# 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**

July - August 2025

**Agency Sponsor**

Alton L. "Rip" Colvin, Jr.

## RW Task Timeliness

### Direct Impact Task Timeliness



**Direct Impact Task Timeliness:**

**Score = 92.79%**
- Submitted On Time = 35
- Submitted Late = 8
- Pending Submission = 0

### Other Task Timeliness



**Other Task Timeliness:**

**Score = 83.46%**
- Submitted On Time = 54
- Submitted Late = 23
- Pending Submission = 0

The RW Task Timeliness dials reflect the timeliness of your agency's submission of all RW tasks based on the task due date. Calculations are based on all RW tasks to date.

## RW Task Completeness

### Direct Impact Task Completeness



**Direct Task Completeness:**

**Score = 80.00%**
- Submitted Complete = 23
- Submitted Incomplete = 4
- Completed After Submission = 15

### Other Task Completeness



**Other Task Completeness:**

**Score = 80.20%**
- Submitted Complete = 29
- Submitted Incomplete = 2
- Completed After Submission = 19

The RW Task Completeness dials reflect the completeness of your agency's task submissions based on the task rubric. Calculations of task completeness includes all RW Tasks since RW 512.

**Change Champion Network:**
- Unique Filled Role = 13
- Duplicate Filled Role = 2
- Vacant Role = 0

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

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 |
|---|---|---|---|---|---|---|---|---|---|---|
| Direct | Technology | 576 | Complete Internal Agency Business System Test and Remediation to prepare for Cycle 2 - Technical Interface Testing | 01/06/25 | 07/25/25 | 100% - Submitted | 04/11/25 | 4/11/25:RC requested submission be changed back to 50%. JAC continues remediation and unit testing. Addendum completion does not complete task. | Submission Complete | 08/26/25 |
| Indirect | Processes | 574 | Prepare Documentation for User Acceptance Testing | 06/02/25 | 10/17/25 | 75% - Consolidating/Inputting Information for Submission | | | | |
| N/A | People | 610 | Update Authorized Smartsheet Users | 06/23/25 | 07/11/25 | 100% - Submitted | 07/07/25 | | N/A | |
| Direct | Technology | 591 | Confirm IDP Configuration for Florida PALM | 06/23/25 | 07/11/25 | 100% - Submitted | 07/10/25 | | Submission Complete | |
| Indirect | N/A | 593 | Update Agency Readiness Certification #1 | 06/23/25 | 07/18/25 | 100% - Submitted | 07/17/25 | | Submission Complete | |
| N/A | N/A | 611 | Submit Bimonthly Agency Readiness Status Report | 07/01/25 | 07/10/25 | 100% - Submitted | 07/10/25 | | Task Closed - Submission Incomplete | |
| N/A | People | 616 | Share Florida PALM Updates | 07/14/25 | 07/25/25 | 100% - Submitted | 07/25/25 | JAC's Website: https://justiceadminorg.sharepoint.com/s | Submission Complete | |
| Direct | People | 573-B | Complete and Submit End User Role Mapping Worksheet for remaining End Users. | 07/14/25 | 10/17/25 | 25% - Beginning Initial Internal Meetings and Information Gathering | | | | |
| Indirect | N/A | 660 | Submit Monthly Progress Report - Testing | 08/04/25 | 08/29/25 | 100% - Submitted | 09/02/25 | | Submission Complete | |
| Direct | Data | 587-A | Complete Data Cleansing Based on Mock Conversion 3 | 08/11/25 | 10/17/25 | 25% - Beginning Initial Internal Meetings and Information Gathering | | | | |
| Direct | Data | 587-B | Complete Data Cleansing Based on Mock Conversion 3 – APC001 Suppliers | 08/11/25 | 10/17/25 | | | | | |
| Direct | Data | 661 | Update Conversion Field Mapping | 08/11/25 | 10/17/25 | | | | | |
| Direct | Data | 662 | Submit Updated Configuration Workbooks | 08/11/25 | 10/17/25 | | | | | |
| N/A | N/A | 617 | Submit Bimonthly Agency Readiness Status Report | 08/29/25 | 09/10/25 | 100% - Submitted | 09/10/25 | | Submission Incomplete | 09/12/25 |
| Indirect | N/A | 664 | Submit Monthly Progress Report - Testing | 09/02/25 | 09/30/25 | | | | | |

