

FloridaPALM

Planning, Accounting, and Ledger Management



Agenda

- ▶ Welcome & Housekeeping
- ▶ Agency Readiness Journey
- ▶ Readiness Certification #4
- ▶ Cutover & Deployment
- ▶ Wrap Up



AGENCY READINESS JOURNEY

STEVEN FIELDER, JIMMY COX,
ANGIE ROBERTSON



AGENCY READINESS JOURNEY

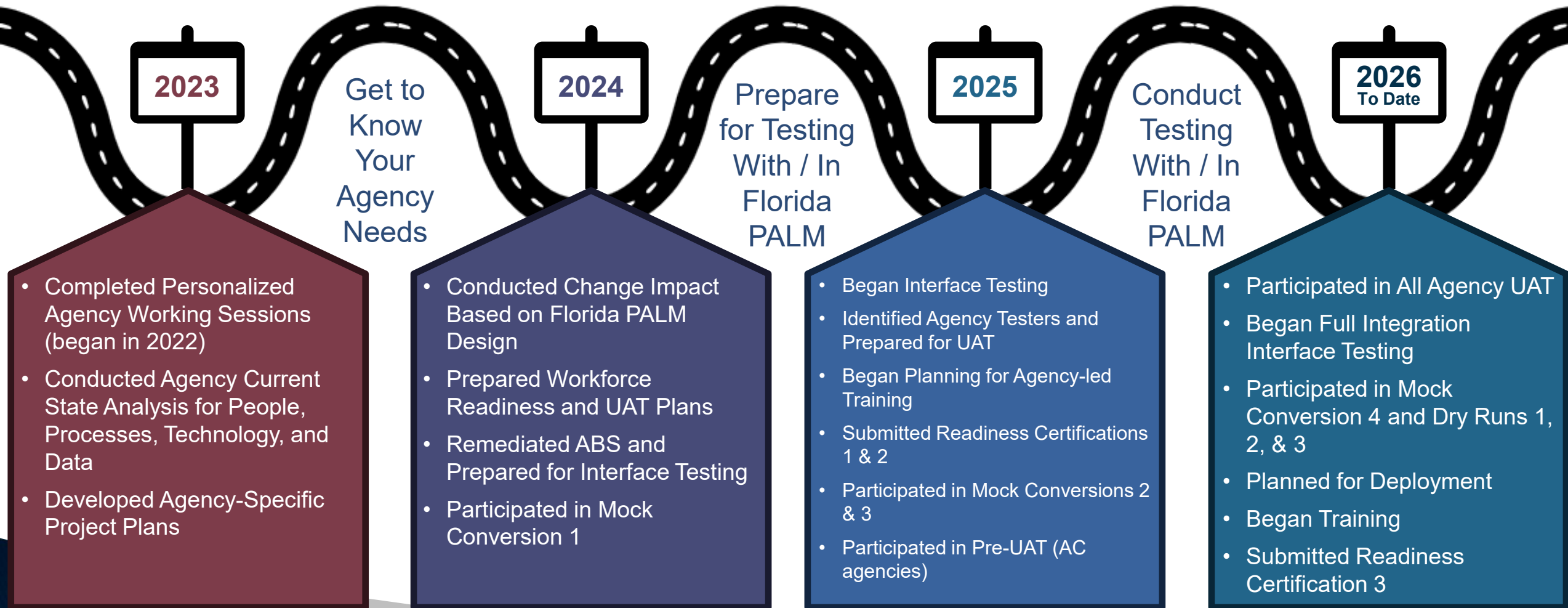
A LOOK BACK...

