

RW Task Timeliness

Direct Impact Task Timeliness



Direct Impact Task Timeliness:

Score = 98.68%

Submitted On Time = 48

Submitted Late = 5

Pending Submission = 0

Other Task Timeliness



Other Task Timeliness:

Score = 90.97%

Submitted On Time = 83

Submitted Late = 20

Pending Submission = 0

Direct Impact Task Completeness



Direct Task Completeness:

Score = 88.46%

Submitted Complete = 42

Submitted Incomplete = 4

Completed After Submission = 6

Other Task Completeness



Other Task Completeness:

Score = 96.67%

Submitted Complete = 70

Submitted Incomplete = 2

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	People	607	Update Training Plan	04/06/26	06/05/26	100% - Submitted	06/05/26			Submission Complete	
Direct	Data	713	Confirm Supplier Records	04/20/26	05/22/26	100% - Submitted	05/14/26			Submission Complete	
Direct	Data	698	Complete Data Cleansing in Preparation for Dry Run 2	04/20/26	06/17/26	100% - Submitted	06/17/26			Submission Complete	
N/A	N/A	677	Submit Bimonthly Agency Readiness Status Report	05/01/26	05/11/26	100% - Submitted	05/11/26			Submission Complete	
Indirect	N/A	678	Submit Monthly Progress Report - Testing, Training	05/01/26	05/29/26	100% - Submitted	05/29/26			Submission Complete	
Indirect	Data	699	Maintain Configuration and Conversion Workbooks	05/01/26	05/29/26	100% - Submitted	05/29/26			Submission Complete	
Indirect	People	700	Maintain Role Mapping Worksheet	05/01/26	05/29/26	100% - Submitted	05/29/26			Submission Complete	
N/A	Processes	602	Update Agency Business Process Documentation	05/04/26	10/30/26	50% - In Progress					
N/A	People	604	Create Agency-Specific Learning Materials to Support End Users	05/04/26	10/30/26	50% - In Progress					
Direct	Data	701	Submit Configuration and Conversion Workbooks	06/01/26	06/17/26	100% - Submitted	06/17/26			Submission Complete	
Direct	People	702	Submit Role Mapping Worksheet	06/01/26	06/26/26	100% - Submitted	06/25/26			Submission Complete	
Indirect	N/A	679	Submit Monthly Progress Report - Testing, Training	06/01/26	06/30/26	100% - Submitted	06/30/26			Submission Complete	
Indirect	N/A	619	Update Agency Readiness Certification #3	06/22/26	07/10/26	50% - In Progress					
Indirect	Technology	586	Create Agency Deployment Plan and Cutover Checklist to Prepare for Go-Live	06/29/26	09/11/26	25% - Beginning Initial Internal Meetings and Information Gathering					
N/A	N/A	680	Submit Bimonthly Agency Readiness Status Report	07/01/26	07/10/26	100% - Submitted	07/10/26				
Indirect	N/A	681	Submit Monthly Progress Report - Testing, Training, Cutover	07/01/26	07/31/26	50% - In Progress					
Indirect	Data	703	Maintain Configuration and Conversion Workbooks	07/01/26	07/31/26	50% - In Progress					
Indirect	People	704	Maintain Role Mapping Worksheet	07/01/26	08/21/26	50% - In Progress					

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	Primary Risk Category	Risk Title	Trend	Risk Rating	Background	Monitor/Mitigation Plan/Resolution	Impact if Risk Becomes an Issue	Reporting Period Comments
Closed	12/22/25	05/21/26	User Acceptance Testing	Limited SME and Staff availability for UAT could negatively	Stable	9 (High/High)	Project SMEs and staff performing UAT also need to perform their regular duties during the same period. This	Escalate the staffing issue to leadership; Request additional hiring resources.	UAT and regular work delays, reduced deliverable quality and increased risk of rework.	Closed 5/21/2026

