DJJ Status Report Dashboard

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

CCN Composition	RW Task Completeness	RW Task Timeliness	Project-led Meeting Participation
The Change Champion Network dial reflects the completeness of your CCN makeup.	The Readiness Workplan Tasks Completeness dial reflects the completeness of your agency's submission of RW tasks, starting with RW Task 512.	The Readiness Workplan Tasks Timeliness dial reflect the timeliness of your agency's submission of all RW tasks to date.	The Participation dial reflects your agency's attendance at Project-led meetings during the current reporting period.
Change Champion Network:	**RW Task Completeness:**	**RW Task Timeliness:**	**Meeting Participation:**
• Unique Filled Role = 16	**Score = 97.27%**	**Score = 86.39%**	• Meetings Attended = 2
• Duplicate Filled Role = 0	• Submitted Complete = 10	• Submitted On Time = 23	• Meetings Missed = 0
• Vacant Role = 0	• Submitted Incomplete = 0	• Submitted Late = 10	
	• Completed After Submission = 1	• Pending Submission = 3	

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	100% - Submitted	05/30/24	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 planned to be completed by the Business Unit the week of May 20th. DJJ's goal is to have the Location Definition and Area ID information input into Smartsheet the week of the 20th. DJJ's goal is to have this task completed no later than May 31st. Org Config Workbook input is complete, data entry is being verified before marking completed officially. Location Definition Workbook input completed; data entry being verified. Area ID Values remain outstanding as of 5/29/2024.	Submission Complete	
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		Data Cleansing Plan draft complete, analysis and cleansing of Open Encumbrances complete, analysis and cleansing of Assets inventory in progress, Grants analysis and cleansing in progress. Anticipate completing data cleansing by August 2nd.		
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	519	Remediate Agency Business Systems based on Segment I	01/29/24	06/28/24	50% - In Progress		One ABS is directly impacted by Segment I. There are 10 ABS indirectly impacted by Segment I updates. Additional time is necessary for remediation. The agency experienced system issues for a length of time that affected the ability to remediate within the provided timeframe.		
N/A	People	524	Complete and Submit End User Readiness Survey Analysis	04/15/24	06/14/24	100% - Submitted	06/14/24		Submission Complete	
N/A	Data	526	Complete Data Readiness Analysis and Data Cleansing Activities for Segment III	04/29/24	07/12/24	50% - In Progress		The Data Cleansing Plan has been updated for Open Accounts Receivable, a section for Suppliers is N/A, the section for Contracts is still in draft. No data cleansing needed for Suppliers, Open Accounts Receivable has 6 records for cleansing, Contracts is still under review. Additional time required to compete this task.		
N/A	Processes	527	Identify Change Impacts and Update Agency Business Process Documentation for Segment III	04/15/24	07/12/24	50% - In Progress		Business Process Documentation updates are underway. Additional time required to complete this task.		
N/A	Technology	528	Update Agency Business System Documentation for Segment III	04/15/24	07/12/24	50% - In Progress		Agency Business System documentation updates are underway. Additional time required to complete this task.		
Indirect	Technology	529	Update Florida PALM Conversion Inventory for Segment III	04/29/24	07/12/24	100% - Submitted	07/12/24			

Indirect	Technology	530	Inventory for Segment III Update Florida PALM Interface Inventory for Segment III	04/15/24	07/12/24	100% - Submitted	07/01/24	One ABS has been identified for having a direct impact by Segment III interfaces.	Submission Complete	
N/A	Technology	531	Remediate Agency Business Systems based on Segment II	04/29/24	09/27/24	100% - Submitted	06/03/24	There are no Agency Business Systems that require remediation based on updates from Segment II.	Submission Complete	
N/A	N/A	532	Submit Bimonthly Agency Readiness Status Report	05/01/24	05/13/24	100% - Submitted	05/14/24		Submission Complete	
N/A	N/A	533	Manage Agency Specific Implementation Schedule, Risks and Issues	05/01/24	06/28/24	100% - Submitted	06/28/24	Updates made to Assumptions, Issues, Risks, and Agency-Specific Readiness.		
N/A	People	534	Update CCN and Project Contacts	06/03/24	06/14/24	100% - Submitted	06/14/24		Submission Complete	
N/A	People	535	Update Workforce Readiness Plan	06/17/24	08/02/24	25% - Beginning Initial Internal Meetings and Information Gathering				
Indirect	People	536-A	Create Agency Specific User Acceptance Testing Plan	06/17/24	08/16/24	25% - Beginning Initial Internal Meetings and Information Gathering		UAT meeting planned with stakeholders/CCN.		
N/A	People	537	Update Authorized Smartsheet Users	06/24/24	07/12/24	100% - Submitted	07/12/24			
N/A	N/A	538	Submit Bimonthly Agency Readiness Status Report	07/01/24	07/12/24	100% - Submitted	07/11/24		Submission Complete	
N/A	N/A	539	Manage Agency Specific Implementation Schedule, Risks and Issues	07/01/24	08/29/24	25% - Beginning Initial Internal Meetings and Information Gathering		Updates made to Assumptions, Issues, Risks, and Agency-Specific Readiness.		

