JAC 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

July - August 2024

Agency Sponsor

Alton L. "Rip" Colvin, Jr.

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 = 11

• Duplicate Filled Role = 6

• Vacant Role = 0

RW Task Completeness:

Score = 74.58%

• Submitted Complete = 12

• Submitted Incomplete = 2

• Completed After Submission = 10

RW Task Timeliness:

Score = 76.35%

• Submitted On Time = 27

• Submitted Late = 19

• Pending Submission = 4

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
	People	328	Document Current Agency Business Processes	07/31/23	12/15/23	50% - In Progress		04/30/2024 Anticipate that this task will be complete by 08/01/2024	N/A	
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		06/14/2024 - We hope to have the first part of Tasks 515 and 527 complete by 07/12/2024.		
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		Dependent on completion of Tasks 328 and 515		
N/A	Technology	528	Update Agency Business System Documentation for Segment III	04/15/24	07/12/24	100% - Submitted	07/23/24		Submission Complete	08/28/24
Indirect	Technology	530	Update Florida PALM Interface Inventory for Segment III	04/15/24	07/12/24	Pending Resubmission	07/23/24		Submission Incomplete	
N/A	Data	526	Complete Data Readiness Analysis and Data Cleansing Activities for Segment III	04/29/24	07/12/24	50% - In Progress		Waiting on further information from DFS to move forward		
Indirect	Technology	529	Update Florida PALM Conversion Inventory for Segment III	04/29/24	07/12/24	100% - Submitted	07/12/24		Submission Complete	08/28/24
N/A	Technology	531	Remediate Agency Business Systems based on Segment II	04/29/24	09/27/24	Pending Resubmission	07/09/24	07/10/2024 - the new plan is to make the Revenue ABS obsolete and use a spreadsheet upload.	Submission Incomplete	07/10/24
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	08/17/24		Submission Complete	08/23/24
N/A	People	537	Update Authorized Smartsheet Users	06/24/24	07/12/24	100% - Submitted	06/28/24		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	08/30/24		N/A	
N/A	People	540	Share Florida PALM Updates	07/15/24	07/26/24	100% - Submitted	07/26/24	8/13/24- This has been updated through July.	Submission Complete	08/13/24
Direct	Data	541-A	Complete Configuration Workbooks for Segment IV	07/22/24	09/06/24					
Direct	Data	541-B	Complete Configuration Workbooks for Segment IV	07/22/24	09/06/24					
N/A	Data	542	Complete Data Readiness Analysis and Data Cleansing Activities for Segment IV	07/22/24	10/18/24					
N/A	Processes	543	Identify Change Impacts and Update Agency Business Process Documentation for Segment IV	07/22/24	10/18/24					
N/A	Technology	544	Update Agency Business System Documentation for Segment IV	07/22/24	10/18/24					
Direct	Technology	545-A	Update and Finalize Florida PALM Conversion Inventory for Segment IV	07/22/24	10/18/24					
Direct	Technology	545-B	Update and Finalize Florida PALM Conversion Inventory for Segment IV - Projects (PCC001)	07/22/24	08/23/24	100% - Submitted	08/27/24		Submission Complete	
Direct	Technology	546	Update Florida PALM Interface Inventory for Segment IV	07/22/24	10/18/24					
N/A	Technology	547	Remediate Agency Business Systems based on Segment III	07/22/24	12/13/24					
Direct	Technology	548	Identify and Confirm File Managers	08/06/24	08/16/24	100% - Submitted	08/19/24		Submission Complete	
Direct	People	549	Submit Training Survey	08/12/24	09/20/24	100% - Submitted	09/03/24		Submission Complete	09/03/24
Indirect	People	536-B	Create Agency Specific User Acceptance Testing Plan	08/19/24	10/11/24					
Direct	Data	541-C	Complete Configuration Workbooks for Segment IV	08/26/24	09/27/24					

