Helpful Links Dashboard Snapshots	JAC Status Re	Reporting Period May - June 2025			
Knowledge Center Florida PALM Workbook for JAC Readiness Workplan	supporting information w	tatistics or dials to view the ithin your agency's Smartsheet ALM Workbook.	Agency Sponsor Alton L. "Rip" Colvin		
RW Task Tir	meliness	RW Task Completeness			
Direct Impact Task Timeliness	Other Task Timeliness	Direct Impact Task Completeness	Other Task Completeness		
Direct Impact Task Timeliness:	Other Task Timeliness:	Direct Task Completeness:	Other Task Completeness:		
Score = 92.44%	Score = 82.47%	Score = 81.25%	Score = 82.44%		
• Submitted On Time = 33	Submitted On Time = 50	Submitted Complete = 22	Submitted Complete = 26		
• Submitted Late = 8	Submitted Late = 22	Submitted Incomplete = 4	Submitted Incomplete = 0		
Pending Submission = 0	Pending Submission = 0	Completed After Submission = 14	Completed After Submission = 19		

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

on	Unique Filled Role = 13
eup.	Duplicate Filled Role = 2

Change Champion Network:

• Vacant Role = 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.

					asks - Cor	npleted or Open Ite	ins			
Project mpact	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
ndirect	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	05/02/25	560 is ready for resubmission excluding the following: 10 BPG PM Activities / Topics - Creating and Maintaining Projects & Project Management Reporting (All Activities are marked Yes or No on the BPG PM sheet; dropdown not working to add Viewing PC Reports & Information/ Project Management Reporting as a Yes or No). 1 BPG ALL Activity- Reporting and Interface Error Handling / Topic - Viewing Interface Error Log File for BPG's "AAM DM AR BK CT AMFR BM/CC GM PM PR IU SAC" (Activity is not listed on any of the BPG sheet dropdowns to select).	Submission Complete	05/28/25
N/A	People	568	Create Training Plan for Agency Managed End User Training	12/09/24	05/30/25	100% - Submitted	05/23/25		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	04/11/25	4/11/25:RC requested submission be changed back to 50%. JAC continues remediation and unit testing. Addendum completion does not complete task.		
Direct	People	579	Confirm UAT SMEs	04/14/25	05/02/25	100% - Submitted	05/02/25	JAC	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	
Indirect	Technology	578	Confirm Identity Provider for Florida PALM	05/05/25	05/23/25	100% - Submitted	05/23/25		Submission Complete	
Direct	Data	571	Complete Data Cleansing Based on Mock Conversion 2	05/12/25	06/20/25	100% - Submitted	06/20/25		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	25% - Beginning Initial Internal Meetings and Information Gathering				
Direct	Data	657-A	Submit Updated Configuration Workbooks - Agency Supplier Record	06/09/25	06/27/25	100% - Submitted	06/27/25		Submission Complete	
N/A	People	610	Update Authorized Smartsheet Users	06/23/25	07/11/25	100% - Submitted	07/07/25		N/A	
Direct	Technology	591	Confirm IDP Configuration for Florida PALM	06/23/25	07/11/25	100% - Submitted	07/10/25			
Indirect	N/A	593	Update Agency Readiness Certification #1	06/23/25	07/18/25	25% - Beginning Initial Internal Meetings and Information Gathering				

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.

