

FloridaP^{ALM}

Planning, Accounting, and Ledger Management



Task ID	Critical Operational Element	Task Name	Task Description
324	Data	Complete FLAIR Data Elements Inventory	Complete and submit the FLAIR Data Elements Inventory document detailing data elements your agency currently uses and how they are being used.
325	Processes	Complete Data Security and Access Survey	Complete and submit the Data Security and Access Survey to inform how your agency manages data security and user access.
326	Technology	Update Current Agency Business Systems	Review and update the current Agency Business Systems. Record the current technical design for each system.
327	Data	Complete Reports Inventory	Complete and submit the Reports Inventory documenting all agency FLAIR reports.
328	Processes	Document Current Agency Business Processes	Document and submit current agency fiscal and payroll processes, and any agency business systems engaged in the processes.
329	People	Update CCN and Project Contacts	Review, update and confirm Change Champion Network (primary and Subject Matter Experts) and additional support contacts.
	People	Update Authorized Spreadsheet Users	Review, update and confirm authorized spreadsheet access to all Florida T resources.
	N/A	Submit Monthly Agency Health Report	Agency Sponsor to confirm and submit monthly health report, in the Project Health Report template, to the agency to inform the project impact on the agency's financial and operational performance.
		Create Agency Specific Risk and Issues Management Plan	Create or update a plan to identify and manage agency specific risks to Florida PALM implementation.
		Create Webstore Readiness Plan	Create a plan to identify and assess impacted stakeholders within the agency that includes agency specific tasks to successfully implement your agency.

