

FloridaPALM

Planning, Accounting, and Ledger Management



EXECUTIVE STEERING COMMITTEE

DEPARTMENT OF FINANCIAL SERVICES

JUNE 25, 2025



ADMINISTRATIVE

JULIAN GOTREAU



Administrative Budget

FY 2024-2025 Spend Plan Summary as of May 31, 2025				
Category	Projected FYTD	Incurred FYTD	Released FYTD	Release Remaining
FLAIR System Replacement	\$30,486,869	\$26,796,087	\$30,916,123	\$4,120,037
SSI Implementation Services	\$15,389,953	\$13,493,464		
Facilities and Maintenance	\$381,051	\$381,051		
Production Support	\$8,663,932	\$8,663,932		
Additional Facilities	\$154,707	\$149,898		
Production Support Administration	\$47,763	50,599		
Oracle Software and Maintenance	\$2,582,682	\$1,146,639		
Project Administration	\$204,154	\$96,948		
ERP and OC Support Services	\$1,962,662	\$1,780,558		
QA Support Services	\$1,099,965	\$1,032,998		
IT Service Management	\$911,245	\$891,390	\$1,304,572	\$413,182
Contingency	\$0	\$0	\$0	\$0
Salaries & Benefits	\$8,650,422	\$8,464,246	\$10,220,897	\$1,756,651
HR Transfer and Risk Management Insurance	\$37,957	\$31,957	\$37,957	\$6,000
Total:	\$40,086,493	\$36,183,680	\$42,479,549	\$6,295,870



Administrative

Risks and Issues

- ▶ No open Issues
- ▶ Eight open risks
- ▶ Two New Risks
 - Risk 11 – Delays or Extended Durations of interface testing with Enterprise Partners
 - Risk 12 – Potential Delay in System Test Segment III Completion
- ▶ Five Risks with a score of 6
 - Risk 2 – External stakeholders and agencies expectations
 - Risk 3 – Budget related items
 - Risk 6 – Execution of contracts and procurement activity outside of the Project
- ▶ Three risks with a score of 9
 - Risk 1 – Insufficient staffing or delays in onboarding
 - Risk 4 – Agency engagement
 - Risk 5 – Timing and efficiency of information sharing



[Open Risk Log](#)

Administrative

Schedule – Critical Milestones

SG3 – Ready to Begin UAT

July 30, 2025

Design and Build are complete; Contractor System Test is at least 90% complete; or as mutually agreed to based on ESC direction; and the UAT environment is ready for testing. Excludes PCRs and other work that are mutually agreed to have a different timeline

Critical Path Item	Trend	Status (Due Date)	Critical Path Item	Trend	Status (Due Date)
D647 – Establish DW/BI Environments	●	Accepted (05/10/2024)	D649 – Build – Segment III	●	Accepted (03/31/2025)
D648 – Build Segment II	●	Accepted (07/24/2024)	D651 – Mock Conversion I	●	Complete (05/09/2025)
Environment Builds – Mock Conversion Test Environment	●	Complete (08/26/2024)	D655 – Mock Conversion II (System Test)	●	Accepted (06/10/2025)
WP405 - Security Roles Matrix	●	Complete (08/26/2024)	D668 – Build – DW/BI – Segment III	●	Accepted (06/16/2025)
Environment Builds – Interface Test Environment	●	Complete (09/03/2024)	D654 – Build – Segment IV	●	Accepted (06/26/2025)
D650 – Solution Design – DW/BI	●	Accepted (11/11/2024)	D657 – Mock Conversion III (UAT)	●	Future Task (07/25/2025)
D652 – System Test – Segment I	●	Accepted (12/26/2024)	Environment Builds – UAT Test Environments	●	In Progress (07/28/2025)
D653 – Build – DW/BI – Segment I	●	Accepted (01/03/2025)	D696 – System Test – Segment III	●	In Progress (07/29/2025)
D659 – Build – DW/BI – Segment II	●	Accepted (02/24/2025)	I-WP111 - UAT Training Materials	●	In Progress (08/08/2025)
D656 – System Test – Segment II	●	Accepted (03/28/2025)	D661 – System Test – DW/BI	●	In Progress (08/27/2025)

● Completed/Accepted ● On Schedule ● Behind Schedule ● Late

Status as of 06/20/2025



Administrative

Schedule – Critical Milestones

7

SG 4 – Continue Deployment		January 30, 2026
<i>State readiness evaluation based on the status of interface testing, agency UAT and enterprise system readiness.</i>		
Critical Path Item	Trend	Status (Due Date)
ESC Decision	●	Future Task (01/30/2026)

SG5 – Agency Readiness		May 2026
<i>Agency Readiness Certifications have been received</i>		
Critical Path Item	Trend	Status (Due Date)
I-WP110 – Training Build	●	In Progress (02/23/2026)
UAT Complete	●	Future Task (05/15/2026)
Agency Readiness Certification 4	●	Future Task (05/15/2026)

● Completed/Accepted ● On Schedule ● Behind Schedule ● Late
 Status as of 06/20/2025



Administrative

Schedule – Critical Milestones

SG6 – Deployment Readiness

June 17, 2026

The following activities are completed: • UAT (results, Known Issues and Enhancements list) • Enterprise Systems Interface testing • Penetration Testing • Performance Testing* • Disaster Recovery Testing* • Dry Runs* • Deployment and Contingency Plan**

**Requires Project Director Approval*

Critical Path Item	Trend	Status (Due Date)	Critical Path Item	Trend	Status (Due Date)
D664 - Hypercare Support Plan	●	Accepted (06/26/2025)	Full Batch Schedule Including Critical Jobs List	●	In Progress (05/19/2026)
D665 - Post Implementation Support Plan	●	Accepted (06/26/2025)	D674 – Penetration Testing	●	Future Task (05/27/2026)
D658 – Deployment and Contingency Plan	●	In Progress (08/27/2025)	D675 – Performance Testing	●	Future Task (05/27/2026)
D662 – Mock Conversion IV	●	Future Task (11/24/2025)	D676 – Disaster Recovery Testing	●	Future Task (05/27/2026)
D670 – Payroll Parallel Testing	●	Future Task (04/27/2026)	Known Issues & Enhancements List Confirmed	●	Future Task (06/01/2026)
D671 – Interface Testing – Segment II	●	Future Task (04/27/2026)	WP416 – Regression Testing	●	In Progress (06/12/2026)
Completion of Dry Runs	●	Future Task (05/19/2026)			

● Completed/Accepted ● On Schedule ● Behind Schedule ● Late

Status as of 06/20/2025



Administrative

Project Management Plan

► PMP updates

- Schedule Management
 - Allowing specific percentage reporting
 - Created Hammock tasks
 - Added new section for ServiceNow activities
- Change Management
 - Clarified language indicating that schedule updates can only be made through Decisions, PCRs, Contract Amendments, and specific approval by the Project Director (in some cases)
- Decision Management
 - Clarified language indicating that changes to the Project schedule can only be made through Decisions, PCRs, Contract Amendments, and specific approval by the Project Director (in some cases)
- Deliverable Management
 - Removed the ability to update the schedule using attachment A for DEDs and WPEDs



INDEPENDENT VERIFICATION AND VALIDATION (IV&V)

CONTENT PROVIDED BY
PUBLIC CONSULTING GROUP



IV&V Update

Project Risk Rating Trend

- ▶ Remained a Medium Risk in May.
 - No new Findings were opened.
 - Four Findings were closed.
 - Florida PALM Focus Areas Risk Ratings improved for:
 - OCM
 - Development
 - Testing
 - Data, Conversion, and Interfaces
 - All Agency Focus Areas remained a Medium Risk.



IV&V Update

Development

- ▶ Build DW/BI Segment III:
 - Final DW/BI Build Segment III App Dev (AD) doc approved on 6/5/25.
- ▶ Build for 5 Employee Self-Service (ESS) Extensions:
 - Final Functional Designs (FDs) were approved 6/5/25 (approx. 1 month after targeted date).
 - Impacted start of pre-Build meetings.
 - Projected to delay approval of the AD docs.
 - Even with delays, ESS extensions projected to be available by start of Full UAT.
- ▶ Build for 13 FRC RICEFW Items:
 - Drafting and approval is on target. As of 6/18/25, 5 AD docs are approved and last AD doc targeted for approval on 10/27/25.



IV&V Update

Data, Conversion, and Interfaces

► Conversion:

- Finding 16 (Issue regarding compounding delays in Mock Conversion 0 and 1) was closed in May.
 - As of 5/22/25, no open SIRs remain for Mock Conversion 0 and 1, and all Mock Conversion 2 Test Scripts have been executed.
- Mock Conversion 2A:
 - 16 Total SIRs remain (9 Medium and 7 Low-priority) as of 6/18/25.
- Mock Conversion 2B:
 - 11 Total SIRs remain (10 Medium and 1 Low-priority) as of 6/18/25.



IV&V Update

Data, Conversion, and Interfaces

► Interface Testing Cycle 2:

- 22 Interfaces targeted for testing between 6/2/25 and 6/18/25.
 - 3 Interfaces on track - Testing steps started or completed on time.
 - 13 Interfaces have a late Start - At least one testing step has not started on or before 6/18/25.
 - 6 Interfaces have a late Finish - At least one testing step remains incomplete past planned finish date.



IV&V Update

Data, Conversion, and Interfaces

▶ System Testing DW/BI:

- Execution began 6/2/25 and targeted completion is 7/18/25.
- 155 SIRs opened (28 High, 34 Medium, and 93 Low-priority) as of 6/19/25.
- Testing paused by SSI Vendor to resolve SIRs.

▶ Self-Service Build & Testing

- Targeted for completion by 7/18/25.
- Florida PALM Project Team requires ODI connection from SSI Vendor to complete Self-Service Reporting.
- ODI connection has not been provided as of 6/19/25.



