

Helpful Links

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

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

March - April 2024

Agency Sponsor

Heather DiGiacomo

CCN Composition



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

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 Timeliness



The Readiness Workplan Tasks Timeliness dial reflect the timeliness of your agency's submission of all RW tasks to date.

Project-led Meeting Participation



The Participation dial reflects your agency's attendance at Project-led meetings during the current reporting period.

Change Champion Network:

- Unique Filled Role = 10
- Duplicate Filled Role = 2
- Vacant Role = 2

RW Task Completeness:

Score = 90.00%

- Submitted Complete = 2
- Submitted Incomplete = 0
- Completed After Submission = 1

RW Task Timeliness:

Score = 90.94%

- Submitted On Time = 20
- Submitted Late = 6
- Pending Submission = 4

Meeting Participation:

- Meetings Attended = 7
- 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
Direct	Data	513	Complete Configuration Workbooks for Segments I and II	02/12/24	05/13/24	50% - In Progress		DJJ has identified discrepancies in the FLAIR ORG Code and FLAIR ORG Titles provided in the Smartsheet. This impacts the completion of the Organization Configuration Workbook. Due to Data dependencies, this also impacts the Accounts Receivable Module Configurations. Location Definition and Area ID Value are large inventories are planned to be completed by the Business Unit by COB May 10th.		
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		Plan development underway, analysis underway for Open Encumbrances, exploring automation to analysis of Assets inventory, Grants analysis pending.		
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	Technology	516	Update Agency Business System Documentation for Segment II	01/29/24	04/12/24	50% - In Progress		Agency Business System Inventory is being updated; this consists of a full update to the inventory that was initially provided.		
Indirect	Technology	517	Update Florida PALM Conversion Inventory for Segment II	01/29/24	04/12/24	100% - Submitted	04/09/24		Submission Complete	
Indirect	Technology	518	Update Florida PALM Interface Inventory for Segment II	01/29/24	04/12/24	50% - In Progress		Due to the ABS Inventory being updated, the interface activities are also impacted. We must understand how the databases and ABSs are currently connected together and to FLAIR; as well as how the data that is being consumed is being used so that interfaces can be selected appropriately. Business Units have identified Interfaces that would provide the information needed for certain ABS to continue to function in the same manner they do currently; however, an analysis needs to be completed to verify if PALM functionality would replace the functionality of the ABS and therefore some of those interfaces would not be needed.		
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		Additional information is being gathered based on Task 516 before further work will continue in Task 519.		
N/A	N/A	521	Submit Bimonthly Agency Readiness Status Report	03/01/24	03/11/24	100% - Submitted	03/13/24			
N/A	N/A	522	Manage Agency Specific Implementation Schedule, Risks and Issues	03/01/24	04/30/24	100% - Submitted	04/30/24			
N/A	People	523	Share Florida PALM Updates	04/08/24	04/19/24	100% - Submitted	04/19/24		Submission Complete	
N/A	People	524	Complete and Submit End User Readiness Survey Analysis	04/15/24	06/14/24	50% - In Progress		Survey developed and deployed.		
N/A	Data	526	Complete Data Readiness Analysis and Data Cleansing Activities for Segment III	04/29/24	07/12/24	25% - Beginning Initial Internal Meetings and Information Gathering		Additional data elements have been added to the drafted Data Cleansing Plan.		
N/A	Processes	527	Identify Change Impacts and Update Agency Business Process Documentation for Segment III	04/15/24	07/12/24	25% - Beginning Initial Internal Meetings and Information Gathering				
N/A	Technology	528	Update Agency Business System Documentation for Segment III	04/15/24	07/12/24	25% - Beginning Initial Internal Meetings and Information Gathering				

Indirect	Technology	529	Update Florida PALM Conversion Inventory for Segment III	04/29/24	07/12/24	25% - Beginning Initial Internal Meetings and Information Gathering			
Indirect	Technology	530	Update Florida PALM Interface Inventory for Segment III	04/15/24	07/12/24	25% - Beginning Initial Internal Meetings and Information Gathering		Meetings pending with IT and Business Units to discuss PALM Interfaces, PALM Reports, data consumption, and business purposes for all Segments to-date.	
N/A	Technology	531	Remediate Agency Business Systems based on Segment II	04/29/24	09/27/24	25% - Beginning Initial Internal Meetings and Information Gathering			
N/A	N/A	532	Submit Bimonthly Agency Readiness Status Report	05/01/24	05/13/24	100% - Submitted	05/14/24		
N/A	N/A	533	Manage Agency Specific Implementation Schedule, Risks and Issues	05/01/24	06/28/24	25% - Beginning Initial Internal Meetings and Information Gathering		Updates made to Assumptions, Issues, Risks, and Agency-Specific Readiness.	

