Task Instruction Addendum

574 Task Addendum Release: July 10, 2025

Task ID: 574
Task Name: *Prepare Documentation for User Acceptance Testing*
Task Start Date: *June 2, 2025*
Task Due Date: *August 8, 2025*
Project Impact: *Indirect*

Task Instruction Update

Project Recommended Standard Activities

The [Florida PALM Topics and Activities List](#) has been updated to include the Project Recommended Standard Activities that are required for UAT. These are any activities indicated with a 'Yes' in the new "Project Recommended Standard Activity" column.

A new worksheet, *<Agency> Project Recommended Standard Activities*, has been added to your agency's Testing Folder in your agency workspace in Smartsheet, shown below in Figure 1. You must use this worksheet to confirm the status of creating user stories for each activity listed. **It is required that you have at least one user story created for all activities in this list that are applicable to your agency.**
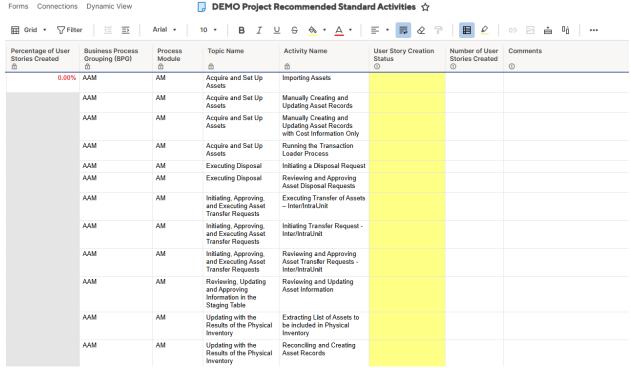
Figure 1: Demo Project Recommended Standard Activities Worksheet

The worksheet includes the following columns:

- Percentage of User Stories Complete – (Locked from editing) Row 1 of this column will calculate the percentage of user stories you have marked as "Complete" based on your responses within the worksheet.
  - The percentage is calculated based on the number activities with the status of 'Complete' in the "User Story Creation Status" column divided by the total number of activities listed in the sheet minus any activities with a status of 'N/A' in the "User Story Creating Status" column. (% = Complete / Total Activities – N/A)
- Columns from the Florida PALM Topics and Activities Listing – (Locked from editing) These columns are populated with all Project Recommended Standard Activities.
  - Business Process Grouping (BPG)
  - Process Module
  - Topic Name
  - Activity Name
- User Story Creation Status – (Required for all activities) Use this column to indicate the status of the user story for each activity.
  - Options include:
    - Not Started
    - In Progress
    - Complete – Choose this option if you have at least one user story created for this activity.
    - N/A – This should only be included for any activities that are not applicable to your agency, for example Project-related activities may not be relevant if your agency does not plan to use the Project Costing Module in Florida PALM.
      - If N/A is selected, a comment is required indicating why that activity is not applicable for your agency.
- Number of User Stories Created – (Required for all activities that have a User Story Creation Status of 'Complete') Use this column to indicate the number of user stories you have created for this Activity.
  - The minimum requirement is one user story for every Activity applicable for your agency.
- Comments – (Required for all activities that have a User Story Creation Status of 'N/A') Use this column to provide comments to indicate why an Activity is not applicable for your agency. You may also use this column to provide any additional comments, as needed.

How will agencies use this information?

Agencies will provide the developed user stories and testing materials to UAT participants during the execution of UAT. Participants will use the materials to test and validate that the agency can perform necessary business functions in Florida PALM. Agencies will use their User Story Inventory to track and report testing progress.

This Task also has a direct correlation with the following criteria from Agency Readiness Certification #1, which is due July 18, 2025 (RW Task 593).
- Creation of at least 75% of the Project-recommended standard UAT scenarios. (Refer to the calculated percentage in row 1 of the "Percentage of User Stories Created" column in the *<Agency> Project Recommended Standard Activities* worksheet.)

In addition to using this information to complete Agency Readiness Certification #1 (RW Task 593), you will also use the information in this task to complete the following Readiness Workplan Tasks:

- Update UAT Documentation (RW Task 663)
- Submit Monthly Progress Report – Testing during UAT Online (RW Tasks 660, 664, 665, and 667)

What will the Florida PALM team do with this information?

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

Table1: Task Completion Rubric

Task Completion Rubric
Agency has completed an inventory of user stories and testing materials that includes all testing scenarios and required fields using one of the following: • Option 1: Change Analysis Tool • Option 2: User Story Inventory worksheet • Option 3: Agency-specific format, attached to RW Task Tracker
Agency has confirmed user stories have been developed for each of the Project-provided standard testing activities, as indicated in the *<Agency> Project Recommended Standard Activities* worksheet. The agency will not be required to submit user stories themselves but must provide counts and information about the testing scenarios.

Task Instructions

Confirm the processes that your agency must test and validate during UAT and determine the best approach for material development and tracking within your agency. Create user stories for all agency-required business processes and testing scenarios. Develop supporting testing materials for end users, providing the necessary data and sample transactions to support the execution of the user story. Create an inventory for testing materials identifying all testing scenarios.

Upon release of the Project-provided standard testing activities, review and confirm that user stories and related testing materials have been developed for all required scenarios. Document the status of the required user stories in the *<Agency> Project Recommended Standard Activities* worksheet.

Work with your agency's Business Liaison and UAT SMEs to coordinate completion of this task.

Smartsheet Navigation:
- Inventory Option 1 – *Florida PALM Workbook for (Agency) > Change Analysis folder*
- Inventory Option 2 – *Florida PALM Workbook for (Agency) > Testing > User Story Inventory*
- Project Recommended Standard Testing Activities Worksheet – *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 1 above.

Table 2: Summary of Task Completion Steps

Summary of Task Completion Steps
1) *Create user stories for all testing scenarios required by your agency.*
2) *Develop or collect UAT support materials.*
3) *Create an inventory to list test scenarios and track all testing materials.*
4) *Review and confirm that all Project-recommended standard activities have user stories captured in your testing materials inventory. Document the status in the <Agency> Project Recommended Standard Activities worksheet.*
5) *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.*
6) *Complete task by **August 8, 2025**.*
7) *When complete, update the RW Task Tracker, Agency Reported Task Progress column, to 100% and save.*
8) *If you have questions regarding this task, participate in the Thursday Task Talks or contact your Readiness Coordinator.*

Supporting Materials & Resources:

- UAT User Stories CoLab (Agency Exchange Library)
  - User Story - Template
  - User Stories Worksheet
- DCF User Stories (WIP) (Agency Exchange Library)
- User Acceptance Testing Approach
- Florida PALM Topics and Activities list