

## Current Period

*The following are highlights of key Project activities during the current update period:*

### October 2024

- Published a new issue of the [Sponsor Scoop](#) to keep Agency Sponsors aware of current and upcoming Project activities.
- Published an updated statewide [COA Configuration Workbook](#), containing Financials and Payroll COA values, to the Knowledge Center.
- Hosted the Project Management Liaison Forum where Project Managers could collaborate and discuss various strategies, obstacles, and plans for leading their agency's transition to Florida PALM.
- Published the first [Project Newsletter](#), outlining all agency and Project activities from the first quarter of fiscal year 2024-2025.
- Published new articles in the Knowledge Center: [Tracking and Processing Retainage](#)

### November 2024

- Launched the [Florida PALM Solution Center Customer Portal](#), a new way for current Florida PALM end users to request help, report a system issue, and monitor their ticket status.
- Co-hosted a CoLab with Florida Digital Service on [Risk Writing](#).
- Published four Florida PALM Solution Center Customer Portal [learning aids](#).
- Hosted the [Design Summary and Testing Preparation Workshop](#), the final workshop in the Design Workshop series.
- Published new articles in the Knowledge Center: [Organization Security](#), [Barcode Scanner Requirements](#)

### December 2024

- Hosted the [Sponsor Summit](#) for Agency Sponsors and their subject matter expert guest for support transition planning, upcoming tasks, facilitate and open dialogue.
- Co-hosted a CoLab with Florida Digital Service on User Acceptance Testing.
- Published the [Project Newsletter](#) detailing fiscal year quarter 2 activities and upcoming events.
- Published the [Agency Readiness Certification](#) criteria which will be reviewed by the Florida PALM Executive Steering Committee when considering their vote for Stage Gate 4: Agency Readiness.
- Published all [Design Workshop videos, demos, and materials](#) on one dashboard located on the Florida PALM [website](#).
- Published new articles in the Knowledge Center: [Topics and Activities](#)

## Next Period

*The following are highlights of what agencies will be doing during the next update period (January – March 2025):*

- Create agency-specific Training Plan, identifying training needs, logistics, and resources
- Confirm changes to people, processes, technology, and data through change analysis
- Continue to review and update configuration workbooks
- Continue agency business system remediation and unit testing in preparation for Cycle 2 – Technical Interface Testing
- Continue Data Cleansing Based on Mock Conversion results
- Continue planning for User Acceptance Testing

## Potential Topics

*The following topics are provided for agency consideration to generate communication / messaging topics:*

- **Florida PALM Functionality:**
  - Did you know FLAIR and Florida PALM will not run in parallel? FLAIR will go offline before we cutover to Florida PALM. They will not operate at the same time. During the cutover period, agencies will not be able to transact in either system. The Project will share more details and guidance as go-live approaches, but you can prepare by identifying critical payments that typically occur for your agency during the few weeks prior to and after go-live.
  - Did you know Florida PALM will not have Journal Transfers? Instead, an end user will use a Inter/IntraUnit (IU) transaction. Begin thinking about the impacts of this change to your business process and agency business system(s) if applicable. Review this [printable](#) for more information and learn more about [IU Transaction Types](#) on the Knowledge Center.
- **Impact of Changes:** What are key process changes that your agency learned about during the Design Wrap-up? Are there discussions internally to understand impacts and changes? Have you translated the change to your End User? Have you determined if any agency business system is impacted? If so, have you started discussing the needed changes to your agency business system(s)?
- **Interface Progress:** You are currently remediating and testing your agency business based on your interface selections. Are your results what you expected? Do others need to be involved? How have you changed your communication and planning to ensure your testing is accurate and completed before Cycle 2 – Technical Interface Testing?
- **Data Changes:** You have been working on conversion and configuration readiness tasks. Are you discussing and performing ongoing data cleansing activities? Have you shared conversion or configuration decisions, changes, and impact with business owners, technical teams, and your end users?