. |
| People Processes Technology Data | General Services Bi-Weekly PALM Check In | 10/03/24 | Chief, SMEs, Agency Liaison, PM | Status check on PALM Tasks | Reviewed Risks and Issues log, cover outstanding tasks, review upcoming tasks and forthcoming design meetings. |
| People Processes Technology Data | Budget Bi-Weekly PALM Check In | 10/04/24 | Chief, SMEs, Agency Liaison, PM | Status check on PALM Tasks | Reviewed Risks and Issues log, cover outstanding tasks, review upcoming tasks and forthcoming design meetings. |
| People Processes Technology Data | HR Bi-Weekly PALM Check In | 10/04/24 | Chief, SMEs, Agency Liaison, PM | Status check on PALM Tasks | Reviewed Risks and Issues log, cover outstanding tasks, review upcoming tasks and forthcoming design meetings. |
| People Processes | Executive Steering Committee | 10/08/24 | Agency Liaison | Stay abreast of the latest information/progress of the PALM Project | |
| People Processes Technology Data | FACTS Workshop | 10/09/24 | Agency Liaison, SMEs | Learn how FACTS will be impacted by PALM. | Data cleansing for FACTS data to be released by DFS in the future. |
| People Processes Technology Data | Task Talk | 10/10/24 | SMEs, Agency Liaison, PM | Discussion on recently released and nearly due Project tasks | |
| Processes Data | General Services Bi-Weekly PALM Check In | 10/14/24 | Chief, SMEs, Agency Liaison, PM | Status check on PALM Tasks | Reviewed Risks and Issues log, cover outstanding tasks, review upcoming tasks and data cleansing efforts. |
| Processes Data | Contracts Bi-Weekly PALM Check In | 10/15/24 | SMEs, Agency Liaison, PM | Status check on PALM Tasks | Reviewed Risks and Issues log, cover outstanding tasks, review upcoming tasks and forthcoming design meetings. |
| People Processes Technology Data | Advisory Council Meeting | 10/16/24 | | Stay abreast of the latest information/progress of the PALM 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

Privacy Notice | Report Abuse

## DJJ Status Report Confirmation

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

**Helpful Links**

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

# DLA 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**

September - October 2024

**Agency Sponsor**

Sabrina Donovan

## CCN Composition

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

**Change Champion Network:**

- Unique Filled Role = 15
- Duplicate Filled Role = 10
- 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 = 84.00%**

- Submitted Complete = 21
- Submitted Incomplete = 1
- 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 = 93.38%**

- Submitted On Time = 56
- Submitted Late = 9
- 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 = 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 | 75% - Consolidating/Inputting Information for Submission | | Remediation is in progress. | | |
| N/A | Technology | **531** | Remediate Agency Business Systems based on Segment II | 04/29/24 | 10/04/24 | 50% - In Progress | | | | |
| Direct | Data | **541-A** | Complete Configuration Workbooks for Segment IV | 07/22/24 | 09/06/24 | 100% - Submitted | **08/29/24** | Not applicable at this time. | Submission Complete | |
| Direct | Data | **541-B** | Complete Configuration Workbooks for Segment IV | 07/22/24 | 09/06/24 | 100% - Submitted | **09/06/24** | | Submission Complete | 09/12/24 |
| N/A | Data | **542** | Complete Data Readiness Analysis and Data Cleansing Activities for Segment IV | 07/22/24 | 10/18/24 | 100% - Submitted | **08/28/24** | | Submission Complete | 09/09/24 |
| N/A | Technology | **544** | Update Agency Business System Documentation for Segment IV | 07/22/24 | 10/18/24 | 100% - Submitted | **10/16/24** | | Submission Complete | 11/06/24 |
| N/A | Processes | **543** | Identify Change Impacts and Update Agency Business Process Documentation for Segment IV | 07/22/24 | 10/18/24 | 100% - Submitted | **10/16/24** | | Submission Complete | 10/22/24 |
| Direct | Technology | **545-A** | Update and Finalize Florida PALM Conversion Inventory for Segment IV | 07/22/24 | 10/18/24 | 100% - Submitted | **08/28/24** | | Submission Complete | |
| Direct | Technology | **546** | Update Florida PALM Interface Inventory for Segment IV | 07/22/24 | 10/18/24 | 100% - Submitted | **10/16/24** | | Submission Complete | 10/25/24 |
| N/A | Technology | **547** | Remediate Agency Business Systems based on Segment III | 07/22/24 | 12/13/24 | | | | | |
| Direct | People | **549** | Submit Training Survey | 08/12/24 | 09/20/24 | 100% - Submitted | **09/04/24** | survey submitted 09/04/2024 | Submission Complete | |
| Indirect | People | **536-B** | Create Agency Specific User Acceptance Testing Plan | 08/19/24 | 10/11/24 | 100% - Submitted | **10/09/24** | | Submission Complete | |
| Direct | Data | **541-C** | Complete Configuration Workbooks for Segment IV | 08/26/24 | 10/04/24 | 100% - Submitted | **10/09/24** | | Submission Complete | 10/15/24 |
| N/A | N/A | **551** | Submit Bimonthly Agency Readiness Status Report | 08/30/24 | 09/11/24 | 100% - Submitted | **09/06/24** | | Submission Complete | |
| N/A | N/A | **552** | Manage Agency Specific Implementation Schedule, Risks and Issues | 08/30/24 | 10/31/24 | 100% - Submitted | **10/31/24** | | N/A | |
| Direct | Technology | **550-B** | Participate in Technical Meeting to Receive Credentials and Access | 09/03/24 | 09/13/24 | 100% - Submitted | **09/11/24** | | N/A | |
| Indirect | Technology | **553** | Prepare for Interface Testing | 09/16/24 | 10/18/24 | Pending Resubmission | **11/06/24** | | Submission Incomplete | |
| Direct | Technology | **554** | Participate in Connectivity Testing for Cycle 1 Interface Testing | 09/16/24 | 10/04/24 | 100% - Submitted | **09/20/24** | | Submission Complete | |
| Direct | Data | **541-D** | Complete Configuration Workbooks for Segment IV - General Ledger (GL) | 10/07/24 | 11/01/24 | 100% - Submitted | **10/14/24** | | Submission Complete | |
| Direct | Data | **555-A** | Complete Data Cleansing Based on Mock Conversion 1 - Projects (PCC001) | 10/07/24 | 11/22/24 | 100% - Submitted | **10/16/24** | | Submission Complete | 11/01/24 |
| N/A | People | **559** | Share Florida PALM Updates | 10/14/24 | 10/25/24 | 100% - Submitted | **10/22/24** | | 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 | | | | | |
| 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 | | | | | |
| Direct | Data | **555-C** | Complete Data Cleansing Based on Mock Conversion 1 (AMC001 and POC001) | 11/08/24 | 12/06/24 | | | | | |

## People

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

### Implementation:

**Planned Florida PALM End Users = 27**

• Business Process Groupings = 12/13

**Identified Subject Matter Experts = 10**

**• SMEs by Business Process Grouping**

- Account Mgmt. and Financial Reporting = 2
- Accounts Receivable = 1
- Asset Accounting and Mgmt. = 2
- Banking = 1
- Budget Mgmt. and Cash Control = 1
- Contracts Mgmt. = 2
- Disbursements Mgmt. = 1
- Grants Mgmt. = 2
- Inter/IntraUnit Transactions = 3
- Payroll Mgmt. = 2
- Projects Mgmt. = 2
- Revenue Accounting = 1
- System Access and Controls = 1

**Role Mapping = TBD**

**Training = TBD**

## Processes

The sequence of procedures to accomplish a business objective.

### Current-State:

**Cataloged Business Processes = 67**

• Related Business Systems = 5

• Related Reports = 9

**• Documentation Status:**

- Complete = 67 Partial = 0 Not Started = 0

### Implementation:

**Impacted Agency Business Processes = 67**

• Related Business Process Groupings = 11

- Planned Spreadsheet Uploads = 8

**• Level of Impact: People Changes**

- High = 11 Medium = 12 Low = 43 None = 1 Uncertain = 0

**• Level of Impact: Processes Changes**

- High = 9 Medium = 24 Low = 33 None = 1 Uncertain = 0

**• Level of Impact: Technology Changes**

- High = 11 Medium = 15 Low = 40 None = 1 Uncertain = 0

**• Level of Impact: Data Changes**

- High = 15 Medium = 40 Low = 12 None = 0 Uncertain = 0

**• Segments I & II Documentation Update Status**

- Not Started = 0 In Progress = 0 Complete = 67

**• Segment III Documentation Update Status**

- Not Started = 0 In Progress = 0 Complete = 67

## Technology

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

### Current-State:

**Cataloged Business Systems = 13**

**• Criticality:**

- High = 9 Med = 0 Low = 1 None = 3

**• Documentation Status:**

- Complete = 10 Partial = 3 Not Started = 0

**Cataloged Interfaces = 23**

- Inbound Interfaces = 4
- Outbound Interfaces = 19

### Implementation:

**Business Systems Planned for Integration = 8**

**• Segment I - Documentation Updates:**

- Complete = 3 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 3

**• Segment II - Documentation Updates:**

- Complete = 3 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 3

**• Segment III - Documentation Updates:**

- Complete = 3 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 3

**Planned Interfaces = 4**

- Inbound Interfaces = -6
- Outbound Interfaces = 2

## Data

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

### Current-State:

**Unique FLAIR Data Elements = 70**

**• Associated Unique Uses = 70**

- Continued Use - Yes = 39
- Continued Use - No = 3

**• Associated Business Systems = 15**

**Cataloged Reports = 176**

**• Criticality:**

- High = 21 Med = 1 Low = 86 None = 0

### Implementation:

**Segments I & II Planned Configurations = 8/9**

**• Accounts Receivable (AR)**

- Planned Distribution Codes = 1

**• Asset Management (AM)**

- Planned Location Codes = 13
- Planned Associated Area ID's = 112

**• Commitment Control (KK)**

- Planned Option = Option # 1 - Track with Budget

**• General Ledger (GL)**

- Planned Budgetary Value Combo Edits = 397
- Planned Local Funds = None
- Planned Organization ID's = 174
- Planned OA1's = 22
- Planned OA2's = 22

**Segment IV Planned Configurations**

- Started = 2 Not Started = 0

**Conversions & Data Readiness**

• Conversions Needed = 9

• Agency Data Outside of Primary Source System(s) = 1

**• Data Readiness/Cleansing Status:**

- Complete = 4 In Progress = 0 Not Started = 0 Not Applicable 1

**Reports = TBD**

# Agency Reported

The Risks, Issues, Assumptions and Readiness Activities tables below display only items that 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 |
| Technology | A Schedule of Allotment Balances (SAB) that is meaningful to an agency will not be generated from PALM if agencies cannot enter budget allotments at the account level. | Open | 9 (High/High) | The agency will have to develop an ABS to produce a SAB that can be used to manage their budget. | Updated on 06/05/2024; No change:06/17/2024-Florida PALM project is testing a solution but we've not be advised of the results. 09/06/2024 - we have not been provided any update on this. | 05/15/24 | 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 process in Florida PALM. | 04/14/25 | Darlene Faris |
| Data | Need the ability to request Activities to the Activity ChartField for use with the Project-related ChartFields or provide a list to DFS for updating the Activity ChartField. | Open | Critical - Impacts the ability of the agency to move forward with work without resolution | Prepare a draft list to send to DFS for updating PALM. | 08/21/24- This remains as an outstanding issue. 09/06/2024 this remains as outstanding. | 05/10/24 | Sabrina Donovan |
| Processes Technology Data | Existing ABS requires extensive development to accommodate PALM. OAG is unable to submit a budget amendment for PALM funds for staff augmentation of technical personnel. | Open | Critical - Impacts the ability of the agency to move forward with work without resolution | Need PALM funding to support technical resources for staff augmentation. | 09/06/2024 - budget amendment is now in progress with approval anticipated 09/13/2024 | 06/12/24 | Sabrina Donovan |
| 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. | 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 | New | 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. | 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 |

## DLA Agency-Specific Readiness Activities

| Critical Operational Elements | Activity Description | Date(s) | Impacted Stakeholder(s) and/or System(s) | Objective | 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

## DLA Status Report Confirmation

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

**Helpful Links**

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

# 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**

September - October 2024

**Agency Sponsor**

Col. Adam Curry

## CCN Composition

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

**Change Champion Network:**

- Unique Filled Role = 14
- Duplicate Filled Role = 2
- 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 = 89.76%**

- Submitted Complete = 27
- Submitted Incomplete = 0
- Completed After Submission = 14

## 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 = 98.82%**

- Submitted On Time = 60
- Submitted Late = 6
- 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 | **531** | Remediate Agency Business Systems based on Segment II | 04/29/24 | 10/04/24 | 100% - Submitted | **07/12/24** | | Submission Complete | |
| Direct | Data | **541-A** | Complete Configuration Workbooks for Segment IV | 07/22/24 | 09/06/24 | 100% - Submitted | **09/05/24** | Project Costing not needed. | Submission Complete | 09/12/24 |
| N/A | Data | **542** | Complete Data Readiness Analysis and Data Cleansing Activities for Segment IV | 07/22/24 | 10/18/24 | 100% - Submitted | **10/16/24** | | Submission Complete | |
| N/A | Processes | **543** | Identify Change Impacts and Update Agency Business Process Documentation for Segment IV | 07/22/24 | 10/18/24 | 100% - Submitted | **10/16/24** | | Submission Complete | |
| N/A | Technology | **544** | Update Agency Business System Documentation for Segment IV | 07/22/24 | 10/18/24 | 100% - Submitted | **10/16/24** | | Submission Complete | 11/07/24 |
| Direct | Technology | **545-A** | Update and Finalize Florida PALM Conversion Inventory for Segment IV | 07/22/24 | 10/18/24 | 100% - Submitted | **10/16/24** | | Submission Complete | 10/17/24 |
| Direct | Technology | **546** | Update Florida PALM Interface Inventory for Segment IV | 07/22/24 | 10/18/24 | 100% - Submitted | **10/16/24** | | Submission Complete | 11/07/24 |
| N/A | Technology | **547** | Remediate Agency Business Systems based on Segment III | 07/22/24 | 12/13/24 | | | | | |
| Direct | People | **549** | Submit Training Survey | 08/12/24 | 09/20/24 | 100% - Submitted | **09/17/24** | Awaiting email from COL Curry | Submission Complete | 10/21/24 |
| Indirect | People | **536-B** | Create Agency Specific User Acceptance Testing Plan | 08/19/24 | 10/11/24 | 100% - Submitted | **10/10/24** | | Submission Complete | 10/10/24 |
| Direct | Data | **541-C** | Complete Configuration Workbooks for Segment IV | 08/26/24 | 10/04/24 | 100% - Submitted | **10/02/24** | | Submission Complete | 10/22/24 |
| N/A | N/A | **551** | Submit Bimonthly Agency Readiness Status Report | 08/30/24 | 09/11/24 | 100% - Submitted | **09/09/24** | Primary Sponsor (COL Curry) is currently out of the country. The alternate sponsor (Tim Smith) signed in his absence. | Submission Complete | |
| N/A | N/A | **552** | Manage Agency Specific Implementation Schedule, Risks and Issues | 08/30/24 | 10/31/24 | 100% - Submitted | **10/31/24** | | N/A | |
| Direct | Technology | **550-B** | Participate in Technical Meeting to Receive Credentials and Access | 09/03/24 | 09/13/24 | 100% - Submitted | **09/17/24** | Personnel attended the meeting 11 Sep @ 10:30am. | N/A | |
| Indirect | Technology | **553** | Prepare for Interface Testing | 09/16/24 | 10/18/24 | 100% - Submitted | **10/15/24** | | Submission Complete | |
| Direct | Technology | **554** | Participate in Connectivity Testing for Cycle 1 Interface Testing | 09/16/24 | 10/04/24 | 100% - Submitted | **10/04/24** | MFTs do not have the credentials to log into the transfer portal. Only person that has credentials is one Technical person (Tom Barstow) | Submission Complete | |
| Direct | Data | **541-D** | Complete Configuration Workbooks for Segment IV - General Ledger (GL) | 10/07/24 | 11/01/24 | 100% - Submitted | **11/01/24** | | Submission Complete | |
| Direct | Data | **555-A** | Complete Data Cleansing Based on Mock Conversion 1 - Projects (PCC001) | 10/07/24 | 11/22/24 | | | | | |
| N/A | People | **559** | Share Florida PALM Updates | 10/14/24 | 10/25/24 | 100% - Submitted | **10/17/24** | | 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 | | | | | |
| 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 | | | | | |
| Direct | Data | **555-C** | Complete Data Cleansing | 11/08/24 | 12/06/24 | | | | | |

Based on Mock Conversion 1 (AMC001 and POC001)

## People

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

### Implementation:

**Planned Florida PALM End Users = 22**

• Business Process Groupings = 10/13

**Identified Subject Matter Experts = 11**

**• SMEs by Business Process Grouping**

- Account Mgmt. and Financial Reporting = 2
- Accounts Receivable = 1
- Asset Accounting and Mgmt. = 2
- Banking = 1
- Budget Mgmt. and Cash Control = 1
- Contracts Mgmt. = 3
- Disbursements Mgmt. = 1
- Grants Mgmt. = 1
- Inter/IntraUnit Transactions = 1
- Payroll Mgmt. = 2
- Projects Mgmt. = 2
- Revenue Accounting = 1
- System Access and Controls = 1

**Role Mapping = TBD**

**Training = TBD**

## Processes

The sequence of procedures to accomplish a business objective.

### Current-State:

**Cataloged Business Processes = 24**

• Related Business Systems = 4

• Related Reports = 14

**• Documentation Status:**

- Complete = 24 Partial = 0 Not Started = 0

### Implementation:

**Impacted Agency Business Processes = 24**

• Related Business Process Groupings = 13

- Planned Spreadsheet Uploads = 0

**• Level of Impact: People Changes**

- High = 0 Medium = 0 Low = 0 None = 24 Uncertain = 0

**• Level of Impact: Processes Changes**

- High = 0 Medium = 0 Low = 24 None = 0 Uncertain = 0

**• Level of Impact: Technology Changes**

- High = 0 Medium = 0 Low = 11 None = 13 Uncertain = 0

**• Level of Impact: Data Changes**

- High = 0 Medium = 0 Low = 0 None = 24 Uncertain = 0

**• Segments I & II Documentation Update Status**

- Not Started = 0 In Progress = 0 Complete = 24

**• Segment III Documentation Update Status**

- Not Started = 0 In Progress = 0 Complete = 24

## Technology

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

### Current-State:

**Cataloged Business Systems = 5**

**• Criticality:**

- High = 2 Med = 3 Low = 0 None = 0

**• Documentation Status:**

- Complete = 2 Partial = 0 Not Started = 2

**Cataloged Interfaces = 1**

- Inbound Interfaces = 0
- Outbound Interfaces = 1

### Implementation:

**Business Systems Planned for Integration = 2**

**• Segment I - Documentation Updates:**

- Complete = 0 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 2

**• Segment II - Documentation Updates:**

- Complete = 0 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 2

**• Segment III - Documentation Updates:**

- Complete = 0 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 2

**Planned Interfaces = 6**

- Inbound Interfaces = 3
- Outbound Interfaces = 3

## Data

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

### Current-State:

**Unique FLAIR Data Elements = 94**

**• Associated Unique Uses = 97**

- Continued Use - Yes = 71
- Continued Use - No = 22

**• Associated Business Systems = 2**

**Cataloged Reports = 48**

**• Criticality:**

- High = 28 Med = 12 Low = 6 None = 1

### Implementation:

**Segments I & II Planned Configurations = 6/9**

**• Accounts Receivable (AR)**

- Planned Distribution Codes = 1

**• Asset Management (AM)**

- Planned Location Codes = 229
- Planned Associated Area ID's = None

**• Commitment Control (KK)**

- Planned Option = Option # 2 - Control

**• General Ledger (GL)**

- Planned Budgetary Value Combo Edits = 333
- Planned Local Funds = None
- Planned Organization ID's = 213
- Planned OA1's = 18
- Planned OA2's = None

**Segment IV Planned Configurations**

- Started = 1 Not Started = 1

**Conversions & Data Readiness**

• Conversions Needed = 8

• Agency Data Outside of Primary Source System(s) = 1

**• Data Readiness/Cleansing Status:**

- Complete = 4 In Progress = 0 Not Started = 0 Not Applicable 0

**Reports = TBD**

# Agency Reported

The Risks, Issues, Assumptions and Readiness Activities tables below display only items that 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 |
|---|---|---|---|---|---|---|---|
| Technology | Awaiting information about new tracking system to replace Quickbooks | Open | 6 (High/Medium) | Currently have a pending contract to replace quickbooks and interface with PALM. Will close once system has been implemented. | Sep/Oct 24 | 01/09/24 | Jack McAlpine |

## DMA 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 | Continued training of new staff members in additional to required training for budget. | Open | High - Impacts the ability of the agency to meet deadlines or milestones | Will resolve with time. | Sep/Oct 24 Continue to train staff | 06/30/24 | Trixy Pacetti |
| People<br>Processes<br>Technology<br>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 | Open | 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 | 12/31/24 | Jack McAlpine |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| | | | | | Sep/Oct - Working with a pending contract to replace Quickbooks. Should be awarded by end of Oct 24. | | |
| Processes<br>Data | Lump sum payment made for multiple items that become Assets:<br>a. FLAIR allows these payments to be unitized into Assets by the Asset tag and cost per item.<br>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<br>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.<br>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<br>Processes<br>Technology<br>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 |
| People<br>Processes<br>Technology<br>Data | Possible solution for CA/Quickbooks within PALM system. | Logged | 06/25/24 | Grant Tracking Process at Financial Wave. See attached. | Jun/Jul 24 |

## DMA Agency-Specific Readiness Activities

| Critical Operational Elements | Activity Description | Date(s) | Impacted Stakeholder(s) and/or System(s) | Objective | 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

## DMA Status Report Confirmation

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

**Helpful Links**

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

# 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**

September - October 2024

**Agency Sponsor**

Lance Dyal

## CCN Composition

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

**Change Champion Network:**

- Unique Filled Role = 10
- Duplicate Filled Role = 6
- 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 = 94.00%**

- Submitted Complete = 34
- 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 = 96.91%**

- Submitted On Time = 59
- Submitted Late = 7
- 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 | **531** | Remediate Agency Business Systems based on Segment II | 04/29/24 | 10/04/24 | 100% - Submitted | **09/11/24** | OIT requests a discussion specific to this task at the next DMS Agency PALM Touchpoint. | Submission Complete | |
| Direct | Data | **541-A** | Complete Configuration Workbooks for Segment IV | 07/22/24 | 09/06/24 | 100% - Submitted | **08/26/24** | Since this is optional, DMS is opting out at this time. Tracking and reporting and analysis currently take place in an independent system that has no plan to interface with PALM to date. May readdress and opt in in the future if that position changes. | Submission Complete | |
| N/A | Data | **542** | Complete Data Readiness Analysis and Data Cleansing Activities for Segment IV | 07/22/24 | 10/18/24 | 100% - Submitted | **10/18/24** | | Submission Complete | |
| N/A | Processes | **543** | Identify Change Impacts and Update Agency Business Process Documentation for Segment IV | 07/22/24 | 10/18/24 | 100% - Submitted | **10/18/24** | Updated and resubmitted Oct 22 | Submission Complete | 10/22/24 |
| N/A | Technology | **544** | Update Agency Business System Documentation for Segment IV | 07/22/24 | 10/18/24 | 100% - Submitted | **10/18/24** | | Submission Complete | |
| Direct | Technology | **545-A** | Update and Finalize Florida PALM Conversion Inventory for Segment IV | 07/22/24 | 10/18/24 | 100% - Submitted | **10/18/24** | | Submission Complete | |
| Direct | Technology | **546** | Update Florida PALM Interface Inventory for Segment IV | 07/22/24 | 10/18/24 | 100% - Submitted | **10/08/24** | Aug 29: Discussed and confirmed selections with PALM prior to marking 100%.<br>Oct 22: Confirmed remediation not needed for Seg IV<br>Oct 29: Confirmed Fleetwave and SATS. Complete. | Submission Complete | 10/22/24 |
| 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 | | | | |
| Direct | People | **549** | Submit Training Survey | 08/12/24 | 09/20/24 | 100% - Submitted | **08/14/24** | | Submission Complete | |
| Indirect | People | **536-B** | Create Agency Specific User Acceptance Testing Plan | 08/19/24 | 10/11/24 | 100% - Submitted | **10/09/24** | | Submission Complete | |
| Direct | Data | **541-C** | Complete Configuration Workbooks for Segment IV | 08/26/24 | 10/04/24 | 100% - Submitted | **10/08/24** | Completed the Speedkeys (1) and Payroll (2) Spreadsheets and checked them back into the secure DMS PALM portal. | Submission Complete | |
| N/A | N/A | **551** | Submit Bimonthly Agency Readiness Status Report | 08/30/24 | 09/11/24 | 100% - Submitted | **09/11/24** | | Submission Complete | |
| N/A | N/A | **552** | Manage Agency Specific Implementation Schedule, Risks and Issues | 08/30/24 | 10/31/24 | 100% - Submitted | **10/29/24** | | N/A | |
| Direct | Technology | **550-B** | Participate in Technical Meeting to Receive Credentials and Access | 09/03/24 | 09/13/24 | 100% - Submitted | **09/12/24** | | N/A | |
| Indirect | Technology | **553** | Prepare for Interface Testing | 09/16/24 | 10/18/24 | 100% - Submitted | **10/22/24** | Have not identified and / or confirmed all test cases. In progress via SME collaboration.<br>Oct 22: test cases identified and confirmed | Submission Complete | |
| Direct | Technology | **554** | Participate in Connectivity Testing for Cycle 1 Interface Testing | 09/16/24 | 10/04/24 | 100% - Submitted | **09/24/24** | PALM confirmed MFT connection with DMS tech team on 09-23-24. | Submission Complete | |
| Direct | Data | **541-D** | Complete Configuration Workbooks for Segment IV - General Ledger (GL) | 10/07/24 | 11/01/24 | 100% - Submitted | **10/29/24** | | Submission Complete | |
| Direct | Data | **555-A** | Complete Data Cleansing Based on Mock Conversion 1 - Projects (PCC001) | 10/07/24 | 11/22/24 | 75% - Consolidating/Inputting Information for Submission | | | | |
| N/A | People | **559** | Share Florida PALM Updates | 10/14/24 | 10/25/24 | 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 Initial Internal Meetings and Information Gathering | | | | |
| Direct | Data | **555-B** | Complete Data Cleansing Based on | 10/28/24 | 11/22/24 | 50% - In Progress | | | | |

| | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | Mock Conversion 1 (CTC001, GMC001, and PCC002) | | | | | | | |
| 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 | 25% - Beginning Initial Internal Meetings and Information Gathering | | | | |
| Direct | Data | **555-C** | Complete Data Cleansing Based on Mock Conversion 1 (AMC001 and POC001) | 11/08/24 | 12/06/24 | | | | | |

## People

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

### Implementation:

**Planned Florida PALM End Users = 69**

• Business Process Groupings = 11/13

**Identified Subject Matter Experts = 51**

**• SMEs by Business Process Grouping**

- Account Mgmt. and Financial Reporting = 17
- Accounts Receivable = 18
- Asset Accounting and Mgmt. = 9
- Banking = 12
- Budget Mgmt. and Cash Control = 15
- Contracts Mgmt. = 9
- Disbursements Mgmt. = 23
- Grants Mgmt. = 5
- Inter/IntraUnit Transactions = 17
- Payroll Mgmt. = 17
- Projects Mgmt. = 8
- Revenue Accounting = 22
- System Access and Controls = 17

**Role Mapping = TBD**

**Training = TBD**

## Processes

The sequence of procedures to accomplish a business objective.

### Current-State:

**Cataloged Business Processes = 60**

• Related Business Systems = 9

• Related Reports = 33

**• Documentation Status:**

- Complete = 60 Partial = 0 Not Started = 0

### Implementation:

**Impacted Agency Business Processes = 60**

• Related Business Process Groupings = 10

- Planned Spreadsheet Uploads = 4

**• Level of Impact: People Changes**

- High = 0 Medium = 20 Low = 32 None = 8 Uncertain = 0

**• Level of Impact: Processes Changes**

- High = 2 Medium = 20 Low = 30 None = 8 Uncertain = 0

**• Level of Impact: Technology Changes**

- High = 3 Medium = 15 Low = 31 None = 11 Uncertain = 0

**• Level of Impact: Data Changes**

- High = 4 Medium = 18 Low = 30 None = 8 Uncertain = 0

**• Segments I & II Documentation Update Status**

- Not Started = 0 In Progress = 0 Complete = 60

**• Segment III Documentation Update Status**

- Not Started = 0 In Progress = 0 Complete = 60

## Technology

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

### Current-State:

**Cataloged Business Systems = 11**

**• Criticality:**

- High = 4 Med = 2 Low = 0 None = 5

**• Documentation Status:**

- Complete = 10 Partial = 0 Not Started = 1

**Cataloged Interfaces = 55**

- Inbound Interfaces = 40
- Outbound Interfaces = 15

### Implementation:

**Business Systems Planned for Integration = 4**

**• Segment I - Documentation Updates:**

- Complete = 3 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 0

**• Segment II - Documentation Updates:**

- Complete = 0 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 3

**• Segment III - Documentation Updates:**

- Complete = 0 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 3

**Planned Interfaces = 8**

- Inbound Interfaces = -1
- Outbound Interfaces = 4

## Data

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

### Current-State:

**Unique FLAIR Data Elements = 143**

**• Associated Unique Uses = 1303**

- Continued Use - Yes = 205
- Continued Use - No = 43

**• Associated Business Systems = 5**

**Cataloged Reports = 108**

**• Criticality:**

- High = 91 Med = 18 Low = 3 None = 0

### Implementation:

**Segments I & II Planned Configurations = 6/9**

**• Accounts Receivable (AR)**

- Planned Distribution Codes = 4

**• Asset Management (AM)**

- Planned Location Codes = 99
- Planned Associated Area ID's = None

**• Commitment Control (KK)**

- Planned Option = Option # 1 - Track with Budget

**• General Ledger (GL)**

- Planned Budgetary Value Combo Edits = 865
- Planned Local Funds = None
- Planned Organization ID's = 442
- Planned OA1's = 470
- Planned OA2's = None

**Segment IV Planned Configurations**

- Started = 1 Not Started = 1

**Conversions & Data Readiness**

• Conversions Needed = 8

• Agency Data Outside of Primary Source System(s) = 1

**• Data Readiness/Cleansing Status:**

- Complete = 3 In Progress = 0 Not Started = 0 Not Applicable 1

**Reports = TBD**

# Agency Reported

The Risks, Issues, Assumptions and Readiness Activities tables below display only items that 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 |
|---|---|---|---|---|---|---|---|---|
| DMS Risks | People Processes Technology 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 (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. | Logged April 25, 2024<br><br>Reviewed again Aug 28, 2024. Edits made.<br><br>Oct 23: No change. Continuing to monitor. | 04/25/24 | Finance and Administration / Eric Thiele |
| DMS Risks | Processes Technology Data | Developing test plans before the system is available will limit test coverage. | Open | 6 (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. | Logged Oct 9, 2024. | 10/09/24 | OIT / FMS |
| DMS Risks | People Processes Technology 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, | Open | 6 (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,. | Logged Oct 23, 2024 | 10/23/24 | OIT/FMS/Stephen Russell |
| DMS Risks | People | Functionality, | Open | 6 | Develop a testing plan. Use the PALM Sandbox | Logged April 26, 2023. | 02/22/24 | Finance and |

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| | Processes<br>Technology<br>Data | Will PALM deliver the functionality needed for DMS operations? | | (High/Medium) | 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. | 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. | | Administration /<br>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.<br>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. | 11/02/23 | Finance and<br>Administration /<br>Sandy Watson |
| DMS Risks | People<br>Processes<br>Technology<br>Data | MFT file transfers are not accepting modern encryption mechanisms. Only relying on IP address verification and not being accepted from modern cloud solutions. | Closed | 6<br>(High/Medium) | Accept private / public key infrastucture (PKI) as opposed to limiting by IP address.<br><br>Oct 23: Several IP were submitted for testing and currently work for file transfers. | Logged August 27, 2024 | 10/23/24 | OIT / John Ross |
| MFMP Risks | People<br>Processes<br>Technology<br>Data | On March 1, 2024, the Department of Financial Services (DFS), Division of Accounting and Auditing (A&A) team met with the MFMP program to discuss its vendor management initiative. This initiative includes analyzing existing vendor management business processes, determining improvements, and developing a data clean-up plan. DFS A&A also proposed a new vendor portal solution that will impact the vendor registration and master vendor data exchange between MFMP and Florida PALM.<br>We understand that DFS A&A plans to issue a competitive solicitation in July 2024 for the new portal, and the project could start before Florida PALM's January 2026 go-live date. MFMP and Florida PALM are discussing integration and interface requirements, including the master data vendor exchange. Per Florida PALM's schedule, Enterprise Business Systems will begin building in April 2024. Launching a design, test, and implementation effort for a new DFS vendor portal parallel with MFMP's Florida PALM implementation activities and during the current build schedule presents significant risk the MFMP to Florida PALM integration and interface implementation. | Open | 6<br>(High/Medium) | MFMP and Florida PALM continue to design the master vendor data exchange based on MFMP and Florida PALM's existing requirements. MFMP will continue to work with DFS A&A on planning activities for the new vendor portal; however, based on the current lack of formal requirements, a defined implementation plan, timeline, etc., MFMP cannot begin building to support the new vendor portal at this time. | | 04/30/24 | MFMP/PALM/DFS |
| FRS Risks | People<br>Processes<br>Technology<br>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<br>(High/Medium) | Reports are available. Plan for report identification and testing. | Logged Nov 6, 2023<br><br>Reviewed again on Dec 20, 2023. No change.<br><br>Reviewed again on Feb 9, 2024. No change.<br><br>Reviewed again on April 19, 2024. No change.<br><br>Reviewed again on June 18, 2024. No change.<br><br>Reviewed again on September 4, 2024. No change.<br><br>Reviewed again on October 25, 2024. No change. | 11/07/23 | Division of<br>Retirement /<br>Megan<br>Biederman |
| DMS Risks | People<br>Processes<br>Technology<br>Data | Functionality.<br>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<br>(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. | Logged April 21, 2023.<br>Reviewed again September 6, 2023.<br><br>Reviewed again Nov 3, 2023.<br>Mitigation notes updated.<br><br>Reviewed again Dec 15, 2023.<br>No change. Continuing to monitor.<br><br>Reviewed again Feb 2 2024.<br>No change. Continuing | 11/03/23 | Division of State<br>Group Insurance /<br>Jason Ottinger |

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| | | | | | | 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. | | |
| PF Risks | People<br>Processes<br>Technology | With development happening in multiple systems held by multiple organizations, schedule variance in different areas can have unforeseen impacts on People First development. If developments become too out of sync, it could cause issues with productivity and the ability to pass stage gates successfully. | Open | 4 (Medium/Mediu | People First is on schedule and anticipates continuing to be in lock step with the project timeline well before the next stage gate.<br><br>Team has hired a project manager with primary focus on ensuring People First maintains PALM readiness. Additionally, People First will be adding significant staff augmentation to assist us. | Logged June 28, 2024 | 06/28/24 | Michael Livingston / Tony Lloyd |
| PF Risks | People<br>Processes<br>Technology<br>Data | Late discovery of defects, requirements changes, or any other event that could cause redevelopment for People First could strain resources on the People First team and our vender. | Open | 4 (Medium/Mediu | PALM and People First teams will continue to meet weekly to collaborate on testing timelines and will add additional meetings on special topics as needed. We are continuing to refine our parallel testing schedule to ensure that we have time built into the schedule for development. People First will continue to send functional design documents to the PALM team to review and provide feedback to minimize surprises during development. | Logged September 9, 2024 | 09/09/24 | Michael Livingston |
| FRS Risks | People<br>Processes<br>Technology<br>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. | Logged Nov 6, 2023<br><br>Reviewed again Dec 20, 2023 and updated mitigation.<br><br>Reviewed again on Feb 9, 2024. No change.<br><br>Reviewed again on April 19, 2024. Class Code System changes could create high impact for Retirement Interface Files.<br><br>Reviewed again on June 18, 2024. No change.<br><br>Reviewed again on September 4, 2024. No change.<br><br>Reviewed again on October 25, 2024. No change. | 11/07/23 | Division of Retirement / Megan Biederman |
| FRS Risks | People<br>Processes<br>Technology<br>Data | Any significant change to existing Retiree payroll, EFT processing, BOSP retirement reporting, and/or interface files between IRIS and FLAIR could require substantial programming and lead time. | Open | 4 (Medium/Mediu | 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. Working with PALM to get more infomration to better define the programming needs. | Originally entered 02/17/2022.<br><br>Reviewed again on June 18, 2024. No change.<br><br>Reviewed again on September 4, 2024. No change.<br><br>Reviewed again on October 25, 2024. No change. | 02/17/22 | Division of Retirement / Megan Biederman |
| STMS Risks | People<br>Processes | Timeline.<br>Competing deadlines immediately prior to go-live.<br>Fiscal accountants and other users will be trying to learn PALM as well as changes to departmental and enterprise systems affected 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. | 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 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. | 11/06/23 | STMS / Casey Taylor |
| 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. | Open | 3 (High/Low) | Programming needs to be completed to allow for flexibility so funds can be released timely.<br><br>Need more details on how this will work in PALM. | Logged Nov 6, 2023<br><br>Reviewed again on Dec 20, 2023. No change.<br><br>Reviewed again on Feb 9, 2024. No change.<br><br>Reviewed again on April 19, 2024. No change.<br><br>Reviewed again on June 18, 2024. No change.<br><br>Reviewed again on | 11/07/23 | Division of Retirement / Megan Biederman |

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| | | | | | | September 4, 2024. No change.<br><br>Reviewed again on October 25, 2024. No change. | | |
| FRS Risks | People<br>Processes<br>Technology<br>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. | Originally entered 02/17/2022.<br><br>Reviewed again on June 18, 2024. No change.<br><br>Reviewed again on September 4, 2024. No change.<br><br>Reviewed again on October 25, 2024. No change. | 02/17/22 | Division of Retirement / Megan Biederman |
| FRS Risks | People<br>Processes<br>Technology<br>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.) | 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. | Originally entered 02/17/2022.<br><br>Reviewed again on June 18, 2024. No change.<br><br>Reviewed again on September 4, 2024. No change.<br><br>Reviewed again on October 25, 2024. No change. | 02/17/22 | Division of Retirement / Megan Biederman |
| FRS Risks | People<br>Processes<br>Technology<br>Data | Retiree payroll warrants and EFTs (approximately $12 billion per year for 472,000+ payees) not being processed timely and/or accurately. | Open | 3 (High/Low) | Going through confirming requirements, build an acceptable design, extensive testing - especially formal parallel testing to ensure everything is running properly for several cycles. | Originally entered 09/22/2023.<br><br>Reviewed again on June 18, 2024. No change.<br><br>Reviewed again on September 4, 2024. No change.<br><br>Reviewed again on October 25, 2024. No change. | 09/22/23 | Division of Retirement / Megan Biederman |
| MFMP Risks | People | Over time, the Florida PALM project team has encountered staff turnover. This can present risk associated with knowledge transfer, or lack thereof, between the existing resource and their successor. New project staff must be informed and prepared to continue open integration and interface design decisions. Delayed or incomplete knowledge transfers for the successor may delay design decisions, thus risking the implementation of the MFMP to Florida PALM integration according to the existing timeline. | Open | 2 (Medium/Low) | MFMP will work with Florida PALM to assist in expediting any knowledge transfer incoming successors require to mitigate delays in design decisions | | 05/01/24 | PALM/MFMP |
| PF Risks | Processes<br>Data | The need for parallel testing will increase the complexity of operations. Data will need to be maintained in a new environment and the legacy environment and could lead to inconsistencies. | Open | 2 (Medium/Low) | Parallel testing meetings Scheduled for August 2024 to ensure that the needs of PALM project team align with the current processes implemented by People First team and vendor. In addition, People First team has brought in a full-time project manager so that the team can maintain PALM readiness and continue day to day operations without sacrificing either. | Logged June 28, 2024 | 06/28/24 | Michael Livingston / Tony Lloyd |
| PF Risks | Processes<br>Technology<br>Data | Testing for PALM includes multiple success criteria. To be successful, People First will need to test payroll parallel to production payroll. But we will also need to test interfaces, conversions, and end user testing of changes within People First and our agency interfaces / reports. Scheduling must align with PALM schedules and environments will need to be refreshed at multiple intervals. We currently are limited in testing environments, so schedule management is key. | Open | 2 (Medium/Low) | People First team is crafting a change order to add 5 additional environments during the PALM testing period. This will allow us to build contingencies into the testing schedule to accommodate any schedule creep. This will also allow us to hold production data from the first payroll run in 2025 until PALM's environment is built to run parallel testing of payroll. | Logged 10/28/24 | 10/29/24 | Michael Livingston |
| STMS Risks | People<br>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. | 11/06/23 | STMS / Casey Taylor |
| STMS Risks | Technology<br>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 | 11/06/23 | STMS / Casey Taylor |

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| | | | | | | Reviewed again Sept 10, 2024. No change.<br><br>Reviewed again Oct 29, 2024. Development and testing in progress. | | |
| STMS Risks | Technology<br>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 the process.<br><br>CCN and Enterprise Partners are currently collaborating. | Logged Sept 8, 2023.<br><br>Reviewed again Nov 6, 2023 - no change.<br><br>Reviewed again Dec 19, 2023 and closed.<br><br>Reviewed again and reopened April 24, 2024. | 12/19/23 | STMS / Casey Taylor |

**DMS Issues**

| Sheet Name | Critical Operational Elements | Issue Description | Status | Priority | Resolution Plan | Reporting Period Comments or Updates | Planned or Actual Resolution Date | Owner / Coordinator |
|---|---|---|---|---|---|---|---|---|
| STMS Issues | Technology<br>Data | Error connecting from STMS servers to PALM MFT. | Closed | High - Impacts the ability of the agency to meet deadlines or milestones | PALM Team will confirm the public IPs provided for STMS are whitelisted.<br>DMS will confirm with Security team that a firewall issue is not blocking connectivity. | PALM/STMS/DMS met on 9/11/24 to troubleshoot. Updates will be provided and tested as soon as available. | 09/25/24 | PALM/STMS |
| STMS Issues | Technology<br>Data | Error while testing web service connection. | Open | High - Impacts the ability of the agency to meet deadlines or milestones | PALM Team is troubleshooting the connection issue and will schedule a meeting for resolution when available. | | 11/08/24 | PALM |
| DMS Issues | Processes | MIP interfaces selected may not be 100% remediated without testing. | Open | Low - All impacts not listed as Critical or High | 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. | 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. | 01/15/25 | OIT / Production Support / John Ross |
| DMS Issues | People<br>Processes | 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. | Open | Low - All impacts not listed as Critical or High | Consistent monitoring, training and follow up. Regular communication, meetings, and increased involvment in the project Readiness Workplan Tasks. | 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. | 01/30/26 | Lance Dyal / Eric Thiele |
| FRS Issues | People<br>Processes<br>Technology<br>Data | 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. | Open | Low - All impacts not listed as Critical or High | Testing and training in advance - plan to be developed. | 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>Reviewed again on Feb 9, 2024. No change.<br><br>Reviewed again on April 19, 2024. No change.<br><br>Reviewed again on June 18, 2024. No change.<br><br>Reviewed again on September 4, 2024. No change.<br><br>Reviewed again on October 25, 2024. No change. | 12/01/25 | Florida Retirement System / Megan Biederman |
| FRS Issues | People<br>Processes<br>Technology<br>Data | 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. | Open | Low - All impacts not listed as Critical or High | 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 use the FLAIR system if PALM was not working. | Reviewed 2022 entry. Re-entered April 19, 2024.<br><br>Outstanding currently. Confident that PALM will address and work with FRS to resolve.<br><br>Reviewed again on June 18, 2024. No change. | 12/01/25 | Florida Retirement System / Megan Biederman |

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| | | | | | Reviewed again on September 4, 2024. No change.<br><br>Reviewed again on October 25, 2024. No change. | |

