Florida PALM

Planning, Accounting, and Ledger Management

BLAISE INGOGLIA
CHIEF FINANCIAL OFFICER
STATE OF FLORIDA

Advisory Council Meeting

December 17, 2025

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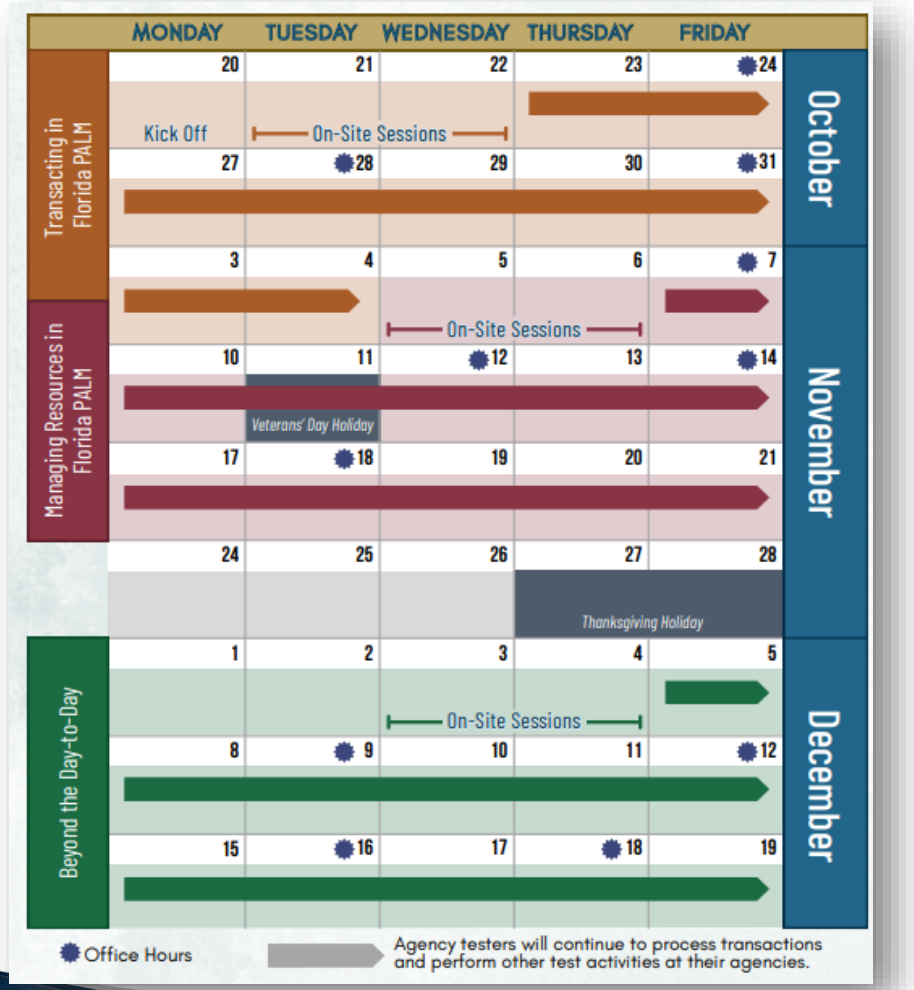
FloridaPALM
Planning, Accounting, and Ledger Management

User Acceptance Testing (UAT)

Jimmy Cox
Angie Robertson

Pre-UAT



- Completed all in-person sessions
  - 10/21 & 10/22, 11/5, 11/6, 12/3, & 12/4
- 12/3 & 12/4 topics included:
  - Module to GL reconciliations
  - Error research / resolution
  - Common Tickets & questions
- One last Office Hour tomorrow (12/18)
- Access to the UAT Environment and testing will conclude on December 19

All Agency UAT

How should agencies be preparing?

People

- Mapping roles for initial UAT load *Due **12/19***
- Completing UAT Prerequisite Training
- Engaging Organizational Change Management techniques

Processes

- Preparing documentation for UAT – User Stories *Due **1/9***
- Updating UAT Plan *Due **1/9***

Technology

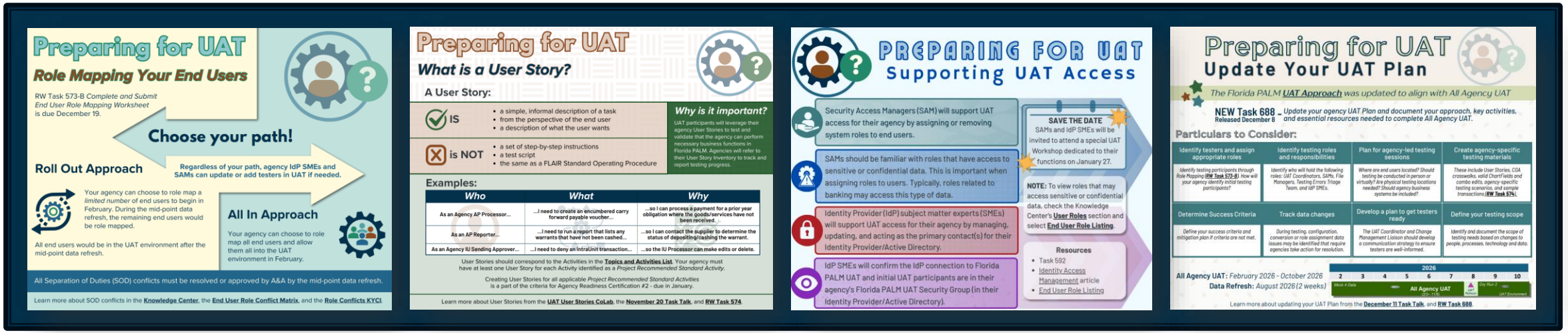
- Completing Cycle 2 Technical Interface Testing
- Confirming agency IdP SMEs add end users to agency's IdP *Due **1/9***

