

Helpful Links

- Dashboard Snapshots
- Florida PALM Resources
- Florida PALM Workbook for JAC
- Readiness Workplan

JAC Status Report Dashboard

Reporting Period

January - February 2024

Agency Sponsor

Alton L. "Rip" Colvin, Jr.

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

CCN Composition



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

Change Champion Network:

- Unique Filled Role = 6
- Duplicate Filled Role = 6
- Vacant Role = 2

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%**
- Submitted Complete = 0
 - 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 = 76.09%**
- Submitted On Time = 12
 - Submitted Late = 4
 - 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 = 6
- Meetings Missed = 0

The dials above include an intuitive Green-Yellow-Red spectrum, where green indicates the measure is in a positive range, yellow represents that the gaps in expected results present an increasing risk to the agency, and red indicates that there are significant gaps in expected results that present an elevated risk level for the agency.

RW Tasks - Completed or Open Items

Project Impact	Critical Operational Element	Task ID	Task Name	Task Planned Start Date	Task Planned End Date	Agency Reported Task Progress	Agency Submission Date	Status Comment	Project Verification of Completion	Agency Corrected Submission Date
	People	328	Document Current Agency Business Processes	07/31/23	12/15/23	25% - Beginning Initial Internal Meetings and Information Gathering		03-07-2024; The Technical Writers are working; the Agency is considering hiring more writers to speed up the process		
	N/A	501	Create Agency Specific Implementation Schedule	10/09/23	12/15/23	50% - In Progress		Will have a meeting the week of April 1 to create a plan to finish the Implementation Plan.		
	Technology	504	Update Agency Business System Documentation for Segment I	10/30/23	01/12/24	75% - Consolidating/Inputting Information for Submission				
	Technology	505	Update Florida PALM Interface Inventory for Segment I	10/30/23	01/12/24	75% - Consolidating/Inputting Information for Submission				
	Processes	508	Review Payroll Wave Business Process Models	11/06/23	01/26/24	100% - Submitted	01/26/24			
	N/A	509	Submit Bimonthly Agency Readiness Status Report	12/28/23	01/12/24	100% - Submitted	01/11/24			
	N/A	510	Manage Agency Specific Implementation Schedule, Risks and Issues	12/28/23	02/29/24	50% - In Progress		Agency will resolve Implementation Plan issues starting the first week of April.		
	People	511	Update CCN and Contacts	01/08/24	01/26/24	100% - Submitted	01/08/24			
Indirect	People	512	Identify Future Florida PALM End Users	01/16/24	03/01/24	50% - In Progress				
Direct	Data	513	Complete Configuration Workbooks for Segments I and II	02/12/24	04/12/24	Pending Resubmission		Will discuss with JROs during March workshop. Will give them a deadline of 03/29/2024 to submit end users		
N/A	Data	514	Complete Data Readiness Analysis and Data Cleansing Activities for Segments I and II	01/29/24	04/12/24					
N/A	Processes	515	Identify Change Impacts and Update Agency Business Process Documentation for Segments I and II	01/29/24	04/12/24			Technical Writers will assist; will be delayed as Task 328 is not complete.		
N/A	Technology	516	Update Agency Business System Documentation for Segment II	01/29/24	04/12/24	100% - Submitted	03/07/24	There were no Segment II activities which affect our Interface Inventory		
Indirect	Technology	517	Update Florida PALM Conversion Inventory for Segment II	01/29/24	04/12/24					
Indirect	Technology	518	Update Florida PALM Interface Inventory for Segment II	01/29/24	04/12/24	100% - Submitted	03/07/24	There we no Segment II activities which affect our Interface Inventory		
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				
N/A	People	520	Update Authorized Smartsheet Users	02/05/24	02/16/24	100% - Submitted	02/16/24	Agency reviewed; no changes at this time; will re-evaluate in the future		
N/A	N/A	521	Submit Bimonthly Agency Readiness Status Report	03/01/24	03/11/24	100% - Submitted	03/11/24			
N/A	N/A	522	Manage Agency Specific Implementation Schedule, Risks and Issues	03/01/24	04/30/24					

People

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

Implementation:

Planned Florida PALM End Users = 34

- Business Process Groupings = 12

Processes

The sequence of procedures to accomplish a business objective.

