Dashboard Overview

A *<Agency> Monthly Progress Report* dashboard (example shown below in Figure 1) has been created within your agency's Florida PALM Workbook in Smartsheet. The Monthly Progress Report dashboard provides a high-level view of your agency's reported testing activity progress and serves as the tool for your Primary Agency Sponsor to confirm and submit your agency's progress each month.

The *<Agency> Monthly Progress Report* dashboard for August 2025 is designed to allow agencies to confirm progress of interface testing activities. The dashboard is expected to evolve over time to display relevant data and metrics related to activities including participation in UAT, full integration testing, training, and cutover.

NOTE: *The following agencies with no planned interfaces will not have an August Monthly Progress Report: DOEA, DOS, EOG, FSDB, and PSC.*

Smartsheet Navigation:
Florida PALM Workbook for (Agency) > Monthly Progress Reporting

Figure 1: Demo Progress Report – Testing Dashboard

The Monthly Progress Report dashboard is populated using agency reported data from the following resources located in your Florida PALM Workbook in Smartsheet:

- *<Agency> Cycle 2 Technical Interface Testing*
- *<Agency> Interface Test Planning*

Interface Cycle 2 - Technical Testing Section

The Interface Cycle 2 - Technical Testing section is designed to help you understand your agency's current interface testing progress and status.
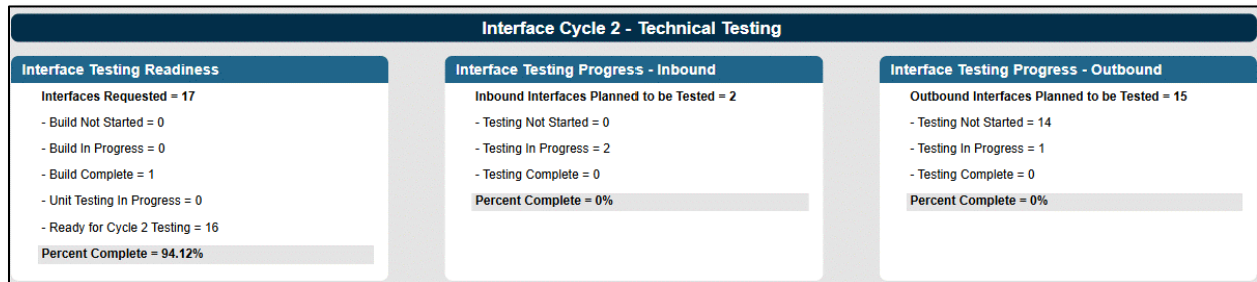
Figure 2: Interface Cycle 2 - Technical Testing Section

Interface Testing Readiness

The Interface Testing Readiness box displays your agency's Interface Cycle 2 - Technical Testing readiness progress maintained in your *<Agency> Interface Test Planning* worksheet. The data shows the count of interfaces requested by your agency and the agency-reported Cycle 2 Test Readiness status for those interfaces. The percent complete calculates the percentage of interfaces that are ready to be tested (Ready for Cycle 2 Testing / Interfaces Requested).
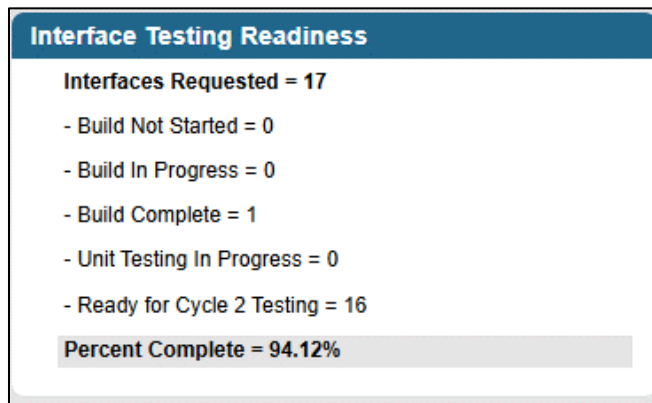
Figure 3: Interface Testing Readiness Section

Interface Testing Progress – Inbound/Outbound

The Interface Testing Progress - Inbound/Outbound boxes display, grouped by the direction of the interface, status of interfaces tested. The data displays your agency's interface testing progress maintained in your *<Agency > Cycle 2 Technical Interface Testing* worksheet.

- Testing Not Started indicates the count of interfaces that are planned to be tested but testing has not started.
- Testing in Progress indicates the count of interfaces that are currently undergoing testing activities.
- Testing Complete indicates the count of interfaces that have had at least one successful test.

- Percent Complete indicates the percentage of interfaces that have had at least one successful test (Testing Complete / Inbound (Outbound) Interfaces Planned to be Tested).
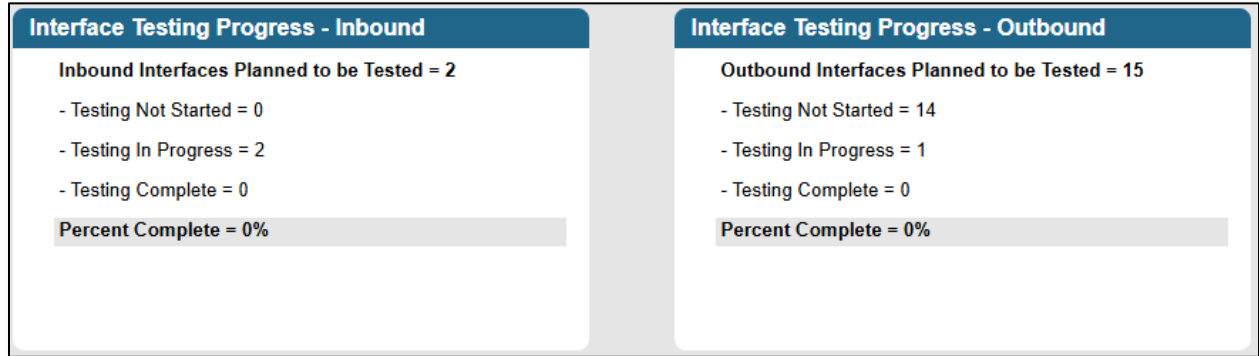
Interface Testing Progress - Inbound

Inbound Interfaces Planned to be Tested = 2

- Testing Not Started = 0

- Testing In Progress = 2

- Testing Complete = 0

Percent Complete = 0%

Interface Testing Progress - Outbound

Outbound Interfaces Planned to be Tested = 15

- Testing Not Started = 14

- Testing In Progress = 1

- Testing Complete = 0

Percent Complete = 0%

Figure 4: Inbound/Outbound Interface Testing Section

Submission Section

The Submission Section includes a form for your Primary Agency Sponsor to confirm and submit your Monthly Progress Report and provides record of previous submissions.

Figure 5: Submission Section

Primary Agency Sponsor Confirmation

The Primary Agency Sponsor Confirmation (Figure 6) allows for easy submission of the Monthly Progress report. The confirmation should only be submitted by the <u>Primary Agency Sponsor.</u>

NOTE: *This report is intended to provide an accurate representation of the testing progress for the current month; therefore, the Primary Agency Sponsor Confirmation form will be disabled for the majority of the month during the task duration. The confirmation form will be enabled to allow submission no earlier than five business days before the task is due and will close promptly the business day after the task is due.*

Figure 6: Agency Primary Sponsor Confirmation

Progress Report Confirmation

Upon submission, a confirmation status will appear in the Progress Report Confirmation box (Figure 7).

DEMO Progress Report Confirmation			
Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
August 2025	John Smith	floridapalm@myfloridacfo.com	07/30/25

Figure 7: Agency Sponsor Confirmation Report