## 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 Assumptior | People<br>Processes<br>Technology<br>Data | Decreased timeliness and staff familiarity with the new PALM system prior to go live.<br><br>Unforeseen 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<br><br>All 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.<br><br>Reviewed again on Dec 27. No change.<br><br>Reviewed again on Feb 2, 2024. No change. This assumption is directly related to the risk associated with the Sandbox.<br><br>Reviewed again April 24, 2024. No change. Intend to address this general assumption in more detail with the End User Survey Analysis.<br><br>Reviewed again Aug 8. No change.<br><br>Reviewed again on Aug 28. No change.<br><br>Oct 23: No change. Continuing to monitor. |
| FRS Assumptior | 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. |
| PF Assumptions | Processes<br>Technology | Funding will continue as needed to maintain People First operationally as well as for changes necessary to implement the PALM project. | Logged | 06/28/24 | People First, PALM | No indication that this will become an issue. |
| PF Assumptions | People<br>Processes<br>Technology<br>Data | The additional monies allocated to our vendor to fulfill necessary changes to People First to integrate with PALM will be sufficient for the project. | Logged | 06/28/24 | People First, PALM | No indication that this will become an issue. |

## DMS Agency-Specific Readiness Activities

| Critical Operational Elements | Activity Description | Date(s) | Impacted Stakeholder(s) and/or System(s) | Objective | Reporting Period Comments or Updates |
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| People<br>Processes<br>Technology<br>Data | DMS PALM Teams Post(s) | 09/01/24 | Executives, Management, Agency Sponsor, Agency Liaisons, Project Management Liaisons, Change Management Liaisons, SMEs, CCN, OIT/Production Support/Technical | Purpose: Communicate via Teams with all DMS PALM Stakeholders.<br>All Tasks will be addressed in our weekly PALM Work Group Meetings.<br>Additional meetings will be scheduled as needed to complete tasks and meet deadlines.<br>Links to the Thursday Task Talks covering specific efforts will be added as they are published. | Tasks in progress: September |
| People<br>Processes<br>Technology<br>Data | DMS PALM Teams Post(s) | 09/01/24 | Executives, Management, Agency Sponsor, Agency Liaisons, Project Management Liaisons, Change Management Liaisons, SMEs, CCN, OIT/Production Support/Technical | Purpose: Communicate via Teams with all DMS PALM Stakeholders.<br>Teams is used to review tasks, workshops, and news in both Workgroup and Tech Review Meetings. | PALM Segment IV Design Workshops: September |
| People<br>Processes<br>Technology<br>Data | Review Bi-Monthly Reporting Dashboard | 09/11/24 | Agency Sponsor, Agency Liaisons, Project Management Liaisons | Purpose: Review and approve the PALM Bi-Monthly Report Dashboard for DMS. This includes the Enterprise Partners' status and risks.<br>Reporting Period: July / Aug 2024 | PALM Bi-Monthly Reporting Dashboard review. Agency Sponsor briefing. |
| People<br>Processes<br>Technology<br>Data | PALM / FACTs Discussion | 09/12/24 | Agency Sponsor, Agency Liaisons, Project Management Liaisons, Change Management Liaisons, SMEs, CCN, OIT/Production Support/Technical | Purpose:<br>• Review take-away summary from FACTs Technical Updates Meeting.<br>• Address questions re: preparation for system changes.<br>• Align staff and assign applicable tasks to meet transition needs. | Planned follow up after FACTs / PALM Workshop(s). |
| People<br>Processes<br>Technology<br>Data | PALM Task 541-C Planning | 09/13/24 | Agency Liaisons, Project Management Liaisons, Change Management Liaisons, SMEs, CCN | Purpose:<br>Review the task requirements and instructions.<br>Determine efforts.<br>Identify SMEs. | Set additional meetings as needed to meet Sept 27 deadline. |
| People<br>Processes<br>Technology<br>Data | Enterprise Partner PALM Miniseries: FRS | 09/13/24 | Agency Sponsor, Agency Liaisons, Project Management Liaisons, Enterprise Partners, Change Management Liaisons, SMEs, CCN, OIT/Production Support/Technical | Purpose:<br>Recurring bi-weekly meeting series with Finance & Accounting, the Office of Information Technology, and a featured Enterprise Partner.<br>The Enterprise Partner will share how they are engaging with PALM and their vendors.<br>The expectation is to create a learning experience for the DMS Change Champion Network. | Presenter: Florida Retirement Services (FRS) |
| Processes<br>Technology<br>Data | IT Florida PALM Technology Review | 09/17/24 | Agency Liaisons, Project Management Liaisons, OIT/Production Support/Technical | Purpose: Discuss and review technological information related to Florida PALM. | Weekly touchpoint with OIT. |
| People<br>Processes<br>Technology<br>Data | PALM Sponsor Training Brief | 09/18/24 | Agency Sponsor, Agency Liaison/Project Management Liaison, Change Management Liaison | Purpose:<br>1. Review Train the Trainer Survey. Make edits and resubmit.<br>2. Discuss DMS training approach.<br>3. Discuss a Mentorship Program for End Users.<br>4. Discuss End User Symposium. | Sponsor Touchpoint |
| People<br>Processes<br>Technology<br>Data | Weekly PALM Work Group Session | 09/18/24 | Agency Liaisons, Project Management Liaisons, Change Management Liaisons, SMEs, CCN, OIT/Production Support/Technical | Purpose:<br>1. Review and complete PALM Readiness Work Plan tasks.<br>2. Organize efforts.<br>3. Determine collaborators and SMEs.<br>4. Develop timelines. | Focus: Task 541-C – Compete Configuration Workbooks for Payroll and SpeedKey – due Sept 27.<br>Additional meetings will be set as needed. |
| People<br>Processes | Meet and Greet Cookie Tour with Evelyn Harrison | 09/19/24 | Agency Liaisons, Project Management Liaisons, Change Management Liaisons, SMEs, CCN | Drop in on all the program areas to deliver cookies and meet and greet. | Specialized Services |
| People<br>Processes<br>Technology<br>Data | PALM SpeedKey Workgroup Meeting | 09/19/24 | Agency Liaisons, Project Management Liaisons, Change Management Liaisons, SMEs, CCN, | Purpose: Continue SpeedKey discussion and work on Task 531-C. | There is an additional placeholder meeting set for Friday at 11 for further discussion. |

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| | | | OIT/Production Support/Technical | | |
| People Processes Technology Data | PALM PM Touchpoint | 09/24/24 | Agency Liaison, Project Management Liaison | Purpose:<br>1. Review PALM Project PM responsibilities.<br>2. Review communication methodologies.<br>3. Review tracking and documentation.<br>4. Discussion and Q&A. | Work on PALM PM Job Aid development. |
| People Processes Technology Data | PALM PM Touchpoint | 10/01/24 | Agency Liaison, Project Management Liaison | Purpose:<br>1. Review PALM Project PM responsibilities.<br>2. Review communication methodologies.<br>3. Review tracking and documentation.<br>4. Discussion and Q&A. | Work on PALM PM Job Aid development. |
| Processes Technology Data | IT Florida PALM Technology Review | 10/01/24 | Agency Liaisons, Project Management Liaisons, OIT/Production Support/Technical | Purpose: Discuss and review technological information related to Florida PALM. | Weekly touchpoint with OIT. |
| People Processes Technology Data | DMS PALM Teams Post(s) | 10/01/24 | Executives, Management, Agency Sponsor, Agency Liaisons, Project Management Liaisons, Change Management Liaisons, SMEs, CCN, OIT/Production Support/Technical | Purpose: Communicate via Teams with all DMS PALM Stakeholders.<br>All Tasks will be addressed in our weekly PALM Work Group Meetings.<br>Additional meetings will be scheduled as needed to complete tasks and meet deadlines.<br>Links to the Thursday Task Talks covering specific efforts will be added as they are published. | Tasks in progress: October |
| People Processes Technology Data | DMS PALM Teams Post(s) | 10/01/24 | Executives, Management, Agency Sponsor, Agency Liaisons, Project Management Liaisons, Change Management Liaisons, SMEs, CCN, OIT/Production Support/Technical | Purpose: Communicate via Teams with all DMS PALM Stakeholders.<br>Teams is used to review tasks, workshops, and news in both Workgroup and Tech Review Meetings. | PALM Design Review and Testing Prep Workshops: November |
| People Processes Technology Data | Weekly PALM Work Group Session | 10/02/24 | Agency Liaisons, Project Management Liaisons, Change Management Liaisons, SMEs, CCN, OIT/Production Support/Technical | Purpose:<br>1. Review and complete PALM Readiness Work Plan tasks.<br>2. Organize efforts.<br>3. Determine collaborators and SMEs.<br>4. Develop timelines. | Focus: Task 541-C |
| People Processes Technology Data | Internal DMS Monthly PALM Connect | 10/03/24 | Agency Liaisons, Project Management Liaisons, Enterprise Partners, Change Management Liaisons, SMEs, CCN, OIT/Production Support/Technical | Purpose:<br>Agency Sponsor Briefing with Agency Liaisons, CCN, and Enterprise Partners. Brief updates from all DMS PALM project contributors. | |
| People Processes Technology Data | DMS PALM Teams Post(s) | 10/08/24 | Executives, Management, Agency Sponsor, Agency Liaisons, Project Management Liaisons, Change Management Liaisons, SMEs, CCN, OIT/Production Support/Technical | Purpose: Communicate via Teams with all DMS PALM Stakeholders.<br>All Tasks will be addressed in our weekly PALM Work Group Meetings.<br>Additional meetings will be scheduled as needed to complete tasks and meet deadlines.<br>Links to the Thursday Task Talks covering specific efforts will be added as they are published. | Tasks in progress: November |
| Processes Technology Data | IT Florida PALM Technology Review | 10/09/24 | Agency Liaisons, Project Management Liaisons, OIT/Production Support/Technical | Purpose: Discuss and review technological information related to Florida PALM. | Weekly touchpoint with OIT. |
| People Processes Technology Data | Weekly PALM Work Group Session | 10/09/24 | Agency Liaisons, Project Management Liaisons, Change Management Liaisons, SMEs, CCN, OIT/Production Support/Technical | Purpose:<br>1. Review and complete PALM Readiness Work Plan tasks.<br>2. Organize efforts.<br>3. Determine collaborators and SMEs.<br>4. Develop timelines. | Focus: Editing the UAT Plan per Task 536-B – due Oct 11. |
| People Processes Technology Data | Enterprise Partner PALM Miniseries: PF | 10/11/24 | Agency Sponsor, Agency Liaisons, Project Management Liaisons, Enterprise Partners, Change Management Liaisons, SMEs, CCN, OIT/Production Support/Technical | Purpose:<br>Recurring bi-weekly meeting series with Finance & Accounting, the Office of Information Technology, and a featured Enterprise Partner.<br>The Enterprise Partner will share how they are engaging with PALM and their vendors.<br>The expectation is to create a learning experience for the DMS Change Champion Network. | Presenter: People First (PF) |
| People Processes Technology Data | Weekly PALM Work Group Session | 10/16/24 | Agency Liaisons, Project Management Liaisons, Change Management Liaisons, SMEs, CCN, OIT/Production Support/Technical | Purpose:<br>1. Review and complete PALM Readiness Work Plan tasks.<br>2. Organize efforts.<br>3. Determine collaborators and SMEs.<br>4. Develop timelines. | Focus: Review and complete all tasks due Oct 18 (Friday).<br>• 542 - Complete Data Readiness Analysis and Data Cleansing Activities for Seg 4<br>• 543 – Identify Change Impacts and update Agency Business Process Documentation for Seg 4<br>• 544 – Update Agency Business System Documentation for Seg 4<br>• 545-A – Update and Finalize Florida PALM Conversion Inventory for Seg 4<br>• 553 – Prepare for Interface Testing |
| Processes Technology Data | IT Florida PALM Technology Review | 10/17/24 | IAgency Liaisons, Project Management Liaisons, OIT/Production Support/Technical | Purpose: Discuss and review technological information related to Florida PALM. | Weekly touchpoint with OIT. |
| People Processes Technology Data | PALM Work Group: 536-C Prep | 10/17/24 | Agency Liaisons, Project Management Liaisons, Change Management Liaisons, SMEs, CCN | Purpose: Review UAT Plan and begin developing details in preparation for Task 536-C– i.e. processes and materials. | Working Lunch Meeting: Pizza, salad, and cookies will be provided. Bring your own beverage. |
| Processes Technology Data | IT Florida PALM Technology Review | 10/22/24 | Agency Liaisons, Project Management Liaisons, OIT/Production Support/Technical | Purpose: Discuss and review technological information related to Florida PALM. | Weekly touchpoint with OIT. |
| People Processes Technology Data | Weekly PALM Work Group Session | 10/23/24 | Agency Liaisons, Project Management Liaisons, Change Management Liaisons, SMEs, CCN, OIT/Production Support/Technical | Purpose:<br>1. Review and complete PALM Readiness Work Plan tasks.<br>2. Organize efforts.<br>3. Determine collaborators and SMEs.<br>4. Develop timelines. | Focus - refer to the PALM Teams channel for details:<br>• Review and complete Task 552 due Oct 31<br>• Review and begin Task 541-D due Nov 1 |
| People Processes Technology Data | Enterprise Partner PALM Miniseries | 10/24/24 | Agency Sponsor, Agency Liaisons, Project Management Liaisons, Enterprise Partners, Change Management Liaisons, SMEs, CCN, OIT/Production Support/Technical | Purpose:<br>Recurring bi-weekly meeting series with Finance & Accounting, the Office of Information Technology, and a featured Enterprise Partner.<br>The Enterprise Partner will share how they are engaging with PALM and their vendors.<br>The expectation is to create a learning experience for the DMS Change Champion Network. | Presenter: MyFloridaMarketPlace (MFMP) |
| People Processes Technology Data | PALM PM Touchpoint | 10/29/24 | Agency Liaison, Project Management Liaison | Purpose:<br>1. Review PALM Project PM responsibilities.<br>2. Review communication methodologies.<br>3. Review tracking and documentation.<br>4. Discussion and Q&A. | Work on PALM PM Job Aid development. |
| Processes Technology | IT Florida PALM Technology Review | 10/29/24 | Agency Liaisons, Project Management Liaisons, | Purpose: Discuss and review technological information related to Florida PALM. | Weekly touchpoint with OIT. |

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|---|---|---|---|---|---|
| Data | | | OIT/Production Support/Technical | | |
| People<br>Processes<br>Technology<br>Data | Weekly PALM Work Group Session | 10/30/24 | Agency Liaisons, Project Management Liaisons, Change Management Liaisons, SMEs, CCN, OIT/Production Support/Technical | Purpose:<br>1. Review and complete PALM Readiness Work Plan tasks.<br>2. Organize efforts.<br>3. Determine collaborators and SMEs.<br>4. Develop timelines. | Focus - refer to the PALM Teams channel for details:<br>• Review and complete Task 552 due Oct 31<br>• Review and begin Task 541-D due Nov 1 |

## 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

## DMS Status Report Confirmation

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

**Helpful Links**

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

# 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**

September - October 2024

**Agency Sponsor**

Megan Silver

## CCN Composition

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

**Change Champion Network:**

- Unique Filled Role = 6
- Duplicate Filled Role = 10
- 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 = 95.75%**

- Submitted Complete = 35
- Submitted Incomplete = 0
- Completed After Submission = 5

## 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 = 96.47%**

- Submitted On Time = 60
- Submitted Late = 5
- Pending Submission = 1

## 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 | **531** | Remediate Agency Business Systems based on Segment II | 04/29/24 | 10/04/24 | 100% - Submitted | **07/02/24** | | Submission Complete | |
| Direct | Data | **541-A** | Complete Configuration Workbooks for Segment IV | 07/22/24 | 09/06/24 | 100% - Submitted | **08/22/24** | | Submission Complete | |
| N/A | Data | **542** | Complete Data Readiness Analysis and Data Cleansing Activities for Segment IV | 07/22/24 | 10/18/24 | 100% - Submitted | **10/11/24** | | Submission Complete | |
| N/A | Processes | **543** | Identify Change Impacts and Update Agency Business Process Documentation for Segment IV | 07/22/24 | 10/18/24 | 100% - Submitted | **10/18/24** | | Submission Complete | |
| 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. | | |
| Direct | Technology | **545-A** | Update and Finalize Florida PALM Conversion Inventory for Segment IV | 07/22/24 | 10/18/24 | 100% - Submitted | **10/11/24** | | Submission Complete | |
| Direct | Technology | **546** | Update Florida PALM Interface Inventory for Segment IV | 07/22/24 | 10/18/24 | 100% - Submitted | **10/18/24** | | Submission Complete | |
| 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 | People | **549** | Submit Training Survey | 08/12/24 | 09/20/24 | 100% - Submitted | **09/06/24** | | Submission Complete | |
| Indirect | People | **536-B** | Create Agency Specific User Acceptance Testing Plan | 08/19/24 | 10/11/24 | 100% - Submitted | **10/11/24** | | Submission Complete | |
| Direct | Data | **541-C** | Complete Configuration Workbooks for Segment IV | 08/26/24 | 10/04/24 | 100% - Submitted | **10/09/24** | | Submission Complete | |
| N/A | N/A | **551** | Submit Bimonthly Agency Readiness Status Report | 08/30/24 | 09/11/24 | 100% - Submitted | **09/06/24** | | Submission Complete | |
| N/A | N/A | **552** | Manage Agency Specific Implementation Schedule, Risks and Issues | 08/30/24 | 10/31/24 | 100% - Submitted | **10/31/24** | | N/A | |
| Direct | Technology | **550-B** | Participate in Technical Meeting to Receive Credentials and Access | 09/03/24 | 09/13/24 | 100% - Submitted | **09/04/24** | | N/A | |
| Indirect | Technology | **553** | Prepare for Interface Testing | 09/16/24 | 10/18/24 | 100% - Submitted | **10/11/24** | | Submission Complete | |
| Direct | Technology | **554** | Participate in Connectivity Testing for Cycle 1 Interface Testing | 09/16/24 | 10/04/24 | 100% - Submitted | **09/24/24** | | Submission Complete | |
| Direct | Data | **541-D** | Complete Configuration Workbooks for Segment IV - General Ledger (GL) | 10/07/24 | 11/01/24 | 100% - Submitted | **10/15/24** | | Submission Complete | |
| Direct | Data | **555-A** | Complete Data Cleansing Based on Mock Conversion 1 - Projects (PCC001) | 10/07/24 | 11/22/24 | 100% - Submitted | **10/18/24** | | Submission Complete | |
| N/A | People | **559** | Share Florida PALM Updates | 10/14/24 | 10/25/24 | 100% - Submitted | **10/17/24** | | 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 | 25% - Beginning Initial Internal Meetings and Information Gathering | | | | |
| 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 | | | | | |
| Direct | Data | **555-C** | Complete Data Cleansing Based on Mock Conversion 1 (AMC001 and POC001) | 11/08/24 | 12/06/24 | | | | | |

## People

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

### Implementation:

**Planned Florida PALM End Users = 11**

• Business Process Groupings = 11/13

**Identified Subject Matter Experts = 9**

**• SMEs by Business Process Grouping**

- Account Mgmt. and Financial Reporting = 3
- Accounts Receivable = 3
- Asset Accounting and Mgmt. = 3
- Banking = 4
- Budget Mgmt. and Cash Control = 1
- Contracts Mgmt. = 3
- Disbursements Mgmt. = 3
- Grants Mgmt. = 0
- Inter/IntraUnit Transactions = 4
- Payroll Mgmt. = 2
- Projects Mgmt. = 0
- Revenue Accounting = 3
- System Access and Controls = 2

**Role Mapping = TBD**

**Training = TBD**

## Processes

The sequence of procedures to accomplish a business objective.

### Current-State:

**Cataloged Business Processes = 26**

• Related Business Systems = 0

• Related Reports = 19

**• Documentation Status:**

- Complete = 26 Partial = 0 Not Started = 0

### Implementation:

**Impacted Agency Business Processes = 26**

• Related Business Process Groupings = 6

- Planned Spreadsheet Uploads = 0

**• Level of Impact: People Changes**

- High = 0 Medium = 5 Low = 21 None = 0 Uncertain = 0

**• Level of Impact: Processes Changes**

- High = 0 Medium = 5 Low = 19 None = 2 Uncertain = 0

**• Level of Impact: Technology Changes**

- High = 0 Medium = 0 Low = 0 None = 26 Uncertain = 0

**• Level of Impact: Data Changes**

- High = 0 Medium = 0 Low = 0 None = 26 Uncertain = 0

**• Segments I & II Documentation Update Status**

- Not Started = 0 In Progress = 0 Complete = 20

**• Segment III Documentation Update Status**

- Not Started = 0 In Progress = 0 Complete =

## Technology

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

### Current-State:

**Cataloged Business Systems = 3**

**• Criticality:**

- High = 3 Med = 0 Low = 0 None = 0

**• Documentation Status:**

- Complete = 0 Partial = 0 Not Started = 2

**Cataloged Interfaces = 0**

- Inbound Interfaces = 0
- Outbound Interfaces = 0

### Implementation:

**Business Systems Planned for Integration = 1**

**• Segment I - Documentation Updates:**

- Complete = 0 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 0

**• Segment II - Documentation Updates:**

- Complete = 0 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 1

**• Segment III - Documentation Updates:**

- Complete = 0 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 1

**Planned Interfaces = 1**

- Inbound Interfaces = 0
- Outbound Interfaces = 1

## Data

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

### Current-State:

**Unique FLAIR Data Elements = 73**

**• Associated Unique Uses = 143**

- Continued Use - Yes = 49
- Continued Use - No = 39

**• Associated Business Systems = 0**

**Cataloged Reports = 52**

**• Criticality:**

- High = 11 Med = 25 Low = 17 None = 0

### Implementation:

**Segments I & II Planned Configurations = 6/9**

**• Accounts Receivable (AR)**

- Planned Distribution Codes = 1

**• Asset Management (AM)**

- Planned Location Codes = 15
- Planned Associated Area ID's = 60

**• Commitment Control (KK)**

- Planned Option = Option # 1 - Track with Budget

**• General Ledger (GL)**

- Planned Budgetary Value Combo Edits = 59
- Planned Local Funds = None
- Planned Organization ID's = 18
- Planned OA1's = None
- Planned OA2's = None

**Segment IV Planned Configurations**

- Started = 1 Not Started = 1

**Conversions & Data Readiness**

• Conversions Needed = 8

• Agency Data Outside of Primary Source System(s) = 0

**• Data Readiness/Cleansing Status:**

- Complete = 4 In Progress = 0 Not Started = 0 Not Applicable 0

**Reports = TBD**

# Agency Reported

The Risks, Issues, Assumptions and Readiness Activities tables below display only items that 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 UAT, accountants will not be able to test to ensure functionality of the application. | 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. | 11/07/24 | Patricia Kenyon |
| People | Due to the staff's previous experience with system implementation, the staff's level of engagement regarding transitioning to new financial system may be low or non-existent. | Open | 4 (Medium/Mediur | 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 participated in the Segment IV meetings and will participate in | 08/28/24 | Patricia Kenyon |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| | | | | | the Design Recap Meetings. | | |
| People | Due to the limited number of positions, staff may not be fully trained / confident to perform their accounting functions in PALM on Go LIve Date. | 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 participated in Segment III and IV meetings. | Agency Liaison has integrated PALM awareness discussion during staff meetings. Accounting staff 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 participated in Segment IV meetings to continue their understanding of the impact changes and will participate in the Design Recap Meetings | 07/05/23 | 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<br>Processes<br>Technology<br>Data | Staff will be able to function in PALM on Go Live Date | Logged | 09/08/23 | Budget, HR and Accounting staff | 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. |

## DOAH Agency-Specific Readiness Activities

| Critical Operational Elements | Activity Description | Date(s) | Impacted Stakeholder(s) and/or System(s) | Objective | 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

## DOAH Status Report Confirmation

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

**Helpful Links**

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

# 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**

September - October 2024

**Agency Sponsor**

Suzanne Pridgeon

## CCN Composition

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

**Change Champion Network:**

- Unique Filled Role = 11
- Duplicate Filled Role = 5
- 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 = 73.95%**

- Submitted Complete = 22
- Submitted Incomplete = 5
- 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 = 92.99%**

- Submitted On Time = 57
- Submitted Late = 7
- 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 = 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 | | | | |
| N/A | Technology | **531** | Remediate Agency Business Systems based on Segment II | 04/29/24 | 10/04/24 | 50% - In Progress | | | | |
| Direct | Data | **541-A** | Complete Configuration Workbooks for Segment IV | 07/22/24 | 09/06/24 | 100% - Submitted | **09/06/24** | | Submission Complete | |
| N/A | Data | **542** | Complete Data Readiness Analysis and Data Cleansing Activities for Segment IV | 07/22/24 | 10/18/24 | 100% - Submitted | **10/10/24** | | Submission Complete | 10/15/24 |
| N/A | Processes | **543** | Identify Change Impacts and Update Agency Business Process Documentation for Segment IV | 07/22/24 | 10/18/24 | 100% - Submitted | **10/18/24** | | Submission Complete | |
| 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 | |
| Direct | Technology | **545-A** | Update and Finalize Florida PALM Conversion Inventory for Segment IV | 07/22/24 | 10/18/24 | 100% - Submitted | **10/10/24** | | Submission Complete | 11/07/24 |
| Direct | Technology | **546** | Update Florida PALM Interface Inventory for Segment IV | 07/22/24 | 10/18/24 | 100% - Submitted | **10/18/24** | Planned integration column is lock and cannot be updated by the Agency. | Submission Incomplete | 11/07/24 |
| N/A | Technology | **547** | Remediate Agency Business Systems based on Segment III | 07/22/24 | 12/13/24 | 50% - In Progress | | | | |
| Direct | People | **549** | Submit Training Survey | 08/12/24 | 09/20/24 | 100% - Submitted | **08/30/24** | | Submission Complete | 10/24/24 |
| Indirect | People | **536-B** | Create Agency Specific User Acceptance Testing Plan | 08/19/24 | 10/11/24 | 100% - Submitted | **10/10/24** | | Submission Complete | |
| Direct | Data | **541-C** | Complete Configuration Workbooks for Segment IV | 08/26/24 | 10/04/24 | 100% - Submitted | **10/03/24** | | Submission Complete | 11/07/24 |
| N/A | N/A | **551** | Submit Bimonthly Agency Readiness Status Report | 08/30/24 | 09/11/24 | 100% - Submitted | **09/11/24** | | Submission Incomplete | 11/12/24 |
| N/A | N/A | **552** | Manage Agency Specific Implementation Schedule, Risks and Issues | 08/30/24 | 10/31/24 | 100% - Submitted | **10/31/24** | | N/A | |
| Direct | Technology | **550-B** | Participate in Technical Meeting to Receive Credentials and Access | 09/03/24 | 09/13/24 | 100% - Submitted | **09/04/24** | | N/A | |
| 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 | Technology | **554** | Participate in Connectivity Testing for Cycle 1 Interface Testing | 09/16/24 | 10/04/24 | 100% - Submitted | **10/03/24** | | Submission Complete | |
| Direct | Data | **541-D** | Complete Configuration Workbooks for Segment IV - General Ledger (GL) | 10/07/24 | 11/01/24 | 100% - Submitted | **11/01/24** | | Submission Complete | |
| Direct | Data | **555-A** | Complete Data Cleansing Based on Mock Conversion 1 - Projects (PCC001) | 10/07/24 | 11/22/24 | 25% - Beginning Initial Internal Meetings and Information Gathering | | | | |
| N/A | People | **559** | Share Florida PALM Updates | 10/14/24 | 10/25/24 | 100% - Submitted | **10/24/24** | All columns have been updated | Submission Incomplete | 10/30/24 |
| 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 | 25% - Beginning Initial Internal Meetings and Information Gathering | | | | |
| 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 | 50% - In Progress | | | | |
| Direct | Data | **555-C** | Complete Data Cleansing Based on Mock Conversion 1 (AMC001 and POC001) | 11/08/24 | 12/06/24 | 25% - Beginning Initial Internal Meetings and Information Gathering | | | | |

## People

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

### Implementation:

**Planned Florida PALM End Users = 88**

• Business Process Groupings = 13/13

**Identified Subject Matter Experts = 13**

**• SMEs by Business Process Grouping**

- Account Mgmt. and Financial Reporting = 1
- Accounts Receivable = 1
- Asset Accounting and Mgmt. = 1
- Banking = 1
- Budget Mgmt. and Cash Control = 2
- Contracts Mgmt. = 2
- Disbursements Mgmt. = 1
- Grants Mgmt. = 1
- Inter/IntraUnit Transactions = 1
- Payroll Mgmt. = 2
- Projects Mgmt. = 1
- Revenue Accounting = 2
- System Access and Controls = 1

**Role Mapping = TBD**

**Training = TBD**

## Processes

The sequence of procedures to accomplish a business objective.

### Current-State:

**Cataloged Business Processes = 37**

• Related Business Systems = 5

• Related Reports = 1

**• Documentation Status:**

- Complete = 36 Partial = 0 Not Started = 0

### Implementation:

**Impacted Agency Business Processes = 37**

• Related Business Process Groupings = 6

- Planned Spreadsheet Uploads = 1

**• Level of Impact: People Changes**

- High = 23 Medium = 7 Low = 7 None = 0 Uncertain = 0

**• Level of Impact: Processes Changes**

- High = 22 Medium = 7 Low = 7 None = 0 Uncertain = 0

**• Level of Impact: Technology Changes**

- High = 22 Medium = 7 Low = 7 None = 0 Uncertain = 0

**• Level of Impact: Data Changes**

- High = 22 Medium = 10 Low = 3 None = 0 Uncertain = 0

**• Segments I & II Documentation Update Status**

- Not Started = 0 In Progress = 0 Complete = 37

**• Segment III Documentation Update Status**

- Not Started = 0 In Progress = 0 Complete = 37

## Technology

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

### Current-State:

**Cataloged Business Systems = 26**

**• Criticality:**

- High = 23 Med = 0 Low = 0 None = 1

**• Documentation Status:**

- Complete = 7 Partial = 1 Not Started = 9

**Cataloged Interfaces = 0**

- Inbound Interfaces = 0
- Outbound Interfaces = 0

### Implementation:

**Business Systems Planned for Integration = 9**

**• Segment I - Documentation Updates:**

- Complete = 0 Updating = 6 Evaluating = 0 Not Started = 0 Not Needed = 0

**• Segment II - Documentation Updates:**

- Complete = 0 Updating = 5 Evaluating = 0 Not Started = 0 Not Needed = 1

**• Segment III - Documentation Updates:**

- Complete = 0 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 0

**Planned Interfaces = 7**

- Inbound Interfaces = 2
- Outbound Interfaces = 4

## Data

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

### Current-State:

**Unique FLAIR Data Elements = 443**

**• Associated Unique Uses = 574**

- Continued Use - Yes = 124
- Continued Use - No = 3

**• Associated Business Systems = 6**

**Cataloged Reports = 87**

**• Criticality:**

- High = 87 Med = 13 Low = 1 None = 0

### Implementation:

**Segments I & II Planned Configurations = 6/9**

**• Accounts Receivable (AR)**

- Planned Distribution Codes = 8

**• Asset Management (AM)**

- Planned Location Codes = 1050
- Planned Associated Area ID's = None

**• Commitment Control (KK)**

- Planned Option = Option # 1 - Track with Budget

**• General Ledger (GL)**

- Planned Budgetary Value Combo Edits = 882
- Planned Local Funds = None
- Planned Organization ID's = 725
- Planned OA1's = 576
- Planned OA2's = None

**Segment IV Planned Configurations**

- Started = 1 Not Started = 1

**Conversions & Data Readiness**

• Conversions Needed = 11

• Agency Data Outside of Primary Source System(s) = 4

**• Data Readiness/Cleansing Status:**

- Complete = 6 In Progress = 0 Not Started = 0 Not Applicable 1

**Reports = TBD**

# Agency Reported

The Risks, Issues, Assumptions and Readiness Activities tables below display only items that 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<br>Technology<br>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<br>Technology<br>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<br>Technology<br>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 | 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/Mediu | 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<br>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/Mediu | 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/Mediu | Pending | No update - 10/11/2024 | 02/14/24 | DOE |
| Data | Incorrect invoice or missed invoices | Open | 4 (Medium/Mediu | 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<br>Data | Double or no payment to vendors at the time of implementation | Open | 4 (Medium/Mediu | Create a manual checking system for implementation. | New Risk - UAT will help the determine if | 02/14/24 | DOE |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| | | | | | the level of risk moving throughout the Project. | | |
| 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/Mediu | 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 |
| 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 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. | New issue | 12/02/24 | PM/DTI |

## 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 |

## DOE 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 | Status Report | 09/06/24 | Project Manager, Financial Manager Comptroller and Deputy Comptroller | Provide PALM status within DOE | |
| People Technology | DTI Weekly Status report | 09/06/24 | Project Manager, Comptroller, Deputy Comptroller, Business Analyst, Business Analyst Manager | Provided weekly status on PALM file status and Database build. | |
| People Technology | DTI Weekly Status report | 09/13/24 | Project Manager, Comptroller, Deputy Comptroller, Business Analyst, Business Analyst Manager | Provided weekly status on PALM file status and Database build. | |
| People Processes Technology Data | System Functional requirement meeting for Indirect Cost | 09/16/24 | PM, BA and Business unit | Track the requirements for Indirect Cost | |
| Processes Data | DOE SpeedKey Meeting | 09/18/24 | PM, BA and Business Units | Complete Speed keys for PALM Task | |
| People Processes Data | FLAGS Application Process meeting | 09/18/24 | PM, BA and Business Units | Capture the business process for the FLAGS application | |
| People | Status Report | 09/19/24 | Project Manager, Financial Manager Comptroller and Deputy Comptroller | Provide PALM status within DOE | |
| People Technology | DTI Weekly Status report | 09/19/24 | Project Manager, Comptroller, Deputy Comptroller, Business Analyst, Business Analyst | Provided weekly status on PALM file status and Database build. | |

| | | | | | |
|---|---|---|---|---|---|
| | | | Manager | | |
| People Processes Data | Indirect Cost Process Meeting | 09/24/24 | PM, BA and Business Units | | |
| People Technology | DTI Weekly Status report | 09/26/24 | Project Manager, Comptroller, Deputy Comptroller, Business Analyst, Business Analyst Manager | Provided weekly status on PALM file status and Database build. | |
| People Technology | Weekly Status report | 09/27/24 | Project Manager, Comptroller, Deputy Comptroller, Business Analyst, Business Analyst Manager | Provided weekly status on PALM file status and Database build. | |
| People Processes | Process GAP analysis | 10/02/24 | Project Manager and BA | Determine the change impact for task 543 | |
| People Processes | Process GAP analysis | 10/03/24 | Project Manager and BA | Determine the change impact for task 543 | |
| Processes Data | DOE SpeedKey Meeting | 10/03/24 | PM, BA and Business Units | Complete Speed keys for PALM Task | |
| People Technology | DTI Weekly Status report | 10/04/24 | Project Manager, Comptroller, Deputy Comptroller, Business Analyst, Business Analyst Manager | Provided weekly status on PALM file status and Database build. | |
| People Technology | DTI Weekly Status report | 10/10/24 | Project Manager, Comptroller, Deputy Comptroller, Business Analyst, Business Analyst Manager | Provided weekly status on PALM file status and Database build. | |
| People Technology | Weekly Status report | 10/11/24 | Project Manager, Comptroller, Deputy Comptroller, Business Analyst, Business Analyst Manager | Provided weekly status on PALM file status and Database build. | |
| People Processes Data | Payroll Process Meeting | 10/17/24 | PM, BA and Business Units | To capture to Process the DOE business Processes for Payroll | |
| People Technology | Weekly Status report | 10/18/24 | Project Manager, Comptroller, Deputy Comptroller, Business Analyst, Business Analyst Manager | Provided weekly status on PALM file status and Database build. | |
| People Data | Default Interest Apportionment Workbook | 10/21/24 | PM, BA and Business Units | Complete task 541D | |
| People Technology | DTI Weekly Status report | 10/21/24 | Project Manager, Comptroller, Deputy Comptroller, Business Analyst, Business Analyst Manager | Provided weekly status on PALM file status and Database build. | |
| People Processes Data | Payroll Process Meeting | 10/23/24 | PM, BA and Business Units | To capture to Process the DOE business Processes for Payroll | |
| People Processes Data | PALM FLAGS Application functionality changes and design -Kickoff Meeting | 10/23/24 | Project Manager, Comptroller, Deputy Comptroller, Business Analyst, Business Analyst Manager | Capture requirement for FLAGS Application | |
| People Technology | Weekly Status report | 10/24/24 | Project Manager, Comptroller, Deputy Comptroller, Business Analyst, Business Analyst Manager | Provided weekly status on PALM file status and Database build. | |
| People Technology | DTI Weekly Status report | 10/24/24 | Project Manager, Comptroller, Deputy Comptroller, Business Analyst, Business Analyst Manager | Provided weekly status on PALM file status and Database build. | |
| Technology Data | Files revisions | 10/29/24 | AWARE Team, Business Unit, PM and BA | Review the PALM files | |
| People Processes Data | PALM FLAGS Application functionality changes and design -Kickoff Meeting | 10/30/24 | Project Manager, Comptroller, Deputy Comptroller, Business Analyst, Business Analyst Manager | Capture requirement for FLAGS Application | |
| People Technology | DTI Weekly Status report | 10/31/24 | Project Manager, Comptroller, Deputy Comptroller, Business Analyst, Business Analyst Manager | Provided weekly status on PALM file status and Database build. | |

## 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

## DOE Status Report Confirmation

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

**Helpful Links**

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

# 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**

September - October 2024

**Agency Sponsor**

Teresa Johnson

## CCN Composition

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

**Change Champion Network:**

- Unique Filled Role = 11
- Duplicate Filled Role = 5
- 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 = 91.14%**

- Submitted Complete = 31
- Submitted Incomplete = 0
- Completed After Submission = 4

## 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 = 65.78%**

- Submitted On Time = 28
- Submitted Late = 26
- Pending Submission = 8

## 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 | **501** | Create Agency Specific Implementation Schedule | 10/09/23 | 12/15/23 | 50% - In Progress | | Continuing to work on initial draft and adding agency specific tasks. | N/A | |
| | People | **503** | Create Workforce Readiness Plan | 10/16/23 | 12/15/23 | | | 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 | Technology | **531** | Remediate Agency Business Systems based on Segment II | 04/29/24 | 10/04/24 | 100% - Submitted | **05/24/24** | Business system related, no anticipated remediation. | Submission Complete | |
| 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. | | |
| Direct | Data | **541-A** | Complete Configuration Workbooks for Segment IV | 07/22/24 | 09/06/24 | 100% - Submitted | **09/10/24** | Reviewing Projects. | Submission Complete | |
| N/A | Data | **542** | Complete Data Readiness Analysis and Data Cleansing Activities for Segment IV | 07/22/24 | 10/18/24 | 100% - Submitted | **10/15/24** | Confirmed with Tyler that the DOEA Conversion Inventory & Data Readiness workbook is up to date with our agency's latest needs. | Submission Complete | |
| 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 | **544** | Update Agency Business System Documentation for Segment IV | 07/22/24 | 10/18/24 | 100% - Submitted | **08/01/24** | Business system related, no anticipated remediation. | Submission Complete | 08/01/24 |
| Direct | Technology | **545-A** | Update and Finalize Florida PALM Conversion Inventory for Segment IV | 07/22/24 | 10/18/24 | 100% - Submitted | **10/15/24** | Confirmed with Tyler that the DOEA Conversion Inventory & Data Readiness workbook is up to date with our agency's latest needs. | Submission Complete | |
| Direct | Technology | **546** | Update Florida PALM Interface Inventory for Segment IV | 07/22/24 | 10/18/24 | 100% - Submitted | **08/01/24** | No interface needs. | Submission Complete | 08/01/24 |
| 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 |
| Direct | People | **549** | Submit Training Survey | 08/12/24 | 09/20/24 | 100% - Submitted | **08/23/24** | | Submission Complete | |
| 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 | **541-C** | Complete Configuration Workbooks for Segment IV | 08/26/24 | 10/04/24 | 100% - Submitted | **10/18/24** | Adjusted the data in the excel files in the secure SharePoint. | Submission Complete | 10/22/24 |
| N/A | N/A | **551** | Submit Bimonthly Agency Readiness Status Report | 08/30/24 | 09/11/24 | 100% - Submitted | **09/12/24** | | Submission Complete | |
| N/A | N/A | **552** | Manage Agency Specific Implementation Schedule, Risks and Issues | 08/30/24 | 10/31/24 | 100% - Submitted | **10/28/24** | Meeting on a weekly cadence to review risks, issues, and tasks. Attached latest reports before the month ends. | N/A | |
| Direct | Data | **541-D** | Complete Configuration Workbooks for Segment IV - General Ledger (GL) | 10/07/24 | 11/01/24 | 100% - Submitted | **10/15/24** | Updated DOEA General Ledger Allocation workbook in Smartsheet. Confirmed with Tyler and Randy it was ready to submit. | Submission Complete | |
| Direct | Data | **555-A** | Complete Data Cleansing Based on Mock Conversion 1 - Projects (PCC001) | 10/07/24 | 11/22/24 | 100% - Submitted | **10/18/24** | 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 | People | **559** | Share Florida PALM Updates | 10/14/24 | 10/25/24 | 100% - Submitted | **10/23/24** | Got final approval on all components. Scheduled email to be sent out 10/25/24 10am eastern | 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 | 25% - Beginning Initial Internal Meetings and Information Gathering | | Met with teams to go over task instructions and supplemental documents to get the review started | | |
| 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 | 25% - Beginning Initial Internal Meetings and Information Gathering | | Have a standing reoccurring meeting. | | |
| Direct | Data | **555-C** | Complete Data Cleansing Based on Mock Conversion 1 (AMC001 and POC001) | 11/08/24 | 12/06/24 | | | | | |

## People

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

### Implementation:

**Planned Florida PALM End Users = 27**

• Business Process Groupings = 13/13

**Identified Subject Matter Experts = 10**

**• SMEs by Business Process Grouping**

- Account Mgmt. and Financial Reporting = 1
- Accounts Receivable = 1
- Asset Accounting and Mgmt. = 1
- Banking = 1
- Budget Mgmt. and Cash Control = 1
- Contracts Mgmt. = 1
- Disbursements Mgmt. = 2
- Grants Mgmt. = 1
- Inter/IntraUnit Transactions = 1
- Payroll Mgmt. = 3
- Projects Mgmt. = 1
- Revenue Accounting = 1
- System Access and Controls = 3

**Role Mapping = TBD**

**Training = TBD**

## Processes

The sequence of procedures to accomplish a business objective.

