

Task Instructions

Task ID: 607

Task Name: *Update Training Plan*

Task Start Date: April 6, 2026

Task Due Date: June 5, 2026

Project Impact: N/A

Task Description

Update agency specific training plan based on User Acceptance Testing findings.

Task Instructions

As described in the [Training Approach](#), all agencies are expected to determine the best way to communicate and provide agency-specific training. You previously created a Training Plan (RW Task 568) designed to guide your agency in the effective execution of an end user training program tailored to your unique agency needs. Your plan should include the elements described below.

- **Overview** – A description of the plan and its impact for your agency and its readiness efforts for Florida PALM.
- **Roles and Responsibilities** – A description the internal and external people, teams, or resources needed to design, deliver, and monitor your agency training.
- **Training Planning and Execution** – A description of these items to help your agency plan and execute training for its end users:
 - *Audience and Participants* – The people who require training or learning opportunities
 - *Logistics* – Your approach, timeline, and activities for providing training
 - *Curriculum and Materials* – The approach, timeline, and activities for creating the training content
 - *Timeline* – The planned timing for delivery of training and end user learning
 - *Tracking and Measurement* – The approach and methodology for monitoring and reporting training progress

Since the creation of your Training Plan, your agency has had the opportunity to understand more about Florida PALM by reviewing Process Steps and testing materials that have been published to the Knowledge Center and having the opportunity for hands-on-keys in UAT. As you are testing, your agency should also be confirming agency end users and their roles through Role Mapping tasks and change impacts, including changes related to:

- people's roles and responsibilities,
- business processes,
- data, and
- technology (agency business systems).

Review and update your agency-specific Training Plan based on what your agency has learned and continues to learn during UAT. Include a version history table to summarize the changes that were made to your plan. As part of your update activities:

- Ensure that your plans for training align with the Project schedule for end user training to begin no later than October 2026 in preparation for go-live in January 2027.

- Ensure that your plans for training support a future task (RW Task 604), which begins in May 2026 and continues through October 2026, where your agency will be required to create agency-specific learning materials.

Task Completion Requirements

Beginning in May 2026, Training progress will be included on the Monthly Progress Reports submitted by your agency. Agency progress for this and future training tasks will be reflected in that report monthly through January 2027.

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

Table: Task Completion Rubric

Task Completion Rubric
Agency's Training Plan is attached to Task 607 row within your Readiness Workplan Task Tracker.
<p>The following sections of your Training Plan have been completed:</p> <ul style="list-style-type: none"> • Overview – Describe what this document means to your agency and its readiness efforts for Florida PALM. • Roles and Responsibilities – Describe the internal and external people, teams, or resources needed to design, deliver, and monitor your agency training. • Training Planning and Execution – Include the following elements to help your agency plan and execute training for its end users: <ul style="list-style-type: none"> ○ <i>Audience and Participants</i> – Describe for whom you will provide training or learning opportunities ○ <i>Logistics</i> – Describe your approach, timeline, and activities for providing training ○ <i>Curriculum and Materials</i> – Describe the approach, timeline, and activities for creating the training content ○ <i>Timeline</i> – Describe the planned timing for delivery of training and end user learning ○ <i>Tracking and Measurement</i> – Describe the approach and methodology for monitoring and reporting training progress • Version History – Provide a summary of the updates that have been made to your plan.
The Task Tracker has been marked as 100% complete for this task.

Supporting Materials & Resources:

- [Florida PALM Topics and Activities](#)
- [Training Approach](#)
- [Training Plan Template](#)