

Task Instructions

Task ID: 619

Task Name: *Update Agency Readiness Certification #3*

Task Start Date: *June 22, 2026*

Task Due Date: *July 10, 2026*

Project Impact: Indirect

Task Description

Provide update to Agency Readiness Certification confirming agency testing progress and training preparation.

Task Instructions

This task contains three parts:

1. Review and confirm status of agency readiness certification criteria
2. Provide mitigation plans for any criteria not met
3. Complete and submit Readiness Certification Dashboard

Confirm Status of Agency Readiness Certification Criteria

Review the [Agency Readiness Certification #3 criteria](#) and your agency's readiness progress, as reported in your June Monthly Progress report. You should consider the status of each of the related RW Tasks and related activities displayed on your Agency Readiness Certification Dashboard (Dashboard), as well as any additional information provided by your Agency CCN regarding progress.

A new worksheet titled *<Agency> Readiness Certification #3* has been added to your *Agency Readiness Certification* folder within your *Florida PALM Workspace for (Agency) > Agency Readiness* folder.

Use this worksheet to provide or review confirmation of whether each criterion has been met (Yes) or not met (No) by your agency. You will also be required to rate your confidence level for your agency's readiness for each of the four critical operational elements and your overall confidence level for entering UAT. The information you provide in the worksheet is displayed on your Dashboard, as described in the Understanding Your Agency Readiness Certification Dashboard document.

Critical Operational Element	Criteria ID	Criteria	Criteria Met	Confidence Level	Comments	Modified By	Modified
People	N/A	Overall Readiness				floridapalm@myfloridac	04/23/26 4:27 PM
Processes							
Technology							
Data							
People	1.0	Overall People Readiness				floridapalm@myfloridac	04/23/26 4:27 PM
People	1.1	Agency Training Plan has been updated.				floridapalm@myfloridac	06/03/26 9:05 AM
People	1.2	Agency has identified all agency specific learning materials to be developed to support end user training.				floridapalm@myfloridac	06/02/26 4:08 PM
People	1.3	All agency end users have been role mapped in preparation for the UAT refresh.				floridapalm@myfloridac	06/02/26 4:08 PM
People	1.4	All SOD conflicts have been resolved or approved by A&A for the UAT refresh.				floridapalm@myfloridac	06/01/26 3:17 PM
People	1.5	Agency is prepared to execute plan to ensure all end users practice job functions after UAT refresh.				floridapalm@myfloridac	06/01/26 3:17 PM
Processes	2.0	Overall Processes Readiness				floridapalm@myfloridac	04/23/26 4:27 PM
Processes	2.1	Agency testers have successfully tested at least one user story for each applicable Project Recommended Standard Activity.				floridapalm@myfloridac	06/02/26 4:08 PM
Processes	2.2	Agency is prepared to execute plan to complete testing of all processes from start to finish, including workflows and agency business systems, after UAT refresh.				floridapalm@myfloridac	06/01/26 3:17 PM
Processes	2.3	Agency has identified all process documentation to be created or updated based on testing results.				floridapalm@myfloridac	06/02/26 4:08 PM

Figure 1: DEMO Readiness Certification #3 Worksheet

The worksheet contains the following columns used to display the criteria for this Readiness Certification update. These columns are locked from editing:

- Critical Operational Element
- Criteria ID
- Criteria

You must complete the following columns within the worksheet:

- **Criteria Met** – This field is used to indicate if the criterion has been met or not met for your agency. Depending on the Criteria ID, it will be automatically populated or manually populated by the agency.
 - Required for all readiness criteria, as indicated by yellow highlighting within the blank cell
 - Drop-down options include Yes or No
 - If 'No' is selected, the cell will highlight red, and you will be required to provide a mitigation plan for that criteria.
- **Confidence Level** – Use this field to indicate your level of confidence of your agency's readiness overall and across the four critical operational elements.
 - Required for the following rows within the Criteria column, as indicated by yellow highlighting within the blank cell:
 - Overall Readiness (Criteria ID N/A)
 - Overall People Readiness (Criteria ID 1.0)
 - Overall Processes Readiness (Criteria ID 2.0)
 - Overall Technology Readiness (Criteria ID 3.0)
 - Overall Data Readiness (Criteria ID 4.0)
 - Drop-down options include:

- Extremely Confident
- Very Confident
- Moderately Confident
- Becoming Confident
- Somewhat Concerned
- Highly Concerned
- **Comments** – Use this field to provide comments related to any of the criteria.
 - If you would like to provide a comment for a criteria where the row is locked, it is recommended to enter the comment on the row to report confidence level for that critical operational element.