## 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

| Status | Date Opened | Date Closed | Risk Category | Risk Title | Trend | Risk Rating | Background | Monitor/Mitigation Plan/Resolution | Impact if Risk Becomes an Issue | Reporting Period Comments for July - August 2025 |
|---|---|---|---|---|---|---|---|---|---|---|
| Open and Monitoring | 05/09/25 | | Business Process Change Staffing/Resource Availability Training User Acceptance | User Acceptance Testing (UAT) and complete test coverage | Stable | 6 (High/Medium) | UAT coincides with year-end and financial statements, impacting JAC's Accounting and Financial Services teams heavily | JAC is developing UAT planning materials and targeted communications aimed at preparing staff for UAT and its anticipated | JAC staff will inadequately prepare for UAT or fall behind on year-end duties. | JAC modified risk background and mitigation to more accurately reflect the original intent of the risk. |

| Open and Monitoring | | | User Acceptance Testing | | | | | teams heavily. | UAT and its anticipated time commitments. This will allow staff to better prepare for the increased workload that UAT presented in addition to standard year end busy season. | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Open and Monitoring | 05/05/25 | | Agency Business System | Limited Sample Data | Increasing | 4 (Medium/Medium) | Limited sample data available for interface testing | Waiting for more test data to be available during interface testing and UAT | Agency Business Systems may have issues which were not discovered earlier | Closed |
| Open and Monitoring | 05/12/25 | | Agency Business System Post Implementation | Transfer of FLAIR IW data to PALM DW fails. | Stable | 3 (High/Low) | The Florida PALM plan indicates that FLAIR IW data will be extracted and stored in PALM DW. If this process fails, the agency will be without historical data needed for reporting | As of July 2025, we will monitor the risk and updates from the Florida PALM team related to DW. In the future, we may need a more robust plan. At this time, JAC does not have a viable mitigation plan to address the risk. | The agency would be unable to access data to be able to complete reports using historical data. The Risk would elevate to an issue. At this time, JAC does not have a viable response plan if this were to become an issue. | JAC does not have an internal Data Warehouse. Risk is still valid and stable. |
| Open and Mitigating | 04/30/25 | | Business Process Change User Acceptance Testing | Project/Grant Tracking - Revenue and Disbursement | Decreasing | 3 (High/Low) | JAC anticipates losing priority accounting data elements (e.g., EO / L5) in the transition to PALM, which will require JAC to create a large volume of new projects for every grant or revenue stream in order to track both revenue and disbursements. | We are working with each JRO to set up projects they need to be tracked. | Due to the large volume of Projects created, JAC may fail to create all required Projects prior to go-live. In addition, JAC won't be able to provide accurate reporting at the grant/project level. | Due to the anticipated project delay JAC expects sufficient time to work with JROs and set up projects that need to be tracked. At this time, the risk is mitigated and closed, however should the risk to JROs resurface, JAC will log the risk again as a new risk. |
| Open and Monitoring | 05/09/25 | | Agency Business System | Business Management Operations System (BOMS) | Decreasing | 3 (High/Low) | JAC, and the Judicial Related Offices (JROs) JAC serves, utilize an external business system (BOMS) for core business functionality. BOMS requires substantial remediation efforts to meet PALM requirements, including system and process-based changes. | JAC formed an Advisory Council comprised of JRO leaders to work with the vendor on remediation activities. JAC will continue to assist the Advisory Council when requested regarding activities related to BOMS. to support the successful remediation of the system and associated processes. | If BOMS remediation is unsuccessful, substantial manual workarounds would need to be developed to continue core business operations across JAC and the JROs it serves. | JAC understands BOMS remediation is based on a four (4) build model. It has been reported that build 1 has been submitted for testing and build 2 is in progress. |
| Open and Monitoring | 04/30/25 | | Post Implementation | Downtime during transition | Increasing | 1 (Low/Low) | In the period between FLAIR sunsetting and PALM go-live, JAC risks violation of prompt payment statutes, and anticipates significant transactional volume backlog and increased calls from vendors regarding payment schedules. | Monitor schedule and plan accordingly, constant communication with the JROs and vendors on the delay and timelines. | This will cause a significant disruption to the workflow as well as compliance and interest penalties owed to vendors. JAC will work through the backlog as quickly as possible. | JAC is in the process of quantifying the level of disruption potential. The number of invoices will be affected by the time of the transition - a June/July shutdown will impact invoices differently than a Dec/January shutdown. |

