Measures / Internal Factors and Success Criteria

DRAFT

#	Phase	Internal Factors	Success Criteria Tracking	Success Criteria	Internal Factor Status (In-Progress, Complete)	Success (Pass/Fail)	Internal Factor Date Start	Internal Factor End Date	Overall Status (On Track/ Delayed / Critically Delayed)
1	Remediation	Agency Business System (ABS) Development		100% Development Complete			Sep-24	Jun-24	
2	Remediation	Unit Testing ABS (Agency Internal Testing with Applicable Areas)		100% Unit Testing Complete			Jan-25	Jun-25	
3	Remediation	Florida PALM Configured Interface Values Provided to Agencies and Interface Error File Formats Provided to Agencies for Testing		85-100% Configurations Complete			May-25	Jul-25	
4	Remediation	Interface File Testing with Florida PALM		25-50% Successful With No Show Stopper Bugs			Jun-25	Aug-25	
5	Remediation	Test Tier 2 Agency ABS Interface Testing (i.e. test information from Tier 1 ABS going to Tier 2 Agency ABS)		100% Testing Complete			Aug-25	Nov-25	
	SG	**Stage Gate 3 - Ready to begin UAT - July 30, 2025**							
6	Training	SMEs (Subject Matter Experts) Trained on Florida PALM User Interface / System		100% SME's Trained			Aug-25	Nov-25	
7	Training	Identified SMEs Completed UAT (User Acceptance Testing) Prerequisite Training		100% SMEs Completed			Jun-25	Jul-25	
8	Training	Version One SME UAT User Guide Complete		100% Complete			Jul-25	Aug-25	
9	Training	End Users Training on Florida PALM User Interfaces and System		At Least 50-75% End Users Have Tested in Every Applicable Area			Oct-25	Dec-25	
10	Training	Florida PALM Users Know How To Access Florida PALM		50-75% of the Users Can Access Florida PALM			Aug-25	Dec-25	
11	UAT	Regardless of Go-Live date, UAT Must Start in August 2025		50-75% System Ready for UAT - Focus on Understanding Florida PALM Process and Data Flow for Each Module			Aug-25	May-26	
12	UAT	Complete Interface File Testing with Florida PALM		90% Successful With No Show Stopper Bugs			Aug-25	Oct-25	
13	UAT	SMEs Successful Completion of Florida PALM UAT		100% SME's Have Completed UAT in Florida PALM			Aug-25	Nov-25	
14	UAT	All DFS Accounting and Auditing UAT Scenarios Tested		100% DFS A&A Scenarios Tested Successfully			Aug-25	May-26	
15	UAT	All DFS Treasury UAT Scenarios Tested		100% DFS Treasury Scenarios Tested Successfully			Aug-25	May-26	
16	Training	All Agency Users are Trained on Enterprise Owned ABS for Florida PALM Changes (STMS, Pcard Works, MFMP, FACTS, and People First)		80% Applicable Agency Staff Trained			Sep-25	Dec-25	

#	Phase	DRAFT Internal Factors	Success Criteria Tracking	Success Criteria	Internal Factor Status (In-Progress, Complete)	Success (Pass/Fail)	Internal Factor Date Start	Internal Factor End Date	Overall Status (On Track/ Delayed / Critically Delayed)
17	Training	All Agency Users are Trained on Agency Owned ABS for Florida PALM Changes		50-75% Applicable Agency Staff Trained			Sep-25	Dec-25	
18	UAT	Begin End Users Florida PALM UAT		50-75% End Users Have Started UAT			Dec-25	May-26	
19	UAT	All Tier 1 and Tier 2 Identified Processes Tested in Florida PALM		100% Processes Tested Successfully			Aug-25	Nov-25	
20	UAT	All Identified Test Cases Tier 1 and Tier 2 Tests Successful in Florida PALM		100% of the Test Cases are Tested Successfully			Aug-25	Nov-25	
21	UAT	Test FYE (Fiscal Year-End) Processes in Florida PALM UAT		100% YE Testing Complete			Jan-26	Apr-26	
	SG	**Stage Gate 4 - Continue Deployment - January 30, 2026**							
22	UAT	Show Stopper Bugs (i.e., Bills cannot be paid, Employees not paid, Revenue not recorded)		100% Critical Bugs are Resolved			Jan-26	Apr-26	
23	UAT	Complete End User Florida PALM UAT		75% End Users Have Completed UAT			Dec-25	May-26	
24	Florida PALM Training	Create, Update and Execute Agency Specific Training Based on Florida PALM Training		100% SME's Complete Florida PALM training 25-50% End Users Complete Training			Dec-25	May-26	
25	UAT	Orchestrated FYE Closing with DFS Accounting and Auditing/Florida PALM/Agencies		75-100% FYE Tasks Completed Successfully			Apr-26	May-26	
	SG	**Stage Gate 5 - Agency Readiness - May 2026**							
26	Go-Live Measures	Tier 1 and Tier 2 - To-Be Documentation of Processes Updated for Florida PALM User Interface / Processes		75% Complete			Aug-25	Dec-25	
27	Go-Live Measures	Complete Florida PALM Training for All End Users		90% Complete			Aug-25	May-26	
28	Go-Live Measures	Complete Florida PALM Configuration		90% Correct Configuration			Jan-25	May-26	
29	Go-Live Measures	Complete Florida PALM Conversion Mapping and Data Cleansing		90% Correct Conversion			Aug-25	May-26	
30	Go-Live Measures	Florida PALM Role Mapping Accurate and Complete		90% Complete			May-26	Jul-26	
31	Go-Live Measures	Deployment Plan / Technical Plan		95% Identified and Documented			Jan-26	May-26	
32	Go-Live Measures	Readiness Implementation Plan - Business Plan / Coordination Between Florida PALM, Enterprise Agencies, DFS, and all State Agencies Must Create a Template of Activities Based on Go-Live Timeframe (July 2026)		100% Activities Identified and Implementation Plan Complete			Jan-26	May-26	

