

# FloridaP<sup>ALM</sup>

Planning, Accounting, and Ledger Management



Task ID	Critical Operational Element	Task Name	Task Description
324	Data	Complete FLAIR Data Elements Inventory	Complete and submit the FLAIR Data Elements Inventory document detailing data elements your agency currently uses and how they are being used.
325	Processes	Complete Data Security and Access Survey	Complete and submit the Data Security and Access Survey to inform how your agency manages data security and user access.
326	Technology	Update Current Agency Business Systems	Review and update the current Agency Business Systems. Record the current technical design for each system.
327	Data	Complete Reports Inventory	Complete and submit the Reports Inventory documenting all agency FLAIR reports.
328	Processes	Document Current Agency Business Processes	Document and submit current agency fiscal and payroll processes, and any agency business systems engaged in the processes.
329	People	Update CCN and Project Contacts	Review, update and confirm Change Champion Network (primary and Subject Matter Experts) and additional support contacts.
	People	Update Authorized Spreadsheet Users	Review, update and confirm authorized spreadsheet access to all Florida T resources.
	N/A	Submit Monthly Agency Health Report	Agency Sponsor to confirm and submit monthly health report, in the Project Health Report template, to the agency to inform the project impact on agency operations.
		Create Agency Specific Risk and Issues Management Plan	Create or update a plan to identify and manage agency specific risks to Florida PALM implementation.
		Create Webstore Readiness Plan	Create a plan to identify and assess impacted stakeholders within the agency that includes agency specific tasks to successfully implement your agency.

# THURSDAY Task Talk

*Hosted by your favorite Florida PALM RC's*

FEBRUARY 20, 2025

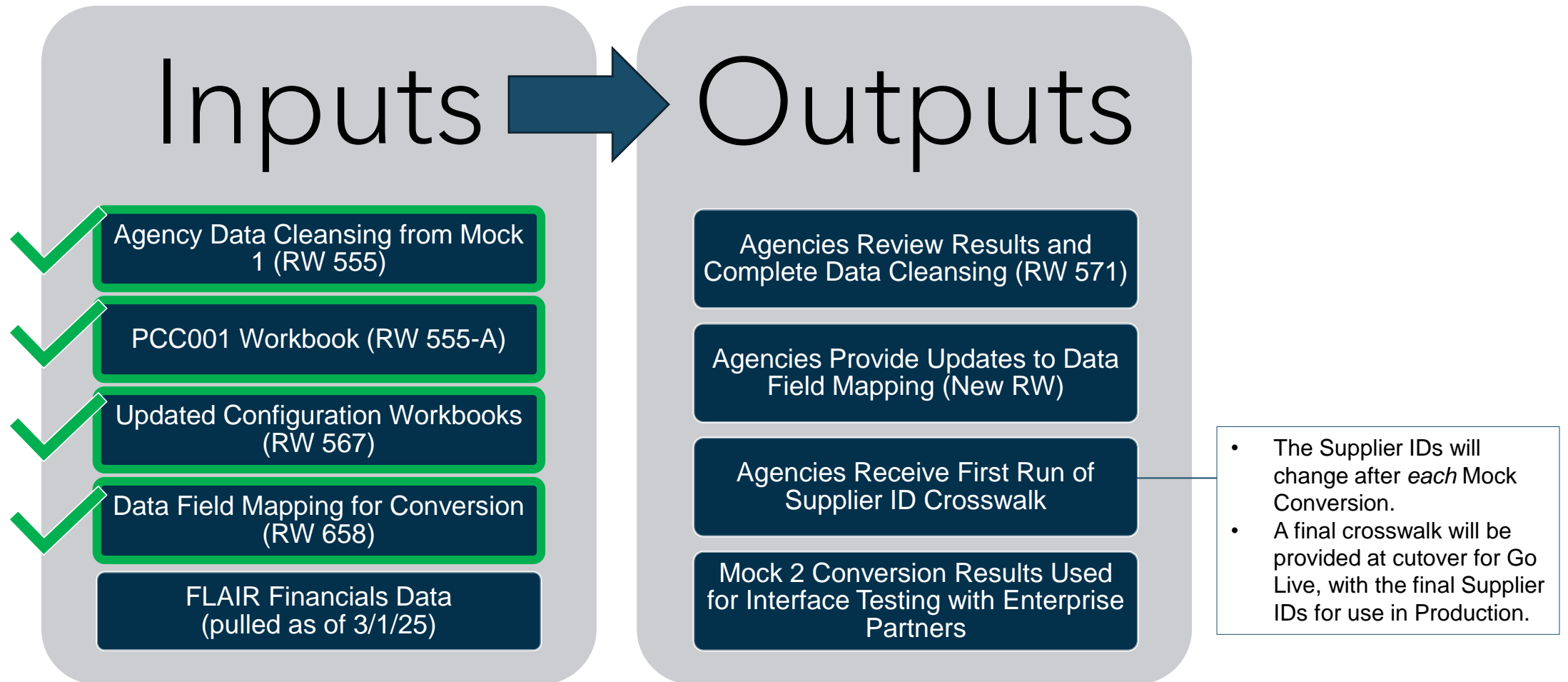


# Agenda


- Project Update
- Mock Conversion 2 – Coming Soon
- Updates to Testing Support Worksheet
- Reminders
- Questions



# Mock Conversion 2 - Coming Soon



# Updates to Testing Support Worksheet



Florida PALM Workbook for DFS

+ Add

Workspace items

- Agency Readiness
  - Agency Contacts
    - DFS Change Champion Netw...
    - DFS Implementation End Users
    - DFS Production Support Con...
    - DFS Security Access Managers
    - DFS Subject Matter Experts
    - DFS Testing Support
  - Agency Engagement
    - DFS Question Log (READ ONLY)
    - DFS Readiness Workplan Task Tr...
    - DFS UAT Planning Questions
  - Archive (Reference Only Materials)
  - Change Analysis

FileAutomationFormsConnectionsDynamic View

DFS Testing Support

Grid ViewFilter

Arial10B I U

	Agency MFT Server Confirmation	Role	First Name	Last Name	Email
1	Hosted By Agency				
2		File Manager - Primary	Jeffery	Barkiewicz	Jeffery.Barkiewicz@myfloridacfo.com
3		File Manager - Backup	Kelly	Owens	Kelly.Owens@myfloridacfo.com
4					
5		File Manager - Primary			
6		File Manager - Backup			
7		UAT Coordinator - Primary			
8		UAT Coordinator - Backup			
9		Testing Error Triage Team			
10					
11					
12					
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18					



# Reminders: Upcoming Due Dates for Current Tasks

## February 21

- ✓ 567-Q – Default Interest Apportionment Configuration Workbook

## February 28

- ✓ 570 – Manage Agency-specific Implementation Schedule, Risks, Issues
  - ❖ Confirmation Column added

## March 14

- ✓ 561 – Remediate Agency Business Systems based on Segment IV
- ✓ 658-D – Submit Data Field Mapping (Location Code)



# Upcoming Task Releases

## February 28

- 589 - Submit Bimonthly Agency Readiness Status Report (2/28-3/10)

## March 3

- Payroll Configuration Workbooks (3/3 – 3/28)
  - 567-L – Position Funding
  - 567-M – Default Funding
  - 567-N – CJIP Funding
  - 567-O – FFIP Funding





# Questions?



Meet Topsy.  
Submitted by Courtney Howell  
DCF





CONTACT US

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