

**Helpful Links**

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- Readiness Workplan

# 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**

November - December 2024

**Agency Sponsor**

Heather DiGiacomo

**CCN Composition**



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

**Change Champion Network:**

- Unique Filled Role = 16
- Duplicate Filled Role = 0
- 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 = 96.14%**
- Submitted Complete = 51
- Submitted Incomplete = 0
- Completed After Submission = 6

**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 = 88.81%**
- Submitted On Time = 58
- Submitted Late = 24
- Pending Submission = 0

**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 = 5
- 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
N/A	Technology	547	Remediate Agency Business Systems based on Segment III	07/22/24	12/13/24	100% - Submitted	12/13/24		Submission Complete	
Direct	Data	555-A	Complete Data Cleansing Based on Mock Conversion 1 - Projects (PCC001)	10/07/24	11/22/24	100% - Submitted	11/21/24		Submission Complete	
N/A	Technology	561	Remediate Agency Business Systems based on Segment IV	10/21/24	03/14/25	50% - In Progress				
Direct	Data	555-B	Complete Data Cleansing Based on Mock Conversion 1 (CTC001, GMC001, and PCC002)	10/28/24	11/22/24	100% - Submitted	11/21/24	Projects LTD Balances will be updated in FLAIR, and applicable projects have been identified in Task 555A.	Submission Complete	
N/A	N/A	562	Submit Bimonthly Agency Readiness Status Report	11/01/24	11/12/24	100% - Submitted	11/13/24		Submission Complete	
N/A	N/A	563	Manage Agency Specific Implementation Schedule, Risks and Issues	11/01/24	12/27/24	100% - Submitted	12/19/24		Submission Complete	
Direct	Data	555-C	Complete Data Cleansing Based on Mock Conversion 1 (AMC001 and POC001)	11/08/24	12/06/24	100% - Submitted	12/06/24		Submission Complete	
Direct	Technology	557	Confirm Interface Inventory for Cycle 2 Interface Testing	11/18/24	12/13/24	100% - Submitted	12/13/24		Submission Complete	
N/A	Technology	558	Update Agency Business System Documentation	11/18/24	01/10/25	100% - Submitted	01/03/25		Submission Complete	
Direct	Data	567-A	Share, Review, and Update Configuration Workbooks	11/18/24	12/13/24	100% - Submitted	12/12/24		Submission Complete	
Direct	Data	567-B	Share, Review, and Update Configuration Workbooks	11/18/24	12/13/24	100% - Submitted	12/16/24		Submission Complete	12/28/24
Direct	Data	567-C	Share, Review, and Update Configuration Workbooks	11/18/24	12/13/24	100% - Submitted	12/13/24		Submission Complete	01/02/25
Direct	Data	567-D	Share, Review, and Update Configuration Workbooks	11/18/24	12/13/24	100% - Submitted	12/13/24	DJJ is not planning to utilize OA2 at this time. Nothing to configure.	Submission Complete	
Direct	Data	567-E	Share, Review, and Update Configuration Workbooks	11/18/24	12/13/24	100% - Submitted	12/13/24	Need 2 FLAIR Account Codes added to this list.	Submission Complete	
Direct	Data	567-G	Share, Review, and Update Configuration Workbooks	11/18/24	12/13/24	100% - Submitted	12/16/24		Submission Complete	12/16/24
Direct	Data	567-H	Share, Review, and Update Configuration Workbooks	11/18/24	12/13/24	100% - Submitted	12/12/24		Submission Complete	
Direct	Data	567-I	Share, Review, and Update Configuration Workbooks	11/18/24	12/13/24	100% - Submitted	12/13/24	DJJ will be not be utilizing org security.	Submission Complete	
Indirect	People	536-C	Create Agency Specific User Acceptance Testing Plan	12/09/24	01/31/25	50% - In Progress				
N/A	Processes	560	Submit Change Analysis Tool	12/09/24	01/31/25	50% - In Progress				
Indirect	People	564	Update Future Florida PALM Users	12/09/24	01/10/25	100% - Submitted	01/09/25			
N/A	People	568	Create Training Plan for Agency Managed End User Training	12/09/24	03/28/25	50% - In Progress				
Direct	Data	567-J	Share, Review, and Update Configuration Workbooks	12/18/24	01/17/25	100% - Submitted	01/03/25		Submission Complete	
Direct	Data	567-P	Share, Review, and Update Configuration Workbooks	12/18/24	01/17/25	50% - In Progress				
Direct	Data	658-A	Submit Data Field Mapping	12/18/24	01/31/25	50% - In Progress				
Direct	Data	658-B	Submit Data Field Mapping	12/18/24	01/31/25	50% - In Progress				
N/A	N/A	569	Submit Bimonthly Agency Readiness Status Report	12/30/24	01/10/25	100% - Submitted	01/10/25			
N/A	N/A	570	Manage Agency Specific Implementation Schedule, Risks and Issues	12/30/24	02/28/25	50% - In Progress				
Direct	Data	658-C	Submit Data Field Mapping	01/06/25	01/31/25	25% - Beginning Initial Internal Meetings and Information Gathering				
Indirect	Technology	576	Complete Internal Agency Business System Test and Remediation to prepare for Cycle 2 - Technical Interface Testing	01/06/25	03/28/25	50% - In Progress				