Data

- Reviewing Mock 4 Results (shared in January)
- Preparing supporting materials for testers

All Agency UAT

- Published flyers to help agencies navigate critical UAT preparation activities



All Agency UAT

- Based on SG3 vote by ESC (planned for January 21), we will conduct All Agency UAT from February 2 to November 6
- Once live, the UAT environment will be available until Go Live, except for two weeks in August for the refresh and for a few hours at a time for maintenance
  - At the start, the environment will include Mock 4 data and an initial set of Agency-identified end users, without SOD conflicts enforced
  - The August refresh will include Dry Run 2 data and a full set of end users, with SOD conflicts enforced
  - The environment will support Interface Cycle 3 – End-to-End Testing will the full batch schedule

All Agency UAT

- An Identity Provider (IdP) SME / Security Access Manager (SAM) Workshop is planned for January 27th
- The Project will host in-person and office hours for small groups of initial agency end users (up to three per agency per topic / session)
- Each agency will also coordinate and host in-person and virtual sessions for the remainder of the end users
- Materials have been published to the Knowledge Center (Process Steps and Pre-Materials) to support agency end user understanding – Updates will be made throughout UAT

All Agency UAT

- An agency UAT Coordinator provides direction and alignment within the agency and for representing agency progress to the Project
- The agency Testing Error Triage Team serves as the primary point of contact for agency testers experiencing issues or with questions
- For agencies with Agency Business Systems, the File Manager will help resolve interface testing issues
- Defects or requests for support that need to be escalated outside the agency will be logged in the Florida PALM Testing Customer Portal
- Agencies will have two SNow Ticket Reporter licenses, which will give visibility into all tickets logged for their agency

UAT In-Person Calendar – *SNEAK PEEK*

Week 1	Monday, February 2, 2026	Tuesday, February 3, 2026	Wednesday, February 4, 2026	Thursday, February 5, 2026	Friday, February 6, 2026
Group 1 - Biweekly		**Budget/COA**	**Budget/COA**	**Budget/COA**	

Week 2	Monday, February 9, 2026	Tuesday, February 10, 2026	Wednesday, February 11, 2026	Thursday, February 12, 2026	Friday, February 13, 2026
Group 2 - Monthly	**Budget/COA**	**Budget/COA**	**Budget/COA**		
Payroll 1		**Biweekly Payroll**	**Biweekly Payroll**		

Week 3	Monday, February 16, 2026	Tuesday, February 17, 2026	Wednesday, February 18, 2026	Thursday, February 19, 2026	Friday, February 20, 2026
Group 1 - Biweekly	**Suppliers/ Encumbrances** *(Half Day - 1pm)*	**Vouchers/Payments**	**Vouchers/Payments**	**Projects**	

Week 4	Monday, February 23, 2026	Tuesday, February 24, 2026	Wednesday, February 25, 2026	Thursday, February 26, 2026	Friday, February 27, 2026
Group 2 - Monthly	**Suppliers/Encumbrances** *(Half Day - 1pm)*	**Vouchers/Payments**	**Vouchers/Payments**	**Projects**	
Payroll 1		**Biweekly Payroll**	**Biweekly Payroll**		

Week 5	Monday, March 2, 2026	Tuesday, March 3, 2026	Wednesday, March 4, 2026	Thursday, March 5, 2026	Friday, March 6, 2026
Group 1 - Biweekly		**IU**	**IU**	**IU**	

Week 6	Monday, March 9, 2026	Tuesday, March 10, 2026	Wednesday, March 11, 2026	Thursday, March 12, 2026	Friday, March 13, 2026
Group 2 - Monthly		**IU**	**IU**	**IU**	

Week 7	Monday, March 16, 2026	Tuesday, March 17, 2026	Wednesday, March 18, 2026	Thursday, March 19, 2026	Friday, March 20, 2026
No In-Person Sessions This Week					

DRAFT – Subject to Change

- For attendance purposes, ‘group’ agencies by their Payroll Cycle to accommodate concurrent sessions
- There are two weeks without planned in-person sessions
- There will be Office Hours planned on “down” days.