IV&V Update

System Testing

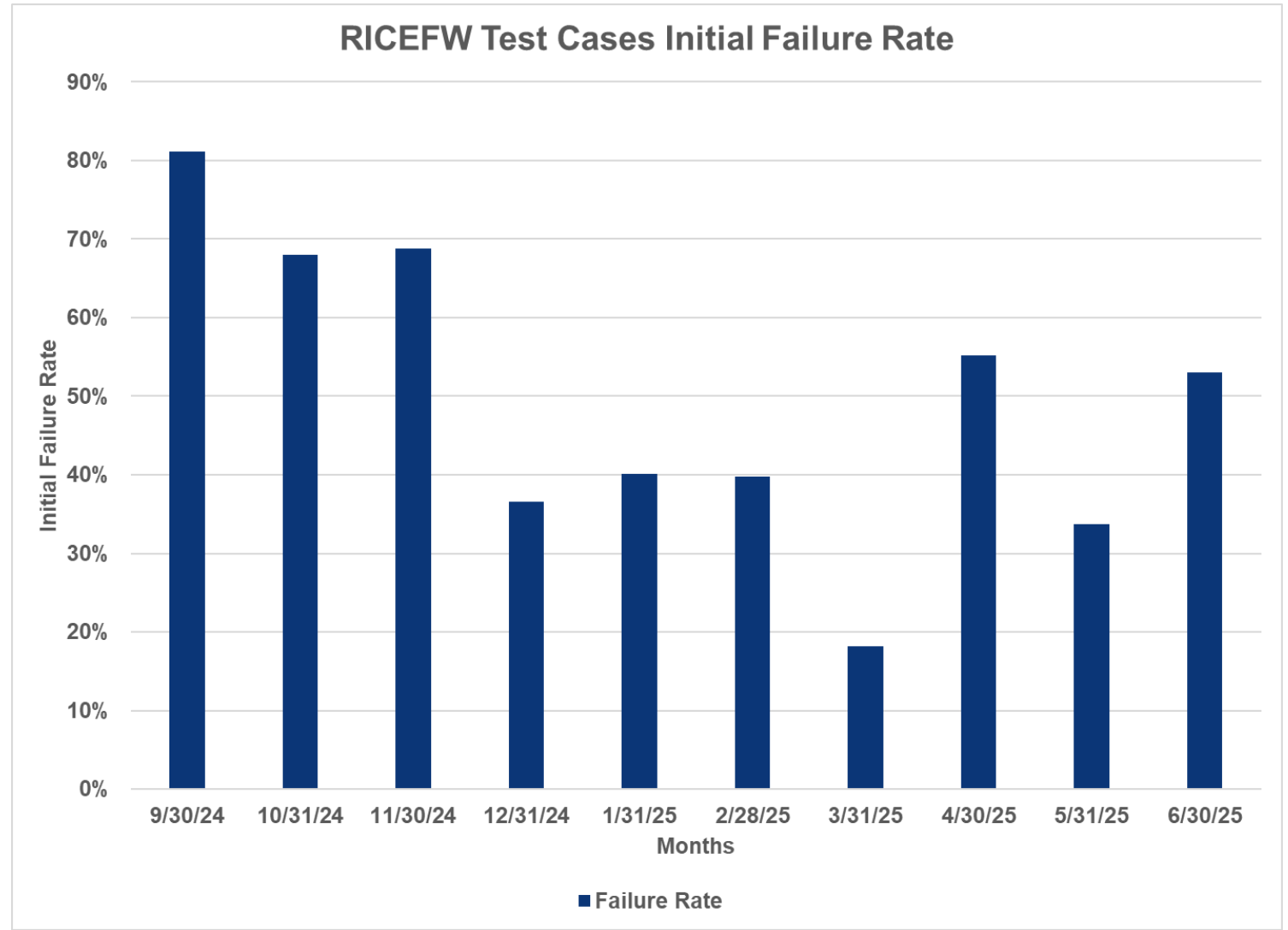
- ▶ Finding 21 (Preliminary Concern regarding pace of execution for System Testing Segment III) was closed in May.
 - SSI Vendor achieved and sustained necessary execution pace and remains on track.
 - 29 Test Scripts remain for initial execution.
- ▶ System Testing SIRs:
 - 6 Critical and 72 High-priority SIRs remain unresolved.
 - Based on average resolution time for High-priority SIRs and time remaining for System Testing, Florida PALM IV&V projects all Critical and High-priority SIRs may not be resolved by targeted finish date of 6/30/25.



IV&V Update

System Testing

- ▶ Finding 15 – Risk that High Failure Rate For RICEFW-related Test Scripts May Impact Stage Gate 3 – Ready to Begin UAT.
 - Improvement from December to March and then in May.
 - Increased initial failure rate noted in April and June.



IV&V Update

Project Management

- ▶ Finding 19 – Risk that Florida PALM Project could benefit from increased adherence and updates to Risk and Issue Management process.
 - Florida PALM IV&V observed improvements include:
 - Review dates and details added to logged Risks.
 - Distinct entries created for individual risks.
 - Additional CRAIDL meetings added to calendar.
 - Florida PALM Project Management Plan should reflect these enhancements, as well as additional processes for addressing remaining IV&V recommendations.
- ▶ Finding 20 (Risk that the updated Florida PALM Project Schedule is delayed) was closed in May.
 - Florida PALM Project Schedule published in May.



IV&V Update

Project Management

- ▶ SPI for the Florida PALM Project Schedule is at .93 as of 6/17/25.
 - Indicates the Florida PALM Project is progressing at 93% of the planned pace, which is slightly behind schedule.
 - Represents 1% decrease since end of May.
- ▶ 233 Delayed Tasks as of 6/17/25.
 - Top 3 areas for Delayed Tasks include:
 - I-WP111-UAT Training Materials with 78 Delayed Tasks.
 - I-WP112-End User Manual with 14 Delayed Tasks.
 - State Team Testing tasks with 26 Delayed Tasks.



IV&V Update

Organizational Change Management

- ▶ Finding 17 (Risk regarding overlapping timing of UAT, Training activities, and YEC tasks) was closed in May.
 - UAT no longer directly overlaps with Year-End Closure (YEC) and has been extended from 9 to 11 months. UAT environment will also be available through go-live.
 - Training has been shortened from 5 to 4 months but benefits from not coinciding with YEC.
 - Agencies recognize the importance of staff augmentation to support transition.



IV&V Update

Agency Readiness

- ▶ Florida PALM IV&V Analysis of Agency Test Planning:
 - Florida PALM IV&V recommends that Agencies update Interface Test Planning Smartsheet often, including comments, to promote clarity in communicating Interface Testing readiness.
 - 13% of business systems associated with Interfaces are reporting they may not be ready for Interface Testing Cycle 2.
- ▶ Florida PALM IV&V Review of Submitted Agency UAT Plans:
 - Common trends include:
 - Missing detail explaining how tasks will be performed (e.g., internal triage of test failures, test execution tracking, functional gap tracking).
 - Missing detail outlining how Agency will quantify readiness milestones for people, processes, technology and data.
 - Missing mitigation plans for UAT risks and issues.



IMPLEMENTATION ACTIVITIES

STACEY TERRY



Implementation Activities

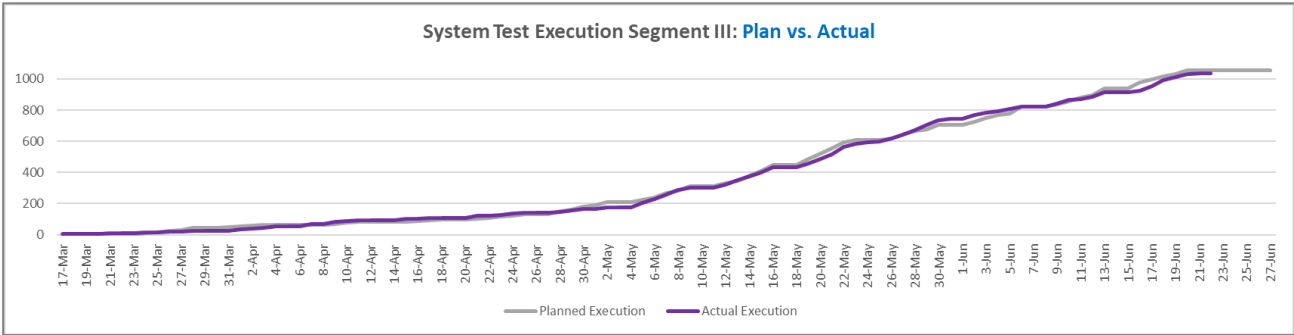
System Testing Segment III

System Test Execution Segment III	Count	% Against Total	% Against Executed to Date
Original Total Number of Scripts	706	-	-
New Total Number of Scripts	1056	-	-
Planned to Date	1056	100.0%	-
Executed to Date	1036	98.1%	-
1st Run Pass Rate	666	63.1%	64%
1st Run Fail Rate	370	35.0%	36%
Pass Rate	948	89.8%	92%
Fail Rate	88	8.3%	8%

System Test Segment III – Execution

Overall Execution Status

- Test execution is tracking to complete per schedule by 7/2
 - ACN test execution targeted to complete on 6/27; includes resolution of critical and high SIRs



System Testing Segment III Status

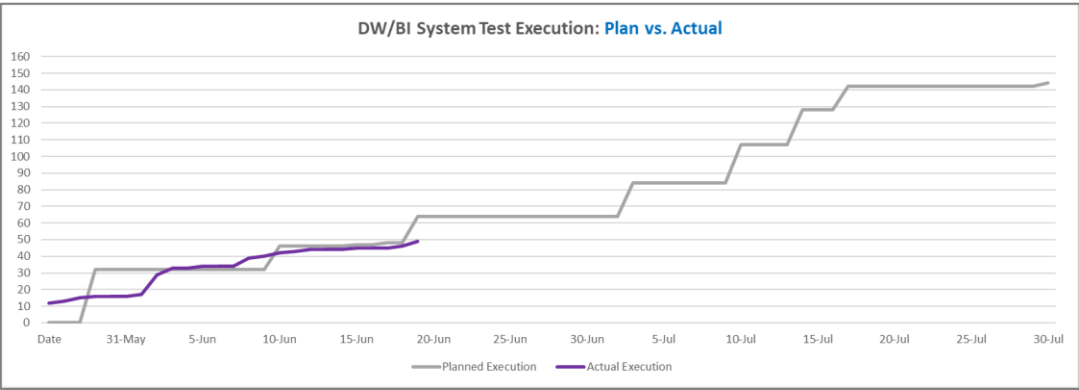
(as of 6/22/2025)



