

Helpful Links

- Dashboard Snapshots
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- Readiness Workplan

DJJ Status Report Dashboard

Reporting Period

September - October 2024

Agency Sponsor

Heather DiGiacomo

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 = 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 = 98.29%**
- Submitted Complete = 38
- Submitted Incomplete = 0
- Completed After Submission = 3

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 = 86.47%**
- Submitted On Time = 45
- Submitted Late = 21
- 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	531	Remediate Agency Business Systems based on Segment II	04/29/24	10/04/24	100% - Submitted	06/03/24	There are no Agency Business Systems that require remediation based on updates from Segment II.	Submission Complete	
Direct	Data	541-A	Complete Configuration Workbooks for Segment IV	07/22/24	09/06/24	100% - Submitted	09/06/24		Submission Complete	
N/A	Data	542	Complete Data Readiness Analysis and Data Cleansing Activities for Segment IV	07/22/24	10/18/24	100% - Submitted	10/17/24	Data Cleansing for Projects has been completed and is under monitoring. Updates to the Data Cleansing plan have been made.	Submission Complete	
N/A	Processes	543	Identify Change Impacts and Update Agency Business Process Documentation for Segment IV	07/22/24	10/18/24	100% - Submitted	11/01/24	Business processes have been updated for Segment and impacts have been documented.	Submission Complete	
N/A	Technology	544	Update Agency Business System Documentation for Segment IV	07/22/24	10/18/24	100% - Submitted	10/25/24	One interface impacts one ABS.	Submission Complete	
Direct	Technology	545-A	Update and Finalize Florida PALM Conversion Inventory for Segment IV	07/22/24	10/18/24	100% - Submitted	10/01/24	Selected the Conversion Confirmation column for the two items DJJ selected as N/A. Updated Contracts information as well.	Submission Complete	10/23/24
Direct	Technology	546	Update Florida PALM Interface Inventory for Segment IV	07/22/24	10/18/24	100% - Submitted	10/01/24	One interface impacts one ABS directly and one indirectly.	Submission Complete	
N/A	Technology	547	Remediate Agency Business Systems based on Segment III	07/22/24	12/13/24	50% - In Progress				
Direct	People	549	Submit Training Survey	08/12/24	09/20/24	100% - Submitted	09/19/24		Submission Complete	
Indirect	People	536-B	Create Agency Specific User Acceptance Testing Plan	08/19/24	10/11/24	100% - Submitted	10/11/24		Submission Complete	
Direct	Data	541-C	Complete Configuration Workbooks for Segment IV	08/26/24	10/04/24	100% - Submitted	09/24/24		Submission Complete	10/21/24
N/A	N/A	551	Submit Bimonthly Agency Readiness Status Report	08/30/24	09/11/24	100% - Submitted	09/10/24		Submission Complete	
N/A	N/A	552	Manage Agency Specific Implementation Schedule, Risks and Issues	08/30/24	10/31/24	100% - Submitted	10/30/24		N/A	
Direct	Technology	550-B	Participate in Technical Meeting to Receive Credentials and Access	09/03/24	09/13/24	100% - Submitted	09/18/24		N/A	09/19/24
Indirect	Technology	553	Prepare for Interface Testing	09/16/24	10/18/24	100% - Submitted	10/22/24		Submission Complete	
Direct	Technology	554	Participate in Connectivity Testing for Cycle 1 Interface Testing	09/16/24	10/04/24	100% - Submitted	09/30/24		Submission Complete	
Direct	Data	541-D	Complete Configuration Workbooks for Segment IV - General Ledger (GL)	10/07/24	11/01/24	100% - Submitted	10/22/24	N/A for Default Interest Apportionment.	Submission Complete	
Direct	Data	555-A	Complete Data Cleansing Based on Mock Conversion 1 - Projects (PCC001)	10/07/24	11/22/24	50% - In Progress				
N/A	People	559	Share Florida PALM Updates	10/14/24	10/25/24	100% - Submitted	10/24/24		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	50% - In Progress				
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	50% - In Progress				
Direct	Data	555-C	Complete Data Cleansing Based on Mock Conversion 1 (AMC001 and POC001)	11/08/24	12/06/24					