Direct	Technology	550-A	Provide Public IP Address and Select Technical Meeting Time	08/26/24	08/30/24	100% - Submitted	**08/30/24**		Submission Complete	
N/A	N/A	551	Submit Bimonthly Agency Readiness Status Report	08/30/24	09/11/24	100% - Submitted	**09/11/24**			
N/A	N/A	552	Manage Agency Specific Implementation Schedule, Risks and Issues	08/30/24	10/31/24				N/A	
Direct	Technology	550-B	Participate in Technical Meeting to Receive Credentials and Access	09/03/24	09/13/24				N/A	

People

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

Implementation:

Planned Florida PALM End Users = 238

• Business Process Groupings = 12/13

Identified Subject Matter Experts = 32

• SMEs by Business Process Grouping

- Account Mgmt. and Financial Reporting = 5

- Accounts Receivable = 2

- Asset Accounting and Mgmt. = 0

- Banking = 3

- Budget Mgmt. and Cash Control = 3

- Contracts Mgmt. = 2

- Disbursements Mgmt. = 14

- Grants Mgmt. = 1

- Inter/IntraUnit Transactions = 15

- Payroll Mgmt. = 10

- Projects Mgmt. = 1

- Revenue Accounting = 3

- System Access and Controls = 2

Role Mapping = TBD

Training = TBD

Processes

The sequence of procedures to accomplish a business objective.

Current-State:

Cataloged Business Processes = 173

• Related Business Systems = 1

• Related Reports = 31

• Documentation Status:

- Complete = 19 Partial = 64 Not Started = 90

Implementation:

Impacted Agency Business Processes = 173

• Related Business Process Groupings = 11

- Planned Spreadsheet Uploads = 0

• Level of Impact: People Changes

- High = 1 Medium = 0 Low = 5 None = 2 Uncertain = 0

• Level of Impact: Processes Changes

- High = 3 Medium = 3 Low = 2 None = 0 Uncertain = 0

• Level of Impact: Technology Changes

- High = 0 Medium = 1 Low = 1 None = 6 Uncertain = 28

• Level of Impact: Data Changes

- High = 1 Medium = 2 Low = 4 None = 1 Uncertain = 0

• Segments I & II Documentation Update Status

- Not Started = 5 In Progress = 0 Complete = 0

• Segment III Documentation Update Status

- Not Started = 5 In Progress = 0 Complete = 0

Technology

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

Current-State:

Cataloged Business Systems = 11

• Criticality:

- High = 9 Med = 1 Low = 0 None = 1

• Documentation Status:

- Complete = 8 Partial = 0 Not Started = 1

Cataloged Interfaces = 5

- Inbound Interfaces = 4

- Outbound Interfaces = 1

Implementation:

Business Systems Planned for Integration = 9

• Segment I - Documentation Updates:

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

• Segment II - Documentation Updates:

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

• Segment III - Documentation Updates:

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

Planned Interfaces = 5

- Inbound Interfaces = 1

- Outbound Interfaces = 4

Data

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

Current-State:

Unique FLAIR Data Elements = 97

• Associated Unique Uses = 97

- Continued Use - Yes = 68

- Continued Use - No = 1

• Associated Business Systems = 5

Cataloged Reports = 134

• Criticality:

- High = 59 Med = 55 Low = 20 None = 1

Implementation:

Segments I & II Planned Configurations = 6/9

• Accounts Receivable (AR)

- Planned Distribution Codes = 24

• Asset Management (AM)

- Planned Location Codes = None

- Planned Associated Area ID's = None

• Commitment Control (KK)

- Planned Option = Option # 1 - Track with Budget

• General Ledger (GL)

- Planned Budgetary Value Combo Edits = 1370

- Planned Local Funds = None

- Planned Organization ID's = 175

- Planned OA1's = 67

- Planned OA2's = 180

Segment IV Planned Configurations

- Started = 0 Not Started = 2

Conversions & Data Readiness

• Conversions Needed = 5

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

• Data Readiness/Cleansing Status:

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

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.

