

## Task Instructions

**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

**Task Due Date:** July 25, 2025

**Project Impact:** Indirect

## Task Description

Complete internal build and unit testing activities for agency business systems based on interface selection confirmation. Make updates to related documentation and complete any remediation activities to prepare for Cycle 2 - Technical Interface testing.

## Task Overview

Cycle 2 – Technical Interface Testing is planned to begin in the spring. As described in the [Interface Testing Approach](#), Cycle 2 – Technical Interface Testing will be conducted to ensure that inbound interface files from interfacing partner systems can be processed by Florida PALM and outbound interface files from Florida PALM can be picked up and processed by interfacing partner systems.

You have completed a variety of tasks to select and confirm Florida PALM interfaces needed to support your business functions (RW Tasks 505, 518, 530, 546, and 557), and to update agency business system documentation to reflect the remediation required for your systems (504, 516, 528, 558, and 544). You have also begun remediating your agency business systems and performing unit testing of the system changes (RW Tasks 519, 531, 547, and 561). All of these activities are critical steps to prepare for Cycle 2 – Technical Interface Testing.

This task (RW Task 576) is the last step in preparing your agency business systems for Cycle 2 – Technical Interface Testing.

## Task Elements

This task contains three parts:

1. Review and update your agency business system documentation.
2. Complete agency business system remediation and unit testing.
3. Confirm testing readiness for each interface.

### *Review and Update Documentation*

As we approach Cycle 2 – Technical Interface Testing, you should review your agency business system documentation and make any needed updates. This should be done for all agency business systems with direct or indirect impacts based on your agency's interface selection confirmation (RW Task 557). Review your agency business system documentation to ensure that all technical and functional requirements and test cases are well documented.

**Direct Impact** – Considered Tier 1 agency business systems that will be directly sending or receiving a Florida PALM interface.

**Indirect Impact** – Considered Tier 2 or lower agency business systems and/or processes that will indirectly send or receive data from a Florida PALM interface.

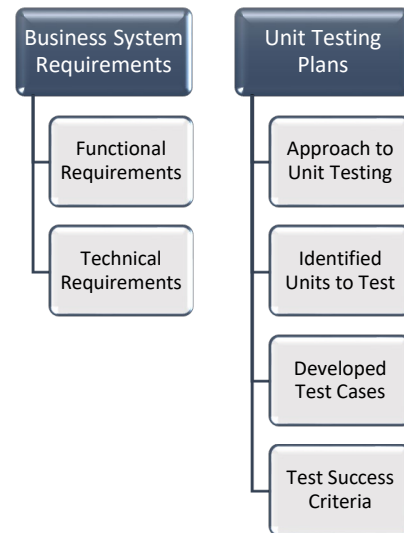


Figure 1: ABS Remediation Components to Review

Collaborate with your Change Champion Network (CCN) and functional and technical subject matter experts (SMEs) to review the elements, shown in Figure 1, within your updated documentation for each agency business system with a Florida PALM impact. Make any necessary updates based on interface inventory changes that occurred during interface confirmation when completing RW Task 557.

Confirm remediation needs of agency business systems with an indirect impact. If needed, update documentation for those systems defining the system remediation requirements and testing plans.

### *Remediate and Unit Test*

When you have completed your review and needed updates of the documentation, you can complete agency business system remediation. Once you have completed your system remediation, you must unit test to verify that the changes to your system work as expected. Unit testing is an iterative process that is repeated until your unit test success criteria are met. Figure 2 demonstrates the iterative Unit Test life cycle at a high level.

Although integration testing within or across agency business systems is not required to be completed as a part of this task, you can begin internal integration testing work at the completion of unit testing to better prepare your agency for future testing with Florida PALM. Table 1 below provides additional information highlighting the key criteria and differences between unit testing and integration testing.

