**Helpful Links**

- Agency Readiness Certification
- Agency Readiness Certification #1
- Agency Readiness Certification #2

# AHCA Readiness Certification #3 Dashboard Continue UAT and Prepare for Training

**Readiness Certification #3 Confirmation**

| Agency Sponsor Name: | Confirmed By: | Confirmation Date |
|---|---|---|
| Jon Manalo | jon.manalo@ahca.myflorida.con | 07/10/26 |

## SUMMARY

### Overall Confidence Level

### People

Confidence Level - People

Criteria 1.1

Criteria 1.2

Criteria 1.3

Criteria 1.4

Criteria 1.5

### Processes

Confidence Level - Processes

Criteria 2.1

Criteria 2.2

Criteria 2.3

### Technology

Confidence Level - Technology

Criteria 3.1

Criteria 3.2

Criteria 3.3

Criteria 3.4

### Data

Confidence Level - Data

Criteria 4.1

Criteria 4.2

Criteria 4.3

## PEOPLE

### Criteria

**1.1** Agency Training Plan has been updated.

**1.2** Agency has identified all agency specific learning materials to be developed to support end user training.

**1.3** All agency end users have been role mapped in preparation for the UAT refresh.

**1.4** All SOD conflicts have been resolved or approved by A&A for the UAT refresh.

**1.5** Agency is prepared to execute plan to ensure all end users practice job functions after UAT refresh.

### Agency-Specific Training Inventory

Applicable Topics Based on User Stories = 64

- Number of Topics Dispositioned for Updates/Creation = 30/64

- Number of Topics Requiring Training Materials = 2/64

### Role Mapping

Number of End Users Role Mapped = 67

Number of End Users with SOD Conflicts = 0

- Approved SOD Conflicts = 0

- Unapproved SOD Conflicts = 0

Available DW/BI Licenses Exceeded = 0

### Related RW Tasks

| Task ID | Task Name | Agency Reported Task Progress | Project Verification of Completion |
|---|---|---|---|
| **607** | Update Training Plan | 100% - Submitted | Submission Complete |
| **702** | Submit Role Mapping Worksheet | 100% - Submitted | Submission Complete |

### Readiness Certification Worksheet

| Critical Operational Element | Criteria ID | Criteria | Criteria Met | Confidence Level | Comments |
|---|---|---|---|---|---|
| People | 1.0 | Overall People Readiness | | Somewhat Concerned | |
| People | 1.1 | Agency Training Plan has been updated. | Yes | | |
| People | 1.2 | Agency has identified all agency specific learning materials to be developed to support end user training. | No | | |
| People | 1.3 | All agency end users have been role mapped in preparation for the UAT refresh. | Yes | | |
| People | 1.4 | All SOD conflicts have been resolved or approved by A&A for the UAT refresh. | Yes | | |
| People | 1.5 | Agency is prepared to execute plan to ensure all end users practice job functions after UAT refresh. | Yes | | |

### Mitigation Plan

| Criteria ID | Why has the criteria not been met? | What mitigating actions are being taken? | Who is responsible for supporting the mitigation? | Impact/workaround if mitigation is not completed? | Likelihood of Mitigation Plan Completion? | Planned completion date of the mitigation steps? |
|---|---|---|---|---|---|---|
| 1.2 | The Agency has identified some agency specific learning materials related to ABS SunPalm/SunFocus, however not all PALM agency specific materials are identified due to limited testing and feedback. | Continue to identify materials needed as testing is focused on "end-end users" in a structured guided setting to ensure user stories and processes are complete before Refresh and feedback is collected. | Lynn Smith - UAT Coordinator; IT PALM project team | If mitigation is not completed, it will put all end users at a disadvantage to learn and practice processes and steps. Lack of learning and training and resources leads to inconsistencies and lack of confidence going into Go-Live. Workaround? | Very likely | 08/05/26 |

## PROCESSES

### Criteria

**2.1** Agency testers have successfully tested at least one user story for each applicable Project Recommended Standard Activity.

**2.2** Agency is prepared to execute plan to complete testing of all processes from start to finish, including workflows and agency business systems, after UAT refresh.

**2.3** Agency has identified all process documentation to be created or updated based on testing results.

### User Story Testing Progress - Cumulative

Applicable Activities = 140

- Applicable Project Recommended Activities = 66 / 140

Applicable Activities Tested at Least Once To Date = 29 / 140

- Applicable Project Recommended Activities Tested at Least Once To Date = 16 / 66

### Business Process Documentation Updates

Applicable Topics Based on User Stories = 64

- Number of Topics Dispositioned for Updates/Creation = 0/64

- Number of Topics Requiring Documentation Updates/Creation = 0/64

Applicable Activities Tested Successfully To Date = 29 / 140

- Applicable Project Recommended Activities Tested Successfully To Date = 16 / 66

**Percent of Applicable Project Recommended Activities Tested Successfully To Date = 24.24 %**

### Readiness Certification Worksheet

| Critical Operational Element | Criteria ID | Criteria | Criteria Met | Confidence Level | Comments |
|---|---|---|---|---|---|
| Processes | 2.0 | Overall Processes Readiness | | Somewhat Concerned | |
| Processes | 2.1 | Agency testers have successfully tested at least one user story for each applicable Project Recommended Standard Activity. | No | | |
| Processes | 2.2 | Agency is prepared to execute plan to complete testing of all processes from start to finish, including workflows and agency business systems, after UAT refresh. | Yes | | |
| Processes | 2.3 | Agency has identified all process documentation to be created or updated based on testing results. | No | | |

### Mitigation Plan

| Criteria ID | Why has the criteria not been met? | What mitigating actions are being taken? | Who is responsible for supporting the mitigation? | Impact/workaround if mitigation is not completed? | Likelihood of Mitigation Plan Completion? | Planned completion date of the mitigation steps? |
|---|---|---|---|---|---|---|
| 2.1 | Lack of availability of staff to dedicate to testing due to higher priorities and year end preparation and activities. Not all UAT testing information has been shared/trickled down to with end users by team/supervisors. | Implementing mandatory testing sessions focusing on the "end-end users". Sessions will be scheduled throughout July and will provide a guided structure setting to ensure all or as many user stories as possible are completed. | Lynn Smith - UAT Coordinator; IT PALM project team; Unit Supervisors, Bureau Chief | If mitigation is not completed, it will put end users at a disadvantage to learn and practice processes and steps and build confidence going into Go-Live. It delays documentation of learning materials and processes as well. Workaround would be to provide one on one sessions if needed to work around leave schedules missed sessions and provide guided testing sessions after hours and weekends. | Somewhat | 08/05/26 |
| 2.3 | Due to lack of testing, not all process documentation needing to be created or updated have been identified. | Implementing mandatory testing sessions focusing on the "end-end users". Sessions will be scheduled throughout July and will provide a guided structure setting to ensure all or as many user stories as possible are completed. | Lynn Smith - UAT Coordinator; IT PALM project team; Unit Supervisors, Bureau Chief | If mitigation is not completed, delays in creating or updating processes impacts the compilation of planned onboarding and role-based user manuals, tools learning and training materials. There is risk of missing and/or inconsistencies of process documentation which could lead to bad data and errors. Workaround is to identify those that are needed or need to be updated as we go through the guided testting sessions in July. | Somewhat | 08/05/26 |

## TECHNOLOGY

### Criteria

**3.1** All Cycle 3 interfaces have been successfully tested in UAT multiple times.

**3.2** Agency has produced and tested all selected inbound files in the UAT environment or has a plan to complete testing of inbound files prior to the UAT refresh.

**3.3** Agency is prepared to execute plan to complete interface testing after UAT refresh.

**3.4** Agency business systems are being remediated and documentation updated as needed, based on testing findings.

### Inbound Cycle 3 Testing Progress - Cumulative

Total ABS Interface Connections = 2

- Interfaces Tested Multiple Times To Date = 2/2

- Interfaces Tested Multiple Times Successfully To Date = 0/2

**Percent of Interfaces Tested Successfully To Date = 0.00%**

### Outbound Cycle 3 Testing Progress - Cumulative

Total ABS Interface Connections = 15

- Interfaces Tested Multiple Times To Date = 15/15

- Interfaces Tested Multiple Times Successfully To Date = 10/15

**Percent of Interfaces Tested Successfully To Date = 66.67%**

### Readiness Certification Worksheet

| Critical Operational Element | Criteria ID | Criteria | Criteria Met | Confidence Level | Comments |
|---|---|---|---|---|---|
| Technology | 3.0 | Overall Technology Readiness | | Moderately Confident | |
| Technology | 3.1 | All Cycle 3 interfaces have been successfully tested in UAT multiple times. | No - Less than 90% met | | 10/17 interfaces successfully tested multiple times |
| Technology | 3.2 | Agency has produced and tested all selected inbound files in the UAT environment or has a plan to complete testing of inbound files prior to the UAT refresh. | Yes | | |
| Technology | 3.3 | Agency is prepared to execute plan to complete interface testing after UAT refresh. | Yes | | |
| Technology | 3.4 | Agency business systems are being remediated and documentation updated as needed, based on testing findings. | Yes | | |

### Mitigation Plan

| Criteria ID | Why has the criteria not been met? | What mitigating actions are being taken? | Who is responsible for supporting the mitigation? | Impact/workaround if mitigation is not completed? | Likelihood of Mitigation Plan Completion? | Planned completion date of the mitigation steps? |
|---|---|---|---|---|---|---|
| 3.1 | 1. End User Testing has not provided enough transactions to thoroughly test the outbound interfaces.<br>2. Some Agency Business System Modules are not completely remediated. | Functional team began creating transactions to support the completion of the Interface Testing by the end of July 2026. | IT PALM project team | The interface testing would be completed after the refresh. | Very likely | 07/24/26 |

## DATA

## Criteria

**4.1** Changes to agency specific configurations are being tested and maintained in agency configuration workbooks as necessary.

**4.2** Agency configuration and conversion workbooks are complete and contain no errors.

**4.3** Agency data in FLAIR, FACTs and MFMP are cleansed and ready for Dry Run 2 conversion.

## Worksheet Errors

**Error Messages**

- Count of Configuration Worksheet Rows with Error Messages = 0
- Count of Conversion Worksheet Rows with Error Messages = 0

## Related RW Tasks

| Task ID | Task Name | Agency Reported Task Progress | Project Verification of Completion |
|---|---|---|---|
| **698** | Complete Data Cleansing in Preparation for Dry Run 2 | 100% - Submitted | Submission Complete |
| **701** | Submit Configuration and Conversion Workbooks | 100% - Submitted | Submission Complete |
| **713** | Confirm Supplier Records | 100% - Submitted | Submission Complete |

## Readiness Certification Worksheet

| Critical Operational Element | Criteria ID | Criteria | Criteria Met | Confidence Level | Comments |
|---|---|---|---|---|---|
| Data | 4.0 | Overall Data Readiness | | Extremely Confident | |
| Data | 4.1 | Changes to agency specific configurations are being tested and maintained in agency configuration workbooks as necessary. | Yes | | |
| Data | 4.2 | Agency configuration and conversion workbooks are complete and contain no errors. | Yes | | |
| Data | 4.3 | Agency data in FLAIR , FACTs and MFMP are cleansed and ready for Dry Run 2 conversion. | Yes | | |

## Mitigation Plan

| Criteria ID | Why has the criteria not been met? | What mitigating actions are being taken? | Who is responsible for supporting the mitigation? | Impact/workaround if mitigation is not completed? | Likelihood of Mitigation Plan Completion? | Planned completion date of the mitigation steps? |
|---|---|---|---|---|---|---|
| | | | | | | |

## Agency Sponsor Confirmation

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

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## Future Readiness Certification Submissions

**Readiness Certification 4 - November 2026**

Agency Sponsors will provide final submission of the Agency Readiness Certification (RW Task 628) indicating the culmination of all testing activities and that the agency is ready to go live. This final submission of Agency Readiness Certification will be provided to the ESC for review and consideration as they prepare to vote on Stage Gate 4: Agency Readiness.

| Helpful Links |
| --- |
| Agency Readiness Certification |
| Agency Readiness Certification #1 |
| Agency Readiness Certification #2 |

# APD Readiness Certification #3 Dashboard
# Continue UAT and Prepare for Training

**Readiness Certification #3 Confirmation**

| Agency Sponsor Name: | Confirmed By: | Confirmation Date |
| --- | --- | --- |
| Rose Salinas | rose.salinas@apdcares.org | 07/10/26 |

## SUMMARY

### Overall Confidence Level

### People

Confidence Level - People

Criteria 1.1

Criteria 1.2

Criteria 1.3

Criteria 1.4

Criteria 1.5

### Processes

Confidence Level - Processes

Criteria 2.1

Criteria 2.2

Criteria 2.3

### Technology

Confidence Level - Technology

Criteria 3.1

Criteria 3.2

Criteria 3.3

Criteria 3.4

### Data

Confidence Level - Data

Criteria 4.1

Criteria 4.2

Criteria 4.3

## PEOPLE

### Criteria

**1.1** Agency Training Plan has been updated.

**1.2** Agency has identified all agency specific learning materials to be developed to support end user training.

**1.3** All agency end users have been role mapped in preparation for the UAT refresh.

**1.4** All SOD conflicts have been resolved or approved by A&A for the UAT refresh.

**1.5** Agency is prepared to execute plan to ensure all end users practice job functions after UAT refresh.

### Agency-Specific Training Inventory

Applicable Topics Based on User Stories = 66

- Number of Topics Dispositioned for Updates/Creation = 66/66

- Number of Topics Requiring Training Materials = 66/66

### Role Mapping

Number of End Users Role Mapped = 87

Number of End Users with SOD Conflicts = 7

- Approved SOD Conflicts = 7

- Unapproved SOD Conflicts = 0

Available DW/BI Licenses Exceeded = 0

### Related RW Tasks

| Task ID | Task Name | Agency Reported Task Progress | Project Verification of Completion |
| --- | --- | --- | --- |
| 607 | Update Training Plan | 100% - Submitted | Submission Complete |
| 702 | Submit Role Mapping Worksheet | 100% - Submitted | Submission Complete |

### Readiness Certification Worksheet

| Critical Operational Element | Criteria ID | Criteria | Criteria Met | Confidence Level | Comments |
| --- | --- | --- | --- | --- | --- |
| People | 1.0 | Overall People Readiness | | Very Confident | UAT and Training are being worked together to walk teams thru the use of PALM. Teams are working in combined efforts to learn and embrace the PALM processes. |
| People | 1.1 | Agency Training Plan has been updated. | Yes | | |
| People | 1.2 | Agency has identified all agency specific learning materials to be developed to support end user training. | Yes | | |
| People | 1.3 | All agency end users have been role mapped in preparation for the UAT refresh. | Yes | | |
| People | 1.4 | All SOD conflicts have been resolved or approved by A&A for the UAT refresh. | Yes | | |
| People | 1.5 | Agency is prepared to execute plan to ensure all end users practice job functions after UAT refresh. | Yes | | |

### Mitigation Plan

| Criteria ID | Why has the criteria not been met? | What mitigating actions are being taken? | Who is responsible for supporting the mitigation? | Impact/workaround if mitigation is not completed? | Likelihood of Mitigation Plan Completion? | Planned completion date of the mitigation steps? |
| --- | --- | --- | --- | --- | --- | --- |
| | | | | | | |

## PROCESSES

### Criteria

**2.1** Agency testers have successfully tested at least one user story for each applicable Project Recommended Standard Activity.

**2.2** Agency is prepared to execute plan to complete testing of all processes from start to finish, including workflows and agency business systems, after UAT refresh.

**2.3** Agency has identified all process documentation to be created or updated based on testing results.

### User Story Testing Progress - Cumulative

Applicable Activities = 150

- Applicable Project Recommended Activities = 72 / 150

Applicable Activities Tested at Least Once To Date = 34 / 150

- Applicable Project Recommended Activities Tested at Least Once To Date = 23 / 72

Applicable Activities Tested Successfully To Date = 34 / 150

### Business Process Documentation Updates

Applicable Topics Based on User Stories = 66

- Number of Topics Dispositioned for Updates/Creation = 66/66

- Number of Topics Requiring Documentation Updates/Creation = 66/66

- Applicable Project Recommended Activities Tested Successfully To Date = 23 / 72

**Percent of Applicable Project Recommended Activities Tested Successfully To Date = 31.94 %**

## Readiness Certification Worksheet

| Critical Operational Element | Criteria ID | Criteria | Criteria Met | Confidence Level | Comments |
|---|---|---|---|---|---|
| Processes | 2.0 | Overall Processes Readiness | | Moderately Confident | UAT for APD is focused 100% on working the UAT Process Steps in the Knowledge Center and this is testing the KC as well as adapting teams to the PALM way of working tasks going forward |
| Processes | 2.1 | Agency testers have successfully tested at least one user story for each applicable Project Recommended Standard Activity. | No | | |
| Processes | 2.2 | Agency is prepared to execute plan to complete testing of all processes from start to finish, including workflows and agency business systems, after UAT refresh. | Yes | | UAT strategy for APD remains the same - rolling team efforts. |
| Processes | 2.3 | Agency has identified all process documentation to be created or updated based on testing results. | Yes | | |

## Mitigation Plan

| Criteria ID | Why has the criteria not been met? | What mitigating actions are being taken? | Who is responsible for supporting the mitigation? | Impact/workaround if mitigation is not completed? | Likelihood of Mitigation Plan Completion? | Planned completion date of the mitigation steps? |
|---|---|---|---|---|---|---|
| 2.1 | We are on track to complete this criteria by EOD today 7/10 | The APD teams have gone through our planned testing strategy and with delegation, all topics and activities from the PALM User Inventory have been tested at least one time. Project recommended standard activities tested, are being reflected in the APD User Story Inventory, and the metric for completion will be reflected on the next cycle for review. | Hayley Bobich & Becky Morris | Mitigation will be completed 7/10 - any outliers due to unforeseen issues will be completed week of 7/13 | Very likely | 07/10/26 |

# TECHNOLOGY

## Criteria

**3.1** All Cycle 3 interfaces have been successfully tested in UAT multiple times.

**3.2** Agency has produced and tested all selected inbound files in the UAT environment or has a plan to complete testing of inbound files prior to the UAT refresh.

**3.3** Agency is prepared to execute plan to complete interface testing after UAT refresh.

**3.4** Agency business systems are being remediated and documentation updated as needed, based on testing findings.

## Inbound Cycle 3 Testing Progress - Cumulative

Total ABS Interface Connections = 5

- Interfaces Tested Multiple Times To Date = 5/5

- Interfaces Tested Multiple Times Successfully To Date = 0/5

**Percent of Interfaces Tested Successfully To Date = 0.00%**

## Outbound Cycle 3 Testing Progress - Cumulative

Total ABS Interface Connections = 20

- Interfaces Tested Multiple Times To Date = 20/20

- Interfaces Tested Multiple Times Successfully To Date = 20/20

**Percent of Interfaces Tested Successfully To Date = 100.00%**

## Readiness Certification Worksheet

| Critical Operational Element | Criteria ID | Criteria | Criteria Met | Confidence Level | Comments |
|---|---|---|---|---|---|
| Technology | 3.0 | Overall Technology Readiness | | Moderately Confident | APD has some open questions regarding outbound delta processing that are hindering our ability to complete interface testing. |
| Technology | 3.1 | All Cycle 3 interfaces have been successfully tested in UAT multiple times. | No - Less than 90% met | | 20/25 interfaces successfully tested multiple times |
| Technology | 3.2 | Agency has produced and tested all selected inbound files in the UAT environment or has a plan to complete testing of inbound files prior to the UAT refresh. | Yes | | |
| Technology | 3.3 | Agency is prepared to execute plan to complete interface testing after UAT refresh. | Yes | | |
| Technology | 3.4 | Agency business systems are being remediated and documentation updated as needed, based on testing findings. | Yes | | |

## Mitigation Plan

| Criteria ID | Why has the criteria not been met? | What mitigating actions are being taken? | Who is responsible for supporting the mitigation? | Impact/workaround if mitigation is not completed? | Likelihood of Mitigation Plan Completion? | Planned completion date of the mitigation steps? |
|---|---|---|---|---|---|---|
| 3.1 | ADP IT Teams are working updates to the Business Systems with Planned target dates thru the next 3 months - October 1st. | APD is managing the ABS updates/rewrites internally and are confident in being ready to produce Cycle 3 Inbound interface files by July 31. | APD has an IT dev team with individual teams working on each system with the Technical Liaison project management and business analyst SME roles. APD also has the support of an additional developer to assist. Led by Kristopher Baker | Mitigation plan is on target for completion 7/31 for interface testing - with all ABS updates/changes by 10/1 | Very likely | 07/31/26 |

# DATA

## Criteria

**4.1** Changes to agency specific configurations are being tested and maintained in agency configuration workbooks as necessary.

**4.2** Agency configuration and conversion workbooks are complete and contain no errors.

**4.3** Agency data in FLAIR, FACTs and MFMP are cleansed and ready for Dry Run 2 conversion.

## Worksheet Errors

## Related RW Tasks

**Error Messages**

- Count of Configuration Worksheet Rows with Error Messages = 0

- Count of Conversion Worksheet Rows with Error Messages = 0

| Task ID | Task Name | Agency Reported Task Progress | Project Verification of Completion |
|---|---|---|---|
| **698** | Complete Data Cleansing in Preparation for Dry Run 2 | 100% - Submitted | Submission Complete |
| **701** | Submit Configuration and Conversion Workbooks | 100% - Submitted | Submission Complete |
| **713** | Confirm Supplier Records | 100% - Submitted | Submission Complete |

## Readiness Certification Worksheet

| Critical Operational Element | Criteria ID | Criteria | Criteria Met | Confidence Level | Comments |
|---|---|---|---|---|---|
| Data | 4.0 | Overall Data Readiness | | Very Confident | APD Data migration is progressing to fulfill a full "ready to migrate" strategy that will validate in PALM once the migration has completed. |
| Data | 4.1 | Changes to agency specific configurations are being tested and maintained in agency configuration workbooks as necessary. | Yes | | |
| Data | 4.2 | Agency configuration and conversion workbooks are complete and contain no errors. | Yes | | |
| Data | 4.3 | Agency data in FLAIR , FACTs and MFMP are cleansed and ready for Dry Run 2 conversion. | Yes | | |

## Mitigation Plan

| Criteria ID | Why has the criteria not been met? | What mitigating actions are being taken? | Who is responsible for supporting the mitigation? | Impact/workaround if mitigation is not completed? | Likelihood of Mitigation Plan Completion? | Planned completion date of the mitigation steps? |
|---|---|---|---|---|---|---|
| | | | | | | |

## Agency Sponsor Confirmation

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

Smartsheet.com

## Future Readiness Certification Submissions

**Readiness Certification 4 - November 2026**

Agency Sponsors will provide final submission of the Agency Readiness Certification (RW Task 628) indicating the culmination of all testing activities and that the agency is ready to go live. This final submission of Agency Readiness Certification will be provided to the ESC for review and consideration as they prepare to vote on Stage Gate 4: Agency Readiness.

| Helpful Links |
|---|
| Agency Readiness Certification |
| Agency Readiness Certification #1 |
| Agency Readiness Certification #2 |

# CITRUS Readiness Certification #3 Dashboard
# Continue UAT and Prepare for Training

**Readiness Certification #3 Confirmation**

| Agency Sponsor Name: | Confirmed By: | Confirmation Date |
|---|---|---|
| Shannon Shepp | sshepp@citrus.myflorida.com | 07/10/26 |

## SUMMARY

### Overall Confidence Level

### People

| | |
|---|---|
| Confidence Level - People | |
| Criteria 1.1 | |
| Criteria 1.2 | |
| Criteria 1.3 | |
| Criteria 1.4 | |
| Criteria 1.5 | |

### Processes

| | |
|---|---|
| Confidence Level - Processes | |
| Criteria 2.1 | |
| Criteria 2.2 | |
| Criteria 2.3 | |

### Technology

| | |
|---|---|
| Confidence Level - Technology | |
| Criteria 3.1 | |
| Criteria 3.2 | |
| Criteria 3.3 | |
| Criteria 3.4 | |

### Data

| | |
|---|---|
| Confidence Level - Data | |
| Criteria 4.1 | |
| Criteria 4.2 | |
| Criteria 4.3 | |

## PEOPLE

### Criteria

**1.1** Agency Training Plan has been updated.

**1.2** Agency has identified all agency specific learning materials to be developed to support end user training.

**1.3** All agency end users have been role mapped in preparation for the UAT refresh.

**1.4** All SOD conflicts have been resolved or approved by A&A for the UAT refresh.

**1.5** Agency is prepared to execute plan to ensure all end users practice job functions after UAT refresh.

### Agency-Specific Training Inventory

Applicable Topics Based on User Stories = 23

- Number of Topics Dispositioned for Updates/Creation = 0/23

- Number of Topics Requiring Training Materials = 0/23

### Role Mapping

Number of End Users Role Mapped = 11

Number of End Users with SOD Conflicts = 0

- Approved SOD Conflicts = 0

- Unapproved SOD Conflicts = 0

Available DW/BI Licenses Exceeded = 0

### Related RW Tasks

| Task ID | Task Name | Agency Reported Task Progress | Project Verification of Completion |
|---|---|---|---|
| 607 | Update Training Plan | 50% - In Progress | |
| 702 | Submit Role Mapping Worksheet | 100% - Submitted | Submission Complete |

### Readiness Certification Worksheet

| Critical Operational Element | Criteria ID | Criteria | Criteria Met | Confidence Level | Comments |
|---|---|---|---|---|---|
| People | 1.0 | Overall People Readiness | | Very Confident | |
| People | 1.1 | Agency Training Plan has been updated. | No | | |
| People | 1.2 | Agency has identified all agency specific learning materials to be developed to support end user training. | No | | |
| People | 1.3 | All agency end users have been role mapped in preparation for the UAT refresh. | Yes | | |
| People | 1.4 | All SOD conflicts have been resolved or approved by A&A for the UAT refresh. | Yes | | |
| People | 1.5 | Agency is prepared to execute plan to ensure all end users practice job functions after UAT refresh. | Yes | | |

### Mitigation Plan

| Criteria ID | Why has the criteria not been met? | What mitigating actions are being taken? | Who is responsible for supporting the mitigation? | Impact/workaround if mitigation is not completed? | Likelihood of Mitigation Plan Completion? | Planned completion date of the mitigation steps? |
|---|---|---|---|---|---|---|
| 1.1 | Agency Training Plans are built to both execute the training provided by Florida PALM and fill in the Agency-specific procedures required to perform at Go-Live. Florida PALM will not provide sufficient details of the training to be provided for a gap analysis to be performed. | Citrus will create the Training Plan in the format required by Florida PALM by 7/17. | Citrus Project Manager and Business Process Consultant | Citrus key personnel will not have a central training plan from the agency side and will be required to rely on PALM provided training for all agency training needs. | Very likely | 07/17/26 |
| 1.2 | Agency Training Plans are built to both execute the training provided by Florida PALM and fill in the Agency-specific procedures required to perform at Go-Live. Florida PALM will not provide sufficient details of the training to be provided for a gap analysis to be performed. | Citrus will identify gaps in the provided materials, delivery format, and use-cases as provided by PALM. If no materials are available at the time of creation, Citrus will create PALM training materials for all available use-cases. | Citrus Project Manager and Business Process Consultant | Citrus key personnel will not have a central training plan from the agency side and will be required to rely on PALM provided training for all agency training needs. | Very likely | 10/30/26 |

## PROCESSES

### Criteria

**2.1** Agency testers have successfully tested at least one user story for each applicable Project Recommended Standard Activity.

**2.2** Agency is prepared to execute plan to complete testing of all processes from start to finish, including workflows and agency business systems, after UAT refresh.

**2.3** Agency has identified all process documentation to be created or updated based on testing results.

## User Story Testing Progress - Cumulative

Applicable Activities = 156

- Applicable Project Recommended Activities = 76 / 156

Applicable Activities Tested at Least Once To Date = 0 / 156

- Applicable Project Recommended Activities Tested at Least Once To Date = 0 / 76

Applicable Activities Tested Successfully To Date = 0 / 156

- Applicable Project Recommended Activities Tested Successfully To Date = 0 / 76

**Percent of Applicable Project Recommended Activities Tested Successfully To Date = 0.00 %**

## Business Process Documentation Updates

Applicable Topics Based on User Stories = 23

- Number of Topics Dispositioned for Updates/Creation = 0/23

- Number of Topics Requiring Documentation Updates/Creation = 0/23

## Readiness Certification Worksheet

| Critical Operational Element | Criteria ID | Criteria | Criteria Met | Confidence Level | Comments |
|---|---|---|---|---|---|
| Processes | 2.0 | Overall Processes Readiness | | Very Confident | |
| Processes | 2.1 | Agency testers have successfully tested at least one user story for each applicable Project Recommended Standard Activity. | No | | |
| Processes | 2.2 | Agency is prepared to execute plan to complete testing of all processes from start to finish, including workflows and agency business systems, after UAT refresh. | Yes | | |
| Processes | 2.3 | Agency has identified all process documentation to be created or updated based on testing results. | No | | |

## Mitigation Plan

| Criteria ID | Why has the criteria not been met? | What mitigating actions are being taken? | Who is responsible for supporting the mitigation? | Impact/workaround if mitigation is not completed? | Likelihood of Mitigation Plan Completion? | Planned completion date of the mitigation steps? |
|---|---|---|---|---|---|---|
| 2.1 | Citrus has not been provided with any in-person or remote UAT preparations as was promised on 2/17/26. Citrus responded to the survey provided by Florida PALM in late May, but has not received any communication or commitments regarding the preparations to be supplied by Florida PALM. | Citrus is developing a UAT Engagement plan that does not require PALM Input. This plan will include the number and roles of resources assigned, the number of test cases, and the planned dates for executing those test cases by July 31, 2026. | Citrus Project Manager and Business Process Consultant | There is no workaround to UAT testing. | Very likely | 07/17/26 |
| 2.3 | Citrus has not been provided with any in-person or remote UAT preparations as was promised on 2/17/26. Citrus responded to the survey provided by Florida PALM in late May, but has not received any communication or commitments regarding the preparations to be supplied by Florida PALM. | Citrus is developing a UAT plan that does not require PALM Input. Upon execution of the plan, Citrus will identify the needs for process documentation for the new PALM sytem. | Citrus Project Manager and Business Process Consultant | There is no workaround to UAT testing. | Very likely | 10/30/26 |

# TECHNOLOGY

## Criteria

**3.1** All Cycle 3 interfaces have been successfully tested in UAT multiple times.

**3.2** Agency has produced and tested all selected inbound files in the UAT environment or has a plan to complete testing of inbound files prior to the UAT refresh.

**3.3** Agency is prepared to execute plan to complete interface testing after UAT refresh.

**3.4** Agency business systems are being remediated and documentation updated as needed, based on testing findings.

## Inbound Cycle 3 Testing Progress - Cumulative

Total ABS Interface Connections = 0

- Interfaces Tested Multiple Times To Date = 0/0

- Interfaces Tested Multiple Times Successfully To Date = 0/0

**Percent of Interfaces Tested Successfully To Date = N/A**

## Outbound Cycle 3 Testing Progress - Cumulative

Total ABS Interface Connections = 12

- Interfaces Tested Multiple Times To Date = 12/12

- Interfaces Tested Multiple Times Successfully To Date = 0/12

**Percent of Interfaces Tested Successfully To Date = 0.00%**

## Readiness Certification Worksheet

| Critical Operational Element | Criteria ID | Criteria | Criteria Met | Confidence Level | Comments |
|---|---|---|---|---|---|
| Technology | 3.0 | Overall Technology Readiness | | Very Confident | |
| Technology | 3.1 | All Cycle 3 interfaces have been successfully tested in UAT multiple times. | No - Less than 90% met | | 0/0 interfaces successfully tested multiple times |
| Technology | 3.2 | Agency has produced and tested all selected inbound files in the UAT environment or has a plan to complete testing of inbound files prior to the UAT refresh. | Yes | | |
| Technology | 3.3 | Agency is prepared to execute plan to complete interface testing after UAT refresh. | Yes | | |
| Technology | 3.4 | Agency business systems are being remediated and documentation updated as needed, based on testing findings. | Yes | | |

## Mitigation Plan

| Criteria ID | Why has the criteria not been met? | What mitigating actions are being taken? | Who is responsible for supporting the mitigation? | Impact/workaround if mitigation is not completed? | Likelihood of Mitigation Plan Completion? | Planned completion date of the mitigation steps? |
|---|---|---|---|---|---|---|
| 3.1 | Citrus has a limited budget for interfaces. Work on Citrus' 12 interfaces began on 6/1/2026. Cycle 1 was completed on 6/14. Cycle 2 was completed on 7/8. Cycle 3 will begin pending project configuration. | Citrus has created all 12 interfaces through Cycle 2 testing, which is completed. Citrus will begin Cycle 3 testing pending project configuration. | Citrus Project Manager, Citrus IT Director, Citrus Integration Partner | Citrus will realize Risk 003 and it will become an Issue. | Very likely | 07/31/26 |

# DATA

## Criteria

**4.1** Changes to agency specific configurations are being tested and maintained in agency configuration workbooks as necessary.

**4.2** Agency configuration and conversion workbooks are complete and contain no errors.

**4.3** Agency data in FLAIR, FACTs and MFMP are cleansed and ready for Dry Run 2 conversion.

## Worksheet Errors

**Error Messages**

- Count of Configuration Worksheet Rows with Error Messages = 0
- Count of Conversion Worksheet Rows with Error Messages = 0

## Related RW Tasks

| Task ID | Task Name | Agency Reported Task Progress | Project Verification of Completion |
|---|---|---|---|
| **698** | Complete Data Cleansing in Preparation for Dry Run 2 | 100% - Submitted | Submission Complete |
| **701** | Submit Configuration and Conversion Workbooks | 100% - Submitted | Submission Complete |
| **713** | Confirm Supplier Records | 100% - Submitted | Submission Complete |

## Readiness Certification Worksheet

| Critical Operational Element | Criteria ID | Criteria | Criteria Met | Confidence Level | Comments |
|---|---|---|---|---|---|
| Data | 4.0 | Overall Data Readiness | | Extremely Confident | |
| Data | 4.1 | Changes to agency specific configurations are being tested and maintained in agency configuration workbooks as necessary. | Yes | | |
| Data | 4.2 | Agency configuration and conversion workbooks are complete and contain no errors. | Yes | | |
| Data | 4.3 | Agency data in FLAIR , FACTs and MFMP are cleansed and ready for Dry Run 2 conversion. | No | | |

## Mitigation Plan

| Criteria ID | Why has the criteria not been met? | What mitigating actions are being taken? | Who is responsible for supporting the mitigation? | Impact/workaround if mitigation is not completed? | Likelihood of Mitigation Plan Completion? | Planned completion date of the mitigation steps? |
|---|---|---|---|---|---|---|
| 4.3 | Citrus historical contract numbering standard is not compatible with Florida PALM. Citrus has switched to a compatible nomenclature, but this solution will not work for open contracts. Contracts may not be renumber in FLAIR because it would break the association to FACTS. | At Go-Live Citrus will tally the remaining incompatible contracts (estimated to be less than 20), and submit a request to FACTS to change the numbers of the open contract to the new numerical schema. | Citrus Project Manager and Citrus Comptroller | Data in FACTS will not be accurately reported from Florida PALM. | Very likely | 12/11/26 |

## Agency Sponsor Confirmation

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

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## Future Readiness Certification Submissions

**Readiness Certification 4 - November 2026**

Agency Sponsors will provide final submission of the Agency Readiness Certification (RW Task 628) indicating the culmination of all testing activities and that the agency is ready to go live. This final submission of Agency Readiness Certification will be provided to the ESC for review and consideration as they prepare to vote on Stage Gate 4: Agency Readiness.

| Helpful Links |
|---|
| Agency Readiness Certification |
| Agency Readiness Certification #1 |
| Agency Readiness Certification #2 |

# COM Readiness Certification #3 Dashboard
# Continue UAT and Prepare for Training

**Readiness Certification #3 Confirmation**

| Agency Sponsor Name: | Confirmed By: | Confirmation Date |
|---|---|---|
| Tisha Womack | caroline.womack@commerce.fl. | 07/10/26 |

## SUMMARY

### Overall Confidence Level

### People

Confidence Level - People

Criteria 1.1

Criteria 1.2

Criteria 1.3

Criteria 1.4

Criteria 1.5

### Processes

Confidence Level - Processes

Criteria 2.1

Criteria 2.2

Criteria 2.3

### Technology

Confidence Level - Technology

Criteria 3.1

Criteria 3.2

Criteria 3.3

Criteria 3.4

### Data

Confidence Level - Data

Criteria 4.1

Criteria 4.2

Criteria 4.3

## PEOPLE

### Criteria

**1.1** Agency Training Plan has been updated.

**1.2** Agency has identified all agency specific learning materials to be developed to support end user training.

**1.3** All agency end users have been role mapped in preparation for the UAT refresh.

**1.4** All SOD conflicts have been resolved or approved by A&A for the UAT refresh.

**1.5** Agency is prepared to execute plan to ensure all end users practice job functions after UAT refresh.

### Agency-Specific Training Inventory

Applicable Topics Based on User Stories = 69

- Number of Topics Dispositioned for Updates/Creation = 69/69

- Number of Topics Requiring Training Materials = 61/69

### Role Mapping

Number of End Users Role Mapped = 38

Number of End Users with SOD Conflicts = 0

- Approved SOD Conflicts = 0

- Unapproved SOD Conflicts = 0

Available DW/BI Licenses Exceeded = 0

### Related RW Tasks

| Task ID | Task Name | Agency Reported Task Progress | Project Verification of Completion |
|---|---|---|---|
| **607** | Update Training Plan | 100% - Submitted | Submission Complete |
| **702** | Submit Role Mapping Worksheet | 100% - Submitted | Submission Complete |

### Readiness Certification Worksheet

| Critical Operational Element | Criteria ID | Criteria | Criteria Met | Confidence Level | Comments |
|---|---|---|---|---|---|
| People | 1.0 | Overall People Readiness | | Moderately Confident | |
| People | 1.1 | Agency Training Plan has been updated. | Yes | | |
| People | 1.2 | Agency has identified all agency specific learning materials to be developed to support end user training. | Yes | | |
| People | 1.3 | All agency end users have been role mapped in preparation for the UAT refresh. | Yes | | |
| People | 1.4 | All SOD conflicts have been resolved or approved by A&A for the UAT refresh. | Yes | | |
| People | 1.5 | Agency is prepared to execute plan to ensure all end users practice job functions after UAT refresh. | Yes | | |

### Mitigation Plan

| Criteria ID | Why has the criteria not been met? | What mitigating actions are being taken? | Who is responsible for supporting the mitigation? | Impact/workaround if mitigation is not completed? | Likelihood of Mitigation Plan Completion? | Planned completion date of the mitigation steps? |
|---|---|---|---|---|---|---|
| | | | | | | |

## PROCESSES

### Criteria

**2.1** Agency testers have successfully tested at least one user story for each applicable Project Recommended Standard Activity.

**2.2** Agency is prepared to execute plan to complete testing of all processes from start to finish, including workflows and agency business systems, after UAT refresh.

**2.3** Agency has identified all process documentation to be created or updated based on testing results.

### User Story Testing Progress - Cumulative

Applicable Activities = 159

- Applicable Project Recommended Activities = 76 / 159

Applicable Activities Tested at Least Once To Date = 92 / 159

### Business Process Documentation Updates

Applicable Topics Based on User Stories = 69

- Number of Topics Dispositioned for Updates/Creation = 69/69

- Number of Topics Requiring Documentation Updates/Creation = 57/69

- Applicable Project Recommended Activities Tested at Least Once To Date = 53 / 76

Applicable Activities Tested Successfully To Date = 92 / 159

- Applicable Project Recommended Activities Tested Successfully To Date = 53 / 76

**Percent of Applicable Project Recommended Activities Tested Successfully To Date = 69.74 %**

**Readiness Certification Worksheet**

| Critical Operational Element | Criteria ID | Criteria | Criteria Met | Confidence Level | Comments |
|---|---|---|---|---|---|
| Processes | 2.0 | Overall Processes Readiness | | Moderately Confident | |
| Processes | 2.1 | Agency testers have successfully tested at least one user story for each applicable Project Recommended Standard Activity. | No | | |
| Processes | 2.2 | Agency is prepared to execute plan to complete testing of all processes from start to finish, including workflows and agency business systems, after UAT refresh. | Yes | | Commerce is prepared, given all PALM functions are available. |
| Processes | 2.3 | Agency has identified all process documentation to be created or updated based on testing results. | Yes | | |

**Mitigation Plan**

| Criteria ID | Why has the criteria not been met? | What mitigating actions are being taken? | Who is responsible for supporting the mitigation? | Impact/workaround if mitigation is not completed? | Likelihood of Mitigation Plan Completion? | Planned completion date of the mitigation steps? |
|---|---|---|---|---|---|---|
| 2.1 | Resource availability, competing task priorities, and time constraints limited testing documentation, although recent reports indicate end users conducted testing. | Commerce will prioritize Project Recommended topics and activities to ensure targeted testing and documentation of applicable user stories. | Managers and Bureau Leadership | Incomplete mitigation may result in testing coverage gaps; the agency will target outstanding Project Recommended topics during available testing opportunities. | Very likely | 07/31/26 |

## TECHNOLOGY

**Criteria**

**3.1** All Cycle 3 interfaces have been successfully tested in UAT multiple times.

**3.2** Agency has produced and tested all selected inbound files in the UAT environment or has a plan to complete testing of inbound files prior to the UAT refresh.

**3.3** Agency is prepared to execute plan to complete interface testing after UAT refresh.

**3.4** Agency business systems are being remediated and documentation updated as needed, based on testing findings.

**Inbound Cycle 3 Testing Progress - Cumulative**

Total ABS Interface Connections = 7

- Interfaces Tested Multiple Times To Date = 7/7

- Interfaces Tested Multiple Times Successfully To Date = 7/7

**Percent of Interfaces Tested Successfully To Date = 100.00%**

**Outbound Cycle 3 Testing Progress - Cumulative**

Total ABS Interface Connections = 77

- Interfaces Tested Multiple Times To Date = 77/77

- Interfaces Tested Multiple Times Successfully To Date = 77/77

**Percent of Interfaces Tested Successfully To Date = 100.00%**

**Readiness Certification Worksheet**

| Critical Operational Element | Criteria ID | Criteria | Criteria Met | Confidence Level | Comments |
|---|---|---|---|---|---|
| Technology | 3.0 | Overall Technology Readiness | | Moderately Confident | |
| Technology | 3.1 | All Cycle 3 interfaces have been successfully tested in UAT multiple times. | Yes - 100% met | | 84/84 interfaces successfully tested multiple times |
| Technology | 3.2 | Agency has produced and tested all selected inbound files in the UAT environment or has a plan to complete testing of inbound files prior to the UAT refresh. | Yes | | |
| Technology | 3.3 | Agency is prepared to execute plan to complete interface testing after UAT refresh. | Yes | | |
| Technology | 3.4 | Agency business systems are being remediated and documentation updated as needed, based on testing findings. | Yes | | |

**Mitigation Plan**

| Criteria ID | Why has the criteria not been met? | What mitigating actions are being taken? | Who is responsible for supporting the mitigation? | Impact/workaround if mitigation is not completed? | Likelihood of Mitigation Plan Completion? | Planned completion date of the mitigation steps? |
|---|---|---|---|---|---|---|
| | | | | | | |

## DATA

**Criteria**

**4.1** Changes to agency specific configurations are being tested and maintained in agency configuration workbooks as necessary.

**4.2** Agency configuration and conversion workbooks are complete and contain no errors.

**4.3** Agency data in FLAIR, FACTs and MFMP are cleansed and ready for Dry Run 2 conversion.

## Worksheet Errors

**Error Messages**

- Count of Configuration Worksheet Rows with Error Messages = 0

- Count of Conversion Worksheet Rows with Error Messages = 0

## Related RW Tasks

| Task ID | Task Name | Agency Reported Task Progress | Project Verification of Completion |
|---|---|---|---|
| **698** | Complete Data Cleansing in Preparation for Dry Run 2 | 100% - Submitted | Submission Complete |
| **701** | Submit Configuration and Conversion Workbooks | 100% - Submitted | Submission Complete |
| **713** | Confirm Supplier Records | 100% - Submitted | Submission Complete |

## Readiness Certification Worksheet

| Critical Operational Element | Criteria ID | Criteria | Criteria Met | Confidence Level | Comments |
|---|---|---|---|---|---|
| Data | 4.0 | Overall Data Readiness | | Moderately Confident | |
| Data | 4.1 | Changes to agency specific configurations are being tested and maintained in agency configuration workbooks as necessary. | Yes | | |
| Data | 4.2 | Agency configuration and conversion workbooks are complete and contain no errors. | Yes | | |
| Data | 4.3 | Agency data in FLAIR , FACTs and MFMP are cleansed and ready for Dry Run 2 conversion. | Yes | | |

## Mitigation Plan

| Criteria ID | Why has the criteria not been met? | What mitigating actions are being taken? | Who is responsible for supporting the mitigation? | Impact/workaround if mitigation is not completed? | Likelihood of Mitigation Plan Completion? | Planned completion date of the mitigation steps? |
|---|---|---|---|---|---|---|
| | | | | | | |

## Agency Sponsor Confirmation

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

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## Future Readiness Certification Submissions

**Readiness Certification 4 - November 2026**

Agency Sponsors will provide final submission of the Agency Readiness Certification (RW Task 628) indicating the culmination of all testing activities and that the agency is ready to go live. This final submission of Agency Readiness Certification will be provided to the ESC for review and consideration as they prepare to vote on Stage Gate 4: Agency Readiness.

## Helpful Links

- Agency Readiness Certification
- Agency Readiness Certification #1
- Agency Readiness Certification #2

# DACS Readiness Certification #3 Dashboard
# Continue UAT and Prepare for Training

## Readiness Certification #3 Confirmation

| Agency Sponsor Name: | Confirmed By: | Confirmation Date |
|---|---|---|
| alan edwards | alan.edwards@fdacs.gov | 07/07/26 |

## SUMMARY

### Overall Confidence Level

### People

Confidence Level - People

Criteria 1.1

Criteria 1.2

Criteria 1.3

Criteria 1.4

Criteria 1.5

### Processes

Confidence Level - Processes

Criteria 2.1

Criteria 2.2

Criteria 2.3

### Technology

Confidence Level - Technology

Criteria 3.1

Criteria 3.2

Criteria 3.3

Criteria 3.4

### Data

Confidence Level - Data

Criteria 4.1

Criteria 4.2

Criteria 4.3

## PEOPLE

### Criteria

**1.1** Agency Training Plan has been updated.

**1.2** Agency has identified all agency specific learning materials to be developed to support end user training.

**1.3** All agency end users have been role mapped in preparation for the UAT refresh.

**1.4** All SOD conflicts have been resolved or approved by A&A for the UAT refresh.

**1.5** Agency is prepared to execute plan to ensure all end users practice job functions after UAT refresh.

### Agency-Specific Training Inventory

Applicable Topics Based on User Stories = 70

- Number of Topics Dispositioned for Updates/Creation = 70/70

- Number of Topics Requiring Training Materials = 68/70

### Role Mapping

Number of End Users Role Mapped = 68

Number of End Users with SOD Conflicts = 0

- Approved SOD Conflicts = 0

- Unapproved SOD Conflicts = 0

Available DW/BI Licenses Exceeded = 0

### Related RW Tasks

| Task ID | Task Name | Agency Reported Task Progress | Project Verification of Completion |
|---|---|---|---|
| 607 | Update Training Plan | 100% - Submitted | Submission Complete |
| 702 | Submit Role Mapping Worksheet | 100% - Submitted | Submission Complete |

### Readiness Certification Worksheet

| Critical Operational Element | Criteria ID | Criteria | Criteria Met | Confidence Level | Comments |
|---|---|---|---|---|---|
| People | 1.0 | Overall People Readiness | | Very Confident | |
| People | 1.1 | Agency Training Plan has been updated. | Yes | | |
| People | 1.2 | Agency has identified all agency specific learning materials to be developed to support end user training. | Yes | | |
| People | 1.3 | All agency end users have been role mapped in preparation for the UAT refresh. | Yes | | |
| People | 1.4 | All SOD conflicts have been resolved or approved by A&A for the UAT refresh. | Yes | | |
| People | 1.5 | Agency is prepared to execute plan to ensure all end users practice job functions after UAT refresh. | Yes | | |

### Mitigation Plan

| Criteria ID | Why has the criteria not been met? | What mitigating actions are being taken? | Who is responsible for supporting the mitigation? | Impact/workaround if mitigation is not completed? | Likelihood of Mitigation Plan Completion? | Planned completion date of the mitigation steps? |
|---|---|---|---|---|---|---|
| | | | | | | |

## PROCESSES

### Criteria

**2.1** Agency testers have successfully tested at least one user story for each applicable Project Recommended Standard Activity.

**2.2** Agency is prepared to execute plan to complete testing of all processes from start to finish, including workflows and agency business systems, after UAT refresh.

