

Helpful Links

- Dashboard Snapshots
- Florida PALM Resources
- Florida PALM Workbook for JAC
- Readiness Workplan

JAC Status Report Dashboard

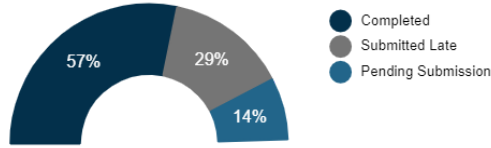
Reporting Period

November - December 2023

Agency Sponsor

Alton L. "Rip" Colvin, Jr.

Readiness Workplan Tasks



- Completed
- Submitted Late
- Pending Submission

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

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

Readiness Workplan Tasks:

Total Tasks = 14

- Completed = 8
- Submitted Late = 4
- Pending Submission = 2

RW Tasks - Completed or Open Items

Critical Operational Element	Task ID	Task Name	Task Planned Start Date (dates subject to change)	Task Planned End Date (dates subject to change)	Agency Reported Task Progress	Agency Completion Date	Status Comment
People	328	Document Current Agency Business Processes	07/31/23	12/15/23	25% - Beginning Initial Internal Meetings and Information Gathering		11/30/2023 - The goal is to have the inventory complete before 12/15/2023; RFQ released 11/27/2023; goal is to have contractors working by 02/01/2024
N/A	500	Create Agency Specific Project Charter	10/02/23	12/15/23	100% - Completed in Requested Format	12/15/23	
N/A	501	Create Agency Specific Implementation Schedule	10/09/23	12/15/23	50% - In Progress		01/11/2024 - CNN members are working on their sections and adding items
N/A	502	Create Agency Specific Risks and Issues Management Plan	10/09/23	12/15/23	100% - Completed in Requested Format	12/15/23	
People	503	Create Workforce Readiness Plan	10/16/23	12/15/23	100% - Completed in Requested Format	12/14/23	
Technology	504	Update Agency Business System Documentation for Segment I	10/30/23	01/12/24			
Technology	505	Update Florida PALM Interface Inventory for Segment I	10/30/23	01/12/24			
N/A	506	Submit Bimonthly Agency Readiness Status Report	11/01/23	11/13/23	100% - Completed in Requested Format	11/15/23	Completed and submitted 11/13/2023
N/A	507	Manage Agency Specific Implementation Schedule, Risks and Issues	11/01/23	12/27/23	100% - Completed in Requested Format	12/28/23	11/30/2023 - Meeting on 12/12/2023 to discuss and finalize
N/A	509	Submit Bimonthly Agency Readiness Status Report	12/28/23	01/12/24	100% - Completed in Requested Format	01/11/24	
People	511	Update CCN and Contacts	01/08/24	01/26/24	100% - Completed in Requested Format	01/08/24	

People

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

Processes

The sequence of procedures to accomplish a business objective.

Technology

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

Data

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

The dials below 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.

Change Champion Network:

- Unique Filled Role = 6
- Duplicate Filled Role = 6
- Vacant Role = 2



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

Participation:

- Meetings Attended = 4
- Meetings Missed = 0



The Participation dial reflects your agency's attendance at Project-led meetings.

Implementation:

- Training = TBD

Current-State:

Cataloged Business Processes = 79

- Related Business Systems = 2
- Related Reports = 21
- Documentation Status:**
 - Complete = 0 Partial = 29 Not Started = 36

Implementation:

- Role Mapping = TBD

Current-State:

Cataloged Business Systems = 10

- Criticality:**
 - High = 8 Med = 1 Low = 0 None = 1
- Documentation Status:**
 - Complete = 0 Partial = 6 Not Started = 3

Cataloged Interfaces = 4

- Inbound Interfaces = 3
- Outbound Interfaces = 1

Implementation:

Business Systems Planned for Integration = 10

- Segment I - Documentation Updates:**
 - Complete = 0 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 0
- Segment II - Documentation Updates:** TBD
- Segment III - Documentation Updates:** TBD
- Segment IV - Documentation Updates:** TBD

Planned Interfaces = 6

- Inbound Interfaces = 2
- Outbound Interfaces = 3
- Spreadsheet Uploads = 1

Current-State:

Unique FLAIR Data Elements = 97

- Associated Unique Uses = 97**
 - Continued Use - Yes = 68
 - Continued Use - No = 1
- Associated Business Systems = 5**
- Cataloged Reports = 139**
- Criticality:**
 - High = 57 Med = 63 Low = 23 None = 1

Implementation:

- Conversions = TBD
- Configurations = TBD

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
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	9 (High/High)	Transfer: The agency has been discussing mitigation options with the PALM team.	No change since the last reporting period. We continue to remind the PALM team of the importance of this issue.	09/11/23	Rip Colvin, Executive Director
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.	No update	09/11/23	Rip Colvin, Executive Director
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	Additional funding received for FY 2023-2024; Amended LBR submitted for FY 2024-2025	10/20/23	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.	Updated owner	12/31/23	JAC Executive Steering Committee
Processes	Delays in PALM information will create delays in remediating our processes	Open	6 (High/Medium)	Accept: The agency will continue to monitor information received	Reworded risk statement; Updated owner	12/31/23	JAC Executive Steering Committee
Technology	Delays in PALM information will create delays in remediating our systems	Open	6 (High/Medium)	Accept: The agency will continue to monitor information received especially regarding interfaces	Separated from item #8; Updated owner	12/31/23	Mausumi Das
Data	Data may not be sufficiently cleansed at go-live 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.	Open	4 (Medium/Medium)	Transfer: The agency will continue to discuss this issue with DFS staff and react to their guidance	We continue to remind the PALM team of the importance of this issue; updated owner	10/20/23	Nona McCall
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	CCN members have started meeting with stakeholders regarding this topic; updated owner	09/11/23	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 agency intends to engage the vendor in the first or second quarter of 2024; updated owner	12/31/23	JAC Executive Steering Committee
Processes	PALM fails to integrate properly with other state-owned systems such as PeopleFirst, STMS, and PCard Works	Open	3 (High/Low)	Accept: The agency will continue to monitor information being received from the PALM team and other agencies.	Updated owner	12/31/23	Nona McCall
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.	Updated owner	12/31/23	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	No update	09/11/23	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.	Updated owner	12/31/23	Dina Kamen and Jamie Johnson

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 agency received funding for FY 2023-24 which we believe will fully cover all expenditures. The agency has submitted an Amended LBR for FY 2024-25.
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 Data	Meeting to discuss the agency PALM budget and status	11/28/23	Rip, Valerie		
People Processes Technology Data	Attended Advisory Council Meeting	10/18/23	CCN	Gather information to share/have input into decisions	
People Processes Technology Data	Attended Tuesday Task Talk	11/14/23	CCN and other JAC staff		
People Processes Technology Data	Submitted FY 2024-2025 Amended LBR to the Commission for approval	11/14/23	JAC ESC		
People Processes Technology Data	Advisory Council Meeting	11/15/23	Nona and others		