Implementation Activities

DW/BI System Testing

System Test Execution DW/BI	Count	% Against Total	% Against Executed to Date
Original Total Number of Scripts	144	-	-
New Total Number of Scripts	144	-	-
Planned to Date	64	44.4%	-
Executed to Date	45	31.3%	-
Pass Rate	28	19.4%	62%
Fail Rate	17	11.8%	38%



DW/BI Build Segment III

- DW/BI Build Segment III completed on 6/5

DW/BI System Test

- System Testing began as scheduled
- Test execution is behind due to the following key impacts:
 - Modifying custom Fact tables to join to delivered Dimensions
 - Missing report data and/or data that needs to be staged in to support testing of built reports
- Targeting to complete on schedule on 7/25

DW/BI Other Activities

- Batch Design and Batch Testing Plan are in progress
- Security roles are built; adjustments being made for Data Masking and Confidential Data
- Attachment 5.2 gap analysis is completed and has identified several ETL updates to support self-service reporting
 - Targeting to complete build early July to enable completion of system testing prior to 7/25

DW/BI System Testing Status

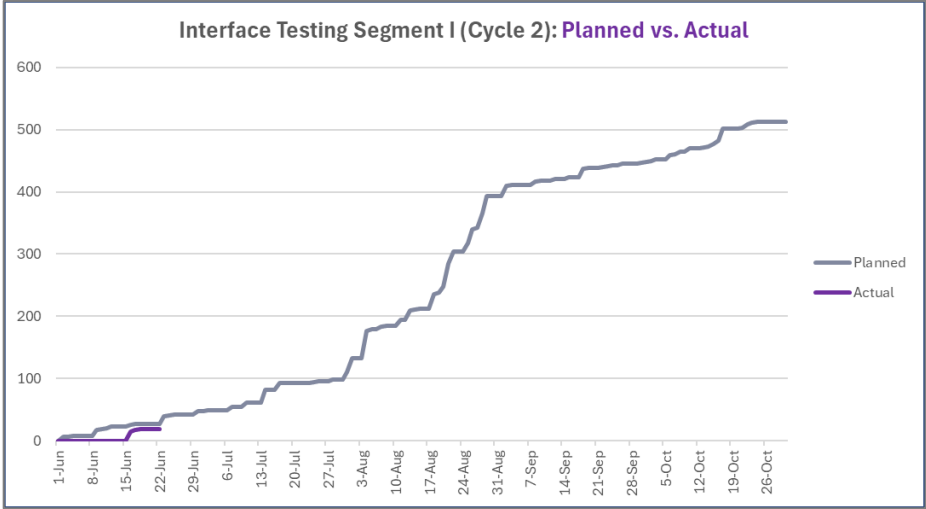
(as of 6/22/2025)



Implementation Activities

Interface Testing Cycle 2

Cycle 2 Interface Testing (by Interface Connection)	Count	% Against Total	% Against Executed to Date
Total Number of Interface Connections	512	-	-
Planned to Date	27	5.3%	-
Executed to Date	19	3.7%	-
Pass Rate	17	3.3%	89%
Fail Rate	2	0.4%	11%



Interface Test Cycle 2 Execution

- Interface Test Cycle 2 execution began on 6/16
 - Provided 11 outbound master data files to applicable integrating systems, however, with slight delay impacting enterprise partners from beginning testing on schedule
- Test execution began with Enterprise Partners in June
 - People First, LAS/PBS, MFMP, STMS, FRS, FACTS, DOR
 - Testing with FLIPS targeted to begin in September per input from A&A during collaborative meeting with Florida PALM and MFMP on 6/18
 - New supplier interface identified for MFMP which will delay testing of the file until FLIPS testing is in progress
 - Testing with Bank of America WORKS is delayed until their build is complete
- Test execution with 3rd Parties to begin in July
 - Kick-off meetings have initiated with JP Morgan Chase
- Test execution to begin with Agency Business Systems in August

Work Unit	Outbound Master Data Interface Files
AMI003	Outbound Asset Extract
API020	Outbound Supplier Detail
API038	Outbound FRS Retiree Information
API059	Outbound Employee Extract
ARI002	Outbound Customer Data
GLI001	Outbound ChartField Values
GLI017	Outbound ChartField Combination Extract
KKI009	Outbound Budget Detail Extract
PCI001	Outbound Project Information Extract
POI001	Outbound Encumbrance Extract
SDI008	Outbound SpeedKey

Interface Testing Cycle 2 Status

(as of 6/22/2025)



Implementation Activities

Mock III Conversion Preparation

- ▶ Mock III begins July 7 with FLAIR data as of 6/30; 14 Payroll and 12 Financials conversions
- ▶ The following activities are being conducted in preparation for the start of Mock III:
 - Preparing Financials and Payroll mock conversion environments
 - Resolving outstanding Mock II SIRs, which consist of the following:
 - App Dev Build program break/fix and enhancement updates
 - Log file errors
 - Conversion program performance tuning
 - Data clean up (SIRs would be resolved during Mock III execution)
 - Completing conversion checklist and Data Validation Reconciliation (DVR) updates per Mock II outcomes
 - Load of agency configuration data

Work Unit	Payroll Conversions	Work Unit	Financials Conversions
PRC001	W-4 Data and Lock in Letter	AMC001	Assets and Property
PRC002	Employee ACH Information	APC001	Suppliers
PRC003	Employee Payroll Balance	APC004	Outstanding Warrants (Manual)
PRC004	Garnishments	ARC001	Customers
PRC005	Personal Data and Privacy	ARC002	Open Accounts Receivable
PRC006	Job and Payroll Data	CTC001	Contracts (for Accounting Purposes)
PRC008	Position	GLC001	Ledger
PRC010	Retirement Benefit Data	GMC001	Grants (for Accounting Purposes)
PRC017	Dept Budget Position Funding Load	KKC001	Budgets
PRC018	Jobcode Conversion	PCC001	Projects (for Accounting Purposes)
PRC019	Payroll Accounting Department Offset Groups Load (Manual)	PCC002	Project Life-to-Date Balances
PRC021	W2 Totals	POC001	Open Encumbrances
API022	Inbound Employee Load		
API127	Inbound Retiree Supplier Load		



Implementation Activities

Stage Gate 3 Status

#	Stage Gate	Purpose	Criteria
3	Ready to Begin UAT	Confirm readiness to begin UAT	Design and Build are complete; Contractor System Test is at least 90% complete; or as mutually agreed to based on ESC direction; and the UAT environment is ready for testing; Excludes PCRs and other work that are mutually agreed to have a different timeline.
Status (as of 6/22/2025)			
Design and Build		<ul style="list-style-type: none"> Design Segments I – V are complete Build Segments I – IV are complete 	
Contractor System Testing		<ul style="list-style-type: none"> System Testing Segment III is targeted to complete on 6/27 DW/BI System Testing is targeted to complete on 7/25 	
UAT Environment Ready for Testing		<ul style="list-style-type: none"> Environment readiness activities have begun and are targeted to complete by 7/28 Includes security, online batch, agency configuration, Mock 3 conversion data, and DW/BI data loads 	



READINESS ACTIVITIES

NIKKI KLEIN

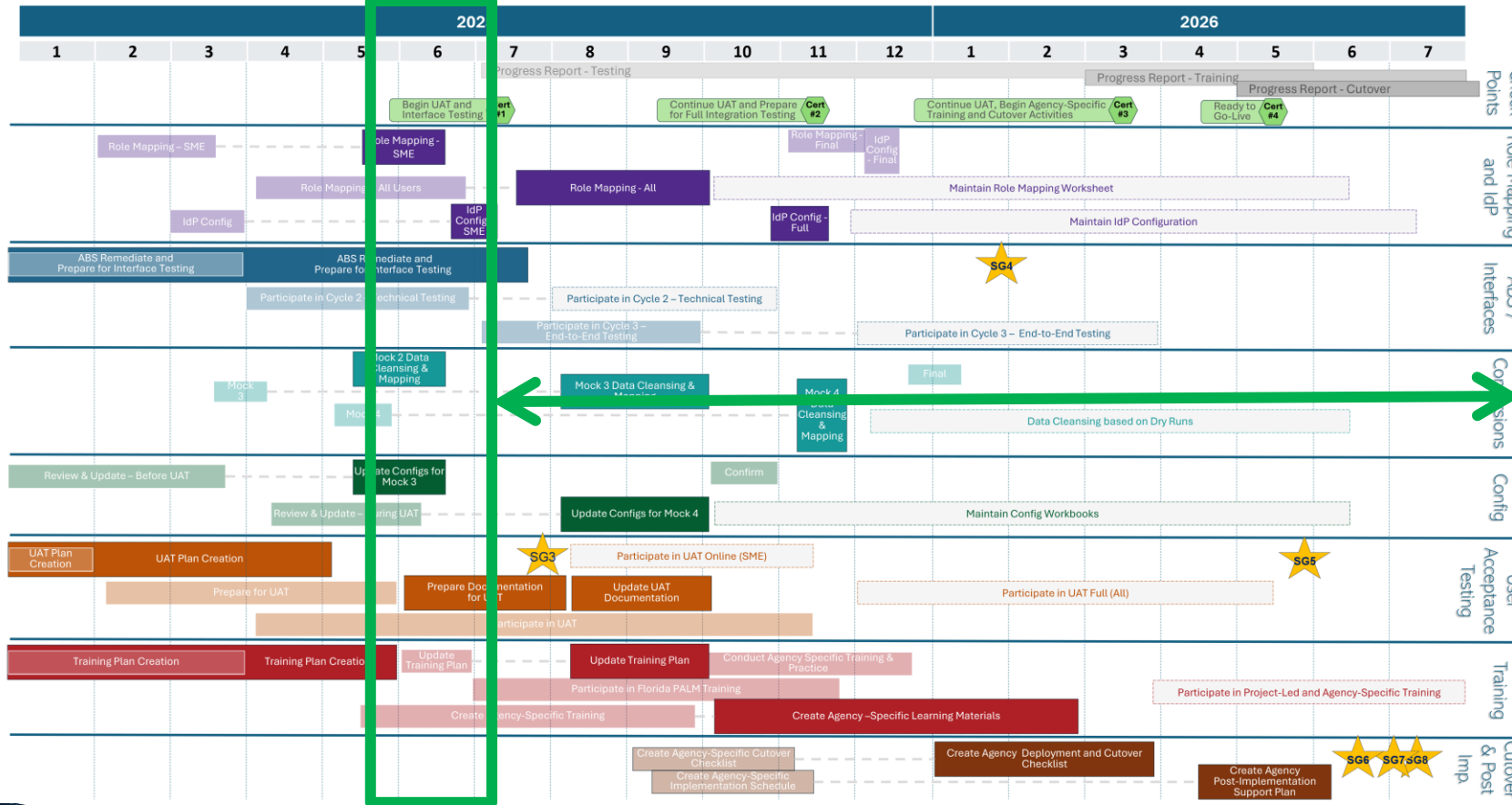


Readiness Activities

Agency Tasks

Implementation Timeline for Agency Readiness

FloridaPALM
Planning, Accounting, and Ledger Management



Tasks Due 6/20:

- ▲ Role Mapping - SME
 - ▲ Mock 2 Data Cleansing & Mapping
 - ▲ Update Configs for Mock 3
- This information is used to prepare UAT Environment for UAT Online

Tasks In Progress:

- ▲ ABS Remediate and Prepare for Interface Testing Due 7/25
- ▲ Prepare Documentation for UAT Due 8/8
- ▲ Update Configs for Mock 3 Agency Suppliers Due 6/27

Tasks Released 6/23:

- ▲ IdP Config - SME Due 7/11
- ▲ Begin UAT and Interface Testing (Cert #1) Due 7/18

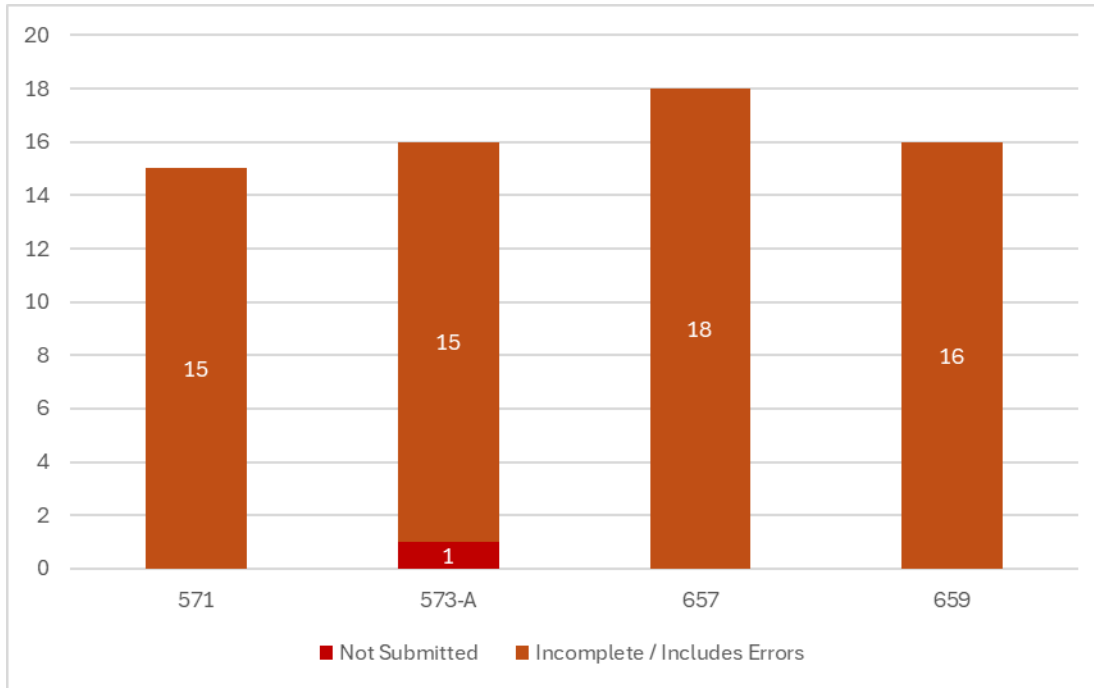


▲ Direct Impact

FloridaPALM
Planning, Accounting, and Ledger Management

Readiness Activities

Outstanding Direct Impact RW Tasks



Data Readiness

- ▶ 571 – Data Cleansing
- ▶ 657 – Configuration Workbooks
- ▶ 659 – Conversion Field Mapping

Role Mapping

573-A – Role Mapping of SMEs



Readiness Activities

Agency Readiness Certification – Update 1

- ▶ New Dashboard for reporting status against 14 criteria
- ▶ Requires a description of agency the mitigation plan for each “not met” criteria
- ▶ Includes required Confidence Level response for overall and for people, processes, technology and data

Helpful Links
[Agency Readiness Certification](#)

DEMO Readiness Certification Dashboard

Readiness Certification #1 Confirmation

Agency Sponsor Name:	Confirmed By:	Confirmation Date:
Demo Sponsor	floridapalm@myfloridacfo.com	06/20/25

Summary
Overall Confidence Level

People	Processes	Technology	Data
Confidence Level - People	Confidence Level - Processes	Confidence Level - Technology	Confidence Level - Data
Criteria ID 1.1	Criteria 2.1	Criteria 3.1	Criteria 4.1
Criteria ID 1.2	Criteria 2.2	Criteria 3.2	Criteria 4.2
Criteria ID 1.3	Criteria 2.3	Criteria 3.3	Criteria 4.3
		Criteria 3.4	Criteria 4.4
		Criteria 3.5	Criteria 4.5

People

Criteria	Related RW Tasks																
1.1 Agency identified SMEs have been assigned end user roles based on job function.	<table border="1"> <thead> <tr> <th>Task ID</th> <th>Task Name</th> <th>Agency Reported Task Progress</th> <th>Project Verification of Completion</th> </tr> </thead> <tbody> <tr> <td>536-A</td> <td>Create Agency Specific User Acceptance Testing Plan</td> <td>100% - Submitted</td> <td>Submission Complete</td> </tr> <tr> <td>536-B</td> <td>Create Agency Specific User Acceptance Testing Plan</td> <td>100% - Submitted</td> <td>Submission Complete</td> </tr> <tr> <td>573-A</td> <td>Complete and Submit End User Role Mapping Worksheet for UAT.</td> <td>100% - Submitted</td> <td></td> </tr> </tbody> </table>	Task ID	Task Name	Agency Reported Task Progress	Project Verification of Completion	536-A	Create Agency Specific User Acceptance Testing Plan	100% - Submitted	Submission Complete	536-B	Create Agency Specific User Acceptance Testing Plan	100% - Submitted	Submission Complete	573-A	Complete and Submit End User Role Mapping Worksheet for UAT.	100% - Submitted	
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536-B	Create Agency Specific User Acceptance Testing Plan	100% - Submitted	Submission Complete														
573-A	Complete and Submit End User Role Mapping Worksheet for UAT.	100% - Submitted															
1.2 UAT Roles and Responsibilities have been identified in agency-specific UAT Plan.																	
1.3 SMEs have been identified and prepared to participate in UAT.																	

Readiness Certification Worksheet

Critical Operational Element	Criteria ID	Criteria	Criteria Met	Confidence Level	Comments
People	1.0	Overall People Readiness		Very Confident	
People	1.1	Agency identified SMEs have been assigned end user roles based on job function.	Yes		
People	1.2	UAT Roles and Responsibilities have been identified in agency-specific UAT Plan.	Yes		
People	1.3	SMEs have been identified and prepared to participate in UAT.	Yes		



TRAINING ACTIVITIES

KIMBERLY KEMP



Training Activities

Agency Training Plans

- ▶ Task released 12/9/2024 and was due 5/30/2025
- ▶ 33 of 35 Agencies submitted and verified as Complete
- ▶ Outline how they will use the Plan, their key roles & responsibilities, and efforts around training planning and execution
- ▶ Next task will be to Update Training Plan (RW Task # 607) spanning from August – October 2025

Themes and Observations

Ongoing process, many starting during UAT and continuing through go-live and beyond

Using UAT to educate SMEs, confirm where agency procedures differ, determine necessary points for agency specific training

Using Topics & Activities List and UAT activities to identify training curriculum

Leaning heavily on SMEs and Training Liaisons/Experts to develop/deliver training

Starting early to identify and create learning materials

Using existing End User Role Mapping to identify learners

Using awareness of agency locations, unique learner needs and access to technology to deliver training



Training Activities

Navigating Through UAT

**COMING
SOON**

Prerequisite Training

Training required to complete before coming to UAT sessions.

Includes Knowledge Checks with a minimum passing score.



Process Steps

Materials will be provided outlining step-by-step actions end users will take to complete an activity.

Screenshots will be included when available.



End User Manual

The End User Manual will be developed as Process Steps and Screenshots are established.

The End User Manual will be housed on the Knowledge Center.



Refine

Using feedback from SMEs and through personal observations, training materials will be refined and update throughout UAT.



