

### Helpful Links

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

# JAC Status Report Dashboard

### Reporting Period

May - June 2024

### Agency Sponsor

Alton L. "Rip" Colvin, Jr.

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

### CCN Composition



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

#### Change Champion Network:

- Unique Filled Role = 13
- Duplicate Filled Role = 4
- Vacant Role = 0

### RW Task Completeness



The Readiness Workplan Tasks Completeness dial reflects the completeness of your agency's submission of RW tasks, starting with RW Task 512.

#### RW Task Completeness:

- Score = 79.29%**
- Submitted Complete = 8
  - Submitted Incomplete = 2
  - Completed After Submission = 4

### RW Task Timeliness



The Readiness Workplan Tasks Timeliness dial reflect the timeliness of your agency's submission of all RW tasks to date.

#### RW Task Timeliness:

- Score = 73.61%**
- Submitted On Time = 21
  - Submitted Late = 13
  - Pending Submission = 2

### Project-led Meeting Participation



The Participation dial reflects your agency's attendance at Project-led meetings during the current reporting period.

#### Meeting Participation:

- Meetings Attended = 1
- Meetings Missed = 0

The dials above include an intuitive Green-Yellow-Red spectrum, where green indicates the measure is in a positive range, yellow represents that the gaps in expected results present an increasing risk to the agency, and red indicates that there are significant gaps in expected results that present an elevated risk level for the agency.

### RW Tasks - Completed or Open Items

Project Impact	Critical Operational Element	Task ID	Task Name	Task Planned Start Date	Task Planned End Date	Agency Reported Task Progress	Agency Submission Date	Status Comment	Project Verification of Completion	Agency Corrected Submission Date
	People	328	Document Current Agency Business Processes	07/31/23	12/15/23	50% - In Progress		04/30/2024 Anticipate that this task will be complete by 06/01/2024		
N/A	Processes	515	Identify Change Impacts and Update Agency Business Process Documentation for Segments I and II	01/29/24	04/12/24	50% - In Progress		06/14/2024 - We hope to have the first part of Tasks 515 and 527 complete by 07/12/2024.		
N/A	Technology	519	Remediate Agency Business Systems based on Segment I	01/29/24	06/28/24	Pending Resubmission	07/02/24	BOMS Activities will be tracked on the Agency Specific Readiness Activities sheet. This activity is complete for all other Agency Business Systems.	Submission Incomplete	
Direct	Data	513	Complete Configuration Workbooks for Segments I and II	02/12/24	05/13/24	100% - Submitted	06/14/24		Submission Complete	06/28/24
N/A	People	524	Complete and Submit End User Readiness Survey Analysis	04/15/24	06/14/24	100% - Submitted	06/14/24	06/04/2024 - Survey complete; analysis to begin	Submission Complete	
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		Dependent on completion of Tasks 328 and 515		
N/A	Technology	528	Update Agency Business System Documentation for Segment III	04/15/24	07/12/24	25% - Beginning Initial Internal Meetings and Information Gathering				
Indirect	Technology	530	Update Florida PALM Interface Inventory for Segment III	04/15/24	07/12/24	75% - Consolidating/Inputting Information for Submission				
N/A	Data	526	Complete Data Readiness Analysis and Data Cleansing Activities for Segment III	04/29/24	07/12/24	50% - In Progress		Waiting on further information from DFS to move forward		
Indirect	Technology	529	Update Florida PALM Conversion Inventory for Segment III	04/29/24	07/12/24	100% - Submitted	07/12/24			
N/A	Technology	531	Remediate Agency Business Systems based on Segment II	04/29/24	09/27/24	100% - Submitted	07/09/24	07/10/2024 - the new plan is to make the Revenue ABS obsolete and use a spreadsheet upload.	Submission Incomplete	07/10/24
N/A	N/A	532	Submit Bimonthly Agency Readiness Status Report	05/01/24	05/13/24	100% - Submitted	05/03/24		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			
N/A	People	534	Update CCN and Project Contacts	06/03/24	06/14/24	100% - Submitted	06/14/24		Submission Complete	06/27/24
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				
N/A	People	537	Update Authorized Smartsheet Users	06/24/24	07/12/24	100% - Submitted	06/28/24		Submission Complete	
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				

### People

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

#### Implementation:

**Planned Florida PALM End Users = 238**

- Business Process Groupings = 12/13

### Processes

The sequence of procedures to accomplish a business objective.