## JAC Issues

| Date Opened | Date Closed | Issue Category | Issue Title | Priority | Background | Action Plan | Planned or Actual Resolution Date | Reporting Period Comments for July - August 2025 |
|---|---|---|---|---|---|---|---|---|
| | | | | | | | | |

## JAC Assumptions

| Critical Operational Elements | Assumption | Status | Date Logged or Removed | Impacted Stakeholder(s) and/or System(s) | Reporting Period Comments for July - August 2025 |
|---|---|---|---|---|---|
| People Processes | 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 delays | Logged | 05/09/25 | All Stakeholders and Systems | JAC validates assumption for reporting period |
| People Processes | Stakeholder input will be provided in a timely manner so as to not impede the progress of the Project | Logged | 05/09/25 | All Stakeholders and Systems | JAC validates assumption for reporting period |
| Technology | There will be no technical barriers to the integrations required for future-state data exchange between JAC systems and those impacted by PALM. | Logged | 05/09/25 | All Agency Business Systems | JAC validates assumption for reporting period |
| Data | JAC assumes data will be fully cleansed, and remain cleansed, prior to go-live. | Logged | 05/09/25 | All JAC staff, including JRO fiscal staff. | JAC validates assumption for reporting period |
| People Processes Technology | JAC will recieve requested funding throughout the duration of the PALM project lifecycle. | Logged | 05/09/25 | All JAC staff | JAC validates assumption for reporting period |
| People Processes Technology | All JAC agency business system remediation projects that require direct interface with PALM will successfully achieve PALM and JAC requirements. | Logged | 05/09/25 | All JAC staff | JAC validates assumption for reporting period |
| Processes | JAC assumes the Florida PALM team will provide clarity regarding process to create certified forward payables during the cutover period from FLAIR to PALM in a timely manner to allow for necessary preparations to be made across JAC staff. | Logged | 07/07/25 | JAC Accounting, Financial Services, Budget | Removed - PALM addressed |
| People Processes Technology Data | JAC assumes the PALM schedule will be updated to reflect the delay in UAT and provide sufficient time (as much or more than previously scheduled) for UAT when the new schedule is published to Agencies. | Logged | 09/09/25 | All JAC staff | New assumption logged |

## Agency Sponsor Confirmation

The form you are attempting to access is no longer active.

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## JAC Status Report Confirmation

| Reporting Period | Agency Sponsor Name: | Confirmed By: | Confirmation Date: |
|---|---|---|---|
| July - August 2025 | Alton L. Colvin, Jr. | rip.colvin@justiceadmin.org | 09/10/25 |
| May - June 2025 | Alton L. Colvin, Jr. | rip.colvin@justiceadmin.org | 07/10/25 |
| March - April 2025 | Alton L. Colvin, Jr. | rip.colvin@justiceadmin.org | 05/12/25 |
| January - February 2025 | Alton L. Colvin, Jr. | rip.colvin@justiceadmin.org | 03/08/25 |