# 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**

May - June 2025

**Agency Sponsor**

Heather DiGiacomo

## 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 = 98.16%**

• Submitted On Time = 33

• Submitted Late = 5

• Pending Submission = 0

**Other Task Timeliness:**

**Score = 87.08%**

• Submitted On Time = 52

• Submitted Late = 20

• Pending Submission = 0

**Direct Task Completeness:**

**Score = 81.08%**

• Submitted Complete = 26

• Submitted Incomplete = 4

• Completed After Submission = 7

**Other Task Completeness:**

**Score = 98.67%**

• Submitted Complete = 41

• Submitted Incomplete = 0

• Completed After Submission = 4

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 = 13

• Duplicate Filled Role = 0

• Vacant Role = 1

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 |
|---|---|---|---|---|---|---|---|---|---|---|
| Indirect | People | 536-C | Create Agency Specific User Acceptance Testing Plan | 12/09/24 | 05/02/25 | 100% - Submitted | 05/02/25 | | Submission Complete | |
| N/A | Processes | 560 | Submit Change Analysis Tool | 12/09/24 | 05/02/25 | 100% - Submitted | 04/29/25 | | Submission Complete | |
| N/A | People | 568 | Create Training Plan for Agency Managed End User Training | 12/09/24 | 05/30/25 | 100% - Submitted | 03/10/25 | | Submission Complete | |
| Direct | Technology | 576 | Complete Internal Agency Business System Test and Remediation to prepare for Cycle 2 - Technical Interface Testing | 01/06/25 | 07/25/25 | 50% - In Progress | | | | |
| Direct | People | 579 | Confirm UAT SMEs | 04/14/25 | 05/02/25 | 100% - Submitted | 04/29/25 | | Submission Complete | |
| N/A | N/A | 599 | Submit Bimonthly Agency Readiness Status Report | 05/01/25 | 05/12/25 | 100% - Submitted | 05/12/25 | | Submission Complete | 05/12/25 |
| Indirect | Technology | 578 | Confirm Identity Provider for Florida PALM | 05/05/25 | 05/23/25 | 100% - Submitted | 05/23/25 | | Submission Complete | 05/27/25 |
| Direct | Data | 571 | Complete Data Cleansing Based on Mock Conversion 2 | 05/12/25 | 06/20/25 | 100% - Submitted | 06/19/25 | | Task Closed - Submission Incomplete | |
| Direct | Data | 657 | Submit Updated Configuration Workbooks | 05/19/25 | 06/20/25 | 100% - Submitted | 06/20/25 | | Task Closed - Submission Incomplete | |
| Direct | Data | 659 | Update Conversion Field Mapping | 05/19/25 | 06/20/25 | 100% - Submitted | 06/20/25 | | Task Closed - Submission Incomplete | |
| Direct | People | 573-A | Complete and Submit End User Role Mapping Worksheet for UAT. | 05/19/25 | 06/20/25 | 100% - Submitted | 06/20/25 | | Task Closed - Submission Incomplete | |
| Indirect | Processes | 574 | Prepare Documentation for User Acceptance Testing | 06/02/25 | 08/08/25 | 50% - In Progress | | | | |
| Direct | Data | 657-A | Submit Updated Configuration Workbooks - Agency Supplier Record | 06/09/25 | 06/27/25 | 100% - Submitted | 06/11/25 | No agency supplier record is needed for DJJ. | Submission Complete | |
| N/A | People | 610 | Update Authorized Smartsheet Users | 06/23/25 | 07/11/25 | 100% - Submitted | 07/02/25 | | N/A | |
| Direct | Technology | 591 | Confirm IDP Configuration for Florida PALM | 06/23/25 | 07/11/25 | 100% - Submitted | 07/09/25 | | | |
| Indirect | N/A | 593 | Update Agency Readiness Certification #1 | 06/23/25 | 07/18/25 | 50% - In Progress | | | | |
| N/A | N/A | 611 | Submit Bimonthly Agency Readiness Status Report | 07/01/25 | 07/10/25 | 100% - Submitted | 07/10/25 | | | |

