DJJ Status Report Dashboard

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

CCN Composition	RW Task Completeness	RW Task Timeliness	Project-led Meeting Participation
The Change Champion Network dial reflects the completeness of your CCN makeup.	The Readiness Workplan Tasks Completeness dial reflects the completeness of your agency's submission of RW tasks, starting with RW Task 512.	The Readiness Workplan Tasks Timeliness dial reflect the timeliness of your agency's submission of all RW tasks to date.	The Participation dial reflects your agency's attendance at Project-led meetings during the current reporting period.

Change Champion Network:
- Unique Filled Role = 16
- Duplicate Filled Role = 0
- Vacant Role = 0

RW Task Completeness:

Score = 98.57%
- Submitted Complete = 20
- Submitted Incomplete = 0
- Completed After Submission = 1

RW Task Timeliness:

Score = 83.73%
- Submitted On Time = 33
- Submitted Late = 12
- Pending Submission = 5

Meeting Participation:
- Meetings Attended = 10
- 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
N/A	Data	514	Complete Data Readiness Analysis and Data Cleansing Activities for Segments I and II	01/29/24	04/12/24	50% - In Progress		Data Cleansing Plan draft complete, analysis and cleansing of Open Encumbrances complete, cleansing of Assets inventory 95% complete, and Grants in progress. Anticipate Data Cleansing completion no later than Oct. 18th.		
N/A	Processes	515	Identify Change Impacts and Update Agency Business Process Documentation for Segments I and II	01/29/24	04/12/24	50% - In Progress		Impact spreadsheet has been completed, but business processes require updates. Business Analyst sat with Business Units assisting with updating and/or correcting the business processes. Gaps have been identified. A Business Process Template has been developed and implemented.		
N/A	Processes	527	Identify Change Impacts and Update Agency Business Process Documentation for Segment III	04/15/24	07/12/24	50% - In Progress		Business Process Documentation updates are underway.		
N/A	Technology	528	Update Agency Business System Documentation for Segment III	04/15/24	07/12/24	75% - Consolidating/Inputting Information for Submission		Agency Business System documentation updates are underway.		
Indirect	Technology	530	Update Florida PALM Interface Inventory for Segment III	04/15/24	07/12/24	100% - Submitted	07/01/24	One ABS has been identified for having a direct impact by Segment III interfaces.	Submission Complete	
N/A	Data	526	Complete Data Readiness Analysis and Data Cleansing Activities for Segment III	04/29/24	07/12/24	50% - In Progress		The Data Cleansing Plan has been updated for Open Accounts Receivable and Suppliers. The section for Contracts is still in draft. No data cleansing needed for Suppliers, Open Accounts Receivable cleansing complete, Contracts is still under review. Anticipate Data Cleansing completion no later than Oct. 18th.		
Indirect	Technology	529	Update Florida PALM Conversion Inventory for Segment III	04/29/24	07/12/24	100% - Submitted	07/12/24		Submission Complete	
N/A	Technology	531	Remediate Agency Business Systems based on Segment II	04/29/24	09/27/24	100% - Submitted	06/03/24	There are no Agency Business Systems that require remediation based on updates from Segment II.	Submission Complete	
N/A	People	535	Update Workforce Readiness Plan	06/17/24	08/02/24	100% - Submitted	08/02/24		Submission Complete	
Indirect	People	536-A	Create Agency Specific User Acceptance Testing Plan	06/17/24	08/16/24	100% - Submitted	08/16/24		Submission Complete	
N/A	People	537	Update Authorized Smartsheet Users	06/24/24	07/12/24	100% - Submitted	07/12/24		Submission Complete	
N/A	N/A	538	Submit Bimonthly Agency Readiness Status Report	07/01/24	07/12/24	100% - Submitted	07/11/24		Submission Complete	
N/A	N/A	539	Manage Agency Specific Implementation Schedule, Risks and Issues	07/01/24	08/29/24	100% - Submitted	08/29/24	Updates made to Assumptions, Issues, Risks, and Agency-Specific Readiness.	N/A	
N/A	People	540	Share Florida PALM Updates	07/15/24	07/26/24	100% - Submitted	07/25/24		Submission Complete	
Direct	Data	541-A	Complete Configuration Workbooks for Segment IV	07/22/24	09/06/24	100% - Submitted	09/06/24			
N/A	Data	542	Complete Data Readiness Analysis and Data Cleansing Activities for Segment IV	07/22/24	10/18/24	75% - Consolidating/Inputting Information for Submission		Data Cleansing for Projects is underway. Updates to the Data Cleansing plan are in draft.		
N/A	Processes	543	Identify Change Impacts and Update Agency Business Process Documentation for Segment IV	07/22/24	10/18/24	50% - In Progress		All business units are updating or developing business processes for Segment IV.		
N/A	Technology	544	Update Agency Business System Documentation for Segment IV	07/22/24	10/18/24	50% - In Progress		One interface impacts one ABS. Updates to the ABS documentation are in draft.		
Direct	Technology	545-A	Update and Finalize Florida PALM	07/22/24	10/18/24	50% - In Progress				