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>Implementation:</p> <p>Planned Florida PALM End Users = 99</p> <ul style="list-style-type: none"> Business Process Groupings = 13/13 <p>Identified Subject Matter Experts = 29</p> <p>SMEs by Business Process Grouping</p> <ul style="list-style-type: none"> Account Mgmt. and Financial Reporting = 3 Accounts Receivable = 5 Asset Accounting and Mgmt. = 3 Banking = 4 Budget Mgmt. and Cash Control = 4 Contracts Mgmt. = 5 Disbursements Mgmt. = 7 Grants Mgmt. = 4 Inter/IntraUnit Transactions = 5 Payroll Mgmt. = 5 Projects Mgmt. = 7 Revenue Accounting = 3 System Access and Controls = 9 <p>Role Mapping = TBD</p> <p>Training = TBD</p>	<p>Current-State:</p> <p>Cataloged Business Processes = 100</p> <ul style="list-style-type: none"> Related Business Systems = 6 Related Reports = 20 <p>Documentation Status:</p> <ul style="list-style-type: none"> Complete = 100 Partial = 0 Not Started = 0 <p>Implementation:</p> <p>Impacted Agency Business Processes = 100</p> <ul style="list-style-type: none"> Related Business Process Groupings = 12 Planned Spreadsheet Uploads = 1 <p>Level of Impact: People Changes</p> <ul style="list-style-type: none"> High = 13 Medium = 0 Low = 17 None = 38 Uncertain = 0 <p>Level of Impact: Processes Changes</p> <ul style="list-style-type: none"> High = 12 Medium = 8 Low = 29 None = 19 Uncertain = 0 <p>Level of Impact: Technology Changes</p> <ul style="list-style-type: none"> High = 8 Medium = 4 Low = 36 None = 20 Uncertain = 0 <p>Level of Impact: Data Changes</p> <ul style="list-style-type: none"> High = 9 Medium = 6 Low = 40 None = 13 Uncertain = 0 <p>Segments I & II Documentation Update Status</p> <ul style="list-style-type: none"> Not Started = 0 In Progress = 0 Complete = 68 <p>Segment III Documentation Update Status</p> <ul style="list-style-type: none"> Not Started = 0 In Progress = 0 Complete = 0 	<p>Current-State:</p> <p>Cataloged Business Systems = 29</p> <ul style="list-style-type: none"> Criticality: High = 28 Med = 1 Low = 0 None = 0 <p>Documentation Status:</p> <ul style="list-style-type: none"> Complete = 28 Partial = 0 Not Started = 0 <p>Cataloged Interfaces = 16</p> <ul style="list-style-type: none"> Inbound Interfaces = 12 Outbound Interfaces = 4 <p>Implementation:</p> <p>Business Systems Planned for Integration = 19</p> <ul style="list-style-type: none"> Segment I - Documentation Updates: Complete = 7 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 8 Segment II - Documentation Updates: Complete = 0 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 15 Segment III - Documentation Updates: Complete = 5 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 10 <p>Planned Interfaces = 4</p> <ul style="list-style-type: none"> Inbound Interfaces = -1 Outbound Interfaces = 4 	<p>Current-State:</p> <p>Unique FLAIR Data Elements = 76</p> <ul style="list-style-type: none"> Associated Unique Uses = 76 Continued Use - Yes = 75 Continued Use - No = 1 Associated Business Systems = 4 <p>Cataloged Reports = 89</p> <ul style="list-style-type: none"> Criticality: High = 71 Med = 19 Low = 0 None = 0 <p>Implementation:</p> <p>Segments I & II Planned Configurations = 7/9</p> <ul style="list-style-type: none"> Accounts Receivable (AR) Planned Distribution Codes = 1 Asset Management (AM) Planned Location Codes = 808 Planned Associated Area ID's = 171 Commitment Control (KK) Planned Option = Option # 2 - Control General Ledger (GL) Planned Budgetary Value Combo Edits = 473 Planned Local Funds = None Planned Organization ID's = 1303 Planned OA1's = 4 Planned OA2's = None <p>Segment IV Planned Configurations</p> <ul style="list-style-type: none"> Started = 1 Not Started = 1 <p>Conversions & Data Readiness</p> <ul style="list-style-type: none"> Conversions Needed = 9 Agency Data Outside of Primary Source System(s) = 0 <p>Data Readiness/Cleansing Status:</p> <ul style="list-style-type: none"> Complete = 5 In Progress = 0 Not Started = 0 Not Applicable 0 <p>Reports = TBD</p>

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.