## 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 | Risk Category | Risk Title | Trend | Risk Rating | Background | Monitor/Mitigation Plan/Resolution | Impact if Risk Becomes an Issue | Reporting Period Comments for May - June 2025 |
|---|---|---|---|---|---|---|---|---|---|---|

| Status | Date | | Category | Risk | Trend | Score | Description | Mitigation | Impact | Notes |
|---|---|---|---|---|---|---|---|---|---|---|
| Open and Monitoring | 03/28/24 | | Conversion/Configuration | Inaccurate Completion of Project Tasks | Increasing | 9 (High/High) | Previously submitted tasks (prior to March 2024) were marked as complete, but after further analysis were not complete. Additionally, having multiple reviewers on larger data-centric tasks is a best practice and reduces mistakes, mistyping, and missing information provided within task assignments. | Submissions will be checked by the F&A PALM Administrator and Agency Liaison prior to submission to the Project; associated SME's and PALM administrators will be invited to attend Task Talks when tasks are assigned to them. | Conversion and/or configuration data will not be accurate in Florida PALM; agency staff will be responsible for entering missing data when PALM goes live | Risk is increasing due to the recent vacancy of the Budget PALM Administrator |
| Open and Mitigating | 06/27/25 | | Agency Business System Business Process Change Conversion/Configuration Deployment/Cutover Post Implementation Role Mapping Staffing/Resource Availability Training User Acceptance Testing | Vacant Backup Agency Liaison/Budget PALM Administrator Role | Increasing | 9 (High/High) | The PALM Administrator position within the Budget Office has been vacated. This position served as the backup agency liaison for DJJ's CCN and was the primary person involved in agency data configurations and conversions, role mapping, and preparing the office for UAT. | In order to mitigate this risk, Budget managers will work to fill the vacancy and budget analysts will work on drafting test scripts for Critical (Tier 1) test cases. | If this position remains vacant, configurations of PALM-specific values may not be accurately maintained, new configurations may not align with previous methodologies causing confusion and a mix of data configurations. In regard to the development of UAT test scripts, test scripts may not be completed, delaying the agency's ability to begin UAT. Many budget-related test cases are required for other bureau test cases to begin, therefore causing a cascade of delays. | This is a high risk to the agency. |
| Open and Mitigating | 07/08/25 | | Conversion/Configuration Staffing/Resource Availability User Acceptance Testing | Inefficient Computer - F&A PALM Administrator | Stable | 9 (High/High) | The F&A PALM Administrator's computer is inefficient in operating on a day-to-day basis. Programs cannot run, applications don't work, etc. | Libby is working with IT on getting a new laptop. It has been assigned and is awaiting imaging; she will work on a temporary computer, but without the proper set up there are only a limited number of tasks she can work on. | Task progress will stall. | New risk added this period. Anticipating to close soon. |
| Open and Monitoring | 10/28/24 | | Staffing/Resource Availability User Acceptance Testing | UAT/LBR Timing Conflict | Increasing | 6 (Medium/High) | Budget schedule conflict between UAT and LBR deadline. | When developing the testing schedule, the Budget Office will need to go first so that an appropriate amount of time is dedicated to both UAT and the LBR due 9/15/25; The agency's LBR schedule started earlier this year due to prepare for this. | Budget staff will be unavailable for SME UAT. | Risk is increasing due to the recent vacancy of the Budget PALM Administrator |
| Open and Mitigating | 04/18/25 | | Agency Business System | Remediation of Axiom Pro | Increasing | 6 (Medium/High) | DJJ's business system, Axiom Pro, may not be remediated by August 26, 2025, the date the Project has scheduled for interface testing. Image API, the company responsible for remediation, has stated that the solution can be completed and delivered to production environments within a 4-month calendar timeframe between August and November 2025. Without testing the interface prior to the date provided by the Project, the interface will not be included in end-to-end testing and when PALM goes live in July 2026. | Owner: F&A Monitoring: DJJ has received confirmation that Axiom Pro will be remediated and has agreed to submit a PO to cover the agency's cost. Additionally, PMO has reached out to the Project to request a later interface testing date so that the interface can be tested and therefore used in end-to-end testing and at Go-Live | If interface testing for API031 is not completed during the Project's given time frame, the new system will not be able to interface with PALM until at least 6 months after Go-Live. This means that invoice and payment information will not be saved electronically; supporting documentation will have to be saved individually and uploaded into Axiom Pro manually. | This risk trend is increasing. With the information received during this reporting period, it is unconfirmed that the system will be remediated and tested during the timeframe determined by the Project. Once more information is received this risk will be updated accordingly. |
| Open and Monitoring | 05/29/25 | | Staffing/Resource Availability User Acceptance Testing | Inventory/SME UAT Overlap | Stable | 6 (Medium/High) | Owner: General Services

