

**Helpful Links**

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

# JAC 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**

Alton L. "Rip" Colvin, Jr.

**CCN Composition**



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

**Change Champion Network:**

- Unique Filled Role = 12
- 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 = 84.21%**
- Submitted Complete = 30
- Submitted Incomplete = 0
- Completed After Submission = 27

**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 = 81.51%**
- Submitted On Time = 53
- Submitted Late = 26
- Pending Submission = 4

**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 = 4
- 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	75% - Consolidating/Inputting Information for Submission		04/30/2024 Anticipate that this task will be complete by 08/01/2024	N/A	
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	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	Processes	543	Identify Change Impacts and Update Agency Business Process Documentation for Segment IV	07/22/24	10/18/24	50% - In Progress				
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	01/08/25
Direct	Data	555-A	Complete Data Cleansing Based on Mock Conversion 1 - Projects (PCC001)	10/07/24	11/22/24	100% - Submitted	10/17/24		Submission Complete	11/04/24
N/A	Technology	561	Remediate Agency Business Systems based on Segment IV	10/21/24	03/14/25	100% - Submitted	12/17/24		Submission Complete	12/17/24
Direct	Data	555-B	Complete Data Cleansing Based on Mock Conversion 1 (CTC001, GMC001, and PCC002)	10/28/24	11/22/24	100% - Submitted	01/08/25		Submission Complete	
N/A	N/A	562	Submit Bimonthly Agency Readiness Status Report	11/01/24	11/12/24	100% - Submitted	11/08/24		Submission Complete	
N/A	N/A	563	Manage Agency Specific Implementation Schedule, Risks and Issues	11/01/24	12/27/24	100% - Submitted	12/18/24		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	12/27/24		Submission Complete	01/10/25
Direct	Technology	557	Confirm Interface Inventory for Cycle 2 Interface Testing	11/18/24	12/13/24	100% - Submitted	12/13/24		Submission Complete	01/08/25
N/A	Technology	558	Update Agency Business System Documentation	11/18/24	01/10/25	100% - Submitted	01/08/25		Submission Complete	
Direct	Data	567-A	Share, Review, and Update Configuration Workbooks	11/18/24	12/13/24	100% - Submitted	12/13/24		Submission Complete	
Direct	Data	567-B	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-C	Share, Review, and Update Configuration Workbooks	11/18/24	12/13/24	100% - Submitted	12/13/24		Submission Complete	
Direct	Data	567-D	Share, Review, and Update Configuration Workbooks	11/18/24	12/13/24	100% - Submitted	12/13/24		Submission Complete	12/16/24
Direct	Data	567-E	Share, Review, and Update Configuration Workbooks	11/18/24	12/13/24	100% - Submitted	12/13/24		Submission Complete	
Direct	Data	567-G	Share, Review, and Update Configuration Workbooks	11/18/24	12/13/24	100% - Submitted	12/13/24		Submission Complete	
Direct	Data	567-H	Share, Review, and Update Configuration Workbooks	11/18/24	12/13/24	100% - Submitted	12/13/24		Submission Complete	
Direct	Data	567-I	Share, Review, and Update Configuration Workbooks	11/18/24	12/13/24	100% - Submitted	12/13/24		Submission Complete	12/27/24
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	01/10/25		Submission Complete	
N/A	People	568	Create Training Plan for Agency Managed End User Training	12/09/24	03/28/25	25% - Beginning Initial Internal Meetings and Information Gathering				
Direct	Data	567-J	Share, Review, and Update Configuration Workbooks	12/18/24	01/17/25	25% - Beginning Initial Internal Meetings and Information Gathering				