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.

Implementation:

Planned Florida PALM End Users = 99

• Business Process Groupings = 13/13

Role Mapping = TBD

Training = TBD

Current-State:

Cataloged Business Processes = 97

• Related Business Systems = 3

• Related Reports = 15

• **Documentation Status:**

- Complete = 97 Partial = 0 Not Started = 0

Implementation:

Impacted Agency Business Processes = 97

• Related Business Process Groupings = 13

- Planned Spreadsheet Uploads = 1

• **Level of Impact: People Changes**

- High = 0 Medium = 0 Low = 0 None = 50 Uncertain = 1

• **Level of Impact: Processes Changes**

- High = 13 Medium = 10 Low = 20 None = 7 Uncertain = 1

• **Level of Impact: Technology Changes**

- High = 0 Medium = 1 Low = 1 None = 6 Uncertain = 43

• **Level of Impact: Data Changes**

- High = 0 Medium = 1 Low = 3 None = 3 Uncertain = 44

• **Segments I & II Documentation Update Status**

- Not Started = 0 In Progress = 43 Complete = 8

Current-State:

Cataloged Business Systems = 11

• **Criticality:**

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

• **Documentation Status:**

- Complete = 10 Partial = 0 Not Started = 0

Cataloged Interfaces = 16

- Inbound Interfaces = 12

- Outbound Interfaces = 4

Implementation:

Business Systems Planned for Integration = 8

• **Segment I - Documentation Updates:**

- Complete = 0 Updating = 0 Evaluating = 0 Not Started = 3 Not Needed = 5

• **Segment II - Documentation Updates:**

- Complete = 0 Updating = 0 Evaluating = 3 Not Started = 1 Not Needed = 4

Planned Interfaces = 7

- Inbound Interfaces = 1

- Outbound Interfaces = 5

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 = 515

• **Criticality:**

- High = 131 Med = 613 Low = 2 None = 1

Implementation:

Configuration Workbooks

• **Segments I & II**

- Started = 2 Not Started = 7

Conversions & Data Readiness

• Conversions Needed = 3

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

• **Data Readiness/Cleansing Status:**

- Complete = 0 In Progress = 3 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.

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	CCN role vacancies. Require a primary for Training Liaison, and backups for Project Management and Business Liaisons.	Open	9 (High/High)	Positions and funds have been approved effective 10/1, to recruit and hire skilled personnel dedicated to the FL PALM project.	Consorted effort in progress to fill open positions.	03/11/24	Jay Nayana	
People Processes Technology Data	Assigned tasks not accurately completed	Open	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.	03/28/24	Morgan Helton	
People Processes Technology Data	Tasks completion not meeting deadline	Open	9 (High/High)	BA and ARC to work more closely with SMEs and chiefs to ensure assigned tasks are on track for completion. Seeking dedicated SMEs for PALM.	Tasks 514, 515, 516, and 518 where not submitted by the due date, April 12th. Task 513 will not be completed by the due date of May 10th.	03/28/24	Morgan Helton	
Processes Data	After the tasks have been further itemized, 35% of the tasks are behind and not started. Most of this is due to one task being dependent on data from completion of another task.	Open	9 (High/High)	BA working with chiefs & SMEs on the tasks to ensure deadline is met	Waiting on Task 326 ABS Inventory to be completed before work on Tasks 516 and 518 interfaces and ABS documentation can start.	04/17/24	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.	Open	9 (High/High)	Exploring response options.		04/30/24	F&A and Budget Chiefs	
Technology Data	IT system dependency – With systems down, SMEs are unable to access ABS data and info needed to complete certain tasks.	Open	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 is attempting provide the F&A and Budget Chiefs workaround access to data for the tasks.	04/19/24	Morgan Helton	
People	External Audits present a risk for consuming time and personnel that would have been tasked toward FL PALM activities	Open	4 (Medium/Medium)	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	No audits impacting this period.	01/29/24	Jay Nayana	

