

**Helpful Links**

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# JAC Status Report Dashboard

**Reporting Period**

January - February 2025

**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.

## RW Task Timeliness

## RW Task Completeness

**Direct Impact Task Timeliness**

**Other Task Timeliness**

**Direct Impact Task Completeness**

**Other Task Completeness**



**Direct Impact Task Timeliness:**

Score = 90.31%

- Submitted On Time = 24
- Submitted Late = 8
- Pending Resubmission = 0

**Other Task Timeliness:**

Score = 80.31%

- Submitted On Time = 42
- Submitted Late = 22
- Pending Resubmission = 0

**Direct Task Completeness:**

Score = 88.71%

- Submitted Complete = 17
- Submitted Incomplete = 0
- Completed After Submission = 14

**Other Task Completeness:**

Score = 75.90%

- Submitted Complete = 21
- Submitted Incomplete = 3
- Completed After Submission = 15

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.

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.

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

**CCN Composition**



**Change Champion Network:**

- Unique Filled Role = 15
- Duplicate Filled Role = 2
- 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	Processes	515	Identify Change Impacts and Update Agency Business Process Documentation for Segments I and II	01/29/24	04/12/24	Pending Resubmission	02/24/25	06/14/2024 - We hope to have the first part of Tasks 515 and 527 complete by 07/12/2024.	Submission Incomplete	
N/A	Processes	527	Identify Change Impacts and Update Agency Business Process Documentation for Segment III	04/15/24	07/12/24	Pending Resubmission	02/28/25		Submission Incomplete	
N/A	Processes	543	Identify Change Impacts and Update Agency Business Process Documentation for Segment IV	07/22/24	10/18/24	Pending Resubmission	02/28/25		Submission Incomplete	
N/A	Technology	561	Remediate Agency Business Systems based on Segment IV	10/21/24	03/14/25	100% - Submitted	12/17/24		Submission Complete	12/17/24
N/A	Technology	558	Update Agency Business System Documentation	11/18/24	01/10/25	100% - Submitted	01/08/25		Submission Complete	
Indirect	People	536-C	Create Agency Specific User Acceptance Testing Plan	12/09/24	04/11/25	75% - Consolidating/Inputting Information for Submission				
N/A	Processes	560	Submit Change Analysis Tool	12/09/24	04/11/25	75% - Consolidating/Inputting Information for Submission				
Indirect	People	564	Update Future Florida PALM Users	12/09/24	01/10/25	100% - Submitted	01/10/25		Submission Complete	
N/A	People	568	Create Training Plan for Agency Managed End User Training	12/09/24	05/30/25	50% - In Progress				
Direct	Data	567-J	Share, Review, and Update Configuration Workbooks	12/18/24	01/17/25	100% - Submitted	01/17/25		Submission Complete	
Direct	Data	567-K	Share, Review, and Update Configuration Workbooks	12/18/24	01/17/25	100% - Submitted	01/17/25		Submission Complete	
Direct	Data	567-P	Share, Review, and Update Configuration Workbooks	12/18/24	02/14/25	100% - Submitted	01/17/25		Submission Complete	
Direct	Data	658-A	Submit Data Field Mapping	12/18/24	02/14/25	100% - Submitted	02/14/25	errors corrected on 2/17 verified complete 2/20. Waiting to update task tracker with complete verification til task resubmitted to 100% by JAC. 2/20 verification form attached. (DT)	Submission Complete	02/20/25
Direct	Data	658-B	Submit Data Field Mapping	12/18/24	02/14/25	100% - Submitted	02/14/25		Submission Complete	
N/A	N/A	569	Submit Bimonthly Agency Readiness Status Report	12/30/24	01/10/25	100% - Submitted	01/09/25		Submission Complete	
N/A	N/A	570	Manage Agency Specific Implementation Schedule, Risks and Issues	12/30/24	02/28/25	100% - Submitted	02/27/25		Submission Complete	
Direct	Data	658-C	Submit Data Field Mapping	01/06/25	02/14/25	100% - Submitted	02/14/25		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				
Direct	Data	567-Q	Share, Review, and Update Configuration Workbooks	01/27/25	02/21/25	100% - Submitted	02/11/25	Revising this with Nona -3/4, EH	Submission Complete	03/11/25

