

Helpful Links

- Dashboard Snapshots
- Knowledge Center
- Florida PALM Workbook for DJJ
- Readiness Workplan

DJJ Status Report Dashboard

Reporting Period

March - April 2026

Agency Sponsor

Heather DiGiacomo

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

RW Task Timeliness

RW Task Completeness

Direct Impact Task Timeliness

Other Task Timeliness

Direct Impact Task Completeness

Other Task Completeness



Direct Impact Task Timeliness:

Score = 98.57%

- Submitted On Time = 44
- Submitted Late = 5
- Pending Submission = 0

Other Task Timeliness:

Score = 90.41%

- Submitted On Time = 77
- Submitted Late = 20
- Pending Submission = 0

Direct Task Completeness:

Score = 87.50%

- Submitted Complete = 38
- Submitted Incomplete = 4
- Completed After Submission = 6

Other Task Completeness:

Score = 96.38%

- Submitted Complete = 64
- Submitted Incomplete = 2
- Completed After Submission = 3

The RW Task Timeliness dials reflect the timeliness of your agency's submission of all RW tasks based on the task due date. Calculations are based on all RW tasks to date.

The RW Task Completeness dials reflect the completeness of your agency's task submissions based on the task rubric. Calculations of task completeness includes all RW Tasks since RW 512.

Change Champion Network:

- Unique Filled Role = 14
- Duplicate Filled Role = 0
- Vacant Role = 0

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

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	597	Complete Data Cleansing Based on Mock Conversion 4	01/12/26	03/13/26	100% - Submitted	03/13/26		Submission Complete	
N/A	N/A	673	Submit Bimonthly Agency Readiness Status Report	03/02/26	03/10/26	100% - Submitted	03/10/26		Submission Complete	
Indirect	N/A	674	Submit Monthly Progress Report - Testing	03/02/26	03/31/26	100% - Submitted	03/30/26		Submission Complete	
Indirect	People	696	Maintain Role Mapping Worksheet	03/23/26	04/30/26	100% - Submitted	04/30/26		Submission Complete	
Indirect	N/A	675	Submit Monthly Progress Report - Testing	04/01/26	04/30/26	100% - Submitted	04/30/26		Task Closed - Submission Incomplete	
Indirect	Data	697	Maintain Configuration and Conversion Workbooks	04/01/26	04/30/26	100% - Submitted	04/30/26		Task Closed - Submission Incomplete	
N/A	People	607	Update Training Plan	04/06/26	06/05/26	50% - In Progress				
N/A	People	676	Share Florida PALM Updates	04/13/26	04/24/26	100% - Submitted	04/21/26		Submission Complete	
Direct	Data	713	Confirm Supplier Records	04/20/26	05/22/26	50% - In Progress				
Direct	Data	698	Complete Data Cleansing in Preparation for Dry Run 2	04/20/26	06/17/26	50% - In Progress				
N/A	N/A	677	Submit Bimonthly Agency Readiness Status Report	05/01/26	05/11/26	100% - Submitted	05/11/26			05/11/26
Indirect	N/A	678	Submit Monthly Progress Report - Testing, Training	05/01/26	05/29/26	25% - Beginning Initial Internal Meetings and Information Gathering				
Indirect	Data	699	Maintain Configuration and Conversion Workbooks	05/01/26	05/29/26					
Indirect	People	700	Maintain Role Mapping Worksheet	05/01/26	05/29/26					
N/A	Processes	602	Update Agency Business Process Documentation	05/04/26	10/30/26					
N/A	People	604	Create Agency-Specific Learning Materials to Support End Users	05/04/26	10/30/26					

Agency Reported

The Risks, Issues, and Assumptions tables below display only items that were marked confirmed and were opened/logged, closed/resolved or active during the reporting period.