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 Processes Technology Data	Tasks completion not meeting deadlines.	Open	9 (High/High)	Tasks owner(s) to work with BA and PMO to overcome obstacles that are hindering meeting deadlines.	Task 543 was not submitted by the due date, October 18, 2024 and is still pending completion.	03/28/24	Morgan Helton
Data	Data Cleansing not completed on time for Mock Conversions.	Open	9 (High/High)	Concerted effort required to ensure data cleansing completed accurately.	The Department is making concerted efforts to ensure data cleansing is complete by Nov. 22, 2024	07/31/24	BU SMEs, BU Chiefs
People Processes Technology Data	Impacted SMEs not attending workshops (e.g. Solution Design)	Open	6 (Medium/High)	Continue to encourage SMEs to attend workshops and review PALM Project documentation as required.		07/31/24	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.	Open	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.	10/28/24	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.	Budget Unit has prepared a timeline for staff to complete both UAT and the LBR.	10/28/24	PMO
People Processes	F&A staff resources limited during End-User UAT Testing due to competing priorities and vacant positions.	Open	6 (High/Medium)	11/04/24-Mitigation plan in progress			F&A

DJJ Issues

Critical Operational Elements	Issue Description	Status	Priority	Resolution Plan	Reporting Period Comments or Updates	Planned or Actual Resolution Date	Owner / Coordinator
People Processes	Verify previously "completed" tasks found to be incomplete or inaccurate (Task 328)	Closed	High - Impacts the ability of the agency to meet deadlines or milestones	Business Analyst working with affected BU Chiefs and SMEs to understand task requirements, rework the tasks, and complete them accurately.	Business Units documented additional business process to reflect PALM changes/impacts that were previously incomplete.	10/18/24	BU SMEs
Technology Data	Task 514 (Complete Data Readiness Analysis and Data Cleansing Activities for Segment I and II) not completed	Closed	High - Impacts the ability of the agency to meet deadlines or milestones	Complete the data analysis and cleansing activities for the task's data elements.	Data Plan is complete. Data cleansing activities have been completed.	10/18/24	BA, F&A, Budget, and General Services
Processes Data	Task 515 (Identify Change Impacts and Update Agency Business Progress Documentation for Segments I and II) not completed	Closed	High - Impacts the ability of the agency to meet deadlines or milestones	Reconcile documentation provided via email, Task Card and documented in SmartSheet to determine outstanding documentation. Then, collaborate with Business Units to update any missing documentation.	Business Units documented impacted business process to reflect PALM changes/impacts.	10/25/24	BA and BU Chiefs
Data	Task 526 - Data Readiness Analysis and Data Cleansing Activities for Segment III	Closed	High - Impacts the ability of the agency to meet deadlines or milestones	BA to work with BU PALM Administrators to resolve.	Data cleaning for contracts and grants have been completed. DJJ will work with FACTS to complete their data cleansing activities in their own time. Progress has been made in updating policies surrounding grant coding in order to better maintain accurate data prior to conversion.	10/18/24	PMO
Processes	Task 527 - Identify Change Impacts and Update Agency Business Process Documentation for Segment III	Closed	High - Impacts the ability of the agency to meet deadlines or milestones	Update the existing Business Processes using the standardized business process documentation template.	Business Units documented impacted business process to reflect PALM changes/impacts.	10/18/24	BU Chiefs, BU SMEs, PALM Admins, and BA
People	Business Analyst (BA) shortage	Open	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 Technology	FL PALM Voucher processes/systems will be able to replace current voucher system (Axiom Pro).	Logged	08/01/23	Marcia Haye, Evelyn Jacobs	FL PALM will not replace DJJ's current document management system (Axiom Pro).
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	Availability of adequate resources (SMEs) dedicated to work on required PALM tasks.	Logged	04/17/24	All	Business Units are experiencing staffing shortages which impact PALM Tasks.
People	PMO would be fully staffed.	Logged	04/17/24	All	PMO not fully staffed.
Technology	Software licenses would be available for PMO staff to manage the project.	Logged	04/17/24	Godfrey Ekata, Morgan Helton	PM has received the Software license for Microsoft Project.
Processes	Previously worked and submitted PALM tasks would have been complete and accurate.	Logged	04/17/24	SMEs, PMO	PMO working with SMEs to update and/or correct previous tasks that are incomplete or inaccurate.
Processes Technology Data	PALM will not provide the same reporting capabilities that current ABS 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 meets or exceeds the current reporting capabilities of ABS (based on the information provided to-date).
People	DJJ PMO can drive the implementation of the PALM Project with four team members.	Logged	04/17/24	PMO	Advertising for one vacancy.
People	There is a commitment to the project goals from all stakeholders.	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.
Processes Technology	The project schedule will be used to establish and monitor the nature and progress of tasks supporting defined milestones and deliverables.	Logged	04/23/24	PMO	This has been implemented.
People Processes Technology Data	The current FLAIR system will function until PALM is implemented in production.	Logged	04/23/24	F&A, Budget, General Services, HR, Contracts, Grants	PMO learned that the two systems will not run concurrently.
People Technology	There is a sufficient talent pool within the budget from which to hire state staff resources.	Logged	04/23/24	PMO, F&A, General Services	DJJ received budget for PALM related activities.
People Processes Technology	There will be sufficient engagement by DJJ's resources knowledgeable about agency business processes and technical capabilities.	Logged	04/23/24	F&A, Budget, General Services, HR, Contracts, Grants, Revenue	
Processes	The PALM team will stick with implementation schedule and will not deviate.	Logged	04/23/24	PMO	
Processes	The PALM team will determine the PALM-related tasks to be performed by DJJ staff to support the design and build of PALM.	Logged	04/23/24	F&A, Budget, General Services, HR, Contracts	PALM periodically assigns tasks to DJJ for completion.
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	DJJ SMEs understand and document their internal processes and modify them where possible to accommodate PALM functionalities.	Logged	04/23/24	F&A, Budget, General Services, HR, Contracts, Grants, Revenue	The initial documentation has gaps that are being corrected.
Processes Technology Data	DJJ understands and will document the current state of its technical architecture and business systems and modify to integrate with the financial management solution.	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.
Technology	DJJ has the budget needed to perform tasks assigned.	Logged	04/23/24	Budget, IT	
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.
Processes Technology	UAT training with SMEs and end users will in in the lab on site.	Logged	07/15/24	F&A, Budget, General Services, HR, PMO, TLC, IT	TBD

