

Task Instruction Addendum

576 Task Addendum Release: April 7, 2025

Task ID: 576

Task Name: Complete Internal Agency Business System Test
and Remediation to Prepare for Cycle 2 - Technical Interface Testing

Task Start Date: January 6, 2025

Interim Update Due Date: April 11, 2025

Task Due Date: July 25, 2025

Project Impact: Direct

Task Instruction Update

Cycle 2 – Technical Interface Testing with agencies is planned to begin in August 2025, as depicted in the revised [Testing Timeline](#). The <Agency> *Interface Test Planning* worksheet has been updated to allow agencies to provide expected test readiness dates based on the revised timeline.

The previous Anticipated Readiness Date column has been removed. A new column titled “When Will You Be Ready for Cycle 2 Testing?” has been added.

Associated ABS Sending / Receiving File	Florida PALM Interface	Interface Description	Functional Testing Contact(s)	Technical Testing Contact(s)	Other Impacted Agency Business Systems (if any)	Test Cases Identified	When will you be ready for Cycle 2 Testing?	Cycle 2 Test Readiness Status	Comments
						<input type="checkbox"/>			
						<input type="checkbox"/>	No Longer Needed		
						<input type="checkbox"/>	Before August 2025		
						<input type="checkbox"/>	August 2025		
						<input type="checkbox"/>	September 2025		
						<input type="checkbox"/>	October 2025		
						<input type="checkbox"/>	Other Date		

Figure 1: Updated Demo Interface Test Planning Worksheet

Review and update the new column in the <Agency> *Interface Test Planning* worksheet as necessary. Choose from the available drop-down options:

- No Longer Needed
- Before August 2025
- August 2025
- September 2025
- October 2025
- Other Date

NOTE: Select ‘No Longer Needed’ if your agency has determined the interface is no longer needed for this agency business system.

NOTE: If ‘Other Date’ is selected, you must provide an anticipated date in the Comments column.

Based on your provided response of when you will be ready for Cycle 2 Testing, you should also review and update the Cycle 2 Test Readiness Status column. This column should include an accurate status for all interfaces and should be maintained throughout the duration of the task. The drop-down options, as displayed in Table 1, indicate the natural progression of build and test activities.

Table 1: Cycle 2 Test Readiness Status Options

Option Value	Option Description
Build Not Started	Indicates no build activities have begun
Build In Progress – 25%	Indicates build activities have begun
Build In Progress – 50%	Indicates substantial progress for build
Build In Progress – 75%	Indicates build is nearing completion
Build Complete	Indicates the interface is ready for unit testing
Unit Test In Progress – 25%	Indicates unit testing has begun
Unit Test In Progress – 50%	Indicates substantial progress for unit testing
Unit Test In Progress – 75%	Indicates unit testing is nearing completion
Ready for Cycle 2 Testing	Indicates the interface's build and unit testing are complete and is ready for Cycle 2-Technical Interface Testing with the Project

NOTE: You should maintain accurate reporting for each interface in the Cycle 2 Test Readiness Status column. Statuses provided in this column will be used for real-time reporting displayed on the Florida PALM website beginning in May.

Although this RW task has a due date of July 25, 2025, **you must provide a response** in the When Will You Be Ready for Cycle 2 Testing? and Cycle 2 Test Readiness Status columns **by Friday, April 11, 2025**. Following this interim update submission, your statuses should be maintained and updated as necessary through the duration of the task.

How will agencies use this information?

Completing remediation efforts and confirming testing readiness prepares your agency to participate in:

- Cycle 2 – Technical Interface Testing
- Full Integration Testing during User Acceptance Testing
- Financials and Payroll go-live

What will the Florida PALM Team do with this information?

The Project team will use the confirmation of interface testing readiness to inform interface testing plans including testing schedules and batch schedule planning. Your reported Cycle 2 Test Readiness Status will also be used to provide testing readiness updates to the Executive Steering Committee and other stakeholders.

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

Table 3: Task Completion Rubric

Task Completion Rubric
All interfaces listed in the <Agency> <i>Interface Test Planning</i> worksheet include: <ul style="list-style-type: none"> • Functional Testing Contact(s) • Technical Testing Contact(s) • Confirmation of Test Cases • A selection in the 'When will you be ready for Cycle 2 Testing?' column • A selection in the Cycle 2 Test Readiness Status column
If 'Other Date' is selected in the When will you be ready for Cycle 2 Testing? column, a projected readiness date is provided in the Comments column.
The task tracker has been marked as 100% complete for this Task.

Task Instructions

Collaborate with your CCN and functional and technical SMEs to review and make any necessary updates to your agency business system documentation. Complete agency business system remediation and unit testing activities. Update your progress throughout the period and confirm interface testing readiness in the *Interface Test Planning* worksheet in Smartsheet.

Smartsheet Navigation:

Florida PALM Workbook for (Agency) > Testing > Interface Test Planning

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) Review and complete any necessary updates to agency business system documentation.
2) Complete agency business system remediation and unit testing.
3) Complete updates to the <Agency> <i>Interface Test Planning</i> worksheet, including updates to the Anticipated Readiness Date and Cycle 2 Test Readiness Status columns by April 11, 2025 . Maintain an accurate Cycle 2 Test Readiness Status for each interface during the task duration.
4) 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.
5) Complete task by July 25, 2025 .
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 the Thursday Task Talks or contact your Readiness Coordinator.

Supporting Materials & Resources:

- [Business Process Models](#) in the Knowledge Center
- [Interface Catalog](#) in the Knowledge Center
- [Design Workshops](#) materials (Business process flows, recordings, presentations)