Training Activities

Prerequisite Training for UAT Online Participants

- ▶ Includes “Getting to Know” trainings
 - Florida PALM Overview
 - Signing in and Navigating
 - Performing Searches
- ▶ Includes “Getting to Work” trainings for each of the 13 Business Process Groupings
- ▶ A new UAT-focused page will be shared via the Knowledge Center
- ▶ Registration for UAT Online sessions will be shared via the website



Training Activities

Prerequisite Training for UAT Online Participants

- ▶ Learning Paths identified in the User Role Article, in the Knowledge Center
 - Identifies required items by role
- ▶ Published in the LMS
 - Completion and certificate credits
 - Reports for tracking
- ▶ Agency Training Liaisons will track and report progress via Smartsheet



TESTING ACTIVITIES

JIMMY COX, ANGIE ROBERTSON



We are here

2025

2026

1

2

3

4

5

6

7

8

9

10

11

12

1

2

3

4

5

6

7

Contractor System Testing

State QA Testing

Ongoing Support

(Bug/Fix/Test; Regression Testing)

Mock 2 Data

Interface Cycle 2 – Technical Testing

INT Environment

Contingency

Enterprise Partners and
3rd Parties

Special Handling
and Agencies

Agency Readiness
Cert 1 – 7/18

Agency Readiness
Cert 2 – 11/14

Agency Readiness
Cert 3 – 3/13

Agency Readiness
Cert 4 – 5/15

End User Role
Mapping (SME)

End User Role Mapping
(All)

Workbooks Open

SG3 – 7/30

UAT Refresh
(11/15-11/30)

SG4 – Jan 2026

SG5 – May 2026

Agency and Project UAT Preparation

Mock 3 Data

UAT Online (SME)

(8/11 – 11/14)

MEC

Online Batch

Mock 4 Data

UAT Full (All)

(12/1 – 5/15)

MEC

Full Batch

UAT Environment
Available

Mock 2
Run (3/1)

Mock 3
Run (7/1)

Mock 4 Run
(10/11)

Agency Config Refresh for
UAT Online

Config Refresh
for Mock 3

Workbooks
Open

Config Refresh
for Mock 4

11/17

Full Batch

Workbooks Open

3/9

4/20

SG6 – 6/17

SG7 – 7/2

SG8 –
7/13

Mock 3 Bi-weekly 1

Mock 4 Bi-weekly 2

Payroll Parallel Testing

Contingency

Deployment

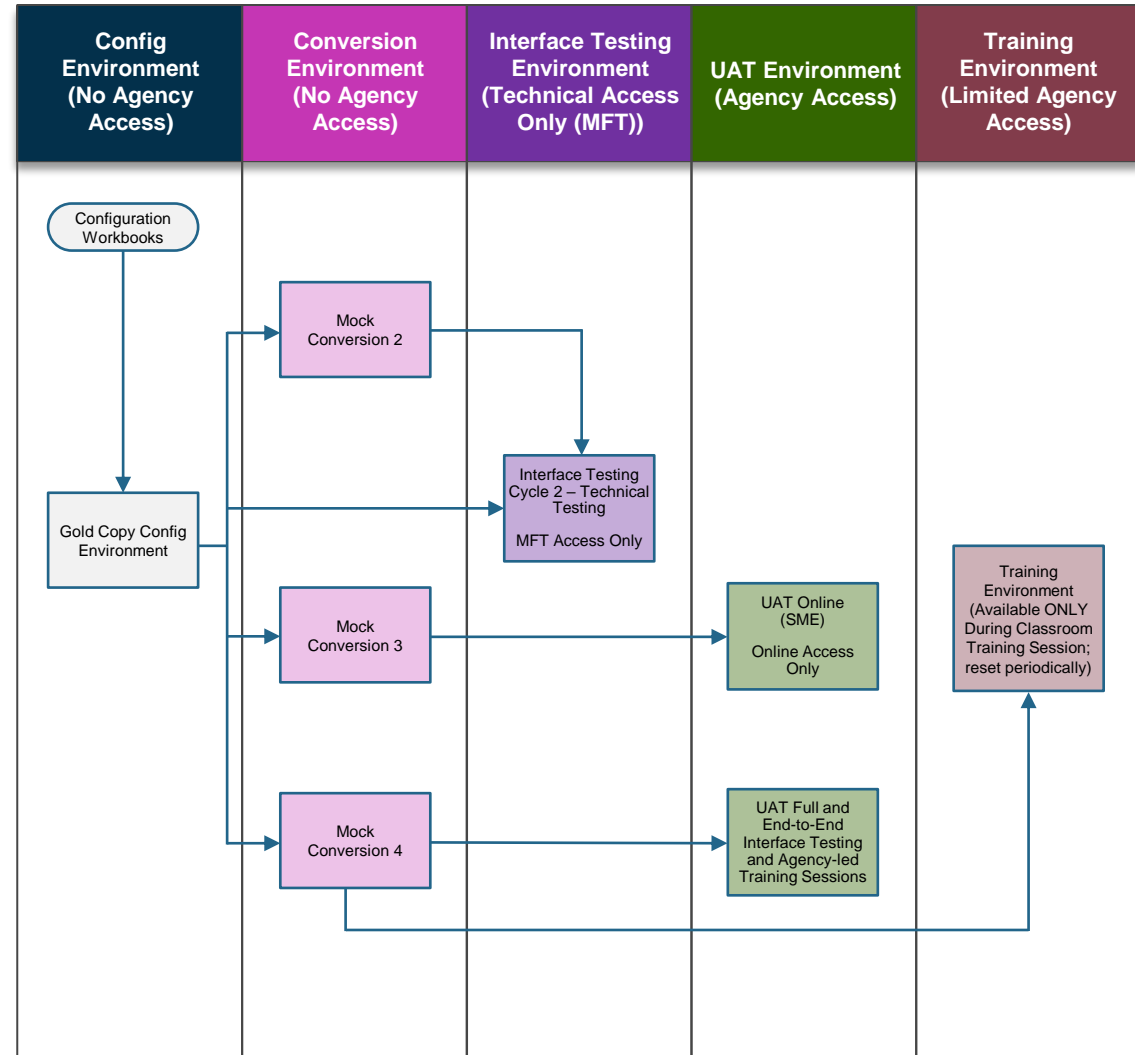
Cutover



Testing Activities

Testing Cycles

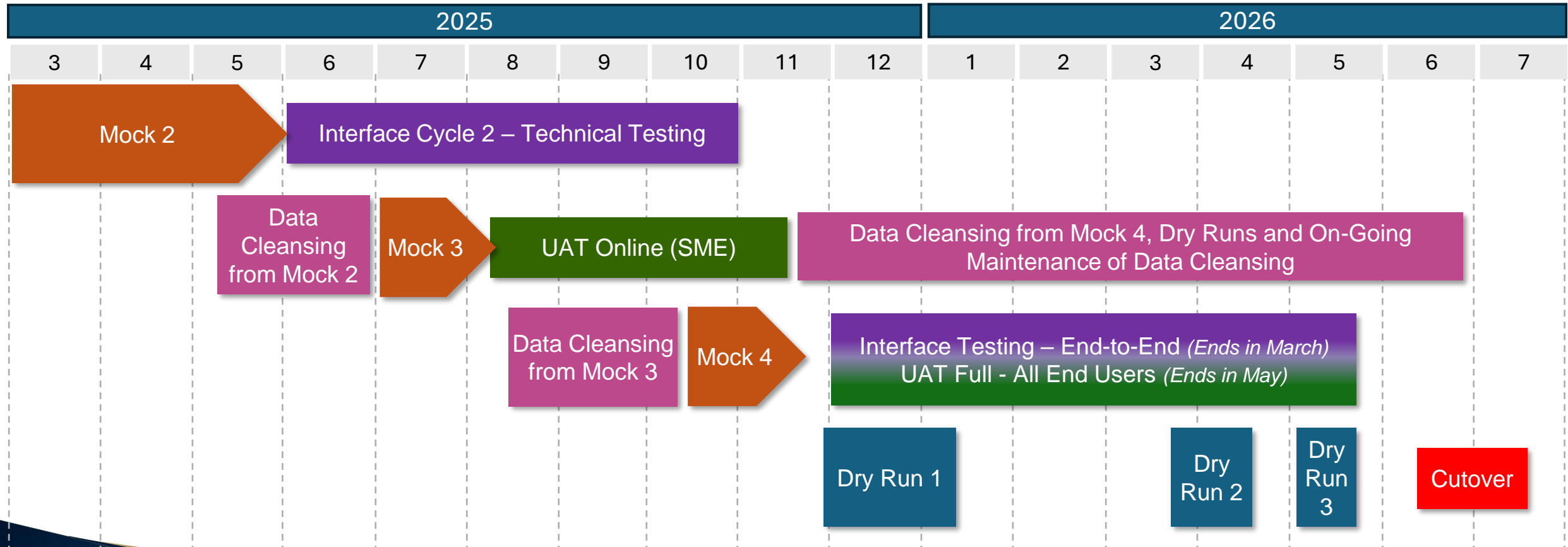
What environments will agencies have access to?



Testing Activities

Test Data

What data is used for Testing Activities?



