

People Readiness Comments Certification #1

Agency	Criteria ID	Criteria	Criteria Met	Comments
1	FDOT	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.
2	DOE	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.
3	DOE	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.
4	DFS	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
5	DFS	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
6	DFS	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
7	DMS	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.
8	DMS	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.
9	DMS	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.
10	FDC	1.1 Agency identified SMEs have been assigned end user roles based on job function.	Yes	Role assignment knowledge articles were published very recently.
11	FDC	1.2 UAT Roles and Responsibilities have been identified in agency-specific UAT Plan.	Yes	PALM business processes has been taken as the basis for the UAT testing.
12	FDC	1.3 SMEs have been identified and prepared to participate in UAT.	Yes	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.
13	FCOR	1.1 Agency identified SMEs have been assigned end user roles based on job function.	Yes	Role assignment knowledge articles were published very recently.
14	FCOR	1.2 UAT Roles and Responsibilities have been identified in agency-specific UAT Plan.	Yes	PALM business processes has been taken as the basis for the UAT testing.
15	FCOR	1.3 SMEs have been identified and prepared to participate in UAT.	Yes	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.