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 is preparing a change management plan. Additionally, the agency has started a series of meetings to involve the JROs and keep them informed of the project progress and current status.	The survey indicated high understanding and awareness.	06/28/24	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 needs to engage the business system vendor to discuss new chartfields once the agency has additional technical information	JAC is working on the Contract, Operational Work Plan, and negotiations with the Vendor	06/28/24	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)	Transfer: The agency has been discussing mitigation options with the PALM team.	We had an excellent meeting with the Florida PALM team on 02/19/2024. We believe they understand our concerns and will work toward a resultion.	06/28/24	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 5 Technical Writers working. We plan on adding additional staff	07/10/24	JAC Directors

Critical Operational Elements	Issue Description	Status	Priority	Resolution Plan	Reporting Period Comments or Updates	Planned or Actual Resolution Date	Owner / Coordinator
					to assist in completing other tasks.		
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 are considering our needs for FY 2025-26	06/28/24	Rip Colvin, Executive Director
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 is initiating discussions with internal partners to create a new org code structure with a goal of implementing on July 1, 2025	Our plan has been submitted; we will monitor.	06/28/24	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	07/10/24	JAC Directors
Data	Data my not be sufficiently cleansed at Go-Live	Open	2 (Medium/Low)	Avoid; The agency is preparing a plan for Data Cleansing. DFS stepped back from the data cleansing process they started and won't rec	The agency plans on hiring an OPS to perform data cleansing. DFS stepped back from the data cleansing process that had started and won't restart it until after the new year. This is delaying our process too.	07/10/24	Nona McCall
Processes	Downtime during transition	Open	2 (Medium/Low)	Mitigate: The agency will create a plan to minimize this risk such as front loading work in December 2025.	Item to create a plan added to the Agency's Implementation Plan for August 2025.	06/28/24	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.	At this time the People First is focusing on the PALM Project.	08/27/24	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	DFS stepped back from the data cleansing process that had started and will not restart it until after the new year. This is delaying our process, too.	07/10/24	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.		07/10/24	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 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 Technology Data	CIP Meeting	07/01/24	JAC IT resources, most agency fiscal staff	Determine the impact that the remediation option will have on the JAC. Meeting to discuss impact of the 06/26 meeting on BOMS remediation.	
People Processes Data	Weekly PALM Managers meeting	07/02/24	CCN	Discuss current, outstanding and future tasks	
People Technology Data	UAT Plan review	07/02/24	CCN	To gain insight into our current UAT plan.	
People Processes Data	Lead Technical Writer Meeting	07/02/24	Lead Technical Writer; Project Manager(s)	One on one with the Lead Technical Writer for status of the Technical Writer Team	
People Processes Data	Technical Writer's Weekly Meeting	07/03/24	Technical Writers	Virtual meeting to give updates on our collaboration method.	
People Processes Technology Data	Implementation Meeting	07/08/24	PALM Project Team	A meeting with Palm Project Backup to discuss the current week ahead	
People Processes	Technical Writer meeting	07/08/24	Lead Technical Writer; Project Manager(s)	Weekly meeting to discuss the progress of the current PUGS	
People Processes	Lead Technical Writer Meeting	07/08/24	Weekly meeting to discuss the progress of the current PUGS	One on one with the Lead Technical Writer for status of the Technical Writer Team	
People Processes Technology Data	PALM Check In	07/09/24	PALM Project	A weekly discussion with a PMP certification holder for feedback on the project	
People Processes Data	Weekly PALM Meeting	07/09/24	CCN	Weekly Meeting to discuss current, outstanding and future tasks	
People Processes	Quarterly Review	07/09/24	PALM Managers	Quarterly review meeting with an outside source	

