

Agency Readiness Certification #1 Dashboards

Helpful Links

Agency Readiness Certification

AHCA Readiness Certification Dashboard

Readiness Certification #1 Confirmation

Agency Sponsor Name:

Confirmed By:

Confirmation Date

Jon Manalo

jon.manalo@ahca.myflorida.com

07/18/25

Summary

Overall Confidence Level

People

Confidence Level - People

Criteria 1.1

Criteria 1.2

Criteria 1.3

Processes

Confidence Level - Processes

Criteria 2.1

Criteria 2.2

Criteria 2.3

Technology

Confidence Level - Technology

Criteria 3.1

Criteria 3.2

Criteria 3.3

Criteria 3.4

Criteria 3.5

Data

Confidence Level - Data

Criteria 4.1

Criteria 4.2

Criteria 4.3

Criteria 4.4

Criteria 4.5

People

Criteria

1.1 Agency identified SMEs have been assigned end user roles based on job function.

1.2 UAT Roles and Responsibilities have been identified in agency-specific UAT Plan.

1.3 SMEs have been identified and prepared to participate in UAT.

Related RW Tasks

Task ID

Task Name

Agency Reported Task Progress

Project Verification of Completion

536-A

Create Agency Specific User Acceptance Testing Plan

100% - Submitted

Submission Complete

536-B

Create Agency Specific User Acceptance Testing Plan

100% - Submitted

Submission Complete

573-A

Complete and Submit End User Role Mapping Worksheet for UAT.

100% - Submitted

Submission Complete

Readiness Certification Worksheet

Critical Operational Element

Criteria ID

Criteria

Criteria Met

Confidence Level

Comments

People

1.0

Overall People Readiness

Becoming Confident

People

1.1

Agency identified SMEs have been assigned end user roles based on job function.

Yes

People

1.2

UAT Roles and Responsibilities have been identified in agency-specific UAT Plan.

No

People

1.3

SMEs have been identified and prepared to participate in UAT.

Yes

Mitigation Plan

Criteria ID

Why has the criteria not been met?

What mitigating actions are being taken?

Who is responsible for supporting the mitigation?

Impact/workaround if mitigation is not completed?

Planned completion date of the mitigation steps?

1.2

The Bureau of Financial Services is facing challenges in staffing for the Florida PALM Project due to resource limitations and a reduction in accountant positions, which has hindered their ability to fulfill the suggested roles and provide comprehensive input for test planning while they continue to recruit personnel to address these vacancies.

•Recruitment: Continue to actively recruit personnel to fill the vacant positions. This will help free up some of the Subject Matter Experts' (SME) time to focus on Florida PALM activities.
•Workarounds: Identify and implement workarounds to manage the workload until the vacancies are filled so the resources can be identified for the role.
•Consider a contractor to take on some of the roles until dedicated resource can be identified.

Lynn Smith - Bureau of Financial Services

The workload will remain unmanageable, leading to delays and potential errors in the project. The existing staff can become overburdened which could lead to burn out and decreased productivity.

08/29/25

Processes

Criteria

2.1 Agency UAT success criteria has been identified.

2.2 Change impacts have been identified for agency processes.

2.3 Creation of at least 75% of the Project-recommended standard UAT scenarios.

Related RW Tasks

Task ID

Task Name

Agency Reported Task Progress

Project Verification of Completion

536-C

Create Agency Specific User Acceptance Testing Plan

100% - Submitted

Submission Complete

560

Submit Change Analysis Tool

100% - Submitted

Submission Complete

574

Prepare Documentation for User Acceptance Testing

25% - Beginning Initial Internal Meetings and Information Gathering

Readiness Certification Worksheet

Critical Operational Element

Criteria ID

Criteria

Criteria Met

Confidence Level

Comments

Processes

2.0

Overall Processes Readiness

Becoming Confident

Processes

2.1

Agency UAT success criteria has been identified.

Yes

Processes

2.2

Change impacts have been identified for agency processes.

Yes

Processes

2.3

Creation of at least 75% of the Project-recommended standard UAT scenarios.

No

Mitigation Plan

Criteria ID

Why has the criteria not been met?

What mitigating actions are being taken?

Who is responsible for supporting the mitigation?

Impact/workaround if mitigation is not completed?

Planned completion date of the mitigation steps?

2.3

The Bureau of Financial Services is facing challenges in staffing for the Florida PALM Project due to resource limitations and a reduction in accountant positions, which has hindered their ability to document comprehensive scenarios.

Utilize/collaborate with contractual resources to document the scenarios based on the Change Analysis Tool Topics and Activities. Prioritize this task as most critical and dedicate resources to this activity.

Lynn Smith

All Operational Processes will not be tested before Go-Live

10/03/25

Technology

Criteria	Related RW Tasks			
3.1 Agency interface needs have been confirmed.	Task ID	Task Name	Agency Reported Task Progress	Project Verification of Completion
3.2 Agency business system remediation for Tier 1 systems is at least 75% complete.	557	Confirm Interface Inventory for Cycle 2 Interface Testing	100% - Submitted	Submission Complete
	576	Complete Internal Agency Business System Test and Remediation to prepare for Cycle 2 - Technical Interface Testing	75% - Consolidating/Inputting Information for Submission	
	578	Confirm Identity Provider for Florida PALM	100% - Submitted	Submission Complete
3.3 Agency business system testing environments have been established and are ready to begin technical interface testing with Florida PALM.	591	Confirm IDP Configuration for Florida PALM	100% - Submitted	Submission Complete
3.4 Agency IdP has been confirmed, and configuration with the Florida PALM UAT environment is on track to be complete before the start of UAT.				
3.5 Agency SME end users have been added to the agency's IdP for the Florida PALM UAT environment.				

Readiness Certification Worksheet

Critical Operational Element	Criteria ID	Criteria	Criteria Met	Confidence Level	Comments
Technology	3.0	Overall Technology Readiness		Highly Concerned	Highly concerned that getting to 75% of remediation is not expected to be completed for 6 months.
Technology	3.1	Agency interface needs have been confirmed.	Yes		
Technology	3.2	Agency business system remediation for Tier 1 systems is at least 75% complete.	No		AHCA is ready for Cycle 2 Interface testing.
Technology	3.3	Agency business system testing environments have been established and are ready to begin technical interface testing with Florida PALM.	Yes		
Technology	3.4	Agency IdP has been confirmed, and configuration with the Florida PALM UAT environment is on track to be complete before the start of UAT.	Yes		
Technology	3.5	Agency SME end users have been added to the agency's IdP for the Florida PALM UAT environment.	Yes		

Mitigation Plan

Criteria ID	Why has the criteria not been met?	What mitigating actions are being taken?	Who is responsible for supporting the mitigation?	Impact/workaround if mitigation is not completed?	Planned completion date of the mitigation steps?
3.2	<p>1) Test Data Issues: There is a significant lack of valid test data necessary for validating and structuring changes, leading to extended remediation times. It has been found to be difficult to create test files also leading to extended remediation time. The absence of a proper sandbox environment has complicated the process.</p> <p>2) Effective integration of complex ABS: Integrating the highly complex ABS (SunFocus) with new structural data changes of the Florida PALM data is challenging.</p> <p>3) Complex Structural Changes: Structural changes have proven more complex than initially anticipated, impacting the overall remediation timeline.</p> <p>4) Resource Limitations: With the loss of the most experienced developer (application and institutional knowledge) and continued enhancements to the current SunFocus system, there has been a significant impact to the remediation plans.</p>	<p>1)The remediation efforts will prioritize unique agency processes, specifically the Weekly Medicaid Run and Invoicing Modules, which are essential for daily operations.</p> <p>2) For incomplete modules, alternative methods will be identified to perform necessary functions. This will involve manually intensive efforts by the BFS teams, such as extracting data from the data warehouse, using standardized Florida PALM reports, and utilizing Florida PALM online for daily activities until full remediation is achieved.</p> <p>3) Additional development resources will be allocated, and current development resources time will be increased to focus on Florida PALM, reducing time spent on other activities.</p> <p>4) The AHCA IT PALM team will also provide additional guidance to developers to enhance their understanding of Florida PALM and the remediation requirements.</p>	Abby Dunn/Phyllis Wander	Will continue to perform manual operations as more efficient efforts are being made to streamline tasks for the BFS team	11/07/25

Data

Criteria	Related RW Tasks			
4.1 Agency has documented reporting needs.	Task ID	Task Name	Agency Reported Task Progress	Project Verification of Completion
4.2 Agency specific test data has been identified and documented, including source documents required for UAT scenarios.	560	Submit Change Analysis Tool	100% - Submitted	Submission Complete
	571	Complete Data Cleansing Based on Mock Conversion 2	100% - Submitted	Submission Complete
	657	Submit Updated Configuration Workbooks	100% - Submitted	Submission Complete
4.3 Agency specific configurations have been confirmed.	659	Update Conversion Field Mapping	100% - Submitted	Task Closed - Submission Incomplete
4.4 Agency data is cleansed based on Mock Conversion 2 results.	574	Prepare Documentation for User Acceptance Testing	25% - Beginning Initial Internal Meetings and Information Gathering	
4.5 Agency has provided updated data mapping to support Mock Conversion 3.				

Readiness Certification Worksheet

Critical Operational Element	Criteria ID	Criteria	Criteria Met	Confidence Level	Comments
Data	4.0	Overall Data Readiness		Moderately Confident	
Data	4.1	Agency has documented reporting needs.	Yes		
Data	4.2	Agency specific test data has been identified and documented, including source documents required for UAT scenarios.	No		
Data	4.3	Agency specific configurations have been confirmed.	Yes		
Data	4.4	Agency data is cleansed based on Mock Conversion 2 results.	Yes		

Data	4.5	Agency has provided updated data mapping to support Mock Conversion 3.	Yes	
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Mitigation Plan					
Criteria ID	Why has the criteria not been met?	What mitigating actions are being taken?	Who is responsible for supporting the mitigation?	Impact/workaround if mitigation is not completed?	Planned completion date of the mitigation steps?
4.2	The Bureau of Financial Services is facing challenges in staffing for the Florida PALM Project due to resource limitations and a reduction in accountant positions, which has hindered their ability to document test data and to organize source documents that will be required to support UAT testing activities.	AHCA IT PALM Team (4 Business Process Consultants) will be aiding in documenting and gathering all required information to support testing activities.	Phyllis Wander	AHCA will not be able to complete User Acceptance Testing.	09/26/25

Agency Sponsor Confirmation

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Future Readiness Certification Submissions

Readiness Certification 2 - November 2025

Agency Sponsors will provide the second update to Agency Readiness Certification (RW Task 606) to indicate the agency is ready to continue UAT and is prepared to soon begin agency-led sessions for agency end users and fully integrated UAT to test end to end processes, including agency business systems and enterprise systems.

Readiness Certification 3 - March 2026

Agency Sponsors will provide the third update to Agency Readiness Certification (RW Task 619) providing an update of UAT progress, indicating the agency is ready to provide agency-specific training for their end users and prepare for cutover activities.

Readiness Certification 4 - May 2026

Agency Sponsors will provide final submission of the Agency Readiness Certification (RW Task 628) indicating the culmination of all testing activities and that the agency is ready to go live. This final submission of Agency Readiness Certification will be provided to the ESC for review and consideration as they prepare to vote on Stage Gate 5: Agency Readiness.

Helpful Links

[Agency Readiness Certification](#)

APD Readiness Certification Dashboard

Readiness Certification #1 Confirmation

Agency Sponsor Name:	Confirmed By:	Confirmation Date
Rose Salinas	rose.salinas@apdcares.org	07/18/25

Summary

Overall Confidence Level

People

Confidence Level - People

Criteria 1.1

Criteria 1.2

Criteria 1.3

Processes

Confidence Level - Processes

Criteria 2.1

Criteria 2.2

Criteria 2.3

Technology

Confidence Level - Technology

Criteria 3.1

Criteria 3.2

Criteria 3.3

Criteria 3.4

Criteria 3.5

Data

Confidence Level - Data

Criteria 4.1

Criteria 4.2

Criteria 4.3

Criteria 4.4

Criteria 4.5

People

Criteria

1.1 Agency identified SMEs have been assigned end user roles based on job function.

1.2 UAT Roles and Responsibilities have been identified in agency-specific UAT Plan.

1.3 SMEs have been identified and prepared to participate in UAT.

Related RW Tasks

Task ID	Task Name	Agency Reported Task Progress	Project Verification of Completion
536-A	Create Agency Specific User Acceptance Testing Plan	100% - Submitted	Submission Complete
536-B	Create Agency Specific User Acceptance Testing Plan	100% - Submitted	Submission Complete
573-A	Complete and Submit End User Role Mapping Worksheet for UAT.	100% - Submitted	Task Closed - Submission Incomplete

Readiness Certification Worksheet

Critical Operational Element	Criteria ID	Criteria	Criteria Met	Confidence Level	Comments
People	1.0	Overall People Readiness		Moderately Confident	APD enthusiasm is still positive
People	1.1	Agency identified SMEs have been assigned end user roles based on job function.	Yes		
People	1.2	UAT Roles and Responsibilities have been identified in agency-specific UAT Plan.	Yes		
People	1.3	SMEs have been identified and prepared to participate in UAT.	Yes		

Mitigation Plan

Criteria ID	Why has the criteria not been met?	What mitigating actions are being taken?	Who is responsible for supporting the mitigation?	Impact/workaround if mitigation is not completed?	Planned completion date of the mitigation steps?

Processes

Criteria

2.1 Agency UAT success criteria has been identified.

2.2 Change impacts have been identified for agency processes.

2.3 Creation of at least 75% of the Project-recommended standard UAT scenarios.

Related RW Tasks

Task ID	Task Name	Agency Reported Task Progress	Project Verification of Completion
560	Submit Change Analysis Tool	100% - Submitted	Submission Complete
536-C	Create Agency Specific User Acceptance Testing Plan	100% - Submitted	Submission Complete
574	Prepare Documentation for User Acceptance Testing	75% - Consolidating/Inputting Information for Submission	

Readiness Certification Worksheet

Critical Operational Element	Criteria ID	Criteria	Criteria Met	Confidence Level	Comments
Processes	2.0	Overall Processes Readiness		Becoming Confident	APD Teams are ready to move forward with PALM
Processes	2.1	Agency UAT success criteria has been identified.	Yes		
Processes	2.2	Change impacts have been identified for agency processes.	Yes		
Processes	2.3	Creation of at least 75% of the Project-recommended standard UAT scenarios.	Yes		On-Going work in progress to gather those things that are tasks performed that are unique and specific to APD. This effort is being completed on an APD Smartsheet that has been modified for ease of use by our team - all responses will be added to the PALM provided User Story Inventory workbook closer to the actual Task 574 due date - we can provide a showcase of these stories if required for this certification task, but Project Recommended Standard Activities sheet has been updated!

Mitigation Plan

Criteria ID	Why has the criteria not been met?	What mitigating actions are being taken?	Who is responsible for supporting the mitigation?	Impact/workaround if mitigation is not completed?	Planned completion date of the mitigation steps?

Technology

Criteria

- 3.1 Agency interface needs have been confirmed.
- 3.2 Agency business system remediation for Tier 1 systems is at least 75% complete.
- 3.3 Agency business system testing environments have been established and are ready to begin technical interface testing with Florida PALM.
- 3.4 Agency IdP has been confirmed, and configuration with the Florida PALM UAT environment is on track to be complete before the start of UAT.
- 3.5 Agency SME end users have been added to the agency's IdP for the Florida PALM UAT environment.

Related RW Tasks

Task ID	Task Name	Agency Reported Task Progress	Project Verification of Completion
557	Confirm Interface Inventory for Cycle 2 Interface Testing	100% - Submitted	Submission Complete
576	Complete Internal Agency Business System Test and Remediation to prepare for Cycle 2 - Technical Interface Testing	75% - Consolidating/Inputting Information for Submission	
578	Confirm Identity Provider for Florida PALM	100% - Submitted	Submission Complete
591	Confirm IDP Configuration for Florida PALM	100% - Submitted	Submission Complete

Readiness Certification Worksheet

Critical Operational Element	Criteria ID	Criteria	Criteria Met	Confidence Level	Comments
Technology	3.0	Overall Technology Readiness		Very Confident	APD Technical Team has maintained a forward thinking strategy to support existing ABS's but to also help teams to functionally move over to PALM
Technology	3.1	Agency interface needs have been confirmed.	Yes		
Technology	3.2	Agency business system remediation for Tier 1 systems is at least 75% complete.	Yes		
Technology	3.3	Agency business system testing environments have been established and are ready to begin technical interface testing with Florida PALM.	Yes		
Technology	3.4	Agency IdP has been confirmed, and configuration with the Florida PALM UAT environment is on track to be complete before the start of UAT.	Yes		
Technology	3.5	Agency SME end users have been added to the agency's IdP for the Florida PALM UAT environment.	Yes		

Mitigation Plan

Criteria ID	Why has the criteria not been met?	What mitigating actions are being taken?	Who is responsible for supporting the mitigation?	Impact/workaround if mitigation is not completed?	Planned completion date of the mitigation steps?

Data

Criteria

- 4.1 Agency has documented reporting needs.
- 4.2 Agency specific test data has been identified and documented, including source documents required for UAT scenarios.
- 4.3 Agency specific configurations have been confirmed.
- 4.4 Agency data is cleansed based on Mock Conversion 2 results.
- 4.5 Agency has provided updated data mapping to support Mock Conversion 3.

Related RW Tasks

Task ID	Task Name	Agency Reported Task Progress	Project Verification of Completion
560	Submit Change Analysis Tool	100% - Submitted	Submission Complete
571	Complete Data Cleansing Based on Mock Conversion 2	100% - Submitted	Task Closed - Submission Incomplete
657	Submit Updated Configuration Workbooks	100% - Submitted	Task Closed - Submission Incomplete
659	Update Conversion Field Mapping	100% - Submitted	Submission Complete
574	Prepare Documentation for User Acceptance Testing	75% - Consolidating/Inputting Information for Submission	

Readiness Certification Worksheet

Critical Operational Element	Criteria ID	Criteria	Criteria Met	Confidence Level	Comments
Data	4.0	Overall Data Readiness		Moderately Confident	Data Cleansing efforts are positive - taking into consideration Agency Organizational changes in flux and with minimal headcount support for a small agency.
Data	4.1	Agency has documented reporting needs.	Yes		
Data	4.2	Agency specific test data has been identified and documented, including source documents required for UAT scenarios.	Yes		
Data	4.3	Agency specific configurations have been confirmed.	Yes		
Data	4.4	Agency data is cleansed based on Mock Conversion 2 results.	No		mitigation plan for Asset Mgmt effort for completion - attached - Target Aug. 22, 2025
Data	4.5	Agency has provided updated data mapping to support Mock Conversion 3.	Yes		

Mitigation Plan

Criteria ID	Why has the criteria not been met?	What mitigating actions are being taken?	Who is responsible for supporting the mitigation?	Impact/workaround if mitigation is not completed?	Planned completion date of the mitigation steps?
4.4	1. Specific to Asset Management Records 2. Headcount/Resource Issue 3. PALM's data pull - finding the records and sourcing them due to old Org's and Old data 4. FLAIR training issue	1. Define Quality Standards 2. Prioritize High Value Assets 3. Update FLAIR 4. Use the remote sites SME's for assistance 5. Set up Data REVIEW for final clearing of all errors	APD Asset Management Team	100% goal that all records will be cleared	08/22/25

Agency Sponsor Confirmation

Future Readiness Certification Submissions

The form you are attempting to access is no longer active.

[Smartsheet.com](https://smartsheet.com)

Agency Sponsors will provide the second update to Agency Readiness Certification (RW Task 606) to indicate the agency is ready to continue UAT and is prepared to soon begin agency-led sessions for agency end users and fully integrated UAT to test end to end processes, including agency business systems and enterprise systems.

Readiness Certification 3 - March 2026

Agency Sponsors will provide the third update to Agency Readiness Certification (RW Task 619) providing an update of UAT progress, indicating the agency is ready to provide agency-specific training for their end users and prepare for cutover activities.

Readiness Certification 4 - May 2026

Agency Sponsors will provide final submission of the Agency Readiness Certification (RW Task 628) indicating the culmination of all testing activities and that the agency is ready to go live. This final submission of Agency Readiness Certification will be provided to the ESC for review and consideration as they prepare to vote on Stage Gate 5: Agency Readiness.

Helpful Links		CITRUS Readiness Certification Dashboard		Readiness Certification #1 Confirmation	
Agency Readiness Certification				Agency Sponsor Name: Christine Marion	Confirmed By: cmarion@citrus.myflorida.com
				Confirmation Date: 07/18/25	

Summary

Overall Confidence Level

People

Confidence Level - People

Criteria 1.1

Criteria 1.2

Criteria 1.3

Processes

Confidence Level - Processes

Criteria 2.1

Criteria 2.2

Criteria 2.3

Technology

Confidence Level - Technology

Criteria 3.1

Criteria 3.2

Criteria 3.3

Criteria 3.4

Criteria 3.5

Data

Confidence Level - Data

Criteria 4.1

Criteria 4.2

Criteria 4.3

Criteria 4.4

Criteria 4.5

People

Criteria

1.1 Agency identified SMEs have been assigned end user roles based on job function.

1.2 UAT Roles and Responsibilities have been identified in agency-specific UAT Plan.

1.3 SMEs have been identified and prepared to participate in UAT.

Related RW Tasks

Task ID	Task Name	Agency Reported Task Progress	Project Verification of Completion
536-A	Create Agency Specific User Acceptance Testing Plan	100% - Submitted	Submission Complete
536-B	Create Agency Specific User Acceptance Testing Plan	75% - Consolidating/Inputting Information for Submission	
573-A	Complete and Submit End User Role Mapping Worksheet for UAT.	100% - Submitted	Task Closed - Submission Incomplete

Readiness Certification Worksheet

Critical Operational Element	Criteria ID	Criteria	Criteria Met	Confidence Level	Comments
People	1.0	Overall People Readiness		Extremely Confident	
People	1.1	Agency identified SMEs have been assigned end user roles based on job function.	Yes		
People	1.2	UAT Roles and Responsibilities have been identified in agency-specific UAT Plan.	Yes		
People	1.3	SMEs have been identified and prepared to participate in UAT.	Yes		

Mitigation Plan

Criteria ID	Why has the criteria not been met?	What mitigating actions are being taken?	Who is responsible for supporting the mitigation?	Impact/workaround if mitigation is not completed?	Planned completion date of the mitigation steps?

Processes

Criteria

2.1 Agency UAT success criteria has been identified.

2.2 Change impacts have been identified for agency processes.

2.3 Creation of at least 75% of the Project-recommended standard UAT scenarios.

Related RW Tasks

Task ID	Task Name	Agency Reported Task Progress	Project Verification of Completion
536-C	Create Agency Specific User Acceptance Testing Plan	50% - In Progress	
560	Submit Change Analysis Tool		
574	Prepare Documentation for User Acceptance Testing	50% - In Progress	

Readiness Certification Worksheet

Critical Operational Element	Criteria ID	Criteria	Criteria Met	Confidence Level	Comments
Processes	2.0	Overall Processes Readiness		Becoming Confident	
Processes	2.1	Agency UAT success criteria has been identified.	Yes		
Processes	2.2	Change impacts have been identified for agency processes.	No		
Processes	2.3	Creation of at least 75% of the Project-recommended standard UAT scenarios.	No		

Mitigation Plan

Criteria ID	Why has the criteria not been met?	What mitigating actions are being taken?	Who is responsible for supporting the mitigation?	Impact/workaround if mitigation is not completed?	Planned completion date of the mitigation steps?
2.2	The documentation and information provided by Florida PALM are insufficient to determine how we will handle foreign currency transaction reporting to FACTS. As such, it is not possible to finish mapping the changes to our existing processes.	Citrus plans to use the SME UAT period to test various approaches to handling the foreign currency reporting, including GL Journals, Intra-Unit Journals, or Wire Transfer Vouchers.	Accounting Office, Project Manager, and Business Process Consultant.	If the open questions are not resolved during SME UAT, Citrus will work with Florida PALM, DFS, and FACTS to determine the best course of action during UAT. There is no immediate impact to the Florida PALM Project.	11/28/25
2.3	The documentation and information provided by Florida PALM are insufficient to determine the specific process changes that will be necessary to accommodate the unique business needs of Citrus (i.e. foreign currency).	Citrus plans to use the SME UAT period to test various approaches to handling the foreign currency reporting, including GL Journals, Intra-Unit Journals, or Wire Transfer Vouchers.	Accounting Office, Project Manager, and Business Process Consultant.	If the open questions are not resolved during SME UAT, Citrus will work with Florida PALM, DFS, and FACTS to determine the best course of action during UAT. There is no immediate impact to the Florida PALM Project.	11/28/25

Technology

Criteria	Related RW Tasks			
3.1 Agency interface needs have been confirmed.	Task ID	Task Name	Agency Reported Task Progress	Project Verification of Completion
3.2 Agency business system remediation for Tier 1 systems is at least 75% complete.	557	Confirm Interface Inventory for Cycle 2 Interface Testing	100% - Submitted	Submission Complete
3.3 Agency business system testing environments have been established and are ready to begin technical interface testing with Florida PALM.	576	Complete Internal Agency Business System Test and Remediation to prepare for Cycle 2 - Technical Interface Testing	25% - Beginning Initial Internal Meetings and Information Gathering	Submission Complete
	578	Confirm Identity Provider for Florida PALM	100% - Submitted	
3.4 Agency IdP has been confirmed, and configuration with the Florida PALM UAT environment is on track to be complete before the start of UAT.	591	Confirm IDP Configuration for Florida PALM	50% - In Progress	
3.5 Agency SME end users have been added to the agency's IdP for the Florida PALM UAT environment.				

Readiness Certification Worksheet

Critical Operational Element	Criteria ID	Criteria	Criteria Met	Confidence Level	Comments
Technology	3.0	Overall Technology Readiness		Moderately Confident	
Technology	3.1	Agency interface needs have been confirmed.	Yes		
Technology	3.2	Agency business system remediation for Tier 1 systems is at least 75% complete.	No		Per our Readiness Touchpoints, Citrus will begin construction of our interfaces in September 2025 to align with budget and testing needs.
Technology	3.3	Agency business system testing environments have been established and are ready to begin technical interface testing with Florida PALM.	No		Citrus is undergoing a migration of our core infrastructure. Citrus will begin creating these environments in August 2025.
Technology	3.4	Agency IdP has been confirmed, and configuration with the Florida PALM UAT environment is on track to be complete before the start of UAT.	No		Citrus is undergoing a migration of our core infrastructure. Citrus will address this item during the migration.
Technology	3.5	Agency SME end users have been added to the agency's IdP for the Florida PALM UAT environment.	No		Citrus is undergoing a migration of our core infrastructure. Citrus will address this item during the migration.

Mitigation Plan

Criteria ID	Why has the criteria not been met?	What mitigating actions are being taken?	Who is responsible for supporting the mitigation?	Impact/workaround if mitigation is not completed?	Planned completion date of the mitigation steps?
3.2	Due to budget and timing constraints, Citrus has elected to not begin construction of our interface files into our Data Warehouse until September 2025.	Per our Readiness Touchpoints, Citrus will begin construction of our interfaces in September 2025 to align with budget and testing needs.	Project Manager, Director of Information Technology, Managed Services Partner (AllTek Services), Implementation Partner (TBD)	Failure to complete the construction and testing on schedule will delay the implementation of the interfaces at Citrus. There is no workaround. The overall impact to the Florida PALM Project will be minimal as all Citrus interfaces are outbound from Florida PALM.	09/26/25
3.3	Citrus is undergoing a Agency-wide infrastructure migration to the Azure Cloud, the final location and configuration of the test environment is dependent upon completion of this effort.	Citrus is aware of the logical dependency and has constructed our implementation timeline to meet the expected deadlines.	Project Manager, Director of Information Technology, Managed Services Partner (AllTek Services)	Failure to complete the migration on schedule will delay the construction and testing of the interfaces. There is no workaround. The overall impact to the Florida PALM Project will be minimal as all Citrus interfaces are outbound from Florida PALM.	08/29/25
3.4	Citrus is undergoing a Agency-wide infrastructure migration to the Azure Cloud, the final configuration of the IdP is included in this effort.	Citrus is actively working our Managed Services Partner to complete the infrastructure migration and configuration.	Project Manager, Director of Information Technology, Managed Services Partner (AllTek Services)	Failure to complete the configuration of the IdP on schedule will delay Citrus' participation in UAT. There is no workaround. The overall impact to the Florida PALM Project will be minimal as all Citrus interfaces are outbound from Florida PALM.	08/15/25
3.5	Citrus is undergoing a Agency-wide infrastructure migration to the Azure Cloud, the final configuration of the IdP is included in this effort.	Citrus is actively working our Managed Services Partner to complete the infrastructure migration and configuration.	Project Manager, Director of Information Technology, Managed Services Partner (AllTek Services)	Failure to complete the configuration of the IdP on schedule will delay Citrus' participation in UAT. There is no workaround. The overall impact to the Florida PALM Project will be minimal as all Citrus interfaces are outbound from Florida PALM.	08/15/25

Data

Criteria	Related RW Tasks			
4.1 Agency has documented reporting needs.	Task ID	Task Name	Agency Reported Task Progress	Project Verification of Completion
	560	Submit Change Analysis Tool		
4.2 Agency specific test data has been identified and documented, including source documents required for UAT scenarios.	571	Complete Data Cleansing Based on Mock Conversion 2	100% - Submitted	Submission Complete
	657	Submit Updated Configuration Workbooks	100% - Submitted	Task Closed - Submission Incomplete
4.3 Agency specific configurations have been confirmed.	659	Update Conversion Field Mapping	100% - Submitted	Submission Complete
	574	Prepare Documentation for User Acceptance Testing	50% - In Progress	
4.4 Agency data is cleansed based on Mock Conversion 2 results.				
4.5 Agency has provided updated data mapping to support Mock Conversion 3.				

Readiness Certification Worksheet

Critical Operational Element	Criteria ID	Criteria	Criteria Met	Confidence Level	Comments
Data	4.0	Overall Data Readiness		Very Confident	
Data	4.1	Agency has documented reporting needs.	Yes		
Data	4.2	Agency specific test data has been identified and documented, including source documents required for UAT scenarios.	No		
Data	4.3	Agency specific configurations have been confirmed.	Yes		

Data	4.4	Agency data is cleansed based on Mock Conversion 2 results.	Yes		
Data	4.5	Agency has provided updated data mapping to support Mock Conversion 3.	Yes		

Mitigation Plan					
Criteria ID	Why has the criteria not been met?	What mitigating actions are being taken?	Who is responsible for supporting the mitigation?	Impact/workaround if mitigation is not completed?	Planned completion date of the mitigation steps?
4.2	This task is dependent upon the completion of items 2.2 and 2.3 above.	Citrus plans to use the SME UAT period to test various approaches to handling the foreign currency reporting, including GL Journals, Intra-Unit Journals, or Wire Transfer Vouchers.	Accounting Office, Project Manager, and Business Process Consultant.	If the open questions are not resolved during SME UAT, Citrus will work with Florida PALM, DFS, and FACTS to determine the best course of action during UAT. There is no immediate impact to the Florida PALM Project.	11/28/25

Agency Sponsor Confirmation

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Future Readiness Certification Submissions

- Readiness Certification 2 - November 2025**
- Agency Sponsors will provide the second update to Agency Readiness Certification (RW Task 606) to indicate the agency is ready to continue UAT and is prepared to soon begin agency-led sessions for agency end users and fully integrated UAT to test end to end processes, including agency business systems and enterprise systems.
- Readiness Certification 3 - March 2026**
- Agency Sponsors will provide the third update to Agency Readiness Certification (RW Task 619) providing an update of UAT progress, indicating the agency is ready to provide agency-specific training for their end users and prepare for cutover activities.
- Readiness Certification 4 - May 2026**
- Agency Sponsors will provide final submission of the Agency Readiness Certification (RW Task 628) indicating the culmination of all testing activities and that the agency is ready to go live. This final submission of Agency Readiness Certification will be provided to the ESC for review and consideration as they prepare to vote on Stage Gate 5: Agency Readiness.

Summary

Overall Confidence Level



People		Processes		Technology		Data	
Confidence Level - People		Confidence Level - Processes		Confidence Level - Technology		Confidence Level - Data	
Criteria 1.1		Criteria 2.1		Criteria 3.1		Criteria 4.1	
Criteria 1.2		Criteria 2.2		Criteria 3.2		Criteria 4.2	
Criteria 1.3		Criteria 2.3		Criteria 3.3		Criteria 4.3	
				Criteria 3.4		Criteria 4.4	
				Criteria 3.5		Criteria 4.5	

People

Criteria	Related RW Tasks			
1.1 Agency identified SMEs have been assigned end user roles based on job function.	Task ID	Task Name	Agency Reported Task Progress	Project Verification of Completion
	536-A	Create Agency Specific User Acceptance Testing Plan	100% - Submitted	Submission Complete
1.2 UAT Roles and Responsibilities have been identified in agency-specific UAT Plan.	536-B	Create Agency Specific User Acceptance Testing Plan	100% - Submitted	Submission Complete
1.3 SMEs have been identified and prepared to participate in UAT.	573-A	Complete and Submit End User Role Mapping Worksheet for UAT.	100% - Submitted	Submission Complete

Readiness Certification Worksheet

Critical Operational Element	Criteria ID	Criteria	Criteria Met	Confidence Level	Comments
People	1.0	Overall People Readiness		Moderately Confident	
People	1.1	Agency identified SMEs have been assigned end user roles based on job function.	Yes		
People	1.2	UAT Roles and Responsibilities have been identified in agency-specific UAT Plan.	Yes		
People	1.3	SMEs have been identified and prepared to participate in UAT.	Yes		

Mitigation Plan

Criteria ID	Why has the criteria not been met?	What mitigating actions are being taken?	Who is responsible for supporting the mitigation?	Impact/workaround if mitigation is not completed?	Planned completion date of the mitigation steps?

Processes

Criteria	Related RW Tasks			
2.1 Agency UAT success criteria has been identified.	Task ID	Task Name	Agency Reported Task Progress	Project Verification of Completion
	536-C	Create Agency Specific User Acceptance Testing Plan	100% - Submitted	Submission Complete
	560	Submit Change Analysis Tool	100% - Submitted	Submission Complete
	574	Prepare Documentation for User Acceptance Testing	25% - Beginning Initial Internal Meetings and Information Gathering	
2.2 Change impacts have been identified for agency processes.				
2.3 Creation of at least 75% of the Project-recommended standard UAT scenarios.				

Readiness Certification Worksheet

Critical Operational Element	Criteria ID	Criteria	Criteria Met	Confidence Level	Comments
Processes	2.0	Overall Processes Readiness		Moderately Confident	
Processes	2.1	Agency UAT success criteria has been identified.	Yes		
Processes	2.2	Change impacts have been identified for agency processes.	Yes		
Processes	2.3	Creation of at least 75% of the Project-recommended standard UAT scenarios.	Yes		

Mitigation Plan

Criteria ID	Why has the criteria not been met?	What mitigating actions are being taken?	Who is responsible for supporting the mitigation?	Impact/workaround if mitigation is not completed?	Planned completion date of the mitigation steps?

Technology

Criteria

- 3.1 Agency interface needs have been confirmed.
- 3.2 Agency business system remediation for Tier 1 systems is at least 75% complete.
- 3.3 Agency business system testing environments have been established and are ready to begin technical interface testing with Florida PALM.
- 3.4 Agency IdP has been confirmed, and configuration with the Florida PALM UAT environment is on track to be complete before the start of UAT.
- 3.5 Agency SME end users have been added to the agency's IdP for the Florida PALM UAT environment.

Related RW Tasks

Task ID	Task Name	Agency Reported Task Progress	Project Verification of Completion
557	Confirm Interface Inventory for Cycle 2 Interface Testing	100% - Submitted	Submission Complete
576	Complete Internal Agency Business System Test and Remediation to prepare for Cycle 2 - Technical Interface Testing	50% - In Progress	
578	Confirm Identity Provider for Florida PALM	100% - Submitted	Submission Complete
591	Confirm IDP Configuration for Florida PALM	100% - Submitted	Submission Incomplete

Readiness Certification Worksheet

Critical Operational Element	Criteria ID	Criteria	Criteria Met	Confidence Level	Comments
Technology	3.0	Overall Technology Readiness		Moderately Confident	
Technology	3.1	Agency interface needs have been confirmed.	Yes		
Technology	3.2	Agency business system remediation for Tier 1 systems is at least 75% complete.	Yes		
Technology	3.3	Agency business system testing environments have been established and are ready to begin technical interface testing with Florida PALM.	Yes		
Technology	3.4	Agency IdP has been confirmed, and configuration with the Florida PALM UAT environment is on track to be complete before the start of UAT.	Yes		
Technology	3.5	Agency SME end users have been added to the agency's IdP for the Florida PALM UAT environment.	Yes		

Mitigation Plan

Criteria ID	Why has the criteria not been met?	What mitigating actions are being taken?	Who is responsible for supporting the mitigation?	Impact/workaround if mitigation is not completed?	Planned completion date of the mitigation steps?