WE DIDN'T GET HERE BY CHANCE



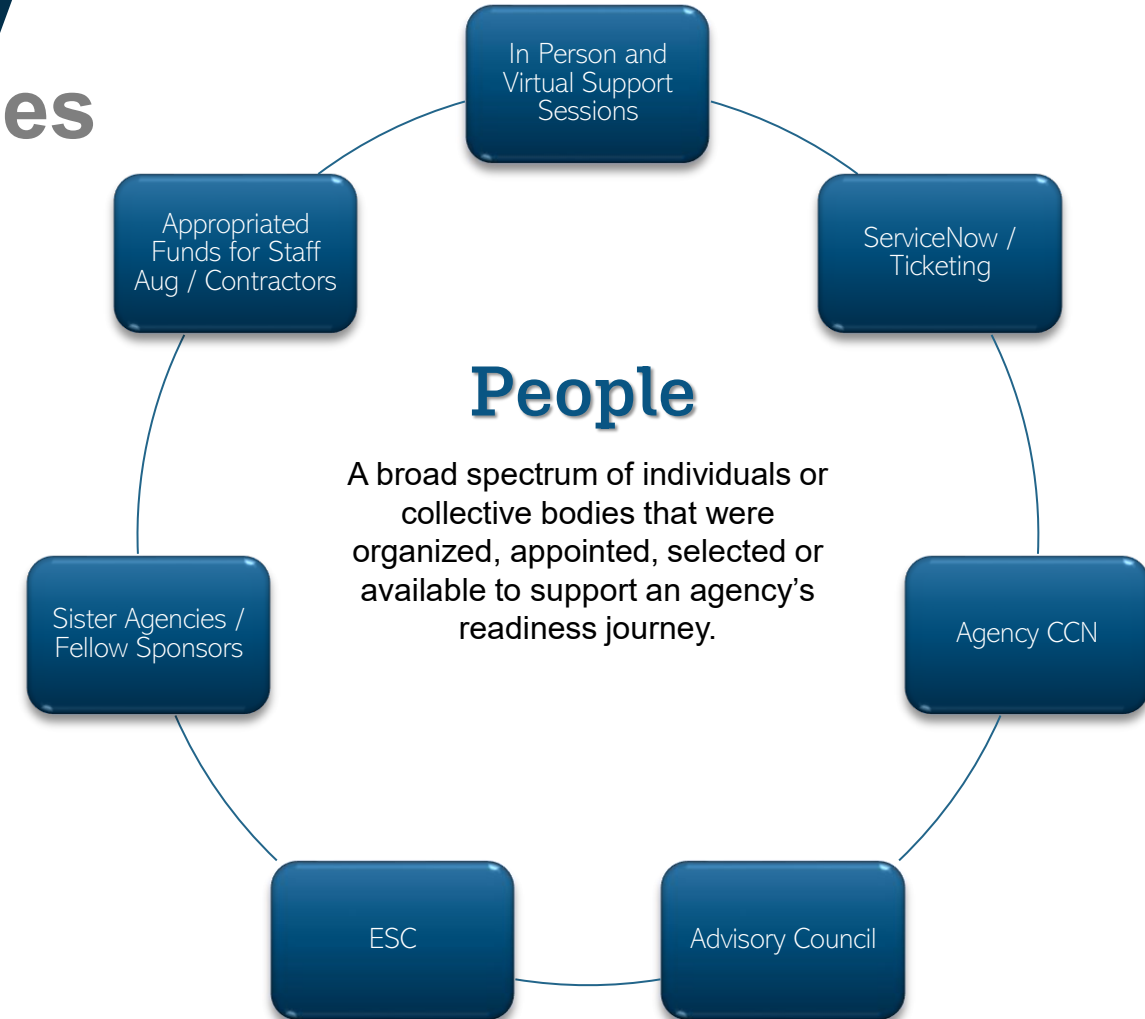
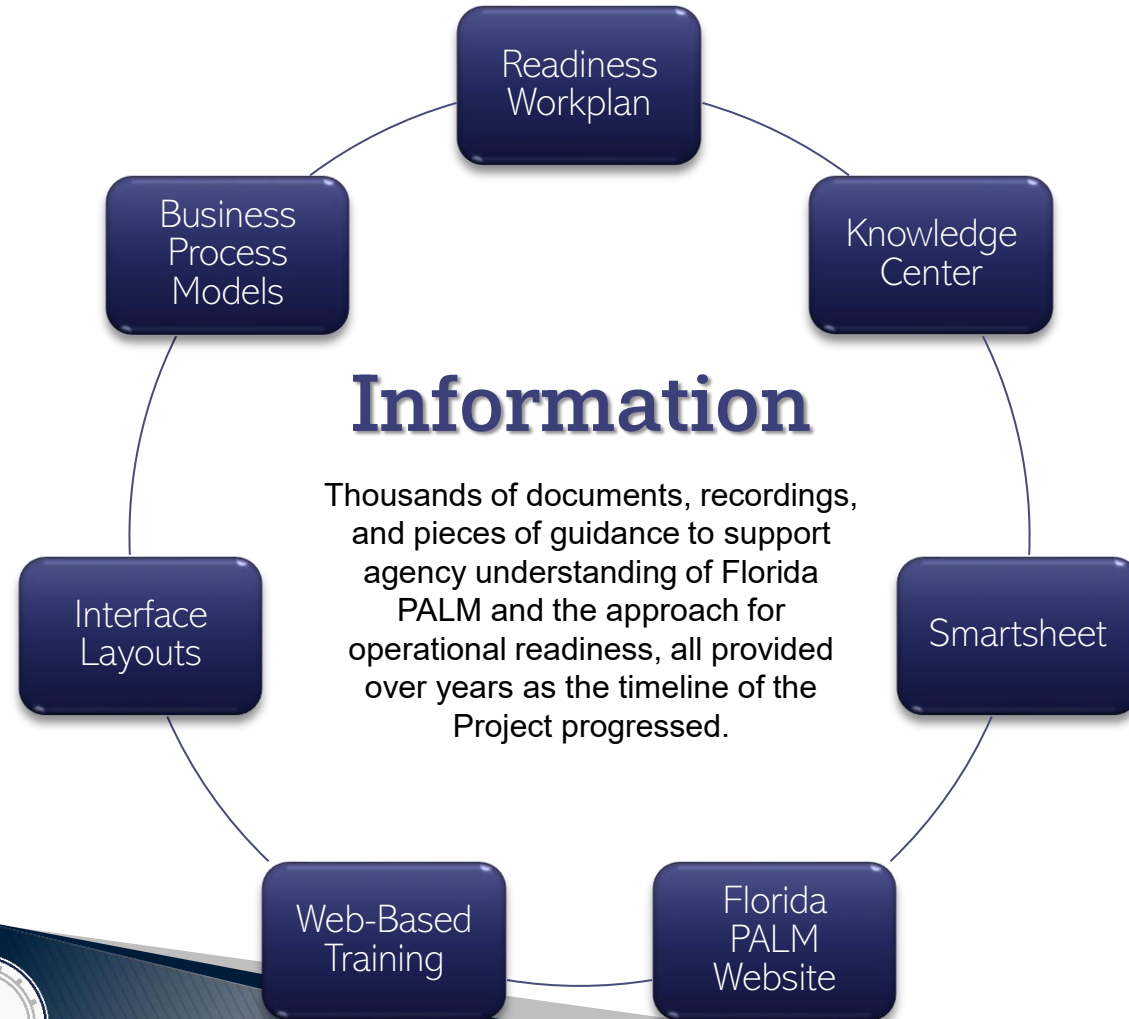
Agency Readiness Journey

