

RW Task Timeliness

Direct Impact Task Timeliness

Direct Impact Task Timeliness:

Score = 97.88%

- Submitted On Time = 27
- Submitted Late = 5
- Pending Resubmission = 0

Other Task Timeliness

Other Task Timeliness:

Score = 86.71%

- Submitted On Time = 47
- Submitted Late = 20
- Pending Resubmission = 0

RW Task Completeness

Direct Impact Task Completeness

Direct Task Completeness:

Score = 90.63%

- Submitted Complete = 25
- Submitted Incomplete = 0
- Completed After Submission = 7

Other Task Completeness

Other Task Completeness:

Score = 98.86%

- Submitted Complete = 41
- Submitted Incomplete = 0
- Completed After Submission = 3

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.

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 = 14
- Duplicate Filled Role = 0
- 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
N/A	Technology	561	Remediate Agency Business Systems based on Segment IV	10/21/24	03/14/25	100% - Submitted	04/22/25	Marking as complete. Remediation will continue to occur within Task 576.	Submission Complete	
Indirect	People	536-C	Create Agency Specific User Acceptance Testing Plan	12/09/24	05/02/25	100% - Submitted	05/02/25		Submission Complete	
N/A	Processes	560	Submit Change Analysis Tool	12/09/24	05/02/25	100% - Submitted	04/29/25		Submission Complete	
N/A	People	568	Create Training Plan for Agency Managed End User Training	12/09/24	05/30/25	100% - Submitted	03/10/25		Submission Complete	
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	50% - In Progress				
Direct	Data	658-D	Submit Data Field Mapping	02/03/25	03/14/25	100% - Submitted	02/17/25		Submission Complete	
N/A	N/A	589	Submit Bimonthly Agency Readiness Status Report	02/28/25	03/10/25	100% - Submitted	03/10/25	Sponsor submitted confirmation 3/10/25.	Submission Complete	
Direct	Data	567-L	Share, Review, and Update Configuration Workbooks	03/03/25	03/28/25	100% - Submitted	03/28/25		Submission Complete	03/31/25
Direct	Data	567-M	Share, Review, and Update Configuration Workbooks	03/03/25	03/28/25	100% - Submitted	03/07/25		Submission Complete	
Direct	People	579	Confirm UAT SMEs	04/14/25	05/02/25	100% - Submitted	04/29/25		Submission Complete	
N/A	People	598	Share Florida PALM Updates	04/14/25	04/25/25	100% - Submitted	04/23/25		Submission Complete	
N/A	N/A	599	Submit Bimonthly Agency Readiness Status Report	05/01/25	05/12/25	100% - Submitted	05/12/25		Submission Complete	05/12/25
Indirect	Technology	578	Confirm Identity Provider for Florida PALM	05/05/25	05/23/25	50% - In Progress				
Direct	Data	571	Complete Data Cleansing Based on Mock Conversion 2	05/12/25	06/20/25					

People

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

Implementation:

Planned Florida PALM End Users = 66

- Business Process Groupings = 13/13

Identified Subject Matter Experts = 30

Processes

The sequence of procedures to accomplish a business objective.

Implementation:

Impacted Agency Business Processes = 107

- Related Business Process Groupings = 12/13
- Planned Spreadsheet Uploads = 2

Technology

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

Implementation:

Business Systems Planned for Integration = 22

Planned Interfaces = 8

- Inbound Interfaces = 1
- Outbound Interfaces = 7

Data

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

Implementation:

Configuration

- Commitment Control (KK)
- Budget Allotments - Control Option = Option # 2 - Track with Budget
- Account ChartField Tier Selection = Account Tier #1: Highest
- Organization ChartField Translation Tree Selection = Translation Tree #2: Agency-

Defined Tree

• Org Security Rule = Agencywide

• Optional ChartFields

- OA1 = To Be Configured

- OA2 = To Be Configured

- PC Category = To Be Configured

- PC Subcategory = To Be Configured

- PC Source Type = To Be Configured

Conversion

• Optional Conversions

- Accounts Receivable = Not Needed

- Assets = Needed

- Contracts = Needed

- Customers = Not Needed

- Encumbrances = Needed

- Grants = Needed

- Projects = Needed

- Projects Balances = Not Needed

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.

