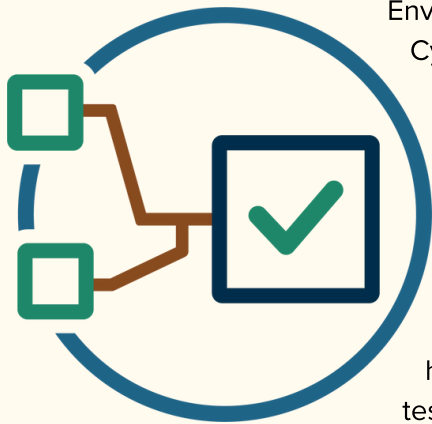


INTERFACE TESTING

Interface Cycle 2 - Technical Testing has begun!



In June, Interface Cycle 2 – Technical Testing began within the Interface Testing (INT) Environment for enterprise partners and third parties. Agencies will begin in August, and Cycle 2 will continue through October. Interface Cycle 2 – Technical Testing will be based on the data in the Mock Conversion 2 Run.

The objective of Interface Cycle 2 – Technical Testing is to verify that a business system (enterprise/agency business system) can generate a file that Florida PALM can consume/load, enabling Florida PALM to send files to enterprise/agency business systems for loading. The focus is on the agency's ability to create and consume files, rather than the specific data within the files. This testing requires a high level of constant contact between the Project and interface partners. The interface testing file exchange is performed manually using the MFT connection, without an automated batch schedule.

Integration partners that are not ready at the start of their planned testing will participate in testing when they are ready. Testing must start no later than October 1, 2025, unless approved by the Project. Agencies must complete Interface Cycle 2 – Technical Testing for each business system before participating in Interface Cycle 3 – End-to-End Testing for that business system. If an agency is unable to complete Cycle 2 testing on time, the untested interfaces will be removed for that integration partner's business system and deferred for at least 1-year after go-live.

There is a new section on the **Testing** webpage called *Agency Build and Unit Test* that provides a view of each agency's internal build and unit testing progress.

The *Test Readiness Status* button provides a real-time,

live snapshot status of the Interface Cycle 2 – Technical Testing as reported by each agency for all interfaces and agency business systems.

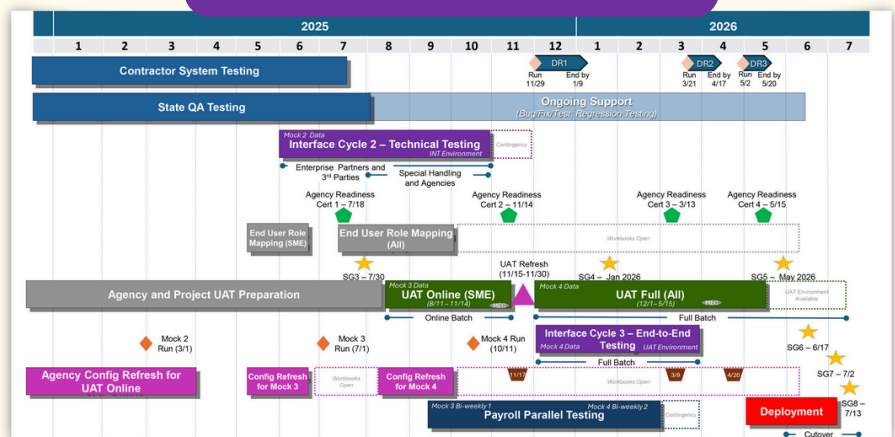


TEST READINESS STATUS

In support of interface testing and conversions, the Florida PALM Project hosted an Interface Testing & Conversion Workshop on June 11. The all-day event provided a breakdown of conversion activities, including the various conversion cycles, the Project's activities to lead and support the conversion process, and agency activities with regard to data review, clean up and usage. The Interface Testing portion of the workshop included the various interface testing cycles, the timeline for execution, the partner/participant expectations, and the objectives of the testing process. You can learn more by viewing the **Presentation** and the **Video**.