People	Processes	Technology	Data
The staff and stakeholders affected by your agency's transition to Florida PALM.	The sequence of procedures to accomplish a business objective.	The applications or tools used to process, track, or report on financial operations.	Information used in or produced from an agency's financial business operations.
<b>Implementation:</b> <b>Planned Florida PALM End Users = 54</b> • Business Process Groupings = 13/13 <b>Identified Subject Matter Experts = 29</b>	<b>Implementation:</b> <b>Impacted Agency Business Processes = 98</b> • Related Business Process Groupings = 12/13 • Planned Spreadsheet Uploads = 1	<b>Implementation:</b> <b>Business Systems Planned for Integration = 21</b> <b>Planned Interfaces = 6</b> - Inbound Interfaces = 1 - Outbound Interfaces = 5	<b>Implementation:</b> <b>Configuration</b> • <b>Commitment Control (KK)</b> - Budget Allotments - Control Option = Option # 2 - Track with Budget - Account ChartField Tier Selection = Account Tier #1: Highest - Organization ChartField Translation Tree Selection = Translation Tree #2: Agency-Defined Tree • <b>Org Security Rule = Agencywide</b> • <b>Optional ChartFields</b> - OA1 = To Be Configured - OA2 = To Be Configured - PC Category = To Be Configured - PC Subcategory = To Be Configured - PC Source Type = To Be Configured <b>Conversion</b> • <b>Optional Conversions</b> - Accounts Receivable = Not Needed - Assets = Needed - Contracts = Needed - Customers = Not Needed - Encumbrances = Needed - Grants = Needed - Projects = Needed - Projects Balances = Not Needed

## 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							
Critical Operational Elements	Risk Description	Status	Risk Rating	Mitigation/Response Strategy	Reporting Period Comments or Updates	Date of Status Change	Owner / Coordinator
People	BA and SMEs overwhelmed by the volume of PALM tasks and may not be able to complete them in time for PALM team use.	Closed	9 (High/High)	Concerted efforts underway to recruit Business Analysts and SMEs to augment current work efforts.. Resolution in progress	PMO is assisting Business Units in completing tasks. Business Units actively recruiting PALM dedicated resources to assist in the workload; PALM Administrators in both F&A and Budget take on the primary burden of completing PALM-related tasks for DJJ.	11/25/24	BU Chiefs
People Processes Technology Data	Impacted SMEs not attending workshops (e.g. Solution Design)	Closed	6 (Medium/High)	Continue to encourage SMEs to attend workshops and review PALM Project documentation as required.	Design workshops are finished. No changes for this period.	11/25/24	BU SMEs, BU Chiefs
People Processes Technology Data	Current internal processes for open encumbrances and grants allows for the submission of blank fields that are required fields for PALM.	Closed	6 (Medium/High)	Tasks owner(s) to work with BA and PMO to overcome obstacles that are hindering meeting deadlines.	The Department is making efforts to ensure processes are updated that allow for more accurate data and less manual cleansing.	11/15/24	Chiefs of GS and F&A
People	Budget schedule conflict between UAT and LBR deadline.	Open	6 (Medium/High)	When developing the testing schedule, Budget will need to go first so they can work on their LBR that is due Sept. 15th, 2025. Starting LBR earlier.	Budget Unit has prepared a timeline for staff to complete both UAT and the LBR and are starting the compilation of the Agency's LBR sooner in the year.	10/28/24	PMO/Budget
People Processes Technology Data	Tasks completion not meeting deadlines.	Closed	6 (High/Medium)	Tasks owner(s) to work with BA and PMO to overcome obstacles that are hindering meeting deadlines.	No changes for this period.	11/25/24	Morgan Helton
People Processes	Business Units' staff resources limited during End-User UAT Testing due to competing priorities and vacant positions.	Open	6 (High/Medium)	OPS positions are being created and will be used in F&A and General Services to support agency operations so that managers can focus on PALM-related initiatives including UAT.	Updated Mitigation/Response Strategy	11/25/24	F&A, Budget, General Services, HR
People	Positions within F&A remain vacant, with a 25% vacancy rate as of 11/13/24. A high number of vacant positions impacts the involvement of current F&A staff in planning, preparation, and involvement in UAT.	Closed	6 (High/Medium)	12/18/2024 - Risk escalated to issue due to the high vacancy rate. 11/15/2024 - Continue to advertise and hire vacant positions.	Moved to Issue.	11/15/24	F&A Chief
People	Business units' staff resources limited during end user UAT Testing due to competing	Closed	6 (High/Medium)	Plan in Progress	Duplicate risk. See row 16	12/18/24	BU Chiefs