In preparation of Florida PALM, General Services staff are conducting a statewide physical inventory between June 2025 and October 2025. During this time, property staff will travel throughout the state to document assets and property. | The main two SME's for assets and property are the Bureau Chief and Deputy Bureau Chief of General services. We plan to have at least one of the two SME's available during UAT. We are working to have back-up staff to cover duties for these two roles, should both SME's be required for UAT. | Bureau property SME's maybe limited on their involvement with UAT between August and October. | Reviewed for period. No changes. |
| Open and Monitoring | 11/04/24 | | Staffing/Resource Availability User Acceptance Testing | Limited Staff for End-User UAT | Stable | 6 (High/Medium) | Vacancies and competing priorities within bureaus heavily affected by the implementation of PALM have caused less time to work on developing and preparing for UAT SME. | Mitigation Plan: bureaus are actively advertising, interviewing, and recruiting for vacancies as they occur. | Staff involvement in UAT will be limited. | Reviewed for period. No changes. |
| Open and Monitoring | 02/28/25 | | Staffing/Resource Availability User Acceptance Testing | Processing Backlog of AOD Invoices | Stable | 6 (High/Medium) | Finance and Accounting is currently managing a backlog of invoices due to ABS failure in the last quarter of FY 2023-24. If F&A is unable to process the backlog of outstanding invoices to bring the agency to managing the standard workload prior to UAT SME, F&A staff may not have time for adequate | Monitoring this risk. The backlog of invoices has been reduced significantly over the past fiscal year, however, in July 2025 F&A AOD invoices are still about 3 months behind. Overtime has been approved to reduce the backlog, but competing priorities (year-end, financial | Finance and Accounting staff may be unavailable for both UAT SME and UAT End-to-End | Reviewed for period. Backlog of AOD invoices still remains and impacts F&A staff's availability to participate in PALM-related tasks and activities. |

