

Process Readiness Comments Certification #1

	Agency	Criteria ID	Criteria	Criteria Met	Comments
1	DLA	2.3	Creation of at least 75% of the Project-recommended standard UAT scenarios.	No	DEPENDENT ON TASK 574
2	APD	2.3	Creation of at least 75% of the Project-recommended standard UAT scenarios.	Yes	On-Going work in progress to gather those things that are tasks performed that are unique and specific to APD. This effort is being completed on an APD Smartsheet that has been modified for ease of use by our team - all responses will be added to the PALM provided User Story Inventory workbook closer to the actual Task 574 due date - we can provide a showcase of these stories if required for this certification task, but Project Recommended Standard Activities sheet has been updated!
3	EOG	2.1	Agency UAT success criteria has been identified.	Yes	Please reference UAT Testing Plan.
4	DVA	2.1	Agency UAT success criteria has been identified.	Yes	Criteria identified in the plan, but when we onboard the new vendor, those may change somewhat.
5	DVA	2.3	Creation of at least 75% of the Project-recommended standard UAT scenarios.	Yes	User scripts have been developed.
6	DOH	2.2	Change impacts have been identified for agency processes.	Yes	As of what we know today from PALM.
7	DCF	2.1	Agency UAT success criteria has been identified.	Yes	DCF is using SharePoint to document UAT success criteria.
8	DCF	2.2	Change impacts have been identified for agency processes.	Yes	DCF will update the Change Analysis tool at a later date. Currently, process changes are being documented outside of Smartsheet.
9	DCF	2.3	Creation of at least 75% of the Project-recommended standard UAT scenarios.	Yes	DCF is using SharePoint to document user stories.
10	DOE	2.3	Creation of at least 75% of the Project-recommended standard UAT scenarios.	No	User stories are prioritized based on SME UAT. Additional scenarios will continue to be developed throughout next phases of UAT.
11	DFS	2.1	Agency UAT success criteria has been identified.	Yes	Captured in 536-C UAT Plan Agency created Success Criteria checklist
12	DFS	2.2	Change impacts have been identified for agency processes.	Yes	Captured in 543 and 560 Process documentation and change impacts
13	DFS	2.3	Creation of at least 75% of the Project-recommended standard UAT scenarios.	Yes	DFS Proper will Leverage 543 tab 2 and reconcile to the 69 Standard Project Scenarios A&A is 55% - 65% As of 7/17/25, DFS has reached 82.76% completion of the PALM Standard Topics, exceeding the 75% threshold required for Agency Certification ahead of the 7/18 deadline. Capturing in 574 Prepare Documentation for UAT Testing.
14	DMA	2.2	Change impacts have been identified for agency processes.	No	Will identify at a later date.
15	DMA	2.3	Creation of at least 75% of the Project-recommended standard UAT scenarios.	No	Update user scenarios next week from task 574.

	Agency	Criteria ID	Criteria	Criteria Met	Comments
16	DMS	2.1	Agency UAT success criteria has been identified.	Yes	Created per the specifications in Task 536 – Create Agency-Specific User Acceptance Testing Plan. By adhering to the DMS UAT Plan, DMS aims to ensure the successful implementation of the Florida PALM system, meeting all business and technical requirements while minimizing risks. Based on recent guidance from the Florida PALM Team, DMS Proper has created a tracking tool to measure Internal Factors and Success Criteria. This tool will be used to verify DMS is on track for PALM readiness certification. The tool was included as Attachment 5 on the final UAT pdf.
17	DMS	2.2	Change impacts have been identified for agency processes.	Yes	Task 560 – Submit Change Analysis Tool was completed, then edited and resubmitted 4 days past the deadline.
18	DMS	2.3	Creation of at least 75% of the Project-recommended standard UAT scenarios.	Yes	Task 574 – Prepare Documentation for User Acceptance Testing is due Aug 8. Currently in progress: 1. Create user stories for all processes that must be tested in UAT. 2. Develop or collect UAT support materials. 3. Create an inventory of testing materials.
19	FDC	2.1	Agency UAT success criteria has been identified.	Yes	As part of the UAT Test Plan.
20	FDC	2.2	Change impacts have been identified for agency processes.	Yes	Ongoing changes to the activities list led to several rework.
21	FDC	2.3	Creation of at least 75% of the Project-recommended standard UAT scenarios.	No	Project-recommended UAT scenarios have been published today (7/11), need further analysis.
22	DOL	2.3	Creation of at least 75% of the Project-recommended standard UAT scenarios.	Yes	This is in the works however the smartsheet has not been updated at this time.
23	FCOR	2.1	Agency UAT success criteria has been identified.	Yes	As part of the UAT Test Plan.
24	FCOR	2.2	Change impacts have been identified for agency processes.	Yes	Ongoing changes to the activities list led to several rework.
25	FCOR	2.3	Creation of at least 75% of the Project-recommended standard UAT scenarios.	No	Project-recommended UAT scenarios have been published today (7/11), need further analysis.