				they ever come ready to use resources that should be explored.			
People	Low percentage of SME time committed to PALM could result in inability to complete assigned tasks by deadlines	Open	4 (Medium/Medium project)	Ensure sufficient SME's time is allocated to PALM	PMO is assisting Business Units in completing tasks.	03/28/24	BU Chiefs
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	Completed tasks not accurate	Open	High - Impacts the ability of the agency to meet deadlines or milestones	SMEs and Chiefs to work with BA and attend all applicable PALM meetings and design workshops.	BA continues to assist SMEs and Chiefs to complete tasks accurately.	04/12/24	BU SMEs
Technology	Task 326 (Update Current State Agency Business System Inventory and Documentation) not completed	Open	High - Impacts the ability of the agency to meet deadlines or milestones	BA to gather information on Agency Business Systems (ABS); then systematically identify the data elements and processes those ABSs are used for so it can be determined if PALM remediation is necessary. Results will be presented to CCN upon completion.	BA is coordinating meetings and interviews with Business, Functional, and IT system owners of all ABS.	05/24/24	Morgan Helton
Processes Technology Data	Task 327 (Complete Reports Inventory) not completed	Open	High - Impacts the ability of the agency to meet deadlines or milestones	BA to review Task 327 and develop a plan to rework the requirements for Task 327. Report Inventory that was provided initially did not meet the requirements of the original task. This task is being reworked.	As Business Units work through updating Task 328/515 Documenting Current Agency Business Processes, within the template is a field to capture reports utilized which will help with the updates and validations of Task 327.	04/24/24	F&A, Budget, General Services
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.	To assist SMEs to complete this and future related tasks, a Business Process documentation template has been developed, explained, and provided to them.	06/28/24	BU Chiefs and BA
People Processes	Better and sufficient of understanding of PALM tasks needed for SMEs and BU chiefs to completed assigned tasks	Closed	High - Impacts the ability of the agency to meet deadlines or milestones	BA to conduct knowledge transfer sessions to chiefs and SMEs with specific example of task completion.		04/29/24	Morgan Helton
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	BA to reach out to sister agencies and PALM RC for examples of Data Plans to help the agency begin development of the required data plan. BA to reach out to DFS on mitigation efforts to obtain agency data due to failures in ABS at this current time.	BA reached out and gathered information needed for completing this task. Work on planning and cleansing in progress.	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	SMEs, Chiefs, and BA to update the existing Business Processes in their current form with as much applicable information within the given timeframe.	To assist SMEs to complete this and future related tasks, a Business Process documentation template has been developed, explained, and provided to them.	05/24/24	BA and BU Chiefs
Processes Technology Data	Task 516 (Update Agency Business System Documentation for Segment II) not completed	Open	High - Impacts the ability of the agency to meet deadlines or milestones	BA to complete ABS Inventory and infrastructure mapping so IT can focus on the ABS that are impacted by Segment II Interfaces as provided in Task 518.	Waiting on Task 326 to be completed.	06/21/24	IT, Contracts, General Services Chiefs, BA
Technology Data	Task 518 (Update Florida PALM Interface Inventory for Segment II) not completed	Open	High - Impacts the ability of the agency to meet deadlines or milestones	BA to complete ABS Inventory and infrastructure mapping. BA completed a PALM Interface and PALM Reports crosswalk to review with IT and the BUs to ensure interfaces are appropriate and needed. Meeting yet to be scheduled.	Waiting on Task 516 to be completed.	05/10/24	Mark Shubrick
People Processes Technology	Not enough SME time to work on PALM tasks, which is affecting timely completion of DJJ tasks for the PALM team	Open	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	SMEs setting aside time to work on PALM tasks.	04/30/24	BU Chiefs
People Processes	Task 505 (Update Florida PALM Interface Inventory for Segment I) not completed	Open	Low - All impacts not listed as Critical or High	BA to complete ABS Inventory and infrastructure mapping so IT can focus on the ABS that are impacted by Segment I Interfaces.	BA completed a crosswalk of Interfaces and reports for IT and SMEs to review and discuss for all segments to-date. Meetings to be scheduled.	05/31/24	Mark Shubrick
People	Task 500 (Agency Specific Project Charter) not created	Closed	Low - All impacts not listed as Critical or High	Create a Project Charter.	Project Charter completed.	04/23/24	Godfrey Ekata
People	Business Analyst (BA) shortage	Open	Low - All impacts not listed as Critical or High	Secure adequate funding for vacancies, prepare appropriate advertising, review applicant pool with hopeful qualified applicants, interview, make offer, and onboard by July 1.	Ad placed to hire 2 resources	07/01/24	Olu Oyewole
People Processes Data	Task 501 (Create Agency Specific Implementation Schedule) needs review and possible updating	Closed	Low - All impacts not listed as Critical or High	Obtain License for Microsoft Project to gain access to the file for editing and completion.	Licensure obtained.	04/19/24	Godfrey Ekata
People	Task 503 (Create a Workforce Readiness Plan) needs review and possible updating	Closed	Low - All impacts not listed as Critical or High	Obtain License for Microsoft Project to gain access to the file for editing and completion.	Licensure obtained.	04/18/24	Godfrey Ekata
People Processes Technology Data	Of the tasks due in April 2024, 35% of them not yet started, 27% of them are in progress, and 38% 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.	Certain tasks are reliant on the completion of previous tasks which are currently being reworked.	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	A full analysis of actual reports utilized, PALM interfaces selected, and PALM reports offered is required to substantiate this assumption.
People	DJJ PMO can drive the implementation of the PALM Project with four team members.	Logged	04/17/24	PMO	Ad placed for the two vacancies.
People	There is a commitment to the project goals from all stakeholders.	Logged	04/23/24	All	All stakeholders are committed.
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 is working 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	
People	Staff will require accounting knowledge in order to adequately operate in certain modules of PALM.	Logged	05/09/24	F&A, Budget	SME within F&A is concerned that knowledge of accounting principles is required to understand the functionality of PALM.