Key Activities Year by Year



Agency Readiness Journey

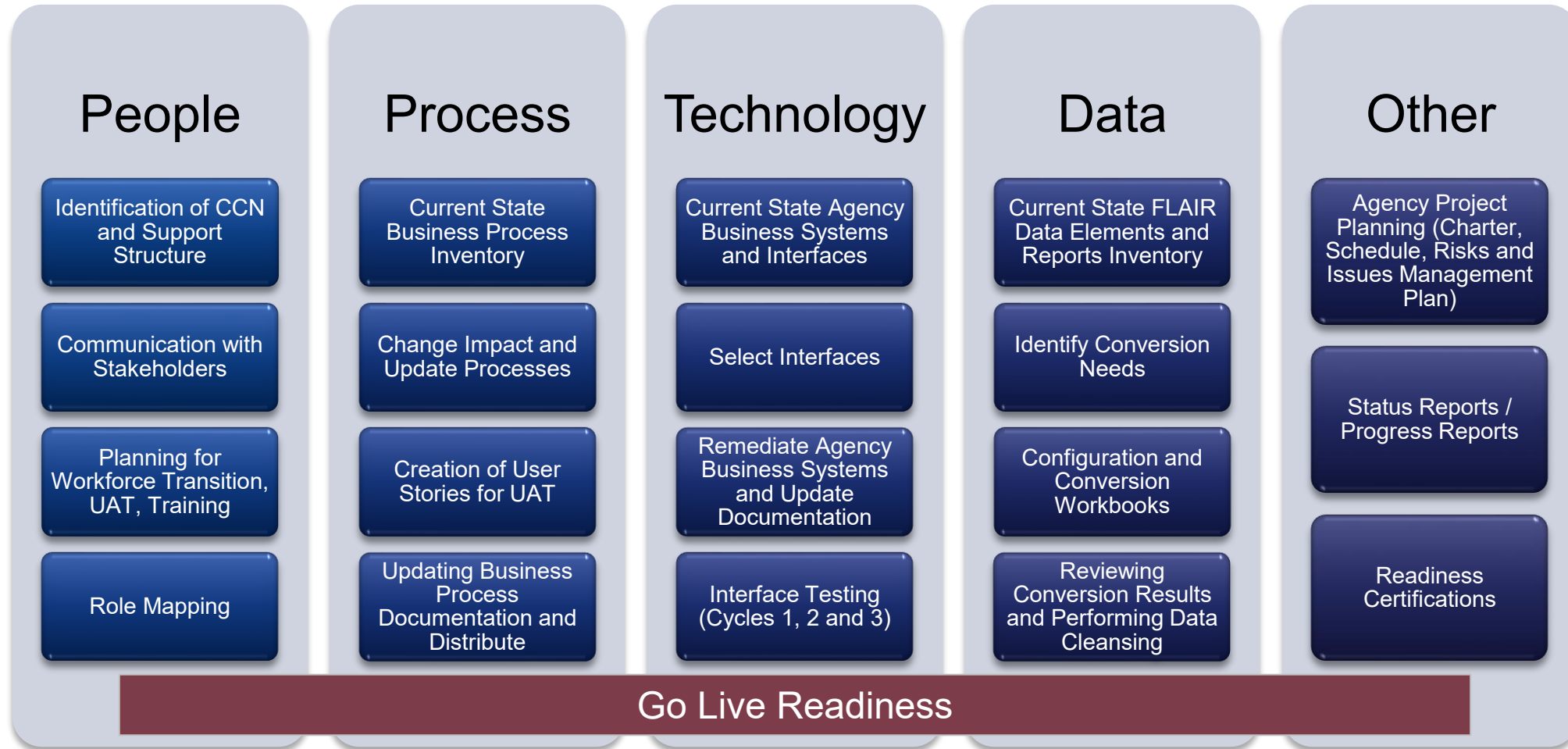
Resources Available to Agencies



Agency Readiness Journey

The Readiness Workplan - A Key Resource

- ▶ 190 Readiness Workplan tasks – not all tasks are weighted the same
- ▶ Tasks have stepped agencies forward in the readiness journey towards Go Live