Direct	Data	567-K	Share, Review, and Update Configuration Workbooks	12/18/24	01/17/25				
Direct	Data	567-P	Share, Review, and Update Configuration Workbooks	12/18/24	01/17/25	25% - Beginning Initial Internal Meetings and Information Gathering			
Direct	Data	658-A	Submit Data Field Mapping	12/18/24	01/31/25				
Direct	Data	658-B	Submit Data Field Mapping	12/18/24	01/31/25				
N/A	N/A	569	Submit Bimonthly Agency Readiness Status Report	12/30/24	01/10/25	100% - Submitted	01/09/25		Submission Complete
N/A	N/A	570	Manage Agency Specific Implementation Schedule, Risks and Issues	12/30/24	02/28/25				
Direct	Data	658-C	Submit Data Field Mapping	01/06/25	01/31/25				
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				

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.
<p><b>Implementation:</b></p> <p><b>Planned Florida PALM End Users = 389</b></p> <ul style="list-style-type: none"> <li>Business Process Groupings = 12/13</li> </ul> <p><b>Identified Subject Matter Experts = 31</b></p>	<p><b>Implementation:</b></p> <p><b>Impacted Agency Business Processes = 120</b></p> <ul style="list-style-type: none"> <li>Related Business Process Groupings = 10/13</li> <li>Planned Spreadsheet Uploads = 1</li> </ul>	<p><b>Implementation:</b></p> <p><b>Business Systems Planned for Integration = 10</b></p> <p><b>Planned Interfaces = 5</b></p> <ul style="list-style-type: none"> <li>Inbound Interfaces = 1</li> <li>Outbound Interfaces = 4</li> </ul>	<p><b>Implementation:</b></p> <p><b>Configuration</b></p> <ul style="list-style-type: none"> <li><b>Commitment Control (KK)</b> <ul style="list-style-type: none"> <li>Budget Allotments - Control Option = Option # 3 - Track without Budget</li> <li>Account ChartField Tier Selection = Account Tier #1: Highest</li> <li>Organization ChartField Translation Tree Selection = Translation Tree #2: Agency-Defined Tree</li> </ul> </li> <li><b>Org Security Rule = TBD</b></li> <li><b>Optional ChartFields</b> <ul style="list-style-type: none"> <li>OA1 = To Be Configured</li> <li>OA2 = To Be Configured</li> <li>PC Category = To Be Configured</li> <li>PC Subcategory = To Be Configured</li> <li>PC Source Type = Not To Be Configured</li> </ul> </li> </ul> <p><b>Conversion</b></p> <ul style="list-style-type: none"> <li><b>Optional Conversions</b> <ul style="list-style-type: none"> <li>Accounts Receivable = Not Needed</li> <li>Assets = Not Needed</li> <li>Contracts = Not Needed</li> <li>Customers = Not Needed</li> <li>Encumbrances = Needed</li> <li>Grants = Not Needed</li> <li>Projects = Not Needed</li> <li>Projects Balances = Not Needed</li> </ul> </li> </ul>

## Agency Reported

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

JAC Risks								
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	
Technology	External business system (BOMS) may not be updated with proper accounting fields for integration with PALM	Open	6 (High/Medium)	Avoid: The agency needs to engage the business system vendor to discuss new chartfields once the agency has additional technical information	JAC is working on the Contract, Operational Work Plan, and negotiations with the Vendor	06/28/24	Kathy LaCorte	
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	

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
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
People Processes	Replacement or major upgrade of PeopleFirst involving the same team members as the PALM Project	Open	2 (Medium/Low)	Mitigate: The agency will review all available information regarding this potential new contract and then plan accordingly.	At this time the People First is focusing on the PALM Project.	08/27/24	Jamie Johnson
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	2 (Medium/Low)	Transfer: The agency will continue to discuss this issue with DFS staff and react to their guidance	DFS stepped back from the data cleansing process that had started and will not restart it until after the new year. This is delaying our process, too.	07/10/24	Nona McCall
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.		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.	

### 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 \***

JAC Status Report Confirmation			
Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
November - December 2024	Alton L. Colvin, Jr.	rip.colvin@justiceadmin.org	01/09/25
September - October 2024	Alton L. Colvin, Jr.	rip.colvin@justiceadmin.org	11/08/24
July - August 2024	Alton L. Colvin, Jr.	rip.colvin@justiceadmin.org	09/11/24
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

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