**2.3** Agency has identified all process documentation to be created or updated based on testing results.

### User Story Testing Progress - Cumulative

Applicable Activities = 155

- Applicable Project Recommended Activities = 77 / 155

Applicable Activities Tested at Least Once To Date = 143 / 155

### Business Process Documentation Updates

Applicable Topics Based on User Stories = 70

- Number of Topics Dispositioned for Updates/Creation = 70/70

- Number of Topics Requiring Documentation Updates/Creation = 70/70

- Applicable Project Recommended Activities Tested at Least Once To Date = 74 / 77

Applicable Activities Tested Successfully To Date = 143 / 155

- Applicable Project Recommended Activities Tested Successfully To Date = 74 / 77

**Percent of Applicable Project Recommended Activities Tested Successfully To Date = 96.10 %**

## Readiness Certification Worksheet

| Critical Operational Element | Criteria ID | Criteria | Criteria Met | Confidence Level | Comments |
|---|---|---|---|---|---|
| Processes | 2.0 | Overall Processes Readiness | | Moderately Confident | |
| Processes | 2.1 | Agency testers have successfully tested at least one user story for each applicable Project Recommended Standard Activity. | No | | |
| Processes | 2.2 | Agency is prepared to execute plan to complete testing of all processes from start to finish, including workflows and agency business systems, after UAT refresh. | Yes | | |
| Processes | 2.3 | Agency has identified all process documentation to be created or updated based on testing results. | Yes | | |

## Mitigation Plan

| Criteria ID | Why has the criteria not been met? | What mitigating actions are being taken? | Who is responsible for supporting the mitigation? | Impact/workaround if mitigation is not completed? | Likelihood of Mitigation Plan Completion? | Planned completion date of the mitigation steps? |
|---|---|---|---|---|---|---|
| 2.1 | All user stories have been tested. Three of the nearly 260 user stories tested were either not marked or not counted due to an unknown error. No mitigation is necessary. | No mitigation actions are necessary. Any relevant counts will updated in future inventory sheets as needed. | No mitigation actions are necessary. | No mitigation actions are necessary. | Very likely | 09/30/26 |

# TECHNOLOGY

## Criteria

**3.1** All Cycle 3 interfaces have been successfully tested in UAT multiple times.

**3.2** Agency has produced and tested all selected inbound files in the UAT environment or has a plan to complete testing of inbound files prior to the UAT refresh.

**3.3** Agency is prepared to execute plan to complete interface testing after UAT refresh.

**3.4** Agency business systems are being remediated and documentation updated as needed, based on testing findings.

## Inbound Cycle 3 Testing Progress - Cumulative

Total ABS Interface Connections = 9

- Interfaces Tested Multiple Times To Date = 9/9

- Interfaces Tested Multiple Times Successfully To Date = 5/9

**Percent of Interfaces Tested Successfully To Date = 55.56%**

## Outbound Cycle 3 Testing Progress - Cumulative

Total ABS Interface Connections = 21

- Interfaces Tested Multiple Times To Date = 21/21

- Interfaces Tested Multiple Times Successfully To Date = 18/21

**Percent of Interfaces Tested Successfully To Date = 85.71%**

## Readiness Certification Worksheet

| Critical Operational Element | Criteria ID | Criteria | Criteria Met | Confidence Level | Comments |
|---|---|---|---|---|---|
| Technology | 3.0 | Overall Technology Readiness | | Somewhat Concerned | |
| Technology | 3.1 | All Cycle 3 interfaces have been successfully tested in UAT multiple times. | No - Less than 90% met | | 23/30 interfaces successfully tested multiple times |
| Technology | 3.2 | Agency has produced and tested all selected inbound files in the UAT environment or has a plan to complete testing of inbound files prior to the UAT refresh. | Yes | | |
| Technology | 3.3 | Agency is prepared to execute plan to complete interface testing after UAT refresh. | Yes | | |
| Technology | 3.4 | Agency business systems are being remediated and documentation updated as needed, based on testing findings. | Yes | | |

## Mitigation Plan

| Criteria ID | Why has the criteria not been met? | What mitigating actions are being taken? | Who is responsible for supporting the mitigation? | Impact/workaround if mitigation is not completed? | Likelihood of Mitigation Plan Completion? | Planned completion date of the mitigation steps? |
|---|---|---|---|---|---|---|
| 3.1 | As of the June 30th Cycle 3 Testing Report, the department has not been able to complete successful tests on all PALM Inbound and Outbound Interfaces due to various factors, including unresolved issues for the following interfaces with open SNow tickets (POI002, ARI007, API031, API020, PRI058) | Mitigation of this risk depends on PALM resolving the issues preventing successful processing of the interface files. The FDACS PALM Remediation Team (PRT) will continue to collaborate and communicate closely with PALM by submitting ServiceNow tickets, monitoring progress, and requesting meetings with the appropriate PALM functional and technical SMEs as needed.<br>FDACS PRT has already met with PALM Support to outline the issues, and PALM has confirmed that their team is actively working on the defects. Ongoing engagement and follow-up will continue until resolution is achieved. | FDACS PRT, FDACS F&A and PALM | Inability to successfully test and validate these interface files within the required timelines will delay critical UAT deliverables, limit readiness for any subsequent testing cycles, and impact overall project scheduling. The department plans to complete the current mitigation plan by mid-July, but this date is dependent on PALM providing resolutions to open issues in a timely manner. | Somewhat | 07/17/26 |

# DATA

## Criteria

**4.1** Changes to agency specific configurations are being tested and maintained in agency configuration workbooks as necessary.

**4.2** Agency configuration and conversion workbooks are complete and contain no errors.

**4.3** Agency data in FLAIR, FACTs and MFMP are cleansed and ready for Dry Run 2 conversion.

## Worksheet Errors

**Error Messages**

- Count of Configuration Worksheet Rows with Error Messages = 0
- Count of Conversion Worksheet Rows with Error Messages = 0

## Related RW Tasks

| Task ID | Task Name | Agency Reported Task Progress | Project Verification of Completion |
|---|---|---|---|
| **698** | Complete Data Cleansing in Preparation for Dry Run 2 | 100% - Submitted | Submission Complete |
| **701** | Submit Configuration and Conversion Workbooks | 100% - Submitted | Submission Complete |
| **713** | Confirm Supplier Records | 100% - Submitted | Submission Complete |

## Readiness Certification Worksheet

| Critical Operational Element | Criteria ID | Criteria | Criteria Met | Confidence Level | Comments |
|---|---|---|---|---|---|
| Data | 4.0 | Overall Data Readiness | | Very Confident | |
| Data | 4.1 | Changes to agency specific configurations are being tested and maintained in agency configuration workbooks as necessary. | Yes | | |
| Data | 4.2 | Agency configuration and conversion workbooks are complete and contain no errors. | Yes | | |
| Data | 4.3 | Agency data in FLAIR , FACTs and MFMP are cleansed and ready for Dry Run 2 conversion. | Yes | | |

## Mitigation Plan

| Criteria ID | Why has the criteria not been met? | What mitigating actions are being taken? | Who is responsible for supporting the mitigation? | Impact/workaround if mitigation is not completed? | Likelihood of Mitigation Plan Completion? | Planned completion date of the mitigation steps? |
|---|---|---|---|---|---|---|
| | | | | | | |

## Agency Sponsor Confirmation

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

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## Future Readiness Certification Submissions

**Readiness Certification 4 - November 2026**

Agency Sponsors will provide final submission of the Agency Readiness Certification (RW Task 628) indicating the culmination of all testing activities and that the agency is ready to go live. This final submission of Agency Readiness Certification will be provided to the ESC for review and consideration as they prepare to vote on Stage Gate 4: Agency Readiness.

| Helpful Links |
|---|
| Agency Readiness Certification |
| Agency Readiness Certification #1 |
| Agency Readiness Certification #2 |

# DBPR Readiness Certification #3 Dashboard
# Continue UAT and Prepare for Training

**Readiness Certification #3 Confirmation**

| Agency Sponsor Name: | Confirmed By: | Confirmation Date |
|---|---|---|
| Sally Huggins | sally.huggins@myfloridalicense. | 07/10/26 |

## SUMMARY

**Overall Confidence Level**

**People**

Confidence Level - People

Criteria 1.1

Criteria 1.2

Criteria 1.3

Criteria 1.4

Criteria 1.5

**Processes**

Confidence Level - Processes

Criteria 2.1

Criteria 2.2

Criteria 2.3

**Technology**

Confidence Level - Technology

Criteria 3.1

Criteria 3.2

Criteria 3.3

Criteria 3.4

**Data**

Confidence Level - Data

Criteria 4.1

Criteria 4.2

Criteria 4.3

## PEOPLE

**Criteria**

**1.1** Agency Training Plan has been updated.

**1.2** Agency has identified all agency specific learning materials to be developed to support end user training.

**1.3** All agency end users have been role mapped in preparation for the UAT refresh.

**1.4** All SOD conflicts have been resolved or approved by A&A for the UAT refresh.

**1.5** Agency is prepared to execute plan to ensure all end users practice job functions after UAT refresh.

**Agency-Specific Training Inventory**

Applicable Topics Based on User Stories = 61

- Number of Topics Dispositioned for Updates/Creation = 61/61

- Number of Topics Requiring Training Materials = 0/61

**Role Mapping**

Number of End Users Role Mapped = 54

Number of End Users with SOD Conflicts = 0

- Approved SOD Conflicts = 0

- Unapproved SOD Conflicts = 0

Available DW/BI Licenses Exceeded = 0

**Related RW Tasks**

| Task ID | Task Name | Agency Reported Task Progress | Project Verification of Completion |
|---|---|---|---|
| 607 | Update Training Plan | 100% - Submitted | Submission Complete |
| 702 | Submit Role Mapping Worksheet | 100% - Submitted | Submission Complete |

**Readiness Certification Worksheet**

| Critical Operational Element | Criteria ID | Criteria | Criteria Met | Confidence Level | Comments |
|---|---|---|---|---|---|
| People | 1.0 | Overall People Readiness | | Moderately Confident | |
| People | 1.1 | Agency Training Plan has been updated. | Yes | | |
| People | 1.2 | Agency has identified all agency specific learning materials to be developed to support end user training. | Yes | | |
| People | 1.3 | All agency end users have been role mapped in preparation for the UAT refresh. | Yes | | |
| People | 1.4 | All SOD conflicts have been resolved or approved by A&A for the UAT refresh. | Yes | | |
| People | 1.5 | Agency is prepared to execute plan to ensure all end users practice job functions after UAT refresh. | Yes | | |

**Mitigation Plan**

| Criteria ID | Why has the criteria not been met? | What mitigating actions are being taken? | Who is responsible for supporting the mitigation? | Impact/workaround if mitigation is not completed? | Likelihood of Mitigation Plan Completion? | Planned completion date of the mitigation steps? |
|---|---|---|---|---|---|---|
| | | | | | | |

## PROCESSES

**Criteria**

**2.1** Agency testers have successfully tested at least one user story for each applicable Project Recommended Standard Activity.

**2.2** Agency is prepared to execute plan to complete testing of all processes from start to finish, including workflows and agency business systems, after UAT refresh.

**2.3** Agency has identified all process documentation to be created or updated based on testing results.

**User Story Testing Progress - Cumulative**

Applicable Activities = 131

- Applicable Project Recommended Activities = 64 / 131

Applicable Activities Tested at Least Once To Date = 85 / 131

**Business Process Documentation Updates**

Applicable Topics Based on User Stories = 61

- Number of Topics Dispositioned for Updates/Creation = 0/61

- Number of Topics Requiring Documentation Updates/Creation = 0/61

- Applicable Project Recommended Activities Tested at Least Once To Date = 43 / 64

Applicable Activities Tested Successfully To Date = 82 / 131

- Applicable Project Recommended Activities Tested Successfully To Date = 43 / 64

**Percent of Applicable Project Recommended Activities Tested Successfully To Date = 67.19 %**

**Readiness Certification Worksheet**

| Critical Operational Element | Criteria ID | Criteria | Criteria Met | Confidence Level | Comments |
|---|---|---|---|---|---|
| Processes | 2.0 | Overall Processes Readiness | | Moderately Confident | |
| Processes | 2.1 | Agency testers have successfully tested at least one user story for each applicable Project Recommended Standard Activity. | No | | |
| Processes | 2.2 | Agency is prepared to execute plan to complete testing of all processes from start to finish, including workflows and agency business systems, after UAT refresh. | No | | Replanning is in progress. |
| Processes | 2.3 | Agency has identified all process documentation to be created or updated based on testing results. | No | | |

**Mitigation Plan**

| Criteria ID | Why has the criteria not been met? | What mitigating actions are being taken? | Who is responsible for supporting the mitigation? | Impact/workaround if mitigation is not completed? | Likelihood of Mitigation Plan Completion? | Planned completion date of the mitigation steps? |
|---|---|---|---|---|---|---|
| 2.1 | Staff shortages, especially in DM, caused a lack of testers, and a lack of resulting test data for downstream testers to use. Most of the vacancies are filled now. | A plan is being redrawn to identify and capture test data and spreadsheet uploads before testing begins. Packets are planned for each tester so they have data to test with. Staff positions in DM have been filled. | PM, OCM, and SME from each area. | Focus will be placed on Project Required User Stories to ensure there is test data for those. | Very likely | 08/14/26 |
| 2.2 | Lessons learned in the first phase of UAT have identified a need for replanning. The replanning results will be used to complete the UAT Engagement Plan. | Replanning UAT | PM, OCM, SMEs. SME Supervisors | If staff cannot complete testing all user stories at least once, DBPR will ensure that project required user stores are tested to 100% completion. | Somewhat | 08/21/26 |
| 2.3 | Business Processes have not changed, only the system. | Desk job aids are planned for each role. | OCM | Supervisors will assist in completing job aids where necessary. | Very likely | 10/02/26 |

## TECHNOLOGY

**Criteria**

**3.1** All Cycle 3 interfaces have been successfully tested in UAT multiple times.

**3.2** Agency has produced and tested all selected inbound files in the UAT environment or has a plan to complete testing of inbound files prior to the UAT refresh.

**3.3** Agency is prepared to execute plan to complete interface testing after UAT refresh.

**3.4** Agency business systems are being remediated and documentation updated as needed, based on testing findings.

**Inbound Cycle 3 Testing Progress - Cumulative**

Total ABS Interface Connections = 1

- Interfaces Tested Multiple Times To Date = 1/1

- Interfaces Tested Multiple Times Successfully To Date = 0/1

**Percent of Interfaces Tested Successfully To Date = 0.00%**

**Outbound Cycle 3 Testing Progress - Cumulative**

Total ABS Interface Connections = 0

- Interfaces Tested Multiple Times To Date = 0/0

- Interfaces Tested Multiple Times Successfully To Date = 0/0

**Percent of Interfaces Tested Successfully To Date = N/A**

**Readiness Certification Worksheet**

| Critical Operational Element | Criteria ID | Criteria | Criteria Met | Confidence Level | Comments |
|---|---|---|---|---|---|
| Technology | 3.0 | Overall Technology Readiness | | Somewhat Concerned | Development of the Versa Interface automation is slow. |
| Technology | 3.1 | All Cycle 3 interfaces have been successfully tested in UAT multiple times. | No - Less than 90% met | | 0/1 interfaces successfully tested multiple times |
| Technology | 3.2 | Agency has produced and tested all selected inbound files in the UAT environment or has a plan to complete testing of inbound files prior to the UAT refresh. | Yes | | Testing is ongoing. |
| Technology | 3.3 | Agency is prepared to execute plan to complete interface testing after UAT refresh. | Yes | | |
| Technology | 3.4 | Agency business systems are being remediated and documentation updated as needed, based on testing findings. | No | | We have not been able to test the automation of API002. Requests have been sent to DBPR IT for a date for completion. |

**Mitigation Plan**

| Criteria ID | Why has the criteria not been met? | What mitigating actions are being taken? | Who is responsible for supporting the mitigation? | Impact/workaround if mitigation is not completed? | Likelihood of Mitigation Plan Completion? | Planned completion date of the mitigation steps? |
|---|---|---|---|---|---|---|
| 3.1 | Interface updates are still in development. | Mitigation possibilities are under investigation. | Accounts Receivable | DBPR will manage Versa transactions manually | Somewhat | 08/28/26 |
| 3.4 | ABS (Versa) system automation is not ready for testing. | Mitigation possibilities are under investigation | Accounts Receivable | DBPR will manage Versa transactions manually | Somewhat | 08/28/26 |

## DATA

**Criteria**

**4.1** Changes to agency specific configurations are being tested and maintained in agency configuration workbooks as necessary.

**4.2** Agency configuration and conversion workbooks are complete and contain no errors.

**4.3** Agency data in FLAIR, FACTs and MFMP are cleansed and ready for Dry Run 2 conversion.

## Worksheet Errors

**Error Messages**

- Count of Configuration Worksheet Rows with Error Messages = 0

- Count of Conversion Worksheet Rows with Error Messages = 0

## Related RW Tasks

| Task ID | Task Name | Agency Reported Task Progress | Project Verification of Completion |
|---|---|---|---|
| **698** | Complete Data Cleansing in Preparation for Dry Run 2 | 100% - Submitted | Submission Complete |
| **701** | Submit Configuration and Conversion Workbooks | 100% - Submitted | Submission Complete |
| **713** | Confirm Supplier Records | 100% - Submitted | Submission Complete |

## Readiness Certification Worksheet

| Critical Operational Element | Criteria ID | Criteria | Criteria Met | Confidence Level | Comments |
|---|---|---|---|---|---|
| Data | 4.0 | Overall Data Readiness | | Very Confident | |
| Data | 4.1 | Changes to agency specific configurations are being tested and maintained in agency configuration workbooks as necessary. | Yes | | DBPR changes have been minimal. |
| Data | 4.2 | Agency configuration and conversion workbooks are complete and contain no errors. | Yes | | |
| Data | 4.3 | Agency data in FLAIR , FACTs and MFMP are cleansed and ready for Dry Run 2 conversion. | Yes | | |

## Mitigation Plan

| Criteria ID | Why has the criteria not been met? | What mitigating actions are being taken? | Who is responsible for supporting the mitigation? | Impact/workaround if mitigation is not completed? | Likelihood of Mitigation Plan Completion? | Planned completion date of the mitigation steps? |
|---|---|---|---|---|---|---|
| | | | | | | |

## Agency Sponsor Confirmation

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

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## Future Readiness Certification Submissions

**Readiness Certification 4 - November 2026**

Agency Sponsors will provide final submission of the Agency Readiness Certification (RW Task 628) indicating the culmination of all testing activities and that the agency is ready to go live. This final submission of Agency Readiness Certification will be provided to the ESC for review and consideration as they prepare to vote on Stage Gate 4: Agency Readiness.

## Helpful Links

- Agency Readiness Certification
- Agency Readiness Certification #1
- Agency Readiness Certification #2

# DCF Readiness Certification #3 Dashboard
# Continue UAT and Prepare for Training

## Readiness Certification #3 Confirmation

| Agency Sponsor Name: | Confirmed By: | Confirmation Date |
|---|---|---|
| Chad Barrett | chad.barrett@myflfamilies.com | 07/10/26 |

## SUMMARY

### Overall Confidence Level

### People

**Confidence Level - People**

**Criteria 1.1**

**Criteria 1.2**

**Criteria 1.3**

**Criteria 1.4**

**Criteria 1.5**

### Processes

**Confidence Level - Processes**

**Criteria 2.1**

**Criteria 2.2**

**Criteria 2.3**

### Technology

**Confidence Level - Technology**

**Criteria 3.1**

**Criteria 3.2**

**Criteria 3.3**

**Criteria 3.4**

### Data

**Confidence Level - Data**

**Criteria 4.1**

**Criteria 4.2**

**Criteria 4.3**

## PEOPLE

### Criteria

**1.1** Agency Training Plan has been updated.

**1.2** Agency has identified all agency specific learning materials to be developed to support end user training.

**1.3** All agency end users have been role mapped in preparation for the UAT refresh.

**1.4** All SOD conflicts have been resolved or approved by A&A for the UAT refresh.

**1.5** Agency is prepared to execute plan to ensure all end users practice job functions after UAT refresh.

### Agency-Specific Training Inventory

Applicable Topics Based on User Stories = 66

- Number of Topics Dispositioned for Updates/Creation = 66/66

- Number of Topics Requiring Training Materials = 60/66

### Role Mapping

Number of End Users Role Mapped = 220

Number of End Users with SOD Conflicts = 0

- Approved SOD Conflicts = 0

- Unapproved SOD Conflicts = 0

Available DW/BI Licenses Exceeded = 0

### Related RW Tasks

| Task ID | Task Name | Agency Reported Task Progress | Project Verification of Completion |
|---|---|---|---|
| **607** | Update Training Plan | 100% - Submitted | Submission Complete |
| **702** | Submit Role Mapping Worksheet | 100% - Submitted | Submission Complete |

### Readiness Certification Worksheet

| Critical Operational Element | Criteria ID | Criteria | Criteria Met | Confidence Level | Comments |
|---|---|---|---|---|---|
| People | 1.0 | Overall People Readiness | | Very Confident | |
| People | 1.1 | Agency Training Plan has been updated. | Yes | | |
| People | 1.2 | Agency has identified all agency specific learning materials to be developed to support end user training. | Yes | | |
| People | 1.3 | All agency end users have been role mapped in preparation for the UAT refresh. | Yes | | |
| People | 1.4 | All SOD conflicts have been resolved or approved by A&A for the UAT refresh. | Yes | | |
| People | 1.5 | Agency is prepared to execute plan to ensure all end users practice job functions after UAT refresh. | Yes | | |

### Mitigation Plan

| Criteria ID | Why has the criteria not been met? | What mitigating actions are being taken? | Who is responsible for supporting the mitigation? | Impact/workaround if mitigation is not completed? | Likelihood of Mitigation Plan Completion? | Planned completion date of the mitigation steps? |
|---|---|---|---|---|---|---|
| | | | | | | |

## PROCESSES

### Criteria

**2.1** Agency testers have successfully tested at least one user story for each applicable Project Recommended Standard Activity.

**2.2** Agency is prepared to execute plan to complete testing of all processes from start to finish, including workflows and agency business systems, after UAT refresh.

**2.3** Agency has identified all process documentation to be created or updated based on testing results.

### User Story Testing Progress - Cumulative

Applicable Activities = 138

- Applicable Project Recommended Activities = 70 / 138

Applicable Activities Tested at Least Once To Date = 111 / 138

### Business Process Documentation Updates

Applicable Topics Based on User Stories = 66

- Number of Topics Dispositioned for Updates/Creation = 66/66

- Number of Topics Requiring Documentation Updates/Creation = 64/66

- Applicable Project Recommended Activities Tested at Least Once To Date = 70 / 70

Applicable Activities Tested Successfully To Date = 108 / 138

- Applicable Project Recommended Activities Tested Successfully To Date = 69 / 70

**Percent of Applicable Project Recommended Activities Tested Successfully To Date = 98.57 %**

### Readiness Certification Worksheet

| Critical Operational Element | Criteria ID | Criteria | Criteria Met | Confidence Level | Comments |
|---|---|---|---|---|---|
| Processes | 2.0 | Overall Processes Readiness | | Very Confident | |
| Processes | 2.1 | Agency testers have successfully tested at least one user story for each applicable Project Recommended Standard Activity. | No | | |
| Processes | 2.2 | Agency is prepared to execute plan to complete testing of all processes from start to finish, including workflows and agency business systems, after UAT refresh. | Yes | | |
| Processes | 2.3 | Agency has identified all process documentation to be created or updated based on testing results. | Yes | | |

### Mitigation Plan

| Criteria ID | Why has the criteria not been met? | What mitigating actions are being taken? | Who is responsible for supporting the mitigation? | Impact/workaround if mitigation is not completed? | Likelihood of Mitigation Plan Completion? | Planned completion date of the mitigation steps? |
|---|---|---|---|---|---|---|
| 2.1 | Some payroll testing activities can only be completed during specific payroll processing windows. DCF was unable to complete the recommended standard testing activities for the payroll project user story because the required testing window had already passed. | DCF will align payroll user story testing schedules with payroll processing windows, identify payroll-dependent activities early, and implement tracking and contingency planning to ensure testing is completed within the required timeframe. | Agency Liason | If formal testing cannot be re-run in the system before deadline, we will conduct a manual desktop simulation/walkthrough of the end-to-end business process with the team to ensure operational readiness. | Very likely | 09/30/26 |

## TECHNOLOGY

### Criteria

**3.1** All Cycle 3 interfaces have been successfully tested in UAT multiple times.

**3.2** Agency has produced and tested all selected inbound files in the UAT environment or has a plan to complete testing of inbound files prior to the UAT refresh.

**3.3** Agency is prepared to execute plan to complete interface testing after UAT refresh.

**3.4** Agency business systems are being remediated and documentation updated as needed, based on testing findings.

### Inbound Cycle 3 Testing Progress - Cumulative

Total ABS Interface Connections = 8

- Interfaces Tested Multiple Times To Date = 8/8

- Interfaces Tested Multiple Times Successfully To Date = 2/8

**Percent of Interfaces Tested Successfully To Date = 25.00%**

### Outbound Cycle 3 Testing Progress - Cumulative

Total ABS Interface Connections = 25

- Interfaces Tested Multiple Times To Date = 25/25

- Interfaces Tested Multiple Times Successfully To Date = 23/25

**Percent of Interfaces Tested Successfully To Date = 92.00%**

### Readiness Certification Worksheet

| Critical Operational Element | Criteria ID | Criteria | Criteria Met | Confidence Level | Comments |
|---|---|---|---|---|---|
| Technology | 3.0 | Overall Technology Readiness | | Somewhat Concerned | |
| Technology | 3.1 | All Cycle 3 interfaces have been successfully tested in UAT multiple times. | No - Less than 90% met | | 25/33 interfaces successfully tested multiple times |
| Technology | 3.2 | Agency has produced and tested all selected inbound files in the UAT environment or has a plan to complete testing of inbound files prior to the UAT refresh. | Yes | | 4/8 interfaces submitted at least once to date. Target to submit at least one file for each remaining interface prior to refresh. While we expect to complete a test for each interface, we are still defining requirements/changes that will affect the current functionality for at least 2 of 8 inbound interfaces that will not be completely validated until after UAT refresh. |
| Technology | 3.3 | Agency is prepared to execute plan to complete interface testing after UAT refresh. | Yes | | |
| Technology | 3.4 | Agency business systems are being remediated and documentation updated as needed, based on testing findings. | Yes | | Validation of our GRANTS short-term solution remains our biggest technical risk internal to DCF. |

### Mitigation Plan

| Criteria ID | Why has the criteria not been met? | What mitigating actions are being taken? | Who is responsible for supporting the mitigation? | Impact/workaround if mitigation is not completed? | Likelihood of Mitigation Plan Completion? | Planned completion date of the mitigation steps? |
|---|---|---|---|---|---|---|
| 3.1 | Front end development and testing still underway in some business systems adjusting to lessons learned in working with actual UAT data, changing business requirements, and competing priorities.<br>Some interfaces are dependent on prior interface success and sufficient data staging through automated and online testing prior to beginning tests.<br>PALM project not scheduled to execute tests for CF period prior to UAT refresh. | Reinforcement of project prioritization and timelines against other workload. Additional attention on working jointly to stage sufficient test data to execute tests.<br>Development attention on the highest priority functional adjustments to agency business systems. | Technical and Agency Liaisons; Functional SMEs | Affected agency business systems will not be deemed ready for PALM go live directly affecting agency readiness and requiring additional mitigation. | Somewhat | 09/30/26 |

## DATA

## Criteria

**4.1** Changes to agency specific configurations are being tested and maintained in agency configuration workbooks as necessary.

**4.2** Agency configuration and conversion workbooks are complete and contain no errors.

**4.3** Agency data in FLAIR, FACTs and MFMP are cleansed and ready for Dry Run 2 conversion.

## Worksheet Errors

**Error Messages**

- Count of Configuration Worksheet Rows with Error Messages = 0
- Count of Conversion Worksheet Rows with Error Messages = 0

## Related RW Tasks

| Task ID | Task Name | Agency Reported Task Progress | Project Verification of Completion |
|---|---|---|---|
| **698** | Complete Data Cleansing in Preparation for Dry Run 2 | 100% - Submitted | Submission Complete |
| **701** | Submit Configuration and Conversion Workbooks | 100% - Submitted | Submission Complete |
| **713** | Confirm Supplier Records | 100% - Submitted | Submission Complete |

## Readiness Certification Worksheet

| Critical Operational Element | Criteria ID | Criteria | Criteria Met | Confidence Level | Comments |
|---|---|---|---|---|---|
| Data | 4.0 | Overall Data Readiness | | Moderately Confident | |
| Data | 4.1 | Changes to agency specific configurations are being tested and maintained in agency configuration workbooks as necessary. | Yes | | |
| Data | 4.2 | Agency configuration and conversion workbooks are complete and contain no errors. | Yes | | |
| Data | 4.3 | Agency data in FLAIR , FACTs and MFMP are cleansed and ready for Dry Run 2 conversion. | Yes | | |

## Mitigation Plan

| Criteria ID | Why has the criteria not been met? | What mitigating actions are being taken? | Who is responsible for supporting the mitigation? | Impact/workaround if mitigation is not completed? | Likelihood of Mitigation Plan Completion? | Planned completion date of the mitigation steps? |
|---|---|---|---|---|---|---|
| | | | | | | |

## Agency Sponsor Confirmation

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

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## Future Readiness Certification Submissions

**Readiness Certification 4 - November 2026**

Agency Sponsors will provide final submission of the Agency Readiness Certification (RW Task 628) indicating the culmination of all testing activities and that the agency is ready to go live. This final submission of Agency Readiness Certification will be provided to the ESC for review and consideration as they prepare to vote on Stage Gate 4: Agency Readiness.

| Helpful Links |
|---|
| Agency Readiness Certification |
| Agency Readiness Certification #1 |
| Agency Readiness Certification #2 |

# DEM Readiness Certification #3 Dashboard
# Continue UAT and Prepare for Training

**Readiness Certification #3 Confirmation**

| Agency Sponsor Name: | Confirmed By: | Confirmation Date |
|---|---|---|
| Brittany Adams | brittany.adams@em.myflorida.c | 07/08/26 |

## SUMMARY

### Overall Confidence Level

| People | Processes | Technology | Data |
|---|---|---|---|
| Confidence Level - People | Confidence Level - Processes | Confidence Level - Technology | Confidence Level - Data |
| Criteria 1.1 | Criteria 2.1 | Criteria 3.1 | Criteria 4.1 |
| Criteria 1.2 | Criteria 2.2 | Criteria 3.2 | Criteria 4.2 |
| Criteria 1.3 | Criteria 2.3 | Criteria 3.3 | Criteria 4.3 |
| Criteria 1.4 | | Criteria 3.4 | |
| Criteria 1.5 | | | |

## PEOPLE

### Criteria

**1.1** Agency Training Plan has been updated.

**1.2** Agency has identified all agency specific learning materials to be developed to support end user training.

**1.3** All agency end users have been role mapped in preparation for the UAT refresh.

**1.4** All SOD conflicts have been resolved or approved by A&A for the UAT refresh.

**1.5** Agency is prepared to execute plan to ensure all end users practice job functions after UAT refresh.

### Agency-Specific Training Inventory

Applicable Topics Based on User Stories = 67

- Number of Topics Dispositioned for Updates/Creation = 67/67

- Number of Topics Requiring Training Materials = 67/67

### Role Mapping

Number of End Users Role Mapped = 34

Number of End Users with SOD Conflicts = 0

- Approved SOD Conflicts = 0

- Unapproved SOD Conflicts = 0

Available DW/BI Licenses Exceeded = 0

### Related RW Tasks

| Task ID | Task Name | Agency Reported Task Progress | Project Verification of Completion |
|---|---|---|---|
| 607 | Update Training Plan | 100% - Submitted | Submission Complete |
| 702 | Submit Role Mapping Worksheet | 100% - Submitted | Submission Complete |

### Readiness Certification Worksheet

| Critical Operational Element | Criteria ID | Criteria | Criteria Met | Confidence Level | Comments |
|---|---|---|---|---|---|
| People | 1.0 | Overall People Readiness | | Very Confident | |
| People | 1.1 | Agency Training Plan has been updated. | Yes | | |
| People | 1.2 | Agency has identified all agency specific learning materials to be developed to support end user training. | Yes | | |
| People | 1.3 | All agency end users have been role mapped in preparation for the UAT refresh. | Yes | | |
| People | 1.4 | All SOD conflicts have been resolved or approved by A&A for the UAT refresh. | Yes | | |
| People | 1.5 | Agency is prepared to execute plan to ensure all end users practice job functions after UAT refresh. | Yes | | |

### Mitigation Plan

| Criteria ID | Why has the criteria not been met? | What mitigating actions are being taken? | Who is responsible for supporting the mitigation? | Impact/workaround if mitigation is not completed? | Likelihood of Mitigation Plan Completion? | Planned completion date of the mitigation steps? |
|---|---|---|---|---|---|---|
| | | | | | | |

## PROCESSES

### Criteria

**2.1** Agency testers have successfully tested at least one user story for each applicable Project Recommended Standard Activity.

**2.2** Agency is prepared to execute plan to complete testing of all processes from start to finish, including workflows and agency business systems, after UAT refresh.

**2.3** Agency has identified all process documentation to be created or updated based on testing results.

### User Story Testing Progress - Cumulative

Applicable Activities = 153

- Applicable Project Recommended Activities = 76 / 153

Applicable Activities Tested at Least Once To Date = 67 / 153

- Applicable Project Recommended Activities Tested at Least Once To Date = 60 / 76

Applicable Activities Tested Successfully To Date = 66 / 153

### Business Process Documentation Updates

Applicable Topics Based on User Stories = 67

- Number of Topics Dispositioned for Updates/Creation = 67/67

- Number of Topics Requiring Documentation Updates/Creation = 67/67

- Applicable Project Recommended Activities Tested Successfully To Date = 59 / 76

**Percent of Applicable Project Recommended Activities Tested Successfully To Date = 77.63 %**

### Readiness Certification Worksheet

| Critical Operational Element | Criteria ID | Criteria | Criteria Met | Confidence Level | Comments |
|---|---|---|---|---|---|
| Processes | 2.0 | Overall Processes Readiness | | Very Confident | |
| Processes | 2.1 | Agency testers have successfully tested at least one user story for each applicable Project Recommended Standard Activity. | No | | |
| Processes | 2.2 | Agency is prepared to execute plan to complete testing of all processes from start to finish, including workflows and agency business systems, after UAT refresh. | Yes | | |
| Processes | 2.3 | Agency has identified all process documentation to be created or updated based on testing results. | Yes | | |

### Mitigation Plan

| Criteria ID | Why has the criteria not been met? | What mitigating actions are being taken? | Who is responsible for supporting the mitigation? | Impact/workaround if mitigation is not completed? | Likelihood of Mitigation Plan Completion? | Planned completion date of the mitigation steps? |
|---|---|---|---|---|---|---|
| 2.1 | Currently 77.63% completion of Project Recommended Standard Activities. We have been progressing through the User Story activities in combination with the 'none' recommended activities. We have been slow at testing and reason as to why we have not completed the recommended activities. | BFM will continue work through and prioritize testing of Recommended Project Activities. | FDEM Bureau of Financial Management | FDEM is anticipating completion testing of activities for recommended and standard activities. | Very likely | 09/30/26 |

## TECHNOLOGY

### Criteria

**3.1** All Cycle 3 interfaces have been successfully tested in UAT multiple times.

**3.2** Agency has produced and tested all selected inbound files in the UAT environment or has a plan to complete testing of inbound files prior to the UAT refresh.

**3.3** Agency is prepared to execute plan to complete interface testing after UAT refresh.

**3.4** Agency business systems are being remediated and documentation updated as needed, based on testing findings.

### Inbound Cycle 3 Testing Progress - Cumulative

Total ABS Interface Connections = 3

- Interfaces Tested Multiple Times To Date = 3/3

- Interfaces Tested Multiple Times Successfully To Date = 0/3

**Percent of Interfaces Tested Successfully To Date = 0.00%**

### Outbound Cycle 3 Testing Progress - Cumulative

Total ABS Interface Connections = 7

- Interfaces Tested Multiple Times To Date = 7/7

- Interfaces Tested Multiple Times Successfully To Date = 1/7

**Percent of Interfaces Tested Successfully To Date = 14.29%**

### Readiness Certification Worksheet

| Critical Operational Element | Criteria ID | Criteria | Criteria Met | Confidence Level | Comments |
|---|---|---|---|---|---|
| Technology | 3.0 | Overall Technology Readiness | | Very Confident | |
| Technology | 3.1 | All Cycle 3 interfaces have been successfully tested in UAT multiple times. | No - Less than 90% met | | 1/10 interfaces successfully tested multiple times |
| Technology | 3.2 | Agency has produced and tested all selected inbound files in the UAT environment or has a plan to complete testing of inbound files prior to the UAT refresh. | Yes | | |
| Technology | 3.3 | Agency is prepared to execute plan to complete interface testing after UAT refresh. | Yes | | |
| Technology | 3.4 | Agency business systems are being remediated and documentation updated as needed, based on testing findings. | Yes | | |

### Mitigation Plan

| Criteria ID | Why has the criteria not been met? | What mitigating actions are being taken? | Who is responsible for supporting the mitigation? | Impact/workaround if mitigation is not completed? | Likelihood of Mitigation Plan Completion? | Planned completion date of the mitigation steps? |
|---|---|---|---|---|---|---|
| 3.1 | Criteria has not been met due to ITM servers being down and migration to new EOG builiding. | ITM will be regularly checking in with FDEM staff to ensure completion of Cycle 3 testing. In addition, FDEM will provide updates to Technical Readiness Coordinator as Cycle 3 testing is happening. | FDEM Information Technology Management (ITM) | FDEM ITM is anticipating completing the Cycle 3 testing. Interface testing is a key component of the FLAIR to PALM transition. | Very likely | 09/09/26 |

## DATA

### Criteria

**4.1** Changes to agency specific configurations are being tested and maintained in agency configuration workbooks as necessary.

**4.2** Agency configuration and conversion workbooks are complete and contain no errors.

**4.3** Agency data in FLAIR, FACTs and MFMP are cleansed and ready for Dry Run 2 conversion.

### Worksheet Errors

**Error Messages**

- Count of Configuration Worksheet Rows with Error Messages = 0

### Related RW Tasks

| Task ID | Task Name | Agency Reported Task Progress | Project Verification of Completion |
|---|---|---|---|
| **698** | Complete Data Cleansing in Preparation for Dry Run 2 | 100% - Submitted | Submission Complete |

- Count of Conversion Worksheet Rows with Error Messages = 0

| | | | |
|---|---|---|---|
| | for Dry Run 2 | | |
| **701** | Submit Configuration and Conversion Workbooks | 100% - Submitted | Task Closed - Submission Incomplete |
| **713** | Confirm Supplier Records | 100% - Submitted | Submission Complete |

## Readiness Certification Worksheet

| Critical Operational Element | Criteria ID | Criteria | Criteria Met | Confidence Level | Comments |
|---|---|---|---|---|---|
| Data | 4.0 | Overall Data Readiness | | Very Confident | |
| Data | 4.1 | Changes to agency specific configurations are being tested and maintained in agency configuration workbooks as necessary. | Yes | | |
| Data | 4.2 | Agency configuration and conversion workbooks are complete and contain no errors. | No | | |
| Data | 4.3 | Agency data in FLAIR , FACTs and MFMP are cleansed and ready for Dry Run 2 conversion. | Yes | | |

## Mitigation Plan

| Criteria ID | Why has the criteria not been met? | What mitigating actions are being taken? | Who is responsible for supporting the mitigation? | Impact/workaround if mitigation is not completed? | Likelihood of Mitigation Plan Completion? | Planned completion date of the mitigation steps? |
|---|---|---|---|---|---|---|
| 4.2 | DEM has been working diligently on ensuring configuration and conversion workbooks do not contain errors. Latest submission had errors that were not addressed. | DEM will work towards ensuring configuration and conversion workbooks are maintained and reviewed for errors for upcoming Configuration and Conversion Workbook Tasks. | FDEM Bureau of Financial Management | FDEM anticipates clearing errors in configuration and conversion workbooks for upcoming task submissions. | Very likely | 07/31/26 |

## Agency Sponsor Confirmation

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

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## Future Readiness Certification Submissions

**Readiness Certification 4 - November 2026**

Agency Sponsors will provide final submission of the Agency Readiness Certification (RW Task 628) indicating the culmination of all testing activities and that the agency is ready to go live. This final submission of Agency Readiness Certification will be provided to the ESC for review and consideration as they prepare to vote on Stage Gate 4: Agency Readiness.

| Helpful Links |
| --- |
| Agency Readiness Certification |
| Agency Readiness Certification #1 |
| Agency Readiness Certification #2 |

# DEP Readiness Certification #3 Dashboard
# Continue UAT and Prepare for Training

**Readiness Certification #3 Confirmation**

| Agency Sponsor Name: | Confirmed By: | Confirmation Date |
| --- | --- | --- |
| Karen Armstrong | karen.e.armstrong@floridadep.g | 07/10/26 |

## SUMMARY

**Overall Confidence Level**

**People**

- Confidence Level - People
- Criteria 1.1
- Criteria 1.2
- Criteria 1.3
- Criteria 1.4
- Criteria 1.5

**Processes**

- Confidence Level - Processes
- Criteria 2.1
- Criteria 2.2
- Criteria 2.3

**Technology**

- Confidence Level - Technology
- Criteria 3.1
- Criteria 3.2
- Criteria 3.3
- Criteria 3.4

**Data**

- Confidence Level - Data
- Criteria 4.1
- Criteria 4.2
- Criteria 4.3

## PEOPLE

**Criteria**

**1.1** Agency Training Plan has been updated.

**1.2** Agency has identified all agency specific learning materials to be developed to support end user training.

**1.3** All agency end users have been role mapped in preparation for the UAT refresh.

**1.4** All SOD conflicts have been resolved or approved by A&A for the UAT refresh.

**1.5** Agency is prepared to execute plan to ensure all end users practice job functions after UAT refresh.

**Agency-Specific Training Inventory**

Applicable Topics Based on User Stories = 66

- Number of Topics Dispositioned for Updates/Creation = 66/66

- Number of Topics Requiring Training Materials = 29/66

**Role Mapping**

Number of End Users Role Mapped = 86

Number of End Users with SOD Conflicts = 0

- Approved SOD Conflicts = 0

- Unapproved SOD Conflicts = 0

Available DW/BI Licenses Exceeded = 0

**Related RW Tasks**

| Task ID | Task Name | Agency Reported Task Progress | Project Verification of Completion |
| --- | --- | --- | --- |
| 607 | Update Training Plan | 100% - Submitted | Submission Complete |
| 702 | Submit Role Mapping Worksheet | 100% - Submitted | Submission Complete |

**Readiness Certification Worksheet**

| Critical Operational Element | Criteria ID | Criteria | Criteria Met | Confidence Level | Comments |
| --- | --- | --- | --- | --- | --- |
| People | 1.0 | Overall People Readiness | | Becoming Confident | SMEs have become more comfortable with PALM changes which will lead to an easier testing/training effort with end users. Additional enterprise system information is needed to assist preparing the end user population, which will be the largest volume of users affected by PALM. |
| People | 1.1 | Agency Training Plan has been updated. | Yes | | |
| People | 1.2 | Agency has identified all agency specific learning materials to be developed to support end user training. | Yes | | |
| People | 1.3 | All agency end users have been role mapped in preparation for the UAT refresh. | Yes | | |
| People | 1.4 | All SOD conflicts have been resolved or approved by A&A for the UAT refresh. | Yes | | |
| People | 1.5 | Agency is prepared to execute plan to ensure all end users practice job functions after UAT refresh. | Yes | | |

**Mitigation Plan**

| Criteria ID | Why has the criteria not been met? | What mitigating actions are being taken? | Who is responsible for supporting the mitigation? | Impact/workaround if mitigation is not completed? | Likelihood of Mitigation Plan Completion? | Planned completion date of the mitigation steps? |
| --- | --- | --- | --- | --- | --- | --- |
| | | | | | | |

## PROCESSES

**Criteria**

**2.1** Agency testers have successfully tested at least one user story for each applicable Project Recommended Standard Activity.

**2.2** Agency is prepared to execute plan to complete testing of all processes from start to finish, including workflows and agency business systems, after UAT refresh.

**2.3** Agency has identified all process documentation to be created or updated based on testing results.

**User Story Testing Progress - Cumulative**

**Business Process Documentation Updates**

Applicable Activities = 154

- Applicable Project Recommended Activities = 75 / 154

Applicable Activities Tested at Least Once To Date = 122 / 154

- Applicable Project Recommended Activities Tested at Least Once To Date = 70 / 75

Applicable Activities Tested Successfully To Date = 121 / 154

- Applicable Project Recommended Activities Tested Successfully To Date = 70 / 75

**Percent of Applicable Project Recommended Activities Tested Successfully To Date = 93.33 %**

Applicable Topics Based on User Stories = 66

- Number of Topics Dispositioned for Updates/Creation = 66/66

- Number of Topics Requiring Documentation Updates/Creation = 49/66

### Readiness Certification Worksheet

| Critical Operational Element | Criteria ID | Criteria | Criteria Met | Confidence Level | Comments |
|---|---|---|---|---|---|
| Processes | 2.0 | Overall Processes Readiness | | Moderately Confident | Additional enterprise system information is needed to assist preparing the end user population for new processes, which will be the largest volume of users affected by PALM. |
| Processes | 2.1 | Agency testers have successfully tested at least one user story for each applicable Project Recommended Standard Activity. | No | | |
| Processes | 2.2 | Agency is prepared to execute plan to complete testing of all processes from start to finish, including workflows and agency business systems, after UAT refresh. | Yes | | |
| Processes | 2.3 | Agency has identified all process documentation to be created or updated based on testing results. | Yes | | |

### Mitigation Plan

| Criteria ID | Why has the criteria not been met? | What mitigating actions are being taken? | Who is responsible for supporting the mitigation? | Impact/workaround if mitigation is not completed? | Likelihood of Mitigation Plan Completion? | Planned completion date of the mitigation steps? |
|---|---|---|---|---|---|---|
| 2.1 | Five payroll activities were not completed by 6/30 due to the limited timeframe to process specific payroll processes in PALM. Three of these activities have since been completed with another awaiting process steps. One additional processes requires a payroll to be loaded. | DEP will coordinate testing with the next payroll loaded in PALM, which is scheduled for August. | The DEP payroll SMEs and DEP core PALM team. | If the process is not completed timely with the next loaded payroll, then the following payroll will be tested. | Very likely | 08/31/26 |

## TECHNOLOGY

### Criteria

**3.1** All Cycle 3 interfaces have been successfully tested in UAT multiple times.

**3.2** Agency has produced and tested all selected inbound files in the UAT environment or has a plan to complete testing of inbound files prior to the UAT refresh.

**3.3** Agency is prepared to execute plan to complete interface testing after UAT refresh.

**3.4** Agency business systems are being remediated and documentation updated as needed, based on testing findings.

### Inbound Cycle 3 Testing Progress - Cumulative

Total ABS Interface Connections = 4

- Interfaces Tested Multiple Times To Date = 4/4

- Interfaces Tested Multiple Times Successfully To Date = 4/4

**Percent of Interfaces Tested Successfully To Date = 100.00%**

### Outbound Cycle 3 Testing Progress - Cumulative

Total ABS Interface Connections = 17

- Interfaces Tested Multiple Times To Date = 17/17

- Interfaces Tested Multiple Times Successfully To Date = 16/17

**Percent of Interfaces Tested Successfully To Date = 94.12%**

### Readiness Certification Worksheet

| Critical Operational Element | Criteria ID | Criteria | Criteria Met | Confidence Level | Comments |
|---|---|---|---|---|---|
| Technology | 3.0 | Overall Technology Readiness | | Very Confident | |
| Technology | 3.1 | All Cycle 3 interfaces have been successfully tested in UAT multiple times. | No - Greater than 90% met | | 20/21 interfaces successfully tested multiple times |
| Technology | 3.2 | Agency has produced and tested all selected inbound files in the UAT environment or has a plan to complete testing of inbound files prior to the UAT refresh. | Yes | | |
| Technology | 3.3 | Agency is prepared to execute plan to complete interface testing after UAT refresh. | Yes | | |
| Technology | 3.4 | Agency business systems are being remediated and documentation updated as needed, based on testing findings. | Yes | | |

### Mitigation Plan

| Criteria ID | Why has the criteria not been met? | What mitigating actions are being taken? | Who is responsible for supporting the mitigation? | Impact/workaround if mitigation is not completed? | Likelihood of Mitigation Plan Completion? | Planned completion date of the mitigation steps? |
|---|---|---|---|---|---|---|
| 3.1 | POI007 is not available from PALM for the agency to test. | PALM is scheduled to complete testing sessions and sharing this interface file in July/August. | PALM | Agency will not be able to create agency specific payable reports for sharing and analysis. | Very likely | 08/31/26 |

## DATA

### Criteria

**4.1** Changes to agency specific configurations are being tested and maintained in agency configuration workbooks as necessary.