Type	Category	ID	Task	Start	End	Status	Date	Notes	Submission
			Conversion Inventory for Segment IV						
Direct	Technology	545-B	Update and Finalize Florida PALM Conversion Inventory for Segment IV - Projects (PCC001)	07/22/24	08/23/24	100% - Submitted	08/26/24		Submission Complete
Direct	Technology	546	Update Florida PALM Interface Inventory for Segment IV	07/22/24	10/18/24	50% - In Progress		One interface impacts one ABS. Updates to the ABS documentation are in draft.	
N/A	Technology	547	Remediate Agency Business Systems based on Segment III	07/22/24	12/13/24	50% - In Progress			
Direct	Technology	548	Identify and Confirm File Managers	08/06/24	08/16/24	100% - Submitted	08/16/24		Submission Complete
Direct	People	549	Submit Training Survey	08/12/24	09/20/24	75% - Consolidating/Inputting Information for Submission			
Indirect	People	536-B	Create Agency Specific User Acceptance Testing Plan	08/19/24	10/11/24	25% - Beginning Initial Internal Meetings and Information Gathering			
Direct	Data	541-C	Complete Configuration Workbooks for Segment IV	08/26/24	09/27/24	25% - Beginning Initial Internal Meetings and Information Gathering			
Direct	Technology	550-A	Provide Public IP Address and Select Technical Meeting Time	08/26/24	08/30/24	100% - Submitted	08/29/24		Submission Complete
N/A	N/A	551	Submit Bimonthly Agency Readiness Status Report	08/30/24	09/11/24	100% - Submitted	09/10/24		
N/A	N/A	552	Manage Agency Specific Implementation Schedule, Risks and Issues	08/30/24	10/31/24	25% - Beginning Initial Internal Meetings and Information Gathering			N/A
Direct	Technology	550-B	Participate in Technical Meeting to Receive Credentials and Access	09/03/24	09/13/24	100% - Submitted	09/09/24		N/A

People

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

Implementation:

Planned Florida PALM End Users = 99

• Business Process Groupings = 13/13

Identified Subject Matter Experts = 28

• SMEs by Business Process Grouping

- Account Mgmt. and Financial Reporting = 3

- Accounts Receivable = 4

- Asset Accounting and Mgmt. = 3

- Banking = 4

- Budget Mgmt. and Cash Control = 3

- Contracts Mgmt. = 5

- Disbursements Mgmt. = 7

- Grants Mgmt. = 3

- Inter/IntraUnit Transactions = 4

- Payroll Mgmt. = 5

- Projects Mgmt. = 6

- Revenue Accounting = 2

- System Access and Controls = 9

Role Mapping = TBD

Training = TBD

Processes

The sequence of procedures to accomplish a business objective.

