

**Helpful Links**

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

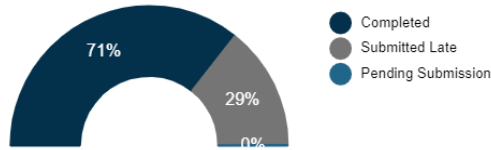
# JAC Status Report Dashboard

Reporting Period  
September - October 2023

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.

**Readiness Workplan Tasks**



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

**Readiness Workplan Tasks:**

**Total Tasks = 7**

- Completed = 5
- Submitted Late = 2
- Pending Submission = 0

**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 = 14
- Meetings Missed = 0



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

**Implementation:**

- Training = TBD

**Current-State:**

**Cataloged Business Processes = 1**

- Related Business Systems = 0
- Related Reports = 0
- Documentation Status:**
- Complete = 0 Partial = 0 Not Started = 1

**Implementation:**

- Role Mapping = TBD

**Current-State:**

**Cataloged Business Systems = 10**

- Criticality:**
- High = 7 Med = 1 Low = 0 None = 1
- Documentation Status:**
- Complete = 0 Partial = 6 Not Started = 3

**Cataloged Interfaces = 0**

- Inbound Interfaces = 0
- Outbound Interfaces = 0

**Implementation:**

- Interfaces = TBD

**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

## 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
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)	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.		Rip Colvin, Executive Director
People	Low acceptance by Judicial Related Organizations (JROs)	Open	6 (High/Medium)	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		Rip Colvin, Executive Director
People Processes Technology Data	Funding insufficient for project costs	Open	6 (High/Medium)	The agency will continue to look at projected costs and request needed funding	New identified risk	10/20/23	Rip Colvin, Executive Director
People	Availability of staff to work on the project/Limited qualified staff	Open	6 (High/Medium)	The agency is looking at ways to supplement current staff.	New identified risk	10/20/23	Rip Colvin, Executive Director
Processes	Delays in PALM information will create delays in remediating our systems and processes	Open	6 (High/Medium)	The agency will continue to monitor information received especially regarding models and interfaces	New identified risk	10/20/23	Rip Colvin, Executive Director
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.	Open	4 (Medium/Medium)	The agency will continue to discuss this issue with DFS staff and react to their guidance	New identified risk	10/20/23	Rip Colvin, Executive Director

	DFS manages these records, and there is not guidance on how DFS will eliminate these records prior to go-live.							
Technology	Org code updates may not be established and implemented which will allow correct reporting especially for grants and projects	Open	3 (High/Low)	The agency is initiating discussions with internal partners to create a new org code structure with a goal of implementing on July 1, 2024	The CCN members plan to meet with all stakeholders in November or December to start discussions regarding this topic.			Rip Colvin, Executive Director
Technology	External business system (BOMS) may not be updated with proper accounting fields for integration with PALM	Open	3 (High/Low)	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 after December 31.			Rip Colvin, Executive Director
Processes	PALM fails to integrate properly with other state-owned systems such as PeopleFirst, STMS, and PCard Works	Open	3 (High/Low)	The agency will continue to monitor information being received from the PALM team and other agencies.	New identified risk	10/20/23		Rip Colvin, Executive Director
People Processes	Replacement or major upgrade of PeopleFirst involving the same team members as the PALM Project	Open	3 (High/Low)	The agency will review all available information regarding this potential new contract and then plan accordingly.	New identified risk	10/20/23		Rip Colvin, Executive Director
Data	Data may not be sufficiently cleansed at Go-Live	Open	2 (Medium/Low)	The agency is preparing a plan for Data Cleansing	No update			Rip Colvin, Executive Director
Processes	Downtime during transition	Open	2 (Medium/Low)	The agency will create a plan to minimize this risk such as front loading work in December 2025.	New identified risk	10/20/23		Rip Colvin, Executive Director

#### 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 be able to access the available Administered Funds to support readiness activities for all fiscal years	Logged	09/01/23	All processes and systems	The agency has prepared work plan to be able to plan for access FY 2023-24 appropriations. The agency is also preparing 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 impeded 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 Data	Attended Advisory Council Meeting	09/20 and 10/18	CCN	Gather information to share/have input into decisions	
People	Continuously communicated PALM activities via newsletters, Commission Meeting Minutes, Executive Director Reports, etc	Multiple	All agency employees	To provide affected employees with up-to-date information regarding Agency activities regarding PALM	N/A
People	Touchpoints	09/13/2023 and 10/11/2023	CCN	Communication with PALM Team	
People	Internal Meeting - PALM Kickoff for JRO staff	10/12/2023	All JRO staff	To share information about the PALM project	
People	Internal Meeting - Discuss the makeup of the JAC PALM team	10/24/2023	All JAC employees	Attempt to assure that the correct people are included on calls and in meetings	
People Processes	Attended GoToWebinar - Readiness Workplan	09/14/2023	CCN	Instructions on new Task	
People Processes	Attended GoToWebinar - Payroll wave	09/18 and 09/19/2023	Payroll team	To learn about the Payroll Wave	
People Processes	Internal Meeting - Discuss Business Process Inventory	09/21, 10/11, and 10/19	JAC Executive Steering Committee and alternates	Discuss how to begin and complete Task 328	
People Processes	Attended Tuesday Task Talks	09/26, 10/10, 10/17, and 10/31/2023	CCN	To receive new information and instructions	
People Processes	Internal Meeting - JAC Executive Steering Committee discussion of the PALM Project and concerns	10/17/2023	JAC Executive Steering Committee	To discuss potential issues and plan for next steps	
People Processes	Internal Meeting - Discuss Task 501 - Implementation Plan	10/25 and 10/30/2023	JAC Executive Steering Committee	Discuss the plan for preparing the Agency Specific Implementation Schedule as required in Task 501	
People Processes	Attended the Project Management Liaison Forum	10/26/2023	Project Management Liaison	To learn more about other agency's plans	
People Processes	Attended the Change Management and Training Liaison Forum	10/26/2023	Business Liaison, Change Management Liaison, Training Liaison	To learn more about other agency's plans	
Processes	Internal Meeting - Discuss Reports Inventory	09/28/2023	JAC Executive Steering Committee and alternates	Discuss how to prepare this Task.	
Processes	Attended Segment I Design Workshops	10/03/2023 and 10/04/2023	Budget and Accounting	To learn about Segment I processes	
Processes	Attended PALM Solution Center Round Table	10/12/2023	All agency employees	To learn about the Solution Center	

Processes	Internal Meeting - Discuss/Create the JAC Agency Specific Project Charter, and Risks and Issues	10/23/2023	JAC Executive Steering Committee	Discuss the project charter as required in Task 500 and Task 502	
Processes	Internal Meeting - JRO Reports Inventory	10/24/2023	JRO staff	To request that the JROs start cataloguing the FLAIR reports that they use	
Technology	Attended Technical Town Hall	09/19/2023	CCN	To receive new information on the technology aspects of the PALM project	
Technology	Submitted the Agency Business System Inventory	10/27/2023	Technical Team	Inventory all Agency Business Systems as required in Task 326	

### 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

### JAC Status Report Confirmation

Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
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

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