

Helpful Links

- Dashboard Snapshots
- Knowledge Center
- 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

November - December 2025

Agency Sponsor

Heather DiGiacomo

RW Task Timeliness

RW Task Completeness

Direct Impact Task Timeliness



Direct Impact Task Timeliness:

Score = 98.54%

- Submitted On Time = 42
- Submitted Late = 5
- Pending Submission = 0

Other Task Timeliness



Other Task Timeliness:

Score = 89.31%

- Submitted On Time = 64
- Submitted Late = 20
- Pending Submission = 0

Direct Impact Task Completeness



Direct Task Completeness:

Score = 84.78%

- Submitted Complete = 35
- Submitted Incomplete = 4
- Completed After Submission = 7

Other Task Completeness



Other Task Completeness:

Score = 98.93%

- Submitted Complete = 52
- Submitted Incomplete = 0
- Completed After Submission = 4

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:

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

- Unique Filled Role = 13
- Duplicate Filled Role = 0
- Vacant Role = 1

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
Indirect	Processes	574	Prepare Documentation for User Acceptance Testing	06/02/25	01/09/26	100% - Submitted	01/09/26			
Direct	People	573-B	Complete and Submit End User Role Mapping Worksheet.	07/14/25	12/19/25	100% - Submitted	12/19/25		Submission Complete	
Direct	Data	587-A	Complete Data Cleansing Based on Mock Conversion 3	08/11/25	11/07/25	100% - Submitted	11/07/25		Submission Complete	
Direct	Data	661	Update Conversion Field Mapping	08/11/25	11/05/25	100% - Submitted	11/05/25		Submission Complete	
Direct	Data	662	Submit Updated Configuration Workbooks	08/11/25	11/05/25	100% - Submitted	11/05/25		Submission Complete	
N/A	N/A	627	Submit Bimonthly Agency Readiness Status Report	11/03/25	11/10/25	100% - Submitted	11/10/25		Submission Complete	
Indirect	N/A	667	Submit Monthly Progress Report - Testing	11/03/25	11/25/25	100% - Submitted	11/21/25		Submission Complete	
Indirect	N/A	668	Submit Monthly Progress Report - Testing	12/01/25	12/30/25	100% - Submitted	12/29/25		Submission Complete	
Direct	Technology	592	Agency IdP SMEs Add End Users to Agency's Identity Provider	12/08/25	01/09/26	100% - Submitted	01/05/26			
Indirect	People	688	Update UAT Plan	12/08/25	01/09/26	100% - Submitted	01/09/26			
Indirect	N/A	606	Update Agency Readiness Certification #2	12/15/25	01/09/26	100% - Submitted	01/09/26			
N/A	N/A	671	Submit Bimonthly Agency Readiness Status Report	12/29/25	01/14/26	100% - Submitted	01/14/26			
Indirect	N/A	669	Submit Monthly Progress Report - Testing	01/05/26	01/30/26	50% - In Progress				
Direct	Data	597	Complete Data Cleansing Based on Mock Conversion 4	01/12/26	03/13/26	25% - Beginning Initial Internal Meetings and Information Gathering				
N/A	People	670	Share Florida PALM Updates	01/12/26	01/23/26	25% - Beginning Initial Internal Meetings and Information Gathering				

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 for Nov. - Dec. 2025
Open and Monitoring	12/03/24		User Acceptance Testing	Separation of Qualified Employees - F&A	Stable	9 (High/High)	If DJJ loses quality staff, then the agency may be at risk of losing historical agency knowledge. The Reporting and Reconciliation supervisor has recently left the agency. This person was included as role for UAT SME.	Libby will be the SAM until the training, then it will change to Marcia so that Libby can operate other roles; SME end user roles will need to be reviewed and if applicable, reassigned to other employees. Encourage SMEs to document and archive	Bureau staff may not be as prepared for UAT SME.	Risk changed from mitigating to monitoring.