Current-State:

Cataloged Business Processes = 96

- Related Business Systems = 2

Technology

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

Current-State:

Cataloged Business Systems = 10

- Criticality:

Data

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

Current-State:

Unique FLAIR Data Elements = 97

- Associated Unique Uses = 97

JAC Assumptions

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

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 Processes Data	Met with Agency Sponsor to discuss proposals for a Road Trip, a BOMS Advisory Council and Staffing	02/12/24	Most agency fiscal employees	Seek approval to create a Council and plan a series of meetings throughout the state	Met with a stakeholder on February 9 for insight
People Processes Technology Data	Meeting with Agency Sponsor to discuss PALM Status and Concerns	01/05/24	All JAC employees	To brief the Sponsor, address concerns and get direction	
People Processes Technology Data	Planning meetings for Tampa trip.	01/05/24	JRO employees and CCN	To be prepared for meeting with 4 JROs on January 24 and 25.	Meetings also occurred on 01/18/2024 and 01/19/2024
People Processes Technology Data	Meeting with 4 JROs in Tampa.	01/24/24	JRO employees and CCN	To learn more about how this 4 JROs use FLAIR and BOMS	Meeting continued on January 25
People Processes Technology Data	Technical Writers began working	01/30/24	Most JAC employees	Get Technical Writers up to speed on the PALM project, and JAC activities	Daily Meetings continued until February 8
People Processes Technology Data	JAC Executive Steering Committee meeting to discuss the status of past-due tasks	02/16/24	All agency employees	To determine the status of tasks and plan for getting caught up	
People Processes Technology Data	Meet with consultant to discuss JAC direction related to the PALM project	02/20/24	CCN/All agency employees	Improve JAC outputs and direction	Also met 02/28 and researched and downloaded multiple resources from site.
People Processes Technology Data	Met with Readiness Coordinator	02/21/24	All agency fiscal employees	Discuss progress of the project	
People Processes Technology Data	Met with Agency Sponsor	02/28/24	CCN	To get direction on various issues	
Processes Data	Met with a team of 9 members of the PALM project	02/19/24	All agency employees	Discuss our unique concerns regarding segregation of data	
People	Meeting to discuss PALM staff	02/20/24			
People	Met to discuss Road trip	02/22/24	All agency fiscal employees	Plan Road Trip	
People Processes	Initiated a Authorization for a consultant to get expert advice	01/26/24	All JAC employees/Project Management Liaison	Create a business relationship whereby the JAC can get expert advice and access to research and templates	
People Processes	JAC met to discuss the Technical writer project	01/30/24	Most JAC employees	Help JAC employees understand the role of the Technical Writers and the role of JAC employees in this project	Make up meeting on February 7
Processes	Interviewed candidates for the Technical Writer positions	01/10/24	All JAC employees	To be able to hire Technical Writers to assist with completing Task 328	Interviews also occurred on 01/16
Processes	Met with Technical Writers	02/09/24	Selected agency fiscal employees	Information transfer from SME to Technical Writers	Occurred almost every day from February 9 through February 29.
Technology	Met with Department of Health	02/23/24	All agency fiscal employees	Discuss how the Department of Health handled selected Tasks	
Technology	Meeting to discuss whether LaserFiche can provide additional information after transition	02/27/24	All agency fiscal employees	To determine LaserFiche capabilities	

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

JAC Status Report Confirmation

Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
January - February 2024	Alton L. Colvin, Jr.	rip.colvin@justiceadmin.org	03/11/24
November - December 2023	Alton L. Colvin, Jr.	rip.colvin@justiceadmin.org	01/11/24
September - October 2023	Alton L. Colvin, Jr.	rip.colvin@justiceadmin.org	11/13/23
July - August 2023	Alton L. Colvin, Jr.	rip.colvin@justiceadmin.org	09/11/23