Helpful Links

- Dashboard Snapshots
- Florida PALM Resources
- Florida PALM Workbook for DJJ
- 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

January - February 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 = 10
- Duplicate Filled Role = 2
- Vacant Role = 2

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 = 0.00%

- Submitted Complete = 0
- Submitted Incomplete = 1
- Completed After Submission = 0

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 = 96.96%

- Submitted On Time = 15
- Submitted Late = 5
- 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 = 7
- 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
	Technology	**504**	Update Agency Business System Documentation for Segment I	10/30/23	01/12/24	100% - Submitted	**01/11/24**			
	Technology	**505**	Update Florida PALM Interface Inventory for Segment I	10/30/23	01/12/24	100% - Submitted	**01/11/24**			
	Processes	**508**	Review Payroll Wave Business Process Models	11/06/23	01/26/24	100% - Submitted	**01/29/24**	Our Payroll SMEs have anlyzed the documents and we dont have any questions at this time. Payroll team will present their analysis study during the next Monthly touchpoint meeting.		
	N/A	**509**	Submit Bimonthly Agency Readiness Status Report	12/28/23	01/12/24	100% - Submitted	**01/12/24**			
	N/A	**510**	Manage Agency Specific Implementation Schedule, Risks and Issues	12/28/23	02/29/24	100% - Submitted	**01/29/24**			
	People	**511**	Update CCN and Contacts	01/08/24	01/26/24	100% - Submitted	**01/29/24**	No changes in CCN		
Indirect	People	**512**	Identify Future Florida PALM End Users	01/16/24	03/01/24	100% - Submitted	**03/01/24**	The position number detail on line 15 and 68 is complte. The position on Line 82,83,94,101 is generic and it does not have the requested information	Submission Incomplete	03/08/24
Direct	Data	**513**	Complete Configuration Workbooks for Segments I and II	02/12/24	04/12/24	50% - In Progress				
N/A	Data	**514**	Complete Data Readiness Analysis and Data Cleansing Activities for Segments I and II	01/29/24	04/12/24					
N/A	Processes	**515**	Identify Change Impacts and Update Agency Business Process Documentation for Segments I and II	01/29/24	04/12/24					
N/A	Technology	**516**	Update Agency Business System Documentation for Segment II	01/29/24	04/12/24					
Indirect	Technology	**517**	Update Florida PALM Conversion Inventory for Segment II	01/29/24	04/12/24					
Indirect	Technology	**518**	Update Florida PALM Interface Inventory for Segment II	01/29/24	04/12/24					
N/A	Technology	**519**	Remediate Agency Business Systems based on Segment I	01/29/24	06/28/24					
N/A	People	**520**	Update Authorized Smartsheet Users	02/05/24	02/16/24	100% - Submitted	**02/16/24**			
N/A	N/A	**521**	Submit Bimonthly Agency Readiness Status Report	03/01/24	03/11/24	100% - Submitted	**03/13/24**			
N/A	N/A	**522**	Manage Agency Specific Implementation Schedule, Risks and Issues	03/01/24	04/30/24					

People

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

Implementation:

Planned Florida PALM End Users = 107

- Business Process Groupings = 12

Role Mapping = TBD

Training = TBD

Processes

The sequence of procedures to accomplish a business objective.

Current-State:

Cataloged Business Processes = 97

- Related Business Systems = 3
- Related Reports = 15
- **Documentation Status:**

- Complete = 97 Partial = 0 Not Started = 0

Technology

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

Current-State:

Cataloged Business Systems = 11

- **Criticality:**

- High = 9 Med = 0 Low = 1 None = 1
- **Documentation Status:**

- Complete = 10 Partial = 0 Not Started = 0

Cataloged Interfaces = 16

- Inbound Interfaces = 12
- Outbound Interfaces = 4

Data

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

Current-State:

Unique FLAIR Data Elements = 76

- **Associated Unique Uses = 76**

- Continued Use - Yes = 75
- Continued Use - No = 1
- **Associated Business Systems = 4**

Cataloged Reports = 515

- **Criticality:**

- High = 131 Med = 613 Low = 2 None = 1

Implementation:

Impacted Agency Business Processes = TBD

Implementation:

Business Systems Planned for Integration = 8

• Segment I - Documentation Updates:

- Complete = 0 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 8

• Segment II - Documentation Updates: TBD

Planned Interfaces = 9

- Inbound Interfaces = 5

- Outbound Interfaces = 4

Implementation:

Configuration Workbooks = TBD

Conversions = 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.

