

**Helpful Links**

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

# JAC Status Report Dashboard

**Reporting Period**

March - April 2024

**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.*

**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 = 7
- Duplicate Filled Role = 6
- Vacant Role = 1

**RW Task Completeness:**

- Score = 50.00%**
- Submitted Complete = 2
  - Submitted Incomplete = 2
  - Completed After Submission = 0

**RW Task Timeliness:**

- Score = 73.75%**
- Submitted On Time = 17
  - Submitted Late = 10
  - Pending Submission = 3

**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
	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		
Indirect	People	512	Identify Future Florida PALM End Users	01/16/24	03/01/24	Pending Resubmission	04/30/24		Submission Incomplete	
Direct	Data	513	Complete Configuration Workbooks for Segments I and II	02/12/24	05/13/24	75% - Consolidating/Inputting Information for Submission		05/13/2024 - Done except for Org Codes		
N/A	Data	514	Complete Data Readiness Analysis and Data Cleansing Activities for Segments I and II	01/29/24	04/12/24	100% - Submitted	05/02/24	submitted 4/30/2024		
N/A	Processes	515	Identify Change Impacts and Update Agency Business Process Documentation for Segments I and II	01/29/24	04/12/24	25% - Beginning Initial Internal Meetings and Information Gathering		Will begin working on this task on 05/14/2024		
N/A	Technology	516	Update Agency Business System Documentation for Segment II	01/29/24	04/12/24	100% - Submitted	04/12/24	There were no Segment II activities which affect our Interface Inventory	Submission Complete	
Indirect	Technology	517	Update Florida PALM Conversion Inventory for Segment II	01/29/24	04/12/24	50% - In Progress				
Indirect	Technology	518	Update Florida PALM Interface Inventory for Segment II	01/29/24	04/12/24	100% - Submitted	04/12/24	There we no Segment II activities which affect our Interface Inventory	Submission Complete	
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				
N/A	N/A	521	Submit Bimonthly Agency Readiness Status Report	03/01/24	03/11/24	100% - Submitted	03/11/24			
N/A	N/A	522	Manage Agency Specific Implementation Schedule, Risks and Issues	03/01/24	04/30/24	100% - Submitted	04/25/24			
N/A	People	523	Share Florida PALM Updates	04/08/24	04/19/24	100% - Submitted	04/19/24		Submission Incomplete	05/13/24
N/A	People	524	Complete and Submit End User Readiness Survey Analysis	04/15/24	06/14/24	25% - Beginning Initial Internal Meetings and Information Gathering				
N/A	Data	526	Complete Data Readiness Analysis and Data Cleansing Activities for Segment III	04/29/24	07/12/24					
N/A	Processes	527	Identify Change Impacts and Update Agency Business Process Documentation for Segment III	04/15/24	07/12/24					
N/A	Technology	528	Update Agency Business System Documentation for Segment III	04/15/24	07/12/24					
Indirect	Technology	529	Update Florida PALM Conversion Inventory for Segment III	04/29/24	07/12/24					
Indirect	Technology	530	Update Florida PALM Interface Inventory for Segment III	04/15/24	07/12/24					
N/A	Technology	531	Remediate Agency Business Systems based on Segment II	04/29/24	09/27/24					
N/A	N/A	532	Submit Bimonthly Agency Readiness Status Report	05/01/24	05/13/24	100% - Submitted	05/03/24			
N/A	N/A	533	Manage Agency Specific Implementation Schedule, Risks and Issues	05/01/24	06/28/24					

**People**

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

**Processes**

The sequence of procedures to accomplish a business objective.

**Technology**

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

**Data**

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

**Implementation:****Planned Florida PALM End Users = 236**

• Business Process Groupings = 12/13

**Role Mapping = TBD****Training = TBD****Current-State:****Cataloged Business Processes = 121**

• Related Business Systems = 4

• Related Reports = 21

• **Documentation Status:**

- Complete = 8 Partial = 73 Not Started = 26

**Implementation:****Impacted Agency Business Processes = 121**

• Related Business Process Groupings = 6

- Planned Spreadsheet Uploads = 0

• **Level of Impact: People Changes**- High = 0 Medium = 0 Low = 0 None = 0  
Uncertain = 0• **Level of Impact: Processes Changes**- High = 0 Medium = 0 Low = 0 None = 0  
Uncertain = 0• **Level of Impact: Technology Changes**- High = 0 Medium = 0 Low = 0 None = 0  
Uncertain = 0• **Level of Impact: Data Changes**- High = 0 Medium = 0 Low = 0 None = 0  
Uncertain = 0• **Segments I & II Documentation Update Status**

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

**Current-State:****Cataloged Business Systems = 10**• **Criticality:**

- High = 8 Med = 1 Low = 0 None = 1

• **Documentation Status:**

- Complete = 7 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 = 0 Updating = 0 Evaluating = 1  
Not Started = 0 Not Needed = 7• **Segment II - Documentation Updates:**- Complete = 1 Updating = 0 Evaluating = 1  
Not Started = 0 Not Needed = 6**Planned Interfaces = 5**

- Inbound Interfaces = 2

- Outbound Interfaces = 3

**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 = 142**• **Criticality:**

- High = 57 Med = 63 Low = 26 None = 1

**Implementation:****Configuration Workbooks**• **Segments I & II**

- Started = 1 Not Started = 8

**Conversions & Data Readiness**

• Conversions Needed = 1

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

• **Data Readiness/Cleansing Status:**- Complete = 0 In Progress = 0 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.