**4.2** Agency configuration and conversion workbooks are complete and contain no errors.

**4.3** Agency data in FLAIR, FACTs and MFMP are cleansed and ready for Dry Run 2 conversion.

## Worksheet Errors

**Error Messages**

- Count of Configuration Worksheet Rows with Error Messages = 0

- Count of Conversion Worksheet Rows with Error Messages = 0

## Related RW Tasks

| Task ID | Task Name | Agency Reported Task Progress | Project Verification of Completion |
|---|---|---|---|
| **698** | Complete Data Cleansing in Preparation for Dry Run 2 | 100% - Submitted | Submission Complete |
| **701** | Submit Configuration and Conversion Workbooks | 100% - Submitted | |
| **713** | Confirm Supplier Records | 100% - Submitted | Submission Complete |

## Readiness Certification Worksheet

| Critical Operational Element | Criteria ID | Criteria | Criteria Met | Confidence Level | Comments |
|---|---|---|---|---|---|
| Data | 4.0 | Overall Data Readiness | | Moderately Confident | |
| Data | 4.1 | Changes to agency specific configurations are being tested and maintained in agency configuration workbooks as necessary. | Yes | | |
| Data | 4.2 | Agency configuration and conversion workbooks are complete and contain no errors. | Yes | | |
| Data | 4.3 | Agency data in FLAIR , FACTs and MFMP are cleansed and ready for Dry Run 2 conversion. | Yes | | |

## Mitigation Plan

| Criteria ID | Why has the criteria not been met? | What mitigating actions are being taken? | Who is responsible for supporting the mitigation? | Impact/workaround if mitigation is not completed? | Likelihood of Mitigation Plan Completion? | Planned completion date of the mitigation steps? |
|---|---|---|---|---|---|---|
| | | | | | | |

## Agency Sponsor Confirmation

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

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## Future Readiness Certification Submissions

**Readiness Certification 4 - November 2026**

Agency Sponsors will provide final submission of the Agency Readiness Certification (RW Task 628) indicating the culmination of all testing activities and that the agency is ready to go live. This final submission of Agency Readiness Certification will be provided to the ESC for review and consideration as they prepare to vote on Stage Gate 4: Agency Readiness.

| Helpful Links |
|---|
| Agency Readiness Certification |
| Agency Readiness Certification #1 |
| Agency Readiness Certification #2 |

# DFS Readiness Certification #3 Dashboard
# Continue UAT and Prepare for Training

**Readiness Certification #3 Confirmation**

| Agency Sponsor Name: | Confirmed By: | Confirmation Date |
|---|---|---|
| Scott Fennell | scott.fennell@myfloridacfo.com | 07/09/26 |

## SUMMARY

### Overall Confidence Level

### People

**Confidence Level - People**

**Criteria 1.1**

**Criteria 1.2**

**Criteria 1.3**

**Criteria 1.4**

**Criteria 1.5**

### Processes

**Confidence Level - Processes**

**Criteria 2.1**

**Criteria 2.2**

**Criteria 2.3**

### Technology

**Confidence Level - Technology**

**Criteria 3.1**

**Criteria 3.2**

**Criteria 3.3**

**Criteria 3.4**

### Data

**Confidence Level - Data**

**Criteria 4.1**

**Criteria 4.2**

**Criteria 4.3**

## PEOPLE

### Criteria

**1.1** Agency Training Plan has been updated.

**1.2** Agency has identified all agency specific learning materials to be developed to support end user training.

**1.3** All agency end users have been role mapped in preparation for the UAT refresh.

**1.4** All SOD conflicts have been resolved or approved by A&A for the UAT refresh.

**1.5** Agency is prepared to execute plan to ensure all end users practice job functions after UAT refresh.

### Agency-Specific Training Inventory

Applicable Topics Based on User Stories = 64

- Number of Topics Dispositioned for Updates/Creation = 64/64

- Number of Topics Requiring Training Materials = 17/64

### Role Mapping

Number of End Users Role Mapped = 192

Number of End Users with SOD Conflicts = 0

- Approved SOD Conflicts = 0

- Unapproved SOD Conflicts = 0

Available DW/BI Licenses Exceeded = 0

### Related RW Tasks

| Task ID | Task Name | Agency Reported Task Progress | Project Verification of Completion |
|---|---|---|---|
| **607** | Update Training Plan | 100% - Submitted | Submission Complete |
| **702** | Submit Role Mapping Worksheet | 100% - Submitted | Submission Complete |

### Readiness Certification Worksheet

| Critical Operational Element | Criteria ID | Criteria | Criteria Met | Confidence Level | Comments |
|---|---|---|---|---|---|
| People | 1.0 | Overall People Readiness | | Very Confident | |
| People | 1.1 | Agency Training Plan has been updated. | Yes | | |
| People | 1.2 | Agency has identified all agency specific learning materials to be developed to support end user training. | Yes | | |
| People | 1.3 | All agency end users have been role mapped in preparation for the UAT refresh. | Yes | | |
| People | 1.4 | All SOD conflicts have been resolved or approved by A&A for the UAT refresh. | Yes | | |
| People | 1.5 | Agency is prepared to execute plan to ensure all end users practice job functions after UAT refresh. | Yes | | |

### Mitigation Plan

| Criteria ID | Why has the criteria not been met? | What mitigating actions are being taken? | Who is responsible for supporting the mitigation? | Impact/workaround if mitigation is not completed? | Likelihood of Mitigation Plan Completion? | Planned completion date of the mitigation steps? |
|---|---|---|---|---|---|---|
| | | | | | | |

## PROCESSES

### Criteria

**2.1** Agency testers have successfully tested at least one user story for each applicable Project Recommended Standard Activity.

**2.2** Agency is prepared to execute plan to complete testing of all processes from start to finish, including workflows and agency business systems, after UAT refresh.

**2.3** Agency has identified all process documentation to be created or updated based on testing results.

### User Story Testing Progress - Cumulative

Applicable Activities = 138

- Applicable Project Recommended Activities = 67 / 138

Applicable Activities Tested at Least Once To Date = 84 / 138

### Business Process Documentation Updates

Applicable Topics Based on User Stories = 64

- Number of Topics Dispositioned for Updates/Creation = 64/64

- Number of Topics Requiring Documentation Updates/Creation = 60/64

- Applicable Project Recommended Activities Tested at Least Once To Date = 67 / 67

Applicable Activities Tested Successfully To Date = 81 / 138

- Applicable Project Recommended Activities Tested Successfully To Date = 65 / 67

**Percent of Applicable Project Recommended Activities Tested Successfully To Date = 97.01 %**

## Readiness Certification Worksheet

| Critical Operational Element | Criteria ID | Criteria | Criteria Met | Confidence Level | Comments |
|---|---|---|---|---|---|
| Processes | 2.0 | Overall Processes Readiness | | Very Confident | |
| Processes | 2.1 | Agency testers have successfully tested at least one user story for each applicable Project Recommended Standard Activity. | No | | Comment for 2.1:<br>Activity 'Reviewing Org Security' not successfully tested as reports pull no data. Submitted UAT001487 and awaiting correction by the Project to successfully test this activity.<br><br>Activity 'Approving or Denying Overpayment Request' not successfully tested as there is a known issue with this activity. Process steps were pulled from the Knowledge Center and have not been updated. Submitted UAT0006587 and awaiting direction from Project to successfully test this activity. |
| Processes | 2.2 | Agency is prepared to execute plan to complete testing of all processes from start to finish, including workflows and agency business systems, after UAT refresh. | Yes | | |
| Processes | 2.3 | Agency has identified all process documentation to be created or updated based on testing results. | Yes | | |

## Mitigation Plan

| Criteria ID | Why has the criteria not been met? | What mitigating actions are being taken? | Who is responsible for supporting the mitigation? | Impact/workaround if mitigation is not completed? | Likelihood of Mitigation Plan Completion? | Planned completion date of the mitigation steps? |
|---|---|---|---|---|---|---|
| 2.1 | DFS is currently awaiting the Project team's response to the ServiceNow (SNow) tickets related to the two activities that have not yet been successfully tested. Once the Project team resolves the issues associated with these activities and provides the necessary updates, DFS will resume testing for both items. | Activity 'Reviewing Org Security' not successfully tested as reports pull no data. Submitted UAT001487 and awaiting correction by the Project to successfully test this activity.<br>Mitigation: 1. Complete and monitor SNOW Ticket. 2. As a temporary workaround at go-live, the PALM Solution Center could execute the required organizational security reports and provide the results directly to DFS Security Access Managers until ForgeRock restores the functionality that enables DFS SAMs to access the required reporting.<br><br>Activity 'Approving or Denying Overpayment Request' not successfully tested as there is a known issue with this activity. Process steps were pulled from the Knowledge Center and have not been updated. Submitted UAT0006587 and awaiting direction from Project to successfully test this activity.<br>Mitigation: 1. Complete and monitor SNOW Ticket. 2. As a temporary workaround, the Project team or BOSP could systematically process the required approval or denial actions on behalf of DFS until the functionality is restored. | Florida PALM | Organizational Security Impact<br>Without completion of the mitigation, DFS's Security Access Managers (SAMs) will be unable to run organizational security reports needed to monitor user access and identify unintended security access conflicts. This will limit DFS's ability to perform its standard security monitoring activities and maintain appropriate internal controls.<br><br>As a temporary workaround at go-live, the PALM Solution Center could execute the required organizational security reports and provide the results directly to DFS Security Access Managers until ForgeRock restores the functionality that enables DFS SAMs to access the required reporting.<br><br>Payroll Overpayment Approval/Denial Impact<br>If the payroll overpayment approval/denial functionality is not available, the timely recovery of salary overpayments will be negatively impacted. This could result in delays in recovering funds owed to DFS, an increased number of employee repayment plans, and a greater risk of unrecovered overpayments if an employee separates before the debt is fully satisfied. As a temporary workaround, the Project team or BOSP could systematically process the required approval or denial actions on behalf of DFS until the functionality is restored.<br><br>Note: To complete this mitigation plan DFS was required to enter the planned completion date and likelihood of mitigation plan completion. While we are certain that the issue will be resolved, the likelihood and planned completion date are beyond our control. | Very likely | 10/31/26 |

# TECHNOLOGY

## Criteria

**3.1** All Cycle 3 interfaces have been successfully tested in UAT multiple times.

**3.2** Agency has produced and tested all selected inbound files in the UAT environment or has a plan to complete testing of inbound files prior to the UAT refresh.

**3.3** Agency is prepared to execute plan to complete interface testing after UAT refresh.

**3.4** Agency business systems are being remediated and documentation updated as needed, based on testing findings.

## Inbound Cycle 3 Testing Progress - Cumulative

Total ABS Interface Connections = 15

- Interfaces Tested Multiple Times To Date = 15/15

- Interfaces Tested Multiple Times Successfully To Date = 15/15

**Percent of Interfaces Tested Successfully To Date = 100.00%**

## Outbound Cycle 3 Testing Progress - Cumulative

Total ABS Interface Connections = 29

- Interfaces Tested Multiple Times To Date = 29/29

- Interfaces Tested Multiple Times Successfully To Date = 28/29

**Percent of Interfaces Tested Successfully To Date = 96.55%**

## Readiness Certification Worksheet

| Critical Operational Element | Criteria ID | Criteria | Criteria Met | Confidence Level | Comments |
|---|---|---|---|---|---|

| | | | | | |
|---|---|---|---|---|---|
| Technology | 3.0 | Overall Technology Readiness | Yes | Very Confident | |
| Technology | 3.1 | All Cycle 3 interfaces have been successfully tested in UAT multiple times. | No - Greater than 90% met | | 43/44 interfaces successfully tested multiple times<br><br>Comment for 3.1:<br>We are unable to complete testing API023 multiple times as Florida PALM has only provided 1 test file during UAT. |
| Technology | 3.2 | Agency has produced and tested all selected inbound files in the UAT environment or has a plan to complete testing of inbound files prior to the UAT refresh. | Yes | | |
| Technology | 3.3 | Agency is prepared to execute plan to complete interface testing after UAT refresh. | Yes | | |
| Technology | 3.4 | Agency business systems are being remediated and documentation updated as needed, based on testing findings. | Yes | | |

### Mitigation Plan

| Criteria ID | Why has the criteria not been met? | What mitigating actions are being taken? | Who is responsible for supporting the mitigation? | Impact/workaround if mitigation is not completed? | Likelihood of Mitigation Plan Completion? | Planned completion date of the mitigation steps? |
|---|---|---|---|---|---|---|
| 3.1 | Florida PALM has not provided multiple test files for API023 (Escheatment). | Mitigation action is on Florida PALM to provide additional API023 interface files for testing. | Florida PALM | This interface is required by Florida law to transmit stale-dated State of Florida warrants to the Division of Unclaimed Property using the standardized electronic file format utilized by U.S. states for the reporting and receipt of unclaimed property. | Very likely | 07/31/26 |

## DATA

### Criteria

**4.1** Changes to agency specific configurations are being tested and maintained in agency configuration workbooks as necessary.

**4.2** Agency configuration and conversion workbooks are complete and contain no errors.

**4.3** Agency data in FLAIR, FACTs and MFMP are cleansed and ready for Dry Run 2 conversion.

### Worksheet Errors

**Error Messages**

- Count of Configuration Worksheet Rows with Error Messages = 0
- Count of Conversion Worksheet Rows with Error Messages = 0

### Related RW Tasks

| Task ID | Task Name | Agency Reported Task Progress | Project Verification of Completion |
|---|---|---|---|
| 698 | Complete Data Cleansing in Preparation for Dry Run 2 | 100% - Submitted | Submission Complete |
| 701 | Submit Configuration and Conversion Workbooks | 100% - Submitted | Submission Complete |
| 713 | Confirm Supplier Records | 100% - Submitted | Submission Complete |

### Readiness Certification Worksheet

| Critical Operational Element | Criteria ID | Criteria | Criteria Met | Confidence Level | Comments |
|---|---|---|---|---|---|
| Data | 4.0 | Overall Data Readiness | | Extremely Confident | |
| Data | 4.1 | Changes to agency specific configurations are being tested and maintained in agency configuration workbooks as necessary. | Yes | | |
| Data | 4.2 | Agency configuration and conversion workbooks are complete and contain no errors. | Yes | | |
| Data | 4.3 | Agency data in FLAIR , FACTs and MFMP are cleansed and ready for Dry Run 2 conversion. | Yes | | |

### Mitigation Plan

| Criteria ID | Why has the criteria not been met? | What mitigating actions are being taken? | Who is responsible for supporting the mitigation? | Impact/workaround if mitigation is not completed? | Likelihood of Mitigation Plan Completion? | Planned completion date of the mitigation steps? |
|---|---|---|---|---|---|---|
| | | | | | | |

### Agency Sponsor Confirmation

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

Smartsheet.com

### Future Readiness Certification Submissions

**Readiness Certification 4 - November 2026**

Agency Sponsors will provide final submission of the Agency Readiness Certification (RW Task 628) indicating the culmination of all testing activities and that the agency is ready to go live. This final submission of Agency Readiness Certification will be provided to the ESC for review and consideration as they prepare to vote on Stage Gate 4: Agency Readiness.

### Helpful Links

- Agency Readiness Certification
- Agency Readiness Certification #1
- Agency Readiness Certification #2

# DJJ Readiness Certification #3 Dashboard
# Continue UAT and Prepare for Training

### Readiness Certification #3 Confirmation

| Agency Sponsor Name: | Confirmed By: | Confirmation Date |
|---|---|---|
| T. Dodie Garye | dodie.garye@fldjj.gov | 07/10/26 |

## SUMMARY

### Overall Confidence Level

### People

| | |
|---|---|
| **Confidence Level - People** | |
| **Criteria 1.1** | |
| **Criteria 1.2** | |
| **Criteria 1.3** | |
| **Criteria 1.4** | |
| **Criteria 1.5** | |

### Processes

| | |
|---|---|
| **Confidence Level - Processes** | |
| **Criteria 2.1** | |
| **Criteria 2.2** | |
| **Criteria 2.3** | |

### Technology

| | |
|---|---|
| **Confidence Level - Technology** | |
| **Criteria 3.1** | |
| **Criteria 3.2** | |
| **Criteria 3.3** | |
| **Criteria 3.4** | |

### Data

| | |
|---|---|
| **Confidence Level - Data** | |
| **Criteria 4.1** | |
| **Criteria 4.2** | |
| **Criteria 4.3** | |

## PEOPLE

### Criteria

**1.1** Agency Training Plan has been updated.

**1.2** Agency has identified all agency specific learning materials to be developed to support end user training.

**1.3** All agency end users have been role mapped in preparation for the UAT refresh.

**1.4** All SOD conflicts have been resolved or approved by A&A for the UAT refresh.

**1.5** Agency is prepared to execute plan to ensure all end users practice job functions after UAT refresh.

### Agency-Specific Training Inventory

Applicable Topics Based on User Stories = 67

- Number of Topics Dispositioned for Updates/Creation = 12/67

- Number of Topics Requiring Training Materials = 10/67

### Role Mapping

Number of End Users Role Mapped = 90

Number of End Users with SOD Conflicts = 0

- Approved SOD Conflicts = 0

- Unapproved SOD Conflicts = 0

Available DW/BI Licenses Exceeded = 0

### Related RW Tasks

| Task ID | Task Name | Agency Reported Task Progress | Project Verification of Completion |
|---|---|---|---|
| **607** | Update Training Plan | 100% - Submitted | Submission Complete |
| **702** | Submit Role Mapping Worksheet | 100% - Submitted | Submission Complete |

### Readiness Certification Worksheet

| Critical Operational Element | Criteria ID | Criteria | Criteria Met | Confidence Level | Comments |
|---|---|---|---|---|---|
| People | 1.0 | Overall People Readiness | Yes | Very Confident | Criteria ID 1.2 DJJ has met the criteria; however, it was not recorded before the 6/30/26 cutoff. |
| People | 1.1 | Agency Training Plan has been updated. | Yes | | |
| People | 1.2 | Agency has identified all agency specific learning materials to be developed to support end user training. | No | | |
| People | 1.3 | All agency end users have been role mapped in preparation for the UAT refresh. | Yes | | |
| People | 1.4 | All SOD conflicts have been resolved or approved by A&A for the UAT refresh. | Yes | | |
| People | 1.5 | Agency is prepared to execute plan to ensure all end users practice job functions after UAT refresh. | Yes | | |

### Mitigation Plan

| Criteria ID | Why has the criteria not been met? | What mitigating actions are being taken? | Who is responsible for supporting the mitigation? | Impact/workaround if mitigation is not completed? | Likelihood of Mitigation Plan Completion? | Planned completion date of the mitigation steps? |
|---|---|---|---|---|---|---|
| 1.2 | Not reported before the June 30 deadline. | Smartsheet will be properly updated in July | Sarah Lewis - Agency Liaison | The mitigation has already been completed. | Very likely | 07/01/26 |

## PROCESSES

### Criteria

**2.1** Agency testers have successfully tested at least one user story for each applicable Project Recommended Standard Activity.

**2.2** Agency is prepared to execute plan to complete testing of all processes from start to finish, including workflows and agency business systems, after UAT refresh.

**2.3** Agency has identified all process documentation to be created or updated based on testing results.

### User Story Testing Progress - Cumulative

Applicable Activities = 149

- Applicable Project Recommended Activities = 74 / 149

Applicable Activities Tested at Least Once To Date = 120 / 149

- Applicable Project Recommended Activities Tested at Least Once To Date = 71 / 74

Applicable Activities Tested Successfully To Date = 105 / 149

### Business Process Documentation Updates

Applicable Topics Based on User Stories = 67

- Number of Topics Dispositioned for Updates/Creation = 35/67

- Number of Topics Requiring Documentation Updates/Creation = 34/67

- Applicable Project Recommended Activities Tested Successfully To Date = 65 / 74

**Percent of Applicable Project Recommended Activities Tested Successfully To Date = 87.84 %**

## Readiness Certification Worksheet

| Critical Operational Element | Criteria ID | Criteria | Criteria Met | Confidence Level | Comments |
|---|---|---|---|---|---|
| Processes | 2.0 | Overall Processes Readiness | | Very Confident | Criteria IDs 2.1 & 2.3 DJJ has met the criteria; however, they were not recorded before the 6/30/26 cutoff. |
| Processes | 2.1 | Agency testers have successfully tested at least one user story for each applicable Project Recommended Standard Activity. | No | | |
| Processes | 2.2 | Agency is prepared to execute plan to complete testing of all processes from start to finish, including workflows and agency business systems, after UAT refresh. | Yes | | |
| Processes | 2.3 | Agency has identified all process documentation to be created or updated based on testing results. | No | | |

## Mitigation Plan

| Criteria ID | Why has the criteria not been met? | What mitigating actions are being taken? | Who is responsible for supporting the mitigation? | Impact/workaround if mitigation is not completed? | Likelihood of Mitigation Plan Completion? | Planned completion date of the mitigation steps? |
|---|---|---|---|---|---|---|
| 2.1 | Not reported before the June 30 deadline. | Smartsheet will be properly updated in July | Jessica Bowling - Agency Backup Liaison | The mitigation has already been completed. | Very likely | 07/01/26 |
| 2.3 | Not reported before the June 30 deadline. | Smartsheet will be properly updated in July | Sarah Lewis - Agency Liaison | The mitigation has already been completed. | Very likely | 07/01/26 |

# TECHNOLOGY

## Criteria

**3.1** All Cycle 3 interfaces have been successfully tested in UAT multiple times.

**3.2** Agency has produced and tested all selected inbound files in the UAT environment or has a plan to complete testing of inbound files prior to the UAT refresh.

**3.3** Agency is prepared to execute plan to complete interface testing after UAT refresh.

**3.4** Agency business systems are being remediated and documentation updated as needed, based on testing findings.

## Inbound Cycle 3 Testing Progress - Cumulative

Total ABS Interface Connections = 1

- Interfaces Tested Multiple Times To Date = 1/1

- Interfaces Tested Multiple Times Successfully To Date = 0/1

**Percent of Interfaces Tested Successfully To Date = 0.00%**

## Outbound Cycle 3 Testing Progress - Cumulative

Total ABS Interface Connections = 8

- Interfaces Tested Multiple Times To Date = 8/8

- Interfaces Tested Multiple Times Successfully To Date = 5/8

**Percent of Interfaces Tested Successfully To Date = 62.50%**

## Readiness Certification Worksheet

| Critical Operational Element | Criteria ID | Criteria | Criteria Met | Confidence Level | Comments |
|---|---|---|---|---|---|
| Technology | 3.0 | Overall Technology Readiness | | Somewhat Concerned | Criteria 3.1 - 4/8 interfaces have successfully tested multiple times. 3/8 interfaces have issues and tickets have been submitted for resolution. 1/8 is in cycle 2 testing. Criteria 3.2 DJJ continues to work with PALM on inbound file errors. DJJ will continue testing until UAT refresh. Note: Both 3rd party vendors and PALM are continuing to work together to resolve all inbound and out bound errors, both hope to have issues resolved by the time of refresh. |
| Technology | 3.1 | All Cycle 3 interfaces have been successfully tested in UAT multiple times. | No - Less than 90% met | | 5/9 interfaces successfully tested multiple times |
| Technology | 3.2 | Agency has produced and tested all selected inbound files in the UAT environment or has a plan to complete testing of inbound files prior to the UAT refresh. | No | | |
| Technology | 3.3 | Agency is prepared to execute plan to complete interface testing after UAT refresh. | Yes | | |
| Technology | 3.4 | Agency business systems are being remediated and documentation updated as needed, based on testing findings. | Yes | | |

## Mitigation Plan

| Criteria ID | Why has the criteria not been met? | What mitigating actions are being taken? | Who is responsible for supporting the mitigation? | Impact/workaround if mitigation is not completed? | Likelihood of Mitigation Plan Completion? | Planned completion date of the mitigation steps? |
|---|---|---|---|---|---|---|
| 3.1 | 3 of the 8 outbound interface files have not met this criteria. IUI003 is still in Cycle 2 interface testing; GLI017 has been tested twice without a combination edit rule that was expected; AMI004 was tested at the end of June; however, there are still errors in the outbound file. Both the vendor and PALM continue to work on the errors. | 1) For IUI003, the Budget PALM Administrator will gain access to Axiom Pro to assist with testing/confirming IUI003 integration.<br>2) GLI017: a ticket has been submitted to assist with the error edit rule.<br>3) AMI004 will be reported in July. | 1) Jessica Bowling<br>2) Nithiya Muthupillai<br>3) Marlon Portillo | 1) For IUI003, Supply documentation will have to be filed manually<br>2) Manually do the combination edit and feed to the database.<br>3) Manually add supplier information. | Very likely | 10/02/26 |
| 3.2 | PALM will not accept the AMI008 upload. Vendor and Palm continue to work together to resolve errors. | A support ticket has been submitted to PALM. | PALM/Marlon Portillo (GS) | No work around as this is an inbound file upload into PALM. | Somewhat | 07/31/26 |

# DATA

## Criteria

**4.1** Changes to agency specific configurations are being tested and maintained in agency configuration workbooks as necessary.

**4.2** Agency configuration and conversion workbooks are complete and contain no errors.

**4.3** Agency data in FLAIR, FACTs and MFMP are cleansed and ready for Dry Run 2 conversion.

## Worksheet Errors

**Error Messages**

- Count of Configuration Worksheet Rows with Error Messages = 0
- Count of Conversion Worksheet Rows with Error Messages = 0

## Related RW Tasks

| Task ID | Task Name | Agency Reported Task Progress | Project Verification of Completion |
|---|---|---|---|
| **698** | Complete Data Cleansing in Preparation for Dry Run 2 | 100% - Submitted | Submission Complete |
| **701** | Submit Configuration and Conversion Workbooks | 100% - Submitted | Submission Complete |
| **713** | Confirm Supplier Records | 100% - Submitted | Submission Complete |

## Readiness Certification Worksheet

| Critical Operational Element | Criteria ID | Criteria | Criteria Met | Confidence Level | Comments |
|---|---|---|---|---|---|
| Data | 4.0 | Overall Data Readiness | | Very Confident | |
| Data | 4.1 | Changes to agency specific configurations are being tested and maintained in agency configuration workbooks as necessary. | Yes | | |
| Data | 4.2 | Agency configuration and conversion workbooks are complete and contain no errors. | Yes | | |
| Data | 4.3 | Agency data in FLAIR , FACTs and MFMP are cleansed and ready for Dry Run 2 conversion. | Yes | | |

## Mitigation Plan

| Criteria ID | Why has the criteria not been met? | What mitigating actions are being taken? | Who is responsible for supporting the mitigation? | Impact/workaround if mitigation is not completed? | Likelihood of Mitigation Plan Completion? | Planned completion date of the mitigation steps? |
|---|---|---|---|---|---|---|
| | | | | | | |

## Agency Sponsor Confirmation

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

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## Future Readiness Certification Submissions

**Readiness Certification 4 - November 2026**

Agency Sponsors will provide final submission of the Agency Readiness Certification (RW Task 628) indicating the culmination of all testing activities and that the agency is ready to go live. This final submission of Agency Readiness Certification will be provided to the ESC for review and consideration as they prepare to vote on Stage Gate 4: Agency Readiness.

| Helpful Links |
| --- |
| Agency Readiness Certification |
| Agency Readiness Certification #1 |
| Agency Readiness Certification #2 |

# DLA Readiness Certification #3 Dashboard
# Continue UAT and Prepare for Training

**Readiness Certification #3 Confirmation**

| Agency Sponsor Name: | Confirmed By: | Confirmation Date |
| --- | --- | --- |
| Darlene Faris - Inter | darlene.faris@myfloridalegal.coı | 07/10/26 |

## SUMMARY

### Overall Confidence Level

### People

| | |
| --- | --- |
| **Confidence Level - People** | |
| **Criteria 1.1** | |
| **Criteria 1.2** | |
| **Criteria 1.3** | |
| **Criteria 1.4** | |
| **Criteria 1.5** | |

### Processes

| | |
| --- | --- |
| **Confidence Level - Processes** | |
| **Criteria 2.1** | |
| **Criteria 2.2** | |
| **Criteria 2.3** | |

### Technology

| | |
| --- | --- |
| **Confidence Level - Technology** | |
| **Criteria 3.1** | |
| **Criteria 3.2** | |
| **Criteria 3.3** | |
| **Criteria 3.4** | |

### Data

| | |
| --- | --- |
| **Confidence Level - Data** | |
| **Criteria 4.1** | |
| **Criteria 4.2** | |
| **Criteria 4.3** | |

## PEOPLE

### Criteria

**1.1** Agency Training Plan has been updated.

**1.2** Agency has identified all agency specific learning materials to be developed to support end user training.

**1.3** All agency end users have been role mapped in preparation for the UAT refresh.

**1.4** All SOD conflicts have been resolved or approved by A&A for the UAT refresh.

**1.5** Agency is prepared to execute plan to ensure all end users practice job functions after UAT refresh.

### Agency-Specific Training Inventory

Applicable Topics Based on User Stories = 72

- Number of Topics Dispositioned for Updates/Creation = 72/72

- Number of Topics Requiring Training Materials = 72/72

### Role Mapping

Number of End Users Role Mapped = 23

Number of End Users with SOD Conflicts = 1

- Approved SOD Conflicts = 1

- Unapproved SOD Conflicts = 0

Available DW/BI Licenses Exceeded = 0

### Related RW Tasks

| Task ID | Task Name | Agency Reported Task Progress | Project Verification of Completion |
| --- | --- | --- | --- |
| **607** | Update Training Plan | 100% - Submitted | Submission Complete |
| **702** | Submit Role Mapping Worksheet | 100% - Submitted | Submission Complete |

### Readiness Certification Worksheet

| Critical Operational Element | Criteria ID | Criteria | Criteria Met | Confidence Level | Comments |
| --- | --- | --- | --- | --- | --- |
| People | 1.0 | Overall People Readiness | | Becoming Confident | Training efforts are in the planning stage. DLA is working with several agencies to determine what training materials will be needed for end users. |
| People | 1.1 | Agency Training Plan has been updated. | Yes | | |
| People | 1.2 | Agency has identified all agency specific learning materials to be developed to support end user training. | Yes | | |
| People | 1.3 | All agency end users have been role mapped in preparation for the UAT refresh. | Yes | | |
| People | 1.4 | All SOD conflicts have been resolved or approved by A&A for the UAT refresh. | Yes | | |
| People | 1.5 | Agency is prepared to execute plan to ensure all end users practice job functions after UAT refresh. | Yes | | The F&A SMEs have gone through UAT, but all staff impacted have not been trained for testing during UAT 2. |

### Mitigation Plan

| Criteria ID | Why has the criteria not been met? | What mitigating actions are being taken? | Who is responsible for supporting the mitigation? | Impact/workaround if mitigation is not completed? | Likelihood of Mitigation Plan Completion? | Planned completion date of the mitigation steps? |
| --- | --- | --- | --- | --- | --- | --- |
| | | | | | | |

## PROCESSES

### Criteria

**2.1** Agency testers have successfully tested at least one user story for each applicable Project Recommended Standard Activity.

**2.2** Agency is prepared to execute plan to complete testing of all processes from start to finish, including workflows and agency business systems, after UAT refresh.

**2.3** Agency has identified all process documentation to be created or updated based on testing results.

## User Story Testing Progress - Cumulative

Applicable Activities = 166

- Applicable Project Recommended Activities = 78 / 166

Applicable Activities Tested at Least Once To Date = 0 / 166

- Applicable Project Recommended Activities Tested at Least Once To Date = 0 / 78

Applicable Activities Tested Successfully To Date = 0 / 166

- Applicable Project Recommended Activities Tested Successfully To Date = 0 / 78

**Percent of Applicable Project Recommended Activities Tested Successfully To Date = 0.00 %**

## Business Process Documentation Updates

Applicable Topics Based on User Stories = 72

- Number of Topics Dispositioned for Updates/Creation = 72/72

- Number of Topics Requiring Documentation Updates/Creation = 72/72

## Readiness Certification Worksheet

| Critical Operational Element | Criteria ID | Criteria | Criteria Met | Confidence Level | Comments |
|---|---|---|---|---|---|
| Processes | 2.0 | Overall Processes Readiness | | Somewhat Concerned | While moving the progress needle in the correct direction, there is a lot to do with less than 6 months to complete it. DLA is working on a schedule for what must happen within the remaining time we have left in order to be ready for December 2026. |
| Processes | 2.1 | Agency testers have successfully tested at least one user story for each applicable Project Recommended Standard Activity. | No | | |
| Processes | 2.2 | Agency is prepared to execute plan to complete testing of all processes from start to finish, including workflows and agency business systems, after UAT refresh. | No | | Plans for testing output files from internal Agency Business Systems (ABSs) are underway but are not solid yet. The right people are aware and discussions / meetings are happening to get us the answers we need, but we are not ready as of today (7/10/2026). |
| Processes | 2.3 | Agency has identified all process documentation to be created or updated based on testing results. | Yes | | |

## Mitigation Plan

| Criteria ID | Why has the criteria not been met? | What mitigating actions are being taken? | Who is responsible for supporting the mitigation? | Impact/workaround if mitigation is not completed? | Likelihood of Mitigation Plan Completion? | Planned completion date of the mitigation steps? |
|---|---|---|---|---|---|---|
| 2.1 | Limited availability of DLA F&A SMEs due to staffing shortages, completing operational priorities, and onboarding of new sources has delayed completion of UAT activities and related readiness tasks. | Prioritize critical UAT activities, leverage available contractors to complete preparatory work, coordinate with the SMEs for clarification and validation as needed, and continue working with management to onboard additional SME resources to support project activities. | DLA F&A Sponsor and SMEs, DLA Project Team, Functional Leads and Management. | UAT activities and readiness tasks may continue to be delayed, increasing the risk of incomplete testing and reduced agency readiness for PALM implementation. | Very likely | 07/31/26 |
| 2.2 | The agency is not yet prepared to execute end-to-end process testing following the UAT refresh because several internal agency business systems, including OnBase Contracts, OnBase Purchasing, and OnBase Check Listings, VANext (Victim Compensation), and eGrants, are still undergoing modernization and PALM - related readiness activities. Following modernization, additional PALM-specific updates (including screen mockups and output files), along with validation and end-to-end testing, are required before these systems are ready to support UAT refresh activities. | Continue working with the OnBase project team, VANext and eGrants teams, agency SMEs, IT technical staff, and the PALM team to complete modernization of the OnBase Contracts, OnBase Purchasing, and OnBase Check Listing applications; develop PALM-specific screen mockups and output files; validate required changes; and complete end-to-end testing prior to the UAT refresh. | Agency SMEs, OnBase Project Team, VANext and eGrants SMEs, DLA IT Technical Team, and PALM Team | Failure to complete the modernization and PALM readiness activities for the Internal agency business systems may prevent successful end-to-end testing following the UAT refresh, increasing the risk of unresolved business process and system issues carrying into production readiness. | Very likely | 07/31/26 |

# TECHNOLOGY

## Criteria

**3.1** All Cycle 3 interfaces have been successfully tested in UAT multiple times.

**3.2** Agency has produced and tested all selected inbound files in the UAT environment or has a plan to complete testing of inbound files prior to the UAT refresh.

**3.3** Agency is prepared to execute plan to complete interface testing after UAT refresh.

**3.4** Agency business systems are being remediated and documentation updated as needed, based on testing findings.

## Inbound Cycle 3 Testing Progress - Cumulative

Total ABS Interface Connections = 2

- Interfaces Tested Multiple Times To Date = 2/2

- Interfaces Tested Multiple Times Successfully To Date = 1/2

**Percent of Interfaces Tested Successfully To Date = 50.00%**

## Outbound Cycle 3 Testing Progress - Cumulative

Total ABS Interface Connections = 9

- Interfaces Tested Multiple Times To Date = 9/9

- Interfaces Tested Multiple Times Successfully To Date = 8/9

**Percent of Interfaces Tested Successfully To Date = 88.89%**

## Readiness Certification Worksheet

| Critical Operational Element | Criteria ID | Criteria | Criteria Met | Confidence Level | Comments |
|---|---|---|---|---|---|
| Technology | 3.0 | Overall Technology Readiness | | Highly Concerned | While we have approximate dates for when these ABSs will be ready for testing, we are not ready as of today. If any of the planned dates slip, this will have a direct impact on PALM. Discussions are underway to identify |

| | | | | | |
|---|---|---|---|---|---|
| | | | | | what's remaining for these internal systems to be ready (and when they'll be ready). |
| Technology | 3.1 | All Cycle 3 interfaces have been successfully tested in UAT multiple times. | No - Less than 90% met | | 9/11 interfaces successfully tested multiple times |
| Technology | 3.2 | Agency has produced and tested all selected inbound files in the UAT environment or has a plan to complete testing of inbound files prior to the UAT refresh. | No | | No UAT testing has occurred to date (7/10/2026). |
| Technology | 3.3 | Agency is prepared to execute plan to complete interface testing after UAT refresh. | No | | Plans for testing are underway but are not solid yet. The right people are aware and discussions / meetings are happening to get us the answers we need, but we are not ready as of today (7/10/2026). |
| Technology | 3.4 | Agency business systems are being remediated and documentation updated as needed, based on testing findings. | No | | Agency Business Systems are still modernizing, and we have been unable to test outbound files that will be ready for uploading to PALM. |

### Mitigation Plan

| Criteria ID | Why has the criteria not been met? | What mitigating actions are being taken? | Who is responsible for supporting the mitigation? | Impact/workaround if mitigation is not completed? | Likelihood of Mitigation Plan Completion? | Planned completion date of the mitigation steps? |
|---|---|---|---|---|---|---|
| 3.1 | End-to-end validation of the ARI007/ARI024 Cycle 3 interface remains incomplete. Although the ARI007 file was processed, the associated ARI024 file didn't match the submitted data. A new ARI007 was submitted, and PALM identified that the file does not match the April bank transactions. DLA is investigating this issue. | Continue working with the DLA technical team, SMEs and the PALM team to investigate the reconciliation issue, determine the root cause, and complete end-to-end validation of the ARI007/ARI024 Cycle 3 interface. | DLA SMEs, DLA Technical Team, PALM Technical RCs Team. | End-to-end validation of Cycle 3 interface cannot be confirmed, which may impact readiness certification for this interface. | Very likely | 10/31/26 |
| 3.2 | Testing of the API002 (Inbound Voucher Load) interface remains incomplete because the related OnBase Purchasing application is still undergoing readiness activities. Additional development, validation, and inbound interface testing are required before the API002 interface can be successfully tested prior to the UAT refresh. | Continue working with the OnBase Purchasing team, agency SMEs, IT technical staff, and the PALM team to complete the remaining OnBase Purchasing application development, validate the API002 interface, resolve identified issues, and complete inbound interface testing prior to the UAT refresh. | OnBase Purchasing Team, Agency SMEs, DLA IT Technical Team, and PALM Team | Failure to complete the OnBase Purchasing application development and API002 interface testing may prevent successful end-to-end validation of inbound voucher processing following the UAT refresh, increasing the risk of unresolved interface, Purchasing business process, and system issues carrying into production readiness. | Very likely | 07/31/26 |
| 3.3 | Testing of the API002 (Inbound Voucher Load) interface remains incomplete because the related OnBase Purchasing application is still undergoing readiness activities. Additional development, validation, and inbound interface testing are required before the API002 interface can be successfully tested prior to the UAT refresh. | Continue working with the OnBase Purchasing team, agency SMEs, IT technical staff, and the PALM team to complete the remaining OnBase Purchasing application development, validate the API002 interface, resolve identified issues, and complete inbound interface testing prior to the UAT refresh. | OnBase Purchasing Team, Agency SMEs, DLA IT Technical Team, and PALM Team | Failure to complete the OnBase Purchasing application development and API002 interface testing may prevent successful end-to-end validation of inbound voucher processing following the UAT refresh, increasing the risk of unresolved interface, Purchasing business process, and system issues carrying into production readiness. | Very likely | 08/16/26 |
| 3.4 | Internal Agency Business Systems (OnBase, eGrants and VANext) continue to be remediated based on testing findings. Additional issue resolution, system updates, and documentation revisions are required before all identified testing findings are fully addressed and the related documentation is finalized. | Continue working with the OnBase project team, VANext and eGrants teams, agency SMEs, IT technical staff, and the PALM team to resolve testing findings, complete required system updates, validate implemented changes, update business and technical documentation, and finalize remediation activities prior to production readiness. | OnBase Project Team, Agency SMEs, VANext and eGrants SMEs, DLA IT Technical Team, and PALM Team | Failure to complete the remediation of the internal agency business systems may result in unresolved testing findings, incomplete documentation updates, and unresolved system issues carrying into production readiness, increasing the risk of business process disruptions. | Very likely | 07/31/26 |

## DATA

### Criteria

**4.1** Changes to agency specific configurations are being tested and maintained in agency configuration workbooks as necessary.

**4.2** Agency configuration and conversion workbooks are complete and contain no errors.

**4.3** Agency data in FLAIR, FACTs and MFMP are cleansed and ready for Dry Run 2 conversion.

### Worksheet Errors

**Error Messages**

- Count of Configuration Worksheet Rows with Error Messages = 0

- Count of Conversion Worksheet Rows with Error Messages = 1

### Related RW Tasks

| Task ID | Task Name | Agency Reported Task Progress | Project Verification of Completion |
|---|---|---|---|
| **698** | Complete Data Cleansing in Preparation for Dry Run 2 | 50% - In Progress | Task Closed - Submission Incomplete |
| **701** | Submit Configuration and Conversion Workbooks | 100% - Submitted | Task Closed - Submission Incomplete |
| **713** | Confirm Supplier Records | 100% - Submitted | Submission Complete |

### Readiness Certification Worksheet

| Critical Operational Element | Criteria ID | Criteria | Criteria Met | Confidence Level | Comments |
|---|---|---|---|---|---|
| Data | 4.0 | Overall Data Readiness | | Highly Concerned | While we have approximate dates for when DLA ABSs will be ready for testing, we are not ready as of today. If any of the planned dates slip, this will have a direct impact on PALM. And since no SMEs have started testing, we don't know which transaction are working as expected or require remediation. |
| Data | 4.1 | Changes to agency specific configurations are being tested and maintained in agency configuration workbooks as necessary. | No | | DLA has been testing interface functionality using manual files that we create, but we've been unable to test outputs from our ABSs because they aren't live yet. Additionally, no UAT test cases have been executed. |

| | | | | | |
|---|---|---|---|---|---|
| | | | | | Configuration workbooks are being maintained. |
| Data | 4.2 | Agency configuration and conversion workbooks are complete and contain no errors. | No | | |
| Data | 4.3 | Agency data in FLAIR , FACTs and MFMP are cleansed and ready for Dry Run 2 conversion. | No | | |

## Mitigation Plan

| Criteria ID | Why has the criteria not been met? | What mitigating actions are being taken? | Who is responsible for supporting the mitigation? | Impact/workaround if mitigation is not completed? | Likelihood of Mitigation Plan Completion? | Planned completion date of the mitigation steps? |
|---|---|---|---|---|---|---|
| 4.1 | Agency-specific configuration changes have not yet been fully tested and maintained in the applicable configuration workbooks because validation and testing activities are still in progress. Additional configuration updates, issue resolution, documentation revisions, and FLAIR-to-PALM crosswalk updates are required before all configuration changes are validated and finalized to support internal systems, technology developers, F&A staff, and business users. | Continue working with the OnBase project team, VANext and eGrants teams, agency SMEs, IT technical staff, and the PALM team to complete configuration updates, validate configuration changes, update FLAIR-to-PALM crosswalks and configuration workbooks, resolve testing findings, revise business and technical documentation,, and finalize configuration activities prior to production readiness. | OnBase Project Team, Agency SMEs, VANext and eGrants SMEs, DLA IT Technical Team, and PALM Team | Failure to complete the agency-specific configuration updates and maintain the configuration workbooks may prevent successful validation and testing, resulting in inaccurate FLAIR-to-PALM mappings, incomplete system configurations, and unresolved system issues carrying into production readiness, increasing the risk of business process disruptions. | Very likely | 10/31/26 |
| 4.2 | These workbooks are updated on an ongoing basis as new agency configuration and conversion items are identified. Validation and testing activities are still in progress, and additional updates may be required throughout the reporting period. As of July 9, one Speedkey validation error has been identified in the conversion workbook (Row 997), while no other validation errors has been identified across the remaining configuration and conversion workbooks. The Speedkey validation issue has been confirmed with the Budget SME and communicated to the PALM RCs for review and follow-up. | Continue updating the configuration and conversion workbooks as new agency items are identified; work with agency SMEs and the PALM RCs to resolve validation errors, complete newly assigned workbook entries, validate updates, and maintain the workbooks throughout the reporting period to support production readiness. | Agency SMEs, DLA IT Team, and PALM RCs | Failure to maintain complete and accurate configuration and conversion workbooks may result in unresolved validation errors, incomplete agency configuration and conversion data, delayed readiness activities, and inaccurate information being carried into production, increasing the risk of business process disruptions. | Very likely | 10/31/26 |
| 4.3 | It is still in progress. Agency SMEs were prioritizing tax form processing ,fiscal year-end activities, and other critical operational responsibilities during the Dry Run 2 preparation period. As a result, data cleansing and validation activities could not be completed before the Dry Run 2 conversion timeline and remain in progress. | Continue working with agency SMEs, F&A staff, and IT staff to complete data cleansing and validation activities, resolve identified data issues, validate conversion results, and prepare agency data for the next Dry Run and production readiness. | Agency SMEs, F&A staff, DLA IT Team | Failure to complete data cleansing and validation activities may result in inaccurate or incomplete conversion data, unsuccessful Dry Run validation, delayed conversion readiness, and production issues that could disrupt agency business operations. | Very likely | 10/31/26 |

## Agency Sponsor Confirmation

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

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## Future Readiness Certification Submissions

**Readiness Certification 4 - November 2026**

Agency Sponsors will provide final submission of the Agency Readiness Certification (RW Task 628) indicating the culmination of all testing activities and that the agency is ready to go live. This final submission of Agency Readiness Certification will be provided to the ESC for review and consideration as they prepare to vote on Stage Gate 4: Agency Readiness.

**Helpful Links**

- Agency Readiness Certification
- Agency Readiness Certification #1
- Agency Readiness Certification #2

# DMA Readiness Certification #3 Dashboard
# Continue UAT and Prepare for Training

**Readiness Certification #3 Confirmation**

| Agency Sponsor Name: | Confirmed By: | Confirmation Date |
|---|---|---|
| COL Adam Curry | adam.m.curry.mil@army.mil | 07/07/26 |

## SUMMARY

**Overall Confidence Level**

**People**

Confidence Level - People

Criteria 1.1

Criteria 1.2

Criteria 1.3

Criteria 1.4

Criteria 1.5

**Processes**

Confidence Level - Processes

Criteria 2.1

Criteria 2.2

Criteria 2.3

**Technology**

Confidence Level - Technology

Criteria 3.1

Criteria 3.2

Criteria 3.3

Criteria 3.4

**Data**

Confidence Level - Data

Criteria 4.1

Criteria 4.2

Criteria 4.3

## PEOPLE

**Criteria**

**1.1** Agency Training Plan has been updated.

**1.2** Agency has identified all agency specific learning materials to be developed to support end user training.

**1.3** All agency end users have been role mapped in preparation for the UAT refresh.

**1.4** All SOD conflicts have been resolved or approved by A&A for the UAT refresh.

**1.5** Agency is prepared to execute plan to ensure all end users practice job functions after UAT refresh.

**Agency-Specific Training Inventory**

Applicable Topics Based on User Stories = 68

- Number of Topics Dispositioned for Updates/Creation = 68/68

- Number of Topics Requiring Training Materials = 0/68

**Role Mapping**

Number of End Users Role Mapped = 31

Number of End Users with SOD Conflicts = 0

- Approved SOD Conflicts = 0

- Unapproved SOD Conflicts = 0

Available DW/BI Licenses Exceeded = 0

**Related RW Tasks**

| Task ID | Task Name | Agency Reported Task Progress | Project Verification of Completion |
|---|---|---|---|
| **607** | Update Training Plan | 100% - Submitted | Submission Complete |
| **702** | Submit Role Mapping Worksheet | 100% - Submitted | Submission Complete |

**Readiness Certification Worksheet**

| Critical Operational Element | Criteria ID | Criteria | Criteria Met | Confidence Level | Comments |
|---|---|---|---|---|---|
| People | 1.0 | Overall People Readiness | | Becoming Confident | |
| People | 1.1 | Agency Training Plan has been updated. | Yes | | |
| People | 1.2 | Agency has identified all agency specific learning materials to be developed to support end user training. | Yes | | |
| People | 1.3 | All agency end users have been role mapped in preparation for the UAT refresh. | Yes | | |
| People | 1.4 | All SOD conflicts have been resolved or approved by A&A for the UAT refresh. | Yes | | |
| People | 1.5 | Agency is prepared to execute plan to ensure all end users practice job functions after UAT refresh. | Yes | | |

**Mitigation Plan**

| Criteria ID | Why has the criteria not been met? | What mitigating actions are being taken? | Who is responsible for supporting the mitigation? | Impact/workaround if mitigation is not completed? | Likelihood of Mitigation Plan Completion? | Planned completion date of the mitigation steps? |
|---|---|---|---|---|---|---|
| | | | | | | |

## PROCESSES

**Criteria**

**2.1** Agency testers have successfully tested at least one user story for each applicable Project Recommended Standard Activity.

**2.2** Agency is prepared to execute plan to complete testing of all processes from start to finish, including workflows and agency business systems, after UAT refresh.

**2.3** Agency has identified all process documentation to be created or updated based on testing results.

**User Story Testing Progress - Cumulative**

Applicable Activities = 157

- Applicable Project Recommended Activities = 76 / 157

Applicable Activities Tested at Least Once To Date = 147 / 157

**Business Process Documentation Updates**

Applicable Topics Based on User Stories = 68

- Number of Topics Dispositioned for Updates/Creation = 68/68

- Number of Topics Requiring Documentation Updates/Creation = 0/68

- Applicable Project Recommended Activities Tested at Least Once To Date = 74 / 76

Applicable Activities Tested Successfully To Date = 147 / 157

- Applicable Project Recommended Activities Tested Successfully To Date = 74 / 76

**Percent of Applicable Project Recommended Activities Tested Successfully To Date = 97.37 %**

### Readiness Certification Worksheet

| Critical Operational Element | Criteria ID | Criteria | Criteria Met | Confidence Level | Comments |
|---|---|---|---|---|---|
| Processes | 2.0 | Overall Processes Readiness | | Becoming Confident | |
| Processes | 2.1 | Agency testers have successfully tested at least one user story for each applicable Project Recommended Standard Activity. | No | | |
| Processes | 2.2 | Agency is prepared to execute plan to complete testing of all processes from start to finish, including workflows and agency business systems, after UAT refresh. | Yes | | |
| Processes | 2.3 | Agency has identified all process documentation to be created or updated based on testing results. | Yes | | |

### Mitigation Plan

| Criteria ID | Why has the criteria not been met? | What mitigating actions are being taken? | Who is responsible for supporting the mitigation? | Impact/workaround if mitigation is not completed? | Likelihood of Mitigation Plan Completion? | Planned completion date of the mitigation steps? |
|---|---|---|---|---|---|---|
| 2.1 | DMA did not finish testing all of the tasks due to end of year tasks taking precedence. | DMA will complete the additional testing within the month of July. | All DMA users are responsible for supporting the mitigation. | Minimal. If not completed, task will be tested as system prepares to come online. All tasks will be tested prior to go-live. | Very likely | 07/31/26 |

## TECHNOLOGY

### Criteria

**3.1** All Cycle 3 interfaces have been successfully tested in UAT multiple times.

**3.2** Agency has produced and tested all selected inbound files in the UAT environment or has a plan to complete testing of inbound files prior to the UAT refresh.