#### Current-State:

**Cataloged Business Processes = 159**

- Related Business Systems = 4

### Technology

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

#### Current-State:

**Cataloged Business Systems = 11**

- Criticality:

### Data

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

#### Current-State:

**Unique FLAIR Data Elements = 97**

- Associated Unique Uses = 97

**Identified Subject Matter Experts = 32**

**SMEs by Business Process Grouping**

- Account Mgmt. and Financial Reporting = 5
- Accounts Receivable = 2
- Asset Accounting and Mgmt. = 0
- Banking = 3
- Budget Mgmt. and Cash Control = 3
- Contracts Mgmt. = 2
- Disbursements Mgmt. = 14
- Grants Mgmt. = 1
- Inter/IntraUnit Transactions = 15
- Payroll Mgmt. = 10
- Projects Mgmt. = 1
- Revenue Accounting = 3
- System Access and Controls = 2

**Role Mapping = TBD**

**Training = TBD**

• Related Reports = 22

**Documentation Status:**

- Complete = 8 Partial = 81 Not Started = 25

**Implementation:**

**Impacted Agency Business Processes = 159**

• Related Business Process Groupings = 6

- Planned Spreadsheet Uploads = 0

**Level of Impact: People Changes**

- High = 0 Medium = 0 Low = 0 None = 0  
Uncertain = 0

**Level of Impact: Processes Changes**

- High = 0 Medium = 0 Low = 0 None = 0  
Uncertain = 0

**Level of Impact: Technology Changes**

- High = 0 Medium = 0 Low = 0 None = 0  
Uncertain = 28

**Level of Impact: Data Changes**

- High = 0 Medium = 0 Low = 0 None = 0  
Uncertain = 0

**Segments I & II Documentation Update Status**

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

- High = 9 Med = 1 Low = 0 None = 1

**Documentation Status:**

- Complete = 8 Partial = 0 Not Started = 1

**Cataloged Interfaces = 5**

- Inbound Interfaces = 4

- Outbound Interfaces = 1

**Implementation:**

**Business Systems Planned for Integration = 9**

**Segment I - Documentation Updates:**

- Complete = 5 Updating = 0 Evaluating = 1  
Not Started = 0 Not Needed = 1

**Segment II - Documentation Updates:**

- Complete = 0 Updating = 0 Evaluating = 1  
Not Started = 0 Not Needed = 6

**Planned Interfaces = 4**

- Inbound Interfaces = 1

- Outbound Interfaces = 3

- Continued Use - Yes = 68

- Continued Use - No = 1

**Associated Business Systems = 5**

**Cataloged Reports = 137**

**Criticality:**

- High = 59 Med = 56 Low = 21 None = 1

**Implementation:**

**Segments I & II Planned Configurations = 6/9**

**Accounts Receivable (AR)**

- Planned Distribution Codes = 24

**Asset Management (AM)**

- Planned Location Codes = None

- Planned Associated Area ID's = None

**Commitment Control (KK)**

- Planned Option = Option # 1 - Track with Budget

**General Ledger (GL)**

- Planned Budgetary Value Combo Edits = 1370

- Planned Local Funds = None

- Planned Organization ID's = 175

- Planned OA1's = 67

- Planned OA2's = 180

**Conversions & Data Readiness**

• Conversions Needed = 1

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

**Data Readiness/Cleansing Status:**

- Complete = 1 In Progress = 0 Not Started = 0 Not Applicable 0

**Reports = TBD**

**Agency Reported**

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

**JAC Risks**

Critical Operational Elements	Risk Description	Status	Risk Rating	Mitigation/Response Strategy	Reporting Period Comments or Updates	Date of Status Change	Owner / Coordinator
People	Low acceptance by Judicial Related Organizations (JROs)	Open	6 (High/Medium)	Mitigate: The agency is preparing a change management plan. Additionally, the agency has started a series of meetings to involve the JROs and keep them informed of the project progress and current status.	The survey indicated high understanding and awareness.	06/28/24	Rip Colvin, Executive Director
Data	The access to data must be segregated by each Judicial-Related Office (JRO) to ensure that JROs can only see their information. This is critical to protect indigent defendants' rights and the defense's trial strategies.	Open	6 (High/Medium)	Transfer: The agency has been discussing mitigation options with the PALM team.	We had an excellent meeting with the Florida PALM team on 02/19/2024. We believe they understand our concerns and will work toward a resolution.	06/28/24	Rip Colvin, Executive Director
People	Availability of staff to work on the project/Limited qualified staff	Open	6 (High/Medium)	Mitigate: The agency is looking at ways to supplement current staff.	The agency has 5 Technical Writers working. We plan on adding additional staff to assist in completing other tasks.	07/10/24	JAC Directors