N/A	People	582	Share Florida PALM Updates	01/27/25	02/07/25	100% - Submitted	02/05/25		Submission Complete
N/A	People	584	Update Authorized Smartsheet Users	01/27/25	02/07/25	100% - Submitted	02/05/25		N/A
N/A	N/A	589	Submit Bimonthly Agency Readiness Status Report	02/28/25	03/10/25	100% - Submitted	03/10/25		Submission Complete
N/A	N/A	590	Manage Agency Specific Implementation Schedule, Risks and Issues	02/28/25	04/30/25	25% - Beginning Initial Internal Meetings and Information Gathering			
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	50% - In Progress			
Direct	Data	567-N	Share, Review, and Update Configuration Workbooks	03/03/25	03/28/25	50% - In Progress			

People	Processes	Technology	Data
The staff and stakeholders affected by your agency's transition to Florida PALM.	The sequence of procedures to accomplish a business objective.	The applications or tools used to process, track, or report on financial operations.	Information used in or produced from an agency's financial business operations.
<p><b>Implementation:</b></p> <p><b>Planned Florida PALM End Users = 243</b></p> <ul style="list-style-type: none"> <li>Business Process Groupings = 12/13</li> </ul> <p><b>Identified Subject Matter Experts = 31</b></p>	<p><b>Implementation:</b></p> <p><b>Impacted Agency Business Processes = 125</b></p> <ul style="list-style-type: none"> <li>Related Business Process Groupings = 10/13</li> <li>Planned Spreadsheet Uploads = 1</li> </ul>	<p><b>Implementation:</b></p> <p><b>Business Systems Planned for Integration = 10</b></p> <p><b>Planned Interfaces = 5</b></p> <ul style="list-style-type: none"> <li>Inbound Interfaces = 1</li> <li>Outbound Interfaces = 4</li> </ul>	<p><b>Implementation:</b></p> <p><b>Configuration</b></p> <ul style="list-style-type: none"> <li><b>Commitment Control (KK)</b> <ul style="list-style-type: none"> <li>Budget Allotments - Control Option = Option # 3 - Track without Budget</li> <li>Account ChartField Tier Selection = Account Tier #1: Highest</li> <li>Organization ChartField Translation Tree Selection = Translation Tree #2: Agency-Defined Tree</li> </ul> </li> <li><b>Org Security Rule = TBD</b></li> <li><b>Optional ChartFields</b> <ul style="list-style-type: none"> <li>OA1 = To Be Configured</li> <li>OA2 = To Be Configured</li> <li>PC Category = To Be Configured</li> <li>PC Subcategory = To Be Configured</li> <li>PC Source Type = Not To Be Configured</li> </ul> </li> </ul> <p><b>Conversion</b></p> <ul style="list-style-type: none"> <li><b>Optional Conversions</b> <ul style="list-style-type: none"> <li>Accounts Receivable = Not Needed</li> <li>Assets = Not Needed</li> <li>Contracts = Not Needed</li> <li>Customers = Not Needed</li> <li>Encumbrances = Needed</li> <li>Grants = Not Needed</li> <li>Projects = Not Needed</li> <li>Projects Balances = Not Needed</li> </ul> </li> </ul>

## 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.

JAC Risks							
Critical Operational Elements	Risk Description	Status	Risk Rating	Mitigation/Response Strategy	Reporting Period Comments or Updates	Date of Status Change	Owner / Coordinator
People	Low acceptance by Judicial Related Organizations (JROs)	Open	6 (High/Medium)	Mitigate: The agency continues to create opportunities to involve the JROs and keep them informed of the project progress and current status.	A survey conducted in early January 2025 was helpful in determining JRO priorities for communication.	02/25/25	Rip Colvin, Executive Director
Technology	External business system (BOMS) may not be updated with proper accounting fields for integration with PALM	Open	6 (High/Medium)	Avoid: The agency formed an Advisory Council comprised of JRO staff to work with the vendor on remediation.	JAC is assisting the Advisory Council when requested regarding activities related to BOMS.	02/25/25	Kathy LaCorte
Data	The access to data must be segregated by each Judicial-Related Office (JRO) to ensure that JROs can only see their information. This is critical to protect indigent defendants' rights and the defense's trial strategies.	Open	6 (High/Medium)	Mitigate: The agency believes that the current org security will resolve this issue.	We are leaving this risk on the register until we are actually able to test the org security to assure it works as promised.	02/25/25	Rip Colvin, Executive Director
People	Availability of staff to work on the project/Limited qualified staff	Open	6 (High/Medium)	Mitigate: The agency is looking at ways to supplement current staff.	The agency has engaged multiple professionals to assist in this project. We also submitted an Amended LBR with a request to fully fund our needs for FY 2025-26	02/25/25	JAC Directors
People Processes Technology Data	Funding insufficient for project costs	Open	6 (High/Medium)	Mitigate: The agency will continue to look at projected costs and request needed funding	The legislature granted our FY 2024-2025 request in the GAA. We submitted an Amended	02/25/25	Rip Colvin, Executive Director