Data

Criteria

- 4.1 Agency has documented reporting needs.
- 4.2 Agency specific test data has been identified and documented, including source documents required for UAT scenarios.
- 4.3 Agency specific configurations have been confirmed.
- 4.4 Agency data is cleansed based on Mock Conversion 2 results.
- 4.5 Agency has provided updated data mapping to support Mock Conversion 3.

Related RW Tasks

Task ID	Task Name	Agency Reported Task Progress	Project Verification of Completion
560	Submit Change Analysis Tool	100% - Submitted	Submission Complete
571	Complete Data Cleansing Based on Mock Conversion 2	100% - Submitted	Task Closed - Submission Incomplete
657	Submit Updated Configuration Workbooks	100% - Submitted	Task Closed - Submission Incomplete
659	Update Conversion Field Mapping	100% - Submitted	Submission Complete
574	Prepare Documentation for User Acceptance Testing	50% - In Progress	

Readiness Certification Worksheet

Critical Operational Element	Criteria ID	Criteria	Criteria Met	Confidence Level	Comments
Data	4.0	Overall Data Readiness		Becoming Confident	
Data	4.1	Agency has documented reporting needs.	Yes		
Data	4.2	Agency specific test data has been identified and documented, including source documents required for UAT scenarios.	Yes		
Data	4.3	Agency specific configurations have been confirmed.	Yes		
Data	4.4	Agency data is cleansed based on Mock Conversion 2 results.	Yes		
Data	4.5	Agency has provided updated data mapping to support Mock Conversion 3.	Yes		

Mitigation Plan

Criteria ID	Why has the criteria not been met?	What mitigating actions are being taken?	Who is responsible for supporting the mitigation?	Impact/workaround if mitigation is not completed?	Planned completion date of the mitigation steps?

Agency Sponsor Confirmation

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Future Readiness Certification Submissions

Readiness Certification 2 - November 2025

Agency Sponsors will provide the second update to Agency Readiness Certification (RW Task 606) to indicate the agency is ready to continue UAT and is prepared to soon begin agency-led sessions for agency end users and fully integrated UAT to test end to end processes, including agency business systems and enterprise systems.

Readiness Certification 3 - March 2026

Agency Sponsors will provide the third update to Agency Readiness Certification (RW Task 619) providing an update of UAT progress, indicating the agency is ready to provide agency-specific training for their end users and prepare for cutover activities.

Readiness Certification 4 - May 2026

Agency Sponsors will provide final submission of the Agency Readiness Certification (RW Task 628) indicating the culmination of all testing activities and that the agency is ready to go live. This final submission of Agency Readiness Certification will be provided to the ESC for review and consideration as they prepare to vote on Stage Gate 5: Agency Readiness.

Summary

Overall Confidence Level

People	Processes	Technology	Data
Confidence Level - People	Confidence Level - Processes	Confidence Level - Technology	Confidence Level - Data
Criteria 1.1	Criteria 2.1	Criteria 3.1	Criteria 4.1
Criteria 1.2	Criteria 2.2	Criteria 3.2	Criteria 4.2
Criteria 1.3	Criteria 2.3	Criteria 3.3	Criteria 4.3
		Criteria 3.4	Criteria 4.4
		Criteria 3.5	Criteria 4.5

People			
Criteria		Related RW Tasks	
1.1 Agency identified SMEs have been assigned end user roles based on job function.		Task ID	Task Name
1.2 UAT Roles and Responsibilities have been identified in agency-specific UAT Plan.		Agency Reported Task Progress	Project Verification of Completion
1.3 SMEs have been identified and prepared to participate in UAT.		536-A	Create Agency Specific User Acceptance Testing Plan
		536-B	Create Agency Specific User Acceptance Testing Plan
		573-A	Complete and Submit End User Role Mapping Worksheet for UAT.

Readiness Certification Worksheet					
Critical Operational Element	Criteria ID	Criteria	Criteria Met	Confidence Level	Comments
People	1.0	Overall People Readiness		Very Confident	
People	1.1	Agency identified SMEs have been assigned end user roles based on job function.	Yes		
People	1.2	UAT Roles and Responsibilities have been identified in agency-specific UAT Plan.	Yes		
People	1.3	SMEs have been identified and prepared to participate in UAT.	Yes		

Mitigation Plan					
Criteria ID	Why has the criteria not been met?	What mitigating actions are being taken?	Who is responsible for supporting the mitigation?	Impact/workaround if mitigation is not completed?	Planned completion date of the mitigation steps?

Processes			
Criteria		Related RW Tasks	
2.1 Agency UAT success criteria has been identified.		Task ID	Task Name
2.2 Change impacts have been identified for agency processes.		Agency Reported Task Progress	Project Verification of Completion
2.3 Creation of at least 75% of the Project-recommended standard UAT scenarios.		536-C	Create Agency Specific User Acceptance Testing Plan
		560	Submit Change Analysis Tool
		574	Prepare Documentation for User Acceptance Testing

Readiness Certification Worksheet					
Critical Operational Element	Criteria ID	Criteria	Criteria Met	Confidence Level	Comments
Processes	2.0	Overall Processes Readiness		Very Confident	
Processes	2.1	Agency UAT success criteria has been identified.	Yes		
Processes	2.2	Change impacts have been identified for agency processes.	Yes		
Processes	2.3	Creation of at least 75% of the Project-recommended standard UAT scenarios.	Yes		

Mitigation Plan					
Criteria ID	Why has the criteria not been met?	What mitigating actions are being taken?	Who is responsible for supporting the mitigation?	Impact/workaround if mitigation is not completed?	Planned completion date of the mitigation steps?

Technology

Criteria

- 3.1 Agency interface needs have been confirmed.
- 3.2 Agency business system remediation for Tier 1 systems is at least 75% complete.
- 3.3 Agency business system testing environments have been established and are ready to begin technical interface testing with Florida PALM.
- 3.4 Agency IdP has been confirmed, and configuration with the Florida PALM UAT environment is on track to be complete before the start of UAT.
- 3.5 Agency SME end users have been added to the agency's IdP for the Florida PALM UAT environment.

Related RW Tasks

Task ID	Task Name	Agency Reported Task Progress	Project Verification of Completion
557	Confirm Interface Inventory for Cycle 2 Interface Testing	100% - Submitted	Submission Complete
576	Complete Internal Agency Business System Test and Remediation to prepare for Cycle 2 - Technical Interface Testing	50% - In Progress	
578	Confirm Identity Provider for Florida PALM	100% - Submitted	Submission Complete
591	Confirm IDP Configuration for Florida PALM	100% - Submitted	Submission Complete

Readiness Certification Worksheet

Critical Operational Element	Criteria ID	Criteria	Criteria Met	Confidence Level	Comments
Technology	3.0	Overall Technology Readiness		Very Confident	
Technology	3.1	Agency interface needs have been confirmed.	Yes		
Technology	3.2	Agency business system remediation for Tier 1 systems is at least 75% complete.	Yes		
Technology	3.3	Agency business system testing environments have been established and are ready to begin technical interface testing with Florida PALM.	Yes		
Technology	3.4	Agency IdP has been confirmed, and configuration with the Florida PALM UAT environment is on track to be complete before the start of UAT.	Yes		
Technology	3.5	Agency SME end users have been added to the agency's IdP for the Florida PALM UAT environment.	Yes		

Mitigation Plan

Criteria ID	Why has the criteria not been met?	What mitigating actions are being taken?	Who is responsible for supporting the mitigation?	Impact/workaround if mitigation is not completed?	Planned completion date of the mitigation steps?

Data

Criteria

- 4.1 Agency has documented reporting needs.
- 4.2 Agency specific test data has been identified and documented, including source documents required for UAT scenarios.
- 4.3 Agency specific configurations have been confirmed.
- 4.4 Agency data is cleansed based on Mock Conversion 2 results.
- 4.5 Agency has provided updated data mapping to support Mock Conversion 3.

Related RW Tasks

Task ID	Task Name	Agency Reported Task Progress	Project Verification of Completion
560	Submit Change Analysis Tool	100% - Submitted	Submission Complete
571	Complete Data Cleansing Based on Mock Conversion 2	100% - Submitted	Submission Complete
657	Submit Updated Configuration Workbooks	100% - Submitted	Submission Complete
659	Update Conversion Field Mapping	100% - Submitted	Submission Complete
574	Prepare Documentation for User Acceptance Testing	50% - In Progress	

Readiness Certification Worksheet

Critical Operational Element	Criteria ID	Criteria	Criteria Met	Confidence Level	Comments
Data	4.0	Overall Data Readiness		Very Confident	
Data	4.1	Agency has documented reporting needs.	Yes		
Data	4.2	Agency specific test data has been identified and documented, including source documents required for UAT scenarios.	Yes		
Data	4.3	Agency specific configurations have been confirmed.	Yes		
Data	4.4	Agency data is cleansed based on Mock Conversion 2 results.	Yes		
Data	4.5	Agency has provided updated data mapping to support Mock Conversion 3.	Yes		

Mitigation Plan

Criteria ID	Why has the criteria not been met?	What mitigating actions are being taken?	Who is responsible for supporting the mitigation?	Impact/workaround if mitigation is not completed?	Planned completion date of the mitigation steps?

Agency Sponsor Confirmation

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Future Readiness Certification Submissions

Readiness Certification 2 - November 2025

Agency Sponsors will provide the second update to Agency Readiness Certification (RW Task 606) to indicate the agency is ready to continue UAT and is prepared to soon begin agency-led sessions for agency end users and fully integrated UAT to test end to end processes, including agency business systems and enterprise systems.

Readiness Certification 3 - March 2026

Agency Sponsors will provide the third update to Agency Readiness Certification (RW Task 619) providing an update of UAT progress, indicating the agency is ready to provide agency-specific training for their end users and prepare for cutover activities.

Readiness Certification 4 - May 2026

Agency Sponsors will provide final submission of the Agency Readiness Certification (RW Task 628) indicating the culmination of all testing activities and that the agency is ready to go live. This final submission of Agency Readiness Certification will be provided to the ESC for review and consideration as they prepare to vote on Stage Gate 5: Agency Readiness.

Summary

Overall Confidence Level



People	Processes	Technology	Data
Confidence Level - People	Confidence Level - Processes	Confidence Level - Technology	Confidence Level - Data
Criteria 1.1	Criteria 2.1	Criteria 3.1	Criteria 4.1
Criteria 1.2	Criteria 2.2	Criteria 3.2	Criteria 4.2
Criteria 1.3	Criteria 2.3	Criteria 3.3	Criteria 4.3
		Criteria 3.4	Criteria 4.4
		Criteria 3.5	Criteria 4.5

People

Criteria	Related RW Tasks			
1.1 Agency identified SMEs have been assigned end user roles based on job function.	Task ID	Task Name	Agency Reported Task Progress	Project Verification of Completion
	536-A	Create Agency Specific User Acceptance Testing Plan	100% - Submitted	Submission Complete
1.2 UAT Roles and Responsibilities have been identified in agency-specific UAT Plan.	536-B	Create Agency Specific User Acceptance Testing Plan	100% - Submitted	Submission Complete
1.3 SMEs have been identified and prepared to participate in UAT.	573-A	Complete and Submit End User Role Mapping Worksheet for UAT.	100% - Submitted	Task Closed - Submission Incomplete

Readiness Certification Worksheet

Critical Operational Element	Criteria ID	Criteria	Criteria Met	Confidence Level	Comments
People	1.0	Overall People Readiness		Moderately Confident	
People	1.1	Agency identified SMEs have been assigned end user roles based on job function.	Yes		
People	1.2	UAT Roles and Responsibilities have been identified in agency-specific UAT Plan.	Yes		
People	1.3	SMEs have been identified and prepared to participate in UAT.	Yes		

Mitigation Plan

Criteria ID	Why has the criteria not been met?	What mitigating actions are being taken?	Who is responsible for supporting the mitigation?	Impact/workaround if mitigation is not completed?	Planned completion date of the mitigation steps?

Processes

Criteria	Related RW Tasks			
2.1 Agency UAT success criteria has been identified.	Task ID	Task Name	Agency Reported Task Progress	Project Verification of Completion
	536-C	Create Agency Specific User Acceptance Testing Plan	100% - Submitted	Submission Complete
2.2 Change impacts have been identified for agency processes.	560	Submit Change Analysis Tool	100% - Submitted	Submission Complete
	574	Prepare Documentation for User Acceptance Testing	50% - In Progress	
2.3 Creation of at least 75% of the Project-recommended standard UAT scenarios.				

Readiness Certification Worksheet

Critical Operational Element	Criteria ID	Criteria	Criteria Met	Confidence Level	Comments
Processes	2.0	Overall Processes Readiness		Very Confident	
Processes	2.1	Agency UAT success criteria has been identified.	Yes		
Processes	2.2	Change impacts have been identified for agency processes.	Yes		
Processes	2.3	Creation of at least 75% of the Project-recommended standard UAT scenarios.	Yes		

Mitigation Plan

Criteria ID	Why has the criteria not been met?	What mitigating actions are being taken?	Who is responsible for supporting the mitigation?	Impact/workaround if mitigation is not completed?	Planned completion date of the mitigation steps?

Technology

Criteria	Related RW Tasks			
3.1 Agency interface needs have been confirmed.	Task ID	Task Name	Agency Reported Task Progress	Project Verification of Completion
3.2 Agency business system remediation for Tier 1 systems is at least 75% complete.	557	Confirm Interface Inventory for Cycle 2 Interface Testing	100% - Submitted	Submission Complete
3.3 Agency business system testing environments have been established and are ready to begin technical interface testing with Florida PALM.	576	Complete Internal Agency Business System Test and Remediation to prepare for Cycle 2 - Technical Interface Testing	25% - Beginning Initial Internal Meetings and Information Gathering	
3.4 Agency IdP has been confirmed, and configuration with the Florida PALM UAT environment is on track to be complete before the start of UAT.	578	Confirm Identity Provider for Florida PALM	100% - Submitted	Submission Complete
3.5 Agency SME end users have been added to the agency's IdP for the Florida PALM UAT environment.	591	Confirm IDP Configuration for Florida PALM	100% - Submitted	Submission Complete

Readiness Certification Worksheet

Critical Operational Element	Criteria ID	Criteria	Criteria Met	Confidence Level	Comments
Technology	3.0	Overall Technology Readiness		Becoming Confident	
Technology	3.1	Agency interface needs have been confirmed.	Yes		
Technology	3.2	Agency business system remediation for Tier 1 systems is at least 75% complete.	Yes		
Technology	3.3	Agency business system testing environments have been established and are ready to begin technical interface testing with Florida PALM.	Yes		Getting close; once scheduled testing is complete
Technology	3.4	Agency IdP has been confirmed, and configuration with the Florida PALM UAT environment is on track to be complete before the start of UAT.	Yes		Derrick working on PALM Task 610
Technology	3.5	Agency SME end users have been added to the agency's IdP for the Florida PALM UAT environment.	Yes		Derrick working on PALM Task 610

Mitigation Plan

Data

Criteria	Related RW Tasks			
4.1 Agency has documented reporting needs.	Task ID	Task Name	Agency Reported Task Progress	Project Verification of Completion
	560	Submit Change Analysis Tool	100% - Submitted	Submission Complete
4.2 Agency specific test data has been identified and documented, including source documents required for UAT scenarios.	571	Complete Data Cleansing Based on Mock Conversion 2	100% - Submitted	Submission Complete
	657	Submit Updated Configuration Workbooks	100% - Submitted	Submission Complete
4.3 Agency specific configurations have been confirmed.	659	Update Conversion Field Mapping	100% - Submitted	Task Closed - Submission Incomplete
4.4 Agency data is cleansed based on Mock Conversion 2 results.	574	Prepare Documentation for User Acceptance Testing	50% - In Progress	
4.5 Agency has provided updated data mapping to support Mock Conversion 3.				

Readiness Certification Worksheet

Critical Operational Element	Criteria ID	Criteria	Criteria Met	Confidence Level	Comments
Data	4.0	Overall Data Readiness		Very Confident	
Data	4.1	Agency has documented reporting needs.	Yes		
Data	4.2	Agency specific test data has been identified and documented, including source documents required for UAT scenarios.	No		
Data	4.3	Agency specific configurations have been confirmed.	Yes		
Data	4.4	Agency data is cleansed based on Mock Conversion 2 results.	Yes		
Data	4.5	Agency has provided updated data mapping to support Mock Conversion 3.	Yes		

Mitigation Plan

Criteria ID	Why has the criteria not been met?	What mitigating actions are being taken?	Who is responsible for supporting the mitigation?	Impact/workaround if mitigation is not completed?	Planned completion date of the mitigation steps?
4.2	Year end processes took precedence over completion of creating test cases and confirmation of user stories	Team is reviewing and actively completing those items	CCN	I don't foresee any issues with completing those items before the start of UAT Online	08/08/25

Agency Sponsor Confirmation

The form you are attempting to access is no longer active.

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Future Readiness Certification Submissions

Readiness Certification 2 - November 2025

Agency Sponsors will provide the second update to Agency Readiness Certification (RW Task 606) to indicate the agency is ready to continue UAT and is prepared to soon begin agency-led sessions for agency end users and fully integrated UAT to test end to end processes, including agency business systems and enterprise systems.

Readiness Certification 3 - March 2026

Agency Sponsors will provide the third update to Agency Readiness Certification (RW Task 619) providing an update of UAT progress, indicating the agency is ready to provide agency-specific training for their end users and prepare for cutover activities.

Readiness Certification 4 - May 2026

Agency Sponsors will provide final submission of the Agency Readiness Certification (RW Task 628) indicating the culmination of all testing activities and that the agency is ready to go live. This final submission of Agency Readiness Certification will be provided to the ESC for review and consideration as they prepare to vote on Stage Gate 5: Agency Readiness.

Summary

Overall Confidence Level



People	Processes	Technology	Data
Confidence Level - People	Confidence Level - Processes	Confidence Level - Technology	Confidence Level - Data
Criteria 1.1	Criteria 2.1	Criteria 3.1	Criteria 4.1
Criteria 1.2	Criteria 2.2	Criteria 3.2	Criteria 4.2
Criteria 1.3	Criteria 2.3	Criteria 3.3	Criteria 4.3
		Criteria 3.4	Criteria 4.4
		Criteria 3.5	Criteria 4.5

People

Criteria	Related RW Tasks			
1.1 Agency identified SMEs have been assigned end user roles based on job function.	Task ID	Task Name	Agency Reported Task Progress	Project Verification of Completion
	536-A	Create Agency Specific User Acceptance Testing Plan	100% - Submitted	Submission Complete
1.2 UAT Roles and Responsibilities have been identified in agency-specific UAT Plan.	536-B	Create Agency Specific User Acceptance Testing Plan	100% - Submitted	Submission Complete
	573-A	Complete and Submit End User Role Mapping Worksheet for UAT.	100% - Submitted	Task Closed - Submission Incomplete
1.3 SMEs have been identified and prepared to participate in UAT.				

Readiness Certification Worksheet

Critical Operational Element	Criteria ID	Criteria	Criteria Met	Confidence Level	Comments
People	1.0	Overall People Readiness		Very Confident	
People	1.1	Agency identified SMEs have been assigned end user roles based on job function.	Yes		
People	1.2	UAT Roles and Responsibilities have been identified in agency-specific UAT Plan.	Yes		
People	1.3	SMEs have been identified and prepared to participate in UAT.	Yes		

Mitigation Plan

Criteria ID	Why has the criteria not been met?	What mitigating actions are being taken?	Who is responsible for supporting the mitigation?	Impact/workaround if mitigation is not completed?	Planned completion date of the mitigation steps?

Processes

Criteria	Related RW Tasks			
2.1 Agency UAT success criteria has been identified.	Task ID	Task Name	Agency Reported Task Progress	Project Verification of Completion
2.2 Change impacts have been identified for agency processes.	536-C	Create Agency Specific User Acceptance Testing Plan	100% - Submitted	Submission Complete
	560	Submit Change Analysis Tool	Pending Resubmission	Submission Incomplete
2.3 Creation of at least 75% of the Project-recommended standard UAT scenarios.	574	Prepare Documentation for User Acceptance Testing	50% - In Progress	

Readiness Certification Worksheet

Critical Operational Element	Criteria ID	Criteria	Criteria Met	Confidence Level	Comments
Processes	2.0	Overall Processes Readiness		Very Confident	
Processes	2.1	Agency UAT success criteria has been identified.	Yes		DCF is using SharePoint to document UAT success criteria.
Processes	2.2	Change impacts have been identified for agency processes.	Yes		DCF will update the Change Analysis tool at a later date. Currently, process changes are being documented outside of Smartsheet.
Processes	2.3	Creation of at least 75% of the Project-recommended standard UAT scenarios.	Yes		DCF is using SharePoint to document user stories.

Mitigation Plan

Criteria ID	Why has the criteria not been met?	What mitigating actions are being taken?	Who is responsible for supporting the mitigation?	Impact/workaround if mitigation is not completed?	Planned completion date of the mitigation steps?

Technology

Criteria	Related RW Tasks			
3.1 Agency interface needs have been confirmed.	Task ID	Task Name	Agency Reported Task Progress	Project Verification of Completion
	557	Confirm Interface Inventory for Cycle 2 Interface Testing	100% - Submitted	Submission Complete
	576	Complete Internal Agency Business System Test and Remediation to prepare for Cycle 2 - Technical Interface Testing	50% - In Progress	
	578	Confirm Identity Provider for Florida PALM	100% - Submitted	Submission Complete
	591	Confirm IDP Configuration for Florida PALM	100% - Submitted	Submission Complete
3.2 Agency business system remediation for Tier 1 systems is at least 75% complete.				
3.3 Agency business system testing environments have been established and are ready to begin technical interface testing with Florida PALM.				
3.4 Agency IdP has been confirmed, and configuration with the Florida PALM UAT environment is on track to be complete before the start of UAT.				
3.5 Agency SME end users have been added to the agency's IdP for the Florida PALM UAT environment.				

Readiness Certification Worksheet

Critical Operational Element	Criteria ID	Criteria	Criteria Met	Confidence Level	Comments
Technology	3.0	Overall Technology Readiness		Moderately Confident	
Technology	3.1	Agency interface needs have been confirmed.	Yes		Moderately Confident. Outstanding question on question log regarding data mapping for our GRANTS short-term solution.
Technology	3.2	Agency business system remediation for Tier 1 systems is at least 75% complete.	No		Becoming Confident. While we are not at overall 75% completion today, we are on target to be ready for interface testing on the schedule denoted in the DCF Interface Test Planning Smartsheet. See attached EXCEL file for today's representation for readiness re: each individual interface. Those scheduled for testing in August will be ready by August.
Technology	3.3	Agency business system testing environments have been established and are ready to begin technical interface testing with Florida PALM.	No		Becoming Confident. Partially complete. We have test environments ready for August testing. Environments needed for October testing will be ready closer to that date.
Technology	3.4	Agency IdP has been confirmed, and configuration with the Florida PALM UAT environment is on track to be complete before the start of UAT.	Yes		Very Confident.
Technology	3.5	Agency SME end users have been added to the agency's IdP for the Florida PALM UAT environment.	Yes		Very Confident.

Mitigation Plan

Criteria ID	Why has the criteria not been met?	What mitigating actions are being taken?	Who is responsible for supporting the mitigation?	Impact/workaround if mitigation is not completed?	Planned completion date of the mitigation steps?
3.2	DCF's internal development targets are to be ready by the defined Integration Test dates for integration testing. We continue to experience lags due to lack of access to realistic sample data and with questions regarding integrations raised to the project receiving slow response times.	DCF Project Manager is actively monitoring development time frames to ensure systems are ready for testing by the target dates in August - October.	DCF PM, TL and PALM Project Liaison	DCF is prepared to mock-up integration files if needed to complete initial integration testing. We will be prepared for testing loads of all outbound files to our data warehouse by August 1.	10/15/25
3.3	DCF's internal development targets are prioritized and defined by the Integration Test dates. Some development, such as our GRANTS short-term solution, has been impacted due to lack of access to realistic sample data and data mapping questions not yet responded to.	DCF Project Manager is actively monitoring development time frames to ensure systems are ready for testing by the target dates in August - October.	DCF PM, TL and PALM Project Liaison	DCF is prepared to mock-up integration files if needed to complete initial integration testing. We will be prepared for testing loads of all outbound files to our data warehouse by August 1.	10/15/25

Data

Criteria	Related RW Tasks			
4.1 Agency has documented reporting needs.	Task ID	Task Name	Agency Reported Task Progress	Project Verification of Completion
4.2 Agency specific test data has been identified and documented, including source documents required for UAT scenarios.	560	Submit Change Analysis Tool	Pending Resubmission	Submission Incomplete
	571	Complete Data Cleansing Based on Mock Conversion 2	100% - Submitted	Task Closed - Submission Incomplete
	657	Submit Updated Configuration Workbooks	100% - Submitted	Task Closed - Submission Incomplete
	659	Update Conversion Field Mapping	100% - Submitted	Submission Complete
	574	Prepare Documentation for User Acceptance Testing	50% - In Progress	
4.3 Agency specific configurations have been confirmed.				
4.4 Agency data is cleansed based on Mock Conversion 2 results.				
4.5 Agency has provided updated data mapping to support Mock Conversion 3.				

Readiness Certification Worksheet

Critical Operational Element	Criteria ID	Criteria	Criteria Met	Confidence Level	Comments
Data	4.0	Overall Data Readiness		Moderately Confident	Becoming confident. Continuing to mitigate location code mapping issues. We are on target to have the data cleaned and ready for testing and go-live.
Data	4.1	Agency has documented reporting needs.	Yes		
Data	4.2	Agency specific test data has been identified and documented, including source documents required for UAT scenarios.	Yes		
Data	4.3	Agency specific configurations have been confirmed.	Yes		
Data	4.4	Agency data is cleansed based on Mock Conversion 2 results.	Yes		

Mitigation Plan					
Criteria ID	Why has the criteria not been met?	What mitigating actions are being taken?	Who is responsible for supporting the mitigation?	Impact/workaround if mitigation is not completed?	Planned completion date of the mitigation steps?

Agency Sponsor Confirmation

The form you are attempting to access is no longer active.

[Smartsheet.com](#)

Future Readiness Certification Submissions

Readiness Certification 2 - November 2025

Agency Sponsors will provide the second update to Agency Readiness Certification (RW Task 606) to indicate the agency is ready to continue UAT and is prepared to soon begin agency-led sessions for agency end users and fully integrated UAT to test end to end processes, including agency business systems and enterprise systems.

Readiness Certification 3 - March 2026

Agency Sponsors will provide the third update to Agency Readiness Certification (RW Task 619) providing an update of UAT progress, indicating the agency is ready to provide agency-specific training for their end users and prepare for cutover activities.

Readiness Certification 4 - May 2026

Agency Sponsors will provide final submission of the Agency Readiness Certification (RW Task 628) indicating the culmination of all testing activities and that the agency is ready to go live. This final submission of Agency Readiness Certification will be provided to the ESC for review and consideration as they prepare to vote on Stage Gate 5: Agency Readiness.

Helpful Links

Agency Readiness Certification

DEM Readiness Certification Dashboard

Readiness Certification #1 Confirmation

Agency Sponsor Name:

Confirmed By:

Confirmation Date

Jeremy W. Smith

jeremy.smith@em.myflorida.com

07/17/25

Summary

Overall Confidence Level

People

Processes

Technology

Data

People

Criteria

Related RW Tasks

Readiness Certification Worksheet

Critical Operational Element

Criteria ID

Criteria

Criteria Met

Confidence Level

Comments

Mitigation Plan

Criteria ID

Why has the criteria not been met?

What mitigating actions are being taken?

Who is responsible for supporting the mitigation?

Impact/workaround if mitigation is not completed?

Planned completion date of the mitigation steps?

Processes

Criteria

Related RW Tasks

Readiness Certification Worksheet

Critical Operational Element

Criteria ID

Criteria

Criteria Met

Confidence Level

Comments

Mitigation Plan

Criteria ID

Why has the criteria not been met?

What mitigating actions are being taken?

Who is responsible for supporting the mitigation?

Impact/workaround if mitigation is not completed?

Planned completion date of the mitigation steps?

Technology

Criteria

- 3.1 Agency interface needs have been confirmed.
- 3.2 Agency business system remediation for Tier 1 systems is at least 75% complete.
- 3.3 Agency business system testing environments have been established and are ready to begin technical interface testing with Florida PALM.
- 3.4 Agency IdP has been confirmed, and configuration with the Florida PALM UAT environment is on track to be complete before the start of UAT.
- 3.5 Agency SME end users have been added to the agency's IdP for the Florida PALM UAT environment.

Related RW Tasks

Task ID	Task Name	Agency Reported Task Progress	Project Verification of Completion
557	Confirm Interface Inventory for Cycle 2 Interface Testing	100% - Submitted	Submission Complete
576	Complete Internal Agency Business System Test and Remediation to prepare for Cycle 2 - Technical Interface Testing	50% - In Progress	
578	Confirm Identity Provider for Florida PALM	100% - Submitted	Submission Complete
591	Confirm IDP Configuration for Florida PALM	100% - Submitted	Submission Complete

Readiness Certification Worksheet

Critical Operational Element	Criteria ID	Criteria	Criteria Met	Confidence Level	Comments
Technology	3.0	Overall Technology Readiness		Becoming Confident	
Technology	3.1	Agency interface needs have been confirmed.	Yes		
Technology	3.2	Agency business system remediation for Tier 1 systems is at least 75% complete.	No		
Technology	3.3	Agency business system testing environments have been established and are ready to begin technical interface testing with Florida PALM.	Yes		
Technology	3.4	Agency IdP has been confirmed, and configuration with the Florida PALM UAT environment is on track to be complete before the start of UAT.	Yes		
Technology	3.5	Agency SME end users have been added to the agency's IdP for the Florida PALM UAT environment.	Yes		

Mitigation Plan

Criteria ID	Why has the criteria not been met?	What mitigating actions are being taken?	Who is responsible for supporting the mitigation?	Impact/workaround if mitigation is not completed?	Planned completion date of the mitigation steps?
3.2	Coordination of all parties necessary for successful remediation required lead time for contract management and workflow integration. We have conducted remediation, however, PALM is not fully completed and additional remediation and success may be necessary as PALM approaches completeness.	Expedited design and development teams have been created and are engaged in remediation	Michael Braun	System data will be stored outside of ABS and translated by Finance bureau into PALM appropriate instructive data	10/03/25

Data

Criteria

- 4.1 Agency has documented reporting needs.
- 4.2 Agency specific test data has been identified and documented, including source documents required for UAT scenarios.
- 4.3 Agency specific configurations have been confirmed.
- 4.4 Agency data is cleansed based on Mock Conversion 2 results.
- 4.5 Agency has provided updated data mapping to support Mock Conversion 3.

Related RW Tasks

Task ID	Task Name	Agency Reported Task Progress	Project Verification of Completion
560	Submit Change Analysis Tool	100% - Submitted	Submission Complete
571	Complete Data Cleansing Based on Mock Conversion 2	100% - Submitted	Task Closed - Submission Incomplete
657	Submit Updated Configuration Workbooks	100% - Submitted	Submission Complete
659	Update Conversion Field Mapping	100% - Submitted	Submission Complete
574	Prepare Documentation for User Acceptance Testing	50% - In Progress	

Readiness Certification Worksheet

Critical Operational Element	Criteria ID	Criteria	Criteria Met	Confidence Level	Comments
Data	4.0	Overall Data Readiness		Moderately Confident	
Data	4.1	Agency has documented reporting needs.	Yes		
Data	4.2	Agency specific test data has been identified and documented, including source documents required for UAT scenarios.	Yes		
Data	4.3	Agency specific configurations have been confirmed.	Yes		
Data	4.4	Agency data is cleansed based on Mock Conversion 2 results.	Yes		
Data	4.5	Agency has provided updated data mapping to support Mock Conversion 3.	Yes		

Mitigation Plan

Criteria ID	Why has the criteria not been met?	What mitigating actions are being taken?	Who is responsible for supporting the mitigation?	Impact/workaround if mitigation is not completed?	Planned completion date of the mitigation steps?

Agency Sponsor Confirmation

The form you are attempting to access is no longer active.

[Smartsheet.com](https://smartsheet.com)

Future Readiness Certification Submissions

Readiness Certification 2 - November 2025

Agency Sponsors will provide the second update to Agency Readiness Certification (RW Task 606) to indicate the agency is ready to continue UAT and is prepared to soon begin agency-led sessions for agency end users and fully integrated UAT to test end to end processes, including agency business systems and enterprise systems.

Readiness Certification 3 - March 2026

Agency Sponsors will provide the third update to Agency Readiness Certification (RW Task 619) providing an update of UAT progress, indicating the agency is ready to provide agency-specific training for their end users and prepare for cutover activities.

Readiness Certification 4 - May 2026

Agency Sponsors will provide final submission of the Agency Readiness Certification (RW Task 628) indicating the culmination of all testing activities and that the agency is ready to go live. This final submission of Agency Readiness Certification will be provided to the ESC for review and consideration as they prepare to vote on Stage Gate 5: Agency Readiness.

Helpful Links

[Agency Readiness Certification](#)

DEP Readiness Certification Dashboard

Readiness Certification #1 Confirmation

Agency Sponsor Name:

Confirmed By:

Confirmation Date

Darinda McLaughlin

darinda.mclaughlin@floridadep.gov

07/18/25

Summary

Overall Confidence Level

People

Confidence Level - People

Criteria 1.1

Criteria 1.2

Criteria 1.3

Processes

Confidence Level - Processes

Criteria 2.1

Criteria 2.2

Criteria 2.3

Technology

Confidence Level - Technology

Criteria 3.1

Criteria 3.2

Criteria 3.3

Criteria 3.4

Criteria 3.5

Data

Confidence Level - Data

Criteria 4.1

Criteria 4.2

Criteria 4.3

Criteria 4.4

Criteria 4.5

People

Criteria

1.1 Agency identified SMEs have been assigned end user roles based on job function.

1.2 UAT Roles and Responsibilities have been identified in agency-specific UAT Plan.

1.3 SMEs have been identified and prepared to participate in UAT.

Related RW Tasks

Task ID	Task Name	Agency Reported Task Progress	Project Verification of Completion
536-A	Create Agency Specific User Acceptance Testing Plan	100% - Submitted	Submission Complete
536-B	Create Agency Specific User Acceptance Testing Plan	100% - Submitted	Submission Complete
573-A	Complete and Submit End User Role Mapping Worksheet for UAT.	100% - Submitted	Submission Complete

Readiness Certification Worksheet

Critical Operational Element	Criteria ID	Criteria	Criteria Met	Confidence Level	Comments
People	1.0	Overall People Readiness		Becoming Confident	SME preparation will include additional information on what to expect with UAT, how test cases should be completed, recording testing results, and communicating testing effectiveness/issues.
People	1.1	Agency identified SMEs have been assigned end user roles based on job function.	Yes		
People	1.2	UAT Roles and Responsibilities have been identified in agency-specific UAT Plan.	Yes		
People	1.3	SMEs have been identified and prepared to participate in UAT.	Yes		

Mitigation Plan

Criteria ID	Why has the criteria not been met?	What mitigating actions are being taken?	Who is responsible for supporting the mitigation?	Impact/workaround if mitigation is not completed?	Planned completion date of the mitigation steps?
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Processes

Criteria

2.1 Agency UAT success criteria has been identified.

2.2 Change impacts have been identified for agency processes.

2.3 Creation of at least 75% of the Project-recommended standard UAT scenarios.

Related RW Tasks

Task ID	Task Name	Agency Reported Task Progress	Project Verification of Completion
536-C	Create Agency Specific User Acceptance Testing Plan	100% - Submitted	Submission Complete
560	Submit Change Analysis Tool	100% - Submitted	Submission Complete
574	Prepare Documentation for User Acceptance Testing	50% - In Progress	

Readiness Certification Worksheet

Critical Operational Element	Criteria ID	Criteria	Criteria Met	Confidence Level	Comments
Processes	2.0	Overall Processes Readiness		Moderately Confident	
Processes	2.1	Agency UAT success criteria has been identified.	Yes		
Processes	2.2	Change impacts have been identified for agency processes.	Yes		
Processes	2.3	Creation of at least 75% of the Project-recommended standard UAT scenarios.	Yes		

Mitigation Plan

Criteria ID	Why has the criteria not been met?	What mitigating actions are being taken?	Who is responsible for supporting the mitigation?	Impact/workaround if mitigation is not completed?	Planned completion date of the mitigation steps?
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Technology

Criteria	Related RW Tasks			
3.1 Agency interface needs have been confirmed.	Task ID	Task Name	Agency Reported Task Progress	Project Verification of Completion
	557	Confirm Interface Inventory for Cycle 2 Interface Testing	100% - Submitted	Submission Complete
	576	Complete Internal Agency Business System Test and Remediation to prepare for Cycle 2 - Technical Interface Testing	50% - In Progress	
	578	Confirm Identity Provider for Florida PALM	100% - Submitted	Submission Complete
	591	Confirm IDP Configuration for Florida PALM	100% - Submitted	Submission Complete
3.2 Agency business system remediation for Tier 1 systems is at least 75% complete.				
3.3 Agency business system testing environments have been established and are ready to begin technical interface testing with Florida PALM.				
3.4 Agency IdP has been confirmed, and configuration with the Florida PALM UAT environment is on track to be complete before the start of UAT.				
3.5 Agency SME end users have been added to the agency's IdP for the Florida PALM UAT environment.				

