Agenda

▸ Task Spotlight: 672 – Submit Monthly Progress Report

▸ UAT Preparation

▸ Reminders

▸ Questions

672 – Submit Monthly Progress Report
Due 2/27/2026

Task Elements & Updates

❑ Review Cycle 2 Technical Testing and Cycle 3 Full Integration Testing Progress (New

❑ Review UAT Execution Progress – User Story Testing, Role Mapping, Prerequisite Training, UAT Attendance

❑ Review Conversion and Data Readiness Progress

❑ Agency Sponsor submits

Task Resources

✓ Understanding Your Bimonthly Status Report Dashboard

✓ Incomplete Cycle 2 Testing & Cycle 3 Full Integration Testing Supplemental

✓ User Story Inventory for Progress Reporting Supplemental

✓ Change Analysis Tool for Progress Reporting Supplemental

DEMO Progress Report - Testing
February 2026

Interface Cycle 2 - Technical Testing

Incomplete Cycle 2 Testing Report

Agency Business System	Florida PALM Interface Name	Interface Direction	Status	If not started, what is the expected start date?	Planned testing completion date?	What are the current blockers to being complete?
DEMO	API002 - Inbound Voucher Load	Inbound	In Progress			
DEMO	API006 - Inbound Payment Cancellation	Inbound	Not Started			
DEMO	API031 - Outbound Voucher and Payment Extract	Outbound	In Progress			
DEMO	API031 - Outbound Voucher and Payment Extract	Outbound	Not Started			

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Worksheets that feed your Monthly Progress Report Dashboard

| Smartsheet Resource	Agency Applicability
<Agency> Incomplete Cycle 2 Testing Check In worksheet	Required only for agencies that have not completed Cycle 2 testing
<Agency> Cycle 2 Technical Interface Testing worksheet	Required only for agencies that have not completed Cycle 2 testing
<Agency> Interface Cycle 3 – Full Integration Testing worksheet	Required for all interfacing agencies
Agency> User Story Inventory worksheet	Required only for agencies that have chosen to document user stories outside of the Change Analysis tool
<Agency> Change Analysis worksheets	Required only for agencies that have chosen to document user stories within the Change Analysis tool
<Agency> Prerequisite Tracking worksheet	Required for all agencies
Agency> Role Mapping worksheet	Required for all agencies
<Agency> UAT Participation Identification Report	Maintained by the Project for all agencies
<Agency> Mock Conversion worksheet	Required for all agencies

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Cycle 3 Interface & User Story Testing Progress Reporting