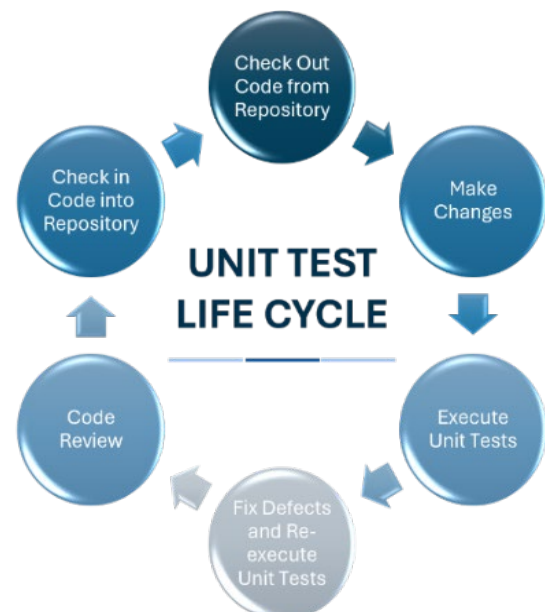


Figure 2: Unit Test Life Cycle

Table 1: Unit Testing vs Integration Testing Comparison

Criteria	Unit Testing	Integration Testing
Functionality	Small module or a piece of code is tested	Individual modules combined and in a group are tested
Complexity	Less complex	More complex
Test Conductor	Developer	Team of testers
Maintenance	Low	High
Scope	Narrow	Wide
Knowledge of the Code	The tester has complete knowledge of the code and internal functionality. They are familiar with white-box testing.	The tester does not know the code but knows the expected result and the overall functionality. They are familiar with black-box testing.
Order of Testing	Performed just after the development of a separate code fragment	Executed after unit testing and before system testing
Involvement of Dependencies	Do not require the participation of external dependencies, such as a database or a network	Require the use of real dependencies to perform testing, such as test database or hardware
Speed	Faster to write and perform	Slower to execute

After ensuring that your agency business system documentation is fully updated and your agency business systems are fully remediated and unit tested, your agency business systems will be ready for Cycle 2 – Technical Interface Testing.

### Confirm Testing Readiness

The <Agency> *Interface Test Planning* worksheet in your agency Smartsheet workspace has been updated, allowing you the ability to provide a testing readiness status for each interface. You previously completed this worksheet during [RW Task 553 – Prepare for Interface Testing](#), providing functional and technical contacts, indication of any indirect agency business systems impacted, confirmation of test cases, and anticipated testing readiness for each interface.

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	Anticipated Readiness Date	Cycle 2 Test Readiness Status	Comments

Figure 3: Demo Interface Test Planning Worksheet

The <Agency> *Interface Test Planning* worksheet includes your list of selected interfaces and the associated agency business system, as documented in your <Agency> *Implementation Interfaces & Documentation* worksheet. Now that you have confirmed your interface selections as part of RW Task 557 - Confirm Interface Inventory for Cycle 2 Interface Testing, review and provide any necessary updates in the Functional Testing Contact(s), Technical Testing Contact(s), Other Impacted Agency Business Systems (if any), and Test Cases Identified columns. No changes have been made to these columns.

Review and update the Anticipated Readiness Date column in the <Agency> *Interface Test Planning* worksheet as necessary. The drop-down options in this column have been updated. The options for January and February 2025 have been removed and any previous selections of those are no longer valid and will appear in red font. The drop-down options now include the following:

- March 2025
- April 2025
- May 2025
- June 2025
- July 2025
- Other

If 'Other' is selected in the Anticipated Readiness Date column, you must provide an anticipated date in the Comments column.

A new column, Cycle 2 Test Readiness Status, has been added to the <Agency> *Interface Test Planning* worksheet. Provide an ongoing, accurate status for each interface. Table 2 includes a list of the available values in the drop down and guidance on when each should be used. The drop-down options indicate the natural progression of build and test activities.

*Table 2: 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 to the Executive Steering Committee and other stakeholders.

Only interfaces that are identified as 'Ready for Cycle 2 Testing' will be included in the Project's testing plan for Cycle 2 – Technical Interface Testing.

## How will agencies use this information?

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

- Cycle 2 – Technical Interface Testing (RW Task 575)
- Full Integration Testing during User Acceptance Testing (RW Task 614)
- 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"> <li>• Functional Testing Contact(s)</li> <li>• Technical Testing Contact(s)</li> <li>• Confirmation of Test Cases</li> <li>• A selection in the Anticipated Readiness Date Column</li> <li>• A selection in the Cycle 2 Test Readiness Status</li> </ul>
If 'Other' is selected in the Anticipated Readiness Date 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. 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 <b>July 25, 2025</b> .
6) When complete, update the RW Task Tracker, Agency Reported Task Progress column, to 100% and save.

**Summary of Task Completion Steps**

*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)