| Status | Date | Date Closed | Category | Risk | Trend | Rating | Description | Mitigation | Impact | Comments |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | participation in preparing for and conducting UAT. | statements, certified forward) and vacancies remain. | | |
| Open and Mitigating | 02/28/25 | | Business Process Change Post Implementation | 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. | Reviewed for period. No changes. |
| Open and Monitoring | 05/29/25 | | Staffing/Resource Availability User Acceptance Testing | Staff Involvement in UAT - Hurricane Response | Stable | 6 (High/Medium) | Owner: General Services  Bureau SME's are also the department lead emergency coordinators for Hurricane Season. Pending on any storms effecting the state this year, SME's would be unavailable for UAT testing during activation and recovery stages of storm events. | General Services SME's all have roles during storm activations and recovery. The Bureau will try to use back-up staff to help with storm-related activities to minimize the time that SME's would be unavailable for UAT. | Bureau SME's would be limited on their involvement with UAT if any storms effect the state. | Reviewed for period. No changes. |
| Closed | 05/19/25 | 06/18/25 | Conversion/Configuration Staffing/Resource Availability | Special Session to resolve budget impasse for FY2025-26. | Increasing | 6 (High/Medium) | The Legislature did not agree on a budget during regular session causing the need for a Special Session to be held at some point between now and 6/30/2025. During this time, Budget Office staff will be engaged in budget conference and may not be able to dedicate as much time to PALM tasks as they have in the past. Due to this, PALM tasks released in May may not be addressed as timely as they have been in the past. | PMO Business Analyst and F&A PALM Administrator will take the lead on configuration and mock conversion tasks until budget conference is finished; additional hours worked by Budget PALM Administrator to support both efforts | Agency data configurations may not be updated as much as needed, causing the work to be done in UAT. | Configuration data tasks were submitted on time. This conflict is no longer a potential risk to the implementation of PALM. |
| Open and Monitoring | 06/03/25 | | Conversion/Configuration | Data Cleansing Maintenance - FLAIR Encumbrances and AOD | Stable | 6 (High/Medium) | The decision has been made that FLAIR will be the book of record and that AOD will not be cleansed. There has been discussion that at the time of go-live, PALM will only convert the encumbrances active in FLAIR. | Encumbrances in AOD will not be cleansed, however, DJJ is planning to establish Available Balance (AB) Checking August 1 so that program staff submitting purchase orders in AOD will begin to understand how encumbrances affect available budget. Because of the budget control option DJJ has selected for PALM, AB checking will be a precursor to how encumbrances will work within PALM. | If encumbrances aren't managed in AOD and AB checking isn't implemented prior to PALM Go-Live, then budget check will occur on encumbrances as planned in Florida PALM. Since encumbered purchase orders consume budget, there is a chance that there will be limited budget to pay suppliers. | Additional mitigation steps taken to mitigate this risk. |
| Open and Mitigating | 12/13/24 | | Agency Business System Interface | Limited Availability of Interface Testing Sample Data | Stable | 4 (Medium/Medium) | Limited number of testing data has been provided by the Project, leaving interface testing to be done with many assumptions as opposed to testing with real test files. | Test remediations with the sample data that has already been provided. | Additional remediation may be needed on agency business systems when system data is received during end-to-end testing. Depending on the remediation that's needed, this risk has the potential to delay the usage of the ABS' at go-live. | Reviewed for period. No changes. |
| Open and Monitoring | 08/09/24 | | Conversion/Configuration | Data Cleansing Maintenance - Contracts - FACTS | Stable | 4 (Medium/Medium) | Data cleansing activities not conducted on a routine basis which could lead to inaccurate, incomplete, or errors in data being transferred to Florida PALM. | The following mitigation plan will occur in order to reduce the liklehood of this risk: 1. CTS will be reconciled with FACTS to ensure that all contracts have been input into FACTS. 2. FACTS reports will be run on a quarterly basis and items addressed as needed. | This could result in inaccurate contract information bing transferred into PALM at go-live and additional work by staff must occur to input and/or correct data once PALM is live. | Reviewed for period. No changes. |
| Open and Monitoring | 06/06/25 | | Agency Business System Interface User Acceptance Testing | People First DB Links | Stable | 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. | 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 | New risk added related to the remediation of the HRES system. |
| Open and Mitigating | 06/03/25 | | Business Process Change Conversion/Configuration | Data Cleansing Maintenance - Projects | Stable | 4 (Medium/Medium) | Prior to PALM, Project IDs were not deactivated or deleted in FLAIR and there was not a process to do so. In preparation for Go-Live, the Budget PALM Administrator and | Mitigation plan has ensured that the additional details associated with Project IDs are being correctly input in FLAIR (those that are required in PALM) Additionally the | Inaccurate Project data converted into PALM will result is conversion failures, too many records being converted, or inaccurate records being recorded. This would require | Mitigation and monitoring plans in progress. |