**3.3** Agency is prepared to execute plan to complete interface testing after UAT refresh.

**3.4** Agency business systems are being remediated and documentation updated as needed, based on testing findings.

### Inbound Cycle 3 Testing Progress - Cumulative

Total ABS Interface Connections = 4

- Interfaces Tested Multiple Times To Date = 4/4

- Interfaces Tested Multiple Times Successfully To Date = 0/4

**Percent of Interfaces Tested Successfully To Date = 0.00%**

### Outbound Cycle 3 Testing Progress - Cumulative

Total ABS Interface Connections = 0

- Interfaces Tested Multiple Times To Date = 0/0

- Interfaces Tested Multiple Times Successfully To Date = 0/0

**Percent of Interfaces Tested Successfully To Date = N/A**

### Readiness Certification Worksheet

| Critical Operational Element | Criteria ID | Criteria | Criteria Met | Confidence Level | Comments |
|---|---|---|---|---|---|
| Technology | 3.0 | Overall Technology Readiness | | Becoming Confident | |
| Technology | 3.1 | All Cycle 3 interfaces have been successfully tested in UAT multiple times. | No - Less than 90% met | | 0/4 interfaces successfully tested multiple times |
| Technology | 3.2 | Agency has produced and tested all selected inbound files in the UAT environment or has a plan to complete testing of inbound files prior to the UAT refresh. | Yes | | As of 18 Jun 26 DMA has submitted DMA files to PALM. PALM has provided feedback. DMA and ARRO are working to fix errors and will submit another round of files for testing. Once completed ARRO will create FSG files to test. |
| Technology | 3.3 | Agency is prepared to execute plan to complete interface testing after UAT refresh. | Yes | | Will re-submit files once the decision to use hire date vs earnings date is verified and the appropriate speedkey is created. |
| Technology | 3.4 | Agency business systems are being remediated and documentation updated as needed, based on testing findings. | Yes | | |

### Mitigation Plan

| Criteria ID | Why has the criteria not been met? | What mitigating actions are being taken? | Who is responsible for supporting the mitigation? | Impact/workaround if mitigation is not completed? | Likelihood of Mitigation Plan Completion? | Planned completion date of the mitigation steps? |
|---|---|---|---|---|---|---|
| 3.1 | Submitted pay and earning files for DMA. Working 2 errors and will provide PALM an updated files. Once verified as complete, ARRO will submit files for FSG to test. | Working 2 errors. Will submit files again once errors are corrected. | DMA and ARRO | Pay and earning would be manually submitted in PALM. | Very likely | 07/31/26 |

## DATA

### Criteria

**4.1** Changes to agency specific configurations are being tested and maintained in agency configuration workbooks as necessary.

**4.2** Agency configuration and conversion workbooks are complete and contain no errors.

**4.3** Agency data in FLAIR, FACTs and MFMP are cleansed and ready for Dry Run 2 conversion.

### Worksheet Errors

**Error Messages**

### Related RW Tasks

| Task ID | Task Name | Agency Reported Task | Project Verification of |
|---|---|---|---|

**Error Messages**

- Count of Configuration Worksheet Rows with Error Messages = 1
- Count of Conversion Worksheet Rows with Error Messages = 0

| Task ID | Task Name | Progress | Completion |
|---|---|---|---|
| **698** | Complete Data Cleansing in Preparation for Dry Run 2 | 100% - Submitted | Submission Complete |
| **701** | Submit Configuration and Conversion Workbooks | 100% - Submitted | Task Closed - Submission Incomplete |
| **713** | Confirm Supplier Records | 100% - Submitted | Submission Complete |

## Readiness Certification Worksheet

| Critical Operational Element | Criteria ID | Criteria | Criteria Met | Confidence Level | Comments |
|---|---|---|---|---|---|
| Data | 4.0 | Overall Data Readiness | | Moderately Confident | |
| Data | 4.1 | Changes to agency specific configurations are being tested and maintained in agency configuration workbooks as necessary. | Yes | | |
| Data | 4.2 | Agency configuration and conversion workbooks are complete and contain no errors. | No | | |
| Data | 4.3 | Agency data in FLAIR , FACTs and MFMP are cleansed and ready for Dry Run 2 conversion. | Yes | | |

## Mitigation Plan

| Criteria ID | Why has the criteria not been met? | What mitigating actions are being taken? | Who is responsible for supporting the mitigation? | Impact/workaround if mitigation is not completed? | Likelihood of Mitigation Plan Completion? | Planned completion date of the mitigation steps? |
|---|---|---|---|---|---|---|
| 4.2 | DMA Organization spreadsheet had one value that was missed making the task incomplete. | Correction will be made. | DMA | Minimal | Very likely | 07/31/26 |

## Agency Sponsor Confirmation

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

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## Future Readiness Certification Submissions

**Readiness Certification 4 - November 2026**

Agency Sponsors will provide final submission of the Agency Readiness Certification (RW Task 628) indicating the culmination of all testing activities and that the agency is ready to go live. This final submission of Agency Readiness Certification will be provided to the ESC for review and consideration as they prepare to vote on Stage Gate 4: Agency Readiness.

| Helpful Links |
|---|
| Agency Readiness Certification |
| Agency Readiness Certification #1 |
| Agency Readiness Certification #2 |

# DMS Readiness Certification #3 Dashboard Continue UAT and Prepare for Training

**Readiness Certification #3 Confirmation**

| Agency Sponsor Name: | Confirmed By: | Confirmation Date |
|---|---|---|
| Lance Dyal | lance.dyal@dms.fl.gov | 07/09/26 |

## SUMMARY

### Overall Confidence Level

### People

Confidence Level - People

Criteria 1.1

Criteria 1.2

Criteria 1.3

Criteria 1.4

Criteria 1.5

### Processes

Confidence Level - Processes

Criteria 2.1

Criteria 2.2

Criteria 2.3

### Technology

Confidence Level - Technology

Criteria 3.1

Criteria 3.2

Criteria 3.3

Criteria 3.4

### Data

Confidence Level - Data

Criteria 4.1

Criteria 4.2

Criteria 4.3

## PEOPLE

### Criteria

**1.1** Agency Training Plan has been updated.

**1.2** Agency has identified all agency specific learning materials to be developed to support end user training.

**1.3** All agency end users have been role mapped in preparation for the UAT refresh.

**1.4** All SOD conflicts have been resolved or approved by A&A for the UAT refresh.

**1.5** Agency is prepared to execute plan to ensure all end users practice job functions after UAT refresh.

### Agency-Specific Training Inventory

Applicable Topics Based on User Stories = 60

- Number of Topics Dispositioned for Updates/Creation = 60/60

- Number of Topics Requiring Training Materials = 58/60

### Role Mapping

Number of End Users Role Mapped = 77

Number of End Users with SOD Conflicts = 1

- Approved SOD Conflicts = 0

- Unapproved SOD Conflicts = 1

Available DW/BI Licenses Exceeded = 0

### Related RW Tasks

| Task ID | Task Name | Agency Reported Task Progress | Project Verification of Completion |
|---|---|---|---|
| 607 | Update Training Plan | 100% - Submitted | Submission Complete |
| 702 | Submit Role Mapping Worksheet | 100% - Submitted | Task Closed - Submission Incomplete |

### Readiness Certification Worksheet

| Critical Operational Element | Criteria ID | Criteria | Criteria Met | Confidence Level | Comments |
|---|---|---|---|---|---|
| People | 1.0 | Overall People Readiness | | Moderately Confident | |
| People | 1.1 | Agency Training Plan has been updated. | Yes | | |
| People | 1.2 | Agency has identified all agency specific learning materials to be developed to support end user training. | Yes | | |
| People | 1.3 | All agency end users have been role mapped in preparation for the UAT refresh. | No | | |
| People | 1.4 | All SOD conflicts have been resolved or approved by A&A for the UAT refresh. | No | | |
| People | 1.5 | Agency is prepared to execute plan to ensure all end users practice job functions after UAT refresh. | Yes | | |

### Mitigation Plan

| Criteria ID | Why has the criteria not been met? | What mitigating actions are being taken? | Who is responsible for supporting the mitigation? | Impact/workaround if mitigation is not completed? | Likelihood of Mitigation Plan Completion? | Planned completion date of the mitigation steps? |
|---|---|---|---|---|---|---|
| 1.3 | All criteria has been met - with the exception of one SOD conflict.<br><br>Some of the role mapping has been adjusted as needed for UAT, some of which occurred after Task 702 closed. | A Florida PALM Separation of Duties (SOD) Conflict Request Form has been submitted.<br><br>Some roles added for UAT will be removed prior to Go Live. | Division of Finance and Administration Director / PALM Agency Sponsor | Impact to Property Asset Management would be High.<br><br>Remaining and additional SOD conflicts create by role revisions would require approval or removal. | Very likely | 08/21/26 |
| 1.4 | The Agency AM Physical Inventory Processor conflicts with all the other DM and AM roles the FMS Property Administrator / Logistician position requires in order to perform their job duties. | A Florida PALM Separation of Duties (SOD) Conflict Request Form has been submitted.<br><br>If the conflicting SOD roles are not approved, then a staff augmentation will be necessary. | Division of Finance and Administration Director / PALM Agency Sponsor | To manage operational risk under this single-staff structure, DMS relies on strict manual checks mandated by DMS Property Asset Management (PAM) Procedures. Mr. Franklin cannot move or retire assets in the system without an official physical form (PAM-2 for Transfers or PAM-4 for Disposals) signed by the designated Custodian Delegate and Secondary Custodian. All signed documentation is scanned and sent to a centralized, searchable Property Administrator Outlook account to maintain a permanent audit trail outside of the user's control. Furthermore, major property deletions and status adjustments are restricted from completion until written authorization is finalized by the agency's Property Survey Review Board. | Very likely | 08/21/26 |

## PROCESSES

## Criteria

**2.1** Agency testers have successfully tested at least one user story for each applicable Project Recommended Standard Activity.

**2.2** Agency is prepared to execute plan to complete testing of all processes from start to finish, including workflows and agency business systems, after UAT refresh.

**2.3** Agency has identified all process documentation to be created or updated based on testing results.

## User Story Testing Progress - Cumulative

Applicable Activities = 140

- Applicable Project Recommended Activities = 70 / 140

Applicable Activities Tested at Least Once To Date = 54 / 140

- Applicable Project Recommended Activities Tested at Least Once To Date = 37 / 70

Applicable Activities Tested Successfully To Date = 49 / 140

- Applicable Project Recommended Activities Tested Successfully To Date = 36 / 70

**Percent of Applicable Project Recommended Activities Tested Successfully To Date = 51.43 %**

## Business Process Documentation Updates

Applicable Topics Based on User Stories = 60

- Number of Topics Dispositioned for Updates/Creation = 0/60
- Number of Topics Requiring Documentation Updates/Creation = 0/60

## Readiness Certification Worksheet

| Critical Operational Element | Criteria ID | Criteria | Criteria Met | Confidence Level | Comments |
|---|---|---|---|---|---|
| Processes | 2.0 | Overall Processes Readiness | | Moderately Confident | |
| Processes | 2.1 | Agency testers have successfully tested at least one user story for each applicable Project Recommended Standard Activity. | No | | |
| Processes | 2.2 | Agency is prepared to execute plan to complete testing of all processes from start to finish, including workflows and agency business systems, after UAT refresh. | Yes | | |
| Processes | 2.3 | Agency has identified all process documentation to be created or updated based on testing results. | No | | |

## Mitigation Plan

| Criteria ID | Why has the criteria not been met? | What mitigating actions are being taken? | Who is responsible for supporting the mitigation? | Impact/workaround if mitigation is not completed? | Likelihood of Mitigation Plan Completion? | Planned completion date of the mitigation steps? |
|---|---|---|---|---|---|---|
| 2.1 | This will be ongoing as UAT continues. Some work groups were involved in end of the fiscal year close out activities that conflicted with testing. | Testing is ongoing. | End Users and SMEs | System goes live. | Very likely | 10/30/26 |
| 2.3 | This will be ongoing as UAT continues. Some work groups were involved in end of the fiscal year close out activities that conflicted with testing. | Testing is ongoing. | End Users and SMEs | System goes live. | Very likely | 10/30/26 |

# TECHNOLOGY

## Criteria

**3.1** All Cycle 3 interfaces have been successfully tested in UAT multiple times.

**3.2** Agency has produced and tested all selected inbound files in the UAT environment or has a plan to complete testing of inbound files prior to the UAT refresh.

**3.3** Agency is prepared to execute plan to complete interface testing after UAT refresh.

**3.4** Agency business systems are being remediated and documentation updated as needed, based on testing findings.

## Inbound Cycle 3 Testing Progress - Cumulative

Total ABS Interface Connections = 7

- Interfaces Tested Multiple Times To Date = 7/7
- Interfaces Tested Multiple Times Successfully To Date = 6/7

**Percent of Interfaces Tested Successfully To Date = 85.71%**

## Outbound Cycle 3 Testing Progress - Cumulative

Total ABS Interface Connections = 6

- Interfaces Tested Multiple Times To Date = 6/6
- Interfaces Tested Multiple Times Successfully To Date = 4/6

**Percent of Interfaces Tested Successfully To Date = 66.67%**

## Readiness Certification Worksheet

| Critical Operational Element | Criteria ID | Criteria | Criteria Met | Confidence Level | Comments |
|---|---|---|---|---|---|
| Technology | 3.0 | Overall Technology Readiness | | Moderately Confident | |
| Technology | 3.1 | All Cycle 3 interfaces have been successfully tested in UAT multiple times. | No - Less than 90% met | | 10/13 interfaces successfully tested multiple times |
| Technology | 3.2 | Agency has produced and tested all selected inbound files in the UAT environment or has a plan to complete testing of inbound files prior to the UAT refresh. | Yes | | |
| Technology | 3.3 | Agency is prepared to execute plan to complete interface testing after UAT refresh. | Yes | | |
| Technology | 3.4 | Agency business systems are being remediated and documentation updated as needed, based on testing findings. | Yes | | |

## Mitigation Plan

| Criteria ID | Why has the criteria not been met? | What mitigating actions are being taken? | Who is responsible for supporting the mitigation? | Impact/workaround if mitigation is not completed? | Likelihood of Mitigation Plan Completion? | Planned completion date of the mitigation steps? |
|---|---|---|---|---|---|---|
| 3.1 | DMS has successfully tested 10 out of 13 interfaces. | The remaining 3 are in progress. | DMS Technical Support Team SMEs | Asset management would be difficult. Impact of IUI module is currently unknown. | Somewhat | 09/30/26 |

# DATA

## Criteria

**4.1** Changes to agency specific configurations are being tested and maintained in agency configuration workbooks as necessary.

**4.2** Agency configuration and conversion workbooks are complete and contain no errors.

**4.3** Agency data in FLAIR, FACTs and MFMP are cleansed and ready for Dry Run 2 conversion.

## Worksheet Errors

**Error Messages**

- Count of Configuration Worksheet Rows with Error Messages = 0

- Count of Conversion Worksheet Rows with Error Messages = 0

## Related RW Tasks

| Task ID | Task Name | Agency Reported Task Progress | Project Verification of Completion |
|---|---|---|---|
| **698** | Complete Data Cleansing in Preparation for Dry Run 2 | 100% - Submitted | Submission Complete |
| **701** | Submit Configuration and Conversion Workbooks | 100% - Submitted | Submission Complete |
| **713** | Confirm Supplier Records | 100% - Submitted | Submission Complete |

## Readiness Certification Worksheet

| Critical Operational Element | Criteria ID | Criteria | Criteria Met | Confidence Level | Comments |
|---|---|---|---|---|---|
| Data | 4.0 | Overall Data Readiness | | Moderately Confident | |
| Data | 4.1 | Changes to agency specific configurations are being tested and maintained in agency configuration workbooks as necessary. | Yes | | |
| Data | 4.2 | Agency configuration and conversion workbooks are complete and contain no errors. | Yes | | |
| Data | 4.3 | Agency data in FLAIR , FACTs and MFMP are cleansed and ready for Dry Run 2 conversion. | Yes | | |

## Mitigation Plan

| Criteria ID | Why has the criteria not been met? | What mitigating actions are being taken? | Who is responsible for supporting the mitigation? | Impact/workaround if mitigation is not completed? | Likelihood of Mitigation Plan Completion? | Planned completion date of the mitigation steps? |
|---|---|---|---|---|---|---|
| | | | | | | |

## Agency Sponsor Confirmation

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

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## Future Readiness Certification Submissions

**Readiness Certification 4 - November 2026**

Agency Sponsors will provide final submission of the Agency Readiness Certification (RW Task 628) indicating the culmination of all testing activities and that the agency is ready to go live. This final submission of Agency Readiness Certification will be provided to the ESC for review and consideration as they prepare to vote on Stage Gate 4: Agency Readiness.

| Helpful Links |
| --- |
| Agency Readiness Certification |
| Agency Readiness Certification #1 |
| Agency Readiness Certification #2 |

# DOAH Readiness Certification #3 Dashboard
# Continue UAT and Prepare for Training

**Readiness Certification #3 Confirmation**

| Agency Sponsor Name: | Confirmed By: | Confirmation Date |
| --- | --- | --- |
| Megan S. Silver | megan.silver@doah.state.fl.us | 07/10/26 |

## SUMMARY

### Overall Confidence Level

### People

Confidence Level - People

Criteria 1.1

Criteria 1.2

Criteria 1.3

Criteria 1.4

Criteria 1.5

### Processes

Confidence Level - Processes

Criteria 2.1

Criteria 2.2

Criteria 2.3

### Technology

Confidence Level - Technology

Criteria 3.1

Criteria 3.2

Criteria 3.3

Criteria 3.4

### Data

Confidence Level - Data

Criteria 4.1

Criteria 4.2

Criteria 4.3

## PEOPLE

### Criteria

**1.1** Agency Training Plan has been updated.

**1.2** Agency has identified all agency specific learning materials to be developed to support end user training.

**1.3** All agency end users have been role mapped in preparation for the UAT refresh.

**1.4** All SOD conflicts have been resolved or approved by A&A for the UAT refresh.

**1.5** Agency is prepared to execute plan to ensure all end users practice job functions after UAT refresh.

### Agency-Specific Training Inventory

Applicable Topics Based on User Stories = 65

- Number of Topics Dispositioned for Updates/Creation = 0/65

- Number of Topics Requiring Training Materials = 0/65

### Role Mapping

Number of End Users Role Mapped = 13

Number of End Users with SOD Conflicts = 0

- Approved SOD Conflicts = 0

- Unapproved SOD Conflicts = 0

Available DW/BI Licenses Exceeded = 0

### Related RW Tasks

| Task ID | Task Name | Agency Reported Task Progress | Project Verification of Completion |
| --- | --- | --- | --- |
| **607** | Update Training Plan | 100% - Submitted | Submission Complete |
| **702** | Submit Role Mapping Worksheet | 100% - Submitted | Submission Complete |

### Readiness Certification Worksheet

| Critical Operational Element | Criteria ID | Criteria | Criteria Met | Confidence Level | Comments |
| --- | --- | --- | --- | --- | --- |
| People | 1.0 | Overall People Readiness | | Moderately Confident | |
| People | 1.1 | Agency Training Plan has been updated. | Yes | | |
| People | 1.2 | Agency has identified all agency specific learning materials to be developed to support end user training. | No | | |
| People | 1.3 | All agency end users have been role mapped in preparation for the UAT refresh. | Yes | | |
| People | 1.4 | All SOD conflicts have been resolved or approved by A&A for the UAT refresh. | Yes | | |
| People | 1.5 | Agency is prepared to execute plan to ensure all end users practice job functions after UAT refresh. | Yes | | |

### Mitigation Plan

| Criteria ID | Why has the criteria not been met? | What mitigating actions are being taken? | Who is responsible for supporting the mitigation? | Impact/workaround if mitigation is not completed? | Likelihood of Mitigation Plan Completion? | Planned completion date of the mitigation steps? |
| --- | --- | --- | --- | --- | --- | --- |
| 1.2 | Staffing shortages and operational priorities have delayed the completion of agency-specific learning materials. | DOAH is prioritizing critical operational functions while continuing to develop agency-specific learning materials as resources become available. Training materials will be finalized prior to agency implementation. | Agency Liaisons (Patricia Kenyon and Cindy Ardoin) and Business/Training Liaison (Brandy Kirkland) | Delays in completing agency-specific training materials may require staff to rely on Project training resources until DOAH-specific guidance is finalized. | Somewhat | 11/30/26 |

## PROCESSES

### Criteria

**2.1** Agency testers have successfully tested at least one user story for each applicable Project Recommended Standard Activity.

**2.2** Agency is prepared to execute plan to complete testing of all processes from start to finish, including workflows and agency business systems, after UAT refresh.

**2.3** Agency has identified all process documentation to be created or updated based on testing results.

### User Story Testing Progress - Cumulative

Applicable Activities = 145

- Applicable Project Recommended Activities = 70 / 145

### Business Process Documentation Updates

Applicable Topics Based on User Stories = 65

- Number of Topics Dispositioned for Updates/Creation = 0/65

Applicable Activities Tested at Least Once To Date = 0 / 145

- Applicable Project Recommended Activities Tested at Least Once To Date = 0 / 70

Applicable Activities Tested Successfully To Date = 0 / 145

- Applicable Project Recommended Activities Tested Successfully To Date = 0 / 70

**Percent of Applicable Project Recommended Activities Tested Successfully To Date = 0.00 %**

- Number of Topics Requiring Documentation Updates/Creation = 0/65

### Readiness Certification Worksheet

| Critical Operational Element | Criteria ID | Criteria | Criteria Met | Confidence Level | Comments |
|---|---|---|---|---|---|
| Processes | 2.0 | Overall Processes Readiness | | Moderately Confident | |
| Processes | 2.1 | Agency testers have successfully tested at least one user story for each applicable Project Recommended Standard Activity. | No | | |
| Processes | 2.2 | Agency is prepared to execute plan to complete testing of all processes from start to finish, including workflows and agency business systems, after UAT refresh. | Yes | | |
| Processes | 2.3 | Agency has identified all process documentation to be created or updated based on testing results. | No | | |

### Mitigation Plan

| Criteria ID | Why has the criteria not been met? | What mitigating actions are being taken? | Who is responsible for supporting the mitigation? | Impact/workaround if mitigation is not completed? | Likelihood of Mitigation Plan Completion? | Planned completion date of the mitigation steps? |
|---|---|---|---|---|---|---|
| 2.1 | Staffing shortages have limited DOAH's ability to actively participate in user acceptance testing and complete all applicable Project Recommended Standard Activities. | DOAH will resume testing activities as staffing levels permit and will prioritize high-risk and mission-critical business processes to ensure readiness before implementation. | Agency Liaisons (Patricia Kenyon and Cindy Ardoin), Business/Training Liaison (Brandy Kirkland), and Agency SMEs | Delayed testing may postpone validation of agency business processes and increase the need for focused testing and validation activities prior to implementation. | Somewhat | 10/30/26 |
| 2.3 | Process documentation has not been fully updated due to staffing shortages and minimal amoun of testing activities. | DOAH will continue updating business process documentation as full end-user testing resumes and business processes are validated. Priority will be given to documentation supporting critical agency functions. | Agency Liaisons (Patricia Kenyon and Cindy Ardoin), Business/Training Liaison (Brandy Kirkland), and Agency SMEs | Incomplete process documentation could delay end-user training and require additional staff support during implementation until documentation is finalized. | Somewhat | 10/30/26 |

## TECHNOLOGY

### Criteria

**3.1** All Cycle 3 interfaces have been successfully tested in UAT multiple times.

**3.2** Agency has produced and tested all selected inbound files in the UAT environment or has a plan to complete testing of inbound files prior to the UAT refresh.

**3.3** Agency is prepared to execute plan to complete interface testing after UAT refresh.

**3.4** Agency business systems are being remediated and documentation updated as needed, based on testing findings.

### Inbound Cycle 3 Testing Progress - Cumulative

Total ABS Interface Connections = 0

- Interfaces Tested Multiple Times To Date = 0/0

- Interfaces Tested Multiple Times Successfully To Date = 0/0

**Percent of Interfaces Tested Successfully To Date = N/A**

### Outbound Cycle 3 Testing Progress - Cumulative

Total ABS Interface Connections = 2

- Interfaces Tested Multiple Times To Date = 2/2

- Interfaces Tested Multiple Times Successfully To Date = 1/2

**Percent of Interfaces Tested Successfully To Date = 50.00%**

### Readiness Certification Worksheet

| Critical Operational Element | Criteria ID | Criteria | Criteria Met | Confidence Level | Comments |
|---|---|---|---|---|---|
| Technology | 3.0 | Overall Technology Readiness | | Very Confident | |
| Technology | 3.1 | All Cycle 3 interfaces have been successfully tested in UAT multiple times. | No - Less than 90% met | | 1/2 interfaces successfully tested multiple times |
| Technology | 3.2 | Agency has produced and tested all selected inbound files in the UAT environment or has a plan to complete testing of inbound files prior to the UAT refresh. | Yes | | DOAH does not have any inbound files except for spreadsheet uploads and those have or will be tested prior to August. |
| Technology | 3.3 | Agency is prepared to execute plan to complete interface testing after UAT refresh. | Yes | | |
| Technology | 3.4 | Agency business systems are being remediated and documentation updated as needed, based on testing findings. | Yes | | |

### Mitigation Plan

| Criteria ID | Why has the criteria not been met? | What mitigating actions are being taken? | Who is responsible for supporting the mitigation? | Impact/workaround if mitigation is not completed? | Likelihood of Mitigation Plan Completion? | Planned completion date of the mitigation steps? |
|---|---|---|---|---|---|---|
| 3.1 | Due to continuous staffing changes, competing priorities and the Vendor, ImageAPI, of the Axiom Pro application had to reconfigure IUI003 Report. | Planned end-to-end testing will occur in late July and early August to ensure successful transfer of files. | Patricia Kenyon and Agency SME | If end-to-end interface testing is not completed, DOAH may be unable to validate the successful transmission of data between Axiom Pro and Florida PALM prior to implementation. This could result in delays in processing interface transactions, requiring manual monitoring, validation, and coordination with the vendor and Florida PALM Project team until the interface is fully tested and operational. | Very likely | 08/14/26 |

## DATA

### Criteria

**4.1** Changes to agency specific configurations are being tested and maintained in agency configuration workbooks as necessary.

**4.2** Agency configuration and conversion workbooks are complete and contain no errors.

**4.3** Agency data in FLAIR, FACTs and MFMP are cleansed and ready for Dry Run 2 conversion.

## Worksheet Errors

**Error Messages**

- Count of Configuration Worksheet Rows with Error Messages = 0
- Count of Conversion Worksheet Rows with Error Messages = 0

## Related RW Tasks

| Task ID | Task Name | Agency Reported Task Progress | Project Verification of Completion |
|---|---|---|---|
| **698** | Complete Data Cleansing in Preparation for Dry Run 2 | 100% - Submitted | Submission Complete |
| **701** | Submit Configuration and Conversion Workbooks | 100% - Submitted | Submission Complete |
| **713** | Confirm Supplier Records | 100% - Submitted | Submission Complete |

## Readiness Certification Worksheet

| Critical Operational Element | Criteria ID | Criteria | Criteria Met | Confidence Level | Comments |
|---|---|---|---|---|---|
| Data | 4.0 | Overall Data Readiness | | Very Confident | |
| Data | 4.1 | Changes to agency specific configurations are being tested and maintained in agency configuration workbooks as necessary. | Yes | | |
| Data | 4.2 | Agency configuration and conversion workbooks are complete and contain no errors. | Yes | | |
| Data | 4.3 | Agency data in FLAIR , FACTs and MFMP are cleansed and ready for Dry Run 2 conversion. | Yes | | |

## Mitigation Plan

| Criteria ID | Why has the criteria not been met? | What mitigating actions are being taken? | Who is responsible for supporting the mitigation? | Impact/workaround if mitigation is not completed? | Likelihood of Mitigation Plan Completion? | Planned completion date of the mitigation steps? |
|---|---|---|---|---|---|---|
| | | | | | | |

## Agency Sponsor Confirmation

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

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## Future Readiness Certification Submissions

**Readiness Certification 4 - November 2026**

Agency Sponsors will provide final submission of the Agency Readiness Certification (RW Task 628) indicating the culmination of all testing activities and that the agency is ready to go live. This final submission of Agency Readiness Certification will be provided to the ESC for review and consideration as they prepare to vote on Stage Gate 4: Agency Readiness.

## Helpful Links

- Agency Readiness Certification
- Agency Readiness Certification #1
- Agency Readiness Certification #2

# DOE Readiness Certification #3 Dashboard
# Continue UAT and Prepare for Training

## Readiness Certification #3 Confirmation

| Agency Sponsor Name: | Confirmed By: | Confirmation Date |
|---|---|---|
| Suzanne Pridgeon | suzanne.pridgeon@fldoe.org | 07/10/26 |

## SUMMARY

### Overall Confidence Level

### People

**Confidence Level - People**

**Criteria 1.1**

**Criteria 1.2**

**Criteria 1.3**

**Criteria 1.4**

**Criteria 1.5**

### Processes

**Confidence Level - Processes**

**Criteria 2.1**

**Criteria 2.2**

**Criteria 2.3**

### Technology

**Confidence Level - Technology**

**Criteria 3.1**

**Criteria 3.2**

**Criteria 3.3**

**Criteria 3.4**

### Data

**Confidence Level - Data**

**Criteria 4.1**

**Criteria 4.2**

**Criteria 4.3**

## PEOPLE

### Criteria

**1.1** Agency Training Plan has been updated.

**1.2** Agency has identified all agency specific learning materials to be developed to support end user training.

**1.3** All agency end users have been role mapped in preparation for the UAT refresh.

**1.4** All SOD conflicts have been resolved or approved by A&A for the UAT refresh.

**1.5** Agency is prepared to execute plan to ensure all end users practice job functions after UAT refresh.

### Agency-Specific Training Inventory

Applicable Topics Based on User Stories = 45

- Number of Topics Dispositioned for Updates/Creation = 45/45

- Number of Topics Requiring Training Materials = 18/45

### Role Mapping

Number of End Users Role Mapped = 132

Number of End Users with SOD Conflicts = 0

- Approved SOD Conflicts = 0

- Unapproved SOD Conflicts = 0

Available DW/BI Licenses Exceeded = 0

### Related RW Tasks

| Task ID | Task Name | Agency Reported Task Progress | Project Verification of Completion |
|---|---|---|---|
| **607** | Update Training Plan | 100% - Submitted | Submission Complete |
| **702** | Submit Role Mapping Worksheet | 100% - Submitted | Submission Complete |

### Readiness Certification Worksheet

| Critical Operational Element | Criteria ID | Criteria | Criteria Met | Confidence Level | Comments |
|---|---|---|---|---|---|
| People | 1.0 | Overall People Readiness | | Very Confident | |
| People | 1.1 | Agency Training Plan has been updated. | Yes | | |
| People | 1.2 | Agency has identified all agency specific learning materials to be developed to support end user training. | Yes | | |
| People | 1.3 | All agency end users have been role mapped in preparation for the UAT refresh. | Yes | | |
| People | 1.4 | All SOD conflicts have been resolved or approved by A&A for the UAT refresh. | Yes | | |
| People | 1.5 | Agency is prepared to execute plan to ensure all end users practice job functions after UAT refresh. | Yes | | |

### Mitigation Plan

| Criteria ID | Why has the criteria not been met? | What mitigating actions are being taken? | Who is responsible for supporting the mitigation? | Impact/workaround if mitigation is not completed? | Likelihood of Mitigation Plan Completion? | Planned completion date of the mitigation steps? |
|---|---|---|---|---|---|---|
| | | | | | | |

## PROCESSES

### Criteria

**2.1** Agency testers have successfully tested at least one user story for each applicable Project Recommended Standard Activity.

**2.2** Agency is prepared to execute plan to complete testing of all processes from start to finish, including workflows and agency business systems, after UAT refresh.

**2.3** Agency has identified all process documentation to be created or updated based on testing results.

### User Story Testing Progress - Cumulative

Applicable Activities = 90

- Applicable Project Recommended Activities = 46 / 90

Applicable Activities Tested at Least Once To Date = 46 / 90

### Business Process Documentation Updates

Applicable Topics Based on User Stories = 45

- Number of Topics Dispositioned for Updates/Creation = 45/45

- Number of Topics Requiring Documentation Updates/Creation = 18/45

- Applicable Project Recommended Activities Tested at Least Once To Date = 28 / 46

Applicable Activities Tested Successfully To Date = 45 / 90

- Applicable Project Recommended Activities Tested Successfully To Date = 27 / 46

**Percent of Applicable Project Recommended Activities Tested Successfully To Date = 58.70 %**

### Readiness Certification Worksheet

| Critical Operational Element | Criteria ID | Criteria | Criteria Met | Confidence Level | Comments |
|---|---|---|---|---|---|
| Processes | 2.0 | Overall Processes Readiness | | Moderately Confident | |
| Processes | 2.1 | Agency testers have successfully tested at least one user story for each applicable Project Recommended Standard Activity. | No | | |
| Processes | 2.2 | Agency is prepared to execute plan to complete testing of all processes from start to finish, including workflows and agency business systems, after UAT refresh. | Yes | | |
| Processes | 2.3 | Agency has identified all process documentation to be created or updated based on testing results. | Yes | | |

### Mitigation Plan

| Criteria ID | Why has the criteria not been met? | What mitigating actions are being taken? | Who is responsible for supporting the mitigation? | Impact/workaround if mitigation is not completed? | Likelihood of Mitigation Plan Completion? | Planned completion date of the mitigation steps? |
|---|---|---|---|---|---|---|
| 2.1 | DOE has created agency user stories for all applicable Project Recommended Standard Activities; however, not every activity has at least one successfully tested user story. Testing priority was initially placed on the activities expected to be performed most frequently by agency end users. DOE also focused early testing efforts on supporting internal training for those high-volume and high-impact tasks to build user familiarity and operational confidence before expanding to less frequently performed activities. | DOE will conduct focused testing sessions with specialized groups organized by business process area/module. These sessions will target user stories associated with activities that are performed less often or have not yet been tested. The UAT Coordinator, SMEs, and applicable business area representatives will use the user story tracker to identify remaining untested activities, assign testers, document results, and follow up on any failed tests or blockers. | Rick Owen, Syeda Shamsie, SMEs, Key leadership | If all user stories are not completed by the end of UAT, DOE will continue training and testing for the remaining stories/areas through go-live and into post-go-live support. DOE will assess the operational impact of any activities not successfully tested, prioritize unresolved items based on business criticality, and submit tickets for Florida PALM resolution when failures appear to be system-related. For lower-volume activities, DOE will rely on SME support, documented guidance, and continued practice in available environments until the activity is fully validated. | Very likely | 10/16/26 |

## TECHNOLOGY

### Criteria

**3.1** All Cycle 3 interfaces have been successfully tested in UAT multiple times.

**3.2** Agency has produced and tested all selected inbound files in the UAT environment or has a plan to complete testing of inbound files prior to the UAT refresh.

**3.3** Agency is prepared to execute plan to complete interface testing after UAT refresh.

**3.4** Agency business systems are being remediated and documentation updated as needed, based on testing findings.

### Inbound Cycle 3 Testing Progress - Cumulative

Total ABS Interface Connections = 6

- Interfaces Tested Multiple Times To Date = 6/6

- Interfaces Tested Multiple Times Successfully To Date = 1/6

**Percent of Interfaces Tested Successfully To Date = 16.67%**

### Outbound Cycle 3 Testing Progress - Cumulative

Total ABS Interface Connections = 6

- Interfaces Tested Multiple Times To Date = 6/6

- Interfaces Tested Multiple Times Successfully To Date = 0/6

**Percent of Interfaces Tested Successfully To Date = 0.00%**

### Readiness Certification Worksheet

| Critical Operational Element | Criteria ID | Criteria | Criteria Met | Confidence Level | Comments |
|---|---|---|---|---|---|
| Technology | 3.0 | Overall Technology Readiness | | Moderately Confident | |
| Technology | 3.1 | All Cycle 3 interfaces have been successfully tested in UAT multiple times. | No - Less than 90% met | | 1/12 interfaces successfully tested multiple times |
| Technology | 3.2 | Agency has produced and tested all selected inbound files in the UAT environment or has a plan to complete testing of inbound files prior to the UAT refresh. | Yes | | |
| Technology | 3.3 | Agency is prepared to execute plan to complete interface testing after UAT refresh. | Yes | | |
| Technology | 3.4 | Agency business systems are being remediated and documentation updated as needed, based on testing findings. | Yes | | |

### Mitigation Plan

| Criteria ID | Why has the criteria not been met? | What mitigating actions are being taken? | Who is responsible for supporting the mitigation? | Impact/workaround if mitigation is not completed? | Likelihood of Mitigation Plan Completion? | Planned completion date of the mitigation steps? |
|---|---|---|---|---|---|---|
| 3.1 | DOE has not yet completed multiple successful Cycle 3 UAT tests for all applicable interfaces because testing is still in progress across the agency business systems. DVR-AWARE, DBS-AWARE, and FLAGS are currently in Cycle 3 testing and are partially complete. Testing progress was delayed because training and testing within the agency business systems slowed the production of inbound files and delayed validation of outbound files. TraQ has not yet entered Cycle 3 testing because it remains dependent on successful completion of Cycle 2 technical testing; delays in Cycle 2 resulted from ABS | DOE is continuing Cycle 3 end-to-end testing for DVR-AWARE, DBS-AWARE, and FLAGS, with TraQ expected to enter Cycle 3 testing by August 7, 2026. DOE will continue coordinated testing with ABS owners, vendors, and the Florida PALM testing team to validate inbound and outbound processing for the applicable interfaces: DVR-AWARE/DBS-AWARE inbound API002 and POI002 and outbound API031 and POI001; TraQ inbound AMI010 and outbound AMI009; and FLAGS inbound API002, IUI002, and POI002 and outbound IUI003, SDI008, POI008, and API031. DOE is | ABS Business and technical teams, SMEs, Key leadership, PML | If Cycle 3 interface testing is not completed successfully, DOE may not have full assurance that automated data exchange between Florida PALM and the affected agency business systems will operate reliably at go-live. The primary operational impact would be increased manual effort, delayed processing, and additional reconciliation needs. DOE's workaround will be manual entry and/or spreadsheet upload to move data between Florida PALM and agency business systems when an automated interface is unavailable or unreliable. DOE will also continue issue assessment, ticket submission, retesting after fixes, and reconciliation activities to reduce operational risk. | Very likely | 09/25/26 |

| | | | | | | |
|---|---|---|---|---|---|---|
| | vendor formatting issues and shifting Florida PALM Project testing standards. FLAGS testing is also dependent on Florida PALM resolution of known outbound file issues involving POI001 and SDI008. | also developing alternate data movement approaches between agency business systems and Florida PALM using spreadsheet uploads where feasible. Known outbound file defects, including missing ChartField data, incorrectly formatted ChartField data, and missing records, will continue to be tracked and escalated for Florida PALM resolution. | | | | |

# DATA

## Criteria

**4.1** Changes to agency specific configurations are being tested and maintained in agency configuration workbooks as necessary.

**4.2** Agency configuration and conversion workbooks are complete and contain no errors.

**4.3** Agency data in FLAIR, FACTs and MFMP are cleansed and ready for Dry Run 2 conversion.

## Worksheet Errors

**Error Messages**

- Count of Configuration Worksheet Rows with Error Messages = 0

- Count of Conversion Worksheet Rows with Error Messages = 0

## Related RW Tasks

| Task ID | Task Name | Agency Reported Task Progress | Project Verification of Completion |
|---|---|---|---|
| **698** | Complete Data Cleansing in Preparation for Dry Run 2 | 100% - Submitted | Submission Complete |
| **701** | Submit Configuration and Conversion Workbooks | 100% - Submitted | Submission Complete |
| **713** | Confirm Supplier Records | 100% - Submitted | Submission Complete |

## Readiness Certification Worksheet

| Critical Operational Element | Criteria ID | Criteria | Criteria Met | Confidence Level | Comments |
|---|---|---|---|---|---|
| Data | 4.0 | Overall Data Readiness | | Very Confident | |
| Data | 4.1 | Changes to agency specific configurations are being tested and maintained in agency configuration workbooks as necessary. | Yes | | |
| Data | 4.2 | Agency configuration and conversion workbooks are complete and contain no errors. | Yes | | |
| Data | 4.3 | Agency data in FLAIR , FACTs and MFMP are cleansed and ready for Dry Run 2 conversion. | Yes | | |

## Mitigation Plan

| Criteria ID | Why has the criteria not been met? | What mitigating actions are being taken? | Who is responsible for supporting the mitigation? | Impact/workaround if mitigation is not completed? | Likelihood of Mitigation Plan Completion? | Planned completion date of the mitigation steps? |
|---|---|---|---|---|---|---|
| | | | | | | |

## Agency Sponsor Confirmation

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

Smartsheet.com

## Future Readiness Certification Submissions

**Readiness Certification 4 - November 2026**

Agency Sponsors will provide final submission of the Agency Readiness Certification (RW Task 628) indicating the culmination of all testing activities and that the agency is ready to go live. This final submission of Agency Readiness Certification will be provided to the ESC for review and consideration as they prepare to vote on Stage Gate 4: Agency Readiness.

### Helpful Links

- Agency Readiness Certification
- Agency Readiness Certification #1
- Agency Readiness Certification #2

# DOEA Readiness Certification #3 Dashboard
# Continue UAT and Prepare for Training

### Readiness Certification #3 Confirmation

| Agency Sponsor Name: | Confirmed By: | Confirmation Date |
|---|---|---|
| Teresa Johnson | johnsont@elderaffairs.org | 07/10/26 |

## SUMMARY

### Overall Confidence Level

### People

**Confidence Level - People**

**Criteria 1.1**

**Criteria 1.2**

**Criteria 1.3**

**Criteria 1.4**

**Criteria 1.5**

### Processes

**Confidence Level - Processes**

**Criteria 2.1**

**Criteria 2.2**

**Criteria 2.3**

### Technology

**Confidence Level - Technology**

**Criteria 3.1**

**Criteria 3.2**

**Criteria 3.3**

**Criteria 3.4**

### Data

**Confidence Level - Data**

**Criteria 4.1**

**Criteria 4.2**

**Criteria 4.3**

## PEOPLE

### Criteria

**1.1** Agency Training Plan has been updated.

**1.2** Agency has identified all agency specific learning materials to be developed to support end user training.

**1.3** All agency end users have been role mapped in preparation for the UAT refresh.

**1.4** All SOD conflicts have been resolved or approved by A&A for the UAT refresh.

**1.5** Agency is prepared to execute plan to ensure all end users practice job functions after UAT refresh.

### Agency-Specific Training Inventory

Applicable Topics Based on User Stories = 61

- Number of Topics Dispositioned for Updates/Creation = 61/61

- Number of Topics Requiring Training Materials = 47/61

### Role Mapping

Number of End Users Role Mapped = 30

Number of End Users with SOD Conflicts = 0

- Approved SOD Conflicts = 0

- Unapproved SOD Conflicts = 0

Available DW/BI Licenses Exceeded = 0

### Related RW Tasks

| Task ID | Task Name | Agency Reported Task Progress | Project Verification of Completion |
|---|---|---|---|
| **607** | Update Training Plan | 100% - Submitted | Submission Complete |
| **702** | Submit Role Mapping Worksheet | 100% - Submitted | Submission Complete |

### Readiness Certification Worksheet

| Critical Operational Element | Criteria ID | Criteria | Criteria Met | Confidence Level | Comments |
|---|---|---|---|---|---|
| People | 1.0 | Overall People Readiness | | Becoming Confident | |
| People | 1.1 | Agency Training Plan has been updated. | Yes | | |
| People | 1.2 | Agency has identified all agency specific learning materials to be developed to support end user training. | Yes | | |
| People | 1.3 | All agency end users have been role mapped in preparation for the UAT refresh. | Yes | | |
| People | 1.4 | All SOD conflicts have been resolved or approved by A&A for the UAT refresh. | Yes | | |
| People | 1.5 | Agency is prepared to execute plan to ensure all end users practice job functions after UAT refresh. | Yes | | |

### Mitigation Plan

| Criteria ID | Why has the criteria not been met? | What mitigating actions are being taken? | Who is responsible for supporting the mitigation? | Impact/workaround if mitigation is not completed? | Likelihood of Mitigation Plan Completion? | Planned completion date of the mitigation steps? |
|---|---|---|---|---|---|---|
| | | | | | | |

## PROCESSES

### Criteria

**2.1** Agency testers have successfully tested at least one user story for each applicable Project Recommended Standard Activity.

**2.2** Agency is prepared to execute plan to complete testing of all processes from start to finish, including workflows and agency business systems, after UAT refresh.

**2.3** Agency has identified all process documentation to be created or updated based on testing results.

### User Story Testing Progress - Cumulative

Applicable Activities = 142

- Applicable Project Recommended Activities = 72 / 142

Applicable Activities Tested at Least Once To Date = 78 / 142

### Business Process Documentation Updates

Applicable Topics Based on User Stories = 61

- Number of Topics Dispositioned for Updates/Creation = 61/61

- Number of Topics Requiring Documentation Updates/Creation = 46/61

- Applicable Project Recommended Activities Tested at Least Once To Date = 51 / 72

Applicable Activities Tested Successfully To Date = 76 / 142

- Applicable Project Recommended Activities Tested Successfully To Date = 49 / 72

**Percent of Applicable Project Recommended Activities Tested Successfully To Date = 68.06 %**

### Readiness Certification Worksheet

| Critical Operational Element | Criteria ID | Criteria | Criteria Met | Confidence Level | Comments |
|---|---|---|---|---|---|
| Processes | 2.0 | Overall Processes Readiness | | Moderately Confident | |
| Processes | 2.1 | Agency testers have successfully tested at least one user story for each applicable Project Recommended Standard Activity. | No | | |
| Processes | 2.2 | Agency is prepared to execute plan to complete testing of all processes from start to finish, including workflows and agency business systems, after UAT refresh. | Yes | | |
| Processes | 2.3 | Agency has identified all process documentation to be created or updated based on testing results. | Yes | | |

### Mitigation Plan

| Criteria ID | Why has the criteria not been met? | What mitigating actions are being taken? | Who is responsible for supporting the mitigation? | Impact/workaround if mitigation is not completed? | Likelihood of Mitigation Plan Completion? | Planned completion date of the mitigation steps? |
|---|---|---|---|---|---|---|
| 2.1 | Testing time has competed with daily responsibilities and changes to configuration values caused delays. | Remaining test scripts are being reassessed for validity and providing more support for testers. Supervisors and upper management are continuing to stress the importance of PALM testing. | Supervisors | Elevated workload for supervisors and super users during go-live time period while other users continue to adapt to the PALM system. | Very likely | 10/30/26 |

## TECHNOLOGY

### Criteria

**3.1** All Cycle 3 interfaces have been successfully tested in UAT multiple times.

**3.2** Agency has produced and tested all selected inbound files in the UAT environment or has a plan to complete testing of inbound files prior to the UAT refresh.

**3.3** Agency is prepared to execute plan to complete interface testing after UAT refresh.

**3.4** Agency business systems are being remediated and documentation updated as needed, based on testing findings.

### Readiness Certification Worksheet

| Critical Operational Element | Criteria ID | Criteria | Criteria Met | Confidence Level | Comments |
|---|---|---|---|---|---|
| Technology | 3.0 | Overall Technology Readiness | | N/A | |
| Technology | 3.1 | All Cycle 3 interfaces have been successfully tested in UAT multiple times. | N/A | | No Interfaces or Agency Business Systems |
| Technology | 3.2 | Agency has produced and tested all selected inbound files in the UAT environment or has a plan to complete testing of inbound files prior to the UAT refresh. | N/A | | No Interfaces or Agency Business Systems |
| Technology | 3.3 | Agency is prepared to execute plan to complete interface testing after UAT refresh. | N/A | | No Interfaces or Agency Business Systems |
| Technology | 3.4 | Agency business systems are being remediated and documentation updated as needed, based on testing findings. | N/A | | No Interfaces or Agency Business Systems |

### Mitigation Plan

| Criteria ID | Why has the criteria not been met? | What mitigating actions are being taken? | Who is responsible for supporting the mitigation? | Impact/workaround if mitigation is not completed? | Likelihood of Mitigation Plan Completion? | Planned completion date of the mitigation steps? |
|---|---|---|---|---|---|---|
| | | | | | | |

## DATA

### Criteria

**4.1** Changes to agency specific configurations are being tested and maintained in agency configuration workbooks as necessary.

