

## Task Instructions

**Subtask ID:** 550-A

**Task Name:** *Provide Public IP Address and  
Select Technical Meeting Time*

**Task Start Date:** *August 26, 2024*

**Task Due Date:** *August 30, 2024*

**Project Impact:** *Direct*

**Subtask ID:** 550-B

**Task Name:** *Participate in Technical  
Meeting to Receive Credentials and Access  
the Florida PALM MFT Server*

**Task Start Date:** *September 3, 2024*

**Task Due Date:** *September 13, 2024*

**Project Impact:** *Direct*

## Task Description

Confirm receipt and distribution of the provided credentials (i.e., usernames and passwords) for the Florida PALM Managed File Transfer (MFT) solution in advance of connectivity testing.

550-A – Provide the public IP address(es) for your agency that will be used for connectivity and interface testing with the Florida PALM MFT Server test environment. Select a meeting time for your agency-identified File Managers to meet with the Florida PALM Technical Team to exchange credentials and access the Florida PALM MFT Server.

550-B – For agencies who plan to send or pick up interface files from Florida PALM for the Financials and Payroll implementation, agency-identified File Managers are required to participate in a virtual meeting. During this meeting the Florida PALM Technical Team will provide credentials and confirm their agency's access to the Florida PALM MFT Server in preparation for future interface testing activities.

## Task Overview

With each design segment, agencies have been gaining an understanding of Florida PALM functionality and determining which interfaces, if any, are needed to support their business functions (RW Tasks 505, 518, 530, 546). Agencies that have determined the need to send or pick up interface files from Florida PALM are required to participate in interface testing activities as described below.

- Cycle 1 – **Connectivity Testing** ensures that agencies can connect to the Florida PALM MFT Server to deliver inbound interface files and access outbound interface files.
- Cycle 2 – **Technical Interface Testing** ensures that:
  - inbound interface files from Agency Business Systems can be processed by Florida PALM; and
  - outbound interface files from Florida PALM can be picked up and processed by Agency Business Systems, including downstream systems that rely on interface data.
- Cycle 3 – **Full Integration Testing** ensures that agencies can complete all processes from start to finish, including those processes that rely on Agency Business Systems integration and interface data.

Figure 1 depicts the interface testing cycles and the related RW tasks.