### Current-State:

**Cataloged Business Processes = 8**

• Related Business Systems = 0

• Related Reports = 1

**• Documentation Status:**

- Complete = 1 Partial = 0 Not Started = 0

### Implementation:

**Impacted Agency Business Processes = 8**

• Related Business Process Groupings = 1

- Planned Spreadsheet Uploads = 0

**• Level of Impact: People Changes**

- High = 0 Medium = 1 Low = 1 None = 0 Uncertain = 0

**• Level of Impact: Processes Changes**

- High = 1 Medium = 1 Low = 0 None = 0 Uncertain = 0

**• Level of Impact: Technology Changes**

- High = 0 Medium = 1 Low = 1 None = 0 Uncertain = 0

**• Level of Impact: Data Changes**

- High = 0 Medium = 2 Low = 0 None = 0 Uncertain = 0

**• Segments I & II Documentation Update Status**

- Not Started = 0 In Progress = 0 Complete = 0

**• Segment III Documentation Update Status**

- Not Started = 0 In Progress = 0 Complete = 0

## Technology

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

### Current-State:

**Cataloged Business Systems = 5**

**• Criticality:**

- High = 0 Med = 0 Low = 0 None = 2

**• Documentation Status:**

- Complete = 0 Partial = 1 Not Started = 0

**Cataloged Interfaces = 7**

- Inbound Interfaces = 0
- Outbound Interfaces = 0

### Implementation:

**Business Systems Planned for Integration = 0**

**• Segment I - Documentation Updates:**

- Complete = 0 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 0

**• Segment II - Documentation Updates:**

- Complete = 0 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 0

**• Segment III - Documentation Updates:**

- Complete = 0 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 0

**Planned Interfaces = 0**

- Inbound Interfaces = 0
- Outbound Interfaces = 0

## Data

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

### Current-State:

**Unique FLAIR Data Elements = 70**

**• Associated Unique Uses = 75**

- Continued Use - Yes = 49
- Continued Use - No = 0

**• Associated Business Systems = 6**

**Cataloged Reports = 37**

**• Criticality:**

- High = 9 Med = 3 Low = 8 None = 17

### Implementation:

**Segments I & II Planned Configurations = 6/9**

**• Accounts Receivable (AR)**

- Planned Distribution Codes = 1

**• Asset Management (AM)**

- Planned Location Codes = 20
- Planned Associated Area ID's = None

**• Commitment Control (KK)**

- Planned Option = Option # 2 - Control

**• General Ledger (GL)**

- Planned Budgetary Value Combo Edits = 268
- Planned Local Funds = None
- Planned Organization ID's = 81
- Planned OA1's = 665
- Planned OA2's = None

**Segment IV Planned Configurations**

- Started = 1 Not Started = 1

**Conversions & Data Readiness**

• Conversions Needed = 10

• Agency Data Outside of Primary Source System(s) = 0

**• Data Readiness/Cleansing Status:**

- Complete = 6 In Progress = 0 Not Started = 0 Not Applicable 0

**Reports = TBD**

# Agency Reported

The Risks, Issues, Assumptions and Readiness Activities tables below display only items that 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/Mediu | Ongoing staff aug to address Task 328. | Processes should be fully documented by 10/1/24 and crosswalking will begin | 05/24/24 | Randy Pupo |
| Data | While cleaning up, making sure staff maintains the clean data | Open | 1 (Low/Low) | Reviewing conversion inventory carefully and understadning the impact of having to clean up post go-live | Will continue to monitor | 09/05/24 | 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 | Liaison time limitations result in difficulties in meeting Palm activity | Closed | High - Impacts the ability of the agency to meet | Requested PALM funding to secure additional resources for PALM readiness activities | New PM started. | 10/15/24 | Randy Pupo |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| | deadlines. | | deadlines or milestones | | | | |
| 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 | Almost fully staffed and have completed current process documentation. Knowledge gaps still exist due to newness of the staff. | 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. | 04/01/25 | Nancy Frye |

## 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

Privacy Notice | Report Abuse

## DOEA Status Report Confirmation

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

**Helpful Links**

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

# 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**

September - October 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 = 84.63%**

- Submitted Complete = 27
- Submitted Incomplete = 2
- Completed After Submission = 12

## 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 = 98.99%**

- Submitted On Time = 65
- Submitted Late = 1
- Pending Submission = 1

## 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 | **519** | Remediate Agency Business Systems based on Segment I | 01/29/24 | 06/28/24 | Pending Resubmission | **06/14/24** | Our Agency cannot reflect our remediation as 100% due to following reasons:<br>1) Interface files have updates based on questions or corrections asked to the PALM team, thus interface file is not finalized.<br>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<br>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 | Pending Resubmission | | Our Agency cannot reflect our remediation as 100% due to following reasons:<br>1) Some questions asked about the interfaces are crucial and many technical decisions are made based on the answers provided by PALM<br>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.<br>3) Coding to reflect and make changes has started but will not complete by 9/27 now 10/4 | | |
| Direct | Data | **541-A** | Complete Configuration Workbooks for Segment IV | 07/22/24 | 09/06/24 | 100% - Submitted | **09/03/24** | We will not use agency specific Project Costing configurations | Submission Complete | 09/16/24 |
| Direct | Data | **541-B** | Complete Configuration Workbooks for Segment IV | 07/22/24 | 09/06/24 | 100% - Submitted | **09/03/24** | This is completed after conversation with the PALM team. | Submission Complete | 09/25/24 |
| N/A | Data | **542** | Complete Data Readiness Analysis and Data Cleansing Activities for Segment IV | 07/22/24 | 10/18/24 | 100% - Submitted | **10/17/24** | | Submission Complete | |
| N/A | Processes | **543** | Identify Change Impacts and Update Agency Business Process Documentation for Segment IV | 07/22/24 | 10/18/24 | 100% - Submitted | **10/17/24** | Completed the missing fields and resubmitted. | Submission Incomplete | 10/30/24 |
| N/A | Technology | **544** | Update Agency Business System Documentation for Segment IV | 07/22/24 | 10/18/24 | 100% - Submitted | **10/17/24** | | Submission Complete | |
| Direct | Technology | **545-A** | Update and Finalize Florida PALM Conversion Inventory for Segment IV | 07/22/24 | 10/18/24 | 100% - Submitted | **10/17/24** | | Submission Complete | |
| Direct | Technology | **546** | Update Florida PALM Interface Inventory for Segment IV | 07/22/24 | 10/18/24 | 100% - Submitted | **10/17/24** | | Submission Complete | |
| N/A | Technology | **547** | Remediate Agency Business Systems based on Segment III | 07/22/24 | 12/13/24 | | | | | |
| Direct | People | **549** | Submit Training Survey | 08/12/24 | 09/20/24 | 100% - Submitted | **09/09/24** | | Submission Complete | 10/02/24 |
| Indirect | People | **536-B** | Create Agency Specific User Acceptance Testing Plan | 08/19/24 | 10/11/24 | 100% - Submitted | **10/10/24** | | Submission Complete | |
| Direct | Data | **541-C** | Complete Configuration Workbooks for Segment IV | 08/26/24 | 10/04/24 | 100% - Submitted | **10/01/24** | | Submission Complete | |
| N/A | N/A | **551** | Submit Bimonthly Agency Readiness Status Report | 08/30/24 | 09/11/24 | 100% - Submitted | **09/09/24** | | Submission Complete | |
| N/A | N/A | **552** | Manage Agency Specific Implementation Schedule, Risks and Issues | 08/30/24 | 10/31/24 | 100% - Submitted | **10/29/24** | | N/A | |
| Direct | Technology | **550-B** | Participate in Technical Meeting to Receive Credentials and Access | 09/03/24 | 09/13/24 | 100% - Submitted | **09/03/24** | | N/A | |
| Indirect | Technology | **553** | Prepare for Interface Testing | 09/16/24 | 10/18/24 | 100% - Submitted | **10/17/24** | | Submission Complete | |

| | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Direct | Technology | **554** | Participate in Connectivity Testing for Cycle 1 Interface Testing | 09/16/24 | 10/04/24 | 100% - Submitted | **09/23/24** | | | Submission Complete | 09/25/24 |
| Direct | Data | **541-D** | Complete Configuration Workbooks for Segment IV - General Ledger (GL) | 10/07/24 | 11/01/24 | 100% - Submitted | **10/29/24** | | | Submission Complete | |
| Direct | Data | **555-A** | Complete Data Cleansing Based on Mock Conversion 1 - Projects (PCC001) | 10/07/24 | 11/22/24 | | | | | | |
| N/A | People | **559** | Share Florida PALM Updates | 10/14/24 | 10/25/24 | 100% - Submitted | **10/23/24** | | | 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 | | | | | | |
| 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 | | | | | | |
| Direct | Data | **555-C** | Complete Data Cleansing Based on Mock Conversion 1 (AMC001 and POC001) | 11/08/24 | 12/06/24 | | | | | | |

## 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 = 18**

**• SMEs by Business Process Grouping**

- Account Mgmt. and Financial Reporting = 2
- Accounts Receivable = 1
- Asset Accounting and Mgmt. = 2
- Banking = 1
- Budget Mgmt. and Cash Control = 5
- Contracts Mgmt. = 2
- Disbursements Mgmt. = 4
- Grants Mgmt. = 2
- Inter/IntraUnit Transactions = 2
- Payroll Mgmt. = 4
- Projects Mgmt. = 1
- Revenue Accounting = 4
- System Access and Controls = 1

**Role Mapping = TBD**

**Training = TBD**

## Processes

The sequence of procedures to accomplish a business objective.

### Current-State:

**Cataloged Business Processes = 62**

• Related Business Systems = 17

• Related Reports = 27

**• Documentation Status:**

- Complete = 62 Partial = 0 Not Started = 0

### Implementation:

**Impacted Agency Business Processes = 62**

• Related Business Process Groupings = 13

- Planned Spreadsheet Uploads = 3

**• Level of Impact: People Changes**

- High = 62 Medium = 0 Low = 0 None = 0 Uncertain = 0

**• Level of Impact: Processes Changes**

- High = 62 Medium = 0 Low = 0 None = 0 Uncertain = 0

**• Level of Impact: Technology Changes**

- High = 47 Medium = 0 Low = 0 None = 15 Uncertain = 0

**• Level of Impact: Data Changes**

- High = 62 Medium = 0 Low = 0 None = 0 Uncertain = 0

**• Segments I & II Documentation Update Status**

- Not Started = 0 In Progress = 0 Complete = 62

**• Segment III Documentation Update Status**

- Not Started = 0 In Progress = 0 Complete = 62

## Technology

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

### Current-State:

**Cataloged Business Systems = 58**

**• Criticality:**

- High = 58 Med = 0 Low = 0 None = 0

**• Documentation Status:**

- Complete = 58 Partial = 0 Not Started = 0

**Cataloged Interfaces = 39**

- Inbound Interfaces = 21
- Outbound Interfaces = 15

### Implementation:

**Business Systems Planned for Integration = 53**

**• Segment I - Documentation Updates:**

- Complete = 50 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 0

**• Segment II - Documentation Updates:**

- Complete = 46 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 4

**• Segment III - Documentation Updates:**

- Complete = 48 Updating = 1 Evaluating = 1 Not Started = 0 Not Needed = 0

**Planned Interfaces = 32**

- Inbound Interfaces = 7
- Outbound Interfaces = 21

## Data

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

### Current-State:

**Unique FLAIR Data Elements = 629**

**• Associated Unique Uses = 646**

- Continued Use - Yes = 0
- Continued Use - No = 0

**• Associated Business Systems = 1**

**Cataloged Reports = 653**

**• Criticality:**

- High = 947 Med = 0 Low = 0 None = 0

### Implementation:

**Segments I & II Planned Configurations = 6/9**

**• Accounts Receivable (AR)**

- Planned Distribution Codes = 96

**• Asset Management (AM)**

- Planned Location Codes = 356
- Planned Associated Area ID's = None

**• Commitment Control (KK)**

- Planned Option = Option # 1 - Track with Budget

**• General Ledger (GL)**

- Planned Budgetary Value Combo Edits = 4529
- Planned Local Funds = None
- Planned Organization ID's = 10620
- Planned OA1's = 2830
- Planned OA2's = None

**Segment IV Planned Configurations**

- Started = 2 Not Started = 0

**Conversions & Data Readiness**

• Conversions Needed = 11

• Agency Data Outside of Primary Source System(s) = 0

**• Data Readiness/Cleansing Status:**

- Complete = 6 In Progress = 0 Not Started = 0 Not Applicable 1

**Reports = TBD**

# Agency Reported

The Risks, Issues, Assumptions and Readiness Activities tables below display only items that 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 | Awaiting confirmation and finalized | Open | 9 (High/High) | Pre-design and design activities based on calculated | As the requirements, | 02/14/22 | PALM & DOH |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| Technology | requirements, process flows, configurations, and interfaces so DOH can calculate work effort on remediation and develop project timelines for completion of necessary tasks. | | | assumptions. | 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 | | |
| People<br>Processes<br>Technology<br>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<br>Processes<br>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 |
| 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<br>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.<br>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 December 2025 when PRP is to process in January 2026 using the PALM data?<br>• How will FIRS or CHDs edit or correct any vouchers between July-Dec 2025 when we go to PALM Jan 2026?<br>• If only the balances are rolling over to PALM, then what about the voucher details?<br>This is specific for Payroll Reallocation, but this will be true for all Vouchers. | Open | 4 (Medium/Mediu | DOH needs to know how this will work in PALM | Reviewed risk and agency continues to monitor this risk. Reviewed: 06/14/2024 | 10/18/23 | PALM & DOH |

**DOH Issues**

| Critical Operational Elements | Issue Description | Status | Priority | Resolution Plan | Reporting Period Comments or Updates | Planned or Actual Resolution Date | Owner / Coordinator |
|---|---|---|---|---|---|---|---|
| Technology | Changes to PALM website and PALM Production: Our agency is taking a lot of effort to educate and train technical and non-technical staff. Constant changes disrupts processes and it takes time to find the same information and retrain staff. For e.g., our technical staff was well versed in accessing Smartsheet for interface and reports for creating our DOH warehouse. | Open | High - Impacts the ability of the agency to meet deadlines or milestones | Retrain staff | | 10/31/24 | Sheetal Shidhaye<br>Terri Mulkey |

## DOH 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 | PALM will provide solution and remediation of enterprise applications i.e., STMS, PeopleFirst, etc. | Logged | 06/28/23 | All DOH systems | PALM Project has identified all impacted enterprise applications. |
| People<br>Processes<br>Technology<br>Data | PALM will maintain the project “On schedule” | Logged | 06/28/23 | All DOH systems | DOH PALM team relies on PALM Project schedule and plans deliverables and tasks accordingly. Resource allocation is also heavily based on PALM schedule. |
| People<br>Processes | Enterprise entities like AG/IG's office, or Agencies like DMS, DFS will not add changes or new processes at Go-Live or during PALM HyperCare period | Logged | 02/14/24 | DOH staff | DOH PALM team has addressed this with the RC in our Readiness Meeting |

## DOH 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<br>Processes<br>Technology<br>Data | FIRS Demo / Q&A Cadence | 09/03/24 | FIRS Team, BA, PM, TL, Devs | Create understanding between ABS team and DOH PALM team regarding Remediation | |
| People<br>Processes<br>Technology<br>Data | CORTNE Cadence | 09/04/24 | CORTNE Team, PM, TL | Create understanding between ABS team and DOH PALM team regarding Remediation | |
| Technology<br>Data | DDD Technical Meeting | 09/04/24 | DDD Team, EAS, TL, PM, BA | Technical meeting between DOH PALM Team and DDD | |
| People<br>Processes | DOH Core Meeting | 09/04/24 | Key Stakeholders and PM | • Monitor progress against project plan<br>• Review and approves changes to project plans (resources, scope, goals, cost estimates)<br>• Advise on project planning and implementation strategies<br>• Make strategic decisions related to project deliverables prioritization and approvals<br>• Review and suggest solutions for issues critical to project success<br>• Assist in resolving project conflicts<br>Assist and guide on resource allocation | Every core meeting has an Agenda. PM reviews PALM tasks, gives Project team updates and sets activities and tasks for coming weeks. |
| People | FIRS Status | 09/05/24 | Key Stakeholder and PM | Status update in the FIRS modules | |
| People<br>Processes<br>Technology<br>Data | Meeting with CORTNE Team | 09/05/24 | CORTNE Team, PM, TL | Create understanding between ABS team and DOH PALM team regarding Remediation | |
| People<br>Processes<br>Technology<br>Data | FIRS Demo / Q&A Cadence | 09/09/24 | FIRS Team, BA, PM, TL, Devs | Create understanding between ABS team and DOH PALM team regarding Remediation | |
| People<br>Processes | DOH PALM Executive Steering Committee | 09/13/24 | Key Stakeholders and PM | •Set expectation for the DOH PALM ESC meeting<br>•Provide PALM Project Updates<br>•Provide DOH PALM Updates | |
| People<br>Processes<br>Technology<br>Data | FIRS Demo / Q&A Cadence | 09/16/24 | FIRS Team, BA, PM, TL, Devs | Create understanding between ABS team and DOH PALM team regarding Remediation | |
| Technology<br>Data | DDD Technical Meeting - Checkpoint | 09/18/24 | DDD Team, EAS, TL, PM, BA | Technical meeting between DOH PALM Team and DDD | |
| People<br>Processes | DOH Core Meeting | 09/18/24 | Key Stakeholders and PM | • Monitor progress against project plan<br>• Review and approves changes to project plans (resources, scope, goals, cost estimates)<br>• Advise on project planning and implementation strategies<br>• Make strategic decisions related to project deliverables prioritization and approvals<br>• Review and suggest solutions for issues critical to project success<br>• Assist in resolving project conflicts<br>Assist and guide on resource allocation | Every core meeting has an Agenda. PM reviews PALM tasks, gives Project team updates and sets activities and tasks for coming weeks. |
| People<br>Processes<br>Technology<br>Data | CORTNE Updates Meeting | 09/20/24 | CORTNE Team, PM, TL, Devs | Create understanding between ABS team and DOH PALM team regarding Remediation | |
| Processes<br>Technology<br>Data | DOH PALM_Environmental Health Meeting | 09/24/24 | EH Team, BA, PM, TL | Create understanding between ABS team and DOH PALM team regarding Technical Solution for Remediation | |
| People | FIRS Status | 10/02/24 | Key Stakeholder and PM | Status update in the FIRS modules | |
| People<br>Processes | DOH Core Meeting | 10/02/24 | Key Stakeholders and PM | • Monitor progress against project plan<br>• Review and approves changes to project plans (resources, scope, goals, cost estimates)<br>• Advise on project planning and implementation strategies<br>• Make strategic decisions related to project deliverables prioritization and approvals<br>• Review and suggest solutions for issues critical to project success<br>• Assist in resolving project conflicts<br>Assist and guide on resource allocation | Every core meeting has an Agenda. PM reviews PALM tasks, gives Project team updates and sets activities and tasks for coming weeks. |
| People<br>Processes<br>Technology<br>Data | FIRS Demo / Q&A Cadence | 10/03/24 | FIRS Team, BA, PM, TL, Devs | Create understanding between ABS team and DOH PALM team regarding Remediation | |
| People<br>Processes<br>Technology<br>Data | CORTNE Cadence | 10/04/24 | CORTNE Team, PM, TL | Create understanding between ABS team and DOH PALM team regarding Remediation | |
| Technology<br>Data | DDD Technical Meeting | 10/04/24 | DDD Team, EAS, TL, PM, BA | Technical meeting between DOH PALM Team and DDD | |
| Technology<br>Data | EAS Cadence | 10/08/24 | EAS, PM, TL | Create understanding between EAS and DOH PALM team regarding Remediation | Weekly Meeting |
| People<br>Processes | DOH Core Meeting | 10/09/24 | Key Stakeholders and PM | • Monitor progress against project plan<br>• Review and approves changes to project plans (resources, scope, goals, cost estimates)<br>• Advise on project planning and implementation strategies<br>• Make strategic decisions related to project deliverables prioritization and approvals<br>• Review and suggest solutions for issues critical to project success<br>• Assist in resolving project conflicts | Every core meeting has an Agenda. PM reviews PALM tasks, gives Project team updates and sets activities and tasks for coming weeks. |

| | | | | | |
|---|---|---|---|---|---|
| | | | | Assist and guide on resource allocation | |
| People Processes | Discuss Debit Memos Meeting | 10/10/24 | Key Stakeholders, SMEs, PM | Discussion on Debit Memo | |
| People Processes Technology Data | Meeting with CORTNE Team | 10/11/24 | CORTNE Team, PM, TL | Create understanding between ABS team and DOH PALM team regarding Remediation | |
| People Processes Technology Data | DOH PALM-CONMAN Checkpoint Meeting | 10/16/24 | CONMAN Team, BA, PM, TL | Create understanding between ABS team and DOH PALM team regarding Remediation | |
| People Processes Technology | Kick Off: Test Triage Team | 10/16/24 | Triage Team, PM | Conversation on Test Traige Team creation, tools needed, and meeting schedule moving forward. | |
| Technology Data | EAS Cadence | 10/17/24 | EAS, PM, TL | Create understanding between EAS and DOH PALM team regarding Remediation | Weekly Meeting |
| People Processes Technology Data | CORTNE Cadence | 10/21/24 | CORTNE Team, PM, TL | Create understanding between ABS team and DOH PALM team regarding Remediation | |
| People Processes Technology Data | Qlik-DOH PALM Cadence Meeting | 10/21/24 | Qlik Team, PM, TL, BA | Create understanding between ABS team and DOH PALM team regarding Remediation | |
| People Processes Technology Data | FIRS Demo / Q&A Cadence | 10/22/24 | FIRS Team, BA, PM, TL, Devs | Create understanding between ABS team and DOH PALM team regarding Remediation | |
| Technology Data | EAS Cadence | 10/23/24 | EAS, PM, TL | Create understanding between EAS and DOH PALM team regarding Remediation | Weekly Meeting |
| Processes Technology Data | DOH PALM_MQA Meeting | 10/23/24 | MQA Team, PM, TL, Devs | Create understanding between ABS team and DOH PALM team regarding Technical Solution for Remediation | |
| Processes Technology Data | DOH PALM_RIMS Meeting | 10/23/24 | RIMS Team, PM, TL, Devs | Create understanding between ABS team and DOH PALM team regarding Technical Solution for Remediation | |
| People Processes | CJT and Cell Phone Bill Meeting | 10/25/24 | Key Stakeholders, PM | Discussion of CJT and Cell Phone Bill applications | |
| People Processes | Maintaining Org, OA1, etc Meeting | 10/25/24 | Key Stakeholders, PM | Discussion of Org and OA1 | |
| People Processes Technology Data | Spending Plan and Budget Demo Meeting | 10/25/24 | FIRS Team, BA, PM, TL, Devs | Create understanding between ABS team and DOH PALM team regarding Remediation | |
| People | Change Management & Training Liaison Forum | 10/26/24 | Training Liaison | To collaborate and understand how other agencies will handle training | PALM Collaboration Meeting at DCF |
| People Processes Technology Data | VPS - DOH PALM Remediation | 10/28/24 | VPS Team, BA, PM, TL | Create understanding between ABS team and DOH PALM team regarding Remediation | |
| People Processes Technology Data | FIRS Demo / Q&A Cadence | 10/29/24 | FIRS Team, BA, PM, TL, Devs | Create understanding between ABS team and DOH PALM team regarding Remediation | |
| People Processes | DOH Core Meeting | 10/30/24 | Key Stakeholders and PM | • Monitor progress against project plan<br>• Review and approves changes to project plans (resources, scope, goals, cost estimates)<br>• Advise on project planning and implementation strategies<br>• Make strategic decisions related to project deliverables prioritization and approvals<br>• Review and suggest solutions for issues critical to project success<br>• Assist in resolving project conflicts<br>Assist and guide on resource allocation | Every core meeting has an Agenda. PM reviews PALM tasks, gives Project team updates and sets activities and tasks for coming weeks. |
| People Processes Technology Data | CORTNE Cadence | 10/31/24 | CORTNE Team, PM, TL | Create understanding between ABS team and DOH PALM team regarding Remediation | |
| People | PALM 4th Flyer Meeting | 10/31/24 | SPM Team, BA, PM | Discussion regarding next PALM newletter for DOH. | |

## 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

## DOH Status Report Confirmation

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

**Helpful Links**

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

# 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**

September - October 2024

**Agency Sponsor**

Becky Ajhar

## CCN Composition

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

**Change Champion Network:**

- Unique Filled Role = 7
- Duplicate Filled Role = 9
- 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 = 96.22%**

- Submitted Complete = 32
- Submitted Incomplete = 0
- Completed After Submission = 5

## 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 = 94.33%**

- Submitted On Time = 58
- Submitted Late = 4
- 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 = 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 | 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 | | |
| 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 | | |
| N/A | Technology | **531** | Remediate Agency Business Systems based on Segment II | 04/29/24 | 10/04/24 | 100% - Submitted | **08/09/24** | | Submission Complete | |
| Direct | Data | **541-A** | Complete Configuration Workbooks for Segment IV | 07/22/24 | 09/06/24 | 100% - Submitted | **08/07/24** | | Submission Complete | |
| N/A | Data | **542** | Complete Data Readiness Analysis and Data Cleansing Activities for Segment IV | 07/22/24 | 10/18/24 | 100% - Submitted | **08/07/24** | | Submission Complete | |
| 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 | **544** | Update Agency Business System Documentation for Segment IV | 07/22/24 | 10/18/24 | 100% - Submitted | **10/17/24** | | Submission Complete | |
| Direct | Technology | **545-A** | Update and Finalize Florida PALM Conversion Inventory for Segment IV | 07/22/24 | 10/18/24 | 100% - Submitted | **08/07/24** | | Submission Complete | |
| Direct | Technology | **546** | Update Florida PALM Interface Inventory for Segment IV | 07/22/24 | 10/18/24 | 100% - Submitted | **10/17/24** | | Submission Complete | |
| N/A | Technology | **547** | Remediate Agency Business Systems based on Segment III | 07/22/24 | 12/13/24 | 50% - In Progress | | | | |
| Direct | People | **549** | Submit Training Survey | 08/12/24 | 09/20/24 | 100% - Submitted | **09/09/24** | | Submission Complete | |
| Indirect | People | **536-B** | Create Agency Specific User Acceptance Testing Plan | 08/19/24 | 10/11/24 | 100% - Submitted | **10/09/24** | | Submission Complete | |
| Direct | Data | **541-C** | Complete Configuration Workbooks for Segment IV | 08/26/24 | 10/04/24 | 100% - Submitted | **09/20/24** | | Submission Complete | 10/10/24 |
| N/A | N/A | **551** | Submit Bimonthly Agency Readiness Status Report | 08/30/24 | 09/11/24 | 100% - Submitted | **09/11/24** | | Submission Complete | |
| N/A | N/A | **552** | Manage Agency Specific Implementation Schedule, Risks and Issues | 08/30/24 | 10/31/24 | 100% - Submitted | **10/30/24** | | N/A | |
| Direct | Technology | **550-B** | Participate in Technical Meeting to Receive Credentials and Access | 09/03/24 | 09/13/24 | 100% - Submitted | **09/17/24** | | N/A | |
| Indirect | Technology | **553** | Prepare for Interface Testing | 09/16/24 | 10/18/24 | 100% - Submitted | **10/17/24** | | Submission Complete | |
| Direct | Technology | **554** | Participate in Connectivity Testing for Cycle 1 Interface Testing | 09/16/24 | 10/04/24 | 100% - Submitted | **10/04/24** | | Submission Complete | |
| Direct | Data | **541-D** | Complete Configuration Workbooks for Segment IV - General Ledger (GL) | 10/07/24 | 11/01/24 | 100% - Submitted | **10/24/24** | Submitted with items in yellow as two old BE's from 2020/2021 and 2021/2022 are listed but no longer being used. There is not a "No" option under Configure Value | 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 | People | **559** | Share Florida PALM Updates | 10/14/24 | 10/25/24 | 100% - Submitted | **10/25/24** | | 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 | | | | | |
| 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 | | | | | |
| Direct | Data | **555-C** | Complete Data Cleansing Based on Mock Conversion 1 (AMC001 | 11/08/24 | 12/06/24 | | | | | |

## People

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

### Implementation:

**Planned Florida PALM End Users = 22**

• Business Process Groupings = 11/13

**Identified Subject Matter Experts = 10**

**• SMEs by Business Process Grouping**

- Account Mgmt. and Financial Reporting = 2
- Accounts Receivable = 1
- Asset Accounting and Mgmt. = 1
- Banking = 1
- Budget Mgmt. and Cash Control = 1
- Contracts Mgmt. = 1
- Disbursements Mgmt. = 1
- Grants Mgmt. = 0
- Inter/IntraUnit Transactions = 1
- Payroll Mgmt. = 3
- Projects Mgmt. = 0
- Revenue Accounting = 1
- System Access and Controls = 1

**Role Mapping = TBD**

**Training = TBD**

## Processes

The sequence of procedures to accomplish a business objective.

### Current-State:

**Cataloged Business Processes = 49**

• Related Business Systems = 3

• Related Reports = 5

**• Documentation Status:**

- Complete = 91 Partial = 0 Not Started = 0

### Implementation:

**Impacted Agency Business Processes = 49**

• Related Business Process Groupings = 2

- Planned Spreadsheet Uploads = 1

**• Level of Impact: People Changes**

- High = 0 Medium = 56 Low = 0 None = 0 Uncertain = 0

**• Level of Impact: Processes Changes**

- High = 0 Medium = 56 Low = 0 None = 0 Uncertain = 0

**• Level of Impact: Technology Changes**

- High = 0 Medium = 56 Low = 0 None = 0 Uncertain = 0

**• Level of Impact: Data Changes**

- High = 0 Medium = 56 Low = 0 None = 0 Uncertain = 0

**• Segments I & II Documentation Update Status**

- Not Started = 0 In Progress = 5 Complete = 0

**• Segment III Documentation Update Status**

- Not Started = 0 In Progress = 0 Complete = 0

## Technology

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

### Current-State:

**Cataloged Business Systems = 7**

**• Criticality:**

- High = 7 Med = 0 Low = 0 None = 0

**• Documentation Status:**

- Complete = 7 Partial = 0 Not Started = 0

**Cataloged Interfaces = 30**

- Inbound Interfaces = 28
- Outbound Interfaces = 2

### Implementation:

**Business Systems Planned for Integration = 6**

**• Segment I - Documentation Updates:**

- Complete = 1 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 5

**• Segment II - Documentation Updates:**

- Complete = 1 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 5

**• Segment III - Documentation Updates:**

- Complete = 1 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 5

**Planned Interfaces = 30**

- Inbound Interfaces = 11
- Outbound Interfaces = 17

## Data

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

### Current-State:

**Unique FLAIR Data Elements = 70**

**• Associated Unique Uses = 70**

- Continued Use - Yes = 29
- Continued Use - No = 0

**• Associated Business Systems = 0**

**Cataloged Reports = 76**

**• Criticality:**

- High = 0 Med = 0 Low = 0 None = 0

### Implementation:

**Segments I & II Planned Configurations = 7/9**

**• Accounts Receivable (AR)**

- Planned Distribution Codes = 1

**• Asset Management (AM)**

- Planned Location Codes = 9
- Planned Associated Area ID's = None

**• Commitment Control (KK)**

- Planned Option = Option # 1 - Track with Budget

**• General Ledger (GL)**

- Planned Budgetary Value Combo Edits = 53
- Planned Local Funds = None
- Planned Organization ID's = 40
- Planned OA1's = 7
- Planned OA2's = 108

**Segment IV Planned Configurations**

- Started = 1 Not Started = 1

**Conversions & Data Readiness**

• Conversions Needed = 8

• Agency Data Outside of Primary Source System(s) = 0

**• Data Readiness/Cleansing Status:**

- Complete = 4 In Progress = 0 Not Started = 0 Not Applicable 0

**Reports = TBD**

# Agency Reported

The Risks, Issues, Assumptions and Readiness Activities tables below display only items that 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<br>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/Mediu | 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. | Open | Low - All impacts not listed as Critical or High | None at this time. | | | 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 | |

## DOL 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 Processes Technology | Palm task review meetings - Lottery team | 09/09/24 | Meghan Gregg, Stella Bargas, Chris Rorison | Revisited all previous outstanding tasks (515 and 527) and discussed current outstanding task 550A, next steps still forthcoming. Confirmed attendance for Sept 10-12 workshops | |
| People Technology Data | Palm task review meetings - Lottery team | 09/23/24 | Meghan Gregg, Chris Rorison, Melissa Ging, Diego Tolmos, Robert McCelvy, Perry West | Discuss task 554 - specifically cycle 1 connectivity testing | |
| People Processes Data | Palm task review meetings - Lottery team | 10/07/24 | Meghan Gregg, Melissa Ging, Diego Tolmos, Robert McCelvy | Discuss the RSA key connection and upcoming tasks | |
| People Processes Data | Palm task review meetings - Lottery team | 10/21/24 | Meghan Gregg, Stella Bargas, Chris Rorison, Diego Tolmos, Robert McCelvy | Discuss task 559 and pending items (RSA key connection verification); review and update risk and issue log. | |

## 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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## DOL Status Report Confirmation

| Reporting Period | Agency Sponsor Name: | Confirmed By: | Confirmation Date: |
|---|---|---|---|
| September - October 2024 | Rebecca Ajhar | ajharb@flalottery.com | 11/01/24 |
| July - August 2024 | Rebecca Ajhar | ajharb@flalottery.com | 09/11/24 |
| 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 |

**Helpful Links**

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

# 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**

September - October 2024

**Agency Sponsor**

Clark Rogers

**CCN Composition**

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

**Change Champion Network:**

- Unique Filled Role = 17
- 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 = 84.50%**

- Submitted Complete = 27
- Submitted Incomplete = 0
- Completed After Submission = 13

**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 = 91.03%**

- Submitted On Time = 54
- Submitted Late = 11
- Pending Submission = 1

**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 | **531** | Remediate Agency Business Systems based on Segment II | 04/29/24 | 10/04/24 | 100% - Submitted | **09/06/24** | Currently DOR has identified interfaces and Agency Business Systems that need remediation based on Segment II designs. | Submission Complete | 09/13/24 |
| Direct | Data | **541-A** | Complete Configuration Workbooks for Segment IV | 07/22/24 | 09/06/24 | 100% - Submitted | **09/03/24** | | Submission Complete | |
| N/A | Data | **542** | Complete Data Readiness Analysis and Data Cleansing Activities for Segment IV | 07/22/24 | 10/18/24 | 100% - Submitted | **10/07/24** | Master balance file clean-up will be ongoing until go-live | Submission Complete | |
| N/A | Processes | **543** | Identify Change Impacts and Update Agency Business Process Documentation for Segment IV | 07/22/24 | 10/18/24 | 100% - Submitted | **10/18/24** | | Submission Complete | 11/05/24 |
| N/A | Technology | **544** | Update Agency Business System Documentation for Segment IV | 07/22/24 | 10/18/24 | Pending Resubmission | **10/18/24** | | Submission Complete | |
| Direct | Technology | **545-A** | Update and Finalize Florida PALM Conversion Inventory for Segment IV | 07/22/24 | 10/18/24 | 100% - Submitted | **10/07/24** | | Submission Complete | |
| Direct | Technology | **546** | Update Florida PALM Interface Inventory for Segment IV | 07/22/24 | 10/18/24 | 100% - Submitted | **10/18/24** | | Submission Complete | |
| N/A | Technology | **547** | Remediate Agency Business Systems based on Segment III | 07/22/24 | 12/13/24 | 50% - In Progress | | | | |
| Direct | People | **549** | Submit Training Survey | 08/12/24 | 09/20/24 | 100% - Submitted | **09/20/24** | | Submission Complete | |
| 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-C** | Complete Configuration Workbooks for Segment IV | 08/26/24 | 10/04/24 | 100% - Submitted | **10/08/24** | | Submission Complete | |
| N/A | N/A | **551** | Submit Bimonthly Agency Readiness Status Report | 08/30/24 | 09/11/24 | 100% - Submitted | **09/11/24** | | Submission Complete | |
| N/A | N/A | **552** | Manage Agency Specific Implementation Schedule, Risks and Issues | 08/30/24 | 10/31/24 | 100% - Submitted | **11/01/24** | | N/A | 11/08/24 |
| Direct | Technology | **550-B** | Participate in Technical Meeting to Receive Credentials and Access | 09/03/24 | 09/13/24 | 100% - Submitted | **09/04/24** | | N/A | |
| Indirect | Technology | **553** | Prepare for Interface Testing | 09/16/24 | 10/18/24 | 100% - Submitted | **10/18/24** | | Submission Complete | |
| Direct | Technology | **554** | Participate in Connectivity Testing for Cycle 1 Interface Testing | 09/16/24 | 10/04/24 | 100% - Submitted | **10/01/24** | | Submission Complete | |
| Direct | Data | **541-D** | Complete Configuration Workbooks for Segment IV - General Ledger (GL) | 10/07/24 | 11/01/24 | 100% - Submitted | **10/10/24** | | Submission Complete | |
| Direct | Data | **555-A** | Complete Data Cleansing Based on Mock Conversion 1 - Projects (PCC001) | 10/07/24 | 11/22/24 | 100% - Submitted | **11/07/24** | | | |
| N/A | People | **559** | Share Florida PALM Updates | 10/14/24 | 10/25/24 | 100% - Submitted | **10/28/24** | | 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 | 50% - In Progress | | | | |
| 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 | | | | | |
| Direct | Data | **555-C** | Complete Data Cleansing Based on Mock Conversion 1 (AMC001 and POC001) | 11/08/24 | 12/06/24 | | | | | |

## People

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

### Implementation:

**Planned Florida PALM End Users = 101**

• Business Process Groupings = 12/13

**Identified Subject Matter Experts = 48**

**• SMEs by Business Process Grouping**

- Account Mgmt. and Financial Reporting = 16
- Accounts Receivable = 20
- Asset Accounting and Mgmt. = 4
- Banking = 0
- Budget Mgmt. and Cash Control = 14
- Contracts Mgmt. = 6
- Disbursements Mgmt. = 22
- Grants Mgmt. = 4
- Inter/IntraUnit Transactions = 14
- Payroll Mgmt. = 7
- Projects Mgmt. = 0
- Revenue Accounting = 2
- System Access and Controls = 10

**Role Mapping = TBD**

**Training = TBD**

## Processes

The sequence of procedures to accomplish a business objective.

### Current-State:

**Cataloged Business Processes = 209**

• Related Business Systems = 12

• Related Reports = 43

**• Documentation Status:**

- Complete = 205 Partial = 1 Not Started = 2

### Implementation:

**Impacted Agency Business Processes = 209**

• Related Business Process Groupings = 11

- Planned Spreadsheet Uploads = 5

**• Level of Impact: People Changes**

- High = 40 Medium = 61 Low = 105 None = 3 Uncertain = 0

**• Level of Impact: Processes Changes**

- High = 44 Medium = 52 Low = 105 None = 8 Uncertain = 0

**• Level of Impact: Technology Changes**

- High = 37 Medium = 68 Low = 97 None = 7 Uncertain = 0

**• Level of Impact: Data Changes**

- High = 22 Medium = 76 Low = 91 None = 20 Uncertain = 0

**• Segments I & II Documentation Update Status**

- Not Started = 0 In Progress = 0 Complete = 209

**• Segment III Documentation Update Status**

- Not Started = 0 In Progress = 0 Complete = 209

## Technology

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

### Current-State:

**Cataloged Business Systems = 32**

**• Criticality:**

- High = 26 Med = 1 Low = 0 None = 5

**• Documentation Status:**

- Complete = 32 Partial = 0 Not Started = 0

**Cataloged Interfaces = 30**

- Inbound Interfaces = 17
- Outbound Interfaces = 13

### Implementation:

**Business Systems Planned for Integration = 25**

**• Segment I - Documentation Updates:**

- Complete = 25 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 0

**• Segment II - Documentation Updates:**

- Complete = 25 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 0

**• Segment III - Documentation Updates:**

- Complete = 25 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 0

**Planned Interfaces = 20**

- Inbound Interfaces = 0
- Outbound Interfaces = 15

## Data

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

### Current-State:

**Unique FLAIR Data Elements = 439**

**• Associated Unique Uses = 838**

- Continued Use - Yes = 392
- Continued Use - No = 0

**• Associated Business Systems = 9**

**Cataloged Reports = 206**

**• Criticality:**

- High = 219 Med = 16 Low = 16 None = 0

### Implementation:

**Segments I & II Planned Configurations = 8/9**

**• Accounts Receivable (AR)**

- Planned Distribution Codes = 3

**• Asset Management (AM)**

- Planned Location Codes = 55
- Planned Associated Area ID's = 62

**• Commitment Control (KK)**

- Planned Option = Option # 1 - Track with Budget

**• General Ledger (GL)**

- Planned Budgetary Value Combo Edits = 456
- Planned Local Funds = None
- Planned Organization ID's = 34
- Planned OA1's = 9
- Planned OA2's = 4

**Segment IV Planned Configurations**

- Started = 1 Not Started = 1

**Conversions & Data Readiness**

• Conversions Needed = 8

• Agency Data Outside of Primary Source System(s) = 2

**• Data Readiness/Cleansing Status:**

- Complete = 4 In Progress = 0 Not Started = 0 Not Applicable 0

**Reports = TBD**

# Agency Reported

The Risks, Issues, Assumptions and Readiness Activities tables below display only items that 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 | Legislation enacted in the 2024 legislative session that creates new taxes or modifies existing taxes may impact GTA's ability to complete remediation to SUNTAX on 2024/2025 due to staff augmentation resources being involved in system modifications to implement new legislation. | Open | 6 (High/Medium) | Request funding to contract for additional GTA staff augmentation resources in FY23/24, FY24/25 and FY25/26. | A budget amendment was submitted for staff augmentation resources for Florida PALM agency business system remediation. Additional staff augmentation resources may be needed for system modifications to implement new legislation. Funding was received for FY23/24. | 11/02/23 | Laura Dukes, Budget Officer; Lisa Morgan, GTA Budget Liaison |
| 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/Mediu | 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 | Catherine Barber, 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/Mediu | 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<br>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 |
| 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 |
|---|---|---|---|---|---|---|---|
| Processes | DOR GTA will not know if they will be using OA 1 or OA 2 values until Segment IV inter/intra unit transaction section is rolled out. Currently we are not listing any values for the Other Accumulators for GTA, but will only know for sure until after Segment IV. | Open | High - Impacts the ability of the agency to meet deadlines or milestones | GTA will explore the usage of OA1 versus OA2, or possible may request from Accounts from A&A (11/8/2024). We will revisit this issue in January 2025. We have included all OA 1 and OA 2 values for CSP who was the only Program that used OCA values in FLAIR and will list the other values for OAs if GTA needs them after Segment IV is released. | Issue opened May 2024. Wait for Florida to release Transfer ACCOUNT values. | 08/30/24 | Wynette Davis, Amy Barrow, Andrea Hunter |

## DOR Assumptions

| Critical Operational Elements | Assumption | Status | Date Logged or Removed | Impacted Stakeholder(s) and/or System(s) | Reporting Period Comments or Updates |
|---|---|---|---|---|---|
| Data | The current PALM Chart of Accounts (COA) structure will not be changed. | Logged | 07/01/23 | All agency business systems | DOR will begin agency business system remediation in FY23/24. |
| People | Administered funds will be available for use in procuring staff augmentation resources for agency business system remediation. | Logged | 07/13/23 | All agency business systems | During July, DOR submitted a budget amendment requesting funds for staff augmentation to perform project management and IT consulting activities for agency business system remediation and pre-remediation evaluation activities. Funds were approved and released for FY23/24. |
| People<br>Processes | DOR-GTA receives wages from DMS (DOR Batch Job ZUD105) from all state agencies to process Quarterly filing requirements for Re-employment tax. The ORG Codes are listed on each Location for each State Agency and the individual employee is linked to that specific location by the org code. | Logged | 02/27/24 | General Tax Administration | Need to continue to receive this file from DMS in order to process RT collections for Commerce.<br>8/29/24: |
| 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.<br>6/10/24: Requested funding information by program from Budget to create spreadsheet to load funding information into People First. |
| Processes<br>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. |

## DOR Agency-Specific Readiness Activities

| Critical Operational Elements | Activity Description | Date(s) | Impacted Stakeholder(s) and/or System(s) | Objective | 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

## DOR Status Report Confirmation

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

**Helpful Links**

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

# DVA 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**

September - October 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 = 85.41%**

- Submitted Complete = 28
- Submitted Incomplete = 3
- 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 = 84.71%**

- Submitted On Time = 44
- Submitted Late = 16
- Pending Submission = 6

## 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 | 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 | **06/28/24** | 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 | Technology | **531** | Remediate Agency Business Systems based on Segment II | 04/29/24 | 10/04/24 | 100% - Submitted | **09/19/24** | | Submission Complete | |
| 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 | |
| Direct | Data | **541-A** | Complete Configuration Workbooks for Segment IV | 07/22/24 | 09/06/24 | 100% - Submitted | **08/29/24** | | Submission Complete | |
| N/A | Data | **542** | Complete Data Readiness Analysis and Data Cleansing Activities for Segment IV | 07/22/24 | 10/18/24 | 100% - Submitted | **09/19/24** | | Submission Complete | |
| 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 | **545-A** | Update and Finalize Florida PALM Conversion Inventory for Segment IV | 07/22/24 | 10/18/24 | 100% - Submitted | **09/19/24** | | Submission Complete | |
| 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 | 25% - Beginning Initial Internal Meetings and Information Gathering | | | | |
| Direct | People | **549** | Submit Training Survey | 08/12/24 | 09/20/24 | 100% - Submitted | **08/21/24** | | Submission Complete | |
| Indirect | People | **536-B** | Create Agency Specific User Acceptance Testing Plan | 08/19/24 | 10/11/24 | 100% - Submitted | **10/23/24** | | Submission Complete | |
| 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. | Submission Incomplete | 10/31/24 |

| | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | -dlt, 11/6/2024<br>Speedkey workbook is blank. -dlt, 10/4/2024 | | |
| N/A | N/A | **551** | Submit Bimonthly Agency Readiness Status Report | 08/30/24 | 09/11/24 | 100% - Submitted | **09/10/24** | | Submission Complete | |
| N/A | N/A | **552** | Manage Agency Specific Implementation Schedule, Risks and Issues | 08/30/24 | 10/31/24 | 50% - In Progress | | | N/A | |
| Direct | Technology | **550-B** | Participate in Technical Meeting to Receive Credentials and Access | 09/03/24 | 09/13/24 | 100% - Submitted | **09/23/24** | | N/A | |
| Indirect | Technology | **553** | Prepare for Interface Testing | 09/16/24 | 10/18/24 | 50% - In Progress | | | | |
| Direct | Technology | **554** | Participate in Connectivity Testing for Cycle 1 Interface Testing | 09/16/24 | 10/04/24 | 100% - Submitted | **09/24/24** | | Submission Complete | |
| Direct | Data | **541-D** | Complete Configuration Workbooks for Segment IV - General Ledger (GL) | 10/07/24 | 11/01/24 | 100% - Submitted | **10/31/24** | | Submission Complete | |
| Direct | Data | **555-A** | Complete Data Cleansing Based on Mock Conversion 1 - Projects (PCC001) | 10/07/24 | 11/22/24 | 50% - In Progress | | | | |
| N/A | People | **559** | Share Florida PALM Updates | 10/14/24 | 10/25/24 | 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 | | | | | |
| Direct | Data | **555-B** | Complete Data Cleansing Based on Mock Conversion 1 (CTC001, GMC001, and PCC002) | 10/28/24 | 11/22/24 | 25% - Beginning Initial Internal Meetings and Information Gathering | | | | |
| 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 | | | | | |

## People

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

### Implementation:

**Planned Florida PALM End Users = 60**

• Business Process Groupings = 12/13

**Identified Subject Matter Experts = 9**

**• SMEs by Business Process Grouping**

- Account Mgmt. and Financial Reporting = 5
- Accounts Receivable = 5
- Asset Accounting and Mgmt. = 5
- Banking = 3
- Budget Mgmt. and Cash Control = 5
- Contracts Mgmt. = 9
- Disbursements Mgmt. = 5
- Grants Mgmt. = 9
- Inter/IntraUnit Transactions = 9
- Payroll Mgmt. = 3
- Projects Mgmt. = 9
- Revenue Accounting = 5
- System Access and Controls = 5

**Role Mapping = TBD**

**Training = TBD**

## Processes

The sequence of procedures to accomplish a business objective.

