

Task Instruction Addendum

Task Addendum Release: December 21, 2023

Task ID: 504

Task Name: *Update Agency Business System Documentation for Segment I*

Task Start Date: *October 30, 2023*

Task Due Date: *January 12, 2024*

Task ID: 505

Task Name: *Update Florida PALM Interface Inventory for Segment I*

Task Start Date: *October 30, 2023*

Task Due Date: *January 12, 2024*

Task Instruction Update

The initial release of this task asked agencies to begin planning for how your agency business systems will integrate with Florida PALM. Based on your understanding of the future design of Florida PALM, you are required to select the interfaces needed to support your business needs and update and attach related agency business system documentation. The following are changes or addendum to the Task Instructions:

1. Agency Business System documentation is no longer required to be attached.

Due to the possible security implications and sensitivity of agency business system documentation, you are no longer required to attach any system documentation in Smartsheet for this task. To complete the task, you are still required to update your agency business system documentation, as needed, and provide the documentation status in the Agency Implementation Interfaces & Documentation worksheet in Smartsheet. In addition, you should be prepared to provide or share agency business system documentation with the Project as part of readiness touchpoints or through other requests, as needed.

2. Additional Agency Business System information is now auto-populated in the Agency Implementation Interfaces & Documentation worksheet.

To support your selection of interfaces for the applicable agency business systems, two new columns have been added to your Agency Implementation Interfaces & Documentation: System Readiness Activity and Business Purpose. These columns are auto-populated from your Agency Current-State Business Systems sheet. If these columns are incomplete from Task 326, please update in the Agency Current-State Business Systems sheet and the information will appear in the Agency Implementation Interfaces & Documentation worksheet the next day.

As a reminder, to be considered 100% complete on both tasks, you must:

- Select the known Segment I interface needs in the “Florida PALM Interface Selection(s)” column. (Task 505)
- Indicate a status of “Documentation Update Not Needed” or “Documentation Update Complete” in the “ABS Documentation Status based on Segment I” column. (Task 504)

Note: Segment I interfaces will continue to be available for selection as future design segments are released.

Instructions

- 1) Continue progress on these combined tasks, per the original task instructions and previous addendum. Collaborate with your CCN and functional and technical SMEs to**

Instructions	
	<i>understand the designs for Segment I and integration needs to support your agency business functions.</i>
2)	<i>Complete Segment I Florida PALM Interface selections in the Agency Implementation Interfaces & Documentation worksheet in Smartsheet.</i>
3)	<i>Update agency business system documentation to reflect interface or processing changes, if any, related to the impact of Segment I designs.</i>
4)	<i>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.</i>
5)	<i>Finalize interface selections and updates to agency business system documentation by January 12, 2024.</i>
6)	<i>When complete, update the RW Task Tracker, Agency Reported Task Progress column, to 100% and save. If interface selections or agency business system documentation remain incomplete, indicate the appropriate percentage complete.</i>
7)	<i>If you have questions contact your Readiness Coordinator.</i>