

# FloridaPALM

Planning, Accounting, and Ledger Management

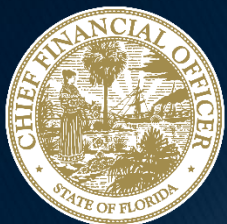


| Task ID | Critical Operational Element | Task Name  | Task Description  |
|---------|------------------------------|--|---|
| 324     | Data                         | Complete FLAIR Data Elements Inventory                 | Complete and submit the FLAIR Data Elements Inventory document detailing data 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 Signatory Users                      | Review, update and confirm authorized signatory access to all Florida PALM resources.   |
|         | N/A                          | Submit Monthly Agency Health Report                    | Agency Sponsor to confirm and submit monthly report, in the Project Health Report, detailing the agency's progress in the project and impact on the agency's financial and operational performance. |
|         |                              | 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 Webinars Headlines Plan                         | Create a plan to identify and assess impacted stakeholders within the agency.   |

# THURSDAY Task Talk

*Hosted by your favorite Florida PALM RC's*

APRIL 17, 2025



# Agenda

- Task Spotlight:
  - 598 - Share Florida PALM Updates
  - 579 - Confirm UAT SMEs
- Remediation Task Update
- Guidance for Bimonthly Agency Readiness Status Report Completion
- Reminders



# 576– Share Florida PALM Updates

**Due 4/25/2025**

| Stakeholder Group        | Example Communication Topics   | Example Communication Channels         |
|--------------------------|--|--|
| Agency Leadership        | <ul style="list-style-type: none"><li>Agency progress towards milestones</li><li>Risks and mitigations</li><li>Resource needs (e.g., positions or funding)</li></ul>                     | Executive Briefings                    |
| CCN and SMEs             | <ul style="list-style-type: none"><li>Agency transformation activities</li><li>Agency readiness tasks</li></ul>  | Workshops, Meetings, Emails            |
| Implementation End Users | <ul style="list-style-type: none"><li>Training opportunities</li><li>Key milestone dates (Project and Agency)</li><li>Change Impacts (e.g., COA changes, configuration values)</li></ul> | Posters, Newsletters, Meetings, Emails |
| Other                    | <ul style="list-style-type: none"><li>Information specifically affecting a team (e.g., Agency Business System team)</li></ul>  | Briefings, Emails                      |



**Due 5/2/2025**

- Update and confirm your UAT SMEs
  - Do you have the right people identified for this role?
  - Do you have enough SMEs for each Business Process Grouping?
  - Do we have enough SMEs to support UAT logistics & agency-specific training efforts?



# ABS Documentation Updates and Remediation Tasks by Segments Updates

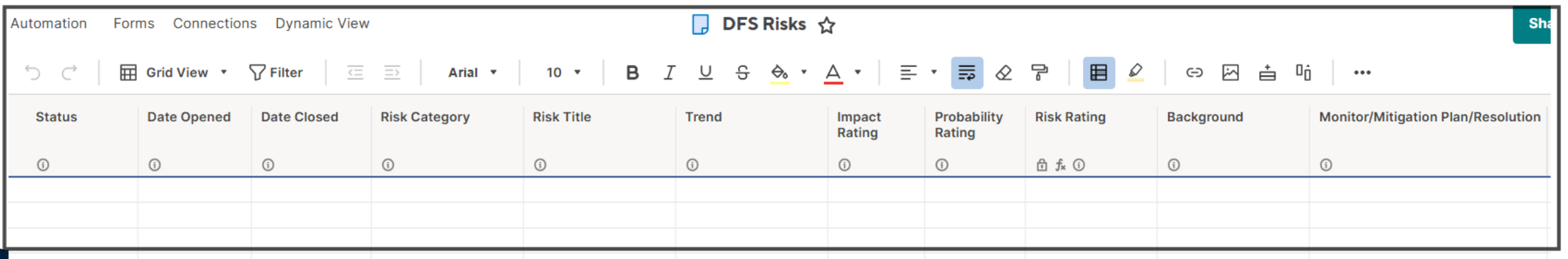
- All segment related tasks have closed
- Any outstanding ABS Documentation Updates and Remediation updates can be completed in current task 576 - Complete Internal Agency Business System Test and Remediation to prepare for Cycle 2 - Technical Interface Testing
- New drop-down options available in *the Implementation Interfaces and Documentation* worksheets to indicate work continuing in RW Task 576
- Verification forms updated to allow task completion if new drop-down option is selected
- RCs will send communication to applicable agencies





# Guidance for Bimonthly Agency Readiness Status Report Completion

- “Manage risks and issues” tasks have been removed from RW (Task 590)
  - Current Risk & Issue logs have been archived
  - New worksheets are available with additional fields of information (e.g., trend, dates)
  - Purpose for each field has been clarified
  - Conditional formatting added to help identify state or outdated information

A screenshot of a spreadsheet application window titled "DFS Risks". The interface includes a top menu bar with "Automation", "Forms", "Connections", and "Dynamic View". Below this is a toolbar with various icons for grid view, filter, text formatting (bold, italic, underline, link, unlink, text color, background color), alignment, and other functions. The spreadsheet itself has a header row with the following columns: Status, Date Opened, Date Closed, Risk Category, Risk Title, Trend, Impact Rating, Probability Rating, Risk Rating, Background, and Monitor/Mitigation Plan/Resolution. Each of these header cells contains a small circular icon with an "i" inside. Below the header row, there are several empty rows for data entry.

| Status | Date Opened | Date Closed | Risk Category | Risk Title | Trend | Impact Rating | Probability Rating | Risk Rating | Background | Monitor/Mitigation Plan/Resolution |
|--------|-------------|-------------|---------------|------------|-------|---------------|--------------------|-------------|------------|------------------------------------|
| i      | i           | i           | i             | i          | i     | i             | i                  | fx i        | i          | i                                  |
|        |             |             |               |            |       |               |                    |             |            |                                    |
|        |             |             |               |            |       |               |                    |             |            |                                    |



# Reminders: Upcoming Due Dates for Current Tasks

## April 25

- ✓ 598 – Share Florida PALM Updates

## April 20

- ~~✓ 590 – Manage Agency Specific Risks & Issues~~

## May 2

- ✓ 536-C – Create Agency Specific User Acceptance Testing Plan
- ✓ 560 – Submit Change Analysis Tool
- ✓ 579 – Confirm UAT SMEs

## May 30

- ✓ 568 – Create Training Plan for Agency End User Training







*Georgie*



**Questions?**

*Harry*



CONTACT US

[FLORIDAPALM@MYFLORIDACFO.COM](mailto:FLORIDAPALM@MYFLORIDACFO.COM)

PROJECT WEBSITE

[WWW.MYFLORIDACFO.COM/FLORIDAPALM/](http://WWW.MYFLORIDACFO.COM/FLORIDAPALM/)

KNOWLEDGE CENTER

[HTTPS//:MYFLORIDACFOFLORIDAPALM.US.DOCUMENT360.IO](https://:MYFLORIDACFOFLORIDAPALM.US.DOCUMENT360.IO)