| Status | Date | | Category | Title | Trend | Priority | Risk | Mitigation | Impact | Reporting Period Comments |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | Administrator and Facility Services staff researched all Project IDs and determined those that needed to be deactivated and deleted. A script was created and run to mark those Project IDs as I or D in FLAIR. These data need to be reviewed on a recurring basis so that inaccurate or incomplete information is not converted to Florida PALM. | PALM). Additionally, the Facility Work Order System (DJJ's ABS to manage Projects) is being remediated to incorporate a financial reconciliation and Project ID close-out workflow. For monitoring, Budget is actively reviewing, updating, and/or correcting Project Data to ensure the data requirements for conversion are met. | This would require additional efforts to clean the data in multiple system. | |
| Open and Monitoring | 11/04/24 | | Staffing/Resource Availability Training User Acceptance Testing | Staff Involvement in UAT Preparation | Stable | 3 (High/Low) | Vacancies within the bureaus responsible for UAT preparation limit the amount of time spent on preparing for UAT SME. | Bureau Chiefs are monitoring vacancies and are striving to fill them within a timely manner so that preparation of UAT is not impacted. | Preparation and understanding of expectations during UAT will not be learned by UAT SMEs. UAT will be less informed and may take longer to get through test scripts; Staff will not have a sufficient knowledge base or understanding of the elements of PALM, which could lead to frustration, lack of motivation, and prolonged participation in UAT. | Reviewed for period. Vacancy rate is 16% |
| Open and Mitigating | 06/03/25 | | Conversion/Configuration | Data Cleansing Maintenance - Assets and Property | Stable | 3 (High/Low) | Data cleansing activities not conducted on a routine basis which could lead to inaccurate, incomplete, or errors in data being transferred to Florida PALM. | Data review and cleansing will be occur on a monthly basis; Teams task cards will be used as a way to assign a checklist of items needing review. | This could result in inaccurate property information being transferred into PALM at go-live and additional work by staff must occur to input and/or correct data once PALM is live. | Additional mitigation steps taken to mitigate this risk. |
| Open and Mitigating | 12/03/24 | | Business Process Change Staffing/Resource Availability Training User Acceptance Testing | Separation of Qualified Employees - F&A | Decreasing | 2 (Medium/Low) | If DJJ loses quality staff, then the agency may be at risk of losing historical agency knowledge. | Encourage SMEs to document and archive their job functions and business processes to allow for swift training and knowledge transfer; Continue to advertise to recruit for vacant positions; Continue to allow for management decisions that support personnel actions to retain qualified employees. | Bureau staff may not be as prepared for end-to-end UAT. | This risk has decreased with the retirement and replacement of Sheila Boeve's position in F&A. |
| Open and Monitoring | 06/03/25 | | Business Process Change Staffing/Resource Availability Training User Acceptance Testing | Separations of Qualified Employees - HR | Stable | 2 (Medium/Low) | One SME within HR will be retiring 7/31/2025. | HR will advertise and try to fill the position as quickly as possible; Approval has been requested to advertise the position prior to the vacancy date. | If this position isn't filled, involvement in UAT SME will be impacted. | Added risk for this period related to retirement of HR employee. Request is pending to advertise the position prior to realized vacancy. |

## DJJ Issues

| Status | Date Opened | Date Closed | Issue Category | Issue Title | Priority | Background | Action Plan | Planned or Actual Resolution Date | Reporting Period Comments for May - June 2025 |
|---|---|---|---|---|---|---|---|---|---|
| Open | 06/27/25 | | Agency Business System Business Process Change Conversion/Configuration Deployment/Cutover Post Implementation Role Mapping Staffing/Resource Availability Training User Acceptance Testing | Vacant Budget PALM Administrator Position/Backup Agency Liaison Role in CCN. | High - Impacts the ability | The PALM Administrator position within the Budget Office has been vacated. This position served as the backup agency liaison for DJJ's CCN and was one of the primary positions involved in agency data configurations, conversions, role mapping, developing test scripts, preparing for cutover, preparing training documents, and implementing changes to business processes to prepare the agency for PALM. | Recruit new employee to fill the role. While that's occurring, coordinate with DFS to allow previous incumbent to work on some tasks in preparation for UAT. | 08/08/25 | Action plan in progress. |