#	Phase	DRAFT Internal Factors	Success Criteria Tracking	Success Criteria	Internal Factor Status (In-Progress, Complete)	Success (Pass/Fail)	Internal Factor Date Start	Internal Factor End Date	Overall Status (On Track/ Delayed / Critically Delayed)
33	Go-Live Measures	Chief of Finance Must Be Able to Guide and Direct Resources to the Right Module / Process / SME for Assistance / Training / Guidance		100% Complete			Feb-26	Apr-26	
34	Go-Live Measures	Create Agency Functional Help Desk		100% Setup of Help Desk			Jan-26	Dec-26	
	SG	**Stage Gate 6 - Deployment Readiness - June 17, 2026**							
35	Go-Live Measures	Deploy Strike Teams to Assist Applicable Areas		90% Ready			May-26	Jul-26	
36	Go-Live Measures	Agency Dedicated Training Room		100% Ready for Users			Apr-26	Dec-26	
37	Go-Live Measures	Confirm Final Import of Configurations, Conversions, and Balances to Include LAS/PBS Appropriations for 2026-2027		100% Complete			Apr-26	Jul-26	
38	Go-Live Measures	Agency Deploys in Accordance with the Readiness Implementation and Technical Deployment Plan		100% Complete			Jul-26	Sep-26	
	SG	**Stage Gate 7 - Confirm Deployment - July 2026**							
39	Post Deploy	Hypercare					Jul-26	Dec-26	
	SG	**Stage Gate 8 - Go-Live - July 2026**							

Note
All dates are pending based on the final dates published by Florida PALM Project
Each success factor is a snapshot based on the information we have from Florida PALM Project

