

FloridaP^{ALM}

Planning, Accounting, and Ledger Management

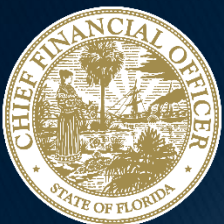


Task Released	Task ID	Critical Operational Element	Task Name	Task Description
12/09/22	324	Data	Complete FLAIR Data Elements Inventory	Complete and submit the FLAIR Data Elements Inventory document detailing data elements your agency currently uses and how they are being used.
01/17/23	325	Processes	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.
01/17/23	326	Technology	Update Current Agency Business Systems	Review and update the current Agency Business Systems. Record the current technical design for each system.
01/17/23	327	Data	Complete Reports Inventory	Complete and submit the Reports Inventory documenting all agency FLAIR reports.
01/17/23	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.
05/22/23	329	People	Update CCN and Project Contacts	Review, update and confirm Change Champion Network (primary and Subject Matter Experts) and additional support contacts.
05/22/23		People	Update Authorized Spreadsheet Users	Review, update and confirm authorized spreadsheet access to all Florida T resources.
05/22/23		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 agency operations for the current month.
09/11/23	400		Create Agency Specific Risk and Issues Management Plan	Create or update a plan to identify and manage agency specific risks to Florida PALM implementation.
09/11/23	401	N/A	Create Agency Specific Risk and Issues Management Plan	Create or update a plan to identify and manage agency specific risks to Florida PALM implementation.
09/11/23	502	N/A	Create Agency Specific Risk and Issues Management Plan	Create or update a plan to identify and manage agency specific risks to Florida PALM implementation.
09/11/23	503	People	Create Agency Specific Risk and Issues Management Plan	Create or update a plan to identify and manage agency specific risks to Florida PALM implementation.

THURSDAY Task Talk

Hosted by your favorite Florida PALM RC's

AUGUST 28, 2025



Agenda

- Readiness Workplan Task Updates
- Task Review: Task 660 Monthly Progress Report
- Task Reminders



Readiness Workplan Task Updates

- ▶ New Due Date October 3
 - Task 587B Data Cleansing Based on Mock Conversion 3 - APC001
 - Task 574 Prepare Documentation for UAT
- ▶ Added Task Addendum
 - Task 574 Prepare Documentation for UAT
- ▶ Removing the Midpoint Data Refresh for Conversion/Configuration
 - Impacts Task 661 Conversion Field Mapping & Task 662 Configuration Workbooks
- ▶ Tasks Delayed
 - Task 607 – Update Training Plan
 - Task 663 – Update UAT Documentation



Task 574 - Prepare Documentation for UAT - Addendum v2

New: Due Date October 3

Task Addendum v2

► New Midpoint Check-in

- Midpoint Check-in worksheet has been created and added to your agency Testing folder
- Midpoint Check-in worksheet responses are due by September 12th
- Be prepared to discuss in your September monthly touchpoint

Task 574 Midpoint Check-in ☆										
Question 1	Answer 1	Question 2	Answer 2	Question 3	Answer 3	Question 4	Answer 4	Question 5	Answer 5	Complete
Which user story inventory option did your agency choose and are using to document your list of user stories for UAT testing?		Why did you choose that option?		If you have chosen options 2 or 3, how do you plan to ensure that you have captured all necessary activities for your agency from the Topics and Activities list?		Describe your agency's progress to date. • What How many of your planned user stories have you created? • What do you have left to do to feel that you've completed your document preparation for UAT?		Describe the challenges your agency has experienced during user story development. • What mitigative actions have you implemented to overcome those challenges? • What lessons learned do you have about your user story and materials creation?		<input type="checkbox"/>



Task 660 – Monthly Progress Report

Due tomorrow

DEMO Progress Report - Testing

August 2025

Interface Cycle 2 - Technical Testing

Interface Testing Readiness

Interfaces Requested = 17

- Build Not Started = 0

- Build In Progress = 0

- Build Complete = 1

- Unit Testing In Progress = 0

- Ready for Cycle 2 Testing = 16

Percent Complete = 94.12%

Interface Testing Progress - Inbound

Inbound Interfaces Planned to be Tested = 2

- Testing Not Started = 0

- Testing In Progress = 2

- Testing Complete = 0

Percent Complete = 0%

Interface Testing Progress - Outbound

Outbound Interfaces Planned to be Tested = 15

- Testing Not Started = 14

- Testing In Progress = 1

- Testing Complete = 0

Percent Complete = 0%

Submission

Primary Agency Sponsor Confirmation

As Agency Sponsor, I understand my role and responsibility for monitoring and reporting on my agency's progress testing report. I have reviewed and confirmed the accuracy of my agency's readiness status as reflected in this dashboard.

Agency Sponsor Name: *

☐ Confirm *

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DEMO Progress Report Confirmation

Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
August 2025	John Smith	floridapalm@myfloridacfo.com	07/30/25

- ▶ Recurring Monthly Progress Report
- ▶ Progress reporting metrics will evolve over time to display relevant data for testing, training and cutover activities
- ▶ August Monthly Progress Report includes Interface Cycle 2 – Technical Testing readiness and progress
- ▶ Conversion and Data Readiness section to be added for September
- ▶ Must be submitted by Primary Agency Sponsor
- ▶ Time bound – Submission forms for task 660 will be inactivated 9/2



Readiness Activities

Preparing for UAT and Mock Conversion 4

People

- Role Mapping All End Users for UAT Full
- Completing UAT Prerequisite Training

Process

- Preparing Documentation for UAT

Technology

- Preparing for/ Participating in Interface Testing

Data

- Reviewing Mock 3 Results and Cleansing Data
- Updating Configuration and Conversion Workbooks for Mock 4



Reminders – Upcoming Task Due Dates

August 29

- ✓ 660 – Submit Monthly Progress Report – Testing

September 10

- ✓ 617 – Submit Bimonthly Agency Readiness Status Report (*Releases tomorrow*)

October 3

- ✓ 574 – Prepare Documentation for User Acceptance Testing (*Midpoint Check-in due date – September 12*)
- ✓ 587A – Complete Data Cleansing Based on Mock Conversion 3
- ✓ 587B – Complete Data Cleansing Based on Mock Conversion 3 – APC001
- ✓ 587C – Complete Data Cleansing Based on Mock Conversion 3 – PCC001
- ✓ 661 – Update Conversion Field Mapping
- ✓ 662 – Submit Updated Configuration Workbooks





Emilio "Mealy"



Questions?



& Colonel Otis

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