Current-State:

Cataloged Business Processes = 99

• Related Business Systems = 3

• Related Reports = 15

• Documentation Status:

- Complete = 96 Partial = 3 Not Started = 0

Implementation:

Impacted Agency Business Processes = 99

• Related Business Process Groupings = 12

• Planned Spreadsheet Uploads = 0

• Level of Impact: People Changes

- High = 19 Medium = 0 Low = 5 None = 55 Uncertain = 1

• Level of Impact: Processes Changes

- High = 35 Medium = 10 Low = 25 None = 9 Uncertain = 1

• Level of Impact: Technology Changes

- High = 16 Medium = 3 Low = 4 None = 9 Uncertain = 48

• Level of Impact: Data Changes

- High = 15 Medium = 3 Low = 9 None = 3 Uncertain = 49

• Segments I & II Documentation Update Status

- Not Started = 0 In Progress = 50 Complete = 3

• Segment III Documentation Update Status

- Not Started = 0 In Progress = 9 Complete = 0

Technology

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

Current-State:

Cataloged Business Systems = 29

• Criticality:

- High = 28 Med = 1 Low = 0 None = 0

• Documentation Status:

- Complete = 28 Partial = 0 Not Started = 0

Cataloged Interfaces = 16

- Inbound Interfaces = 12

- Outbound Interfaces = 4

Implementation:

Business Systems Planned for Integration = 19

• Segment I - Documentation Updates:

- Complete = 6 Updating = 0 Evaluating = 0 Not Started = 1 Not Needed = 8

• Segment II - Documentation Updates:

- Complete = 0 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 15

• Segment III - Documentation Updates:

- Complete = 5 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 10

Planned Interfaces = 4

- Inbound Interfaces = 0

- Outbound Interfaces = 4

Data

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

Current-State:

Unique FLAIR Data Elements = 76

• Associated Unique Uses = 76

- Continued Use - Yes = 75

- Continued Use - No = 1

• Associated Business Systems = 4

Cataloged Reports = 89

• Criticality:

- High = 71 Med = 19 Low = 0 None = 0

Implementation:

Segments I & II Planned Configurations = 7/9

• Accounts Receivable (AR)

- Planned Distribution Codes = 1

• Asset Management (AM)

- Planned Location Codes = 808

- Planned Associated Area ID's = 171

• Commitment Control (KK)

- Planned Option = Option # 2 - Control

• General Ledger (GL)

- Planned Budgetary Value Combo Edits = 473

- Planned Local Funds = None

- Planned Organization ID's = 1303

- Planned OA1's = 4

- Planned OA2's = None

Segment IV Planned Configurations

- Started = 1 Not Started = 1

Conversions & Data Readiness

• Conversions Needed = 11

• Agency Data Outside of Primary Source System(s) = 0

• Data Readiness/Cleansing Status:

- Complete = 3 In Progress = 3 Not Started = 0 Not Applicable 1

Reports = TBD

Agency Reported

The Risks, Issues, Assumptions and Readiness Activities tables below display only items that 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 Processes Technology Data	Assigned tasks not accurately completed.	Closed	9 (High/High)	Owner to review with BA and get guidance for completion	BA has been working with Business Units continuously to address the gaps in previously submitted tasks.	07/31/24	Morgan Helton
People	BA and SMEs overwhelmed by the volume of PALM tasks and may not be able to complete them in time for PALM team use.	Open	9 (High/High)	Concerted efforts underway to recruit Business Analysts and SMEs to augment current work efforts.	PMO is assisting Business Units in completing tasks. Business Units actively recruiting PALM dedicated resources to assist in the workload.	03/28/24	BU Chiefs
People Processes Technology Data	Tasks completion not meeting deadlines.	Open	9 (High/High)	Tasks owner(s) to work with BA and PMO to overcome obstacles that are hindering meeting deadlines.	Tasks 514 and 515 were not submitted by the due date, April 12th, and are still pending completion. Tasks 526, 527, and 528 were not submitted by the due date July 12th and are still pending completion.	03/28/24	Morgan Helton
Processes Data	Of the tasks due in Jan 12, April 12, May 10, & June 14, 1% of them not yet started, 31% of them are in progress, and 68% are completed.	Closed	9 (High/High)	BA working with chiefs & SMEs on the tasks to ensure deadline is met	This is captured in the Issue Log.	07/31/24	BU SMEs, BU Chiefs, BA
People Processes	End of Year and Dual Year time constraints in addition to increasing PALM tasks and PALM task remediation.	Closed	9 (High/High)	Exploring response options.		07/31/24	F&A and Budget Chiefs
Technology	Individual SMEs having email and other Microsoft Office application issues.	Closed	9 (High/High)	IT is woking with SMEs to resolve.		08/28/24	IT
People	Losing experienced BA to Budget business unit	Open	9 (High/High)	Experienced BA to train new BA(s) and continue to support completion of tasks.	Knowledge transfer and training continues. New Senior BA anticipated to join the PMO in early Sept. Training will continue for both staff members during the transition.	07/31/24	Sponsor
Data	Data Cleansing not completed on time for Mock Conversions.	Open	9 (High/High)	Concerted effort required to ensure data cleansing completed accurately.	The Department is making concerted efforts to ensure data cleansing is complete by Oct 18th.	07/31/24	BU SMEs, BU Chiefs
Technology Data	IT system dependency – With systems down, SMEs are unable to access ABS data and info needed to complete certain tasks.	Closed	6 (Medium/High)	BA is attempting to find an alternative solution for data dependency for task completion with state enterprise systems while IT is addressing the underlying system issues.	IT systems are online.	07/31/24	Morgan Helton
People Processes Technology Data	Impacted SMEs not attending workshops (e.g. Solution Design)	Open	6 (Medium/High)	Continue to encourage SMEs to attend workshops and review PALM Project documentation to as required.		07/31/24	BU SMEs, BU Chiefs
People	External Audits present a risk for consuming time and personnel that would have been tasked toward FL PALM activities.	Closed	4 (Medium/Mediu	Ensure that if an external audit is assigned to a specific bureau that analysis is conducted to gauge the impact against current and upcoming tasks. Internal audits may offer some flexibility toward deadlines and resources that should be explored.	No audits impacting this period.	07/31/24	Jay Nayana
People	Changes in CCN or SMEs present a risk for incomplete knowledge transfer and potential lack of authority or leadership depending on the scale of the change.	Open	2 (Medium/Low)	Ensure project information is shared throughout CCN and SME stakeholder pools in the event of a vacancy. Utilize backups whenever possible to avoid taxing individual resources.	No changes for this period.	03/11/24	Jay Nayana

DJJ Issues

Critical Operational Elements	Issue Description	Status	Priority	Resolution Plan	Reporting Period Comments or Updates	Planned or Actual Resolution Date	Owner / Coordinator
People	Subject Matter Expert (SME) time constraints.	Open	High - Impacts the ability of the agency to meet deadlines or milestones	Recruit and hire skilled personnel to achieve objectives and tasks for the FL PALM project. DJJ has implemented a discretionary spending plan to augment salaries for positions within the Department, including FL PALM related positions.	July - August 2023, this issue will be on-going until the staffing issue can be resolved. September - October 2023, ongoing. November - December 2023, ongoing. January - February 2024, hired two SMEs in Finance and Accounting.	06/30/24	Jay Nayana
People Processes	Verify previously "completed" tasks found to be incomplete or inaccurate (Task 328)	Open	High - Impacts the ability of the agency to meet deadlines or milestones	Business Analyst working with affected BU Chiefs and SMEs to understand task requirements, rework the tasks, and complete them accurately.	BA continues to assist SMEs and Chiefs to complete tasks accurately.	04/12/24	BU SMEs
Processes	Task 328 (Document Current Agency Business Processes) not completed	Open	High - Impacts the ability of the agency to meet deadlines or milestones	SMEs, Chiefs, and BA to rework this task.	BA has produced the gap analysis and BU Chiefs, SMEs, and PALM Admins are addressing the gaps identified.	06/28/24	BU Chiefs and BA
Technology Data	Task 514 (Complete Data Readiness Analysis and Data Cleansing Activities for Segment I and II) not completed	Open	High - Impacts the ability of the agency to meet deadlines or milestones	Complete the data analysis and cleansing activities for the task's data elements.	Data Plan is complete. Data cleansing activities are underway.	05/10/24	BA, F&A, Budget, and General Services
Processes Data	Task 515 (Identify Change Impacts and Update Agency Business Progress Documentation for Segments I and II) not completed	Open	High - Impacts the ability of the agency to meet deadlines or milestones	Update the existing Business Processes using the standardized business process documentation template.	Business Units continue to document and updates business processes.	05/24/24	BA and BU Chiefs
Technology	Task 504 - Update Agency Business System Documentation for Segment I	Closed	High - Impacts the ability of the agency to meet deadlines or milestones	Work on identified ABS impacted by Segment I as originally required for Task 504.	Information regarding replacement for references to Account Code and Fiscal Year have been satisfied.	07/12/24	IT
Technology	Task 519 - Remediate Agency Business Systems based on Segment I	Closed	High - Impacts the ability of the agency to meet deadlines or milestones	IT continues remediation efforts as resources allow.	Remediation is complete for the resources and available data at this time.	07/12/24	IT
Data	Task 526 - Data Readiness Analysis and Data Cleansing Activities for Segment III	Open	High - Impacts the ability of the agency to meet deadlines or milestones	BA to work with BU PALM Administrators to resolve.	Data Cleansing remains for Contracts. The agency records grant disbursement	10/18/24	PMO