DJJ Risks

Status	Date Opened	Date Closed	Primary Risk Category	Risk Title	Trend	Risk Rating	Background	Monitor/Mitigation Plan/Resolution	Impact if Risk Becomes an Issue	Reporting Period Comments for Mar. - Apr. 2026
Open and Monitoring	12/22/25		User Acceptance Testing	Limited SME and Staff availability for UAT could negatively impact testing	Decreasing	9 (High/High)	Project SMEs and staff performing UAT also need to perform their regular duties during the same period. This implies limited	Escalate the staffing issue to leadership; Request additional hiring resources.	UAT and regular work delays, reduced deliverable quality and increased risk of rework.	Risk is still pertinent.

				and its outcome			availability for either UAT or regular duties, which could affect UAT negatively. Attempts are being made by the affected bureaus to boost staffing, but the the gaps still remain because is has been difficult to find capable persons to fill vacant positions.			
Open and Mitigating	04/21/25		Conversion/Configuration	Encumbrance Conversions into Florida PALM	Increasing	9 (High/High)	Current agency business processes do not include the active management of encumbrances balances throughout the year. Contract encumbrances are not managed by bureaus so that they remain in balance with approved allotments. The management of encumbrances is done manually in FLAIR at year-end.	Budget (Mitigation): Budget PALM Administrator and FCO Analyst actively monitor the FWOS, the FCO Tracking Log, and the FLAIR Encumbrance report to reconcile actual expenditures and encumbrance balances. If updates are needed to an contracted activation encumbrance, request is sent by the Budget Office to F&A for updates. Additionally, encumbrance information is provided by Budget staff when approving invoices submitted through FIBS to ensure encumbrances are utilized for payments. Encumbrances established thru AOD are the responsibility of the Requester, so if a discrepancy is noticed, Budget staff email the Requester requesting for encumbrance updates to be made through AOD as to not further disconnect the relationship of encumbrance between AOD and FLAIR.	Duplicate encumbrances and encumbrances not properly managed (overencumbered) will consume budget when converted to PALM. This will reduce the remaining allotment available to pay invoices.	Mitigation plan in place in Budget is still applicable. This remains a risk until encumbrances can be successfully converted and pass budget check in Florida PALM.
Open and Mitigating	02/12/26		Interface	Outbound Inter/IntraUnit Interface (IU1003) Needed	Stable	9 (High/High)	The Department did not select the IU1003 interface during interface selections, but have come to understand that this interface will be needed in the Axiom Pro/Print Plus solution when filing supporting documentation for vouchers.	The Department has submitted a SNow Ticket to request the additional interface, which was approved by the PALM Project Director. The vendor is aware that we have selected this interface and we expect to receive additional information by the end of April 2026.	F&A staff will be responsible for filing IU voucher supporting documentation outside of Axiom Pro until the interface can be integrated.	Still a risk until the system is remediated and testing can be completed by the end of July 2026.