	priorities and vacant positions.							
People	If DJJ loses quality staff, then the agency may be at risk of losing historical knowledge.	Open	6 (High/Medium)	Continue to advertise and recruit vacancies; Continue to allow for management decisions that support personnel actions to retain qualified employees.	None.	12/03/24	BU Chiefs	
People Processes Technology Data	Shortened UAT time could impact the completion and quality of UAT	Open	6 (High/Medium)	Aggressive UAT testing with additional resources.	None.	12/18/24	Sponsor	
People	If adequate training is not provided to end users, then the quality of testing during UAT may be impacted.	Open	4 (Medium/Medium)	The Project will provide training to SMEs so they can effectively train end users	No changes for this period.	12/03/24	BU Chiefs	
People	Agency configuration tasks may not be approved by the deadline.	Closed	4 (Medium/Medium)	Escalate to Sponsor	Completed.	12/18/24	BU Chiefs	
People Processes Technology Data	Assigned tasks not accurately completed.	Open	3 (High/Low)	Submissions will be checked by another PALM Administrator/Agency Liaison prior to submission; associated SME's and PALM administrators will be invited to attend task talks at the beginning of the task.	Mitigation/Response Strategy updated	11/15/24	Jessica Bowling	
Data	Data Cleansing not completed on time for Mock Conversions.	Open	3 (High/Low)	Concerted effort required to ensure data cleansing completed accurately.	The Department made a concerted effort to cleanse data in preparation for Mock 2 Conversion. This will remain a risk on the log, but with low probability at this time.	11/15/24	BU SMEs, BU Chiefs	

DJJ Issues							
Critical Operational Elements	Issue Description	Status	Priority	Resolution Plan	Reporting Period Comments or Updates	Planned or Actual Resolution Date	Owner / Coordinator
People	Positions within Finance and Accounting remain vacant. A high vacancy rate impacts involvement of current F&A staff in the planning, preparation, and involvement in UAT.	Open	High - Impacts the ability of the agency to meet deadlines or milestones	F&A will continue to advertise and fill vacancies in a timely manner	None.	06/01/25	F&A Chief
People Processes Technology Data	Of the tasks due in Jan 12 thru Oct 25, 2024, 5% of them are in progress, and 95% have been completed.	Closed	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.	Task has been completed and was submitted 11/1/24.	11/01/24	BU Chiefs, BU SMEs, and BA
People	Business Analyst (BA) shortage	Closed	Low - All impacts not listed as Critical or High	Will re-advertise if current efforts fail.	PMO has onboarded one BA and is advertising for the remaining vacancy.	11/15/24	Olu Oyewole

DJJ Assumptions						
Critical Operational Elements	Assumption	Status	Date Logged or Removed	Impacted Stakeholder(s) and/or System(s)	Reporting Period Comments or Updates	
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	All SMEs will be available to work on required PALM-tasks, as needed.	Logged	04/17/24	All	Business Units are experiencing staffing shortages which impact PALM Tasks. Budget, F&A, and General Services has hired BU-specific PALM Administrators to help with PALM tasks.	
Technology	Software licenses will be available for PMO staff to manage the project.	Logged	04/17/24	Godfrey Ekata, Rhett Pinelo	PM has not received the Software license for Microsoft Projects.	
People	DJJ PMO can drive the implementation of the PALM Project with four team members.	Logged	12/03/24	PMO	PMO fully staffed.	
People	There is a commitment from end users to the PALM Project.	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.	
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	DJJ received budget for PALM related activities in FY2024-25, requested an increase for FY2025-2026.	
People Processes Technology	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, Contracts, Grants, Revenue		
Processes	The PALM Project will not deviate from the implementation schedule.	Logged	04/23/24	PMO	Still a valid assumption; no changes to implementation schedule during this reporting period.	
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 Technology Data	DJJ's IT/PALM Technical liaisons will understand and document the current state of its technical architecture and business systems.	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.	
Processes Technology Data	DJJ's IT/PALM Technical liaisons will remediate agency business systems so that current business practices can be continued when Florida PALM goes live.	Logged	04/23/24	IT	Split row 18 into 2 separate assumptions.	
Processes Technology	UAT training with SMEs and PALM team will be in person and not virtual.	Logged	07/15/24	F&A, Budget, General Services, HR, PMO, TLC, IT	The Project has clarified that training will occur in a multitude of ways to accommodate the various learning styles.	
Technology Data	The Payment Detail Report (APR032) will provide all necessary information so that it can be used in place of printing payment pages for upload into Axiom Pro.	Logged	12/18/24	F&A		
Processes Technology Data	PALM will not provide the same reporting capabilities that current agency business systems 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 should meet the current reporting capabilities of ABS (based on the information provided to-date).	

**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 \***

DJJ Status Report Confirmation			
Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
November - December 2024	Heather DiGiacomo	heather.digiacomofldjj.gov	01/10/25
September - October 2024	Heather DiGiacomo	heather.digiacomofldjj.gov	11/13/24
July - August 2024	Heather DiGiacomo	heather.digiacomofldjj.gov	09/10/24
May - June 2024	Heather DiGiacomo	heather.digiacomofldjj.gov	07/11/24
March - April 2024	Heather DiGiacomo	heather.digiacomofldjj.gov	05/14/24
January - February 2024	Heather DiGiacomo	heather.digiacomofldjj.gov	03/11/24