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

January - February 2025

Agency Sponsor

Heather DiGiacomo

RW Task Timeliness

Direct Impact Task Timeliness

Direct Impact Task Timeliness:

Score = 97.59%

- Submitted On Time = 24
- Submitted Late = 5
- Pending Resubmission = 0

Other Task Timeliness

Other Task Timeliness:

Score = 86.46%

- Submitted On Time = 45
- Submitted Late = 19
- Pending Resubmission = 0

The RW Task Timeliness dials reflect the timeliness of your agency's submission of all RW tasks based on the task due date. Calculations are based on all RW tasks to date.

RW Task Completeness

Direct Impact Task Completeness

Direct Task Completeness:

Score = 89.64%

- Submitted Complete = 22
- Submitted Incomplete = 0
- Completed After Submission = 6

Other Task Completeness

Other Task Completeness:

Score = 98.97%

- Submitted Complete = 37
- Submitted Incomplete = 0
- Completed After Submission = 2

The RW Task Completeness dials reflect the completeness of your agency's task submissions based on the task rubric. Calculations of task completeness includes all RW Tasks since RW 512.

CCN Composition

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

Change Champion Network:

- Unique Filled Role = 16
- Duplicate Filled Role = 0
- Vacant Role = 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	561	Remediate Agency Business Systems based on Segment IV	10/21/24	03/14/25	50% - In Progress				
N/A	Technology	558	Update Agency Business System Documentation	11/18/24	01/10/25	100% - Submitted	01/03/25		Submission Complete	
Indirect	People	536-C	Create Agency Specific User Acceptance Testing Plan	12/09/24	04/11/25	50% - In Progress				
N/A	Processes	560	Submit Change Analysis Tool	12/09/24	04/11/25	50% - In Progress				
Indirect	People	564	Update Future Florida PALM Users	12/09/24	01/10/25	100% - Submitted	01/09/25		Submission Complete	01/15/25
N/A	People	568	Create Training Plan for Agency Managed End User Training	12/09/24	05/30/25	100% - Submitted	03/10/25		Submission Complete	
Direct	Data	567-J	Share, Review, and Update Configuration Workbooks	12/18/24	01/17/25	100% - Submitted	01/03/25		Submission Complete	
Direct	Data	567-P	Share, Review, and Update Configuration Workbooks	12/18/24	02/14/25	100% - Submitted	02/14/25		Submission Complete	
Direct	Data	658-A	Submit Data Field Mapping	12/18/24	02/14/25	100% - Submitted	01/28/25		Submission Complete	02/07/25
Direct	Data	658-B	Submit Data Field Mapping	12/18/24	02/14/25	100% - Submitted	01/28/25		Submission Complete	
N/A	N/A	569	Submit Bimonthly Agency Readiness Status Report	12/30/24	01/10/25	100% - Submitted	01/10/25		Submission Complete	
N/A	N/A	570	Manage Agency Specific Implementation Schedule, Risks and Issues	12/30/24	02/28/25	100% - Submitted	02/28/25		Submission Complete	
Direct	Data	658-C	Submit Data Field Mapping	01/06/25	02/14/25	100% - Submitted	02/12/25		Submission Complete	
Indirect	Technology	576	Complete Internal Agency Business System Test and Remediation to prepare for Cycle 2 - Technical Interface Testing	01/06/25	07/25/25	50% - In Progress				
N/A	People	582	Share Florida PALM Updates	01/27/25	02/07/25	100% - Submitted	02/07/25		Submission Complete	
N/A	People	584	Update Authorized Smartsheet Users	01/27/25	02/07/25	100% - Submitted	02/03/25		N/A	02/03/25
Direct	Data	658-D	Submit Data Field Mapping	02/03/25	03/14/25	100% - Submitted	02/17/25			
N/A	N/A	589	Submit Bimonthly Agency Readiness Status Report	02/28/25	03/10/25	100% - Submitted	03/10/25	Sponsor submitted confirmation 3/10/25.	Submission Complete	
N/A	N/A	590	Manage Agency Specific Implementation Schedule, Risks and Issues	02/28/25	04/30/25	50% - In Progress				
Direct	Data	567-L	Share, Review, and Update Configuration Workbooks	03/03/25	03/28/25	50% - In Progress				
Direct	Data	567-M	Share, Review, and Update Configuration Workbooks	03/03/25	03/28/25	100% - Submitted	03/07/25			