### Current-State:

**Cataloged Business Processes = 110**

• Related Business Systems = 2

• Related Reports = 39

**• Documentation Status:**

- Complete = 88 Partial = 12 Not Started = 0

### Implementation:

**Impacted Agency Business Processes = 110**

• Related Business Process Groupings = 9

- Planned Spreadsheet Uploads = 1

**• Level of Impact: People Changes**

- High = 0 Medium = 0 Low = 109 None = 0 Uncertain = 0

**• Level of Impact: Processes Changes**

**- High = 0 Medium = 0 Low = 107 None = 2 Uncertain = 0**

**• Level of Impact: Technology Changes**

- High = 0 Medium = 0 Low = 0 None = 109 Uncertain = 0

**• Level of Impact: Data Changes**

- High = 0 Medium = 0 Low = 109 None = 0 Uncertain = 0

**• Segments I & II Documentation Update Status**

- Not Started = 0 In Progress = 48 Complete = 59

**• Segment III Documentation Update Status**

- Not Started = 0 In Progress = 0 Complete = 0

## Technology

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

### Current-State:

**Cataloged Business Systems = 2**

**• Criticality:**

- High = 1 Med = 1 Low = 0 None = 0

**• Documentation Status:**

- Complete = 0 Partial = 2 Not Started = 0

**Cataloged Interfaces = 3**

- Inbound Interfaces = 3
- Outbound Interfaces = 0

### Implementation:

**Business Systems Planned for Integration = 2**

**• Segment I - Documentation Updates:**

- Complete = 0 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 2

**• Segment II - Documentation Updates:**

- Complete = 0 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 2

**• Segment III - Documentation Updates:**

- Complete = 0 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 2

**Planned Interfaces = 5**

- Inbound Interfaces = 3
- Outbound Interfaces = 0

## Data

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

### Current-State:

**Unique FLAIR Data Elements = 70**

**• Associated Unique Uses = 70**

- Continued Use - Yes = 48
- Continued Use - No = 0

**• Associated Business Systems = 0**

**Cataloged Reports = 49**

**• Criticality:**

- High = 41 Med = 3 Low = 5 None = 0

### Implementation:

**Segments I & II Planned Configurations = 6/9**

**• Accounts Receivable (AR)**

- Planned Distribution Codes = 10

**• Asset Management (AM)**

- Planned Location Codes = 38
- Planned Associated Area ID's = None

**• Commitment Control (KK)**

- Planned Option = Option # 1 - Track with Budget

**• General Ledger (GL)**

- Planned Budgetary Value Combo Edits = 149
- Planned Local Funds = None
- Planned Organization ID's = 28
- Planned OA1's = 14
- Planned OA2's = None

**Segment IV Planned Configurations**

- Started = 1 Not Started = 1

**Conversions & Data Readiness**

• Conversions Needed = 11

• Agency Data Outside of Primary Source System(s) = 0

**• Data Readiness/Cleansing Status:**

- Complete = 7 In Progress = 0 Not Started = 0 Not Applicable 0

**Reports = TBD**

# Agency Reported

The Risks, Issues, Assumptions and Readiness Activities tables below display only items that 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 |
|---|---|---|---|---|---|---|---|
| People<br>Processes<br>Technology | Setup and Integration Staffing | Open | 9 (High/High) | Agency is seeking to hire contract personnel to support the setup and integration of FLORIDA PALM within the Agencies overall structure. This is an unfunded mandate and the Agency critically needs these assets to support a successful transition of this system. The Agency submitted a Legislative Budget Request to secure funding mitigate this shortfall. | No subject matter expertise in local area. Agency is challenged to hire its internal staffing shortages. 8 March: Received solicitation documents from DBPR and will use them to develop solicitations for Agency. 14 May 2024: Reviewing question responses from Vendor but initial assessment is the vendor is not qualified to do the work we require. 11/6/2024: Agency has had a Contract Manager and an analyst on site for about 2 1/2 months now and both are working feverishly with our Agency staff to ensure pre-implementation requirements are being addressed. October 2024 activities were hindered by Hurricanes Helene and Milton. Funding for these two personnel is estimated to run out in April 2024. | 11/06/24 | Al Carter, Chief of Staff |
| Processes<br>Technology | PeopleFirst Payroll integration may be impacted as we are unclear how this interface will work. | Open | 6 (Medium/High) | Monitor PeopleFirst updates to ensure we can adapt to any new dependencies that may evolve. | No change. 14 May 2024: No change; monitoring continues. | 05/14/24 | Al Carter, Chief of Staff |
| People | Contracting and Procurement | Open | 6 (High/Medium) | Our Agency is unique and may require system remediation as a product of implementation as our processes and procedures change as federal, state, and local statutes, laws, and administrative codes change. FDVA may have to redesign or retool existing business processes and designs. This could impact the Agency meeting its deliverables to its clients and impact the overall implementation of the project statewide. | Continuous process. Agency continues to work with FLAIR, MATRIXCARE and the like to determine if PALM will seamlessly transition these programs in part of totally based on our Agency day-to-day requirements.. Agency met with one Vendor and provided questions for validate vendors ability to perform Project Management function. Based on initial responses to questions, indications are that it is doubtful the vendor can meet Agency requirements. 11/6/2024: Our selected vendor has no experience with FLAIR and MATRIXCARE. As such, we are working to bring them on line with our processes and procedures in hopes that they can assist in mapping them to the PALM system. | 11/06/24 | Al Carter, Chief of Staff |
| People<br>Processes<br>Technology<br>Data | Resources and Functionality. Full implementation simultaneously with FLAIR-end is a risky proposition given the unknown compatibility issues with other systems and business processes our Agency employs to conduct its day-to-day operations. | Open | 6 (High/Medium) | Mimic FLAIR functionality exactly or as close to this standard as possible. If there are deviations from FLAIR functionality, there should be extensive retesting and training, hopefully a year ahead of implementation. Agencies are limited in staff, support and available resources for the implementation and the execution following implementation. Allowing some lead time prior to implementation to prepare may reduce inherent risks. | In progress. 14 Apr 2024: Vendor, based on questions provided may not be able to provide the assistance our Agency needs. If this solicitation is not fruitful, this will significantly impact our timeline and ability to complete required and recommended tasks. | 05/14/24 | Agency Fiscal, Finance & Accounting, and Billing |
| People<br>Processes | Agency size and small administrative staff has a few people having multiple roles. | Open | 4 (Medium/Mediur | Staff will have to be flexible and OPS personnel may be required to augment existing staff to get project implemented. | Information Technology staff working to hire personnel to work the PALM infrastructure transition while simultaneously working its telephony and network infrastructure project. 8 Mar 2024: Agency is undertaking a telephone and infrastructure upgrade simultaneously as we work through PALM integration matters, making it difficult to focus limited Information Technology resources. 11/6/2024: Agency requested additional IT personnel in the upcoming Legislative Session to assist with PALM integration. Agency will know the results of this request in May 2025. | 11/06/24 | Dr. Teresa Stillwell/Romelle Dials |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| People<br>Technology | IT staff has limited knowledge of the FLORIDA PALM system and will take time to get trained up, especially given their existing Agency requirements. | Open | 4 (Medium/Medium | We will have to grow IT Staff experience as we move through the implementation process. | Ongoing. Internal staff working to learn PALM nuances on top of revamping the Agencies telephone and network infrastructure statewide, with only 9 IT personnel. Agency has drafted and will be submitting a FY 2025/26 Legislative Budget Request for additional IT personnel to support PALM integration. | 04/25/24 | Al Carter, Chief of Staff |
| Processes<br>Data | FLAIR and FLORIDA PALM data will be different in its representation which may cause challenges when performing data analysis functions. | Open | 4 (Medium/Mediur | Staff will incur extra time and possible productivity lag when trying to crosswalk and translate data. | 14 May 2024. Down two key team members during this reporting period, which slowed productivity. We have no 100% dedicated assets to this project as we are one person deep in most of our functional areas and those assets must do their day-to-day job as well as work through the PALM activies. | 05/14/24 | Al Carter, Chief of Staff |
| People<br>Processes | Staff Turnover. Agency staff turnover while decreasing, still remains over 16% in the Administrative areas mostly impacted by FL PALM. | Open | 4 (Medium/Mediur | We continue to put out job announcements and canvas local colleges and universities. The respective candidates respond that State salaries are too low. We don't have to sufficient Agency budget to increase salaries to support our existing requirements, not to mention this increased workload. Reaching out to other Agencies to see what their strategies are, beyond contracting personnel. | Reached out to DoH on 7 March 2024 to determine what options they are using beyond contracting and to gain insights into the strategies they used to remediate infrastructure shortfalls. 14 May 2024: Job announcements continue to be reposted but to date, no bites in our immediate and surrounding areas. | 05/14/24 | Al Carter, Chief of Staff - 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 | Personnel to support the implementation of FLORIDA PALM within the Agencies procecesses | Open | Critical - Impacts the ability of the agency to move forward with work without resolution | Request resources via the Legislative Budget Request process. | Legislative budget requests are granted at the end of the Legislative Session which occurs during the first week of May, but if approve, are effective 1 July of the next fiscal year. | 08/30/24 | Al Carter, Chief of Staff |
| People<br>Processes<br>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<br>Processes<br>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. |
| People<br>Processes<br>Technology<br>Data | FDVA project stakeholders, involved parties, project team, and other involved parties will be available to provide support, feedback, and review of material to meet readiness requirements and project milestones. | Logged | 09/18/23 | Agency wide | Missing project manager and some key IT and related accounting vendors to support this impending implementation. Working through this process. 11/6/2024: Project Manager on staff now for two months but environmental issues have slowed progress as staff was pulled to support Hurricane Helene and Milton recovery. IT personnel have been requested in the upcoming LBR for the FY 2025/26 legislative year and the Agency will await the results to determine impact to "go live" implementation. |
| People<br>Processes<br>Technology<br>Data | The State level Florida PALM project team will provide key information identifying the functionality, business processes, and timeline of the larger project, in a timely manner, to facilitate timely planning and execution. | Logged | 09/18/23 | State and Agency implementation team. | Agency continues to work with the assigned readiness coordinator to meet tasks. Our unique functions limit the amount of assistance that Ms. Thomas can render. Hopefully with the eventual hiring of a Project Manager, we will meet deployment objectives. 11/6/2024: Project Manager in conversation and coordination with our Agency assigned coordinator. |

## DVA Agency-Specific Readiness Activities

| Critical Operational Elements | Activity Description | Date(s) | Impacted Stakeholder(s) and/or System(s) | Objective | Reporting Period Comments or Updates |
|---|---|---|---|---|---|
| Processes<br>Technology<br>Data | Segment IV Design Workshop: Carry/Certified Forward | 09/10/24 | Select Agency PALM Team and Contractors | Segment Design Training for SMEs and select users | Segment IV Design Workshops: September 10-12 |
| Processes<br>Technology<br>Data | Segment IV Design Workshop: Account Management and Financial Reporting | 09/11/24 | Select Agency PALM Team and Contractors | Segment Design Training for SME's and select users | Segment IV Design Workshops: September 10-12 |

## 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: |
|---|---|---|---|
| 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 |

**Helpful Links**

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

# 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**

September - October 2024

**Agency Sponsor**

Dawn Hanson

## CCN Composition

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

**Change Champion Network:**

- Unique Filled Role = 5
- Duplicate Filled Role = 12
- 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 = 98.41%**

- Submitted Complete = 38
- 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 = 99.42%**

- Submitted On Time = 66
- Submitted Late = 1
- 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 | **531** | Remediate Agency Business Systems based on Segment II | 04/29/24 | 10/04/24 | 100% - Submitted | **06/06/24** | | Submission Complete | |
| Direct | Data | **541-A** | Complete Configuration Workbooks for Segment IV | 07/22/24 | 09/06/24 | 100% - Submitted | **08/29/24** | | Submission Complete | |
| Direct | Data | **541-B** | Complete Configuration Workbooks for Segment IV | 07/22/24 | 09/06/24 | 100% - Submitted | **09/03/24** | | Submission Complete | |
| N/A | Data | **542** | Complete Data Readiness Analysis and Data Cleansing Activities for Segment IV | 07/22/24 | 10/18/24 | 100% - Submitted | **10/18/24** | No EOG projects - all DEM | Submission Complete | |
| N/A | Processes | **543** | Identify Change Impacts and Update Agency Business Process Documentation for Segment IV | 07/22/24 | 10/18/24 | 100% - Submitted | **10/18/24** | This was submitted on time. A few blanks on worksheet. | Submission Complete | 10/23/24 |
| N/A | Technology | **544** | Update Agency Business System Documentation for Segment IV | 07/22/24 | 10/18/24 | 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 | Technology | **545-A** | Update and Finalize Florida PALM Conversion Inventory for Segment IV | 07/22/24 | 10/18/24 | 100% - Submitted | **08/23/24** | | Submission Complete | |
| Direct | Technology | **546** | Update Florida PALM Interface Inventory for Segment IV | 07/22/24 | 10/18/24 | 100% - Submitted | **10/18/24** | n/a | Submission Complete | |
| 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 | People | **549** | Submit Training Survey | 08/12/24 | 09/20/24 | 100% - Submitted | **08/23/24** | | Submission Complete | |
| Indirect | People | **536-B** | Create Agency Specific User Acceptance Testing Plan | 08/19/24 | 10/11/24 | 100% - Submitted | **10/11/24** | | Submission Complete | |
| Direct | Data | **541-C** | Complete Configuration Workbooks for Segment IV | 08/26/24 | 10/04/24 | 100% - Submitted | **10/03/24** | confirmed completion with DEM, M Braun, 10.3.2024 | Submission Complete | 10/22/24 |
| N/A | N/A | **551** | Submit Bimonthly Agency Readiness Status Report | 08/30/24 | 09/11/24 | 100% - Submitted | **09/09/24** | | Submission Complete | |
| N/A | N/A | **552** | Manage Agency Specific Implementation Schedule, Risks and Issues | 08/30/24 | 10/31/24 | 100% - Submitted | **10/18/24** | | N/A | |
| Direct | Technology | **550-B** | Participate in Technical Meeting to Receive Credentials and Access | 09/03/24 | 09/13/24 | 100% - Submitted | **09/06/24** | | N/A | |
| Indirect | Technology | **553** | Prepare for Interface Testing | 09/16/24 | 10/18/24 | 100% - Submitted | **10/18/24** | n/a | Submission Complete | |
| Direct | Technology | **554** | Participate in Connectivity Testing for Cycle 1 Interface Testing | 09/16/24 | 10/04/24 | 100% - Submitted | **09/24/24** | | Submission Complete | |
| Direct | Data | **541-D** | Complete Configuration Workbooks for Segment IV - General Ledger (GL) | 10/07/24 | 11/01/24 | 100% - Submitted | **10/24/24** | | Submission Complete | 10/25/24 |
| Direct | Data | **555-A** | Complete Data Cleansing Based on Mock Conversion 1 - Projects (PCC001) | 10/07/24 | 11/22/24 | | | EOG does not have any projected. Awaiting confirmation of completion from DEM. | | |
| N/A | People | **559** | Share Florida PALM Updates | 10/14/24 | 10/25/24 | 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 | 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 | | | | | |
| 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 | | | | | |
| Direct | Data | **555-C** | Complete Data Cleansing Based on Mock Conversion 1 (AMC001 and POC001) | 11/08/24 | 12/06/24 | | | | | |

## People

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

### Implementation:

**Planned Florida PALM End Users = 8**

• Business Process Groupings = 13/13

**Identified Subject Matter Experts = 4**

**• SMEs by Business Process Grouping**

- Account Mgmt. and Financial Reporting = 2
- Accounts Receivable = 2
- Asset Accounting and Mgmt. = 1
- Banking = 1
- Budget Mgmt. and Cash Control = 2
- Contracts Mgmt. = 1
- Disbursements Mgmt. = 3
- Grants Mgmt. = 1
- Inter/IntraUnit Transactions = 3
- Payroll Mgmt. = 2
- Projects Mgmt. = 1
- Revenue Accounting = 2
- System Access and Controls = 1

**Role Mapping = TBD**

**Training = TBD**

## Processes

The sequence of procedures to accomplish a business objective.

### Current-State:

**Cataloged Business Processes = 151**

• Related Business Systems = 1

• Related Reports = 41

**• Documentation Status:**

- Complete = 151 Partial = 0 Not Started = 0

### Implementation:

**Impacted Agency Business Processes = 151**

• Related Business Process Groupings = 13

- Planned Spreadsheet Uploads = 0

**• Level of Impact: People Changes**

- High = 26 Medium = 47 Low = 49 None = 27 Uncertain = 0

**• Level of Impact: Processes Changes**

- High = 42 Medium = 45 Low = 34 None = 28 Uncertain = 0

**• Level of Impact: Technology Changes**

- High = 2 Medium = 3 Low = 31 None = 113 Uncertain = 0

**• Level of Impact: Data Changes**

- High = 30 Medium = 40 Low = 48 None = 31 Uncertain = 0

**• Segments I & II Documentation Update Status**

- Not Started = 0 In Progress = 0 Complete = 69

**• Segment III Documentation Update Status**

- Not Started = 0 In Progress = 0 Complete = 31

## Technology

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

### Current-State:

**Cataloged Business Systems = 1**

**• Criticality:**

- High = 0 Med = 0 Low = 0 None = 1

**• Documentation Status:**

- Complete = 0 Partial = 0 Not Started = 0

**Cataloged Interfaces = 1**

- Inbound Interfaces = 0
- Outbound Interfaces = 0

### Implementation:

**Business Systems Planned for Integration = 1**

**• Segment I - Documentation Updates:**

- Complete = 0 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 0

**• Segment II - Documentation Updates:**

- Complete = 0 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 0

**• Segment III - Documentation Updates:**

- Complete = 0 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 0

**Planned Interfaces = 0**

- Inbound Interfaces = 0
- Outbound Interfaces = 0

## Data

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

### Current-State:

**Unique FLAIR Data Elements = 70**

**• Associated Unique Uses = 77**

- Continued Use - Yes = 30
- Continued Use - No = 26

**• Associated Business Systems = 1**

**Cataloged Reports = 146**

**• Criticality:**

- High = 39 Med = 39 Low = 62 None = 6

### Implementation:

**Segments I & II Planned Configurations = 7/9**

**• Accounts Receivable (AR)**

- Planned Distribution Codes = 2

**• Asset Management (AM)**

- Planned Location Codes = 97
- Planned Associated Area ID's = 415

**• Commitment Control (KK)**

- Planned Option = Option # 1 - Track with Budget

**• General Ledger (GL)**

- Planned Budgetary Value Combo Edits = 381
- Planned Local Funds = None
- Planned Organization ID's = 68
- Planned OA1's = 105
- Planned OA2's = None

**Segment IV Planned Configurations**

- Started = 2 Not Started = 0

**Conversions & Data Readiness**

• Conversions Needed = 11

• Agency Data Outside of Primary Source System(s) = 0

**• Data Readiness/Cleansing Status:**

- Complete = 5 In Progress = 0 Not Started = 0 Not Applicable 2

**Reports = TBD**

# Agency Reported

The Risks, Issues, Assumptions and Readiness Activities tables below display only items that 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<br>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<br>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<br>Processes<br>Technology<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. 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. | Updated upon review of InterUnit Module Segment IV documentation. | 08/23/24 | 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<br>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<br>Processes<br>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/Mediu | 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 |
|---|---|---|---|---|---|---|---|
| | | | | | | | |

## 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. |

## EOG Agency-Specific Readiness Activities

| Critical Operational Elements | Activity Description | Date(s) | Impacted Stakeholder(s) and/or System(s) | Objective | 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

## EOG Status Report Confirmation

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

**Helpful Links**

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

# 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**

September - October 2024

**Agency Sponsor**

Ryan Schenck

## 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 = 100.00%**

- Submitted Complete = 40
- Submitted Incomplete = 0
- Completed After Submission = 0

## 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 = 95.15%**

- Submitted On Time = 58
- Submitted Late = 6
- Pending Submission = 1

## 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 | **531** | Remediate Agency Business Systems based on Segment II | 04/29/24 | 10/04/24 | 100% - Submitted | **06/18/24** | FCOR doesn't have any ABS systems to update the interfaces | Submission Complete | |
| Direct | Data | **541-A** | Complete Configuration Workbooks for Segment IV | 07/22/24 | 09/06/24 | 100% - Submitted | **09/09/24** | FCOR does not currently have a need for Projects. | Submission Complete | |
| N/A | Data | **542** | Complete Data Readiness Analysis and Data Cleansing Activities for Segment IV | 07/22/24 | 10/18/24 | 100% - Submitted | **08/08/24** | FCOR does not have active Project records in FLAIR today, so no data cleansing needed. | Submission Complete | |
| 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 | 100% - Submitted | **08/01/24** | FCOR doesn't have any ABS systems to update the interfaces | Submission Complete | |
| Direct | Technology | **545-A** | Update and Finalize Florida PALM Conversion Inventory for Segment IV | 07/22/24 | 10/18/24 | 100% - Submitted | **08/08/24** | FCOR does not have active Project records in FLAIR today. | Submission Complete | |
| Direct | Technology | **546** | Update Florida PALM Interface Inventory for Segment IV | 07/22/24 | 10/18/24 | 100% - Submitted | **08/01/24** | FCOR doesn't have any ABS systems to update the interfaces | Submission Complete | |
| 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 | People | **549** | Submit Training Survey | 08/12/24 | 09/20/24 | 100% - Submitted | **09/17/24** | | Submission Complete | |
| Indirect | People | **536-B** | Create Agency Specific User Acceptance Testing Plan | 08/19/24 | 10/11/24 | 100% - Submitted | **10/11/24** | | Submission Complete | |
| Direct | Data | **541-C** | Complete Configuration Workbooks for Segment IV | 08/26/24 | 10/04/24 | 100% - Submitted | **10/04/24** | | Submission Complete | |
| N/A | N/A | **551** | Submit Bimonthly Agency Readiness Status Report | 08/30/24 | 09/11/24 | 100% - Submitted | **09/10/24** | | Submission Complete | |
| N/A | N/A | **552** | Manage Agency Specific Implementation Schedule, Risks and Issues | 08/30/24 | 10/31/24 | 100% - Submitted | **10/24/24** | | N/A | |
| Direct | Technology | **550-B** | Participate in Technical Meeting to Receive Credentials and Access | 09/03/24 | 09/13/24 | 100% - Submitted | **09/10/24** | Testing has been completed and verified. | N/A | |
| Indirect | Technology | **553** | Prepare for Interface Testing | 09/16/24 | 10/18/24 | 100% - Submitted | **10/17/24** | FCOR doesn't have any ABS systems to update so no interfaces required | Submission Complete | |
| Direct | Technology | **554** | Participate in Connectivity Testing for Cycle 1 Interface Testing | 09/16/24 | 10/04/24 | 100% - Submitted | **09/25/24** | | 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** | FCOR doesn't have any Projects, but have completed all the required fields. | Submission Complete | |
| N/A | People | **559** | Share Florida PALM Updates | 10/14/24 | 10/25/24 | 100% - Submitted | **10/17/24** | | 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 | 25% - Beginning Initial Internal Meetings and Information Gathering | | | | |
| 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 | 25% - Beginning Initial Internal Meetings and Information Gathering | | | | |
| Direct | Data | **555-C** | Complete Data Cleansing Based on Mock Conversion 1 (AMC001 and POC001) | 11/08/24 | 12/06/24 | | | | | |

## People

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

### Implementation:

**Planned Florida PALM End Users = 15**

• Business Process Groupings = 7/13

**Identified Subject Matter Experts = 20**

**• SMEs by Business Process Grouping**

- Account Mgmt. and Financial Reporting = 5
- Accounts Receivable = 4
- Asset Accounting and Mgmt. = 4
- Banking = 3
- Budget Mgmt. and Cash Control = 6
- Contracts Mgmt. = 1
- Disbursements Mgmt. = 6
- Grants Mgmt. = 4
- Inter/IntraUnit Transactions = 7
- Payroll Mgmt. = 3
- Projects Mgmt. = 8
- Revenue Accounting = 4
- System Access and Controls = 2

**Role Mapping = TBD**

**Training = TBD**

## Processes

The sequence of procedures to accomplish a business objective.

### Current-State:

**Cataloged Business Processes = 18**

• Related Business Systems = 0

• Related Reports = 12

**• Documentation Status:**

- Complete = 18 Partial = 0 Not Started = 0

### Implementation:

**Impacted Agency Business Processes = 18**

• Related Business Process Groupings = 3

- Planned Spreadsheet Uploads = 0

**• Level of Impact: People Changes**

- High = 0 Medium = 0 Low = 11 None = 7 Uncertain = 0

**• Level of Impact: Processes Changes**

- High = 7 Medium = 0 Low = 6 None = 5 Uncertain = 0

**• Level of Impact: Technology Changes**

- High = 13 Medium = 0 Low = 0 None = 5 Uncertain = 0

**• Level of Impact: Data Changes**

- High = 7 Medium = 0 Low = 4 None = 7 Uncertain = 0

**• Segments I & II Documentation Update Status**

- Not Started = 0 In Progress = 0 Complete = 18

**• Segment III Documentation Update Status**

- Not Started = 0 In Progress = 0 Complete = 18

## Technology

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

### Current-State:

**Cataloged Business Systems = 0**

**• Criticality:**

- High = 0 Med = 0 Low = 0 None = 0

**• Documentation Status:**

- Complete = 0 Partial = 0 Not Started = 0

**Cataloged Interfaces = 0**

- Inbound Interfaces = 0
- Outbound Interfaces = 0

### Implementation:

**Business Systems Planned for Integration = 0**

**• Segment I - Documentation Updates:**

- Complete = 0 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 0

**• Segment II - Documentation Updates:**

- Complete = 0 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 0

**• Segment III - Documentation Updates:**

- Complete = 0 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 0

**Planned Interfaces = 0**

- Inbound Interfaces = 0
- Outbound Interfaces = 0

## Data

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

### Current-State:

**Unique FLAIR Data Elements = 72**

**• Associated Unique Uses = 221**

- Continued Use - Yes = 183
- Continued Use - No = 10

**• Associated Business Systems = 4**

**Cataloged Reports = 17**

**• Criticality:**

- High = 8 Med = 8 Low = 1 None = 0

### Implementation:

**Segments I & II Planned Configurations = 6/9**

**• Accounts Receivable (AR)**

- Planned Distribution Codes = 1

**• Asset Management (AM)**

- Planned Location Codes = 12
- Planned Associated Area ID's = None

**• Commitment Control (KK)**

- Planned Option = Option # 1 - Track with Budget

**• General Ledger (GL)**

- Planned Budgetary Value Combo Edits = 16
- Planned Local Funds = None
- Planned Organization ID's = 31
- Planned OA1's = 4
- Planned OA2's = None

**Segment IV Planned Configurations**

- Started = 1 Not Started = 1

**Conversions & Data Readiness**

• Conversions Needed = 8

• Agency Data Outside of Primary Source System(s) = 0

**• Data Readiness/Cleansing Status:**

- Complete = 4 In Progress = 0 Not Started = 0 Not Applicable 0

**Reports = TBD**

# Agency Reported

The Risks, Issues, Assumptions and Readiness Activities tables below display only items that 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<br>Technology<br>Data | Due to Project staffing turnover, Project could be at risk for not being ready for UAT Testing and Mock Conversions. | Open | 9 (High/High) | Requested the new Project Manager to request additional staffing from OIT to assist with remediation and data cleanup efforts. | | 09/24/24 | Mary Quinsey |
| People<br>Processes<br>Technology<br>Data | Remediation of BARS (Budget and Account Reporting System) and Downstream (Outbound) systems | Open | 6 (High/Medium) | Required remediation of existing BARS system and 7 downstream (outbound) systems, which currently depends on the existing BARS systems for data. This requires the new reporting solution to be designed and implemented which shall remediate existing BARS solution and IWay interfaces. This new reporting solution shall interface with the MFT file server of Florida PALM Data warehouse for data needs (upstream/ inbound) and will provide data to the 7 downstream/ outbound systems/ tools. | Additional technical information shall be required from Florida PALM team to initiate the remediation activities. | 10/23/24 | OIT |

### FCOR 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 | Not having a backup for newly created agency business systems | Open | High - Impacts the ability of the agency to meet deadlines or milestones | Crosstrain staff to ensure adequate backup | 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 in Task Guidance | Open | High - Impacts the ability of the agency to meet deadlines or milestones | To minimize frequent changes in task instructions. Consistent guidance fosters stability and improves overall performance | TBD | 01/06/26 | Erica Starling, Financial Administrator |
| People Processes Technology Data | Lack of Resource Capacity for Data analysis | Open | High - Impacts the ability of the agency to meet deadlines or milestones | Currently requesting an RFQ for an additional staff aug position with FLAIR data experience. | Draft has been sent to manaagement | 12/31/24 | Erica Starling, Financial Administrator |
| Processes Technology | UAT Test Scripts and Future State Work Processes | Open | Low - All impacts not listed as Critical or High | Add an OIT BA to the agency team to assist with mapping future state work processes to Palm and write test scenarios. The F&A team leads will review, revise, approve, and use the test scripts in UAT. Waiting on clarity on the UAT approach, scope and volume of work. Now that we know the UAT timeline but are still planning the IT development work for the 'New Reporting Solution' and downstream system remediation. | Discussed with F&A leads. Submitted request to PMO. | 11/06/24 | 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 | 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 | Organizational Change Management (OCM) Lead was onboarded and started working 05/06/2024. |
| 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 | Continually updating as needed. |
| People Processes Technology | FCOR will understand and document our internal processes and modify them where possible to accommodate the financial management solution functionality. | Logged | 07/31/23 | All agency business systems and CCN roles | Continually updating as needed. |
| 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 |

## FCOR 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 | Meeting with Axiom Pro ABS vendor | 09/06/24 | Axiom Pro reps, Agency Liaisons, CCN staff, and FDC/FCOR Project Manager | Meeting to discuss PALM progress for remediating Axiom Pro | |
| People | FDC/FCOR MFT Credentials Meeting | 09/06/24 | OIT CCN staff and the FL PALM Team members | Meeting to complete requirements for RW Task 550-B | |
| Technology | Meeting with Axiom Pro ABS vendor | 09/06/24 | Axiom Pro reps, Agency Liaisons, CCN staff, and FDC/FCOR Project Manager | Meeting to discuss PALM progress for remediating Axiom Pro | |
| Technology | FDC/FCOR MFT Credentials Meeting | 09/06/24 | OIT CCN staff and the FL PALM Team members | Meeting to complete requirements for RW Task 550-B | |
| People | FL PALM Project Manager Meeting | 09/16/24 | Backup Agency Sponsor, Agency Liaisons, FDC/FCOR Project Management Team and OCM Lead | Meeting to level set with the new FDC/FCOR Project Manager | |
| People | OIT Project Manager Onboarding | 09/16/24 | FDC/FCOR Project Manager and Business Analyst | Meeting to understand the PM activities and status on the PM tasks | |
| People | OIT Project Manager Onboarding | 09/18/24 | FDC/FCOR Project Manager and Business Analyst | Meeting to understand the PM activities and status on the PM tasks | |
| People | OIT Project Manager Meeting with OCM | 09/18/24 | FDC/FCOR Project Manager and OCM Lead | Meeting to understand the PM tasks and to understand what the OCM Lead is taking the lead on | |
| People | Task 541-C Checkpoint | 09/23/24 | Backup Agency Sponsor, Agency Liaisons, and CCN staff | Met to discuss the progress of Task 541-C | |
| People | All Tasks Discussion | 09/23/24 | Agency Liaisons, FDC/FCOR Project Management Team and OCM Lead | Met to provide clarity on who is to take the lead on each task | |
| Technology | Task 541-C Checkpoint | 09/23/24 | Backup Agency Sponsor, Agency Liaisons, and CCN staff | Met to discuss the progress of Task 541-C | |
| People | CCN PALM Monthly Standing Meeting | 09/24/24 | Agency Sponsors, Agency Liaisons, FDC/FCOR Project Management Team and all identified CCN staff | Monthly standing meeting to discuss where we stand on the project and to engage all CCN staff | |
| People | Information Warehouse Meeting | 09/24/24 | OIT CCN staff and Agency Liaison | Meeting to align on how we can collaborate on Data Warehouse requirements for FDC/FCOR PALM | |
| People | Segment IV Impact Analysis Overview | 09/24/24 | OCM Lead and Agency Liaisons | To help identify the Segment IV Impacts for each process | |
| Technology | Information Warehouse Meeting | 09/24/24 | OIT CCN staff and Agency Liaison | Meeting to align on how we can collaborate on Data Warehouse requirements for FDC/FCOR PALM | |
| People | FDC PALM onboarding - Dipak Roy | 09/30/24 | FDC/FCOR Project Manager and Agency Liaison | Onboarding meeting to get Project Manager up to speed on FL PALM activities and provide a status of priorities | |
| People | Onboarding Dipak Roy - FDC Systems | 10/02/24 | FDC/FCOR Project Management Team and Technical SME | Meeting to discuss the System related topics | |
| People | PALM Risk Assessment Review | 10/02/24 | FDC/FCOR Project Management Team and Agency Liaisons | Meeting to discuss the Risk Assessment the project team has identified and to verify the scores identified | |
| People | BARS Agency Business System Discussion | 10/02/24 | Backup Agency Sponsor, Agency Liaisons, FDC/FCOR Project Management Team, OIT SMEs and all identified CCN staff | Met to discuss the importance of a remediation plan for BARS and our next steps | |
| Technology | Onboarding Dipak Roy - FDC Systems | 10/02/24 | FDC/FCOR Project Management Team and Technical SME | Meeting to discuss the System related topics | |
| Technology | BARS Agency Business System Discussion | 10/02/24 | Backup Agency Sponsor, Agency Liaisons, FDC/FCOR Project Management Team, OIT SMEs and all identified CCN staff | Met to discuss the importance of a remediation plan for BARS and our next steps | |
| People | Weekly FL PALM Project Management | 10/03/24 | Agency Liaisons, FDC/FCOR | Weekly meeting to discuss Project Management | |

| | | | | | |
|---|---|---|---|---|---|
| | Review Meeting | | Project Management Team | artifacts and to review priority actions items | |
| People | Report Planning Meeting | 10/03/24 | Agency Liaisons, FDC/FCOR Project Management Team, and all identified CCN staff | To verify the owner and priority of each report | |
| Technology | Report Planning Meeting | 10/03/24 | Agency Liaisons, FDC/FCOR Project Management Team, and all identified CCN staff | To verify the owner and priority of each report | |
| People | Onboarding Dipak Roy - FDC Systems (Session 2) | 10/04/24 | FDC/FCOR Project Management Team and Technical SME | Met to discuss the System related topics | |
| Technology | Onboarding Dipak Roy - FDC Systems (Session 2) | 10/04/24 | FDC/FCOR Project Management Team and Technical SME | Met to discuss the System related topics | |
| People | 60GG-1: FDC/FCOR PALM Stage Gate checks | 10/07/24 | Agency Liaisons and FDC/FCOR Project Management Team | Met to get an overview of FAC 60GG-1 process and to review the planning of the stage gates checkpoints | |
| People | Task 536 B "UAT Review" | 10/09/24 | Agency Liaisons and FDC/FCOR Project Management Team | Met to review Task 536-B and to assist with some outstanding questions on the plan | |
| People | Monthly FL PALM: FCOR Sponsor Briefing | 10/09/24 | OCM Lead and FCOR Agency Sponsors | To discuss any project updates and address any concerns by FCOR | |
| Technology | Task 536 B "UAT Review" | 10/09/24 | Agency Liaisons and FDC/FCOR Project Management Team | Met to review Task 536-B and to assist with some outstanding questions on the plan | |
| People | FDC-Florida PALM Technical Discussion | 10/10/24 | Agency Liaisons, FDC/FCOR Project Management Team, Agency Readiness Coordinators and the DFS FL PALM Technical Team | Met to have a technical discussion on the FL PALM Data Warehouse | |
| Technology | FDC-Florida PALM Technical Discussion | 10/10/24 | Agency Liaisons, FDC/FCOR Project Management Team, Agency Readiness Coordinators and the DFS FL PALM Technical Team | Met to have a technical discussion on the FL PALM Data Warehouse | |
| People | Task Status Meeting | 10/14/24 | Agency Liaisons | Met to debrief on some upcoming tasks | |
| People | Weekly Data Cleanup Discussion | 10/15/24 | Backup Agency Sponsor, Agency Liaisons and CCN staff | Meeting weekly to discuss breaking down data cleanup into smaller chunks and to get status of cleanup efforts | |
| Technology | Weekly Data Cleanup Discussion | 10/15/24 | Backup Agency Sponsor, Agency Liaisons and CCN staff | Meeting weekly to discuss breaking down data cleanup into smaller chunks and to get status of cleanup efforts | |
| People | 536 B Open Items discussion | 10/16/24 | Agency Liaison and FDC FL PALM Team | To discuss some open items on Task 536-B for FDC/FCOR | |
| Technology | 536 B Open Items discussion | 10/16/24 | Agency Liaison and FDC FL PALM Team | To discuss some open items on Task 536-B for FDC/FCOR | |
| People | Weekly FL PALM Project Management Review Meeting | 10/17/24 | Agency Liaisons, FDC/FCOR Project Management Team | Weekly meeting to discuss Project Management artifacts and to review priority actions items | |
| People | Weekly Data Cleanup Discussion | 10/21/24 | Backup Agency Sponsor, Agency Liaisons and CCN staff | Meeting weekly to discuss breaking down data cleanup into smaller chunks and to get status of cleanup efforts | |
| People | Task 543 Discussion | 10/21/24 | FDC Agency Liaisons | Met to discuss the completion of this task | |
| Technology | Weekly Data Cleanup Discussion | 10/21/24 | Backup Agency Sponsor, Agency Liaisons and CCN staff | Meeting weekly to discuss breaking down data cleanup into smaller chunks and to get status of cleanup efforts | |
| People | BARS Reporting: Internal Connect | 10/22/24 | FDC/FCOR Project Management Team, Agency Liaison and Technical SME | Met internally to align on the BARS remediation efforts | |
| People | FDC/FCOR Agency Sponsors Train-the-Trainer Interest Meeting | 10/22/24 | Agency Liaisons and FDC FL PALM Project Team Members | To discuss any outstanding or upcoming tasks and to discuss remediation efforts for FDC/FCOR | |
| Technology | BARS Reporting: Internal Connect | 10/22/24 | FDC/FCOR Project Management Team, Agency Liaison and Technical SME | Met internally to align on the BARS remediation efforts | |
| People | Quarterly Update on Scanner Conversion to FL PALM | 10/23/24 | Bar Scanning reps, Agency Liaisons, CCN staff, and FDC/FCOR Project Management Team | Met with vendor to get a status on their remediation efforts to FL PALM | |
| Technology | Quarterly Update on Scanner Conversion to FL PALM | 10/23/24 | Bar Scanning reps, Agency Liaisons, CCN staff, and FDC/FCOR Project Management Team | Met with vendor to get a status on their remediation efforts to FL PALM | |
| People | Weekly FL PALM Project Management Review Meeting | 10/24/24 | Agency Liaisons, FDC/FCOR Project Management Team | Weekly meeting to discuss Project Management artifacts and to review priority actions items | |
| People | Weekly Data Cleanup Discussion | 10/28/24 | Backup Agency Sponsor, Agency Liaisons and CCN staff | Meeting weekly to discuss breaking down data cleanup into smaller chunks and to get status of cleanup efforts | |
| Technology | Weekly Data Cleanup Discussion | 10/28/24 | Backup Agency Sponsor, Agency Liaisons and CCN staff | Meeting weekly to discuss breaking down data cleanup into smaller chunks and to get status of cleanup efforts | |
| People | Cleaning Up Grants Data | 10/30/24 | Backup Agency Sponsor, Agency Liaisons, CCN staff and FDC/FCOR Project Management Team | Meeting to discuss the Grants data cleanup that is required for conversion to FL PALM | |
| Technology | Cleaning Up Grants Data | 10/30/24 | Backup Agency Sponsor, Agency Liaisons, CCN staff and FDC/FCOR Project Management Team | Meeting to discuss the Grants data cleanup that is required for conversion to FL PALM | |
| People | Task 543 Discussion | 10/31/24 | FDC/FCOR Project Management Team and Agency Liaisons | Met to discuss the completion of the spreadsheet upload column for Task 543 | |
| People | Weekly FL PALM Project Management Review Meeting | 10/31/24 | FDC/FCOR Sponsors, Agency Liaisons, FDC/FCOR Project Management Team | Weekly meeting to discuss Project Management artifacts and to review priority actions items | |
| People | Task 543 Discussion | 10/31/24 | Agency Liaisons | Met to discuss the completion of Task 543 | |
| Processes | Continuous updates to desktop procedures library and documentation of our current state reports, agency business systems, and interfaces. | 10/31/24 | All business process owners in Finance and Accounting, Budget, Division of Administration, FMBC, Procurement, HR | To ensure our current state desktop procedures library is up to date and document our current state reports, business systems and interfaces | Keeping desktop procedures up-to-date and the position & role catalog. |
| Technology | Task 543 Discussion | 10/31/24 | FDC/FCOR Project Management Team and Agency Liaisons | Met to discuss the completion of the spreadsheet upload column for Task 543 | |
| Data | None | 10/31/24 | None | 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

Privacy Notice | Report Abuse

## FCOR Status Report Confirmation

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

**Helpful Links**

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

# 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**

September - October 2024

**Agency Sponsor**

Mark Tallent

## 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 = 95.64%**

- Submitted Complete = 35
- Submitted Incomplete = 0
- Completed After Submission = 4

## 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 = 89.56%**

- Submitted On Time = 54
- Submitted Late = 9
- 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 = 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 | Data | **514** | Complete Data Readiness Analysis and Data Cleansing Activities for Segments I and II | 01/29/24 | 04/12/24 | 50% - In Progress | | We've updated the current data cleansing process, Assets, Revenues, Grants, General Ledgers. FDC F&A is currently deciding on contracting with someone to support and accelerate our data cleansing efforts, we will require more time to complete this task. We are also working with DFS on the FLAIR Master Balance File Cleanup. We have completed the A/R data cleansing (4/11). Currently (8/1/24) working on submitting an RFQ to procure a staff aug position to assist with the FLAIR data cleanup efforts for this task. RFQ-25-013 expected to be released 8/27/24. | | |
| N/A | Technology | **531** | Remediate Agency Business Systems based on Segment II | 04/29/24 | 10/04/24 | 100% - Submitted | **10/01/24** | | Submission Complete | |
| Direct | Data | **541-A** | Complete Configuration Workbooks for Segment IV | 07/22/24 | 09/06/24 | 100% - Submitted | **08/30/24** | | Submission Complete | |
| 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 | | Currently (8/1/24) working on submitting an RFQ to procure a staff aug position to assist with the FLAIR data cleanup efforts for this task. | | |
| 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 | **544** | Update Agency Business System Documentation for Segment IV | 07/22/24 | 10/18/24 | 100% - Submitted | **10/15/24** | Updates completed. | Submission Complete | 11/07/24 |
| Direct | Technology | **545-A** | Update and Finalize Florida PALM Conversion Inventory for Segment IV | 07/22/24 | 10/18/24 | 100% - Submitted | **10/07/24** | | Submission Complete | |
| Direct | Technology | **546** | Update Florida PALM Interface Inventory for Segment IV | 07/22/24 | 10/18/24 | 100% - Submitted | **10/18/24** | | Submission Complete | |
| 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 | | | | |
| Direct | People | **549** | Submit Training Survey | 08/12/24 | 09/20/24 | 100% - Submitted | **09/17/24** | | Submission Complete | |
| Indirect | People | **536-B** | Create Agency Specific User Acceptance Testing Plan | 08/19/24 | 10/11/24 | 100% - Submitted | **10/11/24** | | Submission Complete | |
| Direct | Data | **541-C** | Complete Configuration Workbooks for Segment IV | 08/26/24 | 10/04/24 | 100% - Submitted | **10/04/24** | Had an issue with the FDC Position Funding spreadsheet on the secure site. Column G kept dropping the leading zero. I've emailed the file to my Readiness Coordinator, but have marked the task complete. | Submission Complete | |
| N/A | N/A | **551** | Submit Bimonthly Agency Readiness Status Report | 08/30/24 | 09/11/24 | 100% - Submitted | **09/11/24** | | Submission Complete | |
| N/A | N/A | **552** | Manage Agency Specific Implementation Schedule, Risks and Issues | 08/30/24 | 10/31/24 | 100% - Submitted | **10/24/24** | | N/A | |
| Direct | Technology | **550-B** | Participate in Technical Meeting to Receive Credentials and Access | 09/03/24 | 09/13/24 | 100% - Submitted | **09/10/24** | Testing was completed today and verified. | N/A | |
| Indirect | Technology | **553** | Prepare for Interface Testing | 09/16/24 | 10/18/24 | 100% - Submitted | **10/18/24** | | Submission Complete | |
| Direct | Technology | **554** | Participate in Connectivity Testing for Cycle 1 Interface Testing | 09/16/24 | 10/04/24 | 100% - Submitted | **09/25/24** | | Submission Complete | |
| Direct | Data | **541-D** | Complete Configuration Workbooks for Segment IV - General Ledger (GL) | 10/07/24 | 11/01/24 | 100% - Submitted | **10/30/24** | | 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 | People | **559** | Share Florida PALM Updates | 10/14/24 | 10/25/24 | 100% - Submitted | **10/17/24** | | 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 | 25% - Beginning Initial Internal Meetings and Information Gathering | | | | |
| 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 | 25% - Beginning Initial Internal Meetings and Information Gathering | | | | |
| Direct | Data | **555-C** | Complete Data Cleansing Based on Mock Conversion 1 (AMC001 and POC001) | 11/08/24 | 12/06/24 | | | | | |

## People

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

**Implementation:**

**Planned Florida PALM End Users = 129**

• Business Process Groupings = 13/13

**Identified Subject Matter Experts = 49**

**• SMEs by Business Process Grouping**

- Account Mgmt. and Financial Reporting = 6
- Accounts Receivable = 2
- Asset Accounting and Mgmt. = 4
- Banking = 2
- Budget Mgmt. and Cash Control = 8
- Contracts Mgmt. = 3
- Disbursements Mgmt. = 15
- Grants Mgmt. = 3
- Inter/IntraUnit Transactions = 6
- Payroll Mgmt. = 14
- Projects Mgmt. = 14
- Revenue Accounting = 2
- System Access and Controls = 1

**Role Mapping = TBD**

**Training = TBD**

## Processes

The sequence of procedures to accomplish a business objective.