							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.			
Open and Monitoring	12/22/25		User Acceptance Testing	Limited SME and Staff availability for UAT could negatively impact testing and its outcome	Increasing	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 gaps still remain because it 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.	Limited SME and Staff availability for UAT could negatively impact testing and its outcome
Open and Monitoring	01/05/25		User Acceptance Testing	Limited Guidance Provided prior to UAT Regarding PALM Payroll Processing	Increasing	9 (High/High)	Information and process steps have been released by the Project, but not for any payroll-related processes. Biweekly payroll will be tested the third week of February and the only information DJJ has is what has been provided in the Knowledge Center and Advisory Council meetings.	Check with PALM Coordinator about when materials, process steps, and/or guidance may be available for training environment before UAT starts. Bureau staff should review the business process steps provided in the Knowledge Center prior to their in-person UAT meeting to familiarize themselves again with the payroll process in Florida PALM.	Staff will not be as prepared heading into UAT; testing payroll may take longer than expected.	New risk added due to limited information surrounded testing payroll processing during UAT.
Open and Mitigating	08/19/25		User Acceptance Testing	Delay In Documenting Test Scripts	Stable	6 (Medium/High)	If SMEs wait for 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. However, F&A has opted to wait for PALM to provide more specific and actionable information before proceeding; they are prepared to work overtime, including weekends, if needed, to get this done.	SMEs could be overwhelmed trying to create the test scripts from scratch during UAT.	No changes to this risk during the reporting period.
Open and Monitoring	11/04/24		User Acceptance Testing	Limited Staff for UAT	Stable	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.	No changes to this risk during the reporting period.
Open and Mitigating	02/28/25		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.	No changes to this risk during the reporting period.
Open and Monitoring	11/04/24		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.	No changes to this risk during the reporting period.
Open and Monitoring	08/11/25		User Acceptance Testing	Test Scenarios Unidentified	Stable	6 (High/Medium)	Required testing items may be inadvertently omitted during UAT.	Newly identified test scenarios will be documented and test	Untested scenarios can result in post-deployment defects	No changes to this risk during the reporting period.

							scripts will be created as UAT testing evolves.	and/or unmet functional requirements.		
Open and Monitoring	07/01/25		User Acceptance Testing	People First UAT Unknown	Stable	6 (High/Medium)	We don't have any information about when People First UAT will begin, what's going to be included, or how it will be structured.	There isn't anything to mitigate at this point. DJJ staff will wait until we receive information from People First about UAT.	If we are unable to test People First during end-to-end UAT, the agency will not be able to see how PALM works with People First and how the data looks. Additionally, not having any information about the PF UAT timeline prevents HR staff from preparing for end-to-end testing and developing internal training materials.	Still waiting for any updates on People First UAT
Open and Mitigating	04/21/25		Conversion/Configuration	Encumbrance Conversions into Florida PALM	Stable	6 (High/Medium)	Current business processes do not include the reconciliation of encumbrances between AOD and FLAIR and 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.	Budget: Budget PALM Administrator and FCO Analyst actively monitor the FWOS, the FCO Tracking Log, and FLAIR Encumbrance report to reconcile actual expenditures vs. encumbrance balances. Contract activations can be manually updated in FLAIR by F&A, but changes needed to AOD encumbrances require updates made by requestors within the bureaus. Email requests are sent to requestor requesting updates in AOD as to not further disconnect the relationship of encumbrance between AOD and FLAIR.	If encumbrance balances are correct in FLAIR, but not in AOD, the AOD PALM Realm will be updated so that FLAIR balances are converted. This impact will be minimal since encumbrances are managed in FLAIR. Duplicate encumbrances and contract encumbrances not properly managed will consume budget when converted to PALM. This will reduce the remaining allotment available to pay invoices to vendors.	No changes to this risk during the reporting period.
Open and Monitoring	06/06/25		Interface	People First DB Links	Increasing	4 (Medium/Medium)	People First is yet to deliver the DB Links used by DJJ's agency business systems. Upon reaching out to People First directly, we did not receive confirmation that the DB links will be available before interface testing. People First impacted DB links list is shared with all agencies, the date by which People First DB links will be ready is still not known. expected to look for additional information	Currently systems are remediated with the information provided by People First.	Will not be able to test the ABS that has been remediated for PALM without the updated DB Links from People First. Impacted ABS: HRES	Risk is increasing during this reporting period. As we get closer to UAT, the files will be needed from People First so that we can fully test DJJ's business systems.
Open and Mitigating	06/03/25		Conversion/Configuration	Data Cleansing Maintenance - Projects	Decreasing	4 (Medium/Medium)	Prior to PALM, Project IDs were not deactivated or deleted in FLAIR and there was not a process to do so. In preparation for Go-Live, the Budget PALM Administrator and Facility Services staff researched all Project IDs and determined those that needed to be deactivated and deleted. A script was created and run to mark those Project IDs as I or D in FLAIR. These data need to be reviewed on a recurring basis so that inaccurate or incomplete information is not converted to Florida PALM.	Mitigation plan has ensured that the additional details associated with Project IDs are being correctly input in FLAIR by F&A staff (those fields that are required for conversion into PALM). Additionally, the Facility Work Order System (DJJ's ABS to manage Projects) has been remediated to incorporate a financial reconciliation and Project ID close-out workflow. For monitoring, Budget is actively reviewing, updating, and/or correcting Project Data to ensure the data requirements for conversion are met.	Inaccurate Project data converted into PALM will result in conversion failures, too many records being converted, or inaccurate records being recorded. This would require additional efforts to clean the data in multiple system.	Budget has reviewed the Project title file for both months. Risk trend is decreasing now that F&A is inputting all data into the FLAIR title file and the FWOS has incorporated a financial reconciliation piece to the process flow.
Open and Mitigating	10/31/25		User Acceptance Testing	PALM Administrator Vacancy in HR	Increasing	4 (Medium/Medium)	This vacancy in the HR PALM Administrator role may delay UAT preparation and execution. This position is essential for validating test scripts, coordinating HR input, and ensuring timely issue resolution. Interim support may be needed to maintain testing timelines.	Continue aggressive effort to recruit OPS; work with PMO to begin UAT prep	UAT preparation and execution may be delayed. This could result in incomplete or delayed test script validation, reduced coordination of HR input, slower issue resolution, and overall disruption to UAT timelines and quality.	Still working on hiring a suitable candidate for this position