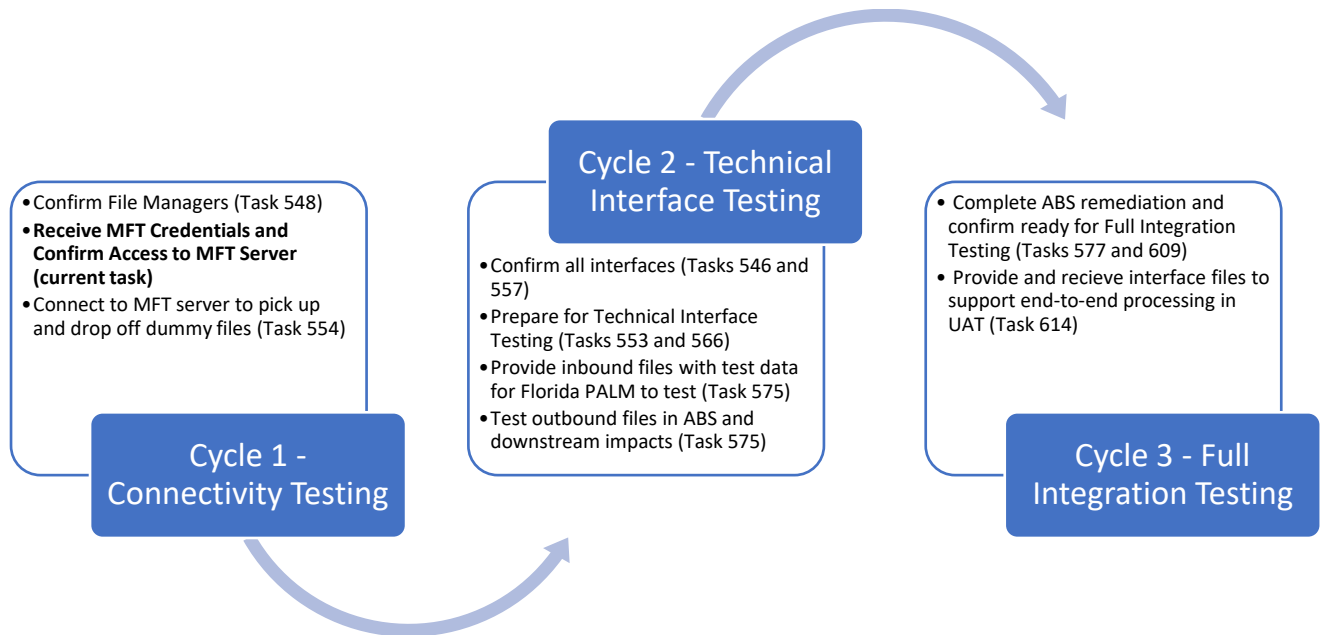


Figure 1: Interface Testing Cycles

You previously confirmed your agency's File Managers and provided general information about your agency's MFT Server (RW Task 548). The next step to prepare for connectivity testing is to ensure your agency can access the Florida PALM MFT Server test environment. This task (RW Task 550) has been split into two subtasks to manage the required activities.

Table 1: RW Subtasks

Subtask	Subtask Description	Dates
550-A	Provide the public IP address(es) for your agency that will be used for connectivity and interface testing with the Florida PALM MFT Server test environment. Select a meeting time for your File Managers to meet with the Florida PALM Technical Team to exchange credentials and access the Florida PALM MFT Server.	Aug. 26, 2024 – Aug. 30, 2024
550-B	For agencies who plan to send or receive interface files from Florida PALM for the Financials and Payroll implementation, agency-identified File Managers are required to participate in a virtual meeting. During this meeting the Florida PALM Technical Team will provide credentials and confirm agency's access to the Florida PALM MFT Server in preparation for future interface testing activities.	Sept. 3, 2024 – Sept. 13, 2024

**NOTE:** If your agency is planning to use interfaces in Florida PALM at go-live, as confirmed in previous RW Task 548, you are **required** to complete Subtasks 550-A and 550-B.

**NOTE:** Agencies will only be establishing connectivity to the Florida PALM MFT Server test environment. Connectivity to the Florida PALM MFT Server for the production environment will be tested and established prior to go-live in a future RW task.

## Task Elements

### Subtask 550-A: Provide Public IP Address and Select Technical Meeting Time

#### *Provide Public IP Address(es)*

You must provide all agency public IP address(es) that will need to connect to the Florida PALM MFT Server for upcoming interface testing activities. This information is required to allow your agency's MFT Server to send or pick up interface files from the Florida PALM MFT Server. Your agency-identified File Managers should be able to provide this information.

A new *Testing* folder and *<Agency> MFT Planning* worksheet have been created within your agency-specific workbook in Smartsheet.

Agency MFT Server Confirmation	Agency Public IP Address for MFT Server	MFT Connection Confirmed by Project	Date of Confirmation	Comments
Cloud-based/Vender hosted				

Figure 2: <Agency> MFT Planning Worksheet

Name
Agency Readiness
Archive (Reference Only Materials)
Data Security and Access Survey
Inventories
Status Reporting
Testing

Figure 3: Testing Folder

The new worksheet contains the following columns, which should be reviewed and completed as necessary in collaboration with your agency-identified File Managers:

Table 2: MFT Planning Worksheet

Column Name	Column Description	Field Value Input
Agency MFT Server Confirmation	<p>Indication of whether your agency MFT Server is hosted by your agency or if it is a cloud-based Server hosted by a third-party vendor.</p> <p>This is a locked column that is linked to your <i>&lt;Agency&gt; Testing Support</i> worksheet in Smartsheet where the initial response was provided (RW Task 548).</p>	Project Provided
Agency Public IP Address for MFT Server	<p>Enter all of your agency's public IP address(es) that will need to connect to the Florida PALM MFT Server for upcoming interface testing activities.</p> <p><b>NOTE:</b> If your agency maintains separate public IP address(es) for testing, production, or disaster recovery environments, only provide the public IP address(es) needed for testing activities. Connectivity to the Server for the production environment will be tested and established prior to go-live in a future RW task.</p>	Agency Provided