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	CCN role vacancies. Out of the CCN 14 assigned roles, three of the primary roles and two backup roles are vacant. Duplications are due to backup role assignments and limited personnel.	Open	9 (High/High)	Positions and funds have been approved effective 10/1, to recruit and hire skilled personnel dedicated to the FL PALM project.	July - August 2023, this risk will be present until vacancies are filled or another staffing solution is presented. November - December 2023, onboarding three (3) candidates to fill CCN vacancies. January - February 2024, filled two (2) CCN roles (Change Champion Primary and Backup). March - April 2024, filled two CCN roles (Project Management Primary and Agency Liaison Primary).	03/11/24	Jay Nayana
People	External Audits present a risk for consuming time and personnel that would have been tasked toward FL PALM activities	Open	4 (Medium/Medium)	Ensure that if an external audit is assigned to a specific bureau that analysis is conducted to gauge the impact against current and upcoming tasks. Internal audits may offer some flexibility toward deadlines and resources that should be explored.	November - December 2023, this risk was not present during the reporting period. January - February 2024, this risk was not present during the reporting period.	01/29/24	Jay Nayana
People	Changes in CCN or SMEs present a risk for incomplete knowledge transfer and potential lack of authority or leadership depending on the scale of the change.	Open	2 (Medium/Low)	Ensure project information is shared throughout CCN and SME stakeholder pools in the event of a vacancy. Utilize backups whenever possible to avoid taxing individual resources.	September - October 2023, this risk is ongoing. November - December 2023, changes in CCN occurred during the period. January - February 2024, filled two CCN roles. March - April 2024, filled two (2) CCN roles. January - February 2024, filled two (2) CCN roles (Change Champion Primary and Backup). March - April 2024, filled two CCN roles (Project Management Primary and Agency Liaison Primary).	03/11/24	Jay Nayana

DJJ Issues

Critical Operational Elements	Issue Description	Status	Priority	Resolution Plan	Reporting Period Comments or Updates	Planned or Actual Resolution Date	Owner / Coordinator
People	Subject Matter Expert (SME) time constraints.	Open	High - Impacts the ability of the agency to meet deadlines or milestones	Recruit and hire skilled personnel to achieve objectives and tasks for the FL PALM project. DJJ has implemented a discretionary spending plan to augment salaries for positions within the Department, including FL PALM related positions.	July - August 2023, this issue will be on-going until the staffing issue can be resolved. September - October 2023, ongoing. November - December 2023, ongoing. January - February 2024, hired two SMEs in Finance and Accounting.	06/30/24	Jay Nayana
Processes	Processes are not well documented or not documented at all.	Closed	High - Impacts the ability of the agency to meet deadlines or milestones	Interview process owners to gain a better understanding and detail each element.	July - August 2023: Status defined. September - October 2023: Working on Task 328, to document and submit confirmation of current agency fiscal and payroll processes, including the people and any agency business systems (ABS) engaged in the processes. Task due December 15.	01/29/24	Jay Nayana

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	Gap analysis has been scheduled, awaiting further resources to conduct analysis.
Processes Data	Chart of Account (COA) will not change beyond what the FL PALM team has forecast	Logged	08/01/23	Marcia Haye	Changes to COA have been identified and are being considered with the rest of our remediation processes.

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 Data	Segment II Design discussion with Budget Office	01/25/24	Agency Liaison, IT SMEs and Budget SMEs	Post workshop dicussion.	January 2024
People Processes Data	Segment II Design discussion with General services Office	01/25/24	Agency Liaison, IT SMEs and GS SMEs	Post workshop dicussion.	January 2024
People Processes Technology Data	Transaction mapping document	02/12/24	F&A and IT	Discuss and document the transaction mapping between FLAIR and PALM	February 2024
People Processes	Segment III Business Process Models Pre Discussion	02/09/24	Agency Liaison, SMEs	Pre Discussion and material distribution	February 2024
People Processes Technology	Segment II Design WorkShop	01/08/24	F&A and IT SMEs	Discussed the questinnaires related to the workshop	January 2024
Processes Technology	Task 504, 505 Submission	01/12/24	IT	The task is to identify the interfaces pertaining to Segment I Design	December 2023 - January 2024

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

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DJJ Status Report Confirmation

Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
January - February 2024	Heather DiGiacomo	heather.digiacomo@fldjj.gov	03/11/24
November - December 2023	Heather DiGiacomo	heather.digiacomo@fldjj.gov	01/12/24
September - October 2023	Heather DiGiacomo	heather.digiacomo@fldjj.gov	11/09/23
July - August 2023	Heather DiGiacomo	heather.digiacomo@fldjj.gov	09/11/23