TESTING ACTIVITIES CONFIGURATIONS & CONVERSIONS

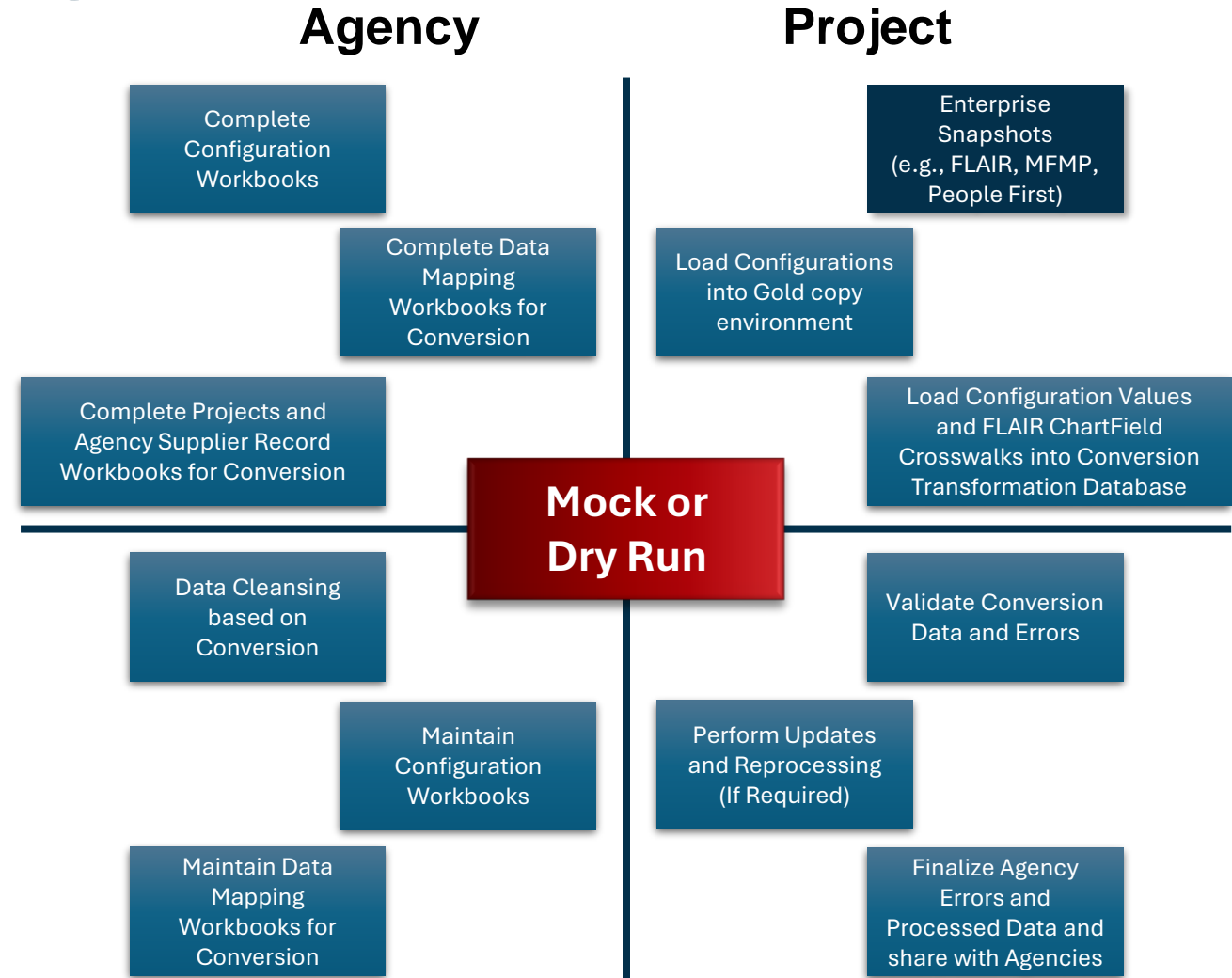
JIMMY COX



Conversions & Configurations

Overview

- ▶ Agencies and Enterprise Partners must provide inputs before a Conversion
- ▶ The Project uses those inputs to prepare for and execute the Conversion
- ▶ Agencies review the Mock Conversion results and prepare for the next Conversion



The Conversion Cycle

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Steps 1a, b, and c

- Establish Conversion Environment
- Migrate conversion programs to environment
- Smoke test conversion environment
- Snapshot ChartField values and related data from FLAIR and production Florida PALM
- Update agency configuration workbooks based on prior conversion run, updated information in FLAIR and Florida PALM
- Publish configuration workbooks for agency updates
- Resolve errors from prior conversion runs

Steps 2a, b, & c

- Close agency configuration workbooks/take snapshot of agency workbooks
- Validate configurations and resolve issues with each agency
- Load configurations into Gold copy environment
- Resolve errors
- Copy configuration values from Gold copy environment into conversion transformation database
- Load agency and FLAIR ChartField crosswalks into conversion transformation database
- Create conversion snaps (e.g., FLAIR, MFMP, STMS, People First)

Step 3

- Receive conversion files from enterprise partners
- Create conversion files
- Identify gaps requiring agency attention (e.g., Projects, Assets, ChartField mapping)
- Coordinate with agencies to receive additional data
- Update conversion files

Step 4

- Migrate configurations to conversion environment
- Process conversion files

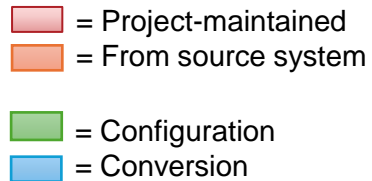
Step 5

- Validate conversion data and errors (technical & functional)
- Determine if updates and reprocessing are required
- Finalize agency errors and processed data and share with agencies

Step 6

- Resolve (agencies) conversion errors prior to next conversion snapshot
- Maintain (agencies) data configurations in configuration workbooks

Which configurations impact conversions?



Conversions & Configurations

Data Mapping

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What conversions rely on data mapping from agencies?

<div>AMC001 – Assets and Property</div> <div>ARC002 – Open Accounts Receivables</div> <div>GLC001 – Ledger</div> <div>PCC002 – Projects Life-to-Date Balances</div> <div>POC001 – Open Encumbrances</div>	FLAIR Agency Data Value	Step 1 Florida PALM Value Converted / Configured	Step 2 Run through Agency Provided Mapping	Step 3 Action Taken if Missing Mapping
	Grant ID	Converted from FLAIR*	Yes***	Left Blank
	Contract ID	Converted from FLAIR*	No	Left Blank
	Project ID	Converted from FLAIR**	No	Left Blank
	OCA	Configured	Yes***	Left Blank
	Organization Code	Configured	Yes	Default Value Assigned
	Location Code	Configured	Yes	Default Value Assigned

*If agency opts to convert

**If agency opts to convert and provides Project Type, Start and End Dates

***To Contract ID, Grant ID, Project ID, OA1, or OA2



Conversions & Configurations

Data Mapping

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What data mapping is provided by the Project?

- ▶ Statewide ChartFields Mapping
 - FLAIR Account Code → Florida PALM ChartFields - Fund, Budget Entity, Category
 - Available for review in the Florida PALM Crosswalk in Production or Sandbox environments
 - FLAIR Object and GL Codes → Florida PALM Account ChartField
 - Available for review in the Statewide COA Configuration Workbook within the Knowledge Center
 - FLAIR State Program → Florida PALM State Program
 - Only the first 10 digits are mapped



Conversions & Configurations

Conversion Validations



When can agencies validate conversions?

- ▶ As part of Mock 2, agencies were provided the results of the converted data for initial reviews
 - Agencies should review this data to identify any obvious issues
 - Agencies will not be able to fully confirm the conversions, but should identify issues where possible
- ▶ UAT Online
 - As part of UAT Online the agency subject matter experts should review converted data in the Florida PALM system using reports, queries and by reviewing in related screens
- ▶ UAT Full
 - As part of UAT Full each agency should review converted data in the Florida PALM system using reports, queries and by reviewing in related screens



Conversions & Configurations

Data Cleansing



Why does it matter?

- ▶ Bad data today, equals an undesirable starting place tomorrow!
- ▶ Current production data will seed all testing environments and ultimately the Florida PALM production environment at go-live
- ▶ If current production data is not clean:
 - Invalid ChartFields will be mapped to default values (e.g., main org code created by Florida PALM, all zeros in some cases) or be completely removed from the conversion (e.g., projects, grants, contract values)
 - Some transactional or master data records will simply not convert if not corrected, causing your end-users confusion and frustration



Conversions & Configurations

Data Cleansing



How should agencies prevent errors going forward?

- ▶ Evaluate the errors and your current production processes to prevent future errors. The following are a few examples:
 - If an agency specific ChartField is inactivated in FLAIR, then review current FLAIR records (balances, encumbrances, assets, etc.) and replace the inactive ChartField value with valid/active ChartField values
 - If new agency specific ChartFields are created in FLAIR, then determine if a new Florida PALM ChartField value is needed. If so, determine the mapping and update your agency workbooks (don't wait, complete at same time you create in FLAIR).
 - For FLAIR optional data fields that are required for Florida PALM, start updating in FLAIR now to avoid future conversion errors



TESTING ACTIVITIES

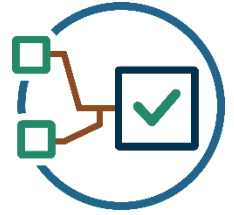
INTERFACE TESTING – CYCLE 2

JIMMY COX



Testing Activities

Interface Cycle 2 – Technical Testing



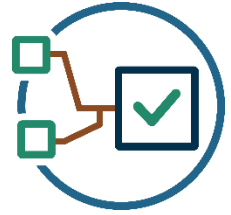
What is the purpose of Interface Cycle 2 – Technical Testing?

- ▶ Systems can send and receive files using the approved interface layouts
- ▶ Florida PALM can process and return the file with error logs, when applicable
- ▶ Agency business systems can load the returned file and address file-related issues
- ▶ Remediation needs are identified and addressed prior to Interface Cycle 3 End-to-End Testing



Testing Activities

Interface Cycle 2 – Technical Testing



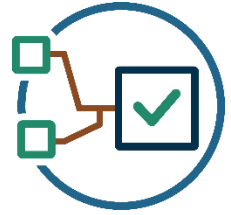
What data will be used?

- ▶ Technical Interface Testing will use Mock Conversion 2 data
 - Financials – as of March 1, 2025
 - Payroll – as of March 30, 2025
- ▶ Data received from inbound interfaces and web services during Cycle 2
- ▶ Data sent back will be based on the ABS and enterprise system interface selections
 - If both inbound and outbound files were selected, then inbound file will be processed and used to generate the applicable outbound file
 - Florida PALM will stage transactions to generate the outbound file if an inbound was not selected



Testing Activities

Interface Cycle 2 – Technical Testing



What test data should I select?