THURSDAY Task Talk

Hosted by your favorite Florida PALM RC's

APRIL 4, 2025



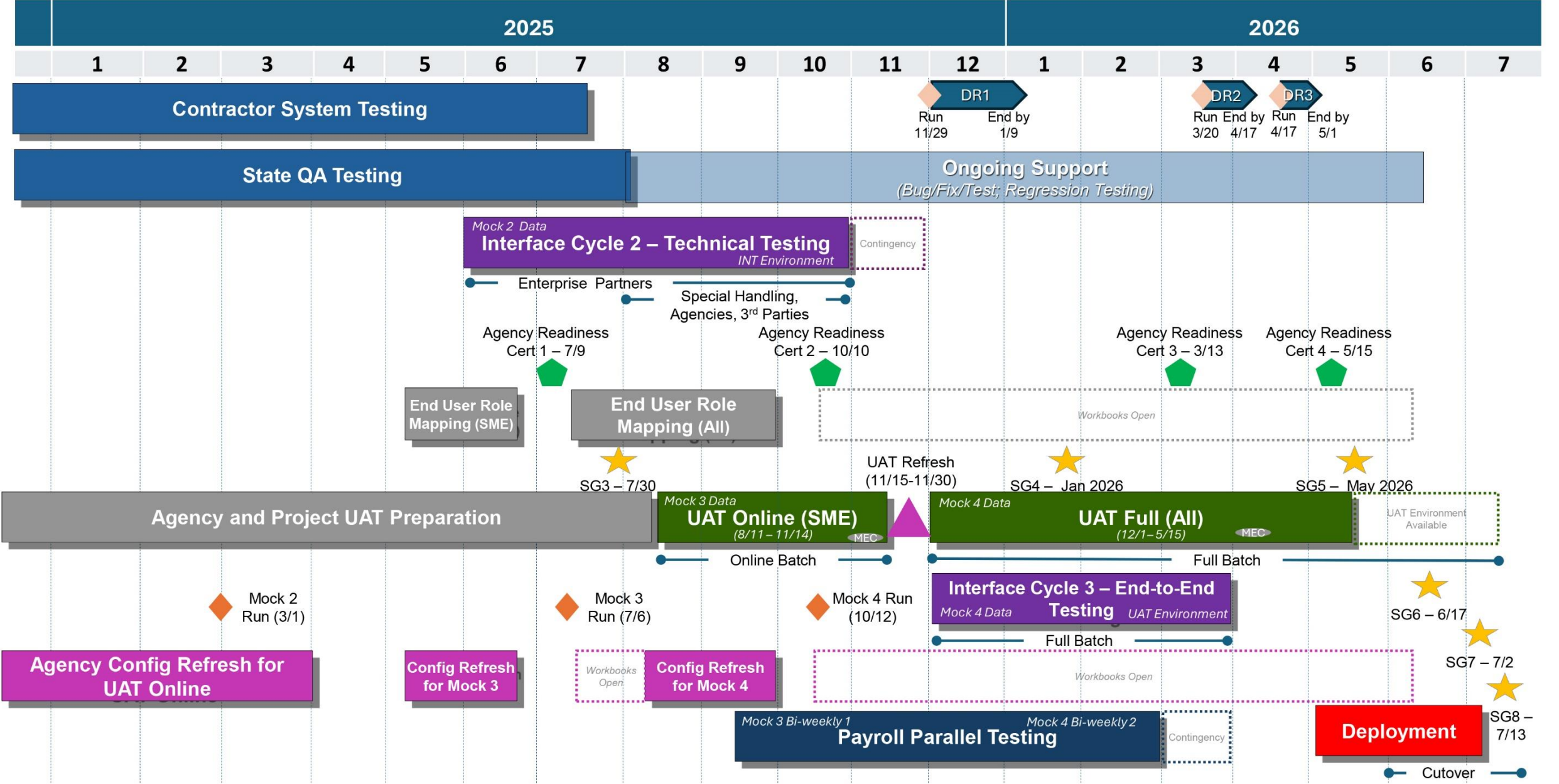
Agenda

- Testing Timeline
- Readiness Workplan Updates
- Agency Dashboard Updates
- Look Ahead
- Reminders



Testing Timeline

As of March 31, 2025



RW Updates

Task	Summary of Change
536-C – Create Agency Specific User Acceptance Testing Plan	Extended due date to 5/2/2025
560 – Submit Change Analysis Tool	Extended due date to 5/2/2025
579 – Confirm UAT SMEs	New task dates 4/14/2025 – 5/2/2025
573-A – Complete and Submit End User Role Mapping Worksheet for UAT	New task dates 5/12/2025 – 6/20/2025