Readiness Certification Worksheet

Critical Operational Element	Criteria ID	Criteria	Criteria Met	Confidence Level	Comments
Technology	3.0	Overall Technology Readiness		Moderately Confident	
Technology	3.1	Agency interface needs have been confirmed.	Yes		
Technology	3.2	Agency business system remediation for Tier 1 systems is at least 75% complete.	Yes		
Technology	3.3	Agency business system testing environments have been established and are ready to begin technical interface testing with Florida PALM.	Yes		
Technology	3.4	Agency IdP has been confirmed, and configuration with the Florida PALM UAT environment is on track to be complete before the start of UAT.	Yes		
Technology	3.5	Agency SME end users have been added to the agency's IdP for the Florida PALM UAT environment.	Yes		

Mitigation Plan

Criteria ID	Why has the criteria not been met?	What mitigating actions are being taken?	Who is responsible for supporting the mitigation?	Impact/workaround if mitigation is not completed?	Planned completion date of the mitigation steps?

Data

Criteria	Related RW Tasks			
4.1 Agency has documented reporting needs.	Task ID	Task Name	Agency Reported Task Progress	Project Verification of Completion
	560	Submit Change Analysis Tool	100% - Submitted	Submission Complete
	571	Complete Data Cleansing Based on Mock Conversion 2	100% - Submitted	Submission Complete
	657	Submit Updated Configuration Workbooks	100% - Submitted	Submission Complete
	659	Update Conversion Field Mapping	100% - Submitted	Submission Complete
4.2 Agency specific test data has been identified and documented, including source documents required for UAT scenarios.	574	Prepare Documentation for User Acceptance Testing	50% - In Progress	
4.3 Agency specific configurations have been confirmed.				
4.4 Agency data is cleansed based on Mock Conversion 2 results.				
4.5 Agency has provided updated data mapping to support Mock Conversion 3.				

Readiness Certification Worksheet

Critical Operational Element	Criteria ID	Criteria	Criteria Met	Confidence Level	Comments
Data	4.0	Overall Data Readiness		Moderately Confident	
Data	4.1	Agency has documented reporting needs.	Yes		
Data	4.2	Agency specific test data has been identified and documented, including source documents required for UAT scenarios.	Yes		
Data	4.3	Agency specific configurations have been confirmed.	Yes		
Data	4.4	Agency data is cleansed based on Mock Conversion 2 results.	Yes		
Data	4.5	Agency has provided updated data mapping to support Mock Conversion 3.	Yes		

Mitigation Plan

Criteria ID	Why has the criteria not been met?	What mitigating actions are being taken?	Who is responsible for supporting the mitigation?	Impact/workaround if mitigation is not completed?	Planned completion date of the mitigation steps?

Agency Sponsor Confirmation

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Future Readiness Certification Submissions

Readiness Certification 2 - November 2025

Agency Sponsors will provide the second update to Agency Readiness Certification (RW Task 606) to indicate the agency is ready to continue UAT and is prepared to soon begin agency-led sessions for agency end users and fully integrated UAT to test end to end processes, including agency business systems and enterprise systems.

Readiness Certification 3 - March 2026

Agency Sponsors will provide the third update to Agency Readiness Certification (RW Task 619) providing an update of UAT progress, indicating the agency is ready to provide agency-specific training for their end users and prepare for cutover activities.

Readiness Certification 4 - May 2026

Agency Sponsors will provide final submission of the Agency Readiness Certification (RW Task 628) indicating the culmination of all testing activities and that the agency is ready to go live. This final submission of Agency Readiness Certification will be provided to the ESC for review and consideration as they prepare to vote on Stage Gate 5: Agency Readiness.

Helpful Links

[Agency Readiness Certification](#)

DFS Readiness Certification Dashboard

Readiness Certification #1 Confirmation

Agency Sponsor Name:

Confirmed By:

Confirmation Date

Scott Fennell

scott.fennell@myfloridacfo.com

07/17/25

Summary

Overall Confidence Level

People

Confidence Level - People

Criteria 1.1

Criteria 1.2

Criteria 1.3

Processes

Confidence Level - Processes

Criteria 2.1

Criteria 2.2

Criteria 2.3

Technology

Confidence Level - Technology

Criteria 3.1

Criteria 3.2

Criteria 3.3

Criteria 3.4

Criteria 3.5

Data

Confidence Level - Data

Criteria 4.1

Criteria 4.2

Criteria 4.3

Criteria 4.4

Criteria 4.5

People

Criteria

1.1 Agency identified SMEs have been assigned end user roles based on job function.

1.2 UAT Roles and Responsibilities have been identified in agency-specific UAT Plan.

1.3 SMEs have been identified and prepared to participate in UAT.

Related RW Tasks

Task ID

Task Name

Agency Reported Task Progress

Project Verification of Completion

536-A

Create Agency Specific User Acceptance Testing Plan

100% - Submitted

Submission Complete

536-B

Create Agency Specific User Acceptance Testing Plan

100% - Submitted

Submission Complete

573-A

Complete and Submit End User Role Mapping Worksheet for UAT.

100% - Submitted

Submission Complete

Readiness Certification Worksheet

Critical Operational Element

Criteria ID

Criteria

Criteria Met

Confidence Level

Comments

People

1.0

Overall People Readiness

Very Confident

People

1.1

Agency identified SMEs have been assigned end user roles based on job function.

Yes

PALM met with A&A & TRS and are assigning Enterprise roles, by 7/18/25. Captured in 536 - UAT Plan 573-A - Complete and Submit End User Role Mapping Worksheet for UAT

People

1.2

UAT Roles and Responsibilities have been identified in agency-specific UAT Plan.

Yes

Captured in 536-C UAT Plan, page 16, 15 Distinct roles have been identified

People

1.3

SMEs have been identified and prepared to participate in UAT.

Yes

Captured in 573-A - Complete and Submit End User Role Mapping Worksheet for UAT. Created and delivering Monthly Micro Trainings, Lunch and Learns, self-guided games, Launch of DFS UAT Prerequisite

Mitigation Plan

Criteria ID

Why has the criteria not been met?

What mitigating actions are being taken?

Who is responsible for supporting the mitigation?

Impact/workaround if mitigation is not completed?

Planned completion date of the mitigation steps?

Processes

Criteria

2.1 Agency UAT success criteria has been identified.

2.2 Change impacts have been identified for agency processes.

2.3 Creation of at least 75% of the Project-recommended standard UAT scenarios.

Related RW Tasks

Task ID

Task Name

Agency Reported Task Progress

Project Verification of Completion

536-C

Create Agency Specific User Acceptance Testing Plan

100% - Submitted

Submission Complete

560

Submit Change Analysis Tool

100% - Submitted

574

Prepare Documentation for User Acceptance Testing

25% - Beginning Initial Internal Meetings and Information Gathering

Readiness Certification Worksheet

Critical Operational Element

Criteria ID

Criteria

Criteria Met

Confidence Level

Comments

Processes

2.0

Overall Processes Readiness

Very Confident

Processes

2.1

Agency UAT success criteria has been identified.

Yes

Captured in 536-C UAT Plan Agency created Success Criteria checklist

Processes

2.2

Change impacts have been identified for agency processes.

Yes

Captured in 543 and 560 Process documentation and change impacts

Processes

2.3

Creation of at least 75% of the Project-recommended standard UAT scenarios.

Yes

DFS Proper will Leverage 543 tab 2 and reconcile to the 69 Standard Project Scenarios A&A is 55% - 65% As of 7/17/25, DFS has reached 82.76% completion of the PALM Standard Topics, exceeding the 75% threshold required for Agency Certification ahead of the 7/18 deadline. Capturing in 574 Prepare Documentation for UAT Testing.

Mitigation Plan

Criteria ID	Why has the criteria not been met?	What mitigating actions are being taken?	Who is responsible for supporting the mitigation?	Impact/workaround if mitigation is not completed?	Planned completion date of the mitigation steps?

Technology

Criteria	Related RW Tasks			
<p>3.1 Agency interface needs have been confirmed.</p> <p>3.2 Agency business system remediation for Tier 1 systems is at least 75% complete.</p> <p>3.3 Agency business system testing environments have been established and are ready to begin technical interface testing with Florida PALM.</p> <p>3.4 Agency IdP has been confirmed, and configuration with the Florida PALM UAT environment is on track to be complete before the start of UAT.</p> <p>3.5 Agency SME end users have been added to the agency's IdP for the Florida PALM UAT environment.</p>	Task ID	Task Name	Agency Reported Task Progress	Project Verification of Completion
	557	Confirm Interface Inventory for Cycle 2 Interface Testing	100% - Submitted	Submission Complete
	576	Complete Internal Agency Business System Test and Remediation to prepare for Cycle 2 - Technical Interface Testing	50% - In Progress	
	578	Confirm Identity Provider for Florida PALM	100% - Submitted	Submission Complete
	591	Confirm IDP Configuration for Florida PALM	100% - Submitted	Submission Complete

Readiness Certification Worksheet					
Critical Operational Element	Criteria ID	Criteria	Criteria Met	Confidence Level	Comments
Technology	3.0	Overall Technology Readiness		Very Confident	
Technology	3.1	Agency interface needs have been confirmed.	Yes		
Technology	3.2	Agency business system remediation for Tier 1 systems is at least 75% complete.	Yes		
Technology	3.3	Agency business system testing environments have been established and are ready to begin technical interface testing with Florida PALM.	Yes		
Technology	3.4	Agency IdP has been confirmed, and configuration with the Florida PALM UAT environment is on track to be complete before the start of UAT.	Yes		
Technology	3.5	Agency SME end users have been added to the agency's IdP for the Florida PALM UAT environment.	Yes		

Mitigation Plan					
Criteria ID	Why has the criteria not been met?	What mitigating actions are being taken?	Who is responsible for supporting the mitigation?	Impact/workaround if mitigation is not completed?	Planned completion date of the mitigation steps?

Data

Criteria	Related RW Tasks			
4.1 Agency has documented reporting needs.	Task ID	Task Name	Agency Reported Task Progress	Project Verification of Completion
4.2 Agency specific test data has been identified and documented, including source documents required for UAT scenarios.	560	Submit Change Analysis Tool	100% - Submitted	
	571	Complete Data Cleansing Based on Mock Conversion 2	100% - Submitted	Submission Complete
4.3 Agency specific configurations have been confirmed.	657	Submit Updated Configuration Workbooks	100% - Submitted	Submission Complete
	659	Update Conversion Field Mapping	100% - Submitted	Submission Complete
4.4 Agency data is cleansed based on Mock Conversion 2 results.	574	Prepare Documentation for User Acceptance Testing	25% - Beginning Initial Internal Meetings and Information Gathering	
4.5 Agency has provided updated data mapping to support Mock Conversion 3.				

Readiness Certification Worksheet					
Critical Operational Element	Criteria ID	Criteria	Criteria Met	Confidence Level	Comments
Data	4.0	Overall Data Readiness		Very Confident	
Data	4.1	Agency has documented reporting needs.	Yes		Captured in 543 and 560
Data	4.2	Agency specific test data has been identified and documented, including source documents required for UAT scenarios.	Yes		Being Captured in 574 - Prepare Documentation for User Acceptance Testing and 82.76% of the Project Standard Topics have been documented.
Data	4.3	Agency specific configurations have been confirmed.	Yes		Captured in 657 - Submit Updated Configuration Workbooks
Data	4.4	Agency data is cleansed based on Mock Conversion 2 results.	Yes		Captured in 571 - Complete Data Cleansing Based on Mock Conversion 2
Data	4.5	Agency has provided updated data mapping to support Mock Conversion 3.	Yes		Captured in 659 - Update Conversion Field Mapping

Mitigation Plan					
Criteria ID	Why has the criteria not been met?	What mitigating actions are being taken?	Who is responsible for supporting the mitigation?	Impact/workaround if mitigation is not completed?	Planned completion date of the mitigation steps?

Agency Sponsor Confirmation

The form you are attempting to access is no longer active.

[Smartsheet.com](https://smartsheet.com)

Future Readiness Certification Submissions

Readiness Certification 2 - November 2025

Agency Sponsors will provide the second update to Agency Readiness Certification (RW Task 606) to indicate the agency is ready to continue UAT and is prepared to soon begin agency-led sessions for agency end users and fully integrated UAT to test end to end processes, including agency business systems and enterprise systems.

Readiness Certification 3 - March 2026

Agency Sponsors will provide the third update to Agency Readiness Certification (RW Task 619) providing an update of UAT progress, indicating the agency is ready to provide agency-specific training for their end users and prepare for cutover activities.

Readiness Certification 4 - May 2026

Agency Sponsors will provide final submission of the Agency Readiness Certification (RW Task 628) indicating the culmination of all testing activities and that the agency is ready to go live. This final submission of Agency Readiness Certification will be provided to the ESC for review and consideration as they prepare to vote on Stage Gate 5: Agency Readiness.

Summary

Overall Confidence Level



People	Processes	Technology	Data
Confidence Level - People	Confidence Level - Processes	Confidence Level - Technology	Confidence Level - Data
Criteria 1.1	Criteria 2.1	Criteria 3.1	Criteria 4.1
Criteria 1.2	Criteria 2.2	Criteria 3.2	Criteria 4.2
Criteria 1.3	Criteria 2.3	Criteria 3.3	Criteria 4.3
		Criteria 3.4	Criteria 4.4
		Criteria 3.5	Criteria 4.5

People

Criteria	Related RW Tasks			
1.1 Agency identified SMEs have been assigned end user roles based on job function.	Task ID	Task Name	Agency Reported Task Progress	Project Verification of Completion
1.2 UAT Roles and Responsibilities have been identified in agency-specific UAT Plan.	536-A	Create Agency Specific User Acceptance Testing Plan	100% - Submitted	Submission Complete
	536-B	Create Agency Specific User Acceptance Testing Plan	100% - Submitted	Submission Complete
1.3 SMEs have been identified and prepared to participate in UAT.	573-A	Complete and Submit End User Role Mapping Worksheet for UAT.	100% - Submitted	Task Closed - Submission Incomplete

Readiness Certification Worksheet					
Critical Operational Element	Criteria ID	Criteria	Criteria Met	Confidence Level	Comments
People	1.0	Overall People Readiness		Moderately Confident	Moderately Confident chosen due to staff vacancies within pertinent bureaus as documented in the risk log.
People	1.1	Agency identified SMEs have been assigned end user roles based on job function.	Yes		
People	1.2	UAT Roles and Responsibilities have been identified in agency-specific UAT Plan.	Yes		
People	1.3	SMEs have been identified and prepared to participate in	Yes		

Mitigation Plan					
Criteria ID	Why has the criteria not been met?	What mitigating actions are being taken?	Who is responsible for supporting the mitigation?	Impact/workaround if mitigation is not completed?	Planned completion date of the mitigation steps?

Processes

Criteria	Related RW Tasks			
2.1 Agency UAT success criteria has been identified.	Task ID	Task Name	Agency Reported Task Progress	Project Verification of Completion
2.2 Change impacts have been identified for agency processes.	536-C	Create Agency Specific User Acceptance Testing Plan	100% - Submitted	Submission Complete
	560	Submit Change Analysis Tool	100% - Submitted	Submission Complete
	574	Prepare Documentation for User Acceptance Testing	50% - In Progress	
2.3 Creation of at least 75% of the Project-recommended standard UAT scenarios.				

Readiness Certification Worksheet					
Critical Operational Element	Criteria ID	Criteria	Criteria Met	Confidence Level	Comments
Processes	2.0	Overall Processes Readiness		Very Confident	
Processes	2.1	Agency UAT success criteria has been identified.	Yes		
Processes	2.2	Change impacts have been identified for agency processes.	Yes		
Processes	2.3	Creation of at least 75% of the Project-recommended standard UAT scenarios.	Yes		

Mitigation Plan					
Criteria ID	Why has the criteria not been met?	What mitigating actions are being taken?	Who is responsible for supporting the mitigation?	Impact/workaround if mitigation is not completed?	Planned completion date of the mitigation steps?

Technology

Criteria

- 3.1 Agency interface needs have been confirmed.
- 3.2 Agency business system remediation for Tier 1 systems is at least 75% complete.
- 3.3 Agency business system testing environments have been established and are ready to begin technical interface testing with Florida PALM.
- 3.4 Agency IdP has been confirmed, and configuration with the Florida PALM UAT environment is on track to be complete before the start of UAT.
- 3.5 Agency SME end users have been added to the agency's IdP for the Florida PALM UAT environment.

Related RW Tasks

Task ID	Task Name	Agency Reported Task Progress	Project Verification of Completion
557	Confirm Interface Inventory for Cycle 2 Interface Testing	100% - Submitted	Submission Complete
576	Complete Internal Agency Business System Test and Remediation to prepare for Cycle 2 - Technical Interface Testing	75% - Consolidating/Inputting Information for Submission	
578	Confirm Identity Provider for Florida PALM	100% - Submitted	Submission Complete
591	Confirm IDP Configuration for Florida PALM	100% - Submitted	Submission Complete

Readiness Certification Worksheet

Critical Operational Element	Criteria ID	Criteria	Criteria Met	Confidence Level	Comments
Technology	3.0	Overall Technology Readiness		Very Confident	
Technology	3.1	Agency interface needs have been confirmed.	Yes		
Technology	3.2	Agency business system remediation for Tier 1 systems is at least 75% complete.	Yes		
Technology	3.3	Agency business system testing environments have been established and are ready to begin technical interface testing with Florida PALM.	Yes		
Technology	3.4	Agency IdP has been confirmed, and configuration with the Florida PALM UAT environment is on track to be complete before the start of UAT.	Yes		
Technology	3.5	Agency SME end users have been added to the agency's IdP for the Florida PALM UAT environment.	Yes		

Mitigation Plan

Criteria ID	Why has the criteria not been met?	What mitigating actions are being taken?	Who is responsible for supporting the mitigation?	Impact/workaround if mitigation is not completed?	Planned completion date of the mitigation steps?

Data

Criteria

- 4.1 Agency has documented reporting needs.
- 4.2 Agency specific test data has been identified and documented, including source documents required for UAT scenarios.
- 4.3 Agency specific configurations have been confirmed.
- 4.4 Agency data is cleansed based on Mock Conversion 2 results.
- 4.5 Agency has provided updated data mapping to support Mock Conversion 3.

Related RW Tasks

Task ID	Task Name	Agency Reported Task Progress	Project Verification of Completion
560	Submit Change Analysis Tool	100% - Submitted	Submission Complete
571	Complete Data Cleansing Based on Mock Conversion 2	100% - Submitted	Task Closed - Submission Incomplete
657	Submit Updated Configuration Workbooks	100% - Submitted	Task Closed - Submission Incomplete
659	Update Conversion Field Mapping	100% - Submitted	Task Closed - Submission Incomplete
574	Prepare Documentation for User Acceptance Testing	50% - In Progress	

Readiness Certification Worksheet

Critical Operational Element	Criteria ID	Criteria	Criteria Met	Confidence Level	Comments
Data	4.0	Overall Data Readiness		Moderately Confident	
Data	4.1	Agency has documented reporting needs.	Yes		
Data	4.2	Agency specific test data has been identified and documented, including source documents required for UAT scenarios.	No		
Data	4.3	Agency specific configurations have been confirmed.	Yes		
Data	4.4	Agency data is cleansed based on Mock Conversion 2 results.	Yes		Data cleansing is a continuous process, however, DJJ has cleansed the errors found in the Mock Conversion 2 results.
Data	4.5	Agency has provided updated data mapping to support Mock Conversion 3.	Yes		

Mitigation Plan

Criteria ID	Why has the criteria not been met?	What mitigating actions are being taken?	Who is responsible for supporting the mitigation?	Impact/workaround if mitigation is not completed?	Planned completion date of the mitigation steps?
4.2	Specific test data has been identified and documented within UAT scenarios, however, source documents required for these tests have not been obtained. This is primarily due to the conflicting priorities associated with year-end, but also because the task related to test scripts isn't due until August 8th.	PMO will assist the bureaus by providing guidance for obtaining the source data as well as a central storage location for them to use. Bureau staff will be responsible for saving the test data to the location before UAT begins.	PMO office and bureau PALM administrators.	The impact of not having source data prior to UAT will affect staff's ability to conduct and validate test cases. The workaround would be to use old or synthetic data to conduct the test cases.	08/08/25

Agency Sponsor Confirmation

The form you are attempting to access is no longer active.

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Future Readiness Certification Submissions

Readiness Certification 2 - November 2025

Agency Sponsors will provide the second update to Agency Readiness Certification (RW Task 606) to indicate the agency is ready to continue UAT and is prepared to soon begin agency-led sessions for agency end users and fully integrated UAT to test end to end processes, including agency business systems and enterprise systems.

Readiness Certification 3 - March 2026

Agency Sponsors will provide the third update to Agency Readiness Certification (RW Task 619) providing an update of UAT progress, indicating the agency is ready to provide agency-specific training for their end users and prepare for cutover activities.

Readiness Certification 4 - May 2026

Agency Sponsors will provide final submission of the Agency Readiness Certification (RW Task 628) indicating the culmination of all testing activities and that the agency is ready to go live. This final submission of Agency Readiness Certification will be provided to the ESC for review and consideration as they prepare to vote on Stage Gate 5: Agency Readiness.

Helpful Links

Agency Readiness Certification

DLA Readiness Certification Dashboard

Readiness Certification #1 Confirmation

Agency Sponsor Name:

Confirmed By:

Confirmation Date

Sabrina Donovan

sabrina.donovan@myfloridalega

07/18/25

Summary

Overall Confidence Level

People

Confidence Level - People

Criteria 1.1

Criteria 1.2

Criteria 1.3

Processes

Confidence Level - Processes

Criteria 2.1

Criteria 2.2

Criteria 2.3

Technology

Confidence Level - Technology

Criteria 3.1

Criteria 3.2

Criteria 3.3

Criteria 3.4

Criteria 3.5

Data

Confidence Level - Data

Criteria 4.1

Criteria 4.2

Criteria 4.3

Criteria 4.4

Criteria 4.5

People

Criteria

1.1 Agency identified SMEs have been assigned end user roles based on job function.

1.2 UAT Roles and Responsibilities have been identified in agency-specific UAT Plan.

1.3 SMEs have been identified and prepared to participate in UAT.

Related RW Tasks

Task ID

Task Name

Agency Reported Task Progress

Project Verification of Completion

536-A

Create Agency Specific User Acceptance Testing Plan

100% - Submitted

Submission Complete

536-B

Create Agency Specific User Acceptance Testing Plan

100% - Submitted

Submission Complete

573-A

Complete and Submit End User Role Mapping Worksheet for UAT.

100% - Submitted

Submission Complete

Readiness Certification Worksheet

Critical Operational Element

Criteria ID

Criteria

Criteria Met

Confidence Level

Comments

People

1.0

Overall People Readiness

Somewhat Concerned

People

1.1

Agency identified SMEs have been assigned end user roles based on job function.

Yes

People

1.2

UAT Roles and Responsibilities have been identified in agency-specific UAT Plan.

Yes

People

1.3

SMEs have been identified and prepared to participate in UAT.

Yes

Mitigation Plan

Criteria ID

Why has the criteria not been met?

What mitigating actions are being taken?

Who is responsible for supporting the mitigation?

Impact/workaround if mitigation is not completed?

Planned completion date of the mitigation steps?

Processes

Criteria

2.1 Agency UAT success criteria has been identified.

2.2 Change impacts have been identified for agency processes.

2.3 Creation of at least 75% of the Project-recommended standard UAT scenarios.

Related RW Tasks

Task ID

Task Name

Agency Reported Task Progress

Project Verification of Completion

536-C

Create Agency Specific User Acceptance Testing Plan

100% - Submitted

Submission Complete

560

Submit Change Analysis Tool

100% - Submitted

Submission Complete

574

Prepare Documentation for User Acceptance Testing

Readiness Certification Worksheet

Critical Operational Element

Criteria ID

Criteria

Criteria Met

Confidence Level

Comments

Processes

2.0

Overall Processes Readiness

Somewhat Concerned

Processes

2.1

Agency UAT success criteria has been identified.

Yes

Processes

2.2

Change impacts have been identified for agency processes.

Yes

Processes

2.3

Creation of at least 75% of the Project-recommended standard UAT scenarios.

No

DEPENDENT ON TASK 574

Mitigation Plan

Criteria ID

Why has the criteria not been met?

What mitigating actions are being taken?

Who is responsible for supporting the mitigation?

Impact/workaround if mitigation is not completed?

Planned completion date of the mitigation steps?

2.3

This requirement is in Task 574 which has not been completed, due date of 07/25/2025

The agency continues to work on the task to meet the deadline.

Darlene Faris

Delayed full participation in UAT.

08/29/25

Technology

Criteria	Related RW Tasks			
3.1 Agency interface needs have been confirmed.	Task ID	Task Name	Agency Reported Task Progress	Project Verification of Completion
3.2 Agency business system remediation for Tier 1 systems is at least 75% complete.	557	Confirm Interface Inventory for Cycle 2 Interface Testing	100% - Submitted	Submission Complete
3.3 Agency business system testing environments have been established and are ready to begin technical interface testing with Florida PALM.	576	Complete Internal Agency Business System Test and Remediation to prepare for Cycle 2 - Technical Interface Testing	25% - Beginning Initial Internal Meetings and Information Gathering	
3.4 Agency IdP has been confirmed, and configuration with the Florida PALM UAT environment is on track to be complete before the start of UAT.	578	Confirm Identity Provider for Florida PALM	100% - Submitted	Submission Complete
3.5 Agency SME end users have been added to the agency's IdP for the Florida PALM UAT environment.	591	Confirm IDP Configuration for Florida PALM	100% - Submitted	Submission Complete

Readiness Certification Worksheet

Critical Operational Element	Criteria ID	Criteria	Criteria Met	Confidence Level	Comments
Technology	3.0	Overall Technology Readiness		Somewhat Concerned	
Technology	3.1	Agency interface needs have been confirmed.	Yes		
Technology	3.2	Agency business system remediation for Tier 1 systems is at least 75% complete.	No		
Technology	3.3	Agency business system testing environments have been established and are ready to begin technical interface testing with Florida PALM.	Yes		
Technology	3.4	Agency IdP has been confirmed, and configuration with the Florida PALM UAT environment is on track to be complete before the start of UAT.	Yes		
Technology	3.5	Agency SME end users have been added to the agency's IdP for the Florida PALM UAT environment.	Yes		

Mitigation Plan

Criteria ID	Why has the criteria not been met?	What mitigating actions are being taken?	Who is responsible for supporting the mitigation?	Impact/workaround if mitigation is not completed?	Planned completion date of the mitigation steps?
3.2	Design and Development are little slower than expected; Anticipate an Internal Test on 31st July	Iterative Testing until all the errors are eliminated.	Tony Sullivan	Manual testing until remediation is completed	08/29/25

Data

Criteria	Related RW Tasks			
4.1 Agency has documented reporting needs.	Task ID	Task Name	Agency Reported Task Progress	Project Verification of Completion
	560	Submit Change Analysis Tool	100% - Submitted	Submission Complete
4.2 Agency specific test data has been identified and documented, including source documents required for UAT scenarios.	571	Complete Data Cleansing Based on Mock Conversion 2	100% - Submitted	Task Closed - Submission Incomplete
	657	Submit Updated Configuration Workbooks	100% - Submitted	Task Closed - Submission Incomplete
4.3 Agency specific configurations have been confirmed.	659	Update Conversion Field Mapping	100% - Submitted	Submission Complete
	574	Prepare Documentation for User Acceptance Testing		
4.4 Agency data is cleansed based on Mock Conversion 2 results.				
4.5 Agency has provided updated data mapping to support Mock Conversion 3.				

Readiness Certification Worksheet

Critical Operational Element	Criteria ID	Criteria	Criteria Met	Confidence Level	Comments
Data	4.0	Overall Data Readiness		Somewhat Concerned	
Data	4.1	Agency has documented reporting needs.	Yes		
Data	4.2	Agency specific test data has been identified and documented, including source documents required for UAT scenarios.	Yes		
Data	4.3	Agency specific configurations have been confirmed.	Yes		
Data	4.4	Agency data is cleansed based on Mock Conversion 2 results.	No		
Data	4.5	Agency has provided updated data mapping to support Mock Conversion 3.	Yes		

Mitigation Plan

Criteria ID	Why has the criteria not been met?	What mitigating actions are being taken?	Who is responsible for supporting the mitigation?	Impact/workaround if mitigation is not completed?	Planned completion date of the mitigation steps?
4.4	File still contained Error messages that couldn't be resolved.	Mitigation is directed to Mock 3	Darlene	We will have an other opportunity for Mock 4	10/24/25

Agency Sponsor Confirmation

The form you are attempting to access is no longer active.

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Future Readiness Certification Submissions

Readiness Certification 2 - November 2025

Agency Sponsors will provide the second update to Agency Readiness Certification (RW Task 606) to indicate the agency is ready to continue UAT and is prepared to soon begin agency-led sessions for agency end users and fully integrated UAT to test end to end processes, including agency business systems and enterprise systems.

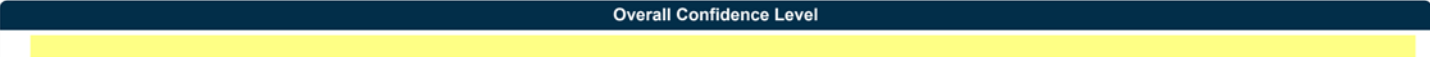
Readiness Certification 3 - March 2026

Agency Sponsors will provide the third update to Agency Readiness Certification (RW Task 619) providing an update of UAT progress, indicating the agency is ready to provide agency-specific training for their end users and prepare for cutover activities.

Readiness Certification 4 - May 2026

Agency Sponsors will provide final submission of the Agency Readiness Certification (RW Task 628) indicating the culmination of all testing activities and that the agency is ready to go live. This final submission of Agency Readiness Certification will be provided to the ESC for review and consideration as they prepare to vote on Stage Gate 5: Agency Readiness.

Summary



People	Processes	Technology	Data
Confidence Level - People	Confidence Level - Processes	Confidence Level - Technology	Confidence Level - Data
Criteria 1.1	Criteria 2.1	Criteria 3.1	Criteria 4.1
Criteria 1.2	Criteria 2.2	Criteria 3.2	Criteria 4.2
Criteria 1.3	Criteria 2.3	Criteria 3.3	Criteria 4.3
		Criteria 3.4	Criteria 4.4
		Criteria 3.5	Criteria 4.5

People

Criteria	Related RW Tasks			
1.1 Agency identified SMEs have been assigned end user roles based on job function.	Task ID	Task Name	Agency Reported Task Progress	Project Verification of Completion
	536-A	Create Agency Specific User Acceptance Testing Plan	100% - Submitted	Submission Complete
1.2 UAT Roles and Responsibilities have been identified in agency-specific UAT Plan.	536-B	Create Agency Specific User Acceptance Testing Plan	100% - Submitted	Submission Complete
1.3 SMEs have been identified and prepared to participate in UAT.	573-A	Complete and Submit End User Role Mapping Worksheet for UAT.	100% - Submitted	Task Closed - Submission Incomplete

Readiness Certification Worksheet					
Critical Operational Element	Criteria ID	Criteria	Criteria Met	Confidence Level	Comments
People	1.0	Overall People Readiness		Moderately Confident	
People	1.1	Agency identified SMEs have been assigned end user roles based on job function.	Yes		
People	1.2	UAT Roles and Responsibilities have been identified in agency-specific UAT Plan.	Yes		
People	1.3	SMEs have been identified and prepared to participate in UAT.	Yes		

Mitigation Plan					
Criteria ID	Why has the criteria not been met?	What mitigating actions are being taken?	Who is responsible for supporting the mitigation?	Impact/workaround if mitigation is not completed?	Planned completion date of the mitigation steps?

Processes

Criteria	Related RW Tasks			
2.1 Agency UAT success criteria has been identified.	Task ID	Task Name	Agency Reported Task Progress	Project Verification of Completion
	536-C	Create Agency Specific User Acceptance Testing Plan	100% - Submitted	Submission Complete
2.2 Change impacts have been identified for agency processes.	560	Submit Change Analysis Tool	100% - Submitted	Submission Complete
	574	Prepare Documentation for User Acceptance Testing	25% - Beginning Initial Internal Meetings and Information Gathering	
2.3 Creation of at least 75% of the Project-recommended standard UAT scenarios.				

Readiness Certification Worksheet					
Critical Operational Element	Criteria ID	Criteria	Criteria Met	Confidence Level	Comments
Processes	2.0	Overall Processes Readiness		Moderately Confident	
Processes	2.1	Agency UAT success criteria has been identified.	Yes		
Processes	2.2	Change impacts have been identified for agency processes.	No		Will identify at a later date.
Processes	2.3	Creation of at least 75% of the Project-recommended standard UAT scenarios.	No		Update user scenarios next week from task 574.

Mitigation Plan					
Criteria ID	Why has the criteria not been met?	What mitigating actions are being taken?	Who is responsible for supporting the mitigation?	Impact/workaround if mitigation is not completed?	Planned completion date of the mitigation steps?
2.2	Change impacts to Quicken replacement program. The program is in the development stages at this time. Change impacts will be monitored until the time of "Go-Live".	Working with the vendor and DMA Staff to ensure that any changes are communicated to everyone.	All DMA SMEs	Minimal - Continue to use the Quicken program for Cooperative Agreements. There would be no change to the current agency process.	08/30/25
2.3	The task is a large task. Need to ensure that the training covers all scenarios. Need to coordinate	Completing as many scenarios as possible and communicate this to the Staff for feedback.	All DMA SMEs	Minimal - Test with scenarios that are defined with Task 574.	08/08/25

with DMA Staff to ensure that all scenarios are covered.			
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Technology

Criteria	Related RW Tasks			
3.1 Agency interface needs have been confirmed.	Task ID	Task Name	Agency Reported Task Progress	Project Verification of Completion
3.2 Agency business system remediation for Tier 1 systems is at least 75% complete.	557	Confirm Interface Inventory for Cycle 2 Interface Testing	100% - Submitted	Submission Complete
	576	Complete Internal Agency Business System Test and Remediation to prepare for Cycle 2 - Technical Interface Testing	25% - Beginning Initial Internal Meetings and Information Gathering	
3.3 Agency business system testing environments have been established and are ready to begin technical interface testing with Florida PALM.	578	Confirm Identity Provider for Florida PALM	100% - Submitted	Submission Complete
	591	Confirm IDP Configuration for Florida PALM	100% - Submitted	Submission Complete
3.4 Agency IdP has been confirmed, and configuration with the Florida PALM UAT environment is on track to be complete before the start of UAT.				
3.5 Agency SME end users have been added to the agency's IdP for the Florida PALM UAT environment.				

Readiness Certification Worksheet

Critical Operational Element	Criteria ID	Criteria	Criteria Met	Confidence Level	Comments
Technology	3.0	Overall Technology Readiness	Yes	Becoming Confident	
Technology	3.1	Agency interface needs have been confirmed.	Yes		
Technology	3.2	Agency business system remediation for Tier 1 systems is at least 75% complete.	Yes		
Technology	3.3	Agency business system testing environments have been established and are ready to begin technical interface testing with Florida PALM.	No		Systems have been identified but not yet ready to test.
Technology	3.4	Agency IdP has been confirmed, and configuration with the Florida PALM UAT environment is on track to be complete before the start of UAT.	No		Should be complete by COB 11 Jul.
Technology	3.5	Agency SME end users have been added to the agency's IdP for the Florida PALM UAT environment.	No		Should be complete by COB 11 Jul.