People Processes Technology Data	Funding insufficient for project costs	Open	6 (High/Medium)	Mitigate: The agency will continue to look at projected costs and request needed funding	The legislature granted our FY 2024-2025 request in the GAA. We are considering our needs for FY 2025-26	06/28/24	Rip Colvin, Executive Director
Technology	Org code updates may not be established and implemented which will allow correct reporting especially for grants and projects	Open	3 (High/Low)	Mitigate: The agency is initiating discussions with internal partners to create a new org code structure with a goal of implementing on July 1, 2025	Our plan has been submitted; we will monitor.	06/28/24	Dina Kamen
Technology	External business system (BOMS) may not be updated with proper accounting fields for integration with PALM	Open	3 (High/Low)	Avoid: The agency needs to engage the business system vendor to discuss new chartfields once the agency has additional technical information	The PALM/BOMS Advisory Council is working with the vendor to create a plan to remediate the system.	06/28/24	Kathy LaCorte
Processes Technology	Delays in PALM information will create delays in remediating our processes	Open	3 (High/Low)	Accept: The agency will continue to monitor information received	No new comments	07/10/24	JAC Directors
People Processes	Replacement or major upgrade of PeopleFirst involving the same team members as the PALM Project	Open	3 (High/Low)	Mitigate: The agency will review all available information regarding this potential new contract and then plan accordingly.	No new comments	07/10/24	Jamie Johnson
Data	Data may not be sufficiently cleansed at Go-Live	Open	2 (Medium/Low)	Avoid: The agency is preparing a plan for Data Cleansing. DFS stepped back from the data cleansing process they started and won't rec	The agency plans on hiring an OPS to perform data cleansing. DFS stepped back from the data cleansing process that had started and won't restart it until after the new year. This is delaying our process too.	07/10/24	Nona McCall
Processes	Downtime during transition	Open	2 (Medium/Low)	Mitigate: The agency will create a plan to minimize this risk such as front loading work in December 2025.	Item to create a plan added to the Agency's Implementation Plan for August 2025.	06/28/24	Dina Kamen and Jamie Johnson
Data	Data may not be sufficiently cleansed at go-live	Open	2	Transfer: The agency will continue to discuss this issue	DFS stepped back from	07/10/24	Nona McCall

	due to the JACs inability to adjust FLAIR records which are no longer active in FLAIR. DFS manages these records, and there is not guidance on how DFS will eliminate these records prior to go-live.		(Medium/Low)	with DFS staff and react to their guidance	the data cleansing process that had started and will not restart it until after the new year. This is delaying our process, too.		
Processes	PALM fails to integrate properly with other state-owned systems such as PeopleFirst, STMS, and PCard Works	Open	2 (Medium/Low)	Accept: The agency will continue to monitor information being received from the PALM team and other agencies.	No new comments	07/10/24	Nona McCall

JAC Issues							
Critical Operational Elements	Issue Description	Status	Priority	Resolution Plan	Reporting Period Comments or Updates	Planned or Actual Resolution Date	Owner / Coordinator

JAC Assumptions						
Critical Operational Elements	Assumption	Status	Date Logged or Removed	Impacted Stakeholder(s) and/or System(s)	Reporting Period Comments or Updates	
People Processes Technology Data	The agency will have sufficient funding in FY 2023-2024 and receive funds via the LBR process for FY 2024-2025.	Logged	09/01/23	All processes and systems	The FY 2024-25 amended LBR request was included in the GAA. We are hopefully that this amount will be sufficient to cover FY 2024-25 costs.	
People Processes Technology	Program governance will provide timely decisions and issue resolution	Logged	11/13/23	All stakeholders	The agency continues to monitor those decisions for which we need more information	
People Processes Technology Data	Project teams will have access to the appropriate management, staff and related Program stakeholders (internal and external) and other resources as required and as needed without delay	Logged	11/13/23	All stakeholders	The agency sponsor has made it clear that this is a priority project. Additionally, the agency is looking into acquiring contracted or OPS staff to assist with the workload	
People Processes Technology Data	Stakeholder input will be provided in a timely manner so as to not impede the progress of the Project	Logged	11/13/23	All stakeholders	The agency sponsor has made it clear that this is a priority project.	