[CLICK TO VIEW INTERACTIVE TIMELINE!](#)

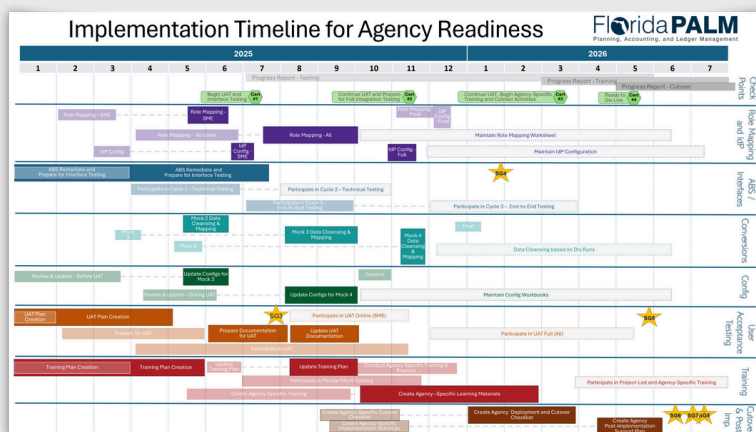
By clicking on a testing activity or icon, a pop-up box will appear with in-depth information and timing about that activity.



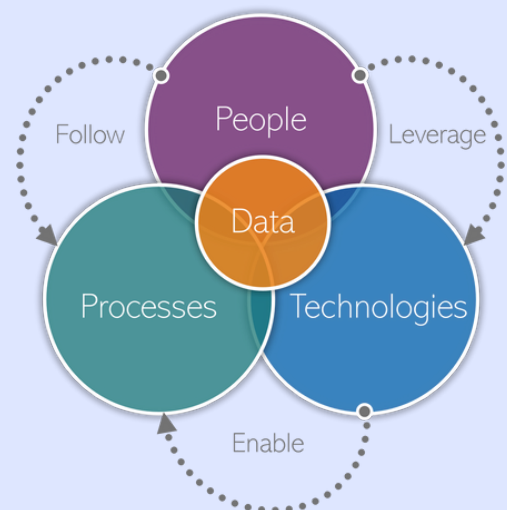
Readiness Workplan & Roadmap

Agency Readiness Criteria

Updates have been made to the **Readiness Certification** information located on the **Agency Readiness Reporting** page. These updates reflect the new Agency Readiness Certification RW Task due dates, the applicable readiness criteria, and the related RW Tasks and Project activities. A printable version can be found on the page for quick reference.



CLICK TO VIEW LARGER IMAGE!



USER ACCEPTANCE TESTING

User Acceptance Testing (UAT) Online kicks off in August with Project-hosted sessions for agency subject matter experts (SMEs). The purpose of UAT is to allow agencies to familiarize themselves with how transactions, data and reporting work within Florida PALM. UAT also allows for continued remediation of agency business processes while helping to identify other gaps in those business processes that require additional remediation.

Both UAT Online and UAT Full will introduce:

- Processing transactions online
- Processing spreadsheet uploads
- Processing reports in Florida PALM and the Florida PALM Data Warehouse
- Creating new Queries in the Florida PALM Data Warehouse



For UAT Online, agency SMEs will also be introduced to online batch processing and Data Warehouse batch processing. While UAT Full will also include interface processing, full batch schedule, interface batch processing, and full payroll processing.

Agencies are responsible for creating User Stories to support UAT as well as agency-specific materials (e.g., applicable Chart of Account (COA) values, source documents to support work simulation). They are also responsible for testing agency processes and business systems and for coordinating and assigning UAT participants. Agencies will also keep track of agency-specific testing issues and resolve any agency system-related issues.

The Florida PALM Project will provide core materials to support end user learning. With the creation and maintenance of a UAT environment loaded with agency configurations and conversion data, the Project will provide support for agency processes and business system testing as well as resolution of Florida PALM system-related issues.

You can learn more about “What to Expect” and “How to Prepare” under the User Acceptance Testing section on the **Testing** webpage. Stay tuned for a calendar of topics and registration information over the summer.



WHAT TO
EXPECT



HOW TO
PREPARE



REGISTRATION

What should agencies do to prepare for UAT?

- Complete change analysis to identify changes in agency business processes
- Identify SMEs that can support agency processes and end users within each applicable business process grouping
- Maintain list of end users (in Smartsheet)
- Role map SMEs
- Create data value ‘cheat sheets’ for agency COA values
- Ensure SMEs take pre-requisite UAT training
- Create agency-specific pre-requisite UAT training
- Create user stories →
- Create and maintain a UAT plan and approach for tracking testing activities and for engaging end users in UAT Full

reminder

574 - Prepare Documentation for User Acceptance Testing

1. Create user stories for all processes that must be tested in UAT.
2. Develop or collect UAT support materials.
3. Create an inventory of testing materials.