Column Name	Column Description	Field Value Input
MFT Connection Confirmed by Project	During the scheduled Technical meeting, and once your agency can successfully access the Florida PALM MFT Server, the Project Technical team will mark your agency access as confirmed for each IP address identified as needed for interface testing activities.  <b>NOTE:</b> File Managers will be required to establish access to the Florida PALM MFT Server for <b>each</b> IP address listed in the Agency Public IP Address for MFT Server column, <b>during the scheduled meeting with the Florida PALM Technical team.</b>	Project Provided
Date of Confirmation	Once the Florida PALM Technical team marks your agency access as confirmed in the <i>MFT Connection Confirmed by Project</i> column, this locked column will auto-populate the date of that confirmation.	Project Provided
Comments	Agency comments	Agency Provided

**NOTE:** If your agency's IP address(es) are inaccurate, your File Managers **will not** be able to access the Florida PALM MFT Server.

If the Agency MFT Server Confirmation column within your <Agency> Testing Support worksheet has the selection of 'N/A – No Planned Interfaces' indicating your agency **does not plan** to send or pick up interface files from the Florida PALM MFT Server, then your agency **does not** need to participate in this task or other interface testing activities and the associated RW tasks will be marked by the Project with a status of N/A within your <Agency> RW Task Tracker in Smartsheet.

### Select a Technical Meeting Time

Agency identified File Managers are **required** to attend a 30-minute virtual meeting to receive Florida PALM MFT Server credentials (Host Name, User ID, and Password) and to confirm that they are able to access the Florida PALM MFT Server test environment that will be used for interface testing activities. Meetings will be held between Tuesday, September 3<sup>rd</sup> through Friday, September 13<sup>th</sup>, using Microsoft Teams. File Managers will be **required** to establish access to the Florida PALM MFT Server for each IP address listed in the *Agency Public IP Address for MFT Server* column, during the scheduled meeting with the Florida PALM Technical team.

**NOTE:** All public IP address(es) planned to be used for interface testing activities are **required** to be provided prior to selection of a technical meeting time.

An [Agency MFT Credentials Meeting Scheduling Form](#) has been created to allow you to select **ONE** meeting time for your agency File Managers to attend. Navigate to the form to:

1. View available dates/times with agency-identified File Managers.
2. Select **ONE** date/time for your agency when identified File Managers can attend.
  - a. To select a meeting date/time, choose your agency from the drop-down list in the 'Agency' column.

3. Click **save** at the top of the form to submit your selection.

Date	Agency	Times
Only ONE selection should be made per Agency.		
Identified File Managers MUST be available to attend the date/time selected for their Agency.		
Tuesday, September 3		
		9:00 - 9:30 am
	AHCA	9:30 - 10:00 am
	APD	10:00 - 10:30 am
	Citrus	10:30 - 11:00 am
	COM	11:00 - 11:30 am
	DACS	11:30 am - 12:00 pm
	DBPR	12:00 - 12:30 pm
	DCF	12:30 - 1:00 pm
	DEM	1:00 - 1:30 pm
	DEP	1:30 - 2:00 pm
	DFS	2:00 - 2:30 pm
	DJJ	2:30 - 3:00 pm
	DLA	3:00 - 3:30 pm
	DMA	3:30 - 4:00 pm
	DMS	4:00 - 4:30 pm
	DOAH	4:30 - 5:00 pm
	DOE	
	DOEA	
	DOH	
	DOL	
	DOR	
	DOS	
Wednesday, September 4	DVA	
Thursday, September 5	EOG	
Friday, September 6	FCOR	
Monday, September 9	FDC	
	FDLE	
	EDOT	

Figure 4: Agency MFT Credentials Meeting Scheduling

The Project team will review your technical meeting time selection and verify that the agency public IP address(es) has been provided. Upon confirmation, your File Managers will receive a Microsoft Teams meeting invitation from the Florida PALM calendar.