				impact testing and its outcome - Finance and Accounting			implies limited availability for either UAT or regular duties, which could affect UAT negatively. Attempts are being made by the affected bureaus to boost staffing, but the the gaps still remain because is has been difficult to find capable persons to fill vacant positions.			
Closed	04/21/25	05/21/26	Conversion/Configurator	Encumbrance Conversions into Florida PALM	Increasing	9 (High/High)	Current agency business processes do not include the active management of encumbrances balances throughout the year. Contract encumbrances are not managed by bureaus so that they remain in balance with approved allotments. The management of encumbrances is done manually in FLAIR at year-end.	Budget (Mitigation): Budget PALM Administrator and FCO Analyst actively monitor the FWOS, the FCO Tracking Log, and the FLAIR Encumbrance report to reconcile actual expenditures and encumbrance balances. If updates are needed to an contracted activation encumbrance, request is sent by the Budget Office to F&A for updates. Additionally, encumbrance information is provided by Budget staff when approving invoices submitted through FIBS to ensure encumbrances are utilized for payments. Encumbrances established thru AOD are the responsibility of the Requester, so if a discrepancy is noticed, Budget staff email the Requester requesting for encumbrance updates to be made through AOD as to not further disconnect the relationship of encumbrance between AOD and FLAIR.	Duplicate encumbrances and encumbrances not properly managed (overencumbered) will consume budget when converted to PALM. This will reduce the remaining allotment available to pay invoices.	Closed 5/21/2026
Closed	02/12/26	06/02/26	Interface	Outbound Inter/IntraUnit Interface (IUI003) Needed	Stable	9 (High/High)	The Department did not select the IUI003 interface during interface selections, but have come to understand that this interface will be needed in the Axiom Pro/Print Plus solution when filing supporting documentation for vouchers.	The Department has submitted a SNOW Ticket to request the additional interface, which was approved by the PALM Project Director. The vendor is aware that we have selected this interface and we expect to receive additional information by the end of April 2026.	F&A staff will be responsible for filing IU voucher supporting documentation outside of Axiom Pro until the interface can be integrated.	closed 6/2/26
Closed	05/05/26	05/29/26	User Acceptance Testing	Delay in Downloading Reports due to Zscaler	Increasing	9 (High/High)	DJJ's security solution causes a delay in receiving Florida PALM reports. The delay could be anywhere from 5-20 minutes. This delay impacts timeliness of running test scripts and has the potential to cause missed deadlines during UAT and delay in processing transactions at Go-Live	Mitigation plan is at the initial phase of discussion.	Delay in meeting UAT milestones.	Closed 5/29/2026
Open and Monitoring	12/22/25		User Acceptance Testing	Limited SME and Staff availability for UAT could negatively impact Budget testing and its outcome	Stable	9 (High/High)	Project SMEs and staff performing UAT also need to perform their regular duties during the same period. This implies limited availability for either UAT or regular duties, which could affect UAT negatively. Attempts are being made by the affected bureaus to boost staffing, but the the gaps still remain because is has been difficult to find capable persons to fill vacant positions	Escalate the staffing issue to leadership; Request additional hiring resources.	UAT and regular work delays, reduced deliverable quality and increased risk of rework.	Risk is dependent on timely hiring and leadership resource support.
Open and Monitoring	12/22/25		User Acceptance Testing	Limited SME and Staff availability for UAT could negatively impact General Services testing and its outcome	Decreasing	9 (High/High)	Project SMEs and staff performing UAT also need to perform their regular duties during the same period. This implies limited availability for either UAT or regular duties, which could affect UAT negatively. Attempts are being made by the affected bureaus to boost staffing, but the the gaps still remain because is has been difficult to find capable persons to fill vacant positions.	Escalate the staffing issue to leadership; Request additional hiring resources.	UAT and regular work delays, reduced deliverable quality and increased risk of rework	Risk is dependent on timely hiring and leadership resource support. Decreasing per Pam 2026/05/19
Open and Mitigating	03/10/26		User Acceptance Testing	Delay In Documenting Test Scripts-Budget	Stable	6 (Medium/High)	If SMEs wait on the PALM Project to provide test procedures before writing UAT test scripts, they may be	Use the current business processes documented by DJJ to draft/create generic aspects of tests of the	SMEs could be overwhelmed trying to create the test scripts from scratch during UAT	Since UAT start has been delayed from August 2025 to February 2026, and the Project is providing process steps and video to help in documenting test scripts/procedures this risk has been