						JAC 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
Open and Monitoring	05/09/25		Business Process Change Staffing/Resource Availability Training User Acceptance Testing	User Acceptance Testing (UAT) and complete test coverage			UAT coincides with year-end and financial statements, impacting JAC's Accounting and Financial Services teams heavily.	at preparing staff for UAT and its anticipated time commitments. This will allow staff to better prepare for the increased workload that UAT presented in addition to standard year end busy season.	JAC staff will inadequately prepare for UAT or fall behind on year-end duties.	JAC modified risk background and mitigation to more accurately reflect the original intent of the risk.
Closed	05/09/25	07/07/25	Agency Business System Business Process Change Deployment/Cutover Post Implementation	Large volume of activities required to gather future state business process documentation in PALM could result in delays	Stable	6 (High/Medium)	The information needed to recreate/modify existing business processes does not appear available for some business functions.	Working with other Agency groups, documenting and sharing information, attending PALM executive steering committee and advisory council meetings to gather PALM information, and use information, and use information, and use information, and use information, and use information and use information and use information and use informations and use information and use informations and use	Select business functions / processes may not be ready for go-live.	PALM publishing additional information in the Knowledge Center
Open and Monitoring	05/05/25		Agency Business System	Limited Sample Data	Increasing		Limited sample data available for interface testing	Waiting for more test data to be available during interface testing and UAT	Agency Business Systems may have issues which were not discovered earlier	
Open and Monitoring	05/12/25		Agency Business System Post Implementation	Transfer of FLAIR IW data to PALM DW fails.	Stable	3 (High/Low)	The Florida PALM plan indicates that FLAIR IW data will be extracted and stored in PALM DW. If this process fails, the agency will be without historical data needed for reporting	updates from the Florida PALM team related to DW. In the future, we may need a more robust plan. At this time, JAC does not	The agency would be unable to access data to be able to complete reports using historical data. The Risk would elevate to an issue. At this time, JAC does not have a viable response plan if this were to become an issue.	
Open and Mitigating	04/30/25		Business Process Change User Acceptance Testing	Project/Grant Tracking - Revenue and Disbursement	Decreasir	3 (High/Low)	JAC anticipates losing priority accounting data elements (e.g., EO / L5) in the transition to PALM, which will require JAC to create a large volume of new projects for every grant or revenue stream in order to track both revenue and disbursements.	We are working with each JRO to set up projects they need to be tracked.	Due to the large volume of Projects created, JAC may fail to create all required Projects prior to go-live. In addition, JAC won't be able to provide accurate reporting at the grant/project level.	
Closed	05/09/25	07/07/25	Agency Business System Staffing/Resource Availability	Funding Risk	Stable	3 (High/Low)	JAC follows the annual legislative cycle for standard funding requests. In addition to normal funding levels, PALM required additional funding to maintain agency business operations, along with increased personnel and effort to remediate business systems and adjust processes related to the PALM implementation.	JAC has requested funding from the legislature to secure funding for FY 2025-26.	Without additional funding, JAC anticipates impacts across several project areas and may be unable to fulfil PALM requirements.	25-26 Funding approved
Open and Monitoring	05/05/25		Agency Business System	Business Management Operations System (BOMS)	Decreasir	3 (High/Low)	JAC, and the Judicial Related Offices (JROs) JAC serves, utilize an external business system (BOMS) for core business functionality. BOMS requires substantial remediation efforts to meet PALM requirements, including system and process- based changes.	JAC formed an Advisory Council comprised of JRO leaders to work with the vendor on remediation activities. JAC will continue to assist the Advisory Council when requested regarding activities related to BOMS. to support the successful remediation of the system and associated processes.	If BOMS remediation is unsuccessful, substantial manual workarounds would need to be developed to continue core business operations across JAC and the JROs it serves.	JAC understands BOMS remediation is based on a four (4) build model. It has been reported that build 1 has been submitted for testing and build 2 is in progress.
Open and Mitigating	04/30/25		Post Implementation	Downtime during transition	Increasing	1 (Low/Low)	In the period between FLAIR sunsetting and PALM go-live, JAC risks violation of prompt payment statutes, and anticipates significant transactional volume backlog and increased calls from vendors regarding payment schedules.	Monitor schedule and plan accordingly, constant communication with the JROs and vendors on	This will cause a significant disruption to the workflow as well as compliance and interest penalties owed to vendors. JAC will work through the backlog as quickly as possible.	

						AC 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

			JAC Assumption	ns	
Critical Operational Elements	Assumption	Status	Date Logged or Removed	Impacted Stakeholder(s) and/or System(s)	Reporting Period Comments for March - April 2025
People Processes	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 delays	Logged	05/09/25	All Stakeholders and Systems	
People Processes	Stakeholder input will be provided in a timely manner so as to not impede the progress of the Project	Logged	05/09/25	All Stakeholders and Systems	
People Processes Technology Data	The Florida PALM project will go live in July 2026	Logged	05/09/25	All Stakeholders and Systems	
People Processes Technology Data	A hard cutover from FLAIR to Florida PALM will occur in July 2026 and FLAIR will no longer be operational	Logged	05/09/25	All Stakeholders and Systems	
Technology	There will be no technical barriers to the integrations required for future-state data exchange between JAC systems and those impacted by PALM.	Logged	05/09/25	All Agency Business Systems	
People Processes Data	We assume that the data in PALM is secured at the org security level in the modules identified as secure.	Logged	04/30/25	JAC would assume a significant amount of additional workload form the JROs if the security is not as promised.	
Data	JAC assumes data will be fully cleansed, and remain cleansed, prior to go-live.	Logged	05/09/25	All JAC staff, including JRO fiscal staff.	
People Processes Technology	JAC will recieve requested funding throughout the duration of the PALM project lifecycle.	Logged	05/09/25	All JAC staff	
People Processes Technology	All JAC agency business system remediation projects that require direct interface with PALM will successfully achieve PALM and JAC requirements.	Logged	05/09/25	All JAC staff	
Processes	JAC assumes the Florida PALM team will provide clarity regarding process to create certified forward payables during the cutover period from FLAR to PALM in a timely manner to allow for necessary preparations to be made across JAC staff.	Logged	07/07/25	JAC Accounting, Financial Services, Budget	Assumption ID #12

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.

JAC Status Report Confirmation							
Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:				
May - June 2025	Alton L. Colvin, Jr.	rip.colvin@justiceadmin.org	07/10/25				
March - April 2025	Alton L. Colvin, Jr.	rip.colvin@justiceadmin.org	05/12/25				
January - February 2025	Alton L. Colvin, Jr.	rip.colvin@justiceadmin.org	03/08/25				
January - February 2025	Alton L. Colvin, Jr.	rip.colvin@justiceadmin.org	03/08/25				
January - February 2025	Alton L. Colvin, Jr.	rip.colvin@justiceadmin.org	02/27/25				

Agency Sponsor Name: *

Confirm*

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