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
Data	Corrected the Task 512 and resubmitted.	03/11/24	Agency Liaison	The data on the smartsheet has been corrected and resubmitted today.	March 2024
People Processes Technology Data	DJJ End Users PALM Townhall and Updates	04/18/24	SMEs, Agency Liaison, PM, current FLAIR end users	Introduction to PALM, future communications, roadmap, training, etc.	Introduction of PALM to all end users, SMEs, and CCN. Message was well received and well attended.
People Processes Technology Data	Monthly DJJ/PALM Readiness Touchpoint Meeting	04/22/24	SMEs, Agency Liaison, PM, PALM Readiness Coordinators	Discuss outstanding tasks, submitted tasks, and upcoming tasks	Discussed overdue tasks, plan for completion, utilizing the comments in the task tracker, and keeping the Assumptions, Issues, and Risks logs more current.
People Processes Technology Data	Budget Bi-Weekly PALM Check In	04/29/24	Chief, SMEs, Agency Liaison, PM	Detailed discussion of PALM tasks and assignees	Discussed overdue PALM tasks and upcoming due Task 513.
People Processes Technology Data	F&A Bi-Weekly PALM Check In	04/30/24	Chief, SMEs, Agency Liaison, PM	Detailed discussion of PALM tasks and assignees	Discussed overdue PALM tasks and upcoming due Task 513.
People Processes Technology Data	F&A Raise you Palms to Bring in the New Ice Cream Social	04/30/24	F&A Chief, F&A End Users, PM, Agency Liaison, Budget Chief, and Budget End Users	PM to provide PALM implementation objectives and schedule, Q&A session to follow.	Interactive discussion and Q&A with participants.
People Technology Data	IT Bi-Weekly PALM Check-In	04/04/24	IT SMEs, Agency Liaison, PM	Detailed discussion of PALM tasks, assignees, Prep for Design Workshop, next Bi-weekly meeting	Discussed Tasks 516 and 518, how they connected, what was needed from the business units exactly and in what format.
People	Agency On-boarded new Project Manager for PALM	03/01/24	PMO	Mr. Godfrey Ekata will be the new PALM Project Manager.	March 2024
People	Onboarded the new Agency Liaison for PALM	03/11/24	PMO	Morgan Helton is the new PALM Agency Liaison	March 2024
People	KT with General Services, new PM and Agency Liaison	03/14/24	General Services SME, PM, and Agency Liaison	Knowledge Transfer of current PALM activities and general information	March 2024
People	KT with F&A Reconciliation	03/14/24	SME, PM, and Agency Liaison	Knowledge Transfer of current PALM activities and general information	March 2024
People	Workshops Prep	03/20/24	SMEs, Agency Liaison, PM, and Champion Network	Overview of upcoming workshops and expectations	
People	Bi-Weekly PALM Check In Meetings	03/20/24	SMEs, Agency Liaison, PM	Bi-Weekly Check In with Business Units on PALM Tasks and open discussion on any challenges or needs of the SMEs on PALM issues	All bi-weekly meetings have been scheduled.
People	F&A Bi-Weekly PALM Check In	03/21/24	F&A SMEs, Agency Liaison, PM	Detailed discussion of PALM tasks, assignees, Prep for Design Workshop, next Bi-weekly meeting	Discussed each task and reviewed the outcomes and answered follow up questions from participants.
People	Budget Bi-Weekly PALM Check-In	03/21/24	Budget SMEs, Agency Liaison, PM	Detailed discussion of PALM tasks, assignees, Prep for Design Workshop, next Bi-weekly meeting	BA suggested that Revenue/Grants management have representation in SME, discussed which tasks where there was an F&A and Budget overlap that Budget preferred to take lead.
People	General Services Bi-Weekly PALM Check-In	03/21/24	General Services SMEs, Agency Liaison, PM	Detailed discussion of PALM tasks, assignees, Prep for Design Workshop, next Bi-weekly meeting	General Services expressed concern with reporting and viewing capabilities into PALM. Need to provide them the Task Talk from Thursday 3/21/2024