Open and Mitigating	05/05/26		User Acceptance Testing	Delay in Downloading Reports due to Zscaler	Increasing	9 (High/High)	DJJ's security solution causes a delay in receiving Florida PALM reports. The delay could be anywhere from 5-20 minutes. This delay impacts timeliness of running test scripts and has the potential to cause missed deadlines during UAT and delay in processing transactions at Go-Live	Mitigation plan is at the initial phase of discussion.	Delay in meeting UAT milestones.	New risk added.
Open and Monitoring	11/04/24		User Acceptance Testing	Limited Staff for UAT	Decreasing	6 (High/Medium)	Vacancies and competing priorities within bureaus heavily affected by the implementation of PALM have caused less time to work on preparing for UAT.	Mitigation Plan: bureaus are actively advertising, interviewing, and recruiting for vacancies as they occur. Additionally, bureaus are training backups to work emergency activations, so if needed, they can free up SME's for UAT.	Bureau SME's and staff may be unavailable for UAT if positions are not filled and competing priorities not realigned.	Risk still pertinent to General Services only.
Open and Mitigating	02/28/25		Business Process Change	Reliance on Florida PALM and Data Warehouse for Reporting Functionality	Stable	6 (High/Medium)	FLAIR @ DJJ is an agency system that staff rely on to pull financial information and to conduct research. When PALM goes live, FLAIR @ DJJ will only maintain financial historical information; it will not be remediated to incorporate PALM financial information. Because of this, users will need to rely on untested PALM and Data Warehouse reports for their duties, potentially leading to challenges.	SMEs to work with Agency Liaison to ensure that all related financial reports and research information are documented and tested during UAT; Bureau staff will study the reports currently available in the Knowledge Center; PMO to stay abreast of changes and/or updates to reports and communicate major changes to pertinent bureaus.	Reporting functionality will be severely hindered.	Risk is still pertinent.
Open and Monitoring	08/11/25		User Acceptance Testing	Test Scenarios Unidentified	Stable	6 (High/Medium)	Required testing items may be inadvertently omitted during UAT.	Newly identified test scenarios will be documented and test scripts will be created as UAT testing evolves.	Untested scenarios can result in post-deployment defects and/or unmet functional requirements.	Risk still applicable for all bureaus.
Open and Monitoring	02/20/26		Staffing/Resource Availability	Possible reduction in PALM funding to DJJ starting	Increasing	6 (High/Medium)	Senate proposed budget would reduce DJJ PALM funding down to \$229,104.00.	Monitoring closely proposed FY 26/27 appropriations. Many of the present duties being done by OPS PALM	Funding reduction would potentially reduce the number OPS PALM positions preparing for PALM and	Risk still applicable until Special Session concludes.