Real ABS Data

- Actual records from your Agency Business Systems
- No hand entered test records

Representative

- Choose records which reflect the interface's purpose (open encumbrances, recent payments, suppliers, etc.)
- Don't try to cover every edge case; that's in Cycle 3 End-to-End testing

Sufficient Volume

- Enough rows to verify file structure, file flow, and field mapping
- This isn't System Testing or Performance Testing
- Small, clean files are great starting points

Non-destructive

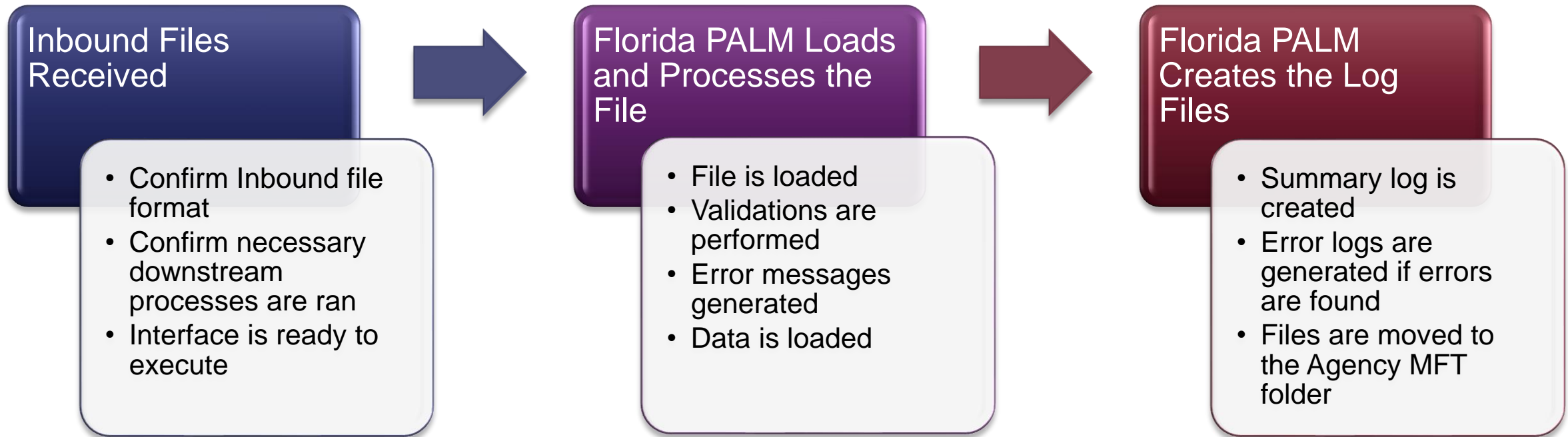
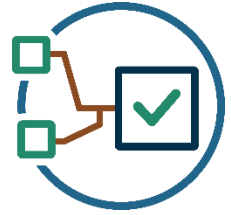
- Shouldn't require reversing, canceling, or altering business outcomes
- Shouldn't have to change/manipulate records to perform technical testing
- This isn't functional or User Acceptance Testing



Testing Activities

Interface Cycle 2 – Technical Testing

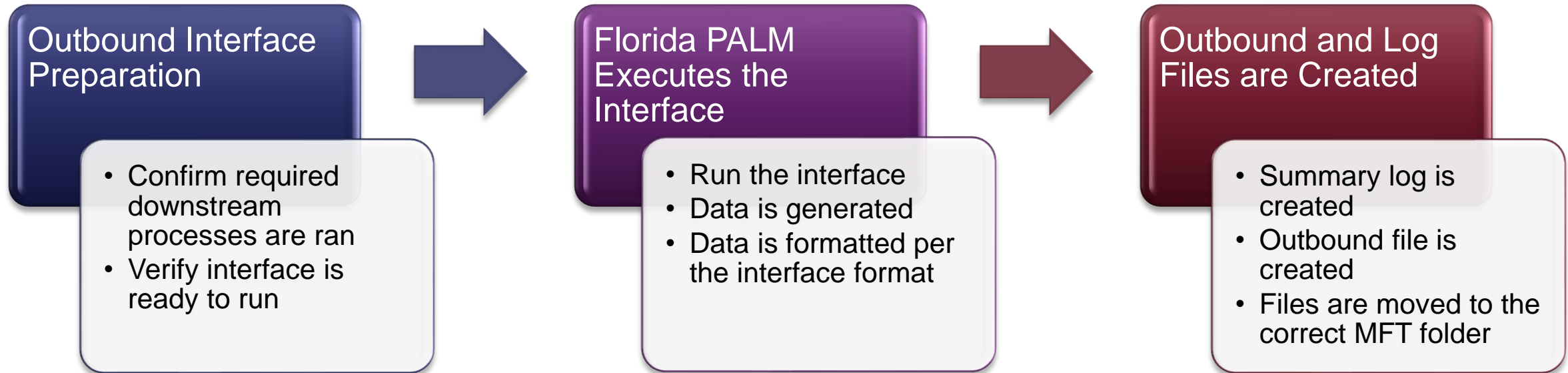
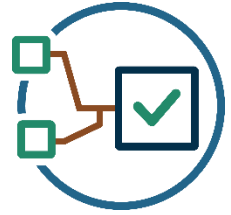
How will Florida PALM handle inbound interfaces?

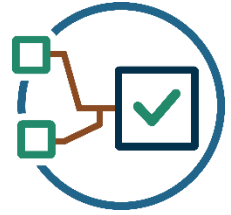


Testing Activities

Interface Cycle 2 – Technical Testing

How will Florida PALM handle outbound interfaces?





Testing Activities

Interface Cycle 2 – Technical Testing

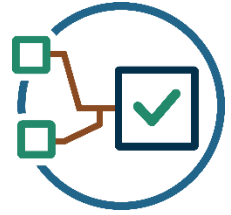
What are the testing expectations?

- ▶ Use realistic data scenarios
- ▶ Test the create and update operations on new transactions and converted data
- ▶ Test required fields, non-required fields and conditional fields
- ▶ Validate data types (Mock 2):
 - ChartField values and ChartField Combinations (i.e., valid Combo Edits)
 - Agency specific configuration values
 - Florida PALM specified configuration data values



Testing Activities

Interface Cycle 2 – Technical Testing



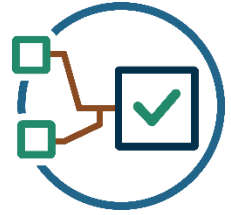
What if I'm not ready for Interface Cycle 2 – Technical Testing?

- ▶ Integration partners that are not ready at the start of their planned testing cycle (June and August, respectively) will participate in testing when ready
- ▶ Unless approved by the Project, testing must start no later than October 1, 2025
- ▶ 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 unable to complete Cycle 2 testing on time, the interfaces will be removed for that business system for that integration partner and deferred for at least 1-year after go-live



Testing Activities

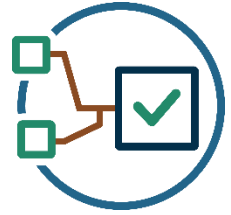
Interface Cycle 2 – Technical Testing



What should my agency walk away with after Interface Cycle 2 – Technical Testing?

- ▶ Confirmation that agency business systems can send and receive interface files using the correct format
- ▶ Understanding of the file layouts and key fields
- ▶ Identification and resolution of minor issues prior to Interface Cycle 3 – End-to-End Testing
- ▶ Confirmation of systems readiness (not people) for Cycle 3
- ▶ Confirmation that third-party integrations (if used) function as expected
- ▶ Confirmation of required web services availability through testing





Testing Activities

Interface Cycle 2 – Technical Testing

What are keys to success for Interface Cycle 2 – Technical Testing?

- ▶ Use small data files to catch file formatting issues early
- ▶ Make sure your data file matches the approved file layout
- ▶ Check logs and error files to identify and resolve issues quickly
- ▶ Raise issues as you find them
- ▶ Confirm when your file was successfully processed



TESTING ACTIVITIES

USER ACCEPTANCE TESTING

JIMMY COX & ANGIE ROBERTSON



Testing Activities

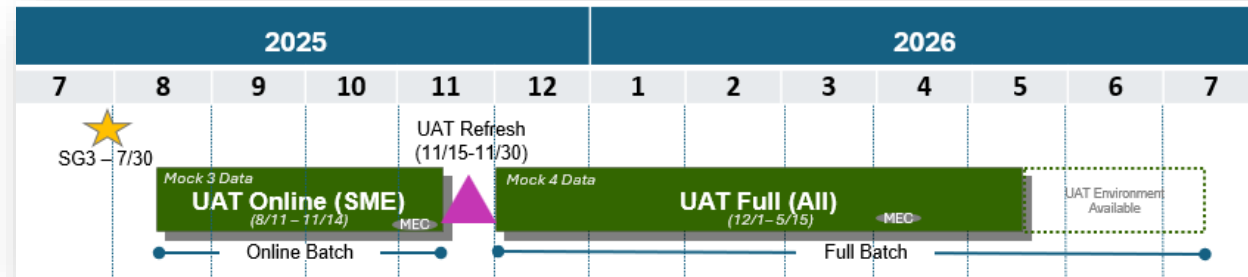
User Acceptance Testing

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When is User Acceptance Testing?

- ▶ UAT Online (SMEs only)
August – November 2025
 - Project-hosted sessions (in-person & virtual) with SMEs
 - RW Task includes criteria on how to select a SME for UAT Online sessions
 - SMEs will have Mock 3 data (as of 7/1) available in UAT environment
- ▶ UAT environment will be offline for a data refresh November 15 – 30
- ▶ UAT Full (all end users) December – May 2026
 - SMEs will facilitate agency-led UAT sessions; Project will provide support from the Project site where needed, but agencies will lead
 - End users will have Mock 4 data (as of 10/11) available in UAT environment





Testing Activities

User Acceptance Testing

Why are we conducting User Acceptance Testing?

- ▶ Allow agencies to familiarize themselves with how transactions, data, reporting, etc., work within Florida PALM
- ▶ Allow for continued remediation of agency business processes, desk procedures, etc.
- ▶ Identify other gaps in business processes that require additional remediation
- ▶ Hands-on access supports working through the stages of change management / emotions, leading end users to acceptance
- ▶ Key step in end user readiness



Testing Activities

User Acceptance Testing

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What is/is not included in UAT Online?

► Included

- Processing transactions online
- Online batch processing and Data Warehouse batch processing
- Processing spreadsheet uploads
- Running reports in Florida PALM and the Florida PALM Data Warehouse
- Creating new queries in the Florida PALM Data Warehouse
- Off-cycle payroll processes (e.g., cancellations, adjustments)

► Not Included

- Interface testing – this will occur in a separate interface testing environment
- Interface batch processing
- Payroll Processing (i.e., biweekly, monthly, supplemental) – this will occur in the interface testing environment and in the parallel testing environments



Testing Activities

User Acceptance Testing





Mock 3 Data – What does that mean?

