This guidance is applicable for agencies that have chosen to document and track user stories outside of the Change Analysis Tool.

User Story Inventory for Progress Reporting Supplemental

Agencies have created user stories that document all applicable activities that must be tested during All Agency UAT (previous RW Task 574). The task provided three different options for agencies to choose from when creating their User Story Inventory.

- Inventory Option #1 – Change Analysis Tool
- Inventory Option #2 – User Story Inventory Worksheet
- Inventory Option #3 – Agency Developed Inventory Outside of Smartsheet

Throughout All Agency UAT, agencies must track and report the progress of completing user stories in UAT. **Agencies that chose to document their User Story Inventory outside of the Change Analysis Tool (Options #2 or #3) are required to report testing progress using the *<Agency> User Story Inventory* worksheet located in the Testing Folder in Smartsheet.**

NOTE: If you need to change your agency user story inventory option, please contact your Readiness Coordinator.

Data from this worksheet will be used to populate related User Story testing metrics on your Monthly Progress Report, which is required to be submitted by your agency each month via recurring Readiness Workplan tasks. Your testing status and progress will be published to the Florida PALM website and shared with Project stakeholders, including the Executive Steering Committee.

Smartsheet Navigation:
Florida PALM Workbook for (Agency) > Testing

Worksheet Instructions

The *<Agency> User Story Inventory* worksheet previously provided for RW Task 574 has had some modifications to support testing progress reporting, including new error messaging, linking to the Florida PALM Topics and Activities list, and additional columns to report testing activity.

If your agency chose Inventory Option #2 – User Story Inventory Worksheet for RW Task 574, your agency data has not been edited or altered.

If your agency chose Inventory Option #3 – Agency Developed Inventory Outside of Smartsheet for RW Task 574, your worksheet will be blank. You must update your *<Agency> User Story Inventory* worksheet with data from your inventory created outside of Smartsheet.

The information below describes the columns in the *<Agency> User Story Inventory* worksheet and provides instructions on how to complete the worksheet.

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User Story Inventory Section – Required for Monthly Progress Reporting

- **Error Messages** (locked from editing) – Review any error messages and take action to resolve. This column is updated via overnight processing.
- **User Story ID** (Required) – Provide a unique identifier for your User Story.
- **User Story Title/Testing Scenario** (Required) – Name the user story or the scenario for the user story, which is typically the variation of the activity of which you need to test.
- **Activity** (Required)
  - Select a related Florida PALM activity from the Topics and Activity list.
  - Select 'Agency Defined' if it is an agency defined activity that does not appear on the Topics and Activity list.
- **Project Recommended Standard Activity** (locked from editing) – Auto-populated to indicate whether or not the activity is a Project Recommended Standard Activity.
- **BPG** (locked from editing) – Auto-populated to indicate the related Business Process Grouping for the selected activity.
- **Topic** (locked from editing) – Auto-populated to indicate the related Topic for the selected Activity.

Testing Progress Section – Required for Monthly Progress Reporting

- **Planned Number of Tests** (Required)
  - This column is locked from editing, and the number is auto populated from the 'Planned Number of Tests for Next Month' column.
  - If the activity is new, the number will default to '0'.
- **Actual Number of Tests** (Required)
  - Indicate the number of tests that actually occurred for each unique activity for the month.
    - Enter '0' if no tests were conducted for the month.
  - 'N/A' is <u>only</u> an option for <u>activities that are not applicable</u> for your agency.
    - You will not use the 'N/A' option if you are only listing activities in your worksheet that are applicable for your agency.
    - This option is available if you choose to list all activities from the Florida PALM Activities list and identify which activities are ones your agency will or will not perform in Florida PALM (i.e., it's a business process that your agency utilizes).
- **Performance Outcome** (Required)
  - Indicate a rating for the overall outcome of testing for each unique activity for the entire month.
  - Drop-down options include:
    - Above Expectations – Select this option if testing of the activity has been successful and exceeded your expectations, with little to no room for improvement.

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- ▪ Satisfactory – Select this option if testing of the activity has executed as planned. There may still be room for process improvements, minor remediations, and/or training opportunities.
- ▪ Inadequate – Select this option if testing did not go as well as expected and many improvements are required.
- ▪ N/A – Select this option of no testing was completed for the month.

- **Performance Outcome Comments** - This field is used to provide context to the rating assigned in the "Performance Outcome" column. (Required only if 'Inadequate' was selected in the "Performance Outcome" column.)
  - o Provide context to the assigned rating in the "Performance Outcome" column.
  - o If 'Inadequate' was selected as the Performance Outcome, explain the challenges experienced during testing and any planned action to improve future testing.
- **Planned Number of Tests for Next Month** (Required)
  - o Indicate the number of tests you plan to conduct for each unique activity for the following month.
    - ▪ Enter '0' if no tests are planned for the following month.
  - o 'N/A' is <u>only</u> an option for <u>activities that are not applicable</u> for your agency.
    - ▪ You will not use the 'N/A' option if you are only listing activities in your worksheet that are applicable for your agency.
    - ▪ This option is available if you choose to list all activities from the Florida PALM Activities list and identify which activities are ones your agency will or will not perform in Florida PALM (i.e., it's a business process that your agency utilizes).

Additional User Story Details Section – Not required for Monthly Progress Reporting
- **Agency Defined End User Role** – Identify all the Florida PALM end user roles required to complete the user story.
- **Support Materials** – Identify all supporting materials developed for the user story.
- **Related Agency Business System** – Identify any agency business systems that are used to support the user story.
- **Related Florida PALM Report(s)** – List any Florida PALM reports that supports the completion of the user story.
- **Who (As a _____)** – Identify the user required to complete the user story, this could be a name or position title, etc.
- **What (I want _____)** – Describe the action or function the user needs to complete.
- **Why (so that_____)** – Describe the value, benefit or outcome for completing the action.
- **Comments** – Use this field optionally for internal purposes.