NOTE: The Technology section has been locked and populated with N/A for the following agencies that have no Florida PALM interfaces: DOEA, DOS, EOG, FSDB, and PSC.

Where possible, the Project will populate a response for ‘Criteria Met’, based on information provided by your agency in other worksheets or related tasks. Table 1 indicates these criteria along with the related resource and the requirement for the criteria to be met. The rows for the related criteria will be locked, including the comments column.

Table 1: Criteria Responses Being Populated by the Project

Criteria ID	Criteria	Resource	Requirement for Criteria to be Met	Related Dashboard Widget
1.1	Agency Training Plan has been updated	<Agency> RW Task Tracker	Task 607– Update Training Plan was submitted on time and has been verified as complete	Related RW Task widget in the People section
1.2	Agency has identified all agency specific learning materials to be developed to support end user training	<Agency> Agency-Specific Training Inventory	Agency has dispositioned which Topics require agency-specific training and has provided a response for all Topics in the ‘Do you plan on creating Agency-Specific Training?’ column	Agency-Specific Training Inventory widget in the People section
1.3	All agency end users have been role mapped in preparation for the UAT refresh	<Agency> RW Task Tracker	Task 702 – Submit Role Mapping Worksheet was submitted on time and has been verified as complete	Related RW Task widget in the People section
1.4	All SOD conflicts have been resolved or approved by A&A for the UAT refresh	<Agency> Role Mapping Worksheet	No SOD conflicts exist, or any remaining SOD conflicts have been granted an exception by A&A and the approval form has been attached to the worksheet	Role Mapping widget in the People section

Criteria ID	Criteria	Resource	Requirement for Criteria to be Met	Related Dashboard Widget
2.1	Agency testers have successfully tested at least one user story for each applicable Project Recommended Standard Activity	<Agency> <i>User Story Inventory Worksheet</i> OR <Agency> <i>Change Analysis Worksheet</i> Monthly Progress Reporting (February – June) <i>See note below</i>	Agency has reported at least one test for each applicable Project Recommended Standard Activity, where the performance outcome is 'Above Expectation' or 'Satisfactory' in Monthly Progress Reporting from February – June	User Story Testing Progress – Cumulative widget in the Processes section
2.3	Agency has identified all process documentation to be created or updated based on testing results	<Agency> <i>Agency Business Process Documentation Inventory Worksheet</i>	Agency has dispositioned which documentation require creation or updates and has provided a response for all Topics in the 'Do you need to create or update documentation?' column of the worksheet	Business Process Documentation Updates in the Processes section
3.1	All Cycle 3 interfaces have been successfully tested in UAT multiple times	<Agency> <i>Interface Cycle 3 – Full Integration Testing Worksheet</i> Monthly Progress Reporting (February – June) <i>See note below</i>	Agency has reported at least more than one test for each interface, where the performance outcome is 'Above Expectation' or 'Satisfactory' in Monthly Progress Reporting from February – June	Cycle 3 Interfaces – Inbound and Cycle 3 Interfaces – Outbound widgets in the Technology section
4.2	Agency configuration and conversion workbooks are complete and contain no errors	<Agency> <i>RW Task Tracker</i>	Task 701 – Submit Configuration and Conversion Workbooks and Task 713 – Confirm Supplier Records were submitted on time and verified as complete	Related RW Tasks and Worksheet Errors widgets in the Data section

Criteria ID	Criteria	Resource	Requirement for Criteria to be Met	Related Dashboard Widget
4.3	Agency data in FLAIR, FACTS and MFMP are cleansed and ready for Dry Run 2 conversion	<Agency> RW Task Tracker	Task 698 – Complete Data Cleansing in Preparation for Dry Run 2 was submitted on time and verified as complete	Related RW Tasks widget in the Data section

NOTE: Historical progress reporting data, including cumulative testing for User Stories/Activities and Cycle 3 Interfaces can be found in your Florida PALM Archive for <Agency> workspace, Archive – Dashboard Data sheet.

Provide Mitigation Plans for Any Criteria Not Met

A mitigation plan is required for any readiness criteria that has not been met. A new worksheet titled <Agency> Readiness Mitigation #3 has been added to your Agency Readiness Certification within your Florida PALM Workspace for (Agency) > Agency Readiness folder. Use this worksheet to provide your mitigation plans, as necessary.