People

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

Implementation:

Planned Florida PALM End Users = 99

• Business Process Groupings = 13/13

Identified Subject Matter Experts = 26

• SMEs by Business Process Grouping

- Account Mgmt. and Financial Reporting = 2

- Accounts Receivable = 3

- Asset Accounting and Mgmt. = 2

- Banking = 2

- Budget Mgmt. and Cash Control = 3

- Contracts Mgmt. = 2

- Disbursements Mgmt. = 6

- Grants Mgmt. = 3

- Inter/IntraUnit Transactions = 3

- Payroll Mgmt. = 5

- Projects Mgmt. = 4

- Revenue Accounting = 2

- System Access and Controls = 8

Role Mapping = TBD

Training = TBD

Processes

The sequence of procedures to accomplish a business objective.

Current-State:

Cataloged Business Processes = 99

• Related Business Systems = 3

• Related Reports = 15

• Documentation Status:

- Complete = 96 Partial = 3 Not Started = 0

Implementation:

Impacted Agency Business Processes = 99

• Related Business Process Groupings = 12

- Planned Spreadsheet Uploads = 0

• Level of Impact: People Changes

- High = 19 Medium = 0 Low = 5 None = 55 Uncertain = 1

• Level of Impact: Processes Changes

- High = 35 Medium = 10 Low = 25 None = 9 Uncertain = 1

• Level of Impact: Technology Changes

- High = 16 Medium = 3 Low = 4 None = 9 Uncertain = 48

• Level of Impact: Data Changes

- High = 15 Medium = 3 Low = 9 None = 3 Uncertain = 49

• Segments I & II Documentation Update Status

- Not Started = 0 In Progress = 50 Complete = 3

Technology

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

Current-State:

Cataloged Business Systems = 29

• Criticality:

- High = 28 Med = 1 Low = 0 None = 0

• Documentation Status:

- Complete = 28 Partial = 0 Not Started = 0

Cataloged Interfaces = 16

- Inbound Interfaces = 12

- Outbound Interfaces = 4

Implementation:

Business Systems Planned for Integration = 20

• Segment I - Documentation Updates:

- Complete = 0 Updating = 0 Evaluating = 0 Not Started = 8 Not Needed = 9

• Segment II - Documentation Updates:

- Complete = 0 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 17

Planned Interfaces = 3

- Inbound Interfaces = 0

- Outbound Interfaces = 3

Data

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

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 = 89

• Criticality:

- High = 71 Med = 19 Low = 0 None = 0

Implementation:

Segments I & II Planned Configurations = 7/9

• Accounts Receivable (AR)

- Planned Distribution Codes = 1

• Asset Management (AM)

- Planned Location Codes = 808

- Planned Associated Area ID's = 171

• Commitment Control (KK)

- Planned Option = Option # 2 - Control

• General Ledger (GL)

- Planned Budgetary Value Combo Edits = 473

- Planned Local Funds = None

- Planned Organization ID's = 1303

- Planned OA1's = 4

- Planned OA2's = None

Conversions & Data Readiness

• Conversions Needed = 6

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

• Data Readiness/Cleansing Status:

- Complete = 2 In Progress = 3 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.