AGENCY READINESS JOURNEY

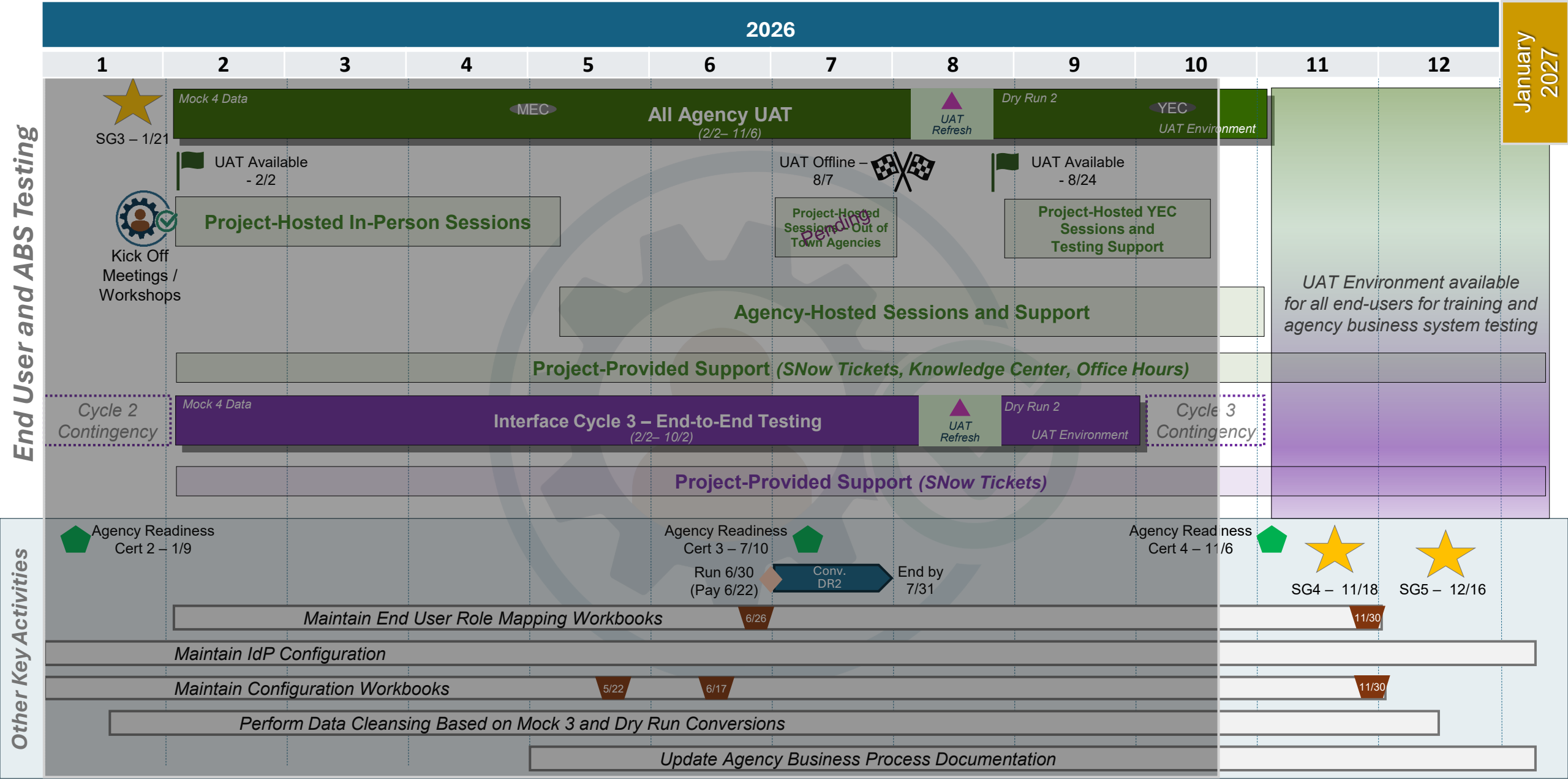
FINALLY GETTING INTO OR CONNECTING WITH THE NEW SYSTEM

UAT AND INTERFACE TESTING



User Acceptance Testing (UAT) Timeline

July 20, 2026



Agency Readiness Journey

Agency Testing Timeline Summary

► Interface Testing

- Cycle 2 Interface Testing began in August 2025
- Cycle 3 began on February 2, 2026 (in UAT environment)
 - Not all agencies had completed Cycle 2 testing at this time; Cycle 2 testing continued in the interface testing environment until they were ready for cycle 3 testing

► User-Acceptance Testing (UAT)

- Pre-UAT Advisory Council Agency Testing – October 20, 2025 – December 19, 2025
- All Agency UAT began on February 2, 2026, and concludes on November 6, 2026
 - Brief pause to refresh UAT for Year-End Testing occurred August 8 – 23, 2026



Agency Readiness Journey

Close-Out of Agency Testing

- ▶ Interface Testing was scheduled to end on October 2, 2026, several agencies needed additional time to test, so this has been extended through this Friday (10/23)
 - If your agency will not be done by this Friday (10/23), then let's discuss
- ▶ Agency UAT ends on November 6, 2026
 - No extensions for UAT are possible, true agency testing must wrap-up by this date
 - UAT environment will be available through go-live for Training only, however, agencies should not be testing “new” scenarios at this time, the environment is truly available to support readiness for go-live



AGENCY READINESS JOURNEY

GETTING INSIGHTS ON AGENCY READINESS

PROVISO REQUIREMENTS & READINESS
CERTIFICATION #4 PULSE CHECKS



Agency Readiness Journey

Confirming Completion of Proviso Requirements

- ▶ The FY 26/27 Proviso for the Project's Appropriation included 14 requirements that must be met before UAT can be considered complete
- ▶ The Project will provide confirmation of compliance with Proviso
- ▶ Beginning in August, agencies provided updates via their Monthly Progress Reports on efforts for confirming agency testing of the Proviso requirements:
 - August – Identified the individuals responsible for completing activities in UAT for the Proviso Requirements
 - September & October – Indicated (will indicate) Status of Completing the Requirement, Remaining Effort, Expected Completion, and Approach Taken To Complete testing

Agency Readiness Journey

Agency Sponsor Pulse Checks

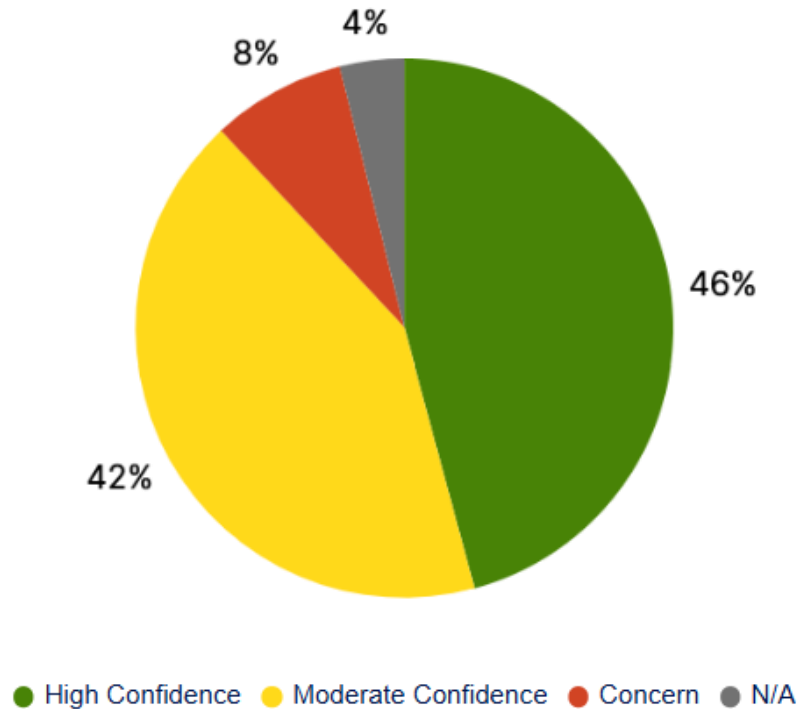
- ▶ At the November ESC meeting, the Committee will consider agency readiness and vote for Stage Gate 4. The key input is Agency Readiness Certification #4.
- ▶ To get early insights into how each agency feels they are progressing, in August, we began biweekly “Pulse Checks” to gather input about:
 - the level of confidence for meeting the requirement;
 - why the confidence level was chosen;
 - how the agency met or will meet the requirement; and
 - description of any roadblocks.