Data						submitted an Amended LBR on February 25, to request sufficient funding for FY 2025-26.		
Technology	Org code updates may not be established and implemented which will allow correct reporting especially for grants and projects	Open	3 (High/Low)	Mitigate: The agency has made several submissions of org code data. We continue to work on refining the org code structure.	Our plan has been submitted; we will monitor.	02/25/25	Dina Kamen	
Processes Technology	Delays in PALM information will create delays in remediating our processes	Open	3 (High/Low)	Accept: The agency will continue to monitor information received	No new comments	02/25/25	JAC Directors	
Data	Data may not be sufficiently cleansed at Go-Live	Open	2 (Medium/Low)	Avoid: The agency prepared a plan for Data Cleansing. We are working with DFS to complete this activity	Our agency continues to work on data cleansing.	02/25/25	Nona McCall	
Processes	Downtime during transition	Open	2 (Medium/Low)	Mitigate: The agency will create a revised plan to minimize this risk. The new plan will capture strategies on how to mitigate this risk with the new July 2026 Go-Live date.	We current working on a updated plan.	02/25/25	Dina Kamen and Jamie Johnson	
People Processes	Replacement or major upgrade of PeopleFirst involving the same team members as the PALM Project	Open	2 (Medium/Low)	Mitigate: The agency will review all available information regarding this potential new contract and then plan accordingly.	The current contract for People First expires on August 20, 2026; however, Section 59 of Chapter 2024-228, Laws of Florida, requires DMS to enter into a three (3) – year contract extension with our current service provider, extending the contract to August 20, 2029; with an option to extend the contract for one additional year.	02/25/25	Jamie Johnson	
Data	Data may not be sufficiently cleansed at go-live due to the JACs inability to adjust FLAIR records which are no longer active in FLAIR. DFS manages these records, and there is not guidance on how DFS will eliminate these records prior to go-live.	Open	2 (Medium/Low)	Transfer: The agency will continue to discuss this issue with DFS staff and react to their guidance	We are working with DFS during their published office hours.	02/25/25	Nona McCall	
Processes	PALM fails to integrate properly with other state-owned systems such as PeopleFirst, STMS, and PCard Works	Open	2 (Medium/Low)	Accept: The agency will continue to monitor information being received from the PALM team and other agencies.	We are retaining this as a risk to monitor new information.	02/25/25	Nona McCall	

### JAC Issues

Critical Operational Elements	Issue Description	Status	Priority	Resolution Plan	Reporting Period Comments or Updates	Planned or Actual Resolution Date	Owner / Coordinator

### 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 2024-2025 and receive funds via the LBR process for FY 2025-2026.	Logged	02/24/25	All processes and systems	A FY 2025-26 Amended LBR was submitted on February 25, 2025 which reflects an implementation delay to July 2026.
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.
People Processes Technology Data	PALM Payroll and Financials will go live in January 2026.	Logged	02/24/25	All Stakeholders	None
People Processes Technology Data	A hard cutover from FLAIR to PALM will occur in January 2026 and FLAIR will no longer work.	Logged	02/24/25	All Stakeholders	None

### 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 \*

### JAC Status Report Confirmation

Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
January - February 2025	Alton L. Colvin, Jr.	rip.colvin@justiceadmin.org	03/08/25
January - February 2025	Alton L. Colvin, Jr.	rip.colvin@justiceadmin.org	03/08/25
January - February 2025	Alton L. Colvin, Jr.	rip.colvin@justiceadmin.org	02/27/25