## Subtask 550-B: Participate in Technical Meeting to Receive Credentials and Access the Florida PALM MFT Server

Agency-identified File Managers will use the Microsoft Teams meeting invitation from the Florida PALM calendar (Subtask 550-A) to participate in a meeting with the Florida PALM Technical Team. Agency-identified File Managers are **required** to be present in this meeting. During this meeting, the Florida PALM Technical Team will provide credentials (Host Name, User ID, and Password) to the File Managers. At least one File Manager must be prepared to share their screen when using the provided credentials to access the Florida PALM MFT Server. The Florida PALM Technical Team will provide all required information and assistance needed to access the Florida PALM MFT Server. File Managers will be **required** to establish access to the Florida PALM MFT Server for each IP address listed in the *Agency Public IP Address for MFT Server* column, during the scheduled meeting with the Florida PALM Technical team.

Once access is confirmed, the Florida PALM Technical Team will indicate access confirmation in the *<Agency> MFT Planning* worksheet. If connectivity is not established during the meeting, additional meetings and troubleshooting will be required.

## How will agencies use this information?

Agency-identified File Managers will use their Florida PALM MFT Server credentials to prepare for connectivity testing in September 2024 and future interface testing activities (see Figure 1).

## What will the Florida PALM Team do with this information?

These subtasks have a direct impact on Florida PALM as the Project team will use this information to ensure that agency-identified File Managers are able to access the Florida PALM MFT Server for future interface testing activities.

The Project team will review your task submission based on the following criteria to confirm completion:

Table 3: Task Completion Rubric

Task Completion Rubric	
Task 550-A	Task 550-B
A response has been provided in the <i>Agency Public IP Address for MFT Server</i> column.	Agency-identified File Managers attend the Agency MFT Credentials meeting.
A selection has been confirmed for the Agency MFT Credentials meeting.	The Florida PALM Technical Team has confirmed agency's access to the Florida PALM MFT Server in the <i>MFT Connection Confirmed by Project</i> column.
Task tracker must be marked as 100% complete.	Task tracker must be marked as 100% complete.

## Task Instructions

Work with your agency-identified File Managers to provide your agency's public IP address(es) that will be used to connect to the Florida PALM MFT Server for future interface testing activities and then select a technical meeting date/time for the Agency MFT Credentials meeting. File Managers are required to attend the Agency MFT Credentials meeting.

### Smartsheet Navigation:

- <Agency> MFT Planning  
*Florida PALM Workbook for (Agency) > Testing*

As you are working, track progress in your RW Task Tracker. Indicate task completion by updating the RW Task Tracker to 100% only when you have completed the rubric included in Table 3 above.

Table 4: Summary of Task Completion Steps

Summary of Task Completion Steps
1) <i>Collaborate with your File Managers to collect your agency's public IP address(es).</i>
2) <i>Collaborate with your File Managers to select a date/time that File Managers can attend for the Agency MFT Credentials meeting.</i>
3) <i>File Managers attend the Agency MFT Credentials meeting to receive credentials and confirm access to the Florida PALM MFT Server.</i>
4) <i>Track and record task progress in the RW Task Tracker in Smartsheet until finalized. Be prepared to discuss progress in Agency Touchpoints with your Readiness Coordinator and Technical Readiness Team.</i>
5) <i>Complete Task 550-A by <b>August 30, 2024</b>, and Task 550-B by <b>September 13, 2024</b>.</i>

**Summary of Task Completion Steps**

- 6) *When complete, update the RW Task Tracker, Agency Reported Task Progress column, to 100% and save.*
- 7) *If you have questions regarding this task, participate in Thursday Task Talks, listen to available Task recordings, or contact your Readiness Coordinator.*

**Supporting Materials & Resources:**

[Agency MFT Credentials Meeting Scheduling Form](#)