					agreements in FACTS as contractual two-party agreements. Due to this, data cleansing for Grants is a priority to identify what is active and tied to a contractual agreement.		
Processes	Task 527 - Identify Change Impacts and Update Agency Business Process Documentation for Segment III	Open	High - Impacts the ability of the agency to meet deadlines or milestones	Update the existing Business Processes using the standardized business process documentation template.	Business Units continue to document and updates business processes	08/30/24	BU Chiefs, BU SMEs, PALM Admins, and BA
Technology	Task 528 - Update Agency Business System Documentation for Segment III	Open	High - Impacts the ability of the agency to meet deadlines or milestones	IT to complete this task	IT continues to update business system documentation.	08/16/24	IT
People Processes Technology	Not enough SME time to work on PALM tasks, which is affecting timely completion of DJJ tasks for the PALM team	Closed	Low - All impacts not listed as Critical or High	Set aside enough time each day for SMEs to work PALM tasks. Bring in OPS staff to free up SMEs to work on PALM tasks	F&A. General Services, and Budget have onboarded OPS staff specifically to assist with PALM related tasks. Still recruiting for HR OPS PALM staff member.	07/12/24	BU Chiefs
People	Business Analyst (BA) shortage	Open	Low - All impacts not listed as Critical or High	Actively recruiting suitable candidates.	PMO has onboarded one BA and is advertising for the remaining vacancy.	07/01/24	Olu Oyewole
People Processes Technology Data	Of the tasks due in Jan. 12, April 12, May 10, June 28, and July 12, 28% of them are in progress, and 72% are completed.	Open	Low - All impacts not listed as Critical or High	BA working with chiefs & SMEs on the tasks to ensure the deadline for them is met.	One task previously submitted is being reworked, five tasks are late but in progress, all other tasks are current at this time.	06/28/24	BU Chiefs, BU SMEs, and BA