DJJ Risks

Status	Date Opened	Date Closed	Risk Category	Risk Title	Trend	Risk Rating	Monitor/Mitigation Plan/Resolution	Reporting Period Comments for March - April 2025
Open and Monitoring	10/28/24		Staffing/Resource Availability User Acceptance Testing	UAT/LBR Timing Conflict	Stable	6 (Medium/High)	When developing the testing schedule, the Budget Office will need to go first so that an appropriate amount of time is dedicated to both UAT and the LBR due 9/15/25; The agency's LBR schedule started earlier this year due to prepare for this.	Reviewed.
Open and Mitigating	12/03/24		Staffing/Resource Availability User Acceptance Testing	Separations of Qualified Employees - F&A	Increasing	6 (Medium/High)	Encourage SMEs to document and archive their job functions and business processes to allow for swift training and knowledge transfer; Continue to advertise to recruit for vacant positions; Continue to allow for management decisions that support personnel actions to retain qualified employees.	Reviewed.
Open and Mitigating	08/09/24		Conversion/Configuration	Data Cleansing Maintenance	Stable	6 (High/Medium)	Concerted and on-going effort required to ensure data cleansing completed accurately; biweekly meetings with bureaus to discuss ongoing data cleansing and/or process improvements efforts continue.	Reviewed.
Open and Monitoring	11/04/24		Staffing/Resource Availability User Acceptance Testing	Limited Staff for End-User UAT	Stable	6 (High/Medium)	Limited staff resources for business units during end user UAT due to competing priorities and vacant positions.	Reviewed.
Open and Monitoring	02/28/25		Staffing/Resource Availability User Acceptance Testing	Processing Backlog of Invoices	Stable	6 (High/Medium)	Monitoring plan is being discussed.	Reviewed.
Open and Mitigating	02/28/25		Business Process Change Post Implementation	Reliance on Florida PALM and Data Warehouse for Reporting Functionality	Stable	6 (High/Medium)	SMEs to work with Agency Liaison to ensure that all related financial reports and research information are documented and tested during UAT; Bureau staff will study the reports currently available in the Knowledge Center; PMO to stay abreast of changes and/or updates to reports and communicate major changes to pertinent bureaus.	Reviewed.
Open and Mitigating	12/13/24		Agency Business System Interface	Limited Availability of Interface Testing Sample Data	Stable	4 (Medium/Medium)	Test remediations with the sample data that has already been provided. Additionally, agency liaison(s) create agency-specific sample data to test in ABS'.	Reviewed.
Open and Monitoring	03/28/24		Conversion/Configuration	Inaccurate Completion of Project Tasks	Stable	3 (High/Low)	Submissions will be checked by another PALM	Reviewed.

							Administrator/Agency Liaison prior to submission to the Project; associated SME's and PALM administrators will be invited to attend task talks at the beginning of the task.	
Open and Monitoring	11/04/24		Staffing/Resource Availability Training User Acceptance Testing	Staff Involvement in UAT Preparation	Decreasing	3 (High/Low)	Continue to advertise to fill vacancies in a timely manner.	Reviewed.
Open and Monitoring	04/18/25		Agency Business System	Remediation of Axiom Pro	Stable	2 (Medium/Low)	Owner: F&A Monitoring: DJJ is waiting for Image API to analyze API031 and schedule a meeting prior to 5/31/25 for an update.	Reviewed.