				7/1/2026				positions would need be handled by DJJ SME's.	PALM conversion. Loss of any OPS PALM positions could delay DJJ's readiness.	
Open and Monitoring	04/20/26		Conversion/Configurator	Data Cleansing Maintenance - General Ledger	Decreasing	6 (High/Medium)	Data Cleansing maintenance has been on-going since late 2024 of the GL's. A meeting with DFS staff to assist in the cleanup for the 5XXXXX, Fund Balance GLs. Data cleansing review will be an on-going activity by the F&A PALM Administrator until go-live.	Monitoring: As of Dry 1 Run, the GL Conversion results has been successful to date, rising to over 99%. F&A will cleanse the remaining errors, continue to run Master File Reports, and monitor the conversion data. F&A (Ms. Libby) has been trying to get some guidance on cleansing the 22,000 lines that have issues. Although DFS has provided some guidance, F&A thinks access to PALM GL module group (the people actually running the reports) for complete and proper guidance is needed, which has been difficult. F&A has also been in touch with sister agencies that have the same issues. Ms. Libby believes access to the PALM GL module group is key.	This could result in inaccurate financial information being transferred into PALM at go-live.	Updated Monitoring plan
Open and Mitigating	05/05/26		User Acceptance Testing	Unable to Complete SME UAT by 5/29/26 - General Services	Increasing	6 (High/Medium)	Based on the UAT plan provided by the bureaus to the UAT Coordinator, the completion rate of tests indicates that testing will not be completed by 5/29/26.	Mitigation Plan: Ranked test cases in priority order (High/Medium/Low) and added more time to calendars to work through remaining high priority test cases.	If not completed by 5/29/26, test cases will continue to be run through the remainder of testing which could impact training other bureau and program staff.	New risk added.
Open and Mitigating	05/05/26		User Acceptance Testing	Unable to Complete SME UAT by 5/29/26 - Finance and Accounting	Increasing	6 (High/Medium)	Based on the UAT plan provided by the bureaus to the UAT Coordinator, the completion rate of tests indicates that testing will not be completed by 5/29/26.	Mitigation Plan: Ranked test cases in priority order (High/Medium/Low) and added more time to calendars to work through remaining high priority test cases.	If not completed by 5/29/26, test cases will continue to be run through the remainder of testing which could impact training other bureau and program staff.	New risk added.
Open and Monitoring	06/06/25		Interface	People First DB Links	Increasing	4 (Medium/Medium)	People First is yet to deliver the DB Links used by DJJ's agency business systems. Upon reaching out to People First directly, we did not receive confirmation that the DB links will be available before interface testing. People First impacted DB links list is shared with all agencies, the date by which People First DB links will be ready is still not known. expected to look for additional information	Currently systems are remediated with the information provided by People First.	Will not be able to test the ABS that has been remediated for PALM without the updated DB Links from People First. Impacted ABS: HRES	Still a risk. Expecting data in the beginning of May.
Open and Monitoring	01/05/25		User Acceptance Testing	Limited Guidance Provided prior to UAT Regarding PALM Payroll Processing	Decreasing	3 (High/Low)	Information and process steps have been released by the Project, but not for any payroll-related processes. Biweekly payroll will be tested the third week of February and the only information DJJ has is what has been provided in the Knowledge Center and Advisory Council meetings.	Check with PALM Coordinator about when materials, process steps, and/or guidance may be available for training environment before UAT starts. Bureau staff should review the business process steps provided in the Knowledge Center prior to their in-person UAT meeting to familiarize themselves again with the payroll process in Florida PALM.	Staff will not be as prepared heading into UAT; testing payroll may take longer than expected.	Still a risk, but a low risk for HR.
Open and Mitigating	05/05/26		User Acceptance Testing	Unable to Complete SME UAT by 5/29/26 - Budget	Decreasing	3 (High/Low)	Based on the UAT plan provided by the bureaus to the UAT Coordinator, the completion rate of tests indicates that testing will not be completed by 5/29/26.	Mitigation Plan: Ranked test cases in priority order (High/Medium/Low) and added more time to calendars to work through remaining high priority test cases.	If not completed by 5/29/26, test cases will continue to be run through the remainder of testing which could impact training other bureau and program staff.	New risk added.
Open and Mitigating	05/05/26		User Acceptance Testing	Unable to Complete SME UAT by 5/29/26 - Human Resources	Decreasing	1 (Low/Low)	Based on the UAT plan provided by the bureaus to the UAT Coordinator, the completion rate of tests indicates that testing will not be completed by 5/29/26.	Mitigation Plan: Ranked test cases in priority order (High/Medium/Low) and added more time to calendars to work through remaining high priority test cases.	If not completed by 5/29/26, test cases will continue to be run through the remainder of testing which could impact training other bureau and program staff.	New risk added.