**4.2** Agency configuration and conversion workbooks are complete and contain no errors.

**4.3** Agency data in FLAIR, FACTs and MFMP are cleansed and ready for Dry Run 2 conversion.

### Worksheet Errors

**Error Messages**

- Count of Configuration Worksheet Rows with Error Messages = 0

- Count of Conversion Worksheet Rows with Error Messages = 0

### Related RW Tasks

| Task ID | Task Name | Agency Reported Task Progress | Project Verification of Completion |
|---|---|---|---|
| 698 | Complete Data Cleansing in Preparation for Dry Run 2 | 100% - Submitted | Submission Complete |
| 701 | Submit Configuration and Conversion Workbooks | 100% - Submitted | Submission Complete |
| 713 | Confirm Supplier Records | 100% - Submitted | Submission Complete |

## Readiness Certification Worksheet

| Critical Operational Element | Criteria ID | Criteria | Criteria Met | Confidence Level | Comments |
|---|---|---|---|---|---|
| Data | 4.0 | Overall Data Readiness | | Moderately Confident | |
| Data | 4.1 | Changes to agency specific configurations are being tested and maintained in agency configuration workbooks as necessary. | Yes | | |
| Data | 4.2 | Agency configuration and conversion workbooks are complete and contain no errors. | Yes | | |
| Data | 4.3 | Agency data in FLAIR , FACTs and MFMP are cleansed and ready for Dry Run 2 conversion. | Yes | | |

## Mitigation Plan

| Criteria ID | Why has the criteria not been met? | What mitigating actions are being taken? | Who is responsible for supporting the mitigation? | Impact/workaround if mitigation is not completed? | Likelihood of Mitigation Plan Completion? | Planned completion date of the mitigation steps? |
|---|---|---|---|---|---|---|
| | | | | | | |

## Agency Sponsor Confirmation

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Smartsheet.com

## Future Readiness Certification Submissions

**Readiness Certification 4 - November 2026**

Agency Sponsors will provide final submission of the Agency Readiness Certification (RW Task 628) indicating the culmination of all testing activities and that the agency is ready to go live. This final submission of Agency Readiness Certification will be provided to the ESC for review and consideration as they prepare to vote on Stage Gate 4: Agency Readiness.

| Helpful Links |
| --- |
| Agency Readiness Certification |
| Agency Readiness Certification #1 |
| Agency Readiness Certification #2 |

# DOH Readiness Certification #3 Dashboard
# Continue UAT and Prepare for Training

**Readiness Certification #3 Confirmation**

| Agency Sponsor Name: | Confirmed By: | Confirmation Date |
| --- | --- | --- |
| Robert Herron | robert.herron@flhealth.gov | 07/10/26 |

## SUMMARY

**Overall Confidence Level**

| People | | Processes | | Technology | | Data | |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Confidence Level - People | | Confidence Level - Processes | | Confidence Level - Technology | | Confidence Level - Data | |
| Criteria 1.1 | | Criteria 2.1 | | Criteria 3.1 | | Criteria 4.1 | |
| Criteria 1.2 | | Criteria 2.2 | | Criteria 3.2 | | Criteria 4.2 | |
| Criteria 1.3 | | Criteria 2.3 | | Criteria 3.3 | | Criteria 4.3 | |
| Criteria 1.4 | | | | Criteria 3.4 | | | |
| Criteria 1.5 | | | | | | | |

## PEOPLE

**Criteria**

**1.1** Agency Training Plan has been updated.

**1.2** Agency has identified all agency specific learning materials to be developed to support end user training.

**1.3** All agency end users have been role mapped in preparation for the UAT refresh.

**1.4** All SOD conflicts have been resolved or approved by A&A for the UAT refresh.

**1.5** Agency is prepared to execute plan to ensure all end users practice job functions after UAT refresh.

**Agency-Specific Training Inventory**

Applicable Topics Based on User Stories = 25

- Number of Topics Dispositioned for Updates/Creation = 25/25

- Number of Topics Requiring Training Materials = 25/25

**Role Mapping**

Number of End Users Role Mapped = 418

Number of End Users with SOD Conflicts = 10

- Approved SOD Conflicts = 0

- Unapproved SOD Conflicts = 10

Available DW/BI Licenses Exceeded = 0

**Related RW Tasks**

| Task ID | Task Name | Agency Reported Task Progress | Project Verification of Completion |
| --- | --- | --- | --- |
| 607 | Update Training Plan | 100% - Submitted | Submission Complete |
| 702 | Submit Role Mapping Worksheet | 100% - Submitted | Submission Incomplete |

**Readiness Certification Worksheet**

| Critical Operational Element | Criteria ID | Criteria | Criteria Met | Confidence Level | Comments |
| --- | --- | --- | --- | --- | --- |
| People | 1.0 | Overall People Readiness | | Becoming Confident | |
| People | 1.1 | Agency Training Plan has been updated. | Yes | | |
| People | 1.2 | Agency has identified all agency specific learning materials to be developed to support end user training. | Yes | | |
| People | 1.3 | All agency end users have been role mapped in preparation for the UAT refresh. | No | | |
| People | 1.4 | All SOD conflicts have been resolved or approved by A&A for the UAT refresh. | No | | |
| People | 1.5 | Agency is prepared to execute plan to ensure all end users practice job functions after UAT refresh. | Yes | | |

**Mitigation Plan**

| Criteria ID | Why has the criteria not been met? | What mitigating actions are being taken? | Who is responsible for supporting the mitigation? | Impact/workaround if mitigation is not completed? | Likelihood of Mitigation Plan Completion? | Planned completion date of the mitigation steps? |
| --- | --- | --- | --- | --- | --- | --- |
| 1.3 | DOH team was trying to make final updates to the Role worksheet when the Smartsheet job ran and the sheet was locked at 3.55 PM. This job overwrote some of the updates that the team was completing. | We will be updating the Smartsheet once unlocked | DOH Core Team | We will update the roles Smartsheet once unlocked. | Very likely | 07/10/26 |
| 1.4 | DOH team was trying to make final updates to the Role worksheet when the Smartsheet job ran and the sheet was locked at 3.55 PM. This job overwrote some of the updates that the team was completing. | We will be updating the Smartsheet once unlocked | DOH Core Team | We will update the roles Smartsheet once unlocked. | Very likely | 07/10/26 |

## PROCESSES

**Criteria**

**2.1** Agency testers have successfully tested at least one user story for each applicable Project Recommended Standard Activity.

**2.2** Agency is prepared to execute plan to complete testing of all processes from start to finish, including workflows and agency business systems, after UAT refresh.

**2.3** Agency has identified all process documentation to be created or updated based on testing results.

## User Story Testing Progress - Cumulative

Applicable Activities = 47

- Applicable Project Recommended Activities = 38 / 47

Applicable Activities Tested at Least Once To Date = 47 / 47

- Applicable Project Recommended Activities Tested at Least Once To Date = 38 / 38

Applicable Activities Tested Successfully To Date = 47 / 47

- Applicable Project Recommended Activities Tested Successfully To Date = 38 / 38

**Percent of Applicable Project Recommended Activities Tested Successfully To Date = 100.00 %**

## Business Process Documentation Updates

Applicable Topics Based on User Stories = 25

- Number of Topics Dispositioned for Updates/Creation = 25/25

- Number of Topics Requiring Training Materials = 25/25

## Readiness Certification Worksheet

| Critical Operational Element | Criteria ID | Criteria | Criteria Met | Confidence Level | Comments |
|---|---|---|---|---|---|
| Processes | 2.0 | Overall Processes Readiness | | Highly Concerned | |
| Processes | 2.1 | Agency testers have successfully tested at least one user story for each applicable Project Recommended Standard Activity. | Yes | | |
| Processes | 2.2 | Agency is prepared to execute plan to complete testing of all processes from start to finish, including workflows and agency business systems, after UAT refresh. | Yes | | |
| Processes | 2.3 | Agency has identified all process documentation to be created or updated based on testing results. | Yes | | |

## Mitigation Plan

| Criteria ID | Why has the criteria not been met? | What mitigating actions are being taken? | Who is responsible for supporting the mitigation? | Impact/workaround if mitigation is not completed? | Likelihood of Mitigation Plan Completion? | Planned completion date of the mitigation steps? |
|---|---|---|---|---|---|---|
| | | | | | | |

# TECHNOLOGY

## Criteria

**3.1** All Cycle 3 interfaces have been successfully tested in UAT multiple times.

**3.2** Agency has produced and tested all selected inbound files in the UAT environment or has a plan to complete testing of inbound files prior to the UAT refresh.

**3.3** Agency is prepared to execute plan to complete interface testing after UAT refresh.

**3.4** Agency business systems are being remediated and documentation updated as needed, based on testing findings.

## Cycle 3 Interfaces - Inbound

Total ABS Interface Connections = 28

- Interfaces Tested Multiple Times To Date = 28/28

- Interfaces Tested Multiple Times Successfully To Date = 25/28

**Percent of Interfaces Tested Successfully To Date = 89.29%**

## Cycle 3 Interfaces - Outbound

Total ABS Interface Connections = 98

- Interfaces Tested Multiple Times To Date = 98/98

- Interfaces Tested Multiple Times Successfully To Date = 92/98

**Percent of Interfaces Tested Successfully To Date = 93.88%**

## Readiness Certification Worksheet

| Critical Operational Element | Criteria ID | Criteria | Criteria Met | Confidence Level | Comments |
|---|---|---|---|---|---|
| Technology | 3.0 | Overall Technology Readiness | | Becoming Confident | |
| Technology | 3.1 | All Cycle 3 interfaces have been successfully tested in UAT multiple times. | No - Greater than 90% met | | 115/126 interfaces successfully tested multiple times |
| Technology | 3.2 | Agency has produced and tested all selected inbound files in the UAT environment or has a plan to complete testing of inbound files prior to the UAT refresh. | Yes | | |
| Technology | 3.3 | Agency is prepared to execute plan to complete interface testing after UAT refresh. | Yes | | |
| Technology | 3.4 | Agency business systems are being remediated and documentation updated as needed, based on testing findings. | Yes | | |

## Mitigation Plan

| Criteria ID | Why has the criteria not been met? | What mitigating actions are being taken? | Who is responsible for supporting the mitigation? | Impact/workaround if mitigation is not completed? | Likelihood of Mitigation Plan Completion? | Planned completion date of the mitigation steps? |
|---|---|---|---|---|---|---|
| 3.1 | SNow tickets have been created for both the issues - ARI007 and AMI004 | The solution provided by PALM team will be implemented | DOH Technical team | DOH will mitigate both these interfaces. | Very likely | 07/31/26 |

# DATA

## Criteria

**4.1** Changes to agency specific configurations are being tested and maintained in agency configuration workbooks as necessary.

**4.2** Agency configuration and conversion workbooks are complete and contain no errors.

**4.3** Agency data in FLAIR, FACTs and MFMP are cleansed and ready for Dry Run 2 conversion.

## Worksheet Errors

**Error Messages**

- Count of Configuration Worksheet Rows with Error Messages = 3
- Count of Conversion Worksheet Rows with Error Messages = 2

## Related RW Tasks

| Task ID | Task Name | Agency Reported Task Progress | Project Verification of Completion |
|---|---|---|---|
| **698** | Complete Data Cleansing in Preparation for Dry Run 2 | 100% - Submitted | Submission Complete |
| **701** | Submit Configuration and Conversion Workbooks | 100% - Submitted | Submission Complete |
| **713** | Confirm Supplier Records | 100% - Submitted | Submission Complete |

## Readiness Certification Worksheet

| Critical Operational Element | Criteria ID | Criteria | Criteria Met | Confidence Level | Comments |
|---|---|---|---|---|---|
| Data | 4.0 | Overall Data Readiness | | Moderately Confident | |
| Data | 4.1 | Changes to agency specific configurations are being tested and maintained in agency configuration workbooks as necessary. | Yes | | |
| Data | 4.2 | Agency configuration and conversion workbooks are complete and contain no errors. | No | | |
| Data | 4.3 | Agency data in FLAIR , FACTs and MFMP are cleansed and ready for Dry Run 2 conversion. | Yes | | |

## Mitigation Plan

| Criteria ID | Why has the criteria not been met? | What mitigating actions are being taken? | Who is responsible for supporting the mitigation? | Impact/workaround if mitigation is not completed? | Likelihood of Mitigation Plan Completion? | Planned completion date of the mitigation steps? |
|---|---|---|---|---|---|---|
| 4.2 | DOH has several thousands of ORGs and OCAs. This will be an ongoing process for DOH to maintain this till Go-Live. | This will be an on-going effort for DOH | DOH Core and Technical Team | This is an on-going effort and DOH will have to mitigate the configs and conversions. | Very likely | 08/07/26 |

## Agency Sponsor Confirmation

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

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## Future Readiness Certification Submissions

**Readiness Certification 4 - November 2026**

Agency Sponsors will provide final submission of the Agency Readiness Certification (RW Task 628) indicating the culmination of all testing activities and that the agency is ready to go live. This final submission of Agency Readiness Certification will be provided to the ESC for review and consideration as they prepare to vote on Stage Gate 4: Agency Readiness.

| Helpful Links |
|---|
| Agency Readiness Certification |
| Agency Readiness Certification #1 |
| Agency Readiness Certification #2 |

# DOL Readiness Certification #3 Dashboard
# Continue UAT and Prepare for Training

**Readiness Certification #3 Confirmation**

| Agency Sponsor Name: | Confirmed By: | Confirmation Date |
|---|---|---|
| Rebecca Ajhar | ajharb@flalottery.com | 07/10/26 |

## SUMMARY

### Overall Confidence Level

### People

Confidence Level - People

Criteria 1.1

Criteria 1.2

Criteria 1.3

Criteria 1.4

Criteria 1.5

### Processes

Confidence Level - Processes

Criteria 2.1

Criteria 2.2

Criteria 2.3

### Technology

Confidence Level - Technology

Criteria 3.1

Criteria 3.2

Criteria 3.3

Criteria 3.4

### Data

Confidence Level - Data

Criteria 4.1

Criteria 4.2

Criteria 4.3

## PEOPLE

### Criteria

**1.1** Agency Training Plan has been updated.

**1.2** Agency has identified all agency specific learning materials to be developed to support end user training.

**1.3** All agency end users have been role mapped in preparation for the UAT refresh.

**1.4** All SOD conflicts have been resolved or approved by A&A for the UAT refresh.

**1.5** Agency is prepared to execute plan to ensure all end users practice job functions after UAT refresh.

### Agency-Specific Training Inventory

Applicable Topics Based on User Stories = 64

- Number of Topics Dispositioned for Updates/Creation = 64/64

- Number of Topics Requiring Training Materials = 0/64

### Role Mapping

Number of End Users Role Mapped = 25

Number of End Users with SOD Conflicts = 0

- Approved SOD Conflicts = 0

- Unapproved SOD Conflicts = 0

Available DW/BI Licenses Exceeded = 0

### Related RW Tasks

| Task ID | Task Name | Agency Reported Task Progress | Project Verification of Completion |
|---|---|---|---|
| 607 | Update Training Plan | 100% - Submitted | Submission Complete |
| 702 | Submit Role Mapping Worksheet | 100% - Submitted | Submission Complete |

### Readiness Certification Worksheet

| Critical Operational Element | Criteria ID | Criteria | Criteria Met | Confidence Level | Comments |
|---|---|---|---|---|---|
| People | 1.0 | Overall People Readiness | | Moderately Confident | |
| People | 1.1 | Agency Training Plan has been updated. | Yes | | |
| People | 1.2 | Agency has identified all agency specific learning materials to be developed to support end user training. | Yes | | |
| People | 1.3 | All agency end users have been role mapped in preparation for the UAT refresh. | Yes | | |
| People | 1.4 | All SOD conflicts have been resolved or approved by A&A for the UAT refresh. | Yes | | |
| People | 1.5 | Agency is prepared to execute plan to ensure all end users practice job functions after UAT refresh. | Yes | | |

### Mitigation Plan

| Criteria ID | Why has the criteria not been met? | What mitigating actions are being taken? | Who is responsible for supporting the mitigation? | Impact/workaround if mitigation is not completed? | Likelihood of Mitigation Plan Completion? | Planned completion date of the mitigation steps? |
|---|---|---|---|---|---|---|
| | | | | | | |

## PROCESSES

### Criteria

**2.1** Agency testers have successfully tested at least one user story for each applicable Project Recommended Standard Activity.

**2.2** Agency is prepared to execute plan to complete testing of all processes from start to finish, including workflows and agency business systems, after UAT refresh.

**2.3** Agency has identified all process documentation to be created or updated based on testing results.

### User Story Testing Progress - Cumulative

Applicable Activities = 145

- Applicable Project Recommended Activities = 69 / 145

Applicable Activities Tested at Least Once To Date = 71 / 145

### Business Process Documentation Updates

Applicable Topics Based on User Stories = 64

- Number of Topics Dispositioned for Updates/Creation = 0/64

- Number of Topics Requiring Documentation Updates/Creation = 0/64

- Applicable Project Recommended Activities Tested at Least Once To Date = 53 / 69

Applicable Activities Tested Successfully To Date = 71 / 145

- Applicable Project Recommended Activities Tested Successfully To Date = 53 / 69

**Percent of Applicable Project Recommended Activities Tested Successfully To Date = 76.81 %**

## Readiness Certification Worksheet

| Critical Operational Element | Criteria ID | Criteria | Criteria Met | Confidence Level | Comments |
|---|---|---|---|---|---|
| Processes | 2.0 | Overall Processes Readiness | | Moderately Confident | |
| Processes | 2.1 | Agency testers have successfully tested at least one user story for each applicable Project Recommended Standard Activity. | No | | |
| Processes | 2.2 | Agency is prepared to execute plan to complete testing of all processes from start to finish, including workflows and agency business systems, after UAT refresh. | Yes | | |
| Processes | 2.3 | Agency has identified all process documentation to be created or updated based on testing results. | No | | |

## Mitigation Plan

| Criteria ID | Why has the criteria not been met? | What mitigating actions are being taken? | Who is responsible for supporting the mitigation? | Impact/workaround if mitigation is not completed? | Likelihood of Mitigation Plan Completion? | Planned completion date of the mitigation steps? |
|---|---|---|---|---|---|---|
| 2.1 | Testing is dependent on the Project releasing the Process Steps for Overpayments. Not all applicable user stories have been executed due to limited tester availability, or dependencies on system configuration and data readiness. | Prioritize remaining user story testing, schedule additional testing sessions, and provide updated test data. | Business Process owners, CCN | Business processes may not be fully validated, increasing the risk of production issues and requiring additional testing after deployment, which could delay go-live. | Very likely | 10/30/26 |
| 2.3 | Documentation updates are still being finalized because testing is ongoing and process changes continue to be identified during UAT. | Process steps are being reviewed and compiled into SOPs for each BPG | Business process owners, CCN | End users may not have accurate or complete guidance, resulting in inconsistent business processes, increased support requests, and slower user adoption. | Very likely | 10/30/26 |

# TECHNOLOGY

## Criteria

**3.1** All Cycle 3 interfaces have been successfully tested in UAT multiple times.

**3.2** Agency has produced and tested all selected inbound files in the UAT environment or has a plan to complete testing of inbound files prior to the UAT refresh.

**3.3** Agency is prepared to execute plan to complete interface testing after UAT refresh.

**3.4** Agency business systems are being remediated and documentation updated as needed, based on testing findings.

## Inbound Cycle 3 Testing Progress - Cumulative

Total ABS Interface Connections = 2

- Interfaces Tested Multiple Times To Date = 2/2

- Interfaces Tested Multiple Times Successfully To Date = 0/2

**Percent of Interfaces Tested Successfully To Date = 0.00%**

## Outbound Cycle 3 Testing Progress - Cumulative

Total ABS Interface Connections = 13

- Interfaces Tested Multiple Times To Date = 13/13

- Interfaces Tested Multiple Times Successfully To Date = 9/13

**Percent of Interfaces Tested Successfully To Date = 69.23%**

## Readiness Certification Worksheet

| Critical Operational Element | Criteria ID | Criteria | Criteria Met | Confidence Level | Comments |
|---|---|---|---|---|---|
| Technology | 3.0 | Overall Technology Readiness | | Moderately Confident | |
| Technology | 3.1 | All Cycle 3 interfaces have been successfully tested in UAT multiple times. | No - Less than 90% met | | 9/15 interfaces successfully tested multiple times |
| Technology | 3.2 | Agency has produced and tested all selected inbound files in the UAT environment or has a plan to complete testing of inbound files prior to the UAT refresh. | Yes | | |
| Technology | 3.3 | Agency is prepared to execute plan to complete interface testing after UAT refresh. | Yes | | |
| Technology | 3.4 | Agency business systems are being remediated and documentation updated as needed, based on testing findings. | Yes | | |

## Mitigation Plan

| Criteria ID | Why has the criteria not been met? | What mitigating actions are being taken? | Who is responsible for supporting the mitigation? | Impact/workaround if mitigation is not completed? | Likelihood of Mitigation Plan Completion? | Planned completion date of the mitigation steps? |
|---|---|---|---|---|---|---|
| 3.1 | Some Cycle 3 interface testing remains incomplete due to unavailable internal systems, or scheduling constraints. | Coordinate additional end-to-end testing with partner teams, rerun failed test scenarios, and validate successful data transmission | Business process owners, CCN | Manual workarounds, increased operational effort, delayed business processing, and potential postponement of deployment until interface stability is confirmed. | Very likely | 09/30/26 |

# DATA

## Criteria

**4.1** Changes to agency specific configurations are being tested and maintained in agency configuration workbooks as necessary.

**4.2** Agency configuration and conversion workbooks are complete and contain no errors.

**4.3** Agency data in FLAIR, FACTs and MFMP are cleansed and ready for Dry Run 2 conversion.

## Worksheet Errors

**Error Messages**

- Count of Configuration Worksheet Rows with Error Messages = 0

- Count of Conversion Worksheet Rows with Error Messages = 0

## Related RW Tasks

| Task ID | Task Name | Agency Reported Task Progress | Project Verification of Completion |
|---|---|---|---|
| **698** | Complete Data Cleansing in Preparation for Dry Run 2 | 100% - Submitted | Submission Complete |
| **701** | Submit Configuration and Conversion Workbooks | 100% - Submitted | Submission Complete |
| **713** | Confirm Supplier Records | 100% - Submitted | Submission Complete |

## Readiness Certification Worksheet

| Critical Operational Element | Criteria ID | Criteria | Criteria Met | Confidence Level | Comments |
|---|---|---|---|---|---|
| Data | 4.0 | Overall Data Readiness | | Moderately Confident | |
| Data | 4.1 | Changes to agency specific configurations are being tested and maintained in agency configuration workbooks as necessary. | Yes | | |
| Data | 4.2 | Agency configuration and conversion workbooks are complete and contain no errors. | Yes | | |
| Data | 4.3 | Agency data in FLAIR , FACTs and MFMP are cleansed and ready for Dry Run 2 conversion. | Yes | | |

## Mitigation Plan

| Criteria ID | Why has the criteria not been met? | What mitigating actions are being taken? | Who is responsible for supporting the mitigation? | Impact/workaround if mitigation is not completed? | Likelihood of Mitigation Plan Completion? | Planned completion date of the mitigation steps? |
|---|---|---|---|---|---|---|
| | | | | | | |

## Agency Sponsor Confirmation

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

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## Future Readiness Certification Submissions

**Readiness Certification 4 - November 2026**

Agency Sponsors will provide final submission of the Agency Readiness Certification (RW Task 628) indicating the culmination of all testing activities and that the agency is ready to go live. This final submission of Agency Readiness Certification will be provided to the ESC for review and consideration as they prepare to vote on Stage Gate 4: Agency Readiness.

**Helpful Links**

- Agency Readiness Certification
- Agency Readiness Certification #1
- Agency Readiness Certification #2

# DOR Readiness Certification #3 Dashboard
# Continue UAT and Prepare for Training

**Readiness Certification #3 Confirmation**

| Agency Sponsor Name: | Confirmed By: | Confirmation Date |
|---|---|---|
| Clark M. Rogers | clark.rogers@floridarevenue.cor | 07/10/26 |

## SUMMARY

**Overall Confidence Level**

**People**

- Confidence Level - People
- Criteria 1.1
- Criteria 1.2
- Criteria 1.3
- Criteria 1.4
- Criteria 1.5

**Processes**

- Confidence Level - Processes
- Criteria 2.1
- Criteria 2.2
- Criteria 2.3

**Technology**

- Confidence Level - Technology
- Criteria 3.1
- Criteria 3.2
- Criteria 3.3
- Criteria 3.4

**Data**

- Confidence Level - Data
- Criteria 4.1
- Criteria 4.2
- Criteria 4.3

## PEOPLE

**Criteria**

**1.1** Agency Training Plan has been updated.

**1.2** Agency has identified all agency specific learning materials to be developed to support end user training.

**1.3** All agency end users have been role mapped in preparation for the UAT refresh.

**1.4** All SOD conflicts have been resolved or approved by A&A for the UAT refresh.

**1.5** Agency is prepared to execute plan to ensure all end users practice job functions after UAT refresh.

**Agency-Specific Training Inventory**

Applicable Topics Based on User Stories = 60

- Number of Topics Dispositioned for Updates/Creation = 60/60

- Number of Topics Requiring Training Materials = 0/60

**Role Mapping**

Number of End Users Role Mapped = 267

Number of End Users with SOD Conflicts = 0

- Approved SOD Conflicts = 0

- Unapproved SOD Conflicts = 0

Available DW/BI Licenses Exceeded = 0

**Related RW Tasks**

| Task ID | Task Name | Agency Reported Task Progress | Project Verification of Completion |
|---|---|---|---|
| 607 | Update Training Plan | 100% - Submitted | Submission Complete |
| 702 | Submit Role Mapping Worksheet | 100% - Submitted | Submission Complete |

**Readiness Certification Worksheet**

| Critical Operational Element | Criteria ID | Criteria | Criteria Met | Confidence Level | Comments |
|---|---|---|---|---|---|
| People | 1.0 | Overall People Readiness | | Moderately Confident | |
| People | 1.1 | Agency Training Plan has been updated. | Yes | | |
| People | 1.2 | Agency has identified all agency specific learning materials to be developed to support end user training. | Yes | | |
| People | 1.3 | All agency end users have been role mapped in preparation for the UAT refresh. | Yes | | |
| People | 1.4 | All SOD conflicts have been resolved or approved by A&A for the UAT refresh. | Yes | | |
| People | 1.5 | Agency is prepared to execute plan to ensure all end users practice job functions after UAT refresh. | Yes | | |

**Mitigation Plan**

| Criteria ID | Why has the criteria not been met? | What mitigating actions are being taken? | Who is responsible for supporting the mitigation? | Impact/workaround if mitigation is not completed? | Likelihood of Mitigation Plan Completion? | Planned completion date of the mitigation steps? |
|---|---|---|---|---|---|---|
| | | | | | | |

## PROCESSES

**Criteria**

**2.1** Agency testers have successfully tested at least one user story for each applicable Project Recommended Standard Activity.

**2.2** Agency is prepared to execute plan to complete testing of all processes from start to finish, including workflows and agency business systems, after UAT refresh.

**2.3** Agency has identified all process documentation to be created or updated based on testing results.

**User Story Testing Progress - Cumulative**

Applicable Activities = 125

- Applicable Project Recommended Activities = 60 / 125

Applicable Activities Tested at Least Once To Date = 106 / 125

**Business Process Documentation Updates**

Applicable Topics Based on User Stories = 60

- Number of Topics Dispositioned for Updates/Creation = 60/60

- Number of Topics Requiring Documentation Updates/Creation = 1/60

- Applicable Project Recommended Activities Tested at Least Once To Date = 55 / 60

Applicable Activities Tested Successfully To Date = 102 / 125

- Applicable Project Recommended Activities Tested Successfully To Date = 52 / 60

**Percent of Applicable Project Recommended Activities Tested Successfully To Date = 86.67 %**

### Readiness Certification Worksheet

| Critical Operational Element | Criteria ID | Criteria | Criteria Met | Confidence Level | Comments |
|---|---|---|---|---|---|
| Processes | 2.0 | Overall Processes Readiness | | Moderately Confident | |
| Processes | 2.1 | Agency testers have successfully tested at least one user story for each applicable Project Recommended Standard Activity. | No | | |
| Processes | 2.2 | Agency is prepared to execute plan to complete testing of all processes from start to finish, including workflows and agency business systems, after UAT refresh. | Yes | | |
| Processes | 2.3 | Agency has identified all process documentation to be created or updated based on testing results. | Yes | | |

### Mitigation Plan

| Criteria ID | Why has the criteria not been met? | What mitigating actions are being taken? | Who is responsible for supporting the mitigation? | Impact/workaround if mitigation is not completed? | Likelihood of Mitigation Plan Completion? | Planned completion date of the mitigation steps? |
|---|---|---|---|---|---|---|
| 2.1 | Certain Activities related to Payroll, Certified Forward and Year end could not be tested as we were waiting on Florida PALM. For banking, DOR is already using production CMS wave and we are not sure regarding certain reconciliation assistance forms. | We target to test all user stories by July 31, 2026, by focussing on the areas which need attention. | DOR UAT Coordinators | We do want to complete all testing at least once in UAT environment, otherwise carry them out in UAT refresh environment. | Very likely | 07/31/26 |

## TECHNOLOGY

### Criteria

**3.1** All Cycle 3 interfaces have been successfully tested in UAT multiple times.

**3.2** Agency has produced and tested all selected inbound files in the UAT environment or has a plan to complete testing of inbound files prior to the UAT refresh.

**3.3** Agency is prepared to execute plan to complete interface testing after UAT refresh.

**3.4** Agency business systems are being remediated and documentation updated as needed, based on testing findings.

### Inbound Cycle 3 Testing Progress - Cumulative

Total ABS Interface Connections = 31

- Interfaces Tested Multiple Times To Date = 31/31

- Interfaces Tested Multiple Times Successfully To Date = 25/31

**Percent of Interfaces Tested Successfully To Date = 80.65%**

### Outbound Cycle 3 Testing Progress - Cumulative

Total ABS Interface Connections = 17

- Interfaces Tested Multiple Times To Date = 17/17

- Interfaces Tested Multiple Times Successfully To Date = 11/17

**Percent of Interfaces Tested Successfully To Date = 64.71%**

### Readiness Certification Worksheet

| Critical Operational Element | Criteria ID | Criteria | Criteria Met | Confidence Level | Comments |
|---|---|---|---|---|---|
| Technology | 3.0 | Overall Technology Readiness | | Moderately Confident | |
| Technology | 3.1 | All Cycle 3 interfaces have been successfully tested in UAT multiple times. | No - Less than 90% met | | 24/48 interfaces successfully tested multiple times |
| Technology | 3.2 | Agency has produced and tested all selected inbound files in the UAT environment or has a plan to complete testing of inbound files prior to the UAT refresh. | Yes | | |
| Technology | 3.3 | Agency is prepared to execute plan to complete interface testing after UAT refresh. | Yes | | |
| Technology | 3.4 | Agency business systems are being remediated and documentation updated as needed, based on testing findings. | Yes | | |

### Mitigation Plan

| Criteria ID | Why has the criteria not been met? | What mitigating actions are being taken? | Who is responsible for supporting the mitigation? | Impact/workaround if mitigation is not completed? | Likelihood of Mitigation Plan Completion? | Planned completion date of the mitigation steps? |
|---|---|---|---|---|---|---|
| 3.1 | There are few interfaces files which DOR is still waiting on Florida PALM - PRI063. API031 for DFS and Commerce got added recently in June. Some distribution files are once a year, so we can test them again during UAT Refresh. | Our refunds process is submitted again in July, which would also test the three API031 files. PR063 will be provided by Florida PLAM after the refresh. For IUI003, we are waiting on some cross agency payments. | DOR PALM Project Manager | All interfaces to be tested by Cycle 3 testing ends. | Very likely | 09/30/26 |

## DATA

### Criteria

**4.1** Changes to agency specific configurations are being tested and maintained in agency configuration workbooks as necessary.

**4.2** Agency configuration and conversion workbooks are complete and contain no errors.

**4.3** Agency data in FLAIR, FACTs and MFMP are cleansed and ready for Dry Run 2 conversion.

## Worksheet Errors

**Error Messages**

- Count of Configuration Worksheet Rows with Error Messages = 0

- Count of Conversion Worksheet Rows with Error Messages = 0

## Related RW Tasks

| Task ID | Task Name | Agency Reported Task Progress | Project Verification of Completion |
|---|---|---|---|
| **698** | Complete Data Cleansing in Preparation for Dry Run 2 | 100% - Submitted | Submission Complete |
| **701** | Submit Configuration and Conversion Workbooks | 100% - Submitted | Submission Complete |
| **713** | Confirm Supplier Records | 100% - Submitted | Submission Complete |

## Readiness Certification Worksheet

| Critical Operational Element | Criteria ID | Criteria | Criteria Met | Confidence Level | Comments |
|---|---|---|---|---|---|
| Data | 4.0 | Overall Data Readiness | | Moderately Confident | |
| Data | 4.1 | Changes to agency specific configurations are being tested and maintained in agency configuration workbooks as necessary. | Yes | | |
| Data | 4.2 | Agency configuration and conversion workbooks are complete and contain no errors. | Yes | | |
| Data | 4.3 | Agency data in FLAIR , FACTs and MFMP are cleansed and ready for Dry Run 2 conversion. | Yes | | |

## Mitigation Plan

| Criteria ID | Why has the criteria not been met? | What mitigating actions are being taken? | Who is responsible for supporting the mitigation? | Impact/workaround if mitigation is not completed? | Likelihood of Mitigation Plan Completion? | Planned completion date of the mitigation steps? |
|---|---|---|---|---|---|---|
| | | | | | | |

## Agency Sponsor Confirmation

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

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## Future Readiness Certification Submissions

**Readiness Certification 4 - November 2026**

Agency Sponsors will provide final submission of the Agency Readiness Certification (RW Task 628) indicating the culmination of all testing activities and that the agency is ready to go live. This final submission of Agency Readiness Certification will be provided to the ESC for review and consideration as they prepare to vote on Stage Gate 4: Agency Readiness.

**Helpful Links**

- Agency Readiness Certification
- Agency Readiness Certification #1
- Agency Readiness Certification #2

# DOS Readiness Certification #3 Dashboard
# Continue UAT and Prepare for Training

**Readiness Certification #3 Confirmation**

| Agency Sponsor Name: | Confirmed By: | Confirmation Date |
|---|---|---|
| Antonio Murphy | antonio.murphy@dos.myflorida.( | 07/10/26 |

## SUMMARY

**Overall Confidence Level**

**People**

Confidence Level - People

Criteria 1.1

Criteria 1.2

Criteria 1.3

Criteria 1.4

Criteria 1.5

**Processes**

Confidence Level - Processes

Criteria 2.1

Criteria 2.2

Criteria 2.3

**Technology**

Confidence Level - Technology

Criteria 3.1

Criteria 3.2

Criteria 3.3

Criteria 3.4

**Data**

Confidence Level - Data

Criteria 4.1

Criteria 4.2

Criteria 4.3

## PEOPLE

**Criteria**

**1.1** Agency Training Plan has been updated.

**1.2** Agency has identified all agency specific learning materials to be developed to support end user training.

**1.3** All agency end users have been role mapped in preparation for the UAT refresh.

**1.4** All SOD conflicts have been resolved or approved by A&A for the UAT refresh.

**1.5** Agency is prepared to execute plan to ensure all end users practice job functions after UAT refresh.

**Agency-Specific Training Inventory**

Applicable Topics Based on User Stories = 18

- Number of Topics Dispositioned for Updates/Creation = 18/18

- Number of Topics Requiring Training Materials = 18/18

**Role Mapping**

Number of End Users Role Mapped = 17

Number of End Users with SOD Conflicts = 0

- Approved SOD Conflicts = 0

- Unapproved SOD Conflicts = 0

Available DW/BI Licenses Exceeded = 0

**Related RW Tasks**

| Task ID | Task Name | Agency Reported Task Progress | Project Verification of Completion |
|---|---|---|---|
| **607** | Update Training Plan | 100% - Submitted | Submission Complete |
| **702** | Submit Role Mapping Worksheet | 100% - Submitted | Submission Complete |

**Readiness Certification Worksheet**

| Critical Operational Element | Criteria ID | Criteria | Criteria Met | Confidence Level | Comments |
|---|---|---|---|---|---|
| People | 1.0 | Overall People Readiness | | Becoming Confident | |
| People | 1.1 | Agency Training Plan has been updated. | Yes | | |
| People | 1.2 | Agency has identified all agency specific learning materials to be developed to support end user training. | Yes | | |
| People | 1.3 | All agency end users have been role mapped in preparation for the UAT refresh. | Yes | | |
| People | 1.4 | All SOD conflicts have been resolved or approved by A&A for the UAT refresh. | Yes | | |
| People | 1.5 | Agency is prepared to execute plan to ensure all end users practice job functions after UAT refresh. | Yes | | |

**Mitigation Plan**

| Criteria ID | Why has the criteria not been met? | What mitigating actions are being taken? | Who is responsible for supporting the mitigation? | Impact/workaround if mitigation is not completed? | Likelihood of Mitigation Plan Completion? | Planned completion date of the mitigation steps? |
|---|---|---|---|---|---|---|
| | | | | | | |

## PROCESSES

**Criteria**

**2.1** Agency testers have successfully tested at least one user story for each applicable Project Recommended Standard Activity.

**2.2** Agency is prepared to execute plan to complete testing of all processes from start to finish, including workflows and agency business systems, after UAT refresh.

**2.3** Agency has identified all process documentation to be created or updated based on testing results.

**User Story Testing Progress - Cumulative**

Applicable Activities = 22

- Applicable Project Recommended Activities = 13 / 22

Applicable Activities Tested at Least Once To Date = 5 / 22

**Business Process Documentation Updates**

Applicable Topics Based on User Stories = 18

- Number of Topics Dispositioned for Updates/Creation = 0/18

- Number of Topics Requiring Documentation Updates/Creation = 0/18

- Applicable Project Recommended Activities Tested at Least Once To Date = 5 / 13

Applicable Activities Tested Successfully To Date = 4 / 22

- Applicable Project Recommended Activities Tested Successfully To Date = 4 / 13

**Percent of Applicable Project Recommended Activities Tested Successfully To Date = 30.77 %**

### Readiness Certification Worksheet

| Critical Operational Element | Criteria ID | Criteria | Criteria Met | Confidence Level | Comments |
|---|---|---|---|---|---|
| Processes | 2.0 | Overall Processes Readiness | | Becoming Confident | |
| Processes | 2.1 | Agency testers have successfully tested at least one user story for each applicable Project Recommended Standard Activity. | No | | |
| Processes | 2.2 | Agency is prepared to execute plan to complete testing of all processes from start to finish, including workflows and agency business systems, after UAT refresh. | Yes | | |
| Processes | 2.3 | Agency has identified all process documentation to be created or updated based on testing results. | No | | |

### Mitigation Plan

| Criteria ID | Why has the criteria not been met? | What mitigating actions are being taken? | Who is responsible for supporting the mitigation? | Impact/workaround if mitigation is not completed? | Likelihood of Mitigation Plan Completion? | Planned completion date of the mitigation steps? |
|---|---|---|---|---|---|---|
| 2.1 | Agency has experienced turnover in positions where staff previously attended UAT. | New staff have been onboarded and PLAM Admin will continue to work with staff to get them up to speed with testing. | Agency Sponsor and Admin | Agency Sponsor/Admin will continue to test user stories and business processes. | Very likely | 08/31/26 |
| 2.3 | This criteria has not been met due to continued turnover in staff. | Documentation has begun to be updated | Department F&A staff | Agency will use appropriated funding to hire additional staff. | Very likely | 08/31/26 |

## TECHNOLOGY

### Criteria

**3.1** All Cycle 3 interfaces have been successfully tested in UAT multiple times.

**3.2** Agency has produced and tested all selected inbound files in the UAT environment or has a plan to complete testing of inbound files prior to the UAT refresh.

**3.3** Agency is prepared to execute plan to complete interface testing after UAT refresh.

**3.4** Agency business systems are being remediated and documentation updated as needed, based on testing findings.

### Readiness Certification Worksheet

| Critical Operational Element | Criteria ID | Criteria | Criteria Met | Confidence Level | Comments |
|---|---|---|---|---|---|
| Technology | 3.0 | Overall Technology Readiness | | N/A | |
| Technology | 3.1 | All Cycle 3 interfaces have been successfully tested in UAT multiple times. | N/A | | No Interfaces or Agency Business Systems |
| Technology | 3.2 | Agency has produced and tested all selected inbound files in the UAT environment or has a plan to complete testing of inbound files prior to the UAT refresh. | N/A | | No Interfaces or Agency Business Systems |
| Technology | 3.3 | Agency is prepared to execute plan to complete interface testing after UAT refresh. | N/A | | No Interfaces or Agency Business Systems |
| Technology | 3.4 | Agency business systems are being remediated and documentation updated as needed, based on testing findings. | N/A | | No Interfaces or Agency Business Systems |

### Mitigation Plan

| Criteria ID | Why has the criteria not been met? | What mitigating actions are being taken? | Who is responsible for supporting the mitigation? | Impact/workaround if mitigation is not completed? | Likelihood of Mitigation Plan Completion? | Planned completion date of the mitigation steps? |
|---|---|---|---|---|---|---|
| | | | | | | |

## DATA

### Criteria

**4.1** Changes to agency specific configurations are being tested and maintained in agency configuration workbooks as necessary.

**4.2** Agency configuration and conversion workbooks are complete and contain no errors.

**4.3** Agency data in FLAIR, FACTs and MFMP are cleansed and ready for Dry Run 2 conversion.

### Worksheet Errors

**Error Messages**

- Count of Configuration Worksheet Rows with Error Messages = 0

- Count of Conversion Worksheet Rows with Error Messages = 0

### Related RW Tasks

| Task ID | Task Name | Agency Reported Task Progress | Project Verification of Completion |
|---|---|---|---|
| **698** | Complete Data Cleansing in Preparation for Dry Run 2 | 100% - Submitted | Task Closed - Submission Incomplete |
| **701** | Submit Configuration and Conversion Workbooks | 100% - Submitted | Submission Complete |
| **713** | Confirm Supplier Records | 100% - Submitted | Submission Complete |

## Readiness Certification Worksheet

| Critical Operational Element | Criteria ID | Criteria | Criteria Met | Confidence Level | Comments |
|---|---|---|---|---|---|
| Data | 4.0 | Overall Data Readiness | | Moderately Confident | |
| Data | 4.1 | Changes to agency specific configurations are being tested and maintained in agency configuration workbooks as necessary. | Yes | | |
| Data | 4.2 | Agency configuration and conversion workbooks are complete and contain no errors. | Yes | | |
| Data | 4.3 | Agency data in FLAIR , FACTs and MFMP are cleansed and ready for Dry Run 2 conversion. | No | | |

## Mitigation Plan

| Criteria ID | Why has the criteria not been met? | What mitigating actions are being taken? | Who is responsible for supporting the mitigation? | Impact/workaround if mitigation is not completed? | Likelihood of Mitigation Plan Completion? | Planned completion date of the mitigation steps? |
|---|---|---|---|---|---|---|
| 4.3 | The cleanup transactions were processed outside of the deadline. | Action has already been taken to clean data. | Department F&A staff | N/A | Very likely | 07/31/26 |

## Agency Sponsor Confirmation

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

Smartsheet.com

## Future Readiness Certification Submissions

**Readiness Certification 4 - November 2026**

Agency Sponsors will provide final submission of the Agency Readiness Certification (RW Task 628) indicating the culmination of all testing activities and that the agency is ready to go live. This final submission of Agency Readiness Certification will be provided to the ESC for review and consideration as they prepare to vote on Stage Gate 4: Agency Readiness.

## Helpful Links

- Agency Readiness Certification
- Agency Readiness Certification #1
- Agency Readiness Certification #2

# DVA Readiness Certification #3 Dashboard
# Continue UAT and Prepare for Training

## Readiness Certification #3 Confirmation

| Agency Sponsor Name: | Confirmed By: | Confirmation Date |
|---|---|---|
| Shannan Lakis on b | shannan.lakis@fdva.fl.gov | 07/10/26 |
| ALFRED D. CARTE | al.carter@fdva.fl.gov | 07/13/26 |

## SUMMARY

### Overall Confidence Level

### People

**Confidence Level - People**

**Criteria 1.1**

**Criteria 1.2**

**Criteria 1.3**

**Criteria 1.4**

**Criteria 1.5**

### Processes

**Confidence Level - Processes**

**Criteria 2.1**

**Criteria 2.2**

**Criteria 2.3**

### Technology

**Confidence Level - Technology**

**Criteria 3.1**

**Criteria 3.2**

**Criteria 3.3**

**Criteria 3.4**

### Data

**Confidence Level - Data**

**Criteria 4.1**

**Criteria 4.2**

**Criteria 4.3**

## PEOPLE

### Criteria

**1.1** Agency Training Plan has been updated.

**1.2** Agency has identified all agency specific learning materials to be developed to support end user training.

**1.3** All agency end users have been role mapped in preparation for the UAT refresh.

**1.4** All SOD conflicts have been resolved or approved by A&A for the UAT refresh.

**1.5** Agency is prepared to execute plan to ensure all end users practice job functions after UAT refresh.

### Agency-Specific Training Inventory

Applicable Topics Based on User Stories = 62

- Number of Topics Dispositioned for Updates/Creation = 62/62

- Number of Topics Requiring Training Materials = 62/62

### Role Mapping

Number of End Users Role Mapped = 64

Number of End Users with SOD Conflicts = 0

- Approved SOD Conflicts = 0

- Unapproved SOD Conflicts = 0

Available DW/BI Licenses Exceeded = 0

### Related RW Tasks

| Task ID | Task Name | Agency Reported Task Progress | Project Verification of Completion |
|---|---|---|---|
| **607** | Update Training Plan | 100% - Submitted | Submission Complete |
| **702** | Submit Role Mapping Worksheet | 100% - Submitted | Submission Complete |

### Readiness Certification Worksheet

| Critical Operational Element | Criteria ID | Criteria | Criteria Met | Confidence Level | Comments |
|---|---|---|---|---|---|
| People | 1.0 | Overall People Readiness | | Moderately Confident | FDVA has been integrating its users into the PALM planning and testing to date. We continue to develop training and have one-on-one training with Agency personnel. While time consuming this is the best option to ensure they understand the functionality of the system. |
| People | 1.1 | Agency Training Plan has been updated. | Yes | | |
| People | 1.2 | Agency has identified all agency specific learning materials to be developed to support end user training. | Yes | | |
| People | 1.3 | All agency end users have been role mapped in preparation for the UAT refresh. | Yes | | |
| People | 1.4 | All SOD conflicts have been resolved or approved by A&A for the UAT refresh. | Yes | | |
| People | 1.5 | Agency is prepared to execute plan to ensure all end users practice job functions after UAT refresh. | Yes | | |

### Mitigation Plan

| Criteria ID | Why has the criteria not been met? | What mitigating actions are being taken? | Who is responsible for supporting the mitigation? | Impact/workaround if mitigation is not completed? | Likelihood of Mitigation Plan Completion? | Planned completion date of the mitigation steps? |
|---|---|---|---|---|---|---|
| | | | | | | |

## PROCESSES

### Criteria

**2.1** Agency testers have successfully tested at least one user story for each applicable Project Recommended Standard Activity.

**2.2** Agency is prepared to execute plan to complete testing of all processes from start to finish, including workflows and agency business systems, after UAT refresh.

**2.3** Agency has identified all process documentation to be created or updated based on testing results.

### User Story Testing Progress - Cumulative

### Business Process Documentation Updates

Applicable Activities = 139

- Applicable Project Recommended Activities = 64 / 139

Applicable Activities Tested at Least Once To Date = 112 / 139

- Applicable Project Recommended Activities Tested at Least Once To Date = 64 / 64

Applicable Activities Tested Successfully To Date = 112 / 139

- Applicable Project Recommended Activities Tested Successfully To Date = 64 / 64

**Percent of Applicable Project Recommended Activities Tested Successfully To Date = 100.00 %**

Applicable Topics Based on User Stories = 62

- Number of Topics Dispositioned for Updates/Creation = 62/62

- Number of Topics Requiring Documentation Updates/Creation = 62/62

### Readiness Certification Worksheet

| Critical Operational Element | Criteria ID | Criteria | Criteria Met | Confidence Level | Comments |
|---|---|---|---|---|---|
| Processes | 2.0 | Overall Processes Readiness | | Very Confident | We continue to test scenarios based on our primarily used functions so our confidence continues to grow as the testing feedback becomes more positive and reflective of data input and output requirements. |
| Processes | 2.1 | Agency testers have successfully tested at least one user story for each applicable Project Recommended Standard Activity. | Yes | | |
| Processes | 2.2 | Agency is prepared to execute plan to complete testing of all processes from start to finish, including workflows and agency business systems, after UAT refresh. | Yes | | Yes, upon getting through the errors experienced during the uploads. |
| Processes | 2.3 | Agency has identified all process documentation to be created or updated based on testing results. | Yes | | |

### Mitigation Plan

| Criteria ID | Why has the criteria not been met? | What mitigating actions are being taken? | Who is responsible for supporting the mitigation? | Impact/workaround if mitigation is not completed? | Likelihood of Mitigation Plan Completion? | Planned completion date of the mitigation steps? |
|---|---|---|---|---|---|---|
| | | | | | | |

## TECHNOLOGY

### Criteria

**3.1** All Cycle 3 interfaces have been successfully tested in UAT multiple times.

**3.2** Agency has produced and tested all selected inbound files in the UAT environment or has a plan to complete testing of inbound files prior to the UAT refresh.