DJJ Issues								
Status	Date Opened	Date Closed	Priority	Issue Category	Issue Title	Action Plan	Planned or Actual Resolution Date	Reporting Period Comments for March - April 2025

DJJ Assumptions						
Critical Operational Elements	Assumption	Status	Date Logged or Removed	Impacted Stakeholder(s) and/or System(s)	Reporting Period Comments for March - April 2025	
Processes Data	Chart of Account (COA) will not change beyond what the FL PALM team has forecast	Logged	08/01/23	Marcia Haye (F&A)	No changes to this assumption during this reporting period. This still remains an active assumption.	
People	All SMEs will be available to work on required PALM-tasks.	Logged	04/17/24	Bureau SMEs	No changes to this assumption during this reporting period. This still remains an active assumption.	
Technology	Software licenses will be available for PMO staff to manage the project.	Logged	04/17/24	Project Management Office	PM has not received the Software license for Microsoft Projects.	
People	There is a commitment from end users to the PALM Project.	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.	
People Technology	PALM funding is maintained at the current level or greater allowing current BU-specific PALM administrators to be kept on staff.	Logged	04/23/24	PMO, F&A, General Services, Budget	DJJ anticipates receiving the same amount of funding to continue operations at the same level for FY2025-26.	
People Processes Data	There will be sufficient engagement from DJJ's SME's who are knowledgeable about agency business processes.	Logged	04/23/24	F&A, Budget, General Services, HR, BPCA, BCM	No changes to this assumption during this reporting period. This still remains an active assumption.	
People Processes Technology Data	The PALM team will provide sufficient and adequate guidance to DJJ.	Logged	04/23/24	F&A, Budget, General Services, HR, BPCA, BCM, PMO	No changes to this assumption during this reporting period. This still remains an active assumption.	
People	DJJ PMO can drive the implementation of the PALM Project with four team members.	Logged	12/03/24	PMO	PMO has been 50% staffed during this reporting period.	
Data	Unreconciled payroll warrants will not be included in the Outstanding Warrant Report (APR018).	Logged	04/21/25	HR	No changes to this assumption during this reporting period. This still remains an active assumption.	
Technology	Image API, the company responsible for remediating Axiom Pro, will have remediated Axiom Pro such that it will be available for agency testing in August 2025.	Logged	04/25/25	F&A	No changes to this assumption during this reporting period. This still remains an active assumption.	
People Technology	Cutover will be no longer than approximately 3 weeks.	Logged	04/30/25	Supplier payments	Awaiting more details on cutover.	
Technology	PALM will incorporate additional interfaces after Go-Live, if needed by DJJ.	Logged	05/01/25	IT, F&A	New assumption logged for this period.	
Technology Data	PALM will not alter the interfaces DJJ has selected.	Logged	05/01/25	IT	New assumption logged for this period.	
Data	If balances on purchase orders in AOD are different than what's in FLAIR, when encumbrance data is converted to PALM, AOD will update to reflect the FLAIR/PALM balances. As long as encumbrance balances are maintained in FLAIR, the full balances of the purchase orders from AOD will not be converted to PALM, potentially causing budget checking issues.	Logged	05/01/25	F&A, Budget, General Services	New assumption logged for this period.	
Data	We assume that all identified Florida PALM roles are included on the export from the PALM website.	Logged	05/05/25	Agency Liaison and SMEs	New assumption logged for this period.	
Data	We assume that all identified Florida PALM reports are included on the export from the PALM website.	Logged	05/05/25	Agency Liaison and SMEs	New assumption logged for this period.	
People Data	Role assignments provided by DJJ are assigned correctly prior to UAT.	Logged	05/02/25	UAT SMEs and SAMs	New assumption logged for this period.	
Processes	DFS A&A will provide agencies with new policies by the start of Florida PALM End User Acceptance Testing (UAT) in December. New policies will allow DJJ to adjust any agency specific test scripts.	Logged	05/08/25	All end users involved in UAT	New assumption logged for this period.	

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

DJJ Status Report Confirmation			
Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
March - April 2025	Heather DiGiacomo	heather.digiacomo@fldjj.gov	05/09/25
January - February 2025	Heather DiGiacomo	heather.digiacomo@fldjj.gov	03/10/25