							they may be overwhelmed and not have sufficient time to complete the creation of their UAT test scripts.	scripts with assistance from PMO, and then complete the scripts with the PALM Project test procedures when they become available. Budget		overwhelmed, and this has been minimized
Open and Mitigating	03/10/26		User Acceptance Testing	Delay In Documenting Test Scripts-GS	Stable	6 (Medium/High)	If SMEs wait on the PALM Project to provide test procedures before writing UAT test scripts, they may be overwhelmed and not have sufficient time to complete the creation of their UAT test scripts.	Use the current business processes documented by DJJ to draft/create generic aspects of tests of the scripts with assistance from PMO, and then complete the scripts with the PALM Project test procedures when they become available. GS	SMEs could be overwhelmed trying to create the test scripts from scratch during UAT.	Since UAT start has been delayed from August 2025 to February 2026, and the Project is providing process steps and video to help in documenting test scripts/procedures, this risk has been minimized
Open and Mitigating	03/10/26		User Acceptance Testing	Delay In Documenting Test Scripts-HR	Stable	6 (Medium/High)	If SMEs wait on the PALM Project to provide test procedures before writing UAT test scripts, they may be overwhelmed and not have sufficient time to complete the creation of their UAT test scripts.	Use the current business processes documented by DJJ to draft/create generic aspects of tests of the scripts with assistance from PMO, and then complete the scripts with the PALM Project test procedures when they become available. HR.	SMEs could be overwhelmed trying to create the test scripts from scratch during UAT.	4/21/26: (don't have all the process steps for ex : w2 and tuition waiver steps, icons don't even work in PALM). Since UAT start has been delayed from August 2025 to February 2026, and the Project is providing process steps and video to help in documenting test scripts/procedures, this risk has been minimized
Open and Mitigating	06/04/26		Interface	Requirement change on outbound interfaces with scanty documentation	Increasing	6 (Medium/High)	PALM's Comment on the UAT Communication message board on 5/12/26 reads: Outbound interface file layouts - outbound file layouts include a column called "Required Field". This column and the information indicated therein is not an indicator of the nature of the date in that field nor of any intended processing logic that the agency should include in its business system for processing the information. DJJ has built validation tools based on the interface layout requiring fields.	DJJ must rework on Validation logics and Database tables for all the interfaces.	If DJJ ABS expects the required data from PALM, but is not being sent, then it will be an issue where the data is inadequate	If DJJ ABS expects the required data from PALM, but it is not being sent, then it will be an issue where the data is inadequate.
Open and Mitigating	06/05/26		Interface	Interface Delta File Doesn't Contain Delineating Indicators	Increasing	6 (Medium/High)	For the delta files that DJJ receives, there is not an indicator to delineate what is changing on the file.	Use a full file every time	If only Delta files are shared by PALM, for additions, then each record needs to be checked and updated if already present. For deletions, it will not be known as there is no indicator. Difficult to process and must maintain history	If only Delta files are shared by PALM, for additions, then each record needs to be checked and updated if already present. For deletions, it will not be known as there is no indicator. Difficult to process and must maintain history
Closed	11/04/24	05/05/26	User Acceptance Testing	Limited Staff for UAT	Decreasing	6 (High/Medium)	Vacancies and competing priorities within bureaus heavily affected by the implementation of PALM have caused less time to work on preparing for UAT.	Mitigation Plan: bureaus are actively advertising, interviewing, and recruiting for vacancies as they occur. Additionally, bureaus are training backups to work emergency activations, so if needed, they can free up SME's for UAT.	Bureau SME's and staff may be unavailable for UAT if positions are not filled and competing priorities not realigned.	Closed 5/5/2026
Closed	02/28/25	06/04/26	Business Process Change	Reliance on Florida PALM and Data Warehouse for Reporting Functionality	Stable	6 (High/Medium)	FLAIR @ DJJ is an agency system that staff rely on to pull financial information and to conduct research. When PALM goes live, FLAIR @ DJJ will only maintain financial historical information; it will not be remediated to incorporate PALM financial information. Because of this, users will need to rely on untested PALM and Data Warehouse reports for their duties, potentially leading to challenges.	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.	Reporting functionality will be severely hindered.	Closed 6/4/2026
Closed	11/04/24	05/05/26	User Acceptance Testing	Staff Involvement in UAT Preparation	Stable	6 (High/Medium)	Vacancies and competing priorities within the bureaus responsible for UAT preparation are limited with the amount of time spent on preparing for UAT.	Bureau Chiefs are monitoring vacancies and are striving to fill them within a timely manner so that preparation of UAT is not impacted; PALM Administrators within Budget and Finance and Accounting are preparing the majority of the test scripts with input from the SMEs when available.	Preparation and understanding of expectations during UAT will not be learned by UAT SMEs. UAT will be less informed and may take longer to get through test scripts; Staff will not have a sufficient knowledge base or understanding of the elements of PALM, which could lead to frustration, lack of motivation, and prolonged participation in UAT.	Closing this risk since the timeframe for UAT preparation has passed.