Mitigation Plan

Criteria ID	Why has the criteria not been met?	What mitigating actions are being taken?	Who is responsible for supporting the mitigation?	Impact/workaround if mitigation is not completed?	Planned completion date of the mitigation steps?
3.3	Quicken replacement program is still in development.	System will come online latter part of Jul 25 first of Aug 25.	Vendor	Minimal - Continue to use the Quicken program for Cooperative Agreements.	08/30/25
3.4	Currently working with PALM Staff to ensure that the @dma.fl.gov is added to the correct security group.	Should be completed NLT COB 11 Jul 25.	DMA and PALM IT Staff	Minimal - Would use a temporary log in for PALM until the permissions are fixed.	07/11/25
3.5	Currently working with PALM Staff to ensure that the @dma.fl.gov is added to the correct security group.	Should be completed NLT COB 11 Jul 25.	DMA and PALM IT Staff	Minimal - Would use a temporary log in for PALM until the permissions are fixed.	07/11/25

Data

Criteria	Related RW Tasks			
4.1 Agency has documented reporting needs.	Task ID	Task Name	Agency Reported Task Progress	Project Verification of Completion
4.2 Agency specific test data has been identified and documented, including source documents required for UAT scenarios.	560	Submit Change Analysis Tool	100% - Submitted	Submission Complete
	571	Complete Data Cleansing Based on Mock Conversion 2	100% - Submitted	Submission Complete
	657	Submit Updated Configuration Workbooks	100% - Submitted	Submission Complete
4.3 Agency specific configurations have been confirmed.	659	Update Conversion Field Mapping	100% - Submitted	Task Closed - Submission Incomplete
4.4 Agency data is cleansed based on Mock Conversion 2 results.	574	Prepare Documentation for User Acceptance Testing	25% - Beginning Initial Internal Meetings and Information Gathering	
4.5 Agency has provided updated data mapping to support Mock Conversion 3.				

Readiness Certification Worksheet

Critical Operational Element	Criteria ID	Criteria	Criteria Met	Confidence Level	Comments
Data	4.0	Overall Data Readiness		Becoming Confident	
Data	4.1	Agency has documented reporting needs.	Yes		
Data	4.2	Agency specific test data has been identified and documented, including source documents required for UAT scenarios.	Yes		
Data	4.3	Agency specific configurations have been confirmed.	Yes		
Data	4.4	Agency data is cleansed based on Mock Conversion 2 results.	Yes		
Data	4.5	Agency has provided updated data mapping to support Mock Conversion 3.	Yes		

Mitigation Plan

Criteria ID	Why has the criteria not been met?	What mitigating actions are being taken?	Who is responsible for supporting the mitigation?	Impact/workaround if mitigation is not completed?	Planned completion date of the mitigation steps?

Agency Sponsor Confirmation

The form you are attempting to access is no longer active.

[Smartsheet.com](https://smartsheet.com)

Future Readiness Certification Submissions

Readiness Certification 2 - November 2025

Agency Sponsors will provide the second update to Agency Readiness Certification (RW Task 606) to indicate the agency is ready to continue UAT and is prepared to soon begin agency-led sessions for agency end users and fully integrated UAT to test end to end processes, including agency business systems and enterprise systems.

Readiness Certification 3 - March 2026

Agency Sponsors will provide the third update to Agency Readiness Certification (RW Task 619) providing an update of UAT progress, indicating the agency is ready to provide agency-specific training for their end users and prepare for cutover activities.

Readiness Certification 4 - May 2026

Agency Sponsors will provide final submission of the Agency Readiness Certification (RW Task 628) indicating the culmination of all testing activities and that the agency is ready to go live. This final submission of Agency Readiness Certification will be provided to the ESC for review and consideration as they prepare to vote on Stage Gate 5: Agency Readiness.

Helpful Links

Agency Readiness Certification

DMS Readiness Certification Dashboard

Readiness Certification #1 Confirmation

Agency Sponsor Name:

Lance Dyal

Confirmed By:

lance.dyal@dms.fl.gov

Confirmation Date

07/08/25

Summary

Overall Confidence Level

People

Confidence Level - People

Criteria 1.1

Criteria 1.2

Criteria 1.3

Processes

Confidence Level - Processes

Criteria 2.1

Criteria 2.2

Criteria 2.3

Technology

Confidence Level - Technology

Criteria 3.1

Criteria 3.2

Criteria 3.3

Criteria 3.4

Criteria 3.5

Data

Confidence Level - Data

Criteria 4.1

Criteria 4.2

Criteria 4.3

Criteria 4.4

Criteria 4.5

People

Criteria

1.1 Agency identified SMEs have been assigned end user roles based on job function.

1.2 UAT Roles and Responsibilities have been identified in agency-specific UAT Plan.

1.3 SMEs have been identified and prepared to participate in UAT.

Related RW Tasks

Task ID

Task Name

Agency Reported Task Progress

Project Verification of Completion

536-A

Create Agency Specific User Acceptance Testing Plan

100% - Submitted

Submission Complete

536-B

Create Agency Specific User Acceptance Testing Plan

100% - Submitted

Submission Complete

573-A

Complete and Submit End User Role Mapping Worksheet for UAT.

100% - Submitted

Submission Complete

Readiness Certification Worksheet

Critical Operational Element

Criteria ID

Criteria

Criteria Met

Confidence Level

Comments

People

1.0

Overall People Readiness

Moderately Confident

Communication, collaboration and focus are addressed in a variety of methods, multiple times a week.

People

1.1

Agency identified SMEs have been assigned end user roles based on job function.

Yes

Per Task 579 - Confirm UAT SMEs, all Subject Matter Experts (SME)s participating in Project-hosted UAT Online for SMEs were identified and confirmed. Task was completed on the due date specified by the project.

People

1.2

UAT Roles and Responsibilities have been identified in agency-specific UAT Plan.

Yes

Refer to Task 536 – Create Agency-Specific User Acceptance Testing Plan. A, B, and C were all completed and submitted on the specified due dates. The final UAT Plan pdf was compiled with attachments and saved to the Readiness Workplan Task Tracker on row 86.

People

1.3

SMEs have been identified and prepared to participate in UAT.

Yes

Per the Task 573-A – Complete and Submit End User Role Mapping Worksheet for UAT - stated purpose, DMS UAT SMEs were confirmed and updated. The end user role assignment for UAT SMEs was completed and task was submitted on time.

Mitigation Plan

Criteria ID

Why has the criteria not been met?

What mitigating actions are being taken?

Who is responsible for supporting the mitigation?

Impact/workaround if mitigation is not completed?

Planned completion date of the mitigation steps?

Processes

Criteria

2.1 Agency UAT success criteria has been identified.

2.2 Change impacts have been identified for agency processes.

2.3 Creation of at least 75% of the Project-recommended standard UAT scenarios.

Related RW Tasks

Task ID

Task Name

Agency Reported Task Progress

Project Verification of Completion

536-C

Create Agency Specific User Acceptance Testing Plan

100% - Submitted

Submission Complete

560

Submit Change Analysis Tool

100% - Submitted

Submission Complete

574

Prepare Documentation for User Acceptance Testing

75% - Consolidating/Inputting Information for Submission

Readiness Certification Worksheet

Critical Operational Element

Criteria ID

Criteria

Criteria Met

Confidence Level

Comments

Processes

2.0

Overall Processes Readiness

Moderately Confident

Determined by the Agency Sponsor.

Processes

2.1

Agency UAT success criteria has been identified.

Yes

Created per the specifications in Task 536 – Create Agency-Specific User Acceptance Testing Plan. By adhering to the DMS UAT Plan, DMS aims to ensure the successful implementation of the Florida PALM system, meeting all business and technical requirements while minimizing risks. Based on recent guidance from the Florida PALM Team, DMS Proper has created a tracking tool to measure Internal Factors and Success Criteria. This tool will be used to verify DMS is on track for PALM readiness certification. The tool was included as Attachment 5 on the final UAT pdf.

Processes	2.2	Change impacts have been identified for agency processes.	Yes		Task 560 – Submit Change Analysis Tool was completed, then edited and resubmitted 4 days past the deadline.
Processes	2.3	Creation of at least 75% of the Project-recommended standard UAT scenarios.	Yes		Task 574 – Prepare Documentation for User Acceptance Testing is due Aug 8. Currently in progress: 1. Create user stories for all processes that must be tested in UAT. 2. Develop or collect UAT support materials. 3. Create an inventory of testing materials.

Mitigation Plan					
Criteria ID	Why has the criteria not been met?	What mitigating actions are being taken?	Who is responsible for supporting the mitigation?	Impact/workaround if mitigation is not completed?	Planned completion date of the mitigation steps?

Technology

Criteria	Related RW Tasks			
3.1 Agency interface needs have been confirmed.	Task ID	Task Name	Agency Reported Task Progress	Project Verification of Completion
	557	Confirm Interface Inventory for Cycle 2 Interface Testing	100% - Submitted	Submission Complete
	576	Complete Internal Agency Business System Test and Remediation to prepare for Cycle 2 - Technical Interface Testing	75% - Consolidating/Inputting Information for Submission	
	578	Confirm Identity Provider for Florida PALM	100% - Submitted	Submission Complete
	591	Confirm IDP Configuration for Florida PALM	100% - Submitted	Submission Complete
3.2 Agency business system remediation for Tier 1 systems is at least 75% complete.				
3.3 Agency business system testing environments have been established and are ready to begin technical interface testing with Florida PALM.				
3.4 Agency IdP has been confirmed, and configuration with the Florida PALM UAT environment is on track to be complete before the start of UAT.				
3.5 Agency SME end users have been added to the agency's IdP for the Florida PALM UAT environment.				

Readiness Certification Worksheet					
Critical Operational Element	Criteria ID	Criteria	Criteria Met	Confidence Level	Comments
Technology	3.0	Overall Technology Readiness		Moderately Confident	Determined by the Agency Sponsor.
Technology	3.1	Agency interface needs have been confirmed.	Yes		Task 557 – Confirm Interface Inventory for Cycle 2 Interface Testing was completed Dec 10, 2024 and confirmed by the project Dec 15, 2024.
Technology	3.2	Agency business system remediation for Tier 1 systems is at least 75% complete.	Yes		Task 576 – Complete Internal Agency Business System Test and Remediation to Prepare for Cycle 2 - Technical Interface Testing is due July 25. This effort is addressed in a weekly Technical Group meeting with PALM Production Support. DMS ABS and interfaces are being prepared for UAT. In addition, outbreak meetings are being conducted regularly.

Mitigation Plan					
Criteria ID	Why has the criteria not been met?	What mitigating actions are being taken?	Who is responsible for supporting the mitigation?	Impact/workaround if mitigation is not completed?	Planned completion date of the mitigation steps?

Data

Criteria	Related RW Tasks																								
4.1 Agency has documented reporting needs.	<table><tr><th>Task ID</th><th>Task Name</th><th>Agency Reported Task Progress</th><th>Project Verification of Completion</th></tr><tr><td>560</td><td>Submit Change Analysis Tool</td><td>100% - Submitted</td><td>Submission Complete</td></tr><tr><td>571</td><td>Complete Data Cleansing Based on Mock Conversion 2</td><td>100% - Submitted</td><td>Task Closed - Submission Incomplete</td></tr><tr><td>657</td><td>Submit Updated Configuration Workbooks</td><td>100% - Submitted</td><td>Submission Complete</td></tr><tr><td>659</td><td>Update Conversion Field Mapping</td><td>100% - Submitted</td><td>Submission Complete</td></tr><tr><td>574</td><td>Prepare Documentation for User Acceptance Testing</td><td>75% - Consolidating/Inputting Information for Submission</td><td></td></tr></table>	Task ID	Task Name	Agency Reported Task Progress	Project Verification of Completion	560	Submit Change Analysis Tool	100% - Submitted	Submission Complete	571	Complete Data Cleansing Based on Mock Conversion 2	100% - Submitted	Task Closed - Submission Incomplete	657	Submit Updated Configuration Workbooks	100% - Submitted	Submission Complete	659	Update Conversion Field Mapping	100% - Submitted	Submission Complete	574	Prepare Documentation for User Acceptance Testing	75% - Consolidating/Inputting Information for Submission	
Task ID	Task Name	Agency Reported Task Progress	Project Verification of Completion																						
560	Submit Change Analysis Tool	100% - Submitted	Submission Complete																						
571	Complete Data Cleansing Based on Mock Conversion 2	100% - Submitted	Task Closed - Submission Incomplete																						
657	Submit Updated Configuration Workbooks	100% - Submitted	Submission Complete																						
659	Update Conversion Field Mapping	100% - Submitted	Submission Complete																						
574	Prepare Documentation for User Acceptance Testing	75% - Consolidating/Inputting Information for Submission																							
4.2 Agency specific test data has been identified and documented, including source documents required for UAT scenarios.																									
4.3 Agency specific configurations have been confirmed.																									
4.4 Agency data is cleansed based on Mock Conversion 2 results.																									
4.5 Agency has provided updated data mapping to support Mock Conversion 3.																									

Readiness Certification Worksheet					
Critical Operational Element	Criteria ID	Criteria	Criteria Met	Confidence Level	Comments
Data	4.0	Overall Data Readiness		Moderately Confident	Determined by the Agency Sponsor.
Data	4.1	Agency has documented reporting needs.	Yes		Task 560 – Submit Change Analysis Tool was completed May 6, 2025. Reporting needs are documented in the AMFR Smartsheet.
Data	4.2	Agency specific test data has been identified and documented, including source documents required for UAT scenarios.	Yes		Task 574 – Prepare Documentation for User Acceptance Testing is due Aug 8. Currently in progress: 1. Create user stories for all processes that must be tested in UAT. 2. Develop or collect UAT support materials. 3. Create an inventory of testing materials.
Data	4.3	Agency specific configurations have been confirmed.	Yes		Per Task 657 – Submit Updated Configuration Workbooks, Part A was submitted on the deadline of June 27, 2025.
Data	4.4	Agency data is cleansed based on Mock Conversion 2 results.	Yes		Task 659 – Update Conversion Field Mapping states that the SMEs will complete and submit mapping of FLAIR codes to Florida PALM values for Mock Conversion 3. This task was

Data	4.5	Agency has provided updated data mapping to support Mock Conversion 3.	Yes		Values for Mock Conversion 3. The task was completed June 20, 2025. Task 571 – Complete Data Cleansing Based on Mock Conversion 2 was completed June 20, 2025. The successful percentage for this data pull indicates it is sufficient for testing. Cleansing will progress along with testing activities.
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Mitigation Plan					
Criteria ID	Why has the criteria not been met?	What mitigating actions are being taken?	Who is responsible for supporting the mitigation?	Impact/workaround if mitigation is not completed?	Planned completion date of the mitigation steps?

Agency Sponsor Confirmation

The form you are attempting to access is no longer active.

[Smartsheet.com](#)

Future Readiness Certification Submissions

- Readiness Certification 2 - November 2025**
Agency Sponsors will provide the second update to Agency Readiness Certification (RW Task 606) to indicate the agency is ready to continue UAT and is prepared to soon begin agency-led sessions for agency end users and fully integrated UAT to test end to end processes, including agency business systems and enterprise systems.
- Readiness Certification 3 - March 2026**
Agency Sponsors will provide the third update to Agency Readiness Certification (RW Task 619) providing an update of UAT progress, indicating the agency is ready to provide agency-specific training for their end users and prepare for cutover activities.
- Readiness Certification 4 - May 2026**
Agency Sponsors will provide final submission of the Agency Readiness Certification (RW Task 628) indicating the culmination of all testing activities and that the agency is ready to go live. This final submission of Agency Readiness Certification will be provided to the ESC for review and consideration as they prepare to vote on Stage Gate 5: Agency Readiness.

Helpful Links

[Agency Readiness Certification](#)

DOAH Readiness Certification Dashboard

Readiness Certification #1 Confirmation

Agency Sponsor Name:

Confirmed By:

Confirmation Date

Megan S. Silver

megan.silver@doah.state.fl.us

07/17/25

Summary

Overall Confidence Level

People

Confidence Level - People

Criteria 1.1

Criteria 1.2

Criteria 1.3

Processes

Confidence Level - Processes

Criteria 2.1

Criteria 2.2

Criteria 2.3

Technology

Confidence Level - Technology

Criteria 3.1

Criteria 3.2

Criteria 3.3

Criteria 3.4

Criteria 3.5

Data

Confidence Level - Data

Criteria 4.1

Criteria 4.2

Criteria 4.3

Criteria 4.4

Criteria 4.5

People

Criteria

1.1 Agency identified SMEs have been assigned end user roles based on job function.

1.2 UAT Roles and Responsibilities have been identified in agency-specific UAT Plan.

1.3 SMEs have been identified and prepared to participate in UAT.

Related RW Tasks

Task ID

Task Name

Agency Reported Task Progress

Project Verification of Completion

536-A

Create Agency Specific User Acceptance Testing Plan

100% - Submitted

Submission Complete

536-B

Create Agency Specific User Acceptance Testing Plan

100% - Submitted

Submission Complete

573-A

Complete and Submit End User Role Mapping Worksheet for UAT.

100% - Submitted

Task Closed - Submission Incomplete

Readiness Certification Worksheet

Critical Operational Element

Criteria ID

Criteria

Criteria Met

Confidence Level

Comments

People

1.0

Overall People Readiness

Moderately Confident

People

1.1

Agency identified SMEs have been assigned end user roles based on job function.

Yes

People

1.2

UAT Roles and Responsibilities have been identified in agency-specific UAT Plan.

Yes

People

1.3

SMEs have been identified and prepared to participate in UAT.

Yes

Mitigation Plan

Criteria ID

Why has the criteria not been met?

What mitigating actions are being taken?

Who is responsible for supporting the mitigation?

Impact/workaround if mitigation is not completed?

Planned completion date of the mitigation steps?

Processes

Criteria

2.1 Agency UAT success criteria has been identified.

2.2 Change impacts have been identified for agency processes.

2.3 Creation of at least 75% of the Project-recommended standard UAT scenarios.

Related RW Tasks

Task ID

Task Name

Agency Reported Task Progress

Project Verification of Completion

536-C

Create Agency Specific User Acceptance Testing Plan

100% - Submitted

Submission Complete

560

Submit Change Analysis Tool

75% - Consolidating/Inputting Information for Submission

574

Prepare Documentation for User Acceptance Testing

25% - Beginning Initial Internal Meetings and Information Gathering

Readiness Certification Worksheet

Critical Operational Element

Criteria ID

Criteria

Criteria Met

Confidence Level

Comments

Processes

2.0

Overall Processes Readiness

Becoming Confident

Processes

2.1

Agency UAT success criteria has been identified.

Yes

Processes

2.2

Change impacts have been identified for agency processes.

No

Processes

2.3

Creation of at least 75% of the Project-recommended standard UAT scenarios.

No

Mitigation Plan

Criteria ID

Why has the criteria not been met?

What mitigating actions are being taken?

Who is responsible for supporting the mitigation?

Impact/workaround if mitigation is not completed?

Planned completion date of the mitigation steps?

2.2

Due to a staff vacancy, HQ location moving, and fiscal year-end activities

CCN team have met to priorities activities during this period. CCN Team is working with SMEs to complete the transfer of information to the Change Analysis Tool.

Agency Liaisons (Patricia Kenyon and Cindy Ardoin) and Business/Training Liaison (Brandy Kirkland)

CCN Team will work closely with SMEs and end users during testing to ensure gaps and issues are documented and addressed during the weekly UAT meeting.

08/08/25

2.3	Due to a staff vacancy, HQ location moving, and fiscal year-end activities	CCN team have met to priorities activities during this period. CCN Team is working with SMEs to develop and complete the UAT scenarios prior to testing.	Agency Liaisons (Patricia Kenyon and Cindy Ardoin) and Business/Training Liaison (Brandy Kirkland)	CCN Team will work closely with SMEs and end users during testing to ensure gaps and issues are documented and addressed during the weekly UAT meeting.	08/08/25
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Technology

Criteria	Related RW Tasks			
3.1 Agency interface needs have been confirmed.	Task ID	Task Name	Agency Reported Task Progress	Project Verification of Completion
	557	Confirm Interface Inventory for Cycle 2 Interface Testing	100% - Submitted	Submission Complete
	576	Complete Internal Agency Business System Test and Remediation to prepare for Cycle 2 - Technical Interface Testing	50% - In Progress	
	578	Confirm Identity Provider for Florida PALM	100% - Submitted	Submission Complete
	591	Confirm IDP Configuration for Florida PALM	100% - Submitted	Submission Complete
3.2 Agency business system remediation for Tier 1 systems is at least 75% complete.				
3.3 Agency business system testing environments have been established and are ready to begin technical interface testing with Florida PALM.				
3.4 Agency IdP has been confirmed, and configuration with the Florida PALM UAT environment is on track to be complete before the start of UAT.				
3.5 Agency SME end users have been added to the agency's IdP for the Florida PALM UAT environment.				

Readiness Certification Worksheet					
Critical Operational Element	Criteria ID	Criteria	Criteria Met	Confidence Level	Comments
Technology	3.0	Overall Technology Readiness		Moderately Confident	
Technology	3.1	Agency interface needs have been confirmed.	Yes		
Technology	3.2	Agency business system remediation for Tier 1 systems is at least 75% complete.	Yes		
Technology	3.3	Agency business system testing environments have been established and are ready to begin technical interface testing with Florida PALM.	Yes		
Technology	3.4	Agency IdP has been confirmed, and configuration with the Florida PALM UAT environment is on track to be complete before the start of UAT.	Yes		
Technology	3.5	Agency SME end users have been added to the agency's IdP for the Florida PALM UAT environment.	Yes		

Mitigation Plan					
Criteria ID	Why has the criteria not been met?	What mitigating actions are being taken?	Who is responsible for supporting the mitigation?	Impact/workaround if mitigation is not completed?	Planned completion date of the mitigation steps?

Data

Criteria	Related RW Tasks			
4.1 Agency has documented reporting needs.	Task ID	Task Name	Agency Reported Task Progress	Project Verification of Completion
4.2 Agency specific test data has been identified and documented, including source documents required for UAT scenarios.	560	Submit Change Analysis Tool	75% - Consolidating/Inputting Information for Submission	
	571	Complete Data Cleansing Based on Mock Conversion 2	100% - Submitted	Submission Complete
4.3 Agency specific configurations have been confirmed.	657	Submit Updated Configuration Workbooks	100% - Submitted	Submission Complete
4.4 Agency data is cleansed based on Mock Conversion 2 results.	659	Update Conversion Field Mapping	100% - Submitted	Submission Complete
4.5 Agency has provided updated data mapping to support Mock Conversion 3.	574	Prepare Documentation for User Acceptance Testing	25% - Beginning Initial Internal Meetings and Information Gathering	

Readiness Certification Worksheet					
Critical Operational Element	Criteria ID	Criteria	Criteria Met	Confidence Level	Comments
Data	4.0	Overall Data Readiness		Moderately Confident	
Data	4.1	Agency has documented reporting needs.	Yes		
Data	4.2	Agency specific test data has been identified and documented, including source documents required for UAT scenarios.	Yes		
Data	4.3	Agency specific configurations have been confirmed.	Yes		
Data	4.4	Agency data is cleansed based on Mock Conversion 2 results.	Yes		
Data	4.5	Agency has provided updated data mapping to support Mock Conversion 3.	Yes		

Mitigation Plan					
Criteria ID	Why has the criteria not been met?	What mitigating actions are being taken?	Who is responsible for supporting the mitigation?	Impact/workaround if mitigation is not completed?	Planned completion date of the mitigation steps?

Agency Sponsor Confirmation

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

Agency Sponsor Name: *

☐ Confirm *

Future Readiness Certification Submissions

Readiness Certification 2 - November 2025

Agency Sponsors will provide the second update to Agency Readiness Certification (RW Task 606) to indicate the agency is ready to continue UAT and is prepared to soon begin agency-led sessions for agency end users and fully integrated UAT to test end to end processes, including agency business systems and enterprise systems.

Readiness Certification 3 - March 2026

Agency Sponsors will provide the third update to Agency Readiness Certification (RW Task 619) providing an update of UAT progress, indicating the agency is ready to provide agency-specific training for their end users and prepare for cutover activities.

Readiness Certification 4 - May 2026

Agency Sponsors will provide final submission of the Agency Readiness Certification (RW Task 628) indicating the culmination of all testing activities and that the agency is ready to go live. This final submission of Agency Readiness Certification will be provided to the ESC for review and consideration as they prepare to vote on Stage Gate 5: Agency Readiness.

Helpful Links

Agency Readiness Certification

DOE Readiness Certification Dashboard

Readiness Certification #1 Confirmation

Agency Sponsor Name:

Confirmed By:

Confirmation Date

Suzanne Pridgeon

suzanne.pridgeon@fdoe.org

07/18/25

Summary

Overall Confidence Level

People

Processes

Technology

Data

People

Criteria

Related RW Tasks

Readiness Certification Worksheet

Critical Operational Element	Criteria ID	Criteria	Criteria Met	Confidence Level	Comments
People	1.0	Overall People Readiness		Moderately Confident	
People	1.1	Agency identified SMEs have been assigned end user roles based on job function.	No		Roles will continue to evolve and develop during UAT.
People	1.2	UAT Roles and Responsibilities have been identified in agency-specific UAT Plan.	Yes		
People	1.3	SMEs have been identified and prepared to participate in UAT.	No		UAT Prerequisite activities ongoing and expected complete before SME UAT begins in August.

Mitigation Plan

Criteria ID	Why has the criteria not been met?	What mitigating actions are being taken?	Who is responsible for supporting the mitigation?	Impact/workaround if mitigation is not completed?	Planned completion date of the mitigation steps?
1.1	End user roles may change in the transition from FLAIR to PALM.	Roles will be observed and adjusted during UAT.	UAT and Leadership Team.	Degraded performance at go-live and until roles are defined.	01/09/26
1.3	UAT Prerequisite activities announced in early July.	LMS PALM training identified and being prioritized ahead of UAT registration.	Training Liaison/Project Manager	Not all SMEs will have the ability to attend in-person familiarization.	08/08/25

Processes

Criteria

Related RW Tasks

Readiness Certification Worksheet

Critical Operational Element	Criteria ID	Criteria	Criteria Met	Confidence Level	Comments
Processes	2.0	Overall Processes Readiness		Becoming Confident	
Processes	2.1	Agency UAT success criteria has been identified.	Yes		
Processes	2.2	Change impacts have been identified for agency processes.	Yes		
Processes	2.3	Creation of at least 75% of the Project-recommended standard UAT scenarios.	No		User stories are prioritized based on SME UAT. Additional scenarios will continue to be developed throughout next phases of UAT.

Mitigation Plan

Criteria ID	Why has the criteria not been met?	What mitigating actions are being taken?	Who is responsible for supporting the mitigation?	Impact/workaround if mitigation is not completed?	Planned completion date of the mitigation steps?
2.3	Project-recommended scenarios do not directly align with user story creation for SME UAT.	Scenarios and user stories will continue to be developed throughout UAT.	Project Manager/SMEs	UAT may not test all possible scenarios.	12/05/25

Technology

Criteria	Related RW Tasks			
3.1 Agency interface needs have been confirmed.	Task ID	Task Name	Agency Reported Task Progress	Project Verification of Completion
3.2 Agency business system remediation for Tier 1 systems is at least 75% complete.	557	Confirm Interface Inventory for Cycle 2 Interface Testing	100% - Submitted	Submission Complete
3.3 Agency business system testing environments have been established and are ready to begin technical interface testing with Florida PALM.	578	Confirm Identity Provider for Florida PALM	100% - Submitted	Submission Complete
3.4 Agency IdP has been confirmed, and configuration with the Florida PALM UAT environment is on track to be complete before the start of UAT.	576	Complete Internal Agency Business System Test and Remediation to prepare for Cycle 2 - Technical Interface Testing	50% - In Progress	
3.5 Agency SME end users have been added to the agency's IdP for the Florida PALM UAT environment.	591	Confirm IDP Configuration for Florida PALM	100% - Submitted	Submission Incomplete

Readiness Certification Worksheet

Critical Operational Element	Criteria ID	Criteria	Criteria Met	Confidence Level	Comments
Technology	3.0	Overall Technology Readiness		Becoming Confident	
Technology	3.1	Agency interface needs have been confirmed.	Yes		
Technology	3.2	Agency business system remediation for Tier 1 systems is at least 75% complete.	Yes		
Technology	3.3	Agency business system testing environments have been established and are ready to begin technical interface testing with Florida PALM.	No		Continue to develop ABS with an estimated completion of October 2025.
Technology	3.4	Agency IdP has been confirmed, and configuration with the Florida PALM UAT environment is on track to be complete before the start of UAT.	Yes		
Technology	3.5	Agency SME end users have been added to the agency's IdP for the Florida PALM UAT environment.	Yes		

Mitigation Plan

Criteria ID	Why has the criteria not been met?	What mitigating actions are being taken?	Who is responsible for supporting the mitigation?	Impact/workaround if mitigation is not completed?	Planned completion date of the mitigation steps?
3.3	ABS remediation and uplift has depended on the finalization of various PALM interface files. Finalization was delayed by six months.	Development will continue and accelerate through October 2025.	Technical liaison/Agency Liaison/Project Manager	Manual processes will be employed for any systems not ready by due date.	03/27/26

Data

Criteria	Related RW Tasks			
4.1 Agency has documented reporting needs.	Task ID	Task Name	Agency Reported Task Progress	Project Verification of Completion
4.2 Agency specific test data has been identified and documented, including source documents required for UAT scenarios.	560	Submit Change Analysis Tool	100% - Submitted	Submission Complete
	659	Update Conversion Field Mapping	100% - Submitted	Task Closed - Submission Incomplete
	571	Complete Data Cleansing Based on Mock Conversion 2	100% - Submitted	Task Closed - Submission Incomplete
4.3 Agency specific configurations have been confirmed.	657	Submit Updated Configuration Workbooks	100% - Submitted	Task Closed - Submission Incomplete
4.4 Agency data is cleansed based on Mock Conversion 2 results.	574	Prepare Documentation for User Acceptance Testing	50% - In Progress	
4.5 Agency has provided updated data mapping to support Mock Conversion 3.				

Readiness Certification Worksheet

Critical Operational Element	Criteria ID	Criteria	Criteria Met	Confidence Level	Comments
Data	4.0	Overall Data Readiness		Somewhat Concerned	
Data	4.1	Agency has documented reporting needs.	Yes		
Data	4.2	Agency specific test data has been identified and documented, including source documents required for UAT scenarios.	Yes		
Data	4.3	Agency specific configurations have been confirmed.	Yes		
Data	4.4	Agency data is cleansed based on Mock Conversion 2 results.	No		Data cleansing activities are on-going and will continue to be a priority through Mock 4.
Data	4.5	Agency has provided updated data mapping to support Mock Conversion 3.	No		Data mapping exercises will continue throughout UAT and into Mock 4.

Mitigation Plan

Criteria ID	Why has the criteria not been met?	What mitigating actions are being taken?	Who is responsible for supporting the mitigation?	Impact/workaround if mitigation is not completed?	Planned completion date of the mitigation steps?
4.4	Scope of complexity of data cleansing task is beyond capability of limited resources.	Data cleansing will continue throughout UAT.	Business Liaison/SMEs	Data cleansing activities will roll into PALM ahead of go-live.	03/27/26
4.5	Changes to speedkey format has caused a delay in completing mapping.	Data mapping will continue through SME UAT in anticipation of completion by Mock 4.	Business Liaison	Minimal. Most data mapping already completed. Incomplete speedkey modification may cause manual entry for affected transactions.	12/05/25

Agency Sponsor Confirmation

The form you are attempting to access is no longer active.

[Smartsheet.com](https://smartsheet.com)

Future Readiness Certification Submissions

Readiness Certification 2 - November 2025

Agency Sponsors will provide the second update to Agency Readiness Certification (RW Task 606) to indicate the agency is ready to continue UAT and is prepared to soon begin agency-led sessions for agency end users and fully integrated UAT to test end to end processes, including agency business systems and enterprise systems.

Readiness Certification 3 - March 2026

Agency Sponsors will provide the third update to Agency Readiness Certification (RW Task 619) providing an update of UAT progress, indicating the agency is ready to provide agency-specific training for their end users and prepare for cutover activities.

Readiness Certification 4 - May 2026

Agency Sponsors will provide final submission of the Agency Readiness Certification (RW Task 628) indicating the culmination of all testing activities and that the agency is ready to go live. This final submission of Agency Readiness Certification will be provided to the ESC for review and consideration as they prepare to vote on Stage Gate 5: Agency Readiness.

Helpful Links

Agency Readiness Certification

DOEA Readiness Certification Dashboard

Readiness Certification #1 Confirmation

Agency Sponsor Name:

Confirmed By:

Confirmation Date

Teresa Johnson

johnsont@elderaffairs.org

07/18/25

Summary

Overall Confidence Level

People

Confidence Level - People

Criteria 1.1

Criteria 1.2

Criteria 1.3

Processes

Confidence Level - Processes

Criteria 2.1

Criteria 2.2

Criteria 2.3

Technology

Confidence Level - Technology

Criteria 3.1

Criteria 3.2

Criteria 3.3

Criteria 3.4

Criteria 3.5

Data

Confidence Level - Data

Criteria 4.1

Criteria 4.2

Criteria 4.3

Criteria 4.4

Criteria 4.5

People

Criteria

1.1 Agency identified SMEs have been assigned end user roles based on job function.

1.2 UAT Roles and Responsibilities have been identified in agency-specific UAT Plan.

1.3 SMEs have been identified and prepared to participate in UAT.

Related RW Tasks

Task ID

Task Name

Agency Reported Task Progress

Project Verification of Completion

536-A

Create Agency Specific User Acceptance Testing Plan

100% - Submitted

Submission Complete

536-B

Create Agency Specific User Acceptance Testing Plan

100% - Submitted

Submission Complete

573-A

Complete and Submit End User Role Mapping Worksheet for UAT.

100% - Submitted

Submission Complete

Readiness Certification Worksheet

Critical Operational Element

Criteria ID

Criteria

Criteria Met

Confidence Level

Comments

People

1.0

Overall People Readiness

Becoming Confident

Mostly concerned about resource availability during UAT timeframe.

People

1.1

Agency identified SMEs have been assigned end user roles based on job function.

Yes

People

1.2

UAT Roles and Responsibilities have been identified in agency-specific UAT Plan.

Yes

People

1.3

SMEs have been identified and prepared to participate in UAT.

Yes

Mitigation Plan

Criteria ID

Why has the criteria not been met?

What mitigating actions are being taken?

Who is responsible for supporting the mitigation?

Impact/workaround if mitigation is not completed?

Planned completion date of the mitigation steps?

Processes

Criteria

2.1 Agency UAT success criteria has been identified.

2.2 Change impacts have been identified for agency processes.

2.3 Creation of at least 75% of the Project-recommended standard UAT scenarios.

Related RW Tasks

Task ID

Task Name

Agency Reported Task Progress

Project Verification of Completion

536-C

Create Agency Specific User Acceptance Testing Plan

100% - Submitted

Submission Complete

560

Submit Change Analysis Tool

100% - Submitted

Submission Complete

574

Prepare Documentation for User Acceptance Testing

50% - In Progress

Readiness Certification Worksheet

Critical Operational Element

Criteria ID

Criteria

Criteria Met

Confidence Level

Comments

Processes

2.0

Overall Processes Readiness

Becoming Confident

Processes

2.1

Agency UAT success criteria has been identified.

Yes

Processes

2.2

Change impacts have been identified for agency processes.

Yes

Processes

2.3

Creation of at least 75% of the Project-recommended standard UAT scenarios.

No

Mitigation Plan

Criteria ID

Why has the criteria not been met?

What mitigating actions are being taken?

Who is responsible for supporting the mitigation?

Impact/workaround if mitigation is not completed?

Planned completion date of the mitigation steps?

2.3

Limited resources with year end activities.

Set up weekly meeting with teams to review user stories for gaps and quality improvements.

Each unit supervisor/SMEs.

UAT may take longer than planned.

12/01/25

Technology

Criteria

- 3.1 Agency interface needs have been confirmed.
- 3.2 Agency business system remediation for Tier 1 systems is at least 75% complete.
- 3.3 Agency business system testing environments have been established and are ready to begin technical interface testing with Florida PALM.
- 3.4 Agency IdP has been confirmed, and configuration with the Florida PALM UAT environment is on track to be complete before the start of UAT.
- 3.5 Agency SME end users have been added to the agency's IdP for the Florida PALM UAT environment.