On Track	*In-Progress*
Delayed	*Complete*
Critically Delayed	

Florida PALM Business Processes Tiering

DRAFT

Business Process Grouping	Business Process	Associated Process Module	Module	Tier Level
Account Management and Financial Reporting (AMFR)	10.1.1 Agency Add or Modify ChartField Values	GL	General Ledger	T1
Account Management and Financial Reporting (AMFR)	10.1.2 Enterprise Add or Modify Statewide ChartField Values	GL	General Ledger	E
Account Management and Financial Reporting (AMFR)	10.1.3 Enterprise Add or Modify Fund Values	GL	General Ledger	E
Account Management and Financial Reporting (AMFR)	10.1.4 Enterprise Add or Modify Budgetary ChartField Values	GL	General Ledger	E
Account Management and Financial Reporting (AMFR)	10.1.5 Enterprise Set Up and Maintain Trees and/or Combination Edits	GL	General Ledger	E
Account Management and Financial Reporting (AMFR)	10.1.6 Agency Set Up and Maintain SpeedKeys	GL	General Ledger	T1
Account Management and Financial Reporting (AMFR)	10.2.1 Source Module Journal Entry	GL	General Ledger	T1
Account Management and Financial Reporting (AMFR)	10.2.2 Edit Check	GL	General Ledger	T1
Account Management and Financial Reporting (AMFR)	10.2.3 Agency Create and Approve Journals	GL	General Ledger	T2
Account Management and Financial Reporting (AMFR)	10.2.4 Enterprise Create and Approve Journals	GL	General Ledger	E
Account Management and Financial Reporting (AMFR)	10.3.1 Perform Month End Close	GL	General Ledger	T3
Account Management and Financial Reporting (AMFR)	10.4 Close General Ledger and Consolidate Results	GL	General Ledger	T5
Payroll (PR)	100.1 Set Up and Maintain Positions	PAY	Payroll	T1
Payroll (PR)	100.2.1 Personal Data	PAY	Payroll	T1
Payroll (PR)	100.2.2 Payroll Data	PAY	Payroll	T1
Payroll (PR)	100.2.3 Retirement Data	PAY	Payroll	T1
Payroll (PR)	100.2.4 Deferred Compensation	PAY	Payroll	T1
Payroll (PR)	100.2.5 Garnishments	PAY	Payroll	T1
Payroll (PR)	100.3.1 Create, Load, and Manage Paysheets	PAY	Payroll	T1
Payroll (PR)	100.3.2 Calculate Payroll	PAY	Payroll	T1
Payroll (PR)	100.3.3 Update Paysheets	PAY	Payroll	T1
Payroll (PR)	100.3.4 Confirm Payroll	PAY	Payroll	T1
Payroll (PR)	100.3.5 Manage ACH Feeds	PAY	Payroll	T1
Payroll (PR)	100.3.6 Distribute Payroll Warrants	PAY	Payroll	T1
Payroll (PR)	100.4.1 Off-Cycle Processing	PAY	Payroll	T1
Payroll (PR)	100.4.2 Beneficiary Payments	PAY	Payroll	T1
Payroll (PR)	100.4.3 Online Check	PAY	Payroll	T1
Payroll (PR)	100.5.1 Validate SSA Information	PAY	Payroll	T1
Payroll (PR)	100.5.2 Manage Stale Payroll Warrants	PAY	Payroll	T1
Payroll (PR)	100.5.3 Run Outbound Miscellaneous Interfaces	PAY	Payroll	T1
Payroll (PR)	100.6.1 Record Overpayments and Recovery	PAY	Payroll	T1
Payroll (PR)	100.6.2 Manage ACH Returns and Reissued Warrants	PAY	Payroll	T1
Payroll (PR)	100.6.3 Reverse Unreconciled Warrants	PAY	Payroll	T1
Payroll (PR)	100.6.4 Adjust Retirement Earnings and Contributions	PAY	Payroll	T1
Payroll (PR)	100.6.5 Record Non-Cash, Fringe, and Other Adjustments	PAY	Payroll	T1
Payroll (PR)	100.7.1 Set Up Position Distributions	PAY	Payroll	T1
Payroll (PR)	100.7.2 Generate Payroll Accounting Distributions	PAY	Payroll	T1
Payroll (PR)	100.7.3 Process Redistributions	PAY	Payroll	T1
Payroll (PR)	100.8.1 Process Daily Payroll Tax Data	PAY	Payroll	T1
Payroll (PR)	100.8.2 Reconcile Monthly Payroll Taxes	PAY	Payroll	T1
Payroll (PR)	100.8.3 Prepare Quarterly Payroll Taxes	PAY	Payroll	T1
Payroll (PR)	100.8.4 Produce Employee W-2 Forms	PAY	Payroll	T1
Payroll (PR)	100.8.5 Produce Employee W-2c Forms	PAY	Payroll	T1
Payroll (PR)	100.8.6 Maintain Fiscal Year End Updates	PAY	Payroll	T1

Tier	Definition
T1	Priority
T2	Secondary
T3	Not Priority
T4	Monthly/Quarterly
T5	Year End
E	Enterprise