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.	Closed	9 (High/High)	Positions and funds have been approved effective 10/1, to recruit and hire skilled personnel dedicated to the FL PALM project.	Additional staff have been identified to fill the vacant rolls.	06/14/24	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

Critical Operational Elements	Issue Description	Status	Priority	Resolution Plan	Reporting Period Comments or Updates	Planned or Actual Resolution Date	Owner / Coordinator
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 and 515 were not submitted by the due date, April 12th, and are still pending completion. Task 519 will not be completed by the due date, June 28th.	03/28/24	Morgan Helton
Processes Data	Of the tasks due in Jan 12, April 12, May 10, & June 14, 1% of them not yet started, 31% of them are in progress, and 68% are completed.	Open	9 (High/High)	BA working with chiefs & SMEs on the tasks to ensure deadline is met	BA and Business Units continue to make progress on outstanding tasks.	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	Individual SMEs having email and other Microsoft Office application issues, unable to authenticate.	Open	9 (High/High)	IT is woking with SMEs to resolve.		06/03/24	IT
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.	Systems are functioning; however, connectivity to other IT resources have been experiencing complications causing continued issues for Business Units.	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/Mediu	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 resources that should be explored.	No audits impacting this period.	01/29/24	Jay Nayana
People	Low percentage of SME time committed to PALM could result in inability to complete assigned tasks by deadlines	Open	4 (Medium/Mediu	Ensure sufficient SME's time is allocated to PALM project	PMO is assisting Business Units in completing tasks. Business Units actively recruiting PALM dedicated resources to assist in the workload.	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	Closed	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 competition.	Updated ABS Inventory complete and updated in Smartsheet	05/30/24	Morgan Helton
Processes Technology Data	Task 327 (Complete Reports Inventory) not completed	Closed	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.	Reports Inventory has been reviewed and validated.	06/07/24	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.	BA has interviewed End-Users on the Business Units to identify gaps in documented processes. BA is conducting a gap analysis based on the information gathered.	06/28/24	BU Chiefs and BA
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.	Data Plan draft is complete. Data cleansing activities are underway.	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.	BA analyzed drafted business processes to identify which PALM Segments impact the process, so updates are prioritized by Segment. This has been provided to the Business Units.	05/24/24	BA and BU Chiefs
Processes Technology Data	Task 516 (Update Agency Business System Documentation for Segment II) not completed	Closed	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.	Updated ABS Inventory resulted in no ABS being impacted by Segment II updates.	05/31/24	IT, Contracts, General Services Chiefs, BA
Technology Data	Task 518 (Update Florida PALM Interface Inventory for Segment II) not completed	Closed	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.	Updated ABS Inventory resulted in no ABS being impacted by Segment II updates.	05/31/24	Mark Shubrick
Data	Task 513 (Complete Configuration Workbooks for Segment I and II) not completed	Closed	High - Impacts the ability of the agency to meet deadlines or milestones	BA, Chiefs, and SMEs to continue to work through completing the requirements of the Confguration Workbooks.	Configuration Workbooks completed.	05/30/24	BA, Chiefs, SMEs (Budget, General Services, F&A [AR])
Technology	Task 504 - Update Agency Business System Documentation for Segment I	Open	High - Impacts the ability of the agency to meet deadlines or milestones	IT to begin work on newly identified ABS impacted by Segment I as a result of updated ABS Inventory.	75% of the ABS documentation has been completed at this time. Pending additional	07/12/24	IT