Related RW Tasks

Task ID	Task Name	Agency Reported Task Progress	Project Verification of Completion
557	Confirm Interface Inventory for Cycle 2 Interface Testing	100% - Submitted	Submission Complete
576	Complete Internal Agency Business System Test and Remediation to prepare for Cycle 2 - Technical Interface Testing	100% - Submitted	Submission Complete
578	Confirm Identity Provider for Florida PALM	100% - Submitted	Submission Complete
591	Confirm IDP Configuration for Florida PALM	100% - Submitted	Submission Complete

Readiness Certification Worksheet

Critical Operational Element	Criteria ID	Criteria	Criteria Met	Confidence Level	Comments
Technology	3.0	Overall Technology Readiness		Very Confident	
Technology	3.1	Agency interface needs have been confirmed.	N/A		Agency is using interfaces at this time.
Technology	3.2	Agency business system remediation for Tier 1 systems is at least 75% complete.	N/A		Agency is using interfaces at this time.
Technology	3.3	Agency business system testing environments have been established and are ready to begin technical interface testing with Florida PALM.	N/A		Agency is using interfaces at this time.
Technology	3.4	Agency IdP has been confirmed, and configuration with the Florida PALM UAT environment is on track to be complete before the start of UAT.	Yes		
Technology	3.5	Agency SME end users have been added to the agency's IdP for the Florida PALM UAT environment.	Yes		

Mitigation Plan

Criteria ID	Why has the criteria not been met?	What mitigating actions are being taken?	Who is responsible for supporting the mitigation?	Impact/workaround if mitigation is not completed?	Planned completion date of the mitigation steps?

Data

Criteria

- 4.1 Agency has documented reporting needs.
- 4.2 Agency specific test data has been identified and documented, including source documents required for UAT scenarios.
- 4.3 Agency specific configurations have been confirmed.
- 4.4 Agency data is cleansed based on Mock Conversion 2 results.
- 4.5 Agency has provided updated data mapping to support Mock Conversion 3.

Related RW Tasks

Task ID	Task Name	Agency Reported Task Progress	Project Verification of Completion
560	Submit Change Analysis Tool	100% - Submitted	Submission Complete
571	Complete Data Cleansing Based on Mock Conversion 2	100% - Submitted	Submission Complete
657	Submit Updated Configuration Workbooks	100% - Submitted	Task Closed - Submission Incomplete
659	Update Conversion Field Mapping	100% - Submitted	Task Closed - Submission Incomplete
574	Prepare Documentation for User Acceptance Testing	50% - In Progress	

Readiness Certification Worksheet

Critical Operational Element	Criteria ID	Criteria	Criteria Met	Confidence Level	Comments
Data	4.0	Overall Data Readiness		Moderately Confident	
Data	4.1	Agency has documented reporting needs.	Yes		
Data	4.2	Agency specific test data has been identified and documented, including source documents required for UAT scenarios.	Yes		
Data	4.3	Agency specific configurations have been confirmed.	Yes		
Data	4.4	Agency data is cleansed based on Mock Conversion 2 results.	Yes		
Data	4.5	Agency has provided updated data mapping to support Mock Conversion 3.	Yes		

Mitigation Plan

Criteria ID	Why has the criteria not been met?	What mitigating actions are being taken?	Who is responsible for supporting the mitigation?	Impact/workaround if mitigation is not completed?	Planned completion date of the mitigation steps?

Agency Sponsor Confirmation

The form you are attempting to access is no longer active.

[Smartsheet.com](https://smartsheet.com)

Future Readiness Certification Submissions

Readiness Certification 2 - November 2025

Agency Sponsors will provide the second update to Agency Readiness Certification (RW Task 606) to indicate the agency is ready to continue UAT and is prepared to soon begin agency-led sessions for agency end users and fully integrated UAT to test end to end processes, including agency business systems and enterprise systems.

Readiness Certification 3 - March 2026

Agency Sponsors will provide the third update to Agency Readiness Certification (RW Task 619) providing an update of UAT progress, indicating the agency is ready to provide agency-specific training for their end users and prepare for cutover activities.

Readiness Certification 4 - May 2026

Agency Sponsors will provide final submission of the Agency Readiness Certification (RW Task 628) indicating the culmination of all testing activities and that the agency is ready to go live. This final submission of Agency Readiness Certification will be provided to the ESC for review and consideration as they prepare to vote on Stage Gate 5: Agency Readiness.

Summary

Overall Confidence Level



People	Processes	Technology	Data
Confidence Level - People	Confidence Level - Processes	Confidence Level - Technology	Confidence Level - Data
Criteria 1.1	Criteria 2.1	Criteria 3.1	Criteria 4.1
Criteria 1.2	Criteria 2.2	Criteria 3.2	Criteria 4.2
Criteria 1.3	Criteria 2.3	Criteria 3.3	Criteria 4.3
		Criteria 3.4	Criteria 4.4
		Criteria 3.5	Criteria 4.5

People

Criteria	Related RW Tasks			
1.1 Agency identified SMEs have been assigned end user roles based on job function.	Task ID	Task Name	Agency Reported Task Progress	Project Verification of Completion
	536-A	Create Agency Specific User Acceptance Testing Plan	100% - Submitted	Submission Complete
1.2 UAT Roles and Responsibilities have been identified in agency-specific UAT Plan.	536-B	Create Agency Specific User Acceptance Testing Plan	100% - Submitted	Submission Complete
1.3 SMEs have been identified and prepared to participate in UAT.	573-A	Complete and Submit End User Role Mapping Worksheet for UAT.	100% - Submitted	Task Closed - Submission Incomplete

Readiness Certification Worksheet

Critical Operational Element	Criteria ID	Criteria	Criteria Met	Confidence Level	Comments
People	1.0	Overall People Readiness		Becoming Confident	DOH has identified all end users and roles with the information provided by PALM. Yet DOH remains to be concerned about how all the FLAIR functions will cross walk into various PALM modules. To mitigate this issue, DOH has ensured each module be assigned to at least one SME.
People	1.1	Agency identified SMEs have been assigned end user roles based on job function.	Yes		
People	1.2	UAT Roles and Responsibilities have been identified in agency-specific UAT Plan.	Yes		
People	1.3	SMEs have been identified and prepared to participate in UAT.	Yes		

Mitigation Plan

Criteria ID	Why has the criteria not been met?	What mitigating actions are being taken?	Who is responsible for supporting the mitigation?	Impact/workaround if mitigation is not completed?	Planned completion date of the mitigation steps?

Processes

Criteria	Related RW Tasks			
2.1 Agency UAT success criteria has been identified.	Task ID	Task Name	Agency Reported Task Progress	Project Verification of Completion
	536-C	Create Agency Specific User Acceptance Testing Plan	100% - Submitted	Submission Complete
2.2 Change impacts have been identified for agency processes.	560	Submit Change Analysis Tool	100% - Submitted	Submission Complete
	574	Prepare Documentation for User Acceptance Testing	75% - Consolidating/Inputting Information for Submission	
2.3 Creation of at least 75% of the Project-recommended standard UAT scenarios.				

Readiness Certification Worksheet

Critical Operational Element	Criteria ID	Criteria	Criteria Met	Confidence Level	Comments
Processes	2.0	Overall Processes Readiness		Becoming Confident	DOH has identified >75% UAT scenarios in relation to current state of FLAIR. The challenge is identifying changes in processes as a result of PALM.
Processes	2.1	Agency UAT success criteria has been identified.	Yes		
Processes	2.2	Change impacts have been identified for agency processes.	Yes		As of what we know today from PALM.
Processes	2.3	Creation of at least 75% of the Project-recommended standard UAT scenarios.	Yes		

Mitigation Plan

Criteria ID	Why has the criteria not been met?	What mitigating actions are being taken?	Who is responsible for supporting the mitigation?	Impact/workaround if mitigation is not completed?	Planned completion date of the mitigation steps?

Agency Sponsor Confirmation

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Future Readiness Certification Submissions

Readiness Certification 2 - November 2025

Agency Sponsors will provide the second update to Agency Readiness Certification (RW Task 606) to indicate the agency is ready to continue UAT and is prepared to soon begin agency-led sessions for agency end users and fully integrated UAT to test end to end processes, including agency business systems and enterprise systems.

Readiness Certification 3 - March 2026

Agency Sponsors will provide the third update to Agency Readiness Certification (RW Task 619) providing an update of UAT progress, indicating the agency is ready to provide agency-specific training for their end users and prepare for cutover activities.

Readiness Certification 4 - May 2026

Agency Sponsors will provide final submission of the Agency Readiness Certification (RW Task 628) indicating the culmination of all testing activities and that the agency is ready to go live. This final submission of Agency Readiness Certification will be provided to the ESC for review and consideration as they prepare to vote on Stage Gate 5: Agency Readiness.

Helpful Links

[Agency Readiness Certification](#)

DOL Readiness Certification Dashboard

Readiness Certification #1 Confirmation

Agency Sponsor Name: Rebecca Ajhar

Confirmed By: ajharb@flalottery.com

Confirmation Date: 07/21/25

Summary

Overall Confidence Level

People

Confidence Level - People

Criteria 1.1

Criteria 1.2

Criteria 1.3

Processes

Confidence Level - Processes

Criteria 2.1

Criteria 2.2

Criteria 2.3

Technology

Confidence Level - Technology

Criteria 3.1

Criteria 3.2

Criteria 3.3

Criteria 3.4

Criteria 3.5

Data

Confidence Level - Data

Criteria 4.1

Criteria 4.2

Criteria 4.3

Criteria 4.4

Criteria 4.5

People

Criteria

1.1 Agency identified SMEs have been assigned end user roles based on job function.

1.2 UAT Roles and Responsibilities have been identified in agency-specific UAT Plan.

1.3 SMEs have been identified and prepared to participate in UAT.

Related RW Tasks

Task ID

Task Name

Agency Reported Task Progress

Project Verification of Completion

536-A

Create Agency Specific User Acceptance Testing Plan

100% - Submitted

Submission Complete

536-B

Create Agency Specific User Acceptance Testing Plan

100% - Submitted

Submission Complete

573-A

Complete and Submit End User Role Mapping Worksheet for UAT.

100% - Submitted

Submission Complete

Readiness Certification Worksheet

Critical Operational Element	Criteria ID	Criteria	Criteria Met	Confidence Level	Comments
People	1.0	Overall People Readiness		Very Confident	
People	1.1	Agency identified SMEs have been assigned end user roles based on job function.	Yes		
People	1.2	UAT Roles and Responsibilities have been identified in agency-specific UAT Plan.	Yes		
People	1.3	SMEs have been identified and prepared to participate in UAT.	Yes		

Mitigation Plan

Criteria ID	Why has the criteria not been met?	What mitigating actions are being taken?	Who is responsible for supporting the mitigation?	Impact/workaround if mitigation is not completed?	Planned completion date of the mitigation steps?

Processes

Criteria

2.1 Agency UAT success criteria has been identified.

2.2 Change impacts have been identified for agency processes.

2.3 Creation of at least 75% of the Project-recommended standard UAT scenarios.

Related RW Tasks

Task ID

Task Name

Agency Reported Task Progress

Project Verification of Completion

536-C

Create Agency Specific User Acceptance Testing Plan

75% - Consolidating/Inputting Information for Submission

560

Submit Change Analysis Tool

50% - In Progress

574

Prepare Documentation for User Acceptance Testing

25% - Beginning Initial Internal Meetings and Information Gathering

Readiness Certification Worksheet

Critical Operational Element	Criteria ID	Criteria	Criteria Met	Confidence Level	Comments
Processes	2.0	Overall Processes Readiness		Moderately Confident	
Processes	2.1	Agency UAT success criteria has been identified.	Yes		
Processes	2.2	Change impacts have been identified for agency processes.	No		
Processes	2.3	Creation of at least 75% of the Project-recommended standard UAT scenarios.	Yes		This is in the works however the smartsheet has not been updated at this time.

Mitigation Plan

Criteria ID	Why has the criteria not been met?	What mitigating actions are being taken?	Who is responsible for supporting the mitigation?	Impact/workaround if mitigation is not completed?	Planned completion date of the mitigation steps?
2.2	Once PALM processes have been reviewed, impacts will be identified using our current process documentation.	Comparing Lottery/PALM processes that are available and noting the differences will allow us to identify the impacts.	Accounting Director	Overall process impacts not being identified could cause testing to be more time consuming.	08/08/25

Technology

Criteria	Related RW Tasks			
3.1 Agency interface needs have been confirmed.	Task ID	Task Name	Agency Reported Task Progress	Project Verification of Completion
3.2 Agency business system remediation for Tier 1 systems is at least 75% complete.	557	Confirm Interface Inventory for Cycle 2 Interface Testing	100% - Submitted	Submission Complete
3.3 Agency business system testing environments have been established and are ready to begin technical interface testing with Florida PALM.	576	Complete Internal Agency Business System Test and Remediation to prepare for Cycle 2 - Technical Interface Testing	25% - Beginning Initial Internal Meetings and Information Gathering	
	578	Confirm Identity Provider for Florida PALM	100% - Submitted	Submission Complete
	591	Confirm IDP Configuration for Florida PALM	100% - Submitted	Submission Complete
3.4 Agency IdP has been confirmed, and configuration with the Florida PALM UAT environment is on track to be complete before the start of UAT.				
3.5 Agency SME end users have been added to the agency's IdP for the Florida PALM UAT environment.				

Readiness Certification Worksheet

Critical Operational Element	Criteria ID	Criteria	Criteria Met	Confidence Level	Comments
Technology	3.0	Overall Technology Readiness		Very Confident	
Technology	3.1	Agency interface needs have been confirmed.	Yes		
Technology	3.2	Agency business system remediation for Tier 1 systems is at least 75% complete.	Yes		
Technology	3.3	Agency business system testing environments have been established and are ready to begin technical interface testing with Florida PALM.	Yes		
Technology	3.4	Agency IdP has been confirmed, and configuration with the Florida PALM UAT environment is on track to be complete before the start of UAT.	Yes		
Technology	3.5	Agency SME end users have been added to the agency's IdP for the Florida PALM UAT environment.	Yes		

Mitigation Plan

Criteria ID	Why has the criteria not been met?	What mitigating actions are being taken?	Who is responsible for supporting the mitigation?	Impact/workaround if mitigation is not completed?	Planned completion date of the mitigation steps?

Data

Criteria	Related RW Tasks			
4.1 Agency has documented reporting needs.	Task ID	Task Name	Agency Reported Task Progress	Project Verification of Completion
4.2 Agency specific test data has been identified and documented, including source documents required for UAT scenarios.	560	Submit Change Analysis Tool	50% - In Progress	
	571	Complete Data Cleansing Based on Mock Conversion 2	100% - Submitted	Submission Complete
	657	Submit Updated Configuration Workbooks	100% - Submitted	Submission Complete
	659	Update Conversion Field Mapping	100% - Submitted	Submission Complete
	574	Prepare Documentation for User Acceptance Testing	25% - Beginning Initial Internal Meetings and Information Gathering	
4.3 Agency specific configurations have been confirmed.				
4.4 Agency data is cleansed based on Mock Conversion 2 results.				
4.5 Agency has provided updated data mapping to support Mock Conversion 3.				

Readiness Certification Worksheet

Critical Operational Element	Criteria ID	Criteria	Criteria Met	Confidence Level	Comments
Data	4.0	Overall Data Readiness		Moderately Confident	
Data	4.1	Agency has documented reporting needs.	Yes		
Data	4.2	Agency specific test data has been identified and documented, including source documents required for UAT scenarios.	Yes		
Data	4.3	Agency specific configurations have been confirmed.	Yes		
Data	4.4	Agency data is cleansed based on Mock Conversion 2 results.	Yes		
Data	4.5	Agency has provided updated data mapping to support Mock Conversion 3.	Yes		

Mitigation Plan

Criteria ID	Why has the criteria not been met?	What mitigating actions are being taken?	Who is responsible for supporting the mitigation?	Impact/workaround if mitigation is not completed?	Planned completion date of the mitigation steps?

Agency Sponsor Confirmation

The form you are attempting to access is no longer active.

[Smartsheet.com](https://smartsheet.com)

Future Readiness Certification Submissions

Readiness Certification 2 - November 2025

Agency Sponsors will provide the second update to Agency Readiness Certification (RW Task 606) to indicate the agency is ready to continue UAT and is prepared to soon begin agency-led sessions for agency end users and fully integrated UAT to test end to end processes, including agency business systems and enterprise systems.

Readiness Certification 3 - March 2026

Agency Sponsors will provide the third update to Agency Readiness Certification (RW Task 619) providing an update of UAT progress, indicating the agency is ready to provide agency-specific training for their end users and prepare for cutover activities.

Readiness Certification 4 - May 2026

Agency Sponsors will provide final submission of the Agency Readiness Certification (RW Task 628) indicating the culmination of all testing activities and that the agency is ready to go live. This final submission of Agency Readiness Certification will be provided to the ESC for review and consideration as they prepare to vote on Stage Gate 5: Agency Readiness.

Summary

Overall Confidence Level

People		Processes		Technology		Data	
Confidence Level - People		Confidence Level - Processes		Confidence Level - Technology		Confidence Level - Data	
Criteria 1.1		Criteria 2.1		Criteria 3.1		Criteria 4.1	
Criteria 1.2		Criteria 2.2		Criteria 3.2		Criteria 4.2	
Criteria 1.3		Criteria 2.3		Criteria 3.3		Criteria 4.3	
				Criteria 3.4		Criteria 4.4	
				Criteria 3.5		Criteria 4.5	

People

Criteria	Related RW Tasks			
1.1 Agency identified SMEs have been assigned end user roles based on job function.	Task ID	Task Name	Agency Reported Task Progress	Project Verification of Completion
	536-A	Create Agency Specific User Acceptance Testing Plan	100% - Submitted	Submission Complete
1.2 UAT Roles and Responsibilities have been identified in agency-specific UAT Plan.	536-B	Create Agency Specific User Acceptance Testing Plan	100% - Submitted	Submission Complete
1.3 SMEs have been identified and prepared to participate in UAT.	573-A	Complete and Submit End User Role Mapping Worksheet for UAT.	100% - Submitted	Task Closed - Submission Incomplete

Readiness Certification Worksheet

Critical Operational Element	Criteria ID	Criteria	Criteria Met	Confidence Level	Comments
People	1.0	Overall People Readiness		Very Confident	
People	1.1	Agency identified SMEs have been assigned end user roles based on job function.	Yes		
People	1.2	UAT Roles and Responsibilities have been identified in agency-specific UAT Plan.	Yes		
People	1.3	SMEs have been identified and prepared to participate in UAT.	Yes		

Mitigation Plan

Criteria ID	Why has the criteria not been met?	What mitigating actions are being taken?	Who is responsible for supporting the mitigation?	Impact/workaround if mitigation is not completed?	Planned completion date of the mitigation steps?
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Processes

Criteria	Related RW Tasks			
2.1 Agency UAT success criteria has been identified.	Task ID	Task Name	Agency Reported Task Progress	Project Verification of Completion
	536-C	Create Agency Specific User Acceptance Testing Plan	100% - Submitted	Submission Complete
2.2 Change impacts have been identified for agency processes.	560	Submit Change Analysis Tool	100% - Submitted	Submission Complete
	574	Prepare Documentation for User Acceptance Testing	50% - In Progress	
2.3 Creation of at least 75% of the Project-recommended standard UAT scenarios.				

Readiness Certification Worksheet

Critical Operational Element	Criteria ID	Criteria	Criteria Met	Confidence Level	Comments
Processes	2.0	Overall Processes Readiness		Very Confident	
Processes	2.1	Agency UAT success criteria has been identified.	Yes		
Processes	2.2	Change impacts have been identified for agency processes.	Yes		
Processes	2.3	Creation of at least 75% of the Project-recommended standard UAT scenarios.	Yes		

Mitigation Plan

Criteria ID	Why has the criteria not been met?	What mitigating actions are being taken?	Who is responsible for supporting the mitigation?	Impact/workaround if mitigation is not completed?	Planned completion date of the mitigation steps?
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Technology

Criteria

3.1 Agency interface needs have been confirmed.

3.2 Agency business system remediation for Tier 1 systems is at least 75% complete.

3.3 Agency business system testing environments have been established and are ready to begin technical interface testing with Florida PALM.

3.4 Agency IdP has been confirmed, and configuration with the Florida PALM UAT environment is on track to be complete before the start of UAT.

3.5 Agency SME end users have been added to the agency's IdP for the Florida PALM UAT environment.

Related RW Tasks

Task ID	Task Name	Agency Reported Task Progress	Project Verification of Completion
557	Confirm Interface Inventory for Cycle 2 Interface Testing	100% - Submitted	Submission Complete
576	Complete Internal Agency Business System Test and Remediation to prepare for Cycle 2 - Technical Interface Testing	75% - Consolidating/Inputting Information for Submission	
578	Confirm Identity Provider for Florida PALM	100% - Submitted	Submission Complete
591	Confirm IDP Configuration for Florida PALM	100% - Submitted	Submission Complete

Readiness Certification Worksheet

Critical Operational Element	Criteria ID	Criteria	Criteria Met	Confidence Level	Comments
Technology	3.0	Overall Technology Readiness		Moderately Confident	
Technology	3.1	Agency interface needs have been confirmed.	Yes		
Technology	3.2	Agency business system remediation for Tier 1 systems is at least 75% complete.	Yes		
Technology	3.3	Agency business system testing environments have been established and are ready to begin technical interface testing with Florida PALM.	Yes		
Technology	3.4	Agency IdP has been confirmed, and configuration with the Florida PALM UAT environment is on track to be complete before the start of UAT.	Yes		
Technology	3.5	Agency SME end users have been added to the agency's IdP for the Florida PALM UAT environment.	Yes		

Mitigation Plan

Criteria ID	Why has the criteria not been met?	What mitigating actions are being taken?	Who is responsible for supporting the mitigation?	Impact/workaround if mitigation is not completed?	Planned completion date of the mitigation steps?

Data

Criteria

4.1 Agency has documented reporting needs.

4.2 Agency specific test data has been identified and documented, including source documents required for UAT scenarios.

4.3 Agency specific configurations have been confirmed.

4.4 Agency data is cleansed based on Mock Conversion 2 results.

4.5 Agency has provided updated data mapping to support Mock Conversion 3.

Related RW Tasks

Task ID	Task Name	Agency Reported Task Progress	Project Verification of Completion
560	Submit Change Analysis Tool	100% - Submitted	Submission Complete
571	Complete Data Cleansing Based on Mock Conversion 2	100% - Submitted	Submission Complete
657	Submit Updated Configuration Workbooks	100% - Submitted	Task Closed - Submission Incomplete
659	Update Conversion Field Mapping	100% - Submitted	Submission Complete
574	Prepare Documentation for User Acceptance Testing	50% - In Progress	

Readiness Certification Worksheet

Critical Operational Element	Criteria ID	Criteria	Criteria Met	Confidence Level	Comments
Data	4.0	Overall Data Readiness		Moderately Confident	
Data	4.1	Agency has documented reporting needs.	Yes		
Data	4.2	Agency specific test data has been identified and documented, including source documents required for UAT scenarios.	Yes		
Data	4.3	Agency specific configurations have been confirmed.	Yes		
Data	4.4	Agency data is cleansed based on Mock Conversion 2 results.	Yes		
Data	4.5	Agency has provided updated data mapping to support Mock Conversion 3.	Yes		

Mitigation Plan

Criteria ID	Why has the criteria not been met?	What mitigating actions are being taken?	Who is responsible for supporting the mitigation?	Impact/workaround if mitigation is not completed?	Planned completion date of the mitigation steps?

Agency Sponsor Confirmation

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Future Readiness Certification Submissions

Readiness Certification 2 - November 2025

Agency Sponsors will provide the second update to Agency Readiness Certification (RW Task 606) to indicate the agency is ready to continue UAT and is prepared to soon begin agency-led sessions for agency end users and fully integrated UAT to test end to end processes, including agency business systems and enterprise systems.

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Readiness Certification 4 - May 2026

Agency Sponsors will provide final submission of the Agency Readiness Certification (RW Task 628) indicating the culmination of all testing activities and that the agency is ready to go live. This final submission of Agency Readiness Certification will be provided to the ESC for review and consideration as they prepare to vote on Stage Gate 5: Agency Readiness.

Summary

Overall Confidence Level



People	Processes	Technology	Data
Confidence Level - People	Confidence Level - People	Confidence Level - Technology	Confidence Level - Data
Criteria 1.1	Criteria 1.1	Criteria 3.1	Criteria 4.1
Criteria 1.2	Criteria 1.2	Criteria 3.2	Criteria 4.2
Criteria 1.3	Criteria 1.3	Criteria 3.3	Criteria 4.3
		Criteria 3.4	Criteria 4.4
		Criteria 3.5	Criteria 4.5

People

Criteria	Related RW Tasks			
1.1 Agency identified SMEs have been assigned end user roles based on job function.	Task ID	Task Name	Agency Reported Task Progress	Project Verification of Completion
	536-A	Create Agency Specific User Acceptance Testing Plan	100% - Submitted	Submission Complete
1.2 UAT Roles and Responsibilities have been identified in agency-specific UAT Plan.	536-B	Create Agency Specific User Acceptance Testing Plan	100% - Submitted	Submission Complete
1.3 SMEs have been identified and prepared to participate in UAT.	573-A	Complete and Submit End User Role Mapping Worksheet for UAT.	100% - Submitted	Task Closed - Submission Incomplete

Readiness Certification Worksheet					
Critical Operational Element	Criteria ID	Criteria	Criteria Met	Confidence Level	Comments
People	1.0	Overall People Readiness		Becoming Confident	
People	1.1	Agency identified SMEs have been assigned end user roles based on job function.	Yes		
People	1.2	UAT Roles and Responsibilities have been identified in agency-specific UAT Plan.	Yes		
People	1.3	SMEs have been identified and prepared to participate in UAT.	Yes		

Mitigation Plan					
Criteria ID	Why has the criteria not been met?	What mitigating actions are being taken?	Who is responsible for supporting the mitigation?	Impact/workaround if mitigation is not completed?	Planned completion date of the mitigation steps?

Processes

Criteria	Related RW Tasks			
2.1 Agency UAT success criteria has been identified.	Task ID	Task Name	Agency Reported Task Progress	Project Verification of Completion
	536-C	Create Agency Specific User Acceptance Testing Plan	100% - Submitted	Submission Complete
2.2 Change impacts have been identified for agency processes.	560	Submit Change Analysis Tool	100% - Submitted	Submission Complete
	574	Prepare Documentation for User Acceptance Testing	75% - Consolidating/Inputting Information for Submission	
2.3 Creation of at least 75% of the Project-recommended standard UAT scenarios.				

Readiness Certification Worksheet					
Critical Operational Element	Criteria ID	Criteria	Criteria Met	Confidence Level	Comments
Processes	2.0	Overall Processes Readiness		Becoming Confident	
Processes	2.1	Agency UAT success criteria has been identified.	Yes		
Processes	2.2	Change impacts have been identified for agency processes.	Yes		
Processes	2.3	Creation of at least 75% of the Project-recommended standard UAT scenarios.	Yes		

Mitigation Plan					
Criteria ID	Why has the criteria not been met?	What mitigating actions are being taken?	Who is responsible for supporting the mitigation?	Impact/workaround if mitigation is not completed?	Planned completion date of the mitigation steps?

Technology

Criteria

- 3.1 Agency interface needs have been confirmed.
- 3.2 Agency business system remediation for Tier 1 systems is at least 75% complete.
- 3.3 Agency business system testing environments have been established and are ready to begin technical interface testing with Florida PALM.
- 3.4 Agency IdP has been confirmed, and configuration with the Florida PALM UAT environment is on track to be complete before the start of UAT.
- 3.5 Agency SME end users have been added to the agency's IdP for the Florida PALM UAT environment.

Related RW Tasks

Task ID	Task Name	Agency Reported Task Progress	Project Verification of Completion
557	Confirm Interface Inventory for Cycle 2 Interface Testing	100% - Submitted	Submission Complete
576	Complete Internal Agency Business System Test and Remediation to prepare for Cycle 2 - Technical Interface Testing	100% - Submitted	Submission Complete
578	Confirm Identity Provider for Florida PALM	100% - Submitted	Submission Complete
591	Confirm IDP Configuration for Florida PALM	100% - Submitted	Submission Complete

Readiness Certification Worksheet

Critical Operational Element	Criteria ID	Criteria	Criteria Met	Confidence Level	Comments
Technology	3.0	Overall Technology Readiness		Extremely Confident	
Technology	3.1	Agency interface needs have been confirmed.	Yes		
Technology	3.2	Agency business system remediation for Tier 1 systems is at least 75% complete.	N/A		No ABS
Technology	3.3	Agency business system testing environments have been established and are ready to begin technical interface testing with Florida PALM.	N/A		No ABS
Technology	3.4	Agency IdP has been confirmed, and configuration with the Florida PALM UAT environment is on track to be complete before the start of UAT.	Yes		
Technology	3.5	Agency SME end users have been added to the agency's IdP for the Florida PALM UAT environment.	Yes		

Mitigation Plan

Criteria ID	Why has the criteria not been met?	What mitigating actions are being taken?	Who is responsible for supporting the mitigation?	Impact/workaround if mitigation is not completed?	Planned completion date of the mitigation steps?

Data

Criteria

- 4.1 Agency has documented reporting needs.
- 4.2 Agency specific test data has been identified and documented, including source documents required for UAT scenarios.
- 4.3 Agency specific configurations have been confirmed.
- 4.4 Agency data is cleansed based on Mock Conversion 2 results.
- 4.5 Agency has provided updated data mapping to support Mock Conversion 3.

Related RW Tasks

Task ID	Task Name	Agency Reported Task Progress	Project Verification of Completion
560	Submit Change Analysis Tool	100% - Submitted	Submission Complete
571	Complete Data Cleansing Based on Mock Conversion 2	100% - Submitted	Task Closed - Submission Incomplete
657	Submit Updated Configuration Workbooks	100% - Submitted	Submission Complete
659	Update Conversion Field Mapping	100% - Submitted	Submission Complete
574	Prepare Documentation for User Acceptance Testing	75% - Consolidating/Inputting Information for Submission	

Readiness Certification Worksheet

Critical Operational Element	Criteria ID	Criteria	Criteria Met	Confidence Level	Comments
Data	4.0	Overall Data Readiness		Somewhat Concerned	
Data	4.1	Agency has documented reporting needs.	Yes		
Data	4.2	Agency specific test data has been identified and documented, including source documents required for UAT scenarios.	Yes		
Data	4.3	Agency specific configurations have been confirmed.	Yes		
Data	4.4	Agency data is cleansed based on Mock Conversion 2 results.	No		
Data	4.5	Agency has provided updated data mapping to support Mock Conversion 3.	Yes		

Mitigation Plan

Criteria ID	Why has the criteria not been met?	What mitigating actions are being taken?	Who is responsible for supporting the mitigation?	Impact/workaround if mitigation is not completed?	Planned completion date of the mitigation steps?
4.4	The Department has several vacancies causing current staff to be redirected to other activities.	Effective 7/21/2025 the Department has appointed an OPS staff to dedicate to the activities for PALM including data clean up. This will allow the Department to be on track for go live.	Additional OPS personnel hired by the Department.	The Department anticipates full completion of task.	08/31/25

Agency Sponsor Confirmation

The form you are attempting to access is no longer active.

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Future Readiness Certification Submissions

Readiness Certification 2 - November 2025

Agency Sponsors will provide the second update to Agency Readiness Certification (RW Task 606) to indicate the agency is ready to continue UAT and is prepared to soon begin agency-led sessions for agency end users and fully integrated UAT to test end to end processes, including agency business systems and enterprise systems.

Readiness Certification 3 - March 2026

Agency Sponsors will provide the third update to Agency Readiness Certification (RW Task 619) providing an update of UAT progress, indicating the agency is ready to provide agency-specific training for their end users and prepare for cutover activities.

Readiness Certification 4 - May 2026

Agency Sponsors will provide final submission of the Agency Readiness Certification (RW Task 628) indicating the culmination of all testing activities and that the agency is ready to go live. This final submission of Agency Readiness Certification will be provided to the ESC for review and consideration as they prepare to vote on Stage Gate 5: Agency Readiness.

Summary

Overall Confidence Level



People	Processes	Technology	Data
Confidence Level - People	Confidence Level - Processes	Confidence Level - Technology	Confidence Level - Data
Criteria 1.1	Criteria 2.1	Criteria 3.1	Criteria 4.1
Criteria 1.2	Criteria 2.2	Criteria 3.2	Criteria 4.2
Criteria 1.3	Criteria 2.3	Criteria 3.3	Criteria 4.3
		Criteria 3.4	Criteria 4.4
		Criteria 3.5	Criteria 4.5

People

Criteria	Related RW Tasks			
1.1 Agency identified SMEs have been assigned end user roles based on job function.	Task ID	Task Name	Agency Reported Task Progress	Project Verification of Completion
	536-A	Create Agency Specific User Acceptance Testing Plan	100% - Submitted	Submission Complete
1.2 UAT Roles and Responsibilities have been identified in agency-specific UAT Plan.	536-B	Create Agency Specific User Acceptance Testing Plan	100% - Submitted	Submission Complete
1.3 SMEs have been identified and prepared to participate in UAT.	573-A	Complete and Submit End User Role Mapping Worksheet for UAT.	100% - Submitted	Submission Complete

Readiness Certification Worksheet					
Critical Operational Element	Criteria ID	Criteria	Criteria Met	Confidence Level	Comments
People	1.0	Overall People Readiness		Becoming Confident	Agency just completed hiring the remaining personnel shortages in the Administrative Division, which have the bulk of the PALM Tasks/Requirements. As we get those employees trained up in our day-to-day operations, we should be able to transition them into the PALM with that understanding.
People	1.1	Agency identified SMEs have been assigned end user roles based on job function.	Yes		
People	1.2	UAT Roles and Responsibilities have been identified in agency-specific UAT Plan.	Yes		
People	1.3	SMEs have been identified and prepared to participate in UAT.	Yes		

Mitigation Plan					
Criteria ID	Why has the criteria not been met?	What mitigating actions are being taken?	Who is responsible for supporting the mitigation?	Impact/workaround if mitigation is not completed?	Planned completion date of the mitigation steps?

Processes

Criteria	Related RW Tasks			
2.1 Agency UAT success criteria has been identified.	Task ID	Task Name	Agency Reported Task Progress	Project Verification of Completion
	536-C	Create Agency Specific User Acceptance Testing Plan	100% - Submitted	Submission Complete
2.2 Change impacts have been identified for agency processes.	560	Submit Change Analysis Tool	100% - Submitted	Submission Complete
	574	Prepare Documentation for User Acceptance Testing	75% - Consolidating/Inputting Information for Submission	
2.3 Creation of at least 75% of the Project-recommended standard UAT scenarios.				

Readiness Certification Worksheet					
Critical Operational Element	Criteria ID	Criteria	Criteria Met	Confidence Level	Comments
Processes	2.0	Overall Processes Readiness		Moderately Confident	
Processes	2.1	Agency UAT success criteria has been identified.	Yes		Criteria identified in the plan, but when we onboard the new vendor, those may change somewhat.
Processes	2.2	Change impacts have been identified for agency processes.	Yes		
Processes	2.3	Creation of at least 75% of the Project-recommended standard UAT scenarios.	Yes		User scripts have been developed.

Mitigation Plan					
Criteria ID	Why has the criteria not been met?	What mitigating actions are being taken?	Who is responsible for supporting the mitigation?	Impact/workaround if mitigation is not completed?	Planned completion date of the mitigation steps?

Technology

Criteria

- 3.1 Agency interface needs have been confirmed.
- 3.2 Agency business system remediation for Tier 1 systems is at least 75% complete.
- 3.3 Agency business system testing environments have been established and are ready to begin technical interface testing with Florida PALM.
- 3.4 Agency IdP has been confirmed, and configuration with the Florida PALM UAT environment is on track to be complete before the start of UAT.
- 3.5 Agency SME end users have been added to the agency's IdP for the Florida PALM UAT environment.

Related RW Tasks

Task ID	Task Name	Agency Reported Task Progress	Project Verification of Completion
557	Confirm Interface Inventory for Cycle 2 Interface Testing	100% - Submitted	Submission Complete
576	Complete Internal Agency Business System Test and Remediation to prepare for Cycle 2 - Technical Interface Testing	100% - Submitted	Submission Complete
578	Confirm Identity Provider for Florida PALM	100% - Submitted	Submission Complete
591	Confirm IDP Configuration for Florida PALM	100% - Submitted	Submission Complete

Readiness Certification Worksheet

Critical Operational Element	Criteria ID	Criteria	Criteria Met	Confidence Level	Comments
Technology	3.0	Overall Technology Readiness	No	Moderately Confident	
Technology	3.1	Agency interface needs have been confirmed.	Yes		
Technology	3.2	Agency business system remediation for Tier 1 systems is at least 75% complete.	Yes		
Technology	3.3	Agency business system testing environments have been established and are ready to begin technical interface testing with Florida PALM.	Yes		
Technology	3.4	Agency IdP has been confirmed, and configuration with the Florida PALM UAT environment is on track to be complete before the start of UAT.	Yes		
Technology	3.5	Agency SME end users have been added to the agency's IdP for the Florida PALM UAT environment.	Yes		

Mitigation Plan

Criteria ID	Why has the criteria not been met?	What mitigating actions are being taken?	Who is responsible for supporting the mitigation?	Impact/workaround if mitigation is not completed?	Planned completion date of the mitigation steps?