DRAFT

Business Process Grouping	Business Process	Associated Process Module	Module	Tier Level
Payroll (PR)	100.8.7 Process Year End Off-Cycles	PAY	Payroll	T1
Payroll (PR)	100.8.8 Reset Employee W-4 Exempt Status	PAY	Payroll	T1
Inter/IntraUnit (IU)	110.1.1 Create and Maintain Inter/IntraUnit Encumbrances	IU	Inter/Intra Unit	T1
Inter/IntraUnit (IU)	110.1.2 Monitor Inter/IntraUnit Encumbrances	IU	Inter/Intra Unit	T1
Inter/IntraUnit (IU)	110.2.1 Create and Maintain Inter/IntraUnit Accruals	IU	Inter/Intra Unit	T2
Inter/IntraUnit (IU)	110.2.2 Monitor Inter/IntraUnit Accruals	IU	Inter/Intra Unit	T4
Inter/IntraUnit (IU)	110.3.1 Agency Record Inter/IntraUnit Transactions	IU	Inter/Intra Unit	T3
Inter/IntraUnit (IU)	110.3.2 Enterprise Record Inter/IntraUnit Transactions	IU	Inter/Intra Unit	E
Inter/IntraUnit (IU)	110.3.3 Process GR Service Charge	IU	Inter/Intra Unit	T4
Inter/IntraUnit (IU)	110.3.4 Manage Trust Fund Loans	IU	Inter/Intra Unit	T3
Inter/IntraUnit (IU)	110.3.5 Inter/IntraUnit Reclassifications	IU	Inter/Intra Unit	T3
Inter/IntraUnit (IU)	110.4.1 Inter/IntraUnit Period Close	IU	Inter/Intra Unit	T4
Inter/IntraUnit (IU)	110.4.2 Inter/IntraUnit Carry Forward Process	IU	Inter/Intra Unit	T5
System Access Controls	120.1.1 Interface File Error Handling	N/A	N/A	T1
System Access Controls	120.1.2 Spreadsheet Upload Error Handling	N/A	N/A	T3
Budget Management and Cash Control (BMCC)	20.1.1 Enterprise Post Appropriations	KK	Commitment Control	E
Budget Management and Cash Control (BMCC)	20.1.2 Manage Agency Allotments	KK	Commitment Control	T1
Budget Management and Cash Control (BMCC)	20.1.3 Enterprise Budget Ledger Reconciliation	KK	Commitment Control	E
Budget Management and Cash Control (BMCC)	20.1.4 Agency Estimated Revenue	KK	Commitment Control	T5
Budget Management and Cash Control (BMCC)	20.2.1 Manage Budget Checking	KK	Commitment Control	T1
Budget Management and Cash Control (BMCC)	20.2.2 Manage Cash Checking	KK	Commitment Control	T1
Budget Management and Cash Control (BMCC)	20.2.3 Invested Balance Checking	KK	Commitment Control	T3
Budget Management and Cash Control (BMCC)	20.3.1 Carry Forward	KK	Commitment Control	T5
Budget Management and Cash Control (BMCC)	20.3.2 Certified Forward	KK	Commitment Control	T5
Budget Management and Cash Control (BMCC)	20.3.3 Continuing Appropriations	KK	Commitment Control	T5
Disbursements Management (DM)	30.1.1 Add and Update Suppliers Online	AP	Accounts Payable	E
Disbursements Management (DM)	30.1.2 Import Suppliers	AP	Accounts Payable	E
Disbursements Management (DM)	30.1.5 Manage Supplier Banks	AP	Accounts Payable	E
Disbursements Management (DM)	30.2.1 Create and Maintain Encumbrances	PO	Purchasing	T2
Disbursements Management (DM)	30.2.2 Monitor Encumbrances	PO	Purchasing	T2
Disbursements Management (DM)	30.2.3 Establish Enterprise Encumbrances	PO	Purchasing	E
Disbursements Management (DM)	30.3.1 Process Vouchers	AP	Accounts Payable	T1
Disbursements Management (DM)	30.3.2 Voucher Matching	AP	Accounts Payable	T3
Disbursements Management (DM)	30.3.3 Review and Approve Vouchers	AP	Accounts Payable	T1
Disbursements Management (DM)	30.3.5 Enterprise Process Vouchers	AP	Accounts Payable	E
Disbursements Management (DM)	30.3.6 Prompt Payment Interest Calculation	AP	Accounts Payable	T3
Disbursements Management (DM)	30.3.7 Process Carry Forward Vouchers	AP	Accounts Payable	T5
Disbursements Management (DM)	30.4.1 Process Pay Cycle	AP	Accounts Payable	T1
Disbursements Management (DM)	30.4.2 Process Warrant Payments	AP	Accounts Payable	T1
Disbursements Management (DM)	30.5.1 Record Manual Payments	AP	Accounts Payable	T1
Disbursements Management (DM)	30.5.2 Manage ACH/EFT Notifications	AP	Accounts Payable	T3
Disbursements Management (DM)	30.5.3 Manage Stale Payments	AP	Accounts Payable	T3
Disbursements Management (DM)	30.5.4 Cancel and Reissue Payments	AP	Accounts Payable	T3
Disbursements Management (DM)	30.6 Manage Tax Reporting	AP	Accounts Payable	T3
Disbursements Management (DM)	30.7 Manage Accounts Payable Transactions	AP	Accounts Payable	T3
Asset Accounting and Management (AAM)	40.1.1 Import Asset Add	AM	Asset Management	T3
Asset Accounting and Management (AAM)	40.1.2 Online Asset Add	AM	Asset Management	T3