Agency Readiness Journey

Agency Sponsor Pulse Checks

Pulse Check #4
Confidence – All Responses



- ▶ Majority of responses reporting high or moderate confidence to meet the criteria
- ▶ 15 agencies reported concerns
 - 11 agencies reported 3 or less concerns
 - 5 agencies reported more than 3 concerns
- ▶ 12 criteria with reported concerns. Criteria with more than 3 concerns reported:
 - ▶ Data readiness for final conversion (4)
 - ▶ Process changes identified and documented (4)
 - ▶ Testing of end-to-end processes (5)
 - ▶ Reporting needs tested and validated (7)

READINESS CERTIFICATION #4

JIMMY COX,
ANGIE ROBERTSON



Readiness Certification #4

17

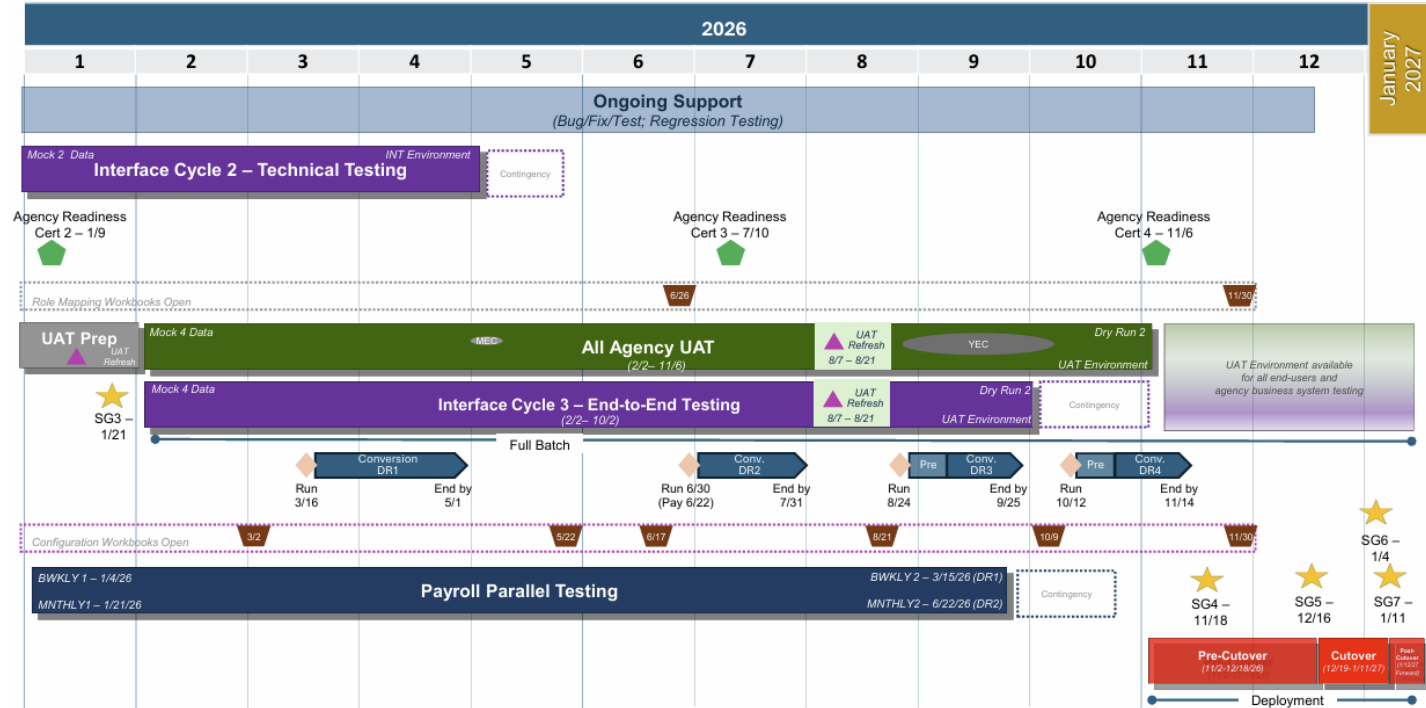
Recap

- ▶ Each are checkpoints for agencies, before key testing events
- ▶ Each had different criteria, depending on where we were in the timeline
- ▶ Useful to each agency and to stakeholders

Testing Timeline

As of July 21, 2026

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- **July 2025:** Cert #1 – Begin UAT and Interface Testing
- **January 2026:** Cert #2 – Begin All Agency UAT
- **July 2026:** Cert #3 – Continue UAT and Prepare for Training
- **November 2026:** Cert #4 – Ready to Go Live

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Readiness Certification #4

Are you ready? - Due November 6th

- ▶ Confirm your agency's readiness status for go-live by responding to 18 readiness criteria – representing the culmination of all testing and readiness activities
- ▶ Due date aligns with end of UAT
- ▶ Certification responses are a key input for ESC's vote for Stage Gate 4 – Agency Readiness
- ▶ What's different this time?
 - Confidence levels will not be requested
 - Detailed responses required for testing of business processes and interfaces and validation of reporting needs

*The achievement of agency readiness is strictly to the **benefit of the agency** and its stakeholders. Achieving readiness certification criteria benefits the agency by having all critical operational components ready for a smooth transition upon go-live.*

Florida PALM can and will go live even if some agencies have not achieved all readiness certification criteria or have gaps in their completion of readiness activities.