Data

Criteria

- 4.1 Agency has documented reporting needs.
- 4.2 Agency specific test data has been identified and documented, including source documents required for UAT scenarios.
- 4.3 Agency specific configurations have been confirmed.
- 4.4 Agency data is cleansed based on Mock Conversion 2 results.
- 4.5 Agency has provided updated data mapping to support Mock Conversion 3.

Related RW Tasks

Task ID	Task Name	Agency Reported Task Progress	Project Verification of Completion
560	Submit Change Analysis Tool	100% - Submitted	Submission Complete
571	Complete Data Cleansing Based on Mock Conversion 2	100% - Submitted	Submission Complete
657	Submit Updated Configuration Workbooks	100% - Submitted	Task Closed - Submission Incomplete
659	Update Conversion Field Mapping	100% - Submitted	Submission Complete
574	Prepare Documentation for User Acceptance Testing	75% - Consolidating/Inputting Information for Submission	

Readiness Certification Worksheet

Critical Operational Element	Criteria ID	Criteria	Criteria Met	Confidence Level	Comments
Data	4.0	Overall Data Readiness		Becoming Confident	
Data	4.1	Agency has documented reporting needs.	Yes		
Data	4.2	Agency specific test data has been identified and documented, including source documents required for UAT scenarios.	Yes		
Data	4.3	Agency specific configurations have been confirmed.	Yes		
Data	4.4	Agency data is cleansed based on Mock Conversion 2 results.	Yes		
Data	4.5	Agency has provided updated data mapping to support Mock Conversion 3.	Yes		

Mitigation Plan

Criteria ID	Why has the criteria not been met?	What mitigating actions are being taken?	Who is responsible for supporting the mitigation?	Impact/workaround if mitigation is not completed?	Planned completion date of the mitigation steps?

Agency Sponsor Confirmation

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Future Readiness Certification Submissions

Readiness Certification 2 - November 2025

Agency Sponsors will provide the second update to Agency Readiness Certification (RW Task 606) to indicate the agency is ready to continue UAT and is prepared to soon begin agency-led sessions for agency end users and fully integrated UAT to test end to end processes, including agency business systems and enterprise systems.

Readiness Certification 3 - March 2026

Agency Sponsors will provide the third update to Agency Readiness Certification (RW Task 619) providing an update of UAT progress, indicating the agency is ready to provide agency-specific training for their end users and prepare for cutover activities.

Readiness Certification 4 - May 2026

Agency Sponsors will provide final submission of the Agency Readiness Certification (RW Task 628) indicating the culmination of all testing activities and that the agency is ready to go live. This final submission of Agency Readiness Certification will be provided to the ESC for review and consideration as they prepare to vote on Stage Gate 5: Agency Readiness.

Summary

Overall Confidence Level



People	Processes	Technology	Data
Confidence Level - People	Confidence Level - Processes	Confidence Level - Technology	Confidence Level - Data
Criteria 1.1	Criteria 2.1	Criteria 3.1	Criteria 4.1
Criteria 1.2	Criteria 2.2	Criteria 3.2	Criteria 4.2
Criteria 1.3	Criteria 2.3	Criteria 3.3	Criteria 4.3
		Criteria 3.4	Criteria 4.4
		Criteria 3.5	Criteria 4.5

People

Criteria	Related RW Tasks			
1.1 Agency identified SMEs have been assigned end user roles based on job function.	Task ID	Task Name	Agency Reported Task Progress	Project Verification of Completion
	536-A	Create Agency Specific User Acceptance Testing Plan	100% - Submitted	Submission Complete
1.2 UAT Roles and Responsibilities have been identified in agency-specific UAT Plan.	536-B	Create Agency Specific User Acceptance Testing Plan	100% - Submitted	Submission Complete
1.3 SMEs have been identified and prepared to participate in UAT.	573-A	Complete and Submit End User Role Mapping Worksheet for UAT.	100% - Submitted	Submission Complete

Readiness Certification Worksheet					
Critical Operational Element	Criteria ID	Criteria	Criteria Met	Confidence Level	Comments
People	1.0	Overall People Readiness		Somewhat Concerned	EOG users are eager and ready to learn; however, they are unprepared to utilize the system at this time. Basic online training has only recently been provided and in person training has not yet occurred. We have shared and provided resources, but until training is complete, a sense of cautious uncertainty remains.
People	1.1	Agency identified SMEs have been assigned end user roles based on job function.	Yes		
People	1.2	UAT Roles and Responsibilities have been identified in agency-specific UAT Plan.	Yes		
People	1.3	SMEs have been identified and prepared to participate in UAT.	Yes		

Mitigation Plan

Criteria ID	Why has the criteria not been met?	What mitigating actions are being taken?	Who is responsible for supporting the mitigation?	Impact/workaround if mitigation is not completed?	Planned completion date of the mitigation steps?

Processes

Criteria	Related RW Tasks			
2.1 Agency UAT success criteria has been identified.	Task ID	Task Name	Agency Reported Task Progress	Project Verification of Completion
2.2 Change impacts have been identified for agency processes.	536-C	Create Agency Specific User Acceptance Testing Plan	100% - Submitted	Submission Complete
	560	Submit Change Analysis Tool	100% - Submitted	Submission Complete
	574	Prepare Documentation for User Acceptance Testing		
2.3 Creation of at least 75% of the Project-recommended standard UAT scenarios.				

Readiness Certification Worksheet					
Critical Operational Element	Criteria ID	Criteria	Criteria Met	Confidence Level	Comments
Processes	2.0	Overall Processes Readiness		Somewhat Concerned	While our agency has done as much as possible to prepare, we only currently understand generally how FL PALM will function based on workshops, workflows, and Knowledge Center. There are many details and unknowns that will hopefully be learned during training and UAT. We plan to utilize UAT to continue to fine tune and update processes and procedures. Until we have user comfort and a higher level of 'people readiness', we cannot indicate "process readiness" and understanding with confidence.
Processes	2.1	Agency UAT success criteria has been identified.	Yes		Please reference UAT Testing Plan.
Processes	2.2	Change impacts have been identified for agency processes.	Yes		

Processes	2.3	Creation of at least 75% of the Project-recommended standard UAT scenarios.	Yes	
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Mitigation Plan					
Criteria ID	Why has the criteria not been met?	What mitigating actions are being taken?	Who is responsible for supporting the mitigation?	Impact/workaround if mitigation is not completed?	Planned completion date of the mitigation steps?

Technology

Criteria	Related RW Tasks																				
3.1 Agency interface needs have been confirmed.	<table><tr><th>Task ID</th><th>Task Name</th><th>Agency Reported Task Progress</th><th>Project Verification of Completion</th></tr><tr><td>557</td><td>Confirm Interface Inventory for Cycle 2 Interface Testing</td><td>100% - Submitted</td><td>Submission Complete</td></tr><tr><td>576</td><td>Complete Internal Agency Business System Test and Remediation to prepare for Cycle 2 - Technical Interface Testing</td><td>100% - Submitted</td><td>Submission Complete</td></tr><tr><td>578</td><td>Confirm Identity Provider for Florida PALM</td><td>100% - Submitted</td><td>Submission Complete</td></tr><tr><td>591</td><td>Confirm IDP Configuration for Florida PALM</td><td>100% - Submitted</td><td>Submission Complete</td></tr></table>	Task ID	Task Name	Agency Reported Task Progress	Project Verification of Completion	557	Confirm Interface Inventory for Cycle 2 Interface Testing	100% - Submitted	Submission Complete	576	Complete Internal Agency Business System Test and Remediation to prepare for Cycle 2 - Technical Interface Testing	100% - Submitted	Submission Complete	578	Confirm Identity Provider for Florida PALM	100% - Submitted	Submission Complete	591	Confirm IDP Configuration for Florida PALM	100% - Submitted	Submission Complete
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3.4 Agency IdP has been confirmed, and configuration with the Florida PALM UAT environment is on track to be complete before the start of UAT.																					
3.5 Agency SME end users have been added to the agency's IdP for the Florida PALM UAT environment.																					

Readiness Certification Worksheet					
Critical Operational Element	Criteria ID	Criteria	Criteria Met	Confidence Level	Comments
Technology	3.0	Overall Technology Readiness		Extremely Confident	Our agency already had access to PALM for Cash Management (CMS).
Technology	3.1	Agency interface needs have been confirmed.	N/A		No interfaces to confirm.
Technology	3.2	Agency business system remediation for Tier 1 systems is at least 75% complete.	N/A		No business systems to remediate.
Technology	3.3	Agency business system testing environments have been established and are ready to begin technical interface testing with Florida PALM.	N/A		No business systems to test.
Technology	3.4	Agency IdP has been confirmed, and configuration with the Florida PALM UAT environment is on track to be complete before the start of UAT.	Yes		
Technology	3.5	Agency SME end users have been added to the agency's IdP for the Florida PALM UAT environment.	Yes		

Mitigation Plan					
Criteria ID	Why has the criteria not been met?	What mitigating actions are being taken?	Who is responsible for supporting the mitigation?	Impact/workaround if mitigation is not completed?	Planned completion date of the mitigation steps?

Data

Criteria	Related RW Tasks																								
4.1 Agency has documented reporting needs.	<table><tr><th>Task ID</th><th>Task Name</th><th>Agency Reported Task Progress</th><th>Project Verification of Completion</th></tr><tr><td>560</td><td>Submit Change Analysis Tool</td><td>100% - Submitted</td><td>Submission Complete</td></tr><tr><td>571</td><td>Complete Data Cleansing Based on Mock Conversion 2</td><td>100% - Submitted</td><td>Task Closed - Submission Incomplete</td></tr><tr><td>657</td><td>Submit Updated Configuration Workbooks</td><td>100% - Submitted</td><td>Submission Complete</td></tr><tr><td>659</td><td>Update Conversion Field Mapping</td><td>100% - Submitted</td><td>Task Closed - Submission Incomplete</td></tr><tr><td>574</td><td>Prepare Documentation for User Acceptance Testing</td><td></td><td></td></tr></table>	Task ID	Task Name	Agency Reported Task Progress	Project Verification of Completion	560	Submit Change Analysis Tool	100% - Submitted	Submission Complete	571	Complete Data Cleansing Based on Mock Conversion 2	100% - Submitted	Task Closed - Submission Incomplete	657	Submit Updated Configuration Workbooks	100% - Submitted	Submission Complete	659	Update Conversion Field Mapping	100% - Submitted	Task Closed - Submission Incomplete	574	Prepare Documentation for User Acceptance Testing		
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4.5 Agency has provided updated data mapping to support Mock Conversion 3.																									

Readiness Certification Worksheet					
Critical Operational Element	Criteria ID	Criteria	Criteria Met	Confidence Level	Comments
Data	4.0	Overall Data Readiness		Very Confident	Current EOG data is straightforward and should be ready to transition. We are still awaiting responses regarding understanding and validation of the general ledger.
Data	4.1	Agency has documented reporting needs.	Yes		
Data	4.2	Agency specific test data has been identified and documented, including source documents required for UAT scenarios.	Yes		EOG will build test source documents based on UAT training test scenarios and ranked tasks.

Data	4.3	Agency specific configurations have been confirmed.	Yes	
Data	4.4	Agency data is cleansed based on Mock Conversion 2 results.	Yes	
Data	4.5	Agency has provided updated data mapping to support Mock Conversion 3.	Yes	

Mitigation Plan					
Criteria ID	Why has the criteria not been met?	What mitigating actions are being taken?	Who is responsible for supporting the mitigation?	Impact/workaround if mitigation is not completed?	Planned completion date of the mitigation steps?

Agency Sponsor Confirmation

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Future Readiness Certification Submissions

- Readiness Certification 2 - November 2025**
- Agency Sponsors will provide the second update to Agency Readiness Certification (RW Task 606) to indicate the agency is ready to continue UAT and is prepared to soon begin agency-led sessions for agency end users and fully integrated UAT to test end to end processes, including agency business systems and enterprise systems.
- Readiness Certification 3 - March 2026**
- Agency Sponsors will provide the third update to Agency Readiness Certification (RW Task 619) providing an update of UAT progress, indicating the agency is ready to provide agency-specific training for their end users and prepare for cutover activities.
- Readiness Certification 4 - May 2026**
- Agency Sponsors will provide final submission of the Agency Readiness Certification (RW Task 628) indicating the culmination of all testing activities and that the agency is ready to go live. This final submission of Agency Readiness Certification will be provided to the ESC for review and consideration as they prepare to vote on Stage Gate 5: Agency Readiness.

Summary

Overall Confidence Level



People	Processes	Technology	Data
Confidence Level - People	Confidence Level - Processes	Confidence Level - Technology	Confidence Level - Data
Criteria 1.1	Criteria 2.1	Criteria 3.1	Criteria 4.1
Criteria 1.2	Criteria 2.2	Criteria 3.2	Criteria 4.2
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People

Criteria	Related RW Tasks			
1.1 Agency identified SMEs have been assigned end user roles based on job function.	Task ID	Task Name	Agency Reported Task Progress	Project Verification of Completion
	536-A	Create Agency Specific User Acceptance Testing Plan	100% - Submitted	Submission Complete
1.2 UAT Roles and Responsibilities have been identified in agency-specific UAT Plan.	536-B	Create Agency Specific User Acceptance Testing Plan	100% - Submitted	Submission Complete
1.3 SMEs have been identified and prepared to participate in UAT.	573-A	Complete and Submit End User Role Mapping Worksheet for UAT.	100% - Submitted	Submission Complete

Readiness Certification Worksheet					
Critical Operational Element	Criteria ID	Criteria	Criteria Met	Confidence Level	Comments
People	1.0	Overall People Readiness		Moderately Confident	
People	1.1	Agency identified SMEs have been assigned end user roles based on job function.	Yes	Becoming Confident	Role assignment knowledge articles were published very recently.
People	1.2	UAT Roles and Responsibilities have been identified in agency-specific UAT Plan.	Yes	Moderately Confident	PALM business processes has been taken as the basis for the UAT testing.
People	1.3	SMEs have been identified and prepared to participate in UAT.	Yes	Becoming Confident	Role assignment knowledge articles were published very recently. Dependency on schedule for each UAT-Online sessions to confirm the participations of identified SMEs for the respective UAT test sessions.

Mitigation Plan

Criteria ID	Why has the criteria not been met?	What mitigating actions are being taken?	Who is responsible for supporting the mitigation?	Impact/workaround if mitigation is not completed?	Planned completion date of the mitigation steps?

Processes

Criteria	Related RW Tasks			
2.1 Agency UAT success criteria has been identified.	Task ID	Task Name	Agency Reported Task Progress	Project Verification of Completion
	536-C	Create Agency Specific User Acceptance Testing Plan	100% - Submitted	Submission Complete
2.2 Change impacts have been identified for agency processes.	560	Submit Change Analysis Tool	100% - Submitted	Submission Complete
	574	Prepare Documentation for User Acceptance Testing	25% - Beginning Initial Internal Meetings and Information Gathering	
2.3 Creation of at least 75% of the Project-recommended standard UAT scenarios.				

Readiness Certification Worksheet					
Critical Operational Element	Criteria ID	Criteria	Criteria Met	Confidence Level	Comments
Processes	2.0	Overall Processes Readiness		Moderately Confident	
Processes	2.1	Agency UAT success criteria has been identified.	Yes	Very Confident	As part of the UAT Test Plan.
Processes	2.2	Change impacts have been identified for agency processes.	Yes	Moderately Confident	Ongoing changes to the activities list led to several rework.
Processes	2.3	Creation of at least 75% of the Project-recommended standard UAT scenarios.	No	Highly Concerned	Project-recommended UAT scenarios have been published today (7/11), need further analysis.

Mitigation Plan

Criteria ID	Why has the criteria not been met?	What mitigating actions are being taken?	Who is responsible for supporting the mitigation?	Impact/workaround if mitigation is not completed?	Planned completion date of the mitigation steps?
2.3	Project-recommended UAT scenarios have been published today (7/11), need further analysis.	Analysis of the 'Project Recommended' UAT scenarios to align with the prioritization for the agency.	Agency	Mis-alignment of the scenarios 'recommended' by the PALM project team, with the ones that have been prioritized by Agencies.	08/08/25

Technology

Criteria	Related RW Tasks			
3.1 Agency interface needs have been confirmed.	Task ID	Task Name	Agency Reported Task Progress	Project Verification of Completion
3.2 Agency business system remediation for Tier 1 systems is at least 75% complete.	557	Confirm Interface Inventory for Cycle 2 Interface Testing	100% - Submitted	Submission Complete
	576	Complete Internal Agency Business System Test and Remediation to prepare for Cycle 2 - Technical Interface Testing	100% - Submitted	Submission Complete
	578	Confirm Identity Provider for Florida PALM	100% - Submitted	Submission Complete
	591	Confirm IDP Configuration for Florida PALM	100% - Submitted	Submission Incomplete
3.3 Agency business system testing environments have been established and are ready to begin technical interface testing with Florida PALM.				
3.4 Agency IdP has been confirmed, and configuration with the Florida PALM UAT environment is on track to be complete before the start of UAT.				
3.5 Agency SME end users have been added to the agency's IdP for the Florida PALM UAT environment.				

Readiness Certification Worksheet

Critical Operational Element	Criteria ID	Criteria	Criteria Met	Confidence Level	Comments
Technology	3.0	Overall Technology Readiness		Moderately Confident	
Technology	3.1	Agency interface needs have been confirmed.	Yes	Extremely Confident	This has been Validated by FDC / FCOR and PALM.
Technology	3.2	Agency business system remediation for Tier 1 systems is at least 75% complete.	Yes	Moderately Confident	Agency needed to adopt an alternative approach to remediate the Agency Business Systems (ABS) due to PALM DW unavailability. Direct integration with PALM Outbound files has been reduced to 3 ABSs (CAIRS, Bar Code Scanning and Axiom Pro). CAIRS & Bar Code Scanning remediations are On-Track. Discussion in-progress with the 3rd party product vendor for remediation planning for Axiom Pro.
Technology	3.3	Agency business system testing environments have been established and are ready to begin technical interface testing with Florida PALM.	Yes	Moderately Confident	Infrastructure is in place. Dependency on specific schedule, validation process and automation of PALM Outbound interface files.
Technology	3.4	Agency IdP has been confirmed, and configuration with the Florida PALM UAT environment is on track to be complete before the start of UAT.	Yes	Moderately Confident	Working with the PALM project team to validate the IdP configuration for the FCOR agency.
Technology	3.5	Agency SME end users have been added to the agency's IdP for the Florida PALM UAT environment.	Yes	Very Confident	Agency has started validating the role assignment for SMEs in the IdP, after the troubleshooting session with PALM technical team.

Mitigation Plan

Criteria ID	Why has the criteria not been met?	What mitigating actions are being taken?	Who is responsible for supporting the mitigation?	Impact/workaround if mitigation is not completed?	Planned completion date of the mitigation steps?

Data

Criteria	Related RW Tasks			
4.1 Agency has documented reporting needs.	Task ID	Task Name	Agency Reported Task Progress	Project Verification of Completion
4.2 Agency specific test data has been identified and documented, including source documents required for UAT scenarios.	560	Submit Change Analysis Tool	100% - Submitted	Submission Complete
	571	Complete Data Cleansing Based on Mock Conversion 2	100% - Submitted	Submission Complete
	657	Submit Updated Configuration Workbooks	100% - Submitted	Submission Complete
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	574	Prepare Documentation for User Acceptance Testing	25% - Beginning Initial Internal Meetings and Information Gathering	
4.3 Agency specific configurations have been confirmed.				
4.4 Agency data is cleansed based on Mock Conversion 2 results.				
4.5 Agency has provided updated data mapping to support Mock Conversion 3.				

Readiness Certification Worksheet

Critical Operational Element	Criteria ID	Criteria	Criteria Met	Confidence Level	Comments
Data	4.0	Overall Data Readiness		Moderately Confident	
Data	4.1	Agency has documented reporting needs.	Yes	Extremely Confident	
Data	4.2	Agency specific test data has been identified and documented, including source documents required for UAT scenarios.	Yes	Moderately Confident	Agency is working on preparing the test data, as part of UAT test case/ preparation activities. Working with cross-agency forum on pre-UAT trainings and other pre-requisites.
Data	4.3	Agency specific configurations have been confirmed.	Yes	Moderately Confident	Limited time allowed for completing the configuration updates (657) and conversion mapping (659).
Data	4.4	Agency data is cleansed based on Mock Conversion 2 results.	Yes	Moderately Confident	Completed the data cleansing based on Mock Conversion 2 to the best of our ability, based on limited bandwidth availability due to other year-end closure activities in the agencies.
Data	4.5	Agency has provided updated data mapping to support Mock Conversion 3.	Yes	Moderately Confident	Limited time allowed for completing the configuration updates (657) and conversion mapping (659).

Mitigation Plan

Criteria ID	Why has the criteria not been met?	What mitigating actions are being taken?	Who is responsible for supporting the mitigation?	Impact/workaround if mitigation is not completed?	Planned completion date of the mitigation steps?
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Agency Sponsor Confirmation

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Future Readiness Certification Submissions

Readiness Certification 2 - November 2025

Agency Sponsors will provide the second update to Agency Readiness Certification (RW Task 606) to indicate the agency is ready to continue UAT and is prepared to soon begin agency-led sessions for agency end users and fully integrated UAT to test end to end processes, including agency business systems and enterprise systems.

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Agency Sponsors will provide the third update to Agency Readiness Certification (RW Task 619) providing an update of UAT progress, indicating the agency is ready to provide agency-specific training for their end users and prepare for cutover activities.

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Helpful Links

Agency Readiness Certification

FDC Readiness Certification Dashboard

Readiness Certification #1 Confirmation

Agency Sponsor Name:

Confirmed By:

Confirmation Date

Mark Tallent

mark.tallent@fdc.myflorida.com

07/14/25

Summary

Overall Confidence Level

People

Processes

Technology

Data

People

Criteria

Related RW Tasks

Readiness Certification Worksheet

Critical Operational Element	Criteria ID	Criteria	Criteria Met	Confidence Level	Comments
People	1.0	Overall People Readiness		Moderately Confident	
People	1.1	Agency identified SMEs have been assigned end user roles based on job function.	Yes	Becoming Confident	Role assignment knowledge articles were published very recently.
People	1.2	UAT Roles and Responsibilities have been identified in agency-specific UAT Plan.	Yes	Moderately Confident	PALM business processes has been taken as the basis for the UAT testing.
People	1.3	SMEs have been identified and prepared to participate in UAT.	Yes	Becoming Confident	Role assignment knowledge articles were published very recently. Dependency on schedule for each UAT-Online sessions to confirm the participations of identified SMEs for the respective UAT test sessions.

Mitigation Plan

Criteria ID	Why has the criteria not been met?	What mitigating actions are being taken?	Who is responsible for supporting the mitigation?	Impact/workaround if mitigation is not completed?	Planned completion date of the mitigation steps?

Processes

Criteria

Related RW Tasks

Readiness Certification Worksheet

Critical Operational Element	Criteria ID	Criteria	Criteria Met	Confidence Level	Comments
Processes	2.0	Overall Processes Readiness		Moderately Confident	
Processes	2.1	Agency UAT success criteria has been identified.	Yes	Very Confident	As part of the UAT Test Plan.
Processes	2.2	Change impacts have been identified for agency processes.	Yes	Moderately Confident	Ongoing changes to the activities list led to several rework.
Processes	2.3	Creation of at least 75% of the Project-recommended standard UAT scenarios.	No	Highly Concerned	Project-recommended UAT scenarios have been published today (7/11), need further analysis.

Mitigation Plan

Criteria ID	Why has the criteria not been met?	What mitigating actions are being taken?	Who is responsible for supporting the mitigation?	Impact/workaround if mitigation is not completed?	Planned completion date of the mitigation steps?
2.3	Project-recommended UAT scenarios have been published today (7/11), need further analysis.	Analysis of the 'Project Recommended' UAT scenarios to align with the prioritization for the agency.	Agency	Mis-alignment of the scenarios 'recommended' by the PALM project team, with the ones that have been prioritized by Agencies.	08/08/25

Technology

Criteria	Related RW Tasks			
3.1 Agency interface needs have been confirmed.	Task ID	Task Name	Agency Reported Task Progress	Project Verification of Completion
3.2 Agency business system remediation for Tier 1 systems is at least 75% complete.	557	Confirm Interface Inventory for Cycle 2 Interface Testing	100% - Submitted	Submission Complete
3.3 Agency business system testing environments have been established and are ready to begin technical interface testing with Florida PALM.	576	Complete Internal Agency Business System Test and Remediation to prepare for Cycle 2 - Technical Interface Testing	50% - In Progress	
3.4 Agency IdP has been confirmed, and configuration with the Florida PALM UAT environment is on track to be complete before the start of UAT.	578	Confirm Identity Provider for Florida PALM	100% - Submitted	Submission Complete
3.5 Agency SME end users have been added to the agency's IdP for the Florida PALM UAT environment.	591	Confirm IDP Configuration for Florida PALM	100% - Submitted	Submission Incomplete

Readiness Certification Worksheet

Critical Operational Element	Criteria ID	Criteria	Criteria Met	Confidence Level	Comments
Technology	3.0	Overall Technology Readiness		Moderately Confident	
Technology	3.1	Agency interface needs have been confirmed.	Yes	Extremely Confident	This has been Validated by FDC / FCOR and PALM.
Technology	3.2	Agency business system remediation for Tier 1 systems is at least 75% complete.	Yes	Moderately Confident	Agency needed to adopt an alternative approach to remediate the Agency Business Systems (ABS) due to PALM DW unavailability. Direct integration with PALM Outbound files has been reduced to 3 ABSs (CAIRS, Bar Code Scanning and Axiom Pro). CAIRS & Bar Code Scanning remediations are On-Track. Discussion in-progress with the 3rd party product vendor for remediation planning for Axiom Pro.
Technology	3.3	Agency business system testing environments have been established and are ready to begin technical interface testing with Florida PALM.	Yes	Moderately Confident	Infrastructure is in place. Dependency on specific schedule, validation process and automation of PALM Outbound interface files.
Technology	3.4	Agency IdP has been confirmed, and configuration with the Florida PALM UAT environment is on track to be complete before the start of UAT.	Yes	Extremely Confident	FDC: This has been validated and is ready.
Technology	3.5	Agency SME end users have been added to the agency's IdP for the Florida PALM UAT environment.	Yes	Very Confident	Agency has started validating the role assignment for SMEs in the IdP, after the troubleshooting session with PALM technical team.

Mitigation Plan

Criteria ID	Why has the criteria not been met?	What mitigating actions are being taken?	Who is responsible for supporting the mitigation?	Impact/workaround if mitigation is not completed?	Planned completion date of the mitigation steps?

Data

Criteria	Related RW Tasks			
4.1 Agency has documented reporting needs.	Task ID	Task Name	Agency Reported Task Progress	Project Verification of Completion
4.2 Agency specific test data has been identified and documented, including source documents required for UAT scenarios.	560	Submit Change Analysis Tool	100% - Submitted	Submission Complete
	571	Complete Data Cleansing Based on Mock Conversion 2	100% - Submitted	Task Closed - Submission Incomplete
	657	Submit Updated Configuration Workbooks	100% - Submitted	Task Closed - Submission Incomplete
	659	Update Conversion Field Mapping	100% - Submitted	Task Closed - Submission Incomplete
4.3 Agency specific configurations have been confirmed.	574	Prepare Documentation for User Acceptance Testing	25% - Beginning Initial Internal Meetings and Information Gathering	
4.4 Agency data is cleansed based on Mock Conversion 2 results.				
4.5 Agency has provided updated data mapping to support Mock Conversion 3.				

Readiness Certification Worksheet

Critical Operational Element	Criteria ID	Criteria	Criteria Met	Confidence Level	Comments
Data	4.0	Overall Data Readiness		Moderately Confident	
Data	4.1	Agency has documented reporting needs.	Yes	Extremely Confident	
Data	4.2	Agency specific test data has been identified and documented, including source documents required for UAT scenarios.	Yes	Moderately Confident	Agency is working on preparing the test data, as part of UAT test case/ preparation activities. Working with cross-agency forum on pre-UAT trainings and other pre-requisites.
Data	4.3	Agency specific configurations have been confirmed.	Yes	Somewhat Concerned	Limited time allowed for completing the configuration updates (657) and conversion mapping (659). These tasks were closed by the PALM project team as defined due dates, even the agencies were still working on these.
Data	4.4	Agency data is cleansed based on Mock Conversion 2 results.	Yes	Moderately Confident	Completed the data cleansing based on Mock Conversion 2 to the best of our ability, based on limited bandwidth availability due to other year-end closure activities in the agencies.
Data	4.5	Agency has provided updated data mapping to support Mock Conversion 3.	Yes	Somewhat Concerned	Limited time allowed for completing the configuration updates (657) and conversion mapping (659). These tasks were closed by the PALM project team as defined due dates, even the agencies were still working on these.

Mitigation Plan

Agency Sponsor Confirmation

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Future Readiness Certification Submissions

Readiness Certification 2 - November 2025

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Summary

Overall Confidence Level



People	Processes	Technology	Data
Confidence Level - People	Confidence Level - Processes	Confidence Level - Technology	Confidence Level - Data
Criteria 1.1	Criteria 2.1	Criteria 3.1	Criteria 4.1
Criteria 1.2	Criteria 2.2	Criteria 3.2	Criteria 4.2
Criteria 1.3	Criteria 2.3	Criteria 3.3	Criteria 4.3
		Criteria 3.4	Criteria 4.4
		Criteria 3.5	Criteria 4.5

People

Criteria	Related RW Tasks			
1.1 Agency identified SMEs have been assigned end user roles based on job function.	Task ID	Task Name	Agency Reported Task Progress	Project Verification of Completion
	536-A	Create Agency Specific User Acceptance Testing Plan	100% - Submitted	Submission Complete
1.2 UAT Roles and Responsibilities have been identified in agency-specific UAT Plan.	536-B	Create Agency Specific User Acceptance Testing Plan	100% - Submitted	Submission Complete
1.3 SMEs have been identified and prepared to participate in UAT.	573-A	Complete and Submit End User Role Mapping Worksheet for UAT.	100% - Submitted	Submission Complete

Readiness Certification Worksheet

Critical Operational Element	Criteria ID	Criteria	Criteria Met	Confidence Level	Comments
People	1.0	Overall People Readiness		Becoming Confident	
People	1.1	Agency identified SMEs have been assigned end user roles based on job function.	Yes		
People	1.2	UAT Roles and Responsibilities have been identified in agency-specific UAT Plan.	Yes		
People	1.3	SMEs have been identified and prepared to participate in UAT.	Yes		

Mitigation Plan

Criteria ID	Why has the criteria not been met?	What mitigating actions are being taken?	Who is responsible for supporting the mitigation?	Impact/workaround if mitigation is not completed?	Planned completion date of the mitigation steps?

Processes

Criteria	Related RW Tasks			
2.1 Agency UAT success criteria has been identified.	Task ID	Task Name	Agency Reported Task Progress	Project Verification of Completion
	536-C	Create Agency Specific User Acceptance Testing Plan	100% - Submitted	Submission Complete
	560	Submit Change Analysis Tool	75% - Consolidating/Inputting Information for Submission	
	574	Prepare Documentation for User Acceptance Testing	50% - In Progress	
2.2 Change impacts have been identified for agency processes.				
2.3 Creation of at least 75% of the Project-recommended standard UAT scenarios.				

Readiness Certification Worksheet

Critical Operational Element	Criteria ID	Criteria	Criteria Met	Confidence Level	Comments
Processes	2.0	Overall Processes Readiness		Moderately Confident	
Processes	2.1	Agency UAT success criteria has been identified.	Yes		
Processes	2.2	Change impacts have been identified for agency processes.	Yes		
Processes	2.3	Creation of at least 75% of the Project-recommended standard UAT scenarios.	Yes		

Mitigation Plan

Criteria ID	Why has the criteria not been met?	What mitigating actions are being taken?	Who is responsible for supporting the mitigation?	Impact/workaround if mitigation is not completed?	Planned completion date of the mitigation steps?

Technology

Criteria	Related RW Tasks			
3.1 Agency interface needs have been confirmed.	Task ID	Task Name	Agency Reported Task Progress	Project Verification of Completion
	557	Confirm Interface Inventory for Cycle 2 Interface Testing	100% - Submitted	Submission Complete
3.2 Agency business system remediation for Tier 1 systems is at least 75% complete.	576	Complete Internal Agency Business System Test and Remediation to prepare for Cycle 2 - Technical Interface Testing	50% - In Progress	
3.3 Agency business system testing environments have been established and are ready to begin technical interface testing with Florida PALM.	578	Confirm Identity Provider for Florida PALM	100% - Submitted	Submission Complete
3.4 Agency IdP has been confirmed, and configuration with the Florida PALM UAT environment is on track to be complete before the start of UAT.	591	Confirm IDP Configuration for Florida PALM	100% - Submitted	Submission Complete
3.5 Agency SME end users have been added to the agency's IdP for the Florida PALM UAT environment.				

Readiness Certification Worksheet

Critical Operational Element	Criteria ID	Criteria	Criteria Met	Confidence Level	Comments
Technology	3.0	Overall Technology Readiness		Very Confident	
Technology	3.1	Agency interface needs have been confirmed.	No		
Technology	3.2	Agency business system remediation for Tier 1 systems is at least 75% complete.	No		
Technology	3.3	Agency business system testing environments have been established and are ready to begin technical interface testing with Florida PALM.	Yes		
Technology	3.4	Agency IdP has been confirmed, and configuration with the Florida PALM UAT environment is on track to be complete before the start of UAT.	Yes		
Technology	3.5	Agency SME end users have been added to the agency's IdP for the Florida PALM UAT environment.	Yes		

Mitigation Plan

Criteria ID	Why has the criteria not been met?	What mitigating actions are being taken?	Who is responsible for supporting the mitigation?	Impact/workaround if mitigation is not completed?	Planned completion date of the mitigation steps?
3.1	Agency has recognized need for a new reporting system which will need data from some PALM outbound interfaces. The need for new reporting system was identified recently hence the delay in confirming interfaces.	We are in process of evaluating interfaces and will be able to provide updates within next few days.	ITS	FDLE will be limited to Data Warehouse and PALM canned reports and the retention schedule of those systems.	08/08/25
3.2	The complexity of the RAMS application code and time needed to modify this system is preventing us from reaching the 75% threshold currently.	We are increasing development efforts for RAMS.	ITS	If mitigation is not completed RAMS will not be able to interface with PALM application. The volume of manual interaction with PALM would be overwhelming for staff.	11/30/25

Data

Criteria	Related RW Tasks			
4.1 Agency has documented reporting needs.	Task ID	Task Name	Agency Reported Task Progress	Project Verification of Completion
4.2 Agency specific test data has been identified and documented, including source documents required for UAT scenarios.	560	Submit Change Analysis Tool	75% - Consolidating/Inputting Information for Submission	
4.3 Agency specific configurations have been confirmed.	571	Complete Data Cleansing Based on Mock Conversion 2	100% - Submitted	Task Closed - Submission Incomplete
4.4 Agency data is cleansed based on Mock Conversion 2 results.	657	Submit Updated Configuration Workbooks	100% - Submitted	Task Closed - Submission Incomplete
4.5 Agency has provided updated data mapping to support Mock Conversion 3.	659	Update Conversion Field Mapping	100% - Submitted	Task Closed - Submission Incomplete
	574	Prepare Documentation for User Acceptance Testing	50% - In Progress	

Readiness Certification Worksheet

Critical Operational Element	Criteria ID	Criteria	Criteria Met	Confidence Level	Comments
Data	4.0	Overall Data Readiness		Moderately Confident	
Data	4.1	Agency has documented reporting needs.	No		
Data	4.2	Agency specific test data has been identified and documented, including source documents required for UAT scenarios.	No		
Data	4.3	Agency specific configurations have been confirmed.	Yes		
Data	4.4	Agency data is cleansed based on Mock Conversion 2 results.	Yes		
Data	4.5	Agency has provided updated data mapping to support Mock Conversion 3.	Yes		

Mitigation Plan

Criteria ID	Why has the criteria not been met?	What mitigating actions are being taken?	Who is responsible for supporting the mitigation?	Impact/workaround if mitigation is not completed?	Planned completion date of the mitigation steps?
4.1	Time constraints and staffing limitations.	We have identified the current reports being used. These will be cross-walked to PALM reports and Data Warehouse reports to identify any gaps in our needs.	Office of Financial Management	This will be completed. Impact would be that we could potentially miss out on reports that would be required to perform certain processes.	08/13/25
4.2	Other things have taken priority since we had associated this with Task 574 - Prepare for UAT with a due date of 8/8/25	This will be completed by the 8/8 deadline for Task 574	Office of Financial Management	This will be completed. Impact would be that we would not have necessary information to be able to test PALM fully.	08/08/25

Agency Sponsor Confirmation

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Future Readiness Certification Submissions

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Summary

Overall Confidence Level

People		Processes		Technology		Data	
Confidence Level - People		Confidence Level - Processes		Confidence Level - Technology		Confidence Level - Data	
Criteria 1.1		Criteria 2.1		Criteria 3.1		Criteria 4.1	
Criteria 1.2		Criteria 2.2		Criteria 3.2		Criteria 4.2	
Criteria 1.3		Criteria 2.3		Criteria 3.3		Criteria 4.3	
				Criteria 3.4		Criteria 4.4	
				Criteria 3.5		Criteria 4.5	

People

Criteria	Related RW Tasks			
1.1 Agency identified SMEs have been assigned end user roles based on job function.	Task ID	Task Name	Agency Reported Task Progress	Project Verification of Completion
	536-A	Create Agency Specific User Acceptance Testing Plan	100% - Submitted	Submission Complete
1.2 UAT Roles and Responsibilities have been identified in agency-specific UAT Plan.	536-B	Create Agency Specific User Acceptance Testing Plan	100% - Submitted	Submission Complete
1.3 SMEs have been identified and prepared to participate in UAT.	573-A	Complete and Submit End User Role Mapping Worksheet for UAT.	100% - Submitted	Task Closed - Submission Incomplete

Readiness Certification Worksheet

Critical Operational Element	Criteria ID	Criteria	Criteria Met	Confidence Level	Comments
People	1.0	Overall People Readiness		Very Confident	
People	1.1	Agency identified SMEs have been assigned end user roles based on job function.	Yes		
People	1.2	UAT Roles and Responsibilities have been identified in agency-specific UAT Plan.	Yes		
People	1.3	SMEs have been identified and prepared to participate in UAT.	Yes		SMEs have been identified, introduced to PALM training, and involved in UAT test case creation.

