

# FloridaPALM

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 Signatory Users	Review, update and confirm authorized signatory access to all Florida PALM resources.
	N/A	Submit Monthly Agency Health Report	Agency Sponsor to confirm and submit monthly health report, in the Project Health Report, detailing the agency's progress in the project.
		Create Agency Specific Risk and Issues Management Plan	Create or update a plan to identify and manage agency specific risks to Florida PALM implementation.
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# THURSDAY Task Talk

*Hosted by your favorite Florida PALM RC's*

DECEMBER 11, 2025



# Agenda

- ▶ Task Spotlight
  - 592 – Agency IdP SMEs Add End Users to Agency's Identity Provider
  - 688 – Update UAT Plan
- ▶ Configuration & Conversion Mapping Workbooks
- ▶ Task Reminders



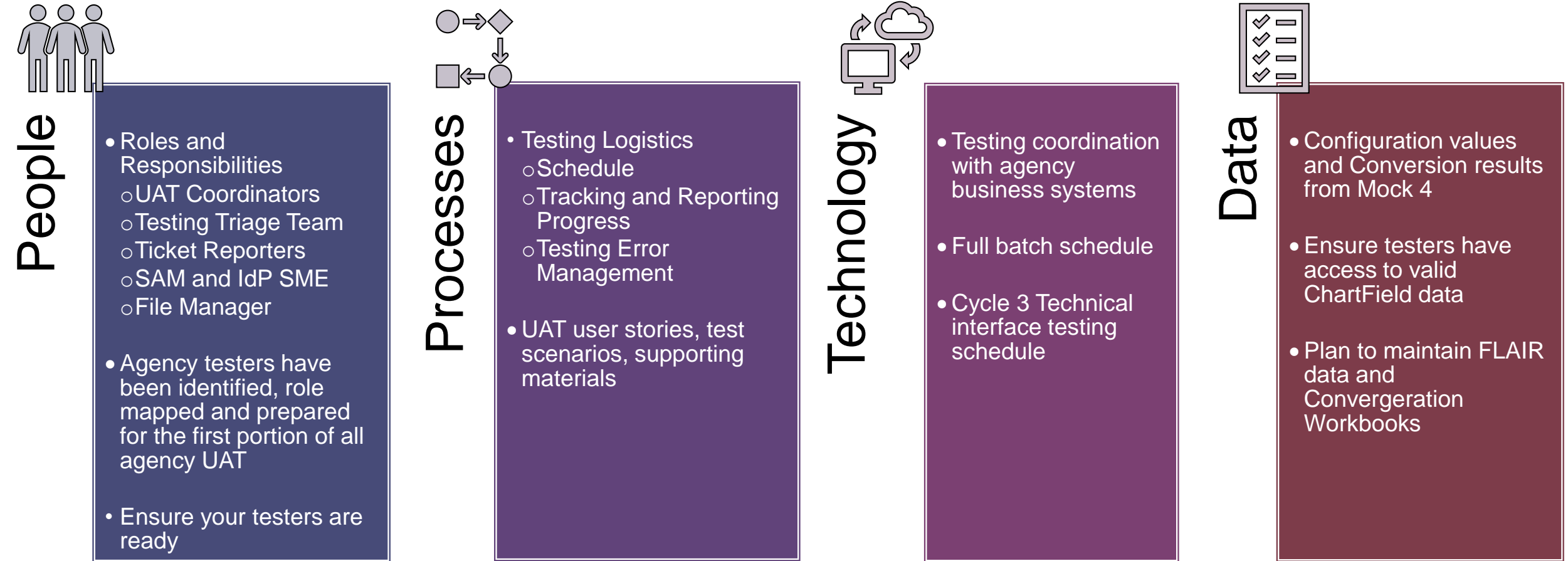
# Task 592 – IdP SMEs Add End Users to Agency's Identity Provider **Due 1/9/2026**

- Reference Knowledge Center article on Identity Access Management (IAM)
- Confirm UAT participants have been added to your agency's active directory
- Confirm IdP configurations needed for UAT
  - Last confirmed in July, RW Task 591
  - If updates are needed, a meeting will be scheduled with the Project Team

Forms Connections Dynamic View DEMO UAT IdP ☆						
Grid Filter Arial 10 B I U S A ...						
UAT Participants Added to Active Directory ⓘ	IdP Configuration Confirmation	Email Domain ⓘ	Authentication Protocol ⓘ	Identity Provider (IdP) ⓘ	Project Comments ⓘ ⓘ	Comments
<div>Not Started</div> <div>In Progress</div> <div>Complete</div>		@PALM.myflorida.com	SAML2	Azure		

# Task 688 – Update UAT Plan **Due 1/9/2026**

## Considerations



*How will you measure success and progress?*

# Convergeration Workbooks

- ▶ Updates to Configuration Workbooks
  - The “Configure Value” column has been updated to have only two options ‘Yes’ or ‘Remove’
    - Yes = Value should be configured. Use for any values you want to keep (including rows you have updated) and any new values you add
    - Remove = Value is no longer needed. The row will be automatically removed from your worksheet through overnight processing.
- ▶ Conversion workbooks will remain locked until the completion of Mock Conversion 4
- ▶ Convergeration Schedule coming soon!

## Workbooks impacted

- AM - Area ID Values
- AM - Location Definition
- GL – Organization
- GL – OA1
- GL – OA2
- PC – Projects
  - PC Category
  - PC Source Type
  - PC Subcategory
- SpeedKey

# Reminders

## Current Tasks Due Dates:

### Friday, December 19

- ✓ 573B – Complete and Submit End User Role Mapping Worksheet

### Tuesday, December 30

- ✓ 668 – Submit Monthly Progress Report – Testing

### Friday, January 9

- ✓ 574 – Prepare Documentation for User Acceptance Testing
- ✓ 592 – Agency IdP SMEs Add End Users to Agency's Identify Provider
- ✓ 688 – Update UAT Plan

## Tasks Not Yet Released:

### Friday, January 9

- ✓ 606 – Update Agency Readiness Certification #2 – **Release December 15**





# Questions?





CONTACT US

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