JAC Agency-Specific Readiness Activities						
Critical Operational Elements	Activity Description	Date(s)	Impacted Stakeholder(s) and/or System(s)	Objective	Reporting Period Comments or Updates	
People Processes Technology	PALM/BOMS Advisory Council Meeting	05/01/24	BOMS/CIP	To discuss next steps		
Processes Data	Communication Plan Meeting	05/02/24	CCN	To discuss outline & what is needed for the communication plan		
People	Discussed Change Management with a potential resource and the Project Sponsor	05/02/24	All JAC employees	Discuss possibilities for change management and how it relates to the Workforce Readiness plan		
People Processes Technology Data	CNC/Jimmy Cox	05/09/24	All JAC employees	A speech on the implementation of the Florida PALM Project at the agency conference in Orlando		
People Processes Data	Weekly PALM Managers Meeting	05/14/24	CCN	Weekly meeting to discuss PALM tasks		
People Processes Data	Florida PALM IV&V Team Agency Risks and Tasks Outreach; Meeting with PALM IV&V team	05/15/24	CNN	To discuss the Agency risk and issue management process and completion of Florida PALM Readiness Workplan tasks		
Data	Discuss how BOMS (an agency business system) could potentially interface with PALM	05/21/24	All JAC Fiscal employees	To assist in conveying to the vendor what our plan and goals are		
Processes	Discuss the BOMS Scope of Work	05/28/24	BOMS	Work toward developing a Scope of Work for BOMS remediation		
People Processes Data	Weekly PALM Managers Meeting	05/30/24	CCN	Weekly meeting to discuss PALM tasks		
People Processes Data	Weekly PALM Managers Meeting	06/04/24	CCN	Weekly meeting to discuss PALM tasks		
People Data	Survey Results meeting	06/05/24	JAC PALM Project Team	Meeting to review survey results & prepare submission into Smartsheet		
Technology	Discuss BOMS remediation with the vendor, CIP	06/05/24	CIP; BOMS Advisory Council, most agency fiscal staff	Discussion of the phased approach and two options CIP would provide but let them know we would need costs before we could present to the council.		
People	PALM Work Session	06/06/24	JAC PALM Project Team	Meeting to discuss the overview of JAC PALM Project to address needs/concerns & create a plan moving forward involving change management.		
People Processes Technology	PALM/BOMS Advisory Council Meeting	06/06/24	CIP, Advisory Council, most agency fiscal staff	Periodic Meeting of the Advisory Council to discuss BOMS remediation		
People Technology	PALM/BOMS Advisory Council meeting	06/07/24	BOMS Advisory Council, most agency fiscal staff	Meet to discuss recent conversation with BOMS vendor		
People Processes Data	Weekly PALM Managers Meeting	06/11/24	CCN	Weekly meeting to discuss PALM tasks		
People Processes	Brief Executive Director/Sponsor on planned spending	06/13/24	JAC PALM Team	Meeting to discuss PALM budget as it pertains to technical writers OPS		
Processes	Weekly PALM Meeting	06/18/24	CCN	Meeting to discuss current and outstanding tasks.		
People Processes	Change Management Meeting	06/19/24	All agency fiscal staff	Discussed next steps on how to move forward		
Technology	Meet with CIP (BOMS vendor)	06/25/24	CIP; BOMS Advisory Council; JAC	CIP presented the cost of the two options and more details as to what we would receive for each option including total hours for each option. We let them know this needed to be done ASAP.		
People Processes Technology Data	PALM Weekly meeting	06/26/24	CCN	Meeting to discuss the status of tasks.		
Technology	PALM/BOMS Advisory Council Meeting	06/26/24	Most agency fiscal staff	Discuss the two options that CIP has presented		
People Processes	Collaborate with Lead Technical Writer and Change Management Liaison	06/27/24	All agency fiscal staff	Discuss plans for the future		
People Processes	PALM Project Information Share	06/28/24	SME's; CCN	An informational and status meeting to give agency SMFs more information about the Business Process		

### 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 Notice](#) | [Report Abuse](#)

### JAC Status Report Confirmation

Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
May - June 2024	Alton L. Colvin, Jr.	rip.colvin@justiceadmin.org	07/11/24
March - April 2024	Alton L. Colvin, Jr.	rip.colvin@justiceadmin.org	05/03/24
January - February 2024	Alton L. Colvin, Jr.	rip.colvin@justiceadmin.org	03/11/24