Mitigation Plan

Criteria ID	Why has the criteria not been met?	What mitigating actions are being taken?	Who is responsible for supporting the mitigation?	Impact/workaround if mitigation is not completed?	Planned completion date of the mitigation steps?

Processes

Criteria	Related RW Tasks			
2.1 Agency UAT success criteria has been identified.	Task ID	Task Name	Agency Reported Task Progress	Project Verification of Completion
	536-C	Create Agency Specific User Acceptance Testing Plan	100% - Submitted	Submission Complete
	560	Submit Change Analysis Tool	100% - Submitted	Submission Complete
	574	Prepare Documentation for User Acceptance Testing	75% - Consolidating/Inputting Information for Submission	
2.2 Change impacts have been identified for agency processes.				
2.3 Creation of at least 75% of the Project-recommended standard UAT scenarios.				

Readiness Certification Worksheet

Critical Operational Element	Criteria ID	Criteria	Criteria Met	Confidence Level	Comments
Processes	2.0	Overall Processes Readiness		Very Confident	
Processes	2.1	Agency UAT success criteria has been identified.	Yes		
Processes	2.2	Change impacts have been identified for agency processes.	Yes		
Processes	2.3	Creation of at least 75% of the Project-recommended standard UAT scenarios.	Yes		

Mitigation Plan

Criteria ID	Why has the criteria not been met?	What mitigating actions are being taken?	Who is responsible for supporting the mitigation?	Impact/workaround if mitigation is not completed?	Planned completion date of the mitigation steps?
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Technology

Criteria	Related RW Tasks																				
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Readiness Certification Worksheet

Critical Operational Element	Criteria ID	Criteria	Criteria Met	Confidence Level	Comments
Technology	3.0	Overall Technology Readiness		Becoming Confident	
Technology	3.1	Agency interface needs have been confirmed.	Yes		
Technology	3.2	Agency business system remediation for Tier 1 systems is at least 75% complete.	No		Access to a PALM UAT environment is crucial for remediation of three Tier 1 agency data systems. These systems rely on updated encumbrance and allotment balance information for data validations, information warehouse data for reporting, and need validation of inter/intra unit transfer functionality in order to be properly remediated. Remediation of these systems will remain below 60% complete until we have access to a PALM UAT environment and access to interface testing data from the Florida PALM system.
Technology	3.3	Agency business system testing environments have been established and are ready to begin technical interface testing with Florida PALM.	No		Agency PALM Development environment is built and unit testing is underway in this environment. Establishment of the UAT environment is currently scheduled to be completed slightly after the beginning of UAT
Technology	3.4	Agency IdP has been confirmed, and configuration with the Florida PALM UAT environment is on track to be complete before the start of UAT.	Yes		
Technology	3.5	Agency SME end users have been added to the agency's IdP for the Florida PALM UAT environment.	Yes		

Mitigation Plan

Criteria ID	Why has the criteria not been met?	What mitigating actions are being taken?	Who is responsible for supporting the mitigation?	Impact/workaround if mitigation is not completed?	Planned completion date of the mitigation steps?
3.2	The agency does not have access to a PALM test environment, the PALM data warehouse, or interface testing data.	Mitigation actions are not feasible as continued development is contingent upon the ability to enter into UAT and test PALM functionality, interfaces, and data warehouse reporting.	Agency Technical Leads and Developers	Further development of agency business systems will be hindered and based upon assumed PALM capability that has not yet been observed or tested.	08/01/25
3.3	Recurring changes to interface layouts and the lack of data entity relationships for interfaces have made it very challenging to finalize the data model for the PALM development environment. We believe we now have the final data model that will be used for UAT in our development environment and anticipate having our UAT environment complete on August 8.	The development environment will be used for interface testing if the UAT environment is not ready in time.	Agency interface developers and database administrators	Not needed. The development environment has the capability to be used for interface testing.	08/01/25

Data

Criteria	Related RW Tasks			
4.1 Agency has documented reporting needs.	Task ID	Task Name	Agency Reported Task Progress	Project Verification of Completion
4.2 Agency specific test data has been identified and documented, including source documents required for UAT scenarios.	560	Submit Change Analysis Tool	100% - Submitted	Submission Complete
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	657	Submit Updated Configuration Workbooks	100% - Submitted	Submission Complete
	659	Update Conversion Field Mapping	100% - Submitted	Submission Complete
	574	Prepare Documentation for User Acceptance Testing	75% - Consolidating/Inputting Information for Submission	
4.3 Agency specific configurations have been confirmed.				
4.4 Agency data is cleansed based on Mock Conversion 2 results.				
4.5 Agency has provided updated data mapping to support Mock Conversion 3.				

Readiness Certification Worksheet

Critical Operational Element	Criteria ID	Criteria	Criteria Met	Confidence Level	Comments
Data	4.0	Overall Data Readiness		Very Confident	
Data	4.1	Agency has documented reporting needs.	Yes		
Data	4.2	Agency specific test data has been identified and documented, including source documents required for UAT scenarios.	Yes		
Data	4.3	Agency specific configurations have been confirmed.	Yes		

Data	4.4	Agency data is cleansed based on Mock Conversion 2 results.	Yes		
Data	4.5	Agency has provided updated data mapping to support Mock Conversion 3.	Yes		

Mitigation Plan

Criteria ID	Why has the criteria not been met?	What mitigating actions are being taken?	Who is responsible for supporting the mitigation?	Impact/workaround if mitigation is not completed?	Planned completion date of the mitigation steps?

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Future Readiness Certification Submissions

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- Readiness Certification 4 - May 2026**
Agency Sponsors will provide final submission of the Agency Readiness Certification (RW Task 628) indicating the culmination of all testing activities and that the agency is ready to go live. This final submission of Agency Readiness Certification will be provided to the ESC for review and consideration as they prepare to vote on Stage Gate 5: Agency Readiness.

Summary

Overall Confidence Level



People	Processes	Technology	Data
Confidence Level - People	Confidence Level - Processes	Confidence Level - Technology	Confidence Level - Data
Criteria 1.1	Criteria 2.1	Criteria 3.1	Criteria 4.1
Criteria 1.2	Criteria 2.2	Criteria 3.2	Criteria 4.2
Criteria 1.3	Criteria 2.3	Criteria 3.3	Criteria 4.3
		Criteria 3.4	Criteria 4.4
		Criteria 3.5	Criteria 4.5

People

Criteria	Related RW Tasks			
1.1 Agency identified SMEs have been assigned end user roles based on job function.	Task ID	Task Name	Agency Reported Task Progress	Project Verification of Completion
	536-A	Create Agency Specific User Acceptance Testing Plan	100% - Submitted	Submission Complete
1.2 UAT Roles and Responsibilities have been identified in agency-specific UAT Plan.	536-B	Create Agency Specific User Acceptance Testing Plan	100% - Submitted	Submission Complete
1.3 SMEs have been identified and prepared to participate in UAT.	573-A	Complete and Submit End User Role Mapping Worksheet for UAT.	100% - Submitted	Submission Complete

Readiness Certification Worksheet					
Critical Operational Element	Criteria ID	Criteria	Criteria Met	Confidence Level	Comments
People	1.0	Overall People Readiness		Moderately Confident	
People	1.1	Agency identified SMEs have been assigned end user roles based on job function.	Yes		
People	1.2	UAT Roles and Responsibilities have been identified in agency-specific UAT Plan.	Yes		
People	1.3	SMEs have been identified and prepared to participate in UAT.	Yes		

Mitigation Plan					
Criteria ID	Why has the criteria not been met?	What mitigating actions are being taken?	Who is responsible for supporting the mitigation?	Impact/workaround if mitigation is not completed?	Planned completion date of the mitigation steps?

Processes

Criteria	Related RW Tasks			
2.1 Agency UAT success criteria has been identified.	Task ID	Task Name	Agency Reported Task Progress	Project Verification of Completion
	536-C	Create Agency Specific User Acceptance Testing Plan	Pending Resubmission	Submission Incomplete
2.2 Change impacts have been identified for agency processes.	560	Submit Change Analysis Tool	100% - Submitted	Submission Complete
	574	Prepare Documentation for User Acceptance Testing	25% - Beginning Initial Internal Meetings and Information Gathering	
2.3 Creation of at least 75% of the Project-recommended standard UAT scenarios.				

Readiness Certification Worksheet					
Critical Operational Element	Criteria ID	Criteria	Criteria Met	Confidence Level	Comments
Processes	2.0	Overall Processes Readiness		Moderately Confident	
Processes	2.1	Agency UAT success criteria has been identified.	Yes		
Processes	2.2	Change impacts have been identified for agency processes.	Yes		
Processes	2.3	Creation of at least 75% of the Project-recommended standard UAT scenarios.	Yes		

Mitigation Plan					
Criteria ID	Why has the criteria not been met?	What mitigating actions are being taken?	Who is responsible for supporting the mitigation?	Impact/workaround if mitigation is not completed?	Planned completion date of the mitigation steps?

Technology

Criteria

3.1 Agency interface needs have been confirmed.

3.2 Agency business system remediation for Tier 1 systems is at least 75% complete.

3.3 Agency business system testing environments have been established and are ready to begin technical interface testing with Florida PALM.

3.4 Agency IdP has been confirmed, and configuration with the Florida PALM UAT environment is on track to be complete before the start of UAT.

3.5 Agency SME end users have been added to the agency's IdP for the Florida PALM UAT environment.

Related RW Tasks

Task ID	Task Name	Agency Reported Task Progress	Project Verification of Completion
557	Confirm Interface Inventory for Cycle 2 Interface Testing	100% - Submitted	Submission Complete
576	Complete Internal Agency Business System Test and Remediation to prepare for Cycle 2 - Technical Interface Testing	75% - Consolidating/Inputting Information for Submission	
578	Confirm Identity Provider for Florida PALM	100% - Submitted	Submission Complete
591	Confirm IDP Configuration for Florida PALM	Pending Resubmission	Submission Incomplete

Readiness Certification Worksheet

Critical Operational Element	Criteria ID	Criteria	Criteria Met	Confidence Level	Comments
Technology	3.0	Overall Technology Readiness		Moderately Confident	
Technology	3.1	Agency interface needs have been confirmed.	Yes		
Technology	3.2	Agency business system remediation for Tier 1 systems is at least 75% complete.	Yes		
Technology	3.3	Agency business system testing environments have been established and are ready to begin technical interface testing with Florida PALM.	Yes		
Technology	3.4	Agency IdP has been confirmed, and configuration with the Florida PALM UAT environment is on track to be complete before the start of UAT.	Yes		
Technology	3.5	Agency SME end users have been added to the agency's IdP for the Florida PALM UAT environment.	Yes		

Mitigation Plan

Criteria ID	Why has the criteria not been met?	What mitigating actions are being taken?	Who is responsible for supporting the mitigation?	Impact/workaround if mitigation is not completed?	Planned completion date of the mitigation steps?

Data

Criteria

4.1 Agency has documented reporting needs.

4.2 Agency specific test data has been identified and documented, including source documents required for UAT scenarios.

4.3 Agency specific configurations have been confirmed.

4.4 Agency data is cleansed based on Mock Conversion 2 results.

4.5 Agency has provided updated data mapping to support Mock Conversion 3.

Related RW Tasks

Task ID	Task Name	Agency Reported Task Progress	Project Verification of Completion
560	Submit Change Analysis Tool	100% - Submitted	Submission Complete
571	Complete Data Cleansing Based on Mock Conversion 2	100% - Submitted	Submission Complete
657	Submit Updated Configuration Workbooks	100% - Submitted	Submission Complete
659	Update Conversion Field Mapping	100% - Submitted	Submission Complete
574	Prepare Documentation for User Acceptance Testing	25% - Beginning Initial Internal Meetings and Information Gathering	

Readiness Certification Worksheet

Critical Operational Element	Criteria ID	Criteria	Criteria Met	Confidence Level	Comments
Data	4.0	Overall Data Readiness		Moderately Confident	
Data	4.1	Agency has documented reporting needs.	Yes		
Data	4.2	Agency specific test data has been identified and documented, including source documents required for UAT scenarios.	Yes		
Data	4.3	Agency specific configurations have been confirmed.	Yes		
Data	4.4	Agency data is cleansed based on Mock Conversion 2 results.	Yes		
Data	4.5	Agency has provided updated data mapping to support Mock Conversion 3.	Yes		

Mitigation Plan

Criteria ID	Why has the criteria not been met?	What mitigating actions are being taken?	Who is responsible for supporting the mitigation?	Impact/workaround if mitigation is not completed?	Planned completion date of the mitigation steps?

Agency Sponsor Confirmation

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

Agency Sponsor Name: *

☐ Confirm *

Future Readiness Certification Submissions

Readiness Certification 2 - November 2025

Agency Sponsors will provide the second update to Agency Readiness Certification (RW Task 606) to indicate the agency is ready to continue UAT and is prepared to soon begin agency-led sessions for agency end users and fully integrated UAT to test end to end processes, including agency business systems and enterprise systems.

Readiness Certification 3 - March 2026

Agency Sponsors will provide the third update to Agency Readiness Certification (RW Task 619) providing an update of UAT progress, indicating the agency is ready to provide agency-specific training for their end users and prepare for cutover activities.

Readiness Certification 4 - May 2026

Agency Sponsors will provide final submission of the Agency Readiness Certification (RW Task 628) indicating the culmination of all testing activities and that the agency is ready to go live. This final submission of Agency Readiness Certification will be provided to the ESC for review and consideration as they prepare to vote on Stage Gate 5: Agency Readiness.

Helpful Links

Agency Readiness Certification

FLHSMV Readiness Certification Dashboard

Readiness Certification #1 Confirmation

Agency Sponsor Name:

Steve Burch

Confirmed By:

steveburch@flhsmv.gov

Confirmation Date

07/18/25

Summary

Overall Confidence Level

People

Confidence Level - People

Criteria 1.1

Criteria 1.2

Criteria 1.3

Processes

Confidence Level - Processes

Criteria 2.1

Criteria 2.2

Criteria 2.3

Technology

Confidence Level - Technology

Criteria 3.1

Criteria 3.2

Criteria 3.3

Criteria 3.4

Criteria 3.5

Data

Confidence Level - Data

Criteria 4.1

Criteria 4.2

Criteria 4.3

Criteria 4.4

Criteria 4.5

People

Criteria

1.1 Agency identified SMEs have been assigned end user roles based on job function.

1.2 UAT Roles and Responsibilities have been identified in agency-specific UAT Plan.

1.3 SMEs have been identified and prepared to participate in UAT.

Related RW Tasks

Task ID

536-A

Task Name

Create Agency Specific User Acceptance Testing Plan

Agency Reported Task Progress

100% - Submitted

Project Verification of Completion

Submission Complete

Task ID

536-B

Task Name

Create Agency Specific User Acceptance Testing Plan

Agency Reported Task Progress

100% - Submitted

Project Verification of Completion

Submission Complete

Task ID

573-A

Task Name

Complete and Submit End User Role Mapping Worksheet for UAT.

Agency Reported Task Progress

100% - Submitted

Project Verification of Completion

Submission Complete

Readiness Certification Worksheet

Critical Operational Element

People

Criteria ID

1.0

Criteria

Overall People Readiness

Criteria Met

Confidence Level

Becoming Confident

Comments

Critical Operational Element

People

Criteria ID

1.1

Criteria

Agency identified SMEs have been assigned end user roles based on job function.

Criteria Met

Yes

Confidence Level

Comments

Critical Operational Element

People

Criteria ID

1.2

Criteria

UAT Roles and Responsibilities have been identified in agency-specific UAT Plan.

Criteria Met

Yes

Confidence Level

Comments

Critical Operational Element

People

Criteria ID

1.3

Criteria

SMEs have been identified and prepared to participate in UAT.

Criteria Met

Yes

Confidence Level

Comments

Mitigation Plan

Criteria ID

Why has the criteria not been met?

What mitigating actions are being taken?

Who is responsible for supporting the mitigation?

Impact/workaround if mitigation is not completed?

Planned completion date of the mitigation steps?

Processes

Criteria

2.1 Agency UAT success criteria has been identified.

2.2 Change impacts have been identified for agency processes.

2.3 Creation of at least 75% of the Project-recommended standard UAT scenarios.

Related RW Tasks

Task ID

536-C

Task Name

Create Agency Specific User Acceptance Testing Plan

Agency Reported Task Progress

100% - Submitted

Project Verification of Completion

Submission Complete

Task ID

560

Task Name

Submit Change Analysis Tool

Agency Reported Task Progress

100% - Submitted

Project Verification of Completion

Submission Complete

Task ID

574

Task Name

Prepare Documentation for User Acceptance Testing

Agency Reported Task Progress

75% - Consolidating/Inputting Information for Submission

Project Verification of Completion

Readiness Certification Worksheet

Critical Operational Element

Processes

Criteria ID

2.0

Criteria

Overall Processes Readiness

Criteria Met

Confidence Level

Becoming Confident

Comments

Critical Operational Element

Processes

Criteria ID

2.1

Criteria

Agency UAT success criteria has been identified.

Criteria Met

Yes

Confidence Level

Comments

Critical Operational Element

Processes

Criteria ID

2.2

Criteria

Change impacts have been identified for agency processes.

Criteria Met

Yes

Confidence Level

Comments

Critical Operational Element

Processes

Criteria ID

2.3

Criteria

Creation of at least 75% of the Project-recommended standard UAT scenarios.

Criteria Met

Yes

Confidence Level

Comments

Mitigation Plan

Criteria ID

Why has the criteria not been met?

What mitigating actions are being taken?

Who is responsible for supporting the mitigation?

Impact/workaround if mitigation is not completed?

Planned completion date of the mitigation steps?

Technology

Criteria	Related RW Tasks			
3.1 Agency interface needs have been confirmed.	Task ID	Task Name	Agency Reported Task Progress	Project Verification of Completion
3.2 Agency business system remediation for Tier 1 systems is at least 75% complete.	557	Confirm Interface Inventory for Cycle 2 Interface Testing	100% - Submitted	Submission Complete
3.3 Agency business system testing environments have been established and are ready to begin technical interface testing with Florida PALM.	576	Complete Internal Agency Business System Test and Remediation to prepare for Cycle 2 - Technical Interface Testing	75% - Consolidating/Inputting Information for Submission	
3.4 Agency IdP has been confirmed, and configuration with the Florida PALM UAT environment is on track to be complete before the start of UAT.	578	Confirm Identity Provider for Florida PALM	100% - Submitted	Submission Complete
3.5 Agency SME end users have been added to the agency's IdP for the Florida PALM UAT environment.	591	Confirm IDP Configuration for Florida PALM	100% - Submitted	Submission Complete

Readiness Certification Worksheet

Critical Operational Element	Criteria ID	Criteria	Criteria Met	Confidence Level	Comments
Technology	3.0	Overall Technology Readiness		Becoming Confident	
Technology	3.1	Agency interface needs have been confirmed.	Yes		
Technology	3.2	Agency business system remediation for Tier 1 systems is at least 75% complete.	Yes		As of 7/16/25 tier 1 interface team status meeting, all developers have met or confirmed they will meet deliverables by PALM's scheduled planned test start date(s), and no blockers were raised. Internal development is overall approximately 70% complete, but adequate for FLHSMV to enter PALM interface testing. Note: FRVIS is tier 2.
Technology	3.3	Agency business system testing environments have been established and are ready to begin technical interface testing with Florida PALM.	Yes		
Technology	3.4	Agency IdP has been confirmed, and configuration with the Florida PALM UAT environment is on track to be complete before the start of UAT.	Yes		Confirmed no need for additional configuration.
Technology	3.5	Agency SME end users have been added to the agency's IdP for the Florida PALM UAT environment.	Yes		Agency lead confirmed 6/30/25 added users to group. Both agency SAMs tested successfully as of 7/2/2025.

Mitigation Plan

Criteria ID	Why has the criteria not been met?	What mitigating actions are being taken?	Who is responsible for supporting the mitigation?	Impact/workaround if mitigation is not completed?	Planned completion date of the mitigation steps?

Data

Criteria	Related RW Tasks			
4.1 Agency has documented reporting needs.	Task ID	Task Name	Agency Reported Task Progress	Project Verification of Completion
4.2 Agency specific test data has been identified and documented, including source documents required for UAT scenarios.	560	Submit Change Analysis Tool	100% - Submitted	Submission Complete
	571	Complete Data Cleansing Based on Mock Conversion 2	100% - Submitted	Submission Complete
	657	Submit Updated Configuration Workbooks	100% - Submitted	Submission Complete
	659	Update Conversion Field Mapping	100% - Submitted	Submission Complete
	574	Prepare Documentation for User Acceptance Testing	75% - Consolidating/Inputting Information for Submission	
4.3 Agency specific configurations have been confirmed.				
4.4 Agency data is cleansed based on Mock Conversion 2 results.				
4.5 Agency has provided updated data mapping to support Mock Conversion 3.				

Readiness Certification Worksheet

Critical Operational Element	Criteria ID	Criteria	Criteria Met	Confidence Level	Comments
Data	4.0	Overall Data Readiness		Moderately Confident	
Data	4.1	Agency has documented reporting needs.	Yes		
Data	4.2	Agency specific test data has been identified and documented, including source documents required for UAT scenarios.	Yes		Confirming via task 574.
Data	4.3	Agency specific configurations have been confirmed.	Yes		Tasks submitted on time by June 20 deadline, without errors, and verified as completed by PALM.
Data	4.4	Agency data is cleansed based on Mock Conversion 2 results.	Yes		Tasks submitted on time by June 20 deadline, without errors, and verified as completed by PALM.
Data	4.5	Agency has provided updated data mapping to support Mock Conversion 3.	Yes		Tasks submitted on time by June 20 deadline, without errors, and verified as completed by PALM.

Mitigation Plan

Criteria ID	Why has the criteria not been met?	What mitigating actions are being taken?	Who is responsible for supporting the mitigation?	Impact/workaround if mitigation is not completed?	Planned completion date of the mitigation steps?

Agency Sponsor Confirmation

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

Agency Sponsor Name: *

☐ Confirm *

Future Readiness Certification Submissions

Readiness Certification 2 - November 2025

Agency Sponsors will provide the second update to Agency Readiness Certification (RW Task 606) to indicate the agency is ready to continue UAT and is prepared to soon begin agency-led sessions for agency end users and fully integrated UAT to test end to end processes, including agency business systems and enterprise systems.

Readiness Certification 3 - March 2026

Agency Sponsors will provide the third update to Agency Readiness Certification (RW Task 619) providing an update of UAT progress, indicating the agency is ready to provide agency-specific training for their end users and prepare for cutover activities.

Readiness Certification 4 - May 2026

Agency Sponsors will provide final submission of the Agency Readiness Certification (RW Task 628) indicating the culmination of all testing activities and that the agency is ready to go live. This final submission of Agency Readiness Certification will be provided to the ESC for review and consideration as they prepare to vote on Stage Gate 5: Agency Readiness.

Summary

Overall Confidence Level

People

Confidence Level - People	
Criteria 1.1	
Criteria 1.2	
Criteria 1.3	

Processes

Confidence Level - Processes	
Criteria 2.1	
Criteria 2.2	
Criteria 2.3	

Technology

Confidence Level - Technology	
Criteria 3.1	
Criteria 3.2	
Criteria 3.3	
Criteria 3.4	
Criteria 3.5	

Data

Confidence Level - Data	
Criteria 4.1	
Criteria 4.2	
Criteria 4.3	
Criteria 4.4	
Criteria 4.5	

People			
Criteria		Related RW Tasks	
1.1 Agency identified SMEs have been assigned end user roles based on job function.		Task ID	Task Name
1.2 UAT Roles and Responsibilities have been identified in agency-specific UAT Plan.		Agency Reported Task Progress	Project Verification of Completion
1.3 SMEs have been identified and prepared to participate in UAT.		536-A	Create Agency Specific User Acceptance Testing Plan
		536-B	Create Agency Specific User Acceptance Testing Plan
		573-A	Complete and Submit End User Role Mapping Worksheet for UAT.

Readiness Certification Worksheet					
Critical Operational Element	Criteria ID	Criteria	Criteria Met	Confidence Level	Comments
People	1.0	Overall People Readiness	Yes	Moderately Confident	
People	1.1	Agency identified SMEs have been assigned end user roles based on job function.	Yes	Extremely Confident	
People	1.2	UAT Roles and Responsibilities have been identified in agency-specific UAT Plan.	Yes	Extremely Confident	
People	1.3	SMEs have been identified and prepared to participate in UAT.	Yes	Extremely Confident	

Mitigation Plan					
Criteria ID	Why has the criteria not been met?	What mitigating actions are being taken?	Who is responsible for supporting the mitigation?	Impact/workaround if mitigation is not completed?	Planned completion date of the mitigation steps?

Processes			
Criteria		Related RW Tasks	
2.1 Agency UAT success criteria has been identified.		Task ID	Task Name
2.2 Change impacts have been identified for agency processes.		Agency Reported Task Progress	Project Verification of Completion
2.3 Creation of at least 75% of the Project-recommended standard UAT scenarios.		536-C	Create Agency Specific User Acceptance Testing Plan
		560	Submit Change Analysis Tool
		574	Prepare Documentation for User Acceptance Testing

Readiness Certification Worksheet					
Critical Operational Element	Criteria ID	Criteria	Criteria Met	Confidence Level	Comments
Processes	2.0	Overall Processes Readiness	Yes	Extremely Confident	
Processes	2.1	Agency UAT success criteria has been identified.	Yes	Extremely Confident	
Processes	2.2	Change impacts have been identified for agency processes.	Yes	Moderately Confident	
Processes	2.3	Creation of at least 75% of the Project-recommended standard UAT scenarios.	Yes	Very Confident	

Mitigation Plan					
Criteria ID	Why has the criteria not been met?	What mitigating actions are being taken?	Who is responsible for supporting the mitigation?	Impact/workaround if mitigation is not completed?	Planned completion date of the mitigation steps?

Technology

Criteria

3.1 Agency interface needs have been confirmed.

3.2 Agency business system remediation for Tier 1 systems is at least 75% complete.

3.3 Agency business system testing environments have been established and are ready to begin technical interface testing with Florida PALM.

3.4 Agency IdP has been confirmed, and configuration with the Florida PALM UAT environment is on track to be complete before the start of UAT.

3.5 Agency SME end users have been added to the agency's IdP for the Florida PALM UAT environment.

Related RW Tasks

Task ID	Task Name	Agency Reported Task Progress	Project Verification of Completion
557	Confirm Interface Inventory for Cycle 2 Interface Testing	100% - Submitted	Submission Complete
576	Complete Internal Agency Business System Test and Remediation to prepare for Cycle 2 - Technical Interface Testing	100% - Submitted	Submission Complete
578	Confirm Identity Provider for Florida PALM	100% - Submitted	Submission Complete
591	Confirm IDP Configuration for Florida PALM	100% - Submitted	Submission Complete

Readiness Certification Worksheet

Critical Operational Element	Criteria ID	Criteria	Criteria Met	Confidence Level	Comments
Technology	3.0	Overall Technology Readiness	Yes	Extremely Confident	
Technology	3.1	Agency interface needs have been confirmed.	N/A	Extremely Confident	We do not use business interfaces
Technology	3.2	Agency business system remediation for Tier 1 systems is at least 75% complete.	N/A	Extremely Confident	We do not use business interfaces
Technology	3.3	Agency business system testing environments have been established and are ready to begin technical interface testing with Florida PALM.	N/A	Extremely Confident	We do not use business interfaces
Technology	3.4	Agency IdP has been confirmed, and configuration with the Florida PALM UAT environment is on track to be complete before the start of UAT.	Yes	Extremely Confident	
Technology	3.5	Agency SME end users have been added to the agency's IdP for the Florida PALM UAT environment.	Yes	Extremely Confident	

Mitigation Plan

Criteria ID	Why has the criteria not been met?	What mitigating actions are being taken?	Who is responsible for supporting the mitigation?	Impact/workaround if mitigation is not completed?	Planned completion date of the mitigation steps?

Data

Criteria

4.1 Agency has documented reporting needs.

4.2 Agency specific test data has been identified and documented, including source documents required for UAT scenarios.

4.3 Agency specific configurations have been confirmed.

4.4 Agency data is cleansed based on Mock Conversion 2 results.

4.5 Agency has provided updated data mapping to support Mock Conversion 3.

Related RW Tasks

Task ID	Task Name	Agency Reported Task Progress	Project Verification of Completion
560	Submit Change Analysis Tool	Pending Resubmission	Submission Incomplete
571	Complete Data Cleansing Based on Mock Conversion 2	100% - Submitted	Task Closed - Submission Incomplete
657	Submit Updated Configuration Workbooks	100% - Submitted	Task Closed - Submission Incomplete
659	Update Conversion Field Mapping	100% - Submitted	Submission Complete
574	Prepare Documentation for User Acceptance Testing		

Readiness Certification Worksheet

Critical Operational Element	Criteria ID	Criteria	Criteria Met	Confidence Level	Comments
Data	4.0	Overall Data Readiness	Yes	Extremely Confident	
Data	4.1	Agency has documented reporting needs.	Yes	Extremely Confident	
Data	4.2	Agency specific test data has been identified and documented, including source documents required for UAT scenarios.	Yes	Extremely Confident	
Data	4.3	Agency specific configurations have been confirmed.	Yes	Extremely Confident	
Data	4.4	Agency data is cleansed based on Mock Conversion 2 results.	Yes	Moderately Confident	
Data	4.5	Agency has provided updated data mapping to support Mock Conversion 3.	Yes	Extremely Confident	

Mitigation Plan

Criteria ID	Why has the criteria not been met?	What mitigating actions are being taken?	Who is responsible for supporting the mitigation?	Impact/workaround if mitigation is not completed?	Planned completion date of the mitigation steps?

Agency Sponsor Confirmation

The form you are attempting to access is no longer active.

[Smartsheet.com](https://smartsheet.com)

Future Readiness Certification Submissions

Readiness Certification 2 - November 2025

Agency Sponsors will provide the second update to Agency Readiness Certification (RW Task 606) to indicate the agency is ready to continue UAT and is prepared to soon begin agency-led sessions for agency end users and fully integrated UAT to test end to end processes, including agency business systems and enterprise systems.

Readiness Certification 3 - March 2026

Agency Sponsors will provide the third update to Agency Readiness Certification (RW Task 619) providing an update of UAT progress, indicating the agency is ready to provide agency-specific training for their end users and prepare for cutover activities.

Readiness Certification 4 - May 2026

Agency Sponsors will provide final submission of the Agency Readiness Certification (RW Task 628) indicating the culmination of all testing activities and that the agency is ready to go live. This final submission of Agency Readiness Certification will be provided to the ESC for review and consideration as they prepare to vote on Stage Gate 5: Agency Readiness.

Helpful Links

Agency Readiness Certification

FWC Readiness Certification Dashboard

Readiness Certification #1 Confirmation

Agency Sponsor Name:

Jessica Crawford

Confirmed By:

jessica.crawford@myfwc.com

Confirmation Date:

07/16/25

Summary

Overall Confidence Level

People

Processes

Technology

Data

People

Criteria

1.1 Agency identified SMEs have been assigned end user roles based on job function.

1.2 UAT Roles and Responsibilities have been identified in agency-specific UAT Plan.

1.3 SMEs have been identified and prepared to participate in UAT.

Related RW Tasks

Task ID	Task Name	Agency Reported Task Progress	Project Verification of Completion
536-A	Create Agency Specific User Acceptance Testing Plan	100% - Submitted	Submission Complete
536-B	Create Agency Specific User Acceptance Testing Plan	100% - Submitted	Submission Complete
573-A	Complete and Submit End User Role Mapping Worksheet for UAT.	100% - Submitted	Task Closed - Submission Incomplete

Readiness Certification Worksheet

Critical Operational Element	Criteria ID	Criteria	Criteria Met	Confidence Level	Comments
People	1.0	Overall People Readiness		Becoming Confident	
People	1.1	Agency identified SMEs have been assigned end user roles based on job function.	Yes		
People	1.2	UAT Roles and Responsibilities have been identified in agency-specific UAT Plan.	Yes		
People	1.3	SMEs have been identified and prepared to participate in UAT.	Yes		

Mitigation Plan

Criteria ID	Why has the criteria not been met?	What mitigating actions are being taken?	Who is responsible for supporting the mitigation?	Impact/workaround if mitigation is not completed?	Planned completion date of the mitigation steps?

Processes

Criteria

2.1 Agency UAT success criteria has been identified.

2.2 Change impacts have been identified for agency processes.

2.3 Creation of at least 75% of the Project-recommended standard UAT scenarios.

Related RW Tasks

Task ID	Task Name	Agency Reported Task Progress	Project Verification of Completion
536-C	Create Agency Specific User Acceptance Testing Plan	100% - Submitted	Submission Complete
560	Submit Change Analysis Tool	100% - Submitted	Submission Complete
574	Prepare Documentation for User Acceptance Testing	50% - In Progress	

Readiness Certification Worksheet

Critical Operational Element	Criteria ID	Criteria	Criteria Met	Confidence Level	Comments
Processes	2.0	Overall Processes Readiness		Becoming Confident	
Processes	2.1	Agency UAT success criteria has been identified.	Yes		
Processes	2.2	Change impacts have been identified for agency processes.	Yes		
Processes	2.3	Creation of at least 75% of the Project-recommended standard UAT scenarios.	No		

Mitigation Plan

Criteria ID	Why has the criteria not been met?	What mitigating actions are being taken?	Who is responsible for supporting the mitigation?	Impact/workaround if mitigation is not completed?	Planned completion date of the mitigation steps?
2.3	Agency year-end activities were a higher priority	We will have our User Stories ready by the August 8th due date for Task 574	Laurie Kershaw	If we were to miss the deadline, we would complete the documentation late. There is no real workaround.	08/08/25

Technology

Criteria	Related RW Tasks			
3.1 Agency interface needs have been confirmed.	Task ID	Task Name	Agency Reported Task Progress	Project Verification of Completion
3.2 Agency business system remediation for Tier 1 systems is at least 75% complete.	557	Confirm Interface Inventory for Cycle 2 Interface Testing	100% - Submitted	Submission Complete
	576	Complete Internal Agency Business System Test and Remediation to prepare for Cycle 2 - Technical Interface Testing	100% - Submitted	Submission Complete
	578	Confirm Identity Provider for Florida PALM	100% - Submitted	Submission Complete
	591	Confirm IDP Configuration for Florida PALM	100% - Submitted	Submission Complete
3.3 Agency business system testing environments have been established and are ready to begin technical interface testing with Florida PALM.				
3.4 Agency IdP has been confirmed, and configuration with the Florida PALM UAT environment is on track to be complete before the start of UAT.				
3.5 Agency SME end users have been added to the agency's IdP for the Florida PALM UAT environment.				