**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 JAC met with all JROs between March 6 and April 12.	04/29/24	Rip Colvin, Executive Director
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 resolution.	04/29/24	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 to assist in completing other tasks.	04/29/24	JAC Directors
Processes Technology	Delays in PALM information will create delays in remediating our processes	Open	6 (High/Medium)	Accept: The agency will continue to monitor information received	No new comments	04/29/24	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 continue to be mindful of funding needs. We will prepare an LBR for FY 2025-26	04/29/24	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	The JAC has almost finalized our org code plan.	04/29/24	Dina Kamen
Technology	External business system (BOMS) may not be updated with proper accounting fields for integration with PALM	Open	3 (High/Low)	Avoid: The agency needs to engage the business system vendor to discuss new chartfields once the agency has additional technical information	The JAC has formed a PALM/BOMS Advisory Council. This Council will be the go-between for this effort. A liaison has been appointed.	04/29/24	Kathy LaCorte
People Processes	Replacement or major upgrade of PeopleFirst involving the same team members as the PALM Project	Open	3 (High/Low)	Mitigate: The agency will review all available information regarding this potential new contract and then plan accordingly.	No new comments	04/29/24	Jamie Johnson
Data	Data may not be sufficiently cleansed at Go-Live	Open	2 (Medium/Low)	Avoid: The agency is preparing a plan for Data Cleansing	The agency plans on hiring an OPS to perform data cleanins	04/29/24	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.	04/29/24	Dina Kamen and 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 has begun to remediate.	04/29/24	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.	No new comments	04/29/24	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 Data	Meeting to create a plan for overdue tasks	03/07/24	CCN	Create a plan to get caught up on our PALM tasks	
People Processes Data	Meeting with Technical Writers	03/19/24	SME's	To provide updates on the status of the project	
People Processes Data	Monthly Touchpoint Meeting	03/22/24	CCN	To discuss IT and interfaces.	
People Processes Data	Discussion with Executive Director	03/27/24	CCN	Discuss observations from the 6 regional workshops and activities that might be done in the future	
People Processes Data	Meeting with Technical Writers	04/08/24	SME's	To discuss our progress and project what it will take to finish this project.	
People Processes Data	JAC Action Items Meeting	04/11/24	CCN, SME's	Create a plan to get caught up with JAC's Readiness Coordinator (Dora)	
People Processes Data	Status of Tasks Meeting	04/23/24	CCN & Directors	To discuss the status of delinquent Tasks with Dora	
People Processes Data	Meeting with Technical Writer	04/26/24	SME's	Discuss Technical Writers expectations of JAC staff	
People Processes Technology Data	Brief Executive Director	03/19/24	CCN including the ED	Brief Executive Director on Budget and other items	
People Processes Technology Data	PALM Workshop	03/21/24	JRO's	To provide the JRO's in the Orlando area information regarding PALM	
People Processes Technology Data	PALM/BOMS Advisory Council First Meeting	04/09/24	CCN, JAC Financial Staff, CIP	Create an PALM/BOM Advisory Council; Elect a Chair; Adopt a Charter; plan how to bring CIP into the PALM project	
People Processes Technology Data	CCN Meeting	04/29/24	CCN	To discuss Risks and Issues for the bi-monthly report	
People Processes	Webinar	03/18/24	Project Management Liaison	Learn about organizational change	
People Processes	Finalized PowerPoint for JRO meetings	03/05/24	CCN	Final readiness for JRP meetings	
People Processes	PALM Workshop	03/06/24	JRO Northern FL Staff	Communicate PALM updates to future end users	
People Processes	PALM Workshop	03/11/24	JRO SW Florida Staff	Communicate PALM updates to future end users	
People Processes	PALM Workshop	03/13/24	JRO East Coast Florida Staff	Communicate PALM updates to future end users	
People Processes	PALM Workshop	03/14/24	JRO SE Florida Staff	Communicate PALM updates to future end users	
People Processes	PALM Workshop	03/20/24	JRO NE Florida Staff	Communicate PALM updates to future end users	
People Processes	PALM Workshop	03/21/24	JRO Orlando Area Staff	Communicate PALM updates to future end users	
People Processes	Meeting with Technical Writers	04/01/24	SME's	To discuss our progress and project what it will take to finish this project.	
People Processes	Virtual Workshop	04/12/24	JRO Staff	Present workshop via Zoom to JRO staff who were not able to attend in-person workshops	
People Processes Technology	Advisory Council Meeting	04/16/24	JAC Financial staff, CIP	To discuss further the role of the Advisory Council	
People Processes Technology	Advisory Council Meeting	04/19/24	CIP & BOMS	Second meeting same week for Advisory Council	
People Technology	Meeting with Technical Writers	04/11/24	TW's	To discuss the issues with Citrix, Zoom & any other software/apps	
People Technology	Meeting with the Technical Writers	04/23/24	SME's	Information exchange with the Technical Writers	
Processes	Discuss creating a RAID Log	03/28/24	CCN	Discuss whether creating a RAID log would benefit the JAC	

Processes	On-Board three additional Technical Writers	04/15/24	SME's	On-board new Technical Writers to speed up the documentation process	
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### 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:
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
November - December 2023	Alton L. Colvin, Jr.	rip.colvin@justiceadmin.org	01/11/24
September - October 2023	Alton L. Colvin, Jr.	rip.colvin@justiceadmin.org	11/13/23
July - August 2023	Alton L. Colvin, Jr.	rip.colvin@justiceadmin.org	09/11/23