**Current-State:**

**Cataloged Business Processes = 156**

• Related Business Systems = 13

• Related Reports = 46

**• Documentation Status:**

- Complete = 156 Partial = 0 Not Started = 0

**Implementation:**

**Impacted Agency Business Processes = 156**

• Related Business Process Groupings = 12

- Planned Spreadsheet Uploads = 3

**• Level of Impact: People Changes**

- High = 9 Medium = 15 Low = 113 None = 10 Uncertain = 0

**• Level of Impact: Processes Changes**

- High = 130 Medium = 5 Low = 3 None = 9 Uncertain = 0

**• Level of Impact: Technology Changes**

- High = 127 Medium = 8 Low = 1 None = 11 Uncertain = 0

**• Level of Impact: Data Changes**

- High = 125 Medium = 1 Low = 3 None = 18 Uncertain = 0

**• Segments I & II Documentation Update Status**

- Not Started = 0 In Progress = 0 Complete = 91

**• Segment III Documentation Update Status**

- Not Started = 0 In Progress = 0 Complete = 96

## Technology

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

**Current-State:**

**Cataloged Business Systems = 25**

**• Criticality:**

- High = 11 Med = 6 Low = 4 None = 4

**• Documentation Status:**

- Complete = 13 Partial = 10 Not Started = 1

**Cataloged Interfaces = 33**

- Inbound Interfaces = 30
- Outbound Interfaces = 3

**Implementation:**

**Business Systems Planned for Integration = 13**

**• Segment I - Documentation Updates:**

- Complete = 0 Updating = 0 Evaluating = 0 Not Started = 1 Not Needed = 7

**• Segment II - Documentation Updates:**

- Complete = 0 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 8

**• Segment III - Documentation Updates:**

- Complete = 1 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 7

**Planned Interfaces = 3**

- Inbound Interfaces = -2
- Outbound Interfaces = 2

## Data

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

**Current-State:**

**Unique FLAIR Data Elements = 73**

**• Associated Unique Uses = 222**

- Continued Use - Yes = 183
- Continued Use - No = 10

**• Associated Business Systems = 2**

**Cataloged Reports = 234**

**• Criticality:**

- High = 211 Med = 11 Low = 2 None = 11

**Implementation:**

**Segments I & II Planned Configurations = 6**

**• Accounts Receivable (AR)**

- Planned Distribution Codes = 1

**• Asset Management (AM)**

- Planned Location Codes = 4701
- Planned Associated Area ID's = None

**• Commitment Control (KK)**

- Planned Option = Option # 1 - Track with Budget

**• General Ledger (GL)**

- Planned Budgetary Value Combo Edits = 158
- Planned Local Funds = None
- Planned Organization ID's = 2615
- Planned OA1's = 248
- Planned OA2's = None

**Segment IV Planned Configurations**

- Started = 1 Not Started = 1

**Conversions & Data Readiness**

• Conversions Needed = 11

• Agency Data Outside of Primary Source System(s) = 0

**• Data Readiness/Cleansing Status:**

- Complete = 2 In Progress = 4 Not Started = 0 Not Applicable 1

**Reports = TBD**

# Agency Reported

The Risks, Issues, Assumptions and Readiness Activities tables below display only items that 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<br>Technology<br>Data | Due to Project staffing turnover, Project could be at risk for not being ready for UAT Testing and Mock Conversions. | Open | 9 (High/High) | Requested the new Project Manager to request additional staffing from OIT to assist with remediation and data cleanup efforts. | | 09/24/24 | Mary Quinsey |
| People<br>Processes<br>Technology<br>Data | Remediation of BARS (Budget and Account Reporting System) and Downstream (Outbound) systems | Open | 6 (High/Medium) | Required remediation of existing BARS system and 7 downstream (outbound) systems, which currently depends on the existing BARS systems for data. This requires the new reporting solution to be designed and implemented which shall remediate existing BARS solution and IWay interfaces. This new reporting solution shall interface with the MFT file server of Florida PALM Data warehouse for data needs (upstream/ inbound) and will provide data to the 7 downstream/ outbound systems/ tools. | Additional technical information shall be required from Florida PALM team to initiate the remediation activities for FDC and FCOR. | 10/23/25 | OIT |

## FDC 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 | Not having a backup for newly created agency business systems | Open | High - Impacts the ability of the agency to meet deadlines or milestones | Crosstrain staff to ensure adequate backup. 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<br>Processes | Lack of Clear Instructions and Frequent Changes in Task Guidance | Open | High - Impacts the ability of the agency to meet deadlines or milestones | To minimize frequent changes in task instructions. Consistent guidance fosters stability and improves overall performance. | TBD | 01/06/26 | Erica Starling, Financial Administrator |
| People<br>Processes<br>Technology<br>Data | Lack of Resource Capacity for Data analysis | Open | High - Impacts the ability of the agency to meet deadlines or milestones | Currently requesting an RFQ for an additional staff aug position with FLAIR data experience. | Draft has been sent to manaagement | 12/31/24 | Erica Starling, Financial Administrator |
| Processes<br>Technology | UAT Test Scripts and Future State Work Processes | Open | Low - All impacts not listed as Critical or High | Add an OIT BA to the agency team to assist with mapping future state work processes to Palm and write test scenarios. The F&A team leads will review, revise, approve, and use the test scripts in UAT. Waiting on clarity on the UAT approach, scope and volume of work. Now that we know the UAT timeline but are still planning the IT development work for the 'New Reporting Solution' and downstream system remediation. | Discussed with F&A leads. Submitted request to PMO. | 11/06/24 | Dipak Roy, OIT PM |

## FDC 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 | 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. |
| People<br>Processes<br>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<br>Processes<br>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 | Continually updating, as needed. |
| Technology<br>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. | |
| People<br>Processes<br>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 |

## FDC 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 | Meeting with Axiom Pro ABS vendor | 09/06/24 | Axiom Pro reps, Agency Liaisons, CCN staff, and FDC/FCOR Project Manager | Meeting to discuss PALM progress for remediating Axiom Pro | |
| People | FDC/FCOR MFT Credentials Meeting | 09/06/24 | OIT CCN staff and the FL PALM Team members | Meeting to complete requirements for RW Task 550-B | |
| Technology | Meeting with Axiom Pro ABS vendor | 09/06/24 | Axiom Pro reps, Agency Liaisons, CCN staff, and FDC/FCOR Project Manager | Meeting to discuss PALM progress for remediating Axiom Pro | |
| Technology | FDC/FCOR MFT Credentials Meeting | 09/06/24 | OIT CCN staff and the FL PALM Team members | Meeting to complete requirements for RW Task 550-B | |
| People | FL PALM Project Manager Meeting | 09/16/24 | Backup Agency Sponsor, Agency Liaisons, FDC/FCOR Project Management Team and OCM Lead | Meeting to level set with the new FDC/FCOR Project Manager | |
| People | OIT Project Manager Onboarding | 09/16/24 | FDC/FCOR Project Manager and Business Analyst | Meeting to understand the PM activities and status on the PM tasks | |
| People | OIT Project Manager Onboarding | 09/18/24 | FDC/FCOR Project Manager and Business Analyst | Meeting to understand the PM activities and status on the PM tasks | |
| People | OIT Project Manager Meeting with OCM | 09/18/24 | FDC/FCOR Project Manager and OCM Lead | Meeting to understand the PM tasks and to understand what the OCM Lead is taking the lead on | |
| People | Task 531 Status Meeting | 09/23/24 | Agency Liaisons, FDC/FCOR Project Manager and Business Analyst | Meeting to discuss the status of Task 531 | |
| People | Task 541-C Checkpoint | 09/23/24 | Backup Agency Sponsor, Agency Liaisons, and CCN staff | Met to discuss the progress of Task 541-C | |
| People | All Tasks Discussion | 09/23/24 | Agency Liaisons, FDC/FCOR Project Management Team and OCM Lead | Met to provide clarity on who is to take the lead on each task | |
| Technology | Task 531 Status Meeting | 09/23/24 | Agency Liaisons, FDC/FCOR Project Manager and Business Analyst | Meeting to discuss the status of Task 531 | |
| Technology | Task 541-C Checkpoint | 09/23/24 | Backup Agency Sponsor, Agency Liaisons, and CCN staff | Met to discuss the progress of Task 541-C | |
| People | CCN PALM Monthly Standing Meeting | 09/24/24 | Agency Sponsors, Agency Liaisons, FDC/FCOR Project Management Team and all identified CCN staff | Monthly standing meeting to discuss where we stand on the project and to engage all CCN staff | |
| People | Information Warehouse Meeting | 09/24/24 | OIT CCN staff and Agency Liaison | Meeting to align on how we can collaborate on Data Warehouse requirements for FDC/FCOR PALM | |
| People | Segment IV Impact Analysis Overview | 09/24/24 | OCM Lead and Agency Liaisons | To help identify the Segment IV Impacts for each process | |
| People | Budget Department FL PALM Migration Meeting | 09/24/24 | FDC/FCOR Project Management Team, Budget SMEs, OIT SMEs and Agency Liaison | Meeting to discuss the FL PALM migration and the impacts to existing Budget related environments | |

| | | | | | |
|---|---|---|---|---|---|
| Technology | Information Warehouse Meeting | 09/24/24 | OIT CCN staff and Agency Liaison | Meeting to align on how we can collaborate on Data Warehouse requirements for FDC/FCOR PALM | |
| Technology | Budget Department FL PALM Migration Meeting | 09/24/24 | FDC/FCOR Project Management Team, Budget SMEs, OIT SMEs and Agency Liaison | Meeting to discuss the FL PALM migration and the impacts to existing Budget related environments | |
| People | FDC PALM onboarding - Dipak Roy | 09/30/24 | FDC/FCOR Project Manager and Agency Liaison | Onboarding meeting to get Project Manager up to speed on FL PALM activities and provide a status of priorities | |
| People | Connect FDC PALM | 09/30/24 | OCM Lead and FDC/FCOR Project Manager | Met to align on Task 544, realignment of the Readiness Workplan with project plan, closely track priority actions items and new status report template | |
| People | Task 531 Discussion | 10/01/24 | FDC/FCOR Project Management Team and Technical SME | Met to discuss the remediation needs for the Agency Business Systems | |
| Technology | Task 531 Discussion | 10/01/24 | FDC/FCOR Project Management Team and Technical SME | Met to discuss the remediation needs for the Agency Business Systems | |
| People | Onboarding Dipak Roy - FDC Systems | 10/02/24 | FDC/FCOR Project Management Team and Technical SME | Meeting to discuss the System related topics | |
| People | PALM Risk Assessment Review | 10/02/24 | FDC/FCOR Project Management Team and Agency Liaisons | Meeting to discuss the Risk Assessment the project team has identified and to verify the scores identified | |
| People | Meeting to discuss the next steps for a new staff Aug position | 10/02/24 | Procurement SME and Agency Liaison | To discuss next steps for the RFQ to assist with the FLAIR data analysis | |
| People | BARS Agency Business System Discussion | 10/02/24 | Backup Agency Sponsor, Agency Liaisons, FDC/FCOR Project Management Team, OIT SMEs and all identified CCN staff | Met to discuss the importance of a remediation plan for BARS and our next steps | |
| Technology | Onboarding Dipak Roy - FDC Systems | 10/02/24 | FDC/FCOR Project Management Team and Technical SME | Meeting to discuss the System related topics | |
| Technology | Meeting to discuss the next steps for a new staff Aug position | 10/02/24 | Procurement SME and Agency Liaison | To discuss next steps for the RFQ to assist with the FLAIR data analysis | |
| Technology | BARS Agency Business System Discussion | 10/02/24 | Backup Agency Sponsor, Agency Liaisons, FDC/FCOR Project Management Team, OIT SMEs and all identified CCN staff | Met to discuss the importance of a remediation plan for BARS and our next steps | |
| People | Weekly FL PALM Project Management Review Meeting | 10/03/24 | Agency Liaisons, FDC/FCOR Project Management Team | Weekly meeting to discuss Project Management artifacts and to review priority actions items | |
| People | Report Planning Meeting | 10/03/24 | Agency Liaisons, FDC/FCOR Project Management Team, and all identified CCN staff | To verify the owner and priority of each report | |
| Technology | Report Planning Meeting | 10/03/24 | Agency Liaisons, FDC/FCOR Project Management Team, and all identified CCN staff | To verify the owner and priority of each report | |
| People | Onboarding Dipak Roy - FDC Systems (Session 2) | 10/04/24 | FDC/FCOR Project Management Team and Technical SME | Met to discuss the System related topics | |
| Technology | Onboarding Dipak Roy - FDC Systems (Session 2) | 10/04/24 | FDC/FCOR Project Management Team and Technical SME | Met to discuss the System related topics | |
| People | 60GG-1: FDC/FCOR PALM Stage Gate checks | 10/07/24 | Agency Liaisons and FDC/FCOR Project Management Team | Met to get an overview of FAC 60GG-1 process and to review the planning of the stage gates checkpoints | |
| People | Meeting to complete interface selections | 10/07/24 | FDC/FCOR Project Management Team and Technical SME | Met to select all applicable interfaces for Segments III and IV | |
| Technology | Meeting to complete interface selections | 10/07/24 | FDC/FCOR Project Management Team and Technical SME | Met to select all applicable interfaces for Segments III and IV | |
| People | Task 536 B "UAT Review" | 10/09/24 | Agency Liaisons and FDC/FCOR Project Management Team | Met to review Task 536-B and to assist with some outstanding questions on the plan | |
| People | Monthly FL PALM: FCOR Sponsor Briefing | 10/09/24 | OCM Lead and FCOR Agency Sponsors | To discuss any project updates and address any concerns by FCOR | |
| People | RWP Task 544: Review Segment IV High Impacts - Disbursements | 10/09/24 | OCM Lead, Agency Liaisons, FDC/FCOR Project Management Team and CCN staff | Met to review the high impacts for Segment IV and to discuss any action or remediations needed | |
| Technology | Task 536 B "UAT Review" | 10/09/24 | Agency Liaisons and FDC/FCOR Project Management Team | Met to review Task 536-B and to assist with some outstanding questions on the plan | |
| Technology | RWP Task 544: Review Segment IV High Impacts - Disbursements | 10/09/24 | OCM Lead, Agency Liaisons, FDC/FCOR Project Management Team and CCN staff | Met to review the high impacts for Segment IV and to discuss any action or remediations needed | |
| People | FDC-Florida PALM Technical Discussion | 10/10/24 | Agency Liaisons, FDC/FCOR Project Management Team, Agency Readiness Coordinators and the DFS FL PALM Technical Team | Met to have a technical discussion on the FL PALM Data Warehouse | |
| People | RWP Task 544: Review Segment IV High Impacts - Budget Mgmt & Contracts | 10/10/24 | OCM Lead, Agency Liaisons, FDC FL PALM Team and CCN staff | Met to review the high impacts for Segment IV and to discuss any action or remediations needed | |
| Technology | FDC-Florida PALM Technical Discussion | 10/10/24 | Agency Liaisons, FDC/FCOR Project Management Team, Agency Readiness Coordinators and the DFS FL PALM Technical Team | Met to have a technical discussion on the FL PALM Data Warehouse | |
| Technology | RWP Task 544: Review Segment IV High Impacts - Budget Mgmt & Contracts | 10/10/24 | OCM Lead, Agency Liaisons, FDC FL PALM Team and CCN staff | Met to review the high impacts for Segment IV and to discuss any action or remediations needed | |
| People | Interview for Data Analyst staff aug position | 10/11/24 | Agency Liaison and SME | Interviewed for a Data Analyst position to assist with the data cleanup efforts | |
| People | RWP Task 544: Review Segment IV High Impacts - Asset Mgmt | 10/11/24 | OCM Lead, Agency Liaisons, FDC FL PALM Team and CCN staff | Met to review the high impacts for Segment IV and to discuss any action or remediations needed | |
| People | RWP Task 544: Review Segment IV High Impacts - Projects & Inter/Intra Unit | 10/11/24 | OCM Lead, Agency Liaisons, FDC FL PALM Team and CCN staff | Met to review the high impacts for Segment IV and to discuss any action or remediations needed | |

| | | | | | |
|---|---|---|---|---|---|
| Technology | RWP Task 544: Review Segment IV High Impacts - Asset Mgmt | 10/11/24 | OCM Lead, Agency Liaisons, FDC FL PALM Team and CCN staff | Met to review the high impacts for Segment IV and to discuss any action or remediations needed | |
| Technology | RWP Task 544: Review Segment IV High Impacts - Projects & Inter/Intra Unit | 10/11/24 | OCM Lead, Agency Liaisons, FDC FL PALM Team and CCN staff | Met to review the high impacts for Segment IV and to discuss any action or remediations needed | |
| People | Task Status Meeting | 10/14/24 | Agency Liaisons | Met to debrief on some upcoming tasks | |
| People | Weekly Data Cleanup Discussion | 10/15/24 | Backup Agency Sponsor, Agency Liaisons and CCN staff | Meeting weekly to discuss breaking down data cleanup into smaller chunks and to get status of cleanup efforts | |
| People | RWP Task 544: Review Segment IV High Impacts - Payroll | 10/15/24 | OCM Lead, Agency Liaisons, FDC FL PALM Team and CCN staff | Met to review the high impacts for Segment IV and to discuss any action or remediations needed | |
| Technology | Weekly Data Cleanup Discussion | 10/15/24 | Backup Agency Sponsor, Agency Liaisons and CCN staff | Meeting weekly to discuss breaking down data cleanup into smaller chunks and to get status of cleanup efforts | |
| Technology | RWP Task 544: Review Segment IV High Impacts - Payroll | 10/15/24 | OCM Lead, Agency Liaisons, FDC FL PALM Team and CCN staff | Met to review the high impacts for Segment IV and to discuss any action or remediations needed | |
| People | 536 B Open Items discussion | 10/16/24 | Agency Liaison and FDC FL PALM Team | To discuss some open items on Task 536-B for FDC/FCOR | |
| Technology | 536 B Open Items discussion | 10/16/24 | Agency Liaison and FDC FL PALM Team | To discuss some open items on Task 536-B for FDC/FCOR | |
| People | Weekly FL PALM Project Management Review Meeting | 10/17/24 | Agency Liaisons, FDC/FCOR Project Management Team | Weekly meeting to discuss Project Management artifacts and to review priority actions items | |
| People | Weekly Data Cleanup Discussion | 10/21/24 | Backup Agency Sponsor, Agency Liaisons and CCN staff | Meeting weekly to discuss breaking down data cleanup into smaller chunks and to get status of cleanup efforts | |
| People | Task 543 Discussion | 10/21/24 | FDC Agency Liaisons | Met to discuss the completion of this task | |
| Technology | Weekly Data Cleanup Discussion | 10/21/24 | Backup Agency Sponsor, Agency Liaisons and CCN staff | Meeting weekly to discuss breaking down data cleanup into smaller chunks and to get status of cleanup efforts | |
| People | BARS Reporting: Internal Connect | 10/22/24 | FDC/FCOR Project Management Team, Agency Liaison and Technical SME | Met internally to align on the BARS remediation efforts | |
| People | FDC/FCOR Agency Sponsors Train-the-Trainer Interest Meeting | 10/22/24 | Agency Liaisons and FDC FL PALM Project Team Members | To discuss any outstanding or upcoming tasks and to discuss remediation efforts for FDC/FCOR | |
| Technology | BARS Reporting: Internal Connect | 10/22/24 | FDC/FCOR Project Management Team, Agency Liaison and Technical SME | Met internally to align on the BARS remediation efforts | |
| People | Quarterly Update on Scanner Conversion to FL PALM | 10/23/24 | Bar Scanning reps, Agency Liaisons, CCN staff, and FDC/FCOR Project Management Team | Met with vendor to get a status on their remediation efforts to FL PALM | |
| Technology | Quarterly Update on Scanner Conversion to FL PALM | 10/23/24 | Bar Scanning reps, Agency Liaisons, CCN staff, and FDC/FCOR Project Management Team | Met with vendor to get a status on their remediation efforts to FL PALM | |
| People | Weekly FL PALM Project Management Review Meeting | 10/24/24 | Agency Liaisons, FDC/FCOR Project Management Team | Weekly meeting to discuss Project Management artifacts and to review priority actions items | |
| People | Interview for Data Analyst staff aug position | 10/24/24 | Agency Liaison and SME | Interviewed for a Data Analyst position to assist with the data cleanup efforts | |
| People | Weekly Data Cleanup Discussion | 10/28/24 | Backup Agency Sponsor, Agency Liaisons and CCN staff | Meeting weekly to discuss breaking down data cleanup into smaller chunks and to get status of cleanup efforts | |
| Technology | Weekly Data Cleanup Discussion | 10/28/24 | Backup Agency Sponsor, Agency Liaisons and CCN staff | Meeting weekly to discuss breaking down data cleanup into smaller chunks and to get status of cleanup efforts | |
| People | FLAIR Introduction | 10/29/24 | Business Analyst and SME | Meeting to give the Business Analyst a run down on FLAIR and the data that needs to be cleaned | |
| People | Cleaning up Projects Data | 10/30/24 | Backup Agency Sponsor, Agency Liaisons, CCN staff and FDC/FCOR Project Management Team | Meeting to discuss the Projects data cleanup that is required for conversion to FL PALM | |
| People | Cleaning Up Grants Data | 10/30/24 | Backup Agency Sponsor, Agency Liaisons, CCN staff and FDC/FCOR Project Management Team | Meeting to discuss the Grants data cleanup that is required for conversion to FL PALM | |
| Technology | Cleaning up Projects Data | 10/30/24 | Backup Agency Sponsor, Agency Liaisons, CCN staff and FDC/FCOR Project Management Team | Meeting to discuss the Projects data cleanup that is required for conversion to FL PALM | |
| Technology | Cleaning Up Grants Data | 10/30/24 | Backup Agency Sponsor, Agency Liaisons, CCN staff and FDC/FCOR Project Management Team | Meeting to discuss the Grants data cleanup that is required for conversion to FL PALM | |
| People | Task 543 Discussion | 10/31/24 | FDC/FCOR Project Management Team and Agency Liaisons | Met to discuss the completion of the spreadsheet upload column for Task 543 | |
| People | Weekly FL PALM Project Management Review Meeting | 10/31/24 | FDC/FCOR Sponsors, Agency Liaisons, FDC/FCOR Project Management Team | Weekly meeting to discuss Project Management artifacts and to review priority actions items | |
| People | Task 543 Discussion | 10/31/24 | Agency Liaisons | Met to discuss the completion of Task 543 | |
| Processes | Continuous updates to desktop procedures library and documentation of our current state reports, agency business systems, and interfaces. | 10/31/24 | All business process owners in Finance and Accounting, Budget, Division of Administration, FMBC, Procurement, HR | To ensure our current state desktop procedures library is up to date and document our current state reports, business systems and interfaces | Keeping desktop procedures up-to-date and the position & role catalog. |
| Technology | Task 543 Discussion | 10/31/24 | FDC/FCOR Project Management Team and Agency Liaisons | Met to discuss the completion of the spreadsheet upload column for Task 543 | |
| Data | CTC001 - Contracts | 10/31/24 | FLAIR, FACTS | Data Cleansing and conversion required for the file. | Currently have 99.5% of leases added to FACTS |

## 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:** *

## FDC Status Report Confirmation

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

**Helpful Links**

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

# 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**

September - October 2024

**Agency Sponsor**

Charlotte Fraser

## CCN Composition

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

**Change Champion Network:**

- Unique Filled Role = 6
- Duplicate Filled Role = 10
- 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 = 88.33%**

- Submitted Complete = 31
- Submitted Incomplete = 2
- 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 = 88.41%**

- Submitted On Time = 53
- Submitted Late = 8
- Pending Submission = 6

## 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 | **519** | Remediate Agency Business Systems based on Segment I | 01/29/24 | 06/28/24 | 50% - In Progress | | 6/21 – Updated Task in Smartsheet; we WILL NOT meet the task due date because only half of the ABS are remediated.<br>6.28.24: Remediation on-going<br>7/8 – Progress Unchanged | | |
| Indirect | Technology | **530** | Update Florida PALM Interface Inventory for Segment III | 04/15/24 | 07/12/24 | 50% - In Progress | | Assigning and analyzing information for the task. | | |
| N/A | Technology | **531** | Remediate Agency Business Systems based on Segment II | 04/29/24 | 10/04/24 | 75% - Consolidating/Inputting Information for Submission | | Assigning and analyzing information for the task. | | |
| N/A | People | **535** | Update Workforce Readiness Plan | 06/17/24 | 08/02/24 | Pending Resubmission | **08/02/24** | Task updated. Awaiting Sponsor Signature | Submission Incomplete | |
| Direct | Data | **541-A** | Complete Configuration Workbooks for Segment IV | 07/22/24 | 09/06/24 | 100% - Submitted | **09/06/24** | Task Complete | Submission Complete | |
| Direct | Data | **541-B** | Complete Configuration Workbooks for Segment IV | 07/22/24 | 09/06/24 | 100% - Submitted | **09/13/24** | Task Complete | Submission Complete | |
| N/A | Data | **542** | Complete Data Readiness Analysis and Data Cleansing Activities for Segment IV | 07/22/24 | 10/18/24 | 50% - In Progress | | | | |
| N/A | Processes | **543** | Identify Change Impacts and Update Agency Business Process Documentation for Segment IV | 07/22/24 | 10/18/24 | 100% - Submitted | **10/18/24** | Task Complete | Submission Complete | |
| N/A | Technology | **544** | Update Agency Business System Documentation for Segment IV | 07/22/24 | 10/18/24 | Pending Resubmission | **09/03/24** | Task Complete | Submission Incomplete | 09/04/24 |
| Direct | Technology | **545-A** | Update and Finalize Florida PALM Conversion Inventory for Segment IV | 07/22/24 | 10/18/24 | 50% - In Progress | | | | |
| Direct | Technology | **546** | Update Florida PALM Interface Inventory for Segment IV | 07/22/24 | 10/18/24 | 100% - Submitted | **10/18/24** | Task Complete | Submission Complete | |
| N/A | Technology | **547** | Remediate Agency Business Systems based on Segment III | 07/22/24 | 12/13/24 | 50% - In Progress | | | | |
| Direct | People | **549** | Submit Training Survey | 08/12/24 | 09/20/24 | 100% - Submitted | **08/16/24** | Task Complete | Submission Complete | |
| Indirect | People | **536-B** | Create Agency Specific User Acceptance Testing Plan | 08/19/24 | 10/11/24 | 100% - Submitted | **10/11/24** | Task Complete | Submission Complete | |
| Direct | Data | **541-C** | Complete Configuration Workbooks for Segment IV | 08/26/24 | 10/04/24 | 100% - Submitted | **10/23/24** | Task Complete | Submission Complete | |
| N/A | N/A | **551** | Submit Bimonthly Agency Readiness Status Report | 08/30/24 | 09/11/24 | 100% - Submitted | **09/09/24** | Task Complete | Submission Complete | |
| N/A | N/A | **552** | Manage Agency Specific Implementation Schedule, Risks and Issues | 08/30/24 | 10/31/24 | 100% - Submitted | **10/24/24** | Task Complete | N/A | |
| Direct | Technology | **550-B** | Participate in Technical Meeting to Receive Credentials and Access | 09/03/24 | 09/13/24 | 100% - Submitted | **09/05/24** | Task Complete | N/A | |
| Indirect | Technology | **553** | Prepare for Interface Testing | 09/16/24 | 10/18/24 | 50% - In Progress | | | | |
| Direct | Technology | **554** | Participate in Connectivity Testing for Cycle 1 Interface Testing | 09/16/24 | 10/04/24 | 100% - Submitted | **09/23/24** | Task Complete | Submission Complete | |
| Direct | Data | **541-D** | Complete Configuration Workbooks for Segment IV - General Ledger (GL) | 10/07/24 | 11/01/24 | 100% - Submitted | **10/29/24** | Task Complete | Submission Complete | |
| Direct | Data | **555-A** | Complete Data Cleansing Based on Mock Conversion 1 - Projects (PCC001) | 10/07/24 | 11/22/24 | 50% - In Progress | | | | |
| N/A | People | **559** | Share Florida PALM Updates | 10/14/24 | 10/25/24 | 100% - Submitted | **10/24/24** | Task Complete | 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 | 25% - Beginning Initial Internal Meetings and Information Gathering | | | | |
| N/A | N/A | **562** | Submit Bimonthly Agency Readiness | 11/01/24 | 11/12/24 | 100% - Submitted | **11/06/24** | | Submission | |

| | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | Status Report | | | | | | Complete | |
| N/A | N/A | **563** | Manage Agency Specific Implementation Schedule, Risks and Issues | 11/01/24 | 12/27/24 | 25% - Beginning Initial Internal Meetings and Information Gathering | | | | |
| Direct | Data | **555-C** | Complete Data Cleansing Based on Mock Conversion 1 (AMC001 and POC001) | 11/08/24 | 12/06/24 | | | | | |

## People

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

### Implementation:

**Planned Florida PALM End Users = 40**

• Business Process Groupings = 13/13

**Identified Subject Matter Experts = 22**

**• SMEs by Business Process Grouping**

- Account Mgmt. and Financial Reporting = 1
- Accounts Receivable = 6
- Asset Accounting and Mgmt. = 3
- Banking = 1
- Budget Mgmt. and Cash Control = 8
- Contracts Mgmt. = 5
- Disbursements Mgmt. = 7
- Grants Mgmt. = 2
- Inter/IntraUnit Transactions = 8
- Payroll Mgmt. = 5
- Projects Mgmt. = 3
- Revenue Accounting = 1
- System Access and Controls = 0

**Role Mapping = TBD**

**Training = TBD**

## Processes

The sequence of procedures to accomplish a business objective.

### Current-State:

**Cataloged Business Processes = 231**

• Related Business Systems = 12

• Related Reports = 74

**• Documentation Status:**

- Complete = 206 Partial = 17 Not Started = 8

### Implementation:

**Impacted Agency Business Processes = 231**

• Related Business Process Groupings = 12

- Planned Spreadsheet Uploads = 2

**• Level of Impact: People Changes**

- High = 98 Medium = 80 Low = 28 None = 13 Uncertain = 1

**• Level of Impact: Processes Changes**

- High = 136 Medium = 62 Low = 15 None = 7 Uncertain = 1

**• Level of Impact: Technology Changes**

- High = 73 Medium = 29 Low = 13 None = 105 Uncertain = 1

**• Level of Impact: Data Changes**

- High = 87 Medium = 104 Low = 10 None = 16 Uncertain = 0

**• Segments I & II Documentation Update Status**

- Not Started = 44 In Progress = 0 Complete = 118

**• Segment III Documentation Update Status**

- Not Started = 0 In Progress = 0 Complete = 161

## Technology

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

### Current-State:

**Cataloged Business Systems = 21**

**• Criticality:**

- High = 14 Med = 0 Low = 0 None = 7

**• Documentation Status:**

- Complete = 2 Partial = 10 Not Started = 7

**Cataloged Interfaces = 46**

- Inbound Interfaces = 24
- Outbound Interfaces = 22

### Implementation:

**Business Systems Planned for Integration = 15**

**• Segment I - Documentation Updates:**

- Complete = 7 Updating = 1 Evaluating = 0 Not Started = 0 Not Needed = 7

**• Segment II - Documentation Updates:**

- Complete = 7 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 8

**• Segment III - Documentation Updates:**

- Complete = 7 Updating = 1 Evaluating = 0 Not Started = 0 Not Needed = 7

**Planned Interfaces = 6**

- Inbound Interfaces = 2
- Outbound Interfaces = 1

## Data

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

### Current-State:

**Unique FLAIR Data Elements = 73**

**• Associated Unique Uses = 193**

- Continued Use - Yes = 68
- Continued Use - No = 108

**• Associated Business Systems = 11**

**Cataloged Reports = 123**

**• Criticality:**

- High = 97 Med = 14 Low = 45 None = 22

### Implementation:

**Segments I & II Planned Configurations = 8/9**

**• Accounts Receivable (AR)**

- Planned Distribution Codes = 2

**• Asset Management (AM)**

- Planned Location Codes = 19
- Planned Associated Area ID's = 57

**• Commitment Control (KK)**

- Planned Option = Option # 1 - Track with Budget

**• General Ledger (GL)**

- Planned Budgetary Value Combo Edits = 440
- Planned Local Funds = None
- Planned Organization ID's = 250
- Planned OA1's = 30
- Planned OA2's = 83

**Segment IV Planned Configurations**

- Started = 2 Not Started = 0

**Conversions & Data Readiness**

• Conversions Needed = 10

• Agency Data Outside of Primary Source System(s) = 0

**• Data Readiness/Cleansing Status:**

- Complete = 3 In Progress = 0 Not Started = 0 Not Applicable 3

**Reports = TBD**

# Agency Reported

The Risks, Issues, Assumptions and Readiness Activities tables below display only items that 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/Mediur | Develop crosswalk methodology if the new Data Warehouse will not provide this capability. | None<br>5/16/24: Still pending<br>7/22/24: No Change<br>8/19/24: No Change<br>10/14/24: No Change | 05/16/24 | Mike Moore |
| Processes<br>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/Mediur | 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<br>7/2/24: - Still Pending<br>7/22/24 - No Change<br>8/19/24: Will update by 8/22/24<br>9/4/24: Awaiting response from Alise<br>10/14/24: No Change | 06/25/24 | Anik Datta |
| Processes<br>Data | Information is needed related to the data warehouse for PALM | Open | 4 (Medium/Mediur | 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.<br>7/22/24: No Change<br>8/19/24: Will update by 8/22/24<br>10/14/24: 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/Mediur | We are currently crafting RFP in support of those resources. | 7/8/24: - New risk. RFP has not been posted<br>7/22/24: No Change<br>8/19/24: SOW ready, needed to review but will be posted this week.<br>9/16/24: OFM resume's evaluated, seven interviews scheduled.<br>10/1/24: ITS has 6 Interviews scheduled<br>10/14/24: OFM Candidates selected and is currently going through back ground check. ITS will be selecting its candidate today. | 07/08/24 | Mike Moore |
| Processes<br>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/Mediur | Will address once PALM begins working on the Data Warehouse | 8/7/24 New Risk<br>9/4/24: A/I for Angie to f/u<br>10/14/24: No Change | 08/07/24 | Anik Datta |
| Processes<br>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. | Open | 4 (Medium/Mediur | Pursue more information /direction from the PALM team. | 9.4.24 New Risk<br>9/17/24: No change<br>10/14/24: No Change | 09/04/24 | Anik Datta |
| Processes<br>Technology<br>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/Mediur | 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<br>9/17/24: No change<br>10/14/24: No Change | 09/04/24 | Anik Datta |
| Processes<br>Technology<br>Data | The Technical Testing Town Hall postponement to November may affect our Interface Testing schedule for 2025. This delay will impact how FDLE prepares for testing. | Open | 4 (Medium/Mediur | Accept the risk. | 9.4.24 New Risk<br>9/17/24: No change<br>10/14/24: No Change | 09/04/24 | Anik Datta |
| Technology<br>Data | Timeline for interface testing coinciding with integration testing presents a risk. | Open | 4 (Medium/Mediur | Continue to watch the project timeline to see if this will change. Otherwise, we will accept the risk. | 10.31.24: New Risk | 10/31/24 | Anik Datta |
| Technology<br>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.<br>5/16/24: Still pending<br>7/22/24: No Change<br>8/19/24: No Change<br>10/14/24: No Change | 05/16/24 | Terri Speed / Andrew Gutsch |
| Processes<br>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. | Accept the risk. | 10/31/24 | Anik Datta |
| Processes<br>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 | 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<br>Processes<br>Technology<br>Data | The agency will be approved for funding to support readiness activities. | Logged | 07/01/23 | Office of Information and Technology Systems<br>Office of Financial Management<br>Agency business systems | Pending FY 24/25 Legislative Session |
| Technology<br>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<br>Office of Policy and Planning<br>All divisional/regional business liaisons<br>Management | Monitor information as provided by PALM. |
| People<br>Processes<br>Technology<br>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<br>Data | FDLE assumes all PALM reports WILL match 1:1 with current FLAIR reports | Logged | 08/19/24 | Office of Information and Technology Systems<br>Office of Financial Management | Monitor information as provided by PALM. |

## FDLE 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<br>Processes | Weekly Internal PALM Meeting | 09/03/24 | Office of Financial Management | Project Mananger and Angency Liaisons discuss updates for tasks, segments, BPMs, etc. | Three members attended for thirty minutes. |
| Processes<br>Technology | OFM RAMS Bi-Weekly Meeting - PALM Project | 09/03/24 | Office of Financial Management<br>Office of Information Technology Services | Weekly meeting to stay abreast of business processes and utilize this knowledge for designing changes for PALM. | Eight members attended for two hours. |
| Processes<br>Technology | RAMS Internal Review Meeting (PALM Project) | 09/04/24 | Office of Information Technology Services | ITS Internal PALM Meeting | Seven members attended for one hour. |
| People<br>Processes | PALM Internal Agency Status Meeting | 09/04/24 | Office of Financial Management<br>Office of Information Technology Services | Recurring bi-monthly internal status meeting to discuss project updates, upcoming tasks and tasks due dates. | Nine members attended for thirty minutes. |
| People<br>Processes | Thursday Task Talk | 09/05/24 | Office of Financial Management | Discuss the instructions and review the spreadsheets to ensure the task is done correctly. | Six members attended for thirty minutes. |
| Processes<br>Technology | OFM RAMS Bi-Weekly Meeting - PALM Project | 09/05/24 | Office of Financial Management<br>Office of Information Technology Services | Weekly meeting to stay abreast of business processes and utilize this knowledge for designing changes for PALM. | Eight members attended for two hours. |

| | | | | | |
|---|---|---|---|---|---|
| Processes Technology | FDLE MFT Credentials Mtg | 09/05/24 | Office of Information Technology Services | Issue credentials for security access to server | Two members attended for thirty minutes. |
| Processes Technology | RAMS Internal Review Meeting (PALM Project) | 09/06/24 | Office of Information Technology Services | ITS Internal PALM Meeting | Seven members attended for one hour. |
| Processes Technology | RAMS Internal Review Meeting (PALM Project) | 09/09/24 | Office of Information Technology Services | ITS Internal PALM Meeting | Seven members attended for one hour. |
| People Processes | Segment IV Design- Carry / Certified Forward and Budget Close | 09/10/24 | Office of Financial Management | Workshop covering Carry / Certified Forward and Budget Close | Twelve members attended for eight hours. |
| People Processes | Segment IV Design - Cash Check, Financial Statement Close, Budget Close | 09/11/24 | Office of Financial Management | Workshop covering Cash Check, Financial Statement Close, Budget Close | Eight members attended for eight hours. |
| Processes Technology | RAMS Internal Review Meeting (PALM Project) | 09/16/24 | Office of Information Technology Services | ITS Internal PALM Meeting | Seven members attended for one hour. |
| Processes Technology | OFM RAMS Bi-Weekly Meeting - PALM Project | 09/17/24 | Office of Financial Management Office of Information Technology Services | Weekly meeting to stay abreast of business processes and utilize this knowledge for designing changes for PALM. | Eight members attended for two hours. |
| People Processes | Advisory Council | 09/18/24 | Office of Financial Management | Recurring monthly meeting to participate in discussions on agenda item it issues referred to the council. | Four members attended for two hours. |
| People Processes | Thursday Task Talk | 09/19/24 | Office of Financial Management | Discuss the instructions and review the spreadsheets to ensure the task is done correctly. | Six members attended for thirty minutes. |
| Processes Technology | OFM RAMS Bi-Weekly Meeting - PALM Project | 09/19/24 | Office of Financial Management Office of Information Technology Services | Weekly meeting to stay abreast of business processes and utilize this knowledge for designing changes for PALM. | Eight members attended for two hours. |
| Processes Technology | RAMS Internal Review Meeting (PALM Project) | 09/20/24 | Office of Information Technology Services | ITS Internal PALM Meeting | Seven members attended for one hour. |
| Processes Technology | RAMS Internal Review Meeting (PALM Project) | 09/23/24 | Office of Information Technology Services | ITS Internal PALM Meeting | Seven members attended for one hour. |
| Processes Technology | RAMS Internal Review Meeting (PALM Project) | 09/25/24 | Office of Information Technology Services | ITS Internal PALM Meeting | Seven members attended for one hour. |
| Processes Technology | RAMS Internal Review Meeting (PALM Project) | 10/04/24 | Office of Information Technology Services | ITS Internal PALM Meeting | Seven members attended for one hour. |
| Processes Technology | RAMS Internal Review Meeting (PALM Project) | 10/07/24 | Office of Information Technology Services | ITS Internal PALM Meeting | Seven members attended for one hour. |
| Processes Technology | RAMS Internal Review Meeting (PALM Project) | 10/09/24 | Office of Information Technology Services | ITS Internal PALM Meeting | Seven members attended for one hour. |
| People Processes | Thursday Task Talk | 10/10/24 | Office of Financial Management | Discuss the instructions and review the spreadsheets to ensure the task is done correctly. | Six members attended for thirty minutes. |
| Processes Technology | RAMS Internal Review Meeting (PALM Project) | 10/11/24 | Office of Information Technology Services | ITS Internal PALM Meeting | Seven members attended for one hour. |
| Processes Technology | RAMS Internal Review Meeting (PALM Project) | 10/14/24 | Office of Information Technology Services | ITS Internal PALM Meeting | Seven members attended for one hour. |
| Processes Technology | RAMS Internal Review Meeting (PALM Project) | 10/16/24 | Office of Information Technology Services | ITS Internal PALM Meeting | Seven members attended for one hour. |
| People Processes | Advisory Council | 10/16/24 | Office of Financial Management | Recurring monthly meeting to participate in discussions on agenda item it issues referred to the council. | Four members attended for two hours. |
| People Processes | Thursday Task Talk | 10/17/24 | Office of Financial Management | Discuss the instructions and review the spreadsheets to ensure the task is done correctly. | Six members attended for thirty minutes. |
| Processes Technology | RAMS Internal Review Meeting (PALM Project) | 10/18/24 | Office of Information Technology Services | ITS Internal PALM Meeting | Seven members attended for one hour. |
| Processes Technology | RAMS Internal Review Meeting (PALM Project) | 10/23/24 | Office of Information Technology Services | ITS Internal PALM Meeting | Seven members attended for one hour. |
| People Processes | Thursday Task Talk | 10/24/24 | Office of Financial Management | Discuss the instructions and review the spreadsheets to ensure the task is done correctly. | Six members attended for thirty minutes. |
| Processes Technology | OFM RAMS Bi-Weekly Meeting - PALM Project | 10/24/24 | Office of Financial Management Office of Information Technology Services | Weekly meeting to stay abreast of business processes and utilize this knowledge for designing changes for PALM. | Eight members attended for two hours. |
| Processes Technology | RAMS Internal Review Meeting (PALM Project) | 10/25/24 | Office of Information Technology Services | ITS Internal PALM Meeting | Seven members attended for one hour. |

## 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

## FDLE Status Report Confirmation

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

**Helpful Links**

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

# 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**

September - October 2024

**Agency Sponsor**

Lisa Saliba

## CCN Composition

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

**Change Champion Network:**

- Unique Filled Role = 31
- 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 = 90.83%**

- Submitted Complete = 24
- Submitted Incomplete = 0
- Completed After Submission = 12

## 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 = 80.43%**

- Submitted On Time = 34
- Submitted Late = 27
- Pending Submission = 6

## 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 | 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 | | |
| Direct | Data | **541-A** | Complete Configuration Workbooks for Segment IV | 07/22/24 | 09/06/24 | 100% - Submitted | **09/11/24** | | Submission Complete | |
| Direct | Data | **541-B** | Complete Configuration Workbooks for Segment IV | 07/22/24 | 09/06/24 | 100% - Submitted | **10/09/24** | Uploaded 10/1 | Submission Complete | |
| 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 | Processes | **543** | Identify Change Impacts and Update Agency Business Process Documentation for Segment IV | 07/22/24 | 10/18/24 | 100% - Submitted | **10/28/24** | | Submission Complete | |
| N/A | Technology | **544** | Update Agency Business System Documentation for Segment IV | 07/22/24 | 10/18/24 | 75% - Consolidating/Inputting Information for Submission | | | | |
| Direct | Technology | **545-A** | Update and Finalize Florida PALM Conversion Inventory for Segment IV | 07/22/24 | 10/18/24 | 100% - Submitted | **10/16/24** | | Submission Complete | |
| Direct | Technology | **546** | Update Florida PALM Interface Inventory for Segment IV | 07/22/24 | 10/18/24 | 100% - Submitted | **10/30/24** | RC notes several rows that still have invalid data in the Implementation Interfaces & Documentation worksheet. Previously discussed the need for updating and clean-up of worksheet, specifically in the ABS column and subsequent columns. | Submission Complete | |
| 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 | | 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 | People | **549** | Submit Training Survey | 08/12/24 | 09/20/24 | 100% - Submitted | **09/17/24** | | Submission Complete | 10/01/24 |
| Indirect | People | **536-B** | Create Agency Specific User Acceptance Testing Plan | 08/19/24 | 10/11/24 | 100% - Submitted | **10/11/24** | | Submission Complete | |
| Direct | Data | **541-C** | Complete Configuration Workbooks for Segment IV | 08/26/24 | 10/04/24 | 100% - Submitted | **10/18/24** | Waiting for sheet Position Funding file to be unlocked so we can remove FLAIR alternative funding accounts. | Submission Complete | 10/23/24 |
| N/A | N/A | **551** | Submit Bimonthly Agency Readiness Status Report | 08/30/24 | 09/11/24 | 100% - Submitted | **09/13/24** | | Submission Complete | |
| N/A | N/A | **552** | Manage Agency Specific Implementation Schedule, Risks and Issues | 08/30/24 | 10/31/24 | 100% - Submitted | **10/31/24** | | N/A | |
| Direct | Technology | **550-B** | Participate in Technical Meeting to Receive Credentials and Access | 09/03/24 | 09/13/24 | 100% - Submitted | **09/05/24** | | N/A | |
| Indirect | Technology | **553** | Prepare for Interface Testing | 09/16/24 | 10/18/24 | 100% - Submitted | **10/18/24** | | Submission Complete | 10/21/24 |
| Direct | Technology | **554** | Participate in Connectivity Testing for Cycle 1 Interface Testing | 09/16/24 | 10/04/24 | 100% - Submitted | **09/24/24** | | Submission Complete | |
| Direct | Data | **541-D** | Complete Configuration Workbooks for Segment IV - General Ledger (GL) | 10/07/24 | 11/01/24 | 100% - Submitted | **11/01/24** | | Submission Complete | |
| Direct | Data | **555-A** | Complete Data Cleansing Based on Mock Conversion 1 - Projects (PCC001) | 10/07/24 | 11/22/24 | | | | | |
| N/A | People | **559** | Share Florida PALM Updates | 10/14/24 | 10/25/24 | 100% - Submitted | **10/25/24** | Support for communication with end users was provided during the quarter. An FDOT Florida PALM Flyer was shared along with updated FDOT SharePoint Site information. This is listed as 'Poster' on 8/23/24. If a requirement outside the rubric is required for completion please indicate. | Submission Complete | 10/30/24 |
| 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 | | Will be completing from a systems perspective rather than segment perspective.<br>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 | | | | | |
| 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 | | | | | |

## People

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

### Implementation:

**Planned Florida PALM End Users = 221**

• Business Process Groupings = 11/13

**Identified Subject Matter Experts = 41**

**• SMEs by Business Process Grouping**

- Account Mgmt. and Financial Reporting = 10
- Accounts Receivable = 5
- Asset Accounting and Mgmt. = 2
- Banking = 6
- Budget Mgmt. and Cash Control = 9
- Contracts Mgmt. = 4
- Disbursements Mgmt. = 11
- Grants Mgmt. = 6
- Inter/IntraUnit Transactions = 3
- Payroll Mgmt. = 6
- Projects Mgmt. = 10
- Revenue Accounting = 7
- System Access and Controls = 1

**Role Mapping = TBD**

**Training = TBD**

## Processes

The sequence of procedures to accomplish a business objective.