**3.3** Agency is prepared to execute plan to complete interface testing after UAT refresh.

**3.4** Agency business systems are being remediated and documentation updated as needed, based on testing findings.

### Inbound Cycle 3 Testing Progress - Cumulative

Total ABS Interface Connections = 1

- Interfaces Tested Multiple Times To Date = 1/1

- Interfaces Tested Multiple Times Successfully To Date = 0/1

**Percent of Interfaces Tested Successfully To Date = 0.00%**

### Outbound Cycle 3 Testing Progress - Cumulative

Total ABS Interface Connections = 1

- Interfaces Tested Multiple Times To Date = 1/1

- Interfaces Tested Multiple Times Successfully To Date = 1/1

**Percent of Interfaces Tested Successfully To Date = 100.00%**

### Readiness Certification Worksheet

| Critical Operational Element | Criteria ID | Criteria | Criteria Met | Confidence Level | Comments |
|---|---|---|---|---|---|
| Technology | 3.0 | Overall Technology Readiness | | Moderately Confident | Agency is confident that with continued testing and the impending refresh will allow us to have future testing success. |
| Technology | 3.1 | All Cycle 3 interfaces have been successfully tested in UAT multiple times. | No - Less than 90% met | | 1/2 interfaces successfully tested multiple times |
| Technology | 3.2 | Agency has produced and tested all selected inbound files in the UAT environment or has a plan to complete testing of inbound files prior to the UAT refresh. | No | | Team was not able to produce and inbound file AM1008. The process steps were unclear in the knowledge center on how to upload the file in FL PALM. Interestingly other Agencies reported struggling with the same issue. |
| Technology | 3.3 | Agency is prepared to execute plan to complete interface testing after UAT refresh. | Yes | | Upon the posting of the process steps our Agency plans on testing the inbound files to meet the testing requirements. |
| Technology | 3.4 | Agency business systems are being remediated and documentation updated as needed, based on testing findings. | Yes | | The vendor SATS will be able to provide us with the testing documentation and associated findings. |

### Mitigation Plan

| Criteria ID | Why has the criteria not been met? | What mitigating actions are being taken? | Who is responsible for supporting the mitigation? | Impact/workaround if mitigation is not completed? | Likelihood of Mitigation Plan Completion? | Planned completion date of the mitigation steps? |
|---|---|---|---|---|---|---|
| 3.1 | Unable to verify successful run in PALM due to file was not received from Vendor before 6/30 deadline. | Working with another agency and vendor to achieve a successful outcome in July. | Nhora and IT | Will need support from Readiness coordinator and other PALM staff. DVA cannot successfully complete inventory related activities until this issue is resolved. | Very likely | 07/31/26 |
| 3.2 | Unable to verify successful run in PALM due to file was not received from Vendor before 6/30 deadline. | Working with another agency and vendor to achieve a successful outcome in July. | Nhora and IT | Will need support from Readiness coordinator and other PALM staff. DVA cannot successfully complete inventory related activities until this issue is resolved. | Very likely | 07/31/26 |

# DATA

## Criteria

**4.1** Changes to agency specific configurations are being tested and maintained in agency configuration workbooks as necessary.

**4.2** Agency configuration and conversion workbooks are complete and contain no errors.

**4.3** Agency data in FLAIR, FACTs and MFMP are cleansed and ready for Dry Run 2 conversion.

## Worksheet Errors

**Error Messages**

- Count of Configuration Worksheet Rows with Error Messages = 0
- Count of Conversion Worksheet Rows with Error Messages = 0

## Related RW Tasks

| Task ID | Task Name | Agency Reported Task Progress | Project Verification of Completion |
|---|---|---|---|
| **698** | Complete Data Cleansing in Preparation for Dry Run 2 | 100% - Submitted | Submission Complete |
| **701** | Submit Configuration and Conversion Workbooks | 100% - Submitted | Submission Complete |
| **713** | Confirm Supplier Records | 100% - Submitted | Submission Complete |

## Readiness Certification Worksheet

| Critical Operational Element | Criteria ID | Criteria | Criteria Met | Confidence Level | Comments |
|---|---|---|---|---|---|
| Data | 4.0 | Overall Data Readiness | | Moderately Confident | |
| Data | 4.1 | Changes to agency specific configurations are being tested and maintained in agency configuration workbooks as necessary. | Yes | | Configurations are tested and maintained in the Smartsheet workbooks. |
| Data | 4.2 | Agency configuration and conversion workbooks are complete and contain no errors. | Yes | | |
| Data | 4.3 | Agency data in FLAIR , FACTs and MFMP are cleansed and ready for Dry Run 2 conversion. | Yes | | |

## Mitigation Plan

| Criteria ID | Why has the criteria not been met? | What mitigating actions are being taken? | Who is responsible for supporting the mitigation? | Impact/workaround if mitigation is not completed? | Likelihood of Mitigation Plan Completion? | Planned completion date of the mitigation steps? |
|---|---|---|---|---|---|---|
| | | | | | | |

## Agency Sponsor Confirmation

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

Smartsheet.com

## Future Readiness Certification Submissions

**Readiness Certification 4 - November 2026**

Agency Sponsors will provide final submission of the Agency Readiness Certification (RW Task 628) indicating the culmination of all testing activities and that the agency is ready to go live. This final submission of Agency Readiness Certification will be provided to the ESC for review and consideration as they prepare to vote on Stage Gate 4: Agency Readiness.

| Helpful Links |
|---|
| Agency Readiness Certification |
| Agency Readiness Certification #1 |
| Agency Readiness Certification #2 |

# EOG Readiness Certification #3 Dashboard Continue UAT and Prepare for Training

**Readiness Certification #3 Confirmation**

| Agency Sponsor Name: | Confirmed By: | Confirmation Date |
|---|---|---|
| Dawn Hanson | dawn.hanson@eog.myflorida.co | 07/08/26 |

## SUMMARY

### Overall Confidence Level

### People

**Confidence Level - People**

**Criteria 1.1**

**Criteria 1.2**

**Criteria 1.3**

**Criteria 1.4**

**Criteria 1.5**

### Processes

**Confidence Level - Processes**

**Criteria 2.1**

**Criteria 2.2**

**Criteria 2.3**

### Technology

**Confidence Level - Technology**

**Criteria 3.1**

**Criteria 3.2**

**Criteria 3.3**

**Criteria 3.4**

### Data

**Confidence Level - Data**

**Criteria 4.1**

**Criteria 4.2**

**Criteria 4.3**

## PEOPLE

### Criteria

**1.1** Agency Training Plan has been updated.

**1.2** Agency has identified all agency specific learning materials to be developed to support end user training.

**1.3** All agency end users have been role mapped in preparation for the UAT refresh.

**1.4** All SOD conflicts have been resolved or approved by A&A for the UAT refresh.

**1.5** Agency is prepared to execute plan to ensure all end users practice job functions after UAT refresh.

### Agency-Specific Training Inventory

Applicable Topics Based on User Stories = 68

- Number of Topics Dispositioned for Updates/Creation = 68/68

- Number of Topics Requiring Training Materials = 33/68

### Role Mapping

Number of End Users Role Mapped = 10

Number of End Users with SOD Conflicts = 2

- Approved SOD Conflicts = 2

- Unapproved SOD Conflicts = 0

Available DW/BI Licenses Exceeded = 0

### Related RW Tasks

| Task ID | Task Name | Agency Reported Task Progress | Project Verification of Completion |
|---|---|---|---|
| **607** | Update Training Plan | 100% - Submitted | Submission Complete |
| **702** | Submit Role Mapping Worksheet | 100% - Submitted | Submission Complete |

### Readiness Certification Worksheet

| Critical Operational Element | Criteria ID | Criteria | Criteria Met | Confidence Level | Comments |
|---|---|---|---|---|---|
| People | 1.0 | Overall People Readiness | | Becoming Confident | |
| People | 1.1 | Agency Training Plan has been updated. | Yes | | |
| People | 1.2 | Agency has identified all agency specific learning materials to be developed to support end user training. | Yes | | |
| People | 1.3 | All agency end users have been role mapped in preparation for the UAT refresh. | Yes | | |
| People | 1.4 | All SOD conflicts have been resolved or approved by A&A for the UAT refresh. | Yes | | |
| People | 1.5 | Agency is prepared to execute plan to ensure all end users practice job functions after UAT refresh. | Yes | | |

### Mitigation Plan

| Criteria ID | Why has the criteria not been met? | What mitigating actions are being taken? | Who is responsible for supporting the mitigation? | Impact/workaround if mitigation is not completed? | Likelihood of Mitigation Plan Completion? | Planned completion date of the mitigation steps? |
|---|---|---|---|---|---|---|
| | | | | | | |

## PROCESSES

### Criteria

**2.1** Agency testers have successfully tested at least one user story for each applicable Project Recommended Standard Activity.

**2.2** Agency is prepared to execute plan to complete testing of all processes from start to finish, including workflows and agency business systems, after UAT refresh.

**2.3** Agency has identified all process documentation to be created or updated based on testing results.

### User Story Testing Progress - Cumulative

Applicable Activities = 157

- Applicable Project Recommended Activities = 76 / 157

Applicable Activities Tested at Least Once To Date = 104 / 157

### Business Process Documentation Updates

Applicable Topics Based on User Stories = 68

- Number of Topics Dispositioned for Updates/Creation = 68/68

- Number of Topics Requiring Documentation Updates/Creation = 32/68

- Applicable Project Recommended Activities Tested at Least Once To Date = 56 / 76

Applicable Activities Tested Successfully To Date = 104 / 157

- Applicable Project Recommended Activities Tested Successfully To Date = 56 / 76

**Percent of Applicable Project Recommended Activities Tested Successfully To Date = 73.68 %**

## Readiness Certification Worksheet

| Critical Operational Element | Criteria ID | Criteria | Criteria Met | Confidence Level | Comments |
|---|---|---|---|---|---|
| Processes | 2.0 | Overall Processes Readiness | | Becoming Confident | Item 2.1 is noted as incomplete on the primary certification report. Items not tested are tasks that EOG will very rarely complete as an agency. |
| Processes | 2.1 | Agency testers have successfully tested at least one user story for each applicable Project Recommended Standard Activity. | No | | |
| Processes | 2.2 | Agency is prepared to execute plan to complete testing of all processes from start to finish, including workflows and agency business systems, after UAT refresh. | Yes | | |
| Processes | 2.3 | Agency has identified all process documentation to be created or updated based on testing results. | Yes | | |

## Mitigation Plan

| Criteria ID | Why has the criteria not been met? | What mitigating actions are being taken? | Who is responsible for supporting the mitigation? | Impact/workaround if mitigation is not completed? | Likelihood of Mitigation Plan Completion? | Planned completion date of the mitigation steps? |
|---|---|---|---|---|---|---|
| 2.1 | This is noted as incomplete on the primary certification report. Items not tested are are tasks that EOG will very rarely complete as an agency. | Items will be tested as staff are available or the tasks are ready for testing. | The Administrative Services Office supports the testing of all PALM activities. | There is no impact to EOG if the items are not tested within the timeframe. | Very likely | 01/11/27 |

# TECHNOLOGY

## Criteria

**3.1** All Cycle 3 interfaces have been successfully tested in UAT multiple times.

**3.2** Agency has produced and tested all selected inbound files in the UAT environment or has a plan to complete testing of inbound files prior to the UAT refresh.

**3.3** Agency is prepared to execute plan to complete interface testing after UAT refresh.

**3.4** Agency business systems are being remediated and documentation updated as needed, based on testing findings.

## Readiness Certification Worksheet

| Critical Operational Element | Criteria ID | Criteria | Criteria Met | Confidence Level | Comments |
|---|---|---|---|---|---|
| Technology | 3.0 | Overall Technology Readiness | | N/A | |
| Technology | 3.1 | All Cycle 3 interfaces have been successfully tested in UAT multiple times. | N/A | | No Interfaces or Agency Business Systems |
| Technology | 3.2 | Agency has produced and tested all selected inbound files in the UAT environment or has a plan to complete testing of inbound files prior to the UAT refresh. | N/A | | No Interfaces or Agency Business Systems |
| Technology | 3.3 | Agency is prepared to execute plan to complete interface testing after UAT refresh. | N/A | | No Interfaces or Agency Business Systems |
| Technology | 3.4 | Agency business systems are being remediated and documentation updated as needed, based on testing findings. | N/A | | No Interfaces or Agency Business Systems |

## Mitigation Plan

| Criteria ID | Why has the criteria not been met? | What mitigating actions are being taken? | Who is responsible for supporting the mitigation? | Impact/workaround if mitigation is not completed? | Likelihood of Mitigation Plan Completion? | Planned completion date of the mitigation steps? |
|---|---|---|---|---|---|---|
| | | | | | | |

# DATA

## Criteria

**4.1** Changes to agency specific configurations are being tested and maintained in agency configuration workbooks as necessary.

**4.2** Agency configuration and conversion workbooks are complete and contain no errors.

**4.3** Agency data in FLAIR, FACTs and MFMP are cleansed and ready for Dry Run 2 conversion.

## Worksheet Errors

**Error Messages**

- Count of Configuration Worksheet Rows with Error Messages = 0

- Count of Conversion Worksheet Rows with Error Messages = 10

## Related RW Tasks

| Task ID | Task Name | Agency Reported Task Progress | Project Verification of Completion |
|---|---|---|---|
| **698** | Complete Data Cleansing in Preparation for Dry Run 2 | 100% - Submitted | Submission Complete |
| **701** | Submit Configuration and Conversion Workbooks | 100% - Submitted | Task Closed - Submission Incomplete |
| **713** | Confirm Supplier Records | 100% - Submitted | Submission Complete |

## Readiness Certification Worksheet

| Critical Operational Element | Criteria ID | Criteria | Criteria Met | Confidence Level | Comments |
|---|---|---|---|---|---|
| Data | 4.0 | Overall Data Readiness | | Becoming Confident | |
| Data | 4.1 | Changes to agency specific configurations are being tested and maintained in agency configuration workbooks as necessary. | Yes | | |
| Data | 4.2 | Agency configuration and conversion workbooks are complete and contain no errors. | No | | |
| Data | 4.3 | Agency data in FLAIR , FACTs and MFMP are cleansed and ready for Dry Run 2 conversion. | Yes | | |

## Mitigation Plan

| Criteria ID | Why has the criteria not been met? | What mitigating actions are being taken? | Who is responsible for supporting the mitigation? | Impact/workaround if mitigation is not completed? | Likelihood of Mitigation Plan Completion? | Planned completion date of the mitigation steps? |
|---|---|---|---|---|---|---|
| 4.2 | Agency conversion data for the Division of Emergency Management (DEM) change regularly. Because the Division is included in the Executive Office of the Governor's (EOG) workbooks, this task shows incomplete for the Division's updates. | EOG will continue to work with DEM to assist them in meeting the Project's deadlines. | The Division of Emergency Management is responsible for its related configurations and conversions. All EOG (excluding DEM) configurations and conversions are up to date. | The DEM will be responsible for maintaining all configurations and manually updating any data that failed to convert. | Unlikely | 11/30/26 |

## Agency Sponsor Confirmation

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

Smartsheet.com

## Future Readiness Certification Submissions

**Readiness Certification 4 - November 2026**

Agency Sponsors will provide final submission of the Agency Readiness Certification (RW Task 628) indicating the culmination of all testing activities and that the agency is ready to go live. This final submission of Agency Readiness Certification will be provided to the ESC for review and consideration as they prepare to vote on Stage Gate 4: Agency Readiness.

**Helpful Links**

- Agency Readiness Certification
- Agency Readiness Certification #1
- Agency Readiness Certification #2

# FCOR Readiness Certification #3 Dashboard Continue UAT and Prepare for Training

**Readiness Certification #3 Confirmation**

| Agency Sponsor Name: | Confirmed By: | Confirmation Date |
|---|---|---|
| Ryan C. Schenck | ryanschenck@fcor.state.fl.us | 07/10/26 |

## SUMMARY

**Overall Confidence Level**

**People**

Confidence Level - People

Criteria 1.1

Criteria 1.2

Criteria 1.3

Criteria 1.4

Criteria 1.5

**Processes**

Confidence Level - Processes

Criteria 2.1

Criteria 2.2

Criteria 2.3

**Technology**

Confidence Level - Technology

Criteria 3.1

Criteria 3.2

Criteria 3.3

Criteria 3.4

**Data**

Confidence Level - Data

Criteria 4.1

Criteria 4.2

Criteria 4.3

## PEOPLE

**Criteria**

**1.1** Agency Training Plan has been updated.

**1.2** Agency has identified all agency specific learning materials to be developed to support end user training.

**1.3** All agency end users have been role mapped in preparation for the UAT refresh.

**1.4** All SOD conflicts have been resolved or approved by A&A for the UAT refresh.

**1.5** Agency is prepared to execute plan to ensure all end users practice job functions after UAT refresh.

**Agency-Specific Training Inventory**

Applicable Topics Based on User Stories = 59

- Number of Topics Dispositioned for Updates/Creation = 59/59

- Number of Topics Requiring Training Materials = 57/59

**Role Mapping**

Number of End Users Role Mapped = 6

Number of End Users with SOD Conflicts = 0

- Approved SOD Conflicts = 0

- Unapproved SOD Conflicts = 0

Available DW/BI Licenses Exceeded = 0

**Related RW Tasks**

| Task ID | Task Name | Agency Reported Task Progress | Project Verification of Completion |
|---|---|---|---|
| **607** | Update Training Plan | 100% - Submitted | Submission Complete |
| **702** | Submit Role Mapping Worksheet | 100% - Submitted | Submission Complete |

**Readiness Certification Worksheet**

| Critical Operational Element | Criteria ID | Criteria | Criteria Met | Confidence Level | Comments |
|---|---|---|---|---|---|
| People | 1.0 | Overall People Readiness | | Moderately Confident | Agency identifying the agency-specific end-users training materials for each Topic, based on the understanding that FL PALM project team will create end-user training materials for the system functionality in-general. Agency completed all role mapping tasks so far and resolved all SoD conflicts. |
| People | 1.1 | Agency Training Plan has been updated. | Yes | | |
| People | 1.2 | Agency has identified all agency specific learning materials to be developed to support end user training. | Yes | | |
| People | 1.3 | All agency end users have been role mapped in preparation for the UAT refresh. | Yes | | |
| People | 1.4 | All SOD conflicts have been resolved or approved by A&A for the UAT refresh. | Yes | | |
| People | 1.5 | Agency is prepared to execute plan to ensure all end users practice job functions after UAT refresh. | Yes | | Agency currently in the process of onboarding all end users, based on the user-groups, to practice their job functions in the PALM system and to perform Exploratory testing. |

**Mitigation Plan**

| Criteria ID | Why has the criteria not been met? | What mitigating actions are being taken? | Who is responsible for supporting the mitigation? | Impact/workaround if mitigation is not completed? | Likelihood of Mitigation Plan Completion? | Planned completion date of the mitigation steps? |
|---|---|---|---|---|---|---|
| | | | | | | |

## PROCESSES

**Criteria**

**2.1** Agency testers have successfully tested at least one user story for each applicable Project Recommended Standard Activity.

**2.2** Agency is prepared to execute plan to complete testing of all processes from start to finish, including workflows and agency business systems, after UAT refresh.

**2.3** Agency has identified all process documentation to be created or updated based on testing results.

**User Story Testing Progress - Cumulative**

Applicable Activities = 131

- Applicable Project Recommended Activities = 61 / 131

**Business Process Documentation Updates**

Applicable Topics Based on User Stories = 59

- Number of Topics Dispositioned for Updates/Creation = 59/59

Applicable Activities Tested at Least Once To Date = 99 / 131

- Applicable Project Recommended Activities Tested at Least Once To Date = 58 / 61

Applicable Activities Tested Successfully To Date = 98 / 131

- Applicable Project Recommended Activities Tested Successfully To Date = 57 / 61

**Percent of Applicable Project Recommended Activities Tested Successfully To Date = 93.44 %**

- Number of Topics Requiring Documentation Updates/Creation = 56/59

## Readiness Certification Worksheet

| Critical Operational Element | Criteria ID | Criteria | Criteria Met | Confidence Level | Comments |
|---|---|---|---|---|---|
| Processes | 2.0 | Overall Processes Readiness | | Moderately Confident | For question 2.1 - Successfully tested around 93% of the project recommended Acties where at least one user Story has been tested successfully. Remaining user stories for the Project Recommended Activities are either planned to be tested in late-June / early-July or blocked due to process steps not available or expected Payroll data load. |
| Processes | 2.1 | Agency testers have successfully tested at least one user story for each applicable Project Recommended Standard Activity. | No | | |
| Processes | 2.2 | Agency is prepared to execute plan to complete testing of all processes from start to finish, including workflows and agency business systems, after UAT refresh. | Yes | | Awaiting process steps for 22 Activities applicable to the agency. Once FL PALM team publishes these process steps the agency will prepare the Test cases and will plan to perform the testing after UAT Refresh. FL PALM team is expected to publish interface file for the 1 remaining interface (POI007) after data refresh, agency will plan to perform end-to-end interface testing of this interface accordingly. |
| Processes | 2.3 | Agency has identified all process documentation to be created or updated based on testing results. | Yes | | |

## Mitigation Plan

| Criteria ID | Why has the criteria not been met? | What mitigating actions are being taken? | Who is responsible for supporting the mitigation? | Impact/workaround if mitigation is not completed? | Likelihood of Mitigation Plan Completion? | Planned completion date of the mitigation steps? |
|---|---|---|---|---|---|---|
| 2.1 | Successfully tested around 95% of the project recommended Activities where Testing of at least one user Story was successful. Remaining user stories for the Project Recommended Activities are either planned to be tested in late-June / early-July or blocked due to process steps not available or expected Payroll data load. | Continue to work with FL PALM project team on the pending process steps and data refresh, and plan completion of remaining testing after data refresh. | Agency UAT coordinator to work with FL PALM project team. | Impact: Agency will be ill prepared for PALM Go-Live.<br>Workaround: No workaround available. | Very likely | 10/30/26 |

# TECHNOLOGY

## Criteria

**3.1** All Cycle 3 interfaces have been successfully tested in UAT multiple times.

**3.2** Agency has produced and tested all selected inbound files in the UAT environment or has a plan to complete testing of inbound files prior to the UAT refresh.

**3.3** Agency is prepared to execute plan to complete interface testing after UAT refresh.

**3.4** Agency business systems are being remediated and documentation updated as needed, based on testing findings.

### Inbound Cycle 3 Testing Progress - Cumulative

Total ABS Interface Connections = 0

- Interfaces Tested Multiple Times To Date = 0/0

- Interfaces Tested Multiple Times Successfully To Date = 0/0

**Percent of Interfaces Tested Successfully To Date = N/A**

### Outbound Cycle 3 Testing Progress - Cumulative

Total ABS Interface Connections = 18

- Interfaces Tested Multiple Times To Date = 18/18

- Interfaces Tested Multiple Times Successfully To Date = 18/18

**Percent of Interfaces Tested Successfully To Date = 100.00%**

## Readiness Certification Worksheet

| Critical Operational Element | Criteria ID | Criteria | Criteria Met | Confidence Level | Comments |
|---|---|---|---|---|---|
| Technology | 3.0 | Overall Technology Readiness | | Somewhat Concerned | Agency progress is impacted by the unavailability of remaining process steps for 22 Activities, high number of system defects identified during UAT & end-to-end interface testing, degradation of system performance, and ongoing changes to the PALM documentation leading to significant rework for the agency and uncertainty around system stability. |
| Technology | 3.1 | All Cycle 3 interfaces have been successfully tested in UAT multiple times. | Yes - 100% met | | 18/18 interfaces successfully tested multiple times |
| Technology | 3.2 | Agency has produced and tested all selected inbound files in the UAT environment or has a plan to complete testing of inbound files prior to the UAT refresh. | Yes | | |
| Technology | 3.3 | Agency is prepared to execute plan to complete interface testing after UAT refresh. | Yes | | Key dependency includes availability of pending Outbound Carry Forward Payable interface file (POI007), and the progress of Interface testing of Inbound Asset Inventory interface (AMI008). |
| Technology | 3.4 | Agency business systems are being remediated and documentation updated as needed, based on testing findings. | Yes | | Agency continues to remediate and update documentation of respective agency business systems based on the Outbound interface files. Therefore successful end-to-end Testing is critical to complete this activity. |

## Mitigation Plan

| Criteria ID | Why has the criteria not been met? | What mitigating actions are being taken? | Who is responsible for supporting the mitigation? | Impact/workaround if mitigation is not completed? | Likelihood of Mitigation Plan Completion? | Planned completion date of the mitigation steps? |
|---|---|---|---|---|---|---|
| | | | | | | |

# DATA

## Criteria

**4.1** Changes to agency specific configurations are being tested and maintained in agency configuration workbooks as necessary.

**4.2** Agency configuration and conversion workbooks are complete and contain no errors.

**4.3** Agency data in FLAIR, FACTs and MFMP are cleansed and ready for Dry Run 2 conversion.

## Worksheet Errors

**Error Messages**

- Count of Configuration Worksheet Rows with Error Messages = 0
- Count of Conversion Worksheet Rows with Error Messages = 0

## Related RW Tasks

| Task ID | Task Name | Agency Reported Task Progress | Project Verification of Completion |
|---|---|---|---|
| **698** | Complete Data Cleansing in Preparation for Dry Run 2 | 100% - Submitted | Submission Complete |
| **701** | Submit Configuration and Conversion Workbooks | 100% - Submitted | Submission Complete |
| **713** | Confirm Supplier Records | 100% - Submitted | Submission Complete |

## Readiness Certification Worksheet

| Critical Operational Element | Criteria ID | Criteria | Criteria Met | Confidence Level | Comments |
|---|---|---|---|---|---|
| Data | 4.0 | Overall Data Readiness | | Very Confident | All data readiness activities are on track, including updates of configurations / conversion workbooks, baselining data for Dry Run 2 conversions. |
| Data | 4.1 | Changes to agency specific configurations are being tested and maintained in agency configuration workbooks as necessary. | Yes | | |
| Data | 4.2 | Agency configuration and conversion workbooks are complete and contain no errors. | Yes | | |
| Data | 4.3 | Agency data in FLAIR , FACTs and MFMP are cleansed and ready for Dry Run 2 conversion. | Yes | | |

## Mitigation Plan

| Criteria ID | Why has the criteria not been met? | What mitigating actions are being taken? | Who is responsible for supporting the mitigation? | Impact/workaround if mitigation is not completed? | Planned completion date of the mitigation steps? | Likelihood of Mitigation Plan Completion? |
|---|---|---|---|---|---|---|
| | | | | | | |

## Agency Sponsor Confirmation

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

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## Future Readiness Certification Submissions

**Readiness Certification 4 - November 2026**

Agency Sponsors will provide final submission of the Agency Readiness Certification (RW Task 628) indicating the culmination of all testing activities and that the agency is ready to go live. This final submission of Agency Readiness Certification will be provided to the ESC for review and consideration as they prepare to vote on Stage Gate 4: Agency Readiness.

**Helpful Links**

- Agency Readiness Certification
- Agency Readiness Certification #1
- Agency Readiness Certification #2

# FDC Readiness Certification #3 Dashboard
# Continue UAT and Prepare for Training

**Readiness Certification #3 Confirmation**

| Agency Sponsor Name: | Confirmed By: | Confirmation Date |
|---|---|---|
| Mark Tallent | mark.tallent@fdc.myflorida.com | 07/10/26 |

## SUMMARY

**Overall Confidence Level**

**People**

- Confidence Level - People
- Criteria 1.1
- Criteria 1.2
- Criteria 1.3
- Criteria 1.4
- Criteria 1.5

**Processes**

- Confidence Level - Processes
- Criteria 2.1
- Criteria 2.2
- Criteria 2.3

**Technology**

- Confidence Level - Technology
- Criteria 3.1
- Criteria 3.2
- Criteria 3.3
- Criteria 3.4

**Data**

- Confidence Level - Data
- Criteria 4.1
- Criteria 4.2
- Criteria 4.3

## PEOPLE

**Criteria**

**1.1** Agency Training Plan has been updated.

**1.2** Agency has identified all agency specific learning materials to be developed to support end user training.

**1.3** All agency end users have been role mapped in preparation for the UAT refresh.

**1.4** All SOD conflicts have been resolved or approved by A&A for the UAT refresh.

**1.5** Agency is prepared to execute plan to ensure all end users practice job functions after UAT refresh.

**Agency-Specific Training Inventory**

Applicable Topics Based on User Stories = 66

- Number of Topics Dispositioned for Updates/Creation = 66/66

- Number of Topics Requiring Training Materials = 63/66

**Role Mapping**

Number of End Users Role Mapped = 135

Number of End Users with SOD Conflicts = 0

- Approved SOD Conflicts = 0

- Unapproved SOD Conflicts = 0

Available DW/BI Licenses Exceeded = 0

**Related RW Tasks**

| Task ID | Task Name | Agency Reported Task Progress | Project Verification of Completion |
|---|---|---|---|
| **607** | Update Training Plan | 100% - Submitted | Submission Complete |
| **702** | Submit Role Mapping Worksheet | 100% - Submitted | Submission Complete |

**Readiness Certification Worksheet**

| Critical Operational Element | Criteria ID | Criteria | Criteria Met | Confidence Level | Comments |
|---|---|---|---|---|---|
| People | 1.0 | Overall People Readiness | | Moderately Confident | Agency identifying the agency-specific end-users training materials for each Topic, based on the understanding that FL PALM project team will create end-user training materials for the system functionality in-general. Agency completed all role mapping tasks so far and resolved all SoD conflicts. |
| People | 1.1 | Agency Training Plan has been updated. | Yes | | |
| People | 1.2 | Agency has identified all agency specific learning materials to be developed to support end user training. | Yes | | |
| People | 1.3 | All agency end users have been role mapped in preparation for the UAT refresh. | Yes | | |
| People | 1.4 | All SOD conflicts have been resolved or approved by A&A for the UAT refresh. | Yes | | |
| People | 1.5 | Agency is prepared to execute plan to ensure all end users practice job functions after UAT refresh. | Yes | | Agency currently in the process of onboarding all end users, based on the user-groups, to practice their job functions in the PALM system and to perform Exploratory testing. |

**Mitigation Plan**

| Criteria ID | Why has the criteria not been met? | What mitigating actions are being taken? | Who is responsible for supporting the mitigation? | Impact/workaround if mitigation is not completed? | Likelihood of Mitigation Plan Completion? | Planned completion date of the mitigation steps? |
|---|---|---|---|---|---|---|
| | | | | | | |

## PROCESSES

**Criteria**

**2.1** Agency testers have successfully tested at least one user story for each applicable Project Recommended Standard Activity.

**2.2** Agency is prepared to execute plan to complete testing of all processes from start to finish, including workflows and agency business systems, after UAT refresh.

**2.3** Agency has identified all process documentation to be created or updated based on testing results.

## User Story Testing Progress - Cumulative

Applicable Activities = 155

- Applicable Project Recommended Activities = 76 / 155

Applicable Activities Tested at Least Once To Date = 121 / 155

- Applicable Project Recommended Activities Tested at Least Once To Date = 69 / 76

Applicable Activities Tested Successfully To Date = 120 / 155

- Applicable Project Recommended Activities Tested Successfully To Date = 69 / 76

**Percent of Applicable Project Recommended Activities Tested Successfully To Date = 90.79 %**

## Business Process Documentation Updates

Applicable Topics Based on User Stories = 66

- Number of Topics Dispositioned for Updates/Creation = 66/66
- Number of Topics Requiring Documentation Updates/Creation = 61/66

## Readiness Certification Worksheet

| Critical Operational Element | Criteria ID | Criteria | Criteria Met | Confidence Level | Comments |
|---|---|---|---|---|---|
| Processes | 2.0 | Overall Processes Readiness | | Moderately Confident | For question 2.1 - Successfully tested around 91% of the project recommended Acties where at least one user Story has been tested successfully. Remaining user stories for the Project Recommended Activities are either planned to be tested in late-June / early-July or blocked due to process steps not available or expected Payroll data load. |
| Processes | 2.1 | Agency testers have successfully tested at least one user story for each applicable Project Recommended Standard Activity. | No | | |
| Processes | 2.2 | Agency is prepared to execute plan to complete testing of all processes from start to finish, including workflows and agency business systems, after UAT refresh. | Yes | | Awaiting process steps for 22 Activities applicable to the agency. Once FL PALM team publishes these process steps the agency will prepare the Test cases and will plan to perform the testing after UAT Refresh. FL PALM team is expected to publish interface file for the 1 remaining interface (POI007) after data refresh, agency will plan to perform end-to-end interface testing of this interface accordingly. |
| Processes | 2.3 | Agency has identified all process documentation to be created or updated based on testing results. | Yes | | |

## Mitigation Plan

| Criteria ID | Why has the criteria not been met? | What mitigating actions are being taken? | Who is responsible for supporting the mitigation? | Impact/workaround if mitigation is not completed? | Likelihood of Mitigation Plan Completion? | Planned completion date of the mitigation steps? |
|---|---|---|---|---|---|---|
| 2.1 | Successfully tested around 95% of the project recommended Activities where Testing of at least one user Story was successful. Remaining user stories for the Project Recommended Activities are either planned to be tested in late-June / early-July or blocked due to process steps not available or expected Payroll data load. | Continue to work with FL PALM project team on the pending process steps and data refresh, and plan completion of remaining testing after data refresh. | Agency UAT coordinator to work with FL PALM project team. | Impact: Agency will be ill prepared for PALM Go-Live.<br>Workaround: No workaround available. | Very likely | 10/30/26 |

# TECHNOLOGY

## Criteria

**3.1** All Cycle 3 interfaces have been successfully tested in UAT multiple times.

**3.2** Agency has produced and tested all selected inbound files in the UAT environment or has a plan to complete testing of inbound files prior to the UAT refresh.

**3.3** Agency is prepared to execute plan to complete interface testing after UAT refresh.

**3.4** Agency business systems are being remediated and documentation updated as needed, based on testing findings.

## Inbound Cycle 3 Testing Progress - Cumulative

Total ABS Interface Connections = 1

- Interfaces Tested Multiple Times To Date = 1/1
- Interfaces Tested Multiple Times Successfully To Date = 0/1

**Percent of Interfaces Tested Successfully To Date = 0.00%**

## Outbound Cycle 3 Testing Progress - Cumulative

Total ABS Interface Connections = 73

- Interfaces Tested Multiple Times To Date = 73/73
- Interfaces Tested Multiple Times Successfully To Date = 65/73

**Percent of Interfaces Tested Successfully To Date = 89.04%**

## Readiness Certification Worksheet

| Critical Operational Element | Criteria ID | Criteria | Criteria Met | Confidence Level | Comments |
|---|---|---|---|---|---|
| Technology | 3.0 | Overall Technology Readiness | | Somewhat Concerned | Agency progress is impacted by the unavailability of remaining process steps for 22 Activities and 1 outbound interface. Additionally, high number of system defects identified during UAT & end-to-end interface testing, degradation of system performance, and ongoing changes to the PALM documentation leading to significant rework for the agency and uncertainty around system stability. |
| Technology | 3.1 | All Cycle 3 interfaces have been successfully tested in UAT multiple times. | No - Less than 90% met | | 65/74 interfaces successfully tested multiple times |
| Technology | 3.2 | Agency has produced and tested all selected inbound files in the UAT environment or has a plan to complete testing of inbound files prior to the UAT refresh. | No | | For Section 3.1 and 3.2 - Significant delays in availability of Outbound asset inventory interface file (AMI004), as the pre-requisite for 3rd party system vendor driven testing of Inbound Asset Inventory interface (AMI008), impacted the end-to-end interface testing of the Inbound interface. |
| Technology | 3.3 | Agency is prepared to execute plan to complete interface testing after UAT refresh. | Yes | | Key dependency includes availability of pending Outbound Carry Forward Payable interface file (POI007), and the progress of |

| | | | | | Interface testing of Inbound Asset Inventory interface (AMI008). |
|---|---|---|---|---|---|
| Technology | 3.4 | Agency business systems are being remediated and documentation updated as needed, based on testing findings. | Yes | | Agency continues to remediate and update documentation of respective agency business systems based on the Outbound interface files. Therefore successful end-to-end Testing is critical to complete this activity. |

### Mitigation Plan

| Criteria ID | Why has the criteria not been met? | What mitigating actions are being taken? | Who is responsible for supporting the mitigation? | Impact/workaround if mitigation is not completed? | Likelihood of Mitigation Plan Completion? | Planned completion date of the mitigation steps? |
|---|---|---|---|---|---|---|
| 3.1 | Significant delays in availability of Outbound Asset Inventory Interface file (AMI004), FL PALM project team indicated POI007 interface will be available after data refresh, ongoing interface related defects. | Continue to work with FL PALM project team on the pending interfaces and work with 3rd party system vendor to complete the Cycle 3 testing. | Agency project manager to work with FL PALM project team and 3rd party system vendor. | Impact: Agency will be not be able to remediate relevant Agency Business Systems and will be ill-prepared for PALM Go-Live.<br>Workaround: No workaround available. | Very likely | 10/30/26 |
| 3.2 | Significant delays in availability of Outbound Asset Inventory Interface file (AMI004), as the pre-requisite for 3rd party system vendor driven testing of Inbound Asset Inventory Interface (AMI008), impacted the end-to-end interface testing of the Inbound interface. | Continue to work with FL PALM project team and 3rd party system vendor to complete the Cycle 3 testing. | Agency project manager to work with FL PALM project team and 3rd party system vendor. | Impact: Agency will be not be able to remediate relevant Agency Business Systems and will be ill-prepared for PALM Go-Live<br>Workaround: No workaround available. | Very likely | 10/30/26 |

## DATA

### Criteria

**4.1** Changes to agency specific configurations are being tested and maintained in agency configuration workbooks as necessary.

**4.2** Agency configuration and conversion workbooks are complete and contain no errors.

**4.3** Agency data in FLAIR, FACTs and MFMP are cleansed and ready for Dry Run 2 conversion.

### Worksheet Errors

**Error Messages**

- Count of Configuration Worksheet Rows with Error Messages = 0

- Count of Conversion Worksheet Rows with Error Messages = 0

### Related RW Tasks

| Task ID | Task Name | Agency Reported Task Progress | Project Verification of Completion |
|---|---|---|---|
| **698** | Complete Data Cleansing in Preparation for Dry Run 2 | 100% - Submitted | Submission Complete |
| **701** | Submit Configuration and Conversion Workbooks | 100% - Submitted | Submission Complete |
| **713** | Confirm Supplier Records | 100% - Submitted | Submission Complete |

### Readiness Certification Worksheet

| Critical Operational Element | Criteria ID | Criteria | Criteria Met | Confidence Level | Comments |
|---|---|---|---|---|---|
| Data | 4.0 | Overall Data Readiness | | Very Confident | All data readiness activities are on track, including updates of configurations / conversion workbooks, baselining data for Dry Run 2 conversions. |
| Data | 4.1 | Changes to agency specific configurations are being tested and maintained in agency configuration workbooks as necessary. | Yes | | |
| Data | 4.2 | Agency configuration and conversion workbooks are complete and contain no errors. | Yes | | |
| Data | 4.3 | Agency data in FLAIR , FACTs and MFMP are cleansed and ready for Dry Run 2 conversion. | Yes | | |

### Mitigation Plan

| Criteria ID | Why has the criteria not been met? | What mitigating actions are being taken? | Who is responsible for supporting the mitigation? | Impact/workaround if mitigation is not completed? | Likelihood of Mitigation Plan Completion? | Planned completion date of the mitigation steps? |
|---|---|---|---|---|---|---|
| | | | | | | |

### Agency Sponsor Confirmation

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

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### Future Readiness Certification Submissions

**Readiness Certification 4 - November 2026**

Agency Sponsors will provide final submission of the Agency Readiness Certification (RW Task 628) indicating the culmination of all testing activities and that the agency is ready to go live. This final submission of Agency Readiness Certification will be provided to the ESC for review and consideration as they prepare to vote on Stage Gate 4: Agency Readiness.

| Helpful Links |
| --- |
| Agency Readiness Certification |
| Agency Readiness Certification #1 |
| Agency Readiness Certification #2 |

# FDLE Readiness Certification #3 Dashboard
# Continue UAT and Prepare for Training

**Readiness Certification #3 Confirmation**

| Agency Sponsor Name: | Confirmed By: | Confirmation Date |
| --- | --- | --- |
| Mike Moore | mikemoore@fdle.state.fl.us | 07/10/26 |

## SUMMARY

### Overall Confidence Level

**People**

**Confidence Level - People**
**Criteria 1.1**
**Criteria 1.2**
**Criteria 1.3**
**Criteria 1.4**
**Criteria 1.5**

**Processes**

**Confidence Level - Processes**
**Criteria 2.1**
**Criteria 2.2**
**Criteria 2.3**

**Technology**

**Confidence Level - Technology**
**Criteria 3.1**
**Criteria 3.2**
**Criteria 3.3**
**Criteria 3.4**

**Data**

**Confidence Level - Data**
**Criteria 4.1**
**Criteria 4.2**
**Criteria 4.3**

## PEOPLE

### Criteria

**1.1** Agency Training Plan has been updated.

**1.2** Agency has identified all agency specific learning materials to be developed to support end user training.

**1.3** All agency end users have been role mapped in preparation for the UAT refresh.

**1.4** All SOD conflicts have been resolved or approved by A&A for the UAT refresh.

**1.5** Agency is prepared to execute plan to ensure all end users practice job functions after UAT refresh.

### Agency-Specific Training Inventory

Applicable Topics Based on User Stories = 39

- Number of Topics Dispositioned for Updates/Creation = 39/39

- Number of Topics Requiring Training Materials = 39/39

### Role Mapping

Number of End Users Role Mapped = 58

Number of End Users with SOD Conflicts = 5

- Approved SOD Conflicts = 5

- Unapproved SOD Conflicts = 0

Available DW/BI Licenses Exceeded = 0

### Related RW Tasks

| Task ID | Task Name | Agency Reported Task Progress | Project Verification of Completion |
| --- | --- | --- | --- |
| **607** | Update Training Plan | 100% - Submitted | Submission Complete |
| **702** | Submit Role Mapping Worksheet | 100% - Submitted | Submission Complete |

### Readiness Certification Worksheet

| Critical Operational Element | Criteria ID | Criteria | Criteria Met | Confidence Level | Comments |
| --- | --- | --- | --- | --- | --- |
| People | 1.0 | Overall People Readiness | | Moderately Confident | |
| People | 1.1 | Agency Training Plan has been updated. | Yes | | |
| People | 1.2 | Agency has identified all agency specific learning materials to be developed to support end user training. | Yes | | |
| People | 1.3 | All agency end users have been role mapped in preparation for the UAT refresh. | Yes | | |
| People | 1.4 | All SOD conflicts have been resolved or approved by A&A for the UAT refresh. | Yes | | |
| People | 1.5 | Agency is prepared to execute plan to ensure all end users practice job functions after UAT refresh. | Yes | | |

### Mitigation Plan

| Criteria ID | Why has the criteria not been met? | What mitigating actions are being taken? | Who is responsible for supporting the mitigation? | Impact/workaround if mitigation is not completed? | Likelihood of Mitigation Plan Completion? | Planned completion date of the mitigation steps? |
| --- | --- | --- | --- | --- | --- | --- |
| | | | | | | |

## PROCESSES

### Criteria

**2.1** Agency testers have successfully tested at least one user story for each applicable Project Recommended Standard Activity.

**2.2** Agency is prepared to execute plan to complete testing of all processes from start to finish, including workflows and agency business systems, after UAT refresh.

**2.3** Agency has identified all process documentation to be created or updated based on testing results.

### User Story Testing Progress - Cumulative

Applicable Activities = 93

- Applicable Project Recommended Activities = 67 / 93

Applicable Activities Tested at Least Once To Date = 55 / 93

### Business Process Documentation Updates

Applicable Topics Based on User Stories = 39

- Number of Topics Dispositioned for Updates/Creation = 39/39

- Number of Topics Requiring Documentation Updates/Creation = 39/39

- Applicable Project Recommended Activities Tested at Least Once To Date = 39 / 67

Applicable Activities Tested Successfully To Date = 52 / 93

- Applicable Project Recommended Activities Tested Successfully To Date = 38 / 67

**Percent of Applicable Project Recommended Activities Tested Successfully To Date = 56.72 %**

**Readiness Certification Worksheet**

| Critical Operational Element | Criteria ID | Criteria | Criteria Met | Confidence Level | Comments |
|---|---|---|---|---|---|
| Processes | 2.0 | Overall Processes Readiness | | Moderately Confident | |
| Processes | 2.1 | Agency testers have successfully tested at least one user story for each applicable Project Recommended Standard Activity. | No | | |
| Processes | 2.2 | Agency is prepared to execute plan to complete testing of all processes from start to finish, including workflows and agency business systems, after UAT refresh. | Yes | | |
| Processes | 2.3 | Agency has identified all process documentation to be created or updated based on testing results. | Yes | | |

**Mitigation Plan**

| Criteria ID | Why has the criteria not been met? | What mitigating actions are being taken? | Who is responsible for supporting the mitigation? | Impact/workaround if mitigation is not completed? | Likelihood of Mitigation Plan Completion? | Planned completion date of the mitigation steps? |
|---|---|---|---|---|---|---|
| 2.1 | Focus was not solely on the Project Recommended Activities. | Project Activities that have not been tested have been identified and the plan is to test the remaining Project activities before the UAT Refresh. | Steve Hollister, Mike Moore | If not completed prior to the UAT refresh, then they will be completed following the refresh. | Very likely | 07/31/26 |

## TECHNOLOGY

**Criteria**

**3.1** All Cycle 3 interfaces have been successfully tested in UAT multiple times.

**3.2** Agency has produced and tested all selected inbound files in the UAT environment or has a plan to complete testing of inbound files prior to the UAT refresh.

**3.3** Agency is prepared to execute plan to complete interface testing after UAT refresh.

**3.4** Agency business systems are being remediated and documentation updated as needed, based on testing findings.

**Inbound Cycle 3 Testing Progress - Cumulative**

Total ABS Interface Connections = 4

- Interfaces Tested Multiple Times To Date = 4/4

- Interfaces Tested Multiple Times Successfully To Date = 3/4

**Percent of Interfaces Tested Successfully To Date = 75.00%**

**Outbound Cycle 3 Testing Progress - Cumulative**

Total ABS Interface Connections = 4

- Interfaces Tested Multiple Times To Date = 4/4

- Interfaces Tested Multiple Times Successfully To Date = 2/4

**Percent of Interfaces Tested Successfully To Date = 50.00%**

**Readiness Certification Worksheet**

| Critical Operational Element | Criteria ID | Criteria | Criteria Met | Confidence Level | Comments |
|---|---|---|---|---|---|
| Technology | 3.0 | Overall Technology Readiness | | Moderately Confident | |
| Technology | 3.1 | All Cycle 3 interfaces have been successfully tested in UAT multiple times. | No - Less than 90% met | | 5/8 interfaces successfully tested multiple times |
| Technology | 3.2 | Agency has produced and tested all selected inbound files in the UAT environment or has a plan to complete testing of inbound files prior to the UAT refresh. | Yes | | |
| Technology | 3.3 | Agency is prepared to execute plan to complete interface testing after UAT refresh. | Yes | | |
| Technology | 3.4 | Agency business systems are being remediated and documentation updated as needed, based on testing findings. | Yes | | |

**Mitigation Plan**

| Criteria ID | Why has the criteria not been met? | What mitigating actions are being taken? | Who is responsible for supporting the mitigation? | Impact/workaround if mitigation is not completed? | Likelihood of Mitigation Plan Completion? | Planned completion date of the mitigation steps? |
|---|---|---|---|---|---|---|
| 3.1 | AMI008 was not tested due to the delays related to instructions for downloading the AMI004 inventory data. IUI003 for Axiom Pro was not tested due to delays with Axiom Pro. | AMI008 & IUI003 are both planned to be tested prior to the UAT Refresh. | Steve Hollister, Mike Moore | If not completed prior to the UAT refresh, then they will be completed following the refresh. | Very likely | 07/31/26 |

## DATA

**Criteria**

**4.1** Changes to agency specific configurations are being tested and maintained in agency configuration workbooks as necessary.