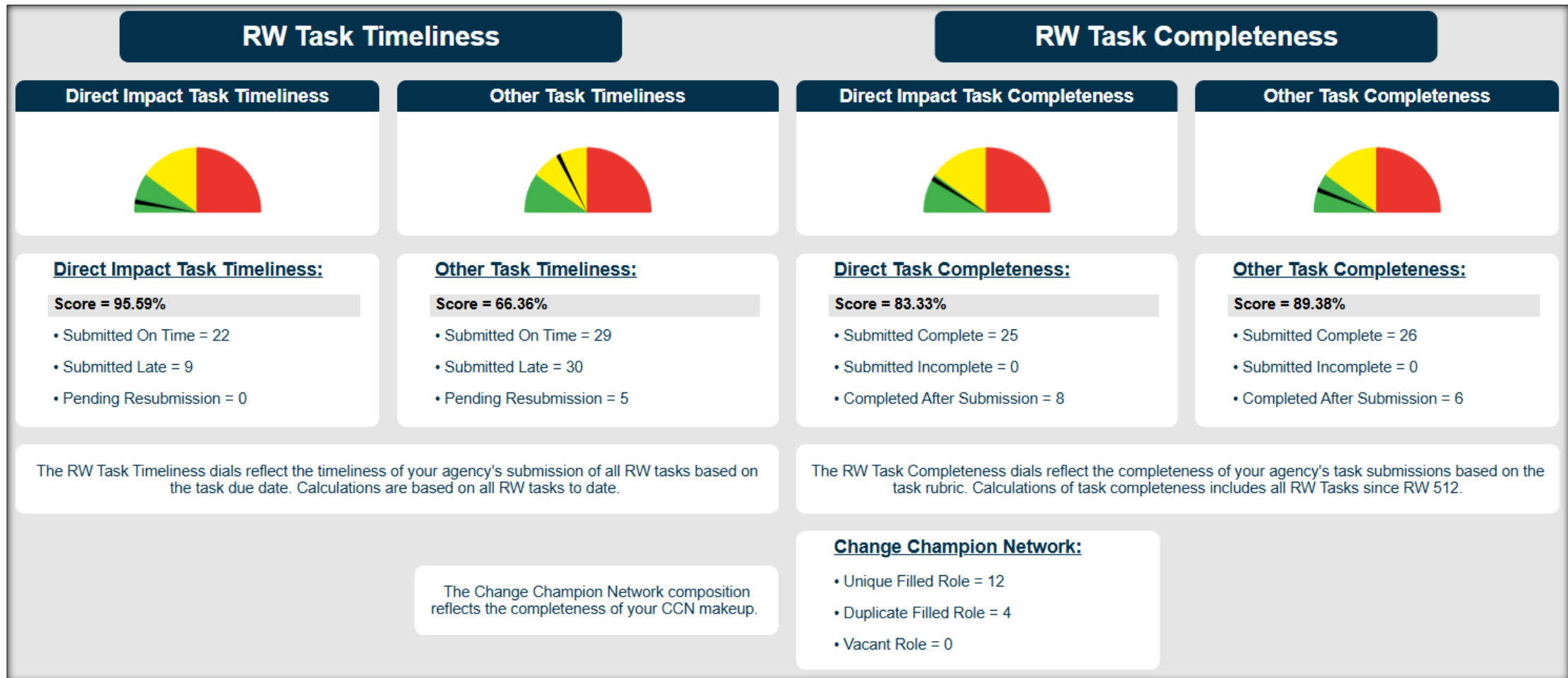


RW Updates

Task	Summary of Change
575 – Complete Cycle 2 – Technical Interface Testing	Delayed (4/14/25 – 6/6/2025); new dates to be released
596 – Participate in User Acceptance Testing	Delayed (4/14/25 – 6/6/2025); new dates to be released
657 – Submit Updated Configuration Workbooks	Delayed (4/14/25 – 6/6/2025); new dates to be released
586 – Create Agency Deployment Plan to Prepare to Go-Live	Delayed (4/21/25 – 6/13/2025); new dates to be released
597 – Complete Data Cleansing Based on Mock Conversion 4	Delayed (5/5/25 – 5/23/2025); new dates to be released
601 – Register for Florida PALM Training	Delayed (5/5/25 – 6/13/2025); new dates to be released
602 – Update Agency Business Process Documentation	Delayed (4/14/25 – 10/3/2025); new dates to be released
604 – Create Agency Specific Training	Delayed (5/19/25 – 9/26/2025); new dates to be released



