Task Instructions

Task ID: 519
Task Name: *Remediate Agency Business Systems based on Segment I*
Task Start Date: *January 29, 2024*
Task Due Date: *June 28, 2024*

Task Description

Complete agency business system internal build and unit testing activities based on agency business system documentation updates for Segment I.

Task Overview

Florida PALM is a large-scale business transformation impacting your people, processes, technology, and data. You must plan for your transformation to be successful. Once you have a plan in place, you can begin to remediate based on your plans.

You previously completed Readiness Workplan (RW) tasks to prepare for your agency business system remediation.

- Task 326 – Update Current State Agency Business System Inventory and Documentation
- Task 505 - Update Florida PALM Interface Inventory for Segment I
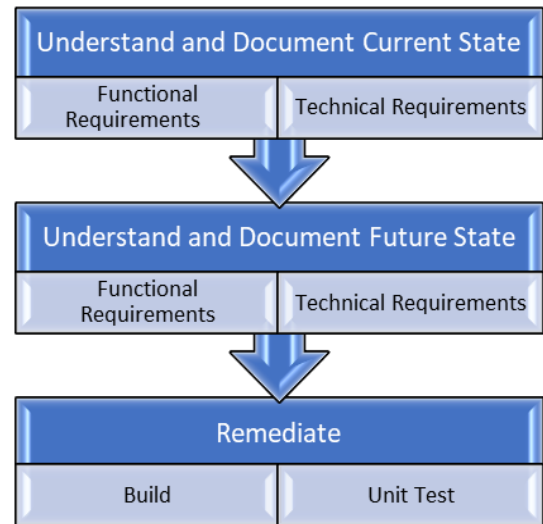- Task 504 - Update Agency Business System Documentation for Segment I

Figure 1: Transformation Planning

Now it is time to begin building and performing unit testing of your business systems to prepare for interface testing in January 2025 (RW Task 575). This is an iterative process, as remediation is needed after each design segment, continued during testing, and will be completed through the implementation of Florida PALM as shown in the Agency Implementation Roadmap.

Task Elements

This Task contains three parts:
1. Review of your agency business system documentation and update of your approach
2. Remediation of your agency business system(s) and unit testing of the changes
3. Documentation of your remediation status

Review Documentation and Update Approach

Previous RW Task 504 required your agency to review Segment I resources and update agency business system documentation, including functional and technical requirements and test cases, based on Florida PALM interface selections (RW Task 505). This task expands on that by

requiring you to complete build and unit test activities for all agency business systems with known Segment I Florida PALM interface selections.

Collaborate with your Change Champion Network (CCN) and functional and technical subject matter experts (SMEs) to review the elements, shown in Figure 2, within your updated documentation for each agency business system with a Florida PALM interface selection for Segment I.

Compare your requirements and testing plans documentation with Segment I design information again and make all decisions on changes or updates needed, if any.
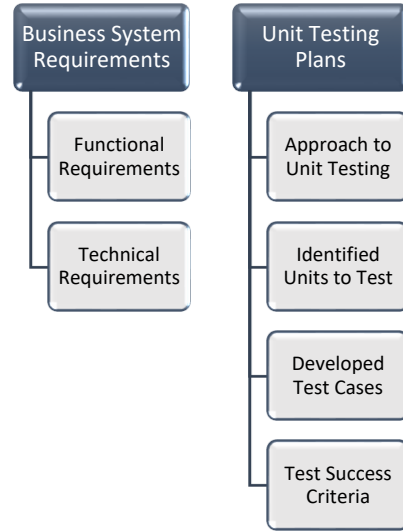
Figure 2:ABS Remediation Components to Review

Build and Unit Test

When you have completed your review of the documentation, you can begin remediating your agency business system based on the updates made to system requirements in the business system documentation. Once you have completed your system remediation, you must unit test to verify that the changes to your system work as expected. Unit testing is an iterative process that is repeated until your unit test success criteria are met. Figure 3 demonstrates the iterative Unit Test life cycle at a high level.

NOTE: Although Integration Testing is not required to be completed as a part of this task, you can begin internal integration testing work at the completion of unit testing to better prepare your agency for future testing with Florida PALM. Table 1 below provides additional information highlighting the key criteria and differences between Unit Testing and Integration Testing.
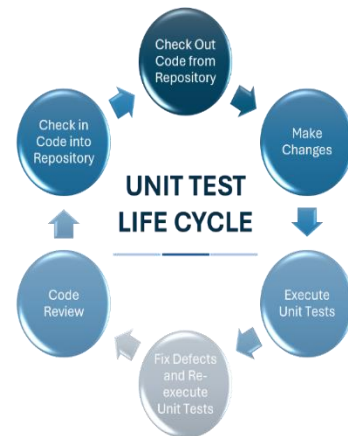
Figure 3:Unit Test Life Cycle

Table 1: Unit Testing vs Integration Testing Comparison

Criteria	Unit Testing	Integration Testing
Functionality	Small module or a piece of code is tested	Individual modules combined and in a group are tested
Complexity	Less complex	More complex
Test Conductor	Developer	Team of testers
Maintenance	Low	High
Scope	Narrow	Wide
Knowledge of the Code	The tester has complete knowledge of the code and internal functionality. They are familiar with white-box testing.	The tester does not know the code but knows the expected result and the overall functionality. They are familiar with black-box testing.