UAT In-Person Calendar – *SNEAK PEEK*

Week 8	Monday, March 23, 2026	Tuesday, March 24, 2026	Wednesday, March 25, 2026	Thursday, March 26, 2026	Friday, March 27, 2026
No In-Person Sessions This Week					

Week 9	Monday, March 30, 2026	Tuesday, March 31, 2026	Wednesday, April 1, 2026	Thursday, April 2, 2026	Friday, April 3, 2026
Group 1 - Biweekly			**Revenues/Deposits**		
All		**Customers/Receivables**			
Payroll 2			**Monthly Payroll**	**Monthly Payroll**	

Week 10	Monday, April 6, 2026	Tuesday, April 7, 2026	Wednesday, April 8, 2026	Thursday, April 9, 2026	Friday, April 10, 2026
Group 2 - Monthly			**Revenues/Deposits**		
All		**Contracts/Grants**			

Week 11	Monday, April 13, 2026	Tuesday, April 14, 2026	Wednesday, April 15, 2026	Thursday, April 16, 2026	Friday, April 17, 2026
Group 1 - Biweekly		**Assets**	**Assets**		
Payroll 2		**Monthly Payroll**	**Monthly Payroll**		

Week 12	Monday, April 20, 2026	Tuesday, April 21, 2026	Wednesday, April 22, 2026	Thursday, April 23, 2026	Friday, April 24, 2026
Group 2 - Monthly		**Assets**	**Assets**		

Week 13	Monday, April 27, 2026	Tuesday, April 28, 2026	Wednesday, April 29, 2026	Thursday, April 30, 2026	Friday, May 1, 2026
All		**DW/BI** *(Authoring)*	**DW/BI** *(Authoring)*		

Week 14	Monday, May 4, 2026	Tuesday, May 5, 2026	Wednesday, May 6, 2026	Thursday, May 7, 2026	Friday, May 8, 2026
All		**DW/BI** *(Authoring)*	**DW/BI** *(Authoring)*	**MEC**	

DRAFT – Subject to Change

- Except for Customers/Receivable and Contracts/Grants, we will conduct two sessions of each Subject Area (e.g., Budget / COA)
- Using DW/BI reports will be included in applicable Subject Area
- DW/BI sessions will be for the agency report writers

UAT Agency Support

- UAT Support Vendor
  - Kicked off with the new vendor last week
  - Anticipate engagement with agencies in January – Project Schedule still being drafted
  - Work to complete in time for agency use after the UAT refresh
  - Agency impact / expectation:
    - Provide / leverage information and agency-developed testing resources already available
    - Meet with vendor to discuss agency testing objectives

Key Deliverables

- Standardized UAT and Automation Testing Plan
- Reporting Identifying Common Agency Test Scripts
- Functional/Non-Functional & Compliance Report
- Deployment of Regression Testing Automation
- Final Assessment Report

- Enterprise Partners
  - DFS / A&A and Treasury:
    - support the completion of online processing activities (e.g., executing approvals, denials),
    - review and validate enterprise level reports, and
    - generally, complete their daily activities in the test environment
  - Enterprise Systems
    - Conversations are just starting, more info coming soon

Florida PALM Cross-Agency Risk Management

presented 12/17/2025 to Advisory Council

Asif Sahaf

Agenda

- Process
- Status
- Few details of risks (if council members prefer)

Process

Identification

Documentation

Email to Project Point of Contact for feedback and support

Update Advisory Council

Wash, Rinse, and Repeat

Status

Category 1 / Florida PALM

- 5 risks

Category 2 / Agency to Agency

- 1 risk

Progress

- **Mitigation plans drafted, email sent, feedback.**

Few details of risks

Risk Description	Impacted Agencies
AxiomPro vendor received the final interface files for API031 on 10/29 from FL PALM. This led the vendor to start reworking on the remediation schedule. Therefore, the delay in receiving final files from FL PALM impacted agency and vendor ability to complete the Technical interface Testing by Cycle 2 timeline, i.e., 12/19.	DJJ, DOAH, DOH, COM, FDC, DOS, Bay County, FDLE
Several Outbound interface file are yet to be shared and sometime the file layout is changing due to Interface testing. Additionally, Interface Cycle 2 Testing Responses are taking 2-3 weeks to return to the agency. These greatly reducing the amount of time for the agency to make changes within the Cycle 2 Testing Schedule and putting our successful completion of testing in jeopardy.	FDOT, DOE, FDC, FCOR, DOH, DCF.
With the batch schedule being an unknown, it is difficult to confirm agency business system processes and jobs on when transactions will occur between the agency and PALM.	FDOT, DOE, FDC, FCOR, DOH
With the design and access of the data warehouse being an unknown, it makes development around agency historical data difficult, what data can we rely on the data warehouse to provide.	FDOT, DOH, FDLE, DOR
Special characters often used in FLAIR for various data elements, including comments, also used in the PALM while testing and conversion / configurations. The limitations of usage shall need agencies to rework on the data.	FDC, FCOR, DOE, DOH

Few **details** of risks – Risk Register

Risk Register

Cross Agency Risk Register

Thank you !

Walk On Topics

Contact us

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Project Website

www.myfloridacfo.com/floridapalm/

Knowledge Center

https//:myfloridacfofloridapalm.us.document360.io

Knowledge Center

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