People	Processes	Technology	Data
The staff and stakeholders affected by your agency's	The sequence of procedures to accomplish a business	The applications or tools used to process, track, or report	Information used in or produced from an agency's

Implementation:

Planned Florida PALM End Users = 57

• Business Process Groupings = 12/13

Identified Subject Matter Experts = 30

Implementation:

Impacted Agency Business Processes = 107

• Related Business Process Groupings = 12/13

• Planned Spreadsheet Uploads = 1

Implementation:

Business Systems Planned for Integration = 22

Planned Interfaces = 6

- Inbound Interfaces = 1

- Outbound Interfaces = 5

Implementation:

Configuration

• Commitment Control (KK)

- Budget Allotments - Control Option = Option # 2 - Track with Budget

- Account ChartField Tier Selection = Account Tier #1: Highest

- Organization ChartField Translation Tree Selection = Translation Tree #2: Agency-Defined Tree

• Org Security Rule = Agencywide

• Optional ChartFields

- OA1 = To Be Configured

- OA2 = To Be Configured

- PC Category = To Be Configured

- PC Subcategory = To Be Configured

- PC Source Type = To Be Configured

Conversion

• Optional Conversions

- Accounts Receivable = Not Needed

- Assets = Needed

- Contracts = Needed

- Customers = Not Needed

- Encumbrances = Needed

- Grants = Needed

- Projects = Needed

- Projects Balances = Not Needed

Agency Reported

The Risks, Issues, and Assumptions tables below display only items that were marked confirmed and 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	Budget schedule conflict between UAT and LBR deadline.	Open	6 (Medium/High)	When developing the testing schedule, the Budget Office will need to go first so that an appropriate amount of time is dedicated to both UAT and the LBR due 9/25/25; The agency's LBR schedule started earlier this year due to prepare for this.	Further analysis is needed to better understand how the new UAT timeline will impact this schedule.	10/28/24	PMO/Budget
People Processes	Limited staff resources for business units during end user UAT due to competing priorities and vacant positions.	Open	6 (High/Medium)	OPS positions are being created and will be used in F&A and General Services to support agency operations so that managers can focus on PALM-related initiatives including UAT.	No changes for this period.	11/25/24	F&A, Budget, General Services, HR, PMO
People	If DJJ loses quality staff, then the agency may be at risk of losing historical knowledge.	Open	6 (High/Medium)	Encourage SMEs to document and archive their job functions and business processes to allow for swift training and knowledge transfer; Continue to advertise to recruit for vacant positions; Continue to allow for management decisions that support personnel actions to retain qualified employees.	Updated Mitigation/Response Strategy	12/03/24	BU Chiefs
People Processes Technology Data	Shortened UAT time could impact the completion and quality of UAT	Closed	6 (High/Medium)	Aggressive UAT testing with additional resources.	Resolved due to the additional 2 months of UAT.	02/28/25	Sponsor
People Processes Technology Data	FLAIR @ DJJ is an agency system that staff rely on to pull financial information and to conduct research. When PALM goes live, FLAIR @ DJJ will only maintain financial historical information; it will not be remediated to incorporate PALM financial information. Because of this, users will need to rely on untested PALM and Data Warehouse reports for their duties, potentially leading to challenges.	Open	6 (High/Medium)	SMEs to work with Agency Liaison to ensure that all related financial reports and research information are documented and tested during UAT.	No changes for this period.	02/10/25	Bureau Chiefs and SMEs (excluding HR)
Technology	Limited number of testing data has been provided by the Project, leaving interface testing to be done with many assumptions as opposed to testing with real test files.	Open	6 (High/Medium)	Test remediations during interface testing period.	Add during this period.	02/28/25	IT
People	If adequate training is not provided to end users, then the quality of testing during UAT may be impacted.	Open	4 (Medium/Medium)	The Project will provide training to SMEs so they can effectively train end users	No changes for this period.	12/03/24	BU Chiefs
Processes	DJJ does not have a current process in place to document physical construction work in progress (WIP). With Florida PALM, this process is built in and must be used for tracking WIP.	Open	4 (Medium/Medium)	Agency staff work together to establish a process and develop an understanding of how current capitalization will work in PALM.	No changes for this period.	02/07/25	Chiefs of General Services, Budget and F&A
People Processes Technology Data	Assigned tasks not accurately completed.	Open	3 (High/Low)	Submissions will be checked by another PALM Administrator/Agency Liaison prior to submission; associated SME's and PALM administrators will be invited to attend task talks at the beginning of the task.	No changes for this period.	11/15/24	Chiefs (Budget, F&A, GS, HR)
Data	Data cleansing activities not properly maintained which could lead to inaccurate, incomplete, or errors in data being transferred to Florida PALM.	Open	3 (High/Low)	Concerted effort required to ensure data cleansing completed accurately; biweekly meetings with bureaus to discuss ongoing data cleansing and/or process improvements efforts continues.	This will remain a risk on the log, but with low probability at this time.	11/15/24	BU SMEs, BU Chiefs (excluding HR)
People Technology	With limited staff resources, F&A is currently managing a heavy workload of disbursements due to ABS failure in the last quarter of FY 2023-24. If F&A is unable to process the backlog of outstanding invoices to bring the agency to managing the standard workload	Open	3 (High/Low)	Hire and engage staff to help clear work backlog and bring disbursements to standard workload.	Keeping as a risk at this time and reducing to 'low probability'. Backlog is being continuously monitored. The additional time prior	02/28/25	F&A Bureau Chief