People Processes Technology Data	Met with the Executive Director to discuss status of the PALM project	11/17/23	Rip, Valerie	Discuss status and issues	
People Processes Technology Data	Meeting with RC to discuss various items	12/04/23	RC and CCN		
People Processes Technology Data	Meeting to discuss Chart of Accounts meeting and face-to-face meeting in Tampa	12/08/23	Nona, Dina, Valerie		
People Processes Technology Data	Attended Advisory Council Meeting	12/13/23	Nona and others		
People Processes Technology Data	Monthly Touchpoint	12/19/23	CCN and RC		
People Processes Technology Data	Monthly Touchpoint meeting	12/19/23	CCN and PALM Team		
People Processes Technology Data	Updated PALM information for the Executive Director's Report to the FPDA Board	12/20/23	FPDA Board	To provide information to the Florida Public Defenders Association Board regarding PALM activities	
People	Internal Meeting - Discuss the makeup of the JAC PALM team	10/24/23	All JAC employees	Attempt to assure that the correct people are included on calls and in meetings	
People	Sent out "Last Week - This Week" newsletter	12/04/23	All JAC employees	To provide affected employees with up-to-date information regarding Agency activities regarding PALM	
People	Queried JAC supervisors regarding staff that currently perform tasks using FLAIR or FLAIR data	12/06/23	All JAC employees who work with FLAIR	To get a concise list; this will be a precursor to Task 512	
People	Sent out "Last Week - This Week" newsletter	12/12/23	All JAC employees	To provide affected employees with up-to-date information regarding Agency activities regarding PALM	
People	Sent out "Last Week - This Week" newsletter	12/21/23	All JAC employees	To provide affected employees with up-to-date information regarding Agency activities regarding PALM	
People	Queried the JRO staff to ask for a more streamlined listing of JRO staff that should attend meetings and receive PALM information	12/28/23	All JRO employees who work with FLAIR	To get a concise list; this will be a precursor to Task 512	
People Processes	Internal Meeting - Discuss Business Process Inventory	10/19/23	JAC Executive Steering Committee and alternates	Discuss how to begin and complete Task 328	
People Processes	Internal Meeting - Discuss Task 501 - Implementation Plan	10/25/23	JAC Executive Steering Committee	Discuss the plan for preparing the Agency Specific Implementation Schedule as required in Task 501	
People Processes	Attended the Change Management and Training Liaison Forum	10/26/23	Business Liaison, Change Management Liaison, Training Liaison	To learn more about other agency's plans	
People Processes	Attended the Project Management Liaison Forum	10/26/23	Project Management Liaison	To learn more about other agency's plans	
People Processes	Internal Meeting - Discuss Task 501 - Implementation Plan	10/30/23	JAC Executive Steering Committee	Discuss the plan for preparing the Agency Specific Implementation Schedule as required in Task 501	
People Processes	Attended Tuesday Task Talks	10/31/23	CCN	To receive new information and instructions	
People Processes	Attended Tuesday Talk Talk	11/07/23	CNN and other JAC staff		
People Processes	Meet with Dora and Felicia	11/15/23	CCN and RC	Introduce new RC and discuss issues	
People Processes	Meeting to discuss JRO engagement	11/16/23	Dina, Nona, Valerie	Start planning the January JRO meeting	
People Processes	Created and released an RFQ for Staff Augmentation services	11/27/23	All SMEs	To hire contractors to write our documentation for Business Processes and Agency Business Systems	
People Processes	PALM JAC - Executive Steering Committee Meeting	11/29/23	JAC ESC	Internal Touchpoint on items due in December	
People Processes	Met with JROs regarding the Chart of Accounts	12/14/23	JRO staff, Financial Services, Accounting	Discuss the changes in the CoA and begin discussion regarding how the JAC CoA will look in the future	
People Processes Technology	Monthly Touchpoint	11/08/23	CNN		
Processes	Internal Meeting - Discuss/Create the JAC Agency Specific Project Charter, and Risks and Issues	10/23/23	JAC Executive Steering Committee	Discuss the project charter as required in Task 500 and Task 502	
Processes	Internal Meeting - JRO Reports Inventory	10/24/23	JRO staff	To request that the JROs start cataloguing the FLAIR reports that they use	
Processes	Attended Disbursement Management Workshop	12/05/23	Most JAC employees		
Processes	Attended Asset Accounting Workshop	12/05/23	Most JAC SMEs		
Processes	Met to review Task 500 - Create an Agency Charter	12/05/23	JAC ESC		
Processes	Attended Account Management and Financial Reporting Workshop	12/06/23	Most SMEs		
Processes	Attended Accounts Receivable Workshop	12/07/23	Most SMEs		
Processes	Attended Grants and Contracts Workshop	12/07/23	Most SMEs		
Processes	Meeting regarding Task 502 - Risks and Issues Plan	12/12/23	CCN		
Processes	Met with PALM Team regarding Allotments in PALM	12/15/23	JAC Budget and PALM Team		
Technology	Submitted the Agency Business System Inventory	10/27/23	Technical Team	Inventory all Agency Business Systems as required in Task 326	
Technology	Meeting with PALM team to discuss Florida PALM token	11/30/23	Brian, Rinesha		

Agency Sponsor Confirmation

JAC Status Report Confirmation

Reporting Period	Agency Sponsor	Confirmed By	Confirmation
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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

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Reporting Period	Name:	Committed By:	Date:
November - December 2023	Alton L. Colvin, Jr.	rip.colvin@justiceadmin.org	01/11/24
September - October 2023	Alton L. Colvin, Jr.	rip.colvin@justiceadmin.org	11/13/23
July - August 2023	Alton L. Colvin, Jr.	rip.colvin@justiceadmin.org	09/11/23