Criteria	Unit Testing	Integration Testing
Order of Testing	Performed just after the development of a separate code fragment	Executed after unit testing and before system testing
Involvement of Dependencies	Do not require the participation of external dependencies, such as a database or a network	Require the use of real dependencies to perform testing, such as test database or hardware
Speed	Faster to write and perform	Slower to execute

Document Remediation Status

The existing ABS Remediation Status based on Segment I column, within your agency-specific *Implementation Interfaces & Documentation* worksheet, has now been unlocked. Throughout the completion of your agency business system remediation, use this column to provide the appropriate status for the system's remediation efforts. *Remember, the status of the individual system's remediation efforts will be critical information to know for your reporting of the overall Task status.* Select from the following options for reporting the system's status:

- **Remediation Not Needed**: Select this value if "Documentation Update Not Needed" was selected in the ABS Documentation Status based on Segment I column.
- **Remediation Not Started**: Select this value if "Documentation Update Complete" was selected in the ABS Documentation Status based on Segment I column and remediation efforts have not begun for the business system, based on Segment I interfaces or designs.
- **Remediation In Progress – 25%**: Select this value if "Documentation Update Complete" was selected in the ABS Documentation Status based on Segment I column and remediation efforts have started with minimal progress.
- **Remediation In Progress – 50%**: Select this value if "Documentation Update Complete" was selected in the ABS Documentation Status based on Segment I column and remediation efforts have made substantial progress.
- **Remediation In Progress – 75%**: Select this value if "Documentation Update Complete" was selected in the ABS Documentation Status based on Segment I column and remediation efforts are almost complete.
- **Remediation Complete**: Select this value if "Documentation Update Complete" was selected in the ABS Documentation Status based on Segment I column and remediation efforts are complete and ready for future testing, including connectivity and integration testing.

NOTE: *For agency business systems that require interfaces with cross-segment dependencies, remediation must still be completed utilizing the known information gained from the interface layouts, related business process models and Segment Design Workshops. Internal build and unit test remediation efforts are typically completed at the code level. This alleviates the need to wait for future segment dependencies, allowing agencies to focus remediation efforts on individual units/components within their business systems as information is released.*

How will agencies use this information?

Completing remediation efforts as Florida PALM system information is released and agency integration decisions are made will provide your agency the time needed to prepare and participate in:

- Connectivity Testing in September 2024 (RW Task 554)
- Technical Interface Testing and Internal Agency Business System Test in January 2025 (RW Tasks 575 & 576)
- Full Integration Testing during User Acceptance Testing in July 2025 (RW Task 614)
- Financials and Payroll Go-Live in January 2026

How will Florida PALM use this information?

The Florida PALM team will use this information to gain a broad understanding of your agency's preparedness and readiness for Florida PALM testing and implementation. In addition, the Project team will review your _Implementation Interfaces and Documentation_ and _RW Task Tracker_ worksheets based on the following criteria to confirm completion:

Table 2: Task Completion Rubric

Task Completion Rubric
The ABS Remediation Status based on Segment I column must indicate "Remediation Not Needed" for each Agency Business System, where "Documentation Update Not Needed" is indicated in the ABS Documentation Status Based on Segment I column.
For all other Agency Business Systems, the ABS Remediation Status based on Segment I column must have a status of "Remediation Complete".
The task tracker has been marked as 100% complete for this Task.

Task Instructions

Collaborate with your Change Champion Network and functional and technical SMEs to plan, execute, and document the status of all agency business system remediation for Segment I. Update the existing _Implementation Interfaces & Documentation_ worksheet in Smartsheet to report progress of agency business system remediation efforts based on Segment I interface needs.

Figure 4: <Agency> Implementation Interfaces & Documentation worksheet

Smartsheet Navigation:
- Implementation Interfaces & Documentation
  Florida PALM Workbook for (Agency) > Inventories > Interface Inventory

As you are working, track progress in your RW Task Tracker. Indicate task completion by updating the RW Task Tracker to 100% only when you have completed the rubric included in Table 2 above.

Table 3: Summary of Task Completion Steps

Summary of Task Completion Steps
1) *Collaborate with your CCN and functional and technical SMEs to complete all agency business system remediation needed based on Segment I interface selections.*
2) *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.*
3) *Complete task by **June 28, 2024**.*
4) *When complete, update the RW Task Tracker, Agency Reported Task Progress column, to 100% and save.*
5) *If you have questions regarding this task, participate in the Thursday Task Talk or contact your Readiness Coordinator.*

Supporting Materials & Resources:
- Agency Implementation Roadmap
- Knowledge Center
- Segments I and II Design Workshops (Business process flows, recordings, presentations)
- Business Process Models
- Interface Catalog and the Reports Catalog