### Current-State:

**Cataloged Business Processes = 54**

• Related Business Systems = 35

• Related Reports = 43

**• Documentation Status:**

- Complete = 54 Partial = 0 Not Started = 0

### Implementation:

**Impacted Agency Business Processes = 54**

• Related Business Process Groupings = 13

- Planned Spreadsheet Uploads = 7

**• Level of Impact: People Changes**

- High = 15 Medium = 33 Low = 5 None = 1 Uncertain = 0

**• Level of Impact: Processes Changes**

- High = 39 Medium = 7 Low = 7 None = 1 Uncertain = 0

**• Level of Impact: Technology Changes**

- High = 33 Medium = 7 Low = 12 None = 2 Uncertain = 0

**• Level of Impact: Data Changes**

- High = 35 Medium = 13 Low = 3 None = 3 Uncertain = 0

**• Segments I & II Documentation Update Status**

- Not Started = 0 In Progress = 0 Complete = 54

**• Segment III Documentation Update Status**

- Not Started = 0 In Progress = 0 Complete = 54

## Technology

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

### Current-State:

**Cataloged Business Systems = 290**

**• Criticality:**

- High = 154 Med = 37 Low = 14 None = 18

**• Documentation Status:**

- Complete = 35 Partial = 185 Not Started = 1

**Cataloged Interfaces = 119**

- Inbound Interfaces = 47
- Outbound Interfaces = 15

### Implementation:

**Business Systems Planned for Integration = 237**

**• Segment I - Documentation Updates:**

- Complete = 1 Updating = 12 Evaluating = 0 Not Started = 0 Not Needed = 2

**• Segment II - Documentation Updates:**

- Complete = 17 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 0

**• Segment III - Documentation Updates:**

- Complete = 12 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 76

**Planned Interfaces = 34**

- Inbound Interfaces = 6
- Outbound Interfaces = 20

## Data

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

### Current-State:

**Unique FLAIR Data Elements = 92**

**• Associated Unique Uses = 92**

- Continued Use - Yes = 18
- Continued Use - No = 1

**• Associated Business Systems = 3**

**Cataloged Reports = 215**

**• Criticality:**

- High = 87 Med = 72 Low = 33 None = 23

### Implementation:

**Segments I & II Planned Configurations = 7/9**

**• Accounts Receivable (AR)**

- Planned Distribution Codes = 1

**• Asset Management (AM)**

- Planned Location Codes = 5310
- Planned Associated Area ID's = None

**• Commitment Control (KK)**

- Planned Option = Option # 1 - Track with Budget

**• General Ledger (GL)**

- Planned Budgetary Value Combo Edits = 631
- Planned Local Funds = None
- Planned Organization ID's = 675
- Planned OA1's = 23
- Planned OA2's = 166

**Segment IV Planned Configurations**

- Started = 2 Not Started = 0

**Conversions & Data Readiness**

• Conversions Needed = 13

• Agency Data Outside of Primary Source System(s) = 9

**• Data Readiness/Cleansing Status:**

- Complete = 8 In Progress = 1 Not Started = 0 Not Applicable 0

**Reports = TBD**

## Agency Reported

The Risks, Issues, Assumptions and Readiness Activities tables below display only items that 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 |
| Data | 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. Moved to ISSUE. | Open | 9 (High/High) | Mitigation | Moved to Issue. 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. | 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 |
| Technology | PALM Interfaces - PALM interfaces are 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. Moved to ISSUE. | Open | 9 (High/High) | Monitor / Quantify - Reviewing and notifying of interface consistency as we prepare to remediate for PALM. | Shared concerns and reviewing feedback | 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<br>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<br>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 |
| Processes<br>Technology<br>Data | PALM Technical - Cannot provide ERD's or DDL for the database or files reduces the understanding of the data relationships and interfaces. | Open | 9 (High/High) | Strategize - Considering building needed database infrastructure within agency with heightened risk of future changes causing greater effort. | Work continuing and will involve more manual steps since PALM will not be providing ERD or DDL files. Increase work on resource. Increase risk with manual entry. | 04/02/24 | 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. | | 08/29/24 | 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. | | 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 this period. | 10/07/24 | 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 this period. | 10/30/24 | Brian Boyd |
| Processes<br>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 | Open | 9 (High/High) | Florida PALM - will advise if can do through Excel upload. | New this period. | 10/30/24 | Brian Boyd |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| | and interface. Average 90-70 updates a day.) | | | | | | |
| 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 | 9 (High/High) | Raise the awareness at the next Touch Point. | New this period. | 10/30/24 | Brian Boyd |
| 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. | Open | 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. | 03/07/24 | Brian Tippel |
| 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 | 6 (Medium/High) | 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 this period. | 10/07/24 | Mark Rissinger |
| 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.) | Open | 6 (Medium/High) | If this may not happen. | New this period. | 10/07/24 | Mark Rissinger |
| 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. | | 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. | | 08/29/24 | Brian Boyd |
| Processes | FDOT Applications - Switching from the FLAIR transactions to the internal PALM functionality may be different for our internal systems. | Open | 6 (High/Medium) | As part of QA Test Plan include regression testing for internal processes. | | 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. | Open | 6 (High/Medium) | It is PALM responsibility to advise the changes to ensure we recgonize the correct change. | | 08/29/24 | 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 this period. | 10/07/24 | Mark Rissinger |
| Technology | PALM MFMP - Vendor specifications are incomplete. FDOT TVI uses TIN and Seq # for vendors; Supplier is the new name for vendor and Traveler is new name for sub vendors. FDOT needs additional specifications on vendor functionality to determine TVI remediation requirements. | Open | 4 (Medium/Mediu | Mitigation | Received additional information from PALM to continue remediation design. | 11/01/23 | Brian Boyd |
| 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. | | 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. | | 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. | | 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 |
| 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. | Open | 2 (Medium/Low) | Attend Thursday Task Talks and Design Workshops, and research PALM configurations. | | 08/29/24 | 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. | | 08/29/24 | Program Management |
| Technology<br>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. | | 10/07/24 | 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. | | 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. | | 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. | | 08/29/24 | 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. | | 08/29/24 | Brian Boyd |
| Processes<br>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. BP: Moved to Issue. | | 08/29/24 | Brian Boyd |
| Technology<br>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. | | 10/07/24 | Mark Rissinger |
| People<br>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 | Additional resources required to perform the work. 10/24/24 PALM offered FDOT Option 3 to track without budget, with some exceptions. | | 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<br>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<br>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<br>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<br>FPST Program Managers<br>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<br>FPST Program Managers<br>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<br>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<br>FDOT Florida PALM Agency Liaisons<br>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 |

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| 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<br>FDOT Florida PALM Agency Liaisons<br>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<br>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 Program and required activities for the state and federal fiscal year-end closings. | Logged | 06/30/23 | Executive FPST Program Sponsors | No comment this period |
| 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 | |
| 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 | |
| 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 | |
| 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 | |
| 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 | |
| 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 | |

## FDOT Agency-Specific Readiness Activities

| Critical Operational Elements | Activity Description | Date(s) | Impacted Stakeholder(s) and/or System(s) | Objective | Reporting Period Comments or Updates |
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| Processes | Project Management Liaison Forum meeting | 10/30/24 | The Agency's PALM Project Management leads | Share and collaborate among Agency Project Managers | Held in this period |
| Data | RW Task 514 - Complete Data Readiness Analysis and Data Cleansing Activities for Segments I and II | 10/31/24 | FDOT Florida PALM System Transition Team | Review Segment I and Segment II resources for change impacts to agency data and evaluate current state data readiness. Create an agency data cleansing plan and complete data cleansing activities. | In progress<br>- Completed as much as possible with current Segment information. Needing Segment IV feedback for completion, GL Account information, Budget information, Vendor information, and more.<br>- Reimagining the way we plan to use OCA1/OCA2 in PALM<br>- Anticipated completion in early October |
| Technology | Continued the analysis, planning, and development efforts for the Department's Electronic Estimate Disbursement (EED) system. | 10/31/24 | FDOT Florida PALM System Transition Team, End Users, SME's | Assess business continuity risks with the current architecture, identify major system dependencies, and inform the assessment of future state solutions to modernize EED. | OIT - Weekly EED project meeting series Tuesdays Sept-Oct 2024. |
| Processes<br>Technology<br>Data | RW Task 519 - Remediate Agency Business Systems based on Segment I | 10/31/24 | FDOT Florida PALM System Transition Team | Complete agency business system internal build and unit testing activities based on agency business system documentation updates for Segment I. | In progress - 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 perspectives. FDOT is planning to complete remediation tasks at once rather than in segment order. |
| Data | RW Task 526 - Complete Data Readiness Analysis and Data Cleansing Activities for Segment III | 10/31/24 | FDOT Florida PALM System Transition Team | Review Segment III resources for change impacts to agency data and evaluate current state data readiness. Update agency data cleansing plan and complete data cleansing activities. | Planning to complete as much as possible with current Segment information.<br>Needing Segment IV feedback for completion. |
| Processes<br>Technology<br>Data | RW Task 531 - Remediate Agency Business Systems based on Segment II | 10/31/24 | FDOT Florida PALM System Transition Team | Complete agency business system internal build and unit testing activities based on agency business system documentation updates for Segment II. | Segment delineations do not match with blended business system functionality. FDOT is planning to complete remediation tasks at once rather than in segment order. |
| Data | RW Task 541-A - Complete Configuration Workbooks for Segment IV | 10/31/24 | FDOT Florida PALM System Transition Team, Business Owners | Confirm agency-specific configurations for Segment IV.<br><br>Provide the agency-specific configurations needed for Project Costing (PC), if any. | Submitted on 9/11 |
| Data | RW Task 541-B - Complete Configuration Workbooks for Segment IV | 10/31/24 | FDOT Florida PALM System Transition Team, Business Owners | Confirm agency-specific configurations for Segment IV.<br><br>Provide the agency-specific configurations needed for Cash Management (CM). Select Agencies: AHCA, APD, COM, DBPR, DCF, DEP, DFS, DLA, DOH, EOG, FDACS, FDLE, FDOT, HSMV, JAC, LEG. | Submitted on 10/16 |
| Data | RW Task 542 - Complete Data Readiness Analysis and Data Cleansing Activities for Segment IV | 10/31/24 | FDOT Florida PALM System Transition Team, Technical and Database Leads | Review Segment IV resources for change impacts to agency data and evaluate current state data readiness. Update agency data cleansing plan and complete data cleansing activities. | Begining initial internal Meetings and Information Gathering "Will be completing from a systems perspective rather than segment perspective.<br>Segment delineations do not match with blended business system functionality. FDOT is planning to complete remediation tasks at once rather than in segment order.<br>Completion Target at 3/14/2025" |
| People<br>Processes<br>Technology<br>Data | RW Task 543 - Identify Change Impacts and Update Agency Business Process Documentation for Segment IV | 10/31/24 | FDOT Florida PALM System Transition Team | Review Segment IV resources; identify changes to people, process, technology, and data and update current state business process documentation. | Submitted on 10/28. |
| Processes<br>Technology | RW Task 544 - Update Agency Business System Documentation for Segment IV | 10/31/24 | FDOT Florida PALM System Transition Team | Review Segment IV resources; update agency business system documentation including functional requirements, technical requirements, and test cases. | Consolidating/Inputting Information for Submission<br>In Progress |
| Data | RW Task 545-A - Update and Finalize Florida PALM Conversion Inventory for Segment IV | 10/31/24 | FDOT Florida PALM System Transition Team, Business Owners | Review Segment IV resources; identify and document conversion needs for Florida PALM implementation. | Submitted on 10/21 |
| Technology | RW Task 546 - Update Florida | 10/31/24 | FDOT Florida PALM System | Review Segment IV resources; identify and document | Submitted on 10/30 |

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| Data | PALM Interface Inventory for Segment IV | | Transition Team | interface needs for Florida PALM implementation. | |
| Processes<br>Technology<br>Data | RW Task 547 - Remediate Agency Business Systems based on Segment III | 10/31/24 | FDOT Florida PALM System Transition Team | Complete agency business system internal build and unit testing activities based on agency business system documentation updates for Segment III. | Beginninging initial internal Meetings and Information Gathering<br>"Will be completing from a systems perspective rather than segment perspective.<br>Segment delineations do not match with blended business system functionality. FDOT is planning to complete remediation tasks at once rather than in segment order.<br>Completion Target at 3/14/2025" |
| People<br>Processes | RW Task 549 - Submit Training Survey | 10/31/24 | FDOT Florida PALM System Transition Team, Training Leads | Complete the training survey to identify Train the Trainer participants within your agency, if any. | Corrected Submission 10/1 |
| People<br>Technology | RW Task 536-B - Create Agency Specific User Acceptance Testing Plan | 10/31/24 | FDOT Florida PALM System Transition Team, QA Leads | Prepare a plan for agency participants to engage in User Acceptance Testing, develop agency testing scripts and materials and test all business processes.<br><br>Identify key components of test execution including test management. | Submitted on 10/11 |
| Data | RW Task 541-C - Complete Configuration Workbooks for Segment IV | 10/31/24 | FDOT Florida PALM System Transition Team, Business Owners | Confirm agency-specific configurations for Segment IV.<br><br>Provide the agency-specific configurations for Payroll (PR) and SpeedKey. | Corrected submission on 10/23. |
| People<br>Processes<br>Technology<br>Data | RW Task 551 - Submit Bimonthly Agency Readiness Status Report | 10/31/24 | FDOT Florida PALM System Transition Team | Agency Sponsor to confirm and submit bimonthly status report, in the format provided by the Project, on the activities and ongoing work within the agency to prepare their systems and impacted employees for the deployment of Florida PALM. | Submitted on 9/13 |
| People<br>Processes<br>Technology<br>Data | RW Task 552 - Manage Agency Specific Implementation Schedule, Risks and Issues | 10/31/24 | FDOT Florida PALM System Transition Team | Actively manage your agency's project activities including iterative updates to agency-specific project schedule and manage agency-unique risks and issues. | Submitted on 10/31. |
| Technology | RW Task 550-B - Participate in Technical Meeting to Receive Credentials and Access | 10/31/24 | FDOT Florida PALM System Transition Team, Technical Leads | For agencies who plan to send or pick up interface files from Florida PALM for the Financials and Payroll implementation, agency-identified File Managers are required to participate in a virtual meeting. During this meeting the Florida PALM Technical Team will provide credentials and confirm their agency's access to the Florida PALM MFT Server in preparation for future interface testing activities. | Submitted on 9/5 |
| Processes<br>Technology<br>Data | Weekly OOC - BSSO Staff Meeting | 10/31/24 | FDOT FPST Team<br>FDOT PALM End Users | Provide status update on readiness task and remediation status | Met weekly during reporting period Sept-Oct 2024 |
| People<br>Processes | Workforce Readiness Team Monthly Pulse Check Meetings | 10/31/24 | FDOT Florida PALM System Transition Team; FDOT End Users | Evaluate progress and direction for workforce related efforts toward remediation and preparation for PALM | Met monthly Sept-Oct |
| People<br>Processes<br>Technology | Continue bi-weekly meeting series for Florida PALM Readiness Work Tasks Update. | 10/31/24 | FDOT Florida PALM System Transition Team | Bi-weekly meeting with OOCand OIT program and project managers to assign and review efforts for RW task completion. | Met during reporting period Sept-Oct 2024 |
| Processes<br>Technology<br>Data | Meeting with Vendors to consider options for accelerating PALM readiness through technology solutions. | 10/31/24 | FDOT Florida PALM System Transition Team | Consider and evaluate technology solutions that may increase quality, reduce overall effort, and support steps towards PALM remediation. | Met with vendors during reporting period Sept-Oct 2024 |
| People<br>Processes | Updated FDOT Workforce Readiness team | 10/31/24 | FDOT Florida PALM System Transition Team; FDOT End Users | Conduct workforce related efforts for communication, direction, training, and associated deliverables towards analysis of resources, efforts, and knowledge gaps. | Team led by FDOT Office of Change Management |
| Processes | Azure DevOps Technical user story review | 10/31/24 | Subject Matter experts, Florida PALM System Transition Team | Discuss user stories | Regularly conducted for various ABS, such as RPS, CFM, PCM, ARI, and others, continued during the Sep-Oct Reporting period |
| Processes<br>Technology<br>Data | Continued analysis of the current use of Expansion Option and Expansion Set by the Department's computing assets to transition to the Florida PALM Speed Charts/SpeedKey and Speed Types (a.k.a. Accounting Tags) functionality. | 10/31/24 | FDOT Florida PALM System Transition Team, subject matter experts | Reduce the number of Speed Chart and Speed Types that will be required in the Florida PALM solution. Discussion on the design of the 10 character SpeedKey name, and how they will be used in applications. | Continued discussions during reporting period July-Sept 2024 |
| Technology | Continued the impact analysis and remediation of the Office of Work Program and Budget (OWPB) owned computing assets. | 10/31/24 | Multiple | Ensure OWPB systems continue to function after PALM implementation. | OWPB - Regular meetings and efforts to continue analysis |
| People<br>Processes<br>Technology<br>Data | PALM Thursday Task Talks | 10/31/24 | Florida PALM, FDOT Florida PALM System Transition Team | PALM RW task talks moved to Thursdays. PALM gives guidance on readiness workplan tasks. | 9/5. 9/12, 9/19, 9/26, 10/3, 10/10, 10/17, 10/24, 10/31 |
| People<br>Processes | Coordinated with Districts to create District specific readiness plans | 10/31/24 | FDOT District Employees | Raise Workforce Readiness at district Offices | Continued through Sept-Oct Reporting Period. |
| People<br>Processes | Updated the resource allocation plan | 10/31/24 | FDOT Florida PALM System Transition Team | Once we receive funding we want to maximize utilization of our resource so we developed a plan and assigned new project resources for the 24/25 fiscal year. | Continued updating through Sept-Oct Reporting Period. |
| People<br>Processes<br>Technology<br>Data | Documentation for Cost Allocation and Payroll Distributon | 10/31/24 | Everyone | To document the FDOT Cost Allocation and Payroll Distribution processes and develop a plan for system remediation. | Documentation continues during Sept-Oct 2024. |
| People<br>Processes<br>Technology<br>Data | Federal Programs Management | 10/31/24 | Federal Programs | To analyze the 59,474 mainframe flat files association with our federal programs management system to determine if any of them can be archived and are no longer needed. | Continued in this period |
| People<br>Processes<br>Technology | FL PALM Advisory Council-meeting | 10/31/24 | FDOT Florida PALM System Transition Team, Technical Leads | The Florida PALM Advisory Council reviews business process models during the design phase of the Florida PALM project. The council's review meetings are the final chance for agencies to provide feedback before the business process models are finalized. | September 18th and October 16th |
| Processes<br>Technology<br>Data | The Speedkey database has been designed and populated with the corresponding ChartField values which have been analyzed and defined. | 10/31/24 | FDOT Florida PALM System Transition Technical Team | Foundation for PALM remediation | Continued in this period |
| Technology<br>Data | The outbound interface Landing Zone database completed for 32 of the interfaces, 140 tables. | 10/31/24 | FDOT Florida PALM System Transition Technical Team | Foundation for PALM remediation and Integration | Continued in this period |
| Processes<br>Technology<br>Data | Actively Analyzing and/or Remediating 15 applications, including the top 10 as priority. | 10/31/24 | FDOT Florida PALM System Transition Business Analysts and SMEs | Iterative development for software remediation | Continued in this period |
| Processes<br>Technology<br>Data | Test cases completed or in progress for 7 applications. | 10/31/24 | FDOT Florida PALM System Transition Quality Assurance Analysts | Quality assurance for remediated software | Started this period and in progress. |

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| Processes<br>Technology<br>Data | Mapping data elements of the FLAIR transaction cost tables to the respective PALM data interfaces. | 10/31/24 | FDOT Florida PALM System Transition Business Analysts and SMEs | Foundation for PALM remediation and Integration | Continued in this period |
| People<br>Processes<br>Technology<br>Data | Segment IV Design Workshop: Carry/Certified Forward & Budget Close | 10/31/24 | The Agency's SME and technical leads for PALM | Present the Process Carry/Certified Forward Payables and Vouchers processes, and Budget Close process. | Held in this period |
| People<br>Processes<br>Technology<br>Data | Segment IV Design Workshop: Account Management and Financial Reporting | 10/31/24 | The Agency's SME and technical leads for PALM | Present Manage Cash Checking, Chart of Account Values. | Held in this period |
| People<br>Processes<br>Technology<br>Data | Segment IV Design Workshop: Account Management and Financial Reporting | 10/31/24 | The Agency's SME and technical leads for PALM | Present Budget Structures and Transactions including Speedkeys. | Held in this period |
| People<br>Processes<br>Technology<br>Data | Monthly PALM Executive Steering Committee meetings | 10/31/24 | Florida PALM DFS leadership and Agency leads | The Florida PALM Executive Steering Committee will meet to discuss the status of the Florida PALM Project. | Held on 9/25/24, 10/8/24, 10/30/24 |
| People<br>Processes<br>Technology | SAMAS Table Processing:Vendor Knowledge Transfer meeting | 10/31/24 | FDOT Florida PALM System Transition Team; FDOT End Users | Covered transition activities. | Meetings continued during the Sept-Oct Reporting Period |
| People<br>Processes<br>Technology<br>Data | FPST Internal Workgroup Meetings | 10/31/24 | FDOT Florida PALM System Transition Team | Weekly workgroup meetings are to discuss, deep-dive, and document all efforts/tasks related to PALM readiness. | Continued weekly through Sept-Oct Reporting Period. Each Thursday, held on 9/5, 9/12, 9/19, 9/26, 10/3, 10/10, 10/17, 10/24, 10/31 |
| Processes<br>Technology<br>Data | Weekly OOC - BSSO Staff Meeting | 10/31/24 | FDOT FPST Team<br>FDOT PALM End Users | Provide status update on readiness task and remediation status | Continued weekly through Sept-Oct Reporting Period. |
| People<br>Processes | Workforce Readiness Team Monthly Pulse Check Meetings | 10/31/24 | FDOT Florida PALM System Transition Team; FDOT End Users | Evaluate progress and direction for workforce related efforts toward remediation and preparation for PALM | Continued monthly through Sept-Oct Reporting Period |
| People<br>Processes<br>Technology | Florida PALM/FDOT touchpoint meeting | 10/31/24 | FDOT Florida PALM System Transition Team, Florida PALM | This is a recurring monthly Florida PALM Readiness touchpoint meeting between your agency's Change Champion Network (CCN) and your Readiness Coordinator, Felicia Hall. You have been invited to this meeting because your agency has identified you as a Primary or Back-up CCN member to support Florida PALM related activities. | Continued through Sept-Oct Reporting Period. |
| People<br>Processes<br>Technology | FL PALM Interfaces Weekly Meeting | 10/31/24 | FDOT Florida PALM System Transition Team | Weekly meeting with vendor, to review work items related to interfaces. | Continued through Sept-Oct Reporting Period. |
| People<br>Processes<br>Technology | Florida PALM FDOT Touchpoint Agenda Meeting | 10/31/24 | FDOT Florida PALM System Transition Team | prepare for PALM touchpoint meeting. | Continued through Sept-Oct Reporting Period. |
| People<br>Processes<br>Technology | Continue weekly meeting series for Florida PALM Readiness Work Tasks Update. | 10/31/24 | FDOT Florida PALM System Transition Team | Weekly meeting with OOC, OIT, and OWPB program and project managers to assign and review efforts for RW task completion. | Continued weekly through Sept-Oct Reporting Period. |
| People<br>Processes | PALM Resource Revision Meetings, Interviews, and onboarding of staff augmentation positions. | 10/31/24 | FDOT Florida PALM System Transition Team | Assess resource needs and hire staff for progressing towards PALM analysis and remediation. | Sept-Oct 2024 - 18 resources hired and onboarded. More resources are expected to be added. |
| People<br>Processes<br>Technology<br>Data | FDOT Change Champion Network Meeting | 10/31/24 | FDOT Florida PALM System Transition Team, Suject Matter Experts, Florida PALM End Users | A meeting with Change Champion networkers to discuss<br>Project Schedule, District Communications, Remediation Playbook, Project Staffing, Project Management Approach - Agile, Workforce Readiness-Training Survey, OOC Mainframe Clean-up, Agency Specific Test Plan, Question Log, Segment IV Design, Q&A | 11/4. |
| People<br>Processes<br>Technology<br>Data | Weekly PALM Project Weekly Stand Up Meeting | 10/31/24 | FDOT Florida PALM System Transition Team, SME's | Weekly stand up covering all areas of the program with all respective leaders and team members. | Each Monday, held on 9/9,/9/16, 9/23, 9/30, 10/7, 10/14, 10/21, 10/28 |
| Technology | RW 553 Prepare for Interface Testing | 10/31/24 | FDOT Florida PALM System Transition Team | Part of the UAT Test Plan and the Interface Testing Strategy. | Completed 10/18/24 |
| Technology | RW 554 Participate in Connectivity Testing for Cycle 1 Interface Testing | 10/31/24 | FDOT Florida PALM System Transition Team | Testing the Connectivity to confirm the ability to transmit for interfaces. RW tasks as assigned by Florida PALM. | Completed 10/04/24 |
| People | PALM Budget Planning Meeting for FY 24 and FY 25 | 10/31/24 | FDOT Florida PALM System Transition Team | PALM Budget/ resource Planning Meeting for FY 24 and FY 25 | Ongoing through Sept-Oct Reporting period |
| Processes<br>Technology<br>Data | FDOT Interfaces Mapping Session Meetings | 10/31/24 | FDOT Florida PALM System Transition Team, Florida PALM End Users | Discuss mapping of interfaces and how we will document them via user stories. | Various meetings held weekly, including but not limited to interfaces in ARI, POI, IUI, and GLI. |
| People<br>Processes<br>Technology<br>Data | Monthly PALM / DIMM leadership meetings | 10/31/24 | FDOT Florida PALM System Transition Team, Executive Leadership | Discuss with executive stakeholders PALM's progress, budget, risks, and receive guidance | Meetings continue monthly, held on 9/23/24 and 10/21/24 |
| People<br>Processes | FPST Budget and Task Tracking meeting for Quarterly Update | 10/31/24 | FDOT Florida PALM System Transition Team | Preparation for July/August/September Quarterly Status Report | Meetings to create and update the QSR for the quarter. |
| People<br>Processes<br>Technology | Monthly RAID Log and Risks meetings | 10/31/24 | FDOT Florida PALM System Transition Team | Identify, assess, and develop mitigation plans for Risks and Issues. | Met for September and October: 10/02/24, 10/25/24 |
| People<br>Processes<br>Technology<br>Data | Weekly PALM Technical Discussion meetings | 10/31/24 | FDOT Florida PALM System Transition Technical Team | Weekly PALM Technical Discussion meetings | Each Monday, held on 9/9,/9/16, 9/23, 9/30, 10/7, 10/14, 10/21, 10/28 |
| People<br>Processes<br>Technology | Discussion with PALM Leadership Meeting | 10/31/24 | FDOT Florida PALM System Transition Team leadership | Discussing timeline and module configuration concerns between PALM and the FPST Team | Occurred on 10/23/2024 |
| People<br>Processes<br>Technology | PALM Budget Status Meeting with LASPBS | 10/31/24 | FDOT Florida PALM System Transition Team leadership | Discussed current project status, the impact to the budget and future potential resource needs. | Occurred on 9/4/2024 |
| Technology<br>Data | Chart of Account System Analysis by Database Programs | 10/31/24 | FDOT Florida PALM System Transition Team | Chart of Account System Analysis by Database Programs | Ongoing through Sept-Oct Report Period |
| Technology | Continuing design, build, and population of remediation infrastructure. | 10/31/24 | FDOT Florida PALM System Transition Team, Florida PALM end users | Design and build PALM infrastructure. | OIT - In Progress. The necessary infrastructure is in place and continues to be configured with the advancement of the remediation and testing. |
| People | SOW Drafting and Hiring Activities for Additional FPST resources | 10/31/24 | FDOT Florida PALM System Transition Team | SOW Drafting and Hiring Activities for Additional FPST resources. March-May 2024. | All resources have been hired and assignments made. |
| People<br>Processes<br>Technology<br>Data | Bi-Weekly Payroll Analysis Stand Up | 10/31/24 | FDOT Florida PALM System Transition Team, SME's | OIT - A bi-weekly meeting series to check in on status of PPS PALM analysis documentation and any roadblocks. | Reviewing interface changes and known impacts. |
| People<br>Processes<br>Technology | Payroll Distribution analysis workgroups | 10/31/24 | FDOT Florida PALM System Transition Team, SMEs | Analysis of PPS Payroll system for current state, PALM impacts, and to-be state. | Continued analysis of Personnel Payroll System during reporting period May-July 2024 with emphasis on data tables for development environment. |

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| Data | | | | | |
| People<br>Processes<br>Technology<br>Data | PPS System Remediation | 10/31/24 | FDOT Florida PALM System Transition Team, SME's | Remediate in place for PALM. Solution for Quantity field to be stored locally. | OIT - Moving partially to separate system, expanded team, identifying requirements for Enterprise ETL for PPS tables. |
| Processes<br>Technology<br>Data | Landing Zone Workgroup and Design | 10/31/24 | FDOT Florida PALM System Transition Team, SMEs | Landing Zone internal workgroups and implementations efforts towards preparation of interface ingest system. | OIT - Landing Zone table designed per PALM Outbound Files, however cannot complete and close until all outstanding questions have been answered and PALM design complete. |
| Technology<br>Data | Implementation of Account COA in test server environment | 10/31/24 | FDOT Florida PALM System Transition Team | Implementation of Account COA in test server ZUNIT01 environment | Ongoing July-Sept 2024. |
| People<br>Processes | Updated FDOT Workforce Readiness team | 10/31/24 | FDOT Florida PALM System Transition Team; FDOT End Users | Conduct workforce related efforts for communication, direction, training, and associated deliverables towards analysis of resources, efforts, and knowledge gaps. | Team led by FDOT Office of Change Management |
| Technology<br>Data | Infrastructure Tasks | 10/31/24 | FDOT Florida PALM System Transition Team | Chart of Account analysis, Data structure changes, data cleansing for legacy Chartfield attributes | OIT - Sept-Oct 2024. |
| People | Onboard new resources | 10/31/24 | FDOT Florida PALM System Transition Team | Onboarding new staff aug. to FPST project | Sept-Oct 2024. |
| Technology<br>Data | Expansion Option Analysis | 10/31/24 | FDOT Florida PALM System Transition Team, SME's | In-depth analysis of DB2, mainframe, and Azure tables for Expansion Option impacts. | Continued through reporting period July-Sept 2024. Assessing range of impact across business systems and changes for accommodating SpeedKeys. |
| People<br>Processes<br>Technology<br>Data | Payroll Distribution analysis workgroups | 10/31/24 | FDOT Florida PALM System Transition Team, SMEs | Analysis of PPS Payroll system for current state, PALM impacts, and to-be state. | Continued analysis of Personnel Payroll System during reporting period July-Sept 2024 with emphasis on screen usage for development environment. |
| Technology | Launch Pad planning and development | 10/31/24 | FDOT Florida PALM System Transition Team, Florida PALM end users | Location for data packages to be collected and sent to PALM Inbound interfaces. | Planning and development efforts continued July-Sept 2024.Recent focus on database tables creation and framed structure of launch control application. |
| People | Review candidates' resumes and work samples, interviews, and onboard new resources | 10/31/24 | FDOT Florida PALM System Transition Team | resourcing and onboarding activities to FPST project | Sept-Oct 2024. |
| Processes<br>Technology<br>Data | Analyzed and created mapping for PALM Project Activity Codes | 10/31/24 | PALM Integration | PALM Interface creation | Started this period and in progress. |
| Processes<br>Technology<br>Data | Analyzed chart of accounts mappings from PALM released October 20th and began mapping new revenue codes | 10/31/24 | PALM Integration | PALM Interface creation | Started this period and in progress. |
| Processes<br>Technology<br>Data | Began discussions for an automated budget allotment balance procedure to replace allotment balance (MA1/MB1 files) from FLAIR. This data is joined with various other key department data sources in a variety of reports and applications across several units. | 10/31/24 | FDOT Florida PALM System Transition Team | Remediation | Started this period and in progress. |
| Processes<br>Technology<br>Data | Began mapping Asset Master | 10/31/24 | PALM Integration | PALM Interface creation | Started this period and in progress. |
| Processes<br>Technology<br>Data | Completed design of required PALM Awareness Training for FLAIR Users | 10/31/24 | FDOT Florida PALM System Transition Team, SMEs, and FL PALM End Users | Outreach | Started this period and in progress. |
| People<br>Processes<br>Technology<br>Data | Weekly Florida PALM Task Talk Teams meeting | 10/31/24 | Agency PALM project members | Share published instructions for new Readiness Workplan tasks. | Held each Thursday online |

## 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

## FDOT Status Report Confirmation

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

**Helpful Links**

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

# 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**

September - October 2024

**Agency Sponsor**

Lisa Mustain

## CCN Composition

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

**Change Champion Network:**

- Unique Filled Role = 7
- Duplicate Filled Role = 9
- 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 = 90.51%**

- Submitted Complete = 28
- Submitted Incomplete = 1
- Completed After Submission = 10

## 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 = 96.57%**

- Submitted On Time = 56
- Submitted Late = 9
- 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 | **531** | Remediate Agency Business Systems based on Segment II | 04/29/24 | 10/04/24 | 100% - Submitted | **10/03/24** | | Submission Complete | |
| Direct | Data | **541-A** | Complete Configuration Workbooks for Segment IV | 07/22/24 | 09/06/24 | 100% - Submitted | **09/05/24** | Currently FGCC is not planning on using Project Costing, however this may change in the upcoming months | Submission Complete | |
| N/A | Data | **542** | Complete Data Readiness Analysis and Data Cleansing Activities for Segment IV | 07/22/24 | 10/18/24 | 100% - Submitted | **10/18/24** | | Submission Complete | |
| N/A | Processes | **543** | Identify Change Impacts and Update Agency Business Process Documentation for Segment IV | 07/22/24 | 10/18/24 | 100% - Submitted | **10/18/24** | | Submission Complete | |
| N/A | Technology | **544** | Update Agency Business System Documentation for Segment IV | 07/22/24 | 10/18/24 | 100% - Submitted | **10/18/24** | | Submission Complete | |
| Direct | Technology | **545-A** | Update and Finalize Florida PALM Conversion Inventory for Segment IV | 07/22/24 | 10/18/24 | 100% - Submitted | **10/18/24** | | Submission Complete | |
| Direct | Technology | **546** | Update Florida PALM Interface Inventory for Segment IV | 07/22/24 | 10/18/24 | Pending Resubmission | **10/18/24** | | Submission Incomplete | 11/04/24 |
| 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 | | | | |
| Direct | People | **549** | Submit Training Survey | 08/12/24 | 09/20/24 | 100% - Submitted | **09/06/24** | | Submission Complete | 10/01/24 |
| Indirect | People | **536-B** | Create Agency Specific User Acceptance Testing Plan | 08/19/24 | 10/11/24 | 100% - Submitted | **10/11/24** | | Submission Complete | |
| Direct | Data | **541-C** | Complete Configuration Workbooks for Segment IV | 08/26/24 | 10/04/24 | 100% - Submitted | **10/04/24** | | Submission Complete | 10/11/24 |
| N/A | N/A | **551** | Submit Bimonthly Agency Readiness Status Report | 08/30/24 | 09/11/24 | 100% - Submitted | **09/11/24** | | Submission Complete | |
| N/A | N/A | **552** | Manage Agency Specific Implementation Schedule, Risks and Issues | 08/30/24 | 10/31/24 | 100% - Submitted | **10/25/24** | | N/A | |
| Direct | Technology | **550-B** | Participate in Technical Meeting to Receive Credentials and Access | 09/03/24 | 09/13/24 | 100% - Submitted | **09/13/24** | | N/A | |
| Indirect | Technology | **553** | Prepare for Interface Testing | 09/16/24 | 10/18/24 | 100% - Submitted | **10/18/24** | | Submission Complete | |
| Direct | Technology | **554** | Participate in Connectivity Testing for Cycle 1 Interface Testing | 09/16/24 | 10/04/24 | 100% - Submitted | **10/03/24** | | Submission Complete | |
| Direct | Data | **541-D** | Complete Configuration Workbooks for Segment IV - General Ledger (GL) | 10/07/24 | 11/01/24 | 100% - Submitted | **11/14/24** | | Submission Complete | |
| Direct | Data | **555-A** | Complete Data Cleansing Based on Mock Conversion 1 - Projects (PCC001) | 10/07/24 | 11/22/24 | 25% - Beginning Initial Internal Meetings and Information Gathering | | | | |
| N/A | People | **559** | Share Florida PALM Updates | 10/14/24 | 10/25/24 | 100% - Submitted | **10/25/24** | | 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 | | | | | |
| 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 | | | | | |
| Direct | Data | **555-C** | Complete Data Cleansing Based on Mock Conversion 1 (AMC001 and POC001) | 11/08/24 | 12/06/24 | | | | | |

## People

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

### Implementation:

**Planned Florida PALM End Users = 14**

• Business Process Groupings = 12/13

**Identified Subject Matter Experts = 13**

**• SMEs by Business Process Grouping**

- Account Mgmt. and Financial Reporting = 4
- Accounts Receivable = 1
- Asset Accounting and Mgmt. = 1
- Banking = 2
- Budget Mgmt. and Cash Control = 3
- Contracts Mgmt. = 2
- Disbursements Mgmt. = 1
- Grants Mgmt. = 0
- Inter/IntraUnit Transactions = 2
- Payroll Mgmt. = 4
- Projects Mgmt. = 0
- Revenue Accounting = 2
- System Access and Controls = 2

**Role Mapping = TBD**

**Training = TBD**

## Processes

The sequence of procedures to accomplish a business objective.