Agency Dashboard Updates

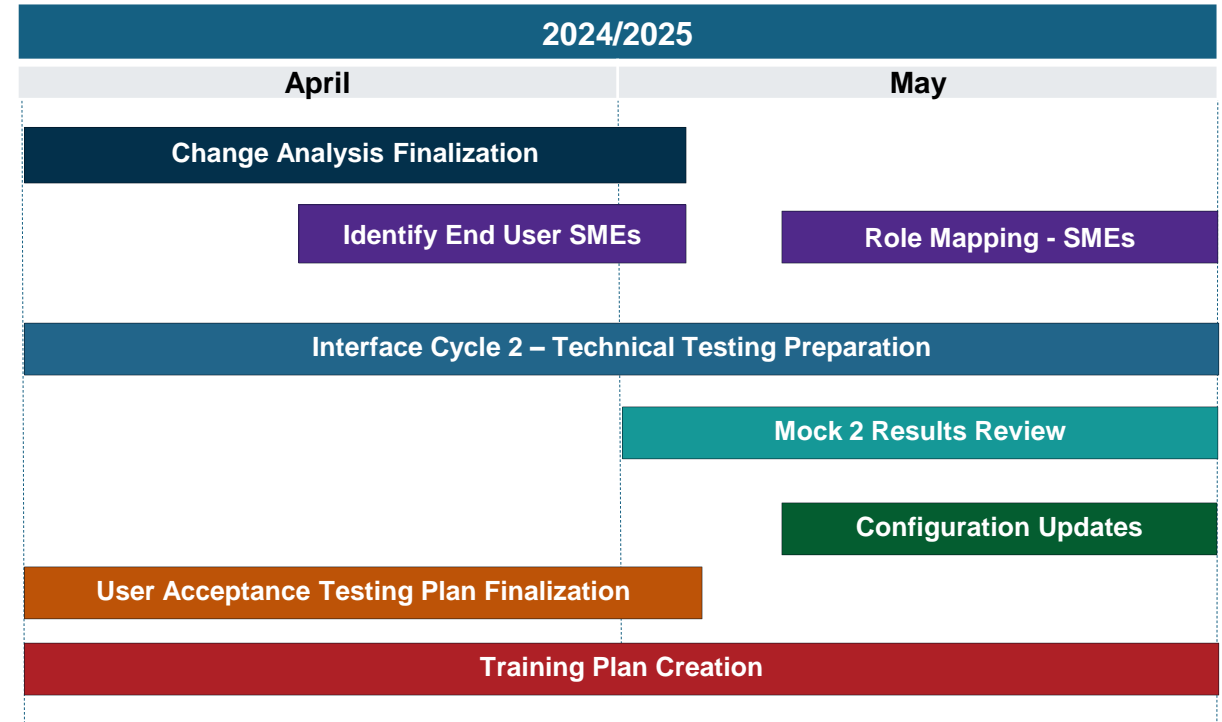


CCN Composition scoring removed



Next Few Months

Type	April	May
Processes	<ul style="list-style-type: none"> Change Analysis 	<ul style="list-style-type: none"> Change Analysis Finalization
Workforce Readiness	<ul style="list-style-type: none"> Identify End User SMEs 	<ul style="list-style-type: none"> Identify End User SMEs Role Mapping – SMEs
ABS / Interface	<ul style="list-style-type: none"> Interface Cycle 2 – Technical Testing Preparation 	<ul style="list-style-type: none"> Interface Cycle 2 – Technical Testing Preparation
Conversions		<ul style="list-style-type: none"> Mock 2 Results Review
Configuration		<ul style="list-style-type: none"> Configuration Updates for Mock 3
UAT	<ul style="list-style-type: none"> UAT Plan 	<ul style="list-style-type: none"> UAT Plan Finalization
Training	<ul style="list-style-type: none"> Training Plan Creation <i>FL[DS] CoLab on Training Plans</i> 	<ul style="list-style-type: none"> Training Plan Creation



Reminders: Upcoming Due Dates for Current Tasks

April 30

- ✓ 560 - Manage Agency Specific Implementation Schedule, Risks and Issues

May 2

- ✓ 536-C - Create Agency Specific User Acceptance Testing Plan
- ✓ 560 - Submit Change Analysis Tool



Save the Date

June 11

Interface and Conversion
Workshop

9:00 am - 5:00 pm

Recommended Audience: Business Liaisons, Project
Management Liaisons, and Technical Liaisons



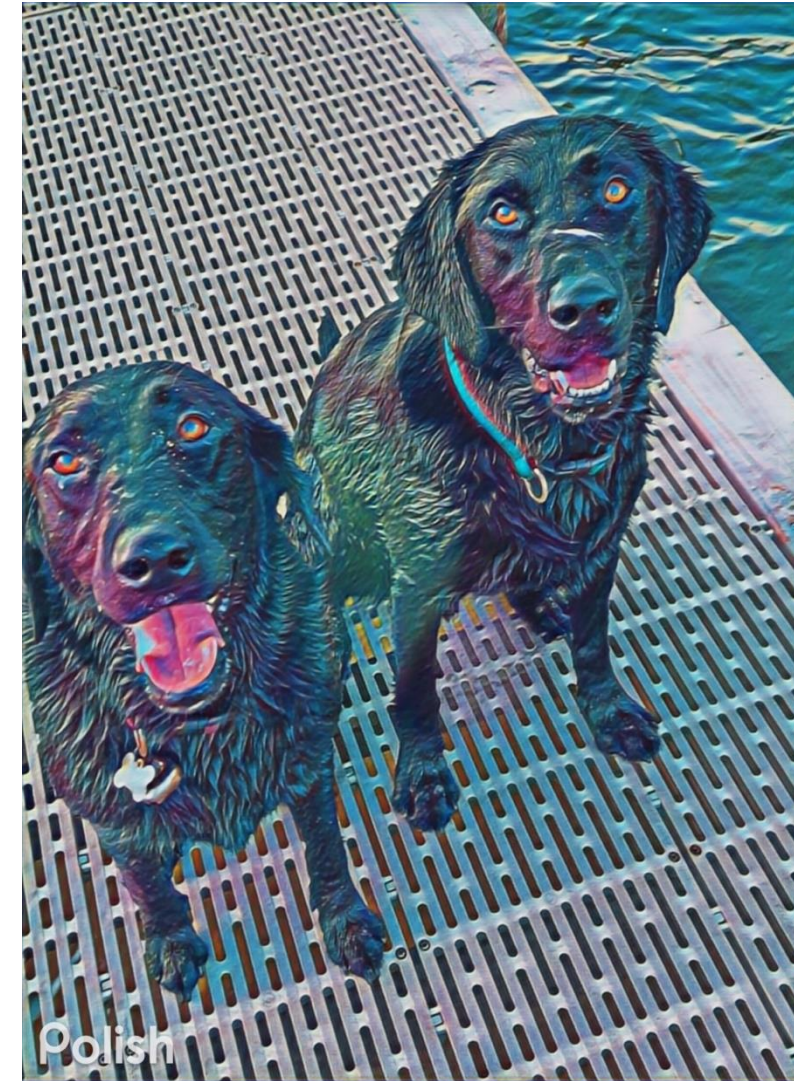
Save the Date!

Workshop information and
registration will be sent to
agencies in April.





Samson & Delilah



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