DJJ Issues

Status	Date Opened	Date Closed	Priority	Primary Issue Category	Issue Title	Background	Action Plan	Planned or Actual Resolution Date	Reporting Period Comments for Mar. - Apr. 2026
Open	05/04/26		High - Impacts the ability of the agency to meet deadlines or milestones	User Acceptance Testing	Delay in PALM Report Delivery	Due to the Department's security solution, Florida PALM reports that are downloaded to users' computers either take 5-20 minutes to generate or they aren't generated at all.	Bring to IT Bureau Chief for resolution.	05/31/26	This is a new issue that impacts timeliness of meeting UAT milestones.

DJJ Assumptions

Critical Operational Elements	Assumption	Status	Date Logged or Removed	Impacted Stakeholder(s) and/or System(s)	Reporting Period Comments for Mar. - Apr. 2026
Processes Data	Chart of Account (COA) will not change beyond what the FL PALM team has forecast	Logged	08/01/23	Marcia Haye (F&A)	This assumption is still valid.
People	All SMEs will be available to work on required PALM-tasks.	Logged	04/17/24	Bureau SMEs	This assumption is still valid.
People	There is a commitment from end users to the PALM Project.	Logged	04/23/24	All	This assumption is still valid.
People Technology	PALM funding is maintained at the current level or greater allowing current BU-specific PALM administrators to be kept on staff.	Logged	04/23/24	PMO, F&A, General Services, Budget	This assumption is still valid.
People Processes Data	There will be sufficient engagement from DJJ's SME's who are knowledgeable about agency business processes.	Logged	04/23/24	F&A, Budget, General Services, HR, BPCA, BCM	This assumption is still valid.
People Processes Technology Data	The PALM team will provide sufficient and adequate guidance to DJJ.	Logged	04/23/24	F&A, Budget, General Services, HR, BPCA, BCM, PMO	This assumption is still valid.
People	DJJ PMO can drive the implementation of the PALM Project with four team members.	Logged	12/03/24	PMO	This assumption is still valid.
Data	Unreconciled payroll warrants will not be included in the Outstanding Warrant Report (APR018).	Logged	04/21/25	HR	This assumption is still valid. Will continue to research and verify.
People Technology	Cutover will be no longer than approximately 3 weeks.	Logged	04/30/25	Supplier payments	This assumption is still valid.
Technology	PALM will incorporate additional interfaces after Go-Live, if needed by DJJ.	Logged	05/01/25	IT, F&A	This assumption is still valid.
Technology Data	PALM will not alter the interfaces DJJ has selected.	Logged	05/01/25	IT	This assumption is still valid.
Data	If balances on purchase orders in AOD are different than what's reported in FLAIR, when encumbrance data is converted to PALM, AOD will update to reflect the FLAIR/PALM balances. As long as encumbrance balances are maintained in FLAIR, the full balances of the purchase orders from AOD will not be converted to PALM, potentially causing budget checking issues.	Logged	05/01/25	F&A, Budget, General Services	This assumption is still valid.
Data	We assume that Florida PALM is updating the report export document as changes are made and enhancements are added from Pre-UAT testing.	Logged	05/05/25	Agency Liaison and SMEs	This assumption is still valid at this time.
Data	Zero dollar contracts in FACTS will not be converted to PALM	Logged	10/15/24	BCM, F&A contract disbursement payments	This assumption is still valid at this time. We should be able to validate this when DJJ staff participate in FACTS UAT.
Processes	The BOSP Beneficiary Form will be updated from FLAIR to PALM account values and provided to the agencies prior to PALM Go-Live	Logged	07/25/25	Human Resources	This assumption is still valid at this time.
People Data	Employees will be provided training on the object code to account crosswalk.	Logged	08/20/25	UAT SMEs and End-Users involved in UAT Full	This assumption is still valid at this time.
People	Identified SMEs and end users will be available throughout UAT and will have documented and understood the test cases assigned to them prior to execution.	Logged	09/05/25	UAT SMEs and End-Users	This assumption is still valid at this time.
Technology	The Florida PALM system will remain continuously available and accessible for the full duration of User Acceptance Testing (UAT).	Logged	09/05/25	All End-Users	This assumption is still valid at this time.
Processes	DFS will provide agencies with instructions on how employees can access the Employee Information Center (EIC) in Florida PALM.	Logged	05/08/26	All users	New assumption
Data	We assume that Florida PALM is updating the user role export document as changes are made and enhancements are added from Pre-UAT testing.	Removed	03/05/26	Agency Liaison and SMEs	Removed 03/05/26
People Processes Technology	FACTS will be available to test when end-to-end user testing for PALM begins. When asking FACTS about UAT, the response was that "...we are still in the testing phases with Florida PALM. We will provide the agencies with an update when the UAT environment becomes available."	Removed	04/29/26	BPCA, Contract Tracking System (ABS), and F&A Contract employees	Removing assumption since FACTS UAT has begun (statewide, not for DJJ). Agency staff will be able to test FACTS during PALM UAT.
Data	Regarding old FCO categories associated with active assets - the Project will implement a change for this in future conversions. This will allow for the asset records to be converted to Florida PALM.	Removed	04/29/26	Asset and property conversion data (General Services)	PALM has converted the assets to category 060000 to ensure conversion. Any changes needing to be made will occur after Go-Live.

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

DJJ Status Report Confirmation

Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
March - April 2026	Heather DiGiacomo	heather.digiacomofldjj.gov	05/11/26
January - February 2026	Heather DiGiacomo	heather.digiacomofldjj.gov	03/10/26