	SMEs may not have time for adequate participation in UAT.				The additional time prior to the start of UAT as well as length of UAT may resolve this risk.		

DJJ Issues

Critical Operational Elements	Issue Description	Status	Priority	Resolution Plan	Reporting Period Comments or Updates	Planned or Actual Resolution Date	Owner / Coordinator
People	Positions within pertinent bureaus remains high which may have an impact on staff involvement in UAT preparation and involvement.	Open	Low - All impacts not listed as Critical or High	Bureaus will continue to advertise and fill vacancies.	With the extension of go-live, vacancies within the bureaus primarily responsible for preparing for and conducting UAT may still have an impact if positions cannot be filled. Bureau Chiefs and PMO need to further discuss and address this issue to ensure it's being documented accordingly. Decreased priority from High to Low due to the extension.	07/31/25	Bureau Chiefs of Finance and Accounting, Budget, General Services, HR, Contract Procurement and Administration (BPCA), Contract Management (BCM), and Project Management Office (PMO).

DJJ Assumptions

Critical Operational Elements	Assumption	Status	Date Logged or Removed	Impacted Stakeholder(s) and/or System(s)	Reporting Period Comments or Updates
Processes Data	Chart of Account (COA) will not change beyond what the FL PALM team has forecast	Logged	08/01/23	Marcia Haye	No change for this period.
People	All SMEs will be available to work on required PALM-tasks, as needed.	Logged	04/17/24	All	No change for this period.
Technology	Software licenses will be available for PMO staff to manage the project.	Logged	04/17/24	Godfrey Ekata, Rhett Pinelo	PM has not received the Software license for Microsoft Projects.
People	DJJ PMO can drive the implementation of the PALM Project with four team members.	Logged	12/03/24	PMO	PMO is 50% staffed during this reporting period.
People	There is a commitment from end users to the PALM Project.	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.
People Technology	PALM funding is maintained at the current level or greater allowing current BU-specific PALM administrators to be kept on staff.	Logged	04/23/24	PMO, F&A, General Services, Budget	DJJ anticipates receiving the same amount of funding to continue operations at the same level for FY2025-26.
People Processes Technology	There will be sufficient engagement from DJJ's SME's who are knowledgeable about agency business processes.	Logged	04/23/24	F&A, Budget, General Services, HR, Contracts, Grants, Revenue	No change for this period.
People Processes Technology	The PALM team will provide sufficient and adequate guidance to DJJ.	Logged	04/23/24	F&A, Budget, General Services, HR, Contracts, PMO	PALM's Readiness Coordinators have proven to be adequate and responsive resources for questions and assistance when needed.
Processes Technology Data	DJJ's IT/PALM Technical liaisons will understand and document the current state of its technical architecture and business systems.	Logged	04/23/24	IT	No change for this period.
Processes Technology Data	DJJ's IT/PALM Technical liaisons will remediate agency business systems so that current business practices can be continued when Florida PALM goes live.	Logged	04/23/24	IT	No change for this period.
Technology Data	The Payment Detail Report (APR032) will provide all necessary information so that it can be used in place of printing payment pages for upload into Axiom Pro.	Logged	12/18/24	F&A	Working with Image API (Axiom Pro) to determine best way to remediate this system.

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

DJJ Status Report Confirmation

Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
January - February 2025	Heather DiGiacomo	heather.digiacomo@fldjj.gov	03/10/25