Business Process Grouping	Business Process DRAFT	Associated Process Module	Module	Tier Level
Asset Accounting and Management (AAM)	40.1.3 Work in Progress	AM	Asset Management	T3
Asset Accounting and Management (AAM)	40.1.4 Leases	AM	Asset Management	T3
Asset Accounting and Management (AAM)	40.2.1 Deploy and Maintain Assets	AM	Asset Management	T3
Asset Accounting and Management (AAM)	40.2.2 InterUnit Asset Transfer	AM	Asset Management	T3
Asset Accounting and Management (AAM)	40.2.3 IntraUnit Asset Transfer	AM	Asset Management	T3
Asset Accounting and Management (AAM)	40.2.4 Asset Disposal	AM	Asset Management	T3
Asset Accounting and Management (AAM)	40.2.5 Physical Inventory	AM	Asset Management	T3
Asset Accounting and Management (AAM)	40.2.6 Asset Mass Transfer	AM	Asset Management	T3
Asset Accounting and Management (AAM)	40.3 Set Up and Maintain Asset Controls	AM	Asset Management	T3
Asset Accounting and Management (AAM)	40.4 Asset Management Pre-Period Close	AM	Asset Management	T3
Revenue Accounting (RA)	50.1 Set Up and Maintain Customer	AR	Accounts Receivable	T3
Accounts Receivables (AR)	60.1.1 Record AR	AR	Accounts Receivable	T5
Accounts Receivables (AR)	60.1.2 Refund AR	AR	Accounts Receivable	T5
Accounts Receivables (AR)	60.1.3 Write-Off AR	AR	Accounts Receivable	T5
Accounts Receivables (AR)	60.1.4 AR Period Close	AR	Accounts Receivable	T5
Accounts Receivables (AR)	60.2.1 Direct Journal Deposits	AR	Accounts Receivable	T1
Accounts Receivables (AR)	60.2.2 AR Deposits	AR	Accounts Receivable	T5
Accounts Receivables (AR)	60.2.3 Returned Items	AR	Accounts Receivable	T1
Accounts Receivables (AR)	60.2.4 Manage Electronic Receipts Data	AR	Accounts Receivable	T1
Banking	70.1 Manage Banking Relationships	TM	Treasury Management	T3
Banking	70.2 Manage and Reconcile Bank Statements	TM	Treasury Management	T3
Banking	70.4 Process Bank Cash Transfers	TM	Treasury Management	T3
Banking	70.5 Reconcile Book to Bank Balances	TM	Treasury Management	T3
Banking	70.6 Create and Maintain Deals	TM	Treasury Management	T3
Banking	70.7 Manage Investment Pools	TM	Treasury Management	T3
Projects Management (PM)	90.1.1 Add or Modify Project	PC	Project Costing	T3
Projects Management (PM)	90.1.2 Add or Modify PC Activity	PC	Project Costing	T3
Projects Management (PM)	90.1.3 Define Project Budget	PC	Project Costing	T3
Projects Management (PM)	90.1.4 Add or Modify PC Chartfields	PC	Project Costing	T3
Projects Management (PM)	90.1.5 Monitor and Closeout Project	PC	Project Costing	T3
Projects Management (PM)	90.1.6 FCO Certified Forward Request	PC	Project Costing	T3
Projects Management (PM)	90.1.7 Manager Transaction Review for Pcard Process	PC	Project Costing	T3
Projects Management (PM)	90.1.8 Maintain Projects	PC	Project Costing	T3
Grants Management (GM)	90.2.1 Add or Modify Grant	Grants	Custom Grant Page	T1
Grants Management (GM)	90.2.2 Add or Modify ALN/CSFA	Grants	Custom Grant Page	T1
Grants Management (GM)	90.2.3 Monitor and Closeout Grant	Grants	Custom Grant Page	T3
Grants Management (GM)	90.2.4 Monitor CMIA	Grants	Custom Grant Page	T3
Contracts Management (CM)	90.3.1 Add or Modify Contract	Grants	Custom Contract Page	T1
Contracts Management (CM)	90.3.2 Monitor and Closeout Contract	Grants	Custom Contract Page	T3