DJJ Assumptions

Critical Operational Elements	Assumption	Status	Date Logged or Removed	Impacted Stakeholder(s) and/or System(s)	Reporting Period Comments or Updates
Processes Technology	FL PALM Voucher processes/systems will be able to replace current voucher system (Axiom Pro)	Logged	08/01/23	Marcia Haye, Evelyn Jacobs	FL PALM will not replace DJJ's current document management system (Axiom Pro).
Processes Data	Chart of Account (COA) will not change beyond what the FL PALM team has forecast	Logged	08/01/23	Marcia Haye	Correct.
People	Availability of adequate resources (SMEs) dedicated to work on required PALM tasks.	Logged	04/17/24	All	Business Units are experiencing staffing shortages which impact PALM Tasks.
People	PMO would be fully staffed.	Logged	04/17/24	All	PMO not fully staffed.
Technology	Software licenses would be available for PMO staff to manage the project.	Logged	04/17/24	Godfrey Ekata, Morgan Helton	PM has received the Software license for Microsoft Project.
Processes	Previously worked and submitted PALM tasks would have been complete and accurate.	Logged	04/17/24	SMEs, PMO	PMO working with SMEs to update and/or correct previous tasks that are incomplete or inaccurate.
Processes Technology Data	PALM will not provide the same reporting capabilities that current ABS provide.	Logged	04/17/24	F&A and Budget	An analysis of actual reports utilized, PALM interfaces selected, and PALM reports offered concluded that PALM functionality meets or exceeds the current reporting capabilities of ABS (based on the information provided to-date).
People	DJJ PMO can drive the implementation of the PALM Project with four team members.	Logged	04/17/24	PMO	Advertising for one vacancy.
People	There is a commitment to the project goals from all stakeholders.	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.
Processes Technology	The project schedule will be used to establish and monitor the nature and progress of tasks supporting defined milestones and deliverables.	Logged	04/23/24	PMO	This has been implemented.
People Processes Technology Data	The current FLAIR system will function until PALM is implemented in production.	Logged	04/23/24	F&A, Budget, General Services, HR, Contracts, Grants	PMO learned that the two systems will not run concurrently.
People Technology	There is a sufficient talent pool within the budget from which to hire state staff resources.	Logged	04/23/24	PMO, F&A, General Services	DJJ received budget for PALM related activities.
People Processes Technology	There will be sufficient engagement by DJJ's resources knowledgeable about agency business processes and technical capabilities.	Logged	04/23/24	F&A, Budget, General Services, HR, Contracts, Grants, Revenue	
Processes	The PALM team will stick with implementation schedule and will not deviate.	Logged	04/23/24	PMO	
Processes	The PALM team will determine the PALM-related tasks to be performed by DJJ staff to support the design and build of PALM.	Logged	04/23/24	F&A, Budget, General Services, HR, Contracts	PALM periodically assigns tasks to DJJ for completion.
People Processes Technology	The PALM team will provide sufficient and adequate guidance to DJJ's requirements for PALM.	Logged	04/23/24	F&A, Budget, General Services, HR, Contracts, PMO	PALM's Readiness Coordinator's have proved to be adequate and responsive resources for questions and assistance when needed.
Processes	DJJ SMEs understand and document their internal processes and modify them where possible to accommodate PALM functionalities.	Logged	04/23/24	F&A, Budget, General Services, HR, Contracts, Grants, Revenue	The initial documentation has gaps that are being corrected.
Processes Technology Data	DJJ understands and will document the current state of its technical architecture and business systems and modify to integrate with the financial management solution.	Logged	04/23/24	IT	PMO successfully collaborated with IT staff to understand its system architecture and how the databases and ABS interfaces/functions interact.
Technology	DJJ has the budget needed to perform tasks assigned.	Logged	04/23/24	Budget, IT	
Processes Technology	UAT training with SMEs and PALM team will be in person and not virtual.	Logged	07/15/24	F&A, Budget, General Services, HR, PMO, TLC, IT	The Project has clarified that training will occur in a multitude of ways to accommodate the various learning styles.
Processes Technology	UAT training with SMEs and end users will in in the lab on site.	Logged	07/15/24	F&A, Budget, General Services, HR, PMO, TLC, IT	TBD

DJJ Agency-Specific Readiness Activities

Critical Operational Elements	Activity Description	Date(s)	Impacted Stakeholder(s) and/or System(s)	Objective	Reporting Period Comments or Updates
Processes	One on One Business Process Development - Budget	07/09/24	End-User and Agency Liaison	Develop and build out business processes	One of four business processes were reviewed in the time period. Additional One on One meetings will be scheduled.
People Processes Technology Data	Budget Bi-Weekly PALM Check In	07/10/24	Chief, SMEs, Agency Liaison, PM	Status check on PALM Tasks	Reviewed Gap Analysis produced by BA.
People Processes Technology	IT Bi-Weekly PALM Check In	07/10/24	SMEs, Agency Liaison, PM	Status check on PALM Tasks	Discussed overdue tasks and actions for completion. Reviewed forthcoming tasks related to Interface Connectivity.