Task from Thursday 04/11/2024.					
People	Contracts Bi-Weekly PALM Check-In	03/21/24	Contracts SMEs, Agency Liaison, PM	Detailed discussion of PALM tasks, assignees, Prep for Design Workshop, next Bi-weekly meeting	Determined that Contracts was not fully represented. Requested that Contract Management SME be added.
People	IT Bi-Weekly PALM Check-In	03/21/24	IT SMEs, Agency Liaison, PM	Detailed discussion of PALM tasks, assignees, Prep for Design Workshop, next Bi-weekly meeting	Determined there may have been missed opportunities for integrations and/or upgrades for current business systems with PALM. Conducting research to verify this theory.
People	Contracts Bi-Weekly PALM Check-In	04/01/24	Contracts SMEs, Agency Liaison, PM	Detailed discussion of PALM tasks, assignees	Discussed Tasks 517 and 514, process documentation, and set up a subsequent meeting to touch on Procurement and Contract Mgmt. within DJJ.
People	Budget Bi-Weekly PALM Check-In	04/02/24	Budget SMEs, Agency Liaison, PM	Detailed discussion of PALM tasks, assignees, Prep for Design Workshop, next Bi-weekly meeting	Reviewed Task 515 Process Workbook, Task 518 interfaces, and forthcoming Design workshops.
People	F&A Bi-Weekly PALM Check In	04/02/24	F&A SMEs, Agency Liaison, PM	Detailed discussion of PALM tasks, assignees, Prep for Design Workshop, next Bi-weekly meeting	Reviewed all open tasks in detail and set up subsequent discussions for additional assistance.
People	F&A Bi-Weekly PALM Check In	04/16/24	Chief, SMEs, Agency Liaison, PM	Detailed discussion of PALM tasks, assignees	Discussed plan for tasks not submitted on April 12th.
People	Budget Bi-Weekly PALM Check In	04/17/24	Chief, SMEs, Agency Liaison, PM	Detailed discussion of PALM tasks, assignees	Discussed plan for tasks not submitted on April 12th.
People	General Services Bi-Weekly PALM Check In	04/17/24	Chief, SMEs, Agency Liaison, PM	Detailed discussion of PALM tasks, assignees	Discussed plan for tasks not submitted on April 12th.
People Processes	Budget PALM Pulse Check	04/09/24	Chief, Agency Liaison, PM	Check in on status of PALM tasks due April 12	Check in on PALM Tasks due on April 12th.
People Processes	General Services PALM Pulse Check	04/09/24	Chief, Agency Liaison, PM	Check in on status of PALM tasks due April 12	Check in on PALM Tasks due on April 12th.
People Processes	F&A PALM Pulse Check	04/10/24	Chief, SMEs, Agency Liaison, PM	Check in on status of PALM tasks due April 12	Check in on PALM Tasks due on April 12th.
People Processes	F&A PALM Pulse Check	04/11/24	Chief, SMEs, Agency Liaison, PM	Check in on status of PALM tasks due April 12	Check in on PALM Tasks due on April 12th.
People Processes Technology	PMO Team Introduction to SMEs	03/20/24	SMEs (All), Agency Liaison, PM, and Champion Network	PMO's plan and strategy for implementing PALM at DJJ	Business Units represented: PMO, Budget, F&A-Disbursements, Reconciliation, AR, General Services, IT, HR. Shared project plan and overview of the collaborative workspace in Teams and Tasks organized in a Planner Board, excellent discussion and questions from participants.
People Technology	IT Bi-Weekly PALM Check-In	04/18/24	SMEs, Agency Liaison, PM	Detailed discussion of PALM tasks, assignees	Discussed plan for tasks not submitted on April 12th.

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

[Privacy Notice](#) | [Report Abuse](#)

DJJ Status Report Confirmation

Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
March - April 2024	Heather DiGiacomo	heather.digiacom@fldj.gov	05/14/24
January - February 2024	Heather DiGiacomo	heather.digiacom@fldj.gov	03/11/24
November - December 2023	Heather DiGiacomo	heather.digiacom@fldj.gov	01/12/24
September - October 2023	Heather DiGiacomo	heather.digiacom@fldj.gov	11/09/23
July - August 2023	Heather DiGiacomo	heather.digiacom@fldj.gov	09/11/23