- ▶ Actuals – Conversion Data is as of June 30, 2025
- ▶ Budget – FY 25-26 is as of July 1, 2025 (plan is to load from LAS/PBS, not FLAIR); CF Data is as of June 30, 2025
- ▶ Testing will be focused primarily on FY 25-26 transactions; separate dedicated year-end testing will occur in March/April
- ▶ Transactions to target at start of UAT are transactions processed in FLAIR for FY 25/26 in July and August
- ▶ Testing for start of UAT Online (SME UAT) is focused on setting up the new fiscal year (load budget, request new year chartfields, create allotments, etc.) for agency staff to be able to transact



Testing Activities

User Acceptance Testing

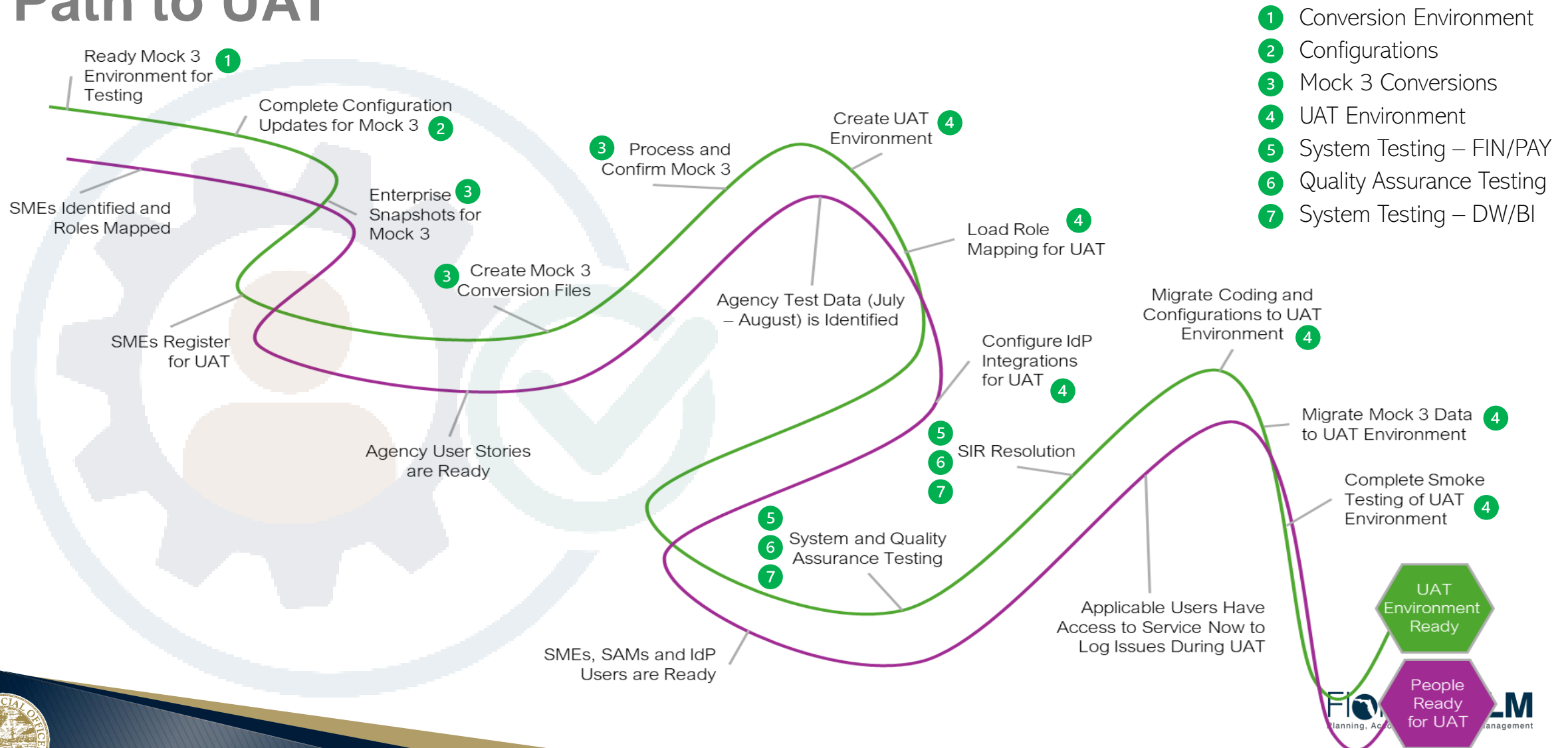
 People	 Processes	 Technology	 Data
Track and Record User Progress in Completing UAT Prerequisites (<i>Project & agency required</i>)	Prepare User Stories and Agency-Specific Documentation to Support SME Testing	Complete Interface and ABS Remediation for Cycle 2 Testing	Continue Maintaining Configuration Workbooks
Continue Maintaining End User Worksheet		Confirm ABS Environment Readiness	Continue Cleansing in Source System (FLAIR, MFMP)
Ensure UAT Participants Understand Expectations		Configure SMEs in Identity Provider and Confirm Connection to UAT Environment	Identify and Document Agency-Specific Test Data (including source documents) Required for UAT Scenarios
		Ensure Resources Understand Timing & Expectations for Testing	



Testing Activities

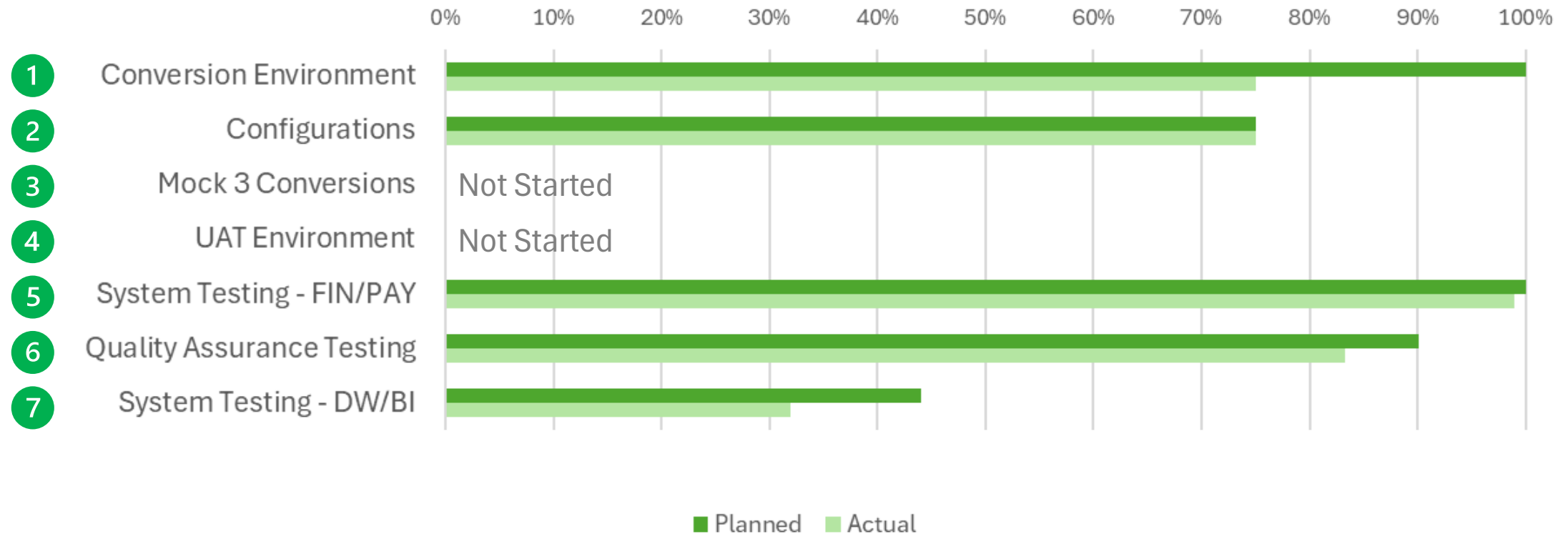
Path to UAT

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Testing Activities

Path to UAT – Progress



PROJECT CHANGE REQUEST

JIMMY COX



Project Change Request

PCR 124

- ▶ Project Change Request (PCR) 124: Exchange for Interface Connections
- ▶ PCR Includes the following updates to Attachment 1 – Statement of Work
 - Increases Interface Connections bucket from 600 to 704 (all 600 have been committed)
 - Decreases Reports bucket from 300 to 258 (186 has been consumed)
 - Decreases Interface bucket from 200 to 190 (167 have been consumed)
- ▶ Purpose:
 - Support agency interface connections. The total interface connections for the CMS (production), Financials and Payroll waves exceed the 600 connections identified in the Statement of Work.
 - Provide buffer for each of the consumption categories for unidentified needs and production support
- ▶ Cost - \$0



FISCAL YEAR 25-26 FUNDING AND ACTIVITIES

JIMMY COX, STEVEN FIELDER



Fiscal Year 25-26 Funding and Activities

► General Appropriations Act

◦ Positions –

- 10 current Florida PALM Solution Center Positions moved to the Project's budget
- 10 new positions to support Florida PALM Solution Center development and readiness for go-live

◦ Budget –

- Legislative Budget Request fully funded between line-item appropriations and back-of-bill revert and reappropriate
- IV&V fully funded
- New Funding to procure agency user acceptance testing services



Fiscal Year 25-26 Funding and Activities

► General Appropriations Act

◦ Proviso –

- Updates the reporting cadence from monthly to quarterly
- Establishes specific goals that must be accomplished in order to complete user acceptance testing (UAT)
- Requires the Department to procure agency UAT support focused on helping agencies ensure they are able to successfully integrate their tier 1 systems with Florida PALM
 - Procurement is currently being drafted
 - Will be deployed during UAT, not prior to the start of UAT



Fiscal Year 25-26 Funding and Activities

- ▶ Implementing Bill
 - Executive Steering Committee (ESC) Structure
 - Reduces the ESC membership by one
 - Retains ESC responsibilities
 - Retains ESC quorum and vote requirements
 - Retains requirement for the Advisory Council
 - Retains agency bimonthly reporting to the Project



Upcoming

- ▶ Stage Gate 3 Decision – Begin UAT and Interface Testing



NEXT MEETING

JULY 30, 2025

DEPARTMENT OF ENVIRONMENTAL PROTECTION (DOUGLAS BUILDING)



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