Technology Data					
People Processes Technology Data	General Services Bi-Weekly PALM Check In	07/11/24	Chief, SMEs, Agency Liaison, PM	Status check on PALM Tasks	Reviewed overdue tasks, gap analysis, and forthcoming design meetings.
People Processes Technology Data	UAT Planning for PALM	07/12/24	CCN and SMEs	Discuss UAT Objectives and Scope, Key Activities, and Roles and Responsibilities	Discuss UAT Objectives, Scope, Key Activities, Roles, and Responsibilities.
People Processes Technology Data	IT Bi-Weekly PALM Check In	07/18/24	SMEs, Agency Liaison, PM	Status check on PALM Tasks	Discussed outstanding tasks status on Task 504, check in on progress for Task 519, discussed information needed for Task 528.
People Processes Technology	Monthly DJJ/PALM Readiness Touchpoint Meeting	07/22/24	SMEs, Agency Liaison, PM, PALM Readiness Coordinators	Discuss outstanding tasks, submitted tasks, and upcoming tasks	Discussed overdue tasks, plan for completion, and upcoming tasks.
People	Happening this Week News Post	07/22/24	End-Users	Inform End-Users of the Design Workshops occurring this week.	
People	Happening this Week Update News Post	07/24/24	End-Users	Update End-Users of the Design Workshops occurring this week.	
Processes	PALM Impacts on General Services Areas	07/30/24	Chief and SMEs	Discuss outstanding tasks, understand applicability based on Segment resources, and prioritize	
People Processes Technology Data	PALM Workforce Readiness Plan Update	07/31/24	Chief, SMEs, Agency Liaison, PM	Identify stakeholders, location, vacancies, systems, impacts, current state status, discuss overview of workforce readiness approach	Discussed the Workforce Readiness Plan and the forth coming tasks for updating the plan on a regular basis.
People Processes Technology Data	Budget Bi-Weekly PALM Check In	08/07/24	Chief, SMEs, Agency Liaison, PM	Status check on PALM Tasks	Reviewed Risks and Issues log, Task 535, cover outstanding tasks, review upcoming tasks and forthcoming design meetings.
People Processes Technology Data	IT Bi-Weekly PALM Check In	08/08/24	SMEs, Agency Liaison, PM	Status check on PALM Tasks	Reviewed Risks and Issues log, Task 535, cover outstanding tasks, review upcoming tasks and forthcoming design meetings.
People Processes Technology Data	HR PALM Check-In	08/08/24	Chief, SMEs, Agency Liaison, PM	Status check on PALM Tasks, review any outstanding items, answer questions	Reviewed Risks and Issues log, Task 535, review upcoming tasks and forthcoming design meetings.
People Processes Technology Data	F&A Bi-Weekly PALM Check In	08/09/24	SMEs, Agency Liaison, PM	Status check on PALM Tasks	Reviewed Risks and Issues log, Task 535, cover outstanding tasks, review upcoming tasks and forthcoming design meetings.
People Processes Technology Data	General Services Bi-Weekly PALM Check In	08/09/24	Chief, SMEs, Agency Liaison, PM	Status check on PALM Tasks	Reviewed Risks and Issues log, Task 535, cover outstanding tasks, review upcoming tasks and forthcoming design meetings.
People Processes Technology Data	PALM Updates Townhall	08/16/24	SMES, PMO, End-Users	Agenda: User Acceptance Testing (UAT), PALM Team Responsibilities, DJJ Responsibilities, DJJ Workforce Readiness Plan (WRP), PALM End-User SharePoint, Forthcoming Training Survey, Feedback, PALM General Topics	Teams and In-Person attendance options were well attended, groups had meaningful conversations and questions.
People Processes Technology Data	Contracts Bi-Weekly PALM Check In	08/22/24	SMEs, Agency Liaison, PM	Status check on PALM Tasks	Overview of the FACTS Technical Workshop, FASM Calendar, and Changes to CTS
People Processes Technology	Monthly DJJ/PALM Readiness Touchpoint Meeting	08/26/24	SMEs, Agency Liaison, PM, PALM Readiness Coordinators	Discuss outstanding tasks, submitted tasks, and upcoming tasks	Discussed overdue tasks, plan for completion, and upcoming tasks.

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** *

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DJJ Status Report Confirmation

Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
July - August 2024	Heather DiGiacomo	heather.digiacomo@fldjj.gov	09/10/24
May - June 2024	Heather DiGiacomo	heather.digiacomo@fldjj.gov	07/11/24
March - April 2024	Heather DiGiacomo	heather.digiacomo@fldjj.gov	05/14/24
January - February 2024	Heather DiGiacomo	heather.digiacomo@fldjj.gov	03/11/24