**4.2** Agency configuration and conversion workbooks are complete and contain no errors.

**4.3** Agency data in FLAIR, FACTs and MFMP are cleansed and ready for Dry Run 2 conversion.

**Worksheet Errors**

**Error Messages**

**Related RW Tasks**

| Task ID | Task Name | Agency Reported Task Progress | Project Verification of Completion |
|---|---|---|---|

- Count of Configuration Worksheet Rows with Error Messages = 26

- Count of Conversion Worksheet Rows with Error Messages = 0

| | | | |
|---|---|---|---|
| **698** | Complete Data Cleansing in Preparation for Dry Run 2 | 100% - Submitted | Submission Complete |
| **701** | Submit Configuration and Conversion Workbooks | 100% - Submitted | Task Closed - Submission Incomplete |
| **713** | Confirm Supplier Records | 100% - Submitted | Submission Complete |

## Readiness Certification Worksheet

| Critical Operational Element | Criteria ID | Criteria | Criteria Met | Confidence Level | Comments |
|---|---|---|---|---|---|
| Data | 4.0 | Overall Data Readiness | Yes | Moderately Confident | |
| Data | 4.1 | Changes to agency specific configurations are being tested and maintained in agency configuration workbooks as necessary. | Yes | | |
| Data | 4.2 | Agency configuration and conversion workbooks are complete and contain no errors. | No | | |
| Data | 4.3 | Agency data in FLAIR , FACTs and MFMP are cleansed and ready for Dry Run 2 conversion. | Yes | | |

## Mitigation Plan

| Criteria ID | Why has the criteria not been met? | What mitigating actions are being taken? | Who is responsible for supporting the mitigation? | Impact/workaround if mitigation is not completed? | Likelihood of Mitigation Plan Completion? | Planned completion date of the mitigation steps? |
|---|---|---|---|---|---|---|
| 4.2 | Speedkeys were removed on 6/16 and showed no error until 6/17. | Positions tied to the deleted speedkey will be updated when the worksheet is unlocked by PALM | Mike Moore | If not completed prior to the UAT refresh, then they will be updated following the refresh. | Very likely | 07/31/26 |

## Agency Sponsor Confirmation

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

Smartsheet.com

## Future Readiness Certification Submissions

**Readiness Certification 4 - November 2026**

Agency Sponsors will provide final submission of the Agency Readiness Certification (RW Task 628) indicating the culmination of all testing activities and that the agency is ready to go live. This final submission of Agency Readiness Certification will be provided to the ESC for review and consideration as they prepare to vote on Stage Gate 4: Agency Readiness.

| Helpful Links |
|---|
| Agency Readiness Certification |
| Agency Readiness Certification #1 |
| Agency Readiness Certification #2 |

# FDOT Readiness Certification #3 Dashboard
# Continue UAT and Prepare for Training

**Readiness Certification #3 Confirmation**

| Agency Sponsor Name: | Confirmed By: | Confirmation Date |
|---|---|---|
| LIsa Saliba | lisa.saliba@dot.state.fl.us | 07/10/26 |

## SUMMARY

### Overall Confidence Level

**People**

- **Confidence Level - People**
- **Criteria 1.1**
- **Criteria 1.2**
- **Criteria 1.3**
- **Criteria 1.4**
- **Criteria 1.5**

**Processes**

- **Confidence Level - Processes**
- **Criteria 2.1**
- **Criteria 2.2**
- **Criteria 2.3**

**Technology**

- **Confidence Level - Technology**
- **Criteria 3.1**
- **Criteria 3.2**
- **Criteria 3.3**
- **Criteria 3.4**

**Data**

- **Confidence Level - Data**
- **Criteria 4.1**
- **Criteria 4.2**
- **Criteria 4.3**

## PEOPLE

### Criteria

**1.1** Agency Training Plan has been updated.

**1.2** Agency has identified all agency specific learning materials to be developed to support end user training.

**1.3** All agency end users have been role mapped in preparation for the UAT refresh.

**1.4** All SOD conflicts have been resolved or approved by A&A for the UAT refresh.

**1.5** Agency is prepared to execute plan to ensure all end users practice job functions after UAT refresh.

### Agency-Specific Training Inventory

Applicable Topics Based on User Stories = 68

- Number of Topics Dispositioned for Updates/Creation = 68/68

- Number of Topics Requiring Training Materials = 41/68

### Role Mapping

Number of End Users Role Mapped = 182

Number of End Users with SOD Conflicts = 0

- Approved SOD Conflicts = 0

- Unapproved SOD Conflicts = 0

Available DW/BI Licenses Exceeded = 0

### Related RW Tasks

| Task ID | Task Name | Agency Reported Task Progress | Project Verification of Completion |
|---|---|---|---|
| **607** | Update Training Plan | 100% - Submitted | Submission Complete |
| **702** | Submit Role Mapping Worksheet | 100% - Submitted | Task Closed - Submission Incomplete |

### Readiness Certification Worksheet

| Critical Operational Element | Criteria ID | Criteria | Criteria Met | Confidence Level | Comments |
|---|---|---|---|---|---|
| People | 1.0 | Overall People Readiness | | Extremely Confident | |
| People | 1.1 | Agency Training Plan has been updated. | Yes | | |
| People | 1.2 | Agency has identified all agency specific learning materials to be developed to support end user training. | Yes | | |
| People | 1.3 | All agency end users have been role mapped in preparation for the UAT refresh. | No | | |
| People | 1.4 | All SOD conflicts have been resolved or approved by A&A for the UAT refresh. | Yes | | |
| People | 1.5 | Agency is prepared to execute plan to ensure all end users practice job functions after UAT refresh. | Yes | | |

### Mitigation Plan

| Criteria ID | Why has the criteria not been met? | What mitigating actions are being taken? | Who is responsible for supporting the mitigation? | Impact/workaround if mitigation is not completed? | Likelihood of Mitigation Plan Completion? | Planned completion date of the mitigation steps? |
|---|---|---|---|---|---|---|
| 1.3 | We did not resolve all the role mapping errors by the 6/30 deadline. | All errors were resolved and role mappings were submitted on 7/7. | The FDOT project team. | Mitigation is already complete. | Very likely | 07/07/26 |

## PROCESSES

### Criteria

**2.1** Agency testers have successfully tested at least one user story for each applicable Project Recommended Standard Activity.

**2.2** Agency is prepared to execute plan to complete testing of all processes from start to finish, including workflows and agency business systems, after UAT refresh.

**2.3** Agency has identified all process documentation to be created or updated based on testing results.

### User Story Testing Progress - Cumulative

Applicable Activities = 157

- Applicable Project Recommended Activities = 76 / 157

Applicable Activities Tested at Least Once To Date = 94 / 157

### Business Process Documentation Updates

Applicable Topics Based on User Stories = 68

- Number of Topics Dispositioned for Updates/Creation = 68/68

- Number of Topics Requiring Documentation Updates/Creation = 68/68

- Applicable Project Recommended Activities Tested at Least Once To Date = 47 / 76

Applicable Activities Tested Successfully To Date = 94 / 157

- Applicable Project Recommended Activities Tested Successfully To Date = 47 / 76

**Percent of Applicable Project Recommended Activities Tested Successfully To Date = 61.84 %**

**Readiness Certification Worksheet**

| Critical Operational Element | Criteria ID | Criteria | Criteria Met | Confidence Level | Comments |
|---|---|---|---|---|---|
| Processes | 2.0 | Overall Processes Readiness | | Extremely Confident | |
| Processes | 2.1 | Agency testers have successfully tested at least one user story for each applicable Project Recommended Standard Activity. | No | | |
| Processes | 2.2 | Agency is prepared to execute plan to complete testing of all processes from start to finish, including workflows and agency business systems, after UAT refresh. | Yes | | |
| Processes | 2.3 | Agency has identified all process documentation to be created or updated based on testing results. | Yes | | |

**Mitigation Plan**

| Criteria ID | Why has the criteria not been met? | What mitigating actions are being taken? | Who is responsible for supporting the mitigation? | Impact/workaround if mitigation is not completed? | Likelihood of Mitigation Plan Completion? | Planned completion date of the mitigation steps? |
|---|---|---|---|---|---|---|
| 2.1 | Many test results have been insufficient due to the project budget interface being frequently taken off-line by PALM, an inability to load project source types due to unresolved errors with POI002 and POI004, frequent changes to interface specifications, and a lack of payroll runs occurring in UAT. | We continue to monitor open tickets with PALM and retest promptly when asked. | The PALM interface team, support staff, and payroll testers. | Project budgets will need to be uploaded using Excel upload if PCI009 is not resolved. Project source types will need to be updated manually on the agency side if POI002 and POI004 issues are not resolved. Unsure how to mitigate the lack of payroll testing occurring in PALM UAT. The next payroll cycle test is scheduled for August. | Somewhat | 09/16/26 |

## TECHNOLOGY

**Criteria**

**3.1** All Cycle 3 interfaces have been successfully tested in UAT multiple times.

**3.2** Agency has produced and tested all selected inbound files in the UAT environment or has a plan to complete testing of inbound files prior to the UAT refresh.

**3.3** Agency is prepared to execute plan to complete interface testing after UAT refresh.

**3.4** Agency business systems are being remediated and documentation updated as needed, based on testing findings.

**Inbound Cycle 3 Testing Progress - Cumulative**

Total ABS Interface Connections = 18

- Interfaces Tested Multiple Times To Date = 18/18

- Interfaces Tested Multiple Times Successfully To Date = 14/18

**Percent of Interfaces Tested Successfully To Date = 77.78%**

**Outbound Cycle 3 Testing Progress - Cumulative**

Total ABS Interface Connections = 88

- Interfaces Tested Multiple Times To Date = 88/88

- Interfaces Tested Multiple Times Successfully To Date = 70/88

**Percent of Interfaces Tested Successfully To Date = 79.55%**

**Readiness Certification Worksheet**

| Critical Operational Element | Criteria ID | Criteria | Criteria Met | Confidence Level | Comments |
|---|---|---|---|---|---|
| Technology | 3.0 | Overall Technology Readiness | | Moderately Confident | |
| Technology | 3.1 | All Cycle 3 interfaces have been successfully tested in UAT multiple times. | No - Less than 90% met | | 84/106 interfaces successfully tested multiple times |
| Technology | 3.2 | Agency has produced and tested all selected inbound files in the UAT environment or has a plan to complete testing of inbound files prior to the UAT refresh. | Yes | | |
| Technology | 3.3 | Agency is prepared to execute plan to complete interface testing after UAT refresh. | Yes | | |
| Technology | 3.4 | Agency business systems are being remediated and documentation updated as needed, based on testing findings. | Yes | | |

**Mitigation Plan**

| Criteria ID | Why has the criteria not been met? | What mitigating actions are being taken? | Who is responsible for supporting the mitigation? | Impact/workaround if mitigation is not completed? | Likelihood of Mitigation Plan Completion? | Planned completion date of the mitigation steps? |
|---|---|---|---|---|---|---|
| 3.1 | While IUI002 has had several successful tests related to many of our agency business process, our project costing allocation has not yet completed a successful run. Also, we need a remediated PeopleFirst file to complete testing of our Payroll Processing System. | Readiness for testing for project cost allocation has been escalated and is scheduled to begin by July 15. PeopleFirst has said we should receive a remediated file sometime in September. | The FDOT project team and the DMS PeopleFirst Project team. | Project cost allocation would need to be completed manually using Excel Spreadsheets. We will be unable to redistribute payroll costs accurately without a remediated file. | Very likely | 09/30/26 |

## DATA

**Criteria**

**4.1** Changes to agency specific configurations are being tested and maintained in agency configuration workbooks as necessary.

**4.2** Agency configuration and conversion workbooks are complete and contain no errors.

**4.3** Agency data in FLAIR, FACTs and MFMP are cleansed and ready for Dry Run 2 conversion.

## Worksheet Errors

**Error Messages**

- Count of Configuration Worksheet Rows with Error Messages = 0
- Count of Conversion Worksheet Rows with Error Messages = 0

## Related RW Tasks

| Task ID | Task Name | Agency Reported Task Progress | Project Verification of Completion |
|---|---|---|---|
| **698** | Complete Data Cleansing in Preparation for Dry Run 2 | 100% - Submitted | Submission Complete |
| **701** | Submit Configuration and Conversion Workbooks | 100% - Submitted | Submission Complete |
| **713** | Confirm Supplier Records | 100% - Submitted | Submission Complete |

## Readiness Certification Worksheet

| Critical Operational Element | Criteria ID | Criteria | Criteria Met | Confidence Level | Comments |
|---|---|---|---|---|---|
| Data | 4.0 | Overall Data Readiness | | Extremely Confident | |
| Data | 4.1 | Changes to agency specific configurations are being tested and maintained in agency configuration workbooks as necessary. | Yes | | |
| Data | 4.2 | Agency configuration and conversion workbooks are complete and contain no errors. | Yes | | |
| Data | 4.3 | Agency data in FLAIR , FACTs and MFMP are cleansed and ready for Dry Run 2 conversion. | Yes | | |

## Mitigation Plan

| Criteria ID | Why has the criteria not been met? | What mitigating actions are being taken? | Who is responsible for supporting the mitigation? | Impact/workaround if mitigation is not completed? | Likelihood of Mitigation Plan Completion? | Planned completion date of the mitigation steps? |
|---|---|---|---|---|---|---|
| | | | | | | |

## Agency Sponsor Confirmation

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

Smartsheet.com

## Future Readiness Certification Submissions

**Readiness Certification 4 - November 2026**

Agency Sponsors will provide final submission of the Agency Readiness Certification (RW Task 628) indicating the culmination of all testing activities and that the agency is ready to go live. This final submission of Agency Readiness Certification will be provided to the ESC for review and consideration as they prepare to vote on Stage Gate 4: Agency Readiness.

| Helpful Links |
|---|
| Agency Readiness Certification |
| Agency Readiness Certification #1 |
| Agency Readiness Certification #2 |

# FGCC Readiness Certification #3 Dashboard
# Continue UAT and Prepare for Training

**Readiness Certification #3 Confirmation**

| Agency Sponsor Name: | Confirmed By: | Confirmation Date |
|---|---|---|
| Lisa Mustain | lisa.mustain@flgaming.gov | 07/13/26 |

## SUMMARY

### Overall Confidence Level

| People | | Processes | | Technology | | Data | |
|---|---|---|---|---|---|---|---|
| **Confidence Level - People** | | **Confidence Level - Processes** | | **Confidence Level - Technology** | | **Confidence Level - Data** | |
| **Criteria 1.1** | | **Criteria 2.1** | | **Criteria 3.1** | | **Criteria 4.1** | |
| **Criteria 1.2** | | **Criteria 2.2** | | **Criteria 3.2** | | **Criteria 4.2** | |
| **Criteria 1.3** | | **Criteria 2.3** | | **Criteria 3.3** | | **Criteria 4.3** | |
| **Criteria 1.4** | | | | **Criteria 3.4** | | | |
| **Criteria 1.5** | | | | | | | |

## PEOPLE

### Criteria

**1.1** Agency Training Plan has been updated.

**1.2** Agency has identified all agency specific learning materials to be developed to support end user training.

**1.3** All agency end users have been role mapped in preparation for the UAT refresh.

**1.4** All SOD conflicts have been resolved or approved by A&A for the UAT refresh.

**1.5** Agency is prepared to execute plan to ensure all end users practice job functions after UAT refresh.

### Agency-Specific Training Inventory

Applicable Topics Based on User Stories = 68

- Number of Topics Dispositioned for Updates/Creation = 0/68

- Number of Topics Requiring Training Materials = 0/68

### Role Mapping

Number of End Users Role Mapped = 19

Number of End Users with SOD Conflicts = 0

- Approved SOD Conflicts = 0

- Unapproved SOD Conflicts = 0

Available DW/BI Licenses Exceeded = 0

### Related RW Tasks

| Task ID | Task Name | Agency Reported Task Progress | Project Verification of Completion |
|---|---|---|---|
| **607** | Update Training Plan | 100% - Submitted | Submission Complete |
| **702** | Submit Role Mapping Worksheet | 100% - Submitted | Task Closed - Submission Incomplete |

### Readiness Certification Worksheet

| Critical Operational Element | Criteria ID | Criteria | Criteria Met | Confidence Level | Comments |
|---|---|---|---|---|---|
| People | 1.0 | Overall People Readiness | | Very Confident | |
| People | 1.1 | Agency Training Plan has been updated. | Yes | | |
| People | 1.2 | Agency has identified all agency specific learning materials to be developed to support end user training. | No | | |
| People | 1.3 | All agency end users have been role mapped in preparation for the UAT refresh. | No | | |
| People | 1.4 | All SOD conflicts have been resolved or approved by A&A for the UAT refresh. | Yes | | |
| People | 1.5 | Agency is prepared to execute plan to ensure all end users practice job functions after UAT refresh. | Yes | | |

### Mitigation Plan

| Criteria ID | Why has the criteria not been met? | What mitigating actions are being taken? | Who is responsible for supporting the mitigation? | Impact/workaround if mitigation is not completed? | Likelihood of Mitigation Plan Completion? | Planned completion date of the mitigation steps? |
|---|---|---|---|---|---|---|
| 1.2 | This task was previously completed successfully and then the Topics and Activities were updated which triggered the item to update to No. At the next sync between Smartsheets this item should go back to Yes. However, we are entering this reason just in case. | Resync the updated Smartsheet | PALM Project Team | None expected | Very likely | 07/10/26 |
| 1.3 | We have one user that during previous UAT had both SAM permissions and roles because the SOD conflict was allowed. Going forward as the SOD conflict is not allowed, we have requested that this user's SAM permissions be removed. However, the column on the Smartsheet is locked and we cannot remove the check mark. Therefore, we have had to remove this user's PALM Roles that create the SOD conflict and the smartsheet has not updated the errors. | Remove the SAM permissions for Deidra Pendleton. | PALM Project Team or DFS | None expected | Very likely | 07/10/26 |

## PROCESSES

### Criteria

**2.1** Agency testers have successfully tested at least one user story for each applicable Project Recommended Standard Activity.

**2.2** Agency is prepared to execute plan to complete testing of all processes from start to finish, including workflows and agency business systems, after UAT refresh.

**2.3** Agency has identified all process documentation to be created or updated based on testing results.

### User Story Testing Progress - Cumulative

Applicable Activities = 157

- Applicable Project Recommended Activities = 76 / 157

Applicable Activities Tested at Least Once To Date = 157 / 157

- Applicable Project Recommended Activities Tested at Least Once To Date = 76 / 76

Applicable Activities Tested Successfully To Date = 157 / 157

- Applicable Project Recommended Activities Tested Successfully To Date = 76 / 76

**Percent of Applicable Project Recommended Activities Tested Successfully To Date = 100.00 %**

### Business Process Documentation Updates

Applicable Topics Based on User Stories = 68

- Number of Topics Dispositioned for Updates/Creation = 0/68

- Number of Topics Requiring Documentation Updates/Creation = 0/68

### Readiness Certification Worksheet

| Critical Operational Element | Criteria ID | Criteria | Criteria Met | Confidence Level | Comments |
|---|---|---|---|---|---|
| Processes | 2.0 | Overall Processes Readiness | | Becoming Confident | |
| Processes | 2.1 | Agency testers have successfully tested at least one user story for each applicable Project Recommended Standard Activity. | Yes | | On our User Story Inventory when reporting the Performance Outcomes of our testing we had previously submitted the outcome as inadequate because while we can complete specified tasks/activities successfully the system as a whole is somewhat cumbersome and inefficient in completing our existing agency business processes. In preparation for Agency Readiness Certification #3, we were instructed by our PALM Readiness team that item 2.1 o the readiness certification requires that at least one successful test for each topic/activity be completed successfully. Therefore, we have changed our outcomes to satisfactory as shown on item 2.1. Item 2.2 uses the phrasing “Agency is prepared to execute plan for testing of all processes start to finish”. This language seems to conflict with the instructions provided in order to certify item 2.1. The answer to the statement in 2.2 is “Yes” because FGCC is prepared to complete testing after the UAT refresh. However, based on the outcomes of our current testing, the system itself does not effectively support testing our processes from start to finish. |
| Processes | 2.2 | Agency is prepared to execute plan to complete testing of all processes from start to finish, including workflows and agency business systems, after UAT refresh. | Yes | | |
| Processes | 2.3 | Agency has identified all process documentation to be created or updated based on testing results. | No | | |

### Mitigation Plan

| Criteria ID | Why has the criteria not been met? | What mitigating actions are being taken? | Who is responsible for supporting the mitigation? | Impact/workaround if mitigation is not completed? | Likelihood of Mitigation Plan Completion? | Planned completion date of the mitigation steps? |
|---|---|---|---|---|---|---|
| 2.3 | This task was previously completed successfully and then the Topics and Activities were updated which triggered the item to update to No. At the next sync between Smartsheets this item should go back to Yes. However, we are entering this reason just in case. | Resync the updated Smartsheet | PALM Project Team | None expected | Very likely | 07/10/26 |

## TECHNOLOGY

### Criteria

**3.1** All Cycle 3 interfaces have been successfully tested in UAT multiple times.

**3.2** Agency has produced and tested all selected inbound files in the UAT environment or has a plan to complete testing of inbound files prior to the UAT refresh.

**3.3** Agency is prepared to execute plan to complete interface testing after UAT refresh.

**3.4** Agency business systems are being remediated and documentation updated as needed, based on testing findings.

### Inbound Cycle 3 Testing Progress - Cumulative

Total ABS Interface Connections = 0

- Interfaces Tested Multiple Times To Date = 0/0

- Interfaces Tested Multiple Times Successfully To Date = 0/0

**Percent of Interfaces Tested Successfully To Date = N/A**

### Outbound Cycle 3 Testing Progress - Cumulative

Total ABS Interface Connections = 14

- Interfaces Tested Multiple Times To Date = 14/14

- Interfaces Tested Multiple Times Successfully To Date = 13/14

**Percent of Interfaces Tested Successfully To Date = 92.86%**

### Readiness Certification Worksheet

| Critical Operational Element | Criteria ID | Criteria | Criteria Met | Confidence Level | Comments |
|---|---|---|---|---|---|
| Technology | 3.0 | Overall Technology Readiness | | Becoming Confident | |
| Technology | 3.1 | All Cycle 3 interfaces have been successfully tested in UAT multiple times. | No - Greater than 90% met | | 13/14 interfaces successfully tested multiple times |
| Technology | 3.2 | Agency has produced and tested all selected inbound files in the UAT environment or has a plan to complete testing of inbound files prior to the UAT refresh. | Yes | | |
| Technology | 3.3 | Agency is prepared to execute plan to complete interface testing after UAT refresh. | Yes | | |
| Technology | 3.4 | Agency business systems are being remediated and documentation updated as needed, based on testing findings. | Yes | | |

## Mitigation Plan

| Criteria ID | Why has the criteria not been met? | What mitigating actions are being taken? | Who is responsible for supporting the mitigation? | Impact/workaround if mitigation is not completed? | Likelihood of Mitigation Plan Completion? | Planned completion date of the mitigation steps? |
|---|---|---|---|---|---|---|
| 3.1 | The linked Smartsheet that controls this column has not synced since the smartsheet was updated | Resync the updated Smartsheet | PALM Project Team | None expected | Very likely | 07/10/26 |

# DATA

## Criteria

**4.1** Changes to agency specific configurations are being tested and maintained in agency configuration workbooks as necessary.

**4.2** Agency configuration and conversion workbooks are complete and contain no errors.

**4.3** Agency data in FLAIR, FACTs and MFMP are cleansed and ready for Dry Run 2 conversion.

## Worksheet Errors

**Error Messages**

- Count of Configuration Worksheet Rows with Error Messages = 0

- Count of Conversion Worksheet Rows with Error Messages = 0

## Related RW Tasks

| Task ID | Task Name | Agency Reported Task Progress | Project Verification of Completion |
|---|---|---|---|
| **698** | Complete Data Cleansing in Preparation for Dry Run 2 | 100% - Submitted | Submission Complete |
| **701** | Submit Configuration and Conversion Workbooks | 100% - Submitted | Submission Complete |
| **713** | Confirm Supplier Records | 100% - Submitted | Submission Complete |

## Readiness Certification Worksheet

| Critical Operational Element | Criteria ID | Criteria | Criteria Met | Confidence Level | Comments |
|---|---|---|---|---|---|
| Data | 4.0 | Overall Data Readiness | | Moderately Confident | |
| Data | 4.1 | Changes to agency specific configurations are being tested and maintained in agency configuration workbooks as necessary. | Yes | | |
| Data | 4.2 | Agency configuration and conversion workbooks are complete and contain no errors. | Yes | | |
| Data | 4.3 | Agency data in FLAIR , FACTs and MFMP are cleansed and ready for Dry Run 2 conversion. | Yes | | |

## Mitigation Plan

| Criteria ID | Why has the criteria not been met? | What mitigating actions are being taken? | Who is responsible for supporting the mitigation? | Impact/workaround if mitigation is not completed? | Likelihood of Mitigation Plan Completion? | Planned completion date of the mitigation steps? |
|---|---|---|---|---|---|---|
| | | | | | | |

## Agency Sponsor Confirmation

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

Smartsheet.com

## Future Readiness Certification Submissions

**Readiness Certification 4 - November 2026**

Agency Sponsors will provide final submission of the Agency Readiness Certification (RW Task 628) indicating the culmination of all testing activities and that the agency is ready to go live. This final submission of Agency Readiness Certification will be provided to the ESC for review and consideration as they prepare to vote on Stage Gate 4: Agency Readiness.

| Helpful Links |
|---|
| Agency Readiness Certification |
| Agency Readiness Certification #1 |
| Agency Readiness Certification #2 |

# FLHSMV Readiness Certification #3 Dashboard
# Continue UAT and Prepare for Training

**Readiness Certification #3 Confirmation**

| Agency Sponsor Name: | Confirmed By: | Confirmation Date |
|---|---|---|
| Steve Burch | steveburch@flhsmv.gov | 07/08/26 |

## SUMMARY

**Overall Confidence Level**

**People**

Confidence Level - People

Criteria 1.1

Criteria 1.2

Criteria 1.3

Criteria 1.4

Criteria 1.5

**Processes**

Confidence Level - Processes

Criteria 2.1

Criteria 2.2

Criteria 2.3

**Technology**

Confidence Level - Technology

Criteria 3.1

Criteria 3.2

Criteria 3.3

Criteria 3.4

**Data**

Confidence Level - Data

Criteria 4.1

Criteria 4.2

Criteria 4.3

## PEOPLE

**Criteria**

**1.1** Agency Training Plan has been updated.

**1.2** Agency has identified all agency specific learning materials to be developed to support end user training.

**1.3** All agency end users have been role mapped in preparation for the UAT refresh.

**1.4** All SOD conflicts have been resolved or approved by A&A for the UAT refresh.

**1.5** Agency is prepared to execute plan to ensure all end users practice job functions after UAT refresh.

**Agency-Specific Training Inventory**

Applicable Topics Based on User Stories = 59

- Number of Topics Dispositioned for Updates/Creation = 59/59

- Number of Topics Requiring Training Materials = 55/59

**Role Mapping**

Number of End Users Role Mapped = 80

Number of End Users with SOD Conflicts = 0

- Approved SOD Conflicts = 0

- Unapproved SOD Conflicts = 0

Available DW/BI Licenses Exceeded = 0

**Related RW Tasks**

| Task ID | Task Name | Agency Reported Task Progress | Project Verification of Completion |
|---|---|---|---|
| 607 | Update Training Plan | 100% - Submitted | Submission Complete |
| 702 | Submit Role Mapping Worksheet | 100% - Submitted | Submission Complete |

**Readiness Certification Worksheet**

| Critical Operational Element | Criteria ID | Criteria | Criteria Met | Confidence Level | Comments |
|---|---|---|---|---|---|
| People | 1.0 | Overall People Readiness | | Very Confident | |
| People | 1.1 | Agency Training Plan has been updated. | Yes | | |
| People | 1.2 | Agency has identified all agency specific learning materials to be developed to support end user training. | Yes | | |
| People | 1.3 | All agency end users have been role mapped in preparation for the UAT refresh. | Yes | | |
| People | 1.4 | All SOD conflicts have been resolved or approved by A&A for the UAT refresh. | Yes | | |
| People | 1.5 | Agency is prepared to execute plan to ensure all end users practice job functions after UAT refresh. | Yes | | |

**Mitigation Plan**

| Criteria ID | Why has the criteria not been met? | What mitigating actions are being taken? | Who is responsible for supporting the mitigation? | Impact/workaround if mitigation is not completed? | Likelihood of Mitigation Plan Completion? | Planned completion date of the mitigation steps? |
|---|---|---|---|---|---|---|
| | | | | | | |

## PROCESSES

**Criteria**

**2.1** Agency testers have successfully tested at least one user story for each applicable Project Recommended Standard Activity.

**2.2** Agency is prepared to execute plan to complete testing of all processes from start to finish, including workflows and agency business systems, after UAT refresh.

**2.3** Agency has identified all process documentation to be created or updated based on testing results.

**User Story Testing Progress - Cumulative**

Applicable Activities = 130

- Applicable Project Recommended Activities = 68 / 130

Applicable Activities Tested at Least Once To Date = 53 / 130

**Business Process Documentation Updates**

Applicable Topics Based on User Stories = 59

- Number of Topics Dispositioned for Updates/Creation = 59/59

- Number of Topics Requiring Documentation Updates/Creation = 53/59

- Applicable Project Recommended Activities Tested at Least Once To Date = 41 / 68

Applicable Activities Tested Successfully To Date = 51 / 130

- Applicable Project Recommended Activities Tested Successfully To Date = 41 / 68

**Percent of Applicable Project Recommended Activities Tested Successfully To Date = 60.29 %**

## Readiness Certification Worksheet

| Critical Operational Element | Criteria ID | Criteria | Criteria Met | Confidence Level | Comments |
|---|---|---|---|---|---|
| Processes | 2.0 | Overall Processes Readiness | | Moderately Confident | |
| Processes | 2.1 | Agency testers have successfully tested at least one user story for each applicable Project Recommended Standard Activity. | No | | |
| Processes | 2.2 | Agency is prepared to execute plan to complete testing of all processes from start to finish, including workflows and agency business systems, after UAT refresh. | Yes | | |
| Processes | 2.3 | Agency has identified all process documentation to be created or updated based on testing results. | Yes | | |

## Mitigation Plan

| Criteria ID | Why has the criteria not been met? | What mitigating actions are being taken? | Who is responsible for supporting the mitigation? | Impact/workaround if mitigation is not completed? | Likelihood of Mitigation Plan Completion? | Planned completion date of the mitigation steps? |
|---|---|---|---|---|---|---|
| 2.1 | Due to multiple agency competing priorities and various vacancies within FLHSMV, only 60% of project recomended user stories have been tested. | Accounting and Budget will meet once a week to complete the remaining 40% of all project recommended user stories. The team will also be monitoring individual progress on a weekly basis. | Accounting and Budget Team | If mitigation is not complete, the agency will fail to test all project recommended user stories. This may cause additional issues to go unnoticed by the agency and the Florida PALM project. | Very likely | 08/07/26 |

# TECHNOLOGY

## Criteria

**3.1** All Cycle 3 interfaces have been successfully tested in UAT multiple times.

**3.2** Agency has produced and tested all selected inbound files in the UAT environment or has a plan to complete testing of inbound files prior to the UAT refresh.

**3.3** Agency is prepared to execute plan to complete interface testing after UAT refresh.

**3.4** Agency business systems are being remediated and documentation updated as needed, based on testing findings.

## Inbound Cycle 3 Testing Progress - Cumulative

Total ABS Interface Connections = 5

- Interfaces Tested Multiple Times To Date = 5/5

- Interfaces Tested Multiple Times Successfully To Date = 0/5

**Percent of Interfaces Tested Successfully To Date = 0.00%**

## Outbound Cycle 3 Testing Progress - Cumulative

Total ABS Interface Connections = 4

- Interfaces Tested Multiple Times To Date = 4/4

- Interfaces Tested Multiple Times Successfully To Date = 0/4

**Percent of Interfaces Tested Successfully To Date = 0.00%**

## Readiness Certification Worksheet

| Critical Operational Element | Criteria ID | Criteria | Criteria Met | Confidence Level | Comments |
|---|---|---|---|---|---|
| Technology | 3.0 | Overall Technology Readiness | | Moderately Confident | Mitigation plan in place to begin testing interfaces by end of July, and to complete all PALM testing by October 2, 2026. (Some interfaces will begin cycle 3 in July and others will begin cycle 3 in August.) The agency mitigated resource impacts in Spring 2026 with an internal recovery plan. |
| Technology | 3.1 | All Cycle 3 interfaces have been successfully tested in UAT multiple times. | No - Less than 90% met | | 0/9 interfaces successfully tested multiple times |
| Technology | 3.2 | Agency has produced and tested all selected inbound files in the UAT environment or has a plan to complete testing of inbound files prior to the UAT refresh. | Yes | | |
| Technology | 3.3 | Agency is prepared to execute plan to complete interface testing after UAT refresh. | Yes | | |
| Technology | 3.4 | Agency business systems are being remediated and documentation updated as needed, based on testing findings. | Yes | | |

## Mitigation Plan

| Criteria ID | Why has the criteria not been met? | What mitigating actions are being taken? | Who is responsible for supporting the mitigation? | Impact/workaround if mitigation is not completed? | Likelihood of Mitigation Plan Completion? | Planned completion date of the mitigation steps? |
|---|---|---|---|---|---|---|
| 3.1 | PALM impacts:<br>• Interface AMI002 remains in Cycle 2 (query pending from PALM as of 3/26/26 to present, with no ETA available from PALM as of 6/25/26); AMI002 has not entered Cycle 3 testing.<br>• Interface PRI005 (Hireback Supplemental payroll) will not be tested with real test data from PeopleFirst until after the August refresh after August 24. As of 7/7/2026, a specific date for testing PRI005 has not been provided by PALM, and real test data for PRI005 will not be provided by PeopleFirst until after the August refresh.<br><br>Agency impacts:<br>• The agency PALM project team experienced some ongoing challenges with technical resource assignments | An agency test mitigation plan is in place to begin testing interfaces by end ofJuly, and to complete all PALM testing before or by October 2, 2026. (Some interfaces will begin cycle 3 in July and others will begin cycle 3 in August, after the refresh.)<br><br>The agency mitigated resource impacts in Spring 2026 with an internal recovery plan for FAME (ABS) interfaces. Additional developers were assigned and cannot be removed from the agency project unless executive approval is granted. Temporary developers have been assigned to support certain tasks or knowledge needs for agency processes. The agency requires all assigned developers to remain in place through end of July, with permanent developers to remain after | Project Manager and team.<br><br>Specifically, PALM is responsible for AMI002 query to support agency asset location requirements, allowing the agency to complete Cycle 2 testing and begin Cycle 3 testing for AMI002.<br><br>As of 7/7/2026, a specific date for testing PRI005 has not been provided by PALM, and real test data for PRI005 will not be provided by PeopleFirst until after the August refresh. | If mitigation is not complete by October 2, the agency will fail to complete Cycle 3 testing by the PALM deadline and FLHSMV (agency) team would have a much heavier work load with manual processing, etc.. All interfaces that have not completed Cycle 3 testing by October 2 will be postponed from further testing until July 2027 (approximately 6 months after PALM go live, planned for January 12, 2027), which would impact the Agency's ability to transact in PALM (vouchers, supplemental payroll, interunit, asset inventory management, and internal agency business processes that previously coordinated with FLAIR.) | Very likely | 10/02/26 |

| | | | | | | |
|---|---|---|---|---|---|---|
| | for agency business system development starting October 30, 2025, which were analyzed and communicated from November to February by the agency project team, culminating in internal escalation in March 2026. The agency had planned and assigned development tasks to culminate in readiness by August, to align with the implementation and testing schedules.<br><br>Impacted Interfaces:<br>*API031<br>*API002<br>*IUI002<br>*API002<br>*GLI001 | July 31, and certain others needed to return in September to support further interface testing.<br><br>FLHSMV Interface Cycle 3 Test Schedule available (document). | | | | |

## DATA

### Criteria

**4.1** Changes to agency specific configurations are being tested and maintained in agency configuration workbooks as necessary.

**4.2** Agency configuration and conversion workbooks are complete and contain no errors.

**4.3** Agency data in FLAIR, FACTs and MFMP are cleansed and ready for Dry Run 2 conversion.

### Worksheet Errors

**Error Messages**

- Count of Configuration Worksheet Rows with Error Messages = 0
- Count of Conversion Worksheet Rows with Error Messages = 0

### Related RW Tasks

| Task ID | Task Name | Agency Reported Task Progress | Project Verification of Completion |
|---|---|---|---|
| **698** | Complete Data Cleansing in Preparation for Dry Run 2 | 100% - Submitted | Submission Complete |
| **701** | Submit Configuration and Conversion Workbooks | 100% - Submitted | Submission Complete |
| **713** | Confirm Supplier Records | 100% - Submitted | Submission Complete |

### Readiness Certification Worksheet

| Critical Operational Element | Criteria ID | Criteria | Criteria Met | Confidence Level | Comments |
|---|---|---|---|---|---|
| Data | 4.0 | Overall Data Readiness | | Very Confident | |
| Data | 4.1 | Changes to agency specific configurations are being tested and maintained in agency configuration workbooks as necessary. | Yes | | |
| Data | 4.2 | Agency configuration and conversion workbooks are complete and contain no errors. | Yes | | |
| Data | 4.3 | Agency data in FLAIR , FACTs and MFMP are cleansed and ready for Dry Run 2 conversion. | Yes | | |

### Mitigation Plan

| Criteria ID | Why has the criteria not been met? | What mitigating actions are being taken? | Who is responsible for supporting the mitigation? | Impact/workaround if mitigation is not completed? | Planned completion date of the mitigation steps? | Likelihood of Mitigation Plan Completion? |
|---|---|---|---|---|---|---|
| | | | | | | |

### Agency Sponsor Confirmation

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

Smartsheet.com

### Future Readiness Certification Submissions

**Readiness Certification 4 - November 2026**

Agency Sponsors will provide final submission of the Agency Readiness Certification (RW Task 628) indicating the culmination of all testing activities and that the agency is ready to go live. This final submission of Agency Readiness Certification will be provided to the ESC for review and consideration as they prepare to vote on Stage Gate 4: Agency Readiness.

| Helpful Links |
|---|
| Agency Readiness Certification |
| Agency Readiness Certification #1 |
| Agency Readiness Certification #2 |

# FSDB Readiness Certification #3 Dashboard
# Continue UAT and Prepare for Training

**Readiness Certification #3 Confirmation**

| Agency Sponsor Name: | Confirmed By: | Confirmation Date |
|---|---|---|
| Tracie C. Snow | snowt@fsdbk12.org | 07/09/26 |

## SUMMARY

**Overall Confidence Level**

**People**

Confidence Level - People

Criteria 1.1

Criteria 1.2

Criteria 1.3

Criteria 1.4

Criteria 1.5

**Processes**

Confidence Level - Processes

Criteria 2.1

Criteria 2.2

Criteria 2.3

**Technology**

Confidence Level - Technology

Criteria 3.1

Criteria 3.2

Criteria 3.3

Criteria 3.4

**Data**

Confidence Level - Data

Criteria 4.1

Criteria 4.2

Criteria 4.3

## PEOPLE

**Criteria**

**1.1** Agency Training Plan has been updated.

**1.2** Agency has identified all agency specific learning materials to be developed to support end user training.

**1.3** All agency end users have been role mapped in preparation for the UAT refresh.

**1.4** All SOD conflicts have been resolved or approved by A&A for the UAT refresh.

**1.5** Agency is prepared to execute plan to ensure all end users practice job functions after UAT refresh.

**Agency-Specific Training Inventory**

Applicable Topics Based on User Stories = 42

- Number of Topics Dispositioned for Updates/Creation = 37/42

- Number of Topics Requiring Training Materials = 0/42

**Role Mapping**

Number of End Users Role Mapped = 14

Number of End Users with SOD Conflicts = 0

- Approved SOD Conflicts = 0

- Unapproved SOD Conflicts = 0

Available DW/BI Licenses Exceeded = 0

**Related RW Tasks**

| Task ID | Task Name | Agency Reported Task Progress | Project Verification of Completion |
|---|---|---|---|
| **607** | Update Training Plan | 100% - Submitted | Submission Incomplete |
| **702** | Submit Role Mapping Worksheet | 100% - Submitted | Submission Complete |

**Readiness Certification Worksheet**

| Critical Operational Element | Criteria ID | Criteria | Criteria Met | Confidence Level | Comments |
|---|---|---|---|---|---|
| People | 1.0 | Overall People Readiness | | Very Confident | |
| People | 1.1 | Agency Training Plan has been updated. | No | | |
| People | 1.2 | Agency has identified all agency specific learning materials to be developed to support end user training. | No | | |
| People | 1.3 | All agency end users have been role mapped in preparation for the UAT refresh. | Yes | | |
| People | 1.4 | All SOD conflicts have been resolved or approved by A&A for the UAT refresh. | Yes | | |
| People | 1.5 | Agency is prepared to execute plan to ensure all end users practice job functions after UAT refresh. | Yes | | |

**Mitigation Plan**

| Criteria ID | Why has the criteria not been met? | What mitigating actions are being taken? | Who is responsible for supporting the mitigation? | Impact/workaround if mitigation is not completed? | Likelihood of Mitigation Plan Completion? | Planned completion date of the mitigation steps? |
|---|---|---|---|---|---|---|
| 1.1 | timeline, tracking/measurement was not defined | Revised plan is now attached to task. It is sufficiently complete. | John Wester | PALM provides all the training material and we depend upon it to learn how to use PALM. The step by step Learning Matrix smartsheet has been most useful so far to us. Our training plan depends on availability of PALM learning materials. Training end users can only take place with PALM provided materials. | Very likely | 06/25/26 |
| 1.2 | We are using PALM provided materials. We have no digressions from PALM established process steps to accomplish actions within PALM. | No agency specific material is needed at this time. Agency specific materials will be developed when a need is shown. | John Wester | We do not need to write agency specific learning materials since we depend on PALM to provide such material. The point at which processes diverge from PALM and become unique to FSDB will be the point that we write SOPs specific for FSDB. | Very likely | 06/25/26 |

## PROCESSES

**Criteria**

**2.1** Agency testers have successfully tested at least one user story for each applicable Project Recommended Standard Activity.

**2.2** Agency is prepared to execute plan to complete testing of all processes from start to finish, including workflows and agency business systems, after UAT refresh.

**2.3** Agency has identified all process documentation to be created or updated based on testing results.

## User Story Testing Progress - Cumulative

Applicable Activities = 72

- Applicable Project Recommended Activities = 47 / 72

Applicable Activities Tested at Least Once To Date = 36 / 72

- Applicable Project Recommended Activities Tested at Least Once To Date = 28 / 47

Applicable Activities Tested Successfully To Date = 36 / 72

- Applicable Project Recommended Activities Tested Successfully To Date = 28 / 47

**Percent of Applicable Project Recommended Activities Tested Successfully To Date = 59.57 %**

## Business Process Documentation Updates

Applicable Topics Based on User Stories = 42

- Number of Topics Dispositioned for Updates/Creation = 24/42

- Number of Topics Requiring Documentation Updates/Creation = 24/42

## Readiness Certification Worksheet

| Critical Operational Element | Criteria ID | Criteria | Criteria Met | Confidence Level | Comments |
|---|---|---|---|---|---|
| Processes | 2.0 | Overall Processes Readiness | | Very Confident | |
| Processes | 2.1 | Agency testers have successfully tested at least one user story for each applicable Project Recommended Standard Activity. | No | | |
| Processes | 2.2 | Agency is prepared to execute plan to complete testing of all processes from start to finish, including workflows and agency business systems, after UAT refresh. | Yes | | |
| Processes | 2.3 | Agency has identified all process documentation to be created or updated based on testing results. | No | | |

## Mitigation Plan

| Criteria ID | Why has the criteria not been met? | What mitigating actions are being taken? | Who is responsible for supporting the mitigation? | Impact/workaround if mitigation is not completed? | Likelihood of Mitigation Plan Completion? | Planned completion date of the mitigation steps? |
|---|---|---|---|---|---|---|
| 2.1 | Progress is being made toward this goal | End users test as time permits. Agency UAT sessions are scheduled periodically to assess progress. | John Wester | We will test the Project Recommended Standard Activities from now until end of UAT. | Very likely | 10/30/26 |
| 2.3 | We use PALM documentation | Agency unique processes are not needed at this time. SOPs will be develop as needed to customize PALM processes to the agency needs. | John Wester | We depend on PALM to provide the process documentation we follow. FSDB does not have a need to develop unique process documentation that is not part of the PALM Knowledge Center or Learning Matrix. | Very likely | 06/25/26 |

# TECHNOLOGY

## Criteria

**3.1** All Cycle 3 interfaces have been successfully tested in UAT multiple times.

**3.2** Agency has produced and tested all selected inbound files in the UAT environment or has a plan to complete testing of inbound files prior to the UAT refresh.

**3.3** Agency is prepared to execute plan to complete interface testing after UAT refresh.

**3.4** Agency business systems are being remediated and documentation updated as needed, based on testing findings.

## Readiness Certification Worksheet

| Critical Operational Element | Criteria ID | Criteria | Criteria Met | Confidence Level | Comments |
|---|---|---|---|---|---|
| Technology | 3.0 | Overall Technology Readiness | | N/A | |
| Technology | 3.1 | All Cycle 3 interfaces have been successfully tested in UAT multiple times. | N/A | | No Interfaces or Agency Business Systems |
| Technology | 3.2 | Agency has produced and tested all selected inbound files in the UAT environment or has a plan to complete testing of inbound files prior to the UAT refresh. | N/A | | No Interfaces or Agency Business Systems |
| Technology | 3.3 | Agency is prepared to execute plan to complete interface testing after UAT refresh. | N/A | | No Interfaces or Agency Business Systems |
| Technology | 3.4 | Agency business systems are being remediated and documentation updated as needed, based on testing findings. | N/A | | No Interfaces or Agency Business Systems |

## Mitigation Plan

| Criteria ID | Why has the criteria not been met? | What mitigating actions are being taken? | Who is responsible for supporting the mitigation? | Impact/workaround if mitigation is not completed? | Likelihood of Mitigation Plan Completion? | Planned completion date of the mitigation steps? |
|---|---|---|---|---|---|---|
| | | | | | | |

# DATA

## Criteria

**4.1** Changes to agency specific configurations are being tested and maintained in agency configuration workbooks as necessary.

**4.2** Agency configuration and conversion workbooks are complete and contain no errors.

**4.3** Agency data in FLAIR, FACTs and MFMP are cleansed and ready for Dry Run 2 conversion.

## Worksheet Errors

## Related RW Tasks

**Error Messages**

- Count of Configuration Worksheet Rows with Error Messages = 0

- Count of Conversion Worksheet Rows with Error Messages = 0

| Task ID | Task Name | Agency Reported Task Progress | Project Verification of Completion |
|---|---|---|---|
| **698** | Complete Data Cleansing in Preparation for Dry Run 2 | Pending Resubmission | Submission Incomplete |
| **701** | Submit Configuration and Conversion Workbooks | 100% - Submitted | Submission Complete |
| **713** | Confirm Supplier Records | 100% - Submitted | Submission Complete |

## Readiness Certification Worksheet

| Critical Operational Element | Criteria ID | Criteria | Criteria Met | Confidence Level | Comments |
|---|---|---|---|---|---|
| Data | 4.0 | Overall Data Readiness | | Very Confident | |
| Data | 4.1 | Changes to agency specific configurations are being tested and maintained in agency configuration workbooks as necessary. | Yes | | |
| Data | 4.2 | Agency configuration and conversion workbooks are complete and contain no errors. | Yes | | |
| Data | 4.3 | Agency data in FLAIR , FACTs and MFMP are cleansed and ready for Dry Run 2 conversion. | No | | |

## Mitigation Plan

| Criteria ID | Why has the criteria not been met? | What mitigating actions are being taken? | Who is responsible for supporting the mitigation? | Impact/workaround if mitigation is not completed? | Likelihood of Mitigation Plan Completion? | Planned completion date of the mitigation steps? |
|---|---|---|---|---|---|---|
| 4.3 | It is done already, the progress field had not been updated | None are needed | John Wester | Completed, no further action is needed. | Very likely | 06/25/26 |

## Agency Sponsor Confirmation

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

Smartsheet.com

## Future Readiness Certification Submissions

**Readiness Certification 4 - November 2026**

Agency Sponsors will provide final submission of the Agency Readiness Certification (RW Task 628) indicating the culmination of all testing activities and that the agency is ready to go live. This final submission of Agency Readiness Certification will be provided to the ESC for review and consideration as they prepare to vote on Stage Gate 4: Agency Readiness.

| Helpful Links |
|---|
| Agency Readiness Certification |
| Agency Readiness Certification #1 |
| Agency Readiness Certification #2 |

# FWC Readiness Certification #3 Dashboard
# Continue UAT and Prepare for Training

**Readiness Certification #3 Confirmation**

| Agency Sponsor Name: | Confirmed By: | Confirmation Date |
|---|---|---|
| Jessica Crawford | jessica.crawford@myfwc.com | 07/08/26 |

## SUMMARY

### Overall Confidence Level

| People | | Processes | | Technology | | Data | |
|---|---|---|---|---|---|---|---|
| **Confidence Level - People** | | **Confidence Level - Processes** | | **Confidence Level - Technology** | | **Confidence Level - Data** | |
| **Criteria 1.1** | | **Criteria 2.1** | | **Criteria 3.1** | | **Criteria 4.1** | |
| **Criteria 1.2** | | **Criteria 2.2** | | **Criteria 3.2** | | **Criteria 4.2** | |
| **Criteria 1.3** | | **Criteria 2.3** | | **Criteria 3.3** | | **Criteria 4.3** | |
| **Criteria 1.4** | | | | **Criteria 3.4** | | | |
| **Criteria 1.5** | | | | | | | |

## PEOPLE

### Criteria

**1.1** Agency Training Plan has been updated.

**1.2** Agency has identified all agency specific learning materials to be developed to support end user training.

**1.3** All agency end users have been role mapped in preparation for the UAT refresh.

**1.4** All SOD conflicts have been resolved or approved by A&A for the UAT refresh.

**1.5** Agency is prepared to execute plan to ensure all end users practice job functions after UAT refresh.

### Agency-Specific Training Inventory

Applicable Topics Based on User Stories = 68

- Number of Topics Dispositioned for Updates/Creation = 68/68

- Number of Topics Requiring Training Materials = 0/68

### Role Mapping

Number of End Users Role Mapped = 114

Number of End Users with SOD Conflicts = 0

- Approved SOD Conflicts = 0

- Unapproved SOD Conflicts = 0

Available DW/BI Licenses Exceeded = 0

### Related RW Tasks

| Task ID | Task Name | Agency Reported Task Progress | Project Verification of Completion |
|---|---|---|---|
| 607 | Update Training Plan | 100% - Submitted | Submission Complete |
| 702 | Submit Role Mapping Worksheet | 100% - Submitted | Submission Complete |

### Readiness Certification Worksheet

| Critical Operational Element | Criteria ID | Criteria | Criteria Met | Confidence Level | Comments |
|---|---|---|---|---|---|
| People | 1.0 | Overall People Readiness | | Moderately Confident | |
| People | 1.1 | Agency Training Plan has been updated. | Yes | | |
| People | 1.2 | Agency has identified all agency specific learning materials to be developed to support end user training. | Yes | | |
| People | 1.3 | All agency end users have been role mapped in preparation for the UAT refresh. | Yes | | |
| People | 1.4 | All SOD conflicts have been resolved or approved by A&A for the UAT refresh. | Yes | | |
| People | 1.5 | Agency is prepared to execute plan to ensure all end users practice job functions after UAT refresh. | Yes | | |

### Mitigation Plan

| Criteria ID | Why has the criteria not been met? | What mitigating actions are being taken? | Who is responsible for supporting the mitigation? | Impact/workaround if mitigation is not completed? | Likelihood of Mitigation Plan Completion? | Planned completion date of the mitigation steps? |
|---|---|---|---|---|---|---|
| | | | | | | |

## PROCESSES

### Criteria

**2.1** Agency testers have successfully tested at least one user story for each applicable Project Recommended Standard Activity.

**2.2** Agency is prepared to execute plan to complete testing of all processes from start to finish, including workflows and agency business systems, after UAT refresh.