### Current-State:

**Cataloged Business Processes = 29**

• Related Business Systems = 8

• Related Reports = 51

**• Documentation Status:**

- Complete = 27 Partial = 0 Not Started = 0

### Implementation:

**Impacted Agency Business Processes = 29**

• Related Business Process Groupings = 10

- Planned Spreadsheet Uploads = 0

**• Level of Impact: People Changes**

- High = 29 Medium = 0 Low = 0 None = 0 Uncertain = 0

**• Level of Impact: Processes Changes**

- High = 16 Medium = 13 Low = 0 None = 0 Uncertain = 0

**• Level of Impact: Technology Changes**

- High = 28 Medium = 1 Low = 0 None = 0 Uncertain = 0

**• Level of Impact: Data Changes**

- High = 28 Medium = 1 Low = 0 None = 0 Uncertain = 0

**• Segments I & II Documentation Update Status**

- Not Started = 0 In Progress = 0 Complete = 9

**• Segment III Documentation Update Status**

- Not Started = 0 In Progress = 0 Complete = 14

## Technology

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

### Current-State:

**Cataloged Business Systems = 8**

**• Criticality:**

- High = 8 Med = 0 Low = 0 None = 0

**• Documentation Status:**

- Complete = 7 Partial = 0 Not Started = 1

**Cataloged Interfaces = 0**

- Inbound Interfaces = 0
- Outbound Interfaces = 0

### Implementation:

**Business Systems Planned for Integration = 7**

**• Segment I - Documentation Updates:**

- Complete = 2 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 2

**• Segment II - Documentation Updates:**

- Complete = 2 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 2

**• Segment III - Documentation Updates:**

- Complete = 4 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 0

**Planned Interfaces = 45**

- Inbound Interfaces = 18
- Outbound Interfaces = 26

## Data

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

### Current-State:

**Unique FLAIR Data Elements = 70**

**• Associated Unique Uses = 70**

- Continued Use - Yes = 48
- Continued Use - No = 17

**• Associated Business Systems = 4**

**Cataloged Reports = 63**

**• Criticality:**

- High = 56 Med = 3 Low = 6 None = 2

### Implementation:

**Segments I & II Planned Configurations = 6/9**

**• Accounts Receivable (AR)**

- Planned Distribution Codes = 35

**• Asset Management (AM)**

- Planned Location Codes = 1
- Planned Associated Area ID's = None

**• Commitment Control (KK)**

- Planned Option = Option # 1 - Track with Budget

**• General Ledger (GL)**

- Planned Budgetary Value Combo Edits = 111
- Planned Local Funds = None
- Planned Organization ID's = 2
- Planned OA1's = 3
- Planned OA2's = None

**Segment IV Planned Configurations**

- Started = 1 Not Started = 1

**Conversions & Data Readiness**

• Conversions Needed = 8

• Agency Data Outside of Primary Source System(s) = 0

**• Data Readiness/Cleansing Status:**

- Complete = 4 In Progress = 0 Not Started = 0 Not Applicable 0

**Reports = TBD**

# Agency Reported

The Risks, Issues, Assumptions and Readiness Activities tables below display only items that 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 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) | 08/15/24 | Rob Stoner |
| 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) | 09/27/24 | |
| 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 | Open | 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) | 09/27/24 | |
| 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. | 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) | 09/27/24 | |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| | This information is needed in order for FGCC to implement any process and procedures for UAT testing and go live data verification. | | | | | | |
| Processes<br>Technology<br>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) | 09/27/24 | |
| 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) | 05/02/24 | Rob Stoner |
| Technology<br>Data | When do not have an estimated time frame of when we will be able to test both inbound and outbound PALM Interfaces | Open | 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 have not received any update from DFS on this risk (10/25/2024) | 05/02/24 | 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 montioring, 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) | 05/02/24 | Rob Stoner |
| Processes<br>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) | 06/28/24 | Rob Stoner |

## 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<br>Processes<br>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 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<br>Technology<br>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 |

## FGCC Agency-Specific Readiness Activities

| Critical Operational Elements | Activity Description | Date(s) | Impacted Stakeholder(s) and/or System(s) | Objective | 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

## FGCC Status Report Confirmation

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

**Helpful Links**

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

# FLHSMV 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**

September - October 2024

**Agency Sponsor**

Steve Burch

## CCN Composition

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

**Change Champion Network:**

- Unique Filled Role = 15
- Duplicate Filled Role = 5
- 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 = 83.90%**

- Submitted Complete = 31
- Submitted Incomplete = 3
- 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 = 93.91%**

- Submitted On Time = 54
- Submitted Late = 11
- 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 = 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 |
|---|---|---|---|---|---|---|---|---|---|---|
| | 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 | Technology | **531** | Remediate Agency Business Systems based on Segment II | 04/29/24 | 10/04/24 | 100% - Submitted | **09/13/24** | | Submission Complete | |
| Direct | Data | **541-A** | Complete Configuration Workbooks for Segment IV | 07/22/24 | 09/06/24 | 100% - Submitted | **09/06/24** | | Submission Complete | |
| Direct | Data | **541-B** | Complete Configuration Workbooks for Segment IV | 07/22/24 | 09/06/24 | 100% - Submitted | **09/06/24** | | Submission Complete | |
| N/A | Data | **542** | Complete Data Readiness Analysis and Data Cleansing Activities for Segment IV | 07/22/24 | 10/18/24 | 100% - Submitted | **10/18/24** | Resubmitted 10/23/2024 | Submission Complete | 10/23/24 |
| 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 | |
| Direct | Technology | **545-A** | Update and Finalize Florida PALM Conversion Inventory for Segment IV | 07/22/24 | 10/18/24 | 100% - Submitted | **10/18/24** | | Submission Complete | |
| Direct | Technology | **546** | Update Florida PALM Interface Inventory for Segment IV | 07/22/24 | 10/18/24 | 100% - Submitted | **10/25/24** | On track to submit by week ending 10/25/24. - KG 10/17/24; Need to add InterUnit Interface. - added. | Submission Complete | |
| N/A | Technology | **547** | Remediate Agency Business Systems based on Segment III | 07/22/24 | 12/13/24 | 50% - In Progress | | | | |
| Direct | People | **549** | Submit Training Survey | 08/12/24 | 09/20/24 | 100% - Submitted | **09/09/24** | | Submission Complete | |
| Indirect | People | **536-B** | Create Agency Specific User Acceptance Testing Plan | 08/19/24 | 10/11/24 | 100% - Submitted | **10/17/24** | Submitted - KG 10/17/24; On track for completion by week ending October 18. | Submission Complete | |
| Direct | Data | **541-C** | Complete Configuration Workbooks for Segment IV | 08/26/24 | 10/04/24 | 100% - Submitted | **10/04/24** | Per comm with RC FH on 10/8/24, this task should be accepted as-is. PALM to update status. - KG 10/9/24; Secure files uploaded 10/4/24 per SC. - KG 10/4/24 | Submission Complete | 10/17/24 |
| N/A | N/A | **551** | Submit Bimonthly Agency Readiness Status Report | 08/30/24 | 09/11/24 | 100% - Submitted | **09/06/24** | | Submission Complete | |
| N/A | N/A | **552** | Manage Agency Specific Implementation Schedule, Risks and Issues | 08/30/24 | 10/31/24 | 100% - Submitted | **10/29/24** | | N/A | |
| Direct | Technology | **550-B** | Participate in Technical Meeting to Receive Credentials and Access | 09/03/24 | 09/13/24 | 100% - Submitted | **09/05/24** | | N/A | |
| Indirect | Technology | **553** | Prepare for Interface Testing | 09/16/24 | 10/18/24 | 100% - Submitted | **10/18/24** | | Submission Complete | |
| Direct | Technology | **554** | Participate in Connectivity Testing for Cycle 1 Interface Testing | 09/16/24 | 10/04/24 | 100% - Submitted | **10/01/24** | | Submission Complete | |
| Direct | Data | **541-D** | Complete Configuration Workbooks for Segment IV - General Ledger (GL) | 10/07/24 | 11/01/24 | 100% - Submitted | **10/28/24** | | Submission Complete | |

| | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| Direct | Data | **555-A** | Complete Data Cleansing Based on Mock Conversion 1 - Projects (PCC001) | 10/07/24 | 11/22/24 | 75% - Consolidating/Inputting Information for Submission | | | | |
| N/A | People | **559** | Share Florida PALM Updates | 10/14/24 | 10/25/24 | 100% - Submitted | **10/25/24** | | 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 | 50% - In Progress | | | | |
| 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 | 25% - Beginning Initial Internal Meetings and Information Gathering | | | | |
| Direct | Data | **555-C** | Complete Data Cleansing Based on Mock Conversion 1 (AMC001 and POC001) | 11/08/24 | 12/06/24 | 25% - Beginning Initial Internal Meetings and Information Gathering | | | | |

## People

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

### Implementation:

**Planned Florida PALM End Users = 58**

• Business Process Groupings = 13/13

**Identified Subject Matter Experts = 24**

**• SMEs by Business Process Grouping**

- Account Mgmt. and Financial Reporting = 1
- Accounts Receivable = 1
- Asset Accounting and Mgmt. = 2
- Banking = 3
- Budget Mgmt. and Cash Control = 2
- Contracts Mgmt. = 4
- Disbursements Mgmt. = 5
- Grants Mgmt. = 3
- Inter/IntraUnit Transactions = 5
- Payroll Mgmt. = 1
- Projects Mgmt. = 2
- Revenue Accounting = 9
- System Access and Controls = 2

**Role Mapping = TBD**

**Training = TBD**

## Processes

The sequence of procedures to accomplish a business objective.

### Current-State:

**Cataloged Business Processes = 150**

• Related Business Systems = 4

• Related Reports = 54

**• Documentation Status:**

- Complete = 58 Partial = 20 Not Started = 53

### Implementation:

**Impacted Agency Business Processes = 150**

• Related Business Process Groupings = 10

- Planned Spreadsheet Uploads = 2

**• Level of Impact: People Changes**

- High = 40 Medium = 30 Low = 59 None = 2 Uncertain = 0

**• Level of Impact: Processes Changes**

- High = 45 Medium = 23 Low = 52 None = 11 Uncertain = 0

**• Level of Impact: Technology Changes**

- High = 40 Medium = 40 Low = 41 None = 9 Uncertain = 0

**• Level of Impact: Data Changes**

- High = 51 Medium = 37 Low = 42 None = 1 Uncertain = 0

**• Segments I & II Documentation Update Status**

- Not Started = 7 In Progress = 68 Complete = 12

**• Segment III Documentation Update Status**

- Not Started = 13 In Progress = 10 Complete = 9

## Technology

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

### Current-State:

**Cataloged Business Systems = 7**

**• Criticality:**

- High = 5 Med = 2 Low = 0 None = 0

**• Documentation Status:**

- Complete = 5 Partial = 2 Not Started = 0

**Cataloged Interfaces = 5**

- Inbound Interfaces = 3
- Outbound Interfaces = 2

### Implementation:

**Business Systems Planned for Integration = 3**

**• Segment I - Documentation Updates:**

- Complete = 0 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 3

**• Segment II - Documentation Updates:**

- Complete = 0 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 2

**• Segment III - Documentation Updates:**

- Complete = 0 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 3

**Planned Interfaces = 5**

- Inbound Interfaces = 1
- Outbound Interfaces = 2

## Data

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

### Current-State:

**Unique FLAIR Data Elements = 92**

**• Associated Unique Uses = 155**

- Continued Use - Yes = 85
- Continued Use - No = 4

**• Associated Business Systems = 3**

**Cataloged Reports = 165**

**• Criticality:**

- High = 94 Med = 18 Low = 49 None = 23

### Implementation:

**Segments I & II Planned Configurations = 6/9**

**• Accounts Receivable (AR)**

- Planned Distribution Codes = 95

**• Asset Management (AM)**

- Planned Location Codes = 92
- Planned Associated Area ID's = 985

**• Commitment Control (KK)**

- Planned Option = None

**• General Ledger (GL)**

- Planned Budgetary Value Combo Edits = 352
- Planned Local Funds = None
- Planned Organization ID's = 407
- Planned OA1's = 22
- Planned OA2's = None

**Segment IV Planned Configurations**

- Started = 2 Not Started = 0

**Conversions & Data Readiness**

• Conversions Needed = 10

• Agency Data Outside of Primary Source System(s) = 1

**• Data Readiness/Cleansing Status:**

- Complete = 4 In Progress = 0 Not Started = 0 Not Applicable 2

**Reports = TBD**

# Agency Reported

The Risks, Issues, Assumptions and Readiness Activities tables below display only items that 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 |
|---|---|---|---|---|---|---|---|
| Processes<br>Technology<br>Data | HSMV will need to update its scanning capabilities to include Florida PALM voucher schedule instead of FLAIR voucher schedule. | Open | 6 (High/Medium) | 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 |
| 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 | 3 (High/Low) | 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 |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| Technology | HSMV uses a mainframe application to process Hireback payroll outside of People First. HSMV needs to have the ability to process payments to multiple FHP Troopers for Hireback jobs worked at different hourly rates. | Open | 3 (High/Low) | HSMV has met with Florida PALM staff to understand how Hireback pay will be processed. Florida PALM will create an interface (PRI005) that will be used by HSMV. HSMV is waiting to see for Segment IV discussion related to payroll to better understand how Hireback will work. | Updated for Segment IV | 08/22/24 | Mike Alexander / Daphne Dennis |

## 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. | Accounting has 10 vacant position and is authorized to fill 7 of these positions. | 08/22/24 | Steve Burch / Mike Alexander |

## 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<br>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. | No Change |
| 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 | State Agencies are required to produce vouchers for DFS audit and retain for documenting purposes. |
| Data | PAPS or similar report will be generated by PALM for Hireback payroll. | Logged | 08/22/24 | Payroll Section and Financial Accounting Section | This is needed for reimbursement of invoices from FDOT. |

## FLHSMV Agency-Specific Readiness Activities

| Critical Operational Elements | Activity Description | Date(s) | Impacted Stakeholder(s) and/or System(s) | Objective | Reporting Period Comments or Updates |
|---|---|---|---|---|---|
| Processes<br>Data | Discussed Budget Allotment Control Options | 09/23/24 | Budget staff | To provide information around decision-making for budget allotment control options in PALM, following the PALM Advisory Council Meeting on 9/18/2024. | |
| Processes<br>Data | Discussed PALM Interface Testing Activities and timeline | 09/24/24 | CCN, Technical SMEs | Provided Interface Testing Activities and timeline of testing from PALM. | |
| People<br>Processes | Review Segment IV process changes and role impacts to agency | 10/09/24 | Accounting and Budget Staff | Discuss impacts from Segment IV process models on agency processes. Also reviewed and discussed impacts from Segments I, II, II, IV in summary. Collaborated during meeting(s) and via followup communication to capture updates. | |
| Processes<br>Data | Discuss Agency Interfaces | 10/14/24 | Accounting staff; Technical SMEs; PeopleFirst | Discuss FLHSMV interface(s) with PeopleFirst, particularly Hireback and proposed solution APS200/PRI005 | Meeting included PeopleFirst, DMS, PALM, FLHSMV |

## 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: |
|---|---|---|---|
| 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 |

**Helpful Links**

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

# 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**

September - October 2024

**Agency Sponsor**

Tracie Snow

## CCN Composition

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

**Change Champion Network:**

- Unique Filled Role = 4
- Duplicate Filled Role = 12
- 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 = 90.00%**

- Submitted Complete = 23
- Submitted Incomplete = 0
- Completed After Submission = 17

## 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 = 96.88%**

- Submitted On Time = 50
- Submitted Late = 12
- 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

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 | 100% - Submitted | **07/03/24** | We use FLAIR directly and do not have agency interfaces | Submission Complete | |
| N/A | People | **535** | Update Workforce Readiness Plan | 06/17/24 | 08/02/24 | Pending Resubmission | **07/03/24** | | Submission Complete | 07/18/24 |
| Direct | Data | **541-A** | Complete Configuration Workbooks for Segment IV | 07/22/24 | 09/06/24 | 100% - Submitted | **09/10/24** | We do not use agency interfaces to PALM | Submission Complete | |
| N/A | Data | **542** | Complete Data Readiness Analysis and Data Cleansing Activities for Segment IV | 07/22/24 | 10/18/24 | 100% - Submitted | **10/16/24** | Done | Submission Complete | 10/29/24 |
| N/A | Processes | **543** | Identify Change Impacts and Update Agency Business Process Documentation for Segment IV | 07/22/24 | 10/18/24 | 100% - Submitted | **10/16/24** | NA | Submission Complete | 10/29/24 |
| N/A | Technology | **544** | Update Agency Business System Documentation for Segment IV | 07/22/24 | 10/18/24 | 100% - Submitted | **10/16/24** | NA | Submission Complete | |
| Direct | Technology | **545-A** | Update and Finalize Florida PALM Conversion Inventory for Segment IV | 07/22/24 | 10/18/24 | 100% - Submitted | **10/16/24** | NA | Submission Complete | 10/29/24 |
| Direct | Technology | **546** | Update Florida PALM Interface Inventory for Segment IV | 07/22/24 | 10/18/24 | 100% - Submitted | **10/16/24** | NA | Submission Complete | |
| 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 | People | **549** | Submit Training Survey | 08/12/24 | 09/20/24 | 100% - Submitted | **09/10/24** | Not applicable | Submission Complete | 09/25/24 |
| Indirect | People | **536-B** | Create Agency Specific User Acceptance Testing Plan | 08/19/24 | 10/11/24 | 100% - Submitted | **10/24/24** | | Submission Complete | 11/05/24 |
| Direct | Data | **541-C** | Complete Configuration Workbooks for Segment IV | 08/26/24 | 10/04/24 | 100% - Submitted | **10/18/24** | | Submission Complete | 10/24/24 |
| N/A | N/A | **551** | Submit Bimonthly Agency Readiness Status Report | 08/30/24 | 09/11/24 | 100% - Submitted | **09/17/24** | | Submission Complete | |
| N/A | N/A | **552** | Manage Agency Specific Implementation Schedule, Risks and Issues | 08/30/24 | 10/31/24 | 100% - Submitted | **10/22/24** | | N/A | |
| Direct | Data | **541-D** | Complete Configuration Workbooks for Segment IV - General Ledger (GL) | 10/07/24 | 11/01/24 | 100% - Submitted | **10/22/24** | | Submission Complete | |
| Direct | Data | **555-A** | Complete Data Cleansing Based on Mock Conversion 1 - Projects (PCC001) | 10/07/24 | 11/22/24 | | | | | |
| N/A | People | **559** | Share Florida PALM Updates | 10/14/24 | 10/25/24 | 100% - Submitted | **10/22/24** | | Submission Complete | |
| 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 | | | | | |
| 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 | | | | | |
| Direct | Data | **555-C** | Complete Data Cleansing Based on Mock Conversion 1 (AMC001 and POC001) | 11/08/24 | 12/06/24 | | | | | |

## People

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

### Implementation:

**Planned Florida PALM End Users = 9**

• Business Process Groupings = 13/13

**Identified Subject Matter Experts = 4**

**• SMEs by Business Process Grouping**

- Account Mgmt. and Financial Reporting = 2
- Accounts Receivable = 2
- Asset Accounting and Mgmt. = 2
- Banking = 2
- Budget Mgmt. and Cash Control = 2
- Contracts Mgmt. = 2
- Disbursements Mgmt. = 2
- Grants Mgmt. = 2
- Inter/IntraUnit Transactions = 2
- Payroll Mgmt. = 4
- Projects Mgmt. = 2
- Revenue Accounting = 2
- System Access and Controls = 2

**Role Mapping = TBD**

**Training = TBD**

## Processes

The sequence of procedures to accomplish a business objective.

### Current-State:

**Cataloged Business Processes = 7**

• Related Business Systems = 1

• Related Reports = 65

**• Documentation Status:**

- Complete = 7 Partial = 0 Not Started = 0

### Implementation:

**Impacted Agency Business Processes = 7**

• Related Business Process Groupings = 7

- Planned Spreadsheet Uploads = 0

**• Level of Impact: People Changes**

- High = 0 Medium = 0 Low = 0 None = 7 Uncertain = 0

**• Level of Impact: Processes Changes**

- High = 0 Medium = 0 Low = 0 None = 7 Uncertain = 0

**• Level of Impact: Technology Changes**

- High = 0 Medium = 0 Low = 0 None = 7 Uncertain = 0

**• Level of Impact: Data Changes**

- High = 0 Medium = 0 Low = 0 None = 7 Uncertain = 0

**• Segments I & II Documentation Update Status**

- Not Started = 0 In Progress = 0 Complete = 7

**• Segment III Documentation Update Status**

- Not Started = 0 In Progress = 0 Complete = 7

## Technology

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

### Current-State:

**Cataloged Business Systems = 1**

**• Criticality:**

- High = 0 Med = 0 Low = 0 None = 1

**• Documentation Status:**

- Complete = 0 Partial = 0 Not Started = 0

**Cataloged Interfaces = 0**

- Inbound Interfaces = 0
- Outbound Interfaces = 0

### Implementation:

**Business Systems Planned for Integration = 0**

**• Segment I - Documentation Updates:**

- Complete = 0 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 0

**• Segment II - Documentation Updates:**

- Complete = 0 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 0

**• Segment III - Documentation Updates:**

- Complete = 0 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 0

**Planned Interfaces = 0**

- Inbound Interfaces = 0
- Outbound Interfaces = 0

## Data

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

### Current-State:

**Unique FLAIR Data Elements = 70**

**• Associated Unique Uses = 70**

- Continued Use - Yes = 47
- Continued Use - No = 1

**• Associated Business Systems = 1**

**Cataloged Reports = 64**

**• Criticality:**

- High = 42 Med = 24 Low = 0 None = 0

### Implementation:

**Segments I & II Planned Configurations = 7/9**

**• Accounts Receivable (AR)**

- Planned Distribution Codes = 1

**• Asset Management (AM)**

- Planned Location Codes = 56
- Planned Associated Area ID's = 1

**• Commitment Control (KK)**

- Planned Option = Option # 1 - Track with Budget

**• General Ledger (GL)**

- Planned Budgetary Value Combo Edits = 78
- Planned Local Funds = None
- Planned Organization ID's = 87
- Planned OA1's = 87
- Planned OA2's = None

**Segment IV Planned Configurations**

- Started = 1 Not Started = 1

**Conversions & Data Readiness**

• Conversions Needed = 11

• Agency Data Outside of Primary Source System(s) = 0

**• Data Readiness/Cleansing Status:**

- Complete = 7 In Progress = 0 Not Started = 0 Not Applicable 0

**Reports = TBD**

# Agency Reported

The Risks, Issues, Assumptions and Readiness Activities tables below display only items that 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 |
|---|---|---|---|---|---|---|---|
| Data | Loss of FLAIR EO field | Open | 4 (Medium/Medi | Mitigation seems unlikely since PALM will not have an equivalent EO field that we used for grant reporting. Some off system method of tracking data for reporting will be needed. | NA | 01/30/24 | J wester |
| Processes | Loss of On Demand payments | Open | 4 (Medium/Medi | It is unknown what can take the place of on demand payments. | NA | 01/30/24 | J wester |

### 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 |
|---|---|---|---|---|---|
| | | | | | |

### FSDB Agency-Specific Readiness Activities

| Critical Operational Elements | Activity Description | Date(s) | Impacted Stakeholder(s) and/or System(s) | Objective | 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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## FSDB Status Report Confirmation

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

**Helpful Links**

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

# 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**

September - October 2024

**Agency Sponsor**

Jessica Crawford

## CCN Composition

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

**Change Champion Network:**

- Unique Filled Role = 3
- 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 = 97.14%**

- Submitted Complete = 39
- 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 = 96.47%**

- Submitted On Time = 62
- Submitted Late = 4
- 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 | **531** | Remediate Agency Business Systems based on Segment II | 04/29/24 | 10/04/24 | 100% - Submitted | **09/27/24** | | Submission Complete | |
| Direct | Data | **541-A** | Complete Configuration Workbooks for Segment IV | 07/22/24 | 09/06/24 | 100% - Submitted | **08/28/24** | | Submission Complete | |
| N/A | Data | **542** | Complete Data Readiness Analysis and Data Cleansing Activities for Segment IV | 07/22/24 | 10/18/24 | 100% - Submitted | **10/18/24** | | Submission Complete | |
| N/A | Processes | **543** | Identify Change Impacts and Update Agency Business Process Documentation for Segment IV | 07/22/24 | 10/18/24 | 100% - Submitted | **10/18/24** | | Submission Complete | |
| N/A | Technology | **544** | Update Agency Business System Documentation for Segment IV | 07/22/24 | 10/18/24 | 100% - Submitted | **10/18/24** | | Submission Complete | |
| Direct | Technology | **545-A** | Update and Finalize Florida PALM Conversion Inventory for Segment IV | 07/22/24 | 10/18/24 | 100% - Submitted | **08/30/24** | | Submission Complete | |
| Direct | Technology | **546** | Update Florida PALM Interface Inventory for Segment IV | 07/22/24 | 10/18/24 | 100% - Submitted | **10/18/24** | | Submission Complete | |
| 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 | People | **549** | Submit Training Survey | 08/12/24 | 09/20/24 | 100% - Submitted | **08/16/24** | | Submission Complete | |
| Indirect | People | **536-B** | Create Agency Specific User Acceptance Testing Plan | 08/19/24 | 10/11/24 | 100% - Submitted | **10/01/24** | | Submission Complete | |
| Direct | Data | **541-C** | Complete Configuration Workbooks for Segment IV | 08/26/24 | 10/04/24 | 100% - Submitted | **10/23/24** | The FWC Position Funding spreadsheet has been updated with the missing values. | Submission Complete | 10/31/24 |
| N/A | N/A | **551** | Submit Bimonthly Agency Readiness Status Report | 08/30/24 | 09/11/24 | 100% - Submitted | **09/04/24** | | Submission Complete | |
| N/A | N/A | **552** | Manage Agency Specific Implementation Schedule, Risks and Issues | 08/30/24 | 10/31/24 | 100% - Submitted | **11/01/24** | | N/A | |
| Direct | Technology | **550-B** | Participate in Technical Meeting to Receive Credentials and Access | 09/03/24 | 09/13/24 | 100% - Submitted | **09/09/24** | | N/A | |
| Indirect | Technology | **553** | Prepare for Interface Testing | 09/16/24 | 10/18/24 | 100% - Submitted | **10/18/24** | | Submission Complete | |
| Direct | Technology | **554** | Participate in Connectivity Testing for Cycle 1 Interface Testing | 09/16/24 | 10/04/24 | 100% - Submitted | **09/19/24** | | Submission Complete | |
| Direct | Data | **541-D** | Complete Configuration Workbooks for Segment IV - General Ledger (GL) | 10/07/24 | 11/01/24 | 100% - Submitted | **11/01/24** | | Submission Complete | |
| Direct | Data | **555-A** | Complete Data Cleansing Based on Mock Conversion 1 - Projects (PCC001) | 10/07/24 | 11/22/24 | 50% - In Progress | | | | |
| N/A | People | **559** | Share Florida PALM Updates | 10/14/24 | 10/25/24 | 100% - Submitted | **10/14/24** | | 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 | 50% - In Progress | | | | |
| 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 | 50% - In Progress | | | | |
| Direct | Data | **555-C** | Complete Data Cleansing Based on Mock Conversion 1 (AMC001 and POC001) | 11/08/24 | 12/06/24 | 50% - In Progress | | | | |

## People

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

### Implementation:

**Planned Florida PALM End Users = 110**

• Business Process Groupings = 10/13

**Identified Subject Matter Experts = 13**

**• SMEs by Business Process Grouping**

- Account Mgmt. and Financial Reporting = 4
- Accounts Receivable = 1
- Asset Accounting and Mgmt. = 2
- Banking = 3
- Budget Mgmt. and Cash Control = 3
- Contracts Mgmt. = 2
- Disbursements Mgmt. = 3
- Grants Mgmt. = 1
- Inter/IntraUnit Transactions = 4
- Payroll Mgmt. = 4
- Projects Mgmt. = 1
- Revenue Accounting = 1
- System Access and Controls = 2

**Role Mapping = TBD**

**Training = TBD**

## Processes

The sequence of procedures to accomplish a business objective.

### Current-State:

**Cataloged Business Processes = 109**

• Related Business Systems = 3

• Related Reports = 3

**• Documentation Status:**

- Complete = 109 Partial = 0 Not Started = 0

### Implementation:

**Impacted Agency Business Processes = 109**

• Related Business Process Groupings = 11

- Planned Spreadsheet Uploads = 0

**• Level of Impact: People Changes**

- High = 17 Medium = 5 Low = 63 None = 24 Uncertain = 0

**• Level of Impact: Processes Changes**

- High = 21 Medium = 32 Low = 31 None = 24 Uncertain = 0

**• Level of Impact: Technology Changes**

- High = 0 Medium = 9 Low = 35 None = 65 Uncertain = 0

**• Level of Impact: Data Changes**

- High = 8 Medium = 26 Low = 46 None = 28 Uncertain = 0

**• Segments I & II Documentation Update Status**

- Not Started = 0 In Progress = 0 Complete = 38

**• Segment III Documentation Update Status**

- Not Started = 0 In Progress = 0 Complete = 19

## Technology

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

### Current-State:

**Cataloged Business Systems = 10**

**• Criticality:**

- High = 7 Med = 3 Low = 0 None = 0

**• Documentation Status:**

- Complete = 10 Partial = 0 Not Started = 0

**Cataloged Interfaces = 8**

- Inbound Interfaces = 8
- Outbound Interfaces = 0

### Implementation:

**Business Systems Planned for Integration = 5**

**• Segment I - Documentation Updates:**

- Complete = 1 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 0

**• Segment II - Documentation Updates:**

- Complete = 4 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 1

**• Segment III - Documentation Updates:**

- Complete = 0 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 5

**Planned Interfaces = 3**

- Inbound Interfaces = 0
- Outbound Interfaces = 3

## Data

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

### Current-State:

**Unique FLAIR Data Elements = 113**

**• Associated Unique Uses = 750**

- Continued Use - Yes = 700
- Continued Use - No = 0

**• Associated Business Systems = 34**

**Cataloged Reports = 41**

**• Criticality:**

- High = 32 Med = 8 Low = 1 None = 2

### Implementation:

**Segments I & II Planned Configurations = 6/9**

**• Accounts Receivable (AR)**

- Planned Distribution Codes = 9

**• Asset Management (AM)**

- Planned Location Codes = 660
- Planned Associated Area ID's = None

**• Commitment Control (KK)**

- Planned Option = Option # 2 - Control

**• General Ledger (GL)**

- Planned Budgetary Value Combo Edits = 849
- Planned Local Funds = None
- Planned Organization ID's = 241
- Planned OA1's = 1
- Planned OA2's = None

**Segment IV Planned Configurations**

- Started = 1 Not Started = 1

**Conversions & Data Readiness**

• Conversions Needed = 11

• Agency Data Outside of Primary Source System(s) = 0

**• Data Readiness/Cleansing Status:**

- Complete = 7 In Progress = 0 Not Started = 0 Not Applicable 0

**Reports = TBD**

# Agency Reported

The Risks, Issues, Assumptions and Readiness Activities tables below display only items that 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<br>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<br>2. Establish and enforce adequate documentation standards | No change | 11/06/23 | Laurie Kershaw |
| Processes<br>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<br>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 |
|---|---|---|---|---|---|
| | | | | | |

| FWC 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 Processes Technology | Update Documentation | 09/03/24 | | Update Documentation | Complete |
| People Processes Technology | Mark Task Complete Smartsheet | 09/06/24 | | Mark Task Complete Smartsheet | Complete |
| People Processes Technology | Attend meeting | 09/09/24 | Florida PALM users | Attend meeting | Complete |
| People Processes Technology | Mark Task Complete Smartsheet | 09/10/24 | | Mark Task Complete Smartsheet | Complete |
| People Processes Technology | **Complete Task 553 Prepare for Interface Testing** | 09/16/24 | | Complete Task 553 Prepare for Interface Testing | Complete |
| People Processes Technology | Task Assigned | 09/16/24 | | Task Assigned | Complete |
| People Processes Technology | **Complete Task 554 Participate in Connectivity Testing for Cycle 1 Interface Testing and Mock Conversion 1** | 09/16/24 | | Complete Task 554 Participate in Connectivity Testing for Cycle 1 Interface Testing and Mock Conversion 1 | Complete |
| People Processes Technology | Task Assigned | 09/16/24 | | Task Assigned | Complete |
| People Processes Technology | Update Documentation | 09/17/24 | | Update Documentation | Complete |
| People Processes Technology | Perform needed testing | 09/17/24 | | Perform needed testing | Complete |
| People Processes Technology | Mark Task Complete | 09/19/24 | | Mark Task Complete | Complete |
| People Processes Technology | Mark Task Complete Smartsheet | 09/20/24 | Florida PALM users | Mark Task Complete Smartsheet | Complete |
| People Processes Technology | Update Smartsheet | 09/26/24 | Florida PALM users | Update Smartsheet | Complete |
| People Processes Technology | Task Due | 09/27/24 | Florida PALM users | Task Due | Complete |
| People Processes Technology | Mark Task Complete Smartsheet | 09/27/24 | Florida PALM users | Mark Task Complete Smartsheet | Complete |
| People Processes Technology | **Complete Task 555 Certify Data Readiness in Preparation for Mock Conversion 2** | 10/07/24 | | Complete Task 555 Certify Data Readiness in Preparation for Mock Conversion 2 | In Process |
| People Processes Technology | Task A Assigned | 10/07/24 | | Task A Assigned | Complete |
| People Processes Technology | Update Documentation | 10/08/24 | | Update Documentation | In Process |
| People Processes Technology | Mark Task Complete in Smartsheet | 10/11/24 | Florida PALM users | Mark Task Complete in Smartsheet | Complete |
| People Processes Technology | 536-C Confirm business processes to be tested and identify UAT success criteria | 10/14/24 | Florida PALM users | 536-C Confirm business processes to be tested and identify UAT success criteria | Complete |
| People Processes Technology | **Complete Task 559 Share Florida PALM Updates** | 10/14/24 | | Complete Task 559 Share Florida PALM Updates | Complete |
| People Processes Technology | Update Documentation | 10/14/24 | | Update Documentation | Complete |
| People Processes Technology | Submit Documentation | 10/15/24 | | Submit Documentation | Complete |
| People Processes Technology | Mark Task Complete Smartsheet | 10/18/24 | Florida PALM users | Mark Task Complete Smartsheet | Complete |
| People Processes Technology | Mark Task Complete Smartsheet | 10/18/24 | Florida PALM users | Mark Task Complete Smartsheet | Complete |
| People Processes Technology | Mark Task Complete Smartsheet | 10/18/24 | Florida PALM users | Mark Task Complete Smartsheet | Complete |
| People Processes Technology | Mark Task Complete Smartsheet | 10/18/24 | Florida PALM users | Mark Task Complete Smartsheet | Complete |
| People Processes Technology | Mark Task Complete Smartsheet | 10/18/24 | | Mark Task Complete Smartsheet | Complete |
| People Processes Technology | **Complete Task 561 Remediate Agency Business Systems based on Segment IV** | 10/21/24 | | Complete Task 561 Remediate Agency Business Systems based on Segment IV | In Process |
| People Processes Technology | Complete agency business system internal build and unit testing activities based on agency business system documentation updates for Segment IV. | 10/21/24 | | Complete agency business system internal build and unit testing activities based on agency business system documentation updates for Segment IV. | In Process |
| People Processes Technology | Task B Assigned | 10/28/24 | | Task B Assigned | Complete |
| People Processes Technology | Update Documentation | 10/29/24 | | Update Documentation | In Process |
| People Processes Technology | Mark Task Complete Smartsheet | 10/31/24 | | Mark Task Complete Smartsheet | Complete |

## 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

## FWC Status Report Confirmation

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

**Helpful Links**

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

# 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**

September - October 2024

**Agency Sponsor**

Alton L. "Rip" Colvin, Jr.

## 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 = 76.50%**

- Submitted Complete = 20
- Submitted Incomplete = 3
- Completed After Submission = 17

## 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 = 79.28%**

- Submitted On Time = 39
- Submitted Late = 24
- Pending Submission = 4

## 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 |
|---|---|---|---|---|---|---|---|---|---|---|
| | People | **328** | Document Current Agency Business Processes | 07/31/23 | 12/15/23 | 50% - In Progress | | 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 | Technology | **531** | Remediate Agency Business Systems based on Segment II | 04/29/24 | 10/04/24 | 100% - Submitted | **07/09/24** | 11/12: updates complete. -dlt<br>10/16/2024: Update selections for BOMs due to 10/15/2024 touchpoint where shared intent to remediate BOMS for GoLive and plan for interfaces, connectivity, etc.<br>10/16/2024, Selections remain unchanged. Task remains incomplete. -dlt<br>07/10/2024 - the new plan is to make the Revenue ABS obsolete and use a speadsheet upload. | Submission Complete | 10/24/24 |
| Direct | Data | **541-A** | Complete Configuration Workbooks for Segment IV | 07/22/24 | 09/06/24 | 100% - Submitted | **10/17/24** | | Submission Complete | |
| Direct | Data | **541-B** | Complete Configuration Workbooks for Segment IV | 07/22/24 | 09/06/24 | 100% - Submitted | **10/17/24** | | Submission Complete | 11/07/24 |
| N/A | Data | **542** | Complete Data Readiness Analysis and Data Cleansing Activities for Segment IV | 07/22/24 | 10/18/24 | 100% - Submitted | **10/15/24** | | Submission Complete | |
| 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 | **544** | Update Agency Business System Documentation for Segment IV | 07/22/24 | 10/18/24 | 100% - Submitted | **09/20/24** | | Submission Complete | 10/24/24 |
| Direct | Technology | **545-A** | Update and Finalize Florida PALM Conversion Inventory for Segment IV | 07/22/24 | 10/18/24 | 100% - Submitted | **10/17/24** | | Submission Complete | |
| Direct | Technology | **546** | Update Florida PALM Interface Inventory for Segment IV | 07/22/24 | 10/18/24 | 100% - Submitted | **09/20/24** | | Submission Complete | 10/24/24 |
| N/A | Technology | **547** | Remediate Agency Business Systems based on Segment III | 07/22/24 | 12/13/24 | | | | | |
| Direct | People | **549** | Submit Training Survey | 08/12/24 | 09/20/24 | 100% - Submitted | **09/03/24** | | Submission Complete | 10/09/24 |
| Indirect | People | **536-B** | Create Agency Specific User Acceptance Testing Plan | 08/19/24 | 10/11/24 | 100% - Submitted | **10/01/24** | | Submission Complete | 11/07/24 |
| Direct | Data | **541-C** | Complete Configuration Workbooks for Segment IV | 08/26/24 | 10/04/24 | 100% - Submitted | **10/17/24** | Speedkey sheet in Secure File share requires updates. Please review Task Verification form for details. -dlt, 11/6/2024 | Submission Complete | 11/07/24 |
| N/A | N/A | **551** | Submit Bimonthly Agency Readiness Status Report | 08/30/24 | 09/11/24 | 100% - Submitted | **09/11/24** | | Submission Complete | |
| N/A | N/A | **552** | Manage Agency Specific Implementation Schedule, Risks and Issues | 08/30/24 | 10/31/24 | 100% - Submitted | **11/08/24** | | N/A | |
| Direct | Technology | **550-B** | Participate in Technical Meeting to Receive Credentials and Access | 09/03/24 | 09/13/24 | 100% - Submitted | **09/13/24** | | N/A | |
| Indirect | Technology | **553** | Prepare for Interface Testing | 09/16/24 | 10/18/24 | 100% - Submitted | **10/18/24** | | Submission Complete | |
| Direct | Technology | **554** | Participate in Connectivity Testing for Cycle 1 Interface Testing | 09/16/24 | 10/04/24 | 100% - Submitted | **09/23/24** | | Submission Complete | |
| Direct | Data | **541-D** | Complete Configuration Workbooks for Segment IV - General Ledger (GL) | 10/07/24 | 11/01/24 | 100% - Submitted | **11/01/24** | The revisions needed have already been completed upon initial submission. | Submission Incomplete | 11/08/24 |
| 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 Incomplete | 11/04/24 |
| N/A | People | **559** | Share Florida PALM Updates | 10/14/24 | 10/25/24 | 100% - Submitted | **10/25/24** | | Submission | 11/04/24 |

| | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | Incomplete | |
| 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 | | | | | |
| 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 | | | | | |
| Direct | Data | **555-C** | Complete Data Cleansing Based on Mock Conversion 1 (AMC001 and POC001) | 11/08/24 | 12/06/24 | | | | | |

## People

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

### Implementation:

**Planned Florida PALM End Users = 237**

• Business Process Groupings = 12/13

**Identified Subject Matter Experts = 31**

**• SMEs by Business Process Grouping**

- Account Mgmt. and Financial Reporting = 4
- Accounts Receivable = 2
- Asset Accounting and Mgmt. = 0
- Banking = 3
- Budget Mgmt. and Cash Control = 3
- Contracts Mgmt. = 2
- Disbursements Mgmt. = 14
- Grants Mgmt. = 1
- Inter/IntraUnit Transactions = 14
- Payroll Mgmt. = 10
- Projects Mgmt. = 1
- Revenue Accounting = 3
- System Access and Controls = 2

**Role Mapping = TBD**

**Training = TBD**

## Processes

The sequence of procedures to accomplish a business objective.