Readiness Certification Worksheet

Critical Operational Element	Criteria ID	Criteria	Criteria Met	Confidence Level	Comments
Technology	3.0	Overall Technology Readiness		Very Confident	
Technology	3.1	Agency interface needs have been confirmed.	Yes		
Technology	3.2	Agency business system remediation for Tier 1 systems is at least 75% complete.	Yes		
Technology	3.3	Agency business system testing environments have been established and are ready to begin technical interface testing with Florida PALM.	Yes		
Technology	3.4	Agency IdP has been confirmed, and configuration with the Florida PALM UAT environment is on track to be complete before the start of UAT.	Yes		
Technology	3.5	Agency SME end users have been added to the agency's IdP for the Florida PALM UAT environment.	Yes		

Mitigation Plan

Criteria ID	Why has the criteria not been met?	What mitigating actions are being taken?	Who is responsible for supporting the mitigation?	Impact/workaround if mitigation is not completed?	Planned completion date of the mitigation steps?

Data

Criteria	Related RW Tasks			
4.1 Agency has documented reporting needs.	Task ID	Task Name	Agency Reported Task Progress	Project Verification of Completion
4.2 Agency specific test data has been identified and documented, including source documents required for UAT scenarios.	560	Submit Change Analysis Tool	100% - Submitted	Submission Complete
	571	Complete Data Cleansing Based on Mock Conversion 2	100% - Submitted	Submission Complete
	657	Submit Updated Configuration Workbooks	100% - Submitted	Task Closed - Submission Incomplete
	659	Update Conversion Field Mapping	100% - Submitted	Task Closed - Submission Incomplete
	574	Prepare Documentation for User Acceptance Testing	50% - In Progress	
4.3 Agency specific configurations have been confirmed.				
4.4 Agency data is cleansed based on Mock Conversion 2 results.				
4.5 Agency has provided updated data mapping to support Mock Conversion 3.				

Readiness Certification Worksheet

Critical Operational Element	Criteria ID	Criteria	Criteria Met	Confidence Level	Comments
Data	4.0	Overall Data Readiness		Moderately Confident	
Data	4.1	Agency has documented reporting needs.	Yes		
Data	4.2	Agency specific test data has been identified and documented, including source documents required for UAT scenarios.	No		
Data	4.3	Agency specific configurations have been confirmed.	Yes		
Data	4.4	Agency data is cleansed based on Mock Conversion 2 results.	Yes		
Data	4.5	Agency has provided updated data mapping to support Mock Conversion 3.	Yes		

Mitigation Plan

Criteria ID	Why has the criteria not been met?	What mitigating actions are being taken?	Who is responsible for supporting the mitigation?	Impact/workaround if mitigation is not completed?	Planned completion date of the mitigation steps?
4.2	Agency year-end activities were a higher priority	We will have our User Stories ready by the August 8th due date for Task 574	Laurie Kershaw	If we were to miss the deadline, we would complete the documentation late. There is no real workaround.	08/08/25

Agency Sponsor Confirmation

The form you are attempting to access is no longer active.

[Smartsheet.com](https://smartsheet.com)

Future Readiness Certification Submissions

Readiness Certification 2 - November 2025

Agency Sponsors will provide the second update to Agency Readiness Certification (RW Task 606) to indicate the agency is ready to continue UAT and is prepared to soon begin agency-led sessions for agency end users and fully integrated UAT to test end to end processes, including agency business systems and enterprise systems.

Readiness Certification 3 - March 2026

Agency Sponsors will provide the third update to Agency Readiness Certification (RW Task 619) providing an update of UAT progress, indicating the agency is ready to provide agency-specific training for their end users and prepare for cutover activities.

Readiness Certification 4 - May 2026

Agency Sponsors will provide final submission of the Agency Readiness Certification (RW Task 628) indicating the culmination of all testing activities and that the agency is ready to go live. This final submission of Agency Readiness Certification will be provided to the ESC for review and consideration as they prepare to vote on Stage Gate 5: Agency Readiness.

Summary

Overall Confidence Level



People	Processes	Technology	Data
Confidence Level - People	Confidence Level - Processes	Confidence Level - Technology	Confidence Level - Data
Criteria 1.1	Criteria 2.1	Criteria 3.1	Criteria 4.1
Criteria 1.2	Criteria 2.2	Criteria 3.2	Criteria 4.2
Criteria 1.3	Criteria 2.3	Criteria 3.3	Criteria 4.3
		Criteria 3.4	Criteria 4.4
		Criteria 3.5	Criteria 4.5

People

Criteria	Related RW Tasks			
1.1 Agency identified SMEs have been assigned end user roles based on job function.	Task ID	Task Name	Agency Reported Task Progress	Project Verification of Completion
	536-A	Create Agency Specific User Acceptance Testing Plan	100% - Submitted	Submission Complete
1.2 UAT Roles and Responsibilities have been identified in agency-specific UAT Plan.	536-B	Create Agency Specific User Acceptance Testing Plan	100% - Submitted	Submission Complete
1.3 SMEs have been identified and prepared to participate in UAT.	573-A	Complete and Submit End User Role Mapping Worksheet for UAT.	100% - Submitted	Task Closed - Submission Incomplete

Readiness Certification Worksheet

Critical Operational Element	Criteria ID	Criteria	Criteria Met	Confidence Level	Comments
People	1.0	Overall People Readiness		Extremely Confident	
People	1.1	Agency identified SMEs have been assigned end user roles based on job function.	Yes		
People	1.2	UAT Roles and Responsibilities have been identified in agency-specific UAT Plan.	Yes		
People	1.3	SMEs have been identified and prepared to participate in UAT.	Yes		

Mitigation Plan

Criteria ID	Why has the criteria not been met?	What mitigating actions are being taken?	Who is responsible for supporting the mitigation?	Impact/workaround if mitigation is not completed?	Planned completion date of the mitigation steps?

Processes

Criteria	Related RW Tasks			
2.1 Agency UAT success criteria has been identified.	Task ID	Task Name	Agency Reported Task Progress	Project Verification of Completion
	536-C	Create Agency Specific User Acceptance Testing Plan	100% - Submitted	Submission Complete
2.2 Change impacts have been identified for agency processes.	560	Submit Change Analysis Tool	100% - Submitted	Submission Complete
	574	Prepare Documentation for User Acceptance Testing	25% - Beginning Initial Internal Meetings and Information Gathering	
2.3 Creation of at least 75% of the Project-recommended standard UAT scenarios.				

Readiness Certification Worksheet

Critical Operational Element	Criteria ID	Criteria	Criteria Met	Confidence Level	Comments
Processes	2.0	Overall Processes Readiness		Very Confident	
Processes	2.1	Agency UAT success criteria has been identified.	Yes		
Processes	2.2	Change impacts have been identified for agency processes.	Yes		
Processes	2.3	Creation of at least 75% of the Project-recommended standard UAT scenarios.	Yes		

Mitigation Plan

Criteria ID	Why has the criteria not been met?	What mitigating actions are being taken?	Who is responsible for supporting the mitigation?	Impact/workaround if mitigation is not completed?	Planned completion date of the mitigation steps?

Technology

Criteria	Related RW Tasks																				
3.1 Agency interface needs have been confirmed.	<table><tr><th>Task ID</th><th>Task Name</th><th>Agency Reported Task Progress</th><th>Project Verification of Completion</th></tr><tr><td>557</td><td>Confirm Interface Inventory for Cycle 2 Interface Testing</td><td>100% - Submitted</td><td>Submission Complete</td></tr><tr><td>576</td><td>Complete Internal Agency Business System Test and Remediation to prepare for Cycle 2 - Technical Interface Testing</td><td>50% - In Progress</td><td></td></tr><tr><td>578</td><td>Confirm Identity Provider for Florida PALM</td><td>100% - Submitted</td><td>Submission Complete</td></tr><tr><td>591</td><td>Confirm IDP Configuration for Florida PALM</td><td>100% - Submitted</td><td>Submission Complete</td></tr></table>	Task ID	Task Name	Agency Reported Task Progress	Project Verification of Completion	557	Confirm Interface Inventory for Cycle 2 Interface Testing	100% - Submitted	Submission Complete	576	Complete Internal Agency Business System Test and Remediation to prepare for Cycle 2 - Technical Interface Testing	50% - In Progress		578	Confirm Identity Provider for Florida PALM	100% - Submitted	Submission Complete	591	Confirm IDP Configuration for Florida PALM	100% - Submitted	Submission Complete
Task ID	Task Name	Agency Reported Task Progress	Project Verification of Completion																		
557	Confirm Interface Inventory for Cycle 2 Interface Testing	100% - Submitted	Submission Complete																		
576	Complete Internal Agency Business System Test and Remediation to prepare for Cycle 2 - Technical Interface Testing	50% - In Progress																			
578	Confirm Identity Provider for Florida PALM	100% - Submitted	Submission Complete																		
591	Confirm IDP Configuration for Florida PALM	100% - Submitted	Submission Complete																		
3.2 Agency business system remediation for Tier 1 systems is at least 75% complete.																					
3.3 Agency business system testing environments have been established and are ready to begin technical interface testing with Florida PALM.																					
3.4 Agency IdP has been confirmed, and configuration with the Florida PALM UAT environment is on track to be complete before the start of UAT.																					
3.5 Agency SME end users have been added to the agency's IdP for the Florida PALM UAT environment.																					

Readiness Certification Worksheet

Critical Operational Element	Criteria ID	Criteria	Criteria Met	Confidence Level	Comments
Technology	3.0	Overall Technology Readiness		Very Confident	
Technology	3.1	Agency interface needs have been confirmed.	Yes		
Technology	3.2	Agency business system remediation for Tier 1 systems is at least 75% complete.	Yes		
Technology	3.3	Agency business system testing environments have been established and are ready to begin technical interface testing with Florida PALM.	Yes		
Technology	3.4	Agency IdP has been confirmed, and configuration with the Florida PALM UAT environment is on track to be complete before the start of UAT.	Yes		
Technology	3.5	Agency SME end users have been added to the agency's IdP for the Florida PALM UAT environment.	Yes		

Mitigation Plan

Criteria ID	Why has the criteria not been met?	What mitigating actions are being taken?	Who is responsible for supporting the mitigation?	Impact/workaround if mitigation is not completed?	Planned completion date of the mitigation steps?

Data

Criteria	Related RW Tasks			
4.1 Agency has documented reporting needs.	Task ID	Task Name	Agency Reported Task Progress	Project Verification of Completion
	560	Submit Change Analysis Tool	100% - Submitted	Submission Complete
4.2 Agency specific test data has been identified and documented, including source documents required for UAT scenarios.	571	Complete Data Cleansing Based on Mock Conversion 2	100% - Submitted	Task Closed - Submission Incomplete
	657	Submit Updated Configuration Workbooks	100% - Submitted	Task Closed - Submission Incomplete
4.3 Agency specific configurations have been confirmed.	659	Update Conversion Field Mapping	100% - Submitted	Task Closed - Submission Incomplete
	574	Prepare Documentation for User Acceptance Testing	25% - Beginning Initial Internal Meetings and Information Gathering	
4.4 Agency data is cleansed based on Mock Conversion 2 results.				
4.5 Agency has provided updated data mapping to support Mock Conversion 3.				

Readiness Certification Worksheet

Critical Operational Element	Criteria ID	Criteria	Criteria Met	Confidence Level	Comments
Data	4.0	Overall Data Readiness		Very Confident	
Data	4.1	Agency has documented reporting needs.	Yes		
Data	4.2	Agency specific test data has been identified and documented, including source documents required for UAT scenarios.	Yes		
Data	4.3	Agency specific configurations have been confirmed.	Yes		
Data	4.4	Agency data is cleansed based on Mock Conversion 2 results.	No		Mitigation Plan Completed in JAC Readiness Mitigation Smartsheet
Data	4.5	Agency has provided updated data mapping to support Mock Conversion 3.	Yes		

Mitigation Plan

Criteria ID	Why has the criteria not been met?	What mitigating actions are being taken?	Who is responsible for supporting the mitigation?	Impact/workaround if mitigation is not completed?	Planned completion date of the mitigation steps?
4.4	Incomplete status previously known and reported to Florida PALM. The primary driver for the delay in Mock 2 data cleansing is staff availability.	JAC's plan to reduce future impacts includes hiring two (2) additional OPS staff with the requisite knowledge and skills to cleanse the data. One staff member has been hired and is in the process of onboarding, the second has been offered a position and is the background screening process.	Financial Services	Data cleansing will continue to be delayed based on staff availability. If additional staff are not approved and added, JAC's SMEs will complete the tasks as their availability permits, causing continued delay and business impact.	03/31/26

Agency Sponsor Confirmation

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

Agency Sponsor Name: *

☐ Confirm *

Future Readiness Certification Submissions

Readiness Certification 2 - November 2025

Agency Sponsors will provide the second update to Agency Readiness Certification (RW Task 606) to indicate the agency is ready to continue UAT and is prepared to soon begin agency-led sessions for agency end users and fully integrated UAT to test end to end processes, including agency business systems and enterprise systems.

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Readiness Certification 4 - May 2026

Agency Sponsors will provide final submission of the Agency Readiness Certification (RW Task 628) indicating the culmination of all testing activities and that the agency is ready to go live. This final submission of Agency Readiness Certification will be provided to the ESC for review and consideration as they prepare to vote on Stage Gate 5: Agency Readiness.

Summary

Overall Confidence Level



People		Processes		Technology		Data	
Confidence Level - People		Confidence Level - Processes		Confidence Level - Technology		Confidence Level - Data	
Criteria 1.1		Criteria 2.1		Criteria 3.1		Criteria 4.1	
Criteria 1.2		Criteria 2.2		Criteria 3.2		Criteria 4.2	
Criteria 1.3		Criteria 2.3		Criteria 3.3		Criteria 4.3	
				Criteria 3.4		Criteria 4.4	
				Criteria 3.5		Criteria 4.5	

People

Criteria	Related RW Tasks			
1.1 Agency identified SMEs have been assigned end user roles based on job function.	Task ID	Task Name	Agency Reported Task Progress	Project Verification of Completion
1.2 UAT Roles and Responsibilities have been identified in agency-specific UAT Plan.	536-A	Create Agency Specific User Acceptance Testing Plan	100% - Submitted	Submission Complete
	536-B	Create Agency Specific User Acceptance Testing Plan	100% - Submitted	Submission Complete
1.3 SMEs have been identified and prepared to participate in UAT.	573-A	Complete and Submit End User Role Mapping Worksheet for UAT.	100% - Submitted	Task Closed - Submission Incomplete

Readiness Certification Worksheet

Critical Operational Element	Criteria ID	Criteria	Criteria Met	Confidence Level	Comments
People	1.0	Overall People Readiness		Moderately Confident	
People	1.1	Agency identified SMEs have been assigned end user roles based on job function.	Yes		
People	1.2	UAT Roles and Responsibilities have been identified in agency-specific UAT Plan.	Yes		
People	1.3	SMEs have been identified and prepared to participate in UAT.	Yes		

Mitigation Plan

Criteria ID	Why has the criteria not been met?	What mitigating actions are being taken?	Who is responsible for supporting the mitigation?	Impact/workaround if mitigation is not completed?	Planned completion date of the mitigation steps?

Processes

Criteria	Related RW Tasks			
2.1 Agency UAT success criteria has been identified.	Task ID	Task Name	Agency Reported Task Progress	Project Verification of Completion
2.2 Change impacts have been identified for agency processes.	536-C	Create Agency Specific User Acceptance Testing Plan	100% - Submitted	Submission Complete
	560	Submit Change Analysis Tool	100% - Submitted	Submission Complete
	574	Prepare Documentation for User Acceptance Testing	50% - In Progress	
2.3 Creation of at least 75% of the Project-recommended standard UAT scenarios.				

Readiness Certification Worksheet

Critical Operational Element	Criteria ID	Criteria	Criteria Met	Confidence Level	Comments
Processes	2.0	Overall Processes Readiness		Moderately Confident	
Processes	2.1	Agency UAT success criteria has been identified.	Yes		
Processes	2.2	Change impacts have been identified for agency processes.	Yes		
Processes	2.3	Creation of at least 75% of the Project-recommended standard UAT scenarios.	Yes		

Mitigation Plan

Criteria ID	Why has the criteria not been met?	What mitigating actions are being taken?	Who is responsible for supporting the mitigation?	Impact/workaround if mitigation is not completed?	Planned completion date of the mitigation steps?

Technology

Criteria

- 3.1 Agency interface needs have been confirmed.
- 3.2 Agency business system remediation for Tier 1 systems is at least 75% complete.
- 3.3 Agency business system testing environments have been established and are ready to begin technical interface testing with Florida PALM.
- 3.4 Agency IdP has been confirmed, and configuration with the Florida PALM UAT environment is on track to be complete before the start of UAT.
- 3.5 Agency SME end users have been added to the agency's IdP for the Florida PALM UAT environment.

Related RW Tasks

Task ID	Task Name	Agency Reported Task Progress	Project Verification of Completion
557	Confirm Interface Inventory for Cycle 2 Interface Testing	100% - Submitted	Submission Complete
576	Complete Internal Agency Business System Test and Remediation to prepare for Cycle 2 - Technical Interface Testing	50% - In Progress	
578	Confirm Identity Provider for Florida PALM	100% - Submitted	Submission Complete
591	Confirm IDP Configuration for Florida PALM	100% - Submitted	Submission Complete

Readiness Certification Worksheet

Critical Operational Element	Criteria ID	Criteria	Criteria Met	Confidence Level	Comments
Technology	3.0	Overall Technology Readiness		Moderately Confident	
Technology	3.1	Agency interface needs have been confirmed.	Yes		
Technology	3.2	Agency business system remediation for Tier 1 systems is at least 75% complete.	No		
Technology	3.3	Agency business system testing environments have been established and are ready to begin technical interface testing with Florida PALM.	No		
Technology	3.4	Agency IdP has been confirmed, and configuration with the Florida PALM UAT environment is on track to be complete before the start of UAT.	Yes		
Technology	3.5	Agency SME end users have been added to the agency's IdP for the Florida PALM UAT environment.	Yes		

Mitigation Plan

Criteria ID	Why has the criteria not been met?	What mitigating actions are being taken?	Who is responsible for supporting the mitigation?	Impact/workaround if mitigation is not completed?	Planned completion date of the mitigation steps?
3.2	This has been discussed during the last two Monthly meetings	This has been discussed during the last two Monthly meetings	This has been discussed during the last two Monthly meetings	This has been discussed during the last two Monthly meetings	03/31/26
3.3	This has been discussed during the last two Monthly meetings	This has been discussed during the last two Monthly meetings	This has been discussed during the last two Monthly meetings	This has been discussed during the last two Monthly meetings	03/31/26

Data

Criteria

- 4.1 Agency has documented reporting needs.
- 4.2 Agency specific test data has been identified and documented, including source documents required for UAT scenarios.
- 4.3 Agency specific configurations have been confirmed.
- 4.4 Agency data is cleansed based on Mock Conversion 2 results.
- 4.5 Agency has provided updated data mapping to support Mock Conversion 3.

Related RW Tasks

Task ID	Task Name	Agency Reported Task Progress	Project Verification of Completion
560	Submit Change Analysis Tool	100% - Submitted	Submission Complete
571	Complete Data Cleansing Based on Mock Conversion 2	100% - Submitted	Submission Complete
657	Submit Updated Configuration Workbooks	100% - Submitted	Task Closed - Submission Incomplete
659	Update Conversion Field Mapping	100% - Submitted	Task Closed - Submission Incomplete
574	Prepare Documentation for User Acceptance Testing	50% - In Progress	

Readiness Certification Worksheet

Critical Operational Element	Criteria ID	Criteria	Criteria Met	Confidence Level	Comments
Data	4.0	Overall Data Readiness		Moderately Confident	
Data	4.1	Agency has documented reporting needs.	Yes		
Data	4.2	Agency specific test data has been identified and documented, including source documents required for UAT scenarios.	Yes		
Data	4.3	Agency specific configurations have been confirmed.	Yes		
Data	4.4	Agency data is cleansed based on Mock Conversion 2 results.	Yes		
Data	4.5	Agency has provided updated data mapping to support Mock Conversion 3.	Yes		

Mitigation Plan

Criteria ID	Why has the criteria not been met?	What mitigating actions are being taken?	Who is responsible for supporting the mitigation?	Impact/workaround if mitigation is not completed?	Planned completion date of the mitigation steps?

Agency Sponsor Confirmation

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Future Readiness Certification Submissions

Readiness Certification 2 - November 2025

Agency Sponsors will provide the second update to Agency Readiness Certification (RW Task 606) to indicate the agency is ready to continue UAT and is prepared to soon begin agency-led sessions for agency end users and fully integrated UAT to test end to end processes, including agency business systems and enterprise systems.

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Summary

Overall Confidence Level



People	Processes	Technology	Data
Confidence Level - People	Confidence Level - Processes	Confidence Level - Technology	Confidence Level - Data
Criteria 1.1	Criteria 2.1	Criteria 3.1	Criteria 4.1
Criteria 1.2	Criteria 2.2	Criteria 3.2	Criteria 4.2
Criteria 1.3	Criteria 2.3	Criteria 3.3	Criteria 4.3
		Criteria 3.4	Criteria 4.4
		Criteria 3.5	Criteria 4.5

People

Criteria	Related RW Tasks			
1.1 Agency identified SMEs have been assigned end user roles based on job function.	Task ID	Task Name	Agency Reported Task Progress	Project Verification of Completion
	536-A	Create Agency Specific User Acceptance Testing Plan	100% - Submitted	Submission Complete
1.2 UAT Roles and Responsibilities have been identified in agency-specific UAT Plan.	536-B	Create Agency Specific User Acceptance Testing Plan	100% - Submitted	Submission Complete
1.3 SMEs have been identified and prepared to participate in UAT.	573-A	Complete and Submit End User Role Mapping Worksheet for UAT.	100% - Submitted	Submission Complete

Readiness Certification Worksheet

Critical Operational Element	Criteria ID	Criteria	Criteria Met	Confidence Level	Comments
People	1.0	Overall People Readiness		Moderately Confident	
People	1.1	Agency identified SMEs have been assigned end user roles based on job function.	Yes		
People	1.2	UAT Roles and Responsibilities have been identified in agency-specific UAT Plan.	Yes		
People	1.3	SMEs have been identified and prepared to participate in UAT.	Yes		

Mitigation Plan

Criteria ID	Why has the criteria not been met?	What mitigating actions are being taken?	Who is responsible for supporting the mitigation?	Impact/workaround if mitigation is not completed?	Planned completion date of the mitigation steps?

Processes

Criteria	Related RW Tasks			
2.1 Agency UAT success criteria has been identified.	Task ID	Task Name	Agency Reported Task Progress	Project Verification of Completion
	536-C	Create Agency Specific User Acceptance Testing Plan	100% - Submitted	Submission Complete
2.2 Change impacts have been identified for agency processes.	560	Submit Change Analysis Tool	100% - Submitted	Submission Complete
	574	Prepare Documentation for User Acceptance Testing	50% - In Progress	
2.3 Creation of at least 75% of the Project-recommended standard UAT scenarios.				

Readiness Certification Worksheet

Critical Operational Element	Criteria ID	Criteria	Criteria Met	Confidence Level	Comments
Processes	2.0	Overall Processes Readiness		Moderately Confident	
Processes	2.1	Agency UAT success criteria has been identified.	Yes		
Processes	2.2	Change impacts have been identified for agency processes.	Yes		
Processes	2.3	Creation of at least 75% of the Project-recommended standard UAT scenarios.	Yes		

Mitigation Plan

Criteria ID	Why has the criteria not been met?	What mitigating actions are being taken?	Who is responsible for supporting the mitigation?	Impact/workaround if mitigation is not completed?	Planned completion date of the mitigation steps?

Technology

Criteria

3.1 Agency interface needs have been confirmed.

3.2 Agency business system remediation for Tier 1 systems is at least 75% complete.

3.3 Agency business system testing environments have been established and are ready to begin technical interface testing with Florida PALM.

3.4 Agency IdP has been confirmed, and configuration with the Florida PALM UAT environment is on track to be complete before the start of UAT.

3.5 Agency SME end users have been added to the agency's IdP for the Florida PALM UAT environment.

Related RW Tasks

Task ID	Task Name	Agency Reported Task Progress	Project Verification of Completion
557	Confirm Interface Inventory for Cycle 2 Interface Testing	100% - Submitted	Submission Complete
576	Complete Internal Agency Business System Test and Remediation to prepare for Cycle 2 - Technical Interface Testing	100% - Submitted	Submission Complete
578	Confirm Identity Provider for Florida PALM	100% - Submitted	Submission Complete
591	Confirm IDP Configuration for Florida PALM	100% - Submitted	Submission Complete

Readiness Certification Worksheet

Critical Operational Element	Criteria ID	Criteria	Criteria Met	Confidence Level	Comments
Technology	3.0	Overall Technology Readiness		Very Confident	
Technology	3.1	Agency interface needs have been confirmed.	N/A		No agency business system will interface with FL PALM.
Technology	3.2	Agency business system remediation for Tier 1 systems is at least 75% complete.	N/A		No major remediation needed to agency business systems.
Technology	3.3	Agency business system testing environments have been established and are ready to begin technical interface testing with Florida PALM.	N/A		No agency business system will interface with FL PALM and will not need to participate in interface testing.
Technology	3.4	Agency IdP has been confirmed, and configuration with the Florida PALM UAT environment is on track to be complete before the start of UAT.	Yes		
Technology	3.5	Agency SME end users have been added to the agency's IdP for the Florida PALM UAT environment.	Yes		

Mitigation Plan

Criteria ID	Why has the criteria not been met?	What mitigating actions are being taken?	Who is responsible for supporting the mitigation?	Impact/workaround if mitigation is not completed?	Planned completion date of the mitigation steps?

Data

Criteria

4.1 Agency has documented reporting needs.

4.2 Agency specific test data has been identified and documented, including source documents required for UAT scenarios.

4.3 Agency specific configurations have been confirmed.

4.4 Agency data is cleansed based on Mock Conversion 2 results.

4.5 Agency has provided updated data mapping to support Mock Conversion 3.

Related RW Tasks

Task ID	Task Name	Agency Reported Task Progress	Project Verification of Completion
560	Submit Change Analysis Tool	100% - Submitted	Submission Complete
571	Complete Data Cleansing Based on Mock Conversion 2	100% - Submitted	Task Closed - Submission Incomplete
657	Submit Updated Configuration Workbooks	100% - Submitted	Submission Complete
659	Update Conversion Field Mapping	100% - Submitted	Submission Complete
574	Prepare Documentation for User Acceptance Testing	50% - In Progress	

Readiness Certification Worksheet

Critical Operational Element	Criteria ID	Criteria	Criteria Met	Confidence Level	Comments
Data	4.0	Overall Data Readiness		Moderately Confident	
Data	4.1	Agency has documented reporting needs.	Yes		
Data	4.2	Agency specific test data has been identified and documented, including source documents required for UAT scenarios.	Yes		
Data	4.3	Agency specific configurations have been confirmed.	Yes		
Data	4.4	Agency data is cleansed based on Mock Conversion 2 results.	Yes		
Data	4.5	Agency has provided updated data mapping to support Mock Conversion 3.	Yes		

Mitigation Plan

Criteria ID	Why has the criteria not been met?	What mitigating actions are being taken?	Who is responsible for supporting the mitigation?	Impact/workaround if mitigation is not completed?	Planned completion date of the mitigation steps?

Agency Sponsor Confirmation

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Future Readiness Certification Submissions

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Summary

Overall Confidence Level



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Confidence Level - People	Confidence Level - Processes	Confidence Level - Technology	Confidence Level - Data
Criteria 1.1	Criteria 2.1	Criteria 3.1	Criteria 4.1
Criteria 1.2	Criteria 2.2	Criteria 3.2	Criteria 4.2
Criteria 1.3	Criteria 2.3	Criteria 3.3	Criteria 4.3
		Criteria 3.4	Criteria 4.4
		Criteria 3.5	Criteria 4.5

People

Criteria	Related RW Tasks			
1.1 Agency identified SMEs have been assigned end user roles based on job function.	Task ID	Task Name	Agency Reported Task Progress	Project Verification of Completion
	536-A	Create Agency Specific User Acceptance Testing Plan	100% - Submitted	Submission Complete
1.2 UAT Roles and Responsibilities have been identified in agency-specific UAT Plan.	536-B	Create Agency Specific User Acceptance Testing Plan	100% - Submitted	Submission Complete
1.3 SMEs have been identified and prepared to participate in UAT.	573-A	Complete and Submit End User Role Mapping Worksheet for UAT.	100% - Submitted	Submission Complete

Readiness Certification Worksheet

Critical Operational Element	Criteria ID	Criteria	Criteria Met	Confidence Level	Comments
People	1.0	Overall People Readiness	Yes	Moderately Confident	SCS is Very Confident in our readiness to enter into UAT Testing, however, since this will be our first opportunity to use the PALM Application, we are Moderately Confident in our exposure to the PALM System itself as to the readiness in terms of SME Personnel preparation and training completeness by exercising the PALM System functionality.
People	1.1	Agency identified SMEs have been assigned end user roles based on job function.	Yes		
People	1.2	UAT Roles and Responsibilities have been identified in agency-specific UAT Plan.	Yes		
People	1.3	SMEs have been identified and prepared to participate in	Yes		

Mitigation Plan

Criteria ID	Why has the criteria not been met?	What mitigating actions are being taken?	Who is responsible for supporting the mitigation?	Impact/workaround if mitigation is not completed?	Planned completion date of the mitigation steps?

Processes

Criteria	Related RW Tasks			
2.1 Agency UAT success criteria has been identified.	Task ID	Task Name	Agency Reported Task Progress	Project Verification of Completion
2.2 Change impacts have been identified for agency processes.	536-C	Create Agency Specific User Acceptance Testing Plan	100% - Submitted	Submission Complete
	560	Submit Change Analysis Tool	100% - Submitted	Submission Complete
2.3 Creation of at least 75% of the Project-recommended standard UAT scenarios.	574	Prepare Documentation for User Acceptance Testing	50% - In Progress	

Readiness Certification Worksheet

Critical Operational Element	Criteria ID	Criteria	Criteria Met	Confidence Level	Comments
Processes	2.0	Overall Processes Readiness	Yes	Moderately Confident	SCS is Very Confident in our readiness to enter into UAT Testing, however, since this will be our first opportunity to use the PALM Application, we are Moderately Confident in our exposure to the PALM System itself as to the "online" readiness in terms of our modifications to our Business Processes by exercising the PALM System functionality.
Processes	2.1	Agency UAT success criteria has been identified.	Yes		
Processes	2.2	Change impacts have been identified for agency processes.	Yes		
Processes	2.3	Creation of at least 75% of the Project-recommended	Yes		

Mitigation Plan					
Criteria ID	Why has the criteria not been met?	What mitigating actions are being taken?	Who is responsible for supporting the mitigation?	Impact/workaround if mitigation is not completed?	Planned completion date of the mitigation steps?

Criteria ID	Why has the criteria not been met?	What mitigating actions are being taken?	Who is responsible for supporting the mitigation?	Impact/workaround if mitigation is not completed?	Planned completion date of the mitigation steps?

Technology

Criteria

3.1 Agency interface needs have been confirmed.

3.2 Agency business system remediation for Tier 1 systems is at least 75% complete.

3.3 Agency business system testing environments have been established and are ready to begin technical interface testing with Florida PALM.

3.4 Agency IdP has been confirmed, and configuration with the Florida PALM UAT environment is on track to be complete before the start of UAT.

3.5 Agency SME end users have been added to the agency's IdP for the Florida PALM UAT environment.

Related RW Tasks

Task ID	Task Name	Agency Reported Task Progress	Project Verification of Completion
557	Confirm Interface Inventory for Cycle 2 Interface Testing	100% - Submitted	Submission Complete
576	Complete Internal Agency Business System Test and Remediation to prepare for Cycle 2 - Technical Interface Testing	100% - Submitted	Submission Complete
578	Confirm Identity Provider for Florida PALM	100% - Submitted	Submission Complete
591	Confirm IDP Configuration for Florida PALM	100% - Submitted	Submission Complete

Readiness Certification Worksheet

Critical Operational Element	Criteria ID	Criteria	Criteria Met	Confidence Level	Comments
Technology	3.0	Overall Technology Readiness	Yes	Moderately Confident	<p>SCS is Very Confident in our readiness to enter into UAT Testing, however, since this will be our first opportunity to use the PALM Application, we are Moderately Confident in our exposure to the PALM System itself as to our modified SCS Agency Business Systems, new PALM Interfaces and enhanced Enterprise Partners Systems by exercising the PALM System functionality. .</p> <p>Full confidence in our Technology readiness is pending Mock 4 "Full" UAT Testing which is targeted to begin in December 2025.</p>
Technology	3.1	Agency interface needs have been confirmed.	Yes		
Technology	3.2	Agency business system remediation for Tier 1 systems is at least 75% complete.	Yes		
Technology	3.3	Agency business system testing environments have been established and are ready to begin technical interface testing with Florida PALM.	Yes		
Technology	3.4	Agency IdP has been confirmed, and configuration with the Florida PALM UAT environment is on track to be complete before the start of UAT.	Yes		
Technology	3.5	Agency SME end users have been added to the agency's IdP for the Florida PALM UAT environment.	Yes		

Mitigation Plan

Criteria ID	Why has the criteria not been met?	What mitigating actions are being taken?	Who is responsible for supporting the mitigation?	Impact/workaround if mitigation is not completed?	Planned completion date of the mitigation steps?
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Data

[illegible]

4.1 Agency has documented reporting needs.

4.2 Agency specific test data has been identified and documented, including source documents required for UAT scenarios.

4.3 Agency specific configurations have been confirmed.

4.4 Agency data is cleansed based on Mock Conversion 2 results.

4.5 Agency has provided updated data mapping to support Mock Conversion 3.

Related RW Tasks

Task ID	Task Name	Agency Reported Task Progress	Project Verification of Completion
560	Submit Change Analysis Tool	100% - Submitted	Submission Complete
571	Complete Data Cleansing Based on Mock Conversion 2	100% - Submitted	Submission Complete
657	Submit Updated Configuration Workbooks	100% - Submitted	Task Closed - Submission Incomplete
659	Update Conversion Field Mapping	100% - Submitted	Task Closed - Submission Incomplete
574	Prepare Documentation for User Acceptance Testing	50% - In Progress	

Readiness Certification Worksheet

Critical Operational Element	Criteria ID	Criteria	Criteria Met	Confidence Level	Comments
Data	4.0	Overall Data Readiness	Yes	Moderately Confident	SCS is Very Confident in our readiness to enter into UAT Testing, however, since this will be our first opportunity to use the

					<p>PALM Appointments, we are moderately Confident in our exposure to the PALM System itself as to the FLAIR Data Conversion and PALM Configuration values by exercising the PALM System functionality.</p> <p>Full confidence in our Data readiness is pending Mock 4 "Full" UAT Testing which is targeted to begin in December 2025.</p>
Data	4.1	Agency has documented reporting needs.	Yes		
Data	4.2	Agency specific test data has been identified and documented, including source documents required for UAT scenarios.	Yes		
Data	4.3	Agency specific configurations have been confirmed.	Yes		
Data	4.4	Agency data is cleansed based on Mock Conversion 2 results.	Yes		
Data	4.5	Agency has provided updated data mapping to support Mock Conversion 3.	Yes		

Mitigation Plan					
Criteria ID	Why has the criteria not been met?	What mitigating actions are being taken?	Who is responsible for supporting the mitigation?	Impact/workaround if mitigation is not completed?	Planned completion date of the mitigation steps?

Agency Sponsor Confirmation

The form you are attempting to access is no longer active.

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Future Readiness Certification Submissions

- Readiness Certification 2 - November 2025**

Agency Sponsors will provide the second update to Agency Readiness Certification (RW Task 606) to indicate the agency is ready to continue UAT and is prepared to soon begin agency-led sessions for agency end users and fully integrated UAT to test end to end processes, including agency business systems and enterprise systems.
- Readiness Certification 3 - March 2026**

Agency Sponsors will provide the third update to Agency Readiness Certification (RW Task 619) providing an update of UAT progress, indicating the agency is ready to provide agency-specific training for their end users and prepare for cutover activities.
- Readiness Certification 4 - May 2026**

Agency Sponsors will provide final submission of the Agency Readiness Certification (RW Task 628) indicating the culmination of all testing activities and that the agency is ready to go live. This final submission of Agency Readiness Certification will be provided to the ESC for review and consideration as they prepare to vote on Stage Gate 5: Agency Readiness.