Readiness Certification #4

Readiness Criteria Groupings by Critical Operational Element

Prime Objective: Operational Readiness

Business systems and people are fully prepared to adopt the change

People

7 Criteria

- End User Training and Practice
- End User Role Mapping
- Stakeholder Preparation
- Prepare to Support after Go Live

Process

2 Criteria

- Business Process Testing
- Business Process Documentation

Technology

5 Criteria

- Interface Testing
- Business System Remediation and Testing
- Deployment Planning
- Cutover Planning
- Prepare to Support after Go Live

Data

4 Criteria

- Configuration Testing
- Data Cleansing and Maintenance
- Reporting Needs Confirmation

Un-met criteria will require a mitigation plan to be described



Readiness Certification #4

People

ID	Criteria
1.1a	At least 25% of end users have completed Project-provided training.
1.1b	Plan to complete remaining training before end of January 2027.
1.2	All agency-led training sessions have been scheduled and sessions have begun.

What has the Project done?

- ▶ Published Knowledge Center materials, process steps and demo videos, and begun releasing End User Manual
- ▶ Released Web-Based Training per training release schedule
- ▶ Began in-person training sessions and weekly support sessions

What have agencies done?

- ▶ Created agency specific training plan (RW Task 607)
- ▶ Identified and developed agency-developed training material (current RW Task 604)
- ▶ Began completing Project-provided WBT and agency-led trainings

What are we hearing?

- ▶ 3 agencies concerned – time constraints, unknown training release schedule, delayed training delivery from the Project
- ▶ Not all agencies intend to create agency-specific materials or provide training sessions

How to determine if criteria has been met?

- ▶ Training completion calculated from Training Completion Tracker in Smartsheet
- ▶ Agency reported number of planned agency-led training sessions and sessions complete through October
- ▶ Assertion that agency has a plan to complete training

Readiness Certification #4

People

ID	Criteria
1.3	End users have practiced or will practice completing job functions in UAT before go-live.
1.4	End users have tested and validated end user roles.

What has the Project done?

- ▶ Provided access to the UAT environment for all end users since February 2, with AC member access given in the Fall of 2025
- ▶ Published process steps and role articles to the Knowledge Center
- ▶ Role Mapping worksheet with multiple validations to support accurate role assignment and SOD conflict management

What have agencies done?

- ▶ Set expectations for end user participation in UAT
- ▶ Provided User Stories for testers
- ▶ Completed multiple role mapping RW tasks including submission of all end users to be loaded at UAT Refresh

What are we hearing?

- ▶ 2 agencies concerned – competing priorities and waiting on training from the Project
- ▶ Agencies have plans to engage their users fully from now until Go Live

How to determine if criteria has been met?

- ▶ Agency attestation of either users' having or planned to be in the UAT environment to practice processes and confirm end user roles.
- ▶ Review end user log-in data and internal end user activity reporting



Readiness Certification #4

People

ID	Criteria
1.5	All impacted stakeholders are aware of go-live.

What have agencies done?

- ▶ Identified the external stakeholders (e.g., vendors and customers) that will be impacted by the change or by the downtime (cutover period)
- ▶ Referenced the Project-published and enterprise partner (e.g., A&A, MFMP, STMS) information about key dates and cutover activities to make external stakeholders aware of deadlines and agency expectations for required actions

What are we hearing?

- ▶ Agencies are making outreach to their external stakeholders
- ▶ Plans are being made for how agencies will operate during the cutover period

How to determine if criteria has been met?

- ▶ Agency attestation of either having communicated or having a plan to communicate with impacted stakeholder

Readiness Certification #4

People

ID	Criteria
1.7	Agency has identified their post-implementation support team and has a plan to prepare that team for their roles after go-live.

What have agencies done / will have done?

- ▶ Complete current RW Task 623 – Create Agency Post-Implementation Support Plan, due October 30
- ▶ Leverage lessons learned during the UAT period to determine the right support resources, how best to communicate (to and from) with end users, and the most effective triage approach for issues and questions

What are we hearing?

- ▶ No reported concerns
- ▶ Agencies want more information about support the Project team will provide after go-live

How to determine if criteria has been met?

- ▶ Ensure agency Post-Implementation Support Plan is complete and includes the identification of the support team, clearly states the roles and responsibilities of the team, and plan to prepare them for their roles at go-live
- ▶ Agency attestation of their identification of the support team and plan for preparing that team to support their agency end users after Go Live

Readiness Certification #4

People

ID	Criteria
1.6	Agency is tracking user and role changes in UAT since the UAT Refresh, has a plan for a final submission of complete and error-free role mapping before go-live and has a plan to track user or role changes until cutover.

What do agencies need to do?

- ▶ Resolve any SOD conflicts by adjusting role assignment or request an exception from A&A
- ▶ Make any necessary updates early, do not wait until final submission
- ▶ Establish best practice for managing user access and role changes after go-live

What are we hearing?

- ▶ No agencies expressed concern

How to determine if criteria has been met?

- ▶ Agency attestation of having a process in place to ensure this information is ready to submit in the final Role Mapping worksheet (RW Task 711) on November 30

Readiness Certification #4

Process

What have agencies done / need to do?

- ▶ Leveraged their current state analysis and change analysis tool to determine business processes impacted by the transition to Florida PALM
- ▶ Created User Stories that were shared with agency UAT testers to perform testing in the UAT environment
- ▶ Developed inventory of documentation needs and began documenting process changes (current RW Task 602)
- ▶ Complete the documentation of business process changes and communicate process changes to internal and external stakeholders, as appropriate

What are we hearing?