**2.3** Agency has identified all process documentation to be created or updated based on testing results.

### User Story Testing Progress - Cumulative

Applicable Activities = 157

- Applicable Project Recommended Activities = 76 / 157

Applicable Activities Tested at Least Once To Date = 153 / 157

- Applicable Project Recommended Activities Tested at Least Once To Date = 75 / 76

Applicable Activities Tested Successfully To Date = 153 / 157

- Applicable Project Recommended Activities Tested Successfully To Date = 75 / 76

### Business Process Documentation Updates

Applicable Topics Based on User Stories = 68

- Number of Topics Dispositioned for Updates/Creation = 68/68

- Number of Topics Requiring Documentation Updates/Creation = 0/68

**Percent of Applicable Project Recommended Activities Tested Successfully To Date = 98.68 %**

## Readiness Certification Worksheet

| Critical Operational Element | Criteria ID | Criteria | Criteria Met | Confidence Level | Comments |
|---|---|---|---|---|---|
| Processes | 2.0 | Overall Processes Readiness | | Moderately Confident | |
| Processes | 2.1 | Agency testers have successfully tested at least one user story for each applicable Project Recommended Standard Activity. | No | | |
| Processes | 2.2 | Agency is prepared to execute plan to complete testing of all processes from start to finish, including workflows and agency business systems, after UAT refresh. | Yes | | |
| Processes | 2.3 | Agency has identified all process documentation to be created or updated based on testing results. | Yes | | |

## Mitigation Plan

| Criteria ID | Why has the criteria not been met? | What mitigating actions are being taken? | Who is responsible for supporting the mitigation? | Impact/workaround if mitigation is not completed? | Likelihood of Mitigation Plan Completion? | Planned completion date of the mitigation steps? |
|---|---|---|---|---|---|---|
| 2.1 | It really has been met but it appears there is one Use Case that was not updated "Role Provisioning-Reviewing Org Security" on our User Story Testing sheet. | We will update the User Story Testing Smartsheet. | Laurie Kershaw | N/A, it is already been done. | Very likely | 07/07/26 |

# TECHNOLOGY

## Criteria

**3.1** All Cycle 3 interfaces have been successfully tested in UAT multiple times.

**3.2** Agency has produced and tested all selected inbound files in the UAT environment or has a plan to complete testing of inbound files prior to the UAT refresh.

**3.3** Agency is prepared to execute plan to complete interface testing after UAT refresh.

**3.4** Agency business systems are being remediated and documentation updated as needed, based on testing findings.

## Inbound Cycle 3 Testing Progress - Cumulative

Total ABS Interface Connections = 0

- Interfaces Tested Multiple Times To Date = 0/0

- Interfaces Tested Multiple Times Successfully To Date = 0/0

**Percent of Interfaces Tested Successfully To Date = N/A**

## Outbound Cycle 3 Testing Progress - Cumulative

Total ABS Interface Connections = 2

- Interfaces Tested Multiple Times To Date = 2/2

- Interfaces Tested Multiple Times Successfully To Date = 2/2

**Percent of Interfaces Tested Successfully To Date = 100.00%**

## Readiness Certification Worksheet

| Critical Operational Element | Criteria ID | Criteria | Criteria Met | Confidence Level | Comments |
|---|---|---|---|---|---|
| Technology | 3.0 | Overall Technology Readiness | | Very Confident | |
| Technology | 3.1 | All Cycle 3 interfaces have been successfully tested in UAT multiple times. | Yes - 100% met | | 2/2 interfaces successfully tested multiple times |
| Technology | 3.2 | Agency has produced and tested all selected inbound files in the UAT environment or has a plan to complete testing of inbound files prior to the UAT refresh. | Yes | | |
| Technology | 3.3 | Agency is prepared to execute plan to complete interface testing after UAT refresh. | Yes | | |
| Technology | 3.4 | Agency business systems are being remediated and documentation updated as needed, based on testing findings. | Yes | | |

## Mitigation Plan

| Criteria ID | Why has the criteria not been met? | What mitigating actions are being taken? | Who is responsible for supporting the mitigation? | Impact/workaround if mitigation is not completed? | Likelihood of Mitigation Plan Completion? | Planned completion date of the mitigation steps? |
|---|---|---|---|---|---|---|
| | | | | | | |

# DATA

## Criteria

**4.1** Changes to agency specific configurations are being tested and maintained in agency configuration workbooks as necessary.

**4.2** Agency configuration and conversion workbooks are complete and contain no errors.

**4.3** Agency data in FLAIR, FACTs and MFMP are cleansed and ready for Dry Run 2 conversion.

## Worksheet Errors

**Error Messages**

- Count of Configuration Worksheet Rows with Error Messages = 0

- Count of Conversion Worksheet Rows with Error Messages = 0

## Related RW Tasks

| Task ID | Task Name | Agency Reported Task Progress | Project Verification of Completion |
|---|---|---|---|
| **698** | Complete Data Cleansing in Preparation for Dry Run 2 | 100% - Submitted | Submission Complete |
| **701** | Submit Configuration and Conversion Workbooks | 100% - Submitted | Submission Complete |
| **713** | Confirm Supplier Records | 100% - Submitted | Submission Complete |

## Readiness Certification Worksheet

| Critical Operational Element | Criteria ID | Criteria | Criteria Met | Confidence Level | Comments |
|---|---|---|---|---|---|
| Data | 4.0 | Overall Data Readiness | | Moderately Confident | |
| Data | 4.1 | Changes to agency specific configurations are being tested and maintained in agency configuration workbooks as necessary. | Yes | | |
| Data | 4.2 | Agency configuration and conversion workbooks are complete and contain no errors. | Yes | | |
| Data | 4.3 | Agency data in FLAIR , FACTs and MFMP are cleansed and ready for Dry Run 2 conversion. | Yes | | |

## Mitigation Plan

| Criteria ID | Why has the criteria not been met? | What mitigating actions are being taken? | Who is responsible for supporting the mitigation? | Impact/workaround if mitigation is not completed? | Likelihood of Mitigation Plan Completion? | Planned completion date of the mitigation steps? |
|---|---|---|---|---|---|---|
| | | | | | | |

## Agency Sponsor Confirmation

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

Smartsheet.com

## Future Readiness Certification Submissions

**Readiness Certification 4 - November 2026**

Agency Sponsors will provide final submission of the Agency Readiness Certification (RW Task 628) indicating the culmination of all testing activities and that the agency is ready to go live. This final submission of Agency Readiness Certification will be provided to the ESC for review and consideration as they prepare to vote on Stage Gate 4: Agency Readiness.

| Helpful Links |
|---|
| Agency Readiness Certification |
| Agency Readiness Certification #1 |
| Agency Readiness Certification #2 |

# JAC Readiness Certification #3 Dashboard
# Continue UAT and Prepare for Training

**Readiness Certification #3 Confirmation**

| Agency Sponsor Name: | Confirmed By: | Confirmation Date |
|---|---|---|
| Alton L. Colvin, Jr. | rip.colvin@justiceadmin.org | 07/10/26 |

## SUMMARY

**Overall Confidence Level**

| People | | Processes | | Technology | | Data | |
|---|---|---|---|---|---|---|---|
| **Confidence Level - People** | | **Confidence Level - Processes** | | **Confidence Level - Technology** | | **Confidence Level - Data** | |
| **Criteria 1.1** | | **Criteria 2.1** | | **Criteria 3.1** | | **Criteria 4.1** | |
| **Criteria 1.2** | | **Criteria 2.2** | | **Criteria 3.2** | | **Criteria 4.2** | |
| **Criteria 1.3** | | **Criteria 2.3** | | **Criteria 3.3** | | **Criteria 4.3** | |
| **Criteria 1.4** | | | | **Criteria 3.4** | | | |
| **Criteria 1.5** | | | | | | | |

## PEOPLE

**Criteria**

**1.1** Agency Training Plan has been updated.

**1.2** Agency has identified all agency specific learning materials to be developed to support end user training.

**1.3** All agency end users have been role mapped in preparation for the UAT refresh.

**1.4** All SOD conflicts have been resolved or approved by A&A for the UAT refresh.

**1.5** Agency is prepared to execute plan to ensure all end users practice job functions after UAT refresh.

**Agency-Specific Training Inventory**

Applicable Topics Based on User Stories = 65

- Number of Topics Dispositioned for Updates/Creation = 65/65

- Number of Topics Requiring Training Materials = 38/65

**Role Mapping**

Number of End Users Role Mapped = 268

Number of End Users with SOD Conflicts = 0

- Approved SOD Conflicts = 0

- Unapproved SOD Conflicts = 0

Available DW/BI Licenses Exceeded = 0

**Related RW Tasks**

| Task ID | Task Name | Agency Reported Task Progress | Project Verification of Completion |
|---|---|---|---|
| **607** | Update Training Plan | 100% - Submitted | Submission Complete |
| **702** | Submit Role Mapping Worksheet | 100% - Submitted | Submission Complete |

**Readiness Certification Worksheet**

| Critical Operational Element | Criteria ID | Criteria | Criteria Met | Confidence Level | Comments |
|---|---|---|---|---|---|
| People | 1.0 | Overall People Readiness | | Moderately Confident | |
| People | 1.1 | Agency Training Plan has been updated. | Yes | | |
| People | 1.2 | Agency has identified all agency specific learning materials to be developed to support end user training. | Yes | | |
| People | 1.3 | All agency end users have been role mapped in preparation for the UAT refresh. | Yes | | |
| People | 1.4 | All SOD conflicts have been resolved or approved by A&A for the UAT refresh. | Yes | | |
| People | 1.5 | Agency is prepared to execute plan to ensure all end users practice job functions after UAT refresh. | Yes | | |

**Mitigation Plan**

| Criteria ID | Why has the criteria not been met? | What mitigating actions are being taken? | Who is responsible for supporting the mitigation? | Impact/workaround if mitigation is not completed? | Likelihood of Mitigation Plan Completion? | Planned completion date of the mitigation steps? |
|---|---|---|---|---|---|---|
| | | | | | | |

## PROCESSES

**Criteria**

**2.1** Agency testers have successfully tested at least one user story for each applicable Project Recommended Standard Activity.

**2.2** Agency is prepared to execute plan to complete testing of all processes from start to finish, including workflows and agency business systems, after UAT refresh.

**2.3** Agency has identified all process documentation to be created or updated based on testing results.

**User Story Testing Progress - Cumulative**

Applicable Activities = 146

- Applicable Project Recommended Activities = 73 / 146

Applicable Activities Tested at Least Once To Date = 43 / 146

**Business Process Documentation Updates**

Applicable Topics Based on User Stories = 65

- Number of Topics Dispositioned for Updates/Creation = 65/65

- Number of Topics Requiring Documentation Updates/Creation = 14/65

- Applicable Project Recommended Activities Tested at Least Once To Date = 34 / 73

Applicable Activities Tested Successfully To Date = 41 / 146

- Applicable Project Recommended Activities Tested Successfully To Date = 32 / 73

**Percent of Applicable Project Recommended Activities Tested Successfully To Date = 43.84 %**

**Readiness Certification Worksheet**

| Critical Operational Element | Criteria ID | Criteria | Criteria Met | Confidence Level | Comments |
|---|---|---|---|---|---|
| Processes | 2.0 | Overall Processes Readiness | | Moderately Confident | See Mitigation Plan for additional detail. |
| Processes | 2.1 | Agency testers have successfully tested at least one user story for each applicable Project Recommended Standard Activity. | No | | |
| Processes | 2.2 | Agency is prepared to execute plan to complete testing of all processes from start to finish, including workflows and agency business systems, after UAT refresh. | Yes | | |
| Processes | 2.3 | Agency has identified all process documentation to be created or updated based on testing results. | Yes | | |

**Mitigation Plan**

| Criteria ID | Why has the criteria not been met? | What mitigating actions are being taken? | Who is responsible for supporting the mitigation? | Impact/workaround if mitigation is not completed? | Likelihood of Mitigation Plan Completion? | Planned completion date of the mitigation steps? |
|---|---|---|---|---|---|---|
| 2.1 | JAC had a well-defined plan for testing by the time this criterion was established and/or communicated. At this time, JAC is considering whether pivoting to focus on PRSAs adds value to the Agency, and its readiness for go-live. JAC considers this a sequencing consideration and fully intends to ultimately complete testing of all PRSAs. | Due to JAC's unique organizational structure, JAC is continuing with its plan to test PALM functionality by BPG in order to prepare its workforce for deployment and cutover. Among the 268 role-mapped users under JAC's responsibility, only ~10 do not use Disbursement Management - making it our priority for testing. | The JAC Supervisors. | The Agency does not anticipate an impact, and is 100% committed to completion of PRSA testing. | Very likely | 10/31/26 |

## TECHNOLOGY

**Criteria**

**3.1** All Cycle 3 interfaces have been successfully tested in UAT multiple times.

**3.2** Agency has produced and tested all selected inbound files in the UAT environment or has a plan to complete testing of inbound files prior to the UAT refresh.

**3.3** Agency is prepared to execute plan to complete interface testing after UAT refresh.

**3.4** Agency business systems are being remediated and documentation updated as needed, based on testing findings.

**Inbound Cycle 3 Testing Progress - Cumulative**

Total ABS Interface Connections = 2

- Interfaces Tested Multiple Times To Date = 2/2

- Interfaces Tested Multiple Times Successfully To Date = 2/2

**Percent of Interfaces Tested Successfully To Date = 100.00%**

**Outbound Cycle 3 Testing Progress - Cumulative**

Total ABS Interface Connections = 12

- Interfaces Tested Multiple Times To Date = 12/12

- Interfaces Tested Multiple Times Successfully To Date = 12/12

**Percent of Interfaces Tested Successfully To Date = 100.00%**

**Readiness Certification Worksheet**

| Critical Operational Element | Criteria ID | Criteria | Criteria Met | Confidence Level | Comments |
|---|---|---|---|---|---|
| Technology | 3.0 | Overall Technology Readiness | | Extremely Confident | |
| Technology | 3.1 | All Cycle 3 interfaces have been successfully tested in UAT multiple times. | Yes - 100% met | | 14/14 interfaces successfully tested multiple times |
| Technology | 3.2 | Agency has produced and tested all selected inbound files in the UAT environment or has a plan to complete testing of inbound files prior to the UAT refresh. | Yes | | |
| Technology | 3.3 | Agency is prepared to execute plan to complete interface testing after UAT refresh. | Yes | | |
| Technology | 3.4 | Agency business systems are being remediated and documentation updated as needed, based on testing findings. | Yes | | |

**Mitigation Plan**

| Criteria ID | Why has the criteria not been met? | What mitigating actions are being taken? | Who is responsible for supporting the mitigation? | Impact/workaround if mitigation is not completed? | Likelihood of Mitigation Plan Completion? | Planned completion date of the mitigation steps? |
|---|---|---|---|---|---|---|
| | | | | | | |

## DATA

**Criteria**

**4.1** Changes to agency specific configurations are being tested and maintained in agency configuration workbooks as necessary.

**4.2** Agency configuration and conversion workbooks are complete and contain no errors.

**4.3** Agency data in FLAIR, FACTs and MFMP are cleansed and ready for Dry Run 2 conversion.

## Worksheet Errors

**Error Messages**

- Count of Configuration Worksheet Rows with Error Messages = 0
- Count of Conversion Worksheet Rows with Error Messages = 0

## Related RW Tasks

| Task ID | Task Name | Agency Reported Task Progress | Project Verification of Completion |
|---|---|---|---|
| **698** | Complete Data Cleansing in Preparation for Dry Run 2 | 100% - Submitted | Task Closed - Submission Incomplete |
| **701** | Submit Configuration and Conversion Workbooks | 100% - Submitted | Submission Complete |
| **713** | Confirm Supplier Records | 100% - Submitted | Submission Complete |

## Readiness Certification Worksheet

| Critical Operational Element | Criteria ID | Criteria | Criteria Met | Confidence Level | Comments |
|---|---|---|---|---|---|
| Data | 4.0 | Overall Data Readiness | | Very Confident | See Mitigation Plan for additional detail. |
| Data | 4.1 | Changes to agency specific configurations are being tested and maintained in agency configuration workbooks as necessary. | Yes | | |
| Data | 4.2 | Agency configuration and conversion workbooks are complete and contain no errors. | Yes | | |
| Data | 4.3 | Agency data in FLAIR , FACTs and MFMP are cleansed and ready for Dry Run 2 conversion. | No | | |

## Mitigation Plan

| Criteria ID | Why has the criteria not been met? | What mitigating actions are being taken? | Who is responsible for supporting the mitigation? | Impact/workaround if mitigation is not completed? | Likelihood of Mitigation Plan Completion? | Planned completion date of the mitigation steps? |
|---|---|---|---|---|---|---|
| 4.3 | Due to competing project requirements and resource constraints, JAC has not been able to complete the full project; however, significant work has been completed in Grants and Encumbrances, and the JAC project team has a clear path to full completion in Contracts and GL. | JAC hired an OPS resource dedicated to supporting this initiative. | JAC Financial Services | Balances will not be accurate at go-live. | Very likely | 10/31/26 |

## Agency Sponsor Confirmation

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

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## Future Readiness Certification Submissions

**Readiness Certification 4 - November 2026**

Agency Sponsors will provide final submission of the Agency Readiness Certification (RW Task 628) indicating the culmination of all testing activities and that the agency is ready to go live. This final submission of Agency Readiness Certification will be provided to the ESC for review and consideration as they prepare to vote on Stage Gate 4: Agency Readiness.

## Helpful Links

- Agency Readiness Certification
- Agency Readiness Certification #1
- Agency Readiness Certification #2

# LEG Readiness Certification #3 Dashboard
# Continue UAT and Prepare for Training

## Readiness Certification #3 Confirmation

| Agency Sponsor Name: | Confirmed By: | Confirmation Date |
|---|---|---|
| Heather Cleary | cleary.heather@leg.state.fl.us | 07/10/26 |

## SUMMARY

### Overall Confidence Level

### People

Confidence Level - People

Criteria 1.1

Criteria 1.2

Criteria 1.3

Criteria 1.4

Criteria 1.5

### Processes

Confidence Level - Processes

Criteria 2.1

Criteria 2.2

Criteria 2.3

### Technology

Confidence Level - Technology

Criteria 3.1

Criteria 3.2

Criteria 3.3

Criteria 3.4

### Data

Confidence Level - Data

Criteria 4.1

Criteria 4.2

Criteria 4.3

## PEOPLE

### Criteria

**1.1** Agency Training Plan has been updated.

**1.2** Agency has identified all agency specific learning materials to be developed to support end user training.

**1.3** All agency end users have been role mapped in preparation for the UAT refresh.

**1.4** All SOD conflicts have been resolved or approved by A&A for the UAT refresh.

**1.5** Agency is prepared to execute plan to ensure all end users practice job functions after UAT refresh.

### Agency-Specific Training Inventory

Applicable Topics Based on User Stories = 64

- Number of Topics Dispositioned for Updates/Creation = 44/64

- Number of Topics Requiring Training Materials = 44/64

### Role Mapping

Number of End Users Role Mapped = 27

Number of End Users with SOD Conflicts = 0

- Approved SOD Conflicts = 0

- Unapproved SOD Conflicts = 0

Available DW/BI Licenses Exceeded = 0

### Related RW Tasks

| Task ID | Task Name | Agency Reported Task Progress | Project Verification of Completion |
|---|---|---|---|
| 607 | Update Training Plan | 100% - Submitted | Submission Complete |
| 702 | Submit Role Mapping Worksheet | 100% - Submitted | Submission Complete |

### Readiness Certification Worksheet

| Critical Operational Element | Criteria ID | Criteria | Criteria Met | Confidence Level | Comments |
|---|---|---|---|---|---|
| People | 1.0 | Overall People Readiness | | Very Confident | |
| People | 1.1 | Agency Training Plan has been updated. | Yes | | |
| People | 1.2 | Agency has identified all agency specific learning materials to be developed to support end user training. | No | | |
| People | 1.3 | All agency end users have been role mapped in preparation for the UAT refresh. | Yes | | |
| People | 1.4 | All SOD conflicts have been resolved or approved by A&A for the UAT refresh. | Yes | | |
| People | 1.5 | Agency is prepared to execute plan to ensure all end users practice job functions after UAT refresh. | Yes | | |

### Mitigation Plan

| Criteria ID | Why has the criteria not been met? | What mitigating actions are being taken? | Who is responsible for supporting the mitigation? | Impact/workaround if mitigation is not completed? | Likelihood of Mitigation Plan Completion? | Planned completion date of the mitigation steps? |
|---|---|---|---|---|---|---|
| 1.2 | The LEG specific learning materials have been identified and are in progress. LEG is on track to meet the October 30,2026 deadline for Task 604. | Development of learning materials is currently in progress. | OLS Director and Deputy Director | Training materials are being developed and in person sessions are scheduled. The likelihood of it not occurring is highly unlikely. If in the unlikely event that training does not occur, Florida PALM KC is a vast resource and can be used to assist users through processes. | Very likely | 10/30/26 |

## PROCESSES

### Criteria

**2.1** Agency testers have successfully tested at least one user story for each applicable Project Recommended Standard Activity.

**2.2** Agency is prepared to execute plan to complete testing of all processes from start to finish, including workflows and agency business systems, after UAT refresh.

**2.3** Agency has identified all process documentation to be created or updated based on testing results.

### User Story Testing Progress - Cumulative

Applicable Activities = 143

### Business Process Documentation Updates

Applicable Topics Based on User Stories = 64

- Applicable Project Recommended Activities = 68 / 143

Applicable Activities Tested at Least Once To Date = 47 / 143

- Applicable Project Recommended Activities Tested at Least Once To Date = 25 / 68

Applicable Activities Tested Successfully To Date = 45 / 143

- Applicable Project Recommended Activities Tested Successfully To Date = 23 / 68

**Percent of Applicable Project Recommended Activities Tested Successfully To Date = 33.82 %**

- Number of Topics Dispositioned for Updates/Creation = 0/64

- Number of Topics Requiring Documentation Updates/Creation = 0/64

**Readiness Certification Worksheet**

| Critical Operational Element | Criteria ID | Criteria | Criteria Met | Confidence Level | Comments |
|---|---|---|---|---|---|
| Processes | 2.0 | Overall Processes Readiness | | Very Confident | |
| Processes | 2.1 | Agency testers have successfully tested at least one user story for each applicable Project Recommended Standard Activity. | No | | |
| Processes | 2.2 | Agency is prepared to execute plan to complete testing of all processes from start to finish, including workflows and agency business systems, after UAT refresh. | Yes | | |
| Processes | 2.3 | Agency has identified all process documentation to be created or updated based on testing results. | No | | |

**Mitigation Plan**

| Criteria ID | Why has the criteria not been met? | What mitigating actions are being taken? | Who is responsible for supporting the mitigation? | Impact/workaround if mitigation is not completed? | Likelihood of Mitigation Plan Completion? | Planned completion date of the mitigation steps? |
|---|---|---|---|---|---|---|
| 2.1 | LEG users have worked through many of the processes. LEG will continuously work to identify the user stories that have not been tested and will make sure users test those specific user stories at least one time to successful completion. | Parallel testing activities to begin in August following year-end activities. | OLS Director and Deputy Director | Parallel testing is planned for August 2026; it is highly unlikely that LEG will not complete at least one successful test of each user story prior to the end of September 2026. | Very likely | 09/30/26 |
| 2.3 | The LEG business process documents have been identified and updates are in progress. LEG is on track to meet the October 30,2026 deadline for Task 602. | Updates of LEG business process documents is underway. | OLS Director and Deputy Director | Current business process document inventory exists and can be combined with Florida PALM process steps to complete processes in Florida PALM. | Very likely | 10/30/26 |

## TECHNOLOGY

**Criteria**

**3.1** All Cycle 3 interfaces have been successfully tested in UAT multiple times.

**3.2** Agency has produced and tested all selected inbound files in the UAT environment or has a plan to complete testing of inbound files prior to the UAT refresh.

**3.3** Agency is prepared to execute plan to complete interface testing after UAT refresh.

**3.4** Agency business systems are being remediated and documentation updated as needed, based on testing findings.

**Inbound Cycle 3 Testing Progress - Cumulative**

Total ABS Interface Connections = 8

- Interfaces Tested Multiple Times To Date = 8/8

- Interfaces Tested Multiple Times Successfully To Date = 8/8

**Percent of Interfaces Tested Successfully To Date = 100.00%**

**Outbound Cycle 3 Testing Progress - Cumulative**

Total ABS Interface Connections = 3

- Interfaces Tested Multiple Times To Date = 3/3

- Interfaces Tested Multiple Times Successfully To Date = 1/3

**Percent of Interfaces Tested Successfully To Date = 33.33%**

**Readiness Certification Worksheet**

| Critical Operational Element | Criteria ID | Criteria | Criteria Met | Confidence Level | Comments |
|---|---|---|---|---|---|
| Technology | 3.0 | Overall Technology Readiness | | Moderately Confident | |
| Technology | 3.1 | All Cycle 3 interfaces have been successfully tested in UAT multiple times. | No - Less than 90% met | | 9/11 interfaces successfully tested multiple times |
| Technology | 3.2 | Agency has produced and tested all selected inbound files in the UAT environment or has a plan to complete testing of inbound files prior to the UAT refresh. | Yes | | |
| Technology | 3.3 | Agency is prepared to execute plan to complete interface testing after UAT refresh. | Yes | | |
| Technology | 3.4 | Agency business systems are being remediated and documentation updated as needed, based on testing findings. | Yes | | |

**Mitigation Plan**

| Criteria ID | Why has the criteria not been met? | What mitigating actions are being taken? | Who is responsible for supporting the mitigation? | Impact/workaround if mitigation is not completed? | Likelihood of Mitigation Plan Completion? | Planned completion date of the mitigation steps? |
|---|---|---|---|---|---|---|
| 3.1 | LEG has an executed contract with a vendor for the Legislative Expense Management System and has begun interface testing activities. The LIM replacement contract has not yet been executed, but we are hopeful it will be executed soon and will be able to begin testing activities. | We are working as diligently and swiftly as possible to get both systems where they need to be. There are alternative processes planned in the event the interfaces are not successfully tested, such as manual entry and spreadsheet upload. | OLS Director and Deputy Director | There are alternative processes planned in the event the interfaces are not successfully tested, such as manual entry and spreadsheet upload. | Very likely | 08/14/26 |

## DATA

## Criteria

**4.1** Changes to agency specific configurations are being tested and maintained in agency configuration workbooks as necessary.

**4.2** Agency configuration and conversion workbooks are complete and contain no errors.

**4.3** Agency data in FLAIR, FACTs and MFMP are cleansed and ready for Dry Run 2 conversion.

## Worksheet Errors

**Error Messages**

- Count of Configuration Worksheet Rows with Error Messages = 0

- Count of Conversion Worksheet Rows with Error Messages = 0

## Related RW Tasks

| Task ID | Task Name | Agency Reported Task Progress | Project Verification of Completion |
|---|---|---|---|
| **698** | Complete Data Cleansing in Preparation for Dry Run 2 | 100% - Submitted | Submission Complete |
| **701** | Submit Configuration and Conversion Workbooks | 100% - Submitted | Submission Complete |
| **713** | Confirm Supplier Records | 100% - Submitted | Submission Complete |

## Readiness Certification Worksheet

| Critical Operational Element | Criteria ID | Criteria | Criteria Met | Confidence Level | Comments |
|---|---|---|---|---|---|
| Data | 4.0 | Overall Data Readiness | | Very Confident | |
| Data | 4.1 | Changes to agency specific configurations are being tested and maintained in agency configuration workbooks as necessary. | Yes | | |
| Data | 4.2 | Agency configuration and conversion workbooks are complete and contain no errors. | Yes | | |
| Data | 4.3 | Agency data in FLAIR , FACTs and MFMP are cleansed and ready for Dry Run 2 conversion. | Yes | | |

## Mitigation Plan

| Criteria ID | Why has the criteria not been met? | What mitigating actions are being taken? | Who is responsible for supporting the mitigation? | Impact/workaround if mitigation is not completed? | Likelihood of Mitigation Plan Completion? | Planned completion date of the mitigation steps? |
|---|---|---|---|---|---|---|
| | | | | | | |

## Agency Sponsor Confirmation

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

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## Future Readiness Certification Submissions

**Readiness Certification 4 - November 2026**

Agency Sponsors will provide final submission of the Agency Readiness Certification (RW Task 628) indicating the culmination of all testing activities and that the agency is ready to go live. This final submission of Agency Readiness Certification will be provided to the ESC for review and consideration as they prepare to vote on Stage Gate 4: Agency Readiness.

## Helpful Links

- Agency Readiness Certification
- Agency Readiness Certification #1
- Agency Readiness Certification #2

# PSC Readiness Certification #3 Dashboard
# Continue UAT and Prepare for Training

## Readiness Certification #3 Confirmation

| Agency Sponsor Name: | Confirmed By: | Confirmation Date |
|---|---|---|
| Apryl Mckinnon | alynn@psc.state.fl.us | 07/09/26 |

## SUMMARY

### Overall Confidence Level

### People

Confidence Level - People
Criteria 1.1
Criteria 1.2
Criteria 1.3
Criteria 1.4
Criteria 1.5

### Processes

Confidence Level - Processes
Criteria 2.1
Criteria 2.2
Criteria 2.3

### Technology

Confidence Level - Technology
Criteria 3.1
Criteria 3.2
Criteria 3.3
Criteria 3.4

### Data

Confidence Level - Data
Criteria 4.1
Criteria 4.2
Criteria 4.3

## PEOPLE

### Criteria

**1.1** Agency Training Plan has been updated.

**1.2** Agency has identified all agency specific learning materials to be developed to support end user training.

**1.3** All agency end users have been role mapped in preparation for the UAT refresh.

**1.4** All SOD conflicts have been resolved or approved by A&A for the UAT refresh.

**1.5** Agency is prepared to execute plan to ensure all end users practice job functions after UAT refresh.

### Agency-Specific Training Inventory

Applicable Topics Based on User Stories = 26

- Number of Topics Dispositioned for Updates/Creation = 0/26

- Number of Topics Requiring Training Materials = 0/26

### Role Mapping

Number of End Users Role Mapped = 11

Number of End Users with SOD Conflicts = 2

- Approved SOD Conflicts = 0

- Unapproved SOD Conflicts = 2

Available DW/BI Licenses Exceeded = 0

### Related RW Tasks

| Task ID | Task Name | Agency Reported Task Progress | Project Verification of Completion |
|---|---|---|---|
| **607** | Update Training Plan | Pending Resubmission | Submission Incomplete |
| **702** | Submit Role Mapping Worksheet | 75% - Consolidating/Input Information for Submission | Task Closed - Submission Incomplete |

### Readiness Certification Worksheet

| Critical Operational Element | Criteria ID | Criteria | Criteria Met | Confidence Level | Comments |
|---|---|---|---|---|---|
| People | 1.0 | Overall People Readiness | | Moderately Confident | |
| People | 1.1 | Agency Training Plan has been updated. | No | | |
| People | 1.2 | Agency has identified all agency specific learning materials to be developed to support end user training. | No | | |
| People | 1.3 | All agency end users have been role mapped in preparation for the UAT refresh. | No | | |
| People | 1.4 | All SOD conflicts have been resolved or approved by A&A for the UAT refresh. | No | | |
| People | 1.5 | Agency is prepared to execute plan to ensure all end users practice job functions after UAT refresh. | Yes | | |

### Mitigation Plan

| Criteria ID | Why has the criteria not been met? | What mitigating actions are being taken? | Who is responsible for supporting the mitigation? | Impact/workaround if mitigation is not completed? | Likelihood of Mitigation Plan Completion? | Planned completion date of the mitigation steps? |
|---|---|---|---|---|---|---|
| 1.1 | We have addressed not creating an agency training plan due to our small number of end users and all of these users receiving training directly from PALM trainings. | Users will be trained appropriately | End users | Training will be completed | Very likely | 07/10/26 |
| 1.2 | We have addressed not creating an agency training plan due to our small number of end users and all of these users receiving training directly from PALM trainings. | Users will be trained appropriately | End users | Training will be completed | Very likely | 07/10/26 |
| 1.3 | We are working with A&A to resolve our remaining SOD conflicts and awaiting approval from them for exemptions. | Continued work with A&A | A&A/PSC | SOD conflicts will be evaluated | Very likely | 07/31/26 |
| 1.4 | We are working with A&A to resolve our remaining SOD conflicts and awaiting approval from them for exemptions. | Continued work with A&A | A&A/PSC | SOD conflicts will be evaluated | Very likely | 07/31/26 |

## PROCESSES

### Criteria

**2.1** Agency testers have successfully tested at least one user story for each applicable Project Recommended Standard Activity.

**2.2** Agency is prepared to execute plan to complete testing of all processes from start to finish, including workflows and agency business systems, after UAT refresh.

**2.3** Agency has identified all process documentation to be created or updated based on testing results.

### User Story Testing Progress - Cumulative

Applicable Activities = 150

- Applicable Project Recommended Activities = 75 / 150

Applicable Activities Tested at Least Once To Date = 2 / 150

- Applicable Project Recommended Activities Tested at Least Once To Date = 2 / 75

Applicable Activities Tested Successfully To Date = 2 / 150

- Applicable Project Recommended Activities Tested Successfully To Date = 2 / 75

**Percent of Applicable Project Recommended Activities Tested Successfully To Date = 2.67 %**

### Business Process Documentation Updates

Applicable Topics Based on User Stories = 26

- Number of Topics Dispositioned for Updates/Creation = 0/26

- Number of Topics Requiring Documentation Updates/Creation = 0/26

### Readiness Certification Worksheet

| Critical Operational Element | Criteria ID | Criteria | Criteria Met | Confidence Level | Comments |
|---|---|---|---|---|---|
| Processes | 2.0 | Overall Processes Readiness | | Moderately Confident | |
| Processes | 2.1 | Agency testers have successfully tested at least one user story for each applicable Project Recommended Standard Activity. | No | | |
| Processes | 2.2 | Agency is prepared to execute plan to complete testing of all processes from start to finish, including workflows and agency business systems, after UAT refresh. | Yes | | |
| Processes | 2.3 | Agency has identified all process documentation to be created or updated based on testing results. | No | | |

### Mitigation Plan

| Criteria ID | Why has the criteria not been met? | What mitigating actions are being taken? | Who is responsible for supporting the mitigation? | Impact/workaround if mitigation is not completed? | Likelihood of Mitigation Plan Completion? | Planned completion date of the mitigation steps? |
|---|---|---|---|---|---|---|
| 2.1 | We are making testing user stories a priority now that we have a new Professional Accountant Supervisor on board. | Planning to test | End users | Testing will be completed | Very likely | 08/30/26 |
| 2.3 | Will complete after testing. | Focusing on testing | End users | Testing will be completed | Very likely | 08/30/26 |

## TECHNOLOGY

### Criteria

**3.1** All Cycle 3 interfaces have been successfully tested in UAT multiple times.

**3.2** Agency has produced and tested all selected inbound files in the UAT environment or has a plan to complete testing of inbound files prior to the UAT refresh.

**3.3** Agency is prepared to execute plan to complete interface testing after UAT refresh.

**3.4** Agency business systems are being remediated and documentation updated as needed, based on testing findings.

### Readiness Certification Worksheet

| Critical Operational Element | Criteria ID | Criteria | Criteria Met | Confidence Level | Comments |
|---|---|---|---|---|---|
| Technology | 3.0 | Overall Technology Readiness | | N/A | |
| Technology | 3.1 | All Cycle 3 interfaces have been successfully tested in UAT multiple times. | N/A | | No Interfaces or Agency Business Systems |
| Technology | 3.2 | Agency has produced and tested all selected inbound files in the UAT environment or has a plan to complete testing of inbound files prior to the UAT refresh. | N/A | | No Interfaces or Agency Business Systems |
| Technology | 3.3 | Agency is prepared to execute plan to complete interface testing after UAT refresh. | N/A | | No Interfaces or Agency Business Systems |
| Technology | 3.4 | Agency business systems are being remediated and documentation updated as needed, based on testing findings. | N/A | | No Interfaces or Agency Business Systems |

### Mitigation Plan

| Criteria ID | Why has the criteria not been met? | What mitigating actions are being taken? | Who is responsible for supporting the mitigation? | Impact/workaround if mitigation is not completed? | Likelihood of Mitigation Plan Completion? | Planned completion date of the mitigation steps? |
|---|---|---|---|---|---|---|
| | | | | | | |

## DATA

### Criteria

**4.1** Changes to agency specific configurations are being tested and maintained in agency configuration workbooks as necessary.

**4.2** Agency configuration and conversion workbooks are complete and contain no errors.

**4.3** Agency data in FLAIR, FACTs and MFMP are cleansed and ready for Dry Run 2 conversion.

### Worksheet Errors

### Related RW Tasks

**Error Messages**

- Count of Configuration Worksheet Rows with Error Messages = 0

- Count of Conversion Worksheet Rows with Error Messages = 0

| Task ID | Task Name | Agency Reported Task Progress | Project Verification of Completion |
|---|---|---|---|
| **698** | Complete Data Cleansing in Preparation for Dry Run 2 | 75% - Consolidating/Inputting Information for Submission | Task Closed - Submission Incomplete |
| **701** | Submit Configuration and Conversion Workbooks | 100% - Submitted | Submission Complete |
| **713** | Confirm Supplier Records | 100% - Submitted | Submission Complete |

## Readiness Certification Worksheet

| Critical Operational Element | Criteria ID | Criteria | Criteria Met | Confidence Level | Comments |
|---|---|---|---|---|---|
| Data | 4.0 | Overall Data Readiness | | Moderately Confident | |
| Data | 4.1 | Changes to agency specific configurations are being tested and maintained in agency configuration workbooks as necessary. | Yes | | |
| Data | 4.2 | Agency configuration and conversion workbooks are complete and contain no errors. | Yes | | |
| Data | 4.3 | Agency data in FLAIR , FACTs and MFMP are cleansed and ready for Dry Run 2 conversion. | No | | |

## Mitigation Plan

| Criteria ID | Why has the criteria not been met? | What mitigating actions are being taken? | Who is responsible for supporting the mitigation? | Impact/workaround if mitigation is not completed? | Likelihood of Mitigation Plan Completion? | Planned completion date of the mitigation steps? |
|---|---|---|---|---|---|---|
| 4.3 | We are working with Canopy to clean up our remaining errors. | Working with Canopy | Canopy/PSC | Data will be cleansed | Very likely | 08/30/26 |

## Agency Sponsor Confirmation

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

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## Future Readiness Certification Submissions

**Readiness Certification 4 - November 2026**

Agency Sponsors will provide final submission of the Agency Readiness Certification (RW Task 628) indicating the culmination of all testing activities and that the agency is ready to go live. This final submission of Agency Readiness Certification will be provided to the ESC for review and consideration as they prepare to vote on Stage Gate 4: Agency Readiness.

| Helpful Links |
|---|
| Agency Readiness Certification |
| Agency Readiness Certification #1 |
| Agency Readiness Certification #2 |

# SCS Readiness Certification #3 Dashboard
# Continue UAT and Prepare for Training

**Readiness Certification #3 Confirmation**

| Agency Sponsor Name: | Confirmed By: | Confirmation Date |
|---|---|---|
| Eric W. Maclure, Sta | macluree@flcourts.org | 07/10/26 |

## SUMMARY

**Overall Confidence Level**

| People | |
|---|---|
| Confidence Level - People | |
| Criteria 1.1 | |
| Criteria 1.2 | |
| Criteria 1.3 | |
| Criteria 1.4 | |
| Criteria 1.5 | |

| Processes | |
|---|---|
| Confidence Level - Processes | |
| Criteria 2.1 | |
| Criteria 2.2 | |
| Criteria 2.3 | |

| Technology | |
|---|---|
| Confidence Level - Technology | |
| Criteria 3.1 | |
| Criteria 3.2 | |
| Criteria 3.3 | |
| Criteria 3.4 | |

| Data | |
|---|---|
| Confidence Level - Data | |
| Criteria 4.1 | |
| Criteria 4.2 | |
| Criteria 4.3 | |

## PEOPLE

**Criteria**

**1.1** Agency Training Plan has been updated.

**1.2** Agency has identified all agency specific learning materials to be developed to support end user training.

**1.3** All agency end users have been role mapped in preparation for the UAT refresh.

**1.4** All SOD conflicts have been resolved or approved by A&A for the UAT refresh.

**1.5** Agency is prepared to execute plan to ensure all end users practice job functions after UAT refresh.

**Agency-Specific Training Inventory**

Applicable Topics Based on User Stories = 57

- Number of Topics Dispositioned for Updates/Creation = 57/57

- Number of Topics Requiring Training Materials = 0/57

**Role Mapping**

Number of End Users Role Mapped = 169

Number of End Users with SOD Conflicts = 4

- Approved SOD Conflicts = 4

- Unapproved SOD Conflicts = 0

Available DW/BI Licenses Exceeded = 0

**Related RW Tasks**

| Task ID | Task Name | Agency Reported Task Progress | Project Verification of Completion |
|---|---|---|---|
| **607** | Update Training Plan | 100% - Submitted | Submission Complete |
| **702** | Submit Role Mapping Worksheet | 100% - Submitted | Submission Complete |

**Readiness Certification Worksheet**

| Critical Operational Element | Criteria ID | Criteria | Criteria Met | Confidence Level | Comments |
|---|---|---|---|---|---|
| People | 1.0 | Overall People Readiness | | Becoming Confident | SCS is Becoming Confident in our readiness to perform all required SCS financial transactions in the PALM system as we continue to:<br><br>Prepare training materials that will help SCS staff to perform their duties in PALM |
| People | 1.1 | Agency Training Plan has been updated. | Yes | | |
| People | 1.2 | Agency has identified all agency specific learning materials to be developed to support end user training. | Yes | | |
| People | 1.3 | All agency end users have been role mapped in preparation for the UAT refresh. | Yes | | |
| People | 1.4 | All SOD conflicts have been resolved or approved by A&A for the UAT refresh. | Yes | | |
| People | 1.5 | Agency is prepared to execute plan to ensure all end users practice job functions after UAT refresh. | Yes | | |

**Mitigation Plan**

| Criteria ID | Why has the criteria not been met? | What mitigating actions are being taken? | Who is responsible for supporting the mitigation? | Impact/workaround if mitigation is not completed? | Likelihood of Mitigation Plan Completion? | Planned completion date of the mitigation steps? |
|---|---|---|---|---|---|---|
| | | | | | | |

## PROCESSES

**Criteria**

**2.1** Agency testers have successfully tested at least one user story for each applicable Project Recommended Standard Activity.

**2.2** Agency is prepared to execute plan to complete testing of all processes from start to finish, including workflows and agency business systems, after UAT refresh.

**2.3** Agency has identified all process documentation to be created or updated based on testing results.

## User Story Testing Progress - Cumulative

Applicable Activities = 136

- Applicable Project Recommended Activities = 70 / 136

Applicable Activities Tested at Least Once To Date = 136 / 136

- Applicable Project Recommended Activities Tested at Least Once To Date = 70 / 70

Applicable Activities Tested Successfully To Date = 136 / 136

- Applicable Project Recommended Activities Tested Successfully To Date = 70 / 70

**Percent of Applicable Project Recommended Activities Tested Successfully To Date = 100.00 %**

## Business Process Documentation Updates

Applicable Topics Based on User Stories = 57

- Number of Topics Dispositioned for Updates/Creation = 57/57

- Number of Topics Requiring Documentation Updates/Creation = 0/57

## Readiness Certification Worksheet

| Critical Operational Element | Criteria ID | Criteria | Criteria Met | Confidence Level | Comments |
|---|---|---|---|---|---|
| Processes | 2.0 | Overall Processes Readiness | | Becoming Confident | SCS is Becoming Confident in our readiness to perform all required SCS financial transactions in the PALM system as we continue to:<br><br>Update desktop procedures to perform PALM end-to-end transactions involving Agency Business Systems (ABS) and Enterprise Business Systems (EBS) |
| Processes | 2.1 | Agency testers have successfully tested at least one user story for each applicable Project Recommended Standard Activity. | Yes | | |
| Processes | 2.2 | Agency is prepared to execute plan to complete testing of all processes from start to finish, including workflows and agency business systems, after UAT refresh. | Yes | | |
| Processes | 2.3 | Agency has identified all process documentation to be created or updated based on testing results. | Yes | | |

## Mitigation Plan

| Criteria ID | Why has the criteria not been met? | What mitigating actions are being taken? | Who is responsible for supporting the mitigation? | Impact/workaround if mitigation is not completed? | Likelihood of Mitigation Plan Completion? | Planned completion date of the mitigation steps? |
|---|---|---|---|---|---|---|
| | | | | | | |

# TECHNOLOGY

## Criteria

**3.1** All Cycle 3 interfaces have been successfully tested in UAT multiple times.

**3.2** Agency has produced and tested all selected inbound files in the UAT environment or has a plan to complete testing of inbound files prior to the UAT refresh.

**3.3** Agency is prepared to execute plan to complete interface testing after UAT refresh.

**3.4** Agency business systems are being remediated and documentation updated as needed, based on testing findings.

## Inbound Cycle 3 Testing Progress - Cumulative

Total ABS Interface Connections = 2

- Interfaces Tested Multiple Times To Date = 2/2

- Interfaces Tested Multiple Times Successfully To Date = 1/2

**Percent of Interfaces Tested Successfully To Date = 50.00%**

## Outbound Cycle 3 Testing Progress - Cumulative

Total ABS Interface Connections = 12

- Interfaces Tested Multiple Times To Date = 12/12

- Interfaces Tested Multiple Times Successfully To Date = 9/12

**Percent of Interfaces Tested Successfully To Date = 75.00%**

## Readiness Certification Worksheet

| Critical Operational Element | Criteria ID | Criteria | Criteria Met | Confidence Level | Comments |
|---|---|---|---|---|---|
| Technology | 3.0 | Overall Technology Readiness | | Becoming Confident | SCS is Becoming Confident in our readiness to perform all required SCS financial transactions in the PALM system as we continue to:<br><br>Deploy updated technology systems that enable Agency Business Systems (ABS) to interface with PALM and EBS |
| Technology | 3.1 | All Cycle 3 interfaces have been successfully tested in UAT multiple times. | No - Less than 90% met | | 10/13 interfaces successfully tested multiple times |
| Technology | 3.2 | Agency has produced and tested all selected inbound files in the UAT environment or has a plan to complete testing of inbound files prior to the UAT refresh. | Yes | | |
| Technology | 3.3 | Agency is prepared to execute plan to complete interface testing after UAT refresh. | Yes | | |
| Technology | 3.4 | Agency business systems are being remediated and documentation updated as needed, based on testing findings. | Yes | | |

## Mitigation Plan

| Criteria ID | Why has the criteria not been met? | What mitigating actions are being taken? | Who is responsible for supporting the mitigation? | Impact/workaround if mitigation is not completed? | Likelihood of Mitigation Plan Completion? | Planned completion date of the mitigation steps? |
|---|---|---|---|---|---|---|

| | | | | | | |
|---|---|---|---|---|---|---|
| 3.1 | 12 of SCS's 14 interfaces have been successfully tested in UAT. The 2 remaining are specifically for Assets that requires our EBS SATS partner engagement. SCS has scheduled this test to be executed in the September 2026 timeframe in the PALM UAT environment with a scheduled completion date of September 30, 2026.<br><br>This test has already been completed successfully during Interface Testing "Cycle 2" prior to PALM UAT start date of February 2026. | Coordination activities with our EBS Partner (SATS) so testing can be completed during the month of September 2026, during our end-to-end test run scenarios. | SCS PMO for test coordination and scheduling,<br><br>F&A Asset team for transaction processing,<br><br>OIT for file transmissions between PALM, SCS, and SATS<br><br>EBS SATS Partner to process Asset updates. | SCS has High Confidence that these 2 Interfaces will be executed successful in PALM's UAT environment since SCS and our EBS Partner (SATS - who also supports multiple agencies) has already successfully tested them during Cycle 2 Interface testing.<br><br>The impact will result in SCS having outdated Asset information in the PALM system, impacting Financial transactions accurately posting against SCS Assets.<br><br>The workaround is to have the F&A Asset team perform manual updates through the PALM input channels so SCS Asset information can be updated properly in PALM. | Very likely | 09/30/26 |

# DATA

## Criteria

**4.1** Changes to agency specific configurations are being tested and maintained in agency configuration workbooks as necessary.

**4.2** Agency configuration and conversion workbooks are complete and contain no errors.

**4.3** Agency data in FLAIR, FACTs and MFMP are cleansed and ready for Dry Run 2 conversion.

## Worksheet Errors

**Error Messages**

- Count of Configuration Worksheet Rows with Error Messages = 0
- Count of Conversion Worksheet Rows with Error Messages = 0

## Related RW Tasks

| Task ID | Task Name | Agency Reported Task Progress | Project Verification of Completion |
|---|---|---|---|
| **698** | Complete Data Cleansing in Preparation for Dry Run 2 | 100% - Submitted | Submission Complete |
| **701** | Submit Configuration and Conversion Workbooks | 100% - Submitted | Submission Complete |
| **713** | Confirm Supplier Records | 100% - Submitted | Submission Complete |

## Readiness Certification Worksheet

| Critical Operational Element | Criteria ID | Criteria | Criteria Met | Confidence Level | Comments |
|---|---|---|---|---|---|
| Data | 4.0 | Overall Data Readiness | | Becoming Confident | SCS is Becoming Confident in our readiness to perform all required SCS financial transactions in the PALM system as we continue to:<br><br>Validate converted FLAIR data and configuration data in the PALM system for all required financial transactions |
| Data | 4.1 | Changes to agency specific configurations are being tested and maintained in agency configuration workbooks as necessary. | Yes | | |
| Data | 4.2 | Agency configuration and conversion workbooks are complete and contain no errors. | Yes | | |
| Data | 4.3 | Agency data in FLAIR , FACTs and MFMP are cleansed and ready for Dry Run 2 conversion. | Yes | | |

## Mitigation Plan

| Criteria ID | Why has the criteria not been met? | What mitigating actions are being taken? | Who is responsible for supporting the mitigation? | Impact/workaround if mitigation is not completed? | Likelihood of Mitigation Plan Completion? | Planned completion date of the mitigation steps? |
|---|---|---|---|---|---|---|
| | | | | | | |

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