Critical Operational Elements	Description	Status	Impact	Action	Reporting Period Comments or Updates	Date	Owner
					information regarding replacement for references to Account Code and Fiscal Year.		
Technology	Task 519 - Remediate Agency Business Systems based on Segment I	Open	High - Impacts the ability of the agency to meet deadlines or milestones	IT continues remediation efforts as resources allow.	One ABS is directly impacted by Segment I. There are 10 ABS indirectly impacted by Segment I updates. Additional time is necessary for remediation. The agency experienced system issues for a length of time that affected the ability to remediate within the provided timeframe.	07/12/24	IT
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	F&A expert joining DJJ/PALM team to relieve SMEs from task pressures. Additionally, PALM dedicated resource joining General Services for the purpose.	04/30/24	BU Chiefs
People Processes	Task 505 (Update Florida PALM Interface Inventory for Segment I) not completed	Closed	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.	Updated ABS Inventory resulted in several ABS being impacted by Segment I updates.	05/31/24	Mark Shubrick
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.	PMO has identified candidates for the vacancies and is actively interviewing.	07/01/24	Olu Oyewole
People Processes Technology Data	Of the tasks due in Jan 12, April 12, May 10, & June 14, 1% of them not yet started, 31% of them are in progress, and 68% 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.	Two tasks previously submitted are being reworked, three tasks are late but in progress, all other tasks are current at this time.	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	An analysis of actual reports utilized, PALM interfaces selected, and PALM reports offered concluded that PALM functionality meets or exceeds the current reporting capabilities of ABS (based on the information provided to-date).
People	DJJ PMO can drive the implementation of the PALM Project with four team members.	Logged	04/17/24	PMO	Interviewing for the two vacancies.
People	There is a commitment to the project goals from all stakeholders.	Logged	04/23/24	All	Based on the results of the end-user survey, the End-User stakeholders are 53% committed. Additional action steps are in place to increase the commitment of the project within the agency.
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 successfully collaborated 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.	Removed	06/06/24	F&A, Budget	SME within F&A is concerned that knowledge of accounting principles is required to understand the functionality of PALM. This is based on the misconception regarding PALM functionality.

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
People Processes Technology Data	General Services Bi-Weekly PALM Check-In	05/01/24	Chief, SMEs, Agency Liaison, PM	Detailed discussion of PALM tasks and assignees	Discussed Task 513 status and planning for the next week. Question regarding Location Definition Building name vs. number, send to RC. Touched on overdue tasks and updates on possible automation for data analysis.
Processes	IT Bi-Weekly PALM Check In	05/02/24	SMEs, Agency Liaison, PM	Detailed discussion of PALM tasks and assignees	Discussed Interfaces and Reports, Agency Business Systems