- ▶ 2.1 – 5 agencies concerned – incomplete testing of reports, incomplete interface testing, unable to test all end-to-end processes with Enterprise Partners, Project's delay in publishing process steps
- ▶ 2.2 – 4 agencies concerned – competing priorities and unable to test all end-to-end processes

How to determine if criteria has been met?

- ▶ Agencies will confirm testing completion for each Project Recommended Standard Activity and provide information regarding roadblocks for any not complete
 - Refer to your reported Cumulative User Story Testing progress from Monthly Progress Reporting
- ▶ Agency reported completion of documentation and distribution of business process changes or having a plan to do so by Go Live
 - Documentation completion calculated from agency-reported progress in Business Process Documentation Inventory (current RW Task 602)

ID	Criteria
2.1	All critical business processes from end-to-end have been tested and validated.
2.2	All process changes have been identified and at least 50% of business process documentation has been updated and prepared for distribution, and agency has a fully documented plan to complete the updates and distribute prior to January 2027.

Readiness Certification #4

Technology

ID	Criteria
3.1	All interfaces needed for go-live have been tested and validated.
3.2	All agency business systems remediation, needed for go-live (e.g., Tier 1) have been tested and validated.

What have agencies done?

- ▶ Leveraged their current state analysis and change analysis tool to determine interface and Tier 1 business system needs
- ▶ Completed remediation of systems iteratively as Florida PALM design was released
- ▶ Completed connectivity testing to the MFT server, technical testing in the INT environment and full integration testing in the UAT environment
- ▶ Connectivity testing to the Production MFT server is in progress

What are we hearing?

- ▶ 5 agencies concerned – delay in agency business system development, interface/data changes and batch schedule inconsistencies
- ▶ Agencies want a finalized batch schedule prior to go-live

How to determine if criteria has been met?

- ▶ Agencies will confirm testing completion for applicable interface and provide information regarding roadblocks for any not complete
 - Refer to your reported Cumulative Interface Testing progress from Monthly Progress Reporting
- ▶ Agency attestation that Tier 1 business systems are ready for go-live



Readiness Certification #4

Technology

ID	Criteria
3.3	Agency has developed their agency specific deployment plan.
3.4	Agency has drafted their agency specific cutover plan to test, update and confirm prior to cutover.

What have agencies done?

- ▶ Leveraged the Deployment Planning article and key dates in the Knowledge Center to help develop agency-specific plans and cutover checklists
- ▶ Considered agency business systems, including users and other stakeholders
- ▶ Began tracking cutover checklist activities for reporting in Monthly Progress Reporting

What are we hearing?

- ▶ No reported concerns

How to determine if criteria has been met?

- ▶ Agency submission of their Deployment Plan and Cutover Checklist (RW Task 586) on September 11

Readiness Certification #4

Technology

ID	Criteria
3.5	Agency has developed their post implementation support plan.

What have agencies done / will have done?

- ▶ Create and operationalize their support plan for post-go-live
- ▶ Leverage lessons learned during the UAT period to determine the right support resources, how best to communicate (to and from) with end users, and the most effective triage approach for issues and questions

What are we hearing?

- ▶ 1 agency concerned – coordinating with agency stakeholders to complete plan
- ▶ Agencies want more information about Project provided post-implementation support

How to determine if criteria has been met?

- ▶ Agency submission of their Post-Implementation Support Plan (RW Task 623) on October 30

Readiness Certification #4

Data

ID	Criteria
4.1	All agency specific configurations have been tested, validated and agency is prepared to submit prior to go-live.
4.2	Agency data in FLAIR, FACTS and MFMP is cleansed based on Dry Run 3 conversion results.

What have agencies done?

- ▶ Leveraged current state analysis – FLAIR Data Elements Inventory and Business Process Inventory to determine configurations needs
- ▶ Identified initial agency specific configurations in 2024, and agencies have been updating/maintain workbooks since then
 - Initial workbooks were completed in Excel. The Project designed and developed integrated worksheets with error validation to support the complex nature of configuration activities and ongoing maintenance for agencies.
- ▶ Agencies completed a Data Readiness Analysis and Data Cleansing Plan in 2024
- ▶ For each Mock Conversion and Dry Run, Agencies submitted workbooks prior to support the conversion activities and after reviewed conversion results and performed any necessary data cleansing

What are we hearing?

- ▶ 2 agencies concerned – competing priorities impacting ability to cleanse data, Florida PALM conversion logic

How to determine if criteria has been met?

- ▶ Agency attestation that configurations will be ready to submit for go-live on November 30
- ▶ Agency reported data cleansing progress in preparation for Dry Run 4 (RW Task 710)



Readiness Certification #4

Data

ID	Criteria
4.3	Agency data in FLAIR, FACTS and MFMP is cleansed based on Dry Run 4 conversion results and agency has a plan to maintain the data until cutover.
4.4	All reporting needs and solutions have been tested and validated.

What do agencies need to do?

- ▶ Review Dry Run 4 results, as they become available, and perform any necessary data cleansing
- ▶ Maintain data readiness until cutover
- ▶ Complete validation of reporting needs. Attend DW/BI in-person trainings sessions and weekly virtual support sessions.

What are we hearing?

- ▶ 7 agencies concerned about reporting – the readiness criteria with the most concerns
- ▶ Testing of reports was not prioritized, last to be tested, reports and data structure is different, lack of reporting and DW/BI training

How to determine if criteria has been met?