DJJ 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	Segment IV Design Workshop	09/10/24	SMEs, Agency Liaison	Agenda: Carry/Certified Forwards, Year-End Closing and SpeedKeys	
People	CoLab's Change Management Workshop	09/17/24	Agency Liaison	Discussion on how best to manage and influence change in project management.	
People Processes	Advisory Council Meeting	09/18/24	Agency Liaison, F&A, Budget SMEs	Discussed IW Tool for Master Balance File Analysis and Budget Control additional options	
People Processes Technology	Task Talk	09/19/24	Agency Liaison, F&A, IT	Q&A on current PALM tasks	
People Processes Technology Data	Contracts Bi-Weekly PALM Check In	10/01/24	SMEs, Agency Liaison, PM	Status check on PALM Tasks	Reviewed Risks and Issues log, cover outstanding tasks, review upcoming tasks and forthcoming design meetings.
People Processes Technology Data	F&A Bi-Weekly PALM Check In	10/03/24	Chief, SMEs, Agency Liaison, PM	Status check on PALM Tasks	Reviewed Risks and Issues log, cover outstanding tasks, review upcoming tasks and forthcoming design meetings.
People Processes Technology Data	General Services Bi-Weekly PALM Check In	10/03/24	Chief, SMEs, Agency Liaison, PM	Status check on PALM Tasks	Reviewed Risks and Issues log, cover outstanding tasks, review upcoming tasks and forthcoming design meetings.
People Processes Technology Data	Budget Bi-Weekly PALM Check In	10/04/24	Chief, SMEs, Agency Liaison, PM	Status check on PALM Tasks	Reviewed Risks and Issues log, cover outstanding tasks, review upcoming tasks and forthcoming design meetings.
People Processes Technology Data	HR Bi-Weekly PALM Check In	10/04/24	Chief, SMEs, Agency Liaison, PM	Status check on PALM Tasks	Reviewed Risks and Issues log, cover outstanding tasks, review upcoming tasks and forthcoming design meetings.
People Processes	Executive Steering Committee	10/08/24	Agency Liaison	Stay abreast of the latest information/progress of the PALM Project	
People Processes Technology Data	FACTS Workshop	10/09/24	Agency Liaison, SMEs	Learn how FACTS will be impacted by PALM.	Data cleansing for FACTS data to be released by DFS in the future.
People Processes Technology Data	Task Talk	10/10/24	SMEs, Agency Liaison, PM	Discussion on recently released and nearly due Project tasks	
Processes Data	General Services Bi-Weekly PALM Check In	10/14/24	Chief, SMEs, Agency Liaison, PM	Status check on PALM Tasks	Reviewed Risks and Issues log, cover outstanding tasks, review upcoming tasks and data cleansing efforts.
Processes Data	Contracts Bi-Weekly PALM Check In	10/15/24	SMEs, Agency Liaison, PM	Status check on PALM Tasks	Reviewed Risks and Issues log, cover outstanding tasks, review upcoming tasks and forthcoming design meetings.
People Processes Technology Data	Advisory Council Meeting	10/16/24		Stay abreast of the latest information/progress of the PALM 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 *

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DJJ Status Report Confirmation

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