Technology Data					inventory and next steps. Scheduling meeting with business units to discuss Segment I and II Interfaces and reports crosswalk and business needs for ABS vs. functionality of PALM.
Processes	Business Process Documentation Workshop	05/03/24	SMEs, Agency Liaison, PM	Walkthrough Tasks 328 and 515, new template guidance and connectivity of business processes across business units	Provide and explain the template for documenting business processes. An example was developed during the session.
Processes Data	PALM Updates	05/15/24	Chief, SMEs, Agency Liaison, PM	Discuss outstanding tasks, review plan and timeline, discuss new tasks	Discussed status on Task 513 and estimated time for completion of workbooks outstanding; time constraints due to weather events and planning; new PALM Tasks; forthcoming meeting for one on one follow up.
People Technology	The DJJ Rundown	05/17/24	Chief, SMEs, Agency Liaison, PM, and all end-users	Report of PALM departmentwide.	PALM Project updates included in the weekly newsletter.
People	PALM Tasks Updates - HR	05/20/24	Chief, SMEs, Agency Liaison	Discuss Past, Current, and Forthcoming PALM Tasks	Discussed new business process template, reviewed reports inventory, reviewed and discussed PALM Interfaces to Reports crosswalk, identified BU end-users for assistance in gap analysis.
People	PALM Tasks Updates - General Services	05/20/24	Chief, SMEs, Agency Liaison	Discuss Past, Current, and Forthcoming PALM Tasks	Discussed new business process template, reviewed reports inventory, reviewed and discussed PALM Interfaces to Reports crosswalk, identified BU end-users for assistance in gap analysis.
People	PALM Tasks Updates - Budget	05/20/24	Chief, SMEs, Agency Liaison	Discuss Past, Current, and Forthcoming PALM Tasks	Discussed new business process template, reviewed reports inventory, reviewed and discussed PALM Interfaces to Reports crosswalk, identified BU end-users for assistance in gap analysis.
People	PALM Tasks Updates - Accounts Receivable	05/21/24	SMEs and Agency Liaison	Discuss Past, Current, and Forthcoming PALM Tasks	Discussed new business process template, reviewed reports inventory, reviewed and discussed PALM Interfaces to Reports crosswalk, identified BU end-users for assistance in gap analysis.
People	PALM Tasks Updates - Reporting and Reconciliation	05/23/24	SMEs and Agency Liaison	Discuss Past, Current, and Forthcoming PALM Tasks	Discussed new business process template, reviewed reports inventory, reviewed and discussed PALM Interfaces to Reports crosswalk, identified BU end-users for assistance in gap analysis.
People	PALM Tasks Updates - Contract Disbursements	05/23/24	SMEs and Agency Liaison	Discuss Past, Current, and Forthcoming PALM Tasks	Discussed new business process template, reviewed reports inventory, reviewed and discussed PALM Interfaces to Reports crosswalk, identified BU end-users for assistance in gap analysis.
People	PALM Tasks Updates - Disbursements	05/23/24	SMEs and Agency Liaison	Discuss Past, Current, and Forthcoming PALM Tasks	Discussed new business process template, reviewed reports inventory, reviewed and discussed PALM Interfaces to Reports crosswalk, identified BU end-users for assistance in gap analysis.
People Processes Technology Data	Budget Bi-Weekly PALM Check In	05/29/24	Chief, SMEs, Agency Liaison, PM	Status check on PALM Tasks	Updated on utilization of Business Process Documentation template, progress on Task 513, and status of updating the reports inventory.
People Processes Technology Data	IT Bi-Weekly PALM Check In	05/29/24	Chief, SMEs, Agency Liaison, PM	Status check on PALM Task	Provided feedback on outcome of PALM Interfaces to Reporting crosswalk with Business Units, shared completed agency business systems inventory, identified relevant interfaces, discussed next steps.
People Processes Technology Data	General Services Bi-Weekly PALM Check In	05/30/24	Chief, SMEs, Agency Liaison, PM	Status check on PALM Tasks	Updated on utilization of Business Process Documentation template, progress on Task 513, and status of updating the reports inventory.
Processes	Business Process Template Mini Workshop - Budget	05/31/24	Chief, SMEs, Agency Liaison	Provide guidance and walkthrough of the Business Process Template	Budget staff attended, completed a template together, answered questions.
Processes Data	Grants Data Analysis and Cleansing Discussion	06/04/24	Chief, SMEs, Agency Liaison	Discuss Data Cleansing Plan and Data Analysis	Reviewed FLAIR reports for grants analysis, reviewed and discussed data cleansing plan relevant to Grants.
Processes Data	Asset Mgmt. Data Analysis and Cleansing Discussion	06/05/24	Chief, SMEs, Agency Liaison	Discuss Data Cleansing Plan and Data Analysis	Update on status of data analysis efforts, discussed progress of data cleansing plan section for asset mgmt.
People Processes	Business Process and Tasks Round Up	06/10/24	Chief, SMEs, Agency Liaison, PM, End-Users	Introduction of Forthcoming One-On-Ones with End-Users on processes and tasks	Brief intro of the PALM Project, the current state business processes listing, identifying potential gaps with the assistance of the end-user.
People Processes Technology Data	General Services Bi-Weekly PALM Check In	06/11/24	Chief, SMEs, Agency Liaison, PM	Status check on PALM Tasks	Discussed outstanding tasks status, shared consolidated list applicable for Task 515, follow up on Task 514 feedback of Data Cleansing Plan and status of Data Cleansing, Discuss Tasks 526 and 529 for new data analysis and cleansing, shared consolidated list applicable to Task 527, shared dates of forthcoming Design meetings.
Processes	End-User One-on-One with General Services	06/12/24	End-Users and Agency Liaison	Itemize process and tasks by daily, weekly, monthly, etc.	Meet with each end-user independently and documented processes and tasks.
People Processes Technology Data	Budget Bi-Weekly PALM Check In	06/12/24	Chief, SMEs, Agency Liaison, PM	Status check on PALM Tasks	Discussed outstanding tasks status, shared consolidated list applicable for Task 515, follow up on Task 514 feedback of Data Cleansing Plan and status of Data Cleansing, Discuss Tasks 526 and 529 for new data analysis and cleansing, shared consolidated list applicable to Task 527, shared dates of forthcoming Design meetings.
People Processes Technology Data	IT Bi-Weekly PALM Check In	06/12/24	SMEs, Agency Liaison, PM	Status check on PALM Tasks	Discussed outstanding tasks status on Task 504, check in on progress for Task 519, discussed information needed for Task 528.
People Processes Technology Data	HR PALM Check In	06/13/24	Chief, SMEs, Agency Liaison, PM	Status check on PALM Tasks	Set up next check in, shared dates for forthcoming design meetings, overview of progress on Task 328 and business process template.
Processes	End-User One-on-One with Accounts Receivable and Disbursements	06/14/24	End-Users and Agency Liaison	Itemize process and tasks by daily, weekly, monthly, etc.	Meet with each end-user independently and documented processes and tasks.
People Processes Technology Data	F&A Bi-Weekly PALM Check In	06/14/24	SMEs, Agency Liaison, PM	Status check on PALM Tasks	Discussed outstanding tasks status, shared consolidated list applicable for Task 515, follow up on Task 514 feedback of Data Cleansing Plan and status of Data Cleansing, Discuss Tasks 526 and 529 for new data analysis and cleansing, shared consolidated list applicable to Task 527, shared dates of forthcoming Design meetings.
Processes	End-User One-on-One with Accounts Receivable and Contract Disbursements	06/17/24	End-Users and Agency Liaison	Itemize process and tasks by daily, weekly, monthly, etc.	Meet with each end-user independently and documented processes and tasks.
People Processes Technology Data	Contracts Bi-Weekly PALM Check-In	06/17/24	SMEs, Agency Liaison, PM	Status check on PALM Tasks	Discussed POC for Grant entries into FACTS, Task 529 Conversions for Contracts account information, and Task 526 Contracts Data Cleansing.
Processes	End-User One-on-Ones with HR and Disbursements	06/18/24	End-Users and Agency Liaison	Itemize process and tasks by daily, weekly, monthly, etc.	Meet with each end-user independently and documented processes and tasks.
Processes Data	Business Processes and Data Cleansing for Accounts Receivable	06/18/24	SME and Agency Liaison	Discuss outstanding business process requiring updates and Tasks 529 and 526 for Open Accounts Receivables	Discussed edits for NSF Business Process and reviewed reported Open Receivables, responsible parties to address, and next steps.
Processes	End-User One-on-One with Accounts Receivable	06/19/24	End-Users and Agency Liaison	Itemize process and tasks by daily, weekly, monthly, etc.	Meet with each end-user independently and documented processes and tasks.
Processes	Business Process Discussion with Budget	06/20/24	SME and Agency Liaison	Address current status of business processes and develop a plan for review and editing.	Reviewed business processes documented and itemized the priority processes requiring edits.