DJJ Issues

Status	Date Opened	Date Closed	Priority	Primary Issue Category	Issue Title	Background	Action Plan	Planned or Actual Resolution Date	Reporting Period Comments for Nov. - Dec. 2025

DJJ Assumptions

Critical Operational Elements	Assumption	Status	Date Logged or Removed	Impacted Stakeholder(s) and/or System(s)	Reporting Period Comments for Nov. - Dec. 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)	Reviewed for current period. Still applicable.
People	All SMEs will be available to work on required PALM-tasks.	Logged	04/17/24	Bureau SMEs	Reviewed for current period. Still applicable.
People	There is a commitment from end users to the PALM Project.	Logged	04/23/24	All	Reviewed for current period. Still applicable.
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	Reviewed for current period. Still applicable.

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	Reviewed for current period. Still applicable.
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	Reviewed for current period. Still applicable.
People	DJJ PMO can drive the implementation of the PALM Project with four team members.	Logged	12/03/24	PMO	Reviewed for current period, Still applicable.
Data	Unreconciled payroll warrants will not be included in the Outstanding Warrant Report (APR018).	Logged	04/21/25	HR	Reviewed for current period. Still applicable.
People Technology	Cutover will be no longer than approximately 3 weeks.	Logged	04/30/25	Supplier payments	Reviewed for current period. Still applicable.
Technology	PALM will incorporate additional interfaces after Go-Live, if needed by DJJ.	Logged	05/01/25	IT, F&A	Reviewed for current period. Still applicable.
Technology Data	PALM will not alter the interfaces DJJ has selected.	Logged	05/01/25	IT	Reviewed for current period. Still applicable.
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 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	Reviewed for current period. Still applicable.
Data	We assume that Florida PALM is updating the user role export document as changes are made and enhancements are added from Pre-UAT testing.	Logged	05/05/25	Agency Liaison and SMEs	Reviewed for current period. Still applicable.
Data	We assume that Florida PALM is updating the report export document as changes are made and enhancements are added from Pre-UAT testing.	Logged	05/05/25	Agency Liaison and SMEs	Reviewed for current period. Still applicable.
Data	Zero dollar contracts in FACTS will not be converted to PALM	Logged	10/15/24	BCM, F&A contract disbursement payments	Reviewed for current period. Still applicable.
People Processes Technology	FACTS will be available to test when end-to-end user testing for PALM begins. When asking FACTS about UAT, the response was that "...we are still in the testing phases with Florida PALM. We will provide the agencies with an update when the UAT environment becomes available."	Logged	06/26/25	BPCA, Contract Tracking System (ABS), and F&A Contract employees	Still waiting on UAT for FACTS
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	Reviewed for current period. Still applicable.
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	Reviewed for current period. Still applicable.
Data	Regarding old FCO categories associated with active assets - the Project will implement a change for this in future conversions. This will allow for the asset records to be converted to Florida PALM.	Logged	09/04/25	Asset and property conversion data (General Services)	Reviewed for current period. Still applicable.
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	Reviewed for current period. Still applicable.
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	More information to be provided soon.

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:
November - December 2025	Heather DiGiacomo	heather.digiacom@fldjj.gov	01/14/26
September - October 2025	Heather DiGiacomo	heather.digiacom@fldjj.gov	11/10/25
July - August 2025	Heather DiGiacomo	heather.digiacom@fldjj.gov	09/05/25
May - June 2025	Heather DiGiacomo	heather.digiacom@fldjj.gov	07/09/25
March - April 2025	Heather DiGiacomo	heather.digiacom@fldjj.gov	05/09/25
January - February 2025	Heather DiGiacomo	heather.digiacom@fldjj.gov	03/10/25