✓ Provide total number of tests planned for the month

✓ Provide total number of tests completed for the month

✓ Provide performance outcome
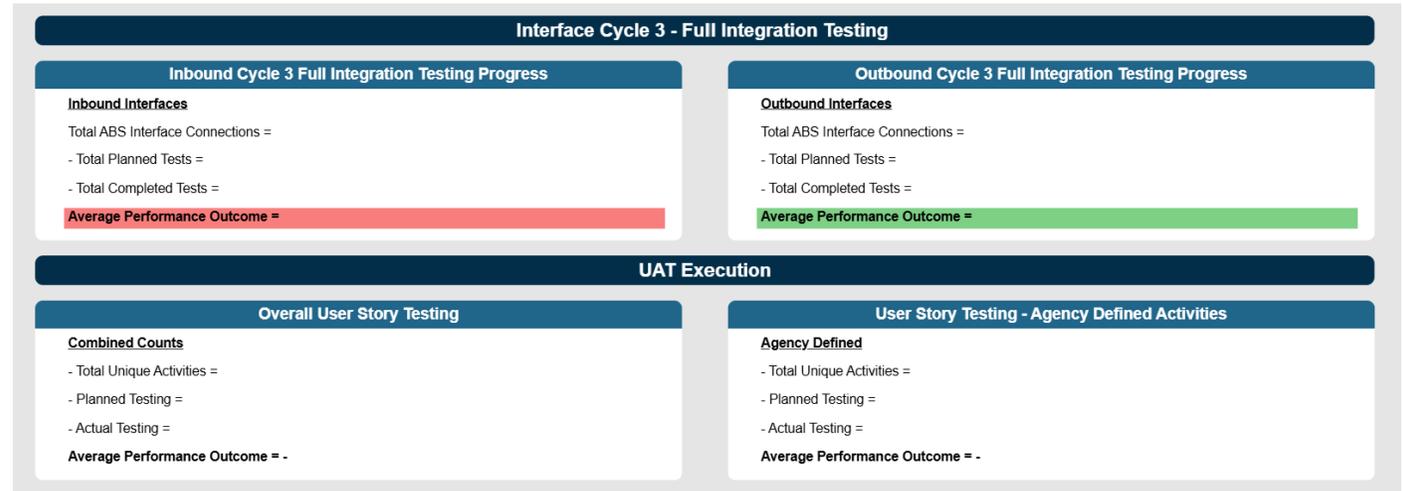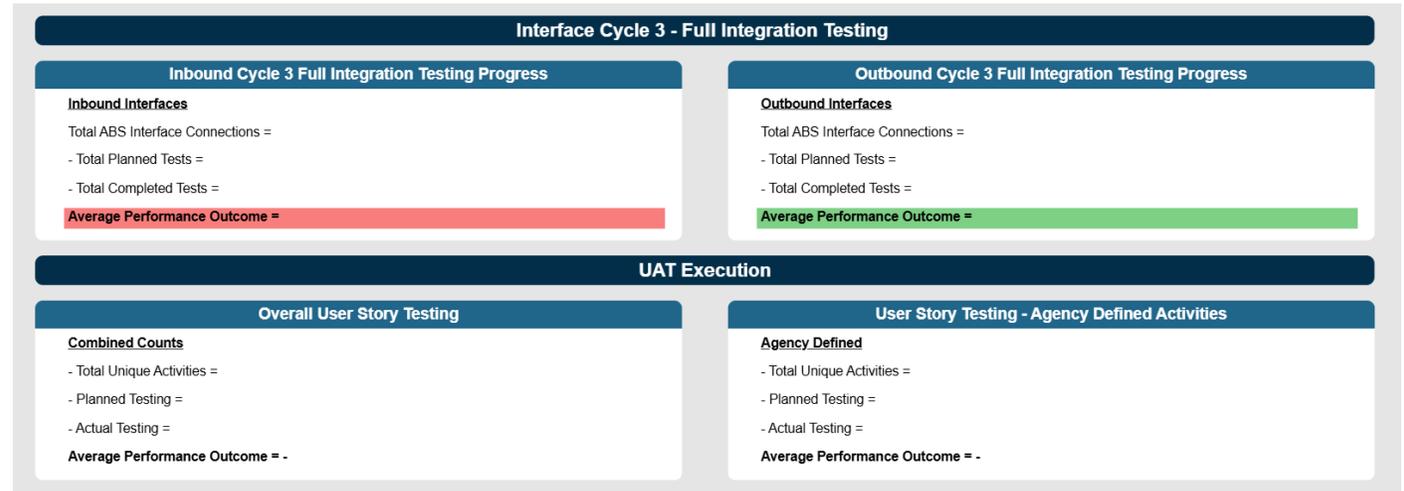

Performance Outcome Options
- **Above Expectations** – testing of the activity has been successful and exceeded your expectations, with little to no room for improvement.
- **Satisfactory** –testing of the activity has executed as planned. There may still be room for process improvements, minor remediations, and/or training opportunities.
- **Inadequate** – testing did not go as well as expected and many improvements are required.
- **N/A**

Florida**PALM**
Planning, Accounting, and Ledger Management

2/5/2026

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<u>**Cycle 3 Interface & User Story Testing Dashboard Scoring**</u>

✓ An average score and color will be displayed on the Dashboard based on Performance Outcome selections for

Performance Outcome	Assigned Value	Range for Average Rating	Color Indicator
Above Expectations	30	23.51 – 30.00	Green
Satisfactory	20	17.51 – 23.50	Green
Inadequate	10	10.00 – 17.50	Red
N/A	Not factored in scoring	Not factored in scoring	N/A

2/5/2026

UAT Preparation

UAT Coordinators / Agency Leads:

- Confirm that all registered participants are aware of the days, times, and location for their sessions – Review Agency UAT Participant report. No individual invites will be sent from the Project.
- Make sure participants have the roles needed for their sessions – Review Pre-Materials.
- Encourage your registrants to review the Process Steps for next their sessions.
- Subscribe and encourage your registrants and testers to subscribe to the UAT Communications page

Expectations for In-Person UAT Participants:

- Attendees are asked to arrive prepared and ready to contribute productively.
- Bring your agency-issued laptop and confirm you can connect to your agency network.
- Know which session you are scheduled to attend. Session dates, times, and location are posted in the UAT Communication Knowledge Center article.
- Review Pre-Materials and Process Steps.
- Verify that you can successfully log in to Florida PALM before arriving at the in-person session.

UAT COMMUNICATIONS

in the Knowledge Center

This page will communicate the majority of UAT information

Batch Schedule	Message Board for Announcements
Customer Portal Job Aids	Known Issues & Enhancements List
List of Sessions and Locations	Office Hour Schedule and Registration

All UAT Participants should "Follow" the page and be notified with updates

Click to Visit

Reminders

Current Tasks Due Dates:

Friday, February 27

✓ 674 – Submit Monthly Progress Report

- Task Instructions, Supplementals and New Smartsheet Worksheets publishing today. Agency Dashboard updates completed next week.

Friday, March 13

✓ 597 – Complete Data Cleansing Based on Mock Conversion 4

Questions?

CONTACT US

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