Category	Meeting	Date	Attendees	Description	
Technology Data					
People Technology	Smartsheet Meeting	07/09/24	PALM Project	A quick discussion involving the possible purchase of Smartsheet software.	
People Processes Technology Data	JAC Monthly Touchpoint	07/10/24	CCN & DFS Liason(s)	Monthly review regarding outstanding, current & future tasks. Also to address any issues or concerns JAC may have.	
Technology	CIP Meeting	07/10/24	CIP; BOMS Advisory Council	CIP provided their initial contract and Statement of Work and we discussed that it was not detailed enough and that we felt it should be a two fiscal year contract that would complete by go live date on January 6th, 2026. We directed them to rework this document as it would not be acceptable as written. We again expressed how urgent it was that we get this completed ASAP.	
Processes Data	Thursday Task Talk	07/11/24	SME's & CCN	Online meeting with DFS to discuss the current tasks	
People Processes	Technical Writers Weekly Meeting	07/11/24	Technical Writers & Project Manager	Weekly meeting to discuss the progress of the current PUGS	
People Processes	Change Management Meeting	07/12/24	PALM Project	Meeting to discuss current documents & begin to create a change management plan.	
People Processes	Project Manager Meeting	07/15/24	PALM Project	Create a list of responsibilities	
People Processes Technology Data	Scope of Work for CIP	07/16/24	PALM Project	CIP Scope of Work Internal Meeting	
People Processes Data	Technical Writers Weekly Meeting	07/17/24	Technical Writers	Weekly meeting to discuss the progress of the current PUGS	
People Processes Technology Data	Project Manager Meeting	07/19/24	Project Managers	Finalize responsibility list	
People Processes	Brief with Director	07/22/24	JAC Employees	Brief meeting to discuss the current state of PALM	
People Processes Data	Technical Writers Weekly Meeting	07/24/24	Technical Writers	Weekly meeting to discuss the progress of the current PUGS	
People Processes Technology Data	Change Management	07/24/24	JAC Employees	Meeting to discuss Change Management techniques	
People Processes Technology Data	Weekly PALM Managers meeting	07/30/24	CCN	Discuss current, outstanding and future tasks	
People Processes Technology Data	Technical Writer Meeting	07/31/24	Technical Writers	Weekly meeting to discuss the progress of the current PUGS	
People Processes Technology Data	Discuss Workforce Readiness Plan	08/02/24	JAC Employees	Gain insight from a change management perspective	
People Processes Technology Data	Weekly Implementation Plan	08/05/24	PALM Project Team	A meeting with Palm Project Backup to discuss the current week ahead	
People Processes Technology Data	Weekly Team Meeting	08/07/24	Technical Writers	Weekly meeting to discuss the progress of the current PUGS	
People Processes Technology Data	PALM Documents	08/07/24	JAC Employees	Change Management to discuss the documentation	
People Processes Technology Data	UAT Presentation	08/09/24	CCN, SME's, End Users	Meeting to discuss User Acceptance Testing	
People Processes Technology Data	CIP/BOMS Contract & Budget Amendment Update	08/09/24	JAC Employees	To discuss the Contract with CIP	
People Processes Technology Data	Weekly PALM Managers Meeting	08/12/24	CCN	Discuss current, outstanding and future tasks	
People Processes Technology Data	PALM Meeting PowerPoint Review & Scope Revision/Alignment	08/12/24	JAC Employees	To discuss the Contract with CIP	
People Processes Technology Data	Weekly Team Meeting	08/14/24	Technical Writers	Weekly meeting to discuss the progress of the current PUGS	
People Processes Technology Data	Discuss Tasks	08/15/24	PMO's	Discuss current, outstanding & future tasks	
People Processes Data	Technical Writer One on One's	08/16/24	Technical Writers	Weekly meeting to discuss the progress of the current PUGS	
People Processes Technology Data	Implementation Meeting	08/19/24	PALM Project Team	A meeting with Palm Project Backup to discuss the current week ahead	
People Processes Technology Data	Implementation Meeting	08/19/24	PALM Project Team	A meeting with Palm Project Backup to discuss the current week ahead	
People Processes Data	Check in with Technical Writers	08/23/24	JAC Employees	Weekly meeting to discuss the progress of the current PUGS	
People Processes Data	Check in with Technical Writers	08/26/24	JAC Employees	Weekly meeting to discuss the progress of the current PUGS	

People Technology Data	Change Management check-in	08/29/24	PMO's	Check in to discuss JAC's new project management tool.	

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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JAC Status Report Confirmation

Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
July - August 2024	Alton L. Colvin, Jr.	rip.colvin@justiceadmin.org	09/11/24
May - June 2024	Alton L. Colvin, Jr.	rip.colvin@justiceadmin.org	07/11/24
March - April 2024	Alton L. Colvin, Jr.	rip.colvin@justiceadmin.org	05/03/24
January - February 2024	Alton L. Colvin, Jr.	rip.colvin@justiceadmin.org	03/11/24