Within this worksheet you will see all Readiness Certification #3 Criteria listed. However, you are only required to provide mitigation plans for those criteria that have not been met in the <Agency> Readiness Certification #3 worksheet. All required fields are highlighted yellow. The information you provide in the worksheet is displayed on your Dashboard, as described in the [Understanding Your Agency Readiness Certification Dashboard](#) document.

Critical Operational Element	Criteria ID	Criteria	Why has the criteria not been met?	What mitigating actions are being taken?	Who is responsible for supporting the mitigation?	Impact/workaround if mitigation is not completed?	Likelihood of Mitigation Plan Completion?	Planned completion date of the mitigation steps?
People	1.1	Agency Training Plan has been updated.						
People	1.2	Agency has identified all agency specific learning materials to be developed to support end user training.						
People	1.3	All agency end users have been role mapped in preparation for the UAT refresh.						
People	1.4	All SOD conflicts have been resolved or approved by A&A for the UAT refresh.						
People	1.5	Agency is prepared to execute plan to ensure all end users practice job functions after UAT refresh.						
Processes	2.1	Agency testers have successfully tested at least one user story for each applicable Project Recommended Standard Activity.						
Processes	2.2	Agency is prepared to execute plan to complete testing of all processes from state-to-state, including end-to-end.						

Figure 2: DEMO Readiness Mitigation #3 Worksheet

The worksheet contains the following columns used to display the criteria for this Readiness Certification update. These columns are locked from editing.

- Critical Operational Element
- Criteria ID
- Criteria

You must complete the following columns within the worksheet for all criteria that have not been met, as indicated by yellow highlighting:

- **Why has the criteria not been met?** – Use this column to describe your agency’s challenges or blockers that have prevented the achievement of the criteria.
- **What mitigating actions are being taken?** – Use this column to describe the action items that your agency has or will employ to achieve the criteria.
- **Who is responsible for supporting the mitigation?** – Use this column to indicate the person or people within your agency that is responsible for ensuring the mitigation plan will be completed.
- **Impact/workaround if mitigation is not completed?** – Use this column to describe the impact to your agency if the mitigation is not completed and any workaround solutions you may need to be prepared to employ.
- **Likelihood of Mitigation Plan Completion?** – Use this column to indicate the likelihood that the mitigation plan will be completed.
- **Planned completion date of the mitigation steps?** – Use this column to provide the expected completion date for the mitigation plan.

NOTE: Responses must be provided for all required fields. N/A is not a valid response.

Agency Sponsor Submits the Readiness Certification Dashboard

After both worksheets have been completed, you should view all the data presented on your Dashboard. Ensure your information is displayed accurately and make any necessary updates to the source worksheets, as needed. Your Agency Sponsor must confirm the data presented on the Dashboard accurately represents your agency’s readiness status. Upon confirmation, your Agency Sponsor must submit the Dashboard by completing the Agency Sponsor Confirmation located at the bottom of the Dashboard, requiring your Agency Sponsor to provide their name, add a check in the checkbox to “Confirm” the Dashboard, and click the Submit button for submission, as shown below in figure 4.

Figure 4: Agency Sponsor Confirmation Submission Form located on the Dashboard

Upon submission, the Readiness Certification Confirmation box at the top of the Dashboard will populate with the confirmation date, as described in the Understanding Your Agency Readiness Certification Dashboard document.

NOTE: The Submission Form will be enabled starting on July 1 to allow submissions and will close promptly the day after the task is due.

Smartsheet Navigation:

Florida PALM Workbook for (Agency) > Agency Readiness > Agency Readiness Certification

Task Completion Requirements

The Project will publish your dashboard to the Florida PALM website and share with stakeholders, including the ESC.

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

Table 2: Task Completion Rubric

Task Completion Rubric
A response has been provided in the <i>Criteria Met</i> or <i>Confidence Level</i> columns for all criteria in the <i><Agency> Readiness Certification #3</i> worksheet.
All required fields are complete in the <i><Agency> Readiness Mitigation #3</i> worksheet for all readiness criteria not met. N/A is not a valid response for any fields in this worksheet.
Agency Sponsor has confirmed and submitted the Dashboard by July 10, 2026 .
The RW Task Tracker, Agency Reported Task Progress column, has been updated to 100% - Submitted.

Supporting Materials & Resources:

- [Understanding Your Agency Readiness Certification Dashboard](#)
- [Agency Readiness Certification Criteria](#)