### Current-State:

**Cataloged Business Processes = 121**

• Related Business Systems = 1

• Related Reports = 35

**• Documentation Status:**

- Complete = 47 Partial = 9 Not Started = 72

### Implementation:

**Impacted Agency Business Processes = 121**

• Related Business Process Groupings = 10

- Planned Spreadsheet Uploads = 0

**• Level of Impact: People Changes**

- High = 7 Medium = 3 Low = 5 None = 35 Uncertain = 0

**• Level of Impact: Processes Changes**

- High = 21 Medium = 8 Low = 16 None = 5 Uncertain = 0

**• Level of Impact: Technology Changes**

- High = 6 Medium = 2 Low = 3 None = 39 Uncertain = 0

**• Level of Impact: Data Changes**

- High = 19 Medium = 5 Low = 16 None = 9 Uncertain = 0

**• Segments I & II Documentation Update Status**

- Not Started = 126 In Progress = 0 Complete = 0

**• Segment III Documentation Update Status**

Not Started = 126 In Progress = 0 Complete =

## Technology

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

### Current-State:

**Cataloged Business Systems = 11**

**• Criticality:**

- High = 9 Med = 1 Low = 0 None = 1

**• Documentation Status:**

- Complete = 8 Partial = 0 Not Started = 1

**Cataloged Interfaces = 5**

- Inbound Interfaces = 4
- Outbound Interfaces = 1

### Implementation:

**Business Systems Planned for Integration = 9**

**• Segment I - Documentation Updates:**

- Complete = 6 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 0

**• Segment II - Documentation Updates:**

- Complete = 1 Updating = 0 Evaluating = 1 Not Started = 0 Not Needed = 6

**• Segment III - Documentation Updates:**

- Complete = 7 Updating = 0 Evaluating = 1 Not Started = 0 Not Needed = 0

**Planned Interfaces = 5**

- Inbound Interfaces = 1
- Outbound Interfaces = 4

## Data

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

### Current-State:

**Unique FLAIR Data Elements = 97**

**• Associated Unique Uses = 97**

- Continued Use - Yes = 68
- Continued Use - No = 1

**• Associated Business Systems = 5**

**Cataloged Reports = 134**

**• Criticality:**

- High = 59 Med = 55 Low = 20 None = 1

### Implementation:

**Segments I & II Planned Configurations = 6/9**

**• Accounts Receivable (AR)**

- Planned Distribution Codes = 24

**• Asset Management (AM)**

- Planned Location Codes = None
- Planned Associated Area ID's = None

**• Commitment Control (KK)**

- Planned Option = Option # 1 - Track with Budget

**• General Ledger (GL)**

- Planned Budgetary Value Combo Edits = 1370
- Planned Local Funds = None
- Planned Organization ID's = 175
- Planned OA1's = 67
- Planned OA2's = 180

**Segment IV Planned Configurations**

- Started = 2 Not Started = 0

**Conversions & Data Readiness**

• Conversions Needed = 5

• Agency Data Outside of Primary Source System(s) = 0

**• Data Readiness/Cleansing Status:**

- Complete = 0 In Progress = 0 Not Started = 0 Not Applicable 1

**Reports = TBD**

# Agency Reported

The Risks, Issues, Assumptions and Readiness Activities tables below display only items that 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<br>Processes<br>Technology<br>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<br>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<br>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<br>Processes<br>Technology<br>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<br>Processes<br>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<br>Processes<br>Technology<br>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<br>Processes<br>Technology<br>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. |

## JAC 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<br>Processes<br>Technology<br>Data | Project Manager's Meeting | 09/03/24 | PMO's | A weekly meeting to plan the week | |
| People<br>Processes<br>Data | Technical Writer's meeting | 09/03/24 | Technical Writers | A weekly check in for the status of Business Processes | |
| People<br>Processes<br>Technology<br>Data | Change Management | 09/04/24 | JAC Employees | SOW/RTM Validation session | |
| People<br>Processes<br>Data | Lead Technical Writer meeting | 09/04/24 | Technical Writers | A status update of all individual business processes | |
| People<br>Processes<br>Data | Lead Technical Writer meeting | 09/04/24 | Technical Writers | A status update of all individual business processes | |
| People<br>Processes<br>Data | Technical Writer's meeting | 09/05/24 | JAC Employees | Weekly meeting to discuss the progress of the current PUGS | |
| People<br>Processes<br>Technology | Vendor Contract | 09/05/24 | PALM Project | Operations finalizing RTM | |
| People<br>Processes<br>Technology<br>Data | Vendor Contract | 09/05/24 | PALM Project | LBR for JAC PALM | |
| People<br>Processes<br>Technology | Vendor Contract Agreement | 09/05/24 | PALM Project | Review of proposed Vendor Contract Agreement | |

| | | | | | |
|---|---|---|---|---|---|
| Data | | | | | |
| People Processes Data | Technical Writer's meeting | 09/05/24 | JAC Employees | Weekly meeting to discuss the progress of the current PUGS | |
| People Processes Technology Data | CIP Contract Agreement | 09/05/24 | PALM Project | Review of proposed Vendor Contract Agreement | |
| People Processes Data | Technical Writer's meeting | 09/05/24 | JAC Employees | Weekly meeting to discuss the progress of the current PUGS | |
| People Processes Technology Data | PALM Materials | 09/05/24 | JAC Employees | A Countdown Timer is now on the JAC internal website | |
| People Processes Technology Data | Vendor Contract Agreement | 09/05/24 | PALM Project | Review of proposed Vendor Contract Agreement | |
| People Processes Data | Technical Writer's meeting | 09/05/24 | JAC Employees | Weekly meeting to discuss the progress of the current PUGS | |
| People Processes Technology Data | Vendor Contract Agreement | 09/05/24 | PALM Project Team | Review of proposed Vendor Contract Agreement | |
| People Processes Data | Technical Writer's meeting | 09/06/24 | JAC Employees | Weekly meeting to discuss the progress of the current PUGS | |
| People Processes Technology Data | Implementation Meeting | 09/09/24 | PALM Project Team | A meeting with Palm Project Backup to discuss the current week ahead | |
| People Processes Technology | CIP Contract Agreement | 09/09/24 | PALM Project Team | Review of proposed Vendor Contract Agreement | |
| People Processes Data | Lead Technical Writer meeting | 09/09/24 | Technical Writers | A status update of all individual business processes | |
| People Processes Technology Data | CIP Contract Agreement | 09/10/24 | PALM Project Team | Final review of proposed Vendor Contract Agreement | |
| People Processes Data | Technical Writer's meeting | 09/11/24 | JAC Employees | Weekly meeting to discuss the progress of the current PUGS | |
| Processes Data | Daily Sum | 09/12/24 | Technical Writers | Daily meeting to discuss the progress of the current PUGS | |
| Processes Data | Daily Sum | 09/13/24 | Technical Writers | Daily meeting to discuss the progress of the current PUGS | |
| Processes Data | Daily Sum | 09/16/24 | Technical Writers | Daily meeting to discuss the progress of the current PUGS | |
| Processes Data | Daily Sum | 09/17/24 | Technical Writers | Daily meeting to discuss the progress of the current PUGS | |
| Processes Data | Daily Sum | 09/18/24 | Technical Writers | Daily meeting to discuss the progress of the current PUGS | |
| Processes Data | Daily Sum | 09/19/24 | Technical Writers | Daily meeting to discuss the progress of the current PUGS | |
| Processes Data | Daily Sum | 09/20/24 | Technical Writers | Daily meeting to discuss the progress of the current PUGS | |
| Processes Data | Daily Sum | 09/23/24 | Technical Writers | Daily meeting to discuss the progress of the current PUGS | |
| Processes Data | Daily Sum | 09/24/24 | Technical Writers | Daily meeting to discuss the progress of the current PUGS | |
| People Processes | PMO Meeting | 09/24/24 | PMO's | Discuss new division of duties | |
| Processes Data | Daily Sum | 09/25/24 | Technical Writers | Daily meeting to discuss the progress of the current PUGS | |
| Processes Data | Daily Sum | 09/26/24 | Technical Writers | Daily meeting to discuss the progress of the current PUGS | |
| Processes Data | Daily Sum | 09/27/24 | Technical Writers | Daily meeting to discuss the progress of the current PUGS | |
| People Processes | Change Management Meeting | 09/30/24 | PALM Project Team | To go over documents from our change management contractor | |
| Processes Data | Daily Sum | 09/30/24 | Technical Writers | Daily meeting to discuss the progress of the current PUGS | |
| People Processes Technology Data | Weekly PALM Meeting | 10/01/24 | CCN | Meeting to discuss tasks and to provide updates on the status of FL PALM Implementation | |
| Processes Data | Daily Sum | 10/01/24 | Technical Writers | Daily meeting to discuss the progress of the current PUGS | |
| People Processes | Weekly Team Meeting | 10/02/24 | Technical Writers | A meeting to discuss the status of the PUGS | |
| Processes Data | Daily Sum | 10/02/24 | Technical Writers | Daily meeting to discuss the progress of the current PUGS | |
| Processes Data | Daily Sum | 10/03/24 | Technical Writers | Daily meeting to discuss the progress of the current PUGS | |
| Processes Data | Daily Sum | 10/04/24 | Technical Writers | Daily meeting to discuss the progress of the current PUGS | |
| Processes Data | Daily Sum | 10/07/24 | Technical Writers | Daily meeting to discuss the progress of the current PUGS | |
| People | PMO meeting | 10/08/24 | PALM Project, SMEs, CCN | To discuss the Communication Plan | |
| Processes Data | Daily Sum | 10/08/24 | Technical Writers | Daily meeting to discuss the progress of the current PUGS | |
| People | PMO meeting | 10/09/24 | PALM Project, SMEs, CCN | To discuss the Communication Plan | |
| Processes Data | Daily Sum | 10/09/24 | Technical Writers | Daily meeting to discuss the progress of the current PUGS | |
| Processes Data | Daily Sum | 10/10/24 | Technical Writers | Daily meeting to discuss the progress of the current PUGS | |
| Processes Data | Daily Sum | 10/11/24 | Technical Writers | Daily meeting to discuss the progress of the current PUGS | |

| | | | | | |
|---|---|---|---|---|---|
| Processes Technology Data | BOMS Upgrade meeting | 10/14/24 | PALM Project, BOMS | Meeting to discuss the BOMS Web 2.0 Upgrade project | |
| Processes Data | Daily Sum | 10/14/24 | Technical Writers | Daily meeting to discuss the progress of the current PUGS | |
| Processes Data | Daily Sum | 10/15/24 | Technical Writers | Daily meeting to discuss the progress of the current PUGS | |
| People Processes | Weekly Team Meeting | 10/16/24 | Technical Writers | A meeting to discuss the status of the PUGS | |
| Processes | One on One meeting | 10/16/24 | Technical Writers | To discuss the status of the technical writer's PUGs | |
| Processes | One on One meeting | 10/16/24 | Technical Writers | To discuss the status of the technical writer's PUGs | |
| People Processes Technology Data | CIP Agreement Document Discussion | 10/16/24 | PALM Project, BOMS | Discuss, update and add to the CIP Agreement and Attachments Draft | |
| People Processes | Change Management | 10/16/24 | JAC & PALM | Meeting to discuss change management | |
| Processes Data | Daily Sum | 10/16/24 | Technical Writers | Daily meeting to discuss the progress of the current PUGS | |
| People Processes Technology Data | CIP & JAC PALM Discussion | 10/17/24 | PALM Project, BOMS | CIP & JAC PALM Discussion | |
| Processes Data | Daily Sum | 10/17/24 | Technical Writers | Daily meeting to discuss the progress of the current PUGS | |
| People Processes Technology Data | CIP Agreement Document Discussion | 10/18/24 | PALM Project, BOMS | Discussion of Phase I & Phase II of DRAFT Agreement | |
| Processes Data | Daily Sum | 10/18/24 | Technical Writers | Daily meeting to discuss the progress of the current PUGS | |
| People Processes Technology Data | CIP Agreement Revisions | 10/21/24 | PALM Project, BOMS | Meeting to discuss the CIP Agreement DRAFT Document Revisions | |
| Processes Data | Daily Sum | 10/21/24 | Technical Writers | Daily meeting to discuss the progress of the current PUGS | |
| People Processes Technology Data | Weekly PALM Meeting | 10/22/24 | CCN | Meeting to discuss tasks and to provide updates on the status of FL PALM Implementation | |
| Processes Data | Daily Sum | 10/22/24 | Technical Writers | Daily meeting to discuss the progress of the current PUGS | |
| People Processes | Weekly Team Meeting | 10/23/24 | Technical Writers | A meeting to discuss the status of the PUGS | |
| Processes Data | Daily Sum | 10/23/24 | Technical Writers | Daily meeting to discuss the progress of the current PUGS | |
| People Processes | Change Management | 10/24/24 | JAC & PALM | Meeting to discuss change management | |
| People Processes Technology Data | CIP & JAC PALM Discussion | 10/24/24 | PALM Project, BOMS | CIP & JAC PALM Discussion | |
| Processes Data | Daily Sum | 10/24/24 | Technical Writers | Daily meeting to discuss the progress of the current PUGS | |
| People Processes Technology Data | Weekly Meeting | 10/25/24 | PMO, PALM Project | PMO Communication | |
| Processes Data | Daily Sum | 10/25/24 | Technical Writers | Daily meeting to discuss the progress of the current PUGS | |
| People Processes Technology Data | Daily Touchpoint | 10/28/24 | Agency Sponsor, PMO's | A meeting to update the Agency Sponsor on the status of the PUGS and Tasks | |
| Processes Data | Daily Sum | 10/28/24 | Technical Writers | Daily meeting to discuss the progress of the current PUGS | |
| People Processes Technology Data | Daily Touchpoint | 10/29/24 | Agency Sponsor, PMO's | A meeting to update the Agency Sponsor on the status of the PUGS and Tasks | |
| People Processes | Change Management | 10/29/24 | JAC & PALM | Meeting to discuss change management | |
| Processes Data | Daily Sum | 10/29/24 | Technical Writers | Daily meeting to discuss the progress of the current PUGS | |
| People Processes Technology Data | Daily Touchpoint | 10/30/24 | Agency Sponsor, PMO's | A meeting to update the Agency Sponsor on the status of the PUGS and Tasks | |
| Processes Data | Daily Sum | 10/30/24 | Technical Writers | Daily meeting to discuss the progress of the current PUGS | |
| People Processes Technology Data | Daily Touchpoint | 10/31/24 | Agency Sponsor, PMO's | A meeting to update the Agency Sponsor on the status of the PUGS and Tasks | |
| People Processes Technology Data | CIP & JAC PALM Discussion | 10/31/24 | PALM Project, BOMS | CIP & JAC PALM Discussion | |
| People Processes | Change Management | 10/31/24 | JAC & PALM | Meeting to discuss change management | |
| Processes Data | Daily Sum | 10/31/24 | Technical Writers | Daily meeting to discuss the progress of the current PUGS | |

## 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:** *

## JAC Status Report Confirmation

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

**Helpful Links**

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

# 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**

September - October 2024

**Agency Sponsor**

Brendan Jones

## CCN Composition

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

**Change Champion Network:**

- Unique Filled Role = 14
- Duplicate Filled Role = 10
- 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 = 76.67%**

- Submitted Complete = 25
- Submitted Incomplete = 7
- Completed After Submission = 4

## 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 = 89.13%**

- Submitted On Time = 45
- Submitted Late = 18
- Pending Submission = 4

## 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 | Data | **514** | Complete Data Readiness Analysis and Data Cleansing Activities for Segments I and II | 01/29/24 | 04/12/24 | Pending Resubmission | **05/13/24** | Ongoing. Leg team will continue its efforts in ensuring the requirements of this task is complete prior to conversion. We hope to provide an anticipated completion date ASAP.<br><br>Verified data cleansing files were transmitted and completed by DFS. This is complete. | Submission Incomplete | 10/18/24 |
| 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 | | 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 | 25% - Beginning Initial Internal Meetings and Information Gathering | | 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. | | |
| Direct | Data | **541-A** | Complete Configuration Workbooks for Segment IV | 07/22/24 | 09/06/24 | 100% - Submitted | **08/22/24** | The AG's office is the only area that utilizes Project ID in FLAIR for the Legislature. It is used as a cost tracking mechanism. In discussion with the AG's office, it was decided we would not use the PC Module for Project ID tracking and instead use the OA2 chartfield with a smart coded number similar to how they use Project ID in FLAIR today. Therefore no conversion is needed. | Submission Complete | 09/10/24 |
| Direct | Data | **541-B** | Complete Configuration Workbooks for Segment IV | 07/22/24 | 09/06/24 | 100% - Submitted | **09/12/24** | | Submission Complete | |
| N/A | Data | **542** | Complete Data Readiness Analysis and Data Cleansing Activities for Segment IV | 07/22/24 | 10/18/24 | 50% - In Progress | | Reviewing master balances to confirm cleansing. | | |
| N/A | Processes | **543** | Identify Change Impacts and Update Agency Business Process Documentation for Segment IV | 07/22/24 | 10/18/24 | Pending Resubmission | **10/18/24** | | Submission Incomplete | |
| N/A | Technology | **544** | Update Agency Business System Documentation for Segment IV | 07/22/24 | 10/18/24 | Pending Resubmission | **10/18/24** | | Submission Incomplete | |
| Direct | Technology | **545-A** | Update and Finalize Florida PALM Conversion Inventory for Segment IV | 07/22/24 | 10/18/24 | Pending Resubmission | **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 | | | | | |
| Direct | People | **549** | Submit Training Survey | 08/12/24 | 09/20/24 | 100% - Submitted | **08/22/24** | | Submission Complete | |
| Indirect | People | **536-B** | Create Agency Specific User Acceptance Testing Plan | 08/19/24 | 10/11/24 | Pending Resubmission | **10/10/24** | | Submission Incomplete | |
| Direct | Data | **541-C** | Complete Configuration Workbooks for Segment IV | 08/26/24 | 10/04/24 | 100% - Submitted | **10/04/24** | | Submission Complete | |
| N/A | N/A | **551** | Submit Bimonthly Agency Readiness Status Report | 08/30/24 | 09/11/24 | 100% - Submitted | **09/12/24** | | Submission Complete | |
| N/A | N/A | **552** | Manage Agency Specific Implementation Schedule, Risks and Issues | 08/30/24 | 10/31/24 | 100% - Submitted | **10/28/24** | Met internally on 10/28/2024 and reviewed Schedule and Risks and Issues documents. Updated documents attached. | N/A | |
| Direct | Technology | **550-B** | Participate in Technical Meeting to Receive Credentials and Access | 09/03/24 | 09/13/24 | 100% - Submitted | **09/06/24** | | N/A | |
| Indirect | Technology | **553** | Prepare for Interface Testing | 09/16/24 | 10/18/24 | Pending | **10/18/24** | | Submission | |

| | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | Resubmission | | | Incomplete | |
| Direct | Technology | **554** | Participate in Connectivity Testing for Cycle 1 Interface Testing | 09/16/24 | 10/04/24 | 100% - Submitted | **10/10/24** | Working with AG to complete this task, OLITS is 100% complete. | | |
| Direct | Data | **541-D** | Complete Configuration Workbooks for Segment IV - General Ledger (GL) | 10/07/24 | 11/01/24 | 50% - In Progress | | | | |
| Direct | Data | **555-A** | Complete Data Cleansing Based on Mock Conversion 1 - Projects (PCC001) | 10/07/24 | 11/22/24 | | | | | |
| N/A | People | **559** | Share Florida PALM Updates | 10/14/24 | 10/25/24 | Pending Resubmission | **10/17/24** | Shared Quarterly newsletter with OLS Leadership and posted newsletter in OLS HR and F&A work areas on 10/15/2024. | Submission Incomplete | |
| 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 | | | | | |
| 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 | | | | | |
| Direct | Data | **555-C** | Complete Data Cleansing Based on Mock Conversion 1 (AMC001 and POC001) | 11/08/24 | 12/06/24 | | | | | |

## 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**

**• SMEs by Business Process Grouping**

- Account Mgmt. and Financial Reporting = 4
- Accounts Receivable = 4
- Asset Accounting and Mgmt. = 4
- Banking = 3
- Budget Mgmt. and Cash Control = 4
- Contracts Mgmt. = 3
- Disbursements Mgmt. = 6
- Grants Mgmt. = 2
- Inter/IntraUnit Transactions = 3
- Payroll Mgmt. = 5
- Projects Mgmt. = 2
- Revenue Accounting = 4
- System Access and Controls = 4

**Role Mapping = TBD**

**Training = TBD**

## Processes

The sequence of procedures to accomplish a business objective.

### Current-State:

**Cataloged Business Processes = 120**

• Related Business Systems = 13

• Related Reports = 24

**• Documentation Status:**

- Complete = 119 Partial = 0 Not Started = 0

### Implementation:

**Impacted Agency Business Processes = 120**

• Related Business Process Groupings = 7

- Planned Spreadsheet Uploads = 1

**• Level of Impact: People Changes**

- High = 0 Medium = 9 Low = 20 None = 38 Uncertain = 2

**• Level of Impact: Processes Changes**

- High = 0 Medium = 0 Low = 40 None = 27 Uncertain = 2

**• Level of Impact: Technology Changes**

- High = 0 Medium = 10 Low = 21 None = 38 Uncertain = 0

**• Level of Impact: Data Changes**

- High = 0 Medium = 10 Low = 33 None = 26 Uncertain = 0

**• Segments I & II Documentation Update Status**

- Not Started = 0 In Progress = 0 Complete = 69

**• Segment III Documentation Update Status**

- Not Started = 0 In Progress = 0 Complete = 69

## Technology

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

### Current-State:

**Cataloged Business Systems = 18**

**• Criticality:**

- High = 11 Med = 1 Low = 1 None = 1

**• Documentation Status:**

- Complete = 12 Partial = 1 Not Started = 1

**Cataloged Interfaces = 20**

- Inbound Interfaces = 10
- Outbound Interfaces = 8

### Implementation:

**Business Systems Planned for Integration = 7**

**• Segment I - Documentation Updates:**

- Complete = 0 Updating = 1 Evaluating = 0 Not Started = 0 Not Needed = 6

**• Segment II - Documentation Updates:**

- Complete = 0 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 7

**• Segment III - Documentation Updates:**

- Complete = 0 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 7

**Planned Interfaces = 23**

- Inbound Interfaces = 12
- Outbound Interfaces = 9

## Data

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

### Current-State:

**Unique FLAIR Data Elements = 136**

**• Associated Unique Uses = 143**

- Continued Use - Yes = 14
- Continued Use - No = 0

**• Associated Business Systems = 14**

**Cataloged Reports = 77**

**• Criticality:**

- High = 42 Med = 23 Low = 6 None = 0

### Implementation:

**Segments I & II Planned Configurations = 6/9**

**• Accounts Receivable (AR)**

- Planned Distribution Codes = 1

**• Asset Management (AM)**

- Planned Location Codes = 87
- Planned Associated Area ID's = None

**• Commitment Control (KK)**

- Planned Option = Option # 1 - Track with Budget

**• General Ledger (GL)**

- Planned Budgetary Value Combo Edits = 176
- Planned Local Funds = None
- Planned Organization ID's = 677
- Planned OA1's = 34
- Planned OA2's = None

**Segment IV Planned Configurations**

- Started = 2 Not Started = 0

**Conversions & Data Readiness**

• Conversions Needed = 7

• Agency Data Outside of Primary Source System(s) = 1

**• Data Readiness/Cleansing Status:**

- Complete = 1 In Progress = 1 Not Started = 0 Not Applicable 1

**Reports = TBD**

# Agency Reported

The Risks, Issues, Assumptions and Readiness Activities tables below display only items that 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 |
|---|---|---|---|---|---|---|---|
| Technology | Reports - A great deal of management information is created (by reports) and distributed by FLAIR and RDS, as well as information to external users. These reports have been optimized over time to efficiently provide the information these users in a familiar format. The ability to create and distribute these financial reports in a useable format may be critical both within and external to the F & A office. Further, as it appears that PALM will use a skill set for reporting that the employees in the F&A office may not posses, if not mitigated, could have a significant impact on operations either within our external to the F & A office. | Open | High - Impacts the ability of the agency to meet deadlines or milestones | We have a "Leg Current State Report (Smartsheet)" containing current reports (updates continue as discovered), which DFS has asked for to possibly be provided by DFS or PALM either At Go-Live, Within 30 days of Go-Live, within 180 days of Go-Live, or later. None of these options allows for testing prior to Go-Live and thus could impact productivity either internal or external of the F & A Office. This may more likely be a state standard (more generic version of report to cover multiple agencies needs- similar to FLAIR approach when it was implemented). Train or hirer F & A employee with skill set to write or modify reports in PALM. Access other Legislative units who may have ability to create reports with PALM data (OAG or OLITS). | Much about Reporting is still unknown so it is difficult to assess this issue at this time. | 05/31/24 | Mike Mentillo |
| Technology | Reports - Current staffing levels are based optimized use of FLAIR over the last 40 years developing efficiencies through both process knowledge and information reports. Both of these things are going to change which could impact current productivity of staff. The current report catalog (61 row is predominantly process reports for system functions, transactions in process, transactions, and reconciliations (which are necessary, however, very different from reports we use in FLAIR). The Report Catalog from 3-10-2022 was 415 lines and included many management reports. Reporting may be one of our larger change management issues both functional users and for internal and external users of financial information. Current Report examples in the PALM Reports Catalog are mostly reports for functional users involved in the business processes in PALM, and the reports very significantly from the reports we use today. This will present a significant change management issue, but with the reports available well in advance of Go-Live, training and opportunities to use the reports in the sand box prior to Go-Live it should be able to be mitigated. Part Two: Internal and external users of financial information. | Open | Low - All impacts not listed as Critical or High | This is a training issue and can be accomplished through end user training and practice in the sand box. | Examples in report catalog are very different than reports we use in FLAIR. Why was the report catalog reduced so much? | 05/31/24 | Mike Mentillo |

## LEG Assumptions

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

## LEG Agency-Specific Readiness Activities

| Critical Operational Elements | Activity Description | Date(s) | Impacted Stakeholder(s) and/or System(s) | Objective | 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: |
|---|---|---|---|
| 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 |

**Helpful Links**

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

# 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**

September - October 2024

**Agency Sponsor**

Apryl Lynn

## CCN Composition

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

**Change Champion Network:**

- Unique Filled Role = 4
- Duplicate Filled Role = 12
- 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 = 87.25%**

- Submitted Complete = 27
- Submitted Incomplete = 2
- 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 = 95.65%**

- Submitted On Time = 47
- 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 = 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 | 100% - Submitted | **09/05/24** | | Submission Complete | |
| N/A | People | **535** | Update Workforce Readiness Plan | 06/17/24 | 08/02/24 | Pending Resubmission | **08/02/24** | | Submission Incomplete | |
| Direct | Data | **541-A** | Complete Configuration Workbooks for Segment IV | 07/22/24 | 09/06/24 | 100% - Submitted | **09/05/24** | | Submission Complete | |
| N/A | Data | **542** | Complete Data Readiness Analysis and Data Cleansing Activities for Segment IV | 07/22/24 | 10/18/24 | 100% - Submitted | **10/10/24** | | Submission Complete | |
| N/A | Processes | **543** | Identify Change Impacts and Update Agency Business Process Documentation for Segment IV | 07/22/24 | 10/18/24 | 100% - Submitted | **10/15/24** | | Submission Complete | 10/28/24 |
| N/A | Technology | **544** | Update Agency Business System Documentation for Segment IV | 07/22/24 | 10/18/24 | 100% - Submitted | **10/15/24** | | Submission Complete | |
| Direct | Technology | **545-A** | Update and Finalize Florida PALM Conversion Inventory for Segment IV | 07/22/24 | 10/18/24 | 100% - Submitted | **10/10/24** | | Submission Complete | 10/28/24 |
| Direct | Technology | **546** | Update Florida PALM Interface Inventory for Segment IV | 07/22/24 | 10/18/24 | 100% - Submitted | **10/15/24** | | Submission Complete | |
| 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 | People | **549** | Submit Training Survey | 08/12/24 | 09/20/24 | 100% - Submitted | **09/24/24** | Status updated by RC 9/24/2024 Agency Sponsor confirmation received 10/9/24 | Submission Complete | 10/10/24 |
| Indirect | People | **536-B** | Create Agency Specific User Acceptance Testing Plan | 08/19/24 | 10/11/24 | 100% - Submitted | **10/10/24** | | Submission Complete | |
| Direct | Data | **541-C** | Complete Configuration Workbooks for Segment IV | 08/26/24 | 10/04/24 | 100% - Submitted | **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 Complete | 10/10/24 |
| N/A | N/A | **551** | Submit Bimonthly Agency Readiness Status Report | 08/30/24 | 09/11/24 | 100% - Submitted | **09/24/24** | Status updated by RC 9/24/2024 | Submission Complete | |
| N/A | N/A | **552** | Manage Agency Specific Implementation Schedule, Risks and Issues | 08/30/24 | 10/31/24 | 100% - Submitted | **10/28/24** | | N/A | |
| 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 | People | **559** | Share Florida PALM Updates | 10/14/24 | 10/25/24 | 100% - Submitted | **10/21/24** | | Submission Complete | 10/29/24 |
| 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 | | | | | |
| Direct | Data | **555-C** | Complete Data Cleansing Based on Mock Conversion 1 (AMC001 and POC001) | 11/08/24 | 12/06/24 | | | | | |

## People

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

### Implementation:

**Planned Florida PALM End Users = 9**

• Business Process Groupings = 10/13

**Identified Subject Matter Experts = 3**

**• SMEs by Business Process Grouping**

- Account Mgmt. and Financial Reporting = 2
- Accounts Receivable = 0
- Asset Accounting and Mgmt. = 1
- Banking = 0
- Budget Mgmt. and Cash Control = 2
- Contracts Mgmt. = 0
- Disbursements Mgmt. = 2
- Grants Mgmt. = 0
- Inter/IntraUnit Transactions = 0
- Payroll Mgmt. = 3
- Projects Mgmt. = 0
- Revenue Accounting = 2
- System Access and Controls = 1

**Role Mapping = TBD**

**Training = TBD**

## Processes

The sequence of procedures to accomplish a business objective.

### Current-State:

**Cataloged Business Processes = 15**

• Related Business Systems = 0

• Related Reports = 1

**• Documentation Status:**

- Complete = 15 Partial = 0 Not Started = 0

### Implementation:

**Impacted Agency Business Processes = 15**

• Related Business Process Groupings = 6

- Planned Spreadsheet Uploads = 0

**• Level of Impact: People Changes**

- High = 0 Medium = 0 Low = 15 None = 0 Uncertain = 0

**• Level of Impact: Processes Changes**

- High = 0 Medium = 0 Low = 15 None = 0 Uncertain = 0

**• Level of Impact: Technology Changes**

- High = 0 Medium = 0 Low = 3 None = 12 Uncertain = 0

**• Level of Impact: Data Changes**

- High = 0 Medium = 0 Low = 2 None = 13 Uncertain = 0

**• Segments I & II Documentation Update Status**

- Not Started = 0 In Progress = 0 Complete = 11

**• Segment III Documentation Update Status**

- Not Started = 0 In Progress = 0 Complete = 7

## Technology

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

### Current-State:

**Cataloged Business Systems = 5**

**• Criticality:**

- High = 0 Med = 1 Low = 0 None = 4

**• Documentation Status:**

- Complete = 3 Partial = 1 Not Started = 0

**Cataloged Interfaces = 0**

- Inbound Interfaces = 0
- Outbound Interfaces = 0

### Implementation:

**Business Systems Planned for Integration = 0**

**• Segment I - Documentation Updates:**

- Complete = 0 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 1

**• Segment II - Documentation Updates:**

- Complete = 0 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 1

**• Segment III - Documentation Updates:**

- Complete = 0 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 1

**Planned Interfaces = 0**

- Inbound Interfaces = 0
- Outbound Interfaces = 0

## Data

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

### Current-State:

**Unique FLAIR Data Elements = 70**

**• Associated Unique Uses = 70**

- Continued Use - Yes = 11
- Continued Use - No = 37

**• Associated Business Systems = 3**

**Cataloged Reports = 10**

**• Criticality:**

- High = 6 Med = 2 Low = 2 None = 0

### Implementation:

**Segments I & II Planned Configurations = 6/9**

**• Accounts Receivable (AR)**

- Planned Distribution Codes = 1

**• Asset Management (AM)**

- Planned Location Codes = 1
- Planned Associated Area ID's = None

**• Commitment Control (KK)**

- Planned Option = Option # 1 - Track with Budget

**• General Ledger (GL)**

- Planned Budgetary Value Combo Edits = 62
- Planned Local Funds = None
- Planned Organization ID's = 59
- Planned OA1's = 5
- Planned OA2's = None

**Segment IV Planned Configurations**

- Started = 1 Not Started = 1

**Conversions & Data Readiness**

• Conversions Needed = 7

• Agency Data Outside of Primary Source System(s) = 0

**• Data Readiness/Cleansing Status:**

- Complete = 3 In Progress = 0 Not Started = 0 Not Applicable 0

**Reports = TBD**

# Agency Reported

The Risks, Issues, Assumptions and Readiness Activities tables below display only items that 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/Mediu | Will determine as we get closer to the finished product. Attend FL PALM training meetings and create agency training guides. | October 2024 | 10/28/24 | Katisha Mobley |
| Technology | Updating coding of agency business systems that we manually enter FLAIR data from reports into | Open | 4 (Medium/Mediu | 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. | October 2024 | 10/28/24 | 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 |
|---|---|---|---|---|---|
| | | | | | |

### PSC Agency-Specific Readiness Activities

| Critical Operational Elements | Activity Description | Date(s) | Impacted Stakeholder(s) and/or System(s) | Objective | 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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## PSC Status Report Confirmation

| Reporting Period | Agency Sponsor Name: | Confirmed By: | Confirmation Date: |
|---|---|---|---|
| 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 | 07/15/24 |
| 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 |

**Helpful Links**

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

# 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**

September - October 2024

**Agency Sponsor**

Eric Maclure

## 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 = 93.90%**

- Submitted Complete = 31
- Submitted Incomplete = 0
- Completed After Submission = 10

## 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 = 96.76%**

- Submitted On Time = 58
- Submitted Late = 8
- 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 | **531** | Remediate Agency Business Systems based on Segment II | 04/29/24 | 10/04/24 | 100% - Submitted | **10/04/24** | | Submission Complete | |
| Direct | Data | **541-A** | Complete Configuration Workbooks for Segment IV | 07/22/24 | 09/06/24 | 100% - Submitted | **09/06/24** | | Submission Complete | |
| N/A | Data | **542** | Complete Data Readiness Analysis and Data Cleansing Activities for Segment IV | 07/22/24 | 10/18/24 | 100% - Submitted | **10/18/24** | | Submission Complete | |
| N/A | Processes | **543** | Identify Change Impacts and Update Agency Business Process Documentation for Segment IV | 07/22/24 | 10/18/24 | 100% - Submitted | **10/18/24** | | Submission Complete | |
| N/A | Technology | **544** | Update Agency Business System Documentation for Segment IV | 07/22/24 | 10/18/24 | 100% - Submitted | **10/18/24** | | Submission Complete | 11/05/24 |
| Direct | Technology | **545-A** | Update and Finalize Florida PALM Conversion Inventory for Segment IV | 07/22/24 | 10/18/24 | 100% - Submitted | **10/18/24** | | Submission Complete | |
| Direct | Technology | **546** | Update Florida PALM Interface Inventory for Segment IV | 07/22/24 | 10/18/24 | 100% - Submitted | **10/18/24** | | Submission Complete | 11/04/24 |
| N/A | Technology | **547** | Remediate Agency Business Systems based on Segment III | 07/22/24 | 12/13/24 | 50% - In Progress | | | | |
| Direct | People | **549** | Submit Training Survey | 08/12/24 | 09/20/24 | 100% - Submitted | **09/20/24** | | Submission Complete | |
| Indirect | People | **536-B** | Create Agency Specific User Acceptance Testing Plan | 08/19/24 | 10/11/24 | 100% - Submitted | **10/14/24** | | Submission Complete | |
| Direct | Data | **541-C** | Complete Configuration Workbooks for Segment IV | 08/26/24 | 10/04/24 | 100% - Submitted | **10/04/24** | | Submission Complete | 10/29/24 |
| N/A | N/A | **551** | Submit Bimonthly Agency Readiness Status Report | 08/30/24 | 09/11/24 | 100% - Submitted | **09/09/24** | | Submission Complete | |
| N/A | N/A | **552** | Manage Agency Specific Implementation Schedule, Risks and Issues | 08/30/24 | 10/31/24 | 100% - Submitted | **10/31/24** | | N/A | 10/31/24 |
| Direct | Technology | **550-B** | Participate in Technical Meeting to Receive Credentials and Access | 09/03/24 | 09/13/24 | 100% - Submitted | **09/10/24** | | N/A | |
| Indirect | Technology | **553** | Prepare for Interface Testing | 09/16/24 | 10/18/24 | 100% - Submitted | **10/11/24** | | Submission Complete | |
| Direct | Technology | **554** | Participate in Connectivity Testing for Cycle 1 Interface Testing | 09/16/24 | 10/04/24 | 100% - Submitted | **10/04/24** | | Submission Complete | |
| Direct | Data | **541-D** | Complete Configuration Workbooks for Segment IV - General Ledger (GL) | 10/07/24 | 11/01/24 | 100% - Submitted | **11/01/24** | | Submission Complete | |
| Direct | Data | **555-A** | Complete Data Cleansing Based on Mock Conversion 1 - Projects (PCC001) | 10/07/24 | 11/22/24 | 50% - In Progress | | | | |
| N/A | People | **559** | Share Florida PALM Updates | 10/14/24 | 10/25/24 | 100% - Submitted | **10/25/24** | | 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 | 50% - In Progress | | | | |
| 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 | 50% - In Progress | | | | |
| Direct | Data | **555-C** | Complete Data Cleansing Based on Mock Conversion 1 (AMC001 and POC001) | 11/08/24 | 12/06/24 | | | | | |

## People

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

### Implementation:

**Planned Florida PALM End Users = 119**

• Business Process Groupings = 13/13

**Identified Subject Matter Experts = 9**

**• SMEs by Business Process Grouping**

- Account Mgmt. and Financial Reporting = 2
- Accounts Receivable = 3
- Asset Accounting and Mgmt. = 2
- Banking = 1
- Budget Mgmt. and Cash Control = 1
- Contracts Mgmt. = 0
- Disbursements Mgmt. = 2
- Grants Mgmt. = 0
- Inter/IntraUnit Transactions = 4
- Payroll Mgmt. = 3
- Projects Mgmt. = 0
- Revenue Accounting = 3
- System Access and Controls = 3

**Role Mapping = TBD**

**Training = TBD**

## Processes

The sequence of procedures to accomplish a business objective.

### Current-State:

**Cataloged Business Processes = 32**

• Related Business Systems = 5

• Related Reports = 32

**• Documentation Status:**

- Complete = 32 Partial = 0 Not Started = 0

### Implementation:

**Impacted Agency Business Processes = 32**

• Related Business Process Groupings = 11

- Planned Spreadsheet Uploads = 4

**• Level of Impact: People Changes**

- High = 0 Medium = 4 Low = 26 None = 2 Uncertain = 0

**• Level of Impact: Processes Changes**

- High = 0 Medium = 8 Low = 24 None = 0 Uncertain = 0

**• Level of Impact: Technology Changes**

- High = 0 Medium = 8 Low = 24 None = 0 Uncertain = 0

**• Level of Impact: Data Changes**

- High = 0 Medium = 0 Low = 32 None = 0 Uncertain = 0

**• Segments I & II Documentation Update Status**

- Not Started = 0 In Progress = 8 Complete = 24

**• Segment III Documentation Update Status**

- Not Started = 0 In Progress = 11 Complete = 21

## Technology

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

### Current-State:

**Cataloged Business Systems = 5**

**• Criticality:**

- High = 3 Med = 2 Low = 0 None = 0

**• Documentation Status:**

- Complete = 5 Partial = 0 Not Started = 0

**Cataloged Interfaces = 3**

- Inbound Interfaces = 2
- Outbound Interfaces = 1

### Implementation:

**Business Systems Planned for Integration = 4**

**• Segment I - Documentation Updates:**

- Complete = 2 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 0

**• Segment II - Documentation Updates:**

- Complete = 2 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 0

**• Segment III - Documentation Updates:**

- Complete = 2 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 0

**Planned Interfaces = 9**

- Inbound Interfaces = -2
- Outbound Interfaces = 7

## Data

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

### Current-State:

**Unique FLAIR Data Elements = 72**

**• Associated Unique Uses = 72**

- Continued Use - Yes = 48
- Continued Use - No = 0

**• Associated Business Systems = 6**

**Cataloged Reports = 48**

**• Criticality:**

- High = 3 Med = 27 Low = 6 None = 9

### Implementation:

**Segments I & II Planned Configurations = 6/9**

**• Accounts Receivable (AR)**

- Planned Distribution Codes = 7

**• Asset Management (AM)**

- Planned Location Codes = 89
- Planned Associated Area ID's = None

**• Commitment Control (KK)**

- Planned Option = Option # 1 - Track with Budget

**• General Ledger (GL)**

- Planned Budgetary Value Combo Edits = 285
- Planned Local Funds = None
- Planned Organization ID's = 1046
- Planned OA1's = 70
- Planned OA2's = None

**Segment IV Planned Configurations**

- Started = 1 Not Started = 1

**Conversions & Data Readiness**

• Conversions Needed = 9

• Agency Data Outside of Primary Source System(s) = 1

**• Data Readiness/Cleansing Status:**

- Complete = 5 In Progress = 0 Not Started = 0 Not Applicable 0

**Reports = TBD**

## Agency Reported

The Risks, Issues, Assumptions and Readiness Activities tables below display only items that 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. | Open | 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.<br>- example: place "7" (expenses) value in the Account Code to satisfy the Object Code requirement | | Budget |
| Processes | Warrant cancellation, On Demand and Salary refunds. | Open | 9 (High/High) | We do not use.<br>Setup a discussion with SCS HR to further identify any actions. | HR impact to be further flushed out<br>Additional BPC resources have been added to assist with developing salary refunds, etc. as needed, continuing to monitor progress | | Human Resources |
| Technology | SCS Access to PALM Application | Open | 9 (High/High) | Leveraging PALM Website to establish an SCS & PALM functionality baseline. Waiting on PALM functionality updates around PALM Data Warehouse & reporting, then accessing the impact to SCS Tran History, & Enterprise system modification readiness. | Following up with PALM, other Agency contacts & Enterprise System contacts | 10/30/24 | OIT |
| Technology<br>Data | FLAIR data conversion integrity & validation | Open | 4 (Medium/Mediu | Working with PALM to see what resources & processes will be provided to SCSs to validate converted FLAIR data into PALM. | This was discussed during our 12/12/23 Touch Point meeting that we need assistance to convert our ORG Code listings.<br>7/19: Requested a joint SCS, PALM session | 12/13/23 | F&A, OIT and HR |
| People | Training for all stakeholders at deployment. | Open | 4 (Medium/Mediu | We will take advantage of all available training provided by PALM  Update our process and | Staff augmentation is in process | | Finance & Accounting |

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| | | | | procedures.<br>- Recruit staff augmentation resources to assist | Additional BPC resources have been added to assist with developing training materials as needed, continuing to monitor progress | | |
| Processes | Statutory Compliance<br>- Prompt Payments | Open | 4 (Medium/Mediu | PALM to provide training to process Statutory Compliance - Prompt Payments<br>- Reduce time involved to process batch approval processes for Statutory Compliance - Prompt Payments<br>- 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. | | Finance & Accounting |
| Processes<br>Technology | UAT Readiness: PALM application test cases & acceptance criteria defined, Enterprise system dependencies & readiness, extensive "negative path" testing, and UAT data synchronization plans with Agency Business Systems in order to conduct "round-trip" integration testing scenarios. | Open | 4 (Medium/Mediu | SCS is focusing on ABS testing scenarios, defining where PALM can be leveraged, logging some SCS expectations for PALM. | Following up with PALM, other Agency contacts & Enterprise System contacts | 10/30/24 | Finance & Accounting, Budget, HR/Payroll, OIT |
| Processes | Proper documentation of current processes and procedures. | Closed | 2 (Medium/Low) | Recruited & onboarded 1 PM & 2 BPCs to further define SCS business processes details through Fit-Gap activities. | Processes were updated to complete FL PALM TASK 328<br>- 3 additional resources added (1 PM, 2 BPC)<br>- BPCs are currently performing Fit-Gap Analysis which includes interviewing SMEs "As-Is" processes to define Gaps, then mitigating them through integrating the functionality of PALM, modified Agency applications & Enterprise application designs. | 10/30/24 | SCS |
| People | Additional/adequate human resources for accounting roles | Open | 1 (Low/Low) | Prepare LBR to request additional funding or FTE. Cross train employees to assume different work responsibilities. | This was discussed during our last touchpoint meeting 12/12/23<br>Cross Training is being evaluated along with current resource levels. Final action is to be determined | 12/12/23 | Finance & Accounting Chief and Budget Cheif |
| People | Ongoing Communication about project | Open | 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 | | Finance & Accounting |
| Technology<br>Data | Business system development and integration | Open | 1 (Low/Low) | We develop as best as possible | Follow up with OIT (Brian) | | Finance & Accounting, OIT |
| People<br>Technology<br>Data | SCS implementing a cloud environment to remediate our on-prem applications consisting of Transaction History, Payroll, and Contracts/Tracker applications; however, this has been delayed due resource allocation needs. | Closed | 1 (Low/Low) | Train employees to use the new SCS Development/Cloud environment<br>- Implement Cloud Best-Practices<br>- Implement cloud environment & tools<br>- Train staff on selected tools<br>- Remediate our business systems with PALM<br>- SCS will not need Cloud resources for 01/01/2026 | Training is in process for the development team | 09/04/24 | OIT |

**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 needs the ARS timesheet requirements, reporting, integration and design specifications<br><br>Consolidated into Issue 12 | Closed | High - Impacts the ability of the agency to meet deadlines or milestones | Attended the PALM HR/Payroll workshops, SCS is:<br>- Conducting internal design sessions to update processing procedures<br>- SCS is waiting on PALM to provide answers to the following:<br>(Sharan/Tina please provide items we are waiting on PALM to provide) | Conduct SCS impact discussions with HR, OIT & F&A | 10/31/24 | Human Resources |
| Processes<br>Data | HRIS payroll reports not utilized to send data to PALM<br><br>Consolidated into Issue 12 | Closed | High - Impacts the ability of the agency to meet deadlines or milestones | Request payroll reports for SCS to be generated - LWOP, missing timesheet reports, over and under payment report | Need PALM reporting/data warehouse design information | 10/31/24 | Human Resources |
| Processes | Entering OPS paper timesheets, Shift and On-call payments into People First manually in the Alternate Time Entry screen<br><br>Consolidated into Issue 12 | Closed | High - Impacts the ability of the agency to meet deadlines or milestones | Request approval for OPS employees be allowed to use the HRIS system to submit timesheets. | SCS needs to validate SCS ARS (time reporting system) integration procedures with PALM HR/Payroll | 10/31/24 | Human Resources |
| Processes | LWOP entered as Unpaid hours in Alternate Time Entry screen when notified timely<br><br>Consolidated into Issue 12 | Closed | High - Impacts the ability of the agency to meet deadlines or milestones | We are still trying to figure out how this change will affect us. We are anticipating updates from FL PALM. | | 10/31/24 | OIT |
| Technology<br>Data | SCS needs to understand PALM's Interface API direction, plan & schedule so SCS can make design decisions based on the availability of APIs | Closed | High - Impacts the ability of the agency to meet deadlines or milestones | With the availability of APIs, SCS will have the option to implement Cloud API capabilities, without APIs - SCS will interface through flat file transfers | SCS currently implementing Cloud Platform capabilities. This information will help SCS to properly focus development resources. | 09/04/24 | OIT |
| Processes<br>Technology<br>Data | Consolidated Issue 2, 3, 4, 6, 7:<br>SCS is adopting new PALM HR/Payroll processing requirements, designs, & reporting: | 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 | HR/Payroll |

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|---|---|---|---|---|---|---|---|
| | - 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 | | | | | | |
| People Technology | Our Agency planned to develop API Interfaces in a cloud environment for remediating the Transaction History, Payroll, and Contracts/Tracker applications; however, this has been delayed due resource allocation needs. | Closed | Low - All impacts not listed as Critical or High | Having required resources available to perform cloud environment activities | No APIs will be available for 1/1/2026 | 09/04/24 | OIT |

## 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 | |

## SCS Agency-Specific Readiness Activities

| Critical Operational Elements | Activity Description | Date(s) | Impacted Stakeholder(s) and/or System(s) | Objective | 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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## SCS Status Report Confirmation

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

The following reports were not confirmed by the agency:

DCF, DOS