- ▶ Agency attestation of plan for data readiness for cutover
- ▶ Agencies will provide reporting needs, including any identified gaps, based on all Topics from the Topics and Activities List

CUTOVER & DEPLOYMENT

JIMMY COX



Cutover & Deployment

Planning Resources

- ▶ Deployment Planning page within the KC
 - Key resource to understand the Projects deployment planning activities and the impacts to enterprise systems
 - Agencies should follow this page and follow the updates closely; we will continue to publish updates as new information is identified
- ▶ Cutover and Deployment Q&As
 - Page dedicated to providing helpful context and practical information for agencies as they plan for and execute cutover and deployment activities
- ▶ Message Board (Future)



Cutover & Deployment Planning Resources

- ▶ Key Recent Updates – Deployment Planning:
 - Vendor Communications
 - A&A FAQs for agencies and vendors are linked
 - Sample letter for agencies to use to notify vendors was added
 - Added a Personnel/HR Processes During Downtime accordion
 - Includes clarifications for HR professionals and agency leadership
 - Includes a draft email to HR professionals on cutover impacts
 - Added PCard Use During Downtime accordion
 - Added A&A Agency Addressed Memos accordion – includes cutover-related memos
 - Added MFMP Vendor Impacts page



Cutover & Deployment

Pre-Cutover

- ▶ November 14, 2026 – ChartField values freeze (except for Contracts and Grants)
 - Final agency ChartFields must be created by 5 pm EST on November 13, 2026
 - Any newly identified ChartFields after this date must be saved and configured once Florida PALM is live
 - Will also be the snapshot date for Position funding setup from People First
 - FLAIR refresh to capture final agency unique ChartField values
- ▶ November 18 – 20, 2026
 - Daily ESC meetings to discuss and vote on Agency Readiness
 - Question 1 – Are agencies ready?
 - Question 2 – If not, do they have a plan to get ready?
 - Question 3 – If no to both 1 and 2 for one or more agencies, does that impact Go-Live?
- ▶ November 19 – 23, 2026
 - Start processing initial conversion files (suppliers, contracts and grants) in conversion environment



Cutover & Deployment

Pre-Cutover

- ▶ November 30, 2026 – Agency workbooks, including final configuration, conversion and role mapping are due
 - Yes, this is the Monday after Thanksgiving, so plan and work ahead, don't wait to complete
- ▶ December 1 – 4, 2026
 - Project team will review agency workbooks, and work with agencies on any clarifications needed
 - Configuration of agency values will start in the production conversion environment
 - Final refresh of production configuration values
- ▶ December 5, 2026 – Contract, Grant and Vendor updates freeze
 - Contracts and Grants must be created in FACTS (or FLAIR) on or before December 4, 2026
 - New vendor registrations must be completed by December 4, 2026
 - FLAIR refresh to capture final contract, grant and vendor information



Cutover & Deployment

Pre-Cutover

- ▶ December 7 – 11, 2026
 - Process delta files for suppliers, contracts and grants
 - Load SpeedKeys (can't load until all configs are completed)
 - Finalize preparation activities for cutover conversions
- ▶ December 14 – 18, 2026
 - Daily ESC meetings scheduled to review cutover readiness
 - Question 1 – Is Florida PALM ready?
 - Question 2 – Are pre-cutover activities on schedule?
- ▶ December 14 – 23, 2026
 - Generate master data value extracts to enterprise partners and agencies receiving those files
- ▶ December 23, 2026
 - All enterprise systems come down at 5 pm EST, and processing stops in these systems
 - Transaction processing ends sooner, depending on the system and the transaction dependencies, but sure your team is clear on all cutoffs and has fully developed an executable plan



Cutover & Deployment

Cutover

- ▶ Florida PALM Cutover starts on December 24, 2026
 - Snapshot of final FLAIR data (used to create conversion files)
 - Restore point of CMS environment (1st cutover activity)
 - Refresh Production CMS Sandbox Environment (Treasury use only)
 - Warrant Cancellations processed in CMS (2nd cutover activity)
 - Restore point of CMS environment (3rd cutover activity)
- ▶ No agency interface files should be submitted to Florida PALM during the downtime except for catch-up deposit files
 - If an agency is continuing processing in their ABS during the downtime, transactions must be rolled into one file and submitted for processing on or after January 12, 2027
 - Exception is deposit files; we will discuss this in a bit
- ▶ December 25, 2026 – Team will be off to celebrate with their families



Cutover & Deployment

Cutover

- ▶ December 26, 2026
 - Starts 24-7 cutover execution
 - Technical upgrade of CMS environment will begin
 - Financials conversion files will start being created
 - Payroll conversion files will start being processed
- ▶ December 27 – 31, 2026
 - Finalize upgrade and code migrations
 - Finish payroll conversion file processing, and ready for processing the January 8, 2027, biweekly pay date
 - Start processing financials conversions (most will start/finish in this time frame)
- ▶ January 1 – 3, 2027
 - Finish processing Financials conversions
 - Process catch-up processing (if any) for payroll
 - Start processing of Biweekly payroll



Cutover & Deployment

Cutover

- ▶ January 4, 2027 – Stage Gate 6 Decision
- ▶ January 4 – 11, 2027
 - Downstream processing for Financials Conversions
 - Catch-up processing for banking files (CMS files)
 - Finalize Biweekly Payroll
 - Post Biweekly Payroll (consume budget and cash)
- ▶ January 11, 2027 – Stage Gate 7 Decision to Open the System to Agency Users
- ▶ January 12, 2027
 - Florida PALM Live
 - Full batch processing in place
 - Starts nightly file processing



WRAP UP

STEVEN FIELDER



Wrap Up

- ▶ Take time to complete Readiness Certification #4 thoughtfully and completely
- ▶ Consider your mitigation (what you need to do to make up ground) for any items that have yet to be completed
- ▶ Communicate where you need support to get to Go Live
- ▶ Focus on what's important to get to Go Live and for the first 60 days after
 - Continue to promote and expand end user access to UAT
 - Continue to require agency end user WBT completion
 - Finalize plans for downtime – request approvals, communicate with stakeholders
 - Begin to mobilize post-implementation support structure (users, systems, stakeholders)
 - Prioritize critical activities – Communicate expectations for Day 1, Day 7, Day 30, and Day 60