## DJJ Assumptions

| Critical Operational Elements | Assumption | Status | Date Logged or Removed | Impacted Stakeholder(s) and/or System(s) | Reporting Period Comments for March - April 2025 |
|---|---|---|---|---|---|
| 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) | Reviewed for current period. Still applicable. |
| People | All SMEs will be available to work on required PALM-tasks. | Logged | 04/17/24 | Bureau SMEs | Reviewed for current period. Still applicable. |
| Technology | Software licenses will be available for PMO staff to manage the project. (Adobe Pro and Microsoft Projects) | Logged | 04/17/24 | Project Management Office | Reviewed for current period. Still applicable. |
| People | There is a commitment from end users to the PALM Project. | Logged | 04/23/24 | All | Reviewed for current period. Still applicable. |
| 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 | Reviewed for current period. Still applicable. |
| 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 | Reviewed for current period. Still applicable. |
| 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 | Reviewed for current period. Still applicable. |
| People | DJJ PMO can drive the implementation of the PALM Project with four team members. | Logged | 12/03/24 | PMO | Reviewed for current period. Still applicable. |
| Data | Unreconciled payroll warrants will not be included in the Outstanding Warrant Report (APR018). | Logged | 04/21/25 | HR | Reviewed for current period. Still applicable. |

| People Technology | Cutover will be no longer than approximately 3 weeks. | Logged | 04/30/25 | Supplier payments | Reviewed for current period. Still applicable. |
|---|---|---|---|---|---|
| Technology | PALM will incorporate additional interfaces after Go-Live, if needed by DJJ. | Logged | 05/01/25 | IT, F&A | Reviewed for current period. Still applicable. |
| Technology Data | PALM will not alter the interfaces DJJ has selected. | Logged | 05/01/25 | IT | Reviewed for current period. Still applicable. |
| Data | If balances on purchase orders in AOD are different than what's 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 | Reviewed for current period. Still applicable. |
| Data | We assume that all identified Florida PALM roles are included on the export from the PALM website. | Logged | 05/05/25 | Agency Liaison and SMEs | Reviewed for current period. Still applicable. |
| Data | We assume that all identified Florida PALM reports are included on the export from the PALM website. | Logged | 05/05/25 | Agency Liaison and SMEs | Reviewed for current period. Still applicable. |
| Processes | DFS A&A will provide agencies with new policies by the start of Florida PALM End User Acceptance Testing (UAT) in December. New policies will allow DJJ to adjust any agency specific test scripts. | Logged | 05/08/25 | All end users involved in UAT | Reviewed for current period. Still applicable. |
| Data | Zero dollar contracts in FACTS will not be converted to PALM | Logged | 10/15/24 | BCM, F&A contract disbursement payments | Reviewed for current period. Still applicable. |
| Technology | The supplier ID conversion data will be included within API020 so that we can test that interface with the applicable supplier IDs in Cycle 2 Testing. | Logged | 05/21/25 | IRR and CTS | Reviewed for current period. Still applicable. |
| 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." | Logged | 06/26/25 | BPCA, Contract Tracking System (ABS), and F&A Contract employees | Added 6/26/25 and will remain as an assumption until we get more detailed information about the how and when UAT will occur for FACTS. |
| Data | Purchase orders in MFMP with an end date that has passed are not considered active encumbrances and any remaining balances on the PO in AOD will not convert to Florida PALM. | Removed | 05/01/25 | F&A, Budget, General Services | Removed 05/01/2025 |
| People Data | Role assignments provided by DJJ are assigned correctly prior to UAT. | Removed | 06/26/25 | UAT SMEs and SAMs | Roles have been assigned and if changes are needed they must be made in PALM when the UAT environment is available. |

## 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 Policy | Report Abuse

## DJJ Status Report Confirmation

| Reporting Period | Agency Sponsor Name: | Confirmed By: | Confirmation Date: |
|---|---|---|---|
| May - June 2025 | Heather DiGiacomo | heather.digiacomo@fldjj.gov | 07/09/25 |
| March - April 2025 | Heather DiGiacomo | heather.digiacomo@fldjj.gov | 05/09/25 |
| January - February 2025 | Heather DiGiacomo | heather.digiacomo@fldjj.gov | 03/10/25 |