Data	Open Accounts Receivable Data Analysis	06/20/24	SME and Agency Liaison	Review records that populated for Open Accounts Receivable and develop a plan for research and cleansing	Record review successful, SME indicates additional research is necessary due to the age of the receivables, applicable cleansing would occur in July.
Processes	End-User One-on-Ones with Budget and Reporting & Reconciliation	06/21/24	End-Users and Agency Liaison	Itemize process and tasks by daily, weekly, monthly, etc.	Meet with each end-user independently and documented processes and tasks.
People Processes Technology	Monthly DJJ/PALM Readiness Touchpoint Meeting	06/24/24	SMEs, Agency Liaison, PM, PALM Readiness Coordinators	Discuss outstanding tasks, submitted tasks, and upcoming tasks	Discussed overdue tasks, plan for completion, and upcoming tasks.
People Processes Technology Data	IT Bi-Weekly PALM Check In	06/25/24	SMEs, Agency Liaison, PM	Status check on PALM Tasks	Discussed outstanding tasks status on Task 504, check in on progress for Task 519, discussed information needed for Task 528.
People Processes Technology Data	Budget Bi-Weekly PALM Check In	06/25/24	Chief, SMEs, Agency Liaison, PM	Status check on PALM Tasks	Discussed outstanding tasks status, shared consolidated list applicable for Task 515, follow up on Task 514 feedback of Data Cleansing Plan and status of Data Cleansing, Discuss Tasks 526 and 529 for new data analysis and cleansing, shared consolidated list applicable to Task 527, shared dates of forthcoming Design meetings.
People Processes Technology Data	General Services Bi-Weekly PALM Check In	06/27/24	Chief, SMEs, Agency Liaison, PM	Status check on PALM Tasks	Discussed outstanding tasks status, shared consolidated list applicable for Task 515, follow up on Task 514 status of Data Cleansing, shared consolidated list applicable to Task 527, shared dates of forthcoming Design meetings.

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January - February 2024	Heather DiGiacomo	heather.digiacomo@fldjj.gov	03/11/24