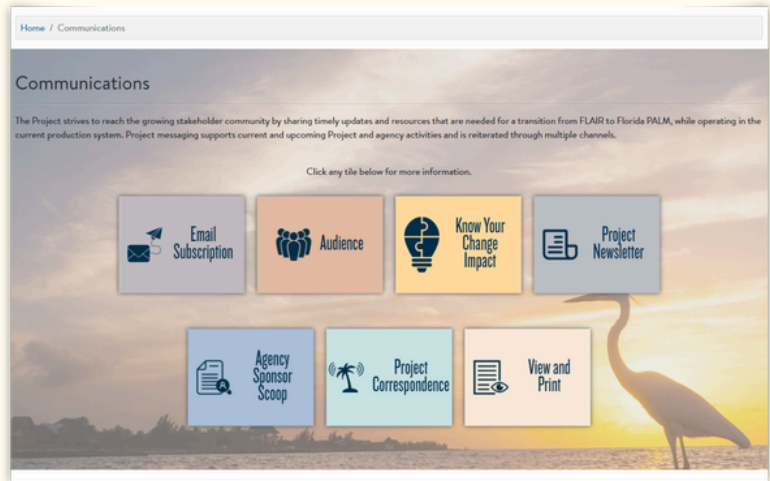
Due August 8

WEBSITE UPDATES

The **Communications** webpage on the Florida PALM website has been redesigned and updated to include two new sections. The layout has been streamlined to present all communications sections as clickable tiles that open to individual pages. The new sections include an *Audience* page that provides a breakdown of the various intended audiences for receiving communications and a page for the *Know Your Change Impact* series. The Project has published eight of these informational graphics so far, focusing on such topics as Training, SpeedKeys, duplicate AP Warrants, and more.

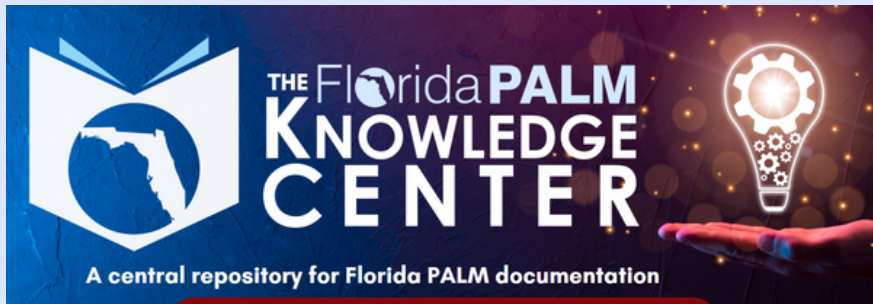
[Click here to visit the *Know Your Change Impact* page](#)

Communications Page



KNOWLEDGE CENTER 2.0

The Florida PALM Knowledge Center Version 2.0 was released in May.



[CLICK TO VISIT THE KNOWLEDGE CENTER](#)

May saw the release of the **Florida PALM Knowledge Center** Version 2.0. This new version provides an enhanced user experience, making navigation more intuitive. It offers powerful search tools to help users locate the information needed with fewer clicks and less scrolling, including a search specific to the Glossary. It is easier to find information on a page and expand portions of the screen for easier viewing.

A “breadcrumb” or navigation path displays at the top of users’ screens to provide visibility into where the page is located within the Knowledge Center content.

Version 2.0 also features the ability to “follow” individual articles in order to be alerted to changes. If there is a particular interface layout article you are interested in keeping up on, consider using the “Follow” feature to subscribe to receiving updates directly from the Knowledge Center, via email, when the article is updated. The notifications are sent in real time, as the change is published. At any time you can “unfollow” an article to stop receiving notifications.

Since April, the new **Florida PALM Knowledge Center Change Catalog** has been providing a single, comprehensive list of updates made in the Florida PALM Knowledge Center. The catalog describes what changed and includes a link to the item being described. As changes are made to the Knowledge Center throughout the week, the catalog is being updated.