DJJ Issues									
Status	Date Opened	Date Closed	Priority	Primary Issue Category	Issue Title	Background	Action Plan	Planned or Actual Resolution Date	Reporting Period Comments
Closed	05/04/26	05/29/26	High - Impacts the ability of the agency to meet deadlines or milestones	User Acceptance Testing	Delay in PALM Report Delivery	Due to the Department's security solution, Florida PALM reports that are downloaded to users' computers either take 5-20 minutes to generate or they aren't generated at all.	Bring to IT Bureau Chief for resolution.	05/31/26	Resolved

DJJ Assumptions						
Critical Operational Elements		Assumption	Status	Date Logged or Removed	Impacted Stakeholder(s) and/or System(s)	Reporting Period Comments for May - June 2026
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 change for this period
People		All SMEs will be available to work on required PALM-tasks.	Logged	04/17/24	Bureau SMEs	Depends on absences and payroll deadlines
People		There is a commitment from end users to the PALM Project.	Logged	04/23/24	All	No change for this period
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	No change for this period
People	Processes	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 change for this period
People	Processes	The PALM team will provide sufficient and adequate guidance to DJJ.	Logged	04/23/24	F&A, Budget, General Services, HR, BPCA, BCM, PMO	Unknown but required F&A
People	Technology	DJJ PMO can drive the implementation of the PALM Project with four team members.	Logged	12/03/24	PMO	No change for this period
Data		Unreconciled payroll warrants will not be included in the Outstanding Warrant Report (APR018).	Logged	04/21/25	HR	This report reflected unreconciled warrants
People	Technology	Cutover will be no longer than approximately 3 weeks.	Logged	04/30/25	Supplier payments	DFS decision
Technology		PALM will incorporate additional interfaces after Go-Live, if needed by DJJ.	Logged	05/01/25	IT, F&A	Unknown but requested by F&A
Technology	Data	PALM will not alter the interfaces DJJ has selected.	Logged	05/01/25	IT	Stable. Required fields that do not have values may primarily affect the future interfaces for F&A
Data		If balances on purchase orders in AOD are different than what's reported 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 balances of the purchase orders from AOD will be successfully converted into Florida PALM	Logged	05/01/25	F&A, Budget, General Services	Still an assumption until conversion occurs.
Data		Zero dollar contracts in FACTS will not be converted to PALM	Logged	10/15/24	BPCA and General Services	Will cause a problem for F&A; Changed stakeholders from BCM and F&A to BPCA and GS
Processes		The BOSP Beneficiary Form will be updated from FLAIR to PALM account values and provided to the agencies prior to PALM Go-Live	Logged	07/25/25	Human Resources	unknown if assumption is accurate per Bureau
People	Data	Employees will be provided training on the object code to account crosswalk.	Logged	08/20/25	UAT SMEs and End-Users involved in UAT Full	No change for this period
People		Identified SMEs and end users will be available throughout UAT and will have documented and understood the test cases assigned to them prior to execution.	Logged	09/05/25	UAT SMEs and End-Users	No change for this period
Technology		The Florida PALM system will remain continuously available and accessible for the full duration of User Acceptance Testing (UAT).	Logged	09/05/25	All End-Users	DFS Decision
Processes		DFS will provide agencies with instructions on how employees can access the Employee Information Center (EIC) in Florida PALM.	Logged	05/08/26	All users	unknown if assumption is accurate per Bureau; DFS decision

Agency Sponsor Confirmation

Fields marked with an asterisk (*) are required.

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:
May - June 2026	T. Dodie Garye	dodie.garye@fldjj.gov	07/10/26
March - April 2026	Heather DiGiacomo	heather.digiacom@fldjj.gov	05/11/26
January - February 2026	Heather DiGiacomo	heather.digiacom@fldjj.gov	03/10/26